The Corporation of the Municipality of Whitestone

Agenda of the Inaugural Council Meeting
2026-2030 Term
Tuesday November 17, 2026
10:00 a.m.

Dunchurch Community Centre

and

Join Zoom Meeting **(Video)**
https://us02web.zoom.us/j/87178027211

(Phone Call Only)
Dial 1-780-666-0144 Meeting ID: 871 7802 7211#

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.

Welcome and Opening remarks
An overview of the proceedings for the day
Nigel Black, CAO / Clerk

Delivering the Declarations of Office

Mayor assumes the Chain of Office

Introduction of Council by Mayor Lamb

Councillor Janice Bray
Councillor Ian Crawford
Councillor Jeanie Fuscaldo
Councillor Rob Slykhuis

Introduction to Whitestone staff

Refreshments with friends and family

Move into the November 17 2026 Regular Council Meeting

1. Call to Order and Roll Call **11:00 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. Mayors' Inaugural Address

5. Councillor Remarks

6. Presentations and Delegations
Municipality of Whitestone draft 2025 Consolidated Financial Statements
- Rebecca MacDonald, CPA, Pahapill and Associates Professional Chartered Accountants

7. Business Matters

7.1 Appointment of Deputy Mayor
- Memorandum from CAO/Clerk Black

7.2 2027 Regular Council Meeting Schedule
- Memorandum from CAO/Clerk Black

7.3 Whitestone Boards and Committees, Council Member Appointments
- Memorandum from CAO/Clerk Black

7.4 Staff Report ADMIN-2026-17
Sudbury to Barrie Transmission Line Task Force

7.5 2027 ROMA Conference
- Memorandum from CAO/Clerk Black

8. Confirming By-law

9. Adjournment

PRESENTATIONS AND DELEGATIONS

6.1 Municipality of Whitestone draft 2025 Consolidated Financial Statements

- Rebecca MacDonald, CPA, Pahapill and Associates Professional Chartered Accountants

DRAFT FOR DISCUSSION PURPOSES ONLY

THE CORPORATION OF THE
MUNICIPALITY OF WHITESTONE

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2025

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

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DRAFT FOR DISCUSSION PURPOSES ONLY

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

Management's Responsibility for the Consolidated Financial Statements

The management of the Corporation of the Municipality of Whitestone (the "Municipality") is responsible for the integrity, objectivity and accuracy of the financial information presented in the accompanying financial statements.

The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada ("CPA"). A summary of the significant accounting policies is described in Note 1 to the consolidated financial statements.

The Municipality's management maintains a system of internal controls designed to provide a reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Council meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the approval of the consolidated financial statements.

The consolidated financial statements have been audited by Pahapill and Associates Professional Corporation, independent external auditors appointed by the Municipality. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

_____	_____
Nigel Black	Jessica Sinkowski
CAO/Clerk	Treasurer

DRAFT FOR DISCUSSION PURPOSES ONLY

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Municipality of Whitestone

Opinion
We have audited the consolidated financial statements of The Corporation of the Municipality of Whitestone, which comprise the consolidated statement of financial position as at December 31, 2025, and the consolidated statements of operations, the consolidated change in its net financial assets (debt) and its consolidated cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Municipality of Whitestone as at December 31, 2025, and the results of its operations 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 Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those 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 Consolidated Financial Statements
Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibility for the Audit of the Consolidated Financial Statements
Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated 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 consolidated 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 Municipality'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 Municipality'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 consolidated 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 Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Municipality to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

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.

Huntsville, Ontario

Pahapill and Associates Professional Corporation
Chartered Professional Accountants
Authorized to practise public accounting by
The Chartered Professional Accountants of Ontario

DRAFT FOR DISCUSSION PURPOSES ONLY

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

	2025	2024
FINANCIAL ASSETS		
Cash and cash equivalents	$ 2,676,236	$ 2,122,469
Accounts receivable, net of allowance of $2,000 (2024 - $2,000)	690,283	817,032
	3,366,519	**2,939,501**
LIABILITIES		
Accounts payable and accrued liabilities	562,338	1,050,358
Deferred revenue *(Note 5)*	476,248	232,136
Municipal debt *(Note 6)*	2,022,369	2,246,296
Asset retirement obligations *(Note 9)*	488,478	607,372
	3,549,433	**4,136,162**
NET FINANCIAL ASSETS (DEBT)	**(182,914)**	**(1,196,661)**
NON-FINANCIAL ASSETS		
Tangible capital assets - net *(Note 11, Schedule 1)*	11,351,541	12,148,015
Inventories of supplies	62,768	29,590
Prepaid expenses	63,966	59,049
	11,478,275	**12,236,654**
ACCUMULATED SURPLUS	**$ 11,295,361**	**$ 11,039,993**

CONTINGENT LIABILITY (Note 15)

COMMITMENTS (Note 8)

APPROVED ON BEHALF OF COUNCIL:

_____ Mayor

The accompanying notes and schedules are an integral part of these financial statements

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

	Budget 2025 (Note 13)	Actual 2025	Actual 2024
REVENUE			
Property taxes	$ 3,816,638	$ 3,900,915	$ 3,763,256
User fees	111,000	104,485	78,063
Government transfers	1,665,113	1,573,733	1,502,586
Other	377,820	447,473	499,738
TOTAL REVENUE	**5,970,571**	**6,026,606**	**5,843,643**
EXPENSES			
General government	1,364,871	1,318,038	1,176,303
Protection to persons and property	963,865	952,959	911,656
Transportation services	1,881,308	1,930,296	1,961,378
Environmental services	294,084	297,707	350,515
Landfill	-	30,794	29,308
Health services	282,293	284,447	275,135
Social and family services	359,721	359,720	346,547
Recreation and culture	574,801	541,675	461,967
Planning and development	52,800	55,602	43,190
TOTAL EXPENSES	**5,773,743**	**5,771,238**	**5,555,999**
ANNUAL SURPLUS	**196,828**	**255,368**	**287,644**
ACCUMULATED SURPLUS, BEGINNING OF YEAR	**11,039,993**	**11,039,993**	**10,752,349**
ACCUMULATED SURPLUS, END OF YEAR	**$ 11,236,821**	**$ 11,295,361**	**$ 11,039,993**

The accompanying notes and schedules are an integral part of these financial statements

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

	Budget 2025 (Note 13)	Actual 2025	Actual 2024
Annual surplus (deficit)	$ 196,828	$ 255,368	$ 287,644
Acquisition of tangible capital assets	(106,818)	(106,818)	(999,409)
Amortization of tangible capital assets	737,604	737,604	831,627
Decrease in asset retirement asset capitalized	-	165,688	-
Change in inventories	-	(33,178)	(7,941)
Change in prepaid expense	-	(4,917)	(4,378)
Increase (decrease) in net financial assets	827,614	1,013,747	107,543
Net financial assets (debt), beginning of year	(1,196,661)	(1,196,661)	(1,304,204)
Net financial assets (debt), end of year	**$ (369,047)**	**$ (182,914)**	**$ (1,196,661)**

The accompanying notes and schedules are an integral part of these financial statements

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CONSOLIDATED STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

	2025	2024
Operating transactions		
Annual surplus (deficit)	$ 255,368	$ 287,644
Non-cash charges to operations:		
Amortization	737,604	831,627
Decrease in asset retirement asset capitalized	165,688	-
	1,158,660	1,119,271
Changes in non-cash items:		
Accounts receivable	126,749	(104,665)
Accounts payable and accrued liabilities	(488,020)	464,734
Deferred revenue	244,112	110,095
Asset retirement obligation	(118,894)	29,308
Inventories of supplies	(33,178)	(7,941)
Prepaid expenses	(4,917)	(4,378)
	(274,148)	487,153
Cash provided by operating transactions	884,512	1,606,424
Capital transactions		
Acquisition of tangible capital assets	(106,818)	(999,409)
Cash applied to capital transactions	(106,818)	(999,409)
Investing transactions		
Cash provided by investing transactions	-	-
Financing transactions		
Debt principal repayments	(223,927)	63,852
Cash applied to financing transactions	(223,927)	63,852
Net change in cash and cash equivalents	**553,767**	**670,867**
Cash and cash equivalents, beginning of year	**2,122,469**	**1,451,602**
Cash and cash equivalents (bank indebtedness), end of year	**$ 2,676,236**	**$ 2,122,469**
Cash flow supplementary information:		
Interest income received	$ 124,351	$ 127,383
Interest paid	69,100	76,929
Net interest received	$ 55,251	$ 50,454

The accompanying notes and schedules are an integral part of these financial statements

DRAFT FOR DISCUSSION PURPOSES ONLY

The Corporation of the Municipality of Whitestone is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, 2001, Planning Act, Building Code Act and other related legislation.

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Corporation of the Municipality of Whitestone (the "Municipality") are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended in the Public Sector Accounting Board "PSAB" of the Chartered Professional Accountants Canada. Significant aspects of the accounting policies adopted by the Municipality are as follows:

(a) Reporting Entity

These consolidated statements reflect the assets, liabilities, revenues, expenses and reserve and reserve fund balances of the reporting entity. The reporting entity is comprised of all committees of Council and the boards, joint boards and municipal enterprises for which Council is politically accountable as follows:

(i) Consolidated and Proportionally Consolidated entities

The following local boards are consolidated:

Cemetery
Library

Inter-organizational transactions and balances between these organizations are eliminated.

(ii) Non-consolidated entities

The following joint local boards are not consolidated:

North Bay Parry Sound District Health Unit
Parry Sound District Social Services Administration Board
District of Parry Sound (West) Home for the Aged.

(iii) Accounting for school board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in these consolidated financial statements.

(iv) Trust funds

Trust funds administered by the Municipality are not included in these consolidated financial statements, but are reported separately on the trust funds financial statements.

(b) Basis of Accounting

(i) Accrual basis of accounting

Sources of financing and expenditures are reported on the accrual basis of accounting. This method recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Non-financial assets

Non-financial assets are not available to discharge existing liabilities but are held for use in the provision of Municipal services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

DRAFT FOR DISCUSSION PURPOSES ONLY

(a) Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Tangible capital assets received as donations are recorded at their fair value at the date of receipt. The cost, less residual value, of the tangible capital assets are amortized on a declining balance basis over their estimated useful lives as follows:

Land improvements - 20 years
Buildings - 40 years
Machinery, equipment and furniture - 5 to 20 years
Vehicles - 8 to 15 years
Roads - 8 to 75 years
Bridges - 60 years
Water and Sewer plants and networks - 60 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Estimated closure and post-closure expenses for active landfill sites as well as the land occupied by the sites are amortized annually on the basis of capacity used during the year as a percentage of the estimated total capacity of the landfill site.

The Municipality has a capitalization threshold of $3,000; individual tangible capital assets, or pooled assets of lesser value are expensed in the year of purchase.

(b) Inventories of supplies

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(iii) Reserves and reserve funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Balances related to these funds are included in the accumulated surplus of the Consolidated Statement of Financial Position.

(iv) Government transfers

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(v) Deferred revenue

The Municipality receives gas tax revenue from the Federal Government and payments in lieu of parkland under the authority of provincial legislation and Municipal by-laws. These funds are restricted in their use and until applied to the applicable expenditures are recorded as deferred revenue. Amounts applied to qualifying expenditures are recorded as revenue in the fiscal period they are expended. The Municipality also defers recognition of certain government grants which have been collected but for which the related expenditures have yet to be incurred. These amounts will be recognized as revenues in the fiscal year the services are performed.

DRAFT FOR DISCUSSION PURPOSES ONLY

(vi) Taxation and related revenues

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council, incorporating amounts to be raised for local services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Municipality determines the taxes applicable and renders supplementary tax billings. Taxation revenues are recorded at the time tax billings are issued. Assessments and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded when the result of the appeal process is known. The Municipality is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

(vii) Asset retirement obligations

A liability for asset retirement obligation (ARO) is recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is initially recorded at the best estimate of the expenditures required to retire a tangible capital asset and the liability for wells to be decommissioned, and the resulting costs are capitalized as part of the carrying amount of the related tangible capital asset if the asset is recognized and in productive use. This liability is subsequently reviewed at each financial reporting date and adjusted for any revisions to the timing or amount required to settle the obligation. The changes in the liability for the passage of time are recorded as accretion expenses in the Statement of Operations and all other changes are adjusted to the tangible capital asset. This cost is amortized over the useful life of the tangible capital asset (Note 1(b)(ii)(a)). If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

The liability for closure and post-closure care relating to landfill sites has been recognized based on estimated future expenditures. The liability is discounted using a present value calculation and adjusted yearly for accretion expense. The recognition of a liability resulted in an accompanying increase to the landfill tangible capital asset. The landfill tangible capital asset is being amortized over the asset's useful life (Note 1(b)(ii)(a)). Assumptions used in the calculations are revised yearly.

Recoveries related to tangible capital asset retirement obligations are recognized when the recovery can be appropriately measured, a reasonable estimate of the amount can be made and it is expected that future economic benefits will be obtained. A recovery is recognized on a gross basis from the asset retirement obligations liability.

DRAFT FOR DISCUSSION PURPOSES ONLY

(viii) Use of estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant items subject to such estimates and assumptions include valuation allowances for accounts receivable and solid waste landfill closure and post-closure liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future. The estimates are reviewed periodically and any resulting adjustments are reported in earnings in the year in which they become known.

2. CONTRIBUTIONS TO UNCONSOLIDATED JOINT BOARDS

Further to Note 1(a)(ii), the following contributions were made by the Municipality to these boards:

		2025		2024
District of Parry Sound Social Services Administration Board	$	298,007	$	284,870
North Bay Parry Sound District Health Unit		33,486		31,891
District of Parry Sound (West) Home for the Aged		61,713		61,677
Total contributions made	**$**	**393,206**	**$**	**378,438**

The Municipality is contingently liable for its share, if any, of the accumulated deficits as at the end of the year for these boards. The Municipality's share of the accumulated surpluses (or deficits) of these boards has not been determined at this time.

The Municipality is also contingently liable for its share, if any, of the long-term liabilities issued by other municipalities for these boards. The Municipality's share of these long-term liabilities has not been determined at this time.

3. OPERATIONS OF SCHOOL BOARDS

Further to Note 1(a)(iii), the Municipality is required to collect property taxes and payments-in-lieu of taxes on the behalf of the school boards. The amounts collected, remitted and outstanding are as follows:

		2025		2024
Payable (receivable) at the beginning of the year	$	25,931	$	24,009
Taxation and payments-in-lieu, net of adjustments		1,034,296		1,028,965
Remitted during the year		(1,049,306)		(1,027,043)
Payable (Receivable) at the end of the year	**$**	**10,921**	**$**	**25,931**

4. TRUST FUNDS

Trust funds administered by the Municipality amounting to $71,080 (2024 $69,780) have not been included in the Consolidated Statement of Financial Position nor have their operations been included in the Consolidated Statement of Operations. As such balances are held in trust by the Municipality for the benefit of others, they are not presented as part of the Municipality's financial position or operations.

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5. DEFERRED REVENUE

The 2025 continuity of transactions within the deferred funds are described below:

	Balance beginning of year	Contributions received	Interest earned	Amounts taken into revenue	Balance end of year
Cash in lieu of parkland	$ 181,858	$ 26,150	$ 5,840	$ (42,810)	$ 171,038
Canada Community-Building Fund (formerly Federal gas tax)	680	70,413	480	-	71,573
OCIF Grant	48,179	152,088	3,156	(14,561)	188,862
Other	1,419	43,356	-	-	44,775
	$ 232,136	**$ 292,007**	**$ 9,476**	**$ (57,371)**	**$ 476,248**

6. MUNICIPAL DEBT

(a) The balance of the municipal debt reported on the Consolidated Statement of Financial Position is made up of the following:

	2025	2024
Infrastructure Ontario, due September 2039, repayable in monthly payments of $2,225 including interest calculated at 4.25% and is unsecured	$ 277,716	$ 292,281
Infrastructure Ontario, due April 2036, repayable in semi-annual payments of $9,996 including interest calculated at 2.46% and is unsecured.	184,004	199,188
Infrastructure Ontario, due April 2036, repayable in semi-annual payments of $9,664 including interest calculated at 2.38% and is unsecured.	178,635	193,446
Infrastructure Ontario, due September 2034, repayable in semi-annual payments of $18,640 including interest calculated at 2.32% and is secured by future funding.	301,243	331,016
Infrastructure Ontario, due September 2032, repayable in semi-annual payments of $18,599 including interest calculated at 4.17% and is unsecured.	223,825	250,842
Infrastructure Ontario, due October 2029, repayable in semi-annual payments of $25,072 plus interest calculated at 2.33% and is secured by future funding.	200,576	250,720
TD Canada Trust, due October 2027, repayable in monthly payments of $3,533 including interest calculated at 5.90% and is secured by equipment.	73,376	110,256
TD Canada Trust, due August 2027, repayable in monthly payments of $5,548 including interest calculated at 5.15% and is unsecured.	582,994	618,547
	$ 2,022,369	**$ 2,246,296**

DRAFT FOR DISCUSSION PURPOSES ONLY

(b) Future estimated principal and interest payments on the municipal debt are as follows:

	Principal	Interest
2026	$ 231,233	$ 72,767
2027	218,320	55,111
2028	680,908	31,287
2029	164,945	26,578
2030	118,458	22,045
2031 onwards	608,505	64,942
	$ 2,022,369	**$ 272,730**

(c) Total charges for the year for municipal debt which are reported in the financial statements are as follows:

	2025	2024
Principal payments	$ 223,927	$ 228,429
Interest	69,100	76,929
	$ 293,027	**$ 305,358**

7. CREDIT FACILITY AGREEMENT

The Municipality has an authorized overdraft facility with TD Canada Trust of $1,000,000 (2024 $1,000,000), of which NIL (2024 NIL) was used at the end of the year.

8. COMMITMENTS

The Municipality has committed to a one-time financial contribution of $250,000 towards the construction of the building of the West Parry Sound Recreation and Cultural Centre Board. The Municipality further agreed to contribute annually towards any operating deficit of the Facility, up to 6.1% of such annual deficit up to a maximum of $18,316, commencing in the first year of the Facility's operation for a total of 10 years.

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9. ASSET RETIREMENT OBLIGATIONS

The Municipality's asset retirement obligations consist of the following:

Landfill obligation
The Municipality is responsible for the operation and maintenance of two waste disposal sites. The costs are based on the currently known obligations that will exist at the estimated year of closure of the site and for 15 years after this date. The sites have remaining estimated useful lives of 18 and 39 years, increased from 4 and 27 years in 2024 due to an updated landfill study received in 2026. Post-closure care is estimated to be required for 25 years from the date of site closure. These costs were discounted to December 31, 2025 using a discount rate of 5.07% per annum.

Well obligation
Legal liabilities exist for the wells that exist in the assets of the Municipality that will require decommissioning in the future. A reasonable estimate of the fair value of the obligation has been recognized using the prospective approach. The obligation has been measured at current estimated costs as the timing of future cash flows cannot be reasonably determined. These costs have been expensed as these assets have been fully amortized.

	Aulds Road	Dunchurch
Closure date	2064	2043
Total capacity (m^2)	30,000	38,400
Discount rate (%)	5	5
Inflation rate (%)	2	2
Undiscounted expenditures	$ 563,500	$ 605,500

Changes in the Landfill closure and post-closure asset retirement obligations in the year are as follows:

	2025	2024
Opening balance	$ 607,372	$ 578,064
Adjustment to estimate	(149,688)	-
Accretion expense	30,794	29,308
Less: settlement of obligations	-	-
	$ 488,478	**$ 607,372**

10. CONTRACTUAL OBLIGATIONS

In 2003 the Municipality passed by-law No. 06-2003 related to an agreement to lease municipal land to the Liquor Control Board of Ontario. The lease had an initial term of ten years, commencing on June 1, 2003, and the tenant had extended the lease for additional five year terms. The tenant has agreed to further extend the lease for an additional five years expiring May 31, 2028. The annual rent is set at $10,824 increasing $276 annually from 2024 to 2026 and $300 in 2028 and is payable in monthly instalments.

DRAFT FOR DISCUSSION PURPOSES ONLY

11. TANGIBLE CAPITAL ASSETS

Schedule 1 provides information on the tangible capital assets of the Municipality by major asset class. Additional information relating to these assets is provided below.

(a) Contributed tangible capital assets
The Municipality records all tangible capital assets contributed by external parties at the fair market value. During the year $nil (2024 nil) such contributions were recorded.

(b) Works of art and historical treasures
Works of art and historical treasures owned by the Municipality are not included in the tangible capital assets reported on the Consolidated Statement of Financial Position. The Municipality owns a number of paintings and other pieces of artwork that are prominently displayed in municipal buildings as well as many historical artifacts.

(c) Capitalization of interest
The Municipality has a policy of expensing borrowing costs related to the acquisition of tangible capital assets.

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

12. SEGMENT DISCLOSURES AND EXPENDITURES BY OBJECT

The Municipality and its Boards and Committees provide a wide range of services to its citizens. The schedule and segment disclosure provides a breakdown of the annual surplus (deficit) reported on the Consolidated Statement of Operations by major reporting segment. The segments correspond to the major functional categories used in the Municipality's Financial Information Return, which include the following activities:

General Government
This segment includes Council, Clerk's Department, and Treasury. This area supports the operating departments in implementing priorities of Council and provides strategic leadership on issues relating to governance, strategic planning and service delivery.

Protection to Persons and Property
This segment includes fire, police, building inspection, and bylaw enforcement. Police services are provided by the Ontario Provincial Police under contract.

Transportation Services
Transportation Services include roadway systems and winter control.

Environmental Services
This segment includes sanitary sewers, waterworks and solid waste management.

Health Services
This segment includes cemeteries, ambulance services as well as payments to the district health unit.

Social and Family Services
This segment consists primarily of payments made to the district social services administration board and home for the aged for the provision of social services such as childcare, social housing, general assistance and assistance to the elderly.

Recreation and Culture
This segment includes parks, recreation programs, recreation facilities and library services.

Planning and Development
This segment includes activities related to planning, zoning and economic development.

Unallocated Amounts
Items are recorded as unallocated amounts when there is no reasonable basis for allocating them to a segment. Major items included in this category are property taxation and related penalty and interest charges, and the municipality's annual Ontario Municipal Partnership Fund unconditional grant.

In preparation of segmented financial information, some allocation of expenses is made. This generally includes charges of rent to specific segments.

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

12. SEGMENT DISCLOSURES AND EXPENDITURES BY OBJECT (continued)

FOR THE YEAR ENDED DECEMBER 31, 2025

	General Government	Protection to Persons and Property	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Culture	Planning and Development	Unallocated Amounts	Consolidated
REVENUE										
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,900,915	$ 3,900,915
User fees	-	-	-	88,131	-	-	16,354	-	-	104,485
Government transfers	-	16,461	164,043	-	5,000	-	96,029	-	1,292,200	1,573,733
Other	4,483	131,792	36,831	-	10,349	-	24,114	60,382	179,522	447,473
TOTAL REVENUE	4,483	148,253	200,874	88,131	15,349	-	136,497	60,382	5,372,637	6,026,606
EXPENSES										
Salaries, wages and benefits	777,002	275,222	597,661	139,404	9,149	-	74,237	-	-	1,872,675
Long-term debt charges (interest)	-	-	69,100	-	-	-	-	-	-	69,100
Operating expenses	500,021	602,769	788,590	120,809	270,036	359,720	363,818	55,302	-	3,061,065
Landfill	-	-	-	30,794	-	-	-	-	-	30,794
Amortization	41,015	74,968	474,945	37,494	5,262	-	103,620	300	-	737,604
TOTAL EXPENSES	1,318,038	952,959	1,930,296	328,501	284,447	359,720	541,675	55,602	-	5,771,238
ANNUAL SURPLUS (DEFICIT)	$(1,313,555)	$ (804,706)	$(1,729,422)	$ (240,370)	$ (269,098)	$ (359,720)	$ (405,178)	$ 4,780	$ 5,372,637	$ 255,368

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
Year Ended December 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

12. SEGMENT DISCLOSURES AND EXPENDITURES BY OBJECT (continued)

FOR THE YEAR ENDED DECEMBER 31, 2024

	General Government	Protection to Persons and Property	Transportation Services	Environmental Services	Health Services	Social and Family Services	Recreation and Culture	Planning and Development	Unallocated Amounts	Consolidated
REVENUE										
Property taxes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,763,256	$ 3,763,256
User fees	-	-	-	56,315	-	-	21,748	-	-	78,063
Government transfers	2,387	2,882	194,550	55,608	5,000	-	100,559	-	1,141,600	1,502,586
Other	7,416	204,831	25,862	-	7,965	-	19,224	62,694	171,746	499,738
TOTAL REVENUE	9,803	207,713	220,412	111,923	12,965	-	141,531	62,694	5,076,602	5,843,643
EXPENSES										
Salaries, wages and benefits	774,858	280,020	578,912	115,640	1,509	-	99,246	-	-	1,850,185
Long-term debt charges (interest)	-	-	76,929	-	-	-	-	-	-	76,929
Operating expenses	358,994	579,349	766,358	148,142	268,123	346,547	257,547	42,890	-	2,767,950
Landfill	-	-	-	29,308	-	-	-	-	-	29,308
Amortization	42,451	52,287	539,179	86,733	5,503	-	105,174	300	-	831,627
TOTAL EXPENSES	1,176,303	911,656	1,961,378	379,823	275,135	346,547	461,967	43,190	-	5,555,999
ANNUAL SURPLUS (DEFICIT)	$(1,166,500)	$ (703,943)	$(1,740,966)	$ (267,900)	$ (262,170)	$ (346,547)	$ (320,436)	$ 19,504	$ 5,076,602	$ 287,644

DRAFT FOR DISCUSSION PURPOSES ONLY

13. BUDGET FIGURES

The unaudited budget adopted for the current year was prepared on a fund basis, and has been amended to conform with the accounting and reporting standards adopted for the current year actual results.

14. PENSION AGREEMENTS

The Municipality makes contributions to the Ontario Municipal Employee Retirement Fund (OMERS), which is a multi-employer plan, on behalf of certain members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2025. The results of this valuation disclosed total actuarial liabilities of $151,365 million with respect to benefits accrued for service with actuarial assets at that date of $150,043 million indicating an actuarial deficit of $1,322 million. Because OMERS is a multi employer plan, any Plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the Plan surplus or deficit.

The amount contributed to OMERS for the current year was $116,961 (2024 $113,103) for current service and is included as an expense on the Consolidated Statement of Operations.

15. CONTINGENT LIABILITY

In the normal course of business, the municipality is named to lawsuits related to its operations. Management is of the view these lawsuits are without merit and any settlement would not be material to the financial position of the municipality.

16. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year's presentation.

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS

2025 **Schedule 1**

	Land and Land Improvements	Buildings	Machinery and Equipment	Vehicles	Roads and Bridges	Assets Under Construction	TOTAL 2025	TOTAL 2024
COST								
Balance, beginning of year	$ 3,257,863	$ 4,657,840	$ 2,231,568	$ 3,064,570	$ 13,706,476	$ 1,156,259	$ 28,074,576	$ 27,089,442
Additions and betterments	-	14,438	77,818		14,562	-	106,818	999,409
Disposals and writedowns	(165,688)		(14,425)		-		(180,113)	(14,275)
BALANCE, END OF YEAR	3,092,175	4,672,278	2,294,961	3,064,570	13,721,038	1,156,259	28,001,281	28,074,576
ACCUMULATED AMORTIZATION								
Balance, beginning of year	920,150	1,520,192	1,303,663	1,772,651	10,409,905		15,926,561	15,109,209
Annual amortization	61,137	110,292	135,723	119,757	310,695		737,604	831,627
Amortization disposals			(14,425)		-		(14,425)	(14,275)
BALANCE, END OF YEAR	981,287	1,630,484	1,424,961	1,892,408	10,720,600		16,649,740	15,926,561
TANGIBLE CAPITAL ASSETS-NET	$ 2,110,888	$ 3,041,794	$ 870,000	$ 1,172,162	$ 3,000,438	$ 1,156,259	$ 11,351,541	$ 12,148,015

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

2025 FINANCIAL HIGHLIGHTS

DRAFT FOR DISCUSSION PURPOSES ONLY

TAX RATES

	2025 Tax Rates (%)		2024 Tax Rates (%)	
	Municipality purposes	School Board purposes	Municipality purposes	School Board purposes
Residential and Farm	0.587374	0.153000	0.569829	0.153000
Farmland and Managed Forest	0.146844	0.038250	0.142457	0.038250
Commercial Occupied	0.587374	0.586377	0.569829	0.586377
Commercial Vacant	0.411162	0.586377	0.398880	0.586377
Industrial Occupied	0.587374	0.880000	0.569829	0.880000

TRANSACTIONS FOR THE SCHOOL BOARDS

	2025	2024
Payable at the beginning of the year	$ 25,931	$ 24,009
Taxation and payments-in-lieu, net of adjustments	1,034,296	1,028,965
Remitted during the year	(1,049,306)	(1,027,043)
Payable (Receivable) at the end of the year	$ 10,921	$ 25,931

These revenues and expenditures are not reflected in the Consolidated Statement of Operations.

YEAR END BALANCE OF TRUST FUNDS UNDER ADMINISTRATION

	2025	2024
Trust Funds	$ 71,080	$ 69,780

NOTES

1. The 2025 financial report consolidates the operations, assets and liabilities of the Municipality and its local cemetery and library boards.

2. The above data has been extracted from the audited 2025 Consolidated Financial Report of the Municipality and its local boards as described in Note 1. Copies of the 2025 Consolidated Financial Report and the Auditors' Report of Pahapill and Associates Professional Corporation, Chartered Professional Accountants, Huntsville, Ontario are available at the Municipality office to any resident who wishes to review or analyze the financial operations of the Municipality in greater detail.

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

2025 FINANCIAL HIGHLIGHTS

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2025

	2025	2024
FINANCIAL ASSETS		
Cash and cash equivalents	$ 2,676,236	$ 2,122,469
Accounts receivable	690,283	817,032
	3,366,519	**2,939,501**
LIABILITIES		
Accounts payable and accrued liabilities	562,338	1,050,358
Deferred revenue	476,248	232,136
Municipal debt	2,022,369	2,246,296
Asset retirement obligations	488,478	607,372
	3,549,433	**4,136,162**
NET FINANCIAL ASSETS (DEBT)	**(182,914)**	**(1,196,661)**
NON-FINANCIAL ASSETS		
Tangible capital assets - net	11,351,541	12,148,015
Inventories of supplies	62,768	29,590
Prepaid expenses	63,966	59,049
	11,478,275	**12,236,654**
ACCUMULATED SURPLUS	**$ 11,295,361**	**$ 11,039,993**

DRAFT FOR DISCUSSION PURPOSES ONLY

THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

2025 FINANCIAL HIGHLIGHTS

CONSOLIDATED STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2025

DRAFT FOR DISCUSSION PURPOSES ONLY

	Budget 2025	Actual 2025	Actual 2024
REVENUE			
Property taxes	$ 3,816,638	$ 3,900,915	$ 3,763,256
User fees	111,000	104,485	78,063
Government transfers	1,665,113	1,573,733	1,502,586
Other	377,820	447,473	499,738
TOTAL REVENUE	**5,970,571**	**6,026,606**	**5,843,643**
EXPENSES			
General government	1,364,871	1,318,038	1,176,303
Protection to persons and property	963,865	952,959	911,656
Transportation services	1,881,308	1,930,296	1,961,378
Environmental services	294,084	297,707	350,515
Landfill	-	30,794	29,308
Health services	282,293	284,447	275,135
Social and family services	359,721	359,720	346,547
Recreation and culture	574,801	541,675	461,967
Planning and development	52,800	55,602	43,190
TOTAL EXPENSES	**5,773,743**	**5,771,238**	**5,555,999**
ANNUAL SURPLUS (DEFICIT)	**196,828**	**255,368**	**287,644**
ACCUMULATED SURPLUS, BEGINNING OF YEAR	**11,039,993**	**11,039,993**	**10,752,349**
ACCUMULATED SURPLUS, END OF YEAR	**$ 11,236,821**	**$ 11,295,361**	**$ 11,039,993**

BUSINESS MATTERS

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

MEMORANDUM

To: Mayor and Council

From: Nigel Black CAO/Clerk

Date: November 17, 2026

Re: **Appointment of Deputy Mayor**

Background

This information is provided for basic background on the subject; Council can discuss and determine the procedure to appoint a Deputy Mayor for this term.

- Section 225 of the Municipal Act fully outlines the role of the Head of Council (Mayor); however, it is silent on the appointment of a Deputy Mayor.

- Section 242 of the Municipal Act identifies how municipalities conduct meetings in the absence of the Head, which includes designating someone to act on the Head's behalf if the Head is absent, with respect to the role of presiding over meetings.

- There are no requirements outlined in the Municipal Act to appoint a Deputy Mayor and the legislation is silent on how to appoint a Deputy Mayor.

The Municipality does not have policy to further define the process for appointing a Deputy Mayor. That said, the Municipality has appointed the position by Council resolution in the past. This has been done in several ways, during the most recent term of Council, the Deputy Mayor position was appointed for the entire duration of the term. During the prior term, the Deputy Mayor was rotated with Council members serving one year each in the Deputy Mayor Role.

Ontario municipalities use several different approaches to appointing a Deputy Mayor, including annually electing a Deputy Mayor, a rotating set period, appointment by the Mayor [although that is used more in cities with Strong Mayor powers], or a fixed Deputy Mayor for the entire term of Council, as it was for Whitestone's last term.

Following Council's direction regarding the appointment of a Deputy Mayor, staff will develop a formal policy to establish a consistent process for future terms of Council.

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

MEMORANDUM

To: Mayor and Council

From: Nigel Black CAO/Clerk

Date: November 17, 2026

Re: **Proposed 2027 Regular Council Meeting Schedule**

Background

Per By-law 2023-80 Procedural By-law

5. Notice of Meetings

5.1 Annual Schedule of Meetings

5.1.1 The Clerk will, no later than November 30th of each calendar year, submit a schedule of the upcoming Regular Meetings for the next calendar year for consideration and adoption by Council.

5.1.2 The Clerk will post on the municipal website the above referenced Council approved meeting schedule. This posting will constitute notice to the public of the Meetings.

5.1.3 The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts, holidays and other considerations. The amendments will be posted on the municipal website after the amendments are made and the amended schedule will be considered to constitute the notice of meetings noted therein.

Proposed Regular Council meeting schedule

The proposed 2027 Regular Council meeting schedule aligns with the current practice as follows:

- One (1) meeting per month
- 10:00 am start time
- The Meeting schedule will allow for a ½ lunch break and will then continue through the afternoon. Curfew per the Procedural By-law will allow for an extension of time beyond 7.0 hours as deemed necessary.
- The 2027 budget schedule allows for several meetings outside of the normal schedule for the purpose of budget deliberations.

- Other Special Meetings can be added to the schedule as deemed necessary through the provisions in the Procedural Bylaw.

Attachments:

Attachment A - Draft Regular Council meeting Schedule for 2027

Attachment A

Municipality of Whitestone

2027 Schedule of Regular Council Meetings

MEETING	DATE	TIME
Regular Council (Pre-Budget)	Tuesday, January 12	**10:00 a.m.**
Regular Council	Tuesday, January 19	**10:00 a.m.**
Regular Council (Capital Budget)	Tuesday, February 9	**10:00 a.m.**
Regular Council	Tuesday, February 16	**10:00 a.m.**
.		
Regular Council (Budget)	Monday, March 1	**10:00 a.m.**
Regular Council (Budget)	Wednesday, March 3	**10:00 a.m.**
Regular Council	Tuesday, March 16	**10:00 a.m.**
Regular Council (Budget)	Tuesday, March 30	**10:00 a.m.**
Regular Council	Tuesday, April 20	**10:00 a.m.**
Regular Council	Tuesday, May 18	**10:00 a.m.**
Regular Council	Tuesday, June 15	**10:00 a.m**.
Regular Council	Tuesday, July 20	**10:00 a.m.**
Regular Council	Tuesday, August 24	**10:00 a.m.**
Regular Council	Tuesday, September 21	**10:00 a.m.**
Regular Council	Tuesday, October 19	**10:00 a.m.**
Regular Council	Tuesday, November 16	**10:00 a.m.**
Regular Council	Tuesday, December 14	**10:00 a.m.**

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

Special Council meetings may be called from time to time and these will be advertised as per the Municipality of Whitestone Procedure By-law.

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

DRAFT

Draft as of November 17, 2026

MEMORANDUM

To: Mayor and Council

From: Nigel Black, CAO/Clerk

Date: November 17, 2026

Re: **Internal Council Committee and Board Appointments**

The following are the current internal to Whitestone, Committees and Boards. The number of Council representatives referenced below is what has been noted in the current Terms of Reference (T of R). If the T of R do not specify, I have made note accordingly.

BOARDS:

1. **Cemetery Board** - one Councillor representative
   Current – Councillor Brian Woods

2. **Library Board** – per the Public Libraries Act, minimum of one Council representative, however the number of Council representatives on the Board cannot be more than 50% of the Board
   Current – Councillor Joe Lamb

COMMITTEES:

3. **Committee of Adjustment** - one Councillor representative has typically been appointed
   Current – Councillor Brian Woods

   There are currently vacancies on this Committee from the public member appointments. Staff are in the process of determining options for the committee and will be presenting those options at the December Council Meeting. Based on these facts it is not recommended to make any appointments to this committee today.

4. **Environmental Stewardship Committee** - two Councillor representatives
   Current – Councillor Scott Nash, Councillor Brian Woods

5. **Recreation Committee** - one Councillor representative
   Current – Mayor George Comrie

6. **Thrift Shop Committee** – up to two Councillor representatives (note only one appointed currently)
   Current – Councillor Joe Lamb

♀

Whitestone Cemetery Board

Terms of Reference

1. Purpose

1. The Whitestone Cemetery Board ("Board") is appointed by Council pursuant to the provisions of *The Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c. 33 to deal with matters related to the operation of the Municipality of Whitestone's three cemeteries:
    - Fairholme
    - Maple island and
    - Whitestone

2. Meetings

1. The Board shall meet as required throughout the year. Meetings will be held on a set day and time as may be determined by the Board or at the call of the Chair.

2. The location of the meetings will be set by the Board and must be held in an accessible municipality facility.

3. A majority of appointed Members constitute a quorum. All appointed Members of the Committee shall have one vote.

4. Members of the Board who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time to the Chairperson.

5. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.

3. Remuneration

1. Cemetery Board members serve as volunteers with no remuneration for attending meetings, annual site inspections or general administrative work.

2. Specific tasks as provided for in the current Municipal Fees and Charges By-law may be expensed with approval form the Board Chairperson and the Municipal Treasurer

4. Support and Resources

1. The CAO/Clerk of the Municipality of Whitestone will assign a staff member to provide clerical administrative support for Board meetings. Costs associated with clerical services shall form part of the budget of the Cemetery Board.

2. The Municipal Treasurer shall serve as the Treasurer for the Cemetery Board

5. Purchasing

1. The Board has no purchasing responsibilities or authority and shall act in an advisory capacity for any purchasing of goods or services required.

6. Responsibilities

1. Elect and appoint a Chairperson for the Board for the entire term of Council. In the absence of the Board Chairperson at a Board meeting, an interim Chairperson shall be appointed for that specific meeting by a majority vote of the members;

2. Assist the Municipal Clerk with the development of cemetery By-laws, for the management and operation of the Municipality of Whitestone cemeteries and to ensure that the provisions of the Funeral, Burial and Cremation Services Act and the regulations thereto are observed and enforced;

3. Manage the plantings, books and records of the cemetery and administer its By-laws, which have been adopted for the improvement and maintenance of the cemeteries as a respectful place for the burial of the dead; and

4. Enter into and upon and to visit and inspect the cemetery and its condition, to ensure that the cemetery is properly fenced, kept clear of weeds and otherwise cared for in a proper manner and in accordance with the Funeral, Burial and Cremation Services Act and the regulations therein.

7. Term of Appointment & Membership matters

1. Appointed by Council, the Board shall consist of seven (7) members composed of:

   a. One (1) member of Council;
   b. Six (6) ratepayers who will represent the interests of each three cemetery areas; (two) 2 per cemetery.

   To be eligible to make application and to serve on this Board, the individual must be a resident of the Municipality of Whitestone and over the age of 19 years.

2. Resignations from the Board must be in writing.

3. The Board shall be appointed for the term of Council, but shall continue after the end of a term of Council until such time as new Board members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.

4. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Board.

5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies as needed.

8. Member in Good Standing

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Board. All members should reflect appropriate conduct when attending meetings and/or representing the Whitestone Cemetery Board in public.

9. General Conduct

1. All members will abide by the Municipality of Whitestone's Code of Conduct and other applicable municipal policies and guidelines.

10. Budget

1. The Board, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. The budget will be administered by the Treasurer. In addition, other funds may be requested of Council in writing, for special projects or undertakings.

11. Authority

1. The Board shall work within the scope of their responsibilities as set out in this Terms of Reference. The Board has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council approval.

2. The Board Chairperson has the ability to draft correspondence and in order to make contacts with external organizations/individuals to solicit information to/from the public for the purposes of carrying out their mandate. However, the nature of the correspondence and information shall be approved by the CAO/Clerk and shall not bind the Municipality. The Board may utilize the Municipality of Whitestone logo and municipal office address/phone number subject to approval of the CAO/Clerk.

12. Confidentiality

1. The *Municipal Act, S.O. 2001, c. 25,* shall bind the members of the Board as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

13. Procedural By-Law

1. The rules and regulations contained in the municipality's Procedural By-law shall be observed in all proceedings of the Board and shall be the rules and regulations of the dispatch of business by the Board where applicable.

Whitestone Public Library Bylaws

Board Motion Number : 2015-14	**Reviewed: October 2020**
Moved by: P. Woehl	**To be reviewed: March 2025**
Seconded by: G. Caldwell	
Carried	

Bylaw 1 Statement of authority
Bylaw 2 Purpose of the board
Bylaw 3 Orientation of members of the board
Bylaw 4 Meetings of the board
Bylaw 5 Attendance at meetings
Bylaw 6 Chair of the board
Bylaw 7 Vice-Chair of the board
Bylaw 8 Chief Executive Officer
Bylaw 9 Order of proceedings
Bylaw 10 Conduct of proceedings
Bylaw 11 Rules of debate
Bylaw 12 Motions
Bylaw 13 Voting on motions
Bylaw 14 Committees of the board
Bylaw 15 Financial year
Bylaw 16 Signing officers of the board
Bylaw 17 Bank accounts
Bylaw 18 Reimbursement of expenses
Bylaw 19 Audit
Bylaw 20 Amendment of bylaws

Bylaw 1 Statement of Authority

The Whitestone – Hagerman Memorial Public Library is established in accordance with the Public Libraries Act, R.S.O. 1990, c. P.44 and is under the management and control of the Whitestone Public Library Board which is a corporation operating under the authority of the Act.

The Whitestone Public Library Board recognizes that the Act sets out procedures for the appointment of members of the board, the qualifications of members, term of membership, disqualification of members, and vacancies on the board.

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Bylaw-2 Purpose of the board

The Whitestone Public Library Board shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs.

The Whitestone Public Library Board:

1. Bears legal responsibility for the Whitestone – Hagerman Memorial Public Library;
2. Determines and adopts written policies to govern the operation of the board and library;
3. Understands the library-related needs of the community;
4. Determines the goals and objectives of the library and secures adequate funds to fulfill these goals;
5. Fixes the dates and times for regular meetings of the board and the mode of calling and conducting them, and ensures that full and correct minutes are kept;
6. Makes provision for insuring the board's real and personal property;
7. Takes proper security for the Treasurer (CEO);
8. Appoints a competent and qualified Chief Executive Officer (CEO); evaluates and fixes the rate of pay of the CEO, and if necessary, dismisses the CEO;
9. Works with the CEO to prepare a budget adequate to carry out the library's goals and objectives and presents this budget to municipal council;
10. Ensures that the library is operated in accordance with the Public Libraries Act, R.S.O. 1990, chapter P.44; and
11. Approves and submits all reports required or requested by the Municipal Council or the Government of Ontario.

Bylaw 3 Orientation of members of the board

The Chief Executive Officer shall ensure that all new board members, before their first Board meeting, receive an introduction to the library, its facilities, staff and services.

Each Board member shall receive the current Library Board Orientation Kit produced by Ontario Library Services. Local information shall be added to this kit, including:

1. The library's bylaws and policy statements;
2. Guidelines for the position of library trustee;
3. The library's current budget;
4. The library's latest audited financial statement;
5. The names, addresses and telephone numbers of other members; and
6. Package of materials from the previous meeting (minutes, reports, etc.).

Bylaw 4 Meetings of the board

The Chief Executive Officer shall call the inaugural meeting of the Whitestone Public Library Board in each new term upon receipt of the confirmation of appointments from the Municipal Clerk and a Bylaw from the Municipal Council. The Secretary (CEO) shall preside and conduct the elections for the position of Chair and Vice-Chair in accordance with Roberts Rules of Order and the Municipal Act of Ontario. The Chair shall assume the role of chair for the appointment of community members.

Regular meetings of the Whitestone Public Library Board shall be held on a monthly basis, 7 per annum, at minimum. The Board shall meet at the hour and date agreed upon at the proceeding meeting of the Board. Regular meetings will be held in the Whitestone – Hagerman Memorial Public Library or the Dunchurch Community Centre.

The Chair or any two members of the board may summon a special meeting of the Board by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called which shall be the sole business transacted at the meeting.

Despite any other Act, Board meetings shall be open to the public, except where the Board is of the opinion that intimate financial or personnel matters may be disclosed at a meeting.

When the Board determines that matters should be dealt with in the absence of the public or a staff member, a motion to move into in-camera session must be moved, seconded and approved by a majority vote. Motions to move in-camera are not debatable. At the conclusion of the in-camera session, a motion must be moved, seconded and approved by a majority vote to return to public session. A motion to confirm any motions approved during the in-camera session shall be made.

Bylaw 5 Attendance at meetings

Regular attendance of all Board members at board meetings is vital to the satisfactory conduct of board business. In the event that a member must be absent from any meeting, that member shall notify the Secretary (CEO) prior to the day of the meeting.

Should a member be absent for three (3) consecutive meetings, the board shall consider the circumstances of the absence and either:

1. Notify the Municipal Council that the seat is vacant; or

2. Pass a resolution authorizing that person to continue as a Board member until the next meeting.

Board members may attend board meetings via teleconference call.

1. As all board meetings are open to the public, teleconference meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.

2. Attendance of Board members via a teleconference call is considered as a presence when establishing a quorum.

3. Once quorum is established “in situ”, business proceeds as usual and votes are recorded by name in roll-call fashion.

Bylaw 6 Chair of the board

The Chair of the Whitestone Library Board acts as an official representative of the library and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Chair is responsible for:

1. Presiding at regular and special meetings of the board in accordance with the Public Libraries Act and other relevant legislation, and with the rules of procedure adopted by the board;
2. Serving as an ex-officio member of all board committees;
3. Acting as an authorized signing officer of all documents pertaining to board business;
4. Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the board;
5. Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the board;
6. Ensuring that vacancies on board committees are filled as expeditiously as possible; and
7. Advising the Vice-Chair, if for any reason, the Chair is temporarily unable to perform these functions.

The Chair shall not commit the Board to any course of action in the absence of the specific authority of the Board.

The term of office for the Chair of the Whitestone Public Library Board shall be for the term of Council. The election shall take place at the inaugural meeting of the Board.

Bylaw 7 Vice-Chair of the board

In the absence of the Chair, the Vice-Chair of the Whitestone Public Library Board acts as an official representative of the library and in a leadership role to the Board, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Vice-Chair is responsible for:

1. Exercising all powers and performing all duties of the chair, in the absence of the chair; and

2. Exercising such powers and duties as may, from time to time, be assigned by the board.

The term of office of the Vice-Chair of the Whitestone Public Library Board shall be for the term of Council. The election shall take place at the inaugural meeting of the Board.

Bylaw 8 Chief Executive Officer

The Board shall employ a chief librarian who shall be the Chief Executive Officer of the Board but is not a voting member of the Board.

The Chief Executive Officer shall also act as the secretary/ treasurer to the Board.

The board shall establish a job description, hours of work, salary and benefits for the position.

The job description shall clearly list the duties assigned to the position and establish the reporting relationships of the Chief Executive Officer.

The board shall conduct an annual evaluation of the performance of the Chief Executive Officer to aid in setting objectives for the next year.

Bylaw 9 Order of proceedings

Meetings shall be called to order as soon after the hour fixed for a meeting as a quorum is present. "The presence of a majority of the Board is necessary for the transaction of business at the meeting" Public Libraries Act R.S.O. 1990 chapter P 44 Section 16 (5).

The Whitestone Public Library Board is composed of a minimum of 5 and a maximum of 10 Board members. A majority of the members shall constitute a quorum.

Where a quorum is not present within thirty minutes after the hour fixed for a meeting, the secretary shall record the names of the board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.

If notified by a majority of Board members of their anticipated absence from a meeting, the secretary shall notify all members of the board that the meeting is cancelled.

In the absence of the Chair, the Vice-Chair shall preside.

The order of business for all regular meetings of the Board shall be as follows:

1. Call to order
2. Declaration of any conflicts of interest
3. Approval of the Agenda
4. Approval of the Consent Agenda
   Quarterly Financial Report
   CEO Report
   Committee Reports
   Correspondence
   Misc.
5. Business arising
6. New Business
7. Governance
8. Chair Report
9. Announcements and inquiries by a board member
10. Unfinished/ongoing business
11. Questions period of the general public
12. Closed session
13. Date of the next meeting
14. Adjournment

All business shall be dealt with in the order of the agenda unless otherwise decided by the Board.

Bylaw 10 Conduct of proceedings

It shall be the duty of the Chair of the Whitestone Public Library Board to:

1. Open meetings of the Board by calling the members to order
2. Announce the business before the Board in the order of which it is to be acted upon
3. Receive and submit, in the proper manner, all motions presented by the members of the board
4. Put to vote all motions which are moved and seconded in the course of proceedings, and to announce the results
5. Decline to put to vote motions which infringe the rules of procedure
6. Restrain the members, when engaged in debate, within the rules of order
7. Exclude any person from a meeting for improper conduct
8. Enforce the observance or order and decorum among the members
9. Authenticate, by signing, all bylaws, resolutions and minutes of the Board
10. Inform the Board, when necessary or when referred to for the purpose, in a point of order or usage
11. Represent and support the Board, declaring its will, and implicitly obeying its decisions in all things
12. Receive all messages and communications and announce them to the Board; Appoint members to committees
13. Ensure that the decisions of the Board are in conformity with the laws and bylaws governing the activities of the Board.

Bylaw 11 Rules of Debate

In directing the course of debate, the chair shall:

1. Preserve order and decide questions or order;
2. Designate the member who has the floor when two or more members have indicated they wish to speak by a show of hands;
3. State all motions presented or require the Secretary (CEO) to read the motion before permitting debate on the question;
4. Put the question to vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the Board.

In addressing the Board, no member shall:

5. Speak beside the question in debate;
6. Reflect upon any prior determination of the board except to conclude such remarks with a motion to rescind such determination;
7. Interrupt the member who has the floor except to raise a point of order; or
8. Speak more than once to the same question except upon the consideration of a report referred by a committee to the board for a decision, in explanation of a statement when may have been interpreted incorrectly, or with permission of the Board after all other members so desiring have spoken.

Any member may require the question or motion under discussion to be read at any time during the debate.

Every member present, when a question is put, shall vote thereon unless a member has declared a conflict of interest. A member who refuses to vote shall be deemed to vote in the negative.

Bylaw 12 Motions

1. A motion must be seconded before it can be debated, put to vote or recorded in the minutes.

2. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the board.

3. A motion properly before the board must receive disposition before any other motion to amend, adjourn, extend hour of proceedings, or on a matter or privilege.

4. Only one motion to amend the main motion shall be allowed.

5. A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some immediate proceeding shall have been completed by the Board.

6. A motion after it has been voted upon and carried can not be revisited unless new information becomes available.

7. A motion containing distinct proposals may be divided with agreement of the Board.

Bylaw 13 Voting on motions

1. The Chair may vote with the other members of the Board upon all questions.

2. Any question on which there is an equality of votes, for and against, shall be deemed to be a negative vote.

3. Only committee members may move and second motions and vote in committee meetings. All Board members may participate in discussions of matters before the committee.

4. A separate vote shall be taken upon each proposal contained in a question divided with the approval of the Board.

5. Voting shall normally be by a show of hands.

6. Upon the request of a member who was present when the question was stated, a recorded vote shall be taken.

Bylaw 14 Committees of the Board

The Board may, at the annual meeting, appoint the following standing committees:

1. Fundraising

2. Administration

3. Events

4. Ad hoc

The Whitestone Public Library Board shall be responsible for establishing terms of reference and specific duties for each of these committees.

At the first meeting of each committee each year, a Chair shall be elected from the committee members appointed.

The Chair of the Board shall be an ex-officio member of all committees.

Meetings of committees may be called by the Chair of the committee or by a majority of the members of a committee.

Committees shall operate with the terms of reference established and approved by the Board. The terms of reference may be amended on a 2/3 majority vote by the Board.

Bylaw 15 Financial Year

The financial year of the Whitestone Public Library Board shall terminate on the 31st day of December in each year.

Bylaw 16 Signing officers of the board

The Board shall appoint at least three signing officers of the Board.

All cheques or other orders for the payment of money in the name of the Whitestone Public Library Board shall be signed by any two signing officers.

Bylaw 17 Bank Accounts

Bank accounts required for the business of the Board shall be opened in the Board's name by the treasurer in branches of chartered banks, trust companies or credit unions as the Board may from time to time determine by resolution.

Bylaw 18 Reimbursement of Expenses

The Whitestone Public Library Board shall, upon submission of receipts, reimburse its members for proper travelling and other approved expenses incurred in carrying out their assigned duties as members of the Board and staff.

Bylaw 19 Audit

The accounts of the Board shall be audited by auditors appointed by the municipality at the conclusion of each financial year, upon the death, resignation, dismissal or other termination of the Treasurer of the Board (CEO) and at such other time as the Board shall direct.

The Secretary of the Board (CEO) shall receive copies of the library's audited financial statement from the municipality, distribute a copy to each Board member, and file two copies with the library's official records.

Bylaw 20 Amendment of bylaws

A motion to amend or remove a bylaw of the Whitestone Public Library Board shall require a majority vote of at least 2/3 of the members in order to be carried, providing that notice shall have been given at the previous meeting of the board.

Committee of Adjustment

Terms of Reference

1. Purpose

1. The Whitestone Committee of Adjustment ("Committee") is appointed by Council pursuant to the provisions of *The Planning Act, R.S.O. 1990, as amended,* to deal with matters related to the planning within the Municipality of Whitestone.

2. Meetings

1. As set out in Section 45 of the Planning Act, R.S.O. 1990, as amended, together with any supplementary powers contained in the Planning Act, R.S.O. 1990, or any amendment thereto.

2. The power to give consents under s.53 of the Planning Act, R.S.O. 1990 or any amendment thereto, provided and only so long as, the authority to give such consents is delegated to the Council for the Municipality of Whitestone.

3. Council shall appoint members to the Committee of Adjustments in accordance with Section 44 of the Planning Act, R.S.O. 1990, as amended.

4. The Committee of Adjustments shall function in accordance with the relevant provisions of the Planning Act, R.S.O. 1990, as amended, having regard to pertinent by-laws of the Municipality, and the Secretary-Treasurer shall file all documents as required by Section 44(10) of the said Act, and all minutes and records of all applications pursuant to Section 53 and the decisions thereon, in the office of the Clerk of the Municipality of Whitestone.

Environmental Stewardship Committee

Terms of Reference

1. Purpose

1. To address environmental concerns within the Municipality of Whitestone, and to coordinate and assist efforts of the various conservation and lake associations within its bounds that have complementary mandates.

2. Key Duties and Responsibilities

1. Define common conservation issues, objectives, and priorities;
2. Define common measurements (e.g., of water quality);
3. Share their issues, knowledge, and experience;
4. Develop and maintain environmental stewardship work plans;
5. Collaborate to achieve common objectives;
6. Make recommendations to Council regarding support for new and existing conservation initiatives;
7. Measure and report progress against objectives;
8. Advocate and communicate to the community on environmental issues.

3. Constituency & Qualifications of Committee /Task Force Members

1. Members to be appointed by Council as follows:

   (i) Maximum two (2) members of Council;
   (ii) Maximum twelve (12) additional members of the public.

2. Appointees should have an interest in environmental conservation and should be prepared to act as liaison with, and to enlist the support of volunteers within, their respective organizations.

4. Chair and Vice Chair

1. Chair and Vice Chair to be selected by Task Force members at first meeting and ratified by Council.

2. Duties of Chair:
   - Schedule and convene meetings of the Committee
   - Chair meetings of the Committee
   - Present brief progress / status reports to Council as appropriate or requested
   - Maintain vitality of Committee roster through succession planning

3. Duties of Vice Chair:
   - Chair Committee meetings in absence of Chair
   - Assist Chair as required

4. Duties of Recording Secretary
   - Record Committee meetings in absence of Chair
   - Submit draft meeting to Municipal Staff in advance of the next meeting
   - Arrange and run Zoom meetings

5. Term of Appointments

1. Term of Council

2. In the event of a member's resignation or inability to serve, a replacement will be sought for the balance of the Council term.

3. No term limits will be imposed; however, succession planning will be completed at the end of each Council term.

6. Quorum

1. 50% plus 1 members

7. Meeting Frequency & Time Commitment

1. The Committee will meet in person or by teleconference as required to advance its work plan in a timely manner. Setting the next meeting date will be an agenda item for each regular meeting.
2. In addition to regularly scheduled meetings, the Committee may hold special meetings (for example, for site visits).
3. The estimated time commitment for Committee members, including preparation for meetings, is four (4) hours per month.
4. Mutually convenient meeting times will be determined by the Chair in consultation with the Committee members.
5. Teleconferencing / videoconferencing facilities may be made available for members unable to attend in person.

8. Operational year time frame

1. January – December

9. Staff Support / Advisor(s)

1. To be determined, as required.

Amended by Council Resolution No. 2018-140 on April 16, 2018

Terms of Reference
Recreation Committee

Purpose:

The Recreation Committee shall provide and establish, conduct and maintain recreation programming and recommend improvements and maintenance for equipment, both real and personal for parks, playgrounds and other recreational activities and facilities.

Mechanics of Operation:

Appointments:

- Council will appoint members of the Committee for the term of Council.
- Executive Committee members shall consist of up to four (4) members consisting of up to two (2) members of Council and two (2) members at large.
- A Chairperson and a Secretary will be appointed/elected annually.
- Police checks: all members including sub-committees and volunteers who are involved with children's programs are required to complete police checks once per term of Council.

Meetings:

- The Committee is scheduled to meet on the 1st Wednesday of each month at 7:00 p.m.
- The Committee shall hold regular meetings; a minimum of 4 meetings per year is required.
- Voting members who miss three consecutive meetings may lose voting privileges.
- Council shall be notified of the schedule.
- Additional meetings may be called at the discretion of the Chair.

Minutes:

- The Secretary shall record the proceedings and decisions of each meeting.
- The minutes shall be provided to Mayor and Council.
- It shall be the duty of the Secretary to forward any recommendations from the Committee to the appropriate body for consideration and action.

Chairperson:

- The Committee shall appoint/elect a Chairperson on an annual basis at the first meeting of the year.

Secretary:

- The Committee shall appoint a Secretary on a Meeting-to-Meeting basis.

Treasurer:

- The Municipal Treasurer shall act as Treasurer for the Committee.
- The Treasurer will keep a petty cash float.
- Requests for monies shall be made to the Treasurer in writing and accompanied with receipts.
- The Treasurer shall keep records of all expenditures and revenues.
- The Treasurer shall prepare a monthly financial report, which will be forwarded to the Secretary.
- Reconciliation from recreation events must be delivered to the Treasurer within two (2) weeks after the event.

Budget

- A budget shall be set for the year by January 31st and recommended to Council for consideration.
- Supporting reasons shall be provided for each item.
- The Committee may receive donations to be applied to the budget for furtherance of the Recreation Programs.

Quorum

- A quorum shall consist of 50% of membership.

The Recreation Committee

- May set out a specific list of goals and objectives for Council's approval.
- Shall provide Council with an annual report either in writing or by personal presentation at a Council meeting.
- Recognize that Council will only act on recommendations in the form of resolutions made by the Committee.
- Recognize that Council ultimately has the discretion of approving, amending or defeating a recommendation.
- The Committee shall keep the residents of the Municipality, where possible, informed of the recreation opportunities that are available.
- The Committee shall receive an annual report to ensure that all recreation equipment be CSA approved, inspected annually (and monthly when in use) by the Facilities /Working Roads Superintendent. Any deficiencies should be reported to the Recreation Committee.
- The Committee shall appoint sub-committees and authorize such sub-committees to establish and operate area community programs of recreation. The Committee shall

provide such services as it deems necessary, to assist these sub-committees in carrying out their activities. Each sub-committee shall be fully accountable to the Committee, by submitting a financial report and activity summary either in writing or in person within two weeks of their event.

Any program being done under the recreation umbrella must come before the Recreation Committee before proceeding.

- All volunteers must be registered as volunteers with the Municipality of Whitestone in order to have Liability Insurance coverage.
- The Committee may prescribe fees for participating in or admittance to any part of the Community Programs of Recreation.

Council

- Undertakes to refer related matters to the Recreation Committee for comment unless there is a valid reason not to do so.

Thrift Shop Committee

Terms of Reference

1 Purpose

The Thrift Shop Committee is responsible for the operation of the Thrift Shop at 1 Maple Island Road, Dunchurch, Ontario and for making recommendations to Council for the distribution of the annual revenue to charities and service organization.

2 Appointments

- Fifteen to twenty (15-20) Committee members will be appointed by Council for the Term of Council, as voting members
- Up to two (2) Members of Council will be appointed to the Committee as non-voting members.

3 Meetings

- The Committee will hold regular meetings with a minimum of two (2) meetings per year.
- The Clerk's Office is to be notified of the meeting schedule.
- Additional meetings may be called at the discretion of the Chair for either business or training purposes.

4 Elections

- At the beginning of the new Term of Council and once the Volunteers have been appointed, a meeting will be called and a Chairperson and a Secretary/Treasurer will be determined by election (the Clerks Department will assist with the election process). The Chairperson and Secretary/Treasurer will hold their positions for the Term of Council unless Council determines otherwise.
- A recorder for the may be delegated to assist with meeting minutes.
- If an executive member (Chairperson or Treasurer) must resign a new election will be called for that position.
- Accounting books shall be transferred to newly elected Secretary/Treasurer by the Municipal Office.

5 Quorum

- A quorum shall consist of 50% of voting members.

6 Minutes

- The Secretary/Treasurer will record the proceedings and decisions of each meeting.
- The *DRAFT* minutes will be provided to the Clerks Department and will be placed on the next available Council Meeting Agenda.

7 Responsibilities

Chairperson:

- Set meeting dates and plan the agenda with the assistance of the Secretary/Treasurer.
- Conduct the meetings of the Thrift Shop Committee.
- Plan for the training and ensure all volunteers are trained prior to working in the Thrift Shop including Code of Conduct.
- In concert with the Secretary/Treasurer prepare a working schedule for the volunteers ensuring a minimum of two volunteers are on duty at all times.

Secretary/Treasurer:

- Act as Treasurer for the Committee.
- Submit a detailed report to the municipal office monthly. (Revenues, members and student hours, items bought, etc.).
- Record the meeting minutes or delegate a recorder.
- Prepare a yearly financial report.
- Present a summary of correspondence at meetings (The full correspondence being on hand for reference).

The Thrift Shop Committee:

- Make recommendations for the days and hours of operation for the Thrift Shop.
- Work a minimum of thirty (30) hours per year to remain a Voting Member of the Committee. Voting privileges (30 hours) will be made up of time worked in the Thrift Shop on advertised hours of opening (Friday, Saturday, Sunday). All hours (i.e. cleaning, organizing, pick-ups) will be recorded for the purpose of validating the hours worked.
- Record total daily Thrift Shop revenue and persons worked in the Secretary/Treasurer's accounting book at closing of each day worked.
- If scheduled to work, it is that member's responsibility to find another person to work for them if they are unable to work (or in case of illness, designate someone to find a replacement). The volunteer must also notify either the Chairperson or the Secretary/Treasurer.
- Be aware that anyone missing three (3) consecutive meetings without a valid reason i.e. leave of absence will cease to be a member at the discretion of the committee.
- Undertake necessary training including AODA, Customer Service Accessibility Training and Human Rights training.

- Sign a confidentiality agreement.
- Follow the Council Code of Conduct Policy.
- Have the physical ability for light lifting and standing/walking for the duration of a scheduled shift.

8 General Protocols

- No furniture allowed except one (1) chair in corner for patron's use to be in the foyer (Fire Code).
- No mattresses of any size will be accepted.
- No heavy appliances and furniture will be accepted.
- Only light items that can be handled and easily moved by two (2) committee members will be accepted
- Only gently used electronics will be accepted (No TV's, computers or microwaves)
- Medicine Application Devices will not be accepted (i.e. respiratory devices, etc.)
- Sold items not taken home with customer on day of sale require appropriate Form filled out and placed on item with the following information*: sold, date and time to be picked up by owner and paid or not paid, name and telephone number of client initialized by Committee member.*
- Anyone wishing to "recycle" large items, is welcome to post their offer on the bulletin board.
- The Thrift Shop does not provide refunds.
- Payment is cash only.

Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: October 20, 2026

Report No: ADMIN-2026-17

Subject:
To provide Council with information regarding the establishment of a Sudbury-Barrie Transmission Line Task Force comprised of affected West Parry Sound Municipalities.

Recommendation:

THAT the Council of the Municipality of Whitestone receives Report ADMIN-2026-17 SBTL Task Force for information; and

THAT Council of the Municipality of Whitestone appoints the following representatives to participate in Task Force meetings and report back to Council as necessary:

Choose 2 representatives

(the second portion of the resolution could be deferred to the new Council)

Background:

The Township of Seguin has started to organize a group of West Parry Sound Municipalities to participate in a “Task Force” regarding the proposed Sudbury-Barrie Transmission Line Project.

The purpose of the Task Force is defined as follows in the draft Term of Reference:

> The Hydro Corridor Municipal Task Force is established to provide a coordinated inter-municipal forum for advocacy, information sharing, and response related to the proposed Hydro One Sudbury-Barrie Transmission Line Project and any associated expansion of hydro transmission infrastructure affecting participating municipalities. The Task Force will advocate on behalf of affected ratepayers, residents, property owners, businesses, and communities with particular attention to potential local impacts arising from routing, land use, environmental matters, property access, construction, and long-term corridor management.
>
> The current membership is proposed to be two members of each of the following (with ability for other municipalities to join):

Township of Seguin
Municipality of Whitestone
Township of McDougall
Township of Georgian Bay

I have attached a copy of the full "draft Terms of Reference" for the information. I expect that one of the first orders of business will be to finalize the Term of Reference for acceptance by all.

The timing of the next meeting is not set at this point in time, but we would like to ensure that Whitestone is represented on the Task Force (if it is Council's wish). Given the timing of this meeting relative to the election Council may be inclined to defer appointment of representatives to the Task Force until the new Council has taken office. If that is the case, the recommendation would be to advise the committee of that decision and propose that the Mayor and CAO continue to participate as the Whitestone representatives until such time as longer-term appointment can be made.

Respectfully submitted by:

Nigel Black
CAO/Clerk

Attachment A - Hydro Corridor Municipal Task Force

Draft Terms of Reference

Hydro Corridor Municipal Task Force

1. Purpose

The Hydro Corridor Municipal Task Force is established to provide a coordinated inter-municipal forum for advocacy, information sharing, and response related to the proposed Hydro One **Sudbury–Barrie Transmission Line Project** and any associated expansion of hydro transmission infrastructure affecting participating municipalities. The Task Force will advocate on behalf of **affected ratepayers**, residents, property owners, businesses, and communities, with particular attention to potential local impacts arising from routing, land use, environmental matters, property access, construction, and long-term corridor management.

2. Mandate

The mandate of the Task Force is to:

1. Review project information made available by Hydro One and other relevant agencies.
2. Identify and communicate shared municipal concerns, priorities, and desired outcomes.
3. Advocate for fair, transparent, and meaningful consultation with affected municipalities, residents, and property owners.
4. Advocate for measures to avoid, minimize, or mitigate adverse impacts on local communities.
5. Support a coordinated municipal response respecting route selection, environmental considerations, property impacts, construction impacts, emergency services implications, and broader community interests.
6. Share information among participating municipalities to improve consistency in messaging and submissions.
7. Make recommendations for participating in municipal councils for consideration.
8. Where appropriate, prepare joint correspondence, submissions, resolutions, or deputations to Hydro One, the Province of Ontario, the Independent Electricity System Operator, the Ontario Energy Board, and other relevant bodies.

3. Scope

The Task Force’s work may include:

- Monitoring the Hydro One planning and consultation process.
- Reviewing public notices, mapping, open house materials, and technical information.
- Identifying local issues and risks affecting participating municipalities.
- Coordinating municipal feedback during the Class EA and later regulatory stages; and
- Supporting inter-municipal advocacy on matters of common concern.

The Task Force is **advisory only** and has no delegated authority to bind any participating municipality unless expressly authorized by that municipality's council.

4. Membership

The Task Force shall consist of:

- **Two members appointed by Council** from each municipality.
- Representatives appointed by other participating municipalities, which may include:
    - The Archipelago
    - Township of Whitestone
    - Township of McDougall
    - Township of Georgian Bay
    - Any other municipality choosing to participate.

Each participating municipality may determine its own representatives, which may include members of council and/or senior staff, as determined by that municipality.

Council may also appoint one or more **alternate representatives** to attend when an appointed member is unavailable.

5. Role of Municipally Appointed Members

The municipally appointed members shall:

- Attend Task Force meetings where possible.
- Representing Council's interests and local concerns.
- Bring forward issues affecting residents and affected ratepayers.

- Report back to Council on Task Force discussions, activities, and recommendations; and
- Seek Council direction where advocacy positions or formal submissions are required.

6. Chair and Administration

At its inaugural meeting, the Task Force shall select from among its members:

- a **Chair**, and
- if desired, a **Vice-Chair**

Administrative support may be provided by one of the participating municipalities on a rotating or agreed basis, including agenda preparation, meeting coordination, and recordkeeping.

7. Meetings

- Meetings shall be held at the call of the Chair, or at the request of a majority of participating members.
- Meetings may be held in person, electronically, or in a hybrid format.
- The Task Force should meet as needed to respond to project milestones, consultations, and submission deadlines.

8. Quorum

Quorum shall consist of a simple majority of appointed municipal representatives participating in the meeting, provided that at least **two participating municipalities** are represented.

If the Task Force prefers, quorum may instead be defined in the inaugural procedural rules.

9. Decision-Making

The Task Force will strive to operate by consensus.

Where consensus is not possible:

- recommendations may be approved by a majority of members present; however.
- Each participating municipality retains the right to determine its own official position through its own council or delegated authority.

10. Reporting

The municipally appointed representatives shall report back to their Council as appropriate, including:

- key updates on the project,
- issues of municipal concern,
- proposed advocacy positions,
- recommended correspondence or submissions, and
- any request for Council endorsement of a joint municipal position.

11. Communications

Public communications by the Task Force should, where possible, reflect positions that have been endorsed by participating municipalities.

Nothing in this Terms of Reference prevents a participating municipality from issuing its own separate communications or taking its own independent position.

12. Resources and Costs

Each participating municipality shall bear its own costs associated with attendance, staff support, and participation, unless otherwise agreed by the participating municipalities.

Any shared costs for legal, planning, engineering, environmental, or communications support must be approved separately by the participating municipalities.

13. Term

The Task Force shall continue until:

- the participating municipalities determine that their work is complete.
- the project reaches a stage at which the Task Force is no longer required; or
- any participating municipality withdraws by notice to the others.

The Task Force may be reviewed periodically to ensure it remains relevant to the project’s progress.

14. Review and Amendment

These Terms of Reference may be amended by resolution of the municipally appointed task force, and where appropriate, in consultation with participating municipalities.

The Municipality of McDougall EST. 1872

CARRIED: ✓

DEFEATED: ____

Special Council Meeting

Resolution No.: 2026- 61

Title: Hydro Corridor Municipal Task force

Date: September 23, 2026

Moved by: Councillor Blower

Second by: Councillor Hamer

That the Council of the Corporation of the Municipality of McDougall does hereby appoint the following individuals as Municipality of McDougall representatives on the Hydro Corridor Municipal Task Force:

Councillor Blower:
Councillor Lyman.

Mayor

Municipality of Whitestone

Report to Council

Prepared for: Council

Department: Administration

Agenda Date: November 17, 2026

Report No: ADMIN-2026-17

Subject:
2027 Rural Ontario Municipal Association (ROMA) Conference attendance and delegation(s).

Recommendation:

THAT the Council of the Municipality of Whitestone receives Report ADMIN-2026-17 (2027 ROMA Conference), for information; and

THAT Council of the Municipality of Whitestone authorize the registration of the following members for the 2027 ROMA Conference

Choose 2 members; and

THAT Council of the Municipality of Whitestone direct staff to submit delegation requests to the Minister of Natural Resources (MNR) and the Minister of Transportation (MTO).

Analysis:

The ROMA Conference is held in Toronto each January and is attended by rural municipalities around the province. The conference offers opportunities to network with other rural municipal leaders, to attend information sessions on various topics, and to delegate to government ministers. Some basic information about the conference has been included as Attachment A.

This year the conference is from January 24-26, 2027. Typically the Municipality of Whitestone has sent 1 or 2 Council members to attend the conference and sometimes the CAO/Clerk has attended as well. The registration deadline to receive the early bird discounted price is November 18.

Further to this, if the Municipality intends to request a delegation with one or more government ministers, the application must be made by November 20th. Whitestone has delegated in the past; recent discussion about potential delegation subjects has included the following potential items:

- MNR regarding issues around the Clear Lake/Black Lake areas with respect to use and abuse of Crown Land.
- MTO regarding traffic calming on Hwy 124 through Dunchurch

Given the upcoming deadlines, it is recommended that Council decide on the intentions for the 2027 ROMA Conference at this Council Meeting.

Respectfully submitted by:

Nigel Black
CAO/Clerk

Attachment A: 2027 ROMA Conference overview

ROMA 2027

A new term. A shared conversation. A stronger rural Ontario.

January 24–26, 2027 | Sheraton Centre Toronto

The 2026 municipal elections have brought new faces to council tables and renewed mandates for returning leaders. Now, municipal leaders from across Ontario have an opportunity to come together, reconnect and look ahead.

The ROMA Conference is where municipal leaders share perspectives, explore solutions and advance the priorities that matter to their communities. Join colleagues from across the province for three days of learning, discussion, provincial engagement and connection.

Whether you are beginning your first term or returning to council, ROMA 2027 will help you build relationships, gain new perspectives and prepare for the opportunities and challenges ahead.

Featured keynote: Steve Paikin



We're pleased to welcome Steve Paikin, acclaimed political journalist, bestselling author and longtime host of TVO's The Agenda with Steve Paikin.

With more than 40 years of experience covering Canadian politics, Paikin is known for his insightful analysis, straightforward style and humour. Having moderated nine federal and provincial election leaders' debates, he brings a unique perspective on the political landscape and the decisions shaping Ontario and Canada.

As municipal leaders begin a new term, Paikin's insights will offer a timely perspective on the political forces and priorities that will shape the years ahead.

Make the most of ROMA 2027

Connect with colleagues. Build relationships with municipal leaders from across Ontario, share experiences and learn from the challenges and successes of other communities.

Engage with provincial decision-makers. Take advantage of opportunities to discuss local priorities with provincial leaders and advance the issues that matter to your municipality.

Explore ideas and solutions. Learn from knowledgeable speakers, participate in sessions focused on rural municipal issues and discover services and solutions in the conference trade show.

Start the new term informed and connected. Whether you are a returning official or new to municipal government, ROMA offers opportunities to strengthen your knowledge, build your network and help shape the future of rural Ontario.

Join us in Toronto

Be part of the conversations, connections and ideas that will help move rural Ontario forward.

Register by November 18, 2026, to take advantage of early registration.

From the ROMA Conference 2027 website:

Delegation Meetings

Ministerial Delegation Meetings

Delegation meetings with Cabinet Ministers are a key feature of the ROMA Conference experience. These meetings are a unique opportunity for your council to engage with Ministers, Parliamentary Assistants and senior Ontario Government officials on local matters that impact your municipality.

The Municipal Delegation Request Form for the 2027 Rural Ontario Municipal Association Annual Conference is now available. You can select either French or English using the globe icon in the top right corner of the form. The deadline for submitting requests is **Friday, November 20, at 5:00 PM EST.**

A reminder that MMAH is your key contact on delegation meetings. **If you have questions you can reach out to: delegations@ontario.ca.**

Preparing for Ministerial Delegation Meetings: AMO has developed a guide to support members in requesting, preparing and participating in delegation meetings. You can access the guide here.