



DRAFT Regular Council Meeting Minutes
Tuesday June 17, 2025, 10:00 a.m.
Dunchurch Community Centre and Zoom Video Conferencing

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

Staff: Nigel Black, CAO/Clerk
Mike Huggins, Public Works Manager (1:00 p.m. to 4:30 p.m.)
Paula Macri, Planning Assistant (10:00 a.m. to 4:30 p.m.)
Jamie Osborne, Chief Building Official (3:00 p.m. to 4:45 p.m.)
Wendy Schroeder, Deputy Clerk
Jessica Sinkowski, Treasurer / Tax Collector (1:00 p.m. to 5:00 p.m.)
Bob Whitman, Fire Chief (1:30 p.m. to 4:30 p.m.)

Invited Guests: Patrick Christie, Parry Sound Area Planning Board
Benjamin John, Georgian Bay Biosphere
Ethan Schnier, Georgian Bay Biosphere

Other Guests: 1 in person
2 via audio/videoconferencing

1. Roll Call and Call to Order 10:03 a.m.

2. Disclosure of Pecuniary Interest

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

3. Approval of the Agenda

Resolution No. 2025-185

Moved by: Councillor Lamb

Seconded by: Councillor Bray

WHEREAS the Members of Council have been presented with an Agenda for the June 17, 2025 Regular Council meeting;

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

Amendment proposed by Councillor Lamb:

Resolution No. 2025-186**Moved by:** Councillor Lamb**Seconded by:** Councillor Bray

THAT the following items be added to the agenda:

1. Item 'K' in Correspondence – Troy Burgess, Clear Lake Issues - be moved to Business Item 11.3
2. Item 'Speeding through village' be added as Business Item 11.4
3. Item 'CAO/Clerk six-month milestone' be added as Closed Session Item 15.3.4

Recorded vote requested by Councillor Nash

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

Resolution No. 2025-185 as amended**Moved by:** Councillor Lamb**Seconded by:** Councillor Bray

WHEREAS the Members of Council have been presented with an Agenda for the June 17, 2025 Regular Council meeting;

BE IT RESOLVED THAT the Agenda for this meeting be adopted with the addition of the following items:

1. Item 'K' in Correspondence - Troy Burgess, Clear Lake Issues - be moved to Business Item 11.3
2. Item 'Speeding through village' be added as Business Item 11.4
3. Item 'CAO/Clerk six-month milestone' be added as Closed Session Item 15.3.4

Carried

4. Presentations and Delegations

- 4.1 ICECAP – Milestone 5 Update
Benjamin John, Climate and Energy Programs Manager, Georgian Bay Biosphere

Matters Arising from Presentations and Delegations**Resolution No. 2025-187****Moved by:** Councillor Bray**Seconded by:** Councillor Lamb

- 4.1 Georgian Bay Biosphere - ICECAP Milestone 5 Update

THAT the Council of the Municipality of Whitestone receives the presentation by Georgian Bay Biosphere regarding ICECAP Milestone 5 Update for information, and thanks Benjamin John for attending.

Carried

Move into Committee of the Whole

Resolution No. 2025-188

Moved by: Councillor Lamb

Seconded by: Councillor Nash

THAT the Council of the Municipality of Whitestone move into Committee of the Whole at 11:19 a.m.

Carried

5. Committee of the Whole

5.1 Planning Matter

5.1.1 Application to Purchase and Close Shore Road Allowance - SMALL, Anna

- Memorandum from Parry Sound Consultant Report dated June 5, 2025

Reconvene into Regular Meeting

Resolution No. 2025-189

Moved by: Councillor Lamb

Seconded by: Councillor Bray

THAT the Council of the Municipality of Whitestone reconvene into the Regular Meeting at 11:41 a.m.

Carried

Matters Arising from Committee of the Whole

Resolution No. 2025-190

Moved by: Councillor Lamb

Seconded by: Councillor Bray

5.1.1 Application Application to Purchase and Close Shore Road Allowance - SMALL, Anna

- Memorandum from Parry Sound Consultant Report dated June 5, 2025

WHEREAS an application has been submitted by Anna Small for the closing and acquisition of the shore road allowance fronting Part Lots 31 and 32, Concession 4 in the geographic Township of McKenzie; and

WHEREAS Parry Sound Area Property Consulting have provided a report dated June 5, 2025; and

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone approves in principle, the closure and acquisition of the shore road allowance fronting Part Lots 31 and 32, Concession 4, in the geographic Township of McKenzie, as applied for by Anna Small, subject to:

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

Amendment proposed by Councillor Nash:

Resolution No. 2025-191

Moved by: Councillor Nash

Seconded by: Councillor Woods

THAT the following conditions be added:

- 2) Completion of a Type 1 fish habitat assessment
- 3) Confirmation that the septic leaching bed is outside of the 30-metre setback

Recorded vote requested by Councillor Woods

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

Defeated

Amendment proposed by Councillor Lamb:

Resolution No. 2025-192

Moved by: Councillor Lamb

Seconded by: Councillor Woods

THAT the following condition be added:

- 2) Verification that a septic permit has been filed with the North Bay Mattawa Conservation Association or at the municipal office.

Recorded vote requested by Councillor Lamb

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

Carried

Resolution No. 2025-190 as amended

Moved by: Councillor Lamb

Seconded by: Councillor Bray

5.1.1 Application Application to Purchase and Close Shore Road Allowance - SMALL, Anna

- Memorandum from Parry Sound Consultant Report dated June 5, 2025

WHEREAS an application has been submitted by Anna Small for the closing and acquisition of the shore road allowance fronting Part Lots 31 and 32, Concession 4 in the geographic Township of McKenzie; and

WHEREAS Parry Sound Area Property Consulting have provided a report dated June 5, 2025; and

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone approves in principle, the closure and acquisition of the shore road allowance fronting Part Lots 31 and 32, Concession 4, in the geographic Township of McKenzie, as applied for by Anna Small, subject to:

- 1) Practices, procedures and fees of the Municipality for closing of Shore Road Allowances.
- 2) Verification that a septic permit has been filed with the North Bay Mattawa Conservation Association or at the municipal office.

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

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

Carried

RECESS 12:05 p.m. to 12:16 p.m.

6 Public Meeting

Move into Public Meeting

Resolution No. 2025-193

Moved by: Councillor Bray

Seconded by: Councillor Lamb

THAT the Council of the Municipality of Whitestone move into the Public Meeting at 12:19 p.m.

Carried

Public Meeting Agenda:

6.1 Amendments to By-law 08-2024, Fees and Charges

- 1. Call to Order**
Introductions made of Council and Staff
- 2. Disclosure of Pecuniary Interest and General Nature Thereof**
Mayor Comrie requested that any pecuniary interest be declared for the record.
None was declared.
- 3. Meeting Protocol**
The Chairperson asks that all comments be addressed through the Chairperson and that the person making comments should state their name before speaking.
- 4. Notice**
Mayor Comrie asked Clerk Black how the Notice was delivered and if any letters or related correspondence have been received. Clerk Black advised that The Notice was posted on the Municipal website and on the public bulletin board at the Municipal Office on June 2, 2025, and posted with Metroland "online" newspaper June 3 to 20 2025. No correspondence has been received.
- 5. Discussion:**
Agenda Item 6.1: Amendments to By-law 08-2024, Fees and Charges
Memo from CAO/Clerk Black
- 6. Adjournment**
The Public Meeting was adjourned at 12:38 p.m.

Reconvene into Regular Meeting

Resolution No. 2025-194

Moved by: Councillor Lamb

Seconded by: Councillor Bray

THAT the Council of the Municipality of Whitestone reconvene into the Regular meeting at 12:39 p.m.

Carried

Matters Arising from Public Meeting

Resolution No. 2025-195

Moved by: Councillor Bray

Seconded by: Councillor Lamb

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

THAT The Council of the Municipality of Whitestone hereby receives the memorandum from CAO/Clerk Black regarding amendments to By-law 08-2024, Fees and Charges, for information.

Carried

7. Consent Agenda

Resolution No. 2025-196

Moved by: Councillor Lamb

Seconded by: Councillor Bray

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

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes – May 20, 2025
- 7.2 Council Committee and Board Minutes
 - 7.2.1 Whitestone Environmental Stewardship Committee – May 12, 2025
 - 7.2.2 Parry Sound Area Planning Board – April 28, 2025
 - 7.2.3 Belvedere Heights Board of Management
 - 7.2.3.1 March 26, 2025
 - 7.2.3.2 April 23, 2025
 - 7.2.4 Parry Sound District Social Services Board – April 10, 2025
 - 7.2.5 Whitestone Public Library and Technology Centre Board – April 28, 2025
- 7.3 Unfinished Business (listed on pages 5 and 6 of the agenda)

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

- 7.1 Council and Committee Meeting Minutes
 - 7.1.1 Regular Council Meeting Minutes – May 20, 2025; and

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

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

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

Carried

8. Accounts Payable

Resolution No. 2025-197

Moved by: Councillor Lamb

Seconded by: Councillor Woods

8.1 Accounts Payable

THAT the Council of the Municipality of Whitestone receives for information the Accounts Payable listing in the amount of \$172,691.23 for the period ending May 31, 2025.

Carried

RECESS 12:45 p.m. to 1:20 p.m.

9. Staff Reports

Resolution No. 2025-198

Moved by: Councillor Lamb

Seconded by: Councillor Woods

9.1 Report ADMIN-2025-10 Bolger – Installation of Notification Signs

THAT the Council of the Municipality of Whitestone receives Report ADMIN-2025-10 (Bolger – Installation of Notification Signs), for information.

Carried

Resolution No. 2025-199

Moved by: Councillor Bray

Seconded by: Councillor Woods

9.2 Staff Report FIN-2025-10 Grant Management Services

THAT the Council of the Municipality of Whitestone hereby receives report FIN-2025-10, Grant Management Services, for information; and

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

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

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

Withdrawn

Resolution No. 2025-200

Moved by: Councillor Lamb

Seconded by: Councillor Woods

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

THAT Council of the Municipality of Whitestone direct staff to prepare a Request for Proposals for Grant Management Services and report back to Council at a future meeting.

Carried

Resolution No. 2025-201

Moved by: Councillor Lamb

Seconded by: Councillor Bray

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

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

Carried

Resolution No. 2025-202

Moved by: Councillor Bray

Seconded by: Councillor Lamb

- 9.4 Report FIN-2025-12
Tax Arrears Update

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

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

Carried

Resolution No. 2025-203

Moved by: Councillor Woods

Seconded by: Councillor Nash

- 9.5 Report ADMIN-2025-11
Agreement with Magnatawan Pioneer Association for the Purchase of docks at Bolger Landing

THAT the Council of the Municipality of Whitestone receives Report ADMIN-2025-11, Agreement with Magnatawan Pioneer Association for the Purchase of docks at Bolger Landing, for information; and

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

Carried

Resolution No. 2025-204

Moved by: Councillor Bray

Seconded by: Councillor Lamb

9.6 Report ADMIN-2025-12
Council Remuneration

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

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

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

Carried

Resolution No. 2025-205

Moved by: Councillor Bray

Seconded by: Councillor Lamb

9.7 Report ADMIN-2025-13
Community Centre A/V Equipment Update

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

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

Carried

10. By-laws

Resolution No. 2025-206

Moved by: Councillor Lamb

Seconded by: Councillor Bray

10.1 **THAT** By-law No. 23-2025, being a By-law to provide for the establishment of a Tax Collection Policy and to repeal By-law 39-2024, is hereby passed this 17th day of June, 2025, with the following amendments:

- 1) Page 168 Section 8: 2 years, not 3 years
- 2) staff authority to forgive small balance be changed from \$5.00 to \$25.00.
- 3) In Section 9(b), change to read “aged two years or more” and remove “While priority may be given to accounts over \$1,000, the Treasurer/Tax Collector may use discretion in referring chronic non-payment accounts regardless of balance.”

Carried

Resolution No. 2025-207

Moved by: Councillor Lamb

Seconded by: Councillor Bray

10.2 **THAT** By-law No. 25-2025, being a By-law to amend By-law 08-2024, establishing fees and charges for services provided by the Municipality of Whitestone, is hereby passed this 17th day of June, 2025.

Carried

Resolution No. 2025-208

Moved by: Councillor Woods

Seconded by: Councillor Lamb

10.3 **THAT** By-law No. 26-2025, being a By-law to adopt the Municipality of Whitestone Health and Safety Procedures Manual, is hereby passed this 17th day of June, 2025.

Withdrawn

11. Business Matters

Resolution No. 2025-209

Moved by: Councillor Lamb

Seconded by: Councillor Bray

11.1 Site Plan Requirements for Building Permit Applications - Surveys

THAT Council receives information from Chief Building Official Jamie Osborne; and

THAT Council directs staff to proceed to develop a protocol for use in determining when survey documents are required for the issuance of a Building Permit.

Carried

Resolution No. 2025-210

Moved by: Councillor Lamb

Seconded by: Councillor Nash

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

THAT Council receives information from Treasurer / Tax Collector Jessica Sinkowski; and

THAT, for 2025, the x and y factors used in calculating private road grants, be:

X = \$389.27 Y= \$59.16

Carried

Resolution No. 2025-211

Moved by: Councillor Woods

Seconded by: Councillor Nash

11.3 Clear Lake Road Issue

THAT the Council of the Municipality of Whitestone directs staff to attempt to arrange for paid duty enforcement on long weekend evenings.

Carried

CURFEW

Resolution No. 2025-212

Moved by: Councillor Bray

Seconded by: Councillor Lamb

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

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

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Whitestone hereby continues the June 17, 2025 Regular Council Meeting past the allotted time of seven (7.0) hours at 5:30 p.m. and continues for an additional one hour(s).

Carried

11.4 Speeding in the Village

This matter was discussed, no motion put.

12. Correspondence

Resolution No. 2025-213

Moved by: Councillor Woods

Seconded by: Councillor Bray

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

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

Item F – Parry Sound High School Thank You – Councillor Woods, recognizing the appreciation

Item K – Troy Burgess – Clear Lake Issues – moved to Business Item 11.3

Carried

13. Councillor Items

Councillor Bray

- ICECAP trade show at the Stockey Centre in Parry Sound was a success
- The Legion is fundraising to make their building accessible; Friday night fish and chips and a pig roast on the long weekend

Councillor Lamb

- Asked about the status of the shelter behind the Grange; this item will be added to the July agenda

Councillor Woods

- Asked if there was a Council meeting scheduled in Ardbeg for 2025;
- Indicated grass cutting at the cemeteries should take place in the days leading up to importance celebratory days – Easter, Mother's Day, Father's Day
- Suggested staff look into having a rabies clinic

Mayor Comrie

- Canada Day will be celebrated on Sunday June 29, starting at 5:00, ceremony at 7:00, fireworks at dusk
- The recreation committee is moving forward with the food pantry, collecting non-perishable foods

14. Questions from the Public – none

15. Closed Session

Moved into Closed Session

Resolution No. 2025-214

Moved by: Councillor Bray

Seconded by: Councillor Lamb

THAT this meeting be adjourned into a Closed Session meeting at 5:59 p.m. for the following matters:

- 15.1 Closed Session Minutes of the Regular Closed Session Council meeting of Tuesday May 20, 2025
- 15.2 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose, pursuant to Ontario Municipal Act, Section 239(2) (f)
 - 15.2.1 Bolger Enforcement (Councillor Nash) – verbal update
 - 15.2.2 West Parry Sound Recreation and Cultural Centre
 - verbal update from CAO/Clerk Black
- 15.3 Personal matters about an identifiable individual, including municipal or local board employees, pursuant to Ontario Municipal Act, Section 239. (2) (b)
 - 15.3.1 Volunteer Resignation from the Cemetery Board
 - 15.3.2 Volunteer Application for the Cemetery Board
 - 15.3.3 Contract – My-Tech Information Technology - verbal discussion
 - 15.3.4 CAO/Clerk 6-month milestone

Carried

RECORDING PAUSED

Reconvene into Regular Meeting

Resolution No. 2025-215

Moved by: Councillor Bray

Seconded by: Councillor Lamb

THAT this meeting be reconvened to a Regular Meeting at 6:54 p.m.

Carried

RECORDING TO BE RESUMED

Matters arising from Closed Session

Resolution No. 2025-216

Moved by: Councillor Lamb

Seconded by: Councillor Bray

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

THAT the Council of the Municipality of Whitestone hereby approves the Regular Closed Session Council meeting minutes of Tuesday May 20, 2025.

Carried

Resolution No. 2025-217

Moved by: Councillor Woods

Seconded by: Councillor Nash

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

15.2.1 Bolger enforcement (Councillor Nash)

THAT Council of the Municipality of Whitestone receives the verbal update from CAO/Clerk Black, for information.

Carried

Resolution No. 2025-218

Moved by: Councillor Lamb

Seconded by: Councillor Woods

15.2.2 West Parry Sound Recreation and Culture Centre

THAT the Council of the Municipality of Whitestone receives report CLOSED-2025-05 (WPSRCC Legal) for information and;

THAT Council of the Municipality of Whitestone authorizes Councillor Scott Nash to appear as a witness and provide evidence in this case and;

THAT the Municipality of Whitestone authorizes Torkin Manes to file the Statement of Defence (as circulated).

Carried

Resolution No. 2025-219

Moved by: Councillor Bray

Seconded by: Councillor Lamb

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

15.3.1 Resignation from the Cemetery Board

THAT the Council of the Municipality of Whitestone accepts the resignation of Mike Musgrave from the Cemetery Board, and thanks him for his time and contributions.

Carried

Resolution No. 2025-220

Moved by: Councillor Woods

Seconded by: Councillor Lamb

15.3.2 Volunteer Application to the Cemetery Board

THAT the Council of the Municipality of Whitestone appoints Lisa Merritt-Rieckmann to the Cemetery Board.

Carried

Resolution No. 2025-221

Moved by: Councillor Bray

Seconded by: Councillor Lamb

15.3.3 Contract – My-Tech Information Technology

THAT the Council of the Municipality of Whitestone receives the verbal update of CAO/Clerk Black, for information.

Carried

15.3.4 CAO/Clerk 6-month milestone
This item was addressed in closed session

16. Confirming By-law

Resolution No. 2025-222

Moved by: Councillor Lamb

Seconded by: Councillor Bray

THAT By-law No. 27-2025 being the Confirmatory By-law for the Regular Council meeting of the Municipality of Whitestone on June 17, 2025 is hereby enacted this 17th day of June, 2025.

Carried

Resolution No. 2025-223

Moved by: Councillor Bray

Seconded by: Councillor Woods

17. Adjournment

WHEREAS the business of this Meeting has concluded;

NOW THEREFORE BE IT RESOLVED THAT this meeting be adjourned at 7:00 p.m. until the Regular Council Meeting of Tuesday July 15, 2025 at 10:00 a.m. or at the call of the chair.

Carried

George Comrie

Mayor

Nigel Black

CAO / Clerk