

**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
REGULAR COUNCIL MEETING**

**July 17<sup>th</sup> 2023**  
7:00 pm  
Council Chambers  
21 Main St. S. Markstay, ON

**AGENDA**

- 1) Opening remarks and call meeting to order**
- 2) Land acknowledgment**
- 3) Roll Call**
- 4) Approval of the Agenda**
- 5) Disclosure of Pecuniary Interest and General Nature Thereof**
- 6) Petitions and Delegations**
  1. Habitat for Humanity – Michael Cullen
  2. Warren Food Bank – Margaret Tincombe
  3. Petition: Corner Leeftink Rd. and Ratter Lake Rd. – Taina Dixon
- 7) Public Inquiries**
- 8) Reports from Committees, Municipal Officers, Department Head**
  1. 2<sup>nd</sup> Quarter Reports
    - (1) Municipal Law Enforcement Officer Report for Q2 2023
    - (2) Markstay-Warren Fire Department Report for Q2 2023
- 9) Consent Agenda**
  1. Adoption of Minutes  
That the following minutes be adopted:
    1. Regular Meeting of Council – June 22<sup>nd</sup>, 2023
- 10) Routine Management Reports**
- 11) Correspondence for Council's information only**
  1. Manitoulin-Sudbury District Services Board  
None
  2. Sudbury East Planning Board



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- None
  - 3. Public Health Sudbury and District
    - None
  - 4. Municipal Property Assessment Corporation (MPAC)
    - None
  - 5. Sudbury East Municipal Association (SEMA)
    - None
  - 6. Other
    - None
- 12) Business Arising from Meeting Minutes**
- 1. Bilingual designation of Municipality
- 13) New Business**
- 1. Declaration of Council Vacancy
  - 2. Warren Golden Age Club Repairs
  - 3. Construction Permit Fees
- 14) Unfinished Business/Ongoing Projects**
- 15) By-laws**
- 1. By-Law 2023-23 To Appoint a Deputy-Mayor
  - 2. By-Law 2023-24 Signing Officers
  - 3. Arrêté municipal 2023-25 Municipalité de Markstay-Warren désignation de bilinguisme  
By-Law 2023-25 Municipality of Markstay-Warren designated as officially bilingual
- 16) Motions**
- 1. Motion: Request for a Third Party Financial Audit
- 17) Notice of Motions**
- 18) Addendum**
- 19) Announcements and inquiries**
- 20) Closed session**
- 1. HR matters
- 21) Adjournment**
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### 8.1.1 – Municipal Law Enforcement Officer Report for Q2 2023

#### By-Law Updates

The By-Law department is well on their way in understanding the complexity of the by-laws that they are responsible for. Over the last year the team has had numerous of Team meetings and has been involved dealing with the complexity of the complaints they deal with. Although two of the complaints are ongoing from previous years the Team is working diligently on resolution and compliance.

The department has reviewed all the By-Laws and is prepared to answer any question a resident may have. They are looking at conducting a campaign to educate the residents on their responsibilities, we hope that this approach will give our residents ownership in making our community a better place to live and promote.

#### COMPLAINTS BY CATEGORY

| Complaints<br>*Only formal<br>complaints are<br>tracked* | Q1       | Q2       | Q3       | Q4       | 2023<br>Year<br>to<br>Date | 2022<br>Total | 2021<br>Total | 2020<br>Total |
|--|----------|----------|----------|----------|----------------------------|---------------|---------------|---------------|
| Noise Control  | 0        | 0        | -        | -        | 0                          | 1             | 0             | 0             |
| Property Standards /<br>Clean Yard                       | 2        | 5        | -        | -        | 7                          | 12            | 3             | 2             |
| Snow Removal   | 4        | 0        | -        | -        | 4                          | 2             | 0             | 0             |
| Zoning   | 1        | 0        | -        | -        | 1                          | 3             | 1             | 0             |
| Other  | 0        |          | -        | -        | 0                          | 1             | 0             | 0             |
| <b>GRAND TOTAL</b>                                       | <b>7</b> | <b>5</b> | <b>-</b> | <b>-</b> | <b>12</b>                  | <b>19</b>     | <b>4</b>      | <b>2</b>      |

#### 2023 COMPLAINTS (OPEN, CLOSED, ONGOING)

| Complaints<br>Only formal complaints<br>are tracked | Q2 | Open<br>(received<br>in the last<br>90 days) | Closed | 2023<br>Ongoing/In<br>Progress*<br>(longer than 30<br>days to close) | Previous Years<br>Ongoing/In<br>Progress** |
|---|----|--|--------|--|--|
| Noise Control                                       | 0  | 0  | 0      | 0  | 0  |



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|  |          |          |          |          |          |
|--|----------|----------|----------|----------|----------|
| <b>Property Standards / Clean Yard</b> | 5        | 5        | 0        | 7        | 2        |
| <b>Snow Removal</b>                    | 0        | 0        | 0        | 0        | 0        |
| <b>Zoning</b>                          | 0        | 0        | 0        | 0        | 1        |
| <b>Other</b>                           | 0        | 0        | 0        | 0        | 0        |
| <b>GRAND TOTAL</b>                     | <b>5</b> | <b>5</b> | <b>0</b> | <b>7</b> | <b>3</b> |

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\*Ongoing / In Progress issues include those that are being dealt with to ensure a positive improvement. Also, one of the ongoing complaints is now in the hands of the appeals committee and MOE. The By-Law officers will work closely with the committee to inform them of the previous issues with this property.

All other ongoing complaints will be dealt with over the next month as we can now access the properties.

One of the properties we have addressed property standard issues we had to have OPP attend with the team on a couple of occasions.

The Team is confident that with proper education and communication with the public we can ensure a positive result for our community.

**Recommendation(s):**

- None at this time.

Thank you,

**MLEO Officers**

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MLEO Officers  
By-Law Services



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## 8.1.2 - Markstay-Warren Fire Department Report for Q2 2023

### Markstay-Warren Fire Department Quarterly Report April to June 2023

#### Calls For Service:

|              |             |                                   |
|--------------|-------------|-----------------------------------|
| Inc. # 23-10 | April 12/23 | MVC                               |
| Inc. # 23-11 | April 12/23 | MVC                               |
| Inc. # 23-12 | April 22/23 | Tree on Hydro Line                |
| Inc. # 23-13 | April 27/23 | Activated CO Alarm                |
| Inc. # 23-14 | May 06/23   | Public Assist (cat on Hydro pole) |
| Inc. # 23-15 | May 10/23   | Burning Complaint                 |
| Inc. # 23-16 | May 17/23   | Brush Pile Burning                |
| Inc. # 23-17 | May 18/23   | MVC                               |
| Inc. # 23-18 | May 19/23   | MVC                               |
| Inc. # 23-19 | May 26/23   | MVC                               |
| Inc. # 23-20 | May 26/23   | MVC                               |
| Inc. # 23-21 | May 28/23   | Fire Warren Fair Grounds          |
| Inc. # 23-22 | May 30/23   | MVC                               |
| Inc. # 23-23 | June 02/23  | Burning Complaint                 |
| Inc. # 23-24 | June 02/23  | Activated Fire Alarm              |
| Inc. # 23-25 | June 08/23  | Structure Fire                    |



Inc. # 23-26 June 10/23 Bush Fire (auto aid Sudbury)  
Inc. # 23-27 June 11/23 MVC  
Inc. # 23-28 June 13/23 MVC  
Inc. # 23-29 June 15/23 Burning Complaint  
Inc. # 23-30 June 19/23 Activated Co Alarm  
Inc. # 23-31 June 24/23 Smoke in Structure  
Inc. # 23-32 June 25/23 Structure Fire  
Inc. # 23-33 June 25/23 Activated Fire Alarm  
Inc. # 23-34 June 30/23 MVC

**LAST YEAR 2022 AT THE END OF JUNE WE RESPONDED TO 36 INCIDENTS**

**Prevention Activity:**

May 30, 2023, Camille Perron French Public School visited the Markstay Station with a group of enthusiastic students. They were given a tour of the station and vehicles. Afterwards they were given some fire safety materials and handouts to take home and they were given a freeze.

All Fire College courses have been applied for with the online options and members have picked the session they can take. Several Prevention Officers have signed up for NFPA 1035 Life Safety and Public Educator online course.

The prevention team has been using social media to send public safety messages. We will also continue to use social media in the future for public safety and information messages.

The Prevention Team had two (2) meetings in April and May. The meetings were regarding school drills and inspections. Also setting up the inspection lists for 2023 in both Markstay-Warren and Killarney.

Prevention Officers and Team members will be conducting School drills and inspection on June 01, 2023, and on June 02, 2023 they were conducting inspections in business and schools. These both meets are requirements for school drills and our bi-annual inspection practices.



The Prevention and Public Educators attended the Markstay Fun Day Fair, they set up a booth and met with the public and gave fire safety messaging and promoted the Fire Smart Program with hand outs and plenty of prizes.

Prevention Team members along with assistance from Firefighters provided water fun days for all schools in June. This is an annual event, and the children certainly look forward to these days, especially when it is warm outside.

**Training Activities:                      All Stations Meet Tues. Nights**

|              |            |  |
|--------------|------------|--|
| <b>April</b> | Week one   | Chapter 09-Structural Search (Theory)    |
|              | Week Two   | Chapter 09-Structural Search (Practical) |
|              | Week Three | Chapter 09-Structural Search (Practical) |
|              | Week Four  | Chapter 09-Structural Search (Practical) |
| <b>May</b>   | Week One   | Wildland Fire ops (SP103) (Theory)       |
|              | Week Two   | Wildland Fire ops (SP103) (Practical)    |
|              | Week Three | Wildland Fire ops (SP103) (Practical)    |
|              | Week Four  | Wildland Fire ops (SP103) (Practical)    |
| <b>June</b>  | Week One   | Chapter 15 Fire Hoses (Theory)           |
|              | Week Two   | Chapter 15 Fire Hoses (Practical)        |
|              | Week Three | Chapter 15 Fire Hoses (Practical)        |
|              | Week Four  | Chapter 15 Fire Hoses (Practical)        |

**Additional Meetings:**

- Prevention Team meeting    April 02, 2023
- Training Team meeting      April 07, 2023
- Training Team meeting      April 24, 2023



Officer/Fit meeting            May 01, 2023  
Prevention Team meeting    May 18, 2023  
By-Law                            May 20, 2023  
Officer/Fit meeting            June 13, 2023

### **NFPA 1001 Firefighter Level II Certification**

We will be starting our FFII training and certification. The training is supported by a signed **Learning Contract** with the Ontario Fire College (OFC). This allows us to do in house training supported by an instructor remotely at the OFC. When all training material has been approved and supported by the college. Each student will receive a code from the college to access the site and conduct the at home assigned work (Theory) and submit it to the instructors. The Markstay-Warren Instructor Team provides all the Practical instruction to our Firefighters at our training center at Station #1.

This group will be complete at the end of October, their Provincial Test was conducted (By the Province) sometime afterwards. This includes an hour and half written test monitored by a Provincial Proctor, then a set of practical skills they must complete. We have been highly successful in our attempts to certify our members; we are 98% successful with all programs to date.

### **Cambrian College Pre Fire Service Students**

After a very collaborative discussion regarding the partnership agreement with Cambrian College we have been successful in securing a five-year agreement with an option to extend it for another five years. This agreement allows for increases every year of 2% plus CPI. I am incredibly happy with the new arrangement and am looking forward to this new partnership.

On May 19, 2023, the Cambrian students started their practical skills exercises at Station #1 Training Center. These sessions will be for eleven (11) days and will incorporate both Station #1 Training Center and Station #3 and Water Tower.

### **Killarney Training Opportunity**

Throughout the spring of 2023, the members of the Markstay-Warren Training Team along with the Deputy and Chief have been providing NFPA 1001 Firefighter Level I Certification Training to Killarney Volunteer Fire Department. This has been a collaborative effort and has proven beneficial





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to both parties. The training is based on the mandatory training certification legislation implemented on July 01, 2022. The teams will work out scheduling and limits.

Chief Campbell Killarney and Chief Whynott have modified the already existing agreement for Prevention services to Killarney and added the training component. This has been agreed upon by both Chiefs and will be presented to the CAO of each Municipality and both Councils have agreed on its content it was approved.

The Killarney Team have now completed their training and are awaiting the Provincial Testing.

Mark Whynott

Fire Chief/CEMC

Markstay-Warren Fire Dept.

**An Overview of Hours associated with Markstay-Warren Fire Department**

**From April to June 2023**

**Paid Hours:**

Training - 720

Calls - 920

Courses - 40

Meetings - 160

**TOTALS 1840**

**In-kind Hours:**

Training - 120

Other - 100

Courses - 00

Meetings - 00

**TOTALS**



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**9.1 - Regular Meeting of Council - June 22<sup>nd</sup>, 2023**

**MINUTES**

**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
REGULAR COUNCIL MEETING  
FOR THE TERM OF 2022-2026**

**THURSDAY, JUNE 22<sup>ND</sup>, 2023 @ 7:00 P.M.**

**Markstay-Warren Council Chambers  
21 Main Street South, Markstay, ON**

**1. Opening Remarks and call meeting to order - 7:01 pm**

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement.

**# 2023-101**

**Moved by: Rachelle Poirier**

**Seconded by: Tyler Kotanko**

**THAT** Council opens the Regular Council Meeting at 7:00 pm.

**CARRIED**

**2. Roll Call**

**Mayor:** Steven Olsen

**Councillor:** Tyler Kotanko



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**Staff:** Rachelle Poirier  
Kim Morris, CAO/Clerk/ Treasurer  
Ken Elliott, Director of Operations

**3. Approval of the Agenda**

**# 2023-102**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**

**THAT** Council accepts the agenda as presented.

**CARRIED**

**4. Disclosure of Pecuniary Interest and General Nature Thereof – None**

**5. Petitions and Delegations**

**6. Public Inquiries**

**7. Reports from Committees, Municipal Officers, Department Heads**

**8. Consent Agenda**

**# 2023-103**

**Moved by: Rachelle Poirier**

**Seconded by: Tyler**

**THAT** Council approves the consent agenda as presented.

**CARRIED**

**1. Adoption of Minutes**

That the following minutes be adopted:



- 
1. Special Meeting of Council – April 11th, 2023
  2. Regular Meeting of Council – April 11<sup>th</sup>, 2023
  3. Special Meeting of Council – April 13<sup>th</sup>, 2023
  4. Special Meeting of Council - April 24<sup>th</sup>, 2023
  5. Special Meeting of Council – May 8<sup>th</sup>, 2023
  6. Special Meeting of Council – May 23<sup>rd</sup>, 2023
  7. Regular Meeting of Council – May 15<sup>th</sup>, 2023
  8. Special Meeting of Council – June 6<sup>th</sup>, 2023
  9. Special Meeting of Council – June 16<sup>th</sup>, 2023
  10. Markstay-Warren Library Board – May 8<sup>th</sup>, 2023

## **2. Routine Management Reports**

1. Library CEO May 2023 Report

## **3. Correspondence for Council's information only**

1. Manitoulin-Sudbury District Services Board
  - a. None
2. Sudbury East Planning Board
  - a. None
3. Public Health Sudbury and District
  - a. None
4. Municipal Property Assessment Corporation (MPAC)
  - a. None
5. Sudbury East Municipal Association (SEMA)

## **9. Business Arising from Meeting Minutes**

### **10. New Business**

1. Library Board Council designate

**#2023-104**

**Moved by: Tyler Kotanko**

**Seconded by: Steven Olsen**

**THAT Council appoint Councillor Rachelle Poirier as Library Board Council designate.**



**CARRIED**

1. Library Board application

**#2023-105**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**

**THAT** Council approves the appointment of Krystle Delaney to the Library Board.

**CARRIED**

2. Children’s Summer Programming offered by the Library.
4. MNR request re: Landfill

**#2023-106**

**Moved by: Rachelle Poirier**

**Seconded by: Tyler Kotanko**

**THAT** Council provide access to the landfill to Murray Lake residents for one year with a user fee of \$300. (one-time fee for the year)

**CARRIED**

5. Equipment
6. Bilingual Designation

**#2023-107**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**



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**THAT** Council requests that the Interim CAO/Clerk/Treasurer research the process for the Municipality of Markstay-Warren to be recognized as a bilingual municipality and to be eligible for government francophone grants.

**CARRIED**

**11. Unfinished Business/Ongoing Projects**

**12. Correspondence**

1. None

**13. By-Laws**

1. By-Law to adopt the Council Vacancy Policy and Procedure Schedule A to By-Law 2023-19 Council Vacancy Application
2. By-Law to appoint a Municipal Weed Inspector

**#2023-108**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**

**THAT** Council amend Schedule A to By-Law 2023-19 to 33% + rather than three (3) for shortlist.

**CARRIED**

**#2023-109**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**

**THAT** Council performs 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of By-Law 2023-19, By-Law to adopt the Council Vacancy Policy and Procedure.

**CARRIED**

**#2023-110**

**Moved by: Rachelle Poirier**

**Seconded by: Tyler Kotanko**



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**THAT** Council performs 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading of By-Law 2023-20, By-Law to appoint a Municipal Weed Inspector.

**CARRIED**

**14. Motions**

**15. Notice of Motions**

**16. Addendum**

**17. Announcements and inquiries**

**18. Closed session**

1. HR issue

**# 2023-110**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**

**THAT** Council move to Closed session at 8:13 pm.

**CARRIED**

**# 2023-112**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**

**THAT** Council move to Open session at 9:24 pm.

**CARRIED**

**# 2023-113**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**

**THAT** Council approve the salary for the Interim CAO/Clerk/Treasurer.



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**CARRIED**

**#2023-114**

**Moved by: Rachelle Poirier**

**Seconded by: Tyler Kotanko**

**THAT** Council approves the creation of a full-time Treasury Assistant.

**CARRIED**

**#2023-115**

**Moved by: Tyler Kotanko**

**Seconded by: Rachelle Poirier**

**That** Council approves a summer replacement.

**CARRIED**

**19. Adjournment**

**# 2023-116**

**Moved by: Thomas Leslie**

**Seconded by: Tyler Kotanko**

**THAT** Council adjourn the meeting at 9:27 p.m.

**CARRIED**

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**MAYOR**

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**CLERK**





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### 13.1 – Declaration of Council Vacancy

#### CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN BY-LAW 2023-19

#### The Municipality of Markstay-Warren Council Vacancy Procedures 2023

**WHEREAS** pursuant to section 263 of the Municipal Act, 2001, S.O. 2001 c. 25, when the seat of a member of council becomes vacant during the term of office, Council may fill a vacancy by appointing a person who has consented to accept the office if appointed or requiring that a By-election be held to fill a vacancy in accordance with the Municipal Elections Act, S.O., 1996, c 32.


**AND WHEREAS** the Council of the Municipality of Markstay-Warren does not have a policy to govern the process for Council to appoint a person to fill a seat of a member of council that had been declared vacant.

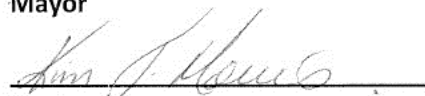
**AND WHEREAS** Council for the Municipality wishes to implement said policy

**NOW THEREFORE** the Council of the Municipality of Markstay-Warren enacts as follows:

1. That Council hereby approves the “Council Vacancy Appointment Policy” attached as Schedule “A” to this Bylaw.

**Read a first, second and third  
time and finally passed this  
22<sup>nd</sup> day of June 2023.**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk



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## **SCHEDULE "A" TO BY-LAW 2023-19**

### **COUNCIL VACANCY APPOINTMENT POLICY**

#### **PURPOSE**

The purpose of this policy is to provide for an accountable and transparent process for filling any vacancy, including the Mayor or Councillor, that occurs.

#### **NOTICE OF VACANCY**

The Clerk shall post a Council Vacancy Notice on the Municipality's website, notice boards, and social media account for a minimum of two (2) weeks following Council's decision to fill a vacancy by appointment. The notice will indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.

A vote to fill a vacancy on Council by appointment shall occur at a Special Council Meeting.

#### **NOMINATIONS**

Any individual wishing to be considered for appointment to the vacancy shall:

- a. Send a Letter of Interest as well as complete and sign a Council Vacancy Application Form
- b. An official list of candidates shall be posted on the municipality's website once nomination forms have been certified and the nomination period has expired.
- c. A candidate may withdraw their nomination by filing a written withdrawal letter, either in person or via email to [info@markstay-warren.ca](mailto:info@markstay-warren.ca)

#### **SPECIAL COUNCIL MEETING**

At a Special Council meeting, the following shall take place:

- I. The Mayor will make a short statement of the purpose of the meeting and the general order of proceeding to be followed.
- II. The Clerk will provide to the Mayor a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor will call for a motion from Council in the following form:



"THAT the following individuals who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."

- III. All candidates will be asked to step out of the room until it is their time to answer the questions posed by Council.
- IV. Each of the candidates shall be afforded the opportunity to introduce themselves to Council for a period of not more than three (3) minutes. The order of speaking will be determined by listing candidates alphabetically, using last names first.  
Note: Candidates will be timed
- V. Each remaining member of Council will be permitted one (1) question to each candidate.  
Candidates have two (2) minutes to answer each question.  
Once a candidate has answered the questions, they may leave.

#### **CLOSED SESSION**

Council will enter a closed session as permitted under the Municipal Act, 2001, section 239, (2)(b) personal matters about an identifiable individual, including municipal and local board employees; and will then return to the open session of the Special Meeting.

#### **VOTING**

Upon hearing all the submission of the candidates prior to the In Camera Session, Council will proceed to vote as follows:

- i. Members of Council will discuss and shortlist 33% candidates.
- ii. Members of Council shall vote on an individual ballot for one candidate only.
- iii. The Clerk shall tabulate the results.
- iv. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the candidate or candidates who received the fewest number of votes shall be excluded from further consideration.
- v. The vote will be taken again by the Clerk.
- vi. Upon conclusion of the voting, the Clerk will note the candidate receiving the votes of more than one-half of the number of the voting members of Council.



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- vii. The appointment of the candidate shall be made by by-law. A by-law confirming the appointment shall be enacted by Council.

**OATH OF OFFICE**

The new councillor(s) shall take their Oath of Office at the next Regular Meeting.



## 13.2 – Warren Golden Age Club Repairs

**SUBJECT:                      July 2023, Director of  
Operations Report on  
the Golden Age Building**

### **Objective**

To update Council on the issues with the Golden Age Club by the Director of Operations.

### **Background**

The Golden Age Club has had a list of issues to deal with over the last year. Mainly, the roof and basement. I got quotes last fall three companies and passed them off to the CAO of the day. At that time I was told to hold off as no one had for sure, what was being done with the building. In early June, we found a surplus in savings from the arena. At that time I made a suggestion to use some of these funds on the Golden age club roof. Council made the decision to use the surplus from the arena on the arena.

### **Analysis**

The Public works has been at the club with plumbing issues, door issues and still the roof and back entryway to be fixed

### **Rain Events**

This year from January 1<sup>st</sup> 2023 to date there have been a total of 320 mm of rain. With all of this rain, it has put the roof in serious condition.

### **Incidents**

On or about July 6<sup>th</sup> I received a text msg from Steve Rainville. He indicated that there was a section of the ceiling panel had fallen to the floor in the main hall area. (Pics attached)

I went over that day and confirmed that yes, there had been a section of the



ceiling that had come down.

It was clear that the roof had leaked to the point where as the water soaked the insulation and the sheetrock could not take the weight. . We have now reached the critical point where if this is not corrected, we could lose the building or bare minimum, cause thousands more than just a roof.

### **Safety**

As Director of Operations, I have a very serious safety concern on anyone using the Golden Age club until repairs can be made. If we allow anyone in the hall, and the ceiling comes down, the legal liability cases that would cripple this Municipality.

### **Conclusion**

As the Director of Operations for the Municipality, I am recommending the hall be closed until the roof and ceiling have been completely repaired to eliminate potential injury claims against the Municipality.

Respectfully Submitted,

*Kenneth Elliott*

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Kenneth Elliot  
Director of Operation  
Municipality of Markstay-Warren



### 13.3-A – Briefing Note

**SUBJECT :**                    **Construction Permit Fees**

**Objective**

To reflect additional types of construction scenarios in order to more accurately calculate construction permit fees.

**Background**

The Chief Building Official has provided a copy of the fees as they presently are. He has also provided the revised recommended cost estimating form for cost of construction in relation to building permit fees. Some of the original costing amounts are outdated due to the increase in building costs. These new amounts will increase the permit costs by a small amount but will be in keeping with provincial averages.

**Recommendation**

That Council approve the proposed increase of the construction permit fees as presented.

### 13.3-B – Floor Area and Cost Estimation Sheet

Table 1


**FLOOR AREA AND COST ESTIMATION SHEET - PERMIT#**

DATE:

**ALL FEES PAYABLE TO THE MUNICIPALITY OF: MARKSTAY-WARREN**

| Structure Type                                 | Area (A) | Service Index (SI) (Cost/Sq.Ft)               | Construction Cost (CC) |
|--|----------|---|------------------------|
| <b>RESIDENTIAL BUILDINGS</b>                   |          |   |                        |
| One story dwellings                            |          | x \$120 =                                     |                        |
| Second storey or more & additions              |          | x \$75 =                                      |                        |
| Unfinished cottages and cabins                 |          | x \$80 =                                      |                        |
| Finished cottages and cabins                   |          | x \$100 =                                     |                        |
| Finished basement                              |          | x \$30 =                                      |                        |
| Plumbing (added to Service Index)              |          | X \$20 =                                      |                        |
| Renovations                                    |          | Estimated Cost (labour, materials, profits) = |                        |
| Garages, storage buildings, sheds & boathouses |          | x \$30 =                                      |                        |



|   |  |  |  |
|---|--|--|--|
| Carports & boatports, decks, balconies  |  | x \$25 =   |  |
| Covered Porches and Sunrooms and Solariume  |  | x \$70 =   |  |
| Attached garages  |  | x \$40 =   |  |
| <b>COMMERCIAL BUILDINGS</b>   |  |  |  |
| Office space, showrooms, etc  |  | x \$125 =  |  |
| Restaurants   |  | x \$150 =  |  |
| Accesory buildings  |  | x \$40 =   |  |
| <b>INSTITUTIONAL BUILDINGS</b>  |  |  |  |
| Contract price or greater of  |  | x \$100 =  |  |
| <b>FARM BUILDINGS</b>   |  |  |  |
| Finished building containing plumbing   |  | x \$25 =   |  |
| No Floor  |  | x \$10 =   |  |
| Concrete Floor  |  | x \$15 =   |  |
| <b>OTHER STRUCTURES</b>   |  |  |  |
| Swimming pools (inground or permanent structure)  |  | x \$15 =   |  |
| Solar panels and installation of towers   |  | \$200  |  |
| Woodstoves  |  | \$100  |  |
| <b>OTHER</b>  |  |  |  |
| Temporary buildings   |  | \$50 =   |  |
| Change of use permit as per construction cost if building permit is required. If no construction required, cost is Administration cost of \$80.00 plus fee for site inspections(s) required |  |  |  |
| Mileage charge or \$0.55 per kilometre for site inspections with a minimum charge of \$10.00 per permit for mileage   |  |  |  |
| Extra site inspection or reinspection fee   |  | \$80 =   |  |
| Research Fee  |  | \$25 per hour plus copies @ \$0.25/copy  |  |
| Extension, renewal or transfer of a permit  |  | \$90 =   |  |
| <b>TOTAL COST OF CONSTRUCTION (TCC)</b>   |  |  |  |
| Building Fee = (TCC/1000)x \$10.00  |  |  |  |
| <b>DEMOLITIONS (Per Building)</b>   |  |  |  |
| Building < or = 538 sq ft   |  | \$80 =   |  |
| Building > 538 sq ft and < 6400 sq ft   |  | \$100 =  |  |
|    |  | FEES   |  |
|   |  | Building Fee:<br>Demolition Fee:<br>Admin Fee (\$80<or=\$5000 TCC/<br>\$120>\$5000TCC):<br>(min fee \$100) TOTAL*: |  |
| *Total fee will be doubled or \$250 will be charged (whichever is higher), if   |  |  |  |





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 POM 2G0  
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building or demo is commenced prior to the issuance of a Building Permit

### 13.3-C – Proposal Floor Area and Cost Estimation Sheet

Table 1

**FLOOR AREA AND COST ESTIMATION SHEET - PERMIT#**

DATE:

**ALL FEES PAYABLE TO THE MUNICIPALITY OF: MARKSTAY-WARREN**

| Structure Type                              | Area (A) | Service Index (SI) (Cost/Sq.Ft)               | Construction Cost (CC) |
|---|----------|---|------------------------|
| <b>RESIDENTIAL BUILDINGS</b>                |          |   |                        |
| One story dwellings                         |          | x \$120 =                                     |                        |
| Second storey or more & additions           |          | x \$150 =                                     |                        |
| Unfinished cottages and cabins              |          | x \$80 =                                      |                        |
| Finished cottages and cabins                |          | x \$100 =                                     |                        |
| Mobile home in mobile park                  |          | x \$27 =                                      |                        |
| Moving a building or mobile home onto a lot |          | x \$30 =                                      |                        |
| Finished basement                           |          | x \$30 =                                      |                        |
| Unfinished basement                         |          | x \$15 =                                      |                        |
| Plumbing (added to Service Index)           |          | x \$20 =                                      |                        |
| Renovations                                 |          | Estimated Cost (labour, materials, profits) = |                        |
| Storage buildings, sheds & boathouses       |          | x \$30 =                                      |                        |
| Carpports & boatports, decks, balconies     |          | x \$20 =                                      |                        |
| Covered Porches and Sunrooms and Solariume  |          | x \$70 =                                      |                        |
| Attached garages                            |          | x \$30 =                                      |                        |
| Detached Garage                             |          | x \$40 =                                      |                        |
| Apartments                                  |          | x \$140 =                                     |                        |
| <b>COMMERCIAL BUILDINGS</b>                 |          |   |                        |
| Office space, showrooms, etc                |          | x \$125 =                                     |                        |
| Restaurants                                 |          | x \$150 =                                     |                        |
| Accessory buildings                         |          | x \$40 =                                      |                        |
| <b>INSTITUTIONAL BUILDINGS</b>              |          |   |                        |
| Contract price or greater of                |          | x \$100 =                                     |                        |
| Farm Buildings                              |          | x \$30 =                                      |                        |



|   |  |   |  |
|---|--|---|--|
| Finished building containing plumbing   |  | x \$25 =                                |  |
| No Floor  |  | x \$10 =                                |  |
| Concrete Floor  |  | x \$15 =                                |  |
| <b>OTHER STRUCTURES</b>   |  |   |  |
| Swimming pools (inground or permanent structure)  |  | x \$25 =                                |  |
| Solar panels and installation of towers   |  | \$200                                   |  |
| Chimneys/Woodstoves/Fireplaces  |  | x \$120 =                               |  |
| <b>OTHER</b>  |  |   |  |
| Temporary buildings   |  | \$50 =                                  |  |
| Change of use permit as per construction cost if building permit is required. If no construction required, cost is Administration cost of \$80.00 plus fee for site inspections(s) required |  |   |  |
| Mileage charge or \$0.55 per kilometre for site inspections with a minimum charge of \$10.00 per permit for mileage   |  |   |  |
| Extra site inspection or reinspection fee   |  | \$80 =                                  |  |
| Research Fee  |  | \$25 per hour plus copies @ \$0.25/copy |  |
| Extension, renewal or transfer of a permit  |  | \$90 =                                  |  |
| <b>TOTAL COST OF CONSTRUCTION (TCC)</b>   |  |   |  |
| Building Fee = (TCC/1000)x \$10.00  |  |   |  |
| <b>DEMOLITIONS (Per Building)</b>   |  |   |  |
| Building < or = 538 sq ft   |  | \$80 =                                  |  |
| Building > 538 sq ft and < 6400 sq ft   |  | \$100 =                                 |  |



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|   |
|---|
| FEEs  |
| Building Fee:   |
| Demolition Fee:   |
| Admin Fee (\$80<or=\$5000 TCC/<br>\$120>\$5000TCC):   |
| (min fee \$100) TOTAL*:   |
| <b>*Total fee will be doubled or \$250 will be charged (whichever is higher), if building or demo is commenced prior to the issuance of a Building Permit</b> |



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**15.1- By-Law 2023-23 To Appoint a Deputy-Mayor**

**By-Law 2023-23**

**BEING A BY-LAW TO APPOINT DEPUTY MAYOR FOR  
THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN**

**WHEREAS** Section 242 of the Municipal Act, 2001, as amended, provides that a municipality may by by-law or resolution appoint a member of the council to act in the place of the head of council when the head of council is absent or refuses to act or the office is vacant and while so acting such member has all the powers and duties of the head of council; and

**WHEREAS** the Council of the Corporation of the Municipality of Markstay-Warren deems it advisable to appoint a Deputy Mayor;

**NOW THEREFORE**, the Corporation of the Municipality of Markstay-Warren ENACTS AS FOLLOWS:

**THAT** Councillor Rachelle Poirier is appointed as Deputy Mayor for the Corporation of the Municipality of Markstay-Warren.

**THAT** as Deputy Mayor, Councillor Rachelle Poirier will have the authority to sign By-Laws and legal documents, etc., on behalf of the Mayor in his absence, in addition to all other powers and duties of the Head of Council.

**THAT** Councillor Rachelle Poirier's appointment as Deputy Mayor will commence July 17<sup>th</sup>, 2023.

**THAT** this By-Law shall come into force and take effect upon passing.

**THAT** any by-law inconsistent with this one is hereby repealed.

**READ A FIRST, SECOND AND THIRD**

\_\_\_\_\_  
**MAYOR**

**TIME AND FINALLY PASSED THIS**

**17<sup>th</sup> DAY OF JULY, 2023**

\_\_\_\_\_  
**CLERK**



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## 15.2 – By-Law 2023-24 Signing Officers

### THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN

#### BY-LAW 2023-24

#### Being a by-law to appoint signing Officers for the Municipality of Markstay-Warren.

**WHEREAS**, the Municipal Act, S.O. 2001, c25, Section 10. (2) Authorizes municipalities to pass by- laws respecting certain matters such as section 2. Accountability and transparency of the municipality and its operations and of its local boards and their operations, and section 3. Financial management of the municipality and its local boards.

**AND WHEREAS** every cheque issued by the municipality shall be signed by the Treasurer and the Head of Council;

**AND WHEREAS** the municipality designate persons to sign cheques in place of the treasurer or the head of council, but the same person cannot be designated to sign in place of both of them;

**NOW THEREFORE BE IT RESOLVED**, that the following persons be authorized to sign cheques drawn on the accounts of the Municipality of Markstay-Warren and other banking documents as authorized by Council from time to time.

| 1) | <u>Elected Persons</u>  | <u>Appointed Persons</u>  |
|----|---|---|
|    | <b>Steven Olsen, Mayor</b><br><b>Rachelle Poirier, Deputy-Mayor</b> | <b>Kim Morris, Acting CAO/Clerk/Treasurer</b><br><b>Mark Whynott, Fire Chief/CEMC</b> |

- 2) All cheques shall have two signatures, one being by an elected person and the other by an appointed person.
- 3) Attached Schedule “A” forms part of this by-law.
- 4) That this by-law shall take effect July 17<sup>th</sup>, 2023 any by-laws inconsistent with this by- law are hereby repealed.



---

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
17<sup>TH</sup> DAY OF JULY, 2023.**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**



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**15.3.1 – Arrêté municipal 2023-25 Municipalite de Markstay-Warren designation de bilinguisme**

**CORPORATION DE LA MUNICIPALITÉ DE MARKSTAY-WARREN  
Arrêté municipal 2023-25**

**Municipalité de Markstay-Warren désignation de bilinguisme officiel**

**ATTENDU QUE** le Conseil Municipal de la Corporation de la Municipalité de Markstay-Warren croit qu'il est important d'établir une politique à l'égard de l'usage de l'anglais et du français dans les divers bureaux et services de la Municipalité;

**ET ATTENDU QUE** le Conseil Municipal de la Corporation de la Municipalité de Markstay-Warren s'engage à offrir ses services municipaux dans les deux langues officielles de la manière la plus productive, efficace et économique possible;

**IL EST RÉSOLU QUE** la Corporation de la Municipalité de Markstay-Warren se déclare officiellement bilingue:

1. QUE la politique énoncée dans l'Annexe A de cet arrêté soit mise en vigueur dans les bureaux et services de la Municipalité;
2. QUE cet arrêté municipal entre en vigueur et soit mis en effet, immédiatement après le vote final.

**Lu trois fois et adopté en  
Conseil ouvert cette 17<sup>e</sup>  
journée du mois de juillet 2023.**

\_\_\_\_\_  
**Maire**

\_\_\_\_\_  
**Greffière**



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## **ANNEXE A**

### **Énoncé de la politique**

La Municipalité de Markstay-Warren reconnaît que les deux langues officielles ont les mêmes droits, le même statut et les mêmes privilèges. Elle veille à ce que ses services soient offerts en français et en anglais et promouvoir un milieu de travail respectueux et solidaire de tous et de l'utilisation de leur langue de choix.

### **Objectifs**

L'objectif de la politique consiste à s'assurer que les services sont de qualité égale dans les deux langues officielles, soit le français et l'anglais. Les dispositions de cette politique régissent les activités municipales, notamment les communications et la prestation de services de façon proactive dans les deux langues, tant aux citoyens et qu'au grand public.

Pour atteindre ces objectifs, voici les mesures principales :

- ✓ Le français et l'anglais sont les langues officielles de la Municipalité de Markstay-Warren;
- ✓ Tous les documents municipaux produits à destination du public doivent être publiés dans les deux langues officielles;
- ✓ Les communications écrites ou orales avec les citoyens doivent se faire dans la langue dans laquelle les personnes s'adressent à l'administration;
- ✓ Les employés doivent se sentir libres de communiquer dans leur propre langue;
- ✓ La Direction/Conseil municipal doit prendre les mesures nécessaires pour que 50 % de l'ensemble des employés à la haute direction deviennent bilingues d'ici au 31 décembre 2028;
- ✓ Les candidats externes à des postes de la haute direction doivent être bilingues. Le conseil municipal doit approuver la nomination de tout candidat qui ne remplit pas cette condition au terme d'une campagne de recrutement exhaustive;
- ✓ Les candidats internes qui ne sont pas bilingues et qui sont promus à des postes de la haute direction doivent suivre des cours de langue seconde afin de répondre aux exigences linguistiques prescrites;



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**15.3.2 – By-Law 2023-25 Municipality of MARKstay-Warren designated as officially bilingual**

**CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN  
By-Law 2023-25**

**Municipality of Markstay-Warren designated as officially bilingual**

**WHEREAS** the Municipal Council of the Corporation of the Municipality of Markstay-Warren believes that it is important to establish a policy regarding the use of English and French in the various offices and services of the Municipality;

**AND WHEREAS** the Municipal Council of the Corporation of the Municipality of Markstay-Warren is committed to providing municipal services in both official languages as productively, efficiently and economically as possible;

**BE IT THEREFORE RESOLVED THAT** The Corporation of the Municipality of Markstay-Warren declares itself officially bilingual:

1. THAT the policy set out in Appendix A of this by-law be implemented in the offices and services of the Municipality;
2. THAT this by-law come into force and take effect immediately following the final vote.

**Read a first, second and third  
time and finally passed this 17th  
day of July 2023.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk**





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## **APPENDIX A**

### **Policy Statement**

The Municipality of Markstay-Warren recognizes that both official languages have equal rights, status, and privileges. It will ensure that its services are offered in both English and French and will promote a work environment that is respectful and supportive of all people and the use of their language of choice.

### **Objectives**

The objective of the policy is to ensure that services are of equal quality in both official languages, English and French. The provisions of this policy govern municipal activities, including communications and the proactive delivery of services in both languages to citizens and the public.

To achieve these objectives, here are the main measures:

- ✓ English and French are the official languages of the Municipality of Markstay-Warren;
- ✓ All municipal documents produced for the public must be published in both official languages;
- ✓ Written or oral communications with residents must be in the language in which people address the administration;
- ✓ Employees must feel free to communicate in their own language;
- ✓ Management/Council must take the necessary steps to ensure that 50% of all senior management employees become bilingual by December 31, 2028;
- ✓ External candidates for senior management positions must be bilingual. The Council must approve the appointment of any candidate who does not meet this condition following a comprehensive recruitment campaign;
- ✓ Internal candidates who are not bilingual and who are promoted to senior management positions must take second-language courses to meet the prescribed language requirements.



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16.1

**MOTION**

**Date: July 11, 2023**

This shall serve as a motion to consider the following:

1. That a Third Party Financial Audit be completed for the fiscal year 2022.

This motion was brought forward by Councillor Turcot.