



CENTRE DE SANTÉ

**Univi**

HEALTH CENTRE

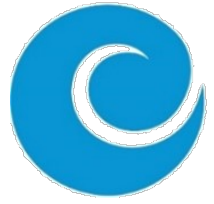


**Nicolle Plante-Dupuis**


*Executive Director*

**Josée Pitre**

*Community Health Worker*



# Markstay-Warren Community Programs



**WARREN**  
WEDNESDAYS  
6:30PM

**MARKSTAY**  
THURSDAYS  
6:30PM

**PICKLEBALL**



**WARREN**  
MONDAYS  
6:30PM



**VOLLEYBALL**



**WARREN**

**TUESDAYS**

**10:30AM**

**CHAIR YOGA**



**MARKSTAY**  
**MONDAYS 6:30PM**

**ADULT EXERCISE GROUP**



**WARREN**  
TUESDAYS &  
THURSDAYS  
6:30PM



**BOUNCEFIT**



# YOGA IN THE VILLAGE

**MARKSTAY**  
**THURSDAYS**  
**7PM**



**WARREN**

**WEDNESDAYS**

**10:30AM**

# **FITNESS BEATS**





**WARREN**  
MONDAYS  
10:30AM

**DANCE TO GET FIT**





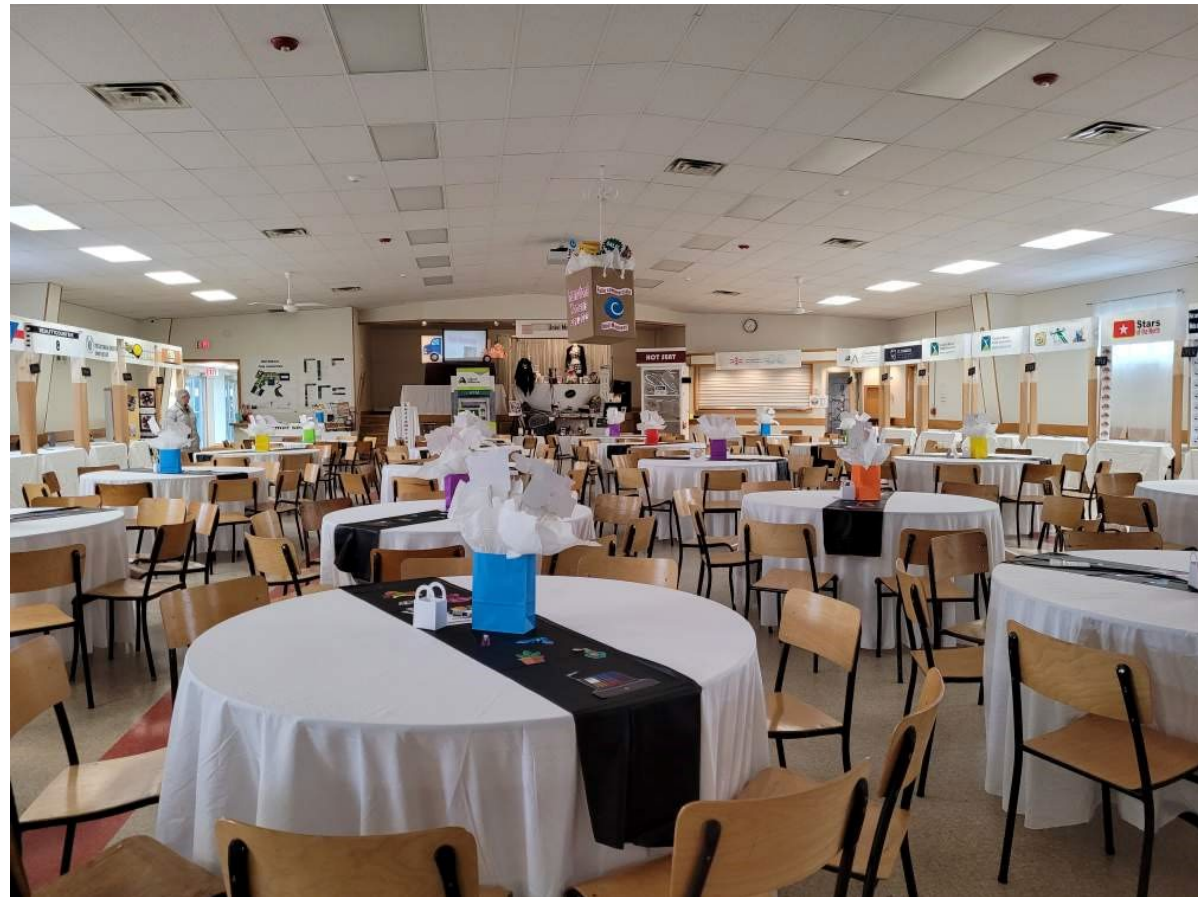
**WALK & LUNCH**





**WALK & LUNCH**





**INTERNATIONAL WOMEN'S DAY**





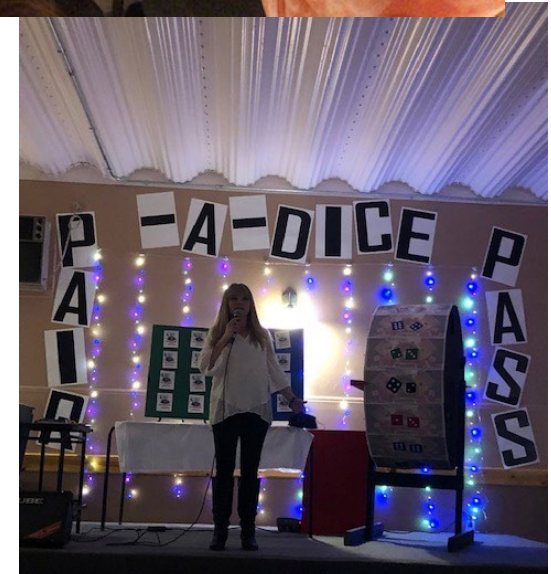
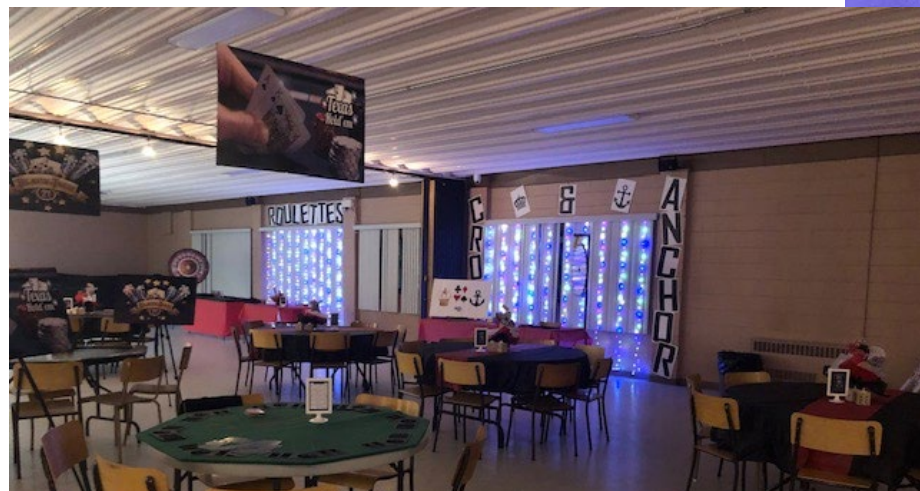
**INTERNATIONAL WOMEN'S DAY**





**COMMUNITY PROGRAMS ARE FOR EVERYONE!**





**VOLUNTEER APPRECIATION NIGHT**





**VOLUNTEER APPRECIATION NIGHT**





# COMMUNITY MURAL





# COMMUNITY MURAL



# For more information/ pour plus de renseignements:

## Contactez-nous:



705-599-3004 ext./poste 112



[josee.pitre@univi.ca](mailto:josee.pitre@univi.ca)



[www.univi.ca](http://www.univi.ca)



<https://www.facebook.com/CSUniviHC>



CENTRE DE SANTÉ  
**Univi**  
HEALTH CENTRE

## Markstay-Warren Public Library Board

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### *CEO's Report for September & October 2023*

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**"The only thing that you absolutely have to know, is the location of the library," - Albert Einstein.**

September goes hand in hand with Back to School and Back to Books. In order to transition successfully from Summer to School a number of orientation pieces took place for students and school staff. We welcome all and meet with the Principal and Secretary; the classroom teachers and students in an effort to establish a positive and successful year-long relationship. Due to the diverse offerings at the library, there is something to appeal to every learning style, student and material for teachers to engage their learners. After school hours, the library provides a place of solitude and refuge from the hardships associated with day-to-day life. People come to libraries not only looking for information, but also, for finding themselves and their communities. Libraries play a fundamental role, providing resources and services for literacy and education to anyone in need or wanting access.

Our new contract staff is trained and fitting in well with our team, bringing some fantastic creativity and technology experience.

During the Warren Fair, the Library setup an information booth, offering games with prizes and a scavenger hunt. Another table for afternoon slime sessions for the children with great attendance, all sessions were filled and I had 3 high school volunteers helping out.

Board at the Library 6+ resumed the last week in September and Game Night with Syl. New to programming, any children 5 and under are invited to complete a modified version of the board game or craft with their parent/guardian/care-giver. This affords a child of any age to participate.

The printer in Markstay no longer works, I bought a replacement print head to try with no luck. A new printer was purchased through Baker Tilly and installed and networked on October 10<sup>th</sup>. Both printers were purchased back in 2011 and the Warren printer will most likely need to be replaced soon as it has ongoing problems. A new computer and laptop were replaced in Warren through Baker Tilly. I purchased the required software through Tech Soup with our non-profit discount but issues arose when Baker Tilly attempted to install it, which took a great deal of back-and-forth tech support work. As the CEO computer was replaced, this also meant the ubiquity which tracks the Wi-Fi use was uninstalled. Working with another IT from Baker Tilly this also took a great deal of time to re-install properly.

End of Summer obligations: T.D. Summer reading program surveys were completed, a requirement for using their free literature and promotional items. Numbers/Statistics were also given to UNIVI for the summer sports and recreation as we partner with them and they cover the liability insurance. Final requirement of receiving our 100% funded student was to complete paperwork which presented with technical issues, eventually resolved. I also reached out to our student as he needed to complete a final survey for the Summer Experience Program.

The library began Livestreaming Council meetings at the Warren branch for those community members who do not wish to travel or have the ability to stream.

I attended as a volunteer of the Library for the Francophone Flag Raising on September 22<sup>nd</sup> which was an amazing event. I recorded the speeches and sent to interim CAO.

Meetings for the Markstay-Warren Recreation Committee resumed, a curling tournament is hopeful over the March break and the library may be able to participate by receiving a time slot to offer free curling for children.

Library staff wore orange to acknowledge and support Truth and Reconciliation Day the last week in September. The municipality has declared the national day for truth and reconciliation as a statutory holiday for their staff.

I attended the OLS virtual conference for staff and a portion of the Board conference. Even before the pandemic, violence and abusive behaviour directed towards frontline library workers was on the rise. Experiences may include dealing with intoxicated patrons, verbal threats, incidents requiring a patron to be banned, as well as exposure to biohazards such as bedbugs, urine, saliva, etc. Coming out of COVID-19 a massive shift has taken place even to smaller, rural remote libraries where social problems like homelessness and the opioid crisis also exist. However, hiring a social worker does not fit in the budget for a small library like ours which means staff require strategies for managing these challenging situations in-house while also focusing on one's own health and wellness. The reality is the library is the last place people can go as it costs nothing; is welcoming and offers free activities; as well as free use of computers, internet and Wi-Fi. Our space offers inclusive care, all walks of life are welcome. The shift in working with the public is an increased expectation of being a social worker, mental health worker, baby sitter, security guard, IT specialist, etc. On the rise homelessness in rural and northern Ontario requires staff to work effectively with patrons putting staff safety first. During the Board evening conference, the theme continued: #Equilibrium, a state in which opposing forces or influences are balanced. It brought to light that we are not alone in adapting to new ways of delivering exceptional public service after transitioning from pandemic realities. We recognize that balance is delicate, spontaneous, and unpredictable. We also understand that we can positively influence our outcomes, together, to bring balance back to the vibrancy of the Ontario public library community. In terms of the Board conference, it assisted in my continued education in understanding logistics of the library board with the focus on governance. A session covering Library and municipal relationship and the tool kit for understanding the importance of measuring the value of public libraries. This toolkit helps to establish a real value of the library in order to help municipal council appreciate the services provided. My take away: **"It's not all rainbows and unicorns in our day to day life, libraries are a beacon of hope"**.

The month of October also came with key deadlines, the Public Library Operating, Pay Equity, and First Nation Salary Supplement Grants (PLOG) 2023-24 was submitted.

I attended the Parks Recreation Ontario (PRO) conference in Sudbury along with arena manager and our board councillor in Sudbury, as the municipality is now a member of PRO. The piece that fits with the library is providing equitable access to all. The networking allows us to turn obstacles into opportunities.

Attending the OLS CEO networking meetings virtually assists in receiving relevant updates crucial to being current.

The library has resumed attending OCOF in Warren and Markstay, both locations going through changes, I will continue to evaluate whether this is beneficial to the families and use of library staff time.

The walk and lunch hosted by UNIVI, which the library was present to offer walking poles and walking club information to those in attendance.

Ontario Public Library Week (OPLW), this year's theme: **Libraries for Life / Biblios pour la vie**, a celebration of libraries as a lifelong institution. Our celebration week encouraged awareness of the valuable role libraries play. From the executive director of Ontario Library Association: "Libraries are fundamental to thriving communities and crucial for local economies. They help our neighbourhoods develop, making sure everyone has the chance to learn and be part of a community..." During OPLW we offered opportunities for individuals to play along all week, get their name in our draw baskets; held a teen/adult Cricut night; free cupcakes, cookies, ice cream and more. Most of the items in the draw baskets were donated by businesses in the community and all the food items were donated by community members. The Markstay-Warren Public Library offers something for everyone at every stage of their life. During this week, we completed our typical week which is a requirement to complete the annual survey of public libraries library statistics next year.

Application form for Ontario Parks permit lending program was completed. If we are successful, we receive commercial day use vehicle permits to Ontario Parks, free of charge, that can be loaned to our patrons. Library users may borrow a park permit using their library card which provides access for one vehicle and its occupants to more than 100 provincial parks in Ontario.

### **Meetings:**

- September 6 - Library Staff – Markstay Branch
- September 6 – OCOF new coordinator for Markstay
- September 6 – Staff and Students of M.P.S. – Library Tutorial
- September 8 – Joel Gauthier, Regional Development Advisor (S.E.P.)
- September 11 – Library Board Meeting
- September 18 – Warren Food Bank - Distribution
- September 18 – Municipal Council Livestream at Warren Branch
- September 19 – Municipal Meeting with all staff and council - Markstay
- September 20 – Library Staff - Markstay
- September 22 – Francophone Flag Raising Celebration
- September 25 – Markstay-Warren Recreation Committee
- September 26 – Licensing Digital Content Webinar
- September 27 – OLS Staff Conference (virtual)
- September 28 – OLS Board Conference (virtual)
- October 4 – Parks and Recreation Ontario – Northern Ontario Regional Workshop – Sudbury
- October 4 – Library Staff - Markstay
- October 4 – UNIVI mural unveiling

- October 5 – CEO networking - virtual
- October 11 – UNIVI walk and lunch – Urban Pole Demo – Pamela
- October 11 – Library Staff – Markstay Branch
- October 16 – Municipal Council Livestream at Warren Branch
- October 26 – CEO networking

#### **September & October Statistics:**

- 315 Fair booth and slime sessions
- 63 Crafts
- 32 patrons - 1-1 Tech Help = 6.5 hours
- 68 Board at The Library
- 11 Teen/Adult
- 11 O.C.O.F.
- 48 Walking Club
- 27 Urban Pole Demo & Walk
- 16 Back to school challenge
- 38 OPLW Eresource challenge

#### **Projects requiring attention**

- New Policies – ongoing
- Board Orientation - ongoing
- First Aid/CPR training for staff – Booked for November 29<sup>th</sup> & 30<sup>th</sup>
- Library Budget for 2024

# 09

## SEPTEMBER

### HOURS

#### MARKSTAY

Monday: 1PM-8PM  
Wednesday: 1PM-8PM  
Saturday: 10AM-12PM

#### WARREN

Tuesday: 1PM-8PM  
Thursday: 1PM-8PM  
Saturday: 1PM-4PM

Please Ring Doorbell If Door Is Locked  
Closed On Holiday Long Weekends

For up to date information follow us on



markstaywarrenpl



Markstay-Warren  
Public Library



**Walking Club:** Everyone who  
submits a walking sheet is  
entered in a monthly draw.



### CELEBRATE

Back to School!  
Labour Day



M

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W

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F

S



Start: AUG 30th  
Ends: SEPT 13th

Hotline will be available in ebook and  
audiobook format with unlimited access!  
We also have a print copy!

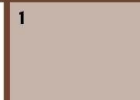


Labour Day

5 Back to School  
Photo Challenge  
(5th-28th)



Back to School resources at your fingertips!



8 Warren Fair 2023

2 Open on Saturdays  
Again on the 9th!

9 LIBRARY AT  
Warren Fair  
2023  
12:00- 4:00 PM  
Fairgrounds

Slime  
Creation  
1-3 PM

11 Library Board Meeting  
6:30 PM  
Markstay Council  
Chambers

12 Game Night With Syl  
Ages 12+ at 6:30 PM  
(Warren)

13 14  
WORLD BOOK  
STUDENT  
Back to School resources at your fingertips!

15

16 Pebble  
Go  
International  
Article: Oceans

18

19 Pebble  
Go  
Talk Like A Pirate  
Day  
Article: Oceans

20 21

22  
Levée du  
drapeau  
francophone

23

25

26 Game Night With Syl  
Ages 12+ at 6:30 PM  
(Warren)

27 28  
Board at the Library  
Bead Pencil Nametag  
Ages 6+ at 6:30 PM

29 Facebook Live  
@ 7:30PM

30 National Day for  
Truth and  
Reconciliation



MWPL @ Warren Fair  
Sept 9th  
12-4 PM Contests & Prizes!  
Golfing, Scavenger Hunts &  
Guessing Game!  
Slime Creation  
1-3 PM every 30 min  
Sign-up at location!





# 10

## OCTOBER

### HOURS

#### MARKSTAY

Monday: 1PM-8PM  
Wednesday: 1PM-8PM  
Saturday: 10AM-12PM

#### WARREN

Tuesday: 1PM-8PM  
Thursday: 1PM-8PM  
Saturday: 1PM-4PM

Please Ring Doorbell If Door Is Locked  
Closed On Holiday Long Weekends

For up to date information follow us on



markstaywarrenpl



Markstay-Warren  
Public Library



**Walking Club:** Everyone who  
submits a walking sheet is  
entered in a monthly draw.



### CELEBRATE

Thanksgiving  
Ontario Public Library Week  
Halloween

BIBLIOTHÈQUE PUBLIQUE DE MARKSTAY WARREN PUBLIC LIBRARY					
M	T	W	T	F	S
2 <b>OCOF Visits</b> Markstay 10:00 - 10:30 am Warren 10:00 - 11:00 am	3 <b>Game Night With Syl</b> Ages 12+ at 6:30 PM (Warren)	4 & 5 WED: Markstay THURS: Warren <b>Board at the Library</b> <b>Lego Games</b> Ages 6+ at 6:30 PM (staff-lead) Ages 5- at 6:30 PM (caregiver)		6	7 <b>CLOSED</b>
9 <b>Thanksgiving</b> <b>CLOSED</b>	10	11 <b>Walk &amp; Lunch</b> Warren Arena 10:30am	12 <b>Walking Poles</b> Available at Public Library!	13	14
16 <b>Public Library Week!</b> Celebrate your public library by taking part in contests, games, and checking out books!	17	18 & 19 WED: Markstay THURS: Warren <b>Teen &amp; Adult Cricut Craft</b> 6:30 PM <b>Registration Required</b>		20 Find your next book with	21
23	24 <b>Game Night With Syl</b> Ages 12+ at 6:30 PM (Warren)	25 & 26 WED: Markstay THURS: Warren <b>Board at the Library</b> <b>Halloween Themed</b> Ages 6+ at 6:30 PM (staff-lead) Ages 5- at 6:30 PM (caregiver)		27 <b>Facebook Live</b> @ 7:30PM	28
30	31 <b>Halloween</b> Trick-or-Treat at the Warren Branch!	<p>ONTARIO PUBLIC LIBRARY WEEK <b>LIBRARIES FOR LIFE</b> BIBLIOS POUR LA VIE #LIBRARIESFORLIFE #BIBLIOSPOURLAVIE   OCTOBER 16 - 20, 2023   DU 16 AU 20 OCTOBRE 2023   OPLW.CA</p>			



## TEEN/ADULT CRAFT @ THE LIBRARY

MARKSTAY  
Wednesday Oct 18th  
@ 6:30 PM



WARREN  
Thursday, Oct 19th  
@ 6:30 PM



CALL, EMAIL, MESSAGE OR  
DROP IN AHEAD OF TIME WITH  
YOUR 3 (THREE) ITEMS YOU  
WANT TO CUSTOMIZE.

LET US KNOW THE COLOUR,  
MEASUREMENT AND TEXT.  
(SCRIPT OR PRINT)

(ITEMS WILL BE PRINTED IN  
ADVANCE; SIMPLE TEXT NO  
IMAGES)

**Registration is  
REQUIRED** for this craft.







For more information please call or  
message us!  
705-599-2665 or 705-599-3009

# Celebrating Ontario Public Library Week:





LIBRARY WORDLE





**Guess the online resource!**  
A correct answer enters you into a prize draw!

NAME THAT  
ICON



Where in the Library!?





MYTH OR FACT

PEBBLEGO HAS A IMPORTANT INVENTIONS SECTION?

MYTH FACT

## Prize Pack:



IN HONOUR OF ONTARIO PUBLIC LIBRARY WEEK,  
WE INVITE OUR PATRONS AND ANYONE FROM  
THE COMMUNITY TO DROP IN AND HAVE A  
CUPCAKE.

BROUGHT TO YOU BY OUR VOLUNTEER BAKER  
BARB

join us

CUPCAKES SERVED FROM  
MARKSTAY – WEDNESDAY, OCTOBER 18TH  
BETWEEN 5–8 P.M.

WARREN – THURSDAY, OCTOBER 19TH –  
BETWEEN 1–8 P.M.





# HAPPY HALLOWEEN

Stop by the Warren Library Branch  
on Halloween to Trick-or-Treat!

BIBLIOTHÈQUE PUBLIQUE DE

MARKSTAY



WARREN

PUBLIC LIBRARY



**MARKSTAY - WARREN PUBLIC LIBRARY BOARD****STAFF HOURS****Prepared for meeting held November 13, 2023*****Hours worked for the months of September and October***

NAME	HRS WORKED	PAY PERIOD	PAID \$	COMMENTS	ALL STAFF TOTAL
Pamela Kelly	65.50	Sept 3 - 16		Sept 3 - 16	\$3,553.63
	68.00	Sept 17 - 30		Sept 17 - 30	\$3,590.31
	58.00	Oct 2 -14		Oct 2 - 14	\$3,071.09
	64.50	Oct 15 - 28		Oct 15 - 28	\$3,423.13
					<b>\$13,638.15</b>
Terry-Lynn Labbe	49.50	Sept 3 - 16			
	51.25	Sept 17 - 30			
	47.50	Oct 2 -14			
	51.00	Oct 15 - 28			
Vanessa Mellow	39.00	Sept 3 - 16			
	34.00	Sept 17 - 30			
	25.75	Oct 2 -14			
	32.00	Oct 15 - 28			
Taylor Landry	7.00	Sept 3 - 16			
	2.00	Sept 17 - 30			
	0.00	Oct 2 -14			
	6.50	Oct 15 - 28			
Madison Bole	6.50	Sept 3 - 16			
	13.00	Sept 17 - 30			
	12.50	Oct 2 -14			
	6.50	Oct 15 - 28			

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**TOTAL:**

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**\$13,638.15**

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*To Date:*

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**\$78,849.00**

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*Proposed*

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*BUDGET:*

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**\$94,451.00**

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\*Financial statements as of October 30 for pay period ending October 14.

2023 Statistics	Activity/ Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>VISITORS</b>	Warren	236	198	546	377	299	240	321	676	263	397			<b>3553</b>
	Markstay	122	133	156	208	280	101	501	393	136	423			<b>2453</b>
	Classes	510	450	514	372	506	284	n/a	n/a	424	620			<b>3680</b>
<b>NEW</b>	War & Mark	18	9	13	23	5	7	9	8	48	9			<b>149</b>
<b>CIRC.</b>	War & Mark	526	599	639	497	632	476	465	332	518	735			<b>5419</b>
	Interlibrary	19	11	10	11	16	17	22	28	17	20			<b>171</b>
	OverDrive	86	75	143	110	140	141	111	124	116	175			<b>1221</b>
	Cantook	3	1	3	1	0	0	0	0	0	0			<b>8</b>
<b>Computer</b>	War & Mark	114	71	59	52	35	44	75	93	68	79			<b>690</b>
<b>Wifi</b>	War & Mark	1295	864	365	545	196	409	521	571	555	1202			<b>6523</b>
<b>Printing</b>	War & Mark	18	11	19	14	13	8	8	3	19	68			<b>181</b>
<b>ACTIVITY</b>	TD online	n/a	n/a	n/a	n/a	n/a	17	62	23	n/a	n/a			<b>102</b>
	#Books Read StoryWalk#s	n/a	n/a	n/a	n/a	n/a	n/a	ongoing 15	477 plus 22	n/a	n/a			<b>477 37</b>
<b>at-library</b>	TD summer	n/a	n/a	n/a	n/a	n/a	n/a	571	460	n/a	n/a			<b>1031</b>
<b>at-library</b>	Sports & Recreation	n/a	n/a	n/a	n/a	Ball Hockey 55	Ball Hockey 17	219	225 129 Kids	n/a	n/a			<b>516</b>
	Library Challenge	n/a	43	n/a	n/a	96	n/a	n/a	4	16	OPLW 38			<b>197</b>
<b>Special Programs</b>	Technical Support 1:1	29 P 6.5hrs.	15 P 3.75 hrs.	20 P 3.75 hrs	13 P 8.45 hrs	14 P 3.5 hrs.	18 P 6.25 hrs	6 P 1.5 hrs.	13 P 4hrs.	11 P 2 hrs.	21 P 4.5 hrs.			<b>160 P 44.25hrs.</b>
	Community Events	MWMH 65	n/a	Red Cross 24 Winterfest 48	Breakfast with bunnies 152 Seniors Cards 21 Egg Hunt 88	MSF 157 UNIVI 45	n/a	n/a	n/a	Fair-booth & slime 315	n/a			<b>915</b>
	Urban Poling	n/a	n/a	n/a	n/a	7	3	n/a	n/a	n/a	27			<b>37</b>
	Walking Club	13	10	13	6	11	7	8	8	9	39			<b>124</b>
	Tax Clinic	n/a	4	13	9	n/a	n/a	n/a	n/a	n/a	n/a			<b>26</b>
<b>in-library</b>	Crafting	20	39	28	21	44	18	8	10	13	50			<b>251</b>
<b>in-person</b>	OCOF - War/Mar	n/a	40	29	50	8	7	n/a	n/a	n/a	11			<b>145</b>
<b>in-library</b>	Board 6+	12	33	89	13	35	39	n/a	n/a	4	64			<b>289</b>
<b>in-library</b>	Teen/Adult - Crafting	n/a	n/a	6	n/a	n/a	n/a	n/a	n/a	n/a	11			<b>17</b>
														<b>0</b>
<b>ERESOURCE</b>	Teen Health	0	0	0	68	69	66	0	0	0	0			<b>203</b>
	TumbleBooks	8	13	8	1	9	10	17	68	22	116			<b>272</b>
	Career	5	7	2	4	2	1	4	7	6	0			<b>38</b>
	NovelList	16	43	34	33	32	34	21	29	52	64			<b>358</b>
	World Book	26	520	940	0	200	42	80	0	100	0			<b>1908</b>
	PebbleGo	232	2	4	0	0	0	3	110	17	6			<b>374</b>
	Mango	6	6	11	8	9	10	9	0	0	0			<b>59</b>

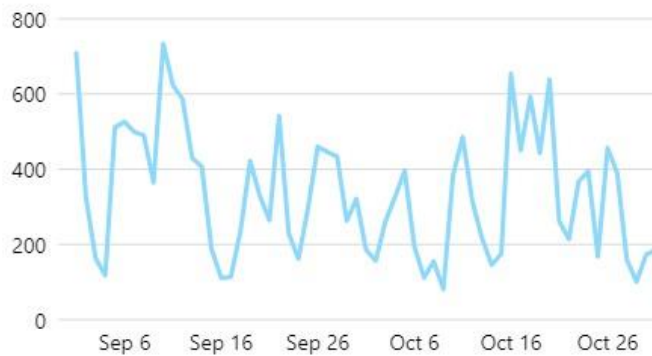


## Facebook/Instagram Reach:

### Reach

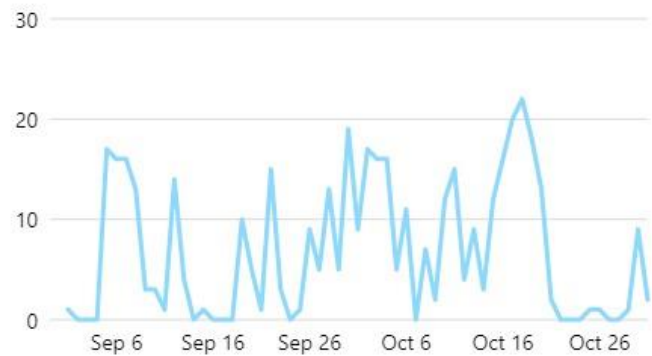
Facebook reach ⓘ

5,496 ↓ 31%



Instagram reach ⓘ

42 ↓ 2.3%



### Visits

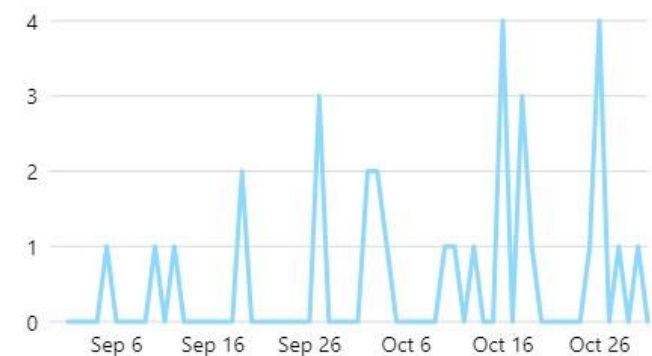
Facebook visits ⓘ

1,634 ↓ 13.8%



Instagram profile visits ⓘ

31 ↑ 29.2%



**Staff engagements:** (Ctrl + Click to follow link)

**Back to School Challenge:**

<https://www.facebook.com/MarkstayWarrenLibrary/videos/850339813354832/>

**Truth and Reconciliation:**

<https://drive.google.com/file/d/1bJrDwgDKHkyGzKLeNNIW9ApMuAAsjBI7/view?usp=sharing>

**Ontario Public Library Week:**

<https://www.facebook.com/MarkstayWarrenLibrary/videos/338481978567948/>

**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN**

**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**September 28<sup>th</sup>, 2023**

**COUNCIL CHAMBERS  
21 Main St South, Markstay, ON**

---

**Attendance:**

**Mayor:** Steven Olsen

**Councillor** Francine Bérubé  
Rachelle Poirier  
Laura Schell  
Maurice Turcot

**Staff:** Kim Morris, Interim CAO/Clerk/Treasurer

**1. Opening remarks**

Mayor welcomes all in attendance and performed land acknowledgement.

**# 2023-COW-09**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council opens the Committee of the Whole Meeting at 7:00 pm.

**CARRIED**

**3. Disclosure of pecuniary interest and general nature thereof - None**

**4. New Business**

- a) RFP Results for Modernization of Markstay Streets Tender

**#2023-COW-10**

**Moved by: Francine Bérubé**

**Seconded by: Rachelle Poirier**

**THAT** Council award the Markstay Street Revitalization Engineering and Construction Administration tender to R.V. Anderson Associates Ltd.

**CARRIED**

- b) Shared Services

**#2023-COW-11**

**Moved by: Maurice Turcot**

**Seconded by: Rachelle Poirier**

**THAT** Council re-enter into shared services negotiations for the following areas:

- Building Official
- By-Law Enforcement
- Canine/Responsible Animal By-law Control
- Treasury

**CARRIED**

- c) Public Works Job Description

**5. Closed Session**

As per Section 239 of the Municipal Act to discuss:

- A proposed or pending acquisition or disposition of land by the Municipality or local board

**#2023-COW-12**

**Moved by Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council move to Closed session at 7:34 pm.

**CARRIED**

**#2023-COW-13**

**Moved by Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council move to Open session at 8:37 pm

**CARRIED**

**6. Adjournment**

**# 2023-COW-14**

**Moved by: Maurice Turcot**

**Seconded by: Laura Schell**

**THAT** Council adjourns the meeting at 8:39 pm.

**CARRIED**

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**MAYOR**

---

**CAO/CLERK**

Minutes endorsed under resolution # on , 2023

## MINUTES

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

MONDAY, OCTOBER 16<sup>TH</sup>, 2023 @ 7:00 P.M.  
Markstay-Warren Council Chambers  
21 Main Street South, Markstay, ON

#### 1. Opening Remarks and call meeting to order – 7:00 pm

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement.

#### # 2023-158

Moved by: Laura Schell

Seconded by: Maurice Turcotte

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

**CARRIED**

#### 2. Land acknowledgment

#### 3. Roll Call

Mayor: Steven Olsen

Councillor Francine Bérubé  
Rachelle Poirier  
Laura Schell  
Maurice Turcotte

Staff: Kim Morris, CAO/Clerk/ Treasurer

#### 4. Approval of the Agenda

#### # 2023-159

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council accepts the agenda as amended.

**CARRIED**

5. **Disclosure of Pecuniary Interest and General Nature Thereof –**  
Councillor Schell disclosed
6. **Petitions and Delegations**
  1. Brian Wright
7. **Public Inquiries**
8. **Reports from Committees, Municipal Officers, Department Heads**
  1. Fire Department Quarterly Report

**# 2023-160**

**Moved by: Maurice Turcot**

**Seconded by: Rachelle Poirier**

**THAT** Council receives the Fire Department Quarterly Report as presented

2. By-Law Quarterly Report

**# 2023-161**

**Moved by: Maurice Turcot**

**Seconded by: Rachelle Poirier**

**THAT** Council receives the By-Law Quarterly Report as presented

9. **Consent Agenda**
  1. Adoption of Minutes

That the following minutes be adopted:

1. Special Meeting of Council – Sept. 14<sup>th</sup>, 2023
2. Regular Meeting of Council – Sept. 18, 2023
3. Recreation Committee – Jan. 31<sup>st</sup>, 2023

**# 2023-162**

**Moved by: Francine Bérubé**

**Seconded by: Maurice Turcot**

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

**CARRIED**

10. **Routine Management Reports**
11. **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)
  - a. None
6. AMO Canada Community Building Fund 2022 Annual Report
  - a. None

**12. Business Arising from Meeting Minutes**

1. Habitat for Humanity MOU
2. Warren Agricultural Society Request
3. Collection of outstanding educational taxes

**13. New Business**

1. Library Board Application: Doc 1 and Doc 2

**#2023-163**

**Moved by: Francine Bérubé**

**Seconded by: Maurice Turcotte**

**THAT** Council approve the appointment of Nicole Foy to the Library Board.

**CARRIED**

2. Ombudsman Ontario Complaint
3. Public Works Committee Terms of Reference

**#2023-164**

**Moved by: Maurice Turcotte**

**Seconded by: Rachelle Poirier**

**THAT** Council approve the Public Works Committee Terms of Reference as presented.

**CARRIED**

4. Personal Usage of Municipal Vehicles By-law 2011-36

**14. Unfinished Business/Ongoing Projects**

**15. By-Laws**

**16. Motions**

**17. Notice of Motions**

**18. Addendum**

**19. Announcements and inquiries**

- 1) When there is a highway closure due to an accident, how can we safeguard our streets and our residents from large trucks using our back roads as detours
- 2) Thank you to the Warren Golden Age Club, especially Francine Bérubé, for the wonderful Thanksgiving lunch
- 3) Is there anything that can be done about the train boxes parked on the tracks in Warren
- 4) When will the forensic audit take place
- 5) Thank you to the Markstay Golden Age Club for the wonderful Thanksgiving lunch
- 6) Please ensure that the By-laws are reviewed/updated before we put them on the website

**20. Closed session**

**21. Adjournment**

**# 2023-165**

**Moved by: Francine Bérubé**

**Seconded by: Rachelle Poirier**

**THAT** Council adjourn the meeting at 8:15 p.m.

**CARRIED**

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**MAYOR**

---

**CLERK**

Minutes endorsed under resolution \_\_\_\_\_ on \_\_\_\_\_ 2023.

# Markstay-Warren Public Library Board

## September Meeting Minutes

Held 6:30 pm, Monday, September 11, 2023, Markstay Council Chambers and Zoom

### **In Attendance:**

Christiane Colard (Acting Chair)

Ginette Laporte

Linda Sorensen

Krystle Delaney

Rachelle Poirier, Councillor Designate

Laura Schell, Alternate Councillor

### **Via Zoom:**

Monica McDonald

### **Staff:**

Pamela Kelly, CEO

### **Recording:**

Pamela Kelly, CEO

### **Regrets:**

Sophie LeBlanc

### **1. Call to order**

This meeting was called to order at 6:48 p.m. by acting Chair.

### **2. Declaration of pecuniary interest**

None

### **3. Adoption of agenda**

#23 – 41

Moved By: Linda Sorensen

Seconded By: Ginette Laporte



**BE IT RESOLVED THAT** the agenda for the September Library Board meeting held on September 11, 2023 be accepted as circulated.

CARRIED

**4. Minutes of previous meeting – June 12, 2023**

#23 – 42

Moved By: Ginette Laporte

Seconded By: Linda Sorensen

**BE IT RESOLVED THAT** the minutes from the June meeting held on June 12, 2023 be accepted as circulated.

CARRIED

**5. CEO Report for June-July-August 2023**

In addition to print report:

- CEO will sit on the Advisory Committee for the Warren Food Bank.
- First Aid and CPR certifications may require the library be closed one day in Markstay and one day in Warren in November, ample notice to be given.
- CEO was directed to reach out to Alliance to obtain a list of resources that could be handed out to vulnerable and displayed individuals accessing the library.

#23 – 43

Moved By: Linda Sorensen

Seconded By: Ginette Laporte

**BE IT RESOLVED THAT** the CEO's report for June-July-August 2023 be accepted as circulated.

CARRIED

**6. Financial Report**

- CEO shared a new office chair and printer may be required soon.

#23 – 44

Moved By: Linda Sorensen

Seconded By: Krystle Delaney

**BE IT RESOLVED THAT** the financial reports dated August 31, 2023 be accepted as circulated.

CARRIED

## **7. Correspondence**

### **7.1 Ontario What's New**

As of June 1, 2023, the Occupational Health and Safety Act (OHSA) require that naloxone be available in the workplace if an employer becomes aware an "employee" is using opioids.

### **7.2 In Defence of Drag Story Time**

Many libraries have been hosting these and been met with massive hate protesters-much literature has been received by CEO reminding libraries of our focus which is inclusiveness for all.

### **7.3 AODA Compliant**

AODA staff and volunteers are required to complete the Accessibility for Ontarians with Disabilities Act but the library is not required to file a report as we have less than 20 employees.

### **7.4 Ontario Library Service – July 2023**

Within the July newsletter it provides a multitude of resources including sample policies we are working to adapt within our Library. Board members are encouraged to work through Year 1 – Governance Roles and Responsibilities at their own pace. Upcoming is virtual conference for staff and board members – September 28<sup>th</sup> 6:00 – 8:30 p.m., all our encouraged to register and attend.

### **7.5 Invitation**

September 22, 2023 at 11 a.m. at the Warren Cenotaph all are invited to attend the flag raising of the francophone flag and BBQ.

## **8. New Business**

### **8.1 Council Designate and Alternate**

We officially welcome Councillor Poirier as our library board designate and Councillor Schell as our alternate.

### **8.2 Community Board Member**

We officially welcome Krystle Delaney to the Library Board as a member from the community.

### **8.3 Virtual Conference**

Still time to register for the Ontario Library Service virtual conference for board members taking place on September 28, 2023.

### **8.4 Policies, Bylaws and Procedures – Schedule for Review**

Table of contents and schedule updated.

**8.5 FN-01**

Adoption of Mission statement

#23 – 45

Moved By: Ginette Laporte

Seconded By: Monica McDonald

**BE IT RESOLVED THAT** the current mission statement be accepted as currently written.

CARRIED

**8.6 FN-02**

Adoption of Vision Statement

#23 – 46

Moved By: Krystle Delaney

Seconded By: Linda Sorensen

**BE IT RESOLVED THAT** the current vision statement be accepted as currently written.

CARRIED

**8.7 FN-03**

Adoption of Statement of Values

#23 – 47

Moved By: Linda Sorensen

Seconded By: Krystle Delaney

**BE IT RESOLVED THAT** the statement of values is modified by removing intellectual freedom.

CARRIED

**8.8 FN-04**

Adoption of Intellectual Freedom

#23 – 48

Moved By: Linda Sorensen

Carried by: Krystle Delaney

**BE IT RESOLVED THAT** intellectual freedom be added as a separate entity.

CARRIED

8.9 **FN-05**

Adoption of Respect and Acknowledgment Declaration

#23 – 49

Moved By: Ginette Laporte

Seconded By: Krystle Delaney

**BE IT RESOLVED THAT** the current respect and acknowledgement declaration be accepted as currently written.

CARRIED

8.10 **FN-06**

Adoption of Equity, Diversity and Inclusion

#23 – 50

Moved By: Linda Sorensen

Seconded By: Ginette Laporte

**BE IT RESOLVED THAT** the current equity, diversity and inclusion be accepted as currently written.

CARRIED

8.11 **BL – 01**

Adoption of Board Bylaws

#23 – 51

Moved By: Linda Sorensen

Seconded By: Ginette Laporte

**BE IT RESOLVED THAT** Board Bylaws be adopted as presented.

CARRIED

8.12 **GOV-01**

Purpose and Duties of the Board including board code of conduct:  
deferred until next meeting.

8.13 **Board Vacancy**

Resignation letter received from current community board member.  
Posting for a new member with a deadline of October 10, 2023.



- **Summer Students**

- Children's Programmer:

- This was her third summer which she successfully took the lead in running the program. She remains as a part-time student with the library working Saturdays while attending university.

- Sports, Recreation and Culture Programmer:

- A grant of 100% was received for this position. This student excelled and immersed himself with the children and was a dynamic team member who grew in number of areas.

CEO completed program and staff evaluation with the two students. More training is required in dealing with difficult children. The five and under program was not well attended. Parents and caregivers have reported how pleased they were with the summer program and the students working with their children.

8.14 **Advertising**

Some of the library bags arrived with imperfections. This resulted in replacement bags and a credit which was used to on staff t-shirts.

8.15 **Equipment**

Computers, Monitors and Software as per capital budgeting

Process began in June for a quote, while proceeding one was no longer available but increased in price. CEO asked Baker Tilly IT to search out a more affordable option. Software purchased through Tech soup which are time consuming but a huge cost savings for 2 office suite.

Through faronics, 2 deep freeze programs were ordered. Awaiting installation dates.

9. **Other**

- **Staff and Board Christmas Party** – Friday, November 24, 2023 – 6:30
- **Markstay Santa Claus Parade** – Saturday, November 25, 2023 – 5:30
- **Warren Agricultural Society Drive-Thru Parade** – Saturday, December 9, 2023

10. **Next Meeting** – Monday, November 13, 2023 at 6:30 pm, Markstay Council Chambers

11. **Closed Meeting** (if required)

12. **Motion to adjourn**

Meeting adjourned at 8:02 p.m.

#23 – 52

Moved By: Ginette Laporte

CARRIED

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THE CORPORATION OF THE MUNICIPALITY OF

MARKSTAY-WARREN

**Municipal Emergency Control Group**

October 05th, 2023

19:00 pm

MARKSTAY-WARREN MUNICIPAL BUILDING

Council Chambers

Minutes

---

1. Opening Remarks and introductions

1.1 Introductions

*New members, Mayor Steve Olsen and interim CAO Kim Morris, introduced themselves to the group. The Chief Emergency Management Coordinator (CEMC) provided a succinct overview of the Municipal Emergency Control Group (MECG), elucidating roles and expectations. This was essential for the new members to grasp the emergency management aspect of their responsibilities. Some inquiries were raised concerning hazard identification and various roles within the group.*

1.2 Attendance

*CEMC, Mark Whynott*

*Alternate CEMC, Ronny Theiss*

*EIO, Kari Fisher*

*Mayor, Steve Olsen*

*Interim CAO, Kim Morris*

*Audience: Deputy Mayor/Councilor Rachelle Poirier*

2. Minutes



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April 18, 2023

*The minutes from the meeting held on April 18, 2023, were accepted as presented.*

### 3. MECG

#### 3.1 Group Responsibilities

*Discussion around group responsibilities. CEMC presented a breakdown of each position and their responsibilities. There was a document outlining the Mayor's role and the other members' roles as per the act.*

#### 3.2 Training for members

*Discussion ensued regarding group responsibilities. The CEMC presented a comprehensive breakdown of each position and its respective responsibilities. A document outlining the Mayor's role and the roles of other members as per the act was shared. Discussion ensued regarding group responsibilities. The group deliberated on the requisite training for each member. The CEMC, Alternate CEMC, and EIO have designated training specified in the act that must be completed. Other members have training requirements outlined concerning their understanding of policy, procedure, regulations, the Emergency plan, procedures for notification and activation, as well as knowledge and comprehension of the municipal Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure lists.*

#### 3.3 Emergency Plan (updates required)

*The group was apprised of the ongoing revision of the Emergency Plan, which commenced in 2021 and remains pending completion. Mayor Olsen expressed a desire for prompt finalization. The CAO and CEMC committed to allocating time to complete the revisions, aiming for completion by the end of 2023, to present it to the council in the new year. Meanwhile, the officially designated Emergency Plan from October 2020 will remain in effect.*

#### 3.4 Hira

*Ronny provided an overview of the HIRA tool and emphasized the necessity of focusing on a select few hazards, aligning with our capacity to train and respond effectively. It was agreed that each member would utilize the tool and collaborate on hazard selection at the next meeting, finalizing the new list for 2023. Notably, Ronny highlighted the plethora of risk options available in the tool and advised efficient elimination to focus on plausible hazards for Markstay-Warren.*



### 3.5 Critical Infrastructure

*Ronny also elucidated the concept of Municipal Critical Infrastructure. Additionally, emphasis was placed on ensuring selected critical infrastructure elements can be adequately safeguarded during emergencies, as advised by our consultant.*

### 4. New Business

*No new business was raised during this session.*

### 5. Next Meeting

*No specific details regarding the next meeting were provided at this time.*

### 6. Adjournment

**21:05**

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THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN

**Emergency and Public Services Committee**

October 11th, 2023

19:00 pm

MARKSTAY-WARREN MUNICIPAL BUILDING

Council Chambers

Minutes

---

1. Opening Remarks and introduction – 7 pm

Attendance: Steve Olsen, Francine Bérubé, Laura Schell, Dwain McBane, Mark Whynott, Kim Morris

2. Disclosure of Pecuniary Interest and General Nature Thereof  
n/a

3. Committee Chair and Vice Chair Appointments

Laura Schell is nominated as Chair; Francine Bérubé is nominated as Vice-Chair

4. Emergency & Public Services Committee of Council Terms of Reference

Reviewed the ToFR – no changes at this time.

5. Fleet Management Update

New truck is in production line to be assembled. Possibly end of November.

Reviewed the Fleet Rationalization Plan (reflected in the Asset Management Plan); the committee is in agreement with proceeding with the plan as presented.

**Recommendation:** to proceed with the tender after November Regular Council

Meeting on November 20th for the Forestry Pickup to be delivered in 2024 as per the fleet rationalization plan.



5. SCBA Replacement

Need updated breathing apparatus. Some units can be retro fitted to meet 2013 standards. Chief to bring this back to committee to discuss for 2024 budget purposes. Have been purchasing refurbished cylinders as well. Possibility LAS bulk purchasing – CAO and Chief to investigate the possibility.

6. Consolidation Updates

Plan was approved by prior council. Where are we with this project at this time? Need open dialogue. There was a delegation from a taxpayer that needs to be addressed by the council. Perhaps a brainstorming session with key stakeholders. Maximize the amount of dollars and create efficiencies, while ensuring health and safety.

7. Other – Our Children Our Future visit was a huge success! Bravo!

8. Next meeting

TBD

9. Adjournment - 8:31 pm



**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN**

**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**October 23<sup>rd</sup>, 2023  
3:00 pm  
COUNCIL CHAMBERS  
21 Main St South, Markstay, ON**

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**1. Opening remarks and call meeting to order**

Mayor welcomes all in attendance and performed land acknowledgement.

**# 2023-COW-15**

**Moved by: Francine Bérubé**

**Seconded by: Maurice Turcot**

**THAT** Council open the meeting of the Committee of the Whole at 3:35 pm

**CARRIED**

**2. Roll Call**

**Mayor:** Steven Olsen

**Councillor** Francine Bérubé  
Rachelle Poirier  
Laura Schell  
Maurice Turcot

**Staff:** Kim Morris, Interim CAO/Clerk/Treasurer  
John Groulx, Assistant to Treasurer  
Tamera Raymond, Payroll/Tax Clerk

**# 2023-COW-16**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

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

**CARRIE**

**3. Disclosure of pecuniary interest and general nature thereof - None**

**4. Closed Session**

As per Section 239 of the Municipal Act to discuss:

A trade secret or scientific, technical commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value

**#2023-COW-17**

**Moved by: Francine Bérubé**

**Seconded by: Maurice Turcot**

**THAT** move to closed session at 4:50 pm.

**CARRIED**

**#2023-COW-18**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council move to open session at 5:50 pm.

**CARRIED**

**# 2023-COW-19**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

**THAT** Council set the annual 2024 rates as follows:

- Warren Water Rates: 25% decrease
- Warren Sewer Rates: 25% decrease
- Markstay Water Rates: 0% increase

**AND THAT** the Alkaline issue for drinkable water in Warren to be addressed in 2024.

**CARRIED**

**5. Adjournment**

**# 2023-COW-20**

**Moved by: Maurice Turcot**

**Seconded by: Laura Schell**

**THAT** Council adjourns the meeting at 5:59 pm.

**CARRIED**

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**MAYOR**

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**CAO/CLERK**

Minutes endorsed under resolution # on , 2023

**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN**

**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**October 23<sup>rd</sup>, 2023  
5:30 pm  
COUNCIL CHAMBERS  
21 Main St South, Markstay, ON**

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**1. Opening remarks and call meeting to order**

Mayor welcomes all in attendance and performed land acknowledgement.

**# 2023-COW-21**

**Moved by: Maurice Turcot**

**Seconded by: Laura Schell**

**THAT** Council open the meeting of the Committee of the Whole at 6:10 pm

**CARRIED**

**2. Roll Call**

**Mayor:** Steven Olsen

**Councillor** Francine Bérubé  
Rachelle Poirier  
Laura Schell  
Maurice Turcot

**Staff:** Kim Morris, Interim CAO/Clerk/Treasurer

**# 2023-COW-22**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

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

**CARRIE**



**3. Disclosure of pecuniary interest and general nature thereof - None**

**4. Closed Session**

As per Section 239 of the Municipal Act to discuss:

A trade secret or scientific, technical commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value

**#2023-COW-23**

**Moved by: Laura Schell**

**Seconded by: Maurice Turcot**

**THAT** move to closed session at 6:12 pm.

**CARRIED**

**#2023-COW-24**

**Moved by: Maurice Turcot**

**Seconded by: Laura Schell**

**THAT** Council move to open session at 7:50 pm.

**CARRIED**

**# 2023-COW-25**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

**THAT** Council direct the Interim CAO/Clerk to investigate other properties for possible building of Public Works.

**CARRIED**

**#2023-COW-26**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council directs the Interim CAO/Clerk/Treasurer to proceed with a Rent to Own scenario for the Warren grader and to put in place a plan to address the immediate urgent road grading needs.

**CARRIED**

**5. Adjournment**

**# 2023-COW-27**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council adjourns the meeting at 8:55 pm.

**CARRIED**

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**MAYOR**

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**CAO/CLERK**

Minutes endorsed under resolution # on , 2023

<b>TO:</b>	<b>Council</b>
<b>FOR:</b>	<b>Decision</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>DATE:</b>	<b>Thursday, November 16, 2023</b>

---

**SUBJECT :**                **Warren Recreation Committee Jug Curling Tournament**

### **Objective**

The Warren Recreation Committee is planning on holding their annual Jug Curling Tournament the weekend of March 16<sup>th</sup>. As in previous years, the Rec Committee is requesting that they will pay their regular hourly rate for the ice, and get the hall rental free if charge.

### **Recommendation**

**That** Council approve the request to provide the arean hall at no cost to the Recreation Committee for the March 2024 Jug Curling Tournament to be held the March 16<sup>th</sup> weekend.



MUNICIPALITY OF | MUNICIPALITÉ DE

**MARKSTAY  
WARREN**

# STAFF REPORT

**TO:** Council  
**FOR:** Decision  
**DEPARTMENT:** Administration  
**DATE:** November 16, 2023

**SUBJECT:** RF\$202 -0 - ' ±-µ® ®

## Background

Ø «°µ; '¥¥£®®; ® 'a; ; Ÿ°«> ; ®-šœŸ

Ø The tender process was completed and closed on " «<sup>2</sup>embe® °µ; 202 .

## Analysis

Two Proponents submitted proposals

( «®©«<sup>a°</sup> ° (

B®<sup>a</sup>Ÿ°

Both tenders were professionally presented.

Given the specifics needs of the Municipality and the urgency with which we need the equipment, the staff recommendation is to proceed with awarding the tender to Brandt.

## Recommendation

1. ( fl° ( ; «<sup>a</sup>œ®œŸ; °µ; -°šœ-®-«®š<sup>a</sup>Ÿ®œ©©; aŸ°¥<sup>a°</sup>«š<sup>3</sup>šœŸ°µ; ..  
-±œŸ; ; «<sup>c</sup> ®®Ÿ; ®°; aŸ; ®« Brandt.



**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN**

**BY-LAW 2023-**

**Being a by-law to enter into a lease agreement with the  
Warren Golden Age Club**

**WHEREAS** Council wishes to enter into an agreement for the leasing of the upper floor of building located at 40 Rutland Avenue, Warren, Ontario

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
MUNICIPALITY OF MARKSTAY-WARREN HEREBY ENACTS AS FOLLOWS:**

1. That the Mayor and Clerk be authorized to execute on behalf of the Municipality the lease agreement between the Municipality of Markstay-Warren and the Warren Golden Age Club
2. That the said agreement attached hereto as Schedule "A" shall form part of this by-law.
3. That all other by-laws or leases inconsistent with this by-law and lease are hereby repealed.
4. That this by-law shall come into force and take effect upon signing.

**READ A FIRST, SECOND AND**

**THIRD TIME AND FINALLY PASSED**

**THIS 20<sup>th</sup> DAY OF NOVEMBER, 2023**

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

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

**Lease Agreement Between THE COPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN and Warren Seniors**

THIS Agreement MADE in duplicate this 20th day of November

BETWEEN:

THE COPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN  
Hereinafter called "The Lessor" of the First Part

And Warren Seniors, of the Village of Warren, in the District of Sudbury  
Hereinafter called the "Lessee" of the SECOND PART;

WITNESSETH that in consideration of the rents and covenants hereinafter  
contained on the part of the Lessee, the Lessor hereby leases unto the Lessee the  
building located at 40 Rutland St., Warren, ON also known as the Warren Seniors Club.

1. TO HOLD THE PREMISES for and during the term of five (5) years, to be  
computed from the 1<sup>st</sup> day of December 2023 and from then forth next ensuring  
and to be fully completed and ended on the 31<sup>st</sup> day of November 2028.
2. RENT: The Lessee hereby agrees to pay to the Lessor the Yearly Rent of \$8 500  
per year, and that is for the whole building.
3. The Lessee covenants with the Lessor:
  - (a) To pay rent;
  - (b) To provide the Lessor access to the premises free of charge for municipal  
activities such as the Remembrance Day Luncheon.
  - (b) To provide the Lessor with such insurance as the Lessor may from time  
require in respect to the Lessee's operations and particularly public liability  
and property damage insurance;
  - (c) To keep the premises and every part thereof in a clean and tidy condition  
and not to permit waste paper, garbage, ashes or waste or objectionable  
material to accumulate thereon;
  - (d) To permit the Lessor at all reasonable times to enter the premises to  
inspect the condition thereof and where such inspection reveals that  
repairs are necessary to make such repairs in good and workmanlike  
manner within three calendar months from the date of delivery of notice  
from the Lessor requiring such repair;
  - (e) At its own cost and expense to comply with the requirements of every  
applicable by-law, statute, law or ordinance, and with respect to the  
condition, equipment, maintenance, use or occupation of the premises;
  - (f) To indemnify the Lessor from any and all liabilities, damages, costs,  
claims, suits, or actions growing out of:
    - i) Any breach, violation, or non-performance of any covenant or  
proviso hereof on the part of the Lessee;
    - ii) Any damage to property occasioned by the use and occupation of  
the premises, or

- iii) Any injury to a person or persons including death resulting at any time there from, occurring in or about the premises.

Note: Prior to the Renewal Date, the Lessee will deliver a Certificate of Insurance executed by the Lessee's Insurers.

Such indemnification in respect of any such breach etc., as hereinafter stated shall survive any termination of this Lease, anything in this Lease to the contrary notwithstanding.

- 4. The Lessee agrees that the operation of the premises occupied by it shall be used for the operation of a senior citizens club.
- 5. Subject to the rental payments herein provided the Lessor covenants with the Lessee:
  - (a) For quiet enjoyment;
  - (b) Within reason and advanced approval by the Lessor, to permit the Lessee to make any alterations or additions to the premises which the Lessee may deem necessary for the purposes of the operations of the Lessee;
  - (c) To repair the roof, outside walls, foundations, plumbing & electrical maintenance, floors (excluding non-permanent floor coverings), and all other structural defects or weaknesses, unless the need of repair is caused by the negligence of the Lessee, its agents, employees or sub-lessees;
  - (d) To make changes as required to comply with the Fire Code.
  - (e) To insure, and keep insured during the whole of the term the premises against loss or damage by fire and other such standard supplementary perils as may be presently on the policy held by the Lessor at the time of this Agreement;
- 6. It is hereby agreed in the case of destruction or partial destruction of the demised premises by fire, lightning, tempest, or damage from any violent cause, the Lessor shall have the privilege in its sole discretion to terminate this Lease and shall not be called upon to repair, rebuild or restore the demised premises.
- 7. If the Lessee shall, prior to or during the term of this Lease, affix or erect on the said premises any fixtures, then such fixtures shall belong to the Lessor to be removed by the Lessee with consent to the Lessor, provided any damage to the premises caused by the removal shall be repaired by the Lessee.
- 8. Provided that should the Lessee remain in possession of the premises after the termination of the term hereby created without other special agreement, it shall be as a monthly tenant and subject in other respects to the term of this Lease.
- 9. Provided that the Lessor shall be entitled to re-entry on the non-payment in excess of 60 days of rent or non-performance of the covenants herein contained by the Lessee.
- 10. Notwithstanding anything herein contained the Lessor and the Lessee must reach mutual agreement at any time during the continuance of this Lease in order to dissolve this Lease.
- 11. And it is hereby declared and agreed that these presents and everything herein contained shall respectively ensure to the benefit of, and be binding upon, the parties hereto, their heirs, executors, administrators, successors and assigns respectively.
- 12. That the WARREN GOLDEN AGE CLUB accept persons in their club who would

normally be eligible to be qualified to be members of the Golden Age Club.

13. That either Party may terminate this agreement in writing with a minimum notice of 60 days.

IN WITNESS WHEREOF the parties hereto have hereunto set their  
hands and seals this 16<sup>th</sup> day of November 2023

SIGNED, SEALED AND DELIVERED  
in the presence of:

THE COPORATION OF THE MUNICIPALITY  
OF MARKSTAY-WARREN

PER: \_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Clerk

WARREN SENIORS CLUB

PER: \_\_\_\_\_  
\_\_\_\_\_



**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN**

**BY-LAW 2023-**

**Being a by-law to enter into a lease agreement with the  
Growing Communities Foundation**

**WHEREAS** Council wishes to enter into an agreement for the leasing of the upper floor of building located at 4 Rutland Avenue, Warren, Ontario

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
MUNICIPALITY OF MARKSTAY-WARREN HEREBY ENACTS AS FOLLOWS:**

1. That the Mayor and Clerk be authorized to execute on behalf of the Municipality the lease agreement between the Municipality of Markstay-Warren and the Growing Communities Foundation.
2. That the said agreement attached hereto as Schedule "A" shall form part of this by-law.
3. That all other by-laws or leases inconsistent with this by-law and lease are hereby repealed.
4. That this by-law shall come into force and take effect upon signing.

**READ A FIRST, SECOND AND**

**THIRD TIME AND FINALLY PASSED**

**THIS 20<sup>th</sup> DAY OF NOVEMBER, 2023**

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

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

**Lease Agreement Between THE COPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN and GROWING COMMUNITIES FOUNDATION**

THIS Agreement MADE in duplicate this 20th day of November

BETWEEN:

THE COPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN  
Hereinafter called "The Lessor" of the First Part

And GROWING COMMUNITIES FOUNDATION in the District of Sudbury  
Hereinafter called the "Lessee" of the SECOND PART;

WITNESSETH that in consideration of the rents and covenants hereinafter contained on the part of the Lessee, the Lessor hereby leases unto the Lessee the top level of the building located at 4 Rutland St., Warren, ON.

1. TO HOLD THE PREMISES for and during the term of five (5) years, to be computed from the 1<sup>st</sup> day of December 2023 and from then forth next ensuring and to be fully completed and ended on the 31<sup>st</sup> day of November 2028.
2. RENT: The Lessee hereby agrees to pay to the Lessor the Monthly Rent of \$1500 per month + hydro.
3. The Lessee covenants with the Lessor:
  - (a) To pay rent;
  - (b) To provide the Lessor with such insurance as the Lessor may from time require in respect to the Lessee's operations and particularly public liability and property damage insurance;
  - (c) To keep the premises and every part thereof in a clean and tidy condition and not to permit waste paper, garbage, ashes or waste or objectionable material to accumulate thereon;
  - (d) To permit the Lessor at all reasonable times to enter the premises to inspect the condition thereof and where such inspection reveals that repairs are necessary to make such repairs in good and workmanlike manner within three calendar months from the date of delivery of notice from the Lessor requiring such repair;
  - (e) At its own cost and expense to comply with the requirements of every applicable by-law, statute, law or ordinance, and with respect to the condition, equipment, maintenance, use or occupation of the premises;
  - (f) To indemnify the Lessor from any and all liabilities, damages, costs, claims, suits, or actions growing out of:
    - i) Any breach, violation, or non-performance of any covenant or proviso hereof on the part of the Lessee;
    - ii) Any damage to property occasioned by the use and occupation of the premises, or
    - iii) Any injury to a person or persons including death resulting at any time there from, occurring in or about the premises.

Note: Prior to the Renewal Date, the Lessee will deliver a Certificate of Insurance executed by the Lessee's Insurers.

Such indemnification in respect of any such breach etc., as hereinafter stated shall survive any termination of this Lease, anything in this Lease to the contrary notwithstanding.

4. Subject to the rental payments herein provided the Lessor covenants with the Lessee:
  - (a) For quiet enjoyment;
  - (b) Within reason and advanced approval by the Lessor, to permit the Lessee to make any alterations or additions to the premises which the Lessee may deem necessary for the purposes of the operations of the Lessee;
  - (c) To repair the roof, outside walls, foundations, plumbing & electrical maintenance, floors (excluding non-permanent floor coverings), and all other structural defects or weaknesses, unless the need of repair is caused by the negligence of the Lessee, its agents, employees or sub-lessees;
  - (d) To make changes as required to comply with the Fire Code.
  - (e) To insure, and keep insured during the whole of the term the premises against loss or damage by fire and other such standard supplementary perils as may be presently on the policy held by the Lessor at the time of this Agreement;
5. It is hereby agreed in the case of destruction or partial destruction of the demised premises by fire, lightning, tempest, or damage from any violent cause, the Lessor shall have the privilege in its sole discretion to terminate this Lease and shall not be called upon to repair, rebuild or restore the demised premises.
6. If the Lessee shall, prior to or during the term of this Lease, affix or erect on the said premises any fixtures, then such fixtures shall belong to the Lessor to be removed by the Lessee with consent to the Lessor, provided any damage to the premises caused by the removal shall be repaired by the Lessee.
7. Provided that should the Lessee remain in possession of the premises after the termination of the term hereby created without other special agreement, it shall be as a monthly tenant and subject in other respects to the term of this Lease.
8. Provided that the Lessor shall be entitled to re-entry on the non-payment in excess of 60 days of rent or non-performance of the covenants herein contained by the Lessee.
9. Notwithstanding anything herein contained the Lessor and the Lessee must reach mutual agreement at any time during the continuance of this Lease in order to dissolve this Lease.
10. And it is hereby declared and agreed that these presents and everything herein contained shall respectively ensure to the benefit of, and be binding upon, the parties hereto, their heirs, executors, administrators, successors and assigns respectively.
11. That either Party may terminate this agreement in writing with a minimum notice of 60 days.

IN WITNESS WHEREOF the parties hereto have hereunto set their  
hands and seals this 20<sup>th</sup> day of November 2023

SIGNED, SEALED AND DELIVERED  
in the presence of:

THE COPORATION OF THE MUNICIPALITY  
OF MARKSTAY-WARREN

PER: \_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Clerk

GROWING COMMUNITIES FOUNDATION

PER: \_\_\_\_\_  
\_\_\_\_\_



**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN**

**BY-LAW 2023-33**

**Being a by-law to appoint a Treasurer**

**WHEREAS**, Council approved the appointment of a Treasurer;

**AND WHEREAS** Section 286(1) of the Municipal Act, S.O. 2001, Chapter M.25, as amended, stipulates that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN HEREBY ENACTS AS FOLLOWS:**

1. That **Pamela McCracken** is hereby appointed as Treasurer as of November 20th, 2023.
2. That all other by-laws inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into force and take effect immediately upon the final passing thereof.

**READ A FIRST, SECOND AND THIRD**

**TIME AND FINALLY PASSED THIS**

**20th DAY OF NOVEMBER, 2023.**

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

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

**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN**

**BY-LAW 2023-34**

**Being a by-law to appoint a Deputy-Clerk**

**WHEREAS**, Council approved the appointment of a **Deputy-Clerk**;

**AND WHEREAS** Section 228(2) of the Municipal Act, S.O. 2001, Chapter M.25, as amended, stipulates that a municipality may appoint a deputy-clerk;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN HEREBY ENACTS AS FOLLOWS:**

1. That **Ronny Theiss** is hereby appointed **Deputy-Clerk** as of November 20<sup>th</sup>, 2023.
2. That all other by-laws inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into force and take effect immediately upon the final passing thereof.

**READ A FIRST, SECOND AND THIRD**

**TIME AND FINALLY PASSED THIS**

**20th DAY OF NOVEMBER, 2023.**

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

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