

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

July 15, 2024

7 pm

Markstay-Warren Council Chambers  
21 Main St. S. Markstay, ON

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Pages

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
  - 6.a JP Daoust
  - 6.b Economic Partners
7. Public Inquiries
  - *General Public Inquiries shall be limited to five minutes in length per person and to a total duration of 15 minutes for all public inquiries section of the agenda.*
  - *The Clerk shall advise the Chair once the prescribed time limit has lapsed.*
  - *Attendees wishing to speak shall stand and await approval from the Chair before commencing. Once approval is granted, the attendee shall state their first and last name which the Clerk will record in the minutes. Questions will be taken one at a time, in the order received.*
  - *Attendees wishing to ask more than one questions shall give all other attendees the opportunity before being permitted to ask a second*

6

question.

- *The Chair shall be given first opportunity to respond to the attendee and may ask members of Council or staff for further input. Questions requiring a lengthy answer or which require research shall be directed to staff for further review.*
- *The Chair shall have the right to curtail any questions which are not related to an agenda item, that has previously been presented to council or questions which are deemed to be inappropriate, derogatory or otherwise not suitable for discussion in an open meeting.*
- *This opportunity to speak shall not be used to file complaints of any nature. Attendees wishing to file a complaint shall direct the information to municipal administration staff outside of meeting times.*

**8. Reports from Committees, Municipal Officers, Department Head**

**9. Consent Agenda**

**9.a Adoption of Minutes**

7

That the following minutes be adopted:

Recreation Committee Minutes - Feb. 13, 2024

Finance Committee Minutes - June 11, 2024

Regular Meeting of Council Minutes - June 17, 2024

Landfill Committee Minutes - March 21, 2024

Public Works Committee Minutes - May 16, 2024

Special Meeting of Council Minutes - June 24, 2024

Special Meeting of Council Minutes - June 27, 2024

**10. Routine Management Reports**

**10.a Cash Disbursements**

28

**11. Correspondence for Council's information only**

**11.a Manitoulin-Sudbury District Services Board**

**11.b Sudbury East Planning Board Audited Financial Statements**

**11.c Public Health Sudbury and District**

**11.d Municipal Property Assessment Corporation (MPAC)**

43

**11.e Sudbury East Municipal Association (SEMA)**

**11.f Association of Municipalities of Ontario**

12.	Business Arising from Meeting Minutes	
13.	New Business	
13.a	Complaint Policy Draft	80
13.b	Service Line Warranties of Canada Program	85
13.c	Updated User fees	86
13.d	Pregnancy and/or Parental Leave Policy	97
13.e	Road issues	103
13.f	August Meeting	107
13.g	Grants received	
14.	Unfinished Business/Ongoing Projects	
15.	By-laws	
15.a	Parkland Dedication By-law	108
15.b	Confirmation By-law	110
15.c	By-law to establish service and charges Fees	112
15.d	By-law to amend By-law 2024-16 AMPS	123
16.	Motions	
16.a	Motion re - billing for motor vehicle accidents	149
16.b	Motion to request to NORDS to pave roads	153
17.	Notice of Motions	
17.a	Backyard Chickens	154
17.b	Garbage tipping fees	155
17.c	New Arena Committee	156
18.	Addendum	
19.	Announcements and inquiries	
20.	Closed session	
21.	Reporting from Closed Session	
22.	Adjournment	

**LA CORPORATION DE LA MUNICIPALITÉ DE  
MARKSTAY-WARREN  
RÉUNION RÉGULIÈRE DU CONSEIL  
ORDRE DU JOUR**

le 15 juillet 2024

19 h

Markstay-Warren Council Chambers

	<b>Pages</b>
1. Remarques préliminaires et ouverture de la réunion	
2. Reconnaissance des terres	
3. Appel nominal	
4. Approbation de l'Ordre du jour	
5. Divulcation des intérêts pécunières	
6. Pétitions et Délégations	
6.a JP Daoust	6
6.b Partenaires Economiques	
7. Période de questions	
8. Rapports des Comités, Agents municipaux, Chefs de départements	
9. Ordre du jour de consentement	
9.a Approbation des procès-verbaux	7
10. Rapports des départements	
10.a Rapport mensuel sur les dépenses	28
11. Correspondance pour information seulement	
11.a Le conseil des services du District de Manitoulin- Sudbury	
11.b Sudbury East Planning	
11.c Bureau de Santé de Sudbury et District	
11.d Société d'évaluation foncière des municipalités (SÉFM)	43
11.e Sudbury East Municipal Association (SEMA)	
11.f Association des Municipalités de l'Ontario	
12. Affaires découlants des procès-verbaux des réunions	
13. Affaires nouvelles	



13.a	Politique de plaintes	80
13.b	Programme de Service Line Warranties du Canada	85
13.c	Mise à jour des frais de consommation	86
13.d	Politique de congés parental	97
13.e	Chemins	103
13.f	Réunion du mois d'août	107
13.g	Subventions reçues	
14.	Travaux inachevés/projets en cours	
15.	Arrêtés municipaux	
15.a	Arrêté municipal sur les parcs	108
15.b	Arrêté municipal - Confirmation	110
15.c	Frais de consommation	112
15.d	Arrêté municipal pour changer 2024-16	123
16.	Motions	
16.a	Motion re - facturation pour accidents	149
16.b	Motion pour demander du financement pour paver les chemins	153
17.	Avis de Motions	
17.a	Poules à domicile	154
17.b	Frais d'ordures	155
17.c	Nouveau comité pour l'Arena	156
18.	Addendum	
19.	Annonces et questions	
20.	Huis clos	
21.	Levée de la réunion	

**From:** [jean paul Firmin](#)  
**To:** [kmorris@markstay-warren.ca](mailto:kmorris@markstay-warren.ca)  
**Subject:** Chamberlin rd  
**Date:** Saturday, June 29, 2024 12:05:50 PM

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I Jean paul daoust am requesting a delegation at your next council meeting  
To request municipal maintenance /access of the eastern most part of Chamberlin rd from  
current turn around to crown land.  
Thank you

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**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
RECREATION COMMITTEE MEETING**

**February 13, 2024**

4:30 pm

Markstay-Warren Community Centre  
39 Lafontaine, Warren

**MINUTES**

**1. Opening Remarks and call meeting to order at 4:30 pm**

**2. Roll Call**

Cathy Keeping, Chair

Pam Kelly

Gisèle Henderson

Steven Olsen

Rachelle Poirier

Laura Schell

Steve Rainville

**Staff**       Kim Morris, CAO/Clerk  
                 Sylvain Labelle, Arena Supervisor

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

**4. Adoption of Agenda as amended**

**Moved by** Steve Rainville

**Seconded by** Gisèle Henderson

**CARRIED**

## **5. Adoption of Previous Meeting Minutes**

That the Meeting Minutes from September 25, 2023 be adopted as presented.

**Moved by** Steve Rainville

**Seconded by** Cathy Keeping

**CARRIED**

That the Meeting Minutes from November 2, 2023 be adopted as presented.

**Moved by** Pam Kelly

**Seconded by** Cathy Keeping

**CARRIED**

## **6. New Business**

### **1) Update on the Warren Arena 50th Birthday Bash jug curling**

An update was provided by Steve Rainville. Plans are well underway.

25 Teams are registered as of today, which is a record!

Request for volunteers for different events.

There is a request that Municipal Council and staff help serve the spaghetti supper the Saturday from 4 pm to 6 pm.

### **2) Update on the bleachers and dugouts for the Warren Ballfield**

Called for a quote. Need another quote from Four Seasons Construction.

### **3) Update of Hagar and Warren playgrounds**

All equipment has been ordered. We have included installation.

Looking at June installation for both parks.

Will apply for splash pad funding for Warren as well.

### **4) Repairs and supplies for both sound systems at the Warren Arena (Markstay-Warren multi-use complex)**

Both sound systems amplifiers need to be repaired.

Request for Council to utilize the Recreation Ctee budget for repairs to the sound systems at the Warren Arena.

Moved by Pam Kelly

Seconded by Gisèle Henderson

**CARRIED**

### **5) Naloxone for Markstay and Warren**

There are Naloxone kits at the arena in Warren. Kits are courtesy of Hazem at the St. Charles Pharmacy. There is

also a bin in St. Charles for used needles. Posters will be put

up in different areas in Sudbury East. Any workplace that might be interested in Naloxone distribution please contact Gisèle.

**7. Date and place of next meeting**  
**Warren arena in April 2024**

**8. Adjournment at 5:49 pm**

**Moved by** Steve Rainville  
**Seconded by** Cathy Keeping

P.O. Box 79, 21 Main Street South, Markstay, Ontario P0M 2G0  
Phone (705) 853-4536 Toll Free: (866) 710-1065 Fax: (705) 853-4964  
[www.markstay-warren.ca](http://www.markstay-warren.ca)

**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
FINANCE COMMITTEE MEETING**

**June 11th, 2024**

5:30 pm

Markstay Council Chambers  
21 Main St. South, Markstay

**AGENDA**

**1. Opening Remarks and call meeting to order at 5:30 pm**

Motion to open the meeting.

**Moved by** Jim Putman

**Seconded by** John Nipius

**CARRIED**

**2. Roll Call**

Steven Olsen, Chair

Rachelle Poirier

Jim Putman

John Nipius

Staff Tamera Raymond, Payroll/Tax Clerk

Kim Morris, CAO/Clerk

Regrets Danny Putman

**3. Disclosure of Pecuniary Interest and General Nature  
Thereof**

n/a

**4. Adoption of Agenda**

Motion to approve the agenda as presented.

**Moved by** Rachelle Poirier

**Seconded by** Jim Putman

**CARRIED**

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**5. Approval of May 14th meeting minutes**

Motion to approve the May 14<sup>th</sup> meeting minutes.

**Moved by** John Nipius

**Seconded by** Rachelle Poirier

**CARRIED**

**6. New Business**

**1. Monthly Cash Disbursements Report**

Tamera presents the cash disbursements report for May.

She also answered the questions from members of the committee.

**2. Budget 2024 Update**

All department heads have presented a budget reduction plan on June 10, 2024. The budget process is ongoing given the financial challenges that the municipality is facing.

**7. Date of next meeting**

The date for the next meeting is set for July 9<sup>th</sup>, 2024, at 5:30 pm in Markstay.

**8. Adjournment**

Motion to adjourn at 6:53 pm.

**Moved by** John Nipius

**Seconded by** Jim Putman

**CARRIED**

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## MINUTES

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

MONDAY, JUNE 17<sup>TH</sup>, 2024 @ 7:00 P.M.  
Markstay-Warren Council Chambers  
21 Main Street South, Markstay, ON

#### 1. Opening Remarks and call meeting to order

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement.

#### # 2024-123

Moved by: Laura Schell

Seconded by: Francine Bérubé

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  
Kirk Raymond  
Laura Schell

Staff: Kim Morris, CAO/Clerk  
Ronny Theiss, Manager of Public Works  
Vince Whynott, Deputy Fire Chief

#### 4. Approval of the Agenda

#### # 2024-124

Moved by: Rachelle Poirier

Seconded by: Kirk Raymond

THAT Council accepts the agenda as amended.



**CARRIED**

5. **Disclosure of Pecuniary Interest and General Nature Thereof**  
Mayor Olsen declared a conflict for Lion's Club presentation during Public Enquiries
6. **Petitions and Delegations**
  1. Lorraine Leblanc
  2. Joe Gauthier
7. **Public Inquiries**
  1. Margaret Tincombe, Warren  
The Warren Lion's Club is generously donating a new range, refrigerator and dishwasher to the Municipality for the Warren Arena upstairs hall.  
Thank you!
  2. Bob Amyotte, Warren  
Is requesting that the Warren arena not be shut down/closed. Instead, the Fire Department should cut back on salaries, return the new pumper, etc.  
Council advised that all options are being looked into.
  3. Maurice Turcot, Warren  
Inquired about the Warren Water System reserves. Would like to know how much there is in reserves.  
The CAO provided him with the information via email a few days later.
8. **Reports from Committees, Municipal Officers, Department Heads**
  1. Library CEO report for May 2024.

**# 2024-125**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** Council accepts the Library CEO report for May 2024 as presented.

**CARRIED**

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

**# 2024-126**

**Moved by: Kirk Raymond**

**Seconded by: Laura Schell**

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

That the following minutes be adopted:

1. Library Board Meeting Minutes – May 13, 2024
2. Regular Meeting of Council – Apr 15, 2024
3. Finance Committee Meeting Minutes – May 14, 2024
4. Public Works Committee Meeting Minutes – March 21, 2024
5. Committee of the Whole Meeting Minutes – May 30, 2023

**CARRIED**

**10. Routine Management Reports**

- a) Cash Disbursements for May 2024

**# 2024-127**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

**THAT** Council accepts the Cash Disbursements Report for May 2024 as presented.

**CARRIED**

**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)  
None
6. Association of Municipalities of Ontario  
None

**12. Business Arising from Meeting Minutes**

1. Sale of OPP Building and surplus lands – CAO and Mayor are meeting with a real estate agent this week
2. Responsible Animal Ownership by-law - public meeting will be held Thursday

**13. New Business**

1. Library Board Application Doc 1 and Doc 2

**# 2024-128**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

**THAT** Council approves the appointment of Colette Raymond-Hebert to the Library Board.

**CARRIED**

2. Warren Water Rates

**# 2024-129**

**Moved by: Francine Bérubé**

**Seconded by: Kirk Raymond**

**THAT** Council directs staff to proceed with a applying a credit to reduce Warren Water and Sewer invoices the appropriate 25% calculation that should have occurred in 2023 and 2024.

**CARRIED**

3. Cybersecurity next steps

**#2024-130**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

**THAT** Council directs staff to proceed with the implementation of Jump Cloud Platform Prime for identified users.

**CARRIED**

4. Audit Services Resolution

**#2024-131**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** Council award the Audit Services contract to KPMG for the 2023 Audit, with the possibility of renewal for 3 years.

**CARRIED**

5. 2024 Budget Discussion

It was determined that a final draft budget would be presented to Council for discussion next Monday, June 24<sup>th</sup>, 2024.

**14. Unfinished Business / Ongoing Projects**

**15. By-Laws**

**16. Motions**

1. Council Mileage

There was no discussion as there was no one to second the motion.

**17. Notice of Motions**

1. Billing for motor vehicle accidents

2. Request to Northern Ontario Resources Development Support to pave roads

**18. Addendum**

**19. Announcements and inquiries**

**20. Closed session**

**21. Adjournment**

**#2024-132**

**Moved by: Kirk Raymond**

**Seconded by: Francine Bérubé**

**THAT Council adjourn the meeting at 9:33 pm**

**CARRIED**

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

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

**Minutes endorsed under resolution# \_\_\_\_\_ on \_\_\_\_\_, 2024**

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THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
**Landfill Committee**  
March 21th, 2024  
5:00 pm  
MARKSTAY-WARREN MUNICIPAL BUILDING  
Council Chambers  
Agenda

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1. Opening Remarks and introduction

Meeting is called to order at 5 pm

Moved by Francine Landrie

Seconded by Bonnie Bertrand

CARRIED

Roll Call:

Present: Steven Olsen  
Rachelle Poirier  
Francine Landrie  
Bonnie Bertrand  
Kim Morris CAO/Clerk – non voting  
Ronny Theiss Manager of Public Works – non voting  
Regrets Francine Bérubé

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

3. Adoption of January 9<sup>th</sup>, 2024 Meeting Minutes

Moved by Rachelle Poirier

Seconded by Ronny Theiss

CARRIED



#### 4. Adoption of the agenda

That the agenda be adopted as amended.

Moved by Francine Landrie

Seconded by Ronny Theiss

**CARRIED**

#### 5. New Business

##### a) Nomination of a Chair

Nomination of Bonnie Bertrand as Chair; Vice-Chair will be Rachelle Poirier

##### b) Garbage pick-up tender

The tender document is reviewed. Recycling has been added as an option.

The tender will be publicly posted for the period of one month, from March 25<sup>th</sup> to April 25<sup>th</sup>. Kim will approach the School Boards to see if they would be interested in being included on the tender for pick up.

##### c) Recycling

Ronny provides an update regarding cardboard recycling, general stream recycling, etc. He reached out to neighbouring municipalities and they provided some starting points. Ronny has the appropriate contacts in order to pursue these options. EPRA – electronics equipment recycling have replaced their bin with a larger one, including paint. Ronny will provide updates as things progress.

##### d) The Dump Store

Ronny is looking into implementing a depot where you can go purchase items that are recyclable or retrofitting. First step – identify certain dates to entail folks to come and shop for revenue generating.

**Recommendation:** That Council encourage non-profit/service groups from Markstay-Warren to participate in a pilot project to sell interesting items from the landfill to retrofit, upcycle, etc.

Moved by Francine Landrie

Seconded by Steven Olsen



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CARRIED

e) Annual Report

Ronny presents the Annual Report for 2023. Pinchin has done the Monitoring in order for M-W to be compliant.

**Recommendation:** THAT Council accepts the Pinchin Annual Report for 2023 as presented.

Moved by Steve Olsen

Seconded by Rachelle Poirier

CARRIED

**Recommendation:** THAT Council approve the proposal from Pinchin for the Annual Spring Monitoring for 2024.

Moved by Francine Landrie

Seconded by Steve Olsen

CARRIED

6. Other

- a) Staff will establish a By-law regarding Commercial Collections
- b) Staff will be reviewing the Landfill Information Pamphlet and translating it
- c) The Committee would like to have a Clean Up Week this year in May.
- d) Tipping fee: Committee would like staff to review and update the tipping fees for the next meeting.
- e) We will post on the Website what we can do right now and add to the tax bills the updated version of the pamphlet with the recycling update. We will also issue a press release once it is all in place.
- f) Ronny gives update re – scrap metal and tire pick-up at the landfill
- g) Harry is now settled in his new mobile office and he is really happy with it.

h) Next Meeting

June 13, 2024 at 5 pm

i) Adjournment

Meeting is adjourned at 6:15 pm

Moved by Ronny Theiss

Seconded by Francine Landrie

CARRIED

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**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
Public Works Committee  
May 16<sup>th</sup> , 2024  
1:00 pm  
MARKSTAY-WARREN MUNICIPAL BUILDING  
Council Chambers  
MINUTES**

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1. **Opening Remarks and introduction**  
**Meeting opened at 1:00 pm**  
**Moved by** Rachelle Poirier  
**Seconded by** John Nipius  
**CARRIED**  
  
**Roll Call**  
Rachelle Poirier  
John Nipius  
Kirk Raymond  
Steven Olsen  
Stéphane Renaud, PW Lead hand  
Ronny Theiss, Manager of PW  
Kim Morris, CAO/Clerk
2. **Disclosure of Pecuniary Interest and General Nature Thereof**  
n/a
3. **Approval of the agenda as amended: changed order of items + added some items**  
**Moved by** John Nipius  
**Seconded by** Rachelle Poirier  
**CARRIED**
4. **Approval of the minutes of the meeting of March 21, 2024**  
**Moved by** Rachelle Poirier  
**Seconded by** John Nipius  
**CARRIED**
5. **Nomination of Chair**  
**Motion to appoint Rachelle Poirier as Chair**



**Moved by** John Nipius  
**Seconded by** Kirk Raymond

**CARRIED**

**5. New Business**

1. Half Load – Ronny provided updated an update. Looking at lifting half load May 31<sup>st</sup>, 2024
2. Gravel – We are in good shape – still have some stored at Ed Seguin.
3. Calcium – will be going to tender for Calcium and will be ready to go as soon as the roads are packed with the gravel being added.
4. Fob mileage tracking – to be accountable regarding our fuel logs, there needs to be better tracking. Ronny agrees that this is a good opportunity to put GPS on our equipment/vehicles.

Next steps – see what we can do with the fuel stations and look into the GPS. Timeline – for logging – have in place within 2 weeks; GPS requires to go to Council. Will provide update at June meeting.

5. DEF Fob – will get log sheet in place; possibly a fob. Ronny to look into different options, not just fobs. Will report back at June meeting.
6. Other
  - a. Heavy equipment training – Ronny has a quote and would like to pursue this avenue. Will reach out to the other 3 partner municipalities to see if there is a possibility of combining the training at a lesser cost. There is a concern that employees will get the training and then leave the position. The CAO is asked to follow up with the Union in order to see if there is language to ask that employee must reimburse a portion of said training if they leave the Municipality within a certain amount of time. Grading, excavator and snow plowing training.
  - b. Usage of the work vehicles – if on call, PW employees are allowed to use the vehicles.

**6. Next Meeting**

June 20, 2024 at 1 pm

**7. Adjournment at 1:52 pm**

**Moved by** John Nipius  
**Seconded by** Kirk Raymond  
**CARRIED**

## MINUTES

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

MONDAY June 24<sup>th</sup>, 2024 @ 4:00 P.M.  
Council Chamber 21 Main St South Markstay, ON  
VOOM MEETING

**1. Opening Remarks and call meeting to order – 4:00 pm**

**# 2024-SMC-37**

**Moved by: Kirk Raymond**

**Seconded by: Rachelle Poirier**

**THAT** Council opens the Special Meeting of Council at 4:00 pm

**CARRIED**

**2. Roll Call**

**Mayor:** Steven Olsen

**Councillor** Francine Bérubé  
Rachelle Poirier  
Kirk Raymond  
Laura Schell

**Staff:** Kim Morris, CAO/Clerk  
Pam McCracken, Treasurer  
Ronny Theiss, Manager of Public Works  
Vincent Whynott, Deputy Fire Chief

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

**4. Approval of Agenda**

**# 2024-SMC-38**

**Moved by: Laura Schell**

**Seconded by: Rachelle Bérubé**

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

**CARRIED**

**5. New Business**

1. Final Budget 2024

2. Tender Results – calcium

**# 2024-SMC-39**

**Moved by: Laura Schell**

**Seconded by: Kirk Raymond**

**THAT** Council award the Supply and Application of Liquid Calcium Tender to Pollard Distribution Inc. with a total contract price of \$123,000 plus HST.

**CARRIED**

3. By-Law 2024-21 – Funding Agreement for the Renewed Canada Community-Building Fund 2024-2034

**# 2024-SMC-40**

**Moved by: Rachelle Poirier**

**Seconded by: Francine Bérubé**

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2024-21.

**CARRIED**

**# 2024-SMC-41**

**Moved by: Rachelle Poirier**

**Seconded by: Kirk Raymond**

**THAT** Council performs the 3<sup>rd</sup> reading of proposed By-Law 2024-21

**CARRIED**

4. Ecole St-Thomas

**#2024-SMC-42**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2024-22.

**CARRIED**

**#2024-SMC-43**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council performs the 3<sup>rd</sup> reading of proposed By-Law 2024-22.

**CARRIED**

**7. Adjournment**

**# 2024-SMC-49**

**Moved by: Kirk Raymond**

**Seconded by: Laura Schell**

**THAT** Council adjourn the meeting at 5:10 pm.

**CARRIED**

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

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

**Minutes endorsed under resolution # \_\_\_\_\_ on \_\_\_\_\_ 2024.**

## MINUTES

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

MONDAY June 27<sup>th</sup>, 2024 @ 6:00 P.M.  
Council Chamber 21 Main St South Markstay, ON  
ZOOM MEETING

**1. Opening Remarks and call meeting to order – 6:00 pm**

**# 2024-SMC-50**

**Moved by: Kirk Raymond**

**Seconded by: Rachelle Poirier**

**THAT** Council opens the Special Meeting of Council at 6:00 pm

**CARRIED**

**2. Roll Call**

**Mayor:** Steven Olsen

**Councillor** Francine Bérubé  
Rachelle Poirier  
Kirk Raymond  
Laura Schell

**Staff:** Kim Morris, CAO/Clerk  
Pam McCracken, Treasurer

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

**4. Approval of Agenda**

**# 2024-SMC-51**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

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

**CARRIED**

**5. New Business**

**1. Final Budget 2024 – Tax Ratios 2024**

**# 2024-SMC-52**

**Moved by: Rachelle Poirier**

**Seconded by: Kirk Raymond**

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2024-23.

**CARRIED**

**# 2024-SMC-53**

**Moved by: Kirk Raymond**

**Seconded by: Rachelle Poirier**

**THAT** Council performs the 3<sup>rd</sup> and final reading of proposed By-Law 2024-23.

**DIVISION VOTE**

	<b>Yea</b>	<b>Nay</b>		<b>Disclosure of Interest</b>
Steven Olsen				
Rachelle Poirier	<b>X</b>			
Laura Schell	<b>X</b>			
Kirk Raymond	<b>X</b>			
Francine Bérubé		<b>X</b>		

**CARRIED**

**2. Final Budget 2024 – Tax Rates**

**# 2024-SMC-54**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2024-24.

**CARRIED**

**#2024-SMC-55**

**Moved by: Kirk Raymond**

**Seconded by: Rachelle Poirier**

**THAT** Council performs the 3<sup>rd</sup> reading of proposed By-Law 2024-24.

**CARRIED**

**7. Adjournment**

**# 2024-SMC-56**

**Moved by: Kirk Raymond**

**Seconded by: Rachelle Poirier**

**THAT** Council adjourn the meeting at 6:24 pm.

**CARRIED**

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

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

**Minutes endorsed under resolution # \_\_\_\_\_ on \_\_\_\_\_ 2024.**

Municipality of Markstay-Warren  
Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-07	ADP			
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	PROTECTION SERVICES:Fire Department GENERAL GOVERNMENT	-450.00 -101.20 -71.66 -622.86
TOTAL				
2024-06-18	ADP	Payroll processing fee		
2024-06-17	Receiver General	Payroll processing fee HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT	-96.60 -12.56 -109.16
TOTAL				
2024-06-10	ENBRIDGE			
2024-05-30	Receiver General	May 2024 Markstay Seniors LNG GST on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Rentals:8 Church St - S	-83.48 -3.86
2024-05-30		May 2024 Municipal Office LNG MAY 2024 Markstay Station Ing	GENERAL GOVERNMENT:Administration:Markstay PROTECTION SERVICES:Fire Department:Marksta	-15.77 -15.77 -118.88
TOTAL				
2024-06-10	G. STEPHEN WATT BARRISTER & SOLICITOR	Water Agreement Review		
2024-05-30	Receiver General	Professional fees- Water Supply Agreement GST on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Administration	-1,660.50 -76.88 -1,737.38
TOTAL				
2024-06-10	Manitoulin-Sudbury District Services Boar	June 2024 Apportionment		
2024-06-01		DSSAB-Land Ambulance Apportionment DSSAB- Social Housing, Ontario Works, Child Care	HEALTH SERVICES HEALTH SERVICES	-34,188.17 -18,789.76 -52,977.93
TOTAL				

Total Cash Disbursements for May 2024 - \$629,324.26



# Municipality of Markstay-Warren Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-10	ODD JOB-ROD POND	Landfill-Return Tipping Fees		
2024-06-04		Landfill-Returned Tipping fees on Warren esso(Busi ENVIRONMENTAL SERVICES		-50.00
TOTAL				-50.00
2024-06-10	PAMELA MCCracken	Treasurer- Mileage for April-May 2024		
2024-05-30		Treasurer- Mileage for April-May 2024	GENERAL GOVERNMENT:Administration	-675.18
TOTAL				-675.18
2024-06-10	Ray's Enterprise	Seniors		
2024-06-04	Receiver General	Seniors- Pump Out Holding tank	GENERAL GOVERNMENT:Rentals:8 Church St - S	-561.46
		GST on purchases (Input Tax Credit)		-25.99
TOTAL				-587.45
2024-06-10	Richard's Brakes and Alignment	Annual Inspection 2024- 1545 Dodge Ram		
2024-05-30	Receiver General	FD-Annual Inspection for 1545 Dodge Ram Rescue PROTECTION SERVICES:Fire Department:Vehicle:		-236.00
		GST on purchases (Input Tax Credit)		-10.93
TOTAL				-246.93
2024-06-10	WENRICK KENNELS ANIMAL CONTROL & SHEL	2nd Quarterly payment - Animal control services		
2024-06-07	Receiver General	2nd Quarterly payment - Animal control services	GENERAL GOVERNMENT	-2,526.53
		HST (ON) on purchases (Input Tax Credit)		-328.45
TOTAL				-2,854.98
2024-06-10	Workplace Safety & Insurance Board			
2024-06-05		April 2024 premium	LIBRARY	-276.19
		April 2024 premium	GENERAL GOVERNMENT	-3,253.70
		April 2024 premium	PROTECTION SERVICES	-456.38
2024-06-05		March 2024 Premiums	LIBRARY	-285.35

Total Cash Disbursements for May 2024 - \$629,324.26

Municipality of Markstay-Warren  
Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-05		March 2024 Premiums	GENERAL GOVERNMENT	-3,244.19
		March 2024 Premiums	PROTECTION SERVICES	-535.54
		May 2024 Premiums	LIBRARY	-350.90
		May 2024 Premiums	GENERAL GOVERNMENT	-3,448.64
		May 2024 Premiums	PROTECTION SERVICES	-3,174.12
				-15,025.01
TOTAL				
2024-06-07	REAL TAX INC			
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-400.00
		HST (ON) on purchases (Input Tax Credit)		-52.00
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-450.00
		HST (ON) on purchases (Input Tax Credit)		-58.50
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-450.00
		HST (ON) on purchases (Input Tax Credit)		-58.50
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-500.00
		HST (ON) on purchases (Input Tax Credit)		-65.00
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-500.00
		HST (ON) on purchases (Input Tax Credit)		-65.00
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-500.00
		HST (ON) on purchases (Input Tax Credit)		-65.00
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-450.00
		HST (ON) on purchases (Input Tax Credit)		-58.50
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-450.00
		HST (ON) on purchases (Input Tax Credit)		-58.50
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-450.00
		HST (ON) on purchases (Input Tax Credit)		-58.50
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-500.00
		HST (ON) on purchases (Input Tax Credit)		-65.00
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-500.00
		HST (ON) on purchases (Input Tax Credit)		-65.00
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-450.00
		HST (ON) on purchases (Input Tax Credit)		-58.50
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-500.00
		HST (ON) on purchases (Input Tax Credit)		-65.00
2024-06-07	Receiver General	Tax Sales invoice - Charged back to property	GENERAL GOVERNMENT:Levies	-500.00
		HST (ON) on purchases (Input Tax Credit)		-65.00

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-500.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-65.00
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-500.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-65.00
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-550.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-71.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-500.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-65.00
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-500.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-65.00
		Tax Sales invoice - Charged back to property		-450.00

Total Cash Disbursements for May 2024 - \$629,324.26

Municipality of Markstay-Warren  
Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-450.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-58.50
		Tax Sales invoice - Charged back to property		-500.00
2024-06-07	Receiver General	HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Levies	-65.00
		Tax Sales invoice - Charged back to property		-450.00
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-58.50
TOTAL				-17,910.50
2024-06-18	CONSEIL SCOLAIRE CATHOLIQUE NOUVELON	2024 Education Remittance	GENERAL GOVERNMENT:Levies	-19,199.30
2024-06-13		2024 Education Remittance		-19,199.30
TOTAL				
2024-06-18	CONSEIL SCOLAIRE DU GRAND NORD	2024 Education Remittance	GENERAL GOVERNMENT:Levies	-6,993.62
2024-06-13		2024 Education Remittance		-6,993.62
TOTAL				
2024-06-18	CULLIGAN WATER	Water delivery	GENERAL GOVERNMENT	-10.00
2024-06-13		Water delivery		-20.00
		Water delivery	TRANSPORTATION SERVICES:Public Works:Mark	
		deliverty charge	GENERAL GOVERNMENT	-5.50
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-0.72
TOTAL				-36.22
2024-06-18	CUNNINGHAM SWAN LAWYERS		GENERAL GOVERNMENT:Council	-400.00
2024-05-29		Legal Fees - Council		
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-52.00
2024-05-29		Legal Fees- Council	GENERAL GOVERNMENT	-225.00

Total Cash Disbursements for May 2024 - \$629,324.26

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
June 2024

Date	Name	Memo	Class	Paid Amount
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-29.25
TOTAL				-706.25
2024-06-18	Ecole Camille Perron	Bursary - Grade 8 Students		
2024-06-17		Bursary - Grade 8 Students	GENERAL GOVERNMENT:Council	-50.00
TOTAL				-50.00
2024-06-18	Ecole St-Thomas	Bursary - Grade 8 Students		
2024-06-17		Bursary - Grade 8 Students	GENERAL GOVERNMENT:Council	-50.00
TOTAL				-50.00
2024-06-18	EMSON MECHANICAL	Repair of facet& value for water heater		
2024-06-12		Service call	TRANSPORTATION SERVICES:Public Works:Mark	-175.00
		Labour - 1.5 hrs	TRANSPORTATION SERVICES:Public Works:Mark	-165.00
		Material	TRANSPORTATION SERVICES:Public Works:Mark	-126.20
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-60.61
TOTAL				-526.81
2024-06-18	Fishers Regalia	Uniform - Payroll Deduction		
2024-05-24		Uniform - Payroll Deduction	PROTECTION SERVICES:Fire Department	-388.44
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-50.50
TOTAL				-438.94
2024-06-18	LOCAL AUTHORITY SERVICES			
2023-12-31		Office Supplies	GENERAL GOVERNMENT	-362.34
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-47.11
2024-01-30		Office supplies	GENERAL GOVERNMENT	-143.35
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-18.63
2024-01-30		Office Supplies	GENERAL GOVERNMENT	-310.36

Total Cash Disbursements for May 2024 - \$629,324.26

Municipality of Markstay-Warren  
Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-40.35
TOTAL				-922.14
2024-06-18	Markstay Public School	Bursary - Grade 8 Student		
2024-06-17		Bursary - Grade 8 Student	GENERAL GOVERNMENT:Council	-50.00
TOTAL				-50.00
2024-06-18	Ottawa Valley Railway	Railway Crossing fees - April, May, June		
2024-06-30		Railway Crossing fees - April, May, June	TRANSPORTATION SERVICES	-1,096.50
TOTAL				-1,096.50
2024-06-18	Public Health Sudbury & Districts	Municipal Levy - July		
2024-07-01		Municipal Levy - July	GENERAL GOVERNMENT	-13,268.70
TOTAL				-13,268.70
2024-06-18	RAINBOW DISTRICT SCHOOL BOARD	2024 Education Remittance		
2024-06-13		2024 Education Remittance	GENERAL GOVERNMENT:Levies	-83,872.44
TOTAL				-83,872.44
2024-06-18	RELIANCE HOME COMFORT/PAYMENT PROCESSING			
2024-05-25		Feb - May Rental 40 rutland	GENERAL GOVERNMENT:Rentals:40 Rutland Golf	-51.35
	Receiver General	Feb - May Rental 40 rutland	GENERAL GOVERNMENT:Administration	-0.87
		HST (ON) on purchases (Input Tax Credit)		-6.68
2024-05-31		Seniors - Hot water tank rental	GENERAL GOVERNMENT:Rentals:8 Church St - S	-102.01
	Receiver General	Seniors - Hot water tank rental	GENERAL GOVERNMENT:Administration	-1.71
		HST (ON) on purchases (Input Tax Credit)		-13.26
2024-06-04		Arena/ Hall water heater rental - April/May/ June	RECREATION & CULTURAL SERVICES:Arena/Hal	-38.99
		Arena/ Hall water heater rental - April/May/ June	RECREATION & CULTURAL SERVICES:Arena/Hal	-38.99
		Arena/ Hall water heater rental - April/May/ June	RECREATION & CULTURAL SERVICES:Arena/Hal	-38.99

Total Cash Disbursements for May 2024 - \$629,324.26

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
June 2024

Date	Name	Memo	Class	Paid Amount
	Receiver General	Arena/ Hall water heater rental - April/May/ June	GENERAL GOVERNMENT:Administration	-2.64
		HST (ON) on purchases (Input Tax Credit)		-15.21
TOTAL				-310.70
2024-06-18	SUDBURY CATHOLIC DISTRICT SB	2024 Education Remittance		
2024-06-13		2024 Education Remittance	GENERAL GOVERNMENT:Levies	-16,198.26
TOTAL				-16,198.26
2024-06-18	TELSTAR HYDRAULICS LTD.	Parts - Landfill loader		
2024-05-14		Parts - Landfill loader		
	Receiver General	HST (ON) on purchases (Input Tax Credit)	TRANSPORTATION SERVICES:Public Works\Vehi	-297.22
TOTAL				-38.64
				-335.86
2024-06-18	TRACKS & WHEELS	Parts - Zero turn Kubota		
2024-06-04		Parts - Zero turn Kubota		
	Receiver General	HST (ON) on purchases (Input Tax Credit)	REC VEHICLES EQUIPMENT:Kubota Zero-Turn	-113.63
TOTAL				-14.77
				-128.40
2024-06-18	Turbo Mobile Services Inc.	Unit 366 - Replacement of studs		
2024-05-29		Unit 366 - Replacement of studs		
	Receiver General	HST (ON) on purchases (Input Tax Credit)	TRANSPORTATION SERVICES:Public Works\Vehi	-642.90
TOTAL				-83.58
				-726.48
2024-06-18	UNITED STEELWORKERS 21	May union dues		
2024-06-13		May union dues		
TOTAL			GENERAL GOVERNMENT	-608.54
				-608.54
2024-06-18	UNITED STEELWORKERS 76	May union dues		

Total Cash Disbursements for May 2024 - \$629,324.26

Municipality of Markstay-Warren  
Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-13		May union dues	GENERAL GOVERNMENT	-216.72
				-216.72
TOTAL				
2024-06-26	BAKER TILL T SNT.	Adm/Council-IT support from MArch 21st-June 9th 2024		
2024-06-25		Council- It Support for March 28th & April 12th 2024	GENERAL GOVERNMENT:Council	-56.70
		Adm-It Support from March 21st-June 9th 2024	GENERAL GOVERNMENT:Administration	-595.35
	Receiver General	GST on purchases (Input Tax Credit)		-30.19
				-682.24
TOTAL				
2024-06-26	Canadian Pacific Railway Company	Warren Water & Sewer Annual License		
2024-06-17		Warren Water Line Crossing under CP Rail - Annua	WARREN WATER	-599.40
		Warren Sewer Line Crossing under CP Rail- Annual	WARREN WATER	-502.20
	Receiver General	GST on purchases (Input Tax Credit)		-51.00
				-1,152.60
TOTAL				
2024-06-26	CITY GREATER SUDBURY			
2024-06-07		Markstay Water for May 2024	MARKSTAY WATER	-7,233.24
		Warren Water for May 2024	WARREN WATER	-9,898.12
		Warren Sewer for May 2024	WARREN WATER	-1,903.48
2024-06-19		Markstay Water for March & April 2024	MARKSTAY WATER	-14,466.47
		Warren Water for March & April 2024	WARREN WATER	-19,796.23
		Warren Sewer for MArch & April 2024	WARREN WATER	-3,806.98
				-57,104.52
TOTAL				
2024-06-26	CO-OP REGIONAL	May 2024 Fuel PW/FD		
2024-05-31		Warren Clear Fuel-may 2024	TRANSPORTATION SERVICES:Public Works:War	-1,191.80
		Warren Coloured-May 2024	TRANSPORTATION SERVICES:Public Works:War	-2,438.80
		Warren Gas-May 2024	TRANSPORTATION SERVICES:Public Works:War	-1,803.13
		Markstay Coloured- May 2024	TRANSPORTATION SERVICES:Public Works:Mark	-2,972.57
		Markstay Gas-May 2024	TRANSPORTATION SERVICES:Public Works:Mark	-2,580.40

Total Cash Disbursements for May 2024 - \$629,324.26



# Municipality of Markstay-Warren Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
		PW- Warren garage May 2024	TRANSPORTATION SERVICES:Public Works:War	-19.62
TOTAL				-11,006.32
2024-06-26	ERIC'S MOBILE REPAIRS			
2024-06-17	Receiver General	FD- Repairs on 1535- No Start, Inspect for harsh shi	PROTECTION SERVICES:Fire Department:Vehicle:	-556.20
		GST on purchases (Input Tax Credit)		-25.75
2024-06-17	Receiver General	FD-Repairs on 1511, back up alarm not working	PROTECTION SERVICES:Fire Department:Vehicle:	-480.59
		GST on purchases (Input Tax Credit)		-22.25
2024-06-17	Receiver General	FD- Repair on 1543, Mudflap was missing, installed	PROTECTION SERVICES:Fire Department:Vehicle:	-297.00
		GST on purchases (Input Tax Credit)		-13.75
TOTAL				-1,395.54
2024-06-26	FREIGHTLINER NORTH BAY	PW- Electrical box Replaced on #375 Tandem		
2024-05-29	Receiver General	PW- Electrical Box replaced on #375 tandem	TRANSPORTATION SERVICES:Public Works:Vehi	-218.75
		GST on purchases (Input Tax Credit)		-10.13
TOTAL				-228.88
2024-06-26	GIP INTERPAVING	Cold Mix Purchase		
2024-06-04	Receiver General	PW- Cold Mix Purchase-Roads	TRANSPORTATION SERVICES:Public Works:Hard	-1,727.24
		GST on purchases (Input Tax Credit)		-79.97
TOTAL				-1,807.21
2024-06-26	Intact Public Entities Inc.	Landfill-Professional fee- Accident Benefit Deductible		
2024-05-31		Landfill Leagal fee- Accident Benefit Deductible	ENVIRONMENTAL SERVICES:Waste Management	-2,915.61
TOTAL				-2,915.61
2024-06-26	JENNIFER DESLOGE	Website Maintenance- April 16th - June 17th 2024		
2024-05-31		Website Maintenance form April 16th till June 17th 2 PLANNING AND DEVELOPMENT		-381.25
TOTAL				-381.25

Total Cash Disbursements for May 2024 - \$629,324.26

# Municipality of Markstay-Warren Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-26	Johnson's Fire Services Inc.	FD-Tune up and test Wajax Pump		
2024-06-19	Receiver General	FD- Tune up and Test Wajax Pump GST on purchases (Input Tax Credit)	PROTECTION SERVICES:Fire Department:Forest f	-284.04 -13.15 -297.19
TOTAL				
2024-06-26	Jon's Automotive Service	FD- Ball Joint, Straps, Flex Hose, Brake Line repair on 1545		
2024-06-20	Receiver General	FD- Ball JOint, Flex Hose, Gas Tank Straps, Brake l GST on purchases (Input Tax Credit)	PROTECTION SERVICES:Fire Department	-1,732.63 -80.21 -1,812.84
TOTAL				
2024-06-26	LISE PILKEY	Cleaning contract-Arena/MUF/Office/Markstay firehall		
2024-05-31		Arena- May 2024 Multi-use Facility- may 2024 Markstay Office- may 2024 Markstay Fire Station. GST on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/Hal GENERAL GOVERNMENT:Rentals:39 Lafontaine N GENERAL GOVERNMENT-Administration:Markstay PROTECTION SERVICES:Fire Department:Marksta	-1,295.99 -1,161.00 -580.50 -580.03 -167.48 -3,785.00
TOTAL				
2024-06-26	Manitoulin-Sudbury District Services Boar	Ambulance, Housing, Ontario Works, Child Care Apportionment		
2024-06-21		Land Ambulance Apportionment for July 2024 Housing, Ontario Works, Child Care Apportionment	HEALTH SERVICES HEALTH SERVICES	-34,188.17 -18,789.76 -52,977.93
TOTAL				
2024-06-26	Marcel Drouin	Clothing Allowance-Marcel Drouin		
2024-06-03		Marcel Drouin-Clothing Allowance 2024	PROTECTION SERVICES:Fire Department	-598.66 -598.66
TOTAL				
2024-06-26	ORKIN	Pest Control for the month of May 2024		

Total Cash Disbursements for May 2024 - \$629,324.26

# Municipality of Markstay-Warren Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-05-31	Receiver General	Warren Golden Age Club	GENERAL GOVERNMENT:Rentals:40 Rutland Golf	-43.20
		Warren Water Plant	WARREN WATER	-48.60
		Warren Landfill Site	ENVIRONMENTAL SERVICES:Waste Management	-48.60
		Markstay Garage	TRANSPORTATION SERVICES:Public Works:Mark	-48.60
		Warren Municipal Office	GENERAL GOVERNMENT:Administration:Warren	-45.00
		Warren Station	PROTECTION SERVICES:Fire Department:Warren	-48.60
		Awrey Station	PROTECTION SERVICES:Fire Department:Awrey S	-48.60
		Markstay Station	PROTECTION SERVICES:Fire Department:Marksta	-48.60
		Arena/Hall	RECREATION & CULTURAL SERVICES:Arena/Hall	-48.60
		Warren Garage	TRANSPORTATION SERVICES:Public Works:War	-48.60
		Seniors Club	GENERAL GOVERNMENT:Rentals:8 Church St - S	-43.20
		Markstay Office	GENERAL GOVERNMENT:Administration:Markstay	-48.60
		Markstay Water	MARKSTAY WATER	-48.60
HST (ON) on purchases (Input Tax Credit)				-80.29
TOTAL				-697.69
2024-06-26	Rona - Joel Builders & Supplies LTD	Landfill- Trim for Landfill Shack		
2024-06-18	Receiver General	Trim for Landfill Attendant Station	ENVIRONMENTAL SERVICES:Waste Management	-71.62
		GST on purchases (Input Tax Credit)		-3.32
TOTAL				-74.94
2024-06-26	TRUE 802 WIRELESS INC.	FD/PW- Dedicated service		
2024-06-15	Receiver General	PW- Dedicated Service Public Works	TRANSPORTATION SERVICES:Public Works	-108.00
		FD- Dedicated Service Fire Department	PROTECTION SERVICES:Fire Department	-269.99
		GST on purchases (Input Tax Credit)		-17.50
TOTAL				-395.49
2024-06-26	Turbo Mobile Services Inc.	FD- Air loss in airtank on 1531, fixed leak		
2024-06-17	Receiver General	Fd- AirLoss on Airtank on 1531, fixed leak	PROTECTION SERVICES:Fire Department:Vehicle:	-462.56
		GST on purchases (Input Tax Credit)		-21.42

Total Cash Disbursements for May 2024 - \$629,324.26

Municipality of Markstay-Warren  
Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-27	Frank Delaco	Reimbursement of Driveway Permit		-483.98
2024-06-27		Reimbursement of Driveway Permit	ENVIRONMENTAL SERVICES:Public Works	-75.00
				-75.00
2024-06-27	GREATER SUDBURY UTILITIES	Markstay Water- Water consumption for the month of May 2024		
2024-06-18		Markstay Water- Water Consumption for the month of May 2024	MARKSTAY WATER	-15,357.27
				-15,357.27
2024-06-27	YVEROY ENTERPRISES	Garbage Collection for June 2024		
2024-06-27	Receiver General	Garbage Collection for June 2024	ENVIRONMENTAL SERVICES:Waste Management	-19,487.52
		GST on purchases (Input Tax Credit)		-902.20
				-20,389.72
2024-06-27	HYDRO ONE	Hydro May 2024		
2024-05-31		Warren Water Plant-May 2024	WARREN WATER	-1,578.47
		Warren Fire Station- May 2024	PROTECTION SERVICES:Fire Department:Warren	-123.67
		Markstay Water pump house- may 2024	MARKSTAY WATER	-186.68
		Warren Ballfield- may 2024	RECREATION & CULTURAL SERVICES:Ballfields	-31.34
		Markstay Water Tower- may 2024	MARKSTAY WATER	-328.18
		Markstay Municipal Office- may 2024	GENERAL GOVERNMENT:Administration:Markstay	-432.50
		Markstay Fire Station- may 2024	PROTECTION SERVICES:Fire Department:Markstay	-432.49
		Streetslights- may 2024	TRANSPORTATION SERVICES:Public Works:Streets	-1,024.60
		Markstay Garage- may 2024	TRANSPORTATION SERVICES:Public Works:Markstay	-276.96
		Playground- may 2024	RECREATION & CULTURAL SERVICES:Playground	-39.94
		Warren Office- may 2024	GENERAL GOVERNMENT:Administration:Warren	-375.17
		Awrey fire station- may 2024	PROTECTION SERVICES:Fire Department:Awrey	-201.07
		Markstay Seniors- may 2024	GENERAL GOVERNMENT:Rentals:8 Church St - S	-101.20
		Warren golden age- may 2024	GENERAL GOVERNMENT:Rentals:40 Rutland Golf	-65.23

TOTAL

TOTAL

TOTAL

TOTAL

Municipality of Markstay-Warren  
Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
	COLLABRIA	Basement golden age- may 2024	GENERAL GOVERNMENT:Rentals:40 Rutland Bas	-85.22
		Warren Garage- may 2024	TRANSPORTATION SERVICES:Public Works:Warren	-191.11
		Markstay Ballfield- May 2024	RECREATION & CULTURAL SERVICES:Ballfields	-36.92
		Warren Arena- may 2024	RECREATION & CULTURAL SERVICES:Arena/Hall	-991.41
		Multi-use Facility- may 2024	GENERAL GOVERNMENT:Rentals:39 Lafontaine North	-2,313.30
		Streetlights- may 2024	TRANSPORTATION SERVICES:Public Works:Streets	-180.40
TOTAL				-8,975.86

2024-06-30	COLLABRIA					
2024-05-31		Server Backup for May 2024	GENERAL GOVERNMENT:Administration			-20.75
		Adobe Subscription for May 2024	GENERAL GOVERNMENT:Administration			-261.30
		Elite Data Plan for May 2024	ENVIRONMENTAL SERVICES:Waste Management			-21.60
		Microsoft Monthly Subscription charge-May 2024	GENERAL GOVERNMENT:Administration			-52.49
		Microsoft Subscription charge for 21 License for May	GENERAL GOVERNMENT:Administration			-385.56
2024-06-05	Receiver General	2 Amazon expense- will be credited next month	ENVIRONMENTAL SERVICES:Public Works			-598.88
		GST on purchases (Input Tax Credit)				-34.42
		Books - Amazon	LIBRARY			-26.36
		Books - Book Outlet	LIBRARY			-70.50
		Cork Board - Staples	LIBRARY			-37.99
		Books - Amazon	LIBRARY			-24.13
		Sports Equipment - amazon	LIBRARY			-76.36
		DVD - Amazon	LIBRARY			-19.25
		DVD - Amazon	LIBRARY			-34.24
		DVD - Amazon	LIBRARY			-65.99
	Receiver General	Book - Amazon	LIBRARY			-12.60
		Book - Amazon	LIBRARY			-86.04
		Book - Amazon	LIBRARY			-7.26
		Book - Amazon	LIBRARY			-27.79
		Craft Supplies - Dollarna	LIBRARY			-69.50
		HST (ON) on purchases (Input Tax Credit)				-51.51
		Meal - Buzzy Browns - Elevator training	PROTECTION SERVICES:Fire Department			-40.47
		Meal - Buzzy Browns - Elevator Training - Tip	PROTECTION SERVICES:Fire Department			-6.86
	Conference - Double Tree - Repayed by employee	PROTECTION SERVICES:Fire Department			-760.62	

Municipality of Markstay-Warren  
Cash Disbursements

June 2024

Date	Name	Memo	Class	Paid Amount
2024-06-19	Receiver General	FPI Certification - Subway	PROTECTION SERVICES:Fire Department	-315.90
		HST (ON) on purchases (Input Tax Credit)		-42.49
		Adm- AMO Conference & Meeting	GENERAL GOVERNMENT:Administration	-1,015.87
		Conference AMO-Hotel Rooms	GENERAL GOVERNMENT:Administration	-875.64
		Quick Book Monthly Payment for June 2024	GENERAL GOVERNMENT:Administration	-198.88
TOTAL				-5,241.25

# MPAC Quarterly Update.

Q1 – Markstay-Warren

---

May 2024



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# Local Issues?

If you have any local issues of concern, would like to meet, or would like for us to speak to Council please reach out to us!

Jeremy Cormier, Account Manager

[jeremy.cormier@mpac.ca](mailto:jeremy.cormier@mpac.ca)

Ph: (705) 419-1079 Cell: (705) 662-8687

Gerry Henderson, Account Support Coordinator

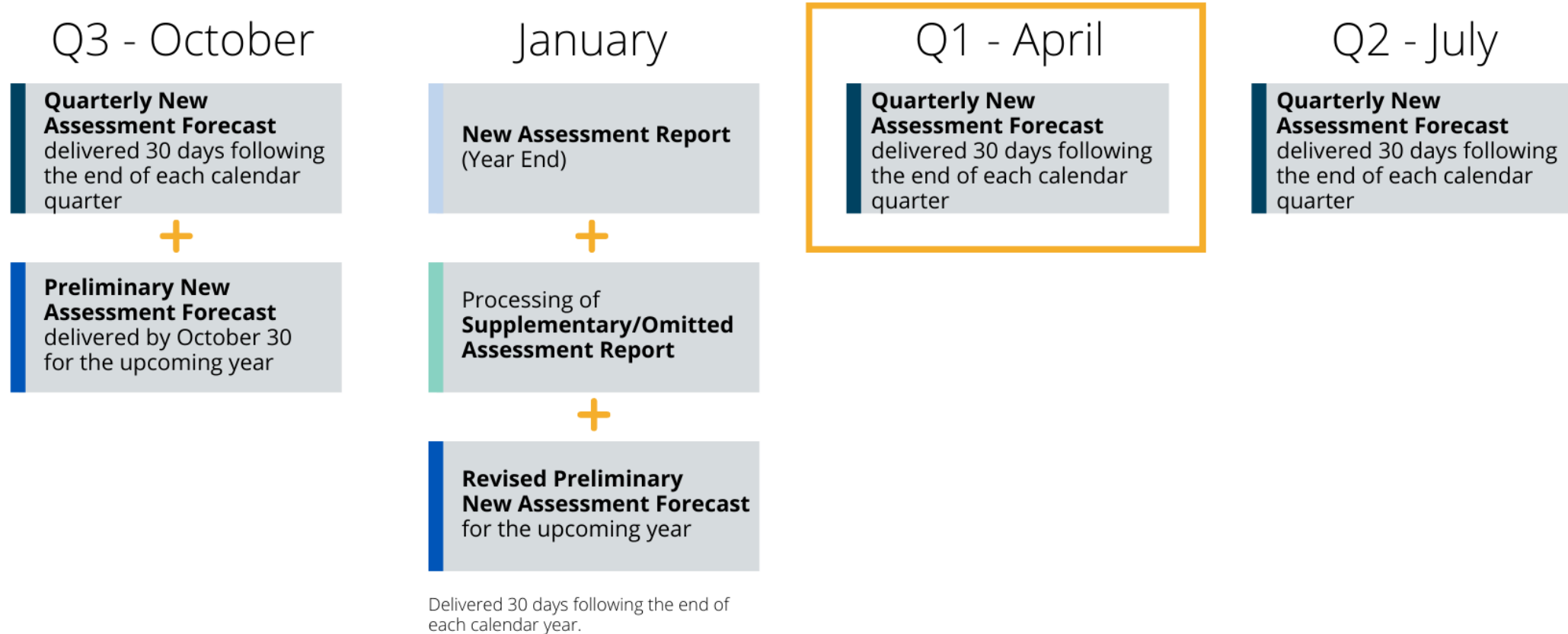
[geraldine.henderson@mpac.ca](mailto:geraldine.henderson@mpac.ca)

(705) 251-0592





# Annual Reporting and Forecasting Cycle.



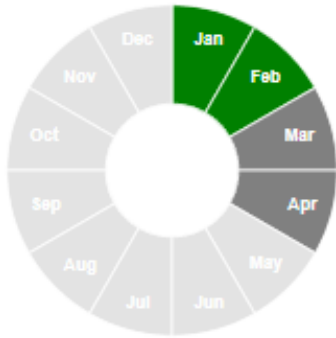
# Q1 Quarterly Assessment Forecast.

- ✓ Works from the Revised Preliminary New Assessment Forecasts sent in January
- ✓ Captures what MPAC deemed potentially available between January – March 2024
- ✓ Doesn't include Requests for Reconsideration and/or appeal losses
- ✓ Forecast is presented as a range (85% -100%)
- ✓ Available in the MyProducts portal on Municipal Connect

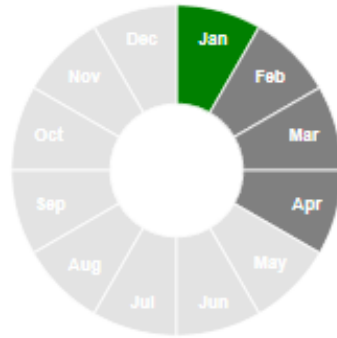


# Service Level Agreement.

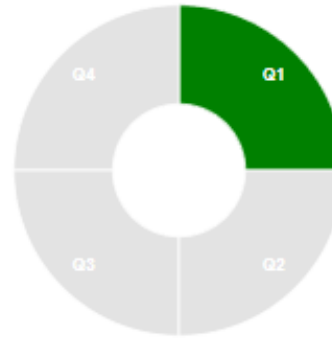
PRAN REPORTS



BUILDING PERMITS



MUNICIPAL ENQUIRIES



TAX APPLICATIONS



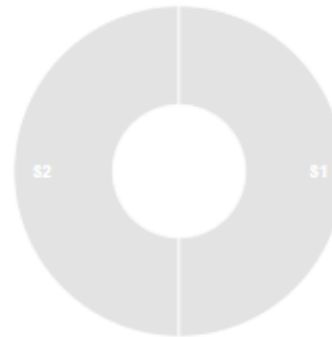
VACANT UNIT REBATE APPLICATIONS



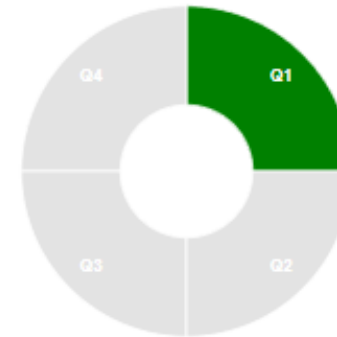
CONDOMINIUM PLAN INFORMATION FORM



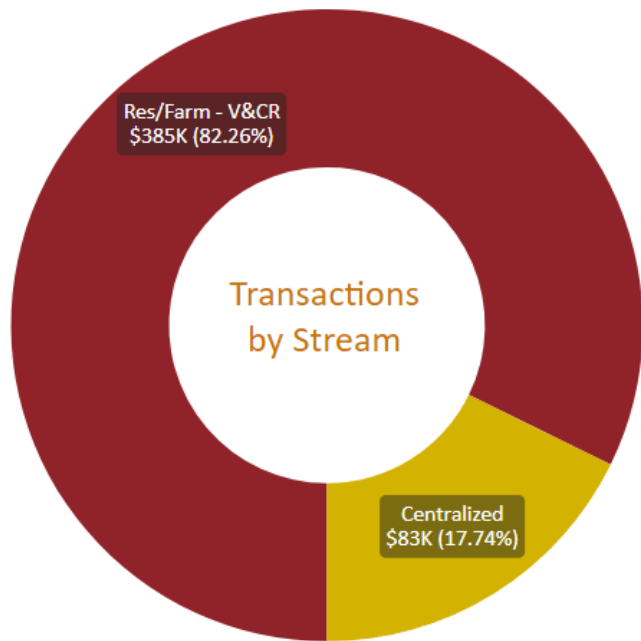
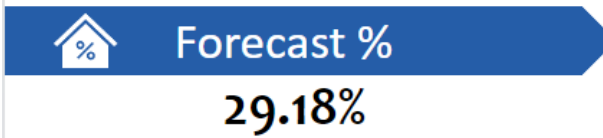
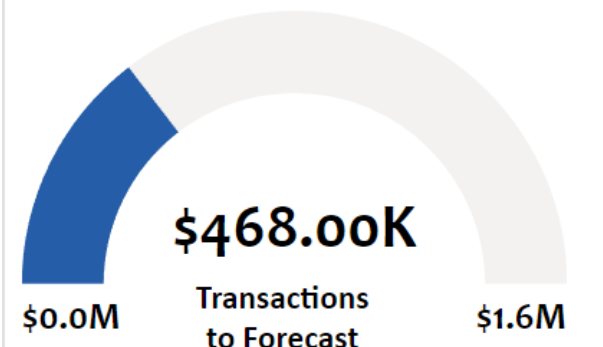
SEVERANCE/CONSOLIDATION INFORMATION FORM



QUARTERLY ASSESSMENT FORECAST



# 2024 New Assessment (Supps/Omits).



**1 Year Occupancy**

**\$270.0K**  
**57.69%**

**Exempt**

**Payment in Lieu (PILT)**

Transactions as of: June 17, 2024 & Q1 Forecast (2024)

©MPAC



# Building Permits.

In Progress Building Permits

164

Permits with Both Plans and Final/Occupancy: 0

Building Permits Closed in 2024

21

Last Building Permit Submission

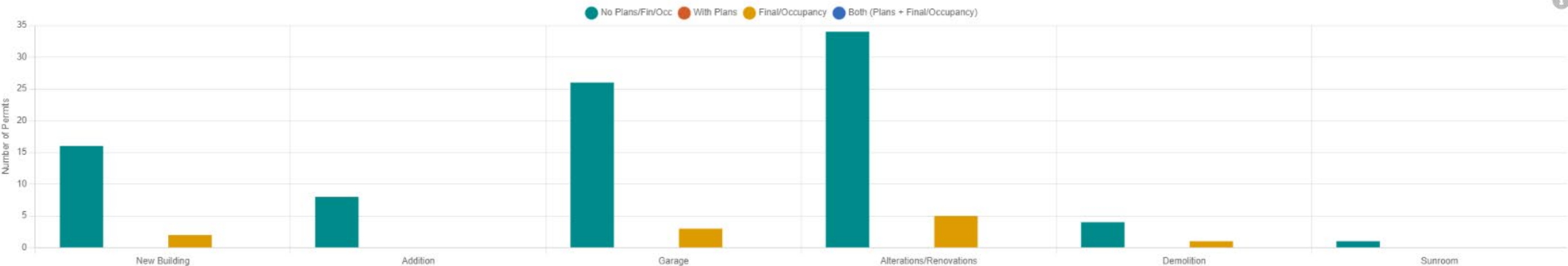
Jun 6, 2024

## In Progress Building Permits by Work Description

Plans/Final/Occupancy ☒ Total

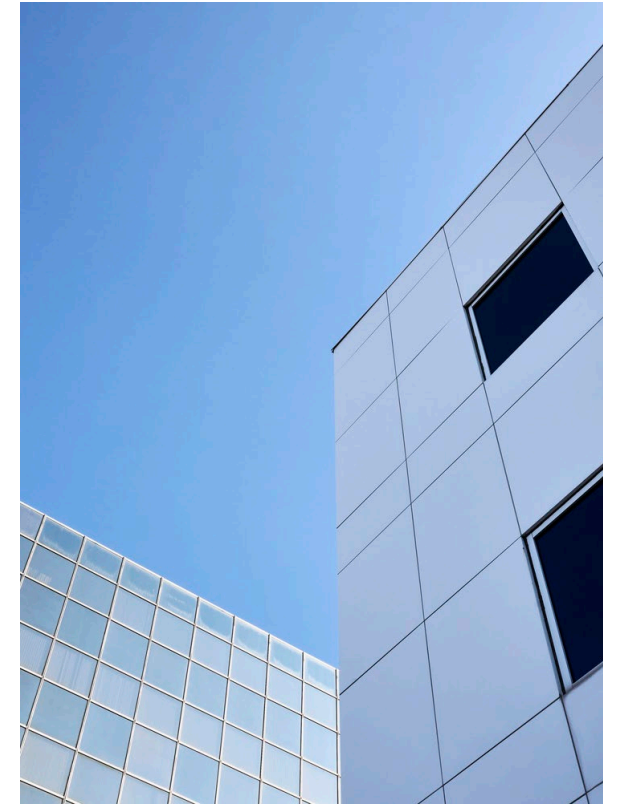
Received by MPAC in:

All Years



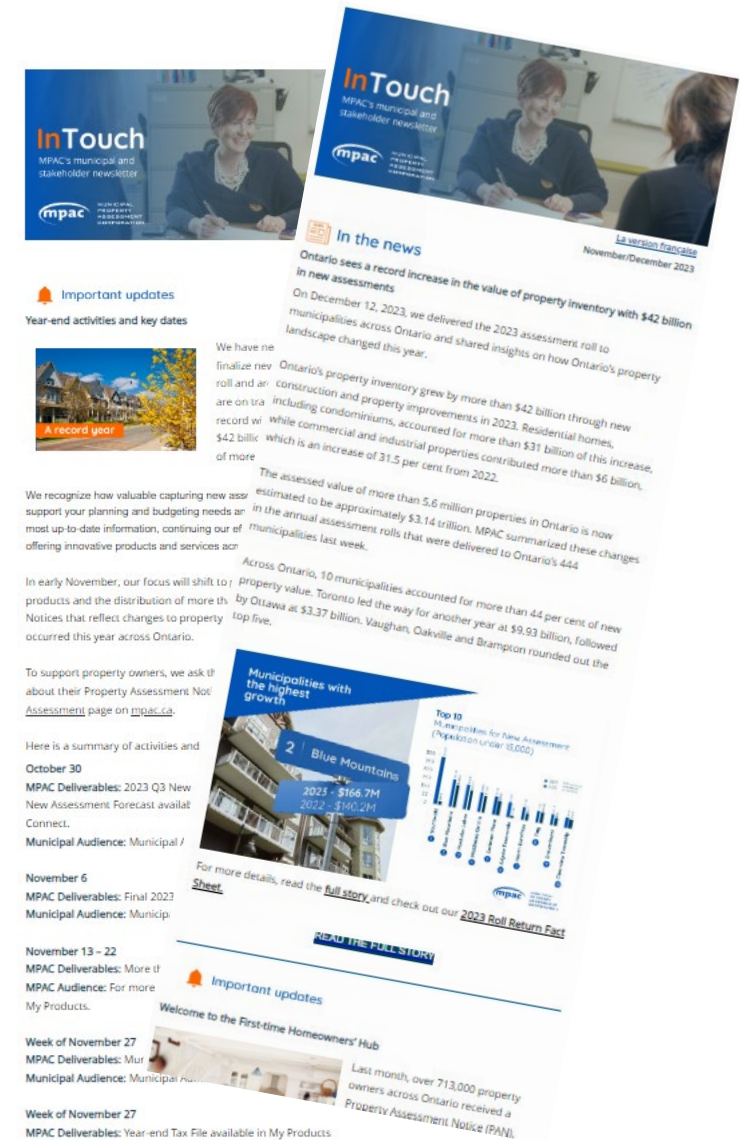
# Property Income and Expense Return Program.

- ✓ Property Income and Expense Return Program (PIER) is the largest assessment information request program requesting responses from approximately 35,000 properties per year
- ✓ Program runs from May 16 – July 15
- ✓ Supports the accurate valuation of income generating properties
- ✓ Responses used to conduct analysis to support delivery of accurate and consistent property assessments
- ✓ Property owners submit responses through About My Property
- ✓ Additional information can be found [here](#)



# InTouch – Recap.

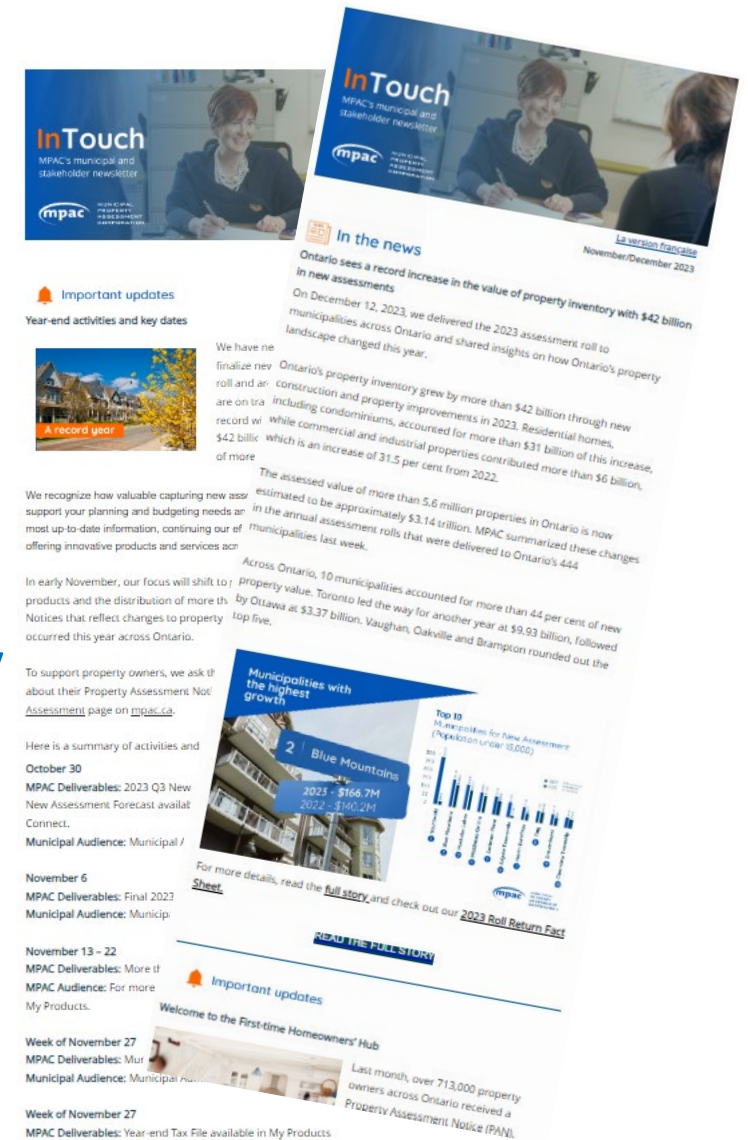
- Municipal and Stakeholder Relations team realigned with Public Affairs and Customer Experience department under Vice President Jamie Bishop – [full story](#)
  - No changes to MPAC contacts
- Tax Incentive Approval (TIA) process change for improved roll stability – [full story](#)
  - Only property approvals for the 2023 Assessment Roll for 2024 taxation have been processed.
  - Paused on processing removals until the revised inventory was received after roll return.
  - We will process removals with the appropriate tax class updates through the supplementary assessments that will be issued in May 2024.





# InTouch – Recap.

- Provincial Budget highlights:
  - As a part of the process for the system-level review of property assessment and taxation, the Province has committed to pausing a province-wide reassessment until the review concludes.
  - A new optional property subclass has been announced: the New Multi-Residential Property (Municipal Reduction) Property Subclass, under O.Reg. 140/24.
- Updated municipal resources on the [Municipal Sector Resource](#) page
  - AboutMyProperty
  - First-time Homeowners' Hub
  - Home Values Matter campaign
  - School Support Designation





# Learn more about what we do at [mpac.ca](https://mpac.ca).



**2023 Municipal  
Partnerships Report**

**2023 Performance Report**

**2023 Annual Report**



# Spring Awareness Campaign.

- Running from end of March through June
- Across a variety of social media platforms
- **NEW** webpage – Home Values Matter  
<https://www.mpac.ca/valuematters>
- Buck slip available for inclusion in municipal mailouts



## First-time homeowner?

If you have questions about how your tax bill relates to your property assessment, visit MPAC's **First-time Homeowners' Hub** for answers!

You can also check out MPAC's **AboutMyProperty™** portal to review your property details and learn how MPAC valued your home.

**For concerns specific to your tax bill, please reach out to your municipality.**

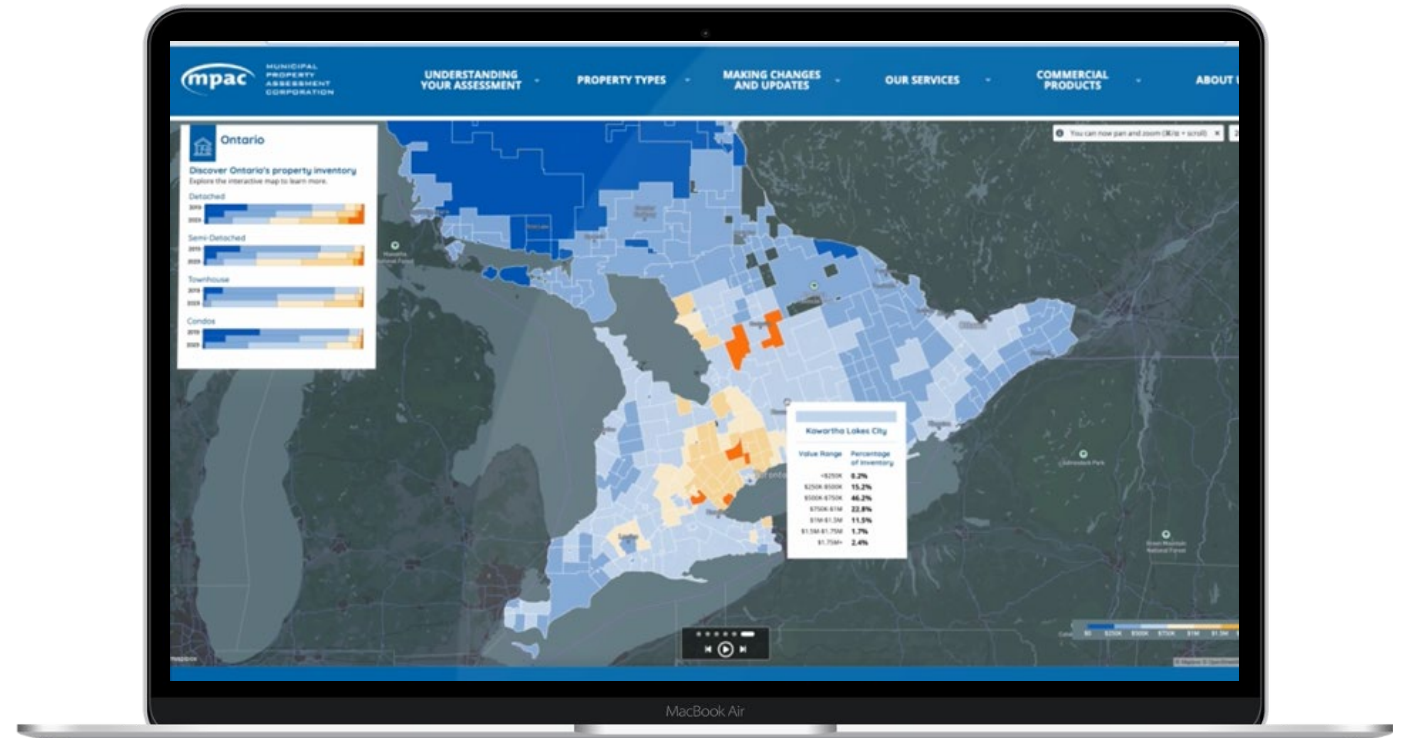


Start unpacking your property assessment  
on **mpac.ca**



# Insights Dashboard.

- Interactive housing inventory map of sales on mpac.ca
- Shows residential market shifts in the last decade
- Click [here](#) to see how your municipality's residential sales have changed



# MPAC Data Security and Data Breaches.

- Protecting over 125 TB of business data
- Processing 4-6TB of security events monthly

**Please notify us immediately of any actual or suspected breach that involves sourced or derived MPAC data**



IS 719342





# Your Municipal Contacts

**Jeremy Cormier**

Account Manager

[jeremy.cormier@mpac.ca](mailto:jeremy.cormier@mpac.ca)

**Gerry Henderson**

Account Support Coordinator

[geraldine.henderson@mpac.ca](mailto:geraldine.henderson@mpac.ca)



# Reminders.

- Review of Municipal Connect users (retirements, job duties)
- Update MPAC of any staffing/contact information
- Please email your 2024 final tax rates and bylaw to [Geraldine.Henderson@mpac.ca](mailto:Geraldine.Henderson@mpac.ca)



## Webinar Recordings

January 17  
March 27  
May 23

Appeals Update  
Data Sharing and Services Agreement  
MPAC's Best Practices for Protecting your Municipality's Data

[MPAC YouTube Channel](#)





# MPAC

Our Role in the Property Tax  
and Assessment System



## Ontario Government

Establishes the province's assessment and taxation laws, sets the valuation date and determines education tax rates.



## MPAC

Calculates, captures and distributes assessments for all properties and buildings across Ontario.



## Municipalities

Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



## Property Owners


Pay property taxes for community services and education taxes to help fund elementary and secondary schools in Ontario.





MPAC conducts property valuation updates, referred to as **reassessments**.





## What is Current Value Assessment? (CVA)

Current value is market value **at a point in time** (the legislated valuation date)



Property values continue to be based on the market at **January 1, 2016**, which is our current valuation date.





# Let's Talk **Property Taxes**

Each year, **municipalities** decide how much money they need to raise from property taxes **to pay for services** and **determine tax rates** based on that amount.



Your property's assessed value, provided by MPAC.



Municipal and education tax rates\* for your property type.



Property taxes you pay.





## The relationship between property **value** and **taxes**

The most important factor is not how much the assessed value of a property has changed, but rather how the assessed value has changed relative to the average change in the class in that municipality.



## The relationship between property **value** and **taxes**

Assessment changes may also result in tax shifts between property classes.

# How will my Property Assessment Impact my Taxes?



Watch the video to **learn more.**



# How We Assess Property

## Direct Comparison Approach



**Residential**



**Condos**



**Vacant Land**

We analyze recent sales of **comparable properties** that were sold for a similar or identical use as the **property to be valued**.



# The 5 Major Factors



Location



Lot Size



Quality of Construction



Square Footage



Age of Property

**Did you know?**

**Five major factors** account for approximately **85%** of a property's assessed value.

# How We Assess Property

## Income Approach



**Industrial  
Malls**



**Multi-Residential  
Properties**



**Office  
Buildings**



**Hospitality  
Properties**



**Shopping  
Centres**

To value these properties, we need to determine how much **revenue** they could generate and the **sale price**.



Those two factors determine a '**capitalization rate**' that helps us determine the property's **assessed value**.

# How We Assess Property

## Cost Approach



**Industrial  
Properties**



**Grain  
Elevators**



**Large and Special  
Purpose Properties**



**Warehousing**

We use the cost approach for properties that are **unique and rarely sold** on the market.

**How does MPAC  
know when I've  
made a change to  
my property?"**



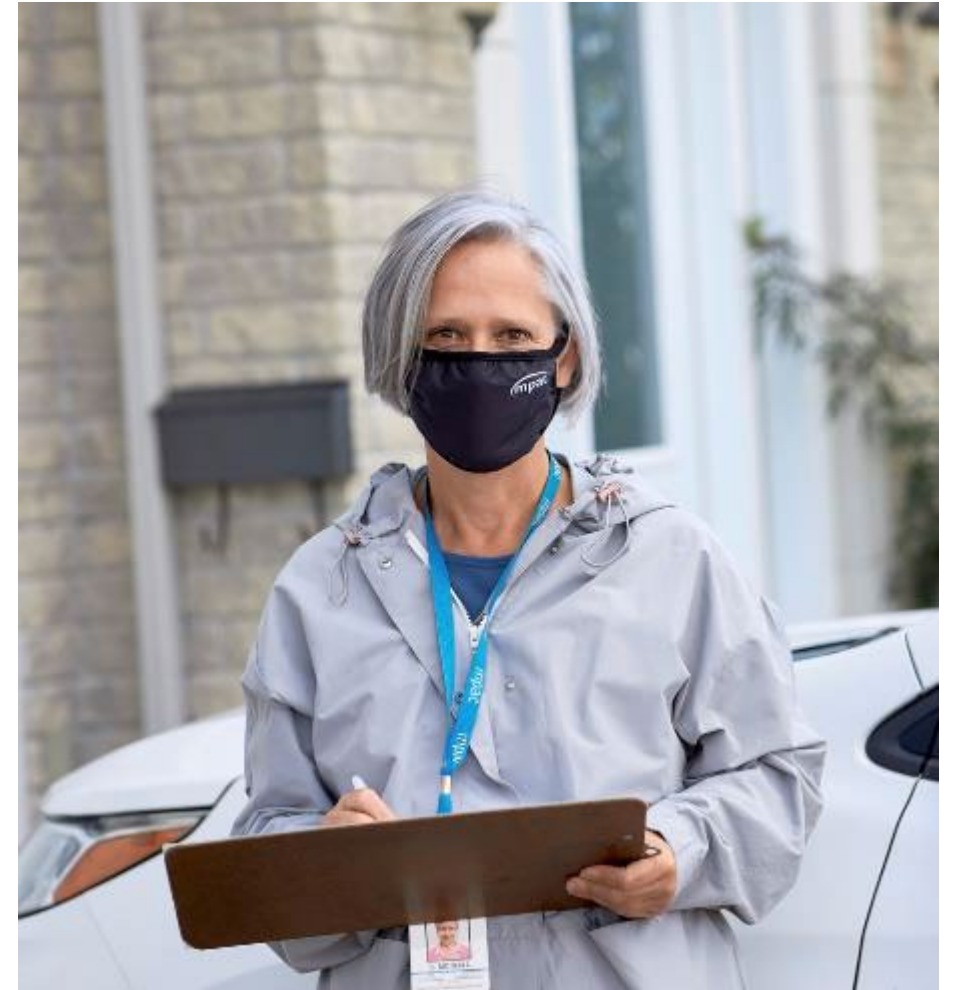
# Reasons for Inspections

- **MPAC updates property information on an ongoing basis as a result of:**
  - A market sale
  - Request from a municipality
  - A Request for Reconsideration or Appeal
  - Building permit activity



# Inspection Letters and Requests for Information

- ✓ Inspection Letter
- ✓ Contact Us Notice
- Information includes:
  - Why a property owner received the notice
  - Next steps
  - Login information for About My Property
  - How to connect with MPAC



# Property Assessment Notice

## THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying all properties in Ontario. Your municipality will use your assessment to calculate your 2022 property taxes.

Your property's assessed value as of January 1, 2016 is: **\$350,000**

### Why am I receiving this notice?

You have received this notice for the following reason(s):

- Update to ownership.
- Update to assessed value, classification and/or tax liability.

### PROPERTY OVERVIEW:

Roll number: 12 34 567 899 12345 1234

to your property during the year.

Please visit [mpac.ca/notice](https://mpac.ca/notice) or scan the QR code below with your mobile device to learn more about why you are receiving this notice.



Please review and keep for your records.

Issue Date:  
November 5, 2021

JACKSON JASON  
ABC IMPORTS LIMITED  
200 MAIN STREET  
UNIT 5000  
11 FLOOR  
ANYWHERE ON M4K 1B3



### THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying all properties in Ontario. Your municipality will use your assessment to calculate your 2022 property taxes.

Your property's assessed value as of January 1, 2016 is: **\$350,000**

### Why am I receiving this notice?

You have received this notice for the following reason(s):

- Update to ownership.
- Update to assessed value, classification and/or tax liability.

### PROPERTY OVERVIEW:

Roll number: 12 34 567 899 12345 1234  
Location and description: 200 MAIN ST  
CON N LOT 3PT RP 1R5811 PART 2  
Municipality: ANY TOWNSHIP  
Tax class: Residential Taxable  
School support: English-Public

### ASSESSMENT OVERVIEW:

Your property's assessed value as of January 1, 2016: **\$350,000**  
Your property's assessed value as of January 1, 2012: **\$325,000**  
Between 2012 and 2016, your property's assessed value changed by: **\$25,000**

### What happens if my assessed value has changed?

An increase in assessed value will be phased in gradually over four years. A decrease will be applied immediately for the 2022 property tax year.

Tax year	Assessed value
2022	\$350,000

To learn more about how phase in works, please visit [mpac.ca](https://mpac.ca).

## Property Assessment Notice

For the 2022 property  
tax year

This notice contains  
important information  
about an update made  
to your property during the  
year.

Please visit [mpac.ca/notice](https://mpac.ca/notice)  
or scan the QR code below  
with your mobile device to  
learn more about why you  
are receiving this notice.



Please review and keep  
for your records.

MPAC assesses  
and classifies all  
properties in Ontario  
in compliance with  
the *Assessment Act*  
and regulations set  
by the Government  
of Ontario.

Property assessments  
for the 2022 tax year  
will continue to be  
based on the fully  
phased-in  
January 1, 2016  
assessed values.

**“What do I do if my  
information is  
wrong, or I disagree  
with my  
assessment?”**



# Resolving Assessment Concerns

1



Reflect on the  
Current Value  
Assessment

2



Visit MPAC's  
[AboutMyProperty.ca](http://AboutMyProperty.ca)  
to confirm details

3



View similar  
properties and  
their assessed  
values

4



Submit a Request  
for Reconsideration  
if you disagree

# Supporting municipalities.

## Resources you can use!



- Orientation Sessions
- Conferences
- Municipal Resources + Property Assessment Toolkit
- Municipal Connect
- InTouch Newsletter



# We invite you to reach out!

Contact your local Municipal and Stakeholder Relations Account Manager with questions or to learn more.



# **Municipality of Markstay-Warren Complaint Policy**

## **Policy Statement**

The Municipality of Markstay-Warren is committed to a consistent, fair and uniform complaint process and to provide opportunities for valuable feedback about the programs, services, facilities and employees of the Municipality to help improve the quality of the services provided and contribute to continuous improvement of operations. .

The Municipality recognizes that concerns from the public are at times brought forward and dealt with informally, however not all concerns can be dealt with informally. This policy ensures a consistent and uniform approach to formal complaints with a fair and accountable level of service delivery.

## **Scope**

This policy applies to an expression of dissatisfaction relating to municipal programs, services, facilities and employees and / or By-law Complaints.

Anyone who uses or is affected by Municipal services can make a complaint, including residents, people who work in or visit the municipality, local business or community groups.

This Policy does not apply to compliments, inquiries, feedback, suggestions and requests for service that are attempted to be resolved at the point of service delivery, they may however be tracked to identify issues, trends, areas of concern, opportunities for improvement and to avoid potential complaints. Anonymous complaints will not be accepted or processed.

A customer complaint is distinct from:

- Inquiry / Request for Service: A general or specific request for service or request for information regarding a municipal product or service made by a customer that is resolved at the point of service delivery;
- Feedback: An opinion, comment and expression of interest in a municipal program of service by a customer;
- Compliment: An expression of approval for a municipal service, staff member, program, product or process;
- Suggestion: An idea submitted to the Municipality by a customer with the aim of improving services, programs, products or processes.

This Policy does not include complaints by employees.

Compliments, inquiries, feedback, suggestions and requests for service that are received from a member of the public should be resolved at the point of service delivery and may be tracked to identify issues, trends, areas of concern and opportunities for improvement and to avoid complaints but are not subject to the procedures and standards of service of this policy.

The Municipality will make every effort to resolve complaints received in a timely, courteous, impartial and professional manner.

All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

Complaints will be regularly monitored and written records will be kept with respect to details and actions for tracking purposes and to identify issues, trends, areas of concern and opportunities for improvement.

## **Definitions**

**“Anonymous complaint”** means an expression of dissatisfaction relating to the Municipality’s programs, services, facilities and employees and/or by-law complaints that does not contain the complainants name and contact information.

**“Complaint”** means an expression of dissatisfaction relating to the Municipality’s programs, services, facilities and employees and/or by-law complaints. A complaint is different from a request for service, inquiry, feedback, compliment, or suggestion.

**“Complainant”** means the person who is dissatisfied and filing a complaint. A complainant may have a third party make a complaint on their behalf with their consent.

**“Compliment”** means an expression of appreciation relating to the Municipality’s programs, services, facilities and employees. This type of communication does not require a response.

**“Inquiry”** means a general or specific request for information relating to the Municipality’s programs, services, facilities and employees.

**“Feedback”** or **“Suggestion”** means an opinion, comment and expression of interest relating to the Municipality’s programs, services, facilities and employees or an idea submitted to the Municipality with the aim of improving programs, services or facilities. This type of communication does not require a response.

**“Request for Service”** means a request made by a member of the public for a specific service provided by the Municipality. For example, a request for service may include but is not limited to a request to repair/maintain a street surface, report an issue relating to municipal services, or report damage to a facility or park. This type of communication does not require a response.

**“Frivolous or Vexatious Complaint”** means the Complaint is initiated with malicious intent or is part of a pattern of conduct by the Complainant that amounts to an abuse of the Complaint process. For greater clarity "frivolous" and "vexatious" means lacking basis or merit; a matter that has little prospect of success; no serious purpose or value; without reasonable or probable cause or excuse; harassing; annoying; retaliatory or repetitive; instituted maliciously or on the basis of improper motives; intended to embarrass, harass or to be a nuisance.

## **Responsibilities**

Employees are responsible to ensure that they have knowledge of and understand the Municipality's requirement to receive and track complaints, the process through which a complaint can be made and the service standards that apply to complaints. They are also responsible for receiving, tracking and responding to complaints as deemed appropriate or required by their position.

Department Heads and Managers are responsible to ensure that all employees within their department are aware of and understand this Policy and for facilitating a prompt response to all complaints to ensure that service standards are achieved.

Department Heads, Managers, Chief Administrative Officer, Municipal Law Enforcement Officer and Clerk are responsible for investigating Complaints in accordance with this Policy.

Any dispute from the public regarding any provision of this policy shall be referred to the Chief Administrative Officer, who shall be responsible for clarifying and resolving any ambiguity which may exist within this policy.

As per By-Law 2019-01- Being a By-Law to Authorize the Adoption of a Council Code of Conduct:

"6.7.2 Operational inquiries and complaints received from the public shall be addressed by Members as follows:

a) Members who are approached by the public with inquiries / complaints regarding operational matters should encourage the party to contact the appropriate department for review / resolution;

b) where the member of the public is reluctant to contact the department directly, the Member should take the person's name, phone number and details of the inquiry / complaint and advise them that the matter will be referred to the CAO for review / resolution;

c) members of the public should be encouraged to provide their issues / matters of concern in writing to the appropriate department;

d) where the inquiry / complaint is not resolved to the satisfaction of the member of the public, the Member shall refer the member of the public to the Municipality's complaint policy for any further action, or place the matter on an agenda to be dealt with by Council or the appropriate Committee.

The Municipality will make every effort to resolve complaints received in a timely, courteous, impartial and professional manner.

All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

## **Procedure**

### **Complaint Process**

Prior to submitting a complaint, members of the public are encouraged to determine whether the subject is either a request for service, inquiry, compliment, feedback, suggestion or complaint.



Staff must also make this determination before submitting this information to departments within the Municipality.

## **Filing the Complaint**

The filing of complaints regarding by-law violations will be forwarded to SEBBS to be processed and investigated in accordance with the provisions of the applicable legislation and by the enforcing Officer.

A complaint may be made in a number of ways:

- on the prescribed Complaint Form;
- in person or by mail at the Municipal Office at 21 Main Street South, Markstay, ON P0M 2G0;
- by email at [info@markstay-warren.ca](mailto:info@markstay-warren.ca) or
- by phone at 705.853-4536
  - verbal complaints received by phone must be documented in writing by the staff member receiving the complaint, must include the same information that is required for complaints submitted in writing and the complaint must indicate that the complainant has given their consent.

Complaints must include the following information:

- Contact information of the complainant;
- Date and time of occurrence;
- Specific details to be considered in the investigation;
- Details of, where it occurred, and who was involved (if applicable); and
  - Signature and Date (staff can sign if over the phone or by email)

All Complaints must be filed as soon as possible following the occurrence of the incident, or upon identification of the issue.

Complaints lacking sufficient information may not be investigated. Frivolous or Vexatious complaints, as determined by the CAO or designate in consultation with the appropriate Department Head, may not be investigated. Anonymous complaints are difficult, if not impossible, to assess or investigate and will not be dealt with through the complaint handling process.

Once a complaint is received, by-law staff will document the complaint and the complaint will be forwarded to the appropriate department for investigation and action. Within 5 (five) business days of receipt of the complaint, an acknowledgement will be provided to the complainant either in person at the point of service by the staff member receiving it, by phone or in writing (by e-mail or mail). The acknowledgement will identify who will be assigned to investigate and follow up on the complaint as well as their contact information.

The Investigator assigned to the Complaint shall review the issues identified by the Complainant and in doing so may review relevant municipal and provincial legislation, relevant municipal policies and procedures, interview employees or persons external to the municipality, review file documents, identify actions that may be taken to address the complaint or improve municipal operations.

Within thirty (30) business days of receipt of a Complaint, the Investigator shall provide a

response in writing to the Complainant and will include:  
whether the complaint was validated; if the complaint is not validated, provide reason(s) for their decision; and  
any actions the Municipality has or will take as a result of the complaint.

If a resolution is unable to be provided within thirty (30) business days, the complainant shall be notified of the delay and an estimate of when a response will be provided.

Complaints that can be resolved quickly or easily may combine the acknowledgement and final response within the five (5) business days' time period.

Once the Municipality has communicated the decision to the complainant, there is no appeal process at the municipal level. Complainants that are dissatisfied with the outcome or process may submit a complaint to the Office of the Ombudsman at [www.ombudsman.on.ca](http://www.ombudsman.on.ca). The Ontario Ombudsman has authority to look at how the issue was handled at the local level, the steps taken, and the outcome. The Ombudsman has authority to consider whether the process was fair, transparent, and in accordance with the applicable policies and by-laws of the municipality.

### **Confidentiality**

All complaints will be dealt with in a confidential manner according to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) as amended. Information will be collected, used and disclosed in accordance with the MFIPPA rules. The identity of the complainant will be made known only to those who need to know in order to consider the complaint. All participants in the complaints process shall keep details of the complaint confidential except as may be required by law.

Complaints received by one department are to be limited to that specific department unless the complaint involves more than one department.

### **Attachment**

Complaint Form





Kim Morris  
Interim CAO/Clerk/Treasurer  
Municipality of Markstay-Warren  
21 Main St South  
PO Box 79  
Markstay ON P0M 2G0

Dear Kim Morris,

I am writing to introduce the Service Line Warranties of Canada (SLWC) program. SLWC aims to help Ontario municipalities by educating homeowners about their service line responsibilities and providing optional, affordable protection from unanticipated service line repair costs. These are costs many homeowners are not aware they are responsible for and are not included with typical home insurance coverage. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for exterior water and sewer lines, covering up to \$8,500 per occurrence with no deductible.

Additional benefits to municipalities include:

- No cost for municipalities to participate
- Revenue-share component to help drive dollars back to the municipality, or lower plan pricing for those opting for a revenue-neutral program
- Affordable rates for homeowners
- SLWC pays for and arranges the repairs, not your residents
- Customers are provided with a 24/7/365 repair hotline staffed with live agents
- All repairs are performed to local code by vetted, licensed, and insured local-area contractors
- Encompasses all aspects of administration—educational outreach, billing, customer service, repairs, customer satisfaction measurement, and partner reporting

To further illustrate these benefits, here's what Ontario partners and homeowners have said:

*Council was very pleased to support the programs offered through SLWC for the residents of Manitouwadge. I am aware that many households are now signed up for this low-cost and essential warranty service. I am so happy to hear that a local resident was able to have their water service line repaired, at no cost, through their CARES foundation program. SLWC is a great corporate citizen, and they provide a much-needed service to our residents. -Mayor Jim Moffat, Town of Manitouwadge*

*From the time I called SLWC till Pro Flow solved the problem, it only took 1 hour and a half! They were so efficient! I would strongly recommend Pro Flow to my friends who have the same needs. - Manli Z., Town of Atikokan*

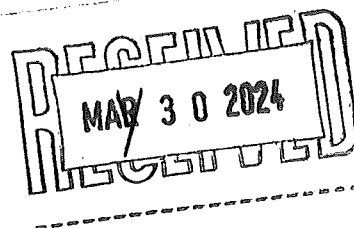
*Daniel resolved our issue quickly and was quite informative. I was very happy! - Rahul M., Region of Peel*

There are 70 Ontario municipalities and utilities offering this LAS-endorsed program, which has saved homeowners over \$9 million in repair costs over the past five years. For more information, please contact me at 647-325-7614 or [mvanhorne@slwofc.ca](mailto:mvanhorne@slwofc.ca) or visit [www.servicelinewarranties.ca](http://www.servicelinewarranties.ca).

Thank you, and we look forward to working with you.

Sincerely,

Michael VanHorne  
VP, General Manager, Canada



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

**BY-LAW 2024-27**

**Being a by-law to establish  
service charges and fees.**

**WHEREAS** Section 390 of the Municipal Act, S.O. 2001, Chapter 25, as amended, provides that municipalities may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

**AND WHEREAS** the Council of the Corporation of the Municipality of Markstay-Warren concurred to establish charges and fees for various services and goods provided by the municipality.

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

1. THAT Schedule A to I as attached be accepted
2. That this by-law shall come into force and take effect as of August 1, 2024
3. That this By-law repeals By-law 2020-06 and all other "Service Charges and fees by-law".

**READ A FIRST, SECOND AND THIRD )**  
**)**  
**TIME AND FINALLY PASSED THIS )**  
**)**  
**DAY OF 2024 )**  
**)**

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

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

**Schedule "A" to By-law 2024-XX  
Administration Clerk Services**

<b>Service/Document</b>		<b>Cost</b>	<b>Tax</b>
Commissioner of Oath & Affidavit		\$14.00	Taxable
Certified True Copies of By-Laws and other Municipal Documents (plus cost of By-law – see below)		\$15.00	Taxable
Photocopies (per page 8 1/2 x 11 & 8 1/2 x 14)		\$0.25	Taxable
Photocopies Non-profit Groups, no Paper		50% discount	Taxable
Lottery Licences		3% of total Price value	Exempt
Fax Transmission – Local & Long Distance		\$3.00	Taxable
E-mail Transmission – Local & Long Distance		\$3.00	Taxable
Copies of By-Laws up to 10 pages		\$15.00	Taxable
Copies of By-Laws up to 10 pages (mailed)		\$16.00	Taxable
Certified True Copies of Personal Documents		\$15.00	Taxable
MFIPA – Request for Information	Application Fee	\$5.00	
	Research fee – per 15 minutes	\$7.50	
	Copies per page	\$0.25	

**Schedule "B" to By-law 2024-XX**  
**Financial Services**

<b>Service/Document</b>	<b>Cost</b>	<b>Tax</b>
Tax Certificate (for each roll) (no verbal)	\$62.00	Exempt
Tax Certificate (for each roll) (no verbal) if required in less than 5 days	\$75.00	Exempt
Utility Certificate (for each account) (no verbal)	\$23.00	Exempt
Duplicate Tax Receipt	\$25.00	Exempt
Replication of Tax Bill	\$25.00	Exempt
Returned Cheque/Transaction (NSF)	\$35.00	Exempt
Arrears Notice (each roll)	\$5.00	Exempt
Tax/Utility Statement	\$17.00	Exempt
Adjustment of Payment Allocation	\$31.00	Taxable
Additions of fees to tax roll	\$29.00	Taxable
Note: all transactions mentioned above are on a per roll/transaction basis at the discretion of the processing clerk and/or Treasurer.		
Cost of Tax Sale Registration is Extensive and currently covered under 2012-27 (whichever is the most current by-laws.)		

**Schedule "C" to By-law 2024-XX**  
**Fire Department Services**

<b>Service/Document</b>	<b>Cost</b>	<b>Tax</b>
Fire Inspection - when requested by lawyer or insurance company (with respect to fire safety in buildings under Fire Code and Building Code	\$228.00	Exempt
Copy of all Types of Fire Reports	\$258.00	Taxable
Copy of Inspection Reports	\$165.00	Taxable
Incinerator Permit (12 calendar months)	\$100.00	Exempt
Burning Permits (yearly)	\$100.00	Exempt
Burning Permits (for 10 days)	\$25.00	Exempt
Special Burning Permit	\$250.00	Exempt
Inspection of Solid Fuel Burning Appliance (when requested by Insurance Company or Lawyer)	\$407.00	Exempt
Property Search of Fire Department Records	\$250.00	Taxable
Fire Works Permit	\$25.00	Taxable

**Schedule "D" to By-law 2024-XX**  
**Building & By-Law Department Services**

Service/Document	Cost	Tax
<b>BUILDING DEPT</b>		
Building Department - Property File Search	\$60.00	Taxable
<b>BYLAW DEPT</b>		
Temporary Noise Permit	\$75.00	Taxable
<b>Administrative Monetary Penalty System (AMPS)</b>		
Screening Non-Appearence Fee	\$50.00	Exempt
Hearing Non-Appearence Fee	\$100.00	Exempt
Late Payment Fee	\$15.00	Exempt
Any contravention of Municipal laws will be associated to the specific by-law it refers too.		

**Schedule "E" to By-law 2024-XX****Animal Control  
Services**

Service/Document		Cost	Tax
Dog Tags	Purchased before Feb 14	\$20.00	Exempt
	Purchased after Feb.15	\$30.00	Exempt
Dog Tags - Seniors	Purchased before Feb 15	\$10.00	Exempt
	Purchased after Feb 15	\$20.00	Exempt
Dog Tags - Replacement Tags		\$2.50	Exempt
Impound Fee		\$50.00	Exempt
And a Per Diem boarding fee		\$15.00	Exempt
Kennel Fees (keeping of more than 3 dogs)		\$50.00	Exempt
Note 1: Tags purchased after February 15th for dogs that are newly acquired within the last 7 days or owners that have just moved to the municipality pay the regular fee of \$20.00			
Note 2: The term for all dog tags is from January 1st to December 31st.			

**Schedule "F" to By-law 2020-06**  
**Transportation Services**

<b>Service/Document</b>	<b>Cost</b>	<b>Tax</b>
Driveway Permits - Included Two (2) Inspections	\$99.00	Taxable
Inspection of Driveway - to ensure complies with municipal by-laws and standards (when requested by insurance company or lawyer)	\$76.00	Taxable
911 Signs (includes location inspection, sign, numbering and posts)	\$119.00	Exempt
911 Sign Replacement	\$56.00	Taxable



**Schedule "G" to By-law 2020-  
06  
Environmental Services**

<b>Service/Document</b>	<b>Cost</b>	<b>Tax</b>
<b>Landfill</b>		
Tipping fee for disposal of construction materials		
-Pick-Up Load	\$25.00	Exempt
-UP to 5 ton tag-along Trailer	\$50.00	Exempt
-Five Ton Truck	\$100.00	Exempt
-Tandem Dump Truck	\$125.00	Exempt
-Tri-Axle Dump Truck	\$150.00	Exempt
Average Price per yard	\$8.00	Exempt
- Fridges/freezers not drained of Freon	\$60.00	Exempt
Open Landfill Site on a day its closed	\$200.00	Exempt
Annual Business Fee	\$200.00	Exempt
Annual Contractor Fee	\$200.00	Exempt
<b>Water &amp; Sewer</b>		
Inspect connection to municipal sewers	\$99.00	Exempt
Inspect connection to municipal water	\$99.00	Exempt
Shut Off/Turn On- water supply at lot line	\$350.00	Exempt
Travel Trailer Dumping Fee (Seasonal Fee)	\$100.00	Exempt
Travel Trailer Dumping Fee (Machine)	\$15.00	Exempt
Call out for Sewer backup that is on private property will incur all costs including but not limited to Vactor, Camera, and Staff wages		Exempt

**Schedule "H" to By-law 2020-06  
Cemeteries**

<b>Services/Documents</b>			<b>Cost</b>	<b>Tax</b>
Regular Lots – Single Plot	General Fund	\$200.00	\$490.00	Taxable
	Care & Maintenance Fund	\$290.00		
Interment Charges – Casket (during the week)	General Fund		\$442.50	Taxable
Interment Charges – Cremation (during the week)	General Fund		\$200.00	Taxable
Internment Charges – Casket (during the weekend)	General Fund		\$663.75	
Internment Charges – Cremation (during the weekend)	General Fund		\$300.00	Taxable
Disinterment - Casket	General Fund		\$1000.00	Taxable
Disinterment - Cremation	General Fund		\$511.39	Taxable
Transfer of Interment Rights (includes recording change of ownership and issuing new deed)	General Fund		\$100.32	Taxable
Monument Installation Charges – Installing a Flat Marker measuring over 172 square inches	Care & Maintenance Fund	\$50.00	\$100.00	Taxable
Monument Installation Charges – installing an upright monument measuring up to 4 feet in height or width	Care & Maintenance Fund	\$100.00	\$200.00	Taxable
Monument Installation Charges – Installing an upright monument measuring over 4 feet in height or width	Care & Maintenance Fund	\$200.00	\$400.00	Taxable
Care and Maintenance Fee: If pre-need lot or 1 <sup>st</sup> internment prior to 1955, care & Maintenance is collected at the current rate applicable to the grave/lot \$150.00 or \$250.00 O. Reg 30/11 s. 95(2)				

**Schedule “I” to By-Law 2024-XX  
Recreation Services**

<b>Service /Document</b>		<b>Cost</b>	<b>Tax</b>
<b>Warren Arena</b>			
Ice Rental – Per Hour Basis - Residents	Minor Groups	\$87.00	Taxable
	Adult Groups	\$109.00	
Ice Rental- Per Hour Basis – Non-Residents	Minor Groups	<b>\$100.00</b>	Taxable
	Adult Groups	<b>\$125.00</b>	
Ice Rental – Day Rental	Minor Groups	\$1077.00	Taxable
	Adult Groups	<b>\$1200.00</b>	
Shinny	Per Person	\$4.42	Taxable
Shinny/Public Skating Family Pass		<b>\$70.00</b>	Taxable
Arena Floor – Per Hour Basis (Concrete Surface) residents	Minor Groups	\$58.00	Taxable
	Adult Groups	\$77.00	
Arena Floor – Per Hour Basis (Concrete Surface) Non-residents	Minor Groups	<b>\$70.00</b>	Taxable
	Adult Groups	<b>\$90.00</b>	
Arena Floor per day basis (including one day set-up)		<b>\$700.00</b>	Taxable
Lion’s Club Senior Supper (1 day)		<b>\$50.00</b>	Taxable
Hall Rentals – Per Hour Basis (Meetings)	Minor Groups	\$36.00	Taxable
	Adult Groups	\$50.00	
Hall Rentals – Per Day Basis	Residents	<b>\$615.00</b>	Taxable
	Non-Residents	<b>\$700.00</b>	
Hall Rental – Overnight Stay		<b>\$150.00</b>	
Hall Rental – Warren & District Lions Club	Weekly Bingo	\$191.00	Taxable
Kitchen Rental without Hall Rental. Kitchen and kitchen equipment rentals (includes utensils, fridge, stove, small appliances, etc....) Residents only	Hourly Rates if Outside Operating Hours (above Base Rate)	<b>\$20.00</b>	Taxable
Entire Arena Building (includes arena ice surface; hall; kitchen duration: Friday Evening, Saturday, Sunday	Residents – Any Group	<b>\$3500.00</b>	Taxable
	Non-Residents	<b>\$3700.00</b>	Taxable
	MW Firefighters Association	\$1553.00	
	Minor Hockey	<b>\$2,233.00</b>	
	2 Day Rental	75% of above rates	

Entire Arena Building – Off Season (arena floor surface (no ice), hall, kitchen duration: Friday Evening, Saturday, Sunday)	Residents	<b>\$2550.00</b>	Taxable
	Non-Residents	<b>\$3100.00</b>	
	2 Day Rental	75% of above rates	
Skate Sharpening – Per Pair		\$4.42	Taxable
Curling Fees – Per 2 hour block		<b>\$150.00</b>	Taxable
Curling Fees – Set up		<b>\$200.00</b>	Taxable
Old Timers Dressing Room per Season (Oct – March)		\$572.00	Taxable
Advertising – 4’ x 8’ Signs	North or East Wall	<b>\$325.00</b>	Taxable
	South Wall	<b>\$250.00</b>	
Ice Surface Advertising 5’x12” (plus cost of vinyl logos		<b>\$160.00</b>	Taxable
Advertising Board – Lobby (per slot)		\$175.00	Taxable
Zamboni Advertising	Sides	\$375.00	Taxable
	Front	<b>\$190.00</b>	
Boardroom Use (2 Hour Limit)		<b>\$30.00</b>	Taxable
<b>Ballfield</b>			
Ball Field Rental (Per game – 1.5 hr limit (with or without lights		<b>\$20.00</b>	Taxable
Ball Field Rental – Schools booked in advance		Free	
Markstay-Warren Community Centre Facility – Entire Facility or portions thereof for municipality sanctioned organizations and for community-oriented events that directly impact our community		10% of Net Profit	Taxable
<b>Markstay-Warren Outdoor Rink (ODR)</b>			
Available for Rental when there is no ice on the surface during the period of April 1 to October 31	4 Hour Rental	<b>\$60.00</b>	Taxable
	Weekend Rate	<b>\$120.00</b>	

# **Council Member Pregnancy and/or Parental Leave Policy**

*Municipality of Markstay-Warren*

Date first introduced: July 15, 2024



## Table of Contents

1. Purpose.....	1
2. Definitions .....	1
3. Notice of Pregnancy and/or Parental Leave.....	1
4. Member's office not to become vacant.....	1
5. Accommodation.....	2
6. Loss of quorum.....	2
7. Temporary appointments.....	2
8. Expectation upon Expiry of Pregnancy and/or Parental Leave .....	3
9. Compliance .....	3
10. Review .....	3

## 1. Purpose

Section 270(1)(8) of the *Municipal Act, 2001*, SO 2001, c 25 requires Municipality of Markstay-Warren to adopt and maintain a policy with respect to pregnancy leaves and parental leaves of members of council.

## 2. Definitions

“Act” means the Municipal Act, 2001, SO 2001, c 25.

“Council” means the Municipality’s Council.

“Member” means a member of the Municipality’s Council.

“Municipality” means the Municipality of Markstay-Warren.

“Pregnancy and/or Parental Leave” means the absence of a Member as a result of the Member’s pregnancy, the birth of the Member’s child or the adoption of a child by the Member.

## 3. Notice of Pregnancy and/or Parental Leave

To the extent circumstances so permit, a Member shall provide written notice to the Municipality’s Clerk/CAO at least 8 weeks before the plan to begin Pregnancy and/or Parental Leave.

It is understood that a member may not be capable of submitting such notice within the 8 week period set out above or at any time before beginning Pregnancy and/or Parental Leave. A Member shall, nevertheless, act in good faith in providing written notice to the Municipality’s Clerk/CAO as far in advance of beginning Pregnancy and/or Parental leave as is reasonably possible.

## 4. Member’s office not to become vacant

If a Member is absent from the meetings of council because of Pregnancy and/or Parental Leave, the office of the member shall not become vacant if the member’s absence is:

- (a) for 20 consecutive weeks or less; or
- (b) authorized by council to exceed 20 consecutive weeks.

## 5. Accommodation

The Municipality shall accommodate a Member's Pregnancy and/or Parental Leave by doing all of the following:

1. Ensuring the Member continues to receive a copy of council packages and other relevant communications.
2. Ensuring the Member continues to receive all remuneration and benefits to which the Member is entitled.
3. Continuing to pay all the Member's Municipal benefit premiums.
4. Permitting the Member to have access to all equipment supplied to a regular member including but not limited to access to information technology equipment, account access and elected officials staff support;
5. Permitting the Member to attend meetings of Council and/or committees in person or by any other means permitted by the Act if the member chooses to do so.

## 6. Loss of quorum

In the unlikely event that quorum is lost because of one or more Members being on Pregnancy and/or Parental Leave, Council shall make an application to a Judge of the Ontario Superior Court of Justice for an order authorizing the remaining Members to form a quorum.

## 7. Temporary appointments

Council shall make temporary appointments to fill any vacancies to committees, boards, or other bodies that the Member is a member of as an appointee of Council or local board which result from the Member being on Pregnancy and/or Parental Leave.

Notwithstanding, at any point in time during a Member's Pregnancy and/or Parental Leave, the Member can provide written notice to the Municipality's Clerk/CAO of their intent to lift any of the Council approved, temporary appointments and resume their participation. The Member shall inform the Municipality's Clerk/CAO, with proper notice, of any changes regarding their return date.

## **8. Expectation upon Expiry of Pregnancy and/or Parental Leave**

It is expected that upon returning from Pregnancy and/or Parental Leave a Member will resume:

- (a) all appointments that have been temporarily filled by Council under this policy; and
- (b) attending the meetings of Council in person or by any other means permitted by the Act.

For clarity, if after returning from Pregnancy and/or Parental Leave the Member is absent from the meetings of Council for three successive months without being on Pregnancy and/or Parental Leave or being authorized to do so by a resolution of Council, the Member's office shall become vacant. In such circumstances Council shall at its next meeting declare the office to be vacant, except if the vacancy occurs because of the Member's death, in which case Council may make the declaration at either of its next two meetings. (See Act s.259(1)(c) and s. 262(1)).

## **9. Compliance**

In the event of policy violation, the Municipality's Integrity Commissioner may investigate and determine appropriate corrective action.

## **10. Review**

This policy shall be reviewed each term of Council or as required to legislative changes.

Attn: Members of Council

RE: Road Issues – Requests for changes to roads.

**Summary:**

**Chamberlain Road**

- The Resident at the end of Chamberlain Road

**Molloy Road**

- Residents would like to assume the road as a private road and erect a gate near Rabbit Trail Road. The road is currently a seasonal road.

**Lacoste Road**

## Chamberlain Road Request

A resident in a landlocked property at the end of Chamberlain is looking for an extension of the road to access his property. He is seeking construction of the road and year round maintenance of approximately 1.2km of additional road.

The following is a summary of the request.

Extend the road 1.2km

Add a turn around

-Ratepayer is willing to pay for materials

-Ratepayer is requesting we provide the labour and design

-Estimated Project Cost

- 1 week labour 3 employees, 1 piece of heavy equipment avg. 1 truck

- \$6500 Estimated Cost to the municipality

-Estimated Annual Maintenance Cost: \$2000/km

Revenues from the project – conversion from vacant land to residential land.

Based on a final property value of \$350,000, the increase in annual levies are approximately \$4300.

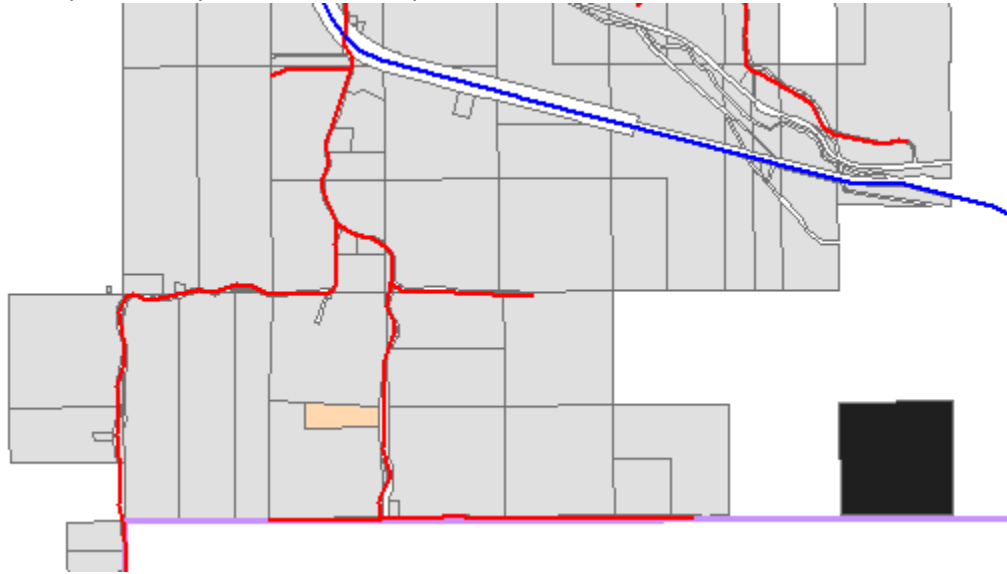
Conditions Markstay-Warren will impose:

-Property must have a building within 2 years to receive maintenance. Winter maintenance will not start until a house is built.

-Owner will supply materials (A and B gravel)



Other Concerns – Will need to coordinate with MNR as a section of the road will cross over crown land. JP may have the permission already.



**Recommendation:**

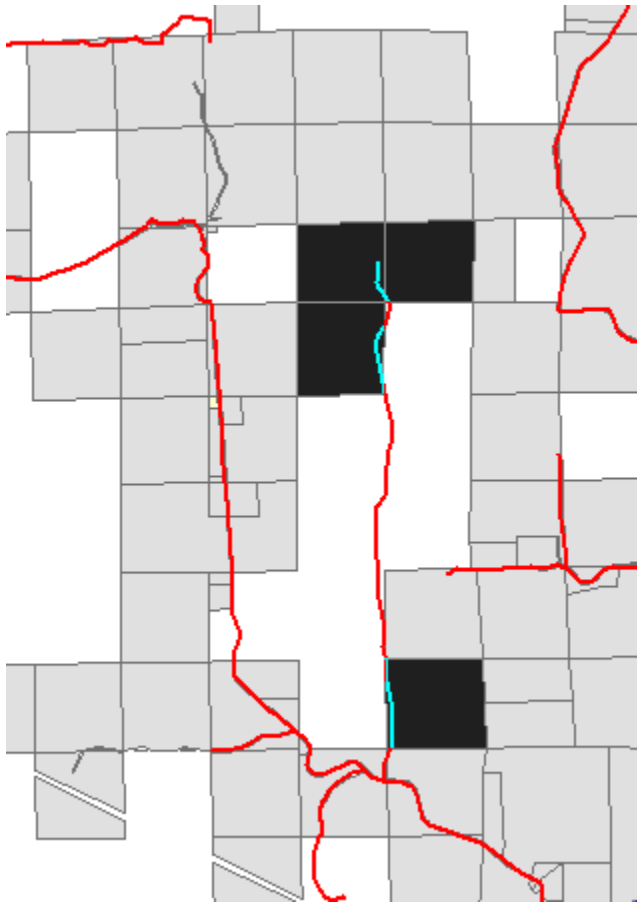
The payback period of 2 years is above the targeted 6 years typically used to evaluate roads projects. This would be an investment with a fairly rapid return. This project is viable.

## **Molloy Road Request**

Several residents on Molloy Road have come to me with the proposal that they would like to take over the maintenance of the road and privatize the road. The initial request was from a rate payer located at the end of Molloy Road who wanted to have Molloy road upgraded from seasonal to regularly maintained road. The road has been classified as a seasonal road and has seen very little maintenance in the past several years (This was confirmed by my staff)

The current step for this request is to gain direction from council regarding the privatization of this road. If council is in favour of privatizing the road, I will begin procedures, which require agreement from all property owners along the road as well as a number of public meetings. After this point we will need to close it before a judge in a court of law.





**Recommendation:**

This road has essentially has been unmaintained for a number of years and the residents are eager to make an investment into it. Privatizing this road reduces the liability to the town and may increase the standard for these residents as well as increasing access to the residents who are currently land locked. This move was also initiated from a desire to build in the area which could increase tax revenue from higher valued properties. At this point this looks like a win win scenario for the town.

A recommendation to proceed with privatizing the road will require a process of notification of all residents to gain their consent.

## Lacoste Road Request

A resident on a land locked property north of Lacoste Road has requested that we extend the road 200m to the end of 428 Lacoste Road. They are seeking an access across crown land from the MNR, but will require the road extended to provide an area to tie in. The road easement indicates that it does extend to the end of Lacoste Road.

There is an old trail which wraps around to the property shown on the map. This is not owned, assumed or maintained and is not a passable trail.

-Estimated Project Cost



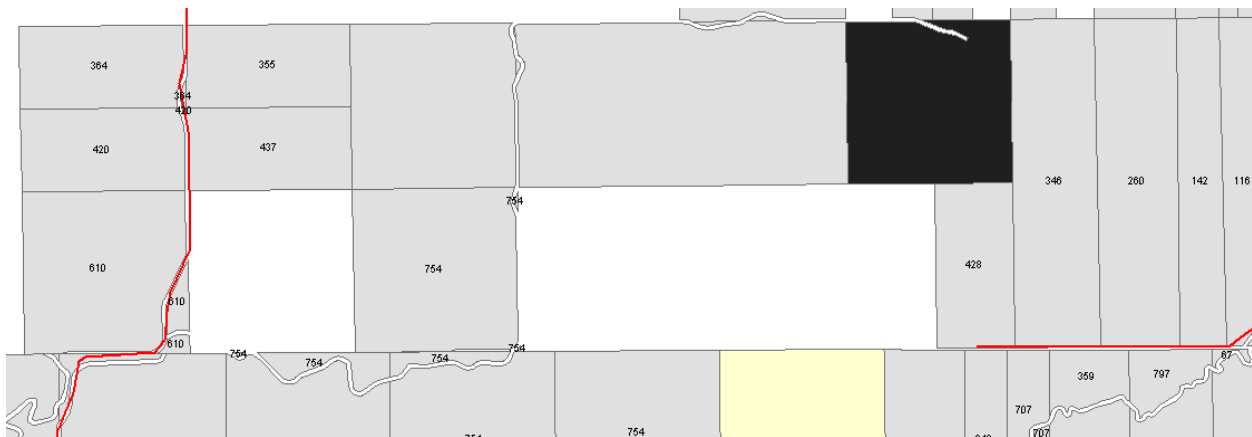
- 3 Days labour 3 employees, 1 piece of heavy equipment avg. 1 truck
- \$4000 Estimated Cost to the municipality
- Estimated Annual Maintenance Cost: \$400

Revenues from the project – potential increase in property value. \$1200 for every \$100,000 value increase of the property.

Conditions Markstay-Warren will impose:

The resident must obtain permits to cross crown land with a private road.

The resident will construct the portion of the road which passes through crown land.



**Recommendation:**

It is difficult to evaluate the break even time on this project. While the work and materials are a minimal extension, the access for the property will likely keep the property values low. I am expecting a long break even time for the project. Approximately 10 years and provides access to a single property. It is recommended not to proceed with a full road.

It is recommended to counter offering to cut an access to the crown land trail (i.e. unmaintained dirt road) to provide access to the property. This would have a minimal maintenance cost and reduce the input cost to roughly 1/3 of the cost proposed above.

Ronny Theiss P.Eng.  
Manager of Public Works  
Municipality of Markstay-Warren  
Phone: 705-853-4536 ext. 208  
Email: [rtheiss@markstay-warren.ca](mailto:rtheiss@markstay-warren.ca)



<b>TO:</b>	<b>Council</b>
<b>FOR:</b>	<b>Decision</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>DATE:</b>	<b>July 10, 2024</b>

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**SUBJECT :** August Regular Meeting of Council

#### **BACKGROUND**

The next scheduled Regular Meeting of Council is Monday, August 19<sup>th</sup>, 2024.

The CAO/Clerk will be attending the AMO Conference in Ottawa from August 18<sup>th</sup> to 21<sup>st</sup>.

Currently, there are no pressing issues to be dealt with at the August 19<sup>th</sup> meeting. If anything does arise, a Special Meeting of Council can be called either earlier or later than August 19<sup>th</sup>.

#### **RECOMMENDATION**

THAT Council directs staff to remove the August Regular Meeting of Council from the meeting calendar.

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

## **BY-LAW 2024-25**

BEING A BY-LAW TO PRESCRIBE PARKLAND DEDICATION AND/OR CASH-IN-LIEU OF PARKLAND DEDICATION WITHIN THE MUNICIPALITY OF MARKSTAY-WARREN

**WHEREAS** Sections 42(1), 42(6), 51.1(1) and 53(13) of the Planning Act, R.S.O. 1990, c.P.13, as amended, authorizes the enactment of by-laws respecting the conveyance to the Municipality of land for park or other public recreational purposes as a condition of development or redevelopment of land, approval of a draft plan of subdivision or condominium, or approval of a consent to sever land, within the Municipality;

**AND WHEREAS** the Official Plan for the Sudbury East Planning Area contains specific policies with respect to the provision of lands for park or other public recreation purposes and this by-law is intended to be in conformity with such policies;

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

### **1. DEFINITIONS:**

- 1.1. "Consent" means a consent approval by the Sudbury East Planning Board for the creation of a new lot.
- 1.2. "Municipality" means The Corporation of the Municipality of Markstay-Warren;
- 1.3. "Plan of Subdivision" means a subdivision approval by the Council of the Municipality of Markstay-Warren.

### **2. APPLICABILITY**

- 2.1 This By-law applies to all lands within the boundaries of the Municipality.

### **3. PLANS OF SUBDIVISION**

- 3.1. During the review process of a draft Plan of Subdivision, the plan will be circulated to Municipal Staff for review and comment as to the suitability and desirability of parkland in the vicinity of the area to be subdivided subject to the regulations under the Planning Act and subject to the criteria included in the Official Plan. Following said review, municipal staff recommendations will be made to Planning Board staff, for their consideration. Staff recommendations may propose the acquisition of new parkland, the acceptance of cash-in-lieu of parkland dedication, or an appropriate combination thereof.
- 3.2. Circumstances under which municipal staff has deemed advisable to accept cash-in-lieu of a conveyance, the owner is required to convey to the Municipality a payment of money in lieu of a conveyance for park purposes, the payment of One thousand and five hundred dollars (\$1,500) per new lot created.

**4. CONSENTS**

- 4.1. As a condition to the giving of a consent for creating a new lot for residential purposes, commercial and/or industrial purposes, the owner is required to convey to the Municipality a payment of money in lieu of a conveyance for park purposes, the payment of One thousand and five hundred dollars (\$1,500) per new lot created.

**5. EXEMPTIONS**

- 5.1. Notwithstanding any other provision of this by-law, this by-law shall not apply to the following circumstances:
- a) Where the severed and/or retained lot is being added to an existing lot and no new lot is being created or an encroachment is being rectified.
  - b) Where a Consent is required to re-establish parcels that inadvertently merged on title.

**5. ENACTMENT**

- 5.1 That all By-laws and parts of By-laws inconsistent with this By-law are hereby repealed.
- 5.2 This by-law shall come into force and effect on the final date of passing.

Read a first, second and third  
time and finally passed this  
15th day of July 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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

**BY-LAW 2024-26**

**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS  
REGULAR MEETING OF COUNCIL HELD JULY 15<sup>TH</sup>, 2024,**

**WHEREAS** Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that the powers of a municipality shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers, and privileges under Section 9 shall be exercised by By-Law unless the Municipality is specifically authorized to do otherwise;

**AND WHEREAS** Council deems it expedient that proceedings of the Council of the Corporation of the Municipality of Markstay-Warren as herein set forth be confirmed and adopted by By-Law;

**NOW THEREFORE**, the Council for the Corporation of the Municipality of Markstay-Warren hereby enacts as follows:

1. THAT each motion, resolution, and other action passed and taken by the Council at its Regular Meeting of Council are, except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified, and confirmed.
2. THAT the Mayor and proper officials of the Corporation of the Municipality of Markstay-Warren are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk are hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.
3. THAT this By-Law shall come into force and take effect on the day it is passed.

**Read a first, second and third  
time and finally passed this  
15<sup>th</sup> day of July 2024.**

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**Mayor**

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**Clerk**





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

**BY-LAW 2024-27**

**Being a by-law to establish  
service charges and fees.**

**WHEREAS** Section 390 of the Municipal Act, S.O. 2001, Chapter 25, as amended, provides that municipalities may pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

**AND WHEREAS** the Council of the Corporation of the Municipality of Markstay-Warren concurred to establish charges and fees for various services and goods provided by the municipality.

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

1. THAT Schedule A to I as attached be accepted
2. That this by-law shall come into force and take effect as of August 1, 2024
3. That this By-law repeals By-law 2020-06 and all other "Service Charges and fees by-law".

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS  
15th DAY OF JULY 2024**

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

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

**Schedule "A" to By-law 2024-27**  
**Administration Clerk Services**

<b>Service/Document</b>		<b>Cost</b>	<b>Tax</b>
Commissioner of Oath & Affidavit		\$14.00	Taxable
Certified True Copies of By-Laws and other Municipal Documents (plus cost of By-law – see below)		\$15.00	Taxable
Photocopies (per page 8 1/2 x 11 & 8 1/2 x 14)		\$0.25	Taxable
Photocopies Non-profit Groups, no Paper		50% discount	Taxable
Lottery Licences		3% of total Price value	Exempt
Fax Transmission – Local & Long Distance		\$3.00	Taxable
E-mail Transmission – Local & Long Distance		\$3.00	Taxable
Copies of By-Laws up to 10 pages		\$15.00	Taxable
Copies of By-Laws up to 10 pages (mailed)		\$16.00	Taxable
Certified True Copies of Personal Documents		\$15.00	Taxable
MFIPA – Request for Information	Application Fee	\$5.00	
	Research fee – per 15 minutes	\$7.50	
	Copies per page	\$0.25	

**Schedule "B" to By-law 2024-27**  
**Financial Services**

<b>Service/Document</b>	<b>Cost</b>	<b>Tax</b>
Tax Certificate (for each roll) (no verbal)	\$62.00	Exempt
Tax Certificate (for each roll) (no verbal) if required in less than 5 days	\$75.00	Exempt
Utility Certificate (for each account) (no verbal)	\$23.00	Exempt
Duplicate Tax Receipt	\$25.00	Exempt
Replication of Tax Bill	\$25.00	Exempt
Returned Cheque/Transaction (NSF)	\$35.00	Exempt
Arrears Notice (each roll)	\$5.00	Exempt
Tax/Utility Statement	\$17.00	Exempt
Adjustment of Payment Allocation	\$31.00	Taxable
Additions of fees to tax roll	\$29.00	Taxable
Note: all transactions mentioned above are on a per roll/transaction basis at the discretion of the processing clerk and/or Treasurer.		
Cost of Tax Sale Registration is Extensive and currently covered under 2012-27 (whichever is the most current by-laws.)		

**Schedule "C" to By-law 2024-27**  
**Fire Department Services**

<b>Service/Document</b>	<b>Cost</b>	<b>Tax</b>
Fire Inspection - when requested by lawyer or insurance company (with respect to fire safety in buildings under Fire Code and Building Code	\$228.00	Exempt
Copy of all Types of Fire Reports	\$258.00	Taxable
Copy of Inspection Reports	\$165.00	Taxable
Incinerator Permit (12 calendar months)	\$100.00	Exempt
Burning Permits (yearly)	\$100.00	Exempt
Burning Permits (for 10 days)	\$25.00	Exempt
Special Burning Permit	\$250.00	Exempt
Inspection of Solid Fuel Burning Appliance (when requested by Insurance Company or Lawyer)	\$407.00	Exempt
Property Search of Fire Department Records	\$250.00	Taxable
Fire Works Permit	\$25.00	Taxable

**Schedule "D" to By-law 2024-27**  
**Building & By-Law Department Services**

Service/Document	Cost	Tax
<b>BUILDING DEPT</b>		
Building Department - Property File Search	\$60.00	Taxable
<b>BYLAW DEPT</b>		
Temporary Noise Permit	\$75.00	Taxable
<b>Administrative Monetary Penalty System (AMPS)</b>		
Screening Non-Appearance Fee	\$50.00	Exempt
Hearing Non-Appearance Fee	\$100.00	Exempt
Late Payment Fee	\$15.00	Exempt
Any contravention of Municipal laws will be associated to the specific by-law it refers too.		

**Schedule "E" to By-law 2024-27****Animal Control  
Services**

Service/Document		Cost	Tax
Dog Tags	Purchased before Feb 14	\$20.00	Exempt
	Purchased after Feb.15	\$30.00	Exempt
Dog Tags - Seniors	Purchased before Feb 15	\$10.00	Exempt
	Purchased after Feb 15	\$20.00	Exempt
Dog Tags - Replacement Tags		\$2.50	Exempt
Impound Fee		\$50.00	Exempt
And a Per Diem boarding fee		\$15.00	Exempt
Kennel Fees (keeping of more than 3 dogs)		\$50.00	Exempt
Note 1: Tags purchased after February 15th for dogs that are newly acquired within the last 7 days or owners that have just moved to the municipality pay the regular fee of \$20.00			
Note 2: The term for all dog tags is from January 1st to December 31st.			

**Schedule "F" to By-law 2024-27**  
**Transportation Services**

<b>Service/Document</b>	<b>Cost</b>	<b>Tax</b>
Driveway Permits - Included Two (2) Inspections	\$99.00	Taxable
Inspection of Driveway - to ensure complies with municipal by-laws and standards (when requested by insurance company or lawyer)	\$76.00	Taxable
911 Signs (includes location inspection, sign, numbering and posts)	\$119.00	Exempt
911 Sign Replacement	\$56.00	Taxable



## Schedule "G" to By-law 2024-27

### Environmental Services

Service/Document	Cost	Tax
<b>Landfill</b>		
Tipping fee for disposal of construction materials		
-Pick-Up Load	\$25.00	Exempt
-UP to 5 ton tag-along Trailer	\$50.00	Exempt
-Five Ton Truck	\$100.00	Exempt
-Tandem Dump Truck	\$125.00	Exempt
-Tri-Axle Dump Truck	\$150.00	Exempt
Average Price per yard	\$8.00	Exempt
- Fridges/freezers not drained of Freon	\$60.00	Exempt
Open Landfill Site on a day its closed	\$200.00	Exempt
Annual Business Fee	\$200.00	Exempt
Annual Contractor Fee	\$200.00	Exempt
<b>Water &amp; Sewer</b>		
Inspect connection to municipal sewers	\$99.00	Exempt
Inspect connection to municipal water	\$99.00	Exempt
Shut Off/Turn On- water supply at lot line	\$350.00	Exempt
Travel Trailer Dumping Fee (Seasonal Fee)	\$100.00	Exempt
Travel Trailer Dumping Fee (Machine)	\$15.00	Exempt
Call out for Sewer backup that is on private property will incur all costs including but not limited to Vactor, Camera, and Staff wages		Exempt

**Schedule "H" to By-law 2024-27  
Cemeteries**

<b>Services/Documents</b>			<b>Cost</b>	<b>Tax</b>
Regular Lots – Single Plot	General Fund	\$200.00	\$490.00	Taxable
	Care & Maintenance Fund	\$290.00		
Interment Charges – Casket (during the week)	General Fund		\$442.50	Taxable
Interment Charges – Cremation (during the week)	General Fund		\$200.00	Taxable
Internment Charges – Casket (during the weekend)	General Fund		\$663.75	
Internment Charges – Cremation (during the weekend)	General Fund		\$300.00	Taxable
Disinterment - Casket	General Fund		\$1000.00	Taxable
Disinterment - Cremation	General Fund		\$511.39	Taxable
Transfer of Interment Rights (includes recording change of ownership and issuing new deed)	General Fund		\$100.32	Taxable
Monument Installation Charges – Installing a Flat Marker measuring over 172 square inches	Care & Maintenance Fund	\$50.00	\$100.00	Taxable
Monument Installation Charges – installing an upright monument measuring up to 4 feet in height or width	Care & Maintenance Fund	\$100.00	\$200.00	Taxable
Monument Installation Charges – Installing an upright monument measuring over 4 feet in height or width	Care & Maintenance Fund	\$200.00	\$400.00	Taxable
Care and Maintenance Fee: If pre-need lot or 1 <sup>st</sup> internment prior to 1955, care & Maintenance is collected at the current rate applicable to the grave/lot \$150.00 or \$250.00 O. Reg 30/11 s. 95(2)				

**Schedule “I” to By-Law 2024-27  
Recreation Services**

<b>Service /Document</b>		<b>Cost</b>	<b>Tax</b>
<b>Warren Arena</b>			
Ice Rental – Per Hour Basis - Residents	Minor Groups	\$87.00	Taxable
	Adult Groups	\$109.00	
Ice Rental- Per Hour Basis – Non-Residents	Minor Groups	<b>\$100.00</b>	Taxable
	Adult Groups	<b>\$125.00</b>	
Ice Rental – Day Rental	Minor Groups	\$1077.00	Taxable
	Adult Groups	<b>\$1200.00</b>	
Shinny	Per Person	\$4.42	Taxable
Shinny/Public Skating Family Pass		<b>\$70.00</b>	Taxable
Arena Floor – Per Hour Basis (Concrete Surface) residents	Minor Groups	\$58.00	Taxable
	Adult Groups	\$77.00	
Arena Floor – Per Hour Basis (Concrete Surface) Non-residents	Minor Groups	<b>\$70.00</b>	Taxable
	Adult Groups	<b>\$90.00</b>	
Arena Floor per day basis (including one day set-up)		<b>\$700.00</b>	Taxable
Lion’s Club Senior Supper (1 day)		<b>\$50.00</b>	Taxable
Hall Rentals – Per Hour Basis (Meetings)	Minor Groups	\$36.00	Taxable
	Adult Groups	\$50.00	
Hall Rentals – Per Day Basis	Residents	<b>\$615.00</b>	Taxable
	Non-Residents	<b>\$700.00</b>	
Hall Rental – Overnight Stay		<b>\$150.00</b>	
Hall Rental – Warren & District Lions Club	Weekly Bingo	\$191.00	Taxable
Kitchen Rental without Hall Rental. Kitchen and kitchen equipment rentals (includes utensils, fridge, stove, small appliances, etc....) Residents only	Hourly Rates if Outside Operating Hours (above Base Rate)	<b>\$20.00</b>	Taxable
Entire Arena Building (includes arena ice surface; hall; kitchen duration: Friday Evening, Saturday, Sunday	Residents – Any Group	<b>\$3500.00</b>	Taxable
	Non-Residents	<b>\$3700.00</b>	Taxable
	MW Firefighters Association	\$1553.00	
	Minor Hockey	<b>\$2,233.00</b>	
	2 Day Rental	75% of above rates	

Entire Arena Building – Off Season (arena floor surface (no ice), hall, kitchen duration: Friday Evening, Saturday, Sunday)	Residents	<b>\$2550.00</b>	Taxable
	Non-Residents	<b>\$3100.00</b>	
	2 Day Rental	75% of above rates	
Skate Sharpening – Per Pair		\$4.42	Taxable
Curling Fees – Per 2 hour block		<b>\$150.00</b>	Taxable
Curling Fees – Set up		<b>\$200.00</b>	Taxable
Old Timers Dressing Room per Season (Oct – March)		\$572.00	Taxable
Advertising – 4’ x 8’ Signs	North or East Wall	<b>\$325.00</b>	Taxable
	South Wall	<b>\$250.00</b>	
Ice Surface Advertising 5’x12” (plus cost of vinyl logos		<b>\$160.00</b>	Taxable
Advertising Board – Lobby (per slot)		\$175.00	Taxable
Zamboni Advertising	Sides	\$375.00	Taxable
	Front	<b>\$190.00</b>	
Boardroom Use (2 Hour Limit)		<b>\$30.00</b>	Taxable
<b>Ballfield</b>			
Ball Field Rental (Per game – 1.5 hr limit (with or without lights		<b>\$20.00</b>	Taxable
Ball Field Rental – Schools booked in advance		Free	
Markstay-Warren Community Centre Facility – Entire Facility or portions thereof for municipality sanctioned organizations and for community-oriented events that directly impact our community		10% of Net Profit	Taxable
<b>Markstay-Warren Outdoor Rink (ODR)</b>			
Available for Rental when there is no ice on the surface during the period of April 1 to October 31	4 Hour Rental	<b>\$60.00</b>	Taxable
	Weekend Rate	<b>\$120.00</b>	

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

**BY-LAW NO. 2024-28**

**BEING A BY-LAW TO AMEND BY-LAW 2024-16,  
A BY-LAW TO IMPLEMENT AN ADMINISTRATIVE MONETARY  
PENALTY SYSTEM IN THE MUNICIPALITY OF MARKSTAY-  
WARREN**

**WHEREAS** the Council for the Municipality adopted a by-law to provide for a system of administrative penalties and administrative fees for the designated Municipal By-laws, or portions of the designated Municipal By-laws;

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

- 1) That the following Schedule that forms part of the By-law 2024-16 be amended:
  - Schedule “A” - Designated By-laws, Short Form Wording and Administrative Penalties
- 2) That the following Schedules shall be included in Schedule “A” and will form part of the By-law 2024-16:
  - Appendix 3 – Animal Control By-law 2013-58
  - Appendix 4 – Noise By-law 2019-21
- 3) That this By-law comes into force and takes effect upon the date of its final passing.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF JULY, 2024.***

\_\_\_\_\_  
*Steven Olsen, Mayor*

\_\_\_\_\_  
*Kim T. Morris, Clerk*

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

**BY-LAW 2024-16**

**BEING A BY-LAW TO IMPLEMENT AN ADMINISTRATIVE MONETARY PENALTY SYSTEM IN  
THE MUNICIPALITY OF MARKSTAY-WARREN**

**WHEREAS** the Municipality of Markstay-Warren is authorized under section 434.1 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, to establish a system of administrative penalties for contraventions of municipal By-laws;

**AND WHEREAS** section 102.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an Administrative Monetary Penalty if the municipality is satisfied that the person has failed to comply with any By-laws respecting the parking, standing or stopping of vehicles;

**AND WHEREAS** section 391 of the Municipal Act, 2001 enables the Municipality to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** section 434.2 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the municipality on a person constitutes a debt of the person to the municipality;

**AND WHEREAS** sections 23.2, 23.3 and 23.5 of the Municipal Act, 2001 authorizes the Municipality to delegate its administrative and hearing powers; and,

**AND WHEREAS** the Council for the Municipality considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Municipal By-laws, or portions of the designated Municipal By-laws;

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

**1. DEFINITIONS:**

In this By-law:

- 1.1. **“Administrative Fee”** means any fee specified in this By-law as prescribed in the Municipality’s Fees and Charges By-law;
- 1.2. **“Administrative Penalty”** means an administrative penalty established by this By-law or set out in the attached Schedule(s) for a contravention of a Designated By-law;
- 1.3. **“AMPS”** means Administrative Monetary Penalty System;
- 1.4. **“Clerk”** means the Municipal Clerk, their delegate, or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;
- 1.5. **“Council”** means the Council of the Municipality of Markstay-Warren;
- 1.6. **“Day”** means any calendar day;
- 1.7. **“Designated By-law”** means a By-law, or a part or provision of a By-law, that is designated under this or any other By-law, and is listed in the attached Schedule ‘A’ to which the AMPS applies;

- 1.8. **“Hearing Non-Appeal Fee”** means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearing Officer as prescribed in the Municipality’s Fees and Charges By-law;
- 1.9. **“Hearing Decision”** means a notice that contains a decision made by a Hearing Officer;
- 1.10. **“Hearing Officer”** means a person appointed by Council to perform the duties of a Hearing Officer for the purposes of this By-law;
- 1.11. **“Holiday”** means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the Municipality are officially closed for business;
- 1.12. **“Late Payment Fee”** means an Administrative Fee established by the Municipality from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law as prescribed in the Municipality’s Fees and Charges By-law;
- 1.13. **“Municipality”** means the Corporation of the Municipality of Markstay-Warren;
- 1.14. **“NSF Fee”** means an Administrative Fee established by the Municipality from time to time in respect of payment by negotiable instrument received by the Municipality from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as prescribed in the Municipality’s Fees and Related Charges By-law;
- 1.15. **“Officer”** means a Municipal By-law Enforcement Officer, Police Officer, Fire Chief or designate appointed by the municipality to administer and enforce this By-law;
- 1.16. **“Penalty Notice”** means a notice given to a Person pursuant to section 3 of this By-law;
- 1.17. **“Penalty Notice Date”** means the date of the contravention specified on the Penalty Notice, in accordance with section 3.3 of this By-law;
- 1.18. **“Penalty Notice Number”** means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 3.3 of this By-law;
- 1.19. **“Person”** includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof;
- 1.20. **“Power of Decision”** means a power or right, conferred by or under this By-law and the Administrative Penalty By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any Person:
- (a) in the case of a Screening Officer, in respect of a request to review an Administrative Penalty; and
  - (b) in the case of a Hearings Officer, in respect of an appeal of a Screening Decision.
- 1.21. **“Regulation”** means Ontario Regulation 333/07 under the Municipal Act;
- 1.22. **“Request for Review by Hearing Officer”** means the request which may be made in accordance with section 5 of this By-law for the review of a Screening Decision;
- 1.23. **“Request for Review by Screening Officer”** means the request made in accordance with section 4 of this By-law for the review of a Penalty Notice;

- 1.24. **“Review by Hearing Officer”** and **“Hearing”** means the process set out in section 5 of this By-law;
- 1.25. **“Review by Screening Officer”** and **“Screening Review”** means the process set out in section 4 of this By-law;
- 1.26. **“Screening Decision”** means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 4.7 of this By-law;
- 1.27. **“Screening Non-appearance Fee”** means an Administrative Fee as prescribed in the Municipality’s Fees and Charges By-law in respect of a Person’s failure to appear at the time and place scheduled for a review before a Screening Officer;
- 1.28. **“Screening Officer”** means a person appointed by Council to perform the duties of a Screening Officer for the purposes of this By-law;
- 1.29. **“Vehicle”** includes a motor vehicle, automobile, bicycle, motorcycle, boat, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle propelled or driven by any kind of power including muscular power and such additional definitions as set out in the *Highway Traffic Act as amended*.

## **2. APPLICABILITY AND SCOPE**

- 2.1. This By-law applies to, and only to, Designated By-laws included in Schedule ‘A’.
- 2.2. Each Designated By-law permitting the issuance of Administrative Monetary Penalties shall set out short form wordings and the corresponding Administrative Monetary Penalty amounts to be applied for any contravention of such respective Designated By-law.

## **3. PENALTY NOTICES**

- 3.1. Every Person in contravention of a Designated By-law shall upon issuance of a Penalty Notice be liable to pay the Municipality an Administrative Penalty in the amount specified in the attached Schedule ‘A’ to this By-law.
- 3.2. An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.
- 3.3. A Penalty Notice shall include the following information:
  - (a) the Penalty Notice Date;
  - (b) a Penalty Notice Number;
  - (c) the date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;
  - (d) the identification number and signature of the Officer;
  - (e) the name of the person penalized;
  - (f) the contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
  - (g) the amount of the Administrative Penalty;
  - (h) the vehicle license plate number or vehicle identification number, if applicable;
  - (i) the option(s) available to dispute the Penalty Notice with a Screening Officer and Hearing Officer;
  - (i) such additional information as the Clerk determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty;



- (j) a statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process; and
  - (k) method of service of the Penalty.
- 3.4. In addition to the service methods provided in section 6 “Service of Documents” of this By-law, an Officer may serve the Penalty Notice on a Person by delivering it personally to the Person contravening the By-law at the time of the offence.
- 3.5. No Officer may accept payment of an Administrative Penalty or Administrative Fee.
- 3.6. A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Municipality any applicable Administrative Fee(s).

#### **4. REVIEW BY SCREENING OFFICER**

- 4.1. A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 3.3. c), and in accordance with the process set out in Section 4.4.
- 4.2. If a Person has not requested a Review by a Screening Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request an extension of time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 4.4.
- 4.3. A Person’s right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:
- (a) the Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review; and,
  - (b) the Administrative Penalty shall be deemed to be confirmed on the sixteenth (16th) day following the Penalty Notice Date; and,
  - (c) the Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 4.4. A Person’s Request for a Review by a Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be exercised by a submission to the Municipality by email, mail, fax transmission or in person, using the Request for a Review Form, attached hereto as Schedule “B”, and in accordance with the directions set out in the Penalty Notice.
- (a) Requests for a Review by a Screening Officer that are not in the prescribed format shall be deemed to be invalid.
- 4.5. A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the Clerk, if the Person makes the request on or before the dates established by Sections 4.1 or 4.2 of this Bylaw.
- 4.6. On a request for an extension of time to request a Screening Review, the request may only be granted where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.

- 4.7. Where an extension of time to request a Screening Review is not granted by the Clerk, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed. Notice of this decision will be provided in accordance with Section 6.
- 4.8. Where an extension of time to request a Screening Review is granted by the Clerk, or when a review by a Screening Officer has been requested in accordance with this Section, confirmation of said extension or receipt of said request shall be provided in accordance with Section 6.
- 4.9. Where the Person requests to meet in-person with the Screening Officer in accordance with this By-law, the Person shall be provided no fewer than seven (7) calendar days' notice of the date, time and place of the Screening Officer Review.
- 4.10. The Review by a Screening Officer shall proceed by way of written screening. At the Screening Officer's discretion, an in-person, telephone or virtual appointment with the Person requesting a review may be required before making a decision.
- 4.11. Where the Person requests to meet in-person with the Screening Officer in accordance with this By-law and the Person fails to appear at the time and place scheduled for a Screening Review, or fails to remain at such place until the Screening Officer has made a Screening Decision respecting the Administrative Penalty, or where the Person fails to provide requested documentation in accordance with a request by a Screening Officer, then:
- (a) the Person shall be deemed to have abandoned the request for the review;
  - (b) the Administrative Penalty shall be deemed to be final;
  - (c) the Administrative Penalty shall not be subject to any further review by a Hearing Officer or review by any Court; and
  - (d) the Person shall pay to the Municipality a Screening Non-Appearance Fee and any other applicable Administrative Fee(s).
- 4.12. On a Review of an Administrative Penalty, the Screening Officer may:
- (a) affirm the Administrative Penalty; or
  - (b) cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
    - (i) where the Person establishes on the balance of probabilities that they did not contravene the Designated By-law(s) as described in the Penalty Notice; or
    - (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.
- 4.13. After a Review by a Screening Officer, the Screening Officer shall deliver a Screening Decision to the Person, in accordance with Section 6 of this By-law.
- 4.14. A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

## **5. REVIEW BY HEARING OFFICER**

- 5.1. A Person may Request a Review by Hearing Officer during the Screening Review.
- 5.2. If a Person has not made a Request for Review by Hearing Officer at the time of the Screening Review, the Person may make a Request for Review by Hearing Officer before the due and payable date for the Administrative Penalty listed on the Screening Decision.

- 5.3. The Person's right to Request for Review by Hearing Officer expires if it has not been exercised on or before the due and payable date for the Administrative Penalty listed on the Screening Decision, at which time:
- (a) the Person shall be deemed to have waived the right to Request for Review by Hearing Officer;
  - (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s), if applicable, as modified in the Screening Decision, shall be deemed to be confirmed; and
  - (c) the Screening Decision and Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 5.4. A Person's Request for a Review by Hearing Officer shall be exercised by a submission to the Municipality by email, mail, fax transmission or in person, using the Request for a Review Form, attached hereto as Schedule "B", and in accordance with the directions set out in the Penalty Notice.
- (a) Requests for a Review by a Hearing Officer that are not in the prescribed format shall be deemed to be invalid.
- 5.5. A Request for Review by Hearing Officer shall only be scheduled by the Clerk if the Person makes the request within the time limits set out in sections 5.1 or 5.2 of this By-law.
- 5.6. Where a Person fails to appear at the time and place scheduled for a Hearing:
- (a) the Person shall be deemed to have abandoned the Hearing for review of a Screening Decision;
  - (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
  - (c) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
  - (d) the Person shall pay to the Municipality a Hearing Non-appearance Fee, Late Payment Fee and any other applicable Administrative Fee(s).
- 5.7. On a review of a Screening Decision, the Hearing Officer may:
- (a) confirm the Screening Decision; or
  - (b) cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
    - (i) where the Person establishes on a balance of probabilities that they did not contravene the Designated By-law(s) as described in the Penalty Notice; or
    - (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.
- 5.8. A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and a representative of the Municipality an opportunity to be heard at the time and place scheduled for the Hearing.
- 5.9. All Hearings by a Hearing Officer shall be conducted in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22, as amended.
- 5.10. The Parties to a Review by a Hearing Officer shall be the Person seeking review and the Municipality, who may attend through the Clerk, a Screening Officer, an Officer, the Municipal Solicitor, or a delegate of any of the above persons.
- 5.11. A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

5.12. After a Hearing is complete, the Hearing Officer shall deliver to the Person a Hearing Decision, in accordance with Section 6 of this By-law.

5.13. The decision of a Hearing Officer is final.

## **6. SERVICE OF DOCUMENTS**

- 6.1. The service of any document, notice or decision, including a Penalty Notice, pursuant to this By-law, when served in any of the following ways, is deemed effective:
- (a) immediately, when a copy is delivered to the Person to whom it is addressed;
  - (b) on the seventh (7th) day following the date a copy is sent by registered mail to the Person's last known address;
  - (c) immediately upon the conclusion and sent confirmation of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
  - (d) immediately upon sending a copy by electronic mail (i.e. e-mail) to the Person's last known electronic mail address.
  - (e) immediately when posted at Person's last known address or on a vehicle registered to the Person's name.
- 6.2. For the purposes of subsections 6.1 (b), (c), (d) and (e) of this By-law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Municipality as may be required by a form, practice or policy under this By-law.

## **7. ESTABLISHING AND APPOINTMENT OF SCREENING AND HEARING OFFICERS**

- 7.1. The position of Screening Officer is established for the purpose of exercising the Power of Decision in the review of an Administrative Monetary Penalty in accordance with this By-law and the Regulation.
- 7.2. The following are not eligible for appointment as a Screening Officer:
- (a) a member of Council;
  - (b) an Officer;
  - (c) a relative of a person referenced in section 7.2(a) and 7.2(b).
- 7.3. The position of Hearing Officer is established for the purpose of exercising the Power of Decision in the review of a Screening Decision in accordance with this By-law and the Regulation.
- 7.4. The following are not eligible for appointment as a Hearing Officer:
- (a) a member of Council;
  - (b) an employee of the Municipality;
  - (c) an Officer;
  - (d) a relative or a person referenced in section 7.4(a), 7.4(b) and 7.4(c);
  - (e) a person indebted to the Municipality other than:
    - (i) in respect of current real property taxes; or
    - (ii) pursuant to an agreement with the Municipality, the terms with which the person is in compliance.
- 7.5. A Screening Officer and a Hearings Officer shall be appointed by Council on the recommendation of the Chief Administrative Officer which recommendation shall give

preference to an eligible candidate:

- (a) with knowledge of and experience in administrative law; and
- (b) with good communications and interpersonal skills.

- 7.6. A Screening Officer and a Hearings Officer shall hold office for the term or remainder of the term of Council that appointed the Screening Officer and Hearings Officer and thereafter until a successor is appointed.
- 7.7. A Screening Officer and a Hearings Officer shall be remunerated at the rate from time to time established by Council.
- 7.8. No person shall attempt, directly or indirectly, to communicate with or influence a Screening Officer or a Hearings Officer respecting the determination of an issue respecting a Power of Decision in a proceeding that is or will be pending before the Screening Officer or Hearings Officer except a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed representative or authorized agent and only by that Person or the Person's lawyer, licensed representative or authorized agent during the screening or hearing of the proceeding in which the issue arises.
- 7.9. Section 7.8 does not prevent a Screening Officer or Hearings Officer from seeking and receiving legal advice.
- 7.10. Sections 7.6 and 7.7, do not apply to a Screening Officer that is an employee of the Municipality.

## **8. ADMINISTRATION OF THE BY-LAW**

- 8.1. The Clerk, their delegate, or anyone designated by the Clerk shall administer this By-law and establish any additional practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as they deem necessary, without amendment to this By-law.
- 8.2. The Clerk, their delegate, or anyone designated by the Clerk shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as they deem necessary, without amendment to this By-law.
- 8.3. An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Municipality owed by the Person.
  - (a) Pursuant to subsections 398 (1) and (2) of the Municipal Act, where an Administrative Penalty, including any Administrative Fees(s) remain unpaid after the final date on which it is payable as specified in the Penalty Notice, the Administrative Penalty, including any Administrative Fees(s) shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.
- 8.4. Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable; the Person shall pay to the Municipality a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).
- 8.5. Where a Person makes payments to the Municipality of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Municipality the NSF Fee set out in the Municipality's Fees and Charges By-law.

- 8.6. Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.
- 8.7. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 8.8. A Person claiming financial hardship under this By-law may be asked to provide documented proof of the financial hardship to the Clerk, their delegate, or anyone designated by the Clerk, the Screening Officer or the Hearing Officer, as applicable.
- 8.9. Any schedule attached to this By-law forms part of this By-law.

## **9. SEVERABILITY**

- 9.1. Should a court of competent jurisdiction declare a part or whole of any provision of this By-Law to be invalid or of no force and effect, the provision or part is deemed severable from this By-Law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

## **10. INTERPRETATION**

- 10.1. The provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Schedule F, shall apply to this By-law

## **11. SCHEDULES**

- 11.1 Schedules “A”, “B” & “C” shall be deemed to form part of this by-law.

## **12. SHORT TITLE**

- 12.1 The short title of this By-law shall be “AMPS By-law”.

## **13. EFFECTIVE DATE**

- 13.1 This By-Law shall come into force and effect on the day of its passing.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED  
THIS 21<sup>st</sup> DAY OF MAY, 2024.**

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MAYOR

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CLERK

**MUNICIPALITY OF MARKSTAY-WARREN  
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2024-16**

**SCHEDULE “A”  
DESIGNATED BY-LAWS, SHORT FORM WORDING  
AND ADMINISTRATIVE PENALTIES**

1. For the purposes of Section 2 of this By-law, Column 1 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
2. Column 2 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following tables sets out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 1.

<b>LIST OF DESIGNATED BY-LAWS</b>		
<b>APPENDIX</b>	<b>BY-LAW</b>	<b>DATE ADDED</b>
1	Clean Yard By-law 2018-49	May 21, 2024
2	Property Standards By-law 2018-36	May 21, 2024
3	Animal Control By-law 2013-58	July 15, 2024
4	Noise By-law 2019-21	July 15, 2024

**MUNICIPALITY OF MARKSTAY-WARREN  
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2024-\*\***

**SCHEDULE "A"  
Appendix 1**

**Designated By-law Provisions for Clean Yard By-law 2018-49**

<b>BY-LAW 2018-49 BEING A BY-LAW TO PROVIDE FOR THE MAINTENANCE OF LAND (CLEAN YARD BY-LAW) WITHIN THE MUNICIPALITY OF MARKSTAY-WARREN</b>			
<b>Item</b>	<b>Column 1 - Designated By-law Section</b>	<b>Column 2 - Short Form Wording</b>	<b>Column 3 - Administrative Penalty</b>
1.	Section 2(a)	Fail to maintain and keep trimmed their lawns, hedges and bushes.	\$80
2.	Section 2(b)	Throw/place/deposit waste material/refuse on private property without the written consent of the property owner/ occupant	\$350
3.	Section 2(c)	Throw/ place/ deposit waste material/ refuse on Municipal property without the written consent from the Municipality	\$350
4.	Section 2(d)	Throw/ place/ deposit snow/ ice on property without the written consent of the property owner/ occupant.	\$150
5.	Section 2(e)	Fail to maintain residential land free from dead/ diseased/ decayed/ damaged trees.	\$250
6.	Section 2(f)	Fail to maintain residential land free from injurious insets/ rodents/ vermin/ termites.	\$150
7.	Section 3(a)	Fail to maintain land free from inoperative/ unlicensed vehicles, boats, trailers, aircraft or mechanical equipment.	\$450
8.	Section 3(b)	Keeping / maintaining an illegal wrecking yard and or salvage operation.	\$450
9.	Section 3(d)	Store a vehicle/ boat/ trailer/ recreational vehicle on an area not properly surfaced/ covered.	\$350
10.	Section 4(a)	Fail to maintain land free from domestic waste.	\$350
11.	Section 4(b)	Fail to maintain land free from industrial waste.	\$450
12.	Section 4(c)	Using any land or structure within the municipality for dumping or disposing of Domestic Waste or Industrial Waste	\$500
13.	Section 5(a)	Fail to maintain land free from standing water.	\$150





**MUNICIPALITY OF MARKSTAY-WARREN  
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2024-16**

**SCHEDULE “A”  
Appendix 2**

**Designated By-law Provisions for Property Standards By-law 2018-36**

<b>BY-LAW 2018-36 BEING A BY-LAW TO PROVIDE STANDARDS FOR THE MAINTENANCE AND OCCUPANCY OF PROPERTY IN THE MUNICIPALITY</b>			
<b>Item</b>	<b>Column 1 - Designated By-law Section</b>	<b>Column 2 - Short Form Wording</b>	<b>Column 3 - Administrative Penalty</b>
1	Section 2.01(a)	Failing to repair with sufficient materials	\$200
2	Section 2.01(a)	Construction failing to conform with legislation	\$100
3	Section 2.02 (1)	Failing to keep yard free of rubbish	\$100
4	Section 2.02(2)	Failing to keep yard free of machinery	\$450
5	Section 2.02(3)	Failing to cut grass or weeds	\$100
6	Section 2.02 (4)	Failing to remove dilapidated structure.	\$150
7	Section 2.02 (5)	Fail to remove pests	\$150
8	Section 2.02 (6)	Fail to cap wells	\$150
9	Section 2.02(7)	Fail to fill in abandoned well	\$150
10	Section 2.02(8)	Fail to remove damaged growth	\$150
11	Section 2.03(1)	Fail to prevent ponding of storm water	\$150
12	Section 2.03(2)	Fail to prevent erosion of soil	\$150
13	Section 2.03(3)	Fail to prevent water from entering basements	\$150
14	Section 2.03(4)	Fail to prevent unsightly appearance	\$150
15	Section 2.03(5)	Fail to keep free of garbage	\$150
16	Section 2.03(6)	Fail to keep free of ruts and holes	\$150
17	Section 2.03(7)	Fail to provide safe passage	\$150
18	Section 2.03(8)	Fail to prevent nuisance to other properties.	\$150
19	Section 2.04	Fail to discharge sewage into an approved system	\$150
20	Section 2.05	Discharging sewage onto the ground	\$150
21	Section 2.06	Improper drainage from a roof	\$150
22	Section 2.07	Improper drainage of storm and pumped water – erosion.	\$150
23	Section 2.08	Improper drainage of storm and pumped water – municipal sanitary system.	\$150
24	Section 2.09	Failing to maintain eavestroughs and downspouts.	\$150

25	Section 2.10	Failing to keep parking area in good repair	\$150
26	Section 2.11	Failing to keep passage safe	\$150
27	Section 2.12	Failing to maintain accessory structures including fences.	\$150
28	Section 2.13	Failing to maintain exterior cladding in good repair	\$150
29	Section 2.14	Posting unauthorized signs, slogans or defacement	\$150
30	Section 2.15	Failing to clear garbage or refuse from a damaged building	\$150
31	Section 2.15	Failing to prevent further damage on a damaged building	\$150
32	Section 2.16	Failing to turn off services on a damaged building.	\$150
33	Section 2.17	Failing to secure a damaged building	\$200
34	Section 2.18	Failing to demolish a damaged building.	\$300
35	Section 2.19	Failing to repair a damaged building before occupying	\$300
36	Section 2.20	Failing to clear and grade land from a damaged building	\$150
37	Section 2.21	Failing to provide sufficient number of garbage receptacles	\$150
38	Section 2.22	Failing to place garbage in a container	\$150
39	Section 2.23	Failing to screen garbage storage.	\$150
40	Section 2.24	Improper compost heap.	\$150
41	Section 3.01	Failing to maintain rental property in a clean and safe condition	\$150
42	Section 3.01	Failing to remove garbage regularly	\$150
43	Section 3.02	Failing to keep building clean.	\$150
44	Section 3.03	Blocking means of egress	\$150
45	Section 3.04	Failing to prevent insect or animal infestation – rental properties.	\$400
46	Section 3.05	Failing to seal openings – rental properties.	\$150

47	Section 3.06	Failing to maintain a structural sound building – rental properties	\$150
48	Section 3.07	Improperly secured cladding – rental properties.	\$150
49	Section 3.08	Failing to maintain building foundation – rental properties.	\$150
50	Section 3.10	Failing to maintain windows and doors – rental properties.	\$150
51	Section 3.11	Failing to provide locking systems – rental properties	\$150
52	Section 3.12	Failing to provide an exterior type door for exterior exits – rental properties.	\$150
53	Section 3.13	Failing to maintain a voice communication unit where installed – rental properties	\$150
54	Section 3.14	Failing to prevent windows from opening – rental properties	\$150
55	Section 3.15	Failing to provide a weather tight roof – rental properties	\$150
56	Section 3.16	Failing to maintain eaves and gutters – rental properties.	\$150
57	Section 3.17	Failing to maintain walls, ceilings and floors – rental properties	\$150
58	Section 3.18	Failing to provide safe floor – rental properties	\$150
59	Section 3.19	Failing to provide proper flooring – rental properties.	\$150
60	Section 3.20	Failing to maintain stairs, porches, balconies or landing – rental properties.	\$150
61	Section 3.21	Failing to provide proper guardrails – rental properties.	\$150
62	Section 3.21	Failing to provide proper handrails – rental properties.	\$150
63	Section 3.22	Failing to provide a kitchen – rental properties	\$150
64	Section 3.23	Failing to provide toilet and bathroom facilities in a dwelling – rental properties	\$150
65	Section 3.24	Failing to provide a lock on toilet and bathroom facilities – rental properties	\$150
66	Section 3.25	Failing to provide appropriate entrance to a shared bathroom facility – rental properties	\$150
67	Section 3.26	Failing to provide hot and cold water – rental properties	\$150

68	Section 3.27	Failing to provide potable water – rental properties	\$150
69	Section 3.28	Failing to maintain plumbing – rental properties.	\$150
70	Section 3.29	Failing to provide proper traps – rental properties.	\$150
71	Section 3.30	Failing to provide appropriate surfaces – rental properties.	\$150
72	Section 3.31	Failing to connect to electrical supply system – rental properties.	\$150
73	Section 3.32	Failing to maintain electrical components – rental properties.	\$150
74	Section 3.33	Failing to provide electrical outlets – rental properties	\$150
75	Section 3.35	Failing to provide lighting – rental properties.	\$150
76	Section 3.36	Failing to provide sufficient illumination – rental properties.	\$150
77	Section 3.37	Failing to provide and maintain a heating system – rental properties.	\$150
78	Section 3.38	Improper installation or maintenance of fuel burning appliances – rental properties.	\$150
79	Section 3.39	Failing to maintain safe fuel receptacle – rental properties.	\$150
80	Section 3.40	Failing to seal dwelling from smoke, fumes and gasses fuel burning appliances – rental properties	\$150
81	Section 3.41	Failing to properly vent fuel burning appliances – rental properties	\$150
82	Section 3.42	Failing to properly install a chimney, smoke pipe, flue or vents – rental properties	\$150
83	Section 3.43	Failing to properly maintain a chimney, smoke pipe, flue or vents – rental properties.	\$150
84	Section 3.44	Failing to provide required fire alarm and detection system – rental properties	\$150
85	Section 3.45	Failing to provide required smoke and CO monitors – rental properties.	\$150
86	Section 3.46	Failing to provide unobstructed egress – rental properties	\$150
87	Section 3.47	Blocking required egress – rental properties.	\$150
88	Section 3.48	Failing to provide required natural light – rental properties	\$150

89	Section 3.49	Failing to provide required ventilation in living spaces – rental properties	\$150
90	Section 3.50	Failing to maintain ventilation systems – rental properties	\$150
91	Section 3.51	Failing to provide required ventilation for enclosed spaces – rental properties	\$150
92	Section 3.52	Failing to maintain elevating devices in good working order – rental properties	\$150
93	Section 3.53	Failing to provide connection to utilities – rental properties.	\$150
94	Section 3.54	Over occupancy of a dwelling – rental properties.	\$150
95	Section 3.55	Failing to provide minimum sized bedroom in a rental unit – rental properties.	\$150
96	Section 3.56	Failing to provide a safe basement dwelling unit – rental properties	\$150
97	Section 4.01	Failing to maintain vacant land	\$150
98	Section 4.04	Failing to maintain vacant buildings in a clean safe manner	\$150
99	Section 4.05	Failing to secure vacant buildings	\$150
100	Section 5.02	Improper or unsightly storage – nonresidential property.	\$150
101	Section 5.04	Failing to maintain structural soundness in all building – nonresidential property.	\$150
102	Section 5.05	Failing to maintain outside cladding – nonresidential properties	\$150
103	Section 5.06	Failing to maintain guardrails or handrails – non residential building	\$150
104	Section 5.07	Failing to provide appropriate light that does not effect neighbouring properties	\$150

**MUNICIPALITY OF MARKSTAY-WARREN**  
**ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2024-16**

**SCHEDULE “A”**  
**Appendix 3**

**Designated Animal Control By-law 2013-58**

**BY-LAW 2013- 58** Being a By-law to prohibit and regulate the keeping of animals or any class thereof within the Municipality

<b>Item</b>	<b>Column 1 - Designated By-law Section</b>	<b>Column 2 - Short Form Wording</b>	<b>Column 3 - Administrative Penalty</b>
1.	Section 2.2	Failure to procure a licence	\$100
2.	Section 2.6	Failure to affix the dog licence	\$100
3.	Section 2.7	Failure to produce licence upon request	\$100
4.	Section 2.9	Failure to notify change of ownership	\$100
5.	Section 4.1	Failure to provide appropriate care for an animal	\$100
6.	Section 4.4	Failure to keep an animal on an appropriate tether	\$100
7.	Section 5.1	Keep animal in unsanitary conditions	\$100
8.	Section 6.2	Keep dog kennel without a licence	\$250
9.	Section 7.1	Fail to prohibit dog from being at large	\$100
10.	Section 8.1	Fail to prohibit dog from trespassing	\$100
11.	Section 9.1	Fail to clean up and dispose of dog excrement	\$100
12.	Section 9.2	Fail to possess suitable means of cleaning up dog excrement	\$100
13.	Section 10.2	Fail to pay fees on demand by Animal Control Officer	\$100
14.	Section 11.1	Permit dog to bite or attack without provocation	\$250
15.	Section 12.4	Fail to restrain a vicious dog	\$250
16.	Section 12.7	Fail to notify change of address	\$100

**MUNICIPALITY OF MARKSTAY-WARREN  
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2024-16**

**SCHEDULE “A”  
Appendix 4**

**Designated Noise By-law 2019-21**

<b>BY-LAW 2019-21 Being a By-law to Prohibit and Regulate Noises in the Municipality of Markstay-Warren</b>			
<b>Item</b>	<b>Column 1 - Designated By-law Section</b>	<b>Column 2 - Short Form Wording</b>	<b>Column 3 - Administrative Penalty</b>
1.	Schedule A (1), Schedule B Item 1	Operation of auditory signaling device where prohibited.	\$125
2.	Schedule A (2), Schedule B Item 2	Excessive noise made by a human.	\$125
3.	Schedule A (3), Schedule B Item 3	Prohibited racing.	\$200
4.	Schedule A (4), Schedule B Item 4	Operation of an engine without muffling device	\$125
5.	Schedule A (5), Schedule B Item 5	Motorized vehicle, or part making unnecessary noise.	\$125
6.	Schedule A (6), Schedule B Item 6	Excessive noise from idling.	\$125
7.	Schedule A (7), Schedule B Item 7	Operation of any electronic audio device during prohibited hours.	\$125
8.	Schedule A (8), Schedule B Item 8	Excessive use of a generator	\$125
9.	Schedule A (9), Schedule B Item 9	Allowing persistent noise from a domestic animal.	\$125
10.	Schedule A (10) Schedule B Item 10	Creating excessive noise while repairing machinery.	\$125
11.	Schedule A (11), Schedule B Item 11	Excessive noise arising out of any manufacturing industry.	\$300



12.	Schedule A (12), Schedule B Item 12	Make excessive noise operating a model, toy or drone.	\$85
13.	Schedule A (13), Schedule B Item 13	Making excessive noise arising out of any construction operation.	\$300
14.	Schedule A (14) Schedule B Item 14	Excessive noise operating a domestic tool or device.	\$85
15.	Schedule A (15), Schedule B Item 15	Loading or delivering items outside of allowed hours	\$85
14.	Schedule A (16), Schedule B Item 16	Discharge of a firearm when prohibited.	\$300
15.	Schedule A (15), Schedule B Item 15	Loading or delivering items outside of allowed hours	\$85
16.	Schedule A (16), Schedule B Item 16	Discharge of a firearm when prohibited.	\$300
17.	Schedule A (17), Schedule B Item 17	The detonation of fireworks when prohibited.	\$300

**MUNICIPALITY OF MARKSTAY-WARREN  
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2024-16**

**SCHEDULE "B"  
REQUEST FOR A REVIEW FORM**

**Municipality of Markstay-Warren**

21 Main Street South  
Markstay, ON, P0M 2W0  
www.markstay-warren.ca

**REQUEST FOR A REVIEW  
BY A SCREENING OR HEARINGS OFFICER**

**Applicants are responsible for the completion and content of this form**

<b>Penalty Notice Recipient</b>		
Name (first and last)		Home Telephone
Address		Other Telephone
City		Fax Number
Province	Postal Code	Email Address

<b>Penalty Notice Information (Infraction)</b>		
Please provide the information found on the Penalty Notice		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the Infraction Occurred		
Offence		Section Number

<b>Type of Request</b>
<input type="checkbox"/> Review by a Screening Officer to dispute Penalty Notice received (to be undertaken in writing)  <input type="radio"/> Request to meet with the Screening Officer in person to conduct review.

☐ Review by a Hearings Officer to dispute Decision of a Screening Officer

**Reason for Review** (you are required to provide specific reason(s))

- Please provide a factual and detailed explanation of your reason(s) for your request
- If you wish to support your request with images or other documentation, please attach them to this request
- The Screening or Hearing Decision will be sent to you

Continued from page 1.

**Attachment(s) included** (please check relevant box): ☐ **Yes** ☐ **No**

**Statement of Penalty Notice Recipient**

I represent and warrant that:

- I am the person named on the Penalty Notice;
- I acknowledge that if I fail to appear and to remain at my scheduled In-Person Hearing until my matter has been determined by the Hearings Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for any additional Administrative Fees; and
- I have read and understand the conditions of this application.

Signature

Date

**Instructions for Submitting Request for Review Form**

Please submit your completed for to the Municipality of Markstay-Warren by:

- a) **Regular letter mail to:** 21 Main Street South P.O. Box 79, Markstay, ON, P0M 2G0
- b) **Email scanned copy to:** info@markstay-warren.ca
- c) **Facsimile (Fax) to:** 705-853-4536
- d) **In person at:** 21 Main Street South P.O. Box 79, Markstay, ON, P0M 2G0

**INTERNAL USE ONLY**

**Application Received Date:**

**Decision Date:**

**Date Owner Notified:**

**Notification by:** ☐ Email ☐ Mail ☐ Fax ☐ In Person

**Officer's Name:**

**Signature:**

Personal information contained on this form is collected and will be used for the purpose of administering the Municipality's AMPS By-law. -Questions about this collection should be directed to the Municipality of Markstay-Warren Clerk at 705-853-4536

**MUNICIPALITY OF MARKSTAY-WARREN  
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2024-16**

**SCHEDULE “C”  
ADMINISTRATIVE MONETARY PENALTY SYSTEM POLICY**

**POLICY STATEMENT:**

This policy addresses the methods and procedures by which Council, staff and any other representatives of the Municipality of Markstay-Warren will follow while using the Administrative Monetary Penalty System.

This policy will guide:

1. Consistency and coherence in the use of an Administrative Monetary Penalty System (AMPS) within the overall program design of AMPS for the Municipality;
2. Appropriate and effective use of AMPS within the Municipality’s graduated enforcement approach; and
3. Effective management of the AMPS regime.

This policy is to ensure all financial control and reporting responsibilities related to the Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to Code of Conduct, Conflict of Interest, financial management/reporting and political interference in the administration of the system.

**ACCOUNTABILITY:**

If anyone attempts to influence a Screening Officer, Hearing Officer or Municipal employee engaged in the administration of the AMPS program, the Screening Officer, Hearing Officer or Municipal employee, as the case may be, shall report the incident to the CAO or designate as soon as possible. No action will be taken against a Screening Officer or Hearing Officer for making any such report in good faith.

**PROCEDURE:**

A Penalty Notice may include, if applicable and obtainable:

1. The vehicle licence plate number or vehicle identification number;
2. The Penalty Notice Date;
3. A Penalty Notice Number;
4. The date on which the Administrative Penalty is due and payable;
5. The identification number and signature of the Officer;
6. The name of the person penalized;

7. The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
8. The amount of the Administrative Penalty;
9. The option(s) available to dispute the Penalty Notice with a Screening Officer and Hearing Officer: and
10. A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process.
11. Any additional information such as, the process by which a Person may exercise the right to request a Screening Review/Hearing Review of the Administrative Penalty Notice.
12. Method of service of the Penalty.

When a person is issued a Penalty Notice, they have the following options:

**Option 1:** Plea of Guilty – Voluntary Payment of Total Payable by mail, telephone or in person

A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay any applicable Administrative Fee(s).

**Option 2:** Make a request, within time limits for a review in writing by a Screening Officer. The accused or their legal representation and any witnesses may request to meet in-person with a Screening Officer at the Municipal Office. If the accused lives more than 50 km from the Municipal Office or has any other extenuating circumstances for why they cannot attend the Municipal Office in person, they may also meet with the Screening Officer by telephone or electronically.

If the accused is not satisfied with the Screening Officer's decision, the accused or their legal representation may request a meeting with the Hearing Officer in person at the Screening Review **or** in writing by mail or email to the Clerk before the penalty is due and payable on a date given by the Screening Officer. The Hearing Officer's decision is final.

A Person's Request for Review by a Screening/Hearing Officer or request for an extension of time shall be submitted through the use of the Request for Review Form.

A person has 15 days from the day they receive the penalty notice to choose one of the before mentioned options.

Any time limit that would otherwise expire on the Weekend or a Holiday is extended to the next day that is not a Weekend or a Holiday.

**\*These above-mentioned options and information shall be clearly marked on every Penalty Notice.**

<b>TO:</b>	<b>Council</b>
<b>FOR:</b>	<b>Decision</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>DATE:</b>	<b>July 8, 2024</b>

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**SUBJECT :** Billing for motor vehicle accidents

**MOTION**

That all Hwy 17 accidents requiring the assistance of the fire department be billed through the car owners insurance to the exception of local residents. The fee for local residents can be charged to MTO. This is for the purpose of not double dipping.

All billing has to be processed by the Municipal office whether it is through insurance or MTO and not through the fire department.



MUNICIPALITY OF | MUNICIPALITÉ DE  
**MARKSTAY  
WARREN**

# STAFF REPORT

**TO:** Mayor and Council  
**FOR:** Information  
**DEPARTMENT:** Fire Department (Chiefs Office)  
**DATE:** Friday July 05, 2024

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**Title: Billing Procedures for Fire Department Assistance in Highway 17 Accidents**

**Subject: Billing Directly Through MTO or Owners Insurance**

The proposed billing procedure change aims to charge non-local residents' insurance for fire department assistance and bill the Ministry of Transportation of Ontario (MTO) for residents. While the intention of this motion may be to possibly increase revenue several challenges may impede the implementation of this system:

1. Insurance Policies. Insurance companies may have different policies and requirements for processing claims related to fire department assistance. This lack of uniformity can lead to complications and delays possibly in billing and reimbursement.
2. Information Collection. Determining and documenting precise insurance information at the accident scene can be challenging, especially in high-stress situations. The Fire Department has jurisdiction at any accident scene that requires occupant extrication, if the vehicle is on fire or potentially could be on fire, or if there are hazards that require mitigation to make the area safe. However, highway and road incidents are generally under the jurisdiction of the OPP. This means the Fire Department may not always have access to necessary information, such as drivers' licenses, insurance paperwork, and vehicle ownership documents, especially if the incident is deemed a criminal issue. All information needed to bill through the MTO requires an incident number ("E" number) from the OPP, and the MTO retrieves personal information from their system on the vehicle owners and insurance involved in the accident.
3. Resident Identification. The Fire Department does not have knowledge of all residents in our municipality, so it may not be clear whether to invoice through insurance or the MTO. At emergency scenes, the primary focus is on safely mitigating the emergency, with information retrieval being secondary.
4. MTO Billing Scope. The MTO does not invoice solely for residents within our community; they invoice for all Ontario residents based on information provided by the Fire Department and the OPP incident report.
5. Current Billing System. Currently we can invoice through the MTO for all calls on provincial highways and roadways within unincorporated townships that fall under MTO jurisdiction. However, we cannot invoice the MTO for claims on our municipal roadways,





# STAFF REPORT

this is where we endeavour to collect information to invoice through the vehicle owner's insurance.

## Relevant Legislation:

1. Ontario Fire Protection and Prevention Act, 1997 (FPPA)
  - Section 21. Outlines the responsibilities and powers of municipalities regarding fire protection services. It allows municipalities to pass by-laws to recover costs incurred in providing fire protection services, which can include charging for fire department assistance provided to non-residents.
2. Highway Traffic Act, R.S.O. 1990, c. H.8
  - Section 221. Outlines the authority and responsibilities of the Ministry of Transportation of Ontario (MTO) in managing highways and roadways. It provides the legal basis for the MTO to be billed for incidents occurring on provincial highways.
3. Insurance Act, R.S.O. 1990, c. I.8
  - Part VI - Automobile Insurance. Governs the requirements and procedures for automobile insurance in Ontario. It details the obligations of insurance companies in handling claims related to vehicle incidents, including fire department assistance.
4. Ontario Provincial Police (OPP) Policies and Procedures
  - The OPP has specific protocols for managing accident scenes and providing incident numbers ("E" numbers) required for billing through the MTO. This ensures that all necessary information is documented and accessible for invoicing purposes.

## Administrative Considerations:

- Centralizing the billing process through the Municipal Office will increase the administrative workload and cause duplication, as all information will need to come from the Fire Department and be passed on to the billing staff. This will require additional training for staff.
- The office staff will need to handle invoicing, follow-ups, and potential disputes with insurance companies and the MTO, leading to an increased workload.

## Recommendation:

I recommend maintaining the current invoicing process, as it has not presented issues with billing either through the MTO or insurance when possible.

Thank You,

*Mark Whynott*

Mark Whynott



MUNICIPALITY OF | MUNICIPALITÉ DE  
**MARKSTAY  
WARREN**

# STAFF REPORT

Fire Chief/CEMC

<b>TO:</b>	<b>Council</b>
<b>FOR:</b>	<b>Decision</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>DATE:</b>	<b>July 8, 2024</b>

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**SUBJECT :** Request to Northern Ontario Resource Development Support to pave roads

### **MOTION**

Request to Northern Ontario Resource Development Support to pave roads ( free of charge to our Municipality) that are being used to retrieve gravel from these pits and quarries. The damage that is being done to these roads by the trucks that are carrying loads of gravel is taxing to our Municipality. Requiring constant grading and repairs.

These are the roads that I propose should be paved :

North Road to MacDonald Pit

Stewart Rd (Yves Roy) to Nipissing up to the town of Warren

Rabbit Trail Rd to the quarry and to Leveillee Pit via Hwy 539

Dupuis Rd to Pilon Pit and Therrien Pit (provide gravel for MTO)

**NOTICE OF MOTION**

Date: July 5, 2024

This shall serve as a motion to consider the following:

THAT Council permit backyard chickens in the Municipality of Markstay-Warren.

This motion is brought forward by Councillor Bérubé.

**NOTICE OF MOTION**

Date: July 8, 2024

This shall serve as a motion to consider the following:

THAT Council implement a garbage tipping fee structure that provides for:

- \$2 per extra bag by ticket available for purchase at the Municipal Office
- 2 free dump days per year, unlimited trips on these days
- A square POS to be purchased in order to accept payments on site

This motion is brought forward by Councillor Schell.

**NOTICE OF MOTION**

Date: July 8, 2024

This shall serve as a motion to consider the following:

THAT a committee be formed specifically to identify revenue generating ideas/special events for the arena to help offset the costs of the “Heart of the Community”.

This motion is brought forward by Councillor Schell.