



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

September 16, 2024

7:00 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 Paige Smith Petition
  - 6.b Kevin Marois
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*

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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.*

<b>8.</b>	<b>Reports from Committees, Municipal Officers, Department Head</b>	
8.a	Library CEO June - August 2024 Report	8
8.b	Q2 Building Control	30
8.c	Staff report - Recreation	33
8.d	Staff report - Public Works	34
<b>9.</b>	<b>Consent Agenda</b>	
9.a	Adoption of Minutes	
9.a.1	Minutes of Finance Committee meeting - July 9, 2024	38
9.a.2	Minutes of Public Works Committee meeting - June 20, 2024	40
9.a.3	Minutes of Regular Council Meeting - July 15, 2024	42
9.a.4	Minutes of Special Council Meeting - Aug. 14, 2024	48
<b>10.</b>	<b>Routine Management Reports</b>	
10.a	Cash Disbursements	
10.a.1	July 2024	50
10.a.2	August 2024	69
<b>11.</b>	<b>Correspondence for Council's information only</b>	
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)	
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 Final	79
13.b	2024 Tax Relief for Low-income Seniors/Disabled	86
13.c	Arena Roof Repair Quote	89
13.d	Responsible Animal Ownership Report	97
13.e	Grants received to date	107
13.f	Recreation Committee Recommendation	108
14.	Unfinished Business/Ongoing Projects	
15.	By-laws	
15.a	Responsible Animal Ownership By-Law	109
16.	Motions	
16.a	Backyard chickens THAT Council permit backyard chickens in the Municipality of Markstay-Warren.	
16.b	Garbage tipping fees 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	
16.c	Arena Committee THAT a committee be formed specifically to identify revenue generating ideas/special events for the arena to help offset the operating costs of the "Heart of the Community".	
17.	Notice of Motions	
18.	Addendum	
19.	Announcements and inquiries	
20.	Closed session	
21.	Reporting from Closed Session	
22.	Adjournment	
23.	RMC	

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

le 16 septembre 2024

19 h 00

Markstay-Warren Council Chambers

		<b>Pages</b>
1.	<b>Remarques préliminaires et ouverture de la réunion</b>	
2.	<b>Reconnaissance des terres</b>	
3.	<b>Appel nominal</b>	
4.	<b>Approbation de l'Ordre du jour</b>	
5.	<b>Divulgence des intérêts pécuniaires</b>	
6.	<b>Pétitions et Délégations</b>	
	6.a <b>Paige Smith Petition</b>	
	6.b <b>Kevin Marois</b>	6
7.	<b>Période de questions</b>	
8.	<b>Rapports des Comités, Agents municipaux, Chefs de départements</b>	
	8.a <b>Library CEO June - August 2024 Report</b>	8
	8.b <b>Q2 Building Control</b>	30
	8.c <b>Staff report - Recreation</b>	33
	8.d <b>Staff report - Public Works</b>	34
9.	<b>Ordre du jour de consentement</b>	
	9.a <b>Approbation des procès-verbaux</b>	
	9.a.1 <b>Minutes of Finance Committee meeting - July 9, 2024</b>	38
	9.a.2 <b>Minutes of Public Works Committee meeting - June 20, 2024</b>	40
	9.a.3 <b>Minutes of Regular Council Meeting - July 15, 2024</b>	42
	9.a.4 <b>Minutes of Special Council Meeting - Aug. 14, 2024</b>	48
10.	<b>Rapports des départements</b>	
	10.a <b>Rapport mensuel sur les dépenses</b>	
	10.a.1 <b>July 2024</b>	50

- 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)**
  - 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 **Complaint Policy Final** 79
  - 13.b **2024 Tax Relief for Low-income Seniors/Disabled** 86
  - 13.c **Arena Roof Repair Quote** 89
  - 13.d **Responsible Animal Ownership Report** 97
  - 13.e **Grants received to date** 107
  - 13.f **Public Works Committee Recommendation** 108
- 14. **Travaux inachevés/projets en cours**
- 15. **Arrêtés municipaux**
  - 15.a **Responsible Animal Ownership By-Law** 109
- 16. **Motions**
  - 16.a **Backyard chickens**
  - 16.b **Garbage tipping fees**
  - 16.c **Arena Committee**
- 17. **Avis de Motions**
- 18. **Addendum**
- 19. **Annonces et questions**
- 20. **Huis clos**
- 21. **Reporting from Closed Session**
- 22. **Levée de la réunion**
- 23. **RMC**

**From:** [Kevin Marois](#)  
**To:** [Kim Morris](#)  
**Subject:** Re: presentation  
**Date:** Wednesday, May 15, 2024 9:44:26 AM  
**Attachments:** [image001.png](#)  
[image001.png](#)

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## Speed and Engine Braking

Mr Mayor and Members of Markstay Warren municipal council.

Thank you for the opportunity to speak again to you on this matter.

Today I am present requesting support and direction in approaching the Ministry of Transportation in reviewing and hopefully bringing change to vehicle speed limits and also commercial vehicle engine braking within our community.

Traffic patterns have risen drastically within the last 20 years on Highway 17 with the affordability of properties and homes relative to our neighboring larger centers of Sudbury and NorthBay. This has resulted in an increase in commuter traffic that is in constant exponential growth. Commercial Traffic has followed a similar increase due to consumer and economic conditions in such that large commercial vehicles are a major component of daily travel along the TransCanada highway. With this comes increase in Noise pollution where engine braking becomes more and more of an issue. Compounded with speed limits, specifically within the community of Hagar. The current limit of 70km/hr begins west of Hwy535 approx 25m from the last residence and ends at the east limit at the end of the westbound passing lane.

I would like Council to consider requesting a revision from MTO of a speed reduction to 60km/hr beginning 300m from the current Westerly limits and moving that 60km/hr reduction to the westbound edge of Labine road. Also in addition to this I would have council approve the creation of a engine braking restriction within inhabited areas of our community

Not limited but including Hagar and Warren and applicable regions of the Municipality of Markstay Warren.

Please note that the recent addition of traffic signals at Wanapitae 637 and Garson Coniston Rd while what may be regarded as a nuisance has surely been welcomed by those who are utilizing those areas. I would also request council approach the MTO to investigate further implementation of a permanent traffic light at the Hwy535 Hwy17e junction to reduce potential catastrophic collisions at this busy intersection.

I welcome the opportunity to follow up with you and help in any way possible to make a strong recommendation to the appropriate team at MTO to implement this request.

Truly  
Kevin Marois

On Tue, May 14, 2024, 12:24 p.m. Kim Morris <[kmorris@markstay-warren.ca](mailto:kmorris@markstay-warren.ca)> wrote:

Bonjour Kevin,

Will you be sending me your presentation to council for the agenda package tomorrow?

Merci!

*Kim T. Morris*

CAO/Clerk

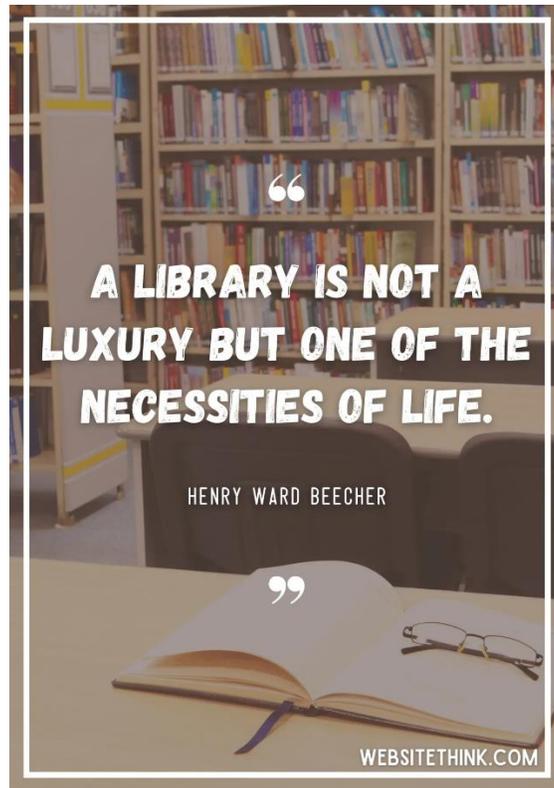
DG/Greffière

Municipality of Markstay-Warren

(705)853-4536 ext. 202

Email: [kmorris@markstay-warren.ca](mailto:kmorris@markstay-warren.ca)





***Reading room, social service and information centre, innovation lab, etc.  
How far can we stretch the public library?  
The social good which libraries bring about is immeasurable and  
intangible.***

Libraries have assumed a host of ever-changing social and symbolic functions. They have been expected to symbolize the eminence of a ruler or state, to integrally link “knowledge” and “power” — as well as to serve as “community centers,” “public squares” or “think tanks.”

The library has always been a place where informational and social infrastructures intersect within a physical infrastructure that supports that program. Public libraries are often seen as “opportunity institutions,” opening doors to, and for, the disenfranchised. Our ongoing goal is to bring our community together and provide critical social connections. Library staff are increasingly met with challenging behaviours from those visiting the library. CEO has spent a stark increase of time debriefing with staff on how to handle these issues. It is unfortunate but the access to social media has only made situations more difficult and CEO is working to alleviate stress caused to library staff.

During the month of June, the library offered Soccer and Baseball four evenings a week which was a home run! The number of children, youth and parents who participated was over 372!!! This program provided huge benefits to the health and well-being of children and youth. Sports programming is a pathway to increased academic achievement as well as various life skills such as teamwork and leadership.

**UNIVI** donated a large amount of sports equipment including the purchase of 2 new soccer nets, referee shirts and whistles.

We have been working with **Public Health Sudbury & Districts** to be able to distribute naloxone kits at the library, completing paperwork and ongoing training. CEO met with one of the Nurses who provided the library with tick removal kits and watch for children signs for distribution amongst interested community members.

The library budget was approved on June 27<sup>th</sup> with revised cuts. We eliminated the purchase of 2 new computers to replace our 2 oldest public computers, we will remain hopeful that they make it through to the new calendar year.

Staff distributed summer programming information to **Ecole St. Thomas, Camille Perron, Markstay Public** and the **YMCA daycare** to provide promotional material.

The last week of June, CEO received an email from the Rainbow District School Board advising the library would be shutdown for 4-6 weeks for construction work. This work was arranged in January but no communication to the library until the last week of June. CEO had a discussion on speaker phone with the Project Manager and the Contractor who asked for the library contents to be put in another room and closed for at least 4 weeks, possibly more. CEO asked for an in person meeting to show the space and discuss further options that may work for both the library, contractors and the new air ventilation system. Construction in the library began on July 4<sup>th</sup>, continued on Tuesday, Thursday and Friday when the library was closed. Tarps put in place(sometimes), furniture moved and ceiling exposed while maintaining a safe environment for library staff and patrons. This work has not been completed as of the first week of school but nearing the end. Staff spent a great deal of time cleaning the library. There were also days where a shift began with no internet and required staff to work through wires and cables that were mysteriously unplugged. The last week of August we began with no access to many of our networks and CEO was advised "in accordance with the Ministry mandate all schools now block all social media platforms. I put forth a request to the school board IT department to address this issue, it was eventually resolved.

Space issues arose and our permit approval for the makerspace room at Markstay Public met with difficulties with the YMCA daycare. To minimize the stress on staff, all library programs were run within the library space or on the grounds. It was not ideal but staff made it work. CEO obtained an alternate permit for the art gala. Our sports program in the afternoon and evenings began on July 3<sup>rd</sup> and our full summer programming began July 8<sup>th</sup> running through to August 22<sup>nd</sup>. Both the sports and library led activities were extremely busy with many children and youth in attendance.

The library recognizes and appreciates the generous space provided by the **municipality**: outdoor rink and indoor rink, ball fields, soccer fields which were utilized daily Monday through Thursday, thank you to the **Public Works Staff** for their ongoing upkeep.

The Warren branch had water issues a few times leaking through the roof and a number of ceiling tiles require replacement.

The CEO was directed prior to the start of school to remove the majority of our contents that were stored in a basement cubby in Markstay, the school is filled to capacity and even broom closets are needed. The CEO completed this task with the summer students who were extended by a week to assist with extra cleaning and organizational items.

Mid August an email was received through our public account from the Sudbury Chambers of Commerce advising our library was nominated for a Community Impact Award. Initially I was skeptical but later confirmed our nomination stemmed from the amazing staff team and all the free activities offered on a small budget that keep many children engaged. Voting takes place until September 15<sup>th</sup>, if you believe, "don't stop voting"!

This summer was extremely busy at the library and staff worked through a number of challenges: it was the first summer working at the library for both of our front-line staff members; many of the programs seen a wide age gap of children to teens and space issues in Markstay. A great deal was taken on, programs evaluated which we will make necessary changes to next summer to maximize programs while balancing staffing.

The library bustled with activities: sports and recreation for children and youth; in house library activities; reading program and club; story walk's; annual summer bingo's; guests from UNIVI who offered healthy snacks and exercises; fire prevention officers from the Markstay-Warren Fire Department; reading challenge and prizes; camping challenge for everyone; our first annual Art Gala. We received a generous donation which funded our sports and recreation student for the month of May and June that was not budgeted for but was a huge community need. These funds paid for staffing; sports equipment purchases and our sports dinner taco evening that celebrated our participants and their families.

On August 26, 2024 I received news I was successful in receiving the Community Volunteer Income Tax Program (CVITP) grant! "Thank you for participating in CVITP, the support you provide to members of your community by filing their income tax and benefit return ensures they receive the benefits and credits designed to support them." The total amount is \$1180 which is eligible only to be spent on certain items. These funds will be received once necessary paperwork is completed.

The municipality has partnered with JumpCloud for their directory, identity and IT management needs. The library will integrate within this as we move to new network logins, applications and M365 accounts, etc. Training will be provided by the municipality.

### **Meetings:**

- June 4 – UNIVI – sports equipment discussion
- June 6 – Library staff meeting
- June 10 – Library Board Meeting
- June 13 – CEO Networking - zoom
- June 17 – Livestream Council Meeting - Warren
- June 18 – Deft Contracting
- June 19 – Municipal Staff Meeting – Markstay
- June 20 – Greater Public Sudbury and Health - Warren
- June 24 – Public Health Sudbury – naloxone – zoom
- June 24 – OCOF – Markstay
- June 24 – Livestream Budget Meeting - Warren
- June 25 – Library staff meeting
- June 26 – R.D.S.B. Project Manager and Contractor – via phone
- June 26 – Recreation Meeting
- June 27 – Overdrive meeting – zoom

- June 27 – Greater Public Sudbury and Health - Warren
- July 3 – R.D.S.B. Project Manager and Contractor – Markstay
- July 4 – Construction at Markstay branch begins – ventilation system
- July 15 - Livestream Council Meeting – Warren
- July 22 – Library staff meeting
- July 25 – Naloxone Training – zoom
- August 1 – Library staff meeting
- August 7 – Markstay custodian
- August 8 – Library staff meeting
- August 8 – OCOF Manager, Family Services and staff
- August 8 – CEO networking meeting – zoom
- August 21 – Yoga and mindfulness Techniques for Calm Kids – zoom
- August 22 – Staff appreciation supper & summer program and student evaluation
- August 27 – New Identity Management Platform – JumpCloud – Markstay
- August 28- Markstay Public School – Principal
- August 28 – Markstay Public School – Lead Custodian

### June Statistics:

- 89 Crafts
- 24 Patrons - 1-1 Tech Help = 6.75 hours
- 9 Walking Club
- 6 Home Delivery
- 78 Library Reading Challenge
- **110 Soccer**
- **111 Baseball**
- 350 Summer Program Bookmarks distributed

### July Statistics:

- 93 Crafts
- 17 Patrons – 1-1 Tech Help = 8.25 hours
- 8 Walking club
- 4 Home Delivery

- 64 Library Camping Challenge
- 34 Story Walkers
- **246 Library Activities**
- **341 Soccer – Baseball – Ball Hockey**

#### **August Statistics:**

- 78 Crafts
- 19 Patrons – 1-1 Tech Help = 9 hours
- 7 Walking club
- 5 Home Delivery
- 54 Reading Challenge
- 78 Story Walkers
- **211 Library Activities**
- **329 Soccer – Baseball – Ball Hockey**

#### **Projects requiring attention**

- Ongoing Staff Training
- New Policies – ongoing
- Board Orientation – ongoing
- Collection's weeding
- Organization planning

June 2024

Sun Mon Tue Wed Thu Fri Sat

**HOURS**

**MARKSTAY** **WARREN**  
Monday: 1PM-8PM Tuesday: 1PM-8PM  
Wednesday: 1PM-8PM Thursday: 1PM-8PM  
Saturday: 10AM-12PM Saturday: 1PM-4PM

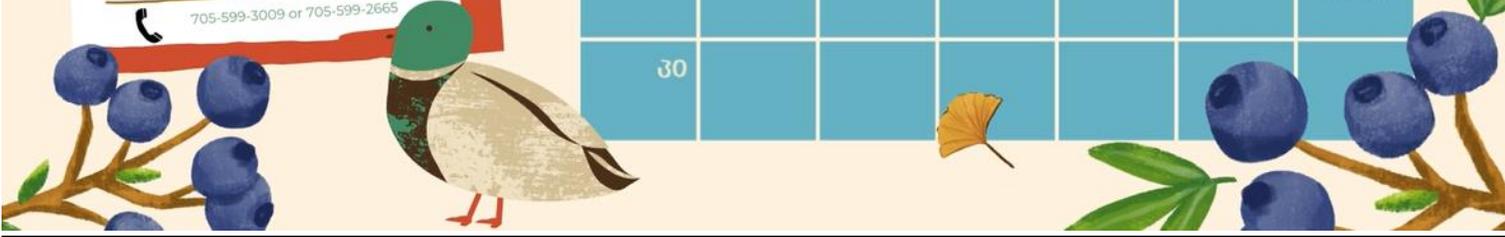
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**REACH OUT TO US AT:**

markstaywarrenpl@gmail.com  
 705-599-3009 or 705-599-2665

						1
2	3 Soccer	4 Soccer	5 Baseball	6 Baseball	7	8
9	10 Soccer	11 Soccer	12 Baseball	13 Baseball	14	15
16 TD Summer Reading Registration	17 Soccer	18 Soccer	19 Baseball	20 Baseball	21	22
23	24	25	26	27	28	29 CLOSED
30						



**SOCCER TONIGHT**



**Warren**  
6-6:30 PM - Ages 5-7  
6:30-7:30 PM - Ages 8+

Please bring your water bottle!  
Optional shin guards and cleats!

BIBLIOTHÈQUE PUBLIQUE DE  
**MARKSTAY**  
**WARREN**  
PUBLIC LIBRARY



# BASEBALL TONIGHT

Markstay  
6-6:30 PM - Ages 5-7  
6:30-7:30 PM - Ages 8+

**PLEASE BRING YOUR GLOVE IF YOU HAVE ONE!**



MUNICIPALITY OF / MUNICIPALITÉ DE  
**MARKSTAY**  
**WARREN**



CENTRE DE SANTÉ  
**Univi**  
HEALTH CENTRE





Reading fun for kids, from Canada's public libraries

# Get Your Summer Read On!

Drop by the library to register for the TD Summer Reading Club to be entered in a draw!



Starting June 10th to 27th

tdsummerreadingclub.ca Co-created and delivered by over 2,200 public libraries across Canada, this national bilingual program is developed by Toronto Public Library in partnership with Library and Archives Canada. Sponsorship is generously provided by TD Bank Group.



JULY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Closed Happy Canada Day!	2 Closed	3 SUMMER SPORTS START	4 SPORTS & REC	5	6 TWILIGHT TERRITORY
7	8 SPORTS & REC - LIBRARY ACTIVITIES	9 SPORTS & REC - LIBRARY ACTIVITIES	10 SPORTS & REC - LIBRARY ACTIVITIES	11 SPORTS & REC - LIBRARY ACTIVITIES	12 BIG LIBRARY READ FROM 11TH - 25TH TWILIGHT TERRITORY	
14	15 SPORTS & REC - LIBRARY ACTIVITIES	16 SPORTS & REC - LIBRARY ACTIVITIES	17 SPORTS & REC - LIBRARY ACTIVITIES	18 SPORTS & REC - LIBRARY ACTIVITIES	19	20
21	22 SPORTS & REC - LIBRARY ACTIVITIES	23 SPORTS & REC - LIBRARY ACTIVITIES	24 SPORTS & REC - LIBRARY ACTIVITIES	25 SPORTS & REC - LIBRARY ACTIVITIES	26	27
28	29 SPORTS & REC - LIBRARY ACTIVITIES	30 SPORTS & REC - LIBRARY ACTIVITIES	31 SPORTS & REC - LIBRARY ACTIVITIES	SPORTS & REC - LIBRARY ACTIVITIES		Club de lecture d'été TD 2024

**ACTIVITIES**  
 2-2:30 (6+ YRS)  
 3:30-4 READING CLUB (ALL AGES)  
 4-4:30 (5 YRS & UNDER)

**SPORTS**  
 1-2 (6+ YRS)  
 4-4:30 (5 & UNDER)  
 6-6:30 (5-7YRS)  
 6:30-7:30 (8+ YRS)

**HOURS:**  
**WARREN**  
 Tuesday: 1PM-8PM  
 Thursday: 1PM-8PM  
**MARKSTAY**  
 Monday: 1PM-8PM  
 Wednesday: 1PM-8PM

**FOLLOW US ON:**  
 @markstaywarrenpl

**REACH OUT TO US AT:**  
 markstaywarrenpl@gmail.com  
 705-599-3009 or 705-599-2665





# LIBRARY ACTIVITIES & SPORTS

Monday & Wednesday at the Markstay branch  
Tuesday & Thursday at the Warren branch

## SPORTS

**(SOCCER, BALL HOCKEY, BASEBALL ETC.)**

JULY 3RD TO AUGUST 22ND

1-2 PM - 6 YEARS OLD & UP

4-4:30 PM - 5 YEARS OLD & UNDER

6-6:30 PM - 5-7 YEARS OLD

6:30 -7:30 PM - 8 YEARS OLD & UP

## LIBRARY ACTIVITIES AS WELL AS STORY WALK & BINGO

JULY 8TH TO AUGUST 15TH

2-2:30 PM - 6 YEARS OLD & UP

3:30-4:00 – READING CLUB FOR ALL AGES

4-4:30 – 5 YEARS OLD & UNDER

## Special Events

### Art Gala

August 12th in Markstay &

August 13th in Warren

@ 6:30 PM

Children's crafts will be showcased. All are invited!

### Ice Cream Party

August 14th in Markstay &

August 15th in Warren

@ 3 PM

Celebrating all the children who joined in the afternoon fun!

### Sports Supper

August 19th in Markstay

& August 20th in Warren

@ 5PM

All children and youth who participated in sports are invited!





## SUMMER READING BINGO

Read with a flashlight	Read in your pajama's	Read at the library	Read Outside	Read to a pet or stuffed animal
Read to someone	Read in a fort	Read a book by Dr.Seuss	Read a new book	Read a book about science
Read a book about animals	Read your favourite book	<b>FREE</b>	Read a non-fiction book	Read a book by a Canadian author
Read a book with a red cover	Read a funny book	Read a book someone recommended to you	Read out loud!	Read using a whispery voice
Read an I Spy book	Read under the stars	Read a mystery	Read while on one foot	Read under a tree

How many books have you read? :

How many minutes have you read? :

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		30	31	1 SPORTS & REC - LIBRARY ACTIVITIES	2	3
4 NATURE WEEK	5 Closed	6 SPORTS & REC - LIBRARY ACTIVITIES	7 SPORTS & REC - LIBRARY ACTIVITIES	8 SPORTS & REC - LIBRARY ACTIVITIES	9 Camping challenge is now closed! Live draw tonight!	10
11 WATER WEEK	12 ART GALA @6:30	13 ART GALA @6:30	14 ICE CREAM PARTY @ 3 PM	15 ICECREAM PARTY @ 3PM	16 SPORTS & REC - LIBRARY ACTIVITIES	17
18 SPORTS SUPPER @ 5PM	19 SPORTS SUPPER @ 5PM	20 SPORTS SUPPER @ 5PM	21 SPORTS & REC	22 SPORTS & REC	23	24
25	26	27	28	29	30	31

**ACTIVITIES**  
2-2:30 (6+ YRS)  
3:30-4 READING CLUB (ALL AGES)  
4-4:30 (5 YRS & UNDER)

**SPORTS**  
1-2 (6+ YRS)  
4-4:30 (5 & UNDER)  
6-6:30 (5-7YRS)  
6:30-7:30 (8+ YRS)

**HOURS:**  
**WARREN** Tuesday: 1PM-8PM  
**MARKSTAY** Monday: 1PM-8PM  
Thursday: 1PM-8PM Wednesday: 1PM-8PM

**FOLLOW US ON:**  
@markstaywarrenpl  
Markstay-Warren Public Library

**REACH OUT TO US AT:**  
markstaywarrenpl@gmail.com  
705-599-3009 or 705-599-2665

Ontario

## Children and Youth SUMMER



Join us for Bingo  
AUG. 14TH IN MARKSTAY &  
AUG. 15TH IN WARREN  
FROM 2PM - 3PM





Join us **August 12th**  
**Markstay - 1:30 p.m.**  
Come out with questions for our  
Fire Prevention Officer

**Water Play to follow**



**AUGUST  
SPORTS AND  
RECREATION**  
STARTING AUG 6TH TO  
AUGUST 20TH

Helmets are required for ball hockey. Please bring your stick if you have one!

Please bring your glove for baseball if you have one!

Optional shin guards and cleats for soccer!

Please bring your water bottle!

**MARKSTAY**

Monday's :

**Outdoor Games**

1-2 PM - Ages 6+

**Mix of Indoor/Outdoor Games**

3-3:30 - Ages 5 & Under

**Ball Hockey**

6-6:30 PM - Ages 5-7

6:30-7:30 PM - Ages 8+

Wednesday's :

**Soccer**

1-2 PM - Ages 6+

**Mix of Indoor/Outdoor Games**

3-3:30 - Ages 5 & Under

**Baseball**

6-6:30 PM - Ages 5-7

6:30-7:30 PM - Ages 8+

**WARREN**

Tuesday's :

**Outdoor Games**

1-2 PM - Ages 6+

**Mix of Indoor/Outdoor Games**

3-3:30 - Ages 5 & Under

**Ball Hockey**

6-6:30 PM - Ages 5-7

6:30-7:30 PM - Ages 8+

Thursday's :

**Soccer**

1-2 PM - Ages 6+

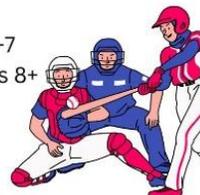
**Mix of Indoor/Outdoor Games**

3-3:30 - Ages 5 & Under

**Baseball**

6-6:30 PM - Ages 5-7

6:30-7:30 PM - Ages 8+





YOU'RE INVITED!

# Art GALA

Markstay-Warren Public Library



Aug. 12th @ 6:30  
Markstay



Aug. 13th @ 6:30  
Warren

Enjoy an evening of refreshments and fine art pieces  
completed during our summer programming.



# ICE CREAM *Party*

**AUG. 14TH IN MARKSTAY &  
AUG. 15TH IN WARREN  
@ 3 PM**

**CELEBRATING ALL THE  
CHILDREN  
WHO JOINED IN THE AFTERNOON FUN!**

# SPORTS DINNER.



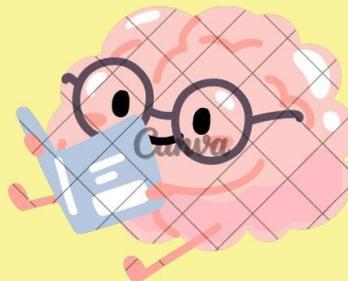
AUG. 19TH IN MARKSTAY @ 5PM(outdoor rink)  
AUG. 20TH IN WARREN @ 5PM(back of arena)

**PLEASE R.S.V.P BY AUG 14TH**

**CELEBRATING ALL CHILDREN & YOUTH,  
CAREGIVERS, AND VOLUNTEERS WHO  
PARTICIPATED IN SPORTS ARE INVITED!**



**Thank you ... Merci to  
all the children and  
youth who participated  
in our summer reading  
club. Deadline to bring  
in your reading sheets is  
Wednesday, August  
28th in Markstay and  
Thursday, August 29th  
in Warren. We look  
forward to tallying up  
how many books our  
club has read over the  
summer and invite you  
to come collect your  
prize!**



**Club  
de lecture  
d'été  
TD  
2024**

**TD  
Summer  
Reading  
Club  
2024**

# Guess Who's Up For the COMMUNITY IMPACT AWARD

# We Are!



Cast your vote before September 15, 2024



To be presented at the Sudbury East Chamber  
Annual General Meeting



**#teamhappytohelp**



MARKSTAY - WARREN PUBLIC LIBRARY BOARD					
STAFF HOURS					
Prepared for meeting held September 9, 2024					
<i>Hours worked for the months of June, July and August</i>					
NAME	HRS WORKED	PAY PERIOD	PAID \$	COMMENTS	ALL STAFF TOTAL
Pamela Kelly	64.00	May 26 - June 8			May 26 - June 8 \$4,474.73
	68.00	June 9 - 22			June 9 - 22 \$4,513.68
	59.50	June 9 - 22			June 9 - 22 \$3,321.51
	64.00	July 7 - 20			July 7 - 20 \$5,002.53
	63.00	July 21 - Aug 3			July 21 - Aug 3 \$5,125.47
	66.00	Aug 4 - 17			Aug 4 - 17 \$5,199.91
	65.00	Aug 18 - 31 Aug			Aug 18 - 31 Aug \$4,656.05
					<b>\$32,293.88</b>
Vanessa Mellow	37.25	May 26 - June 8			
	37.25	June 9 - 22			
	31.50	June 23 - July 6			
	30.00	July 7 - 20			
	33.00	July 21 - Aug 3			
	39.50	Aug 4 - 17			
	18.00	Aug 18 - 31 Aug			
Caitlyn White	31.50	May 26 - June 8			
	35.75	June 9 - 22			
	12.75	June 23 - July 6			
	30.00	July 7 - 20			
	32.25	July 21 - Aug 3			
	24.75	Aug 4 - 17			
	42.25	Aug 18 - 31 Aug			
Madison Bole	58.50	May 26 - June 8			
	54.50	June 9 - 22			
	30.50	June 23 - July 6			
	61.00	July 7 - 20			
	62.50	July 21 - Aug 3			
	61.75	Aug 4 - 17			
	48.25	Aug 18 - 31 Aug			
Taylor Landry	8.50	May 26 - June 8			
	0.00	June 9 - 22			
	0.00	June 23 - July 6			
	0.00	July 7 - 20			
	0.00	July 21 - Aug 3			
	7.00	Aug 4 - 17			
	4.25	Aug 18 - 31 Aug			
Liam Labelle	12.00	May 26 - June 8			
	16.25	June 9 - 22			
	16.00	June 23 - July 6			
	60.00	July 7 - 20			
	61.50	July 21 - Aug 3			
	54.75	Aug 4 - 17			
	46.75	Aug 18 - 31 Aug			
<b>TOTAL:</b>			<b>\$32,293.88</b>		

To Date:

Budget \$113312.00

\*Financial statements as of September 5 for pay period ending August 31

**Statistics to date:**

2024 Statistics	Activity/ Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>VISITORS</b>	Warren	344	335	660	589	375	426	654	749					<b>4132</b>
	Markstay	190	155	239	313	311	449	736	694					<b>3087</b>
	Classes	783	546	507	491	654	671	n/a	n/a					<b>3652</b>
<b>NEW</b>	War & Mark	8	6	51	24	9	12	10	8					<b>127</b>
<b>CIRC.</b>	War & Mark	729	686	702	778	830	811	679	548					<b>5763</b>
	Interlibrary	34	33	29	49	43	44	46	39					<b>317</b>
	OverDrive	185	172	177	164	177	136	156	150					<b>1317</b>
<b>Computer</b>	War & Mark	100	67	67	93	79	72	73	125					<b>676</b>
<b>Wifi</b>	War & Mark	3700	3640	3711	3629	2948	2721	2134	1973					<b>24456</b>
<b>Printing</b>	War & Mark	16	11	13	29	19	17	11	12					<b>128</b>
<b>ACTIVITY</b>	TD online	n/a	n/a	n/a	n/a	n/a	8	11	9					<b>28</b>
	# Books Read StoryWalk#s	n/a	n/a	n/a	n/a	n/a	n/a	SW 34	432 B SW78					<b>544</b>
<b>at-library</b>	TD summer	n/a	n/a	n/a	n/a	n/a	n/a	246	211					<b>457</b>
<b>at-library</b>	Sports & Recreation	n/a	n/a	n/a	n/a	Ball Hockey 131 Baseball 181	Soccer 110 Baseball 111	Soccer-Ball Hockey-Baseball: 341	Soccer-Ball Hockey-Baseball: 329					<b>1203</b>
	Library Challenge	17	81	n/a	n/a	42	78	64	54					<b>336</b>
<b>Special Programs</b>	Technical Support 1:1	21 P 7.25 hrs.	14 P 6.5hrs.	13 P 4.5 hrs.	19 P 5.5 hrs.	21 P 7.5 hrs.	24 P 6.75 hrs.	17 P 8.25 hrs.	19 P 9 hrs					<b>148 P 55.25 hrs.</b>
	Syl's Game Night	7	10	8	6	9	n/a	n/a	n/a					<b>40</b>
	Community Events	M-W MH 50	Paroise-Chinese 27	Wfest 99 BWB 111	Fiberfest 22 MWMH Ball Hockey 17	UNIVI walk & lunch 18 Mark Fair 7 MPS 315	T.D./Sports Distribution :350	n/a	n/a					<b>1016</b>
	Walking Club & Coffee Club	11 & 48	31 + 6	32 + 7	33 + 1	8 + 8	9 + n/a	8 + n/a	7 + n/a					<b>209</b>
	Tax Clinic	n/a	2	22	11	1	n/a	n/a	n/a					<b>36</b>
<b>in-library</b>	Crafting	31	29	67	71	332	89	93	78					<b>790</b>
<b>in-person</b>	OCOF - Mark BEAR - Warr	0	17 + 6	n/a + 3	n/a	n/a	n/a	n/a	n/a					<b>26</b>
<b>in-library</b>	Board - Game	4	6	9	6	n/a	n/a	n/a	n/a					<b>25</b>
<b>in-library</b>	Board - Craft	7	22	67	86	n/a	n/a	n/a	n/a					<b>182</b>
<b>in-library</b>	Teen/Adult - Crafting	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
<b>ERESOURCE</b>	Teen Health	0	0	0	0	0	0	0	0					<b>0</b>
	TumbleBooks	35	45	7	66	133	191	16	14					<b>507</b>
	Career	0	4	1	3	11	4	2	3					<b>28</b>
	NovelList	31	144	67	72	121	147	88	92					<b>762</b>
	World Book	300	334	340	84	34	0	40	29					<b>1161</b>
	PebbleGo	3	1	2	11	0	1	1	5					<b>24</b>
	Cdn. Pt. View	53	77	115	93	57	43	55	61					<b>554</b>

**Facebook/Instagram Reach:**

**Reach**

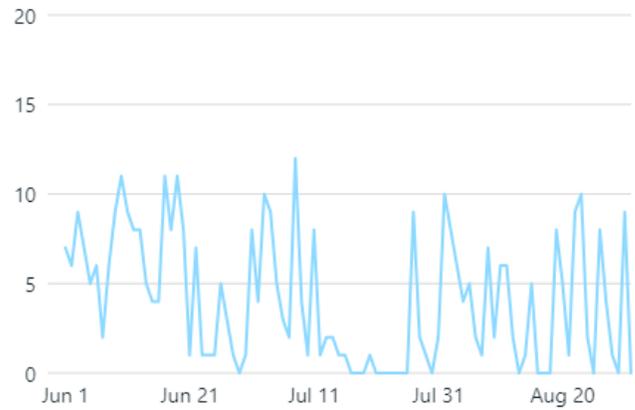
**Facebook reach ⓘ**

**7.6K** ↑ 2%



**Instagram reach ⓘ**

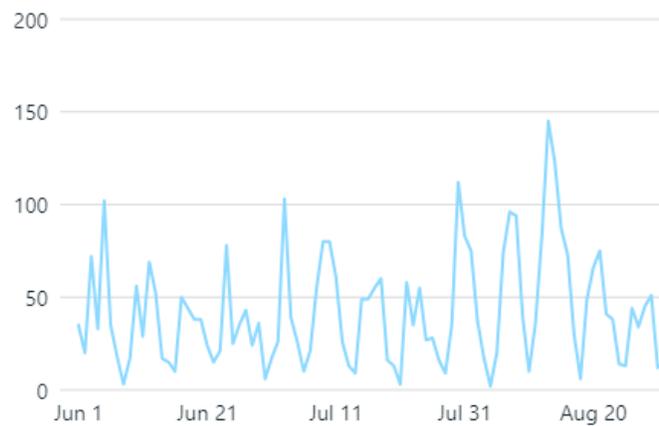
**41** ↓ 25.5%



**Visits**

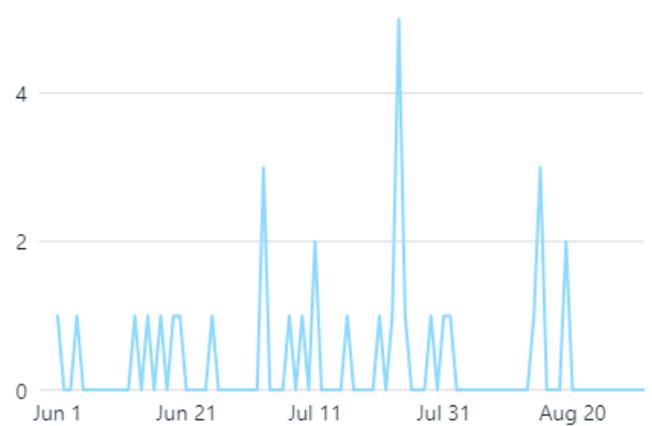
**Facebook visits ⓘ**

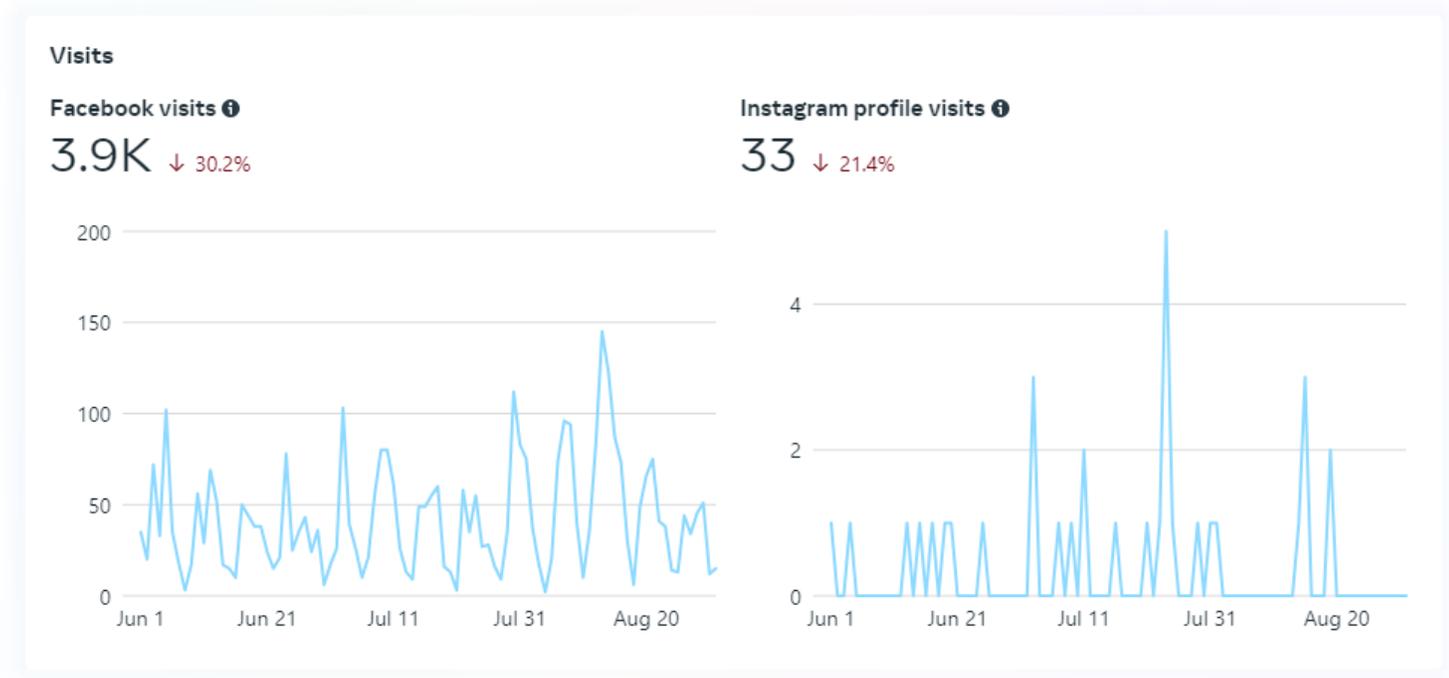
**3.9K** ↓ 30.2%



**Instagram profile visits ⓘ**

**33** ↓ 21.4%





**Staff engagements:** (Ctrl + Click on link to watch video)

- **UNIVI – Soccer Net donation:**  
<https://fb.watch/tkWSgoXb7H/>
- **Baseball**  
<https://fb.watch/ucmfDsiRgR/>
- **Sports Promotional video:**  
<https://fb.watch/tkWYcAi029/>
- **Children engaged in T.D. Summer Reading Club:**  
<https://fb.watch/tkW-TkfYob/>
- **Reading is fun:**  
<https://fb.watch/tkX2CZXi8G/>
- **Library Activities this summer:**  
<https://fb.watch/tkXcBgii79/>
- **Watch for children signage:**  
<https://fb.watch/tkXsby5NMS/>
- **Your library is the place to be:**  
<https://fb.watch/tUEIE00Xgo/>
- **Olympic Week:**  
<https://fb.watch/tUEoKpdftU/>

- **Art Gala:**  
<https://fb.watch/tUErk8Mwd9/>
- **Nacho average library/sports dinner:**  
<https://fb.watch/ucmq3CeF-g/>

# Municipality of Markstay-Warren

Building Controls and Bylaw Department  
For Consideration by Council

RE: Building and Bylaw Report  
Second Quarter 2024

**OBJECTIVE:** To update Council on the initiatives and activities of the Building Control and Bylaw Department.

## **BACKGROUND:**

The quarterly activity report was developed to provide interim updates on activities as an ongoing effort to be able to communicate the activities, initiatives and impact of the Building Controls and Bylaw Services to Council and ratepayers.

## **ANALYSIS:**

The Building Controls Department is responsible for administering and enforcing the Ontario Building Code Act and its Regulations and the Zoning By-law. This is done through plans examination, issuing the appropriate building permits and conducting site visits at various stages of construction. The Bylaw Service Department upholds the bylaws governing the municipality. Highlights of activities are included within the report.

## **LINKS TO STRATEGIC PLANS:**

- **Ensure Community Safety**
- **Ensure timely knowledge of policies, By-Laws, and Building Controls**
- **Provide personalized and efficient customer service**

Respectfully submitted by Andrea Tarini – Director of SEBBS/ Chief Building Official

## **BUILDING CONTROLS DEPARTMENT REPORTING**

### **Training, Conferences/Meetings, and Highlights for this quarter**

- CBO and Building inspector took the Ontario Building Officials Association HVAC course (the Inspector as a refresher, the CBO to aid in writing her exam).
- CBO attended OBOA Northern Light Chapter meeting – discussed Nudura products and ICF engineering tables.
- CBO attended a virtual webinar titled: MPAC Data and the Data Sharing and Services Agreement

### **Quarterly update:**

The first half of 2024 shows an excellent amount of new housing starts for the area along with higher than normal numbers in renovations showing that owners are investing in their properties.

## BUILDING PERMITS ISSUED YTD COMPARISON (Jan 1 – Jun 30)

Type of Permit	2024 Permit Information		2023 Permit Information		2022 Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
<b><u>Residential Construction</u></b>						
New Building Construction	11	\$3,243,780.00	4	\$1,222,440.00	4	\$932,000.00
Secondary Dwelling	0	\$0.00	0	\$0.00	0	\$0.00
New Accessory Structure	6	\$343,120.00	7	\$299,600.00	1	\$80,000.00
New Accessory Structure with plumbing	0	\$0.00	0	\$0.00	0	\$0.00
Install/Erect/Replace	4	\$87,620.00	11	\$113,132.00	5	\$63,086.00
Renovation/Alter/Repair	9	\$1,010,807.00	11	\$130,579.00	6	\$78,000.00
Renovation/Alter/Repair with plumbing	0	\$0.00	0	\$0.00	0	\$0.00
Demolish	1	\$1,000.00	1	\$3,000.00	2	\$12,000.00
Addition	2	\$45,066.00	1	\$24,000.00	3	\$129,000.00
Addition with plumbing	0	\$26,000.00	0	\$0.00	0	\$0.00
Siding	2	\$4,100.00	0	\$0.00	0	\$0.00
Weeping tile	2	\$0.00	0	\$0.00	0	\$0.00
<b>Total Res. Construction</b>	<b>37</b>	<b>\$4,526,686.00</b>	<b>35</b>	<b>\$1,792,751.00</b>	<b>48</b>	<b>\$1,294,086.00</b>
<b><u>Other Construction</u></b>						
Commercial	0	\$0.00	1	\$2,000.00	0	\$0.00
Industrial	0	\$0.00	1	\$50,000.00	0	\$0.00
Government/Institutional	2	\$190,000	0	\$0.00	0	\$0.00
<b>Total Other Construction</b>	<b>2</b>	<b>\$190,000</b>	<b>2</b>	<b>\$52,000.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Total Construction</b>	<b>39</b>	<b>\$4,951,493</b>	<b>37</b>	<b>\$1,844,751.00</b>	<b>21</b>	<b>\$1,294,086.00</b>
<b>Building Permit Fees</b>	<b>\$53,969.87</b>		<b>\$22,781.89</b>		<b>\$16,675.32</b>	

### PERMIT STATS BY QUARTER

Type of Permit	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value
Residential Construction	4	\$234,807	33	\$4,526,686	-	-	-	-
Commercial	0	\$0	0	\$0	-	-	-	-
Industrial	0	\$0	0	\$0	-	-	-	-
Government/Institutional	0	\$0	2	\$190,000	-	-	-	-
Total Construction	4	\$234,807	35	\$4,716,686	-	-	-	-
Building Permit Fees YTD	\$2,828.07		\$51,141.80		-		-	

## BUILDING CONTROLS STATISTICS

Item	Q1	Q2	Q3	Q4	2024 Year to Date	2023 Total	2022 Total	2021 Total	2020 Total
Applications	6	42	-	-	48				
Permits Issued	4	35	-	-	39	82	49	82	58
<b>House Permit - Average working days to issue</b>	<b>NA*</b>	<b>NA*</b>	-	-	<b>NA*</b>				
Actual House Building Permits issued	4	31	-	-	37	78	48	82	56
<b>Small Building - Average working days to issue</b>	<b>0</b>	<b>0</b>	-	-	<b>0</b>				
Actual Small Building Permits issued	0	0	-	-	0	4	1	0	2
<b>Large Building - Average working days to issue</b>	<b>0</b>	<b>6</b>	-	-	<b>6</b>				
Actual Large Building Permits issued	0	2	-	-	2	0	0	0	0
<b>Complex Building Average working days to issue</b>	<b>0</b>	<b>0</b>	-	-	<b>0</b>				
Actual Complex Building Permits issued	0	0	-	-	0	0	0	0	0
<b>Total Inspections</b>	<b>NA*</b>	<b>NA*</b>	-	-	<b>NA*</b>				

**\*Complete information is not available and therefore numbers are not reported.**

- Inspections include, but are not limited to, preconstruction site inspection, footings, foundation, drainage/weeping tile, concrete slab, plumbing rough-in, framing, insulation, vapor/air barrier, heating, occupancy, fire protection, final inspection.
- Average working days to issue a building permit are a measure of the service level of the building department. The Ontario Building Code prescribes the maximum time allowable to issue a building permit once the application is complete. House permits are to be issued in 10 business days, Small and Large Buildings are to be issued in 15 business days. Complex buildings are to be issued within 30 days.

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# Staff Report – RECREATION

## Summer Compressed Schedule

Ending September 20<sup>th</sup> and returning to 5 day 8hr work week on the following Monday

## Arena

### Ice

Ice plant will start up on September 20<sup>th</sup> to start producing ice. The process typically takes 3 weeks. This date is based on the current bookings for October 11<sup>th</sup>

### Zamboni

Local Zamboni contractor was hired to perform a full service on the Zamboni and get the unit up and running. Final concern is with the starter motor which may need replacement. The Zamboni is expected to be fully operational after this is repaired.

### Bookings

Starting On October 11<sup>th</sup> for Thanksgiving weekend

Minor Hockey Schedule is being negotiated

## Outside Maintenance

Outside maintenance will continue while the arena is going through it's start up process. It is expected that growth will slow down in the fall as the arena re-starts regular operations

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)



# Staff Report – Public Works

## Capital Projects

### Markstay Streets Revitalization Project

Stop construction date is fast approaching (October 30) and project completion is moving ahead swiftly.

Front, Lucien, Hagar and Church St. have been paved. Clean up of the shoulders is taking place through the week of Sept. 10. 2024

Millichamp ran into bad ground. The material under the roadway is classified as a pumping soil which brings up clay material and water through the road surface. This was clearly visible on the road as the base was compacted. RV Anderson sent out a road engineer to evaluate the severity of the problem and suggested the addition of geogrid and geomesh as well as increasing the depth of B gravel to provide sufficient structure to the road to sustain truck traffic (i.e. garbage trucks, fire trucks, snow plows). The added cost is covered by the contingency in the contract. Work is expected to be completed by September 20<sup>th</sup> if everything progresses as expected.

### Playground Installation

Playground equipment was scheduled to be installed in Warren as well as in Hagar at the existing parks. Markstay's crews performed the excavation.

We ran into a few problems as there was a miscommunication with the installer regarding the construction of the concrete pads. Pads were constructed by GIP based on specifications that they would be buried. The large pad in Warren as a result is rough.

I spoke with the installer and while the roughness is not ideal, they can work around the roughness.

This project highlighted a few issues we have in our planning process, in particular with interfacing with multiple contractors.

- Equipment lists were not clear
- Scope of work at every stage had issues with communication
- The municipality does not make its own drawings. Drawings provided did not provide for adequate specifications regarding the type of concrete or tolerances for the multiple pads.
- The municipality was the constructor in this project. There were challenges maintaining fencing around the structures while the work was being completed.



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These challenges highlighted some systematic changes which were in process.

## Maintenance

### Culverts

- Culvert maintenance has been progressing.

### Municipal Drains and Beavers

- 47 beavers trapped and removed in 2024. Very high beaver activity this year.
- 2 areas with plugged culverts requiring excavator for clean out
  - Jean Road (1 of 2 culverts)
  - Lacoste Road (Muscrats have been damming the culverts)
- Part of October activities will be to clear out all culverts and monitor for / trap beavers to avoid blocked major culverts in spring

### Roads

- Calcium was applied through July
- Results of the gravel tender are expected for this meeting
  - Materials due from last year's contract are to be delivered in October this year to complete the lift on those roads.
- Road complaints
  - East side of the village has been quiet with complaints
  - West side issues are centered around Ratter Lake and Nepawassi Lake Road
  - Jean road was never completed during the spring washout. This road is critical priority.
  - 3<sup>rd</sup> concession – seasonal portion requires topping where the grader ripped out some of the road base timbers. This is high priority prior to winter.

### Locates

This year has been very challenging with locate requests. Considering multiple highways and roadways being constructed across our infrastructure, almost the entire municipality required location services. We currently have 1 individual on staff capable of interpreting existing drawings and marking the locates. Our current system does not have consolidated information and requires a lot of interpretation.

I have started investigating locate services which could allow for us to offload some of this work to a third party. This does require us to have complete maps and a ticketing system to track the work for our records.

Ontario One Call Locates are a requirement by law and it is illegal for us to charge the locate requester for the locating service.



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## Vehicle Maintenance

Annual inspections and certifications have started and all trucks are expected to be completed by October.

## Training

### Grader Training

5 employees completed grader training which consisted of an in-class portion as well as an in seat portion on our roads dealing with our problems

## Working Hours

The compressed schedule for Public Works is ending after the week of September 30<sup>th</sup> to prepare for the winter season.

## Bylaw Policy and Updates

### Outstanding Changes

### New Requirements

#### Road Requests

The road request process according to our policies allow a very basic application process where the resident requests a change of the road to the Manager of Public Works and a quick evaluation is performed. Constructing roads is expensive and intensive and must be done to a certain specification. It appears there is an expectation that over the course of one meeting a request can go to a clear go. There should be 2 stages to a road request as a result of the amount of work required in the planning phase. There also must be a clear understanding of cost coverage.

Road requests may take a few forms:

1. As part of a subdivision: The developer builds the roads and infrastructure to our specifications and requests the town to take over maintenance of the road
2. Privatization of a road: An individual along a road requests to close an unmaintained road. This is typically accompanied by a request to deed the land back to the property owners. This may cause property to be land locked and carries legal ramifications.
3. Request to build a road on existing municipal easement: This is for roads that form part of other people's property where the municipality may have an easement, or across crown land where the crown wishes to turn part of the land over to the municipality. In this case the municipality is the Owner of the project and must manage any construction.



### Maintenance along easements

We will need to put in place a bylaw outlining the expected maintenance for property owners along the town easement. We currently do not have a bylaw covering this aspect.

Current practise is to cut the lawns and ditches in some areas and not in others. Where the land is public, the municipality typically trims the ditches a few times per year in town and once a year in some of the more open areas. We perform brushing on a less frequent basis and we currently have a lot of areas still grown in.

This bylaw will set out the frequency required for this activity.

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)



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

**July 9th, 2024**

5:30 pm

Markstay Council Chambers

21 Main St. South, Markstay

**AGENDA**

**1. Opening Remarks and call meeting to order at 5:33 pm**

Motion to open the meeting.

**Moved by** John Nipius

**Seconded by** Rachelle Poirier

**CARRIED**

**2. Roll Call**

Steven Olsen, Chair

Rachelle Poirier

John Nipius

Staff John Groulx, Assistant Treasurer

Kim Morris, CAO/Clerk

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

n/a

**4. Adoption of Agenda**

Motion to approve the agenda as amended.

**Moved by** John Nipius

**Seconded by** Rachelle Poirier

**CARRIED**

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## **5. Approval of June 11th meeting minutes**

Motion to approve the June 11<sup>th</sup> meeting minutes.

**Moved by** Rachelle Poirier

**Seconded by** John Nipius

**CARRIED**

## **6. New Business**

### **1. Monthly Cash Disbursements Report**

John presents the cash disbursements report for June.

He also answered the questions from members of the committee.

### **2. Other**

Pie Chart showing how much is paid out to what eg. Garbage, OPP should be posted on the website

### **3. Resignation of a Committee Member**

Tyler Kotanko is moving out of the community and therefore will no longer be part of our Committee. We will attempt to fill his position via the website.

Motion to accept Tyler Kotanko's resignation

**Moved by** Rachelle Poirier

**Seconded by** John Nipius

**CARRIED**

### **4. RFP for Insurance**

Thank you to John Nipius for sharing an editable document for a Tender for Insurance Services. We will proceed with this as soon as possible. Will circulate to the group for comments.

## **7. Date of next meeting**

Will circulate July Cash Disbursements via email for any questions/ comments.

The date for the next meeting is set for September 10<sup>th</sup>, 2024, at 5:30 pm in Markstay.

## **8. Adjournment**

Motion to adjourn at 6:13 pm.

**Moved by** Rachelle Poirier

**Seconded by** John Nipius

**CARRIED**

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**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
Public Works Committee  
June 20th, 2024  
1:00 pm  
MARKSTAY-WARREN MUNICIPAL BUILDING  
Council Chambers  
MINUTES**

- 
1. **Opening Remarks and introduction**  
**Meeting opened at 1:01 pm**  
**Moved by** Steven Olsen  
**Seconded by** Stéphane Renaud  
**CARRIED**  
**Roll Call**
    - Rachelle Poirier
    - Steven Olsen
    - Stéphane Renaud, PW Lead hand
    - Pierre Simon, 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: added a few items**  
**Moved by** Stéphane Renaud  
**Seconded by** Steve Olsen  
**CARRIED**
  4. **Approval of the minutes of the meeting of  
May 16, 2024**  
**Moved by** Steve Olsen  
**Seconded by** Pierre Simon  
**CARRIED**

## 5. **New Business**

1. Budget Update as it pertains to PW – Ronny provided an overview.
2. Gravel Tender – will be issued in the next few days. Delivery of gravel toward the fall. Hope to have several bids.
3. Calcium – tender for Calcium is out. Will be brought to Council at the June 24th meeting.
4. M-W Ecological Strategy – Blanding turtles was a big issue a few weeks ago re-ditching. There needs to be a mitigation strategy, which is more of an awareness strategy. PW is now aware. The Municipality has no record for these types of environmental issues. Ronny is looking at implementing a strategy to this effect. Beavers are also on the radar. We will be reviewing the policy as well as the pricing for beavers and possibly issue a tender for the work. Will get a presentation as well as costing. Hogweed is also on the radar. SEBBS does not do weed inspection. Ronny is responsible for it at the moment. We will provide appropriate training for him.  
Follow-up: Ronny to invite EMCOM to our next Committee Meeting
5. Mandatory Grader Training – Canada Heavy Equipment College is the best option re - costing. Need to have appropriate training in order to get our roads in better shape. Grader training, both in class and hands-on will be provided this July. It is mandatory for all of 5 PW staff, except for Pierre Simon as he is retiring shortly. St.Charles will also participate which helps with the cost. A Memo will be going out to advise staff about this training. 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.
6. Garages - given some not completely honest repair shops, we will be reviewing the procurement policy re - garages and repair/maintenance shops. ISO 9000 certification is a QA standard. We should be, as a municipality be certified. This would mean any and all suppliers would have to go through an audit. This could be done via a Tender process for emergency work for a variety of work, not just maintenance of vehicles. Will be looking at SEBBS as a possible cost savings.  
Follow-up: CAO to look into training for torquing for both PW and FD. Wheel torque indicators are present on PW vehicles but not FD.
7. Dumping Station in Warren - some individuals are taking advantage of the station to bypass water rates.  
Follow-up: We will look at user fees for that station.
8. Logging of fuels and fluids - update from last meeting. Enabled logging on the vehicles. KMs are automatically logged as of now.
9. Other: **Signs** - there are several signs that can be used at the Markstay garage. Will look at the signs that need to be changed. Can we sell some? Will share inventory with SEBBS in order to see if we can sell some.

## 6. **Next Meeting**

September 12, 2024 at 1 pm

## 7. **Adjournment at 2:42 pm**

**Moved by** Steve Olsen

**Seconded by** Stéphane Renaud

**CARRIED**

**MINUTES**

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

**MONDAY, JULY 15<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.

**# 2024-133**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**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

**4. Approval of the Agenda**

**# 2024-134**

**There was discussion as to 13e as it should go to the Public Works Committee prior to being presented to Council.**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

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

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

**6. Petitions and Delegations**

- 6.a) JP Daoust
- 6.b) Economic Partners

**7. Public Inquiries**

1) Maurice Turcot, Warren

Road projects/infrastructure is to be inspected every two years. Is this done?  
There has been no action regarding work on bridges and culverts. Will this be referred to the Public Works Committee?

2) Rob Rainville, Warren

Why did Council raise the taxes by 12%?  
The Mayor provided some explanation and referred him to the website where the details are outlined.

3) Cliff Gainsford, Markstay

He heard that the Municipality had hired a mechanic but that he quit.  
The Municipality did have a posting but there was no successful candidate.

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

**9. Consent Agenda**

- 9.a) Adoption of Minutes

That the following minutes be adopted:

- 1. Recreation Committee Minutes - Feb. 13, 2024
- 2. Finance Committee Minutes - June 11, 2024
- 3. Regular Meeting of Council Minutes - June 17, 2024
- 4. Landfill Committee Minutes - March 21, 2024
- 5. Public Works Committee Minutes - May 16, 2024
- 6. Special Meeting of Council Minutes - June 24, 2024
- 7. Special Meeting of Council Minutes - June 27, 2024

**# 2024-135**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

**THAT** Council approves the Consent Agenda as presented.

**10. Routine Management Reports**

- 10.a) Cash Disbursements

**# 2024-136**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council accepts the Cash Disbursements Report for the month of June as present.

**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. POWER POINT
5. Sudbury East Municipal Association (SEMA)
  - a. None
6. Association of Municipalities of Ontario
  - a. None

**12. Business Arising from Meeting Minutes**

**13. New Business**

13.a) Complaint Policy Draft

13.b) Service Line Warranties of Canada Program

13.d) Pregnancy and/or Parental Leave Policy

**#2024-137**

**Moved by: Kirk Raymond**

**Seconded by: Laura Schell**

**THAT** Council adopts the Pregnancy and/or Parental Leave Policy as presented.

**CARRIED**

13.f) August Meeting

**#2024-138**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

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

**CARRIED**

13.g) Grants Received

**14. Unfinished Business / Ongoing Projects**

**15. By-Laws**

15.a) Parkland Dedication By-Law

**#2024-139**

**Moved by: Francine Bérubé**

**Seconded by: Rachelle Poirier**

**THAT Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2024-25.**

**CARRIED**

**#2024-140**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

**THAT Council performs the 3<sup>rd</sup> and final reading of proposed By-Law 2024-25.**

**CARRIED**

15.b) Confirmation By-Law

**#2024-141**

**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 2024-26.**

**CARRIED**

**#2024-142**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT Council performs the 3<sup>rd</sup> and final reading of proposed By-Law 2024-26.**

**CARRIED**

15.c) By-Law to Establish Service Charges and Fees

**#2024-143**

**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 2024-27.**

**CARRIED**

**#2024-144**

**Moved by: Francine Bérubé**

**Seconded by: Rachelle Poirier**

**THAT Council performs the 3<sup>rd</sup> and final reading of proposed By-Law 2024-27.**

**CARRIED**

15.d) By-Law to amend By-Law 2024-16 AMPS

**#2024-145**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2024-28.

**CARRIED**

**#2024-146**

**Moved by: Rachelle Poirier**

**Seconded by: Francine Bérubé**

**THAT** Council performs the 3<sup>rd</sup> and final reading of proposed By-Law 2024-28.

**CARRIED**

**16. Motions**

16.a) Motion re-billing for motor vehicle accidents

**# 2024- 147**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** all Hwy 17 accidents requiring the assistance of the fire department be billed through the car owners' insurance with 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

**DEFEATED**

16.b) Motion to request to NORDS to pave roads

**# 2024-148**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** Council 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 to MacDonald Pit

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

Dupuis Rd to Pilon Pit and Therrien Pit (provide gravel for MTO)  
Nepewassi to Jacques Gauthier's pit

**CARRIED**

**17. Notice of Motions**

- 17.a) Backyard Chickens
- 17.b) Garbage tipping fees
- 17.c) New Arena Committee

**18. Addendum**

**19. Announcements and inquiries**

There was a question about where the E360 recycling bins would be located. The Manager of Public Works provided information as to what locations are being considered.

There was also some concern raised as to the lack of space for dumping at the landfill site in Warren. The public Works Manager will look into rectifying this.

**20. Closed session**

**21. Adjournment**

**#2024-149**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT Council adjourn the meeting at 8:45 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**

**WEDNESDAY August 14, 2024 @ 6:00 P.M.  
Council Chamber 21 Main St South Markstay, ON**

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

**# 2024-SMC-57**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT Council opens the Special Meeting of Council at 6:02 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

**4. Approval of Agenda**

**# 2024-SMC-58**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

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

**CARRIED**

**5. Disclosure of Pecuniary Interest and General Nature Thereof - None**

**6. New Business**

1. Updated Council Code of Conduct Policy

2. Updated Procurement Policy and Procedure
3. Cemetery By-Law
4. 2024 Bridge Inspections
5. HAF Round 2

**# 2024-SMC-59**

**Moved by: Rachelle Poirier**

**Seconded by: Francine Bérubé**

**THAT** Council directs staff to proceed with an application to Round 2 of the Housing Accelerator Fund.

**CARRIED**

6. Updated Procedural By-Law
7. Caisse Alliance Signing Authority

**# 2024-SMC-60**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council approves the proposed list of signatories for Caisse Alliance.

**CARRIED**

**7. Adjournment**

**# 2024-SMC-61**

**Moved by: Kirk Raymond**

**Seconded by: Rachelle Poirier**

**THAT** Council adjourn the meeting at 7:58 pm.

**CARRIED**

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**MAYOR**

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**CLERK**

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

## Municipality of Markstay-Warren Cash Disbursements July 2024

Date	Name	Memo	Class	Paid Amount
07/02/2024	Victor Canada	Remittance- July 2024		
06/30/2024		Administration- Benefits Paid for July 2024	GENERAL GOVERNMENT:Administration	-4,254.75
		Fire Department- Benefit Paid for July 2024	PROTECTION SERVICES:Fire Department	-883.73
		Public Works- Benefits PAid for July 2024	TRANSPORTATION SERVICES:Public Works	-9,304.86
		Recreation- Benefits PAid for July 2024	RECREATION & CULTURAL SERVICES	-1,986.63
TOTAL				-16,429.97
07/05/2024	ADP	Payroll processing fee		
06/28/2024	Receiver General	Payroll processing fee	GENERAL GOVERNMENT	-200.07
		HST Rebate		-22.09
TOTAL				-222.16
07/10/2024	SUNWIRE INC.			
06/01/2024		Warren Office	GENERAL GOVERNMENT:Administration:Warren	-37.81
		Warren Office	GENERAL GOVERNMENT:Administration:Warren	-37.75
		Warren Garage	TRANSPORTATION SERVICES:Public Works:Warren Garage	-27.00
		Warren Garage	TRANSPORTATION SERVICES:Public Works:Warren Garage	-37.75
		MArkstay Station	PROTECTION SERVICES:Fire Department:Markstay Station	-27.00
		Markstay Station	PROTECTION SERVICES:Fire Department:Markstay Station	-37.75
		Awrey Station	PROTECTION SERVICES:Fire Department:Awrey Station	-27.00
		Awrey Station	PROTECTION SERVICES:Fire Department:Awrey Station	-37.74
		Arena	RECREATION & CULTURAL SERVICES:Arena/Hall	-48.60
		Arena	RECREATION & CULTURAL SERVICES:Arena/Hall	-59.34
		Library	RECREATION & CULTURAL SERVICES:Library	-27.00
		Library	RECREATION & CULTURAL SERVICES:Library	-37.74
		Warren Station	PROTECTION SERVICES:Fire Department:Warren Station	-27.00
		Warren Station	PROTECTION SERVICES:Fire Department:Warren Station	-37.74
		MArkstay Garage	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-27.00
		Markstay Garage	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-37.74
		Markstay Office	GENERAL GOVERNMENT:Administration:Markstay	-216.00
		Markstay Office	GENERAL GOVERNMENT:Administration:Markstay	-121.72
	Receiver General	GST on purchases (Input Tax Credit)		-42.12
06/01/2024	Receiver General	Long Distance Calls from May 1st-May 31st 2...	GENERAL GOVERNMENT:Administration	-8.04
		GST on purchases (Input Tax Credit)		-0.37
07/01/2024	Receiver General	Long Distance Fee for June	GENERAL GOVERNMENT:Administration	-8.50
		GST on purchases (Input Tax Credit)		-0.39
07/01/2024	Receiver General	Late fee for June 2024	GENERAL GOVERNMENT:Administration	-18.35
		GST on purchases (Input Tax Credit)		-0.85
07/31/2024		Warren Garage for July	TRANSPORTATION SERVICES:Public Works:Warren Garage	-27.01
		Warren Garage for July	TRANSPORTATION SERVICES:Public Works:Warren Garage	-37.75
		Markstay Station for July	PROTECTION SERVICES:Fire Department:Markstay Station	-27.00

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

Date	Name	Memo	Class	Paid Amount
		Markstay Station for July	PROTECTION SERVICES:Fire Department:Markstay Station	-37.75
		Awrey Station for July	PROTECTION SERVICES:Fire Department:Awrey Station	-27.00
		Awrey Station for July	PROTECTION SERVICES:Fire Department:Awrey Station	-37.75
		Warren Arena for July	RECREATION & CULTURAL SERVICES:Arena/Hall	-27.00
		Warren Arena for July	RECREATION & CULTURAL SERVICES:Arena/Hall	-37.74
		Library for July	RECREATION & CULTURAL SERVICES:Library	-27.00
		Library for July	RECREATION & CULTURAL SERVICES:Library	-37.74
		Warren Station for July	PROTECTION SERVICES:Fire Department:Warren Station	-27.00
		Warren Station for July	PROTECTION SERVICES:Fire Department:Warren Station	-37.74
		MArkstay Garage for July	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-27.00
		Markstay Garage for July	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-37.74
		MArkstay Office for July	GENERAL GOVERNMENT:Administration	-216.00
		Markstay Office for July	GENERAL GOVERNMENT:Administration	-164.92
	Receiver General	GST on purchases (Input Tax Credit)		-38.62
<b>TOTAL</b>				<b>-1,861.06</b>
07/11/2024	GREATER SUDBURY...	MArkstay Water for July 2024		
07/17/2024		Markstay Water for July 2024	ENVIRONMENTAL SERVICES:Markstay Water	-15,357.30
<b>TOTAL</b>				<b>-15,357.30</b>
07/17/2024	Bell	FD-service Line Monthly Fee		
06/03/2024		Fd-Service Line Monthly Fee-July 2024	PROTECTION SERVICES:Fire Department	-104.17
		FD-service Line Monthly Fee	GENERAL GOVERNMENT:Administration	-1.09
	Receiver General	HST Rebate		-11.63
<b>TOTAL</b>				<b>-116.89</b>
07/18/2024	RELIANCE HOME CO...	Arena hall-Rental of Hot Water Tank for Ju...		
07/18/2024		Arena Rental-Hot Water Tank for July 2024	RECREATION & CULTURAL SERVICES:Arena/Hall	-38.22
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-4.97
<b>TOTAL</b>				<b>-43.19</b>
07/19/2024	ADP	Payroll processing fee		
07/12/2024		Payroll processing fee	GENERAL GOVERNMENT	-122.52
	Receiver General	HST Rebate		-13.53
<b>TOTAL</b>				<b>-136.05</b>

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

Date	Name	Memo	Class	Paid Amount
07/24/2024	RELIANCE HOME CO...	Markstay Garage- Hot Water Rental for Jul...		
07/24/2024	Receiver General	Warren Garage Hot Water Tank for July 2024 HST Rebate	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-110.21 -12.17
TOTAL				-122.38
07/24/2024	RELIANCE HOME CO...	Office/Markstay Station- Hot Water Tank re...		
07/24/2024	Receiver General	Hot Water Rental Office for July 2024 Hor Water Tank Rental-Markstay Station for J... HST Rebate	GENERAL GOVERNMENT:Administration:Markstay PROTECTION SERVICES:Fire Department:Markstay Station	-106.51 -106.51 -23.54
TOTAL				-236.56
07/26/2024	RELIANCE HOME CO...	Warren Station- 32 Rutland Ave hot water ...		
07/26/2024	Receiver General	Warren Station-Hot Water Rental for July 2024 HST Rebate	PROTECTION SERVICES:Fire Department:Warren Station	-49.72 -5.49
TOTAL				-55.21
07/31/2024	MPAC	MPAC-Remittance 2nd Quarter for 2024		
07/31/2024		MPAC-Remittance 2nd Quarter for 2024	GENERAL GOVERNMENT:Administration	-11,132.78
TOTAL				-11,132.78
07/09/2024	AFMO	AFMO Conference- Kim Morris		
07/05/2024	Receiver General	AMFO Conference- Kim Morris HST Rebate	GENERAL GOVERNMENT:Administration	-407.04 -44.96
TOTAL				-452.00
07/09/2024	Beange Door Services	Multi-use/Office- Replace Door Closer at U...		
06/18/2024	Receiver General	Door Closer at Multi-use Install Sweep At Main Office HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Rentals:39 Lafontaine Multiuse F... GENERAL GOVERNMENT:Administration:Markstay	-450.00 -122.11 -58.50
	Receiver General	HST Rebate		-13.49
TOTAL				-644.10

## Municipality of Markstay-Warren Cash Disbursements July 2024

Date	Name	Memo	Class	Paid Amount
<b>07/09/2024</b>	<b>BRANDT</b>			
05/29/2024		PW Warren Grader- Level Indicator to Ensur...	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-351.68
		PW Markstay Grader- Level Indicator to ensu...	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-351.69
	Receiver General	HST Rebate		-77.69
05/17/2024		PW- Oil Filter for #355 Excavator	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-121.66
	Receiver General	HST Rebate		-13.44
<b>TOTAL</b>				<b>-916.16</b>
<b>07/09/2024</b>	<b>Canadian Shield Con...</b>	<b>Cemetery-Loam Aggregates</b>		
06/14/2024		Loam Aggregates for Cemeteries	HEALTH SERVICES:Cemeteries	-960.00
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-124.80
<b>TOTAL</b>				<b>-1,084.80</b>
<b>07/09/2024</b>	<b>CITY GREATER SUD...</b>			
04/20/2024		Warren Water- 10 Dyke Street- Water Shut O...	ENVIRONMENTAL SERVICES:Warren Water	-146.00
06/04/2024		Capital Project- Markstay Street Revitalizatio...	ENVIRONMENTAL SERVICES:Markstay Water	-510.00
06/20/2024		Markstay Water-Hydrant Repair on Pioneer St	ENVIRONMENTAL SERVICES:Markstay Water	-382.56
06/20/2024		Warren Water-Turn Water On-Off at Warren ...	ENVIRONMENTAL SERVICES:Warren Water	-238.00
06/26/2024		Warren Water-Monthly Bell Invoice	ENVIRONMENTAL SERVICES:Warren Water	-46.29
		Markstay Water- Monthly Bell Invoice	ENVIRONMENTAL SERVICES:Markstay Water	-46.29
<b>TOTAL</b>				<b>-1,369.14</b>
<b>07/09/2024</b>	<b>CO-OP REGIONAL</b>	<b>PW/FD:Fuel for June 2024</b>		
06/30/2024		Warren Clear Fuel June 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-2,613.55
		Warren Coloured Fuel June 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-1,595.40
		Warren Gas June 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-1,648.62
		MArkstay Clear June 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-4,258.00
		MArkstay Gas June 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-1,648.48
		Multi-use- Plumbing supplies June 2024	GENERAL GOVERNMENT:Rentals:39 Lafontaine Multiuse F...	-193.82
<b>TOTAL</b>				<b>-11,957.87</b>

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

Date	Name	Memo	Class	Paid Amount
07/09/2024	CREIGHTON ROCK D...	PW-Cover Blade for moeboard for Warren ...		
06/25/2024	Receiver General	PW-Cover Blade for the moeboard for the Wa... HST Rebate	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-1,310.22 -144.72
TOTAL				-1,454.94
07/09/2024	ENBRIDGE			
06/05/2024	Receiver General	Gas expense-Warren Golden age- may 2024 HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Rentals:40 Rutland Golden Age	-126.98 -16.51
06/05/2024	Receiver General	LNG Expense Warren Garage- may 2024 GST on purchases (Input Tax Credit)	TRANSPORTATION SERVICES:Public Works:Warren Garage	-230.60 -10.68
06/28/2024	Receiver General	Seniors Club- LNG usage for June 2024 GST on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Rentals:8 Church St - Seniors Club	-33.32 -1.54
06/28/2024	Receiver General	Markstay Garage- LNG usage for June 2024 GST on purchases (Input Tax Credit)	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-31.83 -1.47
06/30/2024	Receiver General	Office-LNG usage for June 2024 Markstay Station- LNG usage for June 2024	GENERAL GOVERNMENT:Administration:Markstay PROTECTION SERVICES:Fire Department:Markstay Station	-23.11 -23.11
TOTAL				-499.15
07/09/2024	ERIC'S MOBILE REP...			
06/25/2024	Receiver General	PW- Inspect and Changed Hydraulic Line on ... HST Rebate	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-928.86 -102.60
06/24/2024	Receiver General	FD- Install Batteries for Unit 1535, 2 Patches HST Rebate	PROTECTION SERVICES:Fire Department:Vehicles & Equip...	-234.05 -25.85
06/10/2024	Receiver General	PW- Emergency keys locked inside cab, got ... HST Rebate	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-250.32 -27.65
TOTAL				-1,569.33
07/09/2024	FLUENT INFORMATI...	FD- 60 Memeber Annual Subscription Qua...		
07/01/2024	Receiver General	FD- 60 Member Annual Subscription, quarterl... HST Rebate	PROTECTION SERVICES:Fire Department	-356.16 -39.34
TOTAL				-395.50

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

Date	Name	Memo	Class	Paid Amount
07/09/2024	Fountain Tire	Pw- Change tire, Valve Repair on #338 Tan...		
06/11/2024	Receiver General	PW- Change over, Tire Valve Repair on #338... HST Rebate	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-99.12 -10.95
TOTAL				-110.07
07/09/2024	GRAND & TOY	Adm/PW/BC/FD-Copy Paper, Envelopes, P...		
06/25/2024	Receiver General	Pw-Copy Papper FD-Copy Paper BC-Copy Paper ADM- Copy Paper Adm-Window Envelopes Adm-Post It Flags HST Rebate	ENVIRONMENTAL SERVICES:Public Works PROTECTION SERVICES:Fire Department PROTECTION SERVICES:Building Control GENERAL GOVERNMENT:Administration GENERAL GOVERNMENT:Administration GENERAL GOVERNMENT:Administration	-31.55 -31.55 -31.55 -31.55 -169.02 -54.90 -38.65
TOTAL				-388.77
07/09/2024	Intact Public Entities ...	Third Party and Accident Deductible- Two ...		
06/30/2024		Claim P3005538 and Claim P3006752	ENVIRONMENTAL SERVICES:Public Works	-5,346.75
TOTAL				-5,346.75
07/09/2024	JANIX	Arena- Toilet Paper, Hand towels, neutraliz...		
06/23/2024	Receiver General	Arena- Toilet Paper, Hand Towels, Neutralize... HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/Hall	-295.42 -38.40
TOTAL				-333.82
07/09/2024	LISE PILKEY	Arena/MUF/Office- Janitorial service for Ju...		
07/09/2024	Receiver General Receiver General	Arena/Hall-Janitorial for July 2024 Multi-use- Janitorial for July 2024 Office- Janitorial for July 2024 FD HST (ON) on purchases (Input Tax Credit) HST Rebate	RECREATION & CULTURAL SERVICES:Arena/Hall GENERAL GOVERNMENT:Rentals:39 Lafontaine Multiuse F... GENERAL GOVERNMENT:Administration:Markstay PROTECTION SERVICES:Fire Department	-1,200.00 -1,419.00 -612.09 -131.27 -340.47 -82.17
TOTAL				-3,785.00

## Municipality of Markstay-Warren Cash Disbursements July 2024

Date	Name	Memo	Class	Paid Amount
07/09/2024	MARKSTAY ELEVAT...	ARENA- Quarterly Billing, Scheduled Main...		
06/23/2024	Receiver General	Arena- Scheduled Maintenance, Quarterly Bill... HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES: Arena/Hall	-272.00 -35.36
TOTAL				-307.36
07/09/2024	MASLACK			
07/01/2024		Windshield Washer for Warren Garage	TRANSPORTATION SERVICES: Public Works: Warren Garage	-17.50
		Windshield Washer for Markstay Garage	TRANSPORTATION SERVICES: Public Works: Markstay Gar...	-17.50
	Receiver General	HST Rebate		-3.87
06/18/2024		Fd- New 12 Volt Battery for #1535, Core Char...	PROTECTION SERVICES: Fire Department: Vehicles & Equip...	-264.22
	Receiver General	HST Rebate		-29.18
06/17/2024		FD- New 12 Volt Rear Battery for 1535, Core ...	PROTECTION SERVICES: Fire Department: Vehicles & Equip...	-206.22
	Receiver General	HST Rebate		-22.77
TOTAL				-561.26
07/09/2024	Ministry of Finance (...)	Opp- May 2024 Policing Service		
06/30/2024		OPP-May 2024 Policing Service	PROTECTION SERVICES	-34,715.48
TOTAL				-34,715.48
07/09/2024	Mitchell Jensen Archi...	New Public Works & Fire Dept		
06/30/2024	Receiver General	New Public Works & Fire Markstay-Warren - ... HST Rebate	GENERAL GOVERNMENT: Administration	-1,221.12 -134.88
TOTAL				-1,356.00
07/09/2024	OMERS	Omers Remittance for June 2024		
06/30/2024		Omers Remittance for June 2024	GENERAL GOVERNMENT	-14,524.34
TOTAL				-14,524.34

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

Date	Name	Memo	Class	Paid Amount
07/09/2024	PPE SOLUTION			
07/04/2024	Receiver General	FD-Rubber Chainsaw Boots-Protective/Gear/... HST Rebate	PROTECTION SERVICES:Fire Department:Fire Fighting	-606.24
05/27/2024	Receiver General	FD-Leather Firefighting Boots- Protective Clot... HST Rebate	PROTECTION SERVICES:Fire Department:Fire Fighting	-66.96 -537.29 -59.35
TOTAL				-1,269.84
07/09/2024	Rachel Clement			
06/03/2024		Markstay Cenotaph	RECREATION & CULTURAL SERVICES:War Monuments	-225.00
06/03/2024		Office- Supply Flowers at Municipal Office, M...	GENERAL GOVERNMENT:Administration:Markstay	-375.00
TOTAL				-600.00
07/09/2024	SPECTRUM GROUP	FD/PW- Tower Site, Replaced 100 Watt PA,...		
07/03/2024	Receiver General	FD-50% Portion of replacement 100Watt PA, ... PW-50% Portion of Replacement 100Watt P... HST Rebate	PROTECTION SERVICES:Fire Department TRANSPORTATION SERVICES:Public Works	-2,847.49 -2,847.49 -629.03
TOTAL				-6,324.01
07/09/2024	Technical Standards ...	Renewal ED Elevator Lift at Golden Age		
05/30/2024		Annual Renewal ED Elevator Lift at Golden A...		-262.50
TOTAL				-262.50
07/09/2024	TRANS CANADA SAF...	FD-Hose Tester Adapters		
06/13/2024	Receiver General	FD-Hose Tester Adapters(kocek) HST Rebate	PROTECTION SERVICES:Fire Department:Fire Fighting	-140.99 -15.57
TOTAL				-156.56
07/09/2024	UNITED STEELWOR...			
04/30/2024		Pw-Rec- Union Dues Remittance for April 2024	GENERAL GOVERNMENT	-603.52
06/30/2024		Pw/Rec- Remittance for June 2024	GENERAL GOVERNMENT	-614.46
TOTAL				-1,217.98

## Municipality of Markstay-Warren Cash Disbursements July 2024

Date	Name	Memo	Class	Paid Amount
07/09/2024	UNITED STEELWOR...			
04/30/2024		Office- Union Dues Remittance for April 2024	GENERAL GOVERNMENT	-384.50
06/30/2024		Office- Union Dues Remittance for June 2024	GENERAL GOVERNMENT	-352.50
TOTAL				-737.00
07/09/2024	Workplace Safety & I...	WSIB Remittance for June 2024		
06/30/2024		WSIB-Library Remittance for June 2024	RECREATION & CULTURAL SERVICES:Library	-310.70
		WSIB- Municipal Remittance for June 2024	GENERAL GOVERNMENT	-2,861.46
		WSIB-Fire Dept Remittance for June 2024	PROTECTION SERVICES	-231.84
		WSIB Remittance for June 2024	GENERAL GOVERNMENT:Administration	-319.37
TOTAL				-3,723.37
07/09/2024	HYDRO ONE	Hydro-June 2024-All Buildings		
06/30/2024		Hydro-Warren Water, 46 Arthur Ave	ENVIRONMENTAL SERVICES:Warren Water	-974.19
		Hydro-Warren Firehall, 32 Rutland	PROTECTION SERVICES:Fire Department:Warren Station	-126.76
		Hydro-Markstay Water, 86 Pioneer	ENVIRONMENTAL SERVICES:Markstay Water	-89.01
		Hydro-Warren Ballfield, 1 Lafontaine	RECREATION & CULTURAL SERVICES:Ballfields	-44.13
		Hydro- Markstau Water- 1 Millichamp	ENVIRONMENTAL SERVICES:Markstay Water	-162.32
		Hydro- Municipal Office- 21 main	GENERAL GOVERNMENT:Administration:Markstay	-301.07
		Hydro-Markstay Station- 21 Main	PROTECTION SERVICES:Fire Department:Markstay Station	-301.06
		Hydro-Street Lights, 6 concession lot 2	TRANSPORTATION SERVICES:Public Works:Streetlights	-900.32
		Hydro-MARKstay Garage-48 Main North	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-201.62
		Hydro-Playgrounds, 1 concession lot 1	RECREATION & CULTURAL SERVICES:Playgrounds	-35.08
		Hydro-Warren Office, 38 Rutland Ave	GENERAL GOVERNMENT:Administration:Warren	-153.61
		Hydro- Awrey Station, 160 Sunset Road	PROTECTION SERVICES:Fire Department:Awrey Station	-141.87
		Hydro-Markstay Seniors, 8 church	GENERAL GOVERNMENT:Rentals:8 Church St - Seniors Club	-84.19
		Hydro-Golden Age Club, 40 Rutland	GENERAL GOVERNMENT:Rentals:40 Rutland Golden Age	-59.67
		Hydro- Basement Golden Age	GENERAL GOVERNMENT:Rentals:40 Rutland Basement	-59.67
		Hydro-Warren Garage- 6 Concession Lot 2	TRANSPORTATION SERVICES:Public Works:Warren Garage	-176.50
		Hydro-Warren Sewer, 1 Warren Ave	ENVIRONMENTAL SERVICES:Warren Water	-795.60
		Hydro- Ballfield, 10 Church	RECREATION & CULTURAL SERVICES:Ballfields	-38.48
		Hydro-Arena, 39 Lafontaine	RECREATION & CULTURAL SERVICES:Arena/Hall	-901.01
		Hydro-Multi-Use Facility	GENERAL GOVERNMENT:Rentals:39 Lafontaine Multiuse F...	-2,102.35
		Hydro-Street Light, Veuve River	TRANSPORTATION SERVICES:Public Works:Streetlights	-158.73
		Hydro-Adjustment	GENERAL GOVERNMENT:Administration	-134.64
TOTAL				-7,941.88

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

Date	Name	Memo	Class	Paid Amount
07/12/2024	ROGERS			
07/12/2024		PW Lead Hand for June	TRANSPORTATION SERVICES:Public Works	-50.60
		Pw Phone By-Out from PW Phone for June	TRANSPORTATION SERVICES:Public Works	-735.20
		MARk & Vince Phone for June 2024	PROTECTION SERVICES:Fire Department	-102.98
		Rec Phone for June 2024	RECREATION & CULTURAL SERVICES	-51.60
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-6.58
	Receiver General	HST Rebate		-98.17
06/18/2024		Lead Hand Markstay -May 2024	TRANSPORTATION SERVICES:Public Works	-51.49
		By-Law - May 2024	PROTECTION SERVICES:By-Law	-51.49
		Recreation- May 2024	RECREATION & CULTURAL SERVICES	-50.60
		Deputy Chief- May 2024	PROTECTION SERVICES:Fire Department	-51.49
		PW Director	TRANSPORTATION SERVICES:Public Works	-102.38
		Fire Chief- May 2024	PROTECTION SERVICES:Fire Department	-52.88
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-6.58
	Receiver General	HST Rebate		-34.21
TOTAL				-1,446.25
07/09/2024	ADT BY TELUS	Arena-Alarm Monitoring Q3		
07/01/2024		Arena- Alarm Monitoring Q3 2024	RECREATION & CULTURAL SERVICES:Arena/Hall	-80.88
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-10.51
TOTAL				-91.39
07/09/2024	EDGEWORX SOLUTI...			
07/10/2024		Council-50% of the Implementation of the sec...	GENERAL GOVERNMENT:Council	-8,242.56
	Receiver General	HST Rebate		-910.44
07/01/2024		Council- Prof Service-Jump Cloud Platform P...	GENERAL GOVERNMENT:Council	-432.48
	Receiver General	HST Rebate		-47.77
TOTAL				-9,633.25
07/09/2024	ENCOMPASSIT.CA	Adm-Accounting-Managed Taxes Final Run		
07/10/2024		ADM-Managed Taxes-Final Run	GENERAL GOVERNMENT:Administration	-3,510.72
	Receiver General	HST Rebate		-387.78
TOTAL				-3,898.50

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

Date	Name	Memo	Class	Paid Amount
07/09/2024	JL RICHARDS & ASS...			
05/15/2024	Receiver General	Planning-April 2024-Professional Service-Mar... GST on purchases (Input Tax Credit)	PLANNING AND DEVELOPMENT	-621.15 -28.76
07/07/2024	Receiver General	Planning- June 2024-Prof Fees-Markstay-Wa... GST on purchases (Input Tax Credit)	PLANNING AND DEVELOPMENT	-4,627.13 -214.22
TOTAL				-5,491.26
07/09/2024	Ken Byers	Building Control -Refund for Property Stan...		
06/30/2024		Building Control- Refund on Property Standar...	PROTECTION SERVICES:Building Control	-300.00
TOTAL				-300.00
07/09/2024	Kim Morris	ADM- Personal Phone Usage \$25/month 9 ...		
06/30/2024		Adm-Telephone Expense from oct2023-June ...	GENERAL GOVERNMENT:Administration	-225.00
TOTAL				-225.00
07/09/2024	MES CANADA INC.	FD-Annual Preventative Service For Hydra...		
07/08/2024	Receiver General	FD-Annual Preventative Service for Hydraulic... HST Rebate	PROTECTION SERVICES:Fire Department:Fire Fighting	-5,601.38 -618.71
TOTAL				-6,220.09
07/09/2024	Municipality of St. Ch...	Adm-Shared Service Treasurer-Nov2023-M...		
06/30/2024		Shared Service Treasurer -November 2023-M...	GENERAL GOVERNMENT:Administration	-5,000.00
TOTAL				-5,000.00
07/09/2024	Northern Melcarm Gr...	ADM- Ink Cartridge for Stamp Machine		
07/09/2024	Receiver General	Adm- Ink Cartridge for Stamp Machine GST on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Administration	-291.60 -13.50
TOTAL				-305.10

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

Date	Name	Memo	Class	Paid Amount
07/09/2024	PINCHIN LTD	Landfill-Hagar Sewage, Hagar & Warren L...		
05/31/2024		Landfill-Hagar Sewage-2024 Annual Monitoring	ENVIRONMENTAL SERVICES:Waste Management:Hagar L...	-1,879.51
		Landfill-Hagar Landfill-2024 Annual Monitoring	ENVIRONMENTAL SERVICES:Waste Management:Hagar L...	-1,622.05
		Landfill-Warren LAndfill-2024 Annual Monitori...	ENVIRONMENTAL SERVICES:Waste Management:Warren ...	-3,755.96
	Receiver General	HST Rebate		-801.64
TOTAL				-8,059.16
07/09/2024	R.V. ANDERSON ASS...			
07/16/2024	Receiver General	Markstay-Warren Trunk Watermain for June ...	GENERAL GOVERNMENT:Administration	-1,991.44
		HST Rebate		-219.97
07/16/2024	Receiver General	Capital-Markstay-Warren Streets Revitalizatio...	CAPITAL:Markstay Revitilization	-5,035.72
		HST Rebate		-556.23
06/19/2024	Receiver General	Capital- Pro Service May 2024- Markstay-Wa...	CAPITAL:Markstay Revitilization	-47,952.44
		HST Rebate		-5,296.62
04/15/2024	Receiver General	Capital- Prof Services Rendered for Feb to M...	CAPITAL:Markstay Revitilization	-34,074.65
		HST Rebate		-3,763.75
TOTAL				-98,890.82
07/09/2024	Ronny Theiss	PW- Personal Phone Usage for Ronny- Oc...		
07/18/2024		PW- Personal Phone Usage for Ronny- Oct 2...	TRANSPORTATION SERVICES:Public Works	-225.00
TOTAL				-225.00
07/09/2024	TALBOT MARKETING	FD- 3 Hooded Pullover		
07/16/2024	Receiver General	FD-3 Hooded Pullover Sweatshirt	PROTECTION SERVICES:Fire Department	-226.71
		GST on purchases (Input Tax Credit)		-10.50
TOTAL				-237.21
07/09/2024	TRANS CANADA SAF...			
07/10/2024	Receiver General	Rec- Mosquito JAcket for Staff & Students	RECREATION & CULTURAL SERVICES	-84.75
		HST (ON) on purchases (Input Tax Credit)		-11.02
07/09/2024	Receiver General	Rec-Gloves. Earmuffs for Summer Student	RECREATION & CULTURAL SERVICES	-114.10
		HST (ON) on purchases (Input Tax Credit)		-14.83
TOTAL				-224.70

## Municipality of Markstay-Warren Cash Disbursements July 2024

Date	Name	Memo	Class	Paid Amount
07/09/2024	TRUE 802 WIRELESS...	Pw/FD- Dedicated Service for July 2024		
06/15/2024		PW- Dedicated Service for July 2024	TRANSPORTATION SERVICES:Public Works	-203.52
		FD-Dedicated Service for July 2024	PROTECTION SERVICES:Fire Department	-152.63
	Receiver General	HST Rebate		-39.34
TOTAL				-395.49
07/09/2024	VS Marketing	ADM- Q2 Website Support/Updates		
07/16/2024		ADM-Q2 Website Updates/Support	GENERAL GOVERNMENT:Administration	-54.14
	Receiver General	HST Rebate		-5.98
TOTAL				-60.12
07/31/2024	MUNICIPALITY OF M...	All property Markstay-Warren		
07/31/2024		Vested Property- Salisbury Final Taxes 2024	GENERAL GOVERNMENT	-102.90
		Warren Office- Final Taxes 2024	GENERAL GOVERNMENT:Administration:Warren	-570.61
		Warren Station- Final Taxes 2024	PROTECTION SERVICES:Fire Department:Warren Station	-716.06
		Warren Sewer- Final Taxes 2024	ENVIRONMENTAL SERVICES:Warren Water	-754.01
		Warren Water-Final Taxes 2024	ENVIRONMENTAL SERVICES:Warren Water	-5,338.27
		Warren Landfill-Final Taxes 2024	ENVIRONMENTAL SERVICES:Waste Management:Warren ...	-1,068.87
		Hagar Landfill-Final Taxes 2024	ENVIRONMENTAL SERVICES:Waste Management:Hagar L...	-613.08
		Markstay Water-Final Taxes 2024	ENVIRONMENTAL SERVICES:Markstay Water	-708.86
TOTAL				-9,872.66
07/31/2024	Ronny Theiss	Taxes-Refund for double payment		
08/06/2024		Refund on Taxes for double payment	GENERAL GOVERNMENT:Administration	-716.00
TOTAL				-716.00
07/19/2024	ADT BY TELUS	Adm- Communication problem at Panel at ...		
07/23/2024		Adm- Communication problem at panel at MA...	GENERAL GOVERNMENT:Administration:Markstay	-187.24
	Receiver General	HST Rebate		-20.68
TOTAL				-207.92

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

Date	Name	Memo	Class	Paid Amount
07/19/2024	CAMBRIAN TRUCK C...			
07/10/2024		PW- Cabin filters for #366 & 380 Tandems	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-10.56
		PE- Cabin Filters for #380	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-10.57
	Receiver General	HST Rebate		-2.33
07/02/2024		Pw- Switch for unit 343 Tandem	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-24.20
	Receiver General	HST Rebate		-2.67
07/23/2024		PW- Bradke issues on western star #343	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-619.03
	Receiver General	HST Rebate		-68.37
<b>TOTAL</b>				<b>-737.73</b>
07/19/2024	CDW CANADA CORP.	Council- Council Laptops		
08/03/2024		Council- Laptop	GENERAL GOVERNMENT:Council:Mayor Olsen	-992.16
		Council - Laptop	GENERAL GOVERNMENT:Council:Councillor Poirier	-992.16
		Council - Laptop	GENERAL GOVERNMENT:Council:Councillor Berube	-992.16
		Council - Laptop	GENERAL GOVERNMENT:Council:Councillor Raymond	-992.16
		Council - Laptop	GENERAL GOVERNMENT:Council:Councillor Schell	-992.16
	Receiver General	HST Rebate		-547.95
<b>TOTAL</b>				<b>-5,508.75</b>
07/19/2024	CITY GREATER SUD...			
05/30/2024		Markstay Water- Scan Monitoring	ENVIRONMENTAL SERVICES:Markstay Water	-41.28
		Warren Water- Scan Monitoring	ENVIRONMENTAL SERVICES:Warren Water	-41.29
07/05/2024		MARkstay Water for June 2024	ENVIRONMENTAL SERVICES:Markstay Water	-6,513.75
		Warren Water for June 2024	ENVIRONMENTAL SERVICES:Warren Water	-8,913.56
		Warren Sewer for June 2024	ENVIRONMENTAL SERVICES:Warren Sewer	-1,714.14
	Receiver General	HST Rebate		-1,893.39
<b>TOTAL</b>				<b>-19,117.41</b>
07/19/2024	CO-OP REGIONAL	Pw/FD- Fuel Purchase for the month of Jul...		
07/31/2024		Warren Clear Fuel for July 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-2,909.27
		Warren Coloured Fuel for July 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-5,095.93
		Warren Gas for July 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-2,504.04
		Markstay Clear for July 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-1,177.69
		Markstay Coloured for July 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-2,703.23
		Markstay Gas for July 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-662.54
		Rec Mowers maintenance	RECREATION & CULTURAL SERVICES:Vehicles and Equip...	-40.67
<b>TOTAL</b>				<b>-15,093.37</b>

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
07/19/2024	DE LAGE LANDEN FI...	Adm- Mailing System 3rd quarter		
07/16/2024	Receiver General	Adm-Mailing system rental- 3rd quarter HST Rebate	GENERAL GOVERNMENT:Administration	-152.49 -16.84
TOTAL				-169.33
07/19/2024	Enviromental 360 Sol...	Garabage Collection for July 2024		
07/31/2024	Receiver General	Garabage Collection for July 2024 GST on purchases (Input Tax Credit)	ENVIRONMENTAL SERVICES:Waste Management:Warren ...	-15,749.99 -729.17
TOTAL				-16,479.16
07/19/2024	Fountain Tire	PW-Tire Valves for #366 & #338 Tandems		
07/10/2024	Receiver General	Pw-Tire Valve for Unit 366 PW-Tire Valve for Unit #338 HST Rebate	TRANSPORTATION SERVICES:Public Works:Vehicles and ... TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-72.10 -72.10 -15.93
TOTAL				-160.13
07/19/2024	GREATER SUDBURY...	MArkstay Water for July 2024		
TOTAL				0.00
07/19/2024	JANIX			
07/22/2024	Receiver General	Tissue	GENERAL GOVERNMENT:Administration	-52.47
	Receiver General	Cleaner - charged back to lise pilkey	GENERAL GOVERNMENT:Administration	-17.96
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-2.33
	Receiver General	HST Rebate		-5.80
07/24/2024	Receiver General	PW- CLeaning Supplies for Markstay Garage	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-122.53
	Receiver General	PW- Cleaning Supplies for Warren Garage	TRANSPORTATION SERVICES:Public Works:Warren Garage	-122.53
	Receiver General	HST Rebate		-27.08
TOTAL				-350.70
07/19/2024	JENNIFER DESLOGE	Website Maintenance june 18th -Aug 5th 2...		
08/05/2024		Website Maintenance for June 18th - Aug 5th...	PLANNING AND DEVELOPMENT:Economic Development	-250.00
TOTAL				-250.00

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>07/19/2024</b>	<b>K. SMART ASSOCIAT...</b>			
07/31/2024	Receiver General	Drains-Superintendent fee for June 2024 HST Rebate	ENVIRONMENTAL SERVICES:Public Works:Drain Maintena...	-702.14 -77.56
06/30/2024	Receiver General	Drains- Superintendent fee for MAY 2024 HST Rebate	ENVIRONMENTAL SERVICES:Public Works:Drain Maintena...	-1,333.06 -147.24
TOTAL				-2,260.00
<b>07/19/2024</b>	<b>Manitoulin-Sudbury ...</b>	<b>Apportionment for August 2024</b>		
08/01/2024		Land Ambulance Apportionment for August 2... Social Housing, Ontario Works, Child Care	HEALTH SERVICES HEALTH SERVICES	-34,188.17 -18,789.76
TOTAL				-52,977.93
<b>07/19/2024</b>	<b>MARKSTAY ELEVAT...</b>	<b>Arena-Maintenance on Elevator</b>		
07/29/2024	Receiver General	Arena-Lula Elevator, Maintenance-Modified b... HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/Hall	-408.00 -53.04
TOTAL				-461.04
<b>07/19/2024</b>	<b>MASLACK</b>			
07/12/2024	Receiver General	Rec- New Battery for Kubota B4200 Tractor HST Rebate	RECREATION & CULTURAL SERVICES:Vehicles and Equip...	-123.52 -13.64
07/03/2024	Receiver General	Pw- Grease for Warren Garage Pw-Grease for Markstay Garage HST Rebate	TRANSPORTATION SERVICES:Public Works:Warren Garage TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-32.56 -32.56 -7.20
TOTAL				-209.48
<b>07/19/2024</b>	<b>Ministry of Finance (...)</b>	<b>Policing- June Policing Services</b>		
07/31/2024		Opp- June Policing Services Apportionment	PROTECTION SERVICES	-35,798.00
TOTAL				-35,798.00

## Municipality of Markstay-Warren Cash Disbursements July 2024

Date	Name	Memo	Class	Paid Amount
07/19/2024	NORDIC BEARING INC.	PW-Hydraulic Hose Replacement for 355 E...		
07/12/2024	Receiver General	PW-Hydraulic Hose Replacemnt on Unit 33... HST Rebate	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-51.60 -5.70
TOTAL				-57.30
07/19/2024	NORTHLAND GROUP...	MUF-Replace of VFD Controller for Library...		
07/02/2024	Receiver General	Replacement of VFD Controller for Library A... HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Rentals:39 Lafontaine Multiuse F...	-3,085.13 -401.07
TOTAL				-3,486.20
07/19/2024	OMERS	Omers Contribution for July 2024		
07/29/2024		Omers Contribution for July 2024	GENERAL GOVERNMENT	-14,530.10
TOTAL				-14,530.10
07/19/2024	Ontario Library Service	Provincial EResources		
04/01/2024	Receiver General	Provincial EResources HST Rebate	RECREATION & CULTURAL SERVICES:Library	-499.01 -55.12
TOTAL				-554.13
07/19/2024	ORKIN	Orkin-Remittance for June 2024		
06/30/2024		Awrey Station for June 2024	PROTECTION SERVICES:Fire Department:Awrey Station	-49.46
		Warren Landfill for June 2024	ENVIRONMENTAL SERVICES:Waste Management:Warren ...	-49.46
		Warren Fire Station for June 2024	PROTECTION SERVICES:Fire Department:Warren Station	-49.46
		Warren Office for June 2024	GENERAL GOVERNMENT:Administration:Warren	-45.00
		Warren Golden Age Club for June 2024	GENERAL GOVERNMENT:Rentals:40 Rutland Goldern Age	-43.20
		Markstay Station for June 2024	PROTECTION SERVICES:Fire Department:Markstay Station	-49.46
		Warren Arena for June 2024	RECREATION & CULTURAL SERVICES:Arena/Hall	-48.60
		Warren Garage for June 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-49.46
		Markstay Seniors for June 2024	GENERAL GOVERNMENT:Rentals:8 Church St - Seniors Club	-43.20
		Markstay Municipal Office for June 2024	GENERAL GOVERNMENT:Administration:Markstay	-49.46
		MArkstay Garage for June 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-49.46
		Water Tower for June 2024	ENVIRONMENTAL SERVICES:Markstay Water	-49.46

## Municipality of Markstay-Warren Cash Disbursements July 2024

Date	Name	Memo	Class	Paid Amount
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-23.40
	Receiver General	HST Rebate		-43.69
<b>TOTAL</b>				<b>-642.77</b>
<b>07/19/2024</b>	<b>Pollard Distribution I...</b>			
07/25/2024	Receiver General	Roads- Calcium Purchase 142,031 litres	TRANSPORTATION SERVICES:Public Works:Dust Control	-59,257.61
		HST Rebate		-6,545.35
07/22/2024	Receiver General	Roads-Calcium Purchase 113,789	TRANSPORTATION SERVICES:Public Works:Dust Control	-47,474.59
		HST Rebate		-5,243.85
<b>TOTAL</b>				<b>-118,521.40</b>
<b>07/19/2024</b>	<b>R.V. ANDERSON ASS...</b>	<b>ADM- Professional service for May 2024</b>		
06/19/2024	Receiver General	Professional Service for MAy 2024- Markstay...	GENERAL GOVERNMENT:Administration	-3,213.06
		HST Rebate		-354.90
<b>TOTAL</b>				<b>-3,567.96</b>
<b>07/19/2024</b>	<b>Serge Lepage</b>	<b>Refund - due to PAP after sale of house</b>		
07/23/2024		Refund - due to PAP after sale of house	GENERAL GOVERNMENT:Administration	-335.33
<b>TOTAL</b>				<b>-335.33</b>
<b>07/19/2024</b>	<b>Sharon Richer</b>	<b>BC-Refund on building permit #24-046</b>		
08/01/2024		Building Control-Refund on Permit #24-046	PROTECTION SERVICES:Building Control	-292.00
<b>TOTAL</b>				<b>-292.00</b>
<b>07/19/2024</b>	<b>TRACKS &amp; WHEELS</b>	<b>Rec- PARTS for the old Kabota Tractor</b>		
07/25/2024	Receiver General	Rec- Parts for the Old Kubota Tractor	RECREATION & CULTURAL SERVICES:Vehicles and Equip...	-227.51
		HST Rebate		-25.13
<b>TOTAL</b>				<b>-252.64</b>

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
07/19/2024	Tulloch Engineering I...	Building- Permit issue for a second dwelli...		
07/17/2024	Receiver General	Building- Permit issued for a second dwelling ... HST Rebate	PROTECTION SERVICES:Building Control	-20,352.00 -2,248.00
TOTAL				-22,600.00
07/19/2024	Turbo Mobile Service...			
07/19/2024	Receiver General	PW- Performed mechanical fitness inspection... HST Rebate	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-763.20 -84.30
07/12/2024	Receiver General	PW-Blown Brake Chamber,Significant Leak o... HST Rebate	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-572.80 -63.27
TOTAL				-1,483.57
07/19/2024	Workplace Safety & I...	WSIB due for July 2024		
07/31/2024		WSIB- Library for July 2024 WSIB- Municipal for July 2024 WSIB- Fire Department for July 2024 WSIB due for July 2024	RECREATION & CULTURAL SERVICES:Library GENERAL GOVERNMENT PROTECTION SERVICES:Fire Department GENERAL GOVERNMENT:Administration	-256.16 -2,520.07 -443.14 -308.20
TOTAL				-3,527.57

## Municipality of Markstay-Warren Cash Disbursements August 2024

Date	Name	Memo	Class	Paid Amount
<b>08/01/2024</b>	<b>Victor Canada</b>	<b>August Benefits</b>		
07/24/2024		August - Admin	GENERAL GOVERNMENT:Administration	-3,939.58
		August - PW	ENVIRONMENTAL SERVICES:Public Works	-6,743.80
		August - FD	PROTECTION SERVICES:Fire Department	-818.32
		August - Rec	RECREATION & CULTURAL SERVICES	-1,839.47
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-1,067.23
TOTAL				-14,408.40
<b>08/09/2024</b>	<b>Bell</b>	<b>FD- Bell Remittance for August 2024</b>		
08/09/2024		FD- Bell Remittance for August 2024	PROTECTION SERVICES:Fire Department	-104.17
	Receiver General	HST Rebate		-11.51
TOTAL				-115.68
<b>08/09/2024</b>	<b>ENBRIDGE</b>			
TOTAL				0.00
<b>08/12/2024</b>	<b>SUNWIRE INC.</b>			
06/26/2024		Adm- Warren Office, Non returned item back ...	GENERAL GOVERNMENT:Administration	-126.30
	Receiver General	GST on purchases (Input Tax Credit)		-5.85
07/31/2024		Long Distance charges for July 2024	GENERAL GOVERNMENT:Administration	-8.47
	Receiver General	GST on purchases (Input Tax Credit)		-0.39
07/31/2024		Warren Garage for August 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-25.44
		Warren Garage for August 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-35.57
		Markstay Station for August 2024	PROTECTION SERVICES:Fire Department:Markstay Station	-25.44
		Markstay Station for August 2024	PROTECTION SERVICES:Fire Department:Markstay Station	-35.57
		Awrey Station for August 2024	PROTECTION SERVICES:Fire Department:Awrey Station	-25.44
		Awrey Station for August 2024	PROTECTION SERVICES:Fire Department:Awrey Station	-35.57
		Warren Arena for August 2024	RECREATION & CULTURAL SERVICES:Arena/Hall	-25.00
		Warren Arena for August 2024	RECREATION & CULTURAL SERVICES:Arena/Hall	-34.95
		Library for August 2024	RECREATION & CULTURAL SERVICES:Library	-25.44
		Library for August 2024	RECREATION & CULTURAL SERVICES:Library	-35.57
		Warren Station for August 2024	PROTECTION SERVICES:Fire Department:Warren Station	-25.44
		Warren Station for August 2024	PROTECTION SERVICES:Fire Department:Warren Station	-35.57
		MArkstay Garage for August 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-25.44
		Markstay Garage for August 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-35.57
		MArkstay Office for August 2024	GENERAL GOVERNMENT:Administration	-203.52
		Markstay Office for August 2024	GENERAL GOVERNMENT:Administration	-155.39

## Municipality of Markstay-Warren Cash Disbursements August 2024

Date	Name	Memo	Class	Paid Amount
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-7.79
	Receiver General	HST Rebate		-80.05
TOTAL				-1,013.77
<b>08/14/2024</b>	<b>Ministry of Finance (...)</b>			
08/14/2024		Interest and Penalties for late filing 2023 rec...	GENERAL GOVERNMENT:Administration	-175.34
TOTAL				-175.34
<b>08/16/2024</b>	<b>ADP</b>	<b>Payroll processing fee</b>		
08/09/2024		Payroll processing fee	GENERAL GOVERNMENT	-107.66
	Receiver General	HST Rebate		-11.89
TOTAL				-119.55
<b>08/16/2024</b>	<b>GREATER SUDBURY...</b>	<b>MArkstay Water for July 2024</b>		
07/17/2024		Markstay Water for July 2024	ENVIRONMENTAL SERVICES:Markstay Water	-1,404.93
TOTAL				-1,404.93
<b>08/19/2024</b>	<b>ENBRIDGE</b>	<b>LNG Markstay Seniors July 2024</b>		
07/30/2024		LNG- Markstay Seniors Building	GENERAL GOVERNMENT:Rentals:8 Church St - Seniors Club	-33.35
	Receiver General	GST on purchases (Input Tax Credit)		-1.54
TOTAL				-34.89
<b>08/19/2024</b>	<b>ENBRIDGE</b>	<b>LNG- Markstay Garage for July 2024</b>		
07/30/2024		Lng- Markstay Garage for July 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-45.84
	Receiver General	GST on purchases (Input Tax Credit)		-2.12
TOTAL				-47.96
<b>08/19/2024</b>	<b>ENBRIDGE</b>	<b>LNG- Markstay Office &amp; Fire Station for Jul...</b>		
07/30/2024		LNG-Markstay Office for July 2024	GENERAL GOVERNMENT:Administration:Markstay	-22.44
		LNG- Markstay Fire Station for July 2024	PROTECTION SERVICES:Fire Department:Markstay Station	-22.43
TOTAL				-44.87

## Municipality of Markstay-Warren Cash Disbursements August 2024

Date	Name	Memo	Class	Paid Amount
<b>08/19/2024</b>	<b>RELIANCE HOME CO...</b>	<b>Arena -Hot Water Tank rental for August 2...</b>		
08/19/2024	Receiver General	Arena-Hot Water Tank Rental for August 2024 HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/Hall	-38.90 -5.16
TOTAL				-44.06
<b>08/22/2024</b>	<b>HYDRO ONE</b>	<b>Hydro July 2024</b>		
07/31/2024		Warren Water for July 2024	ENVIRONMENTAL SERVICES:Warren Water	-761.11
		Warren Station for July 2024	PROTECTION SERVICES:Fire Department:Warren Station	-124.70
		Markstay Water -Pioneer for July 2024	ENVIRONMENTAL SERVICES:Markstay Water	-54.14
		Warren Ballfield for July 2024	RECREATION & CULTURAL SERVICES:Ballfields	-43.29
		Markstay Water-Millichamp for July 2024	ENVIRONMENTAL SERVICES:Markstay Water	-58.12
		Markstay Office for July 2024	GENERAL GOVERNMENT:Administration:Markstay	-317.31
		Markstay Station for July 2024	PROTECTION SERVICES:Fire Department:Markstay Station	-317.30
		6 concession lot 2- Street Lights for July 2024	TRANSPORTATION SERVICES:Public Works:Streetlights	-949.89
		Markstay Garage for July 2024	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-149.46
		Playgrounds for July 2024	RECREATION & CULTURAL SERVICES:Playgrounds	-38.83
		Warren Office for July 2024	GENERAL GOVERNMENT:Administration:Warren	-122.66
		Awrey Station for July 2024	PROTECTION SERVICES:Fire Department:Awrey Station	-148.83
		Markstay Seniors for July 2024	GENERAL GOVERNMENT:Rentals:8 Church St - Seniors Club	-77.89
		Warren Golden Age for July 2024	GENERAL GOVERNMENT:Rentals:40 Rutland Golden Age	-64.03
		Basement of Golden age for July 2024	GENERAL GOVERNMENT:Rentals:40 Rutland Basement	-64.02
		Warren Garage for July 2024	TRANSPORTATION SERVICES:Public Works:Warren Garage	-184.64
		Warren Sewer for July 2024	ENVIRONMENTAL SERVICES:Warren Sewer	-414.27
		Ballfield for July 2024	RECREATION & CULTURAL SERVICES:Ballfields	-35.18
		Arena for July 2024	RECREATION & CULTURAL SERVICES:Arena/Hall	-919.03
		Multi-Use for July 2024	GENERAL GOVERNMENT:Rentals:39 Lafontaine Multiuse F...	-2,144.41
		Street Lights for July 2024	TRANSPORTATION SERVICES:Public Works:Streetlights	-167.39
TOTAL				-7,156.50
<b>08/26/2024</b>	<b>ROGERS</b>	<b>Cell phones - August</b>		
08/12/2024		Lead Hand	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-51.49
		Parks and Rec	RECREATION & CULTURAL SERVICES:Arena/Hall	-50.60
		Deputy Fire	PROTECTION SERVICES:Fire Department	-51.49
		Fire Chief	PROTECTION SERVICES:Fire Department	-51.49
		Interest	GENERAL GOVERNMENT:Administration	-5.29
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-6.58
	Receiver General	HST Rebate		-17.06
TOTAL				-234.00

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

Date	Name	Memo	Class	Paid Amount
<b>08/28/2024</b>	<b>RELIANCE HOME CO...</b>	<b>GAC- Hot Water Tank Rental 2nd quarter 2...</b>		
08/28/2024	Receiver General	GAC- Hot Water Tank Rental for 2nd Quarter... HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Rentals:40 Rutland Goldern Age	-52.12 -6.78
TOTAL				-58.90
<b>08/14/2024</b>	<b>Armtec INC</b>	<b>Culverts for St Thomas</b>		
08/12/2024	Receiver General	Culverts for St Thomas HST Rebate	ENVIRONMENTAL SERVICES:Public Works:Culverts	-1,779.78 -196.59
TOTAL				-1,976.37
<b>08/14/2024</b>	<b>CASH</b>	<b>Petty Cash</b>		
08/14/2024		Postage	GENERAL GOVERNMENT:Administration	-21.37
		postage	GENERAL GOVERNMENT:Administration	-17.41
		Creamer	GENERAL GOVERNMENT:Administration	-4.99
		Creamer	GENERAL GOVERNMENT:Administration	-10.00
		Postage	GENERAL GOVERNMENT:Administration	-3.95
		Coffee	GENERAL GOVERNMENT:Administration	-82.98
		Creamer	GENERAL GOVERNMENT:Administration	-10.00
		Fire Door - Seniors	GENERAL GOVERNMENT:Rentals:8 Church St - Seniors Club	-280.00
		Fire Door - Seniors	GENERAL GOVERNMENT:Rentals:8 Church St - Seniors Club	-170.00
		Premieum gas - Forestry Pump	PROTECTION SERVICES:Fire Department:Vehicles & Equip...	-37.82
		Premieum gas - Forestry Pump	PROTECTION SERVICES:Fire Department:Vehicles & Equip...	-43.68
		Overpayment to John, to be paid back		-10.79
	Receiver General	HST Rebate		-13.72
TOTAL				-706.71
<b>08/14/2024</b>	<b>CITY GREATER SUD...</b>			
08/08/2024		Water on/off	ENVIRONMENTAL SERVICES:Public Works	-146.00
08/08/2024		Monthly Bell invoice	ENVIRONMENTAL SERVICES	-89.24
TOTAL				-235.24

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

Date	Name	Memo	Class	Paid Amount
<b>08/14/2024</b>	<b>EDGEWORX SOLUTI...</b>	<b>Jump Cloud Platform Prime</b>		
08/01/2024	Receiver General	Jump Cloud Platform Prime HST Rebate	GENERAL GOVERNMENT	-432.48 -47.77
TOTAL				-480.25
<b>08/14/2024</b>	<b>EMSON MECHANICAL</b>	<b>Sewer back up Golden age</b>		
08/13/2024	Receiver General	Sewer back up Golden age HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Rentals:8 Church St - Seniors Club	-410.00 -53.30
TOTAL				-463.30
<b>08/14/2024</b>	<b>ERIC'S MOBILE REP...</b>	<b>VOID: duplicate invoices</b>		
TOTAL				0.00
<b>08/14/2024</b>	<b>EVERGUARD FIRE S...</b>	<b>Service call on fire alarm system</b>		
08/13/2024	Receiver General	Service call on fire alarm system HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/Hall	-308.31 -40.08
TOTAL				-348.39
<b>08/14/2024</b>	<b>G. STEPHEN WATT B...</b>	<b>Legal Fees July</b>		
08/09/2024	Receiver General	Legal Fees July HST Rebate	GENERAL GOVERNMENT	-1,488.25 -164.38
TOTAL				-1,652.63
<b>08/14/2024</b>	<b>R.V. ANDERSON ASS...</b>	<b>Services from June 29 to July 26 - Capital ...</b>		
08/12/2024	Receiver General	Services from June 29 to July 26 - Capital Ma... HST Rebate	CAPITAL:Markstay Revitalization	-3,910.24 -431.91
TOTAL				-4,342.15

## Municipality of Markstay-Warren Cash Disbursements August 2024

Date	Name	Memo	Class	Paid Amount
<b>08/14/2024</b>	<b>Sean &amp; Sasha Sutton</b>	<b>75% Refund on building permit</b>		
08/13/2024		75% Refund on building permit	PROTECTION SERVICES:Building Control	-172.50
TOTAL				-172.50
<b>08/14/2024</b>	<b>SPECTRUM GROUP</b>	<b>Tower Site repair - Communication tower</b>		
07/18/2024		Tower Site repair - Communication tower	ENVIRONMENTAL SERVICES:Public Works	-475.21
	Receiver General	Tower Site repair - Communication tower HST Rebate	PROTECTION SERVICES:Fire Department	-475.21
				-104.98
TOTAL				-1,055.40
<b>08/14/2024</b>	<b>TRANS CANADA SAF...</b>	<b>Work Boots - Markstay Lead</b>		
08/12/2024		Work Boots - Markstay Lead	ENVIRONMENTAL SERVICES:Public Works	-267.84
	Receiver General	HST Rebate		-29.58
TOTAL				-297.42
<b>08/19/2024</b>	<b>BAKER TILLT SNT.</b>	<b>Forensic Audit 1st Payment 2024</b>		
06/28/2024		Forensic Audit 2024 1st payment	GENERAL GOVERNMENT	-12,720.00
	Receiver General	HST Rebate		-1,405.00
TOTAL				-14,125.00
<b>08/19/2024</b>	<b>Barrydowne Paint</b>			
08/14/2024		Paint for Bleachers	RECREATION & CULTURAL SERVICES:Arena/Hall	-265.17
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-34.47
08/14/2024		Barrydowne Paint	RECREATION & CULTURAL SERVICES:Arena/Hall	-18.54
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-2.41
TOTAL				-320.59

## Municipality of Markstay-Warren Cash Disbursements August 2024

Date	Name	Memo	Class	Paid Amount
<b>08/19/2024</b>	<b>CITY GREATER SUD...</b>	<b>Water/Sewer-Monthly Remittance for July ...</b>		
08/09/2024		Markstay Water Remittance for July 2024	ENVIRONMENTAL SERVICES:Markstay Water	-6,513.75
		Warren Water Remittance for July 2024	ENVIRONMENTAL SERVICES:Warren Water	-8,913.56
		Warren Sewer Remittance for July 2024	ENVIRONMENTAL SERVICES:Warren Sewer	-1,714.15
	Receiver General	HST Rebate		-1,893.38
TOTAL				-19,034.84
<b>08/19/2024</b>	<b>CULLIGAN WATER</b>	<b>Office/WG/MG- 6 Jugs of Water</b>		
08/16/2024		Office- 2 Jugs of Water for August 2024	GENERAL GOVERNMENT:Administration:Markstay	-20.00
		Markstay Garage- 2 Jugs of Water for August...	TRANSPORTATION SERVICES:Public Works:Markstay Gar...	-20.00
		Warren Garage- 2 Jugs of Water for August 2...	TRANSPORTATION SERVICES:Public Works:Warren Garage	-20.00
		Fuel Surcharge	GENERAL GOVERNMENT:Administration:Markstay	-5.60
	Receiver General	HST Rebate		-0.62
TOTAL				-66.22
<b>08/19/2024</b>	<b>EVERGUARD FIRE S...</b>	<b>Arena- Annual Certificate for Sprinkler Sys...</b>		
08/14/2024		Arena- Annual Certificate for Sprinkler System	RECREATION & CULTURAL SERVICES:Arena/Hall	-855.00
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-111.15
TOTAL				-966.15
<b>08/19/2024</b>	<b>Hugette Richer</b>	<b>Taxes- Refund due to house selling and P...</b>		
08/21/2024		Taxes-Refund due to house selling and PAP ...	GENERAL GOVERNMENT:Administration	-162.06
TOTAL				-162.06
<b>08/19/2024</b>	<b>J.Gauthier Trucking</b>			
08/10/2024		PW- Float Rental on August 10th 2024	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-356.16
	Receiver General	HST Rebate		-39.34
08/20/2024		PW- Float Rental on August 20th 2024	TRANSPORTATION SERVICES:Public Works:Vehicles and ...	-356.16
	Receiver General	HST Rebate		-39.34
TOTAL				-791.00

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>08/19/2024</b>	<b>JJ Fire Service LTD</b>	<b>Repair Primer Pump - 1531</b>		
08/13/2024	Receiver General	Repair Primer Pump - 1531 HST Rebate	PROTECTION SERVICES:Fire Department:Vehicles & Equip...	-305.28 -33.72
TOTAL				-339.00
<b>08/19/2024</b>	<b>LBEL INC</b>	<b>ADM- Ricoh Rental- 3rd Quarter 2024</b>		
08/06/2024	Receiver General	Adm- Ricoh Rental- 3rd Quarter 2024 HST Rebate	GENERAL GOVERNMENT:Administration	-720.46 -79.58
TOTAL				-800.04
<b>08/19/2024</b>	<b>Manitoulin-Sudbury ...</b>	<b>DSSAB- Remittance for September 2024</b>		
08/21/2024		Remittance for September 2024- LAnd Ambul... Remittance for September Social Housing, O...	HEALTH SERVICES HEALTH SERVICES	-33,188.17 -18,789.76
TOTAL				-51,977.93
<b>08/19/2024</b>	<b>Michelin North Ameri...</b>	<b>PW- Transfer of Payment from 2022</b>		
08/21/2024		Transfer Payment from Kal Tire to Mechelin T...	ENVIRONMENTAL SERVICES:Public Works	-1,426.96
TOTAL				-1,426.96
<b>08/19/2024</b>	<b>Monique Pilon</b>	<b>Drains- Beaver control- 13 Beavers Caught...</b>		
07/25/2024		Drains-Beaver Control- 13 Beavers Caught-A...	ENVIRONMENTAL SERVICES:Public Works:Drain Maintena...	-1,950.00
TOTAL				-1,950.00
<b>08/19/2024</b>	<b>Northern Melcarm Gr...</b>	<b>ADM- Printing fee for Ricoh- Contract Based</b>		
08/15/2024	Receiver General	Adm- Rental for Ricoh and Printing fee- Contr... HST Rebate	GENERAL GOVERNMENT:Administration	-874.34 -96.57
TOTAL				-970.91

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>08/19/2024</b>	<b>Pamela Kelly</b>	<b>Refund- Supplie for Sports Supper</b>		
08/14/2024	Receiver General	Refund- Supplie for Sports Supper HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Library	-264.01 -19.93
TOTAL				-283.94
<b>08/19/2024</b>	<b>PPE SOLUTION</b>	<b>FD-Leather Boots Size 9</b>		
05/07/2024	Receiver General	FD- LEather Firefighting Boots HST Rebate	PROTECTION SERVICES:Fire Department:Fire Fighting	-537.29 -59.35
TOTAL				-596.64
<b>08/19/2024</b>	<b>SUDBURY &amp; DISTRIC...</b>	<b>Health Services-Municipal Levy for Septe...</b>		
08/20/2024		Health Services- Municipal Levy for Septemb...	HEALTH SERVICES	-13,268.70
TOTAL				-13,268.70
<b>08/19/2024</b>	<b>TRUE 802 WIRELESS...</b>	<b>FD/PW- Dedicated services for August 2024</b>		
08/15/2024	Receiver General	PW-Dedicated Services for August 2024 FD-Dedicated Services for August 2024 HST Rebate	TRANSPORTATION SERVICES:Public Works PROTECTION SERVICES:Fire Department	-203.52 -152.63 -39.34
TOTAL				-395.49
<b>08/19/2024</b>	<b>UNITED STEELWOR...</b>	<b>Outside Workers- Remittance for July 2024</b>		
07/31/2024		Outside Workers- Remittance for July 2024	GENERAL GOVERNMENT	-638.96
TOTAL				-638.96
<b>08/19/2024</b>	<b>UNITED STEELWOR...</b>	<b>Office- Remittance for July 2024</b>		
07/31/2024		Office- Remittance for July 2024	GENERAL GOVERNMENT	-236.19
TOTAL				-236.19

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

Date	Name	Memo	Class	Paid Amount
08/19/2024	WEAVER SIMMONS	Council- Matter #88705		
07/18/2024	Receiver General	Council- Matter #88705- July 18th 2024 HST Rebate		-991.25 -109.49
TOTAL				-1,100.74
08/14/2024	JL RICHARDS & ASS...	June 2024 Professional Services		
08/14/2024	Receiver General	Planning- Professional Fees OPA/Rezoning HST Rebate	PLANNING AND DEVELOPMENT	-2,613.29 -288.65
TOTAL				-2,901.94

## **COMPLAINT POLICY**

### **The Municipality of Markstay-Warren Adopted:**

#### **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 of St.-Charles by a customer with the aim of improving services, programs, products or processes.



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The Chief Administrative Officer (CAO), Clerk and / or Council shall be consulted only as deemed appropriate by the Department Head or depending on the nature of the complaint.

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.

The Chief Administrative Officer, Clerk and/or Council shall be consulted only as deemed appropriate by the Department Head or depending on the nature of the complaint.

### **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.



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**“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 2004-34 - 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:



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- a) Members who are approached by the public with inquiries / complaints regarding operational matters should encourage the pafi 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.

### **Filing the Complaint**

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 require for complaints submitted in writing and the complaint must indicate that the complainant has given their consent.



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Complaints regarding by-law violations will be investigated and processed in accordance with the provisions of the applicable legislation and by the applicable Officer.

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

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

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, 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.



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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



# COMPLAINT FORM

Municipality of Markstay-Warren  
PO Box 79, 21 Main Street S. Markstay, ON P0M 2G0  
Tel: 705-853-4536, Fax: 705-853-4964

Occurrence # \_\_\_\_\_ Date (DD/MM/YY): \_\_\_\_\_ Time: \_\_\_\_\_

Complainant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Home Phone / Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

What is your preferred method of communication: \_\_\_\_\_

**Description of Complaint:** *(Please include details of the matter such as date(s), time(s), specific location, and background information. Please use the back of this form if further space is required, additional information, such as relevant photographs, can be attached to this form but if used the person who provided them may be summoned to Court):*

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Signature of Complainant: \_\_\_\_\_

(Please note: Unsigned and/or incomplete forms will not be processed. Any complaints received electronically are deemed to be signed.)

**FOR ADMINISTRATIVE USE ONLY**

Complaint Received by: \_\_\_\_\_ Date (DD/MM/YY): \_\_\_\_\_

Department Forwarded to: \_\_\_\_\_

**Acknowledgement of Complaint**

Complaints will be acknowledged within five (5) business days of receipt of complaint. Complaints received electronically, will be acknowledged by email.

Complaints received in person may be acknowledged at the point of service by the staff member receiving the form or will be acknowledged by letter.

Acknowledgement Date: \_\_\_\_\_ Acknowledgement Method: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Thank you for taking the time to inform us of your concerns. As per the Municipal Complaint Policy, a response to your complaint will be provided within thirty (30) business days of the receipt of the complaint. If you have any questions or concerns during the process please contact the Municipal Office.

Notice of Collection: The personal information collected on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used to receive and investigate public complaints. Questions about this collection can be directed to the Municipal Clerk.



MUNICIPALITY OF | MUNICIPALITÉ DE  
**MARKSTAY  
WARREN**

# STAFF REPORT

**TO: Council**  
**FOR: Information**  
**DEPARTMENT: Treasury**  
**DATE: Tuesday, August 06, 2024**

**SUBJECT: 2024 Tax Relief for Low-Income Seniors/ Disabled**

## **By-law 2001 – 30 – Being a by-law to provide tax assistance to certain elderly and disabled residents who are owners of real property.**

**WHEREAS** Section 373 of the Municipal act, R.S.O 1990, Chapter M.45, as amended provides that the Council of a municipality shall, for the purpose of relieving financial hardship, pass a by-law providing for deferrals or cancellations of, r other relief in respect of, tac increases on property in the residential/farm property class for owners who are, or whose spouses of same-sex partners are low- income seniors of low income persons with disabilities as are both defined in said by-law;

### **2. Tax Relief Granted**

- 2.1 Tax relief granted pursuant to this by-law shall be in the form of a cancellation of the eligible amount, provided that:
  - 2.1.1 such owner or the spouse of such owner occupies or occupy the property in respect of which the application for tax relief is made; and
  - 2.1.2 such owner or the spouse of such owner or both has or have been assessed as the owner of the residential real property in the municipality for a period of not less than one year immediately preceding the date of the application for relief; and
  - 2.1.3 the balance of the property tax (including any arrears of taxes) is paid in full.
- 2.2 Where a property is owned jointly or co-owned with persons other than the owner's spouse, both or all co-owners must qualify under the eligibility criteria of Section 2.1 of this by-law.
- 2.3 No tax relief granted pursuant to this by-law shall be allowed to an owner in respect of more than one (1) single family dwelling unit in any year.



MUNICIPALITY OF | MUNICIPALITÉ DE  
**MARKSTAY  
WARREN**

# STAFF REPORT

2.4 The amount of the tax cancellation shall be determined as follows:

2.4.1 If the total taxes for municipal and school purposes for a qualifying property of an eligible person exceeds its total for the preceding year, the amount of the tax cancellation is the amount of the difference, provided that said difference exceeds \$10.00 to a maximum tax cancellation of \$100.00.

2.5 The necessary adjustments in accordance with this by-law shall only be applied to an eligible person's tax account after the 1<sup>st</sup> installment of the final tax bill issued, which shall reduce the amount owing for the 2<sup>nd</sup> installment billed.

For the year 2024 the Municipality has received 6 tax relief applications.

Please see attached Schedule A to show the Tax relief for 2024.

Thank you,

*Tamera Raymond* 

Tamera Raymond  
Payroll/Tax Clerk

Municipality of Markstay-Warren  
 By-law 2001-30 - Tax Relief for Low-Income Seniors/Disabled  
 2024 Summary

Roll#	Owner	2024		2023		(Max 100)		Approved/Denied	Reason	Total Rebate
		Taxes		Taxes		Rebate				
		1,489.42		1,352.99	136.43	100.00	Approved			100.00
		3,299.15		2,996.94	302.21	100.00	Approved			100.00
		3,811.64		3,462.49	349.15	100.00	Denied	Missing proper documents		0.00
		3,811.64		3,462.49	349.15	100.00	Approved			100.00
		2,946.81		2,676.88	269.93	100.00	Approved			100.00
		4,484.28		4,073.50	410.78	100.00	Approved			100.00
<b>Total Tax Relief Rebates</b>						<b>600.00</b>				<b>500.00</b>

**CRS**  
**COX ROOFING SYSTEMS**



**MARKSTAY WARREN ARENA**  
**39 Lafontaine Road**  
**Warren, ON**  
**P0H 2N0**

**Wayne Cox, CEO**  
**Cox Roofing Systems**  
**August 21, 2024**

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**Scope of Work TTR250 60B**  
**Approx. 1,150 Sq. Ft. roof section #1**

- Supply and install wood blocking at perimeter to accept new roofing system (2 x 2" x 6" – approx. 20 linear feet).
- Inspect metal roof surface to ensure that roof is free of contaminants and prepared to accept new roofing system.
- Inspect roof for excessive rust and treat with rust inhibiting primer where required.
- Inspect roof for loose screws and tighten to manufactures specifications.
- Remove any redundant roof penetrations at no charge.
- Supply and install spray applied polyurethane 3lb density closed cell roofing insulation (2.5" average depth R 18) (+/- ¼") to an area of approximately 1,150 Sq. Ft. as per TTR® specifications.
- Supply and install 60-Gauge Black EPDM fully adhered rubber membrane over Approx. 1,150 Sq. Ft. as per TTR® specifications.
- Supply and install pre-painted 26-gauge steel perimeter flashing (20 LF) (colour to match)
- **Provide a 30 Year Warranty with free annual inspections.**

Roof Plan



**MARKSTAY WARREN ARENA**  
**39 Lafontaine Road**  
**Warren, ON P0H 2N0**



**3354 Highway 17 East**  
**Wahnapitae, ON P0M 3C0**  
**800-461-8339**

2024-08-21

Payment Schedule: TTR150 60B                      Approx. 1,150 sq. ft.                      \$35,316.50

		<b>Amount</b>	<b>HST</b>	<b>Invoice</b>
On Signing	25%	\$8,829.13	\$1,147.79	<b>\$9,976.91</b>
On Commencement	25%	\$8,829.13	\$1,147.79	<b>\$9,976.91</b>
On Substantial Completion	40%	\$14,126.60	\$1,836.46	<b>\$15,963.06</b>
30 Days After Completion	10%	\$3,531.65	\$459.11	<b>\$3,990.76</b>
<b>Totals</b>		<b>\$35,316.50</b>	<b>\$4,591.15</b>	<b>\$39,907.65</b>

\_\_\_\_\_  
*Authorized Customer Signature*

\_\_\_\_\_  
*Customer Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Cox Roofing Systems*



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**Terms**

**1) Description of Work**

- a) Unless otherwise stated, the Contractor agrees to supply all materials, labour and supervision to perform the work.
- b) Nothing contained in the Contract Documents is intended to, nor shall it, create any contractual relation between the Owner and any sub trade. The Contractor agrees that it is responsible for the enforcement of all material provisions of all subcontracts, and shall not permit the registration or complaint against the title of lands by any subtrade.

**2) Definition of Substantial Completion**

Means only the flashing is left to install.

**3) Completion Dates**

The weather and elements have a direct effect on completion dates. The completion date could be before the set date or after.

**4) Terms of Payment**

Stipulated Contract price plus HST shall be due and payable as outlined in the payment schedule. In the event that the roof cannot be completed fully due to weather restraints, the percentage of the "Substantial Completion" will reflect the percentage completed to date. Example: On Substantial Completion 40% + HST, but due to weather only 30% was completed then 30% of the Substantial Completion Percentage will be due.

**5) Standards of Work**

The Contractor agrees to supply all labour, materials and supervision to complete the Work in accordance with the Contract Documents. The Contractor agrees to undertake all Work diligently in a good and workmanlike manner, in accordance with good quality residential standards and practices, and in compliance with any applicable Building Code and all other authorities having jurisdiction. The Owner and Occupants accept that there may be inconveniences from time to time, and the Contractor agrees to keep such inconveniences to a reasonable minimum. It is the responsibility of the Owner to take reasonable steps to provide a work area free of obstructions, and to remove or protect any items in areas where it may be reasonably anticipated by the Owner that they may be subject to dust, damage or vibrations. It is the Owner's responsibility to alert any occupant of the possibility of dust and debris. The Contractor agrees to keep the site orderly and reasonably free of debris. At the completion of the project, the Contractor shall clean the property and leave it fit for use. All equipment, materials, rubbish and similar material incidental to the project shall be removed by the Contractor.

**6) Warranty**

The Owner shall give the provided Warranty Company written notice of such defects within a reasonable time frame, and any event within the warranty period while adhering to all the terms contained within this contract. Roof drawings will be provided to Owner and Warranty provider to determine the perimeter were Warranty starts and stops.

**7) Insurance**

If required the Contractor shall provide an Insurance Certificate for General and Commercial Liability. The Contractor also agrees to provide a WSIB Clearance Certificate if required.

**8) Compliance**

The Contractor agrees to comply with all laws, ordinances, rules, regulations, codes and orders in force during the performance of the Contract in relation to the preservation of Public Health or Construction Safety.

**9) Advertising**

The Owner agrees to permit the Contractor to display a sign and or a banner on the project site until completion. Owner agrees that his/her name and or their Business name may be displayed for the purpose of advertising and promotion.

**10) Work outside of contract**

Owner agrees that any work required outside of this contract will require an estimate by Cox Roofing Systems for approval by owner. Once accepted by owner, this invoice shall be paid according to the terms set out on the invoice. Example: We are not responsible for unforeseen things such as: Rotten Deck, Structural problems, Mold etc. The job site may be shut down for: Additional work that is required and or financing is not in place by owner or contract terms are not honoured by owner.

**11) Damages**

Cox Roofing Systems will not be responsible for: Areas of roof or building not affected or re-roofed. Water or moisture entering from omitted sections of contract. Damages caused by "Acts of God", third parties such as HVAC/Electrical preforming work on roof before or after the contract is complete. Damages to A/C units other than the possibility of a broken pipe and or attached duct work.

**12) Sub Trades**

Cox Roofing Systems is not responsible for: Any sub trades that we did not bring on site, damages arising from sub trades not hired by us. In the event that a sub trade is required the Owner must advise Cox Roofing of any issue and if the issue is in fact the fault of Cox Roofing, Cox Roofing will contact the appropriate sub trade to do the repairs and therefore, the owner is responsible for any sub trades he/she hires and cannot deduct any payments from this contract.

**MARKSTAY WARREN ARENA**  
**39 Lafontaine Road**  
**Warren, ON P0H 2N0**



**3354 Highway 17 East**  
**Wahnapitae, ON P0M 3C0**  
**800-461-8339**

2024-08-21

**13) Annual Inspections and reports, Warranty Transfer, Extended Warranty**

Inspections are included and scheduled by Cox Roofing Systems annually for our TTR® System only. Inspection reports can be purchased for \$699.00 plus HST and is subject to change.

**14) Payments**

Failure keep account current either with payment of this contract or any future billings for service may cause owners Warranty to expire. Notice will be sent to the Warranty provider for any accounts that are in default. Owner permits 2.4% monthly interest charges on any past due monies owing plus any costs and expenses incurred for the collections.

**15) Access**

The owner is required to permit Cox Roofing Systems staff access to the site, provided electrical power and water at no charge, provide a setup location close to work site as possible and permit Cox Roofing Systems to store materials on site. This Contract shall be governed by and construed under the Laws of the Province in which the project is situated, and supersedes all prior communications and agreements. There are no other terms outside of this Contract.

**16) Change in Scope of Work**

Should the Scope of Work change and we must wait more than 48hrs for owner to approve, the job may be closed down and only commence when the documents have been signed and submitted to Cox Roofing Systems. Additional charges will be applied for a stop order, making the roof water tight, storing the product off site and commencing with the scope of work.

**17) Permits and Other Professional Services**

Owner is responsible for the cost of any building permits, inspections by others, Engineers, Architects or other trades not supplied by Cox Roofing Systems.

**18) Hazardous Materials**

Owner is responsible to advise Cox Roofing Systems of any hazardous materials that are either on site or a part of the building envelop. Cox Roofing Systems is not certified to work with, handle and or dispose of Asbestos. Any work pertaining to Asbestos or any other hazardous material that requires specialized training and or equipment will be the responsibility of the owner.

By signing this document, I agree that I have read and understand the (18) Terms and Conditions described within. I also have the authority to represent the said company and sign this contract.

\_\_\_\_\_  
*Authorized Customer Signature*

\_\_\_\_\_  
*Customer Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Cox Roofing Systems*



MARKSTAY WARREN ARENA  
39 Lafontaine Road  
Warren, ON P0H 2N0



3354 Highway 17 East  
Wahnapitae, ON P0M 3C0  
800-461-8339

2024-08-21

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### Contract Exclusions

Unless specified in the attached Scope of Work, the following is not included in this contract:

- \* Any carpentry work other than what is specified in the provided scope of work.
- \* Any disconnecting and or connecting of mechanical units, damaged pipes and stacks. (Any electrical or plumbing work, exhaust fans, air conditioners etc.)
- \* All required penetrations to be installed prior to commencement of work.
- \* Covering and protection of interior items, some dust and debris may enter the building or fall from the underside of the roof deck or interior suspended ceiling or from interior equipment.
- \* The cost of the removal or lifting of HVAC units, gas lines etc will be carried out by others and will be additional to the price of the contract as an addendum.
- \* Any Q-Deck (metal decking) that is compromised and does not meet the building code requirements will need to be replaced at the Owner's expense.

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*Authorized Customer Signature*

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*Customer Print Name*

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*Date*

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*Cox Roofing Systems*

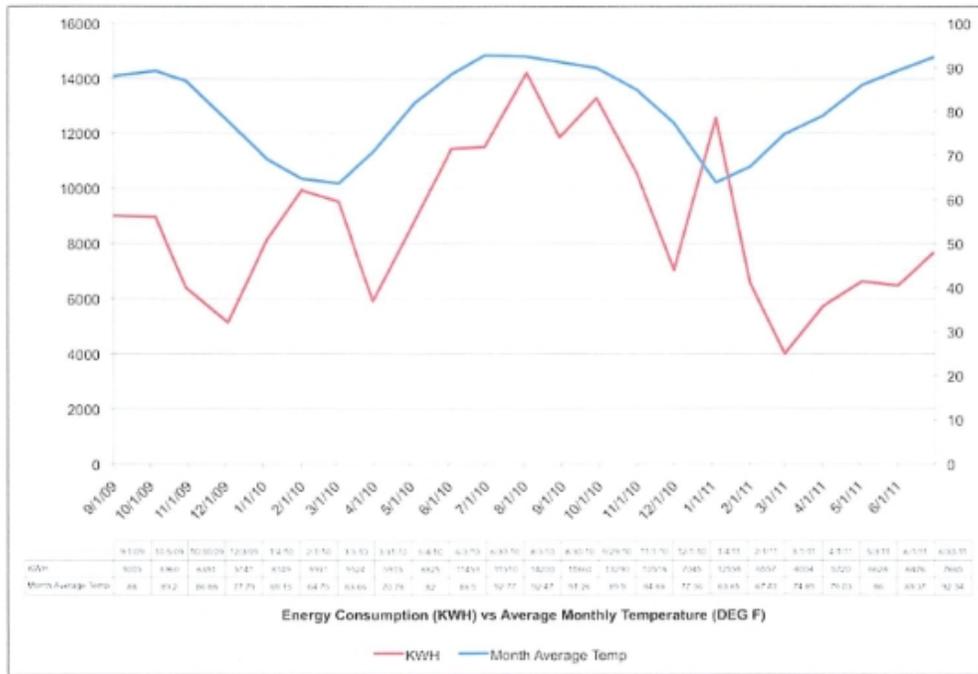




PERMA - SEAL  
INSULATION TECHNOLOGY

### CASE STUDY

Central Florida Urban League  
Pine Hills Service Center  
2804 Belco Drive  
Orlando, FL 32808



YEAR TO YEAR ENERGY CONSUMPTION COMPARISON					
Winter Month	AVE TEMP*	KWH**	Summer Month	AVE TEMP*	KWH**
March 2010	63.66 F	9524	June 2010	92.77 F	11510
March 2011	74.89 F	4004	June 2011	92.34	7665
ENERGY SAVINGS		42%	ENERGY SAVINGS		66%

\* Weather data provided by www.wunderground.com.  
\*\* Energy consumption provided by client's Progress Energy Utility Bill.

**Proven 42%- 66% Energy Savings !!**  
**Roof Was Installed 02/2011**





## Sudbury East Building and By-law Services (SEBBS)

Report for the Consideration by Council

*Shared Services in the Municipalities of French River, Killarney, Markstay-Warren and St.-Charles*

### RE: New Responsible Animal Ownership By-Law Second Draft and Report

**OBJECTIVE:** To present Council with a new by-law to regulate, license and control animals within the municipality with public input and staff recommendation

#### **BACKGROUND:**

When SEBBS was asked to provide Animal Control Services to the Municipality as a part of the Sudbury East Building & By-law Shared Service Agreement in May of 2024, SEBBS staff reviewed the current Canine Control By-law 2013-58 and proposed changes that have already been adopted by the Municipalities of French River, Killarney and St.-Charles.

It is best practice for municipalities to review by-laws to help with any future potential issues that may arise and to improve enforcement of problems that are commonly dealt with by enforcement.

The draft by-law being presented known as the Responsible Animal Ownership (RAO) By-Law gives the by-law department the ability to use set fines and AMPS (Administrative Monetary Penalty System) to deal with any issues that may arise. This is the second draft being presented after taking public response into account.

#### **ANALYSIS:**

During the development of this by-law, staff made every effort to be cognizant of what others' experiences were, what would be enforceable, and what could be put in place without causing a burden on resources or increasing operating budgets significantly, while still holding animal owners responsible.

The Responsible Animal Ownership By-law was first presented on May 21, 2024. A public meeting was held on June 20, 2024 to respond to public inquiries about the by-law. At that time, SEBBS staff asked the public to reach out with their concerns. This has been gathered, reviewed and discussed by SEBBS staff and used to make proposed changes to the by-law, and for discussion in this report.

The following chart represents a compilation of the public feedback that was received via email, by mail and at the public meeting held on June 20, 2024. The information was reviewed and each separate point that was brought up by a resident was tracked and counted. Similar concerns were grouped together and are discussed in more detail below.

Anything added to the attached draft by-law is written in red.

Council has been provided with hard copies of the correspondence for more detailed review.

Concern	Number of similar concerns received
<b>Issues concerning the RAO By-law</b>	
1. Improve the language in Schedule A for permitted agricultural use from “except when located on property zoned for agricultural uses” to “except on property where agricultural use is permitted”.	2
2. Provide a definition for guardian dog.  How do people prove that their dogs are livestock/ guardian dogs?	2
3. Provide exemption for livestock guardian dogs to not have to wear a tag or hunting dogs, or any other working dog including sled dogs.	2
4. Rules that effect farmers differently than residential properties:  All rules of care should not be applied to all animals like those on farms, in vet clinics, or for people being instructed by veterinarians.  Restrictions in Section 4 and Section 8.3 about removal of waste– the bylaw is not clear that they don’t apply to farm animals.  Concerns about complaints from neighbours that are unfounded or not fair to farmers whose properties may produce smells and noises related to farming.	5
5. Animal abuses issues are already dealt with by the Provincial Animal Welfare Services (PAWS), so why are Municipal Law Enforcement Officers involved?	3
6. If existing Kennels do not meet new setbacks or is in a zoning that is not allowed, would they be grandfathered in?	2
7. Worries about allowing for Health Minister review of property.	1
8. If an exotic is banned, can there be a clause that under certain conditions a person may have one? Like being able to take in abandoned animals.  Add certain exemptions for keeping exotics like under proper certifications.  Remove specific animals to be prohibited.	10
9. Keeping animals has positive value.  Does not support banning animals entirely. Does not like the bylaw. Concerned about restrictions.  By-law is confusing to read.	6
10. What experience do By-law officers have with exotics or rural animals?	2

11. Would not like to limit number of dogs or cats.	5
12. Suggestion of no tags for vaccinated dogs.	1
13. Revision to from “primates” to “non-human Primates”	1
14. Removing or simplifying 9.6 (section allowing accredited zoos).	1
15. Concerned about banned dogs. Can they be grandfathered in, and how can you prove that your dog is not a banned dog?	3
<b>Zoning issues (backyard hens, hobby farming, etc, general bylaw questions.</b>	
16. Zoning questions – not understanding zoning rules.  Saw no Rural land in Markstay-Warren.	4
17. Questions about how complaints are handled by the by-law department.	4
18. Why do we need by-laws.	3
19. Issues regarding “hobby farming” and backyard hens:  Concerned that the bylaw will limit the ability to keep chickens and other farm animals on certain properties.  Support for the allowance of backyard hens in all residential zones.  Support for allowing agricultural use on Residential Rural Properties.  Support for allowing farming activity that has been going on for years to be considered legal non-conforming and be allowed to continue.  Questions about what the minimum size of a hobby farm should be.	15

## **Response to public feedback including changes made to the draft by-law**

1. The change was made to Schedule A to improve language in Prohibited Animals with regards to agricultural uses on specific zones.

2. Guardian dogs are not defined in the by-law. SEBBS staff suggests that instead of defining what a guardian dog is, Section 3.18 now states that any dog used “for livestock protection and/or for agricultural purposes or other working purposes”. By adding this flexibility instead of a rigid definition, owners who have dogs that work in many capacities, for example, hunting dogs, sled dogs, rodent killing dogs, and also guardian dogs would not be limited in number.

The common legal definition for “working dogs” includes dogs trained, kept or utilized for work purposes, including but not limited to, livestock handling and or guarding, pest and predator control, dog sled use, and police or rescue dogs.

3. Exemptions for “working dogs” wearing tags. The concern is that for some dogs, wearing collars can be dangerous if they are running through bush or around equipment. Section 3.6 states that no dog is required to wear its tag when it is on its owner’s property or on property where they have permission to work, so dogs working on property would not have to wear tags and therefore not need to wear collars. Also, hunting dogs would be exempt as long as they are on land that they have permission to hunt on.

4. With regards to Section 4 - Provisions of Care. Farms and veterinarians should not be held to the same standards with livestock as residents would be with pets. An example of this type of exemption would be making sure that animals are provided with an environment that is free of feces. This is not an expectation that most farm operations would be able to easily maintain for all animals at all times of year.

This consideration has always been the practice of the by-law department but to strengthen that practice, wording has been added to provide explanation to Section 4 (4.2 and 4.3) that farms will not be held to the same standard as residential properties.

8.3 already states that feces will be removed in a “timely manner” which would already be considered different amounts of time under different circumstances.

Farmers and veterinarians would still have to care for the animals that they are responsible for, but as long as there were following accepted farming or veterinary practices, then By-law enforcement would have no issues and neighbours could not complain about things like smells and noises that would not be considered acceptable from a residential home, but are normal from a properly run farm or if directed by a veterinarian.

5. The current Canine Control By-law already directs Municipal Law Enforcement Officers (MLEOs) to deal with issues of animal welfare. Staff recommends that this section of the by-law remain. This is not an increase to the level of service already expected. Section 4 of the by-law outlines these provisions.

Bylaw officers are available in the area, and can respond quickly to concerns, either to aid animals in danger, or deem a complaint unjustified. The RAO by-law will allow for Administrative Monetary Penalties (AMPs) fines to be written that are handled at the Municipal level so there is a quick processing time to help aid compliance.

Animal control officers have reached out to local PAWS officers who agree that the two departments compliment each other with respect to gaining compliance with animal protection laws. Where PAWS has the ability to remove an animal if deemed necessary, they cannot issue fines. MLEOs have the ability to issue fines but cannot remove animals. If asking for compliance, or penalties do not work in an animal welfare case or a situation is severe enough, the issue can be escalated to PAWS. SEBBS staff feels that being involved from the beginning in cases where compliance can be met at the local level would speed up compliance in many cases, which in the end would help animals being poorly treated faster.

6. If there are Kennels operating and registered at the time of the passing of this by-law, they will be continue to be reviewed under the 2013 by-law until they stop operating.

7. Concerns were expressed about language allowing the Minister of Health onto a property. This language is related to Section 5 and refers to Kennels only.

This draft by-law removes the language surrounding anything to do with Public Health including the definition, but keeps the need to have kennel owners keep records of animals in their care that can be asked for by a MLEO if required in an investigation. If there were an issue with animals not being cared for, this bylaw would still protect the animals, PAWS is still available for

escalating issues, and if there is a matter of public health to be addressed, then laws that govern those actions at the Public Health level are already in place.

8. Language has been added to Section 9 to allow for the grandfathering of existing exotics in the municipality, after they have been checked to make sure they are being kept safely. A time limit has been included in the grandfathering to encourage residents to come forward in a timely manner.

Since there will now be some cases where exotics would be allowed in the Municipality, a fine for allowing exotics to run at large has been added to the by-law.

Provisions have been added to allow residents who own exotics to continue to own the exotic after the allowed species passes away, as long as the conditions under which the exemption was granted have not changed.

9. This bylaw does not ban animals entirely. Any prohibited animal listed is common to other municipalities and is meant to be proactive, or reflects current laws.

By-law staff is always available to explain or discuss the by-law if there are any questions about what it mean or how it is applied.

10. The by-law officers are hired and trained for their jobs. Current staff has years of experience working directly with exotics and agricultural animals and in animal control. It is the responsibility of the Municipality to ensure that all staff is trained for their jobs.

11. Staff continues to recommends a limit of 3 dogs and 5 cats noting that working dogs are exempted dogs from this number. Cats have been included in this “working” exemption if an owner can prove that the cats are serving a purpose such as catching rodents in a barn and that they are spayed or neutered to allow out of control breeding. This means that the limit will effect properties like those within villages like apartment buildings and in areas where homes are closer together.

Working dogs like livestock dogs are not included in the limit. In some cases, if there are more dogs than the limit, then a kennel license could be issued if the dogs were being bred, raised or trained for profit or gain.

Most properties that use working dogs or multiple cats are larger and have space to accommodate their activities. Properties that do not need working dogs like those in villages or smaller properties would benefit from these limits to reduce issues with noise.

It should be noted that despite the exemptions, all dogs and cats will need to be provided a safe and healthy environment based on the Provisions of Care section of the by-law.

Council is able to change this number or can remove the limit if it is found to be an issue. If the limit is removed, other by-law provisions could come into effect if there were an issue caused by too many animals. For example, the Noise By-law could be used to address nuisance barking, and the Provisions of Animal Care provisions in the RAO by-law would address any instances where there are too many animals that are not being taken care of properly. Even 8.3 that states that feces must be removed in a timely fashion could help in the case of too many animals being housed on a property.

12. Markstay-Warren currently sells dog tags to residents without asking for proof of vaccination. Information gathered through the tagging process helps enforcement find owners quickly or provides information to residents to help them return animals to their homes. New tags that will be made available to all residents include a QR code that can be scanned to let people finding lost animals get in touch with their owners right away. Staff does not support the exemption from tags for vaccinated animals.

13. Revision to Schedule A from “primates” to “non-human Primates”: this change has been made to the prohibited animals list.

14. Staff recommends keeping the language of Section 9.7 so that the Municipality is not seen as an easy place to open a non-approved zoo. While it is true that zoos have to have accreditations to open, the Municipality can also put regulations in place so that any zoo proposing to open in the area can be thoroughly reviewed and approved by council.

Staff suggests that in the case of zoos it is better to be more restrictive than less restrictive so that any zoo opening is properly reviewed before it is approved.

15. Schedule B lists the dogs already banned in Ontario. This list does not create a new law, but reflects laws already in place. Including this list allows an MLEO to use our by-law to deal with any reported issue with banned dogs. The advantage is that in our by-law, AMPs fines can be issued to gain compliance instead of issuing court orders that are time-consuming and costly to defend.

Banned dogs cannot be “grandfathered” since they have all been banned in Ontario since 2005.

While staff is trained to identify species, if there were a question about the breed of a particular dog that looks like a banned species, the owners could prove the dog’s breed with a letter from a veterinarian, or provide any other evidence to the officer that would be reviewed and considered in any investigation.

16. A zoning bylaw serves as a comprehensive rulebook that a municipality uses to regulate land use and development within its boundaries. It divides the municipality into various zones, such as residential, commercial, or industrial. Each zone has its own set of regulations that determine what types of structures can be built and what activities are allowed, ensuring that development is appropriate for each area.

These regulations also include specific guidelines on building dimensions, setbacks, lot sizes, and parking requirements, among other factors. By enforcing these standards, the zoning bylaw helps maintain a cohesive and orderly development pattern, preventing incompatible land uses from being located next to each other—for example, ensuring that a heavy industrial facility isn’t situated in the middle of a residential neighborhood.

The zoning by-law is available on the Sudbury East Planning Board (SEPB) Website at <http://sepb.org/sepbofficialplan/#zoning> and by-law staff are always available to answer questions.

Maps are also available on the SEPB website which show the majority of properties surround the villages of Markstay, Warren and Hagar are Rural.

The Municipality has explained the difference between taxation codes that the Zoning assigned to each property by posting an explanation on the website and speaking with any resident who has reached out to speak with the Treasurer or the Chief Building Official. Staff would like to state that we will continue to do so, and in most cases, when the questions were asked directly to staff, people understood that taxation codes and zoning are two different things.

17. All by-law complaints that are reported to the municipality follow the Complaint Policy which includes rules for following up with complaints, information to be collected and a statement that all information collected is kept confidential.

SEBBS MLEOs investigate all complaints. If there is no basis for the complaint, then the file is closed. If there is an issue that needs to be addressed, the department can gain compliance through education, issuing fines or issuing orders.

If there are multiple unfounded complaints against a property, a MLEO can deem complaints frivolous or vexatious, and can tell complaints that no further action will be taken.

18. Municipal bylaws are crucial for maintaining fairness and harmony within communities by establishing clear rules that govern interactions between neighbors. These local laws address various issues, such as property maintenance, noise control, and land use, ensuring that everyone's rights are respected. By providing a consistent framework, municipal bylaws help prevent disputes, promote mutual respect, and create a balanced living environment where all residents can coexist peacefully and fairly.

No matter what ideology a person believes in, there will always be conflicts between people, and therefore there will always be a need for a framework to resolve those conflicts. Bylaws and enforcement are a part of the framework that the Municipality has developed to deal with neighbour conflicts.

### **19. Issues brought up by residents that need further study and changes to the zoning by-law.**

Many residents who had concerns about the first draft by-law were concerned about issues that are not addressed in this by-law, but that are already laws governed by the Zoning By-law. These include:

- the allowance of backyard hens;
- the allowance of "hobby farming" or other agricultural uses in the municipality on Residential Rural properties.

Both of these activities are not allowed under the current Zoning By-law. If council wishes to entertain changing the law, then these issues have to be addressed, but are separate from the Responsible Animal Ownership By-law.

## **Backyard Hens**

Many members of the public expressed positive support for allowing hens on smaller residential properties, including in the villages of the Municipality. SEBBS staff has created a Backyard Hen Survey to distribute to its 4 member municipalities (French River, Killarney, Markstay-Warren and St.-Charles) as each municipality has expressed interest in getting public opinion on the subject. Once this data is collected, it will be presented to council with recommendations that come from the public. If there is general support for allowing backyard hens, changes would have to be made to the Zoning By-law, and a Backyard Hen By-law would be created so there are general rules to be followed. If backyard hens were allowed on residential property, they would be allowed on Residential Rural property as well.

The questions in the survey will include:

- Resident information. (only surveys from residents of the Municipality will be accepted).
- Are you in favour of allowing backyard hens on residential properties? Questions will specifically ask about different types of properties including residential, multi-residential (apartments), Residential Rural and Waterfront.
- How many hens would you support if backyard hens were allowed? Questions will be asked about different sized properties.
- The survey will ask for any concerns to ensure that they will be addressed in any draft by-law that is produced.
- An additional comments section will be included to get further information from residents.

Staff recommends that the survey be issued to the public in September of 2024 and be open until the end of November with a report at the December meeting with the findings.

## **Hobby Farming (farming on properties that are not zoned Rural)**

SEBBS and municipal administrative staff received many calls regarding zoning questions in the past few months.

The central issue of concern is that currently, the Zoning By-law only allows for agricultural uses on properties that are zoned Rural (RU). The mapping available on the Sudbury East Planning Board Website ([http://sepb.org/wp-content/uploads/2017/02/MW\\_A\\_Markstay-WarrenTwps.pdf](http://sepb.org/wp-content/uploads/2017/02/MW_A_Markstay-WarrenTwps.pdf)) shows that the majority of properties in the municipality outside of village centres are already zoned Rural, but some smaller properties are zoned Residential Rural. While it is common in many towns and cities that farming is restricted to certain zones, some municipalities have made allowances for smaller scale agricultural uses, including keeping farm animals for personal use on smaller lots.

SEBBS staff is researching neighboring municipalities like Powassan, South River, Huntsville, North Glengarry and Russel and is seeking advice from the Ontario Federation of Agriculture (OFA) for information on how to best implement “hobby farming” as a permitted use on Residential Rural properties if this were supported by the public and decided by council.

Things to consider if changes were made to the zoning by-law to expand agricultural uses to Residential Rural properties:

- what is a good definition of “hobby farming”
- how many animals would be allowed on each property, and should it be based on size or nutrient units, or should there be no limits as long as animals are cared for and not a nuisance?
- would there be a minimum size of property that would be allowed to have “hobby farms”?

This is a larger issue that needs to be reported separately as it involves changes to the Zoning By-law. Staff is asking for direction from council to research and report back on the best way to implement possible changes.

### **Fees for Responsible Animal Ownership By-law**

The following fee changes are being proposed in the RAO by-law. The Municipalities of Killarney, French River and St.-Charles have all adopted these fees, but they can be adjusted by this council since Markstay-Warren already has a fees schedule that was reviewed in 2020.

Under the current Canine Control By-law the following fees apply:

#### **Schedule "E" to By-law 2020-06 Animal Control Services**

<b>Service/Document</b>	<b>Cost</b>	<b>Tax</b>
Dog Tags	Purchased before Feb 14	\$20.00 Exempt
	Purchased after Feb. 15	\$30.00 Exempt
Dog Tags - Seniors	Purchased before Feb 14	\$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
<b>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</b>		
<b>Note 2: The term for all dog tags is from January 1st to December 31st.</b>		

The proposed tag fees are a bit less expensive than what has been in place since 2020, with discounts for licensing multiple dogs at one time to encourage licencing. There are also discounts if residents choose to purchase multiple years instead of paying one year at a time. Replacement tags are more expensive, and also Kennel fees are more expensive. It should be noted that under the new Kennel rules, there would be inspections of the facilities, so the increase cost is meant to cover the cost of that inspection.

	1 Dog	2 Dogs (Per Dog) (5% Savings)	3+ Dogs (Per Dog) (10% Savings)
<b>Regular</b>			
Dog Licence - 1 Year (Purchase on/before March 31)	\$15.00	\$14.25	\$13.50
Dog Licence - 1 Year (Purchase after March 31)	\$30.00	\$28.50	\$27.00
Dog Licence - 3 Year (10% savings)	\$40.50	\$38.48	\$36.45
Dog Licence - 5 Year (20% savings)	\$60.00	\$57.00	\$54.00
Dog Licence - Lifetime (30% savings)	\$105.00	\$99.75	\$94.50
<b>Seniors/Disabled</b>			
Dog Licence - 1 Year (Purchase on/before March 31)	\$10.00	\$9.50	\$9.00
Dog Licence - 1 Year (Purchase after March 31)	\$20.00	\$19.00	\$18.00
Dog Licence - 3 Year (10% savings)	\$27.00	\$25.65	\$24.30
Dog Licence - 5 Year (20% savings)	\$42.50	\$40.38	\$38.25
Dog Licence - Lifetime (30% savings)	\$80.00	\$76.00	\$72.00
<b>Other Fees</b>			
Guide/Service Dog(s)	No Fee	No Fee	No Fee
Replacement Tag	\$5.00	\$5.00	\$5.00
Kennel Licence Fee	\$300		
Impoundment Fee	\$50/day up to 3 days		

**RECOMMENDATIONS:**

SEBBS staff recommends the following:

- 1) That council confirm that they are in agreement with the fee changes proposed for dog tags and kennel licences to update the Municipality’s Service Charges and Fees By-law;
- 2) That council accept and pass the proposed Responsible Animal Ownership (RAO) By-law with the updates based on public feedback;
- 3) That council direct staff to move forward with the Public Survey Regarding Backyard Hens; and
- 4) That council direct staff to research and report on possible changes to the Zoning By-law with regards to allowing “hobby farming” as a permitted use on Residential Rural properties.

**ATTACHMENTS:**

Appendix 1 – Responsible Animal Ownership By-Law Draft #2

Respectfully submitted by:

Andrea Tarini - Director of SEBBS/ Chief Building Official  
Kevin Benvenuti - Manager of By-law SEBBS

**TO: Council**  
**FOR: Information**  
**DEPARTMENT: Administration**  
**DATE: September 11, 2024**

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**SUBJECT :** Grants received to date

### **Background**

Grants can be a powerful tool for municipalities, enabling them to achieve goals, improve services, and drive community development while managing financial resources effectively.

In the past year, administration of the Municipality have been applying for different grants.

Here are the successful results to date:

- 1) Canada Summer Jobs – we were able to hire 3 summer students through this grant. Two in Recreation and one in administration (\$7800)
- 2) Ontario Trillium Foundation – we will install heaters in the arena bleachers, add a women’s dressing room, and install a small gym (\$46,200)
- 3) Seniors Community Grant Program – will organize a Seniors Information Fair, workshops, social activities as well as free transportation for seniors 55+ (\$24,800)
- 4) Programme d’appui à la francophonie ontarienne – will install bilingual signage and update the web site for it to be bilingual, as well as revamp the newsletter in English and French (\$49,950)

Administration continues to apply for several other grants such as Housing Accelerator Fund, and the Seniors Active Living Centres Program.



**TO: Council**  
**FOR: Decision**  
**DEPARTMENT: Administration**  
**DATE: September 16 2024**

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**SUBJECT : Request from the Recreation Committee of Council**

### **BACKGROUND**

In 2023, the Northern Ontario Hockey Association, the governing body for Minor Hockey Associations passed a motion stating that all associations needed to be incorporated before the start of the 2024-25 hockey season. Failure to do so would mean that the association would not be able to proceed with the hockey season.

At the time, associations were told the cost would be between \$1500 and \$2000. In reality, the cost will be between \$2500 and \$5000. Although the M-W Minor Hockey Association does have some funds, these are used for start up of the hockey season.

The M-W Minor Hockey Association approached the Warren Recreation Committee. At their June meeting, a resolution was adopted to approach Council to approve the donation of \$2500 to the Markstay-Warren Minor Hockey Committee to be used for incorporation to the Minor Hockey Association. If perchance the amount is less, the surplus funds will be used to purchase first-aid kits, as well as practice equipment such as pucks and cones.

### **RECOMMENDATION**

**THAT** Council approve a donation of \$2500 to the Markstay-Warren Minor Hockey Committee to be used for incorporation to the Minor Hockey Association.

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

**BY-LAW 2024-XX**

**BEING A BY-LAW TO REGULATE, LICENSE AND CONTROL ALL ANIMALS IN THE MUNICIPALITY OF MARKSTAY-WARREN**

**WHEREAS** sections 8, 9 and 10 of the *Municipal Act, 2001*, as amended authorize a municipality to pass by-laws necessary or desirable for municipal purposes, and in particular paragraphs 5, 8 and 9 of subsection 10(2) authorize by-laws respecting: the economic, social and environmental well-being of the municipality; the protection of persons and property; and animals;

**AND WHEREAS** section 103 of the *Municipal Act, 2001*, as amended, provides that where a municipality has passed a by-law to regulate or prohibit with respect to the being at large or trespassing of animals, the municipality may provide for the seizure, impounding and sale of seized and impounded animals;

**AND WHEREAS** Section 105 of the *Municipal Act, 2001*, as amended requires Council to hold a hearing to determine whether to exempt an owner in whole or in part from muzzling requirements of a dog, when so requested by the dog owner;

**AND WHEREAS** section 391 of the *Municipal Act, 2001*, as amended, provides that a municipality may pass bylaws imposing fees or charges for services or activities provided or done by or on behalf of the municipality;

**AND WHEREAS** section 425 of the *Municipal Act, 2001*, as amended, provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the *Municipal Act, 2001* is guilty of an offence;

**AND WHEREAS** it is considered desirable to pass a by-law relating to Animal Control within the Municipality of Markstay-Warren.

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

**1. SHORT TITLE:**

**1.1.** The short title of this By-Law shall be the “Responsible Animal Ownership (RAO) By-Law”.

**2. DEFINITIONS**

**2.1.** “Abandonment” means ceasing to care for an animal in circumstances that may cause the animal harm or leaving an animal in the care of another person without that person’s express knowledge and permission, or leaving an animal in the care of a person under false pretenses.

**2.2.** “At Large” means any animal found in any place other than the premises of the owner of the animal, or other private property with the consent of the owner of that property and not under the immediate physical control of any competent or reasonable person by means of a leash that is no more than two meters (m) in length.

- 2.1 “**Cat**” means a male or female domesticated cat.
- 2.2 “**Control**” includes care and custody.
- 2.3 “**Council**” means the elected Council for the Municipality of Markstay-Warren.
- 2.4 “**Daycare Facility**” means a premise that offers care and housing of dogs for profit for a period of no more than 10 hours in any 24-hour period per dog. For the purpose of this by-law, a daycare facility is not considered to be a kennel.
- 2.5 “**Disabled Person**” means a person with a disability.
- 2.6 “**Disability**” means both visible and non-visible disabilities pursuant to the Human Rights Code of Ontario.
- 2.7 “**Dispatch**” means to destroy, euthanize, or otherwise cause the death of an animal.
- 2.8 “**Dog**” means a canine of the species *canis familiaris* and shall include a male or female dog.
- 2.9 “**Domestic Animal**” includes a dog, cat or similar animal kept as a pet which is generally understood to be domesticated and is typically kept indoors at a dwelling unit.
- 2.10 “**Dwelling Unit**” means one or more rooms connected together as a self-contained, separate unit in the same building comprising all or part of the building and constituting an independent housekeeping unit for residential occupancy by persons with facilities for persons to sleep, cook, and eat and including its own sanitary facilities.
- 2.11 “**Fenced Yard**” means a yard which is completely enclosed by a fence constructed in accordance with the specifications set out in Schedule “C” of this By-Law provided that the walls or the continuously occupied building are considered a portion of the required fence, provided that all doors in such walls are equipped with locks and that all doors providing access to the fenced yard are locked when a vicious dog or dog included in Schedule “B” to this By-Law is inside the fenced yard.
- 2.12 “**Grooming Facility**” means a premise that primarily offers bathing, nail trimming, and/or hair cutting of dogs for profit for a period of no more than 10 hours in any 24-hour period per dog. For the purpose of this by-law, a grooming facility is not considered to be a kennel.
- 2.13 “**Keep**” means to have temporary or permanent control or possession of an animal and the words “kept”, or “keeping” have a similar meaning.
- 2.14 “**Kennel**” means a premise, including outdoor areas (i.e. dog runs), where dogs are bred, raised, boarded, trained, or housed for similar purposes for a period of longer than 10 hours in any 24-hour period per dog for profit and shall exclude a Pound established by the Municipality.
- 2.15 “**Licence**” means a licence issued under this By-Law.
- 2.16 “**Livestock**” means cattle, goats, horses, sheep, swine, poultry, fur-bearing animals, bees, cultured

fish, deer, elk, game animals or birds grown, produced or raised.

- 2.17 “Menace or Harass”** means to display apparently and overtly threatening behaviour
- 2.18 “Municipal Law Enforcement Officer”** means anyone appointed by the Corporation of The Municipality of Markstay-Warren to enforce the provisions of this By-Law.
- 2.19 “Municipality”** means the Corporation of the Municipality of Markstay-Warren.
- 2.20 “Muzzled”** means to have securely affixed around the snout or the mouth and nose of a dog a device commonly known as a muzzle manufactured by a recognized manufacturer of muzzles for dogs such that the dog when muzzled will be prevented from biting a person or animal.
- 2.21 “Owner”** means any person who possesses or harbours an animal and, where the owner is a minor, the person responsible for the custody of the minor, and includes a person who is temporarily the keeper or is in control of the animal.
- 2.22 “Police work dog”** means a dog trained to aid Law Enforcement Officers and used by such Officers in the execution of their duties.
- 2.23 “Pound”** means such place or places established by the Municipality for the impoundment of dog(s) seized pursuant to the provisions of this By-Law.
- 2.24 “Premises”** means the entire lot on which a single dwelling unit building, or a multi-dwelling unit building is situated and includes a vacant lot.
- 2.25 “Prohibited animal”** means any animal specified in Schedule ‘A’ of this By-Law.
- 2.26 “Public property”** includes all lands owned by the Municipality.
- 2.27 “Recognized Animal Shelter or Rescue”** A not-for-profit or charitable organization, registered with the Licence Issuer, whose mandate and practices are predominately the rescue and placement of animals, and facilitating the spaying or neutering of animals, or for animal welfare purposes.
- 2.28 “Senior Citizen”** means a person who has attained the age of 65 years.
- 2.29 “Service Dog”** means any dog used by a person with a disability for reasons relating to the disability where it is readily apparent that the animal is used by the person for reasons related to his or her disability; or where the person provides a letter from a physician or nurse confirming that he or she requires the dog for reasons related to his or her disability; or a presents a valid identification card signed by the Attorney General of Canada or a certificate of training from a recognized guide dog training school.
- 2.30 “Tag”** means the tag or token issued under this By-law as proof of registration of the dog in the Municipality.
- 2.31 “Town Limits”** means the areas defined as town limits within Schedule ‘D’ of this By-Law.
- 2.32 “Vicious dog”** means any dog with a known propensity, tendency, or disposition to attack without provocation other domestic animals, persons or livestock that a municipal law

Municipality's Service Charges and Fees By-law enforcement officer has chosen to designate as vicious pursuant to Section 10 of this By-Law; or any dog specified in Schedule "B" of this By-Law.

### **3. LICENSING AND REGISTRATION**

- 3.1.** Every owner of a dog over the age of six (6) months shall annually license the dog and shall maintain the licence in good standing.
- 3.2.** Every owner of a dog shall annually renew the dog's licence on or before its date of expiry.
- 3.3.** Every owner making an application for a dog licence shall provide the following information upon registration:
  - a)** The name, postal address, and telephone number of the owner; and,
  - b)** The name, age, sex, and description of each dog to be licensed.
- 3.4.** Every application for a dog licence shall be accompanied by a fee in accordance with the Municipality's Service Charges and Fees By-law.
- 3.5.** Every owner, with proof of certificate, that requires the assistance of a guide, service or therapy dog, may, upon application to the Municipality, obtain a licence and no fee shall be charged for such licence.
- 3.6.** Upon payment of the dog licence fee, the owner shall be provided with a tag from the Municipality and shall keep the tag securely fixed on the dog at all times while the dog is in any place other than the premises of the owner or other private property with the consent of the owner of that property.
- 3.7.** The tag shall bear an identification number and a record shall be kept by the Municipality showing the name, address and contact information of the owner and a brief description of the dog.
- 3.8.** Every dog licence issued pursuant to the provisions of this By-Law shall be effective from the date of issuance until December 31st of the year purchased and no refund of any licence fee paid or any portion thereof shall be made in the event of the death, destruction, or removal from the Municipality of a dog before the expiration of the license period.
- 3.9.** For a 'Lifetime' license issued, the licence shall be valid from the date of issuance to the death of the dog and shall not be transferred to any other dog.
- 3.10.** If a tag is lost or stolen, the owner shall make an application for a replacement tag as per the Municipality's Service Charges and Fees By-law.
- 3.11.** No dog licence shall be transferred from one dog to another.
- 3.12.** No person shall use for any dog, a licence receipt or a licence tag issued for another dog.
- 3.13.** If a licensed dog changes owners, the new owner shall notify the Municipality to update the registration within fifteen (15) days of becoming the owner.

- 3.14.** The provisions of Section 3 of this By-Law shall not apply to owners temporarily in the Municipality for a period not exceeding fourteen (14) days.
- 3.15.** Notwithstanding any provision of this by-law, a Service Dog, Police Work Dog, dogs used for livestock protection and/or for agricultural purposes or other working purposes, or a dog that is being fostered from a recognized animal shelter or rescue shall be provided with a licence and tag free of charge upon providing to the Municipality at the time of registration, evidence satisfactory to the Municipality.
- 3.16.** No person shall keep or permit in or about any dwelling unit or premises more than three (3) dogs over the age of 6 months without a valid kennel license.
- 3.17.** No person shall keep or permit in or about any dwelling unit or premises more than five (5) cats over the age of 6 months.
- 3.18.** The provisions of section 3.16 shall not apply if the owner of dogs can prove that the dogs are used **for livestock protection and/or for agricultural purposes or other working purposes.**
- 3.19.** The provisions of section 3.16 shall not apply if the owner of cats can prove that the cats are used **for working purposes and are spayed or neutered.**
- 3.20.** Notwithstanding the provisions contained in section 3.16, any owner of dogs who owns, harbours, maintains or possesses more than the permitted total number of dogs on the effective date of this by-law, and is able to provide proof that these dogs were licensed prior to the passing of this by-law, or that they have been licensed within three (3) months after the passing of this by-law, shall be permitted to own these dogs until they are deceased and/or relocated.
- 3.21.** Notwithstanding the provisions contained in section 3.16, any person who becomes a resident of the municipality after the passing of this by-law who owns, harbours, maintains or possesses more than the permitted total number of dogs on the date that they become a resident of the municipality, shall be permitted to own these dogs until they are deceased and/or relocated so long as all dogs are licensed within three (3) months of the owner becoming a resident of the municipality.
- 3.22.** Notwithstanding the provisions contained in section 3.16, any dog owner who owns, harbours, maintains or possesses the permitted total number of dogs may, for a period not exceeding 14 days, allow to be kept one additional dog so long as that it is not kept for profit and so long as all dogs that permanently reside in the Municipality are licensed.
- 3.23.** Notwithstanding the provisions contained in section 3.16, any owner of a daycare facility or grooming facility may harbour more than the permitted number of dogs for a period not exceeding 10 hours in any 24 hour period per dog.
- 3.24.** Notwithstanding the provisions contained in section 3.16, lodges, hotels, motels and trailer parks may harbour more than the permitted number of dogs so long as the owner of the lodge, hotel, motel and/or trailer park only owns the permitted number of dogs and every dog owned by the owner of the lodge, hotel, motel and/or trailer park is licensed.

#### 4. PROVISIONS OF CARE

- 4.1. Every person who keeps an animal within the Municipality shall ensure that such animal is provided with:
- a) clean and sanitary environment free from accumulation of fecal matter;
  - b) adequate and appropriate care, food, water, shelter and opportunity for physical activity;
  - c) necessary veterinary medical care when the animal exhibits signs of pain, illness or suffering.
- 4.2. Subsection 4.1 does not apply in respect of an activity regarding agricultural animal care, management or husbandry carried on in accordance with the reasonable and generally accepted practices of agricultural animal care, management or husbandry, unless the standards of care or administrative requirements expressly provide that they apply to that activity.
- 4.3. Subsection 4.1 does not apply to a veterinarian providing veterinary care, or boarding an animal as part of its care, in accordance with the standards of practice established under the *Veterinarians Act as amended*;
- a) a person acting under the supervision of a veterinarian; and
  - b) a person acting under the orders of a veterinarian, but only in respect of what the person does or does not do in following those orders.
- 4.4. Every person who keeps a dog which normally resides outside, or which is kept outside unsupervised for extended periods of time, shall ensure the dog is provided with:
- a) A house or shelter that has sufficient space to allow the dog the ability to turn around freely and lie in a normal position, and that will provide protection from the outdoor elements as appropriate to the dog's weight and type of coat.
  - b) An exercise area (Run) with:
    - i a minimum area of 50 sq. ft.; and
    - ii a minimum of 5' between any 2 opposite walls of the enclosure.
  - c) If the dog is confined by means of a leash, the leash shall be long enough to allow the dog to have free movement in an area of at least 50 sq. ft. with no obstructions in that area so the dog cannot become trapped and/or restricted of movement.
- 4.5. No person shall cause or allow an animal to be hitched, tied or fastened while unattended by the owner to a fixed object where a choke collar, choke chain or pinch collar forms part of the securing apparatus, or where a rope or cord is tied directly around the animals neck or where the dog could become trapped or injured by an obstruction.
- 4.6. No person shall cause or allow an animal to be confined in an enclosed space, including a motor vehicle, without adequate ventilation.
- 4.7. No person shall transport or allow the transport of an animal outside the passenger compartment of any motor vehicle or trailer unless the animal is adequately confined or unless it is secured in a body harness or other manner of fastening which is adequate to prevent the animal from falling off the vehicle or otherwise injuring itself.
- 4.8. In any prosecution or proceeding under Section 4.5, the registered owner or operator, as applicable, of the motor vehicle or trailer shall be deemed to be the owner of the animal, unless

he or she proves to the satisfaction of a Justice of the Peace that at the time of the offence, the motor vehicle was not being used to transport the animal by him/her and that the motor vehicle was not being used by any other person with consent, express or implied.

- 4.9. No person shall cause or allow a dog to be muzzled unless it is in the immediate care and control of the owner.
- 4.10. No person shall cause or allow the neglect, torment, abuse, or punishment of any animal in any manner to an extent that is cruel or unnecessary.
- 4.11. No person shall cause or allow the abandonment of an animal.
- 4.12. No person shall cause or allow a female dog who is in heat to be left unattended at any time outside the secure confines of a dwelling unit.

## **5. KENNEL OPERATION**

- 5.1. No person shall own or operate or allow the ownership or operation of a kennel without a licence issued by a Municipal Law Enforcement Officer.
- 5.2. No person shall operate or allow the operation of a kennel with a kennel license that has been suspended.
- 5.3. Kennels shall be managed and operated by the property owner on which the kennel is located, and the kennel operator/manager shall reside on the subject property.
- 5.4. Every person applying for a kennel licence shall submit to the Municipality a completed application together with the following:
  - a) a site plan drawn to scale showing the location of all buildings, structures, dog runs or facilities on the subject property, including the location of all buildings, structures, dog runs or facilities, or parts thereof, to be used as a kennel. The site plan must also specify the distance which separates the kennel from all property lines and all buildings, structures, dog runs or facilities;
  - b) a list of all dogs to be kept permanently at the subject property, noting verification of current rabies vaccination for each dog (excepts where they are under three (3) months of age);
  - c) the applicable fee, as required by the Municipality's Service Charges and Fees By-law, as amended; and
  - d) a declaration by the owner that they have never been convicted under Section 446 of the Criminal Code of Canada pertaining to animal cruelty.
- 5.5. All new or renewal licenses for a Kennel will only be approved by the Municipal Law Enforcement Officer once they have inspected the premises to ensure compliance with this or any other applicable by-law.
- 5.6. Every person renewing their kennel licence shall, yearly on or before the 15th day of February of the next year, submit the following to the Municipality:
  - a) a list of all dogs to be kept permanently at the subject property, noting verification of current rabies vaccination for each dog (excepts where they are under three (3) months of age); and
  - b) the applicable fee, as required by the Municipality's Service Charges and Fees By-law, as amended.

- 5.7.** Every person who owns or operates a kennel shall comply with the applicable by-laws of the Municipality of Markstay-Warren and any other provincial or federal statutes or regulations. No kennel licence shall be issued unless such kennel complies with the by-laws of the Municipality. Where an owner or operator of a kennel fails to comply with applicable by-laws or regulations, the kennel license may be suspended or revoked.
- 5.8.** An Officer or any other duly authorized person may enter upon and may inspect without notice any kennel, daycare facility, grooming facility or any place where dogs are kept at any reasonable time.
- 5.9.** The kennel license issued pursuant to this by-law is not transferable.
- 5.10.** Owners and operators of kennels shall comply with the following regulations:
- a)** No Kennel may be established except where it is permitted in accordance with the Municipality's Zoning By-law, as amended.
  - b)** No kennel shall be permitted on a property of less than 5 acres (2 hectares) unless approval is granted through a Zoning By-law Amendment.
  - c)** No Part of a Kennel shall be constructed or maintained closer than 20 metres from the nearest property line of any adjacent residence.
  - d)** The Municipality may impose additional conditions with respect to the renewal of a kennel license as they deem necessary to ensure the health, safety, and well-being of the public and/or animals.
  - e)** After the issuance of a license, the owner shall not change or otherwise alter a kennel without first obtaining the written permission of the Municipality
  - f)** Every person who owns or operates a kennel shall keep no more than a maximum of twenty (20) dogs over twenty (20) weeks of age, unless approved by the Municipal Law Enforcement Officer.
  - g)** The floors of each room in which dogs are kept shall be:
    - i)** constructed of an impermeable material;
    - ii)** flushed with water and deodorized with a suitable disinfectant daily or more often if necessary and that the animals should be removed when this is being done; and
    - iii)** if such room is physically attached to a building used for human habitation, graded to an adequate drain which shall be connected to a drain sewage system or sewage disposal system.
  - h)** Each room that is used for the housing of dogs shall be equipped with a lighting system that is designed, constructed, and maintained to:
    - i)** distribute light as evenly and with as little glare as possible;
    - ii)** provide adequate light for the proper observation of every animal in the room;
    - iii)** adequately stay lit for a continuous period of at least eight (8) hours in every twenty-four-hour period; and
    - iv)** provide an eight (8) hour period of darkness in every twenty-four-hour period.
  - i)** Each room that is used for the housing of dogs shall provide ventilation for the health, welfare, and comfort of every dog by either:
    - i)** having an opening for natural ventilation with a minimum aggregate

- unobstructed free flow are of one percent (1%) of the floor area of the room, or
- ii** having a mechanical ventilation device in working order which changes the air at least twice each hour.
  - iii** each room that is used for the housing of dogs shall at all times, be maintained at a temperature suitable for the health, welfare, and comfort of every dog therein.
- j)** Each cage or pen used for the housing of dogs shall be so constructed and maintained that:
- i** every dog in the cage or pen may comfortably extend its legs to their full extent, stand, sit, turn around, and lie down in a fully extended position;
  - ii** it is not likely to harm any therein;
  - iii** any dog therein cannot readily escape there from; and
  - iv** it may be readily cleaned.
- k)** Each doorway, window, and outside opening shall be screened during the period of May 1st to October 1st of each year.
- l)** The yards and runways shall be:
- i** fenced so any dogs therein cannot readily escape there from;
  - ii** partially shaded; and
  - iii** gravelled and well drained or;
  - iv** paved with concrete, asphalt, or other impermeable material;
  - v** graded to an adequate drain or gutter, and;
  - vi** cleaned at least once daily when in use.
- m)** Each area in which dogs are kept shall, at all times be maintained in a clean and sanitary condition.
- n)** Excreta, dead animals, and other waste resulting from the keeping of dogs shall be removed in a timely fashion from the premises.
- o)** Every kennel shall have a manure receptacle for the storage of dog waste. All kennel owners shall comply with the provisions of Part V of the Environmental Act, R.S.O. 1990 and all regulations thereto with respect to waste management systems, including but not limited to the collection and disposal of waste.
- p)** Every person who owns and operates a kennel shall give regard to the guidelines set out in the 'Code of Practice of Canadian Kennel Operations' of the Canadian Veterinary Medical Association.
- q)** Every person who owns or operates a kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent noise by dogs kept at a kennel operation. Complaints concerning noise will be investigated subject to the Municipality's Noise By-law.
- r)** Every dog shall be supplied with:
- i** food of a type and in amounts nutritionally adequate for the dog, and;
  - ii** adequate amounts of potable water, and;
  - iii** medical service for any disease or injury from which the dog may be suffering.
- s)** The owner, operator or a person designated by the owner or operator shall attend the kennel at least once every 12 hours when dogs are currently being kept at the kennel.
- t)** When the owner, operator or their designate is not present, all dogs must be kept separate by

means of a cage or other similar measure from each other.

- u) The owner of a Kennel will collect from the owner of every dog that uses their facility the dog owners: name, address, phone number, emergency contact phone number and the most recent vaccination records of the dog. A record of when the dog is kept at the kennel shall also be kept. This information must be maintained for one year from the date of collection and shall be shared with any Municipal Law Enforcement Officer upon request.

## **6. RUNNING AT LARGE / UNDER CONTROL**

- 6.1. No person shall allow or permit livestock to run at large in the Municipality of Markstay-Warren.
- 6.2. No person shall allow or permit a dog to run at large in the Municipality of Markstay-Warren.
- 6.3. No person shall allow or permit a prohibited animal to run at large in the Municipality of Markstay-Warren.
- 6.4. A dog shall not be deemed running at large if it is a police work dog and is being used during police duties or in training.
- 6.5. A dog shall not be deemed running at large if it is a hunting dog accompanied by the owner or other reasonable adult and is actively engaged in hunting or training for hunting, on un-posted land or on posted land with permission from the owner.

## **7. SEIZURE AND IMPOUNDMENT**

- 7.1. Subject to Section 6.2 of this by-law, an Officer may:
  - i) seize and impound any dog found to be running at large.
  - j) restore possession of the dog to the owner where:
    - i the owner claims possession of the dog within three (3) working days (exclusive of statutory holidays and weekends) after the date of seizure; and
    - ii the owner pays to the Municipality the Seizure/Impoundment Fee, in accordance with the Municipality's Service Charges and Fees By-law, for the dog seized and impounded, plus the cost of any damages, expenses and/or veterinary care.
- 7.2. An Officer may order the dispatch of any dog, without first seizing or impounding it if the officer is unable to seize the dog after making reasonable attempts to do so if that dog is suspected to be rabid or, which, while at large has, is or is about to attack, kill, injure, menace, damage, or destroy, as the case may be:
  - a) any person;
  - b) another animal; or
  - c) personal property;
- 7.3. An Officer who seizes and impounds a dog shall make reasonable efforts to locate the owner of the dog and inform the owner of the seizure and/or impoundment.

- 7.4. No person shall unlock, unlatch, or otherwise open a vehicle or cage in which dogs seized by an Officer have been or are being placed.
- 7.5. Notwithstanding, any other provisions of this By-Law where, in the opinion of an Officer or his or her designate, a dog which has been seized requires the immediate services of a qualified veterinarian, or should be dispatched for humane reasons or reasons of public safety, the Officer may dispatch the dog as soon after the seizure as the Officer or his or her designate thinks fit without first permitting the owner to reclaim the dog or offering the dog for sale. If such dog has been delivered to a qualified veterinarian for care, the owner of the dog shall be responsible for any and all costs or charges associated with the services provided by the veterinarian.

## **8. STOOP AND SCOOP**

- 8.1. Any person having control of an animal except horses being actively used in transportation shall immediately remove any feces left by the animal on any property, other than the owner's property including, but not limited to:
- i) on a highway;
  - j) in a public park;
  - k) on any public property; or
  - l) on municipal streets and roads.
- 8.2. Any person having control of an animal shall have in his/her possession the necessary equipment to proceed immediately with the removal of any feces.
- 8.3. Every owner of an animal shall remove from his or her property, in a timely manner, feces left by an animal, so as not to disturb the enjoyment, comfort, convenience of any person in the vicinity of the property.
- 8.4. Section 8 does not apply to an owner of a service dog, where the owner is unable to remove animal waste due to a physical impediment or a blind or visually impaired pet owner.
- 8.5. Every owner of a horse shall remove, within twenty-four (24) hours, any feces left by the horse on any roadway within fifty (50) metres of town limits or in any public park.

## **9. PROHIBITED ANIMALS**

- 9.1. No person shall keep in the Municipality, either on a temporary or permanent basis, any prohibited animal, as set out in Schedule 'A'.
- 9.2. No person shall keep livestock in an area of the Municipality unless the area is zoned for that purpose or is lawfully used for that purpose.
- 9.3. Despite Section 9.1, a provincially authorized wildlife custodian or a licenced Registered Animal Shelter or Rescue may keep an animal prohibited under this By-law in accordance with the authorization.

- 9.4.** Despite Section 9.1, a person who both resided within the Municipality and owned prohibited animal(s) at the time of passing of this by-law shall be permitted to apply for an exemption to Section 9.1.
- a) An exemption must be applied for within the first three months of the passing of this By-Law.
  - b) An exemption request must be made in writing to the Municipality and shall be accompanied by the applicants name, address, phone number, email address, a list of animals that the applicant is applying to have exempt and a photograph of each said animal.
  - c) An inspection shall take place of the location in which the prohibited animal(s) are to be kept to ensure the safety of the owners and public and the wellbeing of the animals.
  - d) The granting of an exemption is left to the full discretion of the MLEO and may be denied for any reason.
  - e) A granted exemption is for a single species of animal. A person with a granted exemption may keep and acquire multiple animals of that species provided that the conditions that were in place when the exemption was granted have not changed.
  - f) A prohibited animal with a granted exemption may not be transferred to another person unless through inheritance or if the owner is provably no longer able to care for the prohibited animal for physical or financial reasons. In these instances, no monetary exchange may occur for the prohibited animal. If the ownership of a prohibited animal is changed, the Municipality is to be notified within 5 working days. Additionally, an inspection of the new location in which the prohibited animal is to be kept may occur.
  - g) An Officer may enter upon and may inspect without notice any location in which a prohibited animal is kept at any reasonable time.
  - h) A granted exemption may be revoked by a MLEO following the conviction of a Part I or Part III charge or confirmation of a Municipal AMPS Notice relating to the keeping of an animal.
- 9.5.** No person shall keep or permit to be kept any insect, arachnid or squamatea permitted under this By-law except in an escape-proof enclosure.
- 9.6.** No person shall keep or permit to be kept any animal permitted under this By-law except in a suitable enclosure.
- 9.7.** For the purposes of Section 9.6 “Institution and Facility” have the meaning given to those words by Canada’s Accredited Zoos and Aquariums. Despite Section 9.1, an institution whose facility is accredited by Canada’s Accredited Zoos and Aquarium may keep an animal prohibited under Section 9.1 if:
- a) the institution maintains its Canada’s Accredited Zoos and Aquariums accreditation;
  - b) neither the institution or the facility sells or offers for sale, animals;
  - c) the facility is on premises zoned under the Municipality’s zoning by-law permitting the use;
  - d) the facility is on a premises where there is no residential use;
  - e) the facility:
    - i) shares no common wall with any other use or is self-contained in accordance with its Canada’s Accredited Zoos and Aquariums accreditation;
    - ii) shares no NVAC system and no plumbing system with any other use;

- f) signs are posted in the facility at all public entrances/exits and in each room where animals are displayed that:
  - i include the statements:
    - caution: the animals on display are unpredictable and may be dangerous;
    - after touching the animals or their living areas, wash your hands.

**9.8.** Despite Sections 9.5 and 9.6, animals kept on premises that meet the requirements of Section 9.7 may be kept outside of an escape-proof enclosure or a suitable enclosure for educational purposes.

## **10. VICIOUS DOGS**

**10.1.** No owner of a dog shall permit his or her dog to attack or to bite without provocation, a person, a domestic animal or livestock.

**10.2.** No owner of a dog shall permit his or her dog to menace or harass without provocation a person, domestic animal or livestock.

**10.3.** Where the Municipality is informed upon written complaint and is satisfied that a dog has attacked or bitten without provocation a person or domestic animal or livestock and has further been provided with satisfactory evidence as to the name and address of the owner of the dog, the Municipality may serve notice on the owner of the dog that the dog is deemed to be a vicious dog and requiring the owner to comply with any or all of the requirements set out in Subsections 10.4 and 10.5.

**10.4.** Service of notice that a dog has been deemed a vicious dog may be affected on the person shown in the Municipality's records as the owner of the dog, or where the dog does not appear to be registered pursuant to the By-law, on such other person who appears to be the owner of the dog. Service may be affected by personal service, by mail or by posting up in a conspicuous place at the address shown in the records of the Municipality as the address for the owner of the dog, or where the dog is not registered under the By-law, at such address as appears to be the address of the owner of the dog. Service of the notice shall be effective upon the date that personal service is affected, or where served by mail or by posting, shall be deemed effective on the 3rd day after mailing or posting as the case may be.

**10.5.** The owner of a vicious dog shall, at all times when the dog is not contained within the boundaries of the owner's lands:

- a) keep the vicious dog muzzled
- b) keep the vicious dog under the effective control of a person sixteen (16) years of age or older and under leash not to exceed 1.23 meters (4 feet) in length.

**10.6.** The owner of a vicious dog that is not contained within the boundaries of the owners lands but is otherwise contained within a vehicle, owned by the owner of the vicious dog, shall be exempt from Section 10.5 (b) provided that the vicious dog is contained within the vehicle by means of either a secure cage, dog seatbelt or similar means that would prevent the vicious dog from unintentionally escaping the vehicle if a door is opened.

**10.7.** The restrictions of Section 10.5 shall still apply when a dog is not contained within the

boundaries of the owners lands but is otherwise contained within the boundaries of the land of another person, including within the dwelling of another person.

- 10.8.** The owner of a vicious dog shall at all times, when it is not in the owners dwelling but otherwise within the boundaries to the owner's lands, ensure that the vicious dog shall be contained within an enclosed area, including a fence of an appropriate height for the breed of the dog, or in a manner such that the vicious dog is unable to come into contact with persons or other animals. Gates in such an enclosure shall be locked at all times when the dog is in the enclosure. designed in such a fashion and with such material which will prevent the dog from digging its way out of or otherwise escaping from the enclosed run and not to restrict the generality of the foregoing having sides and top constructed of chain-link fencing as set out in Schedule "C" to this By-Law and a solid base securely attached to the side.
- 10.9.** Every owner of a vicious dog shall notify the Municipality within 2 working days of any change in ownership or residence of the vicious dog and provide the Municipality with the new address and telephone number of the owner.
- 10.10.** Every owner of a vicious dog shall notify the Municipality within two (2) working days if the vicious dog is deceased.
- 10.11.** Every owner of a vicious dog shall display a "beware of dog" sign in a conspicuous location on their property so as to be visible to every person entering the property from a public highway.
- 10.12.** Where the owner of a vicious dog is informed that his or her dog has been deemed to be a vicious dog, the owner may choose to appeal the decision by requesting for a hearing by the By- law Appeal Committee, in accordance with the process provided for under Municipality's By- law Appeal Committee By-law, as amended and the rules and procedures thereto, or successor by-law (s) as applicable. An application for a hearing shall be filed with the Clerk within ten (10) business days of the written order of the dog being deemed a vicious dog.
- 10.13.** An owner of a vicious dog shall notify the kennel owner or operator that his or her dog was deemed vicious.
- 10.14.** The notification that a dog is a vicious dog is effective from the date it is served, even if a hearing before Council is requested by the owner of the dog affected.
- 10.15.** No person shall operate a kennel containing a vicious dog or a dog included in Schedule "B" to this By-Law.
- 10.16.** The provisions of Section 10.15 of this By-Law do not apply to a person operating a kennel who has in the kennel a vicious dog or a dog specified in Schedule "B" to this By-Law for the purpose of providing any of the following services:
- a) the temporary boarding of such dog,
  - b) the grooming of such dog,
  - c) the training of such dog, or
  - d) medical attention for such dog provided he/she complies with the provisions of Section 10.5.

## **11. POUNDS**

- 11.1.** For the purpose of this By-Law, Council may establish a pound(s) for the impoundment of dog(s) seized by an Officer or their designate pursuant to the provisions of this By-Law and may establish, from time to time, such rules and regulations of such pound(s).
- 11.2.** If a dog(s) is seized and/or impounded, an administration fee as outlined in the Municipality's Service Charges and Fees By-law will be imposed per dog on the owner of the dog(s), plus any fees incurred from the pound(s) itself.

## **12. ENFORCEMENT**

- 12.1.** Every person who contravenes any provision of this By-Law is guilty of an offence and upon conviction shall be liable to a fine prescribed and recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, for each offence committed
- 12.2.** The Administrative Monetary Penalty System By-law applies to each administrative penalty issued pursuant to this Bylaw.
- 12.3.** No person shall hinder or otherwise obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an Officer, an employee and/or agent of the Municipality in the lawful exercise of a power or duty under this By-Law.
- 12.4.** Each person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Monetary Penalty System By-law, be liable to pay to the Municipality an administrative monetary penalty.
- 12.5.** Before the Officer and other appointed officials takes any action as a result of a complaint, the complainant shall give to the investigative Officer involved a written statement describing the incident, stating his or her name, address, telephone number, and date and time of incident.
- 12.6.** Upon registering a conviction for a contravention of any provision of this By-Law, the Provincial Offences Court may, in addition to any other remedy and to any penalty imposed by this By-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 12.7.** The penalty provided for violation of any of the provisions of this By-Law shall be separate from and in addition to the requirements for payment of expenses of confining the dog imposed by the Officer.

## **13. SEVERABILITY**

- 13.1.** 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.

**14. SCHEDULES**

**14.1.** Schedules "A", "B", "C", "D" & "E" shall be deemed to form part of this by-law.

**15. AUTHORITY**

**15.1.** That By-Law 2013- 58 is hereby repealed.

**15.2.** This By-Law shall come into force and take effect on the day it is passed.

BE READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 16 DAY OF SEPTEMBER 2024.

DRAFT

**SCHEDULE “A”**  
**RESPONSIBLE ANIMAL OWNERSHIP BY-LAW 2024-XX MUNICIPALITY OF MARKSTAY-**  
**WARREN**  
**PROHIBITED ANIMALS**

1. All protected or endangered animals being all animals, native or non-native, whose possession or sale is prohibited because they are designated as protected or endangered pursuant to an international, federal, or provincial law, regulation, rule or agreement, unless the animal has been obtained in accordance with international, federal or provincial law, as applicable, and if the animal is not identified in this Schedule, and the animal is kept in accordance with this by-law and the Municipality of Markstay-Warren zoning by-law.
2. No person shall keep in the Municipality of Markstay-Warren, either on a temporary or permanent basis, any prohibited animal belonging to the following orders:
  - a) **Anseriformes** (e.g., ducks, geese, swans, and screamers), **except on property where agricultural use is permitted;**
  - b) **Artiodactyla** (e.g., cattle, goats, sheep, pigs, deer, elk, alpacas, and llamas), **except on property where agricultural use is permitted;**
  - c) **Carnivora** (e.g., otters, wolves, bears, coyotes, foxes, tigers, leopards, cougars, lions, lynx, mink, skunks, weasels, badgers, mongooses, and racoons), except dogs, cats and ferrets;
  - d) **Chiroptera** (e.g., bats, myotis and flying foxes);
  - e) **Crocodylia** (e.g., alligators, crocodiles, gavials, and caimans);
  - f) **Edentates** (e.g., anteaters, sloths, and armadillos);
  - g) **Galliformes** (e.g., pheasants, grouse, guinea fowls, turkeys, chickens and peafowls), **except on property where agricultural use is permitted;**
  - h) **Lagomorpha** (e.g., hares and pikas), except domestic rabbits;
  - i) **Marsupial** (e.g., koalas, kangaroos, opossums, and wallabies), except sugar gliders derived from self- sustaining captive populations;
  - j) **Non-Human Primates** (e.g., chimpanzees, gorillas, monkeys, and lemurs);
  - k) **Perissodactyla** (e.g., horses, donkeys, jackasses, mules, zebras, and ponies), except **on property where agricultural use is permitted;**
  - l) **Proboscidea** (e.g., elephants, rhinoceros, hippopotamuses);
  - m) **Raptors** (e.g., eagles, hawks, falcons, and owls), except as permitted under a provincial falconry licence;
  - n) **Rodentia** (e.g., porcupines, prairie dogs, nutria, and chinchillas) **except the Patagonian Mara** or where neither the female nor the male of the species exceeds or will exceed 1,500 grams in weight before or at maturity and that are derived from a self-sustaining captive population;
  - o) **Squamata** (e.g., lizards and snakes) except non-venomous snakes where neither the female nor the male of species exceeds or will exceed 2 metres in length from nose to tip of tail before or at maturity and non-venomous lizards (not including Iguana iguana) where neither the female nor the male of the species exceeds or will exceed 1 metre in length from nose to tip of tail before or at maturity; or
  - p) **Struthioniformes** (e.g., ostriches, rheas, cassowaries, emus, and kiwis), **except on property where agricultural use is permitted**
3. No person shall keep or permit to be kept an animal that is venomous or poisonous, except *Grammostola rosea* (Chilean Rose), *Brachypelma smithi* (Mexican Red-Knee) and *Avicularia avicularia* (Pink-Toe) Tarantulas and *Pandinus imperator* (Emperor) and *Heterometrus spinifer* (Asian Forest) Scorpions.

**SCHEDULE “B”**  
**RESPONSIBLE ANIMAL OWNERSHIP BY-LAW 2024-XX MUNICIPALITY OF MARKSTAY-  
WARREN**

List of dogs banned in the province of Ontario under the *Dog Owners Liability Act*.

- Pit bull terrier
- Staffordshire bull terrier
- American Staffordshire terrier
- American pit bull terrier
- A dog that has an appearance and physical characteristics that is substantially similar to the dogs above.

**SCHEDULE “C”**  
**RESPONSIBLE ANIMAL OWNERSHIP BY-LAW 2024-XX MUNICIPALITY OF MARKSTAY-  
WARREN**

**Fences:**

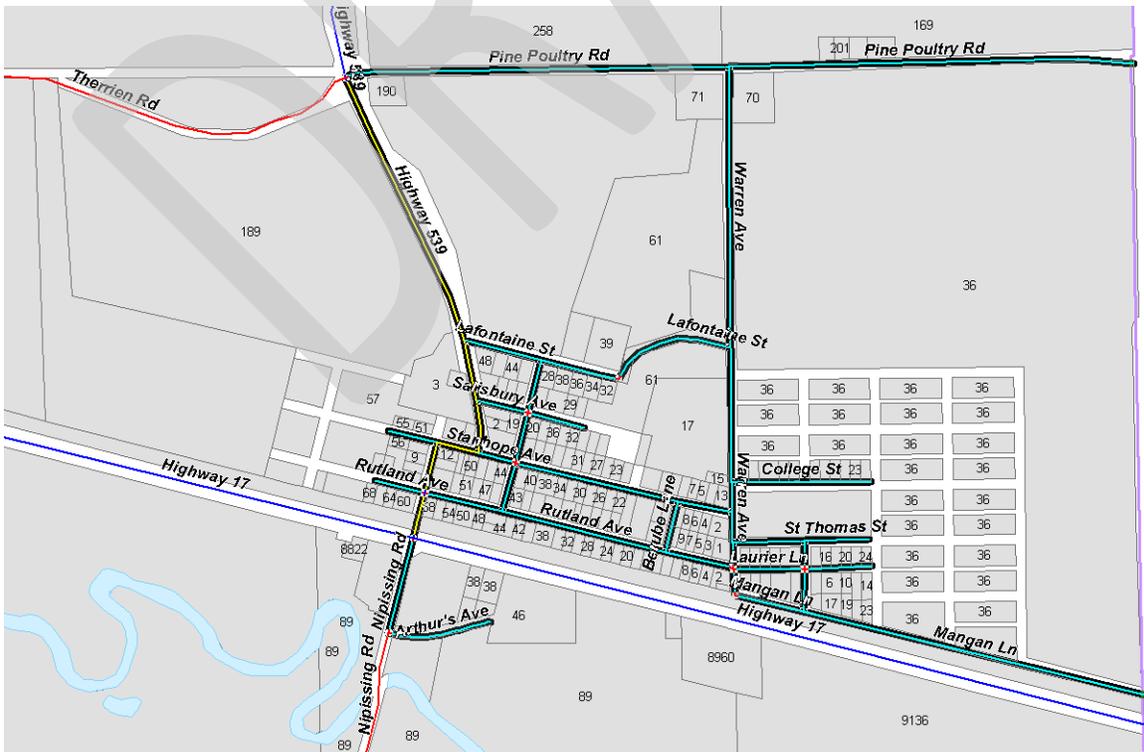
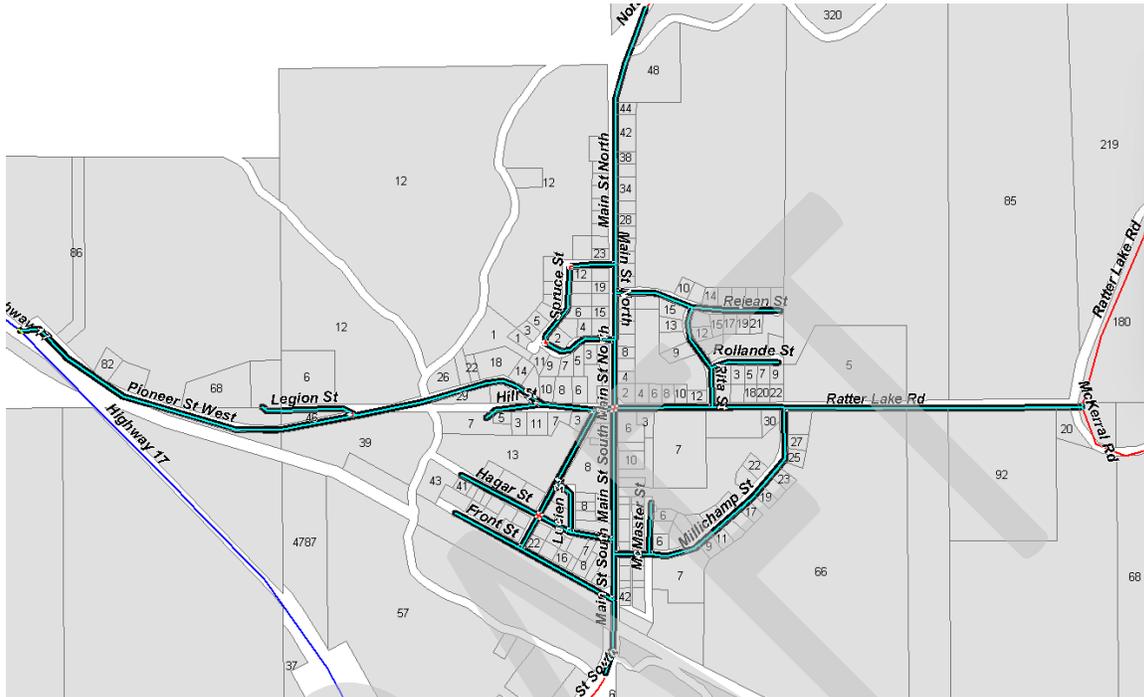
Fences shall be 1.8 meters (6 feet) in height and installed such that no gap greater than 150 mm (4 inches) exists between the underside of the fence and that the finished grade and shall comply further comply to the Municipal Zoning By-law as amended and all other Municipal By-laws pertaining to fences. Fences shall be of a design that will reasonably deter children from climbing it to gain access to the fenced in area and that will prevent a vicious dog or a dog included in Schedule “B” to this By-Law from digging its way out of or otherwise escaping from the enclosed yard. If a fence contains an opening for access, the opening shall be closed with a gate which shall provide protection equivalent to the fence and shall be equipped with self-latching devices and locks located at the top of and inside the gates.

A fence shall:

- If of chain-link construction:
  - a) Be of not greater than 50 mm (2 inch) diamond mesh;
  - b) Be constructed of galvanized steel wire not less than 3.6 mm diameter (no. 11 gauge), or of minimum 2.9 mm diameter (no. 11 gauge) steel wire covered with a vinyl coating forming a total thickness equivalent to 3.6 diameter (no. 9 gauge); and
  - c) Be supported by at least 38 mm (1.5 inches) diameter galvanized steel posts installed in accordance with good fencing techniques. Such posts shall be spaced not more than 3 m (10 feet) apart. Top horizontal rails shall be a 12 mm (.5 inch) diameter galvanized tension rail or a 32 mm (1.25 inches) diameter galvanized rail.
  
- If wood construction:
  - a) Be of alternating vertical boards attached to supporting horizontal members. Such vertical boards shall have a minimum dimension of 19 X 88 mm (1 X 4 inches nominal) and spaced at maximum of 100 mm (4 inches);
  
  - b) Supporting horizontal members shall have a minimum dimension of 38 X 88 mm (2 X 4 inches nominal) and shall be spaced a minimum of 1.4 m (4 feet 6 inches) apart; and
  
  - c) Horizontal members shall be supported by posts spaced not more that 2.4 mm (8 feet) on centre. Such posts shall be 88 mm (4 inches nominal) square or in diameter and securely placed to a minimum of 0.6 m (2 feet) below grade. That portion below grade shall be treated with a wood preservative or the post shall be of pressure treated wood.
  
- If the fence design is other than specified than wood construction or chain-link construction, such fence shall require approval by the By-Law Enforcement Officer.

**SCHEDULE "D"**  
**RESPONSIBLE ANIMAL OWNERSHIP BY-LAW 2024-XX MUNICIPALITY OF MARKSTAY-**  
**WARREN**

**TOWN LIMITS**



**SCHEDULE “E”  
RESPONSIBLE ANIMAL OWNERSHIP BY-LAW 2024-XX MUNICIPALITY OF MARKSTAY-  
WARREN**

**PART 1 – PROVINCIAL OFFENCE ACT FINES**

<b>ITEM</b>	<b>SHORT FORM WORDING</b>	<b>PROVISION CREATING OR DEFINING THE OFFENCE</b>	<b>SET FINES</b>
1	Fail to license a dog	Section 3.1	\$100.00
2	Fail to renew a license	Section 3.2	\$100.00
3	Fail to keep a tag fixed to a dog while off premises	Section 3.6	\$50.00
4	Keep more than 3 dogs	Section 3.16	\$100.00
5	Keep more than 5 cats	Section 3.17	\$75.00
6	Fail to provide a clean and sanitary environment for an animal	Section 4.1 (a)	\$200.00
7	Fail to provide appropriate care, food, water, shelter or physical activity to an animal	Section 4.1 (b)	\$200.00
8	Fail to provide necessary veterinary care to an animal	Section 4.1 (c)	\$200.00
9	Fail to provide sufficient and appropriate shelter for a dog kept outside	Section 4.4 (a)	\$300.00
10	Fail to provide an adequate exercise area for a dog kept outside	Section 4.4 (b)	\$200.00
11	Fail to provide an adequate leash with no obstructions for a dog kept outside	Section 4.4 (c )	\$200.00
12	Improperly hitch tie or fasten an animal	Section 4.5	\$200.00
13	Fail to provide an animal with proper ventilation	Section 4.6	\$200.00
14	Improperly transport an animal	Section 4.7	\$200.00
15	Improperly muzzle a dog	Section 4.9	\$200.00
16	Neglect, abuse torment or punish an animal	Section 4.10	\$300.00
17	Cause or allow the abandonment of an animal	Section 4.11	\$300.00
18	Cause or allow a dog in heat to be unattended	Section 4.12	\$150.00
19	Operate a kennel without a license	Section 5.1	\$400.00
20	Operate a kennel with a suspended license	Section 5.2	\$400.00
21	Fail to maintain a kennel in a clean and sanitary condition	Section 5.10 (m)	\$300.00
22	Fail to remove waste from a kennel in a timely fashion	Section 5.10 (n)	\$300.00
23	Fail to keep and maintain records	Section 5.10 (u)	\$400.00

24	Permit livestock to run at large	Section 6.1	\$150.00
25	Permit a dog to run at large	Section 6.2	\$100.00
26	Permit a prohibited animal to run at large	Section 6.3	\$600.00
27	Unlawfully unlock, unlatch, or open a vehicle or cage containing seized animal	Section 7.4	\$300.00
28	Fail to remove feces left by an animal	Section 8.1	\$100.00
29	Fail to possess necessary equipment to remove feces	Section 8.2	\$75.00
30	Fail to remove feces from own property in a timely manner	Section 8.3	\$100.00
31	Fail to remove feces left by a horse	Section 8.5	\$100.00
32	Keep or permit to be kept a prohibited animal	Section 9.1	\$350.00
33	Keep livestock in an area not zoned for agricultural use	Section 9.2	\$300.00
34	Unauthorized transfer of a prohibited animal	Section 9.4 (f)	\$300.00
35	Fail to keep an insect, arachnid or squamate in an escape proof enclosure	Section 9.5	\$100.00
36	Fail to keep any animal in a suitable enclosure	Section 9.6	\$100.00
37	Permit a dog to attack or bite	Section 10.1	\$300.00
38	Permit a dog to menace or harass	Section 10.2	\$150.00
39	Fail to muzzle a vicious dog	Section 10.5 (a)	\$200.00
40	Fail to keep a vicious dog under control	Section 10.5 (b)	\$350.00
41	Fail to keep a vicious dog securely in a vehicle	Section 10.6	\$350.00
42	Fail to contain a vicious dog within an enclosed area	Section 10.8	\$200.00
43	Fail to notify the municipality of a change of ownership or residence of a vicious dog	Section 10.9	\$150.00
44	Fail to notify the municipality of the death of a vicious dog	Section 10.10	\$75.00
45	Fail to display a beware of dog sign	Section 10.11	\$100.00
46	Fail to notify a kennel owner that a dog is designated as vicious	Section 10.13	\$150.00
47	Operate a kennel containing a vicious dog	Section 10.15	\$300.00
48	Hinder or obstruct and officer	Section 12.3	\$500.00

**NOTE:** Penalty Provisions for the offences indicated above is Section 12 of the By-law 2024-\*\*, a certified copy of which has been filed.