



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

December 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 West Nipissing Sudbury East Federation of Agriculture	8
6.b Petition from Firefighters Association	10
7. Public Inquiries	
• <i>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.</i>	
• <i>The Clerk shall advise the Chair once the prescribed time limit has lapsed.</i>	
• <i>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.</i>	
• <i>Attendees wishing to ask more than one questions shall give all other attendees the opportunity before being permitted to ask a second</i>	

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	Staff Report - Fire Department - December 1, 2024	15
<b>9.</b>	<b>Consent Agenda</b>	
9.a	Adoption of Minutes	
9.b	Adoption of Minutes	
	That the following minutes be adopted:	
9.b.1	Minutes of Special Council Meeting - March 26, 2024	16
9.b.2	Minutes of Committee of the Whole Meeting - April 16, 2024	18
9.b.3	Minutes of Committee of the Whole Meeting - July 9, 2024	20
9.b.4	Minutes of Public Works Committee Meeting - September 5, 2024	24
9.b.5	Minutes of Finance Committee Meeting - November 12, 2024	26
9.b.6	Minutes of Regular Council Meeting - November 18, 2024	28
9.b.7	Minutes of Recreation Committee Meeting - October 3, 2024	36
9.b.8	Minutes of Committee of the Whole Meeting - November 26, 2024	38
9.b.9	Minutes of Landfill Committee Meeting - September 19, 2024	41
<b>10.</b>	<b>Routine Management Reports</b>	
10.a	Cash Disbursements	
10.a.1	November 2024 Cash Disbursement Report	43
10.a.2	Cash Disbursements Notes	53
<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) Quarterly Update for Q3	54
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	2025 Regular Council Meeting Schedule	68
13.b	Proposal to Amend Ontario Building Code Reg. - Sewer Systems	69
13.c	2025 Conferences	72
13.d	Water and Wastewater Long-Range Financial Plan Resolution	73
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13.e	Sudbury East Building Services (SEBBS) Signing Authority for Pound Agreement with North Bay Humane Society	130
13.f	Action Plan flowing from Forensic Audit	132
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15.	By-laws	
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17.	Notice of Motions	
17.a	To Clarify By-Law 2024-36 Section 9	145
18.	Addendum	
19.	Announcements and inquiries	
20.	Closed session	
	As per Section 239 of the Municipal Act	

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

1) The security of the property of the municipality or local board

2) Personal matter about identifiable individuals

**21. Reporting from Closed Session**

**22. Adjournment**

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

le 16 décembre 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>West Nipissing Sudbury East Federation of Agriculture</b>	8
6.b	<b>Pétition de l'association des pompiers</b>	10
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8.	<b>Rapports des Comités, Agents municipaux, Chefs de départements</b>	
8.a	<b>Rapport du Département d'incendie - 1er décembre 2024</b>	15
9.	<b>Ordre du jour de consentement</b>	
9.a	<b>Approbation des procès-verbaux</b>	
9.b	<b>Adoption of Minutes</b>	
9.b.1	<b>March 26 Special Council Meeting Minutes</b>	16
9.b.2	<b>Minutes of the Committee of the Whole Meeting - April 16, 2024</b>	18
9.b.3	<b>Minutes of the Committee of the Whole - July 9, 2024</b>	20
9.b.4	<b>Minutes for Public Works Committee Meeting - September 5, 2024</b>	24
9.b.5	<b>Minutes of Finance Committee Meeting - November 12, 2024</b>	26
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9.b.7	<b>Minutes of Recreation Committee Meeting - October 3, 2024</b>	36
9.b.8	<b>Minutes of Committee of the Whole Meeting - November 26,</b>	38

2024

9.b.9	Minutes of Landfill Committee Meeting - September 13, 2024	41
10.	<b>Rapports des départements</b>	
10.a	<b>Rapport mensuel sur les dépenses</b>	
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11.	<b>Correspondance pour information seulement</b>	
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)	54
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11.f	Association des Municipalités de l'Ontario	
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13.e	Entente entre les Services de construction de l'Est de Sudbury et la Société protectrice des animaux de North Bay	130
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13.g	Nomination d'un Coordinateur communautaire de la gestion des urgences	135
14.	<b>Travaux inachevés/projets en cours</b>	
15.	<b>Arrêtés municipaux</b>	
15.a	Mise à jour de l'arrêté municipal 2024-16 Bruits	136
15.b	Arrêté municipal 2024-31 Fixer les tarifs de l'eau et des égouts	140
15.c	Arrêté municipal 2024-38 nomination d'un Coordinateur communautaire de la gestion des urgences	142
16.	<b>Motions</b>	
16.a	Taux de per diem lors de conférences	143
16.b	Taux de 2025 pour les eaux et égouts	144
17.	<b>Avis de Motions</b>	

**17.a Pour clarifier l'arrêté municipal 2024-36 section 9****18. Addendum****19. Annonces et questions****20. Huis clos**

Conformément à l'article 239 de la loi sur les municipalités

Une réunion ou une partie d'une réunion peut être fermée au public si le sujet traité est :

- 1) la sécurité des biens de la municipalité ou de la commission locale
- 2) des questions personnelles concernant des personnes identifiables

**21. Reporting from Closed Session****22. Levée de la réunion**



November 1, 2024

Kim Morris, CAO/Clerk, Markstay Warren  
21 Main St. South, Markstay  
[kmorris@markstay-warren.ca](mailto:kmorris@markstay-warren.ca)

Dear Markstay Warren Council,

The West Nipissing Sudbury East Federation of Agriculture has been working with the Ontario Federation of Agriculture and local municipalities to improve awareness of slow-moving vehicles and road safety on local roads. As the final step in this campaign, we would like to work with the municipality to implement a municipal-wide safety program so that the municipality can reach out to the MTO and request that SMV signs be installed along provincial roads within the region, specifically along Highway 539 near Warren, Highway 64 near Field and near Alban and on Highway 17 East near Cache Bay and Hagar.

According to the MTO's Slow Moving Vehicle Warning Sign Policy # 2008-01, the MTO can install signs on provincial highways within municipalities where a municipal-wide safety program exists, which could include signs on local municipal roads, support from local police forces and politicians, brochures, notification in local newspapers, radio, TV stations, etc. Since 2022, OFA has invested in a provincial SMV awareness campaign, which included a radio and social media campaign that resulted in 22 million impressions and the installation of 64 billboards across Ontario in areas of high visibility. Locally, the OFA, WNSEFA and municipalities have also installed 36 signs along municipal roads (10 in West Nipissing, 10 in French River, 10 in Markstay/Warren and 6 in St. Charles) and three billboards have been installed along provincial roads (two on Highway 17 & one on Highway 64), targeting drivers as they enter areas with high densities of farms (and likely higher instances of SMV on local roads). These efforts can all be incorporated into a municipal-wide safety program, which could also include:

- Lobbying efforts on behalf of WNSEFA to secure support from local police forces
- The use of existing OFA SMV awareness messaging/branding within municipal social media networks, tagged in existing resident mailouts, etc.

Improving awareness of SMV's on local roads is important – the likelihood of a fatality in a collision with a SMV is 4 times higher and motorists overtake an SMV 8 times faster, meaning that a motorist comes up against an SMV quickly and an accident can be fatal.





Local efforts to improve awareness are important, and ensuring adequate signage is also present along provincial highways running through the region will help fill in the last gap in this initiative.

We would be happy to meet to discuss this program further and can help provide additional support, depending on the parameters of a municipal-wide program. Please feel free to contact us anytime.

Sincerely,

Madeleine Beaudry,

President, West Nipissing Sudbury East Federation of Agriculture

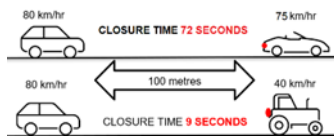
Sample Media:



Embed an OFA Safety Video

<https://www.facebook.com/watch/?v=1402039870128464>

<https://www.facebook.com/ontariofarms/videos/129829222776657>



To members of Council and  
and Emergency Services committee

November 21, 2024

Please accept this letter of **NO CONFIDENCE** regarding the actions, and intent to intimidate and harass the Volunteer Firefighters of Markstay-Warren, by Councilor Berube that has been ongoing for a year now.

Multiple incidents have occurred recently regarding two volunteer firefighters being interviewed for a seat on council as well as with the now retired fire chief. These incidents are as follows:

1. Miss Berube told both Firefighters that they are NOT allowed to be on Council as well as the Fire Dept, in accordance with a Provincial Bylaw. This statement was challenged by both applicants and were found to be false. Councilors were previously made aware of provincial legislation allowing volunteer firefighters to hold a seat on council. (Section 30[7] *Volunteer Firefighters* outlines these details.)
2. Miss Berube attended a Fire scene on Griffith Rd, in Warren, this past summer, saw Public Works Manager/Fire Capt. Ronnie Thiess on scene conducting firefighter duties, and proceeded to ask that Manager/Capt. Thiess be fired. Her reasoning was that he was NOT ALLOWED by Municipal Bylaw to be a Firefighter during his work hours. This statement is proven to be False and in fact the Municipal bylaw personnel policy states He Can Respond. In addition, this matter should have been brought forth in a closed session, not publicly, as it pertains to a personnel matter.
3. Miss Berube insisted at an earlier Council Meeting that RETIRED Fire Chief pay back expenses for a seminar he attended while still employed. Resolution states this is true if A COUNCILOR resigns. The Chief retired from his duties therefore does not fall under the definition of resigning and he was also not a councilor or member of council, therefore does not fall under this bylaw. (*Bylaw 2024-01 Section 5*)

Miss Berube does not come prepared, constantly asks questions about the day-to-day fire operations, makes publicly false claims that Fire Trucks are going to Chelmsford for annuals (no truck has left the municipality) and insists on using local mechanics, however there are none qualified to conduct these activities.

Miss Berube wants to lower the chief's wages to \$29000 annually and reduce hours to 24 hours weekly to match a neighboring department [I.E St. Charles]. A motion she brought forth that is unrealistic and not feasible for this municipality as:

1. St. Charles has fourteen firefighters, one station and a relatively low call

volume (approx. 10 per year)

2. Markstay-Warren has 45 firefighters and three stations in which we respond to approx. 75 calls per year. A significantly higher number than St. Charles.

Miss Berube's motion also states that "THERE IS NO MONEY FOR A DEPUTY FIRE CHIEF'. However, she wants to pay out \$40 000, in four \$10 000 salaries, to Captains. This is again not a logical solution or feasible.

Part of this motion also requests that each station Captain be in charge of day-to-day operations at their respective stations. This is an operational task that is the responsibility of the fire chief. (*bylaw 2022-24 Section 10*)

Miss Berube also motioned to have the Firefighters training at their own respective stations, as opposed to training as a group, at the training center. This would be unsafe as it compromises our ability to work as a uniform department and ensure all members are receiving the same level of training. We must work AND train together in order to ensure consistency and establish solid team dynamics.

Miss Berube continues month after month to attack the Fire Dept and its credentials. The volunteers see this LACK of support and harassment towards the Fire Dept and has proven to be detrimental to our operations, especially considering she is on the emergency services board. This has caused great concern among members.

We are all immensely proud to serve our community, responding to all the different calls ranging from mild to severe incidents. We also experience multiple calls, sometimes simultaneously, at any given time 24 hours a day, 7 days a week. All the while holding fulltime jobs, sacrificing holidays and family functions in order to respond to emergencies and running households.

OFM and MNRF both use the Markstay-Warren Fire Dept in their training videos and other departments are coming here for their training. That alone should show the level of Professionalism and Respect we are given as well as our level of dedication to protecting our community to the absolute best of our abilities.

This last year or so the Fire Dept has been attacked and scrutinized on social media pages and we all feel this is in direct line with the picture Miss Berube is portraying at live stream council meeting.

For all reasons listed above we would like to see Miss Berube removed from the Emergency Services committee and that council address the issues of continuous harassment of the Markstay-Warren Fire Dept. by Miss Berube.

Thank you for your time, Markstay-Warren  
Fire Fighters Association







MUNICIPALITY OF | MUNICIPALITÉ DE  
**MARKSTAY  
 WARREN**

# STAFF REPORT

**TO:** Council  
**FOR:** Information  
**DEPARTMENT:** Fire Department  
**DATE:** December 1, 2024

**SUBJECT:** Fire Department Tanker Unit # 1543

As of Thursday, November 28<sup>th</sup> 2024 the Tanker truck # 1543 has been removed from service permanently due to a bent steering axle and rotten frame crossmember.

The truck was brought to the service shop for inspection of wandering and loose steering, the technician found that the crossmember at the rear of the truck, under the water tank is rotten and he could push right through it with his fingers. He also checked the steering and performed an alignment check to find that the steer axle is bent and out of camber.

Based on the very large costly repairs, age of the truck (1995) and our asset/fleet management plan, we have removed this truck from operational service. The equipment has been removed and the truck is parked inside.

Our fleet manager has been researching options as this truck was on our fleet plan for replacement in 2025. No RFP has been prepared as of this time; only budgetary quotes are being received for in stock units that are available.

In the event that we receive an emergency call that requires a lot of water we can contact our neighboring municipalities for mutual aid. This is a temporary solution to keep our municipality safe and covered.

Thank You,

*Vincent Whynott*

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Vincent Whynott  
 Acting Fire Chief

**MINUTES**

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

**TUESDAY, March 26, 2024 @ 5:00 P.M.  
Markstay-Warren Council Chambers  
21 Main Street South, Markstay, ON**

**1. Opening Remarks and call meeting to order – 5:00 pm**

**# 2024-SMC-16**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** Council opens the Special Meeting of Council at 5:00 pm

**CARRIED**

**2. Roll Call**

**Mayor:** Steven Olsen

**Councillor** Rachelle Poirier  
Laura Schell  
Francine Bérubé

**Staff:** Kim Morris, CAO/Clerk  
Samantha Elliott, Brokerlink

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

**4. Approval of Agenda**

**# 2024-SMC-17**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

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

**CARRIED**



**5. Education**

**1. Municipal Insurance Policy**

Presentation from Brokerlink regarding municipal insurance

**6. Closed Session**

As per Section 239 of the Municipal Act to discuss:  
Litigation or potential litigation

**# 2024-SMC-18**

**Moved by: Francine Landrie**

**Seconded by: Rachelle Poirier**

THAT Council move to Closed Session at 5:54pm

**CARRIED**

**2024-SMC-19**

**Moved by: Rachelle Poirier**

**Seconded by: Francine Bérubé**

THAT Council approve the Agenda for Closed Session as amended.

**CARRIED**

**# 2024-SMC-20**

**Moved by: Francine Bérubé**

**Seconded by: Rachelle Poirier**

THAT Council adjourns the closed meeting at 7:50 pm.

**CARRIED**

**Adjournment**

**# 2024-SMC-21**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

THAT Council adjourn the meeting at 7:14 pm.

**CARRIED**

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**MAYOR**

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**CLERK**

Minutes endorsed under resolution # 2024-66 on April 15<sup>th</sup> 2024.

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

**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**April 16<sup>th</sup>, 2024  
6:00 pm  
COUNCIL CHAMBERS  
21 Main St South, Markstay, ON**

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

Mayor welcomes all in attendance and performed land acknowledgement.

**# 2024-COW-34**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** Council open the meeting of the Committee of the Whole at 6:01 pm

**CARRIED**

**# 2024-COW-35**

**Moved by: Rachelle Poirier**

**Seconded by: Kirk Raymond**

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

**CARRIED**

**2. Roll Call**

**Mayor:** Steven Olsen

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

**Staff:** Kim Morris, CAO/Clerk  
Pam McCracken, Treasurer  
Mark Whynott, Fire Chief

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

4. **New Business**

5. **Adjournment**

**# 2024-COW-36**

**Moved by: Franicne Bérubé**

**Seconded by: Rachelle Poirier**

**THAT** Council adjourns the meeting at 7:44 pm.

**CARRIED**

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**MAYOR**

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**CAO/CLERK**

Minutes endorsed under resolution # on March, 2024.

THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN

COMMITTEE OF THE WHOLE MEETING  
MINUTES

July 9<sup>th</sup>, 2024  
7:00 pm  
COUNCIL CHAMBERS  
21 Main St South, Markstay, ON

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

Mayor welcomes all in attendance and performed land acknowledgement.

# 2024-COW-47

Moved by: Kirk Raymond

Seconded by: Laura Schell

THAT Council open the meeting of the Committee of the Whole at 7:00 pm

**CARRIED**

**2. Roll Call**

**Mayor:** Steven Olsen

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

**Staff:** Kim Morris, CAO/Clerk  
Ronny Theiss. Public Works Manager

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

**4. Approval of the Agenda**

# 2024-COW-48

Moved by: Rachelle Poirier

Seconded by: Laura Schell

THAT Council approves the agenda as amended.

**CARRIED**

5. **New Business**

1. Declaration of surplus

**#2024-COW-49**

**Moved by: Laura Schell**

**Seconded by: Kirk Raymond**

**THAT** Council direct staff to proceed with the declaration of the 4 identified surplus lands as Full Marketability Surplus Lands.

**CARRIED**

**#2024-COW-50**

**Moved by: Kirk Raymond**

**Seconded by: Francine Bérubé**

**THAT** Council direct staff to list the properties accordingly:

7 Hagar St = \$29,999

10 Rejean St = \$29,999

22 Rutland Ave = \$29,999

61 Warren Ave = \$34,999

**CARRIED**

2. Request from National Barrel Horse Association

**#2024-COW-51**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council approve the request of the National Barrel Horse Association for dust suppression, but only if they can identify firefighters who will volunteer their time to work on the designated days of July 12, 13 & 14.

Going forward, this type of request will be subjected to water user fees.

**CARRIED**

3. Float Trailer repairs

**#2024-COW-52**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council directs the Manager of Public Works to proceed with the hiring of Turbo Mobile Services to fix the float trailer for \$14 204.96 + HST.

**CARRIED**

**#2024-COW-53**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council directs the Manager of Public Works to proceed in the sale of the float trailer & look at purchasing a used one, utilizing funds for the sale at \$25,000 received from scrap metal from landfill site.

**CARRIED**

**6. Closed Session**

As per Section 239 of the Municipal Act, 2001

Personal matters about an identifiable individual.

**#2024-COW-54**

**Moved by: Rachelle Poirier**

**Seconded by: Francine Bérubé**

**THAT** Council move into Closed Sessions at 8:09 pm.

**CARRIED**

**#2024-COW-55**

**Moved by: Laura Schell**

**Seconded by: Kirk Raymond**

**THAT** Council adjourns the closed meeting at 9:19 pm.

**CARRIED**

**#2024-COW-56**

**Moved by: Laura Schell**

**Seconded by: Kirk Raymond**

**THAT** Council directs staff to proceed with staff dismissal to proceed with a 3<sup>rd</sup> party investigation.

**CARRIED**

**7. Adjournment**

**#2024-COW-57**

**Moved by: Rachelle Poirier**

**Seconded by: Kirk Raymond**

**THAT** Council adjourn the meeting at 9:20 pm.

**CARRIED**

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**MAYOR**

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**CAO/CLERK**

Minutes endorsed under resolution # \_\_\_\_\_, 2024.

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**THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
Public Works Committee  
September 5th, 2024  
1:00 pm  
MARKSTAY-WARREN MUNICIPAL BUILDING  
Council Chambers  
MINUTES**

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1. **Opening Remarks and introduction**  
**Meeting opened at 1:06 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**  
**Moved by** Stéphane Renaud  
**Seconded by** Steve Olsen  
**CARRIED**
4. **Approval of the minutes of the meeting of  
June 20, 2024**  
**Moved by** Steve Olsen  
**Seconded by** Stéphane Renaud  
**CARRIED**



## 5. New Business

1. Gravel Tender – was issued 3 weeks ago. Will be opened later today. Will be brought to September 16 RMC for approval of successful bid.
2. Extra signs at Markstay garage– some signage has been updated. We will update the inventory list in order to sell some to neighbouring communities.
3. Weekly service requests template - a template is being developed to be able to have a weekly report as to what work is being done, as well as a reporting back as to what has been done. MESH will then take over.
4. Staff Report Road Issues - the PW Manager provides information on several road requests: Chamberlain Rd, Molloy Rd and Lacoste Rd.

**Recommendation:** Conditional upon site visit by the PW Lead hand and his recommendation, the committee may or may not request that council approve the Chamberlain Road request as presented.

**Resolution:** that Council not proceed with privatizing Molloy Road

**Moved:** Steve Olsen

**Seconded:** Pierre Simon

**CARRIED**

Lacoste Rd - no action required at this time

## 5. Other

1) Nepewassi Lake Rd

**Resolution:** that we install 911 signs, and request a collection bin from E360 will be completed. Taking over the road will not be considered at this time.

**Moved:** Rachelle Poirier

**Seconded:** Steve Olsen

**CARRIED**

2) Salisbury St - had a water leak last year. CGS did repairs for us but it has not been repaved. Tulloch approached us to do the work at a reduced rate as they will be in that area for HWY 539.

3) PW wants to develop a general policy on how to treat road requests. He will be preparing this policy for a future Committee meeting.

4) Ecole St-Thomas - will a fence be built. Parking lot is completed.

5) Need for cameras in the Municipal Office, both inside and outside, for staff security and liability issues. The PW Manager will look into this and come back to us with costing for swipe cards.

6) Grass - what is the policy on grass cutting? The PW Manager has started working on this policy. There are variations and this cannot continue. General policy in the Province is the landowner maintains the ditches. Need for a By-law about ditch grass cutting as well as brushing.

7) North Rd - RVAnderson needs to reinforce the rules of rural roads with GIP, as well as signage. We will follow-up with the Project Manager.

8) Millichamp St. - there was an unplanned event Tuesday evening (blue clay). Every service was advised.

## 6. Next Meeting

October 9, 2024 at 1 pm

## 7. Adjournment at 2:57 pm

**Moved by** Steve Olsen

**Seconded by** Stéphane Renaud

**CARRIED**

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

**November 12th, 2024**

5:30 pm

Markstay Council Chambers

21 Main St. South, Markstay

**MINUTES**

**1. Opening Remarks and call meeting to order at 5:39 pm**

Motion to open the meeting.

**Moved by** Rachelle Poirier

**Seconded by** John Nipius

**CARRIED**

**2. Roll Call**

Steven Olsen, Chair

Rachelle Poirier

John Nipius

Staff 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** Rachelle Poirier

**Seconded by** John Nipius

**CARRIED**

**5. Approval of October 8th meeting minutes**

Motion to approve the October 8<sup>th</sup> meeting minutes as presented.

**Moved by** John Nipius

**Seconded by** Rachelle Poirier

**CARRIED**

**6. New Business**

1. Monthly Cash Disbursements Report - October

Kim presents the cash disbursements report for September and answered questions from members of the committee.

2. Other

OPP/DSAB/Health Unit Reports:

Can the Municipality request a quarterly report from these two agencies on how much they spend in our area in order to see if we are getting our money's worth

**7. Date of next meeting**

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

**8. Adjournment**

Motion to adjourn at 6:38 pm.

**Moved by** Rachelle Poirier

**Seconded by** John Nipius

**CARRIED**

**MINUTES**

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

**MONDAY, NOVEMBER 18<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.

**# 2024-193**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

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

**CARRIED**

**2. Land acknowledgment**

**3. Roll Call**

**Mayor:** Steven Olsen

**Councillor** Mark Corner  
Francine Bérubé  
Rachelle Poirier  
Laura Schell

**Staff:** Kim Morris, CAO/Clerk  
Ronny Theiss, Manager of Public Work  
Vincent Whynott, Deputy Fire Chief  
Andrea Tarini, Chief Building/Official/Bylaw Officer

**4. Approval of the Agenda**

**# 2024-194**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

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

**CARRIED**

5. **Disclosure of Pecuniary Interest and General Nature Thereof**  
n/a
6. **Petitions and Delegations**  
a) Derek Krol
7. **Public Inquiries**  
a) **Pierre Frappier, Hagar**  
Would like to know what is the salary for the Fire Chief. Also disputes 16a and 17c.
8. **Reports from Committees, Municipal Officers, Department Heads**  
a) Library Report

**#2024-195**

**Moved by: Rachelle Poirier**

**Seconded by: Mark Corner**

**THAT** Council accepts the Library Report for September and October as presented.

**CARRIED**

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

That the following minutes be adopted:

- 9.a.1. Finance Committee – October 8, 2024
- 9.a.2 Regular Meeting of Council – October 21, 2024
- 9.a.3 Recreation Committee – June 26, 2024
- 9.a.4 Special Meeting – October 7, 2024
- 9.a.5 Special Meeting – October 15, 2024
- 9.a.5 Special Meeting – October 15, 2024
- 9.a.6 Committee of the Whole – October 28, 2024
- 9.a.7 Special Meeting – April 11, 2024
- 9.a.8 Special Meeting – April 15, 2024
- 9.a.9 Special Meeting – April 16, 2024
- 9.a.10 Special Meeting – September 16, 2024
- 9.a.11 Library Board – September 9, 2024

**# 2024-196**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

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

**CARRIED**

10. **Routine Management Reports**

10.a. Cash Disbursements  
10.a.1. October Cash Disbursement Report

**# 2024-197**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council accepts the Cash Disbursements Report for the month of October as presented.

**CARRIED**

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

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

**12. Business Arising from Meeting Minutes**

Councillor Poirier presented the correct costs of the conferences that were attended in 2023 and 2024. All were much less than the \$5000 quoted the meeting last month.

**13. New Business**

- 13.a. Request from Recreation Committee

**#2024-198**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council approve the request to provide the arena hall at no cost to the Recreation Committee for the March 2025 Jug Curling Tournament to be held the March 28<sup>th</sup> weekend.

**CARRIED**

13.b) Markstay Golden Age Club Rental Agreement

13.c) Results of Salt Tender

**#2024-199**

**Moved by: Mark Corner**

**Seconded by: Laura Schell**

**THAT** Council award the Salt tender to Compass Minerals in the amount of \$21,430.40

**CARRIED**

13.d) Lease with UNIVI in Warren

13.e) Ontario Public Library Service Awards

13.f) Noise By-law

**14. Unfinished Business / Ongoing Projects**

**15. By-Laws**

15.a By-Law 2024-31 Water and Sewer Rates – delayed until next meeting

15.b) By-Law 2024-32 Lease agreement Markstay Golden Age

**#2024-200**

**Moved by: Rachelle Poirier**

**Seconded by: Mark Corner**

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2024-32.

**CARRIED**

**#2024-201**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council performs the 3<sup>rd</sup> and final reading of proposed By-Law 2024-32.

**CARRIED**

15.c) By-Law 2024-33 Lease UNIVI

**#2024-202**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** Council performs 1<sup>st</sup> and 2<sup>nd</sup> reading of By-Law 2024-33.

**CARRIED**

**#2024-203**

**Moved by: Mark Corner**

**Seconded by: Francine Bérubé**

**THAT** Council performs the 3<sup>rd</sup> reading of By-Law 2024-33.

**CARRIED**

15.d) By-Law 2024-34 Appointment of Acting Fire Chief

**#2024-204**

**Moved by: Laura Schell**

**Seconded by: Mark Corner**

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-law 2024-34.

**CARRIED**

**#2024-205**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** Council performs the 3<sup>rd</sup> and final reading of proposed By-law 2024-34.

**CARRIED**

15.d) By-Law 2024-35 AMPS Amendment

**#2024-206**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT** Council performs the 3<sup>rd</sup> and final reading of proposed By-law 2024-35.

**CARRIED**

**#2024-207**

**Moved by: Mark Corner**

**Seconded by: Laura Schell**

**THAT** Council performs the 3<sup>rd</sup> and final reading of proposed By-law 2024-35.

**CARRIED**

15.e) By-Law 2024-36 Noise

**#2024-208**

**Moved by: Mark Corner**

**Seconded by: Rachelle Poirier**



THAT Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-law 2024-36.

**CARRIED**

**#2024-209**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

THAT Council performs the 3<sup>rd</sup> and final reading of proposed By-law 2024-36.

**CARRIED**

15.f) By-Law 2024-37 Confirmation By-Law

**#2024-210**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

THAT Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2024-37.

**CARRIED**

**#2024-211**

**Moved by: Mark Corner**

**Seconded by: Francine Bérubé**

THAT Council performs the 3<sup>rd</sup> and final reading of proposed By-Law 2024-37.

**CARRIED**

**16. Motions**

16.a Fire Department Motion

**# 2024-212**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

THAT Council needs to revisit the wages of the new INTERIM Fire Chief.

THAT Council needs to determine the hours of work and duties of Fire Chief.

THAT Council needs to determine the Fire Captains duties and salaries.

**RESCINDED**

**17. Notice of Motions**

17.a Water and Sewer

17.b Conference rates

17.c Interim Fire Chief and Fire Station Governance - rescinded

**18. Addendum**

**19. Announcements and inquiries**

**20. Closed session**

As per Section 239 of the Municipal Act

A meeting or part of a meeting may be closed to the public if the subject matter being considered is

1. The security of the property of the municipality or local board
2. Personal matters about identifiable individuals

**#2024-213**

**Moved by: Rachelle Poirier**

**Seconded by: Marc Corner**

THAT Council move to Closed sessions at 9:24 pm.

**CARRIED**

**#2024-214**

**Moved by: Rachelle Poirier**

**Seconded by: Francine Bérubé**

THAT Council adopts the agenda of the closed meeting as presented.

**CARRIED**

**#2024-215**

**Moved by: Mark Corner**

**Seconded by: Laura Schell**

THAT Council adjourns the closed meeting at 11:00 pm.

**CARRIED**

**#2024-216**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

THAT Council return to Open at 11:00 pm.

**CARRIED**

**21. Reporting from Closed Session**

**22. Adjournment**

**#2024-217**

**Moved by: Rachelle Poirier**

**Seconded by: Laura Schell**

THAT Council adjourn the meeting at 11:01 pm.

**CARRIED**

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

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

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

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

**RECREATION COMMITTEE MEETING**

**October 3th, 2024**

**Markstay-Warren Community Centre  
39 Lafontaine, Warren**

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

Meeting is called to order at 4:30 pm.

**2. Roll Call**

Cathy Keeping, Chair  
Gisèle Henderson  
Steve Rainville  
Pam Kelly  
Lisa Simon  
Rachelle Poirier  
Laura Schell  
Steven Olsen  
Kim Morris

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

**4. Adoption of the Agenda as amended**

Added Grant and Jug Curling

**Moved by** Steve

**Seconded by** Rachelle

**THAT** the agenda be approved as amended.

**CARRIED**

**5. Approval of Meeting Minutes of June 26, 2024 as amended**

Added Regrets Rachelle Poirier and Gisèle Henderson

**Moved by** Pam

**Seconded by** Steve

**THAT** the meeting minutes of June 26, 2024 be approved as presented.

**CARRIED**

**6. New Business**

1) Christmas Social Event in Warren



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Vendor Craft Show on December 14<sup>th</sup> along with drive through parade. There is a proposition that a community group host a supper depending on what time the parade is happening. The Recreation Committee could organize a social evening pending Braden Simon's availability. There will be free public skating, as usual on Saturdays.

2) Seniors Information Fair

There will be a free Seniors Information Fair on October 19<sup>th</sup> from 10 am to 3pm. There will also be free transportation for seniors 55+. This is organized by the Municipality of Markstay-Warren through a grant.

3) Community Sport and Recreation Infrastructure Fund

The Municipality will be applying for this grant for much needed arena repairs such as the HVAC and roof repairs.

4) Jug Curling

As in previous years, the Recreation Committee is requesting that they will pay their regular hourly rate for the ice and get the hall rental free of charge for the March 2025 Jug Curling Tournament. There will be a partner organization to assist with this. The Jug Curling weekend will be held on March 28<sup>th</sup> and 29<sup>th</sup>

Motion to go to Council – the Recreation committee will pay the hourly rate for the ice and are requesting the hall rental free of charge for the March 28<sup>th</sup> and 29<sup>th</sup> Jug Curling Tournament.

**Moved by Pam**

**Seconded by Lisa**

**CARRIED**

5) Other

a) Helmet and hockey skates program – anything available? No longer being done

b) Recreation Committee for Warren and Markstay – is it possible to get them back together?

5. **Date and place of next meeting**

November 28, 2024 at 4:30 pm

6. **Adjournment**

**Moved by Laura**

**Seconded by Steve**

**THAT** the meeting be adjourned at 5:55 pm.

**CARRIED**

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

**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**November 26th, 2024  
5:00 pm  
COUNCIL CHAMBERS  
21 Main St South, Markstay, ON**

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

Mayor welcomes all in attendance and performed land acknowledgement.

**# 2024-COW-62**

**Moved by: Francine Bérubé**

**Seconded by: Mark Corner**

**THAT** Council open the meeting of the Committee of the Whole at 5:00 pm

**CARRIED**

**2. Land acknowledgment**

**3. Roll Call**

**Mayor:** Steven Olsen

**Councillor** Francine Bérubé  
Mark Corner  
Rachelle Poirier  
Laura Schell

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

**4. Approval of the Agenda**

**# 2024-COW-63**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council adopts the agenda for the Committee of the Whole meeting as amended

**CARRIED**

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

**6. New Business**

a) 2024 Office Holiday Hours

**#2024-COW-64**

**Moved by: Laura Schell**

**Seconded by: Francine Bérubé**

**THAT** Council approve that the office be closed from December 23, 2024, and reopen January 6, 2025.

**THAT** Council agree to pay ½ day on Christmas Eve for all staff.

**CARRIED**

b) 2024/2025 Asset Management

**#2024-COW-65**

**Moved by: Rachelle Poirier**

**Seconded by: Mark Corner**

**THAT** Council approves the hiring of PSD Citywide for the 2024/2025 Asset Management Compliance Plans at the cost of \$68,800 in total.

**CARRIED**

**7. Closed Session**

**As per Section 239 of the Municipal Act to discuss:**

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

**2024-COW-66**

**Moved by: Laura Schell**

**Seconded by: Rachelle Poirier**

**THAT** Council moves into Closed session at 5:27 pm.

**CARRIED**

**2024-COW-67**

**Moved by: Rachelle Poirier**

**Seconded by: Mark Corner**

**THAT** Council adopts the agenda of the closed meeting as presented.

**CARRIED**

**2024-COW-2024**

**Moved by: Rachelle Poirier**

**Seconded by: Mark Corner**

**THAT Council adjourns the Closed Meeting at 5:56 pm**

**CARRIED**

**8. Adjournment**

**#2024-COW-61**

**Moved by: Francine Bérubé**

**Seconded by: Laura Schell**

**THAT Council adjourn the meeting at 5:56 pm.**

**CARRIED**

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

\_\_\_\_\_  
**CAO/CLERK**

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



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THE CORPORATION OF THE MUNICIPALITY OF  
MARKSTAY-WARREN  
**Landfill Committee**  
September 19th, 2024  
1:30 pm  
MARKSTAY-WARREN MUNICIPAL BUILDING  
Council Chambers  
MINUTES

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**1. Opening Remarks and introduction**

Meeting is called to order at 1:30 pm

**Moved by** Steven Olsen

**Seconded by** Francine Landrie

**CARRIED**

**Roll Call:**

**Present:**

**Steven Olsen**

**Rachelle Poirier**

**Francine Landrie**

**Bonnie Bertrand**

**Kim Morris CAO/Clerk – non voting**

**Ronny Theiss Manager of Public Works – non voting**

**Regrets**

**Francine Bérubé**

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

**3. Adoption of June 13<sup>th</sup>, 2024 Meeting Minutes**

**Moved by** Francine Landrie

**Seconded by** Bonnie Bertrand

**CARRIED**

**4. Adoption of the agenda**

**That the agenda be adopted as amended.**

**Moved by** Steven Olsen

**Seconded by** Francine Landrie

**CARRIED**

**5. New Business**

**a) Garbage pick-up tender**

Things are going well with the new provider. A few hiccups but overall, quite good.



**b) Recycling**

Ronny provides an update. Sudbury is refusing our recycling through E360. He has reached out to North Bay, still waiting for an answer. Markstay-Warren is now participants of the Provincial recycling program. This will start in 2026. We do have some recycling being done at the landfill site such as cardboard, paint, tires.

**c) The Dump Store**

There will be an Expression of Interest from groups who are interested in running the Dump Store for one year at a time. Then there will be a specific area to establish the Store. It will also be advertised once everything is established. Will issue Expressions of Interest in the next few months. Kim to research Expression of Interest and prepare one.

**d) Council Motion re tipping fees**

Council implemented 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

**e) Other**

**Clean up days**

Will schedule for Spring 2025 and Fall 2025 – 1 in Hagar, 1 in Warren, 1 in Markstay

**Plan for space utilization at the dump** – would like to see the space prepared for better usage; plan for start in spring 2025.

**6) Next Meeting**

December 10, 2024

**7) Adjournment**

Meeting is adjourned at 2:16 pm

**Moved by** Steven Olsen

**Seconded by** Francine Landrie

**CARRIED**

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>11/01/2024</b>	<b>ADP</b>			
11/01/2024	Receiver General	Admin-Payroll Processing Charges HST Rebate	GENERAL GOVERNMENT:Administration	-197.68 -21.83
TOTAL				-219.51
<b>11/08/2024</b>	<b>ADP</b>			
11/01/2024	Receiver General	Admin-Payroll Processing Charges HST Rebate	GENERAL GOVERNMENT:Administration	-107.66 -11.89
TOTAL				-119.55
<b>11/12/2024</b>	<b>GREATER SUD...</b>			
10/18/2024		M.Water-Water Usage-Sept/24	ENVIRONMENTAL SERVICES:Markstay Water	-14,448.08
TOTAL				-14,448.08
<b>11/19/2024</b>	<b>ENBRIDGE</b>			
10/30/2024	Receiver General	M.Seniors-October 2024 HST (ON) on purchases (Input Tax Cr...	GENERAL GOVERNMENT:Rentals:8 Church St -...	-86.58 -11.25
TOTAL				-97.83
<b>11/19/2024</b>	<b>ENBRIDGE</b>			
10/30/2024	Receiver General	M.Garage October usage HST Rebate	TRANSPORTATION SERVICES:Public Works:M...	-19.05 -2.10
TOTAL				-21.15
<b>11/19/2024</b>	<b>ENBRIDGE</b>			
10/30/2024	Receiver General	M.Municipal Office-October usage FD-M.Station-October Usage HST Rebate	GENERAL GOVERNMENT:Administration:Markst... PROTECTION SERVICES:Fire Department:Mark...	-34.53 -34.53 -7.64
TOTAL				-76.70

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>11/19/2024</b>	<b>RELIANCE HO...</b>	<b>Water Heater Rental</b>		
11/04/2024	Receiver General	Arena-Water Heater Rental-October HST (ON) on purchases (Input Tax Cr...	RECREATION & CULTURAL SERVICES:Arena/...	-38.99 -5.07
TOTAL				-44.06
<b>11/22/2024</b>	<b>ADP</b>			
11/15/2024	Receiver General	Admin-Payroll Processing charges HST Rebate	GENERAL GOVERNMENT:Administration	-102.98 -11.38
TOTAL				-114.36
<b>11/25/2024</b>	<b>ENBRIDGE</b>			
11/05/2024	Receiver General	GAC-October usage HST (ON) on purchases (Input Tax Cr...	GENERAL GOVERNMENT:Rentals:40 Rutland G...	-74.82 -9.73
TOTAL				-84.55
<b>11/26/2024</b>	<b>ROGERS</b>			
11/12/2024		PW-Lead Hand Parks & Rec	TRANSPORTATION SERVICES:Public Works:M... RECREATION & CULTURAL SERVICES:Arena/...	-51.49 -50.60
	GRANT - Senior...	Seniors Community Grant	GENERAL GOVERNMENT:Council	-51.49
		FD-Deputy Chief	PROTECTION SERVICES:Fire Department	-51.49
		FD-Chief	PROTECTION SERVICES:Fire Department	-51.49
	Receiver General	HST (ON) on purchases (Input Tax Cr...		-6.58
	Receiver General	HST Rebate		-22.76
TOTAL				-285.90
<b>11/07/2024</b>	<b>FRANCINE LA...</b>			
11/04/2024		Luncheon-M.Whyntott Retirement	GENERAL GOVERNMENT:Council	-219.60
TOTAL				-219.60

## Municipality of Markstay-Warren Cash Disbursements November 2024

Date	Name	Memo	Class	Paid Amount
<b>11/07/2024</b>	<b>Josee Pitre</b>			
11/06/2024	GRANT - Senior... Receiver General	Seniors Cummunity Grant-Decor and ... HST Rebate	GENERAL GOVERNMENT:Council	-331.46 -36.61
TOTAL				-368.07
<b>11/07/2024</b>	<b>MUNICIPALITY...</b>			
10/30/2024		Arena-October Utility Billing	RECREATION & CULTURAL SERVICES:Arena/...	-13,904.23
		MUF-October Utility Billing	GENERAL GOVERNMENT:Rentals:39 Lafontain...	-2,701.56
10/30/2024		FD-M. Station-October Utility Bill	PROTECTION SERVICES:Fire Department:Mark...	-523.28
10/30/2024		PW-M.Garage-October Utility Billing	TRANSPORTATION SERVICES:Public Works:M...	-574.22
10/30/2024		W.Water-October Utility Billing- 34 Ru...	ENVIRONMENTAL SERVICES:Warren Water	-289.97
10/30/2024		GAC-October Utility Bill	GENERAL GOVERNMENT:Rentals:40 Rutland G...	-1,350.78
		40 Rutland-Basement-October utility Bill	GENERAL GOVERNMENT:Rentals:40 Rutland B...	-1,350.78
10/30/2024		M. Seniors-October Utility Bill	GENERAL GOVERNMENT:Rentals:8 Church St -...	-1,084.48
10/30/2024		38 Rutland-October Utility Bill	GENERAL GOVERNMENT:Rentals:38 Rutland	-4,052.34
10/30/2024		46 Arthur-October Utility Bill	ENVIRONMENTAL SERVICES:Warren Water	-675.39
10/30/2024		W.Garage-October Utiliity Bill	TRANSPORTATION SERVICES:Public Works:W...	-484.52
10/30/2024		Markstay War Monument-October Util...	RECREATION & CULTURAL SERVICES:War M...	-523.28
10/30/2024		Hagar St-October Utility Bill	GENERAL GOVERNMENT:Administration:Markst...	-261.64
10/30/2024		M. Water-86 Pioneer St-October Utilit...	ENVIRONMENTAL SERVICES:Markstay Water	-250.00
10/30/2024		FD-W.Station-October Utility Bill	PROTECTION SERVICES:Fire Department:Warr...	-2,613.47
10/30/2024		Admin-21 Main St S-October Utility Bill	GENERAL GOVERNMENT:Administration	-664.78
		FD-M. Station-October Utiliity Bill	PROTECTION SERVICES:Fire Department:Mark...	-3,616.40
TOTAL				-34,921.12
<b>11/07/2024</b>	<b>Public Health ...</b>			
08/01/2024		Municipal Levy - August 2024	HEALTH SERVICES	-13,268.70
TOTAL				-13,268.70
<b>11/07/2024</b>	<b>PUROLATOR C...</b>			
05/13/2024		FD-Return Sizing Kit	PROTECTION SERVICES:Fire Department	-5.31
	Receiver General	HST Rebate		-0.59
09/30/2024		FD-Send Pins for Badges	PROTECTION SERVICES:Fire Department	-5.31
	Receiver General	HST Rebate		-0.59
TOTAL				-11.80

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

Date	Name	Memo	Class	Paid Amount
<b>11/07/2024</b>	<b>BIG MOUTH C...</b>			
11/04/2024	GRANT - PAFO Receiver General	PAFO-October Services HST Rebate	GENERAL GOVERNMENT:Council	-732.67 -80.93
TOTAL				-813.60
<b>11/07/2024</b>	<b>CONSEIL SCO...</b>			
10/21/2024	GRANT - PAFO Receiver General	PAFO-Intercom system improvements HST Rebate	GENERAL GOVERNMENT:Council	-4,046.93 -447.01
TOTAL				-4,493.94
<b>11/07/2024</b>	<b>DE LAGE LAN...</b>			
10/16/2024	Receiver General	Mailing System Rental-4th Quarter HST Rebate	GENERAL GOVERNMENT:Administration	-152.49 -16.84
TOTAL				-169.33
<b>11/07/2024</b>	<b>EDGEWORX S...</b>			
10/30/2024	Receiver General	M365 Security Assessment HST Rebate	GENERAL GOVERNMENT:Administration	-9,768.96 -1,079.04
11/01/2024	Receiver General	Admin-Joump Cloud-25 Users HST Rebate	GENERAL GOVERNMENT:Administration	-432.48 -47.77
11/02/2024	Receiver General	Admin-IT Services Oct 2024 HST Rebate	GENERAL GOVERNMENT:Administration	-5,495.04 -606.96
TOTAL				-17,430.25
<b>11/07/2024</b>	<b>ERIC'S MOBIL...</b>			
09/26/2024	Receiver General	FD-Unit 1515-remove and replace ins... HST Rebate	PROTECTION SERVICES:Fire Department:Vehi...	-188.26 -20.79
TOTAL				-209.05

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

Date	Name	Memo	Class	Paid Amount
<b>11/07/2024</b>	<b>INSERVUS MA...</b>			
10/22/2024	Receiver General	FD-Clean & Repair Bunker Gear HST Rebate	PROTECTION SERVICES:Fire Department	-1,511.81 -166.99
TOTAL				-1,678.80
<b>11/07/2024</b>	<b>JJ Fire Service...</b>			
10/26/2024		FD-Unit 1511-Pump Testing	PROTECTION SERVICES:Fire Department:Vehi...	-432.48
		FD-Unit 1531-Pump testing	PROTECTION SERVICES:Fire Department:Vehi...	-432.48
		FD-Unit 1541-Pump Testing	PROTECTION SERVICES:Fire Department:Vehi...	-432.48
	Receiver General	HST Rebate		-143.31
TOTAL				-1,440.75
<b>11/07/2024</b>	<b>KPMG LLP</b>			
10/23/2024	Receiver General	Admin-Interim Audit Fees HST Rebate	GENERAL GOVERNMENT:Administration	-25,440.00 -2,810.00
TOTAL				-28,250.00
<b>11/07/2024</b>	<b>ORKIN</b>	<b>Pest Control for the month of July ...</b>		
11/07/2024		Warren Golden Age Club	GENERAL GOVERNMENT:Rentals:40 Rutland G...	-43.20
		Warren Water Plant	ENVIRONMENTAL SERVICES:Warren Water	-49.46
		Warren Landfill Site	ENVIRONMENTAL SERVICES:Waste Managem...	-49.46
		Markstay Garage	TRANSPORTATION SERVICES:Public Works:M...	-49.46
		Warren Municipal Office	GENERAL GOVERNMENT:Administration:Warren	-45.79
		Warren Station	PROTECTION SERVICES:Fire Department:Warr...	-49.46
		Awrey Station	PROTECTION SERVICES:Fire Department:Awre...	-49.46
		Markstay Station	PROTECTION SERVICES:Fire Department:Mark...	-49.46
		Arena/Hall	RECREATION & CULTURAL SERVICES:Arena/...	-48.60
		Warren Garage	TRANSPORTATION SERVICES:Public Works:W...	-49.46
		Seniors Club	GENERAL GOVERNMENT:Rentals:8 Church St -...	-43.20
		Markstay Office	GENERAL GOVERNMENT:Administration:Markst...	-49.46
	Receiver General	HST (ON) on purchases (Input Tax Cr...		-17.55
	Receiver General	HST Rebate		-48.75
TOTAL				-642.77

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>11/07/2024</b>	<b>PPE SOLUTION</b>			
10/24/2024	Receiver General	FD-Replacement helmet face shields HST Rebate	PROTECTION SERVICES:Fire Department	-292.05 -32.26
TOTAL				-324.31
<b>11/07/2024</b>	<b>Reed Research</b>			
10/28/2024	Receiver General	Admin-General Investigation Professi... HST Rebate	GENERAL GOVERNMENT:Administration	-15,340.32 -1,694.43
TOTAL				-17,034.75
<b>11/07/2024</b>	<b>TRANS CANAD...</b>			
10/07/2024	Receiver General	FD-Annual Compressor Certification ... HST Rebate	PROTECTION SERVICES:Fire Department	-1,561.48 -172.48
TOTAL				-1,733.96
<b>11/07/2024</b>	<b>XCALIBER TR...</b>			
10/30/2024	Receiver General	Plaque-Fire Chief Retirement HST Rebate	PROTECTION SERVICES:Fire Department	-29.46 -3.25
TOTAL				-32.71
<b>11/12/2024</b>	<b>S.T.O.P. Resta...</b>	<b>Arena/Hall- Diswasher, Range, Grid...</b>		
06/30/2024	Receiver General	Arena-Hall-Dishwasher, Range, Gridd... HST (ON) on purchases (Input Tax Cr...	RECREATION & CULTURAL SERVICES:Arena/...	-19,179.54 -2,493.34
TOTAL				-21,672.88
<b>11/12/2024</b>	<b>CAMBRIAN TR...</b>			
10/10/2024	Receiver General	FD Unit#1543-Tie Rod Assembly-part... HST Rebate	PROTECTION SERVICES:Fire Department:Vehi...	-510.47 -56.38
TOTAL				-566.85



## Municipality of Markstay-Warren Cash Disbursements November 2024

Date	Name	Memo	Class	Paid Amount
<b>11/12/2024</b>	<b>Enviromental 3...</b>			
10/31/2024	Receiver General	Garbage Collection Contract Oct/24 HST Rebate	ENVIRONMENTAL SERVICES:Waste Managem...	-14,839.99 -1,639.17
TOTAL				-16,479.16
<b>11/12/2024</b>	<b>LISE PILKEY</b>	<b>Cleaning services - November</b>		
11/12/2024		Multi Use	GENERAL GOVERNMENT:Rentals:39 Lafontain...	-1,075.00
		Main Office	GENERAL GOVERNMENT:Administration:Markst...	-546.96
		Fire Department	PROTECTION SERVICES:Fire Department	-546.96
	Receiver General	HST (ON) on purchases (Input Tax Cr...		-139.75
	Receiver General	HST Rebate		-120.83
TOTAL				-2,429.50
<b>11/12/2024</b>	<b>Markstay Gold...</b>			
11/12/2024		Remembrance Day Meals-63	RECREATION & CULTURAL SERVICES	-472.00
TOTAL				-472.00
<b>11/12/2024</b>	<b>ORKIN</b>	<b>Pest Control for the month of Oct 2...</b>		
10/31/2024		Warren Golden Age Club	GENERAL GOVERNMENT:Rentals:40 Rutland G...	-43.20
		Warren Water Plant	ENVIRONMENTAL SERVICES:Warren Water	-49.46
		Warren Landfill Site	ENVIRONMENTAL SERVICES:Waste Managem...	-49.46
		Markstay Garage	TRANSPORTATION SERVICES:Public Works:M...	-49.46
		Warren Municipal Office	GENERAL GOVERNMENT:Administration:Warren	-49.46
		Warren Station	PROTECTION SERVICES:Fire Department:Warr...	-49.46
		Awrey Station	PROTECTION SERVICES:Fire Department:Awre...	-49.46
		Markstay Station	PROTECTION SERVICES:Fire Department:Mark...	-49.46
		Arena/Hall	RECREATION & CULTURAL SERVICES:Arena/...	-48.60
		Warren Garage	TRANSPORTATION SERVICES:Public Works:W...	-49.46
		Seniors Club	GENERAL GOVERNMENT:Rentals:8 Church St -...	-43.20
		Markstay Office	GENERAL GOVERNMENT:Administration:Markst...	-49.46
		Markstay Water	ENVIRONMENTAL SERVICES:Markstay Water	-49.46
	Receiver General	HST (ON) on purchases (Input Tax Cr...		-17.55
	Receiver General	HST Rebate		-50.54
TOTAL				-697.69

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

Date	Name	Memo	Class	Paid Amount
<b>11/12/2024</b>	<b>CO-OP REGIO...</b>			
10/01/2024	Receiver General	Arena-Rust Remover Salt and Hasp HST (ON) on purchases (Input Tax Cr...	RECREATION & CULTURAL SERVICES:Arena/...	-164.87 -21.43
10/04/2024	Receiver General	Warren-Coloured Fuel HST Rebate	TRANSPORTATION SERVICES:Public Works:W...	-1,190.75 -131.52
10/04/2024	Receiver General	Warren-Clear Fuel HST Rebate	TRANSPORTATION SERVICES:Public Works:W...	-690.74 -76.30
10/17/2024	Receiver General	Arena-Softener Salt, Strainer Basket, ... HST (ON) on purchases (Input Tax Cr...	RECREATION & CULTURAL SERVICES:Arena/...	-117.78 -15.31
10/23/2024	Receiver General	Markstay-Clear Fuel HST Rebate	TRANSPORTATION SERVICES:Public Works:M...	-1,343.01 -148.34
10/23/2024	Receiver General	Markstay-Gas HST Rebate	TRANSPORTATION SERVICES:Public Works:M...	-951.74 -105.12
10/30/2024	Receiver General	W.Garage-Colored Fuel HST Rebate	TRANSPORTATION SERVICES:Public Works:W...	-971.25 -107.28
10/30/2024	Receiver General	M.Garage-No Lead Gas HST Rebate	TRANSPORTATION SERVICES:Public Works:M...	-1,345.65 -148.63
10/31/2024		PW-Finance Charge	ENVIRONMENTAL SERVICES:Public Works	-283.91
TOTAL				-7,813.63
<b>11/12/2024</b>	<b>CITY GREATE...</b>			
10/28/2024		W.Water-45 Rutland-Water Leak-Ope...	ENVIRONMENTAL SERVICES:Warren Water	-247.00
11/06/2024		Markstay Water-monthly service agre...	ENVIRONMENTAL SERVICES:Markstay Water	-6,508.98
		Warren Water-monthly service agree...	ENVIRONMENTAL SERVICES:Warren Water	-8,907.00
		Warren Sewer-monthly service agree...	ENVIRONMENTAL SERVICES:Public Works:Sto...	-1,712.88
		Markstay Water- Mthly Service Agree...	ENVIRONMENTAL SERVICES:Markstay Water	-6,508.97
		Warren Water-Mthly Service Agreeem...	ENVIRONMENTAL SERVICES:Warren Water	-8,907.00
		Warren Sewer-Mthly Serive Agreeeme...	ENVIRONMENTAL SERVICES:Warren Sewer	-1,712.88
09/06/2024	Receiver General	HST Rebate		-3,783.97
		M.Water-ESA Yearly Contract	ENVIRONMENTAL SERVICES:Markstay Water	-561.71
		W.Water-ESA Yearly Contract	ENVIRONMENTAL SERVICES:Warren Water	-280.86
		W.Sewer-ESA Yearly Contract	ENVIRONMENTAL SERVICES:Warren Sewer	-280.86
TOTAL				-39,412.11
<b>11/12/2024</b>	<b>PPE SOLUTION</b>			
11/06/2024	Receiver General	FD-Helmet Faceshields HST Rebate	PROTECTION SERVICES:Fire Department	-1,024.47 -113.16
TOTAL				-1,137.63

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

Date	Name	Memo	Class	Paid Amount
<b>11/13/2024</b>	<b>Lise Branconni...</b>			
10/25/2024	GRANT - Senior...	Senior Community Grant-Seniors Fair...	GENERAL GOVERNMENT:Council	-2,550.00
TOTAL				-2,550.00
<b>11/13/2024</b>	<b>Amazon.com.ca</b>			
10/28/2024		Admin-Retirement Gift for Fire Chief	GENERAL GOVERNMENT:Administration	-128.29
TOTAL				-128.29
<b>11/13/2024</b>	<b>OMERS</b>			
11/13/2024		October 2024 Pension Contributions	GENERAL GOVERNMENT:Administration	-18,258.32
TOTAL				-18,258.32
<b>11/13/2024</b>	<b>Exploration Se...</b>			
07/25/2024	Receiver General	PW-Supplies for Ontario One Call Loc... HST Rebate	TRANSPORTATION SERVICES:Public Works	-337.34 -37.26
TOTAL				-374.60
<b>11/21/2024</b>	<b>AAA Drywall an...</b>			
11/02/2024	Receiver General	M.Seniors-Roof Repairs HST (ON) on purchases (Input Tax Cr...	GENERAL GOVERNMENT:Rentals:8 Church St -...	-1,750.00 -227.50
11/02/2024	Receiver General	Admin-M.Mun Office-Roof Repairs HST Rebate	GENERAL GOVERNMENT:Administration:Markst...	-1,588.47 -175.46
TOTAL				-3,741.43
<b>11/21/2024</b>	<b>Carey Roy</b>			
11/15/2024	Receiver General	Admin-Fees from March to October/24 HST Rebate	GENERAL GOVERNMENT:Administration	-488.45 -53.95
TOTAL				-542.40

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
<b>11/21/2024</b>	<b>Cox Roofing S...</b>			
10/24/2024	Receiver General	Arena Balance of Work to Finish Flas... HST (ON) on purchases (Input Tax Cr...	RECREATION & CULTURAL SERVICES:Arena/...	-3,531.65 -459.11
TOTAL				-3,990.76
<b>11/21/2024</b>	<b>GIP INTERPAV...</b>			
10/31/2024	GRANT - Marks... Receiver General	PW-Progress Pymt#4-Markstay Stree... HST Rebate	CAPITAL:Markstay Revitalization	-155,468.67 -17,172.43
TOTAL				-172,641.10
<b>11/21/2024</b>	<b>JENNIFER DE...</b>			
11/18/2024		Website Mtce-November 2024	GENERAL GOVERNMENT:Administration	-250.00
TOTAL				-250.00

## NOTES TO CASH DISBURSEMENT REPORT

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### Explanatory Notes for the November Cash Disbursement Report

- 1) Seniors Community Grant: money was received for several activities throughout Markstay-Warren, such as the Seniors Information Fair, and the Tour of Christmas Lights. You will see several expenses in the disbursement report with the mention Seniors Grant.
- 2) PAFO – another grant received. There are several mentions in this report of money spent under this grant. We will redo the signage, website, newsletter and other projects with this funding.
- 3) Our Fire Chief retired at the end of October. Past and present administration staff contributed for food and gifts for him. The money was put in Petty Cash – these were in and out transactions. No municipal funds were used. A plaque, a statue and food were purchased and appear in this report.

# MPAC Quarterly Update.

Q3 - Markstay-Warren

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November 2024



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# Local Issues?

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

Jeremy Cormier, Account Manager

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

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

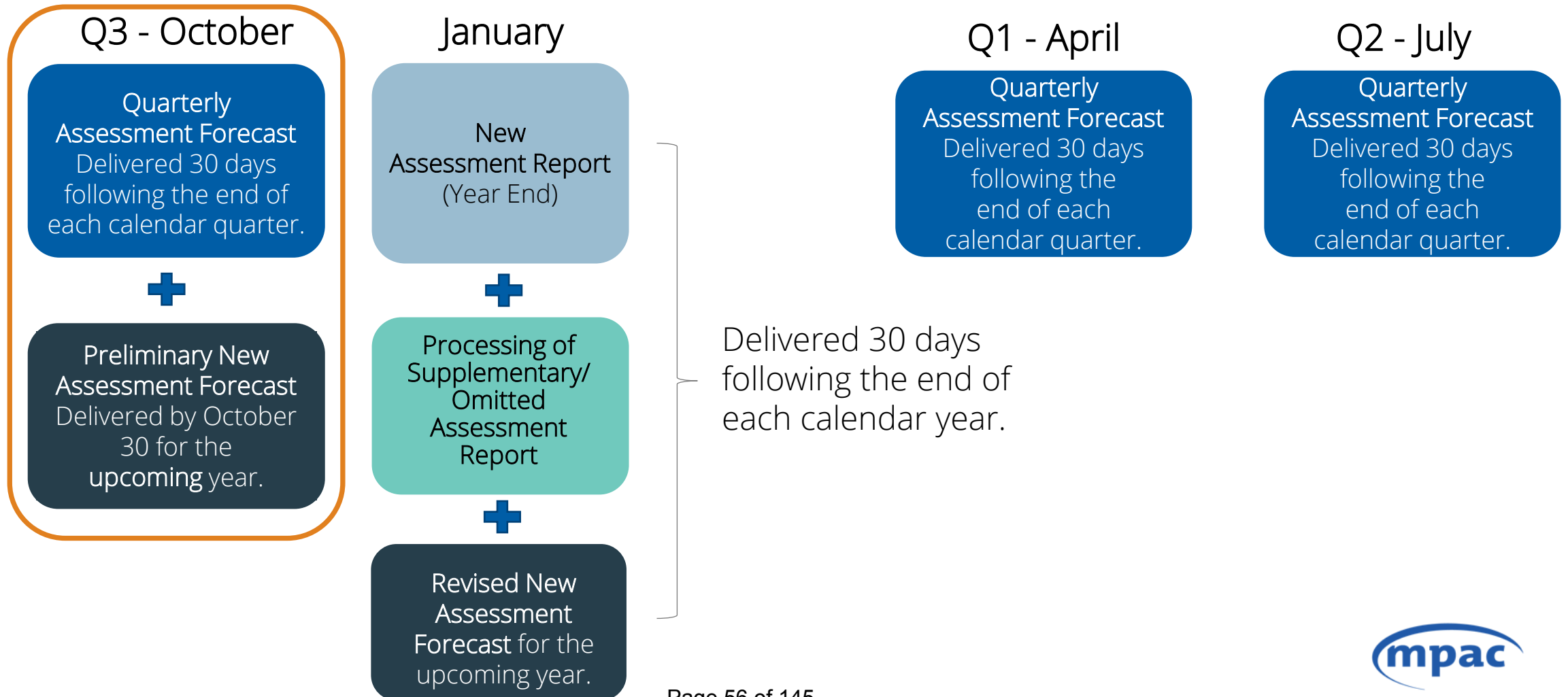
Gerry Henderson, Account Support Coordinator

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

(705) 251-0592

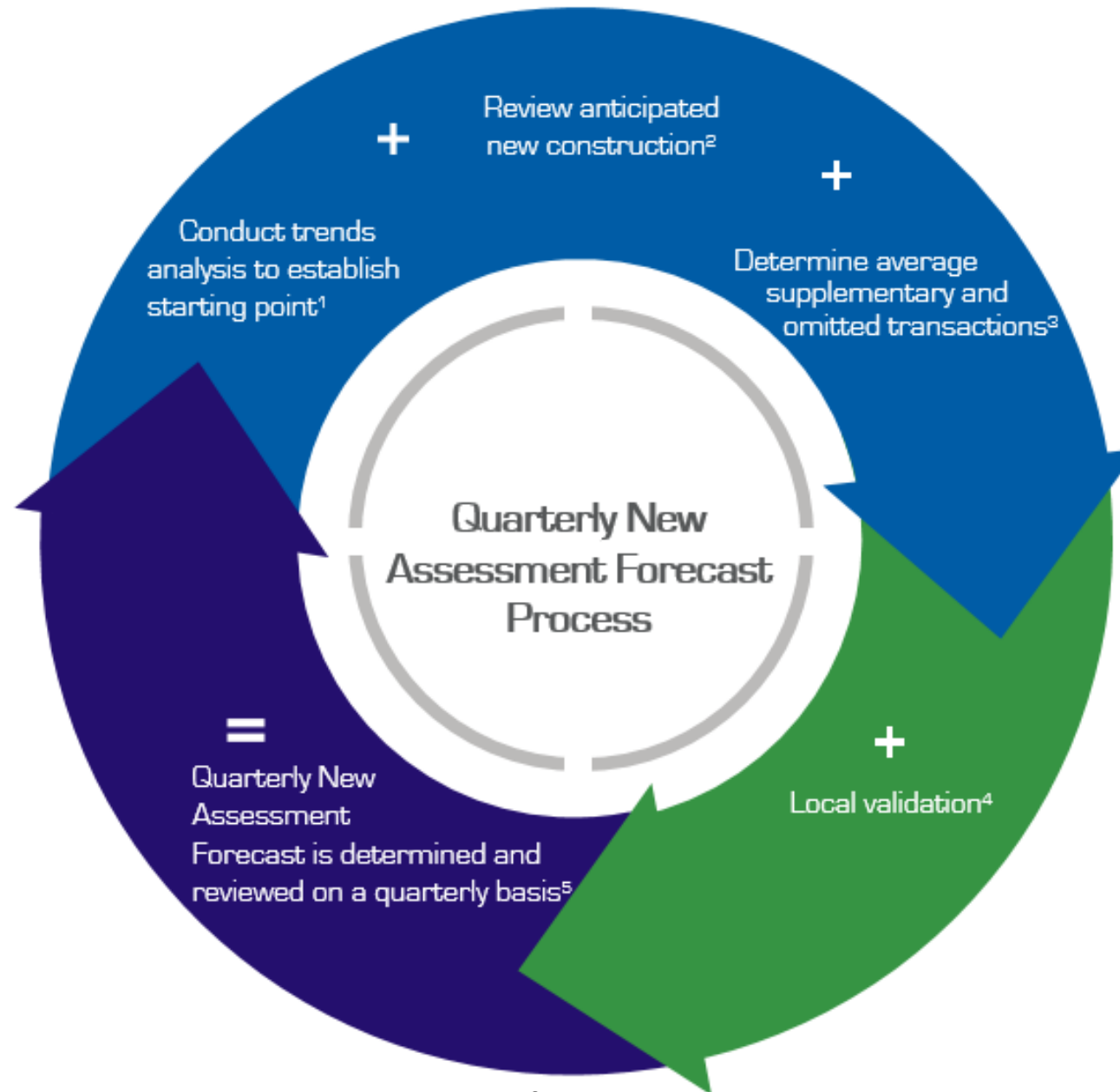


# Reporting/Forecasting Cycle.





# Forecast Process.

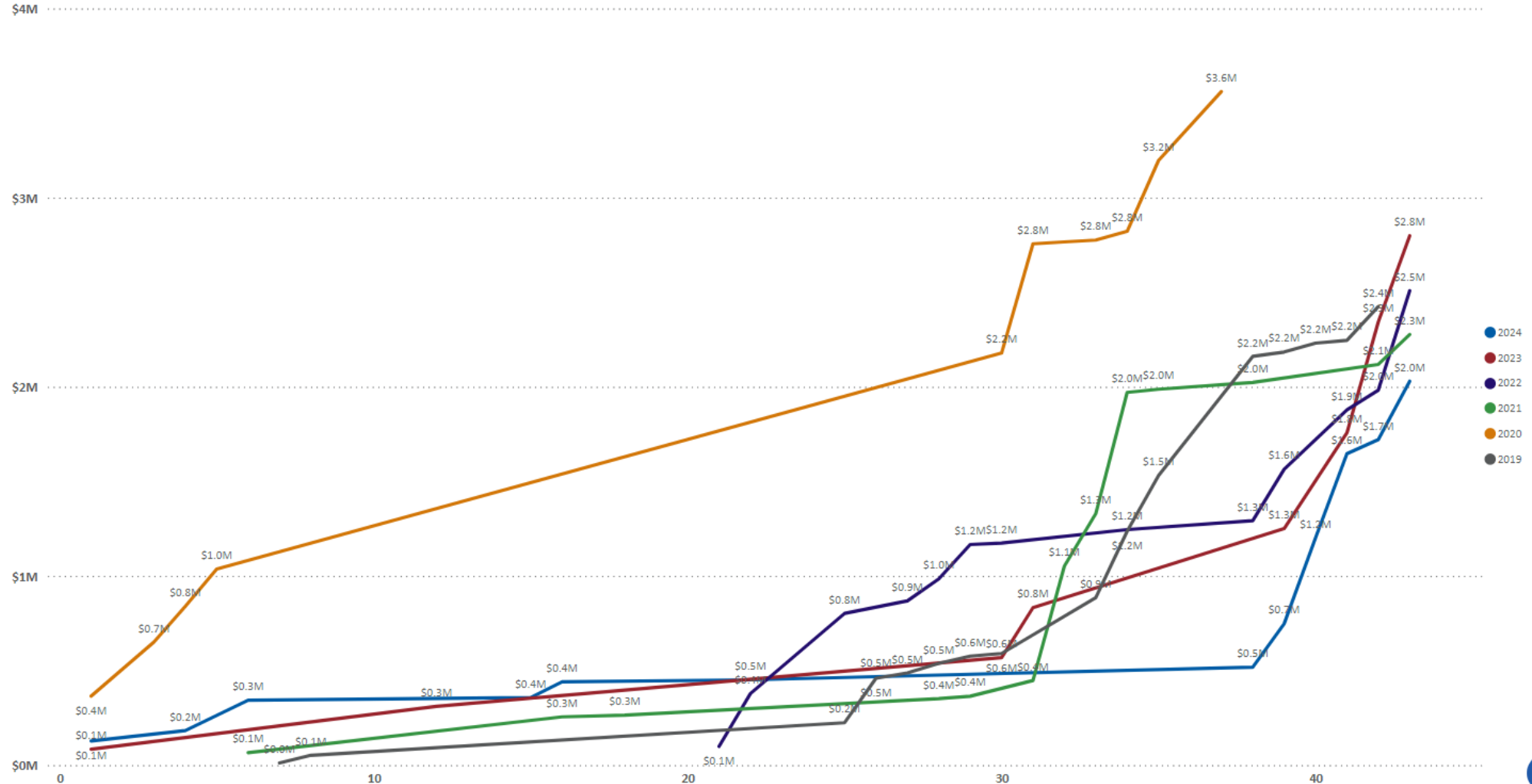


# 2024 New Assessment (Supps/Omits).

Stream	Transactions	Forecast	%	Last 7 Days	1 Year Occupancy	%	Exempt	PILT
Business - V&CR		\$0						
Centralized	\$83,000	\$0		\$83,000	\$83,000	100.00%		
Condo		\$0						
Multi Residential		\$0						
Res/Farm - V&CR	\$1,946,500	\$2,009,888	96.85%	\$308,000	\$1,246,500	64.04%		
<b>Total</b>	<b>\$2,029,500</b>	<b>\$2,009,888</b>	<b>100.98%</b>	<b>\$308,000</b>	<b>\$1,329,500</b>	<b>65.51%</b>		



# New Assessment Comparison By Week/Year



# In-Year Assessment Changes.

Broad Tax Class Category	AT TIME OF ROLL			PROJECTED IN-YEAR ASSESSMENT CHANGE			VARIANCE	
	Frequency of RTC/RTQ ↓	Assessment Value ↓	Total Assessment (%) ↓	Frequency of RTC/RTQ ↓	Assessment Value ↓	Total Assessment (%) ↓	Value ↓	% ↓
Commercial	75 ↓	4,554,300	1.66	73 ↓	4,471,700	1.61	-82,600 ↓	-1.81
Exempt	179 ↓	7,160,700	2.61	180 ↓	7,185,500	2.6	24,800 ↓	0.35
Farmland	80 ↓	13,596,500	4.96	80 ↓	13,648,800	4.93	52,300 ↓	0.38
Industrial	22 ↓	5,031,000	1.84	22 ↓	5,031,000	1.82	0	0
Multi-Residential	2 ↓	699,000	0.26	2 ↓	699,000	0.25	0	0
Pipeline	3 ↓	5,932,000	2.16	3 ↓	6,015,000	2.17	83,000 ↓	1.4
Residential	1,651 ↓	236,391,500	86.27	1,656 ↓	239,131,000	86.36	2,739,500 ↓	1.16
Managed Forest	11 ↓	646,000	0.24	12 ↓	715,800	0.26	69,800 ↓	10.8
<b>Total</b>	<b>2,023</b>	<b>274,011,000</b>	<b>100%</b>	<b>2,028</b>	<b>276,897,800</b>	<b>100%</b>	<b>2,886,800</b>	<b>1.05%</b>

As of November 4, 2024



# Building Permits.

In Progress Building Permits

142

Permits with Both Plans and Final/Occupancy: 0

Building Permits Closed in 2024

71

Last Building Permit Submission

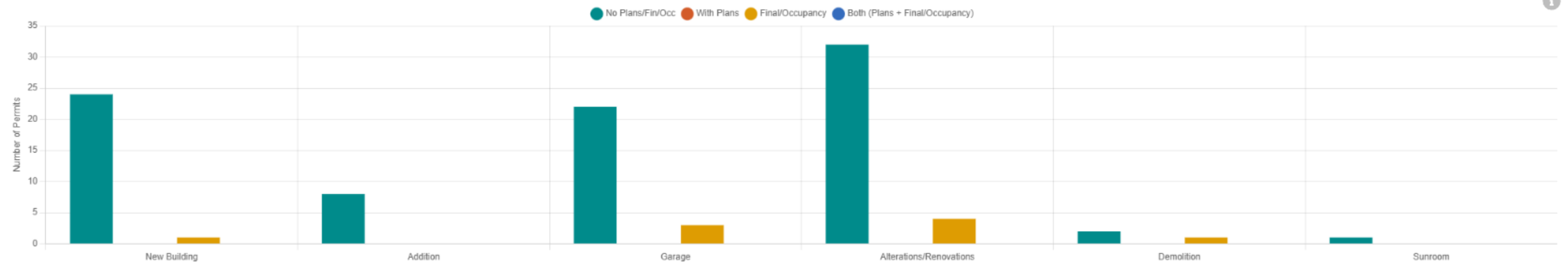
Oct 3, 2024

## In Progress Building Permits by Work Description

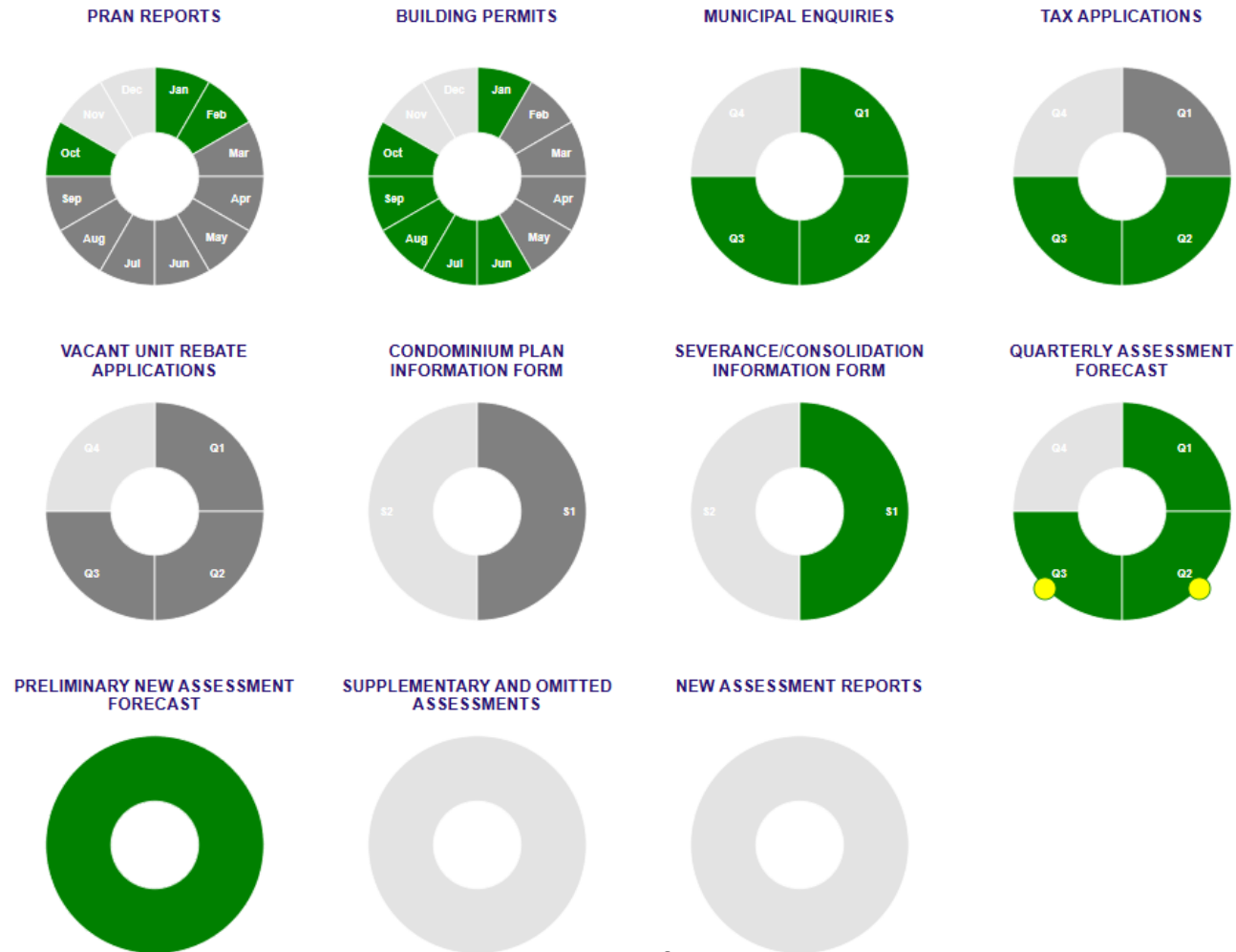
Plans/Final/Occupancy  Total

Received by MPAC in:

All Years



# Service Level Agreement



# Aggregate Extraction – Tax Class.

- New tax classification “V”, per O.Reg. 370/24, dated Sept 25/24.
- T1 and P1 will be used if changes to the 2024 tax year are required
- For 2025, the RTC/RTQ code combinations of I/T1 and I/P1 used in 2024 to implement the temporary subclass will be removed, and the affected portions of properties will be replaced/updated as follows:
  - IND I/T1 portions will be recoded as **IND V/T**
  - IND I/P1 portions will be recoded as **IND V/P**
  - IND I/G portions will be recoded as **IND V/G**.

## Definition:

- **IND V T** - Privately-owned and operated gravel pits
- **IND V P** - Provincially owned, privately operated gravel pits
- **IND V G** - Provincially owned and operated gravel pits



# Year End Tax File.

- As the Year End Tax File (YETF) release approaches, your system will need to accommodate the new two-digit RTC/RTQ codes that were introduced in April 2023.
- Delivery late-November
- Readiness to ingest new file format
- PACNs – Updated manually or uploaded into tax software?

We have engaged with the Ontario Property Tax Analysis (OPTA) and the following tax vendors:

- ✓ Central Square (Keystone, ON PTAX, USTI/asyst)
- ✓ Central Square/Aptean (Diamond, VADIM-iCity)
- ✓ MuniSoft
- ✓ Ravic Tech
- ✓ Richard Shapcott Systems
- ✓ The Managed Mun - Encompass IT
- ✓ TownSuite Municipal Software
- ✓ TXM Services
- ✓ Vailtech Inc.



# Year End Timeline.

- Upcoming Deliverables to the Municipality – No Action Required
  - Roll Based Municipal Change Profile PDF Reports and Data File
  - Conservation Authority and Payment in Lieu listings
  - History of Deleted Primaries
  - Year-End Analysis Reports
  - Name and Street Indices
  - Assessment Change Summaries
  - Levy Letter

# Reminders.

- Review of Municipal Connect users (retirements, job duties)
- Update MPAC of any staffing/contact information



## Webinar Recordings - [MPAC YouTube Channel](#)

January 17	Appeals Update
March 27	Data Sharing and Services Agreement
May 23	MPAC's Best Practices for Protecting your Municipality's Data
June 25	Tax Application: An Overview and Update
Sept 11	MPAC Property Insights and Meeting the Evolving Needs of Our Partners – A Municipal Update



# Your Municipal Contacts

Jeremy Cormier  
Account Manager

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

Gerry Henderson

Account Support Coordinator

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



**TO: Council**  
**FOR: Decision**  
**DEPARTMENT: Administration**  
**DATE: December 4<sup>th</sup>, 2024**

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**SUBJECT : 2025 Calendar of Meetings**

### **Objective**

To provide information to Council and residents about the Regular Council Meetings 2025 Calendar.

### **Background**

The Municipality of Markstay-Warren usually holds its Regular Council Meetings the third Monday of every month unless that Monday is a statutory holiday in which case the meeting is held on the following Tuesday. In addition, because of the ROMA conference dates, we are meeting earlier in January.

Here is the proposed 2025 calendar:

<b>Monday, January 13<sup>th</sup> 2025</b>	<b>Monday, July 21<sup>st</sup> 2025</b>
<b>Tuesday, February 18<sup>th</sup> 2025</b>	<b>Monday, September 15<sup>th</sup> 2025</b>
<b>Monday, March 17<sup>th</sup> 2025</b>	<b>Monday, October 20<sup>th</sup> 2025</b>
<b>Tuesday, April 22<sup>nd</sup> 2025</b>	<b>Monday, November 17<sup>th</sup> 2025</b>
<b>Tuesday, May 20<sup>th</sup> 2025</b>	<b>Monday, December 15<sup>th</sup> 2025</b>
<b>Monday, June 16<sup>th</sup> 2025</b>	

**\*\*\* no meeting in August because of AMO; special meeting will be called if needed\*\*\***

### **Recommendation**

**That** Council approves the proposed 2025 calendar of Regular Council Meetings as presented.

**TO: Council**  
**FOR: Decision**  
**DEPARTMENT: Administration**  
**DATE: December 5<sup>th</sup>, 2024**

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**SUBJECT : Proposal to Amend Ontario Building Code Reg. to provide the principal authority for permitting and inspections of sewage systems in the Sudbury East area**

### **BACKGROUND**

The Sudbury East communities submitted a delegation request during the 2024 AMO Conference requesting to discuss the process and the possibility of having the ability of our current shared Building and By-law services agreement also provide the septic permitting and inspections for the Sudbury East Area.

Although the Minister was unable to accommodate our request, the Ministry did direct us to communicate with the ministry's regional Municipal Services Office to discuss our matters further.

On September 23, 2024, both the CAOs of St-Charles and French River participated in a video conference with several Ministry of Municipal Affairs and Housing staff to discuss our request. The meeting concluded with Ministry Staff explaining that an amendment to the Ontario Building Code would be required and directed us to submit an official code change request form.

At the SEMA meeting of October 17<sup>th</sup>, 2024, members received a verbal report on the progress and outcomes of the meeting. Based on the information, SEMA passed the following resolution:

That SEMA agrees in principal that the Sudbury East Municipalities proceed with requesting each municipality work in collaboration to request a request change to the building code allowing Sudbury East Municipalities provide their own septic system inspection program through the current Building and By-law shared services agreement.



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## **ANALYSIS**

In Ontario, the responsibility for sewage systems is assigned within the Building Code. In our area, the Board of Health of the Sudbury and District Health Unit is given the authority for permitting and inspections of sewage systems as prescribed in O. Reg. 332/12: BUILDING CODE, *Building Code Act, 1992*, S.O. 1992, c. 23 General 1.7.1.1 Table 1.7.1.1 item 5, column 2.

The existing structure of Building and By-Law services relies on a shared service model, as retaining and compensating qualified staff has become increasingly challenging without it. Through this shared service, our residents currently benefit from access to skilled and knowledgeable staff five (5) days a week. With growing demands for By-Law enforcement, having dedicated staff enables us to proactively address many issues before they escalate.

New or alteration to sewage systems often require a building permit, and our staff already visit these sites as part of their regular duties. Adding sewage system permitting and inspections is not expected to be costly or significantly time consuming. This integration would allow for potential cost savings for either the landowner or the Municipality, as sewage permitting fees would be combined with building and site inspections fees. The goal is to make this service as close to revenue neutral as possible.

If successful, this will also provide the Sudbury East Municipalities with the ability to incorporate a long-awaited septic sewer re-inspection program throughout the many waterfront residences.

## **BUDGET/LEGAL IMPLICATIONS**

Potential of increased revenues with no significant impact on expenses.

## **CONCLUSION/RECOMMENDATIONS**

It is recommended that Council support the 2024 Building Code Change Request Form being submitted by the Municipality of St-Charles as the lead municipality on behalf of the Sudbury East Municipalities and that Council pass the following resolution:

**That** the Council of the Municipality of Markstay-Warren support requesting changes to the Ontario Building Code being submitting by the Municipality of St-Charles the reads as follows:

**Whereas** the Provincial Government passed O. Reg. 332/12: BUILDING CODE



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under the *Building Code Act, 1992*, S.O. 1992, c. 23 that assigns the responsibility for enforcement of sewage system inspections and permitting for our Municipality to the Public Health Sudbury Districts;

**And Whereas** the Municipalities of Killarney, French River, St.-Charles, and Markstay-Warren have entered in a shared service agreement for Building and By-Law service;

**And Whereas** the sewage system permitting and inspections can be easily integrated within this shared service model to promote better service to our residents and provide increase revenue stability;

**And Whereas** the duplication of administration and traveling by staff comes at a financial burden to the taxpayers and increased carbon footprint;

**And Whereas** the local elected officials have limited decision-making powers regarding sewage system inspection and re-inspection to better deal with local concerns such as blue green algae, housing and to improve department efficiencies;

**And Whereas** the increasing cost of operation of our Building and By-Law Department could be considerably improved with a complimentary service such as sewage system inspection specifically during building construction with an end goal of approaching revenue neutral for this service;

**Be it therefore resolved that** the Municipality of St.-Charles requests the following amendment to *O. Reg. 332/12: BUILDING CODE under Building Code Act, 1992, S.O. 1992, c. 23 General 1.7.1.1 Table 1.7.1.1 item 5, column 2 be amended to read:*

*“All municipalities and territory without municipal organization located in the Sudbury and District Health Unit*

- a) *except for the Corporation of the Municipality of St.-Charles, the Corporation of the Municipality of Markstay-Warren, the Corporation of the Municipality of French River, and the Corporation of the Municipality Killarney”*

**TO: Council**  
**FOR: Decision**  
**DEPARTMENT: Information**  
**DATE: December 9<sup>th</sup>, 2024**

---

**SUBJECT : 2025 Conferences**

### **Objective**

To provide information to Council and residents about the 2025 Conferences.

ROMA Conference held at the Toronto Sheraton Centre Hotel

- January 19 - 21, 2025
- Approximate cost of \$1,500 for each delegate

Good Roads Conference held at the Toronto Fairmont Royal York

- March 30 - April 2, 2025
- Early Bird Registration before February 21
- Approximate cost of \$2,000 for each delegate

FONOM Conference held in North Bay

- May 5-7, 2025
- No registration or accommodation details announced yet
- Approximate cost of \$400 for each delegate (no hotel rooms needed)

AMO Conference held in Ottawa

- August 17-20, 2025
- Approximate cost of \$2,600 for each delegate

AFMO Conference

- No details announced yet



**TO:** Council  
**FOR:** Decision  
**DEPARTMENT:** Administration  
**DATE:** December 9<sup>th</sup>, 2024

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**SUBJECT :** Approval of the Water and Wastewater Long-Range Financial Plan in compliance with Ontario Reg. 453.

### **Background**

The Asset Management Plan was reviewed in depth in March 2024. The plan is for a period of 10 years, from 2023 to 2033.

Ontario Regulation 453/07 of the Safe Drinking Water Act 2002 stipulates that the financial plans must be approved by a resolution that is passed by the council of the municipality.

### **Resolution**

**THAT** the Municipality of Markstay-Warren approves the Water and Wastewater Long-Range Financial Plan in compliance with Ontario Regulation 453/07, as outlined in the report entitled "Asset Management Plan 2022, revised in March 2024", which indicates that the Municipality of Markstay-Warren's drinking water and wastewater system is financially viable.

**AND THAT** staff submit the Water and Wastewater Long-Range Financial Plan to the province on or before expiry of the current licence, which is March 31, 2025.

REVISION March 2024



# Asset Management Plan

# 2022



identification, process, impact, management, risk, opportunity, performance, management, impact, project, project, cost, evaluation, impact, management, research, process, management, performance, cost

# Asset Management

cost, research, impact, data, management, project, retention, impact, treatment, strategy, data, research, plan, strategy, management, assessment, retention, content

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## 1.0. EXECUTIVE SUMMARY

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

This Asset Management Plan (AMP) identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Municipality of Markstay-Warren (“The Municipality”) can ensure that public infrastructure is managed to support the sustainable delivery of municipal services at the desired Level of Service (LOS).

*Please note: An in-depth review of this document was done in March 2024.*

### 1.1. ASSET VALUATION AND CONDITION SUMMARY

For the core assets, the total estimated replacement value is \$206.5 million as of 2022. This implies the Municipality manages approximately \$76,340 per person of physical public core assets, or just under \$186,040 per household. Table #1 shows the replacement value of the various asset groups and their estimated condition.

*Table #1: Summary of asset valuation and condition*

Asset Class	Estimated Current Replacement Value (2022)	Weighted Average Condition of Network	Annual Capital Requirement
<i>Transportation</i>	\$146,354,228	Good	\$185,000
<i>Warren Water</i>	\$5,961,531	Fair	\$155,000
<i>Markstay Water</i>	\$31,645,248	Very Good	\$5000
<i>Warren Sanitary</i>	\$ 6,633,157	Fair	\$32,000
<i>Warren Storm</i>	\$1,084,513	Very Good	\$16,000
<i>Markstay Storm</i>	\$568,754	Very Good	\$1000
<i>Bridges &amp; Culverts</i>	\$14,306,748	Good	\$60,000
<b>Overall</b>	<b>\$206,554,178</b>		<b>\$454,000</b>

It must be noted that other than roads, a significant portion of the Municipality’s buried infrastructure **was** installed during the 1960s and 1970s. While there has been reconstruction of portions of those assets, a significant portion of the Municipality’s assets are nearing the end of their life in the village of Warren. As described in section 3, assets nearing the end of their useful life are rated in *poor* and *critical* condition.

**ASSET MANAGEMENT PLAN FINAL REVIEW**





## 1.2. 10-YEAR PROJECTION OF LIFECYCLE ACTIVITIES AND COSTS

Table #2 provides a summary of the 10-year financial projections required to maintain the current Level of Service (LOS) delivered by each asset class.

A significant amount of effort for the next decade is on bridges, water and sewer and roads. A note regarding the funded Markstay Street Revitalization Project. That reconstruction, although not yet started, is in the planning stages and expected to begin in 2023. That financial data is not reflected in this report as a requirement.

*Table #2: Summary of projected annual costs over 10-years*

	<b>Yearly Average</b>	<b>2023-2033 (Accumulated)</b>	<b>Annual Capital Replacement</b>
<i>Current LOS Yearly Operational Cost</i>	2,509,948	27,609,426	
<i>Capital Requirements for Bridge and Culverts</i>	567,273	6,240,000	
<i>Capital Requirements for Warren W&amp;S</i>		10,000,000	

It is evident that a significant amount of investment is required over the next 10 year to maintain the current LOS.



## 2. INTRODUCTION

### 2.1. OVERVIEW

Asset management is the art and science of balancing the **relationship between money, risk, and performance** in businesses that depend on physical assets for their success. It is a **proactive, lifecycle approach** to reducing build, operation, and maintenance costs and risks. This is achieved by:

- ✓ Maintaining and/or replacing capital assets using models of the best economy;
- ✓ Taking a **system-level, whole-life, whole-cost perspective**, rather than a part-specific perspective;
- ✓ **Managing risks** rather than specific resources;
- ✓ Providing **clarity and evidence in decision-making**, thus ensuring that stakeholders understand the choices made.

Asset Management Planning, although legislated by the Province, will provide several benefits to Municipal operations, including:

- ✓ Better decision-making regarding resource allocation;
- ✓ Leads to more effective communications with ratepayers, elected officials, financial rating organizations, and regulatory agencies;
- ✓ Provides consistent Levels of Service to the public;
- ✓ Better management of risk to the municipality;
- ✓ Allows for more effective financial planning;
- ✓ Reduces lifecycle costs;
- ✓ Leads to more efficient data management;
- ✓ Facilitates the establishment and subsequent implementation of policy objectives and the related measurement of performance;
- ✓ Avoids problems and potential crises;
- ✓ Results in positive institutional change.

The concept of asset management at the Municipality of Markstay-Warren (“Municipality”) has expanded and progressed over the Municipality’s history. The Municipality’s first asset management plan was adopted in 2014. Although not leveraged since 2014, the Municipality shall endeavor to leverage this critical foundational document to improve municipal operations by utilizing its asset management best practices and processes, and through this process develop a multi-year, multi-step program.

Annually, the actual results of infrastructure decisions made throughout the year will be measured and evaluated against the plan. The results will be reported to Council and form the basis for revisions and updates to the plan going forward. The Plan is a general guide only and must be receptive to shifting priorities, trends and contingencies.

### 2.2. ONTARIO REGULATION 588/17

Ontario Regulation 588/17 is a provincial regulation under the *Infrastructure for Jobs and Prosperity Act, 2015*. The Act is intended to help address the large-scale problem of aging municipal infrastructure and funding shortfalls by promoting better asset management planning at the local government level. The regulation requires all municipalities to have Asset Management Policies and Plans in place by certain deadlines.



The regulations outline a phased approach. Each of the deliverables must be adopted by Council resolution by the specified dates. The Markstay-Warren Asset Management Plan 2022 (Core Assets) includes all information required by section 5 of Ontario Regulation 588/17, describing the Municipality’s asset management plan for core municipal infrastructure.

- **July 1<sup>st</sup>, 2019:** Asset Management Policy.
- **July 1<sup>st</sup>, 2022:** Asset Management Plan for Core Assets
  - ✓ Scope includes roads, domestic water supply, sanitary treatment, stormwater management;
  - ✓ The plan must describe the asset inventory, replacement costs, age, and condition;
  - ✓ The plan must include recent performance against specific community and technical metrics;
  - ✓ The plan must describe the lifecycle activities required to maintain levels of service for 10 years; and
  - ✓ The plan must describe the impact of projected growth.
  
- **July 1<sup>st</sup>, 2024:** Expanded Asset Management Plans for all assets.
  - ✓ Scope expanded to include “all municipal infrastructure assets”, which includes buildings, fleet, facilities, etc.;
  - ✓ A full description of the capital and operating costs of implementing lifecycle activities, and an associated financial and funding strategy to implement required lifecycle activities; and
  - ✓ A description of the risks and priorities where there are identified funding shortfalls.
  
- **July 1<sup>st</sup>, 2025:** Asset Management Plan for All Assets with the following additional components:
  - ✓ Proposed Level of Service for the next 10 years;
  - ✓ Updates of inventory;
  - ✓ Lifecycle Management Strategy; and
  - ✓ Financial Strategy with plans to address shortfalls.

### 2.3. ASSUMPTIONS AND LIMITATIONS

This document was prepared using condition data estimated from asset age and from various inspections taken. The underlying assumption is that the physical condition data is still reasonably applicable, and the estimates of remaining *useful life* and degradation are reasonably accurate.

The 10-year lifecycle activity projections are based on the condition ratings of each asset and *may* not imply that the required work can *only* be done in the indicated year. The timing of the lifecycle activities listed in the 10-year projections should be used as input into the rolling detailed 5-year plans that staff will develop for each asset group.

In particular, the projected lifecycle costs for any specific year should be used as a guide only; the 5-year and 10-year annual averages provide a better representation of lifecycle costs.



## 2.4. FUTURE GROWTH

Although not required for municipalities with a population less than 5,000, growth is an important factor to consider with any foundational document. An increase in dwellings and commercial activities is very important. The asset management plan must consider and plan for the maintenance of current service levels when growth is experienced.

## 2.5. CLIMATE CHANGE

Similarly to future growth, climate change is important to consider even for municipalities with a population less than, 5000. One focus of the asset management plan is to identify the potential impacts of climate change. While the full effects of climate change are difficult to predict, it is likely that there will be substantial impacts to Municipal infrastructure and some services delivered by the Municipality.

The Atlantic Infrastructure Management Network recommends the use of the Climate Atlas of Canada (<https://climateatlas.ca/>) to estimate potential changes in local climate. The Climate Atlas uses data and modeling from the Pacific Climate Impacts Consortium to provide projections of precipitation and daily temperatures at the local level. According to these projections, the Municipality may experience the significant changes to its local climate, including:

- ✓ An increase in annual precipitation, more frequent high-rainfall and snow days, and an increase in the maximum precipitation per day.
- ✓ An increase in annual mean temperature of approximately 2.2°C, and a significant increase in the number of high temperature days.

These changes will have a significant impact on municipal infrastructure. In particular, the Municipality's storm water management system will be placed under strain due to higher overall rainfall and more frequent severe rainfall events. The risk of flooding and property damage is therefore increased.

Increased high-snowfall days will require increased snow and ice operations. Further, hotter temperatures will likely increase demand for water, and may place additional strain on the cooling and ventilation systems of Municipality facilities. Hotter temperatures will also affect homeowners' draw on the local hydro grid as well.

Overall, there are many potential risks that can be attributed to climate change. Careful asset planning to anticipate these predicted increases and address the risks before they occur will result in better long-term benefits for the Municipality.

## 2.6. CONDITION ASSESSMENT

This section is supported by:

- An inventory database of infrastructure assets covered in the AMP, which include basic asset information (e.g. asset type/class, physical description, location, expected useful life, etc.) and information that will require regular updates (e.g. replacement cost, condition, performance, etc.);
- Records of all assumptions are to be incorporated into the asset inventory.



## EXPECTED USEFUL LIFE

The asset management process is established initially considering the Expected Useful Life (EUL) of an asset.

The following table was established for the Municipality in the 2014 AMP prepared by KPMG:

<i>Asset Category</i>	<i>EUL (Years)</i>
Buildings	40 – 50
Roads, bridges and culverts	15 – 70
Vehicles	5 – 25
Equipment	10 – 45
Water, Sanitary and Storm infrastructure	70

An asset's EUL **may not be** the only factor to consider when replacing an asset. However, for the basis of asset management planning, it must be considered and heavily weighed when making financial decisions when it comes to underground infrastructure for water, sanitary, and storm.

Age consideration on underground assets is very important as there are limited ways for inspections. Further, since there are limited ways to perform "preventative maintenance" on these types of assets, once emergency repairs become frequent, they can be very costly to the users of these assets and affect the operational budget of those assets directly.

For planning purposes, when considering underground infrastructure, standardized EUL criteria is used initially.

Condition Assessment	% of EUL	Definition
Very Good	80.01% - 100.00%	Estimated remaining useful life.
Good	60.01% - 80.00%	Estimated remaining useful life.
Fair	40.01% - 60.00%	Estimated remaining useful life.
Poor	20.01% - 40.00%	Estimated remaining useful life.
Critical	<0.00% - 20.00%	Estimated remaining useful life.

This information could be further refined as the EUL begins to elapse and limited preventative maintenance and/or ways to extend the asset's useful life exists.

## CONDITION CRITERIA

Where other standardized methodologies exist for asset condition evaluation, a more refined process is available for various assets. These include:

- ✓ Paved Roads: Paved Condition Index (PCI)
  - Standard deterioration of 2%/year for HCB and LCB.
- ✓ Gravel Roads: No standard deterioration curves or standard measurements for gravel roads. A gravel road condition assessment is more subjective and involves more information such as:



- Date reconstruction or resurfacing took place;
  - Date ditching was completed;
  - Date brushing was completed; and
  - Spring thaw conditions.
- ✓ Bridges: Bridge Performance Index (BPI)
- Established by Standardized MTO OSIM reports every 2 years
- ✓ Buildings: Building Condition Index (BCI)
- Performed by qualified Engineering Consulting Firms.

With the information derived by the deterioration curve and/or the professional reports, the condition of the assets will be reported in the AMP in the following table below.

Condition Assessment	Rating Index	Definition
Very Good	80.01% - 100.00%	Well-maintained, good condition, new or recently rehabilitated asset.
Good	60.01% - 80.00%	Good condition, few elements exhibit minor deficiencies.
Fair	40.01% - 60.00%	Some elements exhibit significant deficiencies. Asset requires attention.
Poor	20.01% - 40.00%	A large portion of the system exhibits significant deficiencies. Asset mostly below standard and approaching end of service life.
Critical	<0.00% - 20.00%	Widespread signs of deterioration, service is affected.



### 3. MUNICIPAL CORE ASSET PORTFOLIO

#### 3.1. WATER SYSTEM

This section is broken down into the two (2) village areas that currently have water service.

#### WATER SYSTEM INVENTORY

##### WARREN

The summary below provides the major assets rehabilitation or reconstruction performed since its inception.

- 1962: Warren water system was established.
- 2007: New water plant was established (*to be considered in 2025 Asset Management Plan requirements*).
- 2014: Reconstruction of Rutland Avenue entailed replacement of the underground infrastructure.

Table #3 shows that all linear infrastructure other than the assets included in the Rutland Avenue reconstruction are reaching their EUL within 10 years.

*Table #3: Inventory, value, and condition of Water Assets*

Type	Unit	Average Condition	Remaining Useful Life (%)	Replacement Cost (2022)	Annual Capital Replacement
Waterline	4088.22 m	Fair	25	\$4,175,741	\$150,000
Waterline (Rutland Ave 2014 Reconstruction)	540 m	Very Good	92	\$1,315,942	\$3000
Transmission Main (2007 Replacement)	460 m	Good	85	\$469,848	\$2000
Hydrants	16 ea.	Critical	10	incl	n/a
Hydrants (Rutland Ave Reconstruction)	5 ea.	Very Good	62	incl	n/a
Valves	192 ea.	Critical	10	incl	n/a
<b>Total</b>	<b>5,301.22</b>			<b>\$5,961,531</b>	<b>\$155,000</b>

**Notes:**

- Waterline cost includes valves and hydrants.
- Water plant forms part of facilities/buildings and will form part of the 2025 AMP requirements.
- Asbestos cement pipes at 80 years of life
- Risk factor 65-85
- PVC pipes are being estimated at 100 years of life.







## MARKSTAY

The summary below provides the major assets rehabilitation or reconstruction performed since its inception.

- 1998: Markstay water system was established.

The Markstay water system is relatively new. As such the system has been scored accordingly.

*Table #4: Inventory, value and condition of Water Assets*

Type	Unit		Average Condition	Remaining Useful Life (%)	Replacement Cost	Annual Capital Replacement
Waterline	7344	m	Very Good	76%	\$16,173,895	\$3000
Transmission Main	7025	m	Very Good	76%	\$15,471,353	\$2000
Hydrants	49	m	Very Good	76%	incl	n/a
Valves	192	m	Very Good	76%	incl	n/a
<b>Total</b>					<b>\$31,645,248</b>	<b>\$5000</b>

### Notes:

- Waterline costing includes valves.
- Water treatment plant and water tower forms part of facilities/buildings and will form part of the 2025 AMP requirements.
- PVC pipes are being estimated at 100 years of life

## 3.2. SANITARY SYSTEM

### SANITARY SYSTEM INVENTORY

The summary below provides the major assets rehabilitation or reconstruction performed since its inception.

- 1975: Warren sanitary system was established.

The Warren sanitary is slightly newer than the water system in Warren. However, if any replacement program is realized for the water system, the sanitary infrastructure will be considered at the same time.



Table #5: Inventory, value and condition of Water Assets

Type	Unit	Average Condition	Remaining Useful Life (%)	Replacement Cost (2022)	Annual Capital Replacement
Sewer line	4719.39 m	Fair	33	\$5,837,178	\$31,000
Waterline (Rutland Ave 2014 Reconstruction)	629.05 m	Very Good	92	\$795,979	\$1000
Manholes	29 ea	Fair	23	incl	n/a
Manholes (Rutland Ave 2014 Reconstruction)	10 ea	Very Good	92	incl	n/a
<b>n/aTotal</b>	<b>5348.44</b>			<b>\$6,633,157</b>	<b>\$32,000</b>

**Notes:**

- Pump station and lagoon form part of facilities/buildings and will form part of the 2025 AMP requirements.
- Asbestos cement pipes at 80 years of life – risk factor 65-85 years.

**3.3. STORM SEWER SYSTEM**

**STORM SEWER SYSTEM INVENTORY**

- PVC pipes are being estimated at 100 years of life.

**WARREN**

The summary below provides the major assets rehabilitation or reconstruction performed since its inception.

- Limited historical information exists.
- 2014: Reconstruction of Rutland Avenue entailed replacement of the underground infrastructure.

A significant amount of storm infrastructure was replaced in 2014. However, almost an equal amount remains in poor condition. Where other linear infrastructure replacement program exists, storm sewer system shall be considered as well. However, where possible, the replacement can be considered independently.



Table #6: Inventory, value and condition of Water Assets

Type	Length (m)	Average Condition	Remaining Useful Life (%)	Replacement Cost (2022)	Annual Capital Replacement
Storm Lines	1001.5 m	Fair	23%	\$557,538	\$15,000
Storm Lines (Rutland Ave 2014 Reconstruction)	1586.8 m	Very Good	93%	\$526,975	\$1000
Catch Basins	ea	Fair	23%	incl	n/a
Catch Basins (Rutland Ave 2014 Reconstruction)	ea	Very Good	93%	incl	n/a
<b>Total</b>	<b>2588.3</b>			<b>\$1,084,513</b>	<b>\$16,000</b>

## MARKSTAY

The summary below provides the major assets rehabilitation or reconstruction performed since its inception.

- 1994: Initial storm sewer infrastructure installed between Main Street South through the playground and to Pioneer Street West through easements.
- 2014: Minor storm sewer infrastructure was installed on Hagar Street and Main Street South.
- 2016: Minor storm sewer infrastructure was installed on Church Street near the Outdoor Rink (ODR).
- 2019: Significant extension of storm sewer infrastructure was installed from Pioneer Street East and the intersection of Main Street North to Main Street South.

The storm network in Markstay is relatively new and scored as such.

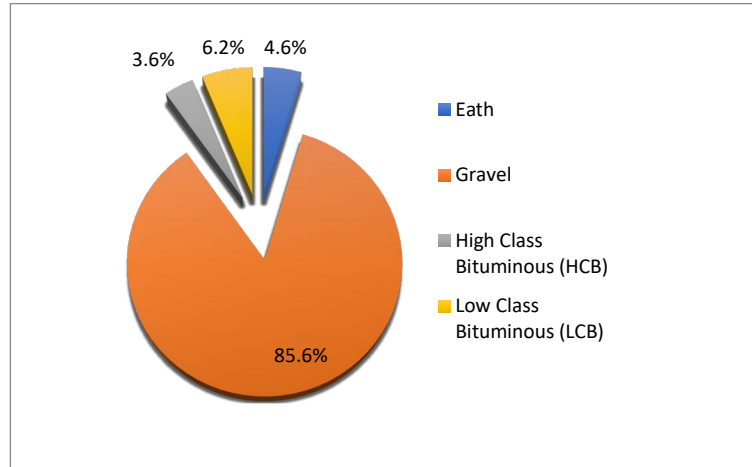
Table #7: Inventory, value and condition of Water Assets

Type	Length (m)	Average Condition	Remaining Useful Life (%)	Replacement Cost (2022)	Annual Capital Replacement
Storm Lines	616.4 m	Good	65.0%	\$261,627	\$500
Storm Lines (2020 Expansion)	731.3 m	Very Good	97.0%	\$307,127	\$500
Catch Basins	ea	Good	65.0%	incl	n/a
Catch Basins (2020 Expansion)	ea	Very Good	97%	Incl	n/a
<b>Total</b>	<b>1347.7</b>			<b>\$568,754</b>	<b>\$1000</b>



### 3.4. TRANSPORTATION SYSTEM

The Municipality owns just less than 219.5 km of roads. As indicated in the chart, the majority (almost 86%) are gravel while the village streets are mostly constructed with High Class Bituminous (asphalt) and some rural roads have surface treatment (chip and tar) which is classified as Low Class Bituminous. As indicated in the adjacent chart and table below, the HCB streets equate to just fewer than 4% and the LCB streets equate to almost 6%. There exist a small number of rural roads considered “earth” as they are non-maintained roads which is just under 5%.



Age of roads for municipalities is particularly interesting if being utilized for replacement considerations when taking into account their remaining useful life. Many of the Municipality’s rural roads were constructed in the early 1900s. For the detailed information on the Municipality’s historical inventory, please see the detailed road inventory table found in Appendix H.

Unlike LCB and HCB roads, there are no standard deterioration curves or standard measurements for gravel roads. Considering most of the Municipality’s roads are gravel, the age of the road is less important when it comes to gravel roads.

For HCB and LCB roads, the age of the road is much more relevant and assists municipalities to develop standard maintenance best practices and maintenance schedules to extend the life of the road.

The overall condition ratings for each type of road indicated above was based on:

- ✓ Date of construction or reconstruction of asphalt or surface treated roads. The well-established industry standard practice for HCB and LCB roads is with a Pavement Condition Index (PCI). Historically, industry evidence shows these roads deteriorate 2% per year.
- ✓ For gravel roads, the date is somewhat less important. A gravel road condition assessment is more subjective and involves more information such as:
  - Date reconstruction or resurfacing took place;
  - Date ditching was completed;
  - Date brushing was completed; and
  - Spring thaw conditions.

In consideration of the capital and/or maintenance roadwork that took place over the last decade, staff have been able to evaluate the gravel road sections and score them accordingly. Table #8 below shows that our roads are in relatively good condition overall.



Table #8: Inventory, value and condition of Roads

Type	Length (m)	Road (%)	Average Condition (%)	Condition Assessment	Replacement Cost (2022)	Annual Capital Replacement
Earth*	10081	4.6%	14.3	Critical	\$6,552,650	\$0.00
Gravel	187833	85.6%	61.5	Good	\$122,091,450	\$150,000
High Class Bituminous (HCB)	7949	3.6%	74.5	Good	\$7,899,900	\$20,000
Low Class Bituminous (LCB)	13597	6.2%	53.4	Fair	\$9,810,228	\$10,000
<b>Total</b>	<b>219460</b>	<b>100.0%</b>	<b>63</b>	<b>Good</b>	<b>\$146,354,228</b>	<b>\$185,000</b>

\*It is not being prioritized as very few, if any, year-round residences.

### 3.5. BRIDGES & CULVERTS

#### BRIDGES & CULVERTS INVENTORY

The table below summarizes at a VERY high level the OSIM report provided by the Engineering Consulting firm that was engaged to perform these inspections. The 2022 report is forthcoming. However, the detailed review of the OSIM report needs to be considered when prioritizing bridge work.

Table #9: Inventory, value and condition of Bridges and Culverts>3m

Asset Type	Average Condition	Replacement Cost (2022)	Annual Capital Replacement
Bridges	Fair	\$14,077,860	\$50,000
Culverts >3m	Good	\$228,888	\$10,000
<b>Total</b>		<b>\$14,306,748</b>	<b>\$60,000</b>

## 4. ASSET MANAGEMENT STRATEGY



As the Municipality moves towards a formal adoption of Asset Management Planning, it will be necessary to adopt an improved pro-active approach to operations of its assets.

Although many maintenance activities have been taking place operationally, minimal lifecycle activities have been considered to extend the life of the assets.

The following high level lifecycle activities will be considered and fully adopted in the future phase of this Asset Management requirements by 2025.

***The following management strategies are identified by individual asset types. Integrated planning will occur to optimize the lifecycle costs. Water assets may be integrated with road resurfacing, road reconstruction work and other utilities such as sanitary and storm sewer. It may also be a standalone replacement with a trench cut and repair if the road surface, sanitary, and/or storm sewer are not due to be replaced and the water assets are required to be replaced.***

#### 4.1. WATER SYSTEM MANAGEMENT STRATEGY

##### WATER SYSTEM LIFECYCLE SCHEDULE

Activity	Definition	Asset Age
Minor Maintenance	Planned activities such as inspections, monitoring, cleaning and flushing. Hydrant flushing, pressure tests, visual inspections, preventive maintenance, etc.	0-25% of Asset Life
Major Maintenance	Maintenance and repair activities are generally unplanned; however, they can be anticipated and would generally be accounted for with the Municipality's annual operating budget. These would include such events as repairing water main breaks, repairing valves, replacing individual sections of pipe, etc.	25-100% of Asset Life
Rehabilitation	Major activity required to upgrade or rehabilitate the system so that it can continue to provide service for an additional time period. In water systems, the basic activities considered as the rehabilitation events are the lining of cast and ductile iron pipes	50-75% of Asset Life
Replacement	Assets will reach the end of their structural and/or service useful life and require replacement. Industry has shown that the expected life of an asset will vary greatly, depending upon a number of environmental factors.	75-100% of Asset Life

##### REHABILITATION & REPLACEMENT CRITERIA

The criteria for prioritizing the replacement schedule for water mains are the break history of the pipe, age of pipe, material type of pipe, size of pipe, soil conditions surrounding the pipe, pressure related issues and hydrant spacing. The road rehab program may bump up the replacement of a pipe segment if replacement is scheduled in the near future. The replacement criteria is difficult to define but studying break histories and failure trends can determine when maintenance costs are increasing at a high enough rate that economically it makes sense to simply replace or rehab the pipe.




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## REHABILITATION & REPLACEMENT STRATEGIES

Watermain rehabilitation will be based on the current condition of the pipe because it is difficult to determine the condition since it is buried. Replacement strategy to date has been based on the age/size and material type of pipe and integrated with road projects.

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## MAINTENANCE SCHEDULE

- Watermain breaks are repaired as they occur. The cost for the emergency repair varies based on several aspects such as depending on the diameter of pipe, the location and other physical challenges, the time of the year and other unforeseen issues.
- Hydrants and valves are replaced as failures occur.
- The water distribution system is swabbed.
- All hydrants are flushed every year.

### 4.2. SANITARY SYSTEM

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#### SANITARY SYSTEM LIFECYCLE SCHEDULE

Activity	Definition	Asset Age
Minor Maintenance	Planned activities such as inspections Zoom Camera and CCTV inspections, monitoring, cleaning and flushing, etc.	0-25% of Asset Life
Major Maintenance	Maintenance and repair activities are generally unplanned; however, they can be anticipated and would generally be accounted for with the Municipality's annual operating budget. These would include such events as repairing manholes and <i>replacing</i> localized sections of pipe, etc.	25-100% of Asset Life
Rehabilitation	Major activity required to upgrade or rehabilitate the system so that it can continue to lengthen its service life. Unlike the water network, there are many viable rehabilitation options that can be applied to sewer mains, which will in effect, increase the asset's useful life by an additional 75-100 years, if they are applied at the right point in its lifecycle.	50-75% of Asset Life
Replacement	Some assets will reach the end of their structural and/or service useful life and require replacement. Industry has shown that the expected life of an asset will vary greatly, depending upon a number of environmental factors. However, by gathering data from the use of Zoom Camera and CCTV inspection, a better understanding can be gained of the performance of these assets.	75-100% of Asset Life

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#### REHABILITATION & REPLACEMENT CRITERIA

The criteria for prioritizing the replacement schedule for sanitary sewers are based upon an assessment through a CCTV inspection. The camera work will allow staff to rate the condition of the infrastructure. Other factors affecting the criteria will include localized collapses, material type, upsizing requirements as well as the coordination with the street replacement program.




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## REHABILITATION & REPLACEMENT STRATEGIES

Sanitary sewer rehabilitation will be based on the current condition of the pipe. It is difficult to determine the condition since it is buried and the Municipality may use videotaping to determine condition. When the pipe has been inspected and given a condition rating, Municipal staff can determine the best method of rehabilitation. Replacement will be the most common method for collapsed or heavily deteriorated pipe. Other methods include Cured in Place Pipe (CIPP), spot repairs and joint sealing.

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## MAINTENANCE SCHEDULE/LIFECYCLE COSTS

- Manhole repairs are performed as required.
- Inspecting and repairing sewer backups is not typically on the mains. Service line blockages are not frequent. If they occur, staff repairs them immediately.
- Sanitary network is flushed where and when needed.

### 4.3. STORM SEWER SYSTEM

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#### STORM SEWER SYSTEM LIFECYCLE SCHEDULE

<i>Activity</i>	<i>Definition</i>	<i>Asset Age</i>
<b>Minor Maintenance</b>	Planned activities such as inspections, monitoring, cleaning and flushing, visual inspections, preventative maintenance, etc.	0-25% of Asset Life
<b>Major Maintenance</b>	Maintenance and repair activities are generally unplanned; however, they can be anticipated and would generally be accounted for within the Municipality's annual operating budget. These would include such events as repairing, replacing localized sections of pipe, etc.	25-100% of Asset Life
<b>Rehabilitation</b>	Major activity required to upgrade or rehabilitate the system so that it can continue to provide service for an additional time period	50-75% of Asset Life
<b>Replacement</b>	Some assets will reach the end of their structural and/or service useful life and require replacement. Industry has shown that the expected life of an asset will vary greatly, depending on a number of environmental factors; however, by gathering data from the use of Zoom Camera and CCTV inspection, a better understanding can be gained of the performance of these assets.	75-100% of Asset Life

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## REHABILITATION & REPLACEMENT CRITERIA

The criteria for prioritizing the replacement schedule for storm sewers are based on an assessment through a CCTV inspection. The camera work will allow staff to rate the condition of the infrastructure. Other factors affecting the criteria will include localized collapses, material type, upsizing requirements as well as coordination with the roads replacement program. Climate change has also increased the frequency and intensity of storms creating potential storm water management issues in the future.






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## REHABILITATION & REPLACEMENT STRATEGIES

Storm sewer rehabilitation will be based on the current condition of the pipe. It is difficult to determine the condition since it is buried and the Municipality may use videotaping to determine condition. When the pipe has been inspected and given a condition rating, Municipality staff can determine the best method or rehabilitation. Replacement will be the most common method for collapsed or heavily deteriorated pipe.

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## MAINTENANCE SCHEDULE/LIFECYCLE COSTS

- There are no immediate plans for storm sewer extensions.
- The Municipality repairs catch basins as required.
- The storm collection system is flushed when and where needed.

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## LIFECYCLE CONSEQUENCES

Storm sewers will deteriorate in much the same manner as sanitary sewers although the consequences of failure for storm sewers are not usually as significant as those of a sanitary system. The structural deterioration can result in infiltration of groundwater into the sewer that results in an accumulation of debris and sediment, which in turn lessens the amount of water that can flow. As with any buried infrastructure, maintenance and rehabilitation are the keys to the longevity of the system.

### 4.4. TRANSPORTATION SYSTEM

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#### TRANSPORTATION SYSTEM LIFECYCLE SCHEDULE

<i>Activity</i>	<i>Definition</i>	<i>Asset Age</i>
<b>Minor Maintenance</b>	Planned activities such as inspections, pavement crack sealing, street sweeping, etc.	0-25% of Asset Life
<b>Major Maintenance</b>	Maintenance and repair activities, generally unplanned; however, they can be anticipated and would generally be accounted for with the Municipality's annual operating budget. These would include such events as pothole repair, cold patching etc.	25-100% of Asset Life
<b>Rehabilitation</b>	Major activity required to upgrade or rehabilitate the system so that it can continue to provide service for an additional time period. Cost-effective pavement management planning identifies rehabilitation to the pavement surface so no pavement condition is ever below a PCI of 40-55 depending on the road class	50-75% of Asset Life
<b>Replacement</b>	Some assets will reach the end of their structural and/or service useful life and require replacement. Experience in other communities has shown that the expected life of an asset will vary greatly depending on a number of environmental factors	75-100% of Asset Life



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## REHABILITATION & REPLACEMENT CRITERIA

Pavement Condition Index (PCI) is a pavement condition rating between zero and 100 which measures defects in the pavement. A PCI equal to 100 is new pavement and a PCI equal to zero is pavement that is impassable.

Condition Assessment	PCI	Definition
Very Good	80.01% - 100.00%	Well maintained, good condition, new or recently rehabilitated asset.
Good	60.01% - 80.00%	Good condition, few elements exhibit minor deficiencies
Fair	40.01% - 60.00%	Some elements exhibit significant deficiencies. Asset requires attention.
Poor	20.01% - 40.00%	A large portion of the system exhibits significant deficiencies. Asset mostly below standard and approaching end of service life.
Critical	<0.00% - 20.00%	Widespread signs of deterioration, service is affected.

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## REHABILITATION & REPLACEMENT STRATEGIES

Based on the PCI index, road classification and a financial analysis, one of the following rehabilitation strategies could be selected:

- Machine patching
- Sealing of cracks or joints
- Slurry seal
- Slab stitching
- Micro-surfacing
- Surface treatment
- Thin hot mix overlay

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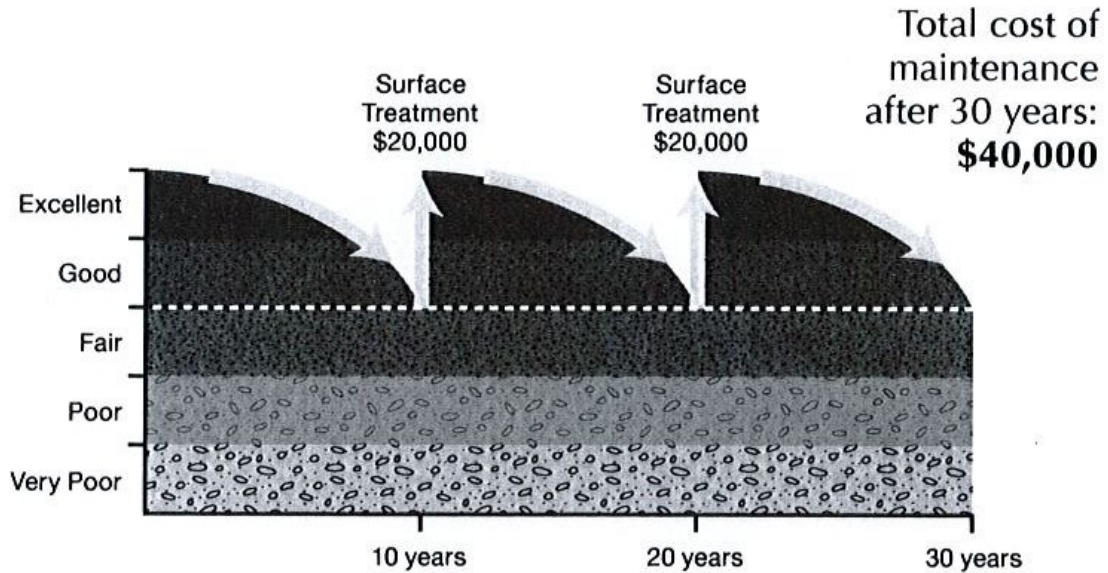
## MAINTENANCE SCHEDULE/LIFECYCLE COSTS

- Grading gravel roads forms part of the largest maintenance schedule.
- Calcium is applied to approximately 20% of Municipal gravel roads yearly.
- Ditching and brushing is performed sporadically.
- Culvert replacement is done on a priority basis.
- Potholes are repaired according to the minimum road standards
- Light gravel material is applied where needed.
- Identification of deteriorated gravel roads are identified in the spring during & after frost heaves. And capital work is performed on prioritized gravel roads depending on time & budget.

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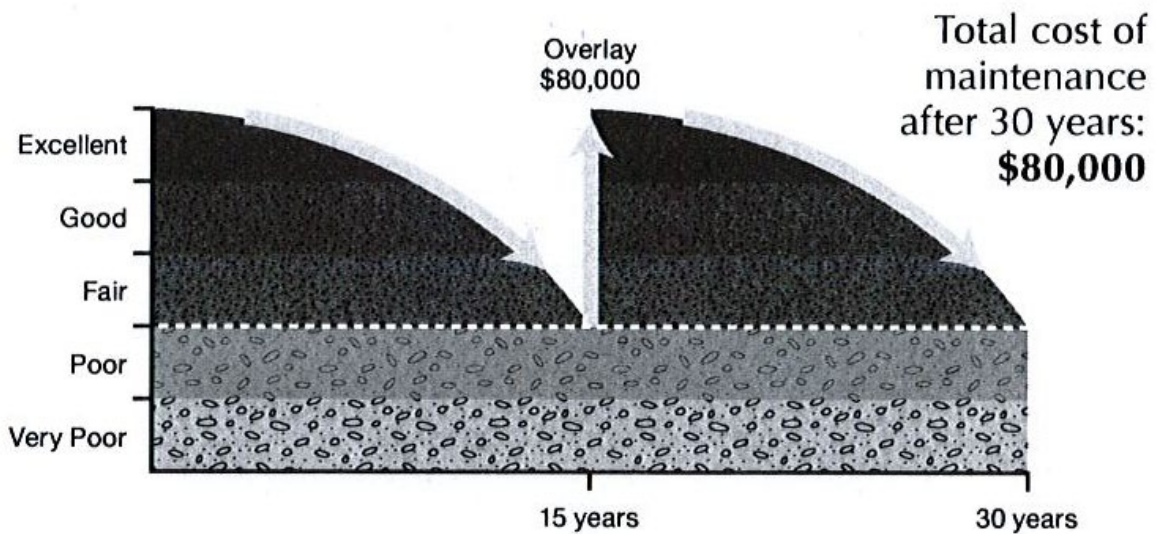
## PROACTIVE METHOD

The Municipality's management approach would be to use a proactive method. Instead of waiting for the pavement to reach poor condition, treatments are applied at the right time. These proactive treatments are more minor than those shown in the reactive approach (see below). In the example shown below, the proactive approach has a cost of \$40,000 over 30 years, with a condition rating ranging from excellent to fair.



Source: "Pavement Management: A Guide for Local Officials (Delaware) p. 2-16

A reactive approach would be to wait until the road asset fails and requires a major renewal such as overlay. In the example shown below, a reactive approach would cost \$80,000 over a 30 year useful life and the condition of the asset would range from excellent to poor.



Source: "Pavement Management: A Guide for Local Officials (Delaware) p. 2-16

This example shows proactive management has resulted in reduced overall costs and improved LOS.

- The total cost of maintenance over the 30-year period is reduced by 50%



- The overall condition was improved over the 30 year period

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#### LIFECYCLE CONSEQUENCES

Under funding pavement rehabilitation results in more pavement surfaces falling below a PCI of 60 and results in escalating construction costs. Pavement falling below a PCI of 25 affects level of service, and increases risks and liabilities.

#### 4.5. BRIDGES & CULVERTS

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#### BRIDGES & CULVERTS LIFECYCLE SCHEDULE

<i>Activity</i>	<i>Definition</i>	<i>Asset Age</i>
<b>Minor Maintenance</b>	Planned activities such as inspections, monitoring, cleaning culverts, bridge joint cleaning, etc.	0-25% of Asset Life
<b>Major Maintenance</b>	Maintenance and repair activities, generally unplanned; however, they can be anticipated and would generally be accounted for with the Municipality's annual operating budget. These would include such events as bridge bearing maintenance, etc.	25-100% of Asset Life
<b>Rehabilitation</b>	Major activity required to upgrade or rehabilitate the system so that it can continue to provide service for an additional time period.	50-75% of Asset Life
<b>Replacement</b>	Some assets will reach the end of their structural and/or service useful life and require replacement. Experience in other communities has shown that the expected life of an asset will vary greatly depending on a number of environmental factors.	75-100% of Asset Life

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#### REHABILITATION & REPLACEMENT CRITERIA

The bridge is inspected bi-annually where all of its components are evaluated and tested providing a severity, extent of deterioration and overall condition rating. The inspection report recommends what rehabilitation or maintenance has to be performed on the bridge (with recommended timelines) to extend/maintain the expected useful life of the asset.

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#### REHABILITATION & REPLACEMENT STRATEGIES

Bridge rehabilitation or replacement is based on the age and assumed life span of the bridge and the results of the condition survey. The priority of the replacement of the culverts will be based on various criteria such as: class of road, PCI of road, surface type of road, how many people the road services, roadside environment etc.

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#### MAINTENANCE SCHEDULE/LIFECYCLE COSTS

- Bridges and culverts >3m in diameter must be inspected by a professional engineer once every 2 years as per legislation.

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#### LIFECYCLE CONSEQUENCES

Bridge and culvert lifecycles will be reduced, level of service is lowered, and safety can be compromised.



## 5. LEVEL OF SERVICE

All AMPs need to balance affordability of municipal services with customer needs and expectations. This is known as Levels of Service (LOS).

LOS measures are specific measurements that describe the extent and the quality of services which the municipality provides to its residents. In asset management, a great deal of work has gone into the area of LOS. A very large number of LOS measures and many associated measures known as Key Performance Indicators (KPIs) are available. The main types of LOS measures are:

- ✓ **Customer LOS**
- ✓ **Technical LOS**

The Customer LOS are simple, plain language description of services that customers receive.

The Technical LOS (also called KPIs) take the Customer LOS down to a specific measurement that will indicate how a municipality is performing the service described in the Customer LOS.

Technical LOS should be retained over time, to identify trends in the service level quality. The Regulation is quite specific about LOS measures. It contains a Table in section 5(2) of the Act where some basic LOS measures, for core assets, are provided as a minimum requirement for inclusion in any AMP.

Although not considered previously, moving forward, KPIs will be formalized and tracked. This will allow the Municipality to track historical performance with an end result of maximizing efficiencies and performance of its assets. It will also allow the Municipality to perform lifecycle events to extend the life of the assets.

### 5.1. WATER

#### COMMUNITY LEVEL OF SERVICE

*Table #10: Extract from O.Reg 588/17 Table 1: Community LOS for Water*

Service Attribute	Community levels of service (qualitative descriptions)	Municipality
Scope	Description, which may include maps, of the user groups or municipality areas connected to the municipal water system.	<p>The households in the villages of Markstay and Warren are connected to water service, except for the following:</p> <ul style="list-style-type: none"> <li>✓ Potable water legislated by the Drinking Water Act.</li> <li>✓ Predictable supply of water.</li> </ul> <p>Appendix A and Appendix B contain maps showing the Municipality's water network and its condition.</p>
	Description, which may include maps, of the user groups or municipality areas with fire flow.	<p>Fire flow is available to 100% of the households in the village of Markstay and Warren that are connected to the municipal water system.</p> <p>Appendix A contains maps showing the location of fire hydrants.</p>



Service Attribute	Community levels of service (qualitative descriptions)	Villages of Markstay and Warren
Reliability	Description of boil water advisories and service interruptions.	None in 2021 or 2022.

TECHNICAL LEVEL OF SERVICE

Table #11: Extract from O.Reg 588/17 Table 1: Technical LOS for Water

Service Attribute	Technical levels of service (technical metrics)	Municipality
Scope	Percentage of properties connected to the municipal water system.	<ul style="list-style-type: none"> <li>Total municipal households: 1276</li> <li>Connected households in Markstay - 211</li> <li>Connected households in Warren - 191</li> <li>Approximately 31.5% of properties in Markstay-Warren are connected to municipal water.</li> </ul>
	Percentage of properties where fire flow is available.	Greater than 31.5% of properties in Markstay-Warren have fire flow available.
Reliability	The number of connection days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system.	None
	The number of connection days per year due to watermain breaks compared to the total number of properties connected to the municipal water system.	<p>Detailed records of <i>connection-days lost</i> are not kept. Estimates can be made as follows:</p> <p>Watermain breaks have rarely occurred. In 2021, two occurred.</p> <ul style="list-style-type: none"> <li>Average Duration = 1 day</li> <li>Average number of affected properties = 10 Connection-days lost / year = 20</li> <li>Number of connected households = 402</li> <li>% connection-days lost = <math>20 / (402 \times 365) = 0.014\%</math></li> </ul>



5.2. SANITARY

COMMUNITY LEVEL OF SERVICE

Table #12: Extract from O.Reg 588/17 Table 2: Community LOS for Sanitary

Service Attribute	Community levels of service (qualitative descriptions)	Municipality
Scope	Description, which may include maps, of the user groups or municipality areas connected to the municipal Sanitary system.	The households in the villages of Markstay and Warren are connected to water service, except for the following:  Appendix D contains a map showing the Municipality's sanitary network and its condition.
Reliability	Description of how combined sewers in the municipal Sanitary system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes.	The municipality does not own or operate any combined sewers (carrying both storm- and sanitary)
	Description of the frequency and volume of overflows in combined sewers in the municipal Sanitary system that occur in habitable areas or beaches.	The municipality does not own or operate any combined sewers (carrying both storm- and sanitary)
	Description of how stormwater can get into sanitary sewers in the municipal Sanitary system, causing sewage to overflow into streets or backup into homes.	Stormwater may enter the sanitary system primarily through inflow (e.g, through badly-fitted manhole covers). Infiltration of groundwater may occur at pipe joints, cracks, etc.  If/when identified, staff will take immediate action to remediate the problem.
	Description of how sanitary sewers in the municipal Sanitary system are designed to be resilient to avoid events described in paragraph 3.	Any new sanitary sewers are designed and installed according to industry standards (e.g. Ontario Sewage Design Guidelines).
	Description of the effluent discharged from sewage treatment plants in the municipal Sanitary system.	All effluent discharged from the Municipality's lagoon is measured and controlled.

TECHNICAL LEVEL OF SERVICE

Table #13: Extract from O.Reg 588/17 Table 2: Technical LOS for Sanitary

Service Attribute	Technical levels of service (technical metrics)	Municipality
Scope	Percentage of properties connected to the municipal Sanitary system	Approximately 15% of properties in Markstay-Warren are connected to the municipal sanitary network.  These are in the village of Warren only.



Reliability	The number of events per year where combined sewer flow in the municipal Sanitary system exceeds system capacity compared to the total number of properties connected to the municipal Sanitary system.	The municipality does not own or operate any combined sewers (carrying both storm- and sanitary)
	The number of connection days per year due to Sanitary backups compared to the total number of properties connected to the Municipal Sanitary system.	There have been no reported sewer main blockages in the last two years.  Most sewer blockages occur in service lines.
	The number of effluent violations per year due to Sanitary discharge compared to the total number of properties connected to the municipal Sanitary system.	None.

### 5.3. ROADS

#### COMMUNITY LEVEL OF SERVICE

*Table #14: Extract from O.Reg 588/17 Table 4: Community LOS for Roads*

Service Attribute	Community levels of service (qualitative descriptions)	Municipality response
Scope	Description, which may include maps of the road network in the municipality and its level of connectivity.	The Municipality's Road network covers approximately 219 km of roads. Connectivity with neighbouring municipalities is primarily through Provincial Highway 17.  Appendix G contains maps showing the Municipality's Road network and its condition.
Quality	Description or images that illustrate the different levels of road class pavement condition.	<ul style="list-style-type: none"> <li>✓ Road network is convenient and available to the whole community.</li> <li>✓ Safe to use.</li> <li>✓ Traffic signs and markings easy to see and understand.</li> <li>✓ Service requests are promptly responded to.</li> <li>✓ Minimal service disruptions.</li> </ul>





TECHNICAL LEVEL OF SERVICE

Table #15: Extract from O.Reg 588/17 Table 4: Technical LOS for Roads

Service Attribute	Technical levels of service (technical metrics)	Municipal
Scope	Number of lane-kilometres <sup>1</sup> of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality as needed.	The majority of our roads are residential
Quality	For paved roads in the municipality, the average pavement condition index value.	<ul style="list-style-type: none"> <li>✓ The average PCI for paved roads is 74.5 (Good) for HCB roads.</li> <li>✓ The average PCI for paved roads is 53.4 (Fair) for LCB roads.</li> </ul>
	The average surface condition for unpaved roads in the municipality (e.g., very good, good, fair or poor).	<ul style="list-style-type: none"> <li>✓ The average surface condition for gravel roads is 61.5 (FAIR)</li> </ul>

<sup>1</sup>: "Lane-kilometre" means a kilometre-long segment of roadway that is a single lane in width. The average lane-width in Markstay-Warren is 6.5m, and all roads are two lanes wide.

5.4. STORM

COMMUNITY LEVEL OF SERVICE

Table #16: Extract from O.Reg 588/17 Table 3: Community LOS for Stormwater

Service Attribute	Community levels of service (qualitative descriptions)	Municipality
Scope	Description, which may include maps, of the user groups or areas of the municipality protected from flooding, including the extent of the protection provided by the municipal stormwater management system.	<ul style="list-style-type: none"> <li>• Stormwater network is maintained in good condition to enable continuous and reliable provision of services.</li> <li>• Appendix E contains maps showing the storm network for Warren.</li> <li>• Appendix F contains maps showing the storm network for Markstay.</li> </ul>

TECHNICAL LEVEL OF SERVICE

Table #17: Extract from O.Reg 588/17 Table 3: Technical LOS for Stormwater



Service Attribute	Technical levels of service (technical metrics)	Municipality
Scope	Percentage of properties in municipality resilient to a 100-year storm.	<ul style="list-style-type: none"> <li>✓ The majority of the Municipal storm network is relatively new.</li> <li>✓ A review of KPIs for this infrastructure is required.</li> </ul>
	Percentage of the municipal stormwater management system resilient to a 5-year storm	<ul style="list-style-type: none"> <li>✓ The majority of the Municipal storm network is relatively new.</li> <li>✓ A review of KPIs for this infrastructure is required.</li> </ul>

## 5.5. BRIDGES AND CULVERTS

### COMMUNITY LEVEL OF SERVICE

*Table #18: Extract from O.Reg 588/17 Table 3: Community LOS for Bridges*

Service Attribute	Community levels of service (qualitative descriptions)	Municipality
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).	<p>Traffic that is supported by Structure Network Heavy trucks</p> <ul style="list-style-type: none"> <li>✓ Passenger vehicles</li> <li>✓ Emergency vehicles</li> <li>✓ Cyclists</li> <li>✓ Pedestrians</li> </ul>
Quality	Description or images of the condition of bridges and how this would affect use of the bridges.	<ul style="list-style-type: none"> <li>• 1 bridge on a year round road has been closed due to public safety issues identified in 2021.</li> <li>• 1 bridge on a seasonal road is in poor condition</li> </ul>
	Description or images of the condition of culverts and how this would affect use of the culverts.	<ul style="list-style-type: none"> <li>• 3 culverts are in poor condition on year round roads.</li> <li>• 1 culvert is in poor condition on a non-maintained road.</li> </ul>

### TECHNICAL LEVEL OF SERVICE

*Table #19: Extract from O.Reg 588/17 Table 3: Technical LOS for Bridges*

Service Attribute	Technical levels of service (technical metrics)	Municipality
Scope	Percentage of bridges in the municipality with loading or dimensional restrictions.	% Of bridges the with loading or dimensional restrictions = 2
Quality	For bridges in the municipality, the average bridge condition index value.	Average Bridge Condition Index Value = 64.5



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For structural culverts in the municipality, the average bridge condition index value.
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Average Bridge Condition Index Value = 72.5
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## 6. LIFECYCLE ACTIVITIES

### 6.1. WATER

#### MAINTENANCE, REHABILITATION, AND REPLACEMENT ACTIVITIES

Table #20 describes the type of treatments that are generally considered for maintenance, rehabilitation and replacement of water-related assets.

**Notes:**

- ✓ Treatments mentioned below are dependent on a variety of other factors, not just condition.
- ✓ Only those parts of the unit in poor to critical condition will be replaced if the rest is in good condition.

*Table #19: Typical Lifecycle Activities for Water*

Asset Type	Type of treatment	Treatment	Typical condition range for use
<b>Water lines</b>	Routine Maintenance	<b>Flushing</b> (regular flushing of hydrants and waterlines allows for sediment removal and performance monitoring)	All – conducted annually
	Major Rehabilitation	<b>Relining</b> (cleaning the interior of existing waterlines and installing a liner coating)	Various
	Replacement / Reconstruction	<b>Full Depth Reconstruction</b> (replacing waterlines with new pipes)	Critical – Poor
<b>Valves</b>	Routine Maintenance	<b>Exercising</b> (the working and testing of valve operation)	All – conducted annually
	Replacement	<b>Full replacement</b> (replacing of valves with new units)	Critical – Poor
<b>Hydrants</b>	Routine Maintenance	<b>Flushing</b> (regular flushing of hydrants and waterlines allows for sediment removal and performance monitoring)	All – conducted annually
	Replacement	<b>Full replacement</b> (replacing of hydrants with new units)	Critical – Poor

### 6.2. SANITARY

#### MAINTENANCE, REHABILITATION, AND REPLACEMENT ACTIVITIES

Table #21 describes the type of treatments that are generally considered for maintenance, rehabilitation and replacement of water-related assets.



**Table #21: Typical Lifecycle Activities for Sanitary**

Asset Type	Type of treatment	Treatment	Typical condition range for use
<b>Sanitary sewers</b>	Routine Maintenance	<b>Flushing</b> (regular flushing of sewers allows for sediment removal; currently only done at the same time as camera inspection work)	All
	Major Rehabilitation	<b>Relining</b> (cleaning the interior of existing sewers and installing a cured-in-place-pipe liner coating)	Various
	Replacement / Reconstruction	<b>Full Depth Reconstruction</b> (replacing sewers with new pipes)	Critical – Poor
<b>Manholes</b>	Routine Maintenance	<b>Flushing</b> (regular flushing of manholes allows for sediment removal; currently only done at the same time as sewer flushing and inspection)	All
	Replacement	<b>Full replacement</b> (replacing of manhole structures with new structures; typically only done in combination with sewer main and/or road reconstruction)	Critical – Poor

**6.3. STORM**

**MAINTENANCE, REHABILITATION, AND REPLACEMENT ACTIVITIES**

Table #22 describes the type of treatments that are generally considered for maintenance, rehabilitation and replacement of water-related assets.

**Table #22: Typical Lifecycle Activities for Stormwater**

Asset Type	Type of treatment	Treatment	Typical condition range for use
<b>Storm mains</b>	Routine Maintenance	<b>Flushing</b> (regular flushing of storm mains allows for sediment removal and performance monitoring)	All – as needed
	Replacement / Reconstruction	<b>Full Depth Reconstruction</b> (replacing storm mains with new pipes)	Critical – Poor
<b>Catch Basins</b>	Routine Maintenance	<b>Inspection</b>	All – conducted regularly
	Replacement	<b>Full replacement</b> (replacing catch basins with new units)	Critical – Poor
<b>Maintenance Holes</b>	Routine Maintenance	<b>Inspection</b>	All – conducted regularly
	Replacement	<b>Full replacement</b> (replacing maintenance holes with new units)	Critical – Poor



## 6.4. ROADS

### MAINTENANCE, REHABILITATION, AND REPLACEMENT ACTIVITIES

Table #23 describes the type of treatments that are generally considered for maintenance, rehabilitation and replacement of water-related assets.

*Table #23: Typical Lifecycle Activities for Roads*

Asset Type	Type of treatment	Treatment	Typical condition range for use <sup>1</sup>
<b>Roads</b>	Routine Maintenance	<b>Condition Assessment</b>	All – conducted every 3-5 years
	Preventative Maintenance	<b>Crack Sealing</b> (filling cracks in asphalt with hot rubberized crack sealer)	Good – Very good
		<b>Minor Rehabilitation</b>	<b>Slurry Sealing</b> (coating roads with a thin layer of asphalt, water and aggregate to improve longevity and fill minor damage)
	<b>Patching</b> (pothole repair and road segment repair/repaving using cold or hot mix asphalt)		Fair – Good
	<b>Mill and Pave</b> (removal of a layer of asphalt which is heated, mixed with additives, and re-laid)		Fair – Good
	<b>Chip Seal</b> (spraying a coat of hot liquid asphalt mix to the existing surface of a prepared base and then distributing washed chip aggregate)		Fair – Very Good
	Major Rehabilitation	<b>Full Depth Reclamation</b> (pulverizing the surface layers of the pavement and a portion of underlying granular up to 300mm in depth)	Poor – Fair
Replacement / Reconstruction	<b>Full Depth Reconstruction</b> (rebuilding entire pavement structure and base)	Critical – Poor	
<b>Sidewalks</b>	Reconstruction	<b>Asphalt Reconstruction</b> (removal and relaying of sidewalk base and surface)	Critical – Poor
		<b>Concrete Reconstruction</b> (removal and relaying of sidewalk base and surface)	Critical – Poor
<b>Streetlight</b>	Replacement	<b>Full Replacement</b>	Critical – Poor
<b>Signs</b>	Replacement	<b>Full Replacement</b>	Critical – Poor



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## 6.5. BRIDGES AND CULVERTS

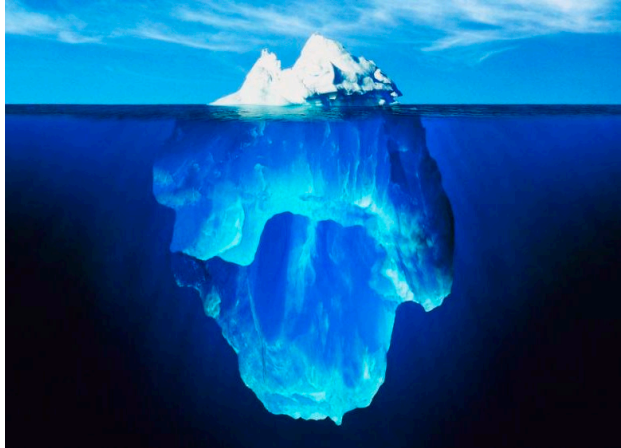
Table #24: *Typical Lifecycle Activities for Bridges*

All lifecycle activities are driven by the results of mandated structural inspections completed according to the Ontario Structure Inspection Manual (OSIM).



## 7. 10-YEAR FINANCIAL PLAN FOR CORE ASSETS

Similar to many others, the Municipality typically minimized debt financing. Additionally public pressure has resulted in many lower than inflation increases in rates and taxes that resulted in incremental increased deficits in capital renewal and operating programs. The municipal infrastructure that is getting to the end of its useful life, continue to perform without obvious effects. However, as asset management becomes a fundamental process in operating the municipality, full lifecycle funding analysis will be done to form part of an education component for Council and the public. It will further improve the transparency in the decision-making process. Lifecycle cost could be complex. The capital cost of the infrastructure is a small component of the “full” asset. The capital cost constitutes only 20% of the cost of the asset over its useful life. It is crucial to understand this concept when acquiring assets to deliver services to the public. These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.



It is crucial to understand this concept when acquiring assets to deliver services to the public. These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

### 7.1. FINANCIAL STRATEGY ASSUMPTIONS

A significant investment is required over the next decade. This also implies that a significant funding gap will exist. The strategy below is presented for illustration purposes. The unfortunate reality throughout asset management planning is the need to acknowledge and accepting the cost associated to providing a level of service to the public. Adequate planning is required to mitigate the large “spikes” in budgetary requirements. As the adoption of this process happens, smoothing the spikes will eventually occur and predictable budget planning will become a reality. The following summarizes the key assumptions used in the preparation of the financial strategy for water, wastewater, roads and culverts:

- ✓ CPI was historically around 2% yearly; spikes in 2021 & 2022 did occur.
- ✓ The annual operating expenses increase by CPI.
- ✓ The water and sewer user fees are based on 2022 with a CPI increase year over year.
- ✓ Where reserves were considered, the value of the reserve/reserve funds were as of December 31<sup>st</sup>, 2021.
- ✓ A 5% annual increase in a Capital Replacement Levy is considered.





## 7.2. ANNUAL REQUIREMENTS

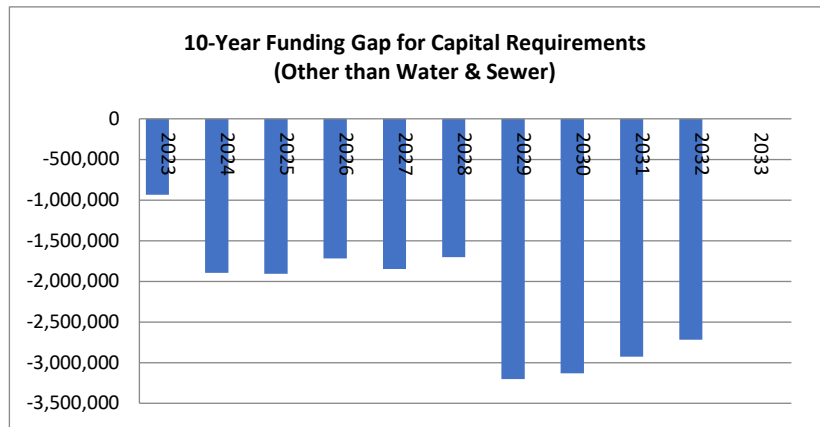
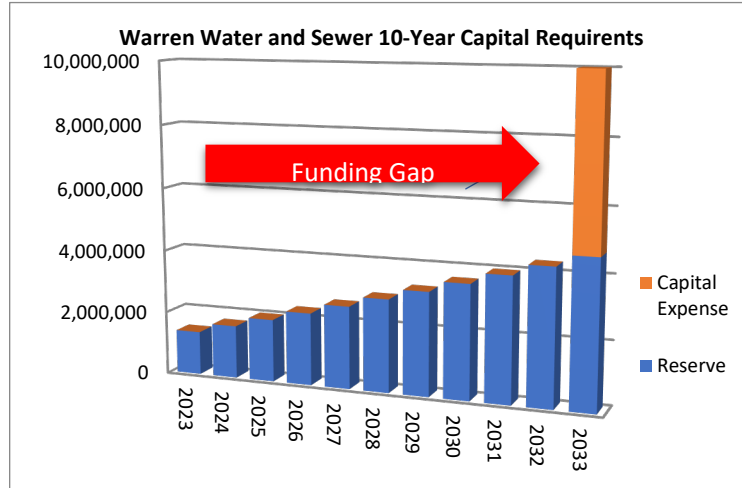
In order to continue delivering the current level of service through the core assets, table #25 below shows it cost just over \$2.3 million per year. Additionally, a serious influx is required in reserves to ensure adequate municipal funding is available for the capital replacement in 2033.

Table #26 also shows that that \$10 million is needed. It must be noted that those are 2022 dollar values. The user fees for the Warren water and sewer system are based on the 2022 budgeted amount. Considering a 2% increase year over year, there still remains a **financial gap of over \$5.3 million.**

When considering the financial capital commitments required over the next decade for other capital assets, the table shows a significant financial gap despite the 5% capital replacement levy considered in this strategy,

As reflected in table #26 by 2033, the funding gap will have been reduced to just over \$2.7 million while in

2029, it was as high as \$3.3 million. In challenging economic times, capital budgets are the easiest to cut however the needs do not go away but rather increases the annual requirement for future years. In years where no capital expenditure is required, this amount should be set aside for future use, when projects exceed this capital requirement, the annual requirement for future years will be reduced.



## 7.3. ALTERNATE SOURCES OF FUNDS

### DEBT FINANCING

In light of the current infrastructure deficit, debt cannot be avoided. Meaningful investment in rehabilitation and replacement of aging assets can only be achieved with a new approach to debt financing. The debt component of the financing strategy can be an effective tool to evenly distribute the burden of infrastructure investment to the multiple generations of users. This can be accomplished by extending where needed our Annual Repayment Limit (ARL) which is currently approximately 25% of our revenue not provided by upper tier governments.



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## USER FEES

User fees are only applicable to the water, sanitary sewer and storm sewer components of the asset management plan. This has been identified in the 2022 water and sewer budget.

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## INVESTMENTS

Expanding our investment portfolio should be considered as an option to fund future capital projects. The Municipality currently holds small amounts of investments.

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## RESERVES

The Municipality adopted a reserve policy needs to consider establishing a budget policy whereby amortization will be included in the operating expenses to be budgeted for as a means to fund future capital replacement of our assets. The use of reserves will be utilized to manage the peaks and valleys in timing of the base capital expenditures.

Reserve balances have and will continue to fluctuate as assets are funded, reserves were considered too low by Ministry of Municipal Affairs and Housing analysis of our Financial Indicators and considered the Municipality to be at high risk of not being able to meet our current financial obligations. Effective use of this reserve strategy will be a key component to managing the infrastructure investments of the future.

## MOVING FORWARD

1. Progress to the next phase of Asset Management as per OReg 588/17.
2. Ensure asset inventories are updated annually.
3. Ensure Asset Management Plan is updated at least every 5 years.
4. Ensure AMP is fully integrated with the capital budgeting process.
5. Optimize the use of existing assets with regular maintenance strategies to prolong the lives of assets.
6. Develop Debt and Capital Investment & Financing Policies to guide Council's decisions to continually address infrastructure investment decisions for the future.



**Table #25: Core Asset Operational Expenses**

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Operational Expenses</b>												
Warren Water & Sewer		455,041	464,142	473,425	482,893	492,551	502,402	512,450	522,699	533,153	543,816	554,692
Markstay Water		244,258	249,143	254,126	259,209	264,393	269,681	275,074	280,576	286,187	291,911	297,749
<b>PW Operational Expenses</b>												
Includes: Roads, Bridges, Culverts		1,487,000	1,516,740	1,547,075	1,578,016	1,609,577	1,641,768	1,674,604	1,708,096	1,742,257	1,777,103	1,812,645
Add'l Bridge Work per OSIM		54,250	35,000	35,000	35,000	0	0	0	0	0	0	0
<b>Total Operational Expenses</b>		<b>2,310,049</b>	<b>2,335,915</b>	<b>2,381,933</b>	<b>2,428,872</b>	<b>2,441,749</b>	<b>2,490,584</b>	<b>2,540,396</b>	<b>2,591,204</b>	<b>2,643,028</b>	<b>2,695,889</b>	<b>2,749,806</b>
<b>User Fees</b>												
Additions to Reserves												
Warren Water & Sewer		293,512	299,382	305,370	311,477	317,707	324,061	330,542	337,153	343,896	350,774	357,789
Markstay Water		155,000	158,100	161,262	164,487	167,777	171,133	174,555	178,046	181,607	185,239	188,944
<b>Total Accumulated WS Reserves</b>												
Warren Water & Sewer	1,081,747	1,375,259	1,674,641	1,980,011	2,291,488	2,609,195	2,933,256	3,263,798	3,600,951	3,944,848	4,295,622	4,653,411
Markstay Water	378,599	533,599	691,699	852,961	1,017,448	1,185,225	1,356,358	1,530,913	1,708,959	1,890,566	2,075,806	2,264,750

**Notes:**

1. 2% increase (CPI) year to year for operational expenses.
2. Public Works operational budget assumed to be for Core Assets operation.
3. User Fees based on 2022 approved budget with an increase of CPI year over year.



**Table #26: Water and Sewer Capital Projects from 2023-2033**

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Summary W&amp;S</b>											
Warren - Accumulated Reserve	1,375,259	1,674,641	1,980,011	2,291,488	2,609,195	2,933,256	3,263,798	3,600,951	3,944,848	4,295,622	4,653,411
Markstay - Accumulated Reserve	448,099	518,989	591,297	665,051	740,280	817,013	895,282	975,115	1,056,546	1,139,605	1,224,325
Warren W&S Capital Work	0	0	0	0	0	0	0	0	0	0	10,000,000
<b>Balance of Reserves</b>											
Warren - Accumulated Reserve	1,375,259	1,674,641	1,980,011	2,291,488	2,609,195	2,933,256	3,263,798	3,600,951	3,944,848	4,295,622	-5,346,589
Markstay - Accumulated Reserve	448,099	518,989	591,297	665,051	740,280	817,013	895,282	975,115	1,056,546	1,139,605	1,224,325



**Table #27: Other Capital Works Projects 2023-2033**

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Capital Work Exp.</b>											
College and Warren Ave.		300,000									
<b>Add'l Bridge Work per OSIM</b>											
Sutcliffe Bridge								1,700,000			
Griffith Bridge	200,000	1,000,000									
Main St. S. Bridge				200,000							
Leeftink Bridge	100,000		1,000,000								
Nipissing Bridge			140,000								
Pioneer St. W	110,000	500,000									
Main St. N. Bridge						320,000					
Crerar Rd. Bridge	85,000	400,000									
Park Dr. Bridge									135,000		
Chain Lake Bridge							50,000				
<b>Total Capital Works - Bridges</b>	<b>495,000</b>	<b>2,200,000</b>	<b>1,140,000</b>	<b>200,000</b>	<b>0</b>	<b>320,000</b>	<b>50,000</b>	<b>1,700,000</b>	<b>135,000</b>	<b>0</b>	<b>0</b>



**Table #28: Summary of Other Capital Projects (Mostly Bridge Capital Work)**

Cumulative Capital Reserves 1,406,046

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Summary Other Capital Projects</b>											
<b>Capital Repl't Levy</b>											
5%	175000	178500	182000	185500	189000	192500	196000	199500	203000	206500	210000
Opening Balance Capital Reserve	1,581,046	1,264,546	-753,454	-1,707,954	-1,718,954	-1,526,454	-1,650,454	-1,500,954	-2,997,954	-2,926,454	-2,716,454
Capital Projects	495,000	2,200,000	1,140,000	200,000	0	320,000	50,000	1,700,000	135,000	0	0
<b>End Balance</b>	<b>1,086,046</b>	<b>-935,454</b>	<b>-</b> <b>1,893,454</b>	<b>-1,907,954</b>	<b>-1,718,954</b>	<b>-1,846,454</b>	<b>-1,700,454</b>	<b>-3,200,954</b>	<b>-3,132,954</b>	<b>-2,926,454</b>	<b>-2,716,454</b>



APPENDIX A: WARREN WATER DISTRIBUTION MAP



ASSET MANAGEMENT PLAN FINAL REVIEW



APPENDIX B – MARKSTAY WATER DISTRIBUTION NETWORK MAP



ASSET MANAGEMENT PLAN FINAL REVIEW





APPENDIX C – MARKSTAY WATER TRANSMISSION MAIN MAP



ASSET MANAGEMENT PLAN FINAL REVIEW



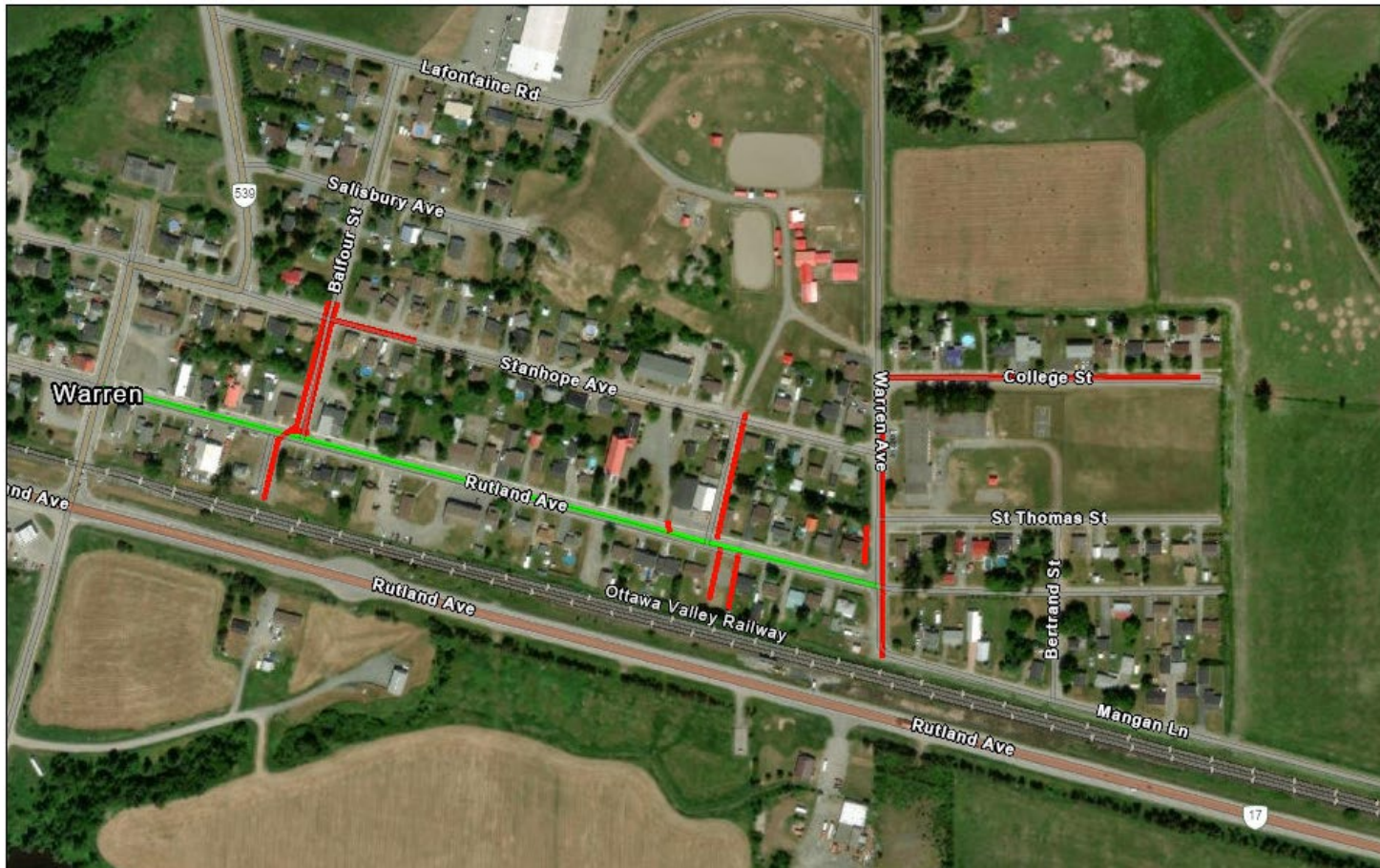
APPENDIX D – WARREN SANITARY COLLECTION NETWORK MAP



ASSET MANAGEMENT PLAN FINAL REVIEW



APPENDIX E – WARREN STORM SEWER COLLECTION NETWORK MAP



ASSET MANAGEMENT PLAN FINAL REVIEW



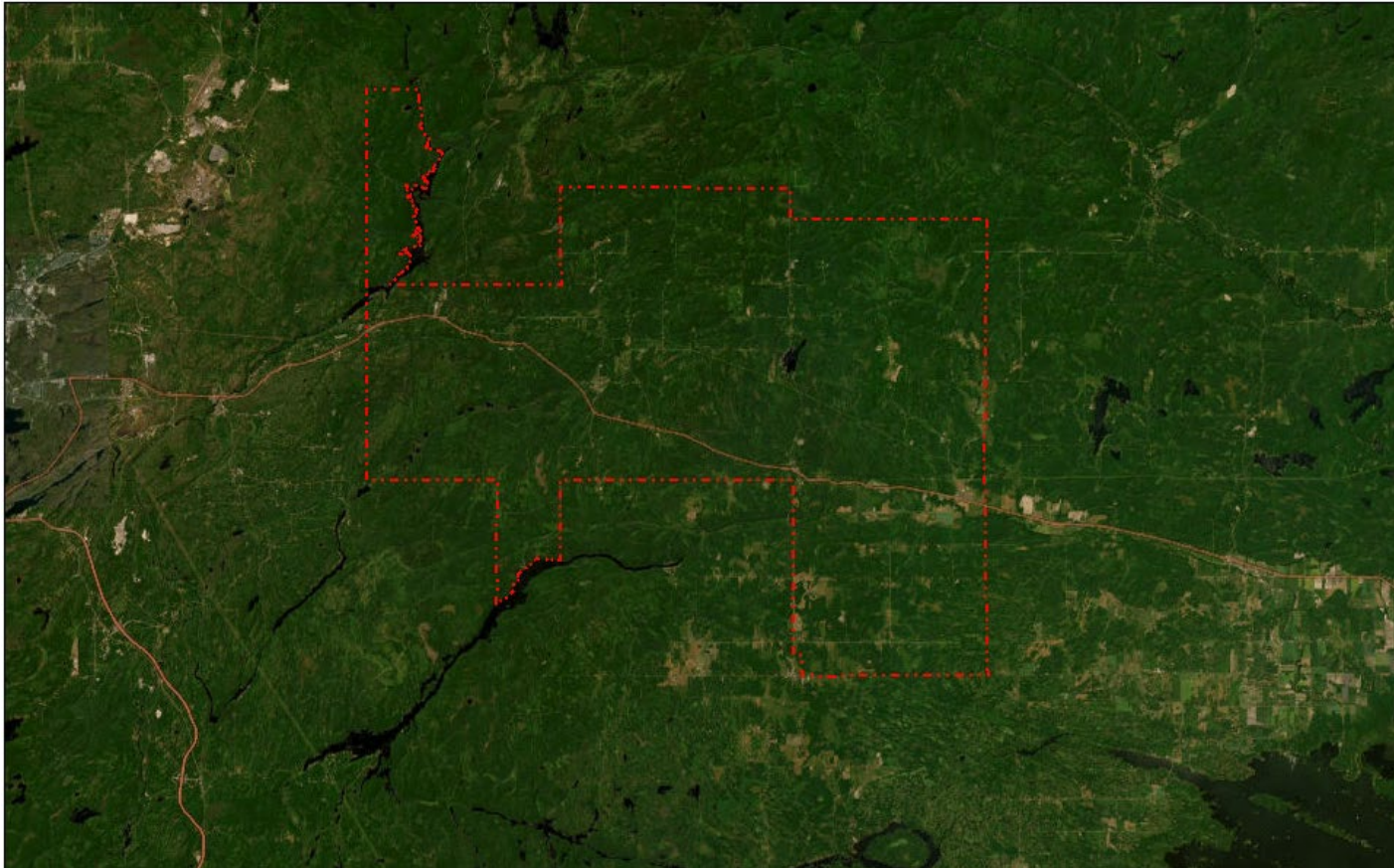
APPENDIX F – MARKSTAY STORM SEWER COLLECTION NETWORK MAP



ASSET MANAGEMENT PLAN FINAL REVIEW



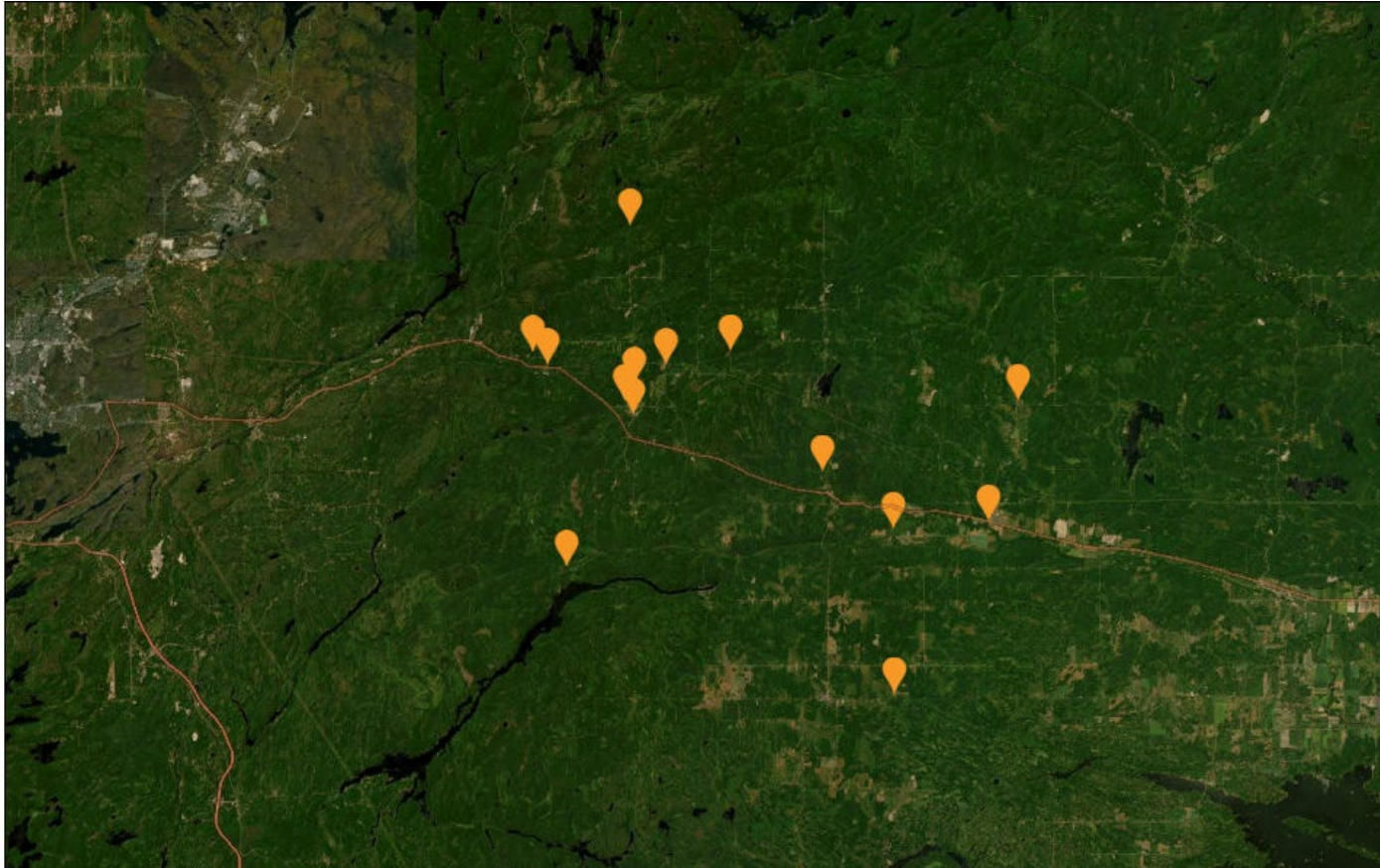
APPENDIX G – MUNICIPAL ROAD NETWORK



ASSET MANAGEMENT PLAN FINAL REVIEW



APPENDIX H – MARKSTAY-WARREN BRIDGE MAP



ASSET MANAGEMENT PLAN FINAL REVIEW



## APPENDIX I – INVENTORY OF MUNICIPAL CORE ASSETS 2022

- [Warren Water Linear Asset Inventory](#)
- [Markstay Water Linear Asset Inventory](#)
- [Warren Sanitary Linear Asset Inventory](#)
- [Warren Storm Sewer Linear Asset Inventory](#)
- [Markstay Storm Sewer Linear Asset Inventory](#)

### [Markstay-Warren](#)

- [Road Inventory](#)
- [Bridge and Culvert 2020 Report](#)



#### Appendix J - References

- [InfraGuide's best practices on pavement maintenance and pavement research at NRC](#)
- [Pavement Asset Management Program Report 2014](#)



**TO:** Council  
**FOR:** Decision  
**DEPARTMENT:** Administration  
**DATE:** December 9<sup>th</sup>, 2024

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**SUBJECT :** Approval of the Water and Wastewater Long-Range Financial Plan in compliance with Ontario Reg. 453.

### **Background**

The Asset Management Plan was reviewed in depth in March 2024. The plan is for a period of 10 years, from 2023 to 2033.

Ontario Regulation 453/07 of the Safe Drinking Water Act 2002 stipulates that the financial plans must be approved by a resolution that is passed by the council of the municipality.

### **Resolution**

**THAT** the Municipality of Markstay-Warren approves the Water and Wastewater Long-Range Financial Plan in compliance with Ontario Regulation 453/07, as outlined in the report entitled "Asset Management Plan 2022, revised in March 2024", which indicates that the Municipality of Markstay-Warren's drinking water and wastewater system is financially viable.

**AND THAT** staff submit the Water and Wastewater Long-Range Financial Plan to the province on or before expiry of the current licence, which is March 31, 2025.



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

Report for the Consideration by Council  
*Shared Services in the Municipalities of French River,  
Killarney and St.-Charles and Markstay-Warren*

### RE: Signing Authority for Pound Agreement with North Bay Humane Society

**OBJECTIVE:** To ask council to grant authority to the Clerk and Director of SEBBS to enter into an agreement with the North Bay Humane Society for pound services.

#### **BACKGROUND:**

The Municipality of Markstay-Warren needs an official agreement with the North Bay and District Humane Society (NBDHS) to secure a safe place to bring dogs running at large that are taken in by Animal Control. Currently there is a verbal agreement in place between our department and the Humane Society since there are agreements in place for both the Municipality's of St.-Charles and French River.

To negotiate this agreement efficiently between the four member municipalities of SEBBS, the Director of SEBBS is requesting that council authorize the Clerk of each municipality and the Director to sign the agreement with NBDHS.

#### **ANALYSIS:**

Having one agreement presented to 4 councils is an inefficient and time-consuming way to complete this process. The NBDHS provides the wording for the agreement with the main points to the agreement being the cost charged to the municipality and dog owners for stray dogs and the number of dogs that will be guaranteed for the year.

Any change in fees is dictated by the Humane Society and is potentially recoverable through each municipality's fees by-law to be charged to the owner of the animal. Changes in fees would be noted by the clerk to make updates to the fees by-law to recover costs.

The number of dogs is based on the capacity of the Humane Society, and if not enough space is available, it would be up to SEBBS staff to source an alternative shelter and negotiate terms.

Also, for council's information, Animal Control officers have installed a sufficient kennel space at the Public Works Building in the Municipality of French River to allow them to keep dogs for less than 24 hours. Many dogs are recovered in that time meaning less time is spent traveling to North Bay with dogs.

#### **RECOMMENDATIONS:**

That Council authorize the Clerk and Director of SEBBS to finalize the Pound Service Agreement with the North Bay and Districts Humane Society.

#### **ATTACHMENTS:**

Proposed Agreement

Respectfully submitted by: Andrea Tarini Director of SEBBS/ CBO



**TO: Council**  
**FOR: Information**  
**DEPARTMENT: Administration**  
**DATE: December 11<sup>th</sup>, 2024**

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**SUBJECT : Action Plan flowing from Forensic Audit Results**

### **Objective**

To put in place measures that will ensure ethical business practices for the Municipality of Markstay-Warren.

### **Background**

The Municipality of Markstay-Warren hired Baker Tilly to perform a Forensic Audit in the Fall of 2023.

The purpose of the audit was to review the financial records of the Municipality for the fiscal years ending December 31, 2022 and December 31, 2023 to:

- ✓ identify expenses related to specific employees or Council members that appeared excessive, when considering the nature of the Municipality's operations
- ✓ identify expenses related to specific employees or Council members where supporting documents (i.e., invoices, receipts) were not available.
- ✓ identify and investigate significant increases in operating expenses compared to prior years.

### **What was done:**

**Reviewed credit card transactions** for the period January 1, 2022 to December 31, 2023

**Reviewed non-payroll payments to employees** in the period January 1, 2022 to December 31, 2023

**Reviewed grant funds** received by the Municipality in the period January 1, 2022 to December 31, 2023.

**Analyzed the 5-year trial balance** by financial statement grouping for the period January 1, 2018 to December 31, 2022



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## **FINDINGS:**

**Missing supporting documents for credit card expenses.** Supporting documents (i.e., invoices, receipts) were not available for approx. 20% of the credit card transactions. The missing supporting documents accounted for approx. \$11,200 of expenses.

**Excessive credit card expenses.** Approx. \$32,900 was spent on accommodation and approx. \$20,000 was spent on meals. A key driver of this was the number of staff that attended conferences. Specific excessive expenses included approx. \$4,700 in meals from Kate's Kountry Kitchen in Warren, approx. \$800 of accommodation expenses related to a consolidation project, and approx. \$800 for a meal at Bardi's Steak House.

**Excessive employee expenses.** Identified approx. \$10,100 of expenses related to employee Christmas gifts in 2022. This included approx. \$5,800 for hoodies and approx. \$4,300 for yeti tumblers.

**Increases in operating expenses.** The operating deficit of approx. \$405,000 for the year ended December 31, 2022 was driven by significant increases in operating expenses including:

\$263,000 increase in landfill liabilities. Note this was a non-cash expense.

\$142,000 increase in water operating, repairs and maintenance costs.

\$45,000 increase in sand and salt costs.

\$26,000 increase in insurance costs.

\$26,000 increase in garbage collection costs.

\$25,000 increase in excavator maintenance costs.

\$20,000 increase in bridge inspection costs.

\$20,000 increase in garage supplies costs.

There were also approx. \$115,000 of non-recurring professional fees related to lawsuits, a community safety and wellbeing plan, and structuring data / documentation for core assets.

**Grant funds not spent.** Approx. \$120,000 of grant funds received from the Ontario Government for a culvert capital project and approx. \$88,000 received from the Canada Community Building Fund were not spent. These funds have been deferred to be used in future years.

**Grant funds returned.** Approx. \$42,000 of grant funds were returned. This included approx. \$34,000 to modernize the Municipality's financial system and approx. \$8,000 to hire a summer student. The grants were returned as the Municipality did not meet its reporting obligations.



### **BUDGET FOR FORENSIC AUDIT**

Council had budgeted \$70 000

Total cost: \$25 834

### **REMEDIAL MEASURES**

- 1) Conference attendance is now limited to one staff person and a maximum of 2 members of council
- 2) A per diem allowance is being implemented for a maximum allowable meal allowance per day; alcohol is not permitted. If a meal is included with the conference, it cannot be claimed.
- 3) Updated Procurement Policy including the credit card policy clearly stipulating what can and cannot be purchased with a corporate credit; if receipt is missing, the individual is responsible to pay that purchase out of pocket. There is also a limited number of active corporate credit cards.
- 4) An employee cannot get points for purchases for the Municipality (eg. Costco).
- 5) Amazon personal accounts are NOT to be used. The Municipality now has a corporate account through which ALL purchases must be made.
- 6) Updated Code of Conduct (coming in the New Year).

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

**BY-LAW 2024-??**

**Being a By-Law to Appoint an Alternate Community Emergency Management  
Coordinator for the Municipality of Markstay-Warren**

**WHEREAS** the Emergency Management & Civil Protection Act, Section 2.1(1) requires every municipality to develop and implement an Emergency Management Program; and

**WHEREAS** Section 14(1) of the Emergency Management & Civil Protection Act requires Emergency Management Programs to conform with regulatory standards, in accordance with international best practices; and

**WHEREAS** the regulatory standard established under Ontario Regulation 380/04 requires that each municipality designate a Community Emergency Management Coordinator, and the Fire Chief has been appointed to the position of CEMC; and

**WHEREAS** an Alternate CEMC is required to provide back up and be available in instances where the CEMC is not available or, in an emergency is required elsewhere;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of The Municipality of Markstay-Warren hereby ENACTS as follows:

1. That Ronny Theiss be and is hereby designated Community Emergency Management Coordinator for the Corporation of the Municipality of Markstay-Warren.
2. That Vincent Whynott be and is hereby designated Alternate Community Emergency Management Coordinator for the Corporation of the Municipality of Markstay-Warren.
2. That the Alternate Community Emergency Management Coordinator shall, with the CEMC, be responsible for the development, implementation and maintenance of the Municipality of Markstay-Warren Emergency Management Program in accordance with the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch.E9 as amended, and the regulations passed thereunder.
3. That this By-law shall come into force and effect on the date of passing.

<b>READ A FIRST, SECOND AND THIRD TIME</b>	)	_____
	)	<b>MAYOR</b>
<b>AND FINALLY PASSED THIS 16 TH DAY OF</b>	)	_____
	)	<b>CLERK</b>
<b>December 2024</b>	)	

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

**BY-LAW 2024-\*\***

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

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

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Municipality of Markstay-Warren hereby enacts as follows:

- 1) That the following Schedule that forms part of the By-law 2024-16 be amended:
  - Schedule “A” - Designated By-laws, Short Form Wording and Administrative Penalties
- 2) That the following Schedules be replaced from the By-law 2024-16
  - Appendix 4 Noise By-law 2019-21 and replaced with Appendix 4 – Noise By-law 2024-36
- 3) That this By-law comes into force and takes effect upon the date of its final passing.

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

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

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



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

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

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

<b>LIST OF DESIGNATED BY-LAWS</b>		
<b>APPENDIX</b>	<b>BY-LAW</b>	<b>DATE ADDED</b>
1	Clean Yard By-law 2018-49	May 21, 2024
2	Property Standards By-law 2018-36	May 21, 2024
3	Responsible Animal Ownership 2024-28	November 18, 2024
4	Noise By-law 2024-36	December 16, 2024
5	Fireworks By-law 2013-40	November 18, 2024

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

**SCHEDULE "A"  
Appendix 4**

**Designated By-law Noise**

<b>BY-LAW 2024-36 BEING A BY-LAW TO REGULATE NOISES IN THE MUNICIPALITY OF MARKSTAY-WARREN</b>			
<b>Item</b>	<b>Column 1 - Designated By-law Section</b>	<b>Column 2 - Short Form Wording</b>	<b>Column 3 - Administrative Penalty</b>
1	Section 3.1 Sch A (1)	Cause/ allow noise from the operation of an auditory signaling device	\$125.00
2	Section 3.1 Sch A (2)	Cause/ allow excessive noise made by a human	\$125.00
3	Section 3.1 Sch A (3)	Cause/ allow prohibited racing	\$200.00
4	Section 3.1 Sch A (4)	Cause/ allow the operation of an engine without muffling device	\$125.00
5	Section 3.1 Sch A (5)	Cause/ allow noise from a motorized vehicle or part	\$125.00
6	Section 3.1 Sch A (6)	Cause/ allow excessive noise from idling	\$125.00
7	Section 3.1 Sch A (7)	Cause/ allow the use of an electronic audio device during prohibited hours	\$125.00
8	Section 3.1 Sch A (8)	Cause/ allow noise from the excessive use of generators	\$125.00
9	Section 3.1 Sch A (9)	Allowing persistent noise from a domestic animal	\$125.00
10	Section 3.1 Sch A (10)	Cause/ allow excessive noise while repairing machinery	\$125.00
11	Section 3.1 Sch A (11)	Cause/ allow excessive noise from any manufacturing industry	\$300.00
12	Section 3.1 Sch A (12)	Cause/ allow excessive noise from a model, toy or drone	\$85.00
13	Section 3.1 Sch A (13)	Cause/ allow noise from a construction operation	\$300.00
14	Section 3.1 Sch A (14)	Cause/ allow noise operation a domestic tool or device	\$85.00
15	Section 3.1 Sch A (15)	Cause/ allow noise from loading or delivering items outside of allowed hours	\$85.00
16	Section 3.1 Sch A (16)	Cause/ allow the discharge or firearms when prohibited	\$300.00
17	Section 3.1 Sch A (18)	Cause/ allow unusual noise	\$300.00



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

**BY-LAW 2024- 31**

**Being a by-law to establish Water & Sewer Rates for the Communities of  
Markstay & Warren**

**WHEREAS** Sections 391(1); 326; of the Municipal Act, 2001, S.O.2001, C.25, as amended, provides that the Council of a local municipality shall pass a by-law to set fees and charges to operate and maintain a water/sewer works within a designated serviced area;

**AND WHEREAS** under the said Municipal Act, as amended, provides that the Council of a local municipality must separately account for all water and sewer works financial activity by establishing a separate budget for the water and sewer work;

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

**a) Increase in rates per billing for the second installment  
of the water and sewer bills shall be as follows:**

**Markstay Water = same rate as for 2022**

**Warren Water = same rate as for 2023**

**Warren Sewer = same rate as for 2023**

**4. Late Payments**

A late payment charge of 1.25% per month shall apply to all bills not paid on or before the established due date and shall be added on the first of the month thereafter until all arrears are paid.

Any balance remaining unpaid shall be transferred to the tax roll for that property and shall be collected in the same manner as municipal taxes.

**WHEREAS** the administration and financing of Water Works are to be fully dedicated to specific users, therefore any year-end adjustments (surplus/deficit) shall be recorded against the Respective Water/Sewer Works Reserve.

**THAT** the alkaline issue for the Warren drinking water be addressed in 2025.

**THAT** any by-laws inconsistent with this by-law are hereby repealed.

**THAT** this by-law shall come into force and take effect immediately upon the final passing thereof.

**READ A FIRST, SECOND AND  
THIRD TIME AND FINALLY  
PASSED THIS 18<sup>TH</sup> DAY OF  
NOVEMBER 2024.**

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

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

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

**BY-LAW 2024-38**

**Being a By-Law to Appoint an Alternate Community Emergency Management  
Coordinator for the Municipality of Markstay-Warren**

**WHEREAS** the Emergency Management & Civil Protection Act, Section 2.1(1) requires every municipality to develop and implement an Emergency Management Program; and

**WHEREAS** Section 14(1) of the Emergency Management & Civil Protection Act requires Emergency Management Programs to conform with regulatory standards, in accordance with international best practices; and

**WHEREAS** the regulatory standard established under Ontario Regulation 380/04 requires that each municipality designate a Community Emergency Management Coordinator, and the Fire Chief has been appointed to the position of CEMC; and

**WHEREAS** an Alternate CEMC is required to provide back up and be available in instances where the CEMC is not available or, in an emergency is required elsewhere;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of The Municipality of Markstay-Warren hereby ENACTS as follows:

1. That Ronny Theiss be and is hereby designated Community Emergency Management Coordinator for the Corporation of the Municipality of Markstay-Warren.
2. That Vincent Whycott be and is hereby designated Alternate Community Emergency Management Coordinator for the Corporation of the Municipality of Markstay-Warren.
2. That the Alternate Community Emergency Management Coordinator shall, with the CEMC, be responsible for the development, implementation and maintenance of the Municipality of Markstay-Warren Emergency Management Program in accordance with the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch.E9 as amended, and the regulations passed thereunder.
3. That this By-law shall come into force and effect on the date of passing.

<b>READ A FIRST, SECOND AND THIRD TIME</b>	)	
	)	<b>MAYOR</b>
<b>AND FINALLY PASSED THIS 16 TH DAY OF</b>	)	
	)	
<b>December 2024</b>	)	<b>CLERK</b>

**TO:** Council  
**FOR:** Decision  
**DEPARTMENT:** Council  
**DATE:** December 12<sup>th</sup>, 2024

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**SUBJECT :** Motion from Councillor Bérubé

Conference rates should reflect a sound guideline in order to control excessive use by conference attendees.

**Meal Allowance:**

Breakfast = \$25 per day  
Lunch=\$25 per day  
Supper= \$50 per day

**Mileage Allowance:**

Remains at .62 a Kilometer

**Hours of Work:**

This per diem wage of \$150.00 per day should be removed from the Conference attendees.

NB- No liquor shall be purchased by attendants and billed to the Municipality

**TO:** Council  
**FOR:** Decision  
**DEPARTMENT:** Council  
**DATE:** December 12<sup>th</sup>, 2024

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**SUBJECT :** Motion from Councillor Bérubé

That the Warren water bill remains decreased for 2025 as per the 2022 rate less 25%.

That the Warren sewer bill remains decreased for 2025 as per the 2022 rate less 25%.

That both the Warren sewer and water rates be recalculated immediately as the formula used is not correct. The recalculation must commence from June 2022.

As per by-law 2023-29- The calculation of the formula should be the bill rate of 2022 minus 25% off the sewer and water bills. This calculated amount is to reflect the amount for 2023 and 2024. It is imperative that we correct this immediately and not push it forward to 2025.

A special bank account for Markstay water needs to be opened to store the water reserves.

A special bank account for Warren water and sewer needs to be opened to store the water and sewer reserves. These two bank accounts have to be independent of each other.

That the Warren water acidity levels be corrected in 2025.



**NOTICE OF MOTION**

Date: December 9, 2024

To change and clarify the By-law 2024-36 section 9 Schedule A It currently reads: Excessive barking, calling, whining , squawking or other similar noise making by any domestic pet or any other animal or bird kept or used for any purpose other than agricultural or other authorized work

New proposed version: No person shall emit or permit persistent barking, calling, whining, squawking or other similar persistent noise making by any domestic pet or any other animal or bird.

Please note that all legitimate farm animals are covered with protection of Section 4.1k

This motion is brought forward by Councillor Bérubé.