



THE CORPORATION OF THE MUNICIPALITY OF
MARKSTAY-WARREN
PUBLIC WORKS COMMITTEE MEETING
AGENDA

April 17, 2025

1:00 pm

Markstay-Warren Council Chambers

21 Main Street South

Markstay, Ontario

	Pages
1. Opening Remarks and Introduction	
2. Roll Call	
3. Disclosure of Pecuniary Interest and General Nature Thereof	
4. Approval of Agenda	
5. Approval of previous meeting minutes	3
6. New Business	
a. Update on nuisance beavers policy	
b. Extra signage inventory	
c. Code of Conduct for Third-Party contractors	
d. Roads update	
e. Priorities for 2025	
f. Other	
7. Date of Next Committee Meeting	
8. Adjournment	

LA CORPORATION DE LA MUNICIPALITÉ DE
MARKSTAY-WARREN
COMITÉ DES TRAVAUX PUBLIQUES

ORDRE DU JOUR

le 17 avril 2025

13 h

Salle du Conseil Markstay-Warren

Pages

1. **Remarques préliminaires et introductions**
2. **Appel nominal**
3. **Divulgence des intérêts pécunières**
4. **Approbation de l'Ordre du jour**
5. **Approbation du procès-verbal de la dernière réunion** 3
6. **Affaires nouvelles**
 - a. **Beaver Policy and Tender**
 - b. **Extra signage Inventory**
 - c. **Code of Conduct for Third-Party contractors**
 - d. **Roads update**
 - e. **Priorities for 2025**
 - f. **Other**
7. **Prochaine rencontre**
8. **Levée de la réunion**

MINUTES

**THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN
PUBLIC WORKS COMMITTEE MEETING FOR THE TERM OF 2022-2026**

**Thursday, January 30, 2025, 1:00 P.M.
Markstay-Warren Council Chambers
21 Main St. S. Markstay, ON**

Mayor & Council: Rachelle Poirier, Steven Olsen, Kim Morris, Ronny Theiss,
Stéphane Renaud, Jim Turpin, Mark Corner

1. Opening Remarks and Introduction

THAT Council opens the Public Works Committee Meeting at 1:01 pm.

2025-PWC-01

Moved by: Stéphane Renaud

Seconded by: Mark Corner

CARRIED

2. Roll Call

Regrets: Jim Turpin

3. Disclosure of Pecuniary Interest and General Nature Thereof

No conflicts of interest tabled.

4. Approval of Agenda

Add agenda item #7 "Other"

THAT Council accepts the agenda as amended.

2025-PWC-02

Moved by: Mark Corner

Seconded by: Stéphane Renaud

CARRIED

5. Approval of Public Works Committee meeting Minutes from November 28, 2024

THAT Council approves the November 28, 2024 minutes as presented.

2025-PWC-03

Moved by: Steven Olsen

Seconded by: Stéphane Renaud

CARRIED

6. New Business

6.1 Waste Management By-Law

Council reviewed and discussed Waste Management Bylaw - By-Law 2025-04.

6.1.a By-Law 2005-09 Waste Management Bylaw

6.1.b DRAFT By-Law 2025-04 Waste Management Bylaw

Discussed:

- Garbage box standards, existing fixed residential boxes need to be addressed, recommend they be replaced with removable boxes (with wheels)
- Zones
- Challenges with use of garbage bins
- Fine schedule
- Littering
- Transgressions at the dump site
- Dump vandalism, OPP to be contacted, Meeting March 3 with security camera vendor

Updates to this By-Law should coincide with SEBBS By-Law and should be uniform for all SEBBS municipalities, E360 input should be considered.

6.2 Streetlight Update - Kukagami Road

Reviewed street light request. Light density standards to be reviewed. 2024 budget did not support costs for the adding lights.

Kim Morris - Full disclosure -conflict - streetlight at Leeffink Road and Ratter Lake not working.

Request made to inventory lights that are not working, details to be noted in the municipal news letter.

Operator crew cards need to note issues with stop signs and lights etc. Recommended excel sheet be created to track issues with lights and sign, staff or Deputy clerk could track.

Citizen requesting new lights is to be notified we will review requests and that light density study will be implemented.

6.3 MESH Update

MESH

Need to resolve IT issues relating to emails.

Road patrol module working fine.

Streetlights to be added.

Tracking conditions by asset and having work order in place for maintenance is required

Council access to dashboard can be arranged to track issues

Confirmed that MESH flags and prioritizes issues

Communication concern: Imperative to keep council and fire department informed where road closures are concerned and if there is an impact to the community. Municipal Facebook page would be a good venue to post such issues.

6.4 Nepewassi Lake Road Updates

Raymond Road has been mapped out

E360 advised they would require to purchase another truck to accommodate a collection bin for our area. Roll-off bin may be available.

Water access only property owners had an unapproved private road installed and requesting 911 signs and garbage pickup. Ministry of Natural Resources owns the road in question and we can contact them regarding upgrading road to make it a fire root and meet standards. We require to notify citizens indicating MNR is owner of road and would need to take charge of changes.

6.5 Beaver Policy/Tender Update

With spring being around the corner, beaver dams will become an issue.

Discussed subcontract to complete the beaver trapping and beaver dam removal.

A few culverts and ditching will be required.

Updated policy will indicate we will not be paying \$150 a beaver, other municipalities pay \$75.00. Evidence of number of beavers caught will be stipulated as a requirement, such as collecting their tails.

6.6 Float Update

Update provided, float has been received.

Confirmed we have 4 operators with Class A licensing.

7. Other

DEMO: Update provided - Fire Department demo on asset management. Consideration required to streamline MESH with Fire Department's asset management program. GIS data impact to be considered, as well as systems costs and budget

Volunteer Fire Fighters: who are working for the municipality on a critical job are not authorized to leave their work area. Fire Fighter policy to be reviewed and updated. Public Works manager to make final decision on releasing Municipal employee to attend volunteer fire fighter callouts.

Culverts: Outstanding culvert requests, excel tracking tool required, we currently maintain a list, regular weekly work orders will be used to prioritize. On average it takes 1 hour to 1.5 hours to change a culvert, concerns are locates and relocating required equipment for the work.

Accident Report: Council requesting copy of Nipissing accident report. Management awaiting final external reports.

Unfinished Business: to be added to next PWC agenda

- Extra signage inventory
- accident report update (Nipissing accident)
- Facebook page
- Catch Basin located where Pam-Library resides
- Code of Conduct third-party contractors, City of Sudbury

Social Media: It is recommended that once social media profiles are established that staff (not Management) be responsible to maintain and monitor posts while using social media as a tool for the municipality to promote business. All posts must be in both official languages. This also applies to Municipal Twitter and Instagram accounts. Health & safety, Bullying and Harassment policies need to be visited and updated annually.

8. Date of next Public Works Committee meeting

Public Works Committee members agree to have their next committee meeting on March 13th, 2025.

9. Adjournment

THAT Council adjourn the Public Works Committee meeting at 3:13 pm.

2025-PWC-04

Moved by: Steven Olsen

Seconded by: Mark Corner

CARRIED

Mayor

Clerk