



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

March 17, 2025

7:00 pm

Markstay-Warren Council Chambers

21 Main Street South

Markstay, Ontario

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 Delegation - Formation of Ratepayers Association 6
 - 6.b Delegation - Change in venue for Council Meetings 10
7. Public Inquiries
 - *General Public Inquiries shall be limited to five minutes in length per person and to a total duration of 15 minutes for all public inquiries section of the agenda.*
 - *The Clerk shall advise the Chair once the prescribed time limit has lapsed.*
 - *Attendees wishing to speak shall stand and await approval from the Chair before commencing. Once approval is granted, the attendee shall state their first and last name which the Clerk will record in the minutes. Questions will be taken one at a time, in the order received.*
 - *Attendees wishing to ask more than one questions shall give all other*

attendees the opportunity before being permitted to ask a second question.

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

8.	Reports from Committees, Municipal Officers, Department Head	
9.	Consent Agenda	
9.a	Adoption of Minutes	
9.a.1	Special Meeting of Council MINUTES - January 16, 2025	12
9.a.2	Regular Council Meeting MINUTES - February 18, 2025	17
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11.a	Manitoulin-Sudbury District Services Board	
11.b	Sudbury East Planning Board Audited Financial Statements	
11.c	Public Health Sudbury and District	
11.d	Municipal Property Assessment Corporation (MPAC)	
11.e	Sudbury East Municipal Association (SEMA)	
11.f	Association of Municipalities of Ontario	
12.	New Business	
12.a	Fire Marque Inc. - Fire Cost Recovery	
12.a.1	Fire Marque's Indemnification Program - Power Point Presentation	42
12.b	SEBBS Q4 Reports for 2024	
12.b.1	SEBBS Q4 MW Report 2024 Building Controls	56

12.b.2	SEBBS Q4 MW Report 2024 Bylaw	59
12.c	Backyard Hens Survey Update	61
12.d	Surplus Equipment	
12.e	911 Access - Primary Public Safety Answering Point (P-PSAP) Service Agreement with OPP	79
12.f	Declaration of a vacant council seat	102
13.	By-laws	
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14.	Motions	
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14.b	To enforce Traffic Speed on Rutland Street	113
14.c	Use of electronics at Council meetings	114
15.	Notice of Motions	
15.a	Markstay-Warren Community Action Group	115
15.b	To Appoint a Fire Chief	116
15.c	To move Closed Session to beginning of Meetings	117
16.	Addendum	
17.	Announcements and inquiries	
18.	Reporting from Closed Session	
19.	Adjournment	

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

le 17 mars 2025

19 h 00

Salle du Conseil Markstay-Warren

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1.	Remarques préliminaires et ouverture de la réunion	
2.	Reconnaissance des terres	
3.	Appel nominal	
4.	Approbation de l'Ordre du jour	
5.	Divulgence des intérêts pécuniaires	
6.	Pétitions et Délégations	
6.a	Delegation - Formation of Ratepayers Association, Kevin Marois	6
6.b	Delegation - To address a change in venue due to the lack of seating in current location	10
7.	Période de questions	
8.	Rapports des Comités, Agents municipaux, Chefs de départements	
9.	Ordre du jour de consentement	
9.a	Approbation des procès-verbaux	
9.a.1	Special Meeting of Council MINUTES - January 16, 2025	12
9.a.2	Regular Council Meeting MINUTES - February 18, 2025	17
9.a.3	Library Board Meeting Minutes - February 2025	25
10.	Rapports des départements	
10.a	Library CEO Report for January and February 2025	29
11.	Correspondance pour information seulement	
11.a	Le conseil des services du District de Manitoulin- Sudbury	
11.b	Sudbury East Planning	
11.c	Bureau de Santé de Sudbury et District	
11.d	Société d'évaluation foncière des municipalités (SÉFM)	

11.e	Sudbury East Municipal Association (SEMA)	
11.f	Association des Municipalités de l'Ontario	
12.	Affaires nouvelles	
12.a	Fire Marque Inc. - Fire Cost Recovery	
12.a.1	Fire Marque's Indemnification Program - Power Point Presentation	42
12.b	SEBBS Q4 Report 2024 Building Controls & By-Law	
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12.b.2	SEBBS Q4 MW Report 2024 Bylaw	59
12.c	Backyard Hens Data Summary	61
12.d	Surplus Equipment	
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12.f	Declaration of a vacant council seat	102
13.	Arrêtés municipaux	
13.a	Appointment of a Deputy Clerk	111
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14.a	To Clarify Noise By-Law 2024-06	112
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14.c	Use of electronics at Council meetings	114
15.	Avis de Motions	
15.a	Markstay-Warren Community Action Group	115
15.b	To Appoint a Fire Chief	116
15.c	To move Closed Session to beginning of Meetings	117
16.	Addendum	
17.	Annonces et questions	
18.	Reporting from Closed Session	
19.	Levée de la réunion	

Item 1

Presentation to Markstay-Warren Council

Request for Formal Recognition of the Markstay Warren Community Action Group as a Legitimate Ratepayers Association.

Good Evening Mayor Olsen, Councillors, and staff. My name is Kevin Marois, and I am here on behalf of the Markstay Warren Community Action Group. Thank you for allowing me the opportunity to speak with you today.

Our group has been actively engaged in local issues, advocating for responsible decision-making, transparency, and improved communication between residents and the municipality. Tonight, we are requesting formal recognition from this Council as a legitimate ratepayers association.

Who We Are

The Markstay Warren Community Action Group is made up of local residents, property owners, and business stakeholders who are passionate about the future of our municipality. We are a non-partisan, volunteer-driven group focused on constructive dialogue and collaboration.

Our mission is to engage with the community, collect input on municipal matters, and provide an organized voice for residents. We aim to work alongside Council, not against it, ensuring that decisions reflect the needs and priorities of the people who live and work here.

Benefits to Council and the Municipality

Granting formal recognition to our group will provide several benefits:

1. Enhanced Community Engagement:

- We can serve as a structured point of contact between residents and Council, streamlining communication and reducing misinformation.
- Our group can assist in gathering public input on key municipal projects, helping Council make more informed decisions.

2. Stronger Community Support for Council Initiatives:

- When residents feel heard and included, they are more likely to support Council's initiatives.
- We can assist with community outreach, ensuring that important information reaches more people.

3. Increased Efficiency in Addressing Community Concerns:

- Instead of individual complaints or concerns being raised sporadically, we can present well-researched, collective feedback.
- This allows Council to prioritize issues effectively and address concerns in a proactive manner.

4. Promoting Transparency and Collaboration:

- Our group can help residents better understand municipal processes, budgets, and policies, reducing frustration and increasing trust in Council.
- By recognizing our group, Council demonstrates a commitment to transparency and community-driven governance.

Conclusion

In summary, recognizing the Markstay Warren Community Action Group as a legitimate ratepayers association will strengthen Council's connection with residents, improve decision-making, and foster a more engaged, informed, and collaborative community.

We are not here to oppose Council but to work alongside you to build a stronger Markstay-Warren. We believe that by working together, we can enhance the quality of life for all residents and ensure that our municipality continues to thrive.

Item 2

Proposal to Markstay-Warren Council: Hosting a Town Hall Meeting

Presented by: Markstay-Warren Community Action Group

Introduction

The Markstay-Warren Community Action Group (MWCAG) respectfully submits this proposal to the Markstay-Warren Council for the facilitation of a **Town Hall Meeting**. The purpose of this event is to foster open dialogue between elected officials, municipal staff, and local ratepayers in a **structured and respectful environment**.

Objective

The Town Hall Meeting aims to:

- **Enhance transparency** by providing a platform for open discussions.
- **Encourage community engagement** by allowing residents to voice their concerns.
- **Foster collaboration** between the council, municipal staff, and ratepayers.
- **Improve communication** and build trust between the municipality and its residents.

Key Aspects of the Meeting

1. Controlled Environment

- The event will be conducted in a structured and organized manner to ensure productive discussions.
- Rules of engagement will be established to maintain respect and professionalism.

2. Open Forum

- Residents will have the opportunity to **ask questions, express concerns, and provide feedback** on municipal matters.
- Topics of discussion may include taxation, infrastructure, community development, and municipal services.

3. Honest Discussions

- The meeting will be a platform for **transparent and candid conversations** between council members, staff, and the public.
- Responses will be provided directly by elected officials and relevant town staff.

4. Moderated Discussion

- A neutral and qualified **moderator** will oversee the discussion to ensure fairness and keep the meeting on track.
- The moderator will ensure all voices are heard while maintaining order and decorum.

5. Public Engagement with Elected Officials and Staff

- Ratepayers will have the chance to **pose questions directly** to council members and municipal staff.
- Municipal representatives will have the opportunity to clarify policies, decisions, and ongoing projects.

Benefits to the Municipality and Residents

- **Strengthens community trust** in local governance.
- **Encourages civic participation** and involvement in municipal decision-making.
- **Provides direct feedback** to the council on issues affecting residents.
- **Creates a proactive approach** to addressing concerns before they escalate.

Conclusion

The Markstay-Warren Community Action Group believes that hosting a **Town Hall Meeting** will serve as a vital step toward improving communication and cooperation between the municipality and its residents. We request Council's support in facilitating this event and look forward to working together for the betterment of our community.

We appreciate your time and consideration and are open to discussing this proposal further.

Respectfully submitted,
Markstay-Warren Community Action Group

Venue Change

Presentation to Markstay-Warren Council

Request for Venue Flexibility & Alternating Meeting Locations

Good [evening/afternoon], Mayor and Council Members,

Thank you for the opportunity to speak today. My name is [Your Name], and I am here on behalf of [your organization or as a concerned resident] to request two important adjustments regarding the venues for municipal council meetings.

1. Ability to Change to a Larger Venue When Needed

The current municipal meeting space has a limited capacity, and as we've seen in the past, some meetings attract more residents than it can comfortably accommodate. When a larger turnout is expected—especially for topics of high public interest—I propose that the council adopt a policy allowing for a venue change to a larger space within the municipality.

By making this adjustment, we ensure:

- Greater accessibility for residents who wish to participate,
- Improved safety and comfort for attendees, and
- Increased transparency and public engagement in local governance.

2. Returning to the Alternating Venue Practice

In previous years, municipal council meetings alternated between the Markstay Township Office and the Multi-Use Facility in Warren. This practice allowed for more balanced access for residents across the municipality. However, at some point, this practice changed, and meetings have been held primarily in Markstay.

I respectfully request that the council consider reinstating the alternating location practice. Doing so would:

- Provide fair and equal access to meetings for all residents,
- Acknowledge the importance of all communities within our township, and
- Strengthen public participation by making it easier for residents in Warren and surrounding areas to attend.

Conclusion

These adjustments are not only practical but also align with the principles of fairness, accessibility, and engagement that we all value. I urge the council to consider implementing a

flexible venue policy and reinstating the alternating meeting locations to better serve the residents of Markstay-Warren.

Thank you for your time and consideration. I welcome any questions.

MINUTES

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

**THURSDAY, January 16, 2025 @ 7:00 P.M.
Council Chamber 21 Main St South Markstay, ON**

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

2025-SMC-01

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council opens the Special Meeting of Council at 7.00 pm

CARRIED

2. Roll Call

Mayor: Steven Olsen

Councillor Francine Bérubé
Rachelle Poirier
Laura Schell
Mark Corner

Staff: Kim Morris, CAO/Clerk
Ronny Theiss, Manager of Public Works (Virtual)

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Approval of Agenda

2025-SMC-02

Moved by: Rachelle Poirier

Seconded by: Mark Corner

THAT Council accepts the agenda as presented.

CARRIED

5. New Business

- 1) [Integrity Commissioner Final Report – Cases 33233-7 and 33233-8](#)

#2025-SMC-03

Moved by: Rachelle Poirier

Seconded by: Laura Schell

THAT Council suspend the remuneration of the Member for 180 days to ensure that staff and the public understand that Council does not condone this type of behaviour.

CARRIED

2) [Ombudsman Ontario Report – December 2024](#)

#2025-SMC-04

Moved by: Laura Schell

Seconded by: Mark Corner

THAT all members of council for the Municipality of Markstay-Warren should be vigilant in adhering to their individual and collective obligation to ensure that the municipality complies with its responsibilities under the Municipal Act, 2001 and its procedural by-law.

AND THAT Council for the Municipality of Markstay-Warren should ensure that all resolutions to proceed in camera provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for excluding the public.

CARRIED

3) [Outdoor Rink](#)

#2025-SMC-05

Moved by: Rachelle Poirier

Seconded by: Laura Schell

ATTENDU QUE le Conseil régional de l'environnement Chaudière-Appalaches (CRECA) a élaboré et mis en place le projet *Guette ta glace*, qui vise à :

- Accompagner les municipalités dans la prise de données sur l'état des patinoires extérieures et les conséquences sur l'accès aux loisirs reliés aux patinoires;
- Soutenir et diffuser les meilleures pratiques d'entretien de la glace;
- Faciliter la communication et la compréhension en lien avec les changements climatiques pour les citoyens et citoyennes;
- Fournir de l'expertise aux municipalités souhaitant aller plus loin dans l'adaptation aux changements climatiques.

ATTENDU QUE le Conseil régional de l'environnement Chaudière-Appalaches (CRECA) fournisse à la municipalité les outils suivants, sans frais (gratuitement) :

- L'accessibilité à un responsable du projet
- L'abonnement à l'application de communication pendant les hivers 2024-2025 et 2025-2026
- Un événement de lancement
- Un gala de fin d'événement
- Une bannière de participation au projet
- Un rapport (portrait) de l'état de la patinoire et celui des autres municipalités participantes

ATTENDU QUE la Municipalité de Markstay-Warren s'engage à participer au projet *Guette ta glace* par :

- L'utilisation de l'outil de communication entre la municipalité et les citoyens faisant état de la ou des patinoire(s) et ce, de façon quotidienne (minimum 1 fois par jour pour indiquer l'état de la patinoire) pour les hivers 2024-2025 et 2025-2026 (incluant la connexion à leurs médias actuels de communication si souhaité)
- Rendre disponible un membre du personnel pour la formation sur l'outil de communication
- La participation à la promotion du projet avec leurs outils de communication existants (ex. page Web de la municipalité, Facebook, etc.) pour favoriser la participation de sa population
- La complétion de questionnaires et suivis en cours et à la fin du projet pour faire état des retombées de celui-ci

ATTENDU QUE la Municipalité de Markstay-Warren souhaite participer à la hauteur de sa capacité aux activités :

- De partage de bonnes pratiques d'entretien de patinoire (communauté de pratique)
- Réseautage avec les autres municipalités

IL EST RÉSOLU QUE le Conseil autorise La Directrice Générale, Kim Morris, à signer au nom de la Municipalité de Markstay-Warren tous les documents relatifs au projet présentés dans le cadre du projet *Guette ta glace*.

CARRIED

4) [2025 Pharmacy Rental Agreement](#)

5) Library Board appointments

2025-SMC- 06

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council approves the appointment of Alain Racette to the Library Board.

CARRIED

2025-SMC- 07

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council approves the appointment of Janey Gillespie to the Library Board.

CARRIED

6. By-Laws

1) [By-Law 2025-01 To enter into a lease agreement](#)

#2025-SMC-08

Moved by: Rachelle Poirier

Seconded by: Mark Corner

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-01.

CARRIED

#2025-SMC-09

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council performs the 3rd reading and final reading of proposed By-Law 2025-01.

CARRIED

2) [By-Law 2025-02 To appoint a new Treasurer](#)

Agenda item not tabled at the January 16th, 2025, meeting and will be brought forward once a new Treasurer is being considered.

7. Adjournment

2025-SMC-10

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council adjourns the meeting at 7:41 pm.

CARRIED

MAYOR

CLERK

Minutes endorsed under resolution # _____ on _____ 2025.

#2025-_____ - _____

Moved by:

Seconded by:

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

Tuesday, February 18, 2025, 7:00 P.M.
Markstay-Warren Council Chambers
21 Main Street S., Markstay, Ontario

Mayor & Council: ✓ Steven Olsen
 ✓ Rachelle Poirier
 ✓ Laura Schell
 ✓ Francine Bérubé
 X Mark Corner

Staff: ✓ Kim Morris
 ✓ Ronny Theiss
 X Vince Whynott
 X Andrea Tarini

1. Opening remarks and call meeting to order

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement.

2025-RCM-04

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

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

CARRIED

2. Land acknowledgment

3. Roll Call

4. Approval of the Agenda

2025-RCM-05

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council approve the agenda as amended.

CARRIED

5. Disclosure of Pecuniary Interest and General Nature Thereof

6. Petitions and Delegations

6.a Delegation - Community Garden in Hagar

7. Public Inquiries

1) Lisa Simon from Warren: Question regarding disbursements. CAO explained that refreshments were purchased through grant money.

2) Maurice Turcot, Warren: Finance question regarding audit, why 2023 is not there and what is the timeline for the 2024 audit plus 2025 budget. CAO explained regarding staffing issues and KPMG assistance.

3) Meghan Waltenbury, Warren: Requested update on Sutcliffe Bridge. Explained it is on the list to repair as a priority and that there are a number of priorities on bridges and culverts. Tenders being written for two top bridges, Leeftink and Sutcliffe, and culverts.

8. Reports from Committees, Municipal Officers, Department Head

8.a Markstay-Warren Public Library Board

2025-RCM-06

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council adopts the Library report as presented

CARRIED

8.a.1 Markstay-Warren Public Library Board Minutes - November 2024

8.a.2 Library CEO Report for November and December 2024

8.a.3 New Library Location - Parking Lot Map

8.a.4 New Library Location - Open House

8.b Fire Department 2024 Year End Report

Agenda Item deferred to next meeting.

9. Consent Agenda

9.a Adoption of Committee Meeting Minutes

2025-RCM-07

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

THAT Council adopt the Consent Agenda as presented.

CARRIED

- 9.a.1 Public Works Committee Meeting MINUTES for November 28, 2024
- 9.a.2 Recreation Committee MINUTES - November 28, 2024
- 9.a.3 Asset Management Committee MINUTES - April 2, 2024
- 9.a.4 Committee of the Whole Meeting Minutes - January 14, 2025
- 9.a.5 Regular Council Meeting MINUTES for January 13, 2025

10. Routine Management Reports

- 10.a Cash Disbursements

2025-RCM-08

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

THAT Council approve the cash disbursement reports as presented.

CARRIED

- 10.a.1 December 2024 Cash Disbursements Report

- 10.a.2 January 2025 Cash Disbursements Report

11. Correspondence for Council's information only

- 11.a Manitoulin-Sudbury District Services Board
- 11.b Sudbury East Planning Board Audited Financial Statements
- 11.c Public Health Sudbury and District
- 11.d Municipal Property Assessment Corporation (MPAC)
- 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 Q4 Update on initiatives of SEBBS By-Law Department
Agenda Item Deferred.
- 13.b Q4 Update on Initiatives of SEBBS Building Controls and By-Law
Department
Agenda Item deferred.
- 13.c Fire Chief Job Description

Agenda Item deferred.

13.d Repair of Fire Tanker 1543

Item was removed from Agenda.

13.e Resolution - Honourable Prime Minister Trudeau

2025-RCM-09

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

"**WHEREAS**, municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS, the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS, the Province of Ontario currently collects the Land Transfer Tax (L TT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and **WHEREAS**, the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS, redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and further

WHEREAS, a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents."

1. **NOW THEREFORE BE IT RESOLVED THAT THE MUNICIPALITY OF MARKSTAY-WARREN COUNCIL** formally requests the Provincial Government to consider redistributing a portion of the

Land Transfer Tax collected on property transactions to municipalities; and

2. **THAT** Council for the Municipality of Markstay-Warren calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. **THAT** this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. **THAT** copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and further
5. **THAT** copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

CARRIED

13.f Pre-Budget Spending Briefing Note

2025-RCM-10

Moved by: Francine Bérubé

Seconded by: Laura Schell

WHEREAS the Corporation of the Municipality of Markstay-Warren finalizes the annual budget providing for expenditures from year to year;

AND WHEREAS expenditures will continue prior to the budget being finalized in a fiscal year;

BE IT RESOLVED THAT:

1. Until such time as Council gives final passage to the Corporation of the Municipality of Markstay-Warren 2025 Budget, municipal departments are hereby authorized to incur up to 50% of the previous year's approved expenditures for operating costs;

2. Capital expenditures sought prior to Council's setting of the 2025 Budget shall be brought forward for Council approval.
3. Municipal Department Heads be advised of this direction from Council.

CARRIED

14. Unfinished Business/Ongoing Projects

- 14.a Update Resolution 2025-SPC-03

2025-RCM-11

Moved by: Rachelle Poirier

Seconded by: Laura Schell

WHEREAS the Integrity Commissioner for the Corporation of the Municipality of Markstay-Warren has released his findings following his investigation of 2 complaints against Councillor Francine Bérubé,

BE IT RESOLVED THAT Council suspend the remuneration of Councillor Bérubé for 180 days to ensure that staff and the public understand that Council does not condone this type of behaviour.

CARRIED

15. By-laws

- 15.a By-Law 2025-03 to Provide for an Interim Tax Levy

2025-RCM-12

Moved by: Francine Bérubé

Seconded by: Laura Schell

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-03.

CARRIED

2025-RCM-13

Moved by: Laura Schell

Seconded by: Rachelle Poirier

THAT Council performs the 3rd reading and final reading of proposed By-Law 2025-03.

CARRIED

15.b By-Law 2025-05 Policy to compensate for Travel Expenses

2025-RCM-14

Moved by: Laura Schell

Seconded by: Rachelle Poirier

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-05

CARRIED

2025-RCM-15

Moved by: Francine Bérubé

Seconded by: Laura Schell

THAT Council performs 3rd reading and final reading of proposed By-Law 2025-05.

CARRIED

16. Motions

17. Notice of Motions

17.a To Create a Municipal Facebook Page

17.b To Appoint Fire Chief

Agenda Item deferred.

17.c To Re-Instate Municipal Social Media

17.d Enforce Traffic Speed on Rutland Street in Warren

17.e Committee Meetings Schedules

17.f To clarify By-Law 2024-36 - Noise

17.g Verbal Notice of Motion by Councillor Poirier

THAT electronics should not be used at council meetings.

18. Addendum

19. Announcements and inquiries

20. Adjournment

2025-RCM-16

Moved by: Francine Bérubé

Seconded by: Laura Schell

THAT Council adjourn the meeting at 8:38 p.m.

CARRIED

Mayor

Clerk

Markstay-Warren Public Library Board

February Meeting Minutes

Held 6:30 pm, Monday, February 10, 2025 – Warren Library Branch

In Attendance:

Christiane Colard, Acting Chair
Ginette Laporte
Alain Racette
Janey Gillespie
Rachelle Poirier, Councillor Designate
Laura Schell, Councillor Alternate

Staff:

Pamela Kelly, CEO

Recording:

Monica McDonald, Board Chair
Pamela Kelly, CEO

Regrets:

Monica McDonald, Board Chair
Colette Raymond-Hebert

1. Call to order

This meeting was called to order at 6:42 p.m. by the Acting Chair.

2. Declaration of pecuniary interest

None

3. Adoption of agenda

#25 - 01

Moved By: Ginette Laporte
Seconded By: Alain Racette

BE IT RESOLVED THAT the agenda for the February Library Board meeting held on February 10, 2025 be accepted as circulated.

CARRIED

4. Minutes of previous meeting – November 11, 2024

#25 – 02

Moved By: Christiane Colard

Seconded By: Ginette Laporte

BE IT RESOLVED THAT the minutes from the November meeting held on November 11, 2024 be accepted as circulated.

CARRIED

5. CEO Report for November and December 2024

In addition to print report:

- Library achieved goals of being a safe, welcoming place for all to access a multitude of information.
- Library staff played a significant role in the health and well-being of our rural community.
- The move of the Warren branch was emotional and took a toll on all staff members.
-

#25 – 03

Moved By: Janey Gillespie

Seconded By: Ginette Laporte

BE IT RESOLVED THAT the CEO's written and verbal report for November and December 2024 be accepted as circulated.

CARRIED

6. Financial Report

- Confirmation that PLOG money was finally deposited into library account.
- No financials received.
- KPMG to assist with treasurer role.

7. Correspondence

7.1 OLA – FOR YOUR BENEFIT – OLA Superconference Toronto & Awards Gala

- Valuable guest speaker sessions, Expo and Gala.
- Markstay-Warren honoured and applauded for as a finalist for innovation and excellence in our sports and recreation programming for children and youth.

7.2 Community Concern

- Letter submitted and acknowledged.
- Library staff did their best as many community members expressed their anger and frustration of the library moving out of the community centre and not being able to have public input.

7.3 Ministry of Labour

- Library staff were required to complete a survey based on stress in the workplace.

7.4 **Congratulations** – Canadian Choice **Winner** in the Library category.

8. New Business

8.1(1)(2) A warm welcome to our new library board members **Alain** and **Janey**, we are thrilled to have you on “board”!

8.2 Board Training – Year 3 – Assessing and Planning for the future

- Self-directed training through OLS site under governance hub.

8.3 Board Resolution

- January 16, 2025 Council officially appointed our 2 new members.

8.4 Warren Branch

Date of January 6, 2025 was changed to 24 hours after last open day December 20.

8.5(1) Personnel Policy – 6.12 – Work Outside the library

- Current policy does not address when library staff attend board approved conferences and training outside of our demographics, specifically driving time.
- Discussion around what this could be ensued but no motion was made. Board directed CEO to reach out to CAO and all board members via email to come up with a temporary resolution until a new one is brought to the board for their approval.

8.5(2) Personnel Policy – 6.6 – Annual Vacation

- After five years of continuous employment, employees are entitled to schedule three weeks' vacation and will receive 6% vacation pay with wages.

#25 - 04

Moved By: Janey Gillespie

Seconded By: Alain Racette

BE IT RESOLVED THAT the Board approves Assistant 2 – Casual will receive 6% vacation pay effective February 12, 2025 as per personnel policy.

CARRIED

8.6 Budget – 2025

- CEO presented a proposed budget for 2025.
- CEO noted increases to many areas that have all went up and some figures are estimated as close as possible. CEO has not received financials since August 2024 and is unaware of where 2024 closed.
- Staff expenses are based on 5 library staff, adding a new bilingual position and the anticipation of 3 summer students should grant applications be successful, in total 9 positions.
- Rationale for this increase is based on 2024 statistics, a tremendous increase of additional programs and participants, community needs, new school students, cataloguing of hundreds of “new to us” books into our collection.
- Many expenses have already been incurred such as E-resources, memberships, overdrive, etc.
- Last year we were required to cut budget by 10%, this resulted in no computers being updated which further resulted in one unusable computer, therefore more need to be replaced this year.

#25 – 05

Moved By: Janey Gillespie

Seconded By: Ginette Laporte

BE IT RESOLVED THAT the Board approves the CEO’s proposed budget and directs her to submit budget as circulated.

CARRIED

9. Other – Grand Re-opening Open House

- Everyone is invited to join us in our new Warren location for refreshments, crafts, games, and an opportunity to win prizes.
- February 27th – 4- 8 p.m.

Canadian Mental Health Association presented by Chris Coulombe on the effects of negative social media on our mental health/stress: March 4th – 3 – 4 p.m., library staff invited.

10. Next Meeting – Monday, March 10, 2025 at 6:30 pm, Markstay Council Chambers

11. Closed Meeting – HR Matter – Identifiable Persons – if required

12. Motion to adjourn

Meeting adjourned at 8:35 p.m.

#25 – 06

Moved By: Janey Gillespie



"**Building bridges**" is about establishing connections and fostering understanding between people or groups who might otherwise be divided, creating a pathway for communication and collaboration by overcoming obstacles or differences. The theme at the conference focussed on actively working towards unity and connection. The strong impact of libraries is that they build bridges by providing empathy, the remarkable ability to understand and share the feelings of others. One thing that makes libraries essential is that they provide free access to a wide range of information resources, including books, databases and digital platforms. CEO and Assistant attended Super Conference and the Awards Gala evening. This experience was valuable in so many ways. From networking with others in smaller and larger libraries; insights and creative juices flowed of new ideas; being current in the innovation and technology; providing the fuel needed to grow both personally and professionally.

Being closed for some time, it was more evident than ever that the library connects people through relationship building without judgement or reservation. Our contact with the public via email, social media, knocking on our closed door, phone, etc. was a valuable tool in measuring what people valued in their library. Aside from services, it was empowering to hear from the public how important it is to interact with library staff and others in a safe, welcoming gathering place. We did make accommodations for people who had inter library books arriving; placed holds on books and called to arrange scheduled door pickups. Sadly, we did turn some away who wanted to use computers and access printing with deep regret.

“Local public libraries are Ontario’s farthest-reaching, most cost-effective public resource and community hubs.

Source: Election 2025: Public Libraries Empower Local Communities

The relocation to our new Warren branch was met with many struggles and obstacles. The entire move was backwards which meant extra time and resources. On December 19th we closed and our move date was changed from January 6, 2025 to December 20th with 24 hours notice. This entailed library staff and volunteers working tirelessly to pack up the library. The computers, equipment and furniture were moved the following week by municipal staff and students. A number of the book shelving, staff desks, computer desk, DVD cabinet

were damaged. Communication lines failed and resulted in all the school library items remaining in the space and our library items piled over theirs. A huge thank you goes out to our library board chair Monica for orchestrating and assisting, Mayor Olsen and Deputy Poirier who were instrumental in a great deal of the physical moving of items back and forth. When library staff finally had a clear slate and public works assisted in setting up the damaged shelving, we were able to start setting the new library space. We had hoped to reopen on January 21, 2025 at our new location at St.Thomas, we did not. Markstay reopened as scheduled on January 20, 2025. The R.D.S.B. would not allow access to our Markstay branch until the certificate of insurance was received on January 14th.

On January 7th, Edgeworx and the public works director worked to setup Starlink and configure to the network. The following day all parties in this project met and I was made aware that the library space itself belongs to the school and is not part of the rental agreement.

The electricians from the conseil board added new plugs to the space which took 2 days and they returned on January 29th to complete. Our contractor started on January 18th on a partial demolition of the back wall and painted the space, this was completed on January 24th. All of this required the library to be recleaned yet again. In Markstay we no longer have use of the shared internet with R.D.S.B. and our public works director installed Starlink on January 16th. On February 5th the conseil put up a temporary fencing barrier between school yard and municipal space. The last safety issue that needed to be addressed prior to opening was the bathroom doors, a lock was put on one of the doors on February 10. At last, February 11th, the Warren branch re-opened to the public! The library welcomed the students from Ecole St.Thomas on February 7th, they are scheduled to attend every "jour 4". We also resumed our partnership with OCOF on February 10. It took until this time for library staff to receive keys, operating with one was difficult.

The week of the 18th with extra help from our student we were able to work on the setup of the boardroom and our storage area, a large task.

Library staff are thrilled to be back in business, serving the needs of our community.

Some projects are in the works, but incomplete:

- Cabling (currently no printer access for public patrons, wires hanging)
- Internet in boardroom
- Wheelchair ramp and accessible doors
- Permanent washroom fix
- Signage
- Increased flow of communication lines for maintenance issues
- **Annual Survey Of Public Libraries**

January and February CEO tasks included:

- Overseeing the new Library Branch
- Uploading insurance to R.D.S.B. portal
- Selectively choosing St.Thomas library books to add to our collection, adding and servicing new students.
- Installing new ant-virus software to all computers
- Application for some # reimbursement through OLA SuperConference
- Boardroom and Library Storage room setup
- 2025 Budget
- Story Walk Application
- Grand Re-Opening Warren Branch

Meetings:

- January 8 – School Board Superintendents, Building Maintenance, St.Thomas Principal, CAO, Mayor, Deputy - Warren
- OLA – pre–Super Conference webinar – via Zoom
- January 30 – Superconference – Toronto
- January 30 – Awards Gala – Toronto
- February 3 – CAO, Treasurer, Public Works Director and KPMG – via Teams
- February 4 – Michel, conseil – keys assigned and to be distribute February 7
- February 5 – Chantal, conseil – electrical, bathroom, temperature, fencing
- February 6 – Library staff meeting- Warren
- February 10 – Library Board meeting – Warren
- February 12 – introduction to Tom Michaud, Director of Education
- February 13 – CEO networking – via zoom
- February 19 – CAO, Chantal – conseil
- February 25 – Library staff meeting- Warren
- February 26 – Planning as part of good governance – LearnHQ via zoom
- February 27 – Warren Open House!!!

January Statistics:

(Please note: Warren branch not open and Markstay branch re-opened January 20, 2025)

- 32 Crafts
- 2 Patrons - 1-1 Tech Help = 0.5 hours
- 6 Home Delivery
- 23 arranged pickups of inter library loans and books

February Statistics:

(Please note: Warren branch opened to Les Eleves February 7, OCOF February 10, Public February 11th and scheduled book holds throughout.)

- 301 Crafts
- 4 Patrons – 1-1 Tech Help = 1.5 hours
- 7 Walking club
- 18 Walk n’ Coffee
- 6 Home Delivery
- 15 OCOF

Projects requiring attention


- Ongoing Staff Training
- New Policies – ongoing
- Board Orientation & Recruitment– ongoing
- Adding new French books from Ecole St.Thomas to our collection







We are now accepting low to modest income tax returns to be completed by a qualified volunteer for free! Drop off at either branch location



February 2024

HOURS

WARREN
TUESDAY: 1PM-8PM
THURSDAY: 1PM-8PM
SATURDAY: 10AM-12PM









MARKSTAY
MONDAY: 1PM - 8PM
WEDNESDAY: 1PM - 8PM
SATURDAY: 1PM-4PM

Story, Craft & Snack: Join Vanessa, Caitlyn & OCOF for story time, simple songs, STEM activities and crafts, followed by a healthy snack.

Walk N' Coffee: Enjoy the fresh air, make new connections and stay active together. Followed by a social gathering at the library for a hot cup of coffee or tea.

Grand Opening Join us in Warren for our Grand Reopening party

Markstay Lego Night
530pm - 730pm

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
					1	2 ground hog day 
3	4	5	6	7	8	9
10 Little's at the Library @ 10am 	11 Walk n' Coffee 1pm 	12	13	14 <i>Valentine's Day</i>	15	16
17	18 Walk n' Coffee 1pm 	19  PINK SHIRT DAY!	20	21	22	23
10 Little's at the Library @ 10am 	25 Walk n' Coffee 1pm 	26 Drop in LEGO night @ 5:30pm 	27 OPEN HOUSE	28		

BIBLIOTHÈQUE PUBLIQUE DE
**MARKSTAY
WARREN**
PUBLIC LIBRARY

Free Income Tax Clinic

*In partnership with the
Community Volunteer
Income Tax Program
(CVITP)*

Further Information Please Call:
Markstay - 705-599-3009
Warren- 705-599-2665

Why Us?

- ✓ Qualified volunteer
- ✓ Available In Markstay and Warren
- ✓ For people with a modest income and a simple tax situation

Community
Volunteer Income
Tax Program

LIBRARY WALK N' COFFEE GROUP

Markstay
Wednesdays 10am
Mercredis 10h
Starts/Début: 18 SEPT

Warren
Tuesdays 1pm
Mardis 13h
Starts/Début: 17 SEPT

We'd like to invite you to join us for our new weekly walking group, where you can enjoy the crisp, fresh air, make new connections, and stay active together. Following the walk, you're invited to spend time at the library for a delightful social gathering, where we'll enjoy the warmth of friendship over coffee, tea, cards or puzzles – a perfect blend of relaxation and camaraderie awaits you!

Nous aimerions vous inviter à nous rejoindre à notre nouveau groupe de marche hebdomadaire, où vous pourrez profiter de l'air frais et vit, établir de nouvelles connexions et rester actif ensemble. Après la promenade, rejoignez-nous à la bibliothèque pour un agréable moment de convivialité où nous savourerons la chaleur de l'amitié autour de jeux de cartes, casse-têtes, et de café ou thé – une combinaison parfaite de détente et de camaraderie vous attend!

For more info/pour plus de renseignements:
Josée: 705-599-3004 ext 112
josee.pitre@univ.ca
Warren Branch Library: 705-599-2665
Markstay Branch Library: 705-599-3009
markstaywarrenpl@gmail.com

BIBLIOTHÈQUE PUBLIQUE DE
**MARKSTAY
WARREN**
PUBLIC LIBRARY

**FOR FAMILIES
WITH CHILDREN
0-6 YEARS OF AGE**

- STORY TIME
- SINGING
- CRAFTS
- STEM ACTIVITIES
- SNACKS & MORE!

LITTLES AT THE LIBRARY

DISPONIBLE EN FRANÇAIS À LA BIBLIOTHÈQUE WARREN

FREE

JOIN US!
Every 2nd and 4th Monday
from 10:00–11:30AM

Markstay–Warren Public Library
Warren: 14 Warren Ave
Markstay: 7 Pioneer St E

Our Children
Our Future!
Nos enfants
notre avenir

You are invited to our
**GRAND
RE-OPENING**



OPEN HOUSE

Thursday, February 27th
4:00pm-8:00pm

Prizes | Refreshments | Snacks | Crafts

14 Warren Ave (École St. Thomas | Entrance on College St.)

FREE!

**DROP-IN
LEGO
NIGHT!**

Fun for all ages! 

February 26th @5:30pm in Markstay

Statistics to date:

2025 Statistics	Activity/ Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
VISITORS	Warren	200	221											421
	Markstay	212	257											469
	Classes	370	860											1230
NEW	War & Mark	5	58											63
CIRC.	War & Mark	512	587											1099
	Interlibrary	11	17											28
	OverDrive	186	163											349
Computer	War & Mark	18	63											81
Printing	War & Mark	3	5											8
ACTIVITY	TD online	n/a	n/a											
	# Books Read	n/a	n/a											
	StoryWalk#s	n/a	n/a											
at-library	TD summer	n/a	n/a											
at-library	Sports & Recreation	n/a	n/a											
	Library Challenge	n/a	101											101
Special Programs	Technical Support 1:1	2 P 0.5 hrs.	4 P 1.5 hrs.											6 P 2 hrs.
	Syl's Game Night	n/a	n/a											
	Community Events	n/a	n/a											
	Walking Club & Coffee Club	n/a	7 + 18											25
	Tax Clinic	n/a	n/a											
in-library	Crafting	32	301											333
in-person	OCOF - Mark	n/A	4											15
	OCOF - Warr	n/A	11											
in-library	Board - Game	N/A	n/a											
in-library	Board - Craft	N/A	14											14
in-library	Teen/Adult - Crafting	n/a	18											18
ERESOURCE	Teen Health	0	0											0
	TumbleBooks	4	11											15
	Career	0	0											0
	NoveList	28	49											77
	World Book	0	60											60
	PebbleGo	2	2											4
	Cdn. Pt. View	0	0											0

Staff Hours to date:

MARKSTAY - WARREN PUBLIC LIBRARY BOARD							
STAFF HOURS							
Prepared for meeting held March 10, 2025							
<i>Hours worked for the month of January</i>							
NAME	HRS WORKED	PAY PERIOD	PAID \$	COMMENTS	ALL STAFF TOTAL		
Pamela Kelly	31	Dec 22 - Jan.4			Dec.22 - Jan.4	\$1,331.36	
	78	Jan.5 - 18			Jan.5 - 18	\$5,314.19	
	60	Jan.19-Feb.1			Jan.19-Feb.1	\$4,330.37	
						\$0.00	
						\$0.00	
					TOTAL:	\$10,975.91	
Vanessa Mellow	8.5	Dec 22 - Jan.4					
	59.5	Jan.5 - 18					
	54.25	Jan.19-Feb.1					
Caitlyn White	0	Dec 22 - Jan.4					
	54	Jan.5 - 18					
	47.5	Jan.19-Feb.1					
Taylor Landy	4	Dec 22 - Jan.4					
	19.5	Jan.5 - 18					
	14	Jan.19-Feb.1					
Madison Bole	8.5	Dec 22 - Jan.4					
	17.5	Jan.5 - 18					
	11.75	Jan.19-Feb.1					
TOTAL:						\$10,975.91	
		<i>To Date:</i>					
		<i>Proposed BUDGET: \$</i>					

MARKSTAY - WARREN PUBLIC LIBRARY BOARD

STAFF HOURS

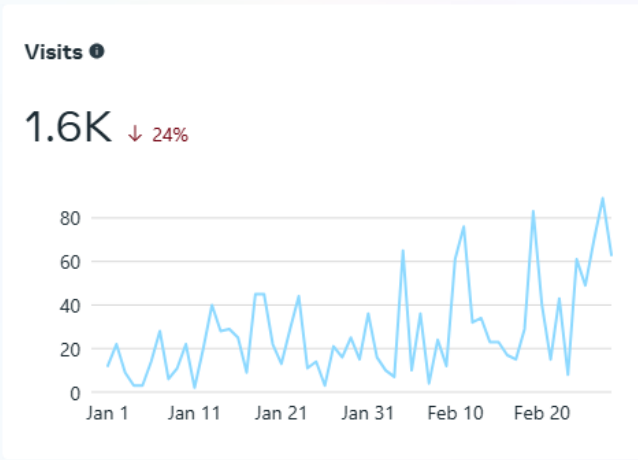
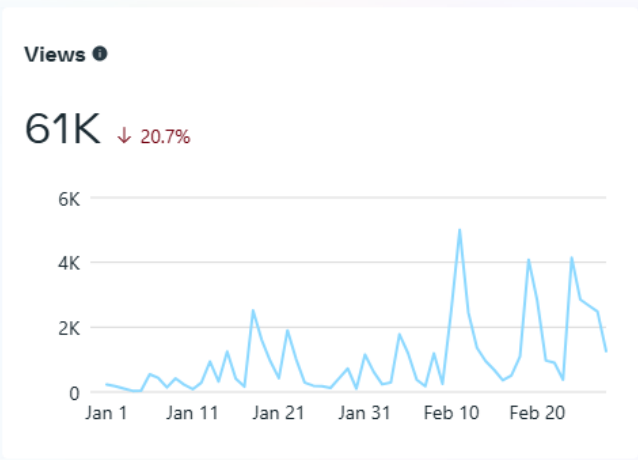
Prepared for meeting held March 10, 2025

Hours worked for the month of February

NAME	HRS WORKED	PAY PERIOD	PAID \$	COMMENTS	ALL STAFF TOTAL
Pamela Kelly	89	February 2 - 15			February 2 - 15 \$5,560.06
	59	February 16 - March 1			February 16 - March 1
					TOTAL: \$5,560.06
Vanessa Mellow	71	February 2 - 15			
	52.75	February 16 - March 1			
Caitlyn White	51	February 2 - 15			
	41.75	February 16 - March 1			
Taylor Landy	16	February 2 - 15			
	24	February 16 - March 1			
Madison Bole	7	February 2 - 15			
	39	February 16 - March 1			
TOTAL:			\$10,412.31		
		<i>To Date:</i>			
		<i>Proposed BUDGET: \$</i>			

- Staff hours to date **\$21388.22** – please note a number of these hours are additional hours due to the move. Proposed budget \$142,762.92 (CEO, Library Assistant 1, Library Assistant 2, Casual, Student) + (3 summer students if successful for grant, 1 part time new position)
- CEO to provide exact hours dedicated to move and additional expenses incurred.

Facebook/Instagram Reach during January and February:



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

- **What your local library has to offer:**

<https://fb.watch/xRHXwCHoK2/>

- **Pink Shirt Day – Just Be Kind:**

<https://www.facebook.com/share/r/1Fg8sXifxo/>

An Overview and Introduction to Fire Marque's Indemnification Technology Program®



Indemnification Technology®



Fire Marque Inc.

- Federally incorporated company
- In business over 12 years
- Clients coast to coast
- Works Exclusively for you, no Conflict of Interest.



Fire Marque's

Indemnification Technology Program[®]

provides an opportunity for municipalities to:-

- ✓ Offset operational expenses

AND

- ✓ Generate a new source of income.

The Indemnification Technology Program®

- ✓ Unlocks insurance coverage in property policies to offset Fire Department expenses

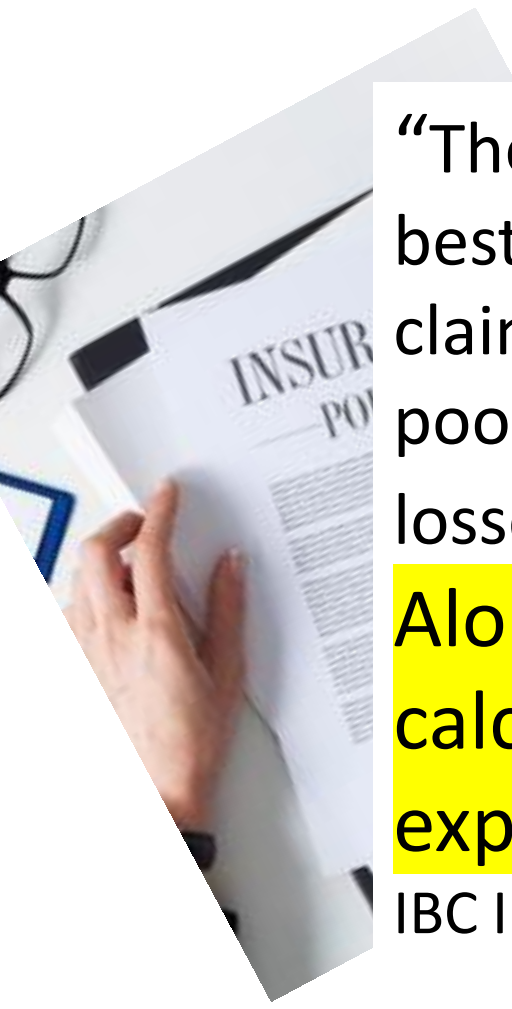


Fire Department Expenses Coverage



- ✓ Coverage for Fire Department Expenses is found in most property policies and is usually included automatically.
- ✓ In fact, some insurance companies will increase the amount of this coverage for additional premium.

Fire Department Expenses Coverage



“The price for premiums is based, in part, on an insurer’s best estimate of the amount it will be required to pay out in claims on the policies it wrote in any given year. Insurers pool the premiums of their many policyholders to cover the losses claimed by the few in that year.

Along with covering claim costs, premiums are calculated to cover taxes, operating expenses and expected profits.”

IBC Insurance Bureau of Canada Fact Book

ent Expenses Coverage

<i>DEPARTMENT/ DIVISION</i>	Development & Emergency Services - Thunder Bay Fire Rescue	<i>REPORT NO.</i>	R 84/2017
<i>DATE PREPARED</i>			

Corporate Report No. Agenda Item R 84/2017

Inc. included an ethical opposition to the process, the potential for a negative reaction toward the municipality and the fire department from property owners, fear of an escalation in insurance premiums and the concern over residents not activating 911 in the event of a fire, to name some. We are not aware of any evidence in support of these concerns. These issues have not materialized in communities that have retained the services of Fire Marque Inc.

(10) municipalities in Ontario and this consultation included municipalities that have entered into agreements with Fire Marque Inc. and those that have chosen not to. The information that was provided to Administration from those municipalities that have entered into agreements was generally positive with respect to the municipality's relationship with Fire Marque Inc. Responses from those municipalities that chose not to enter into an agreement with Fire Marque

of this
premium.

Let's look at from a small market share Mutual Insurance Company Statement of Income



18(The Annual Report 2017-2018 from the Superintendent of
 16(Insurance www.fsco.gov.on.ca/en/about/annual_reports/Documents/pc-2017.html, this insurer
 14(had 26,359 Direct Written Premiums.

8(“Insurers pool the premiums of their many policyholders to cover
 6(the losses claimed by the few in that year.” IBC 2020 Fact Book.

4(The loss incurred within this “insurers pool of premiums” for the
 2(Fire Department Expenses paid out by was \$0.11 – there is ZERO
 risk to a premium increase due to our cost recovery program.

Plus Service Charges
 \$18,821,361.00

\$10,713,497.00
 Page 49 of 117

\$3,000.00

The Program kicks in only after a Fire Department callout to an incident at any property (residential and non-residential).

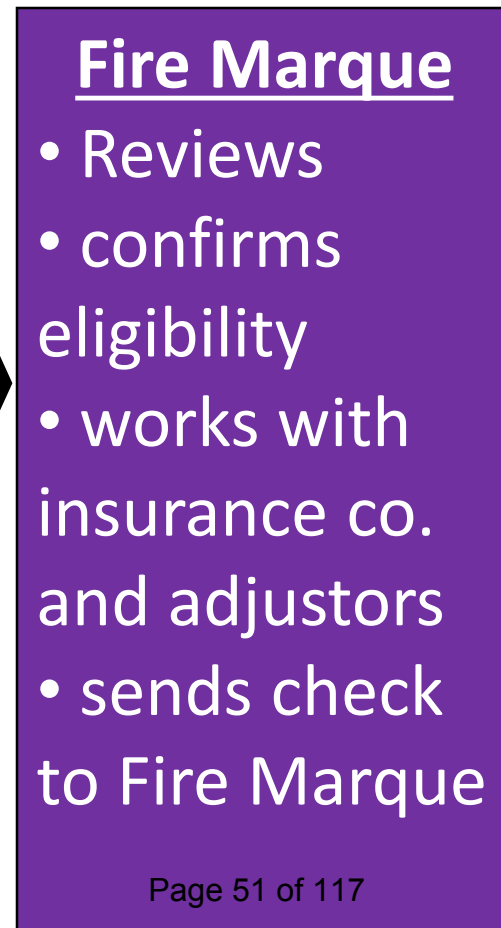


The Usual Process for the Cost Recovery Program

1.



2.



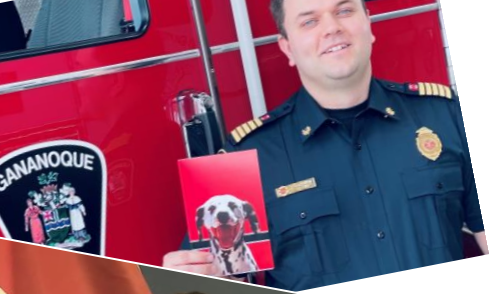
3.



“Show Me The Mickey”

Recovered funds go to the Fire Department:-

- ✓ Training
- ✓ Public safety & education
- ✓ Equipment
- ✓ Capital expenditures



If Property Owners pay taxes, which include Fire Department Services then Why should your Fire Department recovery some of their costs?

The Indemnification Technology[®] program is not a typical fee. It is a cost recovery mechanism to comply with insurance policy language.

Just as property owners have paid taxes for fire services, they have also bought and paid for fire service expense coverage in their property insurance policies.

By requesting insurance companies pay those expenses, the insurance companies are being asked to honour the contractual agreement of the policy they issued.

The Details...

Next Steps

1. Enact 2 By-laws
2. A) Cost Recovery Stand-Alone By-law or B) Amend Schedule of Fees within existing consolidated Fees & Charges By-law
3. Approve Agency Agreement by By-law; now Fire Marque works for you!
4. Review Process with Fire Chief and Admin. Staff for submitting the Incident files.

**Questions,
comments,
concerns?**



www.firemarque.com

1-855-424-5991

chris@firemarque.com

1-705-888-7230

Municipality of Markstay-Warren

Building Controls and Bylaw Department
For Consideration by Council

RE: Building and Bylaw Report
Fourth Quarter 2024

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

BACKGROUND:

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

ANALYSIS:

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

LINKS TO STRATEGIC PLANS:

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

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

BUILDING CONTROLS DEPARTMENT REPORTING

Training, Conferences/Meetings, and Highlights for this quarter

None.

Quarterly update:

2024 was an excellent year for building in the Municipality. An excellent amount of new housing starts for the area, along with higher than normal numbers in renovations show that owners are investing in their properties.

BUILDING PERMITS ISSUED YTD COMPARISON (Jan - Dec)

Type of Permit	2024 Permit Information		2023 Permit Information		2022 Permit Information	
	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
<u>Residential Construction</u>						
New Building Construction	13	\$3,706,280.00	9	\$2,342,111	2	\$338,800
Secondary Dwelling	0	\$0.00				
New Accessory Structure	13	\$585,920.00	16	\$616,240	5	\$394,000
New Accessory Structure with plumbing	0	\$0.00				
Install/Erect/Replace	5	\$92,520.00	23	\$215,947	9	\$724,675
Renovation/Alter/Repair	21	\$1,189,480.00	19	\$298,703	13	\$378,520
Renovation/Alter/Repair with plumbing	0	\$0.00				
Demolish	1	\$1,000.00	3	\$4,000	4	\$138,800
Addition	2	\$45,066.00	8	\$351,000	6	\$169,411
Addition with plumbing	0	\$0.00				
Siding	0	\$0.00				
Weeping tile	0	\$0.00				
Total Res. Construction	56	\$5,620,266.00	78	\$3,874,001	49	\$3,320,966
<u>Other Construction</u>						
Commercial	0	\$0.00	1	\$2,000	1	\$1,400
Industrial	0	\$0.00	2	\$52,500	0	\$0
Government/Institutional	4	\$376,500.00	1	\$45,000	0	\$0
Total Other Construction	4	\$376,500.00	4	\$99,500	1	\$1,400
Total Construction	58	\$5,996,766	82	\$3,928,501	50	\$3,322,366
Building Permit Fees	\$64,822.62		\$47,760.69		\$40,465.72	

PERMIT STATS BY QUARTER

Type of Permit	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value
Residential Construction	4	\$234,807	33	\$4,526,686	13	\$491,200	5	\$367,573
Commercial	0	\$0	0	\$0	0	\$0	0	\$0
Industrial	0	\$0	0	\$0	0	\$0	0	\$0
Government/Institutional	0	\$0	2	\$190,000	1	\$6,500	1	\$180,000
Total Construction	4	\$234,807	35	\$4,716,686	14	\$497,700	6	\$547,573
Building Permit Fees YTD	\$2,828.07		\$51,141.80		\$6,577.00		\$4,275.75	

BUILDING CONTROLS STATISTICS

Item	Q1	Q2	Q3	Q4	2024 Year to Date	2023 Total	2022 Total	2021 Total	2020 Total
Applications	6	42	10	10	68				
Permits Issued	4	35	14	5	58	82	50	82	58
House Permit - Average working days to issue	NA*	NA*	10	8	NA				
Actual House Building Permits issued	4	33	13	5	55	78	48	82	56
Small Building - Average working days to issue	0	0	6	0	6				
Actual Small Building Permits issued	0	0	1	0	1	4	1	0	2
Large Building - Average working days to issue	0	6	0	0	6				
Actual Large Building Permits issued	0	2	0	0	2	0	0	0	0
Complex Building Average working days to issue	0	0	0	0	0				
Actual Complex Building Permits issued	0	0	0	0	0	0	0	0	0
Total Inspections	NA*	NA*	79	65	NA				

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

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



Sudbury East Building and By-law Services (SEBBS)

Report for the Consideration by Council

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

2024 Fourth Quarter Report

OBJECTIVE To update Council on the initiatives and activities of the Bylaw Department

BACKGROUND:

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

ANALYSIS:

The Bylaw Service Department upholds the bylaws governing our municipality and works to identify problems within our current by-laws and present solutions and revisions to Council. Highlights of activities are included within the report.

MUNICIPAL LAW ENFORCEMENT REPORT

Information Regarding By-law Enforcement and Reporting

- Animal Control issues were the most frequent complaints with significant activity in Q4 due to enforcement of the Responsible Animal Ownership By-Law.
- Property Standards: High volume during summer months, driven by inspections and property maintenance concerns.
- Minimal Issues: Noise control, traffic, open burning, and snow removal had little to no activity.
- Public Awareness Effect: Complaints tend to rise when residents see the by-law department actively working in their area.

Training/Conferences/Certification

- Junior and Senior MLEO attended training and acquired ASP Tactical Baton Certification, Municipal Law Enforcement Canine Self Defence Certification as well as Officer Escape to Gain Safety Self Defence Certification.

COMPLAINTS BY CATEGORY:

Complaints <small>*Only formal complaints are tracked*</small>	Q1	Q2	Q3	Q4	2024
Animal	-	2	5	15	22
Noise Control	-	-	-	-	-
Property Standards	-	4	10	2	16
Traffic Control	-	-	-	-	-
Open Burning	-	1	-	-	1
Snow Removal	-	-	-	1	1
Zoning	-	-	1	5	6
Other*	-	3	-	2	5
GRAND TOTAL	-	10	16	25	51

*Other represents any by-law categories not included in the rest of the table. e.g. STR, signage, etc.

Request for details on complaints

At the February meeting, Council directed staff to include more detail on reported complaints. For council’s information, when a complaint is entered into CGIS, the person inputting the complaint may enter up to three descriptions for the complaint, but only the first description is included in our reporting. For example, a complaint that includes issues with dogs at large, barking and defecating on a person’s property would be classified as Animal, Noise and Clean Yard. When the complaint is reported, the department does not count it as three separate complaints, it is one complaint with three separate issues to be investigated and potentially enforced.

In the coming months, the department is implementing a ticketing system that will allow for a greater breakdown of complaints for council’s information, but it will still be difficult to report on individual complaints that may have more than one issue that is being enforced.

Respectfully Submitted by:

Kevin Benvenuti
Manager of By-Law Services

Approved by:

Andrea Tarini
SEBBS Director



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

RE: Results of Backyard Hen Survey

OBJECTIVE: To report findings from Backyard Hen Survey.

BACKGROUND:

SEBBS created a Backyard Hen Survey to collect public opinion about allowing hens on properties that are not zoned Rural. Currently, the Municipality's Zoning By-law 2014-27 only allows livestock on properties with a Rural zoning. This excludes the ability to have hens on smaller properties that are zoned Residential Rural, Waterfront Residential, or Residential 1. The Backyard Hen Survey was available on the Municipal Website from October 2024 until the time of reporting. The survey was also included in the February Newsletter and was made available at the Municipal office and local libraries.

ANALYSIS:

The survey results are attached to this report, but the following are highlights for councils' consideration:

- Survey Participants: 179 respondents.
- Support for Backyard Hens (Before Survey): 73.5% strongly support, 10.2% somewhat support.
- Support for Backyard Hens (After Survey): 75.9% strongly support, 7.6% somewhat support.

Zoning Preferences:

There was highest support for allowing backyard hens on Residential Rural properties (1-15 acres) but there was general support for backyard hens on all residential properties, including multi-residential properties.

Concerns:

Odour, sanitation, and wildlife attraction were the biggest concerns, but comments focused on making sure that there was enforcement around setbacks, chickens running at large, sanitation and coop construction.

Waste disposal was a concern. Waste disposal from the hens kept on smaller properties will have to be addressed since some may not be able to handle their own waste and will have to have it removed from their properties to mitigate issues with smell. Any new regulation would have to be clear on how

smaller properties would be able to properly dispose of waste and accommodations would have to be in place if residents were told to dispose of waste at the landfill (for example compost piles).

Many residents comments addressed the issue of proper care of the animals and neighbours respecting each other by keeping animals well cared for and ensuring that yards are well kept.

Overall recommendations for a draft by-law

- Allow backyard hens on residential zoned properties with property-size-based limits.
- Implement clear expectations on coop size, cleanliness, and waste disposal.
- Restrict hens in multi-unit dwellings unless agreements can be made between residents sharing a property.
- Address predator concerns by requiring proper enclosures.
- Provide educational resources to help residents properly care for hens.
- Ensure proper planning is in place for waste disposal.
- Implement a tiered approach based on property size.
- Require set back and coop guidelines.
- Allow backyard hens in densely populated residential areas with limits.

RECOMMENDATIONS:

That council direct staff to produce a draft by-law for Backyard Hens that addresses the concerns brought forth in the public Backyard Hen survey.

ATTACHMENTS:

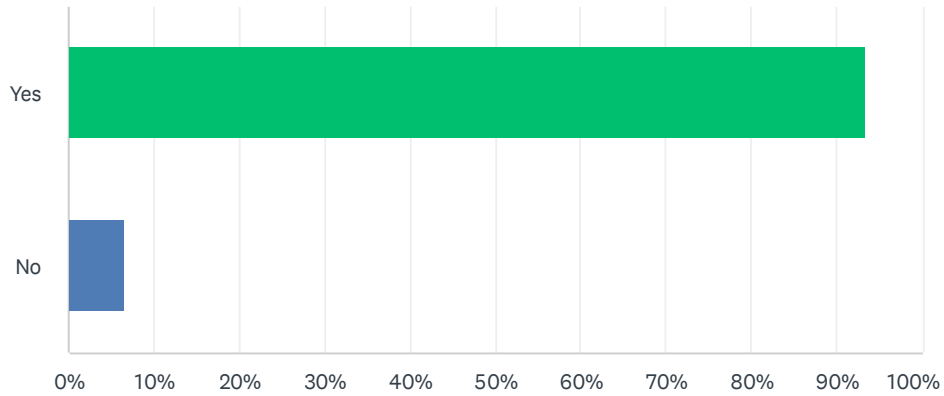
Results of Backyard Hen Survey

Comments from Backyard Hen Survey

Respectfully submitted by:
Andrea Tarini
Director of SEBBS
Chief Building Official

Q1 Are you a resident of Markstay-Warren?

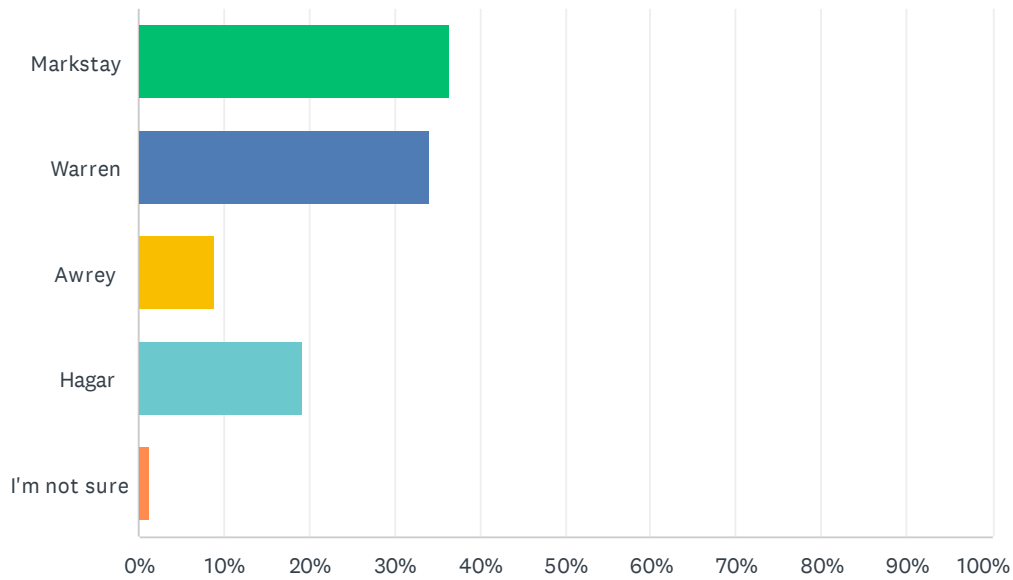
Answered: 179 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	93.30%	167
No	6.70%	12
TOTAL		179

Q2 What part of Markstay-Warren do you live closest to?

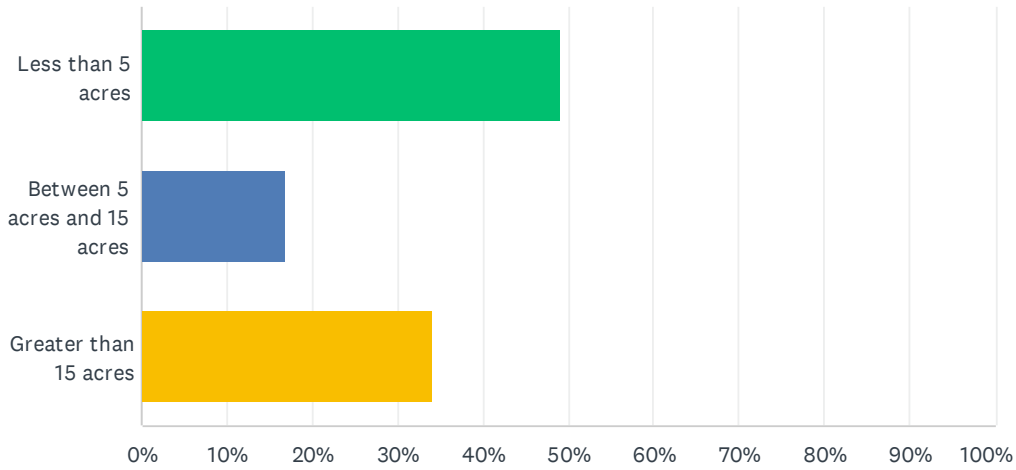
Answered: 167 Skipped: 12



ANSWER CHOICES	RESPONSES	
Markstay	36.53%	61
Warren	34.13%	57
Awrey	8.98%	15
Hagar	19.16%	32
I'm not sure	1.20%	2
TOTAL		167

Q3 How large is the property that you live on?

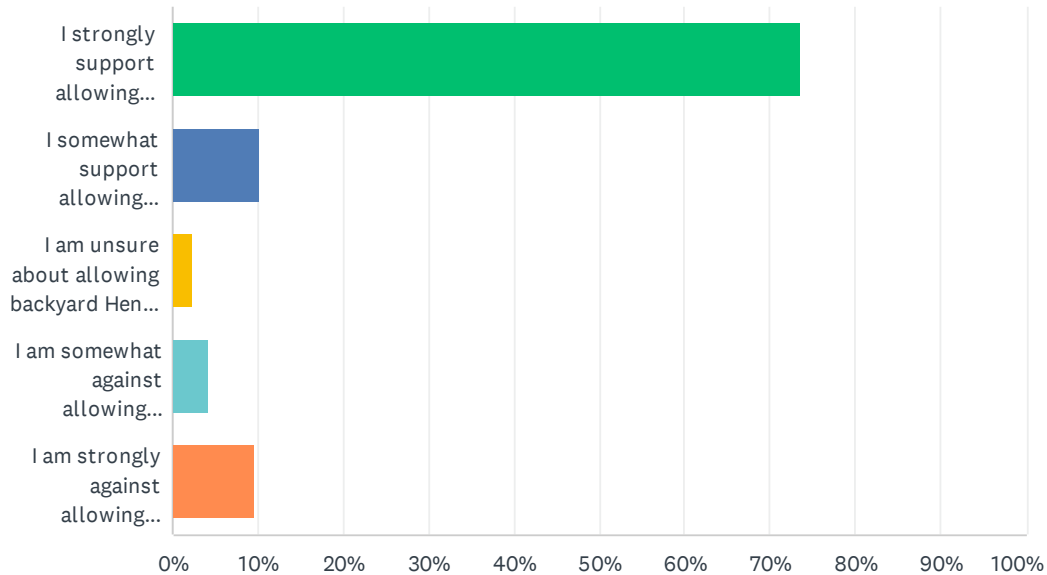
Answered: 167 Skipped: 12



ANSWER CHOICES	RESPONSES	
Less than 5 acres	49.10%	82
Between 5 acres and 15 acres	16.77%	28
Greater than 15 acres	34.13%	57
TOTAL		167

Q4 Before taking this survey, which statement below best describes your opinion of allowing backyard hens?

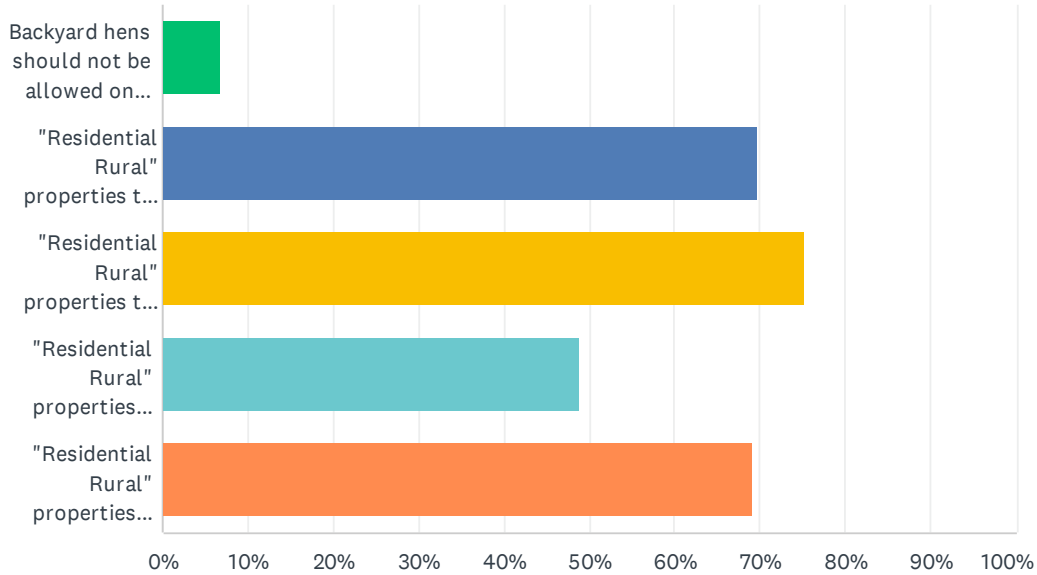
Answered: 166 Skipped: 13



ANSWER CHOICES	RESPONSES	
I strongly support allowing backyard hens.	73.49%	122
I somewhat support allowing backyard hens.	10.24%	17
I am unsure about allowing backyard Hens or have no opinion.	2.41%	4
I am somewhat against allowing backyard hens.	4.22%	7
I am strongly against allowing backyard hens.	9.64%	16
TOTAL		166

Q5 Please select ALL options that you agree with: Backyard hens should be allowed on:

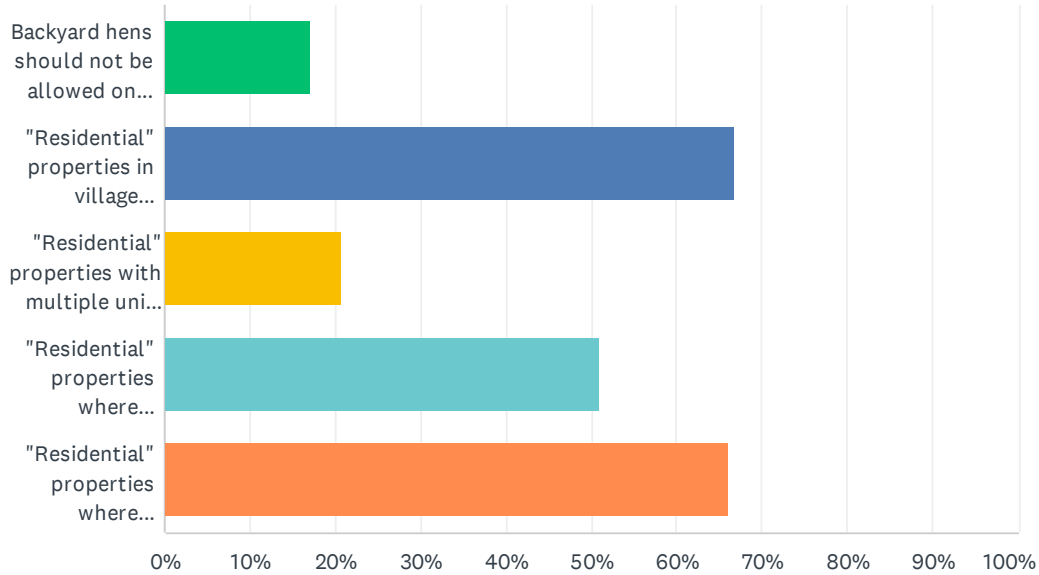
Answered: 162 Skipped: 17



ANSWER CHOICES	RESPONSES	
Backyard hens should not be allowed on "Residential Rural" properties.	6.79%	11
"Residential Rural" properties that are less than 1 acre.	69.75%	113
"Residential Rural" properties that are between 1 acre and 15 acres.	75.31%	122
"Residential Rural" properties where neighbouring houses are LESS than 100 feet from each other.	48.77%	79
"Residential Rural" properties where neighbouring houses are MORE than 100 feet from each other.	69.14%	112
Total Respondents: 162		

Q6 Please select ALL options that you agree with: Backyard hens should be allowed on:

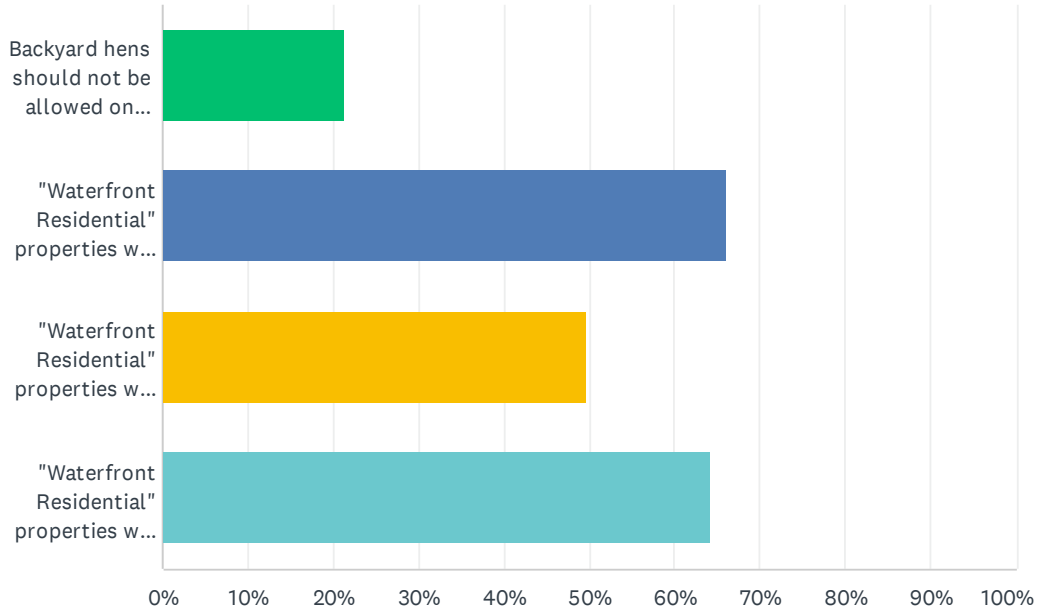
Answered: 159 Skipped: 20



ANSWER CHOICES	RESPONSES	
Backyard hens should not be allowed on "Residential" properties.	16.98%	27
"Residential" properties in village settings	66.67%	106
"Residential" properties with multiple units such as apartment buildings, town houses and basement apartments.	20.75%	33
"Residential" properties where neighbouring houses are LESS than 100 feet from each other.	50.94%	81
"Residential" properties where neighbouring houses are MORE than 100 feet from each other.	66.04%	105
Total Respondents: 159		

Q7 Please select ALL options that you agree with: Backyard hens should be allowed on:

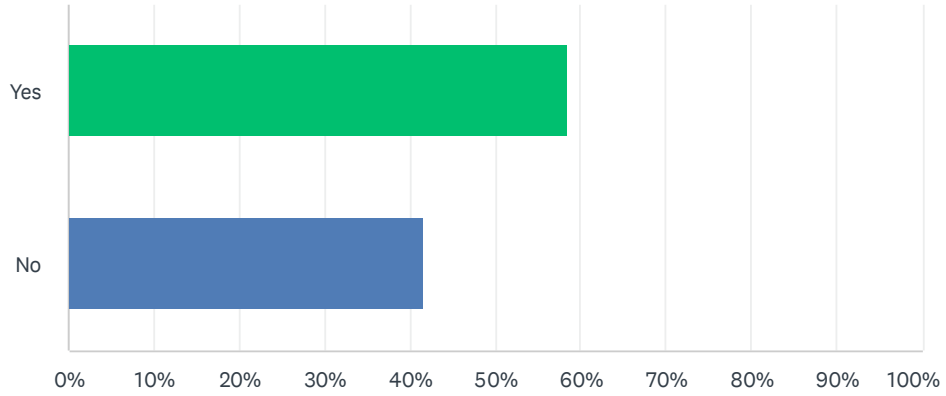
Answered: 159 Skipped: 20



ANSWER CHOICES	RESPONSES	
Backyard hens should not be allowed on "Waterfront Residential" properties.	21.38%	34
"Waterfront Residential" properties with residential dwellings on waterways.	66.04%	105
"Waterfront Residential" properties with neighbouring houses that are LESS than 100 feet away from each other.	49.69%	79
"Waterfront Residential" properties with neighbouring houses that are MORE than 100 feet away from each other.	64.15%	102
Total Respondents: 159		

Q8 Are you in favour of allowing backyard hens on properties with more than one dwelling ?

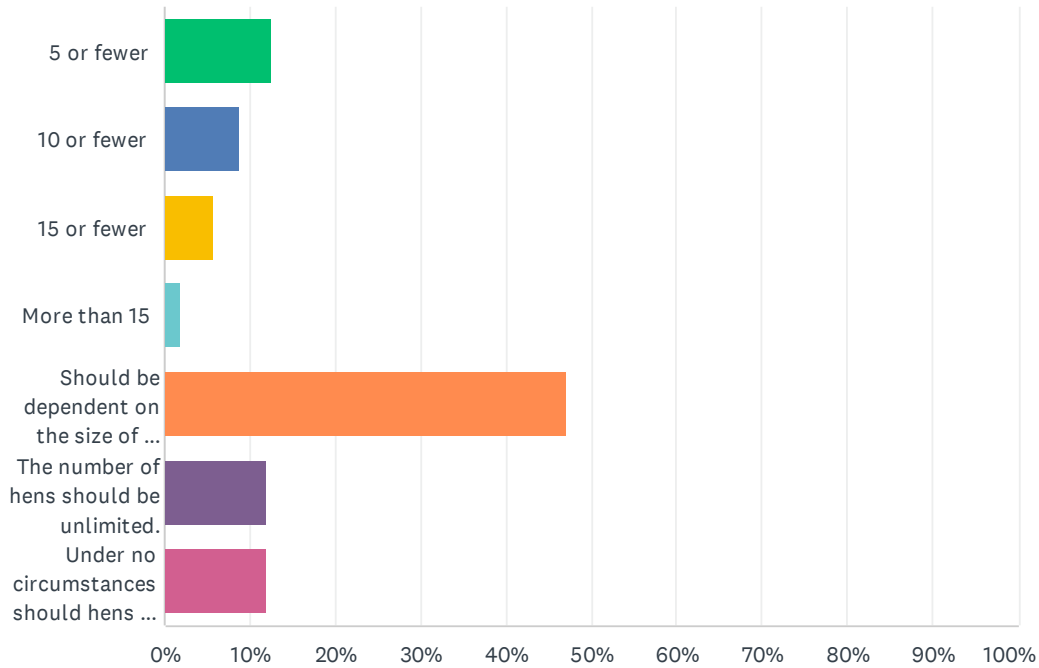
Answered: 159 Skipped: 20



ANSWER CHOICES	RESPONSES	
Yes	58.49%	93
No	41.51%	66
TOTAL		159

Q9 If backyard hens were to be allowed, how many hens should be allowed per property?

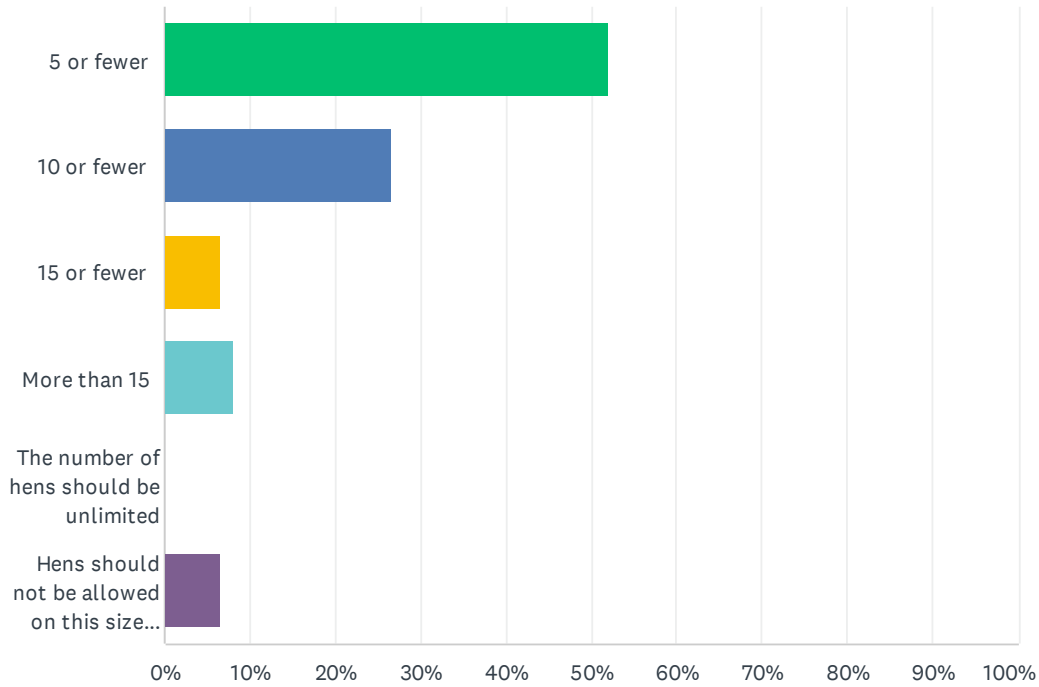
Answered: 159 Skipped: 20



ANSWER CHOICES	RESPONSES	
5 or fewer	12.58%	20
10 or fewer	8.81%	14
15 or fewer	5.66%	9
More than 15	1.89%	3
Should be dependent on the size of the property.	47.17%	75
The number of hens should be unlimited.	11.95%	19
Under no circumstances should hens be allowed on properties that are not zoned Rural.	11.95%	19
TOTAL		159

Q10 How many Backyard Hens should be allowed on properties less than 0.5 acres

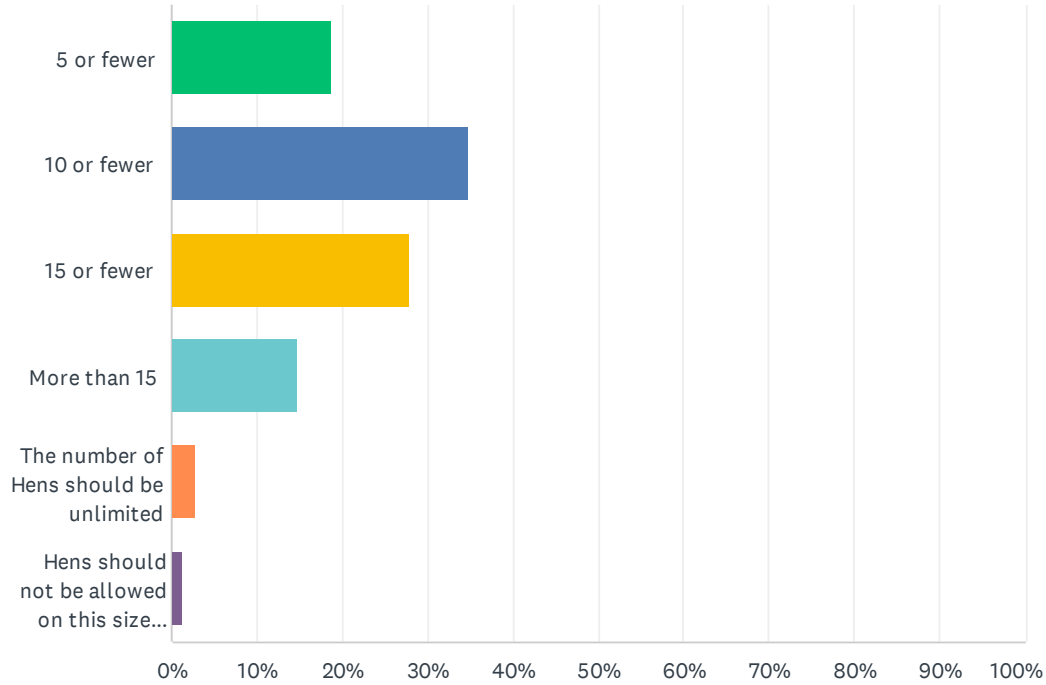
Answered: 75 Skipped: 104



ANSWER CHOICES	RESPONSES	
5 or fewer	52.00%	39
10 or fewer	26.67%	20
15 or fewer	6.67%	5
More than 15	8.00%	6
The number of hens should be unlimited	0.00%	0
Hens should not be allowed on this size of property	6.67%	5
TOTAL		75

Q11 How many Backyard Hens should be allowed on properties between 0.5 and 1 acre?

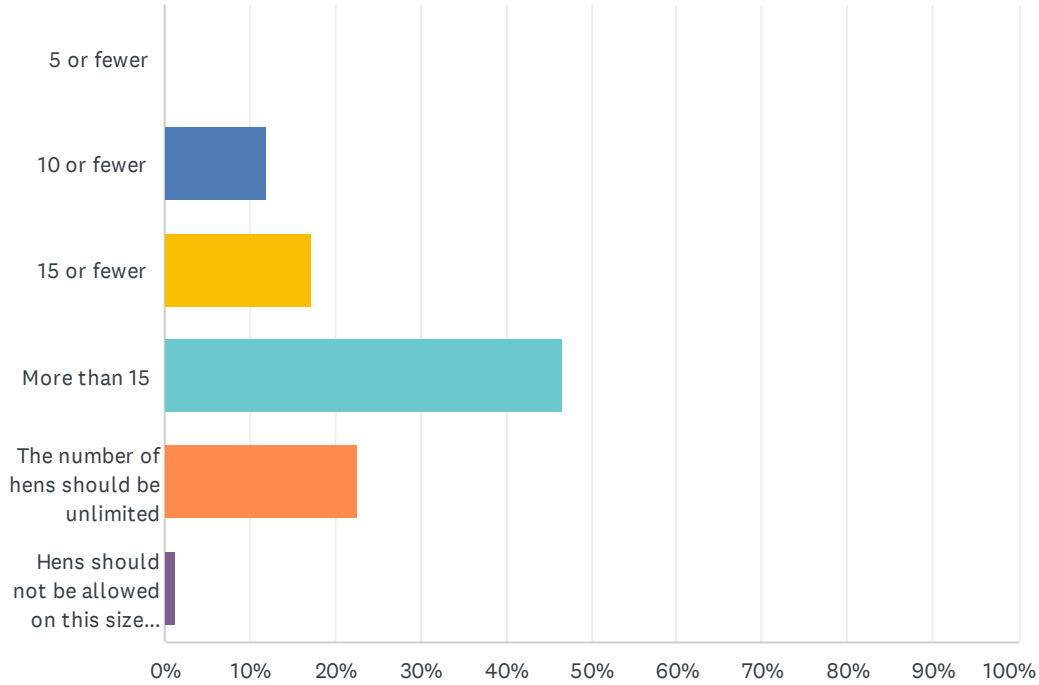
Answered: 75 Skipped: 104



ANSWER CHOICES	RESPONSES
5 or fewer	18.67% 14
10 or fewer	34.67% 26
15 or fewer	28.00% 21
More than 15	14.67% 11
The number of Hens should be unlimited	2.67% 2
Hens should not be allowed on this size of property	1.33% 1
TOTAL	75

Q12 How many Backyard Hens should be allowed on properties between 1 acre and 5 acres?

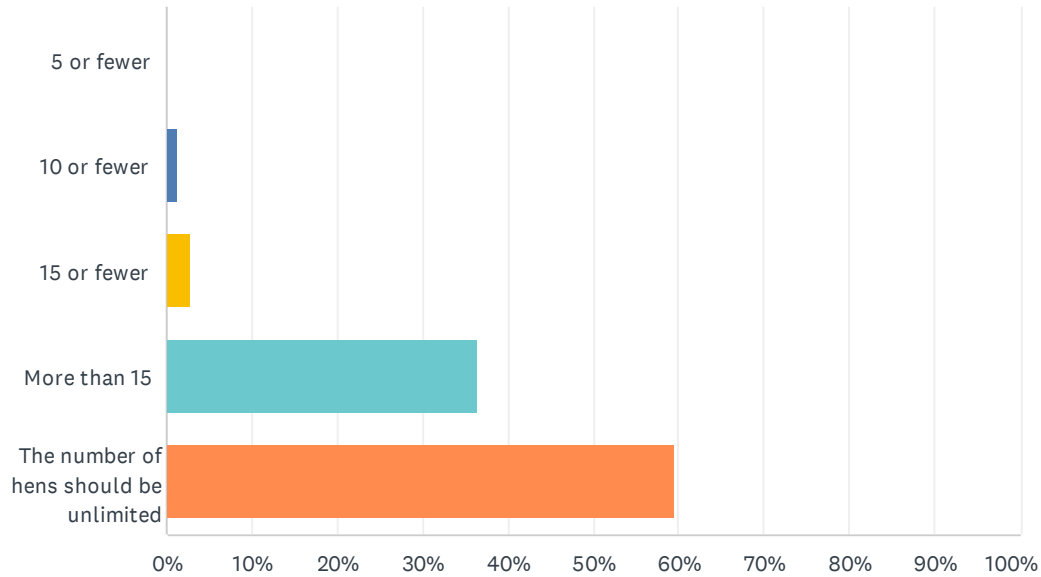
Answered: 75 Skipped: 104



ANSWER CHOICES	RESPONSES	
5 or fewer	0.00%	0
10 or fewer	12.00%	9
15 or fewer	17.33%	13
More than 15	46.67%	35
The number of hens should be unlimited	22.67%	17
Hens should not be allowed on this size of property	1.33%	1
TOTAL		75

Q13 How many Backyard Hens should be allowed on properties larger than 5 acres?

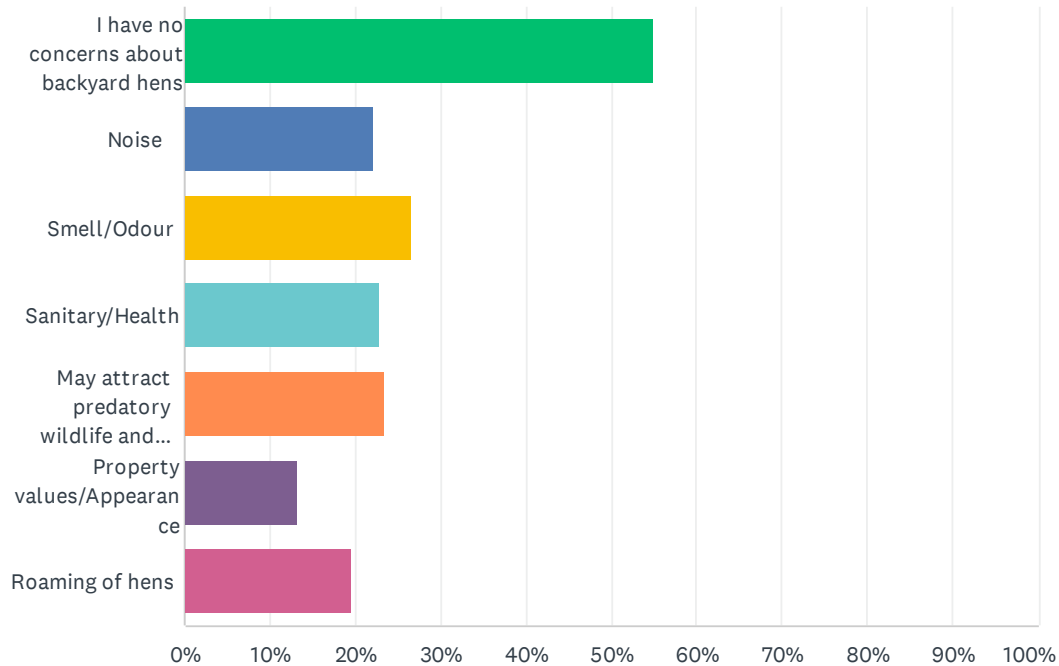
Answered: 74 Skipped: 105



ANSWER CHOICES	RESPONSES
5 or fewer	0.00% 0
10 or fewer	1.35% 1
15 or fewer	2.70% 2
More than 15	36.49% 27
The number of hens should be unlimited	59.46% 44
TOTAL	74

Q14 What concerns, if any, do you have about residents being allowed to keep backyard hens on their residential properties? Select all that apply.

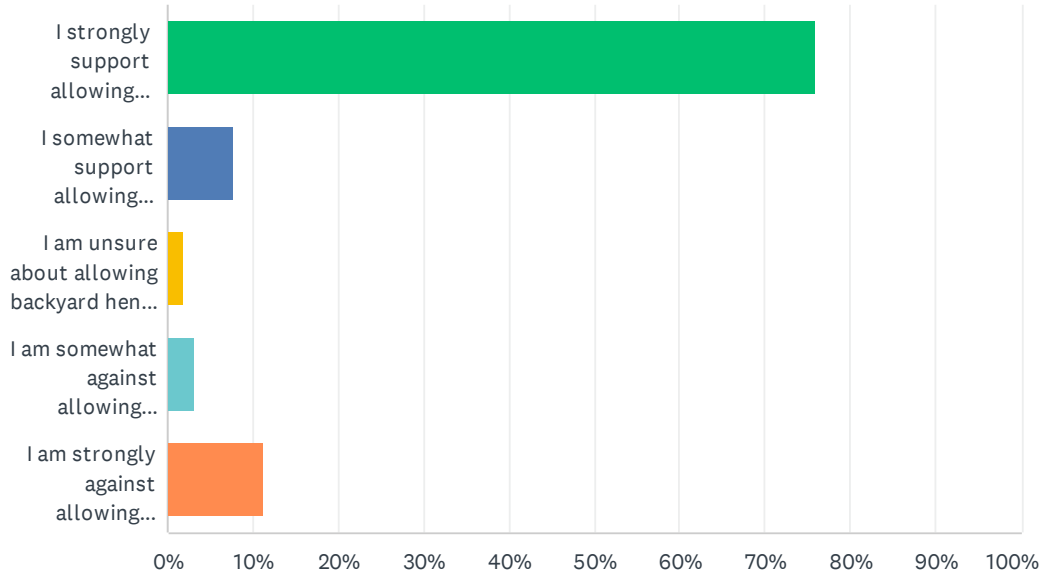
Answered: 158 Skipped: 21



ANSWER CHOICES	RESPONSES	
I have no concerns about backyard hens	55.06%	87
Noise	22.15%	35
Smell/Odour	26.58%	42
Sanitary/Health	22.78%	36
May attract predatory wildlife and or rodents	23.42%	37
Property values/Appearance	13.29%	21
Roaming of hens	19.62%	31
Total Respondents: 158		

Q15 After taking this survey, which statement below best describes your opinion of allowing backyard hens?

Answered: 158 Skipped: 21



ANSWER CHOICES	RESPONSES	
I strongly support allowing backyard hens.	75.95%	120
I somewhat support allowing backyard hens.	7.59%	12
I am unsure about allowing backyard hens or have no opinion.	1.90%	3
I am somewhat against allowing backyard hens.	3.16%	5
I am strongly against allowing backyard hens.	11.39%	18
TOTAL		158

Q16 If you have any questions or comments about backyard hens or this survey, please leave them here.

Answered: 53 Skipped: 126

Ontario Police
 Provincial provinciale
 Police de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave. 777, avenue Memorial
 Orillia ON L3V 7V3 Orillia ON L3V 7V3

Tel: 705 329-6200 Tél. : 705 329-6200
 Fax: 705 330-4191 Téléc.: 705 330-4191

File Reference:600

The Corporation of
 The Municipality of Markstay-Warren
 21 Main Street South, P.O. Box 79
 Markstay, Ontario
 P0M 2G0
 October 1, 2024

Dear Sir / Madam

This letter is a follow up to our August 2023 correspondence sent to advise of upcoming changes to the Primary Public Safety Answering Point (P-PSAP) service agreement with the Ontario Provincial Police (OPP) to align with the requirements of Next Generation 9-1-1 (NG9-1-1) services. The P-PSAP service is a necessary requirement of providing 9-1-1 to the public as it is the first point of contact when dialing 9-1-1; operators determine whether the caller requires police, fire or ambulance service before routing to the call to the appropriate agency. The new OPP P-PSAP agreement has been developed and is attached to this letter.

At this time, the rate for this service will remain at \$0.561 / capita / annum. Accordingly, the annual cost of the service to The Corporation of the Municipality Markstay-Warren in 2025 will be 0.561*2708 based on a residential population served of 2708.

While we encourage you to review the new agreement in its entirety, a summary of significant updates to the agreement include:

	Previous Agreement(s)	New Agreement
Terminology	Central Emergency Reporting Bureau (CERB) Public Emergency Reporting Service (PERS)	P-PSAP NG 9-1-1
Termination	90-day notice period	180-day notice period
Term length	2 (two) & 5 (five) year, renewable by written notice	Rolling term

To proceed with services under the new agreement, the OPP will require the attached agreement to be signed by the appropriate party, be accompanied by a by-law or band council resolution, and returned to the OPP by December 1, 2024.

Agreements will be effective as of January 1, 2025, and changes to billing based on population updates will be reflected in the annual billing issued in January 2025.

I have attached a P-PSAP information package for your reference. Please notify us at the soonest opportunity if you have any questions, or if you wish to discontinue the P-PASP service from the OPP. Note that the OPP is one of multiple providers of P-PSAP service to choose from, and that a P-PSAP service must be in place for members of your community to continue to be able to access 9-1-1. If you have any questions regarding the service, changes to the agreement, or billing please contact ppsap@opp.ca.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Steve Ridout', written in a cursive style.

Superintendent Steve Ridout
Commander, Municipal Policing Bureau

Attachments P-PSAP Agreement
P-PSAP Information Package



**OPP PROVISION OF
9-1-1 PRIMARY PUBLIC SAFETY
ANSWERING POINT (P-PSAP)
SERVICES**

OPP 9-1-1 P-PSAP Services

The Ontario Provincial Police (OPP) was established in 1909 and is one of the largest police forces in North America, with 5,500 uniformed officers, 2,500 civilian employees and 600 Auxiliary officers. The OPP operates under the Police Services Act and serves Ontario by protecting its citizens, upholding the law and preserving public safety. Many of the services provided by the OPP, including frontline policing, communications and 9-1-1 Primary Public Safety Answering Point (P-PSAP), are provided under contract to Ontario municipalities.

A P-PSAP is responsible for answering all calls to 9-1-1 for police, fire and ambulance services. A 9-1-1 calltaker will triage the caller's needs and forward the call directly to the appropriate emergency service(s) — known as a secondary Public Safety Answering Point (S-PSAP) — for action and follow-through.

The OPP provides primary PSAP and secondary PSAP services to many municipalities in Ontario.

Trained OPP personnel have expertise in both calltaking and dispatch functions and are available to provide 9-1-1 P-PSAP services 24 hours per day, seven days per week, 365 days per year.

Presently, the OPP has agreements with 111 Municipalities, First Nations, Local Services Boards and other 9-1-1 Authorities to provide P-PSAP services in geographical areas that are policed by the OPP, as well as in some areas where policing is provided by a Municipal Police Service.

If a Municipality chooses to accept an OPP contract for the provision of 9-1-1 P-PSAP services, the resources of the Provincial Communications Centre (PCC) will focus on meeting the needs of the Municipality, as set out in the contract.

Advantages of accepting an OPP contract for the provision of 9-1-1 P-PSAP services to the Municipality include improved situational awareness during incidents, which is crucial to establishing the most efficient emergency communications systems possible. Additionally, it allows for improved control and coordination of major incidents, an assured Grade of Service, consistent use of state-of-the-art technology and continuous service provided at a defined cost.

The information contained in this document outlines OPP-provided P-PSAP services.

Technical and Operational Information

Provincial Communications Centres Providing Call Answering

A Provincial Communications Centre is the incoming communications centre and acts as the primary interface between the public and the OPP for both non-emergent and emergency calls, including 9-1-1. The OPP currently operates four (4) Provincial Communications Centres in Ontario. Each OPP Provincial Communications Centre operates in compliance with the provisions of Ontario Regulation 3/99 governing the adequacy and effectiveness of police services (Adequacy Standards).

For a Municipality under contract with the OPP for 9-1-1 P-PSAP service, the OPP provides continuous and uninterrupted services through one of two Provincial Communications Centres: the North Bay Provincial Communications Centre is designated as the primary call answering centre, with another OPP Provincial Communications Centre serving as the backup location. This is required as part of the Bell Canada service plan. Staff and system requirements necessary for the provision of this service to the municipality are available upon acceptance of the OPP as the provider of P-PSAP services. 9-1-1 calls will be answered and directed to the appropriate public safety agencies within the municipality's 9-1-1 Public Emergency Reporting Service (PERS). In order to accommodate 9-1-1 P-PSAP responsibilities for the municipality, Bell PERS will be required to install circuits to direct the calls appropriately to the OPP. This work will be completed without any cost to the municipality as part of the Bell service plan.

Staffing of Provincial Communications Centres

The OPP staffs all its Provincial Communications Centres with qualified civilian and uniform OPP members. The OPP also manages all the personnel and equipment required to receive and process all emergency calls directed to the P-PSAP. A Provincial Communications Centre is typically staffed based on historical workloads and software algorithms that identify the number of required personnel to adequately meet the OPP Grade-of-Service target. During normal operations the calltaker and dispatcher functions are separated, although all operators are trained to perform both roles. On-duty civilian Communication Teams Leaders and OPP uniform supervisors provide full-time, on-site supervision and support at all times.

The OPP is thoroughly familiar with the operation of the 9-1-1 PERS, as it is a part of normal day-to-day operations. OPP personnel have considerable experience in dealing with emergent situations and serving the public directly. This experience and fundamental orientation are of benefit to the citizens of a municipality that contracts with the OPP as a P-PSAP provider.

Training

Provincial Communications Centre staffing is of utmost importance to the OPP. For the calltakers as the first points of contact for the public during an emergency and for the dispatchers who coordinate the movements and actions of frontline police officers, it is mission critical that PCC staff are well trained and in adherence with the OPP's Standard Operating Procedures. All

applicants for OPP Communications Operator positions are subjected to a rigorous screening process involving interviews, pre-employment testing using CritiCall and other position-specific software, psychological testing and security checks. Once hired, they receive extensive training in a classroom environment, followed by practical training in the Provincial Communications Centre, and are matched with an OPP-trained coach during their initial transition. A quality assurance program is in place to ensure employees maintain their skillset and are compliant with organizational standards.

Standards

The Provincial Communications Centres are guided by OPP Standard Operating Procedures that incorporate the Bell Canada Standards Manual. These procedures are applied consistently to all OPP 9-1-1 customers. The OPP currently has a service level objective of answering 95% of all 9-1-1 calls within two rings. Performance of all call answering activity is regularly measured and reviewed. The 9-1-1 P-PSAP calls are the highest rated priority in the system and are always answered first. Note: The standard ringing cycle is six seconds and is fixed by the telephone company. Accordingly, the maximum time for two ringing cycles is 12 seconds from start to finish.

Each Provincial Communications Centre is equipped with digital reader boards that display information including the number of calls waiting in the queues and the time for the longest outstanding call. The reader boards are programmed to sound an audible alarm at pre-set limits, alerting the calltakers to this critical information. Immediately upon an alarm sounding, prompt action is taken to address the situation to relieve pressure. Team leaders continually monitor call activity and assign duties as required by the situation. Use of this equipment facilitates efficiencies in call answering.

Redundancy and Back-up Sites

Both the P-PSAP (the North Bay Provincial Communications Centre) and the back-up location (another OPP Provincial Communications Centre) are equipped with the same types of equipment and provide equivalent operation and service.

Back Up Site: The operation of the Provincial Communications Centres is mission critical to the OPP. The OPP has developed plans to deal with various system failures or disasters. There are several options to deal with emergent situations up to and including transferring all operations to the back-up location. This includes 9-1-1 PERS service (P- PSAP and Secondary PSAP (S-PSAP)) and regular OPP direct dial services via 888-310-1122/33. It should also be noted the telephone company services (regular Central Office and 9-1-1 PERS) for both the North Bay Provincial Communications Centre and the back-up location are provided via a fibre ring that provides redundant access from the local Bell Central Office. Both locations are also served by different Bell digital multiplex system (DMS) switching systems.

Multi-Language/Hearing-Voice Impaired Calls

All 9-1-1 calls are initially answered in English. Bilingual (French/English) communicators at each Provincial Communications Centre are able to answer a call in either official language. The OPP

will respond, as provided by the French Language Services Act, to both verbal inquiries and written correspondence received in French. The OPP subscribes to an interpretation services telephone line and regularly uses this service to access live translation services in additional languages, as required. To assist with Deaf, deafened, and hard of hearing callers, each Provincial Communications Centre is equipped with a minimum of two (2) TTY devices which are connected to the telephone systems, ensuring calls can be transferred as required. These devices are also used by the OPP to provide similar service through the direct dial 1-888-310-1133 phone number.

The Communications Centre Logger (CCL) system

Every Provincial Communication Centre is equipped with the Communications Centre Logger (CCL) system to capture and store call recordings. Multi-channel digital recorders provide continuous long-term storage on a 24-hour basis. The recorders are redundantly configured in order to ensure continuity of recordings. Copies of recordings are archived to an additional on-site and off-site data server in order to ensure availability in case of hardware failure. All telephone calls are recorded for the duration that the operator's phone remains off hook. All radio transmissions are recorded for the duration of the radio PTT transmission. The CCL system does not record dead air in-between calls or transmissions. Exports of audio recordings are presented as a collection of timestamped clips where each clip represents a single call or transmission.

Records are retained for a seven (7) year plus current year period. Recordings of 9-1-1 related calls are the property of the OPP and no ownership can be accorded to the Municipality. These records contain other proprietary information.

Requests for copies of CCL system recordings are processed by the OPP Technology Disclosure Unit (TDU).

Automatic Number Identification/Automatic Location Identification (ANI/ALI)

ANI (Automatic Number Identification) is the automatic display at the PSAP of the telephone number associated with the line which called 9-1-1. ALI (Automatic Location Identification) contains details about the location, including the GPS coordinates or the civic or mailing address and other identifying information such as the building name or suite number that is associated with the ANI from the database where the PSAP is connected. All Bell 9-1-1 PERS ANI/ALI data and associated information received with each individual 9-1-1 calls is recorded. The OPP is responsible for its own operations and can accommodate the reception of ANI/ALI data. The ANI/ALI data may be transferred or "downstreamed" to Secondary PSAP agencies.

The OPP is prepared to provide to authorized individuals, copies of audio recordings, as it directly pertains to the Municipality's P-PSAP operation for purposes of civil litigation and/or criminal proceedings. Requests for such information must be received in writing at least five days prior to the end of the seven-year retention period for audio recordings. The OPP will retain the originals until such proceedings are complete.

Online Conferencing

The Bell PERS system has a maximum conference capability of three (3) parties. In operation, the P-PSAP will conference the originating 9-1-1 caller to the requested service (police/fire/ambulance). It is then the responsibility of the Secondary PSAP that receives the 9-1-1 call from the P-PSAP, to manage the situation and conference others as required. The OPP can add a fourth party (i.e., interpretation services) via the Meridian conference feature.

Reports

The OPP will provide reports, the frequency of which shall be monthly or as determined in consultation with the Municipality, which will show the overall efficiency of the P- PSAP operation in answering 9-1-1 calls, as well as the volume of calls handled for the Municipality.

The OPP notifies Bell Canada of any identified addressing errors related to the ANI/ALI addressing database. As a standard practice, the OPP reports any noted failures of the 9-1-1 PERS system to Bell Canada.

Costs

The OPP determines the costs for this service based on the population of the community. The annual rate per capita is \$0.561.

Additional Charges

The annual rate shall be reviewed at the end of every calendar year, and it may be revised by the OPP based on changes to the residential population or to the per capita cost charged by the OPP. If the residential population of the Municipality increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the Municipality shall be obliged to pay the OPP the revised annual rate. The OPP shall determine the annual revisions to the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.

Allowances for Business Interruptions

Due to the equipment redundancy and back-up provisions, the OPP does not expect any disruption to P-PSAP service. To date there has been no service interruptions to P-PSAP services that are attributable to the OPP. The OPP have committed significant resources to the telecommunications infrastructure to prevent disruptions and consequently are not offering any monetary allowances.

Preparing for Next Generation 9-1-1 (NG9-1-1)

Under a directive from the Canadian Radio-television and Telecommunications Commission (CRTC), all telephone companies are mandated to update their networks in order to be ready to provide next-generation (NG9-1-1) services in the future.

As consumer telecommunication devices continue to evolve with changing technology, the 9-1-1 system must keep pace in order to maintain and further enhance public safety.

NG9-1-1 is the mandatory replacement of the current 9-1-1 service in Canada. Rather than a series of different, proprietary telephone systems, NG9-1-1 is an ecosystem of integrated, standards-based systems from coast to coast to coast. It will comply with a standard developed by the North American Emergency Number Association (NENA) which forms the basis for compatible deployment of this new service in Canada, the United States and around the world.

The change to NG9-1-1 will significantly enhance public safety communications services in an increasingly wireless, mobile society with new broadband network capabilities, notably:

- It will be a national level network that will facilitate emergency communications between citizens and emergency services.
- It will be a standards-based, secure platform specifically for 9-1-1 emergency communications across Canada.
- It will provide OPP PCC Communicators with enhanced caller location and subscriber information, improving their ability to dispatch officers as quickly as possible.
- NG9-1-1 will improve interoperability between emergency services agencies by allowing P-PSAPs to transfer calls efficiently and seamlessly share information from PSAP to PSAP.
- NG9-1-1 will allow the public to real-time text (RTT) 9-1-1 directly and in the future, allow callers to send photos and videos.

By March 1, 2022, all networks were updated to prepare for NG9-1-1. Additional milestones will be put in place by the CRTC, culminating in the decommissioning of the existing 9-1-1 system and full implementation of NG9-1-1 by March 2025.

The OPP is a national leader in NG9-1-1 adoption and implementation and has committed resources to ensuring the safety and security of the new NG9-1-1 network.

Working in partnership with hardware and software stakeholders, the OPP is expecting to begin the NG9-1-1 migration process early in 2024.



**AGREEMENT FOR THE PROVISION OF
PRIMARY PUBLIC SAFETY ANSWERING
POINT (PSAP) SERVICES**

**AGREEMENT FOR THE PROVISION OF PRIMARY PSAP SERVICES
EFFECTIVE AS OF JANUARY 1, 2025**

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
MINISTER OF THE SOLICITOR GENERAL
on behalf of the ONTARIO PROVINCIAL POLICE**

("OPP")

OF THE FIRST PART

AND:

**THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN
(the "9-1-1 Authority")**

OF THE SECOND PART

RECITALS:

- (a) **WHEREAS** Bell Canada has entered into agreements with the 9-1-1 Authority to provide the 9-1-1 Authority with a 9-1-1 Public Emergency Reporting Service (PERS), and which authorizes the 9-1-1 Authority to deliver 9-1-1 services using NG 9-1-1 technology;
- (b) **AND WHEREAS** it is the obligation of the 9-1-1 Authority under its agreement with Bell Canada to ensure that a Primary Public Safety Answering Point serves the territory in which the 9-1-1 Authority operates;
- (c) **AND WHEREAS** the 9-1-1 Authority is permitted under its agreement with Bell Canada to contract with a third party for the management and operation of the Primary Public Safety Answering Point;
- (d) **AND WHEREAS** the 9-1-1 Authority wishes to contract with the OPP for the management and operation of the Primary Public Safety Answering Point, which is or is expected during the term of this Agreement to transition from being delivered by PERS to being delivered using NG 9-1-1 technology;
- (e) **AND WHEREAS** the 9-1-1 Authority confirms its adherence to this Agreement by executing it, as provided for herein, and providing the OPP with a certified copy of the resolution or by-law authorizing it entering into this Agreement;

NOW THEREFORE, in consideration of the promises and covenants herein, the Parties agree as follows:

1 The Parties warrant that the recitals are true.

2 DEFINITIONS AND INTERPRETATION

2.1 In this Agreement:

“9-1-1 Call” means a request for public safety assistance signaled by a 9-1-1 caller using a device and communications service supporting 9-1-1 contact, regardless of the media (e.g., voice, video, text, other) used to make that request; **“9-1-1 Caller”** means the end user contacting 9-1-1.

“Agreement” means this agreement and Schedule “A”, which is attached to, and forms part of this Agreement.

“ALI” means an Automatic Location Identification, which consists of a database feature that displays, to the Primary and Secondary PSAP, address and location data with respect to a source from which the 9-1-1 call originates.

“ANI” means an Automatic Number Identification, which consists of a database feature that displays the telephone number of the primary exchange service that originates the 9-1-1 call to the Primary PSAP.

“Call Control” means a feature that allows the 9-1-1 call taker at the Primary PSAP to maintain control of

the line upon which the 9-1-1 call was made regardless of calling party action.

“ESZ” means Emergency Services Zone, which is a geographic area served by a Secondary PSAP in the territory of the 9-1-1 Authority.

“GIS” means “Geographic Information System”, a system for capturing, storing, displaying, analyzing and managing data and associated attributes which are spatially referenced.

“NG9-1-1” means a secure, IP-based, open-standards based system comprised of hardware, software, data, and operational policies and procedures that (1) provides standardized interfaces from emergency call and message services to support emergency communications, (2) processes all types of emergency calls, including voice, text, data, and multimedia information, (3) acquires and integrates additional emergency call data useful to call routing and handling, (4) delivers the emergency calls, messages and data to the appropriate PSAP and other appropriate emergency entities based on the location of the caller, (5) supports data, video, and other communications needs for coordinated incident response and management and (6) interoperates with services and networks used by first responders to facilitate emergency response.

“Party” means the OPP or the 9-1-1 Authority, and “Parties” shall mean both of them.

“PERS” means “Public Emergency Reporting Service” which is a telecommunications service provided by Bell for the delivery of 9-1-1 calls.

“PSAP” means “Public Safety Answering Point” which is the entity responsible for receiving 9-1-1 calls and processing those 9-1-1 calls according to a specific operational policy.

“Primary PSAP” means the Primary Public Safety Answering Point serving the 9-1-1 Authority and located at the OPP Provincial Communications Centre (PCC), which is the first point of reception by the OPP of 9-1-1 calls.

“Secondary PSAP” means the communication center of a fire, police or ambulance agency, within an ESZ, to which 9-1-1 calls are transferred from the Primary PSAP, and for which the Secondary PSAP is then responsible for taking appropriate action.

“Selective Routing and Transfer” means a feature that automatically routes a 9-1-1 call to the appropriate Primary or Secondary PSAP based upon the ALI and ANI of the telephone line from which the 9-1-1 call originates.

- 2.2 **Severability** - If any term of this Agreement shall be held to be illegal, invalid, unenforceable, null, void or inoperative by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.
- 2.3 **Section Headings** - The section headings contained herein are for purposes of convenience only and

shall not be deemed to constitute a part of this Agreement or affect the meaning or interpretation of this Agreement in any way.

2.4 **Entire Agreement** - This Agreement constitutes the entire agreement of the Parties, with respect to the provision and operation of services as defined hereunder and supersedes any previous agreement whether written or verbal. In the event of a conflict or inconsistency between this Agreement and a tender document such as request for proposals issued by the 9-1-1 Authority for the provision of services as described hereunder or the proposal that the OPP submitted in response to the tender document, this Agreement shall prevail to the extent of the conflict or inconsistency.

2.5 **Amendments** - Any amendments to this Agreement shall be in writing and shall not take effect until approved in writing by both Parties. Either party may make changes to this Agreement with the consent of the other party by appending an amendment signed and dated by both parties reflecting the changes.

3 **NOTICES**

3.1 **Notice** - Any notice required pursuant to this Agreement shall be in writing by mail or by electronic mail to the following addresses:

To the 9-1-1 Authority

THE CORPORATION OF
THE MUNICIPALITY OF
MARKSTAY-WARREN
21 Main Street South, P.O.
Box 79
Markstay, ON P0M 2G0

Email: kmorris@markstay-warren.ca

To the Ontario Provincial Police

Attention: Municipal Policing Bureau

OPP General Headquarters
777 Memorial Avenue Orillia
ON L3V 7V3

Email: OPP.MunicipalPolicing@opp.ca

Or to such other addresses either of the Parties may indicate in writing to the other. Any notice given in accordance with this Agreement shall be deemed to have been received upon delivery, if delivered by mail or by email, five (5) days after sending.

3.2 **Notices in Writing** - All notices required under this Agreement shall be in writing.

4 RATES AND METHOD OF PAYMENT

4.1 The 9-1-1 Authority shall pay the OPP for providing and operating the Primary PSAP as follows:

- (a) **Amount of Annual Rate** - The 9-1-1 Authority shall be charged and shall be required to pay an annual rate of **\$1519.19** based on the residential population served in the geographic territory of the 9-1-1 Authority of 2708 at a per capita cost of \$0.561.
- (b) **Review of Annual Rate** - The annual rate specified in clause (a) shall be reviewed at the end of every calendar year and may be revised by the OPP based on changes to the residential population or changes to costs of labour and equipment. In the event that the residential population of the geographic territory of the 9-1-1 Authority increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the 9-1-1 Authority shall pay the revised annual rate. The OPP shall determine the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.
- (c) **Invoices** - The first invoice shall be issued immediately to the 9-1-1 Authority upon the start of the Agreement. The 9-1-1 Authority shall subsequently be invoiced annually at the beginning of each calendar year, and the invoice shall cover the time period for the subsequent calendar year, or portion thereof that this Agreement is in effect.
- (d) **Payments** - Payments invoiced under this Agreement shall be made payable to the Minister of Finance, and payment shall be due no later than thirty (30) days following receipt of the invoice. Any payments which have become due and owing after this time period, in whole or in part, shall bear interest at the rate set by the Minister of Finance from time to time.

5 RESPONSIBILITIES OF THE OPP

The OPP shall manage and operate the Primary PSAP and:

- 5.1 **Personnel** - Staff the Primary PSAP to answer and transfer 9-1-1 calls to the appropriate Secondary PSAP at a level appropriate with the 9-1-1 call volume in the geographic territory of the 9-1-1 Authority.
- 5.2 **Equipment** - Provide, in its operation of the Primary PSAP, terminal equipment which permits the utilization of features provided by Bell Canada to the 9-1-1 Authority consisting of ALI, ANI, Selective Routing and Transfer and Call Control features, as well as equipment to communicate with

deaf, hard of hearing, and speech impaired callers.

- 5.3 **Hours** - Operate the Primary PSAP twenty-four (24) hours a day, seven (7) days a week.
- 5.4 **9-1-1 Call Response** - Answer and transfer all 9-1-1 calls received by the Primary PSAP and associated ANI/ALI information, to a designated Secondary PSAP within the proper ESZ, as deemed appropriate by Primary PSAP personnel. This shall include maintaining control of the line upon which each 9-1-1 call is received until the 9-1-1 call is confirmed as being transferred to the appropriate Secondary PSAP or until the 9-1-1 call is terminated.
- 5.5 **Record Retention** - Retain digital voice records of all 9-1-1 calls received at the Primary PSAP, in accordance with OPP policy, and ANI/ALI data for one hundred eighty (180) days from the date such records are created. The OPP is prepared to provide to authorized personnel, certified copies of audio recordings, as it directly pertains to the Primary PSAP for the purposes of civil litigation and/or criminal proceedings provided the request is received no later than five (5) days prior to the end of the retention period of the recordings or records. The OPP shall retain the original recordings or records until the conclusion of any civil or criminal proceedings to which such records relate.
- 5.6 **Backup Primary PSAP** - Provide an operational backup Primary PSAP to which 9-1-1 calls shall be transferred at the discretion of the OPP or Bell Canada in the event that the usual Primary PSAP is unable to receive the 9-1-1 calls.
- 5.7 **Non-English Callers** - Make reasonable efforts to respond to 9-1-1 calls from non-English callers, subject to the OPP's ability to access the services of a third-party provider. The OPP does not warrant that it shall be able to provide services to non-English callers, or that it shall be able to access such services from a third-party provider.
- 5.8 **Reports** - Upon request from the 9-1-1 Authority, or as determined by the OPP in consultation with the 9-1-1 Authority, the OPP shall provide reports which show the overall efficiency of the Primary PSAP in answering 9-1-1 calls, including the volume of 9-1-1 calls.

6 RESPONSIBILITIES OF THE 9-1-1 AUTHORITY

The 9-1-1 Authority shall:

- 6.1 **Payment** - Be responsible for the amount of payment, in the manner, and within the timelines set out in Article 4.0 herein.
- 6.2 **Designate Secondary PSAPs** - Designate Secondary PSAPs that are not OPP Detachments for each and every ESZ in the geographic territory of the 9-1-1 Authority to which the Primary PSAP shall answer and transfer a 9-1-1 call, and co-ordinate the participation of all such Secondary PSAPs in the manner required by this Agreement.

- 6.3 **Warranty** - Warrant and represent that each Secondary PSAP serving the 9-1-1 Authority is operative twenty-four (24) hours a day, seven (7) days a week, and shall answer and respond to all 9-1-1 calls directed to it from the Primary PSAP.
- 6.4 **Changes** - Notify the OPP in writing immediately upon becoming aware of any changes, including but not limited to changes to NG9-1-1 or any technology in use that shall affect or is likely to affect the services the OPP provides under this Agreement, or of any changes to, or the termination or expiry of any Agreement between the Municipality and Bell Canada related to the services provided hereunder.
- 6.5 **GIS Data Responsibility** – The 9-1-1 Authority shall be solely responsible for GIS data it has provided. The OPP is not responsible for aggregating, creating, maintaining, or updating GIS data on behalf of the Municipality.

7 LIMITATION OF LIABILITY

- 7.1 **Limitation of Liability** - Notwithstanding any other provision in this Agreement, the OPP shall not be responsible or liable for any injury, death or property damage to the 9-1-1 Authority, its employees, subcontractors or agents, or for any claim by any third party against the 9-1-1 Authority, its employees, subcontractors or agents arising from:
- (a) **External Information** - The accuracy or completeness, or lack thereof, of any information the OPP receives from the 9-1-1 Authority, Bell Canada or any other third party, which the OPP relies on in providing services under this Agreement.
 - (b) **Equipment and Services** - Equipment or services provided by any other party (including the failure of any other party to provide equipment or services) which the OPP uses and relies on to provide services under this Agreement including but not limited to:
 - (i) Equipment or services required to transfer services provided under this Agreement from any other party to the OPP,
 - (ii) Services provided to non-English speakers who place 9-1-1 calls,
 - (iii) Services provided by Bell Canada to the 9-1-1 Authority including under PERS or NG9-1-1 and,
 - (iv) Services provided by Secondary PSAPs, which are not part of the OPP.
 - (c) **Call Volumes** - The inability of the OPP to respond to 9-1-1 calls due to call volume that exceeds the capacity of the Primary PSAP, including the equipment and personnel who work at the Primary PSAP.

7.2 **Survival** - Section 7.1 shall survive the termination or expiry of this Agreement.

8 COMPLIANCE WITH LAWS AND CONFIDENTIALITY

8.1 **Compliance with Laws** - Both Parties agree to comply with all applicable laws in effect in the Province of Ontario in performing their respective obligations and duties under this Agreement.

8.2 **Confidential Information** - Both Parties agree that except where required by law, or for the purpose of performing duties or obligations under this Agreement, neither Party shall directly or indirectly disclose, destroy, exploit or use, either during or after the term of this Agreement, any confidential information belonging to the other Party, unless the other Party has provided its written consent. Both Parties further agree that when this Agreement terminates or expires, they shall return all confidential information belonging to the other Party.

9 DISPUTE RESOLUTION

9.1 **Dispute Resolution** - Subject to Article 10.0 herein, if any dispute arises between the OPP and the 9-1-1 Authority as to their respective rights and obligations under this Agreement, the Parties may use the following dispute resolution mechanism to resolve such disputes:

- (a) The Unit Commander of the Primary PSAP and a representative of the 9-1-1 Authority herein shall attempt to settle the dispute within fifteen (15) business days of the dispute arising;
- (b) If the Unit Commander of the Primary PSAP and the representative of the 9-1-1 Authority are unable to settle the dispute within fifteen (15) business days of the dispute arising, they shall refer the dispute to the Director. The Director and the representative 9-1-1 Authority shall attempt to resolve the dispute within fifteen (15) business days;
- (c) If the Parties are still unable to resolve the dispute, the Commissioner or the Deputy Commissioner of the OPP and representative of the 9-1-1 Authority agrees to attempt to resolve the dispute within fifteen (15) business days; and,
- (d) If the Parties are still unable to resolve the dispute, each may, with the agreement of the other Party, refer the dispute to arbitration in accordance with the Arbitration Act, 1991, as amended.

10 TERM, TERMINATION AND RENEWAL

10.1 **Term** - This Agreement shall come into effect on the date first written above and shall remain in force, subject to either party terminating the agreement as specified in this section.

10.2 **Termination** - Either Party to this Agreement may terminate this Agreement without cause and

without incurring any liability upon providing one hundred eighty (180) days written notice of termination to the other Party, in which case this Agreement shall terminate one hundred eighty (180) days following the delivery of such notice. Should a notice to terminate be given, the 9-1-1 Authority shall continue to be obligated to pay for the cost of the services described in this Agreement up to and including the date of such termination and the OPP shall continue to be responsible to provide the services described in this Agreement up to and including the date of such termination.

- 10.3 **Immediate Termination** - Either Party may terminate this Agreement immediately without incurring any liability if Bell Canada withdraws offering PERS or any successor technology such as NG9-1-1 to the 9-1-1 Authority or if the Agreement between Bell Canada and the 9-1-1 Authority for the provision of PERS or any successor technology such as NG9-1-1 is terminated or is expired and not renewed.

11 **GENERAL**

- 11.1 **No Waiver** - The failure of a Party to this Agreement to enforce at any time any of the provisions of this Agreement or any of its rights in respect thereto or to insist upon strict adherence to any term of this Agreement shall not be considered to be a waiver of such provision, right or term or in any way to affect the validity of this Agreement.
- 11.2 **Waiver in Writing** - Any waiver by any Party hereto of the performance of any of the provisions of this Agreement shall be effective only if in writing and signed by a duly authorized representative of such Party.
- 11.3 **No Prejudice** - The exercise by any Party to this Agreement of any right provided by this Agreement shall not preclude or prejudice such Party from exercising any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.
- 11.4 **Restructuring** - The 9-1-1 Authority shall notify, and consult with the OPP before the 9-1-1 Authority's boundaries are altered, the 9-1-1 Authority is amalgamated with another 9-1-1 Authority, the 9-1-1 Authority is dissolved or the legal status of the 9-1-1 Authority is subject to other substantive changes.
- 11.5 **Relations** - The Agreement shall not create nor shall it be interpreted as creating any association, partnership, employment relationship or any agency relationship between the Parties.
- 11.6 **Media** - Both Parties agree that they shall not at any time directly or indirectly communicate with the media in relation to this Agreement unless they first notify the other Party in writing.
- 11.7 **Promotion** - Neither Party shall publicize or issue any publications related to this Agreement unless they first notify the other Party in writing.

- 11.8 **Assignment** - Neither Party shall assign this Agreement or any portion thereof without the prior written consent of the other, which consent may not be arbitrarily withheld.
- 11.9 **Force Majeure** - Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. If a Party seeks to excuse itself from its obligations under this Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.

IN WITNESS WHEREOF, the **9-1-1 Authority** has affixed its Corporate Seal attested by the signature of its duly authorized signing officer(s), and the Provincial Commander of the OPP has personally signed this Agreement to be effective as of the date set out herein.

THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN

SIGNATURE

Print Name & Title

Date: _____ day of _____, 20__

Ontario Provincial Police (OPP)

Provincial Commander

Print Name

Date: _____ day of _____, 20__

SCHEDULE "A"

BYLAW OR BAND COUNCIL RESOLUTION

Attached to and forming part of the Agreement between

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
MINISTER OF THE SOLICITOR GENERAL
on behalf of the ONTARIO PROVINCIAL POLICE

And

THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN

**PLACEHOLDER
BY-LAW/BAND COUNCIL RESOLUTION**

TO: Council
FOR: Decision
DEPARTMENT: Administration
DATE: March 17, 2025

SUBJECT : Declaration of a council vacant seat

BACKGROUND

Councillor Mark Corner resigned his Council seat effective March 12, 2025.
There is presently a By-Law in effect providing guidance as to how to proceed when filling a vacancy.

RECOMMENDATION

THAT Councillor Mark Corner's seat be declared vacant effective March 12, 2025.
FURTHER THAT Council proceed with filling the Council vacancy by appointment as outlined in By-Law 2023-19.

**CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN
BY-LAW 2023-19**

The Municipality of Markstay-Warren Council Vacancy Procedures 2023

WHEREAS pursuant to section 263 of the Municipal Act, 2001, S.O. 2001 c. 25, when the seat of a member of council becomes vacant during the term of office, Council may fill a vacancy by appointing a person who has consented to accept the office if appointed or requiring that a By-election be held to fill a vacancy in accordance with the Municipal Elections Act, S.O., 1996, c 32.

AND WHEREAS the Council of the Municipality of Markstay-Warren does not have a policy to govern the process for Council to appoint a person to fill a seat of a member of council that had been declared vacant.

AND WHEREAS Council for the Municipality wishes to implement said policy

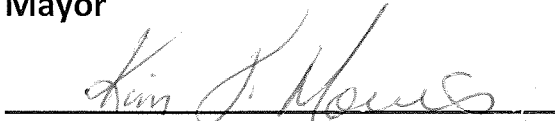
NOW THEREFORE the Council of the Municipality of Markstay-Warren enacts as follows:

1. That Council hereby approves the "Council Vacancy Appointment Policy" attached as Schedule "A" to this Bylaw.

**Read a first, second and third
time and finally passed this
22nd day of June 2023.**



Mayor



Clerk

SCHEDULE A TO BY-LAW 2023-19

COUNCIL VACANCY APPOINTMENT POLICY

PURPOSE

The purpose of this policy is to provide for an accountable and transparent process for filling any vacancy, including the Mayor or Councillor, that occurs.

NOTICE OF VACANCY

The Clerk shall post a Council Vacancy Notice on the Municipality's website, notice boards, and social media account for a minimum of two (2) weeks following Council's decision to fill a vacancy by appointment. The notice will indicate Council's intention to appoint an individual to fill a vacancy and shall outline the nomination process.

A vote to fill a vacancy on Council by appointment shall occur at a Special Council Meeting.

NOMINATIONS

Any individual wishing to be considered for appointment to the vacancy shall:

- a. Send a Letter of Interest as well as complete and sign a Council Vacancy Application Form
- b. An official list of candidates shall be posted on the municipality's website once nomination forms have been certified and the nomination period has expired.
- c. A candidate may withdraw their nomination by filing a written withdrawal letter, either in person or via email to info@markstay-warren.ca

SPECIAL COUNCIL MEETING

At a Special Council meeting, the following shall take place:

- I. The Mayor will make a short statement of the purpose of the meeting and the general order of proceeding to be followed.
- II. The Clerk will provide to the Mayor a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor will call for a motion from Council in the following form:

"THAT the following individuals who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."

III. All candidates will be asked to step out of the room until it is their time to

answer the questions posed by Council.

- IV. Each of the candidates shall be afforded the opportunity to introduce themselves to Council for a period of not more than three (3) minutes. The order of speaking will be determined by listing candidates alphabetically, using last names first.

Note: Candidates will be timed

- V. Each remaining member of Council will be permitted one (1) question to each candidate.

Candidates have two (2) minutes to answer each question.

Once a candidate has answered the questions, they may leave.

CLOSED SESSION

Council will enter a closed session as permitted under the Municipal Act, 2001, section 239, (2)(b) personal matters about an identifiable individual, including municipal and local board employees; and will then return to the open session of the Special Meeting.

VOTING

Upon hearing all the submission of the candidates prior to the In Camera Session, Council will proceed to vote as follows:

- i. Members of Council will discuss and shortlist 3 candidates.
- ii. Members of Council shall vote on an individual ballot for one candidate only.
- iii. The Clerk shall tabulate the results.
- iv. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the candidate or candidates who received the fewest number of votes shall be excluded from further consideration.
- v. The vote will be taken again by the Clerk.
- vi. Upon conclusion of the voting, the Clerk will note the candidate receiving the votes of more than one-half of the number of the voting members of Council.
- vii. The appointment of the candidate shall be made by by-law. A by-law confirming the appointment shall be enacted by Council.

OATH OF OFFICE

The new councillor(s) shall take their Oath of Office at the next Regular Meeting.



COUNCIL VACANCY APPLICATION

NOTE:

- A Council Vacancy Application may only be filed in person or emailed.
- It is the responsibility of the person applying to file a complete and accurate application.

Candidate Full Name:	For the Office of: Councillor
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CANDIDATE'S FULL QUALIFYING ADDRESS WITHIN THE MUNICIPALITY:

Street Number:	Street Name:	
Municipality:	Province:	Postal Code:

CANDIDATE'S FULL MAILING ADDRESS: *(if different from qualifying address above)*

Street Number:	Street Name:	
Municipality:	Province:	Postal Code:
Telephone (incl. area code):	Email Address:	

DECLARATION OF QUALIFICATION:

I _____ the applicant mentioned in this form, declare that I am presently legally qualified to hold the office for which I have applied and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature of Applicant

Date received (yyyy/mm/dd):	Time received:	Signature of Clerk or Designate:
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CERTIFICATION BY CLERK OR DESIGNATE: I the undersigned Clerk of this municipality do hereby certify that I have examined the application of the aforesaid candidate filed with me and am satisfied that the candidate is qualified to be appointed and that the appointment complies with the Act.

Signature:	Date Filed (yyyy/mm/dd):
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Personal information on this form is collected under the authority of the Municipal Act, 2001 and will be used for the nomination process for filling a vacancy on Council and will be available for public inspection in the office of the Clerk, Municipality of Markstay-Warren until the next municipal election. Questions about this collection of personal information should be directed to the Clerk, 21 Main St. South, Markstay ON P0M 2G0 Tel: 705-853-4536

March 18, 2025

NOTICE TO FILL ONE VACANT COUNCIL SEAT

The Municipality of Markstay-Warren is looking to fill one (1) Council position.

Responsibilities:

The key responsibilities as a councillor are to support the municipality and its operations while ensuring that the public and municipality's well-being and interests are maintained.

As a councillor, you have three main roles to play in your municipality: a representative, a policy-maker, and a steward.

For more information on the role of a councillor, please follow this link: [The Ontario municipal councillor's guide | ontario.ca](#)

Who can apply:

- ✓ you must be eligible to vote in the municipality
- ✓ you must be a Canadian citizen aged 18 or older
- ✓ you cannot be an employee of the municipality

How to apply:

Please send a letter of interest as well as the completed Council Vacancy Application to: info@markstay-warren.ca

Closing date:

April 1st, 2025, at 12 noon

COUNCIL VACANCY APPLICATION

NOTE:

- A Council Vacancy Application may only be filed in person or emailed.
- It is the responsibility of the person applying to file a complete and accurate application.

Candidate Full Name:	For the Office of: Councillor
----------------------	--------------------------------------

CANDIDATE'S FULL QUALIFYING ADDRESS WITHIN THE MUNICIPALITY:

Street Number:	Street Name:	
Municipality:	Province:	Postal Code:

CANDIDATE'S FULL MAILING ADDRESS: *(if different from qualifying address above)*

Street Number:	Street Name:	
Municipality:	Province:	Postal Code:
Telephone (incl. area code):	Email Address:	

DECLARATION OF QUALIFICATION:

I _____ the applicant mentioned in this form, declare that I am presently legally qualified to hold the office for which I have applied and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature of Applicant

Date received (yyyy/mm/dd):	Time received:	Signature of Clerk or Designate:
-----------------------------	----------------	----------------------------------

CERTIFICATION BY CLERK OR DESIGNATE: I the undersigned Clerk of this municipality do hereby certify that I have examined the application of the aforesaid candidate filed with me and am satisfied that the candidate is qualified to be appointed and that the appointment complies with the Act.

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

BY-LAW 2025-08

**Being a By-Law to appoint Ms. Denise Hamilton as
a Part-Time Deputy Clerk**

WHEREAS the Municipal Act 2001, S.O. 2011, c.25, as amended provides the authority to the Council of a local municipality to exercise its powers by by-law.

WHEREAS Council wishes to name Ms. Denise Hamilton as Part-Time Deputy Clerk.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of The Municipality of Markstay-Warren hereby ENACTS AS FOLLOWS:

1. **THAT** Ms. Denise Hamilton be named Part-Time Deputy Clerk.
2. **THAT** Ms. Denise Hamilton carries out all duties afforded her in this position and furthermore Ms. Denise Hamilton shall act in good faith while carrying out her duties.
3. **THAT** this by-law shall come into force and take effect immediately upon the final passing thereof.

READ A FIRST, SECOND AND THIRD)	_____
)	MAYOR
TIME AND FINALLY PASSED THIS)	
17th DAY OF March, 2025)	
)	_____
)	CLERK

TO: Council

FOR: Decision

DATE: January 8th, 2025

SUBJECT : Motion from Councillor Bérubé

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

TO: Council

FOR: Decision

DATE: February 11, 2025

SUBJECT: Motion from Councillor Bérubé

TO enforce the speed of the traffic on Rutland Street in Warren which is currently at 40 kms.

TO: Council
FOR: Decision
DEPARTMENT: Administration
DATE: March 14, 2025

SUBJECT : Use of electronics at Council meetings

MOTION

That the CAO/Clerk develop a Policy limiting the use of electronics by both Councillors and members of the public during Council meetings. This policy is to be presented at the April Regular Council meeting.

TO: Council

DATE: March 17, 2025

SUBJECT: Notice of Motion from Councillor Bérubé

THAT the Municipal Council formally recognize the establishment of the New Markstay-Warren Community Action Group. A group formed to represent the interests of the ratepayers in this municipality.

This Registered Association requests that Council provides the necessary support for it's development and operation within the community. Establishing a good working collaboration between Council and Association.

TO: Council

DATE: January 24th, 2025

SUBJECT: Notice of Motion from Councillor Laura Schell

THAT acting Fire Chief, Vince Whynott, be appointed as Fire Chief under by-law 99-32 sec 5.1.

This past year the Markstay-Warren Fire Department has been through some troubling and trying times both for their leadership and the members.

Acting Chief Whynott has taken on the responsibilities of Chief after many years as Deputy Chief. He has proven he is capable and willing. He has the trust and respect of the members of the fire department. He has proven willing to work with current council and administration amid the Municipalities current situation. He has some great ideas for the future of the Fire Department and the Municipality.

This will benefit the Fire Department and the Municipality by avoiding any transition or disruption that may affect the stability of the Fire Department.

TO: Council

DATE: January 14th, 2025

SUBJECT: Notice of Motion from Councillor Poirier

THAT an amendment to By-Law 2001-02 be made to revise Agenda Format found under item #8, Section a), subsection xv), and move Closed Session to the beginning of Regular Council meeting agendas.

This is to ensure important and priority business is addressed to alleviate delays should a Regular Council meeting be stopped due to unforeseen circumstances.