



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

April 22, 2025

7:00 pm

Markstay-Warren Council Chambers

21 Main Street South

Markstay, Ontario

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Pages

1. Opening remarks and call meeting to order
2. Land acknowledgment
3. Roll Call
4. Approval of the Agenda
5. Disclosure of Pecuniary Interest and General Nature Thereof
6. Petitions and Delegations
  - 6.a Delegation - Spaghetti Supper 6
  - 6.b Delegation - Hagar General Store and to Rustic Cafe 7
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.*

<b>8.</b>	<b>Reports from Committees, Municipal Officers, Department Head</b>	
8.a	<b>Integrity Commissioner Services - Annual Report for 2024</b>	8
<b>9.</b>	<b>Consent Agenda</b>	
9.a	<b>Adoption of Minutes</b>	
9.a.1	SCM - March 11, 2025 MINUTES	12
9.a.2	SCM February 25, 2025 MINUTES	18
9.a.3	COA March 25, 2025 MINUTES	20
9.a.4	SCM March 25, 2025 MINUTES	22
9.a.5	SCM March 27, 2025 MINUTES	25
9.a.6	RCM - March 17, 2025 MINUTES	28
9.a.7	LCM February 13, 2025 MINUTES	40
9.a.8	AMC - January 28, 2025 MINUTES	45
<b>10.</b>	<b>Routine Management Reports</b>	
10.a	<b>Cash Disbursements</b>	48
10.b	<b>Edgeworx Quarterly CIO Update Report</b>	78
10.c	<b>SEBBS 2025 Q1 Reports</b>	
10.c.1	2025 Q1 - Building Controls	95
10.c.2	2025 Q1 - By-Laws	98
<b>11.</b>	<b>Correspondence for Council's information only</b>	
11.a	<b>Manitoulin-Sudbury District Services Board</b>	

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.	<b>New Business</b>	
12.a	Sudbury East OPP Detachment Board - Resolution	100
12.b	Ecole publique Camille-Perron Merit Scholarships	109
12.c	Consumer Price Index Annual Review	111
12.d	Request to change the Landfill seasonal hours	
12.e	Public Engagement Survey Update	
12.f	Council Expenses Disclosure for 2024	119
13.	<b>By-laws</b>	
13.a	By-Law 2025-10 Fire Department Specific Response Cost Recovery Fees	120
13.b	By-Law 2025-12 to amend Schedule "E" for 2024-28	128
13.c	By-Law 2025-04 for Waste Management	137
13.d	Bay-Law 2025-14 Electronics	148
14.	<b>Motions</b>	
14.a	To recognize Markstay-Warren Community Action Group	150
14.b	To Appoint Fire Chief	151
14.c	Closed Sessions	152
15.	<b>Notice of Motions</b>	
16.	<b>Addendum</b>	
17.	<b>Announcements and inquiries</b>	
18.	<b>Closed Session</b>	
	a. <b>As per Section 249 of the Municipal Act, 2001</b>	
	i. <b>A proposed or pending acquisition or disposition of land by the municipality</b>	
19.	<b>Reporting from Closed Session</b>	
20.	<b>Adjournment</b>	

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

le 22 avril 2025

19 h 00

Salle du Conseil Markstay-Warren

		<b>Pages</b>
1.	<b>Remarques préliminaires et ouverture de la réunion</b>	
2.	<b>Reconnaissance des terres</b>	
3.	<b>Appel nominal</b>	
4.	<b>Approbation de l'Ordre du jour</b>	
5.	<b>Divulgence des intérêts pécuniaires</b>	
6.	<b>Pétitions et Délégations</b>	
6.a	Delegation - Spaghetti Supper	6
6.b	Delegation - Hagar General Store and to Rustic Cafe	7
7.	<b>Période de questions</b>	
8.	<b>Rapports des Comités, Agents municipaux, Chefs de départements</b>	
8.a	Integrity Commissioner Services - Annual Report for 2024	8
9.	<b>Ordre du jour de consentement</b>	
9.a	<b>Approbation des procès-verbaux</b>	
9.a.1	SCM - March 11, 2025 MINUTES	12
9.a.2	SCM February 25, 2025 MINUTES	18
9.a.3	COA March 25, 2025 MINUTES	20
9.a.4	SCM March 25, 2025 MINUTES	22
9.a.5	SCM March 27, 2025 MINUTES	25
9.a.6	RCM - March 17, 2025 MINUTES	28
9.a.7	LCM February 13, 2025 MINUTES	40
9.a.8	AMC - January 28, 2025 MINUTES	45
10.	<b>Rapports des départements</b>	
10.a	Rapport mensuel sur les dépenses	48



10.b	Edgeworx Quarterly CIO Update Report	78
10.c	SEBBS 2025 Q1 Reports	
10.c.1	2025 Q1 - Building Controls	95
10.c.2	2025 Q1 - By-Laws	98
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	Sudbury East OPP Detachment Board - Resolution	100
12.b	Ecole publique Camille-Perron Merit Scholarships	109
12.c	Consumer Price Index Annual Review	111
12.d	Request to change the Landfill seasonal hours	
12.e	Public Engagement Survey Results as of April 11, 2025	
12.f	Council Salary Disclosure	119
13.	Arrêtés municipaux	
13.a	Fire Department Specific Response By-Law	120
13.b	By-Law 2024-28 Revisions	128
13.c	By-Law 2025-04 for Waste Management	137
13.d	Bay-Law 2025-14 Electronics	148
14.	Motions	
14.a	To recognize the establishment of the New Markstay-Warren Community Action Group	150
14.b	To Appoint Fire Chief	151
14.c	To move Closed Sessions	152
15.	Avis de Motions	
16.	Addendum	
17.	Annonces et questions	
18.	Huis Clos Conformément à l'article 249 de la loi sur les municipalités de 2001 - L'acquisition ou l'aliénation d'un terrain par la municipalité, qu'elle soit proposée ou en cours.	
19.	Rapport du Huis Clos	
20.	Levée de la réunion	

Municipality of Markstay-Warren  
21 Main Street S. P.O. Box 79  
Markstay, ON  
P0M 2G0

April 13, 2025

Allison Smith  
Main Street North  
Markstay, ON  
P0M 2G0

Dear Council,

I am organizing a Spaghetti Supper fundraiser in support of a local family who has been struggling, for some time, with medical issues. Christian 'Chris' Lemieux is in kidney failure and in desperate need of a transplant; they have been searching for a donor for 2 years now. Chris and his wife are volunteer firefighters in the community. Unfortunately, Chris' situation is getting more dire and another member of the family is suffering from their own, newly diagnosed, health issues causing an absolute whirlwind for this lovely family.

It is time for this Municipality to band together and uplift this family in need!

I am seeking that the rental fee be waived for the Warren arena hall. I am hoping to hold the event on Saturday, May the 17th or 31st, based on availability.

I would also like to take this time to formally ask council members to volunteer at this event.

Merci, thank you in advance for your consideration. Your support means the world in regards to the success of this event.

If you have any further questions I can always be reached at (705) 303-3242 at your convenience.

Sincerely,

*Allison Smith*

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**From:** grainville@nrtm.ca <grainville@nrtm.ca>  
**Sent:** Tuesday, April 15, 2025 3:59 PM  
**To:** Kim Morris <kmorris@markstay-warren.ca>  
**Subject:** Delegation

#### DELEGATION

The CAO of the Municipality has engaged in procuring Pizza's from Dominos Pizza which was insulting to the Hagar General Store and to Rustic Cafe in Warren.

We both sell Pizzas and have the same delivery options. Therefore, I wonder why Bylaw 2016-31 which states that you are to purchase local was not adhered to. I do believe that Rustic Cafe and Hagar General Store (Blain & Carrie) pay taxes in this Municipality.

To add insult to injury. Dominos Pizza is an American Company.

Gisele Rainville, Rustic Café & Variety

Carrie and Blaine Adamson, Hagar General Store



Virus-free. [www.avast.com](http://www.avast.com)



**Cunningham Swan**

LAWYERS

• EST 1894 •

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

April 8, 2025

**BY E-MAIL: [kmorris@markstay-warren.ca](mailto:kmorris@markstay-warren.ca)**

Municipality of Markstay-Warren  
21 Main Street South  
Markstay, Ontario  
P0M 2G0

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2024  
Our File No. 33233-1**

This report summarizes the services provided by the Integrity Commissioner to The Municipality of Markstay-Warren in 2024, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

### Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.

{01273166.DOCX}

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:INFO@CSWAN.COM)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.<sup>1</sup>

### Integrity Commissioner Activity

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

### Requests for Advice

We received no requests for advice in 2024 under the Code of Conduct, relating to potential conflicts of interests either general or under the *Municipal Conflict of Interest Act*.

We continue to encourage members of Council and Local Boards for The Municipality of Markstay-Warren to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

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<sup>1</sup> *Municipal Act*, section 223.3(1).

### Complaints/Applications for Inquiry

There were four complaints submitted to the Integrity Commissioner for The Municipality of Markstay-Warren.

There were two reports submitted to council. The remaining two reports were dismissed. The reason for dismissing a complaint varies, but can include complaints that are not within the jurisdiction of the Integrity Commissioner, or that despite being within the Integrity Commissioner's jurisdiction, allegations that do not amount to a breach after undertaking a preliminary review of the facts.

With respect to the advice and investigations:

1. Costs associated with Advice provided was \$0; and
2. Costs associated with Complaints was \$5,819.50.

### Closing Remarks

As Council is no doubt aware, prior to calling a Provincial election, the government was proposing changes to the *Municipal Act* to significantly change the Integrity Commissioner regime. While we cannot predict the election or whether these amendments will be re-introduced, it is interesting to consider what aspects of this regime the province was considering for amendment.

One of the changes that would impact elected officials most is the proposal to impose a province-wide code of conduct. No details were available, but we encourage all municipalities to participate in consultation on any amendments that might be implemented so that you have some input should this be re-introduced.

The proposal would also create an Ontario Integrity Commissioner whose role would be to provide advice to municipalities about removing a member from council in certain circumstances.

The ability to remove a member from council is the other significant change that members of Council should be aware of if this legislation is reintroduced. If it is re-introduced, this amendment would establish rules to allow the new Ontario Integrity Commissioner to recommend to Council that it remove a member if they meet four criteria:

1. The member must contravene the Code;
2. The contravention must be of a serious nature;
3. The conduct resulted in harm to health, safety or well-being of persons; and
4. Existing penalties are insufficient to address the contravention or ensure that it is not repeated.

We thank The Municipality of Markstay-Warren for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:sw

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

**Tuesday, March 11, 2025, 7:00 P.M.**  
**Markstay-Warren Council Chambers**  
**21 Main Street South**  
**Markstay, Ontario**

Mayor & Council: Steven Olsen, Rachelle Poirier, Laura Schell, Francine Bérubé,  
Mark Corner, Kim Morris

Staff: Denise Hamilton

Guests: Vincent Whynott & Jacinthe Rochon

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

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement.

**2025-SCM-16**

**Moved by:** Mark Corner

**Seconded by:** Laura Schell

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

**CARRIED**

**2. Land acknowledgment**

**3. Roll Call**

No regrets.

**4. Approval of the Agenda**

**2025-SCM-17**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

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

**CARRIED**

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



No concerns were brought forward.

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

**6.a Fire Department 2024 Year End Report**

Acting Fire Chief spoke to the Fire Department's 2024 Year End report.

Councillor Bérubé inquired about how much potential income per person this brings to the municipality. Acting Fire Chief to provide details on fee structure.

Councillor Schell questioned cost saving on bunker gear cleaning, Acting Fire Chief confirmed \$900 for 6 sets of gears.

Deputy Mayor inquired on how and when a volunteer firefighter is compensated. Acting Fire Chief clarified pay scale for volunteer firefighters and confirmed not all volunteers are paid for activities such as information booths.

**2025-SCM-18**

**Moved by:** Rachelle Poirier

**Seconded by:** Mark Corner

**THAT** Council adopts the Fire Department 2024 Year End Report as presented.

**CARRIED**

**7. New Business**

**7.a Request for Venue - Breakfast with Bunnies**

CAO presented venue details to council and explained municipal fee waiver and associated costs.

Councillor Bérubé voiced concerns around location of electrical wires in previous years.

Deputy Mayor agrees to support venue and feels waiving full cost is not prudent at this time, agrees to charge out of pocket expenses would be fair.

**2025-SCM-19**

**Moved by:** Laura Schell

**Seconded by:** Mark Corner

**THAT** Council approves the request for the Breakfast for Bunnies venue at a reduce cost of \$213.00 plus tax.

**CARRIED**

7.b Fire Chief Job Description

COA provided details on the revised Job Description.

Councillor Bérubé questioned why her previous requests were not added to the JD. CAO explained that such details do form part of the Job Posting.

Acting Fire Chief requested removing the word "alternate" in relations to the CMC designation, Councillor Schell confirms that Acting Fire Chief is the CMC and falls under responsibility. The word "alternate" is to be removed from JD.

Councillor Bérubé questions grid for salary, breakdown for the position will need to be reviewed.

**2025-SCM-20**

**Moved by:** Laura Schell

**Seconded by:** Mark Corner

**THAT** Council approve the revised Fire Chief Job Description as amended.

**CARRIED**

7.c Repair of Fire Tanker 1543

Acting Fire Chief provided council an update with the Fire Tanker 1543 repairs vs purchasing a used unit.

Mayor questioned recent fire requiring a tanker, Fire Chief confirmed our neighbouring municipalities assisted with the call out.

Councillor Schell questioned the other option that was available versus the rebuild. Fire Chief confirmed new replacement parts would be in excess of \$55,000.

Deputy Mayor questioned if old truck was sold what we would get, Fire Chief confirmed we could get \$4,000 to \$5,000.

Councillor Corner informed council about the underwriter's reporting responsibilities and associated risks, he also mentioned the potential for increased taxes and increase homeowner's insurance.

**2025-SCM-21**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

**THAT** Council authorize the Acting Fire Chief to proceed with the purchase of the Battleship tanker.

**CARRIED**

7.d Social Media

CAO discussed code of conduct relating to employees and social media. It is proposed to continue with Facebook only and to enforce the non-tolerance concerns relating to social media.

Jacinthe Rochon presented the Facebook platform to council.

Deputy Mayor has a concerns around an interactive component, platform should be based on an education components only which would be positive for the community and allowing staff to focus on other duties.

Councillor Schell confirmed commenting features is to be turned off.

CAO discussed what other municipalities have for social media.

Councillor Corner discussed transparency for our municipality is important.

Councillor Bérubé, agrees.

Deputy Mayor indicated we need to include a place for lost or found animals.

Mayor requested CAO have two staff members be in charge of the Facebook page should council agree to proceed.

CAO confirmed we are a bilingual municipality and that the platform will be bilingual.

**2025-SCM-22**

**Moved by:** Laura Schell

**Seconded by:** Mark Corner

**THAT** Council proceeds with reinstating a Municipal Information Facebook page as soon as possible.

**CARRIED**

**8. Closed Session**

**2025-SCM-23**

**Moved by:** Mark Corner

**Seconded by:** Laura Schell

THAT Council move Closed session at 7:53.

**CARRIED**

**Amendment:**  
**2025-SCM-24**

THAT Council open the Closed session at 7:57pm.

**Amendment:**  
**2025-SCM-25**

**Moved by:** Laura Schell

**Seconded by:** Mark Corner

THAT Council approve the Closed session agenda as presented.

**CARRIED**

**Amendment:**  
**2025-SCM-26**

**Moved by:** Rachelle Poirier

**Seconded by:** Mark Corner

THAT Council adjourns the Closed session at 8:30 pm.

**CARRIED**

**Amendment:**  
**2025-SCM-27**

**Moved by:** Mark Corner

**Seconded by:** Laura Schell

THAT Council moves to Open session at 8:30 pm.

**CARRIED**

**9. Adjournment**

**2025-SCM-28**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

**THAT** Council adjourn the Special Council meeting at 8:30 pm.

**CARRIED**

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Mayor

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Clerk



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

**Tuesday, February 25, 2025, 5:30 P.M.**  
**Zoom Meeting**

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

Staff:                      ✓ Kim Morris

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

**2025-SCM-11**

**Moved by:** Mark Corner

**Seconded by:** Francine Bérubé

**THAT** Council opens the Special Council Meeting at 5:31 pm.

**CARRIED**

**2.      Land acknowledgment**

**3.      Roll Call**

**4.      Approval of the Agenda**

**2025-SCM-12**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

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

**CARRIED**

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

**6.      New Business**

6.1      Sudbury East Planning Board

**2025-SCM-13**

**Moved by:** Mark Corner

**Seconded by:** Rachelle Poirier

**THAT** Council accepts the 1st and 2nd reading of By-Law 2025-06.

**CARRIED**

**Amendment:**

**2025-SCM-14**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

**THAT** Council accepts the third and final reading of By-Law 2025-06.

**CARRIED**

6.1.a By-Law 2025-\*\* to amend Zoning By-Law 2014-27 (S&L Carriere)

**7. Adjournment**

**2025-SCM-15**

**Moved by:** Mark Corner

**Seconded by:** Francine Bérubé

**THAT** Council adjourn the Special Council Meeting at 5:48 pm.

**CARRIED**

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Mayor

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Clerk

**MINUTES**

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

**Tuesday, March 25, 2025, 6:00 P.M.  
Markstay-Warren Council Chambers  
21 Main Street South  
Markstay, Ontario**

Mayor & Council: Steven Olsen, Rachelle Poirier, Laura Schell  
Staff: Kim Morris, Denise Hamilton  
Guest: Matthew Dumont

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**1. Opening Remarks and Introduction**

**2025-COA-01**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

**THAT** Council opens the Committee of Adjustment Meeting at 6:00 pm.

**CARRIED**

**2. Roll Call**

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

None tabled

**4. Approval of Agenda**

**2025-COA-02**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

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

**CARRIED**

**5. Approval of previous meeting minutes**

**2025-COA-03**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier



**THAT** Council approve the Committee of Adjustment Meeting minutes from June 17, 2024.

**CARRIED**

**6. New Business**

6.a Sudbury East Planning Board - B1025MW Notice of Application 20250217

Chair and Matthew spoke to the minor variance application.

Condition of approval was outlined and details on the minor variances were provided.

6.a.1 A0524MW Notice of Decision 20250217

**7. Date of Next Meeting**

**8. Adjournment**

**2025-COA-04**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

**THAT** Council adjourn the Committee of Adjustment meeting at 6:20 pm.

**CARRIED**

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Mayor

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Clerk

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

**Tuesday, March 25, 2025, 6:30 P.M.**  
**Markstay-Warren Council Chambers**  
**21 Main Street South**  
**Markstay, Ontario**

Mayor & Council: Steven Olsen, Rachelle Poirier, Laura Schell, Francine Bérubé

Staff: Kim Morris, Denise Hamilton

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

**2025-SCM-29**

**Moved by:** Francine Bérubé

**Seconded by:** Laura Schell

**THAT** Council opens the Regular Council Meeting at 6:30 pm.

**CARRIED**

**2. Land acknowledgment**

**3. Roll Call**

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

none

**5. Approval of the Agenda**

**2025-SCM-30**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

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

**CARRIED**

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

**7. New Business**

- 7.a SEPB - B5-725MW Notice of Application MW 20250224
- 7.b By-Law 2025-07 (SEPB File ZBA2502MW)

Matthew Dumont provided details on the application.

Deputy Mayor questioned that the property is not vacant land on the North.

Matthew addressed the concern that was tabled and confirmed this meeting is to approve the zoning application only based on the natural severance.

**2025-SCM-31**

**Moved by:** Laura Schell

**Seconded by:** Francine Bérubé

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2025-07.

**CARRIED**

**Amendment:**

**2025-SCM-32**

**Moved by:** Francine Bérubé

**Seconded by:** Laura Schell

**THAT** Council performs the 3<sup>rd</sup> reading and final reading of proposed By-Law 2025-07.

**CARRIED**

- 7.c SEPB - B0825MW Notice of Application MW 20250228

**2025-SCM-33**

**Moved by:** Laura Schell

**Seconded by:** Francine Bérubé

**THAT** Council performs the 1<sup>st</sup> and 2<sup>nd</sup> reading of proposed By-Law 2025-11.

**CARRIED**

**Amendment:**

**2025-SCM-34**

**Moved by:** Francine Bérubé

**Seconded by:** Laura Schell

**THAT** Council performs the 3<sup>rd</sup> reading and final reading of proposed By-Law 2025-11.

**CARRIED**

8. **Adjournment**

**2025-SCM-35**

**Moved by:** Laura Schell

**Seconded by:** Francine Bérubé

**THAT** Council adjourn the meeting at 7:24 pm.

**CARRIED**

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Mayor

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Clerk

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

**Thursday, March 27, 2025, 5:00 P.M.**  
**Markstay-Warren Council Chambers**  
**21 Main Street South**  
**Markstay, Ontario**

Mayor & Council: Steven Olsen, Rachelle Poirier, Laura Schell, Francine Bérubé

Staff: Kim Morris

Guests: David Butler, Keith Harriman, Jeff Felice

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

Mayor welcomed Keith, David and Jeff from Descon Construction.

**2025-SCM-37**

**Moved by:** Laura Schell

**Seconded by:** Francine Bérubé

**THAT** Council opens the Regular Council Meeting at 5:00 pm.

**CARRIED**

**2. Land acknowledgment**

**3. Roll Call**

**4. Approval of the Agenda**

**2025-SCM-37**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

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

**CARRIED**

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

No concerns tabled.

## 6. New Business

### 6.a Housing Developments in Markstay-Warren

Keith Harriman provided details relating to Markstay-Warren's population and housing needs, then proceeded with their Presentation.

Floor opened for questions:

#### Councillor Bérubé:

Inquired about the cost of the land, David Butler, Financial Consultant, provided details on available property. There is no donation of land from the Municipality. Financing is always the largest concern for Municipalities and speaker confirmed there will be no out-of-pocket expenses for the Municipality.

#### Deputy Mayor:

Requested the word attainable be defined. David Butter clarified that the rent established will be sufficient to make this sustainable, viable and will create a reserve.

Are the units fully accessible? Details provided confirming accessibility and advised that 15% of unit are required to be fully accessible. Speaker advised to eliminate conflicts of interest Descon does the screening and credit checks to select renters.

CAO advised, for information of council and viewers, the Municipality have identified two public meetings, one in Warren on Monday April 28th @ 7:00 pm at the arena, and one in Markstay on April 29th @ 7:00 pm, location to be determined.

#### **2025-SCM-38**

**Moved by:** Rachelle Poirier

**Seconded by:** Francine Bérubé

THAT Council endorses that the Attainable Project move forward.

**CARRIED**

#### **2025-SCM-39**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

THAT Council authorizes the CAO and Mayor to sign the CCDC Contract subject to approval by the municipal lawyer with Descon Construction Ltd. for the construction of up to 35-unit in Markstay-Warren subject to meeting all Municipal regulations.

**CARRIED**

7. **Adjournment**

**2025-SCM-40**

**Moved by:** Laura Schell

**Seconded by:** Francine Bérubé

**THAT** Council adjourn the meeting at 5:30 pm.

**CARRIED**

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Mayor

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Clerk

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

**Monday, March 17, 2025, 7:00 P.M.**  
**Markstay-Warren Council Chambers**  
**21 Main Street South**  
**Markstay, Ontario**

Mayor & Council: Steven Olsen, Rachelle Poirier, Laura Schell, Francine Bérubé,

Staff: Kim Morris, Ronny Theiss, Jeff Hardy, Denise Hamilton, Andrea Tarini, Vince Whynott

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

Request made for everyone including council to turn off your phones and for Fire Department to leave ringers on in case of they get a call.

**2025-RCM-17**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

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

**CARRIED**

**2. Land acknowledgment**

Mayor performed Land acknowledgement.

**3. Roll Call**

**4. Approval of the Agenda**

Councillor Bérubé does not approve agenda as presented.

**2025-RCM-18**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

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

**CARRIED**



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

**6. Petitions and Delegations**

6.a Delegation - Formation of Ratepayers Association

Mr. Marois made presentation to council with a request for formal recognition of the Markstay-Warren Community Action Group as a legitimate Ratepayers Association.

Councillor Bérubé asked if they are looking for the Ratepayers Association becoming a regular agenda item. Mr. Marois confirmed.

6.b Delegation - Change in venue for Council Meetings

Lisa Simon spoke to the delegation on behalf of the Markstay-Warren Community Action Group and residents of Markstay-Warren.

Councillor Bérubé states according to the Municipal act we have to accommodate the people, residents, taxpayers, if we do not - we are being faulty. States there is an ombudsman who's specific duty is to find out if we have the room for the ratepayers. Requested we count how many people are waiting outside as it is important.

CAO confirmed there are 54 viewers livestreaming from home, safe and sound. Number needs to be quantified as other areas are also livestreaming. Later in the meeting livestream had 79 viewers.

Councillor Poirier indicates we need to quantify the number of livestream viewers as it includes the library who may have a number of attendees. There were 7 at the library branch.

CAO confirms there are now 57 livestream viewers, and that access is available all across the country.

**7. Public Inquiries**

Danielle Geneau:

Resident of the town of Markstay, addressed council and public with a very large concern to bring forward. She proceeded to read a letter she prepared about her concern.

Some details from the letter are as follows:

While at work as a front-end Supervisor at Costco, who's job is to greet the public, approached a Costco member and said hello. Member began to speak to her in French to which Danielle responded that she was very sorry and that although her name is very French that she does not speak a lick of it. The member stated that "You are not a very kind person Danielle". Danielle then realized who the member was, it was a member of council. Member of council then continued to say to Danielle that she will be suing Danielle for the way she was treated. This would pertain to a petition that Danielle read at a council

meeting months ago on behalf of the Fire association. Danielle was thrown completely off guard with the councillor's comments as this is her place of work and should be a safe place, Danielle was feeling a little bit threatened, indicates that it was a very concerning behaviour especially from somebody in a position of power and requested the councillor to leave a number of times. Councillor continued to talk over Danielle told the person she was not harassing her at her workplace and that the councillor needed to go. Danielle's Manager stepped in, Danielle removed herself from the situation. Councillor in question also tried to add Danielle to Facebook. Once Costco Manager advised that this was not a suitable place to raise her concerns with Danielle Councillor left. Danielle states that this councillor has now involved her livelihood and that she feels like there is a personal vendetta against her.

Danielle indicates that fire practice runs Tuesday nights and said if this is what comes from working for the Fire Department she may leave. She does not like confrontation and does not like being threatened. Danielle contacted police about what next steps would be. She also communicated with Markstay Fire Chief and Markstay-Warren Council. Danielle requested the integrity commissioner be involved and will pursue this to be sure she is not harassed.

Mayor request Danielle communicates her complaints to the CAO asked that she present her question.

Danielle questioned if she is protected by Council, does she have to worry about attending fire practice or leaving council meetings. Is there anything that can be done to protect her as a community member.

Mayor indicated that this pertains to complaints and not public inquiry regarding the Council Meeting.

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Maurice Turcot:

Resides at 880 Dupuis Road, Warren. Audit timeline request when we can get audit timelines as they are public information and should be available to the public annually by the end of May.

Mayor confirmed it was stated that KPMG was currently working on budgets and audits.

CAO confirmed 2023 audit is about 3/4 complete. By mid April we will be able to proceed with 2025 draft budget during a Special Council Meeting to review all the budgets. Ministry of Municipal Affairs is aware that this is how we are proceeding. The 2023 & 2024 audits are following this therefore timelines are not currently available.

Mr. Turcot questioned if the financial number for 2023 & 2024 can be made available to the public.

CAO confirmed the 2023 actuals are available and currently being imputed in the template. For 2024 actuals have yet to be completed. When 2025 budgets are presented the 2024 actuals will also be presented.

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Councillor Bérubé:

Wanted to address the following: she said she did speak to somebody and did say "I am going to sue you" and indicated that it is not against the law to say that and that it is not bullying and not harassment.

Mayor attempted to have Councillor Bérubé refrain from continuing her comments several times however Councillor Bérubé began to raise her voice and continued her statements.

Mayor asked if there any other public inquires as councillor Bérubé continued raising her voice and arguing with Mayor Olsen. Mayor Olsen requested the councillor stop now or leave the chambers. Councillor continued to disagree and argue her position.

Mayor states that if there are no further public inquiries, we will move on to next agenda item.

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

There were no reports brought forward.

**9. Consent Agenda**

9.a Adoption of Minutes

Councillor Bérubé

She does not approve adoption of:

9.a.1 adoption of minutes for January 16 talking about the Integrity Commissioner. Councillor apologized to the people of the Municipality as they may be acquiring a \$100,000 fine relating to the holdback of the salary taken from her and she provided other details, Councillor indicated her salary must be returned to her by end of March or she will charge the municipality for \$100,000.

Mayor questioned Councillor what agenda items she would like removed. Councillor confirmed. 9.a.1 and 9.a.2 to be removed.

CAO clarified the documentation are minutes of what was discussed from a meeting only and does not outline why or the repercussions.

Counsellor Bérubé indicates that she was not cognisant that she could defend herself when all of this was happening. She indicates that there will be a big fightback and that it is not threatening simply saying what she is going to do.

Councillor states February 18, Laura is on the phone, and we cannot see her face and she is voting, requesting this be removed.

Part 10.a.1 and 10.a.2 cash disbursements questions around the \$41,000, she indicates this was not explained properly and questions who that was for.

CAO indicates the protection of privacy act does not allow us to say who it was about, it relates to a harassment complaint investigation. This was one investigation. CAO explained billing process for complaints.

Deputy Mayor asks the February 18 minutes indicates Laura's attendance on phone, Councillor Corner was absent.

CAO confirmed Consent Agendas are minutes of meeting providing factual accounts as they are presented during a meeting. Procedural by-law amendment presented during COVID permits participation by telephone or video. At the time of the February 18th meeting, it was not brought forth that we could not verify that it was councillor Schell participating in the meeting.

**2025-RCM-19**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

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

**CARRIED**

- 9.a.1 Special Meeting of Council MINUTES - January 16, 2025
- 9.a.2 Regular Council Meeting MINUTES - February 18, 2025
- 9.a.3 Library Board Meeting MINUTES - February 2025
- 10. Routine Management Reports**
  - 10.a Library CEO Report for January and February 2025  
CAO presented reports on behalf Library CEO.
- 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. New Business**

12.a Fire Marque Inc. - Fire Cost Recovery

Acting Fire Chief introduced Chris from Fire Marque.

12.a.1 Fire Marque's Indemnification Program - Power Point Presentation

Chris from Fire Marque presented the Fire Marque's Indemnification Program.

Jeff Hardy left the meeting at 7:53 pm.

**2025-RCM-20**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

**THAT** Council move forward with the Fire Marque Indemnification Program. By-laws to be presented at the April Regular Council meeting.

**CARRIED**

12.b SEBBS Q4 Reports for 2024

12.b.1 SEBBS Q4 MW Report 2024 Building Controls

Andrea Tarini presented report on behalf of SEBBS.

**2025-RCM-21**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

**THAT** Council receives the SEBBS Q4 Building Controls report as presented.

**CARRIED**

12.b.2 SEBBS Q4 MW Report 2024 Bylaw

As there were disruptions at this time the Mayor requested control and respect at council meetings. If this is not possible council will be forced to have virtual meetings.

Andrea Tarini presented the report on behalf of SEBBS and explained the reported complaint umbrella.

After some questioning of terms, the Mayor requesting future reports be more specific as to which By-Law is being addressed.

**2025-RCM-22**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

**THAT** Council receives the SEBBS Q4 By-Law Report as presented.

**CARRIED**

12.c Backyard Hens Survey Update

Andrea Tarini provided update on survey results.

**2025-RCM-23**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

**THAT** Council directs staff to produce a draft By-law for Backyard hens that addresses the concerns brought forth in the public Backyard Hen survey.

**CARRIED**

12.d Surplus Equipment

Manager of Public Works provided verbal update. Hagar and Warren playgrounds have been removed and a float trailer taken out of commission.

**2025-RCM-24**

**Moved by:** Laura Schell

**Seconded by:** Francine Bérubé

**THAT** Council declares surplus the playground equipment from Warren and Hagar, as well as the float trailer.

**CARRIED**

12.e 911 Access - Primary Public Safety Answering Point (P-PSAP) Service Agreement with OPP

CAO spoke to the agenda item and explained the cost differences between the Northern 911 proposal and P-PSAP fees and recommends continuing with the services agreement with current service agreement.

**2025-RCM-25**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

**THAT** Council proceed with services under the new P-PSAP service agreement effective January 1, 2025 with the OPP.

**CARRIED**

12.f Declaration of a vacant council seat

CAO spoke to the declaration and informed council we have 30 days to fill the vacant seat. CAO advised position to be posted Tuesday March 18, 2025, and candidate to be appointed at the next regular council meeting in April as per By-Law 2023-19.

Applicants who wish to apply require providing a letter expressing their interest as well as a completed application.

Mayor spoke to the vacant seat and provided more details on reason for vacancy.

Deputy Mayor spoke to the situation and addressed the residents to step up should they wish to support their community as a councillor.

Councillor Schell also spoke to the situation.

**2025-RCM-26**

**Moved by:** Laura Schell

**Seconded by:** Rachelle Poirier

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.

**CARRIED**

**13. By-laws**

13.a Appointment of a Deputy Clerk

CAO introduced new Deputy Clerk and read By-Law 2025-08.

**2025-RCM-27**

**Moved by:** Francine Bérubé

**Seconded by:** Laura Schell

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-08.

**CARRIED**

**Amendment:**

**2025-RCM-28**

**Moved by:** Laura Schell  
**Seconded by:** Rachelle Poirier

**THAT** Council performs the 3rd reading and final reading of proposed By-Law 2025-08.

**CARRIED**

#### **14. Motions**

##### 14.a To Clarify Noise By-Law 2024-06

Questions:

Councillor Bérubé received a letter advising that noise issue is not getting resolved and issue needs to be resolved.

Andrea Tarini explained how enforcement officers look at different type of properties and animals which brought forward changes to the By-law accordingly.

Councillor Bérubé and Deputy Mayor spoke to the concerns and inquired where the details can be reviewed. Policy needs to be amended as it is not satisfactory.

Council agreed to work with SEBBS to work out the language and clarify the policy/by-law.

Motion has been rescinded.

**Moved by:** Francine Bérubé  
**Seconded by:** Rachelle Poirier

**Motion Rescinded.**

##### 14.b To enforce Traffic Speed on Rutland Street

Request tree that is blocking the speed limit sign be removed.

CAO confirms the municipality cannot enforce or ticket offenders however we are researching an electronic speed board for the area.

Councillor Schell requested we reach out to OPP to be more visible in this location.

PW Manager indications motion should include signs and tree brushing details. Other traffic calming methods discussed.

**2025-RCM-29**

**Moved by:** Francine Bérubé  
**Seconded by:** Laura Schell



**THAT** Council enforce the speed of the traffic on Rutland Street in Warren which is currently at 40 kms, by adding another sign, clearing the branches near existing speed limit sign, and investigate opportunities for speed boards. Other methods will also be investigated, such as speed bumps, and request more OPP visibility.

**CARRIED**

14.c Use of electronics at Council meetings

Councillor Bérubé opposed the motion.

Councillor Schell confirmed we should indicate "limited" use of cell phones.

Deputy Mayor confirm intent was for public phones and video taping which disturb the meetings.

CAO, confirmed motion is to "limit" the use of electronics.

**2025-RCM-30**

**Moved by:** Rachelle Poirier

**Seconded by:** Laura Schell

**THAT** Council direct the CAO/Clerk to develop a Policy limiting the use of electronics by both Councillors and members of the public during Council meetings.

**AND THAT** the policy be presented at the April Regular Council meeting.

**CARRIED**

**15. Notice of Motions**

15.a Markstay-Warren Community Action Group

15.b To Appoint a Fire Chief

Councillor Bérubé states it is against the employment standards act to not post the job; it has to go through posting process. Referenced By-Law 1999-33 section 5.1; By-Law 2014-28.

15.c To move Closed Session to beginning of Meetings

Councillor Bérubé stipulated that the process that is currently in place is working.

**16. Addendum**

No addendums tabled.

## 17. **Announcements and inquiries**

### Mayor announcements:

Jug curling tournament at MW community centre, contact Steve Rainsville.

Breakfast for Bunnies event MW community centre.

Public calling employees to inquire about other municipal employees; Mayor request that Mayor or CAO be contact for such questions.

### Councillor Bérubé

Concerned about another councillor divulging closed session information to a specific person and request that the councillor remove herself from closed session meetings.

Believes it was originally agreed that only two be authorized to attend Conferences however the last conference had 3 people attended and due to lack of funds this was not acceptable.

### CAO:

Spoke to the March newsletter and that the weather caused delays for delivery.

Municipal Facebook page has been launched.

Senior's community grant event, casino night is on April 5th at multiplex hall.

To confirm if you are on the list or if you have issues with streetlights or to request additional streetlights you can contact us at the office, or by email [info@markstay-warren.ca](mailto:info@markstay-warren.ca).

Domino's trying a pilot project in Markstay on Friday, they will be delivering to specific location, delivery costs will be shared amongst all who order; orders need to be received by a certain time on Friday.

### Deputy Mayor:

Librarian has posted casual bilingual posting for up-to 12 hours per week relief work.

International Women's Day event update provided.

### Councillor Bérubé

Provided information in the hand signal for a person being abused, please help them if you can.

### PW Manager:

Snow melt season is causing issues, he provided his personal extension #208 which is monitored all the time. During the day best to call main office line or send email.

**18. Reporting from Closed Session**

No reporting from closed sessions.

**19. Adjournment**

**2025-RCM-31**

**Moved by:** Rachelle Poirier

**Seconded by:** Francine Bérubé

**THAT** Council adjourn the Regular Council meeting at 9:13 pm.

**CARRIED**

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Mayor

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Clerk

**MINUTES**  
**THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN**  
**LANDFILL COMMITTEE MEETING FOR THE TERM OF 2022-2026**

**Thursday, February 13, 2025, 3:00 P.M.**  
**Markstay-Warren Council Chambers**  
**21 Main Street South**  
**Markstay, Ontario**

Mayor & Council: Steven Olsen, Rachelle Poirier, Francine Bérubé, Kim Morris,  
Ronny Theiss, Bonnie Bertrand

Staff: Denise Hamilton

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**1. Opening Remarks and Introduction**

**2025-LCM-01**

**Moved by:** Steven Olsen

**Seconded by:** Rachelle Poirier

**THAT** the Landfill Committee meeting be called to order at 3:03

**CARRIED**

**2. Roll Call**

Regrets: Francine Landry

Other attendee: Cliff Gainsford @ 3:16 pm.

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

No conflicts were tabled.

**4. Approval of Agenda**

**2025-LCM-02**

**Moved by:** Rachelle Poirier

**Seconded by:** Steven Olsen

**THAT** the Committee approve the agenda as presented.

**CARRIED**

**5. Approval of Landfill Committee meeting Minutes from December 10, 2025**

**2025-LCM-03**

**Moved by:** Rachelle Poirier

**Seconded by:** Bonnie Bertrand

**THAT** Committee approve the December 10th, 2024 meeting minutes.

**CARRIED**

**6. New Business**

**6.1 Draft By-Law 2025-04 "Waste Management Bylaw"**

By-Law was previously reviewed by two other committees.

Revised By-Law addresses items such as boxes at end of driveways. The other committees discussed penalties, tipping fees, permits, along with other suggested updates and confirmed that standards are to be outlined.

Committee discussed having garbage bins available within our community.

By-law to be streamlined with other municipalities (SEBBS).

Currently 4 garbage bags are allowed per unit. Discuss if more than 6 units per facility that alternate arrangements need to be made for pickup.

Concerns table regarding services we provide to our tax payers versus what other communities offer for their tax dollars.

Confirmed Rutland has a facility with 6 or more units. Request made to find out how many other residential buildings have 6 or more units within our community. Jacinthe Rochon will be tasked with this researching.

Once we have SEBBS feedback it will go to council for approval.

**6.2 Recycling Update**

North Bay's GFL is at capacity, we are now looking at Espanola next, then Timmins and Parry Sound.

Discussed having organizations such as Minor League Hockey Association place and maintain bins as an opportunity of income for the organization.

Discussed if E360 contract included bins for recycling.

Confirmed that St. Charles currently recycles, need to confirm where and how their recycling is managed.

By the year 2026 we need to start recycling. Need to look into Sturgeon Falls' sign that they will take some recycled products. Discussed that there are larger companies who will take pre-sorted recycled products. Also discussed approaching Province for support or starting a recycling processing plant in our community.

It was recommended we look into grants for recycling.

Once we have staff we can conduct research for having a non-profit company run insinator and have other municipalities involved to assist with costs.

CAO to contact City of Greater Sudbury Mayor to consider taking our recycled goods.

Discussed having two bins at arena for cans and/or cardboard, once full bring to dump. Municipal land can be used as a distribution centre for recycling however such sorting operations will require more staff.

Confirmed bins should be installed as soon as possible to move forward with recycling. It was recommended deferring this until the spring. Discussed where to house the bins. This agenda item to be added to April's agenda and CAO will contact recycling group to manage and Public Works Manager to look for area around our community.

Discussed storing cardboard at the dump to start and to inform the community who may not be aware they can bring cardboard to dump. Newsletter letter and website article to be created to inform the public.

Cliff Gainsford to provide contact information of person who is pickup up bear cans and batteries from the dump and cashing them in.

### 6.3 Dump Store Update

Dump Store form template circulated for review, it still needs to be translated then incorporated into our newsletter and placed on our municipal website.

Recommended to omit hours of operations "Open" dates and time so we can coincide with dump site schedules.

### 6.4 Spring Clean-up Days

Confirming Spring Clean 2025 and fall 2025, May.

People have to call or register for pickup.

Recommended that an online site be used for citizens to list what they have, this will allow other citizens to shop online for items they may require minimizing pickups required by the municipality. Recommended Kijiji site who currently has free items available site.

Discussed services for back roads and the importance of having items for pickup registered. There is a concern that people from other municipalities may bring their items and leave them at our roadsides.

Discussed having loader followed with a tandem to pickup items to be delivered to dump.

Consideration to be made to have free tipping fee days so citizens can bring their items to the dump at no cost.

Suggested we wait to see if we have interest in the Dump Store program to minimize our need to pickup. Committee members agreed.

6.5 Plan for space utilization at the dump

Update forthcoming in early Spring, further ideas are being considered.

Discussed map which indicates you can dig 6 to 8 feet down, trees can be cleaned to make room.

Confirmed staffing is a concern.

6.6 Other

Municipality of St. Charles has Municipal Yard Sale listings. Consideration to be made for our Municipal Website to list residential yard sale dates and addresses, or having a community events for yard sales. COA to write an article on this.

Discussed concern of having a C-Can at the dump to house our employee, councillor indicates it is inhuman and staff would have the right to refuse work under such conditions. Propane heater to be considered to heat the C-Can, concern with this is the storage of propane so that it does not get stolen. Cold floor is also an issue. Buddy heater suggestion also tabled as an alternative.

Committee agrees that the Municipality will purchase an alternate heating source or a construction trailer. John Nipius can be contacted for more information.

**7. Date of Next Committee Meeting**

The next Landfill Committee meeting be scheduled for April 10th, 2025 @ 3:00 pm.

**8. Adjournment**

**2025-LCM-04**

**Moved by:** Steven Olsen

**Seconded by:** Rachelle Poirier

**TAHT** the Landfill Committee meeting be adjourned at 4:18.

**CARRIED**

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Mayor

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Clerk



## MINUTES

### THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN ASSET MANAGEMENT COMMITTEE MEETING FOR THE TERM OF 2022-2026

**Tuesday, January 28, 2025, 5:00 P.M.  
Markstay-Warren Council Chambers  
21 Main St. S. Markstay, ON**

Mayor & Council: Kim Morris, Trevor Mellow, Steven Olsen, Rachelle Poirier, Mark Corner, Ronny Theiss, Steve Salonin

Staff: Denise Hamilton

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#### 1. Opening Remarks and Introduction

Council opened the Asset Management Committee meeting at 5:01 p.m.

**2025-AMC-01**

**Moved by:** Steve Salonin

**Seconded by:** Rachelle Poirier

**CARRIED**

#### 2. Roll Call

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

No conflicts of interest tabled.

#### 4. Approval of Agenda

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

**2025-AMC-02**

**Moved by:** Steve Salonin

**CARRIED**

#### 5. Approval of Asset Management Committee Meeting MINUTES - April 2, 2024

**That** the Asset Management Committee meeting Minutes from April 2nd, 2024 be approved.

**2025-AMC-03**

**Moved by:** Rachelle Poirier

**Seconded by:** Steve Saloinin

**CARRIED**

**6. Appoint new Asset Management Committee Chair**

THAT the Committee appoint Mark Corner as the Chair of the Asset Management Committee.

**2025-AMC-04**

**Moved by:** Rachelle Poirier

**Seconded by:** Steve Saloinin

**CARRIED**

**7. New Business**

**7.1 Action Plan for 2024 and 2025 Asset Management Plan**

A power point presentation on the 2024 and 2025 Asset Management Plan was presented by Arun Sharma.

**7.2 Next Steps**

CAO to have by-weekly update calls with the Asset Management Plan provider.

Survey to be prepared, confirmed turnaround time for survey results would be 3 months.

**7.3 Other**

Committee agrees to move forward with public survey and has three weeks to review the survey. Draft survey is to be emailed January 29, 2025.

Next Newsletter will incorporate info on upcoming survey.

Existing infrastructure data can be used to start creating a centralized document. Committee will work with Arun to ensure accuracy of data.

Arun confirmed our 2022 Asset Management Plan was limited in scope of assets however it is compliant.

Update provided on quotes for Asset Management software.

**8. Date of Next Committee Meeting**

The next Asset Management Committee meeting will be scheduled for March 25, 2025 @ 5:00 pm.

**9. Adjournment**

**THAT** Council adjourn the Asset Management Committee meeting at 6:04 p.m.

**2025-AMC-05**

**Moved by:** Rachelle Poirier

**CARRIED**

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Mayor

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Clerk

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 February 2025

Date	Name	Memo	Class	Paid Amount
<b>02/10/2025</b>	<b>SUNWIRE INC.</b>			
01/31/2025	Receiver General	Admin-Long distance charges-January	GENERAL GOVERNMENT:Administration	-4.68
		HST Rebate		-0.52
02/01/2025	Receiver General	Warren Garage for February	TRANSPORTATION SERVICES:Public Works:W...	-25.44
		Warren Garage for February	TRANSPORTATION SERVICES:Public Works:W...	-35.57
		Markstay Station for February	PROTECTION SERVICES:Fire Department:Mark...	-25.44
		Markstay Station for February	PROTECTION SERVICES:Fire Department:Mark...	-35.57
		Awrey Station for February	PROTECTION SERVICES:Fire Department:Awre...	-25.44
		Awrey Station for February	PROTECTION SERVICES:Fire Department:Awre...	-35.57
		Warren Arena for February	RECREATION & CULTURAL SERVICES:Arena/...	-25.44
		Warren Arena for February	RECREATION & CULTURAL SERVICES:Arena/...	-35.57
		Library for February	RECREATION & CULTURAL SERVICES:Library	-25.44
		Library for February	RECREATION & CULTURAL SERVICES:Library	-35.57
		Warren Station for February	PROTECTION SERVICES:Fire Department:Warr...	-25.44
		Warren Station for February	PROTECTION SERVICES:Fire Department:Warr...	-35.57
		MArkstay Garage for February	TRANSPORTATION SERVICES:Public Works:M...	-25.44
		Markstay Garage for February	TRANSPORTATION SERVICES:Public Works:M...	-35.57
		MARKstay Office for February	GENERAL GOVERNMENT:Administration	-203.52
		Markstay Office for February	GENERAL GOVERNMENT:Administration	-155.39
		HST Rebate		-86.78
<b>TOTAL</b>				<b>-877.96</b>
<b>02/10/2025</b>	<b>Lise Branconni...</b>			
02/08/2025	GRANT - Senior...	V-Day dinner meal	RECREATION & CULTURAL SERVICES	-4,725.00
<b>TOTAL</b>				<b>-4,725.00</b>
<b>02/24/2025</b>	<b>MJ ELECTRIC</b>			
01/06/2025	Receiver General	Arena-Kitchen -Replace Breaker Panel, GFCI Receptacle	RECREATION & CULTURAL SERVICES:Arena/...	-3,633.44
		HST (ON) on purchases (Input Tax Credit)		-472.35
<b>TOTAL</b>				<b>-4,105.79</b>
<b>02/20/2025</b>	<b>Receiver Gene...</b>			
02/20/2025	Receiver General	PW-Radio Licence Renewal	ENVIRONMENTAL SERVICES:Public Works	-1,088.92
		FD-Radio Licence Renewal	PROTECTION SERVICES:Fire Department	-2,094.06
<b>TOTAL</b>				<b>-3,182.98</b>

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 February 2025

Date	Name	Memo	Class	Paid Amount
<b>02/24/2025</b>	<b>Josee Pitre</b>			
02/24/2025	GRANT - Senior... Receiver General	Seniors Grant-Feb.8/25 Event Supplies HST Rebate	GENERAL GOVERNMENT:Council	-536.41 -59.25
TOTAL				-595.66
<b>02/24/2025</b>	<b>RILEY LANDRY</b>			
02/24/2025		Rec-Payroll missed in ADP	RECREATION & CULTURAL SERVICES:Arena/...	-558.70
TOTAL				-558.70
<b>02/24/2025</b>	<b>DAVID LEWIS</b>			
01/29/2025		Admin-Refund PAP Withdrawn in Error R#4-637	GENERAL GOVERNMENT:Administration	-440.17
TOTAL				-440.17
<b>02/24/2025</b>	<b>JENNIFER DE...</b>			
02/03/2025		Admin-Website Mtce	GENERAL GOVERNMENT:Administration	-137.50
TOTAL				-137.50
<b>02/24/2025</b>	<b>Lisa Larabie-C...</b>			
01/29/2025	GRANT - Senior... GRANT - Senior...	Seniors Grant-Project Manager-January 2025 Seniors Grant-Project Manager-January 2025	GENERAL GOVERNMENT:Council GENERAL GOVERNMENT:Council	-1,435.00 -254.20
TOTAL				-1,689.20
<b>02/24/2025</b>	<b>LISE PILKEY</b>			
02/24/2025		Multi Use-Cleaning Feb/25 Municipal Office-Cleaning Feb/25 FD-Markstay Station-Cleaning Feb/25 Receiver General HST (ON) on purchases (Input Tax Credit) Receiver General HST Rebate	GENERAL GOVERNMENT:Rentals:39 Lafontain... GENERAL GOVERNMENT:Administration:Markst... PROTECTION SERVICES:Fire Department:Mark... -139.75 -120.83	-1,075.00 -546.96 -546.96 -139.75 -120.83
TOTAL				-2,429.50

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 February 2025

Date	Name	Memo	Class	Paid Amount
<b>02/24/2025</b>	<b>Pamela Kelly</b>			
01/31/2025	Receiver General	Library-OLS Conference & Awards Gala- Toronto and ret... HST Rebate	RECREATION & CULTURAL SERVICES:Library	-484.07 -53.47
TOTAL				-537.54
<b>02/24/2025</b>	<b>CASH</b>			
02/24/2025	Receiver General	Arena-Misc Repair Supplies-Toilet seat, plumbing, skate... HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/...	-178.14 -23.16
TOTAL				-201.30
<b>02/26/2025</b>	<b>ERIC'S MOBIL...</b>			
02/20/2025	Receiver General	FD-Unit#1531-Replace Broken Drain Valve on Main Intake HST Rebate	PROTECTION SERVICES:Fire Department:Vehi...	-329.13 -36.35
TOTAL				-365.48
<b>02/26/2025</b>	<b>MW Firefighter...</b>			
02/21/2025	GRANT - Senior...	Seniors Grant-Feb.8/25 Event Servers	GENERAL GOVERNMENT:Council	-300.00
TOTAL				-300.00
<b>02/26/2025</b>	<b>ST CHARLES ...</b>			
01/25/2025	GRANT - Senior... Receiver General	Seniors Grant-Bowling Event HST Rebate	GENERAL GOVERNMENT:Council	-244.22 -26.98
TOTAL				-271.20
<b>02/26/2025</b>	<b>Technical Stan...</b>			
02/14/2025		Rec-Annual Elevator License	RECREATION & CULTURAL SERVICES:Arena/...	-262.50
TOTAL				-262.50

## Municipality of Markstay-Warren Cash Disbursements February 2025

Date	Name	Memo	Class	Paid Amount
<b>02/26/2025</b>	<b>Turbo Mobile S...</b>			
01/27/2025	Receiver General	FD-Unit#1511-Fuel System Warning Light HST Rebate	PROTECTION SERVICES:Fire Department:Vehi...	-211.16 -23.32
01/27/2025	Receiver General	PW-Unit 375-Transmission Sensor Issues-Wiring Repairs HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-412.13 -45.52
02/11/2025	Receiver General	FD-Unit#1541-Repair Leak from Pump Fittings HST Rebate	PROTECTION SERVICES:Fire Department:Vehi...	-456.17 -50.39
02/11/2025	Receiver General	FD-Unit#1531-Replace Broken Ladder Hold Down HST Rebate	PROTECTION SERVICES:Fire Department:Vehi...	-254.40 -28.10
02/21/2025	Receiver General	PW-#338-Diagnostics and Repairs, Lights Sensors HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-569.86 -62.94
02/21/2025	Receiver General	PW-#375-New Harness to Fix Transmission Issues HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-1,897.82 -209.63
TOTAL				-4,221.44
<b>02/26/2025</b>	<b>VIPOND</b>			
12/30/2024	Receiver General	Arena-Emergency Sprinkler Leak Repair HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/...	-2,369.00 -307.97
TOTAL				-2,676.97
<b>02/26/2025</b>	<b>1894 INC.</b>			
02/01/2025	Receiver General	PW-Weather Tracker & Compliance Software - 1 year HST Rebate	ENVIRONMENTAL SERVICES:Public Works	-3,307.20 -365.30
TOTAL				-3,672.50
<b>02/26/2025</b>	<b>ACCESS COPY...</b>			
01/01/2025	Receiver General	LIB-Annual Licence HST Rebate	RECREATION & CULTURAL SERVICES:Library	-101.76 -11.24
TOTAL				-113.00
<b>02/26/2025</b>	<b>BAKER TILLY ...</b>			
01/31/2025	Receiver General	Multi Use-Move of Offices HST Rebate	GENERAL GOVERNMENT:Rentals:39 Lafontain...	-1,064.66 -117.60
TOTAL				-1,182.26

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 February 2025

Date	Name	Memo	Class	Paid Amount
<b>02/26/2025</b>	<b>BEATTY PRINT...</b>			
02/10/2025	GRANT - PAFO Receiver General	PAFO Grant-Newsletter HST Rebate	GENERAL GOVERNMENT:Council	-1,255.15 -138.64
TOTAL				-1,393.79
<b>02/26/2025</b>	<b>BIG MOUTH C...</b>			
02/03/2025	GRANT - PAFO Receiver General	PAFO Grant-February Newsletter-writing and design HST Rebate	GENERAL GOVERNMENT:Council	-463.23 -51.17
TOTAL				-514.40
<b>02/26/2025</b>	<b>BRANDT</b>			
01/23/2025		PW-W.Garage-Carbides PW-M.Garage-Carbides	TRANSPORTATION SERVICES:Public Works:W... TRANSPORTATION SERVICES:Public Works:M...	-181.03 -181.03
	Receiver General	HST Rebate		-39.99
01/23/2025		PW-W. Garage-Plow Blade Wear Parts HST Rebate	TRANSPORTATION SERVICES:Public Works:W...	-1,975.89 -218.25
	Receiver General			
01/29/2025		PW-#366 Conveyor Chains for Sander PW-#338 Conveyor Chains for Sander PW-#375 Conveyor Chains for Sander PW-#343 Conveyor Chains for Sander	TRANSPORTATION SERVICES:Public Works:V... TRANSPORTATION SERVICES:Public Works:V... TRANSPORTATION SERVICES:Public Works:V... TRANSPORTATION SERVICES:Public Works:V...	-1,004.86 -1,004.86 -1,004.86 -1,004.89
	Receiver General	HST Rebate		-443.97
02/03/2025		PW-M. Grader-Maintenance Contract Jan/25 HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-396.21 -43.76
	Receiver General			
02/03/2025		PW-W. Grader-Maintenance Contract Jan/25 HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-262.22 -28.96
	Receiver General			
02/03/2025		PW #345- Mtce Contract Jan/25 HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-925.08 -102.18
	Receiver General			
TOTAL				-8,818.04
<b>02/26/2025</b>	<b>CO-OP REGIO...</b>			
11/26/2024		Rec-Salt bags, Nails	RECREATION & CULTURAL SERVICES:Arena/...	-177.18
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-23.03
12/04/2024		Rec-Arena-Salt, & Misc Supplies	RECREATION & CULTURAL SERVICES:Arena/...	-104.18
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-13.54
01/15/2025		Library-Drywall Screws & Plugs	GENERAL GOVERNMENT:Rentals:Ecole St-Tho...	-8.74
	Receiver General	HST Rebate		-0.96
01/22/2025		FD-Awrey Station-Furnace Oil	PROTECTION SERVICES:Fire Department:Awre...	-483.25
	Receiver General	HST Rebate		-53.38
01/22/2025		PW-M.Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:M...	-2,726.02

**Total Cash Disbursements**



**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 February 2025

Date	Name	Memo	Class	Paid Amount
	Receiver General	HST Rebate		-301.10
01/22/2025		PW-W.Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:W...	-1,741.69
	Receiver General	HST Rebate		-192.38
01/22/2025		PW-M.Garage-Colored Fuel	TRANSPORTATION SERVICES:Public Works:M...	-1,521.86
	Receiver General	HST Rebate		-168.10
01/31/2025		PW-Finance Charge	ENVIRONMENTAL SERVICES:Public Works	-8.41
02/03/2025		PW-W.Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:W...	-1,903.19
	Receiver General	HST Rebate		-210.22
02/03/2025		PW-M.Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:M...	-2,143.53
	Receiver General	HST Rebate		-236.77
02/05/2025		FD-Awrey Station-Furnace Oil	PROTECTION SERVICES:Fire Department:Awre...	-453.20
	Receiver General	HST Rebate		-50.06
02/11/2025		PW-M. Garage-Colored Fuel	TRANSPORTATION SERVICES:Public Works:M...	-1,825.62
	Receiver General	HST Rebate		-201.65
02/11/2025		PW-W.Garage-Colored Fuel	TRANSPORTATION SERVICES:Public Works:W...	-1,872.88
	Receiver General	HST Rebate		-206.87
02/12/2025		PW-W.Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:W...	-1,546.45
	Receiver General	HST Rebate		-170.82
02/12/2025		PW-M. Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:M...	-1,547.22
	Receiver General	HST Rebate		-170.90
02/12/2025		PW-W.Garage-No Lead Gas	TRANSPORTATION SERVICES:Public Works:W...	-1,054.00
	Receiver General	HST Rebate		-116.42
02/19/2025		FD-Awrey Station-Furnace Oil	PROTECTION SERVICES:Fire Department:Awre...	-463.38
	Receiver General	HST Rebate		-51.18
02/20/2025		PW-W. Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:W...	-1,688.26
	Receiver General	HST Rebate		-186.48
02/20/2025		PW-W.Garage-Colorerd Fuel	TRANSPORTATION SERVICES:Public Works:W...	-1,067.17
	Receiver General	HST Rebate		-117.87
02/20/2025		PW-M. Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:M...	-2,058.13
	Receiver General	HST Rebate		-227.33
TOTAL				-27,093.42
<b>02/26/2025</b>	<b>BRANDT</b>			
01/31/2025		Pw-Finance Charge	ENVIRONMENTAL SERVICES:Public Works	-58.01
TOTAL				-58.01

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 February 2025

Date	Name	Memo	Class	Paid Amount
<b>02/26/2025</b>	<b>MUNICIPALITY...</b>			
02/03/2025		R#1 -073-Interim Tax Bill	ENVIRONMENTAL SERVICES:Waste Managem...	-984.83
02/03/2025		2025 Interim Bill	ENVIRONMENTAL SERVICES:Markstay Water	-659.41
02/03/2025		2025 Interim Tax Bill	GENERAL GOVERNMENT:Rentals:38 Rutland	-1,695.66
02/03/2025		2025 Interim Tax Bill	ENVIRONMENTAL SERVICES:Waste Managem...	-296.28
02/03/2025		2025 Interim Tax Bill	GENERAL GOVERNMENT:Administration:Warren	-93.69
02/03/2025		2025 Interim Tax Bill	ENVIRONMENTAL SERVICES:Warren Water	-527.53
02/03/2025		2025 Interim Tax Bill	ENVIRONMENTAL SERVICES:Warren Sewer	-697.09
02/03/2025		2025 Interim Tax Bill	ENVIRONMENTAL SERVICES:Warren Water	-4,935.22
<b>TOTAL</b>				<b>-9,889.71</b>

## Municipality of Markstay-Warren Cash Disbursements March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/05/2025</b>	<b>BIG MOUTH C...</b>			
03/03/2025	GRANT - PAFO Receiver General	PAFO Grant-March Newsletter, writing editing etc HST Rebate	GENERAL GOVERNMENT:Council	-529.15 -58.45
TOTAL				-587.60
<b>03/05/2025</b>	<b>CAMBRIAN TR...</b>			
01/23/2025	Receiver General	PW-#375-Transmission Harness to Replace Connection ... HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-377.38 -41.68
TOTAL				-419.06
<b>03/05/2025</b>	<b>CULLIGAN WA...</b>			
02/02/2025	GRANT - SALC Receiver General	Seniors Active Living Centre Grant-Water HST Rebate	GENERAL GOVERNMENT:Rentals:Ecole St-Tho...	-81.98 -9.06
TOTAL				-91.04
<b>03/05/2025</b>	<b>CUNNINGHAM ...</b>			
12/19/2024	Receiver General	Council-File#33233-8 HST Rebate	GENERAL GOVERNMENT:Council	-1,373.76 -151.74
01/28/2025	Receiver General	Council=File#33233-10 HST Rebate	GENERAL GOVERNMENT:Council	-559.68 -61.82
TOTAL				-2,147.00
<b>03/05/2025</b>	<b>EDGEWORX S...</b>			
11/01/2024	Receiver General	Admin-IT Support HST Rebate	GENERAL GOVERNMENT:Administration	-5,495.04 -606.96
12/23/2024	Receiver General	Admin-12 Additional Users HST Rebate	GENERAL GOVERNMENT:Administration	-415.18 -45.86
01/02/2025	Receiver General	Admin-IT Support HST Rebate	GENERAL GOVERNMENT:Administration	-5,495.04 -606.96
02/01/2025	Receiver General	Admin-Jump Cloud-25 Users HST Rebate	GENERAL GOVERNMENT:Administration	-640.07 -70.70
02/02/2025	Receiver General	Admin-IT Support HST Rebate	GENERAL GOVERNMENT:Administration	-5,495.04 -606.96
03/01/2025	Receiver General	Admin-Jump Cloud-25 Users HST Rebate	GENERAL GOVERNMENT:Administration	-640.07 -70.70

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
**March 2025**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
03/02/2025	Receiver General	Admin-IT Support HST Rebate	GENERAL GOVERNMENT:Administration	-5,495.04 -606.96
TOTAL				-26,290.58
<b>03/05/2025</b>	<b>EFFICIENCY C...</b>			
02/25/2025	Receiver General	PW-Energy Audit HST Rebate	ENVIRONMENTAL SERVICES:Public Works	-25,440.00 -2,810.00
TOTAL				-28,250.00
<b>03/05/2025</b>	<b>FLUENT INFO...</b>			
01/01/2025	Receiver General	FD-Quarterly Membership-Dispatching for Firefighters HST Rebate	PROTECTION SERVICES:Fire Department	-356.16 -39.34
TOTAL				-395.50
<b>03/05/2025</b>	<b>GO EVO INC</b>			
01/25/2025	Receiver General	PW-Inspection Compliance Software HST Rebate	ENVIRONMENTAL SERVICES:Public Works	-8,853.61 -977.93
TOTAL				-9,831.54
<b>03/05/2025</b>	<b>Enviromental 3...</b>			
01/31/2025	Receiver General	Garbage Collection-January 2025 HST Rebate	ENVIRONMENTAL SERVICES:Waste Managem...	-14,839.99 -1,639.17
02/28/2025	Receiver General	Garbage Collection-Feb 2025 HST Rebate	ENVIRONMENTAL SERVICES:Waste Managem...	-14,538.92 -1,605.91
TOTAL				-32,623.99
<b>03/06/2025</b>	<b>CONSEIL SCO...</b>			
03/06/2025		Rent & Janitorial-Ecole St Thomas-3 mths	GENERAL GOVERNMENT:Rentals:Ecole St-Tho...	-4,947.24
TOTAL				-4,947.24

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
**March 2025**

Date	Name	Memo	Class	Paid Amount
<b>03/06/2025 GRAND &amp; TOY</b>				
01/15/2025		Admin-Misc Supplies-Envelopes, Supplies	GENERAL GOVERNMENT:Administration:Markst...	-413.96
		Council-5 Notebooks	GENERAL GOVERNMENT:Council	-180.45
		PW-5 Notebooks	ENVIRONMENTAL SERVICES:Public Works	-180.45
	Receiver General	HST Rebate		-85.59
01/16/2025		Admin-Window Envelopes	GENERAL GOVERNMENT:Administration:Markst...	-89.58
	Receiver General	HST Rebate		-9.89
01/16/2025		Admin-Toner Cartridges & Drum for Printers	GENERAL GOVERNMENT:Administration	-412.17
	Receiver General	HST Rebate		-45.53
01/17/2025		Admin-Magazine Holders, USB	GENERAL GOVERNMENT:Administration	-119.08
	Receiver General	HST Rebate		-13.15
02/12/2025		Admin-Paper	GENERAL GOVERNMENT:Administration	-161.02
	Receiver General	HST Rebate		-17.79
02/13/2025		FD-Toner Cartridges	PROTECTION SERVICES:Fire Department	-175.90
	Receiver General	HST Rebate		-19.43
02/13/2025		Admin-USB Flash Drive	GENERAL GOVERNMENT:Administration	-62.85
	Receiver General	HST Rebate		-6.94
TOTAL				-1,993.78
<b>03/06/2025 CASUAL EMPLOYEE</b>				
02/18/2025	GRANT - SALC	Ecole St Thomas-Move Furniture	GENERAL GOVERNMENT:Rentals:Ecole St-Tho...	-75.00
TOTAL				-75.00
<b>03/06/2025 JANIX</b>				
01/15/2025		Arena-Cleaning Supplies,De Icer, Paper Products etc	RECREATION & CULTURAL SERVICES:Arena/...	-621.76
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-80.83
01/21/2025		Arena-Water Softener, Toilet bowl Cleaner	RECREATION & CULTURAL SERVICES:Arena/...	-226.92
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-29.50
02/14/2025		Admin-10 Bags of De-Icer	GENERAL GOVERNMENT:Administration:Markst...	-203.31
	Receiver General	HST Rebate		-22.46
02/25/2025		Arena-Paper Products, Rags, Water Softener Salt, etc	RECREATION & CULTURAL SERVICES:Arena/...	-528.21
		Multi Use-Hand Towels and Toilet Paper	GENERAL GOVERNMENT:Rentals:39 Lafontain...	-80.24
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-79.10
TOTAL				-1,872.33

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/06/2025</b>	<b>JENNIFER DE...</b>			
03/04/2025		Admin-February Website Mtce	GENERAL GOVERNMENT:Administration	-193.75
TOTAL				-193.75
<b>03/06/2025</b>	<b>EMPLOYEE</b>			
02/01/2025		Admin-Mileage to MFOA Conference - Paid by MFOA	GENERAL GOVERNMENT:Administration	-67.20
		Admin-Meals - ROMA Conference	GENERAL GOVERNMENT:Administration	-65.04
	GRANT - Senior...	Seniors Grant-Valentine Event Posters	GENERAL GOVERNMENT:Council	-52.30
	Receiver General	HST Rebate		-14.07
TOTAL				-198.61
<b>03/06/2025</b>	<b>KPMG LLP</b>			
02/19/2025		Admin-3rd Billing - Audit 2023	GENERAL GOVERNMENT:Administration	-15,264.00
	Receiver General	HST Rebate		-1,686.00
TOTAL				-16,950.00
<b>03/06/2025</b>	<b>Leuschen Tran...</b>			
02/19/2025		Seniors Community Grant-Feb.8/25 Event Transportation	GENERAL GOVERNMENT:Council	-508.80
	GRANT - Senior...	HST Rebate		-56.20
	Receiver General			
TOTAL				-565.00
<b>03/06/2025</b>	<b>M &amp; L Supply F...</b>			
01/22/2025		FD-SCBA pack-Orings for Couplers with spares	PROTECTION SERVICES:Fire Department	-76.15
	Receiver General	HST Rebate		-8.41
TOTAL				-84.56

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/06/2025</b>	<b>Manitoulin-Sud...</b>			
02/01/2025		Land Ambulance-Feb/25	PROTECTION SERVICES	-35,901.75
		Social Housing, Ont Works & Child Care-Feb/25	SOCIAL AND FAMILY SERVICES	-19,736.16
03/01/2025		Monthly Apportionment-March/25	PROTECTION SERVICES	-35,901.75
		Monthly Apportionment-March/25	SOCIAL AND FAMILY SERVICES	-19,736.16
TOTAL				-111,275.82
<b>03/06/2025</b>	<b>MUNICIPALITY...</b>			
12/30/2024		SEBBS-May 16-Dec.31/24	PROTECTION SERVICES:By-Law	-86,162.00
02/04/2025		SEBBS-Q1 Budget Estimate	PROTECTION SERVICES:By-Law	-35,169.00
TOTAL				-121,331.00
<b>03/06/2025</b>	<b>Northern Melc...</b>			
01/24/2025		Admin-Ink and Toner	GENERAL GOVERNMENT:Administration	-274.75
	Receiver General	HST Rebate		-30.35
02/20/2025		Admin-Photocopier Charges	GENERAL GOVERNMENT:Administration	-651.67
	Receiver General	HST Rebate		-71.98
02/21/2025		Admin-Photocopier Contract	GENERAL GOVERNMENT:Administration	-146.53
	Receiver General	HST Rebate		-16.19
TOTAL				-1,191.47
<b>03/06/2025</b>	<b>NORTHERN SE...</b>			
01/30/2025		W.Landfill-Keys	ENVIRONMENTAL SERVICES:Waste Managem...	-74.90
		W.Landfill-Camera	ENVIRONMENTAL SERVICES:Waste Managem...	-459.19
	Receiver General	HST Rebate		-58.99
TOTAL				-593.08
<b>03/06/2025</b>	<b>Northpoint Co...</b>			
02/03/2025		Admin-Copier Lease Feb-May 2025	GENERAL GOVERNMENT:Administration	-743.94
	Receiver General	HST Rebate		-82.17
TOTAL				-826.11

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/06/2025</b>	<b>Ontario Associ...</b>			
01/30/2025	Receiver General	FD-OAFC Conference & Training HST Rebate	PROTECTION SERVICES:Fire Department	-2,187.84 -241.66
TOTAL				-2,429.50
<b>03/06/2025</b>	<b>Ontario Library...</b>			
01/06/2025	Receiver General	Lib-EResources for year HST Rebate	RECREATION & CULTURAL SERVICES:Library	-539.70 -59.61
TOTAL				-599.31
<b>03/06/2025</b>	<b>ORKIN</b>	<b>Pest Control for the month of Oct 2024</b>		
01/31/2025		Warren Golden Age Club	GENERAL GOVERNMENT:Rentals:40 Rutland G...	-43.20
		Warren Water Plant	ENVIRONMENTAL SERVICES:Warren Water	-49.46
		Warren Landfill Site	ENVIRONMENTAL SERVICES:Waste Managem...	-49.46
		Markstay Garage	TRANSPORTATION SERVICES:Public Works:M...	-49.46
		Warren Municipal Office	GENERAL GOVERNMENT:Administration:Warren	-49.46
		Warren Station	PROTECTION SERVICES:Fire Department:Warr...	-49.46
		Awrey Station	PROTECTION SERVICES:Fire Department:Awre...	-49.46
		Markstay Station	PROTECTION SERVICES:Fire Department:Mark...	-49.46
		Arena/Hall	RECREATION & CULTURAL SERVICES:Arena/...	-48.60
		Warren Garage	TRANSPORTATION SERVICES:Public Works:W...	-49.46
		Seniors Club	GENERAL GOVERNMENT:Rentals:8 Church St -...	-43.20
		Markstay Office	GENERAL GOVERNMENT:Administration:Markst...	-49.46
		Markstay Water	ENVIRONMENTAL SERVICES:Markstay Water	-49.46
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-17.55
	Receiver General	HST Rebate		-50.54
TOTAL				-697.69
<b>03/06/2025</b>	<b>EMPLOYEE</b>			
03/06/2025	Receiver General	Admin-Mileage as per Contract-Jan.8 to Feb. 24/25 HST Rebate	GENERAL GOVERNMENT:Administration	-422.10 -46.62
TOTAL				-468.72



**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/06/2025</b>	<b>POWER UP SO...</b>			
02/13/2025	Receiver General	PW-Brushing Nepewassi Lk Rd HST Rebate	ENVIRONMENTAL SERVICES:Public Works:Bru...	-771.30 -85.20
TOTAL				-856.50
<b>03/06/2025</b>	<b>PSD CITYWIDE...</b>			
01/31/2025	Receiver General	Admin-Assett Man. Plan-Proposed Levels of Service HST Rebate	GENERAL GOVERNMENT:Administration	-5,834.23 -644.43
TOTAL				-6,478.66
<b>03/06/2025</b>	<b>Public Health ...</b>			
02/01/2025		Municipal Levy - Feb 2025	HEALTH SERVICES	-14,071.25
03/01/2025		Municipal Levy -Mar 2025	HEALTH SERVICES	-14,071.25
TOTAL				-28,142.50
<b>03/06/2025</b>	<b>QUALITY AUT...</b>			
01/28/2025	Receiver General	PW-#338-Adapters, Fittings, Hose HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-110.87 -12.25
TOTAL				-123.12
<b>03/06/2025</b>	<b>RELIABLE MAI...</b>			
02/21/2025	Receiver General	Arena-Repairs HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/...	-75.00 -9.75
TOTAL				-84.75
<b>03/06/2025</b>	<b>RUSTIC CAFE</b>			
12/09/2024		PW-W.Garage-Creamer	TRANSPORTATION SERVICES:Public Works:W...	-4.03
12/31/2024		PW-W.Garage-Coffee	TRANSPORTATION SERVICES:Public Works:W...	-15.99
01/17/2025		Admin-Creamer	GENERAL GOVERNMENT:Administration	-4.03
01/22/2025		Admin-Creamer	GENERAL GOVERNMENT:Administration	-13.02
01/30/2025		Admin-Creamer	GENERAL GOVERNMENT:Administration	-4.03
02/11/2025		Admin-Coffee and Cream	GENERAL GOVERNMENT:Administration	-19.02

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
**March 2025**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
02/21/2025	Receiver General	Admin-Batteries HST Rebate	GENERAL GOVERNMENT:Administration	-14.84 -1.64
TOTAL				-76.60
<b>03/06/2025</b>	<b>SAMSARA</b>			
03/04/2025	Receiver General	PW-GPS for Fleet Vehicles FD-GPS for Fleet Vehicles HST Rebate	ENVIRONMENTAL SERVICES:Public Works PROTECTION SERVICES:Fire Department	-552.51 -552.51 -122.05
TOTAL				-1,227.07
<b>03/06/2025</b>	<b>Steven Olsen</b>			
01/27/2025		Ccl-ROMA Conference - 3 days Ccl-Meals-Mayor ROMA Conference Ccl-Meal-L. Schell-ROMA Conference	GENERAL GOVERNMENT:Council:Mayor Olsen GENERAL GOVERNMENT:Council:Mayor Olsen GENERAL GOVERNMENT:Council:Councillor Sc...	-450.00 -57.16 -24.50
TOTAL				-531.66
<b>03/06/2025</b>	<b>SUDBURY EAS...</b>			
03/05/2025	Receiver General	Council-Annual Membership HST Rebate	GENERAL GOVERNMENT:Council	-152.64 -16.86
TOTAL				-169.50
<b>03/06/2025</b>	<b>TRANS CANAD...</b>			
02/21/2025	Receiver General	FD-Hydrostatic Test on SCBA & Refill Cylinders HST Rebate	PROTECTION SERVICES:Fire Department	-936.04 -103.39
TOTAL				-1,039.43
<b>03/06/2025</b>	<b>TRUE 802 WIR...</b>			
02/15/2025	Receiver General	PW-Internet FD-Internet HST Rebate	ENVIRONMENTAL SERVICES:Public Works PROTECTION SERVICES:Fire Department	-203.52 -152.63 -39.34
TOTAL				-395.49

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/06/2025</b>	<b>Tulloch Engine...</b>			
02/11/2025	Receiver General	Prof Services to Jan.31/25- Sutcliffe Rd HST Rebate	PLANNING AND DEVELOPMENT	-10,176.00 -1,124.00
TOTAL				-11,300.00
<b>03/06/2025</b>	<b>Turbo Mobile S...</b>			
01/31/2025	Receiver General	PW-#375-Service Call-Stroke Brake Chamber HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-318.00 -35.13
02/05/2025	Receiver General	PW-#366 Scanned Codes and Repairs HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-503.96 -55.67
TOTAL				-912.76
<b>03/06/2025</b>	<b>WEAVER SIM...</b>			
01/17/2025	Receiver General	Council-Matter#88705 HST Rebate	GENERAL GOVERNMENT:Council	-1,468.91 -162.25
TOTAL				-1,631.16
<b>03/06/2025</b>	<b>WHEEL TORQ...</b>			
01/21/2025	Receiver General	PW- Level 3-Wheel Service Training HST Rebate	ENVIRONMENTAL SERVICES:Public Works	-1,221.12 -134.88
TOTAL				-1,356.00
<b>03/06/2025</b>	<b>Workforce Inc.</b>			
12/26/2024	Receiver General	Admin-Temp Payroll Tax Clerk to Dec.21/24 HST Rebate	GENERAL GOVERNMENT:Administration	-1,493.68 -164.99
TOTAL				-1,658.67

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/10/2025</b>	<b>CITY GREATE...</b>			
01/30/2025		M.Water-Internet Connection for Facilities	ENVIRONMENTAL SERVICES:Markstay Water	-29.74
		W.Water-Internet Connection for Facilities	ENVIRONMENTAL SERVICES:Warren Water	-29.75
		W.Sewer-Internet Connection for Facilities	ENVIRONMENTAL SERVICES:Warren Sewer	-29.75
02/18/2025		Markstay Water-monthly service agreement	ENVIRONMENTAL SERVICES:Markstay Water	-6,709.17
		Warren Water-monthly service agreement	ENVIRONMENTAL SERVICES:Warren Water	-9,180.97
		Warren Sewer-monthly service agreement	ENVIRONMENTAL SERVICES:Public Works:Sto...	-1,765.56
	Receiver General	HST Rebate		-1,950.18
02/26/2025		M.Water-Internet Connection for Facilities	ENVIRONMENTAL SERVICES:Markstay Water	-29.74
		W.Water-Internet Connection for Facilities	ENVIRONMENTAL SERVICES:Warren Water	-29.75
		W.Sewer-Internet Connection for Facilities	ENVIRONMENTAL SERVICES:Warren Sewer	-29.75
<b>TOTAL</b>				<b>-19,784.36</b>
<b>03/10/2025</b>	<b>CO-OP REGIO...</b>			
02/18/2025		PW-M.Garage-Colored Fuel	TRANSPORTATION SERVICES:Public Works:M...	-1,240.17
	Receiver General	HST Rebate		-136.98
02/28/2025		PW-Finance Charge	ENVIRONMENTAL SERVICES:Public Works	-240.20
03/03/2025		PW-W.Garage-Clear Fuel	TRANSPORTATION SERVICES:Public Works:W...	-1,324.69
	Receiver General	HST Rebate		-146.32
<b>TOTAL</b>				<b>-3,088.36</b>
<b>03/10/2025</b>	<b>FREIGHTLINE...</b>			
01/22/2025		PW-375-Oil Filter	TRANSPORTATION SERVICES:Public Works:V...	-71.21
	Receiver General	HST Rebate		-7.87
01/22/2025		PW-366-Oil, Air \$ Fuel Filters	TRANSPORTATION SERVICES:Public Works:V...	-371.69
	Receiver General	HST Rebate		-41.05
01/22/2025		PW-338-Oil, Air & Fuel Filters	TRANSPORTATION SERVICES:Public Works:V...	-391.35
	Receiver General	HST Rebate		-43.23
02/07/2025		PW-338-Parts to Upgrade Tow Couplings	TRANSPORTATION SERVICES:Public Works:V...	-53.23
		PW-343-Parts to Upgrade Tow Couplings	TRANSPORTATION SERVICES:Public Works:V...	-53.24
	Receiver General	HST Rebate		-11.76
02/12/2025		PW-#338-Bulbs	TRANSPORTATION SERVICES:Public Works:V...	-38.90
		PW-#366-Bulbs	TRANSPORTATION SERVICES:Public Works:V...	-38.89
	Receiver General	HST Rebate		-8.59
02/28/2025		PW-M.Garage -Valve & Bushing	TRANSPORTATION SERVICES:Public Works:M...	-64.76
	Receiver General	HST Rebate		-7.15
<b>TOTAL</b>				<b>-1,202.92</b>

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/10/2025 EMPLOYEE</b>				
03/06/2025	Receiver General	PW-2025 Protective Clothing Allowance HST Rebate	ENVIRONMENTAL SERVICES:Public Works	-540.32 -59.68
TOTAL				-600.00
<b>03/10/2025 NORTHLAND ...</b>				
01/13/2025	Receiver General	Arena-Repair Tube Heaters for Bleachers HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/...	-3,014.55 -391.89
01/15/2025	Receiver General	Arena-Compressor leak alarm troubleshooting & repair HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/...	-696.00 -90.48
01/20/2025	Receiver General	Arena-Repair Compressor Issue with Ice Plant HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/...	-1,263.92 -164.31
01/22/2025	Receiver General	Multi Use-Heat Trace Kit & Installation HST (ON) on purchases (Input Tax Credit)	GENERAL GOVERNMENT:Rentals:39 Lafontain...	-889.76 -115.67
TOTAL				-6,626.58
<b>03/10/2025 REALTAX INC</b>				
01/16/2025	Receiver General	Admin-FileSYMW24-24-Additional Search Fee HST Rebate	GENERAL GOVERNMENT:Administration	-203.52 -22.48
01/16/2025	Receiver General	Admin-File#SYMW24-174-Additional Search Fee HST Rebate	GENERAL GOVERNMENT:Administration	-203.52 -22.48
03/06/2025		Admin-Finance Charge Inv#101575	GENERAL GOVERNMENT:Administration	-0.61
03/06/2025		Admin-Finance Charge Inv#@#101574	GENERAL GOVERNMENT:Administration	-0.61
TOTAL				-453.22
<b>03/10/2025</b>	<b>The Ontario Ag...</b>	<b>VOID: Incorrect Invoice Amount</b>		
TOTAL				0.00
<b>03/10/2025 The Ontario Ag...</b>				
12/31/2024		PW-McDonald Pit Annual Licence Fees	TRANSPORTATION SERVICES:Public Works:M...	-2,461.73
12/31/2024		PW-Stewart Pit Annual Licence	TRANSPORTATION SERVICES:Public Works:St...	-412.00
12/31/2024		PW-Markstay-Warren#2 Pit-Annual Licence	TRANSPORTATION SERVICES:Public Works:Le...	-825.00
		PW-Pit#2-Royalty Fee	TRANSPORTATION SERVICES:Public Works:Le...	-328.83
	Receiver General	HST Rebate		-36.32
TOTAL				-4,063.88

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/20/2025</b>	<b>TAXPAYER</b>			
03/19/2025		Admin-R#1-145-Refund Penalty Cancellation	GENERAL GOVERNMENT:Administration	-2,163.70
TOTAL				-2,163.70
<b>03/20/2025</b>	<b>TAXPAYER</b>			
03/11/2025		R#4-178-Refund Payment	GENERAL GOVERNMENT:Administration	-6,378.68
		R#4-177-Refund Payment	GENERAL GOVERNMENT	-1,868.91
TOTAL				-8,247.59
<b>03/20/2025</b>	<b>BEATTY PRINT...</b>			
03/11/2025	GRANT - PAFO Receiver General	PAFO Grant-March Newsletter Printing HST Rebate	GENERAL GOVERNMENT:Council	-1,987.93
				-219.58
TOTAL				-2,207.51
<b>03/20/2025</b>	<b>Bob's Auto Body</b>			
11/26/2024	Receiver General	PW-#360-Oil HST Rebate	RECREATION & CULTURAL SERVICES:Vehicle...	-120.08
				-13.26
01/10/2025	Receiver General	PW-#350-Oil HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-120.08
				-13.26
TOTAL				-266.68
<b>03/20/2025</b>	<b>BRANDT</b>			
02/19/2025		PW-#338-Plow Shoes-Wear Parts	TRANSPORTATION SERVICES:Public Works:V...	-463.26
		PW-#366-Plow Shoes-Wear Parts	TRANSPORTATION SERVICES:Public Works:V...	-463.27
	Receiver General	HST Rebate		-102.34
03/06/2025		PW-#385-Inserts, Washers and Caps	TRANSPORTATION SERVICES:Public Works:V...	-2,290.27
	Receiver General	HST Rebate		-252.97
TOTAL				-3,572.11

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/20/2025</b>	<b>BRUCE TAIT C...</b>			
02/10/2025	Receiver General	Warren Water-Break Frost to repair Valve in Road & leak... HST Rebate	ENVIRONMENTAL SERVICES:Warren Water	-2,772.96 -306.29
TOTAL				-3,079.25
<b>03/20/2025</b>	<b>CAMBRIAN TR...</b>			
01/30/2025		PW-#343-Brake Parts, Critical Spares PW-#375-Brake Parts, Critical Spares	TRANSPORTATION SERVICES:Public Works:V... TRANSPORTATION SERVICES:Public Works:V...	-207.75 -207.76
	Receiver General	HST Rebate		-45.90
02/05/2025	Receiver General	PW-#338-Temp/Sensors HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-223.48 -24.69
03/07/2025	Receiver General	PW-#338- Fill Tank Straps HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-438.08 -48.39
TOTAL				-1,196.05
<b>03/20/2025</b>	<b>CITY GREATE...</b>			
09/06/2024		M.Water-Internet Connection for Facilities W.Water-Internet Connection for Facilities	ENVIRONMENTAL SERVICES:Markstay Water ENVIRONMENTAL SERVICES:Warren Water	-29.74 -29.75
		W.Sewer-Internet Connection for Facilities	ENVIRONMENTAL SERVICES:Warren Sewer	-29.75
10/31/2024		M.Water-Operator Charges	ENVIRONMENTAL SERVICES:Markstay Water	-127.00
10/31/2024		M.Water-Operator Charge-Oct.3/24	ENVIRONMENTAL SERVICES:Markstay Water	-128.00
03/19/2025		Markstay Water-monthly service agreement-February	ENVIRONMENTAL SERVICES:Markstay Water	-6,709.17
		Warren Water-monthly service agreement-February	ENVIRONMENTAL SERVICES:Warren Water	-9,180.97
	Receiver General	Warren Sewer-monthly service agreement-February HST Rebate	ENVIRONMENTAL SERVICES:Public Works:Sto...	-1,765.56 -1,950.18
TOTAL				-19,950.12
<b>03/20/2025</b>	<b>CONSEIL SCO...</b>			
03/12/2025		School Taxes-1st Quarterly Installment	GENERAL GOVERNMENT:Administration	-19,767.00
TOTAL				-19,767.00
<b>03/20/2025</b>	<b>CONSEIL SCO...</b>			
03/12/2025		School Taxes-1st Quarterly Pymt	GENERAL GOVERNMENT:Administration	-6,950.00
TOTAL				-6,950.00

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/20/2025</b>	<b>DAN'S EMISSI...</b>			
12/19/2024		PW-#338- Emissions Test	TRANSPORTATION SERVICES:Public Works:V...	-262.03
		PW-#343- Emissions Test	TRANSPORTATION SERVICES:Public Works:V...	-262.03
	Receiver General	HST Rebate		-57.89
TOTAL				-581.95
<b>03/20/2025</b>	<b>DATA FIX</b>			
03/13/2025		Admin-Election Management System-Voter View - Pymt#3	GENERAL GOVERNMENT:Council	-1,424.64
	Receiver General	HST Rebate		-157.36
TOTAL				-1,582.00
<b>03/20/2025</b>	<b>EMSON MECH...</b>			
01/31/2025		Gen Gov-M.Seniors-Frozen/Clogged Drain	GENERAL GOVERNMENT:Rentals:8 Church St -...	-600.00
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-78.00
02/12/2025		Arena-Replace Broken Valves-Ice Resurfacer & Urinal	RECREATION & CULTURAL SERVICES:Arena/...	-619.80
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-80.57
TOTAL				-1,378.37
<b>03/20/2025</b>	<b>Exploration Se...</b>			
01/13/2025		PW-Supplies for Marking Paint	ENVIRONMENTAL SERVICES:Public Works	-69.60
	Receiver General	HST Rebate		-7.69
TOTAL				-77.29
<b>03/20/2025</b>	<b>Four Season P...</b>			
02/27/2025		FD-Ice Auger Repair	PROTECTION SERVICES:Fire Department	-44.32
	Receiver General	HST Rebate		-4.89
TOTAL				-49.21



**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/20/2025</b>	<b>G. STEPHEN ...</b>			
03/07/2025	Receiver General	Admin-File#75228 HST Rebate	GENERAL GOVERNMENT	-725.04 -80.09
TOTAL				-805.13
<b>03/20/2025</b>	<b>HEALE CONSU...</b>			
02/19/2025	GRANT - SALC Receiver General	SALC Grant Start Up Assessments HST Rebate	GENERAL GOVERNMENT:Council	-3,001.92 -331.58
TOTAL				-3,333.50
<b>03/20/2025</b>	<b>INSERVUS MA...</b>			
03/03/2025	Receiver General	FD-Clean & Repair Bunker Gear after Biohazard Call HST Rebate	PROTECTION SERVICES:Fire Department	-996.43 -110.06
TOTAL				-1,106.49
<b>03/20/2025</b>	<b>K. SMART ASS...</b>			
10/31/2024	Receiver General	PW-2024 OSIM Inspection HST Rebate	TRANSPORTATION SERVICES:Public Works:Br...	-25,287.36 -2,793.14
01/20/2025	Receiver General	Env-Drainage Supt-Dec.1-31/24 HST Rebate	ENVIRONMENTAL SERVICES:Public Works:Dra...	-351.07 -38.78
02/28/2025	Receiver General	Env-Drainage Supterintendent - January 2025 HST Rebate	ENVIRONMENTAL SERVICES:Public Works:Dra...	-1,109.18 -122.52
TOTAL				-29,702.05
<b>03/20/2025</b>	<b>Kal Tire Ontario</b>			
03/17/2025	Receiver General	PW-#385-Tire Repair HST Rebate	TRANSPORTATION SERVICES:Public Works:V...	-494.84 -54.66
TOTAL				-549.50

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
**March 2025**

Date	Name	Memo	Class	Paid Amount
<b>03/20/2025</b>	<b>KPMG LLP</b>			
03/07/2025	Receiver General	Admin-Pymt #1-2024 Accounting Assistance & 2025 Bud... HST Rebate	GENERAL GOVERNMENT:Administration	-5,444.16 -601.34
TOTAL				-6,045.50
<b>03/20/2025</b>	<b>Leuschen Tran...</b>			
12/03/2024	GRANT - Senior... Receiver General	Seniors Community Grant-Bus-Nov.24/24 Event HST Rebate	GENERAL GOVERNMENT:Council	-508.80 -56.20
TOTAL				-565.00
<b>03/20/2025</b>	<b>EMPLOYEE...</b>			
03/17/2025	GRANT - Senior... GRANT - Senior... Receiver General	Seniors Comm. Grant-Project Manager-Feb/25 Seniors Comm. Grant-Mileage HST Rebate	GENERAL GOVERNMENT:Council GENERAL GOVERNMENT:Council	-980.00 -233.38 -25.78
TOTAL				-1,239.16
<b>03/20/2025</b>	<b>MJ ELECTRIC</b>			
03/02/2025	Receiver General	Arena-Electrical inspection & upgrades HST (ON) on purchases (Input Tax Credit)	RECREATION & CULTURAL SERVICES:Arena/...	-579.40 -75.32
TOTAL				-654.72
<b>03/20/2025</b>	<b>NORTHERN SE...</b>			
03/03/2025	Receiver General	Admin-Markstay Mun Office-Rekey and Realign tumblers HST Rebate	GENERAL GOVERNMENT:Administration:Markst...	-43.14 -4.77
TOTAL				-47.91

**Municipality of Markstay-Warren  
Cash Disbursements  
March 2025**

Date	Name	Memo	Class	Paid Amount
<b>03/20/2025</b>	<b>ORKIN</b>			
02/28/2025		Warren Golden Age Club	GENERAL GOVERNMENT:Rentals:40 Rutland G...	-43.20
		Warren Water Plant	ENVIRONMENTAL SERVICES:Warren Water	-49.46
		Warren Landfill Site	ENVIRONMENTAL SERVICES:Waste Managem...	-49.46
		Markstay Garage	TRANSPORTATION SERVICES:Public Works:M...	-49.46
		Warren Municipal Office	GENERAL GOVERNMENT:Administration:Warren	-49.46
		Warren Station	PROTECTION SERVICES:Fire Department:Warr...	-49.46
		Awrey Station	PROTECTION SERVICES:Fire Department:Awre...	-49.46
		Markstay Station	PROTECTION SERVICES:Fire Department:Mark...	-49.46
		Arena/Hall	RECREATION & CULTURAL SERVICES:Arena/...	-48.60
		Warren Garage	TRANSPORTATION SERVICES:Public Works:W...	-49.46
		Seniors Club	GENERAL GOVERNMENT:Rentals:8 Church St ...	-43.20
		Markstay Office	GENERAL GOVERNMENT:Administration:Markst...	-49.46
		Markstay Water	ENVIRONMENTAL SERVICES:Markstay Water	-49.46
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-17.55
	Receiver General	HST Rebate		-50.54
TOTAL				-697.69
<b>03/20/2025</b>	<b>Ottawa Valley ...</b>			
03/31/2025		PW-Railway Crossing Mtce-January to March 2025	TRANSPORTATION SERVICES:Public Works:S...	-1,096.50
TOTAL				-1,096.50
<b>03/20/2025</b>	<b>PICKARD CON...</b>			
01/30/2025		W.Water-Replace Valve Boot -Repair Leak	ENVIRONMENTAL SERVICES:Warren Water	-2,179.70
	Receiver General	HST Rebate		-240.76
TOTAL				-2,420.46
<b>03/20/2025</b>	<b>PINCHIN LTD</b>			
01/31/2025		Env-Monitoring Fees for Warren & Hagar Landfills	ENVIRONMENTAL SERVICES:Waste Managem...	-5,469.60
	Receiver General	HST Rebate		-604.15
TOTAL				-6,073.75

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/20/2025</b>	<b>PPE SOLUTION</b>			
02/28/2025	Receiver General	FD-Structural Firefighting Gloves HST Rebate	PROTECTION SERVICES:Fire Department	-1,654.62 -182.76
TOTAL				-1,837.38
<b>03/20/2025</b>	<b>R.V. ANDERSO...</b>			
02/14/2025	GRANT - Marks... Receiver General	Markstay Street Revitalization-Prof Serv. January 2025 HST Rebate	TRANSPORTATION SERVICES:Public Works:H...	-14,487.09 -1,600.19
03/10/2025	GRANT - Marks... Receiver General	Markstay Street Revitalization-Prof Serv.-February 2025 HST Rebate	TRANSPORTATION SERVICES:Public Works:H...	-28,339.92 -3,130.31
03/10/2025	Receiver General	PW-Consulting Fees-Project#237268 HST Rebate	ENVIRONMENTAL SERVICES:Public Works	-8,993.05 -993.33
TOTAL				-57,543.89
<b>03/20/2025</b>	<b>RAINBOW DIS...</b>			
03/12/2025		School Taxes-1st Quarterly Pymt	GENERAL GOVERNMENT:Administration	-83,013.00
TOTAL				-83,013.00
<b>03/20/2025</b>	<b>REALTAX INC</b>			
03/12/2025	Receiver General	Admin-File#SYMW24-25 Fees HST Rebate	GENERAL GOVERNMENT:Administration	-1,480.61 -163.54
TOTAL				-1,644.15
<b>03/20/2025</b>	<b>RLDM Consulti...</b>			
03/12/2025	GRANT - PAFO Receiver General	Project Management-Journaliste en Herbe- Final Pymt HST Rebate	GENERAL GOVERNMENT:Council	-4,070.40 -449.60
TOTAL				-4,520.00

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/20/2025</b>	<b>RUSTIC CAFE</b>			
01/04/2025	Receiver General	PW-W. Garage - Pinesol, Bleach Etc	TRANSPORTATION SERVICES:Public Works:W...	-16.33
		HST Rebate		-1.80
01/09/2025		Admin-Creamer	GENERAL GOVERNMENT:Administration	-4.03
02/14/2025		Admin-Creamer	GENERAL GOVERNMENT:Administration	-4.03
02/21/2025		Admin-Creamer	GENERAL GOVERNMENT:Administration	-4.03
03/03/2025		Admin-Creamer	GENERAL GOVERNMENT:Administration	-4.03
03/17/2025		Admin-Creamer	GENERAL GOVERNMENT:Administration	-8.06
TOTAL				-42.31
<b>03/20/2025</b>	<b>SUDBURY CAT...</b>			
03/12/2025		School Taxes-1st Quarterly Pymt	GENERAL GOVERNMENT:Administration	-15,695.00
TOTAL				-15,695.00
<b>03/20/2025</b>	<b>EMPLOYEE</b>			
03/19/2025	Receiver General	Rec-Cell Phone January to April 2025	RECREATION & CULTURAL SERVICES	-100.00
		REc-Mileage to Deliver Water Samples	RECREATION & CULTURAL SERVICES	-62.85
		HST (ON) on purchases (Input Tax Credit)		-8.17
TOTAL				-171.02
<b>03/20/2025</b>	<b>TRUE 802 WIR...</b>			
03/15/2025	Receiver General	PW-Internet	ENVIRONMENTAL SERVICES:Public Works	-203.52
		FD-Internet	PROTECTION SERVICES:Fire Department	-152.63
		HST Rebate		-39.34
TOTAL				-395.49
<b>03/20/2025</b>	<b>WEAVER SIM...</b>			
02/14/2025	Receiver General	Admin-Legal Fees-File#88705	GENERAL GOVERNMENT:Administration	-220.31
		HST Rebate		-24.34
TOTAL				-244.65

## Municipality of Markstay-Warren Cash Disbursements March 2025

Date	Name	Memo	Class	Paid Amount
03/20/2025	BROKERLINK I...			
02/10/2025		PW-New Float Trailer	TRANSPORTATION SERVICES:Public Works:V...	-706.00
02/11/2025		Ccl-Insurance	GENERAL GOVERNMENT:Council	-18,289.96
		Admin-Insurance	GENERAL GOVERNMENT:Administration	-28,300.16
		Admin-W. Mun Building	GENERAL GOVERNMENT:Administration:Warren	-3,591.00
		Gen Gov-Multi Use Facility	GENERAL GOVERNMENT:Rentals:39 Lafontain...	-12,784.07
		Gen Gov-40 Rutland-GAC	GENERAL GOVERNMENT:Rentals:40 Rutland G...	-9,070.02
		Gen Gov-40 Rutland-Basement	GENERAL GOVERNMENT:Rentals:40 Rutland B...	-9,070.02
		Gen Gov-Markstay Seniors Club	GENERAL GOVERNMENT:Rentals:8 Church St ...	-6,427.80
		FD-General	PROTECTION SERVICES:Fire Department	-11,768.04
		FD-Awrey Station	PROTECTION SERVICES:Fire Department:Awre...	-1,653.48
		FD-Markstay Station	PROTECTION SERVICES:Fire Department:Mark...	-5,679.18
		FD-Prevention/Truck Storage	PROTECTION SERVICES:Fire Department:Fire ...	-2,723.76
		FD-Warren Station	PROTECTION SERVICES:Fire Department:Warr...	-3,065.04
		FD-#1511	PROTECTION SERVICES:Fire Department:Vehi...	-2,307.00
		FD#1533	PROTECTION SERVICES:Fire Department:Vehi...	-1,899.00
		FD- #1531	PROTECTION SERVICES:Fire Department:Vehi...	-2,307.00
		FD-#1513	PROTECTION SERVICES:Fire Department:Vehi...	-1,899.00
		FD#1535	PROTECTION SERVICES:Fire Department:Vehi...	-1,551.00
		FD#1536	PROTECTION SERVICES:Fire Department:Vehi...	-1,551.00
		FD#2003 Freightliner Pumper	PROTECTION SERVICES:Fire Department:Vehi...	-2,307.00
		FD#1533	PROTECTION SERVICES:Fire Department:Vehi...	-1,899.00
		FD#1545	PROTECTION SERVICES:Fire Department:Vehi...	-1,551.00
		FD-#1515 2020 Ford F250	PROTECTION SERVICES:Fire Department:Vehi...	-1,551.00
		FD-2024 Freighliner Tanker	PROTECTION SERVICES:Fire Department	-2,363.00
		FD- 2023 Dodge Ram	PROTECTION SERVICES:Fire Department	-1,551.00
		Prot-Helipads	PROTECTION SERVICES	-3,219.48
		PW-General	ENVIRONMENTAL SERVICES:Public Works	-26,595.90
		PW-W.Garage	TRANSPORTATION SERVICES:Public Works:W...	-10,822.68
		PW-M.Garage	TRANSPORTATION SERVICES:Public Works:M...	-3,922.56
		PW-Salt Shed	TRANSPORTATION SERVICES:Public Works:M...	-2,916.00
		PW #338	TRANSPORTATION SERVICES:Public Works:V...	-1,761.00
		PW#340	TRANSPORTATION SERVICES:Public Works:V...	-1,608.00
		PW #343	TRANSPORTATION SERVICES:Public Works:V...	-1,761.00
		PW #380	TRANSPORTATION SERVICES:Public Works:V...	-1,761.00
		PW #350	TRANSPORTATION SERVICES:Public Works:V...	-1,608.00
		PW #375	TRANSPORTATION SERVICES:Public Works:V...	-1,908.00
		PW #366	TRANSPORTATION SERVICES:Public Works:V...	-1,761.00
		PW #365	TRANSPORTATION SERVICES:Public Works:V...	-1,064.88
		PW Float Trailer	TRANSPORTATION SERVICES:Public Works:V...	-247.07
		PW-Culvert Trailer	TRANSPORTATION SERVICES:Public Works:V...	-36.00
		PW-Culvert Float	TRANSPORTATION SERVICES:Public Works:V...	-236.00
		PW-2025 Eager Beaver Float	TRANSPORTATION SERVICES:Public Works:V...	-243.33
		PW-2008 Case	TRANSPORTATION SERVICES:Public Works:V...	-949.32
		PW- 1898 JD Loader	TRANSPORTATION SERVICES:Public Works:V...	-126.36
		PW-2009 JD Loader	TRANSPORTATION SERVICES:Public Works:V...	-316.44
		Pw-2012 Case Excavator	TRANSPORTATION SERVICES:Public Works:V...	-960.12

## Municipality of Markstay-Warren Cash Disbursements March 2025

Date	Name	Memo	Class	Paid Amount
		PW-Grader	TRANSPORTATION SERVICES:Public Works:V...	-4,112.64
		PW-Grader	TRANSPORTATION SERVICES:Public Works:V...	-4,112.64
		Env-Warren Landfill	ENVIRONMENTAL SERVICES:Waste Managem...	-2,008.08
		Env-Hagar Landfill	ENVIRONMENTAL SERVICES:Waste Managem...	-1,004.04
		W.Water	ENVIRONMENTAL SERVICES:Warren Water	-7,431.48
		M.Water	ENVIRONMENTAL SERVICES:Markstay Water	-5,316.84
		Rec-General	RECREATION & CULTURAL SERVICES	-3,618.24
		Arena/Hall	RECREATION & CULTURAL SERVICES:Arena/...	-32,062.93
		Rec-Playgrounds	RECREATION & CULTURAL SERVICES:Playgro...	-3,681.72
		Rec-ODR	RECREATION & CULTURAL SERVICES:Outdoo...	-10,903.68
		Rec- GMC Pick Up	RECREATION & CULTURAL SERVICES:Vehicle...	-1,608.00
		Rec-2008 Karg Trailer	RECREATION & CULTURAL SERVICES:Vehicle...	-236.00
		Library	RECREATION & CULTURAL SERVICES:Library	-2,066.04
TOTAL				-277,851.00
<b>03/25/2025</b>	<b>Ministry of Fin...</b>			
10/31/2024		OPP Services - September 2024	PROTECTION SERVICES	-34,951.00
11/21/2024		MNR-Forest Fire Protection Fees - 2024	PROTECTION SERVICES:Fire Department:Fore...	-14,613.38
12/12/2024		FD-Ontario Fire College Registration-Jan-March 2024	PROTECTION SERVICES:Fire Department:Fire ...	-845.00
12/17/2024		OPP Services-October 2024	PROTECTION SERVICES	-574.00
12/31/2024		Admin-Finance Charge	GENERAL GOVERNMENT	-27.83
12/31/2024		OPP Services-November 2024	PROTECTION SERVICES	-34,821.96
12/31/2024		OPP Services-December 2024	PROTECTION SERVICES	-34,855.00
12/31/2024		FD-Ontario Fire College Registration-Sept-Dec 2024	PROTECTION SERVICES:Fire Department:Fire ...	-780.00
01/23/2025		Municipal Policing Contract Annual Fee-2025	PROTECTION SERVICES	-1,519.19
01/31/2025		Admin-Finance Charge	GENERAL GOVERNMENT:Administration	-80.05
01/31/2025		Admin-Finance Charge	GENERAL GOVERNMENT:Administration	-93.20
01/31/2025		Admin-Finance Charge	GENERAL GOVERNMENT:Administration	-6.33
01/31/2025		Admin-Finance Charge	GENERAL GOVERNMENT:Administration	-2.99
02/28/2025		Admin-Finance Charges	GENERAL GOVERNMENT:Administration	-72.31
02/28/2025		Admin-Finance Charge	GENERAL GOVERNMENT:Administration	-172.30
02/28/2025		Admin-Finance Charge	GENERAL GOVERNMENT:Administration	-177.13
02/28/2025		Admin-Finance Charge	GENERAL GOVERNMENT:Administration	-1.61
02/28/2025		OPP Services-January 2025	PROTECTION SERVICES	-34,161.00
02/28/2025		Admin-Finance Charge	GENERAL GOVERNMENT:Administration	-4.18
TOTAL				-157,758.46

**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/25/2025</b>	<b>LISE PILKEY</b>			
03/25/2025		Multi Use-Cleaning March 2025	GENERAL GOVERNMENT:Rentals:39 Lafontain...	-1,075.00
		Municipal Office-Cleaning March 2025	GENERAL GOVERNMENT:Administration:Markst...	-546.96
		FD-Markstay Station-Cleaning March 2025	PROTECTION SERVICES:Fire Department:Mark...	-546.96
	Receiver General	HST (ON) on purchases (Input Tax Credit)		-139.75
	Receiver General	HST Rebate		-120.83
TOTAL				-2,429.50
<b>03/25/2025</b>	<b>TRANSPORT T...</b>			
03/24/2025		PW-DZ Course	TRANSPORTATION SERVICES:Public Works	-1,012.51
	Receiver General	HST Rebate		-111.84
TOTAL				-1,124.35
<b>03/25/2025</b>	<b>LINDA FRAPPI...</b>			
03/20/2025	GRANT - PAFO	PAFO Grant-Signage Design	GENERAL GOVERNMENT:Council	-300.00
TOTAL				-300.00
<b>03/25/2025</b>	<b>ON 846270973</b>			
03/24/2025	GRANT - PAFO	PAFO Grant-IT Website Support	GENERAL GOVERNMENT:Council	-10,176.00
	Receiver General	HST Rebate		-1,124.00
TOTAL				-11,300.00
<b>03/25/2025</b>	<b>Pete's Delivery...</b>			
02/11/2025	GRANT - PAFO	PAFO Grant-Newsletter Delivery from Beatty Printing No...	GENERAL GOVERNMENT:Council	-23.40
	Receiver General	HST Rebate		-2.59
TOTAL				-25.99



**Municipality of Markstay-Warren**  
**Cash Disbursements**  
 March 2025

Date	Name	Memo	Class	Paid Amount
<b>03/25/2025</b>	<b>EMPLOYEE</b>			
03/06/2025	Receiver General	PW-Water Courses HST Rebate	ENVIRONMENTAL SERVICES:Public Works	-86.88 -9.60
03/24/2025	Receiver General	PW-Meal Jan.19/25 PW-Mileage Jan.19--25, 2025 HST Rebate	ENVIRONMENTAL SERVICES:Public Works ENVIRONMENTAL SERVICES:Public Works	-14.99 -622.82 -68.79
TOTAL				-803.08
<b>03/25/2025</b>	<b>THE MONARC...</b>			
03/25/2025		CCL-King Charles Portrait	GENERAL GOVERNMENT:Council	-25.00
TOTAL				-25.00
<b>03/26/2025</b>	<b>BATTLESHIEL...</b>			
03/26/2025	Receiver General	FD-Purchase of T300 Tanker HST Rebate	PROTECTION SERVICES:Fire Department:Vehi...	-62,329.26 -6,884.64
TOTAL				-69,213.90

# Edgeworx Quarterly CIO Update Report 2025

**Date:** March 2025  
**Prepared by:**  
**Company:** Municipality of Markstay Warren  
**Reporting Period:** 2025

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# 1. Executive Summary

This report provides an overview of IT operations, strategic initiatives, security updates, and key technological advancements made during the past year. It highlights achievements, challenges, and future plans for optimizing IT efficiency and supporting business growth.

Markstay-Warren is a growing and progressive community, and an ideal location to raise young families because of its excellent local schools located in the villages of Markstay and Warren.

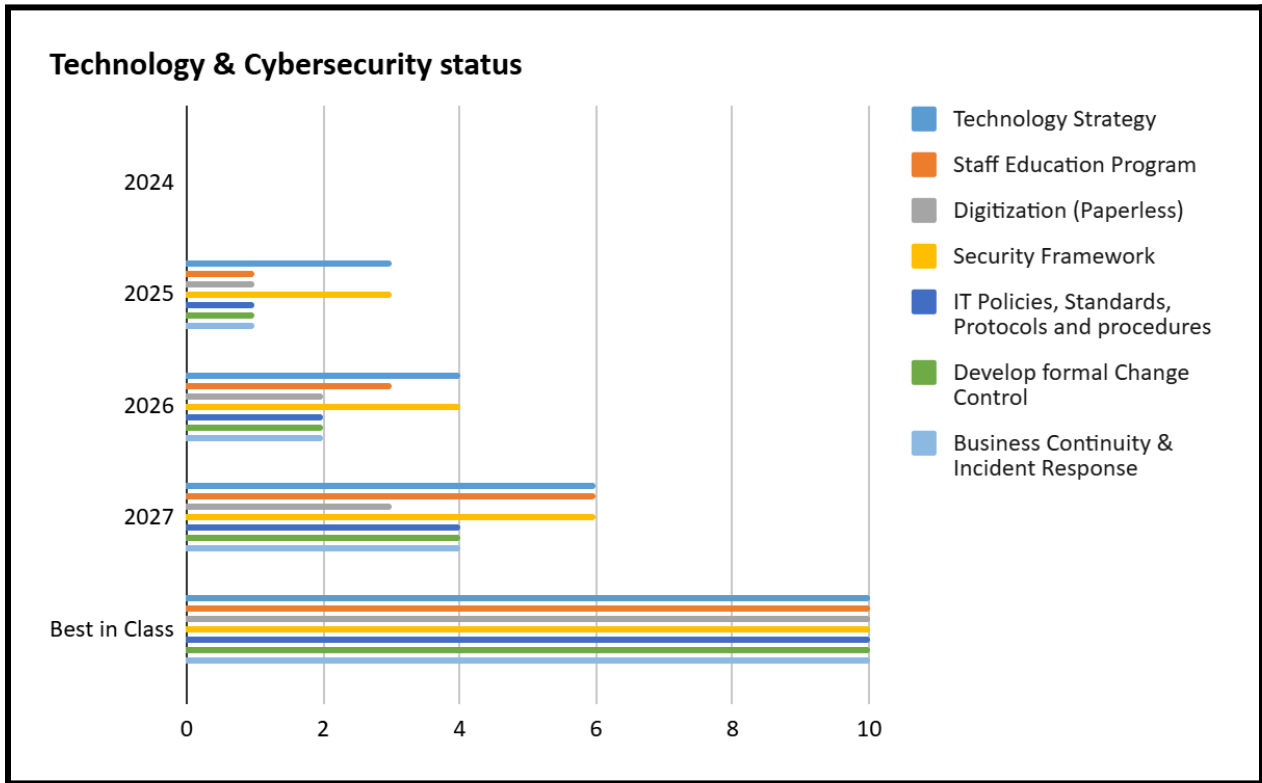
With all the technological advancements of an urban centre, reasonable tax rates, the proximity to highway 17 and minutes away from the Greater City of Sudbury and North Bay, the community is ideally situated for the establishment or expansion of businesses or industry.

Markstay Warren engaged Edgeworx to provide virtual CIO and CISO services to help develop a holistic view of priorities and initiatives to leverage funds available and identify priorities.

Priority	Finding	Summary	Status
1	Cyber Security & Compliance	The Markstay-Warren network is exposed on many security layers. Team members have no view of the corporate cybersecurity policies and guidelines, and are not educated enough in Security, Compliance and Regulations.	Active
2	Education	The municipality staff members identified lack of application training and education as the main work challenge. This is especially true for Microsoft 365 and Cyber Security.	Open
3	Technology & Cyber Security Strategy	To date, the organization has been lacking in technology strategic thinking and well-defined change management framework and protocols.	Open
4	Document Management Standards	There is a lack of clear guidelines, standards, protocols, policies, and procedures associated with document and record production and management. The main file server (J drive) is in "Chaos".	Open
5	Inefficient workflows	Many workflows are manual, inefficient, and often paper-intensive causing duplication of work and ineffective use of time and resources.	Open
6	Application Integration	Lack of application integration between the main corporate processes creates significant workflow inefficiencies and duplication of work.	Open
7	Outdated Corporate Website	The corporate website requires an overhaul. Current management tools are cumbersome, 3rd party service provider has rigid restrictions, website functionality is limited and there is a lack of scheduled processes that ensure quality content is updated regularly. Website Accessibility policy not available.	Open
8	IT Resources	The main IT service provider (Bakertilly) has limitations with complex technical issues. More skilled resources are required, especially in cyber security.	Closed



# Status of key initiatives



Note: Best in class will be based on funding and resources available.

# Outstanding Risk Issues

Solution	Proposed	Risk level
Provide the Municipality with a SOC/MDR solution. The Municipality needs to develop a comprehensive Security Program. SEIM, SOC & MDR	January 2025	High
TitanHQ bundle featuring SpamTitan, PhishTitan, and Security Awareness Training (SAT) provides a comprehensive email security and user education solution.	January 2025	High
Infrastructure update - switches, firewalls, AP's, cabling, security cameras	March 2025	High
Server replacement	March 2025	High

## 2. IT Operations & Infrastructure

Replaced previous IT service provider. Provided skilled resources especially in cyber security.

- A. Provide monthly IT Support
  - a. Single point of IT administrations - remote support
  - b. Trending above the contractual monthly support
- B. Initiate online ticketing system for IT support calls

## 3. Security & Compliance

### Priority 1: Cybersecurity & Compliance

Markstay Warren network is exposed on many security layers. Team members have no view of the corporate cybersecurity policies and guidelines, and are not educated enough in Security, Compliance and Regulations.

- A. Remediate Identity and Access Management Control - Multifactor Authentication & Password Management
  - a. Implemented Jumpcloud solution November 2024
  - b. Adoption rate as of February 2025 -
- B. Microsoft 365 deployment
  - a. Implemented November 2025
  - b. Adoption rate as of February 2025 -

### Priority 2: Education

The municipality staff members identified lack of application training and education as the main work challenge. This is especially true for Microsoft 365 and Cyber Security.

- A. M365, Cybersecurity awareness training quoted (TitanHQ).
  - a. Waiting response from Markstay Warren, proposed January 2025

### Priority 3: Technology & Cybersecurity Strategy

To date, the organization has been lacking in technology strategic thinking and well-defined change management framework and protocols.

- A. Edgeworx has developed a priority list of 8 technology and cybersecurity challenges that need to be addressed (see Executive Summary above).

**Incident Management:** Remediated original issues, recommend move to SOC/MDR solution.

- A. Quoted SOC/MDR Jan 10, 2025

**Regulatory Compliance:** Identify requirements, recommend security and compliance review.

- A. Map to Security Framework

## 4. Digital Transformation & Innovation

### Priority 4: Document Management standards

There is a lack of clear guidelines, standards, protocols, policies, and procedures associated with document and record production and management. The main file server (J drive) is in "Chaos".

- A. Recommendation to engage with Polar Imaging to digitize documents, Nov 2023.
  - a. Funding was not approved March 2024
- B. Recommendation to move Quickbooks from on premise server to Cloud version.
  - a. On the internal IT roadmap for 2025
- C. Recommendation to back-up and/or move 'J drive' to cloud hosting
  - a. Options to be reviewed in March 2025

### Priority 5: Inefficient Workflows

Many workflows are manual, inefficient, and often paper-intensive causing duplication of work and ineffective use of time and resources.

- A. Digitization
- B. One Drive

### Priority 6: Application Integration

Lack of application integration between the main corporate processes creates significant workflow inefficiencies and duplication of work.

- C. Digitization
- D. One Drive





## **Priority 7: Outdated Corporate Website**

The corporate website requires an overhaul. Current management tools are cumbersome, 3rd party service provider has rigid restrictions, website functionality is limited and there is a lack of scheduled processes that ensure quality content is updated regularly. Website Accessibility policy not available.

# **5. IT Budget & Cost Management**

Managed by Markstay Warren in consultation with Edgeworx.

# **6. Challenges & Risks**

Adoption rate for Jumpcloud.

On premise server critical point of failure.

Provide the Municipality with a SOC/MDR solution. The Municipality needs to develop a comprehensive Security Program. SEIM, SOC & MDR.

TitanHQ bundle featuring SpamTitan, PhishTitan, and Security Awareness Training (SAT) provides a comprehensive email security and user education solution.

# 7. Future Goals & Next Steps

Annual review due - August 2025, IT Infrastructure Assessment, Security and Compliance Assessment

<u>Recommendations for Markstay Warren</u>	<u>Implementation Phase &amp; Timeline</u>
Remediate Identity and Access Management Control	Immediate
Remediate identified Critical deficiencies	1st Phase -2024
Technology & Cybersecurity Strategy (vCIO/vCISO)	1st Phase -2024
Privileged Access Management (PAM)	1st Phase -2024
Backup/Recovery	1st Phase -2024
Microsoft 365 deployment	1st Phase -2024
Corporate Education Program to all staff members	1st Phase -2024
Password Management	1st Phase -2024
Multi-factor Authentication	1st Phase -2024
Digitization (Paperless Business Workflows)	<b>Independent 2025-2027</b>
Implement a Security Framework	2nd Phase - 2025
Implement Accessibility Plan	2nd Phase - 2025
Cyber Security Education Program	2nd Phase - 2025
Communications Archiving	2nd Phase - 2025
Endpoint Protection and Advanced Threat Protection	2nd Phase - 2025
Business Continuity & Incident Response	3rd Phase - 2026
Change Control	3rd Phase - 2026
IT Policies, Standards and Guidelines	3rd Phase - 2026
Action Security Framework Alignment	3rd Phase - 2026
IT Governance	3rd Phase - 2026
Logging and Monitoring	3rd Phase - 2026
Operational Review process	3rd Phase - 2026
Configuration management database (CMDB)	4th Phase - 2027
Integrate Network Equipment	4th Phase - 2027
Colour code:	
Recommendation was addressed	
Recommendation is being addressed	
Recommendation TBA	



## 8. Conclusion

Markstay Warren has implemented the first phase of security controls to improve security posture. Focus for 2025 would be to address critical risks identified and continue to move forward with recommendations, including IT Infrastructure Assessment, Security and Compliance Assessment.

# Key Information Technology topics for municipalities

## Bill 194 key provisions affecting Municipalities:

### 1. Cybersecurity Requirements

- Development and Implementation of Cybersecurity Programs: Municipalities are mandated to establish comprehensive cybersecurity programs. These programs must encompass roles and responsibilities, education and awareness initiatives, incident response strategies, and oversight mechanisms.
- Adherence to Technical Standards: The Act empowers the Minister to set technical standards for cybersecurity, which municipalities must follow. These standards aim to protect digital information and the infrastructure housing it.

### 2. Artificial Intelligence (AI) Governance

- Transparency in AI Usage: Municipalities utilizing AI systems are required to publicly disclose information about their use. This measure ensures residents are informed about AI applications within their communities.
- Accountability Frameworks: Municipalities must develop and implement frameworks that ensure responsible AI usage. These frameworks should address ethical considerations, risk management, and compliance with prescribed regulations.

### 3. Protection of Minors' Digital Information

- Regulations for Children's Data: The Act allows for the creation of regulations governing how digital information about individuals under 18 is collected, used, retained, and disclosed by public sector entities, including municipalities. This provision emphasizes safeguarding minors' data within municipal services.

### 4. Privacy Impact Assessments (PIAs)

- Mandatory PIAs: Before collecting personal information, municipalities are now required to conduct PIAs. These assessments must outline the legal authority for data collection, the types of personal information being collected, and strategies to mitigate associated risks.

### 5. Breach Notification and Reporting

- Mandatory Reporting: In the event of data breaches posing a real risk of significant harm, municipalities must notify both the Information and Privacy Commissioner of Ontario (IPC) and the affected individuals. Additionally, they are obligated to maintain records of all data breaches, irrespective of their severity.

### 6. Enhanced Oversight by the IPC

- **Expanded Powers:** The IPC now holds augmented authority to review municipalities' information practices. This includes the power to issue compliance orders, mandate changes to information practices, and enforce the return or destruction of improperly collected personal information.

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## Implications for Municipalities

- **Resource Allocation:** Municipalities may need to allocate additional resources to develop and maintain robust cybersecurity and AI governance frameworks. This could involve investing in new technologies, training staff, and possibly restructuring existing processes
- **Compliance and Monitoring:** To adhere to the new regulations, municipalities must establish ongoing monitoring and compliance programs. This ensures that cybersecurity measures and AI applications meet the prescribed standards and that any data breaches are promptly addressed.
- **Public Trust:** By enhancing transparency in AI usage and strengthening data protection measures, municipalities can bolster public trust. Residents are more likely to engage with municipal services when they are confident that their personal information is handled securely and ethically.

## How AI is being used by Municipalities

Municipalities are leveraging AI-powered virtual assistants to handle resident inquiries on websites (permits, garbage collection, taxes, etc.).

AI assistants are also being used to supplement 311 services, handling overflow and after hours requests.

Municipalities are looking at AI powered solutions to:

- Improve residents engagement
- 24/7 availability for public enquiries
- Increase accessibility and Inclusion
- Reduce operational costs

AI is beginning to reshape how local governments in Canada serve their communities. Even small municipalities are finding creative ways to deploy AI – from chatbots that answer residents’ questions, to sensors and algorithms that keep infrastructure and the environment in check, to predictive models that enhance public safety. These early efforts indicate a growing momentum for “smart” municipal governance. In the coming years, we can expect broader adoption of AI at the local level, guided by the lessons learned from these pioneers. With a balanced approach that addresses risks and engages citizens, AI has the potential to significantly enhance the efficiency, sustainability, and responsiveness of municipal services across Canada.

# Why Canadian Small Municipalities Need SASE

## Main Cybersecurity Threats Facing Small Municipalities

Canadian municipalities are increasingly targeted by cyberattacks. The federal Cyber Centre has tracked over 100 cyber incidents against municipal governments since 2020. These attacks often involve ransomware, data breaches, and denial-of-service disruptions that can expose residents' personal information and shut down local services. Small cities and towns are vulnerable because they hold valuable citizen data but operate with limited IT budgets and few cybersecurity staff. . This resource gap makes it easier for cybercriminals to exploit them through phishing emails, malware, and other tactics, threatening public trust and service continuity.

## SASE Improves Security for Government Networks and Citizen Data

Secure Access Service Edge (SASE) strengthens municipal cyber defenses by unifying network connectivity and security in a cloud-based service. It integrates tools like firewalls, secure web gateways, and zero-trust network access to protect users **wherever** they work. For example, SASE can protect employees anywhere against advanced threats and prevent data loss from the endpoint all the way to cloud services. Unlike traditional siloed security, SASE enforces consistent, up-to-date security policies at every access point, closing the gaps in legacy networks. This means that whether staff are at city hall or on a remote connection, their access is monitored and secured – safeguarding sensitive citizen data on government systems from breaches.

## Supporting Cloud Migration and Remote Work

Municipalities are adopting cloud-based applications (for email, records, permitting systems, etc.) and enabling remote work for staff. SASE is built to support this transition. Traditional VPNs were designed for on-site data centers and often struggle with today's cloud traffic . By contrast, SASE's cloud-native architecture lets users connect directly and securely to cloud apps and SaaS services without routing all traffic back through a city hall network . This improves performance and user experience during cloud migrations. At the same time, SASE provides secure remote access so municipal employees and contractors can work from anywhere with the same level of protection as on-premises. Granular identity-based controls ensure only authorized staff can reach sensitive systems, enabling hybrid work arrangements without compromising security.



## **Cost Efficiency and Operational Benefits**

For small municipalities with limited IT resources, SASE offers significant cost and efficiency advantages. Instead of buying and managing many separate security appliances (like branch firewalls, VPN servers, web filters, etc.), SASE delivers all these functions through one unified cloud platform. This consolidation reduces the need for up-front capital expenditures on hardware and lowers ongoing maintenance costs. With security updates and scaling handled in the cloud, there is less equipment for local IT teams to maintain – freeing them to focus on other priorities. SASE’s cloud-managed approach also means quick deployment of new sites or services without major infrastructure changes. In short, municipalities can strengthen their security posture while saving money by leveraging SASE’s all-in-one, as-a-service model, which is especially valuable when staff and budget are constrained.

## **Compliance with Canadian Cybersecurity Regulations and Data Protection Laws**

Adopting SASE can help municipalities meet their legal and policy obligations to protect data. Canada’s privacy laws and provincial regulations require strong safeguards for personal information held by government bodies. SASE includes built-in data protection capabilities – for instance, its cloud access security broker (CASB) component can enforce compliance policies on cloud apps and prevent sensitive data leaks. Many SASE providers also offer options to keep data routing and logging within Canadian data centers, aiding compliance with data residency and sovereignty requirements. Importantly, moving to a SASE framework aligns with federal cybersecurity guidance that urges organizations to move toward Zero Trust principles and modern secure network access solutions. By using SASE, small municipalities demonstrate due diligence in securing citizen data and follow best practices endorsed by Canadian cyber authorities. This not only helps avoid regulatory penalties but also preserves public trust by ensuring that sensitive information and services are well-protected.

# AODA and Small Municipalities

All municipalities must comply with AODA requirements — although they may have fewer obligations than larger cities. All municipalities, regardless of size, need:

## Accessible customer service standard

- Provide accessible customer service to people with disabilities.
- Allow support persons and service animals.
- Notify the public when accessible services (like elevators) are unavailable.
- Train staff on how to communicate and interact with people with disabilities.

## Accessible communication

- Ensure public information (brochures, notices, public meetings, etc.) is available in accessible formats upon request.
- Municipal websites and web content must comply with WCAG 2.0 Level AA standards.
- Municipalities must also ensure emergency and public safety information is accessible.

Compliance Tip: This is a big area where many municipalities need to update websites, documents, and signage to meet standards.

## Basic policies and training in place

- Municipalities must create accessible hiring processes (e.g., offering accommodations during recruitment and onboarding).
- Must provide accessible formats for employment information like job postings, performance reviews, and emergency procedures.
- Must develop individual accommodation plans and return-to-work processes for employees with disabilities.
- Municipalities must create and update a multi-year accessibility plan that outlines how they will meet AODA requirements.

## Reporting Requirements

- Municipalities must submit accessibility compliance reports to the province every two years.
- These reports confirm whether the municipality is meeting its obligations under AODA.



# Sustainability Best Practices for Small Canadian Municipalities

Small municipalities in Canada play a critical role in advancing sustainability through practical, scalable initiatives. This report highlights best practices across key areas to reduce emissions, enhance climate resilience, and improve quality of life while managing costs effectively.

## Renewable Energy & Energy Efficiency

- Retrofitting municipal buildings with LED lighting, efficient HVAC systems, and smart energy management lowers costs and emissions.
- Installing solar, wind, or bioenergy projects, like **Raymond, Alberta**, which achieved **100% renewable electricity for municipal operations**, reducing emissions and saving \$130,000 annually.
- Community Energy Plans (CEPs) guide long-term energy transitions, such as PACE financing for home energy retrofits (**Switch program** in PEI & Nova Scotia).

## Waste Management & Circular Economy

- Expanding **recycling and organics programs** reduces landfill use (e.g., **Banff's goal of 70% waste diversion by 2028**).
- Implementing **pay-as-you-throw systems** and landfill bans on organics drives waste reduction.
- Circular economy strategies, like **municipal reuse centers, repair cafés, and sustainable procurement**, promote long-term resource efficiency.

## Green Infrastructure & Climate Resilience

- **Urban tree planting and natural asset management** enhance flood control and cooling, as seen in **Gibsons, BC**, which values natural ecosystems as infrastructure.
- **Green stormwater solutions** (bioswales, permeable pavement) reduce flood risks and improve water quality.
- Climate adaptation planning, with regional collaboration and funding from programs like the **Municipalities for Climate Innovation Program (MCIP)**, helps towns prepare for extreme weather.

## Sustainable Transportation

- **Expanding active transportation** with sidewalks, bike lanes, and multi-use trails, as done in **Wolfville, NS**, encourages walking and cycling.
- **On-demand public transit**, such as **Cochrane, Alberta's COLT system**, provides cost-effective transportation alternatives.
- **EV adoption and charging infrastructure**, including regional networks like the **Kootenay Clean Energy Transition**, accelerate the shift to zero-emission vehicles.

## Policy & Funding Support

- **Sustainability goals and bylaws**, such as **Banff's mandatory composting** and **BC's Energy Step Code**, help drive progress.
- **Federal and provincial funding** (e.g., **Green Municipal Fund (GMF)**, **Investing in Canada Infrastructure Program (ICIP)**, and **Natural Resources Canada's EV charger grants**) provide financial support.
- **Public-private partnerships** and innovative financing (e.g., green bonds, energy performance contracts) extend municipal resources.
- 

Small municipalities can lead impactful sustainability efforts by integrating clean energy, waste reduction, green infrastructure, sustainable mobility, and strong policies. With access to funding and best practices from leading communities, even the smallest towns can significantly cut emissions, build resilience, and improve the well-being of residents while maintaining fiscal responsibility.

# Municipality of Markstay-Warren

## Building Controls For Consideration by Council

RE: Building Report  
First Quarter 2025

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

### **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 Department 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.

### **LINKS TO STRATEGIC PLANS:**

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

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

## **BUILDING CONTROLS DEPARTMENT REPORTING**

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

- CBO took Building Officials and the Law and passed exam
- CBO has been researching and learning about changes to the Ontario Building Code 2024 including the requirements for radon mitigation and changes to secondary suite allowances.

## BUILDING PERMITS ISSUED YTD COMPARISON (Jan 1 – Mar 31)

	2025 Permit Information		2024 Permit Information		2023 Permit Information	
Type of Permit	Permits Issued	Construction Value	Permits Issued	Construction Value	Permits Issued	Construction Value
<b><u>Residential Construction</u></b>						
New Building Construction	1	\$250,000.00	1	\$75,000.00	0	\$0.00
Secondary Dwelling	0	\$0.00	0	\$0.00	0	\$0.00
New Accessory Structure	1	\$4,800.00	0	\$0.00	0	\$0.00
New Accessory Structure with plumbing	0	\$0.00	0	\$0.00	0	\$0.00
Install/Erect/Replace	0	\$0.00	0	\$0.00	2	\$39,332.00
Renovation/Alter/Repair	2	\$11,000.00	3	\$159,807.00	1	\$16,322.00
Renovation/Alter/Repair with plumbing	0	\$0.00	0	\$0.00	0	\$0.00
Demolish	0	\$0.00	0	\$0.00	1	\$3,000.00
Addition	0	\$0.00	0	\$0.00	0	\$0.00
Addition with plumbing	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total Res. Construction</b>	<b>4</b>	<b>\$265,800.00</b>	<b>4</b>	<b>\$234,807.00</b>	<b>4</b>	<b>\$58,654.00</b>
<b><u>Other Construction</u></b>						
Commercial	0	\$0.00	0	\$0.00	0	\$0.00
Industrial	0	\$0.00	0	\$0.00	0	\$0.00
Government/Institutional	0	\$0.00	0	\$0.00	1	\$45,000
<b>Total Other Construction</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>1</b>	<b>\$45,000</b>
<b>Total Construction</b>	<b>4</b>	<b>\$265,800.00</b>	<b>4</b>	<b>\$234,807.00</b>	<b>5</b>	<b>\$103,654.00</b>
<b>Building Permit Fees</b>	<b>\$3,058.00</b>		<b>\$2,828.07</b>		<b>\$643.22</b>	

### PERMIT STATS BY QUARTER

Type of Permit	1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value	Permits Issued	Value
Residential Construction	4	\$265,800	-	-	-	-	-	-
Commercial	0	\$0	-	-	-	-	-	-
Industrial	0	\$0	-	-	-	-	-	-
Government/Institutional	0	\$0	-	-	-	-	-	-
Total Construction	4	\$265,800	-	-	-	-	-	-
Building Permit Fees YTD	\$3,058.00		-		-		-	

## BUILDING CONTROLS STATISTICS

Item	Q1	Q2	Q3	Q4	2025 Year to Date	2024 Total	2022 Total	2021 Total	2020 Total
Applications	12	-	-	-	12	68	*	*	*
Permits Issued	4	-	-	-	4	58	82	49	82
<b>House Permit - Average working days to issue</b>	<b>5.25</b>	-	-	-	<b>5.25</b>	*	*	*	*
Actual House Building Permits issued	4	-	-	-	4	55	78	48	82
<b>Small Building - Average working days to issue</b>	<b>0</b>	-	-	-	<b>0</b>	*	*	*	*
Actual Small Building Permits issued	0	-	-	-	0	1	4	1	0
<b>Large Building - Average working days to issue</b>	<b>0</b>	-	-	-	<b>0</b>	*	*	*	*
Actual Large Building Permits issued	0	-	-	-	0	2	0	0	0
<b>Complex Building Average working days to issue</b>	<b>0</b>	-	-	-	<b>0</b>	*	*	*	*
Actual Complex Building Permits issued	0	-	-	-	0	0	0	0	0
<b>Total Inspections</b>	<b>20</b>	-	-	-	<b>20</b>	*	*	*	*

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

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

# Municipality of Markstay-Warren

Building Controls for Consideration by Council

RE: By-law Report  
First Quarter 2025

## Markstay Warren 2025 First Quarter By-Law Report

**OBJECTIVE:** To update Council on the initiatives and activities of the Bylaw Department (SEBBS).

### **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**

- Developed a **Waste Management By-law** (draft stage), will be coordinating with Public Works for further comments before bringing draft to Staff and Council.
- Initiated the drafting of a new **Parking By-law** in collaboration with **Public Works**, aimed at improving winter parking enforcement, road safety, and clarity around restricted zones.
- Drafting a **Backyard Hen By-law** to guide responsible hen ownership within zones, supporting both animal care and neighbourhood compatibility.
- Worked on implementing a new **E-Ticketing system** with **MRF Geosystems**, enhancing real-time tracking, data collection, and efficiency in by-law enforcement and complaint management.

### **Training/Conferences/Certification**

- Junior MLEO obtained Part 1 Foundations Certification Through Municipal Law Enforcement Officers Association

**COMPLAINTS BY CATEGORY:**

<b>Complaints *Only formal complaints are tracked*</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2025 Total to date</b>	<b>2024 Total</b>
Animal	-	-	-	-	-	22
Animal (RAL)	4	-	-	-	4	-
Short Term Rentals	-	-	-	-	-	-
Waste Management	-	-	-	-	-	-
Noise Control	-	-	-	-	-	-
Noise Control (Animal)	1	-	-	-	1	-
Property Standards	-	-	-	-	-	16
Burning	-	-	-	-	-	1
Travel Trailers	-	-	-	-	-	-
Zoning	1	-	-	-	1	6
Signage	-	-	-	-	-	-
Traffic	-	-	-	-	-	-
Snow Removal	-	-	-	-	-	1
Other	-	-	-	-	-	5
<b>GRAND TOTAL</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6</b>	<b>51</b>

\*Other represents any by-law categories not included in the rest of the table and may pertain to Provincial Legislation

**STATS**

<b>Item</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2025</b>
Parking Tickets Issued	-	-	-	-	-
Provincial Charges Issued	2	-	-	-	2
Provincial Part III's Issued	-	-	-	-	-
Orders Issued	1	-	-	-	1
AMPS Penalties Issued	5	-	-	-	5
Official Warnings Issued	-	-	-	-	-

**Respectfully Submitted by:**

Kevin Benvenuti  
Manager of By-Law Services

**Approved by:**

Andrea Tarini  
SEBBS Director

Sudbury East OPP Detachment Board

**MINUTES OF THE MEETING**  
**Virtual Zoom & In-Person Meeting**  
**Wednesday, February 26, 2025 at 4:00 PM**

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**Members Present:** Carlie Bigras, Gisèle Pageau, Michael Reider, Paul Branconnier, Bill Brazeau, Julianne Labelle, and Sherry Barna

**Members Excused:** Steven Olsen

**Officials Present:** Mike Pilon OPP Regional Commander, Nathalie Rifou Inspector/Detachment Commander

**Guests:** 3

**1. Call to Order, Roll Call and Adoption of the Agenda**

- 1.1. **Overview of the purpose and role of the OPP Detachment Board under the Community Safety and Policing Act, 2019 (CSPA).**
- 1.2. **Welcome and introductions of board members.**
- 1.3. **Declaration of Office for all members of the board**

Carlie Bigras asked each member to take their declaration of office and confirm eligibility.

**2. Election of Board Officers**

- 2.1. **Election of the Chair (Facilitated by Board Secretary).**

Resol.2025-1

*Moved By Paul Branconnier*  
*Seconded By Bill Brazeau*

**BE IT RESOLVED THAT** the Sudbury East OPP Detachment Board hereby appoints **Gisele Pageau** as Chair of the Board for the remainder of the term.

Carried



**2.2. Election of the Vice-Chair (Facilitated by Board Secretary).**

Resol.2025-2

*Moved By Mayor Giséle Pageau*

*Seconded By Bill Brazeau*

**BE IT RESOLVED THAT** the Sudbury East OPP Detachment Board hereby appoints **Paul Branconnier** as Vice-Chair of the Board for the remainder of the term.

Carried

**2.3. Appointment of Board Administrator/Secretary: Designation of administrative support for agendas, minutes, and record-keeping.**

Resol.2025-3

*Moved By Julianne Labelle*

*Seconded By Paul Branconnier*

**BE IT RESOLVED THAT** the Sudbury East OPP Detachment Board hereby appoints Carlie Bigras as Secretary of the Board for the remainder of the term.

Carried

**3. Adoption of Key Governance Documents**

**3.1. Draft review of the Sudbury East OPP Detachment Board Terms of Reference.**

The following revisions were made to the Terms of Reference:

1. **Section 5.4:** Change the appointment duration for the Chair and Vice-Chair to align with the board's term.
2. **Secretary Position:** The Secretary role will be for the term and will coincide with the Chair's municipality.
3. **Reporting Structure Clarification:** Include details for meeting information (agendas, minutes, etc.) and how it will be shared on municipal websites.
4. **Meeting Rotation:** Quarterly meetings will rotate between municipalities (French River, St. Charles, Killarney, Markstay-Warren).
5. **Annual Review of TOR:** Add a review clause stating that the Terms of Reference will be reviewed before the end of each term.

Resol.2025-4

*Moved By Paul Branconnier*

*Seconded By Julianne Labelle*

**BE IT RESOLVED THAT** The Sudbury East OPP Detachment Boards Terms of Reference be adopted as amended.

Carried

### 3.2. Draft Review of the Sudbury East OPP Detachment Board Procedural By-law

The following revisions were made to the Procedural By-law:

1. **Section 3.1.2:** Update to reflect that Chair and Vice-Chair appointments will be for the board term.
2. **Meeting Schedule:** The board will meet on the third Thursday of the month at 4:00 PM.
3. **Delegation Request Submission:** Change submission requirement to five business days prior to a meeting (update in all relevant sections).
4. **Meeting Locations:** Rotate between municipalities, ensuring that locations have Zoom capabilities.
5. **Complaint Form Update:** Modify the form to require complainants to cite the section of the Code of Conduct that was allegedly violated.
6. **Appendix F:** Change agenda item submission requirement from two business days to five business days.

Resol.2025-5

*Moved By Paul Branconnier*

*Seconded By Michael Reider*

**BE IT RESOLVED THAT** the Sudbury East OPP Detachment Board adopts By-law 2025-01, being a by-law to establish the rules governing the order and proceedings of the board and any committees established by the board, be read a first, second and third time and finally passed.

Change delegation times to submit be 5 business day prior. Make changes on all other

Code of conduct section in the complaint that has been breached.

Carried

## 4. Budget & Financial Considerations

#### 4.1. Board Budget Estimates (as per O.Reg. 135/24).

The Board Secretary spoke on the budget. A draft budget was shared and members are to review the document and bring recommendations at the next meeting.

The Sudbury East O.P.P. Detachment Board has prepared estimates, in accordance with the regulations, of the total amount that will be required to pay the expenses of the board's operation.

The Board will need to determine the remuneration for members and set the 2025 Budget to be submitted for approval to each member municipality.

*Moved By Paul Branconnier  
Seconded By Bill Brazeau*

Resol.2025-6

**WHEREAS** pursuant to the *Community Safety and Policing Act, 2019* (CSPA), Section 71 (1), an O.P.P. detachment board shall prepare estimates, in accordance with the regulations made by the Minister, of the total amount required to pay the expenses of the board's operation, excluding the remuneration of board members. *2019, c. 1, Sched. 1, s. 71 (1); 2023, c. 12, Sched. 1, s. 31 (1);* and

**WHEREAS** pursuant to CSPA, 2019, Section 71 (2), the O.P.P. detachment board shall submit the estimates to every municipality that receives policing services from the detachment, along with a statement of the municipality's share of the costs, as determined in accordance with the regulations made by the Minister. *2019, c. 1, Sched. 1, s. 71 (2); 2023, c. 12, Sched. 1, s. 31 (2);* and

**WHEREAS** pursuant to CSPA, 2019, Section 71 (3), subject to subsection (4), the municipalities shall contribute their share of the costs to the O.P.P. detachment board's budget in accordance with the estimates. *2019, c. 1, Sched. 1, s. 71 (3);* and

**WHEREAS** pursuant to **O. Reg. 135/24**, Section 3(2), each municipality in the area for which the O.P.P. detachment board has responsibility shall pay an equal share of the amount set out in the board's estimates unless all municipalities unanimously agree to an alternative cost-sharing formula; and

**WHEREAS** the Sudbury East OPP Detachment Board has prepared estimates of all sums required for the operation of the board for the fiscal year 2025; and

**WHEREAS** the budget estimates were shared at the February 26, 2025, Sudbury East OPP Detachment Board meeting, and each municipality has reviewed its cost allocation in accordance with the CSPA and O. Reg. 135/24; and

**NOW THEREFORE, BE IT RESOLVED THAT** the 2025 Budget Estimates for the Sudbury East OPP Detachment Board be hereby adopted, and that each municipality formally acknowledges its obligation to contribute its share of the budgeted costs as prescribed by O. Reg. 135/24, Section 3(2).

**5. Strategic & Policy Planning**

**6. OPP Reporting**

**7. Adjournment**

**7.1. Resolution to adjourn**

Resol.2025-7

*Moved By Paul Branconnier  
Seconded By Julianne Labelle*

**BE IT RESOLVED THAT** the meeting be adjourned at 5:13 pm.

Carried

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CHAIR

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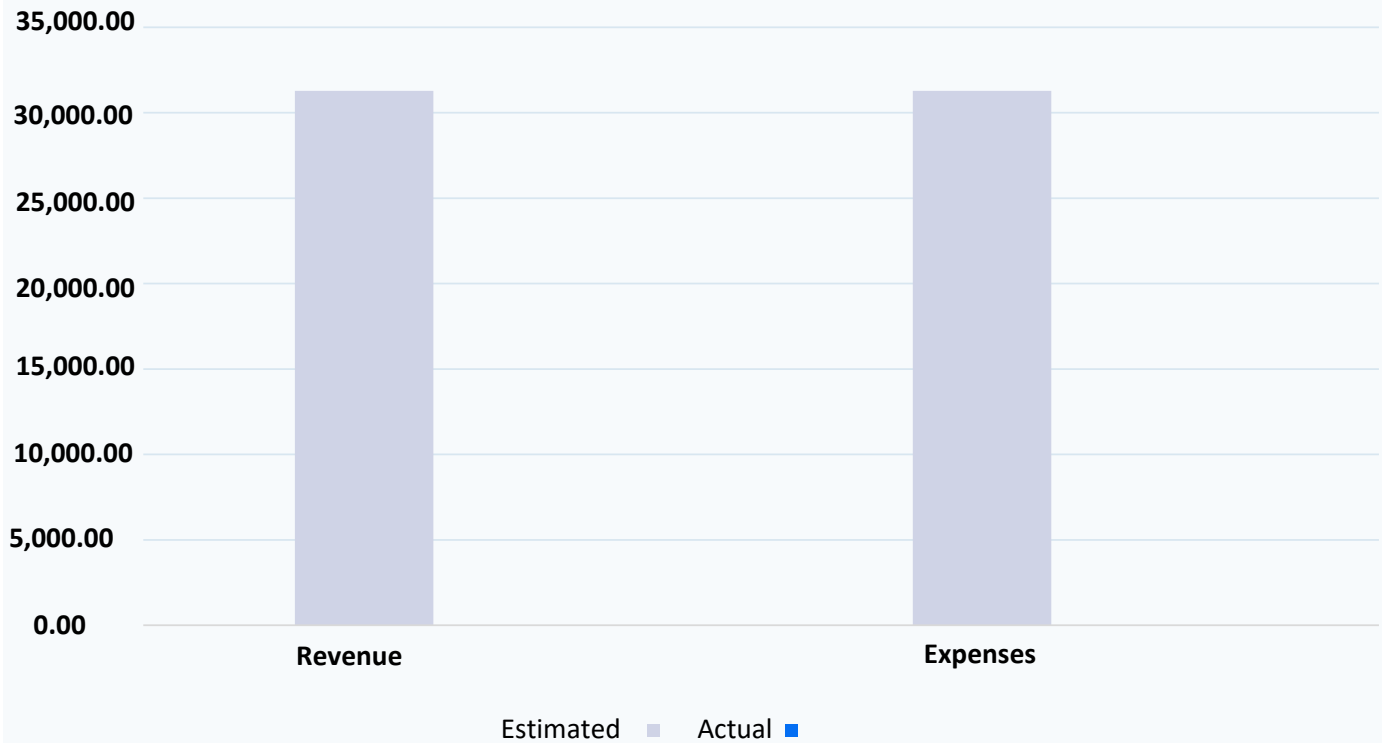
SECRETARY

# Budget Summary

Police Board Budget code 04201

Budget Area	Estimated	Actual	Difference
Revenue	31,276.80	0.00	<b>31,276.80</b>
Expenses	31,276.80	0.00	<b>31,276.80</b>
<b>Balance (income minus expenses)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Budget Overview



# Revenue

Income	Estimated	Actual	Difference
Municipality of French River	7,819.20		-7,819.20
Municipality of St. -Charles	7,819.20		-7,819.20
Municipality of Markstay-Warren	7,819.20		-7,819.20
Municipality of Killarney	7,819.20		-7,819.20
<b>Total Revenue</b>	<b>31,276.80</b>	<b>0.00</b>	<b>-31,276.80</b>

# Expenses

Expenses	Estimated	Actual	Difference
Chair (1)	700.00		700.00
Secretary (1)	1,200.00		1,200.00
Board Members (5)	3,000.00		3,000.00
Provincial Member (1)	600.00		600.00
Travel - Conferences & Meetings	12,000.00		12,000.00
Course/Conference Registration	3,000.00		3,000.00
Membership Dues (OAPSB)	1,500.00		1,500.00
Accounting Services	2,000.00		2,000.00
Other Professional Services	2,500.00		2,500.00
Insurance Premiums	4,276.80		4,276.80
Office Supplies	500.00		500.00
<b>Total Expenses</b>	<b>31,276.80</b>	<b>0.00</b>	<b>31,276.80</b>

## Sudbury East OPP Detachment Board

### RESOLUTION

MOVED BY: \_\_\_\_\_ NO: Resol.2025-6  
SECONDED BY: \_\_\_\_\_ DATE: February 26, 2025

**WHEREAS** pursuant to the *Community Safety and Policing Act, 2019* (CSPA), Section 71 (1), an O.P.P. detachment board shall prepare estimates, in accordance with the regulations made by the Minister, of the total amount required to pay the expenses of the board's operation, excluding the remuneration of board members. *2019, c. 1, Sched. 1, s. 71 (1); 2023, c. 12, Sched. 1, s. 31 (1)*; and

**WHEREAS** pursuant to CSPA, 2019, Section 71 (2), the O.P.P. detachment board shall submit the estimates to every municipality that receives policing services from the detachment, along with a statement of the municipality's share of the costs, as determined in accordance with the regulations made by the Minister. *2019, c. 1, Sched. 1, s. 71 (2); 2023, c. 12, Sched. 1, s. 31 (2)*; and

**WHEREAS** pursuant to CSPA, 2019, Section 71 (3), subject to subsection (4), the municipalities shall contribute their share of the costs to the O.P.P. detachment board's budget in accordance with the estimates. *2019, c. 1, Sched. 1, s. 71 (3)*; and

**WHEREAS** pursuant to O. Reg. 135/24, Section 3(2), each municipality in the area for which the O.P.P. detachment board has responsibility shall pay an equal share of the amount set out in the board's estimates unless all municipalities unanimously agree to an alternative cost-sharing formula; and

**WHEREAS** the Sudbury East OPP Detachment Board has prepared estimates of all sums required for the operation of the board for the fiscal year 2025; and

**WHEREAS** the budget estimates were shared at the February 26, 2025, Sudbury East OPP Detachment Board meeting, and each municipality has reviewed its cost allocation in accordance with the CSPA and O. Reg. 135/24; and

**NOW THEREFORE, BE IT RESOLVED THAT** the 2025 Budget Estimates for the Sudbury East OPP Detachment Board be hereby adopted, and that each municipality formally acknowledges its obligation to contribute its share of the budgeted costs as prescribed by O. Reg. 135/24, Section 3(2).

CARRIED

DEFEATED

\_\_\_\_\_  
CHAIR'S SIGNATURE





Le 24 mars 2025

Municipalité de Markstay-Warren  
21, rue Main Sud  
Markstay, ON  
P0M 2G0

**OBJET : Bourses de mérite**

Cher M. le Maire et l'équipe de la Municipalité de Markstay-Warren,

Tout comme les années précédentes, nous faisons une requête pour des bourses de mérite qui seront remises à nos finissantes et finissants de la 8<sup>e</sup> année. La cérémonie de valorisation aura lieu en soirée du 24 juin 2025 au gymnase de l'école.

Si vous pouviez nous confirmer la remise de bourses cette année, nous vous serions très reconnaissants. Merci de libeller votre chèque au nom de l'École publique Camille-Perron. Un reçu aux fins d'impôts vous sera remis pour un don de plus de 20 \$. Si vous avez des critères spécifiques pour la remise de votre bourse, veuillez svp nous en faire part.

Nous espérons pouvoir compter sur votre appui cette année.

Veuillez agréer nos salutations distinguées.

Renée Coulombe  
Direction



**Vous êtes  
cordialement invités**

**à la session de valorisation des  
élèves de 8e année**

**LE MARDI 24 JUIN 2025**

**16H 00**

**DANS LE GYMNASÉ DE L'ÉCOLE**

**Il y aura une distribution de bourses et de certificats**

**Un gâteau et des breuvages seront servis**

**TO:** Council  
**FOR:** Decision  
**DEPARTMENT:** Administration  
**DATE:** April 2, 2025

---

**SUBJECT :** Consumer Price Index 2024

### **BACKGROUND**

The Personnel Policy Manual for the Corporation of the Municipality of Markstay-Warren S. 13-2-4 states that the salary grid of non-union staff shall be adjusted as of January 1 of the calendar year and calculated as follows:

The salary grid times CPI (Consumer Price Index) as of December (December to December change) of the previous year.

Along with this Briefing Note, there is a document provided by Statistics Canada entitled: Consumer Price Index: Annual review 2024, stating that the CPI for 2024 is 2.4%.

In addition to non-union staff members getting the annual CPI, Council remuneration also increases accordingly.

Please note that due to financial issues in 2024, Council and staff did not get any CPI.

### **RECOMMENDATION**

**THAT** Council recognizes the 2.4% CPI, and that the appropriate adjustments be made to non-union staff members' salary, as well as to Council remuneration, to be paid retroactively to January 1, 2025.



# Consumer Price Index: Annual review, 2024

Released at 8:30 a.m. Eastern time in *The Daily*, Tuesday, January 21, 2025

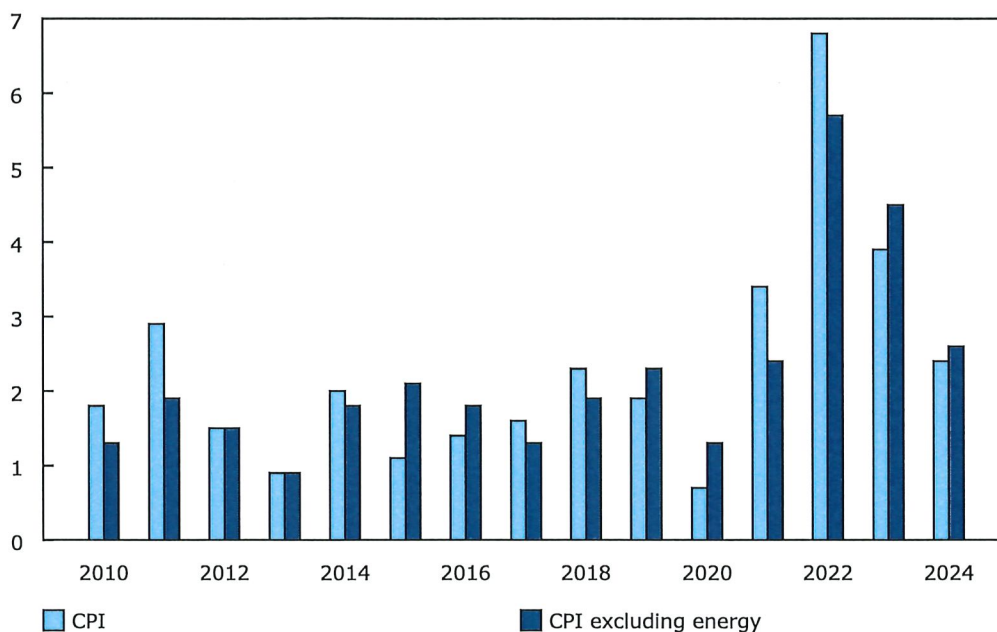
On an annual average basis, the Consumer Price Index (CPI) rose 2.4% in 2024, down from 3.9% in 2023. Excluding energy, the annual average CPI rose 2.6% in 2024 compared with 4.5% in 2023.

Excluding the period of higher inflation experienced during the COVID-19 pandemic, from 2021 to 2023, the 2024 annual average represented the highest increase since 2011 (+2.9%). Though the average in 2024 was the lowest it had been since 2020, a year heavily impacted by the pandemic, it remained higher than pre-pandemic annual averages, indicating that the return to historical inflation rates has been slow, yet steady. Cumulatively, since the onset of the pandemic, higher annual inflation rates reflect sustained, elevated prices.

## Chart 1

### Annual average change in the Consumer Price Index (CPI) and the CPI excluding energy, 2010 to 2024

annual average % change



Source(s): Table 18-10-0005-01.

## Price growth for goods slows significantly, while service inflation persists

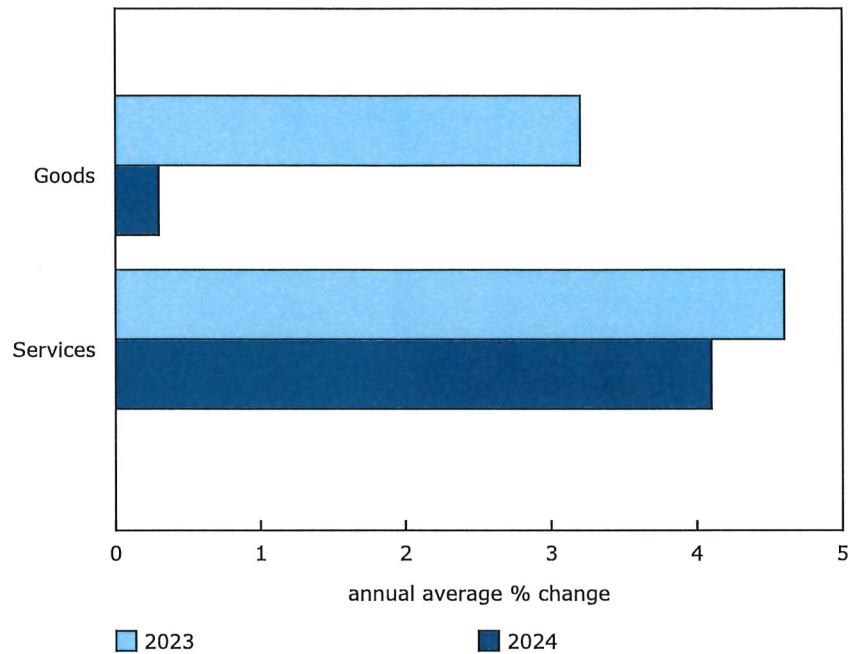
The rate of price growth for goods and services had distinct trends in 2024. Price growth for goods eased significantly, whereas service inflation was more persistent.

Growth of prices for goods slowed in 2024, rising 0.3% compared with 3.2% one year earlier. Prices for non-durable goods decelerated, increasing 1.3% in 2024 after reaching 4.0% in 2023. Decelerations of growth for other food products and non-alcoholic beverages (+3.0%), bakery and cereal products (+0.9%) and fruit, fruit preparations and nuts (+0.8%) contributed to the smaller increase in 2024.

Durable goods prices fell 0.9% on an annual average basis in 2024, with notable price declines occurring for purchase of passenger vehicles (-0.2%), household equipment (-1.2%) and purchase of digital media (-7.6%).

On an annual average basis, prices for services increased 4.1% in 2024 compared with 4.6% in 2023. A decline in prices for travel services (-1.1%) contributed the most to the deceleration of growth in 2024, alongside smaller price increases for homeowners' maintenance and repairs (+1.8%) and food purchased from table-service restaurants (+3.3%).

**Chart 2**  
**Price growth for goods and services slow in 2024**

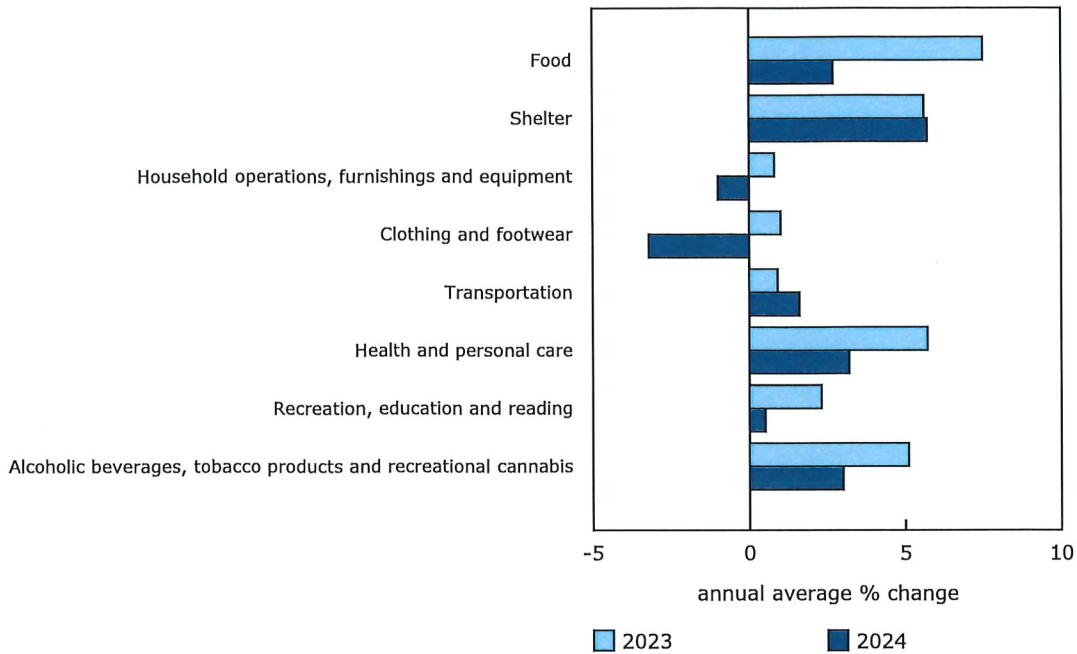


Source(s): Table 18-10-0005-01.

All major components had smaller price increases in 2024 compared with 2023, aside from transportation (+1.6%) and shelter (+5.7%), which had higher increases, and clothing and footwear (-3.2%) and household operations, furnishings and equipment (-1.0%), which declined.

**Chart 3**

**Transportation and shelter are the only major components with faster price growth in 2024**



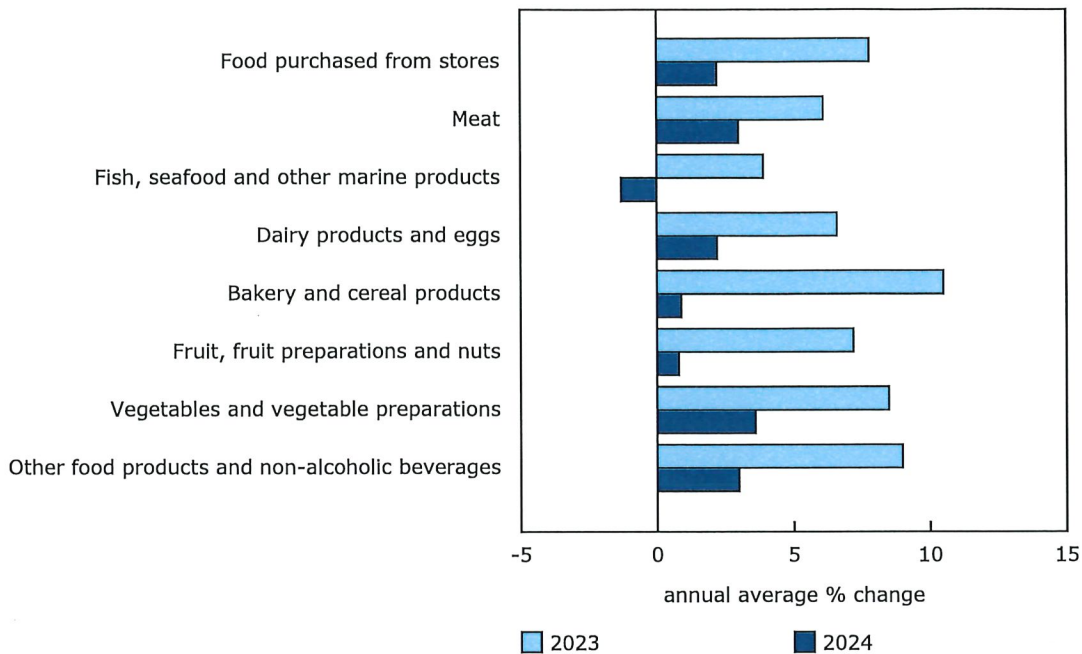
Source(s): Table 18-10-0005-01.

**Prices for groceries remain elevated, but their growth slows**

While prices for groceries remained elevated, price growth for food purchased from stores was lower in 2024 (+2.2%) compared with 2023 (+7.8%). Notably, prices for virtually all food indexes grew at a slower pace or declined in 2024. At the same time, the other edible fats and oils index (+13.3%) grew at the fastest pace—which was a deceleration when compared with 2023 (+17.1%)—while oranges had the largest decline (-7.9%).



**Chart 4**  
**All major food indexes have price declines or slower price growth in 2024**



Source(s): Table 18-10-0005-01.

Factors putting upward pressure on food prices were less pronounced in 2024. Supply chain constraints that were present during the pandemic eased, resulting in **lower-priced inputs** and **reduced trucking costs**. Extreme weather trends in producer regions and other factors, including disease outbreaks such as the avian flu, also had a smaller effect on prices in 2024 compared with 2023.

**Mortgage interest cost index price growth eases, while rent prices accelerate**

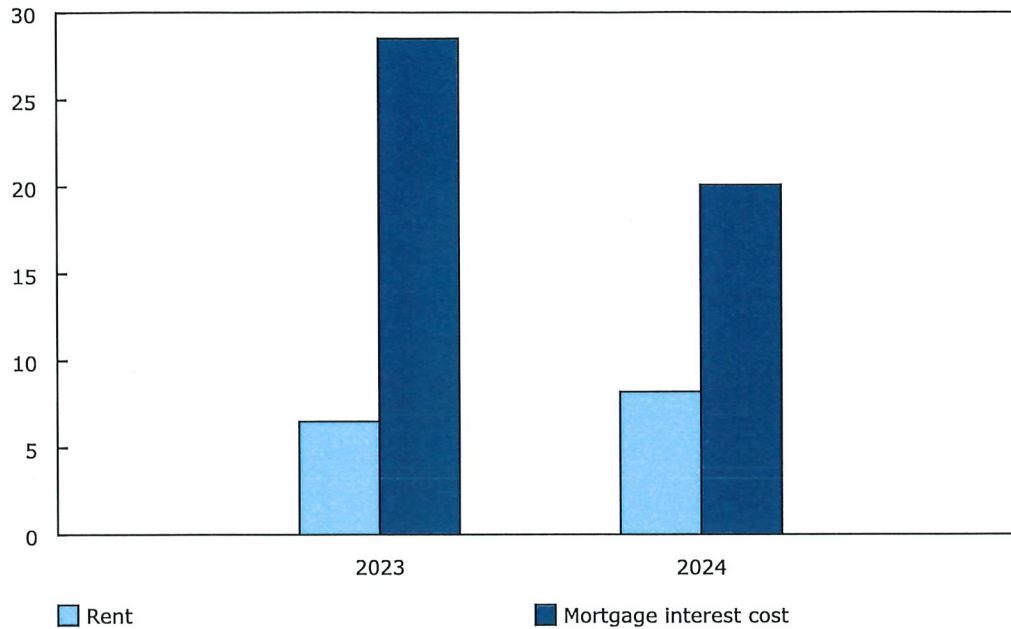
On an annual average basis, the shelter component rose 5.7% in 2024 compared with 5.6% in 2023. Higher borrowing rates, which began to rise in March 2022 and started to ease in June 2024, impacted the shelter component in 2024.

Rent prices accelerated, rising 8.2% in 2024 compared with 6.5% in 2023. Among other factors, higher borrowing rates—which may act as a barrier to home ownership—alongside population growth applied upward pressure to rental prices. Nova Scotia was the only province to have slower rent price growth in 2024 (+7.9%) compared with 2023 (+10.1%).

Although interest rates remained elevated compared with the pre-pandemic period, their growth began easing in mid-2024. This easing contributed to a smaller increase in the mortgage interest cost index in 2024 (+20.1%) compared with 2023 (+28.5%), as mortgages were initiated or renewed at lower interest rates.

**Chart 5**  
**The mortgage interest cost index eases, while rent prices accelerate**

annual average % change



Source(s): Table 18-10-0005-01.

**Prices in the transportation component rise**

On an annual average basis, the transportation component rose at a faster rate in 2024 (+1.6%) compared with 2023 (+0.9%).

The acceleration was driven by prices for gasoline, which fell to a lesser extent in 2024 (-0.2%) compared with 2023 (-7.6%). The smaller decline was partially attributed to a base-year effect, stemming from geopolitical tension and uncertainty surrounding global production and consumption.

Passenger vehicle insurance premiums (+8.1%) and passenger vehicle registration fees (+1.1%) also contributed to the stronger growth in prices in 2024.

A decline in the purchase of passenger vehicles index (-0.2%) offset some of the upward price pressures in 2024. A smaller price increase for passenger vehicle parts, maintenance and repairs (+3.0%) put further downward pressure on prices.

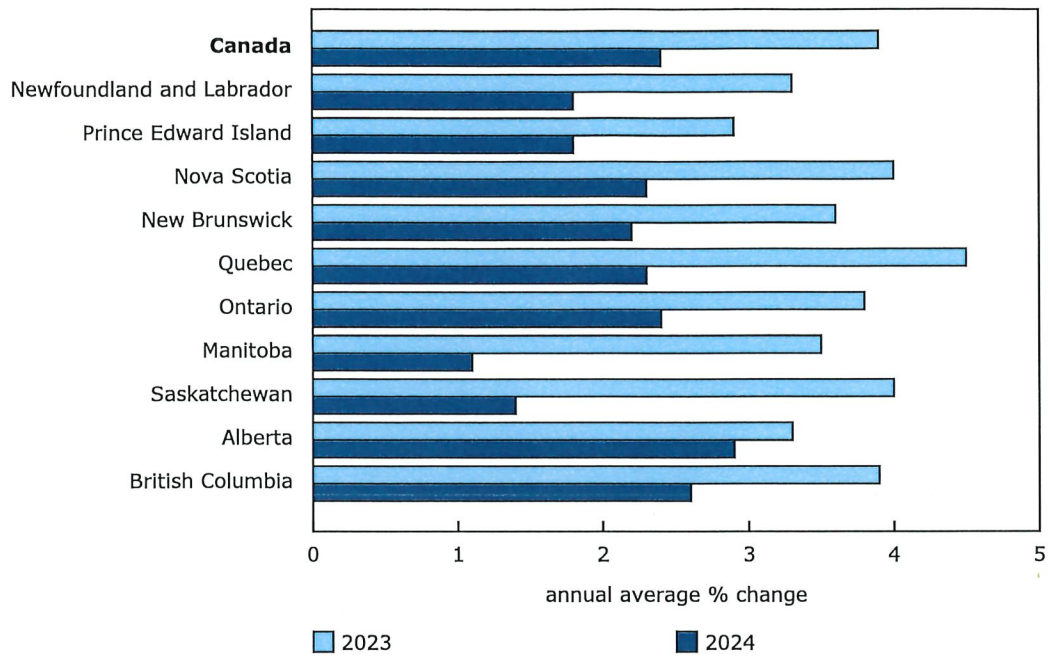
**Regional highlights**

On an annual average basis, price growth slowed in all provinces in 2024 compared with 2023.

Of all the provinces, Manitoba (+1.1%) had the slowest price growth in 2024. Lower gasoline prices (-13.6%), driven by a [provincial fuel tax holiday](#), contributed to this slowdown.



### Chart 6 Prices increase at a slower pace in every province



Source(s): Table 18-10-0005-01.

#### Did you know we have a mobile app?

Get timely access to data right at your fingertips by downloading the [StatsCAN app](#), available for free on the [App Store](#) and on [Google Play](#).

### Note to readers

This release examines the percentage change between the annual average Consumer Price Index (CPI) in 2023 and 2024.

Annual average indexes are obtained by calculating the average of the 12 monthly index values over the calendar year. The annual average percent change should not be confused with the 12-month percent change that is published every month with the release of the CPI. Unlike the annual average change, the 12-month change compares the monthly index level with the level from the same month one year earlier.

#### Explore the Consumer Price Index tools

Check out Statistics Canada's [Food Price Data Hub](#), which features a variety of food price-related statistics, articles and tools.

Check out the [Personal Inflation Calculator](#). This interactive calculator allows you to enter dollar amounts in the common expense categories to produce a personalized inflation rate, which you can compare with the official measure of inflation for the average Canadian household—the CPI.

Visit the [Consumer Price Index portal](#) to find all CPI data, publications, interactive tools and announcements highlighting new products and upcoming changes to the CPI in one convenient location.

Browse the [Consumer Price Index Data Visualization Tool](#) to access current ([Latest Snapshot of the CPI](#)) and historical ([Price trends: 1914 to today](#)) CPI data in a customizable visual format.

Available tables: table [18-10-0005-01](#).

Definitions, data sources and methods: survey number [2301](#).

The [Consumer Price Index Data Visualization Tool](#) is available on the Statistics Canada website.

More information about the concepts and use of the Consumer Price Index is available in *The Canadian Consumer Price Index Reference Paper* ([62-553-X](#)).

For more information, or to enquire about the concepts, methods or data quality of this release, contact us (toll-free 1-800-263-1136; 514-283-8300; [infostats@statcan.gc.ca](mailto:infostats@statcan.gc.ca)) or Media Relations ([statcan.mediahotline-ligneinfomedias.statcan@statcan.gc.ca](mailto:statcan.mediahotline-ligneinfomedias.statcan@statcan.gc.ca)).

Name	Title	Remuneration	Conferences	Planning Board	DSB	Mileage	TOTAL
Olsen, Steve	Mayor	\$12,619.44	\$741.76	\$105.84	\$1,764.64	\$109.12	\$15,340.80
Poirier, Rachelle	Deputy Mayor	\$9,494.64					\$9,494.64
Berube, Francine	Councillor	\$7,722.55				\$387.50	\$8,110.05
Turcot, Maurice	Councillor	\$1,653.74				\$156.24	\$1,809.98
Raymond, Kirk	Councillor	\$3,861.25					\$3,861.25
Schell, Laura	Councillor	\$9,624.60	\$649.61			\$206.60	\$10,480.81
Corner, Mark	Councillor	\$702.05					\$702.05
							<b>\$49,799.58</b>

**Fire Department Emergency Services Fees and Charges Schedule**

**Schedule "A" By-law 2014-038**

Item	Fee
<b>Requests Reports and Inspection Fees:</b>	
Request for Copy of Fire Report	\$70.00 flat fee
Request for Clearance letter on residential dwelling for mortgage change of ownership.	\$70.00 flat fee
Single Occupancy Building less than 20,000 sq. feet.	\$70.00 flat fee
Single Occupancy Building greater than 20,000 sq. Feet.	\$80.00 flat fee
Multiple Tenant and Multiple Storey Building less than 20,000 sq. Feet.	\$70.00 flat fee plus \$40.00 each additional unit.
Multiple Tenant and Multiple Storey Building more than 20,000 sq. Feet.	\$80.00 flat fee plus \$40.00 each additional unit.
<b>Other Inspections:</b>	
Inspection of Day Cares, Day Nurseries, Churches, Rooming Houses and like facilities, Not-for-profit individual groups/organizations are exempted from fee	\$70.00
Fireworks-Requests for inspection and approval of site from which fireworks will be ignited. Requests for inspection of fireworks storage site. Community or like sponsored or held events, festivals, are exempt from fee.	\$70.00
<b>Fire Apparatus Standby:</b>	
Apparatus Use- Requests to Fire Department for fire department apparatus to stand-by for or be used in commercial show, exhibitions, demonstrations. Community or like sponsored or held events, festivals, fairs are exempt from fee.	\$200.00 per vehicle per hour or part thereof plus one (1) point per 1 Officer plus 1 Firefighter per hour or part thereof.
Stand-by for Suspicious Fire	\$75.00 per hour
Burst Water Pipes, Sprinkler Systems requests for clean-up assistance.	\$100.00 per hour
<b>Alarm Calls:</b>	
False Alarms-after responding to two (2) in the same calendar year, to the same address/property because of failure to notify the Fire Department that work is being performed on the alarm system/poor maintenance of system after warning.	\$300.00 per call
Elevator Calls after responding to two (2) in the same calendar year due to poor maintenance of devise after warning.	\$300.00 per call
<b>Plans Review:</b>	
Building Plans Review and Inspection- Fee to be collected at time of building permit issuance.	\$.20 per \$1,000 dollar value of construction. Minimum Fee of \$50.00
Site Plans, Subdivision and Zoning Applications-Review for comments, hydrants, fire routes.	\$50.00 Flat Fee.
Committee of Adjustment requests for review and comments on applications for consent and/or minor variance.	\$50.00 Flat fee.



**Fire Department Emergency Services Fees and Charges Schedule**

**Schedule "A" By-law 2014-038**

Item	Fee
<b>Fire Protection:</b>	
Senior Fire Official or Designate making presentations to industry and other groups, Not for Profit exempt from fee.	\$50.00 per hour
Fire Extinguisher Demonstrations provided to external groups and organizations, e.g. private nursing homes, hospitals, hotels, factories and like	\$10.00 per person
<b>Technical Rescue:</b>	
Technical Rescue (Ice/Water, Confined Space, High Angle, Trench, Hazmat, Extrication)	Full Cost Recovery
Emergency calls on all Roadways within the Municipality	Current MTO rates to be applied
<b>Miscellaneous Fees</b>	
Training other Fire Departments Staff and Agencies – course materials and expenses	Full Cost Recovery
If it is necessary to retain a private contractor, rent special equipment not normally carried on a fire apparatus in order to determine origin and cause, suppress or extinguish a fire, preserve property, prevent fire spread, make safe or otherwise eliminate an emergency	Full Cost Recovery
Propane Storage and Handling Facilities – Risk and Safety Management Plan Review	-\$1,000.00 deposit -Application Review applied to deposit at a rate of \$60.00/hr -Peer review, if applicable charge directly to applicant -Any costs incurred exceeding deposit funds will be invoiced directly.
Fire Response Fees – Indemnification Technology®	Current MTO rates plus personnel costs, plus any additional costs for each incident.  See Notes 1,2,3

**Notes:1.**

1. *Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.*
2. *These cost recovery fees are HST exempt.*
3. *Where the Municipality believes and/or Indemnification Technology® indicates Fire Department Specific Response Fees are applicable but the Owner does not have, in part or in full, insurance coverage for fire department charges for the Property, the Municipality may adjust the Fire Department Specific Response Fees to the extent of insurance coverage upon provision by the Owner of evidence, to the satisfaction of the Municipality, that no such insurance coverage exists or to demonstrate the limits of such coverage.*

**THE CORPORATION OF THE**

**BY-LAW 2025-10**

**BEING A BY-LAW TO AUTHORIZE  
COST RECOVERY (FEES) WITH RESPECT TO FIRE DEPARTMENT SPECIFIC  
RESPONSE**

**WHEREAS** pursuant to section 8 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time (the “Municipal Act”), the powers of a municipality are to be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considered appropriate and to enhance the municipality’s ability to respond to municipal issues;

**AND WHEREAS** pursuant to section 391 of the Municipal Act, a municipality may impose fees or charges on persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** pursuant to section 398 of the Municipal Act, fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

**AND WHEREAS** Council of the Corporation for the Municipality of Markstay-Warren deems it expedient to pass a by-law to impose fees on persons to recover the costs of fire department responses;

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

1. In this By-Law:

- a. “Council” means Council of the Municipality;
- b. “Fire Department” means a fire department established by the Municipality in accordance with the provisions of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended from time to time;
- c. “Fire Department Specific Response Fees” means *cost recovery* fees for Fire Department attendance at a Property for which the Owner has Fire Department insurance coverage;

- d. "Indemnification Technology®" shall mean Fire Department incident reporting, data collection and property insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils;
  - e. "Municipality" means the Corporation of the        ;
  - f. "Owner" means the registered owner of property or any person, firm, corporation, partnership or society and their heirs, executors, administrators or other legal representatives, including a property manager, tenant, occupant, mortgagee in possession, receiver, manager, trustee or trustee in bankruptcy having control over or possession of the property or any portion thereof;
  - g. "Property" means any real property located within the geographical boundaries of the Municipality, and any real property to which the Fire Department is under a service agreement to provide Fire Department Response services, Automatic Aid or Mutual Aid. Real property includes buildings, contents and structures of any nature and kind in or upon such lands to which service is provided;
2. The Municipality hereby authorizes the imposition of fees from time to time in accordance with the provisions of this By-Law.
  3. The Owner of Property shall be responsible for the payment of Fire Department Specific Response Fees imposed by this By-Law in accordance with the Schedule of Fees, attached hereto and forming part of this By-Law.
  4. The Municipality may use Indemnification Technology® to assess applicable insurance coverage for Fire Department Specific Response Fees.
  5. Fees imposed pursuant to this By-Law constitute a debt of the Owner to the Municipality and may be added to the tax roll of the Property to which the Fire Department Specific Response Fees relate.
  6. Where the Municipality believes and/or Indemnification Technology® indicates Fire Department Specific Response Fees are applicable but the Owner does not have, in part or in full, insurance coverage for fire department charges for the Property, the Municipality may adjust the Fire Department Specific Response Fees to the extent of insurance coverage upon provision by the Owner of evidence, to the satisfaction of the Municipality, that no such insurance coverage exists or to demonstrate the limits of such coverage.

7. In this By-Law, words importing the neuter gender shall include the feminine gender and masculine gender and vice versa and words importing the singular shall include the plural where the context requires.
  
8. If any term or provision of this By-Law or the application thereof to any person shall to any extent be held to be invalid or unenforceable, the remainder of this By-Law or the application of such term or provision to all persons other than those to whom it was held to be invalid or unenforceable, shall not be affected thereby, it being the intention of the Council that each term and provision of this By-Law shall be separately valid and enforceable to the fullest extent permitted by law.

**READ A FIRST, SECOND AND THIRD )**  
**)**  
**TIME AND FINALLY PASSED THIS )**  
**)**  
**22nd DAY OF APRIL 2025. )**  
**)**

\_\_\_\_\_  
MAYOR  
\_\_\_\_\_  
CAO/CLERK



## SCHEDULE OF FEES

### 1. Fire Department Specific Response Fees

The Fire Department Specific Response Fees shall be the total of:

- a. *\*Current MTO* rate per unit per hour or portion thereof for each unit
- b. rate per person per hour or portion thereof for each firefighter
- c. *other costs including but not limited to; Foam, Metered Water, Air Tank Re-filling, Cleaning Equipment, DSPA or similar type units, cost to replace damaged or destroyed equipment, specialized response costs such as Water Bomber Drops*

\*The MTO rate per unit per hour is set by the Ministry of Transportation. This rate is adjusted periodically in accordance with the consumer price index.

Such fees shall be charged and calculated on the basis of each Fire Department vehicle attending, resources consumed in attendance to the property incident. The time shall be measured from the time of departure of each unit from the Fire Department's facilities to the time the unit is cleared for the next call out.

## Fire Department Emergency Services Fees and Charges Schedule

### Schedule "A" By-law 2014-038

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Apparatus Use- Requests to Fire Department for fire department apparatus to stand-by for or be used in commercial show, exhibitions, demonstrations. Community or like sponsored or held events, festivals, fairs are exempt from fee.	\$200.00 per vehicle per hour or part thereof plus one (1) point per 1 Officer plus 1 Firefighter per hour or part thereof.
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Item	Fee
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Committee of Adjustment requests for review and comments on applications for consent and/or minor variance.	\$50.00 Flat fee.
<b>Fire Protection:</b>	
Senior Fire Official or Designate making presentations to industry and other groups, Not for Profit exempt from fee.	\$50.00 per hour
Fire Extinguisher Demonstrations provided to external groups and organizations, e.g. private nursing homes, hospitals, hotels, factories and like	\$10.00 per person
<b>Technical Rescue:</b>	
Technical Rescue (Ice/Water, Confined Space, High Angle, Trench, Hazmat, Extrication)	Full Cost Recovery
Emergency calls on all Roadways within the Municipality	Current MTO rates to be applied
<b>Miscellaneous Fees</b>	
Training other Fire Departments Staff and Agencies – course materials and expenses	Full Cost Recovery
If it is necessary to retain a private contractor, rent special equipment not normally carried on a fire apparatus in order to determine origin and cause, suppress or extinguish a fire, preserve property, prevent fire spread, make safe or otherwise eliminate an emergency	Full Cost Recovery
Propane Storage and Handling Facilities – Risk and Safety Management Plan Review	-\$1,000.00 deposit -Application Review applied to deposit at a rate of \$60.00/hr -Peer review, if applicable charge directly to applicant -Any costs incurred exceeding deposit funds will be invoiced directly.
Fire Response Fees – Indemnification Technology®	Current MTO rates plus personnel costs, plus any additional costs for each incident.  See Notes 1,2,3

**Notes:1.**

1. *Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.*
2. *These cost recovery fees are HST exempt.*
3. *Where the Municipality believes and/or Indemnification Technology® indicates Fire Department Specific Response Fees are applicable but the Owner does not have, in part or in full, insurance coverage for fire department charges for the Property, the Municipality may adjust the Fire Department Specific Response Fees to the extent of insurance coverage upon provision by the Owner of evidence, to the satisfaction of the Municipality, that no such insurance coverage exists or to demonstrate the limits of such coverage.*

OFFICE OF THE REGIONAL SENIOR  
JUSTICE  
ONTARIO COURT OF JUSTICE  
NORTHEAST REGION  
  
159 CEDAR STREET  
3<sup>rd</sup> FLOOR, SUITE 303  
SUDBURY, ONTARIO P3E 6A5



CABINET DU JUGE PRINCIPALE RÉGIONALE  
COUR DE JUSTICE DE L'ONTARIO  
RÉGION DU NORD-EST

159, RUE CEDAR  
3<sup>e</sup> ÉTAGE, BUREAU 303  
SUDBURY (ONTARIO) P3E 6A5

TELEPHONE/TÉLÉPHONE (705) 564-7624  
FAX/TÉLÉCOPIEUR (705) 564-7620

April 1, 2025

Ms. Denise Hamilton, Deputy Clerk  
Municipality of Markstay-Warren  
21 Main Street South  
P.O. Box 79  
Markstay, Ontario, P0M 2W0

Dear Ms. Hamilton:

***Re: Set Fine Application – Provincial Offences Act – Part I***  
***Municipality of Markstay-Warren, Sudbury District***

Thank you for your letter dated March 21, 2025, directed to The Ministry of the Attorney General, Crown Law Office-Criminal, regarding set fines for By-Law 2024-28.

I have had an opportunity to consider your request. For the reasons that follow, I have set appropriate amounts for the fines, which do not necessarily accord with the amounts you requested.

A set fine is a sentencing process and must consider the circumstances of the offence, the need for deterrence and must also consider proportionality (minor versus serious offences). Early guilty pleas are also an important consideration.

The set fine regime is meant to encourage out of court settlements, while also considering the above principles and must also consider similar sentences for similar offences in the region.

The setting of the fines does not constitute my approval of the short form of wording used to describe the offences.

OFFICE OF THE REGIONAL SENIOR  
JUSTICE  
ONTARIO COURT OF JUSTICE  
NORTHEAST REGION

159 CEDAR STREET  
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I have forwarded the copy of the Orders and the schedules of these set fines to the Ontario Court of Justice in Sudbury together with a certified copy of the By-Law.

Yours truly,

A handwritten signature in cursive script that reads "Karen Lische".

KAREN LISCHE  
REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE

KLL/hrd

Encl.

c.c.: His Worship Gary McMahon, Regional Senior Justice of the Peace  
Her Worship Diane Lafleur, Local Administrative Justice of the Peace

OFFICE OF THE REGIONAL SENIOR  
JUSTICE  
ONTARIO COURT OF JUSTICE  
NORTHEAST REGION  
  
159 CEDAR STREET  
3<sup>rd</sup> FLOOR, SUITE 303  
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COUR DE JUSTICE DE L'ONTARIO  
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SUDBURY (ONTARIO) P3E 6A5

TELEPHONE/TÉLÉPHONE (705) 564-7624  
FAX/TÉLÉCOPIEUR (705) 564-7620

April 1, 2025

Mr. Benjamin Hedley  
Crown Law Office, Criminal  
720 Bay Street, 10th floor  
Toronto, Ontario M7A 2S9

Dear Mr. Hedley:

***Re: Set Fine Application – Provincial Offences Act – Part I***  
***Municipality of Markstay-Warren, Sudbury District***

Please find enclosed a copy of an order dated March 27, 2025, and a copy of a letter to Ms. Denise Hamilton, Deputy Clerk for the Municipality of Markstay-Warren, Sudbury District.

Should you have any questions, please do not hesitate to contact me at (705) 564-7624.

Yours truly,

A handwritten signature in cursive script that reads "Karen Lische".

KAREN LISCHE  
REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE

KLL/hrd

Encl.

OFFICE OF THE REGIONAL SENIOR  
JUSTICE  
ONTARIO COURT OF JUSTICE  
NORTHEAST REGION

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TELEPHONE/TÉLÉPHONE (705) 564-7624  
FAX/TÉLÉCOPIEUR (705) 564-7620

## PROVINCIAL OFFENCES ACT

### Part I

IT IS ORDERED pursuant to the provisions of the *Provincial Offences Act* and the rules for the Ontario Court of Justice, that the amount set opposite each of the offences in the schedule of offences under the Provincial Statutes and Regulations thereunder and Municipal By-Law No. 2024-28, of the Municipality of Markstay-Warren, Sudbury District, attached hereto is the set fine for that offence. This Order is to take effect April 1<sup>st</sup>, 2025.

Dated at the City of Greater Sudbury, this 1<sup>st</sup> day of April, 2025.

A handwritten signature in cursive script that reads "Karen Lische".

---

KAREN LISCHE  
REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE

**SCHEDULE "E"**  
**RESPONSIBLE ANIMAL OWNERSHIP BY-LAW 2024-28 MUNICIPALITY OF MARKSTAY-  
 WARREN**

**PART 1 - PROVINCIAL OFFENCE ACT FINES**

ITEM	SHORT FORM WORDING	PROVISIONS CREATING OR DEFINING OFFENCE	SET FINES
1	Fail to license a dog	Section 3.1	\$100.00
2	Fail to keep a tag fixed to a dog while off premises	Section 3.6	\$50.00
3	Keep more than 3 dogs	Section 3.16	\$100.00
4	Keep more than 5 cats	Section 3.17	\$75.00
5	Fail to provide a clean and sanitary environment for an animal	Section 4.1 (a)	\$200.00
6	Fail to provide appropriate care, food, water, shelter or physical activity to an animal	Section 4.1 (b)	\$200.00
7	Fail to provide necessary veterinary care to an animal	Section 4.1 (c)	\$200.00
8	Improperly hitch tie or fasten an animal	Section 4.5	\$200.00
9	Fail to provide an animal with proper ventilation	Section 4.6	\$200.00
10	Improperly transport an animal	Section 4.7	\$200.00
11	Improperly muzzle a dog	Section 4.9	\$200.00
12	Neglect, abuse torment or punish an animal	Section 4.10	\$300.00
13	Cause or allow the abandonment of an animal	Section 4.11	\$300.00
14	Cause or allow a dog in heat to be unattended	Section 4.12	\$150.00
15	Operate a kennel without a license	Section 5.1	\$500.00
16	Fail to maintain a kennel in a clean and sanitary condition	Section 5.9 (m)	\$300.00
17	Fail to remove waste from a kennel in a timely fashion	Section 5.9 (n)	\$300.00
18	Permit livestock to run at large	Section 6.1	\$150.00
19	Permit a dog to run at large	Section 6.2	\$100.00
20	Permit a prohibited animal to run at large	Section 6.3	<del>\$600.00</del> \$500.00
21	Unlawfully unlock, unlatch, or open a vehicle or cage containing seized animal	Section 7.4	\$300.00
22	Fail to remove feces left by an animal	Section 8.1	\$100.00

*KRP*

*KRP*



23	Fail to possess necessary equipment to remove feces	Section 8.2	\$75.00
24	Fail to remove feces from own property in a timely manner	Section 8.3	\$100.00
25	Fail to remove feces left by a horse	Section 8.5	\$100.00
26	Keep or permit to be kept a prohibited animal	Section 9.1	\$400.00
27	Keep livestock in an area not zoned for agricultural use	Section 9.2	\$300.00
28	Keep or permit to be kept an insect, arachnid or Squamata.	Section 9.5	\$100.00

**NOTE:** Penalty Provisions for the offences indicated above is Section 12 of the By-Law 2024-28, a certified copy of which has been filed.

*K. P. Hoehn*

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

**By-Law 2025-12**

**BEING A BY-LAW TO AMEND BY-LAW 2024-28  
A BY-LAW TO REGULATE, LICENSE AND CONTROL ALL ANIMALS  
IN THE MUNICIPALITY OF MARKSTAY-WARREN**

**WHEREAS** Council passed a by-law relating to Animal Control within the municipality of Markstay-Warren;

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

- 1) That the Schedule "E" attached hereto as amended and approved by the Ministry of Attorney General, Crown Law Office-Criminal shall form part of the By-Law 2024-28:
- 2) That this By-Law comes into force and takes effect upon the date of its final passing.

<b>READ A FIRST, SECOND AND THIRD</b>	)	
	)	_____
	)	MAYOR
<b>TIME AND FINALLY PASSED THIS</b>	)	
	)	
	)	_____
<b>25th DAY OF APRIL 2025</b>	)	CLERK

**SCHEDULE "E"**  
**RESPONSIBLE ANIMAL OWNERSHIP BY-LAW 2024-28 MUNICIPALITY OF MARKSTAY-**  
**WARREN**

**PART 1 - PROVINCIAL OFFENCE ACT FINES**

<b>ITEM</b>	<b>SHORT FORM WORDING</b>	<b>PROVISIONS CREATING OR DEFINING OFFENCE</b>	<b>SET FINES</b>
<b>1</b>	Fail to license a dog	Section 3.1	\$100.00
<b>2</b>	Fail to keep a tag fixed to a dog while off premises	Section 3.6	\$50.00
<b>3</b>	Keep more than 3 dogs	Section 3.16	\$100.00
<b>4</b>	Keep more than 5 cats	Section 3.17	\$75.00
<b>5</b>	Fail to provide a clean and sanitary environment for an animal	Section 4.1 (a)	\$200.00
<b>6</b>	Fail to provide appropriate care, food, water, shelter or physical activity to an animal	Section 4.1 (b)	\$200.00
<b>7</b>	Fail to provide necessary veterinary care to an animal	Section 4.1 (c)	\$200.00
<b>8</b>	Improperly hitch tie or fasten an animal	Section 4.5	\$200.00
<b>9</b>	Fail to provide an animal with proper ventilation	Section 4.6	\$200.00
<b>10</b>	Improperly transport an animal	Section 4.7	\$200.00
<b>11</b>	Improperly muzzle a dog	Section 4.9	\$200.00
<b>12</b>	Neglect, abuse torment or punish an animal	Section 4.10	\$300.00
<b>13</b>	Cause or allow the abandonment of an animal	Section 4.11	\$300.00
<b>14</b>	Cause or allow a dog in heat to be unattended	Section 4.12	\$150.00
<b>15</b>	Operate a kennel without a license	Section 5.1	\$500.00
<b>16</b>	Fail to maintain a kennel in a clean and sanitary condition	Section 5.9 (m)	\$300.00
<b>17</b>	Fail to remove waste from a kennel in a timely fashion	Section 5.9 (n)	\$300.00
<b>18</b>	Permit livestock to run at large	Section 6.1	\$150.00
<b>19</b>	Permit a dog to run at large	Section 6.2	\$100.00
<b>20</b>	Permit a prohibited animal to run at large	Section 6.3	\$500.00

<b>21</b>	Unlawfully unlock, unlatch, or open a vehicle or cage containing seized animal	Section 7.4	\$300.00
<b>22</b>	Fail to remove feces left by an animal	Section 8.1	\$100.00
<b>23</b>	Fail to possess necessary equipment to remove feces	Section 8.2	\$75.00
<b>24</b>	Fail to remove feces from own property in a timely manner	Section 8.3	\$100.00
<b>25</b>	Fail to remove feces left by a horse	Section 8.5	\$100.00
<b>26</b>	Keep or permit to be kept a prohibited animal	Section 9.1	\$400.00
<b>27</b>	Keep livestock in an area not zoned for agricultural use	Section 9.2	\$300.00
<b>28</b>	Keep or permit to be kept an insect, arachnid or Squamata.	Section 9.5	\$100.00

**NOTE:** Penalty Provisions for the offences indicated above is Section 12 of the By-Law 2024-28, a certified copy of which has been filed.

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

**BY-LAW 2025-04**

BEING A BY-LAW TO PROVIDE FOR THE COLLECTION, REMOVAL AND DISPOSAL OF WASTE, RECYCLABLE MATERIAL AND OTHER WASTE WITHIN THE MUNICIPALITY OF MARKSTAY-WARREN

**WHEREAS** Section 11.(1).3 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a single-tier municipality may pass By-Laws to provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** the Municipality of Markstay-Warren deems it desirable to establish, maintain and regulate a system for the collection, removal, recycling and disposal of Waste within the Municipality of Markstay-Warren;

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

**1. DEFINITIONS:**

- 1.1 **“Animal Carcass”** means the whole or partial body of a deceased animal, not including spoiled or rotten cuts of meat that were intended for human or household pet consumption.
- 1.2 **“Approved Curbside Household Waste Container”** means a plastic bag that is securely tied or cinched closed that is no heavier than thirty-five (35) pounds or fifteen (15) Kilos when filled with Waste. Said bag may be contained within another container so long as the bag is easily removed from said container.
- 1.3 **“Approved Curbside Recycling Container”** means any open container, no larger than one (1) meter cubed and no heavier than eighteen (18) Kilos when filled with recyclable Waste.
- 1.4 **“Ashes”** means the solid residue of any fuel for heating or cooking purposes, and soot or other cleanings from chimneys, fireplaces or heating appliances.
- 1.5 **“Brush”** means trees or any part thereof, bushes or any part thereof, and/or grass cuttings.
- 1.6 **“Bulky Waste”** means any single item of Waste with at least a single dimension larger than thirty (30) centimeters and/or a single item of Waste that weighs in excess of five (5) Kilos. This definition does not include properly flattened cardboard.
- 1.7 **“Commercial Waste”** means any Waste that is generated through the operations of a commercial business.
- 1.8 **“Construction Waste”** means any Waste generated during, or intended for use in the demolition, renovation or construction of any building, structure or property or parts thereof and shall include fill.
- 1.9 **“Collection Contractor”** means a person, limited company or corporation retained by the Municipality to collect, remove, transport and deliver Waste and recyclable materials.

- 1.10 **“Curbside Waste Box”** means a fully enclosed box constructed of a sturdy material that is no longer than two (2) meters, no taller than one (1) meter and no deeper than one (1) meter. Said box must be constructed competently to withstand destructive wildlife and limit smells attractive to wildlife from escaping. Said box must have a lid with a latching system to deter wildlife from accessing its contents but must be easy to open for collection. Said box may not be a refrigerator, freezer or other similar repurposed item.
- 1.11 **“Electronic Waste”** means any electronic Waste such as but not limited to monitors, televisions, computers, telephone and cellular devices, audio and video devices, printing and copying devices.
- 1.12 **“Hazardous Waste”** means any Waste that has the potential to harm anyone through inadvertent handling of said Waste and also means the usual containers for, or any other container that at one time held said Waste, empty or otherwise. This includes but is not limited to any materials that are or may become under any reasonable circumstances:
- i) Corrosive
  - ii) Toxic
  - iii) Reactive
  - iv) Combustible
  - v) Flammable
  - vi) Explosive
  - vii) Pressurized
  - viii) Sharp (e.g. glass, knives, sewing needles, etc.)
  - ix) Biohazardous (excluding household pet Waste and dirty diapers)
  - x) Carcinogenic
- 1.13 **“Household Waste”** means all waste generated during the usual daily activities of an individual but does not include bulky waste, scrap metal, commercial waste, construction waste, brush, hazardous waste, electronic waste, recyclable materials, liquid waste or animal carcasses.
- 1.14 **“Landfill Site”** means the site located at 405 Gervais Rd, designated and operated by the Municipality for the disposal or transfer of Waste in accordance with the provisions of this By-law and the terms and conditions of a Certificate of Approval issued by the Ministry of the Environment, Parks and Conservation.
- 1.15 **“Liquid Waste”** means any Waste that does not comply with the slump test as per the test method set out in Ontario Regulation 347 in Schedule 9, as amended pursuant to the Environmental Protection Act, R.S.O. 1990, c.E.1 9.
- 1.16 **“Municipality”** means the Municipality of Markstay-Warren
- 1.17 **“Municipal Law Enforcement Officer”** means anyone appointed by the Municipality of Markstay-Warren to enforce the provisions of this By-Law.
- 1.18 **“Recyclable Materials”** means any material that is accepted by the Municipality’s recycling program.
- 1.19 **“Resident”** means a rate payer of the Municipality of Markstay-Warren and/or an individual who permanently resides in the Municipality of Markstay-Warren.
- 1.20 **“Residential”** Means “Residential” or “Rural Residential Zone” as defined in the zoning bylaw.
- 1.21 **“Scrap Metal”** means any materials with metal content including electrical appliances, aluminum siding, bedsprings and metal beds and/or articles acceptable to the scrap metal program.

- 1.22 **“Secured Load”** means the transportation of waste in such a way that it won’t be spilt, dumped, spread or deposited onto municipal or private property or municipal roadways or ditches by the act of moving the waste.
- 1.23 **“Tipping Fees”** means a waste disposal fee, as established by the Fees and Related Charges By-law, as amended from time to time.
- 1.24 **“Unsecured Load”** means the transportation of waste in such a manner that would allow for waste to be deposited, spread, split, dumped or blown onto municipal or private property or municipal roadways or ditches.
- 1.25 **“Waste Container”** means a container that is placed at a location by the Municipality for the disposal of Household Waste or Recyclable Materials.
- 1.26 **“Waste”** means any garbage, refuse and other unwanted materials.

**2. CURBSIDE COLLECTION**

- 2.1 The Municipality has the authority to designate what kinds of materials are to be collected through curbside collection and how much of each kind of material may be collected per household or business as outlined in Schedule ‘A’. Waste that is not specified in Schedule ‘A’ will not be picked up.
- 2.02 Only the amount of waste specified in Schedule ‘A’ or waste that has been appropriately tagged with an additional garbage tag will be picked up.
- 2.02 Collection day(s) will occur on a set, regular schedule as determined by the Municipality but may not occur if a collection day falls on a statutory holiday as determined by the Municipality. If a collection day falls on such a day the Municipality will inform residents of when the next collection day will be and will attempt to make the next collection day be as soon as is practical.
- 2.03 Waste for collection must be placed in a location where it is readily visible from the road and able to be easily and safely reached for collection. Waste that is not visible from the road or not easily and safely reachable will not be collected.
- 2.04 No person shall place Waste:
  - i. in a location that disrupts vehicle or pedestrian traffic; or
  - ii. on public roadways or sidewalks; or,
  - iii. in a location that disrupts the use of shared driveways for other residents also using said shared driveway; or
  - iv. out for curbside collection any Waste other than materials as defined in Schedule “A”.
- 2.05 In the event of a hazardous weather event that inhibits the ability to safely operate a curbside collection vehicle or safely collect curbside waste, curbside collection will not take place until it is safe to do so. The Municipality will inform residents of when the next curbside collection will occur and will attempt to make the next collection day be as soon as is practical.
- 2.06 All Waste that is placed out for curbside collection must be sorted. All Recyclable Waste must be placed in an Approved Curbside Recycling Container. All Household Waste must be placed

in an Approved Curbside Household Waste Container. Waste that is not sorted and placed in appropriate containers will not be collected.

- 2.07 Cardboard placed out for curbside collection must be properly broken down, bundled and tied
- 2.08 No person shall cause or allow any uncollected Waste and/or any curbside waste container to remain curbside after 7 PM the same day that collection was scheduled to occur unless they are kept securely in a Curbside Waste Box.
- 2.09 No person shall cause or allow any Waste to be placed curbside before 6 AM the same day that collection is scheduled to occur unless it is kept securely in Curbside Waste Box.
- 2.10 All Waste that is placed out for curbside collection must originate from the household whose property it is located on. No person shall place or allow the Waste from one household on another household's property.
- 2.11 If a Curbside Waste Box cannot be opened or accessed easily, Waste will not be collected. The lid of the Curbside Waste Box as well as a path from the roadway to the Curbside Waste Box must be kept clear of snow and other obstructions so as to permit easy removal of Waste for collection.
- 2.12 No person shall cause or allow more than one Curbside Waste Box to be located on their property.
- 2.13 No person shall allow a Curbside Waste Box to become soiled with loose debris, waste or any other materials that could attract wildlife.
- 2.14 No person shall use any container as a curbside waste box unless that container meets the definition of a curbside waste box as defined in Section 1.10 of this By-Law
- 2.15 No person shall allow a curbside waste box on their property unless the property is Municipal, or Commercial, or defined as a trailer park or apartment building with four (4) or more apartments.
- 2.16 Section 2.14 shall not apply to residential properties that have a curbside waste box that existed on the property before May 1, 1999. No person who meets this exemption shall replace the curbside waste box in the event that it is destroyed. Curb side boxes located in the village zones shall be removed by June 30, 2026.
- 2.17 No person shall place any Hazardous Waste out to be removed for curbside collection.

**3. GENERAL RESTRICTIONS:**

- 3.1 No person shall deposit any Waste in any location within the Municipality except at the Landfill Site or any Waste Containers established in accordance with this By-Law unless it is placed out for curbside collection in accordance with Section 2 of this By-Law.
- 3.2 No person shall scavenge, interfere with, remove, exchange or scatter any Waste found at a Landfill Site, in Waste Containers or Waste that has been placed out for curbside collection.



- 3.3 No person shall dispose of any cardboard or cardboard boxes that are not opened and flattened at the Landfill Site, for Curbside Collection or in any other Waste Containers.

#### **4. LANDFILL SITE RESTRICTIONS**

##### 4.1 While at any Landfill Site:

- a. No person shall deposit or dispose of any Waste brought from outside of the Municipality
- b. No person shall dispose of any Hazardous Waste that is specified by the Municipality as only disposable on hazardous Waste disposal days, on any day that is not a hazardous Waste disposal day.
- c. No person, who is not a resident of the Municipality, shall deposit or dispose of Waste in the Municipality, unless the person is from a municipality or township that has a Waste Disposal Services Agreement with the Municipality or unless that person is a contractor, probably doing work for a resident of the municipality.
- d. Every person depositing or disposing of Waste shall, upon request from any municipal staff, provide proof of their residence.
- e. Every person shall first report to the municipal staff when entering the landfill site. The municipal staff has the right to inspect all material entering the landfill site and may refuse any material or Waste. No person shall restrict municipal staff from inspecting all material entering the landfill site.
- f. No person shall dispose of waste without presenting a valid tipping pass to the landfill attendant
- g. Every person disposing of Waste shall deposit the Waste in the areas designated by the municipal staff.
- h. No person shall deposit or otherwise dispose of any Waste at the Landfill Site except during the advertised hours of operation.
- i. No person shall enter the landfill site except during the advertised hours of operation or as authorized by the municipality.
- j. No person shall enter the landfill site with an unsecured load.
- k. Every person disposing of waste shall follow any instructions given by the municipal staff as they relate to the disposal of waste.
- l. Every person shall follow any and all signs placed by the municipality at a landfill site as they relate to the disposal of waste and regulation of the landfill site.

- 4.2 The municipality has the right to not accept any waste that is brought to the landfill site if it is determined that that waste could cause undue danger to municipal staff or if the waste itself is prohibited.
- 4.3 The municipal staff has the right to impose a Tipping Fee for the disposal of materials as set out in the Municipality's Fees and Charges By-Law, the owner of said Waste must first remit said Tipping Fee before entering the site.
- 4.4 The Municipality reserves the right to restrict access to the landfill site to any individual or firm as a result of contravention(s) to this By-law or rude or violent behaviors.
- 4.5 All persons wishing to dispose of waste at the landfill site must first purchase a tipping pass. A tipping pass can be purchased either at the Municipal office or the Rustic Café (15 Rutland Ave). No person shall deposit waste at a landfill site without first purchasing a tipping pass. Tipping passes shall be made in the form of defined in Schedule "B".
- 4.6 All persons working as a contractor for a rate payer of the municipality wishing to dispose of construction waste at the landfill site must first purchase a construction pass. A construction pass can be purchased at the municipal office. No contractors shall deposit waste at a landfill site without first purchasing a construction pass

## **6. ENFORCEMENT**

- 6.1. Every person who contravenes any provision of this By-Law is guilty of an offence and upon conviction shall be liable to a fine prescribed and recoverable under the provisions of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, for each offence committed.
- 6.2. The Administrative Monetary Penalty System By-law applies to each administrative penalty issued pursuant to this Bylaw.
- 6.3. No person shall hinder or otherwise obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an Officer, an employee and/or agent of the Municipality in the lawful exercise of a power or duty under this By-Law.
- 6.4. Each person who contravenes any provision of this By-law shall, upon issuance of a penalty notice in accordance with Administrative Monetary Penalty System By-law, be liable to pay to the Municipality an administrative monetary penalty.
- 6.5. Upon registering a conviction for a contravention of any provision of this By-Law, the Provincial Offences Court may, in addition to any other remedy and to any penalty imposed by this By-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **7. SEVERABILITY**

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

**8. SCHEDULES**

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

**9. SHORT TITLE**

9.1 The short title of this By-Law shall be the “Waste Management By-Law”.

**10. AUTHORITY**

10.1 This By-law shall supersede and rescind any by-laws inconsistent with this By-law.

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

<b>READ A FIRST, SECOND AND THIRD</b>	)	
	)	_____
	)	MAYOR
<b>TIME AND FINALLY PASSED THIS</b>	)	
	)	
	)	_____
<b>22nd DAY OF APRIL 2025</b>	)	CLERK

**SCHEDULE “A”  
WASTE MANAGEMENT BY-LAW 2025-04  
MUNICIPALITY OF MARKSTAY-WARREN**

**CURBSIDE COLLECTION**

All residential permanent and seasonal dwellings shall be limited to 5 bags of household waste of the prescribed size and weight per dwelling unit, per pick-up.



All commercial businesses shall be limited to 5 bags of waste, per business, per pick-up.

There shall be no limit to the amount of recycling to be picked up.

If a business requires additional bags of garbage for disposal, tags for additional garbage bags may be purchased at the Municipal office at the cost of \$3.00 per tag.

**SCHEDULE "B"**  
**WASTE MANAGEMENT BY-LAW 2025-04**  
**MUNICIPALITY OF MARKSTAY-WARREN**

**TIPPING PASSES**

 <b>MUNICIPALITY OF   MUNICIPALITÉ DE</b> <b>MARKSTAY</b> <b>WARREN</b>	<b>LANDFILL TIPPING PASS</b>	 YYYY-SITE-####
Name: _____		Pass #: _____
<b>VALID FOR</b>		
<input type="checkbox"/> Pickup Truck Load	<input type="checkbox"/> Tandem Dump Truck	Other Container by Cubic Yard: <input type="checkbox"/> _____ yds <sup>3</sup>
<input type="checkbox"/> 5 Ton Tag Along Trailer	<input type="checkbox"/> Tri-Axle Dump Truck	
<input type="checkbox"/> 5 Ton Truck		
<input type="checkbox"/> Untagged Refrigerant Appliance		

**SCHEDULE “C”  
WASTE MANAGEMENT BY-LAW 2025-04  
MUNICIPALITY OF MARKSTAY-WARREN**

**PART 1 – PROVINCIAL OFFENCE ACT FINES**

<b>ITEM</b>	<b>COLUMN 1 SHORT FORM WORDING</b>	<b>COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE</b>	<b>COLUMN 3 SET FINES</b>
1.	Place Waste in a location that disrupts traffic	Section 2.04 (i)	150.00
2.	Place Waste on a public roadway or sidewalk	Section 2.04 (ii)	150.00
3.	Place Waste in a location that disrupts the use of a shared driveway	Section 2.04 (iii)	150.00
4.	Cause or allow unsecured Waste or Waste Containers to remain curbside after 7PM	Section 2.08	75.00
5.	Cause or allow unsecured Waste to be placed curbside before 5AM	Section 2.09	75.00
6.	Place or allow Waste from one household on another household’s property	Section 2.10	100.00
7.	Cause or allow more than one curbside Waste box to be located on property	Section 2.12	125.00
8.	Allow a curbside Waste box to become soiled	Section 2.13	75.00
9.	Allow an improper curbside Waste box	Section 2.14	125.00
10.	Allow a curbside Waste box on a residential property	Section 2.15	75.00
9.	Place hazardous Waste out for curbside collection	Section 2.17	350.00
10.	Deposit Waste in a location except landfill sites, Waste transfer sites or other Waste Containers	Section 3.1	250.00
11.	Deposit Waste at landfill or Waste transfer sites outside of the hours of operation	Section 3.2	150.00
12.	Scavenge, interfere with, remove, exchange or scatter Waste	Section 3.3	75.00
13.	Deposit Waste from outside the municipality	Section 4.1 (a)	135.00
14.	Deposit Waste while not a resident	Section 4.1 (c)	135.00
15.	Fail to provide proof of residence when requested	Section 4.1 (d)	135.00
16.	Fail to report to municipal staff upon entering site	Section 4.1 (e)	135.00
17.	Fail to present a valid tipping pass	Section 4.1 (f)	135.00
18.	Fail to deposit waste in an area designated by municipal staff	Section 4.1 (g)	135.00
19.	Deposit waste outside of hours of operation	Section 4.1 (h)	135.00
20.	Enter landfill site outside of hours of operation	Section 4.1 (i)	135.00
21.	Enter landfill site with an unsecured load	Section 4.1 (j)	135.00

22.	Fail to follow instructions from municipal staff	Section 4.1 (k)	135.00
23.	Fail to remit tipping fee	Section 4.2	135.00
24.	Deposit waste without a valid tipping pass	Section 4.5	135.00
25.	Dispose of construction waste without a construction pass	Section 4.6	135.00
43.	Obstruct an Officer	Section 6.3	350.00

**NOTE:** Penalty Provisions for the offences indicated above is Section 6.1 of the By-law 2025-04, a certified copy of which has been filed.

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

**BY-LAW 2025-14**

**BEING A BY-LAW TO LIMIT THE USE OF ELECTRONIC DEVICES DURING  
COUNCIL MEETINGS**

**WHEREAS** Council wishes to enforce decorum and minimize distractions during Council meetings;

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

1. **THAT** Council Members, staff, and attendees are asked to limit the use of electronic devices during meetings unless required for official business.
2. **THAT** mobile phones be silenced or set to vibrate mode before entering the Council Chambers and be placed out of sight.
3. **THAT** laptops and tablets only be used for reviewing agendas, taking notes, or accessing relevant documents.
4. **THAT** personal use of electronic devices (texting, checking email, browsing, videotaping, etc.) during meetings is not allowed.
5. **THAT** if a call or urgent message requires attention, we ask that the individual please step outside to respond discreetly.

**EXEMPTIONS**

Council Members and staff may use devices as needed for presentations or accessing official materials related to the meeting.

**READ A FIRST, SECOND AND THIRD**

**TIME AND FINALLY PASSED THIS**

**22nd DAY OF APRIL 2025.**

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MAYOR

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CAO/CLERK





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**TO: Council**  
**FOR: Decision**  
**DATE: April 22, 2025**

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**SUBJECT:** 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 its development and operation within the community. Establishing a good working collaboration between Council and Association.

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**TO: Council**  
**FOR: Decision**  
**DATE: April 22, 2025**

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**SUBJECT:** 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  
**FOR:** Decision  
**DEPARTMENT:** Council  
**DATE:** April 15, 2025

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**SUBJECT :** To move closed sessions to the beginning of the meetings

**MOTION**

**THAT** Council start the Closed Session at least one-hour prior to the start of the meeting when it is needed.