

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

September 15, 2025, 7:00 pm
Markstay-Warren Council Chambers
21 Main Street South
Markstay, Ontario

Pages

1. Opening remarks and call meeting to order
2. Land acknowledgment
3. Roll Call
4. Approval of the Agenda
5. Disclosure of Pecuniary Interest and General Nature Thereof
6. Petitions and Delegations
- 6.a Delegation - Engine Braking By-Law Request 6
7. Public Inquiries
 - *General Public Inquiries shall be limited to five minutes in length per person and to a total duration of 15 minutes for all public inquiries section of the agenda.*
 - *The Clerk shall advise the Chair once the prescribed time limit has lapsed.*
 - *Attendees wishing to speak shall stand and await approval from the Chair before commencing. Once approval is granted, the attendee shall state their first and last name which the Clerk will record in the minutes. Questions will be taken one at a time, in the order received.*
 - *Attendees wishing to ask more than one questions shall give all other attendees the opportunity before being permitted to ask a second question.*

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

8. Reports from Committees, Municipal Officers, Department Head

8.a Treasurer - KPMG Financial Update

8.b Advisory Committees Members Update 9

8.c Library Board Reports 10

8.d Building Controls Q2 2025 Report 35

9. Consent Agenda

9.a Adoption of Minutes

9.a.1 SCM - June 23, 2025 38

9.a.2 RCM - July 21, 2025 41

9.a.3 REC - April 10, 2025 50

9.a.4 LCM - April 10, 2025 53

9.a.5 AMC - April 14, 2025 56

9.a.6 SCM - July 2, 2025 59

9.a.7 SCM - July 10, 2025 61

9.a.8 AMC - June 9, 2025 64

10. Routine Management Reports

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	Accessibility Plan (2025-2029)	66
12.b	Glyphosate Aerial Spray	
13.	Unfinished Business / Ongoing Projects	
13.a	Hand Held Radio System Update & Spectrum Quote	
13.b	R.V. Anderson Engineering Projects Update	
14.	By-laws	
14.a	By-Law 2025-29 To confirm proceedings of Council September 2025	73
14.b	By-Law 2025-30 to amend Schedule "A" to By-Law 2023-19 for Vacancy Procedures to include section on tied votes	74
14.c	By-Law 2025-32 to appoint the Fire Marque Inc. for the purpose of Indemnification Technology	78
15.	Motions	
15.a	Motion to divert usage of Leeftink	89
15.b	Motion - Resignations and Conference Expenses	90
15.c	Motion to Appoint Alternate Designate for Library Board	91
16.	Notice of Motions	
16.a	Notice of Motion - Tax Sale Properties with no bids	92
16.b	Notice of Motion - Landfill Sand	93
17.	Announcements and inquiries	
18.	Adjournment	

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

le 15 septembre 2025, 19 h 00
Salle du Conseil Markstay-Warren

	Pages
1. Remarques préliminaires et ouverture de la réunion	
2. Reconnaissance des terres	
3. Appel nominal	
4. Approbation de l'Ordre du jour	
5. Divulgence des intérêts pécuniaires	
6. Pétitions et Délégations	
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7. Période de questions	
8. Rapports des Comités, Agents municipaux, Chefs de départements	
8.a Treasurer - KPMD Financial Update	
8.b Advisory Committees Members Update	9
8.c Library Board Reports	10
8.d Building Controls Q2 2025 Report	35
9. Ordre du jour de consentement	
9.a Approbation des procès-verbaux	
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9.a.2 RCM - July 21, 2025	41
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9.a.5 AMC - April 14, 2025	56
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9.a.7 SCM - July 10, 2025	61
9.a.8 AMC - June 9, 2025	64

10.	Rapports des départements	
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	Accessibility Plan (2025-2029)	66
12.b	Glyphosate Aerial Spray	
13.	Affaires inachevées /Projets en cours	
13.a	Hand Held Radio System Update	
13.b	R.V. Anderson Engineering Projects Update	
14.	Arrêtés municipaux	
14.a	By-Law 2025-29 To confirm proceedings of Council September 2025	73
14.b	By-Law 2025-30 to amend Schedule "A" to By-Law 2023-19	74
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15.c	Motion to Appoint Alternate Designate for Library Board	91
16.	Avis de Motions	
16.a	Notice of Motion - Tax Sale Properties with no bids	92
16.b	Notice of Motion - Landfill Sand	93
17.	Annonces et questions	
18.	Levée de la réunion	

Denise Hamilton

From: Kevin Marois <swampdonky@gmail.com>
Sent: September 8, 2025 3:43 PM
To: Denise Hamilton
Cc: Marc Serré; Kim Morris
Subject: Re: RCM - Delegation RE: Engine Braking By-Law Request
Attachments: image001.png; 12.b Community Concerns.pdf

Subject: Request for Council to Revisit MTO Response – Speed Limit Signage & Engine Braking in Hagar

Dear Members of Council,

I would like to respectfully request that Council revisit the Ministry of Transportation's response concerning speed limits and engine braking through the community of Hagar.

1. Speed Limit Signage:

While the MTO has agreed to install oversized "70 km/h Ahead" and "70 km/h Begins" signs, I believe Council should recommend that the speed reduction zones be extended further outside the community limits. This would allow drivers to slow down *before* entering Hagar at both the east and west boundaries, providing a smoother and safer transition into the community rather than a sudden change as one enters the built-up area.

2. Engine Braking:

The Ministry has stated that engine compression braking is necessary for safety, particularly on downhill grades. However, Hagar lies on a relatively constant and level road grade, and there is no safety need for routine engine braking within our community. Excessive use of engine brakes creates unnecessary noise disturbances for residents and affects the quality of life in our town.

For this reason, I strongly encourage Council to advocate for noise-reduction signage restricting engine braking within the municipality. This approach has already been successfully adopted in Greater Sudbury and West Nipissing along provincial highway corridors, showing it is both possible and effective.

By advancing these recommendations, Council would be supporting both road safety and improved quality of life for Hagar residents. I respectfully ask that Council bring this matter forward again with the MTO and request further consideration.

Sincerely,
Kevin Marois

From: Filion, Veronique (MTO) <Veronique.Filion@ontario.ca>
Sent: Thursday, June 19, 2025 13:57
To: Ronny Theiss <rtheiss@markstay-warren.ca>
Subject: FW: Community Concerns

Dear Ronny,

Thank you for sharing council's concerns related to Highway 17 at Main Street South in the community of Markstay, as well as through the community of Hagar. Safety is a top priority for the Ministry of Transportation, and I appreciate the opportunity to respond on behalf of the ministry.

In response to the safety concerns raised at the intersection of Highway 17 and Main Street South, the ministry conducted a technical review of the area. This review considered several factors, including roadway geometry, signage, traffic volumes, collision history, vehicle speeds, and pavement markings. As a result, the ministry will arrange for the installation of updated "Left Turning Vehicles in Passing Lane" signage, along with additional through and left-turn arrows in advance of the intersection. These enhancements will serve to refresh existing signage and further emphasize that vehicles may be slowed or stopped in the passing lane before reaching the intersection, improving overall awareness and safety for drivers.

Regarding the request to reduce the speed limit in the vicinity of Hagar, the ministry carried out a comprehensive field review, which included spot speed studies and a technical assessment of the roadway. In addition to measuring normal operating speeds, the review considered several other important factors such as existing traffic characteristics, the physical layout of the highway, and the roadside environment. Based on this analysis, it was determined that the current posted speed limit

of 70 km/h remains the most appropriate for this section of the highway. However, the ministry recognizes that improving visibility and awareness of the posted limit could be beneficial. Therefore, oversized “70 km/h Ahead” and “70 km/h Begins” signs will be installed in each direction to reinforce the speed limit as vehicles enter the community.

With respect to the request for traffic control signals at the intersection of Highway 17 and Highway 535, the ministry completed a review of the warrants for signal installation. These warrants are based on traffic volumes, side road delays, and collision history. The findings indicate that traffic signals are not currently warranted at this location. That said, the ministry will continue to monitor both traffic volumes and collision data at this intersection, and if conditions change and the signal warrant is met in the future, the ministry will move forward with signal installation.

Lastly, in response to concerns about engine braking in Hagar, the ministry advises that engine compression braking is a standard and important safety feature on heavy trucks. These systems help reduce wear on primary braking systems and are especially valuable on downhill grades to prevent brake failure. When used appropriately and maintained properly, they do not produce significantly more noise than regular truck operation. Because of their safety function, the ministry does not support the installation of signage restricting the use of engine brakes on provincial highways.

If you have any further questions or require additional information, please contact Glenn Craft, Traffic Supervisor at glenn.craft@ontario.ca.

Thank you again for bringing these matters forward on behalf of your council.

Véronique Fillion

Regional Relations Specialist | North Operations
Ministry of Transportation | Ontario Public Service
705-465-9079 | veronique.fillion@ontario.ca



Taking pride in strengthening Ontario, its places and its people
Fiers de renforcer l'Ontario, ses lieux et sa population

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Committee as of September 9, 2025	Mayor Steve Olsen	Deputy Mayor Rachelle Poirier	Councillors			Staff							Other Attendees
			Pierre Frappier	Francine Bérubé	Ross Evans	CAO Marc Serré	Treasurer Jacinthe Rochon	Manager PW Ronny Theiss	Leadhand Stephan Renaud	Leadhand Jim Turpin	Fire Chief Vicnent Whynott	CBO Andrea Tarini	
Asset Management	X	X	X		X	X	X	X					Calvin Colard, Mark Corner (Chair), Steve Salonin, Frevor Mellow , Danny Putman
Finance Committee	X	X			X	X	X						Jim Putman, Mark Corner (Chair), John Nipius, Danny Putman
Landfill Committee	X	X		C		X		X					Bonnie Bertrand, Francine Landrie
Emergency and Public Services Committee	x		X	C		x		x			x		Scott Simon
Public Works Committee	X	C			X	X		X	X	X			Marc Corner
Recreation Committee	X	X	X			X							Lisette Lamoureux, Steve Rainville, Cathy Keeping (Chair), Pamela Kelly, Sylvain Labelle
Regular Council Meeting	C	X	X	X	X	X	X	X			X	X	
Special Council Meeting	C	X	X	X	X	X							
Committee of Adjustments	C	X	X	X	X	X							Director of Planning
Committee of the Whole	C	X	X	X	X	x							
Economic Development Committee													

Committee: Regular Council Meeting

Meeting Date: September 8, 2025

Type of Report: For information only

Report Writer: Pamela Kelly

Recommendation:

THAT Council receives for review the reports attached.

Report Summary:

This report provides the last meeting minutes and the CEO Report from the Library as approved by the Library Board.

Financial Implications:

This report relates to the operations of the Municipal Library and has no financial implications.

Background:

The Library Report attached outlines recent activities and statistics for June and Summer 2025 regarding programming and services.

Next Step:

Kindly review and reach out to Library CEO with any questions or concerns.

Conclusion:

Reports attached are for Council information only.

Resources:

N/A

Markstay-Warren Public Library Board

CEO Report for June and Summer 2025

"The more that you read, the more things you will know. The more that you learn, the more places you'll go."

Dr. Seuss

A library in the middle of a community is a cross between an emergency exit, a life raft and a festival. They are cathedrals of the mind; hospitals of the soul; theme parks of the imagination.

Caitlin Moran (Moranthology)

The month of June was met with both challenges and accomplishments. The Markstay branch was closed on June 7th and re-opened June 23rd. The carpet was in the space for over 30 years and was replaced with vinyl plank flooring. This meant a closure to the public and the students for a two-week period. The Rainbow District School Board contracted the work and expense and the library staff were required to move all the items and furniture from one side to the other and back again. Due to lack of space within the school it was a cumbersome job. We are thankful to our volunteers: our board chair and council designate as well as public works for their assistance with this much needed project.

On our last day of June sports evening, we had a staff injury which resulted in this member being off for three weeks. She has since recovered and her prognosis is positive.

We also had one incident of a sport participant who spoke inappropriately to another participant. Both parents were called and notified and a meeting took place with the aggressor and parent and follow-up with victim and parent completed as per protocol. All participants sign a code of conduct and are required to adhere to during any library run program.

The CEO and board chair were informed in June that a daycare would be moving into the new library space. It is unknown currently what this means to the library in terms of a new home. No updates have been received to date.

Two new summer students were hired through Summer Employment Opportunities and Canada Summer Jobs Grants. A huge shoutout to our two board members Ginette and Janey who assisted with the interviews. Orientation, training, supervision and ongoing support was provided throughout the 8 weeks. Due to the absence of our lead student, these two new students were required to lead the program for the first couple of weeks. This led to the CEO investing more time into their ongoing training, supervision and direction and logistics of supplies and equipment.

Back-to-back programming for 8 weeks during the summer brought new and old families alike to the library as we immersed ourselves in a trip around the world, this summer's TD theme. While the activities are geared towards children and youth, this engaged parents, grandparents and caregivers. The goal is continued literacy while they are out of school and placing the F in F-U-N!

The library was grateful to have received a number of mr. freezie donations from the community for our sports programming; bingo prizes and more which allowed for an expansion of programming.

June Programming & Services Statistics:

- **4 Weeks of Sports-Ball Hockey, Baseball & Soccer for Ages 4-7, 8+ and Teens:**

Markstay: 84 participants

Warren: 184 participants

***268 participants** during the month of June

***569 participants** for the 8-week program run during May & June

- **24** Syl's Game Night for several age categories: Teens, Adults and Seniors (Tuesday evenings)
- **6** L'Heure Du Compte
- **19** OCOF (Our Children Our Future partnership for our Littles at the Library (2nd and 4th Monday of every month)
- **67** Crafts
- **11 Patrons** - 1-1 Tech Help = **3 hours** (Technical Support with scanning of documents, use of computer, tablet, phone, etc.)
- **3** Home Delivery
- **27** Walk n' Coffee – Weekly Seniors Group
- **9** Walking Club in Library
- Engaging and servicing **227** students each week from 2 schools

June CEO tasks included but not limited to:

- Interviews and practical, hiring, paperwork for 2 new summer students.
- CSJ and SEO hiring documents submitted
- Ongoing coordination of Markstay branch carpet removal and new installation.
- Program evaluation and statistics of services and programming.
- Bulk order of barcodes
- Staff Injury Report
- Staff Evaluations

“How do we change the world? One random act of kindness at a time.”

— Morgan Freeman

This summer proved to be the most challenging in all the years in terms of use of space. AS per norm, CEO applies for a permit for the summer months which included use of the gymnasium, classroom, washroom, parking lot and outside space as well as permission granted by the Principal for use of freezer.

The CEO oriented the students on the gymnasium space at our Warren branch and laid out the rules. On the first day this was met with anger by the personnel who stated we were in violation of our permit by me showing staff the space 15 minutes prior to our start time. This stress prompted library staff to only use the gymnasium a handful of times in the afternoon when the weather was too hot. The first summer week of craft programming the personnel was irate with complaints of our space being unclean. Throughout the weekly meetings with summer students, they expressed how much they enjoyed their position but frustrations on their work ethics in question. Staff morale was at a low with daily challenges and frustrations, CEO worked to elevate attitude and spirit. Throughout the summer and even most recently the permanent fencing was erected and some library patrons enter via the school parking lot. The library cannot visibly see this and have to contend with personnel being upset with CEO. The library hub location in Warren presents as a challenge. A safety concern that was voiced from staff was people entering the building and library staff not being aware and being startled upon finding people in the bathroom. Further safety issues voiced by staff included having an individual visibly high on drugs and using the library as a place of refuge. CEO has debriefed staff on protocols following this incident.

In Markstay the personnel reached out a number of times to the CEO regarding a disrespect for use of space. Problems ensued throughout the summer to the point of being told we were unable to access a washroom. Waxing takes place every summer and library staff are flexible to alternate between what rooms to occupy. Shared use of space is vital to the running of programs given the size of the library. Discussions will need to be held before the end of the school year to come up with a viable plan that will meet the needs of everyone. The hauling of supplies and equipment could be eased by the purchase of:

- A batting cage (100lbs+ of hauling this back and forth to Markstay and Warren)
- Sturdy t-ball (durable and heavy as others have all broken-hauling back and forth)
- Mini fridge with sizeable freezer to eliminate sharing with school
- Some form of a buzzer when people enter the Warren building to alert staff

Many children arrived before the library door opened and remained until end of day. This prompted staff to cue many children of the need to check in with parents and go home to eat. The need for activities within our municipality is strong.

New programs this year included our **Seed Library** with patrons signing out seeds as well as sharing their seeds with us, “Together We Grow”. We also offered opportunities for community members to drop by to swap extra produce and share with others. The donation of two greenhouses allowed us to start this program self sufficiently and sustain it.

We also began a **Homework Club**, offering students a safe and inviting place to work solely or with other students, which we will resume.

The summer was a continual flow of individuals of all ages visiting the library while we offered diverse summer learning activities. This included the tracking notebook for TD Summer Reading Club, co-created by Toronto Public Library and Library Archives Canada in partnership with more than 2,000 public libraries across Canada. **“By providing free and accessible summer learning activities and reading materials, public libraries have a unique role in the summer learning landscape. Libraries are one of the most trusted institutions in the communities they serve.”**

July & August Programming & Services Statistics:

- **543** Sports and Recreation Participants
- **1183** Visitors to the Library
- **342** Books Read by Participants registered in reading program
- **61** Bingo Participants
- **24** Metis Workshop Participants

The Library provided drop-in sports and recreation to **1112 Participants from May through August.**

Please note: It has been asked how many of our sports participants are non-residents:

- **19 Participants were from Wahnapiatae, attending the YMCA daycare**
- **3 were from St.Charles.**
- **4 from West Nipissing.**

Summer CEO tasks included but not limited to:

- CSJ employer declaration online submission.
- Orientation and training for two new students.
- WSIB form submission with Treasurer.
- 2023 audit information required from KPMG via Treasurer.
- Sports and Programming Equipment logistics.
- Summer Students ongoing training and supervision, goal setting with weekly and end of the summer evaluation.
- Evaluation of Summer Program
- Employment post for upcoming staff leave, interviews, documentation
- Management of branch issues and concerns; staffing
- Permit for R.D.S.B. 2025-26 application
- 2025-26 Public Library Operating, Pay Equity, and First Nation Salary Supplement (PLOG/PE/FNSS) Grants Program in the Transfer Payment Ontario (TPON) – (Application Submitted August 26th)

CEO Meetings:

- June 3 – Canada Day Meeting – Warren
- June 3 – Library staff
- June 5 – Warren Food Bank Donation drop off (Markstay's was picked up)
- June 9 – Library Board
- June 10 – Municipal meeting
- June 12 – Welcome to Kindergarten
- June 12 – Summer Student Interviews
- June 13 – Student reference checks completed
- June 16 – UNIVI – Evaluation of sports program
- June 16 – board chair, council designate and CAO – Warren branch
- June 16 – participant and parent – incident addressed
- June 16 – Livestream council
- June 17 – Library staff
- June 24 – Library staff
- June 26 – Treasurer – letter of employment, tax info, direct deposit submitted
- July 2 – 3 – Student orientation and training
- July 3 – Treasurer – Form 7 WSIB submission
- July 8 – CAO – complaint details – Warren
- July 10 – students and staff
- July 14 – volunteer meeting – Markstay
- July 16 – conseil/daycare personnel – measurements of the Warren branch
- July 17 – student and staff
- July 21 – Fire Inspection – Warren branch
- July 21 – council livestream
- July 29 – students and staff
- August 7 – Metis Presentation
- August 7 – students and staff
- August 12 – students and staff
- August 13 – interviews
- August 19 – student and staff
- August 19 – OCOF fall discussion

- August 25 – Ecole St. Thomas – principal
- August 26 – End of Summer Student evaluation
- August 28 – Recreation

Projects requiring attention

- **Computer Purchases**
- **Drop Box for Markstay**
- Ongoing Staff Training
- New Policies – ongoing
- Board Orientation & Recruitment– ongoing

Projects requiring attention at Warren Branch:

- Accessible doors (conseil)
- Wheelchair ramp and railing (municipality – started)
- Signage (municipality – Warren erected & relocated-September 3rd- Markstay awaiting)
- Air Conditioning (municipality – end of July – temporary)
- Adding new French books from Ecole St. Thomas to our collection – remaining approximately **240 books to catalogue** – none of the book's catalogue into our system, tedious process.
- **An agreement with the Conseil.**

Here are a few of our favourite posts:



**TD
Summer
Reading
Club
2025**

Get Your Summer Read On!

Visit your library
and register for
the TD Summer
Reading Club!



Register before June 26th to be entered in our
TD Summer Reading Club early registration draw!

tdsummerreadingclub.ca

Donor-funded and administered by over 2,200 public libraries across Canada. This national 6-8 grade program is facilitated by Toronto Public Library in partnership with libraries and bookshops Canada. Sponsorship is generously provided by TD Bank Group.

MARKSTAY
WARREN
PUBLIC LIBRARY

tpl:toronto
public library

tdsummerreadingclub

TD
COMMITMENT

MARKSTAY-WARREN PUBLIC LIBRARY

**WE ARE GEARING UP
FOR OUR SUMMER TRIP**

Around the World

FOR ANYONE WISHING TO MAKE A
MONETARY DONATION OR DONATE PRIZES
THAT WOULD GO TOWARDS OUR BINGO,
READING PROGRAM CHALLENGES AND
GENERAL SUMMER CHILDREN'S
PROGRAMMING.. THAT WOULD BE
FANTASTIC!

PERHAPS YOU WOULD LIKE TO BE THE
WEEKLY FREEZIE DONOR FOR OUR
CHILDREN AND YOUTH SPORTS PROGRAM?

Library Activities & Sports

July 7th to August 21st



Monday & Wednesday at the Markstay Branch

Tuesday & Thursday at the Warren Branch

Sports

Ages 8+ : 1:15 – 2:15pm

Crafts & Activities

All Ages : 2:30 – 3:30pm

Sports

Ages 4-7 : 3:30 – 4:00pm

TD Summer Reading Club

All Ages : 4:00 – 4:30pm

Evening Sports

Ages 4-7 : 6:00 – 6:30pm

8+ : 6:30 – 7:00pm

Teen : 7:00 – 7:45pm

Special Events

Ice Cream
Party!

August 13th: Markstay
August 14th: Warren
@ 2:30 – 3:30pm

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

July 23rd: Markstay
July 24th: Warren
@ 2:30-3:30pm

BINGO!

Story
Walk!

July 14th – 17th
August 5th – 7th
1-8PM



















Markstay-Warren Public Library

MÉTIS NATION OF ONTARIO SUMMER YOUTH PROGRAM



Join us as we welcome the Métis Nation of Ontario Summer Youth Program as they will be facilitating a cultural Métis Games workshop for all participants!

Métis Nation of Ontario 

August 7th • 1:30pm
Warren Library Branch

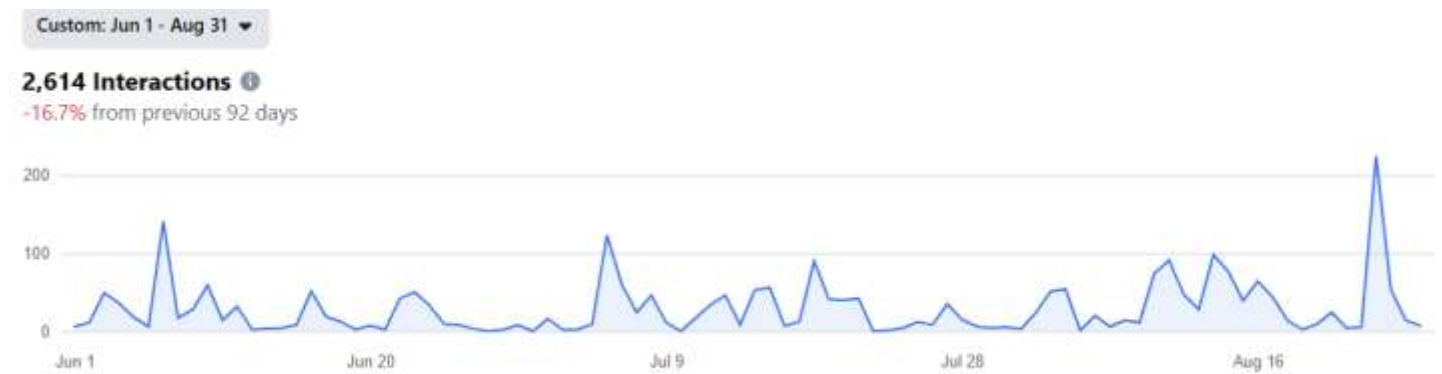
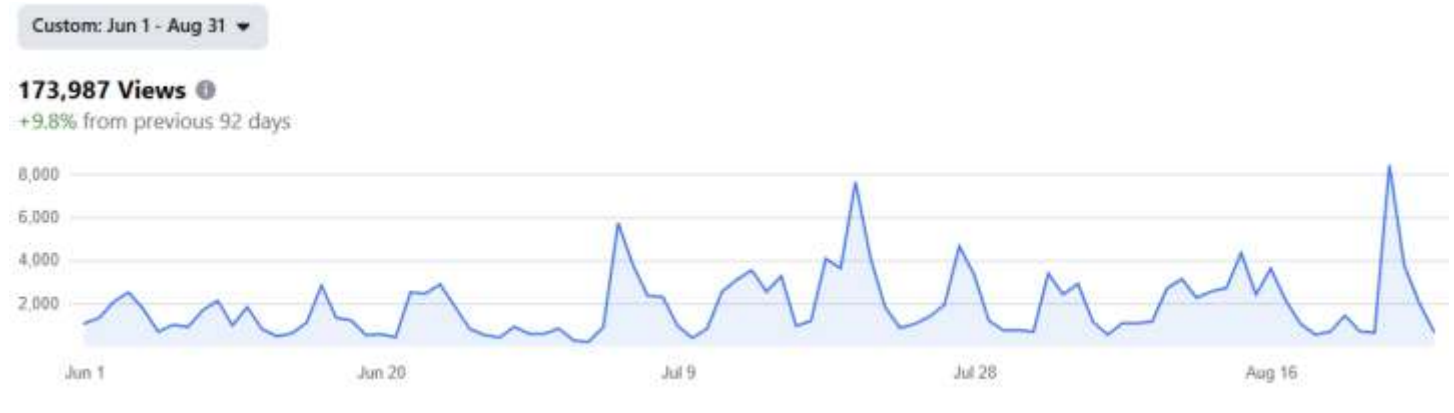
**This year's summer library team brought to you by
Vanessa-Caitlyn-Ben-Madison-Ryan-Pamela
Thank you, merci to all who have participated with their local library this summer.**



Statistics to date:

2025 Statistics	Activity/ Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
VISITORS	Warren	200	221	311	486	361	364	376	423					2742
	Markstay	212	257	289	385	312	274	309	298					2336
	Classes	370	860	563	717	639	339	n/a	n/a					3488
NEW	War & Mark	5	58	11	16	7	4	14	5					120
CIRC.	War & Mark	512	587	959	844	729	661	604	579					5475
	Interlibrary	11	17	28	25	28	29	31	26					195
	OverDrive	186	163	169	173	164	136	155	166					1312
Computer	War & Mark	18	63	120	69	71	46	132	113					632
Printing	War & Mark	3	5	12	13	10	7	6	12					68
ACTIVITY	TD online	n/a	n/a	n/a	n/a	n/a	16	31	4					50
	# Books Read	n/a	n/a	n/a	n/a	n/a	n/a	105	237					342
at-library	TD summer	n/a	n/a	n/a	n/a	n/a	n/a	446	459					905
at-library	Sports & Recreation	n/a	n/a	n/a	n/a	301	268	275	268					1112
	Library Challenge	n/a	101	n/a	n/a	n/a	n/a	31	34					166
Special Programs	Technical Support 1:1	2 P 0.5 hrs.	4 P 1.5 hrs.	11 P 3.5 hrs.	13 P 3hrs.	15 P 3.5 hrs.	11 P 3 hrs.	9 P 2.5 hrs.	11 P 2.5 hrs.					76 P 20 hrs.
	Syl's Game Night	n/a	n/a	n/a	16	22	24	n/a	n/a					62
	Community Events	n/a	n/a	Women's Day 103	BWB 247	M-Family Fair 7 + 77 UNIVI walk 20	n/a	n/a	n/a					454
	Walking Club & Coffee Club	n/a	7 + 18	8 + 21	7 + 26	8 + 19	9 + 27	n/a	n/a					150
	Tax Clinic	n/a	n/a	29	17	n/a	n/a	n/a	n/a					46
in-library	Crafting	32	301	151	269	153	67	227	231					1431
in-person	OCOF - Mark OCOF - Warr	n/a 11	4 11	12 10	9 9	6 11	0 - closed 19	14 18	11 15					149
in-library	Student Programming	N/A	Scrabble 186	Golden Ticket/Scrabble 227	Golden Ticket/Scrabble 227	Activity Game 225	End of year games 190	n/a	n/a					1055
in-library	Board - Craft	N/A	LEGO 14	Lego 16 BINGO 47	LEGO 9 Egg Hunt 104	n/a - Recreation Program	n/a Recreation Program	Bingo 61	Metis 24					214
L'heure du compte						8	6	n/a	n/a					14
in-library	Teen/Adult - Crafting	n/a	18	Puzzle 17	Crafting 26	Seedbombs 10	Plant swap 1	n/a	n/a					72
ERESOURCE	Teen Health	0	0	0	0	0	0	0	0					0
	TumbleBooks	4	11	8	11	17	31	23	26					131
	Career	0	0	0	0	0	0	0	0					0
	NovelList	28	49	86	96	163	195	211	247					1075
	World Book	0	60	0	0	0	900	0	0					960
	PebbleGo	2	2	8	0	0	0	0	0					12
	Cdn. Pt. View	0	0	91	17	144	117	0	0					369

Facebook/Instagram Reach during June-July-August:



Markstay-Warren Public Library Board

June Meeting Minutes

Held 6:30 pm, Monday, June 9, 2025 – Markstay Council Chambers

In Attendance:

Monica McDonald, Board Chair
Christiane Colard
Ginette Laporte
Janey Gillespie
Colette Raymond-Hebert
Alain Racette
Rachelle Poirier, Councillor Designate
Ross Evans, Councillor

Staff:

Pamela Kelly, CEO

Recording:

Monica McDonald, Board Chair
Pamela Kelly, CEO

Regrets:

1. Call to order

This meeting was called to order at 6:32 p.m. by the Chair.

2. Declaration of pecuniary interest

None

3. Adoption of agenda

#25 - 18

Moved By: Christiane Colard
Seconded By: Janey Gillespie

BE IT RESOLVED THAT the agenda for the June Library Board meeting held on June 9, 2025 be accepted as circulated.

CARRIED

4. Minutes of previous meeting – May 13, 2025

#25 – 19

Moved By: Rachelle Poirier

Seconded By: Colette Raymond-Hebert

BE IT RESOLVED THAT the minutes from the May meeting held on May 13, 2025 be accepted as circulated.
CARRIED

5. CEO Report for May 2025

In addition to print report:

- Update on Warren branch:
Items requiring attention: Conseil - accessible doors, permanent fencing
Items requiring attention: Municipality - wheelchair ramp(started) and railing; signage (in but not installed); air conditioning, parking lot (being addressed).
- Library Board Council Vacancy seat request sent to CAO, to be filled at July meeting.
- 301 Participants for the May Sports & Recreation!

#25 – 20

Moved By: Janey Gillespie

Seconded By: Ginette Laporte

BE IT RESOLVED THAT the CEO's written and verbal report for May 2025 be accepted as circulated.
CARRIED

6. Financial Report

- No financials received to date for 2025.

7. Correspondence

7.1 CVITP – May 2025

- A thank you for our partnership and being an essential part of CVITP.
- Increased number of taxes filed – 46, Grant application submitted, \$5 per tax.

7.2 AODA – May 2025

- Ontario's accessibility laws, ramp and railing need to be to code.

8. New Business

8.1 Board Training – Policies and Procedures

- HR Personnel Policy needs to be updated and a code of conduct policy added for employees.

8.2 Markstay Drop-Box

- CEO to take photos and send to Board Chair.

8.3 Markstay Removal of Carpet & Vinyl Plank Installation

- Staff is responsible for the moving of all items inside library.
- Due to some challenges and struggles, help was required for some of the moving-thank you Councillor Poirier, Board Chair Monica and Public Works.

8.4 Summer Student Positions (2)

- Children's Summer Programmer & Children's Sports Culture and Recreation Programmer
- Interviews to be conducted June 12th, thank you board members Ginette and Janey.

8.5 Summer Programming Schedule 2025

- A well balanced and efficient schedule for children and youth activities all summer long.

8.6 Final Approved Budget

- June 2, 2025

9. Other –

10. Next Meeting – Monday, September 8, 2025 at 6:30 pm, Markstay Council Chambers

11. Closed Meeting – HR Matter – Identifiable Persons –

#25 – 21

Moved By: Christiane Colard

Seconded By: Janey Gillespie

BE IT RESOLVED THAT the Board recommends a closed session at 7:15 p.m. to discuss a Personal Matter – Identifiable Persons matter.

CARRIED

#25 - 22

Moved By: Rachelle Poirier

Seconded By: Alain Racette

BE IT RESOLVED the Board wishes to reconvene to the regular meeting at 7:42

CARRIED

#25 – 23

Moved By: Christiane Colard

Seconded By: Janey Gillespie

BE IT RESOLVED the Board approves a \$1.50 hourly wage increase for all permanent library staff effective June 1, 2025.

CARRIED

12. Motion to adjourn

Meeting adjourned at 7:43 p.m.

#25 – 24

Moved By: Janey Gillespie

Municipality of Markstay-Warren

Building Controls For Consideration by Council

**RE: Building Report
Second 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 STATISTICS

Item	Q1	Q2	Q3	Q4	2025 Year to Date	2024 Total	2022 Total	2021 Total	2020 Total
Applications	12	23	-	-	35	68	*	*	*
Permits Issued	4	14	-	-	18	58	82	49	82
House Permit - Average working days to issue	5.25	7.5	-	-	6.35	*	*	*	*
Actual House Building Permits issued	4	14	-	-	18	55	78	48	82
Small Building - Average working days to issue	0	0	-	-	0	*	*	*	*
Actual Small Building Permits issued	0	0	-	-	0	1	4	1	0
Large Building - Average working days to issue	0	0	-	-	0	*	*	*	*
Actual Large Building Permits issued	0	0	-	-	0	2	0	0	0
Complex Building Average working days to issue	0	0	-	-	0	*	*	*	*
Actual Complex Building Permits issued	0	0	-	-	0	0	0	0	0
Total Inspections	20	55	-	-	75	*	*	*	*

***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.

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

Monday, June 23, 2025, 6:00 P.M.
Markstay-Warren Council Chambers
21 Main Street South
Markstay, Ontario

Mayor & Council: Steven Olsen, Rachelle Poirier, Francine Bérubé, Ross Evans

Staff: Kim Morris

1. Opening remarks and call meeting to order

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement.

2025-SCM-74

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council opens the Regular Council Meeting at 6:00 pm.

CARRIED

2. Land acknowledgment

3. Roll Call

4. Approval of the Agenda

2025-SCM-75

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

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 Interview for Council Vacancy

2025-SCM-76

Moved by: Ross Evans

Seconded by: Francine Bérubé

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

Maria Cerilli

Pierre Frappier

Mark Lavallée

CARRIED

7. Closed Session

2025-SCM-77

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Council move to Closed Session at 6:26 pm.

CARRIED

2025-SCM-78

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council open the Closed session at 6:28 pm.

CARRIED

2025-SCM-79

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Council approve the Closed session agenda as presented.

CARRIED

2025-SCM-80

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council adjourns the Closed meeting at 7:02 pm.

CARRIED

2025-SCM-81

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

THAT Council move to Open session at 7:03 pm.

CARRIED

7.a Discussion

8. By-Laws

8.a By-Law 2025-22 to Appoint one Councillor as per By-Law 2023-19

As a result of a tied vote bylaw was deferred.

9. Adjournment

2025-SCM-82

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

THAT Council adjourn the meeting at 7:54 pm.

CARRIED

Mayor

Clerk

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

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

Mayor & Council: Steven Olsen, Rachelle Poirier, Francine Bérubé, Ross Evans,
Pierre Frappier

Staff: Kim Morris, Ronny Theiss, Jacinthe Rochon, Denise Hamilton

1. Opening remarks and call meeting to order

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement. Recording will be delayed due to technical issues. Mayor welcomed new Councillor Frappier.

2025-RCM-94

Moved by: Rachelle Poirier

Seconded by: Pierre Frappier

THAT Council opens the Regular Council Meeting at 7:10 pm.

CARRIED

2. Land acknowledgment

3. Roll Call

4. Approval of the Agenda

Add to New Business agenda item 14.f Municipal Issue.

2025-RCM-95

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council approves the Regular Meeting of Council agenda as amended.

CARRIED

5. Closed Session

2025-RCM-96

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Council move to Closed session at 7:13 pm.

CARRIED

2025-RCM-97

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Council approves the Closed Council agenda as presented.

CARRIED

2025-RCM-98

Moved by: Pierre Frappier

Seconded by: Ross Evans

THAT Council adjourns the Closed Meeting at 7:35 pm.

CARRIED

2025-RCM-99

Moved by: Pierre Frappier

Seconded by: Ross Evans

THAT Council returns to Open at 7:37 pm.

CARRIED

6. Disclosure of Pecuniary Interest and General Nature Thereof

No concerns tabled.

7. Petitions and Delegations

None.

8. Public Inquiries

Mr. Turcot, 1800 Dupuis Road:

Congratulated individuals who achieved getting the grants. For outgoing CAO, wished her well on her new endeavours and welcomed new CAO. Inquired about audits for 2023 & 2024 and Mayor confirmed they are closed. Requested the 2025 budget be posted on website, Treasurer confirmed 2025 budget has been posted.

Lisa Simon, 49 Rabbit Trail Road

Requested reason for closed session be outlined on the agenda.

9. Reports from Committees, Municipal Officers, Department Head

9.a Library activities this summer

No CEO report for Library, staff wanted to share activities this summer.
Item for information only, no motion required.

10. Consent Agenda

Deputy Mayor requested section 10.a.5 be removed from the SCM June 10th minutes as there is an error in the recorded time. Minutes to be updated and brought forward at next meeting.

2025-RCM-100

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Council approves the Consent agenda as presented.

CARRIED

10.a Adoption of Minutes

10.a.1 SCM - June 10, 2025

10.a.2 RCM - May 20, 2025

10.a.3 SCM - May 27, 2025

10.a.4 SCM - June 2, 2025

10.a.5 SCM - June 23, 2025

10.a.6 COW - June 24, 2025

10.a.7 RCM - June 16, 2025

10.a.8 FNC - June 10, 2025

11. Routine Management Reports

11.a Cash Disbursements for the months of February and June 2025

CAO provided update as to why February disbursements were not presented before advising that committee was questioning the taxes on a municipal water building in Warren.

2025-RCM-101

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council receive the Cash Disbursements Report for February and June 2025 as presented.

CARRIED

11.b Q2 Building Report

Deputy Mayor requested to defer this agenda item to next meeting.

12. Correspondence for Council's information only

No reports tabled.

13. Business Arising

13.a MTO Response to concerns

CAO spoke to concerns within our municipality that were brought forward.

Councillor Frappier advised the issue in Hagar was brought out 10 to 12 years ago and requested to see the study. Manager of Public Works advised study was done this year and he will share the information with Councillor Frappier.

14. New Business

14.a Northern Highways 11 & 17 Safety Act 2025

CAO advised our MPP approached various Municipalities in his riding to support Bill 49.

2025-RCM-102

Moved by: Francine Bérubé

Seconded by: Pierre Frappier

THAT Council provides a letter of support for Bill 49, the Northern Highways 11 and 17 Safety Act, 2025.

CARRIED

14.a.1 <https://www.ola.org/en/legislative-business/bills/parliament-44/session-1/bill-49>

14.b Efficiency Capital presentation

Erin Ellis presented the Efficiency CAP projects for the Warren arena.

CAO advised the program was brought forward by FCM and anticipates results will extend this type of program to our Public Works and Fire Departments.

Deputy Mayor requested copy of presentation.

Councillor Frappier inquired if we are allowed to use the grant for first year payment.

Councillor Evans opposed the motion.

2025-RCM-103

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT The Municipality of Markstay-Warren has identified that the arena requires major rehabilitation and upgrades.

AND WHEREAS the municipality has engaged with Efficiency Capital to create an upgrade plan which would leverage energy savings and energy saving grants to pay for the upgrades.

AND WHEREAS Efficiency Capital has worked with JL Richards to produce an energy audit and has worked with staff to determine financial viability of the project.

NOW THEREFORE Council accepts the proposal provided by Efficiency Capital. And further, that Council directs staff to finalize the contract with Efficiency Capital and proceed with the arena upgrades,

CARRIED

14.c Service Line Warranties of Canada follow-up discussion

CAO indicates briefing note outlines highlights of presentation and advised the reason the municipality was approached is so that the Municipal logo can be used for the Service Line Warranty program.

Deputy Mayor advised before voting she is requesting answers to her questions regarding: liability; who would do the work; licensing of operators

Manager of Public Works advised liability remains with the Service Line program, contractors used on the past are to be onboarded into the program along with the City of Greater Sudbury.

Deputy Mayor request concerns around ORO be documented to ensure safety for the municipality.

Moved by: Francine Bérubé
Seconded by: Ross Evans

DEFERRED

14.d Funding Announcements

CAO spoke to three grants awarded to our Municipality:

- 1) 2025 Seniors Grant \$23,300.00
- 2) Seniors Active Living Centre - Funding earmarked for Bilingual organizations \$55,000 + \$15,000 for start up.
- 3) Ministry of Sports awarded us \$585,200 for renovations and upgrades to the Multi-Plex

14.e Planning Board 2025 Apportionment

Planning Board Motion

2025-RCM-104

Moved by: Rachelle Poirier
Seconded by: Francine Bérubé

THAT Council approve the Sudbury East Planning Board 2025 Municipal Apportionment, which amounts to a \$33,000 for the Municipality of Markstay-Warren.

CARRIED

14.f Municipal Issue

Councillor Bérubé asked why Pierre Simon was not recognized for all his years of work at the Municipality. The CAO advised that she had reached out and he was not wanting a big celebration. The Municipality does have a special gift for him along with cards that will be presented to Mr. Simon during a special coffee break on Wednesday.

15. By-laws

15.a By-Law 2025-25 to appoint a new CAO/Clerk

2025-RCM-105

Moved by: Francine Bérubé
Seconded by: Rachelle Poirier

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-25.

CARRIED

Amendment:
2025-RCM-106

Moved by: Francine Bérubé
Seconded by: Pierre Frappier

THAT Council performs 3rd and final reading of proposed By-Law 2025-25.

CARRIED

15.b Amendment to By-Law 2024-36 Noise By-Law

Deputy Mayor advised we may need to revisit and clean up grammatical errors.

2025-RCM-107

Moved by: Ross Evans
Seconded by: Rachelle Poirier

THAT Council approve the new wording to 2024-36 Noise By-Law.

CARRIED

15.c By-Law 2025-26 Property Standards and Appeal Committee

CAO provided update as to committee members who sit on appeals committee.

Councillor Bérubé questions why a new by-law is required and CAO confirmed by-laws need to be updated when there is a change in committee members, which is the case.

2025-RCM-108

Moved by: Rachelle Poirier
Seconded by: Pierre Frappier

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-26.

CARRIED

Amendment:
2025-RCM-109

Moved by: Ross Evans
Seconded by: Francine Bérubé

THAT Council performs the 3rd and final reading of proposed By-Law 2025-26.

CARRIED

15.d By-Law 2025-27 Signing Authority

2025-RCM-110

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-27.

CARRIED

Amendment:

2025-RCM-111

Moved by: Francine Bérubé

Seconded by: Ross Evans

THAT Council performs the 3rd and final reading of proposed By-Law 2025-27.

CARRIED

15.e By-Law 2025-28 To confirm July 2025 Proceedings of Council

2025-RCM-112

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-28.

CARRIED

Amendment:

2025-RCM-113

Moved by: Pierre Frappier

Seconded by: Francine Bérubé

THAT Council performs the 3rd and final reading of proposed By-Law 2025-28.

CARRIED

16. Motions

17. Notice of Motions

17.a Motion for CAO/Clerk to repay ROMA Conference Costs

Discussions took place around By-Law 2024-01 and the conference expense. Item to be brought forward at next council meeting.

17.b Motion re - Leeftink Bridge Road detour

18. Addendum

19. Announcements and inquiries

Mayor announced that Markstay reunion starts at 10:00 am on Saturday, also thanks Kim for her dedication and service.

Councillor Bérubé inquired about Notice of Motion regarding Warren cenotaph which is full of weeds and CAO advised we have hired someone who will be taking care of the gardens in the next few days.

Deputy Mayor witnessed staff tolerating abuse from citizen which is not acceptable.

Councillor Frappier requested that our voice mail recordings state that bullying will not be tolerated.

CAO shared her letter of resignation.

20. Reporting from Closed Session

21. Adjournment

2025-RCM-114

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council adjourn the meeting at 9:18 pm.

CARRIED

Mayor

Clerk

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

Thursday, April 10, 2025, 4:30 P.M.
St. Thomas School
14 Warren Avenue
Warren, Ontario

Committee Members: Steven Olsen, Rachelle Poirier, Laura Schell, Kim Morris, Cathy Keeping, Pam Kelly

1. Opening Remarks and Introduction

2025-REC-01

Moved by: Rachelle Poirier

Seconded by: Steven Olsen

THAT the Committee meeting opened at 4:40 pm.

CARRIED

2. Roll Call

Regrets: Councilor Laura Schell, Sylvain Labelle, and Steve Rainville

3. Disclosure of Pecuniary Interest and General Nature Thereof

No conflicts were tabled.

4. Approval of Agenda

2025-REC-02

Moved by: Pam Kelly

Seconded by: Steven Olsen

THAT the agenda be approved as presented.

CARRIED

5. Approval of previous meeting minutes

2025-REC-03

Moved by: Cathy Keeping

Seconded by: Rachelle Poirier

THAT the Recreation Committee meeting minutes from November 28, 2024 be approved as presented.

CARRIED

6. New Business

6.a Canada Day

Canada Day will be celebrated in Markstay. A committee will be put in place for this event.

6.b Summer Recreation Program

During the months of May and June Carmelle and Riley will be available for ball hockey, baseball and soccer events.

July and August.

Discussed have a barbeque and t-shirts for a monetary donation of \$25.00.

Will verify if a fee can be charged for Non-residents.

6.c Intergenerational Recreation Programming

Library looking at hosting a game night that would be part of this programming. Possibly of having a similar game night for Markstay.

6.d Splash Pad for Warren

A letter will be sent to the Warren Lions Club to make a presentation for fundraising for a splash pad in Warren.

7. Date of next meeting

Next Committee meeting will be held on August 28th in the Markstay Council chambers.

8. **Adjournment**

2025-REC-

Moved by: Pam Kelly

Seconded by: Rachelle Poirier

THAT the meeting be adjourned at 5:32 pm.

CARRIED

Mayor

Clerk

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

Thursday, April 10, 2025, 3:00 P.M.
St. Thomas School
14 Warren Avenue
Warren, Ontario

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

Staff: Kim Morris, Ronny Theiss

1. Opening Remarks and Introduction

2025-LCM-05

Moved by: Rachelle Poirier

Seconded by: Steven Olsen

THAT the Landfill Committee meeting opens at 3:12 pm.

CARRIED

2. Roll Call

Regrets: Bonnie Bertrand

3. Disclosure of Pecuniary Interest and General Nature Thereof

No conflict brought forward.

4. Approval of Agenda

2025-LCM-06

Moved by: Rachelle Poirier

Seconded by: Steven Olsen

THAT the agenda be approved as presented.

CARRIED

5. Approval of previous meeting minutes

2025-SCM-07

Moved by: Steven Olsen

Seconded by: Rachelle Poirier

THAT the Landfill Committee Meeting minutes from February 13, 2025 be approved

CARRIED

6. New Business

6.a Waste Management By-Law 2025-04

Freezers and refrigerators are prohibited due to safety concerns. Committee will touch base on May 20th regarding clean-up week prior to the Regular Council Meeting.

Ronny provided updates and will be bringing the revised Waste Management By-Law 2025-04 to the next Regular Council meeting.

2025-LCM-08

Moved by: Rachelle Poirier

Seconded by: Steven Olsen

THAT the revised Waste Management By-Law 2025-04 be approved as presented and brought forward to the next Regular Council Meeting.

CARRIED

6.b Dump Store Update

Updates will be provided on the Municipal Facebook page.

6.c Spring Clean-up Days

Confirmed clean-up week will be June 2nd, 2025. Landfill will be open June 4th and June 7th for the Spring Cleaning.

6.d Construction Trailer for Landfill

CAO received information hoping for a construction trailer to replace the C-Can at the landfill. Waiting for follow-up.

6.e Other:

Recycling Update:

As of January 2026 the Province is taking over all recycling programs. Our Public Works manager has been able to enrol the Municipality of Markstay-Warren in this program.

6.f Landfill Hours

2025-LCM-09

Moved by: Rachelle Poirier

Seconded by: Steven Olsen

THAT the Landfill Committee recommends Council amends the seasonal landfill hours to be the same through the year, which would be Wednesdays and Saturdays from 8:00 am to 5:00 pm.

CARRIED

7. Date of Next Committee Meeting

Next meeting will be on June 19th at 3:00 pm and held in the St. Tomas School boardroom.

8. Adjournment

2025-LCM-10

Moved by: Rachelle Poirier

Seconded by: Steven Olsen

THAT the Landfill Committee meeting adjourn at 4:08 pm.

CARRIED

Mayor

Clerk

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

Monday, April 14, 2025, 5:00 P.M.
Markstay-Warren Council Chambers
21 Main Street South
Markstay, Ontario

Committee: Kim Morris, Trevor Mellow, Steven Olsen, Rachelle Poirier,
Ronny Theiss, Steve Salonin, Mark Corner, Ross Evans,
Jacinthe Rochon

1. Opening Remarks and call meeting to order

2025-AMC-06

Moved by: Steve Salonin

Seconded by: Trevor Mellow

THAT the Asset Management Committee Meeting opens at 5:00 pm.

CARRIED

2. Roll Call

3. Disclosure of Pecuniary Interest and General Nature Thereof

No concerns tabled.

4. Approval of Agenda

2025-AMC-07

Moved by: Rachelle Poirier

Seconded by: Steve Salonin

THAT the agenda be approved as presented.

CARRIED

5. Approval of previous meeting minutes

A question was tabled inquiring if committee has quorum. Confirmed that yes, we have 5 of 7.

2025-AMC-08

Moved by: Steven Olsen

Seconded by: Rachelle Poirier

THAT the Asset Management Committee meeting minutes from January 28, 2025, be approved.

CARRIED

6. New Business

6.a Update on Resident Questionnaire

Confirmed that the questionnaire was posted March 17th, 2025, to our Municipal Facebook page.

CAO provided an overview and spoke to the highlights of the survey results to date. For the most part residents are satisfied.

Discussed availability of recreational areas and to start maintaining a trail to the waterfalls, area leading to the natural spring & gas easement which can be considered for trails. A residents committee can be considered to manage this.

The source can also be a nice trail however it is on private property.

Volunteers should also be considered for trail maintenance, need to ensure it is on municipal property. Grants are available, the municipality has yet to apply for such grants.

ATV of Ontario is looking at expanding their trails from Sudbury to North Bay and require chapters in various areas. Challenge is to have volunteers step up and assist the community. St. Charles ran a similar program, and they may assist us to move forward.

CAO questioned the committee if survey should be posted for another 11 days and results shared on April 25th.

Deputy Mayor feels survey lacked educational aspects; we should consider providing detailed explanations to assist the community in completing the survey.

Discussed timeline for posting the survey and our next steps.

Jacinte to circulate a link for a survey that council can complete. We will present final survey results to council under new business. Survey to be compiled for council to complete, the results are to be incorporated in the final results that are to be presented to council for direction. Consultants can also be contacted for input and direction.

6.b Update on Asset Management Plan

Regular Council meeting is in two weeks. Met with Citywide on Friday, Lifecycle strategies and Capital funding template being completed by CAO and Jacinthe. Project should be finalized by Wednesday April 15th. The by-weekly meetings aid in keeping us focused.

Recommended sharing survey with other Facebook groups.

7. **Date of Next Meeting**

Next meeting to be scheduled on June 9th, 2025, at 5:00 p.m.

8. **Adjournment**

2025-AMC-09

Moved by: Trevor Mellow

Seconded by: Steve Saloinin

THAT the meeting be adjourned at 5:52 pm.

CARRIED

Mayor

Clerk

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

Wednesday, July 2, 2025, 5:30 P.M.
Markstay-Warren Council Chambers
21 Main Street South
Markstay, Ontario

Mayor & Council: Steven Olsen, Rachelle Poirier, Francine Bérubé, Ross Evans

Staff: Kim Morris

1. Opening remarks and call meeting to order

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement.

2025-SCM-83

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council opens the Regular Council Meeting at 5:30 pm.

CARRIED

2. Land acknowledgment

3. Roll Call

4. Approval of the Agenda

2025-SCM-84

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council accepts the agenda as presented.

CARRIED

5. Disclosure of Pecuniary Interest and General Nature Thereof

Not applicable

6. New Business

6.a How to proceed to break a council tie vote

Discussed how to proceed with selecting a new council member when a tie vote occurs.

6.b Bylaw 2025-22 To Appoint A Councillor

By-Law to be presented once a new council member has been voted in.
Voting to take place at a later date.

7. Adjournment

2025-SCM-85

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council adjourn the meeting at 5:51 pm.

CARRIED

Mayor

Clerk

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

Thursday, July 10, 2025, 6:30 P.M.
Markstay-Warren Council Chambers
21 Main Street South
Markstay, Ontario

Mayor & Council: Steven Olsen, Rachelle Poirier, Francine Bérubé, Ross Evans

Staff: Kim Morris

1. Opening remarks and call meeting to order

Mayor Olsen welcomed everyone in attendance.

2025-SCM-86

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council opens the continuation of the July 2nd Special meeting of Council at 6:30 pm.

CARRIED

2. Land acknowledgment

3. Roll Call

4. Approval of the Agenda

2025-SCM-87

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council accepts the agenda as presented.

CARRIED

5. Disclosure of Pecuniary Interest and General Nature Thereof

6. New Business

6.a Legal opinion as to how to proceed with Councillor replacement

2025-SCM-88

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council amend the Council Vacancy Appointment Policy that is Schedule A attached to By-law 2023-19 by adding the following paragraph:

In the event of a tie vote between two candidates, the tie shall be broken and vacancy shall be filled by the Candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful Candidate.

CARRIED

Amendment:

2025-SCM-89

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council move to Closed Session at 6:41 pm.

CARRIED

Amendment:

2025-SCM-90

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Council open the Closed session at 6:41 pm.

CARRIED

Amendment:

2025-SCM-91

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Council approve the Closed session agenda as presented.

CARRIED

Amendment:

2025-SCM-92

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council adjourns the Closed meeting at 6:55 pm.

CARRIED

Amendment:

2025-SCM-93

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council move to Open session at 6:55 pm.

CARRIED

6.b Bylaw 2025-22 To Appoint A Councillor

2025-SCM-94

Moved by: Ross Evans

Seconded by: Rachelle Poirier

THAT Council performs the 1st and 2nd reading of proposed By-Law 2025-22 to appoint Pierre Frappier as Councillor.

CARRIED

Amendment:

2025-SCM-95

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Council performs the 3rd reading of proposed By-Law 2025-22 to appoint Pierre Frappier as Councillor.

CARRIED

7. **Adjournment**

2025-SCM-96

Moved by: Rachelle Poirier

Seconded by: Ross Evans

THAT Special Meeting of Council be adjourned at 7:03 pm.

CARRIED

Mayor

Clerk

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

Monday, June 9, 2025, 5:30 P.M.
Markstay-Warren Council Chambers
21 Main Street South
Markstay, Ontario

Mayor & Committee: Steven Olsen, Rachelle Poirier, Steve Saloin, Ross Evans,
Mark Corner

Staff: Kim Morris, Ronny Theiss

1. Opening Remarks and call meeting to order

2025-AMC-10

Moved by: Rachelle Poirier

Seconded by: Steve Saloin

THAT the Asset Management Committee Meeting opens at 5:30 pm.

CARRIED

2. Roll Call

3. Disclosure of Pecuniary Interest and General Nature Thereof

No concerns were tabled.

4. Approval of Agenda

2025-AMC-11

Moved by: Rachelle Poirier

Seconded by: Steve Saloin

THAT the agenda be approved as amended.

CARRIED

5. Approval of previous meeting minutes

5.a AMC Meeting MINUTES - April 14, 2025

2025-AMC-12

Moved by: Steven Olsen

Seconded by: Ross Evans

THAT the Asset Management Committee meeting minutes from April 14, 2025, be approved.

CARRIED

6. New Business

6.a Resignation of Member

Announcing in September's Newsletter for any openings of all committees.

6.b Resident Questionnaire Final Report

Bring to Council for recommendation on sharing with other bodies.

Post a "Thank You for your Participation" outlining percentage of households who participated.

Data will be incorporated in the 2025 Asset Management Plan.

6.c Update on Asset Management Plan

Plan is ongoing and meeting weekly.

7. Date of Next Meeting

September 2, 2025, at 5:30

8. Adjournment

2025-AMC-13

Moved by: Rachelle Poirier

Seconded by: Steve Saloinin

THAT the meeting be adjourned at 6:22 pm.

CARRIED

Mayor

Clerk

The Corporation of the Municipality of Markstay-Warren

2025–2030 Multi-Year Accessibility Plan

Prepared under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), O. Reg. 191/11 Integrated Accessibility Standards

Section A – Preamble

1.0.0 The Municipality of Markstay-Warren acknowledges its obligation under the Accessibility for Ontarians with Disabilities Act, 2005 and the Integrated Accessibility Standards Regulation (IASR), O. Reg. 191/11, to prepare, adopt, and maintain a Multi-Year Accessibility Plan.

2.0.0 This plan sets out the Municipality’s strategy for preventing and removing barriers to accessibility and outlines how Markstay-Warren will meet its requirements under the IASR between 2025 and 2030.

3.0.0 This plan will be reviewed and updated at least once every five years, with **annual status reports** provided to Council and posted on the municipal website in accessible formats.

4.0.0 The Municipality commits to building an inclusive community where residents, visitors, and employees of all abilities can participate fully, with dignity and independence.

Section B – Policy Statement

1.0.0 The Municipality of Markstay-Warren is committed to:

- Ensuring equal access to municipal programs, services, and facilities;
- Removing existing barriers and preventing new ones;
- Embedding accessibility in planning, procurement, communications, and service delivery;
- Consulting with residents, including those with disabilities, to identify priorities;
- Complying with all relevant legislation, including the AODA, IASR, and Ontario Human Rights Code.

2.0.0 This policy governs accessibility in the areas of:

- Customer Service

- Information and Communications
 - Employment
 - Transportation (where applicable)
 - Design of Public Spaces
-

Section C – Definitions

- **Accessible Formats:** Large print, electronic documents, audio files, braille, or other usable formats.
 - **Communication Supports:** Captioning, plain language, sign language, and assistive technologies.
 - **Disability:** As defined by the Ontario Human Rights Code, including physical, developmental, learning, and mental health disabilities.
 - **Assistive Device:** A tool, such as a wheelchair, cane, or screen reader, used to access services.
 - **Service Animal:** As defined by the Blind Persons' Rights Act or with documentation from a regulated health professional.
 - **Support Person:** An individual who accompanies a person with a disability to assist with communication, mobility, or personal needs.
-

Section D – Legislative Context

The plan fulfills requirements under:

- **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)**
- **Integrated Accessibility Standards Regulation (O. Reg. 191/11)**
- **Ontario Human Rights Code, 1990**

Key municipal obligations include:

- Establishing and maintaining a Multi-Year Accessibility Plan.
- Reviewing and updating the plan every five years.
- Providing annual status updates.

- Consulting with the public and persons with disabilities.
- Ensuring compliance with WCAG 2.0 Level AA for websites.

Section E – Achievements to Date (2019–2024)

- Implemented mandatory accessibility training for staff and volunteers.
- Upgraded the municipal website to include the following:
 - **Bilingual Content:** The site offers content in both English and French, supporting linguistic accessibility.
 - **Clear Navigation:** The homepage uses large, tappable cards and straightforward headings, which help users with cognitive or motor impairments.
 - **Responsive Design:** The layout appears mobile-friendly, which is important for users relying on screen magnifiers or mobile assistive technologies
- Installed barrier-free entrances at the municipal office.
- Upgraded customer service counters to meet accessibility standards, including lowered surfaces and clear space for wheelchair access.
- Alternative formats available upon request.

Section F – Accessibility Barriers Identified

- **Built Environment:** Older facilities, washrooms, and parks lacking full accessibility.
- **Information & Communication:** Legacy documents not fully accessible.
- **Technology:** Ongoing need for digital accessibility audits.
- **Attitudinal:** Need for continued awareness training for staff and community.
- **Systemic:** Limited formal tracking and reporting on progress.

Section G – Strategic Goals & Actions (2025–2030)

Area	2025–2026	2027–2028	2029–2030
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Customer Service	Refresh mandatory staff & volunteer training	Bi-annual refresher training	Launch community awareness campaign
Information & Communication	Ensure all new documents are accessible	Convert key archival records	Provide real-time captioning for streamed Council meetings
Employment	Update recruitment postings to include accessibility accommodations	Develop formal accommodation and return-to-work policies	Integrate accessibility into succession planning
Built Environment	Complete accessibility audit of facilities	Upgrade washrooms, entrances, signage	Explore funding for new accessible community hub
Public Spaces	Upgrade sidewalks, crosswalks, and parks with accessible features	Add accessible seating and play structures	Ensure all new parks & trails meet AODA standards

Section H – Customer Service Standards

- **Assistive Devices:** Staff trained to support use of mobility and communication aids.
- **Service Animals:** Permitted in all public facilities unless prohibited by law.
- **Support Persons:** Welcome at all facilities and programs.
- **Temporary Disruptions:** Public notices will be posted on website and at affected locations.
- **Feedback:** Available by phone, email, in writing, or in person.

Section I – Monitoring & Reporting

- **Annual Reports:** Presented to Council and published online going forward.
- **Public Feedback:** Incorporated into future updates.

- **Review Cycle:** Full review in 2030.
 - **Oversight:** CAO/Clerk's Office responsible for implementation.
-

Section J – Managing Disruptions to Accessibility

When disruptions occur to accessibility to our roads, sidewalks, watermains, drains and Municipal Buildings, the following will occur:

- **Provide Advance Notice:** Whenever possible, public will be notified in advance through our website, social media channels, and posted signage at affected locations advising of the disruption timelines.
 - **Offer Alternative Access:** We will make reasonable efforts to provide alternate routes, entrances, or service options to minimize inconvenience.
 - **Clearly Communicate Details:** Notices will include the reason for the disruption, expected duration, and contact information for further assistance.
 - **Respond Promptly:** Staff and municipal contractors will work to resolve disruptions efficiently and ensure accessibility is restored as quickly as possible.
 - **Support Individuals:** Anyone requiring additional support during a disruption can contact the municipal office for personalized assistance.
 - **Road Closures:** All road closures follow a procedure to notify the following:
 - Emergency and Public Safety Services
 - Transportation Providers
 - Public Services and Utilities
 - Municipal Communication Channels
-

Section K - Preventative and Emergency Maintenance

The Municipality of Markstay-Warren is committed to maintaining accessible public spaces in good working order.

Preventative Maintenance:

Regular inspections and upkeep are scheduled for accessible features such as ramps, door

openers, signage, and washrooms. Snow removal and surface cleaning are prioritized on accessible routes.

Emergency Maintenance:

Issues with accessible elements are addressed as quickly as possible. Temporary solutions and public notices are provided when elements are out of service. Residents can report concerns through the municipal office or website.

This process ensures continued access and safety for all residents, in accordance with AODA requirements.

Section L – Approval & Endorsement

Adopted by resolution of Council on: **[Insert Date]**

Signed:

Mayor Steve Olsen

Marc Serré, CAO/Clerk

Appendix A – Notice of Temporary Disruption Template

NOTICE OF DISRUPTION

Type of disruption:

Reason:

Duration:

Alternative facilities/services:

Appendix B – Feedback Form Template

Customer Feedback Form – Accessibility

1. Date and time of visit:
2. Was service provided in an accessible manner? (Yes/No)
3. Did you experience any barriers? (Yes/No – please explain)
4. Suggestions for improvement:
5. Contact information (optional):

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

By-Law 2025-29

Being a By-Law to confirm the proceedings of Council

WHEREAS the Municipality of Markstay-Warren deems it desirable to confirm the proceedings of Council at its

1. Regular Council Meeting September 15, 2025

and each motion, resolution and other action passed and taken by the Council at its said meeting is, except where their prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

The Mayor of the Municipality and the proper officer of the Municipality are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and, except where otherwise provided, the Mayor and Clerk are hereby authorized and directed to affix the Corporate Seal of the Municipality to all such documents.

READ A FIRST, SECOND AND THIRD

TIME AND FINALLY PASSED THIS

15th DAY OF September 2025

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MAYOR

CLERK

THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN

RESOLUTION

Agenda Item # 6.0.2.

DATE: July 10, 2025

NO: 2015-SCM-88

MOVED BY: F

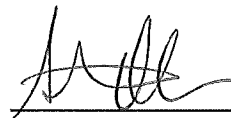
SECONDED BY: Ross achelle

THAT Council amend the Council Vacancy Appointment Policy that is Schedule A attached to By-law 2023-19 by adding the following paragraph:

In the event of a tie vote between two candidates, the tie shall be broken and vacancy shall be filled by the Candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful Candidate.

DEFEATED

Signature of Presiding Officer

 **CARRIED**

Signature of Presiding Officer

DIVISION VOTE

	Yea	Nay		Disclosure on Interest
Steven Olsen				
Rachelle Poirier				
Ross Evans				
Francine Bérubé				

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

BY-LAW 2025-30

Being a by-law to amend By-Law 2023-19 as amended

WHEREAS Council has adopted By-Law 2013-19, being a by-law to adopt a Council Vacancy Procedure;

AND WHEREAS Council from time to time may amend certain sections of the Council Vacancy Procedure;

AND WHEREAS Council ensures that the municipal Council Vacancy Procedure is current and relevant;

NOW THEREFORE BE IT RESOLVED, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN HEREBY ENACTS AS FOLLOWS:

1. That By-Law 2023-19 incorporates subsection “vi” into Schedule A incorporate procedure for tied votes.
2. That the remainder of By-law 2023-19 as amended continue to be in force.

READ A FIRST, SECOND AND THIRD)	_____
)	MAYOR
TIME AND FINALLY PASSED THIS)	
)	
21ST DAY OF SEPTEMBER, 2025)	_____
)	CLERK

SCHEDULE A TO BY-LAW 2023-19

COUNCIL VACANCY APPOINTMENT POLICY

PURPOSE

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

NOTICE OF VACANCY

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

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

NOMINATIONS

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

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

SPECIAL COUNCIL MEETING

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

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

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

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

answer the questions posed by Council.

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

Note: Candidates will be timed

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

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

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

CLOSED SESSION

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

VOTING

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

- i. Members of Council will discuss and shortlist 3 candidates.
- ii. Members of Council shall vote on an individual ballot for one candidate only.
- iii. The Clerk shall tabulate the results.
- iv. If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, the candidate or candidates who received the fewest number of votes shall be excluded from further consideration.
- v. The vote will be taken again by the Clerk.
- vi. In the event of a tie vote between two candidates, the tie shall be broken and vacancy shall be filled by the Candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful Candidate.
- vii. Upon conclusion of the voting, the Clerk will note the candidate receiving the votes of more than one-half of the number of the voting members of Council.
- viii. The appointment of the candidate shall be made by by-law. A by-law confirming the appointment shall be enacted by Council.

OATH OF OFFICE

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

THE CORPORATION OF THE MUNICIPALITY OF

MARKSTAY-WARRE

BY-LAW 2025 - 32

**Being a By-law to appoint the Fire Marque Inc. for the
purpose of Indemnification Technology**

WHEREAS Section 9 of the *Municipal Act 2001*, S.O. 2001, c. 25, as amended, grants municipalities the rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council of the Corporation of the Municipality of Markstay-Warren deems it expedient to enter into an agreement with Fire Marque Inc. for the purpose of indemnification technology;

**NOW THEREFORE BE IT RESOLVED, THE COUNCIL OF THE CORPORATION OF THE
MUNICIPALITY OF MARKSTAY-WARREN ENACTS AS FOLLOWS:**

1. That we enter into an agreement with Fire Marque Inc., attached hereto as Schedule "A" (the Agreement), for the establishment of Indemnification Technology.
2. That Schedule "A", the Agency Agreement, forms part of this by-law.
3. This by-law shall come into force and take effect upon being passed by Council.

READ A FIRST, SECOND AND THIRD

TIME AND FINALLY PASSED THIS

15th DAY OF SEPTEMBER, 2025

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MAYOR

CLERK

TO: Council

FOR: Decision

DATE: July 12, 2025

SUBJECT: Motion from Councillor Bérubé

Start building a road that would be used to divert usage of Leeftink Bridge and could be used this winter in order to not incur the substantial transportation costs we incurred last year. Three possibilities were identified by Maurice Turcot.

TO: Council

FOR: Decision

DATE: July 12, 2025

SUBJECT: Motion from Councillor Bérubé

As per by-law for attendance of conferences which states that anyone resigning their position within a fiscal year shall repay all expenses of the conferences attended. This includes conference costs, per diem, hotels, meals and travel.

As per by-law, the CAO is expected to reimburse the Conference costs. It can perhaps be deducted from her severance pay.

TO: Council
FOR: Decision
DATE: September 15, 2025

SUBJECT: Motion from CEO Markstay-Warren Public Library, Pam Kelly

THAT Council appoint a member of council as an alternate to sit on the Library Board in compliance with the Public Library Act.

TO: Council

DATE: August 25, 2025

SUBJECT: Notice of Motion from Councillor Ross Evans

THAT Council direct staff to create a policy for tax sale properties that do not receive any bids upon completing of the tax sale process. This would include determining if the municipality can vest the property in our name for a purpose such as an affordable housing land bank.

Municipal Act, 2001 – Section 379 & 379(5)–(7)

- **s.379(5):**
If there is no successful purchaser at a tax sale, the treasurer shall, within 30 days after the date of the public sale or the date of opening the sealed tenders, as the case may be, register a notice of vesting in the name of the municipality.
- **s.379(6):**
When the notice of vesting is registered, the land vests in the municipality, and all rights, title, interest, estates, and claims in the land of every person are extinguished.
- **s.379(7):**
The land vests in the municipality without compensation to the owner and free of any mortgages, charges, liens, or other encumbrances.

TO: Council

DATE: August 25, 2025

SUBJECT: Notice of Motion from Councillor Bérubé

I recommend that the excessive sand being used at the Warren landfill be put in moderation. It is my understanding that the primary use of sand is to stop litter from flying away. Therefore a liberal amount of sand should be applied.

The same applies to the pit site behind the Municipal garage. It is being filled at an alarming rate. It's purpose is for residents to bring their weeds and cut trees to dispose off. Again, excessive sand is being used.