



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

January 13, 2025

7:00 pm

Markstay-Warren Council Chambers

21 Main St. S. Markstay, ON

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 Petition Request Email - C. Gainsford 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	
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11.b	Sudbury East Planning Board Audited Financial Statements	
11.c	Public Health Sudbury and District	
11.d	Municipal Property Assessment Corporation (MPAC)	
11.e	Sudbury East Municipal Association (SEMA)	
11.f	Association of Municipalities of Ontario	
12.	Business Arising from Meeting Minutes	
13.	New Business	
13.a	Sudbury East Building and By-Law Services (SEBBS) - Update on Backyard Hen Survey	40
13.b	Ombudsman Ontario - December 2024	42
13.c	Integrity Commissioner Final Report - Cases 33233-7 and 33233-8	56

13.d	Outdoor Rink	63
13.e	2025 Pharmacy Rental Agreement	66
14.	Unfinished Business/Ongoing Projects	
15.	By-laws	
15.a	By-Law to appoint a new Treasurer	71
16.	Motions	
16.a	Motion - Budgets 2023 to 2025	72
16.b	Motion - Noise	73
	To clarify By-law 2024-36 section 9 Schedule A.	
17.	Notice of Motions	
18.	Addendum	
19.	Announcements and inquiries	
20.	Closed session	
	As per Section 239 of the Municipal Act, session closed to public for matters relating to security of Municipal Property and Personal Matters of individuals.	
21.	Reporting from Closed Session	
22.	Adjournment	

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

le 13 janvier 2025

19 h 00

Markstay-Warren Council Chambers

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2. Reconnaissance des terres	
3. Appel nominal	
4. Approbation de l'Ordre du jour	
5. Divulgence des intérêts pécuniaires	
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10.a Rapport mensuel sur les dépenses	
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)	
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15.	Arrêtés municipaux	
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17.	Avis de Motions	
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19.	Annonces et questions	
20.	Huis clos	
21.	Reporting from Closed Session	
22.	Levée de la réunion	

Denise Hamilton

From: Kim Morris
Sent: January 7, 2025 9:47 AM
To: Denise Hamilton
Subject: Fw: Petitions and Deligations

Good afternoon Denise,

Please add to the agenda under Petitions.
Merci,

Kim T. Morris

CAO/Clerk

DG/Greffière

Municipality of Markstay-Warren

(705)853-4536 ext. 202

Email: kmorris@markstay-warren.ca



From: Cliff Gainsford <gainsford.cliff@gmail.com>
Sent: Monday, January 6, 2025 3:51 PM
To: Kim Morris <kmorris@markstay-warren.ca>
Subject: Petitions and Deligations

Please add me to the addenda of the January council 2025 in petitions to reinstate Mike laundry to his regular position on the fire dept Thank you kindly Cliff Gainsford

				Manitoulin-Sudbury DSB				
				3rd Quarter Report (Unaudited)				
				AS AT 9/30/2024				
<u>Total Gross Budget</u>				<u>Municipal Share Budget</u>				
	YTD	YTD	OVER(UNDER)	ANNUAL	YTD	MUNICIPAL	MUNICIPAL	Over(Under)
	ACTUAL	BUDGET	BUDGET	BUDGET	MUNICIPAL	SHARE	SHARE	Budget
						FORECAST	BUDGET	Forecast
Ontario Works	\$ 1,745,132	\$ 1,754,511	\$ (9,379)	\$ 2,327,365	\$ 786,747	\$ 1,043,031	\$ 1,043,031	\$ -
100% Funded	\$ 5,978,351	\$ 5,979,960	\$ (1,609)	\$ 7,973,088				
Child Care	\$ 9,383,706	\$ 9,427,279	\$ (43,573)	\$ 12,563,632	\$ 334,019	\$ 668,038	\$ 668,038	\$ -
Community Housing	\$ 1,590,165	\$ 2,069,797	\$ (479,632)	\$ 2,665,115	\$ 1,590,165	\$ 2,224,568	\$ 2,665,115	\$ (440,546)
100% Funded	\$ 363,520	\$ 361,685	\$ 1,835	\$ 482,246				
Paramedic Services	\$ 13,127,953	\$ 12,951,190	\$ 176,763	\$ 17,243,571	\$ 5,406,644	\$ 7,931,036	\$ 7,374,647	\$ 556,389
Wiikwemikong, PTS, CP	\$ 4,079,570	\$ 3,957,087	\$ 122,483	\$ 5,276,116	\$ 95,041	\$ 127,345	\$ 127,345	\$ -
TOTAL EXPENSES	\$ 36,268,397	\$ 36,501,509	\$ (233,112)	\$ 48,531,133	\$ 8,212,615	\$ 11,994,018	\$ 11,878,176	\$ 115,843
Interest Revenue	\$ (727,790)	\$ (74,372)	\$ (653,418)	\$ (99,163)	\$ (727,790)	\$ (877,790)	\$ (99,163)	\$ (778,627)
TOTAL EXPENSES	\$ 35,540,607	\$ 36,427,137	\$ (886,530)	\$ 48,431,970	\$ 7,484,825	\$ 11,116,228	\$ 11,779,013	\$ (662,784)

	NET Municipal Variance	Explanation of Unaudited Municipal Share-AS OF September 30, 2024
Ontario Works	\$ -	Municipal share of administration expenses is forecasted to be on budget.
Child Care	\$ -	Municipal share of Child Care expenses are forecasted to be on budget.
Community Housing	\$ (440,546)	<p>(0) + (\$268,292) + (\$59,086) + (\$113,168) = (\$440,546) surplus</p> <p>Federal Funding is forecasted to be on budget.</p> <p>Direct operated rev & exp and program support allocation is forecasted to be (\$268,292) under budget</p> <ul style="list-style-type: none"> - Rental Revenues are forecasted to be (\$93,871) more than budgeted. - Direct operating expenses are forecasted to be (\$21,721) under budget due to: utilities (\$58,235) under budget, salaries & benefits \$18,881 over budget, maintenance expenses over budget \$13,609, other admin expenses over budget \$21,546; bad debt expense over budget by \$25,920 - Program Support Allocation is forecasted to be (\$152,700) under budget. <p>Rent Supplement program is forecasted to be (\$59,086) under budget.</p> <p>Non-Profit, Rent Supp, and Urban Native expenses are forecasted to be (\$113,168) under budget.</p>
Paramedic Services	\$ 556,389	<p>Paramedic Services municipal share is forecasted to be \$556,389 over budget.</p> <p>The MOHLTC funding is forecasted to be on budget with all MOH funding allocation for 2024 received and agrees to budgeted.</p> <p>Medic Staffing and Benefits is forecasted to be over budget by \$164,622.</p> <p>Admin Staffing and Benefits is forecasted to be over budget by \$83,912</p> <p>Non Wages are forecasted to be over budget by \$307,855</p> <ul style="list-style-type: none"> - Other Transportation & Communication is forecasted to be (\$7,382) under budget - Operational Staffing Travel and meals are forecasted to be over budget by \$61,249 - Software costs are forecasted to be over budget by \$3,640 - Legal and Arbitration Costs are forecasted to be over budget by \$54,605 - Program Support is forecasted to be (\$50,262) under budget - Vehicle repairs and maintenance are forecasted to be over budget by \$102,292. - Building repairs and maintenance, grounds and utilities are forecasted to be \$102,354 over budget - Mal Practice Liability Insurance is forecasted to be \$7,815 over budget - Supplies are forecasted to be \$33,544 over budget.
Patient Transfer Service	\$ -	Patient Transfer Service Municipal share is forecasted to be on budget
Interest Revenue	\$ (778,627)	Interest Revenue is forecasted to be (\$778,627) more than budgeted which results in a municipal surplus.
	\$ (662,784)	



2024 Third Quarter Activity Report November 21, 2024

The following is the most recent consolidated Quarterly Report that the DSB will be sending to member municipalities and posting on the public website. Expect Quarterly Reports in February, May, September, and November of each year.

The program statistics are provided separately and updated monthly. They are available on the website by clicking the following link: [Monthly Program Statistics](#)

CAO Overview

The DSB 2024 Second Quarter (Unaudited) Financial Report was presented to the Board and projects a year-end municipal **surplus of \$662,784**. Ontario Works, Children's Services, and Non-Urgent Patient Transfer Service are forecasted to be on budget. Community Housing is forecasted to be under budget by \$440,546. Paramedic Services is forecasted to be over budget by \$556,389. Interest revenue on non-reserve accounts is forecasted to be \$778,627 more than budgeted.

The DSB quarterly financial reports are available on the DSB website by clicking the following link: [Quarterly Financial Reports](#)

Paramedic Services

Recruitment and Retention

Paramedic Services is engaged with CTS Canada Career College to accept students for their final residency from early August through late October. The process included their acceptance of employment with Manitoulin-Sudbury DSB with specific conditions of employment and timelines for those conditions to be met. Onboarding of these students into the DSB operation has been initiated throughout the residency resulting in a shortened timeline to become operational paramedics.

A similar process has been developed for CTS students who will start their final residency in November and Cambrian College students expected in late January 2025. This process is part of an overarching strategy to engage and recruit staff.

The posting for external Paramedics remains in place and staff have been meeting with potential candidates throughout this quarter and have been expediting the recruitment process. The organization continues to have challenges with external recruitment as the competition with larger and less expansive services impacts on interest.

The national recruitment process for a Chief of Paramedic Services continued in the third quarter.

Staffing Challenges

Staffing absences and a lack of fulsome capacity to backfill those absences continues to impact Paramedic Services' ability to ensure resource deployment without extensive utilization of overtime. The third quarter represents the largest period of time for use of entitlements such as vacation while the capacity to backfill is further impacted as many part-time personnel have reached their maximum hours of work. The strategies being considered to mitigate these issues are being developed, but many of these are medium-term and will start to impact overtime use later in 2024.

Fleet

The absence of new fleet arrivals continues to impact on fleet confidence. While this issue is not new, its impacts compound as staff work to keep the vehicles response ready. Staff are working with the manufacturer to ensure the urgency of the organization's needs are understood. The first vehicles are expected to be received in early November. Deployment of those vehicles will be expedited once received.

Community Paramedicine

Staff have made some initial operational changes to the Community Paramedicine program; specifically, by deploying resources into geographic areas where it makes sense and away from central deployment from Espanola. This change is expected to provide access to patients while reducing unnecessary travel. One Community Paramedic (CP) now deploys on Manitoulin Island. In the 4th quarter, a CP will deploy from Sudbury East.

Non-Urgent Patient Transportation Service

The Non-Urgent Patient Transportation Service system for transportation of non-urgent clients continues to operate in collaboration with the Emergency Health Services Branch of the Ministry of Health (MOH) and both Espanola General Hospital and Manitoulin Health Centre. This model for patient transportation continues to address the impact of increasing 9-1-1 call volumes on the Paramedic Services system. Staff have reached out to the MOH to discuss the funding design and to look for alternatives that more closely mirror other communities; specifically addressing the municipal contributions. The meeting is set for mid-November to work on these challenges.

Children's Services

The Manitoulin-Sudbury District currently has 20 licensed child care locations, 14 center-based sites in schools, 1 center-based community location, and 5 licensed home child care sites. Two licensed home child care sites have closed since last quarter. In the third quarter, 535 children were enrolled in child care services, with 440 paying full fees and 95 receiving subsidies. This is a 7% decrease from the previous quarter and a 10% decrease from the same period last year. Special Needs Resourcing supported an average of 64 children, from infants to school-age, during the third quarter, showing a significant 23% increase compared to the same quarter last year.

In the third quarter, EarlyON programs welcomed 2312 visits from parents/caregivers and children. These services are provided through various means including mobile, virtual, and outdoor programs. This represents an 11% decrease from the same quarter last year.

New Child Care Funding Approach

In September, an [issue report](#) was shared with the Board detailing the upcoming CWELCC cost-based funding model and its impact on child care services. The new [guidelines](#), received on August 1, 2024, will fund services for children aged 0-5 starting January 1, 2025, with additional guidelines for children aged 6-12 and EarlyON programs expected later in 2024.

The ministry [memo](#) outlined funding categories including cost-based funding for eligible operational expenses such as staffing and accommodations, along with a top-up for legacy or growth needs. Local priorities funding will support programs for children aged 0-12, including fee subsidies, capacity building, and special needs resourcing, while start-up funding will help increase licensed spaces for children aged 0-5 in line with space creation plans.

CWELCC Funding – Updates to 2024 Allocations: Emerging Issues

In 2024 emerging issues funding has been allocated to address non-discretionary costs for CWELCC-enrolled providers. Announced in November 2023, this funding supports essential expenses such as occupancy, salaries, benefits, and food costs. The Manitoulin-Sudbury DSB received an initial allocation of \$70,542 for January to March 2024, followed by an additional \$21,681 in April to help manage rising operational costs. In response to further financial pressures, a final increase of \$72,319 was [announced](#) in September bringing the total funding for 2024 to \$164,542. This funding has been crucial for maintaining stable and accessible child care services as we transition to the new cost-based model in 2025.

Ontario Works

In the third quarter, the Ontario Works/Temporary Care Caseload average was 473. Compared to last year at this time, the caseload has increased by 3.50%.

Centralized Intake

The Manitoulin-Sudbury District Services Board (DSB) received 140 applications in the third quarter. Of the 140 applications received, 44 were auto-granted by the Intake and Benefits Administration Unit (IBAU), 42 were referred by the IBAU to the Manitoulin-Sudbury DSB for processing, 15 were transfers from another Ontario Works office, 21 were for Emergency Assistance which is completed online and sent to the local office for processing and 13 applications were processed at the local office rather than being referred to Centralized Intake as certain applications are not yet being processed by the IBAU. The remaining 5 applications were referrals from ODSP for individuals to participate in Ontario Works programming.

The initial goal of Centralized Intake was to have 70% of applications completed by the IBAU. During the third quarter, 31% of applications were completed by the IBAU.

Policy Changes to Support Centralized Intake

Staff received a [memo](#) from the Ministry of Children, Community and Social Services (MCCSS) to advise that as of October 1, 2024, regulatory changes have been made to designate MCCSS as the Ontario Works delivery agent in 10 municipal geographic areas in the province and designate these CMSM's as delivery partners. The 10 areas are listed in the memo, none of the areas are in Northern Ontario.

In these 10 areas, the ministry will be responsible for initial eligibility decisions, including authorization of initial payments, and notifying applicants. Full implementation across the province will be completed in 2025.

2025 Ontario Works Performance Measures and Targets

On September 12, staff received a [memo](#) providing notice of the 2025 performance measures and targets from the Ministry of Children, Community and Social Services. The targets are set by the ministry against the performance measures and can be found within the memo.

2025 Ontario Works Program Delivery Funding

On September 6th, staff received [verification](#) of the 2025 Ontario Works Program Delivery Funding (PDF) planning allocations from MCCSS. Given the rise in caseload numbers, the ministry has changed the funding model and will no longer be holding Ontario Works delivery partners at their 2018 expenditure actuals. The 2025 funding has been adjusted to account for the transfers related to the Employment Services Transformation (EST).

Employment Ontario

The Employment Services (ES), Youth Job Connect (YJC), and Youth Job Connect Summer (YJCS) programs continue to be advertised and delivered from the Chapleau office.

From July to September 2024:

- There were 14 new intakes for Employment Services.
- There were no new intakes for the YJC program, however two files were closed during this period.
- There were no new intakes for the YJCS program, however 4 files were closed during this period.
- 561 people attended the resource centre including 13 employers.

Quality Assurance

During the third quarter of 2024, the Quality Assurance Coordinator for the Child Care and Ontario Works programs focused on enhancing professional development, improving service delivery, and supporting staff onboarding. A significant achievement was the coordination of a series of one-hour training sessions. These sessions, facilitated by Karine Silverwoman, cover critical topics including the Window of Tolerance, Trauma-Informed Care, and Conflict and Connection. The inaugural session was held virtually on September 5th, with 17 employees in attendance.

On September 20th and 21st, an in-person professional development workshop on Solution-Focused Coaching was hosted in Espanola. This workshop focused on boosting client engagement by aligning clients' strengths and priorities with service providers' expertise to set achievable goals. The workshop was led by Patricia J. Baldwin, a certified Solution-Focused Coach with over 15 years of experience in training health care and social service providers. A total of 38 participants attended from various organizations across the district, including Child Care, EarlyON, Kunuwanimano Child and Family Services, Mnaamodzawin, Compass Child and Youth Mental Health Services, and the Manitoulin-Sudbury District Services Board.

The annual fall all-staff professional development took place from September 24th to 26th, which included team members from Integrated Human Services, Infrastructure and Maintenance, Finance, and Paramedic Services. This event featured a half-day session on Workplace Professionalism and a full-day session on Inclusion, Diversity, Equity, and Accessibility.

The team has been working on the development of the 5-year Early Years and Child Care Service System Plan, which will be released in the first quarter of 2025.

Overall, the third quarter of 2024 demonstrated a strong commitment to enhancing the skills and knowledge of staff within the Child Care and Ontario Works programs, emphasizing the importance of professional development and fostering an inclusive environment for both employees and clients.

During the 3rd quarter, the Quality Assurance Coordinator for Housing and Homelessness has been focusing on streamlining some internal processes.

The QA Coordinator has been exploring Emergency Housing solutions in the district to potentially house the homeless population throughout the colder months. This exploration is new and will require collaboration with community partners to provide support to these individuals.

As of the end of Q3, there were a total of 50 households/57 individuals on the By Name List, 15 of whom identified as Indigenous, 28 individuals are in the LaCloche area, 21 on Manitoulin Island, 0 in Sudbury North, and 7 were from Sudbury East.

It is important to highlight as we are coming into the colder months that of these 57 actively homeless individuals, 9 of them identified as being unsheltered. Staff in collaboration with the Change Team are working on identifying existing community spaces within our district that can be utilized as warming spaces during these colder months.

Community Housing

There were 671 applications at the end of the 3rd quarter. The applicant breakdown is as follows:

1 Bedroom	501	2 Bedroom	74
3 Bedroom	54	4 bedroom	42

Staff continue to identify and complete the application process with eligible applicants for the DSS program. All applicants receiving the benefit are deemed housed. As of the end of this quarter there were 225 active DSS recipients. At the end of Q2 of this year there were 226 recipients and at this time last year there were 212.

Per DSB Policy, every effort is being made where the waitlist allows us to mix the Community Housing Buildings with RGI, Affordable and Market Rent Tenants. As of September 20, 2024, we have successfully housed 27 market rent tenants and 134 affordable rent tenants. This represents 9% and 45% of our portfolio respectively and shows an increase of 4 Market rent and a decrease of 1 affordable rent from last quarter. Comparably, at this time last year, we reported 15 market rent tenants (5%) and 118 affordable (40%)

As of the end of the 3rd quarter of 2024, 225/295 of the portfolio's units are designated as Smoke-free. This represents 76% of the full portfolio currently. Units are designated as turnover occurs or should the current resident choose.

Sudbury North Housing Case Management

On September 18, 2024, an [issue report](#) on Housing Case Management (HCM) in Sudbury North was presented to the Board. In September 2023, the Manitoulin-Sudbury District Services Board (DSB) launched a housing case management pilot program in

Sudbury North. The program is designed to support the tenants living in Community Housing to have successful tenancies.

Primarily support is offered to at-risk tenancies. Case management can include individualized action plans, financial support, employment and education support, and mental health support. Although the program priority is DSB Community Housing tenants, this HCM position has the flexibility to support community members who are experiencing homelessness.

Staff believe the support is vital to the community and thus recommended the Finance committee review the budgetary impact of providing HCM internally during the 2025 budget process.

Housing and Homelessness Progress Report

The progress [report](#) is provided to the Board and the Ministry of Municipal Affairs and Housing as an update on the final year of the 10-Year Housing and Homelessness Plan.

Homelessness Prevention Program

On August 28th, 2024, staff received [confirmation](#) from the Ministry of Municipal Affairs and Housing that the Manitoulin-Sudbury DSB's [Homelessness Prevention Program \(HPP\) Investment Plan](#) for 2024-25 has been approved.

Ending Chronic Homelessness Research and Advocacy Project

On August 30th, 2024, the Association of Municipalities of Ontario (AMO), the Ontario Municipal Social Services Association (OMSSA), and the Northern Ontario Service Deliverers Association (NOSDA) forwarded a [memo](#) to all Ontario Municipal Social Managers, CAOs, City Managers, Heads of Council and District Social Services Administration Boards to advise of an unprecedented research project.

AMO, OMSSA, and NOSDA have partnered together with HelpSeeker Technologies to undertake an Assessment of Need and Cost to End Chronic Homelessness in Ontario.

Once completed the work will serve as a platform for evidence-based-informed policy development, advocacy, and service planning to end chronic homelessness.

Homelessness and Addiction Recovery Treatment Hubs

Staff received [communication](#) on August 29th, advising that HART Hubs will be led by the Ministry of Health in partnership with the Ministry of Municipal Affairs and Housing; the Ministry of Children Community and Social Services; and the Ministry of Labour, Immigration, Training and Skills. The communication advised that Ontario is investing \$378 million over four years to support a Demonstration Project for 10 new HART Hubs across the province, 2 of which will be Indigenous Led. HART Hubs will be selected through a Call for Proposals Service Managers were asked to share the Call for Proposals

with community partners. Staff shared the call for proposals with community partners and a proposal was submitted by a community agency for consideration by the provincial review team, announcements of successful proponents are expected before the end of Q4.

Projects Underway

Capital Projects with Housing Services Corporation

The Chapleau landscaping project is well underway with only one change order submitted for a third exit after it was determined that the two remaining exits were too close to each other. This project's expected completion date is set for mid-November.

The Gogama Base abatement has been completed, the project took a little longer than expected due to 2 significant issues being identified, which have been resolved.

The 70 Barber Street Make-Up Air unit replacement project has been awarded to DMC Electrical & Mechanical Ltd. with 72% being covered by 23/24 OPHI funds, work to commence in late October.

Mindemoya window replacement project has been awarded to Barne Builders with 92% of the project being covered with 24/25 COCHI funds.

Work Orders

During the quarter (July - September 2024) a total of 265 Work Orders were generated: 204 for Community Housing; 4 for Administration Offices, and 57 for Paramedic Services. There were 169 Work Orders closed or resolved during that time.

There were 8 work orders for unit turnovers: all for apartments. Work orders are closed if the work is done in-house, or when the invoice is paid from an outside source.

COCHI-OPHI

Staff received [correspondence](#) from the Minister of Municipal Affairs and Housing to confirm that our 2024-2025 COCHI-OPHI Investment Plans were approved.

Donna Stewart

Chief Administrative Officer
Manitoulin-Sudbury District Services Board
Phone: 705-222-0499
E mail: donna.stewart@msdsb.net
Website: www.msdsb.net

2025 TOTAL BUDGET

Cost Centre	2025 Total Budget	2024 Total Budget	% Variance Gross Program	2025 Fed/Prov Share	2024 Fed/Prov Share	2025 Municipal Share	2024 Municipal Share	Municipal Variance	% Variance Program	% Variance of Total Municipal
Ontario Works Programs	9,305,334	9,799,767	-5.05%	8,562,775	9,072,878	742,559	726,889	15,670		0.13%
OW Program Support	644,683	632,284		322,342	316,142	322,341	316,142	6,199		
Net Ontario Works	9,950,017	10,432,051		8,885,117	9,389,020	1,064,900	1,043,031	21,869	2.10%	0.19%
Children's Services	17,234,444	12,099,293	42.44%	17,042,661	11,873,026	191,783	226,267	-34,484		
CS Program Support	498,824	464,340		22,569	22,569	476,255	441,771	34,484		
Net Children's Services	17,733,268	12,563,633		17,065,230	11,895,595	668,038	668,038	0	0.00%	0.00%
Community Housing	2,366,352	2,241,177	5.59%	165,704	272,524	2,200,648	1,968,653	231,995		2.00%
Housing Program Support	609,568	542,517		0	0	609,568	542,517	67,051		
	2,975,920	2,783,694		165,704	272,524	2,810,216	2,511,170	299,046		
Investment in Affordable Housing Program	759,900	474,953		759,900	474,953	0	0	0		
Net Community Housing	3,735,820	3,258,647		925,604	747,477	2,810,216	2,511,170	299,046	11.91%	2.57%
Paramedic Services	23,287,431	21,383,224	8.91%	16,620,916	15,017,694	6,666,515	6,365,530	300,985		2.59%
Paramedic Services Program Support	1,235,550	1,136,462				1,235,550	1,136,462	99,088		
Net Paramedic Services	24,522,981	22,519,686		16,620,916	15,017,694	7,902,065	7,501,992	400,073	5.33%	3.44%
Program Budget	52,953,461	45,998,414	7.67%	43,151,956	36,711,075	9,801,505	9,287,339	514,166		4.42%
Program Support	2,988,625	2,775,603		344,911	338,711	2,643,714	2,436,892	206,822		
Subtotal	55,942,086	48,774,017		43,496,867	37,049,786	12,445,219	11,724,231	720,988		
Interest Revenue	-199,163	-99,163		0	0	-199,163	-99,163	-100,000		-0.86%
Net Budget	55,742,923	48,674,854		43,496,867	37,049,786	12,246,056	11,625,068	620,988		5.34%
Total Budget Increase (Decrease)	14.52%	7,068,069		17.40%	6,447,081	Total Municipal Variance	620,988	5.34%		

Ontario Works Budget

	Page #	2025 Budget	2025 Municipal Share	2025 Provincial Share	2024 Budget	2024 Municipal Share	2024 Provincial Share	Municipal Variance	2024 Forecast	2023 Actual
Program Allowances	36	4,725,890	-	4,725,890	4,886,776	-	4,886,776	-	4,320,779	4,279,204
Discretionary Benefits	36	179,520	-	179,520	182,420	-	182,420	-	146,668	141,378
Our Kids Count		120,400	120,400	-	120,400	120,400	-	-	120,400	120,400
Program Delivery	37	2,166,000	944,500	1,221,500	2,336,831	922,631	1,414,200	21,869	2,336,831	2,343,764
Employment Ontario	39	220,607	-	220,607	368,024	-	368,024	-	368,024	243,981
Homeless Prevention Program (HPP)	40	2,537,600	-	2,537,600	2,537,600	-	2,537,600	-	2,537,348	975,238
Total		9,950,017	1,064,900	8,885,117	10,432,051	1,043,031	9,389,020	21,869	9,830,050	8,103,965
OW Program Municipal Share Change								2.10%		
Impact on Municipal Share of Total DSB Budget								0.19%		

Public Document

Children's Services Budget

	Page #	2025 Budget	2025 Municipal Share	2025 Subsidy	2024 Budget	2024 Municipal Share	2024 Subsidy	Total Budget Variance	Municipal Variance	Provincial Variance	2024 Forecast	2023 Actual
Fee Subsidy (0-12)		147,746	-	147,746	128,968	-	128,968	18,778	-	18,778	142,382	100,244
OW Formal & Informal (0-12)		52,648	-	52,648	52,648	-	52,648	0	-	0	52,648	91,068
Wage Enhancement (6-12)		102,708	4,669	98,039	485,918	6,767	479,151	(383,210)	(2,098)	(381,112)	527,282	497,492
Operating Grant (6-12)		1,973,143	169,813	1,803,330	-	167,715	(167,715)	1,973,143	2,098	1,971,045	960,468	3,201,163
Special Needs Resourcing (0-12)		789,321	-	789,321	690,316	-	690,316	99,005	-	99,005	650,919	617,873
Capacity Building (0-12)		435,525	-	435,525	394,825	-	394,825	40,700	-	40,700	408,275	377,251
Play Based (6-12)		68,000	-	68,000	136,000	-	136,000	(68,000)	-	(68,000)	127,500	127,500
Repairs and Maintenance (6-12)		68,000	-	68,000	136,000	-	136,000	(68,000)	-	(68,000)	136,000	127,500
CWELCC - WC PL (6-12)		159,264	-	159,264	-	-	-	159,264	-	159,264	-	-
Operating Grant (0-5)		11,113,319	-	11,113,319	-	-	-	11,113,319	-	11,113,319	-	-
Expansion (2023)		-	-	-	2,397,252	150,000	2,247,252	(2,397,252)	(150,000)	(2,247,252)	2,397,252	2,192,053
ELCC (2023)		-	-	-	602,616	-	602,616	(602,616)	-	(602,616)	612,576	602,616
Operating Grant (2023)		-	-	-	2,830,752	-	2,830,752	(2,830,752)	-	(2,830,752)	3,160,353	-
CWELCC (2023)		-	-	-	1,974,663	-	1,974,663	(1,974,663)	-	(1,974,663)	2,030,632	1,352,136
CWELCC Administration		-	-	-	116,529	-	116,529	(116,529)	-	(116,529)	278,818	116,529
EarlyON	43	1,882,790	-	1,882,790	1,854,329	-	1,854,329	28,461	-	28,461	1,882,790	1,867,186
EarlyON Administration	43	160,098	-	160,098	157,186	-	157,186	2,912	-	2,912	160,098	144,330
Administration		780,706	493,556	287,150	605,631	343,556	262,075	175,075	150,000	25,075	610,230	544,510
Total		17,733,268	668,038	17,065,230	12,563,633	668,038	11,895,595	5,169,635	-	5,169,635	14,138,223	11,959,451
Child Care Program Municipal Share Change									0.00%			
Impact on Municipal Share of Total DSB Budget									0.00%			

Public Document

Community Housing Budget

	Page #	2025 Budget	2025 Municipal Share	2025 Provincial Share	2024 Budget	2024 Municipal Share	2024 Provincial Share	Budget Variance	Municipal Variance	Provincial Variance	2024 Forecast	2023 Actual
Public Housing	45	1,868,892	1,868,892	-	1,809,098	1,809,098	-	59,794	59,794	-	1,487,039	1,393,517
Non-Profit Providers	47	458,341	331,854	126,487	425,909	225,805	200,104	32,432	106,049	(73,617)	348,503	630,186
Transfer to Reserve	48	648,687	609,470	39,217	548,687	476,267	72,420	100,000	133,203	(33,203)	548,687	494,662
Community Housing		2,975,920	2,810,216	165,704	2,783,694	2,511,170	272,524	192,226	299,046	(106,820)	2,384,229	2,518,365
100% Prov Funding		759,900	-	759,900	474,953	-	474,953	284,947	-	284,947	502,630	412,250
Total		3,735,820	2,810,216	925,604	3,258,647	2,511,170	747,477	477,173	299,046	178,127	2,886,859	2,930,615
									Community Housing Municipal Share Change		11.91%	
									Impact on Municipal Share of Total DSB Budget		2.57%	

Public Document

Paramedic Services

	page #	2025 Budget	2024 Budget	Variance	2024 Forecast	2023 Actual
Salaries & Wages		11,839,308	10,758,315	1,080,993	11,058,368	10,199,902
Employee Benefits		3,427,443	3,223,479	203,964	3,312,040	3,056,582
Transportation & Communication	53	560,817	518,637	42,180	594,421	653,751
Services & Rentals	54	1,777,500	1,692,002	85,498	1,879,473	1,988,617
Supplies & Equipment	57	281,167	228,966	52,201	264,262	192,477
Vehicles	58	954,583	909,127	45,456	909,127	865,835
Community Paramedicine Revenue	52	(86,956)	(86,956)	-	(86,956)	(148,811)
		18,753,862	17,243,570	1,510,292	17,930,735	16,808,353
Community Paramedicine	61	1,649,273	1,250,000	399,273	1,250,000	954,178
Non Urgent Patient Transfer Service	59	1,045,478	788,156	257,322	343,752	504,298
Wiiqwemkoong Paramedic Services	60	3,074,368	3,237,960	(163,592)	3,237,960	2,425,021
Total		24,522,981	22,519,686	2,003,295	22,762,447	20,691,850

Paramedic Services Municipal Share	400,073
Paramedic Services Program Municipal Share Change	5.33%
Impact on Municipal Share of Total DSB Budget	3.44%

Public Document

Municipality of Markstay-Warren

Building Controls and Bylaw Department
For Consideration by Council

RE: Building and Bylaw Report
Fourth Quarter 2024

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

BACKGROUND:

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

ANALYSIS:

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

LINKS TO STRATEGIC PLANS:

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

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

BUILDING CONTROLS DEPARTMENT REPORTING

Training, Conferences/Meetings, and Highlights for this quarter

None.

Quarterly update:

The first half of 2024 shows an excellent amount of new housing starts for the area along with higher than normal numbers in renovations showing that owners are investing in their properties.

BUILDING PERMITS ISSUED YTD COMPARISON (Jan - Dec)

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

PERMIT STATS BY QUARTER

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

BUILDING CONTROLS STATISTICS

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

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

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

MINUTES

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

**TUESDAY, November 12, 2024 @ 7:00 P.M.
Council Chamber 21 Main St South Markstay, ON**

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

2024-SMC-81

Moved by: Francine Bérubé

Seconded by: Laura Schell

THAT Council opens the Special Meeting of Council at 7.01 pm

CARRIED

2. Land acknowledgment

3. Roll Call

Mayor: Steven Olsen

Councillor Francine Bérubé
Rachelle Poirier
Laura Schell

Staff: Kim Morris, CAO/Clerk

4. Approval of Agenda

2024-SMC-82

Moved by: Francine Bérubé

Seconded by: Rachelle Poirier

THAT Council adopts the agenda of the meeting as presented.

CARRIED

5. Disclosure of Pecuniary Interest and General Nature Thereof - None

6. New Business

1. Interviews for Council Vacancy

2024-SMC-83

Moved by: Laura Schell

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 by considered for appointment to fill such vacancy.

Corner, Mark
Frappier, Pierre
Love, William
Redstone, Michelle
Simon, Lisa

CARRIED

7. Closed Session

As per Section 239 of the Municipal Act to discuss:
Personal matters about an identifiable individual, including municipal or local board employees

2024-SMC-84

Moved by: Laura Schell

Seconded by: Rachelle Poirier

THAT Council move to Closed at 8:13 pm.

CARRIED

2024-SMC-85

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

THAT Council open the Closed session at 8:15 pm.

CARRIED

2024-SMC-86

Moved by: Laura Schell

Seconded by: Rachelle Poirier

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

CARRIED

2024-SMC-87

Moved by: Francine Bérubé

Seconded by: Laura Schell

THAT Council adjourns the Closed Session at 8:35 pm.

CARRIED

2024-SMC-88

Moved by: Francine Bérubé

Seconded by: Laura Schell

THAT Council return to Open at 8:35 pm.

CARRIED

8. By-Laws

- 1. By-Law 2024-30 to Appoint One Councillor as per By-Law 2023-19.

#2024-SMC-89

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

THAT Council performs the 1st and 2nd reading of proposed By-Law 2024-30 to appoint Mark Corner as Councillor.

CARRIED

#2024-SMC-90

Moved by: Rachelle Poirier

Seconded by: Laura Schell

THAT Council performs the 3rd and final reading of proposed By-Law 2024-30 to appoint Mark Corner as Councillor.

CARRIED

9. Adjournment

2024-SMC-91

Moved by: Francine Bérubé

Seconded by: Laura Schell

THAT Council adjourns the meeting at 8:42 pm.

CARRIED

MAYOR

CLERK

Minutes endorsed under resolution # _____ on _____ 2024.

#2024-SMC-89

Moved by: Rachelle Poirier

Seconded by: Francine Bérubé

MINUTES

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

**MONDAY, December 16th, 2024 @ 7:00 P.M.
Markstay-Warren Council Chambers
21 Main Street South, Markstay, ON**

1. Opening Remarks and call meeting to order

Mayor Olsen welcomed everyone in attendance and performed land acknowledgement.

2024-218

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council opens the Regular Council Meeting at 7:01 pm.

CARRIED

2. Land acknowledgment

3. Roll Call

Mayor: Steven Olsen

Councillor Mark Corner
Francine Bérubé
Rachelle Poirier
Laura Schell

Staff: Kim Morris, CAO/Clerk
Ronny Theiss, Manager of Public Work
Scott Simon, President MW Firefighters Association

4. Approval of the Agenda

2024-219

Moved by: Laura Schell

Seconded by: Francine Bérubé

THAT Council accepts the agenda as amended.

CARRIED

5. Disclosure of Pecuniary Interest and General Nature Thereof

n/a

6. Petitions and Delegations

6.a West Nipissing Sudbury East Federation of Agriculture

6.b Petition from Firefighters Association

7. Public Inquiries

1) Clifford Gainsford, Markstay

He is not in agreement with the fleet manager's recommendation regarding truck repairs, he would like to see the Awrey station closed, and suggested that the Municipality should contact the Sudbury FD to buy their excess equipment. The Mayor responded that no decisions have been made regarding truck repairs/purchases.

2) Bob Amyotte, Warren

He asked why council permitted the petition to be read publicly
He also asked when the Captain of the Warren FD is returning to active duty

8. Reports from Committees, Municipal Officers, Department Heads

9. Consent Agenda

9. Adoption of Minutes

That the following minutes be adopted:

9.b.1. Minutes of Special Council Meeting – March 6, 2024

9.b.2. Minutes of Committee of the Whole Meeting – April 16, 2024

9.b.3. Minutes of Committee of the Whole Meeting – July 9, 2024

9.b.4. Minutes of Public Works Committee Meeting – September 5, 2024

9.b.5. Minutes of Finance Committee Meeting – November 12, 2024

9.b.6. Minutes of Regular Council Meeting – November 18, 2024

9.b.7. Minutes of Recreation Committee Meeting – October 3, 2024

9.b.8. Minutes of Committee of the Whole Meeting – November 26, 2024

9.b.9 Minutes of Landfill Committee – September 19, 2024

2024-220

Moved by: Mark Corner

Seconded by: Laura Schell

THAT Council approves the Consent Agenda as presented.

CARRIED

10. Routine Management Reports

10.a. Cash Disbursements

10.a.1. November Cash Disbursement Report

2024-221

Moved by: Francine Bérubé
Seconded by: Rachelle Poirier

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

CARRIED

11. Correspondence for Council's information only

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

12. Business Arising from Meeting Minutes

13. New Business

- 13.a. 2025 Regular Council Meeting Schedule

#2024-222

Moved by: Laura Schell
Seconded by: Rachelle Poirier

THAT Council accepts the 2025 Regular Council Meeting Schedule as presented.

CARRIED

- 13.b) Proposal to Amend Ontario Building Code Reg. – sewage systems

#2024-223

Moved by: Laura Schell
Seconded by: Mark Corner

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

WHEREAS the Provincial Government passed O. Reg. 332-12: BUILDING CODE under the *Building Code Act, 1992*, S.O. 1992, c. 23 that assigns the

responsibility for enforcement of sewage system inspections and permitting for our Municipality to the Public Health Sudbury Districts;

AND WHEREAS the Municipalities of Killarney, French River, St=Charles, and Markstay-Warren have entered in a shared service agreement for Building and By-Law service;

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

AND WHEREAS the duplication of administration and traveling by staff comes at a financial burden to the taxpayers and increased carbon footprint;

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

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

BE IT THEREFORE RESOLVED THAT the Municipality of St.-Charles requests the following amendment to *O. Reg. 332/12: BUILDING CODE under Building Code Act, 1992, S.O. 1992, c. 23 General 1.7.1.1 Table 1.7.1.1 item 5, column 2 be amended to read:*

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

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

13.c) 2025 Conferences

For information purposes, an outline of all conferences upcoming in 2025 was presented.

13.d) Water and Wastewater Long-Range Financial Plan Resolution
- 13.d.1 Briefing Note for Water Financial Plan

#2024-224

Moved by: Francine Bérubé

Seconded by: Mark Corner

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

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

CARRIED

13.e) Sudbury East Building Services (SEBBS) Signing Authority for Pound Agreement with North Bay Human Society – Dogs at large

#2024-225

Moved by: Mark Corner

Seconded by: Laura Schell

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

CARRIED

13.f) Action Plan flowing from Forensic Audit Results

#2024-226

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council accepts the Action Plan report flowing from Forensic Audit.

CARRIED

13.g) Appointment of a Community Emergency Management Coordinator

13.h) Green Energy

#2024-227

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council authorizes staff to proceed with the energy audit at a cost of \$25,000.

CARRIED

14. Unfinished Business / Ongoing Projects

By-law 2011-42 is brought up regarding the Deputy-Mayor position being reviewed every 12 months in December.

15. By-Laws

15.a AMPS update for Noise By-Law 2024-16, now By-law 2024-39

#2024-228

Moved by: Rachelle Poirier

Seconded by: Laura Schell

THAT Council performs the 1st and 2nd reading of proposed By-Law 2024-39

- By-Law to amend By-Law 2024-16, as By-Law to implement an Administrative Monetary Penalty System in the Municipality of Markstay-Warren.

CARRIED

#2024-229

Moved by: Rachelle Poirier

Seconded by: Laura Schell

THAT Council performs the 3rd reading and final reading of proposed By-Law 2024-39

CARRIED

15.b) By-Law 2024-31 Establish Water and Sewer Rates

#2024-230

Moved by: Mark Corner

Seconded by: Rachelle Poirier

THAT Council performs the 1st and 2nd reading of By-Law 2024-31.

- By-Law 2024-31 To establish Water & Sewer Rates for the Communities of Markstay & Warren.

CARRIED

#2024-231

Moved by: Rachelle Poirier

Seconded by: Mark Corner

THAT Council performs the 3rd and final reading of proposed By-Law 2024-31.

CARRIED

15.c) By-Law 2024-38 – Appoint an Alternate Community Emergency Management Coordinator for the Municipality of Markstay-Warren.

#2024-232

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council performs the 1st and 2nd reading of proposed By-Law 2024-38.

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

CARRIED

#2024-233

Moved by: Mark Corner

Seconded by: Laura Schell

THAT Council performs the 3rd and final reading of By-Law 2024-38.

CARRIED

16. Motions

16.a Conference Per Diem Rates

2024-234

Moved by: Francine Bérubé

Seconded by: Laura Schell

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

Meal Allowance:

Breakfast = \$24 per day

Lunch = \$25 per day

Supper = \$50 per day

Mileage Allowance:

Remains at .62 a Kilometer

Hours of Work:

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

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

DEFEATED

16.b Warren Water and Sewer Rates for 2025

Motion Rescinded

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

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

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

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

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

AND THAT the Warren water acidity levels be corrected in 2025.

17. Notice of Motions

17.a To clarify By-Law 2024-36 Section 9

18. Addendum

19. Announcements and inquiries

20. Closed session

As per Section 239 of the Municipal Act

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

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

#2024-235

Moved by: Rachelle Poirier

Seconded by: Laura Schell

THAT Council move to Closed at 9:08 p.m.

CARRIED

#2024-236

Moved by: Laura Schell

Seconded by: Mark Corner

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

CARRIED

#2024-237

Moved by: Rachelle Poirier

Seconded by: Mark Corner

THAT Council adjourns the closed meeting at 10:12 pm.

CARRIED

#2024-238

Moved by: Laura Schell

Seconded by: Rachelle Poirier

THAT Council return to Open at 10:13 pm.

CARRIED

21. Reporting from Closed Session

#2024-239

Moved by: Laura Schell

Seconded by: Mark Corner

THAT Council approves the following appointments to the Nipissing West OPP Detachment Board:

Community Representatives:

- Julianne Labelle (French River/Killarney)
- Bill Brazeau (St. Chrls/Markstay-Warren)

CARRIED

#2024-240

Moved by: Rachelle Poirier

Seconded by: Laura Schell

THAT Council approves the restructuring plan as presented and post the Full-Time Treasurer Position as soon as possible.

CARRIED

22. Adjournment

#2024-241

Moved by: Mark Corner

Seconded by: Rachelle Poirier

THAT Council adjourn the meeting at 10:14 pm.

CARRIED

MAYOR

CLERK

Minutes endorsed under resolution# 2024- on, January 2024

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

1. Opening Remarks and introduction

Meeting is called to order at 1:30 pm

Moved by Steven Olsen

Seconded by Francine Landrie

CARRIED

Roll Call:

Present:

Steven Olsen

Rachelle Poirier

Francine Landrie

Bonnie Bertrand

Kim Morris CAO/Clerk – non voting

Ronny Theiss Manager of Public Works – non voting

Regrets

Francine Bérubé

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

3. Adoption of June 13th, 2024 Meeting Minutes

Moved by Francine Landrie

Seconded by Bonnie Bertrand

CARRIED

4. Adoption of the agenda

That the agenda be adopted as amended.

Moved by Steven Olsen

Seconded by Francine Landrie

CARRIED

5. New Business

a) Garbage pick-up tender

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



b) Recycling

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

c) The Dump Store

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

d) Council Motion re tipping fees

Council implemented a garbage tipping fee structure that provides for:
\$2 per extra bag by ticket available for purchase at the Municipal Office
2 free dump days per year, unlimited trips on these days
A square POS to be purchased in order to accept payments on site

e) Other

Clean up days

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

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

6) Next Meeting

December 10, 2024

7) Adjournment

Meeting is adjourned at 2:16 pm

Moved by Steven Olsen

Seconded by Francine Landrie

CARRIED



Sudbury East Building and By-law Services (SEBBS)

Report for the Consideration by Council

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

RE: Update on Backyard Hen Survey

OBJECTIVE: To report number of survey results to date and to ask for an extension to collect more information from the public.

BACKGROUND:

Council has directed staff to compile public feedback regarding Backyard Hens on zones other than properties that are zoned Rural. The Backyard Hen Survey was launched in October 2024 to ask residents about their level of support for the keeping of Backyard Hens on properties that are not zoned Rural.

ANALYSIS:

At the time of writing this report, the survey has received 119 responses which works out to a less than 5% response rate considering the most recent census data that reports 2615 residents 20 years of age and over in the Municipality of Markstay-Warren.

The information collected in this survey not only asks residents to decide if they support the allowance of backyard hens, it also asks what concerns residents may have. If council is going to support a by-law that would allow hens on smaller property's in the municipality, it is important that they have information from a significant amount of residents on how to move forward with this decision.

Staff would like to reach out to more residents to get a greater number of survey responses. Since tax bills will be going out in early 2025, staff would like to include information on the survey along with a QR code to link to the survey and also include directions on who to contact for paper copies of the survey. This information can also be promoted in the newly reinstated Community Newsletter.

The survey continues to be available on the Municipal website and paper copies available at local libraries and at the Municipal office.

RECOMMENDATION:

That council support staff's suggestion that more time be allowed for Markstay-Warren residents to complete the Backyard Hen Survey. The survey will be promoted in the tax bill inserts, the Community

Newsletter and on the website and continue to be available at local libraries, and at the Municipal office.

The results of the survey will be reported in February 2025.

ATTACHMENTS:

Sample information to be included in the tax insert (please note, this is a shortened explanation than that found on the website to decrease the amount of space needed so that it can be included in the tax bills and not add any additional postage cost.

Seeking Public Feedback Regarding the Keeping of Backyard Hens

"Backyard hens" within this survey refers to the keeping of female chickens on properties not traditionally meant for farming, to provide food for personal use. Some examples of these properties could include, properties within village settings, waterfront properties, and properties with under-sized lots. This survey is asking questions about allowing backyard hens in 3 different Zones (Residential Rural, Residential, and Waterfront Residential), on different property sizes and at different distances to neighbours. Currently in the Municipality, only properties with "Rural" Zoning are allowed to keep any type of livestock, including Hens. Recently, Council has directed staff to collect public feedback regarding the keeping of backyard hens on properties with other Zonings.

As a GENERAL rule (there are some exceptions), any property that is over 15 acres is zoned "Rural", any property less than 15 acres that is outside of a village area is zoned as "Residential Rural" and any property less than 15 acres in a village area is zoned as "Residential". If you would like information about your property's zoning, or have any other questions about By-Laws, the Municipality's Zoning By-Law or this survey, please contact: sebbs@sebbs.ca or call: 705-507-1177, option 1 or scan this QR code to be taken directly to the survey:



This information will be collected and presented to Council in early 2025 for their review and will inform any future decisions regarding the implementation of a new by-law or changes to existing by-laws.

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

BY EMAIL

December 10, 2024

Council for the Town of Markstay-Warren
P.O. Box 79
21 Main Street South
Markstay, ON P0M 2G0

Dear Members of Council for the Town of Markstay-Warren:

Re: Report – Office of the Ontario Ombudsman

I have completed my investigation into complaints about meetings held by the Town of Markstay-Warren on November 20, and December 11, 2023. Please find my final report enclosed.

In accordance with section 14.1(8) of the *Ombudsman Act*, the municipality should make my report available to the public. The Town Clerk also indicated that the report would be shared with council and made available at an upcoming meeting in December. As well, in accordance with section 239.2(12) of the *Municipal Act, 2001*, council should pass a resolution stating how it intends to address this report.

Pursuant to section 14.1 (9) of the *Ombudsman Act*, a copy of the report will be posted at www.ombudsman.on.ca.

Yours truly,



Paul Dubé
Ombudsman of Ontario

CC: Kim Morris, Clerk

483 Bay Street, 10th Floor, South Tower / 483, rue Bay, 10^e étage, Tour sud
Toronto, ON M5G 2C9

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www.ombudsman.on.ca

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Ombudsman Report

**Investigation into meetings held by council
for the Municipality of Markstay-Warren
on November 20 and December 11, 2023**

**Paul Dubé
Ombudsman of Ontario**

December 2024

Complaint

- 1 My Office received two complaints that council for the Municipality of Markstay-Warren (the “Municipality”) held closed meetings on November 20 and December 11, 2023 that did not fit within the cited open meeting exceptions in the *Municipal Act, 2001*¹ (the “Act”). The complaints also alleged that council did not provide sufficient information about the topics to be discussed in its resolutions to proceed into each closed session.
- 2 My investigation determined that the closed session discussions at both meetings fit within the exception for personal matters about an identifiable individual.
- 3 However, my investigation also determined that the Municipality contravened the Act in failing to state by resolution the general nature of the subject matter to be discussed in its closed sessions on November 20 and December 11, 2023.

Ombudsman jurisdiction

- 4 Under the Act, all meetings of council, local boards, and committees of either must be open to the public, unless they fall within prescribed exceptions.
- 5 As of January 1, 2008, the Act gives anyone the right to request an investigation into whether a municipality or local board has complied with the Act in closing a meeting to the public. The Act designates the Ombudsman as the default investigator for municipalities that have not appointed their own.
- 6 The Ombudsman is the closed meeting investigator for the Municipality of Markstay-Warren.
- 7 When investigating closed meeting complaints, we consider whether the open meeting requirements in the Act and the municipality’s procedure by-law have been observed.
- 8 Our Office has investigated hundreds of closed meetings since 2008. To assist municipal councils, staff, and the public, we have developed an online digest of open meeting cases. This searchable repository was created to provide easy access to the Ombudsman’s decisions on, and interpretations of, the open meeting rules. Council members and staff can consult the digest to inform their discussions and decisions on whether certain matters can or should be

¹ SO 2001, c 25.

discussed in closed session, as well as issues related to open meeting procedures. Summaries of the Ombudsman's previous decisions can be found in the digest: www.ombudsman.on.ca/digest.

- 9 The Ontario Ombudsman also has the authority to conduct impartial reviews and investigations of hundreds of public sector bodies. This includes municipalities, local boards, and municipally-controlled corporations, as well as provincial government organizations, publicly funded universities, and school boards. In addition, the Ombudsman's mandate includes reviewing complaints about the services provided by children's aid societies and residential licensees, and the provision of French language services under the *French Language Services Act*. Read more about the bodies within our jurisdiction here: www.ombudsman.on.ca/have-a-complaint/who-we-oversee.

Investigative process

- 10 My Office notified the Municipality of our intent to investigate these complaints on March 19, 2024. We spoke with the Mayor, the Clerk, and the councillors who attended the meetings, except for one who was no longer a councillor at the time of our investigation. We reviewed the Municipality's meeting agendas, open and closed meeting minutes, and related material for both meetings.
- 11 My Office received full co-operation in this matter.

November 20, 2023 council meeting

- 12 Council met on November 20, 2023 at 7:00 p.m. for a regular meeting. During the public enquiries portion of the meeting, an individual raised concerns related to their time as a volunteer firefighter and a recent banquet for volunteer firefighters.
- 13 Several other unrelated topics were also discussed in open session before council resolved to move into closed session at 8:35 p.m. Council did not provide any information about the topic to be discussed before moving to closed session, and the minutes do not indicate which open meeting exception council relied on.
- 14 The Clerk told our Office that the closed session was impromptu, and council relied on the exception for personal matters about an identifiable individual to discuss the issue raised in open session regarding the banquet for volunteer firefighters.

- 15 In closed session, council discussed how it could assist with this issue. Council discussed in detail the circumstances of the individual who raised the issue, including personal information that was not raised in open session. In its discussion, council also talked about the conduct of a relevant municipal employee.
- 16 Following the discussion, it was determined that the Clerk would draft an email to the individual to try to further assist. Council returned to open session and adjourned the meeting.

Analysis

Exception for personal matters about an identifiable individual, s. 239(2)(b)

- 17 Council relied on the exception for personal matters about an identifiable individual to discuss concerns related to a banquet for volunteer firefighters in closed session.
- 18 This exception applies to discussions that reveal personal information about an identifiable individual. To qualify as personal information, my Office has determined that it must be reasonable to expect that an individual could be identified if the information were disclosed publicly.² The information must also qualify as personal; that is, not as professional information or information in a business capacity.³ However, information may qualify as personal if it involves scrutiny or opinions of an individual's conduct.⁴ My Office has found that information that has already been publicly discussed or is generally known to the public does not come within the exception for personal matters.⁵
- 19 In this case, council discussed two individuals by name in response to issues raised about the banquet during the open portion of the meeting. Because these individuals were identified by name, they would be identifiable to the public had the discussion taken place in open session.

² *Ontario (Ministry of Correctional Services) v Goodis* [2008], OJ No 289 at para 69.

³ *Amherstburg (Town of) (Re)*, 2022 ONOMBUD 11, online: <<https://canlii.ca/t/jr5rc>>.

⁴ *South Huron (Municipality of) (Re)*, 2015 ONOMBUD 6, online: <<https://canlii.ca/t/gtp80>>.

⁵ Letter from the Ontario Ombudsman to Town of Midland (4 February 2014), online: <<https://www.ombudsman.on.ca/resources/reports,-cases-and-submissions/municipal-meetings/2014/town-of-midland>>.

- 20 Council's closed session discussion included personal information about both individuals. Council considered the personal circumstances of the individual who raised their concerns, including detailed personal information that was not disclosed in open session. Council also scrutinized a municipal employee's conduct.
- 21 Consequently, council's discussion fit within the exception for personal matters about an identifiable individual.

Resolution to go into closed session

- 22 Before moving into a closed session, section 239(4)(a) of the Act requires a council, local board, or committee to state by resolution in open session that a closed meeting will be held and the general nature of the matter to be considered at the closed meeting.
- 23 The Court of Appeal for Ontario stated in *Farber v. Kingston (City)* that a resolution to go into a closed meeting should provide a general description of the issue to be discussed in a way that maximizes the information available to the public while not undermining the reason for proceeding into closed session.⁶ My Office has determined that this means that municipalities are required to add a "level of informative detail" to the resolution to close a session to the public.⁷
- 24 In this case, council did not provide any information about the matter to be discussed in closed session or the closed meeting exception it relied on. Council could have provided additional information without undermining its reason for going into closed session.
- 25 Consequently, council contravened section 239(4)(a) of the Act at its November 20, 2023 meeting.

December 11, 2023 council meeting

- 26 Council met again on December 11, 2023 at 7:00 p.m. for a regular council meeting. Several unrelated items were discussed before council moved into closed session at 8:05 p.m. In resolving to move into closed session, council did not provide any information about its intended discussion.

⁶ *Farber v. Kingston (City)*, 2007 ONCA 173 at para 21, online: <<https://canlii.ca/t/1qtz/>>.

⁷ *Brockville (City of)*, 2016 ONOMBUD 12, at para 45, online: <<https://canlii.ca/t/h2ssr>>.

- 27** In closed session, council discussed three topics: the potential sale and purchase of fire trucks, a fire department modernization plan, and a report from the municipality's integrity commissioner regarding conduct by the Mayor. The Clerk advised our Office that council relied on the exceptions for personal matters about an identifiable individual, information belonging to the municipality that has monetary or potential monetary value, and an ongoing investigation by an appointed investigator to discuss these respective topics in closed session.
- 28** Our investigation indicates the Municipality's Fire Chief and a public works manager were present for the first two of these discussions.

Sale of fire trucks and fire department modernization plan

- 29** Council first discussed the potential sale of two fire trucks and the purchase of a replacement truck. At the time of this discussion, two fire trucks were listed for sale online. Several councillors scrutinized this decision and expressed opinions about the conduct and job performance of an individual related to this decision. The attending Fire Chief provided a rationale for selling the two fire trucks, which included a brief discussion of the department's equipment more generally.
- 30** Council's discussion about the fire trucks led to a larger discussion about whether to move forward with the fire department modernization plan that had been approved by the previous council. The modernization plan proposed closing multiple fire stations and multiple public works facilities to build one central fire station in Markstay, which would also house a consolidated public works department. A decision to reverse course with respect to either the fire stations or public works consolidation would significantly impact planning for the other.
- 31** The fire department modernization plan affected many aspects of firefighting in the Municipality, including whether existing fire stations would have the required space to house the trucks that had been put up for sale. At the time of the meeting, the Municipality had already taken steps to implement the modernization plan, and the Clerk told my Office that the municipality had already reached agreements that could be impacted by council's decision at this meeting.
- 32** In the closed session, council discussed a report that was made public in December of 2021. This report was drafted for the Municipality by a private company retained by the previous council and assessed logistics and specific projected costs associated with the fire department modernization plan. Several

councillors raised concerns with the report and its accuracy, most notably regarding the specific cost projections detailed in the report.

- 33** Additionally, during the closed session, two individuals were identified by name and scrutinized for their role in developing the fire department modernization plan and for perceived shortcomings of the December 2021 report. These opinions were expressed throughout the discussion as council determined how it wished to proceed with the fire trucks and the modernization of the fire department more generally.
- 34** Once in open session, council voted to re-evaluate the fire department modernization plan, retrofit the existing fire stations rather than close them to build a consolidated fire station, and create a separate plan for consolidation of multiple existing public works buildings. Council also voted to proceed with the sale of one fire truck and purchase a replacement truck.

Integrity commissioner report

- 35** Last, council discussed a report from the municipality's integrity commissioner regarding the conduct of the Mayor in his prior role as councillor. The report set out the integrity commissioner's findings on a number of alleged hostile comments made by the Mayor towards an anonymous complainant.
- 36** In the closed session, council reviewed the integrity commissioner's findings, discussed the conduct that was the subject of the investigation, and briefly considered what sanction it could impose. In considering potential sanctions, councillors expressed opinions about the conduct of both the Mayor and the complainant, who was identified by name during the discussion. In particular, council critiqued the conduct of the complainant and their contributions to the underlying circumstances detailed in the report.
- 37** Council came to a consensus that the report, along with a further discussion and decision regarding sanctions, would be addressed publicly at council's subsequent meeting. At its meeting on January 15, 2024, the report was made publicly available and council discussed and arrived at a decision regarding sanctions.

Analysis

Sale of fire trucks

Exception for personal matters about an identifiable individual, s. 239(2)(b)

- 38 Council relied on the exception for personal matters about an identifiable individual to discuss the sale of fire trucks in closed session.
- 39 As previously stated, the exception for personal matters about an identifiable individual allows closed session discussions that reveal personal information about an identifiable individual.
- 40 In this case, council discussed the conduct and job performance of an identified municipal employee, which impacted whether to proceed with the sale of two fire trucks, the purchase of a replacement truck, and the fire department equipment more generally.
- 41 This discussion therefore contained scrutiny or opinions about an identifiable individual. This qualifies as personal information and fits within the exception.
- 42 In addition to its discussion of an identifiable individual, council also discussed logistics of whether to keep or sell two fire trucks. This does not itself fit within the exception for personal matters. However, in certain circumstances it may be unreasonable to expect council to parse its meetings between open and closed sessions. The Ontario Divisional Court has found this to be the case where it would “detract from free, open and uninterrupted discussion.”⁸ My Office has found it unrealistic to parse a discussion between open and closed session where the topics of the discussion are significantly entwined.⁹
- 43 In this case, the personal information was central to council’s discussion of how to proceed with the fire trucks and was a very significant factor in council’s decision-making. The discussion was also fluid and intertwined.
- 44 Accordingly, it was unreasonable for council to have parsed its discussion, and the totality of the discussion fits within the exception for personal matters.

⁸ *St. Catharines (City) v IPCO*, 2011 ONSC 2346 at para 42.

⁹ Letter from the Ontario Ombudsman to Town of South Frontenac (29 September 2021), online: <<https://www.ombudsman.on.ca/resources/reports,-cases-and-submissions/municipal-meetings/2021/township-of-south-frontenac>>.

Fire department modernization plan

Exception for information belonging to the municipality, s. 239(2)(j)

- 45** Council relied on the exception for information belonging to the municipality to discuss the fire department modernization plan at its meeting on December 11, 2023.
- 46** For this exception to apply, my Office has determined that a municipality must demonstrate the discussion was about:¹⁰
1. A trade secret, or financial, commercial, scientific or technical information;
 2. that belongs to the municipality or local board; and
 3. has monetary value or potential value.
- 47** The Clerk told my Office that the information discussed was either a trade secret or financial information, and that there would be financial repercussions if the topic were discussed in open session because the Municipality had entered into agreements related to the fire department modernization plan.
- 48** In applying these criteria, my Office has determined that financial information is information relating to the use or distribution of money and must refer to specific data.¹¹ My Office has also found that specific cost projections meet the definition of “financial information.”¹² Because council discussed the specific cost projections detailed in the report, this information constitutes financial information.
- 49** My Office has also determined that reports commissioned by and provided to a municipality indicate sufficient ownership of the information contained in the reports.¹³ As council retained a private company and commissioned the creation of a report about its fire department modernization plan, the information contained in it and discussed by council belongs to the Municipality.
- 50** With respect to the final prong of the test, my Office has found that a trade secret or financial information must have an intrinsic value, which the organization would be deprived of should the record be disclosed.¹⁴ At the time of council’s discussion on December 11, 2023, the information contained in the report had

¹⁰ Hamilton (City of) (Re), 2019 ONOMBUD 3, online: <<https://canlii.ca/t/j2b49>>.

¹¹ *Ibid.*

¹² Leeds and the Thousand Islands (Township of) (Re), 2022 ONOMBUD 5, online: <<https://canlii.ca/t/jnkk9>>.

¹³ *Ibid.*

¹⁴ *Ibid.*

already been publicly available since 2021. Because the information had already been publicly disclosed, the Municipality would not have been deprived of its monetary value if the discussion occurred in open session.

- 51** Consequently, the discussion does not fit within the exception for information belonging to the municipality.

Exception for personal matters about an identifiable individual, s. 239(2)(b)

- 52** The Clerk and one councillor interviewed suggested that the discussion about the fire department modernization plan could also fit within the exception for personal matters about an identifiable individual. As previously stated, this exception allows for closed session discussions that reveal personal information about an identifiable individual.
- 53** My Office was told that the bulk of council's discussion of the fire department modernization plan revolved around the scrutiny of two individuals identified by name. As these discussions involved council's scrutiny of, and opinions about, two identifiable individuals' conduct and performance, they fit within the exception for personal matters about an identifiable individual.
- 54** Council also discussed whether it would move forward with the fire department modernization plan and the logistics involved in the various options available. This does not itself fit within the exception for personal matters. However, as previously discussed, it is unreasonable to expect council to parse its meetings between open and closed sessions where it would detract from free, open, uninterrupted discussion,¹⁵ and where the topics of discussion are significantly entwined.¹⁶
- 55** Similar to council's discussion regarding the sale of fire trucks, the personal information in this case was the centre of council's discussion of the topic, and significantly impacted council's decision about whether or not to proceed with the fire department modernization plan. Council's discussions about the personal matters and the modernization plan lacked distinct portions, and were fluid and intertwined.

¹⁵ *Supra* note 10.

¹⁶ *Supra* note 11.

- 56 Accordingly, it would be unreasonable to expect council to have parsed its discussion, and the totality of the discussion fits within the exception for personal matters.

Integrity commissioner report

Exception for ongoing investigations by an ombudsman or appointed investigator, s. 239(3)(b)

- 57 My Office was told by the Clerk that council relied on the exception for ongoing investigations by an ombudsman or appointed investigator to discuss a recently completed report by the Municipality's integrity commissioner in closed session.
- 58 This exception does not refer to investigations conducted by an integrity commissioner, but rather the Ontario Ombudsman, or an appointed municipal ombudsman or closed meeting investigator.¹⁷ This exception is also intended to apply to ongoing, rather than completed, investigations.¹⁸
- 59 Consequently, the discussion does not fit within this exception.

Exception for personal matters about an identifiable individual, s. 239(2)(b)

- 60 My Office also considered whether the discussion about the integrity commissioner's completed report would fit within any other open meeting exception. The Clerk and several councillors suggested the discussion would fit under the exception for personal matters about an identifiable individual.
- 61 Typically, discussions of integrity commissioner reports are conducted in open session. Section 223.6(3) of the Act requires that integrity commissioner reports be published by a municipality. The report in this instance was later publicly shared at council's January 15, 2024 meeting.
- 62 However, there are instances where discussions related to integrity commissioner reports may be appropriate for *in camera* consideration. For example, in a report to the Municipality of Temagami, my Office previously reviewed a closed session discussion regarding multiple integrity commissioner reports which detailed harassing conduct involving municipal employees and

¹⁷ Letter from the Ontario Ombudsman to Hamilton Waterfront Trust Board of Trustees (5 June 2023), online: <<https://www.ombudsman.on.ca/resources/reports,-cases-and-submissions/municipal-meetings/2023/city-of-hamilton-1>>.

¹⁸ *Ibid.*

members of the public.¹⁹ My Office found that council's discussion contained personal information beyond the individual's professional roles that fit within the exception.

- 63** My Office has also found that discussions of third-party investigative reports, where employee conduct is discussed and scrutinized by council, can constitute personal information that fits within the exception.²⁰
- 64** In this case, council discussed the underlying conduct and specific situations detailed in the report. This discussion included exchanges that were personal in nature, acrimonious, and critical of the complainant's conduct. Council contemplated appropriate sanctions for the Mayor, and expressed opinions about his conduct, as well as the conduct of the complainant. Council identified the anonymous complainant in the report by name during its discussion. Lastly, council's discussion of potential sanctions to impose was centred on opinions expressed by several councillors about the conduct of identifiable individuals.
- 65** Accordingly, council's discussion fit within the exception for personal matters about an identifiable individual.

Resolution to go into closed session

- 66** As previously stated, section 239(4)(a) of the Act requires that a municipality state by resolution the fact of the holding of a closed meeting and the general nature of the matter to be discussed before proceeding into a closed meeting.
- 67** In this case, council's resolution to proceed *in camera* did not include any information about the matters to be discussed. Council could have provided additional information without undermining its reasons for going into closed session.
- 68** Consequently, council contravened section 239(4)(a) of the Act at its December 11, 2023 meeting.

¹⁹ Temagami (Municipality of) (Re), 2021 ONOMBUD 3, online: <<https://canlii.ca/t/jcxs0>>.

²⁰ Greater Sudbury (City of) (Re), 2017 ONOMBUD 2, online: <<https://canlii.ca/t/h4rwp>>; Amherstburg (Town of), 2015 ONOMBUD 33, online: <<https://canlii.ca/t/gtp7d>>.

Recommendations

- 69 I make the following recommendations to assist the Municipality of Markstay-Warren in fulfilling its obligations under the *Municipal Act, 2001*, and enhancing the transparency of its meetings:

Recommendation 1

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

Recommendation 2

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

Report

- 70 Council for the Municipality of Markstay-Warren was given the opportunity to review a preliminary version of this report and provide comments to my Office. No comments were received.
- 71 This report will be published on my Office's website and should also be made public by the Municipality of Markstay-Warren. In accordance with section 239.2(12) of the *Municipal Act, 2001*, council is required to pass a resolution stating how it intends to address this report.



Paul Dubé
Ombudsman of Ontario



Cunningham Swan

LAWYERS

• EST 1894 •

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

CONFIDENTIAL

November 25, 2024

Delivered by email: kmorris@markstay-warren.ca

Municipality of Markstay-Warren
c/o Kim Morris, CAO/Clerk
P.O. Box 79
21 Main Street South
Markstay, Ontario
P0M 2G0

Dear: Mayor and Council:

RE: Complaint against Francine Berube
Our File No 33233-7 and 33233-8

Please be advised that our investigation under the Code of Conduct is now complete. We attach the final report herewith and the report should now be circulated to members of the Council. We have provided a copy of the report to the Member and Complainant separately.

This investigation is hereby closed.

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
Enclosures
{01378135.DOCX:}

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
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Cunningham Swan

LAWYERS

• EST 1894 •

Tony E. Fleming
Direct Line: 613.546.8096
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Municipality of Markstay-Warren
c/o Kim Morris, CAO/Clerk
P.O. Box 79
21 Main Street South
Markstay, Ontario
P0M 2G0

Dear Mayor and Council:

**RE: Complaint against Francine Berube
Our File No 33233-7 and 33233-8**

This public report of our investigation is being provided to Council in accordance with Section 223.6(1) of the *Municipal Act*. We note that Section 223.6(3) of the *Municipal Act* requires that Council make the report public. The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should otherwise be made public.

Should Council desire, the Integrity Commissioner is prepared to attend virtually at the open session meeting to present the report and answer any questions from Council.

At the meeting, Council must first receive the report for information. The only decision Council is afforded under the *Municipal Act* is to decide how the report will be made public, and whether to adopt any recommendations made by the Integrity Commissioner. Council does not have the authority to alter the findings of the report, only consider the recommendations.

{01194992.DOCX;}

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The Integrity Commissioner has included only the information in this report that is necessary to understand the findings. In making decisions about what information to include, the Integrity Commissioner is guided by the duties set out in the *Municipal Act*. Members of Council are also reminded that Council has assigned to the Integrity Commissioner the duty to conduct investigations in response to complaints under the Code of Conduct, and that the Integrity Commissioner is bound by the statutory framework to undertake a thorough process in an independent manner. The findings of this report represent the Integrity Commissioner's final decision in this matter.

Complaint

We received two complaints alleging breaches of the Code of Conduct by Councillor Francine Berube (the "Member"). As the complaints dealt with the same incidents and the same member of Council, we combined the results of the investigation into one report.

The complaint alleged that the Member:

- At a Special Council Meeting of March 11, 2024:
 - o Was aggressive in questioning staff about budget items;
 - o Accused the Fire Chief of trying to close a fire station;
 - o Accused the Fire Chief of lying in relation to his annual report;
 - o Stated the Fire Chief should not be making his salary;
 - o Yelled at the Mayor and pointed her finger in the Mayor's face accusing him of not listening and bullying; and
 - o Accused staff of fraudulent practices related to maintenance of municipal equipment and lying to Council.
- At a Regular Council Meeting of March 18, 2024:
 - o Was aggressive in questioning staff;
 - o Suggested that equipment may have been sabotaged by staff; and
 - o Demanded the termination of the Fire Chief, CAO and Mayor.
- Participated at a gathering of residents on April 4, 2024 where residents were making allegations of inappropriate behaviour by staff.

Timeline

- April 15, 2024 complaints received
- April, 2024 preliminary review conducted
- May 9, 2024 complaints sent to Member
- July, 2024 interviews with witnesses
- August, 2024 interviews with witnesses
- September, 2024 interviews with witnesses

We did not receive a written response from the Member after sending a copy of the complaint and requesting a written submission. We followed up a number of times to

request a response as well as to schedule an interview with the Member. The Member did not respond and we had no choice but to proceed without her input after considerable delay in the investigation process.

Code of Conduct

The Code of Conduct sections engaged by these complaints include:

6.1 Members shall:

- (a) treat members of the public, one another, and Staff with respect;
- (b) ensure that their work environment is free from discrimination, Harassment, bullying and intimidation;

...

6.3 Every Member shall conduct themselves with decorum and professionalism at all Council, Committee, Board and other meetings in accordance with the provisions of the applicable Procedure By-law, this code and other applicable law.

...

6.7.1 Members shall not:

- (a) publicly criticize or threaten staff in any way that questions their professional reputation, competence or credibility;

...

- (d) use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Staff member with the intent of interfering with Staff duties.

Factual Findings

We interviewed persons in attendance at the March 11 and 18, 2024 Council meetings. We were not able to interview anyone in attendance at the April 4, 2024 meeting of residents after the official Council sanctioned meeting concluded. The results of the investigation are set out below.

March 11, 2024

We find that the Member directly questioned the Fire Chief at this meeting without presenting her questions through the Chair. The demeanor of the member was aggressive and the nature of the questions was characterized as hostile by those present. The Member accused the Fire Chief of lying in his annual report. We understand that there was an error in the report that was acknowledged – there was no evidence of lying or any attempt to

mislead Council by the Fire Chief. The Member also accused the Fire Chief of fraud in relation to maintaining certain equipment – there was no evidence that any staff had acted this way.

The Member also accused the Fire Chief of making too much money.

After the resignation of Councillor Turcotte was announced at this meeting, witnesses reported seeing the Member yelling at the Mayor and making accusations about the Mayor not doing something to prevent the resignation and accusing him of bullying.

March 18, 2024

We find that at the open session of Council the Member was again aggressive in how she questioned staff and suggested that equipment may have been sabotaged by staff.

We find that at the closed session of Council on the same day, the Member demanded the termination of the Fire Chief, CAO and Mayor. The Member had drafted termination letters and attempted to present them to Council. This was ruled out of order and the letters were not accepted. The Member accused those she wanted terminated of breaching the *Municipal Act* – with no evidence.

April 4, 2024

We were unable to interview anyone in attendance at this meeting. In the absence of any evidence other than hearsay, we cannot make any findings of fact.

Code of Conduct Findings

Based on the factual findings above, we find that the Member breached the Code of Conduct as follows:

March 11, 2024

The Member did not treat staff with respect as required by Section 6.1. Accusing staff of lying, stating that they did not deserve their salary and being overtly hostile is a breach of this section. The Member's actions towards the Mayor also breach this section.

In addition, the hostile and aggressive approach of questioning staff at a public meeting is a form of intimidation and appeared to be an attempt to threaten the Fire Chief in relation to their professional duties, in breach of sections 6.1(b) and 6.7.1 (d).

The Member's overall actions at this meeting were not in keeping with the decorum expected of a Council meeting. Her behaviour was characterized as extreme, focusing on blaming others, being aggressive and unprofessional.

Oxford defines "decorum" as "Behaviour in keeping with good taste and propriety." Merriam-Webster defines it as, "Propriety and good taste in conduct or appearance."

In *McConnell v. Ford* an Integrity Commissioner found that even actions done without intent to harm or actions with a commendable motive, can still lack decorum. In this case, a councillor ran through council Chambers to assist his brother in a possible physical altercation. This was considered a breach of the requirement to act with decorum.

In *Councillor Danko Tweet (Re)*, a statement containing the words “ungrateful, self-righteous toddlers” was found to be an ad hominem attack and therefore a breach of decorum (even though the councillor was making the statement to defend local police).

Based on the above examples of decorum, or lack thereof, the actions of the Member clearly fall below this threshold. The Member’s attacks on staff fall below the threshold of decorum expected of a Council meeting. This was a breach of S. 6.3.

March 18, 2024

At the open session the Member breached section 6.1 and 6.7.1 when she accused staff of sabotage.

At the closed session of Council on the same day the Member breached sections 6.1 and 6.7.1 when she attempted to present termination letters to Council for the Fire Chief, CAO and Mayor. This is an extreme attempt to bully and intimidate staff and the Mayor. Bullying is characterized by attempts to dominate others and take advantage of real or perceived power imbalances to impose their will on a situation.

The Member had no evidence of any wrong-doing by staff or the Mayor and had no authority to draft termination letters unilaterally. In fact, the Mayor (or any member of Council) cannot be terminated. Based on the above examples of decorum, the actions of the Member clearly fall below this threshold. The Member’s behaviour was a breach of decorum pursuant to section 6.3.

April 4, 2024

As stated above, we have no evidence about the incidents on this date and as such we cannot make a finding that the Member acted in breach of the Code of Conduct.

Recommendations

We attempted on a number of occasions to engage with the member to obtain her response to the complaints and to interview her as part of the investigation. We received no response to our efforts. Rather than continue to have this process delayed further we proceeded without input from the Member. As a final attempt to obtain input from the member we sent a draft of our report to the Member and asked for comments. No comments were provided and we finalized the report in its current form.

We recommend that Council suspend the remuneration of the Member for 15 days to ensure that staff and the public understand that Council does not condone this type of behaviour.

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

TO: Council
FOR: Decision
DEPARTMENT: Administration
DATE: January 6th, 2024

SUBJECT : Outdoor Rink study with Guette Ta Glace project (Watch Your Ice)

Background

The winter of 2023-2024 was a challenge for outdoor activities and infrastructure maintenance. While the hope is for more wintry temperatures going forward, manifestations of climate change will be increasingly present and will bring their own set of challenges.

Wilfrid-Laurier University in partnership with the Conseil régional de l'environnement Chaudière-Appalaches (Québec), launched a new two-year project to mobilize and inform communities in municipalities with fewer than 5,000 inhabitants about this issue.

Five Franco-Ontarian municipalities were invited to participate in this project, which will begin in winter 2024-2025. Markstay-Warren was chosen as one of the five municipalities. The participating municipalities will join 25 municipalities in the Chaudière-Appalaches region that have already shown interest.

Highlights of the project

- Collect and analyze of data on the condition of outdoor rinks and the impacts of climate change
- Identify accessible and effective actions to promote adaptation to climate change in municipalities
- Facilitate the management of skating rinks with citizens using a free app that can be connected to your existing communication media (e.g. website). This could save time managing rink status calls
- Raise awareness among all stakeholders (citizens, municipal staff and elected officials) to think about the future of winter recreation in a context of climate change
- Share best practices in ice rink maintenance through training and a community of practice

Resolution

ATTENDU QUE le Conseil régional de l'environnement Chaudière-Appalaches (CRECA) a



élaboré et mis en place le projet *Guette ta glace*, qui vise à :

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

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

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

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

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



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

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

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

**Lease Agreement Between THE COPORATION OF THE MUNICIPALITY OF
MARKSTAY-WARREN and 2548471 ONTARIO INC.**

THIS Agreement MADE in duplicate this 13th day of January 2025

BETWEEN:

THE COPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN
Hereinafter called "The Lessor" of the First Part

And

2548471 ONTARIO INC.
PHARMACIE MARKSTAY-WARREN PHARMACY

Hereinafter called the "Lessee" of the SECOND PART;

WITNESSETH that in consideration of the rents and covenants hereinafter contained on the part of the Lessee, the Lessor hereby leases unto the Lessee the Office space # 6 located at 39 Lafontaine St., Warren, ON also known as the Markstay-Warren Multi-Use Facility.

1. TO HOLD THE PREMISES for and during the term of ten (10) years, to be computed from the 1st day of September 2025 and from then forth next ensuring and to be fully completed and ended on the 31st day of August 2035.
2. RENT: The Lessee hereby agrees to pay to the Lessor the Monthly Rent of \$1 500 per month which includes all utilities minus Internet services. A Breakdown of monthly and yearly rent increases are documented in **Schedule B.**
3. The Lessee covenants with the Lessor:
 - (a) To pay rent;
 - (b) To provide the Lessor with such insurance as the Lessor may from time require in respect to the Lessee's operations and particularly public liability and property damage insurance;
 - (c) To keep the premises and every part thereof in a clean and tidy condition and not to permit waste paper, garbage, ashes or waste or objectionable material to accumulate thereon;
 - (d) To permit the Lessor at all reasonable times to enter the premises to inspect the condition thereof and where such inspection reveals that repairs are necessary to make such repairs in good and workmanlike manner within three calendar months from the date of delivery of notice from the Lessor requiring such repair;
 - (e) At its own cost and expense to comply with the requirements of every applicable by-law, statute, law or ordinance, and with respect to the condition, equipment, maintenance, use or occupation of the premises;
 - (f) To indemnify the Lessor from any and all liabilities, damages, costs, claims, suits, or actions growing out of:
 - i) Any breach, violation, or non-performance of any covenant or proviso hereof on the part of the Lessee;
 - ii) Any damage to property occasioned by the use and occupation of

the premises, or

- iii) Any injury to a person or persons including death resulting at any time there from, occurring in or about the premises.

Such indemnification in respect of any such breach etc., as hereinafter stated shall survive any termination of this Lease, anything in this Lease to the contrary notwithstanding.

4. The Lessee agrees that the operation of the premises occupied by it shall be used for the operation of a pharmacy and pharmacy related services.
5. Subject to the rental payments herein provided the Lessor covenants with the Lessee:
 - (a) For quiet enjoyment;
 - (b) Within reason and advanced approval by the Lessor, to permit the Lessee to make any alterations or additions to the premises which the Lessee may deem necessary for the purposes of the operations of the Lessee;
 - (c) To repair the roof, outside walls, foundations, plumbing & electrical maintenance, floors (excluding non-permanent floor coverings), and all other structural defects or weaknesses, unless the need of repair is caused by the negligence of the Lessee, its agents, employees or sub-lessees;
 - (d) To make changes as required to comply with the Fire Code.
 - (e) To insure, and keep insured during the whole of the term the premises against loss or damage by fire and other such standard supplementary perils as may be presently on the policy held by the Lessor at the time of this Agreement;
6. The Tenant shall have the option, at its sole discretion to terminate this Lease on 6 months written notice to the Landlord, after which this Lease shall terminate and be of no further effect and the Parties shall be released from all obligations there under.
7. If the Lessee shall, prior to or during the term of this Lease, affix or erect on the said premises any fixtures, then such fixtures shall belong to the Lessor to be removed by the Lessee with consent to the Lessor, provided any damage to the premises caused by the removal shall be repaired by the Lessee.
8. Provided that should the Lessee remain in possession of the premises after the termination of the term hereby created without other special agreement, it shall be as a monthly tenant and subject in other respects to the term of this Lease.
9. Provided that the Lessor shall be entitled to re-entry on the non-payment in excess of 60 days of rent or non-performance of the covenants herein contained by the Lessee.
10. Notwithstanding anything herein contained the Lessor and the Lessee must reach mutual agreement at any time during the continuance of this Lease in order to dissolve this Lease.
11. And it is hereby declared and agreed that these presents and everything herein contained shall respectively ensure to the benefit of, and be binding upon, the parties hereto, their heirs, executors, administrators, successors and assigns respectively.

- 12. Provided the Tenant is not at any time in default of any covenants within the Lease, the Tenant shall be entitled to renew this Lease for an additional term of 10 years (120 months) (each) on written notice to the Landlord given not less than 6 months prior to the expiry of the current term at a rental rate to be negotiated.
- 13. That either Party may terminate this agreement in writing with a minimum notice of 60 days.
- 14. Fixturing Period

The Tenant shall have access to the rentable area for leasehold improvements in advance of the lease period commencing on January 1st, 2026. Therefore, the Tenant will have access to the space as of September 1, 2025 at no cost.

- 15. Schedules

The Schedules attached hereto shall form an integral part of this Agreement to Lease and consist of:
 Schedule "A" - Floorplan & Schedule "B" - Rent Schedule

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals this 13th day of January 2025.

SIGNED, SEALED AND DELIVERED

THE COPORATION OF THE MUNICIPALITY OF MARKSTAY-WARREN

PER: _____

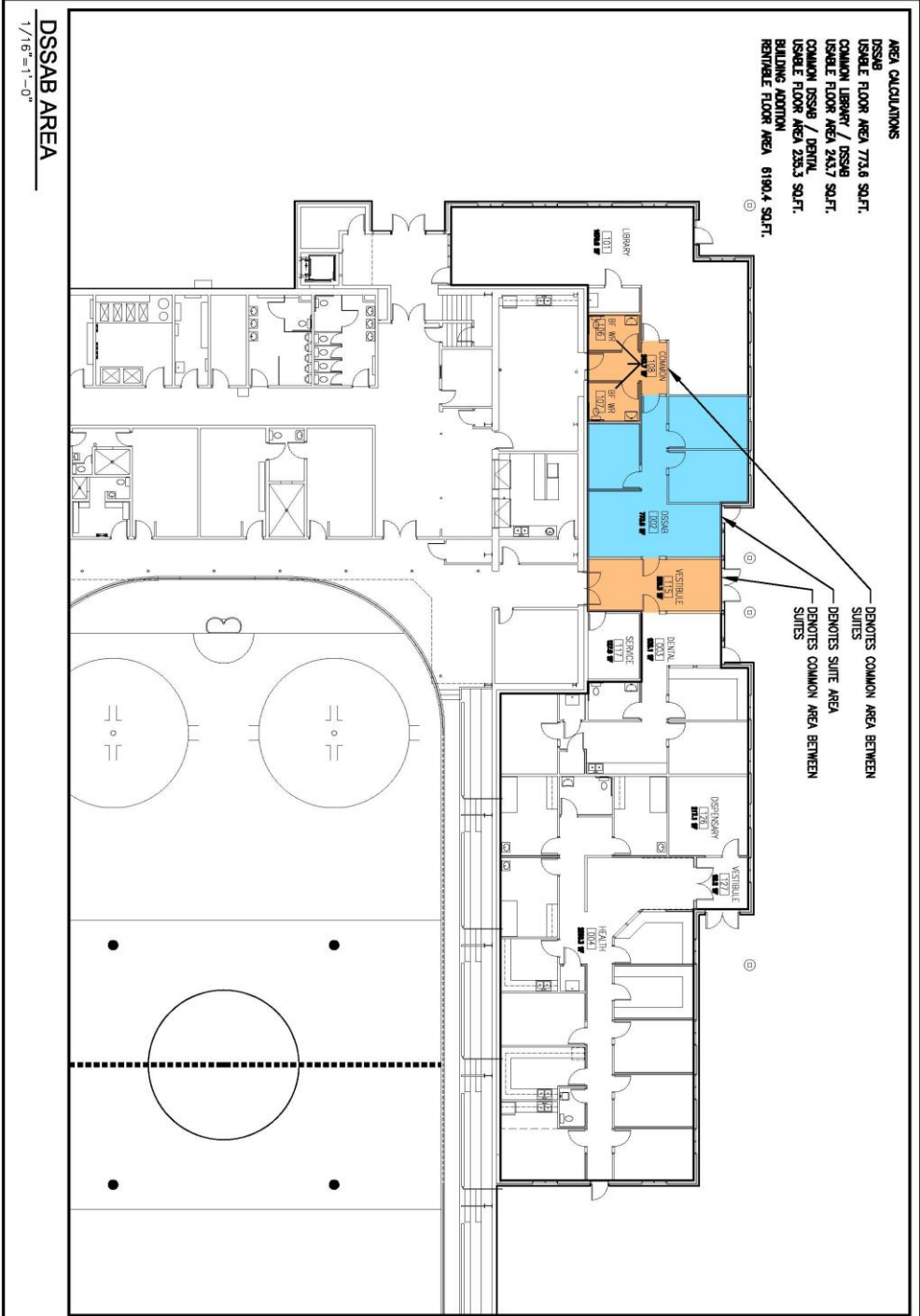
Mayor

 Clerk

2548471 ONTARIO INC.

PER: _____

Hazem Sharaf



AREA CALCULATIONS
 DSSAB
 USABLE FLOOR AREA 773.6 SQ.FT.
 COMMON LIBRARY / DSSAB
 USABLE FLOOR AREA 243.7 SQ.FT.
 COMMON DSSAB / DENTAL
 USABLE FLOOR AREA 235.3 SQ.FT.
 BUILDING ADDITION
 REMOVABLE FLOOR AREA 6190.4 SQ.FT.

① DENOTES COMMON AREA BETWEEN SUITES
 ② DENOTES SUITE AREA
 ③ DENOTES COMMON AREA BETWEEN SUITES

DSSAB AREA
 1/16"=1'-0"

SK-1.2 TMM/201004 15/08/14 14/08/11	MARKSTAY-WARREN MULTI-USE FACILITY WARREN, ONTARIO	Perry + Perry ARCHITECTS Inc. 174 Larch Street, Suite 201 Sudbury, Ontario P3E 1C6 (705) 688-0340 fax (705) 688-0438
	DSSAB AREA DRAWING	

SCHEDULE B
RENTAL INCREASES (3% per year)

YEAR	YEARLY LEASE	MONTHLY LEASE
2026	\$18,000	\$1,500
2027	\$18,360	\$1,530
2028	\$18,727.20	\$1,560.60
20229	\$19,101.74	\$1,591.81
2030	\$19,438.78	\$1,619.90
2031	\$19,873.45	\$1,656.12
2032	\$20,270.92	\$1,689.24
2033	\$20,676.34	\$1,723.03
2034	\$21,089.86	\$1,757.49
2035	\$21,511.66	\$1,792.64

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

BY-LAW 2025-01

Being a by-law to appoint a Treasurer/Deputy Clerk

WHEREAS Council approved the appointment of a Treasurer/Deputy Clerk;

AND WHEREAS Section 286(1) of the Municipal Act, 5.0. 2001, Chapter M.25, as amended, stipulates that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality;

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

1. That _____ is hereby appointed as Treasurer/Deputy Clerk as of _____, 2025.
2. That all other by-laws inconsistent with this by-law are hereby repealed.
3. That this by-law shall come into force and take effect immediately upon the final passing thereof.

READ A FIRST, SECOND AND THIRD

)

)

TIME AND FINALLY PASSED THIS

)

)

13th DAY OF JANUARY 2025.

)

)

MAYOR

CAO/CLERK

TO: Council
FROM: Decision
DEPARTMENT: Administration
DATE: January 6, 2025

SUBJECT: Motion from Councillor Francine Berube

That Council focuses on completing the budgets for 2023, 2024 and commence the 2025 budget.

To finalize the past due budgets and confirm our current fiscal year's budget to make the Municipality fiscally knowledgeable and responsible.

TO: Council
FOR: Decision
DEPARTMENT: Council
DATE: January 8th, 2025

SUBJECT : Motion from Councillor Bérubé

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

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

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