

Table of Contents – Open Agenda

Agenda.....	Page 1
Minutes from Tuesday September 23rd, 2025.....	Page 3
7.1 Payroll Report.....	Page 9
7.2 Payment Register.....	Page 10
8.1 Clerk’s Report.....	Page 11
8.2 Treasurer’s Report.....	Page 13
8.6 Correspondence from other Agencies.....	Page 14
1. 8.6-1 LRCA Board Minutes 08-27-25 Minutes.....	Page 14
2. 8.6-2 Forestry and Sawmill Announcement - Sept 26 2026.....	Page 20
3. 8.6-3 NOMA – Kap Paper – news release and letter to Premier Ford.....	Page 22
4. 8.6-4 Issuance of 2026 OPP Annual Billing Statement.....	Page 26
5. 8.6-5 ROMA 2026 Conference.....	Page 28
6. 8.6-6 Mental Health Grant Approval.....	Page 31
7. 8.6-7 NOMA – Joint Statement – Forestry Sector.....	Page 32
8. 8.6-8 NOMA – Announcement of IESO Board Appointment.....	Page 33
9. 8.6-9 TBDML Minutes – July 12, 2025.....	Page 34
10. 8.6-10 NOMA Minutes – June 18, 2025.....	Page 43
11. 8.6-11 Use of Crown Land Concerns – Algonquin Highlands.....	Page 46
12. 8.6-12 TBDSSAB Update from the Board – September 2025.....	Page 47
9.1-1 Conmee Fire Department Enabling Bylaw – Clerk’s Report to Council.....	Page 55
9.1-2 Draft Enabling Bylaw and Schedules.....	Page 58
9.1-3 Oliver Paipoonge - Enabling Bylaw.....	Page 76
9.2 Structural Inspection – 5 Bridges and 1 Culvert – JML Engineering Update.....	Page 99
9.3-1 Hall Rentals – Clerks Report to Council.....	Page 101
9.3-2 Community Centre Rental Agreement.....	Page 102
9.3-3 Fees Schedule excerpt from bylaw 2025-001.....	Page 104
9.3-4 Hall Set-up Diagram.....	Page 105
9.3-5 CC Rental Terms Acknowledgement Form.....	Page 106
9.3-6 Municipal Alcohol Policy.....	Page 108
9.3-7 Kitchen Rental Agreement.....	Page 120
9.3-8 Facilities Manager Rental Checklist – Internal.....	Page 123
11.1-1 City of Dryden – swim to survive – curriculum.....	Page 124
11.1-2 Municipality of St. Charles et al – NORDS becoming permanent.....	Page 125
11.1-3 Municipality of Brighton Electoral Reform.....	Page 129
11.1-4 City of Kitchener – paper billing to e-billing and postage.....	Page 131
15. Confirming Bylaw 2025-034.....	Page 133

AGENDA FOR REGULAR COUNCIL MEETING
Tuesday, October 14, 2025 – 6:00 p.m.



Join Zoom Meeting: <https://us02web.zoom.us/j/86376812502?pwd=MnBK5AwghR9ntwKQXKR0Y1PPKzsslU.1>

Meeting ID: 863 7681 2502

Passcode: 463910

1. CALL TO ORDER
Land Acknowledgement
2. APPROVAL OF AGENDA
Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of October 14th, 2025, be approved as circulated. (Alternatively, amendments to be noted; with approval as amended.)
3. DECLARATIONS OF PECUNIARY INTEREST
4. TOWN HALL SEGMENT
5. DEPUTATIONS
6. MINUTES OF PREVIOUS MEETINGS
 - 6.1 Minutes – Open Session Regular Council Meeting – September 23rd, 2025
Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Regular Council Meeting held on September 23rd, 2025, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.)
7. DISBURSEMENT LIST
 - 7.1 Payroll Report
 - 7.2 Payment Register
Recommendation: BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments and check numbers 7582 to 7597 totalling \$40,748.46.
8. REPORTS FROM MUNICIPAL OFFICERS/OTHERS (As available)
 - 8.1 Clerk's Report
 - 8.2 Treasurer's Report
 - 8.3 Public Works Report (no report this meeting)
 - 8.4 Fire Chief's Report (verbal)
 - 8.5 Council Member Reports (verbal)
 - 8.6 Reports from Other Agencies: as listed in the Clerk's Report
Recommendation: BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8 of this evening's agenda. (Alternatively, directions to Administration as per Council's determination)
9. NEW BUSINESS
 - 9.1-1 Conmee Fire Department Enabling Bylaw – Clerk's Report to Council
 - 9.1-2 Draft Enabling Bylaw and Schedules
 - 9.1-3 Oliver Paipoonge – Enabling Bylaw
 - 9.2 Structural Inspection - 5 Bridges and 1 Culvert – JML Engineering – update
 - 9.3
 - 9.3-1 Hall Rentals – Clerk's Report to Council
 - 9.3-2 Community Centre (CC) Rental Agreement
 - 9.3-3 Fees Schedule from By-law 2025-001
 - 9.3-4 Hall Set-up Diagram
 - 9.3-5 CC Rental Terms Acknowledgement Form
 - 9.3-6 Municipal Alcohol Policy
 - 9.3-7 Kitchen Rental Agreement
 - 9.3-8 Facilities Manager Rental Checklist
10. BYLAWS
No bylaws scheduled for this meeting

11. CORRESPONDENCE
List of Resolution Support Requests from other municipalities/provincial government
11.1-1 City of Dryden – swim to survive – curriculum
11.1-2 Municipality of St. Charles – NORDS becoming permanent
11.1-3 Municipality of Brighton Electoral Reform
11.1-4 City of Kitchener – paper billing and postage
12. UPCOMING MEETING DATES
Regular Council Meetings: October 28th; November 12th (Wed) & 24th; and December 16th, 2025.
13. CLOSED SESSION
Recommendation: BE IT RESOLVED THAT, the time being ____ p.m., Council enter Closed Session under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, to consider Item 13.1, being the Closed Session minutes of the Council meeting held September 23rd, 2025; and under the authority of paragraph 239(2)(b) and 239(2)(d), of the same legislation, to consider Items 13.2 involving personal matters about identifiable individuals, and/or involving labour relations or employee negotiations.
- 13.1 Minutes – Closed Session Regular Council Meeting – September 23rd, 2025
13.2-1 HR Assistant's Report
13.2-2 Spreadsheet attachment
Recommendation: BE IT RESOLVED THAT, the time being ____ p.m., Council rise from Closed Session and report in Open Session
14. BUSINESS ARISING FROM CLOSED SESSION
Recommendation 1: BE IT RESOLVED THAT the Minutes of the Closed Session of the Regular Council Meeting held on September 23rd, 2025, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.)
Recommendation 2: BE IT RESOLVED THAT Administration be authorized to proceed as directed in Closed Session.
15. CONFIRMING BYLAW
By-law 2025-034 – To Confirm the Proceedings of the Meeting
Recommendation: BE IT RESOLVED THAT Bylaw 2025-034 be passed, and FURTHER, THAT the Mayor and the Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-034, being a By-law to confirm the proceedings of this evening's meeting.
16. ADJOURN
Recommendation: There being no further business to conduct, the Mayor declares the meeting to be adjourned at ____ p.m.

MINUTES - REGULAR COUNCIL MEETING

Tuesday, September 23rd, 2025 – 6:00 pm

PRESENT Mayor Sheila Maxwell
Councillor Grant Arnold
Councillor Chris Kresack
Councillor David Maxwell

ALSO PRESENT Karen Paisley, Clerk
Leanne Maxwell, Treasurer
Leonard Arps, Public Works Manager

PRESENT VIRTUALLY Olabisi Akinsanya-Hutka, HR Assistant

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:06 p.m.
Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

RESOLUTION 2025 – 192

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of September 23rd, 2025, be approved as circulated.

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

No declarations were made.

4. TOWN HALL SEGMENT

No members of the public had registered to speak at the Town Hall Segment.

5. DEPUTATIONS

No deputations were scheduled for this meeting.

6. MINUTES OF PREVIOUS MEETING(S)

6.1 Minutes – Regular Council Meeting – September 9th, 2025

Council present reviewed the minutes of the September 9th, 2025, Regular Council Meeting. No amendments were requested.

RESOLUTION 2025 - 193

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of September 9th, 2025, be approved as circulated.

CARRIED

7. DISBURSEMENT LIST

7.1. Payroll Report

There was no payroll report scheduled for this evening's meeting.

7.2. Payment Register

Council reviewed the payment register, including electronic bank payments and cheque disbursements. The Treasurer answered questions from Council.

RESOLUTION 2025-194

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, cheque numbers 7566 to 7581 totalling \$58,779.09.

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk provided a report outlining several administrative updates. She advised Council that Canada Post would not be mailing newsletters due to strike action and described alternative distribution methods, including posting at the front counter, website, Facebook, and local businesses. She summarized recent CUPE negotiations, the LRMC meeting discussions on animal control and the enabling bylaw and noted that Conmee had been invited to apply for the FireSmart Communities Implementation grant. Updates were also provided on the Fire Protection grant, including progress on quotes for gear drying and bathroom retrofits. The Clerk requested Council's direction on a letter of support for the Canadian Heritage Rivers System initiative and advised that agreements for the Integrity Commissioners were being prepared.

8.2. Treasurer's Report

The Treasurer reported that Munisoft would be upgrading the General Ledger on November 13 and 14, and while Munisoft recommended closing the office, she felt limited services could still be offered. Notices would be posted to inform residents. She advised that the Township had received a cheque for nearly \$20,000 from Ontario Aggregate Resources, which would be allocated to roads. She also reminded Council that payroll would be processed early due to Truth and Reconciliation Day and requested timesheets by September 25.

8.3. Public Works Report

The Public Works Manager provided a verbal report outlining recent departmental activities. Fall maintenance operations are underway, including road grading and gravel application. The Public Works department completed a cemetery closure and installed additional signage. Work at the Hunt Road pit has been delayed due to the extended absence of the Township's backhoe, which remains at Brant's Equipment for repairs. In the interim, staff have utilized a loaned backhoe and the loader to maintain essential services.

The Public Works Manager proposed accepting fill material from Hydro One's construction project at a rate of \$400 per load, to be deposited at the closed Hume East landfill site. He confirmed that the material is not contaminated and estimated that the site could accommodate approximately 1,000 loads. Council discussed potential revenue generation and traffic impacts and agreed to further explore the opportunity. Concerns were raised regarding the prolonged delay in the return of the backhoe, which has now exceeded five months. Council discussed the possibility of renting equipment or requesting a demonstration unit from the supplier should the delay continue. The Public Works Manager also noted that several driveway installations and culvert replacements remain pending due to the equipment shortage.

6:47 pm – Councillor Maxwell left the meeting.

6:48 pm – Councillor Maxwell returned to the meeting.

8.4. Fire Chief's Report

Although no formal report was scheduled, Mayor Maxwell provided an update on behalf of the Fire Chief. She advised that the pumper truck had been returned to the fire hall following repairs to the brake calipers. However, the vehicle continues to experience mechanical issues, including a battery malfunction that produced a strong odour and triggered the carbon monoxide alarm in the garage. The mayor described the vehicle as increasingly costly to maintain and noted that the Fire Chief is expected to provide further details in his next report.

8.5. Council Member Reports

Mayor Maxwell reported on her participation in recent CUPE negotiations, which included representatives from Council, the Clerk, and the Human Resources Assistant. She also attended a meeting with representatives from the Office of the Fire Marshal, which focused on mutual aid arrangements and grant opportunities for small municipalities. The mayor shared details of a visit from a Scottish descendant of the McLean family, who has ancestral ties to Conmee. She presented the visitor with a copy of the Township's history book and attended a community potluck in his honour.

The mayor further advised that she has been assisting the Facilities Manager with preparations for recent events, including a funeral and an upcoming wedding. She recommended streamlining hall rental communications and calendar management to avoid scheduling conflicts and improve administrative efficiency.

Councillor Arnold reported on his attendance at the Thunder Bay District Health Unit Board of Directors meeting, where he was appointed to the hiring committee for the incoming Medical Officer of Health. He also attended the Celebration of Life for a long time resident and former employee of the municipality and suggested that Council revisit the Township's flag policy to allow for the lowering of the flag in honour of deceased employees or former staff.

Councillor Kresack advised that he attended the Food Bank meeting held on September 10, where the November meeting was scheduled for November 19 at 6:00 p.m. He relayed a request from the Food Bank to use the bar fridge at the Community Centre for overflow produce on distribution days. Council agreed to the request, provided the fridge is unplugged after use.

Councillor Maxwell reported on his attendance at the Thunder Bay District Municipal League (TBDML) meeting held on September 20. He advised that discussions included the designated truck route bylaw and noted that the City of Thunder Bay has not yet ratified the bylaw, nor installed signage, raising concerns about its enforceability. Councillor Maxwell also noted that Administration from Northwestern Ontario Municipal Association (NOMA) was present and spoke about the upcoming NOMA conference, which has been relocated to the Valhalla Inn due to space constraints at the previous venue.

Councillor Maxwell shared a resource with Council regarding raised garden box designs, which he had circulated for informational purposes. He shared these plans for personal or community use.

In response to ongoing delays in the return of the Township's backhoe from Brandt's Equipment, Councillor Maxwell suggested that the Township explore the possibility of accessing equipment through a demonstration arrangement. He noted that Brandt may be willing to provide a demo unit temporarily, given the extended service timeline and the impact on municipal operations. Council agreed that this option should be investigated further.

Councillor Maxwell raised a procedural question regarding the distribution of closed session materials to a member of Council currently on leave. He suggested that the practice be reviewed to ensure alignment with confidentiality provisions under the Municipal Act.

8.6. Other Agencies' Reports

Council reviewed the reports listed in the Clerk's Report. Discussion focused on the Canadian Heritage Rivers System initiative, which proposes extending designation to include the Lake Superior of the Woods Waterway, encompassing the Kaministiquia River. Council expressed support for the initiative and

approved the issuance of a letter of support. Questions were raised regarding potential restrictions on floatplane landings and recreational use; however, it was clarified that the CHRS program is non-legislative and voluntary, and no new regulations would be imposed because of the designation. Council discussed the proposed extension of the Canadian Heritage Rivers System designation to include the Lake Superior of the Woods Waterway. By consensus, Council supported the initiative and directed the Clerk to issue a letter of support on behalf of the Township.

RESOLUTION 2025-195

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council received the reports presented as listed in Section 8 of this evening's agenda.

CARRIED

HR Assistant joined the meeting at 7:30 p.m.

9. NEW BUSINESS

9.1 Criterion Movie Licensing Options

Council reviewed two licensing options presented by Criterion Pictures for indoor movie screenings. The Clerk outlined the differences between the standard home release licence and the enhanced licence with streaming access via Criterion on Demand. Council discussed the Township's limited use of the service in previous years and agreed that the promotional offer currently available was not time-sensitive for Conmee's programming needs. It was agreed that the matter would be deferred until later in the year, with a preference for the streaming option if pursued.

9.2 Structural Inspection – Two Bridges and a Culvert

Council discussed the recent structural inspection report prepared by JML Engineering, which included assessments of multiple structures, including the Enders Road bridge. The Enders Road bridge was identified as nearing the end of its serviceable life due to deterioration of timber components and settlement of the abutments. The Public Works Manager recommended replacing the bridge with culverts and referenced a previous quote of approximately \$97,000 for such work. Council discussed the feasibility of undertaking the replacement in 2026 using infrastructure funding.

The Clerk advised that a meeting had been scheduled with JML Engineering for September 24 to review the full inspection report and discuss next steps, including whether the Enders Road bridge could safely remain in service until spring and any interim maintenance considerations.

7:51 pm – Public Works Manager left the meeting

10. BY-LAWS

10.1 Bylaw 2025-032 – Bylaw to Appoint Integrity Commissioners

Council reviewed Bylaw 2025-032, a bylaw to appoint persons as Integrity Commissioners and to authorize the execution of agreements with the appointees.

RESOLUTION 2025-196

Moved by: Councillor Kresack

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Bylaw 2025-032, being a bylaw to appoint persons as Integrity Commissioners and to authorize the execution of agreements with the appointees is passed.

CARRIED

11. CORRESPONDENCE

List of Resolution Support Requests from other Municipalities:

There were no resolutions from other Municipalities at this evening's meeting.

UPCOMING MEETING DATES

The list of upcoming regular Council meeting dates was available for review. No changes were proposed.

13. CLOSED SESSION**RESOLUTION 2025-0197**

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the time being 7:52 p.m., Council moved into closed session, under the authority of those paragraphs of the *Municipal Act, 2001* (S.O. 2001, c. 25, as amended) for which it was authorized to be closed, to review Item 13.1, being the Closed Session minutes of the Council meeting held September 9th, 2025; and under the authority of paragraph 239(2)(b), 239(2)(d), and 239(2)(h) of the same legislation, to consider Item 13.2, Item 13.3, and Item 13.4 as listed in the agenda, involving personal matters about identifiable individuals, involving labour relations or employee negotiations, and information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-198

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT, the time being 8:48 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION**RESOLUTION 2025-199**

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on September 9th, 2025, be approved; AND FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

15. CONFIRMING BY-LAW

By-law 2025-033

RESOLUTION 2025-200

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT By-law 2025-033 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-033, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

16. ADJOURNMENT

There being no further business to attend to, the mayor declared the meeting adjourned at 8:50 pm.

Mayor Sheila Maxwell

Clerk Karen Paisley

Staff Payroll -September 12, 2025
- September 26, 2025
Council Payroll - September 30, 2025

	<u>Administration and</u>		
	<u>Public Works</u>	<u>Other</u>	<u>Total</u>
Wages	22,282.28	7,006.32	29,288.60
EI	508.84	159.54	668.38
CPP	1,222.48	244.50	1,466.98
RRSP	698.98		698.98
mileage	121.04	102.68	223.72
total	24,833.62	7,513.04	32,346.66

Township of Conmee**Payment Register****Report Date**

Batch: 2025-00147 to 2025-00150 2025-10-09 3:06 PM

Bank Code: GEN - TD Operating Account

Payment #	Vendor	Amount	
Computer Cheque			
7582	Minister of Finance	7184.50	
7583	Real Tax Inc	9,746.25	property registration
7584	Atwood Labine LLP	926.60	gift of property
7585	BMO RRSP	134.54	
7586	CUPE	478.68	July-Sept
7587	training	1,648.32	
7588	GFL Environmental Inc	854.10	
7589	Lakehead Cleaners	118.94	
7590	MicroAge	645.09	
7591	MPAC	416.21	4th quarter
7592	M&L Supply Fire & Safety	1,270.41	functional test
7593	Spectrum Telecom Group Ltd	531.10	radio
7594	TransCanada Safety	433.92	apparel
7595	Thunder Bay DSSAB	8,027.00	
7596	Thunder Bay Counselling	1,251.00	annual contract
7597	Valley Fire Protection & Serv	396.91	
Total Cheques		26,879.07	
Other			
123	Manulife	1,541.57	
123	Ontario Fire Truck Inc.	6,516.34	pump test at hacquoils
123	Thunder Bay Xerographix Inc	75.53	copier
123	training	1,992.00	
144	TD Visa	1,011.84	
429	TBayTel	399.99	
515	TD Visa	2,332.12	
Total EFT		13,869.39	
Total		40,748.46	

**The Corporation of the Township of Conmee
Administrative Report**

Date: October 14, 2025

To: Mayor and Council

Subject: Administrative Activity Report

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

For Council's information and direction as required.

BACKGROUND:

Administration's updates to Council on its ongoing activities.

DISCUSSION:

Several grants, primarily for the fire department, were submitted, including two FireSmart grants and the Fire Protection grant. The FireSmart grant provides funding for community education and wildfire mitigation, while the Fire Protection grant will support retrofitting the Fire Hall's washroom with a shower and installing a bunker dryer for washed gear to reduce potential carcinogen exposure. The Township was successful in securing the Mental Health Supports for Public Safety Personnel grant, which will assist the Fire Chief in planning workshops and support for the mental health of the volunteer firefighter team.

The administration office was engaged with the audit team from BDO on September 29, 30, October 1, 6, and 7. While a few items remain outstanding, the audit is expected to be completed shortly. The Clerk and Treasurer are meeting bi-weekly with PSD Citywide to advance the Asset Management Plan update in compliance with provincial legislation. Internal questionnaires have been distributed, and a public questionnaire will be launched on the Township website and Facebook. Due to the Canada Post strike, mail distribution of the survey is not feasible.

The Clerk and Treasurer attended the AMCTO (Association of Municipal Clerks and Treasurers) conference on October 2 and 3, which provided valuable learning and networking opportunities. The Clerk also participated in the Amethyst Fall sector meeting with EMO field staff virtually on October 9 and is scheduled for Emergency Management 200 training on October 14 and 15.

A cybersecurity incident involving malicious software was promptly identified and reported to MicroAge. The IT team responded quickly and successfully mitigated the issue. As part of the response, Council members and staff were directed to set up multifactor authentication (MFA) with MicroAge; those who have not yet completed this step are advised to do so at their earliest convenience. Following the Clerk's notification to the Township's email distribution list, our insurance carrier, Westland, received the message and recommended that our cybersecurity insurance provider, CFC Underwriting, be notified. Westland submitted the notice

on the Township's behalf, triggering a formal response from CFC. The Clerk and MicroAge's manager attended two meetings with the CFC team to review the incident, assess potential impacts, and determine whether further support was required. MicroAge continues to assist with technical support and documentation. A report from MicroAge will be provided to Council for review. Significant administrative time has been dedicated to managing this incident and coordinating with external partners.

On September 30, representatives from the Institute on Lake Superior Geology (ILSG) visited the municipal office to request access to the Briggs Road gravel pit for inclusion in a geological field tour scheduled for May 22, 2026, pending Council's approval. During their visit, they sought and received permission from the Clerk and Public Works to take photographs of the site. If approved by Council, geological samples may also be collected during the tour. The site was previously featured in a similar tour in 2000.

A resident has requested to relocate their driveway access from Highway 11/17 to another municipal road that also borders their property. This request stems from concerns about increased truck traffic resulting from the City of Thunder Bay's rerouting of the designated truck route off Highway 102 and onto Highway 11/17. The resident has expressed safety concerns for children accessing the school bus pickup location and will incur personal costs to construct the new driveway.

Following discussions at the LRMC regarding dog impound issues, the Clerk contacted the bylaw officer to review current practices. The officer typically engages with complainants and dog owners, issuing verbal warnings followed by a formal letter from the Clerk's office. Subsequent infractions result in a \$150 fine. The officer acts only on complaints received through the municipal office and has not had to impound a dog to date. Council is asked to advise whether further action should be pursued.

The announcement for the ROMA 2026 – Rural Leaders Conference has been released. Council is asked to determine who will attend this event.

The Clerk has received correspondence from the Township of Algonquin Highlands regarding concerns about Crown Land usage, specifically issues related to public camping such as misuse, noise, and garbage. Council's input is requested to determine whether the Township of Conmee has experienced similar concerns and, if so, whether Council wishes the Clerk to respond with relevant information.

Other Agency Reports – 8.6

1. LRCA Board Minutes 08-27-25 Minutes
2. Forestry and Sawmill Announcement - Sept 26 2026
3. NOMA – Kap Paper – news release and letter to Premier Ford
4. Issuance of 2026 OPP Annual Billing Statement
5. ROMA 2026 Conference
6. Mental Health Grant Approval
7. NOMA – Joint Statement – Forestry Sector
8. NOMA – Announcement of IESO Board Appointment
9. TBDML Minutes – July 12, 2025
10. NOMA Minutes – June 18, 2025
11. Use of Crown Land Concerns – correspondence from Algonquin Highlands
12. TBDSSAB Update from the Board – September 2025

**The Corporation of the Township of Conmee
Administrative Report**

Date: October 14, 2025
To: Mayor and Council
Subject: Treasurer Report
Submitted by: Leanne Maxwell

RECOMMENDATION:

This report is for Council's information and discussion

BACKGROUND:

The Treasurer reports to Council, at regular council meetings, as necessary, on her activities

FOR INFORMATION:

Taxes

No arrear notices were mailed out this month due to the postal strike.
The final payment for property taxes for this year is due on October 29, 2025.

AMCTO Zone 9

Attended the AMCTO Zone 9 fall conference on October 2-3, 2025. There were interesting presentations made by OPP, McKittricks Law, MPAC, and Wielers Law.

For Discussion:

Roma

Three rooms have been booked for the Roma Conference on January 18-20, 2025.
Early registration closes on October 31, 2025, if Council can let us know who is going.



August LRCA Board Meeting
 Lakehead Region Conservation Authority
 August 27, 2025, at 4:30 PM
 130 Conservation Road/Microsoft Teams

Members Present:

Robert Beatty, Donna Blunt, Rudy Buitenhuis, Dan Calvert, Sheelagh Hendrick, Greg Johnsen, Brian Kurikka, Jim Vezina

Members Present Virtually:

Grant Arnold

Members Not Present:

Albert Aiello, Trevor Giertuga

Also Present:

Tammy Cook, Chief Administrative Officer
 Mark, Ambrose, Finance Manager
 Ryne Gilliam, Lands Manager
 Ryan Mackett, Communications Manager
 Melissa Hughson, Watershed Manager
 Melanie O'Riley, Administrative Clerk/Receptionist, recorder of minutes

1. CALL TO ORDER

The Chair called the meeting to order at 4:30 p.m.

2. ADOPTION OF AGENDA

***THAT:** the Agenda be adopted as published.*

Motion: #91/25

Motion moved by Brian Kurikka and motion seconded by Robert Beatty. **CARRIED.**

3. DISCLOSURE OF INTEREST

None.

4. MINUTES OF PREVIOUS MEETING

***THAT:** the Minutes of the Lakehead Region Conservation Authority Sixth Regular Meeting held on Thursday, June 26, 2025 be adopted as published.*

Motion: #92/25

Motion moved by Robert Beatty and motion seconded by Rudy Buitenhuis. **CARRIED.**

5. IN-CAMERA AGENDA

***THAT:** we now go into Committee of the Whole (In-Camera) at 4:32 p.m.*

Motion: #93/25

Motion moved by Brian Kurikka and motion seconded by Robert Beatty. **CARRIED.**

***THAT:** we go into Open Meeting at 4:40 p.m.*

Motion: #94/25

Motion moved by Rudy Buitenhuis and motion seconded by Brian Kurikka. **CARRIED.**

***THAT:** the In-Camera Minutes of the Lakehead Region Conservation Authority May 28, 2025 meeting be adopted as published.*

Motion: #95/25

Motion moved by Brian Kurikka and motion seconded by Rudy Buitenhuis. **CARRIED.**

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

7.1. Memo from MECP regarding transition of Conservation Authority Program from MNR to MECP

Correspondence was received from the Ministry of the Environment, Conservation and Parks advising that the responsibility of the province's conservation authority program had transitioned from the Minister of Natural Resources to the Minister of the Environment, Conservation and Parks (MECP) through Orders in Council.

8. STAFF REPORTS

8.1. Floodway Diversion Channel - Design of Channel Improvements in Diversion Channel

Members reviewed and discussed Staff Report NMFC-06-2025 related to awarding the contract for a detailed design of channel improvements on the Neebing-McIntyre Floodway to KGS Group.

***THAT:** the Contract for Detailed Design of Channel Improvements on the Neebing-McIntyre Floodway by KGS Group for a cost of \$67,500.00 not including HST be approved.*

Motion: #96/25

Motion moved by Jim Vezina and motion seconded by Brian Kurikka. **CARRIED.**

8.2. Traffic Counter Report – 2024

Members reviewed and discussed Staff Report CONAREA-03-2025 related to the 2024 Traffic Counter Report. It was noted that approximately 47% of all visitors pay the parking fee/day use fee via pay and display, coin box, online or Explore Card. It was also noted that revenue had increased by 10% compared to 2023.

***THAT:** the Staff Report CONAREA-03-2025 be received.*

Motion: #97/25

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

8.3. Neebing McIntyre Floodway - Lyon's Drainage Outlet Improvements (Culverts to Bridge)

Members reviewed and discussed Staff Report NMFC-05-2025 related to authorizing the City of Thunder Bay to remove the existing Lyon's drainage channel outlet culverts along the north bank of the Neebing-McIntyre Floodway and install a new clear-span bridge at the same location.

***THAT:** the City of Thunder Bay is authorized to remove the existing Lyon's drainage channel outlet culverts along the north bank of the Neebing McIntyre Floodway and install a new clear-span bridge at the same location, with the requirement that the City of Thunder Bay is responsible for all future maintenance of the infrastructure.*

Motion: #98/25

Motion moved by Dan Clavert and motion seconded by Sheelagh Hendrick. **CARRIED.**

9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

9.1. Monthly Treasurer's Report

Members were provided with the Monthly Treasurer's Report for June and July's Administration and Capital.

9.2. 2026 Draft Budget

Members reviewed and discussed Staff Report FIN-09-2025 related to the LRCA's 2026 draft budget, for consultation purposes. The 2026 Draft Budget proposed a 3.5% increase to levy-all compared to 2025, with the City's projected increase including their sole-benefitting levy at 2.6%. The final budget will be considered at the November Meeting.

***THAT:** the Lakehead Region Conservation Authority approves the 2026 Draft Budget, Version 1.0, dated August 27, 2025, for consultation purposes.*

Motion: #99/25

Motion moved by Dan Calvert and motion seconded by Sheelagh Hendrick. **CARRIED.**

10. PASSING OF ACCOUNTS

***THAT:** having examined the accounts for the period June 1, 2025 to June 30, 2025 cheque #3581 to #3607 for \$60,298.67 and preauthorized payments of \$160,385.64 for a total of \$220,684.31, we approve their payment.*

Motion: #100/25

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

***THAT:** having examined the accounts for the period July 1, 2025 to July 31, 2025 cheque #3608 to #3636 for \$58,956.43 and preauthorized payments of \$156,534.25 for a total of \$215,490.68, we approve their payment.*

Motion: #101/25

Motion moved by Sheelagh Hendrick and motion seconded by Dan Calvert. **CARRIED.**

11. REGULATORY ROLE

Members were provided with the Plan Review program comments and Section 28 permits issued since last meeting.

12. PROJECTS UPDATE

12.1. Communications Manager Projects Update

It was noted that the 2025 Silver Harbour Day was a success with approximately 230 people in attendance.

The 2025 Little Trout Bay Fish Derby was a success with 28 teams participating. It was noted that there was great support from local sponsors.

It was noted that LRCA staff have partnered with Rose N Crantz coffee to create a unique special blend coffee for the LRCA to be used as a fundraiser with the Lakehead Conservation Foundation to support the environmental education program. The coffee will be available to order on LRCA's website.

It was noted that Staff participated at Lakehead University's student orientation on August 28, 2025 to promote the LRCA's Conservation Areas and to encourage students to apply for summer employment next summer.

12.2. Lands Manager Projects Update

It was noted that ten trees of various types were planted at Cascades Conservation Area.

It was noted that forestry operations within Block 2 at Wishart Conservation Area are ongoing.

It was noted that there had been an increase in encampments along the Neebing-McIntyre Floodway. Nine encampments were identified and using the Board approved Standard Operating Procedure had been dealt with.

Staff have noticed an increase in spray paint vandalism at Mission Island Marsh, Silver Harbour and Hurkett Cove Conservation Areas. Staff have removed or covered up the graffiti and continue to monitor all Conservation Areas.

It was noted that in collaboration with the Department of Fisheries and Oceans (DFO) and the Great Lakes Fishery Commission (GLFC), the LRCA will participate in a dedication ceremony for the new permanent sea lamprey trap at the Neebing Weir on September 11, 2025.

12.3. Watershed Manager Projects Update

It was noted that Lake Superior's water level continues to be below average.

It was noted that the first public open house for the Lakehead Coastal Resilience Management Plan project was held on July 16, 2025, at the LRCA administration office.

It was noted that the LRCA's Stewardship team had planted, in the spring, over 4,000 native trees, shrubs and perennials in various locations in the city. It was also noted that 1,500 of those plants were grown by the LRCA's Seeds for Conservation Program.

It was noted that through the Cyanobacteria Shoreline Protection Project, 11 participants received individualized shoreline consultation and free native plants from the LRCA for shoreline restoration on their blue-green algae affected properties.

It was noted that a Bathing Beach Advisory was posted on August 26, 2025, at Mission Island Marsh Conservation Area, due to elevated levels of *e.coli* present in water samples taken on Monday, August 25, 2025. The LRCA will continue to sample until acceptable results are achieved and will then end the advisory.

13. NEW BUSINESS

None.

14. NEXT MEETING

The next meeting will be held on September 24, 2025 at 4:30 p.m.

15. ADJOURNMENT

THAT: the time being 5:21 p.m. **AND FURTHER THAT** there being no further business we adjourn.

Motion: #102/25

Motion moved by Robert Beatty and motion seconded by Rudy Buitenhuis. **CARRIED.**


Chair


Chief Administrative Officer



Media Statement For Immediate Release

September 26, 2025 – Thunder Bay, ON - The Northwestern Ontario Municipal Association (NOMA) and the Federation of Northern Ontario Municipalities (FONOM) fully support today's announcement by the Government of Ontario regarding investments in forest road infrastructure and the sawmill chip program. This commitment is an important step towards protecting a sector facing unprecedented challenges, including 35% softwood lumber duties, potential Section 232 tariffs, and the ongoing pressures on the pulp and paper industry.

It is important to recognize that forest road infrastructure is public infrastructure. While built and maintained by the forest industry, these roads, water crossings, and bridges are essential for far more than forestry operations. They are used daily by recreationalists, anglers, hunters, trappers, Indigenous communities, emergency services, public utilities, mining companies, and other natural resource industries. For decades, this program has been underfunded, and today's investment provides much-needed relief. The program is also a proven public-private partnership: for every dollar invested by the Province, the forest industry contributes three dollars. This 3:1 multiplier ensures strong returns for Ontarians while expanding access to critical public infrastructure across the North.

The announcement of a sawmill chip program is another vital measure that will help stabilize the sector as it manages the ongoing consolidation in the pulp and paper industry.

NOMA President Rick Dumas says:

"This is not just about forestry — these investments are about people, communities, and access. Forest roads are lifelines in Northern Ontario. They ensure emergency services can respond, families can hunt and fish, and industries like mining can operate. By investing in this infrastructure, the Province is strengthening the foundation of our entire region."

FONOM President Danny Whalen says:

"The sawmill chip program is a lifeline at a time when our pulp and paper sector is in transition. It keeps mills operating, safeguards jobs, and gives our communities the stability they need while industry and government work together on long-term solutions."

The forest industry remains one of the most trade-impacted sectors in Canada, carrying the weight of unfair and punitive duties. These barriers threaten jobs, weaken competitiveness, and risk undermining Canada's national housing and economic goals. NOMA and FONOM are calling on the federal government to take immediate action to stabilize the sector — including resolving the ongoing softwood lumber dispute, protecting Canadian producers from potential U.S. Section 232 tariffs, and ensuring domestic policies support the long-term stability of the pulp and paper industry.



Ontario has shown leadership by supporting infrastructure and stabilization programs, and now it is vital that the federal government work hand-in-hand with the Province to build on this progress. NOMA and FONOM are urging Ottawa to prioritize fair, practical, and timely trade resolutions that will give stability to the forestry sector. With Canada's national housing and homebuilding ambitions at the forefront, the solution is clear: Ontario lumber is key to that success. By working together, both levels of government can ensure the forestry sector remains resilient, competitive, and able to deliver the wood products needed to meet Canada's housing goals while supporting workers, communities, and the economy.

NOMA and FONOM thank the Ontario government — particularly Minister of Natural Resources Mike Harris and Associate Minister of Forestry and Forest Products Kevin Holland — for their leadership in delivering these important supports.

—30—

Media Contacts:

Jason Veltri, Executive Coordinator, NOMA
807.683.6662 | admin@noma.on.ca

Danny Whalen, President, FONOM
705-622-2479 | fonom.info@gmail.com



Northwestern Ontario Municipal Association

For Immediate Release

September 29, 2025

NOMA Urges Immediate Action to Keep Kap Paper Operating

Thunder Bay, ON – The Northwestern Ontario Municipal Association (NOMA) is calling on both the Government of Ontario and the Government of Canada to take immediate, coordinated action following the announcement that Kap Paper will begin an orderly idling of operations at its Kapuskasing facility.

The decision to wind down operations, despite years of engagement with governments and partners, reflects the absence of near-term measures needed to sustain the integrated forestry supply chain in Northeastern Ontario. The closure would have devastating consequences, not only for Kapuskasing but also for communities across the North, including Hearst—a proud NOMA member whose local mills depend on Kap Paper to process and receive their wood residue.

“This is a heartbreaking moment for Northern Ontario,” said **Rick Dumas, President of NOMA**. “Thousands of workers, families, and businesses depend on Kap Paper. We are urging the Prime Minister and the Premier to work together now—without delay—to deliver emergency support, keep the mill operating, and protect the integrated forestry supply chain that sustains our communities.”

NOMA acknowledged the Province of Ontario’s past support, including \$50 million in loans that helped provide short-term stability and keep 2,500 workers employed. However, without immediate and coordinated measures from both levels of government, the region faces significant job losses, economic instability, and the collapse of a critical link in Canada’s forestry sector.

NOMA joins with local leaders in Kapuskasing and Hearst in calling on both governments to act swiftly to safeguard the future of Kap Paper, protect Northern families, and secure the stability of the forestry sector that is vital to Canada’s housing and infrastructure ambitions.

– 30 –



Northwestern Ontario Municipal Association

Media Contact:

Jason Veltri

Executive Coordinator, NOMA

admin@noma.on.ca | (807) 683-6662



Northwestern Ontario Municipal Association

September 29, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Re: Urgent Action Required – Idling of Kap Paper Operations

Dear Premier Ford,

On behalf of the Northwestern Ontario Municipal Association (NOMA) and our member municipalities, we write with urgency and deep concern regarding the announced idling of operations at the Kap Paper mill in Kapuskasing.

This decision, despite months and indeed years of engagement, reflects the absence of near-term measures required to sustain the integrated forestry supply chain in Northeastern Ontario. The loss of this critical facility threatens not only Kapuskasing, but communities across the North, including Hearst, a proud NOMA member.

The shutdown of Kap Paper puts at risk thousands of jobs tied directly and indirectly to its operations. Families, businesses, and service providers across the region depend on the mill's activity. Hearst's local mills, for example, rely on Kap Paper to process and receive their wood residue. Without this outlet, Hearst's economy—rooted in milling and forestry—faces severe destabilization.

We acknowledge and appreciate the significant investments Ontario has made, including \$50 million in loans that provided short-term stability and kept 2,500 workers employed. However, it is clear that more urgent provincial intervention is required to keep the mill operating and to protect the stability of our region.

This is a heartbreaking moment for our people, communities, and industries. The consequences of inaction are clear: the erosion of an integrated forestry sector that is vital not only to Northern Ontario, but to the provincial economy and Ontario's housing and infrastructure ambitions.



Northwestern Ontario Municipal Association

We therefore urge your government to act immediately to:

- Secure emergency support to allow Kap Paper to remain operational.
- Safeguard the integrated forestry supply chain in Northeastern Ontario.
- Protect thousands of jobs, families, and businesses in Kapuskasing, Hearst, and surrounding communities.
- Ensure workers and their families receive the dignity and clarity they deserve through transparent and coordinated support.

Premier, we cannot overstate the urgency of this moment. Time is of the essence. We implore your government to act now to keep Kap Paper operating and to protect the economic stability and public welfare of our northern communities.

Sincerely,

Rick Dumas

President, Northwestern Ontario Municipal Association (NOMA)

Cc:

The Right Honourable Mark Carney, Prime Minister of Canada

Hon. Patty Hajdu, Minister of Job and Families & FedNor

Hon. Tim Hodgson, Minister of Energy & Natural Resources of Canada

Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade

Hon. Mike Harris, Minister of Natural Resources of Ontario

Hon. Kevin Holland, Associate Minister of Forestry and Forest Products

Hon. George Pirie, Minister of Northern Economic Development and Growth

Guy Bourgouin, MPP, Mushkegowuk–James Bay

Federation of Northern Ontario Municipalities (FONOM)

Dave Plourde, Mayor, Town of Kapuskasing

Roger Sigouin, Mayor, Town of Hearst

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
 Toronto ON M7A 1Y6
 Tel: 416 326-5000
 Toll Free: 1 866 517-0571
 Minister.SOLGEN@ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
 Toronto ON M7A 1Y6
 Tél. : 416 326-5000
 Sans frais : 1 866 517-0571
 Minister.SOLGEN@ontario.ca



132-2025-3641

By email

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the [e-Laws page](#) – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

Page 2

Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca.

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at opp.municipalpolicing@opp.ca.

Thank you again for your partnership.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael S. Kerzner", with a stylized flourish at the end.

The Honourable Michael S. Kerzner
Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety
Ministry of the Solicitor General

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police

From: [ROMA Events](#)
To: [Connie Clerk](#)
Subject: Register Now for ROMA 2026 – Ontario's Rural Leaders Conference
Date: September 29, 2025 4:00:31 PM

Alternate text



ROMA 2026 Annual Conference

Ontario's Rural Leaders Conference

Register Today

Sunday January 18 – Tuesday January 20, 2026

Sheraton Centre Hotel, Toronto

As the first gathering for municipal leaders of the year, the ROMA Conference offers a powerful opportunity to come together with others who understand the unique challenges and opportunities facing rural communities in Ontario. The ROMA 2026 Conference is a vital hub for sharing innovative solutions, gaining insight into best practices and tools that can drive the sustainability of your community.

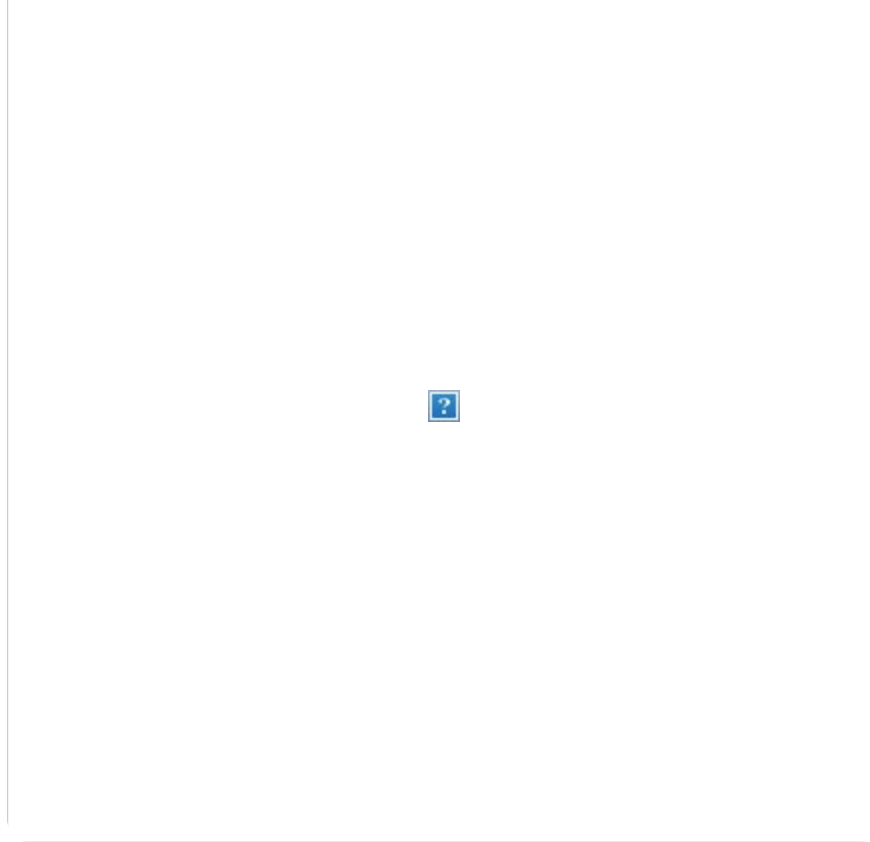
ROMA 2026 – ***Ontario's Rural Leaders Conference***, will enable you to amplify the rural voice, advocate for your community, and shape policies that reflect the realities of rural Ontario.

Conference programming, including the opportunity to connect with your ROMA Board Zone Representatives and Zone colleagues and exclusive workshops, will start the morning of Sunday, January 18. Plan to arrive Saturday so you can participate in the full conference.

Back by popular demand

Back by popular demand, journalist [Chantal Hébert](#) returns to ROMA 2026 to provide insight, humour, and critical contemplations on the state of public policy and national politics.

Photo of Chantal Hebert



Registration

Registration is open now. Save on registration fees by registering as an Early Bird. The deadline to take advantage these rates is **4:00 P.M. EST October 31, 2025**.

[Click here to register today.](#)

Accommodations

You can now also book your hotel rooms for the Conference. Here are a few important pieces of information to remember when booking your hotel:

- Make sure you provide a credit card when you book your room, if a room reservation does not have a credit card associated with it, the room will be released by the room rate deadline. In this case you will not be guaranteed a hotel room.
- All the conference contracted hotels have deadlines by which the preferred hotel rates are no longer offered. Familiarize yourself with these deadlines for cost savings.
- If you receive a message that the “rooms are sold out” when booking, this most likely refers to the rooms available at the preferred conference rate. There may still be rooms available at the hotel, just at a higher cost.

Remember: conference programming starts the morning of Sunday, January 18. Plan to arrive on Saturday.

[Click here for full hotel information.](#)

Attention Sponsors and Exhibitors!

The ROMA Annual Conference is an opportunity to connect with close to 2,000 delegates, most of whom are elected municipal officials and decision makers. If you offer services or products that are a benefit to communities across the province, you will not want to miss this event.

Information on both exhibit hall and sponsorship opportunities will be available soon.

CONTACT

events@roma.on.ca

T 416.971.9856

Keep up to date with the rural municipal voice
of the province, on social media.



Wish to Opt Out of ROMA Communications | [Opt Out](#)

155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to conmee@conmee.com.
To continue receiving our emails, add us to your address book.

Ministry of the Solicitor General

Ministère du Solliciteur Général

Health Services Division

Division des Services de Santé

Office of the Assistant Deputy Minister

Bureau du sous-ministre adjoint

25 Grosvenor Street
16th floor
Toronto ON M7A 1Y6

25, rue Grosvenor
16^e étage
Toronto ON M7A 1Y6



September 29, 2025

To (via e-mail):

The Corporation of the Township of Conmee
conmee@conmee.com

Re: Case #: 2025-06-1-3232585690

**Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program
2025-2026**

Dear The Corporation of the Township of Conmee,

We are pleased to inform you that your request for funding under the Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program 2025-2026 has been approved in the amount of \$ 30,000.

The MHS4PSP Grant Program is part of the Ontario government's plan to help public safety organizations provide access to specialized mental health services for first responders and public safety personnel.

You will be contacted by Mental Health Secretariat staff (by email from mh.secretariat@ontario.ca) in the coming weeks regarding your transfer payment agreement and next steps.

We wish you great success in the implementation of your services.

Sincerely,

Original signed by

Melanie Mayoh
Assistant Deputy Minister
Health Services Division
Ministry of the Solicitor General

Ontario Forest Sector Faces Crisis Amid New Section 232 Tariffs and Escalating Trade War

Joint Statement from Ontario Municipal and Business Leaders

September 30, 2025.

Today, business, union, and community leaders from across Ontario voiced alarm in response to the latest escalation of the U.S.–Canada trade war. Yesterday, President Trump made the egregious proclamation that Canadian forest products represent a threat to U.S. national security, mystifying those impacted.

This decision, made under Section 232 of the *Tariff Act*, places an additional 10% on softwood lumber producers, who are already paying a 35% duty on exports. Market entry costs for Canadian softwood lumber producers are now approximately 45%. This decision will subject other products, such as upholstered wooden products, cabinets, and vanities, to 25% tariffs at the border.

In response, Danny Whalen, President of the Federation of Northern Ontario Municipalities (FONOM), stated, “Ontario’s strength is built on a thriving forestry sector. Every new tariff is a direct hit to our families, our workers, and our municipalities.”

Rick Dumas, President of the Northwestern Ontario Municipal Association (NOMA), said, “We have a clear growth and strategic plan for Northern Ontario, with a thriving forestry sector at its core. Today’s announcement is a significant setback and threatens the future of our communities.”

Market access and international trade are impacting forest product companies, service providers, and local businesses across the province. President of the Thunder Bay Chamber of Commerce, Charla Robinson, commented, “The hike in U.S. tariffs will harm businesses on both sides of the border, disrupt trade, and create uncertainty for workers and families who rely on these industries.”

Representatives from organized labour have been outspoken about the impacts trade disputes have on their members and workers across the country and the need to find a resolution with Canada’s largest trading partner. “Our workers are counting on federal and provincial governments to stabilize the sector while finding a solution to ensure market access,” said Jason Laco with United Steelworkers Local 1, 2010 Thunder Bay – Kapuskasing.

Stephen Boon, Northern Area Director at Unifor, stated, “We need a settlement with the United States that is fair and reasonable so that Canadian producers and forestry workers can get back to producing the lumber and wood products that are needed.”

Ian Dunn, President & CEO of the Ontario Forest Industries Association, concluded by saying, “Placing additional tariffs on Ontario’s forest sector under the false flag of national security is a disturbing abuse of Presidential power that will come at the expense of American businesses and consumers. We look forward to discussions with Premier Doug Ford to protect Ontario jobs, develop new markets, and pursue all legal avenues to defend the sector.”

Contact:

Lauren McBride
Operations Coordinator
Ontario Forest Industries Association
info@ofia.com



Northwestern Ontario Municipal Association

NOMA Congratulates Past President Wendy Landry on Appointment to IESO Board of Directors

Thunder Bay, ON — September 30, 2025 — The Northwestern Ontario Municipal Association (NOMA) congratulates Past President **Wendy Landry** on her appointment to the **Independent Electricity System Operator (IESO)** Board of Directors. This appointment recognizes Landry’s longstanding leadership in municipal governance and her advocacy for reliable, affordable energy solutions across Northern and rural Ontario.

“Northern voices matter in Ontario’s energy future, and Wendy brings deep experience, integrity, and a practical understanding of how decisions made in Toronto impact communities across the North,” said **Rick Dumas**, President of NOMA. “Her appointment to the IESO Board is a win for balanced grid planning, community engagement, and economic growth in our region.”

“On behalf of our 37 member municipalities, I extend warm congratulations to Wendy,” said **Fred Mota**, Executive Vice-President of NOMA. “Her leadership will help ensure Northern priorities—reliability, affordability, and capacity to support housing and industry—are heard at the provincial table.”

NOMA looks forward to continued collaboration with partners across the North and with the IESO as Ontario advances grid modernization, new generation, and transmission that enable community growth and major projects.

-30-

Media Contact:

Northwestern Ontario Municipal Association (NOMA)
admin@noma.on.ca | 807-683-6662



Thunder Bay District Municipal League

In-person Meeting – O'Connor Township

O'Connor Community Centre

Minutes

July 12 2025

1. Call to Order

The meeting was called to order at 12:08.

2. Approval of the Agenda

MOTION

2.1 THAT the agenda for the July 12, 2025 board meeting be approved with amendments to sections 4.1, 5.3, 7.1, 8.1, 9.1, 11.10, and 13.1.

Resolution #2025-20

Moved by: Mayor Robinson (Red Rock)

Seconded by: Councillor Crane (O'Connor)

Carried.

3. Approval of the Minutes of the Previous Meeting:

MOTION

3.1 THAT The following Minutes be approved:

- a. of the February 19th Board Meeting, held virtually

Resolution #2025-21

Moved by: Councillor Crane (O'Connor)

Seconded by: Councillor Maxwell (Conmee)

Carried.

- b. of the March 5th Board Meeting, held at the Portside Restaurant, Prince Arthur Waterfront Hotel & Suites, Thunder Bay, and

Resolution #2025-22

Moved by: Councillor Swarek (White River)

Seconded by: Councillor McGrath (Schreiber)

Carried.

- c. of the May 21st Board Meeting, held virtually

Resolution #2025-23

Moved by: Councillor Maxwell (Conmee)

Seconded by: Councillor Swarek (White River)

Carried.

4. Deputation

4.1 Ken Ranta, CEO – Thunder Bay District Social Services Board (DSSAB)

Mr. Ranta has been invited to present information regarding the current DSSAB Levy, the homelessness scope outside of the City, and childcare capacity within the District.

A number of questions and discussion arose regarding:

- interpretation of the data presented
- rise in the need for Autism services in the District and the fact that special needs funding is available but there is still a staffing shortfall
- infant childcare availability
- staffing ratios for age ranges in child care
- maternity leave provisions and impact on childcare services

- ODSP/Ontario Works direct deposit payments and whether they can be automatically applied to rent. (Yes, it can be done but it is optional based on the wishes of the recipient)
- the fact that the majority of the municipal levy collected by DSSAB is used for social housing
- social programs have been uploaded to the province
- Out of District Applicants on housing waitlists
- Emergency shelter solutions – Community Outreach Services through the hospital would be the best solution
- Urban Abbey has 10 beds and women only beds
- A transitional housing system is needed as encampments are often chosen over open beds
- Dormitories and multi-unit housing options were discussed
- Some spaces offer more housing in the winter than the summer. Still, the City has had open beds for the last number of years and has not met full capacity
- Regarding housing waitlists – As of August 31, 2025, there are 1363 applicants on the waitlist. Here is a breakdown per community:
 - Thunder Bay: 1159
 - Schreiber: 1
 - Oliver Paipoonge: 7
 - Nipigon: 13
 - Marathon: 137
 - Manitouwadge: 11
 - Greenstone: 35

Note: Nikita has also requested information on “out of District” applicants waiting for beds within the District. Will update everyone once that information is received.

5. Business Arising from the Minutes

5.1 Vacant Position on the North Superior Workforce Planning Board

ED circulated memo on behalf of Gary Christian, ED for the NSWPB. If anyone knows anyone who may be of interest, please reach out to them!

5.2 Vacant Position on NOMA Board (East Rep)

Resolution received from Schreiber regarding Councillor McGrath's appointment to NOMA (see attachment 5.2)

MOTION

THAT Councillor McGrath (Schreiber)'s appointment to the NOMA board be officially accepted by the TBDML board.

Resolution #2025-24

Moved by: Mayor Malashewski (Terrace Bay)

Seconded by: Reeve Beatty (Dorion)

Carried.

5.3 Dog Control Discussion

ED was able to follow up with the By-law Enforcement Officer in Greenstone who shared the following information:

- Greenstone does not have a shelter and often is unable to take dogs running at large to the Humane Society due to lack of capacity
- The officer will hold the dog for 72 hours, after which time the decision must be made to re-home or terminate the dog
- Geraldton is the only area in Greenstone with a pound
- Most often, re-homing has been successful
- If the decision has been made to terminate, or if the dog requires veterinary care, the closest available vet is in Dryden
- The municipality can issue charges but has not yet established a set fine schedule (they are in the process of doing so)
- "Want a Pet" in Longlac is an option but they are also at full capacity
- There are no respite services available
- Unspayed dogs are overpopulating and create a nuisance
- There are multiple offenders who will just adopt a new dog when theirs is rehomed
- The officer has called PAWS in the past but is not aware of any follow-up action taken
- The officer physically delivers water to dogs in need throughout the community

5.4 2025 Conference Tradeshow Survey Results

Tradeshow survey results were reviewed by the group. No comments.

5.5 Response to City of Thunder Bay's decision for designated truck route

The City of Thunder Bay's decision to halt heavy truck traffic from travelling Highway 102 to Dawson Road and to deem Highway 11/17 through Kakabeka Falls a Designated Truck Route was discussed.

Representatives from the 11/17 area affected by this decision expressed great concern regarding the safety for people in the area due to the increased heavy truck traffic as well as the increased burden it will likely place on available EMS services.

Councillor Calvert will bring information forward regarding Oliver Paipoonge's advocacy on this subject to our next meeting.

Mayor Dumas (Marathon), President of NOMA, shared that they will be bringing Highway Safety Advocacy forward at AMO. The ED was directed to prepare a letter urging those involved with the decision to consider other options, particularly, the previously considered projects for highway realignment in the area. The ED was directed to ensure that MPPs Holland and Vaugeois are included in the correspondence.

6. Financial Matters

6.1 Current Balances:

CIBC Account – \$38,292.97
ONE HISA – \$15,787.74

6.2 Review of current budget to actual:

One correction was made regarding Conference Sponsorships to include the \$5000 CEDC funding as received.

6.3 Finance Committee items:

The Finance Committee briefly discussed the following three items:

1. Cost of Meal for Shuniah in-person meeting
2. Transfer to ONE HISA

3. Plan for surplus conference revenues

MOTION

THAT the cost of the meal in Shuniah will be covered as they are a regular annual sponsor;

AND THAT the transfer to the ONE HISA will be \$13,000;

AND THAT, of the \$13,000 transferred, \$9,000 will be specifically allocated to future conference planning.

Resolution #2025-25

Moved by: Councillor Maxwell (Conmee)

Seconded by: Councillor Agarwal (Thunder Bay)

Carried.

7. Ongoing Business

7.1 2026 Conference

The save the date has recently been sent out and we already have three interested tradeshow exhibitors!

The Conference Committee will be meeting in August to discuss roles.

It has been requested that we attempt to provide coordinate delegation opportunities with MTO at our 2026 Conference similar to what we did with EMS in 2025.

7.2 Strategic Plan Tracker

This topic was deferred to the September meeting. The ED informed that there would be some adjustments to the chart as well to better reflect progress by % rather than numerical.

8 New Business

8.1 Notice from a Board Member

The Board received Councillor Chomut (Shuniah)'s notice that the meeting in September will be her last one with the TBDML.

9 Upcoming Business

9.1 In-person Meeting in The Municipality of Shuniah Saturday September 20th

It was determined that the start time will be 11:30AM. The activity will be a Community Garden Tour and Information Session with the Shuniah Soil Mates. It was suggested that the ED invite the Regional Manager of the MTO to provide a presentation.

10 Resolutions

N/A

11 Correspondence/Articles of Interest

11.1 [Directive from the Minister of Energy and Mines – Order 803/2025](#)

11.2a Upcoming IESO Webinars

11.2b LT2 Requirements for Municipalities

11.3 Iain Angus – Snippets from Enabling Growth Report

11.4 NOMA – Energy for Generations response letter

11.5 [SN News – Northwest Municipal Group Applauds Provincial Energy Strategy](#)

11.6 [MPAC – June InTouch](#)

11.7 [Northern Ontario Business – Northwest gold explorer raises some serious \\$](#)

11.8 [First Nations Ring of Fire Article](#)

11.9 Invitation to BeSpatial Conference

11.10 Margaret Sideen Correspondence

12 Committee Reports

Conference Committee

Nipigon reps will continue to meet as part of the Committee to prepare. No other updates at this time.

NOMA Update

Will bring a report back in September after AMO.

13 Discussion/Good Stories:

13.1 Mayor Dumas (Marathon) to share update on Tiny Homes Project in Marathon

Mayor Dumas shared that they have 19 lots for a Tiny Home Village and are breaking ground to spend 3.5 million in mid Sept-Early October. They plan to send out a tender to construction companies. The successful company will build 1-2 homes and sell before completing more. All ages can apply.

Councillor Agarwal (Thunder Bay) made comment regarding mortgage insurance requirements for buildings under 700 sq. ft regarding basements.

13.2 Did anyone attend the Good Roads meeting that was held in Dryden?

No comment or discussion.

13.3 Community Pastures Presentation

Larry Bockus, representative of the Association of Community Pastures in O'Connor, provided a presentation regarding the history of the association, the funding model and farmer involvement in sustainability, availability of grants, and the repurposing of abandoned land. A tour and wagon ride will follow the board meeting.

14 Adjournment:

MOTION

THAT the meeting held on Saturday July 12th be adjourned at 2:14PM.

Resolution #2025-26

Moved by: Mayor Robinson (Red Rock)

Seconded by: Mayor Kukko (Nipigon)

Carried.

15 Next Meeting

The next board meeting will be held **IN PERSON**

Saturday September 20th @ 11:30AM in The Municipality of Shuniah at
The Mc Gregor Rec Centre – 800 Lakeshore Drive.
Meeting materials to be provided within a week of the meeting date

Board of Directors Meeting Minutes

Date: Wednesday, June 18, 2025

Time: 9:00 a.m. – 12:00 p.m.

Location: Virtual (Zoom)

Absent: Wendy Brunetta, Eric Pietsch, Doug Hartnell

1. Call to Order

Meeting called to order at **9:00 a.m.** by **President Rick Dumas**.

2. Approval of Agenda

Moved by: Ken Boshcoff

Seconded by: Gord Griffiths

Decision: **Approved**

3. In Camera Session

Motion to move In Camera (9:05 a.m.): Lisa Teeple

Seconded by: Wendy Landry

Decision: **Approved**

Session concluded at **9:16 a.m.**

4. Appointment of Board Members

Following discussion, the Board approved the following appointments:

- **Eric Pietsch** appointed as **Vice-President** of the NOMA Executive Committee.
- **Dan McGrath** appointed to fill the vacant **TBDML Board seat**.

Moved by: Mark Figliomeni

Seconded by: Kevin Kahoot

Decision: **Approved**

5. Financial Report

- Executive Coordinator (EC) **Jason Veltri** presented the financial report.

Motion: THAT the Financial Report be received and approved as presented.

Moved by: Jason Young

Seconded by: Kristen Oliver

Decision: **Approved**

6. Executive Coordinator's Report

EC Veltri provided updates on:

- **Office Relocation:** New NOMA office established within the Northern Policy Institute (Tungsten St., Thunder Bay).
- **Conference & AGM Registration:** Eventbrite payout completed after extensive not-for-profit verification process.
- **2026 NOMA Conference & AGM:** Board confirmed **Thunder Bay** as the host city, with the **Kenora District** serving as host district. Discussion emphasized long-term hotel contracts for stability.
- **AMO 2025 Conference:** Delegation requests submitted to Ministries of Transportation, Colleges & Universities, and Labour & Immigration.
- **Advocacy:** NOMA's endorsement of FONOM's recent letter was noted.

7. President's Report – Rick Dumas

President Dumas reported on:

- **AGM Success:** Transition year with strong outcomes despite new staffing changes; areas for improvement identified.
- **Executive Team:** Ongoing discussions on personnel and operational matters.
- **Engagements & Representation:**
 - Attended AMO MOU orientation in Toronto.
 - Met with Charles Cirtwell (Northern Policy Institute) re: office space and collaboration.
 - Represented NOMA at the **Ontario Budget Release** (May 15).
 - NOMA invited to **Energy Plan Launch** (June 12); unable to attend. Minister Lecce thanked; **Iain Angus** represented NOMA at the luncheon.
- Expressed enthusiasm for the role and upcoming **AMO events**.

8. New Business

- **Presentations:**
 - *Dr. Sarah Newberry* – Rural Coordinating Centre for Northern Ontario.
 - *Charles Cirtwill, NPI* – Immigration & Labour strategy.
- **AMO 2025 Delegation Topics:** Continued discussion on priorities for government and opposition meetings.
- **Hospitality Suite Sponsorship (AMO):**
Motion: THAT NOMA approve a **\$3,000 sponsorship** for the Northern Hospitality Suite at AMO.
Moved by: Kevin Kahoot
Seconded by: Roger Nesbitt
Decision: **Approved**
- **2026 NOMA Conference:**
 - Thunder Bay confirmed as **host city**; Kenora District as **host district**.

- EC to secure quotes from two hotels and provide cost analysis for a potential long-term hosting arrangement.
- Host district will showcase Kenora at the Gala Dinner.
- **Policy Updates:**
 - **A004 – Travel & Payment of Expenses:** Kilometre rate updated to \$0.72/km; daily meal reimbursement remains at \$90.
 - **B001 – Code of Conduct:** Motion to approve revised policy.
Moved by: Wendy Landry
Seconded by: Jason Young
Decision: **Approved**
 - EC to circulate new Code of Conduct for annual signing by all board members, staff, and volunteers.

9. District Updates

- Updates were received from all three district municipal associations.

10. Next Meeting

- **Date:** August 17, 2025
- **Time:** TBD
- **Location:** Ottawa, ON

11. Adjournment

- Meeting adjourned at **12:20 p.m.**
- **Motion to adjourn:** Wendy Landry

Minutes prepared by:

Jason Veltri, Executive Coordinator

Date approved by NOMA Board: September 24, 2025

Good afternoon:

I understand this inquiry will not apply to all municipalities; however, we did not want to miss anyone that may be able to assist therefore it is being sent out to all.

Algonquin Highlands has a very large area of crown land within its boundaries. Over several years there have been concerns expressed by ratepayers over the use of crown land, mainly related to camping, by the public (misuse, noise, garbage etc.) which appears to be becoming increasingly worse. Algonquin Highlands have had many discussions with MNRF and attended several delegations at AMO on this issue with no resolve.

Although Algonquin Highlands will be continuing its discussions, and working with the MNRF on these matters, Council has requested staff reach out to all Ontario municipalities to inquire if anyone has, or is, experiencing the same issues and if so, what steps have you taken and what has been the outcome. Any assistance you can provide would be greatly appreciated.

Thank you very much and have a great day!

Dawn Newhook
Clerk/Deputy CAO
Township of Algonquin Highlands
P: 705-489-2379, Ext. 333
F: 705-489-3491

From: [TBDSSAB Communications](#)
To: [Conmee Clerk](#)
Subject: TBDSSAB Update from the Board: June 2025 Meeting
Date: October 10, 2025 10:35:01 AM

[View this email in your browser](#)



Update from the Board

TBDSSAB Board Newsletter | October 10, 2025

[Click Here to Download as PDF](#)

- [Message from the Chair](#)
- [Next Meeting](#)
- [Spotlight: 2025 AMO Conference](#)
- [Spotlight: Housing Anniversaries](#)
- [Board Reports: September 18, 2025](#)
- [Feedback](#)

Message from the Chair

Please find below the latest issue of Update from The Board, the monthly newsletter from the Board of Directors of The District of Thunder Bay Social Services Administration Board.

Please circulate to members of your respective Municipal Councils and Local Roads Boards.

The purpose of this newsletter is to keep our municipal stakeholders informed about TBDSSAB activities by providing an overview of TBDSSAB Board information and reports following all monthly meetings.

Some highlights from the September meeting:

- The Board was presented with quarterly operational reports for Q2, including financial, operational, and strategic plan updates. The related reports are linked below.
- The Board approved draft terms of reference for the formation of a new Indigenous Advisory Table. Recruitment to the new Table will begin this fall.
- Administration presented the Board with updates related to the administration of programs, including Child Care Fee Subsidy rates, Community Housing local Service System standards, and Transitional and Affordable Housing.

This August, Board members and CEO Ken Ranta participated in the 2025 Association of Municipalities of Ontario (AMO) Conference in Ottawa. More about these delegation meetings is included in the spotlight below.

Thank you,

Brian Hamilton
Chair, TBDSSAB

This edition of Update from the Board covers TBDSSAB's Board meeting on September 18, 2025, as well as key initiatives taking place in this time span.

Our aim is to provide an overview of TBDSSAB Board information and reports in a timely manner following all monthly meetings.

Next Meeting

The next Board meeting will be held **Thursday, October 16, 2025 at 10:00am.**

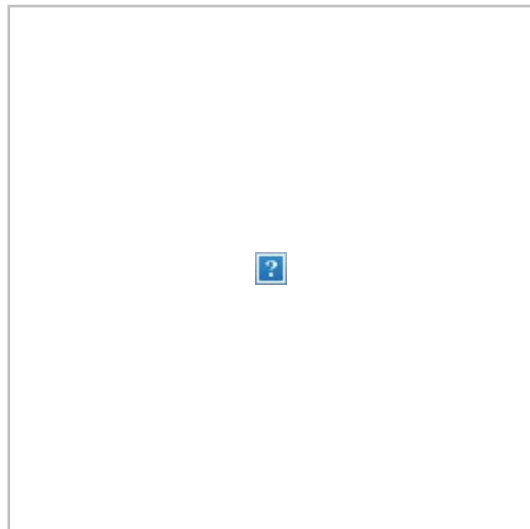
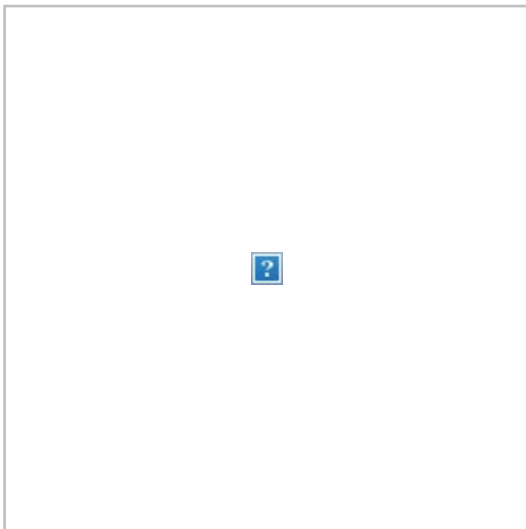
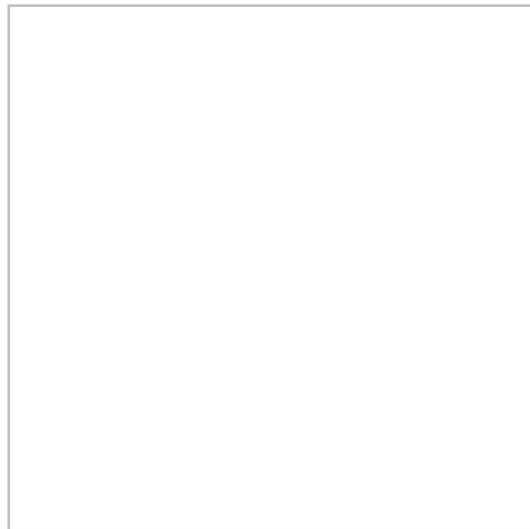
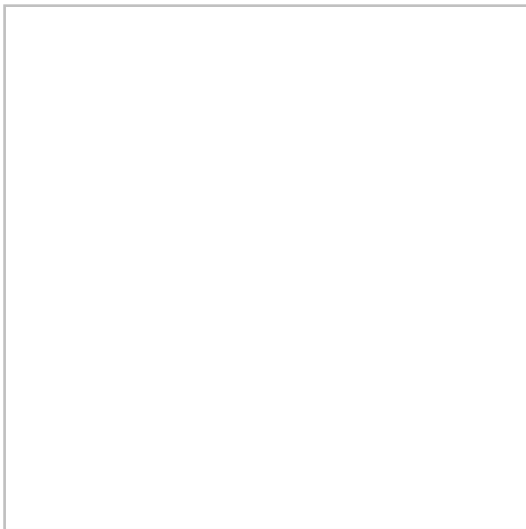
The Board meeting is scheduled to take place in person. For more information about Board meetings, please visit the [Board Meetings page](#) on our website.

Spotlight: 2025 AMO Conference

Representatives from The District of Thunder Bay Social Services Administration Board (TBDSSAB) participated in the Association of Municipalities of Ontario's 2025 AMO Conference in Ottawa from August 17-20.

At the conference, TBDSSAB participated in delegation meetings with Ministers to discuss advocacy topics. The photos below are from meetings with the Ministries of Education, Municipal Affairs and Housing, Attorney General, and Mental Health and Addictions, respectively.

The advocacy position papers prepared for AMO 2025 can be viewed on our website: <https://www.tbdssab.ca/board/reports/>



Spotlight: Housing Anniversaries

In September, TBDSSAB celebrated 50 years of safe, affordable housing for seniors at three properties built in 1975.

Celebrations were held with tenants, staff, and board members at Fisher Court in Geraldton on September 11, Matthews Court on September 24, and Elizabeth Court on September 25, 2025.

Read the full media release [here](#).



Board Reports: September 18, 2025

TBDSSAB Market Rent Reports

Download: [RPT 2025-24-ISS 2026 TBDSSAB Market Rent Report](#) (PDF)

Nipigon Direct Owned Housing Property Options

Download: [RPT 2025-25-CS ISS Nipigon Direct-Owned Housing Property Options](#) (PDF)

COCHI-OPHI Investment Plan 2025-26

Download: [RPT 2025-26-ISS COCHI-OPHI Investment Plan 2025-26](#) (PDF)

Update to the Community Housing Local Service

Download: [RPT 2025-27-ISS Update to the Community Housing Local Service Standards](#) (PDF)

Transfer of IAH Agreement – 175 Bell St

Download: [RPT 2025-28-ISS Transfer of IAH Agreement – 175 Bell St](#) (PDF)

Supported Affordable & Transitional Housing Update

Download: [RPT 2025-29-ISS Supported Affordable & Transitional Housing Update](#) (PDF)

Child Care Fee Subsidy Rates 2026

Download: [RPT 2025-30-ISS Child Care Fee Subsidy Rates 2026](#) (PDF)

2024-27 Strategic Plan – 2nd Quarter Update

Download: [RPT 2025-31-CEO 2024-27 Strategic Plan – 2nd Quarter Update](#) (PDF)

Situation Analysis Implementation Plan Update

Download: [RPT 2025-32-CEO Situation Analysis Implementation Plan Update](#) (PDF)

Enterprise Risk Management – Annual Update

Download: [RPT 2025-33-CS Enterprise Risk Management – Annual Update](#) (PDF)

2025 Second Quarter Financial Report

Download: [RPT 2025-34-CS 2025 Second Quarter Financial Report](#) (PDF)

TBDSSAB Q2 Operational Report

Download: [RPT 2025-35-ISS TBDSSAB Q2 Operational Report](#) (PDF)

Correspondence from the City of Thunder Bay re: AMO Position Paper Endorsement

Download: [LTR City of Thunder Bay Thunder Bay AMO Position Paper Endorsement](#) (PDF)

Correspondence from MMAH re: 2025-26 HPP Allocation Confirmation

Download : [LTR MMAH 2025-26 HPP Allocation Confirmation](#) (PDF)

Correspondence from John Collin, City of Thunder Bay re: 2026 Budget Direction

Download: [MEM J Collin Re 2026 Budget Direction](#) (pdf)

Correspondence from Shuniah re: AMO Position Paper Endorsement

Download: [LTR Shuniah AMO Position Paper Endorsement](#) (pdf)

Board reports for past meetings are available on our website:

<https://www.tbdssab.ca/board/reports>

Feedback

We appreciate feedback and comments regarding the content of this newsletter.

Contact:

Carole Lem, Communications & Engagement Officer

E: Carole.Lem@tbdssab.ca T: 807-766-4219



Copyright © 2025 The District of Thunder Bay Social Services Administration Board, All rights reserved.

We send monthly emails to municipal partners and local roads boards within The District of Thunder Bay.

Our aim is to keep our municipal stakeholders informed about TBDSSAB activities by providing an overview of TBDSSAB Board information and reports following all monthly meetings.

Our mailing address is:

The District of Thunder Bay Social Services Administration Board
231 May St S
Thunder Bay, ON P7E 1B5
Canada

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

**The Corporation of the Township of Conmee
Administrative Report**

Date: October 14, 2025

To: Mayor and Council

Subject: Revised Draft – Fire Department Enabling By-law

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

THAT Council receive this report and the attached draft of the Fire Department Enabling By-law for review;

THAT Council direct the Clerk to incorporate the recommended changes prior to bringing the by-law forward for adoption;

AND THAT the draft Fire Department Enabling By-law be submitted to legal counsel for review prior to its adoption by Council.

BACKGROUND:

At the December 17, 2024 Council meeting, Fire Chief Day introduced a collaborative draft Fire Department By-law developed with neighbouring municipalities. The Acting Clerk reviewed the draft and submitted a revised version on April 1, 2025.

Following further review, the by-law has been updated and refined based on the recommendations of the Acting Clerk. The attached document titled “Draft Enabling Bylaw and Schedules” reflects these changes.

DISCUSSION:

Regional Coordination

The Fire Chiefs in Conmee, Gillies, O’Connor, Neebing, and Oliver Paipoonge have been working toward harmonized Fire Department enabling by-laws. Each municipality is drafting and submitting its own version for Council approval.

Oliver Paipoonge passed its Fire Department Enabling & Regulating By-law (By-law No. 63-2025) on July 15, 2025 after submitting it to legal counsel for review.

Gillies, O’Connor, and Neebing are currently in the process of drafting their enabling by-laws.

The goal remains to ensure consistency in service levels, terminology, and shared services agreements across participating municipalities.

Summary of Changes Made Since April 1 Draft

Changes Already Incorporated

Expanded Definitions: Added detailed definitions for “Awareness Level,” “Operations Level,” and “Technical Level.”

Schedule Refinement: Removed Schedules C (Training Requirements), D (Terms of Employment), and E (Mission Statement) as recommended.

Service Delivery Clarifications: Added detailed conditions for service delivery under Vehicle Extrication, Industrial Rescue, Grass/Brush Fires, and other categories.

Legal and Procedural Enhancements: Clarified service delivery outside municipal boundaries.
 Editorial Improvements: Improved grammar, formatting, and consistency of defined terms. Removed duplications and streamlined language.

Recommended Changes Not Yet Incorporated

1. Section 2.08 – Delegation Documentation

Recommendation: Add a clause requiring verbal delegation to be documented within 48 hours.

Suggested wording: “Verbal delegation shall be deemed valid in emergency situations but must be documented in writing within 48 hours.”

2. Section 3.01 – Shared Services Agreements

Recommendation: Clarify that shared services agreements require Council approval unless delegated.

Suggested wording: “Shared Services Agreements shall be subject to Council approval unless otherwise delegated.”

3. Section 5.03 – Limitation of Liability

Recommendation: Expand the clause to reference indemnity under the Municipal Act and protection for good faith actions.

Suggested wording: “The Corporation shall be indemnified from any claims arising from the reasonable exercise of discretion by the Fire Chief, their designate, or any Member acting in good faith in accordance with this By-law, the Fire Protection and Prevention Act, 1997, and the Municipal Act, 2001.”

4. Section 6.02 – Penalties

Recommendation: Clarify that penalties may be imposed under either the Provincial Offences Act or the Fire Protection and Prevention Act.

Suggested wording: “Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a penalty in accordance with the Provincial Offences Act, R.S.O. 1990, c. P.33, or, where applicable, the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, which may prescribe higher penalties for certain offences.”

5. Schedule B – Currency of Standards

Recommendation: Add a clause stating that NFPA standards referenced shall be interpreted to mean the most current edition in force in Ontario.

6. Schedule B, Section t – Hazardous Materials Response

Recommendation: Resolve contradiction by clarifying that Technician Level services are not provided directly but may be accessed via aid agreements.

Suggested wording: “Hazardous materials response services at the NFPA 472 Technician Level shall not be provided directly by the Fire Department. Such services may be provided through an approved aid agreement with a qualified agency.”

7. Schedule B – General Disclaimer

Recommendation: Add a disclaimer at the beginning of Schedule B.

Suggested wording: “All services listed are subject to availability of resources, personnel, and environmental conditions. The Fire Chief or designate shall determine the feasibility of service delivery on a case-by-case basis.”

Next Steps

Council is asked to review the final draft and provide direction regarding its adoption.

The Clerk recommends incorporating the above outstanding changes prior to passage.

Upon approval, the by-law will be circulated to neighbouring municipalities for alignment and coordination.

The Fire Chief will be asked to confirm the accuracy of Schedule A and Schedule B.

Comparison: Conmee vs. Oliver Paipoonge Fire Department By-laws:

Topic	Conmee Draft	Oliver Paipoonge Passed By-law
Delegation (Section 2.08)	Verbal delegation permitted in emergencies; recommendation to document within 48 hours	Verbal or written delegation permitted; no documentation requirement
Shared Services (Article 3)	Requires enabling by-law and agreement; recommendation to specify Council approval unless delegated	Same structure; Council approval implied but not explicitly stated
Liability Clause (Section 5.03)	Basic clause included; recommendation to expand with indemnity and good faith protection	Basic clause included; no reference to indemnity or Municipal Act
Penalty Clause (Section 6.02)	Recommendation to include FPPA and POA penalties	Only POA penalties referenced
Schedules Included	A (Org Chart), B (Services); C–E removed	A–E included: Org Chart, Services, Training, Employment, Mission Statement
Training Standards	NFPA-based, referenced in Schedule B; recommendation to clarify currency of standards	Detailed in Schedule C with certification levels and role-based requirements
Employment Terms	Delegated to Fire Chief; not included in by-law	Detailed in Schedule D, including probation, discipline, and WSIB coverage
Mission Statement	Not included	Included in Schedule E
HazMat Response (Schedule B, Section t)	Recommendation to clarify contradiction: Technician Level services via aid agreement only	Contradiction resolved similarly; Technician Level services via aid agreement
Service Conditions	Detailed conditions for Limited Service and operational thresholds	Similar structure; slightly less detailed in some areas
Fee Recovery	Referenced in Fees and Charges By-law for MTO callouts; broader recovery mechanisms referenced in Fire Department By-law but not detailed in Fees By-law	Includes detailed provisions for invoicing, interest, and tax roll recovery

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-0**

A By-law to establish and regulate a Fire Department for the Township of Conmee.

Recitals:

1. Section 2 of the Fire Protection and Prevention Act, 1997 (S.O. 1997, c. 4, as amended) requires every municipality to establish a program, which must include public education, with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines to be necessary in accordance with its needs and circumstances.
2. Section 5 of the Fire Protection and Prevention Act authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality.
3. Sections 8 and 11 of the Municipal Act, 2001 (S.O. 2001, c. 25, as amended) authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting: the health, safety and well-being of persons; the protection of persons and property; and services that the municipality is authorized to provide.
4. Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality.
5. Section 425 of the Municipal Act provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence.
6. Section 446 of the Municipal Act provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.
7. The Council deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a Fire Department for The Corporation of the Township of Conmee.
8. The intent of this enabling by-law is to allow fire departments in different municipalities to work together to reduce common workload, reduce operating costs and to provide consistent levels of services to the rate payers serviced by each fire department.

NOW THEREFORE the Council of The Corporation of the Township of Conmee enacts as follows:

ARTICLE 1.00: DEFINITIONS & INTERPRETATION

- 1.01 **Definitions:** Where the terms set out in this Section appear in the text of this Bylaw with their initial letters capitalized, it is intended that they shall have the meanings set out for them in the lettered paragraphs of this Section 1.01. Where the terms set out in this Section appear in the text of this Bylaw in regular case, their ordinary meanings in accordance with the English language are intended to apply.
- a. "Approved" means approved by Council.
 - b. "Automatic Aid" means an Approved agreement under which a municipality that can respond more quickly to a Call in an area agrees to provide an initial response to the Call in another municipality, or where a municipality agrees to provide a supplemental response to Calls that may occur in another municipality.
 - c. "Awareness Level" means the level of emergency response training at which personnel are qualified to recognize hazards, initiate protective actions, and request appropriate resources, but are not trained or equipped to perform rescue or mitigation operations. This level is consistent with standards such as NFPA 1006 and NFPA 1670.
 - d. "By-law" means this by-law, including its recitals and schedules, which are integral parts of it.
 - e. "Call" means a request for service from a Fire Department to address fires, rescues, medical assistance, or any other emergency.
 - f. "Corporation" means The Corporation of the Township of Conmee.
 - g. "Council" means the Council of the Corporation.
 - h. "Defined Service Agreement" means a formal, written agreement approved by Council or the Fire Chief, as applicable, that outlines specific fire protection or emergency response services to be provided to or received from another municipality, agency, or organization. These agreements may include mutual aid arrangements, automatic aid, specialized services, or other collaborative provisions, and shall specify the scope, responsibilities, limitations, and conditions under which services are delivered.
 - i. "Deputy Fire Chief" means the person appointed by Council to act on behalf of the Fire Chief in the case of absence of the Fire Chief or a vacancy in the office of the Fire Chief. It is noted that municipalities may have more than one Deputy Fire Chief, with varying titles and/or levels of duty, including, for example:
 - i. Deputy Fire Chief, Fire Prevention", may be used instead of "Deputy Fire Chief" for the person appointed by Council to act on behalf of the Fire Chief in the case of absence or a vacancy in the office of the Fire Chief;
 - ii. "Deputy Fire Chief- Training", being the person appointed by Council to act on behalf of the Fire Chief for the purposes of planning and executing training for the Departmental staff;
 - iii. "Deputy Fire Chief- Operations", being the person appointed by Council to act on behalf of the Fire Chief for the purposes of operational matters within the Department, such as inventory management, equipment management, etc.;
 - iv. "Deputy Fire Chief- Administration", being the person appointed by Council to act on behalf of the Fire Chief for administrative purposes, such as records-keeping or report-writing/filing; or
 - v. Additional "Deputy Fire Chief" titles for the same or other duties, as determined by the relevant municipality.

- j. "Fire Chief" means the person appointed by Council to act as fire chief for the fire department and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
- k. "Fire Code" means Ontario Regulation 213/07, passed under the authority of the Fire Protection and Prevention Act, as amended, and any successor regulation or other relevant regulation under that legislation.
- l. "Fire Department" means the Fire Department re-established for The Corporation of the Township of Conmee under this Bylaw.
- m. "Fire Fighter" means the Fire Chief and any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services. The term includes all such persons, whether they function as volunteers, or are paid for their services, and whether they have titles such as: "Officer", "Medical First Responder", or "Auxiliary member". The term "Member" may alternately be used.
- n. "Fire Protection and Prevention Act" means the Fire Protection and Prevention Act, 1997, S.O.1997, c.4.
- o. "Fire Protection Services" includes:
 - i. fire suppression, rescue and emergency services,
 - ii. medical response,
 - iii. fire prevention,
 - iv. public fire safety education,
 - v. mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide,
 - vi. communications,
 - vii. training of personnel involved in the provision of Fire Protection Services, and
 - viii. the delivery of all those services as described in detail in this By-law.
- p. "Emergency Response Plan" means the formal plan adopted by the municipality under the *Emergency Management and Civil Protection Act*, which outlines the procedures, roles, and responsibilities for responding to emergencies. The plan includes provisions for coordination among municipal departments, external agencies, and emergency responders, and is designed to protect public safety, property, and the environment during declared or undeclared emergencies. The Emergency Response Plan shall be reviewed and updated regularly, and all services provided under it shall be consistent with its approved protocols.
- q. "Fit for Duty" means an individual who is physically, mentally and emotionally healthy enough to perform the duties required, as outlined in any Corporate Policy in place.
- r. "Head of Administration" means the person appointed by Council to act as Head of Administration for the Corporation, regardless of their title.
- s. "Level of Service" means the Approved Fire Protection Services outlined in detail in Schedule "B" to this By-law.
- t. "Limited Service" means a variation of service significantly differentiating from the norm because of extenuating circumstances, such as deployment of Firefighters in insufficient numbers to safely carry out the delivery of Approved Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- u. The definition of "Member" is set out in the definition of "Fire Fighter", above.
- v. "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c.25.

- w. “Mutual Aid” means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- x. “Officer” means: Fire Chief, Deputy Fire Chief, District Chief, Deputy District Chief, Captain, Training Officer, and any other person designated by the Fire Chief to supervise Firefighters.
- y. “Operations Level” means the level of emergency response training at which personnel are qualified to respond to incidents using limited intervention techniques and equipment, under supervision. This level includes the ability to perform basic rescue or mitigation tasks within a defined scope but does not include advanced or specialized techniques requiring Technical Level qualifications. The Operations Level is consistent with standards such as NFPA 1006 and NFPA 1670.
- z. “Standards” means industry accepted best practices along with legislative requirements and may include Section 21 Guidance Notes, National Fire Protection Association standards, Regulations, and industry practices.
- aa. “Technical Level” means specialized emergency response activities that require advanced training, certification, and equipment beyond the awareness or operations level, as defined by applicable standards such as NFPA 1006 or other recognized guidelines. These operations may include, but are not limited to, high-angle rope rescue, confined space rescue, swift water rescue, hazardous materials response at the technician level, and structural collapse rescue. Such operations are typically performed by designated technical rescue teams or personnel with validated competencies.
- bb. “Water Access Only Properties” means properties only accessible by travel onto a body of water or onto ice over a body of water.
- cc. “Vehicle” means all vehicles, including vehicles that are powered by combustion engines and/or alternative fuels. Examples include cars, trucks, tractors, farm equipment, transports, Quads and UTV’s, etc.
- dd. “Shared Services” are fire departments working together to meet common goals. Many of the functions of the fire services are the same across fire departments and municipalities, such as common Standard Operating Guidelines/Policies, training lesson plans and response protocols.

- 1.02 **The term “Include”:** When the word “include” (in any tense) appears in the text of this By-law, it is not intended to limit in any way the words that precede or follow it. For example, this By-law will use the term “including” to mean “including, without limitation”.
- 1.03 **Gender/Plurals:** In this by-law, words importing the singular include the plural and vice versa, as the context requires. Gender-neutral language is used throughout, and the pronoun “they” is intended to refer to individuals of any gender and may be interpreted in the singular unless the context indicates otherwise.
- 1.04 **Citing Legislation:** Each reference to Provincial legislation in this By-law, unless otherwise specified or defined, is a reference to the Revised Statutes of Ontario, 1990 edition, and, in every case, includes all applicable amendments to the legislation, including successor legislation. Each reference to a by-law in this By-law, unless otherwise specified or defined, is a reference to a By-law of the Corporation, and, in every case, includes all applicable amendments to the By-law, including successor by-laws.

- 1.05 **Severability:** Should a court or tribunal of competent jurisdiction find any section or provision, of this By-law, in whole or in part, to be invalid or to be of no force and effect, such section or provision shall be deemed to be severable, and all other sections or provisions or parts of this By-law shall be deemed to be separate and independent there from and to be enacted as such.
- 1.06 **Headings:** The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.

ARTICLE 2.00: FIRE DEPARTMENT; OFFICERS; MEMBERS

- 2.01 **Re-Establishment:** The Fire Department for the Corporation, originally established by By-law 429, is re-established.
- 2.02 **Departmental Structure:** The Fire Department has the structure set out in the organizational chart appended to this By-law as Schedule A. As noted, The Fire Chief is the highest-ranking Officer and Director of the Fire Department.
- 2.03 **Services:** The Fire Department shall provide such Fire Protection Services and programs as approved by the Council in collaboration with Part II of the Fire Protection and Prevention Act and set out in Schedule "B" to this By-law.
- 2.04 **Council Appointments:** Council shall appoint the Fire Chief and the Deputy Fire Chief for the Fire Department. In the absence of the Fire Chief, or at times when the position of Fire Chief is vacant, the Deputy Fire Chief shall have the powers and perform the duties of the Fire Chief.
- 2.05 **Fire Chief's Responsibilities and Authority:** The Fire Chief is ultimately responsible to Council in for the proper administration and operation of the Fire Department, including delivery of Approved services and programs. The Fire Chief is the Chief Fire Official of the Corporation for the purpose of the Fire Protection and Prevention Act, its regulations, and other relevant Provincial legislation. The Fire Chief has all statutory authority and shall carry out all prescribed duties and responsibilities in that respect.
- The Fire Chief is authorized and responsible for:
- a. performing all statutory duties under the Fire Protection and Prevention Act and any other legislation applicable to the administration or operation of the Fire Department;
 - b. reporting to the Council as required by the Fire Protection and Prevention Act;
 - c. enforcement of this By-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department;
 - d. periodically reviewing this By-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department and/or the regulation of fires in the community;
 - e. establishing, should they choose to, an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in periodically reviewing this By-law;
 - f. recommending to Council amendments to this By-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate;
 - g. developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief

may consider necessary for the proper administration and efficient operation of the Fire Department;

- h. periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department;
- i. arranging, with Council support and approval, for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, services and supplies for the Fire Department;
- j. taking proper care and protection of all Fire Department property;
- k. arranging and implementing, with Council support and approval, of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Fire Department and other municipalities or an unincorporated territory;
- l. undertaking reviews of the conduct of all Members, including disciplinary actions as required, which may range from reprimand to dismissal.
- m. keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by the Council in a manner consistent with applicable records management policies of the Corporation and for retaining such records for a period prescribed by approved records retention policies and statutory requirements;
- n. enforcing the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act;
- o. reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable law regulation or statute;
- p. preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by the Council; and
- q. working with the Treasurer, preparing and submitting annual budget estimates for approval by the Council and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.

2.06 **Emergencies:** In addition to the duties set out in Section 2.05, the Fire Chief is also responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

2.07 **Powers:** The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act, and, as such, is empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment.

The Fire Chief's powers include:

- a. pulling down or demolishing any building or structure when necessary to prevent the spread of fire;
- b. taking any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property; and

- c. recovering costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.

- 2.08 **Delegation:** The Fire Chief may delegate any of their powers or duties to a Deputy Fire Chief or to any other Member that the Fire Chief deems appropriate, subject to such limitation, restrictions or conditions as may be set in the delegation, and Member so delegated shall have all the powers and shall perform all duties as delegated. Delegation should preferably be made in writing; however, in emergency situations where written delegation is not practicable, verbal delegation is permitted and shall be deemed valid.
- 2.09 **Purchase of Services:** If, as a result of a Fire Department response to a fire, rescue, or other emergency or non-emergency, the Fire Chief, their designate, or the highest ranking Member on scene determines that it is necessary to do any of the following:
- a) retain a private contractor;
 - b) rent special equipment; or
 - c) use consumable materials other than water;
- in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, they have the authority to do so. The Corporation shall recover the costs incurred by the Corporation taking such actions from the owner of the property on which the fire or other event occurred.

ARTICLE 3.00: SHARED SERVICES

- 3.01 **Shared Services:** Shared services are fire departments working together to meet common goals. Many of the functions of the fire services are the same across fire departments and municipalities, such as common Standard Operating Guidelines/Policies, training lesson plans and response protocols. The intent of this By-law is to allow fire departments to work together to reduce and/or redistribute common workload, reduce redundancy, reduce operating costs and to provide consistent levels of services to the rate payers serviced by each fire department.
- 3.02 **Authority:** The Fire Chief is authorized to, and shall, work with surrounding fire departments to work towards sharing services where possible under the conditions set out in the lettered sub-clauses of this section.
- a) Such fire departments must be authorized by their council or governing body, through an approved enabling by-law to take part in shared services.
 - b) Such fire departments must have like levels of service, including consistent levels of service.
 - c) Shared services shall be outlined in shared services agreements. Shared service agreements shall outline specifics, (who, what, where, when and why) of the agreement. There may be multiple agreements, outlining different shared services.

ARTICLE 4.00: FIREFIGHTER EMPLOYMENT

- 4.01 **Authority:** The Fire Chief may appoint, from time to time, any eligible person as a Firefighter in order to maintain a sufficient complement of staff in accordance with the approved Fire Department Organizational Chart as set out in Schedule "A", and subject to approved hiring policies.

- 4.02 **Terms and Conditions of Employment:** The employment of Firefighters shall be governed by the terms and conditions of employment as determined by the Fire Chief.

ARTICLE FIVE: LIMITED SERVICE

- 5.01 **Authority to Engage Limited Services:** In consideration of the reliance by the Fire Department on the response of Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, the reliance of Volunteer Fire Fighters, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Schedule "B" may from time to time be provided as a Limited Service, as determined by the Fire Chief, his or her designate, or the highest-ranking Officer in charge of a response.
- 5.02 **Water Access:** Fire Protection Services shall be provided to water access only properties by the Fire Department only if the weather permits and in accordance with Approved policies.
- 5.03 **Limitation of Liability:** The Corporation accepts no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.
- 5.04 **Response Outside of Conmee:** The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency meeting the conditions set out in the lettered sub-clauses of this Section.
- a) In the opinion of the Fire Chief or designate, the circumstance threatens property in the municipality or an unincorporated territory, or property situated outside the municipality that is owned or occupied by the municipality.
 - b) The location is in a municipality or an unincorporated territory, with which an Approved agreement has been entered into to provide fire protection services or Shared Services;
 - c) At the discretion of the Fire Chief or designate, where the location is in a municipality, or an unorganized/unincorporated territory authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
 - d) The circumstances are such that the Fire Chief or designate determines immediate action is necessary to preserve life or property, and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

SECTION SIX: OFFENCES, PENALTIES AND ENFORCEMENT

- 6.01 **Obstruction:** No person shall obstruct, hinder, or interfere with the Fire Chief or any Member in the performance of their duties in accordance with this By-law, the Fire Protection and Prevention Act, or other applicable law.
- 6.02 **Penalties:** Every person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a penalty in accordance with the Provincial Offences Act, R.S.O. 1990, c. P.33, or, where applicable, the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, which may prescribe higher penalties for certain offences.

6.03: **Fees and Charges:** The Corporation charges fees for certain services, including services delivered by the Fire Department, through its Fees and Charges Bylaw (Number 2025-001). The Corporation may recover costs incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act in accordance with that by-law.

SECTION SEVEN: GENERAL

- 7.01 **Administrative Amendments:** The Head of Administration, is authorized to make any minor modification or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the substance or intent of the By-law.
- 7.02 **Repeal:** By-law Number 1415 of the Corporation of the Township of Conmee is repealed.
- 7.03 **Surviving Provisions:** Notwithstanding Section 7.02, the appointment of the Fire Chief, Deputy Fire Chiefs, and all other Members who were appointed under previous and separate by-laws, that existed and were in effect on the day on which By-law Number 1415 was repealed shall survive and remain in force and effect after the by-law is repealed.
- 7.04 **Effective Date:** This By-law shall come into effect upon its passing.

Passed this XX day of XXXX, 2025.

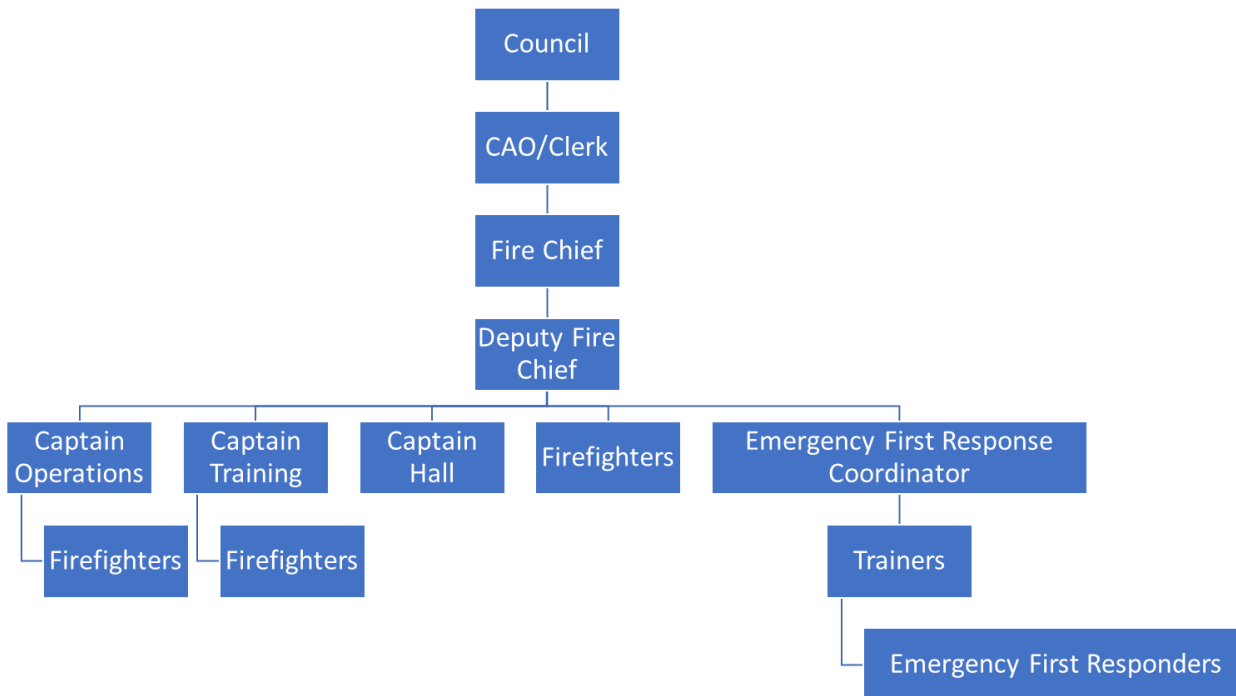
THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley

The Corporation of the Township of Conmee
Schedule "A"- By-law 2025-0**

The Fire Department shall be structured in conformance with the following Fire Department Organizational Chart:



The Corporation of the Township of Conmee
Schedule "B"- By-law 2025-0**
APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

1) Emergency Response

a. Basic Firefighting Services:

The Fire Department shall respond to fires, alarms of fires, and pre-fire conditions to provide fire suppression services and shall exercise best efforts to conform to the most recent recognized standards as revised from time to time.

b. Structural Firefighting Services:

1. For the purpose of this Schedule, "Structural Firefighting" has the same meaning as set out in NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
2. Interior Search and Rescue shall be provided when possible and as appropriate in accordance with the following:
 - a. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure;
 - b. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Structure integrity and hazard conditions permits entry;
 - iii. Sufficient Trained Firefighting staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided;and
 - c. Limited Service shall be provided if any of the above noted circumstances do not exist.
3. Interior Fire Suppression shall be provided when possible and as appropriate in accordance with the following:
 - a. Service shall be provided to contain the fire and prevent further loss of property;
 - b. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Structure integrity and hazard conditions permits entry;
 - iii. Sufficient Trained Firefighting staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided;and

- c. Limited Service shall be provided if any of the above noted circumstances do not exist.
- 4. Exterior Fire Suppression shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Member in charge, in accordance with the following:
 - a) There shall be no expected rescue component with this service;
 - b) Service shall be provided to prevent fire spread to adjacent areas;
 - c) Service shall be provided when Interior Fire Suppression is not possible or appropriate; and
 - d) Service shall be provided as water supply permits.
- 5. Industrial Response shall be provided when possible and as appropriate in accordance with the following:
 - a. Service shall be provided to contain the fire and prevent further loss of property or risk to people;
 - b. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and level of risk reasonably justifies your actions;
 - ii. The Industry's Incident Command or other knowledgeable representative has made contact with our Incident Commander;
 - iii. Sufficient Trained Firefighting staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained; and
 - v. Adequate fireground supervision and support is provided.
 - c. Limited Service shall be provided if any of the above noted circumstances do not exist.

c. Rural Firefighting Operations:

Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.

d. Vehicle Firefighting Services:

- 1. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
 - a. A scene risk assessment has been completed, and the level of risk reasonably justifies suppression activity;
 - b. Vehicles involved or potentially involved, do not contain materials or cargo that require Hazardous Materials training, equipment, or personal protective equipment at a higher level than that provided for with Structural Firefighting training, equipment or personal protective equipment;
 - c. Sufficient Trained Firefighting staffing is deployed at the fireground;
 - d. Reliable water supply with adequate flow can be sustained; and
 - e. Adequate fireground supervision and support is provided.

e. Grass, Brush, and Forestry Firefighting Services:

1. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
 - a. A scene risk assessment has been completed, and the level of risk reasonably justifies suppression activity;
 - b. Aerial support (also known as “Eye in The Sky”) is required to be onsite, with immediate communications available between the Incident Commander and the aerial support, if:
 - i. The grass, brush or forested area that is burning is too large for the Incident Commander to effectively see;
 - ii. Fire Indices or weather conditions (both current and forecasted) indicate a potential for a rapid increase in fire intensity;
 - iii. Fire safe areas, including escape routes are identified, communicated and confirmed by all parties involved, and fire safe areas are large enough, based on industry standards for wildfire firefighting and current and forecasted fire intensity to afford protection in the event of rapid increase of fire intensity;
 - c. Sufficient Trained Firefighting staffing is deployed at the fireground;
 - d. Reliable water supply with adequate flow can be sustained;
 - e. Adequate fireground supervision and support is provided; and
2. Limited Service shall be provided if any of the above noted circumstances do not exist.

f. Automatic Aid Response Services:

Services shall be provided in accordance with any Approved Automatic Aid agreements.

g. Defined Service Agreement Services:

Services shall be provided in accordance with any Approved Defined Service Agreements.

h. Mutual Aid Response Services:

Services shall be provided in accordance with the Mutual Aid plan established with respect to the municipalities within the district pursuant to paragraph 7(2)(a) of the Fire Protection and Prevention Act.

i. Medical First Response:

Service shall be provided in accordance with the Emergency Medical First Response Agreement between X and The Corporation of the Township of Conmee.

j. Ambulance Assistance Services:

Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access, lift assist, and/or the provision of care to patients.

k. Police/Public Assistance Services:

Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills in the mitigation.

m. Public Hazard Assistance Services:

1. Response shall be provided to carbon monoxide alarms and emergencies.
2. Response shall be provided to public utility incidents that pose a public hazard, including:
 - a. Electrical utility emergencies;

- b. Natural gas utility emergencies; and
- c. Propane gas emergencies.

n. Vehicle Collision Services:

The Fire Department shall respond to vehicle accidents to provide the following services:

- 1. Stabilizing the scene of the accident;
- 2. Stabilizing the vehicles involved in the accident;
- 3. Providing care to injured or trapped persons; and
- 4. Mitigating adverse effects to the natural environment.

o. Vehicle Extrication Services

Vehicle extrication services shall be provided when possible and as appropriate in accordance with the following:

- 1. Service shall be provided to search for and rescue, including extrication, of endangered, trapped or potentially trapped persons within a vehicle;
- 2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
 - a. A scene risk assessment has been completed, and the level of risk reasonably justifies the extrication operation (noting that consideration must be given to the presence of Hazardous Materials when evaluating the level of risk;
 - b. Sufficient Trained Firefighting staffing is deployed at the fireground;
 - i. NFPA 1006 Passenger Vehicle Extrication, Technical Level;
 - ii. NFPA 1006 Heavy Vehicle Extrication, Technical Level;
 - c. Adequate fireground supervision and support is provided; and
- 3. Limited Service shall be provided if any of the above noted circumstances do not exist.

p. Transportation Incidents involving Vehicles, Trains, Aircraft:

Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact, subject to the availability of resources, operational capacity, and any applicable mutual aid or service agreements. Responses shall also comply with relevant provincial and federal emergency management protocols and any direction provided by the Incident Commander or lead agency.

q. Highway Incident Services:

Fire Protection Services shall be provided to provincial highways in accordance with department Standard Operating Guidelines (SOG's) and Standard Operating Procedures (SOP's). Costs associated with Fire Department response to incidents on provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

r. Weather Events:

Service shall be provided to assist with emergency and non-emergency weather related situations for which the Fire Department has equipment and/or specialized skills in the mitigation.

s. Hazardous Materials Response Services:

Service shall be provided at the Operations Core Level only in accordance with NFPA 472, Standard for Competence of Responders to Hazardous Materials Incidents and NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personal Professional Qualifications.

Service shall be provided when possible and as appropriate in accordance with the following:

- 1. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:

1. A scene risk assessment has been completed, and the level of risk reasonably justifies the operation;
2. The operation does not involve Technical Level operations;
3. Sufficient Trained Firefighting staffing is deployed at the incident;
4. Adequate fireground supervision and support is provided; and
2. Limited Service shall be provided if any of the above noted circumstances do not exist.

t. Hazardous Materials Response- Technical Level Services:

Hazardous materials response services at the NFPA 472 Technician Level ***shall not be*** provided by the Fire Department;

Emergency Response requiring NFPA 472 Technician Level response, shall be provided in accordance with any Approved aid agreement. (*Note: unless I am missing something, these two paragraphs contradict each other)

u. Water and Ice Rescue Services:

1. Service shall be provided at the Awareness Level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any Approved aid agreement.

v. Urban Search and Rescue Services:

1. Service shall be provided at the Awareness level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

w. Rope Rescue (High and Low Angle) Services:

1. Service shall be provided at the Awareness level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any Approved aid agreement.

x. Rope Rescue Low Slope Services:

1. Service shall be provided at the Awareness Level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

y. Confined Space Rescue Services:

1. Service shall be provided at the Awareness level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any Approved aid agreement.

z. Trench Rescue Services:

1. Service shall be provided at the Awareness Level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any Approved aid agreement.

aa. Cave, Mine, and Tunnel Rescue Services:

Service shall be provided at the Awareness Level only;

Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any Approved aid agreement.

bb. Farm and Silo Rescue Services

1. Services for farm and silo rescue involving rope rescue or confined space rescue shall be provided at the Awareness Level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any Approved aid agreement.

cc. Industrial and machinery rescue services (including farm equipment)

1. Service shall be provided to search for and rescue, including extrication, of endangered, trapped or potentially trapped persons within industrial and/or machinery including farm equipment.
2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
 - a. A scene risk assessment has been completed, and the level of risk reasonably justifies the search and rescue or extrication operation;
 - b. Consideration must be given to the presence of Hazardous Materials when evaluating the level of risk;
 - c. Sufficient Trained Firefighting staffing is deployed at the fireground;
 - d. The incident does not require Common Passenger Vehicle Extrication at the Technical Level, as defined by NFPA 1006, unless such service is provided in accordance with an Approved Aid Agreement;
 - e. The incident does not require Heavy Vehicle Extrication at the Technical Level, as defined by NFPA 1006, unless such service is provided in accordance with an Approved Aid Agreement;
 - f. Adequate fireground supervision and support is provided.
 - g. Limited Service shall be provided if any of the above noted circumstances do not exist.

dd. Community Emergency Plan Response Services

Service shall be provided in accordance with the approved Emergency Response Plan

ee. Assistant to the Fire Marshal Services-Fire Suppression

Duties of assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act

2) Fire Prevention and Public Education**a. Fire Inspection Services:**

- i. Conducting complaints inspections.
- ii. Conducting vulnerable occupancy inspections.
- iii. Conducting requested inspections.
- iv. Conducting routine inspections.
- v. Conducting licensing inspections.
- vi. Systems checking, testing and approval.
- vii. Enforcing code compliance.
- viii. Enforcing Municipal by-laws.
- ix. Issuing permits.
- x. Preparing reports and issuing written responses to requests.

b. Public Education Services:

- i. Providing fire and life safety public education programs.
- ii. Facilitating smoke alarm and carbon monoxide alarm initiatives.
- iii. Distributing public safety messaging to the media.
- iv. Delivery of specialized programs.

c. Fire Investigation Services:

- i. Determining cause and origin of fires and explosions.
- ii. Assessing code compliance.
- iii. Interacting with police, fire investigators, and other agencies.
- iv. Supporting criminal prosecutions, including appearances in court.

d. Assistant to the Fire Marshal Services:

- i. Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

3) Emergency Planning

Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, Standard for Pre-incident Planning.

4) Training and Education

- a. Providing a training program for Firefighters that meet the intent of NFPA 1001, Standard for Fire Fighter Professional Qualifications.
 - i. NFPA 1001 Level 1
 - ii. NFPA 1001 Level 2
 - iii. Any additional requirements under applicable law.
- b. Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications or other requirements under applicable law. Training program to include Ontario Driver Licence endorsements for minimum class DZ.
- c. Providing a training program for technical rescue operations that conforms to NFPA 1006 as required, Standard for Technical Rescuer Professional Qualifications or other requirements under applicable law:
 - i. Common Passenger Vehicle Extrication to the Technician Level;
 - ii. Heavy Vehicle Extrication to the Technician Level;
 - iii. Water and Ice Rescue to the Awareness Level;
 - iv. Urban Search and Rescue to the Awareness Level;
 - v. Rope Rescue (High and Low Angle) to the Awareness Level;
 - vi. Confined Space Rescue to the Awareness Level;
 - vii. Trench Rescue to the Awareness Level;
 - viii. Cave, Mine, and Tunnel Rescue to the Awareness Level; and
 - ix. Updates as per above.
- d. Providing a training program for relevant Members that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications or other requirements under applicable law.

- e. Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners or other requirements under applicable law, including:
 - i. NFPA 1031 Level 1; and
 - ii. NFPA 1031 Level 2.
- f. Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators or other requirements under applicable law.
- g. Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist or other requirements under applicable law.
- h. Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications or other requirements under applicable law.
- i. Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications or other requirements under applicable law.
- j. Provide a training program for wildfire fighting that conforms to Ontario Ministry of Natural Resources SP 103, Wildfire fighting for municipal fire fighters or other requirements under applicable law.
- k. Provide a training program to develop and maintain:
 - i. Recruit training.
 - ii. Fire Department and Municipal policies and procedures training.
 - iii. Health and Safety training.
 - iv. NFPA related maintenance training to maintain proficiency in related skills.
 - v. Any other such Fire Department training as required.

5) Maintenance of Fleet and Equipment

- 1. Maintaining fleet and equipment (both routine and emergency).
- 2. Providing periodic inspection and testing programs.
- 3. Complying with the requirements of provincial regulations.
- 4. Providing annual pump capacity and certification testing.
- 5. Developing specifications for new apparatus and equipment.
- 6. Maintaining, testing, and calibrating specialized equipment.



THE CORPORATION OF THE MUNICIPALITY

OF OLIVER PAIPOONGE

BY-LAW NO. 63 - 2025

A By-law to establish and to regulate a Fire Department and to repeal By-Law No. 586-2010

WHEREAS Section 2 of the *Fire Protection and Prevention Act* requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Section 5 of the *Fire Protection and Prevention Act* authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality;

AND WHEREAS Section 11 of the *Municipal Act* authorizes a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, inter alia, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide;

AND WHEREAS Section 391 of the *Municipal Act* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

AND WHEREAS Section 425 of the *Municipal Act* provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

AND WHEREAS Section 446 of the *Municipal Act* provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may cover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS the Council deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a Fire Department for the Municipality of Oliver Paipoonge.

NOW THEREFORE the Council of The Corporation of the Municipality of Oliver Paipoonge enacts as follows:

DEFINITIONS

1. In this by-law, unless the context otherwise requires:
 - a. "Approved" means approved by Council.
 - b. "Automatic Aid" means an approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.

- c. "Awareness Level" means the relevant definition and standard of awareness level specific to a chapter in NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications (2021 edition).
- d. "Chief Administrative Officer" (the "CAO") means the person appointed by Council to act as Chief Administrative Officer for the Corporation.
- e. "Corporation" means The Corporation of the Municipality of Oliver Paipoonge.
- f. "Council" means the Council of the Municipality of Oliver Paipoonge.
- g. "Deputy Fire Chief" means the person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.
- h. "Emergency Response" means the emergency response levels defined in Schedule B.
- i. "Fire Chief" means the person appointed by Council to act as fire chief for the fire department and who is ultimately responsible to Council as set out in the *Fire Protection and Prevention Act*.
- j. "Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation or other regulation or other regulations under the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4, passed in the legislature.
- k. "Fire Department" means the Corporation of the Municipality of Oliver Paipoonge Fire Department commonly referred to Oliver Paipoonge Fire and Emergency Services.
- l. "Firefighter" means the Fire Chief and any other person employed in or appointed to the Fire Department to undertake Fire Protection Services and shall include a volunteer or paid-on-call firefighter, Officer, medical first responder, or auxiliary firefighter.
- m. "Fire Marshal" means the Fire Marshal appointed by the Lieutenant Governor in Council pursuant to section 8(1) of the *Fire Protection and Prevention Act*.
- n. "*Fire Protection and Prevention Act*" means the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4. as amended.
- o. "Fire Protection Services" includes fire suppression, rescue and emergency services, medical response, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services as described in detail in this by-law.
- p. "Limited Service" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- q. "Member" means any person employed, appointed to, or volunteering for the Fire Department and assigned to undertake Fire Protection Services including officers, volunteer Firefighters, and auxiliary firefighters.
- r. "*Municipal Act*" means the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, and any successor legislation.
- s. "Municipality" means the Municipality of Oliver Paipoonge.
- t. "Mutual Aid" means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- u. "Officer" means Fire Chief, Deputy Fire Chief, and any person designated by the Fire Chief to supervise Firefighters.
- v. "Operations Level" means the relevant definition and standard of operations level specific to a chapter in NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications (2021 edition).
- w. "Standards" means industry accepted best practices along with legislative requirements and may include but is not limited to Section 21 Guidance Notes,

National Fire Protection Association (NFPA) standards, regulations, and industry practices.

- x. "Water Access Only Properties" means properties only accessible through a body of water or on ice over a body of water.
- y. "Vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or a streetcar
- z. "Shared Services" are fire services that may be provided by one that one department.
- aa. "Technician Level" means the relevant definition and standard of technician level specific to a chapter in NFPA 1006, Standard for Technical Rescue Personnel Professional Qualifications (2021 edition).

ESTABLISHMENT OF FIRE DEPARTMENT

- 2. A Fire Department for the Municipality, to be known as the "Oliver Paipoonge Fire and Emergency Services" is hereby established, and the head of the Fire Department shall be known as the Fire Chief.

DEPARTMENT STRUCTURE

- 3. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire Department.
- 4. In addition to the Fire Chief, the Council shall also appoint a Deputy Fire Chief, who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department. When unable to contact or in the event of vacancy of the Fire Chief, the Deputy Fire Chief shall have the powers and perform the duties of the Fire Chief.
- 5. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department shall consist of Officers, Firefighters and other members as deemed necessary and appointed by the Fire Chief under the Approved organizational structure to provide Fire Protection Services.
- 6. The Fire Department shall be structured in conformance with the Approved Fire Department organizational chart as set out in Schedule "A" attached hereto and forming part of this by-law.
- 7. The Fire Department shall provide such Fire Protection Services and programs as Approved in accordance with Part II of the *Fire Protection and Prevention Act* and set out in Schedule "B" attached hereto and forming part of this by-law.

SHARED SERVICES

- 8. The Fire Chief is authorized and may work with other municipal fire departments to share services where:
 - a. The other municipal fire department is authorized by its council or governing body, through an Approved enabling by-law to take part in Shared Services; and
 - b. Any Shared Services are outlined in an Approved shared services agreement.

LIMITED SERVICE

- 9. Any Approved service set out in Schedule "B" may from time to time be provided as a Limited Service where necessary, as determined by the Fire Chief, his or her designate, or the highest-ranking Officer in charge of a response.
- 10. Fire Protection Services shall be provided to Water Access Only Properties by the Fire Department in accordance with Approved policies.
- 11. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

12. The Fire Department shall not respond outside the limits of the Municipality except with respect to a fire, rescue or emergency:
- That, in the opinion of the Fire Chief or designate, threatens property in the Municipality or an unorganized/unincorporated territory, or property situated outside the Municipality that is owned or occupied by the Municipality.
 - In a municipality or an unorganized/unincorporated territory, with which an Approved Shared Services agreement has been entered into to provide Fire Protection Services which may include Automatic Aid;
 - On property owned or occupied by a person or corporation, with which an Approved agreement has been entered into with any person, corporation, or an unorganized/unincorporated territory to provide Fire Protection Services;
 - At the discretion of the Fire Chief or designate, to a municipality, or an unorganized/unincorporated territory authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
 - On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

13. The Fire Chief shall be ultimately responsible to Council pursuant to Section 6(3) of the *Fire Protection and Prevention Act* for the proper administration and operation of the Fire Department, including delivery of Approved services and programs.
14. The Fire Chief shall be deemed to be the Fire Chief of the Municipality pursuant to Section 6(1) of the *Fire Protection and Prevention Act* and regulations enacted thereunder and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
15. Without limiting the generality of the foregoing, the Fire Chief and his/her designate shall be authorized and responsible for:
- Performing all statutory duties of a Fire Chief as set out in the *Fire Protection and Prevention Act* and any other legislation applicable to the administration or operation of the Fire Department.
 - Reporting to the Council as required by the *Fire Protection and Prevention Act*.
 - Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
 - Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, including members of the general public, as may be necessary from time to time to assist in discharging this duty.
 - Recommending to Council amendments to the by-law or any other by-law of the Corporation that the Fire Chief considers relevant and appropriate.
 - Developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
 - Periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
 - Arranging, with Council support and approval, for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, services and supplies for the Fire Department.
 - The proper care and protection of all Fire Department property.

- j. Arrange and implementation, with Council support and approval, of Automatic Aid, Mutual Aid and other negotiated and/or approved fire protection and emergency service agreements between the Fire Department and other municipalities or an unorganized/unincorporated territory.
 - k. Determining and establishing the qualifications and criteria for the employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
 - l. Appointment, subject to Approved hiring policies, of any qualified person as a member of the Fire Department.
 - m. The conduct and discipline of all members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
 - n. Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by the Council in a manner consistent with applicable records management policies of the Corporation and for retaining such records for a period prescribed by approved records retention policies and statutory requirements.
 - o. Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the *Fire Protection and Prevention Act*.
 - p. Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts and the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the *Fire Protection and Prevention Act*, or other applicable regulation or statute.
 - q. Preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by the Council; and
 - r. Preparing and submitting annual budget estimates for approval by the Council and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
16. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

POWERS

17. The Fire Chief shall exercise all powers and duties prescribed by the *Fire Protection and Prevention Act* and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and assist in the management of emergencies within the jurisdiction of the municipality.
18. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the powers and duties for Fire Chiefs as set out in the *Fire Protection and Prevention Act*, including:
- a. Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - b. Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - c. Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - d. Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act*.
 - e. Taking any and all steps as set out in Parts V and VI of the *Fire Protection and Prevention Act*.

19. As set out in the *Fire Protection and Prevention Act*, the Fire Chief may delegate, either verbally or in writing, any of his/her powers or duties to either the Deputy Fire Chiefs or any Officer or Member that the Fire Chief deems appropriate, subject to such limitation, restrictions or conditions as may be set in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.
20. If, as a result of a Fire Department response to a fire, rescue, or other emergency or non-emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation may recover the costs incurred by the Corporation in taking such actions from the owner of the property on which the fire or other emergency occurred in accordance with the *Municipal Act* and/or the *Fire Protection and Prevention Act* and any applicable Fees By-law of the Corporation.
21. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with any applicable Fees By-law of the Corporation.
22. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the registered name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes pursuant to the provisions of the *Fire Protection and Prevention Act* and/or the *Municipal Act*.

FIREFIGHTER EMPLOYMENT

23. The Fire Chief may appoint, from time to time, any eligible person as a Firefighter in order to maintain a sufficient complement of staff in accordance with the Approved Fire Department Organizational Chart as set out in Schedule "A" attached hereto and forming part of this By-law, and subject to approved hiring policies.
24. The employment of Firefighters shall be governed by the Firefighter Terms and Conditions of Employment as set out in Schedule "D" attached hereto and forming part of this by-law.

OBSTRUCTION

25. No person shall obstruct, hinder, or interfere with the Fire Chief or any member of the Fire Department in the performance of his or her duties in accordance with this by-law and the *Fire Protection and Prevention Act*.

OFFENCES

26. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the *Provincial Offences Act*, R.S.O. 1990, c P. 33, as it may be amended from time to time, and any successor legislation.

SEVERABILITY

27. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

REPEAL

28. That By-law 586-2010 of the Corporation of the Municipality of Oliver Paipoonge be and is hereby repealed.
29. Notwithstanding Section 28, the appointment of the Fire Chief, Deputy Fire Chief, and all other members of the Fire Department who were appointed under previous and separate by-laws that existed and were in effect on the day on which the by-law was repealed shall survive and remain in force and effect after By-law 586-2010 is repealed.

MISCELLANEOUS

30. The CAO or Clerk of the Corporation of the Municipality of Oliver Paipoonge is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law or Schedules as may be deemed necessary after the passage of this by-law where such modifications or corrections do not alter the intent of this by-law.

FORCE AND EFFECT

31. That this by-law shall come into effect upon its passing.

Enacted and passed this 15th of July, A.D. 2025, as witnessed by the Seal of the Corporation and the hands of its proper Officers.

THE CORPORATION OF THE MUNICIPALITY
OF OLIVER PAIPOONGE



Mayor Lucy Kloosterhuis

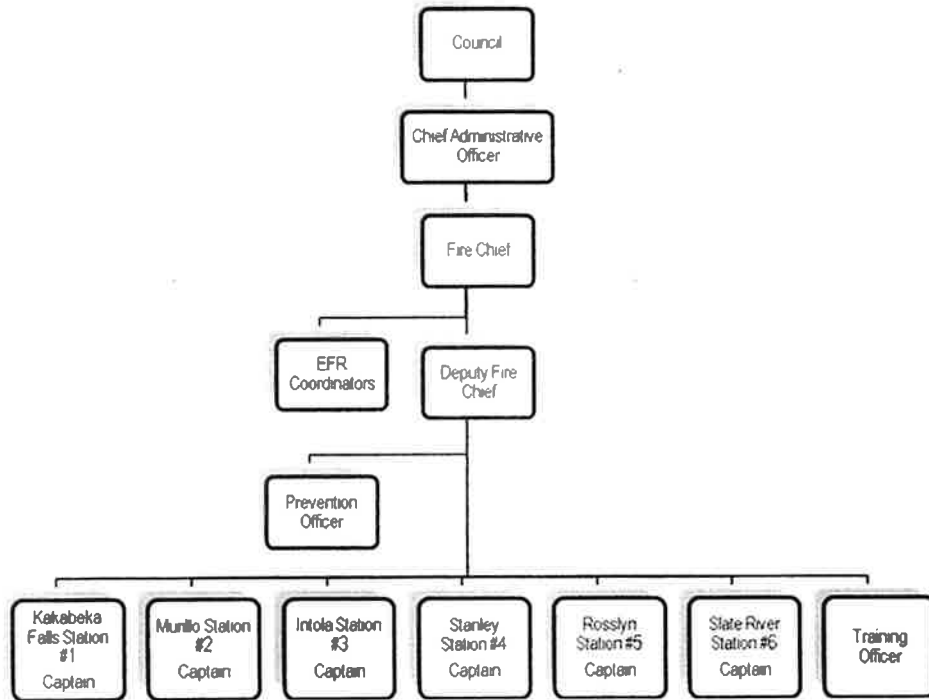


Wayne Hanchard, CAO/Clerk

The Corporation of the Municipality of Oliver Paipoonge

Schedule "A"- By-law # 63-2025

The Fire Department shall be structured in conformance with the following Fire Department organizational chart:



The Corporation of the Municipality of Oliver Paipoonge

Schedule "B"- By-law # 63-2025

APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

1) Emergency Response

a. Basic Firefighting Services:

The Fire Department shall respond to fires, alarms of fires, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent recognized Standards as revised from time to time.

b. Structural Firefighting Services:

- i. For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting as defined by NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.

ii. Interior Search and Rescue- Shall be provided when possible and as appropriate in accordance with the following:

1. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - a. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - b. Structure integrity and hazard conditions permits entry;
 - c. Sufficiently trained Firefighting staff is deployed at the fireground;
 - d. Reliable water supply with adequate flow can be sustained;
 - e. Adequate fireground supervision and support is provided.
3. Limited Service shall be provided if any of the above note items are not true.

iii. Interior Fire Suppression- Shall be provided when possible and as appropriate in accordance with the following:

1. Service shall be provided to contain the fire and prevent further loss of property.
2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - a. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - b. Structure integrity and hazard conditions permits entry;
 - c. Sufficiently trained Firefighting staff is deployed at the fireground;
 - d. Reliable water supply with adequate flow can be sustained;
 - e. Adequate fireground supervision and support is provided.
3. Limited Service shall be provided if any of the above note items are not true.

iv. Exterior Fire Suppression- Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

1. There shall be no expected rescue component with this service.
2. Service shall be provided to prevent fire spread to adjacent areas.
3. Service shall be provided when Interior Fire Suppression is not possible or appropriate.
4. Service shall be provided as water supply permits.

v. **Industrial Response-** Shall be provided when possible and as appropriate in accordance with the following:

1. Service shall be provided to contain the fire and prevent further loss of property or risk to people.
2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - a. A scene risk assessment has been completed, and level of risk reasonably justifies your actions;
 - b. The Industries Incident Command or knowledgeable representative has made contact with our Incident Commander;
 - c. Sufficiently trained firefighting staff is deployed at the fireground;
 - d. Reliable water supply with adequate flow can be sustained;
 - e. Adequate fireground supervision and support is provided.
3. Limited Service shall be provided if any of the above note items are not true.

c. **Rural Firefighting Operations:**

- i. Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.

d. **Vehicle Firefighting Services:**

- i. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 1. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 2. Vehicles involved or potentially involved do not contain materials or cargo that require hazardous materials training, equipment, or personal protective equipment at a higher level than that provided for with structural firefighting training, equipment or personal protective equipment;
 3. Sufficiently trained firefighting staff is deployed at the fireground;
 4. Reliable water supply with adequate flow can be sustained;
 5. Adequate fireground supervision and support is provided.
- ii. Limited Service shall be provided if any of the above note items are not true.

e. **Grass, Brush, and Forestry Firefighting Services:**

- i. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 1. A scene risk assessment has been completed, and the level of risk reasonably justifies suppression activity;
 2. Aerial support is required to be onsite, with immediate communications available between the incident commander and the Aerial support, if:
 - a. The grass, brush or forested area that is burning is too large for the incident commander to effectively see;
 - b. Fire indices or weather conditions (both current and forecasted) indicate a potential for a rapid increase in fire intensity.
 3. Fire safe areas, including escape routes are identified, communicated and confirmed by all parties involved.
 - a. Fire safe areas must be large enough, based on industry standards for wildfire firefighting and current and forecasted fire intensity to afford protection in the event of rapid increase of fire intensity.
 4. Sufficiently trained firefighting staffs deployed at the fireground;
 5. Reliable water supply with adequate flow can be sustained;

- 6. Adequate fireground supervision and support is provided.
- ii. Limited Service shall be provided if any of the above note items are not true.
- f. Automatic Aid Response Services:**
 - i. Services shall be provided in accordance with any Automatic Aid agreements approved by the Council.
- g. Defined Service Agreement Services:**
 - i. Services shall be provided in accordance with any defined service agreement approved by the Council.
 - ii.
- h. Mutual Aid Response Services:**
 - i. Services shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the District pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.
- i. Medical First Response:**
 - i. Service shall be provided in accordance with an emergency medical first response agreement between XXXXXXXXXX and the Corporation of the Municipality of Oliver Paipoonge.
- j. Ambulance Assistance Services:**
 - i. Service shall be provided to assist emergency medical services with emergency and non-emergency situations with respect to providing access, lift assist, and/or the provision of care to patients.
- k. Police Assistance Services:**
 - i. Service shall be provided to assist police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills in the mitigation.
- l. Public Assistance Services:**
 - i. Service shall be provided to assist police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills in the mitigation.
- m. Public Hazard Assistance Services:**
 - i. Carbon Monoxide (CO) Incidents- Response shall be provided to carbon monoxide alarms and emergencies.
 - ii. Public Utility Incidents- Response shall be provided to public utility incidents that pose a public hazard, including:
 - 1. Electrical utility emergencies;
 - 2. Natural gas utility emergencies
 - 3. Propane gas emergencies
- n. Vehicle Collision Services:**
 - i. The Fire Department shall respond to vehicle accidents to provide the following services:
 - 1. Stabilizing the scene of the accident;
 - 2. Stabilizing the vehicles involved in the accident;
 - 3. Providing care to injured or trapped persons;
 - 4. Mitigating adverse effects to the natural environment.
- o. Vehicle Extrication Services-** Shall be provided when possible and as appropriate in accordance with the following:
 - i. Service shall be provided to search for and rescue, including extrication, of endangered, trapped or potentially trapped persons within a Vehicle.
 - ii. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - 1. A scene risk assessment has been completed, and the level of risk reasonably justifies the search and rescue or extrication operation;
 - a. Consideration must be given to the presence of hazardous materials when evaluating the level of risk;
 - 2. Sufficiently trained firefighting staff is deployed at the fireground;

- a. NFPA 1006 Common Passenger Vehicle Rescue, Technician Level;
 - b. NFPA 1006 Heavy Vehicle Rescue, Technician Level;
- 3. Adequate fireground supervision and support is provided.
- iii. Limited Service shall be provided if any of the above-mentioned items are not applicable.

p. Transportation Incidents involving Vehicles, Trains, Aircraft:

- i. Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

q. Highway Incident Services:

- i. Fire protection services shall be provided to the King's Highway 130 and other provincial highways in accordance with department standard operating guidelines and standard operating procedures.
- ii. Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

r. Weather Events:

- i. Service shall be provided to assist with emergency and non-emergency weather related situations for which the Fire Department has equipment and/or specialized skills in the mitigation.

s. Hazardous Materials Response Services:

- i. Service shall be provided at the operations core level in accordance with NFPA 472 Standard for Competence of Responders to Hazardous Materials Incidents and NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personal Professional Qualifications.
- ii. Service shall be provided when possible and as appropriate in accordance with the following:
 - 1. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - a. A scene risk assessment has been completed, and the level of risk reasonably justifies the operation;
 - b. The operation does not involve technical level operations;
 - c. Sufficiently trained firefighting staff is deployed at the incident;
 - d. Adequate fireground supervision and support is provided.
 - 2. Limited Service shall be provided if any of the above note items are not true.

t. Hazardous Materials Response Services:

- i. Hazardous materials response services at the NFPA 472 technician level *shall not be* provided by the Fire Department;
- ii. Emergency Response requiring NFPA 472 technician level response shall be provided in accordance with any aid agreement approved by the Council.

u. Water and Ice Rescue Services:

- i. Service shall be provided at the Awareness Level only;
- ii. Emergency Response that requires operations Level or Technician Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

v. Urban Search and Rescue Services:

- i. Service shall be provided at the Awareness Level only;
- ii. Emergency Response that requires Operations Level or Technician Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

w. Rope Rescue (High and Low Angle) Services:

- i. Service shall be provided at the Awareness Level only;
- ii. Emergency Response that requires Operations Level or Technician Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

x. Confined Space Rescue Services:

- i. Service shall be provided at the Awareness Level only;
- ii. Emergency Response that requires Operations Level or Technician Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

y. Trench Rescue Services:

- i. Service shall be provided at the Awareness Level only;
- ii. Emergency Response that requires Operations Level or Technician Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

z. Cave, Mine, and Tunnel Rescue Services:

- i. Service shall be provided at the Awareness Level only;
- ii. Emergency Response that requires Operations Level or Technician Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

aa. Farm and Silo Rescue Services

- i. Services for farm and silo rescue involving rope rescue or confined space rescue shall be provided at the Awareness Level only;
- ii. Emergency response that requires Operations Level or Technician Level training and equipment shall be provided in accordance with any aid agreement approved by the Council.

bb. Industrial and Machinery Rescue Services

- i. Service shall be provided to search for and rescue, including extrication, of endangered, trapped or potentially trapped persons within industrial and/or machinery including farm equipment.
- ii. Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - 1. A scene risk assessment has been completed, and the level of risk reasonably justifies the search and rescue or extrication operation;
 - 2. Consideration must be given to the presence of hazardous materials when evaluating the level of risk;
 - 3. Sufficiently trained firefighting staff is deployed at the fireground;
 - 4. NFPA 1006 Common Passenger Vehicle Rescue, Technician Level;
 - 5. NFPA 1006 Heavy Vehicle Rescue, Technician Level;
 - 6. Adequate fireground supervision and support is provided.
 - 7. Limited Service shall be provided if any of the above note items are not true.

cc. Community Emergency Plan Response Services

- i. Service shall be provided in accordance with the approved emergency response plan.

dd. Assistant to the Fire Marshal Services-Fire Suppression

- i. Duties of the assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

2) Fire Prevention and Public Education**a. Fire Inspection Services:**

- i. Conducting complaints inspections.
- ii. Conducting vulnerable occupancy inspections.
- iii. Conducting requested inspections.
- iv. Conducting routine inspections.
- v. Conducting licensing inspections.
- vi. Systems checking, testing and approval.

- vii. Enforcing code compliance.
- viii. Enforcing Municipality by-laws.
- ix. Issuing permits.
- x. Preparing reports and issuing written responses to requests.

b. Public Education Services:

- i. Providing fire and life safety public education programs.
- ii. Facilitating smoke alarm and carbon monoxide alarm initiatives.
- iii. Distributing public safety messaging to the media.
- iv. Delivery of specialized programs.

c. Fire Investigation Services:

- i. Determining cause and origin of fires and explosions.
- ii. Assessing code compliance.
- iii. Interacting with police, fire investigators, and other agencies.
- iv. Supporting criminal prosecutions, including appearances in court.

d. Assistant to the Fire Marshal Services:

- i. Duties of assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

3) Emergency Planning

a. Pre-incident Planning Services:

- i. Pre-incident plans shall be developed and maintained in accordance with NFPA 1620 “Standard for Pre-incident Planning”.

4) Training and Education

a. Training Program Standards:

- i. Providing a training program for Firefighters that meet the intent of NFPA 1001, Standard for Fire Fighter Professional Qualifications.
 - 1. NFPA 1001 Level 1
 - 2. NFPA 1001 Level 2
- ii. Providing a training program for apparatus drivers and operators that conforms to NFPA 1002 “Standard for Fire Apparatus Driver/Operator Professional Qualifications”.
 - 1. Training program to include Ontario driver’s license endorsements for minimum class DZ.
- iii. Providing a training program for technical rescue operations that conform to NFPA 1006, Standard for Technical Rescuer Professional Qualifications as required:
 - 1. Common Passenger Vehicle Rescue to the Technician Level
 - 2. Heavy Vehicle Rescue to the Technician Level
 - 3. Water and Ice Rescue to the Awareness Level
 - 4. Urban Search and Rescue to the Awareness Level
 - 5. Rope Rescue (High and Low Angle) to the Awareness Level
 - 6. Confined Space Rescue to the Awareness Level
 - 7. Trench Rescue to the Awareness Level
 - 8. Cave, Mine, and Tunnel Rescue to the Awareness Level
- iv. Farm and Silo Rescue to the Awareness Level
- v. Providing a training program for Officers that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications.
- vi. Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners
 - 1. NFPA 1031 Level 1
 - 2. NFPA 1031 Level 2
- vii. Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators.
- viii. Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist.

- ix. Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications.
- x. Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications.
- xi. Provide a training program for wildfire fighting that conforms to Ontario Ministry of Natural Resources SP 103, Wildfire fighting for municipal fire fighters.
- xii. Provide a training program to develop and maintain:
 - 1. Recruit training.
 - 2. Fire Department and Municipality's policies and procedures training.
 - 3. Health and Safety training.
 - 4. NFPA related maintenance training to maintain proficiency in related skills.
 - 5. Any other such Fire Department training as required.

5) Maintenance

a. Fleet and Equipment Services:

- i. Maintaining fleet and equipment (both routine and emergency).
- ii. Providing periodic inspection and testing programs.
- iii. Complying with the requirements of provincial regulations.
- iv. Providing annual pump capacity and certification testing.
- v. Developing specifications for new apparatus and equipment.
- vi. Maintaining, testing, and calibrating specialized equipment.

The Corporation of the Municipality of Oliver Paipoonge

Schedule "C"- By-law # 63-2025

APPROVED SERVICES AND PROGRAMS

Level of Required Training Summary

The Fire Department shall maintain the following level of certification training in order to provide the Level of Service outlined in Schedule "B":

Emergency Response	Assignment	Description	Level of Training
Structural Firefighting Services			
	Pumper Operator	Support roll of Pumper Operation supplying water for attack lines, includes relay pumping operations	<ul style="list-style-type: none"> - NFPA 1002 Pumper Operations Certification - Valid DZ driver Licence
	Interior Fire Fighter	Fire fighter operations inside the structure or hot zone	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and Level 2 Certification
	Exterior Fire Fighter	Fire Fighting operations on the exterior of the structure or not in the hot zone	<ul style="list-style-type: none"> - NFPA Level 1 certification
	Incident Commander	Individual that is responsible for the overall management of the emergency response	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - NFPA 1521 Incident Safety Officer
	Incident Safety Officer (ISO)	Individual that is responsible for the safety of all responders operating at the emergency scene.	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - NFPA 1521 Incident Safety Officer <p>NOTE: For technical operations, the ISO must be certified to the minimum level of the operation. extrication technical level,</p>
	Sector Officer	Individual that is a direct supervisor on the emergency scene and responsible for an operational sector.	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1
Vehicle Firefighting Services			
	Pumper Operator	Support roll of Pumper Operation supplying water for attack lines, includes relay pumping operations	<ul style="list-style-type: none"> - NFPA 1002 Pumper Operations Certification - Valid DZ driver Licence

	Fire Fighter	Fire fighter operations inside the structure or hot zone	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and Level 2 Certification
	Incident Commander	Individual that is responsible for the overall management of the emergency response	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - NFPA 1521 Incident Safety Officer
	Incident Safety Officer	Individual that is responsible for the safety of all responders operating at the emergency scene.	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - NFPA 1521 Incident Safety Officer <p>NOTE: For technical operations, the ISO must be certified to the minimum level of the operation. extrication technical level,</p>
	Sector Officer	Individual that is a direct supervisor on the emergency scene and responsible for an operational sector.	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1
Grass, Brush, and Forestry Firefighting Services			
	Pumper Operator	Support roll of Pumper Operation supplying water for attack lines, includes relay pumping operations	<ul style="list-style-type: none"> - NFPA 1002 Pumper Operations Certification - Valid DZ driver Licence
	Fire Fighter	Fire fighter operations inside the structure or hot zone	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and Level 2 Certification - SP103 Wildfire Fire Fighter
	Incident Commander	Individual that is responsible for the overall management of the emergency response	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - SP103 Wildfire Fire Fighter. - SP203 Wildfire Strategies and Tactics - NFPA 1521 Incident Safety Officer
	Incident Safety Officer	Individual that is responsible for the safety of all responders operating at the emergency scene.	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - SP103 Wildfire Fire Fighter.

			<ul style="list-style-type: none"> - SP203 Wildfire Strategy and Tactics - NFPA 1521 Incident Safety Officer <p>NOTE: For technical operations, the ISO must be certified to the minimum level of the operation. extrication technical level,</p>
	Sector Officer	Individual that is a direct supervisor on the emergency scene and responsible for an operational sector.	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - SP103 Wildfire Fire Fighter. - SP203 Wildfire Strategy and Tactics
Medical First Response			
	Medical First Responder	Medical Support for ambulance	<ul style="list-style-type: none"> - Red Cross Emergency First Responder
Vehicle Collision and Extrication Services- Passenger Vehicle			
	Pumper Operator	Support roll of Pumper Operation supplying water for attack lines, includes relay pumping operations	<ul style="list-style-type: none"> - NFPA 1002 Pumper Operations Certification - Valid DZ driver Licence
	Fire Fighter	Fire fighter operations inside the structure or hot zone	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and Level 2 Certification
	Extrication Fire Fighter	Fire fighter undertaking extrication operations at all levels	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 Certification - NFPA 1006 Passenger Vehicle Extrication Certification
	Incident Commander	Individual that is responsible for the overall management of the emergency response	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - NFPA 1006 Passenger Vehicle Extrication - NFPA 1521 Incident Safety Officer
	Incident Safety Officer	Individual that is responsible for the safety of all responders operating at the emergency scene.	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1 - NFPA Passenger Vehicle Extrication

			<ul style="list-style-type: none"> - NFPA 1521 Incident Safety Officer <p>NOTE: For technical operations, the ISO must be certified to the minimum level of the operation. extrication technical level.</p>
	Sector Officer	Individual that is a direct supervisor on the emergency scene and responsible for an operational sector.	<ul style="list-style-type: none"> - NFPA 1001 Level 1 and 2 - NFPA 1021 Officer Level 1
	Hazardous Materials Operations Level Personnel	Fire Fighter undertaking Hazardous Materials mitigation at the operations level	<ul style="list-style-type: none"> - NFPA 1072 Hazardous Materials Operations Level Certification

The Corporation of the Municipality of Oliver Paipoonge

Schedule "D"- By-law # 63-2025

FIRE DEPARTMENT FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT

The employment of volunteer firefighters shall be governed by the following:

1) VOLUNTEER FIREFIGHTER EMPLOYMENT

- a. The employment of volunteer firefighters shall be governed by the *Fire Protection and Prevention Act, 1997*, SO 1997, c 4, as amended, the *Occupational Health and Safety Act*, RSO 1990, c O.1, as amended, the *Employment Standards Act, 2000*, S.O. 2000, c.41, as amended, and the *Human Rights Code*, RSO 1990, cH.19, as amended.
- b. To be eligible for appointment to the position of volunteer firefighter, every candidate shall:
 - i. Be at least 18 years of age.
 - ii. Must have a class G licence at the time of hiring and able to attain and maintain a class DZ license.
 1. All candidates will be subject to a driver abstract, as outlined in Policy 02-17-01 Vehicle Drivers Record Policy.
 2. Class DZ license must be obtained within 2 years of date of hire.
 - iii. Must be medically, mentally and emotionally fit to perform the duties of a firefighter.
 - iv. Must be physically fit to perform the duties of a firefighter.
 - v. Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary of conviction for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
 - vi. Reside in the municipality and/or within proximity acceptable to the Fire Chief to a fire station in order to be able to respond to emergencies in a manner consistent with the deployment criteria.
 - vii. Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the Fire Chief.
 - viii. Complete and successfully attain certification training as outlined in Schedule "C" of this by-law.
 - ix. Have the ability to attend an acceptable number of emergencies on a call-out basis, as determined by the Fire Chief.
 - x. Have the ability to attend an acceptable number of scheduled training sessions, as determined by the Fire Chief.
 1. Minimum expected scheduled training attendance is 60%, based on and evaluated on a 6-month rotation.
 - xi. Have the ability to attend an acceptable number of scheduled station duties (truck checks), as determined by the Fire Chief.
 1. Minimum expected station duty attendance is 80%, based on and evaluated on a 6-month rotation.
- c. If a medical examiner finds a member is physically, mentally or emotionally unfit to perform assigned duties, the member must notify the Fire Chief, in writing.
 - i. A medical examiner's clearance to return to active duty shall be provided to the Fire Chief before the member returns to active duty.
- d. Every newly appointed firefighter shall complete a term of probation of 12 months, during which time he or she shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire Chief.
- e. At the discretion of the Fire Chief, a probationary firefighter may be placed on an additional term of probation of up to 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary firefighter shall successfully complete all training and examinations and shall

meet all attendance and performance expectations during the additional probation period.

- f. Following the successful completion of the terms of probation, the Fire Chief may appoint a probationary firefighter as a qualified member of the Fire Department in accordance with approved hiring policies.
- g. If a probationary firefighter or qualified firefighter fails to successfully complete any required training or examinations or fails to meet any requirement of the Fire Department or any obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory, the Fire Chief may dismiss the person, without cause, at any time during the first 12 months.
- h. The Fire Chief may promote, from time to time, any qualified member in order to maintain a sufficient complement of Officers in accordance with the approved Fire Department organizational chart.
- i. The remuneration of all members of the Fire Department shall be as determined by the Council.

2) WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

- a. For the purposes of the *Workplace Safety and Insurance Act, 1997*, and the regulations enacted thereunder Firefighters shall be considered workers as defined by the Act, and the Corporation shall be deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire services.
- b. The Corporation shall maintain coverage for Firefighters according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

3) GENERAL DUTIES AND RESPONSIBILITIES

- a. All members shall conduct themselves in conformance with the *By-law to Establish and Regulate a Fire Department*, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, code of conduct and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

4) DISCIPLINE

- a. The Fire Chief may reprimand, suspend, or take disciplinary action up to and including recommending dismissal of any member for an infraction of any provision of the *By-law to Establish and Regulate a Fire Department*, any applicable policy of the Corporation, or any policy, procedure, operating guideline, order, directive, or rule of the Fire Department in accordance with the corporate disciplinary policy, subject to any limitations outlined in the *Fire Protection and Prevention Act, 1997*, SO 1997, c 4, as amended, the *Occupational Health and Safety Act*, the *Employment Standards Act, 2000* and/or the *Human Rights Code*.
- b. An Officer may reprimand or take disciplinary action up to recommending further action to the Fire Chief of any member for an infraction of any provision of the *By-law to Establish and Regulate a Fire Department*, any applicable policy of the Corporation, or any policy, procedure, operating guideline, order, directive, or rule of the Fire Department.

5) LEAVES OF ABSENCE

- a. Firefighters shall be entitled to unpaid leaves of absence outlined in PART XIV, LEAVES OF ABSENCE under the *Employment Standards Act, 2000*.
- b. A firefighter who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the Fire Chief without pay for a period of up to twelve (12) months, and such requests shall not be unreasonably denied.
- c. All requests for a voluntary leave of absence must be submitted in writing to the Fire Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Fire Chief, at his or her discretion, may waive this notice period.
- d. A request for a second or subsequent leave of absence within twelve (12) months of a previous leave of absence shall be evaluated on a case-by-case basis.

- e. Upon return the Firefighter or Officer shall be screened and complete any training necessary as determined by the Fire Chief before returning active duty.

6) TERMINATION

- a. The employment relationship between a Firefighter and the Corporation may be terminated in the following ways:
 - i. Resignation: A Firefighter may terminate employment by providing written notice to the Fire Chief or designate.
 - ii. Termination with Cause: The Corporation may terminate the employment of a Firefighter for cause, without notice or payment in lieu of notice, for wilful misconduct, disobedience or wilful neglect of duty that is not trivial and has not been condoned by the Corporation, subject to any limitations outlined in the *Fire Protection and Prevention Act, 1997*, SO 1997, c 4, as amended, the *Occupational Health and Safety Act*, the *Employment Standards Act, 2000* and/or the *Human Rights Code*.
 - iii. Termination without Cause: The employment of a Firefighter may be terminated without cause at any time by the Corporation, as its sole discretion for any reason, by providing the Firefighter with the minimum amount of notice, or pay in lieu of notice, and severance pay if applicable to which the Firefighter is entitled under the *Employment Standards Act, 2000*. In addition, the Corporation shall continue to pay its share of the Firefighter's benefits, if any, for the duration of the notice of termination period, pursuant to the *Employment Standards Act, 2000*.

The Corporation of the Municipality of Oliver Paipoonge

Schedule "E"- By-law # 63-2025

MISSION STATEMENT

The mission of the Oliver Paipoonge Fire Department is to minimize loss of life and human suffering, protect property and prevent environmental damage within the Municipality of Oliver Paipoonge. The Oliver Paipoonge Fire Department will continue to engage the community, improve equipment and techniques and follow recognized standards of professionalism and compassion to meet this mission.

**The Corporation of the Township of Conmee
Administrative Report**

Date: October 14, 2025

To: Mayor and Council

Subject: Structural Inspection – Five Bridges and One Culvert

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

That Council receive the follow-up meeting summary with JML Engineering regarding the structural inspection of five bridges and one culvert, and direct staff to proceed with obtaining a quote from JML Engineering for a pre-design report for the Enders Road Bridge replacement. Council may also wish to provide direction to staff to begin financial planning for the future replacement of the Ilkka Drive Culvert, and to engage contractors to complete deck board replacements for the Pokki Road Bridge, Mokomon Road Bridge 4, and Mokomon Road Bridge 5, as well as to address the undermining at Mokomon Road Bridge 4.

BACKGROUND:

On September 24, 2025, Township staff met with representatives from JML Engineering to discuss the results of recent structural inspections and follow-up recommendations for five bridges and one culvert. The meeting included discussion of structures inspected in both 2024 and 2025. Council previously received the inspection reports for the Maxwell Road Bridge, Mokomon Road Bridge 4, and Mokomon Road Bridge 5 in 2024, and for the Enders Road Bridge, Pokki Road Bridge, and Ilkka Drive Culvert at the last regular meeting.

Enders Road Bridge

The Enders Road Bridge, believed to have been constructed in the 1950s or 1960s, is exhibiting significant structural deterioration, including a rotten deck. The Public Works Manager noted that the bridge lacks bearings to absorb vehicular movement, which may be contributing to its decline. JML Engineering strongly recommended against investing in substantial repairs, as the bridge is nearing the end of its service life and should be replaced within the next five years. The recommended replacement option is an arched culvert, identified as the most cost-effective solution. A pre-design report is advised to guide the process, including flow calculations, vertical and horizontal alignment assessments, cost estimates, culvert sizing and span recommendations, and a list of required approvals. JML Engineering advised that they will be providing a quote for the pre-design report shortly. The estimated cost for the report is between \$10,000 and \$20,000 and would include a geotechnical investigation to determine appropriate replacement materials and structure. It was noted that when the Ouimet Canyon Bridge in Dorion required replacement, the local MPP played a key role in securing support. The Township may wish to inform the current MPP of the situation and request assistance in

identifying funding options. Should JML Engineering be retained for the project, they would provide full project management services, including contract design, tendering, bid evaluation, contractor oversight, insurance and bonding verification, site inspections, and issue resolution. The estimated construction period is six to eight weeks, and traffic diversion would be required during this time. The possibility of leveraging grant funding was discussed, given the safety implications for residents. It was noted that legislation requires residents to have more than one exit route, which may support the case for funding.

Ilkka Drive Culvert

Urgent attention is required to patch deteriorating concrete on the Ilkka Drive culvert. If left unrepaired, the concrete will continue to degrade. Structurally, the culvert remains sound, though cracks have been observed in the barrel, likely due to settling or erosion of the base. While immediate replacement is not necessary, it was estimated that the culvert will require attention within the next 10 to 15 years. Financial planning should begin accordingly. One option discussed was inserting a smaller culvert inside the existing structure, though this would not resolve the cracking issue. The estimated cost for full replacement is between \$500,000 and \$750,000, assuming no grant funding is secured. The Bridges and Culvert report has been submitted to the Township's asset management consultant for inclusion in the Asset Management Plan update.

Pokki Road Bridge

The deck surface of the Pokki Road Bridge has deteriorated. It was recommended that a contractor be hired to replace the deck in the near term to protect the underlying structure.

Maxwell Road Bridge

No issues were identified with the Maxwell Road Bridge. It is currently in good condition and does not require any work.

Mokomon Road Bridges 4 and 5

The two Mokomon Road Bridges have rotten deck boards that require replacement. In addition to deck board deterioration, Mokomon Road Bridge 4 has an undermined crib structure with a void beneath it. To preserve the bridge's lifespan, it was recommended that a contractor pour loose concrete into the cribbing to eliminate the undermining. The Clerk recommends that deck board replacements across all affected bridges be combined to streamline the process and reduce costs.

**The Corporation of the Township of Conmee
Administrative Report**

Date: October 14, 2025

To: Mayor and Council

Subject: Administrative Activity Report – Hall Rentals

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

That Council receive this report for information and endorse the updated Community Centre rental documents and procedures for implementation effective immediately. The Clerk further recommends that these documents be posted on the Township website to ensure easy access for Conmee residents and to support administration and the Facilities Manager in directing renters to the appropriate resources.

BACKGROUND:

The Township of Conmee has historically used a variety of forms and informal processes to manage Community Centre rentals. As part of ongoing efforts to improve consistency, transparency, and renter accountability, the rental documentation package has been reviewed and updated to reflect current practices, fee structures, and policy requirements.

DISCUSSION:

As part of a comprehensive review of the Community Centre rental process, I have updated the rental agreement and supporting documents to reflect current practices, improve clarity, and ensure consistency. The **Community Centre Rental Agreement** now references the current Fees and Charges By-law rather than listing specific rates, making it easier to maintain in the long term.

A new **Community Centre Rental Terms Acknowledgement Form** has been created to ensure renters understand their responsibilities, including payment deadlines, insurance requirements, and alcohol service rules. To support internal operations, a **Facilities Manager Rental Checklist** has been developed and divided into sections for simple and large events, allowing the Facilities Manager to oversee rentals with minimal administrative involvement.

The current **Municipal Alcohol Policy**, the **Fees Schedule from By-law 2025-001**, the **Hall Set-Up Diagram**, and the **Kitchen Rental Agreement** (where applicable) will be included in the rental package provided to renters. These changes aim to streamline the rental process, reduce administrative burden, and ensure renters are well-informed and compliant with Township policies.



TOWNSHIP OF CONMEE
 19 Holland Road West
 Kakabeka Falls, Ontario P0T 1W0
 Phone: 807-475-5229
 Fax: 807-475-4793
 Email: rentals@conmee.com

COMMUNITY CENTRE RENTAL FORM

Name of Renter: _____
 Address: _____

Phone Numbers: _____

DATE OF FUNCTION: _____

PURPOSE OF RENTAL: _____
 (Wedding/Shag/Birthday/Funeral/Shower etc.)

NUMBER OF GUESTS: _____

TIME OF RENTAL _____ am/pm to _____ am/pm (including advance set-up or decorating time.)

FACILITIES REQUIRED: Hall _____ Full Kitchen _____

Tablecloths _____ Chair Covers _____ Audio/Visual _____

Rental Fees:

Rental fees are determined in accordance with the Township's current Fees and Charges By-law and may be confirmed through consultation with the Facilities Manager. Bylaw rental fees are attached.

Damage Deposit:

A damage deposit may be required and is returned after the rental if no damage occurs. Any damage exceeding the deposit amount will be charged at actual repair cost. Damage deposits are typically required for weddings, shags, and other large events. Please confirm with the Facilities Manager.

Payment Requirements:

Booking deposits must be made at the time of booking and are non-refundable. The remainder of the hall rental fee must be paid no later than one month prior to the rental date, and all rental fees must be paid in full before the event takes place. If payment is not received, the rental is subject to cancellation.

Capacity:

The capacity of the hall is:

- 300 with chairs only (auditorium set-up) (the hall has 250 chairs only)
- 270 with non-fixed seating and tables (without stage/dance floor)
- 210 with non-fixed seating and tables (with stage/dance floor)

Alcohol Policy:

Arrangements must be made with the Facilities Manager to bring in alcohol or other materials. No liquor is allowed in the hall until the day of the event. All alcohol must be removed at the end of the event. All kitchen equipment is to remain in the building. Please bring suitable containers if you expect left over food.

For events serving liquor the person named in the Liquor Licence must read and sign Council Policy No. 30 regarding liquor events and will be responsible for any infractions to the regulations as established by the Liquor Licencing Board of Ontario or the Township of Conmee. A valid Special Occasion Permit must be obtained and displayed during the event. The Renter will be required to use the Township bartenders and security. A copy of the Liquor Permit must be provided to the Municipal Office no later than 1 month prior to the event date. If a Liquor Permit is not displayed during the event, no liquor will be allowed in the hall. All liquor must not be served beyond 1:45 am.

All liquor functions require PAL Insurance that names and indemnifies the Township of Conmee in the amount of \$2,000,000.00. Proof of PAL Insurance must be provided to the Municipal Office 1 month prior to the date of the event.

Clean Up:

Renters are responsible for cleaning the facility after use. All garbage must be removed or placed in designated bins. Decorations placed in the hall must be removed without damage to walls. No tape is to be applied to painted surfaces. Pins and tacks may be used on the wood portion of the walls only.

No youth activities will be allowed without adequate adult supervision.

All persons must vacate the hall by 2:45 am.

Signature of Renter

Date

Community Centre**Community Centre Hall**

Rental	Rental Rate
Main Hall for events <ul style="list-style-type: none"> Includes set-up and take-down 	\$400.00
Stage Rental	\$25.00
Kitchen <ul style="list-style-type: none"> Includes use of all appliances and dishes 	\$30.00 per hour
Hall Rentals (General)	\$30.00 per hour
Hall Access Prior to Rental	\$25.00 per hour will be charged when a renter requires access outside of office hours
Funerals (Residents No Charge)	\$30.00 per hour
Funeral Luncheons	\$100.00 plus cost of food (when catered by Social Committee). Residents pay only for the cost of food (when catered by the Social Committee).
Tablecloths	\$12.00 each
Replacement Tablecloths	At cost
Chair Coverings	\$4.00 each
Replacement Chair Coverings	At cost
Napkins	\$1.00 each
Booking Deposit	50% of rental fee, non-refundable
Damage Deposit (Large Events)	\$300.00
Rental of Upstairs Meeting Room with Smartboard	\$25.00 per hour
Audio / Visual Main Hall	\$25.00 per rental

Community Centre Grounds

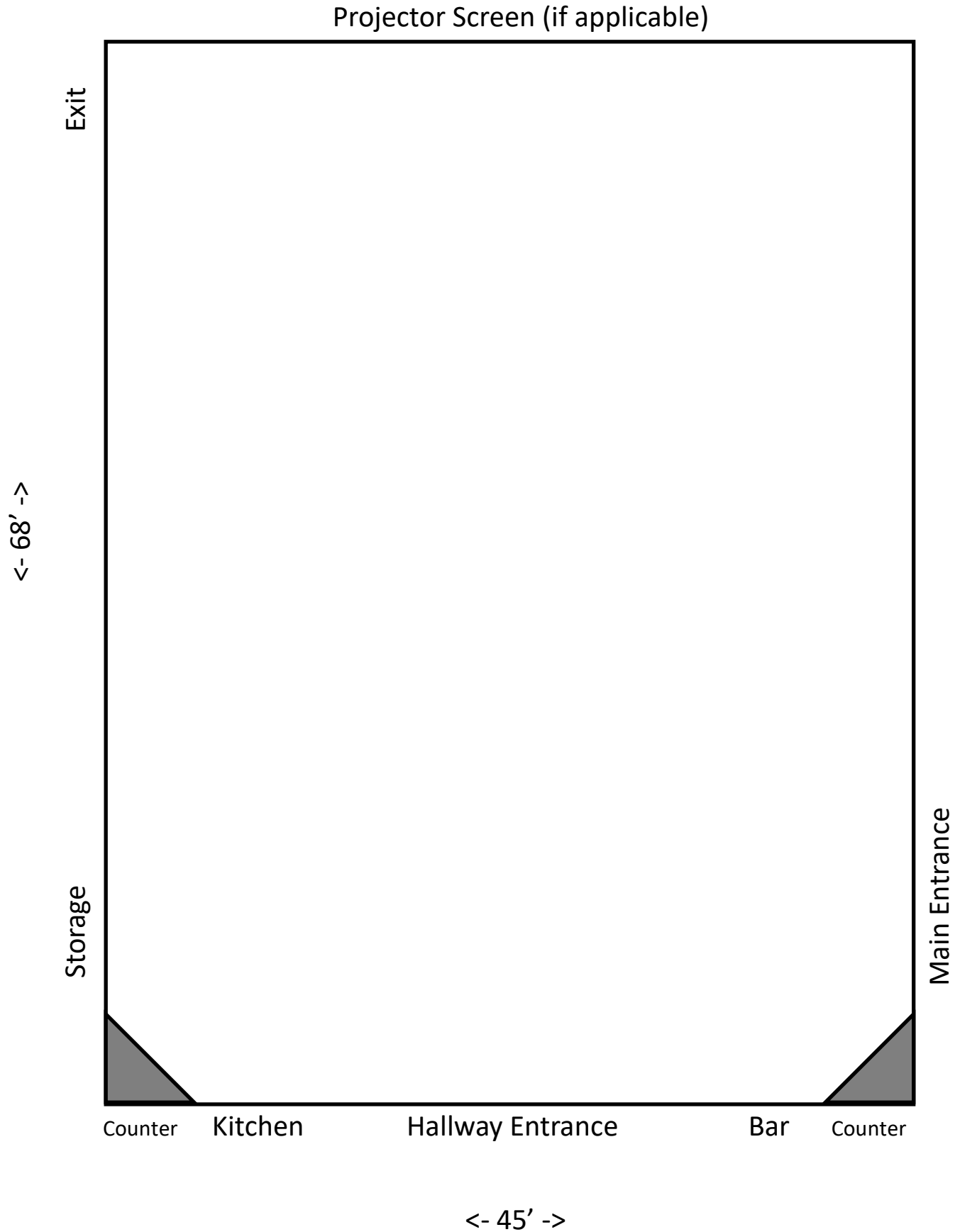
Use of Yard for Functions	\$100.00 in addition to Hall Rental costs.
Use of Only the Yard	\$30.00 per hour
Beer Gardens with Event	\$200.00 for up to eight hours (includes set-up of snow fencing).

Community Centre Pavilion

Pavilion Rental (General)	\$40.00 per hour
Large Event	\$300.00

- Facility User Insurance (required for rentals) – determined by Insurance Company
- Rentals – Cancellation with 3 days' notice – 100% Refunded
- Rentals – Cancellation with less than 48 hours' notice – 50% Refunded
- Rentals – Cancellation with less than 24 hours' notice – No Refund

Hall Set-Up Diagram



Community Centre Rental Terms Acknowledgement Form

Checklist for Community Centre Rentals

The purpose of this checklist is to ensure that individuals renting the Community Centre have been informed of all rights and responsibilities associated with the rental agreement. All references to “office” and “office staff” refer to the Township of Conmee Municipal Office located at 19 Holland Road West, R.R. #1, Kakabeka Falls, Ontario P0T 1W0, and its staff.

Renters are required to initial each item below and sign and print their full name at the bottom. A copy of this checklist will be provided to the renter.

Rental Terms and Conditions

1. I have been informed of the total rental cost. I understand that a booking deposit of 50% is required at the time of booking to reserve the Community Centre. The full rental amount is due no later than one (1) month prior to the rental date. If the full amount is not paid by this deadline, the rental will be cancelled. _____
2. I have been informed of the maximum occupancy allowed in the Community Centre, which varies depending on the type of event (e.g., Shags/Weddings – 210 people). I understand that it is my responsibility to ensure this limit is not exceeded. _____
3. I have been informed that for events involving alcohol, an appropriate number of licensed security guards must be hired from a licensed security company. A copy of the company's WSIB certificate must be submitted to the Township Office no later than one (1) month prior to the rental date. Security guards must wear name tags and identifiable uniforms. _____
4. I have been informed that a damage deposit of \$300.00 is required. This may be paid by cheque and will be returned if no damage occurs during the rental. The damage deposit must be paid no later than one (1) month prior to the rental date. If not received by this deadline, the rental will be cancelled. _____
5. I have been informed that if my rental includes a Special Occasion Liquor Permit, I am required to use Township-approved bartenders. _____
6. I have been informed that if my rental includes a Special Occasion Permit, I must provide a copy of Public Alcohol Liability (PAL) Insurance. The insurance must name the Corporation of the Township of Conmee as indemnified in the amount of two million dollars (\$2,000,000.00). If the insurance document is not received one (1) month prior to the rental date, or if it does not properly name the Corporation, the rental will be cancelled. _____
7. I have been informed that I must sign a copy of Township of Conmee Policy No. 30: Procedure for Serving Alcohol during Community Centre Rentals. This signed policy must be submitted one (1) month prior to the rental date. If someone else is obtaining the Special Occasion Liquor

Permit, that person must sign the policy. Failure to submit the signed policy by the deadline will result in cancellation. _____

8. I have been informed that if the rental includes use of the kitchen for food preparation, a separate Kitchen Rental Agreement must be signed. _____
9. I have been informed that all items brought into the Community Centre, including decorations, must be removed at the end of the rental. Any items left behind will be disposed of, and the Township assumes no liability for their disposal. _____
10. I have been informed that liquor may not be brought into the Community Centre until the morning of the rental, and must not be served beyond 1:45 a.m. _____
11. I have been informed that I may access the Community Centre on the Friday before a Saturday rental between 9:00 a.m. and 4:00 p.m. at no extra charge, provided there is no other rental that day. I may also access the hall one hour prior to a Saturday or Sunday rental at no extra charge. If more time is needed, a fee of \$20.00 per hour will apply to cover the Facilities Manager's time. _____
12. I have been informed that all persons must vacate the hall by 2:45 a.m. for any rental. _____
13. I have been informed that I must coordinate access times with the Facilities Manager. I acknowledge that I have received the Facilities Manager's contact information and will contact them directly with any questions. _____
14. I have been informed that the Facilities Manager has the authority of Council to enforce all rental policies and make decisions regarding any issues that arise during the rental. Any concerns may be submitted in writing to the Council of the Township of Conmee. _____
15. I have been informed that any changes to the rental agreement may only be made by the individual who signed the agreement. _____

Acknowledgement

I have read and initialed the above information and acknowledge my responsibilities under the rental agreement.

Signature of Renter: _____

Date: _____

Signature of Clerk/Treasurer/Deputy CT: _____

Date: _____

CORPORATION OF THE TOWNSHIP OF CONMEE

MUNICIPAL ALCOHOL POLICY

Created: September 11, 2012
Reviewed: October 25, 2016
November 12th, 2024

Previously known as "Serving of Alcohol during Community Centre Rentals" Policy

Contents

1.0	POLICY STATEMENT	2
2.0	PURPOSE.....	2
3.0	SCOPE	2
4.0	RESPONSIBILITY.....	2
4.1.	Members of Council	2
4.2.	Facilities Manager.....	3
4.3.	Permit Holder, Event Organizers and Designates	3
5.0	DEFINITIONS	3
6.0	PROCEDURE	5
6.1.	Designation of Events.....	5
6.1.1	Public Events.....	5
6.1.2	Private Events	6
6.1.3	Youth-Focused Events	6
6.1.4	High Risk Events	6
6.2.	Prescribed Zones Approved for Alcohol	6
6.3.	Liquor Permit	7
6.4.	Liquor Service.....	7
6.5.	Doorkeeper or Security Guard.....	8
6.6.	Suggested Ratio of Event Workers.....	8
6.7.	Insurance	9
6.8.	Food and Non-Alcoholic Beverage Options	9
6.9.	Liquor Types and Games.....	9
6.10.	Safe Transportation	10
6.11.	Notice of Deficiency	10
6.12.	Public Notification	10
6.13.	Policy Violations.....	10
7.0	REVIEW.....	11
8.0	REFERENCES.....	11

1.0 POLICY STATEMENT

It is the policy of the Corporation of the Township of Conmee to promote responsible management practices related to alcohol use on Township lands, at Township facilities, and for community events in order to reduce and/or avoid significant legal liability.

2.0 PURPOSE

The Township of Conmee is required to ensure the safety of all persons while on Township properties, and may have further liabilities and a greater duty of care for persons who also use alcohol while on Township properties. This generally occurs during rentals of the Community Centre, but this policy is intended to apply to all properties owned by the Township of Conmee.

This document is not intended to supersede any Federal or Provincial legislation regarding the use, sale or serving of liquor.

3.0 SCOPE

This Policy applies to both No Sale permit events and Sale or Licensed events (whether private or public events) which are held on municipal properties.

Under the Act, the Township is authorized to:

1. recommend to the AGCO permission for applicants to have alcohol in Township facilities, closed streets and open spaces;
2. recommend to the AGCO permission for applicants to have alcohol at sporting events;
3. designate an event as a “public event” in order for applicants to apply to the AGCO for a liquor permit; and
4. recommend temporary extensions of liquor permits or licences for public events.

EX. an event holder obtains a liquor permit for the hall but then decides that a outdoor ‘beer garden’ would be nice for the smokers.

4.0 RESPONSIBILITY

4.1. Members of Council

Any additions or changes to the MAP must be approved by Council.

Authority for all requests for the use of alcohol during an event or rental occurring at any municipal property including the Conmee Community Centre.

Authority for all requests for designating an event as a ‘public event’ (including designation as an event of municipal, provincial, national or international significance), and recommendations for temporary extensions of existing liquor licences are designated to the Council.

4.2. Facilities Manager

Authority for all requests for the use of alcohol during an event or rental occurring at Conmee Community Centre.

The Facilities Manager shall provide a copy of the Municipal Alcohol Policy to the Permit Holder.

4.3. Permit Holder, Event Organizers and Designates

The Permit Holder and designates must be 19 years of age or older. Event Organizers and designates must be 18 years of age or older. All are responsible and liable for the conduct and management of the event, including, but not limited to:

- compliance with the MAP. and attached list of controls, facility rental agreement, the Act and its regulations
- organization, planning, set up and clean-up of the event
- arranging event workers
- hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security
- training of event workers and designates for permit holder and/or Event Organizer, if applicable
- posting the SOP visibly on the premises to which the permit applies or readily available for inspection along with receipts for stock purchased on the permit
- alcohol sales and service
- ensuring no one consumes alcohol in unauthorized locations
- the safety and sobriety of people attending the event including those persons turned away to control the event
- organizing safe transportation options (eg. taxis, designated drivers)
- responding to emergencies
- Smart Serve certification for all servers/bartenders on display

The Permit Holder and Event Organizer or designates must attend the event for the entire duration and be responsible for decisions regarding the operation of the event.

5.0 DEFINITIONS

“the Act” refers to the Liquor Licence Act, R.S.O. 1990, Chapter 19 and Regulations and any subsequent legislation enacted to replace it.

“AGCO” refers to the Alcohol and Gaming Commission of Ontario which is the provincial regulatory agency for alcohol.

“Alcohol” means all spirits, wine, liquor, or beer or any combination thereof.

“Alcohol use” means alcohol that is served, sold, or consumed.

“Doorkeeper” - A paid/volunteer person(s) appointed by the event organizer, who is over the age of 19 and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP. A door monitor checks identification and for signs of intoxication, and keeps out intoxicated and troublesome persons. When necessary, the doorkeeper shall keep count of the number of attendees at the event. ~~arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation.~~

“Event worker” is a paid/volunteer person(s) appointed by the Permit holder, who is over the age of 18 and shall not consume or be under the influence of alcohol or recreational drugs of any kind for the entire duration of the event. This may include floor monitors, door monitors, servers/bartenders, tickets sellers and other workers.

“Event Designate” may replace the permit holder to assume responsibility and liability for the operation of the event. They must also sign the Special Occasion Permit.

“Liquor Permit” means a permit issued by any Provincial Government Ministry, or their appointed agents, who have jurisdiction over the issuance of permits to sell, serve or otherwise provide liquor in a public place, for a specific date and event.

“No Sale” event refers to an event that is serving alcohol without charge, where no money is collected directly or indirectly for alcohol from guests, and the permit holder absorbs all alcohol costs.

“Permit Holder” means the person who is named on any permit or licence to serve liquor. The Permit Holder shall assume responsibility and liability for the entire operation of the event and shall not consume or be under the influence of alcohol for the duration of the event.

“Private Event” is defined by the AGCO as an event which is for invited guests only and cannot be advertised (eg. wedding). There can also be no intent to gain or profit from the sale of alcohol at private events.

“Public Event” is defined by the AGCO as an event which is open to the public and is conducted by a charity or non-profit entity. An individual or business may host a public event if the event is a) being held in a licensed facility, or b) has been deemed of municipal, provincial, national or international significance.

“Security guard” shall mean a person hired to ensure that the rules and regulations contained in this Policy and in the Liquor Licence Permit as issued by the Province of Ontario are adhered to. A Security Guard must be licensed under the Private Security and Investigative Services Act, to ensure the safety and security of the establishment, its employees and patrons.

“Serve” means to give, handle, mix, pass, pour, provide or serve liquor to any person in any manner.

“Smart Serve” means an accreditation from the Provincial Government or its appointed agents, that the certificate holder has completed an approved course on serving liquor to the public.

“SOP” means Special Occasion Permit. A SOP is required any time liquor is sold or served anywhere other than in a licenced establishment or a private place (for example, a corporate boardroom). Note: liquor cannot be sold at a residence. SOPs are for occasional, special events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Register has reason to believe the event is being used for personal gain.

“Standard Drink” means:

12 oz (341 mL) bottle of 5% beer, cider, or cooler.

5 oz (142 mL) glass of 12% wine.

1 oz (29 mL) serving of 40% distilled alcohol (rye, gin, rum, etc.)

6.0 PROCEDURE

It is the intent of Council that the following procedures shall be used for all functions or events that will be serving liquor on Township premises:

6.1. Designation of Events

6.1.1 Public Events

Applicants must have their event designated by the municipality as a “public event” prior to applying to the AGCO for a liquor permit or a temporary extension of a licence. According to The Act, Public Events are events that are open to the public that are conducted by a registered charity or not for profit entity or an event of municipal, provincial, national, or international significance. In order to be eligible for an SOP, Public Events which are not conducted by a registered charity or not for profit entity must be designated as an event of municipal significance by the municipality.

As per The Act, an applicant for a Public Event SOP must provide at least 30 days’ notice to the AGCO and the Township for events. The notice period is increased to 60 days if 5,000 or more people are expected to attend.

The permit area must be clearly defined and separated from the area(s) where the SOP does not apply by a minimum 36" (0.9 metres) high partition (ex. beer garden).

Under the Municipal Alcohol Policy, a public event may be deemed to be ‘a public event of municipal significance’ in order for applicants to apply to the AGCO for a liquor licence or permit. Preferably, the event would provide one or more of the following benefits to the Township:

- the event promotes social or cultural significance; economic development; or local, regional, national or international historical significance
- Event open to the general public (i.e. advertised broadly and not just to a certain group or club)
- Tourism promotion
- Benefit the community at large
- Benefit a local charity or non-profit organization (ex. Comedy Night – fundraiser for Food Bank)

Designation as a public event is determined by Council during a regular council meeting. Please provide sufficient time when submitting a request to the Municipal Office for inclusion in the regular council meeting agenda.

6.1.2 Private Events

Private events are not open to the public and only invited guests attend. The event cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

It should be noted that an event can be private (i.e. only certain people are invited or eligible to purchase tickets) but if there is an intent to profit from liquors sales (ex. fundraise), then a Public SOP must be obtained.

6.1.3 Youth-Focused Events

Facilities or events that are primarily youth-focused (eg. youth centres, minor sports tournaments) will not be permitted to serve or sell alcohol, unless the event has been designated as an event of provincial, national or international significance (eg. Championships for youth sports that draws a crowd of all ages).

6.1.4 High Risk Events

Events may be deemed high risk at the discretion of the Municipality, AGCO, Fire Chief, and/or Police. These events will require additional staffing/security and may require an operational plan be developed in consultation with the AGCO, Fire Chief, and Police.

6.2. **Prescribed Zones Approved for Alcohol**

For outdoor events, a “Beer Garden” must be constructed. Alcohol may not leave the prescribed zones (beer gardens or indoor concession area) Please be advised that alcohol is prohibited in the playground and the public parking lot. No alcohol advertising will be allowed (posters, etc) where youth may frequent.

Under the Liquor Licence Act and Regulations, the municipality has the authority to recommend to the AGCO permission for applicants to have alcohol in Township-owned, leased, or managed facilities and open spaces.

To manage the use of alcohol in Township facilities and open spaces, the MAP designates those Township facilities and open spaces that will permit alcohol use as follows:

1. Conmee Community Centre – building, pavilion (summertime), open area, nearby parking area
2. Vacant land owned by the Township, with prior approval from Council

Areas not eligible for consideration:

1. Conmee Community Centre – playground; skate shack; pavilion (winter when there's ice)
2. Conmee Public Works Garage
3. Conmee Fire Hall
4. Any landfill, active or closed
5. Any quarry or pit owned by the Township

6.3. Liquor Permit

Applicants holding an event at any of the designated municipal properties must:

- Be in good standing with the Township of Conmee
- Comply with the requirements indicated in the MAP.
- Comply with the regulations of the Liquor Licence Act
- Comply with all rules, regulations, standards, policies and procedures of the Township of Conmee including all its By-laws

With the Alcohol and Gaming Commission of Ontario (AGCO), every person who enters into a rental agreement with the Township of Conmee, who intends to serve liquor at a function or event, shall provide a valid liquor permit, issued by the Province of Ontario.

This permit shall be posted where the liquor is being dispensed, before any liquor is served.

The person named on the permit (the Permit Holder) shall also be held accountable for any restrictions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by this Policy.

6.4. Liquor Service

It shall be the Policy of the Council for the Township of Conmee that the renter is responsible for obtaining bartenders which must be trained in Smart Serve. The renter will provide a list of the names and qualifications.

The Township of Conmee reserves the right to prohibit any person from serving liquor at any function or event held on Township property. Anyone who contravenes the liquor licensing laws and/or any part of this Policy shall be removed from the bar area and banned from serving at future events. Contraventions include, but are not limited to:

- Serving liquor to underage customers
- Serving intoxicated customers
- Drinks containing more than one standard drink size being sold or served. (double shots or pitchers)
- Serving liquor without a valid Smart Serve certificate

- Serving liquor before the start time listed on the liquor permit or serving liquor after the end time listed on the liquor permit
- “last call” being announced prior to the closure of the bar
- Serving liquor in any manner not consistent with the requirements under the liquor permit
- Serving liquor in any manner not consistent with the requirements of this Policy
- Event workers and volunteers consuming alcohol before or during the event
- Allowing liquor to be consumed in an area not designated for the consumption of liquor.

The liquor permit holder shall sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed original with the Administration one week before the licensed event is to be held.

6.5. Doorkeeper or Security Guard

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire Doorkeepers or Security Guards, whose duties are to ensure that all persons in the hall for the duration of the hall rental adhere to the liquor licence permit laws and the Policies of the Township of Conmee for liquor events. The Doorkeeper(s) or Security Guard(s) shall also be responsible for ensuring that the number of persons in the Community Centre at any given time does not exceed the permitted hall capacity for the function.

If a person is removed from the premises for intoxication, the holder of the liquor permit shall ensure that the person(s) has a safe means to return to their residence.

The Doorkeeper(s) or Security Guard(s) shall also be responsible for ensuring that no person who has obviously consumed alcohol prior to coming to an event at the Conmee Community Centre is allowed entrance into the event.

The number of Doorkeeper or Security Guards required for the event is at the sole discretion of the Township but shall never be less than one (1) person, whether it is a Doorkeeper or a Security Guard.

Doorkeepers are only for small private events; Security Guards are only for large events or public events as they have additional legal rights and powers such as detaining and arresting people.

All Security Guards must be licensed as per provincial legislation (the Private Security and Investigative Services Act, 2005, S.O. 2005, c. 34). Therefore, proof of the Security Guard’s legal authority must be provided such a copy of the security guard license or a copy of the contract with an accredited security company.

6.6. Suggested Ratio of Event Workers

Sufficient staff must be present to effectively monitor all entrances, exits, alcohol consumption and behaviour of guests.

The following table outlines the minimum required number of event workers, and numbers may need to be increased depending on the nature of the event or the facility.

Reduction of the number of event workers may only be approved by Council.

Number of Participants	Bartenders	Doorkeepers or Security Guards
Up to 50	1	1
51-100	1	2
101-150	1	2
151-200	2	2
201-250	2	3
251-300	2	4

Event organizers must have sufficient staff to ensure control during the event. Events may be subject to additional workers, including security licensed by the Ministry of Community Safety & Correctional Services based on the size and nature of the event, as required by the Township and/or Police.

6.7. Insurance

The holder of the liquor permit shall ensure that there is an insurance policy in place that specifically indemnifies and names the Township of Conmee in the amount of \$2,000,000.00 (Two Million Dollars). This coverage is over and above any coverage that the liquor permit holder personally has for this event. Any insurance policy must specifically remain in force until a minimum of 12 hours after the liquor licence permit expires. (ie if the liquor permit expires at 2 am, the insurance must remain in force until 2 pm of that same day.

The renter must provide proof of insurance before the event. Alternatively, the renter may purchase "Facility User Insurance" from the Township at the rate set.

6.8. Food and Non-Alcoholic Beverage Options

All liquor permit holders shall ensure that food is available for any person attending their event. Food does not include chips, peanuts, popcorn etc. although they may be additionally served.

Non-alcoholic beverages must be made available (ex: water, juice, tea, coffee, soda) No caffeinated energy drinks are to be served.

6.9. Liquor Types and Games

No "shooters" or "shots", jello type or otherwise, may be served as the liquor content cannot be determined. Liquor permit holders shall also ensure that no "drinking games" are allowed.

6.10. Safe Transportation

There must be access to safe transportation. It is the event holder's responsibility to ensure availability of safe transportation and putting up signs as required.

6.11. Notice of Deficiency

One week before the function or event at which liquor will be served or provided under a liquor permit, the Township will review the rental agreement for compliance with this Policy. If any item has not been completed as per this Policy, the person named on the rental agreement as the liquor permit holder shall be notified by phone and letter of the deficiency. The deficiency shall be corrected not later than 72 hours before the rental date, or the serving of liquor at the event will not be allowed.

If the Administration is unable to contact the Liquor License Holder, or the Liquor License Holder does not respond to the call and letter and the deficiencies remain outstanding, the serving of liquor at the event will not be allowed. Liquor License Holders shall NOT be allowed to file the Liquor License after 72 hours before the rental unless approved by Administration.

6.12. Public Notification

In order for Council and Administration to ensure that all liquor permit holders are advised of this Policy, a copy of this policy shall be attached to all rental agreements. The liquor permit holder shall sign a copy of this Policy and return it to the Municipal Office not later than one week before the rental date.

The Fire Chief, the OPP and other relevant authorities shall be notified if the Township deems the notification to be appropriate.

6.13. Policy Violations

A violation occurs when a section of the Liquor Licence Act of Ontario or the Municipal Alcohol Policy is contravened by anyone. Permit holders or event designates must report the violation to both the Township and AGCO within 24 hours.

It is also the responsibility of the permit holder or event designate to document complaints and incidents and send them to the Township within seven days. A detailed incident report should be kept for future reference.

The Township reserves the right to cancel the event if there is a failure to comply with this policy at any point prior to or during the event.

Policy violations and/or failure to report a violation may impact the approval of future requests by a Permit Holder or Event Organizer to host events with alcohol on municipal property.

7.0 REVIEW

Review: once per Council Term

8.0 REFERENCES

Legislation

Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22
<https://www.ontario.ca/laws/statute/19l15b>

AGCO – Special Occasion Permits
<https://www.agco.ca/en/alcohol/special-occasion-permits>

Private Security and Investigative Services Act, 2005, S.O. 2005, c. 34
<https://www.ontario.ca/laws/statute/05p34>

Examples

City of Thunder Bay MAP:
<https://www.thunderbay.ca/en/recreation/resources/Events/Municipal-Alcohol-Policy-Revised-2021-accessible.pdf>

Township of Wilmot
<https://www.wilmot.ca/en/things-to-do/resources/Municipal-Alcohol-Policy.pdf>

Sources

Thunder Bay District Health Unit (TBDHU): Municipal Alcohol Policy (MAP):
<https://www.tbdhu.com/municipal-alcohol-policy-map>

Centre for Addiction and Mental Health: The Municipal Alcohol Policy Guide:
https://www.camh.ca/-/media/files/map_policyguide-pdf.pdf

Public Health Ontario: The Eight Steps for Developing a Municipal Alcohol Policy:
https://www.publichealthontario.ca/-/media/Documents/A/2014/at-a-glance-8step-alcohol-policy.pdf?rev=11ba209f42374a3e905a37b994d82ecd&sc_lang=en

SCHEDULE "A"

I hereby acknowledge that they have read the Municipal Alcohol Policy and understood my obligations under it, and that I must file a signed original with the Administration one week before the licensed event is to be held.

Signature of Liquor Licence Holder

Date

Print Name

Contact Phone Number

Event: _____

Event Date: _____

Policy No.: 39	Procedure:
Date Approved: August 9, 2011 Approving Resolution: 2011-136	Kitchen Rental

Purpose

The purpose of this policy is to establish terms of use of the kitchen for the purpose of serving food during a hall rental.

Procedure

There are two types of uses for the kitchen. The first type involves only limited use such as the coffee pots, fridge and/or microwave. The second type of use involves the use of the kitchen propane stove and dishwasher, and is usually associated with a wedding type of event. This policy is intended to ensure the proper procedures and safety measures are in place for both types of rentals.

Attached is a check-list of safety items and operations of the kitchen facilities. The Facilities Manager shall ensure that the users of the kitchen have been fully trained on the operations of the relevant equipment, as well as the location of the first aid box, fire extinguisher, fire alarm and other safety devices.

When the kitchen is to be used by a professional caterer, hired by the hall renter, a separate kitchen rental agreement shall be signed by the caterer. The cost of renting the kitchen shall become the responsibility of the caterer. A separate damage deposit shall be required. If a hall renter is having family or friends provide the meal using our kitchen, the hall renter shall ensure that there is a "kitchen boss" appointed. This "kitchen boss" shall be responsible for the safety of all persons working in the kitchen during the event. In that case the hall renter shall sign the kitchen rental agreement and will be responsible for payment for use of the kitchen.

All kitchen workers shall wear closed shoes and non-flammable clothing. Chef's coats will be provided when the propane stove is operational and all persons within the kitchen shall wear these coats.

It shall be the Policy of the Council for the Township of Conmee that access to the table room shall not be granted. Access to the bar will be restricted to the hall renter or their designates only. If a caterer needs access to the freezer in the bar, the caterer must be escorted by the Facilities Manager.

KITCHEN SAFETY CHECKLIST

- ☐ Location of First Aid Kit
- ☐ Location of Defibrillator
- ☐ Use of Propane Stove
- ☐ Use of Air Intake for Propane Stove
- ☐ Use of Large Coffee Pots
- ☐ Use of Microwave
- ☐ Use of Dishwasher
- ☐ Use of Fridge
- ☐ Use and Location of Fire Extinguisher and Fire Alarm

I hereby acknowledge that I have been shown the location and/or how to operate the above checked equipment. I also acknowledge my responsibility to ensure that all other workers in the kitchen adhere to the safety requirements.

Signature of Caterer, Kitchen Boss
or Hall Renter (as appropriate)

Date

Signature of Facilities Manager

Date

KITCHEN RENTAL AGREEMENT

Caterer or Kitchen Boss			
Address			
Phone Number	Home:	Work:	
Date of Function			
No. Of People Expected			
Facilities Required	Stove	Fridge	Dishwasher
Time Required	am/pm To		am/pm
Hall Renter's Name			

All persons working in the kitchen MUST wear closed shoes and non-flammable clothing. The Facilities Manager has been directed to refuse entry to any person not appropriately dressed.

All kitchen equipment, including pots, pans, bowls and utensils must remain in the building at all times. Please make appropriate arrangements for removal of left-over food.

The caterer or kitchen boss shall be responsible for the actions of all other persons working in the kitchen including adhering to the clothing and safety rules. Please ensure that all persons are informed of these clothing restrictions before the day of the event.

The caterer or kitchen boss will be required to attend an orientation session with the Facilities Manager, to be shown the operations of the kitchen equipment as well as the location and use of all safety equipment including the fire extinguisher and first aid kit. This orientation must take place prior to any activities being carried out in the kitchen.

Cost for rental of the kitchen is the responsibility of the caterer, who shall sign this Agreement. In the case of family or friends providing the meal service, the cost of renting the kitchen shall be the responsibility of the hall renter, who shall sign this Agreement. The hall renter shall be responsible for appointing a "kitchen boss" to oversee the activities in the kitchen.

I have read and understood my responsibilities under this Kitchen Rental Agreement.

**Signature of Caterer or Kitchen Boss
 or Hall Renter as Appropriate**

Date

(Please Print Name)

Facilities Manager Rental Checklist

This checklist is divided into two sections based on event type: Simple Events and Large Events. It outlines the responsibilities of the Facilities Manager for each.

Simple Events (e.g., birthday parties, showers, meetings)

Pre-Event

- ☐ Confirm rental date and details with renter.
- ☐ Coordinate access and setup times.
- ☐ Provide booking summary to Treasurer for invoicing.
- ☐ Confirm booking deposit received (via Treasurer).
- ☐ Confirm full rental fee paid before event.

During/After Event

- ☐ Ensure renter removes all decorations and personal items.
- ☐ Inspect facility and report any damage or issues to the Municipal Office.

Large Events (e.g., weddings, shags, funerals with luncheon, alcohol service)

Pre-Event

- ☐ Confirm rental date and details with renter.
- ☐ Provide booking summary to Treasurer for invoicing.
- ☐ Coordinate access and setup times.
- ☐ Confirm booking deposit and damage deposit received (via Treasurer).
- ☐ Confirm full rental fee paid before event.
- ☐ Review and collect signed Rental Agreement, Kitchen Rental Agreement (if applicable), and Municipal Alcohol Policy (Schedule A).
- ☐ Conduct kitchen safety orientation.
- ☐ Confirm kitchen boss appointed (if applicable).
- ☐ Ensure kitchen workers are properly dressed and trained.

Liquor Event Oversight

- ☐ Confirm SOP is posted at the bar.
- ☐ Confirm PAL insurance naming Township is received.
- ☐ Confirm Smart Serve certified bartenders are hired.
- ☐ Confirm licensed security guards are hired and WSIB certificate submitted.
- ☐ Monitor compliance during event (alcohol service, guest conduct, vacating by 2:45 a.m.).

Post-Event

- ☐ Ensure renter removes all decorations and personal items.
- ☐ Inspect facility and report any damage or issues to the Municipal Office.

THE CORPORATION OF THE CITY OF DRYDEN

MOVED BY: Price

DATE: 22-Sep-25

SECONDED BY: Kiewning

RESOLUTION NO.: 14

Whereas drowning is one of the leading causes of preventable deaths among children in Ontario and research by the Lifesaving Society of Ontario shows that most children who drown never intended to be in the water; and

Whereas evidence demonstrates that even basic swimming and water survival skills significantly reduce the risk of drowning; and

Whereas many children in Ontario do not have equitable access to swimming lessons outside of school due to financial, cultural or geographic barriers; and

Whereas several municipalities across Ontario have expressed strong interest in improving water safety education for children; and

Whereas the Ministry of Education has the authority to incorporate water safety and survival training into the regular elementary school curriculum as a universal, life-saving skill comparable to fire safety and road safety instruction;

Therefore, be it resolved that the Council of The Corporation of The City of Dryden respectfully urges the Government of Ontario, through the Ministry of Education, to incorporate mandatory water safety and Swim-to-Survive training into the elementary school curriculum for all Ontario students; and

Be it further resolved that a copy of this resolution be forwarded to The Honourable Minister of Education of Ontario, local Members of Provincial Parliament, the Association of Municipalities of Ontario and all Ontario municipalities, with a request for their endorsement.

RECORDED VOTE			DECLARATION UNDER THE MUNICIPAL CONFLICT OF INTEREST ACT	
			Councillors who have declared an interest, abstained from discussion and did not vote on this question.	
Council	Yes	No		
Councillor C. Kiewning				
Councillor B. Latham				
Councillor M. MacKinnon				
Councillor R. Noel				
Councillor M. Price			Disposition of Resolution (Check One)	
Councillor B. Tardiff				
Mayor J. Harrison				
TOTALS			Carried X	Defeated

MAYOR: Harrison

**The Corporation of the Municipality of St. Charles
RESOLUTION PAGE**

Regular Meeting of Council



Agenda Number: 4.3.
Resolution Number 2025-223
Title: Resolutions of Support for Correspondence
Date: September 17, 2025

Moved by: Councillor Pothier
Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports Resolution No. 2025-279 passed on August 12, 2025 by the City of North Bay and supports Resolution #173-08-2025 passed on August 19, 2025 by the Municipality of Assiginack, regarding making the NORDS Pilot Program permanent;

AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be sent to the Minister of Northern Development; the Minister of Agriculture, Food and Agribusiness; the Minister of Infrastructure; the Minister of Natural Resources; our local Member of Provincial Parliament (MPP); the Association of Municipalities of Ontario (AMO); the Federation of Northern Ontario Municipalities (FONOM); the Northwestern Ontario Municipal Association (NOMA); the Rural Ontario Municipal Association (ROMA); and all Ontario Municipalities.

CARRIED


MAYOR



The Corporation of the
City of North Bay
200 McIntyre St. East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: 705 474-0400

OFFICE OF THE CITY CLERK
Direct Line: (705) 474-0626, ext. 2522
Fax Line: (705) 495-4353
E-mail: veronique.hie@northbay.ca

August 13, 2025

Honourable Greg Rickford
Minister of Northern Development
Suite 400
160 Bloor Street
Toronto, ON M7A 2E6

Dear Hon. Greg Rickford:

This is Resolution No. 2025-279 which was passed by Council at its Regular Meeting held Tuesday, August 12, 2025.

Resolution No. 2025-279:

"Whereas the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario municipalities address infrastructure pressures resulting from natural resource sector activities;

And Whereas the program has been well received and has allowed municipalities, such as the City of North Bay, to strategically accumulate multi-year allocations in order to support large-scale infrastructure initiatives critical to community development and economic growth;

And Whereas the City of North Bay recognizes the importance of modern, safe, and efficient infrastructure to support economic growth and industrial competitiveness;

AND WHEREAS the Seymour Street Widening project from Station Road to Wallace Road, including a signalized intersection, is a critical continuation of the intersection improvement at Hwy 11/17 and Seymour Street, directly supporting a high-value industrial zone;

And Whereas this arterial corridor enables key sectors such as mining, forestry, construction, and manufacturing to receive and ship goods efficiently, impacting markets provincially and beyond;

And Whereas the updated total Seymour Street Widening project budget of approx. \$11 million includes contributions from multiple funding programs such as NORDS (\$2 million) and OCIF (\$4,259,448).

Therefore Be It Resolved That the Council of the City of North Bay strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

And Further Be It Resolved That the Province consider expanding program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities;

And Further Be It Resolved That the Council of the City of North Bay formally supports the principle of stacking (accumulating) funding from multiple grant and infrastructure programs to advance strategic capital works, such as the Seymour Street Widening project, and requests continued flexibility from higher levels of government to enable effective financial planning and timely delivery of large-scale municipal infrastructure initiatives;

And Further Be It Resolved That a copy of this resolution be forwarded to the Minister of Northern Development, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, Nipissing MPP Victor Fedeli, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Northwestern Ontario Municipal Association (NOMA), Rural Ontario Municipal Association (ROMA) and all Northern Ontario municipalities for their awareness and support."

Yours truly,



Veronique Hie
Deputy City Clerk

VH/ck

cc: Minister of Agriculture, Food and Agribusiness
Minister of Infrastructure
Minister of Natural Resources
Nipissing MPP, Victor Fedeli
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Northwestern Ontario Municipal Association (NOMA)
Rural Ontario Municipal Association (ROMA)
Northern Ontario Municipalities

MUNICIPALITY



OF ASSIGINACK

The Honourable Greg Rickford
Minister of Northern Development
Suite 400
160 Bloor Street
Toronto, ON M7A 2E6

Re: NORDS Pilot Program

Dear Honourable Greg Rickford,

At its regular meeting held on August 19, 2025, the Council of the Township of Assiginack passed the following resolution expressing support for making the NORDS pilot program permanent:

Resolution #173-08-2025 – R. Maguire – J. Bowerman

WHEREAS the City of North Bay has circulated their letter to the Province requesting the NORDS pilot program to become a permanent funding opportunity for Northern municipalities and to expand the criteria to include agricultural equipment impact on roads;

THEREFORE, BE IT RESOLVED THAT Assiginack Council agrees and provides their support of this request.

Carried.

The NORDS program provides essential support for maintaining and improving infrastructure that is critical to Northern municipalities. Making this program permanent and expanding its criteria would ensure that rural and agricultural communities can manage the increasing strain on local roads caused by agricultural and heavy equipment.

We respectfully urge the Province to consider making the NORDS program a permanent funding initiative and thank you for your attention to this important matter.

Sincerely,

Stasia Carr
Clerk
Township of Assiginack



Date: September 15, 2025

Resolution No. COU-2025-30

Moved By: Councillor Wheeldon

Seconded By: Councillor Rowley

Whereas Canadian governments at all levels are structured by and derive their legitimacy from democratic principles, practices, and norms;

And Whereas many countries around the world are experiencing increased political polarization and hostility, shifts toward authoritarianism, and the undermining of democratic norms;

And Whereas incivility and hostility increasingly define the political sphere in Canada at every level of government, but particularly in systems with political parties;

And Whereas this hostile political climate drives lower democratic participation, including low voter turnout and fewer and less diverse political candidates, resulting in a lopsided and unhealthy democracy;

And Whereas poor political health undermines the ability of democratic institutions to exercise effective leadership and overcome the unprecedented challenges of the 21st century;

And Whereas elections are one of the most central and participatory parts of Canadian democratic systems;

And Whereas numerous studies, including those by Parliamentary committees, have identified our First Past the Post electoral system as driving increasing polarization and declines in voter participation, and have recommended some form of proportional representation;

And Whereas electoral reform enjoys broad public support, with a majority of polling respondents who identify with every major party supporting change in the way that they vote;

Therefore Be It Resolved that the Municipality of Brighton call upon the provincial and federal governments to enact electoral reform, adopting proportional systems in which every vote counts and polarization is diminished, in order to safeguard and empower Canadian democracy;

And Be It Further Resolved that this motion be circulated to Prime Minister Mark Carney, Premier Doug Ford, and all Ontario municipalities.

Carried ☒

OR Defeated ☐

Mayor

Recorded Vote		For Clerks Use Only			
Recorded vote called by: _____					
	For	Against	Abstain	Absent	COI
Mayor Brian Ostrander					
Deputy Mayor Ron Anderson					
Councillor Anne Butwell					
Councillor Hannah MacAusland					
Councillor Emily Rowley					
Councillor Jeff Wheeldon					
Councillor Bobbi Wright					
Total					
Carried <input type="checkbox"/> Defeated <input type="checkbox"/>					Clerk's Initials <input type="text"/>

**AMANDA FUSCO**

Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.904.1402 Fax: 519.741.2705
amanda.fusco@kitchener.ca
TTY: 519-741-2385

SENT VIA EMAIL

September 26, 2025

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on August 25, 2025, passed the following resolution regarding postage:

"WHEREAS Postage costs have seen significant increases, including 25% in 2025 alone;

WHEREAS paper billing has a further environmental cost in both materials (trees) and transportation;

WHEREAS paper billing is increasingly being displaced by environmentally friendly and cost-efficient e-billing;

WHEREAS the Municipal Act indicates the right to a paper bill, and cost-recovery fees for paper billing for tax, and utility bills are unclear;

THEREFORE BE IT RESOLVED that Kitchener City Council request the Province of Ontario to amend the Municipal Act to permit municipalities the ability to grandfather-out paper billing as the default option, and to permit municipalities to establish fees for paper billing for new accounts that opt for this method of delivery;

THEREFORE BE IT FINALLY BE RESOLVED that a copy of this motion be sent to the Association of Municipalities of Ontario, the Premier of Ontario, the Ministry of Municipal Affairs and housing, all other municipalities within Ontario for their consideration and possible endorsement."

Yours truly,

A handwritten signature in cursive script, appearing to read "A. Fusco".

A. Fusco
Director of Legislated Services & City Clerk

Cc: Hon. Rob Flack, Minister of Municipal Affairs and Housing
Association of Municipalities Ontario (AMO)
Sloane Sweazey, Senior Policy Advisor, City of Kitchener
Ontario Municipalities

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-034

Being a By-law to confirm the proceedings of Council at its meeting.

Recitals:

Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires a municipal Council to exercise its powers by by-law, except where otherwise required.

Council from time to time authorizes action to be taken which does not lend itself to an individual by-law.

The Council of The Corporation of the Township of Conmee deems it desirable to confirm the proceedings of Council at its meeting by by-law to achieve compliance with the Municipal Act, 2001.

ACCORDINGLY, THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. Ratification and Confirmation

The actions of this Council at its meeting held October 14th, 2025, with respect to each motion, resolution and other action passed and taken by this Council at the meeting, are adopted, ratified and confirmed as if such proceedings and actions had been expressly adopted and confirmed by by-law.

2. Execution of all Documents

The Mayor of the Council and the proper officers of the Township are authorized and directed to do all things necessary to give effect to the actions authorized at the meeting, and/or to obtain approvals where required, and except where otherwise provided, the Mayor and Clerk are authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Passed this 14th day of October, 2025.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley