

AGENDA FOR REGULAR COUNCIL MEETING
Tuesday, July 23 2024 – 6:00 pm

1. CALL TO ORDER

Land Acknowledgement

2. APPROVAL OF AGENDA

3. DECLARATIONS OF PECUNIARY INTEREST

4. DEPUTATIONS

4.1 NWMO – Nuclear Waste Management Organization

5. MINUTES OF PREVIOUS MEETING(S)

5.1. Minutes – Regular Council Meeting – July 10th 2024

Recommendation:

BE IT RESOLVED that the Minutes of the Regular Council Meeting held on July 10th 2024 be approved

6. DISBURSEMENT LIST

6.1. Payroll Report

6.2. Payment Register

Recommendation:

BE IT RESOLVED that Council approve the disbursements represented by Check Numbers 7033 through 7047 totalling \$82,848.98 and electronic bank payments totalling \$6,002.19, for a grand total of \$88,851.17

7. REPORTS FROM MUNICIPAL OFFICERS

7.1. Clerk's Report

Topics include: Natural Asset Management Roadmap; upcoming engagement sessions with MNRF and EMO

7.2. Fire Chief's Report (verbal)

7.3. Public Works Report (verbal)

7.4. Treasurer's Report

Topics include: Final Tax Notices, training dates

7.5. Deputy Clerk-Treasurer Intern's Report

Topics: Fire Protection Grant; HR; activities

7.6. Councillor Reports (verbal)

Topic: A summary of activities and meetings

8. NEW BUSINESS

8.1. Municipal Alcohol Policy

Topic: review and approve

8.2. Review – "Operation of Municipal Office" Policy

8.3. Committees Review

Topic: Social Committee; (potential) Community Development Committee

8.4. Conference Policy

Topic: discuss potential amendments

8.5. Employee Discipline and Discharge Policy

Topic: review and approve

9 BY-LAWS

- 9.1 By-Law 1456 – Budget 2024
- 9.2 By-Law 1457 – Tax Rates
- 9.3 By-Law 1458 – Tax Ratios

10 CORRESPONDENCE

- 10.1 We the Free Nuclear North – sample resolution regarding transportation of nuclear waste (as provided in Item 4.1 of June 26th 2024)
Action requested: support resolution
- 10.2 Emergency Management Ontario: Engagement on proposed modernization of the *Emergency Management and Civil Protection Act*
Action requested: discussion; provide feedback if any; summary of local engagement session provided by those in attendance
- 10.3 IESO: Community engagement webinar
Action requested: discussion; potential attendance
- 10.4 TBDSSAB: 2024 AMO Conference Briefings
Action requested: for council's information
- 10.5 CN Rail: Rail Safety Week
Action requested: council proclamation of Rail Safety Week
- 10.6 MNRF: Engagement on proposed modernization of wildland fire management including the *Forest Fires Prevention Act*
Action requested: discussion; provide feedback if any
- 10.7 MNRF: Development of legislative and regulatory framework for commercial-scale geological carbon storage
Action requested: discussion; provide feedback if any
- 10.8 AMO & OMA: joint resolution urging the province to recognize the physician shortage in the municipality and the rest of Ontario
Action requested: support resolution
- 10.9 Manulife Renewal
Action requested: review; accept renewal
- 10.10 Other correspondence

11 UPCOMING MEETING DATES

August 13 th , 2024	Regular Council Meeting
August 27 th , 2024	Regular Council Meeting
September 10 th , 2024	Regular Council Meeting
September 24 th , 2024	Regular Council Meeting
October 8 th , 2024	Regular Council Meeting
October 22 nd , 2024	Regular Council Meeting
November 12 th , 2024	Regular Council Meeting
November 26 th , 2024	Regular Council Meeting

12 CLOSED SESSION

- 12.1 Closed Minutes – July 10th 2024
- 12.2 Deputy Clerk-Treasurer Intern – Contract Renewal
- 12.3 HR Assistant – Contract Renewal

13 CONFIRMING BY-LAW

- 13.1 By-law 1459 – To Confirm the Proceedings of the Meeting

Recommendation:

BE IT RESOLVED THAT By-law 1459 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. 1459, being a By-law to confirm the proceedings of this evening's meeting.

14 ADJOURNMENT



MINUTES - REGULAR COUNCIL MEETING
Wednesday July 10th, 2024 – 6:00 pm

PRESENT: Mayor Sheila Maxwell
Councillor David Maxwell
Councillor Grant Arnold
Councillor Chris Kresack (virtual until 6:35 p.m.)

ALSO PRESENT: Shara Lavalley, CAO/Clerk
Leanne Maxwell, Treasurer
Len Arps, Public Works Manager
Tara Wupori, Deputy Clerk-Treasurer
Olabisi Hutka-Akinsanya, HR Assistant

REGRETS: Councillor David Halvorsen

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:01 p.m.

Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

Councillor Maxwell, as the Roads Liaison, requested an addition for the closed session:
Municipal Property – Public Works – Security

Councillor Arnold requested an addition for the closed session:
Resident Complaint – Excessive Noise

Councillor Kresack requested an addition for the closed session:
Municipal Property – Fire Hall - Security

RESOLUTION 2024-0127

Moved by Councillor Arnold

Seconded by Councillor Kresack

BE IT RESOLVED THAT the agenda for the regular council meeting of July 10th 2024 be approved

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

None

4. DEPUTATIONS

None

Mayor _____
Clerk _____

5. MINUTES OF PREVIOUS MEETING(S)

- 5.1. Minutes – Regular Council Meeting – June 26th 2024

RESOLUTION 2024-0128

Moved by Councillor Maxwell

Seconded by Councillor Kresack

BE IT RESOLVED THAT the Minutes of the Regular Council Meeting held on June 26th 2024 be approved, as amended

CARRIED

6. DISBURSEMENT LIST

- 6.1. Payroll Report
Filed for information
- 6.2. Payment Register

RESOLUTION 2024-0129

Moved by Councillor Kresack

Seconded by Councillor Arnold

BE IT RESOLVED THAT Council approve the disbursements represented by Check Numbers 7017 through 7032 totalling \$51,807.74 and electronic bank payments totalling \$1,628.36, for a grand total of \$53,436.10

CARRIED

7. REPORTS FROM MUNICIPAL OFFICERS

- 7.1. Clerk's Report

NOHFC has approved funding for the Year Two of the Deputy Clerk-Treasurer position. The required documents are being prepared and will be provided for the Clerk's signature in a couple weeks. Recycling services for blue box material has been successfully transitioned over the Circular Materials Ontario via GFL. The Clerk was approved to begin investigating options for dog impounding services.

- 7.2. Public Works Report

Road activities included grading, belly dumps, and road maintenance. The new Senior Machine Operator has been provided with training and orientation. The Public Works Manager shall discuss with MTO the possibility of lengthening the aprons at the highway intersections.

- 7.3. Treasurer's Report
Property tax bills are expected to be sent out in August.

- 7.4. Deputy Clerk-Treasurer Intern's Report
Council was provided a summary of activities. Council provided direction of the enforcement of training assigned by the H&S Representative. Council approved the use of staff or volunteer time for the creation of an inventory list as required by the insurance company to ensure sufficient content insurance coverage.

- 7.5. Councillor Reports (verbal)
Mayor Maxwell relayed that the Kakabeka Falls school was highly appreciative of being permitted to borrow tables for its graduation.

Councillor Arnold attended a Board of Directors meeting for the LRCA. He also met with Administration staff to discuss any issues that arose.

Mayor _____
Clerk _____

Councillor Maxwell met with the Public Works staff.

- 7.6. Other agencies' report
List: TBDHU minutes, TBDSSAB, LRCA

Filed for information

8 NEW BUSINESS

- 8.1. Municipal Alcohol Policy
Tabled – Council requested more guidelines for section 6.5 regarding security

- 8.2. Generator Quotes (CEPG)
Council reviewed quotes for Fire Hall generator; funding to be provided via the Community Emergency Preparedness Grant.

RESOLUTION 2024-0130

Moved by Councillor Kresack

Seconded by Councillor Arnold

BE IT RESOLVED THAT the Council of the Township of Conmee accept the quote from White Pine Electric for the purchase of a generator in the amount of \$18,960.00, with additional costs for gas hook-up estimated at \$2000, to be installed in the Conmee Fire Hall

CARRIED

- 8.3. *Exclusion of Amortization, Post-Employment Benefits and Solid Waste Landfill Closure and Post-Closure from Budget*
Action requested: adopt report respecting the exclusion of certain amounts from the 2024 budget

RESOLUTION 2024-0131

Moved by Councillor Maxwell

Seconded by Councillor Arnold

BE IT RESOLVED THAT the Council of the Township of Conmee adopt Treasurer's Report dated July 10, 2024 respecting the exclusion of amortization, post-employment benefits and solid waste landfill closure and post-closure expenses from the 2024 Budget, as required under Ontario Regulation 284/09.

CARRIED

- 8.4. Budget 2024

Council reviewed the budget. No changes were requested. At the next council meeting, bylaws to approve the budget, the tax rates and the tax ratios will be brought forward for approval.

- 9 BY-LAWS
none

10 CORRESPONDENCE

- 10.1 Nuclear Waste Management Organization
The email contained an update from NWMO regarding the proposed nuclear waste deep geological repository project.

Filed for information; a deputation shall be scheduled as requested by NWMO

Mayor _____
Clerk _____

- 10.2 We the Free Nuclear North – sample resolution regarding transportation of nuclear waste (as provided in Item 4.1 of June 26th 2024)

Tabled until after a deputation is received by NWMO
- 10.3 EMO (Albany Sector) – upcoming delegation at AMO with the Treasury Board Secretariat to propose an equitable model for emergency management
Council agreed to provide an endorsement, any support notes that the office may be able to provide regarding emergency management. The AMO attendees shall consider joining the delegation if feasible.
- 10.4 Thunder Bay Community Economic Development Commission (CEDC) – Rural and Northern Immigration Pilot program

Council agreed to provide a letter of support for the pilot program (Rural and Northern Immigration) for the Thunder Bay community.
- 10.5 Township of Otonabee -South Monaghan – resolution regarding regulations for the importation and safe use of lithium-ion batteries

RESOLUTION 2024-0132

Moved by Councillor

Seconded by Councillor

BE IT RESOLVED THAT the Council of the Township of Conmee supports the resolution by the Township of Otonabee - South Monaghan regarding regulations for the importation and safe use of lithium-ion batteries

AND THAT copies of this resolution be forwarded to Minister of Labour, Immigration, Training and Skills Development; Fire Chief for the Township of Conmee, MP Kevin Holland (Thunder Bay – Atikokan), Ontario Fire Marshal, and the Township of Otonabee – South Monaghan

CARRIED

- 10.6 St. Catharines City – resolution regarding the exploration and adoption of sustainable road surfacing alternatives

RESOLUTION 2024-0133

Moved by Councillor Arnold

Seconded by Councillor Maxwell

BE IT RESOLVED THAT that the Council of the Township of Conmee supports the resolution by St Catharines City regarding the exploration and adoption of sustainable road surfacing alternatives

AND THAT copies of this resolution be forwarded to Federation of Municipalities, Association of Municipalities of Ontario, and St Catharines City.

CARRIED

- 10.7 Other correspondence

11 UPCOMING MEETING DATES

July 23 rd , 2024	Regular Council Meeting
August 13 th , 2024	Regular Council Meeting
August 27 th , 2024	Regular Council Meeting
September 10 th , 2024	Regular Council Meeting
September 24 th , 2024	Regular Council Meeting

Mayor _____
Clerk _____

October 8th, 2024
October 22nd, 2024

Regular Council Meeting
Regular Council Meeting

12 CLOSED SESSION

RESOLUTION 2024-0134

Moved by Councillor Kresack

Seconded by Councillor Arnold

BE IT RESOLVED THAT the time being 7:33 p.m., Council resolve into closed session, under the authority of paragraph 239(2)(b)(d) and (k) of the Municipal Act, 2001 to discuss Item 12.2-12.4 regarding identifiable individuals, labour relations, and negotiations

AND under the authority of those paragraphs of the Municipal Act, 2001 for which they were authorized to be closed, to review the minutes of the closed session of the meetings of June 26th 2024

CARRIED

- 12.1 Closed Minutes – June 26th 2024
- 12.2 MBLEO report – potential zoning violation
- 12.3 Deputy Clerk-Treasurer Intern – Contract Renewal
- 12.4 HR Assistant – Contract Renewal
- 12.5 Municipal Property – Public Works - Security
- 12.6 Resident Complaint – Excessive Noise
- 12.7 Municipal Property – Fire Hall – Security

RESOLUTION 2024-0135

Moved by Councillor Arnold

Seconded by Councillor Kresack

BE IT RESOLVED THAT the time being 9:22 p.m., Council rise from closed session and report in open session

AND THAT the Closed Minutes of the Regular Council Meeting held on June 26th 2024 be approved

AND THAT Administration proceed as directed

CARRIED

13 CONFIRMING BY-LAW

- 13.1 By-law 1455 – To Confirm the Proceedings of the Meeting

RESOLUTION 2024-0136

Moved by Councillor Maxwell

Seconded by Councillor Arnold

BE IT RESOLVED THAT By-law 1455 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. 1455, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

Mayor _____
Clerk _____

14 ADJOURNMENT

Meeting is adjourned at 9:23 p.m..

Mayor Sheila Maxwell

Clerk Shara Lavallee

for the following payroll:

Staff Payroll -July 19, 2024

	Administration	Public Works	Landfill	Complex	Fire	Council	Total
Wages	6,707.72	4,602.16	727.44	478.38			12,515.70
EI	162.85	106.95	17.58	11.56			298.94
CPP	384.88	204.60		21.59			611.07
RRSP	204.60	103.36					307.96
mileage							
total	7,460.05	5,017.07	745.02	511.53			13,733.67

Township of Conmee

Payment Register

Report Date

Batch: 2024-00076 to 2024-00080 2024-07-18 10:58 AM

Bank Code: GEN - TD Operating Account

Payment #	Vendor	Date	Amount	
7033	Bay City Contractors	2024-07-09	33,480.04	gravel for roads
7034	Kakabeka Esso	2024-07-09	105.00	
7035	Lakehead Cleaners	2024-07-09	75.46	
7036	Roslyn Service Ltd	2024-07-09	1,358.20	mower repair, pails for emergency kits
7037	Xerox Canada Ltd	2024-07-09	164.95	
7038	Bay City Contractors	2024-07-18	8,949.60	belly dump rental
7039	Intercity Industrial Supply	2024-07-18	43.21	
7040	JML Engineering Ltd	2024-07-18	3,158.35	inspect bridges and culverts
7041	MicroAge	2024-07-18	410.10	
7042	Minister of Finance	2024-07-18	7,130.00	policing
7043	Roslyn Service Ltd	2024-07-18	3,500.01	purchase of utility trailer
7044	Sarjeant Propane	2024-07-18	2,487.92	
	fire hall 1,056.03			
	garage 1401.89			
7045	Spectrum Telecom Group Ltd	2024-07-18	531.10	
7046	Westland Insurance Group Ltd	2024-07-18	30.24	add-on for fire hall contents
7047	White Pine Electric Ltd	2024-07-18	21,424.80	generator for fire hall
	Total for Computer Cheque:		<u>82,848.98</u>	
5	TD Visa	2024-07-15	2,288.49	
91	TD Visa	2024-07-16	1,116.76	
545	TD Visa	2024-07-15	1,059.34	
694	Hydro One Networks	2024-07-17	218.78	
697	Hydro One Networks	2024-07-17	1,251.04	
904	TD Visa	2024-06-07	67.78	
	Total for Other:		<u>6,002.19</u>	
	Total for GEN:		<u><u>88,851.17</u></u>	

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

Date: July 23rd, 2024

To: Mayor and Council

Subject: Administrative Activity Report

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Shara Lavallée, Clerk

RECOMMENDATION:

For information

BACKGROUND:

Administration reports to Council, at regular council meetings, on its activities.

DISCUSSION:

TbayTel has scheduled to replace its main trunk cabinet (located at the north end of the pavilion). The replacement is expected to take place between July 29th – August 1st. While the work is being done, a temporary cabinet will be set up. TbayTel requested permission to use an electrical outlet at the pavilion to power the temporary cabinet. The Clerk granted them permission as the hydro use is expected to be minimal.

The Deputy Clerk was scheduled to attend an in-person engagement session with the Emergency Management Ontario to discuss the proposed modernization of the *Emergency Management and Civil Protection Act*. The discussion guide is available online (<https://ero.ontario.ca/notice/019-8860>) and feedback can be provided until August 26. (see item 10.2 for the official letter from EMO). The Mayor and the Fire Chief are also scheduled to attend the session.

The Deputy Clerk was scheduled to attend an engagement session with the MNRF regarding the proposed modernization of the Ontario Wildland Fire Management. The discussion guide is available online (<https://ero.ontario.ca/index.php/notice/019-8756>) and feedback can be provided until August 29th. (see item 10.6 for the official letter). The Fire Chief is also scheduled to attend the session.

The Natural Asset Management Roadmap was completed with the assistance of Natural Assets Initiative, sponsored by Intact Insurance. The Township's natural assets consists of ditches and vacant land – the ditches are the most valuable of the natural assets for water diversion. Future

versions of the Asset Management Plan will include the Natural Asset Management Roadmap to ensure that the maintenance and rehabilitation of natural assets are recognized.

Office schedule:

July 22-Aug 2	Clerk	Vacation
Aug 12-16	Treasurer	Vacation
Aug 18-21	Clerk	AMO Conference
Oct 30-Nov 1	Treasurer	Vacation

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

Date: July 23, 2024
To: Mayor and Council
Subject: Treasurer Report
Submitted by: Leanne Maxwell

RECOMMENDATION:

For Councils' information

BACKGROUND:

Treasurer reports to Council, at regular council meetings, on its activities

DISCUSSION:

With the passing of the By-laws included in the agenda, Final Tax Notices will be mailed out the first week of August. Installments will be due August 30, 2024 and October 31, 2024

TRAINING

September 3 – CRA HST webinar
September 9 – begin Municipal Administration Program, Unit 3 – AMCTO
October 16(am), 17(all day), 18(am) MFOA workshop

UPCOMING DATES

August 12 to 16 – vacation
October 30 – November 1 - vacation

Date: July 10th, 2024

To: Mayor and Council

Subject: Deputy Clerk-Treasurer Intern/Health and Safety Representative Activity Report

Submitted by: Tara Wupori, Deputy Clerk-Treasurer Intern/Health and Safety Representative

RECOMMENDATION:

That Council approve the application process of Fire Protection Grant 2024-25

That Council consider requesting HR being present at municipal office one half day every two weeks.

BACKGROUND:

The Deputy Clerk-Treasurer Intern and Health and Safety Representative reports to Council, at regular council meetings, on her activities.

DISCUSSION:

A review of what has been worked on by Deputy Clerk Treasurer/Health and Safety Representative.

Tasks Worked On:

- Sent out monthly Safe Talk
- Continued monthly inspections
- Worked with HR on terms of reference for committees, policy updates, and enforcement of training completion – request that council establish an onsite schedule with HR assistant.
- Continued to offer assistance to those behind on training courses
- Assisted Fire Chief with administrative duties and begun looking in to Fire Protection Grant (see attached Communique)
- Begun training on how to create a Council agenda package, Council minutes and monthly newsletter.
- Approved by Office Liaison Councillor Arnold that deputy clerk treasurer attends the following meetings with Chief Day:
 - Engagement on Proposed Modernization of the Emergency Management and Civil Protection Act July 23rd from 10am-2pm
 - Modernizing Wildland Fire Management in Ontario; Municipal Engagement session July 24thrd 2024 from 9:30 am – 3pm



COMMUNIQUE

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

July 15, 2024

No. 2024-06

Fire Protection Grant 2024-25 - Call for Applications

Ontario's Solicitor General, the Honourable Michael Kerzner, has opened applications for the first round of the province's Fire Protection Grant.

Beginning July 23, 2024 applications for the 2024-25 Fire Protection Grant will be accepted through the [Transfer Payment Ontario \(TPON\)](#) system. Applications will be accepted until 5:00PM on September 5, 2024. Please access the TPON link above to review the Fire Protection Grant application (a fillable PDF) and an information package which provides important details about this year's grant process.

As announced in the government's 2024 Budget, the \$30M grant will be administered over three years, with \$10M being allocated each year. This is the first call for applications for fiscal year 2024-25 and we will determine the approach for years two and three at a later date. This year's grant will target cancer prevention and minor infrastructure modernization initiatives such as:

- **Cancer Prevention:**
 - Equipment and Supplies
 - Personal Protective Equipment
 - Minor Infrastructure

- **Minor Infrastructure Modernization:**
 - Enhanced broadband and internet connectivity

Following the call for applications, funding for the 2024-25 grant is anticipated to be released in Fall 2024. The grant will be allocated proportionate to the number of active fire stations in a municipality. Allocations will be based on the projects being undertaken at the local level, ensuring a fair, transparent, and consistent disbursement of funds.

To be consistent with other grants offered through the Ministry of the Solicitor General, applicants are required to develop proposals with supporting information to demonstrate need, return on investment, and benefit to public safety.

I am confident that the Fire Protection Grant will greatly assist departments in addressing critical needs regarding both cancer prevention and minor infrastructure at the local level and I look forward to the positive impact it will have on your front-line members.

If you require any assistance or have general questions about the grant application, please contact your local Fire Protection Adviser.

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

Date: July 23rd, 2024

To: Mayor and Council

Subject: Review – “*Serving of Alcohol during
Community Centre Rentals*” Policy
--- to be renamed as “Municipal Alcohol Policy”

Submitted by: Shara Lavallee, CAO/Clerk

RECOMMENDATION

It is requested that Council review the update policy and approve the policy if sufficient.

BACKGROUND

The “*Serving of Alcohol*” Policy was created at the regular council meeting of *September 11th, 2012*. Records indicate that the policy was last reviewed or amended by council on *October 25th 2016*.

An updated police renamed the “Municipal Alcohol Policy” was presented at the July 10th council meeting and subsequently tabled.

DISCUSSION

While the current “Serving of Alcohol” policy is sufficient, it is the recommendation of the Province, especially the TBDHU, for all municipalities to create “Municipal Alcohol Policies” as important tools to prevent and minimize the harmful effects of alcohol use.

Municipal Alcohol Policies set guidelines for how and where alcohol can be safely served on municipally-owned properties such as parks, arenas and halls while also recognizing the need for risk management from an insurance and liability perspective.

Municipal Alcohol Policies:

- reduce risky drinking on local premises
- decrease harms and injuries related to alcohol use
- reduce underage drinking
- effectively manage risk and liability
- contribute to public order
- shift social norms around drinking in the direction of moderation.

Amendments made to the policy are highlighted in yellow and include:

- changing the name to “Municipal Alcohol Policy”
- addition: section 1.0 Policy Statement
- addition: section 3.0 Scope
- addition: section 4.0 Responsibility – more positions
- addition: section 5.0 Definitions – more definitions
- addition: section 6.0 Procedure
 - added 6.1 Designation of Events
 - 6.2 Prescribed Zones – added more guidelines
 - 6.3 Liquor Permit – guidelines for applicant to be eligible
 - 6.5 Security Guard – added minimum number; also provided for the option of “Doorkeeper” as opposed to “Security Guard” as all security guards are required to be licenced under law.
 - 6.6 Insurance – renter must either provide proof or purchase from Township
 - 6.11 Public Notification – notifications will be made to Fire Chief, etc. if needed
 - Added 6.12 Policy Violations
 - Added 7.0 Review

ATTACHMENT:

#1 - “Serving of Alcohol” Policy

#2 - Municipal Alcohol Policy

ATTACHMENT #1

Policy No.: 30	Procedure: Serving of Alcohol during Community Centre Rentals
Date Approved: September 11, 2012	
Date Amended: October 25, 2016	6.1.1
Approving Resolution: 2016-221	

Purpose

The Council for 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.

Definitions

For the purposes of this document the following definitions shall apply:

“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.

“Standard Drink” means 12oz bottle of 5% beer, cider, or cooler. 5oz glass of 12% wine. 1.5oz serving of 40% distilled alcohol (rye, gin, rum, etc.)

“Permit Holder” means the person who is named on any permit or licence to serve liquor.

“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.

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

“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.

“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.

Policy

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:

1. Liquor Permit

With the Alcohol and Gaming Commission of Ontario (AGCO) which is responsible for administering the *Liquor Licence and Control Act, 2019 (LLCA)*, 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.

2. Liquor Service

~~It shall be the Policy of the Council for the Township of Conmee that all persons who will serve liquor shall use the Township appointed bartenders. The cost of the bartenders will be as per By-law No. 1090, the Fees and Charges By-law and is payable to the Township of Conmee~~

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.

Council 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.

3. Security Guard

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire a “security guard”, who’s 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 “security guard” 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 Security guard 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.

4. 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 12 pm of that same day.

5. 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. Liquor Types and Games

No ~~jello type~~ “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. ~~A “last call” prior to the closing of the bar is also prohibited.~~

7. 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.

8. 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. No alcohol advertising will be allowed (posters, etc) where youth may frequent.

9. Notice of Deficiency

One week before the function or event at which liquor will be served or provided under a liquor permit, the Administration 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.

10. 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.

Signature of Liquor Licence Holder

Date

Print Name

Contact Phone Number

ATTACHMENT #2

CORPORATION OF THE TOWNSHIP OF CONMEE

MUNICIPAL ALCOHOL POLICY

Created: September 11, 2012
Reviewed: October 25, 2016
July 10th, 2024

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.

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.

4.2. Clerk

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 Clerk.

4.3. Facilities Manager

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

4.4. 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

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, keeps out intoxicated and troublesome persons, 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

6.1.2 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 where fewer than 5,000 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)

The MAP. delegates to the Clerk and/or Deputy Clerk the authority of designating an event as a public event of municipal significance for the purpose of obtaining a liquor permit. Alternatively, a request can be made directly to Council.

6.1.3 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.

6.1.4 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).

6.1.5 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. 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 more appropriate for small private events; Security Guards are more useful 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. 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 12 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.

6.7. 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.

6.8. 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.

6.9. 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.

6.10. 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.

6.11. 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.

6.12. 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: _____

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

Date: July 23rd 2024

To: Mayor and Council

Subject: Review – “Operation of Municipal Office” Policy

Submitted by: Tara Wupori

RECOMMENDATION

That the policy be amended under section “Students/Interns” to read as follows:

Students under 18 years of age and interns during probation must be supervised by an appropriate permanent office staff member. Remote supervision is not acceptable when a student under 18 years of age/intern during probation period is present at the municipal office while it is open.

BACKGROUND

The “Operation of Municipal Office” Policy was created at the regular council meeting of *October 7th 2002*. Records indicate that the policy was last reviewed by council on *April 11th 2023*.

DISCUSSION

The following matters were considered when the Deputy Clerk reviewed the policy:

(a) any concerns which have arisen during its operation

There have been scheduling difficulties and concerns to ensure that the Intern is supervised by on-site senior staff.

(b) whether it is having the intended effect

Although this policy has been abided by, and it has effectively had its intended effect, there are no laws or legislative requirements governing this policy as the intern position is held by a person over the age of 18 years of age. This current wording of the policy has caused several scheduling difficulties amongst office staff.

(c) what, if any, consequential amendments may be required.

It is recommended that interns, after completion of probation period and sufficient training, may be allowed to be left alone without in-person supervision as long as alternate means of communication can be ensured is available during that time (phone contact to clerk, treasurer, office liaison, mayor, etc).

ATTACHMENT:

CORPORATION OF THE TOWNSHIP OF CONMEE

“OPERATION OF MUNICIPAL OFFICE” POLICY

Created: October 7th, 2002

Reviewed: April 11th, 2023

Hours of Operation:

The Municipal Office shall be open between the hours of 9:00 am and 4:00 pm daily, Monday through Friday, except statutory holidays. The office shall be open to the public for a minimum of 35 hours per week.

Office Closure:

If the office must be closed on a regular working day, the most senior staff member scheduled to work that day shall seek the prior approval of at least the Mayor or the Deputy Mayor if possible and shall post a suitable notice of the closure. All members of Council and Department Heads would be notified by email. Ideally all manners of public notice would be used – ex. door sign, website, social media.

Staff

The administrative staff shall observe the requirements of their respective employment contracts. Employment contracts shall be reviewed on a schedule to be outlined in the contract.

Vacations are to be taken as per the employment contract. Sick leave, bereavement leave, jury duty, and medical benefits shall be established as per the respective employment contract.

Students/Interns

All students/interns must be supervised by an appropriate permanent office staff member. Remote supervision is not acceptable when a student/intern is present at the municipal office while it is open. However, remote supervision is sufficient when the student/intern is working remotely.

Recommended wording replace the above paragraph:

Students under 18 years of age and interns during probation must be supervised by an appropriate permanent office staff member. Remote supervision is not acceptable when a

student under 18 years of age/intern during probation period is present at the municipal office while it is open.

EX. A summer student can be supervised by the Treasurer, in the event that the CAO/Clerk is unavailable.

EX. Snow Day – both student/intern and supervisor are working remotely

In the event a supervisor is not available due to illness/etc. and the office must be closed, all efforts will be made to provide the student/intern with an opportunity to recoup lost time. The supervisor may also (with consultation with the Mayor) permit the student/intern to perform remote work unsupervised for short-term periods.

EX. Due to an unexpected availability of a supervisor, a student/intern was unable to attend the office but could work extra hours the following day(s) to make up the difference.

EX. No supervisor is available but the student/intern has work available that could be done remotely which does not necessarily require a supervisor anyways. (ex. AMCTO coursework) – but only permitted upon discussion with Mayor.

The absence of a supervisor would be acceptable only under short-term, appropriate circumstances.

EX. The Supervisor has a flat tire and will be late by 15 minutes.

EX. The Supervisor wants to run to Kakabeka Falls to buy lunch.

The Corporation of the Township of Conmee
Administrative Report

Date: July 18, 2024
To: Mayor and Council
Subject: Committees
Submitted by: Olabisi Akinsanya-Hutka

RECOMMENDATION

That the Social Committee be dissolved

The a Community Development Committee be created

That the Council approves the Terms of Reference for the Community Development Committee.

BACKGROUND

Based on the events that occurred with the Social Committee, the Committee was dissolved, and Council requested an organizational review into the Social Committee.

DISCUSSION

After so much deliberation and research on the Social Committee, some ideas were developed.

During my research, I discovered that the previous Committee had no documentation of their minutes and events. There were no reports or financial records. Also, in the effort to get more information just to help in the review process, the ex-members of the Committee were contacted, and some were not willing to share any information whilst some had little to no information. As a result of this, I had limited documentation and information to make my conclusions on.

One of the previous members, I spoke to left because of the lack of accountability of the committee. It was said that there were no financial records and the said person was scared of any liabilities that could occur as a result of that.

This new Committee will help solve all the stated complaints and it will create a balance between the governing bodies and the residents of the Township

It is recommended that a new committee, called the Community Development Committee, be created. The new Committee will consist of a Council member, a staff member, 3 residents and volunteers. The new Committee purpose is to not only carry out recreational events but to also:

1. Recommend to Council ideas or initiatives that could benefit the Township.
2. To create events such as seminars, conferences, activities that could attract people to live and work in the Township.
3. Initiatives and ideas that could help the Township to work together with other small communities around.
4. To seek funding opportunities that are available for the events, workshops or seminars that could help improve the community.
5. And much more as needed

The purpose of having a staff member involved in the committee is to be responsible for the general documentation and financial records of the Committee. These reports and records are to be presented to Council as required.

The Council Member will act as the middleman between the Council and the Committee. The Council Member would act as the voice of the Council on the Committee. Both the Staff member and Council Member will be remunerated for their time with the Committee.

The process of the selecting the residents will be as follows:

- There will be a post on the Township website to encourage residents interested in the joining the Committee to apply
- Council Members will conduct an interview for the interested applicants
- Council Members shall select three residents to join the Committee.

The Chair of the Committee shall be selected by the members of the Committee.

It is recommended that this new Committee would not only run events but would work together with the governing bodies for the betterment and benefit of the Township.

Although, the new Committee is recommended to replace the CDC but the decision is left to the Council. The Council might either consider the new Committee or decide that the Social Committee's Term of Reference be modified. As mentioned earlier, due to my limited information I was unable to come up with a lot of reasons to dissolve the Social Committee. I believe with this new Committee; more services can be rendered to the community. Like one of the previous members said that the reason her family moved from a similar community to

Conmee was because of the activities/events that the Social Committee had and how it helped people connect with each other in the Township of Conmee.

The copy of the Term of Reference has been attached to this document.

REFERENCES

- https://www.perth.ca/uploads/972/Doc_636208637415079803.pdf?ts=637253917953536002
- <https://mallorytown.ca/wp-content/uploads/2024/03/CDC-Terms-of-Reference.pdf>
- https://www.timmins.ca/doing_business/community_development_committee

Community Development Committee

Terms of References

Objectives

For all to work together to create and implement programs, seminars and initiatives to promote and enhance the Township of Conmee as a place of interest to live, do business and work.

To liaise between the governing bodies and the residents of the town.

The Community Development Committee (CDC) will along with other duties provide social and recreational activities to the residents and ratepayers of the Township of Conmee. Members of the CDC will be expected to participate and assist when events are being planned and implemented.

Composition

- One council member
- A staff member
- Three residents of the Township

Responsibilities

- The Committee will work to develop and coordinate events and activities to promote the pride of the community
- The Committee will work with the Council to help achieve the goals and vision to boost the wellbeing of the township.
- Investigate prospective fundings that could help with the community development.
- Make recommendations to the Council on matters that could help with the improvement of the community.

Structure/Selection

The Committee will select a Chair at the first meeting of each term of Council. All volunteers shall be required to obtain a Criminal Record Check. Volunteers should also be aware that some may be asked to obtain the Safe Food Handling Certificate or the

SmartServe Certificate. Costs to obtain the Certificate(s) and/or the Criminal Records Check will be refunded by the Township of Conmee.

A notice shall be posted on the Township's website requesting residents that are interested in joining the CDC to apply and interviews will be conducted.

No member of the Council or employee of the Township may hold the position of the Chair.

Reporting

The Committee shall report to the Council through the CAO/Clerk. The minutes, financial records and any recommendations must be included in the report that will be submitted to the Council.

Financial Responsibilities

Members shall be responsible for seeking funding from the Municipality for their own projects or events and financial report is to be documented and accounted for.

Remuneration and Expenses

Only the Councillor or/and the staff member are eligible for remuneration for attending Committee meetings. However, no Committee Member should incur personal expenses. Purchasing should be done by the establishment of vendor accounts whenever possible. No personal credit cards should be used for purchases. Committee Members may inquire about purchases from the Municipal Treasurer of the Township of Conmee. Vendor accounts will be set up on behalf of the Committees by the Municipal Treasurer, at the Committee's request.

When a float is required for any event organized by any of the committee, the Chair will reach out to the Municipal Treasurer no less than one week prior to the event date to make arrangements for the float.

Resignation Procedure

Should the member of the CDC wish to resign from the position, the Council shall be notified. The Council shall send a letter of appreciation to the resigning member and shall initiate the search for the replacement. Suggestions may be brought forward for consideration by the Council; however, a formal request in writing must be received prior to the appointment.

Council may, at its discretion, remove any member or dissolve the Committee entirely.

Responsibilities/Meetings

- The Committee shall hold 4 meetings per year and may meet more often as required to co-ordinate activities and events. Since email is the preferred form of ongoing communication, there is an expectation that Volunteers check and respond to emails at least twice a week, as necessary. Agenda shall be circulated a minimum of 48 hours prior to the Meeting.
- The Committee shall follow the Council Procedural By-law (By-law No. 1200- and all successive procedural by-laws as amended from time to time), including the use of resolutions, the preparation and adoption of Minutes.

Chair:

- The Chair shall be responsible for meetings, receiving and communicating information to the Committees.
- Receive and submit, in the proper manner, all motions presented by the volunteers
- To authenticate, by his or her signature, when necessary, all resolutions and minutes of the Committee.
- To represent and support the Committee, declaring its will, and implicitly obeying its decisions in all things
- To ensure the decisions of the Committee are in conformity with the by-laws governing the activities of the Committee and are in accordance with the intentions of Council
- Shall be a member of the Community Development Committee

Office Staff:

- Financial responsibility and shall prepare the financial report to be submitted to the Council through the CAO

- Produce and circulate the agenda
- Maintain a record of all expenditures of the Committee
- The staff member shall liaison with the Municipal Treasurer of the Township of Conmee and shall present all receipts for expenditures to the Municipal Office
- The staff member shall ensure that all signed Resolutions and Minutes are kept permanently as per the Retention By-law for the Township of Conmee. Other documents such as correspondence and reports shall also be kept for the term as outlined in the Retention By-law.

It shall be the duty of the Chair of the CDC to complete the monthly Corporation-wide Health and Safety education and report back to the other members of the Committee. This can be done in either written or verbal format, as per the preference of the Committee.

The meetings of Committee shall be held at the Conmee Community Complex and shall be considered a public meeting as per the requirements of the Municipal Act, 2001. CDC meetings shall be closed to discuss topics only as per the following:

- a) The security of the property of the Municipality
- b) Personal matters about an identifiable individual, including Municipal employees and Committee members
- c) A proposed or pending land acquisition
- d) Labour relations or employee negotiations
- e) Litigation or potential litigation
- f) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- g) Or any other exceptions permitted under the Municipal Act or other provincial legislation

Committee members shall maintain the confidentiality of any Closed Meeting.

It shall be the duty of all the members of the Committee to attend an orientation session as soon as possible after the formation of the Committee, and prior to the Committee's first meeting. This orientation session is to familiarize the members with this document as well as provide information on:

- a) The Conmee Council Procedural By-law
- b) The appropriate municipal policies
- c) The Freedom of Information and Protection of Privacy Act
- d) The Accessibility for Ontarians with Disabilities Act

- e) The reporting relationship of the Committees and contact numbers for Council and staff
- f) Council's expectation of the Committees

The Chair will maintain a contact list of all volunteers and coordinate/organize volunteers for events. The Chair may also oversee the compilation of students who wish to pursue their volunteer hours through the CDC.

The office shall develop a comprehensive volunteer orientation package.

Nominations for any roles/titled responsibilities for the Committee will follow the same term as council as per the procedural by-law. Members of the Committee have the option to step down from their title at any time but must ensure that any materials or communication are passed on to the next person assuming the role.

Meeting Structure

At the inaugural meeting of the Conmee Community Development Committee, a work plan for the events, seminars and activities of the Committee shall be prepared. Council requires a minimum of 4 events per year from the Committee, including:

- a) A Family Day Event in February
- b) A Spring Event (Easter or Mother's Day)
- c) A Children's Halloween Event
- d) A Family Christmas Event

Other events and seminars may be planned by the Committee if sufficient interest is shown and if commitment from volunteers of the Committee is obtained. Suggestions could include suppers, teas, yard sales, movie nights, etc. As noted, the Committee shall also assist with events at the request of other committees for fundraisers.

Funding and Budgets

The Council will commit to the on-going funding of the 4 required events if necessary. The Committee should determine costs and cost recovery methods for events including soliciting donations, seeking fundings and implementing user fees or admission fees. All expenditures should be approved by the CDC prior to incurring the expenses. Regular reports on the financial position of the Committee shall be submitted to Council with a minimum number of reports being 4 (a report for the 4 required events).

If the Committee expects or desires to incur significant expenses for an event, prior consultation should be obtained from CAO/Clerk (ie fireworks).

The Committee shall present a budget for the expected expenses to Council, prior to Council's Township budget deliberations each year.

Liaisons

Council expects the Committee to liaise with the Facilities Manager and/or Council to make recommendations for equipment or policy changes as they are identified. The Committee must also report on deficiencies, maintenance and repairs as necessary. The committees shall liaise with the CAO/Clerk prior to events to identify any issues that may arise. For example, events that would require a Liquor License, or events that would require Health Unit Approval, need to be communicated to the CAO/Clerk significantly in advance of the event in order to allow procedures to be followed. Any event that requires a liquor licence must be presented to Council for approval a minimum of 2 months prior to the event.

Council expects that the CDC to make recommendations of events or policy changes that could help improve the Township.

Accessibility

The Conmee Community Development Committee must take into consideration the accommodations necessary under the Accessibility for Ontarians with Disabilities Act. This Act applies both to Committee members/volunteers, as well as to participants in any planned activities including meetings and actual events. It is important that Committee members/volunteers understand their obligations under this Act.

Representation and Conduct

The Conmee Community Development Committee members/volunteers shall conduct themselves with the understanding that they represent the Township of Conmee at all times. Committee Members must not obligate the Township to any on-going expense or make promises to any person or organization without Council approval. The Committee does not have the authority to bind the Township.

Health and Safety

The Conmee Community Development Committee members/volunteers shall always have regard for the safety of the Committee members and the public. It is incumbent on the Committee members/volunteers to stop any activity that may cause injury, report any equipment malfunction that may cause injury and ensure that all events are conducted in a safe manner. Committee members/volunteers should be aware that the

Township may be held liable for any injury that may occur as a result of negligence or if a hazardous situation is allowed to continue. Committee members/volunteers should be aware that dangerous situations must be corrected immediately. This may include removing the unsafe equipment, stopping the unsafe activity, moving the event away from a hazardous area or cancelling the event completely if the danger of injury cannot be mitigated.

NB- This Policy when approved shall supersede all previous policies regarding the Social Committee of the Township of Conmee.

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

Date: July 23rd, 2024
To: Mayor and Council
Subject: Conference Policy
Requested by: Mayor Sheila Maxwell

RECOMMENDATION

As Council directs

BACKGROUND

The policy was created in 2006 to provide guidance for the attendance of conferences by council and staff. The last review was held on November 2018.

DISCUSSION

Mayor Maxwell shall elaborate on potential amendments.

ATTACHMENT:

#1 – Council Attendance at Conferences

Policy No.: 20 Date Approved: January 10, 2006 Approving Resolution: 2006-08 Amended: January 25, 2011 Amended: November 13, 2018	Procedure: Council Attendance at Conferences
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Preamble

As it is incumbent on Council to implement cost saving measures wherever possible, this policy is to establish a guideline for attendance at out of town seminars. Conferences can cost approximately \$2,000.00 per person to attend when they are held in southern Ontario. Most of the information obtained at these conferences can be researched on the internet. The staff or Councillors designated to attend these conferences will bring a report to Council on items that would benefit our Township.

Scope

This policy applies to all Council and staff.

Policy

As of January 1, **2019** the attendance at out of town conferences should be limited to:

OGRA/ROMA – 3 people –**Mayor** and Township CAO/Clerk shall be given preference plus Road Superintendent and one other Council member. The Council member attending will rotate yearly. **As the Deputy Mayor should not be out of town at the same time as the Mayor, first choice for attendance will default to the next Council member alphabetically. If that Council member is unable to attend, Council may decide to allow a different member to attend.** This will allow each member of Council **the option** to attend **the conferences** at least once during a term of Council.

AMO – 3 people –**Mayor** and Township CAO/Clerk shall be given preference plus one Council member. Council member attending will rotate yearly. **As the Deputy Mayor should not be out of town at the same time as the Mayor, first choice for attendance will default to the next Council member alphabetically. If that Council member is unable to attend, Council may decide to allow a different member to attend.** This will allow each member of Council to attend at least once during a term of Council.

NOMA – outside of Thunder Bay – 3 people, in Thunder Bay – Clerk and Councillors, or as deemed by Council

TBDML – outside of Thunder Bay – 3 people, in Thunder Bay – Clerk and Councillors, or as deemed by Council.

Amended December 12, 2006 by:

As the **Mayor** is the Representative for the Township of Conmee, and as invitations to attend various functions often require confirmation before the matter can be brought to the attention of the whole of Council, therefore the **Mayor** shall have permission to confirm and/or attend events that he/**she** or the Clerk feel are important to attend before receiving approval from all of Council.

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

Date: July 23rd, 2024
To: Mayor and Council
Subject: Conference Policy
Requested by: HR Assistant Olabisi Akinsanya-Hutka

RECOMMENDATION

As Council directs

BACKGROUND

The policy was created in 2015 to provide guidance for the discipline and discharge of employees.

DISCUSSION

Amendments were made in Appendix "A".

HR Assistant Hutka shall elaborate on the potential amendments.

ATTACHMENT:

#1 – Employee Discipline and Discharge Policy

CORPORATION OF THE TOWNSHIP OF CONMEE
EMPLOYEE DISCIPLINE AND DISCHARGE POLICY

1.0 POLICY STATEMENT

It is the policy of the Township of Conmee to be fair and tolerant in the administration of its employees, and to encourage employees to exercise self-discipline at all times in their conduct and job performance. However, repeated, willful or inexcusable breaches of policies, standard operating procedures or normal business ethics are not acceptable, and shall be dealt with in accordance to the provisions of this Policy.

2.0 PURPOSE

The purpose of this policy is to provide a fair and consistent method of corrective action and progressive discipline for employees, including discharge, in the event of inappropriate and unacceptable conduct and behaviour, and violations of policies, procedures and standard practices in the workplace.

3.0 SCOPE

This policy applies to all persons employed by the Township including emergency personnel, volunteers and non-council committee members.

4.0 RESPONSIBILITY

- 4.1 Managers are responsible for ensuring employees are treated fairly, with dignity and respect, and for ensuring that employees have been provided with appropriate coaching and assistance throughout the discipline process.
- 4.2 CAO and Council is responsible for ensuring this policy is applied objectively, promptly, and consistently to all employees and throughout all operations; and for providing advice and assistance to managers throughout the discipline process and in the application of the procedures outlined herein.
- 4.3 Burden of Proof in the cases of discharge (Union Workers) shall rest with the employer. Evidence shall be limited to the grounds stated in the discharge and discipline notice to the employee.

5.0 DEFINITIONS

- 5.1 "Manager" means the person responsible for the day-to-day performance of an employee within his or her department; the CAO is responsible for those employees who are managers and council is the manager for the CAO.
- 5.2 Definitions of potential offences relating to the workplace requiring discipline are listed in Appendix "A" of this Policy.

6.0 PROCEDURE

6.1 Discipline may be administered at any time when an incident or developing pattern of behaviour or conduct creates a concern for a manager. Discipline may be administered in the form of informal counseling or formal discipline. Any informal counseling or formal discipline shall be administered as soon as practicable after the facts giving rise to the matter become known to the manager.

6.2 Depending on the severity of the concern and the number of past occurrences, disciplinary action may call for any of five corrective steps: informal counseling; oral warning; written warning; suspension; or discharge. Except for discharge of employment, any step of the disciplinary procedure may be repeated more than once, if necessary, depending on the circumstance of the given situation.

6.3 Informal Counseling

Informal counseling is used for minor first-time infractions which may include absenteeism, lateness or unproductive use of time. The employee's manager shall bring the matter to the employee's attention, as soon as the facts giving rise to the incident become known. The manager and the employee shall discuss the concerns and agree on a plan of corrective action. If desired changes or results are not achieved after a reasonable period of time, then a formal discipline step may be implemented.

6.4 Formal Discipline

1. Verbal Warning

This formal step usually occurs when informal counseling has not produced the desired results; or a situation has become progressively worse with respect to the same concern or another unrelated, but cumulative situation. Verbal warnings are documented in an employee's personnel file for three months.

The following actions shall take place:

- Employee actions giving rise to an oral warning must be investigated and documented by the manager and then brought to the attention of the employee. The documented facts are useful in preventing misinterpretation and are used in establishing the standard of performance or behaviour that is expected. This documentation, including pertinent information arising from the discussion with the employee, is placed in the employee's personnel file.

- Employee will be given an explanation of when and how the behaviour or action took place. This will include the reason as to why the behaviour or action was unacceptable.
- Employee will be given an opportunity to explain the situation and his or her actions. This is an opportunity to give his or her side of the story.
- Employee will be given a description of the desirable or acceptable behaviour or actions.
- Employee will be informed that further disciplinary action, up to and including discharge, will follow if unacceptable behaviour continues.
- Employee will be explained to that the incident will only be noted in his or her file for a period of three months, after which time the record shall be destroyed if behaviour is corrected. If behaviour is not changed, the warning will be taken note of in order to follow up on possible further disciplinary incidents.

2. Written Warning

Written warnings are considered a severe disciplinary action and are usually issued after oral warnings have failed to correct a concern; or, the situation warrants discipline that is more severe than informal counseling or an oral warning. More severe infractions may include alcohol or drug abuse; breach of status or rules of conduct; disorderly conduct; insubordination; misuse or destruction of property. Written warnings are maintained in an employee's personnel file for six months.

The following actions shall take place:

- Prior to issuing a written warning, the manager shall document all pertinent facts relating to the incident. A written warning shall contain a full description of the facts giving rise to the warning and include the date, time and location of the incident(s). It should also outline the improvement(s) required and the time frame within which the improvements are to be achieved.
- Employee will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given an opportunity to explain the situation and his or her actions. This is an opportunity to give his or her side of the story.
- Employee will be given a description of the desirable or acceptable behaviour or actions.
- Employee will be provided with a copy of the written warning and a copy will be placed in the employee's file.
- Employee will sign the document as proof that he or she has received it.
- Employee will be explained to that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including discharge.

- A follow-up meeting should be scheduled between the manager and the employee no later than thirty (30) days following the date the written warning was issued.

As per Article 13 – DISCHARGE, SUSPENSION AND DISCIPLINE (C.U.P.E. Local 87 Agreement). 13.01 Warnings, whenever the employer delivers a written reprimand to an employee, the Employer shall send a copy of the written warning to the Recording Secretary of the Union within five (5) working days.

3. Suspension

A suspension is more serious than a written warning. Suspension without pay may occur after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur if conduct or behaviour is not corrected. Suspensions may also occur without prior warnings if the suspension is administered because of severe unacceptable conduct or behaviour such as severe insubordination; harming persons on municipal premises while on duty; willful damage or unauthorized use of municipal property; or disorderly conduct.

An employee will be suspended without pay when he or she engages in conduct that justifies a suspension or the employee engages in a subsequent incident or infraction similar in nature to that addressed in a written warning.

An employee's suspension will be permanently documented in the employee's file.

A suspension requires the approval of council before being issued. Immediate suspension without the approval of council is an option available to a manager **only in the event** that the specific incident demands immediate serious remedial action to correct gross insubordination or to protect the health and safety of employees or to protect the Township's assets. In those rare and exceptional circumstances where this action is required, the suspension will be of **indefinite duration**, pending an investigation of the events leading to the suspension. Council must be notified as soon as possible of any suspensions of this nature. The investigation of an immediate suspension must be concluded within forty-eight (48) hours, whenever possible. The suspended employee shall be notified of the results of the investigation within twenty-four (24) hours of the investigation being concluded.

The following actions shall take place:

- Employee will be given written documentation regarding the suspension in relation to the undesirable behaviour or action in the event that the behaviour or action had either been discussed in a previous verbal or

written warning or the behaviour or action was considerably severe in nature.

- The documentation will include information on the offence and the length of the term of suspension and why the employee has been suspended.
- Employee will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given a description of the desirable or acceptable behaviour or actions.
- Employee will be provided a copy of the suspension and a copy will be placed in the employee's file.
- Employee will sign the document as proof that he or she has received it.
- Employee will be explained that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including discharge.

The length of suspension shall be proportionate to the severity of the infraction, with the following to be used as guideline:

Type of Infraction	Length of Suspension
lateness; absenteeism; unproductive use of time	Two consecutive working days
disorderly conduct; alcohol or drug abuse; misuse or destruction of property; insubordination; breach of status or rules of conduct	Four consecutive working days

C.U.P.E Local 87 guidelines for suspension is listed under Discharge (see below).

4. Discharge

Discharge may occur only after the formal discipline steps have been exhausted; or the investigation of an immediate suspension is deemed to warrant such action; or for severe infractions such as physical or sexual assault or theft occurring at the workplace.

The decision to discharge an employee is a serious step that can have repercussions for both the discharged employee and the Township. Therefore, discharge of employment shall be approved by Council, in consultation with legal counsel as required.

The following actions shall take place:

- Employee will be given written documentation regarding his or her discharge and the undesirable behaviour or action leading to and justifying the discharge.
- Documentation should include information on the offence and previous disciplinary communications with the employee.
- Employee will be given a description of when and how the unacceptable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
- Employee will be given a description of the desirable or acceptable behaviour or actions.
- Employee will be provided with a copy of the discharge notice and a copy will be placed in the employee's file.
- Employee will be escorted from the location immediately maintaining the dignity of the terminated employee by not making obvious to other employees that the employee has been terminated and for what reasons.

As per C.U.P.E Local 87 Agreement section 13.02. Discharge Procedure states an employee who has completed his probationary period may be dismissed, but only for just cause, and only upon authority of the Employer. A Superintendent may suspend an employee but shall immediately report such action to the Employer. When an employee is discharged or suspended, he shall be given the reason in the presence of his Steward. Such employee of the Union, shall be advised promptly in writing by the Employer of the reason for such discharge or suspension.

Article 13 – DISCHARGE, SUSPENSION, AND DISCIPLINE is attached to this policy to include the steps to follow for all unionized workers.

Employee Discipline and Discharge Policy Appendix "A"

Examples of offences relating to the workplace include, but are not limited to the following. The definitions are intended to provide a general understanding of the intent of the example and should not be considered to be exhaustive of its meaning.

Absenteeism: misuse of short-term disability or sick entitlement; unexcused or unauthorized absence; absence during posted working hours;

Alcohol or drug abuse: consuming alcoholic beverages or other intoxicants during the work period; reporting for duty while under the influence of alcohol or drugs;

Breach of status or rules of conduct: violation of a federal or provincial statute that infringes on the performance of the assigned job responsibilities (i.e., Human Rights Code, Highway Traffic Act); contravention of conduct defined in any adopted Codes of Conduct or municipal policy; work-related fraud; dishonesty; deception; falsification of documents; misuse of confidential information or material; violation of Municipal policies; disobeying safety regulations and standards; refusing to undertake training that could cause any form of harassment and violence in the workplace.

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Disorderly conduct: engaging in fighting or horseplay; harassment, including sexual harassment; threatening harm to others; abusive, threatening or profane language;

Harming persons on municipal premises or while on duty: causing willful injury, physical, emotional or psychological, to either a co-worker or member of the public (including sexual harassment or any other form of discrimination or harassment prohibited under the Ontario Human Rights Code);

Insubordination: refusing to accept or perform work as assigned, except where there is a risk to the health or safety of the employee; refusing to accept work shifts, duty locations, assigned responsibilities or the instructions of a supervisor;

Lateness: unexcused, excessive, or habitual lateness;

Misuse or destruction of property: using municipal property for unauthorized activities; failure to take reasonable care of, or causing willful damage to said property;

Theft: the removal of municipal property without right or permission (includes materials produced on municipal time and/or with municipal resources); the unauthorized copying, use, or distribution of printer materials or computer software and other copyrighted materials;

Unproductive use of time: spending time idly during work period; performing work unrelated to the assigned duties; absence from work location without permission, except in emergencies; sleeping on the job.

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW #1456

Being a By-law to approve the 2024 Budget.

Recitals:

- (a) Section 290 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that Municipalities shall annually adopt a budget.
- (b) Council reviewed and approved the 2024 budget at its meeting held on July 10, 2024 and considers it expedient to adopt the budget by By-law.

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

- 1. Schedule "A" to this By-law, being the summary of the operating and capital budgets for 2024, is hereby adopted.

Passed this 23th day of July, 2024

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Sheila Maxwell, Mayor

Shara Lavallee, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF CONMEE

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THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Sheila Maxwell, Mayor

Shara Lavallee, CAO/Clerk

Department	Revenue	Expenses	Amount to be Raised
Government	340299	658593	-318294
Administration	37400	271191	-233791
Building (CBO)	2000	4925	-2925
Cemetery	4200	2500	1700
Complex	34600	91550	-56950
Council	0	78300	-78300
Emergency	0	106250	-106250
Landfill	15000	79650	-64650
Public Works	418878	412666	6212
Total	852377	1705625	-853248

Ideally to be put into Reserves PW

bridges/culverts	13000
roads	290000
buildings	31000
machinery/equipment	44000
land	12000
vehicles	47000
	<u>437000</u>

Proposed \$ 79,046

Estimated Property Tax Revenue

based on 2023 rate

Class	Property Value	Current Rate	Total
Residential	70877900	0.01401835	993591.21
Commercial	940800	0.016121103	15166.73
Industrial	156000	0.011284772	1760.42
Farm	1082100	0.003504588	3792.31
Forests	136700	0.003504588	479.08
	<u>73193500</u>		<u>1014789.76</u>

31458.48

2.99% = \$30342

1,045,132

3.1% = \$31458

Dept	Government	Administration	Building (CBO)	Cemetery	Complex	Council	Emergency	Landfill	Public Works	Totals
Revenues	\$ 340,299	\$ 37,400	\$ 2,000	\$ 4,200	\$ 34,600		\$ -	\$ 15,000	\$ 418,878	\$ 852,377
Property Tax Levy	\$ 328,294	\$ 253,305	\$ 2,925	\$ 300	\$ 62,274	\$ 78,300	\$ 176,250	\$ 70,650	\$ 72,834	\$ 1,045,132
Total	\$ 668,593	\$ 290,705	\$ 4,925	\$ 4,500	\$ 96,874	\$ 78,300	\$ 176,250	\$ 85,650	\$ 491,712	\$ 1,897,509
Expenses	\$ 658,593	\$ 271,191	\$ 4,925	\$ 2,500	\$ 91,550	\$ 78,300	\$ 106,250	\$ 79,650	\$ 412,666	\$ 1,705,625
Reserve Transfers	\$ 10,000	\$ 19,514		\$ 2,000	\$ 5,324		\$ 70,000	\$ 6,000	\$ 79,046	\$ 191,884
Total	\$ 668,593	\$ 290,705	\$ 4,925	\$ 4,500	\$ 96,874	\$ 78,300	\$ 176,250	\$ 85,650	\$ 491,712	\$ 1,897,509
Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

last years \$ 1,014,790

old levy 0.01401840
0.03 0.000420552 \$ 30,443
new levy 0.014438952 1,045,233

old levy 0.01401840
0.0299 0.00041915 \$ 30,342
new levy 0.01443755 \$ 1,045,132

	Levy \$	% of total levy
Government	\$ 318,294	30.45%
Administration	\$ 263,305	25.19%
Building	\$ 2,925	0.28%
Cemetery	\$ 300	0.03%
Complex	\$ 72,274	6.92%
Council	\$ 78,300	7.49%
Emergency	\$ 176,250	16.86%
Landfill	\$ 70,650	6.77%
Public Works	\$ 62,834	6.01%
	\$ 1,045,132	100.00%



**Government & Agencies - Department - 00
2023 Budget**

		2023 Budget	2023 Actual	Proposed 2024
Revenue				
4025	Province of Ontario PIL	1,200	136.97	500
4030	Ontario Hydro PIL	4,280	0.00	4280
4035	Railway PIL	20,000	20260.49	20000
4102	Rydholm Residence	12,225	5100.00	0
4104	Food Bank Lease	21,600	22547.91	21600
4140	Provincial Grant (NOHFC)		35672.10	18172
4150	OMPF	201,900	100950.00	205800
4460	Provincial Offences	1,576	0.00	7000
4146	Library	1,225	1225.00	1225
	NORDS	81,617		61722
	Subtotal	345,623	185892.47	340299
Levy \$				318294
	Total			658593
Expenses				
5030	Employer Health Tax	7,000	594.09	1000
5260	Taxes Written Off	2,500	11460.31	2500
5345	Election Expense	-	200.00	0
5400	Insurance	61,283	4483.20	63502
5600	Audit	27,500	16332.48	27500
5605	Legal	5,000	0.00	5000
5610	Other Professional Fees	1,500	1089.15	1500
5615	Property Assessment	13,156	13155.48	13291
5660	Policing and 911 Expense	115,000	67879.34	88516
5665	Emergency Ambulance Service	65,000	63854.00	65000
5700	Lk Region Conservation Authority	4,726	3690.50	4927
5705	Lakehead Rural Planning Board	250	250.00	250
5715	Thunder Bay Public Health Unit	19,249	19249.00	19827
5720	DSSAB	88,271	88012.00	92277
5721	Library	1,225	1225.00	1225
	RealTax			10000
	Subtotal	411,660	291474.55	396315
RESERVE TRANSFERS (EXPENSE)				
	3055 Operating Reserve	10,000	574.51	0

3015 Capital	5,000	0.00	0
3045 Sick Leave		8704.91	0
Subtotal	15,000	9279.42	0

LONG TERM DEBT

2070 Rydholm Residence	16,200	11915.31	156150
2071 Food Bank Loan	13,943	10366.91	13943
2073 Grader Loan	38,652	32336.00	42185
2074 Excavator Loan	50,225	47405.69	50000
Food Bank Reserve	7,657	0.00	0
Subtotal	126,677	102023.47	262278

658593



**Administration - Department 10
2023 Budget**

		2023 Budget	2023 Actual	Proposed 2024
Revenue				
4100	Other	-	42,713	10000
4020	Interest Earned - Tax Related	6,000	29,214	25000
4120	Bank Interest	1,500	1,947	2000
4430	Newsletter	500	180	400
4490	Project	-	-	0
	Subtotal	8,000	74,054	37400
Levy \$				253305
	Total			290705

Expenses				
5005	Wages - Full Time	144,725	166,246	161354
5010	Wages - Part Time & Intern	-	-	1000
5015	Employment Insurance	3,201	3,489	3800
5020	Canada Pension Plan	8,611	8,414	9000
5025	WSIB Expense	2,895	-	6100
5035	RRSP Expense	-	2,853	5577
5050	Mileage Expense	1,500	2,277	2500
5040	Medical Insurance Expense	500	3,630	8760
5105	Office Supplies	15,000	12,968	15000
5106	Software/Hardware	15,000	16,095	17000
5611	By-Law Enforcement Officer Fees Expense			500
5250	Bank Charges	7,500	9,657	10100
5305	Memberships	3,000	4,639	4000
5310	Conference	3,000	1,448	3000
5315	Travel	2,000	233	2000
5320	Meals	200	-	200
5325	Training	5,000	3,602	4500
5326	Health & Safety Training	2,000	757	1500
5329	Emergency Management	500	538	600
5340	Postage/Newsletter	750	1,003	1200
5415	Telephone	4,000	4,988	5500
5531	Capital	-	121,821	0
5610	Other Professional	4,000	9,279	3000
5650	Other	2,500	6,365	5000
	Subtotal	225,882	380,303	271191

RESERVE TRANSFERS

3015	Capital	10,000	-	0
3055	Operating	12,000	-	19514
	Sick Leave	-	-	0

<i>Economic Development Reserve</i>	83,000	-	0
<i>Subtotal</i>	105,000	-	19514
<i>Total</i>	330,882	380,303	290705
Amount to be raised			0



**Building (CBO) - Department 20
2023 Budget**

		2023 Budget	2023 Actual	Proposed 2024
Revenue				
4440	<i>Building Permit</i>	3,568	1335.00	2000
	<i>Subtotal</i>	3,568	1335.00	2000
 <i>Levy \$</i>				
			0.00	2925
			0.00	0
			0.00	0
	<i>Subtotal</i>		0.00	2925
	Total		1335.00	4925
 Expenses				
5010	<i>Wages</i>	3,033	3583.18	3600
5015	<i>Employment Insurance</i>	67	0.00	125
5020	<i>Canada Pension Plan</i>	180	0.00	0
5025	<i>WSIB</i>	50	0.00	0
5050	<i>Mileage</i>	350	1267.20	1200
	<i>Subtotal</i>	3,680	4850.38	4925
 <i>RESERVE TRANSFERS (EXPENSE)</i>				
			0.00	0
			0.00	0
			0.00	0
	<i>Subtotal</i>		0.00	
	Total	3,680	4850.38	4925
Amount to be raised				0



**Cemetery - Department 30
2023 Budget**

		2023 Budget	2023 Actual	Proposed 2024
Revenue				
4200	Cemetery Plots	500	1064.00	1500
4210	Internment	750	1775.00	1500
3230	Interest Earned on trust funds	300	1046.47	1200
	Subtotal	1,550	3885.47	4200
Levy \$				
			0.00	300
			0.00	0
			0.00	0
	Subtotal		0.00	300
	Total	1,550	3885.47	4500
Expenses				
5545	Cemetery Open/Close	500	0.00	500
5546	Cemetery Expenses	500	366.10	2000
	Subtotal	1,000	366.10	2500
RESERVE TRANSFERS				
	Care & Maintenance Reserve	1,000	1066.00	1000
	Reserve		0.00	1000
			0.00	0
	Subtotal	1,000	1066.00	2000
	Total	2,000	1432.10	4500
Amount to be raised				0.00



**Municipal Complex - Department 40
2023 Budget**

		2023 Budget	2023 Actual	Proposed 2024
Revenue				
4104	Foodbank Revenue		22544.68	21600
4400	Event/Hall Rental	5,000	7184.68	8000
4405	Social Committee Revenue	10,000	6256.84	5000
4490	Project/Capital		0.00	0
	Subtotal	15,000	35986.20	34600
Levy \$				
			0.00	72274
			0.00	0
			0.00	0
	Subtotal		0.00	72274
	Total		35986.20	106874
Expenses				
5010	Wages	19,760	9362.30	15000
5015	Employment Insurance	437	210.26	250
5020	Canada Pension Plan	1,176	786.53	1000
5025	WSIB Expense	500		500
5050	Mileage Expense	250		100
5106	Software/Hardware Expense	5,000	796.49	2000
5110	Janitorial Supplies Expense	3,000	2814.17	3000
5115	Hall Rental Expense	2,500	152.63	1000
5160	Social Committee Expense	5,000	8049.96	5000
5205	Capital		2758.67	3000
5210	Building Expense	3,000	1918.64	2000
5405	Utilities-Propane	15,000	9769.43	12000
5410	Utilities-Hydro	15,000	18221.41	19000
5415	Utilities-Telephone	4,400	5433.98	7000
5505	Building Repairs and Maintenance Expense	15,000	21279.63	19000
5506	Municipal Complex Supplies	500	849.66	700
5531	Project (Capital)	5,000		0
5650	Other	1,000	190.08	1000
	Subtotal	96,523	82593.84	91,550
RESERVE TRANSFERS				
	Building Reserve	10,000		15324
	Subtotal	10,000	0.00	15324
	Total	106,523	82593.84	106,874
Amount to be raised				
				-



**Council - Department 50
2023 Budget**

2023 Budget	2023.00 Actual	Proposed 2024
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Revenue

	0.00	0
	0.00	0
Subtotal	0.00	0

Reserve Transfers

	0.00	0
	0.00	0
Subtotal	0.00	0

Levy \$

	78300
Total	0.00 78300

Expenditures

5010	Council Meetings/Wages	52,000	54368.87	62000
5020	Canada Pension Plan	2,288	2155.14	2300
5025	WSIB Expense			2100
5050	Mileage Expense	500	1349.92	1400
5305	Membership Expense	2,000	811.46	1000
5310	Conference Expense	5,000	3676.68	4500
5315	Travel Expense	2,000	466.56	2000
5320	Meal Expense	1,000	17.20	1000
5415	Telephone Expense	2,100	839.53	1000
5650	Other Expenses	2,000	851.85	1000
Subtotal		68,888	64537.21	78300

Amount to be raised	0
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**Emergency Services - Department 60
2023 Budget**

		2023 Budget	2023 Actual	Proposed 2024
Revenue				
4100	Other	18,000	18,398.73	18399
	Subtotal	18,000	18,398.73	18399
RESERVE TRANSFERS				
			-	0
	Pumper Reserve		-	0
			-	0
	Subtotal		-	0
Levy \$				176250
	Total		18,398.73	194649
Expenditures				
5010	Wages	15,600	17,577.59	19000
5015	Employment Insurance	345	408.47	500
5020	Canada Pension Plan	928	654.05	700
5025	WSIB Expense	4,500	-	650
5050	Mileage Expense	200	-	200
5055	Honourarium Expense	7,500	9,123.00	7500
5100	Equipment Repairs Expense	1,000	-	1000
5105	Office Supplies Expense	1,000	-	1000
5160	Hardware/Software			
5115	Shop Supply/Equipment/Small Tools Expense	6,000	74,550.69	6000
5145	Communications/Radios Expense	5,000	3,371.47	3500
5210	Building Expense		1,180.42	1000
5305	Membership Expense	600	1,651.07	1700
5325	Training Expense	9,000	4,056.04	9000
5326	Health & Safety/PPE Expense		2,755.34	3000
5330	Public Education Expense	5,000	1,900.00	6000
5405	Utilities-Propane	7,500	10,195.46	11000
5410	Utilities-Hydro	4,500	2,462.22	3500
5415	Utilities-Telephone	2,100	2,384.48	2500
5450	Vehicle Repairs and Maintenance Expense	10,000	270.86	10000
5455	Vehicle - Gas	1,000	43.95	1000
5460	Diesel - Clear	1,500	912.66	1500
5505	Building Maintenance Expense	12,000	13,712.07	12000
5650	Other Expenses	1000	2,801.19	3000
5661	Emergency First Response Expense	1000	-	1000
	Subtotal	97,273	150,011.03	106250
RESERVE TRANSFERS				
Reserve		22,000	-	70000
Baxter Memorial Reserve		18,000	18,398.73	18399
	Subtotal	40,000	18,398.73	88399
	Total	(79,273)	(131,612.30)	194649
Amount to be raised				0



**Landfill - Department 70
2023 Budget**

		2023 Budget	2023 Actual	Proposed 2024
Revenue				
4420	Landfill	4,000	34	1000
4425	Recycling Revenue		25,242	14000
4490	Project Revenue			
	Subtotal	4,000	25,275	15000
Levy \$				
				70650
	Subtotal		-	70650
	Total	4,000	25,275	85650
Expenditures				
5010	Wages	17,000	20,097	22000
5015	Employment Insurance	376	346	400
5020	Canada Pension Plan	1,012	-	1000
5025	WSIB Expense	350	-	750
5100	Equipment Repairs Expense	5,000	1,068	2000
5326	Health & Safety/PPE Expense		-	0
5405	Propane Expense	1,000	916	1000
5415	Telephone Expense	500	-	0
5500	Recycling Expense	20,000	45,093	25000
5505	Building Repairs/Maintenance	2,500	7,639	2500
5550	Groundwater Monitoring	18,970	12,869	19000
5650	Other Expenses	1,000	1,181	6000
	Subtotal	67,708	89,212	79650
RESERVE TRANSFERS (EXPENSE)				
3025	Landfill	5,000	0.00	6,000
	Total	(63,708)	(63,936)	85,650
amount to be raised				-



**Public Works - Department 90
2023 Budget**

		2023 Budget	2,023.00 Actual	Proposed 2024
Revenue				
4450	Roads Revenue		26,488.65	25000
4130	Gas Tax (CCBF)	51,949	54,208.10	50178
4140	OCIF Grant	100,000	100,000.00	100000
4490	Other	239,772	159,114.70	240000
	Interest - Bank			3700
	Subtotal	391,721	339,811.45	418878
RESERVE TRANSFERS				
	Loan Proceeds	100,000		
	Transfer from Reserve	100,107		
	Subtotal	200,107	-	0
Levy \$				72834
	Total	591,828	339,811.45	491712

Expenditures				
5005	Wages-Full Time	129,783	152,990.87	150000
5010	Wages-Part Time	42,000	349.82	5000
5015	Employment Insurance	3,800	3,414.00	3600
5020	Canada Pension Plan	10,221	8,373.51	8500
5025	WSIB Expense	4,500	-	5200
5035	RRSP Expense	4,591	4,835.58	3600
5040	Medical Insurance Expense	17,600	12,803.83	10576
5045	Benefits-Boots/Eyeglasses	2,500	264.41	1000
5050	Mileage Expense	500	-	500
5100	Equipment Repairs Expense	25,000	26,259.16	25000
5101	Equipment Purchase Expense	2,000	-	2000
5115	Shop Supplies/Safety Supplies Expense	9,000	9,479.65	10000
5120	Road Material-Gravel	8,000	711.15	8000
5125	Road Material-Calcium	35,000	22,590.72	33390
5130	Road Material-Sand		10,323.55	5000
5135	Road Material-Salt	3,000	9,088.93	2000
5145	Radio Expense	5,000	7,555.87	8000
5326	Health & Safety Training Expense	2,000	91.48	1000
5405	Utilities-Propane	10,000	20,849.17	22000
5410	Utilities-Hydro	4,000	2,950.71	4000
5415	Utilities-Telephone	2,500	604.68	800
5450	Vehicle Repairs & Maintenance Expense	5,000	15,173.07	10000
5451	Licensing Vehicles Expense	4,305	8,398.00	9000
5460	Equipment Fuel-Clear Diesel	20,000	24,386.29	26000
5465	Equipment Fuel-Marked Diesel	20,000	34,199.43	35000
5505	Building Repairs/Maintenance Expense	5,000	515.09	5000
5510	Bridges/Signs Expense	5,000	769.66	1500
5525	Culverts Expense	6,000	14,096.76	8000
5530	Machine Brushing/Road Side Grass Cutting Expense	3,000	3,111.46	5000
5531	Project Expense		2,613.43	2000
5535	Dam Expense	2,000	1,844.55	2000
5610	Professional Fees	1,500	225.32	0

5650	<u>Project</u>	-	148,051.69	0
	<i>Subtotal</i>	<u>392,800</u>	<u>546,921.84</u>	<u>412666</u>
RESERVE TRANSFERS				
	Reserve	-	-	69125
	Sick Leave Transfer	3,000	-	0
	OCIF Surplus	200,107		
	<i>Subtotal</i>	<u>203,107</u>	<u>-</u>	<u>79046</u>
	<i>Total</i>			<u>491712</u>
		<u>amount to be raised</u>		0

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 1457

Being a By-law to establish tax rates for 2024.

Recitals:

- (a) Subsection 312(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, (referred to in this By-law as the "Act") provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class.
- (b) Section 308 of the Act requires tax rates to be established in the same proportion as tax ratios.
- (c) Having adopted the 2024 budget, Council now considers it expedient to set the 2024 tax rates.

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

- 1. The estimates for all general purposes for 2024, in the amount of \$1,705,625 were adopted by By-law 1456.
- 2. There shall be levied and collected upon the whole of the assessment for real property, lands and buildings within the Township of Conmee the following tax rates for the following purposes for the year 2024:

	GENERAL	EDUCATION	TOTAL
Residential/Farm	0.01443755	0.0015300	0.0159675
Commercial Occupied	0.01660318	0.0088000	0.0254179
Commercial Excess	0.01162223	0.0088000	0.0204222
Commercial Vacant	0.01162223	0.0088000	0.0204222
Industrial Occupied	0.02526560	0.0088000	0.0340882
Industrial Excess	0.01642271	0.0088000	0.0252373
Industrial Vacant	0.01642271	0.0088000	0.0252373
Farmlands	0.00360939	0.0003825	0.0039918
Managed Forests	0.00360939	0.0003825	0.0039918
Landfill	0.00866253	0.0088000	0.0174624

3. Every owner of land shall be taxed according to the tax rates in this by-law and such tax shall become due and payable in two instalments as follows:
 - a) one-half of such final levy shall become due and payable on the 30st day of August, 2024
 - b) one-half of such final levy shall become due and payable on the 31st day of October, 2024
4. The penalty charge in accordance with a by-law passed under the provisions of the Act shall be imposed on overdue taxes and shall be added on the first day of default and on the first day of each calendar month thereafter in which default continues.
5. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
6. The Treasurer may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
7. The Treasurer is authorized to accept part payment from time to time on account of any taxes due and acceptance of any such payment shall not affect the collection of any penalty imposed and collectable in respect to the non-payment of taxes or any instalment of taxes.
8. Taxes are payable to the Township of Conmee Municipal Office.
9. This By-law shall come into force and take effect upon the date it is passed.

Passed this 23th day of July, 2024

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Sheila Maxwell, Mayor

Shara Lavallee, Clerk

**THE CORPORATION OF THE TOWNSHIP OF CONMEE
BY-LAW # 1458**

Being a By-law to establish tax ratios for the Township of Conmee for the year 2024.

Recitals:

- (a) Subsection 308(4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a single tier municipality shall pass a by-law in each year to establish the tax ratios for that year for the municipality.
- (b) Council considers it expedient to set the tax ratios for 2024.

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

- 1. The following Tax Ratios for the specified property classes be established for the taxation year 2024:

<u>CLASS</u>	<u>TAX RATIO</u>
Residential/Farm	1.0000
Multi-Residential	1.0000
Landfill	0.6000
Commercial Occupied	1.1500
Commercial Vacant Units	0.8050
Commercial Vacant Land	0.8050
Industrial Occupied	1.7500
Industrial Vacant Land	1.1375
Farmlands	0.2500
Managed Forests	0.2500

- 2. This By-law shall come into force and effect on the date of its passage.

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

Passed this 23rd day of July, 2024

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Sheila Maxwell, Mayor

Shara Lavalley, Clerk

SAMPLE MUNICIPAL RESOLUTION

WHEREAS The Nuclear Waste Management Organization (NWMO) has been in the process of investigating potential sites for a deep geological repository for high-level nuclear waste from all of Canada's nuclear power reactors since 2010; and

WHEREAS the NWMO project involves the transportation, processing, burial and abandonment of an estimated 100,000 tonnes of highly radioactive waste; and

WHEREAS there are scientific and public concerns about the risks of radioactive exposures along the transportation route and in the region of and downstream from the repository site under both normal operating and accident conditions; and

WHEREAS the roads infrastructure in Northwestern Ontario is already under strain from heavy truck and vehicle traffic and the NWMO project will add 2-3 trucks per day for more than fifty years thereby increasing the risks; and

AND WHEREAS communities in Northern Ontario do not rely on nuclear power and should not be burdened with the risks of transportation, processing, burial and abandonment of the highly radioactive wastes the nuclear power reactors have produced.

THEREFORE, BE IT RESOLVED THAT the Council of _____ urges the Nuclear Waste Management Organization to find storage solutions for nuclear waste in the vicinity of the reactor stations where the waste is and not pursue the transport of these radioactive wastes to Northern Ontario.

DATE: July 3, 2024

MEMORANDUM TO: Emergency Management Partners

FROM: Bernie Derible
Deputy Minister and Commissioner of Emergency
Management
Treasury Board Secretariat

SUBJECT: **Engagement on Proposed Modernization of the
*Emergency Management and Civil Protection Act***

I am pleased to share that Ontario is engaging partners and stakeholders on proposed modernization of the *Emergency Management and Civil Protection Act* to support a safe, practiced and prepared Ontario – before, during and after emergencies.

The province continues to work with partners to strengthen emergency management through targeted investments, enhanced capabilities, and expanded training across Ontario as highlighted in the 2023 annual report for the Provincial Emergency Management Strategy and Action Plan. Engagement on a modernized legislative framework is an integral next step to identify opportunities to strengthen our tools to ensure that we are ready for the challenges of today and the future.

Building on feedback from partners and stakeholders, best practices, and lessons learned from past emergencies, Ontario is engaging on **five areas of focus** as a first step of a phased approach to inform opportunities for a proposed modernized legislative framework:

1. The scope of an emergency and emergency management
2. One window approach to provincial emergency management coordination
3. Enhancing coordination between government, broader public sector, and external partners
4. Improving the consistency, quality and inclusivity of emergency management programs
5. Reflecting how Ontario works with First Nations in emergency management

To support engagement, a discussion guide has been posted to [Ontario's Regulatory Registry and the Environmental Registry of Ontario](#), which includes further details and questions for partners, stakeholders and members of the public. This discussion guide will be open for feedback until August 26, 2024. Emergency Management Ontario is also holding focused engagements with partners and stakeholders to seek further feedback and build upon what we have heard.

Responses from this engagement over the Summer of 2024 will help inform how Ontario could modernize the emergency management legislative framework to strengthen the province's ability to prevent, mitigate, prepare for, respond to, and recover from emergencies and align with Ontario's emergency management vision for a safe, practiced and prepared Ontario.

If you have any questions, please contact Michelle Astill, Director, Emergency Management Policy and Governance Branch, Emergency Management Ontario, at Michelle.Astill@ontario.ca.

We are grateful for your valuable feedback and thank you for your ongoing collaboration and coordination to advance emergency management in the province.

Best always,



Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

Cc:

Eric Everett, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Heather Levecque, Assistant Deputy Minister, Emergency Management Operations Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Policy and Governance Branch,
Emergency Management Strategy, Monitoring and Intelligence Division, Emergency
Management Ontario, Treasury Board Secretariat

Subject: FW: IESO Webinar | LT2 Community Update

From: IESO Community Engagement [mailto:communityengagement@ieso.ca]

Sent: July 16, 2024 9:34 AM

Subject: RE: IESO Webinar | LT2 Community Update

This is a reminder that the IESO is hosting a webinar on July 30 exclusively for municipalities and Indigenous communities across Ontario regarding the Long-Term Two Request for Proposals (LT2 RFP). During the webinar the IESO will provide an overview of current procurement initiatives, the LT2 RFP and key updates, including siting on agricultural land, the proposed community engagement requirements, and answer questions.

Please [register](#) for the July 30 webinar. Your participation and input in this webinar will ensure that your views and experiences are understood and considered as part of the LT2 RFP design process. The webinar will be broken-up in two parts:

- The first part of the webinar will provide an overview of procurement initiatives, the LT2 RFP and key updates, including siting on agricultural land and the proposed community engagement requirements.
- The second part of the webinar will feature breakout discussions for municipalities and Indigenous communities, respectively, to allow for more focused dialogue and opportunities to ask questions.

Thank you to those who have already registered. If you are unable to participate, the webinar will be recorded and published shortly afterwards on the dedicated [LT2 RFP community engagement webpage](#).

Your input is important. Please consider submitting your feedback on what you heard during the webinar. Details on how to submit feedback will be shared shortly.

Feel free to contact communityengagement@ieso.ca if you have any questions.

Sincerely,

IESO Regional & Community Engagement



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

Our File No.: SSB-10

July 12, 2024

Shara Lavallee, Clerk
Township of Conmee
19 Holland Road W.
RR#1
Kakabeka Falls ON P0T 1W0
conmee@conmee.com

Dear Shara Lavallee:

RE: TBDSSAB 2024 Association of Municipalities of Ontario Conference Briefings

Enclosed for your Council's information and endorsement is a copy of The District of Thunder Bay Social Services Administration Board's 2024 Association of Municipalities of Ontario Conference Briefing Package, approved at the June 20, 2024 Board Meeting. A copy of Resolution No. 24/48 is also enclosed.

Should you have any questions relative to the above, please contact me at (807) 766-2115 or william.bradica@tbdssab.ca.

Sincerely,

William (Bill) Bradica
Chief Executive Officer

WB/gf

Attachments #1 Supportive Housing Strategy
#2 Social Assistance Modernization Update Request
#3 Landlord Tenant Board Hearing Timelines
#4 Planning for the Future of Housing in the District of Thunder Bay

Copy to: Mayor Maxwell (smaxwell@conmee.com)



DATE: June 20, 2024

PAGE 1 OF 1


MOVED BY


SECONDED BY

CARRIED

AMENDED

LOST

DEFERRED

REFERRED

Re: 2024 Association of Municipalities of Ontario Position Papers

THAT with respect to Report No. 2024-28 (Chief Executive Officer Division), we The District of Thunder Bay Social Services Administration Board (the Board) receive the 2024 Association of Municipalities of Ontario (AMO) Position Papers as presented;

AND THAT we direct the Chief Executive Officer (CEO) to incorporate any edits to the position papers recommended by the Board by consensus into a final delegation package;

AND THAT we direct the CEO to send the final delegation package to the appropriate provincial Ministries;

AND THAT a copy of the approved delegation briefings package be sent to the District of Thunder Bay municipal councils for endorsement;

AND THAT the CEO attend the 2024 AMO Annual Conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.


CHAIR / VICE-CHAIR


CHIEF EXECUTIVE OFFICER

Recorded Votes:

MEMBER	YEAS	NAYS	MEMBER	YEAS	NAYS
Albert Aiello			Jim Vezina		
Anne-Marie Bourgeault			Kasey Etrene		
Brian Hamilton			Kathleen Lynch		
Dominic Pasqualino			Ken Boshcoff		
Elaine Mannisto			Mark Thibert		
Greg Johnsen			Meghan Chomut		
Jim Moffat			Nancy Gladun		



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

Planning for the Future of Housing in the District of Thunder Bay

POSITION PAPER

August 2024

Association of Municipalities of Ontario (AMO) Annual Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Paul Calandra, Minister of Municipal Affairs and Housing

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) requests that the Minister of Municipal Affairs and Housing (MMAH) provide details on the future funding allocation formulas for the Canada-Ontario Community Housing Initiative (COCHI), Ontario Priorities Housing Initiative (OPHI), and Canada-Ontario Housing Benefit (COHB) to allow Service Managers to effectively plan for housing program and service provision in the upcoming funding cycle.

Summary

COCHI, OPHI, and COHB provide critical funding for TBDSSAB's effective planning for the provision of social housing, which includes capital projects, repairs and maintenance, housing supplements, and homelessness prevention in the district. Recent changes to COCHI's funding formula have resulted in TBDSSAB working with fewer resources to effectively provide these services. Access to the funding formulas will enable TBDSSAB to better plan for future funding allocations in the upcoming cycle.

Background

On April 30, 2018, Ontario and the Canada Mortgage and Housing Corporation signed a Bilateral Agreement regarding the National Housing Strategy. This agreement provides an opportunity to align federal funds with Ontario's Community Housing Renewal Strategy priorities.

There are two National Housing Strategy funding streams that are transferred to Ontario Service Managers:

- Canada-Ontario Community Housing Initiative (COCHI) - to protect affordability for households in social housing, to support the repair and renewal of existing social housing supply, and to expand the supply of community housing over time.

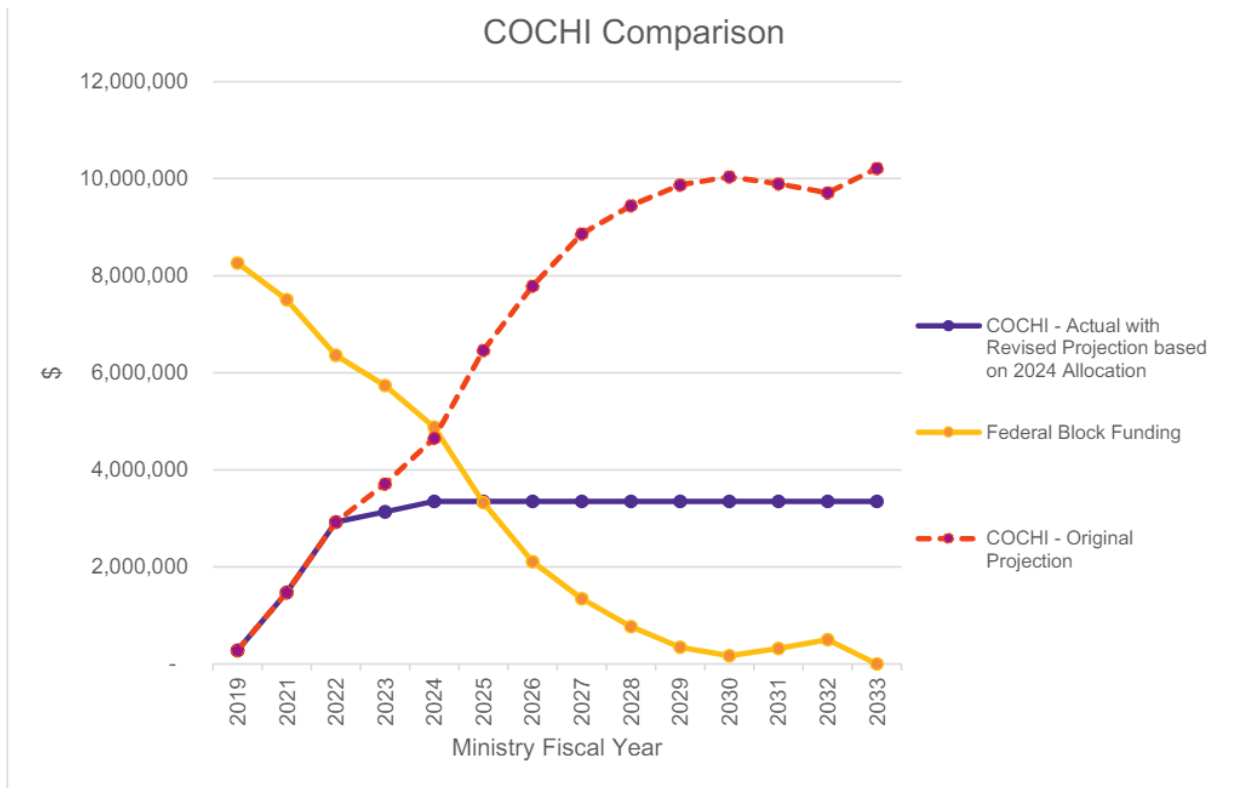
- Ontario Priorities Housing Initiative (OPHI) - to address local housing priorities, including affordability, repair, and new construction.

Additionally, on April 1, 2020, the province of Ontario initiated a separate funding program for housing:

- Canada-Ontario Housing Benefit (COHB) – to provide portable housing benefits for households with social housing wait list eligibility or with financial need living in community housing, while assigning priority to vulnerable groups.

Since their inception, these three funding streams have become critical for TBDSSAB’s effective provision of social housing. For example, COCHI funding is vital for capital repairs on over 440 housing units, along with supporting maintenance of over 270 existing legacy housing units built under the Urban Native Housing Program. COCHI, OPHI, and COHB funding also significantly impacts the TBDSSAB’s 10-Year Housing and Homeless Plan, which focuses on addressing housing needs and tackling the increasing problem of homelessness in the district.

Figure 1



However, in 2023/24 the funding formula was altered and TBDSSAB received approximately \$577,000 less than the amount required to offset the funding decline from the Canada-Ontario Social Housing Agreement as demonstrated in Figure 1. That shortfall for 2024/25 is \$1,301,000 and this annual gap is expected to widen every year. This funding reduction put additional strain on the TBDSSAB levy to member municipalities.

In relation to COCHI, the MMAH has not provided an update on the details regarding the new funding formula to Service Managers. As a result of the COCHI allocations in the past years, TBDSSAB has fewer resources to effectively provide social housing in the District of Thunder Bay. To mitigate these limitations, access to future funding formulas will allow TBDSSAB to adequately plan for upcoming funding allocations and proactively plan for any possible changes.

Therefore, TBDSSAB requests that the MMAH provide details on the future funding allocation formulas for the Canada-Ontario Community Housing Initiative (COCHI), Ontario Priorities Housing Initiative (OPHI), and Canada-Ontario Housing Benefit (COHB) to allow Service Managers to effectively plan for program and service provision in the upcoming funding cycle.



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

Landlord Tenant Board Hearing Timelines

POSITION PAPER

August 2024

Association of Municipalities of Ontario Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Doug Downey, Attorney General of Ontario

Hon. Paul Calandra, Minister of Municipal Affairs and Housing

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) calls on the Attorney General of Ontario to work with the Minister of Municipal Affairs and Housing to address the Landlord and Tenant Board's (LTB) long hearing wait times by fast-tracking priority applications from Community Housing providers related to high-risk issues (i.e., crime, behaviour, damages), as these typically have already undergone extensive mediation efforts prior to a hearing date request.

Summary

The TBDSSAB recognizes that Community Housing is essential for the well-being of low-income individuals and families who access these services across Ontario. Given this, TBDSSAB staff prioritize successful tenancies and eviction prevention by adhering to the parameters set out in our robust eviction prevention policy. However, interventions aimed at maintaining an existing tenancy are not always successful. While eviction is a last resort for the TBDSSAB, there are situations that arise where eviction is necessary to protect the safety of other tenants, to avoid further damage to properties, and to avoid stigmatizing Community Housing as a place that is unsafe or undesirable. In these circumstances, the extended wait times to secure LTB hearings are highly detrimental as they increase the duration and effects of these high-risk situations. Therefore, introducing a priority system where applications from Community Housing providers with high-risk issues are expedited and addressed separately from other applications would more quickly address time-sensitive, high-risk tenancy issues impacting tenants and Community Housing providers.

Background

In January 2023, TBDSSAB provided LTB wait time details at the Rural Ontario Municipalities Association (ROMA) Conference to the Hon. Doug Downey, Attorney General of Ontario and the Hon. Steve Clark, Minister of Municipal Affairs and Housing. At that time, TBDSSAB had 64 hearings waiting for adjudication at the LTB.

Attempting to address these issues, in May 2023, the LTB announced an increase in adjudicators from 53 to 128. We acknowledge the Attorney General's important action to increase the capacity of the LTB. However, these additional resources have only reduced hearing timeframes to an average of 4 months; prior to 2020 the average wait for a hearing was 1.7 months.

Another factor adding to the wait times pressures is the quantity and severity of the active high-risk cases. Since the addition of adjudicators, TBDSSAB currently has 90 active high risk cases pending LTB hearings, an increase of 40% from January 2023. Of these cases,

- 38 are N4's (L1's) for unpaid rent;
- 30 are N5's (L2's) for interfering with others, damages, or overcrowding; and
- 22 are for N6 or N7 (L2's) for illegal acts or causing serious problems within a rental unit.

Meanwhile, the LTB continues to experience a substantial hearing request backlog with wait times to receive a hearing date averaging four months. These wait times prolong and exacerbate safety issues for other tenants while compounding lost rent revenue in the intervening months where a tenant has stopped paying. In the past year, the TBDSSAB estimates these amounts to be more than \$175,571. In addition to lost rent revenue, TBDSSAB has incurred paralegal fees related to LTB hearings and is incurring unit damage and security costs due to criminal activity at its housing properties. This lost revenue and cost becomes an additional burden on the municipal levy.

To address time-sensitive and high-risk tenancy issues impacting Community Housing Providers, we recommend the introduction of a priority system whereby applications from Community Housing providers with high-risk issues are expedited and addressed separately from other applications. This would mitigate the negative

impacts of these situations on other tenants and properties, while decreasing lost revenue due to unpaid rent.

Additionally, in January 2023, TBDSSAB brought forward the concern that all cases are still heard electronically, often resulting in multiple hearings being booked on the same day for the same landlord. Further to the ensuing issue, the current booking system does not cross-reference landlords' pre-existing hearing appointments, consequently booking two hearings on the same date and time. When the hearings were in-person, the adjudicator would call one at a time, so the overlap was not an issue. We recommend that the resulting issue of using the electronic approach be addressed and streamlined through a priority system for Community Housing providers. For instance, hearings could be grouped, and conflicts avoided.

Another effect of the substantial LTB time delays is that other tenants in the affected building are negatively impacted for a longer period by the actions and activities of high-risk individuals who would otherwise be evicted. This detrimentally reduces the quality of life for many tenants and visitors in the affected properties, worsens relationships between frustrated tenants and TBDSSAB staff, and stigmatizes Community Housing as a less desirable housing option.

To mitigate the negative impact on tenants, prioritizing high-risk hearings by fast-tracking high-risk applications from Community Housing providers would significantly alleviate these issues.

Therefore, TBDSSAB requests that the Attorney General of Ontario, work with the Minister of Municipal Affairs and Housing, to address the negative impacts of the Landlord and Tenant Board's long hearing wait times by fast-tracking priority applications from Community Housing providers related to high-risk issues.



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

Social Assistance Modernization Update Request

POSITION PAPER

August 2024

Association of Municipalities of Ontario Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Michael Parsa, Minister of Children, Community and Social Services

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) requests that the Ministry of Children, Community and Social Services (MCCSS) provide TBDSSAB with further details on the plan and timeline for full implementation of Social Assistance modernization.

Summary

In preparation for the operationalization of Social Assistance Modernization in Ontario Works, TBDSSAB appreciates that there has been consultation with Service Managers in multiple phases of the project. However, the current lack of clarity surrounding the direction and timeline of the Social Assistance modernization project impedes effective resource planning, provision, and program development for stabilization services.

Background

When the Social Assistance Modernization project was announced in 2020, the rationale sought to reduce bureaucratic and paper-heavy processes for caseworkers and clients, while increasing focus on helping people improve their lives through independence and employment.¹ Since the initialization, TBDSSAB has participated in several provincial-led modernization initiatives that have been undertaken to achieve the project's aims:

- Centralized Intake (as of 2022)
 - In October 2020, MCCSS introduced a Centralized Intake (CI) process for applicants looking to apply for Ontario Works. MCCSS piloted the new intake model with seven sites at that time. Non-pilot Service

¹ <https://www.ontario.ca/page/recovery-renewal-ontarios-vision-social-assistance-transformation>

Managers then adopted CI throughout 2021 and TBDSSAB went live with CI on June 21, 2021. All Ontario Works sites are now engaged with CI.

- Centralization of Financial Administration (as of 2022)
 - For Ontario Works, centralization of financial administration has only extended to 3rd party vendor records administration. Further pilots on this area of the project were delayed as of 2022, with no further information on when or if it will launch, neither is there a clear definition for the term “financial administration.”
- Ontario Works E-Signature Pilot (as of 2022)
 - This has been launched to all 47 Ontario Works sites as of July 2022, with the addition of the ‘Rights and Responsibilities form’ to be added in Spring 2024.

As of 2024, Social Assistance modernization efforts have focused on the Employment Services Transformation. TBDSSAB was informed by MCCSS, in partnership with the Ministry of Labour, Immigration, Training and Skills Development, that it will become part of Phase 3 of the Employment Services Transformation in 2024, with a full launch of the new model expected in April 2025. When this change is complete, the focus of TBDSSAB’s work with clients will no longer include employment planning but will focus on stabilization services.

However, the current lack of clarity surrounding the direction of the Social Assistance modernization project impedes effective resource provision and program development for stabilization services.

Additionally, based on previously outlined impacts on Service Managers in anticipation of the upcoming Employment Services Transformation, TBDSSAB will lose 22% of its program delivery funding. Given this significant impact, we request that the Ministry provide us with more details regarding the modernization plan and a timeline, enabling us to anticipate and plan for these changes appropriately.

Therefore, TBDSSAB requests that the Minister of Children, Community and Social Services (MCCSS) provide TBDSSAB with details on the plan and timeline for full implementation of Social Assistance modernization.



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

Supportive Housing Strategy

POSITION PAPER

August 2024

Association of Municipalities of Ontario (AMO) Annual Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Sylvia Jones, Minister of Health

Hon. Paul Calandra, Minister of Municipal Affairs and Housing

Hon. Michael Parsa, Minister of Children, Community and Social Services

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) urges the Ministry of Health (MOH), Ministry of Municipal Affairs and Housing (MMAH), and the Ministry of Children, Community and Social Services (MCCSS) to collaborate with Consolidated Municipal Service Managers and District Social Services Administration Boards to implement a Supportive Housing Strategy for Ontario.

Summary

TBDSSAB urges the MMAH, MOH, and MCCSS to continue the important work established by the virtual engagement process in 2020-21. Municipalities are facing increasingly complex challenges without the financial tools to solve them. Budget 2024 makes several important commitments in response to AMO's advocacy on housing and social services, including:

- \$152 million over three years in supportive housing;
- an additional \$396 million over three years for mental health and addictions supports and treatment;
- and making surplus properties available to support affordable and attainable housing.

Through various funding streams, TBDSSAB has made significant investments in supportive housing. However, individuals experiencing homelessness in the District of Thunder Bay face disproportionately high incidences of poor mental health and addictions. A multi-ministry pan-Ontario supportive housing strategy will ensure a more efficient system that is positioned to better support people with mental health and/or addiction needs. For this reason, TBDSSAB urges the MOH, MMAH, and MCCSS to finalize and release an Ontario Supportive Housing Strategy.

Background

Between October 2020 and February 2021, the MMAH, MOH, and MCCSS ministries held virtual engagement sessions to elicit targeted input on how the government can improve the supportive housing system. These engagement sessions culminated into the release of **What We Heard: Improving Ontario's Supportive Housing Programs 2020-2021**. This document detailed the inputs received from participants of the session and laid out next steps the ministries would take to make improvements for people who rely on the supportive housing system. In addition, the 2024 Ontario Budget references expanding access to supportive housing, including a \$152 million funding increase over the next three years to support individuals with mental health and addictions needs. Despite these developments, an official Supportive Housing Strategy for Ontario has not been released to-date.

Supportive housing solutions are required to ensure successful tenancies, prevent evictions, and end ongoing cycles of homelessness. For example, the Housing First approach to ending homelessness offers individualized and client-driven support to help sustain permanent housing.

For instance, the province-led Home for Good (HFG) initiative (now part of Homelessness Prevention Programs) committed funding to help Service Managers house homeless individuals and connect them with appropriate supports to facilitate successful transitions into stable housing.

Since the inception of HFG, the TBDSSAB has housed over 436 unique individuals, with a 75% increase in the past two years. As of May 2024, 59 individuals are receiving a portable Home for Good subsidy and 65 clients are provided with case management services through the HFG support staff from Dilico Anishinabek Family Care and St. Joseph's Care Group.

In addition, through investments from the concluded Social Services Relief Fund (SSRF), TBDSSAB has worked with community partners to establish 31 transitional housing spaces. This includes providing capital funding towards the development of 10 low-barrier transitional spaces through Dilico and 21 transitional housing spaces through Matawa, with on-site access to cultural, health and educational supports. These new beds build upon the previous investments made in supportive and transitional housing stock.

As of April 2024, the Homelessness Prevention Program (HPP) has also enabled TBDSSAB to provide funding for 52 new supportive housing units. These include:

- 9 new units through partnership with the Elizabeth Fry Society of Northwestern Ontario for those experiencing or at risk of homelessness
- 17 new units through partnership with Shelter House and NorWest Community Health Centre for those experiencing or at risk of homelessness
- 22 long-term supportive housing units through St. Joseph's Care Group and Northern Linkage for individuals with mental health and addictions challenges
- 4 new units through Ontario Aboriginal Housing Services, for Indigenous individuals experiencing mental health and addictions challenges

Despite these investments, we believe more supportive and transitional solutions are required. The rationale behind this position is that the District of Thunder Bay's By-Name List currently has ~953 active individuals. Homeless individuals in the District of Thunder Bay experience high incidences of poor mental health and addiction. Data from the TBDSSAB's 2021 Point in Time Count showed that 78% of participants reported ongoing substance use and 53% reported having a mental health condition.

In connection to the data above, Ontario Health Northwest (OH NW) has indicated that admission rates to inpatient adult mental health units are the 3rd highest in the province (33.7 per 1000 population compared to 24.9 per 1,000 population provincially). Additionally, opioid-related morbidity and mortality in the District of Thunder Bay, like mental illness, occurs at a rate much higher than the provincial average¹.

In a current analysis of gaps in the healthcare and housing systems, the current capacity of supportive housing units is highly inadequate to meet the population's needs². Using a 'Needs-Based Planning' model, OH NW projects that the catchment area should have 1,677 units. Currently capacity is at 188 units, which is a gap of 1,498 units. This stark difference between the projected requirement and actual

¹ Thunder Bay District Public Health Unit. Snapshot: Emergency Department Visits for Opioid Overdoses accessed May 29, 2024.

² Noojmawing Sookatagaing Ontario Health Team – Gap Analysis Review (Draft). Accessed June 06, 2024.

capacity shows the alarming need for more funding to add more supportive units to our current stock.

Without appropriate support and adequate funding for additional supportive housing in place, homeless individuals have a much lower likelihood of housing retention.

A multi-ministry pan-Ontario supportive housing strategy will ensure a more efficient system that is positioned to better support people with mental health and/or addiction needs who require support from multiple systems.

Therefore, TBDSSAB urges the MOH, MMAH, and MCCSS to collaborate with CMSMs and DSSABs to implement a Supportive Housing Strategy for the province of Ontario.

From: Stephen Covey <stephen.covey@cn.ca>
Sent: July 12, 2024 10:48 AM
To: Conmee Clerk
Subject: Rail Safety Week 2024 | Proclamation request

Dear Ms. Lavallee,

As neighbours and partners in our shared commitment to rail safety, we are inviting you to join us in raising awareness for this important issue by adopting this proposed [proclamation](#). This proclamation helps communities like yours officially recognize Rail Safety Week 2024 and its significance in your area.

Rail Safety Week will be held in Canada and the United States from September 23-29, 2024.

Your council's leadership is key to increasing public awareness about the dangers around tracks and trains. We are asking for your support by signing the proclamation and taking the time to engage with your community about rail safety. We will be proud to recognize your commitment publicly.

Rail safety is a shared responsibility and together, we can achieve our common goal of eliminating incidents and saving lives in the communities where we live, work and play.

If you have any questions or concerns, please contact Daniel Salvatore, your local CN Public Affairs representative, at daniel.salvatore@cn.ca.

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at [1-888-888-5909](tel:1-888-888-5909)
- For additional information about Rail Safety Week 2024 visit cn.ca/railsafety or operationlifesaver.ca
- Let us know how you promote rail safety in your community by visiting cn.ca/RSW2024
- For any questions about this proclamation, please email RSW@cn.ca

Thank you in advance for your support.



Janet Drysdale
CN Senior Vice-President and
Chief Stakeholder Relations Officer



Stephen Covey
CN Chief of Police and
Chief Security Officer



Chris Day
Operation Lifesaver
Interim National Director



English ▾

RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS Rail Safety Week is to be held across Canada from September 23 to 29, 2024;

WHEREAS, 229 railway crossing and trespassing incidents occurred in Canada in 2023; resulting in 66 avoidable fatalities and 39 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor (first name & last name):

Seconded by Councillor (first name & last name):

July 11, 2024

I am writing to highlight the government's commitment to building a stronger and more resilient Ontario by taking actions to reduce the risk of, and respond to, wildland fires. To help prepare for an expected increase in wildland fire activity, the Ontario government has initiated a wildland fire program and policy review and is considering changes to the *Forest Fires Prevention Act* (FFPA).

The government intends to post the proposals to modernize wildland fire management in Ontario on the Environmental Registry of Ontario for review and comment at ero.ontario.ca under ERO number 019-8756, starting Monday July 15 for 45 days and closing on Thursday August 29. Included in our posting is a *Modernizing Ontario's Wildland Fire Management: Discussion Paper*, that:

- proposes a vision for wildland fire management in Ontario;
- describes ongoing review and updates to wildland fire program and policies;
- outlines the potential changes to the FFPA; and,
- lists discussion questions to highlight where we especially want to hear your feedback.

In addition, I am writing to invite your participation in an **engagement session in Thunder Bay on Wednesday July 24**. We welcome a representative from your municipality to participate in discussion with wildland fire leadership and program staff from the Ministry of Natural Resources (MNR) to share knowledge and provide feedback. **Alternatively, we are offering a virtual session on August 7**. We are seeking your feedback on proposals to better understand the potential benefits and impacts of proposed changes.

Our colleagues from Emergency Management Ontario will also attend the sessions. Emergency Management Ontario is in the process of engaging partners on proposed modernization of the *Emergency Management and Civil Protection Act* to support a safe, practiced and prepared Ontario – before, during and after emergencies. This engagement is on five areas of focus as a first step of a phased approach to inform opportunities for a proposed modernized legislative framework for emergency management. To support engagement, a discussion guide has been posted to the Environmental Registry of Ontario, number 019-8860, and Ontario's Regulatory Registry: [Engagement on Proposed Modernization of the Emergency Management and Civil Protection Act | Environmental Registry of Ontario](#).

If your municipality is interested in identifying representatives to participate, please confirm your registration on or before **Wednesday July 17** by sending an email to wildlandfire@ontario.ca with the following information:

- The name, title, and email address of the participant from your organization who will be attending the session in Thunder Bay on July 24,
- Or, if they plan to participate in the virtual session on August 7

Date	Location	Time	Address
Wednesday July 24	Thunder Bay	Wildland Fire proposals with MNR: 9:30am-12pm Emergency Management Ontario: 1pm-3pm	Ballroom BC Delta Hotel by Marriott Thunder Bay, 2240 Sleeping Giant Parkway Thunder Bay, ON, P7A 0E7 807-285-9303
Wednesday August 7	Virtual - AMO Northwest caucus	Wildland Fire proposals with MNR: 9am-11:00am Emergency Management Ontario: 11:00am-12:30pm	Meeting link to be provided upon RSVP

I look forward to your participation and feedback so we can work together to reduce the risk of wildland fires. If you have any questions about this initiative, you can reach out directly to the project team at the Ministry of Natural Resources at wildlandfire@ontario.ca.

Sincerely,



Tracey Mill
Assistant Deputy Minister, Provincial Services Division
Ministry of Natural Resources

cc. Eric Everett, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Policy and Governance Branch, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

July 10, 2024

Subject: *Proposal Regarding Developing a commercial-scale framework for geologic carbon storage*

Hello,

The Ministry of Natural Resources is seeking feedback on the development of a legislative and regulatory framework for commercial-scale geologic carbon storage. The current posting is available at <https://ero.ontario.ca/notice/019-8767>. It provides an overview of how various components of the framework could function and has a series of questions at the end seeking feedback on how Ontario could regulate the activity.

This proposal follows four previous engagement opportunities related to the framework development in January 2022, November 2022, April 2023 and September 2023. A roadmap towards regulating geologic carbon storage was released in November 2022 and can be found at <https://www.ontario.ca/page/geologic-carbon-storage>.

Although Ontario's framework would apply provincially, to help provide for the responsible development of commercial-scale projects, the framework could initially focus on enabling commercial-scale projects within saline aquifers and depleted oil and gas reservoirs in southwestern Ontario at depths of 800 metres or more. These are expected to be the most viable opportunities for geologic carbon storage in Ontario given the current state of carbon storage technologies. To continue to advance the development of new technologies, projects that do not meet the above criteria could be permitted under a testing and demonstration permit.

For more information on what geologic carbon storage is, and where it could occur, Ontario has included a background information document at the end of this letter.

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, through email: Resources.Development@ontario.ca.

Sincerely,

Jennifer Keyes
Director, Development and Hazard Policy Branch

Attachment: Geologic Carbon Storage background document

Introduction

Large quantities of carbon dioxide (CO₂) are generated through industrial processes such as the production of cement, steel and fertiliser, from power generation, during oil and gas refining, and as a by-product of creating hydrogen from methane.

One way of reducing the impact of CO₂ emissions from these large emission sources is to take captured CO₂ that would have otherwise been emitted into the atmosphere and to permanently store (sequester) it in deep underground rock formations (storage formations). This process is termed ‘geologic carbon storage,’ and is one tool being considered to manage Ontario’s emissions.

Geologic carbon storage is necessary for economically achieving emissions targets and net-zero emissions, especially for carbon-intensive industries.

According to the Global CCS Institute, “the injection and storage of CO₂ is the final stage in the carbon capture and storage process and has been working safely and effectively for over 50 years” and “close to 300 million tonnes of CO₂ has been injected into storage formations underground.”¹

How is CO₂ stored?

Captured carbon dioxide emissions from industrial processes are transported and

injected into a storage well that injects the CO₂ into deep geologic formations.

Depth is an important factor in geologic carbon storage. As depth increases below the surface, temperature and pressure increase. At depths greater than 800 metres (about 1.5 times the height of the CN Tower) temperature and pressure are high enough that CO₂ reaches a ‘supercritical’ state – it has the density of a liquid but flows like a gas – which allows the CO₂ to be stored efficiently.²

Underground storage formation characteristics are also important. The following technical requirements are considered when determining if a formation is a good fit for geologic carbon storage:²

- **Porosity:** the pore space in which the CO₂ can be stored.
- **Permeability:** the interconnectedness of the pore spaces that enables the injected CO₂ to flow throughout the formation.
- **Cap rock:** the presence of an impermeable barrier to flow around the formation to contain the CO₂ permanently.

Detailed, site specific studies need to be conducted to prove site suitability for geologic carbon storage.

After injection activities end, wells are plugged, and the site is decommissioned and monitored to mitigate any potential safety risks to the public or the environment.

¹ Global Carbon Capture and Storage Institute Ltd. <https://www.globalccsinstitute.com/ccs-101-storage/>. Used under Creative Commons Attribution-Noncommercial-NoDerivatives 4.0 International Licence. © 2024 Global Carbon Capture and Storage Institute Ltd.

² Carter, T., Gunter, W., Lazorek, M., Craig, R. (2007). *Geological Sequestration of Carbon Dioxide: A Technology Review and Analysis of Opportunities in Ontario*. Climate Change Research Report CCRR-07. Ontario Ministry of Natural Resources. ISBN 978-1-4249-4557-3

What happens to the CO₂ after it is injected?

Carbon dioxide can be trapped in several ways:

- **Structural trapping** occurs when the rock layers above the storage formation form a cap or seal that prevents the upward movement of CO₂.
- **Solution trapping** occurs when the injected CO₂ dissolves into saline water that is present in the storage formation.
- **Residual trapping** occurs when CO₂ is trapped in pores within the storage formation.
- **Mineral trapping** occurs when the CO₂ reacts with the reservoir rocks and fluids to form solid carbonate minerals that permanently trap the CO₂.

Where could CO₂ be stored in Ontario?

Currently, there are no geologic carbon storage projects in Ontario. Most projects in other jurisdictions have occurred in deep sedimentary rock formations including:

- saline aquifers
- depleted oil and gas reservoirs

Previous desktop research has suggested the most suitable storage formations in Ontario may be found beneath the beds of Lake Huron and Lake Erie and surrounding onshore areas, which also coincide with many of the province's largest point source emitters of CO₂.

Ontario is taking a phased approach to create a regulatory framework for geologic carbon storage which will play an important role in supporting industry, encouraging sector innovation, and helping industry manage emissions and meet emissions targets. Our roadmap to regulating geologic carbon storage can be found online at [Roadmap towards regulating geologic carbon storage](https://www.ontario.ca/page/geologic-carbon-storage).³

³ <https://www.ontario.ca/page/geologic-carbon-storage>

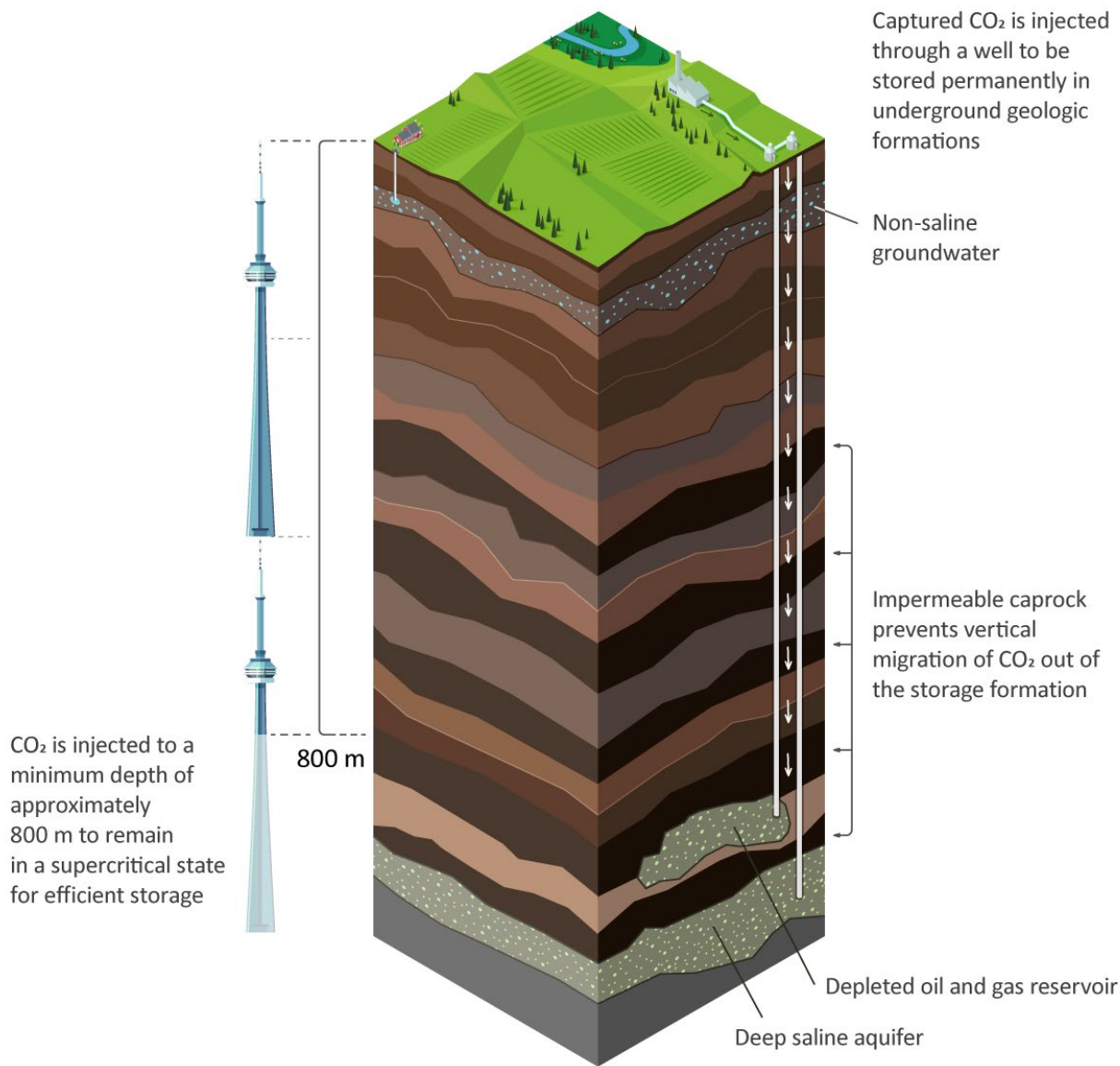


Figure 1: Schematic diagram of geologic carbon storage in a depleted oil and gas reservoir and a deep saline aquifer. This diagram is for illustrative purposes only. Objects shown are not drawn to scale.

Subject: FW: AMO/OMA Joint Health Resolution Campaign

From: Kimberly Moran and Colin Best [mailto:amopresident@amo.on.ca]

Sent: July 9, 2024 12:00 PM

To: Conmee Clerk <conmee@conmee.com>

Subject: AMO/OMA Joint Health Resolution Campaign



Association of Municipalities of Ontario (AMO)

155 University Ave., Suite 800
Toronto, Ontario M5H 3B7
Telephone: 416.971.9856
Toll-free in Ontario: 1.877.426.6527
Fax: 416.971.6191

Ontario Medical Association

150 Bloor St. West, Suite 900
Toronto, ON M5S 3C1
Canada
TF: 1.800.268.7215
T: 416.599.2580
F: 416.533.9309
E: info@oma.org
oma.org

Dear Heads of Council and Clerks,

Communities across Ontario have been facing critical healthcare challenges, including long waitlists for primary care, shortages of doctors and other healthcare workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

We have jointly developed the attached draft council resolution (Appendix A - Also in [PDF](#) and [Word](#) Versions), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the healthcare needs of your community.

To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (Senior Advisor for Government Relations and Advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran
CEO, Ontario Medical Association

Colin Best
AMO President

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

- NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

Subject: FW: Corporation of the Township of Conmee - #133373 - Aug 2024 Renewal
Attachments: image001.png; Evidence of Insurability Form GL0004E (112020).pdf; Renewal Census 2024.pdf; Township of Conmee - Manulife - Aug 2024 - Carrier Renewal.pdf; Township of Conmee - Manulife - Aug 2024 - Renewal Presentation.pdf

From: Julie Katz [mailto:julie@gbkstrategic.com]
Sent: July 4, 2024 1:05 PM
To: Conmee Clerk <conmee@conmee.com>; Conmee Treasurer <treasurer@conmee.com>
Subject: Fwd: Corporation of the Township of Conmee - #133373 - Aug 2024 Renewal

Please find attached a pdf renewal package for Corporation of the Township of Conmee which is **effective August 1, 2024**.

Employee census data is also attached. There are no employees attaining the age of benefit termination/reduction in the upcoming renewal period. There are employees that are eligible for more coverage (highlighted in red). We therefore attach the Evidence of Insurability form should they like to apply for the additional coverage.

Renewal Overview

- The general aging of the employees and demographic changes have the Life, Dependent Life and Long Term Disability rates increasing while the AD&D and EAP rates are being held. Under the Life benefit the number of covered employees increased from 2 last year to 3 this year with the addition of 1 female employee.
- The Medical Incurred Loss Ratio increased compared to last year but continued to run well below the Target Loss Ratio. Due to trend/inflation factors and the influence of the pool, Manulife proposed an increase of 8% to the Medical rates which was negotiated to no change.
- The Dental Incurred Loss Ratio also increased compared to last year but continued to run well below the Target Loss Ratio. Manulife proposed a decrease of 1% to the Dental rates which was negotiated to a decrease of 5%.
- After negotiating this renewal, Manulife agreed to reduce the original renewal's overall adjustment from an increase of 6.0% to a decrease of 0.8%; savings of 6.8% or approximately \$1,262 in annual premium.
- For any employees in Quebec their LTD benefit has been amended to align the Government of Quebec's disability pension for people 60 years and older effective January 1, 2024.

Should you have any questions or need further assistance, please do not hesitate to contact me and we can set up a call.

Kindest regards,
Julie
Julie Katz
Partner
GBK Strategic Financial
C:416.414.1408

List of Correspondence

Electronic

1. AMO Watchfile: July 11, 2024
2. OFM Newsletter August 2024
3. TBDML: Why Ukrainians Should Move to Rural Ontario: Event July 20 & Aug 1 2024
4. AMO Policy Update: AMO/OMA Resolution Campaign, SALC Regulations, and Advocacy Updates

Upcoming Training Available

Various	AMO	New Councillor Training (\$525/ea)
Various	AMO	New Head of Council Training (\$525/ea)
Various	AMO	Foundations in Planning for Elected Officials (\$225)
Various	AMO	Navigating Conflict Relationships as an Elected Official (\$200)
Various	AMO	Foundations in Planning for Elected Officials (\$250)
Various	AMO	Indigenous Community Awareness Training (\$375)
Various	AMO	Advanced Councillor Training Series
On demand	NOMA	Webinar On-Demand: How to Attract New Residents to Your Community

Upcoming Conferences/Events (please refer to the Conmee Conference Attendance Policy)

2024

Aug 17	AMO	Municipal Codes of Conduct- Essential to Good Governance (\$300) Pre-Conference Workshop - AMO conference (Ottawa)
Aug 18-21	AMO	Annual Conference – Ottawa (three hotel rooms booked; 3 people registered; agenda not released yet)
Sept 19th	AMO	Municipal Codes of Conduct \$400
Sept 26 th	AMO	Competing Rights: What You Need to Know! \$525
Oct 1-2	AMO	Knowledge Exchange: Community and Supportive Housing Symposium \$600 Toronto
Oct 16-18	MFOA	Northern Finance Workshop – Thunder Bay \$75 (free accommodations)
Nov 5-6	WSPS	Partners in Prevention Regional Health & Safety Conference
Nov 14 th	AMO	Competing Rights: What You Need to Know! \$525

2025

Apr 8-10		Northwest Response Forum (Dryden)
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THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 1459

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 action of this Council at its meeting set out below, with respect to each motion, resolution and other action passed and taken by this Council at its meeting is adopted, ratified and confirmed as if such proceeding and action were expressly adopted and confirmed by by-law:

Meeting held July 23rd 2024

2. Execution of all Documents

That 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 said action or to obtain approvals where required and except where otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Passed this 23rd day of July, 2024.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Sheila Maxwell, Mayor

Shara Lavalley, CAO/Clerk