

AGENDA FOR REGULAR COUNCIL MEETING  
Tuesday, March 25<sup>th</sup>, 2025 – 6:00 pm  
(Rescheduled to Tuesday April 1<sup>st</sup>, 2025)



Join Zoom Meeting: <https://us02web.zoom.us/j/82207176042?pwd=2rh2260zIN1vk9z6zbfyxAdwjq2CwO.1>

Meeting ID: 822 0717 6042

Passcode: 091225

1. CALL TO ORDER  
Land Acknowledgement
2. APPROVAL OF AGENDA  
Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of March 25, 2025, be approved as circulated. (Alternatively; amendments to be noted; with approval as amended.)
3. DECLARATIONS OF PECUNIARY INTEREST
4. TOWN HALL SEGMENT
5. DEPUTATIONS  
No deputations are scheduled for this evening's meeting.
6. MINUTES OF PREVIOUS MEETINGS
  - 6.1 Minutes – Open Session Regular Council Meeting – March 11<sup>th</sup>, 2025  
Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Regular Council Meeting held on March 11<sup>th</sup>, 2025, be approved as circulated. (Alternatively; corrections to be noted; with approval as amended.)
7. DISBURSEMENT LIST
  - 7.1 Payroll Report (no report this meeting)
  - 7.2 Payment Register  
Recommendation: BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7342 to 7361 totalling \$ 54,312.90
8. REPORTS FROM MUNICIPAL OFFICERS/OTHERS (As available)
  - 8.1 Clerk's Report
  - 8.2 Treasurer's Report (no report this meeting)
  - 8.3 Deputy Clerk-Treasurer's Report (No report – position vacant)
  - 8.4 Public Works Report
  - 8.5 Fire Chief's Report (No report this meeting)
  - 8.6 Council Member Reports (Verbal)
  - 8.7 Reports from Other Agencies: as listed in the Clerk's Report  
Recommendation: BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8.1 of this evening's agenda. (Alternatively; directions to Administration as per Council's determination)
9. NEW BUSINESS
  - 9.1 Fire Department Bylaw for discussion
10. BYLAWS
  - 10.1 There are no bylaws for this meeting.
11. CORRESPONDENCE  
List of Resolution Support Requests from other municipalities  
There were no new resolutions received from other municipalities
12. UPCOMING MEETING DATES  
Regular Council Meetings: April 8<sup>th</sup> and 22<sup>nd</sup>; May 13<sup>th</sup> & 27<sup>th</sup>; June 10<sup>th</sup> & 25<sup>th</sup> (Wed 6:30 pm) July 8<sup>th</sup> & 22<sup>nd</sup>; August 12<sup>th</sup> and 26<sup>th</sup>; September 9<sup>th</sup> and 23<sup>rd</sup>; October 14<sup>th</sup> and 28<sup>th</sup>; November 12<sup>th</sup> (Wed) & 24<sup>th</sup>; and December 16<sup>th</sup>, 2025.

13. CLOSED SESSION  
Recommendation: BE IT RESOLVED THAT, the time being \_\_\_ p.m., Council enter Closed Session under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, in order to consider Item 13.1, being the Closed Session minutes of the Council meeting held March 11<sup>th</sup>, 2025; and, under the authority of paragraph 239(2)(b) and 239(2)(d) of the same legislation, in order to consider Item 13.2, involving personal information about identifiable individuals and labour relations.
- 13.1 Minutes – Closed Session Regular Council Meeting – March 11<sup>th</sup>, 2025
- 13.2 Clerk report on Personnel Matters
- 13.3 HR Assistants report on Personnel Matters
- Recommendation: BE IT RESOLVED THAT, the time being \_\_\_ p.m., Council rise from Closed Session and report in Open Session
14. BUSINESS ARISING FROM CLOSED SESSION  
Recommendation 1: BE IT RESOLVED THAT the Minutes of the Closed Session of the Regular Council Meeting held on March 11<sup>th</sup>, 2025, be approved as circulated. (Alternatively; corrections to be noted; with approval as amended.)  
Recommendation 2: BE IT RESOLVED THAT Administration be authorized to proceed as directed in Closed Session.
15. CONFIRMING BYLAW  
By-law 2025-009 – To Confirm the Proceedings of the Meeting  
Recommendation: BE IT RESOLVED THAT Bylaw 2025-009 be passed, and FURTHER, THAT the Mayor and the Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-006, being a By-law to confirm the proceedings of this evening's meeting.
16. ADJOURN  
Recommendation: There being no further business to conduct, the Mayor declares the meeting to be adjourned at \_\_\_ p.m.

**MINUTES - REGULAR COUNCIL MEETING**  
Tuesday, March 11th, 2025 – 6:00 pm



PRESENT Mayor Sheila Maxwell  
Councillor David Maxwell  
Councillor Chris Kresack

PRESENT VIRTUALLY Councillor Grant Arnold  
Councillor David Halvorsen

ALSO PRESENT Karen Paisley, Clerk  
Leanne Maxwell - Treasurer

**1. CALL TO ORDER**

Mayor Maxwell called the meeting to order at 6:05 p.m.  
Mayor Maxwell provided a statement of land acknowledgement.

**2. APPROVAL OF AGENDA**

**RESOLUTION 2025 - 047**

Moved by: Councillor Kresack  
Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of March 11, 2025, be amended as follows:  
a) Add item 9.2 – Proposed Designated Truck Route to New Business  
AND, FURTHER, THAT the agenda, as so amended, be approved.

**CARRIED**

**3. DECLARATIONS OF PECUNIARY INTEREST**

No declarations were made.

**4. TOWN HALL SEGMENT**

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

**5. DEPUTATIONS**

No deputations were scheduled for this evening's meeting.

**6. MINUTES OF PREVIOUS MEETING(S)**

6.1. Minutes – Regular Council Meeting – February 25, 2025

Members present reviewed the minutes. Councillor Arnold requested an amendment to his report.

**RESOLUTION 2025 - 048**

Moved by: Councillor Arnold  
Seconded by: Councillor Kresack

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of February 25, 2025, be approved, as amended.

**CARRIED**

## 7. DISBURSEMENT LIST

### 7.1. Payroll Report

Council reviewed the payroll report. There were no questions for the Treasurer.

### 7.2. Payment Register

Council reviewed the payment register. There were no questions for the Treasurer.

### **RESOLUTION 2025-049**

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7324 to 7341, totaling \$51,329.99.

**CARRIED**

## 8. REPORTS FROM MUNICIPAL OFFICERS

### 8.1. Clerk's Report

Clerk Paisley overviewed the Clerk's report to Council and responded to questions. In addition to the information in the report, the Clerk advised that PSD Citywide has provided a proposal to assist the Township with creating an asset management plan to bring us into compliance with government requirements necessary for July, 2025. The Clerk will forward the proposal to Council for review and discussion at the next council meeting.

The Clerk advised that Steve Lazar from Backstage Music will attend the office on March 12<sup>th</sup> to work on the sound system in council chambers and the cordless microphones in the Community Centre. He's bringing Paul Hessey from AMIK Technology to help him assess the sound issues with our system in council chambers.

### 8.2. Treasurer's Report

Treasurer Maxwell overviewed her report to Council and responded to questions. The Treasurer advised that the date for the first installment of tax payments has passed, with the second installment falling due at the end of April. Many residents have already made their April payments. The Treasurer discussed the cancellation of government contracts with Starlink and sought Council's direction on whether the municipality should keep the service. On consensus, Council decided to retain the service for now, as an important emergency communications link. There was discussion around the availability of Fiber high speed internet from Tbaytel. Clerk Paisley had reached out to Tbaytel to request an update on coverage for the municipality but has not yet heard back from them. Clerk Paisley will provide an update to Council once she hears from Tbaytel.

### 8.3. Deputy Clerk-Treasurer's Report

No Deputy Clerk-Treasurer's Report was presented at this evening's meeting.

### 8.4. Public Works Report

No Public Works Report was presented at this evening's meeting.

### 8.5. Fire Chief's Report

The Fire Chief submitted a written report. He is unable to attend Council meetings in March. The Clerk will pass on any questions to the Fire Chief and provide responses as needed. Council requested the Public Works steamer remain in storage at the Fire Hall until it's warm enough to store outside, with discussions to be held between the Public Works supervisor, Chief Day and Council to discuss arrangements moving forward.

### 8.6. Council Member Reports

Mayor Maxwell reported she met with City of Thunder Bay parks employees to discuss the rink roof, as Thunder Bay is interested in doing a similar installation for some of their rinks. Mayor Maxwell and Councillor Maxwell met with the HR Assistant to prepare for the upcoming Union negotiations in July. Mayor Maxwell received a rail safety ambassador certificate from CN Rail and Operation Lifesaver Canada for our community proclaiming Rail Safety Week in 2024. This

award will be framed and displayed in Council Chambers. Mayor Maxwell would like to set up another social committee meeting.

Councillor Arnold attended the LRCA Board of Directors meeting February 26 and will be attending the Thunder Bay District Health Unit meeting virtually on March 19<sup>th</sup>.

Councillor Halvorsen attended the Lakehead Region Planning Board meeting. New chairs were elected on March 6<sup>th</sup>.

Mayor Maxwell was approached by a resident, who asked her to bring forward to council attaching netting to the rink which may help ice retention.

Councillor Maxwell reported that he attended the Thunder Bay District Municipal League meeting on March 5. He was unable to attend the TBDML conference. Councillor Maxwell advised he attended bargaining discussions with Mayor Maxwell and the HR Assistant.

Councillor Halvorsen reported that a resident had asked him why the Geotab information was no longer in the agenda package. Council discussed and determined it's not necessary for council meetings as Geotab provides an image of where the municipal vehicles have driven and provides no relevant information as to what work was being done on the roads. By consensus, Council determined if residents would like the information, they can contact the office and request it from administration.

Councillor Kresack reported there was an OPP staff cruiser on February 1<sup>st</sup> at Odena. \$1400 plus was raised for the Rural Food Bank. He advised the 211 number is directing donors to drop off food donations at the Oliver Paipoonge municipal office, which is not correct. This will be changed when new drop off centers are determined. This year is the 25<sup>th</sup> anniversary for the Food Bank. There will be an Anniversary Dinner on Saturday May 24<sup>th</sup> at the Kakabeka Legion from 4:00 pm to 11:00 pm. Councillor Kresack will advise when tickets are available.

#### 8.7. Other Agencies' Reports

These reports were listed, for information, and discussed in the Clerk's report at Item 8.1.

Councillor Kresak left at 6:50 pm.  
Councillor Kresak returned at 6:51 pm.

### 9. **NEW BUSINESS**

#### 9.1. Food Cycler – 10 units

Council reached a consensus to reconsider the Food Cycler program due to new information indicating that only 10 residents are required to participate. Council noted that the Food Cycler program would have a positive impact on the landfill and result in long-term cost savings for the municipality. Council requested the Clerk schedule another deposition from the Food Cycler representatives to provide updated information to residents. Additionally, the Clerk was directed to create a follow-up survey to determine interest in the program. The Clerk was directed to locate the list of names of residents who had previously expressed interest in the program. The survey will be distributed through the Conmee newsletter, Facebook page, and website.

#### 9.2. Proposed Designated Truck Route

The City of Thunder Bay is revisiting the designated truck route through Kakabeka on Highway 11/17. Council addressed several concerns with this proposal and on consensus will be drafting a letter of opposition. This letter will be provided to the Thunder Bay District Municipal League, City of Thunder Bay, the provincial and federal governments, and other parties of interest. Council will collaborate with the Clerk to provide information required to produce this letter.

### 10. **BY-LAWS**

#### 10.1. Bylaw Number 2025-007 to amend Bylaw 1405, which establishes signing authority for the Corporation of the Township of Conmee

#### **RESOLUTION 2025-050**

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Bylaw 2025-007 amending Bylaw 1405, establishing signing authority for the Corporation of the Township of Conmee.

A Recorded vote was requested by Councillor Halvorsen

Councillor Arnold	Aye
Councillor Halvorsen	Aye
Councillor Kresack	Aye
Councillor Maxwell	Aye
Mayor Maxwell	Aye

**CARRIED**

## **11. CORRESPONDENCE**

### List of Resolution Support Requests from other Municipalities

Council reviewed the list of resolutions. Council expressed its desire to support all the resolutions listed.

#### **RESOLUTION 2025-051**

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT: All Township residents be encouraged to "Buy Local and Canadian";

That a "Buy Local and Buy Canadian" approach for municipal procurement be implemented where feasible and in line with best value principles;

That staff be directed to review current procurement practices and identify opportunities to enhance local purchasing in response to recent U.S. tariffs and economic pressures; and

That staff be directed to prohibit procurement of U.S. goods and services where possible; and

That staff be directed to report back on any opportunities found to modify procurement policies and practices to support "Buy Local and Buy Canadian" where practical.

AND, FURTHER, THAT this resolution be forwarded to its originator, The City of Toronto, Priemer Doug Ford, MPP for Thunder Bay-Superior North, MPP for Thunder Bay-Atikokan and to AMO.

**CARRIED**

#### **RESOLUTION 2025-052**

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

WHEREAS THE TransCanada Highway is the road system meant to move goods and people across the country, but it is no longer equipped to do that safely in Northern Ontario;

BE IT RESOLVED THAT the Council of the Township of Conmee hereby supports the Northern Highway Safety Plan proposed by MPP Guy Bourgouin, MPP Lise Vaugeois and MPP John Vanthof which includes the following;

##### Immediate Actions:

- Require all new drivers to be tested by MTO-certified inspectors instead of third-party companies.
- Return highway maintenance operations to the MTO while working with northern contractors.
- Increase staff at inspection sites, weigh scales, and OPP traffic enforcement.
- Expedite the 2+1 highway pilot project and use excavated material to build additional rest stops and parking areas.

##### Short-Term Improvements:

- Mandate snow tires for all passenger vehicles In Northern Ontario.
- Ensure driving schools comply with the MELT training system and improve MELT to include winter driving training.
- Address the abuse of "self-insurance provisions" and ensure fair payment for tow truck operators and service providers.
- Require all commercial vehicles to have dash cams.
- Increase the use of traffic cameras and photo radar to reduce speeding.
- Promote rail transport to reduce commercial truck traffic on northern highways.
- Upload connecting links back to the provincial highway system for consistent maintenance.
- Upgrade and expand rest stops with heated washrooms to meet traveler needs.
- Provide compensation to municipalities for damage to local roads caused by highway detours.

##### Long-Term Solutions:

- Widen and pave all shoulders on Highways 11 and 17.
- Convert Highways 11 and 17 into divided four-lane highways where possible or implement a continuous three- lane system if the 2+1 project proves successful.

AND, FURTHER, THAT a copy of this resolution be forwarded to the Minister of Transportation; the Minister of Municipal Affairs & Housing; the Thunder Bay District Municipal League; the Federation of Northern Ontario Municipalities (FONOM); the Northwestern Ontario Municipal Association; MPP for Thunder Bay-Atikokan, MPP for Thunder Bay-Superior North and the originating municipality, the Township of Coleman.

**CARRIED****RESOLUTION 2025-053**

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

WHEREAS in recent years, Nazi iconography has surfaced with alarming frequency in the public sphere, used by an increasing number of groups and individuals to promote hate and instill fear within Canadian society;

AND WHEREAS, since the atrocities of WWII, the Nazi swastika, also known as the hakenkreuze, has become universally synonymous with systematic violence, terror and hate and its growing presence in our country poses a threat to every single Canadian citizen, undermining the core values of equality, diversity, and inclusion that define our nation,

AND WHEREAS eighteen countries have already taken action to ban these symbols, it is imperative that Canada follow suit;

BE IT RESOLVED, that Conmee Township Council supports B'nai Brith's call to the Government of Canada to pass legislation banning, with exceptions for certain educational and artistic purposes, the public display of Nazi symbols and iconography, including the Nazi swastika (hakenkreuze). Specifically, the Council supports demanding that the Government of Canada immediately:

1. Ban the Nazi swastika (hakenkreuze); and
2. Ban all Nazi symbols and iconography;

AND, FURTHER, THAT Conmee Township Council agrees that the people of Canada are counting on the federal government to ensure a future free from hate, where every Canadian is protected, valued, and respected;

AND, FURTHER, THAT a copy of this resolution be forwarded to the originating municipality, the Regional Municipality of Durham, Priemer Doug Ford, MPP for Thunder Bay-Superior North, MPP for Thunder Bay-Atikokan, and the FCM (Federation of Canadian Municipalities).

**CARRIED****12. UPCOMING MEETING DATES**

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

Council Meeting Break: 7:19 pm

Council Meeting Resumed: 7:25 pm

**13. CLOSED SESSION****RESOLUTION 2025-054**

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the time being 7:26 p.m., Council enter Closed Session under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, in order to consider Item 13.1, being the Closed Session minutes of the Council meeting held February 25<sup>th</sup>, 2025; and, under the authority of paragraph 239(2)(b) of the same legislation, in order to consider Item 13.2, involving personal information about identifiable individuals.

**CARRIED**

During closed session, the following procedural resolution was passed:

**RESOLUTION 2025-055**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT, the time being 7:52 p.m., Council rise from closed session and report in open session.

**CARRIED**

Open session resumed.

**14. REPORT FROM CLOSED SESSION**

**RESOLUTION 2025-056**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on February 25<sup>th</sup>, 2025, be approved;  
AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

**CARRIED**

**15. CONFIRMING BY-LAW**

15.1. By-law 2025-008

**RESOLUTION 2025-057**

**Moved by: Councillor Kresack**

**Seconded by: Councillor Arnold**

BE IT RESOLVED THAT By-law 2025-008 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-008, being a By-law to confirm the proceedings of this evening's meeting.

**CARRIED**

**16. ADJOURNMENT**

There being no further business to attend to, the mayor declared the meeting adjourned at 7:53 p.m.

\_\_\_\_\_  
Mayor Sheila Maxwell

\_\_\_\_\_  
Clerk Karen Paisley



## Township of Conmee Payment Register

### Report Date

Batch: 2025-00052 to 2025-00056 2025-03-20 1:59 PM

### Bank Code: GEN - TD Operating Account

	Payment #	Vendor	Amount	
Computer Cheque	7342	Sargeant Propane - hall \$2279.30 - fire dept \$2438.20 - garage \$1942.77	6660.27	
	7343	Lakehead Cleaners	150.92	
	7344	MicroAge	248.33	
	7345	Minister of Finance	75.00	
	7346	Municipality Oliver Paipoonge	566.98	
	7347	Nova-Pro Industrial Supply Ltd	39.55	
	7348	TBay District Municipal League	314.56	
	7350	Xerox Canada Ltd	102.04	
	7351	Bay City Contractors	1,560.59	repair
	7352	Kyle Foekens/BMO RRSP	134.54	
	7353	De Lage Landen Financial Serv	1,021.54	copier lease
	7354	Intercity Industrial Supply	135.50	
	7355	Minister of Finance	65.00	
	7356	Sarjeant Propane - landfill	460.22	
	7357	Ultramar	3,652.73	
	7358	CSDC de Aurores Boreales	120.99	
	7359	Con Scolaire Pub du Grand Nord	104.65	
	7360	Lakehead Board of Education	26,727.93	
	7361	TBay Catholic Dist School Bd	3,210.35	
			<u>38,691.42</u>	
Other	114	TD Visa	481.44	
	123	TD Visa	10,522.92	file cabinets, AMO conference
	220	TD Visa	838.03	
	243	Hydro One Networks	1,783.52	
	245	Hydro One Networks	735.17	
	248	Bell Canada	94.99	
	893	Hydro One Networks	137.87	
	894	TBayTel	639.58	
	895	TBayTel	254.63	
	897	TBayTel	133.33	
			<u>15,621.48</u>	
			<u><u>54,312.90</u></u>	

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

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**Date:** March 25, 2025

**To:** Mayor and Council

**Subject:** Administrative Activity Report

**File Number:** 01-C10-0000 Administrative Activity Reports

**Submitted by:** Karen Paisley, Clerk

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**RECOMMENDATION:**

This report is presented for information and direction on the following items:

- a) PSD Citywide proposal (Item 8.7-1);
- b) Office closure (April 22<sup>nd</sup>/23<sup>rd</sup>);
- c) Information regarding Thunder Bay's proposed truck route, to inform correspondence; and
- d) Comments, if any, for the Lakehead Rural Planning Board regarding the application at Item 8.7-7.

**BACKGROUND:**

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

**DISCUSSION:**

The Clerk attended the Thunder Bay District Municipal Conference with the Treasurer on Thursday March 6 and Friday March 7. It was well attended and provided us with an excellent opportunity to network with other municipalities in the region. Executive Director Cava did an amazing job of organizing. The speakers were well received. We met with Jennifer Hess, a manager with Investment Services, Municipal Finance Officers Association, who presented on investing municipal funds. The Clerk arranged a deputation with the Finance Officers Association for the April 22<sup>nd</sup> council meeting. The final presenters were MPP Kevin Holland, MPP Lise Vaugeois, and MP Patty Hajdu. Mr. Holland touched on how the tariff issue will affect NWO forestry and he is ready to get back to work for our region. He has been actively inviting other ministers to the Thunder Bay region to see concerns and issues firsthand and feels this has been instrumental in resolving some issues for our region. Ms. Vaugeois is concerned with the transport truck issues facing our region and feels a lack of staff for testing, inspection and licencing is concerning. Ms. Hadju also touched on the American tariff issue and noted that the federal government is advocating for flexibility with EI for Canadians affected by tariff measures.

The Clerk forwarded the PSD Citywide proposal for asset management for council to review and provide direction. The correspondence is relisted at item 8.7-1.

The Clerk has begun the AMCTO Clerk 1 course, which started Wednesday March 19th. This course is virtual and is scheduled from 8:30 to 3:00 pm, with follow-up testing and assignments. The next day for this course is Wednesday March 26<sup>th</sup> (tomorrow). This course has already been valuable for networking, and the information provided is useful for day-to-day operations. The AMCTO Zone 9 meeting is scheduled for Tuesday April 22<sup>nd</sup> from 8 am to 5 pm and Wednesday April 23<sup>rd</sup> from 8:00 am to 12:00 pm. The cost of this meeting is \$120 per person, and both administration staff would like to attend. The correspondence is listed at 8.7-4. Administration is requesting we close the office on Tuesday, April 22<sup>nd</sup>, all day, and close on Wednesday from 9:00 am to 1:00 pm to allow Administration to attend the AMCTO Zone 9 meeting. The Treasurer will be at the office from 1:00 pm to 4:00 pm on Wednesday,

April 23<sup>rd</sup>, as the Clerk will be attending the AMCTO conference with Councillor Arnold on Wednesday April 23<sup>rd</sup> at 12:30 pm to Friday April 25<sup>th</sup> at 1:00 pm. A door prize is requested for the Zone 9 meeting. Administration has ordered some tote bags with the Conmee logo, which should be here by then for us to use. Administration would like to put a few things in the bag to promote our community.

The Clerk has signed up for a free election training workshop. This Workshop is scheduled for April 3<sup>rd</sup> from 10:30 to 2:30 by zoom. The correspondence is in item 8.7-3 for review.

The Clerk requests Council submit information for the letter of opposition of the truck route. Due to time constraints and lack of information the Clerk has been unable to start this directive.

The Clerk has reached out to the Food Cycler Program and requested a deputation. The deputation is scheduled for the April 8<sup>th</sup> Council meeting. The Clerk will create a survey for residents after this deputation, as she will have more knowledge and information for the survey afterward. The Clerk was only able to find a few names of interested residents in records. Through the survey, website, and newsletter a request to re-submit interest will be made of the residents and the known residents who've expressed an interest will be contacted to see if they're still interested.

The Clerk received information from Tbaytel regarding Fibre Internet in Conmee. The reason the area in our municipality is not included in the Tbaytel map is that area is the jurisdiction of Bell Telephone. Bell received funds to build in areas of Conmee through the AHSIP funding program. The Clerk reached out to Bell but has not received a response. A follow-up meeting with Trevor LaFreniere, Director of Business Development for Tbaytel is scheduled for the afternoon of Monday March 24.

Paul Hessey and a colleague from AMIK Technology attended the office to determine what can be done with the microphones and sound system in Council Chambers. Councillor Maxwell was also in attendance for this meeting. AMIK is suggesting the current sound system not be used, as we are utilizing the OWL system for sound and video. If we were to tie in sound to the system, the OWL would pick up the sound from the speaker and the video would be directed to the corner of council chambers toward the sound system instead of the individual speaking. He did submit a proposal for an expansion microphone, which is in item 8.7-2, for review.

The Lakehead Rural Planning Board has submitted a Notice of Virtual Hearing for consideration. This item is listed at 8.7-7.

The mid-point probationary performance review for the Clerk was conducted on March 11<sup>th</sup> by the HR Assistant and the Acting Clerk.

### **Other Agency Reports**

- Proposal from PSD Citywide for Asset Management report
- AMIK Technology proposals
- Municipal Elections Workshop
- AMCTO Spring 2025 Agenda and Registration
- TBDHU Board Minutes
- TBDSSAB Board Newsletter – note minutes and board reports are available on TBDSSAB's website: <https://www.tbdssab.ca/>
- Notice of Virtual Hearing – Lakehead Rural Planning Board

# Public works Managers

Report

March

8.4

~~18~~ - 25  
25<sup>L.A.</sup>

## # Roads

- Scarifying
- Sanding
- Haul winter sand to yard
- Work at landfill
- Steaming culverts
- Plowing
- Put up No parking signs - Mokomon W
- Push Banks 672

## # Equipment

- 2 new battiers in 190
- Weld bracket on 916
- Change fuel filters on 190
- Take 7500 to Bay City - safty

gen? - Block heater



# Township of Conmee

## O. Reg 588/17 Compliant 2024/2025 Asset Management Plan, Proposed Levels of Service

Project Proposal

Date: March 5<sup>th</sup>, 2025

### **Submitted By:**

PSD Citywide Inc.

148 Fullarton St, 9th Floor

London, ON, N6A 5P3



## Contact List

### Township of Conmee ("Client")

Name	Title	Telephone	E-Mail
Leanne Maxwell	Treasurer	807-475-5229	<a href="mailto:treasurer@conmee.com">treasurer@conmee.com</a>
Karen Paisley	Clerk	807-475-5229	<a href="mailto:conmee@conmee.com">conmee@conmee.com</a>

### PSD Citywide Inc. ("PSD Citywide")

Name	Title	Telephone	E-Mail
Justin Scapinello	Senior Account Manager	519-690-2565 Ext. 2786	<a href="mailto:jscapinello@psdcitywide.com">jscapinello@psdcitywide.com</a>
Gabe Metron	Regional Manager	519-690-2565 Ext. 2480	<a href="mailto:gmetron@psdcitywide.com">gmetron@psdcitywide.com</a>
Lindsay Davis	Client Success Operations	519-690-2565 Ext. 2762	<a href="mailto:ldavis@psdcitywide.com">ldavis@psdcitywide.com</a>
Chris Vanderheyden	Director, Asset Management Advisory	519-690-2565 Ext. 2724	<a href="mailto:cvanderheyden@psdcitywide.com">cvanderheyden@psdcitywide.com</a>

## Project Deliverables

This purpose of this project is to develop and deliver a 2024/2025 O.Reg 588/17 compliant Asset Management Plan for the Client.

The project will be delivered in 2 phases:

- Phase 1: 2024 O.Reg 588/17 compliant Asset Management Plan
- Phase 2: 2025 Proposed Levels of Service and 2025 O.Reg 588/17 compliant Asset Management Plan

## Project Scope

The following table identifies the asset categories that will be included within the project scope:

<b>Asset Categories</b>	<b>Phase 1: 2024 Scope</b>	<b>Phase 2: 2025 Scope</b>
<b>Bridges &amp; Culverts</b>	Update Only*	Yes
<b>Road Network</b>	Update Only*	Yes
<b>Sanitary Network</b>	Update Only*	Yes
<b>Stormwater Network</b>	Update Only*	Yes
<b>Water Network</b>	Update Only*	Yes
<b>Facilities</b>	Update Only*	Yes
<b>Land Improvements/Parks</b>	Update Only*	Yes
<b>Machinery &amp; Equipment</b>	Update Only*	Yes
<b>Vehicles</b>	Update Only*	Yes

## Phase 1: 2024 Project Scope

Topic	Scope	Description of Work
<b>Inventory Analysis &amp; State of the Infrastructure</b>	✓ Inventory Analysis & Confirmation	<ul style="list-style-type: none"> <li>Confirmation of inventory for AMP purposes only</li> </ul>
	✓ Assessment Data Sync	<ul style="list-style-type: none"> <li>Upload available assessed condition data that is easily aligned through a common asset ID with the current asset inventory only</li> </ul>
<b>AM Strategies (Lifecycle) (Risk) (Growth)</b>	<ul style="list-style-type: none"> <li>✓ Asset Categories Lifecycle Analysis</li> <li>✓ Asset Replacement Costing</li> </ul>	<ul style="list-style-type: none"> <li>Identification of current lifecycle and condition assessment strategies through client questionnaire and workshop</li> <li>Review replacement costing methods and update replacement costs for assets included in the AMP</li> </ul>
	<ul style="list-style-type: none"> <li>✓ Asset Categories Risk Analysis</li> <li>✓ Risk Matrices</li> </ul>	<ul style="list-style-type: none"> <li>Identification of qualitative risks to infrastructure programs in general through risk client questionnaire and workshop</li> <li>Client Citywide quantitative system risk models will be used if available for risk matrices visualization</li> <li>Where system risk models have not been previously developed, basic system generated risk models and matrices will be used</li> </ul>
	✓ Community Growth Profile	<ul style="list-style-type: none"> <li>Identification of growth assumptions based on the best available data</li> <li>Identification of expected impacts of growth on asset management planning</li> </ul>
<b>Current Levels of Service</b>	✓ Incorporate developed Levels of Service frameworks	<ul style="list-style-type: none"> <li>Consolidate current LoS previously developed through AMP it Up 3.0 into the 2022 Asset Management Plan for O.Reg 588/17 2024 compliance</li> </ul>
<b>2024 Asset Management Plan</b>	✓ AMP Draft	<ul style="list-style-type: none"> <li>AMP draft will be developed consolidating the 2022 O.Reg 588/17 compliant AMP with the current LoS for none core assets. The client will be provided opportunity to thoroughly review the draft and provide comprehensive feedback</li> </ul>
	✓ AMP Final Draft	<ul style="list-style-type: none"> <li>AMP final draft will incorporate client feedback, revisions and/or omissions which will be delivered as a final AMP document</li> </ul>



## Phase 2: Project Scope

Topic	Scope	Description of Work
<b>Community Engagement</b>	✓ Community Survey and Analysis	<ul style="list-style-type: none"> <li>A tailored community engagement survey will be provided for the municipality to administer.</li> <li>Survey results (if available) documented and used for consideration when defining proposed LoS</li> </ul>
<b>Departmental Engagement</b>	✓ Internal Engagement and Analysis	<ul style="list-style-type: none"> <li>A tailored questionnaire will be provided to document internal stakeholder analysis for each independent department.</li> <li>Workshop to review stakeholder feedback</li> </ul>
<b>Proposed Levels of Service</b>	✓ Identifying proposed LoS	<ul style="list-style-type: none"> <li>Recommended changes to LoS based on stakeholder feedback (if available) will be reviewed with internal staff.</li> <li>Prioritization and selection of changes to LoS (if applicable)</li> <li>Establish timelines for achieving LOS</li> </ul>
	✓ Evaluation of Current Lifecycle Programs	<ul style="list-style-type: none"> <li>Compare current lifecycle programs with proposed changes to LoS (if applicable)</li> <li>Review and analysis of historical use of funding and budget allocations.</li> <li>Where appropriate, discuss changes to lifecycle programs</li> </ul>
	✓ Develop Proposed LoS	<ul style="list-style-type: none"> <li>Define proposed LoS and lifecycle strategies for each applicable asset category aligned with measurable KPIs as defined in levels of service technical metrics.</li> <li>Compare 3 Levels of Service Scenarios: Decrease, Maintain, Increase (if applicable)</li> </ul>
<b>2025 10yr Financial Strategy</b>	✓ 10yr financial strategy to meet proposed LoS requirements	<ul style="list-style-type: none"> <li>Development of a 10yr financial strategy to meet proposed levels of service lifecycle requirements</li> </ul>
<b>Consolidated Asset Management Plan</b>	✓ 2025 AMP Draft	<ul style="list-style-type: none"> <li>AMP draft will be developed, consolidating the 2025 proposed LoS, the 10yr financial plan, and the 2024 Asset Management Plan</li> <li>Client will be provided opportunity to thoroughly review the draft and provide comprehensive feedback</li> </ul>
	✓ 2025 AMP Final Draft	<ul style="list-style-type: none"> <li>AMP final draft will incorporate client feedback, revisions and/or omissions which will be delivered as a final AMP document</li> </ul>

## Value Added Services

The following table itemizes additional services added not within scope of the 2024/2025 O.Reg 588/17 compliant Asset Management Plan as defined above:

Topic	Scope	Description of Work	Budget
<b>AODA</b>	✓ AODA Document Service	<ul style="list-style-type: none"> <li>Review and produce an AODA compliant document for website publication.</li> <li>\$2,500 up to 150 pages</li> <li>Over 150 pages additional charges per page will apply.</li> </ul>	TBD
<b>Council Engagement</b>	✓ Engagement Survey	<ul style="list-style-type: none"> <li>A tailored council engagement survey will be provided for the municipality to administer. Survey results will be documented and used for consideration when defining proposed LoS</li> </ul>	TBD
	✓ Council Workshop	<ul style="list-style-type: none"> <li>Workshop to review council and community feedback</li> </ul>	TBD

- If Council Engagement Service, a price can be provided and added to the Project Budget below.

## Project Schedule

The estimated duration of this project is 6-8 months, and a detailed project schedule and Gantt chart will be supplied after the kick-off meeting and will be reviewed and approved. The duration of the project is dependent on multiple factors including client availability as well as data activities. Note that Client time and resources will be required regularly throughout the project. It is expected that the Client will provide data and additional inputs for each stage as well as review and provide feedback on the deliverable for each stage.

## Project Communication

Clear and efficient communication between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Kantata, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Kantata.

PSD Citywide project management effort is influenced by the duration of the project. Deviations from the project duration proposed may result in additional costs.

## Project Budget

Professional Services	
Service	Amount
O. Reg 588/17 2024 Compliant Asset Management Plan	\$6,000.00
O. Reg 588/17 2025 AMP and proposed Levels of Service with the 10-year financial plan to support the lifecycle requirements to meet proposed levels of service targets aggregated with the 2024 Asset Management plan for all asset categories	\$14,400.00
Value Added Services	TBD
<b>Total Professional Services</b>	<b>\$20,400.00</b>

**Conmee Clerk**

---

**From:** Paul Hessey <phessey56@gmail.com>  
**Sent:** March 14, 2025 2:16 PM  
**To:** Conmee Clerk  
**Subject:** Owl info


Hi Karen

Here is the link to the owl web site. You can look around as you wish. And ask any questions you may have

Take Care

Paul

<https://owllabs.ca/products/meeting-owl-3>



**Meeting Owl 3 - 360 Degree, 1080p HD Video Conference Camera**

Meet the Meeting Owl 3, our premium 360-degree camera, mic, and speaker device creates the most immersive experience for hybrid teams and classrooms.

[owllabs.ca](https://owllabs.ca)

Paul Hessey  
Amik Technology Inc.  
Audio Visual Integrators  
28 Cumberland St. North  
Suite 201  
Thunder Bay, ON  
P7A 4K9  
[Paul.Hessey@amiktech.ca](mailto:Paul.Hessey@amiktech.ca)  
C: 807 626 0809  
P: 807 767 7798



# DRAFT QUOTE

Conmee Township  
19 Holland Rd West R.R. #1  
KAKABEKA FALLS ONTARIO P0T 1W0  
CANADA

Date  
13 Mar 2025

Expiry  
12 Apr 2025

Quote Number  
QU-0292

Amik Technology Inc  
866120868 RT0001

Amik Technology Inc.  
28 Cumberland St. N  
THUNDER BAY ON,P7A  
4K9  
807-767-7798  
info@amiktech.ca

Description	Quantity	Unit Price	Amount CAD
Owl Labs Expansion Mic for Meeting Owl 3	1.00	349.00	349.00
Owl Labs Owl Bar Video Conferencing Device	1.00	2,499.00	2,499.00
Owl Bar Mount	1.00	169.00	169.00
Labour 2x8	16.00	125.00	2,000.00
Misc Cables and Connectors	1.00	75.00	75.00
		Subtotal	5,092.00
		TOTAL HST 13%	661.96
		<b>TOTAL CAD</b>	<b>5,753.96</b>



# DRAFT QUOTE

Conmee Township  
19 Holland Rd West R.R. #1  
KAKABEKA FALLS ONTARIO P0T 1W0  
CANADA

Date  
13 Mar 2025

Quote Number  
QU-0291

Reference  
Hearing Assist

Amik Technology Inc  
866120868 RT0001

Amik Technology Inc.  
28 Cumberland St. N  
THUNDER BAY ON,P7A  
4K9  
807-767-7798  
info@amiktech.ca

## Hearing Assist

Permit persons with Hearing impairment to hear clearly in the church.

Description	Quantity	Unit Price	Amount CAD
Wi-Fi/RF Advanced System- LT-LCS-121-01	1.00	3,084.20	3,084.20
Intelligent DSP RF Receiver LT-LR-4200-072	10.00	267.00	2,670.00
Headphones for receiver	10.00	20.00	200.00
Intelligent Ear Phone/Neck Loop Lanyard LT-LA-430	5.00	96.60	483.00
Intelligent 12-Unit Charging Tray LT-LA-381-01	1.00	593.60	593.60
Installation and Training Labour	4.00	105.00	420.00
		Subtotal	7,450.80
		TOTAL HST 13%	968.61
		<b>TOTAL CAD</b>	<b>8,419.41</b>

## Terms

Updated 3/13/24



## The Future of Assistive Listening – “Listen Wifi”



**Meet our award-winning assistive listening solution, ListenWIFI. Stream audio over your existing WiFi network straight to your guests' smartphones or dedicated receivers. With the free app available for both Android and Apple devices**

Package A	Package B	Package C
1 Wifi Server 1 Receivers 1 Headphones 1 Neck Loops 1 charging tray 1 misc. cables	1 Wifi server 5 Receivers 5 Headphones 5 Neck loops 1 charging tray 1 Misc. cables	1 Wifi server 10 Receivers 10 Headphones 5 Neck loops 1 charging tray 1 Misc. cables
<b>\$4,566.00</b>	<b>\$5,565.00</b>	<b>\$7,030.00</b>

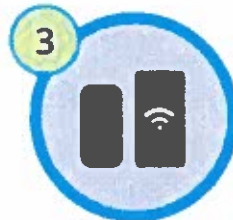
\* AURACAST ready \* Installs on your Wifi \* AODA compliant \* Signage included \* Low latency  
\*Any Bluetooth hearing aid \* Fully supported \* Installation available \* we travel



**Audio Source**  
Connect audio source to a ListenWIFI server



**Server**  
Connect ListenWIFI server to local area network to transmit the audio over Wi-Fi



**Receiver or Smartphone**  
Access audio on a receiver or a smartphone via the ListenWIFI app



**Listener**  
The user listens to the audio via headphones or a neck loop

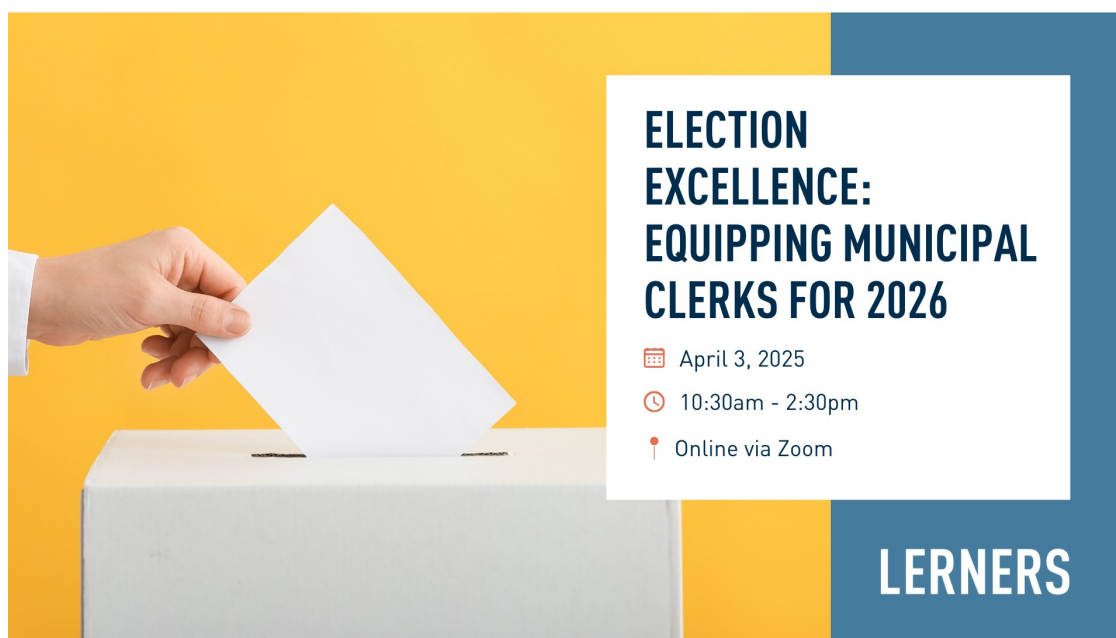
*\*Applicable sales tax extra*

**Conmee Clerk**

---

**From:** Lerner's LLP <events@lerner.ca>  
**Sent:** March 17, 2025 10:06 AM  
**To:** Conmee Clerk  
**Subject:** REGISTER NOW! Complimentary Municipal Elections Workshop

[View this email in your browser](#)

**REGISTRATION IS NOW OPEN!**

As Ontario's next municipal election approaches (October 26, 2026), the role Municipal Clerks and Election Officers play in protecting our democratic processes is more critical than ever. This intensive, complimentary one-day workshop is designed to provide you with the latest insights, legal expertise, tools, and planning, to ensure a smooth, compliant, and successful election process in your community. You will also have the opportunity to network with like-minded peers, who are all working hard to ensure an effective and efficient election.

**Who Should Attend:**



- Municipal Clerks
- Election Officers
- Deputy Clerks
- In-house Solicitors
- Other Municipal Staff involved in the election process

#### **Featured Speakers:**

- **Dr. Peter P. Constantinou**: President and CEO, Political Acuity Institute; Professor, School of Public Policy and Administration, York University
- **Jason W. Reynar**: Partner, Lerner LLP; Former Municipal Clerk/Town Solicitor and CAO
- **Jennifer Hunter**: Partner and Privacy/Insurance Lawyer, Lerner LLP
- **Zahra Vaid**: Associate, Lerner LLP
- **Andrew Murray, C.S.**: Partner and Chair of Lerner Digital Leadership Committee, Lerner LLP

#### **What You Will Learn:**

- Election Planning and Legislative Changes
- Case Law Shaping Elections
- Legal Considerations Around Election Financing
- Privacy, Cyber, and Data Security Compliance Changes
- Political Acuity
- Crisis Management and Strategies

#### **Workshop Agenda:**

- **10:30 AM - 10:40 AM**: Opening Remarks - Jason Reynar
- **10:40 AM - 11:05 AM**: Election Basics and Legislative Changes
  - Speaker: Rachel Dover
- **11:05 AM - 11:30 AM**: Privacy in the Public Sector, Review of Legislative Updates, and Things to be Aware of When Using Technology
  - Speaker: Jennifer Hunter
- **11:30 AM - 11:55 AM**: Prosecutions Around Municipal Election Financing
  - Speaker: Andrew Murray, C.S.

- **12:00 PM - 12:45 PM:** Lunch Break
- **12:45 PM - 1:30 PM:** Keynote Presentation
  - Speaker: Dr. Peter P. Constantino
- **1:30 PM - 1:55 PM:** Recent Election Law Issues
  - Speaker: Zahra Vaid
- **1:55 PM - 2:20 PM:** Strategic Readiness Considerations (Facilitated Discussion)
  - Speaker: Jason Reynar
- **2:20 PM - 2:25 PM:** Closing Remarks - Jason Reynar

[REGISTER HERE](#)

This event will take place on **April 3, 2025 online via Zoom.**

For questions about this event, please e-mail [events@lerner.ca](mailto:events@lerner.ca).



# LERNERS

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# Zone 9 Spring Meeting & Conference Registration Form

**Zone 9 Spring Meeting:** Tuesday, April 22 and Wednesday, April 23, 2025

**Location:** Oliver Road Community Hall (563 Oliver Road, Thunder Bay)

Name: \_\_\_\_\_

Municipality: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

<input type="checkbox"/> <b>Zone 9 Spring Meeting:</b>	<b>Registration Fee:</b> \$120.00
<b>Total Amount Submitted: \$</b> _____	

**Please indicate any food allergies:** \_\_\_\_\_

**Please make cheque payable to "AMCTO - Zone 9" and mail along with this registration form to:**

c/o Louise Lees  
Box 2045  
Marathon, ON  
P0T 2E0

Phone: 807-228-0139  
E-mail: [amctozone9@gmail.com](mailto:amctozone9@gmail.com)

**AMCTO Zone 9 Spring Meeting and Conference  
AGENDA**

8.7-4 (2)

**Please note that all times are in EASTERN Standard time**

<b>Time</b>	<b>Presentation/Activity/Venue</b>	<b>Presenters</b>
<b>Monday, April 21, 2025</b>		
<b>6:00 pm</b>	<b>Executive Dinner (pay your own expenses) – location TBD</b>	
<b>Tuesday, April 22, 2025</b>		
<b>Oliver Road Community Hall (563 Oliver Road)</b>		
<b>8:00 am – 8:30 am</b>	<b>Registration, Networking and Continental Breakfast</b>	
8:30 am – 9:00 am	Opening Remarks – Heather Pihulak, Chairperson Welcome from City – Mayor Ken Boshcoff Introduction of Delegates	
9:00 am – 10:00 am	Speed Table Rounds	All Delegates
<b>10:00 am – 10:15 am</b>	<b>Break</b>	
10:15 am – 11:00 am	Communications – Community Codes of Conducts (slander of staff/abusive behaviours of residents)	Brad Smith Weiler, Maloney & Nelson
11:00 am – 11:45 am	Ombudsman Ontario: Working with Municipalities (Virtual)	Ashley Bursey Ontario Ombudsman
11:45 am – 12:15 pm	AMCTO Updates	David Arbuckle AMCTO Executive Director
<b>12:15 pm – 1:00 pm</b>	<b>Lunch</b>	
1:00 pm – 1:45 pm	Dogs at Large, Backyard Breeders and Dangerous Dog Offenders	Chantelle Bryson Potestio Law
1:45 pm – 2:30 pm	MPAC Updates	Steven DeRocco, MPAC Sharla Knapton, MPAC
<b>2:30 pm – 2:45 pm</b>	<b>Break</b>	
2:45 pm – 3:30 pm	Elections Ontario	Maggie Jordison
3:30 pm – 4:15 pm	Strong Mayor's Act	Mary Catherine Chambers Buset & Partners
4:15 pm – 5:00 pm	Round Table Discussion	Jon Hall, CAO/Clerk Township of Terrace Bay Nikita Cava
<b>Wednesday, April 23, 2025</b>		
<b>Oliver Road Community Hall (563 Oliver Road)</b>		
<b>8:00 am – 8:30 am</b>	<b>Networking &amp; Full Breakfast</b>	
8:30 am – 9:15 am	Tips and Tricks for Municipal social media	Mya Horley, Senior Communications Advisor – City of Kenora
9:15 am – 10:00 am	RealTax Update	Narbé Alexandrian, President Fiona Davis, General Manager RealTax
<b>10:00 am – 10:15 am</b>	<b>Refreshment Break</b>	
10:15 am – 11:00 pm	Notice By-Laws & Bonusing	Anne-Marie McKitrick & Candace Hilchuck McKitricks
11:00 am – 12:00 pm	Zone Business <ul style="list-style-type: none"> <li>• Adoption of Minutes of Previous Meeting &amp; Financial Report</li> <li>• Zone 9 Fall 2025 Meeting Update</li> <li>• Executive Elections (2025 – 2027)</li> <li>• New Business</li> <li>• Municipal Success Stories</li> <li>• Door Prizes</li> <li>• Adjournment</li> </ul>	

**REMEMBER TO BRING YOUR DOOR PRIZE!**

Only those who bring a door prize can win a door prize 😊



## THUNDER BAY DISTRICT HEALTH UNIT BOARD OF HEALTH MEETING MINUTES

**DATE OF THE MEETING:** FEBRUARY 19, 2025

**TIME OF THE MEETING:** 1:00 PM

**PLACE OF THE MEETING:** FIRST FLOOR BOARDROOM /  
VIDEOCONFERENCE

**CHAIR:** MR. JAMES MCPHERSON

**BOARD MEMBERS PRESENT:**

Mr. Grant Arnold  
 Ms. Cindy Brand  
 Mr. Paul Malashewski  
 Ms. Kasey Etrene  
 Mr. James McPherson  
 Mr. Jim Moffat  
 Ms. Donna Peacock  
 Mr. Don Smith  
 Mr. Todd Wheeler  
 Ms. Lucy Belanger  
 Ms. Cynthia Olsen  
 Ms. Kristine Thompson

**ADMINISTRATION PRESENT:**

Dr. Janet DeMille, Medical Officer of Health and  
 Chief Executive Officer  
 Ms. Diana Gowanlock, Director – Health Protection  
 Mr. Dan Hrychuk, Director – Corporate Services  
 Ms. Shannon Robinson, Director – Health  
 Promotion  
 Ms. Dana Wilson, Associate Director –  
 Communications & Strategic Initiatives  
 Ms. Shelley Oleksuk, Administrative Assistant –  
 Health Promotion

**REGRETS:**

Allan Mihalcin

**RECORDER:**

Ms. Sunena Shetty, Executive Assistant and  
 Secretary to the Board of Health

**ABSENT:**

Dr. Mark Thibert

**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

The Chair called the meeting to order at 1:05 PM.

**2. ATTENDANCE AND ANNOUNCEMENTS**

The Chair presented regrets from the above noted.

**3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4. AGENDA APPROVAL**

The agenda was approved as presented.

Resolution No. 12-2025

**Moved By:** J. Moffat

**Seconded By:** P. Malashewski

THAT the Agenda for the Regular Board of Health Meeting to be held on February 19, 2025, be approved.

**CARRIED**

**5. INFORMATION SESSION**

J. Carastathis provided a presentation on the Northern Fruit and Vegetable Program (NFVP) and responded to questions and comments from the board.

**6. MINUTES OF THE PREVIOUS MEETINGS**

**6.1 Thunder Bay District Board of Health**

The minutes of the Regular Session Meetings held on January 15, 2025 were approved with a minor amendment.

Resolution No. 13-2025

**Moved By:** P. Malashewski

**Seconded By:** J. Moffat

THAT the Minutes of the Thunder Bay District Board of Health (Regular Session) Meeting held on January 15, 2025, be approved

**AMENDED**

**7. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

**8. BOARD OF HEALTH (CLOSED SESSION) MEETING**

No closed session was scheduled for this meeting.

**9. DECISIONS OF THE BOARD****9.1 BOH Annual Holiday Dinner**

A memorandum from S. Shetty, on behalf of K. Etrene relative to the Board of Health Annual Holiday Dinner was presented to the board.

The resolution was amended and an additional resolution was added to this item to appoint ad hoc committee members to find an alternative option to the annual dinner.

Resolution No. 14a-2025

**Moved By:** K. Etrene

**Seconded By:** P. Malashewski

THAT as TBDHU has faced increased operational costs, resulting in a heavier financial burden on municipalities and these rising costs require municipalities to exercise fiscal restraint and demonstrate a commitment to preserving taxpayer money; the Board will not host its annual holiday dinner;

AND THAT the Board will explore alternative, cost-effective options to celebrate the holiday season in a manner that reflects its commitment to fiscal responsibility and the prudent management of public funds;

AND THAT the Board direct staff to investigate the options of BBQ with staff and spouses.

**LOST**

Resolution No. 14b-2025

**Moved By:** D. Smith

**Seconded By:** K. Etrene

THAT the Board will not host its annual holiday dinner;

AND THAT, the Board will create an ad hoc committee of the Board that will explore alternative, cost-effective options to celebrate the

holiday season in a manner that reflects its commitment to fiscal responsibility and the prudent management of public funds.

Ad hoc committee members:

1. Brand
2. Thompson
3. Etreni

**CARRIED**

## **9.2 Provincial Government Advocacy Policy**

A memorandum from S. Shetty, on behalf of K. Etreni relative to providing information on drafting a Provincial Government Advocacy policy for the Board, was presented to the Board.

Resolution No. 15-2025

**Moved By:** G. Arnold

**Seconded By:** J. Moffat

THAT with respect to Item 9.2 'Provincial Government Advocacy' on the February 2025 Regular Board of Health meeting agenda, we recommend that the Executive Committee be directed to review the Board's approach to provincial advocacy and to consider whether a Board policy and procedure should be developed and adopted to document this approach,

AND THAT the Executive Committee make recommendations to the Board of Health with respect to provincial government advocacy, including developing a draft board policy and procedure should that be recommended by the committee;

AND THAT these recommendations be brought to the Board of Health no later than the September 2025 Regular Board meeting.

**CARRIED**



**10. COMMUNICATIONS FOR INFORMATION****10.1 alPHa Winter Symposium Report**

A report was presented on the Association of Local Public Health Agencies (alPHa) Winter Symposium held on February 14, 2025, from the members that attended.

**10.2 MOH/CEO Update**

Dr. J. DeMille (Medical Officer of Health and Chief Executive Officer) presented Report No. 05-2025 to the Board, relative to Strengthening Public Health as it relates to the Thunder Bay District Health Unit. It was noted that the Audit Timing memo was included because Audit is delayed due to snap elections.

**10.3 Harm Reduction Report**

Report No. 06-2025 (Harm Reduction) relative to providing the Board with information on the program was presented to the Board. Dr. DeMille provided input on the report. K. Belanger also spoke on the report and highlighted the value of evidence-based harm reduction programs.

J. McPherson declared a conflict of interest and subsequently, stepped out of the meeting at 2:23 PM, returning at 2:25 PM.

**11. NEXT MEETING**

The next regularly scheduled meeting will be held on Wednesday, March 19, 2025 at 1:00 PM.

**12. ADJOURNMENT**

Resolution No. 16-2025

**Moved By:** J. Moffat

**Seconded By:** D. Smith

THAT the Board of Health meeting held on February 19, 2025, be adjourned at 2:26 PM.

**CARRIED**



# Update from the Board

TBDSSAB Board Newsletter | March 19, 2025

Message from the Chair .....	1
Next Meeting .....	2
Spotlight: Changes to Ontario Works.....	2
Board Reports: February 20, 2025 .....	3
Feedback.....	4

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## Message from the Chair

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

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

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

Some highlights from the February meeting:

- Administration provided the Board with the quarterly operational report and strategic plan progress for the last quarter of 2024.
- The Board was also presented with reports giving an annual update on advocacy and engagement activities and program-level service plans.
- The Board received a letter from the Ministry of Municipal Affairs and Housing regarding Last Mile Funding, for information only.

- The Board also received a presentation about changes to Ontario Works through the province's Employment Services Transformation initiative. More information on the recent changes to OW is included in the spotlight below.

Thank you,

**Jim Vezina**

Chair, TBDSSAB

---

This edition of Update from the Board covers TBDSSAB's regular monthly meeting in **February 2025**, as well as key initiatives taking place in this time span.

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

---

## Next Meeting

The next Board meeting will be held **Thursday, March 20, 2025 at 10:00am**.

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

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## Spotlight: Changes to Ontario Works

In February 2019, the Ministry of Children, Community and Social Services (MCCSS) announced the Employment Services Transformation (EST) as a direction for the future. This would involve changes in how employment services were offered across the province. TBDSSAB is part of the Phase 3 implementation of the EST and began the transition in April 2024.

[Read Report 2025-03: "Employment Services Transformation" for more information.](#)

Effective March 1, 2025, TBDSSAB no longer provides employment supports as part of Ontario Works program delivery for the District of Thunder Bay. All employment supports required through the Ontario Works program will be provided by Employment Ontario.

[Visit our website](#) for more information about the changes to Ontario Works.

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## Board Reports: February 20, 2025

### **Memo to Board: Appointment of Alternate Vice Chair**

Download: [Memo Appointment of Alternate Vice-Chair](#) (pdf)

### **Employment Services Transformation**

Download: [RPT 2025-03](#) (pdf)

### **2025 Ontario Works Service Plan**

Download: [RPT 2025-04](#) (pdf)

### **TBDSSAB Q4 Operational Report**

Download: [RPT 2025-05](#) (pdf)

### **Memo: Landlord Tenant Board Advocacy**

Download: [Memo Re Landlord Tenant Board Advocacy](#) (pdf)

### **Advocacy & Engagement 2024 Annual Update**

Download: [RPT 2025-06](#) (pdf)

### **2024-27 Strategic Plan – 4th Quarter Update**

Download: [RPT 2025-07](#) (pdf)

### **February 2025 Mortgage Renewal – Walkover**

Download: [RPT 2025-08](#) (pdf)

### **Letter from MMAH: Last Mile Funding**

Download: [LTR MMAH to TBDSSAB - Jan 28 2025](#) (pdf)

Board reports for past meetings are available on our website:  
<https://www.tbdssab.ca/board/reports>

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## Feedback

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

**Contact:** Carole Lem (she/her), Communications & Engagement Officer  
E: [Carole.Lem@tbdssab.ca](mailto:Carole.Lem@tbdssab.ca) T: 807-766-4219

**Conmee Clerk**

---

**From:** LRPB@tbaytel.net  
**Sent:** March 20, 2025 9:43 AM  
**Cc:** Kerri Reid  
**Subject:** Notice of Hearing  
**Attachments:** NOTICE OF VIRTUAL HEARING 1B-01-25.pdf; NOTICE OF VIRTUAL HEARING 1B-04-25.pdf

Good Morning,

Attached is the Notice of Hearing for application 1B-01-25 – Hartley – New Lot Hume Rd. – Conmee & 1B-04-25 – Sovereign – lot addition - Conmee  
Please let me know if you have any questions, concerns, or comments.

Thank you,

*Krista Silvaggio*

Planning Assistant  
Lakehead Rural Planning Board  
3250 Highway 130  
Rosslyn ON P7K 0B1  
T: 807-935-2613  
F: 807-935-2161

# Lakehead Rural Planning Board

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-2613  
Fax: (807) 935-3309

## PUBLIC HEARING CONCERNING PROPOSED NEW LOT

**RE:**       **Application No.:** 1B/01/25  
          **Name of Owner:** Ray Hartley  
          **Name of Agent:** N/A  
          **Location:** Hume Road

In accordance with the Lakehead Rural Planning Board's Procedural By-law 03-2020, the Lakehead Rural Planning Board will hold a virtual public meeting in accordance with the Planning Act.

**TAKE NOTICE** that the Lakehead Rural Planning Board will hold a Public Hearing on **Thursday, April 3<sup>rd</sup>, 2025 at 5:30 p.m.** via Zoom Meeting, which allows for participation by telephone, as well as by computers and mobile devices, to consider the application for a proposed new lot under Section 53 of the Planning Act, 1990. C.P. 13 as amended to March 30, 2007.

**The consent for the application of a new lot located on the property legally known as, CONMEE CON 2 PT LOT D RP 55R15241 PART 1, Conmee Township, Geographical District of Thunder Bay, located along Hume Road. A key map showing the location of the lands to which the consent applies is attached.**

**VIRTUAL PUBLIC MEETING:** Although this is not an in-person Board meeting, there are several ways in which the general public can provide input on the proposed new lot, as follows:

a. Submit comments in writing: Persons wishing to provide comments may submit such comments in writing, by email, to [lrpb@tbaytel.net](mailto:lrpb@tbaytel.net) or by regular mail to the address below, and quote File Number:1B/01/25. Comments shall be submitted by 4:30 p.m. on Thursday, April 3<sup>rd</sup>, 2025.

b. Register to Speak at the LRPB Virtual Meeting: If you wish to speak at the LRPB Virtual Public Meeting, you are asked to register in advance by email, to [lrpb@tbaytel.net](mailto:lrpb@tbaytel.net) and quote File Number: 1B/01/25. After registering, you will receive a confirmation email containing information about joining the meeting by following the link provided through email. Please note that neither a computer, nor a video sharing device is required to participate in the meeting via Zoom. You may also opt to call in from a cell or landline. To register by phone please call: 807-935-3300.

### NOTES REGARDING YOUR RIGHTS

If a **specified person** that files an appeal of a decision of the Lakehead Rural Planning Board in respect of the proposed new lot does not make written submissions to the Lakehead Rural Planning Board before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

**THIS NOTICE** is sent to the applicant, to various agencies, and to surrounding property owners for their information. If you wish to be notified of the decision of the Lakehead Rural Planning Board in respect to the proposed new lot, you must make a written request to the Secretary-Treasurer of the Lakehead Rural Planning Board, 3250 Highway 130, Rosslyn ON P7K 0B1. Failure of the applicant to appear before the Board, either in person or by an agent, may result in the deferment or cancellation of the application.

**ADDITIONAL INFORMATION** related to the proposed new lot is available by calling the Secretary-Treasurer at 807-935-3300.

**DATED THIS 20<sup>th</sup> DAY OF March 2025.**



**Kerri Reid, Secretary-Treasurer  
Lakehead Rural Planning Board**

*Please see location map below.*





# Lakehead Rural Planning Board

3250 Highway 130  
Rosslyn ON P7K 0B1

Telephone: (807) 935-2613

Fax: (807) 935-3309

## PUBLIC HEARING CONCERNING PROPOSED LOT ADDITION

**RE:**        **Application No.:** 1B/04/25  
              **Name of Owner:** Ron Sovereign  
              **Name of Agent:** James Sovereign  
              **Location:** 347 Sovereign Road

In accordance with the Lakehead Rural Planning Board's Procedural By-law 03-2020, the Lakehead Rural Planning Board will hold a virtual public meeting in accordance with the Planning Act.

**TAKE NOTICE** that the Lakehead Rural Planning Board will hold a Public Hearing on **Thursday, April 3<sup>rd</sup>, 2025 at 5:30 p.m.** via Zoom Meeting, which allows for participation by telephone, as well as by computers and mobile devices, to consider the application for a proposed new lot under Section 53 of the Planning Act, 1990. C.P. 13 as amended to March 30, 2007.

**The proposed lot addition is located on the property legally known as, CON 2 S PT LOT 7 MR114 RP 55R2672 PART 2 PCL 18538, Geographic District of Thunder Bay, known locally as 347 Sovereign Road. A key map showing the location of the lands to which the consent applies is attached.**

**VIRTUAL PUBLIC MEETING:** Although this is not an in-person Board meeting, there are several ways in which the general public can provide input on the proposed new lot, as follows:

a. Submit comments in writing: Persons wishing to provide comments may submit such comments in writing, by email, to [lrpb@tbaytel.net](mailto:lrpb@tbaytel.net) or by regular mail to the address below, and quote File Number:1B/04/25. Comments shall be submitted by 4:30 p.m. on Thursday, April 3<sup>rd</sup>, 2025.

b. Register to Speak at the LRPB Virtual Meeting: If you wish to speak at the LRPB Virtual Public Meeting, you are asked to register in advance by email, to [lrpb@tbaytel.net](mailto:lrpb@tbaytel.net) and quote File Number: 1B/04/25. After registering, you will receive a confirmation email containing information about joining the meeting by following the link provided through email. Please note that neither a computer, nor a video sharing device is required to participate in the meeting via Zoom. You may also opt to call in from a cell or landline. To register by phone please call: 807-935-3300.

### NOTES REGARDING YOUR RIGHTS

If a **specified person** that files an appeal of a decision of the Lakehead Rural Planning Board in respect of the proposed new lot does not make written submissions to the Lakehead Rural Planning Board before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

**THIS NOTICE** is sent to the applicant, to various agencies, and to surrounding property owners for their information. If you wish to be notified of the decision of the Lakehead Rural Planning Board in respect to the proposed new lot, you must make a written request to the Secretary-Treasurer of the Lakehead Rural Planning Board, 3250 Highway 130, Rosslyn ON P7K 0B1. Failure of the applicant to appear before the Board, either in person or by an agent, may result in the deferment or cancellation of the application.

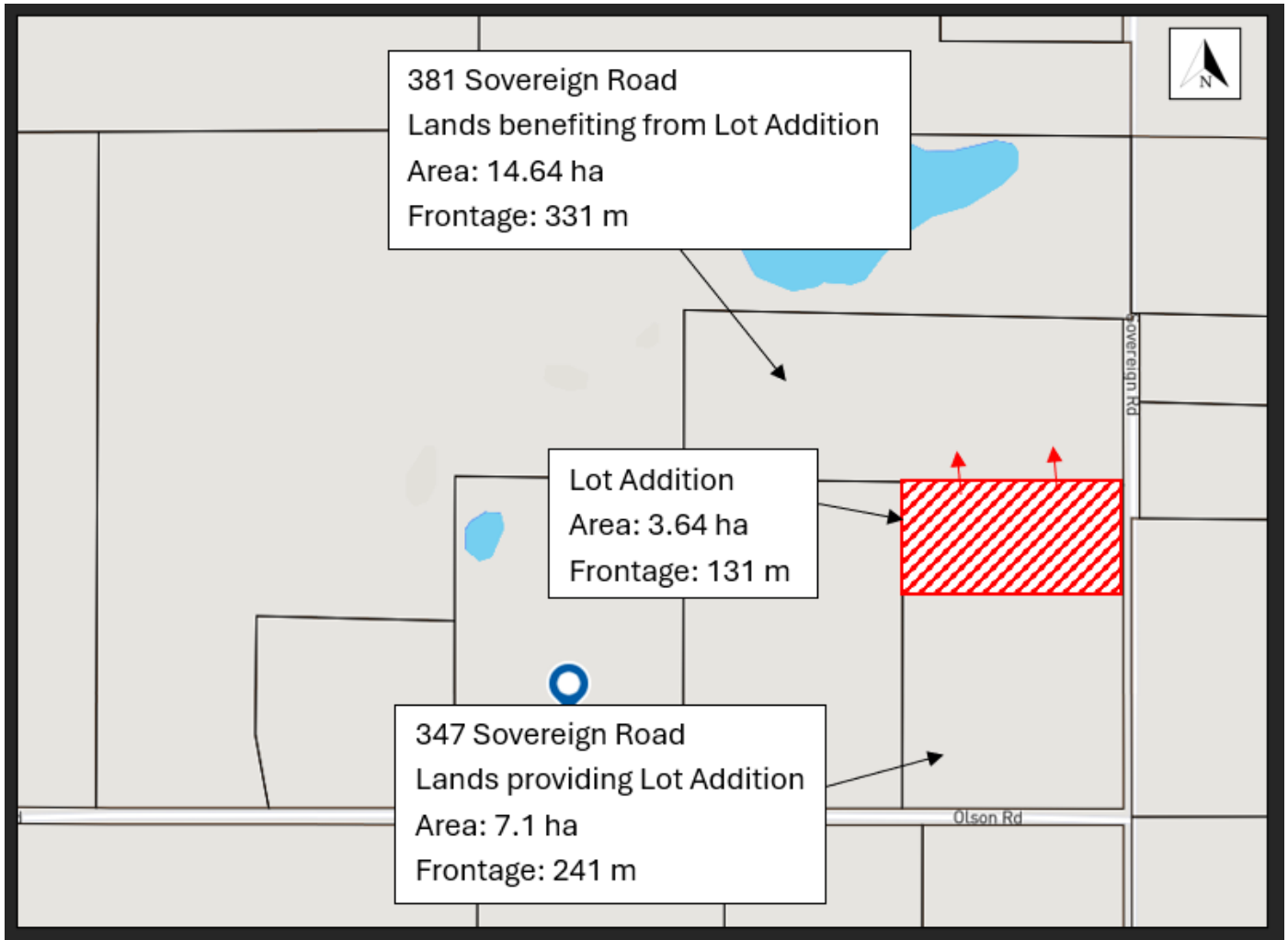
**ADDITIONAL INFORMATION** related to the proposed new lot is available by calling the Secretary-Treasurer at 807-935-3300.

DATED THIS 20<sup>th</sup> DAY OF March 2025.



**Kerri Reid, Secretary-Treasurer  
Lakehead Rural Planning Board**

*Please see location map below.*



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

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**Date:** March 25, 2025

**To:** Mayor and Council

**Subject:** Fire Department Bylaw

**Submitted by:** Rosalie Evans, Acting Clerk

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**RECOMMENDATION:**

Administration requires Council's direction as to processing the Fire Department Bylaw distributed by Fire Chief Day in December of 2024. The bylaw cannot be passed until all Fire Chiefs agree on its wording, and its passage should be co-ordinated with the Council agendas of the participating municipalities.

**BACKGROUND:**

At its meeting held December 17, 2024, Council heard from Chief Day that he and the Fire Chiefs in neighbouring communities had collaborated on a draft Fire Department Bylaw. There is a desire among the Chiefs to have Fire Department bylaws in each community be virtually identical (with obvious changes as required for the individual municipalities).

The draft bylaw was distributed by the Clerk to all members of Council via email that evening, after the meeting (8:14 p.m.). As such, it is not appended to this report. Should any member of Council wish to have a copy, please request same.

The Acting Clerk worked with the Bylaw to address a few drafting errors, but did not change any of its substantive language. The suggested revised bylaw is appended to this report as Attachment One. Attachment Two is the current (Bylaw 1415) departmental structure, which may require amendment prior to insertion as Schedule "A" to the new Fire Department Bylaw..

**DISCUSSION:**

**Schedules**

The draft bylaw presented had the following schedules appended to it:

- A – Fire Department Organizational Chart (which will be different for each community)
- B – Approved Services and Programs (which may or may not differ between communities);
- C – Training Requirements (incorrectly titled "Approved Services and Programs" in the Draft);

- D – Fire Fighter terms and conditions of employment; and
- E – Mission Statement.

With due respect to the drafters of the document (overall, they did a great job), the Acting Clerk recommends that only Schedules A and B be included in the final document.

Schedule A may require updating – that is for Chief Day to provide advice for. Attachment One to this Report is the current (Bylaw 1415) organizational chart.

Schedule B was not amended (apart from grammatical changes). Chief Day will need to update Council on changes (if any) between Service Levels mandated in Bylaw 1415 and this proposed Schedule B.

Schedule C – Training Requirements: This schedule should not be part of the bylaw, as things change from time to time. It is definitely an important document for the Fire Teams to have and understand, but these are Provincial requirements and not within the Council’s jurisdiction to establish. Should Council wish to require training “above and beyond” Provincial requirements, a schedule should be added that specifies this for Conmee.

Schedule D – Fire Fighter terms and conditions of employment: The terms and conditions of employment should be in individual service agreements between the fire fighters and their respective Townships rather than in a bylaw. In any event, the draft bylaw delegates to the Fire Chief the authority to determine these terms and conditions (see section 2.05(l)). Accordingly, including them in the bylaw is contradictory.

Schedule E – Mission Statement: A mission statement is an important document, and it is laudable that all of the Chiefs wish to have an identical one – however – it does not need to be in the bylaw.

#### Acting Clerk’s Bylaw Review

The revised draft bylaw is appended to this report. Please note that it was provided to Chief Day with this report on Friday, March 21<sup>st</sup>, and he may have comments that are not captured. Council should await his comments prior to any finalization of the Bylaw.

Red text is new wording. Blue text is commentary by the Acting Clerk. Highlighting is used for matters that require some follow-up or further research.

The following changes were undertaken:

1. Plain language was used throughout the document (i.e. remove “hereby”, etc.);
2. Some “standard” bylaw language was added (i.e. “interpretation” section);
3. Clauses were organized into relevant sections with appropriate headings;
4. Superfluous Schedules were removed (as noted above);
5. Use of defined terms was reviewed, and relevant changes made;
6. Typos and grammatical changes were made as required;
7. What is now 3.02(c) provided that a shared service agreement must be part of the bylaw; that was removed with the same rationale as removing Schedule D; and

8. Duplications were either removed or noted.

Process

Ideally, the participating Councils should have a joint meeting with all members of each Council present, and each Fire Chief present, to allow a fulsome discussion and to facilitate having identical wording being passed by each Council. (A similar process was undertaken when the Lakehead Police Service Board was established.)

The Acting Clerk understands that this will be discussed at the next LRMC meeting. It is recommended that the possibility of a joint Council meeting be discussed with the Mayors and heads of administration at that meeting.

If it proves impossible to schedule a joint meeting with all Councils, each Council will individually pass their version of the bylaw at separate meetings. These should be co-ordinated carefully to enable consistency. Each Clerk should be requested to provide a copy of the bylaw as passed by their Councils to each other Clerk after their respective meetings, and to advise whether any amendments were made (and what those amendments).

**ATTACHMENT:**

One: Revised Draft Bylaw

Two: Current Organizational Chart (from Bylaw 1415)

**ATTACHMENT ONE: Suggested Changes to Draft Bylaw**

The Corporation of the Township of Conmee  
 By-Law Number 2025-00\*  
 Being a by-law to establish and regulate a Fire Department  
 and to Repeal By-law Number 1415

**Recitals:**

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

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

**ARTICLE 1.00: DEFINITIONS & INTERPRETATION**

**1.01 Definitions:** Where the terms set out in this Section appear in the text of this Bylaw with their initial letters capitalized, it is intended that they shall have the meanings set out for them in the lettered paragraphs of this Section 1.01. Where the terms set out in this Section appear in the text of this Bylaw in regular case, their ordinary meanings in accordance with the English language are intended to apply.

- a. "Approved" means approved by Council.
- b. "Automatic Aid" means an Approved agreement under which a municipality that is capable of responding more quickly to a Call in an area agrees to provide an initial response to the Call in another municipality, or where a municipality agrees to provide a supplemental response to Calls that may occur in another municipality.

- c. "By-law" means this by-law, including its recitals and schedules, which are integral parts of it.
- d. "Call" means a request for service from a Fire Department to address fires, rescues, medical assistance, or any other emergency.  
~~"Chief Administrative Officer (CAO)" means.~~ (\*See "Head of Administration" below – changed to be more universal for the various townships involved).
- e. "Corporation" means The Corporation of the Township of Conmee.
- f. "Council" means the Council of the Corporation.
- g. "Deputy Fire Chief" means the person appointed by Council to act on behalf of the Fire Chief in the case of absence of the Fire Chief or a vacancy in the office of the Fire Chief. It is noted that municipalities may have more than one Deputy Fire Chief, with varying titles and/or levels of duty, including, for example:
  - i. Deputy Fire Chief, Fire Prevention", may be used instead of "Deputy Fire Chief" for the person appointed by Council to act on behalf of the Fire Chief in the case of absence or a vacancy in the office of the Fire Chief;
  - ii. "Deputy Fire Chief- Training", being the person appointed by Council to act on behalf of the Fire Chief for the purposes of planning and executing training for the Departmental staff;
  - iii. "Deputy Fire Chief- Operations", being the person appointed by Council to act on behalf of the Fire Chief for the purposes of operational matters within the Department, such as inventory management, equipment management, etc.;
  - iv. "Deputy Fire Chief- Administration", being the person appointed by Council to act on behalf of the Fire Chief for administrative purposes, such as records-keeping or report-writing/filing; or
  - v. Additional "Deputy Fire Chief" titles for the same or other duties, as determined by the relevant municipality.
- h. "Fire Chief" means the person appointed by Council to act as fire chief for the fire department and who is ultimately responsible to Council as set out in the Fire Protection and Prevention Act.
- i. "Fire Code" means Ontario Regulation 213/07, passed under the authority of the Fire Protection and Prevention Act, as amended, and any successor regulation or other relevant regulation under that legislation.
- j. "Fire Department" means the Fire Department re-established for The Corporation of the Township of Conmee under this Bylaw.
- k. "Fire Fighter" means the Fire Chief and any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services. The term includes all such persons, whether or not they function as volunteers, or are paid for their services, and whether they have titles such as: "Officer", "Medical First Responder", or "Auxiliary member". The term "Member" may alternately be used.
- l. "Fire Protection and Prevention Act" means the *Fire Protection and Prevention Act, 1997*, S.O.1997, c.4.

- m. "Fire Protection Services" includes:
- i. fire suppression, rescue and emergency services,
  - ii. medical response,
  - iii. fire prevention,
  - iv. public fire safety education,
  - v. mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide,
  - vi. communications,
  - vii. training of personnel involved in the provision of Fire Protection Services, and
  - viii. the delivery of all those services as described in detail in this By-law.
- n. "Fit For Duty" means an individual who is physically, mentally and emotionally healthy enough to perform the duties required, as outlined in any **Corporate Policy** in place.
- o. "Head of Administration" (\*formerly CAO) means the person appointed by Council to act as **Head of Administration** for the Corporation, **regardless of their title**.
- p. "Level of Service" means the **Approved Fire Protection Services** outlined in detail in Schedule "B" to this **By-law**.
- q. "Limited Service" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Firefighters in insufficient numbers to safely carry out the delivery of **Approved Services**, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- r. **The definition of "Member" is set out in the definition of "Fire Fighter", above.**
- s. "Municipal Act" means the *Municipal Act, 2001*, S.O. 2001, c.25.
- t. "Mutual Aid" means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- u. "Officer" means: Fire Chief, Deputy Fire Chief, District Chief, Deputy District Chief, Captain, Training Officer, and any **other** person designated by the Fire Chief to supervise Firefighters.
- ~~"Firefighter" means a person who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance, and includes Auxiliary Members. \*(already included above)~~
- v. "Standards" means industry accepted best practices along with legislative requirements and may include Section 21 Guidance Notes, National Fire Protection Association standards, Regulations, and industry practices.
- w. "Water **Access Only Properties**" means properties only accessible by travel onto a body of water or onto ice over a body of water.



- x. “Vehicle” means all vehicles, including: vehicles that are powered by combustion engines and/or alternative fuels. **Examples include:** cars, trucks, tractors, farm equipment, transports, Quads and UTV’s, etc.
  - y. “Shared Services” are fire departments working together to meet common goals. Many of the functions of the fire services are the same across fire departments and municipalities, such as common Standard Operating Guidelines/Policies, training lesson plans and response protocols. The intent of this enabling by-law is to allow fire departments **in different municipalities** to work together to reduce common workload, reduce operating costs and to provide consistent levels of services to the rate payers serviced by each fire department. (\*second sentence does not belong in the definition – needs to be moved. Maybe another recital?)
- 1.02 **The term “Include”:** When the word “include” (in any tense) appears in the text of this By-law, it is not intended to limit in any way the words that precede or follow it. For example, this By-law will use the term “including” to mean “including, without limitation”.
- 1.03 **Gender/Plurals:** In an attempt to be gender neutral, the term “they” is used in stead of either other pronouns, and is to be interpreted in the singular unless the context otherwise implies. Otherwise, the use of the singular or plural is intended to be interpreted as the context allows.
- 1.04 **Citing Legislation:** Each reference to Provincial legislation in this By-law, unless otherwise specified or defined, is a reference to the Revised Statutes of Ontario, 1990 edition, and, in every case, includes all applicable amendments to the legislation, including successor legislation. Each reference to a by-law in this By-law, unless otherwise specified or defined, is a reference to a By-law of the Corporation, and, in every case, includes all applicable amendments to the By-law, including successor by-laws.
- 1.05 **Severability:** Should a court or tribunal of competent jurisdiction find any section or provision, of this By-law, **in whole or in part**, to be invalid or to be of no force and effect, such section or provision shall be deemed to be severable, and all other sections or provisions or parts of this By-law shall be deemed to be separate and independent there from and to be enacted as such. (\*Formerly Section 27)
- 1.06 **Headings:** The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.

## **ARTICLE 2.00: FIRE DEPARTMENT; OFFICERS; MEMBERS**

- 2.01 **Re-Establishment:** The Fire Department for the Corporation, originally established by By-law 429, is re-established.
- 2.02 **Departmental Structure:** The Fire Department has the structure set out in the organizational chart appended to this By-law as Schedule A. As noted, The Fire Chief is the highest-ranking Officer and Director of the Fire Department.
- 2.03 **Services:** The Fire Department shall provide such Fire Protection Services and programs as approved by the Council in collaboration with Part II of the *Fire Protection and Prevention Act* and set out in Schedule “B” to this By-law.
- 2.04 **Council Appointments:** Council shall appoint the Fire Chief and the Deputy Fire Chief for the Fire Department. In the absence of the Fire Chief, or at times when the position

of Fire Chief **is vacant**, the Deputy Fire Chief shall have the powers and perform the duties of the Fire Chief.

**2.05 Fire Chief's Responsibilities and Authority:** The Fire Chief **is** ultimately responsible to Council in for the proper administration and operation of the Fire Department, including delivery of Approved services and programs. The Fire Chief **is** the Chief Fire Official of the **Corporation** for the purpose of the Fire Protection and Prevention Act, **its** regulations, and **other relevant Provincial legislation**. The Fire Chief **has** all statutory authority and shall carry out all prescribed duties and responsibilities in **that** respect. The Fire Chief **is** authorized and responsible for:

- a. performing all statutory duties **under** the Fire Protection and Prevention Act and any other legislation applicable to the administration or operation of the Fire Department;
- b. reporting to the Council as required by the Fire Protection and Prevention Act;
- c. enforcement of this By-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department;
- d. periodically reviewing this By-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department **and/or the regulation of fires in the community**;
- e. establishing, should they choose to, an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in periodically reviewing this By-law;
- f. recommending to Council amendments to this By-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate;
- g. developing, establishing, and implementing policies, operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department;
- h. periodically reviewing, revising, or revoking as required, all policies, operating procedures and guidelines, general orders, and rules of the Fire Department;
- i. arranging, with Council support and approval, for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, services and supplies for the Fire Department;
- j. taking proper care and protection of all Fire Department property;
- k. arranging and implementing, with Council support and approval, of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Fire Department and other municipalities or an unincorporated territory;
- l. determining and establishing the qualifications and criteria for the employment or appointment, and the duties and responsibilities of all Members **of the Fire Department**; (\*see note at Section 4.02)
- m. appointing, subject to approved hiring policies, qualified persons as **Members of the Fire Department**; (\*see note at Section 4.01; perhaps delete this subparagraph)

- n. undertaking reviews of the conduct of all Members, including disciplinary actions as required, which may range from reprimand to dismissal;
- o. keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by the Council in a manner consistent with applicable records management policies of the Corporation and for retaining such records for a period prescribed by approved records retention policies and statutory requirements;
- p. enforcing the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act;
- q. reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable ~~law regulation or statute~~ **law**;
- r. preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by the Council; and
- s. **working with the Treasurer**, preparing and submitting annual budget estimates for approval by the Council and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.

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

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

The Fire Chief's powers include:

- a. pulling down or demolishing any building or structure when necessary to prevent the spread of fire;
- b. taking any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property; and
- c. recovering costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.

**2.08 Delegation:** ~~As set out in the Fire Protection and Prevention Act,~~ The Fire Chief may delegate any of their powers or duties to a Deputy Fire Chief or to any other Member that the Fire Chief deems appropriate, subject to such limitation, restrictions or conditions as may be set in the delegation, and Member so delegated shall have all the powers and shall perform all duties as delegated. Any delegation may be done verbally

or in writing. (\*note – RE strongly recommends ONLY in writing to avoid confusion – however – it is understood in cases of emergency or “on the scene” delegation, verbal may be required)

- 2.09 Purchase of Services:** If, as a result of a Fire Department response to a fire, rescue, or other emergency or non-emergency, the Fire Chief, their designate, or the highest ranking Member on scene determines that it is necessary to **do any of the following:**
- a) retain a private contractor;
  - b) rent special equipment; or
  - c) use consumable materials other than water;

in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, **they have the authority to do so.** The Corporation shall recover the costs incurred ~~by the Corporation taking such actions~~ from the owner of the property on which the fire or other event occurred.

### **ARTICLE 3.00: SHARED SERVICES**

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

### **ARTICLE 4.00: FIREFIGHTER EMPLOYMENT**

- 4.01 Authority:** The Fire Chief may appoint, from time to time, any eligible person as a Firefighter in order to maintain a sufficient complement of staff in accordance with the approved Fire Department Organizational Chart as set out in Schedule “A”, and subject to approved hiring policies. (\*Note: this is a repeat of 2.05(m) above, but with more detail)

- 4.02 **Terms and Conditions of Employment:** The employment of Firefighters shall be governed by the terms and conditions of employment as determined by the Fire Chief. (\*Note: this section formerly referred to Schedule “D” – Note it repeats 2.05(I)).

#### **ARTICLE FIVE: LIMITED SERVICE**

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

#### **SECTION SIX: OFFENCES, PENALTIES AND ENFORCEMENT**

- 6.01 **Obstruction:** No person shall obstruct, hinder, or interfere with the Fire Chief or any Member in the performance of **their** duties in accordance with this By-law, the Fire Protection and Prevention Act, **or other applicable law.**
- 6.02 **Penalties:** Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty **as set out** the Provincial Offences Act, R.S.O. 1990, c P. 33. (\***need to check** the FPPA to see if it has certain penalties higher than POA)

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

~~A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the Corporation.~~

~~If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the registered name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.~~

(\*Note: this Bylaw does not impose any fees...the Municipal Act has these types of sections.)

## **SECTION SEVEN: GENERAL**

7.01 **Administrative Amendments:** The Head of Administration, is authorized to make any minor modification or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the substance or intent of the By-law.

7.02 **Repeal:** By-law Number 1415 of the Corporation ~~of the Township of Conmee~~ is repealed

7.03 **Surviving Provisions:** Notwithstanding Section 7.02, the appointment of the Fire Chief, Deputy Fire Chiefs, and all other Members who were appointed under previous and separate by-laws, that existed and were in effect on the day on which By-law Number 1415 was repealed shall survive and remain in force and effect after the by-law is repealed.

7.04 **Effective Date:** This By-law shall come into effect upon its passing  
Passed this XX day of XXXXX, 2025.

SIGNATURE SECTION

The Corporation of the Township of Conmee  
Schedule "A"- By-law 2-25-00\*

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

NOTE TO DRAFT: The most recent departmental organization chart will be inserted. The most recent one of which the Acting Clerk is aware is appended to BL 1415, and included as Attachment One to the Report from the Acting Clerk dated March 25, 2025.

The Corporation of the Township of Conmee  
Schedule "B"- By-law 2025-00\*  
APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

**1) Emergency Response**

**a. Basic Firefighting Services:**

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

**b. Structural Firefighting Services:**

1. For the purpose of this Schedule, "Structural Firefighting" **has** the same meaning as **set out in** NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical

Operations, and Special Operations to the Public by Volunteer Fire Departments.

2. Interior Search and Rescue shall be provided when possible and as appropriate in accordance with the following:
  1. Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure;
  2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
    - a. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
    - b. Structure integrity and hazard conditions permits entry;
    - c. Sufficient Trained Firefighting staffing is deployed at the fireground;
    - d. Reliable water supply with adequate flow can be sustained;
    - e. Adequate fireground supervision and support is provided;and
  3. Limited Service shall be provided if any of the above noted circumstances do not exist.
3. Interior Fire Suppression shall be provided when possible and as appropriate in accordance with the following:
  1. Service shall be provided to contain the fire and prevent further loss of property;
  2. Service shall be provided only when, in the opinion of the Fire Chief or most senior Member in charge, all of the following are true:
    - a. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
    - b. Structure integrity and hazard conditions permits entry;
    - c. Sufficient Trained Firefighting staffing is deployed at the fireground;
    - d. Reliable water supply with adequate flow can be sustained;
    - e. Adequate fireground supervision and support is provided;and
  3. Limited Service shall be provided if any of the above noted circumstances do not exist.
4. Exterior Fire Suppression shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Member in charge, in accordance with the following:
  1. There shall be no expected rescue component with this service;
  2. Service shall be provided to prevent fire spread to adjacent areas;



3. Service shall be provided when Interior Fire Suppression is not possible or appropriate; **and**
4. Service shall be provided as water supply permits.
5. Industrial Response shall be provided when possible and as appropriate in accordance with the following:
  1. Service shall be provided to contain the fire and prevent further loss of property or risk to people;
  2. Service shall be provided only when, in the opinion of the Fire Chief or most senior **Member** in charge, all of the following are true:
    - a. A scene risk assessment has been completed, and level of risk reasonably justifies your actions;
    - b. The Industry's Incident Command or **other** knowledgeable representative has made contact with our **Incident Commander**;
    - c. Sufficient Trained Firefighting staffing is deployed at the fireground;
    - d. Reliable water supply with adequate flow can be sustained; **and**
    - e. Adequate fireground supervision and support is provided.
  3. Limited **Service** shall be provided if any of the above noted **circumstances do not exist**.

**c. Rural Firefighting Operations:**

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

**d. Vehicle Firefighting Services:**

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

5. Adequate fireground supervision and support is provided.

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

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

**f. Automatic Aid Response Services:**

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

**g. Defined Service Agreement Services:**

Services shall be provided in accordance with any Approved Defined Service Agreements. (\*Note: no definition)

**h. Mutual Aid Response Services:**

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

**i. Medical First Response:**

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

**j. Ambulance Assistance Services:**

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

**k. Police Assistance Services:**

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

**l. Public Assistance Services:**

Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills in the mitigation. (\*Note this is a repeat of k)

**m. Public Hazard Assistance Services:**

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

**n. Vehicle Collision Services:**

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

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

**o. Vehicle Extrication Services-**

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

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

**p. Transportation Incidents involving Vehicles, Trains, Aircraft:**

Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact. (\*Note – subject to?)

**q. Highway Incident Services:**

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

**r. Weather Events:**

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

**s. Hazardous Materials Response Services:**

Service shall be provided at the Operations Core Level in accordance with NFPA 472, Standard for Competence of Responders to Hazardous Materials Incidents

and NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personal Professional Qualifications.

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

1. Service shall be provided only when, in the opinion of the Fire Chief or most senior **Member** in charge, all of the following are true:
  - a. A scene risk assessment has been completed, and the level of risk reasonably justifies the operation;
  - b. The operation does not involve Technical Level operations (\*no definition);
  - c. Sufficient Trained Firefighting staffing is deployed at the incident;
  - d. Adequate fireground supervision and support is provided;  
**and**
2. Limited **Service** shall be provided if any of the above noted **circumstances do not exist**.

**t. Hazardous Materials Response- Technical Level Services:**

Hazardous materials response services at the NFPA 472 Technician Level **shall not be** provided by the Fire Department; Emergency Response requiring NFPA 472 Technician Level response, shall be provided in accordance with any **Approved aid agreement**. (\*Note: unless I am missing something, these two paragraphs contradict each other)

**u. Water and Ice Rescue Services:**

1. Service shall be provided at the AWARENESS (\*note: not defined; why capitals?) level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any **Approved aid agreement**.

**v. Urban Search and Rescue Services:**

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

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

1. Service shall be provided at the AWARENESS (\*note: not defined; why capitals?) level only;
2. Emergency Response that requires Operations Level or Technical Level training and equipment shall be provided in accordance with any Approved aid agreement.

**x. Rope Rescue Low Slope Services:**

1. Blair will forward the wording for this section.

**y. Confined Space Rescue Services:**

1. Service shall be provided at the AWARENESS (\*note: not defined; why capitals?) level only;
2. Emergency Response that requires Operations Level (\*not defined) or Technical Level (\*not defined) training and equipment shall be provided in accordance with any Approved aid agreement.

**z. Trench Rescue Services:**

1. Service shall be provided at the AWARENESS (\*note: not defined; why capitals?) level only;
2. Emergency Response that requires Operations Level (\*not defined) or Technical Level (\*not defined) training and equipment shall be provided in accordance with any Approved aid agreement.

**aa. Cave, Mine, and Tunnel Rescue Services:**

1. Service shall be provided at the AWARENESS (\*note: not defined; why capitals?) level only;
2. Emergency Response that requires Operations Level (\*not defined) or Technical Level (\*not defined) training and equipment shall be provided in accordance with any Approved aid agreement.

**bb. Farm and Silo Rescue Services**

1. Services for farm and silo rescue involving rope rescue or confined space rescue shall be provided at the AWARENESS (\*note: not defined; why capitals?) level only;
2. Emergency Response that requires Operations Level (\*not defined) or Technical Level (\*not defined) training and equipment shall be provided in accordance with any Approved aid agreement.

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

1. Service shall be provided to search for and rescue, including extrication, of endangered, trapped or potentially trapped persons within industrial and/or machinery including farm equipment.
2. Service shall be provided only when, in the opinion of the Fire Chief or most senior **Member** in charge, all of the following are true:
  1. A scene risk assessment has been completed, and the level of risk reasonably justifies the search and rescue or extrication operation;
  2. Consideration must be given to the presence of Hazardous Materials when evaluating the level of risk;
  3. Sufficient Trained Firefighting staffing is deployed at the fireground;
  4. NFPA 1006 Passenger Vehicle Extrication, Technical Level; (\*not sure what this means; grammar needs to be addressed)
  5. NFPA 1006 Heavy Vehicle Extrication, Technical Level (\*not sure what this means; grammar needs to be addressed);
  6. Adequate fireground supervision and support is provided.
3. Limited **Service** shall be provided if any of the above noted **circumstances do not exist**.

#### **dd. Community Emergency Plan Response Services**

Service shall be provided in accordance with the approved Emergency Response Plan (\*Note: not defined).

#### **ee. Assistant to the Fire Marshal Services-Frie Suppression**

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

## **2) Fire Prevention and Public Education**

### **a. Fire Inspection Services:**

1. Conducting complaints inspections.
2. Conducting vulnerable occupancy inspections.
3. Conducting requested inspections.
4. Conducting routine inspections.
5. Conducting licensing inspections.
6. Systems checking, testing and approval.
7. Enforcing code compliance.
8. Enforcing Municipal by-laws.
9. Issuing permits.
10. Preparing reports and issuing written responses to requests.

**b. Public Education Services:**

1. Providing fire and life safety public education programs.
2. Facilitating smoke alarm and carbon monoxide alarm initiatives.
3. Distributing public safety messaging to the media.
4. Delivery of specialized programs.

**c. Fire Investigation Services:**

1. Determining cause and origin of fires and explosions.
2. Assessing code compliance.
3. Interacting with police, fire investigators, and other agencies.
4. Supporting criminal prosecutions, including appearances in court.

**d. Assistant to the Fire Marshal Services:**

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

**3) Emergency Planning**

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

**4) Training and Education**

1. Providing a training program for Firefighters that meet the intent of NFPA 1001, Standard for Fire Fighter Professional Qualifications.
  1. NFPA 1001 Level 1
  2. NFPA 1001 Level 2
  3. Any additional requirements under applicable law.
2. Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications or other requirements under applicable law. Training program to include Ontario Driver Licence endorsements for minimum class DZ.
3. Providing a training program for technical rescue operations that conforms to NFPA 1006 as required, Standard for Technical Rescuer Professional Qualifications or other requirements under applicable law:
  1. Passenger Vehicle Extrication to the Technician Level;
  2. Heavy Vehicle Extrication to the Technician Level;
  3. Water and Ice Rescue to the Awareness Level;
  4. Urban Search and Rescue to the Awareness Level;
  5. Rope Rescue (High and Low Angle) to the Awareness Level;
  6. Confined Space Rescue to the Awareness Level;



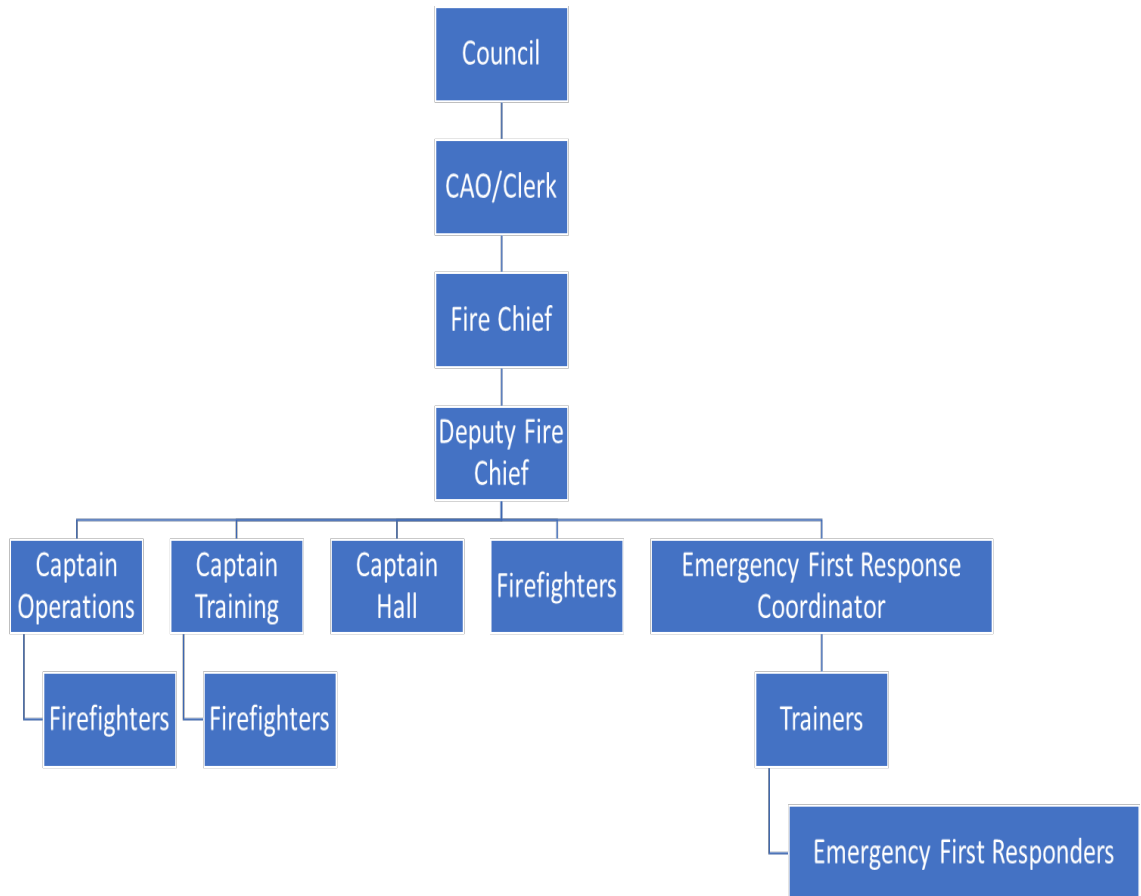
7. Trench Rescue to the Awareness Level;
  8. Cave, Mine, and Tunnel Rescue to the Awareness Level; and
  9. Updates as per above.
4. Providing a training program for relevant Members that conforms to NFPA 1021, Standard for Fire Officer Professional Qualifications or other requirements under applicable law
  5. Providing a training program for fire inspectors that conforms to NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiners or other requirements under applicable law, including:
    1. NFPA 1031 Level 1; and
    2. NFPA 1031 Level 2.
  6. Providing a training program for fire investigations that conforms to NFPA 1033, Standard for Professional Qualifications for Fire Investigators or other requirements under applicable law.
  7. Providing a training program for fire and life safety educators that conforms to NFPA 1035, Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Fire setter Intervention Specialist or other requirements under applicable law.
  8. Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, Standard for Fire Service Instructor Professional Qualifications or other requirements under applicable law.
  9. Providing a training program for incident safety officers that conforms to NFPA 1521, Standard for Fire Department Safety Officer Professional Qualifications or other requirements under applicable law.
  10. Provide a training program for wildfire fighting that conforms to Ontario Ministry of Natural Resources SP 103, Wildfire fighting for municipal fire fighters or other requirements under applicable law.
  11. Provide a training program to develop and maintain:
    1. Recruit training.
    2. Fire Department and Municipal policies and procedures training.
    3. Health and Safety training.
    4. NFPA related maintenance training to maintain proficiency in related skills.
    5. Any other such Fire Department training as required.
  12. Whole bunch of items that Blair has added in his that should be added to this document.

## 5) Maintenance of Fleet and Equipment

1. Maintaining fleet and equipment (both routine and emergency).

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

**ATTACHMENT TWO: Current Fire Department Organizational Chart**



## THE CORPORATION OF THE TOWNSHIP OF CONMEE

### BY-LAW # 2025-009

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

#### **Recitals:**

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

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

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

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

##### **1. Ratification and Confirmation**

The actions of this Council at its meeting held March 25<sup>th</sup>, 2025, with respect to each motion, resolution and other action passed and taken by this Council at the meeting, are adopted, ratified and confirmed as if such proceedings and actions had been expressly adopted and confirmed by by-law.

##### **1. Execution of all Documents**

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

Passed this 25th day of March, 2025.

THE CORPORATION OF THE  
TOWNSHIP OF CONMEE

---

Mayor Sheila Maxwell

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Clerk Karen Paisley