

Table of Contents – Open Agenda

Agenda.....	Page 1
Minutes from Tuesday June 25 th , 2025.....	Page 3
Minutes from Sunday June 29 th , 2025.....	Page 9
7.1 Payroll Report.....	Page 11
7.2 Payment Register.....	Page 12
8.1 Clerk’s Report.....	Page 13
8.2 – 1 Treasurer’s Report.....	Page 14
8.2 – 2 Budgetary Control Report.....	Page 15
8.7 Correspondence from other Agencies.....	Page 16
8.7-1 Letter from the Hon. Lisa Thompson – ROD program.....	Page 16
8.7-2 TBDSSAB 2025 AMO Conference Briefings.....	Page 18
8.7-3 Letter from a Citizen – DTR.....	Page 48
8.7-4 Letter submitted to MTO, Premier Fort and MPP Holland – DTR.....	Page 49
9.1 New Pumper Fire Truck – Cost Comparisons.....	Page 50
9.2 Asset Retirement Audit Proposal – North Rock Engineering.....	Page 52
10.1 Bylaw 2025-023 Capital Works OILC – pumper truck and loan application.....	Page 60
15. Confirming Bylaw 2025-024.....	Page 69

1
AGENDA FOR REGULAR COUNCIL MEETING
Tuesday, July 8th, 2025 – 6:00 p.m.



Join Zoom Meeting: <https://us02web.zoom.us/j/87398468769?pwd=sG3lwKEy43vGaUSZaD1QaFteqx9xh.1>

Meeting ID: 873 9846 8769

Passcode: 383083

1. CALL TO ORDER

Land Acknowledgement

2. APPROVAL OF AGENDA

Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of July 8th, 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

None for this meeting.

6. MINUTES OF PREVIOUS MEETINGS

6.1 Minutes – Open Session Regular Council Meeting – June 25th, 2025

Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Regular Council Meeting held on June 25th, 2025, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.)

6.2 Minutes – Open Session Special Council Meeting – June 29th, 2025

Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Special Council Meeting held on June 29th, 2025, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.)

7. DISBURSEMENT LIST

7.1 Payroll Report

7.2 Payment Register

Recommendation: BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7482 to 7496 totalling \$33,974.48.

8. REPORTS FROM MUNICIPAL OFFICERS/OTHERS (As available)

8.1 Clerk's Report

8.2-1 Treasurer's Report

8.2-2 Budgetary Control Report as of June 30, 2025

8.3 Deputy Clerk-Treasurer's Report (No report this meeting)

8.4 Public Works Report (No report this meeting)

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 of this evening's agenda. (Alternatively, directions to Administration as per Council's determination)

9. NEW BUSINESS

9.1 New Pumper Fire Truck – Cost comparisons

9.2 Asset Retirement Audit – North Rock Proposal

10. BYLAWS

2025-023 – Capital Works OILC – pumper truck and loan application

11. CORRESPONDENCE

List of Resolution Support Requests from other municipalities:
No requests received for this meeting.

12. UPCOMING MEETING DATES

Regular Council Meetings: July 22nd; August 12th and 26th; September 9th and 23rd; October 14th and 28th; November 12th (Wed) & 24th; and December 16th, 2025.

13. CLOSED SESSION

Recommendation: BE IT RESOLVED THAT, the time being ____ p.m., Council enter Closed Session under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, to consider Item 13.1, being the Closed Session minutes of the Council meeting held June 25th, 2025; under paragraph 239(2)(b) to consider Item 13.2, involving personal matters about identifiable individuals, under the authority of paragraph 239(2)(d) of the same legislation, to consider Item 13.3, involving labour relations, and under the authority of paragraph 239(2)(i) for discussions involving commercial information supplied in confidence.

13.1 Minutes – Closed Session Regular Council Meeting – June 25th, 2025

13.2 Clerk's Report on Personal Matters

13.3 HR Assistant's Report (Verbal)

13.4 Review of confidential vendor submissions for fire truck procurement

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 June 25th, 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 2025-024 – To Confirm the Proceedings of the Meeting

Recommendation: BE IT RESOLVED THAT Bylaw 2025-024 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. 2025-024, 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, June 25th, 2025 – 6:30 pm

PRESENT Mayor Sheila Maxwell
Councillor Chris Kresack
Councillor David Maxwell

REGRETS Councillor David Halvorsen
Councillor Grant Arnold

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

PRESENT VIRTUALLY Olabisi Akinsanya-Hutka, HR Assistant

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:35 p.m.
Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

Councillor Maxwell requested the addition of Item 9.2: Designated Truck Route.

RESOLUTION 2025 – 123

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of June 25th, 2025, be approved as amended.

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

Declarations of pecuniary interest were made in relation to matters scheduled for discussion under Item 13, Closed Session, specifically regarding identifiable individuals and labour relations.

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 – June 10, 2025

Council present reviewed the minutes of June 10, 2025, Regular Council Meeting. No amendments were proposed.

RESOLUTION 2025 - 124

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of June 10, 2025, be approved as circulated.

CARRIED

7. DISBURSEMENT LIST

7.1. Payroll Report

There was no payroll report presented at this meeting.

7.2. Payment Register

Council reviewed the payment register. Councillor Maxwell inquired about the Pollard invoice, which had increased from the previous year. The Public Works Supervisor advised that further details would be provided in his report.

RESOLUTION 2025-125

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, check numbers 7460 to 7481 totalling \$191,298.20.

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk provided a report outlining several administrative updates. Interviews for the Administrative Assistant position were underway and expected to conclude within two weeks. All Food Cyclers units had been picked up by residents, with a few additional residents expressing interest in purchasing remaining units. Fort Garry Fire Trucks agreed to extend the quote for the new pumper truck until August 22, 2025, noting that while the truck price is expected to remain stable, chassis pricing may fluctuate due to supply constraints. Twin City Industrial was contacted and is preparing a quote for a new pumper truck, including both a new build and a potential conversion option. The Acting Clerk had not responded to follow-up inquiries regarding the Conmee Community Foundation. Legal counsel confirmed the foundation was not yet established due to unsigned incorporation documents. Council directed the Clerk to dissolve the initiative and notify legal counsel accordingly. Audio equipment upgrades for Council meetings were confirmed to be on order. The Clerk also followed up with the Food Bank and confirmed that the Pharaoh ants were not an issue.

8.2. Treasurer's Report

The Treasurer provided a verbal report. The Township's auditor is working to complete the 2023 financial statements by June 30, 2025, to meet Infrastructure Ontario's financing deadline. If the deadline is missed, the Township would be required to submit 2024 financial statements, potentially delaying financing approval by several months. Council emphasized the importance of proceeding with the fire truck purchase to avoid cost increases and regulatory changes, including upcoming DEF (diesel exhaust fluid) requirements. Updates were provided on rink netting improvements. The Treasurer proposed using budgeted funds for overhead repairs and reimbursing the account if grant funding is received.

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

The Public Works Supervisor reported that calcium application was completed on several roads, with adjustments made to maximize coverage within budget. Repairs were made to a culvert on Hunt Road following heavy rainfall. Gravel hauling was completed on multiple roads, with 73 loads delivered over nine days. Signage updates were underway, including the purchase of new stop signs and check warning

signs. Infrastructure funds were being used strategically to cover eligible road and culvert work. Concerns were raised about water misuse at the cemetery tank, and a new valve system was being considered to prevent waste. The Public Works Supervisor and Council discussed ongoing issues with frost heaving and unevenness at the food bank's loading dock. Several solutions were proposed, including replacing the existing asphalt with a concrete pad and using insulation to mitigate frost heave. The Clerk was directed to contact local concrete contractors for advice and quotes. The goal is to complete the work before winter.

8.5. Fire Chief's Report

No formal report was presented. The Clerk noted that the Fire Chief had shared information about a grant opportunity for mental health support for first responders. The Clerk and Fire Chief will collaborate on the application.

8.6. Council Member Reports

Mayor Maxwell reported that she attended a graduation event held at the community hall, where the facility received positive feedback from attendees. She noted that she observed several areas in need of attention, including the janitorial storage room and kitchen, which she described as disorganized and in need of deep cleaning. She committed to undertaking cleaning and reorganization efforts over the summer. Mayor Maxwell also completed maintenance on the municipal gardens, including weeding, trimming, and applying mulch. She added two small cedar shrubs to discourage foot traffic through a garden bed near the playground. Additionally, she removed debris from the furnace room.

Councillor David Maxwell reported that he conducted a generator inspection in preparation for a planned Hydro One outage affecting approximately 7,900 customers. He assisted the Assistant Facilities Manager with stage setup for the graduation event and committed to helping dismantle it. He also addressed issues at the community hall, including shutting off the stereo system and heating, which had been left on unnecessarily.

Councillor Chris Kresack reported attending the Food Bank meeting on June 18, 2025. He relayed concerns raised by the Food Bank regarding the condition of the loading dock area and their request that repairs be completed before winter. He participated in a discussion with Council regarding potential solutions and confirmed that the Food Bank had previously been advised that the Township is responsible for the maintenance of the area. Councillor Kresack also noted a discrepancy in the scheduling of Food Bank meetings and requested that the meetings be scheduled for the second Tuesday of each month.

8.7. Other Agencies' Reports

Council reviewed the other agency reports. The reports were provided primarily for information purposes.

RESOLUTION 2025-126

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

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

CARRIED

9. NEW BUSINESS

9.1. Lakehead Rural Planning Board – Notice of Public Hearing

Council reviewed the notice of public hearing regarding a proposed severance at the corner of Hunt Road and Enders Road. Members discussed the proposed lot configuration and noted that any future entrance would be subject to municipal approval at the time of development. Council had no objections to the proposed consent. The Clerk was asked to confirm the Township's position with the Planning Board.

9.2 Designated Truck Route (DTR)

Council discussed the City of Thunder Bay's decision to implement a Designated Truck Route (DTR) and the anticipated impacts on surrounding municipalities. Council directed Administration to prepare a letter to the Minister of Transportation, Premier of Ontario, and MPP Kevin Holland outlining the Township's concerns.

Public Works Manager left the council meeting at 8:02 pm.

10. BY-LAWS

10.1 Waste Management Bylaw – By-law 2025-020

Council reviewed the proposed updates to the Township's landfill bylaw.

RESOLUTION 2025 – 127

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT By-law 2025-020 be read a first time.

CARRIED

RESOLUTION 2025 – 128

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT By-law 2025-020 be read a second time.

CARRIED

RESOLUTION 2025 – 129

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT By-law 2025-020 be read a third time and final time and passed this 25th day of June, 2025.

CARRIED

11. CORRESPONDENCE

List of Resolution Support Requests from other Municipalities

Council reviewed a request for support from another municipality regarding proposed provincial legislation.

RESOLUTION 2025 – 130

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT Council supports the resolutions from the Township of Black River-Matheson, Prince Edward County, and the Town of Bradford West Gwillimbury as presented in Section 11 of this evening's agenda.

CARRIED

12. UPCOMING MEETING DATES

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

13. CLOSED SESSION

RESOLUTION 2025-0131

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the time being 8:23 pm, Council moved into closed session, under the authority of those paragraphs of the Municipal Act, 2001 (S.O. 2001, c. 25, as amended) for which it was authorized to be closed, to review Item 13.1 on the agenda, being the minutes of the closed session from the meeting of June 10th, 2025; and under the authority of paragraph 239(b), and 239(d) of the same legislation in order to consider Items 13.2 and 13.3 of the agenda, regarding personal matters about identifiable individuals and labour relations.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-132

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT, the time being 9:00 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION

RESOLUTION 2025-133

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on June 10th, 2025, be approved; AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

15. CONFIRMING BY-LAW

By-law 2025-021

RESOLUTION 2025-134

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT By-law 2025-021 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. 2025-021, 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 9:02 pm.

Mayor Sheila Maxwell

Clerk Karen Paisley

MINUTES - SPECIAL COUNCIL MEETING

Sunday, June 29th, 2025 – 2:00 pm

PRESENT	Mayor Sheila Maxwell Councillor David Maxwell Councillor Grant Arnold
REGRETS ABSENT	Councillor David Halvorsen Councillor Chris Kresack
ALSO PRESENT	Karen Paisley, Clerk Leanne Maxwell, Treasurer

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 2:01 p.m.
Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

RESOLUTION 2025 – 135

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the special council meeting of June 29th, 2025, be approved.

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

No declarations were made.

4. NEW BUSINESS

4.1 Review of 2023 Audit for Approval

Council reviewed the 2023 financial statements in preparation for submission to Infrastructure Ontario. The Treasurer explained that the statements and FIR must be submitted by June 30th, 2025 to qualify for the current funding cycle. Delays in financial reporting were attributed to staffing gaps and scheduling issues with the auditors. The Treasurer confirmed that work on the 2024 statements will begin in the fall, with the goal of returning to a regular reporting schedule.

A proxy vote from Councillor Halvorsen was submitted via email and accepted in accordance with municipal procedures. Discussion was held regarding the validity of proxy votes, and it was confirmed that the proxy was valid under Ontario municipal guidelines.

RESOLUTION 2025 –136

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approve the 2023 financial statements dated December 31, 2023 for submission to Infrastructure Ontario.

Recorded Vote:

Member	Vote
Mayor Maxwell	Yes
Councillor Arnold	Yes
Councillor Kresack	Absent
Councillor Maxwell	Yes
Councillor Halvorsen	Yes by Proxy

CARRIED**CONFIRMING BY-LAW**By-law 2025-022**RESOLUTION 2025-137****Moved by: Councillor Maxwell****Seconded by: Councillor Arnold**

BE IT RESOLVED THAT By-law 2025-022 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. 2025-022, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED**13. ADJOURNMENT**

There being no further business to attend to, the mayor declared the meeting adjourned at 2:14 p.m.

Mayor Sheila Maxwell_____
Clerk Karen Paisley

Staff Payroll -June 6, 2025
 - June 20, 2025
 Council Payroll - June 30, 2025

	<u>Administration and</u>		
	<u>Public Works</u>	<u>Other</u>	<u>Total</u>
Wages	20,970.33	6,242.98	27,213.31
EI	467.08	143.33	610.41
CPP	1,130.36	183.86	1,314.22
RRSP	655.70		655.70
mileage	84.24	0.00	84.24
total	<u>23,307.71</u>	<u>6,570.17</u>	<u>29,877.88</u>

Township of Conmee Payment Register

Report Date

Batch: 2025-00110 to 2025-00115 2025-07-03 12:50 PM

Payment #	Vendor	Amount	
7482	BMO RRSP/Kyle Foekens	134.54	
7483	Brandt	734.18	grader
7484	Clow Darling Ltd	655.40	may service
7485	GFL Environmental Inc	310.19	portapotty
7486	Lakehead Cleaners	118.94	
7487	MPAC	6,416.21	3rd quarter payment
7488	NorthRock Engineering	6,949.50	annual water quality report
7489	Resourse Productivity Recovery Authority	6.78	hazardous waste program
7490	Spectrum Telecom Group Ltd	531.10	
7491	Technical Standards & Safety	272.50	elevator
7492	Thunder Bay DSSAB	8,027.00	july levy
7493	Thunder Bay Area Zone One	693.07	fluent IMS annual subscription
7494	Toodaloo Pest and Wildlife	110.74	
7495	Ultramar	3,480.99	
7496	RS Mechanical	1,384.25	pumper safety
	Total Cheques	<u>29,825.39</u>	
123	Thunder Bay Xerographix Inc	41.36	
123	Manulife	1,652.16	
364	TD Visa	521.45	
396	TD Visa	449.04	
477	TBayTel	395.50	
592	TD Visa	1,089.58	
	Total Electronic Payments	<u>4,149.09</u>	
		<u><u>33,974.48</u></u>	

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

Date: July 8, 2025

To: Mayor and Council

Subject: Administrative Activity Report

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

For Council's information and direction as required.

BACKGROUND:

Administration's updates to Council on its ongoing activities

DISCUSSION:

Since the last Council meeting, the Clerk has undertaken several actions in response to Council's directives. A letter outlining the Township's concerns regarding the Designated Truck Route was prepared and submitted to the Minister of Transportation, the Premier of Ontario, and MPP Kevin Holland; this correspondence is included in the agenda under Item 8.7-4. The updated landfill bylaw has been posted to the Township website, and the Treasurer is currently preparing a pamphlet to inform landfill users of revised recycling and disposal guidelines. The Clerk reached out to local concrete contractors regarding the food bank loading dock repairs, and one contractor is scheduled to visit the site during the week of July 7. The Clerk also reviewed correspondence from the Honourable Lisa Thompson, Minister of Rural Affairs, regarding the newly expanded Rural Ontario Development (ROD) Program (Item 8.7-1), which offers up to \$20 million in cost-shared funding over two years to support rural economic development. The Clerk is registered to attend a program information webinar on September 10, which will provide details on eligibility, funding streams, and application procedures.

Other Agency Reports – 8.7

1. Letter from the Hon. Lisa Thompson – Minister of Rural Affairs – ROD program
2. TBDSSAB 2025 AMO Conference Briefings
3. Letter from a citizen – Designated Truck Route
4. Letter submitted to MTO, Premier Ford and MPP Holland - Designated Truck Route

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

Date: July 8, 2025
To: Mayor and Council
Subject: Treasurer Report
Submitted by: Leanne Maxwell

RECOMMENDATION:

This report is for Councils information.

BACKGROUND:

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

FOR INFORMATION:

Audit – the audit was completed on Monday, June 30, 2025. Please reference the special council meeting on June 29, 2025, to review the statements.

Infrastructure Ontario – the loan application for a new pumper truck was submitted on June 30, 2025.

Variance Report – please see the variance report (8.2) as of June 30, 2025.

Realtax – of the previous five properties that were sent for tax registration last year (2024), only one remains. Fifteen properties were sent for tax registration last month.

Account # / Description	Year to Date	Budget	Variance	%
4130-90 - Gas Tax (CCBF) Revenue		52,269.00	(52,269.00)	-100.00%
4140-90 - OCIF GRANT	100,000	162,000.00	(62,000.00)	-38.27%
4450-90 - Roads Revenue	187.00	5,000.00	(4,813.00)	-96.26%
Revenue Totals:	100187.00	219269.00	-119082.00	-54.31%
5005-90 - Wages Full Time	59,335.83	150,000.00	90,664.17	60.44%
5010-90 - Wages Part Time		5,000.00	5,000.00	100.00%
5015-90 - EI Expense	1,372.72	3,600.00	2,227.28	61.87%
5020-90 - CPP Expense	3,365.18	8,500.00	5,134.82	60.41%
5025-90 - WSIB Expense	(282.46)	5,300.00	5,582.46	105.33%
5035-90 - RRSP Expense	2,182.10	5,000.00	2,817.90	56.36%
5040-90 - Medical Insurance Expense	6,302.89	12,000.00	5,697.11	47.48%
5045-90 - Benefits/Eyeglasses		1,000.00	1,000.00	100.00%
5050-90 - Mileage Expense		500.00	500.00	100.00%
5060-90 - Vacation Expense	3,436.60	8,000.00	4,563.40	57.04%
5100-90 - Equipment Repairs	13,249.40	25,000.00	1,175.60	4.70%
5101-90 - Equipment Purchase	14.89	2,000.00	1,985.11	99.26%
5105-90 - Office Supplies Expense	33.54	200.00	166.46	83.23%
5106-90 - Software/Hardware	220.06		(220.06)	
5115-90 - Shop Supplies/Small Tools Expense	1,737.02	10,000.00	8,262.98	82.63%
5120-90 - Gravel		20,000.00	20,000.00	100.00%
5125-90 - Calcium		35,000.00	35,000.00	100.00%
5130-90 - Sand		5,000.00	5,000.00	100.00%
5135-90 - Salt		2,000.00	2,000.00	100.00%
5140-90 - Road Maintenance	91.64	5,000.00	4,908.36	98.17%
5145-90 - Radio Expense	693.52	6,000.00	5,306.48	88.44%
5325-90 - Training Expense		1,000.00	1,000.00	100.00%
5326-90 - Health & Safety / PPE Expense		1,000.00	1,000.00	100.00%
5405-90 - Propane Expense	7,482.99	18,000.00	10,517.01	58.43%
5410-90 - Hydro Expense	1,850.12	4,000.00	2,149.88	53.75%
5415-90 - Telephone/Internet Expense	240.14	1,400.00	1,159.86	82.85%
5450-90 - Vehicle Repair & Maintenance Expense	799.42	6,000.00	5,200.58	86.68%
5451-90 - Vehicle Licensing	72.00	5,000.00	4,928.00	98.56%
5455-90 - Gas & Oil for Patrol Veh/Small Equip Exp	135.88		(135.88)	
5460-90 - Diesel Clear Expense	10,893.47	21,000.00	10,106.53	48.13%
5465-90 - Diesel Marked Expense	11,449.56	26,000.00	14,550.44	55.96%
5505-90 - Building Repairs/Maintenance Expense	10,271.93	13,000.00	2,728.07	20.99%
5510-90 - Bridges & Signs Expense	71.24	2,500.00	2,428.76	97.15%
5525-90 - Culvert Expense		8,000.00	8,000.00	100.00%
5530-90 - Brush/Grass Expense		7,500.00	7,500.00	100.00%
5531-90 - Project Expense	9,504.73	50,000.00	40,495.27	80.99%
5532-90 - Project Expense 2025	31,900.71		(31,900.71)	
5535-90 - Dam Expenses		2,000.00	2,000.00	100.00%
5650-90 - Other Expenses		500.00	500.00	100.00%
Expense Totals:	176,425.12	476,000.00	288,999.88	60.71%
Net Surplus (Deficit):	(76,238.12)	(256,731.00)	(408,081.88)	

Conmee Clerk

From: noreply@salesforce.com on behalf of Minister MRA <minister.mra@ontario.ca>
Sent: June 24, 2025 3:55 PM
To: Conmee Clerk
Subject: Letter from the Honourable Lisa Thompson, Minister of Rural Affairs / Lettre de l'honorable Lisa Thompson, ministre des Affaires rurales

Ministry of Rural Affairs

Ministère des Affaires rurales

Office of the Minister

Bureau du ministre

777 Bay, 28th Floor
 Toronto, Ontario M7A 2J3
 Tel: 647-329-1485

777, rue Bay, 28^e étage
 Toronto (Ontario) M7A 2J3
 Tél. : 647-329-1485



Tuesday, June 24, 2025

Shara Lavallee
 Clerk
 Township of Conmee
 conmee@conmee.com

<Voir version française ci-après>

Dear Shara Lavallee:

As the Minister of Rural Affairs, I am pleased to announce that the newly expanded Rural Ontario Development (ROD) program is now accepting applications.

This enhanced program is part of Enabling Opportunity: Ontario's Rural Economic Development Strategy, our government's blueprint for protecting rural Ontario and helping rural communities and businesses to grow and thrive.

Ontario is investing \$20 million, doubling the funding over two years, to support rural municipalities, not-for-profits, Indigenous communities, local service boards and rural small businesses to attract investment and create new jobs and opportunities for rural workers.

The ROD program introduces four new enhanced funding streams and expands program eligibility to include more rural communities and rural small businesses:

Economic Diversification, Competitiveness and Capacity Building
 Projects that support communities with building economic development capacity and implementing strategies to increase competitiveness and

retain businesses, attract investment and enhance growth. There are three sub-streams for applicants to explore:

- Strategies and plans – Up to \$50,000 (50 per cent cost share)
- Economic diversification and competitiveness – Up to \$150,000 (50 per cent cost share)
- Capacity building events – Up to \$10,000 (35 per cent cost share)

Workforce Development, Attraction and Retention

Projects that support communities to implement strategies and/or undertake initiatives for attracting and retaining workers. Applicants can apply for up to \$150,000 (50 per cent in cost share).

Community Infrastructure Enhancements

Projects that update or transform community assets that have been identified as important to the community's economy. Applicants can apply for up to \$25,000 (35 per cent cost share) for small projects or up to \$250,000 (35 per cent cost share) for large projects.

Business Development

Projects that support small brick-and-mortar businesses in rural Ontario with between one to 20 employees. Applicants can apply for up to \$10,000 (35 per cent cost share).

Whether you're an applicant or a connector in your community, we hope you will help us spread the word about this program and its expanded eligibility. Applicants can find full program details, instructions and applications at www.ontario.ca/RODprogram.

Applications will be accepted until September 24, 2025, at 5 p.m. On the ROD program homepage, applicants can register for a free information session, stay up to date on future program intakes and learn more about opportunities for applicant support. To learn more about Ministry of Rural Affairs programs and to stay connected, please visit this page and follow the Ministry of Rural Affairs on LinkedIn, Facebook or X.

Our government is committed to protecting Ontario's rural communities, enabling them to take advantage of economic development opportunities, address workforce challenges and encourage business attraction and investment.

Please accept my best wishes as you explore the opportunities that are possible through the Rural Ontario Development program.

Sincerely,

Original signed by

Lisa M. Thompson
Minister of Rural Affairs



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

Our File No.: SSB-10

June 26, 2025

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

Dear Karen Paisley

RE: TBDSSAB 2025 Association of Municipalities of Ontario Conference Briefings

Enclosed for your Municipality's information and endorsement is a copy of The District of Thunder Bay Social Services Administration Board's 2025 Association of Municipalities of Ontario Conference Briefing Package, approved at the June 19, 2025 Board Meeting. A copy of Resolution No. 25/51 is also enclosed.

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

Sincerely,

Ken Ranta
Chief Executive Officer

KR/gf

Attachments	#1	Child Care Workforce Development RECE Wage Structure
	#2	COCHI & OPHI Investment in the District of Thunder Bay
	#3	Community Housing Providers Challenges in LTB Application Processes
	#4	2-Year Community Policing Pilot Project
	#5	Developing Supportive Housing Stock

Copy to: Mayor Sheila Maxwell - smaxwell@conmee.com



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

19

TBDSSAB
Resolution No. 25/51

DATE: June 19, 2025

PAGE 1 OF 1


MOVED BY


SECONDED BY

☒ CARRIED

☐ AMENDED

☐ LOST

☐ DEFERRED

☐ REFERRED

Re: 2025 AMO Position Papers

THAT with respect to Report No. 2025-22 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board (the Board) receive the 2025 Association of Municipalities of Ontario (AMO) Position Papers as presented;

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

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

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

AND THAT the CEO attend the 2025 AMO Annual Conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.



CHAIR / VICE-CHAIR



CHIEF EXECUTIVE OFFICER

Recorded Votes:

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



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

Child Care Workforce Development: RECE Wage Structure

POSITION PAPER

August 2025

Association of Municipalities of Ontario (AMO) Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Paul Calandra, Minister of Education

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) requests that the Ministry of Education provides Service Managers with a provincial wage structure in the childcare sector that would encourage and sustain the recruitment, retention, and workforce development of Registered Early Childhood Educators (RECEs).

Summary

Since 2022, the funding agreement between the Ontario and federal governments has resulted in significant childcare fee reductions and a corresponding increased demand for licensed childcare. However, this increase in demand has surpassed program staff capacity and in turn, available spaces in the District of Thunder Bay, resulting in a growing childcare waitlist that cannot be served. The need for more qualified ECEs is critical. We have observed that one factor contributing to the decreased workforce capacity lies in the lack of a competitive wage grid that adequately compensates workers based on their qualification and experience. Therefore, addressing this shortage requires a multi-pronged strategic approach that includes the creation of a provincial wage grid.

Background

As of February 2025, TBDSSAB has a childcare waitlist totaling 4,365 children, with 2,801 (64%) of that number requiring immediate space. In comparison to February 2024, there is an increase of 29 per cent, where the waitlist numbers were recorded at 3,398. On the other hand, 66 children on the waitlist have been offered spaces in one of the licensed childcare sites in the district. Based on the current rate, it will take over 42 months for all currently waitlisted children seeking immediate care to be actively placed¹. This sizeable and slow-moving waitlist is significantly impacted by the lack of RECEs required to meet the increasing demand precipitated by Canada Wide Early Learning Child Care (CWELCC) fee reductions for families. From data collected (monthly) on childcare staffing, as of February 2025, we

¹ It is worth noting that this projection does not account for new waitlist additions.

documented 261 staff working with 54 CWELCC eligible childcare centres across the district. Of that number, 134 (51%) are RECEs². The lack of RECEs in the district has resulted in the operators not meeting full licensed capacity offered by the Ministry. At the time of composing this paper, the Ministry allocated 3,007 licensed spaces across the district, from that number, 89% (2,687) of the allocation is being used by children, with 320 spaces underused due to staffing shortages.

Accessible, inclusive, and high-quality childcare is essential to our provincial economy and RECEs are at the forefront. Without a viable workforce, there is no childcare, which takes on a compounding effect now and in the future. Parents/caregivers are unable to return to the workforce without the access to quality licensed child care spaces. The current ECE workforce has seen a significant decline over the last few years, witnessing a 20% reduction during the COVID-19 pandemic.³ In a focus group held by the Knowing Our Numbers (KON) group, they found that, post-Pandemic, childcare programs continue to struggle with staff recruitment and retention due to low wages among other factors⁴. This issue is very significant in the Northwest region as operators have reported experiencing staff shortages after the COVID-19 pandemic⁵. As a result, these programs have had to operate at a reduced capacity, send some kids home, or suspend programs entirely as RECEs have moved on to other sectors that offer commensurate incomes.

To begin addressing the staffing shortfalls, in late 2023, the Ministry announced an increase to ECE wages that would enable the province to compete (wage-wise) with its provincial counterparts⁶. We thank the Ministry for this boost as it recognizes the importance of RECEs in providing high quality care to the children under their supervision. However, the recent wage increase fails to adequately compensate RECEs based on their skills, educational qualifications and experience⁷. Especially when one compares it with compensations

² That equates to about ~3 RECEs per centre. While the number of RECEs that are employed in each of the centres vary (for instance, one centre could employ 5 RECEs while another could have one), we felt that showing an average spread would reflect the inadequacy being felt in the system and the effects on the increase in waitlist numbers.

³ Ontario Ministry of Education. (2021). Child Care and Early Years Workforce Funding: Ministry of Education.

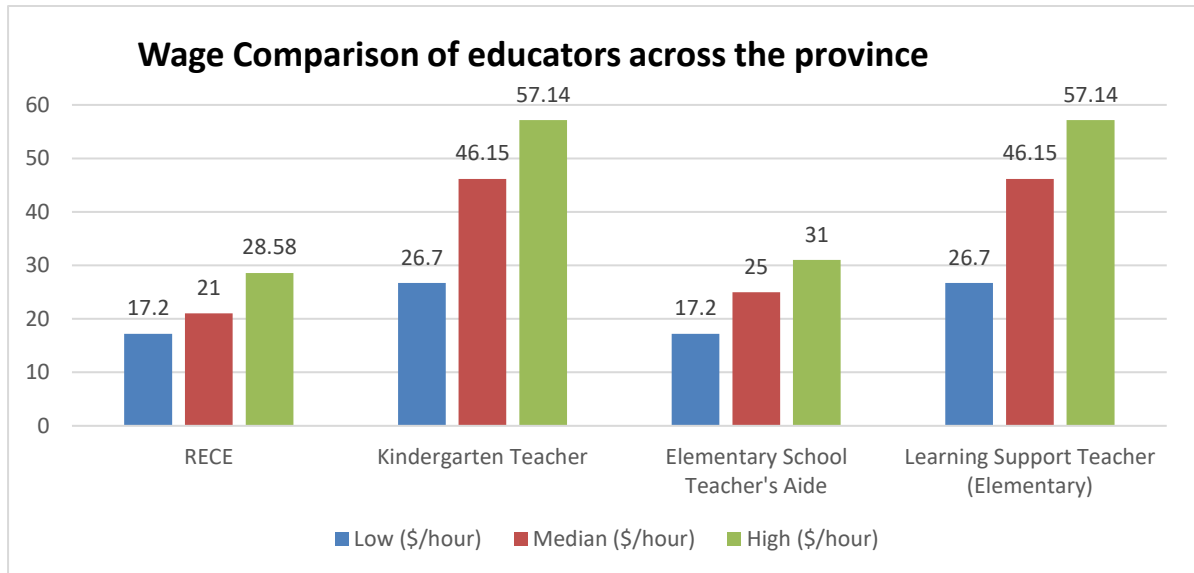
⁴ KON (2024) surveyed RECEs about plans to leave sector within 5 years and found that in the Northern region, 38.5% plan to stay, 18.7% plan to leave, with a bulk of the respondents (42.8%) unsure of their future.

⁵ According to the Knowing Our Numbers Northern Perspectives report, the study found that childcare operators face increasing difficulties retaining staff due to the “low wages, with many staff working two jobs or relying on their partner’s income.” Akbari, E., McCuaig, K., Schurter, M. Varmuza, P., Akbari, S., Mudie, S. (2024). Knowing Our Numbers: A Provincial Study with a Local Lens on the Early Childhood Education Workforce in Ontario. Northern Perspectives.

⁶ CBC News (2023) “Ontario boosting ECE wages to \$23.86 an hour next year in bid to ease shortage of workers”, obtained from [Ontario boosting ECE wages to \\$23.86 an hour next year in bid to ease shortage of workers | CBC News](#).

⁷ Child Care Now (2024). Wages, benefits and pensions: Policy recommendations developed by the National Early Learning and Child Care Workforce Policy Table.

individuals receive in the broader educational sector (as shown in the chart below).



In addition, it does not account for the rise in the standards of living, and more recently the economic uncertainty that resulted in concerns over affordability.

As such, TBDSSAB asks that the Ministry goes a step further to encourage the growth of the ECE workforce now and in the future by introducing a wage grid in the province. By introducing a salary structure, we believe childcare operators would be afforded the flexibility to provide competitive wages that not only compensate workers based on their qualifications/experience but also attract and encourage individuals to work in the sector (please see Table in Appendix A depicting wages across comparable professions in Ontario).

Therefore, TBDSSAB requests that the Ministry of Education provide Service Managers with a wage grid framework that would help inform pay scales that adequately compensate ECEs and in turn, grows the recruitment, retention and workforce development of childcare staff around the province.

⁸ Government of Canada. Prevailing Wages in Canada. Registered Early Childhood Educators (RECE) in Canada. Last updated Dec. 2024. Retrieved from [Registered Early Childhood Educator \(RECE\) in Canada | Wages - Job Bank](#).

APPENDIX A

Median Hourly Wages for Licensed Practical Nurses and Paralegals by Region ⁹		
Community/Area	Licensed Practical Nurses	Paralegals
Ontario	\$30.00	\$32.44
Northeast	\$28.00	\$27.67
Northwest	\$30.25	N/A
Ottawa	\$29.00	\$31.25
Toronto	\$30.00	\$35.26
Windsor-Sarnia	\$26.00	N/A
London	\$31.00	\$30.16
Hamilton-Niagara Peninsula	\$30.81	\$27.88
Stratford-Bruce Peninsula	\$30.10	\$32.44

⁹ Table obtained from Knowing Our Numbers Executive Report. Akbari, E., McCuaig, K., Schurter, M. Varmuza, P., Akbari, S., Mudie, S. (2024). Knowing Our Numbers: A Provincial Study with a Local Lens on the Early Childhood Education Workforce in Ontario.



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

COCHI and OPHI Investment in the District of Thunder Bay

POSITION PAPER

August 2025

Association of Municipalities Ontario (AMO) Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Rob Flack, Minister of Municipal Affairs and Housing

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) requests that the Minister of Municipal Affairs and Housing (MMAH) enhances future funding allocation for the Canada-Ontario Community Housing Initiative (COCHI), and Ontario Priorities Housing Initiative (OPHI) to allow Service Managers to effectively plan for investment in existing housing stock supplies, including post mortgage Urban Native Housing units, and invest in the creation of new affordable housing supply.

Summary

COCHI and OPHI provide critical funding for TBDSSAB's effective planning for the provision of community housing, which includes capital projects, repairs and maintenance, housing supplements, and homelessness prevention in the district. Recent unexpected changes to COCHI's funding formula have resulted in severely limiting available resources that TBDSSAB would have used to effectively provide these services. Therefore, we are requesting that MMAH provides additional funding allocation in order to better plan for the stabilization of community housing stocks in the district of Thunder Bay.

Background

Since the inception of the National Housing Strategy funding streams – COCHI and OPHI – these allocations have become critical to TBDSSAB's effective provision of community housing. In the past five years, COCHI funding has been central to capital repairs for over 2,600 housing units, along with supporting maintenance of over 241 existing legacy housing units built under the Urban Native Housing Program¹.

¹ The number of Urban Native units TBDSSAB has supported has increased over the last five years – in 2019/20, we supported 10. Fast forward to 2024/25, that number has increased to 118. We forecast a 37% increase (162) in the number of units for the fiscal 2025/26 with an estimated cost of \$1,400,000.

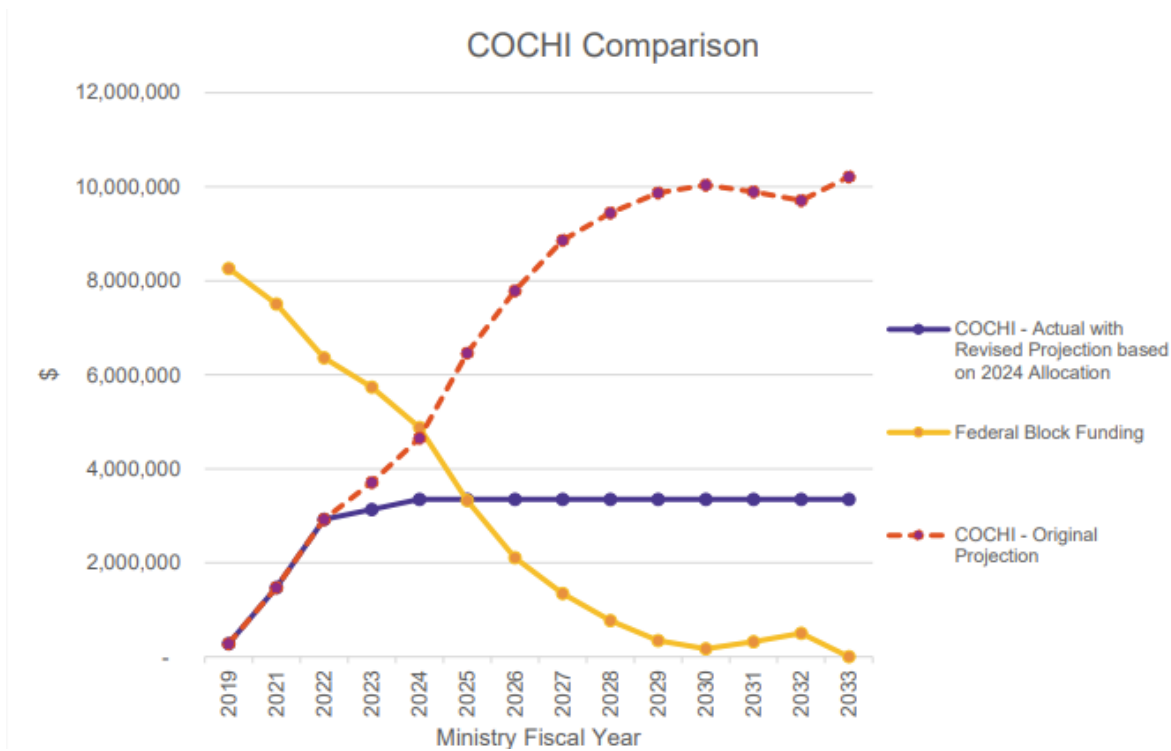
For example, COCHI funding for the fiscal year 2022/23 enabled TBDSSAB to finance repairs on 816 units for a total sum of \$1,435,770 (estimated at \$1,760 per unit)². The need to repair more units, the following year, pushed the cost of repairs by 34%, with a total of \$1,966,400 for 1,019 units. In the fiscal year 24/25, there was a further increase of 10% at \$2,170,000; however, this increase was the total cost to repair 421 units, which was less than the number of units that underwent restoration in the last two years. In addition, more than \$750,000 was allocated from COCHI funding to support the ongoing inclusion of Urban Native Housing units post mortgage expiry. Without this investment, these units would no longer be included in rent supported community housing stock.

While the costs for repairs have gone up year-on-year, in 2023 the funding formula for COCHI changed and TBDSSAB received approximately \$1,000,000 less than the amount anticipated and was required to offset the funding decline from the Canada-Ontario Social Housing Agreement. As a result of the reduced COCHI allocations in 2023 and 2024, TBDSSAB had fewer resources available to effectively provide quality community housing for those living in the District of Thunder Bay³.

The following chart outlines the projection of COCHI funding that coincides with the reinvestment of allocations from expired mortgages, the Federal Block funding reduction and the actual and projected COCHI funding received.

² While costs per unit vary depending on level of repair done in that unit this explanation provides an overview of an estimate of what it would cost if divided across the board.

³ Our annual COCHI allocations are usually spread out between repairs, rent supplement (RS), transitional operating (TO), new build and administrative related costs. Given the reduction since 2023/24, our planning has limited us to spread the allotment towards repairs, RS, TO and administration, with TBDSSAB holding off on providing capital for new builds due to the decrease in subsequent years.



In fiscal year 2022-23, TBDSSAB received a funding allocation of \$4,573,670. This allotment enabled us to allocate \$1.6 million towards supporting a capital project for a new build of 14 units at Northern Linkage. The breakdown of cost puts the amount at \$118,000/unit. With the reduction in subsequent years, the allocation has been used towards repairs and maintenance of older housing stock.

Factoring the average annual rate of inflation to calculate costs to build the same number of units, TBDSSAB would request that the MMAH supplements future COCHI funding allocations by at least \$2,000,000⁴. This proposed increment would afford us more flexibility in providing funding for capital projects, while also being able to spread other amounts towards repairs.

In relation to the other funding stream – OPHI – TBDSSAB has also seen a reduction in funding year-on-year. This reduction has limited our ability to fully meet the mandates set out in the

⁴ Data source: [Statistics Canada](#), Consumer Price Indexes for Canada, Monthly (V41690973 series).

‘COCHI & OPHI Program Guidelines’. A comparison of the funding allocated⁵ between fiscal year 2021/22 and 2024/25 shows a reduction of 44% - from \$1,423,530 in 21/22 to \$793,600 in 24/25. The resulting effect of the reduction has meant that we have less flexibility in our budget planning as we must spread the costs between Ontario Renovates applications or rental housing⁶. With an average cost of a new multi-unit build exceeding \$400,000/unit, TBDSSAB is unable to invest in the creation of new affordable housing stock under the current OPHI allocation. That said, an increase in the OPHI funding allocation to equal the 2021/2022 investment of \$1,423,530 would enable TBDSSAB to build new housing units and assist the province in reaching its goal for housing development.

Therefore, TBDSSAB requests that the Minister of Municipal Affairs and Housing (MMAH) enhances future funding allocation for the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) to allow Service Managers to effectively plan for the stabilization of housing stock supplies, including post mortgage expired Urban Native Housing units, and invest in the creation of new affordable housing supply.

⁵ Our annual OPHI allocations are usually spread out between the following costs: Rental Housing (RH), Homeownership, Ontario Renovates (OR), and Administration.

⁶ For example, in fiscal 2021/22, the funding enabled us to provide financial support for the renovation of over 590 units – some privately owned and others managed by TBDSSAB. The reduction in funding in subsequent years meant that the number of units renovated reduced as well. In the following year, 22/23, the funding allowed us to support renovations of 552 units. While we were able to renovate more units in 23/24 (575), they were routine renovations on TBDSSAB-owned buildings. As such, we were flexible in spreading costs across. However, in 24/25, the funding has been used for a 2-unit project in Nipigon – Newton St.



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

Addressing Challenges Faced by Community Housing Providers in LTB Application Processes

POSITION PAPER

August 2025

Association of Municipalities of Ontario (AMO) Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Doug Downey, Attorney General of Ontario

Hon. Rob Flack, Minister of Municipal Affairs and Housing

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) calls on the Attorney General of Ontario to work with the Minister of Municipal Affairs and Housing (MMAH) to address challenges related to long delays experienced in the Landlord and Tenant Board's (LTB) application process, which continues to have substantial impacts on our ability to follow our mandate of providing safe and affordable community housing.

Summary

TBDSSAB owns and operates 2,473 community housing units and is responsible for the funding and administration of approximately 3,862 community housing units throughout the District of Thunder Bay. There are also approximately 609 housing units made available by private landlords under the Rent Supplement Program. We recognize that Community Housing is essential for the well-being of low-income individuals and families who access these homes across Ontario.

As such, TBDSSAB staff prioritize successful tenancies and eviction prevention by adhering to the parameters set out in our robust eviction prevention policy. However, these interventions are not always successful. While evictions are a last resort for us; unfortunately, situations arise where eviction is necessary for many reasons including preventing further damage to the property and protecting other tenants' safety. In these situations, we experience issues related to the timeliness of the Landlord and Tenant Board (LTB) process, namely the application screening process and engaging adjudicators during hearings. These delays result in not only increasing the continuation and effects of these high-risk situations, but also financial losses associated with lost rent revenue and the renovation of damaged units.

Therefore, we request that the Attorney General of Ontario and MMAH work together to offer more robust training programs for adjudicators that includes legal trainings on community housing matters, for example. These training programs would allow us to deal with matters more expediently and come to quality decisions when appropriate.

Background

In January 2023, TBDSSAB provided LTB wait time details at the Rural Ontario Municipalities Association (ROMA) Conference to the Hon. Doug Downey, Attorney General of Ontario and the Ministry of Municipal Affairs and Housing (MMAH). At that time, TBDSSAB had 64 hearings waiting for adjudication at the LTB. Attempting to address these issues, in May 2023, the LTB announced an increase in adjudicators from 53 to 128. We acknowledge the Attorney General's important action to increase the capacity of the LTB. However, these additional resources have only reduced hearing timeframes to an average of 4 months from date of application¹. In addition, TBDSSAB has faced challenges related to the timeliness of the LTB process that has resulted in substantial impacts on our ability to follow our mandate of providing safe, affordable housing.

Currently, TBDSSAB has 63 applications waiting to be heard at the LTB level. These applications amount to approximately \$300,000² in expenses and lost revenue for TBDSSAB. In 2024, damages to the unit resulted in TBDSSAB proceeding with four insurance claims, with a deductible of \$50,000 per claim, two of these claims were a resultant effect of delays to hearings experienced at the LTB level. Based on our recent experience, factors contributing to these challenges include issues engaging adjudicators and the application process, from screening to scheduling a hearing.

The challenges we face in the application process are two-fold. Upon submission of the applications, we find that the screening process is limited. This often results in applicants waiting months for a hearing only to discover that the process can not progress unless the issue with their application is resolved. A recent example happened in August 2024 where we served two notices to a tenant. In October, we received a notice, with the hearing date set for March 2025. At the hearing, it was determined that there was an issue with the notice – a missing certificate – that resulted in the application being dismissed. It is worth noting that discretion could have been applied by allowing the missing document to be uploaded at the time, however, it was determined that the application process be restarted. Restarting the

¹ Prior to 2020, the average wait for a hearing was 1.7 months.

² Of that amount, \$150,000 is linked to rent revenue and an additional \$145,000 related to restoring damaged units.

process has resulted in more administrative effort being made on resubmitting the application³.

In addition, there are inconsistencies with scheduling hearings⁴. Consequently, some hearings – for different matters – are scheduled on the same day, and in different hearing rooms. This results in time spent logging in and out of different rooms with the hope that we are logged into the right room at the time of our hearing.

Recommended solutions to this issue entail streamlining the booking system and looking into offering in-person hearings with consistent adjudicators assigned to geographic areas.

The second factor lies in the engagement process with adjudicators. As acknowledged in earlier paragraphs, there has been an increase in personnel since 2023. While this increase is welcome, we find that some of the adjudicators are not legally trained. Given the nature of funding for Community Housing, service managers manage the properties differently from private landlords. For instance, Community Housing Providers offer supports not often found when dealing with their private counterparts. As such, in situations where we engaged adjudicators with very limited legal background and training on community housing matters, it resulted in longer deliberation times. And once decisions are made, they are often inconsistent with the law⁵.

In addition to the financial implications, the delay also results in a degradation of our relationships with tenants and the community. For our tenants, the perceived lack of action results in a breakdown of relationship as they relate it to negligence on our part. For the community, it impacts the way community housing and its residences are viewed, which is often in a very negative light.

³ These issues – inconsistent practices and longer wait times - often culminate into more working hours for the administrative team, who file multiple applications in situations where just one application would suffice. Aside from the financial consequences mentioned earlier, we also absorb costly sums for the LTBs filings – in our 2025 budget, we allocated \$30,000 to cover filing and sheriffs' fees.

⁴ While opportunities to choose an available time is limited to L1 applications, they are inconsistent and sporadic.

⁵ The effect is that the longer wait time exacerbates delays to submitted applications. Responses to incorrect decisions include submitting review requests and/or new applications being filed.

Recommendations

To address the root causes of these resultant outcomes, we recommend that improvements are made to the application process. Suggested improvements could include offering in-person hearings and appropriately triaging to provide spots for hearing matters that are fully prepared to be adjudicated.

On the issue of the lack of legal training and limited understanding of community housing matters for some personnel, we recommend substantial training focused on community housing – for instance, providing robust training on Section 83 considerations of the Residential Tenancies Act. One supplementary approach, assigning adjudicators through geographic regions⁶.

Having specially trained adjudicators assigned to focus solely on community housing hearings would pose near and long-term benefits. These benefits include a better understanding of the system that would result in better decisions being made at hearings. Another benefit would be that by grouping community housing hearings under selected adjudicators, it would streamline hearings and result in faster decisions being made.

We believe these suggestions would make the LTB more accessible and allow service managers to deal with matters more expediently and come to more quality agreements when appropriate.

A more long-term suggestion that TBDSSAB proposes is the exemption of Community Housing Providers from the LTB process. The rationale behind this proposal is that Community Housing is typically seen as ‘housing of last resort’. Because Community Housing is publicly funded, service managers are governed by the Housing Services Act (HSA) and held to expectations of higher standards of operation than private landlords. In addition, Community Housing Providers offer supports not often found with private rental agreements. These supports include eviction prevention policies, tenant support workers, and rental support programs to address arrears among other supports.

⁶ For instance, assigning adjudicators receiving cases situated in the Northwest Ontario. Given the unique nature of that region, having adjudicators who are trained on Northwestern issues would be better positioned to making sound decisions.

While we are aware that introducing this level of change would require a lengthy deliberation that would include a legislative change to the HSA, we request that this suggestion be taken under the Attorney General of Ontario and Minister's consideration of the recommended changes we have put forward.

Therefore, TBDSSAB requests that the Attorney General of Ontario work with the Minister of Municipal Affairs and Housing, to address the negative impacts of the Landlord and Tenant Board's long hearing wait times by making improvements to the application process, providing adjudicators, without legal background, robust legal training on community housing matters and assigning consistent adjudicators by geographic areas. We believe that these recommendations would result in mitigating delays currently experienced with hearings at the LTB level.



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

Keeping Our Community Housing Safe: 2-Year Community Policing Pilot Project

POSITION PAPER

August 2025

Association of Municipalities of Ontario (AMO) Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Michael S. Kerzner, Solicitor General of Ontario

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) requests that the Solicitor General of Ontario provides funding for our proposal of a two-year pilot project to address the safety of the residents living in Community Housing. This funding would assist with the creation of a team of Special Constables from the Thunder Bay Police Services (TBPS) that would support TBDSSAB direct-owned housing to increase neighborhood safety as well as peace of mind for residents and our community.

Summary

In recent years, the tenant demographic served by TBDSSAB has changed significantly. Prior to the change, tenant demography constituted of low-income families and seniors. Recently, due to the high incidence of homelessness and a desire to house individuals, the resident mix of TBDSSAB's direct-owned housing units include individuals experiencing high risk behaviours, those who may be extremely vulnerable and some residents who are not capable of independent living. In addition to this change, the District of Thunder Bay has experienced a dramatic increase in crime. Often, there is an intersection between the perpetrators of criminal acts and tenants, which has resulted in an increase in deviant behavior around our directly owned properties. The combination of these issues has put pressure on TBDSSAB's ability to maintain a safe and secure environment for its tenants and staff who help manage the properties.

Background

As part of its mandate as a housing service manager, The District of Thunder Bay Social Services Administration Board (TBDSSAB) operates properties throughout the district, with majority located within the city of Thunder Bay. In the past, a bulk of the tenant demographic residing in TBDSSAB's properties constituted low-income families and seniors. However, in recent years, the tenant demographic has widened to include individuals living with mental health and/or addiction issues and people who are incapable of living independently. These demographic changes have resulted in criminal elements taking advantage of some of the

vulnerable population living in these properties. Two news articles – published 10 years apart – attest to the increase in criminal activities and the effect on its residents¹.

According to Stats Canada's 2021 Population Census, the district of Thunder Bay is home to a population of 146,862². In March 2025, Fraser Institute released a report titled 'Comparing Recent Crime Trends in Canada and the United States'³. In the report, the author compared violent crime rates per capita in census metropolitan areas (CMAs) from 2019-2022. In his assessment, the author found that the City of Thunder Bay has the highest 'violent crime rate' in Ontario (at 546 per 100,000) and second in Canada⁴, as shown in the image below. It is worth noting, in the context of this paper, that many research studies have shown the correlation between the perpetrators of criminal activities and vulnerable population(s).

¹ In a 2023 CBC news article, a TBDSSAB tenant – who has lived in the property for four year – said “she no longer brings her grandchildren to visit because she feels it’s so unsafe” ([Thunder Bay Housing residents living in fear | CBC News](#)). Another article, published in 2023, also highlighted continued tenancy concerns ([How drug trafficking and shootings in Thunder Bay's social housing impact people living there | CBC News](#)).

² Statistics Canada, 2021 Census of Population.

³ This report used comparisons of compatible/comparable categories of different offences across Canada and the US. In its assessment, the author shows comparisons between 'Violent crime rates' and also 'Property Crime Rates'.

⁴ The report shows that “for violent crimes, Winnipeg ranks first at 675 violent crimes per 100,000, followed by Thunder Bay, at 546 per 100,000” (Di Matteo 2025). Obtained from Fraser Institute, 'Comparing Recent Crime Trends in Canada and the United States'. <https://www.fraserinstitute.org/studies/ranking-crime-in-canada-and-the-united-states>.

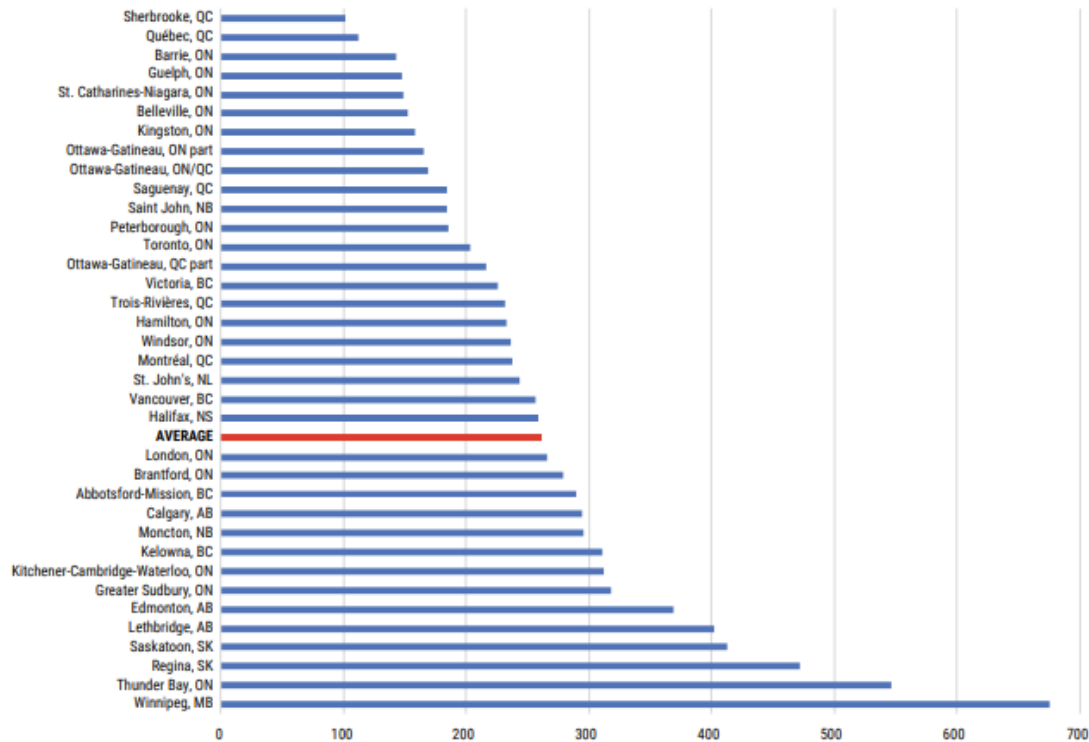


Figure 1 - Select Canadian CMAAs, Maximum Violent Crime Rate per 1000,000, 2019-2022 (Di Matteo:2025)

Based on the Auditor General of Ontario's classification of groups considered as part of the vulnerable population, we consider that a contingent of TBSSAB's tenants – i.e. experiencing mental health and/or addiction issues – fall under this grouping. As a result of the intersection mentioned in the previous paragraph, tenants have voiced concerns about not feeling safe in their homes and neighborhood. News articles are replete with stories from TBDSSAB tenants who are "scared to leave their homes..." with concerns about "drug trafficking taking place in the building, with non-residents regularly on the premises"⁵.

To address these concerns, TBDSSAB approached the security issue using a multi-pronged approach. TBDSSAB has invested heavily in video surveillance equipment, engaged in CPTED design improvements⁶, contracted extensive third-party security services and engaged on regular and ongoing tenant education. This also included leveraging our relationship with the Thunder Bay Police Service (TBPS). For instance, in 2017, There was an information sharing agreement signed between both parties to provide the TBPS access to TBDSSAB's

⁵ CBC News (2025). "McIvor Court residents hold rally over safety concerns". Extracted from [McIvor Court residents hold rally over safety concerns | CBC News](#).

⁶ CPTED stands for Crime Prevention Through Environmental Design. The premise of CPTED is that "the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime, and an improvement in life" (CPTEDCanada.com)

surveillance recordings. In addition, the partnership also collaborated on joint efforts between TBDSSAB staff and the Community Oriented Response and Engagement unit (CORE) of TBPS in 2021. One of the joint outcomes of the CORE unit is to do home visits mitigating illegal actions⁷ taking place within TBDSSAB direct-owned housing. Since its inception till date, there have been 681 joint visits⁸.

Another approach TBDSSAB took was performing a security audit on all directly owned buildings. The outcome of the audit was a report of the findings and recommendations. Among the findings was the impact of perception and how the public hold misconceptions about community housing, and when left unchecked, it exacerbates unfounded beliefs about the population who reside in these properties. Some recommendations include the use of mobile security patrols to discourage and prevent deviant behaviors from occurring.

While the operationalization of the CORE unit has yielded positive outcomes, criminal activities around our properties are still ongoing (news coverage of recent incident shown in [Appendix A](#) below). Further, TBPS has indicated an inability to fully address the needs at TBDSSAB properties due to a shortage of policing personnel. As such, we believe that creating a team of Special Constables assigned to patrolling our properties and enforcing bylaws and Acts would help address the issue.

The proposed model, similar to the program in Toronto⁹, is in the shape of creating a team of Special Constables that consists of one supervisor and three TBPS officers. Given the comprehensive training they have undergone as Police Officers, this team will be equipped with the appropriate skillsets to address concerns related to substance use and addiction. As such, we believe that the presence of Special Constables around the properties would help mitigate security-related incidents, discourage deviant behaviours from occurring and in turn, allow tenants to feel safe and possibly address the public's misconceptions of community housing.

In order to operationalize the use of a team of Special Constables would require an operational cost of \$500,000 per year. This proposed cost would enable a consistent presence of the team

⁷ These illegal actions include reducing home takeovers and to support at risk-tenants.

⁸ In 2021, there were 206 visits; 130 visits in 2022; 129 in '23; and 216 in 2024.

⁹ Toronto Community Housing collaborated with the Police Service to create the 'Community Safety Unit' of Special Constables. These Constables have the authority to enforce various laws in the City of Toronto if the offence is connected to a Toronto Community Housing or vehicle.

around our properties. In the long run, the assessment on the success and lessons learned of the pilot program would help inform its continuity.

Therefore, TBDSSAB requests that the Solicitor General of Ontario provides a funding of \$1,000,000 over 2 years to enable TBDSSAB to work with the Thunder Bay Police Service in order to run a two-year pilot that would involve a team of Special Constables, which would allow us to meet our mandate of providing a safe and secure environment for our tenants.

Appendix A

1. CBC News (2023) Article

Thunder Bay

How drug trafficking and shootings in Thunder Bay's social housing impact people living there

Recent shooting at Spence Court has put social housing safety in the spotlight



[Sarah Law](#) · CBC News · Posted: Jun 01, 2023 5:00 AM EDT | Last Updated: June 1, 2023

Image one - Obtained from <https://www.cbc.ca/news/canada/thunder-bay/thunderbay-safety-shootings-socialhousing-1.6860822>.

2. CBC News (Jan. 2025) article

Thunder Bay

Homicide at social housing building in Thunder Bay, Ont., sparks calls for more security measures

Death at McIvor Court remains under investigation with no arrests made, police say



[Sarah Law](#) · CBC News · Posted: Jan 29, 2025 4:00 AM EST | Last Updated: January 29

Image two - Obtained from <https://www.cbc.ca/news/canada/thunder-bay/thunder-bay-social-housing-safety-concerns-1.7443946>.

3. Thunderbay Newswatch (Jan 2025) article

HOME > LOCAL NEWS

'Terrified': McIvor Court residents react to homicide

Police still holding the scene Thursday afternoon as investigation continues



Matt Prokopchuk
Jan 16, 2025 5:15 PM



1 / 3 Thunder Bay police officers hold the scene of a homicide on January 16 2025. | Matt Prokopchuk

Image three - Obtained from <https://www.tbnewswatch.com/local-news/terrified-mcivor-court-residents-react-to-homicide-10088244>.

4. CBC News (Feb. 2025) article

Thunder Bay

McIvor Court residents hold rally over safety concerns

Building was the scene of a homicide this year; residents say drug trafficking, other issues persist

CBC News · Posted: Feb 14, 2025 4:26 PM EST | Last Updated: February 14

Image four - <https://www.cbc.ca/news/canada/thunder-bay/mcivor-court-rally-1.7459791>.



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

Developing More Supportive Housing stocks

POSITION PAPER

August 2025

Association of Municipalities of Ontario (AMO) Annual Conference

Prepared by:

The District of Thunder Bay Social Services Administration Board

Prepared for:

Hon. Sylvia Jones, Minister of Health

Hon. Rob Flack, Minister of Municipal Affairs and Housing

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

Brief

The District of Thunder Bay Social Services Administration Board (TBDSSAB) requests that the Ministry of Health (MOH), Ministry of Municipal Affairs and Housing (MMAH), and the Ministry of Children, Community and Social Services (MCCSS) provide funding for the development of additional supportive housing in the District of Thunder Bay to help individuals who require mental health and addictions supports, aging in place, and alternative level of care (ALC) gain access to units with the adequate level of supports. This would in turn free up bed space in community housing and healthcare facilities for other individuals that would benefit from the availability of care.

Summary

TBDSSAB urges the MOH, MMAH, and MCCSS to continue the important work established by the virtual engagement process in 2020-21. The initiative focused on key areas within the Province's Supportive Housing system that included supply, access, efficiency and complex needs. The outcome of this process shed light on the importance of increasing the supply of and access to supportive housing stocks that would ensure successful tenancies and end ongoing cycles of homelessness. Through various funding streams, TBDSSAB has made significant investments in supportive housing. However, individuals that require an ALC in the District of Thunder Bay face disproportionately long wait times during the discharge process. For example, the average length of stay (year-to-date) for individuals whose discharge disposition to supportive housing is 198 days. For this reason, TBDSSAB requests that the MOH, MMAH, and MCCSS provide funding to develop a 50-bed supportive housing space.

Background

Across the country, supportive housing solutions are required to ensure successful tenancies, prevent evictions, and end ongoing cycles of homelessness. For example, the Housing First approach to ending homelessness offers individualized and client-driven support to help sustain permanent housing. In 2016, implementation of this approach in a veteran-specific pilot

project resulted in an estimated annual saving of \$536,000 across four Canadian cities. Another example is evident in the province-led Home for Good (HFG) funding initiative whose purpose is to help Service Managers house homeless individuals and connect them with appropriate support to facilitate successful transitions into stable housing¹.

In addition, through investments from the concluded Social Services Relief Fund (SSRF) TBDSSAB has worked with community partners to establish 31 supportive and transitional housing spaces that build upon existing investments. As of April 2024, the Homelessness Prevention Program (HPP) has also enabled TBDSSAB to provide funding for 52 new supportive housing units. These include:

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

TBDSSAB would like to thank the provincial and federal government for these funding initiatives. Without the level of support we have received, these projects would not have come to fruition.

However, we believe more supportive solutions are required. The rationale is a lack of supply and access to supportive housing that results in long wait times experienced by patients who have a discharge disposition from SJCG to a different care facility or supportive housing unit. Upon discharge, individuals who require ALC are temporarily relocated to a 32-bed Transitional Care Unit (TCU) that is operated out of one of their Long-Term Care (LTC) facilities².

¹ Since the inception of HFG, the TBDSSAB has housed over 436 unique individuals, with a 75% increase in the past two years. As of May 2024, 59 individuals are receiving a portable HFG subsidy, and 65 clients are provided with case management services through the HFG support staff from Dilico Anishinabek Family Care and SJCG.

² This makeshift TCU was created to prevent releasing individuals (who need extra support and/or homeless) to the street by offering them a short-term option while their request to access supportive housing is being processed.

SJCG reports that the year-to-date average length of stay (LOS) for patients who require ALC averages 167 days³. For the individuals who would benefit from receiving care in a supportive housing setting, the average LOS in the TCU is 198 days. In the last three years, the average LOS for 18 individuals who were admitted to the TCU with plans to move them to supportive housing was 183 days. While there is no maximum LOS in the TCU, the major reason for a longer than expected LOS is due to a lack of supportive housing options.

The effect of these longer than expected LOS is felt in hospital settings as congestion builds up due to TCU beds being occupied by individuals waiting for housing options to be accessible. The congestion also increases wait times for individuals who require care in hospital settings and in turn, cannot gain the right level of care until hospital beds are available to them. One key solution to addressing the extended LOS for individuals who require ALC – and the subsequent domino effects on the housing system—is the development of additional supportive housing units.

Therefore, TBDSSAB urges the MMAH, MOH, and MCCSS to provide funding for the creation of 50-unit supportive housing stock that would enable individuals who require Alternate Levels of Care to gain access to an increased housing supply and in turn reduce the length of stay in the Transitional Care Units that are offered as a short-term solution.

³ Discharge disposition for these individuals includes acute care, LTC, and supportive housing etc. Average length of stay for Individuals who require LTC level of care is 77 days.

Subject:

Closing of Hwy 102 Thunder Bay to truck traffic has passed.

Date:

June 26, 2025 11:17:17 AM

Hon Kevin Holland MPP
 Mayor Lucy Kloosterhuis
 Mayor Sheila Maxwell
 Erica Giansante OTA
 James Menzies Today's Trucking

On Monday night, June 23rd, the City of Thunder Bay passed the Designated Truck Route (DTR) by-law, banning heavy truck traffic from its portion of Hwy 102 in Thunder Bay. Until the implementation, the city operates on a multi highway system that spreads the traffic out and is safer for trucks and cars alike.

With the new DTR, the trucks are forced off Hwy 102 (city operates a 7 mile stretch) and onto the Expressway, into the heart of city traffic. Trucks will now go through the city at highway speeds with traffic lights as opposed to traveling at 50km and just skimming a corner of the city as they have done for decades. The new designation adds 10km to a trucker's route, additional fuel and environmental costs and adds precious time to every trucker's day. The new single route will be the only route available to trucks and the bottle-neck will be a potential death-trap at 90km speeds. There are no clover-leaves and no warning lights. A good reason for the multi-route system is for the prevention of multi vehicle collisions. There is no safety divider at all on the 4 lane Expressway.

I have three suggestions from my observations:

1. The MTO can refuse to allow this DTR signage to be posted - an injunction of signage.
2. The province of Ontario can take this seven mile stretch of Hwy 102 back from the city.
3. Sue the City of Thunder Bay on the grounds of safety and the disruption in the supply chain's natural movement, a hurdle not needed by trucking companies, and potential chaos for the Thunder Bay traffic.

A week ago, the city was threatened by the Canadian Pacific Railway for proposing to build a Tiny Village for homeless people next door to them. Although the location had been voted on and plans were in motion, they were quickly dropped at the threat of being sued by the railway.

This DTR has been an ongoing 25 year battle for me. We were always able to defeat it until now. With a new City Council not aligned with the potential safety hazards and the costs this DTR puts on the users, it has finally passed. Having been involved in trucking for over fifty years, I am fully aware of all the problems facing the people of the Thunder Bay area and the users of this new route.

This by-law must be defeated and the multi-use highway system must remain in place. Solve this DTR problem for good. It will be 90 days before this is put into effect.

Thank you.

Date: Thursday June 26, 2025

To: The Honourable Doug Ford, Premier of Ontario
The Honourable Prabmeet Sarkaria, Minister of Transportation
Kevin Holland, MPP Thunder Bay, Atikokan

Subject: Opposition to City of Thunder Bay's Designated Truck Route Bylaw 211-2025

Dear Premier Ford, Minister Sarkaria, and MPP Holland,

We are writing to express our deep concern and strong opposition to the City of Thunder Bay's recently passed Designated Truck Route Bylaw 211-2025. This bylaw, scheduled to take effect on October 1, 2025, reroutes heavy truck traffic from Highway 102 onto Highway 11/17, directly impacting the Township of Conmee and our neighbouring municipalities.

The City of Thunder Bay's Designated Truck Route Bylaw will prohibit trucks from using all of Highway 102, despite the city only being responsible for approximately 14 kilometres of it, from Townline Road to the Expressway intersection. This change will force all heavy truck traffic onto Highway 11/17 which passes directly through the Township of Conmee and neighboring communities. This section of the Trans-Canada Highway lacks essential infrastructure such as merge lanes, acceleration zones, and off-ramps. As a result, local traffic, including school buses and emergency vehicles, must merge directly into high-speed, high-volume traffic, significantly increasing the risk of collisions and emergency response delays.

This change will result in an estimated 1,600 heavy trucks per day traveling through our communities, effectively doubling the current truck traffic. During peak hours (6-10 AM and 3-7 PM), this equates to over 3.33 trucks per minute, or one truck every 18 seconds. These are the same hours when school buses are transporting children and commuters are traveling to and from work, significantly increasing the risk of collisions and endangering the safety of our residents, particularly children, seniors, and emergency responders.

The safety risks are further compounded by the physical characteristics of the route. In Conmee, prior to entering Kakabeka Falls, Highway 11/17 features poor sightlines, and sharp curves and hills. These characteristics already pose challenges for residents accessing side roads, and for emergency responders. Of particular concern is the Conmee Fire Hall located directly on the highway, which faces existing sightline limitations that hinder the safe deployment of fire trucks. In Kakabeka Falls itself, home to an elementary school serving children from all the affected municipalities and a senior's residence, the increased truck traffic will heighten existing dangers for pedestrians and vulnerable road users.

This bylaw does not only affect the Township of Conmee. It has broader regional implications for the Municipality of Oliver Paipoonge and the Townships of Gillies and O'Connor, all of whom have submitted formal letters of opposition or support for our position. The Lakehead Rural Municipal Coalition (LRMC), which represents these municipalities collectively through their mayors, reeves, and senior administrators, has also expressed its support for our opposition to the Thunder Bay bylaw.

We respectfully urge the Province and the Ministry of Transportation to review the implications of this bylaw, consult with the affected municipalities, and explore safer and more equitable alternative solutions that prioritize safety and regional collaboration without compromising the well-being of rural residents.

Sincerely,
Mayor Sheila Maxwell and Council
Township of Conmee

Pumper Truck Proposal Comparison – Conmee Township

Comparison Table

Feature / Spec	Twin City Industrial	FGFT (Fort Garry)	Ontario Fire Trucks	Dependable EV (Fouts)
Estimated Price (CAD)	\$427,015	\$647,319	~\$776,129 (USD \$554,378)	\$680,000–\$715,000
Chassis	2026 International HV607	Freightliner 4-door	Freightliner M2-106	Freightliner M2-106
Engine / Transmission	Cummins L9 / Allison 3000 EVS	Cummins L9 / Allison 3000 EVS	Cummins L9 / Allison 3000 EVS	Detroit DD8 / Allison 3000 EVS
Pump	Hale Midship	Darley PSP PTO	Hale QMax-XS 1500 GPM Midship	Hale QLFO Plus 1321 GPM Midship
Pump & Roll	Not specified	Yes	Yes	No
Water Tank (Imp. gal)	Not specified	1000	1000	1000
Foam Tank (Imp. gal)	Not specified	25	25	25
Foam System	Not specified	FoamPro 1600	FoamPro 1600	Provisions only
Body Material	Aluminum	Aluminum	Extruded Aluminum	Aluminum Plate
SCBA Seats	Not specified	4	4	4
Ladders & Suction Hoses	Not specified	Included	Included	Included
Lighting & Sirens	LED lighting	Whelen LED + Federal Signal	Whelen LED + Federal Signal	Whelen LED + Federal Signal
Electrical System	Not specified	Multiplexed	Not specified	Weldon Multiplex
Warranties	Not specified	20 yr body, lifetime tank, 10 yr pump	10 yr body, lifetime tank, 5 yr pump	10 yr body, lifetime tank, 5 yr pump
Delivery Estimate	Not specified	20–22 months	90 days (in stock)	Sept 2025 (in stock)
Certifications	ULC, National Safety Mark	ISO 9001, NFPA 1900	NFPA, DOT	NFPA 1900, DOT

Recommendation Summary for Conmee Township Council

1. Dependable EV (Fouts) –Balanced Option

- Price: \$680,000–\$715,000 CAD
- Meets all core requirements: 1000-gallon tank, NFPA compliance, SCBA seating, ladders, suction hoses
- Strong warranties: 10-year body, lifetime tank, 5-year pump
- Delivery: September 2025 (in stock)
- Drawback: No pump & roll – acceptable if not a critical requirement

2. FGFT (Fort Garry Fire Trucks) – Strong Comprehensive Option

- Price: \$647,319 CAD
- Fully equipped, strong warranties, includes pump & roll
- Longest lead time (20–22 months)

3. Ontario Fire Trucks – Fastest Delivery

- Price: ~\$776,129 CAD (USD \$554,378)
- In stock, includes pump & roll
- Highest cost

4. Twin City Industrial – Incomplete Proposal

- Price: \$427,015 CAD
- Missing key specs (tank size, pump & roll, warranties, delivery)
- Not recommended unless full details are confirmed

Conclusion: If pump & roll is not a mandatory requirement, Dependable EV (Fouts) offers the best balance of price, delivery, and features. FGFT (Fort Garry) is the recommended option: it meets all requirements, includes pump and roll, and offers strong warranties at a lower price than Ontario Fire Trucks, although it has a longer delivery timeline. Ontario Fire Trucks is a viable alternative with the fastest delivery, but it is the most expensive. Twin City Industrial cannot be recommended at this time due to missing specifications.



June 9, 2025

Township of Conmee
19 Holland Road W, Kakabeka Falls, ON P0T 1W0

NRE Proposal # P24-116

Attention: Leanne Maxwell, Treasurer

Re: Asset Retirement Audit Items for The Township of Conmee

Pursuant to your request we are pleased to provide you with a scope of work and fee estimate to complete the necessary work associated with the Townships Asset Retirement Obligations and Costing exercise associated with the work.

1 Background

North Rock was contacted by the Township to provide a proposal pertaining to the provision of support associated with an Asset Retirement Obligation (ARO) exercise. As part of that work, North Rock would identify any key aspects of the asset retirement of each municipally owned asset and then provide an anticipated cost (Class C estimate) associated with the retirement of that asset. This work is assumed to be completed in support of funding opportunities associated with the retirement of these assets at some point in the future.

The Township has identified the following list of assets that are to be included in the ARO Audit:

- 1) One (1) Municipal Landfill
- 2) Two (2) Existing Aggregate Pits
- 3) Four (4) municipal water wells
- 4) One (1) Underground water cistern
- 5) Three (3) Municipal Septic Fields
- 6) Six (6) Municipal Buildings:
 - Township Office
 - Township Garage
 - Township Fire Hall
 - Township Ambulance Bay
 - Quonset Building
 - Landfill Attendant Shack

2 Scope of Work

The scope of work for this assignment includes the following work plans, which have been separated into the various assets that have been identified by the Township:

Municipal Landfill

It is North Rock's understanding that the Township owns and operates one (1) municipal landfill site (Conmee Waste Disposal Site) that will be included in this study.



For the existing Municipal Landfill, North Rock will use the existing data that has been collected as part of the annual monitoring program (also completed by North Rock), to complete a Financial Assurance (FA) estimate for site closure and post-closure operations and maintenance. Because FA is not required to be provided by municipalities, no formal FA report will be prepared; however, the FA cost estimation tables will be provided as part of the final deliverables of the assignment. As this portion of the work is a desktop exercise using available data, no field component has been attributed to this task.

Existing Aggregate Pits

It is North Rock's understanding that the Township has a total of two (2) permitted aggregate sources that have been identified to be included as part of the study. Upon review of the MNRF pit records, we have identified two aggregate pits assigned to the Township: Pit ID# 611501 and Pit ID# 611521.

North Rock has assumed that the Design and Operations plans for both sources have been completed and approved by the Ministry as part of the original permitting process, and that these plans will be available for our use during the study; in other words, no costs for pit rehabilitation design have been included in our cost estimate. Should we be required to complete any pit rehabilitation design, this work would be completed at additional cost.

North Rock will use the Plans provided by the Township and perform quantity takeoffs of the pit rehabilitation strategies and use these quantities to prepare a Class C cost estimate for the rehabilitation of each pit.

Existing Municipal Water Wells

It is North Rock's understanding that the Township owns a total of four (4) water wells as part of their asset list. As part of the ARO estimate, North Rock will estimate the cost of decommissioning these wells.

Based on our review of the Ontario Ministry of the Environment, Conservation and Parks (MECP) online water well database, two water well records were located for the Conmee Municipal Complex: one drilled to 45 metres and one drilled to 26 metres. The depth of the other two wells is not known.

North Rock will obtain cost estimates from licensed drillers for the decommissioning of all four wells in accordance with the requirements of Revised Regulations of Ontario (R.R.O.) Regulation 903 made under the *Ontario Water Resources Act*.

As part of this exercise, we have assumed that the Township will be able to provide the depth of installation and the construction (overburden or bedrock) for the two remaining wells. This information will be critical crucial in determining well decommissioning costs.

Underground Cistern

The Township has included a single, underground water cistern among its list of municipally owned assets. North Rock will need the size, depth and material composition of the cistern. Using that information, we will determine a retirement cost of this asset to cover decommissioning, removal and disposal.

Septic Fields

The Township has three (3) in-ground septic fields located within the municipal office complex. North Rock has assumed that the design and/or as-built drawings for the septic fields will be



available for use by North Rock during the study. Using this information, North Rock will calculate the costs to remove and dispose of the physical components of the septic fields.

Municipal Buildings

The Township has identified a total of six (6) municipally-owned buildings that are to be included in the ARO Audit work.

For these six buildings, the following items will apply:

- Completion of a Designated Substance Survey (DSS) for each of the buildings in accordance with the requirements of the *Occupational Health and Safety Act* (OHSA), Ontario Regulation 278/05 made under the OHSA, and Ontario Regulation 490/09 made under the OHSA.
- Preparation of a DSS report documenting the findings for the six buildings.
- Estimation of abatement of designated substances (e.g., asbestos, mercury) and hazardous materials (e.g., polychlorinated biphenyls (PCBs), mould) in accordance with applicable legislation and best management practices.
- Estimation of building demolition costs for all six buildings.
- Estimation of environmental remediation costs for the municipal building complex.

Based on aerial photography, two above-ground fuel tanks are present at the garage building. For budgeting purposes, we have assumed that no environmental investigations have previously been completed for the municipal building complex, and that an estimate of environmental remediation costs will be made without any field requirements. In other words, completion of a Phase II ESA to assess the current condition of soil and groundwater in the vicinity of the fuel tanks is not proposed, and that a reasonable estimate of contamination will be sufficient for ARO purposes.

3 Project Team

3.1 Kevin Briggs, P.Eng.

As President of Engineering Services, Kevin Briggs brings over 20 years of experience, obtained on Highway and Municipal design and construction assignments, with multiple roles and responsibilities ranging from Lab Technician, Quality Control Co-ordinator, and Grade Foreman during his time in construction. More recently Kevin has held positions such as Project Design Lead, Project Engineer, and Project Manager.

Kevin has served as Project Manager on several multi-disciplinary design and construction assignments. Those duties included the supervision of internal and external staff and sub-Consultants / sub-Contractors, liaison with representatives of several levels of government, institutions and clients, Quality Control of the design work and deliverables, development of specifications and Contract packages, construction estimating, constructability review process, Contract Administration duties and budget control both during engineering as well as during construction.

3.2 Paula Sdao, P.Eng.

Paula is a Principal of the firm and a senior environmental engineer with more than 30 years of professional environmental experience. Paula holds diplomas in Chemical Engineering and Environmental Engineering from Lakehead University and Confederation College, respectively,



and a bachelor's degree in chemical engineering from Lakehead University. Paula is a licensed Professional Engineer in the provinces of Ontario and Manitoba and meets the definition of a Qualified Person (QP) in accordance with Ontario Regulation 153/04 made under the *Environmental Protection Act*. Paula will be responsible for the Financial Assurance calculations, well decommissioning, environmental remediation, and designated substances components of the work and will direct all environmental field activities. She will also be the direct point of contact between North Rock and the Township with respect to this part of the work. Paula has completed formal training for Asbestos Building Inspector, Asbestos Management Planner, and Asbestos Contractor/Site-Supervisor, and is a NIOSH 7400 trained asbestos air sampling analyst.

3.3 Mitch Siciliano, E.I.T.

Mitch is an Engineering Designer and Senior Inspector with North Rock. Mitch holds a Bachelor of Engineering Degree (Civil Engineering) and is registered as a Civil Engineering Intern with the Professional Engineers Ontario (PEO). Mitch has experience with traffic impact assessments, cost estimates, project schedules, and detailed work plans to produce a unique cost-effective methodology that stays within budget. Mitch incorporates his vast range of field experience into the constructability of engineering design and considers all aspects of the project design to quickly address project impacts before they occur.

3.4 Kai Maunula, E.I.T.

Kai is a Civil Engineering-in-Training with North Rock and holds a Bachelor of Engineering Degree (Civil Engineering) from Lakehead University as well as a Diploma in Engineering Technology (Civil) from Confederation College. Kai is registered as a Civil Engineering Intern with the PEO and has demonstrated his knowledge through a variety of roles ranging from lab technician and site inspector to, more recently, Project Manager.

Kai's background is based mainly in highway and municipal construction projects. Kai has served as a Project Manager on multiple construction projects where responsibilities include cost estimating, quantity take-offs, and tender submissions, project scheduling, material supply management, supervision of internal staff and co-ordination of subcontractors. Kai has conducted this work for a variety of owners including, but not limited to, the Ministry of Transportation Ontario (MTO), the City of Thunder Bay, and the Town of Marathon.

3.5 Eric Ouellet, C.E.T.

Eric is a Surveyor/Contract Administrator and a graduate of Confederation College's Civil Engineering Technologist program with six years of Survey and Contract Administration experience. Eric is very experienced in AutoCAD Civil 3D and Trimble Business Centre Software creating a multitude of detailed grading plans and project design drawings.



4 **Fee Estimate**

Based on the above noted scope of work we anticipate our fees will be as follows:

Task No.	Task (AUDIT WORKS)	Fee
1	Overall Project Management	\$ 800
2	ARO – Cost Estimates	
2.1	Financial Assurance – Conmee Landfill	2,500
2.2	Aggregate Pits	2,250
2.3	Water Wells	500
2.4	Cistern	400
2.5	Septic Fields	950
2.6	Municipal Buildings	
2.6b	Estimate Abatement Costs	2,000
2.6c	Estimate Building Demolition Costs	2,400
2.6d	Estimate Environmental Remediation Costs	1,200
3	Asset Retirement Audit Costs and Reporting	6,500
	Total (Excluding HST)	\$ 19,500

Task No.	Task (DSS Works)	Fee
4	Designated Substance Surveys (4 of 5 buildings)	11,500
5	Estimate Abatement Costs	6,000
	Total (Excluding HST)	\$ 17,500

Our payment terms are Net 30 days. Invoices will be issued monthly. Our work will be governed by our Standard Terms & Conditions as outlined in our Work Authorization, a copy of which is attached for your records. Our proposal is valid for 60 days.

5 **Assumptions and Limitations**

Our proposal has been based on the following assumptions and/or limitations which we have assumed to be correct. If any of the following prove not to be valid, our cost estimate, scope, and/or schedule may require revision.

- All field data required for the municipal landfill is available in order to complete the Financial Assurance calculations. Should North Rock need to seek out other means to acquire this data, additional costs may be incurred.
- No topographical survey information is required to be obtained as part of the work. Should North Rock be required to pick up additional survey information, this would be completed for additional fees.



- North Rock has assumed that there is no legal survey requirements associated with this work.
- Our environmental contamination estimate will be based on a reasonable estimate of a volume of contaminated soil. Our proposal does not include provisions to complete a Phase I ESA or Phase II ESA. However, if a Phase I/II ESA is required, additional costs would apply.
- North Rock has assumed that the Design and Operations Plans for the existing pits are available for our use. Should closure design or closure rehabilitation design be required, North Rock can complete this work for additional fees.
- No fuel tanks are located on the property.
- Conmee will be able to provide information related to the construction and depth of the two water wells for which public water well records were not available.
- A total of 120 bulk asbestos samples and 60 lead samples are included for analysis on a regular turnaround basis (i.e., 5 to 7 business days). Expedited analysis would be at additional cost.
- DSS costs assume that all six buildings were constructed prior to 1990. If any of the buildings were not constructed until after 1990, a DSS is likely not warranted.

6 Closure

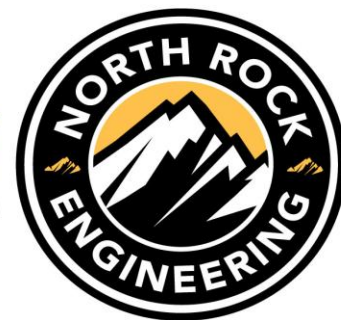
North Rock will perform all services in accordance with the standard of care customarily observed by professional consulting firms performing similar services at the same time and location. The standard of care will include adherence to all applicable published standards of the profession and laws, regulations, by-laws, building codes and governmental rules. In no event, however, will North Rock be liable for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.

Thank you for the potential opportunity to provide these engineering services to you. If you agree with the scope of work and associated fees, please sign and return a copy of the attached Work Authorization. If you have any questions or require clarification on any point, please contact me directly at (807) 620-8431.

Regards,

North Rock Engineering Inc.

Kevin Briggs, P.Eng.
Principal, Senior Project Engineer
T: 807-620-8431
kbriggs@nrock.ca



Work Authorization

DATE:	June 9, 2025	PROJECT:	Municipal Retirement Audit
CLIENT:	Township of Conmee		
ADDRESS:	19 Holland Road, West, Kakabeka Falls, ON P0T 1W0	LOCATION:	Various Asset locations within the Municipality

AUTHORIZATION:
CLIENT requests and authorizes NORTH ROCK ENGINEERING INC., 70 Secord Street, Thunder Bay, ON P7B 3C9 ("North Rock") to perform the work specified in the following SCOPE OF WORK ("WORK") in accordance with the terms and conditions of this Work Authorization ("AGREEMENT").

DESCRIPTION OF WORK:

- Conmee has identified a list of assets that require retirement costs for a government audit. Please refer to accompanying proposal, P24-116, dated June 9, 2025 for detailed scope of work.

COMPENSATION:
CLIENT agrees to pay North Rock for the performance of the WORK on the following basis:

Fixed fee basis of \$19,500 plus HST for the audit items as identified and \$17,500 plus HST for the DSS work that is required, as identified in the proposal.

Refer to Cost Estimate section of North Rock Proposal No.P24-116 dated June 9, 2025 for detailed scope of work and cost breakdown.

PAYMENT:
North Rock will invoice CLIENT monthly for WORK performed and CLIENT agrees to pay each invoice within 30 days without holdback. Interest at the rate of 15% per annum (or the maximum rate allowed by law, if lower) will be charged on all overdue amounts. North Rock may suspend the WORK, after giving CLIENT 5 days' written notice, until any overdue amounts have been paid in full.

INVESTIGATIONS AND REPORTS (if applicable):

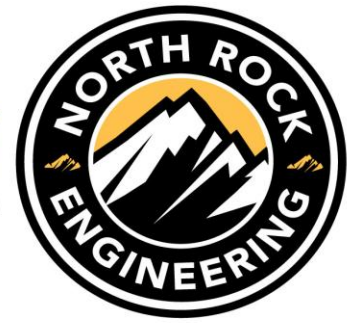
- CLIENT shall disclose to North Rock the reason for the investigation and all potential uses for both the information which will be generated by the investigation and all associated reports prepared by North Rock in respect thereof. The findings of any such investigation will be based solely upon information generated as a result of the specific scope of the investigation authorised by CLIENT. Visual inspections do not constitute a thorough audit of environmental conditions at the site. Only those items which are capable of being observed and are reasonably obvious to North Rock during such a visit can be reported. Detailed investigation, sampling and analyses would be required to more accurately determine the environmental condition of the site.
- North Rock shall provide a final report upon completion of the WORK. The information contained in any report, including without limitation the results of any sampling and analyses conducted by North Rock, will be developed or obtained through the exercise of North Rock's best professional judgement in light of the knowledge and information available to North Rock at the time of preparation. Although every effort will be made to confirm that all such information is factual, complete and accurate, North Rock shall make no guarantees or warranties whatsoever, whether express or implied, with respect to such information and shall accept no responsibility for any loss or damage arising there from or related thereto. North Rock shall not by the act of issuing any report be deemed to have represented thereby that any sampling and analysis conducted by it have been exhaustive or will identify all contamination at the site, and persons relying on the results thereof do so at their own risk.
- Except as required by law, any report and the information contained therein shall be treated as confidential and, unless otherwise agreed to by North Rock and CLIENT, may be used and relied upon only by CLIENT, its officers and employees. Any such use and reliance shall be subject to the limitations and exclusions set forth above.

SAMPLES (if applicable):

- North Rock shall be responsible for appropriate disposal of non-hazardous sample material and sample residuals after 30 days following submission of environmental reports unless CLIENT specifically requests otherwise.
- All sample material and sample residuals considered hazardous shall be returned to CLIENT for disposal, at CLIENT's cost. CLIENT may request North Rock to arrange for the appropriate disposal of hazardous sample material and sample residuals, the cost of which will be borne by CLIENT.

DOCUMENTS:

- All of the documents prepared by or on behalf of North Rock in connection with the Project are instruments of service for the execution of the project. North Rock retains the property and copyright in these documents, whether the project is executed or not. These documents may not be used for any other purpose without the consent of North Rock, which may be withheld at North Rock's discretion. Any pursuant to the conditions of North Rock's standard form reliance letter.
- North Rock cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format. Client shall release, indemnify, and hold North Rock, its officers, employees, other Consultants' and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of North Rock, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without North Rock's written consent.


PROFESSIONAL RESPONSIBILITY AND LEGAL LIABILITY:

- **Standard of Care.** The standard of care applicable to the WORK will be the degree of care, skill and diligence normally employed by professional geoscientists or consultants performing the same or similar services at the time and place that the WORK is performed.
- **Professional Liability Insurance.** North Rock shall maintain throughout the term of this AGREEMENT Professional Liability Insurance with per claim and annual aggregate limits which it deems to be reasonable, insuring North Rock's professional liability resulting from the performance of the WORK. North Rock shall provide CLIENT with proof of such insurance upon written request.
- **Limitation of Liability.** North Rock's aggregate liability to CLIENT for claims arising out of this AGREEMENT, or in any way relating to the WORK, will be limited to the lesser of our total fees paid to North Rock, or \$50,000.

In no event will North Rock be liable for indirect or consequential damages including without limitation, loss of use or loss of profits. No claim may be brought against North Rock more than two (2) years after the WORK was last performed under this AGREEMENT.

These limitations of liability will apply, to the extent permitted by law, whether North Rock's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and will extend to and include North Rock's directors, officers, employees, insurers, agents and subconsultants.

TERMINATION:

This AGREEMENT may be terminated for convenience by either party on 30 days' written notice or if either party fails substantially to perform through no fault of the other and does not commence correction of such non-performance within 5 days of written notice and diligently complete the correction thereafter. On termination, North Rock will be paid for all authorized work performed up to the termination date plus reasonable termination expenses.

GOVERNING LAW:

This AGREEMENT shall be governed by and interpreted in accordance with the laws of the Province where North Rock's address as set forth herein is located.

ENTIRE AGREEMENT:

This AGREEMENT contains the entire agreement of the parties and supersedes all previous communications and negotiations between them relating to the WORK. If CLIENT issues a Purchase Order in connection with the WORK, the terms and conditions thereof do not apply to this AGREEMENT.

LANGUAGE:

The parties hereto acknowledge that they are satisfied that this AGREEMENT be drawn up in the English language. Les parties aux présentes acceptent que la présente entente soit rédigée en anglais.

Township of Conmee

CLIENT

BY:

AUTHORIZED REPRESENTATIVE

NORTH ROCK ENGINEERING INC.

BY:

AUTHORIZED REPRESENTATIVE

Corporation of the Township of Conmee

BY-LAW NUMBER 2025-023

A BY-LAW TO AUTHORIZE CERTAIN NEW CAPITAL WORK(S) OF CORPORATION OF THE TOWNSHIP OF CONMEE (THE “MUNICIPALITY”); TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR FINANCING OF SUCH CAPITAL WORK(S); TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK(S); AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK(S) THROUGH THE ISSUE OF DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is now deemed to be expedient to authorize for the purposes of the Municipality the new capital work(s) described in column (2) of Schedule “A” (the “**Capital Work(s)**”) attached hereto and forming part of this By-law (“**Schedule “A”**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the financing for such Capital Work(s) that will be requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, (collectively the “**Estimated Annual Amount Payable**”) and determined that the Estimated Annual Amount Payable does not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, is not required before any such Capital Work is authorized by the Council of the Municipality;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing

by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be, (the "**Application**") to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the financing of the Capital Work(s) in the maximum aggregate principal amount of \$650,000 substantially in the form of Schedule "B" hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2.
 - (a) The undertaking of the Capital Work or of each Capital Work, as the case may be, in the amount of the respective estimated Authorized Expenditure set out in column (3) of Schedule "A" is hereby approved and authorized;
 - (b) any one or more of the Mayor and the Treasurer are hereby authorized to conclude contracts on behalf of the Municipality for the undertaking of the Capital Work or of each Capital Work, as the case may be, in accordance with the Municipality's usual protocol;
 - (c) where applicable, the Engineer of the Municipality will forthwith make such plans, profiles and specifications and furnish such information as in the opinion of the Engineer are necessary for the undertaking of the Capital Work or of each Capital Work, as the case may be; and
 - (d) where applicable, the undertaking of the Capital Work or of each Capital Work, as the case may be, shall be carried on and executed under the superintendence and according to the direction and orders of such Engineer.
3. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality a financing agreement (a "**Financing Agreement**") with OILC that provides for temporary and long-term borrowing from OILC under the authority of this By-law in respect of the Capital

Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.

4. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion of the Capital Work or of each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the Municipality Agreement which Financing Agreement provides that the information contained, and on such other terms and conditions as such authorized officials may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
5. Subject to the terms and conditions of the Financing Agreement and such other terms and conditions as OILC may otherwise require, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree (the "**Debentures**"); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.
6. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be (the "**Obligations**") and to pay such amounts to OILC from the Consolidated Revenue Fund.

7. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
8. (a) The Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the Obligations of the Municipality under the Financing Agreement, to request and receive any temporary borrowing and to issue the Debentures, and the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.
- (b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to any such temporary borrowing and to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
9. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 30th day of June, A.D. 2025.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley

Schedule "A"
to By-Law Number
(New Capital Work(s))

(1)	(2)	(3)	(4)
<u>Capital Work Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
2025-1	purchase pumper truck	\$650,000	\$650,000

Webloans Loan Application PDF

FA Number

2037

Application for

Conmee, The Corporation of The Township of

Projects

Loan Application ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
1054	Fire Truck Acquisition	09/05/2025	09/05/2025	\$650,000.00	650,000.00

Details of Project Fire Truck Acquisition

Project Category

Municipal Other Infrastructure

Work Type

Fire

Project Name

Fire Truck Acquisition

Construction/Purchase Start

09/05/2025

Construction/Purchase End

09/05/2025

Energy Conservation



Project Address 1

19 Holland Rd W

Project Address 2

5750 Highway 11/17 (fire station)

City / Town

Kakabeka falls

Province

ON

Postal Code

P0T 1W0

Description

Overview

Conmee Township is a small, close-knit community of approximately 800 residents. Our current fire truck, acquired in 1999, has become increasingly unreliable due to aging components and the growing difficulty of sourcing replacement parts. In response to this challenge, on June 6, 2025, we acquired a used 2004 pumper truck from southern Ontario. Our plan is to operate this vehicle in tandem with the existing unit, which will be repurposed as a water tanker, during the interim period as we work toward procuring a new fire truck.

We have initiated discussions with Fort Garry Fire Trucks in Winnipeg and received a formal quote for a new custom build.

Comments and/or Special Requests

(For HEW projects, please specify the initial fixed interest term of the debenture amortization period (e.g. the first 10/20/30 years in a 40 year amortization period))

Useful Life of Asset (Years)

20

Project Financial Information

Type of Financing

Long-term only

Payment Frequency

Quarterly

Project Cost (A)

\$650,000.00

Other Project Funding / Financing (B):

Other Project Funding/Financing Total (B)

\$0.00

OILC Loan Amount (A-B)

\$650,000.00

Only include long-term borrowing in this section

Required Date	Amount	Term	Type
09/03/2025	\$650,000.00	10	Serial
Long-term Borrowing Total	\$650,000.00		

Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted?

☐ Yes ☒ No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation

User Fees

0.00

Service Charges	0.00
Development Charges	0.00
Connection Fees	0.00
Repayment Subsidies	0.00
Other	
Total	100.00%

Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

☒ I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

Infrastructure Ontario

This site is maintained by Infrastructure Ontario, a Government of Ontario crown agency.

[Privacy](#) | [Important Notices](#) | info@infrastructureontario.ca
 Copyright © Queen's Printer for Ontario, 2025 | [Accessibility](#)

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-024

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 July 8th, 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 8th day of July, 2025.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley