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AGENDA FOR REGULAR COUNCIL MEETING
Tuesday, September 9, 2025 – 6:00 p.m.



Join Zoom Meeting: <https://us02web.zoom.us/j/82316797628?pwd=xdgXjmBP9lm1ttwz4rXMAd1s4t7oJv.1>

Meeting ID: 823 1679 7628

Passcode: 254166

1. CALL TO ORDER
Land Acknowledgement
2. APPROVAL OF AGENDA
Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of September 9th, 2025, be approved as circulated. (Alternatively, amendments to be noted; with approval as amended.)
3. DECLARATIONS OF PECUNIARY INTEREST
4. TOWN HALL SEGMENT
5. DEPUTATIONS
6. MINUTES OF PREVIOUS MEETINGS
 - 6.1 Minutes – Open Session Regular Council Meeting – August 26th, 2025
Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Regular Council Meeting held on August 26th, 2025, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.)
7. DISBURSEMENT LIST
 - 7.1 Payroll Report
 - 7.2 Payment Register
Recommendation: BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, and check numbers 7550 to 7565 totalling \$32,805.99.
8. REPORTS FROM MUNICIPAL OFFICERS/OTHERS (As available)
 - 8.1 Clerk's Report
 - 8.2-1 Treasurer's Report
 - 8.2-2 Arrears Report
 - 8.3 Public Works Report (no report this meeting)
 - 8.4 Fire Chief's Report
 - 8.5 Council Member Reports (verbal)
 - 8.6 Reports from Other Agencies: as listed in the Clerk's Report
Recommendation: BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8 of this evening's agenda. (Alternatively, directions to Administration as per Council's determination)
9. NEW BUSINESS
 - 9.1-1 Councillor Leave of Absence – Legislative Overview and Vacancy Process
 - 9.1-2 Bylaw 1474 – procedural – council – for reference
 - 9.2 Sarjeant Propane – 2025-26 Propane Contract – Updated Pricing
10. BYLAWS
 - 10.1-1 Clerk's Report to Council – Re: Bylaw for Gift of Land
 - 10.1-2 Memorandum from McKittrick's Law Office
 - 10.1-3 Bylaw 2025-030 – Bylaw to accept a Gift of Land
11. CORRESPONDENCE
List of Resolution Support Requests from other municipalities/provincial government
 - 11.1 Resolution from the Municipality of Tweed - Collaborative Action on Sustainable Waste Management in Ontario

12. UPCOMING MEETING DATES
Regular Council Meetings: September 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 August 26th, 2025; and under the authority of paragraph 239(2)(b) and 239(2)(d) of the same legislation, to consider Items 13.2, 13.3, 13.4, and 13.5 involving personal matters about identifiable individuals, security of municipal property, and/or involving labour relations or employee negotiations.
- 13.1 Minutes – Closed Session Regular Council Meeting – August 26th, 2025
13.2 Fire Chief's Report – Operational Concerns
13.3-1 Clerk's Report – Contract Services for Integrity Commissioners
13.3-2 Proposal of Service from Integrity Commissioners
13.3-3 Draft bylaw – appointment of Integrity Commissioners
13.4-1 Clerk's Report - Employee Assistance Program (EAP) Contract Renewal
13.4-2 Draft MOA (Memorandum of Agreement) for EAP services
13.4-3 Option 1 MOA
13.4-4 Option 2 MOA
13.5 HR Assistant's Report (verbal)
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 August 26th, 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 2025-031 – To Confirm the Proceedings of the Meeting
Recommendation: BE IT RESOLVED THAT Bylaw 2025-031 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. 2025-031, 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, August 26th, 2025 – 6:00 pm

PRESENT Mayor Sheila Maxwell

PRESENT VIRTUALLY Councillor Grant Arnold
Councillor David Maxwell

REGRETS Councillor Chris Kresack
Councillor David Halvorsen

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

PRESENT VIRTUALLY Olabisi Akinsanya-Hutka, HR Assistant

1. **CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

Mayor Maxwell requested an amendment to the agenda, proposing that Council proceed immediately into closed session to discuss a matter under the Municipal Act, 2001, specifically under paragraph 239(2)(b), which pertains to personal matters about identifiable individuals.

RESOLUTION 2025 – 170

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the agenda for the regular council meeting of August 26th, 2025, be approved as amended.

CARRIED

RESOLUTION 2025-0171

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the time being 6:09 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 an added agenda item under the authority of paragraph 239(2)(b) of the same legislation, involving personal matters about identifiable individuals.

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-172

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT, the time being 6:23 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

3. **DECLARATIONS OF PECUNIARY INTEREST**

No declarations were made.

4. **TOWN HALL SEGMENT**

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

5. **DEPUTATIONS**

No depositions were scheduled for this meeting.

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

6.1 Minutes – Regular Council Meeting – August 12th, 2025

Council present reviewed the minutes of the August 12th, 2025, Regular Council Meeting. No amendments were requested.

RESOLUTION 2025 - 173

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of August 12th, 2025, be approved as circulated.

CARRIED

7. **DISBURSEMENT LIST**

7.1. Payroll Report

There was no payroll report for this meeting.

7.2. Payment Register

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

RESOLUTION 2025-174

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, check numbers 7536 to 7549 totalling \$65,372.33.

8. **REPORTS FROM MUNICIPAL OFFICERS**

8.1. Clerk's Report

The Clerk reported attending the 2025 AMO Conference in Ottawa from August 17 to 20 alongside Mayor Sheila Maxwell and Councillor David Maxwell. The conference featured a keynote address by journalist Andrew Coyne, who spoke compellingly about Ontario and Canada's economic challenges, including the impact of U.S. tariffs on Canadian goods. Premier Doug Ford also addressed delegates, announcing new funding initiatives for housing, infrastructure, and healthcare. One particularly valuable session was "Have Your Say: Municipal Finance and Economic Development," facilitated by Norm Gale, former City Manager of Thunder Bay. This session used interactive technology to gather real-time feedback from municipalities on shared challenges such as budget constraints and attracting investment, with a focus on the difficulties faced by small and medium-sized municipalities like Comtee in providing services comparable to larger urban centres.

The Clerk also informed Fire Chief Day of increased funding available through the 2025–26 Fire Protection Grant, which supports firefighter health and safety initiatives. Chief Day proposed upgrading the fire station bathroom to include shower decontamination facilities and is currently obtaining quotes. Administration will submit the application via Transfer Payment Ontario before the September 30 deadline. Additionally, the Clerk applied for the 2025–26 Enhancing Access to Spaces for Everyone

(EASE) Grant to support accessibility upgrades to the municipal playground at the Community Centre. Proposed enhancements include inclusive equipment, accessible surfacing, shaded seating, and features for intergenerational use. The application is under review, and staff will update Council once a decision is received or further documentation is requested.

8.2. Treasurer's Report

The Treasurer indicated that there were no substantive financial matters requiring Council's attention at this meeting.

8.3. Public Works Report

The Public Works Manager reported that the summer had been busy, with frequent heavy downpours creating challenges for road maintenance. Grading work has continued, and Public Works have been addressing washouts and drainage issues across the Township. At the landfill, eavestroughs will be installed on the shed to prevent water ingress, and minor mold concerns will be addressed by cleaning the interior and repainting. Equipment maintenance included repairs to the grader, and arrangements have been made for winter sand screening. The Township now has enough sand stockpiled to last approximately three years, reducing future costs and logistical concerns.

Five new entrances are scheduled for installation, with a possible sixth pending review. Staff have also been working on signage, gravel placement, and cemetery maintenance. Sovereign Road was noted to be particularly washed out, and repairs are planned with careful attention to drainage to avoid liability concerns. Ilkka Drive is also experiencing erosion issues. The Public Works Manager emphasized the importance of balancing effective repairs with sensitivity to adjacent property owners. Council discussed the need for continued vigilance regarding off-road vehicle activity damaging municipal roads and agreed that enforcement should be escalated to the OPP when necessary.

Public Works manager left the meeting at 7:01 pm.

8.4. Fire Chief's Report

There was no report for this meeting.

8.5. Council Member Reports

Mayor Sheila Maxwell reported attending the 2025 AMO Conference in Ottawa with the Clerk and Councillor Maxwell. She noted that the keynote speaker was particularly engaging and appreciated his candid commentary on economic issues. Mayor Maxwell also highlighted the Premier's announcements regarding funding for housing and healthcare. She shared that she had spoken with a Thunder Bay councillor during an AMO social event and was encouraged by the thoughtful discussion regarding the truck route bypass, noting that there are diverse perspectives within the City of Thunder Bay on the issue. Mayor Maxwell also noted that there had been informal discussion at the AMO Conference suggesting the province may be considering changes to highway governance, which could potentially influence the future of the truck route bypass. She emphasized the importance of continuing to advocate for Conmee's interests and suggested preparing delegation requests for the upcoming ROMA conference in January. Additionally, she reported on a recent fire department incident involving unattended fires and expressed support for exploring options that would allow the Fire Chief to issue fines directly under the fire bylaw. She asked the Clerk to investigate this further and bring back recommendations to Council.

Councillor Grant Arnold reported attending the Conmee Fire Department Open House, where he spoke with Chief Day and several firefighters. He was accompanied by his wife and took photographs of the event, which he shared with the Mayor and Clerk for future use. Councillor Arnold expressed disappointment in the low turnout but noted that the visibility of the fire trucks along the highway was a positive aspect. He also informed Council that the Lakehead Region Conservation Authority would be holding its budget meeting the following day and that preliminary figures suggested a 3.5% increase in municipal levies. He committed to providing further updates once the budget was finalized.

Councillor David Maxwell reported that he had ordered and installed a replacement exhaust bracket for the new pumper truck after noticing a broken component. He also repaired an air line on the rescue vehicle while at the fire hall. Councillor Maxwell attended the AMO Conference and echoed the Mayor's comments about the value of the keynote and ministerial presentations. He noted that he would be attending a bargaining committee meeting on Friday and planned to complete a generator report over the weekend.

8.6. Other Agencies' Reports

Council reviewed the other agency reports. These reports were listed in the Clerk's Report to Council. The reports were provided primarily for information purposes.

RESOLUTION 2025-175

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

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

CARRIED

HR Assistant joined the meeting at 7:10 pm.

9. NEW BUSINESS

9.1 2026 Council Meeting Schedule

Council reviewed the proposed 2026 Council meeting schedule. The Clerk noted that the schedule had been adjusted to accommodate the October 26, 2026 municipal election, with no meeting scheduled the following day. Council agreed to hold the final meeting of the outgoing Council on Tuesday, November 10, 2026, and to schedule the inaugural meeting of the new Council on Tuesday, November 17, 2026, aligning with the regular Tuesday meeting schedule. To ensure continuity, Council also agreed to hold meetings on the first and third Tuesdays in December 2026, allowing the new Council to meet twice before the end of the year. Council supported the proposed schedule and directed the Clerk to finalize and circulate it.

9.2 Loading Dock Entry Repair Quotes

Council reviewed three quotes for repairs to the loading dock entry. The Clerk summarized the scope of work and qualifications of each vendor, noting that full quotes were provided in the closed session agenda package due to pricing sensitivity. After discussion, Council unanimously agreed to proceed with the quote submitted by KEM Contracting, citing their competitive pricing, warranty coverage, and reputation for reliability. The Clerk was directed to notify the contractor and proceed with scheduling the work.

9.3 Amended Hiring Policy

Council considered a proposed amendment to the Township's Hiring Policy. The Clerk explained that the amendment was developed in consultation with the HR Assistant and was intended to formalize the role of departmental liaisons in the hiring process. The revised policy includes provisions for liaison participation in interviews and decision-making, and outlines procedures in the event of a conflict of interest or unavailability of a liaison. Council reviewed the draft policy and expressed support for the changes. The Mayor and Clerk were authorized to sign the updated policy, which will be implemented for future hiring processes.

10. BY-LAWS

10.1 Bylaw 2025-028 – to amend Procedural Bylaw 1474

Council considered Bylaw 2025-028, a bylaw to amend Procedural Bylaw 1474. The amendment proposes changing the date of the inaugural Council meeting from the third Thursday of November to the third Tuesday, aligning it with the Township's regular Tuesday meeting schedule. Council agreed that this change would improve consistency and reduce scheduling conflicts. The bylaw was given first, second, and third readings and was passed unanimously.

RESOLUTION 2025-176

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Bylaw 2025-028, being a bylaw to amend Bylaw 1474 to change the date of the inaugural Council meeting from the third Thursday of November to the third Tuesday of November, be given first, second, and third readings and be passed.

CARRIED

11. CORRESPONDENCE

List of Resolution Support Requests from other Municipalities

Council reviewed the following resolutions for support:

11.1 Resolution from the Township of Armour requesting support for a standardized and mandatory governance model for Family Health Teams across Ontario. The proposed model would require that at least 50% of board members be community representatives, ensuring that local interests are reflected in decision-making. Council expressed support for the initiative, recognizing the importance of community-based healthcare governance, particularly in rural and underserved areas. A resolution was passed to endorse the Township of Armour's request and forward Conmee's support to the appropriate provincial bodies and municipal partners.

RESOLUTION 2025-177

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Township of Conmee supports the resolution from the Township of Armour urging the Province of Ontario to implement a standard and mandatory governance model for boards of Family Health Teams across the province, requiring that at least 50% of board members be community representatives;

AND FURTHER THAT this resolution be forwarded to the Honourable Sylvia Jones, Deputy Premier and Minister of Health; Dr. Jane Philpott, Chair of the Primary Care Action Team; the Association of Family Health Teams of Ontario (AFHTO); the Association of Municipalities of Ontario (AMO); and the Thunder Bay District Health Unit.

CARRIED

UPCOMING MEETING DATES

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

13. CLOSED SESSION

RESOLUTION 2025-0178

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the time being 7:32 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, being the Closed Session minutes of the Council meeting held August 12th, 2025; and under the authority of paragraph 239(2)(b) and 239(2)(d) of the same

legislation, to consider Item 13.2 and Item 13.3 involving personal matters about identifiable individuals and, involving labour relations or employee negotiations.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-179

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

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

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION

RESOLUTION 2025-180

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on August 12th, 2025, be approved; AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

15. CONFIRMING BY-LAW

By-law 2025-029

RESOLUTION 2025-181

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT By-law 2025-029 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. 2025-029, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

16. ADJOURNMENT

There being no further business to attend to, the mayor declared the meeting adjourned at 8:00 pm.

Mayor Sheila Maxwell

Clerk Karen Paisley

Staff Payroll -August 1, 2025
 - August 15, 2025
 -August 29, 2025
 Council Payroll - August 29, 2025

	<u>Administration and</u>		
	<u>Public Works</u>	<u>Other</u>	<u>Total</u>
Wages	34,414.06	9,935.53	44,349.59
EI	790.17	228.12	1,018.29
CPP	1,895.47	396.22	2,291.69
RRSP	1,026.83		1,026.83
mileage	203.33		203.33
total	<u>38,329.86</u>	<u>10,559.87</u>	<u>48,889.73</u>

Township of Conmee Payment Register

Report Date

Batch: 2025-00134 to 2025-00134 2025-09-04 2:30 PM

Payment #	Vendor	Date	Amount	
7550	Armtec Inc	2025-09-04	8,492.62	culverts
7551	BMO RRSP	2025-09-04	134.54	
7552	CRC Communications	2025-09-04	1,983.39	radio - fire dept
7553	GFL Environmental Inc	2025-09-04	310.19	
7554	ITEC 2000 Equipment Inc	2025-09-04	316.40	
7555	Lakehead Cleaners	2025-09-04	118.94	
7556	MicroAge	2025-09-04	945.62	
7557	Minister of Finance	2025-09-04	7,369.00	policing
7558	Minister of Finance	2025-09-04	30.00	CACC
7559	Pines Hardware Inc.	2025-09-04	51.96	
7560	Rosslyn Service Ltd	2025-09-04	72.09	
7561	Safetycare Inc	2025-09-04	1,356.00	annual renewal
7562	Spectrum Telecom Group Ltd	2025-09-04	531.10	
7563	Thunder Bay DSSAB	2025-09-04	8,027.00	
7564	Toodaloo Pest and Wildlife	2025-09-04	110.74	
7565	Ultramar	2025-09-04	2,162.47	
Total for Computer Cheque			<u>32,012.06</u>	
123	Thunder Bay Xerographix Inc	2025-09-02	149.83	
143	PSD Citywide Inc.	2025-09-02	644.10	
Total for Other			<u>793.93</u>	
Total			<u><u>32,805.99</u></u>	

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

Date: September 9, 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:

KEM Construction was notified by both email and telephone that they were the successful bidder for the loading dock project. They have indicated that work may begin in mid-October. The Township looks forward to seeing this project move ahead and will continue to coordinate with KEM to ensure a smooth and timely completion.

The Clerk has started compiling information to support updates to the burn permits and fireworks bylaws and has received responses from several neighbouring municipalities. This directive remains in progress and will require additional time to complete.

The Clerk and Treasurer have submitted their registration forms for the AMCTO Fall Meeting, scheduled for October 2 and 3. They chose not to attend the optional workshop on October 1 titled "Managing Challenging Customer Service and Resolving Conflict." The Clerk was honoured to be asked by the AMCTO secretary to select the charity of choice for the Zone 9 Fall Meeting. In response, the Clerk nominated the Rural Cupboard Food Bank, which operates out of the Township's municipal building and provides vital support to rural families across the region. On food bank days, the long line of cars outside the office is a humbling reminder of the need in our communities. Donations on behalf of the speakers will be made to the food bank in their name.

The September newsletter included an advertisement for the Conmee Farmers' Market and Yard Sale, which will take place on September 27 from 12 to 4 p.m. at the Community Centre. Tables are available for \$5 to help offset setup and takedown costs, and residents have already begun reserving them. To help promote the event, the Clerk forwarded the event notice to neighbouring municipalities with a request to include it in their newsletters or post it on their bulletin boards. Copies of the event notice were also dropped off at the post office and Odena

grocery store. The newsletter additionally included an expression of interest for another order of Food Cyclers units. Requests have started coming in, and previous feedback from residents indicates that households using the units have reduced their household garbage by 80–90%.

The Clerk has been reviewing movie licensing companies for potential use in future Township programming. A meeting is scheduled with Criterion, a supplier of movie streaming and licensing services, on Tuesday, September 9 at 10:00 a.m. The meeting will cover their outline of movie programs and introduce their streaming platform, “Criterion-on-Demand,” which offers access to over 7,500 titles that can be selected and shown directly.

Other Agency Reports – 8.6

1. MEPR – Activating Provincial Support
2. Updates to MOE Compliance Policy
3. NOMA Calls on Governments to Make Trans-Canada Highway a Nation-Building Priority
4. LRCA Minutes – June 6, 2025
5. LRCA Draft 2026 Budget - of note: Conmee’s levy increased 1.2% from \$5,147 to \$5,204
6. NOMA responds to PM Carney’s Buy Canada Announcement

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

Date: September 9, 2025

To: Mayor and Council

Subject: Treasurer Report

Submitted by: Leanne Maxwell

RECOMMENDATION:

This report is for Councils information and discussion

BACKGROUND:

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

FOR INFORMATION

The arrears report as of August 31, 2025, is in 8.2.

FOR DISCUSSION:

Regarding the Christmas season:

- office staff would like to close the office at 1pm on December 24, with the office closed December 25 and 26. Does Council approve?
- Office staff would like to close the office at 1pm on December 31, with the office closed January 1, 2026. Does Council approve?
- Landfill is scheduled to be open on Wednesday, December 24 from 1-5. What is Councils thoughts as to the landfill to be open or closed?

UPCOMING DATE

Friday, September 9, 2025 – vacation

Friday, September 26, 2025 - vacation

Arrears - as of August 31, 2025

[illegible]

**The Corporation of the Township of Conmee
Fire Chief's Report**

Date: September 9, 2025

To: Mayor and Council

Subject: Fire Department Monthly Update – August 2025

File Number: 01-C10-0004 Fire Department Reports

Submitted by: Robb Day – Fire Chief

RECOMMENDATION:

For Council's information.

BACKGROUND:

Monthly operational update from the Fire Chief.

DISCUSSION:

During the month of August, fire training was suspended due to a combination of factors including member availability, low attendance, and a personal matter involving the birth of a child. Despite these challenges, the department remains committed to ongoing training and development. Two members are scheduled to attend NFPA 1001 FF2 training in September, which will enhance their capabilities in responding to structure fires, vehicle fires, and basic collisions. Additionally, the Fire Chief is enrolled in a Fire Investigator course this month, which will support the department's responsibility to conduct investigations for all non-criminal fire incidents.

An open house was held at the fire hall in August, attended by three members, one councillor, and two community members. While turnout was lower than hoped, the department continues to seek opportunities to engage with the public and promote volunteerism. As of this report, the department has eight members in total, including the Chief. Three members are trained in Emergency First Response (EFR) and do not intend to pursue fire certification. Four members hold Firefighter Level 1 (FF1) certification, and two members are licensed DZ drivers. Recruitment remains a priority, as the department faces challenges in maintaining adequate fire suppression coverage. On average, only two certified responders are available on any given day.

Pumper 75 was dropped off for a safety inspection on August 28 and has not yet returned to service. The Fire Chief is also working on updates to the department's Standard Operating Guidelines and Practices to ensure alignment with current standards and operational needs.

**Ministry of Emergency
Preparedness and Response**

Office of the Minister

777 Bay St, 7th Floor
Toronto ON M5G 2C8

**Ministère de la Protection civile
et de l'Intervention
en cas d'urgence**

Bureau du ministre

777, rue Bay, 7^e étage
Toronto ON M5G 2C8



August 22, 2025

Good afternoon,

On behalf of the Ministry of Emergency Preparedness and Response, I would like to thank you for joining us at the Association of Municipalities of Ontario, *Activating Provincial Support for Emergency Preparedness and Response*, session on Sunday, August 17, 2025.

We all know that emergency management relies on strong and collaborative relationships between municipalities and the province. Your attendance at the session is a testament to your commitment and dedication to emergency management.

This is part of an ongoing dialogue between the province and municipal leaders to ensure we are working together to keep Ontarians safe, practiced and prepared. We welcome further conversations on ways the province can support and supplement your emergency response efforts. Through Ontario Corps, the Community Emergency Preparedness Grant and the proposed *Bill 25, the Emergency Management Modernization Act, 2025* the province is stepping up to provide the tools, resources and legislative framework municipalities have asked for.

We stand ready to support you as the One-Window for emergency management. The Provincial Emergency Operations Centre (P.E.O.C.) is staffed 24/7/365 to deploy Ontario Corps, field officers and our emergency management trainers year-round.

I look forward to continuing the dialogue to ensure that we are ready, resilient and strong to protect Ontario from whatever comes our way.

Thank you again for your participation.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jill Dunlop'.

The Honourable Jill Dunlop
Minister of Emergency Preparedness and Response



Municipal-Provincial Collaboration:

Ontario's Ministry of Emergency Preparedness and Response supports municipalities during emergencies through a streamlined one-window approach known as Emergency Management Ontario — offering training, Ontario Corps deployment, access to provincial grants, and enhanced flexibility via proposed legislation.

Activating Provincial Support

Before an Emergency



- Ensure municipal leadership and emergency officials receive required training, connect with your regional Ministry of Emergency Preparedness and Response Field Officer to access:
 - Provincial training and exercises
 - Public education materials
 - Hazard and risk information
 - Planning tools and templates

During an Emergency



- Coordinate your response in line with your emergency management plan.
- If provincial support is needed, contact the 24/7 Provincial Emergency Operations Centre (PEOC).
- The Ministry of Emergency Preparedness and Response will assess the situation and deploy appropriate resources, such as:
 - Ontario Corps (trained volunteers and professionals)
 - Equipment and supplies
 - Regional field services staff
- **A formal emergency declaration is not required to request provincial assistance.**

After an Emergency



- Support local recovery coordination.
- Review eligibility for provincial disaster recovery programs.
- Conduct debriefs and after-action reviews.
- Update emergency plans based on lessons learned.

Emergency Management Modernization Act

If passed, the *Emergency Management Modernization Act, 2025*, will:

- Strengthen provincial leadership and coordination.
- Identify Ontario Corps as a key provincial resource and capability to be deployed to support communities across the province.
- Support municipal emergency management by recognizing the importance of community-led approaches and allowing flexibility for municipal emergency management programs based on needs and capacity.
- Enhance clarity and accountability in emergency management by outlining roles and responsibilities and clarifying processes for municipal declarations of emergency and requests for assistance.

Key Supports Available to Municipalities



Ontario Corps

Ontario Corps is a province-wide group of skilled professionals, partners and trained volunteers that Ontario can deploy at a moment's notice to support municipalities. Ontario Corps is equipped with the tools, supplies, and expertise to respond effectively to emergencies. Ontario Corps is:

- Not a replacement for first responders, but a resource to assist when called on.
- Able to mobilize within **24 hours** of a request, at **no cost** to the municipality.
- Support a wide range of emergency response needs, including logistics, shelter setup, volunteer coordination, and more.

The **Provincial Emergency Operations Centre (PEOC)** operates 24/7 to assess emergency situations and mobilize resources.



Community Emergency Preparedness Grant

- For municipalities with populations under 100,000. To date, 227 municipalities have accessed \$10 M in funding for generators, emergency kits, drones and other critical equipment, training and supplies.
- Supports emergency equipment and supplies, training and exercises, emergency plan development.



Preparedness Resources

- Senior and Elected Officials Workshops are available through your ministry Field Officer and Community Emergency Management Coordinator (CEMC).
- Online tools, templates, and best practices are available to support including Hazard Identification and Risk Assessment (HIRA) and emergency exercises.
- Public education campaigns: Materials are available in 13 First Nations and international languages. Materials can be ordered for use at community events, schools, and more.

Accessing Provincial Support

If your community needs provincial assistance during an emergency, contact the Ministry of Emergency Preparedness and Response through the 24/7 Provincial Emergency Operations Centre (PEOC). The PEOC will assess your request and coordinate the appropriate support.



Visit [Ontario.ca/MEPR](https://ontario.ca/MEPR) to learn more about how Ontario is working with communities to build a safe, practiced, and prepared province.



(sent by e-mail only)

Date: August 21, 2025

Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities

On June 4, 2025, the Government of Ontario [announced updates](#) to the Ministry of the Environment, Conservation and Parks' [compliance policy](#). A notice outlining the decision can be found [here](#). These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

Please note: if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

The ministry is planning further engagement with municipalities to support open

communication during this transition. More details will follow via future communications.

Should you have any questions or wish to discuss further, please feel free to contact me via email (glen.niznowski@ontario.ca) or by phone (807-456-3580).

If you wish to discuss further, please feel free to contact me.

Sincerely,

Glen Niznowski

Manager

Thunder Bay District Office

Ministry of the Environment, Conservation and Parks

3rd Flr Suite 331, 435 James St S Thunder Bay, Ontario P7E 6S7



Northwestern Ontario Municipal Association

For Immediate Release

NOMA Stands with FONOM, Calls on Governments to Make Trans-Canada Highway a Nation-Building Priority

Thunder Bay, ON – August 22, 2025 – The Northwestern Ontario Municipal Association (NOMA) stands shoulder-to-shoulder with the Federation of Northern Ontario Municipalities (FONOM) and is calling on the Governments of Canada and Ontario to commit to modernizing the Trans-Canada Highway (Highways 11 and 17) across Northern Ontario as a true nation-building project.

Unlike the four-lane corridors in other provinces, Ontario's Trans-Canada remains largely two lanes, contributing to some of the highest collision and fatality rates in the country. Each incident not only claims lives but disrupts the flow of more than 8,400 trucks moving \$200 million in goods daily. With truck traffic expected to double over the next decade, the case for urgent investment is undeniable.

"Ontario cannot remain the weak link in Canada's national highway system," said Rick Dumas, NOMA President. "We stand ready to work alongside FONOM and all partners to ensure that Highways 11 and 17 are treated as the nation-building priority they are. This is about saving lives, ensuring the safety of our communities, and strengthening Canada's economy for the future. The time for action is now."

FONOM has proposed a balanced "toolbox" approach to improvements, including selective twinning, four-lane expansion, and 2+1 highway models, along the 3,000-kilometre corridor stretching from Québec to Manitoba. This corridor underpins national priorities such as the Ring of Fire, the NWMO nuclear facility in Ignace, expanded St. Lawrence port activity, and emerging proposals for a James Bay port.

"The Trans-Canada is essential to both the North and the entire country," said Fred Mota, NOMA Executive Vice-President. "NOMA strongly supports FONOM's efforts and calls on governments to work with municipalities, industry, and local leaders to move this project forward. Together, we can ensure safer highways, stronger communities, and long-term economic growth for all Canadians."

With support already expressed by AMO, ROMA, FONOM, and the EOWC, municipalities across Ontario are united in calling on governments to make this generational investment a reality.



Northwestern Ontario Municipal Association

Contact:

Jason Veltri

Executive Coordinator

Northwestern Ontario Municipal Association (NOMA)

admin@noma.on.ca | www.noma.on.ca



June LRCA Board Meeting
 Lakehead Region Conservation Authority
 June 26, 2025, at 4:30 PM
 130 Conservation Road/Microsoft Teams

Members Present:

Albert Aiello, Grant Arnold, Robert Beatty, Donna Blunt, Rudy Buitenhuis, Dan Calvert, Trevor Giertuga, Sheelagh Hendrick, Brian Kurikka, Jim Vezina

Members Not Present

Greg Johnsen

Also Present:

Tammy Cook, Chief Administrative Officer

Mark, Ambrose, Finance Manager

Ryne Gilliam, Lands Manager

Ryan Mackett, Communications Manager

Melissa Hughson, Watershed Manager, recorder of minutes

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

THAT: the Agenda be adopted as published.

Motion: #83/25

Motion moved by Albert Aiello and motion seconded by Sheelagh Hendrick. **CARRIED.**

3. DISCLOSURE OF INTEREST

None.

4. MINUTES OF PREVIOUS MEETING

***THAT:** the Minutes of the Lakehead Region Conservation Authority 5th Regular Meeting held on Wednesday, May 28, 2025 be adopted as published.*

Motion: #84/25

Motion moved by Albert Aiello and motion seconded by Sheelagh Hendrick. **CARRIED.**

5. IN-CAMERA AGENDA

No In-Camera was held.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

7. CORRESPONDENCE

None.

8. STAFF REPORTS

8.1. Contract Award for Mills Block Conservation Area Redevelopment Project

Members reviewed and discussed Staff Report CONAREA-02-2025 related to awarding the contract to complete the Mills Block Conservation Area Re-Development Project.

***THAT:** the Contract to complete the Mills Block Conservation Area Re-Development Project be awarded to Precambrian Trail Development Inc. for a cost of \$512,233.51 plus HST as outlined in their Bid Form dated June 17, 2025 **AND FURTHER THAT** funds will be appropriated from the Conservation Areas Capital Reserve as approved in the 2025 budget **AND FURTHER THAT** any remaining costs not covered by external funding will be appropriated from the Operating Reserve.*

Motion: #85/25

Motion moved by Sheelagh Hendrick and motion seconded by Albert Aiello. **CARRIED.**

8.2. Contract Award for the Design, Tender and Contract Administration of Sediment Removal of the Diversion Channel Project

Members reviewed and discussed Staff Report NMFC-04-2025 related to awarding the contract to complete the Design, Tender and Contract Administration of Sediment Removal of the Diversion Channel Project.

THAT: the Contract for the Design, Tender and Contract Administration of the 2025 Neebing-McIntyre Floodway Diversion Channel Sediment Removal be awarded to North Rock Engineering for a cost of \$42,500.00 not including HST.

Motion: #86/25

Motion moved by Sheelagh Hendrick and motion seconded by Albert Aiello. **CARRIED.**

9. CHIEF ADMINISTRATIVE OFFICER'S REPORT

9.1. Monthly Treasurer's Report

Members were provided with the monthly Treasurer's Report for May's Administration and Capital.

9.2. Standard Operating Procedure regarding Homeless Encampments on LRCA Land within the City of Thunder Bay

Members reviewed and discussed POLICY-SOP-LM-01-2025, related to Homeless Encampments on LRCA land within the City of Thunder Bay. Members concurred that there should always be two staff members to approach any identified Homeless Encampment. The Standard Operating Procedure will be amended accordingly.

THAT: Standard Operating Procedure SOP-LM-01: Homeless Encampments on LRCA Land within the City of Thunder Bay be approved.

Motion: #87/25

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

9.3. Reserve Policy Update

Members reviewed and discussed POLICY-FIN-04-2025 related to the Reserve Policy. The CAO was directed to increase the Vehicle and Equipment Reserve limit from \$125,000 to \$150,000. The policy will be updated accordingly.

THAT: Finance Policy FIN-04: Reserve Policy, Version 3.0 be adopted as outlined in Staff Report POLICY-FIN-04-2025 as amended.

Motion: #88/25

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

9.4. 2026 Preliminary Budget - Levy Review

Members reviewed and discussed the 2026 Preliminary Budget and Levy.

10. PASSING OF ACCOUNTS

THAT: *having examined the accounts for the period May 1, 2025 to May 31, 2025 cheque #3561 to #3580 for \$63,206.23 and preauthorized payments of \$190,744.14 for a total of \$253,950.37, we approve their payment.*

Motion: #89/25

Motion moved by Jim Vezina and motion seconded by Robert Beatty. **CARRIED.**

11. REGULATORY ROLE

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

12. PROJECTS UPDATE

12.1. Communications Manager Projects Update

It was noted that the Children's Water Festival was very successful with 359 students attending from 12 different schools.

It was noted that Staff were successful in obtaining \$18,000 in funding from the Ministry of Seniors and Accessibility from the Seniors Community Grant Program – Veterans Stream for educational programming.

12.2. Lands Manager Projects Update

It was noted that Timber planter boxes were constructed and installed by LRCA staff at the entrance signs at Cascades Conservation Area, Mission Island Marsh Conservation Area and LRCA Administrative Office.

12.3. Watershed Manager Projects Update

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

It was noted that applicable LRCA staff attended a boat tour of the Lake Superior shoreline with the consultants undertaking the Lakehead Coastal Resilience Management Plan project to view the project area. It was noted that a Steering Committee for the Coastal Resilience Management Plan project had been formed, and that a public open-house for the project would be held on July 16, 2025.

It was noted that Bathing Beach Sampling and Cyanobacteria Monitoring had begun for the 2025 sampling season.

It was noted that at the request of the City of Thunder Bay Engineering and Operations Division, LRCA had begun surface water sampling along Mosquito Creek and Pennock Creek, which will be conducted once per month, from June through October.

It was noted that Staff are working on section 36 updates to the Lakehead Source Protection Plan and source protection plan policies.

13. NEW BUSINESS

None.

14. NEXT MEETING

Wednesday, August 27, 2025 at 4:30 p.m.

15. ADJOURNMENT

THAT: the time being 5:16 **AND FURTHER THAT** there being no further business we adjourn.

Motion: #90/25

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


Chair


Chief Administrative Officer



130 Conservation Road, PO Box 10427
Thunder Bay, ON P7B 6T8
Phone: (807) 344-5857 | Fax: (807) 345-9156

September 3, 2025

To: Member Municipalities of the LRCA

Re: Draft Budget Consultation
Lakehead Region Conservation Authority Draft 2026 Budget

With the passing of O. Reg. 402/22: Budget and Apportionment, Conservation Authorities are required to follow a prescriptive budgetary process. The process provides for a provincially consistent process for open and transparent drafting and approval of Conservation Authority budgets.

The budget format follows the Inventory of Programs, whereby each program is categorized into three categories:

- Category 1: Mandatory Programs
- Category 2: Non-Mandatory Programs at the request of municipality
- Category 3: Non-Mandatory Programs

Programs considered to be mandatory, are included in the municipal levy. Programs that are deemed non-mandatory by the Province require an additional approval step by Memorandum of Understanding (MOU) with each Member Municipality if municipal levy is used to fund the program. Currently, the LRCA provides a mapping service, which is a non-mandatory Category 2 program (i.e., at the request of a municipality) to the Municipality of Oliver Paipoonge, Lakehead Rural Planning Board and Township of Dorion. MOUs will be provided separately, where each municipality can choose to continue the service in 2026. Additionally, the LRCA may continue providing water quality monitoring services to the City of Thunder Bay Engineering Department if contracted. Category 3 non-mandatory programs currently provided by the LRCA (i.e., Education and Stewardship) do not use any municipal levy and are externally funded by donation, various grants, provincial and federal funding, and self-generated funds; therefore, no MOUs will be requested in 2026 for these programs.

The Board of the Lakehead Region Conservation Authority (LRCA) has reviewed and approved the Draft 2026 Budget for consultation purposes at the August 27, 2025, Board Meeting. Subsequently, the 2026 Draft Budget and Draft Budget Summary, which outlines each Member Municipalities apportionment, are being provided for your review. These documents and a full

explanatory Draft Budget Document can be found on the LRCA website <https://lakeheadca.com/governance/budget>.

The final 2026 Budget will be reviewed and considered for approval at the November 26, 2025, Board Meeting. As mandated, each Member Municipality will receive notice of this meeting at least 30 days prior with a copy of the Final Draft Budget, after which if approved, the Final Budget will be provided to each Member Municipality and the Minister of Environment, Conservation and Parks and be posted on the LRCA website.

If you have any questions, concerns or comments related to the Budget, please contact the undersigned. Additionally, if requested, staff from the LRCA will attend council meetings to review and discuss the 2026 Draft Budget.

Yours truly,



Tammy Cook
Chief Administrative Officer

Attachments: 2026 Draft Budget Summary Table
2026 Draft Budget Summary Fact Sheet

Lakehead Region Conservation Authority 2026 Draft Budget Version 1.0										
Program	Annual Cost									
	Source of Funding									Total Cost 2024
	Levy-All	Sole-Benefiting Levy City of Thunder Bay	Provincial Funding	Federal Funding	Other		Self Generated	Surplus/ Deferred	Reserve *	
					Donations	Grants and Other				
Category 1 Mandatory Programs and Services										
Corporate Services										
Administration	208,900	-	30,188	-		-	326,502	122,961	30,000	718,551
Community Relations	113,366	-	-	-		-	7,000	-		120,366
Vehicle and Equipment Program	-	-	-	-		-	53,000		(7,900)	45,100
IT	47,962	-	-	-		-	-	-	-	47,962
Corporate GIS	25,595	-	-	-		-	-	-	-	25,595
	395,823	-	30,188	-		-	386,502	122,961	22,100	957,574
Risk of Natural Hazards										
Flood Plain Mapping	-	32,526	-	-		-	-	-	-	32,526
Technical Studies	2,449	-	-	240,903		-	-	62,061	-	305,413
Communications and Outreach	19,190	-	-	-		-	-	-	-	19,190
Flood Forecasting and Warning	39,571	-	39,571	-		-	-	-	-	79,142
Drought and Low Water Response	2,753	-	-	-		-	-	-	-	2,753
Infrastructure: Neebing-McIntye Floodway	-	701,166	68,681	-		-	500	-	-	770,347
Infrastructure: Victor Street Erosion	-	47,488	12,500	-		-	-	-	-	59,988
Review of Proposals under Act	2,321	-	-	-		-	-	-	-	2,321
Plan Review Comments	46,471	-	-	9,300		-	15,000	20,000		90,771
Administering and Enforcing the Act (Section 28)	184,611	-	-	-		-	25,000	-	-	209,611
	297,366	781,180	120,752	250,203	-	-	40,500	82,061	-	1,572,062
Conservation and Management of Lands owned and controlled by the Authority										
Conservation Areas	242,088	-	-	-		20,000	95,000	30,000	-	387,088
Conservation Areas Capital	83,000	-	-	-	-	-	-	-	52,300	135,300
Administer Section 29 Regulations	8,681	-	-	-		-	-	-	-	8,681
Other Owned Land	130,971	-	-	-		-	5,256	-	27,076	163,303
	464,740	-	-	-	-	20,000	100,256	30,000	79,376	694,372
Source Water Protection										
Source Water Protection	-	-	72,652	-		-	-	-	-	72,652
	-	-	72,652	-	-	-	-	-	-	72,652
Other Programs and Services										
Provincial Groundwater Monitoring Network (PGMN)	16,507	-	-	-		-	-	-	-	16,507
Provincial Water Quality Monitoring Network (PWQMN)	9,430	-	-	-		-	-	-	-	9,430
	25,937	-	-	-		-	-	-	-	25,937
Total Category 1	1,183,866	781,180	223,592	250,203	-	20,000	527,258	235,022	101,476	3,322,597
Category 2 Non-Mandatory Programs and Services at the request of a Municipality										
Mapping Services	-	-	-	-		-	16,000	- 2,603	-	13,397
Mosquito and Pennock Creek Monitoring						7,705		-		7,705
Total Category 2	-	-	-	-	-	7,705	16,000	- 2,603	-	21,102
Category 3 Non-Mandatory Programs and Services										
Education										
Environmental Education	-	-	-	-	17,000.00	6,200	10,198	25,000	-	58,398
Nature Interpretive Programming	-	-	-	-	14,000	18,900	19,000	- 10,749	-	41,151
	-	-	-	-	31,000	25,100	29,198	14,251	-	99,549
Stewardship										
Superior Stewards Program	-	-	40,000	-		-	-	-	-	40,000
Tree Seedling Program	-	-	-	-		-	6,000	-	5,720	11,720
Seeds for Conservation	-	-	-	-	-	-	45,000	-		45,000
Stewardship	-	-	-	-	-	-	-	-	-	-
MECP NWP Admin Controls Protocol	-	-	8,500	-		-	-	-	-	8,500
ECCC Eco Action Indigenous Community Garden				49,550						49,550
ECCC GFLEI Floodway Habitat Corridor				77,500		-	-	-	-	77,500
MECP Restoration Maintenance of Current Sites			30,000							30,000
ISC Phragmites			40,000							40,000
Parks Canada			30,000							30,000
Wolf River Sea Lamprey			-			1,886				1,886
Neebing Mcintrye Sea Lamprey	-	-	-	11,842			-	-	-	11,842
	-	-	148,500	138,892	-	1,886	51,000	-	5,720	345,998
Total Category 3	-	-	148,500	138,892	31,000	26,986	80,198	14,251	5,720	445,547
Total	1,183,866	781,180	372,092	389,095	31,000	54,691	623,456	246,670	107,196	3,789,246
* Negative Reserve amounts are appropriations to Reserves .										
Increase in Levy 2026	3.50%		1,965,046							

2026 LRCA Draft Budget Summary

2026 Draft Budget	
3.50% Levy-All increase compared to 2025	
Total Levy	
Levy-All	\$1,183,866 (31.24%)
City of Thunder Bay Sole-Benefitting	\$781,180 (20.62%)
Total Provincial Grant Revenue**	\$372,092(9.82%)
Total Federal Grant Revenue	\$389,095(10.27%)
Total Donation Revenue	\$31,000(0.82%)
Total Other Grants	\$54,691(1.44.%)
Self-Generated Revenue	\$623,456(16.45%)
Deferred/Surplus	\$246,670(6.51%)
Reserve Appropriations	\$107,196(2.83%)
Total Budget	\$3,789,246

** Section 39 Transfer Payment unconfirmed for 2026

2026 Total Levy-All Compared to 2025						
Municipality	2025 CVA %	2025 Levy \$	2026 CVA %	2026 Levy \$	\$ Change	% Change
Thunder Bay	85.66	979,814	85.66	1,013,626	33,812	3.45
Conmee	0.45	5,147	0.45	5,204	57	1.20
Dorion	0.29	3,318	0.29	3,433	115	3.49
Gillies	0.25	2,860	0.25	2,960	100	3.51
Neebing	2.26	25,853	2.26	26,638	785	3.04
O'Connor	0.48	5,490	0.48	5,684	194	3.51
Oliver Paipoonge	5.63	64,399	5.63	67,363	2,964	4.60
Shuniah	4.99	56,964	4.99	58,959	1,994	3.50
	100	1,143,845	100	1,183,866	40,021	3.50

*CVA – Current Value Assessment

2026 Sole-Benefitting Levy Compared to 2025						
Municipality	2023	2024	2025	2026	2025 vs 2026 \$ Change	2025 vs 2026 % Change
Thunder Bay	716,497	744,916	770,138	781,180	11,042	1.43

Sole-benefitting: Neebing-McIntyre Floodway, Victor Street Erosion, Maintaining Floodplain Mapping

2026 Total Levy Compared to 2025						
City portion of Levy-All + City Sole-Benefitting Levy						
Municipality	2023	2024	2025	2026	2025 vs 2026 \$ Change	2025 vs 2026 % Change
Thunder Bay	1,641,731	1,697,120	1,749,951	1,794,806	44,855	2.56

2026 LRCA Draft Budget Summary

2026 Budget Notes

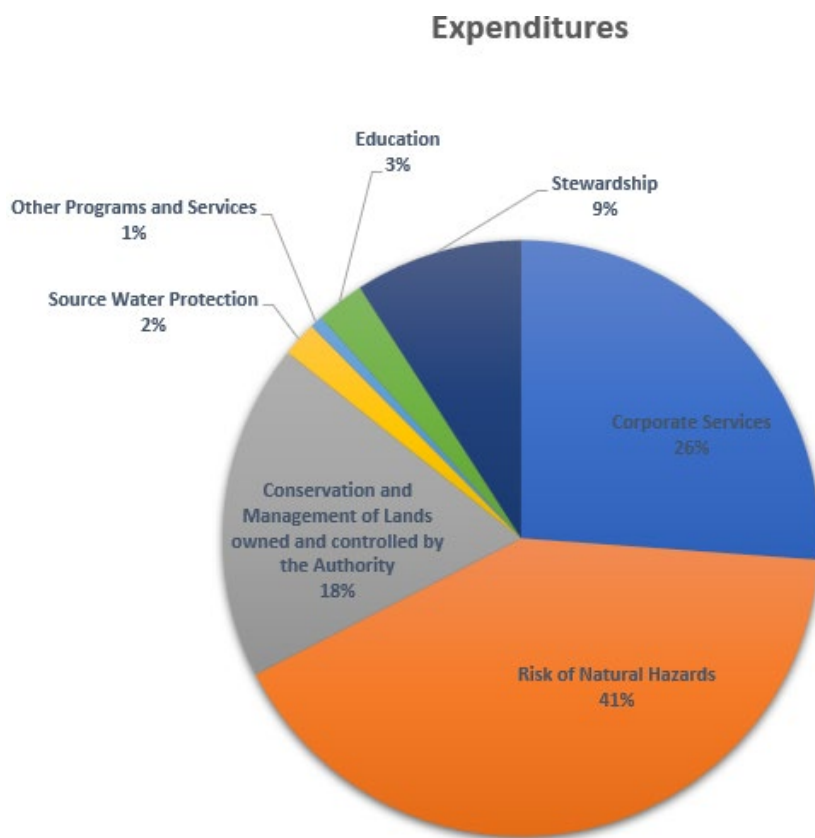
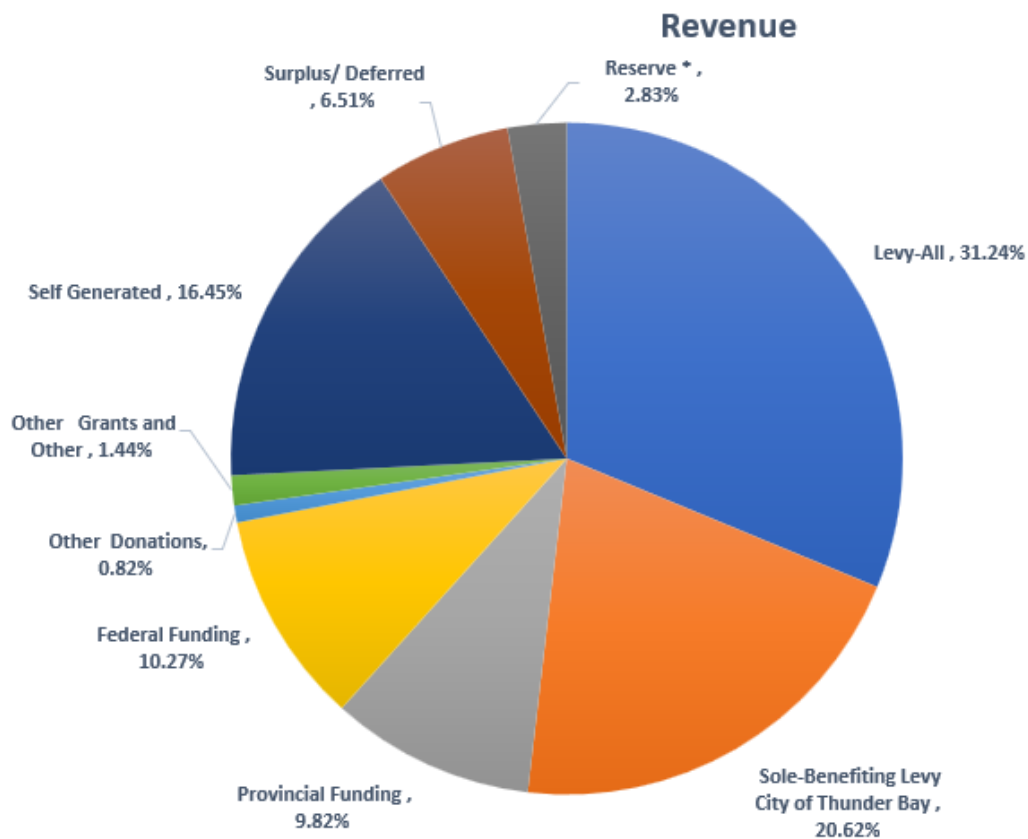
- Levy-all increase 2026 versus 2025 = 3.50%
 - 2025 increase – 3.08%
- Minimal to no increases are feasible in the short term but are not realistic for the long-term operation of the LRCA.
- Provincial funding anticipated to be provided in 2025 (included as revenue in budget)
 - Section 39 Transfer Payment - \$150,940
 - Source Water Protection Transfer Payment - \$72,652
 - Other One-Time Grants - \$148,500

2026 Budget Highlights

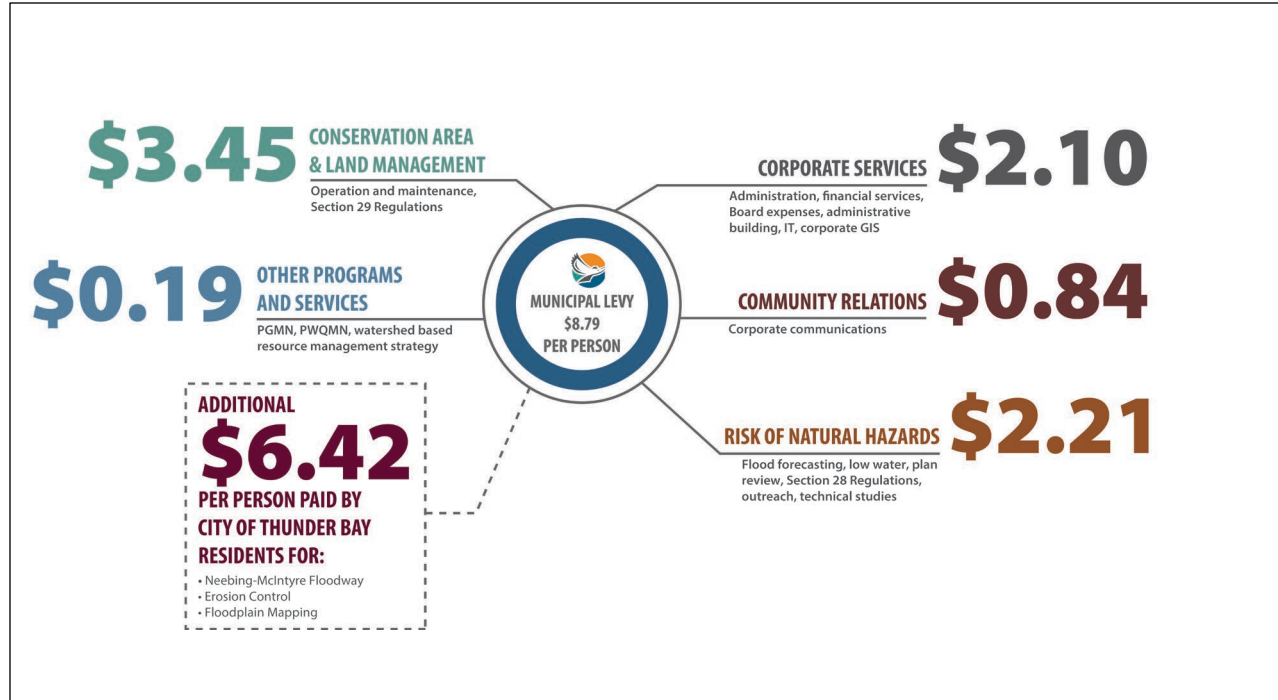
Highlights of the 2025 Budget expenditures include:

- Continuation of annual programming including:
 - Plan Review,
 - Development Regulations,
 - Watershed monitoring,
 - Flood Forecasting and Warning,
 - Operation and maintenance of LRCA owned properties,
 - Stewardship (no levy), and
 - Education programming (no levy).
- Capital improvements at the Conservation Areas:
 - Replace two concrete vault toilets with one at the Hazelwood beach area.
 - Repairs to the privy at Mission Island.
 - Repairs to asphalt cracks in the trail and parking lot and paint lines at Mission Island.
 - Decommission old parking lot at Mills Block.
- Other items:
 - Office plumbing repair.
 - Garage storage units.
 - Continuation of wayfinding signage installation using new designs in Conservation Areas.
 - Update of Asset Management Plan.
 - 10-year update of Forest Management Plans.
 - Design of Urban Conservation Area (LRCA Administration Office location).
- Planned Reserve withdrawals:
 - Administration - \$30,000
 - Vehicle and Equipment - \$9,100
 - Forest Management - \$32,796
 - Conservation Area Capital - \$52,300

2026 LRCA Draft Budget Summary



2026 LRCA Draft Budget Summary





Northwestern Ontario Municipal Association

September 5, 2025

NOMA Applauds Prime Minister Carney’s Bold Industrial Strategy—A Catalyst for Economic Resilience in Northwestern Ontario

Thunder Bay, ON — The Northwestern Ontario Municipal Association (NOMA) welcomes Prime Minister **Mark Carney’s announcement** of a sweeping new industrial strategy aimed at supporting Canadian industries and workers most impacted by U.S. tariffs and global market shocks.

The plan includes major investments in **workforce reskilling, flexible business financing, and a “Buy Canadian” procurement policy** to strengthen domestic supply chains—initiatives that hold tremendous promise for communities across Northwestern Ontario.

NOMA President Rick Dumas said:

“Prime Minister Carney’s strategy arrives at a critical juncture for Northwestern Ontario. Our region is rich in skilled workers, abundant natural resources, and untapped potential for innovation—but we’ve faced significant hurdles navigating shifting trade landscapes and limited capital flexibility. Today’s announcement of reskilling programs, the Strategic Response Fund, and a strengthened ‘Buy Canadian’ approach offers real opportunity. It empowers our communities to diversify, adapt, and grow stronger together.”

Key measures that will directly benefit Northwestern Ontario include:

- **Reskilling up to 50,000 workers**, expanded EI flexibility, and a new digital jobs and training platform to strengthen the regional workforce.
- **A \$5-billion Strategic Response Fund** to help industries adapt to trade disruptions and invest in innovation.
- **The “Buy Canadian” policy**, reinforcing domestic procurement and supporting local economies.

Dumas added:

“For years, we’ve advocated for meaningful federal support tailored to Northern realities: investments in scale-appropriate infrastructure, flexible funding, and workforce training. Today marks an encouraging step—not just for Northwestern Ontario but for all of Canada—in building a more self-reliant, resilient economy that works for every region.”



Northwestern Ontario Municipal Association

Media Contact:

Jason Veltri

Executive Coordinator

Northwestern Ontario Municipal Association (NOMA)

(807) 683.6662

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

Date: September 9, 2025

To: Mayor and Council

Subject: Councillor Leave of Absence – Legislative Overview and Process for Council Vacancies

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

That Council receive this report for information regarding the legislative framework for Councillor leaves of absence and the process for declaring and filling council vacancies under the Municipal Act, 2001 and Conmee's Procedural By-law No. 1474.

BACKGROUND:

Council has authorized a three-month leave of absence for a member of Council. This report outlines the relevant legislative provisions and procedural steps that apply should a resignation be submitted in writing and a vacancy declared. This report is presented for Council's information and does not contain personal matters requiring closed session consideration.

Under the **Municipal Act, 2001:**

- **Section 259(1):** A council seat becomes vacant if a member resigns in writing, is absent for three consecutive months without authorization, is disqualified, dies, forfeits office, or is elected/appointed to another office on the same council.
- **Section 260(1):** A member may resign by submitting written notice to the Clerk.
- **Section 260(2):** A resignation is not effective if it would reduce council below quorum.
- **Section 262(1):** Council must declare the seat vacant at its next meeting if a vacancy occurs.
- **Section 263(1):** Council may fill the vacancy by appointment or by passing a by-law to hold a by-election.
- **Section 263(5):** Council must act within 60 days of declaring the vacancy.

While the Act does not define "leave of absence," municipalities may authorize an absence by resolution, provided it does not exceed three consecutive months. If the absence exceeds this period without Council's authorization, the seat may be declared vacant under Section 259(1)(c).

Conmee's **Procedural By-law No. 1474** complements these provisions:

- **Section 4.01:** A member's seat becomes vacant if absent for three consecutive months without Council authorization.
- **Section 4.02:** Resignations must be submitted in writing to the Clerk.
- **Section 4.04:** Council may fill a vacancy by appointment or by-election, consistent with the Municipal Act.

CONCLUSION

This report is provided for Council's information and future preparedness. Should a resignation be submitted in writing, the Clerk will prepare a resolution to declare the seat vacant and initiate the process for filling the vacancy in accordance with applicable legislation.

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW NUMBER 1474

Being a by-law to repeal and replace By-law 1200, as amended, to govern the scheduling, location and proceedings of Meetings.

Recitals:

1. The *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires municipalities in Ontario to pass by-laws to govern the proceedings of their Meetings.
2. By-law Number 1200 was passed in this regard on March 27, 2020. Several amendments have occurred since the by-law was enacted.
3. Council considers it appropriate to make some additional amendments, modernize the language, and to consolidate all of the amendments.
4. The rules and regulations contained in this By-law shall be observed at all Meetings of Council and Committees, as applicable.
5. In any circumstances which are not covered by the provisions of this By-law, the procedure to be followed shall be, as near as may be, that written in "Roberts Rules of Order".

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

Part One: Definitions and Interpretation Rules

1.01 Definitions:

Where the words defined in the lettered paragraphs of this Section appear in the text of this By-law with their initial letters capitalized, it is intended that they are interpreted as defined. Where a word appears in the text of this by-law without its initial letter capitalized, it is intended that it is to be interpreted as ordinarily defined in the English language.

- (a) "Act" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.
- (b) "Acting Mayor" means a Member appointed, by by-law, to act from time to time in the place of the Mayor when the Mayor is not available. "Deputy Mayor" has the same meaning.
- (c) "Administration" means the staff and/or contracted individuals working for or with the Corporation.

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- (d) "Assembly" means the group of persons attending a Meeting, whether it is the Council, a Committee, or another group assembled for a purpose.
- (e) "By-law" means this by-law, as amended from time to time, including its recitals and schedules, which form integral parts of it, unless it is followed by a number. Where the word "by-law" is capitalized and followed by a number, the reference is to the Corporation's by-law that possesses that number.
- (f) "Chair" means a Member of Council or Committee who functions as the chair at a Meeting. The Chair at a Council Meeting is most often the Mayor or the Deputy Mayor, however, other Members may be appointed Chair by the Assembly in accordance with the Rules of Proceeding.
- (g) "Chief Administrative Officer" means the person appointed by Council, if any, to fill that role, as specified in the Act.
- (h) "Clerk" means the person appointed by Council to fulfill the role of a municipal clerk as required by the Act.
- (i) "Closed Meeting" means a Meeting from which members of the general public are prohibited from attending.
- (j) "Committee" means a committee, created by Council, made up of persons that include one or more Members. External organizations with their own financial means and policies are not "Committees" for the purposes of this By-law.
- (k) "Committee of the Whole" means a Committee comprised of all of the Members of Council. The intention of a Meeting of the "Committee of the Whole" is to consider matters and make decisions which are not binding until ratified by Council.
- (l) "Community Centre" means the large public assembly hall located at the Municipal Administration Complex.
- (m) "Conmee" means the geographic area under the jurisdiction of the Corporation.
- (n) "Corporation" means The Corporation of the Township of Conmee.
- (o) "Council" means the Council of the Corporation, elected in accordance with the *Municipal Elections Act, 1996* (S.O. 1996, c. 32, Sched., as amended from time to time).
- (p) "Council Chambers" means the room or rooms within the Municipal Administration Complex designated as the "Council Chambers" by the Corporation.
- (q) "Debate" means a discussion at a Meeting related to a matter before the Assembly,

where Members put forward positions in favour of, or against, that matter.

- (r) A "Deputation" means a formal appointment to address an Assembly for the purposes of requesting that the Assembly take some form of action or make a decision regarding a matter.
- (s) "Deputant" means a person addressing an Assembly.
- (t) "Deputy Mayor" means a Member appointed, by by-law, to act from time to time in the place of the Mayor when the Mayor is not available. "Deputy Mayor" has the same meaning.
- (u) "Mayor" means the Member elected to that position at the most recent municipal election. The Mayor is the "Mayor" in accordance with the Act.
- (v) "Meeting" means a meeting of Council or a Committee, whether occurring as part of a regular schedule, or whether called as a "special" meeting. In any case, a Meeting must have a scheduled start time and agenda, and must be attended by a properly appointed person to act as Clerk for the Council Meeting or Secretary for the Committee Meeting, as appropriate. Where a Quorum of Members is present, and those present discuss or otherwise deal with a matter in any way that materially advances the business or decision-making of the Council or Committee, a "Meeting" is constituted.
- (w) "Member" means any elected member of the Council, including the Mayor.
- (x) "Municipal Administration Complex" means the building municipally known as 19 Holland Road West.
- (y) A "Notice of Motion" is a written notice, provided by a Member at a Regular Council Meeting, that they intend to bring a Motion at a future (named) Council Meeting.
- (z) "Other Applicable Law" means statutes or regulations passed by senior orders of government which apply to the Corporation.
- (aa) A "Point of Order" is raised when a Member believes that the Rules of Proceeding are not being appropriately followed. The Point of Order is raised to allow for discussion and conclusion on the issue.
- (bb) A "Point of Privilege" is a matter which need not relate to business under discussion, but relates to a matter of immediate and over-riding importance. A Point of Privilege, may be raised personally, for example, when a Member believes that they is being mis-quoted by another speaker on a topic, for the purpose of correction. A Point of Privilege may be raised on behalf of the Assembly, for example, if there is excessive noise and Members cannot hear what is being said or presented. The Point of Privilege is raised for the purpose of remedying that circumstance.

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- (cc) A "Presentation" is an address to the Assembly for the purpose of providing information. Examples include: the presentation of audited financial statements, a presentation by a new organization to introduce its services; an update from an agency or organization on its work; presentation of awards; etc.
- (dd) "Quorum" means a number of persons which is more than one-half of the number of persons in the composition of the Assembly. For example, when a Committee is made up of seven persons, a Quorum of the Committee is four or more of those persons. The Council being made up of five persons, a Quorum of the Council is three or more of those persons.
- (ee) "Recorded Vote" means the making of a written record of the names and the vote of each Member voting on a formal question.
- (ff) A "Regular Council Meeting" is a Meeting of the Council held at regular intervals on dates and times as prescribed in this By-law.
- (gg) "Rules of Proceeding" mean the rules set out in this By-law, together with, as applicable, legislation or regulation from upper orders of government. As set out in Section 2.02 and Recital 5 of this By-law, where resort is necessary to Robert's Rules of Order, those rules are included in the definition of "Rules of Proceeding".
- (hh) "Seal" means the authenticating seal of the Corporation.
- (ii) "Secretary" means a person assigned to be the records-keeper and minute-taker for any Committee.
- (jj) A "Special Council Meeting" means a Meeting of the Council that is held on a date and time other than those prescribed in this By-law for Regular Council Meetings.
- (kk) "Special Purpose Committee" means a Committee appointed by Council to act on a temporary or singular issue. A Special Purpose Committee is discontinued when its recommendations upon the matter have been provided to Council and no further work is required.
- (ll) "Standing Committee" means a Committee appointed by Council with continuing business and ongoing existence from one term of Council to another.
- (mm) "Town Hall Segment" means an informal portion of the Meeting, governed by Part Three Point Twenty Eight of this By-law, in which members of the public may address the Assembly on matters of interest in accordance with the rules set out in this By-law.
- (nn) "Vice Chair", where appointed, means a Member of a Committee appointed to stand in the place of that Committee's Chair when the Chair is absent.

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- (oo) "Virtual Meeting" means a meeting called and held in full or in part via electronic means (including: audio teleconference, video teleconference, or via means of the internet), and with or without in-person attendance.

1.02 Interpretation of "Includes":

The words "include", "including" and "included" do not limit in any way the words or phrases that precede or follow them.

1.03 Gender/Plural:

This By-law is to be read with gender neutrality, and with the number required by the context. "They" is used in place of "he" or "she" and may not necessarily denote more than one person.

1.04 Headings:

The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.

Part Two: General Provisions

2.01 Suspension of the Rules of Proceeding:

Any procedure required by this By-law may be suspended by the Assembly by the passing of a resolution by a majority of Members present.

2.02 Parliamentary Authority:

The Rules of Proceeding shall govern the procedures for Council and Committee Meetings. Where a procedural matter is not addressed within the Rules of Proceeding, the current edition of "Robert's Rules of Order" shall be the parliamentary authority for that matter.

2.03 Schedule:

Schedules to this By-law are integral parts of it.

2.04 Severability:

Should a court or tribunal of competent jurisdiction hold any provision of this By-law to be invalid or unenforceable, the remaining provisions of this By-law shall not be impacted or impaired in any way.

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2.05 **Repeal:**

By-law 1200, as amended, is repealed.

2.06 **Effective Date:**

This By-law takes effect on the date it is passed.

Part Three: Council Meetings

3.01 **Inaugural Meeting:**

In accordance with the Municipal Elections Act, 1996, Council Members assume their terms of office on November 15th in the year of the municipal election. The Inaugural Meeting of Council is held to allow the Members to take their oaths of office and formally assume their duties.

The Inaugural Meeting of Council is held on the third Thursday in November of an election year, beginning at 6:00 p.m. at the Council Chambers.

3.02 **Agenda for Inaugural Meeting:**

The Mayor-elect and the Clerk shall be responsible for the content of the agenda for the Inaugural Meeting, and for making the arrangements for the Inaugural proceedings.

3.03 **Notice for Inaugural Meeting:**

Separate notice is not required for the holding of the Inaugural Council Meeting. Publication of the agenda, and the date/time of the Meeting on the Corporation's website is sufficient.

3.04 **Schedule for Regular Council Meetings:**

Regular Meetings of the Council are held on the second and fourth Tuesdays of each month, commencing at 6:00 p.m. Where a Regular Meeting falls on a statutory or civic holiday, the Meeting will occur at the same time and place on the day next following that is not a statutory or civic holiday.

3.05 **Agenda & Agenda Package for Regular Council Meetings:**

- a) The Clerk shall prepare an agenda in advance of any Meeting of Council.
- b) In developing the agenda, the Clerk shall place on it any items of business that have arisen in Council requiring Council's attention, and any items of business

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that the Mayor has requested be placed on the agenda. The agenda package shall include supporting material, such as reports on matters requiring Council's attention, correspondence from outside organizations, etc.

- c) Members of Council may request of the Clerk that matters be placed on the agenda for discussion, however, no individual Member of Council may require the Clerk to research or develop a report for the agenda. The development of reports that involve significant research and/or preparation time by administrative staff require a resolution of Council. (This does not prevent the Clerk from developing and presenting any report on a matter requires Council's attention.)
- d) Agendas for regular Council Meetings are to be prepared and available to Members after close of business on the Friday prior to the Meeting. The Council may, from time to time, establish rules for the methods by which any agenda is to be delivered. Special rules may be established for the delivery of agendas relating to Closed Meetings in order to preserve confidentiality.
- e) The Chair may review a draft agenda with the Clerk prior to its finalization, and may remove from the agenda any items of correspondence or requests for Deputation that have been placed in the draft agenda by the Clerk. Where an item is removed from the agenda, the Clerk shall advise the author of the correspondence, or the person or organization requesting a Deputation, of the reason that the item will not be placed before the Assembly. Copies of the correspondence in this regard shall be distributed to the Members invited to the meeting for which the draft agenda was prepared.
- f) The agenda for a Council Meeting shall be prepared under the following headings, in the order presented, as follows:
 - 1. Call to order
 - 2. Approval of agenda
 - 3. Declarations of Pecuniary Interest
 - 4. Town Hall Segment
 - 5. Deputations and/or Presentations
 - 6. Minutes of prior (open/public) Meeting(s)
 - 7. Disbursement Lists(s)
 - 8. Reports from Municipal Officers
 - 9. New Business
 - 10. By-Laws
 - 11. Correspondence
 - 12. Upcoming Meeting Dates
 - 13. Closed Session (when required, including for the purpose of approving the Minutes of prior Closed Meetings)
Rise from Closed Session (when required)
 - 14. Business Arising from Closed Session (when required)

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15. Confirming By-Law
16. Adjournment

g) The above-noted headings may be omitted, and the numbering re-structured, where there are no reports or business matters falling within that heading scheduled to be placed before the Assembly at the Meeting for which the agenda was prepared.

h) The Clerk will post the Meeting agenda (without the accompanying package) when same has been completed and distributed to Members.

3.06 **Notice for Regular Council Meetings:**

Separate notice is not required for the holding of Regular Council Meetings unless they are moved to a location alternative to the Municipal Administration Complex. Publication of the agenda, and the Meeting schedule on the Corporation's website is sufficient.

Where the Regular Meeting will be held elsewhere than the Municipal Administration Complex, the Clerk shall provide notice to the public of the change in location as follows:

- a) Notice published on the Corporation's web page;
- b) Notice posted on the door of the Municipal Administration Complex (provided it is possible to reach the door); and
- c) Notice published to the Corporation's social media accounts.

Notice of a change in the location of the Regular Council Meeting shall be published as soon as practicable after the change is deemed to be necessary.

3.07 **Location for Regular Council Meetings:**

Regular Meetings of the Council are held in Council Chambers.

Where more space is required to allow for public attendance, the Meeting may be held in the Community Centre.

Where emergency circumstances prevent access to the Municipal Administration Complex, a Regular Meeting may be held at an alternate location which is accessible by all Members and by the general public. Depending on the circumstances, the location may be outside of Conmee.

3.08 **Special Council Meetings:**

Special Council Meetings may be scheduled in three different ways:

- a) Special Council Meetings may be scheduled by resolution of Council passed at

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a Regular Meeting.

- b) The Mayor may at any time, summon a Special Council Meeting of Council. In order to do so, the Mayor shall provide a minimum of forty-eight (48) hours' notice to the Clerk, who shall give the Members of Council as much notice of the special Meeting as possible, but in any event, no less than twenty-four (24) hours' notice.
- c) A majority of Members of Council may, at any time, summon a Special Council Meeting of Council by petition. Upon receipt of a petition from a majority of the Members of Council, the Clerk shall call, for the purpose, and at the time mentioned in the petition, a Special Council Meeting. A minimum of forty-eight (48) hours' notice of any Special Council Meeting shall be provided to the Members by the Clerk.

3.09 **Agenda for Special Council Meetings:**

The Clerk shall prepare the agenda for the Special Council Meeting without following the format set out in paragraph 3.05(f). The agenda shall be prepared in accordance with the purpose for which the Meeting was scheduled.

The only business to be dealt with at a Special Council Meeting is that which is stated in the notice of the Special Council Meeting and in the agenda for the Meeting.

3.10 **Notice for Special Council Meetings:**

For the purposes of paragraphs 3.08(a) and 3.08(b), notice to Members is sufficient if sent by electronic mail to the last known electronic mail address in the Clerk's records.

Notice of Special Council Meetings shall be provided to the general public through publication on the website, by posting at the Municipal Administration Complex, and by any other manner deemed suitable by the Clerk in the circumstances.

Notice shall specify the nature of the business to be considered, along with the date, time and place for the Special Council Meeting.

3.11 **Location for Special Council Meetings:**

All Special Council Meetings shall be held at the location of the last Regular Meeting, unless an alternative location is specified in the notice of the Meeting.

3.12 **Emergency or Time-Sensitive Council Meetings:**

In any case where there is an immediate threat or perceived immediate threat to any person's life or property within Conmee, or where there is an immediate threat or perceived immediate threat to any of the Corporation's properties and/or road ways, the

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Mayor or the Clerk may call an emergency Council Meeting, by whatever means available, to be held in a location that is most convenient to the situation. Where it has been invoked, the Corporation's Emergency Measures By-law takes precedence over this By-law.

In circumstances where it is necessary to deal with an extraordinary and time sensitive issue, the Mayor may call a time-sensitive, emergency Meeting to be convened as soon as reasonably possible, without strictly following the Rules of Proceeding. The Clerk shall attempt to notify the Members of the time and place of the Meeting as soon as possible and in the most expedient manner available.

3.13 Joint Meetings with Others:

From time to time, Council may determine that a joint meeting with another order of government, a First Nation Band Council, another municipal council, or combinations of these groups where joint decision-making or information-sharing is required or considered efficient.

Those who will be attending the joint Meeting will determine, in advance of the Meeting, who will act as Chair and who will act as Clerk for the Meeting, and whose procedural rules will govern the joint Meeting.

Where separate decision-making is required by the individual attendees during the joint Meeting, the joint Meeting may recess, upon resolution of the attendees eligible to vote in their organizations, to allow for separate meetings for the attendees, and the joint Meeting will resume at the conclusion of those meetings, if required.

3.14 Public Access to Meetings:

Except as provided in Section 3.15, or in accordance with Other Applicable Law, all Meetings are open to the public.

3.15 Closed Meetings or Closed Sessions within Open Meetings:

A Meeting or part of a Meeting may be closed to the public in order to discuss any matter for which the Act allows a Meeting to be closed to the public. Schedule "A" to this By-law is the list of permitted topics to be discussed in a Closed Meeting as of the date of passage of this By-law. Where Schedule "A" conflicts with the Act, the Act prevails.

3.16 Closed Meeting Procedures:

Prior to holding a Meeting (or part of a Meeting) closed to the public, the Assembly shall pass a resolution clearly stating that the Meeting is to be closed, including the legislative authority for closing the Meeting. The resolution shall provide sufficient detail to demonstrate that the resolution is being passed with appropriate authority.

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Where a Meeting is closed to the public, no member of the public may attend, unless the person's attendance is essential for the business at hand. For example, if the Meeting is an educational meeting as authorized under the Act, the persons providing the education or training to the Members will necessarily be in attendance to provide that education or training. If the purpose of the meeting is to receive legal advice, legal counsel will need to attend to provide it.

No Meeting shall be closed to the public during the taking of a vote, except for the provision of procedural instructions or direction to the Clerk.

3.17 **Attendance:**

The Corporation's preference is that all Members attending Meetings must do so in person, however, attendance virtually, through electronic means at any Meeting, with the exception of the Inaugural Meeting, will be permitted in accordance with this Section.

Where at least one member is attending by electronic means, the Meeting is a "Virtual Meeting" as defined in this By-law. There is no limit to the number of Members who may attend virtually.

3.18 **Virtual Meetings:**

All of these Rules of Proceeding apply to persons attending Virtual Meetings, with appropriate adjustments.

Where technology allows, any or all Members may participate in a Meeting virtually. The Clerk shall arrange for the appropriate connections for Members wishing to participate virtually.

All members attending and present during a Virtual Meeting shall be counted for purposes of Quorum at the commencement, and at any point in time during the Meeting, and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the Meeting in person. If the technology fails during the Meeting, such that one or more connections are lost, the attendee will be noted as being absent until such time as they can re-connect. Care must be taken by the Clerk not to lose Quorum due to failure of technology. Section 3.23 of this By-law applies in such circumstances.

Where technology allows, a virtual attendee shall use the system to indicate to the Chair that they wish to speak, that they are moving or seconding a motion, or that they are voting on a question.

Where there is no such technology (for example, participation by teleconference only), the Member attending the Meeting by electronic means shall indicate verbally, during a break in conversation or debate of the members present in person, that they wish to

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address the Assembly. The Chair shall record the request and call upon that Member in accordance with their turn as noted by the Chair. At their discretion, the Chair may establish a procedure to call upon each Member attending by electronic means during each debate on each question, to be certain that all who wish to participate have had an opportunity to do so. Where technology does not provide for a show of hands, voting by those attending virtually must be audible.

3.19 **Notice for Virtual Meetings:**

The public notice of a Virtual Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Virtual Meeting.

3.20 **Educational Meetings:**

Meetings to provide Members with information, instruction or education, including an "orientation meeting" for newly elected Members, may be scheduled by the Clerk, at the request of the Chair or by their own volition. These are relatively informal Meetings that do not require strict adherence to the Rules of Proceeding.

An agenda shall be prepared and circulated in advance of the Meeting, including any material to be reviewed by attendees prior to the Meeting.

3.21 **Duty to Prepare for Meetings:**

Members shall come prepared to every Meeting where their participation is required. Preparation includes: reading all material provided, including agendas and reports from Administration or others, to facilitate discussion and the determination of action at the Meeting. Whenever possible, Members shall make inquiries to Administration regarding materials supplied in advance of the Meeting.

3.22 **Absence of Chair:**

In a circumstance where, at the time that a Council Meeting is to commence and the Mayor is not present, and does not attend within fifteen (15) minutes after the time appointed for the Meeting, the Deputy Mayor shall call the Members to order. The Deputy Mayor shall preside over the Meeting and shall have all of the rights, powers and authority of the Mayor.

In circumstances where both the Mayor and the Deputy Mayor are absent at the time that a Council Meeting is to commence, and neither attends within fifteen (15) minutes after the time appointed for the Meeting, the Clerk shall call the Members to order. The Members shall appoint from amongst themselves a Chair who shall preside over the Meeting and shall have all of the rights, powers and authority of the Mayor.

3.23 **Absence of Quorum:**

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In a circumstance where, at the time that a Council Meeting is to commence, a Quorum of Members is not present, the Assembly shall wait fifteen (15) minutes for the arrival of latecomers. If, after the passage of fifteen (15) minutes, a Quorum of Members is not present, the Assembly shall either recess or adjourn.

Members present may determine to recess for a further fifteen (15) minutes in order to contact absentee Members to see whether or not Quorum can be achieved. After the recess, and it has been determined that Quorum will not be achievable, the Meeting shall adjourn.

The Clerk shall prepare minutes to indicate those who were present and to record the lack of Quorum. All business on the agenda for that Meeting will be deferred to the next Regular Meeting of Council, or to a Special Council Meeting called for the purpose of replacing the Meeting which failed.

Should Quorum be lost at any point during the Meeting, the Meeting shall stand in recess until such time as Quorum is regained. Should the recess be more than fifteen (15) minutes, the Meeting will be deemed to be at an end, and all matters on the agenda which had not been reached shall be deferred to the next Regular Meeting of Council, or to a Special Council Meeting called for the purpose of replacing the Meeting which ended early.

Quorum cannot be lost due to cessation of participation by Members in accordance with Other Applicable Law unless there is only one Member remaining to debate and determine a matter. In such circumstances, the matter will be deferred to a future Meeting or as otherwise determined in accordance with Other Applicable Law.

3.24 **Cancellation or Postponement of Meeting:**

The Chair, in consultation with the Clerk, may cancel or postpone a Meeting in the following circumstances:

- a) where it becomes clear that a Quorum will not be achieved at the date and time set for the Meeting;
- b) where there are no substantive matters of business to discuss at the Meeting;
- c) when so directed by Council resolution; or
- d) in circumstances of emergency.

The Clerk will give notice of the cancellation or postponement of the Meeting as soon as possible by providing notice to Members electronically, by posting a notice on the entrance to the Municipal Administration Complex, and by posting notices on the Corporation's website and social media accounts. Where the Meeting involved a Presentation and/or one or more Deputations, every reasonable effort will be made to contact the Deputant to advise of the change.

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3.25 Call to Order:

As soon after the hour fixed for the holding of the Meeting as a Quorum is present, the Chair shall take their chair and call the Meeting to order. If Quorum is present but the Chair is absent, the Deputy Mayor (or Vice Chair of Committee) shall call the Meeting to order. If both are absent, the Clerk (or Secretary of Committee) shall call the meeting to order and the Assembly shall select a Meeting Chair from among Members present.

3.26 Amending the agenda:

The Chair shall, as one of the preliminary matters before the Assembly, call for a resolution to either approve the agenda or to amend the agenda.

The agenda may be amended by changing the order of proceeding, by adding information relating to any item of business on the agenda, or by adding, where appropriate, new business to the agenda.

As one of the purposes of the agenda is to provide notice to members of the public of the business which will be conducted at the Meeting, no item of new business shall be added to the agenda unless it is of an urgent nature. Alternatively, an item of new business may be added for discussion purposes, but no decision will be made on that item until a subsequent Meeting, for which the item will be listed on the agenda.

3.27 Progression of the Meeting:

The business of the Assembly shall be taken up in the order in which it stands upon the agenda, as amended.

Any items listed in the agenda which have not been disposed of by Council at such time as the Meeting is adjourned shall be placed on the agenda for the next scheduled Meeting of the Assembly.

The Chair shall, after calling the Assembly to order:

- a) following the agenda, deal with business items one at a time;
- b) Recognize any Member who wishes to speak, and determine the order of the speakers;
- c) receive motions presented by Members relating to the matters on the agenda;
- d) put to a vote all questions which are moved and seconded, or which necessarily arise in the course of proceedings, and announce the result of the vote;
- e) decline to put to vote any motions which infringe on the Rules of Proceeding;

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- f) inform the Assembly, when necessary, on any of the Rules of Proceeding, or on any Points of Order or Points of Privilege raised;
- g) retain order in the Assembly, restraining the Members, or others present, within the Rules of Proceeding where appropriate, including expelling persons who persist in disorder after having been appropriately warned;
- h) in circumstances of grave disorder which cannot be remedied, adjourn the Meeting without question and direct the Clerk to seek appropriate assistance from the police; and
- i) adjourn the Meeting when business has been concluded or when the curfew has been reached without passage of an extending resolution.

No motion to adjourn is required when the business before the Assembly has been concluded.

Curfew for Council Meetings is 10:00 p.m. After 10:00 p.m., no further business may be conducted unless Council passes a resolution to extend the hour. Any matters remaining on the agenda shall be placed on the agenda for the next available Council Meeting.

3.28 **Town Hall Segment:**

3.28.1 **Registration:** Persons wishing to address Council during the Town Hall Segment will be requested to provide their names to the Clerk prior to the commencement of the Meeting. Persons may participate virtually.

3.28.2 **Call to Order:** When Item 4 of the Meeting agenda, being the Town Hall Segment of the Meeting, is reached, the time shall be noted, and the Chair shall call the Town Hall Segment of the Meeting to order. As no business may be advanced during the Town Hall Segment of the Meeting, it can occur in the absence of Quorum, if desired. The Chair will invite those who have registered to address Council, one at a time, in the order in which their names were received. If no one has registered but there are persons in attendance, the Chair may simply ask members of the audience to address the Assembly by show of hands, or other appropriate method

3.28.3 **Duration:** Subject to Section 3.28.5, the Town Hall Segment is limited in duration to a maximum of fifteen (15) minutes.

3.28.4 **Rules:**

- a) Any person may address Council during the Town Hall Segment of the Meeting.
- b) Subject to Sections 3.28.6 and 3.28.7, the rules set out in this By-law apply to the Town Hall Segment of the Meeting. In addition, the rules the lettered paragraphs of this Section also apply.
- c) No person may speak more than five (5) minutes, or more than once. Each subject matter has a limit of ten (10) minutes.

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- d) Only one person may speak at a time. Any person attempting to interrupt, "shout over", or otherwise disrupt another person who is addressing Council will be sanctioned as set out in Section 6.09 of this By-law.
- e) Persons speaking at the Town Hall Segment of the Meeting may not address matters that are already on the agenda. Those persons may speak as Deputants to the Meeting in accordance with Part Eight of this By-law.
- f) Council Members may ask questions of those persons who are speaking.
- g) No portion of any Town Hall Segment of the Meeting shall be closed to any member of the public at any time.
- h) No resolutions may be moved or debated during the Town Hall Segment of the Meeting. No decisions will be made on consensus. Any matters raised which require a decision of Council must be placed on the agenda for a future Council Meeting.
- i) Except in the case of emergency or urgency, no matters raised at the Town Hall Segment of the Meeting may be added to the agenda for the Council Meeting scheduled on the same evening.

3.28.5 Extending the Hour: When fifteen (15) minutes have passed, any Member of Council may move a motion to extend the hour of the Town Hall Segment of the Meeting by a stated number of minutes. If the motion is seconded and passed, the Town Hall Segment of the Meeting can resume.

Only one motion to extend the hour of the Town Hall Segment of the Meeting is permitted.

If any of the following occur:

- (a) no motion to extend the hour of the Town Hall Segment of the Meeting is moved or seconded;
- (b) a motion to extend the hour of the Town Hall Segment of the Meeting fails to pass; or
- (c) the time limit set out in the resolution to extend the hour of the Town Hall Segment of the Meeting is reached;

regardless of whether or not everyone who wished to speak has spoken, the Town Hall Segment of the Meeting will conclude, and the Chair will move on to Item 5 of the agenda for the Council Meeting.

Any persons who had not had an opportunity to address the Assembly at the Town Hall Segment of the Meeting will receive priority to speak to the Assembly at the next Town Hall Segment of a future Council Meeting. Alternatively, Council may determine to schedule a Special public meeting to allow more discussion on a particular topic of interest to the community.

3.28.6 Meeting Rules: Sections 3.23 and 3.27 do not apply to the Town Hall Segment of the Meeting.

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3.28.7 Deputation Rules: Sections 8.03, 8.05, 8.07 and 8.08 do not apply to the Town Hall Segment of the Meeting.

3.29 **Tasks Subsequent to the Meeting:**

The Chair shall, after the Meeting has concluded:

- a) authenticate all by-laws, resolutions and minutes of the Council, taking care to see that they are in conformity with the laws and by-laws applicable in Conmee; and
- b) represent and support the Council, declaring its will, and implicitly obeying its decisions in all things.

Part Four: Composition of Council or Committee

4.01 **Removal from Office:**

The office of any Member becomes vacant if the Member is absent from the Meetings of Council for three (3) successive months without being authorized to do so by a resolution of the Council.

The office of any Member becomes vacant if a court or tribunal of competent jurisdiction makes a ruling declaring the Member's seat vacant.

4.02 **Resignation:**

A Member may resign from office by providing a written notice, filed with the Clerk, subject to Other Applicable Law (for example, Subsection 260(2) of the Act).

4.03 **Other:**

A Member's seat becomes vacant if the Member passes away, or if the Member becomes ineligible to hold office in accordance with the Act.

4.04 **Filling Vacancies:**

Subject to the Act, Council shall fill a vacant seat by either:

- a) appointing a person who has consented to accept the office if appointed; or
- b) a holding a by-election to fill the vacancy.

Vacancies that occur within ninety (90) days of the date of a municipal election need not be filled.

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Part Five: Committee Meetings

5.01 General and Specific Rules:

The Committee procedural rules set out in this By-law are general in nature. If a by-law creating a Committee contains rules that conflict with these general rules, then the specific rules in the Committee's by-law over-ride the general rules in this By-law. If the by-law creating the Committee is silent with respect to a matter covered by the general rules in this By-law, then the rules in this By-law apply to that matter.

5.02 Rules for Meetings:

Committee proceedings are intended to be less formal than those at Council Meetings. That having been said, a Committee Meeting is a business meeting and must be conducted accordingly, with appropriate decorum. Committees may adopt the Rules of Proceeding set out in Part 3 of this By-law for Council Meetings, with the appropriate changes to make the Rules of Proceeding applicable to the Committee Meeting if they choose to. Wherever they consider it necessary, the Chair of the Committee may require the Committee to abide by Rules of Proceeding contained in this By-law for the purposes of Council Meetings, with the appropriate changes to make the Rules of Proceeding applicable to the Committee Meeting. Even where the Committee has not expressly adopted the Rules of Proceeding in Part 3 of this By-law, Committee Chairs may resort to them, as required, to maintain order at their Meetings.

5.03 Meetings of Committee of the Whole:

Council may meet as Committee of the Whole at any time for the purposes of considering any items of business which may require or benefit from a less formal Meeting procedure, or a period of time to reflect upon decisions prior to ratifying them through resolution of Council.

Committee of the Whole meetings will be scheduled, as required, by resolution of Council

5.04 Agenda for Meeting of Committee of the Whole:

The Clerk shall prepare the Committee of the Whole Meeting agenda in advance of the Meeting.

5.05 Notice for Meeting of the Committee of the Whole:

Notice for Meetings of the Committee of the Whole shall be prepared and sent to Members, together with the agenda package, no later than three business days before

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the date of the Meeting.

Notice of the Meeting shall be posted for the general public on the Corporation's website and social media, and elsewhere as determined appropriate by the Clerk, no later than three business days before the date of the Meeting.

5.06 Location for Meeting of the Committee of the Whole:

Council shall, when passing the resolution to establish the date and time of a Meeting of Committee of the Whole, include in the resolution the location for the Meeting.

5.07 Other Committees:

Standing Committees and Special Purpose Committees are created by Council to advance certain business or to address certain issues or concerns. They are made up of at least one Member of Council (who functions as the information liaison to the Council from the Committee) and members of the general public with skills or interests commensurate with the appointment.

Each Committee created by Council has its mandate or its terms of reference set out in the by-law that created the Committee. The Chair is responsible for keeping the Committee's work and recommendations to Council within the jurisdiction of the terms of reference. Any Committee may recommend to Council changes to its mandate or its terms of reference at any time.

Special Purpose Committees will be discharged upon completion of their mandate.

5.08 Composition of Committees:

Appointments of Members to Standing Committees are undertaken at the Inaugural Meeting. At least one Member of Council shall sit on each Standing Committee. Appointments may include an alternate Member, who will act in stead of the regular Member in circumstances where the regular Member is unable to attend.

Appointments of Members to Special Purpose Committees are undertaken from time to time as those Committees are struck. At least one Member of Council shall sit on each Special Purpose Committee.

The Mayor is an ex officio Member of all Standing and Special Purpose Committees. They have the right to notice of all of the Meetings of the Committees, and they have the right, but not the obligation, to attend. As an ex officio Member, the Mayor may vote on all questions before the Committee, but their presence is not counted for the purpose of determining Quorum.

Council shall determine, as required, its method to solicit interested members of the public wishing to sit as members of Committees.

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All appointments of members to Committees will be undertaken by Council through passage of a by-law.

At the first Meeting of each Standing Committee taking place after a new term of Council commences, or at the first meeting of a Special Purpose Committee after its creation, the members shall choose from among themselves a Chair, a Vice-Chair and a Secretary.

5.09 **Meetings of Committees:**

Committees may establish for themselves a schedule of regularly recurring Meetings. Alternatively, or in addition, Committee Meetings occur at the call of the Chair or the Vice Chair.

Committees must meet with sufficient frequency to properly carry out their mandates.

Committee Meetings are public. Anyone present who has not been appointed to the Committee, however, has no standing to vote. Non-Members present may not address the Committee unless recognized by the Chair.

5.10 **Agenda:**

The Secretary to a Committee shall prepare an agenda in advance of any Meeting of the Committee unless the Committee has determined for itself that an agenda is not required.

The Chair may review a draft agenda with the Committee Secretary, as appropriate, prior to its finalization, and may remove from the agenda any items of correspondence or requests to address the Committee that have been placed in the draft agenda by the Secretary.

Where an item is removed from the agenda, the Secretary, as applicable, shall advise the author of the correspondence, or the person or organization requesting to address the Committee, of the reason that the item will not be placed before the Committee. Copies of the correspondence in this regard shall be distributed to the Committee members for which the draft agenda was prepared.

5.11 **Notice:**

No notice is required to Committee Members for regular and recurring Committee Meetings.

No special Meeting of a Committee shall be held without providing at least one week's prior notice to its members, unless all members of the Committee agree, in advance, to less than one week's prior notice.

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The Secretary of each Committee shall advise the Clerk of the date, time and place of every Committee Meeting, and the Clerk shall post notice of the Meeting on the Corporation's website and social media.

5.12 **Committee Jurisdiction:**

The Committee's authority to make decisions is restricted to the authorities set out in its terms of reference, and to decisions relating to the operation of the Committee and its Meetings. Otherwise, the Committee's authority is restricted to making recommendations to the Council for final decision.

5.13 **Removal/Replacement of Members:**

Should a Member of Committee fail to attend properly summoned Meetings of the Committee, the Chair (or, as appropriate, the Vice Chair) shall report this information to the Council, who may remove the member from their Committee seat. In circumstances where the entire Committee is refusing or neglecting its duties, the Council may discharge all Members and appoint a new Committee.

Part Six: Conduct During Meetings

6.01 **Application of Conduct Rules:**

The rules set out in this Part Six of the Rules of Proceeding apply to all persons at a Meeting, whether they be Members, Administration, or members of the general public.

6.02 **Electronic Devices:**

All electronic devices must be set to "silent" or "vibrate" so as not to interrupt the Meeting. Should a person in attendance wish to respond to a call, text or other telecommunication, they must step outside of the Council Chambers, or leave the Meeting, to do so. Speaking aloud on a device or texting on a device is not permitted in Council Chambers during the course of a Meeting.

The Chair may make exceptions to this rule for persons who require notification from outside the Meeting relating to a circumstance of necessity. Examples include: a request for information relevant to the Meeting, or personal family medical circumstances. The ruling of the Chair in this regard is final.

6.03 **Recordings:**

No person may record the proceedings of a Meeting in any manner (apart from taking personal notes) without the prior permission of the Assembly.

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6.04 Language; Dress Code:

No person shall, at any time during a Meeting, use disrespectful, foul or offensive, un-parliamentary, insulting or slanderous words against any other person or any order of government. Dress code for Meetings is business casual.

6.05 Improper Conduct:

No person shall, at any time during a Meeting, demonstrate improper conduct. Improper conduct is any behavior which detracts from the orderly progression of the business at hand in any Meeting. Improper conduct includes:

- speaking out of turn;
- addressing the Assembly without being recognized by the Chair;
- arguing (as opposed to debating) or shouting;
- creating noise in order to disrupt the Meeting;
- making gestures in order to disrupt the Meeting;
- waving signs or placards;
- failing to follow the directions or sanctions of the Chair;
- foul or offensive language; and/or
- disrespect or name-calling.

6.06 Potentially Dangerous Items:

No person shall bring into the Council Chambers (or other Meeting location) an item which is a weapon or which could be used as a weapon. The Chair will request the bearer to remove the item immediately.

6.07 Chair's Rulings to be Respected:

All persons in attendance at a Meeting shall observe and obey the directions of the Chair.

6.08 Sanctions against Members:

Should any Member of Council persist in disobedience after having been called to order by the Chair, the Chair may, immediately, require that Member to leave their seat for the balance of the Meeting. The question requires no seconder and no vote.

If the offending Member apologizes, they may, at the call of the Chair, be permitted to retake their seat.

6.09 Sanctions against Others:

Where a person other than a Member disregards any one or more of the rules set out in this By-law, the Chair shall advise the person of their error, remind him or her of the rules, and request that they adhere to the rules.

If the person repeatedly ignores the rules, the Chair may ask the person to leave the premises. Where a person refuses to leave the premises, they may be escorted from the building.

Council may, at its discretion, prohibit one or more persons from being eligible to request Deputations or Presentations for a period of time.

Council may, at its discretion, issue a notice under the *Trespass to Property Act*, R.S.O. 1990, c. T.21, as amended, to any person prohibiting their attendance to any place or places that Council considers appropriate. A copy of all such notices shall be provided to the police for enforcement purposes.

Part Seven: Motions, Rules of Debate, and Voting

7.01 General Rules Governing Motions:

- a) The Chair may request that any motion be put in writing.
- b) Once a motion is moved and seconded, it belongs to the Assembly, and must be dealt with, unless the Assembly determines (by majority vote) that the motion be withdrawn. No other motion which is not relevant to the motion on the floor may be made until the motion has been voted upon.
- c) Motions printed in the agenda package, or otherwise forwarded in writing, need not be read aloud, however, any Member may request that the Chair read the motion, in full, in order to facilitate clear understanding.
- d) Where motions are made verbally, the Clerk shall confirm the wording of the motion with the mover prior to the seconder being named.
- e) A motion which contains more than one element may be divided prior to taking the vote, such that each portion of the motion, or some portions of the motion, is voted upon individually. This enables a Member who agrees with some of the elements of the motion, but not all of them, to vote accordingly. Any Member can ask to have a question divided at any time prior to the vote being taken on the question. Questions are divided without a resolution of Council, upon the request of any Member, without the necessity for a seconder.

7.02 Motions Introduced Upon Notice of Motion:

- a) Certain motions may only be made after first having providing written notice of

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motion. These are:

- a motion to reconsider an item, as set out in Section 7.09 of this By-law;
- a motion to discharge a Committee or alter its membership;
- a motion to amend the current year's budget (after it has been approved);
or
- a motion to amend this By-law.

- b) Where a motion must be brought with notice, the notice of motion shall be delivered to the Clerk no later than four o'clock p.m. on the Thursday before date of the Meeting at which it will be heard. If that day, or the Friday of that week, is a statutory holiday, as observed by the Corporation, the notice is to be received by the Clerk before four o'clock on the Wednesday prior to the Meeting. The notice of motion shall contain the intended motion, printed in full. The motion shall be submitted to the Clerk in writing under the signatures of the mover and seconder.
- c) The motion to which the notice of motion refers may be debated at the next Regular Council Meeting following the Meeting at which publication of the notice of motion occurred. If the mover is absent, the debate shall be deferred to the next Meeting.

7.03 **Amendments to a Motion:**

- a) Minor amendments to a motion on the floor, such as to correct a spelling or grammatical error, or a person's title, etc., can be undertaken through the friendly amendment process without formal motion. A Member may point out the error, and, provided both the mover and seconder of the motion agree, the correction may be made.
- b) A motion may be made for a more substantive amendment to a motion that is on the floor (the "main motion"). It must be moved and seconded. It is debatable and can be amended. A motion to amend, if seconded, interrupts the debate on the main motion, and debate moves to the motion to amend.

The amending motion must be relevant to the motion on the floor. It must have bearing on the subject matter of that main motion.

A motion to amend cannot be contrary to the main motion. For example, if the motion on the floor is:

"Be it resolved that we purchase the vehicle",
then it would not be in order that someone move a motion to amend this motion to insert the words "do not" between the words "we" and "purchase".

- c) There can be only one additional motion made to amend a motion that is requesting an amendment to the main motion. This is called the "secondary" amending motion, and the first amending motion is the "primary" amending

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motion. If a secondary amending motion is moved and seconded, it interrupts debate on the primary amending motion.

- d) If all three motions are present, that is, there is a main motion, and a motion has been made to amend the main motion (the primary amending motion), and a motion has been made to amend the primary amending motion (the secondary amending motion), they are dealt with in the following order:

The secondary amending motion is debated and voted upon.

If that motion fails, the primary amending motion, as originally submitted, is debated and voted upon.

If the secondary amending motion passes, the primary amending motion, as amended, is debated and voted upon.

If the primary amending motion (whether amended by the secondary amending motion or not) fails, then the main motion is debated and voted upon.

If the primary amending motion (whether amended by the secondary amending motion or not) passes, then the main motion, as so amended, is debated and voted upon.

7.04 **Postponing Motions**

- a) A motion may be made to defer a motion that is under consideration. If so made, the mover and seconder shall, in the motion, set the date and/or time at which the question will again be taken up by the Assembly. If the motion to defer passes, debate on the motion is suspended until the date/time noted in the deferral motion.
- b) A motion may be made to refer a motion that is under consideration to another body or person for further investigation, information and/or reporting. If so made, the mover and seconder shall, in the motion, specify to whom that question is being referred, with detail about the further information required before the question can be returned to the Assembly for further consideration.
- c) A motion may be made to "lay a matter on the table". If so made, the mover and seconder shall, in the motion, specify the reason, and the time at which the matter will be lifted from the table (this may be a specific time or the occurrence of an event, such as after the arrival of a relevant person with information relating to the matter). The motion is not debatable nor amendable. If passed, debate on the motion is suspended until later in the Meeting, when the time is reached or the event has occurred.

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7.05 **Raising Points of Order or Points of Privilege**

- a) Neither of these points require a seconder. A Member may, at any time, raise either point, and the Chair shall rule on the point. The Chair may require the Member to expand upon and/or clarify the point. No other business of the Assembly may take place until the point is addressed.
- b) Neither of these points is debatable. The point is made, and the Chair makes their ruling. The Chair may address their ruling to the Assembly or to one Member in particular, as appropriate.
- c) A Member may bring a motion to "challenge" the ruling by the Chair. It must be seconded. It may be debated, but may not be amended. Unless such a motion is made and the resolution carried, the Chair's ruling on the point is final.

7.06 **Interruptions**

- a) A motion may be made to recess the Meeting for a specified period of time. It must be seconded, and is not debatable, but may be amended.
- b) A motion may be made to adjourn the Meeting prior to the completion of all matters on the agenda. It must be seconded, and is neither debatable nor amendable. If the motion is made, and it fails, no other motion may be made to adjourn the Meeting prior to the completion of the agenda.

7.07 **Debate:**

- a) When a motion has been moved and seconded, the Assembly may debate the motion. The Chair may read or state the motion for debate for clarity.
- b) The Member who moved the motion has the right to speak to the matter first and last. All other Members are restricted to speaking to the matter once only, and for a maximum of five minutes. This notwithstanding, any Member may concisely ask a question only for the purpose of obtaining information relating to the motion under discussion.
- c) The Chair may participate in the debate, and, if they do so, they do not need to leave their seat in order to do so.
- d) All debate is undertaken through the Chair, and all Members debating the motion shall address comments to the Chair. The Chair recognizes speakers in the order in which they indicated a wish to participate in the debate.
- e) When a Member has the floor, no other Member may interrupt him or her except on a Point of Order or a Point of Privilege.

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- f) Members must speak only on the subject matter in debate.
- g) Members must obey the rules of the Council and all decisions of the Chair or Council relating to questions of order or practices, or the interpretation of the Rules of Proceeding.
- h) Any Member may require the question or motion under discussion to be read at any time during the debate, but may not interrupt another Member while they are speaking.
- i) No Member may criticize any prior decision of the Council. A notice of motion to reconsider a prior decision of Council is not criticism for the purposes of this Rule of Proceeding.
- j) When debate has concluded, the Chair shall put the question to the Assembly for a vote. When the Chair is putting the question, no Member shall leave the Meeting or make any disturbance.
- k) A motion may be made (moved and seconded) to close the debate (or "put the question"). Such motion is not debatable or amendable, and requires a 2/3 majority vote. If the motion carries, a vote on the motion must be immediately called, with no further discussion or debate.

7.08 **Voting:**

- a) The Chair shall call the question, asking first for a show of hands of those Members who are in favour of the motion, followed by a call for a show of hands of those Members who are opposed to the motion, if necessary. After the vote, the Chair shall declare whether or not the motion has carried.
- b) No votes may be taken upon a ballot or in secret. Voting is by show of hands, unless a Recorded Vote has been requested.
- c) The vote of every Member, including the Chair, has equal weight. The Chair need not vote if they choose not to vote, and such abstention is not considered a negative vote. Where there is a tie vote in the absence of a vote from the Chair, the Chair shall vote on the matter to resolve the tie.
- d) In circumstances where there are an equal number of votes in favour of a question and against the question, the question fails.
- e) Every Member present shall vote upon each question, subject to applicable law (such as, for example, the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended). Subject to paragraph 7.08(b) above, if a Member abstains from voting without legal reason, their vote shall be counted as a negative vote.

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- f) Prior to the time that the question is called, any Member can request a Recorded Vote. This request does not require either a seconder or a resolution of the Council. Where a Recorded Vote is taken, the Clerk shall ask each Member in turn to state aloud whether they are in favour of, or opposed to, the question, and shall announce and record the result. The minutes of the Meeting shall reflect the votes of each Member.
- g) If a Member believes that the Chair's declaration of the vote result is in error, they may request that the question be called again for the purpose of a Recorded Vote.
- h) When the question has been put to a vote by the Chair, no Member shall speak to the question nor make any other motion until after the vote has been taken and the result declared.
- i) When the Chair calls for the vote on a question, each Member shall occupy their seat and shall remain in their place until the result of the vote has been declared by the Chair. During that time, no Member shall cross the floor to speak to another Member, or make any comment or other disturbance.

7.09 **Revisiting Prior Decisions of Council:**

- a) As set out in Paragraph 7.08(g) of this By-law, any Member can request a Recorded Vote after an unrecorded vote has been taken on any question before the Assembly if there is doubt about the accuracy of the result of the vote, or if the Member wishes the vote recorded for any other reason. This is not a formal reconsideration of the original vote.
- b) Any decision of the Council made by resolution is effective for the term of that Council, subject to reconsideration. Any decision of the Council made by by-law is effective until that by-law is amended or repealed.
- c) No decision of Council can be subject to re-consideration without new facts or information being provided which was not available to the Council when the matter was originally before the Assembly. Should a Member wish to have the Council reconsider a matter that has been decided, or wishes to have the Council repeal a by-law which has been passed, during the term of that Council, they shall provide a notice of motion indicating the decision that they wish to have revisited, and providing the additional information which was not available to the Assembly when the original decision was made.
- d) A matter may only be reconsidered once during a term of Council unless a motion is passed by the Assembly to waive this rule.
- e) If a motion to reconsider has been adopted, it temporarily nullifies the previous

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decision and places the matter back at the point prior to taking the vote on the original motion as adopted. The original motion shall become the next order of business after the passing of a resolution to reconsider.

7.10 **Voting on the Passage of By-laws**

All by-laws are debatable with the exception of the confirming by-law.

Part Eight: Rules for Addressing the Assembly

8.01 **Audience:**

Any person may attend a Council Meeting to observe the proceedings. Persons in attendance should sign the attendance sheet provided, but are not required to do so.

Persons in the general audience do not have permission to address the Assembly.

8.02 **Media:**

Persons representing public media are welcome to attend Council and Committee Meetings. They will be requested to leave the Meeting should a resolution be passed to enter closed session.

8.03 **Request to Make a Deputation:**

Any person wishing to address Council as a Deputant must make a written request to the Clerk no later than four o'clock p.m. on the Thursday before the commencement of the Meeting of the Council. If either that day, or the Friday of that week, is a statutory holiday, as observed by the Corporation, the notice is to be received by the Clerk before four o'clock p.m. on the Wednesday prior to the Meeting.

A Deputation request may be submitted after the deadline noted above if the Deputation relates to an item of business included on the Meeting's agenda. In that case, the Clerk shall advise the Chair that the motion to amend the agenda for that Meeting should include the Deputation as a new item.

The written request for the Deputation shall be legibly written and must include:

- a) The subject matter on which the person wishes to address the Council;
- b) The outcome that the person is seeking;
- c) The efforts, if any, the person has made to achieve the desired outcome working with Administration prior to making their request of Council; and
- d) Whether the Deputant wishes to address the Assembly virtually, through electronic connections, or whether the Deputant will appear in person at the Meeting.

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If the Deputant introduces other printed material or information at the Meeting, it must relate to the information in the written request.

The written request will be included in the agenda as a matter of public record and should not contain any confidential information that the Deputant does not wish to be made public.

If the written request is lengthy or contains material that is complex or expensive to copy, the Deputant may be required to pay a fee for the reproduction of the material, or may be required to bring six copies of the material to the Clerk for distribution in the agenda package.

8.04 **Restrictions on Deputations:**

The Clerk shall not include in any Meeting agenda a request for a Deputation in any of the following circumstances:

- a) the Deputation relates to a subject matter that is not within the jurisdiction of the Corporation;
- b) the Deputation relates to existing or potential litigation involving the Corporation;
- c) the subject matter has already been presented to Council by the Deputant, or an organization to which the Deputant belongs or is affiliated, within the same term of Council;
- d) the subject matter is a request to re-consider an earlier decision made by the Council within the same term of Council; or
- e) the correspondence seeking the Deputation contains language that is disrespectful, foul or offensive, insulting or slanderous against any person.

8.05 **Appeal of the Refusal:**

Where the Clerk has refused a Deputation request in accordance with Section 8.04, the person making the request may seek an exemption from Section 8.04 in writing. The Clerk will report to Council on the request for the exemption, outlining why, in their opinion, Section 8.04 applies. By resolution of Council, an exception to the rules in Section 8.04 may be made, in which case, the Deputation will be scheduled for the next Regular Meeting of the Council which is acceptable to the Deputant.

8.06 **Distribution of Additional Material:**

If a Deputant wishes to distribute additional documents as information at the Meeting, a copy of the documents submitted must be retained by the Clerk as part of the record of the Council Meeting. If the Deputant provides information electronically, they must provide the Clerk with an electronic copy of the information, identical to that which was shared with the Assembly, as part of the record of the Council Meeting.

8.07 **Deputation Time Limit:**

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Deputations are restricted to ten minutes in length, exclusive of a period of questioning at the conclusion of the Deputation. Regardless of the number of persons who are part of the Deputation, the time limit remains ten minutes unless this rule is relaxed through a resolution of the Assembly.

8.08 **Rules Relating to Deputations:**

A Deputation is an opportunity to provide information to Council – it is not a time to question Members of Council and receive answers, or enter into debate with any Member of Council. Persons wishing to question Members of Council on any issue must do so outside of Meeting times.

Deputants must restrict their comments to the subject matter outlined in their requests for Deputation.

Where more than one person has requested to address Council on the same subject matter, the Chair may request that Deputations subsequent to preceding Deputations only bring forward new information.

Members may ask questions of Deputants for the purpose of understanding of the issue.

Where a Deputant has requested that the Council take action, the request shall be referred to administration for a report to be brought forward at a future Meeting.

8.09 **Request to make a Presentation:**

The Chair of the Meeting may require the Clerk to schedule a Presentation.

Any person wishing to make a Presentation must make a written request to the Clerk no later than four o'clock p.m. on the Thursday before the commencement of the Meeting of the Council. If either that day, or the Friday of that week, is a statutory holiday, as observed by the Corporation, the notice is to be received by the Clerk before four o'clock p.m. on the Wednesday prior to the Meeting.

The written request to make a Presentation shall be legibly written and must include:

- a) the subject matter on which the Deputant will address the Council; and
- b) whether the Deputant wishes to address the Assembly virtually, through electronic connections, or whether the Deputant will appear in person at the Meeting.

The request shall include copies of any written or electronic information that will be provided to the Council during the Presentation, for distribution with the agenda.

If the material to be distributed is lengthy or contains material that is complex or

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expensive to copy, the Deputant may be required to pay a fee for the reproduction of the material, or may be required to bring six copies of the material to the Clerk for distribution in the agenda package.

8.10 **Restrictions on Presentations:**

Only one Presentation may be scheduled at any Regular Council Meeting. Requests for other Presentations shall be scheduled at a future Meeting.

The Clerk shall not include in any Meeting agenda a request for a Presentation in any of the following circumstances:

- a) the Presentation relates to existing or potential litigation involving the Corporation;
- b) the Presentation would duplicate a Presentation previously provided during the term of Council;
- c) a Presentation has already been scheduled for the Meeting for which the person wishes to make the Presentation; or
- d) the correspondence seeking the Presentation contains language that is disrespectful, foul or offensive, insulting or slanderous against any person.

8.11 **Appeal of the Refusal:**

Where the Clerk has refused a Presentation request in accordance with Section 8.10, they shall advise the Chair. The Chair may over-rule the Clerk's decision, and allow the Presentation despite Section 8.10. The Chair's decision in this regard is final.

8.12 **Distribution of Additional Material:**

If a Presenter wishes to distribute additional documents as Presentation information at the Meeting, a copy of the documents submitted must be retained by the Clerk as part of the record of the Council Meeting. If the Presentation involves information provided electronically, the Deputant must provide the Clerk with an electronic copy of the information, identical to that which was shared with the Assembly, as part of the record of the Council Meeting.

8.13 **Presentation Time Limit:**

Presentations are restricted to twenty minutes in length, exclusive of a period of questioning at the conclusion of the Presentation. This time limit may be extended by a resolution of the Assembly.

8.14 **Rules Relating to Presentations:**

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The purpose of a Presentation is to provide information to Council – it is not a time to question Members of Council and receive answers, or enter into debate with any Member of Council. Persons wishing to question Members of Council on any issue must do so outside of Meeting times.

8.15 **Petitions:**

Members of the public may, from time to time, present written petitions to individual Members of Council or to the Clerk. Every petition to be presented to the Council, shall be legibly written or printed, shall not contain any obscene or improper matter or language, and shall be signed by at least one person, and filed with the Clerk. Any petitions meeting these requirements, and regarding matters that are within the jurisdiction of Council, that are received by the Clerk at or prior to four o'clock p.m. on the Thursday prior to the next Council Meeting shall be included in the agenda for that Council Meeting. If either that day, or the Friday of that week, is a statutory holiday, as observed by the Corporation, the petition is to be received by the Clerk before four o'clock p.m. on the Wednesday prior to the Meeting.

Part Nine: Records: Resolutions, Minutes and By-laws, and Pending List

9.01 **Minutes:**

The Clerk shall record the minutes of the Meetings of Council or of Committee of the Whole. The Secretary of the Committee shall record the minutes of the Meetings of that Committee.

Minutes shall record:

- a) the place, date and time of the Meeting;
- b) the name of the Chair;
- c) a record of attendance of the Members;
- d) a record of attendance of those members of the public who attended and signed to indicate their attendance;
- e) all disclosures of pecuniary interest in accordance with Other Applicable Law, together with a statement of the reason that the interest was declared; and
- f) the decisions with respect to all of the matters of business set out in the agenda, without note or comment.

9.02 **Approval of Council Minutes:**

Minutes of every Council Meeting shall be prepared after the Meeting and brought forward to the next Council Meeting for approval.

Confidential minutes of Closed Meetings shall be prepared after the Meeting and brought forward to the next Council Meeting for approval in closed session. Where

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there are no other matters on the agenda to be considered in closed session, the minutes of the Closed Meeting may be held back for approval until such time as there is a scheduled closed session Meeting or closed portion of an open Meeting.

Approved Minutes must be signed by the Chair and the Clerk who were at the Meeting. Once signed, the Minutes shall be sealed with the Corporation's seal, and deposited with the Clerk for safekeeping

Decisions of the Council are binding decisions prior to the approval of the minutes of the Meeting at which they were made.

9.03 **Approval of Committee of the Whole Minutes:**

Resolutions made at Committee Meetings shall be recorded in the minutes of the Meeting as recommendations to Council. Minutes of Committee of the Whole Meetings shall be prepared after the Meeting and brought forward to the next Council Meeting for ratification.

Decisions made at the Committee Meetings, including Committee of the Whole Meetings are not binding decisions unless and until the recommendations contained in the Minutes of the Committee Meeting are ratified at a Council Meeting.

9.04 **Receipt of Committee Minutes:**

Minutes of Committee Meetings (other than Committee of the Whole Meetings) shall be prepared by the Committee's Secretary after the Meeting and provided to the Clerk for inclusion in the next Council Meeting for receipt.

Decisions made by Committees are not "approved" by Council through receipt of the minutes of the Committee. Any decision made by a Committee that requires Council approval shall be brought forward to the Council, through a report or through correspondence, as a recommendation for consideration. A resolution of Council is required to approve Committee actions or decisions unless the action or decision is within the Committee's power in accordance with its terms of reference.

9.05 **Agenda Packages:**

The agenda packages for each Council or Committee of the Whole Meeting shall be retained by the Clerk in a file which contains the entire package that was distributed to Members of Council, the attendance record of the Meeting, and all documents or other material that was distributed at the Meeting.

9.06 **Resolutions:**

Resolutions shall be sequentially numbered in the Minutes for ease of reference, consecutively, on an annual basis.

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9.07 By-laws:

Unless it is a requirement of Other Applicable Law (as is the case, for example, for by-laws passed under the *Drainage Act*, R.S.O. 1990, c. D.17, as amended), the passage of a by-law does not require three readings. Except as required by Other Applicable Law, all by-laws will be passed with a single resolution.

By-laws will be introduced with a sequential numbering system. For by-laws that are frequently passed, a number may be reserved by the Clerk which may be out of sequence with other by-laws.

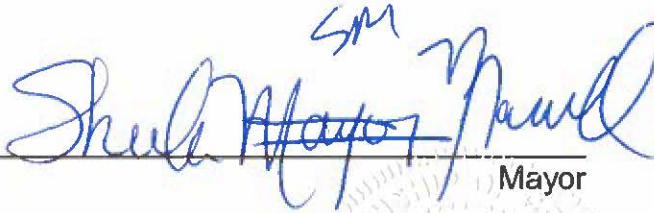
Once passed, by-laws must be signed by the Chair and the Clerk who were at the meeting at which the by-law was passed. Once signed, all by-laws shall be sealed with the Corporation's seal, and deposited with the Clerk for safekeeping.

At the end of each Meeting of the Council, the Clerk shall present to the Assembly a by-law to confirm all of the proceedings that took place at that Meeting.

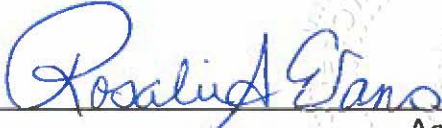
9.08 Pending List:

All matters brought to Council for consideration that have not been finally disposed of, or that have been referred to Committees (or others), or deferred to a future date, shall be maintained by the Clerk in an index. The Clerk shall track the progress of the unfinished business matters until such time as they have been finally dealt with.

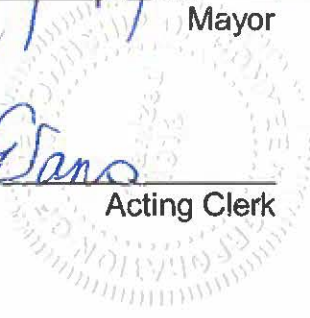
Enacted and Passed this 26th day of November, 2024



Mayor



Acting Clerk





Schedule "A": Closed Meeting Rules from the Act

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

- (a) the security of the property of the Corporation;
- (b) personal matters about an identifiable individual, including Corporation employees;
- (c) a proposed or pending acquisition or disposition of land by the Corporation;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a Council or Committee may hold a Closed Meeting under Other Applicable Law;
- (h) information explicitly supplied in confidence to the Corporation by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Corporation, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the Corporation and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Corporation; or
- (l) in circumstances where both of the following conditions are met:
 - i) the meeting is held for the purpose of educating or training the members; and
 - ii) at the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.

A Meeting or part of a Meeting shall be closed to the public if the subject matter being considered is,

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council is the head of an institution for the purposes of that Other Applicable Law; or
- (b) an ongoing investigation respecting the Corporation or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman

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referred to in subsection 223.13 (1) of the Act, or the investigator referred to in subsection 239.2 (1) of the Act.

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

Date: September 9, 2025

To: Mayor and Council

Subject: Sarjeant Propane Contract Renewal – Pricing Changes

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

That Council approve the renewal of the Township's propane supply contract with Sarjeant Propane for a fixed rate of \$0.6300 per litre for the term of **September 1, 2025 to August 31, 2027**, and that the Clerk be authorized to execute the agreement once the final paperwork is received.

BACKGROUND:

Sarjeant Propane has been the Township's propane supplier for several years, providing fuel for municipal facilities. The current contract rate is **\$0.689 per litre**, which is set to expire on **August 31, 2025**.

On August 25, 2025, Meaghan Roeck, Sales & Customer Experience Supervisor at Sarjeant Propane, contacted the Township to propose a new two-year fixed pricing agreement. The proposed rate is **\$0.6300 per litre**, effective **September 1, 2025 through August 31, 2027**. This represents a **decrease of \$0.059 per litre**, offering cost savings and budget stability over the next two years.

Sarjeant has confirmed that no deliveries are expected before the new rate takes effect, and that the Township will not experience any service disruptions.

The formal agreement is forthcoming and will be provided by Sarjeant Propane for signature. Once received, it will be reviewed and signed by the Clerk, pending Council approval.

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

Date: September 9, 2025

To: Mayor and Council

Subject: Administrative Activity Report

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

That Council pass the by-law authorizing the acceptance of the gift of land from Daphne Mae Passley, and that the Mayor and Clerk be authorized to execute all necessary documents to complete the transaction, and that the Township pay the donor's reasonable legal costs and the outstanding 2025 property taxes.

BACKGROUND:

Administration's updates to Council on its ongoing activities

DISCUSSION:

The Township of Conmee has been offered a parcel of land as a gift from Daphne Mae (Passley) Roberts. The legal description of the property is:

**PCL 2155 SEC DFWF; PT S ½ LT 3 CON 6 CONMEE PT 1 55R6840; CONMEE
PIN 62303-0083 (LT)**

Legal counsel Allan G. McKittrick has prepared a by-law authorizing the acceptance of the gift. The donor has agreed to transfer the land without adjustments, and the Township will cover the donor's reasonable legal costs associated with the transaction.

A Tax Certificate issued by the Township indicates a balance of **\$336.62** in 2025 property taxes, which will be addressed as part of the closing process.

Financial Implications

- **Legal Costs:** The Township will pay the donor's reasonable legal fees, to be submitted following passage of the by-law.
- **Property Taxes:** \$336.62 outstanding for 2025, to be paid by the Township.

Memorandum

TO: **Karen Paisley, Clerk**

FROM: **Allan G. McKittrick**

SUBJECT: **Purchase from Passley**

DATE: **August 27, 2025**

AGM:gb

Hello Karen,

Here is the By-law to authorize the acceptance of the gift.

As shown on the Tax Certificate you recently forwarded there is a remainder of taxes for 2025 of \$336.62.

If agreeable, please forward a copy of the By-law when passed and I will obtain and forward Donor's legal account relating to the transaction.

Regards



Allan G.



Allan G. McKitrick,
K.C., J.D.

Allan D. McKitrick,
L.L.B., B.A.

Candace L. Hilchuk,
J.D., B.Sc.

Anne-Marie L. McKitrick,
J.D., M.A., B.P.R.

August 27, 2025

SENT VIA E-MAIL: beth@atwoodlaw.ca

Attention: Beth Calonego
Atwood Labine
1136 Alloy Drive
Second Floor
Thunder Bay, ON
P7B 6M9

Dear Ms. Calonego

Re: The Township of Conmee p/f D. Passley

Attached is a draft by-law to authorize acceptance of the land as a gift to the Municipality.

We did not contemplate that there would be any adjustments but provided that the Municipality would pay the owner's reasonable costs.

If agreeable to you please advise and we will present the By-law for approval after which we will be ready to proceed toward closing.

Yours very truly,

McKITRICKS

Per:

Allan G. McKitrick, K. C.
AGMcK:mk

Encl.

Callon Block
17A Cumberland Street South
Thunder Bay, ON
P7B 2T3

Tel: (807) 345-1251
Toll Free: 1-800-465-3938
Fax: (807) 345-0043
email: mckits@tbaytel.net

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-030

Being a By-law to accept a Gift of Land.

WHEREAS it is desirable to accept a gift of the lands hereinafter described from Daphne Mae Passley;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CONMEE HEREBY ENACTS AS FOLLOWS;

1. The Corporation is authorized to acquire the following lands for nominal consideration without adjustments, being a gift from the owner, Daphne Mae (Passley) Roberts,

PCL 2155 SEC DFWF; PT S ½ LT 3 CON 6 CONMEE PT 1 55R6840; CONMEE

Being all of the PIN 62303-0083 (LT)

2. The Municipality is authorized to pay the donor's reasonable costs relating to the transaction as approved by the Clerk.
3. The Mayor and Clerk are authorized to execute such documents and take such action as may be necessary to complete the aforementioned transaction.
4. This By-law shall come into force and take effect upon the final passing hereof.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 9th DAY OF SEPTEMBER, 2025

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley

255 Metcalf St., Postal Bag 729
Tweed, ON K0K 3J0
Tel.: (613) 478-2535
Fax: (613) 478-6457



Email: info@tweed.ca
Website: www.tweed.ca
facebook.com/tweedontario

To: All Ontario Municipal Councils

Collaborative Action on Sustainable Waste Management in Ontario

As members of municipal councils, we share a responsibility to make decisions that result in the most positive outcomes for both our current residents and future generations. The management of municipal waste is one of the most pressing environmental challenges we face today.

Large urban centres are increasingly looking to rural areas for land to bury garbage waste. Continuing to bury garbage in the ground will inevitably lead to serious consequences:

Globally, solutions already exist. Clean incineration technology can drastically reduce the volume of waste going to landfills while producing much needed electricity. Germany serves as an inspiring model, operating 156 municipal thermal waste incineration facilities with an aggregate annual capacity of 25 million tonnes. At the same time, Germany recycles 66.1% of its municipal waste, the highest rate in the world, driven by strong community engagement, innovative infrastructure, and early education programs that foster a culture of sustainability.

We believe Ontario can and must do better.

We are calling for:

1. The creation of a provincial working group composed of municipalities, the Provincial and Federal Governments, and manufacturing partners;
2. A commitment to exploring and implementing clean incineration, stronger recycling programs, and other sustainable practices;
3. Support from municipal councils across Ontario to advocate for immediate action at all levels of government.

We respectfully request that your council consider supporting this initiative by passing a similar resolution and communicating your support to Premier Doug Ford, the opposition parties, and other relevant stakeholders. By acting together, we can ensure that waste disposal in Ontario is managed quickly, efficiently, and sustainably protecting our environment and safeguarding our communities for generations to come.

Jim Flieler
Councillor, Municipality of Tweed

Resolution for Incineration and a more Robust Recycling Program

Whereas It is incumbent upon the members of council, MPP's and MPs to make the decisions that will result in the most positive outcomes for now and future generations

And Whereas with large urban centres now looking in rural areas of our province and entire country for lands to bury their garbage waste

And Whereas a large landfill site owned by a large urban centre which receives 50% of their garbage at the present time is expected to be full by 2029 creating more environmental impacts

And Whereas continuing to bury garbage in the ground will result in our future generations having lost potable groundwater as a result of garbage leachate rendering it unusable.

And Whereas burying garbage, particularly organic waste in landfills, leads to the production of methane a greenhouse gas, which escapes into the atmosphere and contributes to climate change causing more environmental destruction.

And Whereas we continue to destroy our environment jeopardizing our future generations

And Whereas we have worldwide technology that will allow us the use of clean incineration and also produce much needed electric energy

And Whereas the incineration of household and other municipal waste has a long tradition in Germany, which currently has 156 municipal thermal waste incineration facilities with an aggregate annual capacity of around 25 million tons

And Whereas with a strong focus on community involvement, innovative infrastructure, and sustainable practices, Germany has set a high bar for municipal recycling programs that the rest of the world can learn from and emulate.

And Whereas at the present time, Germany recycles 66.1% of its garbage waste at a municipal level. This places the country as the most effective and prominent country when it comes to recycling in the entire world. This highlights the citizen's strength and motivation to deal with environmental issues on a daily basis.

And Whereas German schools often integrate recycling education into their curriculum. This early exposure to the importance of recycling instills a sense of responsibility in the younger generation, creating a culture of sustainability that transcends generations.

Now Therefore be it resolved that Council direct staff to investigate the possibility of working together with Ontario Municipalities, Provincial and Federal Governments as well as our manufacturing partners to form a working group to ensure that our waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices so that our future generations will not suffer from our environmental mismanagement and to request support from these organizations as well as letters being sent to all municipalities in Ontario, Premier Ford and the opposition parties.

**Municipality of Tweed Council Meeting
Council Meeting**



Resolution No.

355

Title:

Notice of Motion - Incineration and a More Robust Recycling Program

Date:

Tuesday, August 12, 2025

Moved by

Councillor J. Flieler

Seconded by

Councillor P. Valiquette

BE IT RESOLVED THAT Council direct staff to investigate the possibility of working together with the Ontario Municipalities, Provincial and Federal Governments as well as our manufacturing partners to form a working group to ensure that our waste disposal issues can be resolved quickly, efficiently and effectively with the use of incineration, more robust recycling programs and sustainable practices so that our future generations will not suffer from our environmental mismanagement and to request support from these organizations as well as letters being sent to all municipalities in Ontario, Premier Ford and the opposition parties.

Carried

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-031

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 September 9th, 2025, with respect to each motion, resolution and other action passed and taken by this Council at the meeting, are adopted, ratified and confirmed as if such proceedings and actions had been expressly adopted and confirmed by by-law.

2. Execution of all Documents

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

Passed this 9th day of September, 2025.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley