

MINUTES - REGULAR COUNCIL MEETING

Tuesday, October 28th, 2025 – 6:00 pm

PRESENT Mayor Sheila Maxwell
Councillor Grant Arnold

PRESENT VIRTUALLY Councillor David Maxwell

REGRETS Councillor Chris Kresack

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

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:02 pm
Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

RESOLUTION 2025 – 211

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of October 28th, 2025, be approved as circulated.

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

No declarations were made.

4. TOWN HALL SEGMENT

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

5. DEPUTATIONS

No deputations were scheduled for this meeting.

6. MINUTES OF PREVIOUS MEETING(S)

6.1 Minutes – Regular Council Meeting – October 14th, 2025

Council present reviewed the minutes of the October 14th, 2025, Regular Council Meeting. No amendments were requested.

RESOLUTION 2025 - 212

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the minutes for the open session of the regular council meeting of October 14th, 2025, be approved as circulated.

CARRIED

7. DISBURSEMENT LIST

7.1. Payroll Report

No report this meeting.

RP SIM

7.2. Payment Register

Council reviewed the payment register, including electronic bank payments and cheque disbursements. There were no questions for the Treasurer.

RESOLUTION 2025-213

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, cheque numbers 7598 to 7615 totalling \$60,830.34.

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk reported that Conmee Township was approved for \$15,000 in FireSmart Communities Transfer Payment Program funding to support the development of a Wildfire Protection Plan and hazard forest mapping. She advised that she will be consulting with the Fire Chief regarding proposals to engage a certified consultant for this work. The Clerk also noted progress on emergency management training, having completed several courses, and highlighted the upcoming province-wide tabletop exercise scheduled for November 2026, which will simulate a three-day power outage and fulfill the Township's emergency exercise requirement for that year. She attended a Ministry of Environment workshop on modernizing compliance policies and noted municipalities may need to develop bylaws for dust, noise, and odour complaints. The Clerk advised that construction has begun on the loading dock entry repairs. The Clerk submitted the enabling bylaw to the law firm for review. She registered for the 2026 Zone 9 Municipal Elections Training Program on May 4, 2026.

The Clerk requested Council approval to close the office from 1:00 p.m. on December 24, 2025, until January 5, 2026, due to staff vacation scheduling. She also requested Council consider revising the 2026 summer meeting schedule to one meeting in July and one in August.

8.2. Treasurer's Report

The Treasurer informed Council that administrative staff would be attending the Municipal Finance Officers' Association (MFOA) training from Wednesday afternoon through Friday morning. She confirmed that the Administrative Assistant would be present in the office during this period to ensure continuity of service.

8.3. Public Works Report

The Public Works Manager reported that recent rainfall had delayed grading operations on several roads to avoid creating muddy conditions. He confirmed that gravel hauling had continued on select roads and that six new entrances were completed. Approximately 2,800 tonnes of sand have been stockpiled, which is expected to meet the Township's winter maintenance needs for the next three years. He also reported on landfill maintenance, installation of new signage across the Township, and repairs to equipment, including battery replacements and light upgrades. The Public Works Manager noted ongoing discussions with OPG regarding potential access to surplus material and is awaiting confirmation on availability.

8.4. Fire Chief's Report

No report this meeting.

8.5. Council Member Reports

Mayor Maxwell reported on the Harvest Fun Day, noting strong community turnout and positive feedback. She highlighted the success of the Halloween party and thanked the Social Committee for their efforts. Upcoming events include the November 29th market and planning for a December holiday celebration, which may feature a tree lighting ceremony and community dinner.

KC SM

Councillor Arnold reported attending the Thunder Bay District Health Unit Directors Meeting on October 15 and a Health Unit meeting on October 24, which focused on hiring matters. He participated in the October 28 Council meeting and attended the Lakehead Region Conservation Authority (LRCA) meeting on October 29. Councillor Arnold also joined a Zoom session titled "Show Me the Money," which explored funding opportunities from federal and third-party sources, and noted that he would be attending a grant announcement scheduled for October 31.

Councillor Maxwell reported attending the October 14th Council meeting and the Harvest Fun Day. He monitored the hydro outage on October 18th and confirmed that no issues were reported at municipal facilities. He expressed appreciation for the community's preparedness and resilience during the outage.

8.6. Other Agencies' Reports

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

RESOLUTION 2025-214

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

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

9. NEW BUSINESS

9.1 Five Bridges and One Culvert – Summary Update

Council discussed the engineering reports prepared by JML Engineering, which identified structural concerns across several bridge and culvert assets in the Township. The Enders Road Bridge was flagged as a priority, with an estimated remaining lifespan of five years. The Public Works Manager advised that the bridge lacks roller bearings and is showing signs of shifting and recommended replacing it with culverts rather than reconstructing the bridge. Council agreed to defer action on the pre-design proposal submitted by JML Engineering and directed the Public Works Manager and Treasurer to obtain at least three contractor quotes for the proposed culvert replacement. Council emphasized the importance of pursuing funding opportunities through the Ontario Community Infrastructure Fund (OCIF), the federal Gas Tax Fund, and other provincial infrastructure programs. The Clerk noted that any contractor proposals would need to include permitting, environmental approvals, and coordination with the local conservation authority. Council further discussed the importance of minimizing road closure duration and ensuring continued access for emergency services during construction.

Public Works Manager left the meeting at 7:09 pm.

9.2 Appointing Fire Chief as MLEO

Council reviewed the draft bylaw and Clerk's report proposing the appointment of Fire Chief Robb Day as a Municipal Law Enforcement Officer (MLEO). Council agreed to bring the bylaw forward at the next meeting, pending confirmation from Chief Day that he is willing to accept the appointment and responsibilities. Council supported the Fire Chief undertaking MLEO training through the Municipal Law Enforcement Officers' Association or other approved providers and discussed the benefits of having enforcement capacity available at the time of an incident, particularly for fire-related infractions.

9.3 Flag Policy

Council reviewed the draft Flag Protocol Policy and directed the Clerk to revise the policy to include both present and retired employees of the Township in the criteria for lowering the flag. Council also requested that references to "Her Majesty the Queen" be updated to reflect the current reigning sovereign, "His Majesty the King." Council agreed that the policy should not be expanded to include general community events or private functions and emphasized the importance of maintaining a respectful and consistent

KP SM

approach to flag protocol. The revised policy will be brought forward at the next Council meeting for formal approval.

9.4 NWORTA Trail Update

Council received an update regarding the Northwestern Ontario Recreation Trails Association (NWORTA) and its ongoing efforts to expand and enhance the Trans Canada Trail network throughout the Thunder Bay region. The Clerk presented a draft letter of support for NWORTA's funding applications, which Council approved. Council noted NWORTA's longstanding partnership with Conmee Township and its contributions to regional recreation, tourism, and inter-community connectivity. Council expressed appreciation for NWORTA's commitment to creating safe, accessible, and sustainable trail systems that align with Conmee's goals for community well-being, environmental stewardship, and regional collaboration.

9.5 Community Safety Zone

Council discussed the potential designation of Highway 11/17 through Conmee Township as a Community Safety Zone in response to increased truck traffic and safety concerns. The Clerk provided an update on preliminary consultations with OPP Traffic Services and outlined next steps, including engagement with the Ministry of Transportation and MPP Kevin Holland. Council directed the Clerk to continue consultations and prepare the necessary documentation to support a formal request. Council also discussed the importance of gathering letters of support from relevant stakeholders, including the school board and student transportation services, and emphasized the need for improved safety infrastructure along the corridor.

10. BY-LAWS

There were no by-laws scheduled for this meeting.

11. CORRESPONDENCE

List of Resolution Support Requests from other Municipalities:

Council reviewed the following resolutions for support:

11.1-1 Township of Edwardsburgh-Cardinal – OCIF Grant

Council reviewed a resolution from the Township of Edwardsburgh-Cardinal calling on the Province to extend and enhance the Ontario Community Infrastructure Fund (OCIF) beyond 2026. The resolution emphasized the importance of predictable, indexed funding to support rural infrastructure resilience and long-term asset management. Council expressed strong support, noting that Conmee Township faces similar challenges with aging infrastructure and limited revenue capacity. OCIF funding has been critical to Conmee's ability to maintain roads, bridges, and culverts.

Resolution 2025-215

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Council of the Township of Conmee supports the resolution from the Township of Edwardsburgh-Cardinal to extend and expand the OCIF grant;
AND FURTHER THAT this resolution be forwarded to the Honourable Kinga Surma, Minister of Infrastructure; the Honourable Rob Flack, Minister of Municipal Affairs and Housing; MPP Kevin Holland; and the Township of Edwardsburgh-Cardinal; and the Association of Municipalities of Ontario (AMO).

CARRIED

11.1-2 Township of Plympton-Wyoming – Conservation Authority Fees

Council reviewed a resolution from the Township of Plympton-Wyoming requesting that the province reconsider its freeze on conservation authority fees, which may shift costs onto municipalities and affect service delivery. Council supported the resolution and agreed to submit a letter of support to the Township

KP SM

of Plympton-Wyoming and Conservation Ontario. Members noted that while Conmee is less directly impacted, the issue affects conservation authorities province-wide and has implications for municipal budgets and environmental stewardship.

UPCOMING MEETING DATES

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

13. CLOSED SESSION

RESOLUTION 2025-216

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the time being 8:01 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 October 14th, 2025; and further, under the authority of paragraph 239(2)(h), to consider Item 13.2, being a report involving information explicitly supplied in confidence to the municipality by another order of Canadian government or government agency; and under paragraphs 239(2)(a) and 239(2)(d), to consider Item 13.3, involving personal matters about identifiable individuals and/or labour relations or employee negotiations; and finally, under paragraph 239(2)(i), to consider Item 13.4, involving information supplied in confidence that pertains to trade secrets or scientific, technical, commercial, financial, or labour relations matters.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-217

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT, the time being 8:23 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION

Council confirmed by consensus its intention to extend JML Engineering's bridge and culvert inspection contract for the 2026–2027 term.

RESOLUTION 2025- 218

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on October 14th, 2025, be approved; AND FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

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15. CONFIRMING BY-LAW

By-law 2025-035

RESOLUTION 2025-219

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell


BE IT RESOLVED THAT By-law 2025-035 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. 2025-035, 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 8:24 pm.



Mayor Sheila Maxwell



Clerk Karen Paisley