

MINUTES - REGULAR COUNCIL MEETING
Wednesday, November 12th, 2025 – 6:00 pm

PRESENT Mayor Sheila Maxwell
Councillor Grant Arnold
Councillor David Maxwell
Councillor Chris Kresack

ALSO PRESENT Karen Paisley, Clerk
Leanne Maxwell, Treasurer

REGRETS Robb Day, Fire Chief

PRESENT VIRTUALLY Olabisi Akinsanya-Hutka, HR Assistant

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:01 pm
Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

RESOLUTION 2025 – 220

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the agenda for the regular council meeting of November 12th, 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 28th, 2025

Council present reviewed the minutes of the October 28th, 2025, Regular Council Meeting. No amendments were requested.

RESOLUTION 2025 - 221

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

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

CARRIED

7. DISBURSEMENT LIST

7.1. Payroll Report

Council reviewed the Payroll Report. There were no questions for the Treasurer.

RP GM

7.2. Payment Register

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

RESOLUTION 2025-222

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, cheque numbers 7616 to 7625 totalling \$42,740.98.

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk reported attending the Municipal Finance Officers' Association workshop with the Treasurer held November 5–7, which focused on financial planning, investment strategies, and legislative updates relevant to northern municipalities. The Clerk advised that the Township of O'Connor inquired whether Conmee had plans for the old rink boards and expressed interest in obtaining them. Council agreed to gift the boards, provided O'Connor handles transportation and removal. A letter from a resident regarding increased transport truck traffic through Kakabeka Falls was circulated for Council's information. The Thunder Bay District Health Unit completed a compliance inspection at the Community Centre on November 4. The facility received a Grade A rating with one minor issue corrected during the inspection. The Clerk confirmed that the Ontario FireSmart Transfer Payment Agreement was signed November 1 for \$15,000 in funding to support development of a Community Wildland Fire Protection Plan and hazard mapping. MTO has initiated a preliminary design and environmental assessment for widening Highway 11/17 from Kakabeka Falls to the Thunder Bay Expressway; notices were included under Other Agency Reports. The Clerk advised that the municipal tabletop emergency exercise is scheduled for Tuesday, December 9, 2025.

8.2. Treasurer's Report

The Treasurer reported on reserve fund continuity, recommending the removal of inactive reserve fund accounts with no matching balances to clean up the ledger. She noted that budget preparation will begin shortly. Council and staff discussed increasing training budgets for Council and Public Works for 2026. By consensus, Council concurred with the recommendation to close inactive reserve fund accounts.

8.3. Public Works Report

No report this meeting.

8.4. Fire Chief's Report

The Fire Chief was unable to attend the meeting due to work commitments. He provided a written report to Council prior to the meeting. The Clerk read the Fire Chief's written report. Emergency Services continued weekly training and responded to medical calls and mutual aid fire calls in October. The Chief completed NFPA Information Officer training and is enrolled in NFPA 1021 Officer training, with completion expected in December. He highlighted challenges in meeting the July 2026 certification deadline and retaining volunteers. The department currently has 10 volunteers, with varying levels of certification. The Chief recommended urgent investigation into upgrading fire apparatus and noted a possible opportunity to purchase a used water tanker from Oliver Paipoonge. He also advised that the Shabaqua Local Services Board has requested assistance to maintain its fire department. Council agreed to explore options and include this issue in the ROMA 2026 delegation request to the Ministry of the Solicitor General.



8.5. Council Member Reports

Mayor Maxwell reported attending the Northern Municipal Virtual Workshop on November 6, which provided useful insights into municipal liability and delegation best practices. She noted that while much of the content was a refresher, the session on preparing for delegations was particularly valuable. She highlighted upcoming commitments, including the Thunder Bay District Municipal League meeting and additional virtual workshops later in November.

Councillor Kresack confirmed attendance at the upcoming Local Food Bank meeting on Monday, November 17, and indicated he plans to raise the possibility of cost recovery or grant funding during that meeting. Council also discussed that the food bank dock repair has been successfully completed, improving accessibility for food deliveries.

Councillor Maxwell reported attending the Northern Municipal Virtual Workshop on November 6. He found the delegation preparation segment particularly helpful. Councillor Maxwell also confirmed participation in upcoming TBDML sessions and additional training workshops scheduled for later this month.

Councillor Arnold attended multiple virtual workshops, including sessions on municipal liability and governance, and participated in the Alpha Symposium from November 5–7, which offered valuable information on municipal matters. He also attended the LRCA directors' meeting on October 29 and a special meeting on November 17 regarding provincial changes to the Conservation Authorities Act. Councillor Arnold noted his involvement in interviews for the Thunder Bay District Health Unit, which lasted a full day, as part of the process to recruit a new Chief Administrative Officer and Medical Officer of Health. Additionally, he attended the Remembrance Day ceremony at Fort William Gardens and commented on the importance of honouring veterans. He concluded by highlighting upcoming meetings, including the Thunder Bay District Health Unit Board meeting and AMO sessions later in November.

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 2025-223

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.

9. NEW BUSINESS

9.1 2024 Reserve Fund Continuity – Auditor Confirmation

The Treasurer presented a schedule of reserve funds and recommended closing inactive accounts that have no corresponding balances. She explained that this cleanup will align the Township's financial records with actual reserves and simplify reporting. Council discussed the recommendation and by consensus, agreed that the proposed adjustments were appropriate. The Treasurer confirmed that these changes will be reflected in the year-end financial statements.

9.2 Flag Protocol Update

The Clerk presented an updated Flag Protocol Policy for Council's review. The revisions included recognition of past employees and updated references to the King. Council reviewed the proposed changes and expressed support for the updates. The Clerk advised that, upon approval, the revised policy will be initialed and added to the Township's policy manual.

10. BY-LAWS

Handwritten signature/initials in blue ink.

10.1 Bylaw 2025-036 – Appointment of Fire Chief as MLEO

Council passed By-law 2025-036 to appoint the Fire Chief as a Municipal Law Enforcement Officer for the Township of Conmee, effective January 1, 2026.

RESOLUTION 2025-224

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Bylaw 2025-036, being a bylaw to appoint the Fire Chief as Municipal Law Enforcement Officer (MLEO) for the Township of Conmee is passed.

CARRIED

HR Assistant joined the meeting at 7:03 pm

11. CORRESPONDENCE

List of Resolution Support Requests from other Municipalities:

Council reviewed the following resolutions for support:

11.1-1 Town of Bradford West Gwillimbury – GST/HST Removal from New Homes

Council reviewed a resolution from the Town of Bradford West Gwillimbury. Council noted recent provincial action on HST rebates and took no further action.

11.1-2 Halton Region – Bail Reform

Council reviewed a resolution from Halton Region relating to bail reform. Council supported the resolution and directed that a letter of support be sent to Halton Region and copied to local MPs and the Thunder Bay OPP Detachment.

11.1-3 FONOM/NOMA – Modernization of Northern Ontario's highway network – 2 + 1 program

Council reviewed a resolution from the Federation of Northern Ontario Municipalities and Northwestern Ontario Municipal Association. Council adopted the resolution and directed that a copy be forwarded to NOMA by November 30, 2025.

Resolution 2025-225

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Council of the Township of Conmee supports the resolution from the Federation of Northern Ontario Municipalities and Northwestern Ontario Municipal Association to advocate for modernization of Northern Ontario's highway network through a coordinated 2+1 program; AND FURTHER THAT this resolution be forwarded to NOMA.

CARRIED

UPCOMING MEETING DATES

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

13. CLOSED SESSION

RESOLUTION 2025-226

Moved by: Councillor Kresack

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the time being 7:23 pm, Council moved into closed session, under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, to consider Item 13.1, being the Closed Session minutes of the Council meeting held October 28, 2025, under the authority of those paragraphs of the Act for which the original meeting was closed; and under paragraphs 239(2)(b), 239(2)(d), and 239(2)(i), to consider Items 13.2 to 13.3,

involving personal matters about identifiable individuals, labour relations or employee negotiations, and confidential commercial and financial information supplied in confidence.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-227

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT, the time being 7:46 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION

RESOLUTION 2025- 228

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on October 28th, 2025, be approved; AND FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

15. CONFIRMING BY-LAW

By-law 2025-037

RESOLUTION 2025-229

Moved by: Councillor Arnold

Seconded by: Councillor Kresack

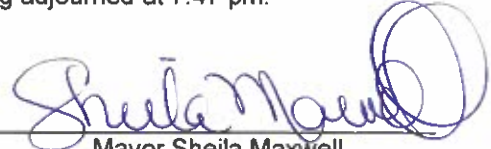
BE IT RESOLVED THAT By-law 2025-037 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-037, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

16. ADJOURNMENT

There being no further business to attend to, the mayor declared the meeting adjourned at 7:47 pm.



Mayor Sheila Maxwell



Clerk Karen Paisley