

MINUTES - REGULAR COUNCIL MEETING
April 9th, 2024 – 6:00 pm

PRESENT: Mayor Sheila Maxwell
Councillor David Maxwell
Councillor Grant Arnold
Councillor David Halvorsen

ALSO PRESENT: Shara Lavallee, CAO/Clerk
Leanne Maxwell, Treasurer
Darren Smith, Acting Public Works Manager

REGRETS: Councillor Chris Kresack

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:00 p.m.

2. APPROVAL OF AGENDA

RESOLUTION 2024-055

Moved by Councillor Arnold

Seconded by Councillor Halvorsen

BE IT RESOLVED THAT the agenda for the regular council meeting of April 9th 2024 be approved

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

None

4. DEPUTATIONS

None

5. MINUTES OF PREVIOUS MEETING(S)

5.1. Minutes – Regular Council Meeting – March 26th 2024

RESOLUTION 2024-056

Moved by Councillor Maxwell

Seconded by Councillor Arnold

BE IT RESOLVED that the Minutes of the Regular Council Meeting held on March 26th 2024 be approved

CARRIED

6. DISBURSEMENT LIST

6.1. Payroll Report
Received for information

6.2. Payment Register

RESOLUTION 2024-057

Moved by Councillor Maxwell

Seconded by Councillor Halvorsen

BE IT RESOLVED that Council approve the disbursements represented by Check Numbers 6908 through 6928 totalling \$63,678.99 and electronic bank payments totalling \$2,163.33, for a grand total of \$65,842.32

CARRIED

7. REPORTS FROM MUNICIPAL OFFICERS

7.1. Clerk's Report

The stove in the kitchen was repaired. The performance issue was due to a clogged pilot lights; also readjustments were needed. It was recommended that a regular maintenance schedule be set up, probably annual, to avoid further issues. Council agreed with the recommendation. The application for the 2nd-year funding for the Deputy Clerk-Treasurer has been received and accepted as a potential funded project. Council requested that the municipal website be updated to provide more information on the various boards and committees of which councillors are members, including websites and minutes when available.

7.2. Treasurer's Report

The auditors were in the office on April 2nd. More work needs to be completed. Arrears notices were mailed out on April 5th; arrears are going down.

7.3. Public Works Report

Activities included plowing, sanding, and brushing. Work was done at the landfill. Repairs were done to the 7500 Sander (broken chain).

7.4. Deputy Clerk-Treasurer / Health & Safety Representative Report

The report provided a summary of activities.

Public Works Manager Smith left at 6:42 p.m.

7.5. Councillor Reports

Mayor Maxwell attended a Social Committee meeting. She provided an estimate for the upcoming social committee events. Council accepted the budgets as provided for the events.

Councillor Arnold attended a webinar hosted by Intact Insurance regarding flooding and liability. He also attended the LRCA Spring Melt and provided documents regarding the same.

Councillor Halvorsen provided an update on the formation of the new police services board – Lakehead District OPP Detachment Board. Councillor Halvorsen also provided an update on the Official Plan process for the unorganized townships which are members of the Lakehead Rural Planning Board.

Councillor Maxwell assisted the VFD with equipment repairs and adjustments.

7.6. Other agencies' report

- TBDSSAB March Confirmed Board Meeting Minutes
- LRCA Board Meeting Minutes - February 28, 2024

Received for information

8 NEW BUSINESS

8.1. Hiring Process

8.1.1. Draft Deputy Fire Chief Job Description

As per the Hiring Policy, Council may establish a Hiring Committee or delegate the hiring process to key staff/council. Usually, a Hiring Committee is used to ensure accountability and transparency in the hiring process. Internal and External job postings can be concurrent or staggered as appropriate.

Facilities Staff

The HR Assistant expects to begin the selection and interview process in the next few weeks.

Public Works Manager

As an internal applicant was received, advertisements to external sites were suspended for the time being.

Building Official

The Building Inspector has provided his verbal resignation. The Clerks for Neebing, O'Connor, and Conmee shall discuss various steps and report back to Council. There have been inquiries by other qualified residents.

VFD

The Deputy Fire Chief has retired. The Fire Chief shall discuss the hiring process with Council at the next council meeting. A draft job description has been included in this report for Council's review.

8.2. Violence and Harassment Policy Review

Council reviewed the policy and requested amendments. The report will be brought back at a later council meeting.

9 BY-LAWS

9.1 By-Law 1438 – appointment of representative to Lakehead District OPP Detachment Board

RESOLUTION 2024-058

Moved by Councillor Maxwell

Seconded by Councillor Arnold

BE IT RESOLVED THAT By-law 1438 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. 1438, being a By-law to appoint a representative to the Lakehead District OPP Detachment Board

CARRIED

10 CORRESPONDENCE

10.1 Ministry of Finance re municipal taxation

Information was provided regarding recent announcements related to municipal taxation including 'taxation of new multi-residential rental properties' and 'municipal vacant home tax'.

Filed for information.

10.2 North Rock – Landfill Water Monitoring Report

Filed for information.

10.3 OPG - Virtual Information Session

A virtual information session is scheduled on April 17th to learn about OPG operations and water management. Councillor Halvorsen and Councillor Maxwell were approved to attend and report back to Council.

10.4 Other correspondence

Filed for information.

11 UPCOMING MEETING DATES

April 23 rd , 2024	Regular Council Meeting – Delegation: OPG
May 14 th , 2024	Regular Council Meeting
May 28 th , 2024	Regular Council Meeting
June 11 th , 2024	Regular Council Meeting
June 25 th , 2024	Regular Council Meeting
July 9 th , 2024	Regular Council Meeting
July 23 rd , 2024	Regular Council Meeting
August 13 th , 2024	Regular Council Meeting
August 27 th , 2024	Regular Council Meeting

12 CLOSED SESSION

RESOLUTION 2024-059

Moved by Councillor Maxwell

Seconded by Councillor Arnold

BE IT RESOLVED THAT, the time being 7:35 p.m., Council resolve into closed session, under the authority of paragraph 239(2)(b)(d) of the Municipal Act, 2001 to discuss Item 12.2 regarding identifiable individuals and labour relations

AND under the authority of those paragraphs of the Municipal Act, 2001 for which they were authorized to be closed, to review the minutes of the closed session of the meeting of March 26th 2024

CARRIED

- 12.1 Closed Minutes – March 26th 2024
- 12.2 Human Resources (verbal)

RESOLUTION 2024-060

Moved by Councillor Halvorsen

Seconded by Councillor Maxwell

BE IT RESOLVED THAT, the time being 8:56 p.m., Council rise from closed session and report in open session

AND THAT the Closed Minutes of the Regular Council Meeting held on March 26th 2024 be approved

AND THAT Administration proceed as directed

CARRIED

13 CONFIRMING BY-LAW

13.1 By-law 1439 – To Confirm the Proceedings of the Meeting

RESOLUTION 2024-061

Moved by Councillor Maxwell

Seconded by Councillor Arnold

BE IT RESOLVED THAT By-law 1439 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. 1439, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

14 ADJOURNMENT

Meeting was adjourned at 8:58 p.m.

Sheila Maxwell, Mayor

Shara Lavallee, Clerk