

## MINUTES - REGULAR COUNCIL MEETING

Tuesday, April 8th, 2025 – 6:00 pm



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

PRESENT VIRTUALLY Councillor David Halvorsen

ALSO PRESENT Karen Paisley, Clerk  
Leanne Maxwell, Treasurer  
Robb Day, Fire Chief

PRESENT VIRTUALLY Olabisi Akinsanya-Hutka, HR Assistant

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

#### RESOLUTION 2025 – 066

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of April 8<sup>th</sup>, 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

Maddy From, with Food Cycle Science, addressed Council with respect to the Food Cycler Program. Ms. From provided an overview of the Food Cycler Program, answered questions, and advised Council that the municipality may purchase a minimum of 10 units at a rate subsidized by the municipality for residents. The 10-unit plan will not include the request for residents to complete a survey that occurs in their subsidized programs with over 20 units. Warranty support and troubleshooting help from customer service are still included. On consensus Council agreed to reopen the program to the municipal residents, acknowledging this program would assist with extending the life of the municipal landfill. The Clerk will advise the residents through the website, newsletter and social media and will reach out to residents who have expressed an interest previously.

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

#### 6.1. Minutes – Regular Council Meeting – April 1st, 2025

Members present reviewed the minutes. Councillor Arnold and Mayor Maxwell requested amendments.

#### RESOLUTION 2025 - 067

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of April 1<sup>st</sup>, 2025, be approved, as amended.

**CARRIED**

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## 7. DISBURSEMENT LIST

### 7.1. Payroll Report

Council reviewed the payroll report. There were no questions for the Treasurer.

### 7.2. Payment Register

Council reviewed the payment register. The Treasurer responded to questions from members present.

### **RESOLUTION 2025-068**

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7362 to 7375, totaling \$29,993.07.

**CARRIED**

## 8. REPORTS FROM MUNICIPAL OFFICERS

### 8.1. Clerk's Report

Clerk Paisley overviewed the Clerk's report to Council and responded to questions. In addition to the information in the report, the Clerk advised that PSD Citywide has been informed that the municipality is moving forward with their Asset Management Plan project proposal and will be providing an updated charter for the Clerk to sign. The Clerk also advised council that the social committee survey results have been consolidated, and the Clerk will be contacting residents interested in joining the social committee. The Clerk reviewed correspondence received from other agencies with Council. Council discussed CN rail's annual vegetation management program and directed the Clerk to include posters provided in correspondence to residents via social media, the website and newsletters.

### 8.2. Treasurer's Report

The Treasurer reviewed the Treasurer's report and responded to Council's questions. Council discussed the draft budget, and some entries listed in the budget. Council tabled the budget for further revision and review.

### 8.3. Deputy Clerk-Treasurer's Report

No Deputy Clerk-Treasurer's Report was presented at this evening's meeting.

### 8.4. Public Works Report

No Public Works Report was presented at this evening's meeting.

### 8.5. Fire Chief's Report

The Fire Chief overviewed his report to Council and responded to questions. The Fire Chief discussed the OPG emergency dam test with Council. Council determined that a meeting should be arranged for the EMC (Emergency Management Coordination) group as it would be beneficial to newer members of the group. The Fire Chief provided an update on how training was progressing with the volunteer firefighters and advised the volunteer firefighters are making good progress toward certification. Ontario Fire Truck Inc. will be inspecting the trucks and fire equipment. Fire Chief Day has concerns with the age of the equipment, as it's getting dated. Council advised the ladders, and hose, should form part of the fire department's budget. The fire department would like to convert a portion of the fire hall into a gym for their use and possibly for resident's use. Council will look into the possibility of this request, however Council voiced concerns with insurance. The Fire Chief is requesting Council consider a wage or honorarium increase for the Emergency First Response Coordinator. Council will consider this request. Chief Day and Council discussed the purchase of a pumper fire truck and options being considered for this purchase. Research into this purchase is ongoing. Councillor Halvorsen inquired if Chief Day had reached out to residents and businesses with heavy equipment and the MNR to see if they would assist in a fire emergency. Chief Day has not contacted residents or MNR and was hesitant to contact MNR as it would be expensive for the municipality. Council discussed the Emergency Plan with the Fire Chief. Clerk Paisley will be training as the new CEMC. The Clerk is to locate the CEMC binder and provide a copy to the Fire Chief. Chief Day reported his contract needs to be updated. A copy of the contract had been provided to Chief Day for review in March. Chief Day is satisfied with the provisions in the contract. The Clerk will create an updated bylaw for his contract and submit to Council for approval.

SA  
KP

## 8.6. Council Member Reports

Mayor Maxwell advised the Clerk she could attend training in the Council Chambers when the Mayor attended the office. The Clerk had remained in the office to manage ongoing issues. The Mayor discussed the option of the employee who shovels the walkways at the municipal building attend the firehall to shovel the truck bay doors and man doors at the firehall with that employee. The employee is willing to assist with this task. The Clerk to provide access information to the Fire Hall garage to access the shovels. Work on the social committee is still proceeding. The Mayor advised that the Acting Clerk is slowly stepping away from assisting the administration office. There are a few tasks she will continue to assist with, however the Acting Clerk advised that she is no longer required.

Councillor Arnold thanked Council and staff for the flower arrangement sent to him. Councillor Arnold will be attending the Thunder Bay District Health Unit board of directors meeting. Councillor Arnold will be attending the April 22<sup>nd</sup> council meeting, and NOMA on April 23<sup>rd</sup> and 24<sup>th</sup>. He will be out of town as of April 25<sup>th</sup> for a few weeks and will attend the council meeting virtually on May 13<sup>th</sup> if he is still away. Councillor Arnold advised that our HR Assistant is a new Canadian citizen and joined the Mayor, Councillors and administration in welcoming her to Canada.

Councillor Maxwell offered to assist the Clerk with contacting Mr. Lazar to complete the purchase and installation of the mixer for the council chambers sound system.

Councillor Kresack reported he provided Council and administration staff with a copy of the Food Bank's 25<sup>th</sup> Anniversary this evening. Council discussed the event. Councillor Kresack advised that the start time has been amended and the doors for the event open at 5:30 p.m.

Councillor Halvorsen will be attending the Police Board committee meeting on April 10<sup>th</sup>. He reported he was not available to attend the Lakehead Rural Planning Board meeting this month and was unable to attend the April 1<sup>st</sup> Council meeting.

## 8.7. Other Agencies' Reports

These reports were listed, for information, and discussed during the Clerk's report at Item 8.1.

### **RESOLUTION 2025-069**

**Moved by: Councillor Kresack**

**Seconded by: Councillor Arnold**

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

**CARRIED**

## **9. NEW BUSINESS**

### 9.1. Draft 2025 Budget

The draft budget was discussed during the Treasurer's report. Council had further discussions and are to review the budget and provide feedback to the Treasurer for further discussion. The budget was tabled.

## **10. BY-LAWS**

There were no bylaws presented at this evening's meeting.

## **11. CORRESPONDENCE**

There was no correspondence from other municipalities presented at this evening's meeting.

## **12. UPCOMING MEETING DATES**

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

Council entered closed session at 7:46 p.m. and stood down for a brief recess  
Council resumed at 7:53 p.m. in closed session

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KP

**13. CLOSED SESSION**

**RESOLUTION 2025-070**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT the time being 7:46 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, in order to consider Item 13.1, being the Closed Session minutes of the Council meeting held April 1<sup>st</sup>, 2025; and, under the authority of paragraph 239(2)(b) and 239(2)(d) of the same legislation, in order to consider Item 13.2 and 13.3, involving personal information about identifiable individuals and involving labour relations or employee negotiations.

**CARRIED**

During closed session, the following procedural resolution was passed:

**RESOLUTION 2025-071**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT, the time being 8:29 p.m., Council rise from closed session and report in open session.

**CARRIED**

Open session resumed.

**14. REPORT FROM CLOSED SESSION**

**RESOLUTION 2025-072**

**Moved by: Councillor Kresack**

**Seconded by: Councillor Arnold**

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on April 1<sup>st</sup>, 2025, be approved; AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

**CARRIED**

**15. CONFIRMING BY-LAW**

15.1. By-law 2025-010

**RESOLUTION 2025-073**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Kresack**


BE IT RESOLVED THAT By-law 2025-010 be passed;

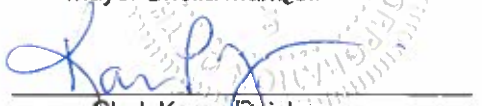
AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-010, being a By-law to confirm the proceedings of this evening's meeting.

**CARRIED**

**16. ADJOURNMENT**

There being no further business to attend to, the mayor declared the meeting adjourned at 8:30 p.m.

  
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Mayor Sheila Maxwell

  
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Clerk Karen Paisley