

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.

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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 – 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 Conmee 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

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(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.

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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.

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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

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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

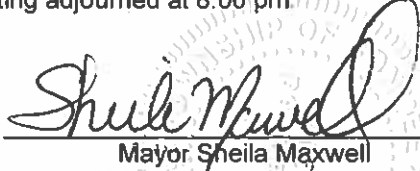
BE IT RESOLVED THAT By-law 2025-029 be passed;

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