

MINUTES - REGULAR COUNCIL MEETING  
May 14th, 2024 – 6:00 pm

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

ALSO PRESENT: Shara Lavalley, CAO/Clerk  
Leanne Maxwell, Treasurer  
Tara Wupori, Deputy Clerk-Treasurer (virtual)  
Olabisi Akinsanya-Hutka, HR Assistant (virtual)

REGRETS: Councillor David Halvorsen

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

One addition: Item 8.3 – Hiring Process (Public Works)

**RESOLUTION 2024-079**

**Moved by Councillor Maxwell**

**Seconded by Councillor Arnold**

BE IT RESOLVED THAT the agenda for the regular council meeting of May 14th 2024 be approved, as amended

**CARRIED**

3. DECLARATIONS OF PECUNIARY INTEREST

None

4. DEPUTATIONS

None

5. MINUTES OF PREVIOUS MEETING(S)

5.1. Minutes – Regular Council Meeting – April 23rd 2024

**RESOLUTION 2024-080**

**Moved by Councillor Kresack**

**Seconded by Councillor Maxwell**

BE IT RESOLVED that the Minutes of the Regular Council Meeting held on April 23rd 2024 be approved

**CARRIED**

6. DISBURSEMENT LIST

6.1. Payroll Report  
Received for information

6.2. Payment Register

**RESOLUTION 2024-081**

**Moved by Councillor Maxwell**

**Seconded by Councillor Kresack**

BE IT RESOLVED that Council approve the disbursements represented by Check Numbers 6938 through 6961 totalling \$61,524.28 and electronic bank payments totalling \$5,095.60, for a grand total of \$66,619.88

**CARRIED**

**7. REPORTS FROM MUNICIPAL OFFICERS**

**7.1. Clerk's Report**

During a meeting with staff as the Office Liaison, Councillor Arnold suggested the following topics for consideration/discussion with Council:

- Land acknowledgements
- Thank You letters sent to resigning/retiring employees
- A meeting between MP Powlowski, Conmee, and Conmee Non-Profit Housing to discuss the Pines on Hume Project and the Rapid Housing Funding Application

Council agreed with these ideas. Administration shall proceed as directed.

Interviews were finished – five people in total were interviewed for the positions of Facilities Manager and Assistant. One person was selected as the Facilities Manager; two people were selected for the Assistant position:

Facilities Manager - Dhrumil Patel

Assistant - Ademola Gbenga; Faseon Adeshola

Training has begun for the new staff; they are wished all success.

The Municipal By-Law Enforcement Officer, Greg Croft, started his position with Conmee as well as O'Connor, Neebing, and Gillies. It was recommended that the costs of his training and licensing be divided evenly among the municipalities. Council had no concerns with the recommendation.

Two applications for the Chief Building Official position have been received. The Clerk will review the applications and bring back a report to Council.

Mayor Maxwell provided a summary of a discussion she had with MPP Holland regarding the proposed seniors' housing project on Hume Rd. There may be potential funding for the initial development phases. The Clerk shall look into the possibility and report back.

**7.2. Treasurer's Report**

**7.2.1. Arrears Report**

The 2023 Audit is progressing. The arrears was presented; the largest arrears have been paid.

**7.3. Public Works Report**

Grading was completed on most of the township roads. Frost is still being observed in sections of the township roads. Calcium application is tentatively scheduled for mid/end June. The Clerk recommended that security cameras and fencing be considered for the Public Works Yard. Council agreed with the recommendation and quotes shall be obtained for further consideration. Councillor Maxwell, as the Roads Liaison, requested access to the Public Works fleet management accounts. Council had no objection.

7.4. Councillor Reports

Mayor Maxwell participated in Hiring Committee meetings for the Facilities department. She had several meetings with staff. She trained the new Facilities Manager in his new role.

Councillor Arnold attended a NOMA delegation with the Minister of Municipal Affairs and Housing along with other rural municipalities. He attended the NOMA conference. He also attended the monthly LRCA meeting. As the Office Liaison, he met with staff to discuss any issues. He also had meetings with the Mayor and the HR Assistant.

Councillor Kresack attended the Rural Cupboard Food Bank meeting.

7.5. Other agencies' report

8 NEW BUSINESS

8.1. Fees Bylaw Review

A previous report was presented to Council regarding the Community Fees (Oct 11th 2022 council meeting). Discussion was deferred at that time. The Fees Bylaw was created in 2017. It was been amended three times with few increases to fees.

Council directed that a complete review of the Fees Bylaw be conducted by committee. The Fees Bylaw Review Committee shall consist of the Mayor, the Clerk, and the Treasurer.

8.2. Inclusive Community Grant Program

The Deputy Clerk-Treasurer provided an overview of the Inclusive Community Grant program and recommended that an application be submitted to upgrade the playground to be more accessible.

Council approved of the recommendation. The Deputy Clerk-Treasurer shall submit an application and advise Council of its progress.

9 BY-LAWS

9.1 By-Law 1441 – Appointment of Deputy Fire Chief

**RESOLUTION 2024-082**

**Moved by Councillor Kresack**

**Seconded by Councillor Maxwell**

BE IT RESOLVED THAT By-law 1441 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. 1441, being a By-law to appoint Deputy Fire Chief

**CARRIED**

9.2 By-Law 1442 – Appointment of Office Liaison

**RESOLUTION 2024-083**

**Moved by Councillor Kresack**

**Seconded by Councillor Maxwell**

BE IT RESOLVED THAT By-law 1442 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. 1442, being a By-law to amend By-Law 1360, being a by-law to appoint Council members to various Boards and Committees and to appoint persons to act a liaison between Council and Departments.

**CARRIED**

**10 CORRESPONDENCE**

- 10.1 Municipality of Oliver-Paipoonge – Letter: Working together to improve fire and emergency services  
  
Council committed to participate in a joint effort by local rural municipalities to improve the fire and emergency services provided by the VFD.
- 10.2 Township of O'Connor – retirement of Fire Chief  
Council and staff were invited to the celebration of Fire Chief Mattas.
- 10.3 OPG Kakabeka Falls Generating Station Redevelopment Project  
As a follow-up to the delegation made at the previous council meeting, OPG provided details on the proposed job, contractor and supply chain opportunities.
- 10.4 AMO Call for Nominations: 2024-2026 AMO Board of Directors  
Filed for information
- 10.5 AMO Annual Conference – Delegations  
Tabled; to be brought back at next council meeting
- 10.6 NOMA – Draft Regional Economic Development Plan “Time to Grow”  
Filed for information
- 10.7 City of St. Catharines – resolution: provincial regulations needed to restrict keeping of non-native (exotic) wild animals

**RESOLUTION 2024-084**

**Moved by Councillor Arnold**

**Seconded by Councillor Maxwell**

BE IT RESOLVED that the Council of the Township of Conmee supports the resolution by the City of St Catharines regarding the need for provincial regulations to restrict keeping of non-native (exotic) wild animals

AND THAT copies of this resolution be forwarded to the Premier of Ontario, Ontario Solicitor-General, Ontario Minister for Natural Resources and Forestry, MPP Kevin Holland, AMO, AMCTO, and MLEAO

**CARRIED**

- 10.8 Multi-Municipal Energy Working Group re: wind turbine projects  
Filed for information
- 10.9 County of Prince Edward – resolution: DSSABs funding  
A letter of support shall be sent for the County's request for continued funding of DSSAB for housing strategy.
- 10.10 Other correspondence

11 UPCOMING MEETING DATES

May 28 <sup>th</sup> , 2024	Regular Council Meeting
June 11 <sup>th</sup> , 2024	Regular Council Meeting
June 25 <sup>th</sup> , 2024	Regular Council Meeting
July 9 <sup>th</sup> , 2024	Regular Council Meeting
July 23 <sup>rd</sup> , 2024	Regular Council Meeting
August 13 <sup>th</sup> , 2024	Regular Council Meeting
August 27 <sup>th</sup> , 2024	Regular Council Meeting
September 10 <sup>th</sup> , 2024	Regular Council Meeting
September 24 <sup>th</sup> , 2024	Regular Council Meeting

12 CLOSED SESSION

**RESOLUTION 2024-085**

**Moved by Councillor Maxwell**

**Seconded by Councillor Arnold**

BE IT RESOLVED THAT, the time being 7:28 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 April 23rd 2024

**CARRIED**

- 12.1 Closed Minutes – April 23rd 2024
- 12.2 Human Resources – General

**RESOLUTION 2024-086**

**Moved by Councillor Maxwell**

**Seconded by Councillor Arnold**

BE IT RESOLVED THAT, the time being 7:52 p.m., Council rise from closed session and report in open session

AND THAT the Closed Minutes of the Regular Council Meeting held on April 23rd 2024 be approved

AND THAT Administration proceed as directed

**CARRIED**

13 CONFIRMING BY-LAW

- 13.1 By-law 1443 – To Confirm the Proceedings of the Meeting

**RESOLUTION 2024-087**

**Moved by Councillor Kresack**

**Seconded by Councillor Arnold**

BE IT RESOLVED THAT By-law 1443 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. 1443, being a By-law to confirm the proceedings of this evening's meeting.

**CARRIED**

14 ADJOURNMENT

Meeting was adjourned at 7:53 p.m.