

MINUTES - REGULAR COUNCIL MEETING

Tuesday June 23rd, 2026 – 6:00 pm

PRESENT Mayor Sheila Maxwell
Councillor David Maxwell
PRESENT VIRTUALLY Councillor Grant Arnold

REGRETS Councillor Chris Kresack
Councillor David Halvorsen

ALSO PRESENT Karen Paisley, Clerk
Leanne Maxwell, Treasurer
Len Arps, Public Works Manager
Robb Day, Fire Chief
PRESENT VIRTUALLY Olabisi Akinsanya-Hutka, HR Assistant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

Council added item 9.3 – Fire Department Certification Compliance and Service Level Risk

RESOLUTION 2026–127

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of June 23, 2026, be approved as amended.

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

None declared.

4. TOWN HALL SEGMENT

No members of the public were present.

5. DEPUTATIONS

5.1 Financial Statement Audit Presentation (MNP)

Council received a presentation regarding the 2025 Draft Financial Statements and Audit Findings.

6. MINUTES OF PREVIOUS MEETING(S)

6.1 Minutes – Regular Council Meeting – June 9, 2026

Council reviewed the minutes of the June 9, 2026 Regular Council Meeting. No amendments were requested.

RESOLUTION 2026–128

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the minutes for the open session of the regular council meeting of June 9, 2026, be approved as circulated.

CARRIED

Handwritten signature

7. DISBURSEMENT LIST

7.1. Payroll Report

There was no payroll report presented this meeting.

7.2. Payment Register

Council reviewed the payment register, including electronic bank payments and cheque disbursements. The Treasurer responded to questions from Council.

RESOLUTION 2026-129

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approve the disbursements represented by cheque numbers 7891 to 7918 and electronic payments totalling \$81,368.74.

CARRIED

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk provided updates on ongoing administrative matters, including coordination of upcoming IMS 300 training and review of legislative changes under Bill 97.

Updates were provided regarding the Briggs Pit excess soil matter. Council was advised that a proposed approach has been submitted to the Ministry of the Environment, Conservation and Parks for review, including relocation of material to the Sovereign Road landfill expansion area. Work is ongoing with the Township's environmental consultant, and further direction is pending from the Ministry.

The Clerk also provided updates on staffing, including onboarding for the Deputy Clerk-Treasurer Intern and summer students. Preparations are underway to support orientation and training.

Council was advised of coordination efforts related to the upcoming FireSmart event, including engagement with the Ontario Provincial Police and other partners.

Additional updates were provided regarding internet network improvements at the municipal office.

8.2. Treasurer's Report

The Treasurer provided updates regarding completion of the Asset Management Plan and finalization of the annual audit process.

Council was advised that parking lot maintenance work has been completed.

The Treasurer also provided an update regarding potential grant opportunities, including an application related to Hydro One wildfire mitigation funding.

Discussion included general financial matters, including tax arrears and trends. No significant changes were identified, and arrears were noted to be primarily associated with vacant land properties.

8.3. Public Works Report

Council reviewed the Public Works Report. Updates were provided on ongoing road maintenance and grading activities, including progress to date and continued work required due to seasonal conditions.

KP JM

The Public Works Manager reported on culvert and drainage maintenance, including beaver activity impacting roadway function in certain areas.

Updates were also provided on landfill operations, equipment usage, and material placement, including gravel application and calcium treatment on municipal roads.

Discussion included equipment maintenance matters, signage replacement and visibility, and increasing costs associated with road maintenance materials.

Public Works Manager left the meeting at 6:56 p.m.

8.4. Fire Chief's Report

No formal report was presented at this time. Fire Department matters were discussed later in the meeting under New Business.

8.5. Council Member Reports

Mayor Maxwell reported on recent participation in FireSmart activities and community engagement efforts, including coordination with Fire Department operations and logistics associated with the FireSmart event held June 20, 2026. Updates were also provided regarding support for municipal equipment use and event setup where required.

Councillor Maxwell reported on continued involvement with Fire Department operations, including assisting with equipment and vehicle coordination. Councillor Maxwell also noted participation in recent FireSmart activities and ongoing support to departmental operations and emergency preparedness initiatives.

Councillor Arnold reported on participation in Human Resources interviews held June 12, 2026, as well as attendance at the Thunder Bay District Health Unit meeting on June 17, 2026.

Councillor Arnold advised of upcoming meetings, including Lakehead Region Conservation Authority discussions scheduled for June 24, 2026, and provided general updates on regional engagement activities.

General discussion also included operational matters related to Fire Department coordination, community activities, and flag protocol considerations.

8.6. Other Agencies' Reports

Council reviewed correspondence and reports received from other agencies as listed in the Clerk's Report.

RESOLUTION 2026-130

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8 of this evening's agenda, AND THAT Administration is authorized to proceed in accordance with Council's direction.

CARRIED

HP SM

9. NEW BUSINESS

9.1 2025 Draft Financial Statements

Council reviewed the 2025 Draft Financial Statements and Audit Findings Report presented by MNP.

RESOLUTION 2026-131

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approve the 2025 Draft Financial Statements as presented.

CARRIED

Chief Day joined the meeting at 7:04 p.m.

Treasurer left the meeting at 7:06 p.m.

9.2 Website Platform Agreement

Council reviewed a report regarding the Township's website platform and proposed transition to a revised service agreement with Catalis.

RESOLUTION 2026-132

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approve the website platform agreement as presented and authorize Administration to proceed.

CARRIED

9.3 Fire Department Certification Compliance and Service Level Risk

Council received a presentation from Fire Chief Day regarding upcoming firefighter certification requirements and the potential impacts on service delivery, training obligations, mutual aid participation, recruitment, retention, and municipal liability.

Discussion included legislative requirements, training timelines, equipment and certification costs, recruitment challenges, and potential advocacy efforts with provincial representatives.

RESOLUTION 2026-133

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council receive the Fire Chief's report regarding certification compliance and service level risk and authorize Administration to proceed as discussed.

CARRIED

Chief Day left the meeting at 8:24 p.m.

10. BY-LAWS

10.1 By-law 2026-022 – Burn Permit and Fireworks By-law

Council reviewed By-law 2026-022, being a by-law to regulate open air burning and fireworks within the Township of Conmee. Discussion regarding the by-law had previously occurred at the June 9, 2026 Regular Council Meeting. No further concerns were raised.

RESOLUTION 2026-134

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT By-law No. 2026-022, be passed, being a by-law to regulate open air burning and fireworks within the Township of Conmee.

CARRIED

11. CORRESPONDENCE

Council reviewed correspondence from the Township of South Stormont regarding food insecurity, the Town of Halton Hills regarding invasive plant rules, and the Town of Plympton-Wyoming regarding concerns with the DCRP. Council expressed support for all three resolutions and directed the Clerk to issue letters of support on behalf of the Township.

RESOLUTION 2026-135

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council support the correspondence items presented under Section 11 of the June 23, 2026 Regular Council Meeting agenda and direct the Clerk to issue letters of support as appropriate.

CARRIED

12. UPCOMING MEETING DATES

Council reviewed the list of upcoming meeting dates. No changes were proposed.

13. CLOSED SESSION

RESOLUTION 2026-136

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT, at 8:25 p.m., Council move into Closed Session pursuant to Section 239 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to consider Item 13.1, being the Closed Session minutes of the Council meeting held June 9, 2026 under the same authority as the original meeting; and Item 13.2, to consider Human Resources and Employment matters under Section 239(2)(b), being personal matters about identifiable individuals of the same legislation.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2026-137

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT, the time being 8:50 p.m., Council rise from closed session and report in open session.

CARRIED

Open session resumed.

HP SM

14. REPORT FROM CLOSED SESSION

RESOLUTION 2026-138

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on June 9, 2026, be approved; AND THAT Administration be authorized to proceed as directed during Closed Session.

CARRIED

15. CONFIRMING BY-LAW

By-law 2026-023

RESOLUTION 2026-139

Moved by: Councillor Arnold

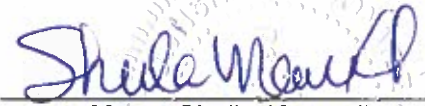
Seconded by: Councillor Maxwell

BE IT RESOLVED THAT By-law 2026-023 be passed; AND THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2026-023, being a By-law to confirm the proceedings of this evening's meeting.

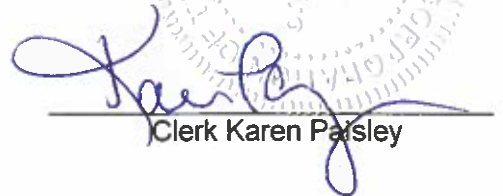
CARRIED

16. ADJOURNMENT

There being no further business to conduct, the Mayor declared the meeting adjourned at 8:50 p.m.



Mayor Sheila Maxwell



Clerk Karen Paisley