

MINUTES FOR SPECIAL COUNCIL MEETING  
February 26th, 2024 – 6:00 pm

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

ALSO PRESENT: Tara Wupori, Deputy Clerk-Treasurer

(Virtual) Olabisi Akinsanya-Hutka, HR Assistant

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:12 p.m.

2. APPROVAL OF AGENDA

**RESOLUTION 2024-0037**  
**Moved by Councillor Halvorsen**  
**Seconded by Councillor Maxwell**

**BE IT RESOLVED THAT the agenda for the special council meeting of February 26<sup>th</sup> 2024 be approved.**

**CARRIED**

3. DECLARATIONS OF PECUNIARY INTEREST

None

4. DEPUTATIONS

None

5. MINUTES OF PREVIOUS MEETING(S)

None

6. DISBURSEMENT LIST

None

7. REPORTS FROM MUNICIPAL OFFICERS

None

8. NEW BUSINESS

- 8.1. Organizational Review – Facilities
  - a. Draft Job Description
  - b. Current Job Description – Facilities Manager
  - c. Current Job Description – Assistant Facilities Manager

8.1(a) Council recommended that the cleaning for the Conmee Fire Hall not be maintained by the Facilities Manager, but rather by the VFD members themselves, as per discussion between Mayor Maxwell and Fire Chief Robb Day.

8.1(b) Council recommended the following for Facilities Manager Job description

- Include landfill shack as a potential area for cleaning duties to be done or it could be left out and just assumed that it would fall under the last bullet point under “Administrative” where it states “Other duties as assigned by the CAO/Clerk or Council”
- Under “Working Conditions” for the first bullet point, “Handling heavy lifting” include a maximum weight which can be found in the Occupational Health and Safety Act, green book.
- Under “Working conditions”, for the second last bullet point, reword this to say “evening and weekend work, occasional weekdays”

8.1(c) Council recommended the following for Assistant Facilities Manager Job description

- Under “Knowledge and Skills Required”, include “Willingness to receive/obtain training” examples can be given as follows, WHMIS, Safe Food Handling, Smart Serve, etc.
- Under “Working Conditions and Physical Capabilities”, for the second bullet point, include a maximum weight which can be found in the Occupational Health and Safety Act green book.

## 9 BY-LAWS

None

## 10 CORRESPONDENCE

None

## 11 UPCOMING MEETING DATES

Feb 27 <sup>th</sup> , 2024	Regular Council Meeting
Mar 12 <sup>th</sup> , 2024	Regular Council Meeting
Mar 26 <sup>th</sup> , 2024	Regular Council Meeting
April 9 <sup>th</sup> , 2024	Regular Council Meeting
April 23 <sup>rd</sup> , 2024	Regular Council Meeting
May 14 <sup>th</sup> , 2024	Regular Council Meeting
May 28 <sup>th</sup> , 2024	Regular Council Meeting

12 CLOSED SESSION

**RESOLUTION 2024-0038**

**Moved by Councillor Arnold**

**Seconded by Councillor Maxwell**

BE IT RESOLVED THAT, the time being 6:37 p.m., Council resolve into closed session, under the authority of paragraph 239(2)(b) and (d) of the Municipal Act, 2001 to discuss Item 12.1 regarding identifiable individuals and labour relations

**CARRIED**

12.1 Human Resources – Public Works

Councillor Halvorsen left at 6:48 p.m.

**RESOLUTION 2024-0039**

**Moved by Councillor Arnold**

**Seconded by Councillor Maxwell**

Be it resolves that the time being 8:05 p.m., Council rise from closed session and record and report in open session

AND THAT Administration proceed as directed.

**CARRIED**

13 CONFIRMING BY-LAW

13.1 By-law 1432 – To Confirm the Proceedings of the Meeting

**RESOLUTION 2024-0040**

**Moved by Councillor Arnold**

**Seconded by Councillor Maxwell**

Recommendation:

BE IT RESOLVED THAT By-law 1432 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. 1432, being a By-law to confirm the proceedings of this evening's meeting.

**CARRIED**

14 ADJOURNMENT

Meeting was adjourned at 8:06 p.m.

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Sheila Maxwell, Mayor

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Tara Wupori, Deputy Clerk/Treasurer