

MINUTES - REGULAR COUNCIL MEETING

Tuesday, September 23rd, 2025 – 6:00 pm

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

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

RESOLUTION 2025 – 192

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of September 23rd, 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

No deputations were scheduled for this meeting.

6. MINUTES OF PREVIOUS MEETING(S)

6.1 Minutes – Regular Council Meeting – September 9th, 2025

Council present reviewed the minutes of the September 9th, 2025, Regular Council Meeting. No amendments were requested.

RESOLUTION 2025 - 193

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 September 9th, 2025, be approved as circulated.

CARRIED

7. DISBURSEMENT LIST

7.1. Payroll Report

There was no payroll report scheduled for this evening's meeting.

Handwritten initials: kg and SM

7.2. Payment Register

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

RESOLUTION 2025-194

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, cheque numbers 7566 to 7581 totalling \$58,779.09.

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk provided a report outlining several administrative updates. She advised Council that Canada Post would not be mailing newsletters due to strike action and described alternative distribution methods, including posting at the front counter, website, Facebook, and local businesses. She summarized recent CUPE negotiations, the LRMC meeting discussions on animal control and the enabling bylaw and noted that Conmee had been invited to apply for the FireSmart Communities Implementation grant. Updates were also provided on the Fire Protection grant, including progress on quotes for gear drying and bathroom retrofits. The Clerk requested Council's direction on a letter of support for the Canadian Heritage Rivers System initiative and advised that agreements for the Integrity Commissioners were being prepared.

8.2. Treasurer's Report

The Treasurer reported that Munisoft would be upgrading the General Ledger on November 13 and 14, and while Munisoft recommended closing the office, she felt limited services could still be offered. Notices would be posted to inform residents. She advised that the Township had received a cheque for nearly \$20,000 from Ontario Aggregate Resources, which would be allocated to roads. She also reminded Council that payroll would be processed early due to Truth and Reconciliation Day and requested timesheets by September 25.

8.3. Public Works Report

The Public Works Manager provided a verbal report outlining recent departmental activities. Fall maintenance operations are underway, including road grading and gravel application. The Public Works department completed a cemetery closure and installed additional signage. Work at the Hunt Road pit has been delayed due to the extended absence of the Township's backhoe, which remains at Brant's Equipment for repairs. In the interim, staff have utilized a loaned backhoe and the loader to maintain essential services.

The Public Works Manager proposed accepting fill material from the Ontario Power Generation's (OPG) construction project at a rate of \$400 per load, to be deposited at the closed Hume East landfill site. He confirmed that the material is not contaminated and estimated that the site could accommodate approximately 1,000 loads. Council discussed potential revenue generation and traffic impacts and agreed to further explore the opportunity.

Concerns were raised regarding the prolonged delay in the return of the backhoe, which has now exceeded five months. Council discussed the possibility of renting equipment or requesting a demonstration unit from the supplier should the delay continue. The Public Works Manager also noted that several driveway installations and culvert replacements remain pending due to the equipment shortage.

6:47 pm – Councillor Maxwell left the meeting.

6:48 pm – Councillor Maxwell returned to the meeting.

HP 50M

8.4. Fire Chief's Report

Although no formal report was scheduled, Mayor Maxwell provided an update on behalf of the Fire Chief. She advised that the pumper truck had been returned to the fire hall following repairs to the brake calipers. However, the vehicle continues to experience mechanical issues, including a battery malfunction that produced a strong odour and triggered the carbon monoxide alarm in the garage. The mayor described the vehicle as increasingly costly to maintain and noted that the Fire Chief is expected to provide further details in his next report.

8.5. Council Member Reports

Mayor Maxwell reported on her participation in recent CUPE negotiations, which included representatives from Council, the Clerk, and the Human Resources Assistant. She also attended a meeting with representatives from the Office of the Fire Marshal, which focused on mutual aid arrangements and grant opportunities for small municipalities. The mayor shared details of a visit from a Scottish descendant of the McLean family, who has ancestral ties to Conmee. She presented the visitor with a copy of the Township's history book and attended a community potluck in his honour.

The mayor further advised that she has been assisting the Facilities Manager with preparations for recent events, including a funeral and an upcoming wedding. She recommended streamlining hall rental communications and calendar management to avoid scheduling conflicts and improve administrative efficiency.

Councillor Arnold reported on his attendance at the Thunder Bay District Health Unit Board of Directors meeting, where he was appointed to the hiring committee for the incoming Medical Officer of Health. He also attended the Celebration of Life for a long time resident and former employee of the municipality and suggested that Council revisit the Township's flag policy to allow for the lowering of the flag in honour of deceased employees or former staff.

Councillor Kresack advised that he attended the Food Bank meeting held on September 10, where the November meeting was scheduled for November 19 at 6:00 p.m. He relayed a request from the Food Bank to use the bar fridge at the Community Centre for overflow produce on distribution days. Council agreed to the request, provided the fridge is unplugged after use.

Councillor Maxwell reported on his attendance at the Thunder Bay District Municipal League (TBDML) meeting held on September 20. He advised that discussions included the designated truck route bylaw and noted that the City of Thunder Bay has not yet ratified the bylaw, nor installed signage, raising concerns about its enforceability. Councillor Maxwell also noted that Administration from Northwestern Ontario Municipal Association (NOMA) was present and spoke about the upcoming NOMA conference, which has been relocated to the Valhalla Inn due to space constraints at the previous venue.

Councillor Maxwell shared a resource with Council regarding raised garden box designs, which he had circulated for informational purposes. He shared these plans for personal or community use.

In response to ongoing delays in the return of the Township's backhoe from Brandt's Equipment, Councillor Maxwell suggested that the Township explore the possibility of accessing equipment through a demonstration arrangement. He noted that Brandt may be willing to provide a demo unit temporarily, given the extended service timeline and the impact on municipal operations. Council agreed that this option should be investigated further.

Councillor Maxwell raised a procedural question regarding the distribution of closed session materials to a member of Council currently on leave. He suggested that the practice be reviewed to ensure alignment with confidentiality provisions under the Municipal Act.

8.6. Other Agencies' Reports

Council reviewed the reports listed in the Clerk's Report. Discussion focused on the Canadian Heritage Rivers System initiative, which proposes extending designation to include the Lake Superior of the Woods

10 SM

Waterway, encompassing the Kaministiquia River. Council expressed support for the initiative and approved the issuance of a letter of support. Questions were raised regarding potential restrictions on floatplane landings and recreational use; however, it was clarified that the CHRS program is non-legislative and voluntary, and no new regulations would be imposed because of the designation. Council discussed the proposed extension of the Canadian Heritage Rivers System designation to include the Lake Superior of the Woods Waterway. By consensus, Council supported the initiative and directed the Clerk to issue a letter of support on behalf of the Township.

RESOLUTION 2025-195

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

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 7:30 p.m.

9. NEW BUSINESS

9.1 Criterion Movie Licensing Options

Council reviewed two licensing options presented by Criterion Pictures for indoor movie screenings. The Clerk outlined the differences between the standard home release licence and the enhanced licence with streaming access via Criterion on Demand. Council discussed the Township's limited use of the service in previous years and agreed that the promotional offer currently available was not time-sensitive for Conmee's programming needs. It was agreed that the matter would be deferred until later in the year, with a preference for the streaming option if pursued.

9.2 Structural Inspection – Two Bridges and a Culvert

Council discussed the recent structural inspection report prepared by JML Engineering, which included assessments of multiple structures, including the Enders Road bridge. The Enders Road bridge was identified as nearing the end of its serviceable life due to deterioration of timber components and settlement of the abutments. The Public Works Manager recommended replacing the bridge with culverts and referenced a previous quote of approximately \$97,000 for such work. Council discussed the feasibility of undertaking the replacement in 2026 using infrastructure funding.

The Clerk advised that a meeting had been scheduled with JML Engineering for September 24 to review the full inspection report and discuss next steps, including whether the Enders Road bridge could safely remain in service until spring and any interim maintenance considerations.

7:51 pm – Public Works Manager left the meeting

10. BY-LAWS

10.1 Bylaw 2025-032 – Bylaw to Appoint Integrity Commissioners

Council reviewed Bylaw 2025-032, a bylaw to appoint persons as Integrity Commissioners and to authorize the execution of agreements with the appointees.

RESOLUTION 2025-196

Moved by: Councillor Kresack

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Bylaw 2025-032, being a bylaw to appoint persons as Integrity Commissioners and to authorize the execution of agreements with the appointees is passed.

CARRIED

HP gm

11. CORRESPONDENCE

List of Resolution Support Requests from other Municipalities:

There were no resolutions from other Municipalities at this evening's meeting.

UPCOMING MEETING DATES

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

13. CLOSED SESSION

RESOLUTION 2025-0197

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the time being 7:52 p.m., 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 September 9th, 2025; and under the authority of paragraph 239(2)(b), 239(2)(d), and 239(2)(h) of the same legislation, to consider Item 13.2, Item 13.3, and Item 13.4 as listed in the agenda, involving personal matters about identifiable individuals, involving labour relations or employee negotiations, and information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-198

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT, the time being 8:48 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION

RESOLUTION 2025-199

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on September 9th, 2025, be approved; AND FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

to 8:20

15. CONFIRMING BY-LAW

By-law 2025-033

RESOLUTION 2025-200

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell


BE IT RESOLVED THAT By-law 2025-033 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. 2025-033, 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 8:50 pm.



Mayor Sheila Maxwell



Clerk Karen Paisley