

MINUTES - REGULAR COUNCIL MEETING

Tuesday, July 8th, 2025 – 6:00 pm

PRESENT Mayor Sheila Maxwell
Councillor Chris Kresack
Councillor David Maxwell

VIRTUAL Councillor Grant Arnold

ALSO PRESENT Karen Paisley, Clerk
Leanne Maxwell, Treasurer
Robb Day, Fire Chief

ABSENT Councillor Halvorsen

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:00 p.m.
Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

The Clerk noted a correction to the reference under Item 13.4, clarifying that it should cite paragraph 239(2)(i) of the Municipal Act. No other amendments or omissions were raised.

RESOLUTION 2025 – 138

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of July 8th, 2025, be approved as amended.

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 evening's meeting.

6. MINUTES OF PREVIOUS MEETING(S)

6.1 Minutes – Regular Council Meeting – June 25th, 2025

Council present reviewed the minutes of the June 25th, 2025, Regular Council Meeting. No amendments were proposed.

RESOLUTION 2025 - 139

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of June 25th, 2025, be approved as circulated.

CARRIED

JP SM

6.2 Minutes – Special Council Meeting – June 29th, 2025

Council present reviewed the minutes of the June 29th, 2025, Special Council Meeting. No amendments were proposed.

RESOLUTION 2025 - 140

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the minutes of the special council meeting of June 29th, 2025, be approved as circulated.

CARRIED

7. DISBURSEMENT LIST

7.1. Payroll Report

Council reviewed the payroll report as presented in the agenda. No questions or comments were raised. The report was received for information.

7.2. Payment Register

Council reviewed the payment register, including electronic bank payments and cheque disbursements. No concerns were raised.

RESOLUTION 2025-141

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, check numbers 7482 to 7496 totalling \$33,974.48.

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk provided an update on several administrative initiatives. A formal letter was sent to the Minister of Transportation, the Premier of Ontario, and MPP Kevin Holland outlining the Township's concerns regarding the proposed designated truck route. The updated landfill bylaw was posted to the Township website, and a pamphlet is being developed to inform users of recycling and disposal guidelines. The Clerk followed up with GFL Environmental regarding the exclusion of glass from rural recycling programs and is awaiting further clarification. Two contractors were contacted regarding repairs to the food bank loading dock; one has visited the site and recommended concrete over asphalt to address frost heaving. The contractor who attended will be following up with plan suggestions. The Clerk also registered to attend a Rural Ontario Development Program webinar scheduled for September 10.

8.2. Treasurer's Report

The Treasurer reported that the 2023 financial audit was completed on June 29, with final journal entries and documentation in progress. Preparations for the 2024 audit are underway. The Infrastructure Ontario loan application was submitted, and the Treasurer thanked Council for their support in facilitating the process. A budgetary control report (variance report) was included in the agenda, outlining actual revenues and expenditures compared to the approved budget. This report was provided for Council's review to support financial oversight; no discussion or amendments were raised. The Treasurer also provided an update on tax arrears, noting that only one resident with three properties remains outstanding from the previous year, and 15 properties have been submitted for tax sale proceedings.

RP Sem

8.3. Deputy Clerk-Treasurer's Report

No Deputy Clerk-Treasurer's Report was presented at this evening's meeting.

8.4. Public Works Report

No Public Works Report was presented at this evening's meeting.

8.5. Fire Chief's Report

The Fire Chief joined the meeting virtually from Toronto. He advised that a written report would be submitted at the July 22 meeting. Chief Day thanked Councillor Kresack for assisting in locating a used pumper truck, which has already responded to two emergency calls. He discussed the department's ongoing operational needs, emphasizing the importance of acquiring a future tanker and the need for a standardized procurement process to ensure consistency and value in future equipment purchases.

8.6. Council Member Reports

Mayor Maxwell reported on the administrative process of licensing the newly acquired fire truck, including emissions testing and coordination with the MTO. She also addressed a bear incident at the municipal garbage bins, noting the need to consider deterrent measures. Additionally, she raised concerns about the City of Thunder Bay's proposed designated truck route (DTR) and its potential impact on Conmee's infrastructure and public safety. She confirmed plans to present these concerns to the Minister of Transportation, supported by photographic and video documentation of local intersections.

Councillor Grant Arnold provided updates on his attendance at the Thunder Bay District Health Unit and Lakehead Region Conservation Authority meetings in June, noting that both agencies would not meet in July. He also referenced the upcoming one-year anniversary of the HR Assistant's employment and inquired about the Clerk's six-month performance review. Councillor Arnold confirmed his participation in the June 29 Special Council Meeting and expressed support for the fire department's operational planning.

Councillor David Maxwell reported on his involvement in the licensing and emissions testing of the newly acquired fire truck. He also responded to a resident's concern regarding road conditions on Maxwell Road, confirming that gravel had been applied and that further grading would be scheduled. He noted his upcoming attendance at the Thunder Bay District Municipal League meeting and acknowledged receipt of information regarding the 2026 conference in Nipigon.

Councillor Kresack extended his apologies for being unable to attend the June 29, 2025 Special Council Meeting. He confirmed that the Conmee Food Bank executive meetings are not scheduled for the summer months and will resume operations in September.

8.7. 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 2025-142

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT Council received the reports presented as listed in Section 8 of this evening's agenda.

CARRIED

HP SM

9. NEW BUSINESS

9.1. New Pumper Fire Truck – Cost Comparisons

Council reviewed a summary of four vendor proposals for a new pumper fire truck. The Clerk provided an overview of the procurement process and clarified that while general features and pricing were discussed in open session, detailed vendor submissions contained confidential commercial information. In accordance with Section 239(2)(i) of the Municipal Act, Council resolved to move into closed session to review the detailed proposals.

RESOLUTION 2025-0143

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the time being 6:38 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 13.4, under the authority of paragraph 239(2)(i), for discussions involving commercial information supplied in confidence.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-144

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT, the time being 7:30 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

Council agreed to table Item 9.1 – New Pumper Fire Truck, Cost Comparisons, until the next regular Council meeting to allow time for additional information to be received and reviewed.

7:28 pm: Councillor Arnold left the meeting due to a loss of internet connection.

7:31 pm: Fire Chief Day left the meeting following the conclusion of discussion on Item 9.1 and Item 13.4.

7:32 pm: Councillor Arnold rejoined the meeting via telephone.

9.2 Asset Retirement Audit

Council considered a proposal from North Rock Engineering to conduct an Asset Retirement Obligation (ARO) audit, as required under current public sector accounting standards. The Treasurer confirmed that the audit is mandatory and that North Rock, having prior knowledge of the Township's infrastructure, is well-positioned to complete the work efficiently. Council approved proceeding with the audit.

Resolution 2025-145

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approve proceeding with the Asset Retirement Audit as proposed by North Rock Engineering.

CARRIED

Handwritten initials: "H" and "SM" in the bottom right corner.

10. BY-LAWS

Capital Works Bylaw 2025-023

Council considered By-law 2025-023, a by-law to authorize administration to proceed with financing a new pumper fire truck through Infrastructure Ontario. This by-law supports the Township's application for long-term financing, as discussed at the Special Council Meeting held on June 29, 2025.

RESOLUTION 2025 – 146

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT By-law 2025-023 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. 2025-023, being a by-law that authorizes administration to proceed with financing a new pumper fire truck through Infrastructure Ontario.

CARRIED

11. CORRESPONDENCE

List of Resolution Support Requests from other Municipalities

There were no support resolutions submitted for this evening's meeting.

12. UPCOMING MEETING DATES

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

7:40 pm: Councillor Arnold regained internet connection and resumed participation via zoom.

13. CLOSED SESSION

RESOLUTION 2025-0147

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the time being 7:40 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 on the agenda, being the minutes of the closed session from the meeting of June 25th, 2025; and under the authority of paragraph 239(b), and 239(d) of the same legislation in order to consider Items 13.2 and 13.3 of the agenda, regarding personal matters about identifiable individuals and labour relations.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-148

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT, the time being 7:58 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.



14. REPORT FROM CLOSED SESSION

RESOLUTION 2025-149

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on June 25th, 2025, be approved; AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

15. CONFIRMING BY-LAW

By-law 2025-024

RESOLUTION 2025-150

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

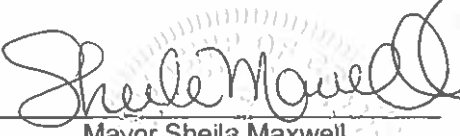
BE IT RESOLVED THAT By-law 2025-024 be passed;


AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-024, 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