

## MINUTES - REGULAR COUNCIL MEETING

Tuesday, August 12<sup>th</sup>, 2025 – 6:00 pm

PRESENT Mayor Sheila Maxwell  
Councillor Grant Arnold  
Councillor David Maxwell

REGRETS Councillor Chris Kresack  
Councillor David Halvorsen

ALSO PRESENT Karen Paisley, Clerk  
Leanne Maxwell, Treasurer

VIRTUAL Olabisi Akinsanya-Hutka, HR Assistant

### 1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:02 p.m.  
Mayor Maxwell provided a statement of land acknowledgement.

### 2. APPROVAL OF AGENDA

#### RESOLUTION 2025 – 161

Moved by: Councillor Arnold

Seconded by: Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of August 12<sup>th</sup>, 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 – July 22<sup>nd</sup>, 2025

Council present reviewed the minutes of the July 22<sup>nd</sup>, 2025, Regular Council Meeting. No amendments were requested.

#### RESOLUTION 2025 - 162

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of July 22<sup>nd</sup>, 2025, be approved as circulated.

CARRIED

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## **7. DISBURSEMENT LIST**

### **7.1. Payroll Report**

Council reviewed the payroll report. There were no questions for the treasurer.

### **7.2. Payment Register**

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

## **RESOLUTION 2025-163**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, check numbers 7516 to 7535 totalling \$85,780.19.

## **8. REPORTS FROM MUNICIPAL OFFICERS**

### **8.1. Clerk's Report**

The Clerk provided an update on several initiatives. She reported ongoing efforts to maintain compliance with the Emergency Management and Civil Protection Act (EMCPA), including completion of IMS100 training and registration for IMS200 and EM200 courses scheduled for October. A meeting with MECP field officers was held on August 8 to review the Clerk's training progress and Conmee's emergency compliance reporting, and a meeting of the Emergency Management Program Committee (EMPC) will be scheduled to support annual compliance. The Clerk and Treasurer received complimentary registration for the AMCTO Fall Meeting, scheduled for October 1–3, and Council approved their attendance. Personnel reviews were conducted on August 8. The HR Assistant's contract is up for renewal. The contract renewal was prepared for closed session review. Council endorsed the Clerk's nomination of the Thunder Bay Military and Police Museum for the Lieutenant Governor's Ontario Heritage Award. The Clerk will prepare a draft letter of support for Council to approve. The Clerk advised that Conmee's delegation request to MTO for the AMO conference was not approved due to high demand, and Council discussed alternative engagement options with provincial representatives. The August newsletter was successfully compiled and distributed, featuring updates on the cemetery, landfill, and the fire department's upcoming open house. The Clerk reported progress on the EASE grant application for inclusive playground enhancements, including accessible pathways, seating, and sensory features, and presented a letter of support for the grant application for Council's approval. Updates were also provided on food bank loading dock quotes and garbage bin ownership. The Food Bank confirmed ownership of the bins behind the Community Centre and advised that signage was intended to assist volunteers with knowing where items belong. The Clerk recommended that future communications be coordinated through the designated Council liaison. A draft 2026 Council meeting calendar was presented for review and discussion under item 9.1 in New Business.

### **8.2. Treasurer's Report**

The Treasurer advised Council that Infrastructure Ontario recommended postponing financing applications until the fall, pending completion of the 2024 financial statements and resolution of prior deficits. Tax bills have been issued, and payments are actively being received. Signage for the landfill has been ordered; however, the main site map is experiencing resolution issues, and alternative solutions are being explored. A correction to the cemetery fee schedule was noted, specifically the addition of the urn interment fee. An amending by-law to incorporate this fee is submitted under item 10 of the agenda.

### **8.3. Public Works Report**

There was no report for this meeting.

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#### 8.4. Fire Chief's Report

The Fire Chief was not in attendance due to personal circumstances. Preparations for the August 16 fire department open house are underway, with volunteers assisting in cleaning vehicles and facilities. A minor repair to Truck 76 was completed in advance of the event. The Chief is expected to attend a meeting with the Solicitor General during FireCon to discuss shared services and mutual aid. Recruitment efforts are ongoing, and the department remains hopeful for new volunteer interest.

#### 8.5. Council Member Reports

Mayor Maxwell reported that she participated in recent staff performance reviews, including those for public works and administrative staff. During the reviews, she discussed the importance of improving public works reporting and supported the implementation of monthly maintenance checklists. She also noted progress in contract negotiations and confirmed her participation in a recent negotiation team meeting to prepare for upcoming union discussions. In addition, Mayor Maxwell commented on recent community events, including a well-attended ball hockey tournament and storm-related damage to the portable toilet near the pavilion, which was promptly addressed by staff. She expressed appreciation for the community's engagement and the responsiveness of municipal staff.

Councillor Arnold reported that he participated in staff performance reviews on August 8, including those for public works and administrative staff. He also inspected the cemetery water valve, confirming that the mechanism was operational and offering a suggestion to improve its ease of use with a small application of plumber's grease. Councillor Arnold expressed satisfaction with the review process and contributed to discussions on improving maintenance documentation and reporting practices.

Councillor Maxwell reported that he completed a generator check on July 27 and participated in staff performance reviews on August 8. He assisted the Facilities Manager with setup for weekend events, including repositioning equipment and addressing storm-related damage to the portable toilet near the pavilion. Councillor Maxwell also attended the contract negotiations committee meeting and contributed to discussions regarding improvements to public works reporting and documentation practices.

#### 8.6. 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 2025-164

**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**

### 9. NEW BUSINESS

#### 9.1 2026 Council Meeting Schedule

Council reviewed the draft 2026 meeting calendar prepared by the Clerk, which included considerations for statutory holidays and the municipal election scheduled for October 26, 2026. The Clerk noted that Conmee's procedural by-law currently mandates the inaugural meeting to be held on the third Thursday of November, which would fall on November 19, 2026. Council discussed the possibility of amending the by-law to hold the inaugural meeting on the third Tuesday instead, to align with regular Tuesday meeting dates. Council agreed that no meeting should be scheduled on October 27, 2026, the day following the municipal election, due to the Clerk's workload. Instead, the final meeting of the outgoing Council was proposed for October 13, 2026. Council also discussed the timing of the December meeting, ultimately supporting December 15, 2026, to avoid conflicts with holiday schedules while ensuring timely handling of

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year-end matters. The Clerk will revise the calendar accordingly and bring forward any necessary amendments to the procedural by-law at a future meeting. The item was tabled to allow time for further review and feedback.

## **9.2 New Pumper Fire Truck**

Council revisited the proposal for a new pumper fire truck. The Treasurer advised that Infrastructure Ontario recommended postponing financing applications until fall, pending completion of the 2024 financial statements and resolution of past deficits. The Clerk confirmed that no new vendor materials had been received. Council suggested informing vendors that the matter is on hold until December. Council also discussed the possibility of refurbishing the existing pumper truck and considered whether its original design might allow for interchangeability. The item is currently on hold, pending financial review, and has been tabled for further consideration in December.

## **10. BY-LAWS**

### **10.1 Bylaw 2025-026 – Set Fees Amendment**

#### **RESOLUTION 2025-165**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Arnold**

BE IT RESOLVED THAT Bylaw 2025-026, being a bylaw to amend Bylaw 2025-001 to include the urn interment fee in the cemetery fee schedule, be approved.

**CARRIED**

## **11. CORRESPONDENCE**

There was no correspondence submitted for this meeting.

## **12. UPCOMING MEETING DATES**

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

## **13. CLOSED SESSION**

#### **RESOLUTION 2025-0166**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Arnold**

BE IT RESOLVED THAT the time being 7:55 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, being the Closed Session minutes of the Council meeting held July 22<sup>nd</sup>, 2025; and under the authority of paragraph 239(2)(b) and 239(2)(d) of the same legislation, to consider Item 13.2 and Item 13.3 involving personal matters about identifiable individuals and, involving labour relations or employee negotiations.

**CARRIED**

During closed session, the following procedural resolution was passed:

#### **RESOLUTION 2025-167**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Arnold**

BE IT RESOLVED THAT, the time being 8:12 pm, Council rise from closed session and report in open session.

**CARRIED**

Open session resumed.

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#### **14. REPORT FROM CLOSED SESSION**

##### **RESOLUTION 2025-168**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on July 22<sup>nd</sup>, 2025, be approved; AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

**CARRIED**

#### **15. CONFIRMING BY-LAW**

By-law 2025-027

##### **RESOLUTION 2025-169**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

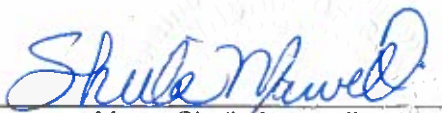
BE IT RESOLVED THAT By-law 2025-027 be passed;


AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-027, 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 8:13 pm.

  
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Mayor Sheila Maxwell

  
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Clerk Karen Patsley