

AGENDA FOR SPECIAL COUNCIL MEETING
Wednesday, August 26th, 2026 – 6:30 p.m.



Join Zoom Meeting:

<https://us02web.zoom.us/j/87416308651?pwd=Hmp5YE9Vx1j0eieJK7d4katt5vEVap.1>

Meeting ID: 874 1630 8651

Passcode: 948650

1. CALL TO ORDER

Land Acknowledgement

2. APPROVAL OF AGENDA

Recommendation: BE IT RESOLVED THAT the agenda for the Special Council Meeting of August 26th, 2026 be approved as circulated. (Alternatively, amendments to be noted; with approval as amended.)

3. DECLARATIONS OF PECUNIARY INTEREST

4. NEW BUSINESS

4.1 Surplus Tanker Truck Purchase – Report to Council

Recommendation: BE IT RESOLVED THAT Council grants and exemption from the Request for Quotations (RFQ) competitive bidding requirements under Section 11.4 of Procurement By-law No. 1270, to permit the Township of Conmee to participate in the time-sensitive GovDeals online auction for a surplus fire tanker closing on Thursday, August 27, 2026, at 11:00 AM; AND FURTHER THAT Council authorizes staff to place a binding bid up to a maximum financial ceiling of \$28,000, to be funded entirely from the pre-approved unallocated extraordinary purchases account; AND FURTHER THAT Council notes this expenditure falls below the \$50,000 threshold outlined in the Section 275 of the Municipal Act, 2001, and therefore complies fully with all regulations governing the current Restricted Acts Period.

5. By-law 2026-026 – To Confirm the Proceedings of the Meeting

Recommendation: BE IT RESOLVED THAT By-law 2026-026 be passed, and FURTHER, THAT the Mayor and the Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2026-026, being a By-law to confirm the proceedings of this evening's meeting.

6. ADJOURN

Recommendation: There being no further business to conduct, the Mayor declares the meeting to be adjourned at ____ p.m.

**The Corporation of the Township of Conmee
Administrative Report**

Date: August 26, 2026

To: Mayor and Council

Subject: Surplus Tanker Truck Purchase

File Number: 10-L03-0001 - 2005 International 7400 Fire Tanker

Submitted by: Karen Paisley, Clerk

RECOMMENDATION:

THAT Council receive this report; AND THAT Council approve an exception to Municipal Procurement Bylaw 1270 to permit bidding on a public surplus auction platform; and THAT Council authorize staff to proceed with bidding on the 2005 International 7400 Fire Tanker currently listed on GovDeals up to a maximum purchase hammer price of \$28,000 CAD; and THAT a total project budget of up to \$40,000 CAD be approved from the Equipment Replacement Reserve to cover the buyer's premium, HST, transport, safety inspection, and certification, not to exceed \$49,999.

PURPOSE & BACKGROUND:

The purpose of this report is to seek authorization from Council to purchase a used fire tanker apparatus to replace a vital link in our rural water shuttle network. A 2005 International 7400 Fire Tanker has been identified via the GovDeals public auction platform. Given the high cost of brand-new apparatus (\$500,000 - \$650,000+), sourcing a reliable, low-mileage used vehicle represents significant fiscal savings for a small municipality.

FINANCIAL BREAKDOWN & PROJECTIONS:

The breakdown of the projected out-the-door costs for the procurement is detailed below:

The final project budget has been structured to ensure compliance with Section 275 of the Municipal Act by maintaining the Township's total financial exposure below the \$50,000 statutory threshold that applies during the current Restricted Acts period. Staff recommend a project budget of \$40,000, funded from the Equipment Replacement Reserve. Within this budget, the maximum bid on the GovDeals auction platform would be capped at \$28,000. Based on the auction terms, a 12.5% buyer's premium would add approximately \$3,500 to the purchase price, resulting in a pre-tax total of \$31,500. Applying Ontario HST of 13% to the bid amount and buyer's premium would result in an estimated GovDeals invoice of \$35,595.

The remaining balance of approximately \$4,405 within the approved project budget would be reserved for post-purchase costs associated with placing the vehicle into service. These costs may include transportation of the vehicle to Conmee Township, a heavy-duty mechanical inspection, Ministry of Transportation safety certification and yellow sticker requirements, pump testing and certification, a temporary trip permit, fuel, or other compliance-related expenses.

To provide an additional safeguard during the Restricted Acts period, staff further recommend that the total expenditure authorized for this acquisition not exceed \$49,999 under any circumstances. This provides a \$9,999 buffer between the approved project budget and the statutory threshold, ensuring that any unforeseen costs associated with making the tanker roadworthy can be addressed while remaining within Council's legal spending authority.

Two Quotes were gained for the following vehicles:

2004 Freightliner 2000 Gallon Tanker - \$57,300

2007 Sterling Tanker 300*/2000 - \$86,400

LEGAL IMPLICATIONS & RESTRICTED ACTS (RESTRICTED ACTS PERIOD):

As Council is currently within a "Restricted Acts Period" (Lame Duck status) under Section 275 of Ontario's *Municipal Act*, the municipality is legally prohibited from approving expenditures or disposing of assets exceeding \$50,000. Because the maximum authorized budget for this procurement is capped strictly at \$40,000 CAD, this transaction falls safely under the statutory limit. Council retains full legal authority to vote on, approve, and execute this specific acquisition.

OPERATIONAL CONSIDERATIONS & RISK MANAGEMENT:

Staff have evaluated the risks associated with an "As-Is" auction vehicle purchase and recommend the following mitigation steps:

- Certification Deficit: The vehicle is sold uncertified. Funds are explicitly allocated in the budget line item for an immediate heavy-duty mechanical inspection and safety certificate upon delivery.
- Pump & Tank Integrity: While functional, the pump lacks a current NFPA certification. Fire department staff will coordinate a formal third-party pump test to protect localized rural insurance grading.
- ULC / FUS Aging: At 21 years old, the apparatus exceeds optimum frontline service life guidelines. It will be integrated primarily as a secondary/reserve water shuttle piece to maximize its operational utility.

2005 International 7400 Fire Tanker – Auction Link:
<https://www.govdeals.ca/en/asset/898/5324>



2004 Freightliner 2000 Gallon Tanker



2007 Sterling Tanker 300*/2000



THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2026-026

Being a By-law to confirm the proceedings of Council at its meeting.

Recitals:

Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires a municipal Council to exercise its powers by by-law, except where otherwise required.

Council from time to time authorizes action to be taken which does not lend itself to an individual by-law.

The Council of The Corporation of the Township of Conmee deems it desirable to confirm the proceedings of Council at its meeting by by-law to achieve compliance with the Municipal Act, 2001.

ACCORDINGLY, THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. Ratification and Confirmation

The actions of this Council at its meeting held August 26th, 2026, with respect to each motion, resolution and other action passed and taken by this Council at the meeting, are adopted, ratified and confirmed as if such proceedings and actions had been expressly adopted and confirmed by by-law.

2. Execution of all Documents

The Mayor of the Council and the proper officers of the Township are authorized and directed to do all things necessary to give effect to the actions authorized at the meeting, and/or to obtain approvals where required, and except where otherwise provided, the Mayor and Clerk are authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Passed this 26th day of August, 2026.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley