

AGENDA FOR REGULAR COUNCIL MEETING  
Tuesday, January 14<sup>th</sup>, 2025 – 6:00 pm



Join Zoom Meeting: <https://us02web.zoom.us/j/89333039287?pwd=yBbdF7fTdTEF7kXqyH5udNXc2VYIxBP.1>

Meeting ID: 893 3303 9287

Passcode: 932622

1. CALL TO ORDER  
Land Acknowledgement
2. APPROVAL OF AGENDA  
Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of January 14, 2025 be approved as circulated. (Alternatively; amendments to be noted; with approval as amended.)
3. DECLARATIONS OF PECUNIARY INTEREST
4. TOWN HALL SEGMENT
5. DEPUTATIONS
  - 5.1 Peter Hart, Sustain Energy, "SmartSence"  
Recommendation: Directions to Administration as per Council's determination  
(See also Item 13.1)
6. MINUTES OF PREVIOUS MEETINGS
  - 6.1 Minutes – Open Session Special Council Meeting –December 14<sup>th</sup>, 2024  
Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Special Council Meeting held on December 14<sup>th</sup>, 2024 be approved as circulated. (Alternatively; corrections to be noted; with approval as amended.)
  - 6.2 Minutes – Open Session Regular Council Meeting –December 17<sup>th</sup>, 2024  
Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Special Council Meeting held on December 17<sup>th</sup>, 2024 be approved as circulated. (Alternatively; corrections to be noted; with approval as amended.)
7. DISBURSEMENT LIST
  - 7.1 Payroll Report
  - 7.2 Payment Register  
Recommendation: BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7233 to 7249 and payroll totalling \$64,015.81.
8. REPORTS FROM MUNICIPAL OFFICERS/OTHERS (As available)
  - 8.1 Clerk's Report
  - 8.2 Treasurer's Report (No report for this meeting)
  - 8.3 Deputy Clerk-Treasurer's Report (No report for this meeting)
  - 8.4 Public Works Report
  - 8.5 Fire Chief's Report (No report for this meeting)
  - 8.6 Council Member Reports (Verbal)
  - 8.7 Reports from Other Agencies: as listed in the Clerk's Report  
Recommendation: BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8 of this evening's agenda. (Alternatively; directions to Administration as per Council's determination)
9. NEW BUSINESS
  - 9.1 Hiring Policy  
Recommendation: Administration to be directed relating to the amended policy
  - 9.2 Thunder Bay Area Food Strategy – Survey  
Recommendation: Administration to be directed relating to finalizing Council's Responses to the Survey Questions

10. BYLAWS
  - 10.1 Bylaw 2025-001: Being a Bylaw to implement Fees and Charges  
Recommendation: BE IT RESOLVED THAT Bylaw 2025-001 be passed, and FURTHER, THAT the Mayor and the Acting Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-001, being a By-law to set fees and charges for the Municipality, effective January 1<sup>st</sup>, 2025.
11. CORRESPONDENCE
  - 11.1 List of Resolution Support Requests from other municipalities  
Recommendation: directions to Administration as per Council's determination
  - 11.2 Correspondence from Schooley Mitchell following up its presentation to NOMA relating to services it provides.  
Recommendation: Administration to be directed as to whether Council wishes to hear from the company as a deputation at a future meeting
  - 11.3 Correspondence from NOMA regarding 2025 conference and SNOED course  
Recommendation: Administration to be directed as to registrants for the conference and/or course and sponsorship
  - 11.4 Correspondence from the Ministry of Infrastructure regarding Municipal obligations associated with the Provincial program for broadband expansion across Ontario  
Recommendation: presented for information
  - 11.5 Correspondence from TBDML regarding 2025 conference  
Recommendation: Administration to be directed as to registrants for the conference and sponsorship  
Recommendation: BE IT RESOLVED THAT Council receive the correspondence presented as listed in Section 11 of this evening's agenda. (Alternatively; directions to Administration as per Council's determination)
12. UPCOMING MEETING DATES

Regular Council Meetings: January 28<sup>th</sup>, February 11<sup>th</sup> & 25<sup>th</sup>; March 11<sup>th</sup> & 25<sup>th</sup>; April 8<sup>th</sup> and 22<sup>nd</sup>; May 13<sup>th</sup> & 27<sup>th</sup>; June 10<sup>th</sup> & 24<sup>th</sup>; July 8<sup>th</sup> & 22<sup>nd</sup>; August 12<sup>th</sup> and 26<sup>th</sup>; September 9<sup>th</sup> and 23<sup>rd</sup>; October 14<sup>th</sup> and 28<sup>th</sup>; November 12<sup>th</sup> (Wed) & 24<sup>th</sup>; and December 16<sup>th</sup>, 2025.
13. CLOSED SESSION

Recommendation: BE IT RESOLVED THAT, the time being \_\_\_\_ p.m., Council enter Closed Session under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, in order to consider Items 13.2 and 13.3, being the Closed Session minutes of the Council meetings held December 14<sup>th</sup>, 2024 and December 17<sup>th</sup>, 2024; and, under the authority of paragraph 239(2)(b) of the same legislation, in order to consider Items 13.1 and 13.4, involving personal information about identifiable individuals; and under the authority of paragraph 239(2)(d) of the same legislation, in order to consider Item 13.4 involving labour relations and employee negotiations.

  - 13.1 Deputation Request from Constituents
  - 13.2 Minutes – Closed Session Special Council Meeting –December 14<sup>th</sup>, 2024
  - 13.3 Minutes – Closed Session Regular Council Meeting – December 17<sup>th</sup>, 2024
  - 13.4 Acting Clerk report on Personnel Matters
  - 13.5 HR Assistant report on Personnel Matters
  - 13.6 Deputation Request from HR Consultant (Shawn Koza)  
Recommendation: BE IT RESOLVED THAT, the time being \_\_\_\_ p.m., Council rise from Closed Session and report in Open Session
14. BUSINESS ARISING FROM CLOSED SESSION

Recommendation 1: BE IT RESOLVED THAT the Minutes of the Closed Session of the Special Council Meeting held on December 14<sup>th</sup>, 2024, and the Regular Council Meeting held on December 17<sup>th</sup>, 2024 be approved as circulated. (Alternatively; corrections to be noted; with approval as amended.)  
Recommendation 2: BE IT RESOLVED THAT Administration be authorized to proceed as directed in Closed Session.
15. CONFIRMING BYLAW

By-law 2025-002– To Confirm the Proceedings of the Meeting  
Recommendation: BE IT RESOLVED THAT Bylaw 2025-002 be passed, and FURTHER, THAT the Mayor and the Acting Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-002, being a By-law to confirm the proceedings of this evening's meeting.

16.

ADJOURN

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

# SmartSense

100% Funded - Invitation Only



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We understand the pressures on small municipalities—the challenge of tight budgets, limited staff, and rising operational costs. That’s why we’re extending this exclusive invitation to join SmartSence.

Through this program, your municipality could secure up to \$200,000 in fully funded support to empower municipalities like yours crafted to deliver real savings and operational clarity from day one.

We had ran a previous pilot program in 2022 with a group of over 60 municipalities across Canada, who have helped us sculpt and create this tool from British Columbia to Newfoundland.

This invitation is about more than just funding; it’s an opportunity to equip your municipality for years to come - with a tool designed to lighten the load, lighten costs maximize efficiency, and drive real, measurable savings.

SmartSence has been shaped by municipalities, for municipalities, and we’re excited to extend this invitation for you to join a program that’s already making an impact across Canada.



## Here's Exactly What You'll Receive:

- **Clip-On Sensors Package** — Yours to keep, providing ongoing insight and control.
- **Full Installation & Commissioning** — Seamless setup with no hassle for your team.
- **Basic Training & Ongoing Support** — Ready assistance whenever you need it.
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- **Custom Energy Savings Plan** — SmartSence delivers a tailored plan based on real-time, precise data from your facility's unique energy usage—offering a level of accuracy far beyond standard energy audits. This ensures you capture every opportunity for meaningful savings.
- **100% Cost Coverage** — Fully funded with no hidden fees, extra resources, or added time required from your municipality.

## Here's What We'll Achieve Together:

- **Reduced Energy Consumption** — Expect a 3-15% reduction annually.
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- **Predict Equipment Failures Before They Happen** — Be proactive, not reactive.
- **Support for Equipment Replacement Funding** — We'll help you secure funding when it's time for upgrades.

For more information on how the program works and what it can achieve for your municipality, please contact:

**Peter Hart**  
**phart@sustainergy.ca**  
**(780)-863-4723**



**MINUTES - SPECIAL COUNCIL MEETING**  
 Saturday, December 14<sup>h</sup>, 2024 – 10:00 a.m.



**PRESENT:** Mayor Sheila Maxwell  
 Councillor David Maxwell  
 Councillor Chris Kresack  
 Councillor Grant Arnold  
 Councillor David Halvorsen

**ALSO PRESENT:** Rosalie Evans, Acting Clerk  
 Karen Paisley, Clerk  
 Olabisi Akinsanya-Hutka, Human Resources Assistant  
 Robb Day, Fire Chief

**INVITED BUT ABSENT:** Former Deputy Fire Chief, Darryl Parfeniuk

**1. CALL TO ORDER**

Mayor Maxwell called the meeting to order at 10:01 a.m.  
 Mayor Maxwell provided a statement of land acknowledgement.  
 Introductions were made around the table for anyone unfamiliar with those in attendance.

**2. APPROVAL OF AGENDA**

**RESOLUTION 2024-0245**

Moved by: Councillor Arnold  
 Seconded by: Councillor Halvorsen

BE IT RESOLVED THAT the agenda for the special council meeting of December 14th be approved as circulated,

**CARRIED**

**3. DECLARATIONS OF PECUNIARY INTEREST**

No declarations were made.

**4. CLOSED SESSION**

**RESOLUTION 2024-0246**

Moved by: Councillor Maxwell  
 Seconded by: Councillor Kresack

BE IT RESOLVED THAT the time being 10:03 a.m., Council resolve into closed session, under the authority of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, paragraphs 239(2)(b) and (d) to discuss Items 4.1 through 4.4, dealing with personal information about identifiable individuals and employee negotiations.

**CARRIED**

**5. RISE FROM CLOSED SESSION**

During closed session, the following procedural resolution was passed:

**RESOLUTION 2024-0247**

Moved by: Councillor Arnold  
 Seconded by: Councillor Halvorsen

BE IT RESOLVED THAT, the time being 1:36 p.m., Council rise from closed session and report in open session.

**CARRIED**

Open session resumed.

**6. BUSINESS ARISING FROM CLOSED SESSION****RESOLUTION 2024-0248**

Moved by: Councillor Kresack

Seconded by: Councillor Halvorsen

BE IT RESOLVED THAT Administration is authorized to proceed as directed in closed session.

**CARRIED****7. CONFIRMING BY-LAW**By-law 1477 – To Confirm the Proceedings of the Meeting**RESOLUTION 2024-0249**

Moved by: Councillor Kresack

Seconded by: Councillor Arnold

BE IT RESOLVED THAT By-law 1477 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. 1477, being a By-law to confirm the proceedings of today's meeting.

**CARRIED****8. ADJOURNMENT**

There being no further business to attend to, Mayor Maxwell declared the meeting adjourned at 1:37 p.m.

\_\_\_\_\_  
Mayor Sheila Maxwell\_\_\_\_\_  
Acting Clerk Rosalie Evans



**MINUTES - REGULAR COUNCIL MEETING**  
Tuesday, December 17<sup>th</sup>, 2024 – 6:00 pm



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

**REGRETS:** Councillor David Halvorsen  
Councillor Chris Kresack

**ALSO PRESENT:** Rosalie Evans, Acting Clerk  
Karen Paisley, Clerk  
Leanne Maxwell, Treasurer  
Robb Day, Fire Chief

**PRESENT VIRTUALLY:** Sarah Siska, Co-Ordinator, Thunder Bay Food Strategy  
Courtney Strutt, Emergency Food Plan Co-Ordinator, Thunder Bay Food Strategy

**1. CALL TO ORDER**

Mayor Maxwell called the meeting to order at 6:00 p.m. A brief recess took place to address technical difficulties with the virtual meeting connectivity, and to allow a 15 minute window for the potential arrival of absent members of Council. The meeting was re-called to order at 6:15 p.m.  
Mayor Maxwell provided a statement of land acknowledgement.

**2. APPROVAL OF AGENDA**

**RESOLUTION 2024-0250**

Moved by: Councillor Maxwell  
Seconded by: Councillor Arnold

BE IT RESOLVED THAT the agenda for the regular council meeting of December 17<sup>th</sup>, 2024, be amended as follows:  
a) To provide clarification relating to the deputation at Item 5;  
b) To add an additional item (NOHFC grant application approval) as 9.4; and  
c) To correct the error in the Bylaw number at Item 15;  
AND, FURTHER, THAT the agenda, as so amended, be approved.

**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**

Ms. Sarah Siska and Ms. Courtney Strutt addressed Council with respect to the activities of the Thunder Bay Food Strategy, reviewing the slide deck included in the agenda package. The Strategy is looking to incorporate. It is seeking greater ties with its Rural municipal partners and looking for ways in which to do that. The Strategy's Emergency Food Plan was discussed. Two websites operated by the Strategy (tbfoodstrategy.com and tbayInSeason.ca) were referenced for the information of the public. Administration was directed to bring the survey forward to the next regular meeting of Council for discussion and a collective Council response. Administration was directed to contact the Rural Cupboard Food Bank so that Ms. Siska and Ms. Strutt can arrange a visit.

After noting that they are available to respond to any questions, and providing contact information, Ms. Strutt and Ms. Siska left the meeting at 6:40 p.m.

## 6. MINUTES OF PREVIOUS MEETING(S)

### 6.1. Minutes – Regular Council Meeting – November 26<sup>th</sup>, 2024

Members present reviewed the minutes. No errors or omissions were noted.

#### **RESOLUTION 2024-0251**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the minutes for the regular council meeting of November 26<sup>th</sup>, 2024, be approved, as circulated.

**CARRIED**

## 7. DISBURSEMENT LIST

### 7.1. Payroll Report

### 7.2. Payment Register

The Treasurer responded to questions from members present.

#### **RESOLUTION 2024-0252**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7192 to 7232, and payroll totalling \$80,826.60.

**CARRIED**

## 8. REPORTS FROM MUNICIPAL OFFICERS

### 8.1. Clerk's Report

The Clerk and the Acting Clerk reviewed their report with members present and responded to questions. It was noted that an information technology inventory is required, as well as a replacement policy. Administration will put forward a policy in the new year, and provide for an information technology reserve in the 2025 budget.

### 8.2. Treasurer's Report

The Treasurer overviewed her report with members present and responded to questions. The updated fees list was reviewed, and amendments noted. Administration was directed to bring forward an amended fee bylaw to the next regular meeting of Council. Contents coverage levels for the Public Works Garage and Fire Hall were discussed. It was noted that thorough inventories of the contents for both buildings would be required. Administration was requested to follow up with our insurers based on "rental income" coverage as described. Same is likely no longer needed, since the Rydholm residence was sold, and the Township no longer has an SNEMS tenant.

#### **RESOLUTION 2024-0253**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approve the renewal of the Township's insurance policy, as presented; AND, FURTHER, THAT contents coverage for the Municipal Garage and the Fire Hall be added to the policy, in the amount of \$150,000.00 per building.

**CARRIED**

The Treasurer noted that both furnaces at the Municipal Garage had had to be replaced. Councillor Maxwell noted that they were both "original", and approximately 40 years old. The smaller one will be replaced shortly. The larger one will be replaced early in the new year.

**RESOLUTION 2024-0254**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approve the repairs required for the Municipal Garage heating system.

**CARRIED****8.3. Deputy Clerk-Treasurer's Report**

Members present reviewed the report. The Acting Clerk noted that the NOHFC grant application referenced in the report relates to the added Agenda Item 9.4.

**8.4. Public Works Report**

As no representative of the department was present, Councillor Maxwell, as Public Works Liaison reported. Concerns were raised about the level of snow clearing at the Fire Hall. Administration advised that the Deputy Clerk-Treasurer is working on a new road maintenance policy, and that snow clearing and sanding at the Fire Hall will be included. Markers for the Fire Hall driveway limits were suggested. It was suggested, further, that the Assistant Facilities Maintenance staff person who shovels the walkways at the Municipal Complex might be approached for some of the shovelling needed at the Fire Hall. One of the issues discussed with the Public Works Manager was a problem with the truck "slipping out" of four wheel drive. Administration was directed to follow up to see that the vehicle receives the appropriate repairs. Councillor Maxwell reported that there had been recent complaints to the Mayor about the status of the roads, and that Public Works had been requested to, and did, respond with more sand to address issues of slipperiness. He reported further that the "geo tab" on the 2-ton truck was again working.

**8.5. Fire Chief's Report**

Chief Day reviewed his report with members present and responded to questions. He will be responding to the engineering firm retained by MTO for work on Highway 11/17 between Oliver Paipoonge and Sistonen's Corners. Administration was requested to review files for previous correspondence with the Province in this regard. Chief Day noted that he had still not been provided access to the Township fuel supply for re-fuelling Fire Team vehicles. Councillor Maxwell advised that he had spoken with both the Public Works Manager and the Deputy Clerk-Treasurer in this regard on November 27th. The Clerk was directed to follow up and make sure that access and records-keeping are arranged as soon as possible. Recruiting was discussed. Chief Day would like to see enhancements in the Fire Team's budget to allow for a more appropriate form of compensation for team members, and to provide for appreciation and recognition for members. Further, he suggests members be incentivized to complete training requirements (necessary for July, 2026). Chief Day referenced the draft Fire Department bylaw distributed. It is a "work in progress" and will be necessary to allow for future "shared services" between municipalities, which has been the topic of discussion amongst him and the Fire Chiefs in Oliver Paipoonge, Shuniah, O'Connor and Neebing. Administration was directed to place the draft bylaw on a future Council meeting agenda for discussion.

**8.6. Council Member Reports**

Mayor Maxwell advised that, since the last Council meeting report, she had attended the special council meeting held Saturday, December 14<sup>th</sup>. She had been coming in to the office on a regular basis to sign checks. She had also attended the LRCA Christmas get-together on December 12<sup>th</sup>, as well as a Fire Team Christmas get-together at the Prospector that same evening.

Councillor Arnold reported that he had "met" (via phone) with the HR Assistant on December 5<sup>th</sup>, and, after a lengthy conversation, had requested the special meeting held December 14<sup>th</sup>, which he attended. He has delivered LRCA calendars to the Administrative office and to the Rural Cupboard Food Bank for distribution to the public. He will gather any extras in January and return them to the LRCA. He had attended the LRCA Christmas get-together on December 12<sup>th</sup>. He will be attending the TBDHU meeting on the 18<sup>th</sup>.

Councillor Maxwell reported that he attended the special council meeting on the 14<sup>th</sup>, and would be attending the TBDML meeting on the 18<sup>th</sup>.

**8.7. Other Agencies' Reports**

These reports were listed, for information, in the Clerk's report at Item 8.1.

**RESOLUTION 2024-0255**

Moved by: Councillor Arnold  
 Seconded by: Councillor Maxwell

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

**CARRIED**

A brief recess was called at 8:32 p.m. Chief Day left the meeting during the recess.

The meeting was re-called to order at 8:40 p.m.

**9. NEW BUSINESS**

- 9.1. Hiring Policy  
 Administration was directed to re-write the policy as it sees fit, and to bring it forward to a future meeting for consideration.

- 9.2. Asset Retirement Obligations  
 The Treasurer overviewed her report for members present. She and the Acting Clerk responded to questions from Council.

**RESOLUTION 2024-0256**

Moved by: Councillor Arnold  
 Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council authorize Administration to proceed with meeting its Asset Retirement Obligations for the 2023 financial year,  
 AND, FURTHER, THAT sole-sourcing North Rock Engineering for the work required in this regard is approved.

**CARRIED**

- 9.3. Budget Variance Report  
 This report was presented for Council's information.

- 9.4. NOHFC Grant application

**RESOLUTION 2024-0257**

Moved by: Councillor Maxwell  
 Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approves the application to the NOHFC for funding to upgrade the pavilion (new rink boards, bird netting, improvements to the skate shack and electrical improvements);  
 AND, FURTHER, THAT Council commits to funding its share of the project in the 2025 municipal budget.

**CARRIED****10. BY-LAWS****11. CORRESPONDENCE**

- 11.1. List of Resolution Support Requests from other Municipalities

The Acting Clerk reviewed the list with members present, providing detail relating to the wording of resolutions when requested. Council expressed its desire to support all of the resolutions listed.

**RESOLUTION 2024-0258**

Moved by: Councillor Maxwell  
 Seconded by: Councillor Arnold

WHEREAS the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers, resulting in the removal of over 204,000 tonnes of greenhouse gas emissions, we recognize the potential for similar success with nonalcoholic beverages;

AND, WHEREAS, the Ministry of the Environment, Conservation and Parks highlighted in their June 2023 letter that they are considering the adoption of a deposit-and-return system for nonalcoholic beverages;

AND, WHEREAS, this initiative presents a unique opportunity to further promote recycling, reduce litter, and encourage sustainable practices among consumers;

BE IT RESOLVED THAT Council for The Corporation of the Township of Conmee supports and endorses the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers, believing it to enhance environmental stewardship and foster a culture of sustainability;

AND, FURTHER, THAT a copy of this Resolution be sent to the Minister of the Environment, Conservation and Parks, the Minister of Finance, the Association of Municipalities of Ontario, and our local Member of Provincial Parliament.

**CARRIED**

**RESOLUTION 2024-0259**

Moved by: Councillor Arnold  
Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Council for The Corporation of the Township of Conmee supports the Township of Stirling-Rawdon's resolution regarding Public Sector Salary disclosure, and as such,

FURTHER, THAT the Province be requested to update the Public Sector Salary Disclosure Act to reflect inflation rates since 1996;

AND, FURTHER, THAT the Act be further amended to provide for the application, annually, of the inflation rate to the salary level requiring public reporting;

AND, FURTHER, THAT a copy of this Resolution be sent to the Premier, the Minister of Finance, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, and our local Member of Provincial Parliament.

**CARRIED**

**RESOLUTION 2024-0260**

Moved by: Councillor Maxwell  
Seconded by: Councillor Arnold

WHEREAS, across most of Canada, municipalities are able to charge "for profit" gas utilities fees for the use of municipal property;

AND, WHEREAS, this revenue supports municipalities in managing abandoned gas distribution infrastructure and any conflicts with municipal infrastructure without increasing the financial burden on property taxpayers;

AND, WHEREAS, in Ontario, Section 9 of *O.Reg. 584/06* under the *Municipal Act, 2001* prohibits municipalities from charging for-profit gas utilities these fees;

AND, WHEREAS, if the charging of these fees was permitted, the resulting revenues would provide much-needed funding towards essential Township services and programs, and support the Township in funding any future work associated with gas distribution infrastructure;

THEREFORE, BE IT RESOLVED THAT the Council for The Corporation of the Township of Conmee supports the City of Guelph in its resolution of November 26, 2024, requesting the Province of Ontario to amend section 9 of Regulation 584/06 under the Municipal Act, 2001, to permit municipalities to charge fair fees to for-profit gas utilities for their use of public property, as municipalities do in most other provinces;

AND, FURTHER, THAT a copy of this Resolution be sent to the Premier, the Minister of Finance, the Minister of Energy and Electrification, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, and our local Member of Provincial Parliament.

**CARRIED****RESOLUTION 2024-0261**

Moved by: Councillor Arnold  
 Seconded by: Councillor Maxwell

WHEREAS small rural municipalities (with populations of 10,000 people or less) are facing monumental infrastructure deficit costs that cannot be adequately addressed through property tax revenue alone;

AND, WHEREAS, in 2015, the provincial government moved to standardized billing for all non-contract Ontario Provincial Police ("OPP") municipalities;

AND, WHEREAS the Ontario Government has recently committed 9.1 billion dollars to the City of Toronto to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressways; and has further recently committed 534 million dollars to Ottawa for the repatriation of Hwy 174;

AND, WHEREAS the annual cost of the OPP Municipal Policing Bureau for small, rural, non-contract municipalities is approximately 428 million dollars;

BE IT RESOLVED THAT the Council for The Corporation of the Township of Conmee supports the Municipality of Tweed's resolution number 229;

AND, FURTHER, THAT the Province should treat all municipalities fairly, regardless of size;

AND, FURTHER, THAT the Council for The Corporation of the Township of Conmee calls on the Ontario Government to immediately implement sustainable funding for small, rural municipalities by re-absorbing the cost of the Ontario Provincial Police Force into the Provincial budget, with no cost recovery to municipalities;

AND, FURTHER, THAT the OPP Billing Model be referred to the Auditor General for review;

AND, FURTHER, THAT a copy of this Resolution be sent to the Premier, the Minister of Finance, the Solicitor General, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, and our local Member of Provincial Parliament.

**CARRIED****RESOLUTION 2024-0262**

Moved by: Councillor Maxwell  
 Seconded by: Councillor Arnold

WHEREAS the Province of Ontario is responsible for providing quality health care to all residents of Ontario, and family medicine is the backbone of the healthcare system;

AND, WHEREAS, providing timely access to a primary health care provider for everyone in Ontario, is essential and should be a top Provincial Government priority;

AND, WHEREAS, millions of Ontario residents do not have a family doctor, and that studies show that patients without a primary health care provider have poorer health outcomes, while costing the health care system more;

AND, WHEREAS, hospitals, emergency rooms and clinics are overloaded by residents' unmet health care needs

BE IT RESOLVED THAT the Council for The Corporation of the Township of Conmee supports the City of Belleville's requests that the Minister of Health to take immediate action to:

- a. properly compensate family physicians with appropriate fee increases; and
- b. reduce the administrative burden that the Province places on family doctors so they have more time to see their patients;

AND, FURTHER, THAT a copy of this Resolution be sent to the Premier, the Minister of Finance, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, and our local Member of Provincial Parliament

**CARRIED**

11.2. MMAH Regarding Ontario Regulation 299/19

This correspondence was presented for information only.

11.3. MMAH Regarding Bill 241

This correspondence was presented for information only.

11.4. NOMA re NWMO Decision on Nuclear Waste Site

This correspondence was presented for information only.

11.5. MNR Regarding Bill 228

This correspondence was presented for information only.

11.6. LRCA Regarding 2025 Budget & Member Levies

This correspondence was presented for information only. Administration will factor the costs in to the 2025 budget.

The Acting Clerk noted that members, should they choose to do so, may comment on the various Ministry bills on line. Links can be provided upon request.

**RESOLUTION 2024-0263**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council receive the correspondence listed in Section 11 of this evening's agenda.

**CARRIED**

**12. UPCOMING MEETING DATES**

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

**13. CLOSED SESSION**

**RESOLUTION 2024-0264**

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the time being 8:58 p.m., Council resolve 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 minutes of the closed session from the meeting of November 26, 2024, and under the authority of paragraph 239(2)(b) of the same legislation to discuss Items 13.2 and 13.3 regarding personal information about identifiable individuals, and under the authority of paragraph 239(2)(d) of the same legislation to discuss Item 13.3, regarding employee negotiations.

**CARRIED**

During closed session, the following procedural resolution was passed:

**RESOLUTION 2024-0265**

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT, the time being 9:11 p.m., Council rise from closed session and report in open session.

**CARRIED**

Open session resumed.

**14. REPORT FROM CLOSED SESSION**

**RESOLUTION 2024-0266**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on November 26th, 2024 be approved;

AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

**CARRIED****15. CONFIRMING BY-LAW**

15.1. By-law 1478 – To Confirm the Proceedings of the Meeting

**RESOLUTION 2024-0267**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT By-law 1478 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. 1478, 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 9:12 p.m.

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Mayor Sheila Maxwell

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Acting Clerk Rosalie Evans



Staff Payroll -Dec 20, 2024  
 - Jan 3, 2025  
 Council Payroll - Dec 20, 2024

	<u>Administration and Public Works</u>	<u>Other</u>	<u>Total</u>
Wages	23,655.31	5,558.89	29,214.20
EI	549.76	129.17	678.93
CPP	1,311.39	154.04	1,465.43
RRSP	673.36		673.36
mileage	56.00	1.40	57.40
total	<u>26,245.82</u>	<u>5,843.50</u>	<u>32,089.32</u>

Township of Conmee  
Payment Register

7.2-1

Report Date

Batch: 2024-00151 to 2024-00166 2025-01-08 2:51 PM

Bank Code: GEN - TD Operating Account

Computer	Vendor	Amount	Notes
Cheque			
7233	Kyle Foekens/BMO RRSP	152.20	
7234	Lakehead Cleaners	75.46	
7235	MicroAge	150.65	
7236	Moffat Supply & Specialties	1,666.12	parts for plow
7237	Nova-Pro Industrial Supply Ltd	118.65	
7238	Sasi Spring Water	32.54	
7239	Xerox Canada Ltd	66.11	
7240	Clow Darling Ltd	655.40	
7241	Minister of Finance	7,376.00	policing
7242	Sarjeant Propane	1,726.33	
7243	Toodaloo Pest and Wildlife	110.74	
7244	Ultramar	3,854.02	
7245	Xerox Canada Ltd	80.83	
7246	Sasi Spring Water	415.74	
7247	Kyle Foekens/BMO RRSP	134.54	
7248	Rosalie Evans Municipal	1,544.55	
7249	ITEC 2000 Equipment Inc	80.75	
		18,240.63	
Other			
102	TD Visa	11,553.64	
104	TD Visa	30.98	
114	TD Visa	791.42	
122	TD Visa	651.01	
244	TBayTel	395.50	
535	TD Visa	263.31	
		13,685.86	
		31,926.49	

Payments Printed: 23

Note: \$11,553.64 includes bills paid by credit card during mail strike, as well as membership renewals for 2025

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

---

**Date:** January 14, 2025

**To:** Mayor and Council

**Subject:** Administrative Activity Report

**File Number:** 01-C10-0000 Administrative Activity Reports

**Submitted by:** Karen Paisley, Clerk  
Rosalie Evans, Acting Clerk

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**RECOMMENDATION:**

This report is prepared for Council's information.

**BACKGROUND:**

Administration reports to Council at regular council meetings on its activities.

**DISCUSSION:**

Clerk:

Following the December 17<sup>th</sup> council meeting, the Clerk met with Roads Supervisor Len Arps to discuss matters that arose from the meeting. Shel advised Mr. Arps that council would like snow clearing from the fire hall parking lot and the fire hall driveway to be a priority. Mr. Arps agreed. Marking the Fire Hall driveway with safety cones was also discussed. A more permanent solution of reflective poles, which will need to be installed when the ground thaws, will be investigated, however, cones will be added to the edges of the driveway for now.

The Clerk discussed the fire department's access to the garage for fuel, and Mr. Arps agreed to support the Fire Department with access. To assist, Administration created a Fuel Log sign-in sheet for the Fire Department to utilize, which is posted on a clipboard in the garage. This will ensure fuel costs are properly allocated to the correct department. Administration also set up the Fire Department with an alarm access code for the garage and the code for the garage door lock, and provided this information to the Fire Chief.

The Clerk reviewed with Mr. Arps the reported issue of the truck slipping gears out of 4-wheel drive. Mr. Arps advised that he had discussed this issue with Dave McLeod, who is the mechanic who takes care of the municipal fleet. Mr. McLeod informed Len to wait until the 4-wheel drive modular malfunction indicator light appears on the dash before he brings it in. Otherwise, it will require about a week for the mechanic to troubleshoot the issue, which will be expensive. Mr. McLeod advised Mr. Arps that he would be able to diagnose the problem more efficiently when the warning light engages.

The Clerk has now completed all onboarding requirements for the clerk position. On Saturday, January 11<sup>th</sup>, she completed the final requirement by attending the in-person First Aid training. The Clerk has enrolled in the AMCTO Municipal Clerks Institute education program. This program involves 4 all-day Zoom sessions on Wednesday March 19 and 26, and Wednesday April 9 and 16. This is an education program for clerks and is designed to connect participants across the province who share an interest in the role of municipal clerk. The program's topics include: government and governance, information management access and privacy, appointed and elected official relationships, communications management 101, municipal budgeting and basic finance, effective meeting management, customer service and service orientation, bylaws policies and procedures, municipal law: the legislative framework, and licensing and legislative service. Ms. Paisley is looking forward to learning a lot in this program.

Mr. Colin Maxwell has made great progress on the Digital Bylaw scanning project. We are going to miss having him in the office on a regular basis as his tenure as a co-op student is coming to an end. The Digital Bylaw project will continue as an ongoing activity.

The Clerk emailed Councillor Kresack to advise him the Thunder Bay and Area Food Strategy group expressed an interest in touring our food bank and suggested it would be beneficial for their representatives to tour the food bank on a day that the food bank is operating. The Clerk requested he ask the Rural Cupboard Food Bank board to invite the TBAFS to take a tour.

With Councillor Maxwell's input and assistance, a Lenovo computer located in the safe in the back storage area was refreshed and is now available for our office to use. It has a camera, so it can be utilized for Zoom and Teams meetings. A computer inventory project will commence shortly.

The public works buildings and municipal office building have been experiencing issues with heat. Clow Darling was contacted to repair the heating systems in the garage and municipal building. The municipal building's heat is now working properly. A new motherboard for the heating system was required in the municipal building. The garage needed one heating unit repaired and one unit replaced. One heating unit is now repaired. The repair was delayed by the need for Clow Darling to order in a conversion kit for the heater unit to connect to propane. The unit is anticipated to be replaced on Thursday, January 9th.

The Clerk assisted Chief Robb Day with his onboarding packages for the new volunteer firefighters. The onboarding package was reviewed, and Chief Day was provided with an updated vulnerable sector letter for criminal records checks with the Clerk's name and signature. The Clerk also, at Chief Day's request, created and bound 20 booklets in total for each course.

The Deputy Clerk/Treasurer, has completed the grant application for NOHFS community rural enhancement program, and it was submitted on time. We should hear from NOHFS within a few months.

The office was advised by AMO that hotel bookings for the "host hotel" for the annual August conference will be opened for on January 14<sup>th</sup>. Administration will attempt to secure 3 rooms

at that hotel. It is noted that the rooms typically “sell out” in ½ hour, however, Administration will do its best.

#### Acting Clerk:

The Acting Clerk continues to attend the municipal office one day per week (not a full day) and to assist Administrative staff remotely otherwise. Training for the Clerk is ongoing. The Deputy Clerk-Treasurer participates in training as timing allows.

Reports from Saari Artesian Springs Inc. (“SASI”) from November and December were reviewed, and the company was contacted with respect to ongoing service requirements. The Acting Clerk authorized a review of the system to see whether the Township should have additional (or different) water treatment so that, in circumstances where the secondary well “kicks in”, the water is appropriately treated. As the municipal complex is a public building, it is important that potable water be available. The results of the review should be available within the next 6 weeks.

The use of the primary well to flood the ice rink may be causing problems. Recommendations will follow the system review. When the primary well runs dry, it naturally “draws from” groundwater, which may (or may not) be contaminated from activities relating to the industrial operation across Holland Road. A dry system draws more heavily on the groundwater, meaning potential contaminants may be in greater quantity. What is most important is that the municipal complex has a reliable, potable water source. A review of the system is therefore necessary.

Administration is meeting at 1:00 p.m. January 14<sup>th</sup> for a first look at the 2025 budget. There are a number of factors at play for this year’s budget, but Administration intends to provide a draft budget for council’s consideration as soon as reasonably possible. The second meeting in February is a target; however, the first meeting in March may be more realistic.

#### Other Agencies’ Reports

Ministry of Municipal Affairs and Housing: MMAH circulated a proposed new Official Plan (under review) for the Unincorporated Townships of Gorham, Ware and the Dawson Road Lots. Comments due by February 11<sup>th</sup>.

The City of Ottawa: At Council’s request, the City canvassed other municipalities relating to any restrictions on the use of visual aids (i.e. slide shows; document projection, signs, etc.) by Council members when addressing the assembly. The City provided a summary of the results it obtained through this canvass.

Thunder Bay District Municipal League: The annual TBDML conference will be held on March 6<sup>th</sup> and 7<sup>th</sup> at the Prince Arthur Hotel in Thunder Bay. Attendance costs and sponsorship package information is included.

Ontario Power Generation: Notification was received that the construction phase for the redevelopment of the Kakabeka Falls Generation Station will commence in March of 2025. A Public Information Session on the Kakabeka Falls GS Redevelopment Project is scheduled for Thursday, January 23, 2025 from 6pm-9pm at the Kakabeka Legion Hall. Information has been posted on the Municipality's website and social media. The purpose of this session is to provide an opportunity where members of the community, stakeholders and the general public can speak with project team members to learn about the redevelopment project. Participants can come and go as they please throughout the duration of the session.

NOMA: The Economic Development Council of Ontario's (EDCO) Conference will take place at the Westin Harbour Castle in Toronto from February 4-6, 2025. The EDCO Conference is a major event for Ontario's economic development community. Details about speakers are included.

# Public Works Managers Report

8.4

Jan 14-25

## # Roads

- Plowing
- sanding
- scarifying
- Haul winter sand to yard
- Take garbage to landfill
- Put tire chains on 672-7500
- Work at landfill
- Clow Darling out to install 2" new furnices in shop
- Checked on food Bank Door

## # Equipment

- Put new light bar on 672

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

---

**Date:** January 14, 2025

**To:** Mayor and Council

**Subject:** Hiring Policy

**Submitted by:** Rosalie Evans, Acting Clerk

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**RECOMMENDATION:**

Administration recommends approval of the policy appended to this Report as Attachment One.

**BACKGROUND:**

At its meeting held November 12, 2024, Council directed Administration to bring forward the existing hiring policy for review. It was brought forward on November 26<sup>th</sup>, and deferred to December 17<sup>th</sup>. At its meeting held December 17, 2024, Council directed Administration to make its recommended changes to the policy and bring it forward for consideration.

**DISCUSSION:**

A hiring policy is mandatory for municipalities (Municipal Act, 2001, S.O. 2001, c. 25, paragraph 270(1)(2)).

Policy Number 8 was originally passed January 13, 2015, and was amended in 2018. It was appended to reports for the Council meetings of November 26<sup>th</sup> and December 17<sup>th</sup>. The attached newly drafted policy (2025-001) is intended to replace it, subject to any direction from Council for amendments.

**ATTACHMENT:**

One: Proposed Policy 2025-001: Hiring



**ATTACHMENT ONE: Suggested Replacement for the Current Hiring Policy**

**Policy No.:** 2025-001  
**Title:** Hiring and Recruitment Policy  
**Date Approved:** January 14, 2025

**1.00 PREAMBLE**

Subsection 270(1) of the Municipal Act, 2001, requires municipalities to adopt a policy regarding the hiring of its employees. Council intends that this policy apply to all volunteer positions as well, with necessary modifications.

This policy describes the process for properly assessing and selecting candidates for vacant employment or volunteer positions. It is the Township's policy to find candidates who meet the qualifications of the open position. The Township is dedicated to equal opportunity hiring processes. Hiring processes must be discrimination-free. The Township hires based on the most qualified candidate for the position.

For positions which are subject to a collective agreement, the terms of the collective agreement take precedence over this policy if there is a conflict.

**2.00 SCOPE**

This policy applies to the hiring of all employees and all volunteers working with and for the Township of Conmee.

**3.00 HIRING AUTHORITY**

Regardless of who has hiring authority, hiring shall be conducted with the involvement of Human Resources personnel.

The Clerk has the authority to hire, subject to this policy, all part time and/or temporary employment positions with the Corporation.

The Fire Chief has the authority to hire, subject to this policy, all members of the Volunteer Fire Department.

The Public Works Manager has the authority, in consultation with the Clerk, and subject to this policy and relevant collective agreements, to hire personnel that report to that position.

Council has the sole authority to hire senior management positions (i.e. Head of Administration; Treasurer, Head of Public Works) and secondary management positions (i.e. Deputy Clerk-Treasurer).

Council has the sole authority to appoint volunteers to relevant committees of Council.

Council may, at its discretion, nominate a “hiring committee” to undertake hiring for any positions under its authority. The resolution establishing the committee will expressly state whether this committee has Council’s authority to make job/volunteer position offers, or whether the committee will report back to Council for Council’s approval for hiring.

#### **4.00 PREPARATION FOR HIRING**

When a vacancy occurs, whether for a volunteer position or an employment position, Administration (including HR personnel) shall review the job description and the salary/stipend level for the position to make sure that it is accurate and up to date. Considerations include:

- The position title
- Hours/shifts
- Duties
- Qualifications
- Essential job functions
- Whether, and at what level, external “checks” are required (i.e. driver’s abstracts, criminal records checks, etc.)
- The salary or stipend offered (whether in a “band” or as a set amount)

The relevant hiring authority (refer to Section 3.00) shall prepare and/or approve the posting for the vacant position. Postings must succinctly detail the position and properly illustrate the Corporation’s brand and culture.

Where the relevant hiring authority has appropriate budget allocation, they shall determine where postings are advertised. At a minimum, postings for vacant positions are placed on the Corporation’s website and relevant social media sites, and, where timing permits, in the Corporation’s monthly newsletter. If there is no appropriate budget allocation, the Council shall determine where postings are advertised.

#### **5.00 INTERVIEWS/TESTING/REFERENCE CHECKS**

All applications, subject to accommodation requirements, must be received in writing. Applicants are subject to screening, testing, and interviewing processes to determine if they meet the minimum qualifications for the position.

All applicants who meet the minimum qualifications will be screened for the purpose of short-listing. Applicants who do not meet the minimum qualifications will be set aside for possible “under-filling” as may be required.

Interview questions will be prepared by and/or approved by the Hiring Authority (refer to Section 3.00) in consultation with Human Resources personnel. Interview questions will be given a potential score, indicated on the interview form, for each member of the Hiring Authority (as appropriate) to complete.

Short listed candidates will be selected for interviews. Persons who are not selected for interviews will be notified, unless the job posting specified that “only those selected for an interview will be contacted” (or something similar).

When there is one person designated as the Hiring Authority (see Section 3.00), that person will conduct the interview, in consultation with, and involving, Human Resources personnel, and will rate the candidates in accordance with the interview form.

Where Council is the Hiring Authority, an interview team must consist of a minimum of three persons, at least two of whom must be members of Council. Human Resources personnel must also be involved. Each person will undertake their own individual scoring for the candidate. All scores will be tallied and averaged in order to determine the candidate with the highest score.

The interview team need not necessarily recommend to Council the person who achieved the highest average score. The recommendation to Council is the purview of the interview team.

Whether or not additional testing (apart from the interview) and/or a second interview is required will depend upon the position involved. Additional testing may include such things as: typing, aptitude testing, equipment operation, leadership skills, etc, as appropriate to the position. A second interview may be appropriate for senior management positions and may include such things as preparation of a report and/or presentation to Council.

Where references are required, “reference checks” must be undertaken. In accordance with the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. M.56, as amended), interviewed candidates must sign a release form authorizing the Corporation to approach references provided.

Questions asked to references are the purview of Human Resources personnel, and may vary depending on the vacancy involved.

## **6.00 INTERNAL VS. EXTERNAL CANDIDATES FOR VACANCIES - EXEMPTIONS**

Different philosophies exist regarding whether or not internal candidates should be preferred over external candidates for senior management positions. There may also be other circumstances that make “promotion from within” a preferred hiring method.

Succession planning often involves the “training up” of internal personnel for promotion. This may or may not prove successful, as trained candidates may opt to take employment elsewhere.

Where circumstances warrant, the Corporation may choose to waive elements of this policy in order to undertake succession planning and promotion from within, without posting or advertising vacant positions.

## **7.00 NEPOTISM**

The employment of relatives can cause various problems. There may be allegations of favoritism, there may be conflicts of interest [whether or not covered by the Municipal Conflict of Interest Act (RSO 1990, c M.50, as amended)], family discord and scheduling conflicts that may work to the disadvantage of both the Corporation and its employees.

All of that having been said, Conmee is a small Township with a small population, and, as such, there will inevitably be circumstances where an applicant for a vacancy is the best qualified applicant, but is related (by blood, by legal circumstances i.e. adoption, marriage, or otherwise) to other employees and/or members of council.

It is the goal of the Corporation to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. The Corporation may allow existing or new personal relationships to be maintained, or employ individuals with personal relationships to current employees, under the following circumstances:

- related individuals and/or individuals with other personal connections may not work under the supervision of the same manager, or under the supervision of a manager who is involved in the personal relationship;
- the personal relationship does not create an adverse impact on work productivity or performance;
- the personal relationship does not create an actual or perceived conflict-of-interest (and, where a “perceived” conflict of interest is apparent, all steps are taken to rectify the perception); and
- no related individual may audit or review, in any manner, their relation’s work.

## **8.00 SELECTION**

When the Hiring Authority has made a decision (and, where required, the decision has been ratified by Council), an offer of employment (or volunteer post) will be offered.

This does not necessarily end the process, as the successful applicant may decline the position or may otherwise be disqualified.

If the successful applicant declines the post, or is otherwise disqualified, the “next” candidate will be contacted with an offer of employment (or volunteer post). This procedure will continue as required.

Once a hiring decision has been made, all candidates who were interviewed will be notified.

The successful applicant will be required to enter into an employment/volunteer contract with the Corporation. It is not until the contract has been signed that the recruitment procedure is considered to have been completed.

The successful applicant and all the interviewed un-successful applicants will be notified in writing after the post has been filled.

## **9.00 UNDERFILLING**

“Underfilling” means hiring (or accepting as a volunteer) a person who does not have the credentials for the vacant position. This could occur where no otherwise qualified individuals applied and/or were accepted, and where the successful applicant agrees to obtain the relevant

qualifications over time. A person hired under these circumstances may be required to meet credentials (through training, or experience, or both) over time, and may be paid less than the normal wage for the position as they and/or until they achieve the relevant qualifications.

When a position is “underfilled”, the employment/volunteer contract will require the successful applicant to meet the relevant qualifications within a specified time frame, as appropriate in the circumstances, based on available courses, etc.

## **10.00 CONTRACT**

All non-union employees and all volunteers are required to enter into contracts with the Corporation stipulating the terms of their employment or volunteer service. Contracts will be developed by Administration with consultation and approval from Human Resources personnel.

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

---

**Date:** January 14, 2024

**To:** Mayor and Council

**Subject:** Thunder Bay + Area Food Strategy Community Survey

**Submitted by:** Rosalie Evans, Acting Clerk

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**RECOMMENDATION:**

Administration requires Council's direction on completion of the survey appended to this report. The Attachment includes Administration's recommended responses for Council's consideration. (Suggestions are in red ink.)

**BACKGROUND:**

Representatives of the Thunder Bay + Area Food Strategy gave their annual report to Council at the meeting held December 17<sup>th</sup>, 2024.

Council directed Administration to bring the survey to the January 14<sup>th</sup> Council meeting so that Council could determine its responses.

**DISCUSSION:**

The Attachment includes Administration's recommended responses for Council's consideration. Suggestions are in red ink. The only question for which a suggested response was not provided is Number 7.

None of the "comments" sections were completed.

**ATTACHMENT:**

Food Strategy Survey

### TBAFS Survey for Municipal and Township Councils

This survey is designed to help us better understand the needs, strengths, and opportunities within your community's food systems. Your input will guide our actions and help shape strategies and initiatives that support healthier, more resilient, and equitable food systems across our region.

Please submit one response per council to Sarah Siska at [coordinator@tbfoodstrategy.com](mailto:coordinator@tbfoodstrategy.com) or return a printed copy during our presentation. Thank you for sharing your insights and helping us shape a stronger, healthier, and more sustainable food system for everyone!

\*\*\*\*

**Contact Information** *(Optional – providing a main point of contact helps us follow up with relevant updates and resources)*

<b>Name:</b> Karen Paisley	<b>Email:</b> Clerk@Conmee.com
<b>Position:</b> Clerk	<b>Phone:</b> 807-475-5229

1. **How would you describe your community's food system?** *Choose the closest option and add comments to elaborate below as needed. Examples are included to help guide your response.*
  - a. **Strong and well-supported** *(Residents reliably access healthy food, local farmers and businesses are well-supported, and food-related infrastructure (processing and waste management, etc.) is effective.)*
  - b. **Stable, but with room for improvement** *(Most residents can access healthy food, but affordability or availability varies; farmers and food businesses get some support, but infrastructure or policies could improve.)*
  - c. **Facing challenges that need attention** *(Many residents face barriers to accessing fresh, nutritious food, and local farmers and businesses struggle due to limited support, resources, or infrastructure.)*
  - d. **Unsure** *(There's insufficient data or discussions about the food system, and food-related issues are not widely monitored or addressed.)*

**Comments:**

2. **What are the top 2-3 challenges facing your community's food system?** *(Select up to three and add comments to elaborate if needed.)*
- a. **Food Access** *(e.g., availability of healthy and affordable food)*
  - b. **Local Food Production** *(e.g., challenges faced by farmers, availability of resources)*
  - c. **Emergency Preparedness** *(e.g., planning for food shortages or climate-related events)*
  - d. **Land Use Policies** *(e.g., zoning regulations affecting agriculture or food-related businesses)*
  - e. **Economic Development** *(e.g., job creation or economic opportunities related to food systems)*
  - f. **Processing and Waste Management Infrastructure/Capacity** *(e.g., food processing facilities, composting systems, etc.)*
  - g. **Distribution and Aggregation Infrastructure/Capacity** *(e.g., transportation, storage, food hubs, retail or co-op, etc.)*
  - h. **Other (please specify):** **Local Food Producers** are often challenged in finding competent employees at reasonable wages.

**Comments:**

3. **What are the top 2-3 strengths or opportunities in your community's food system?** *(Select up to three and add comments to elaborate if needed)*
- a. **Food Access** *(e.g., strong community programs improving food security)*
  - b. **Local Food Production** *(e.g., successful farms, community gardens, or markets)*
  - c. **Emergency Preparedness** *(e.g., established food distribution networks that can be used during crises)*
  - d. **Land Use Policies** *(e.g., supportive zoning policies for agriculture or food businesses)*
  - e. **Economic Development** *(e.g., opportunities for new businesses or job growth)*
  - f. **Processing and Waste Management Infrastructure/Capacity** *(e.g., effective food processing and/or composting systems)*
  - g. **Distribution and Aggregation Infrastructure/Capacity** *(e.g., effective transportation networks, food hubs, etc.)*
  - h. **Other (please specify)**

**Comments:**



4. **Are there any upcoming changes in your community that might impact the food system?** (*E.g., land use planning, policy changes, economic development initiatives, etc.*)
  - Yes (please specify):
  - **No**
  
5. **How can we better represent diverse groups in your community and strengthen our connection with your residents and stakeholders?** (*E.g., low-income families, Indigenous communities, farmers and agri-food organizations, business owners, newcomers, etc.*)  
**Provide information for publication in our monthly newsletter. Provide information for our website with links to your websites.**
  
6. **What supports or resources would most benefit your community's food system?**  
*(Select all that apply)*
  - Policy development or guidance
  - **Grant writing or funding opportunities**
  - **Educational workshops or training**
  - Data or research specific to your community
  - Networking with other municipalities or organizations
  - **Emergency food preparedness support and connection**
  - Other (please specify):
  
7. **Are there food system projects or initiatives that you'd like to partner with us on?**  
**If so, please share your ideas. Direction required**
  - Yes (please specify):
  - No
  
8. **Our organization is currently called *Thunder Bay + Area Food Strategy*, but we are exploring a name change to better reflect our mission, scope, and commitment to represent all communities in the region. Please select up to 3 preferred names from the list below:**
  - Thunder Bay + Area Food Strategy / Stratégie Alimentaire de Thunder Bay et Région
  - **Northwest Food Network / Réseau Alimentaire du Nord-Ouest**
  - Northwestern Ontario Food Systems Network / Réseau des systèmes alimentaire du nord-ouest de l'Ontario
  - Northwest Foodshed Network / Réseau du Bassin Alimentaire du Nord-Ouest
  - No Opinion

**Comments:**

9. **How would you like us to stay connected with your municipality?** *(Select all that apply)*

- Regular email updates
- **Invitations to workshops or events**
- One-on-one meetings or check-ins
- **Annual reports on regional food systems work**
- Other (please specify):

10. **In the case of an emergency affecting the food system, who would be the two most appropriate contacts for your community?** *(I.e., CEMC)*

- **Name:** **Karen Paisley**
- **Position:** **Clerk, CEMC**
- **Email:** **Clerk@Conmee.com**
- **Cellphone:** **807-355-8201**
  
- **Name:** **Robb Day**
- **Position:** **Fire Chief**
- **Email:** **fire@conmee.com**
- **Cellphone:** **807-355-8408**

11. **Is there anything else you'd like to share about your community's food system or how we can support you?**

# THE CORPORATION OF THE TOWNSHIP OF CONMEE

## BY-LAW # 2025-001

Being a By-law to Set Fees and Charges for Certain Municipal Services.

### Recitals:

Subsection 391(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, authorizes Ontario municipalities to set fees and charges for services or activities it provides, and for the use of its property.

The Council of The Corporation of the Township of Conmee deems it desirable to set fees and charges for various services and for the use of its property.

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

#### **PART ONE: FEES AND CHARGES FOR SERVICES AT AND/OR ADMINISTERED BY THE MUNICIPAL OFFICE**

##### 1.01 Fees for Services provided by the Administrative Office to or for Constituents:

The following table sets out the fees for services provided on behalf of constituents by the municipal office:

Photocopying	\$0.15 per page
Faxing	\$0.10 per page
Tax Certificates	\$40.00
Zoning/Bylaw Compliance Letters	\$40.00
Building Inspection Letters	\$40.00
Document research (first 15 minutes; no charge)	\$25.00 per hour
Lottery Licence fee	3% of prize value
Newsletter Advertisement – “business card” size	\$5.00
Newsletter Advertisement – full page	\$20.00
Newsletter Advertisement – ½ page	\$10.00
Newsletter Advertisement – “for sale” type ads in a “business card” size	\$2.50

##### 1.02 The following table sets out the fees charged to Constituents to reimburse the Township for costs incurred:

Sending a Notice or Letter by Registered Mail:	\$25.00 per envelope
Tax Sale fees	Cost recovery, as incurred
Administrative fee for Tax Registration (applied immediately prior to tax sale taking place)	\$1,000.00
Fee for check payments returned “NSF”	\$50.00

### 1.03 Animal Control Fees:

The following table sets out the fees for services and costs related to animal control:

Dog Licence	\$20.00
Replacement Dog Tag (transfer allowed)	\$5.00
Return of (Licensed) Dog to Owner by Enforcement Officer	\$60.00
Return of (Unlicensed) Dog to Owner by Enforcement Officer (plus licence fee)	\$100.00

## **PART TWO: FEES AND CHARGES FOR THE USE OF THE MUNICIPAL COMPLEX AND RELATED FACILITIES**

### 2.01 Hall Rental Fees

The following table sets out the fees charged to constituents to secure use of the Community Hall:

Booking Deposit	50% of rental fee, non-refundable
Damage Deposit (refunded where no damage occurs)	\$300.00
Rental of Main Hall for events (includes set-up and take-down)	\$400.00
General Hall rental	\$30.00 per hour
Rental of Kitchen (includes use of appliances and dishes)	\$30.00 per hour
Fee for access to facilities outside of office hours (i.e. access for set up or clean up)	\$25.00 per hour
Funeral services for Conmee residents	No charge
Funeral services for non-Conmee residents	\$30.00 per hour
Luncheons for funerals for Conmee residents	Cost of food
Funeral luncheons (where available)	\$100.00 plus cost of food (when catered by the Social Committee)
Facility User Insurance	At cost

### 2.02 Accoutrements

The following table sets out the fees charged for “extras” or “amenities” associated with the rental of the Community Hall:

Stage rental	\$25.00
Tablecloths	\$12 each
Replacement Tablecloths	at cost
Chair Coverings	\$4 each
Replacement Chair Coverings	at cost
Napkins	\$1 each
Audio/Visual in Main Hall	\$25.00
Facility User Insurance	At cost

### 2.03 Meeting Facilities

The fee to rent the upstairs meeting room (with smartboard and other audio/visual requirements) is \$25.00 per hour.

### 2.04 Outdoor Space

The following table sets out the fees charged for the (exclusive) use of outdoor facilities at the municipal complex:

Use of the outdoor space (apart from the Pavillion) in association with the rental of the hall	\$100.00 in addition to hall rental costs
Use of the outdoor space as a “beer garden” associated with an event (includes set up of temporary enclosure i.e. “snow fencing”)	\$200.00 for up to eight hours
Use of the outdoor space (apart from the Pavillion)	\$30.00 per hour
Pavillion Rental	\$30.00 per hour
Large event in the Pavillion	\$300.00
Facility User Insurance	At cost

Due to the public nature of the site, the Township cannot guarantee exclusive use of outdoor facilities.

### 2.05 Cancellations

Where a facility booking is cancelled with three days’ notice, the renter will receive a refund of one hundred (100%) per cent of fees prepaid, including damage deposits.

Where a facility booking is cancelled with less than forty-eight (48) hours’ notice, the renter will receive a refund of fifty (50%) per cent of fees prepaid. Damage deposits will be refunded in full.

Where a facility booking is cancelled with less than twenty-four (24) hours’ notice, the renter will not receive a refund (apart from damage deposits).

## **PART THREE: FEES AND CHARGES FOR PLANNING AND DEVELOPMENT AND CONSTRUCTION MATTERS**

### 3.01 Planning Applications

Conmee utilizes the services of the Lakehead Rural Planning Board for minor variance, severance and zoning bylaw amendment services. Confer with the Board for their current fee schedule.

It is noted that Official Plan amendment applications require application to the Province, and additional fees, as set by the Province, apply.

### 3.02 Building Permits

The following table sets out the fees charged for common building permits and related services:

Description	Fee per Sq. Ft	Minimum Fee or set fee	Notes
New Construction/Addition for human habitation	\$0.70	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction/Addition for human habitation – second floor	\$0.35	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction/Addition for human habitation – basement walkout	\$0.20	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction Modular or Mobile Home without basement	\$0.35	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction Modular or Mobile Home with basement	\$0.50	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction/Addition for Commercial/Industrial	\$0.80	\$100.00	Fee assumes a construction value of \$125.00 per Sq. Ft.
New Construction/Addition without human habitation - garages	\$0.20	\$50.00	Fee assumes a construction value of \$25.00 per Sq. Ft.
New Construction & Additions – No Human Habitation Sheds/Barns/Decks/Pool etc	\$0.20	\$50.00	
Relocation, Material Repairs & Renovations	\$0.50	\$100.00	Material Structural Change
Minor Repairs, Alterations & Renovations	n/a	\$50.00	T
Change of Use	n/a	\$50.00	
Demolition	n/a	\$50.00	
Conditional Permit	n/a	Fee to Be Determined by Case	
Plumbing or Building Services	n/a	\$50.00	
Construction or Demolition Started Prior to Permit	n/a	\$100.00	
Transfer of Permit	n/a	\$10.00	Transfer only; no changes
Inspection fees for 5 <sup>th</sup> or more inspections (remedy unsafe; compliance to order, etc.)		\$100.00 per inspection	Fee is due and payable at or prior to the inspection
Renewal fee (for 12 months)		\$50.00	

### 3.03 Additional Building Fees Where Applicable:

Site and foundation Inspections may require a separate Class 1 permit.

Plumbing inspections and heating & ventilation inspections may require a separate Class 8 permit.

## **PART FOUR: FEES AND CHARGES FOR THE MUNICIPAL CEMETERY**

### **4.01 Plot/Columbarium purchases**

Plots are available for purchase by existing Conmee residents, or by relatives of former Conmee residents whose wishes were to be interred in Conmee.

The following table sets out the fees for the purchase or transfer of cemetery interment rights:

Five foot by eight foot burial plot (providing for one casket (first interment) and 4 cremains urns, or 5 cremains urns.	\$665.00
Care and Maintenance Payment	\$290.00
Columbarium Niche	\$590.00
Care and Maintenance Payment	\$165.00
Engraving on Columbarium Door	At cost
Administrative Fee for transferring Interment Rights Certificate or for replacement of lost Certificates	\$50.00

### **4.02 Cemetery Services**

The fee to open and close a plot for during business hours (9:00 a.m. to 4:00 p.m.) in summer is \$450.00. Opening and closing plots after hours or on weekends or holidays requires an additional payment of \$125.00.

The fee to open and close a plot for during business hours (9:00 a.m. to 4:00 p.m.) in winter is \$550.00. Opening and closing plots after hours or on weekends or holidays requires an additional payment of \$125.00.

Families are offered the option of opening and closing plots themselves, at their own expense, and under the supervision of the Township staff. The fee for staff supervision is ½ of the rates set out in Section 4.01.

### **4.03 Disinterment**

The fee for disinterment of remains in summer is \$450.00.

The fee for disinterment of remains in winter is \$550.00.

### **4.04 Markers/Monuments**

Markers and monuments may be erected by family or by a commercial service, under supervision of Township staff. The fee for supervision is \$125.00, provided it is undertaken during business hours (9:00 a.m. to 4:00 p.m. weekdays).

**PART FIVE: FEES AND CHARGES FOR PUBLIC WORKS SERVICES**5.01 Fees for Public Works Services

The following table sets out the fees for services provided by Public Works:

Minimum Charge (all services)	\$100.00
Grading	\$70.00 per hour
Township Trucks	\$70.00 per hour
Culvert installation (1 load of gravel)	\$400.00 + culvert cost
Fire Number Sign Installation	\$50.00

**PART SIX: FEES AND CHARGES FOR FIRE DEPARTMENT SERVICES**6.01 Fees for Fire Department Services

The following table sets out the fees for services provided by Conmee Fire Services:

MTO Call out (first hour)	\$350.00 per vehicle
MTO Call out (each additional ½ hour or part thereof)	\$175.00 per vehicle

**PART SEVEN: FEES AND CHARGES RELATING TO THE MUNICIPAL LANDFILL SITE**7.01 Fees for the Landfill Site

The following table sets out the fees for services available at the landfill site:

Landfill access card	\$0.00
Landfill access replacement card	\$20.00

**PART EIGHT: GENERAL**8.01 Effective Date

This By-law shall come into force and take effect retroactively as of January 1<sup>st</sup>, 2025.

8.02 Repeal

By-law Number 1131 is repealed as of January 1<sup>st</sup>, 2025.

Passed this 14<sup>th</sup> day of January, 2025.

THE CORPORATION OF THE  
TOWNSHIP OF CONMEE

\_\_\_\_\_  
Sheila Maxwell, Mayor

\_\_\_\_\_  
Karen Paisley, Clerk



**Resolutions Received from Other Municipalities:**

1.	<b>Opposing the Province’s approach to the assessment of aggregate properties due to inequity in tax burden distribution, as set out in documentation from “TAPCO” (Top Aggregate Producing Municipalities of Ontario)</b> Passed by: Township of Puslinch
:	<b>Opposing the Province’s approach to the assessment of electricity generating properties due to inequity in tax burden distribution, as set out in a study completed by the Township in 2024</b> Passed by: Municipality of Kincardine
3.	<b>Opposing the establishment/operation of for-profit blood collection companies and declaring the City to be a “Paid-Plasma-Free Zone”</b> Passed by the City of Toronto
4.	<b>Requesting all levels of government to take “immediate action” to solve the “humanitarian crisis” in Ontario relating to homelessness and mental health/addictions</b> Passed by the Regional Municipality of Waterloo Supported by: City of Stratford
5.	<b>Responding to MMAH Minister Calandra’s November 28<sup>th</sup> letter (Regarding Ontario Regulation 299/19; additional residential units) by stating this approach does not work for small, northern, rural municipalities and opposing a “one size fits all” approach</b> Passed by: Town of Kearney NOTE: the Minister’s letter was Item 11.2 on Council’s 12/17/24 meeting agenda, and was received for information

# Reducing Costs Saving Time Improving Operations

Neil Brady

Schooley Mitchell

1-877-520-SAVE

[neil.brady@schooleymitchell.com](mailto:neil.brady@schooleymitchell.com)





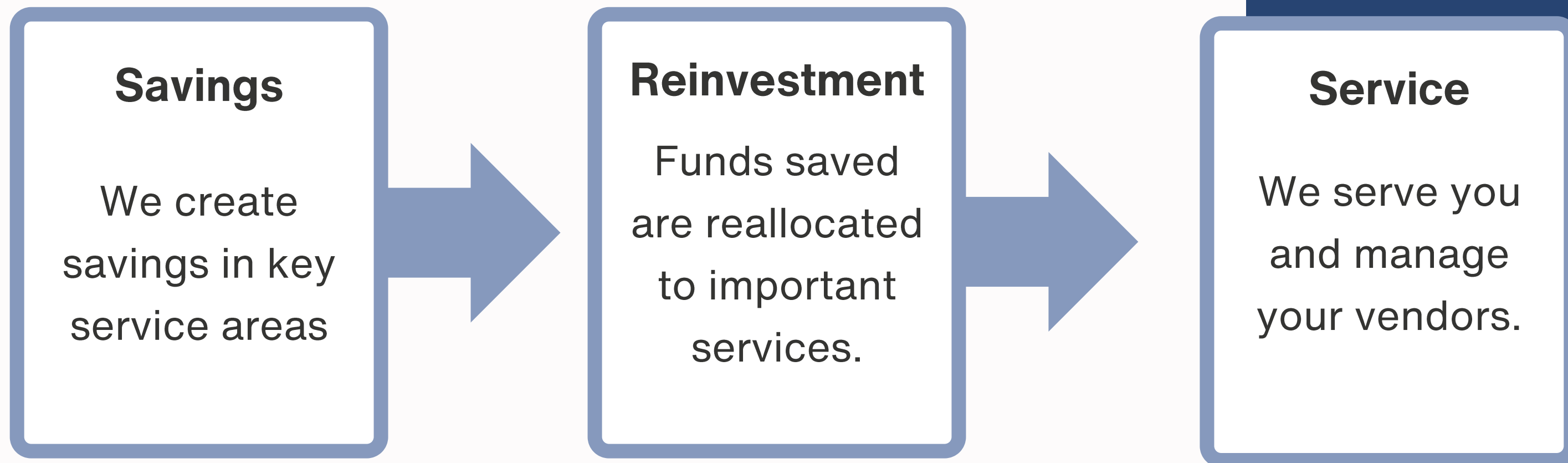


**Schooley Mitchell has been helping towns, cities  
and municipalities across Ontario lower their  
expenses for over 20 years.**

We provide risk-free audits that have resulted in significant savings and service improvements for municipalities in Ontario, and all-over North America. We can help you lower costs while improving services.

# **We are *the* Cost Reduction Experts**

Our services allow you to reallocate funds to the services that matter most.





# Where we help:

- We consult to fourteen cost categories.
- Together, these expenses can represent 20-30% of your operational budget.
- We help by:
  - Decreasing operational costs and increasing quality of service.
  - Negotiating lower rates with your current providers.
  - Identifying and recovering billing errors.
  - Conducting ongoing monitoring to ensure services remain optimized.



Telecom



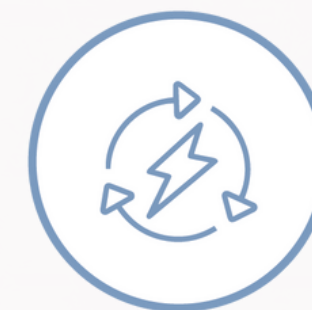
Merchant Services



Small Package  
Shipping



Waste



Electronic Logging  
Devices



Fuel



Compressed  
Gases



Uniforms &  
Linens



Facility  
Supplies



Less-Than-Truckload  
Shipping



Software as  
a Service



Packaging &  
Shipping Supplies



Office Supplies



Breakroom Supplies

## BUSINESS PROBLEM:

- Most feel like they negotiated a favorable rate on their services.
- They only know what their organization pays.
- This information imbalance allows service providers to *overcharge*.



## OUR SOLUTION:

**Data** + **Expertise**

30,000 clients across North America. = 100+ experts using top analytics.

**Marketplace Intelligence**



Allows us to achieve savings and deliver ongoing value.



## Where we help:

- Largest independent cost reduction firm in North America.
- Our service is available anywhere in Canada.
- \$1 billion in documented savings for 30,000+ clients.
- Not a vendor, reseller, broker or wholesaler; not vendor-paid in any way – no residuals, kickbacks, etc.
- Maintain relationships with vendors to enhance service and pricing
- 28% average savings
  - 9/10 times no vendor change occurs

# Found Money

- Analysis completed entirely on contingency basis
- Fees are self-funded from the savings created for you
- Share in the savings 50/50 over 36 months – then you receive 100% of the savings
- Your share of savings directly improves bottom line results
- Results tracked on a monthly, quarterly or yearly basis
  - **You take no risk** – we either save you money and self-fund our fees or give you a no-cost validation that you are receiving the best overall value for your existing services



# Client Successes at a Glance:

## **Town of Penetanguishene:**

- Reduced telecom costs by 23%.
- Savings delivered at all fifteen of its physical locations.
- Consolidated local & long distance for simplicity and savings.

## **Salvation Army Ottawa:**

- 40% savings on waste with no vendor change.
- 40% savings on local services and internet with technology upgrade.

## **Municipality of North Perth:**

- Reduced telecom costs by 37% after initial audit.
- 42% savings realized after one year.

## **Municipality of Port Hope:**

- SaaS savings (Adobe) of 29% yearly on current VIP rates.
- Includes extra licenses to handle summer students or temporary needs.

# Case Study: Port Colborne

- An external audit has resulted in the City of Port Colborne reducing the cost of its telecommunication services by 13%.
- Savings are as follows:
  - Long Distance: Annual reduction from \$1,927.44 to \$357.24, representing an 81.47% decrease with savings of \$1,570.20
  - Local Service: Annual reduction from \$43,997.64 to \$33,175.08, representing a 17.71% decrease with savings of \$10,822.56
  - Wireless: Annual reduction from \$50,361 to \$50,061, representing a 0.60% decrease with savings of \$300
- Savings will be split 50/50 with Schooley Mitchell over a defined term, with billing undertaken quarterly. After the term, the City will benefit from the entire savings.

# What Do Our Clients Say?

## **The City of Temiskaming Shores:**

“The largest savings were found in the wireless category – over 48%. Schooley Mitchell saved us money that we would otherwise be overpaying to our service providers. I recommend that anyone interested in saving both time and money employ Schooley Mitchell to take a look at their telecom and merchant services.”

# What Do Our Clients Say?

## **The County of Oxford:**

“We were pleasantly surprised when they were able to deliver almost 14% in savings on our current government pricing. As well, they were able to identify several legacy services that several departments were no longer using or several services in which there was a better way to connect.”

# What Do Our Clients Say?

## **The District of Muskoka:**

“This was a positive experience that saved the District money over the course of three years. I would recommend Schooley Mitchell to any government agency looking to reduce telecommunication expenses as they have a solid understanding of our unique requirements.”

# What Do Our Clients Say?

## **The Town of Amherstburg:**

“To their credit, Schooley Mitchell found us savings in multiple different areas. They migrated us to a new vendor with better government rates, and provided us with a quarterly credit on their invoice to off-set the cancellation fee’s from our old vendor. This saved us 30% on our cellular costs. They also found savings of 39% and over 50% on our local and long distance services respectively – both while remaining with our incumbent vendor.”



# Municipal Government Client List:

- The District Municipality of Muskoka
- Municipality of Port Hope
- County of Simcoe
- Municipality of Tweed
- County of Lennox-Addington
- Municipality of Marmora & Lake
- County of Perth
- Township of Carlow Mayo
- City of Port Colborne
- Municipality of Bayham
- County of Oxford
- Municipality of Morris-Turnberry
- Town of Tillsonburg
- Municipality of Central Huron
- Township of South West Oxford
- Municipality of South Huron
- Township of Lake of Bays
- Municipality of Huron East
- Town of Gravenhurst
- Town of Goderich
- Township of South Algonquin
- Municipality of Pelee Island
- Loyalist Township
- Town of Amherstburg
- Township of Muskoka Lakes
- Municipality of North Perth
- Town of Bracebridge
- Town of Minto
- Town of Wasaga Beach
- Town of Hanover
- Town of Penetanguishene
- Town of Hearst
- Town of Midland
- Town of Spanish
- Township of Perry
- Township of Sables-Spanish Rivers
- Township of Strong
- Township of Plummer Additional
- Township of Ryerson
- Township of St. Joseph
- Township of McKellar
- North Algona Wilberforce Township (NAWT)
- Municipality of McDougall
- Township of Horton
- Village of Oil Springs
- City of Temiskaming Shores

1

2

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4

## Getting Started

**Estimate Timeline:**  
2 – 5 business days

- Simple two-page Service Agreement gets us started
- Signed LOA allows us access to recent billing history and equipment records

## Our Analysis

**Estimated Timeline:**  
4 – 6 weeks

- Baseline established
- Line-by-line, feature-by-feature analysis to uncover savings opportunities
- Billing errors identified
- We examine entire marketplace for best options

## Value Report

**Estimate Timeline:**  
1 week post analysis

- A detailed report with alternatives presented
- Client chooses which, if any, recommendations to implement
- Average savings is 27-28%
- 90% never have to change vendors

## Our Fees

**Estimate Timeline:**  
Monthly/Ongoing

- First invoice presented 30 days from implementation
- If there are no savings there is no fee
- We perform quarterly audits over the life of the agreement to look for additional savings



## Next Steps

- Signed Service Agreement
- Letters of Authorization
- Access to data
- Needs analysis call (as needed)
  - Reconvene in 6 to 8 weeks to review recommendations

Total commitment is under two hours for what could be a significant cost reduction and long-term time saver.

# Questions?

Please feel free to reach out with any questions or to discuss how we can assist your Municipality reduce costs while improving services:

Neil Brady | Strategic-Partner

Office: 1-877-520-7283 | Mobile: 416-997-0727

[neil.brady@schooleymitchell.com](mailto:neil.brady@schooleymitchell.com)

[www.schooleymitchell.com/nbrady](http://www.schooleymitchell.com/nbrady)



Email December 20, 2024

Good Day!

I am happy to announce registration for the 2025 NOMA Conference taking place in Thunder Bay at the Superior Inn Hotel from April 23 to April 25<sup>th</sup> is now open! Please follow the link to navigate to the registration page: <https://www.eventbrite.ca/e/northwestern-ontario-municipal-association-2025-conference-agm-tickets-1108641158549?aff=oddtcreator>

The base fee for tickets is the same as last year but we are required to now charge HST. The breakdown for a Member ticket is as follows:

Ticket price: (\$475.00) + Service fee 3.50% + CA\$1.29 per ticket (\$17.92) + Processing fee 2.90% per order (\$14.29) charged for credit card payments + Tax 13.00% (\$65.94) = **Cost to buyer \$573.15**

If you opt to pay by cheque, please ensure all payments are received by NOMA prior to the conference beginning on April 23rd. The confirmation email from Eventbrite will act as your invoice and please include this with your cheque. When paying by cheque the total will be adjusted automatically to remove the processing fee.

The conference agenda is still underway. We plan to start the conference on Wednesday, April 23 at 12:30 pm (EST) and finish Friday, April 25 at 1:00 pm (EST).

If you are interested in sponsoring the conference, I have also attached the form outlining the available opportunities.

If you have any questions, please contact me in the New Year as I will be off until January 2<sup>nd</sup>. Hope everyone has a wonderful holiday!

**Please see reminder below re the upcoming SNOED course!**

The [Sustainable Northern Ontario Economic Development](https://snoed.ca/) course(s) provide the foundation you need to understand and promote economic and social development in Northern Ontario. The program has completed nine successful offerings and has had 135 total registrations from all over Northern Ontario. Learn more and register here: <https://snoed.ca/>

**The courses are designed for:**

Municipal politicians who make or influence economic decisions in Northern Ontario and want to learn more about taking action and creating wealth

Economic development professionals in Northern Ontario who make or influence economic decisions and growth

Business owners who want to help build strong communities

Municipal, provincial, or federal employees living in Northern Ontario

Professionals that are new to the field who want to solidify their knowledge

Information on the upcoming course:

The 12-week online course (SNOED 101) starts on **January 16th, 2025** and will be offered on Thursdays from 3pm to 6pm EST

The course cost is \$725

**Some course highlights include:**

- Exclusive access to an original textbook written by Dr. David Robinson
- Content with a specific focus on Northern Ontario
- Weekly newsletters during the course that build on discussions, summarize guest speakers, or share sustainability news
- Access to recorded lectures
- Networking and opportunities to build connections with classmates that are based all over Northern Ontario
- A one hour consultation with Dr. David Robinson
- The course is accredited for 10 points from EDAC towards an Ec.D designation
- Access to alumni newsletters, and free events following the course

Please contact [pberube@northernpolicy.ca](mailto:pberube@northernpolicy.ca) for any additional questions.

You are encouraged to share this information with your colleagues or people in your community who may benefit from this unique opportunity to grow the North.

All the best and happy holidays,

**Andrea Strawson**

Executive Director

Northwestern Ontario Municipal Association (NOMA)

PO Box 10308, Thunder Bay, ON P7B 6T8

E: [admin@noma.on.ca](mailto:admin@noma.on.ca)

P: (807) 683-6662

[www.noma.on.ca](http://www.noma.on.ca)

Follow us on Twitter: @noma\_nwo



## 2025 NOMA Sponsorship Packages

The Northwestern Ontario Municipal Association seeks the financial support from various firms and organizations to sponsor Association events or activities. We are most appreciative of the generous support of our sponsors.

### Our sponsorship packages include:

Amount	Sponsor Designation	Recognition
\$500	Event Supporter	Name of organization in official program
\$700	Refreshment Break	Name of organization in official program and recognition during refreshment break (sign at coffee table)
\$1000-\$2,999	Bronze/Entertainment	Name of organization in official program, recognition during entertainment, and 1 full registration plus an additional dinner ticket
\$3,000-\$4,999	Gold/Lanyard	There is <b>one</b> lanyard opportunity to display your logo on the nametag lanyards and receive 2 full registrations plus 2 additional dinner tickets. All other gold sponsors will receive 3 full registrations plus 3 additional dinner tickets. All given banner location on the stage.
\$5,000-\$9,999	Platinum/Speaker	Recognition as speaker sponsor. 4 full registrations plus 4 additional dinner tickets as well as a speaking opportunity to address delegates on the conference agenda. Trade Show booth included.
\$10,000+	Diamond/Keynote	Recognition as main keynote speaker sponsor. 5 full registrations plus 5 additional dinner tickets as well as a speaking opportunity to address delegates on the conference agenda. Trade Show booth included.

### In recognition of your sponsorship, your organization will receive:

- Diamond/keynote and platinum/speaker sponsors will be allowed to display the firm's banner for the duration of the Conference and up to a 15-minute speaking opportunity to address delegates.
- Gold/Lanyard sponsors will be allowed to display the firm's banner for the duration of the Annual General Meeting.
- Diamond/Keynote, platinum/speaker, gold/lanyard may have their company logo on the official program (1 square inch) as provided by the sponsor. All other sponsors and prize donors will be listed under their respective sponsorship category in the official program.
- All sponsors will be included in our sponsorship slides that will be played on all breaks and all sponsors will be listed on our website and conference correspondence with a link to your website.

**NOMA will be giving away swag bags to all registered guests and we will have a prize draw for those in attendance on Thursday evening. Please indicate below if you would like to donate to the swag bag or prize draw below. Donation must be received by April 16, 2025.**

Gifts or prizes received will be listed in accordance with the value or worth of the prize, but the donor shall not be entitled to the registration packages or additional dinner tickets. Prizes valued at less than sponsor levels will be listed as prize donors.

**Registration Form:**

Name of Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Level of Sponsorship: \_\_\_\_\_

Swag Bag Donation: YES ☐ NO ☐

Prize Draw Donation: YES ☐ NO ☐

Signature: \_\_\_\_\_

Please contact Andrea Strawson, Executive Director at (807) 683-6662 or email [admin@noma.on.ca](mailto:admin@noma.on.ca) to discuss your sponsorship package.

**From:** [Minister of Infrastructure](#)  
**To:** [Minister of Infrastructure](#)  
**Cc:** [Clayton, Angela \(IO\)](#); [Veshkini, Ali \(MOI\)](#); [Vienneau, Jill \(MOI\)](#); [Singh, Amar](#); [brosborough@amo.on.ca](mailto:brosborough@amo.on.ca)  
**Subject:** Supporting Ontario's 2025 Connectivity Objectives: Municipal Guidance and Expectations | Soutenir les objectifs de connectivité de 2025 de l'Ontario : Orientations et attentes municipales

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Good afternoon,

The Government of Ontario has committed nearly \$4 billion to provide every community across Ontario with reliable, high-speed internet access by the end of 2025. Municipalities play a critical role in the success of designated broadband projects by coordinating access to rights-of-way required for broadband infrastructure deployment. As we work together for a more connected Ontario, we recognize that broadband expansion is a strategic initiative for all municipalities as it provides residents with access to essential online services, supports economic growth and creates opportunities for education, commercial and community development.

Ongoing sector engagement has effectively advanced the government's connectivity objectives by identifying barriers to project progress and prioritizing solutions through legislative, regulatory, operational, and administrative actions. Infrastructure Ontario (IO) and the Technical Assistance Team (TAT) have identified opportunities for delivery partners to enhance their effectiveness in supporting the deployment of broadband infrastructure. This letter aims to clarify the role of municipalities in the designated broadband projects program, and helps to identify areas to focus your efforts to build strong partnerships with ISPs, expedite broadband deployment, and better serve the residents and businesses in your region.

The province has put legislative provisions in place to support broadband deployment through the *Building Broadband Faster Act, 2021 (BBFA)*. Ontario municipalities whose boundaries include the geographic areas where there are designated broadband projects are required to provide right of way access for the construction or operation of a designated broadband project. The BBFA also requires local governments to adhere to specific timelines for permitting and approvals for broadband projects, and outlines data sharing requirements. TAT tracks municipal compliance with BBFA timelines. Additionally, the BBFA authorizes the Minister of Infrastructure to issue notices and orders that require certain broadband stakeholders to complete work if the minister believes they have failed to meet applicable requirements.

Given municipalities' role as a key delivery partner, it is important to understand your responsibilities, especially around negotiating deployment terms and managing right-of-way access with Internet Service Providers (ISPs). We expect that municipalities put their best efforts forward to collaborate with ISPs on:

- **Running Line and Installation Depth Requirements:** Municipalities should strive, when possible, to accommodate ISPs' running line and depth proposals. Any location requirements, whether implemented through municipal by-laws or through a Municipal Access Agreement (MAA), that vary from ISPs' proposed running lines are expected to be connected to a legitimate technical and/or



geographic limitation or planned capital works project.

- **New Aerial Infrastructure Proposals:** In rural road segments that require aerial deployment, ISPs may propose adding new poles or additional pole lines. Municipalities should seek to accommodate new pole installations in the public right-of-way where possible and not place moratoriums on new pole lines. These proposals seek to take advantage of the accelerated deployment timelines and cost efficiencies by leveraging aerial infrastructure.
- **Alignment with Asset Management Plans:** Municipalities are expected to work collaboratively and negotiate reasonably with ISPs with respect to aligning long-term asset management plans to ISP proposals for deployment. Municipalities should not reject an ISP's proposal based on excessive caution of future capital works and should enter good-faith negotiations with ISPs to agree on reasonable cost-sharing proposals for maintenance and relocation based on industry standards.
- **Reasonable application of Causal Costs when developing Permit Fees:** Municipalities are expected to calculate Municipal Consent Permit Application fees in a reasonable manner adhering to the tenets of cost recovery and cost neutrality.

Once municipalities have agreed with ISPs on deployment proposals, they should avoid making mid-program changes to technical requirements. These changes cause significant network redesign, additional costs, and drive project delays. By following these guidelines and taking a collaborative approach when working with ISPs, municipalities can effectively support the acceleration of broadband deployment.

The Ministry of Infrastructure and Infrastructure Ontario in partnership with the Eastern Ontario Regional Network developed a Municipal Access Agreement (MAA) template to support municipalities in negotiations over municipal right-of-way. This resource was recently shared through the Association of Municipalities of Ontario and is a valuable tool to expedite negotiations and ensure construction proceeds without delay.

The Ministry also expects ISPs to remain a good partner to municipalities and act in good faith when negotiating municipal rights of way. The TAT team monitors ISPs for the level of engagement they undertake with municipalities and assesses whether sufficient information-sharing has taken place. MOI will also be holding ISPs to account to work constructively and collaboratively with municipalities. If you have any concerns or questions, feel free to email [broadband@ontario.ca](mailto:broadband@ontario.ca) or the TAT Team.

For additional information on municipalities role in broadband deployment and the legislative and regulatory requirements in place to help support the government's commitment to connect all households by the end of 2025, please see [Guideline 3.0: Building Broadband Faster in Ontario](#).

Your commitment and leadership in advancing the Government's broadband



objectives is sincerely appreciated. Thank you, in advance, for your efforts to ensure timely, successful deployment in your community and for supporting our broader goal of providing every community across Ontario with access to reliable, high-speed internet, by the end of 2025.

We remain committed to supporting our municipal partners and are prepared to explore any options that can expedite the approval process and provide certainty for municipalities. The Ministry of Infrastructure will host a municipal roundtable and other webinars as necessary in the new year. If you have any questions about the roles and responsibilities of municipalities within Ontario designated broadband projects, or any feedback, please reach out to the Technical Assistance Team at [TAT@infrastructureontario.ca](mailto:TAT@infrastructureontario.ca).

Sincerely,

The Honourable Kinga Surma  
Minister of Infrastructure

cc. Angela Clayton, President and Chief Executive Officer, Infrastructure Ontario  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario  
Ali Veshkini, Deputy Minister, Ministry of Infrastructure  
Jill Vienneau, Assistant Deputy Minister, Ministry of Infrastructure  
Amar Singh, Executive Vice President, Infrastructure Ontario

**Confidentiality Warning:** This e-mail contains information intended only for the use of the individual(s) named above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Minister's website at [www.ontario.ca/page/ministry-infrastructure](http://www.ontario.ca/page/ministry-infrastructure) and destroy all copies of this message. Thank you.

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Bonjour,

Le gouvernement de l'Ontario s'est engagé à verser près de 4 milliards de dollars dans le but de fournir à chaque communauté de l'Ontario un accès à un service Internet à haute vitesse fiable d'ici à la fin de 2025. Les municipalités jouent un rôle essentiel dans la réussite des projets désignés pour la large bande en coordonnant l'accès aux emprises nécessaires au déploiement de l'infrastructure à large bande. Alors que nous travaillons ensemble pour bâtir un Ontario plus connecté, nous reconnaissons que l'expansion de la large bande constitue une initiative stratégique pour toutes les municipalités, car elle permet aux résidents d'accéder à des services en ligne essentiels, soutient la croissance économique, en plus de créer des occasions pour l'éducation, le développement commercial et communautaire.

L'engagement continu du secteur a permis de faire progresser efficacement les objectifs de connectivité du gouvernement en définissant les obstacles à l'avancement des projets et en accordant la priorité aux solutions par des actions

législatives, réglementaires, opérationnelles et administratives. Infrastructure Ontario (IO) et l'équipe de soutien technique ont relevé des possibilités pour les partenaires de livraison d'améliorer leur efficacité dans le soutien au déploiement de l'infrastructure à large bande. Cette lettre vise donc à clarifier le rôle des municipalités dans le programme des projets à large bande et à répertorier les domaines dans lesquels vous pouvez concentrer vos efforts afin d'établir des partenariats solides avec les fournisseurs de services Internet, accélérer le déploiement de la large bande et mieux servir les résidents et les entreprises de votre région.

La province a mis en place des dispositions législatives pour soutenir le déploiement de la large bande au moyen de la *Loi de 2021 sur la réalisation accélérée de projets d'Internet à haut débit (LRAPIHD)*. Les municipalités de l'Ontario dont les limites incluent les secteurs géographiques où il existe des projets désignés de large bande sont tenues de fournir un accès à l'emprise pour la construction ou l'exploitation d'un projet désigné de large bande. La LRAPIHD exige également que les gouvernements locaux respectent des délais spécifiques pour l'obtention des permis et des approbations pour les projets à large bande, en plus de décrire les exigences en matière d'échange de données. L'équipe de soutien technique assure le suivi de la conformité des municipalités avec les échéances de la LRAPIHD. Par ailleurs, la LRAPIHD autorise le ministre de l'Infrastructure à émettre des avis et des ordonnances exigeant que certains acteurs du secteur de la large bande achèvent des travaux si le ministre estime qu'ils n'ont pas respecté les exigences applicables.

Étant donné le rôle des municipalités en tant que principal partenaire, il est important de comprendre vos responsabilités, notamment en ce qui concerne la négociation des conditions de déploiement et la gestion de l'accès à l'emprise avec les fournisseurs de service Internet. Nous attendons donc des municipalités qu'elles mettent tout en œuvre pour collaborer avec les fournisseurs de service Internet :

- **Exigences relatives à la profondeur des lignes de service et des installations** : Dans la mesure du possible, les municipalités doivent s'efforcer d'accepter les propositions des fournisseurs de service Internet concernant la profondeur des lignes de service et des installations. Toutes les exigences relatives à l'emplacement, qu'elles soient mises en œuvre par des règlements municipaux ou par un accord d'accès aux corridors de services municipaux (AACSM), qui diffèrent des lignes de service proposées par les fournisseurs de service Internet devraient être liées à une limitation technique et/ou géographique légitime ou à un projet d'infrastructures prévu.
- **Nouvelles propositions d'installation pour les lignes aériennes** : Sur les tronçons de routes rurales qui nécessitent un déploiement de lignes aériennes, les fournisseurs de service Internet peuvent proposer d'ajouter de nouveaux poteaux ou des files de poteaux supplémentaires. Les municipalités doivent s'efforcer d'installer les nouveaux poteaux dans l'emprise publique lorsque cela est possible et ne pas imposer de moratoire sur les nouvelles files de poteaux. Ces propositions visent à tirer parti des délais de déploiement accélérés et des économies réalisées en exploitant l'infrastructure pour les lignes aériennes.

- **Harmonisation avec les plans de gestion des actifs** : Les municipalités sont censées collaborer et négocier raisonnablement avec les fournisseurs de service Internet afin d'harmoniser les plans de gestion des actifs à long terme sur les propositions de déploiement des fournisseurs de service Internet. Les municipalités ne doivent pas rejeter la proposition d'un fournisseur de service Internet en raison d'une prudence excessive à l'égard des futurs travaux d'investissement et doivent donc entamer des négociations de bonne foi avec les fournisseurs de service Internet afin de convenir de propositions raisonnables de partage des coûts pour la maintenance et la réinstallation, en fonction des normes du secteur.
- **Application raisonnable des coûts de causalité lors de l'élaboration des droits de permis** : On s'attend à ce que les municipalités calculent les frais de demande de permis de consentement municipal de manière raisonnable en respectant les principes de recouvrement des coûts et de neutralité des coûts.

Une fois que les municipalités se sont mises d'accord avec les fournisseurs de service Internet sur les propositions de déploiement, elles doivent éviter de modifier les exigences techniques en cours de programme. Ces changements entraînent une refonte importante du réseau, des coûts supplémentaires, sans compter les retards dans les projets. En suivant ces lignes directrices et en adoptant une approche collaborative lorsqu'elles travaillent avec les fournisseurs de service Internet, les municipalités peuvent soutenir efficacement l'accélération du déploiement de la large bande.

Le ministère de l'Infrastructure et Infrastructure Ontario, en partenariat avec le Réseau régional de l'Est de l'Ontario, a mis au point un modèle d'accord d'accès aux corridors de services municipaux (AACSM) dans le but d'aider les municipalités à négocier les emprises municipales. Cette ressource a récemment été partagée par l'Association of Municipalities of Ontario et constitue un outil précieux visant à accélérer les négociations et faire en sorte que la construction se déroule sans retard.

Le ministère attend également des fournisseurs de service Internet qu'ils demeurent un bon partenaire pour les municipalités et qu'ils agissent de bonne foi lorsqu'ils négocient les emprises municipales. L'équipe de soutien technique contrôle le niveau d'engagement des fournisseurs de services Internet avec les municipalités et évalue si un échange de renseignements suffisant a eu lieu. INF demandera également aux fournisseurs d'accès à Internet de travailler de manière constructive et en collaboration avec les municipalités. Si vous avez des préoccupations ou des questions, n'hésitez pas à envoyer un courriel à [broadband@ontario.ca](mailto:broadband@ontario.ca) ou à l'équipe de soutien technique.

Pour de plus amples renseignements sur le rôle des municipalités dans le déploiement de la large bande et sur les exigences législatives et réglementaires en place pour soutenir l'engagement du gouvernement de connecter tous les ménages

d'ici à la fin de 2025, veuillez consulter le guide des Lignes directrices 3.0 :  
[Réalisation accélérée de projets d'Internet à haut débit en Ontario](#)

Nous apprécions sincèrement votre engagement et votre leadership dans la promotion des objectifs du gouvernement concernant la large bande. Nous vous remercions à l'avance pour les efforts que vous déployez afin d'assurer un déploiement rapide et réussi dans votre communauté et pour votre soutien à notre objectif plus large de fournir à chaque communauté de l'Ontario un accès à un service Internet à haute vitesse fiable d'ici à la fin de 2025.

Nous restons déterminés à soutenir nos partenaires municipaux et sommes prêts à explorer toutes les options susceptibles d'accélérer le processus d'approbation et d'apporter des certitudes aux municipalités. Le ministère de l'Infrastructure organisera une table ronde municipale et d'autres webinaires au besoin au cours de la nouvelle année. Si vous avez des questions sur les rôles et les responsabilités des municipalités au sein des projets à large bande désignés par l'Ontario, ou si vous avez des commentaires, veuillez communiquer avec l'équipe de soutien technique au [TAT@infrastructureontario.ca](mailto:TAT@infrastructureontario.ca).

Cordialement,

L'honorable Kinga Surma  
Ministre de l'Infrastructure

c. c. Angela Clayton, présidente-directrice générale, Infrastructure Ontario  
Brian Rosborough, directeur général, Association of Municipalities of Ontario  
Ali Veshkini, sous-ministre, ministère de l'Infrastructure  
Jill Vienneau, sous-ministre adjointe, ministère de l'Infrastructure  
Amar Singh, vice-président directeur, Infrastructure Ontario

**Avis de confidentialité:** Ce courriel contient des renseignements destinés uniquement aux personnes dont le nom figure ci-dessus. Si vous le recevez par erreur, nous vous serions très reconnaissants de nous en aviser en vous servant du lien suivant du site du ministre [www.ontario.ca/fr/page/ministere-de-linfrastructure](http://www.ontario.ca/fr/page/ministere-de-linfrastructure) et de détruire toute copie de ce message. Merci d'avance.

Email December 31 2024

### **Thunder Bay District Municipal League 2025 Conference & AGM in Thunder Bay!**

**The TBDML is pleased to announce that we will be hosting our 2025 Conference & AGM at the Prince Arthur Waterfront Hotel & Suites on Thursday March 6th and Friday March 7th!**

We are excited to welcome new presenters and topics that will support the work we do now and into the future! Our 2025 Conference will build on suggestions brought forward from previous conferences and we can't wait to welcome members from the 17 Municipalities in the District of Thunder Bay back to The Prince Arthur for this event!

Please note that the attached Agenda is in draft form as there will be some adjustments as our conference date approaches!

### **2025 EXECUTIVE BOARD ELECTIONS**

We will be accepting nominations for the following positions:

- President (1 position, automatically nominated to NOMA Board)
- 1st Vice President (1 position)
- 2nd Vice President (1 position)
- Resolution Committee Member (2 positions, along with a VP Chair and President ex-officio)
- Finance Committee Member (2 positions, along with a VP Chair and President ex-officio)
- Convention Committee Member (2 positions, along with a VP Chair and President ex-officio)
- Constitution & Policies Committee Member (2 positions, along with a VP Chair and President ex-officio)
- Nominating Committee (1 position, along with Past President)
- Auditor (1 position)
- NOMA Representative (2 additional members, aside from President)

Please bring names forward to Nikita no later than March 1st

### **REGISTRATION IS NOW OPEN!**

Rates are as follows:

- General Admission - **\$275.00+ Eventbrite fees (\$19.21) = \$294.21 per ticket**
  - Speaker Admission - **\$200.00 + Eventbrite fees (\$14.33) = \$214.33 per ticket**
- (note: Speaker Admission is for cost of food if a speaker wishes to attend the rest of the conference)**

Please click on the link below to direct you to the registration page:

<https://www.eventbrite.ca/e/2025-thunder-bay-district-municipal-league-conference-agm-tickets-1128091464939?aff=oddtcreator>

### **Please note:**

All ticket sales end February 26<sup>th</sup>, 2025 at 11:30PM (EST). Please see Eventbrite page for pricing details. To avoid Eventbrite processing fees, you may opt to pay by cheque – contact Nikita Cava, Executive Director to make arrangements as necessary.

Refunds will only be granted if the request is made more than 7 days in advance of the event. Eventbrite fees will not be reimbursed at any time. There is a \$25 cancellation fee. This may be waived at the discretion of the Executive Director. If an attendee is not able to attend, you may substitute their registration for another attendee upon notifying the Executive Director.

In the event that you have any dietary restrictions, please email details to [ed.tbdml@gmail.com](mailto:ed.tbdml@gmail.com) 10 days prior to the event.

**SPONSORSHIP AND TRADE SHOW OPPORTUNITIES:**

If you are interested in sponsoring the TBDML Conference or entering a tradeshow booth, please see the sponsorship & tradeshow package attached to this email and respond with a completed registration form to [ed.tbdml@gmail.com](mailto:ed.tbdml@gmail.com) no later than February 21st, 2024.

Along with the registration form, please provide your logo to be included in our official programme.

If you have any questions or would like to organize a meeting with the Executive Director to discuss opportunities, please contact (807)621-4874 or email [ed.tbdml@gmail.com](mailto:ed.tbdml@gmail.com)

**ACCOMMODATIONS:**

15 Rooms have been blocked off at the Prince Arthur Hotel at \$150 per night. Once the 15 rooms have been booked, the Prince Arthur will open additional rooms until there are none left. Should you require assistance finding alternate accommodations please do not hesitate to reach out to Nikita.

**Please note:** Reservations must be made by February 26<sup>th</sup> or else the room will be released back to the hotel. When calling the hotel to book your rooms, please inform them that you are booking for the TBDML Conference to ensure guaranteed pricing.

**Thank you in advance to our amazing Sponsors and attendees! We appreciate your generous contributions!**

FYI - there will also be a nomination for 1 Admin Rep for NOMA - This position is an administrative staff member that sits on the board. The current member is Mark Figliomeni, CAO - Red Rock

Please express interest by March 1st. I am available for questions at any time.

Regards!

**Nikita Cava, HBA**

Executive Director

Thunder Bay District Municipal League

(807)621-4874

[ed.tbdml@gmail.com](mailto:ed.tbdml@gmail.com)

*My work day may look different than yours. There is no expectation to read or respond to this email outside of your normal working hours.*

Please note that this document can be provided in an alternate accessible format upon request

## **Thunder Bay District Municipal League**



### **Conference Day 1 & Annual General Meeting**

**March 6, 2025**

**8:00AM: Registration & Opening Breakfast**

**9:00AM: Call to Order and Opening Remarks:**

Mayor Rick Dumas, President, TBDML

**Official Welcome/Land Acknowledgement:**

Mayor Ken Boshcoff, City of Thunder Bay

**Opening Ceremony:**

**9:45AM: Advocacy Updates from TBDML and NOMA**

Rick Dumas, President, Thunder Bay District Municipal League

Nikita Cava, Executive Director, Thunder Bay District Municipal League

Wendy Landry, President, Northwestern Ontario Municipal Association

**10:30AM: Refreshment Break**

**10:45AM: TBD**

**11:30AM: Contracts 101**

Chantelle Bryson, Potestio Law

**12:15PM: Lunch & Networking**

**1:30 PM: Northern Ontario Women (NOW) – Past, Present and Future**

Cheryl Fort, Mayor, Municipality of Hornepayne

**2:15PM: Naloxone, Stigma and Local Trends**

Superior Points Harm Reduction Team, Thunder Bay District Health Unit

**3:00PM: Refreshment Break**

**3:15PM: Investing Dollar Earned, Tax Dollar Saved - Municipal Investing as Permitted in the Municipal Act**

Jennifer Hess, Manager – Investment Services, Municipal Finance Officers Assoc.

**Annual General Meeting to follow in Provincial Room.**

Tradeshow opens at 4:00 with cocktail hour 5:00-7:00 in Salons E and A.

Prizes at 6:30 (must be in attendance to win).

An informal gathering will take place in the Lounge at 8:00.

Please note that this document can be provided in an alternate accessible format upon request

## **Thunder Bay District Municipal League**



### **Conference Day 2**

**March 7, 2025**

**8:00AM: Registration & Breakfast**

**9:00AM: Ontario Municipal Human Resources Association (OMHRA) - Topic TBD**

Karie Ortgiese, OMHRA Director and Director of Human Resources for the COTB

**10:00AM: Overview of the Ontario Municipal Tax and Revenue Association**

Scott Kettles, Executive Director, Ontario Municipal Tax and Revenue Association

**10:30AM: Refreshment Break**

**10:45AM (Virtual) MLEOA Overview and Tips for Recruitment and Retention**

Randy Charlton, Vice President, Municipal Law Enforcement Officers Association

**11:30AM: (Virtual) Natural Asset Management Plans**

Jennifer Court, Executive Director, Asset Management Ontario

**12:15PM: Lunch**

**1:00PM: Members of Parliament**

MPP Kevin Holland – Thunder Bay-Atikokan

MPP Lise Vaugeois – Thunder Bay-Superior North

**2:00 Prize Draw followed by adjournment**





*Thunder Bay District Municipal League*

**December 30, 2024**

Dear Sponsor,

We thank you very much for taking the time to consider investing in the growth and development of our District. The Thunder Bay District Municipal League (“The League” or “TBDML”), represents the seventeen municipalities across the District of Thunder Bay and this year we will be celebrating our 108<sup>th</sup> year together. Our representatives will engage at the Prince Arthur Waterfront Hotel & Suites in Thunder Bay on March 6<sup>th</sup> and 7<sup>th</sup> for our 2025 Conference and Annual General Meeting.

As you are aware, the District of Thunder Bay is a vast and vibrant geological area. With our distances being far, we are still very close to one another and depend on the businesses and services we provide to each other. Our members and communities recognize the value in participating in The League and we expect 70-100 elected officials and other delegates to participate in our 108<sup>th</sup> year with us on March 6<sup>th</sup> and 7<sup>th</sup>.

Your businesses and organizations are vital to the communities within our region. This conference will bring together leaders, decision makers and other stakeholders. We encourage and invite you to promote your business or organization with one or more of the different sponsorship opportunities you will find attached to this letter. This year we will also be featuring a three-hour trade show and networking event the evening of March 6<sup>th</sup>. Tables for the tradeshow will be available on a first come basis. Your participation in this conference will be beneficial for all in making the event a true success, and further helping to promote growth and development in our District.

Our members recognize the value in participating in the association and we expect diverse engagement with our attendees. We thank you in advance for your time and consideration in reviewing the sponsorship and tradeshow package (attached). If you have any questions regarding the package, please do not hesitate to contact me. Let’s all work together to help our district prosper!

Yours truly,

**Nikita Cava**  
Executive Director  
Thunder Bay District Municipal League



## *Thunder Bay District Municipal League*

### **Sponsorship Packages**

The Thunder Bay District Municipal League seeks the financial support of various firms and organizations to sponsor League events and activities. Sponsorships may be in the form of a direct cash donation, prizes, or services.

We are most appreciative of the generous support of our sponsors.

#### **Our sponsorship packages include:**

<b>Amount</b>	<b>Sponsor Designation</b>	<b>Recognition</b>
\$100-299	Copper	Name of organization in official programme
\$300-\$499	Refreshment Break/Bronze	Name of organization in official program and the first 3 sponsors in this category will be recognized during refreshment break (sign at coffee table). May also choose to place a ¼ page black and white ad in the conference programme.
\$500-\$999	Silver	Name of organization in official programme, one free conference registration, and may place a ½ page black and white ad in the conference programme.
\$1000-\$1999	Gold	Name of organization in official programme, one free conference registration, one free tradeshow table and the first three sponsors in this category will be recognized during meal time or networking event. May also choose to place a ¾ page black and white ad in the conference programme.
\$2000 and over	Platinum	Name of organization in official programme, two free conference registrations, one free tradeshow table, and banner will be displayed in the conference room during presentations. The first sponsor in this category will have the opportunity to address the delegates with a 5 minute presentation. May also choose to place a full page black and white ad in the conference programme.

#### **In recognition of your sponsorship, your organization will receive:**

A certificate of appreciation will be presented/sent to all sponsors. A listing of all sponsors, sorted by sponsorship level, will be included in the printed conference programme and on the League website, where applicable.

## **Sponsorship Registration**

**Please be advised that sponsorships and advertising materials must be received by February 21<sup>st</sup>, 2025**

**(Complete this section for sponsorships)**

Name of Organization: \_\_\_\_\_

Contact information: \_\_\_\_\_

Level of Sponsorship: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Tradeshow Booth Registration**

**Please be advised that there are 12 tradeshow booths available at the cost of \$200 each, on a first come basis. Gold and Platinum Sponsors will also have the benefit of presenting a tradeshow booth as part of their package.**

**(Complete this section for tradeshow booths)**

Name of Organization: \_\_\_\_\_

Contact information: \_\_\_\_\_

Tradeshow cost (please circle one): \$200   Gold Sponsor   Platinum Sponsor

Signature: \_\_\_\_\_

Please contact Nikita Cava, Executive Director at (807)621-4874 or email [ed.tbdml@gmail.com](mailto:ed.tbdml@gmail.com) to discuss your sponsorship package or tradeshow booth.

## THE CORPORATION OF THE TOWNSHIP OF CONMEE

### BY-LAW # 2025-002

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 January 14<sup>th</sup>, 2025, 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 14<sup>th</sup> day of January, 2025.

THE CORPORATION OF THE  
TOWNSHIP OF CONMEE

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Sheila Maxwell, Mayor

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Karen Paisley, Clerk