

AGENDA FOR REGULAR COUNCIL MEETING
Tuesday, March 11th, 2025 – 6:00 pm



Join Zoom Meeting: <https://us02web.zoom.us/j/89073408378?pwd=bM2UCcl4xcKLhz13OQU4KPU5BTJbU.1>

Meeting ID: 890 7340 8378

Passcode: 994611

1. CALL TO ORDER
Land Acknowledgement
2. APPROVAL OF AGENDA
Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of March 11, 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
No deputations are scheduled for this evening's meeting.
6. MINUTES OF PREVIOUS MEETINGS
 - 6.1 Minutes – Open Session Regular Council Meeting – February 25th, 2025
Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Special Council Meeting held on February 25th, 2025, 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 7324 to 7341 and payroll totalling \$51,329.99
8. REPORTS FROM MUNICIPAL OFFICERS/OTHERS (As available)
 - 8.1 Clerk's Report
 - 8.2 Treasurer's Report
 - 8.3 Deputy Clerk-Treasurer's Report (No report – position vacant)
 - 8.4 Public Works Report (No report for this meeting)
 - 8.5 Fire Chief's Report
 - 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 Food Cycler – 10 Units
10. BYLAWS
 - 10.1 BY-LAW 2025-007: Being a By-law to amend By-law 1405, which establishes signing authority for the Corporation.
Recommendation: BE IT RESOLVED THAT Bylaw 2025-007 be passed, and FURTHER, THAT the Mayor and the Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-007, being a By-law to amend By-law 1405, which establishes signing authority for the Corporation, effective March 11, 2025.

11. CORRESPONDENCE
List of Resolution Support Requests from other municipalities
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: February 25th; March 11th & 25th; April 8th and 22nd; May 13th & 27th; June 10th & 25th (Wed 6:30 pm) July 8th & 22nd; August 12th and 26th; September 9th and 23rd; October 14th and 28th; November 12th (Wed) & 24th; and December 16th, 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 Item 13.1, being the Closed Session minutes of the Council meeting held February 25, 2025; and, under the authority of paragraph 239(2)(b) and 239(2)(d) of the same legislation, in order to consider Item 13.2, involving personal information about identifiable individuals and labour relations.
- 13.1 Minutes – Closed Session Regular Council Meeting – February 25th, 2025
- 13.2 Clerk report on Personnel Matters
- 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 Regular Council Meeting held on February 25th, 2025, 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 2025-008– To Confirm the Proceedings of the Meeting
Recommendation: BE IT RESOLVED THAT Bylaw 2025-008 be passed, and FURTHER, THAT the Mayor and the Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-006, 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.

MINUTES - REGULAR COUNCIL MEETING

Tuesday, February 25th, 2025 – 6:00 pm



PRESENT	Mayor Sheila Maxwell Councillor David Maxwell Councillor Chris Kresack
PRESENT VIRTUALLY	Councillor Grant Arnold
REGRETS	Councillor David Halvorsen
ALSO PRESENT	Karen Paisley, Clerk
PRESENT VIRTUALLY	Rosalie Evans, Acting Clerk Olabisi Akinsanya-Hutka, Human Resources Assistant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

RESOLUTION 2025 - 036

Moved by: Councillor Maxwell
Seconded by: Councillor Kresack

BE IT RESOLVED THAT the agenda for the regular council meeting of February 25, 2025, be amended as follows:
a) Add item 13.2 to closed session agenda under the authority of the Municipal Act, 2001, paragraph 239(2)(b) relating to personal matters about an identifiable individual.
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

No deputations were scheduled for this evening's meeting.

6. MINUTES OF PREVIOUS MEETING(S)

6.1. Minutes – Regular Council Meeting – February 11, 2025
Members present reviewed the minutes. No errors or omissions were noted.

RESOLUTION 2025 - 037

Moved by: Councillor Maxwell
Seconded by: Councillor Arnold

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of February 11, 2025, be approved, as circulated.

CARRIED

7. DISBURSEMENT LIST

7.1. Payroll Report

No payroll report was provided for this meeting.

7.2. Payment Register

Council reviewed the payment register. There were no questions for the Clerk.

RESOLUTION 2025-038

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7302 to 7323, totaling \$44,126.07.

CARRIED

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

Clerk Paisley overviewed the Clerk's report to Council and responded to questions. In addition to the information in the report, the Clerk advised that the raffle basket being created for the NOMA conference in April is almost complete and includes donations from Brule Farms. Clerk Paisley requested that Council advise who will be attending the NOMA Conference.

RESOLUTION 2025-039

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approves Councillor Arnold and Clerk Paisley's attendance at the NOMA conference April 23 to 25.

CARRIED

The Clerk advised that Steve Lazar from Backstage Music attended the office on Friday February 21 to work on the sound system in council chambers. Mr. Lazar advised the Clerk that there are still issues with the sound system in council chambers. Mr. Lazar attached his mixer to the amplifier and the sound was better so he advised the Clerk that council chambers system may require a new mixer. Mr. Lazar will be coming back to the municipal office to fix the sound system problems.

8.2. Treasurer's Report

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

8.3. Deputy Clerk-Treasurer's Report

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

8.4. Public Works Report

Public Works manager Leonard Arps overviewed his report to Council and responded to questions. In addition to the information provided in the report, Mr. Arps advised that in the spring he usually includes information in the newsletter advising that Public Works will be moving the snowbanks off the shoulder to allow for water drainage. He advised this work has already commenced due to the warm weather. Mr. Arps advised that he was able to get 2 new batteries and an alternator for \$700. Mr. Arps will be installing posts with delineators on some roads with drop off sections for safety.

8.5. Fire Chief's Report

No Fire Chief's Report was presented at this evening's meeting.

8.6. Council Member Reports

Mayor Maxwell reported that she has staff performance reviews and will be meeting with administration to review the CUPE agreement ahead of negotiations.

Councillor Arnold reported that, on February 11th, after the last council meeting, he attended a zoom meeting with an organization called “Municipal Mutual Liability” regarding insurance. There was discussion around merging services with other municipalities. Councillor Arnold attended the Alpha Symposium through the Thunder Bay District Health Unit by zoom. On February 19th he attended the Thunder Bay District Health Unit Director’s meeting. On February 25th and the afternoon of February 26th he will be attending the OACA board of directors meeting.

Councillor Maxwell reported that he attended the Thunder Bay District Municipal League meeting virtually. They discussed the upcoming conference and electing officials for this association. Councillor Maxwell offered the Conmee Hall for in-person meetings next year for the Thunder Bay District Municipal League. Councillor Maxwell completed a generator report on February 23rd. Councillor Maxwell will drop the report off to administration.

Councillor Kresack reported he attended the Rural Food Bank board meeting Wednesday, February 12th. They discussed the 25th Anniversary of the Food Bank. The board also discussed the issue with the door entrance, which had been discussed with public works at a previous council meeting. The entrance will be repaired.

8.7. Other Agencies’ Reports

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

RESOLUTION 2025-040

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

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

CARRIED

9. NEW BUSINESS

- 9.1. Resolution to Change the Regular Council meeting date from June 24th, 2025, at 6:00 p.m. to June 25th, 2025, at 6:30 p.m.

RESOLUTION 2025-041

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the Regular Council meeting scheduled for Tuesday, June 24th, 2025, at 6:00 p.m. be rescheduled to Wednesday, June 25th, 2025, at 6:30 p.m.

CARRIED

10. BY-LAWS

- 10.1. Bylaw Number 2025-005 to repeal two prior Bylaws, each of which amended Bylaw 1307 re CEMC

RESOLUTION 2025-042

Moved by: Councillor Arnold

Seconded by: Councillor Kresack

BE IT RESOLVED THAT Bylaw 2025-005 repealing Bylaws 1337 and 1414 be passed.

CARRIED

11. CORRESPONDENCE

- 11.1. List of Resolution Support Requests from other Municipalities

No resolution support requests were received for this meeting.

- 11.2. Correspondence from the Thunder Bay Veterinary Services Committee re: Membership for 2025

On consensus, Council supported continuing membership with the Thunder Bay Veterinary Services Committee for the upcoming year.

12. UPCOMING MEETING DATES

The list of upcoming regular Council meeting dates was available for review. The council meeting scheduled for Tuesday June 24, 2025, at 6:00 pm has been changed to Wednesday June 25, 2025, at 6:30 pm per resolution 2025-041.

13. CLOSED SESSION

RESOLUTION 2025-043

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the time being 6:49 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 Item 13.1, being the Closed Session minutes of the Council meeting held February 11th, 2025; and, under the authority of paragraph 239(2)(b) of the same legislation, in order to consider Item 13.2, involving personal information about identifiable individuals.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-044

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT, the time being 6:51 p.m., Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION

RESOLUTION 2025-045

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on February 11, 2025, be approved; AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

15. CONFIRMING BY-LAW

15.1. By-law 2025-006

RESOLUTION 2025-046

Moved by: Councillor Kresack

Seconded by: Councillor Arnold

BE IT RESOLVED THAT By-law 2025-006 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-006, 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 6:53 p.m.

Mayor Sheila Maxwell

Clerk Karen Paisley

Staff Payroll -Feb 14, 2025
- Feb 28, 2025
Council Payroll - Feb 28, 2025

	<u>Administration and</u>		
	<u>Public Works</u>	<u>Other</u>	<u>Total</u>
Wages	21,462.40	5,517.29	26,979.69
EI	532.35	172.88	705.23
CPP	1,213.74	209.88	1,423.62
RRSP	655.70		655.70
mileage	0.00	48.96	48.96
total	23,864.19	5,949.01	29,813.20

Township of Conmee**Payment Register****Report Date**

Batch: 2025-00041 to 2025-00048 2025-03-04 1:58 PM

Bank Code: GEN - TD Operating Account

Payment #	Vendor	Amount	
7324	Kyle Foekens/BMO RRSP	134.54	
7325	Darryl Brideau	1,230.00	sold back two plots
7326	Hymers Agricultural Society	100.00	
7327	Municipality of Neebing	1,734.10	Police Services Board
7328	Thunder Bay Vet Service Committee	100.00	
7329	Minister of Finance	7,376.00	
7330	1000094232 Ontario Inc	339.00	Oscar's - repair
7331	Fort Garry Industries	291.43	
7332	MicroAge	914.73	removed data and disposed of old computers
7333	Minister of Finance	7,369.00	
7334	MNP	7,119.00	audit
7335	Sarjeant Propane	6,682.81	
	- garage \$1942.77		
	- firehall \$2438.20		
	- hall \$2779.30		
	- landfill \$22.54		
7336	Sasi Spring Water	603.92	
7337	Spectrum Telecom Group Ltd	531.10	
7338	Thunder Bay DSSAB	8,027.00	
7339	Toodaloo Pest and Wildlife	110.74	
7340	Ultramar	5,039.14	
7341	Valley Fire Protection & Serv	1,332.27	
	Total Cheques	<u>49,034.78</u>	
123	TD Visa	-1.05	TD rewards - card closed
123	Manulife	1,652.16	
234	PSD Citywide Inc.	644.10	trainiing- office
	Total EFT	<u>2,295.21</u>	
	Total	<u><u>51,329.99</u></u>	

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

Date: March 11, 2025

To: Mayor and Council

Subject: Administrative Activity Report

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

For information.

BACKGROUND:

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

DISCUSSION:

The Clerk received the quarterly water assessment from SASI and Andrew Dubinsky, who submitted the report and monitors our water system advised that we passed. Mr. Dubinsky noted the cap was off the rink hose port and the padlock for the rink pump was open again. This is a new observation. The Clerk had some discussion with the Public Works supervisor and will follow up to let him know that this is a new observation. We weren't sure if this was old information or something new when we had our discussion this week.

Steve Lazar contacted the Clerk to ask some questions about the sound system in Council Chambers. He is hopeful he can tie the microphones into the sound system for zoom calls. This should resolve the issues that zoom attendees are experiencing with not hearing in person attendees in Council Chambers. He is researching how this can be accomplished and will attend the municipal building once he makes that determination.

On March 4th, the Clerk and Treasurer attended a training webinar for PSD Citywide, who manage the Asset Management software used by Conmee Township. This was an interactive introductory course that showed us how to navigate the software and create reports. Justin Scapinello, an Accounts Manager for PSD Citywide, followed up on March 5th to discuss asset management in a web meeting, and offered to assist Conmee with the 2024 and 2025 Asset Management Plan. This would bring us into compliance. Mr. Scapinello submitted a proposal for this work.

We've received two of the new filing cabinets. They require assembly. We haven't had an opportunity to start that project.

The Clerk notified Conmee Township residents regarding the social committee survey available on the Conmee website. This notification was included in the March newsletter. Consequently, the Clerk has observed an increase in resident responses to the survey. The results will be rolled up for the next Council meeting.

The Clerk and Treasurer will be attending the Thunder Bay District Municipal League Conference Thursday March 6 and Friday March 7. A full report will be in the Clerks Report next council meeting.

Other Agency Reports

- Results from SASI Spring Water – report by Andrew Dubinsky
- Proposal from PSD Citywide for Asset Management report
- Lakehead Region Conservation Authority Board Meeting Minutes – Jan 29, 2025
- AMO Policy Update – Tariff Impact

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

Date: March 11, 2025
To: Mayor and Council
Subject: Treasurer Report
Submitted by: Leanne Maxwell

RECOMMENDATION:

This Report is prepared for Council's information and discussion

BACKGROUND:

The Treasurer reports to Council, at regular council meetings, as necessary, on her activities

FOR INFORMATION

- The first installment date for property taxes has passed. The second installment is due April 28, 2025
- The arrears report as of February 28, 2025 is included in the agenda package
- The Council remuneration Report for 2024 is included in the agenda package

FOR DISCUSSION

- STARLINK: the Ontario Government has cancelled its contract with Starlink

Ford said the province will rip up the \$100-million deal it signed with Elon Musk's SpaceX last year to provide high-speed Starlink internet to northern Ontario, rural and remote First Nation communities. "It's done, it's gone," Ford said. "We won't award contracts to people who enable and encourage economic attacks on our province, province and our country."

Does Council want to follow suit?

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

Date: March 3, 2025
To: Mayor and Council
Subject: Council Remuneration Report for 2024
Submitted by: Leanne Maxwell, Treasurer

RECOMMENDATION:

That council approve the 2024 Council Remuneration Report

BACKGROUND:

Section 284 of the Municipal Act, 2001 requires the Treasurer to provide council of a municipality an itemized statement on remuneration and expenses paid in the previous year on or before March 31 of the following year. This includes any remuneration to council members for his or her service as a member of any board that the member has been appointed to.

This also includes payments to any individuals that are not members of council but that are appointed by the municipality to serve as a board member of any organization for the municipalities' benefit.

DISCUSSION:

The attached report provides the detail required.

ATTACHMENTS:

One: Council Remuneration Report for 2024

AVAILABLE UPON REQUEST:

File information relating to any of the subject matters described in the report.

Council Renumeration Report 2024

Council	Renumeration Council Wages (gross)	Renumeration Other Meetings	Expenses (Mileage)	Council	Renumeration Municipality	Renumeration Outside Board	Expenses Municipality	Expenses Outside Board	Total
Mayor Maxwell	14625.00	11875.00		THDHU					
Councillor Arnold	3500.00	4140.00		Councillor Arnold	720.00				720.00
Councillor Halvorsen	2870.00	210.00	23.26	EMPC					
Councillor Kresack	3080.00	2240.00	43.52	Mayor Maxwell	190.00				190.00
Councillor Maxwell	4060.00	1750.00	186.90	Councillor Halvorsen	140.00				140.00
				LRCA					
				Councillor Arnold	577.40	883.00		560.00	2020.40
				Food Bank					
				Councillor Kresack	980.00				980.00
				TBCML					
				Councillor Maxwell	980.00				980.00
				LRMC					
				Mayor Maxwell	570.00				570.00
				Councillor Arnold	140.00	4391.66			4531.66

Arrears - as of Feb 28, 2025

Total Amount Outstanding	# of Properties	2024	# of Properties	2023	# of Properties	2022 + prior	Total
\$0 - \$999	48	20,298.39	39	12,395.35	12	10,370.11	43,063.85
\$1000 - \$2499	13	19,616.95	6	10,220.52	3	5,840.99	35,678.46
\$2500 - \$4999	15	53208.32	6	21,002.26	3	10,938.04	74,210.58
\$5000 - \$9999	2	12,499.74		0.00		0.00	12,499.74
\$10000 +							
	78	<u>105,623.40</u>	51	<u>43,618.13</u>	18	<u>27,149.14</u>	<u>176,390.67</u>
							31,163.08
							<u>145,227.59</u>

with RealTax

NOTE: Seven property owners, owning 21 properties having arrears of \$63,920.69, will be receiveing final notices this month.
Action will be taken in May, after the second installment is due.

Chiefs Report: February 2025

Chiefs hours: 21

Volunteers: 42.5

This month Conmee Emergency Services has responded to two calls, one medical and one MVC/medical.

We have continued with our weekly training and our recent members have started to hand in their onboarding packages. Volunteer information is currently being kept in VFD personnel files which will be scanned and sent to our municipal office. This will ensure that a digital copy as well as hard copies are kept and we can avoid having our staffs personal information going missing again.

We currently have 10 members with 4 of them being DZ drivers. Four of our members have begun their training for FF1. While most of our members now have Fire or EFR experience we are currently working towards NFPA certification for all of them as mandated by provincial legislation.

I would like to ask if anyone has been able to look at the proposed E&R bylaw that was presented to council before Christmas of last year. We are now into our third month of the year and I have not been asked any questions nor received any feedback. The OPR fire chief has informed me that they will be moving ahead with this bylaw and that with the idea of a 'shared service model' in mind we should consider doing so as well soon. If we do not want to move ahead OPR is considering suspending mutual aid and charging a fee for "Aid". Having a dependence as we have had in the past and present is not considered "Mutual Aid".

I would also like to bring up again that Pumper 75 has a history of not being dependable. It is again giving us pump troubles and although we can draft and pump water, I can not comfortably advise its continued use as a main attack pumper given its age and history of troubles. I have tried to speak with Kerri at Twin City Industrial regarding the refurbishment however I have received no response. Is refurbishment something that is continuing to be discussed and if so, has there been any headway or pricing made available? The ability to fight fire affectively and safely hinges largely on the dependability of our equipment. I understand there have been no plans made in the past for equipment replacement. Fire apparatus and other equipment have a service life outlined in NFPA best practices. It is not mandated by law yet, however, I believe it is in everyone's best interest to follow these best practices. There is already a lot on my plate however I believe an equipment replacement plan, as well as clearly laid out procurement policies would be helpful. Please advise on how you would like me to proceed with using or replacing equipment. Our ladders, auto extrication equipment, generators, hose, and hand tools are all long overdue for replacement and have been consistently failing with use.

I would like to discuss the ambulance bay garage located beside the fire hall. This garage has been used as an ambulance bay up until a couple of years ago. Since EMS has relocated recently to Kakabeka Falls, Conmee Emergency Services has been storing the wildland trailer and ATV in one of the bays. There have been ambitions and excitement from our members to assemble some exercise equipment in the remaining bay. There are no gyms near our community and physical fitness is always in mind for members of an emergency service. Some equipment was recently placed in the remaining bay (purchased with personal funds by myself), and many members

expressed excitement in using this equipment, however for last winter and this winter, Public Works have been parking equipment in this bay at sporadic times with little or no communication with the fire department. I would like to request that council consider if they would like to make available a space for their emergency service volunteers to train and stay in shape or if they prefer the space be used for Public Works. I would ask that if Public Works is to use this space that they pay a portion of the utilities for this building, or perhaps the fire department can remove any equipment or property in the building and Public Works can have the entire utilities bill for this building come out of their budget.

Last year I was given a budget and told that it is likely not accurate as numbers were essentially 'made up' due to complications with the previous treasurer. I did my best in the previous year to stay close to the budget and have been very frugal with spending. That being said, I believe we do have a serious amount of work to do to bring our department back to where it is properly equipped and prepared to respond. I am presently working on a budget based on last years 'budget' as well as projected spending to be approved. I have not been given direction on this in the past so until recently was unsure on how to proceed with preparing the budget. I would like to see our honorarium budget at least doubled if you would like to continue with that model.

I am wondering if there has been a contract done up for 2025 for my employment.

I have dropped off my computers at Microage to have files switched over to Apple products as these seem to be more universal and easier to use, but was told the Macbook I dropped off is too old to download any programs I use daily such as Microsoft Word, Excel, etc.. I am wondering if I am able to purchase a newer Macbook to be able to have that done and to do all of my admin work more effectively.

Robb Day : Fire Chief, Conmee Emergency Services

Conmee Clerk

From: Maddy From <maddyf@foodcycler.com>
Sent: February 27, 2025 10:15 AM
To: Conmee Clerk; Councillor David Maxwell
Subject: RE: Food Cycle Science ROMA 2025 Follow up
Attachments: FoodCycler Municipal Division_Unit Only Proposal_ConmeeV2.pdf

Hi Karen,

Thanks for letting me know! My apologies, I had a miscommunication with my colleague and wasn't aware that was said!

I have attached a quote for 10 units at the reduced price offered through our municipal solutions program. At 10 units we aren't able to provide the additional support/data collection that typically occurs in our programs which is why all of the information has been removed from the 10-unit proposal.

Additionally, when selling these to residents, the subsidy model must be maintained as this is the only way we can provide the units at a reduced price to the municipality, outside of the pilot program.

I hope that makes sense, if there are any questions, please let me know. I am also happy to adjust the split between Eco 3 and Eco 5 if you would like, instead of sending a 5/5 split –or we can just send 10 of one type, just let me know what works best!

Thank you so much,
Maddy



www.foodcycler.com
[Visit Our Blog!](#)

Maddy From

Municipal Partnerships Representative

Email: maddyf@foodcycler.com

Cell: 613.390.1036



From: Conmee Clerk <conmee@conmee.com>
Sent: February 26, 2025 2:09 PM
To: Maddy From <maddyf@foodcycler.com>; Councillor David Maxwell <dmaxwell@conmee.com>
Subject: RE: Food Cycle Science ROMA 2025 Follow up

Good afternoon Maddy,

Unfortunately, Conmee did not have interest in this product for 30 households. My understanding is that when our delegates discussed this with the folks at convention, they were advised that we could proceed with 10.

If that is not the case, we cannot move forward with this proposal.

Thank you,
Karen

From: Maddy From <maddyf@foodcyclr.com>
Sent: February 26, 2025 1:39 PM
To: Councillor David Maxwell <dmaxwell@conmee.com>
Cc: Conmee Clerk <conmee@conmee.com>
Subject: RE: Food Cycle Science ROMA 2025 Follow up

Hi David,

I hope you are doing well!

I just wanted to follow up and see if there has been any conversation around the proposal sent a few weeks ago. I am happy to answer any questions or provide more information if needed.

Thanks!
Maddy



www.foodcyclr.com
[Visit Our Blog!](#)

Maddy From

Municipal Partnerships Representative

Email: maddyf@foodcyclr.com
Cell: 613.390.1036



From: Maddy From
Sent: February 3, 2025 3:55 PM
To: Councillor David Maxwell <dmaxwell@conmee.com>
Cc: Conmee Clerk <conmee@conmee.com>
Subject: RE: Food Cycle Science ROMA 2025 Follow up

Hi David,

I am so sorry for my late reply!

I have attached a proposal for 30 Households in Conmee – I know this is more than you have asked for but based on the number of private dwellings in Conmee (296), 30 households would be ~10% of the population, which is our minimum target for pilot programs. At 10% we have a statistically significant sample of the population, making sure that the data collected can be used in the future to accurately make waste management decisions!

I would be happy to have a call with yourself, or a member of staff, to go through the proposal in more detail. It would also be great to learn a bit more about Conmee so I can come up with a few more program options if that is needed.

If you have any questions, please let me know!

Best,
Maddy



www.foodcycler.com
[Visit Our Blog!](#)

Maddy From

Municipal Partnerships Representative

Email: maddyf@foodcycler.com

Cell: 613.390.1036



From: Councillor David Maxwell <dmaxwell@conmee.com>

Sent: January 30, 2025 4:00 PM

To: Maddy From <maddyf@foodcycler.com>

Cc: Conmee Clerk <conmee@conmee.com>

Subject: Re: Food Cycle Science ROMA 2025 Follow up

Hi Maddy I brought this up to Council on the 28th and it was well received. Could you please give us details and pricing for 10 units so it can be brought back to Council. I have CC'd Clerk Paisley on this email as well

Councillor

David Maxwell

From: Maddy From <maddyf@foodcycler.com>

Sent: January 30, 2025 12:51 PM

To: smaxwell@conmee.ca <smaxwell@conmee.ca>; Councillor David Maxwell <dmaxwell@conmee.com>; Conmee Treasurer <treasurer@conmee.com>

Subject: Food Cycle Science ROMA 2025 Follow up

Good Afternoon, Sheila, David, and Leanne,

I wanted to reach out and thank you all very much for stopping by and engaging with the FoodCycler team at the ROMA conference in Toronto last week. It was encouraging to see the interest and recognition of our innovative food waste solution from so many municipalities across Ontario.

As a small token of gratitude, I have shared a link to purchase a FoodCycler at a discounted price if you are interested! [Tradeshow | Food Cycle Science](#).

Additionally, I remember you mentioned that you were planning on bringing up the FoodCycler Program at your council meeting this week – I just wanted to follow up and see if a discussion took place?

If it would be helpful, I would be happy to give a virtual delegation to council, sharing more information and answer any questions that councilors or staff may have about the program.

Please let me know how I can help, and if you have any questions or wish for more information, and I would be happy to provide it.

Looking forward to hearing from you!

Maddy



www.foodcycler.com
[Visit Our Blog!](#)

Maddy From

Municipal Partnerships Representative

Email: maddyf@foodcycler.com

Cell: 613.390.1036





FOODCYCLER™
**MUNICIPAL FOOD WASTE DIVERSION
UNIT ONLY PROPOSAL**



Conmee
TOWNSHIP

Township of Conmee
19 Holland Rd W,
Kakabeka Falls, ON P0T 1W0
807-475-5229

Thursday, February 27, 2025

FoodCycler™ Municipal Food Waste Diversion

Dear Township of Conmee Staff and Council,

Thank you for your interest in food waste diversion in your community. Food Cycle Science (FCS) is an organization born from the alarming fact that 63% of food waste is avoidable and responsible for about 10% of the world's greenhouse gas emissions. FCS has developed an innovative solution that reduces food waste in landfills, takes more trucks off the road, reduces infrastructure and collection costs, and contributes to a significant reduction in CO2e compared to sending food to landfills. We deploy our patented technology to households around the world, helping them take ownership of their food waste and environmental impact.

In partnering with municipalities, we are committed to creating accessible food waste solutions for all people and changing the way the world thinks about food waste. The purpose of the FoodCycler™ is to divert food waste at home. In doing this you can support your environmental goals, reduce residential waste, reduce your community's carbon footprint, and extend the life of your community's landfill(s).

The **FoodCycler Eco 3** and **Eco 5** devices can process 3.5 L and 5 L (respectively) of food waste per cycle and converts it into a nutrient-rich by-product that can be used to enrich your soil. Power consumption is ~1-1.5 kWh per cycle and takes less than 8 hours to complete (overnight).

Every FoodCycler deployed is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on market rates of \$100 per tonne of waste (fully burdened), 10 households participating would divert 20 tonnes of food waste and save the municipality an estimated \$2,000.00 in costs. Please note that this analysis is based on market rates and depending on remaining landfill lifespan and closure costs, local rates for waste disposal may vary.

Every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.5 tonnes of CO2e before transportation emissions. Based on this, 10 households could divert approximately 30 tonnes of greenhouse gas emissions.

Food Cycle Science is excited to have you bring forward 10 units to your community, demonstrating your commitment to sustainability. FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Warm regards,

The FoodCycler™ Municipal Team



The FoodCycler Product Family

The FoodCycler product family offers closed-loop solutions to food waste, with zero emissions or odours. This sustainable process reduces your organic waste to a tenth of its original volume. Small and compact, FoodCycler products can fit anywhere. They operate quietly and efficiently, using little energy.

**FoodCycler™
Eco 3**



3.5 L	VOLUME CAPACITY	5.0 L
19.5 L	UNIT VOLUME	28.9 L
4-8 HOURS	PROCESSING TIME	6-8 HOURS
0.9 kWh	POWER CONSUMPTION PER CYCLE	1.3 kWh
1 REFILLABLE FILTER	ODOUR CONTROL	1 REFILLABLE FILTER
1-3	HOUSEHOLD SIZE	3+

**FoodCycler™
Eco 5**



Recycle Your Food Waste in 3 Easy Steps



Step 1:

Place your food waste into the FoodCycler™ bucket. The FoodCycler™ can take almost any type of food waste, including fruit and vegetable scraps, meat, fish, dairy, bones, shells, pits, coffee grinds and filters, and even paper towels.



Step 2:

Place the FoodCycler™ bucket into your FoodCycler™ machine. The FoodCycler™ machine can be used anywhere with a plug such as a kitchen countertop, basement, laundry room, heated garage, etc.



Step 3:

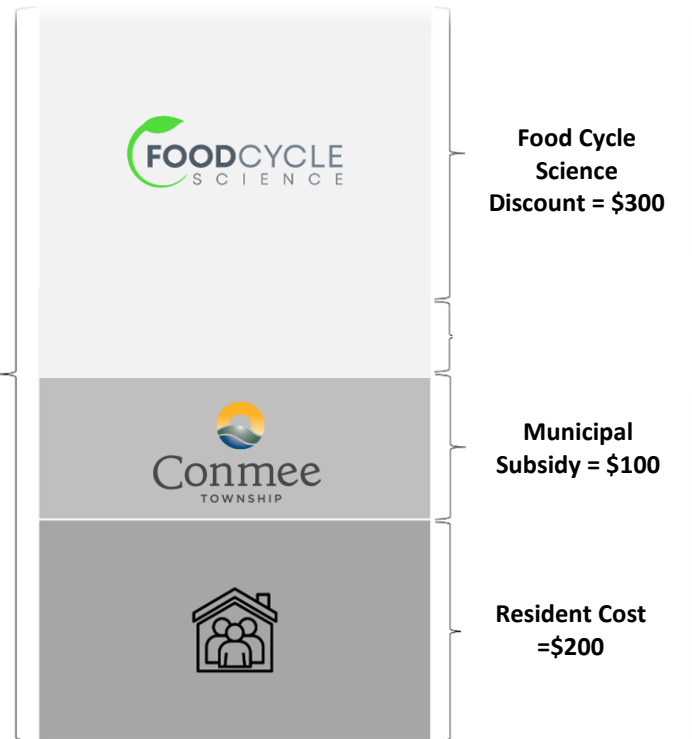
Press Start. In 8 hours or less, your food waste will be transformed into a nutrient rich soil amendment that can be integrated back into your soil. The cycle runs quietly and with no odours or GHG emissions.

FoodCycler Subsidy Model

FoodCycler Eco 3



**Retail Price
=\$600**



FoodCycler Eco 5



Retail Price
= \$800



**Food Cycle
Science
Discount = \$400**



**Municipal
Subsidy = \$100**



**Resident Cost
=\$300**

FoodCycler Funded Pilot Program Recommendation and Details

Food Cycle Science is offering 10 units for distribution in the Township of Conmee.

The units will be offered to the Township using a cost subsidy model where Food Cycle Science provides an initial discount, the Township of Conmee provides a subsidy, and the resident provides the remaining contribution. The purpose of this model is to make this technology accessible to more Canadians at an affordable price.

Through this subsidy model, the **municipal investment for Township of Conmee is \$100.00 per household**, regardless of which device is selected. Residents will then have the option to choose the FoodCycler™ model that best suits their household and budget.

Each FoodCycler™ is estimated to divert at least 2 tonnes of food over its expected lifetime. Based on average market rates of \$100 per tonne of waste (fully burdened), 10 households participating would divert 20 tonnes of food waste and save the municipality an estimated **\$2,000.00** in costs.

Total Invoiced Amount

	Price	Quantity	Total
FoodCycler Eco 3 Municipal Rate	\$300	5	\$1,500
FoodCycler Eco 5 Municipal Rate	\$400	5	\$2,000
Shipping Estimate			\$375
Total Invoice Amount			\$3,875

Plus applicable taxes.

Net Municipal Cost:

	Price	Quantity	Total
Total Invoice Amount			\$3,875
Less Resident Resale: Eco 3	\$200	5	\$1,000
Less Resident Resale: Eco 5	\$300	5	\$1,500
Net Municipal Cost			\$1,375.00

Plus applicable taxes.

Purchase and Program Terms

Confirmation Deadline: Confirmation of order (Council resolution and/or signed agreement) to be received no later than March 31, 2025.

Price Guarantee: Food Cycle Science will honour these rates on subsequent orders of 10 units or more, placed within the 2025 calendar year.

Shipping: Shipping estimates to your location may range from \$250.00 – \$500.00 and the \$375.00 quoted is an estimated average based on today's shipping rates. The most efficient and reliable carrier available at the time of shipment will be chosen to ensure optimal delivery.

Payment Terms: Payment is 100% due upon receipt of goods.

Warranty: 1-year standard manufacturer's warranty starting on date of delivery of all FoodCycler units to the Township of Conmee. We will repair or replace any defects during that time. Extended warranties may be purchased at additional cost of \$25.00 per year for up to 5 years.

Summary and Acceptance of Terms

We respectfully ask that you confirm your order no later than March 31, 2025.

Summary of costs:

Program Recommendation	Invoice Amount	→	Net Municipal Cost
10 Households	\$3,875	→	\$1,375

Terms Accepted and Agreed by Township of Conmee:

Name / Title

Name / Title

Signature

Date

Signature

Date

Food Cycle Science looks forward to working with the Township of Conmee to reduce the amount of food waste going to landfill in a manner that is convenient and cost-effective.

Sincerely,

Maddy From

Municipal Partnerships Representative

maddyf@foodcycler.com | +1 613-390-1036



Food Cycle Science Corporation

371A Richmond Road, Suite #4

Ottawa, ON K2A 0E7

www.foodcycler.com

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-007

Being a By-law to amend By-law 1405, which establishes signing authority for the Corporation.

Recitals:

Section 226.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Act”), provides that the Head of Council is the Chief Executive Officer for the Corporation, but does not establish signing authorities. Section 227 of the Act requires administration to carry out duties as assigned by Council.

The Council of the Township of Conmee considered it appropriate to establish a signing authority bylaw. Bylaw 1405 was passed by the Corporation of the Township of Conmee on July 25th, 2023, and established signing authority for the Township of Conmee.

As there has been a staff change over, the Council of the Corporation of the Township of Conmee deems it desirable to amend the bylaw that appointed her as Administration’s signatory for negotiable instruments.

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

1. Amendment: Section __ of By-Law 1405 is amended to substitute the name “Karen Paisley” for the name “Shara Lavallee” as Administration’s signatory for negotiable instruments.
2. Effective Date: This By-law shall take effect on the date that it is passed.

Passed this 11th day of March, 2025

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley

11.		<u>CORRESPONDENCE – List of Resolution Support Requests from other Municipalities</u>
	11.1	Correspondence from the City of Toronto - Member Motion Item 26.7 Creation of a City of Toronto “Buy Local, Buy Canadian” Campaign Recommendation: directions to Administration as per Council’s determination
	11.2	Correspondence from Colman Township - Urgent Need for Improvements to Highways 11 and 17 – Motion 25-054 Recommendation: directions to Administration as per Council’s determination
	11.3	Correspondence from the Municipality of Durham - Motion regarding Protecting Canadian Values: Ban the Nazi Swastika in Canada Recommendation: directions to Administration as per Council’s determination

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-008

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 March 11th, 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.

1. 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 11th day of March, 2025.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley