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AGENDA FOR REGULAR COUNCIL MEETING  
Tuesday September 22, 2026 – 6:00 p.m.



Join Zoom Meeting: <https://us02web.zoom.us/j/81185416219?pwd=2Vn3BbaLQr4XrMnlyrsfJz29HIU9bb.1>  
Meeting ID: 811 8541 6219  
Passcode: 317178

1. CALL TO ORDER

Land Acknowledgement

2. APPROVAL OF AGENDA

Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of September 22, 2026 be approved as circulated. (Alternatively, amendments to be noted; with approval as amended.)

3. DECLARATIONS OF PECUNIARY INTEREST

4. TOWN HALL SEGMENT

5. DEPUTATIONS

6. MINUTES OF PREVIOUS MEETINGS

6.1 Minutes – Open Session Regular Council Meeting – September 8, 2026

Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Regular Council Meeting held on September 8, 2026, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.)

7. DISBURSEMENT LIST

7.1 Payroll Report (none for this meeting)

7.2 Payment Register

Recommendation: BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments and cheque numbers 8028 to 8044 totalling \$206,482.93.

8. REPORTS FROM MUNICIPAL OFFICERS (as available)

8.1 Clerk's Report

8.2 Treasurer's Report (verbal)

8.3 Public Works Report

8.4 Fire Chief's Report (no report this meeting)

8.5 Council Member Reports (verbal)

8.6 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 Municipal Alcohol Policy Review – Bring-Your-Own-Event Permit

9.1-1 Report to Council

9.1-2 TBDHU BYO Permit Risk Mitigation 2026

9.1-3 ADAG Memo re: Bring Your Own Permit Follow up to Municipalities.

9.1-4 Municipal Alcohol Policy

Recommendation: BE IT RESOLVED THAT Council receive the report for information; (Alternatively, direction to Administration as per Council's determination.)

10 BYLAWS

No by-laws for this meeting

## 11 CORRESPONDENCE

List of Resolution Support Requests from other municipalities, agencies & the provincial government:

- 11.1-1 Township of Puslinch – Aggregate Resources Act – Importation, Processing and Blending of Aggregate Material
- 11.1-2 City of Port Colborne – Support for Sustainable and Predictable Operating Funding for Ontario Public Libraries

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: October 13th, November 10th & 17th (Inaugural), December 1st & 15th, 2026.

## 13 CLOSED SESSION

Recommendation: BE IT RESOLVED THAT, at \_\_\_\_ p.m., Council move into Closed Session pursuant to Section 239 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to consider; Item 13.1, being the Closed Session minutes of the Regular Council meeting held September 8, 2026, under the same authority as the original meeting; and Item 13.2, being negotiations regarding the Rural Cupboard Food Bank lease renewal, including positions and instructions to be applied to the negotiations, pursuant to Section 239(2)(k) of the Municipal Act, 2001.

- 13.1 Minutes – Closed Session Regular Council Meeting – September 8, 2026
- 13.2 Lease Agreement – Food Bank

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: BE IT RESOLVED THAT the Minutes of the Closed Session of the Regular Council Meeting held on September 8, 2026, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.) AND THAT Administration be authorized to proceed in accordance with the direction provided in Closed Session.

## 15 CONFIRMING BYLAW

By-law 2026-029 – To Confirm the Proceedings of the Meeting

Recommendation: BE IT RESOLVED THAT By-law 2026-029 be passed, and FURTHER, THAT the Mayor and the Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2026-029, 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 September 8, 2026 – 6:00 pm

**PRESENT** Mayor Sheila Maxwell

**PRESENT VIRTUALLY** Councillor David Maxwell  
Councillor David Halvorsen

**REGRETS** Councillor Chris Kresack

**ALSO PRESENT** Karen Paisley, Clerk  
Leanne Maxwell, Treasurer

**PRESENT VIRTUALLY** Olabisi Akinsanya-Hutka, HR Assistant

### **1. CALL TO ORDER**

Mayor Maxwell called the meeting to order at 6:04 p.m.

Mayor Maxwell provided a statement of land acknowledgement.

Council experienced intermittent internet and videoconferencing connectivity issues throughout the meeting. Despite several temporary disruptions affecting virtual participation, quorum was maintained and the meeting proceeded with all agenda items being considered.

### **2. APPROVAL OF AGENDA**

No amendments requested.

#### **Resolution 2026-168**

**Moved by: Councillor Halvorsen**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT the agenda for the Regular Council Meeting of September 8, 2026, be approved as circulated.

**CARRIED**

### **3. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

### **4. TOWN HALL SEGMENT**

No members of the public were present.

### **5. DEPUTATIONS**

A deputation by Andrew Dubinsky from SASI water regarding a proposed water cistern system for fire protection and rink flooding was scheduled. Andrew advised the Clerk via email that he was delayed. Council stood the matter down for Andrew to attend.

### **6. MINUTES OF PREVIOUS MEETING(S)**

#### **6.1 Minutes – Regular Council Meeting – August 11, 2026**

Council reviewed the minutes of the August 11, 2026 Regular Council Meeting. No amendments were requested.

#### **RESOLUTION 2026–169**

**Moved by: Councillor Halvorsen**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT the minutes for the open session of the regular council meeting of August 11, 2026, be approved as circulated.

**CARRIED**

#### 6.1 Minutes – Special Council Meeting – August 26, 2026

Council reviewed the minutes of the August 26, 2026 Special Council Meeting. No amendments were requested.

#### **RESOLUTION 2026–170**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT the minutes for the open session of the special council meeting of August 26, 2026, be approved as circulated.

**CARRIED**

### **7. DISBURSEMENT LIST**

#### 7.1. Payroll Report

Council reviewed the payroll report as presented.

#### 7.2. Payment Register

Council reviewed the payment register, including electronic bank payments and cheque disbursements. The Treasurer responded to Council's questions.

#### **RESOLUTION 2026-171**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments and cheque numbers 7954 to 8027 totaling \$166,699.95.

**CARRIED**

#### **DEPUTATION**

Andrew Dubinsky of SASI Water provided Council with an overview of a proposed water cistern system to provide a year-round water source for the Volunteer Fire Department and assist with flooding the community rink. The proposal included two underground cisterns and associated infrastructure, with preliminary project costs estimated at approximately \$85,000 plus electrical work. Council received the information and thanked Mr. Dubinsky for his presentation.

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

#### 8.1. Clerk's Report

Council received a report from the Clerk regarding the 2026 Summer Recreation Program, annual road inspections, the GovDeals fire truck sale, the Enders Road Bridge project, transportation of radioactive materials through the Township, attendance at the AMCTO Zone 9 Fall Conference, and employee performance development plans. Council discussed scheduling the annual road inspection and participation in the AMCTO Zone 9 Fall Conference. Council approved temporary closure of the Municipal Office on September 17 and 18, 2026, to permit Administration to attend the conference.

#### 8.2. Treasurer's Report

Council received a report from the Treasurer regarding final tax bill collection, grant applications submitted on behalf of the Fire Department, upcoming funding opportunities, information obtained at the AMO Conference, and progress on the Community Centre rink board replacement project. Council discussed the rink board installation and future grant opportunities.

### 8.3. Public Works Report

No report for this meeting.

### 8.4. Fire Chief's Report

Fire Chief Day was unable to attend the meeting but provided a written update to Council through the Clerk. Council was advised that the Volunteer Fire Department responded to seven calls during August, consisting of four medical responses and three fire-related incidents. The Chief further advised that the department currently has thirteen volunteer firefighters with strong participation in training and emergency responses and reiterated the need for a reliable winter water source for firefighting operations.

### 8.5. Council Member Reports

Mayor Maxwell provided a report regarding attendance at the 2026 AMO Conference, including delegations with the Ministry of Infrastructure, Ministry of Finance, Ministry of the Solicitor General, and health care representatives. The Mayor advised that discussions included rural infrastructure funding, emergency services, volunteer firefighter training, healthcare access in rural communities, and potential infrastructure grant opportunities. The Mayor also provided an update regarding a planned Ministry of Transportation stakeholder session concerning the local weigh scale facility. The Mayor also advised that discussions regarding meetings with the Lakehead Region Conservation Authority would be deferred until after the 2026 Municipal Election.

Councillor Halvorsen reported attending the Special Council Meeting held August 26, 2026. Councillor Halvorsen raised concerns regarding staffing and operations at the Ministry of Transportation weigh scale facility. Council discussed challenges relating to staffing levels, enforcement coverage, and the operational effectiveness of the facility.

Councillor Maxwell reported attending the AMO Conference and the Special Council Meeting held August 26, 2026. Councillor Maxwell advised that he had attended the same conference sessions and delegations as Mayor Maxwell and declined to provide additional comments, noting that the Mayor had already summarized the conference discussions. Councillor Maxwell also suggested that unused Blink security cameras be made available for use by the Volunteer Fire Department. Council directed Administration to make the cameras available to the Fire Department.

### 8.6. Other Agencies' Reports

Council reviewed correspondence and reports received from other agencies as listed in the Clerk's Report, which were received for information.

## **RESOLUTION 2026-172**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8 of this evening's agenda, AND THAT Administration is authorized to proceed in accordance with Council's direction.

**CARRIED**

## **9. NEW BUSINESS**

### 9.1 Resident Request to Amend Open Air Burning Hours

Council received a report from the Clerk advising Council of a resident's request to amend By-law No. 2026-022 to permit brush burning beginning at 4:00 p.m. rather than two hours before

sunset. Council discussed volunteer firefighter availability, public safety considerations and comments received from the Fire Chief. Council agreed to maintain the current provisions of the by-law and took no further action.

#### 9.2 Approval of Set Fines & Amendments to By-law No. 2026-022

Council reviewed a report from Administration regarding the approval of set fines for By-law No. 2026-022, being the Open Air Burning and Fireworks By-law. Council also received the approved Schedule of Set Fines, the Order of the Regional Justice, and the proposed amending by-law.

#### **RESOLUTION 2026-173**

**Moved by: Councillor Halvorsen**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT Council receive the report from the Clerk regarding the approval of set fines for By-law No. 2026-022, being the Open Air Burning and Fireworks By-law; AND THAT Council receive the approved Schedule of Set Fines, Order of the Regional Senior Justice, and proposed amending by-law; AND THAT Council proceed with consideration of the associated amending by-law.

**CARRIED**

#### 9.3 Correspondence from Residents Regarding Wolfe Road

Council received correspondence from residents regarding Wolfe Road. Administration advised that portions of the roadway pass through privately owned lands and that the Township does not currently possess ownership of the affected lands. Council discussed the history of the roadway, the Township's limited historic maintenance of the area, access concerns, and planning implications associated with any future development. Council noted that further legal and property ownership issues would need to be addressed before any consideration could be given to future road improvements or assumption of the roadway. No action was taken.

#### 9.4 Application for a Permit to Exceed Posted Maximum Registered Gross Vehicle Weights

Council received an application for a permit to exceed posted maximum registered gross weights on Mokomon Road, Holland Road, and Pokki Road.

#### **RESOLUTION 2026-174**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT Council approve the application from Dustin Blunt, operating as 686863 Ontario Ltd. for a Permit to Exceed Posted Maximum Registered Gross Vehicle Weights pursuant to Township of Conmee By-law No. 1272 for hauling operations on Mokomon Road, Holland Road and Pokki Road; AND THAT the Township retain the \$5,000 security deposit until completion of the haul and any required inspection of the affected Township roads.

**CARRIED**

#### 9.5 Proposed Water Cistern System for Fire Protection and Rink Flooding

Council received a report from Administration and a presentation from Andrew Dubinsky of SASI Water regarding a proposed water cistern system that could provide a year-round water source for firefighting purposes and support flooding of the community rink. The proposed project would include two underground cisterns with an estimated cost of approximately \$85,000 plus electrical work. Council discussed potential grant opportunities and deferred consideration of the project to the incoming Council following the 2026 Municipal Election.

**10. BY-LAWS****10.1 By-law 2026-027 – By-law to Amend By-law No. 2026-022 – Open Air Burning and Fireworks Bylaw**

Council reviewed the proposed amending by-law to update By-law No. 2026-022, the Open Air Burning and Fireworks By-law, to incorporate the approved Schedule of Set Fines and housekeeping amendments identified during the submission and approval process.

**RESOLUTION 2026-175**

**Moved by: Councillor Halvorsen**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT By-law No. 2026-027, being a by-law to amend By-law No. 2026-022, the Open Air Burning and Fireworks By-law, be passed this 8th day of September, 2026.

**CARRIED**

**11. CORRESPONDENCE**

Council reviewed correspondence from the Township of Brudenell, Lyndoch and Raglan regarding proposed provincial legislative amendments related to road authority health and safety concerns, the Town of Latchford regarding funding support for Official Plan and Zoning By-law reviews, and the Municipality of Trent Hills regarding the elimination of the Workplace Safety and Insurance Board's Second Injury and Enhancement Fund. No additional direction was provided.

**RESOLUTION 2026-176**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT Council receive the correspondence for information.

**CARRIED**

**12. UPCOMING MEETING DATES**

Council reviewed the list of upcoming meeting dates. No changes were proposed.

**13. CLOSED SESSION****RESOLUTION 2026-177**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT, at 7:39 p.m., Council move into Closed Session pursuant to Section 239 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to consider; Item 13.1, being the Closed Session minutes of the Regular Council meeting held August 11, 2026, under the same authority as the original meeting; Item 13.2, being human resources and employment-related matters, including personal matters about identifiable individuals, pursuant to Section 239(2)(b) of the Municipal Act, 2001; Item 13.3, being a matter involving litigation or potential litigation under Section 239(2)(e) of the Municipal Act, 2001 and advice that is subject to solicitor-client privilege under paragraph 239(2)(f) of the Municipal Act, 2001.

**CARRIED**

During closed session, the following procedural resolution was passed:

**RESOLUTION 2026-178****Moved by: Councillor Maxwell****Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT, the time being 8:23 p.m., Council rise from closed session and report in open session.

**CARRIED**

Open session resumed.

**14. REPORT FROM CLOSED SESSION****RESOLUTION 2026-179****Moved by: Councillor Halvorsen****Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on August 11, 2026, be approved; AND THAT Administration be authorized to proceed as directed during Closed Session.

**CARRIED****15. CONFIRMING BY-LAW**By-law 2026-028**RESOLUTION 2026-180****Moved by: Councillor Maxwell****Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT By-law 2026-028 be passed; AND THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2026-028, being a By-law to confirm the proceedings of this evening's meeting.

**CARRIED****16. ADJOURNMENT**

There being no further business to conduct, the Mayor declared the meeting adjourned at 8:27 p.m.

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 Mayor Sheila Maxwell

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 Clerk Karen Paisley

## Township of Conmee Payment Register

### Report Date

Batch: 2026-00132 to 2026-00135 2026-09-15 1:17 PM

### Bank Code: GEN - TD Operating Account

| Payment # | Vendor                         | Amount                 |                   |
|-----------|--------------------------------|------------------------|-------------------|
| 8028      | De Lage Landen Financial Serv  | 1,021.54               | copier            |
| 8029      | MicroAge                       | 22.60                  |                   |
| 8030      | Nova-Pro Industrial Supply Ltd | 889.31                 | road signs        |
| 8031      | Rosslyn Service Ltd            | 260.96                 |                   |
| 8032      | Spectrum Telecom Group Ltd     | 531.10                 |                   |
| 8033      | Thunder Bay Co-Op              | 627.15                 | sand tarp         |
| 8034      | TrueNorth Tire and Auto        | 8,908.76               | fire dept repairs |
| 8035      | Triton Canada Inc              | 29.38                  |                   |
| 8036      | Bay City Contractors           | 40,159.02              | gravel haul       |
| 8037      | Chaschuk Enterprised Ltd       | 54,556.41              | gravel haul       |
| 8038      | Lakehead Board of Education    | 25,841.74              |                   |
| 8039      | LH North Ltd                   | 51,770.95              | gravel haul       |
| 8040      | MicroAge                       | 1,666.75               |                   |
| 8041      | NorthRock Engineering          | 4,403.61               | monitoring        |
| 8042      | Safetycare Inc                 | 1,638.50               | health and safety |
| 8043      | TBay Catholic Dist School Bd   | 1,604.59               |                   |
| 8044      | Ultramar                       | 6,213.70               |                   |
|           |                                | <hr/> 200,146.07       |                   |
| 123       | Thunder Bay Xerographix Inc    | 105.89                 | copier            |
| 123       | Manulife                       | 1,585.97               |                   |
| A4H9A2    | Bell Canada                    | 95.81                  |                   |
| A7H2K3    | Hydro One Networks             | 1,350.97               |                   |
| A7H2K8    | Hydro One Networks             | 301.46                 |                   |
| A7H2U4    | TBayTel                        | 256.94                 |                   |
| A7H2U6    | TBayTel                        | 133.33                 |                   |
| IL401     | TD Visa                        | 848.54                 |                   |
| IL551     | TD Visa                        | 668.30                 |                   |
| IO055     | TD Visa                        | 989.65                 |                   |
|           |                                | <hr/> 6,336.86         |                   |
|           |                                | <hr/> <hr/> 206,482.93 |                   |

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

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**Date:** September 22, 2026

**To:** Mayor and Council

**Subject:** Administrative Activity Report

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

**Submitted by:** Karen Paisley Clerk

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**RECOMMENDATION:**

For Council's information and direction as required.

**BACKGROUND:**

This report provides Council with an update on recent administrative activities and projects.

**DISCUSSION:**

**Sovereign Road Landfill Expansion**

Administration continues to work on planning for the future expansion of the Sovereign Road Landfill. Preliminary site investigation work has been completed. North Rock Engineering, the Township's existing water monitoring contractor, is reviewing the information collected and will recommend where additional groundwater monitoring wells should be installed. Subject to timing and contractor availability, the new wells and first round of water sampling are anticipated to be completed before freeze-up. A drone survey of the area around the landfill is also planned to assist with future planning. Administration has requested preliminary information regarding the scope of work, anticipated costs and timing associated with moving forward with the landfill expansion. Any work that may be time-sensitive and ideally completed before freeze-up is also being identified separately. Once this information is received, Administration will review the next steps, including what work falls within the Township's existing water monitoring services and what work would form part of the larger landfill expansion project. The Township's procurement requirements will also be reviewed. A further report will be brought to Council before proceeding with the larger landfill expansion project.

**AMCTO Zone 9 Fall Conference**

The Clerk attended the AMCTO Zone 9 Fall Conference on September 17 and 18, 2026, along with the Treasurer and the Township's new Deputy Clerk/Treasurer Intern. The conference included sessions on municipal election legal matters, AMCTO updates, Council orientation, BearWise and human-wildlife conflict management, District Social Services Administration Board operations, and a panel discussion with new Chief Administrative Officers. The conference also included an open-mic session and opportunities for municipalities to share successes and discuss issues they are experiencing.

As with previous Zone 9 conferences, the event provided a valuable opportunity to meet and network with Clerks, CAOs, Treasurers and other municipal professionals from across Northwestern Ontario, with Zone 9 representing municipalities from Kenora to Terrace Bay. The conference allowed municipal staff to share ideas and experiences, discuss common challenges and learn how other municipalities are dealing with similar issues. Attendance also provided the Township's new Deputy Clerk/Treasurer Intern with an opportunity to meet other municipal professionals and become familiar with the AMCTO network early in his employment with the Township. The sessions dealing with municipal election legal matters and Council orientation were particularly timely as Administration continues preparing for the 2026 Municipal Election and the upcoming term of Council.

#### **Municipal Accountability Act, 2026 Consultation (8.6-1)**

Administration received correspondence from the Honourable Robert J. Flack, Minister of Municipal Affairs and Housing, asking municipalities for comments on proposed regulations under the Municipal Accountability Act, 2026. The changes would introduce a standard Code of Conduct and Integrity Commissioner process for municipalities across Ontario, as well as mandatory training for Integrity Commissioners and members of Council. The Province plans to have the new requirements in place for the start of the new Council term on November 15, 2026. The consultation closes on October 2, 2026, before the next regular Council meeting. Administration is bringing the matter forward for Council's review and direction on whether the Township wishes to provide comments. If Council wishes to provide comments, Administration suggests considering the impact of the proposed requirements on small rural and northern municipalities, including staff time, costs, access to Integrity Commissioners and the additional training requirements.

#### **Proposed McGraw Falls Dam Energy Project (8.6-2)**

Administration received correspondence regarding a proposed energy project at the McGraw Falls Dam. A company owned all or in part by the Ojibway Nation of Saugeen intends to submit the approximately 2-megawatt project to the Independent Electricity System Operator's Long Lead-Time RFP by November 26, 2026. If successful, the project would be awarded a 40-year energy contract, and the existing Environmental Assessment would be updated. The project is located in Laurie Township, in the Unorganized Part of the Thunder Bay District, on Crown land at the Provincial Ministry of Natural Resources' McGraw Falls Dam. The company has advised that the project will not affect municipal lands and has invited the Township to provide any questions, comments or concerns regarding the project or proposed land use. Based on the information provided, Administration has not identified any concerns associated with the proposed land use for Council's attention at this time. One consideration is whether construction or operation of the project could result in additional project-related traffic travelling through the Township of Conmee on the Trans-Canada Highway. Council may wish to direct Administration to advise the proponent that the Township has not identified any concerns with the proposed land use at this time and to inquire whether project-related traffic through Conmee is anticipated.

#### **Other Agency Reports – 8.6**

1. Minister Flack - Consultation on Proposed Content of Regulations under MAA 2026
2. Proposed Land Use IESO – McGraw Falls Dam
3. FONOM & NOMA Media Release – Federal-Provincial Partnership – 4-lane Highways 11 & 17
4. Board of Health Meeting Minutes – June 17, 2026
5. TBDSSAB Board Meeting Minutes – June 18, 2026

## Public Works Managers Report Sept 22-26

### # Roads

- Grading
- Haul and spread gravel
- Work at landfill - 916 + 190
- Put up new signs - Landfill and Roads
- Clean out culvert - Pokki Rd
- Take Com. Centre garbage to landfill

### # Equipment

- 9000 in for safety

AUG 4 LIST

13

## Public Works Report - Township of Conmee

Reporting Period: AUG 4/26Prepared by: KHCDate Submitted: AUG 22/26

## 1. Work Completed (Summary)

| Road Name             | Work Done (Full / Spot) | Date      | Notes                     |
|-----------------------|-------------------------|-----------|---------------------------|
| Holland East          | Gravel                  | AUG 4/26  | 4 Loads                   |
| Hunt                  | Grate                   | AUG 5/26  | Hwy to enders             |
| Maxwell               | SPOT Grate              | AUG 5/26  | Washouts                  |
| Enders                | SPOT Grate              | AUG 6/26  | Washouts                  |
| Maxwell West          | SPOT Grate              | AUG 6/26  | Washouts                  |
| Holland West          | Grate                   | AUG 10/26 | From Maxwell to enders    |
| POKIKIT               | Grate                   | AUG 10/26 | Grate                     |
| enders                | SPOT Grate              | AUG 10/26 | Washouts / Shouldering    |
| ILKKA / Pigeon        | Grate                   | AUG 11/26 | Grate                     |
| Sovereign Hill        | SPOT Grate              | AUG 11/26 | SPOT Grate washouts       |
| Hunt East             | Grate                   | AUG 12/26 | Grate                     |
| Sovereign             | Grate                   | AUG 12/26 | From Holland to Dump      |
| Holland West          | Grate                   | AUG 13/26 | From Hwy to Maxwell       |
| Maxwell               | Grate                   | AUG 13/26 | From Holland to Hunt      |
| Hunt                  | Grate                   | AUG 17/26 | From enders to Sovereign  |
| Sovereign             | Grate                   | AUG 17/26 | From Fleming to O'Sum     |
| Fleming               | Grate                   | AUG 18/26 | Hole Rd                   |
| Maxwell N             | Grate                   | AUG 20/26 | From Lundstram to Dendend |
| Maxwell N             | Gravel X 6              | AUG 20/26 | 6 Loads                   |
| Holland West          | Grate                   | AUG 21/26 | From Hwy to Sovereign     |
| Sovereign             | Grate                   | AUG 23/26 | From Holland to Dump      |
| Maxwell W / Lundstram | Gravel 27               | AUG 24/26 | 27 Loads                  |

(roads are being worked through in multiple passes)

Approx. km graded: 135 hrs

## 4. Other Work Done

(ditch work, brushing, signage, calcium, landfill, etc.)

Shouldering Hills to prevent washouts

## 5. Issues / Delays

(weather, breakdowns, anything slowing work)

## 6. Planned Work

change culverts



234-2026-3320

September 10, 2026

Dear Head of Council,

I am writing to advise that the content of proposed regulations under the [Municipal Accountability Act, 2026](#), which received Royal Assent on June 2, 2026, is now posted on Ontario's regulatory registry for public comment.

The Act represents a significant step toward strengthening accountability and public confidence in local government. If the changes made by this Act are brought into force, the Ministry of Municipal Affairs and Housing is proposing regulations that would:

1. Establish a standardized municipal code of conduct for members of council and certain local boards;
2. Establish standardized municipal integrity commissioner inquiry processes; and
3. Establish education and training requirements for municipal integrity commissioners and for members of councils and certain local boards.

I value your perspective as Head of Council and encourage you to provide comments through the Regulatory Registry on behalf of your municipality, including any views or feedback from members of council: [Proposal for Regulations to Establish a Standardized Municipal Code of Conduct; Municipal Integrity Commissioner Processes and Education and Training Requirements | regulatoryregistry.gov.on.ca](#)

The proposal is open for public comment until October 2, 2026. Feedback will help inform the development of these regulations and support their effective implementation for the start of the new municipal council term on November 15, 2026.

If you have any questions regarding the proposal, please contact Robert Dodd, Chief of Staff, Minister's Office, Ministry of Municipal Affairs and Housing  
[Robert.Dodd@ontario.ca](mailto:Robert.Dodd@ontario.ca).

I look forward to receiving your input.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

Hon. Robert J. Flack  
Minister of Municipal Affairs and Housing

cc : Robert Dodd, Chief of Staff, Minister's Office, Ministry of Municipal Affairs and Housing  
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing  
Laurie Miller, Assistant Deputy Minister, Local Government Division  
Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations Division  
Municipal Chief Administrative Officer  
Municipal Clerk

# **Consultation on Proposed Contents of Regulations under the Municipal Accountability Act, 2026**

## **Summary of Proposal**

The Municipal Accountability Act, 2026 received Royal Assent on June 2, 2026. If brought into effect, the Act would strengthen the municipal code of conduct framework and enable Minister's and Lieutenant Governor in Council (LGIC) regulations to:

- I. Establish a single, standardized municipal code of conduct that would apply to all members of council and of certain local boards.
- II. Create standardized processes to be followed by municipal integrity commissioners.
- III. Establish roles and requirements related to education and training for the Integrity Commissioner of Ontario (ICO), municipal integrity commissioners, and members of councils and certain local boards.

It is proposed that regulations would be in effect on November 15, 2026 – the start of the new municipal council term.

The government is seeking public input on the contents to include in these regulations.

*Note: the reference to local boards throughout the document is as defined in s. 223.1 of the Municipal Act, 2001 and s. 156 of the City of Toronto Act, 2006*

## **I. Proposal for a Regulation to Establish a Standardized Municipal Code of Conduct**

If brought into effect, the *Municipal Accountability Act, 2026* would strengthen the municipal code of conduct framework and enable, among other matters, regulations by the Lieutenant Governor in Council (LGIC) to establish a single, standardized municipal code of conduct that would apply to all members of council and of certain local boards (as defined in s. 223.1 of the *Municipal Act, 2001* and s. 156 of the *City of Toronto Act, 2006*) in all municipalities across Ontario.

The government is seeking input on the content of the standardized municipal code of conduct. The proposed contents of this regulation are as follows:

1. Core Principles
  2. Definitions
  3. Application
  4. Gifts, Benefits and Hospitality
  5. Use of Influence
  6. Use of Municipal Property and Resources
  7. Confidential Information
  8. Respectful Conduct
  9. Harassment, Discrimination and Violence
  10. Respect for the Code of Conduct
- 
1. Core principles to guide members' conduct and interpretation of the code. Proposed principles include requiring that every member, while performing their duties and in representing the municipality in matters that materially affect municipal business, is expected to:
    - Serve and be seen to serve their functions in a conscientious and diligent manner
    - Act with integrity, accountability, and transparency

- Avoid misuse of their influence as a public office holder and conflicts of interest, both apparent and real
- Promote respect for the municipality, other members, municipal staff, and municipal policies
- Promote a safe, effective and respectful workplace free of harassment, discrimination, and violence

## 2. Definitions of key terms including:

- Gifts or Benefits
  - Meaning anything of value including but not limited to things like cash, objects of value, services, meals, accommodations or entertainment.
- Municipal Property
  - Includes land, facilities, equipment, supplies, services, staffing resources or other resources including materials, websites and transportation services of the municipality.
- Confidential Information
  - Information in the possession of the municipality that this municipality is prohibited from disclosing, required to refuse to disclose, or has exercised its discretion to refuse to disclose under law.
  - Information concerning matters that are considered in a meeting closed to the public under section 239 (2 and 3) of the Municipal Act, 2001 or Section 190 (2 and 3) of the City of Toronto Act, 2006.
- Employee

- Includes all employees, dependent contractors and volunteers of the municipality and employees, dependent contractors and volunteers engaged to support members' offices.
- Parent
  - Means a person who has demonstrated a settled intention to treat a child as a member of his or her family
- Spouse
  - Means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage
- Child
  - Means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family.

### 3. Application

The code of conduct would apply to all members of council and of certain local boards (as defined in section 223.1 of the Municipal Act, 2001 and section 156 of the City of Toronto Act, 2006).

The code would not replace the Municipal Conflict of Interest Act, and members of council must continue to comply with other legislation, policies and by-laws governing conduct including the Municipal Conflict of Interest Act.

### 4. Rules pertaining to gifts, benefits, and hospitality prohibiting their acceptance by members of council or their parent, spouse, or child except under the following circumstances:

- Political contributions otherwise reported by law
- Authorized compensation

- Services provided without compensation by persons volunteering their time
- A gift that is received as part of protocol, custom or social obligation
- A memento of a function honouring the member
- Admission to a widely attended event (i.e. a convention, conference, etc.) if invited by the organizing entity and attending in official capacity to participate as a speaker, perform a ceremonial function or if attendance is appropriate in their official capacity and is unsolicited by the member
- Admission to an event hosted by a charity or a non-profit community organization, unsolicited by the member, provided that the invitation and admission are extended directly by the host entity and are not provided by a third-party
- Admission to training or educational programming related to the members duties and in the interest of the municipality
- Food, lodging, transportation and entertainment provided by a federal, provincial, municipal or foreign government where the member is attending in an official capacity
- Food and beverages consumed at an event where the member's attendance serves a municipal purpose, the person extending the invite or their representative is in attendance, the value is reasonable and the invitation is infrequent
- Communications to the member such as subscriptions to newspapers

In municipalities with a by-law providing for a system of registration of persons who lobby public office holders, a member shall not accept a gift or benefit from a person who lobbies public office holders, except a political contribution authorized by law.

If gifts are accepted under one of these exceptions, and the value of the gift or of multiple gifts from one source exceeds \$200 in a calendar year the member must report these gifts to the Clerk of the municipality within 30 days, by filing a disclosure statement.

A disclosure statement should include the nature of the gift, its source, the date it was received, the circumstance in which the gift was given or received, the estimated value, and what the member intends to do with the gift.

All statements of disclosure that are filed should be made available to the public.

5. Rules regarding improper use of influence are proposed to prohibit member from:

- Using their office or influence for any purpose other than their official duties.
- Using their office or influence for preferential treatment beyond activities in which members normally engage, including on behalf of their constituents, as part of their official duties.

6. Rules prohibiting use of municipal property for purposes outside of members' duties of office unless:

- The property is made available to the member in the capacity of their office and is used in duties associated with their office.
- The property is available generally to the public and the member is not receiving preferential use.

7. Rules prohibiting the disclosure or misuse of confidential information including that a member:

- Shall not disclose or release confidential information to any unauthorized person, including a member of the public, acquired by virtue of their role except as authorized by the council of the municipality or where required by law
- Shall not use or disclose confidential information for any reason other than fulfilling their duties

- Shall not disclose or release confidential information to any member of the public discussed or deliberated at a closed council meeting unless authorized by council of the municipality or by law
  - Shall not access or attempt to access confidential information unless necessary for performing their duties and not prohibited by-law or policy of the municipality
8. Rules for respectful conduct that set standards for member behaviour in the exercise of their public office or where their conduct materially affects the municipal business, including at meetings, in interactions with municipal staff and lobbyists, and in official public communications, including on social media, but not personal or political activities unrelated to municipal responsibilities. Requirements may include that members:
- Conduct themselves with decorum at all times, including at council and committee meetings in accordance with procedure by-laws
  - Respect the role of municipal employees and officers and show respect for their professional capacities, including their role to provide advice based on political neutrality and without undue influence from any member
  - A member must not:
    - Maliciously or falsely damage the reputation of municipal employees or officers
    - Compel municipal employees or officers to engage in partisan activity or subject them to threats or discrimination for refusing to participate in partisan activity
    - Use or attempt to use their authority or influence to intimidate, threaten, coerce, command or influence municipal employees or officers with the intent to interfere with their duties, including the duty to disclose improper activity

9. Rules prohibiting actions that constitute workplace harassment, discrimination, and violence. Requirements may include that the member shall, both in person, on social media or any other means:

- Not engage with members of the public, municipal employees or other member in an abusive bullying, intimidating or derogatory manner
- Help ensure that their work environment is safe and free from discrimination, harassment and violence

10. Rules for respect of the code of conduct such that:

- Members shall not obstruct an integrity commissioner (i.e., municipal integrity commissioner or the Integrity Commissioner of Ontario) in carrying out their responsibilities
- A member must not take reprisal or threaten reprisal against anyone who has complained to the integrity commissioner or who has provided relevant information to the integrity commissioner
- A member shall not destroy any document and relevant evidence or erase electronic communications or refuse to respond to the integrity commissioner where a complaint has been initiated in respect of the code of conduct.

## **II. Proposal for a Regulation to Establish Municipal Integrity Commissioner Processes**

If brought into effect, the *Municipal Accountability Act, 2026* would strengthen the municipal code of conduct framework and enable Minister's regulations to create standardized processes to be followed by municipal integrity commissioners. The government is seeking public input on the contents to include in these regulations.

The Ministry aims to propose a Minister's regulation establishing standardized processes to be followed by municipal integrity commissioners (Commissioners).

1. A standard complaint process and form to be used for all complaints to the municipal integrity commissioner. This complaint process would include:
  - A request for an inquiry referred to in section 223.4 of the Act about whether a member of council or of a local board has contravened the code of conduct applicable to the member shall be made in writing on a form including:
    - The full name, address, telephone number and email address (if any) of the person making the request;
    - The name of the member of council or of a local board who is the subject of the request;
    - A description of the actions or conduct claimed to be in contravention of the code of conduct, with reasonable certainty and detail, including the date, place and nature of the occurrences on which the request is based;
    - The provisions of the code of conduct that may have been contravened, if known;
    - Copies of any documents that support the request;
    - The names, addresses, telephone numbers and email addresses of any persons who might reasonably be expected to have knowledge of the matters that are the basis of the request, if available; and
    - If the request is being made more than six weeks after the actions or conduct described, a statement of when and how the requestor became aware of the actions or conduct.

- A request shall be delivered to the Commissioner or the Clerk, who shall promptly deliver it to the Commissioner.
  - A request may only be made within six weeks after the requestor became aware of the alleged contravention.
    - A request may be made more than six weeks after the requestor became aware of the alleged contravention if the alleged contravention is of a serious nature involving harassment, bullying, discrimination or violence.
    - A request may be made more than six weeks after the requestor became aware of the alleged contravention if both of the following are satisfied:
      - The requestor became aware of the alleged contravention within the period of time starting six weeks before nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election, as set out in section 5 of that Act.
      - The requestor makes a request to the Commissioner under subsection 2 within six weeks after the day after voting day in a regular election, as set out in section 5 of the Municipal Elections Act, 1996.
  - A request may only be made within 4 years of the last date of the actions or conduct claimed to be in contravention of the code of conduct.
2. Standardized protocols for the municipal integrity commissioner to follow upon receipt of a complaint. These include screening for frivolous/vexatious complaints or complaints beyond jurisdictional scope of the integrity commissioner (including the complaint not being related to the exercise of member's duties of public office), as follows:

- Within 10 days after receiving a request, the Commissioner shall review the request to determine whether the circumstances under which the Commissioner may conduct or continue an inquiry described below apply to the request and notify the requestor of their determination.
  - If the request does not contain the information required or the request is otherwise insufficient to make the determination required, the Commissioner may provide an opportunity to the requestor to remedy any deficiencies before making the determination required by and the time period set out does not apply.
- The Commissioner shall not conduct or continue an inquiry if the Commissioner is of the opinion that:
  - The request was not made within the time period allowed;
  - The request for an inquiry is frivolous, vexatious or not made in good faith;
  - That there are no grounds or insufficient grounds for an inquiry;
  - There is no reasonable prospect of a finding that the conduct described in the request contravenes the code of conduct applicable to the member; or
  - The request is outside the jurisdiction of the Integrity Commissioner
- The Commissioner shall refuse a request made during the period of time starting on nomination day for a regular election, as set out in section 31 of the Municipal Elections Act, 1996, and ending on voting day in a regular election.
- Within 5 days of commencing an inquiry, the Commissioner shall notify the member who is the subject of the inquiry.

- If the Commissioner suspends an inquiry under section 223.8 of the Act, the Commissioner shall promptly:
  - Notify the municipality or local board, and the member who is the subject of the inquiry of the suspension; and,
  - Notify the requestor of the suspension and advise the requestor of the circumstances under which the inquiry will be resumed by the Commissioner and whether the requestor is required to take any steps before the Commissioner will resume the inquiry.
- Regardless of whether any steps required of the requestor have been fulfilled, the Commissioner may exercise their discretion to resume an inquiry that was suspended under section 223.8.
  - If the Commissioner resumes an inquiry that was suspended under section 223.8 of the Act, the Commissioner shall promptly notify the requestor, the municipality or local board, and the member who is the subject of the inquiry.
  - If Commissioner decides not to resume an inquiry that was suspended under section 223.8 of the Act, the Commissioner shall notify the municipality or local board, the requestor, and the member who is the subject of the inquiry.
- If Commissioner terminates an inquiry under subsection 223.4(7) of the Act, the Commissioner shall promptly,
  - notify the member who is the subject of the inquiry of the termination; and,
  - notify the requestor of the termination and advise the requestor of the requirement set out in subsection 223.4(8) of the Act.
- The Commissioner may combine an inquiry pursuant to section 223.4 of the Act with an inquiry pursuant to section 223.4.1 of the Act as long as any procedural requirements specific to each type of inquiry are met.

- The Commissioner may attempt to settle any matter at any time.
3. Standardized inquiry timelines requiring that inquiries be completed within a specific timeframe after a complaint is received. Including:
- The Commissioner shall complete the inquiry within 120 days after receiving a complete request.
  - The time needed to complete an inquiry may be extended by up to 60 days if both of the following conditions are met:
    - If the alleged contravention is of a serious nature or involving harassment, bullying, discrimination or violence, and
    - The Commissioner provides notice and reason for the extension to the requestor, subject of the inquiry and municipality or local board.
  - The period of time for completion of an inquiry does not run during the period of time an inquiry is suspended under section 223.8 of the Act.
  - After terminating an inquiry under subsection 223.4(7) of the Act, the period of time for completion of an inquiry established starts again if another inquiry is commenced under subsection 223.4(8) of the Act.
4. Standardized reporting and recommendations process for outcomes of investigations, including:
- Within the 120 days to complete the inquiry and possible 60 days extension, before issuing a report finding a contravention of the code of conduct, the Commissioner must provide notice to the member who is the subject of the inquiry the basis for the proposed finding and any recommended penalty or remedial action, and an opportunity to comment on the proposed findings and any recommended sanction or remedial action.

- Upon completion of the inquiry, if the Commissioner is of the opinion that the member has not contravened the code of conduct, the Commissioner shall notify the requestor and the member who is the subject of the inquiry about the outcome of the inquiry, and may provide written reasons for their determination to the requestor and the member who is the subject of the inquiry, and may provide a report to the municipality or local board.
- Upon completion of the inquiry, if the Commissioner is of the opinion that the member has contravened the code of conduct, the Commissioner shall report to the municipality or local board within 30 days unless the Commissioner intends to make a recommendation to the Integrity Commissioner of Ontario pursuant to section 223.4.0.1 of the Act.
- Upon completion of the inquiry, if the Commissioner is of the opinion that all of the criteria listed in subsection 223.4.0.1(1) of the Act are met, and the Commissioner recommends that the seat of the member be declared vacant, the Commissioner shall so notify the municipality or local board, the requestor, and the member who is the subject of the inquiry.
- If a matter is referred back to the Commissioner under paragraph 1 of subsection 223.4.0.2 (4) of the Act, the Commissioner shall report to the municipality or local board within 30 days.
- A report to the municipality or local board by the Commissioner shall address whether the Commissioner is of the opinion that the member has contravened the code of conduct, and if so, whether either of the penalties described in subsection 223.4 (5) should be imposed on the member.
- The Commissioner shall provide a copy of any report made to the municipality or local board to the requestor and the member who is the subject of the inquiry.

### **III. Proposal for Regulations to Establish Education and Training Requirements for Municipal Integrity Commissioners and for Members of Councils and Certain Local Boards**

If brought into effect, the *Municipal Accountability Act, 2026* would strengthen the municipal code of conduct framework and enable Minister's and Lieutenant Governor in Council (LGIC) regulations to establish roles and requirements related to education and training for:

- The Integrity Commissioner of Ontario (ICO),
- Municipal integrity commissioners, and
- Members of councils and certain local boards as defined in s. 223.1 of the *Municipal Act, 2001* and s. 156 of the *City of Toronto Act, 2006*.

The government is seeking public input on the content of these regulations under the *Municipal Act, 2001* and *City of Toronto Act, 2006* as follows:

#### **1. Requirements with respect to the ICO and municipal integrity commissioners:**

Education and training the ICO would be required to provide municipal integrity commissioners that would include, but not be limited to, the following subject matters:

- The application of the code of conduct and the obligations of a member under the code of conduct; and,
- The application of any procedures, rules and processes for:
  - Making a complaint under the code of conduct;
  - Conducting an inquiry with respect to the code of conduct; and
  - Reporting the result of an inquiry with respect to the code of conduct.

Municipal integrity commissioners would be required to complete training provided by the ICO within three months of the regulation coming into force, or within three months of becoming a municipal integrity commissioner, whichever occurs later.

The information that municipal integrity commissioners have taken the training would be made available to the public.

## **2. Requirements with respect to Municipal Integrity Commissioners and members of council and certain local boards:**

Education and training that municipal integrity commissioners would be required to provide to members of council and of certain local boards that would include, but not be limited to, the following subject matters:

- The application of the code of conduct, and
- A member's obligations under the code of conduct;
- The application of any procedures, rules and processes for:
  - making a complaint under the code of conduct;
  - municipal integrity commissioner conducting an inquiry with respect to the code of conduct and interaction with council;
  - receiving an integrity commissioner's report with the result of an inquiry with respect to the code of conduct.

Members would be required to take the education and training within five months of beginning their term of office and every year after that during their term of office. Information on the status of training taken by each member of council and certain local board would be made available to the public by the municipality.

**From:** [Patrick Gillette](#)  
**To:** [Conmee Clerk](#)  
**Cc:** [Ton Knijnenburg](#); [Lands Office](#); [Economic Development Officer](#)  
**Subject:** Proposed land use IESO Long Lead Time Energy procurement McGraw Falls Dam  
**Date:** September 11, 2026 4:25:47 PM  
**Attachments:** [image.png](#)  
[McGraw Map.pdf](#)

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Dear Clerk Karen Paisley,

A company owned (all or in part) by Ojibway Nation of Saugeen (ONS) will be submitting McGraw Falls Dam to the Independent Electricity System Operator's (IESO) Long Lead Time Energy procurement ([Long Lead-Time RFP](#)) by November 26, 2026. If the submission is successful, this ~2 megawatt (MW) project will be awarded a 40-year energy contract, and the current Environmental Assessment (attached) [McGraw Final ESR 8.pdf](#) will be updated.

IESO and the Ontario Ministry of Natural Resources have instructed that notification be issued regarding the powering of McGraw Falls Dam to:

- Fort William First Nation
- Lac des Mille Lacs First Nation
- Kiashke Zaaging Anishinaabek
- Métis Nation of Ontario, Region 2
- Red Sky Métis Independent Nation

We are also contacting Conmee Township to solicit questions, comments, or concerns about the project and the proposed land use.

The project is located in the Unorganized Part of Thunder Bay Region in Laurie Township on Crown General Use Lands at the Provincial Ministry of Natural Resources' McGraw Falls Dam. **The proposed project will not impact any municipal lands.** Please see the enclosed map and attached environmental assessment.

Please contact Dakota Derosier or Patrick Gillette with any questions, comments, or concerns about the project or the proposed land use.

Thank you for your kind consideration of this matter.

Yours truly,

Patrick

Patrick

Patrick Gillette BA, MES, MPA

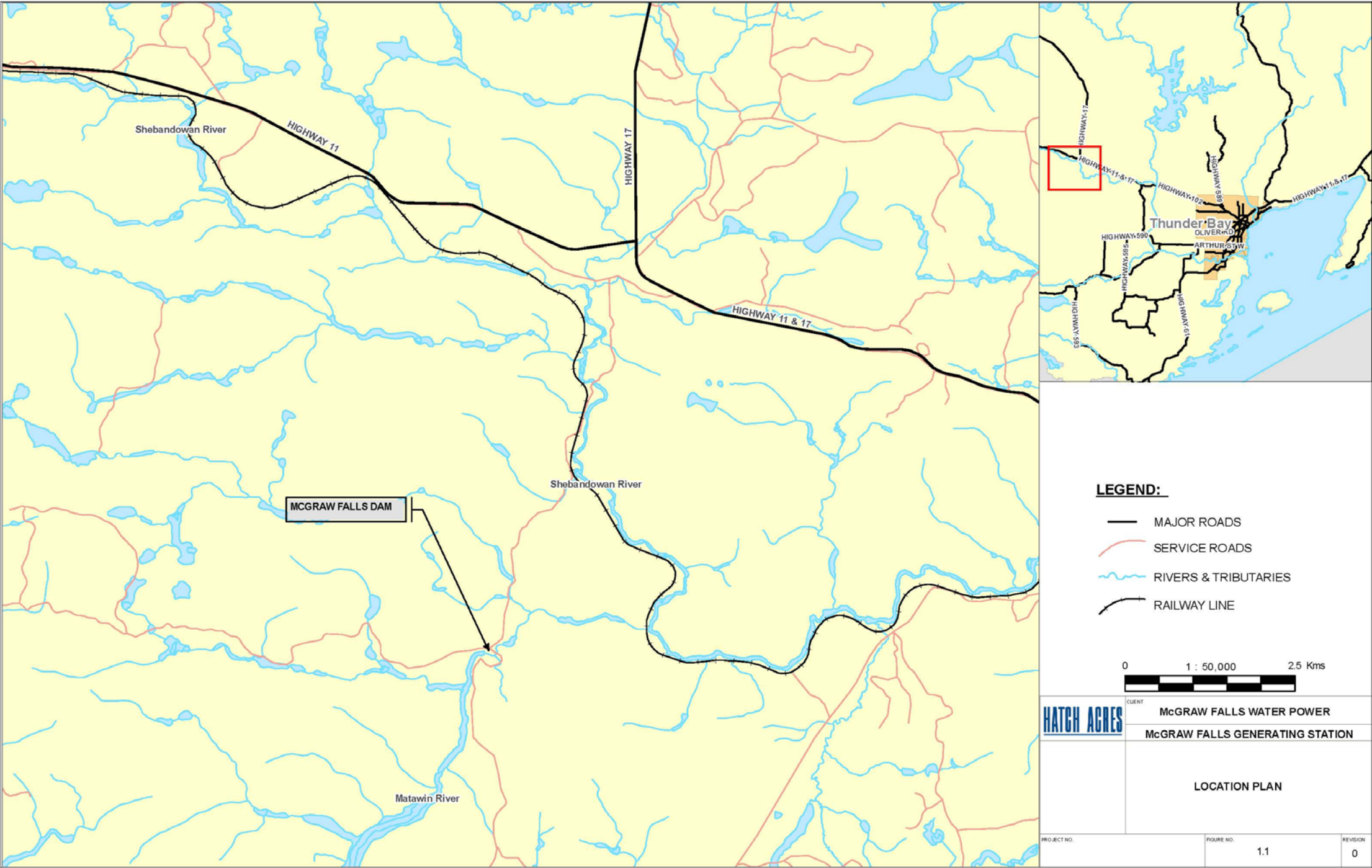
Principal Consultant

CRD Energy Consultants

Tel: 416-697-4004



Figure 1-1: Site Map



**FOR IMMEDIATE RELEASE**

## **FONOM and NOMA Call for Federal-Provincial Partnership to Four-Lane Highways 11 and 17**

**September 14, 2026 - Northern Ontario** - The Federation of Northern Ontario Municipalities (FONOM) and the Northwestern Ontario Municipal Association (NOMA) are calling on the Ontario and federal governments to establish a jointly funded, phased plan to upgrade Highways 11 and 17 to four lanes.

In a joint letter to Premier Doug Ford, the organizations noted that both the Premier and Prime Minister Mark Carney have recognized the importance of these critical east-west corridors. NOMA and FONOM are asking the Province to begin formal discussions with the federal government and develop a plan with clear priorities, timelines and measurable progress.

“Northern communities have waited too long for a comprehensive solution to the safety, reliability and capacity challenges along these highways,” **said FONOM President Dave Plourde**. “With both governments recognizing their importance, now is the time to move from discussion to action and establish four-laning as the long-term objective.”

Highways 11 and 17 connect communities and industries across Northern Ontario while supporting mining, forestry, manufacturing, tourism and the movement of essential goods. The corridors are also important to Canada’s economic and national security, including the movement of military personnel, equipment and supplies.

“These are not simply Northern Ontario highways. They are vital parts of Canada’s national transportation and supply chain network,” **said NOMA President Rick Dumas**. “A federal-provincial partnership would improve safety for Northern residents while strengthening trade, resource development and the movement of goods across the country.”

NOMA and FONOM, representing 154 municipalities, are also requesting that Northern municipalities be included in developing the phased plan. The organizations have offered to meet jointly with Premier Ford and Prime Minister Carney to discuss the next steps.

**-30-**

**Media Contacts:**

Dave Plourde, President, FONOM  
705-335-1615 | [fonom.info@gmail.com](mailto:fonom.info@gmail.com)

Rick Dumas, President, NOMA  
(807) 229-6842 | [admin@noma.on.ca](mailto:admin@noma.on.ca)



**THUNDER BAY DISTRICT HEALTH UNIT**  
**BOARD OF HEALTH MEETING**  
**MINUTES**

|                                                                         |                                                                                  |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>MINUTES OF THE MEETING:</b>                                          | June 17, 2026                                                                    |
| <b>TIME OF MEETING:</b>                                                 | 1:00 PM                                                                          |
| <b>PLACE OF MEETING:</b>                                                | First Floor Boardroom / MS Teams                                                 |
| <b>CHAIR:</b>                                                           | Mr. James McPherson                                                              |
| <b>BOARD MEMBERS PRESENT:</b>                                           | <b>ADMINISTRATION PRESENT:</b>                                                   |
| Mr. Grant Arnold                                                        | Dr. Greg Holzman, Medical Officer of Health (acting) and Chief Executive Officer |
| Ms. Lucy Belanger                                                       | Ms. Diana Gowanlock, Director – Health Protection                                |
| Ms. Cindy Brand                                                         | Mr. Dan Hrychuk, Director – Corporate Services                                   |
| Ms. Kasey Etreni                                                        | Ms. Shannon Robinson, Director – Health Promotion                                |
| Mr. Paul Malashewski                                                    | Ms. Dana Wilson, Associate Director – Communications and Strategic Initiatives   |
| Mr. James McPherson                                                     | Ms. Tammy Lee Royer, Administrative Assistant – Health Protection                |
| Mr. Jim Moffat                                                          |                                                                                  |
| Ms. Cynthia Olsen                                                       |                                                                                  |
| Ms. Donna Peacock                                                       |                                                                                  |
| Mr. Don Smith                                                           |                                                                                  |
| Ms. Kristine Thompson                                                   |                                                                                  |
| Mr. Todd Wheeler                                                        |                                                                                  |
| <b>ABSENT:</b>                                                          |                                                                                  |
| Dr. Mark Thibert                                                        |                                                                                  |
| <b>RECORDER:</b>                                                        |                                                                                  |
| Ms. Lila McNeice, Executive Assistant, Secretary to the Board of Health |                                                                                  |

**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

The Chair called the meeting to order at 1:02 p.m.

## **2. ATTENDANCE AND ANNOUNCEMENTS**

The Chair acknowledged the passing of Maria Harding, a former TBDHU Board of Health member and Chair, and extended condolences to her family, friends, and all who had the privilege of working with her.

## **3. DECLARATIONS OF CONFLICT OF INTEREST**

Board Member Cynthia Olsen declared a conflict of interest with respect to Agenda Item 9.3 (Thunder Bay Drug Strategy Community Partnership Funding) due work for the City of Thunder Bay where the Drug Strategy was within her portfolio. Ms. Olsen did not participate in the discussion or vote on item 9.3, and left the meeting during its consideration.

## **4. AGENDA APPROVAL**

The agenda of the June 17, 2026 meeting was presented for approval.

### **Resolution No. 59-2026**

**Moved By:** J. Moffat

**Seconded By:** P. Malashewski

THAT the agenda for the Regular Board of Health meeting to be held on June 17, 2026, be approved.

**CARRIED**

## **5. INFORMATION SESSION**

### **5.1 Healthy Babies Healthy Children (HBHC) Program**

S. Robinson, Director of Health Promotion, introduced Rosemary Scofich, Manager of HBHC and Lactation Services, who presented on the HBHC program and responded to questions and comments from the Board.

## **6. MINUTES OF THE PREVIOUS MEETINGS**

### **6.1 Thunder Bay District Board of Health**

The minutes of the May 20, 2026 Board of Health Regular and Closed sessions were presented for approval.

#### **Resolution No. 60-2026**

**Moved By:** P. Malashewski

**Seconded By:** J. Moffat

THAT the minutes of the Thunder Bay District Board of Health (Regular and Closed Session) meetings held on May 20, 2026, be approved.

**CARRIED**

## **7. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous meeting minutes.

## **8. BOARD OF HEALTH (CLOSED SESSION) MEETING**

### **Resolution No. 67a-2026**

**Moved By:** C. Brand

**Seconded By:** P. Malashewski

THAT the Board of Health move into closed session to receive information relative to labour relations or employee negotiations.

**CARRIED**

At 1:20 p.m., the Board of Health moved into Closed Session, and the following individuals left the meeting:

- Ms. Diana Gowanlock, Director – Health Protection
- Mr. Dan Hrychuk, Director – Corporate Services
- Ms. Shannon Robinson, Director – Health Promotion
- Ms. Dana Wilson, Associate Director – Communications and Strategic Initiatives
- Ms. Tammy Lee Royer, Administrative Assistant – Health Protection
- Ms. Lila McNeice, Executive Assistant, Secretary to the Board of Health

At 1:23 p.m., the above noted individuals returned to the meeting.

## **9. DECISIONS OF THE BOARD**

### **9.1 Policy & Procedure Reviews**

Dr. G. Holzman, Medical Officer of Health (acting) and CEO, presented a memorandum containing a resolution relative to the approval of Board of Health policies and procedures.

#### **Resolution No. 61-2026**

**Moved By:** P. Malashewski

**Seconded By:** C. Brand

THAT amendments to the following Board of Health policy be approved:

- BH-02-17 Risk Management Policy

AND THAT Administration be authorized to finalize and publish the updated Board of Health policy.

**CARRIED**

### **9.2 Medical Officer of Health Coverage**

Dr. G. Holzman, Medical Officer of Health (acting) and CEO, presented a memorandum containing a resolution relative to the approval of coverage for the Medical Officer of Health.

#### **Resolution No. 62-2026**

**Moved By:** C. Brand

**Seconded By:** J. Moffat

THAT we approve the appointment of Dr. David Williams and Dr. Janet DeMille, to provide Medical Officer of Health coverage for Dr. Greg Holzman on an as-needed basis for the period of June 17, 2026 to June 30, 2027.

**CARRIED**

### **9.3 Thunder Bay Drug Strategy Community Partnership Funding**

D. Hrychuk, Director of Corporate Services, presented Report Number 25-2026 relative to recommending approval of funding to support the Thunder Bay Drug Strategy Community Partnership for the years 2026-2028.

C. Olsen exited the meeting for the duration of this agenda item due to a declared conflict of interest.

#### **Resolution No. 63-2026**

**Moved By:** J. Moffat

**Seconded By:** C. Brand

THAT with respect to Report No. 25-2026 (Finance), we recommend that funding of \$10,000, \$13,750 and \$17,500 for three years from 2026 through 2028 respectively to support the Thunder Bay Drug Strategy Community Partnership be provided from the Program Contingency Reserve Fund.

**CARRIED**

#### **9.4 Healthy Babies Healthy Children (HBHC) Program Funding**

Report No. 26-2026 (HBHC) presented by S. Robinson, Director of Health Promotion, relative to approval of the program budget for April 1, 2026 to March 31, 2027 for the Healthy Babies Healthy Children program.

#### **Resolution No. 64-2026**

**Moved By:** C. Brand

**Seconded By:** J. Moffat

THAT with respect to Report No. 26-2026 (Healthy Babies Healthy Children), we recommend that the Healthy Babies Healthy Children (HBHC) program budget for April 1, 2026 to March 31, 2027 be approved at \$1,412,336 for submission to the Ministry of Children, Community and Social Services;

AND THAT the base program staffing be set at 12.30 full-time equivalents for the HBHC program;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

**CARRIED**

In addition to the above, the following oral motion was presented and carried unanimously:

**Moved By:** K. Thompson

**Seconded By:** K. Etreni

THAT Administration consult with other health units to gather information, and prepare a letter to the province advocating for the Healthy Babies Healthy Children program.

**CARRIED**

#### **9.5 Improving Highway Safety and Equity in Northern Ontario**

Report No. 27-2026 (Healthy Living) presented by S. Robinson, Director or Health Promotion, with a request to endorse the resolution from Northeastern Public Health on Improving Highway Safety and Equity in Northern Ontario.

##### **Resolution No. 65-2026**

**Moved By:** C. Brand

**Seconded By:** P. Malashewski

THAT with respect to Report No. 27-2026 (Healthy Living) we recommend that the Board consider the significant danger to public health posed by Northern Ontario highway infrastructure and conditions;

AND THAT the Board endorse the resolution from the Northeastern Public Health Board of Health, which calls upon Federal and Provincial governments to improve highway safety in Northern Ontario with investments in infrastructure, considerations for equity, and proactive safety measures;

AND THAT the Board commend Ontario's commitment to improve safety measures along the Highway 11/17 corridor;

AND THAT the Board send a letter to the Premier of Ontario, Members of Provincial Parliament, and Members of Parliament to indicate this support and encourage swift action on infrastructure enhancements to improve highway safety in Northern Ontario.

**CARRIED**

Beyond support for the motion to endorse Northeastern Public Health's resolution, the Board directed Administration to prepare an advocacy letter

focused specifically on highway safety concerns within the TBDHU catchment area. The Board further directed that the letter be fact-based, avoid political commentary, consider the impacts on emergency services personnel, and be circulated to the Premier of Ontario, Members of Provincial Parliament, Members of Parliament, and Northern Ontario Boards of Health.

## **10. COMMUNICATIONS FOR INFORMATION**

### **10.1 2026 aPHa Conference Report**

The Chair presented a report on the Association of Local Public Health Agencies Annual General Meeting and Conference held from June 8-10, 2026, from the Board members that attended.

The Chair highlighted aPHa's Board of Health Governance Course as a potential team-building and development opportunity for the incoming 2027 Board of Health, and sought the Board's input. The Board expressed their support and directed Administration to request the course outline from aPHa and to schedule an orientation session for the new Board in February 2027.

The Board further noted that the aPHa materials should be reviewed alongside the Board's existing orientation resources to ensure relevance and identify opportunities to enhance governance content.

### **10.2 Inquest Recommendation Follow-up**

Dr. G. Holzman, Medical Officer of Health (acting) and Chief Executive Officer presented Report No. 29-2026, relative to follow-up on jury recommendations pertaining to the 2021 blastomycosis outbreak in Constance Lake First Nation.

The Board noted that more awareness would be beneficial, such as an information bulletin to the building departments of district municipalities.

### **10.3 Future Use of eScribe Platform**

D. Hrychuk, Director of Corporate Services, presented a memorandum seeking the Board's direction on renewal of eScribe, including continued use of the platform for meeting materials, plus livestreaming and posting of Board of Health meeting videos.

The Board had no objection to discontinuing the use of eScribe for meeting material purposes and directed Administration to explore

alternatives for livestreaming and archiving Board of Health meeting videos, and to report back to the Board at its September meeting.

#### **10.4 2027 Budget Parameters**

D. Hrychuk, Director of Corporate Services, provided a presentation on the 2027 budget parameters, for information.

#### **11. NEXT MEETING**

The next regularly scheduled meeting will be held on Wednesday, September 16, 2026 at 1:00 PM.

#### **12. ADJOURNMENT**

##### **Resolution No. 67-2026**

**Moved By:** J. Moffat

**Seconded By:** P. Malashewski

THAT the Board of Health meeting held on June 17, 2026, be adjourned at 2:49 p.m.

**CARRIED**



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 11/2026  
OF**

**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** June 18, 2026

**TIME OF MEETING:** 10:07 am

**LOCATION OF MEETING:** Microsoft Teams &  
3rd Floor Boardroom  
TBDSSAB Headquarters  
231 May Street South  
Thunder Bay, ON

**CHAIR:** Jim Vezina

**PRESENT:**

Albert Aiello  
Anne-Marie Bourgeault  
Gordon Cuthbertson  
Chris Eby  
Kasey Etreni  
Brian Hamilton  
Kathleen Lynch  
Elaine Mannisto  
Jim Moffat  
Dominic Pasqualino  
Don Smith  
Jim Vezina

**OFFICIALS:**

Ken Ranta, Chief Executive Officer  
Crystal Simeoni, Director, Integrated Social Services Division  
Richard Jagielowicz, Director, Corporate Services Division  
Shari MacKenzie, Manager, Human Resources  
Aaron Park, Manager, Housing & Homelessness Programs  
Michael Shafirka, Manager, Information Services  
Carole Lem, Communications & Engagement Officer  
Bindiya Patel, Communications Assistant  
Glenda Flank, Recording Secretary

**REGRETS:**

Greg Johnson

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Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CEO refer jointly to the Chief Executive Officer of TBDSSAB and Senior Administrator of TBDHC.

**BOARD (REGULAR SESSION) MEETING**

**DISCLOSURES OF INTEREST**

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 26/36

Moved by: Gordon Cuthbertson  
Seconded by: Albert Aiello

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for June 18, 2026, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

DEPUTATIONS / PRESENTATIONS

Shari Mackenzie, Manager, Human Resources provided a presentation relative to the new initiatives under the Human Resources department and responded to questions.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Corporation, and with respect of which a council, board, committee or other body may hold a closed meeting under another statute.

Resolution No. 26/37

Moved by: Kathleen Lynch  
Seconded by: Kasey Etreni

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Corporation, and with respect of which a council, board, committee or other body may hold a closed meeting under another statute.

CARRIED

At 10:50 am the meeting reconvened in Regular Session and Aaron Park, Manager, Housing & Homelessness Programs and Michael Shafirka, Manager, Information Services joined the meeting.

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of TBDSSAB Meeting No. 09/2026 (Regular Session) presented in Regular Session and Meeting No. 10/2026 (Closed Session) presented in Closed Session, held on May 21, 2026 were provided for confirmation.

Resolution No. 26/38

Moved by:           Albert Aiello  
Seconded by:       Jim Moffat

THAT the Minutes of Meeting No. 09/2026 (Regular Session) and Meeting No. 10/2026 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 21, 2026, respectively, be confirmed.

CARRIED

## REPORTS OF ADMINISTRATION

### COCHI-OPHI 2026-27 Investment Plan

Report No. 2026-20 (Integrated Social Services Division) was presented to the Board providing information related to the continuation of the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) and Administrations recommended Investment Plan for the 2026-27 funding year.

Crystal Simeoni, Director, Integrated Social Services Division provided a brief introduction to the Report and responded to questions.

Aaron Park, Manager, Housing & Homelessness Programs provided further information and responded to questions.

At 10:56 am Don Smith, Board Member joined the meeting.

Aaron Park, Manager, Housing & Homelessness Programs provided information regarding the Canada-Ontario Housing Benefit program in response to a question.

Resolution No. 26/39

Moved by:           Brian Hamilton  
Seconded by:       Kasey Etreni

THAT with respect to Report No. 2026-20 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration

Board, approve the 2026-27 Investment Plan for the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs and authorize the Chief Executive Officer to execute the plan and submit to the Ministry of Municipal Affairs and Housing;

AND the Board authorizes the Chief Executive Officer to execute any required agreements for the delivery of the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs;

AND THAT any necessary By-law be presented to the Board for consideration.

CARRIED

Homelessness Prevention Program  
2026-27 Investment Plan

Report No. 2026-21 (Integrated Social Services Division) was presented to the Board providing information regarding the Ministry of Municipal Affairs and Housing Homelessness Prevention Program and to present Administrations recommended 2026-27 Investment Plan.

Ken Ranta, CEO provided a brief introduction to the Report and responded to questions.

Crystal Simeoni, Director, Integrated Social Services Division provided a brief overview of the Report and responded to questions.

At 11:11 am Dominic Pasqualino, Board Member left the meeting.

Aaron Park, Manager, Housing & Homelessness Programs provided highlights from the report and responded to questions.

Resolution No. 26/40

Moved by: Kasey Etreni  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2026-21 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Homelessness Prevention Program Investment Plan as presented and authorize the Chief Executive Officer to submit the plan to the Ministry of Municipal Affairs and Housing:

AND THAT the Board authorizes the Chief Executive Officer to execute any Agreements and other documents related thereto:

AND THAT any necessary By-law be presented to the Board for consideration.

CARRIED

At 11:13 am Aaron Park, Manager, Housing & Homelessness Programs left the meeting.

#### Records Retention Schedule Updates

Report No. 2026-22 (Corporate Services Division) was presented to the Board providing Administrations recommended amendments to the Records Retention Schedule.

Richard Jagielowicz, Director, Corporate Services Director, provided a brief overview of the amendments to the Records Retention Schedule being recommended by Administration.

At 11:16 am Dominic Pasqualino, Board Member joined the meeting.

Resolution No. 26/41

Moved by: Kathleen Lynch  
Seconded by: Gordon Cuthbertson

THAT with respect to Report No. 2026-22 (Corporate Services Division), we The District of Thunder Bay Social Services Administration Board (the Board) approve the updated Records Retention Schedules as presented;

AND THAT any necessary by-law be presented to the Board for consideration.

CARRIED

At 11:17 am Michael Shafirka, Manager, Information Services left the meeting.

#### 2027 Proposed Budget Schedule

Report No. 2026-23 (Corporate Services Division) was presented to the Board providing the proposed 2027 Budget Schedule.

Ken Ranta, CEO provided an introduction to the Report and advised the Board that the regular budget schedule has been modified for 2027 due to the election year and new Board term.

Richard Jagielowicz, Director, Corporate Services Director, provided an overview of the Report.

Resolution No. 26/42

Moved by: Jim Moffat  
Seconded by: Albert Aiello

THAT with respect to Report No. 2026-23 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2027 Budget Schedule as presented.

CARRIED

#### 2026 First Quarter Financial Report

Report No. 2026-24 (Corporate Services Division) was presented to the Board providing the 2026 First Quarter Financial Report, and projection to year-end.

Richard Jagielowicz, Director, Corporate Services Director, provided an overview of the Report, provided highlights and responded to questions.

#### Cancellation of July Board Meeting

Memorandum from Ken Ranta, CEO dated May 21, 2026 was presented to the Board providing Administration's recommendation to cancel the TBDSSAB July Board meeting.

Ken provided a brief overview of the reasons for Administrations recommendation to cancel the July Board meeting.

Resolution No. 26/43

Moved by: Dominic Pasqualino  
Seconded by: Jim Moffat

THAT with respect to the Memorandum dated May 21, 2026 from Ken Ranta, Chief Executive Officer, we approve the cancellation of the July Board Meeting scheduled for Thursday July 16, 2026;

AND THAT notice of the cancellation be posted on The District of Thunder Bay Social Services Administration Board website.

CARRIED

Signing Authority for Summer Months

Memorandum from Ken Ranta, CEO dated June 8, 2026 was presented to the Board providing Administrations request for approval for signing authority during for the summer months.

Ken Ranta, CEO provided the Board with the reason Administration requires signing authority for the summer months.

Resolution No. 26/44

Moved by: Brian Hamilton  
Seconded by: Albert Aiello

THAT with respect to the recommendation of Administration relative to any urgent items that require Board approval for the months of July, August and the beginning of September 2026, we authorize the Chief Executive Officer and the Chair, or Vice Chair in the absence of the Chair, to sign any required documents with respect to items included in the approved 2026 Budget that exceed \$450,000;

AND THAT we authorize the Board Chair and Vice-Chair to review and approve for signing, any urgent items outside of the approved 2026 Budget that are time sensitive;

AND THAT a Report be presented to the Board at the September Board meeting outlining any such items for the Board's information.

CARRIED

CORRESPONDENCE

None

## BY-LAWS

### First and Final Reading

Resolution No. 26/45

Moved by: Don Smith  
Seconded by: Kathleen Lynch

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Chief Executive Officer, sealed and numbered:

A By-law to repeal By-law Number 01-2024 and to adopt amended Records Retention Schedule for The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to repeal By-law Number 01-2024 and replace with By-law number 02-2026.

Authorization: Board Meeting 2026Jun18

BY-LAW NUMBER 02-2026

CARRIED

## NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board was confirmed to be held on Thursday, September 17, 2026 at 10:00 a.m., in the 3<sup>rd</sup> Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

## NEW BUSINESS

Northern Ontario Service Deliverers'  
Association 2026 Annual General Meeting

A request was made for a verbal update to be provided regarding the Northern Ontario Service Deliverers' Association's Annual General Meeting attended by Jim Vezina, Chair, Kathleen Lynch, Vice Chair and Crystal Simeoni, Director, Integrated Social Services Division.

Crystal provided a brief update on the NOSDA meeting and noted that there were many good presentations, would have liked to have more Child Care information and would like to see more interaction between the Board Members of the DSSAB's.

Kathleen Lynch, Vice-Chair noted that more interactive breakout sessions and more high-level strategic presentations would be beneficial.

Jim Vezina, Chair noted that more solutions to the issues that DSSAB's are presenting on would be beneficial.

Ken Ranta, CEO agreed to provide this feedback to the leaders table for next year's NOSDA AGM.

### ADJOURNMENT

Resolution No. 26/46

Moved by: Elaine Mannisto  
Seconded by: Dominic Pasqualino

THAT Board (Regular Session) Meeting No. 11/2026 of The District of Thunder Bay Social Services Administration Board, held on June 18, 2026, be adjourned at 11:40 am.

CARRIED

Chair

Chief Executive Officer

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

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**Date:** September 22, 2026

**To:** Mayor and Council

**Subject:** Bring-Your-Own Event Permits and Review of the Municipal Alcohol Policy

**File Number:** 06-C10-0007 – Administrative Report

**Submitted by:** Karen Paisley, Clerk

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**RECOMMENDATION:**

THAT Council receive the report from the Clerk regarding Bring-Your-Own Event Permits under the Liquor Licence and Control Act, 2019;

AND THAT Council provide direction to the Clerk regarding one of the following options:

1. Maintain the Municipal Alcohol Policy in its current form and not establish a Bring-Your-Own Event designation process;
2. Direct Administration to prepare a resolution confirming that the Township of Conmee will not designate events for Bring-Your-Own Event Permits; or
3. Direct Administration to prepare amendments to the Municipal Alcohol Policy establishing criteria and procedures for the designation and management of Bring-Your-Own Events.

**BACKGROUND:**

On March 17, 2026, the Province of Ontario introduced a new Bring-Your-Own (BYO) Event Permit under the Liquor Licence and Control Act, 2019. The permit allows individuals aged 19 years and older to bring and consume their own alcohol within a designated area of a community or cultural event approved by a municipality.

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for issuing BYO Event Permits. Before a permit can be issued, the event organizer must obtain municipal designation confirming that the event qualifies as a community or cultural event.

Municipalities are not required to participate in the BYO permit program. They may choose to consider requests on a case-by-case basis, delegate authority to a municipal official, or choose not to designate any events.

The Thunder Bay District Health Unit has distributed guidance outlining public health, safety, liability and risk management considerations associated with BYO events. Administration has reviewed the Township's Municipal Alcohol Policy in light of the recent legislative changes.

**DISCUSSION:**

The Township's Municipal Alcohol Policy was last reviewed November 2024, prior to the introduction of Bring-Your-Own (BYO) Event Permits. As a result, the policy does not currently contain provisions related to the designation or management of BYO events.

The Municipal Alcohol Policy was reviewed and compared with the guidance provided by the Thunder Bay District Health Unit. The review found that the Township's existing policy already addresses many of the concerns identified by the Health Unit, including insurance requirements, designated drinking areas, food and non-alcoholic beverage availability, safe transportation, Smart Serve requirements, and incident reporting.

The main decision before Council is whether Conmee Township wishes to participate in the new BYO permit system. Under the provincial framework, municipalities are not required to designate any events for BYO permits. Municipalities may choose to consider requests on a case-by-case basis, delegate authority to a municipal official, or choose not to participate in the program.

At this time, the Clerk is not aware of any current Township events that would require a BYO Event Permit. Existing events involving alcohol continue to operate through the Special Occasion Permit process and the requirements already contained in the Township's Municipal Alcohol Policy.

If Council chooses not to participate in the BYO permit framework, no changes to the Municipal Alcohol Policy would be required. Council may also choose to adopt a resolution confirming that the Township will not designate community or cultural events for BYO permits. The Province has identified a Council resolution as a means for municipalities to express this position.

If Council wishes to participate in the program, the Clerk recommends updating the Municipal Alcohol Policy before considering any applications. Potential amendments could establish which types of events would be eligible, where BYO events could be held, insurance requirements, safety planning requirements, restrictions on glass containers, and reporting requirements for event organizers. These measures are consistent with the risk mitigation strategies identified by the Thunder Bay District Health Unit.

At this time, the Clerk is seeking Council's direction on whether the Township should participate in the BYO permit framework, formally opt out of the program, or maintain its existing policy without amendment.

**Attachments:**

1. Thunder Bay District Health Unit – BYO Permit Risk Mitigation
2. Municipal Alcohol Policy



## **“Bring-Your-Own” Alcohol at Outdoor Public Events Health, Safety, and Risk Mitigation Considerations**

On March 17, 2026, the Ontario Government [announced](#) municipalities may permit “Bring-Your-Own” (BYO) alcoholic beverages at qualifying outdoor public events, subject to the passage of a municipal bylaw for municipally designated cultural or community events. (1) Thunder Bay District Health Unit is providing a public health perspective to support municipal decision makers by outlining key health, equity, economic, and liability considerations, along with evidence-informed strategies to decrease alcohol harms to communities. Evidence consistently demonstrates that increased availability and access to alcohol normalizes use among young people and contributes to elevated levels of drinking and related harm, ultimately impacting community safety and wellbeing. (2,3,4,5)

This document outlines health and safety considerations:

- Before allowing the BYO permit process in your municipality.
- When developing criteria for BYO permits.
- When administering and implementing BYO permits.

*Please note that the guidance provided in this document is not intended to be a substitute for professional legal or liability advice.*

## Considerations Before Allowing the BYO Permit Process in Your Municipality

Allowing BYO alcohol at public events may increase municipal liability unless strong governance, safety controls, enforcement and insurance requirements are in place. (6)

Considerations:

- Obtain legal and insurance advice. (4,6)
- Carefully assess local readiness, including consulting with local alcohol/drug strategies, emergency services, enforcement and community safety and well-being partnerships. (6)
- Review and align existing internal processes, event permit frameworks, and Municipal Alcohol Policies (MAPs). (6)
- Assess whether existing staffing, enforcement capacity and cost recovery mechanisms are adequate to support BYO events (e.g., paid duty or dedicated security requirements). (6)
- Develop a monitoring and evaluation plan using multiple data sources, and ongoing public input. (4)
- Clarify the requirements and responsibilities of permit holders within new/revised bylaws (e.g., Smart Serve trained persons onsite at all times). (6,7)
- Review the [AGCO Guidelines](#). (7)

## Considerations for Developing Criteria for BYO Permits

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Define community and cultural events for BYO permits intentionally.</p>                                     | <p>Municipal definitions should:</p> <ul style="list-style-type: none"> <li>• Ensure definitions align with community safety and well-being goals.</li> <li>• Exclude family-focused events where children and youth may be present, and at locations primarily frequented by children (e.g. playgrounds, sports fields, splash pads, libraries, and schools). (4,6,8)</li> <li>• Include only locations with demonstrated safety and suitability for alcohol consumption (see below).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Set criteria for BYO permits that meet municipal requirements to support health, safety, and wellbeing.</p> | <p>BYO permits should be evaluated on a case-by-case basis, rather than through blanket approvals and should avoid creating cultural or safety barriers for non-drinkers. (6)</p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>• Restrict locations such as: <ul style="list-style-type: none"> <li>○ Child-related environments: playgrounds, wading pools, splash pads, or skateboard and BMX parks, etc. (4,6,8)</li> <li>○ Inherently unsafe environments: outdoor pools, natural or outdoor ice rinks, other bodies of water, etc. (4,8)</li> <li>○ In conjunction with higher risk activities. (4)</li> </ul> </li> <li>• Exclude events where alcohol use would reasonably increase nuisance, risk, or inequity. (4,6,9)</li> <li>• Restrict hours for when the event can take place. (3,4,9)</li> <li>• Require locations to have access to drinking water, washrooms, garbage, recycling, and public transportation, if available. (4,8)</li> </ul> |

## Considerations for Administering and Implementing BYO Permits

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Apply a risk reduction approach.</p>                 | <p>Consider incorporating the following risk reduction strategies:</p> <ul style="list-style-type: none"> <li>• Restrict where alcohol can be consumed within the permit. Designate separate areas where alcohol can be consumed and maintain substantial alcohol-free areas with a physical barrier and signage. Ensure equal enjoyment of the event by all members, drinking and non-drinking. (6,7)</li> <li>• Only allow 19+ years in designated drinking areas. (7)</li> <li>• Prohibit glass alcohol bottles to prevent injury from broken containers. (4,7)</li> <li>• Require food and non-alcoholic beverages to be available for purchase. (2,10,11)</li> <li>• Require personal consumption limits consistent with Ontario regulations intended to prevent intoxication and over-service at events. (2,6,10,11,12,13)</li> <li>• Enforce a zero-tolerance standard for disorderly conduct, public intoxication, and underage drinking. (6,11)</li> <li>• Establish an emergency response plan, including procedures for intoxication, injury, and crowd management.</li> </ul> |
| <p>Conduct comprehensive monitoring and evaluation.</p> | <p>Monitor and evaluate community harms and costs (e.g., public safety/security, liability, trash collection, signage, and/or employee time). (4)</p> <p>Consider post-event reports and compliance reviews to:</p> <ul style="list-style-type: none"> <li>• Address complaints and incidents. (6)</li> <li>• Assess enforcement effectiveness. (6)</li> <li>• Inform future event approvals and policy adjustments. (6)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signage and public education. | <p>At a minimum, a <a href="#">Sandy's Law</a> poster should be posted at the event. (14)</p> <p>Consider the following as well:</p> <ul style="list-style-type: none"> <li>• Public education measures that inform the public when permits are required for events involving BYO alcohol.</li> <li>• Signage on not driving impaired with local taxi or public transit information.</li> <li>• <a href="#">Canadian Centre for Substance use and Addiction's Poster</a>.</li> </ul> |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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**Ministry of the  
Attorney General**Office of the Assistant Deputy  
Attorney General

Policy Division

McMurtry-Scott Building  
720 Bay Street, 3<sup>rd</sup> Floor  
Toronto ON M7A 2S9**Ministère du  
Procureur général**Bureau du sous-procureur  
général adjoint

Division des politiques

Édifice McMurtry-Scott  
720, rue Bay, 3<sup>ème</sup> étage  
Toronto ON M7A 2S9

**MEMORANDUM TO:** Heads of Council - Ontario Municipalities

**DATE:** May 22, 2026

**FROM:** Tom McKinlay,  
Assistant Deputy Attorney General

**RE:** **Follow-up to Updates to “Tailgate Event” Permits** under  
the *Liquor Licence and Control Act, 2019*

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Further to my earlier letter dated January 13, 2026, I am writing to provide clarification regarding bring-your-own event permits.

**What is the change?**

Recent amendments to Ontario Regulation 747/21 (Permits) under the *Liquor Licence and Control Act, 2019* (LLCA) introduce a new bring-your-own event permit. This change expands what was previously called the tailgating permit.

This permit allows individuals aged 19 and older to bring and consume their own liquor within a designated area of a cultural or community event that has been approved by a municipality **or** held in connection with, and in proximity to, a professional, semi-professional or post-secondary sporting event.

**What action should municipalities take?**

Municipalities have the option to designate community or cultural events as eligible for the new bring-your-own event permit. **Importantly, municipalities are not required to designate any events as eligible.**

Event organizers who are interested in the bring-your-own permit will need to approach the municipality where they would like to hold the event and seek designation as a community or cultural event. The government recognizes that municipalities are best positioned to understand local needs and contexts, and therefore to determine whether and how to designate eligible events.

Municipalities may establish their own local processes to determine which events qualify and the form of the municipal designation.

There would be two routes a municipality could take:

- Review each request on a case-by-case basis before their council or;
- Delegate the authority to designate events to a municipal official, such as the clerk

Municipalities that do not wish to allow bring-your-own events may choose to express their position by way of a resolution.

These amendments do not affect existing municipal approval requirements for events held on municipal property (e.g., parks).

### **What about events tied to sporting events?**

Unlike the cultural or community permitting process, bring-your-own events that are held in proximity to a professional, semi-professional or post-secondary sporting event are unchanged and do not require a designation by the responsible municipality.

### **What action do organizers take once a municipality designates their event as community or cultural?**

It is up to event organizers to confirm with the responsible municipality that their event qualifies as a designated cultural or community event.

Once confirmed, organizers may apply for a bring-your-own event permit through the [iAGCO portal](#). **The AGCO will issue a permit only where the applicant provides proof of municipal designation.**

### **Why did the Government make this change?**

This change is intended to provide greater flexibility for some event organizers, potentially reducing costs and increasing attendance. For example, a movie screening in a municipal park may invite more of a “picnic atmosphere” and thus, organizers may prefer the bring-your-own permit.

The province recognizes that this permit may not be relevant to all. Events that rely on alcohol sales and do not use a bring-your-own model may continue to operate as usual.

### **What considerations were made for safety?**

All permitted events will continue to be subject to the existing health and safety requirements under the LLCA. Permit-holders are responsible for ensuring these standards and requirements.

### **What if I still have questions?**

If you have any questions about these regulatory changes, please contact Armina Samadi, Director, Agency and Tribunal Relations Branch at [Armina.Samadi@ontario.ca](mailto:Armina.Samadi@ontario.ca).

- 3 -

If you have any questions about AGCO permits and the application process, please contact Ruxandra Ilicea, Senior Eligibility Officer at [Ruxandra.Ilicea@agco.ca](mailto:Ruxandra.Ilicea@agco.ca).

Yours truly,



Tom McKinlay  
Assistant Deputy Attorney General

c: Armina Samadi  
Director, Agency and Tribunal Relations Branch, Ministry of the Attorney General

Leslie Fenton  
Director, Corporate Affairs, Governance and Agency Oversight, AGCO

## CORPORATION OF THE TOWNSHIP OF CONMEE

## MUNICIPAL ALCOHOL POLICY

**Created: September 11, 2012**  
**Reviewed: October 25, 2016**  
**November 12th, 2024**

*Previously known as "Serving of Alcohol during Community Centre Rentals" Policy*

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## **1.0 POLICY STATEMENT**

It is the policy of the Corporation of the Township of Conmee to promote responsible management practices related to alcohol use on Township lands, at Township facilities, and for community events in order to reduce and/or avoid significant legal liability.

## **2.0 PURPOSE**

The Township of Conmee is required to ensure the safety of all persons while on Township properties and may have further liabilities and a greater duty of care for persons who also use alcohol while on Township properties. This generally occurs during rentals of the Community Centre, but this policy is intended to apply to all properties owned by the Township of Conmee.

This document is not intended to supersede any Federal or Provincial legislation regarding the use, sale or serving of liquor.

## **3.0 SCOPE**

This Policy applies to both No Sale permit events and Sale or Licensed events (whether private or public events) which are held on municipal properties.

Under the Act, the Township is authorized to:

1. recommend to the AGCO permission for applicants to have alcohol in Township facilities, closed streets and open spaces;
2. recommend to the AGCO permission for applicants to have alcohol at sporting events;
3. designate an event as a “public event” in order for applicants to apply to the AGCO for a liquor permit; and
4. recommend temporary extensions of liquor permits or licences for public events.

EX. an event holder obtains a liquor permit for the hall but then decides that a outdoor ‘beer garden’ would be nice for the smokers.

## **4.0 RESPONSIBILITY**

### **4.1. Members of Council**

Any additions or changes to the MAP must be approved by Council.

Authority for all requests for the use of alcohol during an event or rental occurring at any municipal property including the Conmee Community Centre.

Authority for all requests for designating an event as a ‘public event’ (including designation as an event of municipal, provincial, national or international significance), and recommendations for temporary extensions of existing liquor licences are designated to the Council.

#### **4.2. Facilities Manager**

Authority for all requests for the use of alcohol during an event or rental occurring at Conmee Community Centre.

The Facilities Manager shall provide a copy of the Municipal Alcohol Policy to the Permit Holder.

#### **4.3. Permit Holder, Event Organizers and Designates**

The Permit Holder and designates must be 19 years of age or older. Event Organizers and designates must be 18 years of age or older. All are responsible and liable for the conduct and management of the event, including, but not limited to:

- compliance with the MAP. and attached list of controls, facility rental agreement, the Act and its regulations
- organization, planning, set up and clean-up of the event
- arranging event workers
- hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security
- training of event workers and designates for permit holder and/or Event Organizer, if applicable
- posting the SOP visibly on the premises to which the permit applies or readily available for inspection along with receipts for stock purchased on the permit
- alcohol sales and service
- ensuring no one consumes alcohol in unauthorized locations
- the safety and sobriety of people attending the event including those persons turned away to control the event
- organizing safe transportation options (eg. taxis, designated drivers)
- responding to emergencies
- Smart Serve certification for all servers/bartenders on display

The Permit Holder and Event Organizer or designates must attend the event for the entire duration and be responsible for decisions regarding the operation of the event.

### **5.0 DEFINITIONS**

“the Act” refers to the Liquor Licence Act, R.S.O. 1990, Chapter 19 and Regulations and any subsequent legislation enacted to replace it.

“AGCO” refers to the Alcohol and Gaming Commission of Ontario which is the provincial regulatory agency for alcohol.

“Alcohol” means all spirits, wine, liquor, or beer or any combination thereof.

“Alcohol use” means alcohol that is served, sold, or consumed.

“Doorkeeper” - A paid/volunteer person(s) appointed by the event organizer, who is over the age of 19 and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP. A door monitor checks identification and for signs of intoxication, and keeps out intoxicated and troublesome persons. When necessary, the doorkeeper shall keep count of the number of attendees at the event. ~~arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation.~~

“Event worker” is a paid/volunteer person(s) appointed by the Permit holder, who is over the age of 18 and shall not consume or be under the influence of alcohol or recreational drugs of any kind for the entire duration of the event. This may include floor monitors, door monitors, servers/bartenders, tickets sellers and other workers.

“Event Designate” may replace the permit holder to assume responsibility and liability for the operation of the event. They must also sign the Special Occasion Permit.

“Liquor Permit” means a permit issued by any Provincial Government Ministry, or their appointed agents, who have jurisdiction over the issuance of permits to sell, serve or otherwise provide liquor in a public place, for a specific date and event.

“No Sale” event refers to an event that is serving alcohol without charge, where no money is collected directly or indirectly for alcohol from guests, and the permit holder absorbs all alcohol costs.

“Permit Holder” means the person who is named on any permit or licence to serve liquor. The Permit Holder shall assume responsibility and liability for the entire operation of the event and shall not consume or be under the influence of alcohol for the duration of the event.

“Private Event” is defined by the AGCO as an event which is for invited guests only and cannot be advertised (eg. wedding). There can also be no intent to gain or profit from the sale of alcohol at private events.

“Public Event” is defined by the AGCO as an event which is open to the public and is conducted by a charity or non-profit entity. An individual or business may host a public event if the event is a) being held in a licensed facility, or b) has been deemed of municipal, provincial, national or international significance.

“Security guard” shall mean a person hired to ensure that the rules and regulations contained in this Policy and in the Liquor Licence Permit as issued by the Province of Ontario are adhered to. A Security Guard must be licensed under the Private Security and Investigative Services Act, to ensure the safety and security of the establishment, its employees and patrons.

“Serve” means to give, handle, mix, pass, pour, provide or serve liquor to any person in any manner.

“Smart Serve” means an accreditation from the Provincial Government or its appointed agents, that the certificate holder has completed an approved course on serving liquor to the public.

“SOP” means Special Occasion Permit. A SOP is required any time liquor is sold or served anywhere other than in a licenced establishment or a private place (for example, a corporate boardroom). Note: liquor cannot be sold at a residence. SOPs are for occasional, special events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Register has reason to believe the event is being used for personal gain.

“Standard Drink” means:

12 oz (341 mL) bottle of 5% beer, cider, or cooler.

5 oz (142 mL) glass of 12% wine.

1 oz (29 mL) serving of 40% distilled alcohol (rye, gin, rum, etc.)

## **6.0 PROCEDURE**

It is the intent of Council that the following procedures shall be used for all functions or events that will be serving liquor on Township premises:

### **6.1. Designation of Events**

#### **6.1.1 Public Events**

Applicants must have their event designated by the municipality as a “public event” prior to applying to the AGCO for a liquor permit or a temporary extension of a licence. According to The Act, Public Events are events that are open to the public that are conducted by a registered charity or not for profit entity or an event of municipal, provincial, national, or international significance. In order to be eligible for an SOP, Public Events which are not conducted by a registered charity or not for profit entity must be designated as an event of municipal significance by the municipality.

As per The Act, an applicant for a Public Event SOP must provide at least 30 days’ notice to the AGCO and the Township for events. The notice period is increased to 60 days if 5,000 or more people are expected to attend.

The permit area must be clearly defined and separated from the area(s) where the SOP does not apply by a minimum 36" (0.9 metres) high partition (ex. beer garden).

Under the Municipal Alcohol Policy, a public event may deemed to be ‘a public event of municipal significance’ in order for applicants to apply to the AGCO for a liquor licence or permit. Preferably, the event would provide one or more of the following benefits to the Township:

- the event promotes social or cultural significance; economic development; or local, regional, national or international historical significance
- Event open to the general public (i.e. advertised broadly and not just to a certain group or club)
- Tourism promotion
- Benefit the community at large
- Benefit a local charity or non-profit organization (ex. Comedy Night – fundraiser for Food Bank)

Designation as a public event is determined by Council during a regular council meeting. Please provide sufficient time when submitting a request to the Municipal Office for inclusion in the regular council meeting agenda.

#### 6.1.2 Private Events

Private events are not open to the public and only invited guests attend. The event cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

It should be noted that an event can be private (i.e. only certain people are invited or eligible to purchase tickets) but if there is an intent to profit from liquors sales (ex. fundraise), then a Public SOP must be obtained.

#### 6.1.3 Youth-Focused Events

Facilities or events that are primarily youth-focused (eg. youth centres, minor sports tournaments) will not be permitted to serve or sell alcohol, unless the event has been designated as an event of provincial, national or international significance (eg. Championships for youth sports that draws a crowd of all ages).

#### 6.1.4 High Risk Events

Events may be deemed high risk at the discretion of the Municipality, AGCO, Fire Chief, and/or Police. These events will require additional staffing/security and may require an operational plan be developed in consultation with the AGCO, Fire Chief, and Police.

### 6.2. **Prescribed Zones Approved for Alcohol**

For outdoor events, a “Beer Garden” must be constructed. Alcohol may not leave the prescribed zones (beer gardens or indoor concession area) Please be advised that alcohol is prohibited in the playground and the public parking lot. No alcohol advertising will be allowed (posters, etc) where youth may frequent.

Under the Liquor Licence Act and Regulations, the municipality has the authority to recommend to the AGCO permission for applicants to have alcohol in Township-owned, leased, or managed facilities and open spaces.

To manage the use of alcohol in Township facilities and open spaces, the MAP designates those Township facilities and open spaces that will permit alcohol use as follows:

1. Conmee Community Centre – building, pavilion (summertime), open area, nearby parking area
2. Vacant land owned by the Township, with prior approval from Council

Areas not eligible for consideration:

1. Conmee Community Centre – playground; skate shack; pavilion (winter when there's ice)
2. Conmee Public Works Garage
3. Conmee Fire Hall
4. Any landfill, active or closed
5. Any quarry or pit owned by the Township

### **6.3. Liquor Permit**

Applicants holding an event at any of the designated municipal properties must:

- Be in good standing with the Township of Conmee
- Comply with the requirements indicated in the MAP.
- Comply with the regulations of the Liquor Licence Act
- Comply with all rules, regulations, standards, policies and procedures of the Township of Conmee including all its By-laws

With the Alcohol and Gaming Commission of Ontario (AGCO), every person who enters into a rental agreement with the Township of Conmee, who intends to serve liquor at a function or event, shall provide a valid liquor permit, issued by the Province of Ontario.

This permit shall be posted where the liquor is being dispensed, before any liquor is served.

The person named on the permit (the Permit Holder) shall also be held accountable for any restrictions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by this Policy.

### **6.4. Liquor Service**

It shall be the Policy of the Council for the Township of Conmee that the renter is responsible for obtaining bartenders which must be trained in Smart Serve. The renter will provide a list of the names and qualifications.

The Township of Conmee reserves the right to prohibit any person from serving liquor at any function or event held on Township property. Anyone who contravenes the liquor licensing laws and/or any part of this Policy shall be removed from the bar area and banned from serving at future events. Contraventions include, but are not limited to:

- Serving liquor to underage customers
- Serving intoxicated customers
- Drinks containing more than one standard drink size being sold or served. (double shots or pitchers)
- Serving liquor without a valid Smart Serve certificate

- Serving liquor before the start time listed on the liquor permit or serving liquor after the end time listed on the liquor permit
- “last call” being announced prior to the closure of the bar
- Serving liquor in any manner not consistent with the requirements under the liquor permit
- Serving liquor in any manner not consistent with the requirements of this Policy
- Event workers and volunteers consuming alcohol before or during the event
- Allowing liquor to be consumed in an area not designated for the consumption of liquor.

**The liquor permit holder shall sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed original with the Administration one week before the licensed event is to be held.**

#### **6.5. Doorkeeper or Security Guard**

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire Doorkeepers or Security Guards, whose duties are to ensure that all persons in the hall for the duration of the hall rental adhere to the liquor licence permit laws and the Policies of the Township of Conmee for liquor events. The Doorkeeper(s) or Security Guard(s) shall also be responsible for ensuring that the number of persons in the Community Centre at any given time does not exceed the permitted hall capacity for the function.

If a person is removed from the premises for intoxication, the holder of the liquor permit shall ensure that the person(s) has a safe means to return to their residence.

The Doorkeeper(s) or Security Guard(s) shall also be responsible for ensuring that no person who has obviously consumed alcohol prior to coming to an event at the Conmee Community Centre is allowed entrance into the event.

The number of Doorkeeper or Security Guards required for the event is at the sole discretion of the Township but shall never be less than one (1) person, whether it is a Doorkeeper or a Security Guard.

Doorkeepers are only for small private events; Security Guards are only for large events or public events as they have additional legal rights and powers such as detaining and arresting people.

All Security Guards must be licensed as per provincial legislation (the Private Security and Investigative Services Act, 2005, S.O. 2005, c. 34). Therefore, proof of the Security Guard’s legal authority must be provided such a copy of the security guard license or a copy of the contract with an accredited security company.

#### **6.6. Suggested Ratio of Event Workers**

Sufficient staff must be present to effectively monitor all entrances, exits, alcohol consumption and behaviour of guests.

The following table outlines the minimum required number of event workers, and numbers may need to be increased depending on the nature of the event or the facility.

Reduction of the number of event workers may only be approved by Council.

| Number of Participants | Bartenders | Doorkeepers or Security Guards |
|------------------------|------------|--------------------------------|
| Up to 50               | 1          | 1                              |
| 51-100                 | 1          | 2                              |
| 101-150                | 1          | 2                              |
| 151-200                | 2          | 2                              |
| 201-250                | 2          | 3                              |
| 251-300                | 2          | 4                              |

Event organizers must have sufficient staff to ensure control during the event. Events may be subject to additional workers, including security licensed by the Ministry of Community Safety & Correctional Services based on the size and nature of the event, as required by the Township and/or Police.

#### **6.7. Insurance**

The holder of the liquor permit shall ensure that there is an insurance policy in place that specifically indemnifies and names the Township of Conmee in the amount of \$2,000,000.00 (Two Million Dollars). This coverage is over and above any coverage that the liquor permit holder personally has for this event. Any insurance policy must specifically remain in force until a minimum of 12 hours after the liquor licence permit expires. (ie if the liquor permit expires at 2 am, the insurance must remain in force until 2 pm of that same day.

The renter must provide proof of insurance before the event. Alternatively, the renter may purchase "Facility User Insurance" from the Township at the rate set.

#### **6.8. Food and Non-Alcoholic Beverage Options**

All liquor permit holders shall ensure that food is available for any person attending their event. Food does not include chips, peanuts, popcorn etc. although they may be additionally served.

Non-alcoholic beverages must be made available (ex: water, juice, tea, coffee, soda) No caffeinated energy drinks are to be served.

#### **6.9. Liquor Types and Games**

No "shooters" or "shots", jello type or otherwise, may be served as the liquor content cannot be determined. Liquor permit holders shall also ensure that no "drinking games" are allowed.

### **6.10. Safe Transportation**

There must be access to safe transportation. It is the event holder's responsibility to ensure availability of safe transportation and putting up signs as required.

### **6.11. Notice of Deficiency**

One week before the function or event at which liquor will be served or provided under a liquor permit, the Township will review the rental agreement for compliance with this Policy. If any item has not been completed as per this Policy, the person named on the rental agreement as the liquor permit holder shall be notified by phone and letter of the deficiency. The deficiency shall be corrected not later than 72 hours before the rental date, or the serving of liquor at the event will not be allowed.

If the Administration is unable to contact the Liquor License Holder, or the Liquor License Holder does not respond to the call and letter and the deficiencies remain outstanding, the serving of liquor at the event will not be allowed. Liquor License Holders shall NOT be allowed to file the Liquor License after 72 hours before the rental unless approved by Administration.

### **6.12. Public Notification**

In order for Council and Administration to ensure that all liquor permit holders are advised of this Policy, a copy of this policy shall be attached to all rental agreements. The liquor permit holder shall sign a copy of this Policy and return it to the Municipal Office not later than one week before the rental date.

The Fire Chief, the OPP and other relevant authorities shall be notified if the Township deems the notification to be appropriate.

### **6.13. Policy Violations**

A violation occurs when a section of the Liquor Licence Act of Ontario or the Municipal Alcohol Policy is contravened by anyone. Permit holders or event designates must report the violation to both the Township and AGCO within 24 hours.

It is also the responsibility of the permit holder or event designate to document complaints and incidents and send them to the Township within seven days. A detailed incident report should be kept for future reference.

The Township reserves the right to cancel the event if there is a failure to comply with this policy at any point prior to or during the event.

Policy violations and/or failure to report a violation may impact the approval of future requests by a Permit Holder or Event Organizer to host events with alcohol on municipal property.

## 7.0 REVIEW

Review: once per Council Term

## 8.0 REFERENCES

### Legislation

Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22  
<https://www.ontario.ca/laws/statute/19l15b>

AGCO – Special Occasion Permits  
<https://www.agco.ca/en/beer/special-occasion-permits>

Private Security and Investigative Services Act, 2005, S.O. 2005, c. 34  
<https://www.ontario.ca/laws/statute/05p34>

### Examples

City of Thunder Bay MAP:  
<https://www.thunderbay.ca/en/recreation/resources/Events/Municipal-Alcohol-Policy-Revised-2021-accessible.pdf>

Township of Wilmot  
<https://www.wilmot.ca/en/things-to-do/resources/Municipal-Alcohol-Policy.pdf>

### Sources

Thunder Bay District Health Unit (TBDHU): Municipal Alcohol Policy (MAP):  
<https://www.tbdhu.com/municipal-alcohol-policy-map>

Centre for Addiction and Mental Health: The Municipal Alcohol Policy Guide:  
[https://www.camh.ca/-/media/files/map\\_policyguide-pdf.pdf](https://www.camh.ca/-/media/files/map_policyguide-pdf.pdf)

Public Health Ontario: The Eight Steps for Developing a Municipal Alcohol Policy:  
[https://www.publichealthontario.ca/-/media/Documents/A/2014/at-a-glance-8step-alcohol-policy.pdf?rev=11ba209f42374a3e905a37b994d82ecd&sc\\_lang=en](https://www.publichealthontario.ca/-/media/Documents/A/2014/at-a-glance-8step-alcohol-policy.pdf?rev=11ba209f42374a3e905a37b994d82ecd&sc_lang=en)

## SCHEDULE "A"

**I hereby acknowledge that they have read the Municipal Alcohol Policy and understood my obligations under it, and that I must file a signed original with the Administration one week before the licensed event is to be held.**

\_\_\_\_\_  
Signature of Liquor Licence Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Contact Phone Number

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_



Hon. Mike Harris Jr.  
Ministry of Natural  
Resources  
438 University Avenue,  
Suite 1802, Toronto, ON  
M7A 1Y6  
VIA EMAIL:  
[mike.harrisco@pc.ola.org](mailto:mike.harrisco@pc.ola.org)  
Joseph Racinsky  
Constituency office  
2nd Floor  
181 St. Andrew St. E  
Fergus, ON N1M 1P9  
VIA EMAIL:  
[joseph.racinsky@pc.ola.org](mailto:joseph.racinsky@pc.ola.org)

Hon. Rob Flack  
Ministry of Municipal Affairs  
and Housing  
17th Floor  
777 Bay St.  
VIA EMAIL:  
[rob.flack@pc.ola.org](mailto:rob.flack@pc.ola.org)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

September 10, 2026

RE: 6.17 TAPMO Newsletter July 2026

Please be advised that Township of Puslinch Council, at its meeting held on August 26, 2026 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2026-255:**

**Moved by Councillor Sepulis and  
Seconded by Councillor Bailey**

That the Consent Agenda item 6.17 be received for information; and

Whereas the Aggregate Resources Act, R.S.O. (ARA) governs the licensing and regulation of aggregate pits and quarries in Ontario;

And Whereas the Planning Act and the Provincial Planning Statement establish the policy framework for land use planning in Ontario and recognize aggregate extraction as an interim land use, with defined expectations for progressive rehabilitation and ultimate transition to an appropriate end use;



And Whereas the Ministry of Natural Resources (MNR) has provided written clarification confirming that where a licensed site's site plan expressly permits the importation of aggregate material from other licensed sites in Ontario:

- such imported material may be brought to the site;
- such imported material does not count toward the site's annual licensed tonnage limit; and
- where processing and blending are permitted in the site plan, imported material may be processed or blended for the duration of the licence;

And Whereas under the Ministry's current interpretation, imported aggregate material that is processed or blended is not currently subject to annual licensed tonnage limits or associated TOARC levy payments;

And Whereas this interpretation may enable a licensed site to function as an ongoing industrial processing and blending facility, including in circumstances where on-site extraction has ceased or is winding down;

And Whereas municipalities may experience increased truck traffic, road deterioration, noise, and dust impacts where processing and blending continue independent of extraction;

And Whereas such an outcome may not align with the planning principle that aggregate operations are intended to be interim land uses and may have implications for municipal land use planning, infrastructure management, environmental oversight, and long-term rehabilitation objectives;

And Whereas clarity and consistency between the implementation of the ARA and the provincial land use planning framework are essential to maintaining policy coherence and municipal planning certainty;

Now Therefore Be It Resolved That the Council of Township of Puslinch respectfully requests that the MNR reconsider its current interpretation respecting the importation, processing, and blending of aggregate material under the ARA, particularly where such interpretation:

- permits unlimited importation of aggregate material from other licensed sites;



- excludes imported and processed materials from annual licensed tonnage limits; and
- allows processing and blending activities to continue for the duration of the licence without regard to the interim nature of aggregate extraction contemplated under provincial planning policy; and,

That the Province clarify how the interpretation and administration of the ARA will be aligned with the *Planning Act* and Provincial Planning Statement, including the recognition of aggregate extraction as an interim land use with defined rehabilitation and transition objectives;

That the Province provide guidance on how imported and processed aggregate materials are to be considered in relation to licensed tonnage limits, rehabilitation timelines, and the interim land use intent of aggregate operations;

That the Province consult with municipalities prior to finalizing any policy, regulatory, or interpretive direction related to importation, processing, blending, and tonnage calculations under the ARA and importantly any TOARC regulatory reform;

Further be it resolved that the Council of the Township of Puslinch supports TAPMO's call for policy clarification regarding importation, processing and blending under the Aggregate Resources Act; and

Be It Further Resolved That a copy of this resolution be forwarded to the Minister of Natural Resources, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Top Aggregate Producing Municipalities of Ontario (TAPMO), MPP Joseph Racinsky and all Ontario Municipalities.

CARRIED



As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston  
Municipal Clerk

cc: Association of Municipalities of Ontario (AMO)  
Top Aggregate Producing Municipalities of Ontario (TAPMO)



**PORT COLBORNE**

Legislative Services

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Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.228.8031 F 905.834.5746

E [charlotte.madden@portcolborne.ca](mailto:charlotte.madden@portcolborne.ca)

September 15, 2026

Email: [premier@ontario.ca](mailto:premier@ontario.ca)

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queens Park  
Toronto, ON M7A 1A1

Dear Honourable Doug Ford:

**Re: City of Port Colborne Supports the Township of Armour regarding Support for Sustainable and Predictable Operating funding for Ontario's Public Libraries**

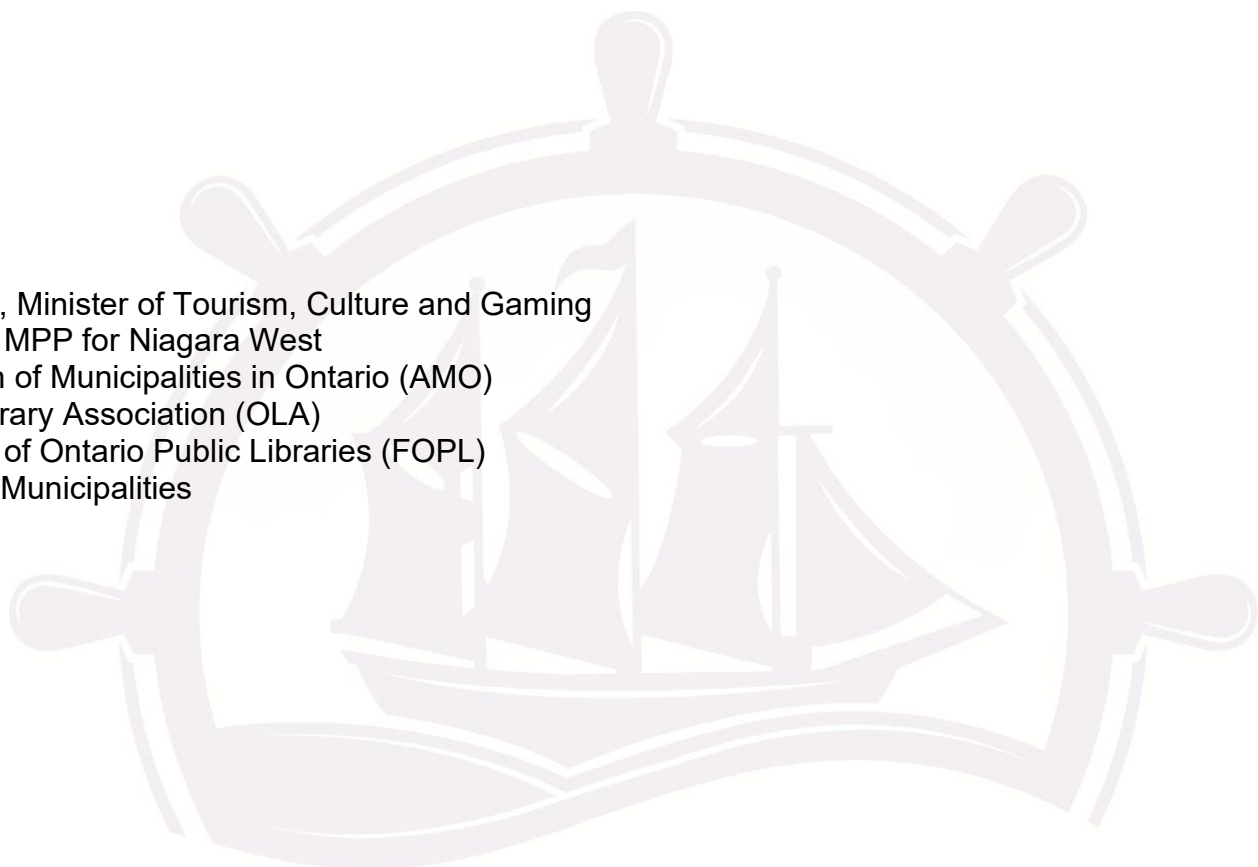
Please be advised that, at its meeting of September 8, 2026, the Council of The Corporation of the City of Port Colborne supported the resolution received from the Township of Armour regarding support for Sustainable and Predictable Operating funding for Ontario's Public Libraries.

The correspondence is attached for your consideration.

Sincerely,

Charlotte Madden  
City Clerk

ec: Zee Hamid, Minister of Tourism, Culture and Gaming  
Jeff Burch, MPP for Niagara West  
Association of Municipalities in Ontario (AMO)  
Ontario Library Association (OLA)  
Federation of Ontario Public Libraries (FOPL)  
All Ontario Municipalities





56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: August 11, 2026

**Motion # 2026-236**

WHEREAS public libraries provide essential services including literacy, education, technology access, employment resources, and community programming;

AND WHEREAS the Burk's Falls, Armour & Ryerson Union Public Library serves the residents of the Township of Armour and surrounding communities;

AND WHEREAS the provincial funding received by the Burk's Falls, Armour & Ryerson Union Public Library has remained at \$13,914 annually since 1990, despite significant increases in the cost of providing library services;

AND WHEREAS the Township of Armour's contribution to library services has increased from \$14,097.99 in 2001 to \$98,722 in 2026, placing an increasing financial burden on municipal taxpayers;

AND WHEREAS the Ontario Library Association and Federation of Ontario Public Libraries have called for increased and sustainable provincial funding for public libraries;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour petitions the Government of Ontario, through the Ministry of Tourism, Culture and Gaming, to substantially increase and provide sustainable, predictable operating funding for Ontario's public libraries;

AND BE IT FURTHER RESOLVED THAT copies of this resolution be forwarded to the Premier of Ontario, the Minister of Tourism, Culture and Gaming, the local Member of Provincial Parliament, the Association of Municipalities of Ontario (AMO), the Ontario Library Association (OLA), and the Federation of Ontario Public Libraries (FOPL) for their support and advocacy;

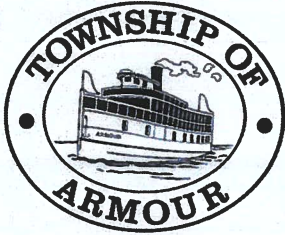
AND BE IT FURTHER RESOLVED THAT this resolution be circulated to municipalities across Ontario for their consideration and support.

**Moved by:** Blakelock, Rod ☐  
Brandt, Jerry ☐  
Haggart-Davis, Dorothy ☒  
Ward, Rod ☐  
Whitwell, Wendy ☐

**Seconded by:** Blakelock, Rod ☐  
Brandt, Jerry ☒  
Haggart-Davis, Dorothy ☐  
Ward, Rod ☐  
Whitwell, Wendy ☐

Carried / Defeated

Declaration of Pecuniary Interest by:



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Website: [www.armourtownship.ca](http://www.armourtownship.ca)

Date: August 11, 2026

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

Haggart-Davis, Dorothy

Ward, Rod

Whitwell, Wendy

For

☐☐☐☐☐

Opposed

☐☐☐☐☐

## THE CORPORATION OF THE TOWNSHIP OF CONMEE

### BY-LAW # 2026-029

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 September 22<sup>nd</sup>, 2026, with respect to each motion, resolution and other action passed and taken by this Council at the meeting, are adopted, ratified and confirmed as if such proceedings and actions had been expressly adopted and confirmed by by-law.

##### **2. Execution of all Documents**

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

Passed this 22<sup>nd</sup> day of September, 2026.

THE CORPORATION OF THE  
TOWNSHIP OF CONMEE

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

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