

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



Join Zoom Meeting: <https://us02web.zoom.us/j/83391198094?pwd=VZ9vSrQPTeUfVAYnevgP7uAIY7ld45.1>
Meeting ID: 833 9119 8094
Passcode: 065197

1. CALL TO ORDER
Land Acknowledgement
2. APPROVAL OF AGENDA
Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of February 11, 2025 be approved as circulated. (Alternatively; amendments to be noted; with approval as amended.)
3. DECLARATIONS OF PECUNIARY INTEREST
4. TOWN HALL SEGMENT
5. DEPUTATIONS
No deputations are scheduled for this evening's meeting.
6. MINUTES OF PREVIOUS MEETINGS
 - 6.1 Minutes – Open Session Regular Council Meeting – January 28th, 2025
Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Special Council Meeting held on January 28th, 2025 be approved as circulated. (Alternatively; corrections to be noted; with approval as amended.)
7. DISBURSEMENT LIST
 - 7.1 Payroll Report
 - 7.2 Payment Register
Recommendation: BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7278 to 7301 and payroll totalling \$131,634.63.
8. REPORTS FROM MUNICIPAL OFFICERS/OTHERS (As available)
 - 8.1 Clerk's Report (Matters requiring direction + Recommendation regarding Alternate CEMC)
 - 8.2 Treasurer's Report (No report for this meeting)
 - 8.3 Deputy Clerk-Treasurer's Report (No report for this meeting)
 - 8.4 Public Works Report (No report for this meeting)
 - 8.5 Fire Chief's Report
 - 8.6 Council Member Reports (Verbal)
 - 8.7 Reports from Other Agencies: as listed in the Clerk's Report
Recommendation: BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8 of this evening's agenda. (Alternatively; directions to Administration as per Council's determination)
9. NEW BUSINESS
 - 9.1 Draft Council Liaison Roles and Responsibilities
Recommendation: Administration to be directed relating to the draft document
 - 9.2 AMO Registration
Recommendation: Administration to be directed relating to finalizing attendance and package purchase details for the conference
10. BYLAWS
No Bylaws are presented for passage at this evening's meeting
11. CORRESPONDENCE
 - 11.1 List of Resolution Support Requests from other municipalities
Recommendation: directions to Administration as per Council's determination
 - 11.2 Correspondence from Autism Ontario with a request to pass a resolution to recognize "World Autism Day) April 2, 2025 and fly their flag in commemoration.

Recommendation: As Conmee's flag policy requires that the Canadian flag be the only flag on its sole flagpole, Administration recommends that the flag request be respectfully denied, and Administration requires Council's direction relating to the resolution request.

- 11.3 Correspondence from the Thunder Bay Chamber of Commerce Requesting a letter from the Mayor to the Provincial party leaders re the need for population growth and skilled workers in the north.
Recommendation: Administration to be directed as to registrants for the conference and/or course and sponsorship
- 11.4 Correspondence from Thunder Bay District Social Services Administration Board seeking candidates to apply to sit on the Homelessness Prevention Program Advisory Table (terms of reference enclosed)
Recommendation: Administration requires direction as to whether any members wish to apply and/or whether Council wishes the opportunity to be circulated to residents via Social media.
- 11.5 Correspondence from Thunder Bay District Social Services Administration Board seeking candidates to apply to sit on the Child Care and Early Years' Advisory Table (terms of reference enclosed)
Recommendation: Administration requires direction as to whether any members wish to apply and/or whether Council wishes the opportunity to be circulated to residents via Social media.

Recommendation: BE IT RESOLVED THAT Council receive the correspondence presented as listed in Section 11 of this evening's agenda. (Alternatively; directions to Administration as per Council's determination)

12. UPCOMING MEETING DATES

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

13. CLOSED SESSION

Recommendation: BE IT RESOLVED THAT, the time being ____ p.m., Council enter Closed Session under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, in order to consider Item 13.1, being the Closed Session minutes of the Council meeting held January 28, 2025; and, under the authority of paragraph 239(2)(b) of the same legislation, in order to consider Item 13.3, involving personal information about identifiable individuals; and under the authority of paragraphs 239(2)(a)(f) and (k) of the same legislation, in order to consider Item 13.2 involving security of the property of the municipality, communications relating to legal advice and negotiation positions.

- 13.1 Minutes – Closed Session Regular Council Meeting – January 28th
13.2 Acting Clerk report on Property/Legal Matter
13.3 Acting Clerk HR Report (verbal)

Recommendation: BE IT RESOLVED THAT, the time being ____ p.m., Council rise from Closed Session and report in Open Session

14. BUSINESS ARISING FROM CLOSED SESSION

Recommendation 1: BE IT RESOLVED THAT the Minutes of the Closed Session of the Regular Council Meeting held on January 28th, 2025 be approved as circulated. (Alternatively; corrections to be noted; with approval as amended.)

Recommendation 2: BE IT RESOLVED THAT Administration be authorized to proceed as directed in Closed Session.

15. CONFIRMING BYLAW

By-law 2025-004– To Confirm the Proceedings of the Meeting

Recommendation: BE IT RESOLVED THAT Bylaw 2025-004 be passed, and FURTHER, THAT the Mayor and the Acting Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-004, 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 MEETINGTuesday, January 28th, 2025 – 6:00 pm

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

ALSO PRESENT: Karen Paisley, Clerk
 Tara Wupori, Deputy Clerk/Treasurer
 Leanne Maxwell, Treasurer

PRESENT VIRTUALLY: Rosalie Evans, Acting Clerk
 Olabisi Akinsanya-Hutka, Human Resources Assistant
 Peter Hart – SmartSense

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA**RESOLUTION 2025 - 012**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the agenda for the regular council meeting of January 28th, 2025, be amended as follows:

- a) Confirming bylaw 2025-003 added to item 15.
- b) Typographical error corrected for the date of the social committee meeting to January 15th.
- c) Item 13.4 – correspondence from Lakehead Regional Planning Board referenced in Item 8.1 clerks report added to closed agenda
- d) Item 13.5 – Human Resources added to the closed agenda.

AND, FURTHER, THAT the agenda, as so amended, be approved.

CARRIED**3. DECLARATIONS OF PECUNIARY INTEREST**

No declarations were made.

4. TOWN HALL SEGMENT

No members of the public had registered to speak at the Town Hall Segment.

5. DEPUTATIONS

Peter Hart from Sustain Energy, "SmartSense" presented to Council. He provided an overview of SmartSense products as outlined in the pamphlet provided to council. SmartSense monitors and installs items that monitor energy efficiencies for the municipal buildings. Mr. Hart advised Council his company pre-applies for grants for these projects on the municipality's behalf, secures the costs of the contract and are the contractor that installs the items approved for the project. Projects are submitted on a first come first served basis. They do not sub-contract and install the items themselves. The budget for the grant is up to \$200,000.

Council will discuss this project and provide feedback to Mr. Hart once Council decides if they'd like to move forward with the project.

6. MINUTES OF PREVIOUS MEETING(S)

- 6.1. Minutes – Regular Council Meeting – January 14, 2025
Members present reviewed the minutes. No errors or omissions were noted.

RESOLUTION 2025-013

Moved by: Councillor Arnold
Seconded by: Councillor Kresack

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of January 14, 2025, be approved, as circulated.

CARRIED**7. DISBURSEMENT LIST**

- 7.1. Payment Register

The Treasurer responded to questions from members present.

RESOLUTION 2025-0014

Moved by: Councillor Arnold
Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7250 to 7277, and payroll totalling \$126,366.98.

CARRIED**8. REPORTS FROM MUNICIPAL OFFICERS**

- 8.1. Clerk's Report

The Clerk reviewed her report with members present and responded to questions.

The Clerk presented applications submitted by the Lakehead Rural Planning Board for review. Council directed the Clerk to inform the Lakehead Rural Planning Board to proceed with the hearings as Council had no questions or comments.

Council approved the purchase of an additional monitor for the Clerk's workstation.

Clerk advised Council that she's been in contact with AllNet, Conmee's website development provider to confirm our website was AODA compliant. AllNet advised they are compliant and recommended Conmee update their web development platform to Catalysis, which is an upgraded web development platform. The Clerk contacted the municipality's IT vendor (MicroAge), who advised they will investigate the advisability of upgrading the web development platform.

At the request of Council, the Clerk located the cleaning service that cleaned the Municipality Hall floors in 2022. The company is ADIS Cleaning services. The Clerk is directed to contact ADIS to request a quote and book a cleaning for April or May.

The Clerk created an inventory tracking spreadsheet for facility supplies. Clerk will provide this document to facilities management to complete.

Council approved the purchase of additional filing cabinets for the Administration Office. Clerk to contact Lori Holland and locate purchase invoices from previous purchases.

Council approved administration to attend the AMCTO conference virtually. Clerk will purchase the livestream package. All administration can attend workshops of interest under one package.

- 8.2. Treasurer's Report

The Treasurer reviewed her report with Council and responded to questions.

- 8.3. Deputy Clerk-Treasurer's Report

The Deputy Clerk-Treasurer reviewed her report with Council and responded to questions.

- 8.4. Public Works Report

Council reviewed Public Works report. If there are any questions Council to forward to the Clerk.

- 8.5. Fire Chief's Report

No report was presented at this meeting.

8.6. Council Member Reports

Mayor Maxwell reported she attended the social committee meeting on January 15th. The Clerk was in attendance as well as one other resident. Ideas for social activities were discussed. It was suggested a poll be posted on the municipal website to canvass events the residents would like to see happen. We currently do not have enough members on the committee to arrange social events. The Fire Auxiliary would like Mayor Maxwell to contact them. She will be reaching out to them to discuss events they will be involved in participating. Mayor Maxwell hopes to have more information on the next report. Mayor Maxwell reported that she had positive interaction with the Ministers at the ROMA conference. Minister Calandra was interested in The Pines on Hume long term care home project and would like to see the plans. The delegates met with the Deputy Minister for SOLGEN. They discussed funding for the Fire Department. They also met with the Deputy Fire Marshall, and they discussed options for funding through OFM. The delegates met with the Minister of Education and discussed school bus transport issues and school funding needs. Mayor Maxwell offered for the Minister to visit Kakabeka School and have a tour. The delegates discussed Conmee's intersections, more lighting for the intersections, and the rumble strips at Sistonen's Corner with the Minister of Transportation. They advised the Minister that our Fire Department is often deployed to calls at that location. The delegation discussed paramedic issues, lack of doctors, and funding needs for the District Health Unit with the Minister of Health. Mayor Maxwell provided a copy of Janet DeMille's report to the Minister.

Councillor Arnold reported he attended the AGM for the District Health Unit on January 15th. The TBDHU did a study with food necessities and how much money was available for food. Councillor Arnold provided the information to Councillor Kresack for his board meeting with the Food Bank. On February 11th there will be an Impact presentation by zoom regarding shared services with the communities and the implications of insurance, which he's signed up for. Councillor Arnold will be attending the LRCA AGM plus the board of directors meeting on January 29th.

Councillor Maxwell reported he met with the Food Cycler group at the ROMA trade show. Food Cycler have lowered their limit to 5 to 10 units for smaller municipalities and he offered to bring this back to Council. Councillor Maxwell is suggesting Conmee support 5 to 10 Food Cycler Units. Councillor Maxwell also talked to "Dependable Fire Trucks" at the trade show. They have one brand new unit left for \$629,000. This is a pumper truck unit that included shelving. The company advised the shelving add-on would be an additional cost of \$50,000 to \$60,000. This unit included pike poles, ladders, and some shelving. Councillor Maxwell saw several cyber-security booths at the trade show. Council had discussion around Conmee's cyber security. Conmee does have a modern security system and insurance. Councillor Maxwell has set up the security cameras at the public works garage. He completed a generator report on Sunday and reset the ice rink shed lighting to go off at midnight and go on at 6:00 pm. The generator enclosure needs to be shovelled out and the trail to the propane tank needs to be shovelled as well. He will contact the assistant facilities manager to complete this task. Councillor Maxwell would like someone to look at the AV system in the hall before the comedy show on February 22nd. He is suggesting Steve Lazar from Backstage Sound. Council is requesting the Clerk reach out to someone to look at this issue. There are also some concerns with electrical in the municipal building which may need to be investigated as well. Electrical work will need to be budgeted for this year.

Councillor Kresack reported there is no food bank meeting until next month. He spoke with Ray Holland who confirmed the pumper truck was meant to have the body come off and put onto another unit. The running unit, that includes the engine, and transmission needs to be replaced. The service body with all the drawers, cabinets, sliders and equipment is still in good condition. The pump is like new. The air system would be replaced by a new truck with a new compressor. The foam is a compressor issue which would be fixed with a new cab. Replacing a stand-alone compressor is too expensive or the part is not available. The current pumper truck was supposed to run for 15 years and be replaced with another truck. The old truck was supposed to go to a secondary position. Council discussed options and who to reach out to for estimates for a replacement cab and chassis.

Councillor Halvorsen reported he attended the Lakehead Police Board meeting on January 16th. It was the first time quorum was reached. He feels the police aren't listening to the board's suggestions. He acknowledges the municipality must form part of this committee, but he doesn't feel that the municipality is getting value for money spent.

8.7. Other Agencies' Reports

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

RESOLUTION 2025-015

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

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

9. NEW BUSINESS

9.1. Event Checklist

Council would like a copy posted in the facilities storage room bulletin board, in the red book in the janitor's room, and on the kitchen board in the hall.

10. BY-LAWS

There were no by-laws presented at this meeting.

11. CORRESPONDENCE

11.1. List of Resolution Support Requests from other Municipalities

Council reviewed the list of resolutions. Council expressed its desire to support all the resolutions listed.

RESOLUTION 2025-016

Moved by: Councillor Halvorsen

Seconded by: Councillor Arnold

WHEREAS Elections rules need to be clear, supporting candidates and votes in their electoral participation and election administrators in running elections;

AND WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process;

AND WHEREAS the legislation should also reduce administrative and operational burdens for municipal staff, ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities;

AND WHEREAS the Municipal Elections Act 1996 (MEA") will be 30 years old by the next municipal and school board elections in 2026;

AND WHEREAS the MEA sets out the rules for local elections, the Assessment Act 1990 and the Education Act, 1990 also contain provisions impacting local elections adding more places for votes, candidates and administrators to look for the rules that bind the local democratic process in Ontario;

AND WHEREAS the MEA can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce;

AND WHEREAS, while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure that the MEA is responsive to today's needs and tomorrow's challenges;

AND WHEREAS, to keep public trust and improve safeguards, the MEA should be reviewed considering the ever-changing landscape which impacts elections administration, including: privacy, the threats of foreign interference, increased spread of mis-information, and the increased use of technologies like artificial intelligence and use of digital identities;

AND WHEREAS the Association of Municipal Managers, Clerks and Treasurers of Ontario ("AMCTO") reviewed the Act and has provided several recommendations including: modernizing the legislation, harmonizing rules, and streamlining and simplifying administration;

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections;

BE IT RESOLVED THAT the Council for The Corporation of the Township of Conmee calls for the Province to update the MEA with priority amendments, as outlined by AMCTO, before the summer of 2025, and commence the work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections;

AND, FURTHER, THAT this resolution be forwarded to its originator, The Corporation of the Township of Terrace Bay, to AMCTO, to the Minister of Municipal Affairs and Housing, to the Minister of Education, to the Minister of Public Business Service Delivery, to the Ministry of Finance and Conmee's local MPP.

CARRIED**RESOLUTION 2025-017**

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

WHEREAS the Ministry of Municipal Affairs and Housing is considering amendments to the Municipal Act, 2001 relating to integrity commissioners and Codes of Conduct for municipal Councils in Ontario;

AND WHEREAS the Ministry is requesting comments from municipalities relating to the changes;

BE IT RESOLVED THAT the Council for the Corporation of the Township of Conmee agrees with the position taken by the Council of The Corporation of the Town of Hawkesbury, being that:

In circumstances where there is a recommendation (from the municipality's integrity commissioner, with which the Integrity Commissioner of Ontario agrees), to remove and disqualify members of council (and certain local boards) for a period of four years for the most serious code of conduct violations, a concurring resolution from Council should be acceptable if passed with a majority of the members of Council eligible to vote on the resolution; and should not require a unanimous vote from the members of Council.

AND, FURTHER, THAT this resolution be sent to the originating municipality, The Corporation of the Town of Hawkesbury, and to the Minister of Municipal Affairs and Housing, and Conmee's local MPP.

RESOLUTION 2025-018

Moved by: Councillor Arnold

Seconded by: Councillor Halvorsen

WHEREAS municipalities rely on child welfare agencies to not only protect children and youth from abuse or neglect, but provide critical crisis intervention, early intervention, and preventative services;

AND WHEREAS the work of child welfare agencies ensures that children receive necessary care at the most crucial times;

AND WHEREAS, the lack of access to healthcare, mental health supports, poverty reduction initiatives and affordable housing takes a significant toll on families and caregivers, making the roles of child welfare agencies ever more important in filling these gaps;

AND WHEREAS, despite their important role, child welfare agencies throughout Ontario are critically underfunded, which inhibits their ability to provide effective and immediate care when required;

AND WHEREAS children in society present with complex behaviours, translating into higher intervention costs, and increases costs for, and pressure on, police and emergency service providers;

AND WHEREAS, there is an alarming increase in youth homelessness;

BE IT RESOLVED THAT the Council of The Corporation of the Township of Conmee supports and endorses the letter to the Honourable Premier Ford and the Honourable Minister of Children, Community and Social Services, written recently by Mayor Jerry Acchione of the City of Woodstock, urging the Province to prioritize and support the financial needs of child welfare agencies across Ontario;

AND, FURTHER, THAT this resolution be sent to the originating municipality, The Corporation of the City of Woodstock, to Premier Ford, Minister Parsa, and Conmee's local MPP.

11.2. Correspondence from Ontario Heritage Trust – Doors Open Ontario 2025

This correspondence was presented for information only.

11.3. Correspondence from Lisa Thompson – Minister of Rural Affairs

This correspondence was presented for information only.

11.4. Correspondence from Debbie Hoover – Hymers Fair 2025 Sponsorship and Advertisement

Council approved sponsoring Hymers by providing a ½ page of advertising and \$100 for the fair.

RESOLUTION 2025-019

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

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

CARRIED

12. UPCOMING MEETING DATES

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

A brief recess took place at 7:59 p.m.

13. CLOSED SESSION**RESOLUTION 2025-020**

Moved by: Councillor Arnold

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the time being 8:06 p.m., Council enter Closed Session under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, in order to consider Items 13.1, being the Closed Session minutes of the Council meetings held January 14, 2025; and, under the authority of paragraph 239(2)(b) of the same legislation, in order to consider Items 13.2, 13.3, and amended agenda Item 13.5 involving personal information about identifiable individuals. Item 13.4 being resolved in open session during the Clerk's report at Item 8.1.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-021

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT, the time being 9:39 p.m., Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION**RESOLUTION 2025-022**

Moved by: Councillor Arnold

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the Closed Minutes of the Special Council Meeting held on January 14, 2025, be approved; AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

15. CONFIRMING BY-LAW

1.1. By-law 2025-003

RESOLUTION 2025-023

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT By-law 2025-003 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-003, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

16. ADJOURNMENT

There being no further business to attend to, the mayor declared the meeting adjourned at 9:40 p.m.

Mayor Sheila Maxwell

Clerk Karen Paisley

Staff Payroll - Jan 17, 2025
 - Jan 31, 2025
 Council Payroll - Jan 31, 2025, 2025

	<u>Administration and</u>		
	<u>Public Works</u>	<u>Other</u>	<u>Total</u>
Wages	24,044.80	7,363.42	31,408.22
EI	549.99	139.07	689.06
CPP	1,339.22	225.08	1,564.30
RRSP	814.47		814.47
mileage	50.40	1.40	51.80
total	<u>26,798.88</u>	<u>7,728.97</u>	<u>34,527.85</u>

Township of Conmee

7.2

Payment Register

Report Date

Batch: 2025-00009 to 2025-00017 2025-02-06 2:15 PM

Bank Code: GEN - TD Operating Account

Payment #	Vendor	Amount	
7278	Bay City Contractors	308.49	
7279	Certified Laboratories	597.37	
7280	MicroAge	113.00	
7281	Minister of Finance	7,759.00	policing
7282	Nu-Steel Door Systems	335.61	
7283	Sarjeant Propane	2,354.98	
	- garage		
7284	Toodaloo Pest and Wildlife	110.74	
7285	Valley Fire Protection & Serv	2,169.60	gas detector, mask bags, helmet
7286	Kyle Foekens/BMO RRSP	134.54	RRSP
7287	Pines Hardware Inc.	644.42	bills not received from 2024
7288	Miranda Belivacqua	1,500.00	mental health first aid training
7289	Brandt	257.29	
7290	Clow Darling Ltd	16,653.38	
	- garage 1st heater unit \$7,053.46		
	- garage 2nd heater unit \$9,121.36		
7291	Kevin's Tire Service	146.84	
7292	Lakehead Region Conservation	5,147.00	2025 levy
7293	Minister of Finance (Mines)	3.80	
7294	Sarjeant Propane	2,423.50	
	- hall		
7295	Spectrum Telecom Group Ltd	56.50	
7296	Thunder Bay Dist Health Unit	20,818.00	2025 levy
7297	TBay District Municipal League	100.00	
7298	Thunder Bay DSSAB	8,367.00	
7299	Twin City Industrial	820.38	
7300	Ultramar	5,890.17	
7301	Xerox Canada Ltd	182.57	
	Subtotal	76,894.18	
123	Manulife	1,652.16	
485	TBayTel	133.33	
735	TBayTel	427.11	
	Subtotal	2,212.60	
	Total	79,106.78	

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

Date: February 11, 2025

To: Mayor and Council

Subject: Administrative Activity Report

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

RECOMMENDATION:

The Acting Clerk recommends that Council continue to have Tara Wupori act as its Alternate CEMC, despite her resignation, for the reasons outlined in the report. Administration requires Council's direction as to who will be attending the TBDML Conference March 6-7 in Thunder Bay, so that tickets can be purchased and attendance information can be passed on to TBDML.

BACKGROUND:

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

DISCUSSION:

The Thunder Bay District Municipal League Conference and tradeshow is being held Thursday, March 6 and Friday, March 7 at the Prince Arthur Waterfront Hotel in Thunder Bay. TBDML has requested a list of attendees. Entry fee is \$294.21 per person (unless the person is also a speaker, in which case, the entry fee is \$214.33).

The Clerk contacted three businesses and requested estimates for replacing the cab and chassis on the pumper fire truck. The work requested will cover the cost of replacing the cab and chassis only. The work to convert the pumper truck box to the new cab and chassis will need to be completed by another company. As of this report, the Clerk has received one estimate for the replacement of the cab and chassis. The business who has provided the cab and chassis quote had a suggestion for a company to perform the conversion work and included this business in their email when submitting their quote. The business who could do the conversion work is in the process of gathering information about the pumper truck to provide an accurate quote. The Clerk plans to contact one or two additional companies once the remaining two cab and chassis quotes are received.

The Clerk reached out to Dependable Emergency Vehicles, the company Councillor Maxwell talked to at the trade show, to inquire about a new pumper truck, and ask what stock they have currently. The website for this company also included used vehicles, so the Clerk has asked the company to list available used vehicles and as well. A cost estimate was requested for a new pumper truck and a used pumper truck.

The Deputy Clerk/Treasurer contacted Steve Lazar from Backstage Music to assess the municipal hall's sound system. Mr. Lazar attended the municipal hall and was able to balance the sound system. It was determined that the speaker that was causing problems was set at full volume, which was overloading the speaker and caused the speaker to "pop". Councillor Maxwell also attended to assist with assessing the sound system, and after Mr. Lazar finished with the hall, Councillor Maxwell asked Mr. Lazar to inspect the sound system in Council chambers. With Councillor Maxwell and the Clerk's help, Mr. Lazar sequenced the chamber's microphones in order, so Mayor Maxwell's microphone is number 1, with the sequencing proceeding in order clockwise around the table. There was no order originally. He was also able to correct the "hum" the chambers system was emitting.

The Clerk is in the process of creating a prize package for the NOMA conference in April. So far, the prize package has come under budget. In addition to the items purchased, Brule Creek Farms has offered to donate a few mixes to the prize and offered to drop them off at the municipal office.

Lori Holland had previously offered to assist with the filing cabinet purchases, however she is no longer able to do so. Administration is looking into available options. Mrs. Holland has provided the name of the vendor used for the current office furnishings.

Elections Ontario contacted the office to book the municipal hall as a polling station for the provincial election being held on Thursday February 27th. They require the hall from 7 a.m. to 11 p.m. The Elections Ontario staff will also be attending the municipal hall the night before, from 5 pm to 8 pm on Wednesday February 26th to set up the polling station.

Clow Darling attended the municipal complex on February 6th, as there was again little to no heat in the kitchen, hall, washrooms and Council Chambers. Council will recall that, at the last visit, they advised the "motherboard" needed to be replaced (which was completed). This time, the technician checked more of the system. There were filter media, which he removed (as unnecessary to the system), and he flushed all the lines. The system seems to be working.

Tax bills, newsletters and T4 slips were mailed out last week.

Budget work continues for 2025.

MicroAge Computers came to look at the Public Works Garage computer and determined it is not worth fixing. This information will be taken into account in the technology inventory and replacement policy, which is underway. The Acting Clerk has taken all of the "spare" (likely not working) computer towers to MicroAge and requested that the data on them (if any) be removed to alternate storage so that the towers can be disposed of. This is part of the ongoing inventory work. There are a total of 5 of these towers (4 were "kicking around" the office and one is from the defunct public works system).

The Deputy Clerk Treasurer is currently Conmee's "Alternate CEMC". Municipalities are not legally required to have alternate CEMC's, however, it is always a good idea. One never knows whether or not the required CEMC will be readily available in the event of an emergency declaration. Conmee Township has invested in training for Ms. Wupori for this role. She is willing to continue in the position, should Council agree. She lives locally, is trained up, and willing to continue. For these reasons, the Acting Clerk recommends that she continue to fulfill this role. Should Council disagree, an amending bylaw will be brought forward at the next

council meeting to remove her name as such from the records. In those circumstances, Council may wish to consider another person for the role.

The Deputy Clerk Treasurer advised (prior to her departure) the following:

- There is a possibility that when the welder machine was connected as an emergency backup power source at the municipal garage, there was an issue with the wiring. As a result, the emergency exits are not charging, meaning they won't activate during a power outage. This poses a significant health and safety risk and should be addressed by an electrician as soon as possible. (Administration will include this in the 2025 budget.)
- Valley Fire Protection Services has requested that if rewiring is being done, the emergency lights should be re-installed at lower heights. The current placement is not accessible to them. This request applies to the garage, community center hall, and the emergency lighting on the staircase at the municipal building leading up to the Council Chambers. (Administration will include this in the 2025 budget.)
- Council is required to have a Health and Safety representative. It cannot be a member of Council or a senior manager. The Treasurer has (reluctantly) agreed to take on this task, but would like this to be a temporary appointment, pending approaching other workers (i.e. perhaps the Assistant Facilities Manager). The Deputy Clerk Treasurer has prepared all of the instructions and required forms, etc. There is a training course required for the new representative. WHMIS training must be completed annually. The Deputy Clerk Treasurer recommended this be done early in the year.
- With respect to animal control, the Deputy Clerk Treasurer has made contact with Thunder Bay Municipal Enforcement Services regarding stray dogs and whether the bylaw enforcement officer can take them to their facility. Currently, we are unable to do this with either them or the Humane Society. (At this time, the Humane Society is not able to allow this.)

OTHER AGENCIES' REPORTS

The following reports and information have been received by other agencies. Copies are available upon request:

- NOMA forwarding correspondence sent by the Northwest Energy Task Force to other orders of government;
- NOMA advising that they are finalizing their conference agendas and are looking for speakers on "innovative municipal solutions". (The example provided was that Marathon is speaking on its "Tiny Home Project".) Innovative solutions are for housing, transportation, infrastructure, etc. Feedback is requested by February 11th if you wish to participate.
- LRCA forwarding Board meeting minutes of November 27, 2024;
- FONOM advising of the "Northern Ontario" Leaders (of the 4 provincial political parties) debate taking place February 14th, 2025 in North Bay (limited tickets available at \$130.00 each);
- Thunder Bay Veterinarian Services Committee notice of Annual General Meeting (March 20, 2025) and providing the minutes from the 2024 AGM;
- AMCTO providing a copy of its Advocacy document relating to the 2025 Provincial Election; and
- Ontario Power Generation providing new documents/updates for its Dam Safety plan.

Fire Chiefs Report

For January 2025

Presented Feb 11 2025

Chiefs hours- 83

Volunteer hours – 101

This month we responded to 3 medical calls, and one fire related call (c/o- methane) mutual aid to Kam. We have resumed our weekly training and are almost through the onboarding of 3 new members, Mike Baker, Kate Sutton, and Dave Macsemchuk. Another member may be joining us in February.

Incident reports for 2024 have been submitted to the OFM and The MTO has been billed for the MVC on Nov 22. Another bill for the vehicle fire on Nov 28 will be submitted soon.

I have attended the Zone 1 AGM meeting this month where the mutual aid coordinator was elected and is requesting a copy of each municipal E&R byelaw. I have also taken the Emergency Management 200 course from Emergency Management Ontario. This was a two day course which took place at the MNR headquarters in Thunder Bay.

The C/O detectors we have previously used are now out of service and have been replaced with a new MSA Altair 4 gas detector. This detector will be crucial when responding to c/o calls as well as any call where combustible gases may be present and/or O2 levels are minimal.

We have been awarded the Fire Protection Grant for \$8230 as well as a grant for textbooks around \$500.

All of our members are now onboarded to the new OFM learning portal and four of our members are currently enrolled in FF1 (online portion beginning in February) This is a nine day course with a minimum of 40 hrs of pre-class online learning. I do believe our current volunteers are committed to continued learning and helping us attain the minimum certifications being implicated next year.

Thank you.

Robb Day , Fire Chief - Conmee Emergency Services

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

Date: February 11, 2025

To: Mayor and Council

Subject: Council Member Liaison Positions

Submitted by: Rosalie Evans, Acting Clerk

RECOMMENDATION:

Administration Requires Council's input on draft liaison position/role terms of reference.

BACKGROUND:

Administration was requested to develop terms of reference for Council liaison positions to provide clarity for staff and Council.

There are currently 4 Council liaison positions: Administrative Liaison, Fire Services Liaison, Public Works Liaison and Facilities liaison. When Council has committees (i.e. the Social Committee, a Budget Committee, an Economic Development Committee, etc.), the Council member appointed to that committee is considered the liaison for that Committee.

DISCUSSION:

As required by the Municipal Act, Council has a Staff-Council Relations Policy (Adopted in April of 22 by Bylaw #1327), and the liaison positions for council that involve staff members must align with this policy.

Some of the relevant provisions of the policy are:

- Council Members must understand they have no individual capacity to direct Staff to perform, or not perform, functions or duties.
- Council Members are not elected to be technical experts nor to act in their professional capacities; likewise, staff are not politicians. Advice comes from staff; policy and service deliver decisions are made by Council.

One that may require amendment, given the draft provisions in this report is:

- Staff shall treat Council as a collective decision-making body. Staff shall not communicate directly with individual Council members on municipal business. Rather, they must communicate on such matters through the CAO/Clerk or upon direction of the CAO/Clerk. Information from the CAO/Clerk shall be communicated to all Council Members, not just a select few.

Suggested Terms of Reference for Committee Liaison Positions (numbers are to assist with discussion and will not necessarily be part of the final document):

1. Committee Liaisons are members of Council who are appointed to sit on Committees

composed of volunteers from the community.

2. They need not be the chair of the Committee.
3. The Committee liaison will be expected to present the Committee's minutes to the Council, and to respond to any questions that Council members may have in relationship to the minutes.
4. Where a Committee is recommending that Council take action or provide funds or other assets, the Committee liaison will provide relevant background information and respond to questions as Council debates the Committee's recommendation.
5. Committee volunteers need not attend Council meetings when the liaison is reporting to the Council on Committee activities or minutes, however, they are, of course, welcome to attend.

Suggested Terms of Reference for Staff Liaison Positions:

1. Staff Liaisons are members of Council assigned to liaise with staff (a) in the Administrative Office; (b) in the Public Works division; (c) working in facilities maintenance; and (d) working on the volunteer fire team.
2. Staff Liaisons are resources to Council relating to the staff teams they liaise with. Likewise, they are resources to staff relating to the Council.
3. The working relationship between Council Staff Liaisons and staff members must be professional and must abide by the Staff-Council Relations Policy adopted by Bylaw Number 1327.
4. Staff members may relay to their respect Staff Liaison Council member any concerns relating to the operations of their department; may relay any suggestions for efficiencies or improvements; may seek advice, or may ask relevant questions that the Staff Liaison Council member may be in a position to answer.
5. Staff Liaison Council members may meet with members of their staff teams, individually, or as a group, to provide feedback from Council or to address questions, suggestions or concerns relayed by staff as noted in #4 above.

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

Date: February 11, 2025

To: Mayor and Council

Subject: AMO Conference

Submitted by: Rosalie Evans, Acting Clerk

RECOMMENDATION:

Administration Requires Council's direction on attendees (3 are planned) for the AMO conference which runs from Sunday, August 17th through to Wednesday, August 20th, and the level of registration participation for each.

BACKGROUND:

Typically, two members of the Council as well as one member of the staff attend the annual AMO conference in August. The conference arranges relevant local excursions for any guests of members who may wish to attend (i.e. spouses). It is assumed that, should any guests attend, they would do so at their own expense.

AMO has now sent the registration package information. There are two levels of participation, called "A" and "B". Packages with "A" include the Tuesday evening social event. Packages with "B" do not. One may also purchase "day passes" which also exclude the Tuesday evening social event.

DISCUSSION:

Administration needs to know who plans to attend, and which registration packages to purchase for those attendees. The prices (shown in Attachment One) are the "early" prices (prior to March 12, 2025) for members. Registration prices after that date are higher. Registration prices for non-members are higher as well.

Should attendees wish to attend a "caucus lunch", they must choose it when registering. Caucus lunches, held on Monday, are used for networking, discussion, and to obtain information helpful for voting in AMO Board elections. While people may identify with more than one caucus, only one caucus can be chosen during registration. The list of caucuses is on Attachment One.

Further details, such as cancellation matters, receipts, timelines, etc. are available upon request.

ATTACHMENT ONE: Price List; Caucuses

Pricing:

Package	Price
Full Conference Package "A"	\$900
Full Conference Package "B"	\$835
Day Pass (per day Monday-Wednesday)	\$645
Social Pass (guests) "A"	\$140
Social Pass (guests) "B"	\$60
Students ("B" only)	\$500
Student Day Pass (per day Monday-Wednesday)	\$350

List of Caucuses:

- County (upper tier county members)
- Large Urban (populations over 100,000)
- Northern (Districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay or Timiskaming)
- Rural (populations less than 10,000 and predominantly rural OR council members from larger municipalities who represent a ward that is rural)
- Regional and Single-Tier (upper tier regional members or single-tier municipalities)

Resolutions Received from Other Municipalities:

1.	Requesting the Province to extend the “producer pay” recycling program to include organizations/sources not currently included (i.e. businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings and not-for-profit organizations such as shelters and food banks) Suggested by: NOMA
2	Supporting Canadian Sovereignty and rejecting US President’s Trump’s undermining of that sovereignty. Passed by: Town of Halton Hills
3.	Opposing U.S. Tarriffs on Canadian Goods (Two similar but slightly differently worded positions) Passed by Peterborough County & Town of Hanover

Dear Township of Conmee,

Autism Ontario is a charitable organization founded in 1973, and we are privileged to support the autism community of the Township of Conmee/Kakabeka Falls. We have more than 50 years of supporting, representing, and advocating for all autistic individuals across the province regardless of race, ethnicity, income, religion, gender identity, or sexual orientation.

Join Autism Ontario as we *Celebrate the Spectrum* this upcoming World Autism Day by purchasing a flag for our “Fly the Flag” campaign and formally proclaiming **April 2, 2025, as World Autism Day**. This is an excellent opportunity for your municipality to show support for autistic individuals across Ontario and in your communities.

You can purchase a flag through our website at
<https://celebratethespectrum.com/shop/>

What is Celebrate the Spectrum?

Celebrate the Spectrum is our campaign for World Autism Day celebrations. It is an opportunity for positive action to provide spaces of support and advocacy for our diverse communities while learning about autism, and how we can all make our communities better for autistic individuals. Our campaign theme is tie-dye, symbolizing the beautiful uniqueness and individuality of every autistic person. Celebrate the Spectrum unites families, schools, communities, businesses, government, and professionals in recognizing World Autism Day by celebrating autistic people and bringing to light the systemic barriers that must be removed to create a more supportive and inclusive Ontario.

We are always available to help with resources and ideas on how you can get involved. Let's come together and embrace our diversity, exploring endless possibilities in every pattern!

Let us know if you will be flying the flag! Register your municipality [here](#).

I can be reached via email or at the telephone number below. Thank you for your time and I look forward to connecting with you soon.

With appreciation,

Erika Luoma

Fund and Volunteer Coordinator, Mom of an Autistic Adult and resident of Northern Ontario

AutismONTARIO

autismontario.com

1179 King St. West, Suite 004 | Toronto, ON | M6K 3C5

T: 1-800-472-7789 ext. 223 | E: erika.luoma@autismontario.com

Show your support for the autistic community.

DONATE TODAY



A Proclamation on World Autism Day 2025

Whereas:

World Autism Day is recognized on April 2, 2025, in Canada. Autism Ontario is one of the largest collective voices representing the autism community, and the work we do helps all autistic individuals and families in their communities have access to meaningful support, information, and connections — not only on April 2 but every day throughout the year.

Whereas:

Autism impacts more than 135,000 individuals in Ontario, representing 1 in every 50 Canadian children and youth. It not only influences the lives of autistics but also their friends, families, and communities. It's crucial for us to raise awareness, and acceptance, provide support and promote a more inclusive society.

Whereas:

Autism is a diverse spectrum that varies widely among individuals. Each person's experience with autism can change over time. This evolving journey highlights the uniqueness of every autistic individual, emphasizing the need for understanding and support tailored to their specific needs.

Whereas:

Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of families and individuals across the province.

Whereas:

Autism Ontario is devoted to raising public awareness about autism and addressing the everyday challenges faced by individuals with autism, their families, and the professionals who work alongside them. We urge everyone to recognize and celebrate the unique differences and needs of others, fostering an inclusive environment where all individuals can participate fully in activities and discussions. Together, we can create a society that values and includes everyone.

Now Therefore:

BE IT RESOLVED that I, (insert Mayor name or designate), do hereby recognize April 2 as World Autism Day while committing to embrace awareness and acceptance today and every day throughout the year.

Dated at (municipality), Ontario this 2nd day of April 2025.

From: Charla | tbchamber

Sent: February 6, 2025 12:16 PM

Subject: Request for Action: Open letter to all Ontario provincial party leaders and local candidates: Calling for allocation of 3,000 OINP spots for Northern Ontario

Good day,

The Ontario election is underway and it's time to amplify our message to all provincial party leaders and local candidates about the urgency of the need for population growth and skilled workers in our communities.

We have drafted an open letter to all Party Leaders and Candidates and would welcome your support by taking two quick steps:

- 1. Please add your municipal or community leader name to our joint letter by completing the attached form.**

<https://forms.office.com/r/8X0JTJwAkt> The letter and all signatories will be [listed on our webpage](#) and we encourage you to link to your municipal/organization website.

- 2. Update the attached letter with your organization letterhead and contact information and send out to your local media and local candidates.**

FONOM & NOMA – please share with all your municipal contacts.

Let me know if you have any questions. Due to the short election period, we would encourage all municipalities and organizations to complete these steps by Friday, February 14th.

Thank you for your help

**Charla Robinson, ACE
President**

Thunder Bay Chamber of Commerce
34 Cumberland Street N, Suite 702
Thunder Bay, ON P7A 4L3
Ph: 807.624.2620

To register for upcoming Chamber events, visit www.tbchamber.ca
[Book a meeting time](#)

stronger business together

Stronger business together: it's the creed that drives everything we do. Our Chamber is a voluntary, Member-driven organization of individuals and businesses working together to advance the commercial, financial, and civic interests of our community. Whether we're pooling resources to offer Member learning opportunities, raising our voices together on a policy issue or facilitating connections between members of our business community, we know that businesses that work together are stronger.

The information contained in this email message may be privileged, confidential & protected from disclosure. If you are not the intended recipient, any review, dissemination, distribution or copying is strictly prohibited. If you received this message in error, please notify the sender & delete the message & any attachments.

My apologies all as it seems I was not as clear as I meant to be in my first email.

Step 1 is for all municipalities AND organizations who wish to have their name on the joint letter.

Step 2 is meant to be the Mayor's of each community (or where media is shared perhaps work with all municipalities in the area) sending the direct open letter to their media outlets and election candidates.

Please let me know if you have any questions....thanks again for your help.

Charla Robinson, ACE
President
Ph: 807.624.2620
Thunder Bay Chamber of Commerce

[Book a meeting time](#)

The information contained in this email message may be privileged, confidential & protected from disclosure. If you are not the intended recipient, any review, dissemination, distribution or copying is strictly prohibited. If you received this message in error, please notify the sender & delete the message & any attachments.

Open letter to local candidates from all Ontario Political Parties and their Leaders

Labour shortages continue to be felt across Northern Ontario where population growth is limited and unemployment rates are significantly lower than the provincial average. In the last five years, the federal Rural and Northern Immigration Pilot brought over 4,000 newcomers to Northern Ontario, however Ontario's provincial program brought less than 800 people to our communities.

As Mayor of _____ I call on you to commit to supporting a set aside within the Ontario Immigrant Nominee Program of 3,000 spots annually for Northern Ontario. Our communities have jobs that are going unfilled. We can respond more quickly to increased service and housing demands than bigger cities in the south. We can help Ontario ease the housing crisis and grow the provincial economy.

This change involves no new program spending. The staff are there, in place, working right now to process applications for the GTA. All we ask is that they spend their time working on behalf of the communities in the province that need their help more than the GTA does. In 2023 over 200,000 people came to Ontario. Almost all of them settled in and around the GTA.

The federal government has taken clear, meaningful steps to break this big city monopoly on newcomers. Their efforts are paying off. We are asking the province to get on board and spread the positive impact of newcomers into rural and northern regions as well. We are ready and able to welcome these newcomers. To help them live, work, and raise a family successfully as our neighbours and to ease the burden on our municipal colleagues to the south. A true win-win-win.



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

Our File No.: SSB-30

February 6, 2025

Karen Paisley, Clerk/Treasurer
Township of Conmee
19 Holland Road W.
RR#1
Kakabeka Falls ON P0T 1W0
conmee@conmee.com

Dear Karen Paisley:

RE: The District of Thunder Bay Social Services Administration Board (TBDSSAB) is seeking interested candidates to apply for our Homelessness Prevention Program (HPP) Advisory Table

As a service system manager, TBDSSAB may use HPP funding to address local priorities and better meet the needs of individuals and families who are homeless or at risk of becoming homeless. HPP provides flexibility to use the funding for any of the four broad service categories as well as for capital investments for Supportive and Transitional housing projects. The four broad service categories include:

- Community Outreach and Support Services
- Emergency Shelter Solutions
- Housing Assistance
- Supportive Housing

The purpose of the TBDSSAB HPP Advisory Table is to review current HPP programs and funding commitments, and to identify new opportunities for consideration to assist TBDSSAB in meeting its strategic priorities to broaden engagement and participation of our rural and urban partners and stakeholders.

Members serve for a two-year term (January 2025 – December 2027). Please see the attached HPP Advisory Table - Terms of Reference for more detailed information.

Interested candidates are invited to submit a one-page summary of qualifications and interest in the fields of Homelessness Prevention, Community Housing, Supportive/Transitional Housing, and HPP guidelines by email, fax or mail to:

231 May Street South, Thunder Bay, ON P7E 1B5
TF: 1.877.281.2958 | T: 807.766.2103 | F: 807.345.6146 | www.tbdssab.ca



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

Office of the Chief Executive Officer
231 May Street South
Thunder Bay, ON P7E 1B5
Fax: 807.345.6146
Email: EA.Inbox@tbdssab.ca

Application deadline for submission is 4:00 pm on **February 28, 2025**.

Sincerely,

Ken Ranta
Chief Executive Officer

KR/gf

Enclosure: BRD-01:97 Terms of Reference - HPP Advisory Table

Copy to: Crystal Simeoni, Director, Integrated Social Services Division



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

Our File No.: SSB-30

February 6, 2025

Karen Paisley, Clerk/Treasurer
Township of Conmee
19 Holland Road W.
RR#1
Kakabeka Falls ON P0T 1W0
conmee@conmee.com

Dear Karen Paisley:

RE: The District of Thunder Bay Social Services Administration Board (TBDSSAB) is seeking interested candidates to apply for our Child Care and Early Years' (CCEY) Advisory Table

As a service system manager for child care and early years programming, TBDSSAB must maintain in-depth knowledge about the community's needs, plan and manage the system, identify and address service gaps, and support service coordination.

The purpose of the TBDSSAB Child Care and Early Years' Advisory Table is to review the Child Care and Early Years' Service System Plan. The Service System Plan will support the design and improvement of a child care and early years' service system based on the needs, strengths, priorities, and desired outcomes of the community.

The Child Care and Early Years Advisory Table would support the continued engagement of community partners, stakeholders, and service system users, in the development of an on-going service system plan. Please see the Child Care & Early Years Advisory Table - Terms of Reference (attached) for more detailed information.

Interested candidates are invited to submit a one-page summary of qualifications and interest in the fields of child care and early years programming and services by email, fax or mail to:

Office of the Chief Executive Officer
231 May Street South
Thunder Bay, ON P7E 1B5
Fax: 807.345.6146
Email: EA.Inbox@tbdssab.ca



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

Application deadline for submission is 4:00 pm on **February 28, 2025**.

Sincerely,

Ken Ranta
Chief Executive Officer

KR/gf

Enclosure: BRD-01:97 Terms of Reference - CCEY Advisory Table

Copy to: Crystal Simeoni, Director, Integrated Social Services Division