

**MINUTES - REGULAR COUNCIL MEETING**

Tuesday June 9<sup>th</sup>, 2026 – 6:00 pm

PRESENT Mayor Sheila Maxwell  
Councillor David Maxwell  
Councillor Grant Arnold

PRESENT VIRTUALLY Councillor David Halvorsen

REGRETS Councillor Chris Kresack

ALSO PRESENT Karen Paisley, Clerk  
Leanne Maxwell, Treasurer  
Robb Day, Fire Chief

**1. CALL TO ORDER**

Mayor Maxwell called the meeting to order at 6:02 p.m.

**2. APPROVAL OF AGENDA**

Council added item 9.2 – Briggs Pit Excess Soil Matter

**RESOLUTION 2026–117**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Arnold**

BE IT RESOLVED THAT the agenda for the regular council meeting of June 9, 2026, be approved as amended.

**CARRIED**

**3. DECLARATIONS OF PECUNIARY INTEREST**

None declared.

**4. TOWN HALL SEGMENT**

No members of the public were present.

**5. DEPUTATIONS**

None scheduled for this meeting.

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

6.1 Minutes – Regular Council Meeting – May 26<sup>th</sup>, 2026

Council reviewed the minutes of the May 26<sup>th</sup>, 2026 Regular Council Meeting. No amendments were requested.

**RESOLUTION 2026–118**

**Moved by: Councillor Halvorsen**

**Seconded by: Councillor Arnold**

BE IT RESOLVED THAT the minutes for the open session of the regular council meeting of May 26<sup>th</sup>, 2026, be approved as circulated.

**CARRIED**

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## 7. DISBURSEMENT LIST

### 7.1. Payroll Report

Council reviewed the payroll report. There were no questions for the Treasurer.

### 7.2. Payment Register

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

## **RESOLUTION 2026-119**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments and cheque numbers 7862 to 7890 totalling \$76,872.85.

**CARRIED**

## 8. REPORTS FROM MUNICIPAL OFFICERS

### 8.1. Clerk's Report

Council reviewed the Clerk's Report. The Clerk provided updates on the recent playground inspection, noting that play structures were found to be in good condition with only minor maintenance-related items identified. Public Works has addressed clearance concerns and will complete required surfacing maintenance using existing resources.

Recruitment for summer student positions has closed and interviews are being scheduled.

Council was advised of correspondence from the Ministry of Transportation regarding follow-up on highway operations and signage, and that Administration has reiterated concerns regarding intersection safety, traffic volumes, and emergency access.

Council was further advised of developments regarding the Briggs Pit excess soil matter, including direction from the Ministry of the Environment, Conservation and Parks that the material must be relocated to an approved landfill, with confirmatory sampling required. Staff are working with the Township's environmental consultant to determine next steps.

The Clerk also reported on a quotation approved for network improvements at the municipal office in the amount of \$1,602.06 including HST and provided an update on the upcoming FireSmart Family Readiness Fair scheduled for June 20, 2026.

Council discussed aspects of the report, including playground surfacing and event promotion. No further direction was provided.

### 8.2. Treasurer's Report

Council reviewed the Treasurer's Report. The Treasurer provided an update regarding the transition to a new cemetery management software system to improve usability and record-keeping. Data migration is underway, and mapping options are being explored.

Council was also advised of funding opportunities, including a community partnership grant application being considered for fire department equipment. The Treasurer responded to questions regarding software changes and audit considerations. No further direction was provided.

### 8.3. Public Works Report

There was no report from the Public Works Manager.

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8.4. Fire Chief's Report

Council reviewed the Fire Chief's Report as provided in the agenda package. Discussion included ongoing training initiatives and certification requirements for volunteer firefighters. The Fire Chief joined the meeting later in the evening and provided additional input during discussion under New Business. No formal direction was provided.

8.5. Council Member Reports

Mayor Maxwell reported on attendance at the Emergency Management Program Committee meeting held May 27, 2026, participation in Deputy Clerk/Treasurer interviews, and recent observations at the municipal landfill regarding improper disposal of materials.

Councillor Arnold reported on participation in regional and external meetings, including a Conservation Ontario briefing and upcoming Thunder Bay District Health Unit meetings, and noted attendance at future AMO training sessions.

Councillor Maxwell reported on attendance at the Emergency Management Program Committee meeting, upcoming Public Works interviews, and concerns related to landfill operations and enforcement.

Councillor Halvorsen had no updates to report.

8.6. Other Agencies' Reports

Council reviewed correspondence and reports received from other agencies as listed in the Clerk's Report.

**RESOLUTION 2026-120**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8 of this evening's agenda, AND THAT Administration is authorized to proceed in accordance with Council's directions and decisions resulting from the consideration of those reports.

**CARRIED**

Chief Day joined the meeting at 6:50 p.m.

**9. NEW BUSINESS**

9.1 Open Air Burning and Fireworks Bylaw

Council reviewed the draft Open Air Burning and Fireworks By-law. Discussion focused on the proposed set fine amounts, enforcement approach, and the importance of education and deterrence. The Fire Chief advised that fines are consistent with comparable municipalities and would be applied at the discretion of enforcement officials, with warnings typically issued first. One member of Council expressed concern regarding the level of fines; however, Council generally supported proceeding with the by-law as presented.

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**RESOLUTION 2026-121**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT Council approve, in principle, the Open Air Burning and Fireworks By-law as presented and direct the Clerk to bring the by-law forward for ratification at a future meeting.

**CARRIED**

**9.2 Briggs Pit Excess Soil Matter**

Council received additional information regarding the Briggs Pit excess soil matter. The Clerk advised that the environmental consultant has identified the need for further soil characterization to determine appropriate disposal or reuse options.

The Ministry of the Environment, Conservation and Parks has granted an extension to June 22, 2026, for submission of a draft action plan. Council discussed potential financial and operational implications and authorized Administration to proceed with the next steps as outlined.

**10. BY-LAWS**

**10.1 By-law 2026-020 – Emergency Management Program and Emergency Response Plan**

Council reviewed the Emergency Response Plan (2026), which has been approved by the Emergency Management Program Committee and brought forward for annual adoption in accordance with legislative requirements. No concerns were raised.

**RESOLUTION 2026-122**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Arnold**

BE IT RESOLVED THAT By-law No. 2026-020, being a by-law to adopt the Emergency Response Plan and Emergency Management Program, be hereby passed.

**CARRIED**

**11. CORRESPONDENCE**

Council reviewed correspondence from several municipalities. By consensus, Council supported all items and directed the Clerk to issue letters of support.

**12. UPCOMING MEETING DATES**

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

Fire Chief left the meeting at 7:22 p.m.

Council added item 13.3 – Section 239 of the Municipal Act, 2001, S.O. 2001, c. 25 under paragraph 239(2)(b) to consider an item involving personal matters about identifiable individuals.

Treasurer left the meeting at 7:23 p.m.

Council recessed at 7:23 p.m.

Council resumed at 7:30 p.m.

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**13. CLOSED SESSION**

**RESOLUTION 2026-123**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT, at 7:30 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 Council meeting held May 26<sup>th</sup>, 2026 under the same authority as the original meeting; Item 13.2, to consider Deputy Clerk/Treasurer Intern recruitment under Section 239(2)(b), being personal matters about identifiable individuals of the same legislation; and to consider Items 13.3 involving personal matters about identifiable individuals under section 239(2)(b) of the same legislation.

**CARRIED**

During closed session, the following procedural resolution was passed:

**RESOLUTION 2026-124**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT, the time being 8:16 p.m., Council rise from closed session and report in open session.

**CARRIED**

Open session resumed.

**14. REPORT FROM CLOSED SESSION**

**RESOLUTION 2026-125**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Halvorsen**

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on May 26<sup>th</sup>, 2026, be approved; AND THAT Administration be authorized to proceed as directed during Closed Session.

**CARRIED**

**15. CONFIRMING BY-LAW**

By-law 2026-021

**RESOLUTION 2026-126**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Halvorsen**

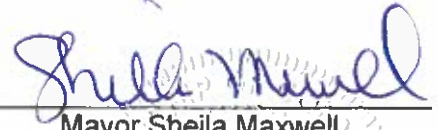
BE IT RESOLVED THAT By-law 2026-021 be passed; AND THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2026-021, being a By-law to confirm the proceedings of this evening's meeting.

**CARRIED**

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**16. ADJOURNMENT**

There being no further business to conduct, the Mayor declared the meeting adjourned at 8:20 p.m.



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Mayor Sheila Maxwell



Handwritten signature of Karen Paisley in blue ink, written over a horizontal line.

Clerk Karen Paisley