

MINUTES - REGULAR COUNCIL MEETING
Tuesday December 16, 2025 – 6:00 pm

PRESENT Mayor Sheila Maxwell
Councillor Chris Kresack
Councillor David Maxwell

PRESENT VIRTUALLY Councillor Grant Arnold

REGRETS Councillor David Halvorsen

ALSO PRESENT Karen Paisley, Clerk
Robb Day, Fire Chief

PRESENT VIRTUALLY Olabisi Akinsanya-Hutka, HR Assistant

1. **CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

RESOLUTION 2025–239

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the agenda for the regular council meeting of December 16th, 2025, be approved as circulated.

CARRIED

3. **DECLARATIONS OF PECUNIARY INTEREST**

No declarations were made.

4. **TOWN HALL SEGMENT**

No members of the public had registered to speak.

5. **DEPUTATIONS**

No deputations were scheduled for this evening's meeting.

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

6.1 **Minutes – Regular Council Meeting – December 8th, 2025**

Council present reviewed the minutes of the December 8th, 2025, Regular Council Meeting. No amendments were requested.

RESOLUTION 2025 - 240

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT the minutes for the open session of the regular council meeting of December 8th, 2025, be approved as circulated.

CARRIED

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7. DISBURSEMENT LIST

7.1. Payroll Report

None scheduled for this meeting.

7.2. Payment Register

Council reviewed the payment register, including electronic bank payments and cheque disbursements. There were no questions for staff.

RESOLUTION 2025-241

Moved by: Councillor Halvorsen

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, cheque numbers 7668 to 7690, totalling \$45,755.99.

HR Assistant joined the meeting at 6:09 pm

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk reported that the Emergency Management tabletop exercise was held on December 9, 2025, focusing on a wildfire evacuation scenario. The exercise provided operational feedback to support continuous improvement of the Township's emergency response capabilities and forms part of the Township's Emergency Management Program compliance for 2025. Council was advised that the Emergency Management Committee has reviewed and approved the current Emergency Management Plan in preparation for the 2026 compliance cycle, and that any proposed updates arising from further review will be brought forward for Council consideration in the new year.

The Clerk further advised that comments and edits were received from the Township's solicitor regarding the Fire Department enabling by-law. Administration will incorporate the recommended revisions and present an updated draft to Council at a future meeting. With respect to grants, applications to the EASE Grant and the FireSmart Community Implementation Grant were unsuccessful due to the competitive nature of the programs. Administration will review feedback received and explore alternative funding opportunities in 2026.

The Clerk also informed Council that, following discussion at the most recent Lakehead Rural Municipal Coalition meeting, it was agreed that the Township of Oliver Paipoonge will host a multi-municipality meeting of mayors, clerks, and fire chiefs to discuss fire services. Oliver Paipoonge has confirmed the use of Rosslyn Hall, and the meeting is tentatively scheduled for February 17, 2026, with the start time to be finalized through the Coalition.

8.2. Treasurer's Report

There was no report for this meeting.

8.3. Public Works Report

There was no report for this meeting.

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8.4. Fire Chief's Report

The Fire Chief provided an update on departmental operations for November and December, advising that the Fire Department responded to four medical calls during the reporting period. Ongoing training continues, and the Fire Chief indicated that a 2026 training schedule will be developed following receipt of his work schedule. Council was advised of the Fire Chief's participation in a Thunder Bay Zone meeting where training requirements, upcoming training opportunities, and public education initiatives were discussed.

The Fire Chief reported on the current training and certification status of department members, noting progress toward meeting and maintaining minimum mandatory training requirements. Updates were provided regarding driver training capacity, equipment maintenance considerations, and limitations related to winter water supply for fire suppression. Council was advised that the Fire Department may require continued reliance on neighbouring municipalities for water shuttling during the winter months. General equipment and fleet planning considerations were noted for future review.

Council members acknowledged the report and expressed appreciation for the Fire Chief's leadership and the continued efforts of the Fire Department.

The Fire Chief left the meeting at 6:40 pm.

8.5. Council Member Reports

Mayor Maxwell reported on Council and community activities undertaken since the previous meeting. These included participation in the Council meeting rescheduled to December 8, 2025, which included a session with the financial auditor, and attendance at the Emergency Management tabletop exercise held on December 9, 2025. The Mayor also reported attending meetings and receptions with regional and municipal partners and highlighted ongoing inter-municipal discussions regarding transportation and infrastructure matters. The Mayor advised Council of recent and upcoming community and seasonal activities and extended holiday greetings to residents.

Councillor Arnold reported attending the Emergency Management tabletop exercise held on December 9, 2025, as well as participation in regional board and committee meetings since the previous Council meeting. These included conservation authority meetings, committee meetings with the Thunder Bay District Health Unit, and related governance activities. Councillor Arnold advised Council of upcoming meetings scheduled for late December and January and conveyed holiday greetings. Councillor Arnold also advised Council that, due to personal circumstances, he would be unable to attend an upcoming conference in January, allowing Council to consider alternate representation.

Councillor Maxwell reported attending the Council meeting on December 8, 2025, the Emergency Management tabletop exercise on December 9, 2025, and a virtual workshop earlier in December. Councillor Maxwell also advised Council of attendance at a regional conservation authority reception and other community events, noting opportunities for municipal networking and information sharing. Additional updates included observations related to seasonal operations and upcoming reporting matters.

Councillor Kresack reported on activities related to the Rural Conmee Food Bank, including recent food drives, coordination with volunteers, and engagement with partner organizations

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and schools. Updates were provided regarding garbage and recycling management at municipal facilities, including recent efforts to address capacity and operational concerns. Councillor Kresack also reported on a site visit to the landfill to address an equipment issue, which has since been resolved. Councillor Kresack advised that the next Rural Conmee Food Bank board meeting is scheduled for January 14, 2026, with an executive meeting to follow on January 16, 2026.

8.6. Other Agencies' Reports

Council reviewed reports, correspondence, and informational materials received from external agencies, boards, and partner organizations, as included in the agenda. The materials were provided primarily for information, including notices of upcoming workshops and meetings. No specific direction was given beyond receiving the reports.

RESOLUTION 2025-242

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 Renewal of Municipal Insurance Policy – 2026 Term

Council reviewed the municipal insurance renewal proposal for the 2026 policy term as presented by Westland Insurance. The Clerk advised that the renewal reflects an approximate 4.6% increase, consistent with market conditions and inflation, and that coverage terms remain substantially unchanged.

Council also considered the proposed renewal of the Township's cyber insurance policy, which provides coverage for cyber incidents, ransomware, privacy breaches, cybercrime, and business interruption. Council indicated consensus support to proceed with both renewals as presented.

9.2 SASI Water – Water Supply Options for Rink Flooding

Council discussed challenges related to water supply for rink flooding, including limitations currently affecting the use of existing well infrastructure and options for supplemental water supply. Direction was provided to proceed with testing available well capacity using existing infrastructure and to utilize water hauling as required to establish a base ice surface for the current season.

Council further directed that the matter be monitored throughout the winter and that Administration bring forward further information and options for long-term resolution in advance of the 2026 rink season.

9.3 LRPB Official Plan for Gorham, Ware, and Dawson Road Lots – Request for Comments

Council considered the request from the Lakehead Rural Planning Board for municipal comments on the draft Official Plan applicable to the Gorham, Ware, and Dawson Road lots. Council noted the comment deadline of February 2, 2026, and directed Administration to bring the matter back to the January 27, 2026 Council meeting to allow sufficient time for review and consideration.

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9.4 Request for Additional Keys for the Rural Food Bank

Council considered a request for additional keys for the Rural Conmee Food Bank to support operational and volunteer needs. Council supported issuing additional keys, subject to confirmation of recipients and updating of key control records by Administration. All keys are to be issued through the Clerk's office and tracked in accordance with Township procedures.

10. BY-LAWS

There were no by-laws scheduled for consideration at this meeting.

11. CORRESPONDENCE

11.1-1 City of Brantford – Schedule Professional Activity Days on Municipal Election Days. Council reviewed correspondence from the City of Brantford regarding the scheduling of professional activity days on municipal election days. The correspondence was received for information, and no action was taken.

12. UPCOMING MEETING DATES

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

13. CLOSED SESSION

RESOLUTION 2025-243

Moved by: Councillor Maxwell

Seconded by: Councillor Kresack

BE IT RESOLVED THAT, at 7:53 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 December 8th, 2025, under the same authority as the original meeting; Item 13.2, involving a proposed or pending acquisition or disposition of land by the municipality and advice that is subject to solicitor-client privilege, under paragraphs 239(2)(c) and 239(2)(f); Item 13.3, involving personal matters about identifiable individuals and labour relations or employee negotiations, under paragraphs 239(2)(b) and 239(2)(d); and Item 13.4, which contain confidential commercial and financial information supplied in confidence, under paragraph 239(2)(i).

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-244

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT, the time being 8:00 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

Handwritten initials: TP SM

14. REPORT FROM CLOSED SESSION

RESOLUTION 2025- 245

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on December 8th, 2025, be approved; AND FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED

RESOLUTION 2025- 246

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council authorize the Township's solicitor to liaise with Ontario Power Generation's legal representative respecting a property matter, including the processing of required land registry actions related to PIN 2302-0327;
AND FURTHER THAT any associated costs be funded from the Township's legal and administrative budget.

CARRIED

15. CONFIRMING BY-LAW

By-law 2025-039

RESOLUTION 2025-247

Moved by: Councillor Maxwell

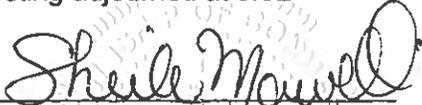
Seconded by: Councillor Kresack

BE IT RESOLVED THAT By-law 2025-039 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. 2025-039, 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 8:02 pm.



Mayor Sheila Maxwell



Clerk Karen Paisley