

## MINUTES - REGULAR COUNCIL MEETING

Tuesday, January 14<sup>th</sup>, 2025 – 6:00 pm



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

**ALSO PRESENT:** Karen Paisley, Clerk  
Rosalie Evans, Acting Clerk  
Leanne Maxwell, Treasurer  
Leonard Arps, Public Works Manager  
Shawn Koza, Consultant, Northern Peak HR  
Mark Kukkee, Resident and Former Volunteer Firefighter  
Paul Fedick, Resident

**PRESENT VIRTUALLY:** Olabisi Akinsanya-Hutka, Human Resources 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.

### 2. APPROVAL OF AGENDA

#### **RESOLUTION 2025 - 001**

**Moved by:** Councillor Maxwell

**Seconded by:** Councillor Arnold

BE IT RESOLVED THAT the agenda for the regular council meeting of January 14<sup>th</sup>, 2025, be amended as follows:

- a) To ensure that the Public Works Manager is not required to remain longer than necessary, it is proposed that item 8.4 - Public Works Report, be presented to Council immediately following the Town Hall Segment.
- b) To ensure that the Resident providing his deputation is not required to remain longer than necessary, it is proposed that item 13.1, Deputation Request from Constituents be presented to Council immediately following the Public Works Manager's report.
- c) To ensure that the HR Consultant is not required to remain longer than necessary, it is proposed that item 13.6 Deputation from HR Consultant Shawn Koza be presented to Council immediately following the Resident's Deputation.

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

**CARRIED**

### 3. DECLARATIONS OF PECUNIARY INTEREST

No declarations were made.

### 4. TOWN HALL SEGMENT

Mayor Sheila Maxwell called former Volunteer Firefighter Mark Kukkee forward to present Mr. Kukkee with the Governor General Award, Fire Services Exemplary Service Medal, for 20 years of loyal and exemplary service to public safety in Canada. Mayor Maxwell reported to Council that she had spoken with former Fire Chief Jason Fleck about Mr. Kukkee's career with the Conmee Volunteer Fire Department. Mr. Kukkee began working for the department in 2001. Mayor Maxwell noted that the former fire chief had only positive remarks about Mr. Kukkee, emphasizing that he was a valued member of the department.

Mr. Kukkee left the meeting at 6:15 p.m.

The agenda having been amended to move Item 8.4 forward, the Public Works Manager presented his report.

*Handwritten initials: RK and SM*

#### **8.4 PUBLIC WORKS REPORT**

The Public Works Manager advised that Public Works has enough road sand for this year, next year and possibly the following year. Public Works installed tire chains on the grader. Public Works Manager advised Clow Darling installed two new furnaces, the old furnaces were installed in 2006.

The Public Works Manager inspected the issue with the walkway in front of the Food Bank door and advised a frost heave was impeding the door from closing properly. In the spring, he would like to repair the area by adding 6 inches of Styrofoam below a layer of concrete and self-levelling concrete in front of the door. He advised this may fix the problem.

The Public Works Manager reported he noted the grader lights were dim while the Machine Operator was operating the grader. To fix this problem he purchased a 12 inch LED bar at a cost of \$221 and installed this light on the grader. Road clearing was discussed with Council. Public Works Manager advised Council they could call him if they felt he should be on the road earlier. It was acknowledged that it's his call when Public Works should start clearing. Public Works Manager advised that he and the Machine Operator rotate routes when clearing so that both the Public Works Manager and Machine Operator are familiar with all routes.

Council raised an issue with the rink flooding. There is a concern that access to the water was not secure as a lock was noted hanging and unlocked from the access panel. There is concern that the wells are being run down during flooding by volunteers, which is causing issues with the municipal office water system. Public Works Manager advised he would check the panel and ensure the panel is locked. He advised there is a switch in the panel that when switched up provides water to the rink, and switched down is the tank for the municipal office. If the switch was left on "rink" it could cause a problem. There is a float system for both wells and they have separate floats.

Council discussed the fire hall snow clearing with the Public Works Manager. Council advised the fire hall looks good. Public Works Manager advised there was no shovel available at the door and he had to return with a shovel later.

Council advised he can access the fire hall with a known code to access a shovel. Councillor Maxwell and Councillor Arnold both advised the road clearing looks good.

Public Works Manager left at 6:33 pm after completing his report.

The agenda having been amended to move Item 13 (Closed Session) forward, the following resolution was passed:

##### **RESOLUTION 2025-002**

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT the time being 6:34 p.m., Council resolve into 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 13.2 and 13.3, being the Closed Session minutes of the Council meetings held December 14th, 2024 and December 17th, 2024; and, under the authority of paragraph 239(2)(b) of the same legislation, in order to consider Items 13.1 and 13.4, involving personal information about identifiable individuals; and under the authority of paragraph 239(2)(d) of the same legislation, in order to consider Item 13.4 involving labour relations and employee negotiations.

**CARRIED**

Mr. Koza left Council Chambers at 6:33 p.m. to accommodate Mr. Fedick's privacy during his deputation.

Mr. Fedick left the meeting at 7:00 p.m.

Mr. Koza was then invited to re-join the meeting. The balance of the Closed Session agenda was conducted.

During Closed Session, the following resolution was passed:

##### **RESOLUTION 2025-003**

Moved by: Councillor Kresack

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT, the time being 8:25 p.m., Council rise from closed session and report in open session.

**CARRIED**

Ms. Olabisi Akinsanya-Hutka left the meeting (virtually) and Mr. Koza left the Council Chambers at 8:26 p.m.

Open session resumed.



## 5. DEPUTATIONS

Peter Hart from Sustain Energy, "SmartSence" was invited but did not attend.

## 6. MINUTES OF PREVIOUS MEETING(S)

### 6.1. Minutes – Special Council Meeting – December 14<sup>th</sup>, 2024

Members present reviewed the minutes. No errors or omissions were noted.

### 6.2. Minutes – Regular Council Meeting – December 17<sup>th</sup>, 2024

Members present reviewed the minutes. Councillor Arnold requested the minutes from the Regular Council Meeting on December 17<sup>th</sup>, 2024 be amended to show Councillor Halvorsen was "absent" from the meeting, instead of being listed under "regrets". Members present concurred.

#### **RESOLUTION 2025-004**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the minutes for the open session of the special council meeting of December 14, 2024, be approved, as circulated and the minutes for the open session of the regular council meeting of December 17<sup>th</sup>, 2024 be approved as amended.

**CARRIED**

## 7. DISBURSEMENT LIST

### 7.1. Payroll Report

### 7.2. Payment Register

The Treasurer responded to questions from members present.

#### **RESOLUTION 2025-005**

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, check numbers 7233 to 7249, and payroll totalling \$64,015.81.

**CARRIED**

## 8. REPORTS FROM MUNICIPAL OFFICERS

### 8.1. Clerk's Report

The Clerk and the Acting Clerk reviewed their report with members present and responded to questions.

### 8.2. Treasurer's Report

No report was presented at this meeting.

### 8.3. Deputy Clerk-Treasurer's Report

No report was presented at this meeting.

### 8.4. Public Works Report

In accordance with resolution 2025-001, the Public Works Manager had presented his report earlier in the meeting.

### 8.5. Fire Chief's Report

No report was presented at this meeting.

### 8.6. Council Member Reports

Mayor Maxwell reported she attended the municipal building to clean the kitchen. She noted that the dishwasher was left with food and water, becoming quite stagnant. The dishwasher is intended solely for



sanitizing and cannot be used as a regular dishwasher. Dishes from an event in September were not put away, and Mayor Maxwell took care of this as well. She also cleaned the washrooms.

During an event dinner, she demonstrated to the Assistant Facilities Manager how to operate the stove and dishwasher. Mayor Maxwell suggested creating an "event list" to outline the duties required for facilities employees during events hosted in the community hall. While there are other duty checklists, none specifically cover events. She also proposed creating a form for ordering cleaning products and other necessary items for the facilities, specifying the proper items and vendors to be used.

Mayor Maxwell mentioned she was unable to alter events in the Facilities Calendar. The Clerk was requested to review permissions and correct any access errors.

Mayor Maxwell informed the Council that the community hall floors are not being cleaned properly due to salt being tracked into the building. In 2021, the previous Facilities Manager hired an outside company to clean the hall floors at a cost of approximately \$600. She asked the Clerk to find out which company was used for potential re-use this spring.

Mayor Maxwell noted that there is a tote box of cloth napkins on top of the freezer in the storage area of the community hall that needs to be cleaned and folded. She offered to be the liaison for the Facilities Department, and Council agreed, recognizing her experience with Facilities Operations.

Mayor Maxwell announced that she will be hosting a social committee meeting on Wednesday, January 5th, and hopes residents will attend.

Councillor Arnold reported that he attended the Thunder Bay District Health Unit meeting. Board members from various communities were in attendance, and they enjoyed a supper together. Councillor Arnold noted that funding for the Public Health Unit is not forthcoming from the provincial government. There is a 5% levy for this year and a 10% levy for next year from the Health Unit to the Municipality. The Thunder Bay District Social Services Administration Board has a 6.5% levy, and the Lakehead Regional Conservation Authority has a 3.1% levy toward the Municipality.

Councillor Arnold will be attending a meeting on Wednesday, January 15th, with the Thunder Bay District Health Unit for the election of the Board of Directors.

Councillor Maxwell reported that he attended a Thunder Bay District Municipal League Meeting on the 18<sup>th</sup> of December, 2024. Councillor Maxwell has now installed HDMI extenders in the hall, and it is now wireless from the podium to the connector. He would like to look into new speakers for the Hall, as the present speakers are not functioning properly. He estimated the cost for these speakers to be \$1000. He advised the wireless microphones do not work and cost to replace them will be about \$200. Currently, they only produce a popping sound. Councillor Maxwell would like a stand-alone Microsoft Office software platform installed on the hall computer for PowerPoint presentations. He estimates the cost for this software to be \$68.

Councillor Kresack was to attend a scheduled meeting for the Food Bank in January but it was cancelled. He forwarded the request for a meeting and tour from the Thunder Bay Food Strategy delegation to the Food Bank. The next meeting for the Food Bank is scheduled for the second Wednesday in February.

#### 8.7. Other Agencies' Reports

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

#### **RESOLUTION 2025-006**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Arnold**

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

**CARRIED**

### **9. NEW BUSINESS**

#### 9.1. Hiring Policy

The Acting Clerk submitted a draft hiring policy for approval. It was noted that department managers retain their authority to hire part-time staff. Council requested that the policy be amended to include a provision requiring Council Liaisons to be notified when part-time staff are hired.

*KP SM*

**RESOLUTION 2025-007**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Kresack**

BE IT RESOLVED THAT Council approve the hiring policy, as amended.

**CARRIED**

9.2. Thunder Bay Food Strategy - Survey

The Acting Clerk advised that the Thunder Bay Food Strategy Community Survey requires one response from each Township. The Council reviewed the answers and requested that the response to question #7 be "No".

**RESOLUTION 2025-008**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Kresack**

BE IT RESOLVED THAT the Food Strategy Survey be approved as amended;

AND, FURTHER, THAT Administration is directed to submit the survey responses to the Thunder Bay Food Strategy by Administration.

**CARRIED**

**10. BY-LAWS**

10.1. Bylaw 2025-001 – Fees and Charges

**RESOLUTION 2025-009**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Kresack**

BE IT RESOLVED THAT By-law 2025-001 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. 2025-001, being a by-law to set Fees and Charges for Certain Municipal Services.

**CARRIED**

**11. CORRESPONDENCE**

11.1. List of Resolution Support Requests from other Municipalities

The Acting Clerk reviewed the list with members present. Council declined to endorse any of the resolutions.

11.2. Schooley Mitchell follow-up of presentation to NOMA

This correspondence was presented for information only.

11.3. NOMA re 2025 Conference held in Thunder Bay April 23 to 25 and SNOED course

Council directed the Clerk provide a gift basket to NOMA valued at \$75, in support of the conference in April. Local merchants should be approached to donate. This donation must be received by April 16, 2025.

11.4. Ministry of Infrastructure re Municipal Obligation for Provincial Broadband Expansion

This correspondence was presented for information only.

11.5. Thunder Bay District Municipal League Conference held in Thunder Bay March 6 and 7

Council directed the Clerk to provide \$100 in sponsorship to the TBDML Conference.



**RESOLUTION 2025-010**

**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.

**13. CLOSED SESSION**

In accordance with Resolution 2025-002, Closed Session had been conducted and concluded earlier in the meeting.

**14. REPORT FROM CLOSED SESSION**

**RESOLUTION 2025-011**

**Moved by: Councillor Arnold**

**Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT the Closed Minutes of the Special Council Meeting held on December 14<sup>th</sup>, 2024 be approved, and the Closed Minutes of the Regular Council Meeting held on December 17, 2024 be approved as amended;

AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

**CARRIED**

**15. CONFIRMING BY-LAW**

**15.1. By-law 2025-002**

**RESOLUTION 2025-01**

**Moved by: Councillor Maxwell**

**Seconded by: Councillor Kresack**

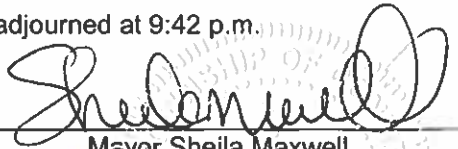
BE IT RESOLVED THAT By-law 2025-002 be passed;

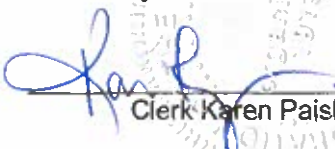
AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-002, being a By-law to confirm the proceedings of this evening's meeting.

**CARRIED**

**16. ADJOURNMENT**

There being no further business to attend to, the Mayor declared the meeting adjourned at 9:42 p.m.

  
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Mayor Sheila Maxwell

  
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Clerk Karen Paisley