Conmee
TOWNSHIP
Healthy Living Naturally

MINUTES - REGULAR COUNCIL MEETING

Tuesday October 13, 2026 – 6:00 pm

PRESENT	Mayor Sheila Maxwell Councillor David Maxwell
PRESENT VIRTUALLY	Councillor David Halvorsen
REGRETS	Councillor Chris Kresack
ALSO PRESENT	Karen Paisley, Clerk Leanne Maxwell, Treasurer Len Arps, Public Works Manager Robb Day, Fire Chief James Klapperich, Deputy Clerk/Treasurer Intern
PRESENT VIRTUALLY	Olabisi Akinsanya-Hutka, HR Assistant

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:00 p.m.
Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

Administration requested that Item 9.3, Pokki Road Bridge Repairs - Tender Award, and Item 9.4, Sovereign Road Waste Disposal Site Expansion - North Rock Environmental Proposal, be added to the agenda.

Resolution 2026-181
Moved by: Councillor Maxwell
Seconded by: Councillor Halvorsen
BE IT RESOLVED THAT the agenda for the Regular Council Meeting of October 13, 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

No deputations were scheduled for this meeting.

6. MINUTES OF PREVIOUS MEETING(S)

6.1 Minutes – Regular Council Meeting – September 8, 2026
Council reviewed the minutes of the September 8, 2026 Regular Council Meeting. No amendments were requested.

RESOLUTION 2026–182
Moved by: Councillor Halvorsen
Seconded by: Councillor Maxwell
BE IT RESOLVED THAT the minutes for the open session of the regular council meeting of September 8, 2026, be approved as circulated.

CARRIED

7. DISBURSEMENT LIST

7.1. Payroll Report

Council reviewed the payroll report as presented.

7.2. Payment Register

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

RESOLUTION 2026-183
Moved by: Councillor Maxwell
Seconded by: Councillor Halvorsen
BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments and cheque numbers 8028 to 8044 totalling $206,482.93, and cheque numbers 8045 to 8075 totaling $320,462.73.

CARRIED

8. REPORTS FROM MUNICIPAL OFFICERS

8.1. Clerk's Report

The Clerk provided updates regarding the Sovereign Road Waste Disposal Site expansion, AMCTO Zone 9 activities, summer student funding opportunities, the municipal road tour, Pokki Road Bridge repairs, Briggs Pit matters, and other ongoing administrative projects. Council discussed project priorities and directed Administration to continue pursuing funding opportunities and required approvals where appropriate. Council also expressed support for submitting applications for available 2027 summer student funding programs.

8.2. Treasurer's Report

The Treasurer reported on conference attendance, outdoor rink board delivery and installation, ROMA conference planning, grant applications, and current financial and administrative matters. Council discussed future equipment and capital replacement planning.

HR Assistant joined the meeting at 6:33 p.m.

8.3. Public Works Report

The Public Works Manager reviewed ongoing road maintenance activities, including gravelling, grading, brushing operations, roadside maintenance, and culvert replacements. The Public Works Manager advised that the Township's 1988 combination plow/sander truck required significant repairs and was not considered economically viable to return to service. Council discussed the operational impacts of removing the vehicle from service, replacement options, and associated costs, noting that future equipment replacement requirements would need to be considered through the Township's capital and budget planning process.

Public Works Manager left the meeting at 6:55 p.m.

8.4. Fire Chief's Report

The Fire Chief reviewed recent departmental activities, emergency responses, training initiatives, wildfire preparedness activities, and regional fire service meetings. The Fire Chief provided updates regarding volunteer recruitment, departmental staffing, professional development opportunities, and ongoing administrative improvements within the department. Council was advised of challenges related to emergency water supply, tanker capacity, mutual aid requirements, and winter access to the fire hall, as well as the future replacement needs of

aging fire apparatus. Council discussed emergency preparedness priorities, operational requirements, water supply options, and long-term capital planning for fire service equipment.

8.5. Council Member Reports

Mayor Maxwell reported on meetings and municipal activities attended on behalf of the Township since the previous Council meeting, including participation in the municipal road tour and attendance at the September 2026 Lakehead Rural Municipal Committee meeting. Mayor Maxwell advised that the Committee was not expected to meet again until January 2027.

Councillor Halvorsen reported that the next OPP Detachment Board meeting was scheduled for October 15, 2026, and advised that no Lakehead Rural Municipal Committee meeting had recently been held.

Councillor Maxwell provided comments regarding the municipal road tour and advised that the Thunder Bay District Municipal League meeting was currently on hold pending the municipal election cycle and year-end scheduling.

8.6. Other Agencies' Reports

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

RESOLUTION 2026-184
Moved by: Councillor Halvorsen
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 direction.

CARRIED

9. NEW BUSINESS

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

Council reviewed the policy and discussed potential liability, administrative requirements, and enforcement considerations associated with Bring-Your-Own-Event permits. Following discussion, Council directed that the Municipal Alcohol Policy remain unchanged at this time and that Bring-Your-Own-Event permits not be permitted under the Township's current policy framework.

9.2 Winter Operations and Preparedness

Council reviewed winter preparedness measures, including road maintenance priorities, emergency access considerations, fire hall accessibility, rink flooding operations, and available water sources. Administration was directed to continue reviewing options related to winter maintenance, fire hall accessibility, emergency water supply, and operational preparedness, and to report back to Council with recommendations.

Mayor Maxwell left the meeting at 7:46 p.m. Due to the loss of quorum, no business was conducted during her absence.
Mayor Maxwell rejoined the meeting at 7:48 p.m.

9.3 Pokki Road Bridge Repairs – Tender Award

Council reviewed the tender results and discussed continued access requirements for affected residents, emergency vehicles, school transportation, and ongoing logging operations. Council

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expressed support for proceeding with the project provided that acceptable arrangements for access during construction could be confirmed.

RESOLUTION 2026-185
Moved by: Councillor Maxwell
Seconded by: Councillor Halvorsen
BE IT RESOLVED THAT Council approve the award of the Pokki Road Bridge Repairs contract to J & A Contracting (Thunder Bay) Ltd., including the provisional rock-fill item, for a total contract value of $16,192.00 plus HST; AND THAT the award be finalized once Administration has confirmed acceptable arrangements for continued residential and emergency access during construction; AND THAT the Mayor and Clerk be authorized to execute any agreements necessary to complete the project.

CARRIED

9.4 Sovereign Road Waste Disposal Site Expansion – North Rock Environmental Proposal
Council reviewed the proposal from North Rock Environmental Inc. for hydrogeological and environmental services required to support the proposed expansion of the Sovereign Road Waste Disposal Site. Council supported proceeding with the time-sensitive drilling and monitoring work funded from landfill reserve funds.

RESOLUTION 2026-186
Moved by: Councillor Halvorsen
Seconded by: Councillor Maxwell
BE IT RESOLVED THAT Council accept the proposal from North Rock Environmental Inc. in the amount of $44,010.00 plus HST for hydrogeological and environmental services related to the Sovereign Road Waste Disposal Site expansion; AND THAT funding be drawn from the landfill reserve; AND THAT the Mayor and Clerk be authorized to execute any agreements necessary to complete the work.

CARRIED

10. BY-LAWS
No bylaws were presented for consideration.

11. CORRESPONDENCE
Council reviewed correspondence from the Township of Puslinch regarding the Aggregate Resources Act and the importation, processing and blending of aggregate materials, as well as correspondence from the City of Port Colborne regarding sustainable and predictable operating funding for Ontario public libraries. Council received the correspondence for information.

12. UPCOMING MEETING DATES
Council reviewed the list of upcoming meeting dates. No changes were proposed.

Fire Chief and Deputy Clerk/Treasurer left the meeting at 8:20 p.m.
Council stood the meeting down for a break
Council resumed at 8:24 p.m.

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13. CLOSED SESSION

RESOLUTION 2026-187
Moved by: Councillor Maxwell
Seconded by: Councillor Halvorsen
BE IT RESOLVED THAT, at 8:24 p.m., Council move into Closed Session pursuant to Section 239 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, to consider; Item 13.1, being the Closed Session minutes of the Regular Council meeting held September 8, 2026, under the same authority as the original meeting; Item 13.2, being negotiations regarding the Rural Cupboard Food Bank lease renewal, including positions and instructions to be applied to the negotiations, pursuant to Section 239(2)(k) of the Municipal Act, 2001; Item 13.3, being Personal matters about identifiable individuals, pursuant to Section 239(2)(b) of the Municipal Act, 2001; and Item 13.4, regarding litigation or potential litigation affecting the municipality and advice that is subject to solicitor-client privilege, pursuant to sections 239(2)(e) and 239(2)(f) of the Municipal Act, 2001.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2026-188
Moved by: Councillor Maxwell
Seconded by: Councillor Halvorsen
BE IT RESOLVED THAT, the time being 8:57 p.m., Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION

RESOLUTION 2026-189
Moved by: Councillor Halvorsen
Seconded by: Councillor Maxwell
BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on September 8, 2026, be approved; AND THAT Administration be authorized to proceed as directed during Closed Session.

CARRIED

15. CONFIRMING BY-LAW

By-law 2026-029
RESOLUTION 2026-190
Moved by: Councillor Maxwell
Seconded by: Councillor Halvorsen
BE IT RESOLVED THAT By-law 2026-029 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. 2026-029, 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 8:58 p.m.

Mayor Sheila Maxwell

Clerk Karen Paisley