

The Corporation of the
Municipality of Neebing

AGENDA for Regular Council meeting: September 2, 2020 at 6:00 p.m.

<https://global.gotomeeting.com/join/877533501>

You can also dial in using your phone.

Canada (Toll Free): [1 888 299 1889](tel:18882991889) Access Code: **877-533-501**

1. Preliminary Matters

- (a) Call to Order
- (b) Attendance
- (c) Accept/Amend the Agenda for this Meeting
- (d) Request/Receive Declarations of Pecuniary Interests under the Municipal Conflict of Interest Act (if any)

2. Hear Deputations from Audience Members

- 2.1 No Deputation Requests have been Received for this Meeting

3. Consent Agenda: Minutes, Reports and Correspondence

- 3.1 Minutes of the Special Meeting of Council held on August 12, 2020
(Recommendation to approve the minutes, with any error corrections, as required.) 1-2
- 3.2 Minutes of the Open Session portion of the Regular Meeting of Council held on August 12, 2020 (Recommendation to approve the minutes for both the open session (Item 3.1) and the Closed Session (Item 7.1), with any error corrections, as required.) 3-8
- 3.3 Voucher Report for the month of July
(Recommendation to approve the vouchers.) 9-12
- 3.4 Report from Clerk-Treasurer Regarding Administrative Activity
(Recommendation to receive the report for information) 13-16
- 3.5 Report from Deputy Clerk-Treasurer Regarding Tax Arrears Letters
(Recommendation to receive the report for information) 14-19
- 3.6 Information Correspondence List
(Recommendation to receive the correspondence for information) 20-24

4. Reports and Correspondence Requiring Direction

- 4.1 Report from Deputy Clerk-Treasurer Regarding re-opening the Blake Hall
(Recommendation to provide direction) 25-32
- 4.2 Report from Deputy Clerk-Treasurer Regarding COVID Recovery Funding
(Recommendation accept the funding, to approve expenditures relating to setting up Blake Hall for Council Meetings, and place the remainder of the grant into reserves) 33-37
- 4.3 Report from Clerk-Treasurer Regarding Land Ambulance Levies
(Recommendation to submit the letter appended to the report.) 38-42
- 4.4 Report from Clerk-Treasurer Regarding Noise Complaints
(Recommendation to provide direction.) 43-48
- 4.5 Correspondence from Hydro One to LPMC regarding the Waasigan Roundtable Invitation (recommendation to provide direction) 49-58

5. By-laws for Passage

There are no by-laws to be presented this meeting.

6. New Business - Announcements

Members of Council and Senior Administration have the opportunity to advise others of events or share other information.

7. Closed Session

There is no closed session at this meeting.

8. Confirmation By-law

- 8.1 By-law 2020-31 to confirm the proceedings of the meeting
(Recommendation to pass the By-law)

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9. Adjourn the Meeting

THE CORPORATION OF THE MUNICIPALITY OF NEEBING
MINUTES OF THE SPECIAL MEETING OF COUNCIL,

Held using GoToMeeting Web Conference System
On Wednesday, August 12, 2020

<p><u>PRESENT:</u> Mayor Erwin Butikofer Pardee Councillor Curtis Coulson Councillor at Large Gordon Cuthbertson Crooks Councillor Brian Wright Scoble Councillor Brian Kurikka Blake Councillor Mark Thibert</p> <p>Erika Kromm, Clerk-Treasurer Laura Jones, Deputy Clerk-Treasurer</p>	<p><u>REGRETS:</u> Pearson Councillor Gary Gardner</p>
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1. PRELIMINARY MATTERS:

- (a) Call to Order: Mayor Butikofer called the meeting to order at 5:30 p.m.
- (b) Attendance: Attendance was recorded.
- (c) Declarations of Interest:
 No declarations of interest were brought forward.

2. REPORTS AND CORRESPONDENCE REQUIRING DIRECTION

2.1 Report from Clerk-Treasurer Regarding Procedure By-Law Amendments

Members present reviewed the report. There was some discussion regarding the number of members participating in meetings electronically to have quorum. On consensus, it was determined that proxy voting would not be included in the procedure by-law.

Res. No. 2020-08-135

Moved by: Councillor Cuthbertson
 Seconded by: Councillor Coulson

BE IT RESOLVED THAT Council accepts the proposed amendments to the procedure by-law as appended to the report.

AND FURTHER directs administration to bring back the procedure bylaw for review in one year's time

CARRIED ✓

3. BY-LAWS FOR PASSAGE

3.1 By-law 2020-029 to amend By-law 2016-010 (the procedure By-law) to allow electronic meeting participation

Res. No. 2020-08-136

Moved by: Councillor Coulson

Seconded by: Councillor Cuthbertson

BE IT RESOLVED THAT By-law 2020-029 to amend by-law 2016-010 (the procedure by-law) to allow quorum by electronic participation, be passed as presented in the agenda.

CARRIED ✓

4. ADJOURN THE MEETING:

There being no further business to attend to, Mayor Butikofer adjourned the meeting at 5:54 p.m.

SPECIAL MEETING OF COUNCIL, MARCH 30, 2020

Erwin Butikofer
MAYOR

Erika Kromm
CLERK-TREASURER

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

MINUTES OF THE REGULAR MEETING OF COUNCIL

Held using GoToMeeting Web Conference System
On Wednesday, August 12, 2020

<u>PRESENT:</u>	Mayor Erwin Butikofer Pardee Councillor Curtis Coulson Councillor at Large Gordon Cuthbertson Crooks Councillor Brian Wright Scoble Councillor Brian Kurikka Blake Councillor Mark Thibert Erika Kromm, Clerk-Treasurer Laura Jones, Deputy Clerk-Treasurer Courtney Lanthier, Economic Development Officer Intern	<u>REGRETS:</u>	Pearson Councillor Gary Gardner
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1. PRELIMINARY MATTERS:

- (a) Call to Order: Mayor Butikofer called the meeting to order at 6:00 p.m.
- (b) Attendance: Attendance was recorded.
- (c) Accept/Amend the Agenda:

Res. No. 2020-08-137

Moved by: Councillor Wright
Seconded by: Councillor Thibert

BE IT RESOLVED THAT THAT the agenda circulated for this regular meeting of Council be approved, as circulated.

CARRIED ✓

- (d) Declarations of Interest:
No declarations of interest were brought forward.

2. HEAR DEPUTATIONS FROM AUDIENCE MEMBERS:

No depositions were scheduled for this meeting of Council.

3. CONSENT AGENDA: MINUTES, REPORTS AND CORRESPONDENCE

- 3.1 Minutes of the Committee of the Whole Meeting on July 15, 2020
- 3.2 Minutes of the Open Session portion of the Regular Meeting of Council held on July 15, 2020
- 3.3 Voucher Report for the month of June
- 3.4 Report from Clerk-Treasurer Regarding Administrative Activity
- 3.5 Report from Working Roads Foreman Regarding Departmental Activity in June
- 3.6 Report from Working Roads Foreman Regarding Departmental Activity in July
- 3.7 Report from Fire Chief Regarding Departmental Activity in July

- 3.8 Report from Deputy Clerk-Treasurer Regarding Variance Report
- 3.9 Report from Economic Development Officer Intern Regarding Infrastructure Grants
- 3.10 Report from Deputy Clerk-Treasurer Regarding Superior North Emergency Services Billing
- 3.11 Information Correspondence List

Res. No. 2020-08-138

Moved by: Councillor Thibert
Seconded by: Councillor Coulson

BE IT RESOLVED THAT Council approve the recommendations from Administration with respect to all of the items on the consent agenda portion of this evening's meeting, being Items 3.1, through 3.11, and approve the closed session meeting minutes at Item 7.1

CARRIED ✓

4. REPORTS AND CORRESPONDENCE RECEIVED REQUIRING DIRECTION:

4.1 Report from Economic Development Officer Intern Regarding Superior Country

Members present discussed the report.

Res. No. 2020-08-139

Moved by: Councillor Kurikka
Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council authorizes Administration to renew the membership with Superior Country for one year and advertise in the Circle Tour, with a business card size advertisement.

CARRIED ✓

4.2 Report from Economic Development Officer Intern Regarding Gateway Signs

Members present discussed the report.

Res. No. 2020-08-140

Moved by: Councillor Kurikka
Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council authorizes Administration prepare designs for gateway signs on Highway 61 at Boundary Road and Pigeon River, and erect new signage at the municipal office.

CARRIED ✓

4.3 Report from Clerk-Treasurer Regarding FCM Grant for Asset Management

Members present reviewed the report.

Res. No. 2020-08-141

Moved by: Councillor Wright
Seconded by: Councillor Coulson

BE IT RESOLVED THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Development of Project Prioritization Strategy.

AND THAT Council of the Municipality of Neebing commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Operationalize Asset Management Plan
 - Support for investment decision making
 - Prioritization process for renewal of capital infrastructure,
 - Prioritization of operations and preventative maintenance
 - Asset Management Strategy and Road Map.

AND FURTHER THAT that Council of the Municipality of Neebing commits \$12,500 from its budget toward the costs of this initiative.

CARRIED ✓

4.4 Correspondence from Town of Orangeville Regarding OPP Diversity Training

Members discussed the correspondence.

Res. No. 2020-08-142

Moved by: Councillor Wright
Seconded by: Councillor Coulson

BE IT RESOLVED THAT Council supports the resolution passed by the Town of Orangeville regarding OPP diversity training.

CARRIED ✓

4.5 Correspondence from Chatham-Kent, received July 21, 2020, Regarding Emancipation Day

Members discussed the correspondence.

Res. No. 2020-08-143

Moved by: Councillor Coulson
Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council supports the resolution passed by the Chatham-Kent regarding Emancipation Day.

CARRIED ✓

5. BY-LAWS

There were no by-laws presented at this meeting.

6. NEW BUSINESS - ANNOUNCEMENTS

Councillor Coulson noted that the road crew has been working hard.

Ditching projects, chip seal patching on Surgeon Bay, and calcium application have been completed. Council would like to acknowledge their hard work.

Councillor Cuthbertson noted the shed at Sandhill is nearing completion. He had a question regarding the placement of the attendant sheds, as the original understanding was it would be relocated into the middle of the access. Administration stated that the Working Roads Foreman wanted to delay moving the shed until a plan for the landfill sites are complete.

Councillor Thibert stated that he thought the decision to allow the Drive-In Theater was sound. Initially people expressed reluctance to have a drive-in theater. However, many people are heading out to the outdoor theater to enjoy family entertainment.

Councillor Kurikka noted that the Electronic recycle bin still has not been emptied and asked if Administration could investigate what is delaying the pick-up.

Councillor Wright asked if Administration could follow-up on the installation of speed limit signage on Cloud Lake Road.

Mayor Butikofer asked if Administration could bring back to Council a proposed increase to the Calcium budget for 2021 to reduce dust on gravel roads.

Mayor Butikofer advised that he would be attending a meeting with the Lakehead Regional Conservation Authority at the end of the month. On the table is a discussion about ways to stabilize our conservation levy including ideas such as the collection of revenue for park usage.

The Clerk-Treasurer advised that the new pickup truck is ordered, and will be ready by the middle of September. Council advised they would like to order the plow for the truck from Fort Gary.

The Clerk-Treasurer stated that she received notification from the Province that Neebing would receive \$142,000 in COVID relief fund for Municipalities. The details of how the fund is to be used are not yet available. Possibly the fund could be used for internet connectivity at Blake Hall, which would allow meeting with social distancing. Another possible use for the grant may include calculating lost revenue at Blake Hall. She will also look into other possibilities such as expenses that improve health and safety, exposure mitigation, extra sanitation and cleaning, and reducing Neebing costs for Emergency Services. A report will be presented to Council when more funding details and grant criteria are known

The Clerk -Treasurer advised Neebing received a request for the marriage officiant to perform a Sunday wedding. The retired Solicitor Clerk is able to Officiate, if Council waives the part of the bylaw that prohibits weddings on Sunday. A resolution to waive the Sunday prohibition on wedding will be presented at the next Council meeting.

7. CLOSED SESSION

Res. No. 2020-08-144

Moved by: Councillor Thibert
Seconded by: Councillor Coulson

BE IT RESOLVED THAT, the time being 6:52 p.m., Council will enter closed session under those paragraphs of Subsection 239(2) of the Municipal Act, 2001 for which the meeting was closed, to consider item 7.1 (minutes of the Closed session of the prior Council meeting); and
Under paragraph 239(2)(c) to consider item 7.2, involving a proposed or pending acquisition or disposition of land by the municipality

CARRIED ✓

Members reviewed the item scheduled for closed session. During closed session, the following procedural resolution was passed:

Res. No. 2020-08-145

Moved by: Councillor Coulson
Seconded by: Councillor Thibert

BE IT RESOLVED THAT, the time being 6:54 p.m., Council rise from closed session and report in open session.

CARRIED ✓

7.1 Minutes of the closed session portion of the regular meeting of council held on July 15, 2020

These minutes were approved through the consent agenda resolution earlier in the meeting.

7.2 Report From Clerk-Treasurer Regarding Offer to Purchase Property

Res. No. 2020-08-146

Moved by: Councillor Wright
Seconded by: Councillor Cuthbertson

BE IT RESOLVED THAT Administration is authorized to proceed with items 7.2 as directed in Closed Session.

CARRIED ✓

8. CONFIRMATION BY-LAW

8.1 By-law 2020-030 To Confirm the Proceedings of the Meeting

Res. No. 2020-08-147

Moved by: Councillor Kurikka

Seconded by: Councillor Coulson

BE IT RESOLVED THAT By-law 2020-030, to confirm the proceedings of this evening's meeting, be passed as presented.

CARRIED ✓

9. ADJOURN THE MEETING:

There being no further business to attend to, Mayor Butikofer adjourned the meeting at 6:55 p.m.

REGULAR MEETING OF COUNCIL

Erwin Butikofer
MAYOR

Erika Kromm
CLERK-TREASURER

Municipality of Neebing
Voucher Report - July 2020

Chq #	Date	Num	Vendor Name / Description	GL Acct #	Trans Detail	Amount
14447	7/22/20		CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL #87			\$457.08
			PR1464 - Payroll from 6/06/20 to 6/19/20	01-00-204600	Source Deductions	
			PR1463 - Payroll from 5/23/20 to 6/05/20	01-00-204600	Source Deductions	
14448	7/22/20		MINISTER OF FINANCE (EHT)			\$1,104.32
			PR1464 - Payroll from 6/06/20 to 6/19/20	01-00-204700	Source Deductions	
			PR1465 - Payroll from 6/01/20 to 6/30/20	01-00-204700	Source Deductions	
			PR1466 - Payroll from 4/01/20 to 6/30/20	01-00-204700	Source Deductions	
			PR1463 - Payroll from 5/23/20 to 6/05/20	01-00-204700	Source Deductions	
14449	7/22/20		ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM			\$5,108.80
			PR1463 - Payroll from 5/23/20 to 6/05/20	01-00-204500	Source Deductions	
			PR1464 - Payroll from 6/06/20 to 6/19/20	01-00-204500	Source Deductions	
14450	7/22/20		RECEIVER GENERAL			\$14,092.96
			PR1464 - Payroll from 6/06/20 to 6/19/20	01-00-204400	Source Deductions	
			PR1463 - Payroll from 5/23/20 to 6/05/20	01-00-204200	Source Deductions	
			PR1463 - Payroll from 5/23/20 to 6/05/20	01-00-204400	Source Deductions	
			PR1463 - Payroll from 5/23/20 to 6/05/20	01-00-204300	Source Deductions	
			PR1465 - Payroll from 6/01/20 to 6/30/20	01-00-204200	Source Deductions	
			PR1464 - Payroll from 6/06/20 to 6/19/20	01-00-204300	Source Deductions	
			PR1464 - Payroll from 6/06/20 to 6/19/20	01-00-204200	Source Deductions	
			PR1465 - Payroll from 6/01/20 to 6/30/20	01-00-204300	Source Deductions	
14451	7/22/20		WSIB (WORKER'S SAFETY INSURANCE BOARD)			\$2,260.15
			PR1464 - Payroll from 6/06/20 to 6/19/20	01-00-204750	Source Deductions	
			PR1465 - Payroll from 6/01/20 to 6/30/20	01-00-204750	Source Deductions	
			PR1466 - Payroll from 4/01/20 to 6/30/20	01-00-204750	Source Deductions	
			ADD FIRE-JUN2020 - ADDITIONAL FIRE PREMIUM JUNE 2020	01-03-501260	Fire / Protection PP	
			PR1463 - Payroll from 5/23/20 to 6/05/20	01-00-204750	Source Deductions	
14452	7/22/20		BRUNO'S CONTRACTING			\$2,442.48
			605858 - PERMA PATCH COLD MIX	01-05-503340	Public Works	
14453	7/22/20		CENTRAL CANADA INDUSTRIES INC			\$155.86
			01PX5999 - HOSE ASSEMBLY / HOSE ADAPTERS	01-05-503320	Public Works	
			01PX8066 - OIL FILTER	01-05-503320	Public Works	
14454	7/22/20		CORPORATE EXPRESS CANADA			\$491.61
			53520379 - PAPER - USB STICKS - ENVELOPE MOISTENERS - HIGHLIGHTERS	01-01-501505	General Government	
14455	7/22/20		CRC COMMUNICATIONS LIMITED			\$320.36
			1139211 - REPEATER RENTAL - SYSTEM LIC FEES	01-05-503415	Public Works	
14456	7/22/20		ROSALIE A. EVANS LAW OFFICE			\$339.00
			NBG-5 - ADMIN & LEGAL SERVICES	01-01-501520	General Government	
14457	7/22/20		FORT GARRY INDUSTRIES LTD			\$398.83
			F8091992 - HEADLIGHTS / KL73 / LED LAMP	01-05-503320	Public Works	
			F8098566 - FILTERS/HYDRAULIC FLUID/MOTOR OIL/POLE CONNECTOR	01-05-503320	Public Works	
14458	7/22/20		GFL ENVIRONMENTAL INC			\$886.38
			RC138009 - RECYCLE COLLECTION JULY 2,8.15, 2020	01-08-504250	Environmental	
14460	7/22/20		INGENIOUS SOFTWARE			\$1,923.26
			7343 - FIREPRO 2 ANNUAL SOFTWARE LICENCE/SERVICE CONTRACT	01-03-502157	Fire / Protection PP	

**Municipality of Neebing
Voucher Report - July 2020**

Chq #	Date	Num	Vendor Name / Description	GL Acct #	Trans Detail	Amount
14461	7/22/20		LOCAL AUTHORITY SERVICES LTD			\$4,675.19
			PF-1207-03532 - DYED 1632.90L / DIESEL 3226.30L	01-05-503325	Public Works	
14462	7/22/20		BEVERLY MERCER			\$79.25
			CHQ-REQ-JUL2020 - FACE SHIELDS FOR NES	01-03-502195	Fire / Protection PP	
14463	7/22/20		MICROAGE COMPUTER CENTRE			\$627.74
			296187-01 - EMAIL HOSTING MAY 2020	01-01-501518	General Government	
			296270-01 - TECH SERVICE - DOMAIN PURCHASE/SERVER BACKUP/WEB DNS	01-01-501518	General Government	
			396408-01 - JUNE 2020 ONLINE BACKUP	01-01-501518	General Government	
			IN-296477-01 - EMAIL HOSTING JUNE 2020	01-01-501518	General Government	
14464	7/22/20		MORNEAU SHEPELL LTD			\$622.74
			1205550 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-02-501270	Council Expense	
			1205550 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-08-501270	Environmental	
			1205550 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-03-501270	Fire / Protection PP	
			1205550 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-01-501270	General Government	
			1205550 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-05-501270	Public Works	
14465	7/22/20		MUNICIPAL PROPERTY ASSESSMENT CORPORATION			\$14,746.52
			1800026203 - 2020 1/4'LY BILLING - PROPERTY ASSESSMENT SERVICES	01-01-501535	General Government	
14466	7/22/20		POLLARD DISTRIBUTION INC.			\$9,492.00
			3264 - DUSTMASTER 34 30,000L CALCIUM	01-05-503340	Public Works	
14467	7/22/20		RURAL CUPBOARD FOOD BANK			\$120.00
			CHQ-REQ-JUL2020 - DONATIONS- R. WINSTL \$100 R. DERBOUKA \$20	01-01-501565	General Government	
14468	7/22/20		SPI HEALTH AND SAFETY INC.			\$1,388.87
			10802588-00 - FIRE HOSE CONNECTIONS	01-03-502130	Fire / Protection PP	
14469	7/22/20		SUPERIOR MOBILE CLIMATE SYSTEMS LIMITED			\$887.14
			9390 - 14-H CAT - A/C SYSTEM TEST & REPAIR	01-05-503319	Public Works	
			9389 - 6-13 - A/C TEST & REPAIRS	01-05-503319	Public Works	
14470	7/22/20		THUNDER BAY CHAMBER OF COMMERCE			\$385.95
			482267 - MEMBERSHIP DUES	01-01-501560	General Government	
14471	7/22/20		THUNDER BAY CO-OP FARM SUPPLIES			\$6.75
			218910 - TOP SOIL FOR GARDEN BOXES	01-01-501430	General Government	
14472	7/22/20		THUNDER BAY DISTRICT SOCIAL SERVICES ADMIN. BOARD			\$32,491.00
			SI102593 - JULY 2020 LEVY	01-12-506100	Social / Family Services	
			SI102593 - JULY 2020 LEVY	01-12-506400	Social / Family Services	
14473	7/22/20		BELL CANADA			\$91.91
			9642098-JUL2020 - GARAGE TELEPHONE	01-05-503410	Public Works	
14474	7/22/20		BRANDT TRACTOR LTD.			\$430.85
			7005052 - BLOWER FOR JOHN DEERE	01-05-503320	Public Works	
14475	7/22/20		MINISTER OF FINANCE			\$2,457.52
			130807201054074 - MNR FOREST PROTECTION FEES 2020	01-03-502165	Fire / Protection PP	
14476	7/22/20		MINISTER OF FINANCE			\$39,120.57
			101203201105065 - 420625-REIMB-2019 DETACHMENT REVENUES	01-07-502300	Policing	

**Municipality of Neebing
Voucher Report - July 2020**

Chq #	Date	Num	Vendor Name / Description	GL Acct #	Trans Detail	Amount
14477	7/22/20	TBAY TEL				\$1,120.04
			50-00-JUL2020 - INTERNET / LANDLINES / WEATHER / BLAKE HALL / F-HALL 1-4-5-6	01-03-502155	Fire / Protection PP	
			50-00-JUL2020 - INTERNET / LANDLINES / WEATHER / BLAKE HALL / F-HALL 1-4-5-6	01-01-501530	General Government	
			50-00-JUL2020 - INTERNET / LANDLINES / WEATHER / BLAKE HALL / F-HALL 1-4-5-6	01-05-503410	Public Works	
			50-00-JUL2020 - INTERNET / LANDLINES / WEATHER / BLAKE HALL / F-HALL 1-4-5-6	01-15-507230	Recreation	
			56600-JUL2020 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-16-502455	Building Expense	
			56600-JUL2020 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-02-501530	Council Expense	
			56600-JUL2020 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-17-501530	Economic Development	
			56600-JUL2020 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-08-504201	Environmental	
			56600-JUL2020 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-03-502155	Fire / Protection PP	
			56600-JUL2020 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-01-501530	General Government	
			56600-JUL2020 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-05-503410	Public Works	
14478	7/22/20	THUNDER BAY DISTRICT HEALTH UNIT				\$4,328.00
			JUL-2020 - THUNDER BAY DISTRICT HEALTH LEVY - JULY 2020	01-10-505200	Health Services	
HYDRO	7/22/20	HYDRO ONE NETWORKS INC				\$951.23
			JUNE-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-03-502120	Fire / Protection PP	
			JUNE-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-01-501420	General Government	
			JUNE-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-05-503310	Public Works	
			JUNE-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-15-507215	Recreation	
HYDRO	7/28/20	HYDRO ONE NETWORKS INC				\$3,183.72
			APRIL-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-03-502120	Fire / Protection PP	
			APRIL-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-01-501420	General Government	
			APRIL-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-05-503310	Public Works	
			APRIL-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-15-507215	Recreation	
			MAY-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-03-502120	Fire / Protection PP	
			MAY-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-01-501420	General Government	
			MAY-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-05-503310	Public Works	
			MAY-2020 - HYDRO - ALL MUNICIPAL PROPERTIES	01-15-507215	Recreation	
			1JUNE-2020 - HYDRO ALL MUNICIPAL PROPERTIES	01-03-502120	Fire / Protection PP	
			1JUNE-2020 - HYDRO ALL MUNICIPAL PROPERTIES	01-01-501420	General Government	
			1JUNE-2020 - HYDRO ALL MUNICIPAL PROPERTIES	01-05-503310	Public Works	
			1JUNE-2020 - HYDRO ALL MUNICIPAL PROPERTIES	01-15-507215	Recreation	
SUNLIFE	7/22/20	SUNLIFE ASSURANCE COMPANY OF CANADA				\$4,275.22

**Municipality of Neebing
Voucher Report - July 2020**

Chq #	Date	Num	Vendor Name / Description	GL Acct #	Trans Detail	Amount
			JUN-2020 - EMPLOYEE BENEFITS - JUNE 2020	01-01-501250	General Government	
			JUN-2020 - EMPLOYEE BENEFITS - JUNE 2020	01-05-501250	Public Works	
TD VISA	7/30/20	TD VISA 1992 - JONES				\$2,518.43
			JUNE 2020 - JUNE 2020 VISA CHARGES	01-08-504295	Environmental	
			JUNE 2020 - JUNE 2020 VISA CHARGES	01-01-501505	General Government	
TD VISA	7/30/20	TD VISA 1662 - ASHBEE				\$563.88
			APRIL 2020 - APRIL 2020 VISA CHARGES	01-03-502195	Fire / Protection PP	
			MAY 2020 - MAY 2020 VISA CHARGES	01-03-502195	Fire / Protection PP	
			JUNE 2020 - JUNE 2020 VISA CHARGES	01-03-502135	Fire / Protection PP	
TD VISA	7/30/20	TD VISA 1688 - VANBALLEGOOIE				\$16.37
			JUNE 2020 - JUNE 2020 VISA CHARGES	01-03-502135	Fire / Protection PP	
TD VISA	7/30/20	TD VISA 1903 - LANTHIER				\$28.82
			MAY 2020 - MAY 2020 VISA CHARGES	01-01-501518	General Government	
TD VISA	7/30/20	TD VISA 4442 - JASPERS				\$1,324.73
			APRIL 2020 - APRIL 2020 VISA CHARGES	01-03-502147	Fire / Protection PP	
			APRIL 2020 - APRIL 2020 VISA CHARGES	01-01-501295	General Government	
			MAY 2020 - MAY 2020 VISA CHARGES	01-01-501295	General Government	
			JUNE 2020 - JUNE 2020 VISA CHARGES	01-01-501295	General Government	
TD VISA	7/30/20	TD VISA 5738 - KROMM				\$946.76
			JUNE 2020 - JUNE 2020 VISA CHARGES	01-01-501295	General Government	
TD VISA	7/30/20	TD VISA 5926 - KROMM				\$2,496.79
			APRIL & MAY 2020 - APRIL & MAY 2020 VISA CHARGES	01-01-501505	General Government	
			APRIL & MAY 2020 - APRIL & MAY 2020 VISA CHARGES	01-07-502250	Policing	
			APRIL & MAY 2020 - APRIL & MAY 2020 VISA CHARGES	01-05-503330	Public Works	
TD VISA	7/30/20	TD VISA 8609 - LIVINGSTON				\$885.54
			APRIL 2020 - APRIL 2020 VISA CHARGES	01-05-503350	Public Works	
			JUNE 2020 - JUNE 2020 VISA CHARGES	01-05-503350	Public Works	
						\$160,244.62

The Corporation of the Municipality of Neebing Administrative Report

Date: August 28, 2020 (For Meeting on September 2, 2020)

To: Mayor and Council

Subject: Administrative Activity Report

File Number:

Submitted by: Erika Kromm, Clerk-Treasurer

This report updates Council since the last activity report was prepared (August 7, 2020).

General:

1. Meetings, etc.: The list of meetings, events, office closures, etc. is appended. Due to the COVID-19 Emergency, most meetings and events have been cancelled and postponed.
2. Neebing News: The deadline for submission to the Neebing News September edition is approximately September 20.
3. Economic Development: Ms Lantheier reports that Installation for new park signs is taking place **right now and should be finished shortly. Due to the rocky nature of the grounds, we will be required** to pay a bit more than our initial quote to cover the extra work on their end. This was an expected expense. Signs Now notified the Municipality at the beginning of the project that this might happen; we were ready for it. Ms. Lanthier has also been working with Signs Now to develop a plan for our gateway signs. Designs are being prepared and will be made available to Council for final decision.

Ms. Lanthier is meeting with the team at Mallon's in person to review different types of merchandise to make some selections. These will be made available to Council as soon as possible.

After speaking to the marketing team at the Walleye, Ms. Lanthier decided it would be best to run the same advertisement as last month in this edition of the Walleye. It was agreed that to build on the momentum of the previous month's advertisement, it would be best to maintain the same design so that it would resonate more in the minds of the readers. We still have 2 remaining months of free advertisement as a part of our lease negotiation for the drive-in theatre.

4. Landfill Site Work: Work is continuing on the expansion application for Scoble Landfill. KGS has submitted a draft report to the Ministry of Environment for their comment. After they review the report, there will be a period of public consultation. More details will be provided as they become available.

Sandhill Attendant shed is complete. The Good Neighbour shed set to reopen after Labour Day weekend. Article submitted for the September issue of Neebing News. is

5. Community Safety & Well Being Plan: Due to the current state of emergency, no further work has been done on the plan. The survey is posted on the website and to date one survey has been submitted to the office. The plan was originally required to be completed by January 1, 2021. The Province has passed legislation allowing the Ministry to extend the deadline as a result of the declared emergency. A new deadline will be provided at a later date.
6. Asset Management Plan: WSP is working to complete the final version of the Asset Management Plan. Administration is working with WSP to complete the application for FCM funding to continue with the asset management program.
7. Municipal Properties: Marketing is continuing for the remaining surplus municipal properties.
8. Broadband Project: The Innovation Center has submitted the LRMC application to the Provincial ICON fund. This is stage one of the first intake. If successful, we will be required to submit a more detailed application. Applicants will be notified later in September if they have been selected to proceed to stage two.
9. Domain Name: The domain name of neebing.com has been secured by the Municipality of Neebing. The Domain name Neebing.ca was not available for purchase at the agreed upon price.
10. Tax Arrears: At the end of August, there has been again been a decrease in the number of properties in arrears, and the total value of the arrears since the last report in July. The total value of arrears as of August 25, prior to first final installment due date, is \$377,471.59, of which \$11,708 is penalty due.

A report with a detailed tax arrears analysis was presented to Council during the first meeting in October of 2019. It compares year-over-year changes in the annual arrears totals at the end of September. A report comparing the same period year-over-year will be presented to Council in October.
11. Lakehead Police Services Board: The Province has appointed an individual from O'Connor to sit on the Lakehead Police Services Board. There is still a vacancy for a municipal appointee.
12. West Oliver Lake Park: Administration is working to gather the required information to apply for a work permit from the Ministry of Natural Resources and Forestry to create some additional parking space.

13. Boundary Drive Bridge: KEM Construction has been hired to complete the bridge repairs on Boundary Drive. Work will take place from August 24 to 28, while the water levels are low.

Planning:

14. Zoning By-law General Amendment: No new planning applications have been received.

Training:

15. Training: The Deputy Clerk Treasurer attended an MFOA webinar on cybercrime on August 25. This was part of a series of webinars that are included with the MFOA online conference. The Clerk attended the AMO conference August 17-19.

ATTACHMENTS:

One: List of upcoming meetings, events and training courses involving members of Council.

ATTACHMENT ONE: Upcoming Meetings/Events

NOTE: Due to the COVID19 Emergency, all committee and board meetings have been suspended until further notice.

Date/Time	Meeting	Attendees/Comments
September 7, 2020 – Labour Day	Statutory Holiday – Office Closed	
September 2, 2020 @ 6:00 p.m. Via Web Conference	Regular Council meeting via web conference	Open to the public (excepting Closed portion, if any)
September 16, 2020 @ 6:00 p.m. Via Web Conference	Regular Council meeting via web conference	Open to the public (excepting Closed portion, if any)
October 7, 2020 @ 6:00 p.m. Via Web Conference	Regular Council meeting via web conference	Open to the public (excepting Closed portion, if any)
October 12, 2020 – Thanksgiving	Statutory Holiday – Office Closed	

Known “regular” committee meetings:

NEDAC: last Monday of each month (5:00 p.m.; Municipal Office)

Recreation Committee: second Monday of each month (7:00 p.m.; Blake Hall)

Cemetery Board: last Monday of mid-quarter months (4:00 p.m.; Municipal Office)

Waste Management Committee: second Monday of each month (5:30 p.m.; Municipal Office)

Lakehead Police Service Board: July 8, October 14 (6:00 p.m.; O'Connor Municipal Office)

Lakehead Rural Municipal Coalition: First Tuesday of each month (3:00 p.m.; Oliver Paipoonge Municipal Office.)

**The Corporation of the Municipality of Neebing
Administrative Report**

Date: August 26, 2020 (For Meeting on September 2, 2020)

To: Mayor and Council

Subject: Tax Arrears Letters

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

This Report is prepared for Council's information.

BACKGROUND:

One of the duties of a Municipal Treasurer is to follow the municipal act and municipal policy regard tax collection to reduce the amount of tax arrears owing.

Section 373(1) for the Municipal act states that a property becomes eligible for tax sale when the arrears that are two years old or older. This means that properties that show a balance owing for 2018 or earlier are eligible for the tax sale process.

The province has temporarily suspended the limitation period for tax sales(O reg 73/20). This regulation was put in place on July 15, 2020, and provides continuation of the limitation period after the Emergency Orders were lifted.

One the Provincial regulation suspending tax sales is lifted, the Municipality of Neebing uses a company RealTax for the tax sale process. When we engage Real Tax, their fee is added to the property tax balance.

DISCUSSION:

At the May 6, 20202 regular Council meeting Bylaw 2020-017, which temporarily suspends penalties from March 31, 2020 to December 31, 2020, was passed. Because penalties are suspended, monthly overdue tax penalty notices are not sent to ratepayers. However, overdue amounts would have appeared on the final tax bills that were sent at the end of June.

On July 16, I participated in a conference call of Treasurers from around Northwestern Ontario and asked them how they are dealing with ratepayers of properties that are eligible for tax sale. Everyone who responded to me suggested that sending letters to inform them of their eligibility status was the least that should be done. Many of the Treasurers had informed RealTax of their intention to proceed with tax sales as soon the province allows.

I spoke with the Mayor regarding sending arrears letters to ratepayers, and the letter template was reviewed by the Clerk-Treasurer, and Administrative Coordinator. Council members were also notified via email prior to the distribution of the letters.

Table 1: Ratepayers whose Properties are Eligible for Tax Sale as of August 25, 2020

	Number of Properties	Tax Arrears	Penalty Amount	Total Owed
<u>2016</u>				
Residence	3	\$ 25,172.35	\$2,241.30	\$ 27,413.65
Seasonal	0	-	-	-
Vacant Land	3	3,048.95	933.29	3,982.24
<u>2017</u>				
Residence	4	21,357.11	1,609.61	22,966.72
Seasonal	1	7,004.24	-	7,004.24
Vacant Land	3	2,849.23	330.63	3,179.86
<u>2018</u>				
Residence	14	53,412.94	1,907.36	55,320.30
Seasonal	6	17,649.79	2,065.32	19,715.11
Vacant Land	7	3,395.69	209.02	3,604.71
Total	41	\$133,890.30	9,296.53	\$143,186.83

Letters were sent at the end of August to the ratepayers as summarized in Table 1. No letters were sent to ratepayers whose arrears date from 2019 or 2020. People with older arrears, prior to 2018, have received letters in the past, and have been informed that their property is at risk of tax sale. Ratepayers with arrears dating only to 2018, may not be aware their property is at risk of tax sale. All ratepayers would however see the total amount of the arrears on their June 2020 tax billing.

The letters that were sent inform people that the Province has suspended tax sales, however their property is eligible for tax sale, because of arrears that date from 2018 or earlier. The letter informs them that the first step of the tax sale process will add an additional fee of approximately \$550, which is the initial fee the company RealTax charges for the Tax Sale Registration Process. The provision of letters to ratepayers whose properties are eligible for the tax sale process can provide people with leverage for financial or other institutions to help them deal with their arrears.

The letters also provide details of the total arrears, arrears prior to 2019 and penalties, the amount of the final tax bill, along with other ratepayer specific information. I invited people to either make payments in order to remove themselves from the tax sale list, or to contact me to set up payment plans.

Attached: Sample Letter

Sample Letter sent to ratepayers. Individual letters may differ, depending on individual circumstance.



August 25, 2020

Name,
Address
City, Prov
POSTAL CODE

RE: Account for Roll Number

Dear **SALUTATION NAME:**

Tax Sales are currently suspended because of the COVID-19 Pandemic (O Reg. 73/20), but your property is eligible for tax sale once the province allows. Please read on ...

Section 373(1) of the Municipal Act states that a property becomes eligible for tax sale when tax arrears are two years old or older. This means that properties that show a balance owing for 2018 or earlier are eligible for the tax sale process. The first step of the tax sale process will result in an additional fee of approximately \$550, which will be added to your account for the sale process.

Calculations for the property **Roll Number**, located at **Property Address**, indicate that there is balance owing for 2018 or earlier, and the total arrears owing including penalties is **\$AMOUNT** as of August 25, 2020. This amount is in addition to the 2020 final tax bill of **\$FINAL BILL AMOUNT.**

While you have made some payments, the payments have not been enough to affect the tax sale status.

Because of the COVID-19 Pandemic, the province suspended tax sales for now, although at some point tax sales will resume, and your property will be registered for tax sale unless you either:

- Pay the penalty interest (**\$Penalty Amount**) And arrears prior to 2019 (**\$Amount**)
- OR enter into a formal payment arrangement to pay off all the arrears within three years.

Please contact me if you want to discuss options for a tax payment plan that will remove your property from the list of properties that are eligible for tax sale. Looking forward to hearing from you.

Sincerely,

Laura Jones, Deputy Clerk-Treasurer

MUNICIPALITY OF NEEBING – 4766 HIGHWAY 61 – NEEBING, ON – **R7L 0R5**
Ph: 807-474-5331 – **Fx** 807-474-5332 – **www.neebing.on.ca**

The Corporation of the Municipality of Neebing Administrative Report

Date: August 28, 2020 (For Meeting on September 2, 2020)

To: Mayor and Council

Subject: Information Correspondence List



File Number: 02-A01-00001-2016 (Council General Administration)

Submitted by: Laura Jones, Deputy Clerk-Treasurer

ORGANIZATION	DESCRIPTION	DATE
Requests/Information/Minutes		
AMO Communications	AMO Policy Update – Orders Extended, New Direction regarding Facilities	Mon 08/24/2020
	AMO Policy Update – New Recreational Facility Guidance, Canada Healthy Communities Initiative, 2021-22	Fri 08/14/2020
	Connecting Links Program	
	AMO Policy Update – Court Security Funding Review, CCTV Grant Program, Windsor-Essex Goes to Stage 3	Tue 08/11/2020
BAO	Notice to the Profession: Show people you are Licensed by the BAO	Thu 08/27/2020
	Registrar's Directive: Windsor-Essex enters Stage 3 gathering limits at funerals & visitations	Mon 08/10/2020
Lakehead Region C A	Shoreline Condition Statement	Mon 08/10/2020
Melanie O'Riley	LRCA Board Meeting Minutes - June 24, 2020	Thu 08/27/2020
Municipal Finance Officers Association of Ontario	MFOA's Second Report on the Financial Impact of COVID-19 Now Available	Thu 08/13/2020
O'Connell, Katie (MNRF)	Resuming aggregate application timelines and public consultation under the Aggregate Resources Act (ARA)	Wed 08/19/2020
ONE Investment	COVID-19 Emergency Funding – ONE Investment Options	Wed 08/19/2020
Policht, Sebastian (MTO)	Highway Traffic Amendments Related to School Bus Stop Arm Cameras - Ontario Regulation 424/20	Fri 08/07/2020
Thora Cartlidge	Thunder Bay District Agriculture News mid-Summer 2020	Mon 08/10/2020
Courses/ Webinars		
ARMA Info Dispatch	InfoCon 2020: Virtual Format, Very Real Value	Thu 08/27/2020

ORGANIZATION	DESCRIPTION	DATE
Canadian HR Awards	Introducing the first-of-its-kind virtual awards	Mon 08/24/2020
Canadian HR Reporter	Rosalie, do you have the right approach to HR automation? Find out here	Mon 08/17/2020
Canadian HR Reporter	Do you have the right strategies for a rapidly changing workplace?	Mon 08/10/2020
Career Concepts Workshops	Live Online Workshop - Critical Conversations	Mon 08/24/2020
	Live Online Workshop - Coaching, Supervising, and Mentoring	Wed 08/19/2020
	Live Online Workshop - Dealing with Difficult People	Wed 08/12/2020
Darren Denomme	OACFP Virtual Conference	Thu 08/27/2020
Delayne from ACHIEVE	Early Rate: Leadership Insights Online Workshop	Thu 08/27/2020
Delayne from ACHIEVE	Early Rate: Conflict Resolution Training	Thu 08/13/2020
Ontario Chapter of SWANA	Toronto and SWANA host free WOMEN in WASTE Webinar	Fri 08/21/2020
Ontario Good Roads Association	Can Blockchain Help Secure Municipal Data? – An OGRA Panel Discussion.	Mon 08/24/2020
	Become a Leader; Inspire your Team - Supervision Skills for Public Works	Tue 08/18/2020
	Start thinking cool, register now for OGRA's Snow School.	8/11/2020
SAP Concur Canada	Live Webcast: Insights On: Why Spend Management Automation is No Longer Optional	Thu 08/27/2020
Newsletters		
AMO Communications	AMO WatchFile - August 27, 2020	Thu 08/27/2020
Bang the Table	AMO WatchFile - August 20, 2020	Thu 08/20/2020
	AMO WatchFile - August 13, 2020	Thu 08/13/2020
	Community Engagement Bulletin: Tools to Keep Engaging	Fri 08/28/2020
	What's new to EngagementHQ? Read our August client newsletter.	Fri 08/21/2020
Canadian HR Reporter Editor	Feds change work permit rules Thermal scanners at work Family status and back to school	Thu 08/27/2020
Canadian HR Reporter Editor	Changes to CERB, EI New harassment rules Q&A on dress codes	Tue 08/25/2020
	Salary projections for 2021 Tips on accommodating parents Screening for COVID	Thu 08/20/2020

ORGANIZATION	DESCRIPTION	DATE
	Financial stress a big issue for workers CEWS applications open up Payroll certifications help careers take off	Wed 08/19/2020
	The role of HR in safety. Company tries out pandemic app Workers still feeling unsafe Perfecting termination clauses	Wed 08/12/2020 Tue 08/11/2020
Chase	Daily issue of the digital newspaper the Ontario Construction News	Mon 08/17/2020
Cludo Success	The Clu August: Private Data Masking and New Faces	Tue 08/25/2020
FCM Communiqué	President's Corner : Why collaboration is key to Canada's recovery FCM Communiqué : How you register to vote in the FCM Board elections FCM Voice : FCM outlines early priorities for Budget 2021 Ottawa announces optional COVID-19 infrastructure funding stream 93 Participants chosen for FCM's climate leadership course more	Thu 08/27/2020 Mon 08/24/2020 Mon 08/17/2020
FCM Connect	Participants chosen for climate leadership course Infraguide and more	Tue 08/25/2020
	Integrate climate change into asset management Sustainable communities guide and more	Tue 08/11/2020
IPWEA	Students have their say - IPWEA Professional Certificate in Asset Management Planning	Tue 08/25/2020
IPWEA intouch e-news	Opinion by David Jenkins - Using technology and the IoT to improve asset performance Funding flows to local roads and community infrastructure	Thu 08/20/2020
Korn Ferry Institute	Back to the Office? CEOs' Purpose Vow How to Handle Rivals CFOs Take Flight Getting Rehired? Nailing Virtual Interviews Meeting Fatigue 6 LinkedIn Mistakes Fido's Pandemic Perks	Thu 08/27/2020 Thu 08/20/2020 Thu 08/13/2020
MCSCS Feedback	Memorandum from Richard Stubbings, Assistant Deputy Minister, Public Safety Division	Mon 08/10/2020
Municipal Information Network	Municipal Information Network News	Fri 08/28/2020
	Municipal Information Network News	Thu 08/27/2020

ORGANIZATION	DESCRIPTION	DATE
Municipal Information Network Municipal World	Municipal Information Network News	Wed 08/26/2020
	Municipal Information Network Jobs	Wed 08/26/2020
	Municipal Information Network News	Tue 8/25/2020
	Municipal Information Network News	Mon 08/24/2020
	Municipal Information Network News	Fri 08/21/2020
	Municipal Information Network News	Thu 08/20/2020
	Municipal Information Network News	Wed 08/19/2020
	Municipal Information Network Jobs	Tue 08/18/2020
	Municipal Information Network News	Tue 08/18/2020
	Municipal Information Network News	Thu 08/13/2020
	Municipal Information Network News	Wed 08/12/2020
	Municipal Information Network Jobs	Tue 08/11/2020
	Municipal Information Network News	Tue 08/11/2020
	Municipal Information Network News	Mon 08/10/2020
	Print Magazine	August 2020
Municipal World Careers Team	Humour in the workplace –  HR Insider News 	Tue 08/25/2020
The Ontario Education Collaborative Marketplace The Ontario Education Collaborative Marketplace Ontario Heritage Trust Fiducie du patrimoine ontarien	OECM's Weekly COVID-19 Newsletter	Thu 08/27/2020
	Agreement Updates: Electrical Products, Plumbing Products and Graduation Gown Regalia	Wed 08/19/2020
	OECM's Weekly COVID-19 Newsletter	Thu 08/13/2020
	COVID-19 Emergency Funding – ONE Investment Options	Wed 08/19/2020
	Reminder: August news from the Ontario Heritage Trust Nouvelles du mois d'août de la Fiducie du patrimoine ontarien	Fri 08/21/2020
Ontario Good Roads Association	OGRA Special Edition: COVID-19 Newsletter	Tue 08/25/2020
Ontario Good Roads Association OWMA	Do you want to see the big picture? OGRA's Introduction to Plan Reading and Contract Interpretation	Fri 08/21/2020
	Do you know what value your municipal assets hold?	Thu 08/20/2020
	What are the road conditions in your municipality?	Mon 08/17/2020
	Show off Your Municipal Achievements - The John Niedra Best Practices Competition	Thu 08/13/2020
	OWMA News - August 26, 2020	Wed 08/26/2020
	OWMA News - August 12, 2020	Wed 08/12/2020

ORGANIZATION	DESCRIPTION	DATE
PMH Insights	How is all the great work municipal staff do communicated to Council and the community?	Thu 08/27/2020
The "CHECKER"®.	[All new eBook - Instant Access] The Cost of Workplace Injuries	Tue 08/11/2020
Thunder Bay Busines	Newsprint Issue	August 2020
Thunder Bay Chamber of Commerce	#tbaymarketplace	Wed 08/26/2020
Thunder Bay Chamber of Commerce Dr. Nancy Whitmore, CPSO Registrar and CEO	the latest: August 24	Mon 08/24/2020
	#tbaymarketplace: letter from a Member	Wed 08/19/2020
	the latest: August 18	Tue 08/18/2020
	#tbaymarketplace	Wed 08/12/2020
	the latest: August 10	Mon 08/10/2020
	CPSO Annual Report 2019	Fri 08/21/2020

**The Corporation of the Municipality of Neebing
Administrative Report**

Date: August 28, 2020 (For Meeting on September 2, 2020)

To: Mayor and Council

Subject: Re-Opening Blake Hall

File Number:

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council provide direction regarding re-opening Blake Hall for public events.

BACKGROUND:

The province has enacted Stage Three of the recovery plan, which states that indoor gatherings of 50 or fewer people can occur. On July 16 The Thunder Bay District Health Unit issued a letter that stated "reopening is vital for the economy and for our overall health and the health of our communities", and The Chief Medical Officer of Health issued a mandatory mask policy directive effective July 24, 2020. This policy applies to all Enclosed Public Spaces. The directive includes requirements for signage, physical distancing, and the availability of hand sanitizer at entrances and exits.

DISCUSSION:

Blake Hall was closed when the Province declared a state of emergency in March. Since that time, even though it was closed to the public, Blake Hall was used by the College Pre-Service Firefighter program, as their original training dates were delayed. No other use of the Hall has occurred. The Municipality has an understanding with the College for use of Municipal Facilities along with rental of equipment and expertise from our Volunteer Fire Department. The College has booked Blake Hall for the fall semester College Pre-Service Firefighter program training +- on October 6-9, 13-16, 20-23. The college has their own insurance and safety protocols to help prevent the spread of COVID -19.

The Volunteer Fire Department is investigating the protocols that would need to be in place to hold Fire Training events at Blake Hall. Administration is investigating internet connectivity at the hall so it can be used for Council Meetings.

The TOPS group that uses Blake Hall as a meeting space approached the Municipality and asked if they could resume their meetings at the Blake Hall location. The National TOPS group has a safety plan in place to reduce the risk of COVID transmission at meetings. If Council wants to consider opening the hall for TOPS, then COVID safe practices for opening the Hall for other public events need to be developed.

CONSIDERATIONS

Ensuring safety guidelines are followed

- If the Hall is used for our own purposes, then our staff or VFD members will ensure that safety guidelines are followed. If the Hall is used by the College, they will ensure that safety guidelines are followed.
- If the Hall is used by the public, Municipal Staff will not be present. However, the Municipality would still have to ensure safety protocols are followed. We could either limit use to events that can provide documentation of their safety protocols, or have the individual responsible for the booking sign a statement that they will ensure the Thunder Bay District Health Unit and Provincial guidelines are followed (and we could provide them with a copy of the guidelines).
- Social distancing might be easier to maintain if floor markings are installed.
- A sign-in sheet can be used for each event, in order to better to perform contact tracing if an attendee later tests COVID positive. The individual responsible for the booking would have to provide the office with a copy of the

Other Safety Considerations

Types of Events

- Events involving food preparation and service are difficult to perform while following social distance rules. Do not allow events where food is prepared and served. This includes catered events.
- The children's toys stored at Blake Hall are difficult to sanitize. Children will also find social distancing difficult while playing with toys.

Cleaning

- Extra cleaning will be arranged after each use, and additional COVID related cleaning will also be performed. This extra cleaning includes disinfecting all surfaces and door handles. Our Cleaner stated that COVID related cleaning tasks will take extra time. We can add a COVID surcharge onto booking fee, or we can absorb the extra cleaning cost as a COVID related expense, which we may be able recover from the Provincial Grant.
- Cleaning needs to occur after every use. This cleaning requirement means that the Hall can be booked for only one event per day, and sometimes there may need to be an additional day between events to allow for cleaning.

Possible Practices to put in place if Council reopens Blake Hall to the Public

- Mark the floor with tape or another suitable media that demonstrates space required 6 feet of social distance. This could be done at one spot only to demonstrate required spacing, or throughout the main Hall area.
- Place signage at entrances asking people who are symptomatic, or whom have possibly been exposed to COVID within the past 14 days to refrain from entering.
- Place signage at entrances and washrooms reminding people that mask wearing and social distancing is mandatory.
- Place a hand sanitizing station at entrances and exits.
- Have individuals/groups booking events provide us with a copy of their COVID Safety Plan and/or have individuals booking the hall sign a form that lists Provincial and Thunder Bay District Health Unit Guidelines and states they will ensure the guidelines are followed for reducing the transmission of COVID-19 are followed.
- Do not allow events that involve the preparation of food.
- Limit the types of events allowed.
- Have our Cleaner perform COVID related cleaning between events.
- Consider adding a COVID surcharge of \$25 for extra cleaning onto the booking fee.
- Limit bookings to one event per day to allow time for cleaning between events.
- Place Children's toys away until the threat of COVID-19 transmission is over.
- Mark doors with ENTER HERE and EXIT HERE signs to allow for one-way travel in and out of the building.
- Other?

ATTACHMENTS:

National TOPS group Meeting Plan

Letter from Thunder Bay District Health Unit to Employers, Business Owners and Operators

TOPS
ON 4756

COVID PLAN

Steps to follow when meeting resume.

- 1) Maintain social distance between members at all times.
- 2) Each member will be required to wear a facemask or faceshield.
- 3) Hand washing and hand sanitizer will be done or used upon entering the hall and when leaving the facility. ON 4756 will provide hand sanitizer and solution to clean the scale before and after each member weighs in.
- 4) Members will be asked to excuse themselves from meetings if they are showing any signs of any illness.
- 5) As we are utilizing a building maintained by the Municipality of Neebing, we will adhere to any specific requirements that they set out for use of the facility.
- 6) Roll call will be available to submit to the health unit if there is a suspected case of COVID 19 reported.
- 7) All members will be notified and informed of the guidelines that need to be followed to provide a safe meeting place for all.



Thunder Bay District Health Unit

MAIN OFFICE
999 Balmoral Street
Thunder Bay, ON
P7B 6E7
Tel: (807) 625-5900
Toll-Free in 807 area code
1-888-294-6630
Fax: (807) 623-2369

GERALDTON
P.O. Box 1360
510 Hogarth Avenue, W.
Geraldton, ON
P0T 1M0
Tel: (807) 854-0454
Speech: (807) 854-0905
Fax: (807) 854-1871

MANITOUWADGE
Tel: 1-888-294-6630

MARATHON
P.O. Box 384
24 Peninsula Road
Marathon, ON
P0T 2E0
Tel: (807) 229-1820
Fax: (807) 229-3356

RED ROCK
P.O. Box 196
Superior Greenstone District
School Board Learning Centre
46 Salls Street
Suite #2
Red Rock ON P0T 2P0
Tel: (807) 886-1060
Fax: (807) 886-1096

TERRACE BAY
McCausland Hospital
20B Cartier Road
Terrace Bay, ON
P0T 1G0
Tel: (807) 825-7770
Fax: (807) 825-7774

TBDHU.COM

July 16, 2020

To Employers, Business Owners and Operators,

I am writing to all persons responsible for a business or organization that is permitted to open under the *Emergency Management and Civil Protection Act (EMCPA)*, *R.S.O. 1990* and associated Regulations to highlight your responsibilities and outline additional requirements with respect to implementing mandatory use of masks or face coverings in enclosed public spaces.

I want to begin by expressing my appreciation for the significant amount of work you have had to do, and will do, to adapt your business and organizational practices to keep your workers safe, the public safe and, in doing so, our communities safe.

These are uncertain times. Reopening is vital for the economy and for our overall health and the health of our communities. However, as businesses and workplaces open and people increase their contact with others, the risk of a rapid rise in COVID-19 infections and outbreaks is increased. This risk is heightened with the approaching cooler weather and conditions that will promote transmission of the virus. Ongoing vigilance and strengthening adherence to all preventive measures will be important as we collectively navigate these times.

Emerging evidence supports that wearing a mask or face covering when in enclosed spaces is an important measure in reducing community transmission of COVID-19. Increasingly, recommendations and expectations around masking in enclosed spaces are being strengthened to reflect this.

As such, under Ontario Regulation 263/20, Section 4(2) and O. Reg. 364/20, Section 2(2) (or as current) of the *Emergency Management and Civil Protection Act (EMCPA)*, as Medical Officer of Health, **I am issuing the following instructions to all persons responsible for a business or organization that is open** within the Thunder Bay District Health Unit, effective July 24, 2020 at 12:01 am:

1. (1) Every Operatorⁱ of an Enclosed Public Spaceⁱⁱ shall adopt a policy requiring that all members of the public, employees and other persons who enter or remain in an Enclosed Public Space wear a mask or face coveringⁱⁱⁱ in a manner that covers their nose, mouth and chin without gapping.
- (2) Subsection (1) does not apply to:
 - a) Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver;

.../4

-
- b) Individuals with medical conditions rendering them unable to safely wear a mask, including breathing difficulties, cognitive difficulties, hearing or communication difficulties;
 - c) Individuals who cannot wear or are unable to apply or remove a mask without assistance, including those who are accommodated under the *Accessibility for Ontarians with Disabilities Act* (AODA) or who have protections under the *Ontario Human Rights Code*, R.S.O. 1990, c.H.19, as amended;
 - d) A person who is employed by or is an agent of the Operator of an Enclosed Public Space and is within or behind a physical barrier (e.g. Plexiglass).
 - 2. Implementation of the policy should be enacted and enforced in 'good faith' and should be primarily used as a means to educate people on mask or face covering use in public spaces.
 - 3. No person shall be required to provide proof of any of the exemptions set out in Subsection 1(2).
 - 4. The Operator of an Enclosed Public Space shall post, at every public entrance to the premises, prominent and clearly visible signage stating the use of masks or face coverings is required for entry.
 - 5. The policy shall:
 - a) exempt the persons set out in Subsection 1(2) from the obligation of wearing a mask or face covering;
 - b) ensure that all persons working at the business or organization are trained in the requirements of the policy;
 - c) require that employees and agents wear a mask or face covering when working in the public areas of the Enclosed Public Space unless the employee or agent is within or behind a physical barrier (e.g. Plexiglas);
 - d) require that employees and agents provide a verbal reminder to any person entering the premises without a mask that the person should be wearing a mask or face covering as a result of the policy;
 - e) require that employees and agents provide a verbal reminder of to any person in an Enclosed Public Space removing their mask or face covering for extended periods of time as a result of the policy;
 - f) permit the temporary removal of a mask or face covering where necessary for the purposes of:
 - i. actively engaging in an athletic or fitness activity including water-based activities;
 - ii. consuming food or drink;
 - iii. receiving services to areas of the face that would otherwise be covered by a face covering, when and where this is permitted under the regulations; or,
 - iv. any emergency or medical purpose
 - 6. Ensure the availability of alcohol-based hand rub at all entrances and exits for the use of all persons entering or exiting the establishment.

Employers, Business Owners and Operators
July 16, 2020

Page 3 of 4

7. Every Operator of an Enclosed Public Space, upon request, shall provide a copy of the policy to a Public Health Inspector or other person authorized to enforce the provisions of the EMPCA.

Please be reminded of your responsibilities for general compliance as per provincial legislation (EMCPA O. Reg. 263/20):

- 4 (1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.
- (2) The person responsible for a business or organization that is open shall operate the business or organization **in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.**
- (3) The person responsible for a business that is open to the public, or an organization responsible for a facility that is open to the public, shall ensure that the place of business or facility is operated to enable members of the public in the place of business or facility to, to the fullest extent possible, **maintain a physical distance of at least two metres from other persons.**

The EMCPA O. Reg. 364/20 Rules For Areas in Stage 3 has the same requirements in s. 2 General Compliance.

As we transition to reopen businesses and community settings in a safer way, it is critical that we all continue to take efforts to control the spread of COVID-19 and work to prevent a resurgence in cases and outbreaks.

TBDHU remains committed to supporting businesses and organizations in implementing the necessary measures to protect their workers and workplaces from COVID-19. Resources specific to these instructions have been developed and are included on the TBDHU website.

Thank you for your ongoing commitment to keep your workers, the public and our communities safe.

Sincerely,



Janet DeMille, MD, MPH, CCFP, FRCPC
Medical Officer of Health & Chief Executive Officer
Thunder Bay District Health Unit

cc. Dr. David Williams, Chief Medical Officer of Health

i **“Operator”** means the person who controls, governs, directs, or is responsible for the activity carried on within the Enclosed Public Space and includes the person who is actually in charge at any particular time.

ii **“Enclosed Public Space”** means indoor public spaces of businesses and organizations, accessed by the public.

These include but are not limited to:

- restaurants, cafés, cafeterias, banquet halls;
- retail establishments and shopping malls;
- churches, mosques, synagogues, temples, or other places of worship;
- libraries, museums, art galleries, recreational facilities, bingo halls, community centers and halls, cinemas, theatres, concert venues, special event venues, convention centers, or other similar entertainment, cultural, or leisure facilities;
- sports facilities, sports clubs, gyms, yoga studios, dance studios, and stadiums;
- real estate open houses
- common areas of hotels, motels, or short-term rental premises such as lobbies, elevators, meeting rooms, rest rooms, laundry rooms, gyms, and kitchens;
- public transportation and private transportation for hire, including taxis, limousines and rideshare services
- spas, hair salons, barbers, nail salons, and other personal service settings that are subject to health and safety protocols provided by the Province of Ontario during the provincial emergency;

Schools and Day Cares are not included for the purposes of these instructions.

iii **“Mask”** means: a cloth (non-medical) Mask, medical Mask or other face coverings, (e.g., bandana, a scarf or cloth), for filtering respiratory droplets that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping.

**The Corporation of the Municipality of Neebing
Administrative Report**

Date: August 28, 2020 (For Meeting on September 2, 2020)

To: Mayor and Council

Subject: COVID Recovery Funding
File Number:

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council accepts the COVID recovery funding, by having The Clerk-Treasurer sign the letter from the Hon. Steve Clark. And that Council approve that this funding be used for expenditures related to setting up Blake Hall for Council Meetings. And that the remainder of the funding be placed as a reserve until the grant expenditure guidelines are made available.

BACKGROUND:

On July 27, 2020 the Province released a press item stating that they are providing emergency funding assistance to Municipalities to help ensure the delivery of critical public services during COVID-19. At the Regular Council Meeting on the evening of August 12, 2020, the Clerk announced that she had received a notice from the Honorable Steve Clark regarding this municipal grant funding from the Province.

At the Regular Council Meeting of August 12, Council decided to meet using an electronic meeting format for the September meetings, and directed Administration to investigate the installation of internet service at Blake Hall in order to hold Council Meetings that have an in-person and online component.

DISCUSSION:

The Provincial Government press statement release August 12 details that “through the Safe Restart Agreement with the Federal Government ... the funding is to help address municipal operating pressures related to the COVID-19 pandemic”.

Operating pressure can come from both lost revenue as well as additional expenses. No detail regarding the funding criteria is available at the time this report. The funding is expected to be received sometime this fall, and criteria regarding its use will likely arrive at that time.

The funding is for the 2020 and 2021 period. It is important to recognize that we do not know what additional COVID related challenges are ahead. And Administration recommends keeping some of the funding in reserves for future pressures.

Blake Hall Project

One project that reasonably ought to qualify for funding is the establishment of Blake Hall as a Council Meeting location. Blake Hall is large enough to accommodate a socially distanced face-to-face Council meeting, and has space for members of the public to attend.

Establishing Blake Hall as a meeting location involves:

- The assembly of a tower upon which to place communications equipment for an internet canopy. Administration is investigating the possibility of relocating the decommissioned tower from Hall 3 to the Blake Hall.
- A contract with TbayTel for internet service for the internet canopy (the contract for the internet service canopy at the municipal office is for three years).
- A computer and communication equipment to allow for remote participation in Council meetings.
- Communication equipment such as microphones and speakers so that public audience members can hear the meeting.
- Ensuring other furnishings are suitable to support the meeting format.

Other COVID Operating Pressures that might qualify for funding

- If Superior North EMS does not receive direct provincial funding for COVID related expenditures, they may bill Neebing for a portion of their COVID expenses.
- Lost revenue from overdue tax penalties for the 10-month period from March to December 2020 may qualify as an allowable operating pressure
- Alterations to the Municipal Office to allow in-person payments at the counter (counter shields, door buzzer)
- Upgrades to computers, software, hardware to allow remote access from home
- Upgrades to HVAC systems for HEPA air filtration in Municipal building
- Lost Revenue from Blake Hall bookings
- Additional Cleaning
- Additional VFD supplies
- Extra sanitation supplies at garage and landfill

ATTACHMENTS:

Letter from Hon Steve Clark

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2020-3359

August 12, 2020

Mayor Erwin Butikofer
Municipality of Neebing
4766 Highway 61
Neebing ON P7L 0B5

Dear Mayor Butikofer:

On July 27, 2020, as part of the federal-provincial Safe Restart Agreement, the Ontario government announced that it had secured up to \$4 billion in emergency assistance to provide Ontario's 444 municipalities with the support they need to respond to COVID-19. I am writing to you today to provide further details on this funding investment.

Municipalities play a key role in delivering critical services that Ontarians rely on and are at the frontlines of a safe reopening of the economy. This investment will provide support to municipalities and public transit operators to help them address financial pressures related to COVID-19, maintain critical services and protect vulnerable people as the province safely and gradually opens. It includes:

- Up to \$2 billion to support municipal operating pressures, and
- Up to \$2 billion to support municipal transit systems.

The Honourable Caroline Mulroney, Minister of Transportation, will provide more information on the transit stream of this funding.

I would also like to acknowledge the Federal government in their role in this historic agreement. As Premier Ford has indicated, "by working together, we have united the country in the face of the immense challenges brought on by COVID-19 and secured a historic deal with the federal government to ensure a strong recovery for Ontario and for Canada".

Under the municipal operating stream, \$1.39 billion will be available to Ontario's municipalities to address operating pressures and local needs. This funding will be allocated in two phases: 50% allocated in Phase 1 for all municipalities, and 50% allocated in Phase 2 for municipalities that require additional funding.

The Safe Restart Agreement also includes a second phase of Social Services Relief Funding (SSRF) totalling \$362 million. This is in addition to significant investments made earlier to the SSRF and in support of public health. Details will be outlined in a letter to Service Managers in the coming days.

Municipal Operating Funding Phase 1: Immediate Funding for Municipal Pressures

Phase 1 of this funding will be allocated on a per household basis and I am pleased to share that the **Municipality of Neebing will receive a payment of \$146,100** to support your COVID-19 operating costs and pressures.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding exceeds your municipality's 2020 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess funding into reserves to be accessed to support COVID-19 operating costs and pressures that you may continue to incur in 2021. Your municipality will be expected to report back to the province in March 2021 with details on your 2020 COVID-19 operating costs and pressures, your overall 2020 financial position, and the use of the provincial funds in a template to be provided by the ministry. More details on this reporting will be shared in the coming weeks.

In the meantime, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email by September 11, 2020 to Municipal.Programs@ontario.ca. Please note that we must receive this acknowledgement before making a payment to your municipality. We intend to make payments to municipalities in September, subject to finalizing details.

Phase 2: Funding for Additional Municipal Pressures

I anticipate that the funding our government is providing through Phase 1 of the municipal operating stream will be sufficient to address COVID-19 costs and pressures for most municipalities. However, we recognize that some municipalities have experienced greater financial impacts arising from COVID-19 than others. As a result, we are offering a second phase of funding to those municipalities that can demonstrate that 2020 COVID-19 operating costs and pressures exceed their Phase 1 per household allocation.

To be considered for this Phase 2 funding, municipalities will be required to submit reports outlining their COVID-19 operating costs and pressures in a template to be provided by the ministry. **These reports will be due by October 30, 2020.**

Municipalities that require additional time to submit their report are asked to reach out to their Municipal Services Office contact by October 30, 2020 to request an extension to November 6, 2020. **Please note that the ministry is unable to consider municipal requests for Phase 2 funding if the municipality has not submitted its report by November 6, 2020.**

A template for this municipal report and request for consideration for Phase 2 funding will be provided shortly and will require:

1. Information about measures the municipality has undertaken to reduce financial pressures (e.g. use of reserves, cost saving measures);
2. Explanation of how the municipality applied or plans to spend Phase 1 funding towards COVID-19 operating costs and pressures;
3. A year-end forecast of COVID-19 operating costs and pressures;
4. Actual COVID-related impacts as of the end of Q3 of the municipal fiscal year (September 30, 2020);
5. Treasurer's statement as to accuracy of reporting;
6. Resolution of Council seeking additional funding.

Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

Our government will continue to be a champion for communities as we chart a path to a strong economic recovery. We thank all 444 Ontario municipal heads of council for their support through our negotiations with the federal government. Working together, we will ensure Ontario gets back on track.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the per household allocation of \$146,100 is provided to the Municipality of Neebing for the purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2020 will be put into reserves to support potential COVID-19 costs and pressures in 2021. I further acknowledge that the Municipality of Neebing is expected to report back to the province on 2020 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:

**The Corporation of the Municipality of Neebing
Administrative Report**

Date: August 28, 2020 (For Meeting on September 2, 2020)

To: Mayor and Council

Subject: Land Ambulance Levies

File Number:

Submitted by: Erika Kromm, Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council send the letter appended to the report to Superior North Emergency Services (SNEMS).

BACKGROUND:

At the regular meeting of Council held on August 12, Administration provided a report that outlined how much the land ambulance levies have increased over time. Neebing is not the only municipality seeing large increases to their levies. In response to the increases, other area municipalities are submitting letters to SNEMS similar to the one attached to this report.

DISCUSSION:

The land ambulance levy for Neebing has increased by nearly \$20,000 each of the last several years and typically the full impact of the increase is not known until the following year. This in-year increase is almost \$15,000 and Administration is concerned that when the final year-end bill comes in for 2020, the increase could actually be much higher.

ATTACHMENTS:

One: Draft response letter to SNEMS
Two: Letter from SNEMS regarding in-year levy increase

AVAILABLE UPON REQUEST:

Previous report to Council, invoices and correspondence from SNEMS.

ATTACHMENT ONE: Draft response letter to SNEMS

August XX, 2020

Wayne Gates
Chief of EMS
105 S. Junot Ave.
Thunder Bay, ON P7B 4X6
wgates@thunderbay.ca

Dear Mr. Gates,

RE: 2020 In-Year Levy Increase

At its meeting on September 2nd Council received your notice indicating our 2020 levy is rising from \$247,754 to \$262,541 and directed me to respond to this development.

Council is very concerned about this in-year increase to the SNEMS levy. As you know, 2020 municipal budgets and tax levies have already been determined. A significant unbudgeted cost can be difficult to cover. The general practice for any levying agency is to set the levy for the year and not change it in-year. Council is wondering why you are deviating from this practice.

Your notice says WSIB expenditures are the cause. It says an "increase in presumptive injury claims" this year induced SNEMS to adjust the levy upwards but provides no details to explain how WSIB costs drove up the 2020 levy. We are also wondering why these rate increases were not forecasted and factored into the initial levy.

Council would also like further information on why WSIB is driving up the SNEMS levy. Contributing municipalities should be advised of steps being taken by SNEMS to stem rising WSIB costs.

We look forward to your response.

Yours truly,

Erika Kromm
Clerk-Treasurer
On behalf of Council

ATTACHMENT TWO: Letter from SNEMS regarding in-year levy increase

www.SuperiorNorthEMS.com

HEADQUARTERS – Chief of EMS

July 23, 2020

Rosalie Evans
Solititor-Clerk
Township of Neebing
4766 Hwy 61
Neebing ON
P7L 0B5

Dear Ms. Evans:

Superior North Emergency Medical Service – Second Quarter Levy for 2020

Please find enclosed the 2nd quarter levy for land ambulance services in your community. In a previous letter, I mentioned potential impacts of WSIB and the Covid-19 pandemic on our operations. I would like to provide you with an update on these activities to date.

WSIB expenditures continue to impact operations. This year, we have seen another increase in presumptive injury claims and are expecting these injuries will have an impact on costs. As a result, our 2nd quarter levy has been adjusted to take into account this impact and I have enclosed an updated levy calculation for your information.

Since the start of the pandemic, the Superior North Emergency Medical Service has been tracking all pandemic related costs. To date, pandemic expenditures have totalled approximately \$664,000. These costs include an increase in use of PPE, enhanced cleaning procedures, medical equipment, and new equipment to support operations. We expect these costs will be reimbursed by the Province and they have not been included in the levy calculation.

Please contact either myself, at (807) 625-3259 wgates@thunderbay.ca or Brent Cline – Superintendent of Administrative Services at (807) 625-3264 bcline@thunderbay.ca, if you require additional information.

Sincerely,

Wayne Gates
Chief of EMS

Encls.

Proudly Serving the People of the District of Thunder Bay

**105 Junot Ave S., Thunder Bay ON P7B 4X6
Tel: (807) 625-3271 Fax: (807) 684-2657**

2020 Levy Payments based on 2020 Weighted Assessments and 2020 Estimated Cost

13,421,868										
	Weighted Assessment	Estimated Total Levy	A		B		C		D=B-C	E=A+D
			2020 Levy	Quarterly Billing	6 month	Actual				
City of Thunder Bay	14,280,272,808	80.62%	10,820,407	2,705,102	5,410,203	2,552,748	2,857,455			
Town of Greenstone	686,754,387	3.88%	520,366	130,091	260,183	122,765	137,418			
Town of Marathon	158,151,147	0.89%	119,834	29,958	59,917	28,271	31,646			
Township of Conmee	70,781,505	0.40%	53,632	13,408	26,816	12,653	14,163			
Township of Dorion	50,225,071	0.28%	38,056	9,514	19,028	8,978	10,050			
Township of Gillies	40,501,572	0.23%	30,689	7,672	15,344	7,240	8,104			
Township of Manitouwadge	53,154,814	0.30%	40,276	10,069	20,138	9,502	10,636			
Township of Neebing	346,489,391	1.96%	262,541	65,635	131,270	61,939	69,331			
Municipality of Nipigon	99,656,535	0.56%	75,511	18,878	37,756	17,815	19,941			
Township of O'Connor	75,598,875	0.43%	57,283	14,321	28,641	13,514	15,127			
Township of Oliver & Paipoonge	845,415,933	4.77%	640,586	160,147	320,293	151,127	169,166			
Municipality of Red Rock	39,108,952	0.22%	29,633	7,408	14,817	6,991	7,826			
Township of Schreiber	46,379,404	0.26%	35,142	8,786	17,571	8,291	9,280			
Municipality of Shuniah	799,051,587	4.51%	605,455	151,364	302,728	142,839	159,889			
Township of Terrace Bay	122,019,289	0.69%	82,456	23,114	46,228	21,812	24,416			
District Municipalities			2,601,461	650,365	1,300,731	613,737	686,994			
Total	17,713,561,170	100%	13,421,868	3,355,467	6,710,934	3,166,485	3,544,449	0		



RECEIVED
JUL 29 2020
 Municipality of Neebing

Municipality of Neebing
 4766 Highway 61
 Neebing ON P7L 0B5

Attn: Rosalie Evans

Invoice	1820145742
Customer Acct 12528	Amount Paid <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Date Due AUG 21 2020	Amount Due 69,331.00

-----Detach here and return above portion with payment-----

Doc. Number	Doc. Date MM/DD/YYYY	Description	H.S.T. included in Total	Amount(\$)
1820145742	07/22/2020	Emergency Medical Services 2nd Quarter Levy 2020	0.00	69,331.00

RECEIVED
JUL 29 2020
 Municipality of Neebing

Amounts are payable by the due date. Outstanding balances are subject to 1.25% interest per month, compounded and payable monthly, not in arrears, to an equivalent annual interest of 16.075%. A \$40.00 fee will be charged for any NSF or returned cheques.

Please pay in Person at:

**Victoriaville Civic Centre,
 1st. Floor in Victoriaville Mall**

Inquiries:

Account Information:

City of Thunder Bay HST Registration
 Thunder Bay Community Auditorium HST Registration
 Development Thunder Bay HST Registration **42-**

Mail Payment to:

**City of Thunder Bay
 PO Box 800
 Thunder Bay, ON
 P7C 5K4**

Call
 807-625-8150

Fax
 807-623-4277

R121396592
 R119264133
 R119264182

**The Corporation of the Municipality of Neebing
Administrative Report**

Date: August 28, 2020 (For Meeting on September 2, 2020)
To: Mayor and Council
Subject: Noise Complaints
Submitted by: Erika Kromm, Clerk-Treasurer

RECOMMENDATION:

Administration requires Council's direction regarding the implementation of a noise by-law.

BACKGROUND:

Neebing does not have any by-laws relating to general noise. The only by-law that has been passed relates to noise created by dogs. The option to pass a general noise by-law has been reviewed in the past, but Council has opted to only maintain the by-law related to noise from dogs. Attached is a report from 2018 that outlines the history of these by-laws.

Administration has received a couple of complaints related to noise disturbances on Cloud Lake (see Attachment Two). The correspondence refer to incidents in July and it is difficult for OPP enforcement at this point. However, it raises the question as to whether Council wishes implement a noise by-law.

DISCUSSION:

The OPP is able to enforce disturbances of the peace under the criminal code; however, a municipal noise by-law can offer additional options for enforcement through by-law enforcement officers.

A noise by-law could apply to machinery and equipment, loud parties, un-muffled vehicles, etc. In addition, Council could specify specific areas, such as subdivisions in the waterfront areas. These are areas where excess noise would have a greater impact.

Some consideration should also be given to doing some public education about appropriate times to contact the police. The public should be encouraged to contact the police at the time that events like this occur, so that appropriate enforcement can take place.

If Council wishes to implement a noise by-law, Administration can bring forward a by-law at a future meeting.

ATTACHMENTS:

One: Previous Report to Council
Two: Correspondence Regarding Noise Complaints

AVAILABLE UPON REQUEST:

Provincial legislation, sample noise by-laws.

ATTACHMENT ONE: Previous Report to Council**The Corporation of the Municipality of Neebing
Administrative Report**

Date: September 13, 2018 (For Meeting on September 19, 2018)

To: Mayor and Council

Subject: Anti Noise By-law
File Number: 13-C02-00001-2017

Submitted by: Rosalie A. Evans, Solicitor-Clerk

RECOMMENDATION:

This Report is prepared for Council's information at Councillor Butikofer's request.

BACKGROUND:

Minutes of various historic Council meetings referred to a "Noise By-law" which was ultimately enacted as By-law 914-2011. Although described as a general prohibition against all noise, the wording of the by-law deals only with noise caused by animals. The offence section reads:

General Noise Prohibition: It is an offence for a person to make, cause or to permit the persistent barking, calling, whining or making other noise by animals, which shall include but not be limited to dogs or birds in their possession within the municipal boundary of The Corporation of the Municipality of Neebing.

The by-law also had a schedule appended that prohibited this noise between 10:00 p.m. and 6:00 a.m. (9:00 a.m. on Sundays and holidays). Nothing in the text of the by-law connected the wording in the Schedule with the offence provision.

A subsequent by-law, 938A-2012, also addressed noise made by dogs, within the context of a dog control by-law. It contained the following offence section:

No person shall allow their dog to disturb the peace and quiet of any person or neighbouring property by allowing the dog to bark or howl.

The drafting of both of these by-laws left much to be desired. Administration previously reported in that regard, and both by-laws were repealed and replaced in 2014. By-law 2014-028 deals with various elements of dog control and ownership, and contains the following offence section:

It is an offence for a Dog Owner to allow the Dog to make persistent noise by barking, calling, howling, yelping, whining or making other sounds.

Administration's review of the by-laws on record did not reveal a general noise prohibition by-law for noise other than animal sounds.

DISCUSSION:

A general by-law prohibiting noise could apply to machinery and equipment, loud parties, un-muffled vehicles, etc.

Anti-noise by-laws are passed under the authority of the *Municipal Act, 2001*.

ATTACHMENTS:

None

AVAILABLE UPON REQUEST:

Past reports; historic by-laws and minutes, samples from other municipalities, current by-law, etc.

ATTACHMENT TWO: Correspondence Regarding Noise Complaints

From: [Cheryl Jaspers](#)
To:
Subject: FW: New Response Completed for Report a Concern
Date: July 22, 2020 12:55:00 PM

Dear ,

We have received your concern submitted July 22, 2020 at 11:36 am.

It has been given reference number .

Future correspondence regarding this concern should include this reference number.

In the Municipality of Neebing, unlawful issues such as disturbing the peace and excessive noise are dealt with by the OPP as it is a Law Enforcement issue.

I would strongly suggest that the next time something like this occurs, please telephone the OPP.

Emergency calls to 911 are directed through Central Dispatch and relayed to local police detachments for action.

I hope this provides some direction for you as well as assurance that your concerns have been heard and logged.

If you have any questions, please feel free to contact the Municipal Office.

Regards,

Cheryl Jaspers
 Municipality of Neebing
admin@neebing.org
 PH 807-474-5331
 FX 807-474-5332
www.neebing.org

From: noreply@neebing.org [mailto:noreply@neebing.org]
Sent: July 22, 2020 11:37 AM
To: Neebing <neebing@neebing.org>
Subject: New Response Completed for Report a Concern

Hello,

Please note the following response to Report a Concern has been submitted at Wednesday July 22nd 2020 11:36 AM with reference number 2020-07-22-001.

- **What kind of problem are you reporting?**

Other

- **Other:**

Disturbing the Peace and Intolerable Noise

- **Would you like to provide a photo of the problem?**

No

- **Please provide a description of the problem you are reporting, including where the problem located (i.e. address or closest intersection):**

This past Saturday at the _____ on Cloud Lake Road there was a very FRIGHTENING extremely loud event that carried on till past 3:00am. It was a large gathering of young people drinking and doing other things which lead to fighting, screaming , VULGAR language and very loud music that just didnt quit!!!! No regard for anyone else at the lake. They also have Karaoke parties that are extremely loud. Something needs to be done to protect all the taxpayers and their young families from this kind of assault. We did not call law enforcement thinking that by the time they got here it would be over!!!. Is it possible for the Municipal office to send them a warning letter?? This needs to stop. Please do not use my name if you are sending them a letter as i wish to remain anonymous . Thank you for your help.

- **Enter your first and last name.**

- **Email Address:**

- **Phone Number:**

- **Would you like to provide more information?**

No

[This is an automated email notification -- please do not respond]

Municipality of Neebing
4766 Highway 61
Neebing, ON P7L 0B5

RECEIVED
AUG 20 2020
Municipality of Neebing

FYI

Dear Council Members,

On Saturday July 18, 2020, a "disturbing event" happened at _____, the property of _____. This "event" started in the afternoon with a crowd of loud young people who got progressively louder and more vulgar as the day progressed into the evening and then night. It was so loud that it could be heard clearly around the Lake. There was a complete disregard for anyone at the Lake by them as the raucous continued. This loud party escalated into a very loud, obnoxious, vulgar shouting, screaming, arguing match coupled with very loud music and continued past 3 a.m. Sunday. Truly a frightening event that we all endured thinking that one of our neighbors would call in law enforcement to put an end to it. Unfortunately, nobody did.

We are all taxpayers here. Many of us have small children, are seniors, and vacationers and do not need to hear this or be frightened when we are out here. Some of us are year-round residents and have never experienced this complete ignorant kind of behavior and blatant disregard of surrounding home and cottage owners.

This is not the first "event" at the _____ property, but it was the worst.

We have come together to ensure that no more of these loud "events" at the _____ property happen and that the Municipal by-laws are respected and obeyed. Loud karaoke parties and loud obnoxious drinking events are not welcome here and will not be tolerated and the OPP will be called in.

Thank you for your attention to the matter.

cc. Municipal Board Office
OPP Neebing Detachment, 3267 Hwy 130, Rosslyn, ON P7K 0B1



August 26, 2020

Lucy Kloosterhuis
Lakehead Rural Municipal Coalition
3250 Highway 130
Thunder Bay, ON P7C 4V1

For delivery via e-mail and Canada Post

Dear Lucy Kloosterhuis,

Hydro One has started the development work for the new proposed Waasigan Transmission Line project. This project consists of a new double-circuit 230 kilovolt (kV) transmission line between Thunder Bay and Atikokan, and a new single-circuit 230 kV transmission line between Atikokan and Dryden. The new line will increase the amount of electricity that can flow through the system and provide local businesses and communities the electricity they need to grow. Waasigan is a critical link in the expansion of the transmission network in northwest.

As large infrastructure projects take several years to plan, develop, and construct, Hydro One is establishing the Waasigan Community Roundtable to ensure a continuous feedback loop between Hydro One and municipal officials and staff, industry, businesses, educational institutions, labour unions and Indigenous communities who are located and/or work within the project study area. Consultation and engagement are top priorities for Hydro One. This exciting initiative will enable community and industry leaders who are nominated by their organization to be a part of the Roundtable to act in an advisory capacity to Hydro One, to ensure that local values and interests are considered throughout the various stages of the project.

By way of this letter, Hydro One invites the Lakehead Rural Municipal Coalition to join the Waasigan Community Roundtable. We ask that one (1) member is nominated to participate. Roundtable members are expected to serve a term of two (2) years, beginning at the first meeting, and there will be a minimum of two (2) meetings per year. We are planning to host the inaugural meeting in late October and in order to keep everyone safe during the COVID-19 pandemic, we anticipate that it will be held virtually. An invitation will follow in the coming weeks. We hope to hold meetings in person when it is safe to do so, to maximize discussion and information sharing opportunities.

Further membership details are outlined in the Waasigan Community Roundtable Guiding Principles document, enclosed. We ask that you review this document and indicate the name and contact information of the member nominee, and/or forward any questions, to Hydro One Community Relations at 1-877-345-6799 or Community.Relations@HydroOne.com by September 15, 2020.

Hydro One recognizes the potential that exists in northwestern Ontario and believes in supporting growth in the region. Thank you for your time and consideration. We look forward to working with you.

Sincerely,

Daniel Levitan, Vice President, Stakeholder Relations and Chair, Waasigan Community Roundtable

CC: Steven Mantifel, Senior Manager, Community Relations
Bruce Hopper, Waasigan Project Manager

Enclosed (1): Waasigan Community Roundtable Guiding Principles



GUIDING PRINCIPLES

THE WAASIGAN COMMUNITY ROUNDTABLE

VERSION 1 • AUGUST 2020

1.0 INTRODUCTION

Hydro One Networks Inc. (“Hydro One”) recognizes that northwestern Ontario’s active mining and forestry operations are a driver of electricity growth in the region, and in the communities that support them. Future growth in these sectors will require bulk system upgrades to meet electricity needs. As such, the Independent Electricity System Operator (IESO) requested that Hydro One begin the planning and development work for the proposed Waasigan Transmission Line Project (“the Project”).

In April 2019, Hydro One released its Notice of Commencement (NoC) for the Terms of Reference (ToR) for the Project. The proposed line consists of a double-circuit 230 kilovolt (kV) line between Thunder Bay and Atikokan and a single-circuit 230 kV line between Atikokan and Dryden that will bring increased power transfer capability to the region. Development work includes the Environmental Assessment (EA), preliminary design and engineering, cost estimation, public and Indigenous engagement and consultation, and routing and siting.

Hydro One values feedback and engagement. As the Project construction start date is not yet determined, the Waasigan Community Roundtable (“the Roundtable”) is being established to ensure a continuous feedback loop between Hydro One and municipal officials and staff, industry, businesses, educational institutions, and Indigenous communities throughout all stages of the project. Members of the Roundtable will act in an advisory capacity to Hydro One to ensure that local developments, knowledge, interests and values are considered throughout the various stages of the project.

2.0 PURPOSE

- 2.1** To bring municipal officials and staff, industry, businesses, educational institutions, and Indigenous communities together in a regular forum to discuss the Project.
- 2.2** To allow Roundtable members to share strategic local advice, knowledge and a northwestern Ontario perspective during the various stages of the Project.
- 2.3** To create and support continuous feedback, information sharing and engagement between Hydro One and municipal officials and staff, industry, businesses, educational institutions, and Indigenous communities.

3.0 MEMBERSHIP

The Roundtable will be composed of members who are located, work and recreate in northwestern Ontario, and are able to provide strategic advice and local knowledge to Hydro One on the potential impacts and mitigations regarding the Project. Members of the Roundtable will have the ability to provide a regional perspective as it pertains to land use, industry and community needs.

Hydro One will invite municipal officials and staff, industry, businesses, educational institutions, and Indigenous communities to be members of the Roundtable. Organizations selected for membership will submit their selected designate to Hydro One for approval.

3.1 Hydro One Representation: Hydro One will be represented on the Roundtable by members of the following departments:

Chair, Waasigan Transmission Line Project representative
 Environmental Services representative(s)
 Community Relations representative(s)
 Indigenous Relations representative(s)

3.2 Non-Hydro One Representation:

Name of Organization	Seats	Name of Organization	Seats
City of Thunder Bay	1	Thunder Bay Chamber of Commerce	1
Town of Atikokan	1	Lakehead Rural Municipal Coalition (LRMC)	1
City of Dryden	1	Thunder Bay Community Economic Development Commission	1
Municipality of Shuniah	1	Northwestern Ontario Prospectors Association (NWOPA)	1
Northwestern Ontario Municipal Association (NOMA)	1	Lakehead University	1
Laborers' International Union of North America (LiUNA)	1	Confederation College	1
Canadian Union of Skilled Workers (CUSW)	1		

3.3 Support Staff and Invited Guests: All non-Roundtable members must receive permission in advance from the Chair through the Secretariat to attend meetings or participate in Roundtable activities.

3.4 Indigenous Participation: Indigenous communities will be invited to participate in the Roundtable.

3.5 Additional Members: As the Project progresses through different stages, additional members may be invited to participate in the Roundtable.

4.0 TERM AND ATTENDANCE

The Roundtable will be established during the planning phase of the Project, and continue through construction. The feedback and insight gathered through Roundtable meetings and engagement may be reflected throughout various stages of the Project. Roundtable members are expected to serve a term of two (2) years, beginning at the first meeting. A membership evaluation will be completed following the completion of the first term. Following the completion of the proposed Project, an evaluation of the Roundtable as a whole will be made to determine whether to retain or dissolve the Roundtable.

Members will be required to attend the mandatory two (2) meetings per year to be part of the Roundtable. The term will begin at the first meeting. Members representing an organization may nominate a delegate for meetings by providing advanced notice to the Chair, through the Secretariat. If a member does not provide a delegate and/or concurrent meetings are missed, they will forfeit membership.

4.1 Remuneration: Members will not receive compensation.

5.0 MEETING LOGISTICS

5.1 Chair: Hydro One Waasigan Transmission Line Project representative.

5.2 Vice-Chair: Roundtable member elected by fellow members for the duration of the term, during the first meeting.

5.3 Secretariat: Hydro One Community Relations representative.

5.4 Schedule & Location: There will be two (2) mandatory Roundtable meetings per year. Additional meetings may also be held as outlined in section 5.9. Meetings will be scheduled a minimum of six (6) weeks in advance. Locations of meetings will rotate. All meeting information will be provided to the Roundtable members from the Chair, through the Secretariat.

5.5 Budget & Expenses: When it is safe and possible to hold in-person meetings, Hydro One will cover the cost of the meeting venue, food and refreshments, audio/visual support, meeting facilitation, and accommodation as required for Roundtable members.

All receipts for expenses incurred by members for the purpose of the Roundtable meeting must be submitted within one (1) week after purchase to the Secretariat. An itemized receipt and a transaction receipt (for payments by credit or interact card) are both required to qualify for reimbursement.

5.5.1 Accommodation/Lodging: Hydro One will book and cover all accommodation/lodging expenses for Roundtable members as required. Members wishing to book their own accommodations are to notify the Secretariat in advance.

5.5.2 Meals: Meal expenses incurred outside of meeting times, but as a result of the meeting location, may be expensed. Hydro One will reimburse the cost of food, coffee, tea and soft drinks. Hydro One will not reimburse the cost of any alcohol. Maximum expense limits for meal expenses incurred are as outlined below:

Breakfast: Maximum of \$20.00 CAD

Lunch: Maximum of \$25.00 CAD

Dinner: Maximum \$40.00 CAD

If the maximum expense limit is not used, it may **not** be carried over to use for the purpose of a separate meal expense.

5.5.3 Transportation and Gas: Hydro One will reimburse the cost of gas for members travelling to and from meetings. Hydro One will **not** reimburse mileage costs.

5.6 Meeting Records: The Secretariat will manage the distribution of all materials as outlined below (dates may vary due to statutory holidays):

5.6.1 Agendas: A draft agenda will be circulated by the Secretariat a minimum of 10 business days prior to the meeting. Roundtable members will be given five (5) business days to provide comments and/or additional agenda items. The final agenda will be approved by the Chair and Vice-Chair, and distributed to members at the meeting; however, the agenda may be adjusted at the meeting at the request of members.

5.6.2 Meeting Materials: All members will send meeting materials (if required) to be used at meetings a minimum of five (5) business days in advance of the meeting date. This includes presentations by any member of the Roundtable.

5.6.3 Minutes of Meeting (MoM): The Secretariat will take and distribute meeting minutes to all members no more than ten (10) business days after each meeting. All comments and edits must be provided to the Secretariat within five (5) business days of distribution. Meeting minutes from the previous meeting will be approved at the next scheduled mandatory meeting.

5.6.4 Annual Report: The Secretariat will prepare an Annual Report, no later than 30 days after the first full year of the Roundtable. The Annual Report will include a summary of the activities, meetings, events, engagement, progress, and next steps for the Roundtable. Members will have 30 days to review and submit comments. The final issue of the Annual Report will be issued no later than 90 days after the initial draft submission.

5.6.5 Public Posting of Records: Meeting minutes, presentations and supporting documentation will be posted on the Project website, except those identified as sensitive or confidential. The Annual Report of the Roundtable will be posted on the Project website.

5.7 Quorum: Quorum will be achieved when the Chair, Vice-Chair and 50%, plus one member of the Roundtable are present.

5.8 Voting: In concurrence with section 7.4, voting may occur during a Roundtable meeting in the event a decision is required for:

5.8.1 The position of the Vice-Chair during the first Roundtable meeting.

5.8.2 Topics as designated by the Chair.

5.9 Special Meetings: In addition to the mandatory two (2) meetings per year, the Chair and Vice-Chair may schedule additional special meetings for the Roundtable to discuss project needs and opportunities. Roundtable members may also request a special meeting through the Secretariat, to be approved by the Chair.

6.0 COMMUNICATIONS AND CONFIDENTIALITY

6.1 Media Spokesperson: A Hydro One representative will act as Spokesperson for all media inquiries related to the Project and/or the Roundtable (as a whole). Hydro One will not speak on behalf of individual Roundtable members. Any joint communications or announcements will be reviewed by Hydro One and Roundtable members prior to public release.

6.2 Confidentiality: Only Hydro One representatives and Roundtable members will be permitted to attend meetings. In accordance with section 5.6.5, Roundtable meeting minutes, Hydro One project updates, project information including employment opportunities and data, contractors and sub/contractors, and inquiry responses (with identifying information removed) will be considered non-confidential information.

6.2.1 In Camera Designation: Roundtable members may request that the Chair and Vice-Chair call a vote to designate certain information as “in camera”, making this information and activities related to this information confidential.

7.0 SUMMARY OF RESPONSIBILITIES

7.1 Hydro One Chair will:

- 7.1.1** Begin all Roundtable meetings with a land acknowledgement.
- 7.1.2** Facilitate open and meaningful discussion guided by the meeting agenda to achieve Roundtable purposes and gather a balance of views and values.
- 7.1.3** Seek input and local knowledge from the Roundtable on Project milestones, and report back to the Roundtable regarding the considerations and implementation of Roundtable feedback.
- 7.1.4** Guide the development of the Roundtable agenda. Ensure a continuous feedback loop between Hydro One and the Roundtable, through the Secretariat.

7.2 Vice-Chair will:

- 7.2.1** Support the Chair in the facilitation of open and meaningful discussion guided by the meeting agenda to achieve Roundtable purposes and gather a balance of view and values.
- 7.2.2** Guide the development of the Roundtable agenda.
- 7.2.3** Ensure that the Chair continuously considers the feedback on the Project as seen from a northwestern Ontario perspective.

7.3 Hydro One Secretariat will:

- 7.3.1** Fulfill responsibilities as outlined in Section 5.0.
- 7.3.2** Communicate with the Roundtable with project information and updates, answer any questions and address concerns that Roundtable members have.
- 7.3.3** Complete additional actions as requested by the Chair.

7.4 Roundtable members will:

- 7.4.1** Fulfill responsibilities as outlined in sections 2.0, 3.0, 4.0, 5.0 and 6.0.
- 7.4.2** Report the feedback, interests and local knowledge of their communities, constituency or organization to the Roundtable related to the Project.
- 7.4.3** Share public information and updates on the Project with their communities, constituency or organization using the approved templates.

7.5 Decision-Making Authority

- 7.5.1** Hydro One is legally responsible for all final decisions during all stages of the Project.
- 7.5.2** The Roundtable is an information sharing body and acts only in an advisory capacity to Hydro One.
- 7.5.3** Hydro One will openly and transparently take into consideration the input and advice from the Roundtable with as it pertains to the Project.

WAASIGAN COMMUNITY ROUNDTABLE MEMBER AGREEMENT

I _____,
agree to be a member of the Waasigan Community Roundtable, and
will adhere to the guiding principles and understand my responsibilities
as a member.

Roundtable member printed name

Roundtable member signature

Organization name

Date

Roundtable Chair signature

Date

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

BY-LAW NUMBER 2020-031

Being a By-law to confirm the Proceedings of the Council of The Corporation of the Municipality of Neebing at its meeting held on the 2nd day of September, 2020.

Recitals:

1. Subsection 3 of Section 5 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that municipal powers, including a municipality's capacity, rights, powers and privileges under Section 9 of the legislation, shall be exercised by By-law unless the municipality is specifically authorized to do otherwise.
2. The Council considers it necessary and desirable to confirm the decisions made, and the proceedings of the Council at this meeting through passage of this confirmation by-law.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NEEBING ENACTS AS FOLLOWS:

1. Confirmation: The actions of the Municipal Council at its meeting held this 2nd day of September, 2020, in respect of each motion, resolution and other action passed and taken by the Council is hereby adopted, ratified and confirmed as if all such decisions and proceedings were expressly embodied in this By-law.
2. Actions: The Mayor and/or Deputy Mayor and/or appropriate administrative officers are hereby authorized and directed to do all things necessary to give effect to these actions and/or to obtain any required approvals and, except where otherwise provided, the signing officers are directed to execute all documents necessary in that behalf, and to affix the Corporate Seal of The Corporation of the Municipality of Neebing.
3. Effective Date: This By-law takes effect on the date that it is passed.

ENACTED AND PASSED IN COUNCIL this 2nd day of September, 2020, as witnessed by the corporate seal of the Corporation and the hands of its proper Officers duly authorized in that behalf.

THE CORPORATION OF THE
MUNICIPALITY OF NEEBING

Mayor

Clerk-Treasurer