

The Corporation of the  
**Municipality of Neebing**

AGENDA for Regular Council meeting: May 19, 2021 at 6:00 p.m.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/522186645> You can also dial in using your phone.

Canada (Toll Free): [1 888 455 1389](tel:18884551389) Access Code: **522-186-645**

**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 Regular Meeting of Council held on May 5, 2021 1-7  
(Recommendation to approve the minutes, with any error corrections, as required.)
- 3.2 Minutes of the Special Meeting of Council held on May 12, 2021 8-10  
(Recommendation to approve the minutes, with any error corrections, as required.)
- 3.3 Minutes of the meeting of the Neebing Economic Advisory Committee held 11-12  
on April 15, 2021  
(Recommendation to receive the minutes)
- 3.4 Voucher Report for the previous month 13-18  
(Recommendation to approve the vouchers)
- 3.5 Report from Clerk-Treasurer Regarding Administrative Activity 19-22  
(Recommendation to schedule a Special Meeting for Planning matters and to receive the report for information.)
- 3.6 Report from Working Roads Foreman Regarding Departmental Activity in the 23-24  
preceding month  
(Recommendation to receive the report for information)
- 3.7 Report from Fire Chief Regarding Departmental Activity in the preceding 25-26  
month  
(Recommendation to receive the report for information)
- 3.8 Information Correspondence List 27-30  
(Recommendation to receive the correspondence for information)

**4. Reports and Correspondence Requiring Direction**

- 4.1 Report from Clerk-Treasurer Regarding Valley Road Turnaround 31  
(Recommendation to receive comments from the public.)
- 4.2 Report from Clerk-Treasurer Regarding Summer Meeting Schedule 32-33  
(Recommendation to schedule summer Council meetings.)
- 4.3 Report from Clerk-Treasurer Regarding Fees for Severance Application 34  
(Recommendation to waive fees for re-application.)

4.4	Report from Deputy Clerk-Treasurer Regarding Road Maintenance Policy (Recommendation to approve the revised policy.)	35-67
4.5	Correspondence from Ministry for Seniors and Accessibility, received May 7, 2021, Regarding Senior of the Year Award (Recommendation to provide direction regarding a nomination.)	68-70
4.6	Correspondence from Town of Perth, received May 6, 2021, Regarding Funding Hospital Capital Equipment (Recommendation to provide direction.)	71
4.7	Correspondence from Municipality of Calvin, received May 4, 2021, Regarding Funding for Fire Departments (Recommendation to pass a supporting resolution.)	72
4.8	Correspondence from Association of Municipalities of Ontario (AMO), received April 24, 2021, Regarding 2021 AMO Conference (Recommendation to provide direction.)	73-74
<b>NEW 4.9</b>	Report from Deputy Clerk-Treasurer Regarding NOHFC Grant Application for Alf Olsen Memorial Park Outdoor Rink (Recommendation to authorize Administration to submit the application.)	-
<b>NEW 4.10</b>	Report from Clerk-Treasurer Regarding Zoning By-law Clarification (Recommendation to clarify a definition in the Zoning By-law.)	-

## **5. By-laws for Passage**

(Recommendation in each case is to pass the by-law)

5.1	By-law 2021-023 to claim land for a turnaround on Valley Road West	75
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## **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**

Council will enter closed session under paragraph 239(2)(b) to consider item 7.1, involving personal matters about identifiable individuals; and Under paragraph 239(2)(e) to consider item 7.2, involving litigation or potential litigation affecting the municipality.

7.1	Report from Clerk-Treasurer Regarding Personnel Matters (Recommendation to provide direction.)	76
<b>NEW 7.2</b>	Verbal from Clerk-Treasurer Regarding Pending Litigation (Recommendation to receive for information.)	-

Council will rise from Closed Session

### **Matters Arising from Closed Session**

Resolutions relating to Items 7.1 and 7.2

## **8. Confirmation By-law**

- 8.1 By-law 2021-024, 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 REGULAR MEETING OF COUNCIL**

Held using GoToMeeting Web Conference System

On Wednesday, May 5, 2021

**PRESENT:** Mayor Erwin Butikofer  
 Blake Councillor Mark Thibert  
 Scoble Councillor Brian Kurikka  
 Councillor at Large Gordon Cuthbertson  
 Pardee Councillor Curtis Coulson  
 Crooks Councillor Brian Wright  
 Pearson Councillor Gary Gardner

Erika Kromm, Clerk-Treasurer  
 Laura Jones, Deputy Clerk-Treasurer  
 Courtney Lanthier, Economic Development Officer

**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 the Agenda:

Res. No. 2021-05-087

Moved by: Councillor Cuthbertson  
 Seconded by: Councillor Wright

BE IT RESOLVED THAT the agenda circulated for this regular meeting of Council be amended to add, as Item 4.11, a report from Clerk-Treasurer regarding property marketing, and that the agenda, as so amended, be approved.

**CARRIED ✓**

- (d) Declarations of Interest:

No declarations of interest were brought forward.

**2. HEAR DEPUTATIONS FROM AUDIENCE MEMBERS:**

No deputation requests received.

**3. CONSENT AGENDA: MINUTES, REPORTS AND CORRESPONDENCE**

- 3.1 Minutes of the Open Session portion of the Special Meeting of Council held on April 21, 2021  
 (Recommendation to approve the minutes, with any error corrections, as required)
- 3.1 Minutes of the meeting of the Lakehead Region Conservation Authority held on March 31, 2021  
 (Recommendation to receive the minutes)



- 3.2 Minutes of the meeting of the Lakehead Region Conservation Authority Drinking Water Source Protection held on April 29, 2020 (Recommendation to receive the minutes)
- 3.3 Report from Clerk-Treasurer Regarding Administrative Activity  
(Recommendation to receive the report for information)
- 3.4 Report from Economic Development Officer Regarding Tourism Task Force  
(Recommendation to receive the report for information)
- 3.5 Report from Deputy Clerk-Treasurer Regarding Exclusion of Certain Liabilities from the 2021 Budget  
(Recommendation to receive the report for information)
- 3.6 Report from Deputy Clerk-Treasurer Regarding 1st Quarter Variance and Investments  
(Recommendation to receive the correspondence for information.)
- 3.7 Report from Deputy Clerk-Treasurer Regarding Reserve Fund Transfers  
(Recommendation to receive the correspondence for information.)
- 3.8 Report from Deputy Clerk-Treasurer Regarding the Proposed Final Budget  
(Recommendation to receive the correspondence for information.)
- 3.9 Information Correspondence List  
(Recommendation to provide direction)

Res. No. 2021-05-088

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 3.9.

**CARRIED ✓**

**4. REPORTS AND CORRESPONDENCE REQUIRING DIRECTION**

4.1 Report from Economic Development Officer Regarding Thunder

Members present reviewed the report. Ms. Lanthier provided an overview of the report.

Res. No. 2021-05-089

Moved by: Councillor Kurikka  
Seconded by: Councillor Coulson

BE IT RESOLVED THAT Council directs Administration to proceed with the Northern Ontario Heritage Fund Corporation (NOHFC) grant application on behalf of the Thunder Grinder event.

**CARRIED ✓**

4.2 Report from Economic Development Officer Regarding Drive-In Theatre

Members present reviewed the report. Ms. Lanthier provided an overview of the report.

Res. No. 2021-05-090

Moved by: Councillor Wright  
Seconded by: Councillor Gardner

BE IT RESOLVED THAT Council authorizes Administration to work with the new owners to negotiate a lease for the drive-in on Cloud Lake Road.

**CARRIED ✓**

4.3 Report from Economic Development Officer Regarding Snowmobile Trails

Members present reviewed the report. Ms. Lanthier provided an overview of the report.

Res. No. 2021-05-091

Moved by: Councillor Cuthbertson  
Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council directs Administration to participate in the planning for the development of snowmobile trails between Fort William First Nation and the border.

**CARRIED ✓**

Ms. Lanthier left the meeting.

4.4 4.4 Report from Clerk-Treasurer Regarding Hazardous Waste Day

Members present reviewed the report. The Clerk provided an overview of the report.

Res. No. 2021-05-092

Moved by: Councillor Thibert  
Seconded by: Councillor Kurikka

BE IT RESOLVED THAT Council directs Administration to proceed with planning a joint Hazardous Waste Day with the area municipalities.

**CARRIED ✓**

4.5 Report from Deputy Clerk-Treasurer Officer Regarding Prudent Investor Standard

Members present discussed the report. It was noted that a bylaw would be coming back to Council for approval.

Res. No. 2021-05-093

Moved by: Councillor Cuthbertson  
Seconded by: Councillor Wright

BE IT RESOLVED THAT the report Prudent Investor Standard for Municipal Investments: Analysis and Options, be received;

AND THAT Council adopts the Prudent Investor Standard;

AND THAT Administration work with ONE Investment on the steps necessary to join the ONE Joint Investment Board as a participating municipality and report back to Council with a new Investment Policy Statement (IPS), the ONE Joint Investment Board (ONE JIB) agreement, and an authorizing by-law by August 18, 2021.

**CARRIED ✓**

4.6 Correspondence from City of Brantford, received April 30, 2021, Regarding Provincial Prohibition on Golf

Members present discussed the correspondence.

Res. No. 2021-05-094

Moved by: Councillor Coulson

Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council supports the resolution from the City of Brantford regarding the provincial prohibition on golf.

**FAILED ✗**

4.7 Correspondence from Township of Scogug, received April 28, 2021, regarding bus stops on dead end roads

Members present discussed the correspondence.

Res. No. 2021-05-095

Moved by: Councillor Coulson

Seconded by: Councillor Cuthbertson

BE IT RESOLVED THAT Council supports the resolution from the Township of Scogug regarding bus stops on dead end roads.

**CARRIED ✓**

4.8 Correspondence from Ministry of Municipal Affairs and Housing, received April 27, 2021 regarding consultation on Municipal Codes of Conduct

Members present discussed the correspondence.

Res. No. 2021-05-096

Moved by: Councillor Thibert

Seconded by: Councillor Kurikka

BE IT RESOLVED THAT Council authorizes Administration to register Mayor Butikofer for the consultation session.

**CARRIED ✓**

4.9 Correspondence from Association of Municipalities of Ontario (AMO), received April 24, 2021, Regarding 2021 AMO Conference

Item was deferred until the next regular Council meeting.

4.10 Report from Clerk-Treasurer Officer Regarding Property Marketing

Members present reviewed the report. The Clerk provided an overview and responded to questions.

Res. No. 2021-05-097

Moved by: Councillor Cuthbertson

Seconded by: Councillor Gardner

BE IT RESOLVED THAT Council authorizes Administration to list one of the Island Avenue properties on Thunder Bay houses

**CARRIED ☐**

**5. BY-LAWS**

5.1 By-Law 2021-018 to Set Tax Ratios

Res. No. 2021-05-98

Moved by: Councillor Wright

Seconded by: Councillor Gardner

BE IT RESOLVED THAT By-law 2021-018 to Set Tax Ratios, be passed

**CARRIED ✓**

5.2 By-Law 2021-019 to Set Tax Rates

Res. No. 2021-05-099

Moved by: Councillor Thibert

Seconded by: Councillor Coulson

BE IT RESOLVED THAT By-law 2021-019 to Set Tax Rates, be passed

**CARRIED ✓**

5.3 By-Law 2021-020 to Adopt the 2021 Budget

Res. No. 2021-05-100

Moved by: Councillor Kurikka  
Seconded by: Councillor Cuthbertson

BE IT RESOLVED THAT By-law 2021-020 to Adopt the 2021 Budget, be passed

**CARRIED ✓**

5.4 By-Law 2021-021 to Amend the Weight Restriction By-Law

Res. No. 2021-05-101

Moved by: Councillor Thibert  
Seconded by: Councillor Coulson

BE IT RESOLVED THAT By-law 2021-021 to amend the Weight Restriction By-law, be passed

**CARRIED ✓**

**6. NEW BUSINESS - ANNOUNCEMENTS**

Councillor Thibert stated his Jazz group has engaged the services of the film company that made Neebing's video and offered to share some of the video content with Neebing.

Councillor Kurikka was talking with the developer of the Wayfinder App and was wondering if Neebing sites could be inserted into the App.

Councillor Coulson mentioned that someone had torn up the Blake Hall grounds and was wondering about purchasing security cameras at that site. Administration was directed to look into security cameras at that location.

Mayor Butikofer informed Council that he met with a Solid Waste Projects Advisor from the Ministry of the Environment, Parks and Conservation. He advised the Ministry that Neebing would be a willing test site for new technologies.

Ms. Kromm advised that the group discussing the OPP detachments board would be meeting in late May and would likely need to submit a request for an extension.

**7. CLOSED SESSION**

There were no reports presented in Closed Session for this meeting.

**8. CONFIRMATION BY-LAW**

**8.1 By-law 2021-022 To Confirm the Proceedings of the Meeting**

Res. No. 2021-05-104

Moved by: Councillor Wright

Seconded by: Councillor Thibert

BE IT RESOLVED THAT By-law 2021-022, 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 7:40 p.m.

REGULAR MEETING OF COUNCIL

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Erwin Butikofer  
MAYOR

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Erika Kromm  
CLERK-TREASURER

## THE CORPORATION OF THE MUNICIPALITY OF NEEBING

### MINUTES OF THE SPECIAL MEETING OF COUNCIL

Held using GoToMeeting Web Conference System

On Wednesday, May 12, 2021

**PRESENT:** Mayor Erwin Butikofer  
 Blake Councillor Mark Thibert  
 Scoble Councillor Brian Kurikka  
 Councillor at Large Gordon Cuthbertson  
 Pardee Councillor Curtis Coulson  
 Crooks Councillor Brian Wright  
 Pearson Councillor Gary Gardner

Erika Kromm, Clerk-Treasurer  
 Laura Jones, Deputy Clerk-Treasurer

#### 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) **Declarations of Interest:**  
 No declarations of interest were brought forward

#### 2. **STRATEGIC PLANNING SESSION**

**Res. No. 2021-05-105**

Moved by: Councillor Thibert  
 Seconded by: Councillor Cuthbertson

BE IT RESOLVED THAT the Procedural By-law rules be waived for this Special meeting of Council to allow for informal proceedings for strategic planning discussions.

**CARRIED ✓**

##### 2.1 **Council Strategic Planning Report**

This report was provided for information.

Mayor Butikofer turned the meeting over to Ms. Jones to run the exercise at Item 2.2.

## 2.2 Strategic Plan Values

Ms. Jones led the discussion regarding which values were important to Council. A list of values was generated and placed into four value categories to be used in the Strategic Plan.

### Res. No. 2021-05-106

Moved by: Councillor Wright

Seconded by: Councillor Thibert

BE IT RESOLVED THAT THAT Council adopts the value categories of accountability, stewardship, lifestyle and social responsibility as part of the Strategic Plan.

**CARRIED ✓**

## 2.3 Draft Strategic Plan

Members present reviewed the draft plan and discussed changes. Council determined they would review and update the Mission and Vision statements at a future meeting for inclusion in the final plan. The focus of the discussion was on the objectives listed under each Strategic Theme. The following objectives were added to the Strategic Plan:

### Attracting Economic Development:

- Support Rural Day Care

### Health:

- Continue to develop and enhance emergency health systems

### Community and Recreation:

- Encourage the development of camping facilities

### Tourism:

- Encourage the development of recreational opportunities such as camping, cycling, snowmobiling etc.

### Governance and Administration:

- Continue to develop electronic communication and supporting infrastructure
- Adopt an attitude that supports asset management planning and analysis, including linking longer term planning documents with asset management to sustainably manage our assets and resources



Res. No. 2021-05-107

Moved by: Councillor Cuthbertson  
Seconded by: Councillor Coulson

BE IT RESOLVED THAT Administration is directed to incorporate the changes to the Strategic Plan, as discussed, and bring forward a final version of the Strategic Plan for approval at a future Council Meeting.

**CARRIED ✓**

**3. ADJOURN THE MEETING:**

There being no further business to attend to, Mayor Butikofer adjourned the meeting at 7:44 p.m.

REGULAR MEETING OF COUNCIL

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Erwin Butikofer  
MAYOR

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Erika Kromm  
CLERK-TREASURER

# Neebing Economic Development Advisory Committee

## Minutes

### Thursday April 15, 2021

### 11:30am via GoTo Meeting (virtual)

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1. Attendance:

Present: Courtney Lanthier, Councillor Cuthbertson, Gary Davies, Brock Marshall, Elaine Mackenzie, Councillor Kurikka.

2. Approval of the Agenda:

The committee approved the agenda as presented.

**Moved by: Gary Davies. Seconded by: Councillor Cuthbertson. Motion carried.**

3. Approval of the Minutes:

The committee approved the minutes of the previous two meetings, on February 25 and March 11, 2021.

**Moved by: Councillor Cuthbertson. Seconded by: Elaine Mackenzie. Motion carried.**

4. Declarations of Conflicts of Interest:

No conflicts were brought up by the committee.

5. Business Arising:

The committee discussed updates to the project at Sturgeon Bay Boat Launch. Gary Davies revised the draft proposal and permit application and sent it to administration for submission.

Councillor Kurikka advised of a mistake in the minutes of the previous meeting. The budget for the washroom facilities at Sturgeon Bay is \$30,000, rather than \$10,000.

Councillor Cuthbertson mentioned that it would be a good idea for the committee to reach out to the Thunder Bay Yacht Club. A letter supporting our project at Sturgeon Bay may be useful in any funding applications we choose to submit.

Courtney Lanthier updated the committee on the trail initiative with Thunder Bay Adventure Trails and Fort William First Nation. The club is interested and a meeting will be set with both stakeholders to determine the scope of the project.

Courtney also updates the committee on a few of the economic development projects that are underway. The last two gateway signs at Boundary Dr. and Pigeon River will be installed in late May/early June.

Administration will submit a stage-one application to NOHFC for funding to improve the rink facilities at Blake Hall. This is a two-stage application. Councillor Cuthbertson advised that a fabric dome roof, like the one installed in Conmee, might be a good option depending on lumber prices.

Courtney is working with the Thunder Bay Cycle Club to apply for NOHFC funding for the Thunder Grinder event. Details are still being worked out, and are pending social distancing restrictions. Hopefully, some tourism dollars can be used to increase the outreach of the event. The committee discussed souvenirs that would be nice to hand out to promote Neebing. Gary Davies advised that Heart of the Continent might want to be involved since they are interested in cycle tourism.

Courtney asked the committee for their thoughts on marking Swoop's donation to Alf Olsen. The committee came up with two ideas: a sign, or some sort of decal on the rink boards. Courtney will present both in a report to Council with quotes, and advise the committee as to the decision.

6. New Business:

Gary Davies raised the issue of broadband to the committee. Courtney advised that she would get back to NEDAC with information about the LRMC project. He also provided some comments on the success of the

James Duncan Nature Trail. It got a lot of use in the past year and additional infrastructure such as cedar trees, shrubs, new signage, and a bench will be added to the site.

Councillor Kurikka advised the committee that Neebing's page on the Superior Country and Circle Tour websites is now updated.

7. Next meeting:

May 13, 2021 @ 10:00am.

8. Adjournment:

The committee adjourned at 12:30pm.

**Moved by: Gary Davies. Seconded by: Elaine Mackenzie. Motion carried.**

**VOUCHER REPORT**

FOR THE MONTH OF APRIL 2021

	<u>Amount</u>
<b>Liabilities</b>	
HST, Source Deductions, Liabilities	\$ 92,961.96
<b>Expense Accounts</b>	
General Government	45,597.12
Protection to Persons and Property	15,830.37
Policing	24,967.64
Transportation Services	61,117.13
Environmental Services	8,690.81
Health Services	68,759.00
Cemetery	
Social and Family Services	33,357.00
Building Services	733.73
Recreation and Cultural Services	3,495.76
Economic Development	35.62
Capital Projects General	
Capital Projects-Fire Department	
Capital Projects Public Works	478,679.04
Capital Projects Parks	
School Boards - Education Levy	
<b>Total disbursements in month</b>	<b><u><u>\$834,225.18</u></u></b>

<b><u>Cheque Runs</u></b>	
April 8-2021	\$ 26,990.35
April 9-2021	99,684.28
April 22-2021	649,833.54
	<b><u><u>\$776,508.17</u></u></b>
<b><u>Direct Deposits - Payroll</u></b>	
PR-1518	\$ 15,621.55
PR-1519	16,574.76
PR-1520	17,991.18
PR-1521	7,529.52
	<b><u><u>\$57,717.01</u></u></b>
<b>Total disbursements in month</b>	<b><u><u>\$834,225.18</u></u></b>

**Municipality of Neebing  
Voucher Report - April 2021**

3.4-2

Chq #	Date	Iurr	Vendor Name / Description	GL Acct #	Trans Detail	Amount
14989	4/8/2021		<b>CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL #87</b>			<b>\$457.12</b>
			PR1512 - Payroll from 2/13/21 to 2/26/21	01-00-204600	Source Deductions	
			PR1513 - Payroll from 2/27/21 to 3/12/21	01-00-204600	Source Deductions	
14990	4/8/2021		<b>MINISTER OF FINANCE (EHT)</b>			<b>\$977.73</b>
			PR1512 - Payroll from 2/13/21 to 2/26/21	01-00-204700	Source Deductions	
			PR1513 - Payroll from 2/27/21 to 3/12/21	01-00-204700	Source Deductions	
			PR1515 - Payroll from 3/01/21 to 3/31/21	01-00-204700	Source Deductions	
			PR1517 - Payroll from 1/01/21 to 3/31/21	01-00-204700	Source Deductions	
14991	4/8/2021		<b>ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM</b>			<b>\$5,353.54</b>
			PR1512 - Payroll from 2/13/21 to 2/26/21	01-00-204500	Source Deductions	
			PR1513 - Payroll from 2/27/21 to 3/12/21	01-00-204500	Source Deductions	
14992	4/8/2021		<b>RECEIVER GENERAL</b>			<b>\$12,438.09</b>
			PR1512 - Payroll from 2/13/21 to 2/26/21	01-00-204300	Source Deductions	
			PR1512 - Payroll from 2/13/21 to 2/26/21	01-00-204400	Source Deductions	
			PR1512 - Payroll from 2/13/21 to 2/26/21	01-00-204200	Source Deductions	
			PR1513 - Payroll from 2/27/21 to 3/12/21	01-00-204400	Source Deductions	
			PR1513 - Payroll from 2/27/21 to 3/12/21	01-00-204300	Source Deductions	
			PR1513 - Payroll from 2/27/21 to 3/12/21	01-00-204200	Source Deductions	
			PR1515 - Payroll from 3/01/21 to 3/31/21	01-00-204300	Source Deductions	
			PR1515 - Payroll from 3/01/21 to 3/31/21	01-00-204200	Source Deductions	
14993	4/8/2021		<b>WSIB (WORKER'S SAFETY INSURANCE BOARD)</b>			<b>\$2,356.14</b>
			ADD FIRE MAR 2021 - ADDITIONAL FIRE PREMIUM	01-03-501260	Fire / Protection PP	
			PR1512 - Payroll from 2/13/21 to 2/26/21	01-00-204750	Source Deductions	
			PR1513 - Payroll from 2/27/21 to 3/12/21	01-00-204750	Source Deductions	
			PR1515 - Payroll from 3/01/21 to 3/31/21	01-00-204750	Source Deductions	
			PR1517 - Payroll from 1/01/21 to 3/31/21	01-00-204750	Source Deductions	
14994	4/9/2021		<b>A-1 SEWAGE SERVICES (1989) LTD.</b>			<b>\$214.70</b>
			85849 - HALL 6 / SCOBLE LANDFILL	01-08-504210	Environmental	
			85849 - HALL 6 / SCOBLE LANDFILL	01-03-502125	Fire / Protection PP	
14995	4/9/2021		<b>DALE ASHBEE</b>			<b>\$12.87</b>
			CHQ-REQ-APR2021 - REIMBURSE FOR EXPENSES HALL 1 & 5 PAINTING SUPPLIES	01-03-502125	Fire / Protection PP	
			CHQ REQ-APAR2021-CREDIT - OVERPAYMENT FROM PREVIOUS PAYMENT CHQ 14593	01-03-502125	Fire / Protection PP	
14996	4/9/2021		<b>CENTRAL CANADA INDUSTRIES INC</b>			<b>\$342.30</b>
			01QQ9881 - CK-4 DIESEL MOTOR OIL	01-05-503325	Public Works	
14997	4/9/2021		<b>CODY CHEESMAN</b>			<b>\$85.11</b>
			NEW LINE IN1754115 - P-108 BOOSTER REEL PARTS	01-03-502135	Fire / Protection PP	
14998	4/9/2021		<b>COMPASS MINERALS CANADA CORP</b>			<b>\$7,024.49</b>
			789634 - WINTER ROAD SALT	01-05-503341	Public Works	
14999	4/9/2021		<b>CRC COMMUNICATIONS LIMITED</b>			<b>\$320.36</b>
			1143763 - REPEATER RENTAL - SYSTEM LIC FEES	01-05-503415	Public Works	
15000	4/9/2021		<b>DESIGN HOUSE PUBLICATIONS</b>			<b>\$339.00</b>
			3840 - PRODUCTION MARCH & APRIL	01-01-501571	General Government	
15001	4/9/2021		<b>KEN EASTMAN</b>			<b>\$160.32</b>
			WAJAX - RIN006146131 - 6-15 - REIMBURSE EMPLOYEE FOR PURCHASE	01-05-503320	Public Works	

**Municipality of Neebing  
Voucher Report - April 2021**

3.4-3

Chq #	Date	Iur	Vendor Name / Description	GL Acct #	Trans Detail	Amount
15002	4/9/2021		<b>ROSALIE A. EVANS LAW OFFICE</b>			<b>\$912.51</b>
			NBG-1-APR-1-2021 - LEGAL SERVICES JAN 1 - MAR 31-2021	01-01-501520	General Government	
15003	4/9/2021		<b>FORT GARRY INDUSTRIES LTD</b>			<b>\$392.50</b>
			F8596323 - P-108 CLAMPS / GROMMETS	01-03-502135	Fire / Protection PP	
			F8616331 - 6-98 WHEEL/STUDS	01-05-503320	Public Works	
			F8611104 - 6-98 / 6-17 VALVE/WHEEL	01-05-503320	Public Works	
15004	4/9/2021		<b>GFL ENVIRONMENTAL INC</b>			<b>\$3,350.34</b>
			RC143905 - RECYCLE COLLECTION / BIN RENTAL	01-08-504250	Environmental	
15005	4/9/2021		<b>HOSANNA FIRE PROTECTION SERVICES</b>			<b>\$951.53</b>
			30511 - FIRE HALL #2 FIRE EXTINGUISHER INSPECTIONS	01-03-502130	Fire / Protection PP	
			30506 - FIRE HALL #6 FIRE EXTINGUISHER INSPECTIONS	01-03-502130	Fire / Protection PP	
			30507 - MUNICIPAL OFFICE FIRE EXTINGUISHER INSPECTIONS	01-01-501430	General Government	
15006	4/9/2021		<b>LOCAL AUTHORITY SERVICES LTD</b>			<b>\$10,455.33</b>
			MGBP1123 - PURELL HAND SANITIZER DISPENSER (BLAKE)	01-01-501295	General Government	
			MGBP1124 - PURELL HAND SANITIZER DISPENSER (OFFICE)	01-01-501295	General Government	
			MGBP1131 - OFFICE SUPPLIES - COPY PAPER/FILES/SHEET PROTECTORS	01-01-501505	General Government	
			PF-1369-03857 - FURNACE 5169.10L / DIESEL 2076.30L / DYED 1067.10L	01-03-502115	Fire / Protection PP	
			PF-1369-03857 - FURNACE 5169.10L / DIESEL 2076.30L / DYED 1067.10L	01-05-503325	Public Works	
			PF-1369-03857 - FURNACE 5169.10L / DIESEL 2076.30L / DYED 1067.10L	01-15-507210	Recreation	
15007	4/9/2021		<b>MICROAGE COMPUTER CENTRE</b>			<b>\$653.05</b>
			IN-298991-01 - EDC LAPTOP SET UP	01-01-501295	General Government	
			IN-299019-01 - ONLINE BACKUP - MARCH 2021	01-01-501518	General Government	
			IN-299052-01 - HOSTED EXCHANGE EMAIL FEB & MAR 2021	01-01-501518	General Government	
15008	4/9/2021		<b>MORNEAU SHEPELL LTD</b>			<b>\$622.74</b>
			1376276 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-02-501270	Council Expense	
			1376276 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-08-501270	Environmental	
			1376276 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-03-501270	Fire / Protection PP	
			1376276 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-01-501270	General Government	
			1376276 - EMPLOYEE ASSISTANCE PLAN 1/4'LY BILLING	01-05-501270	Public Works	
15009	4/9/2021		<b>MUNICIPAL PROPERTY ASSESSMENT CORPORATION</b>			<b>\$14,634.37</b>
			1800028045 - 1/4'LY BILLING PROPERTY ASSESSMENT SERVICES	01-01-501535	General Government	
15010	4/9/2021		<b>PRO-TEC TIRE CENTRE</b>			<b>\$62.15</b>
			334633 - R-155 TIRE REPAIR	01-03-502135	Fire / Protection PP	
15011	4/9/2021		<b>ROSSLYN SERVICE LTD.</b>			<b>\$18,393.01</b>
			180845 - PROZ 560 CUB CADET MOWER	01-05-503350	Public Works	
15012	4/9/2021		<b>SPECTRUM TELECOM GROUP LTD</b>			<b>\$141.25</b>
			1065666 - P-108 - ANTENA/MIC CLIP	01-03-502160	Fire / Protection PP	

**Municipality of Neebing  
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Chq #	Date	Iurr	Vendor Name / Description	GL Acct #	Trans Detail	Amount
15013	4/9/2021		<b>Stan Randle</b>			<b>\$250.00</b>
			BP-2020-18-OCC PER - REFUND OCCUPANCY PERMIT BP-2020-18	01-16-502443	Building Expense	
15014	4/9/2021		<b>THUNDER BAY CO-OP FARM SUPPLIES</b>			<b>\$60.95</b>
			139487 - SOFTENER SALT / BLAKE HALL & OFFICE	01-15-507220	Recreation	
			139487 - SOFTENER SALT / BLAKE HALL & OFFICE	01-01-501430	General Government	
15015	4/9/2021		<b>THUNDER BAY DISTRICT SOCIAL SERVICES ADMIN. BOARD</b>			<b>\$33,357.00</b>
			SI102839 - APRIL 2021 LEVY	01-12-506100	Social / Family Services	
			SI102839 - APRIL 2021 LEVY	01-12-506400	Social / Family Services	
15016	4/9/2021		<b>THUNDER BAY POLICE</b>			<b>\$6,165.00</b>
			911-CONTRACT-2020-2021 - 911 ANSWERING SERVICES	01-03-502156	Fire / Protection PP	
15017	4/9/2021		<b>WEB PRESS (THUNDER BAY) LIMITED</b>			<b>\$599.82</b>
			W21-27616 - PRINTING CHARGES NEEBING NEWS	01-01-501571	General Government	
15018	4/9/2021		<b>XEROX CANADA LTD.</b>			<b>\$183.58</b>
			P57329557 - XEROX COPIER CHARGES	01-01-501505	General Government	
			P57329557 - XEROX COPIER CHARGES	01-03-502157	Fire / Protection PP	
15019	4/22/2021		<b>A. J. STONE COMPANY LTD</b>			<b>\$40.27</b>
			159516 - P-108 - Disc, TFT Travel Adjustment	01-03-502135	Fire / Protection PP	
15020	4/22/2021		<b>BELL CANADA</b>			<b>\$97.66</b>
			9642098-APR2021 - GARAGE TELEPHONE	01-05-503410	Public Works	
15021	4/22/2021		<b>BRANDT TRACTOR LTD.</b>			<b>\$531,552.00</b>
			50711062 - 2021 JOHN DEERE GRADER 1DW772GPLMF711062	01-51-513304	Capital Projects - PW	
15022	4/22/2021		<b>CITY OF THUNDER BAY</b>			<b>\$68,759.00</b>
			1820147628 - EMS 1ST QTR LEVY 2021	01-10-505300	Health Services	
15023	4/22/2021		<b>COLVOY ENTERPRISES 2012 LTD.</b>			<b>\$767.36</b>
			47812 - TIGER MOWER CLEVIS/SEAL KIT/FREIGHT	01-05-503320	Public Works	
15024	4/22/2021		<b>FAIRBARN'S MACHINE SHOP LTD</b>			<b>\$457.65</b>
			23283 - 6-98 - REPAIR HUB RIM	01-05-503319	Public Works	
15025	4/22/2021		<b>FORT GARRY INDUSTRIES LTD</b>			<b>\$369.51</b>
			F8643093 - MUD FLAP/HYDRAULIC HOSES/HITCH	01-05-503320	Public Works	
15026	4/22/2021		<b>KEVIN HOLLAND</b>			<b>\$1,077.14</b>
			CHQ-REQ-APR2021 - LPSB MTGS/MILEAGE/INTERVIEWS JAN 11 FEB 11 APR 6-12-14-29-2021	01-07-502250	Policing	
15027	4/22/2021		<b>HOOD EQUIPMENT CANADA INCORPORATED</b>			<b>\$178.54</b>
			I130748 - 160 EXCAVATOR - GASKET/THERMOSTAT	01-05-503320	Public Works	
15028	4/22/2021		<b>LAKEHEAD PURCHASING CONSORTIUM</b>			<b>\$100.00</b>
			JONES-2021-LPC - LPC ASSOCIATE MEMBER FEE - JONES-MUNICIPALITY OF NEEBING	01-01-501560	General Government	
15029	4/22/2021		<b>JERRY LOAN</b>			<b>\$300.00</b>
			CHQ-REQ-APR2021 - LPSB-MTG ATTENDANCE APR 12-2021/APR 14-2021	01-07-502250	Policing	
15030	4/22/2021		<b>LOCAL AUTHORITY SERVICES LTD</b>			<b>\$3,405.88</b>
			MGBP1185 - HAND SANITIZER AUTO DISPENSE REFILLS	01-01-501430	General Government	
			PF-1404-03928 - DIESEL 1108.00L / DYED 1041.40L / FURNACE 320.90L	01-05-503325	Public Works	

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Chq #	Date	Iur	Vendor Name / Description	GL Acct #	Trans Detail	Amount
			MGBP1184 - HAND SANITIZER AUTO DISPENSE REFILL	01-15-507220	Recreation	
15031	4/22/2021	<b>MINISTER OF FINANCE</b>				<b>\$36,821.00</b>
			201204211307156 - APR-2021 OPP CONTRACT BILLING LAKEHEAD GROUP	01-00-103850	Asset	
			201204211307048 - 2021 CSPT GRANT MUNICIPAL POLICING CONTRACTS	01-07-502300	Policing	
15032	4/22/2021	<b>NORTH OF SUPERIOR TRAVEL ASSOCIATION</b>				<b>\$1,130.00</b>
			17601 - 2021 MUNICIPAL MEMBERSHIP	01-01-501560	General Government	
15033	4/22/2021	<b>AXEL NOWAK</b>				<b>\$300.00</b>
			CHQ-REQ-APR2021 - LPSB-MTG ATTENDANCE APR 12-2021/APR 14-2021	01-07-502250	Policing	
15034	4/22/2021	<b>QUALITY DOOR HARDWARE</b>				<b>\$344.65</b>
			S100580437 - REPAIR HALL 1 BAY DOOR / GEAR KIT DRIVE	01-03-502125	Fire / Protection PP	
15035	4/22/2021	<b>JOHN SOBOLTA</b>				<b>\$150.00</b>
			CHQ-REQ-APR2021 - LPSB-MTG ATTENDANCE APR 12-2021	01-07-502250	Policing	
15036	4/22/2021	<b>SPI HEALTH AND SAFETY INC.</b>				<b>\$313.46</b>
			11074317-00 - SPANNER WRENCH & BRACKET	01-03-502165	Fire / Protection PP	
15037	4/22/2021	<b>TBAY TEL</b>				<b>\$1,346.05</b>
			56600-APR2021 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-16-502455	Building Expense	
			56600-APR2021 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-02-501530	Council Expense	
			56600-APR2021 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-17-501530	Economic Development	
			56600-APR2021 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-08-504201	Environmental	
			56600-APR2021 - LANDFILLS/MAYOR/CBO/PWORKS/CLERK/TREASURER/FIRE CHIEF/HALL 2&3/NEDAC/CEMC	01-03-502155	Fire / Protection PP	
			50900-APR2021 - INTERNET/WEATHER/OFFICE LINES/FAX/DEBIT/HEALTH/FIRE HALL 1,4,5,6/BLAKE HALL	01-01-501530	General Government	
			50900-APR2021 - INTERNET/WEATHER/OFFICE LINES/FAX/DEBIT/HEALTH/FIRE HALL 1,4,5,6/BLAKE HALL	01-05-503410	Public Works	
			50900-APR2021 - INTERNET/WEATHER/OFFICE LINES/FAX/DEBIT/HEALTH/FIRE HALL 1,4,5,6/BLAKE HALL	01-15-507230	Recreation	
15038	4/22/2021	<b>THUNDER BAY LETTER SHOP SERVICES</b>				<b>\$158.14</b>
			13369 - APR 2021 NEEBING NEWS MAILOUT PREP	01-01-501571	General Government	
15039	4/22/2021	<b>CATHY WOODBECK</b>				<b>\$300.00</b>
			CHQ-REQ-APR2021 - LPSB-MTG ATTENDANCE APR 12-2021/APR 14-2021	01-07-502250	Policing	
SUNLIFE	4/8/2021	<b>SUNLIFE ASSURANCE COMPANY OF CANADA</b>				<b>\$5,407.73</b>
			MAR-2021 - EMPLOYEE BENEFITS	01-05-501250	Public Works	
			MAR-2021 - EMPLOYEE BENEFITS	01-01-501250	General Government	
VISA JASPERS	4/22/2021	<b>TD VISA 0319 - JASPERS</b>				<b>\$418.43</b>
			MAR 2021-VISA - MARCH 2021 VISA CHARGES	01-03-502145	Fire / Protection PP	



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Chq #	Date	Iurr	Vendor Name / Description	GL Acct #	Trans Detail	Amount
VISA ASHBEE	4/22/2021	TD	<b>VISA 1662 - ASHBEE</b>			<b>\$957.06</b>
			MARCH-2021 - MARCH 2021 VISA CHARGES	01-03-502165	Fire / Protection PP	
VISA JONES	4/22/2021	TD	<b>VISA 1992 - JONES</b>			<b>\$361.60</b>
			MAR 2021 VISA - MARCH 2021 VISA CHARGES	01-01-501550	General Government	
VISA KROMM	4/22/2021	TD	<b>VISA 5738 - KROMM</b>			<b>\$128.14</b>
			MARCH 2021 - MARCH 2021 VISA CHARGES	01-01-501295	General Government	
						<b>\$776,508.17</b>

## The Corporation of the Municipality of Neebing Administrative Report

**Date:** May 14, 2021 (For Meeting on May 19, 2021)

**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 (April 30, 2021).

### Recommendation:

Administration recommends that Council schedule a Special Meeting of Council on June 16, 2021 at 5:00 pm to review planning applications.

### 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 June edition is May 20.
3. Economic Development: Ms. Lanthier has been working to finalize details, pricing, and sourcing for the first installment of the curated packages project. An announcement will be launched on social media at the end of May to tease the project, and final details will be presented to Council prior to rollout. Launch of the first installment will take place in late June/early July. Ms. Lanthier will present to Council in mid-June.

Ms. Lanthier has been looking for funding opportunities for the trail network to occur in partnership with FWFN and Thunder Bay Adventure Trails Club. The parameters of potential funding sources will help scope the proposal put forward by the group.

Now that the renewal of the drive-in theatre has been approved by Council, Ms. Lanthier has notified residents in the area as well as through the Neebing News, Instagram, and Facebook.

In the coming weeks Ms. Lanthier will be working on designing the Strategic Plan following approval by Council.

4. Landfill Site Work: The Environmental Assessment for Scoble Landfill is now posted on the municipal website for a 60-day review and comment period. KGS is now preparing for a 60-day comment period that will begin on May 8. Administration will be meeting with KGS to discuss the wrap-up of the Scoble Expansion application and the next steps to begin the Sand Hill Expansion project.
5. Community Safety & Well Being Plan: Due to the current state of emergency, no further work has been done on the plan. The plan was originally required to be completed by January 1, 2021. The Province has advised that plans are now due on July 1, 2021.
6. Asset Management Plan: Administration is still awaiting the results of the FCM grant application. If successful, work will begin on operationalizing the asset management plan. The program has been flooded with applications and Neebing's application is on the waiting list to be reviewed. We will be notified when our application is under review. It is estimated that the application may be reviewed by mid to late 2021.
7. Municipal Properties: Marketing is continuing for the remaining surplus municipal properties. Administration will be moving forward with marketing the Island Avenue lot once the leaves are on the trees in order to maximize the marketing photos.
8. Broadband Project: Both the provincial and federal funding programs have closed the application process and we are awaiting decisions. The members of the LRMC have been asked to promote the applications with local MPs and MPPs. Members of the LRMC have agreed to contact local politicians for this purpose. .
9. West Oliver Lake Park: An application for a work permit to improve the parking at West Oliver Lake was submitted to the Ministry of Natural Resources and Forestry in early March. Administration has been advised that the application was not received. A copy of the application has been resubmitted.
10. Audit: The 2020 audit is complete except for two items: 1) the preparation of the annual Financial Information Report which be prepared for the province by BDO, in conjunction with Staff; 2) Final 2020 Adjusting entries as recommended by BDO.
11. Sturgeon Bay Boat Launch: The work permit for the improvements to the Sturgeon Bay Boat Launch was submitted to the Ministry of Natural Resources and Forestry. It is anticipated that a meeting will be scheduled with the Ministry in May. The project was denied under the first intake of the Healthy Community Initiative. Administration will move forward with an application for the second intake.
12. Tenders: A tender has been issued for the supply and apply of gravel to East Oliver Lake Road, McClusky Road and Candy Mountain Drive. It is slated to be reviewed at the June 16<sup>th</sup> Council Meeting.

13. Grants: Administration is continuing to work on NOHFC Grant Applications. The second NOHFC Stage 1 submission follows as an item later this meeting. The NOHFC Application for the Fire Safety Addition has been started and a draft stage 1 submission should follow at the next meeting.

Planning:

14. Zoning By-law Amendment: No new applications have been received. Administration has not received any further information regarding the re-zoning application that was deferred on April 21, 2021.
15. Severance Applications: Two applications have been received. One of the application is a resubmission of a 2019 application that had lapsed. Administration is recommending that Council schedule a Special Meeting of Council for June 16, 2021 at 5:00 pm to review both application.

Training:

16. Training: All training events lists are occurring via web conference.

The Administrative Coordinator along with the Clerk-Treasurer and Deputy Clerk-Treasurer are attending an AMCTO training session on Records Management on May 18<sup>th</sup>. Because of the COVID pandemic, it is recommended that the office be closed that day and the phones forwarded to voice mail. Calls can be reviewed at the end of the day and either returned after the training concludes or the next day.

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

### **ATTACHMENT: Upcoming Meetings/Events**

NOTE: Due to the COVID 19 Emergency, most committee and board meetings have been suspended until further notice.

<b>Date/Time</b>	<b>Meeting</b>	<b>Attendees/Comments</b>
May 19, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting	Open to the public (excepting Closed portion, if any)
June 2, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting	Open to the public (excepting Closed portion, if any)
June 15, 2021 @ 9:00 a.m. Via Web Conference	Health & Safety Committee	Councillor Wright, Ms. Kromm
June 16, 2021 @ 5:00 pm Via Web Conference	Special Council meeting <i><b>(proposed date)</b></i>	Open to the public (excepting Closed portion, if any)
June 16, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting	Open to the public (excepting Closed portion, if any)
July 14, 2021 @ 6:00 pm Via Web Conference	Lakehead Police Services Board	Mayor Butikofer, Ms. Kromm, Open to the public
July 21, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting <i><b>(proposed date)</b></i>	Open to the public (excepting Closed portion, if any)
August 11, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting <i><b>(proposed date)</b></i>	Open to the public (excepting Closed portion, if any)
September 14, 2021 @ 9:00 a.m. Via Web Conference	Health & Safety Committee	Councillor Wright, Ms. Kromm
October 13, 2021 @ 6:00 pm Via Web Conference	Lakehead Police Services Board	Mayor Butikofer, Ms. Kromm, Open to the public
December 14, 2021 @ 9:00 a.m. Via Web Conference	Health & Safety Committee	Councillor Wright, Ms. Kromm

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: October 14 (6:00 p.m.; O'Connor Municipal Office)

Lakehead Rural Municipal Coalition: Third Tuesday of each month (4:00 p.m.; Oliver Paipoonge Municipal Office.)

## The Corporation of the Municipality of Neebing Administrative Report

**Date:** May 14, 2021 (For Meeting on May 19, 2021)

**To:** Mayor and Council

**Subject:** Roads Report – April 2021

**File Number:** 05-A01-00002-2015

**Submitted by:** Barry Livingston, Working Roads Foreman

### **RECOMMENDATION:**

This Report is prepared for Council's information.

### **Equipment Maintenance:**

- Routine maintenance was ongoing.
- PW-1 Pickup had Oil Sensor and Harness replaced at Pinewood (Warranty)
- Tiger Brusher new yoke on Swing Cylinder installed.
- CAT 140 Grader had new Blade Guide bushings installed.
- New Thermostat was installed on Hyundai Excavator.
- Unit 6-15 had new main sander chain installed.
- Unit 6-13 had new Pintle Hitch installed.
- Unit 6-17 had Airhorn replay and exhaust Nox sensor replaced at Maxim Trucks.
- Unit 6-98 had front hub rebuild at Fairbarns Machine Shop.
- New John Deere 772 Grader delivered April 27

### **Road Maintenance**

- Road checks are ongoing.
- Gravel screening is ongoing at Jarvis Pit.
- Winter Control sand was swept off chipseal roads.
- Three washed out culverts were repaired (Wamsley, Larson and Coppercliff)
- Spot grading of potholes areas was done with routine grading to start once roads dry up.
- 1 culvert needed steaming on Mates Road

- Several trees needed clearing off roads after heavy snow.
- Pot hole patching was done on some of the chipseal roads.
- Beaver Dam removal is ongoing as needed

### **Landfill Sites**

- Both Landfill sites were cleaned up.
- New Electronic bins were placed at each site.

### **Parks & Building Maintenance**

- No parks or building maintenance activities in April

### **Roads Complaints**

- Six complaints were received in April. They were all regarding entrance culverts which will be replaced this season.

### **Management Duties**

- Daily meetings for work assignments continued with an emphasis on health and safety during the COVID-19 pandemic

## The Corporation of the Municipality of Neebing Administrative Report

**Date:** May 14, 2021 (for Council meeting on May 19, 2021)

**To:** Mayor and Council

**Subject:** April Monthly Report

**Submitted by:** Dale Ashbee, Fire Chief

### Overview

As has been reported regarding prior monthly submissions during our periods of 'pandemic lockdown', April, 2021 continues the 'trend', showing that emergency call numbers continue to fall below those seen during review of NES long-term averages. NES did respond to six (6) emergency calls however, all of which were *fire-related*. These six (6) page-outs calls totaled more than twice the number of calls responded to in April, 2020. Positive signs that our world is adjusting to the necessary 'pandemic status', were evidenced in the fact that this year the MNR did not feel the need to declare a province wide fire-ban at the start of the *fire season*. With a year of COVID experience behind everyone, fire teams and agencies are now prepared to safely respond to wildfire threats, following pandemic guidelines that were still being developed at this time last year.

### **DEPARTMENT MAINTENANCE**

#### **Vehicle Maintenance:**

- **Pumper P108:** A mandatory safety inspection of P108 prior to the *plating* of the new apparatus resulted in the discovery of a defective rear axle seal. The vehicle was sent directly to the Freightliner dealership for a "warranty" repair.
- **NES Fleet:** Necessary vehicle issues/concerns reported were shown to be of a minor nature, and were successfully addressed by in-house personnel resources.

#### **Hall Maintenance: Hall 1**

- **Addition 'Renewal':** Work continued on refreshing the painting and lighting in the Hall 1 addition area. As well, a solid door was acquired, which will be painted and installed (in the doorway opening between the rear addition of the hall, and the front truck bay area of the hall). It is anticipated that this separation will serve to allow for some 'clean air' protection for the back addition area, as it will then be separated from the dust/exhaust contaminated air which is common to the truck bay area.
- **Truck Apron:** It has been noted that parts of the paved apron in front of the bay truck doors have been breaking off this spring. The area will need to be assessed to make the determination of necessary/appropriate repairs.



## CALLS

NES responded to six (6) page-outs for a variety of **fire-related** emergencies, involving; structure, grass, vehicles and one (1) 'false alarm' (where the call was "cancelled promptly before FFs departed station.) Unusual for any month there were zero (0) calls received specifically requesting **medical** assistance, although ambulances did respond to two (2) of the scenes to assist with persons who required medical attention.

## TRAINING AND EDUCATION

Last April, COVID circumstances required that NES training be absolutely cancelled. This April, while still in the midst of 'lockdown', NES was able to continue to provide essential training to its members using several formats, including 'at-home on-line training', 'virtual' training using "Go to Meeting" resources, and (where necessary) 'in person' hands-on training for CPR/AED recertifications (holding small classes in Blake Hall while meeting strict COVID guidelines). The 2021 **Con College Pre-Service Fire Fighter** program also held "COVID-safe" classes in Neebing throughout April 2021, as the students worked to complete their course requirements by the end of May, 2021.

## ADMINISTRATION

In April, NES continued monitoring the changing COVID-19 virus situation, preparing and disseminating relevant information, and responding to such opportunities as an offer from the province to provide N95 masks to FDs over the next year. Unvaccinated FF were notified of, and included in, any new opportunities for vaccination as they arose.

Planning continued regarding the follow-up of the recently received **Fire Safety Grant**, which is intended to be directed towards the acquisition of *media upgrades* slated for installation at Blake Hall, and to the enhancement of training opportunities (including the development of a *fire training-ground*) in an area adjacent to the Sandhill landfill.

**FP2** record keeping, PPE survey completion, as well as **ongoing report management** and **newsletter articles**, all received attention during April.

## The Corporation of the Municipality of Neebing Administrative Report

**Date:** May 14, 2021 (For Meeting on May 19, 2021)

**To:** Mayor and Council

**Subject:** Information Correspondence List

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

**Submitted by:** Erika Kromm, Clerk-Treasurer

ORGANIZATION	DESCRIPTION	DATE
<b>Requests/Information/Minutes</b>		
TBDSSAB	TBDSSAB 2020 Annual Report	Fri 5/14/2021 9:16 AM
<b>Training/Events</b>		
AMO Communications	AMO Digital Partner Webinars: One-stop Shop for Citizen Services and Digital Mental Health Support	Mon 5/10/2021 2:35 PM
AMO Communications	Leading Through Crisis - Date Added	Fri 5/7/2021 12:49 PM
AMO Events	AMO 2021 Training Human Rights and Equity The Role and Obligations of Municipal Leaders	Tue 5/11/2021 10:22 AM
AMO Events	Women's Leadership Forum at the AMO 2021 Conference Announced	Sat 5/8/2021 7:02 AM
Canadian HR Awards	Early bird rates end this Friday, May 7   Save up to \$300 in entry fees	Tue 5/4/2021 10:45 AM
Canadian HR Reporter Editor	[New webinar] How you can revamp employee feedback	Fri 5/7/2021 11:05 AM
Career Concepts	Career Concepts - Managing Your Emotions	Mon 5/10/2021 1:24 PM
Career Concepts	Career Concepts - Communicating with Confidence, Clarity, and Persuasion	Tue 5/4/2021 12:51 PM
Delayne from ACHIEVE	Free Webinar: Leading Teams Remotely	Fri 5/14/2021 11:10 AM
Delayne from ACHIEVE	Performance Management Virtual Workshop	Tue 5/11/2021 11:40 AM
Environmental Research & Education Foundation	ELL Virtual Training Session - Begin Your Journey	Thu 5/13/2021 9:20 AM
FCM Connect	Available now: new asset management training	Fri 5/14/2021 9:58 AM
FCM Events team	AC2021 discount ends TOMORROW	Thu 5/13/2021 11:10 AM
FCM Events team	AC2021: Early-bird rate ends FRIDAY!	Mon 5/10/2021 3:45 PM
FCM Events team	Connect with party leaders at FCM conference	Wed 5/5/2021 2:30 PM
Housing Services Corporation	SHARE webinar: Employment Practices Claims - Prevention and Best Practices	Wed 5/12/2021 9:18 AM
Ontario Association of Committees of Adjustment	2021 OACA Conference - Register Today!	Fri 5/14/2021 10:22 AM
Ontario Good Roads Association	Be as Professional as This Email - OGRA's Basic Report Writing and Presentation Skills Course	Mon 5/10/2021 8:58 AM
WSPS Announcements	[REMINDER] Register now to learn how to boost employee engagement!	Tue 5/4/2021 10:28 AM
<b>Newsletters</b>		

ORGANIZATION	DESCRIPTION	DATE
AMO Communications	AMO Policy Update – Stay-at-Home Order Extended	Thu 5/13/2021 2:39 PM
AMO Communications	AMO WatchFile - May 13, 2021	Thu 5/13/2021 11:02 AM
AMO Communications	MINDBEACON/AMO	Mon 5/3/2021 4:01 PM
AMO Communications	AMO Policy Update – Long-Term Care Commission Report Overview, Digital Ontario	Mon 5/3/2021 3:31 PM
BDO	10 major events that impacted business—and how we adapted	Thu 5/13/2021 2:08 PM
Canadian HR Reporter	Nominate a Young Influencer today	Mon 5/3/2021 11:03 AM
Canadian HR Reporter Editor	ADP offer vital employee feedback insights	Fri 5/14/2021 11:02 AM
Canadian HR Reporter Editor	Mask-wearing enforcement   Paid sick leave in B.C.   Is there a 'COVID tax'?	Thu 5/13/2021 3:15 PM
Canadian HR Reporter Editor	We'll send attendees a gift card	Tue 5/11/2021 1:02 PM
Canadian HR Reporter Editor	Constructive dismissal and COVID   Retention worries   Changing benefit preferences	Thu 5/6/2021 3:08 PM
Canadian HR Reporter Editor	Discipline or dismissal? How to handle employee misconduct	Thu 5/6/2021 11:04 AM
Canadian HR Reporter Editor	Join us to learn what the future of work might look like	Wed 5/5/2021 11:05 AM
Canadian Network of Asset Managers	FCM Sponsorship Announcement for the 2021 CNAM Virtual Conference!	Mon 5/3/2021 3:30 PM
Delayne from ACHIEVE	News & May's Free Webinar	Fri 5/7/2021 11:13 AM
Delayne from ACHIEVE	Leadership: Insights for Thinking Differently	Tue 5/4/2021 11:41 AM
Economic Developers Council of Ontario	TODAY: Get creative with virtual place marketing tools!	Tue 5/4/2021 9:41 AM
Environmental Research & Education Foundation	DEADLINE TODAY GWMS 2022 Call for Abstracts	Fri 5/14/2021 8:03 AM
Environmental Research & Education Foundation	Deadline Friday: GWMS 2022 Call for Abstracts	Mon 5/10/2021 2:16 PM
Environmental Research & Education Foundation	NEW FROM EREF: Electrical Leak Location (ELL) Virtual Training Session	Fri 5/7/2021 8:37 AM
Environmental Research & Education Foundation	PFAS in Waste-derived Compost - Science Session - May 13th	Thu 5/6/2021 8:32 AM
FCM Communiqué	FCM Voice : AC speaker lineup keeps growing   Tunisia-Canada Municipal Exchanges   Asian Heritage Month   more	Mon 5/10/2021 3:04 PM
FCM Connect	How to include climate resiliency in your plans and operations   Why you should invest in asset management   and more	Tue 5/11/2021 9:59 AM
FCM Connect	Tools to start the asset management conversation   Tackling energy poverty   and more	Tue 5/4/2021 10:04 AM
HR Tech Summit Canada 2021	It's a date: join us for HR insights from Tinder	Thu 5/13/2021 11:07 AM

ORGANIZATION	DESCRIPTION	DATE
Korn Ferry Institute	Microchipped Employees   Our Jeopardy! Picks   Finding Flow	Thu 5/13/2021 9:06 AM
LAS - AMO Business Services	LAS Webinars: Arena Products, Waterworks Supplies	Mon 5/3/2021 2:10 PM
Municipal Information Network	Municipal Information Network News	Fri 5/14/2021 3:17 AM
Municipal Information Network	Municipal Information Network News	Wed 5/12/2021 3:17 AM
Municipal Information Network	Municipal Information Network News	Tue 5/11/2021 3:17 AM
Municipal Information Network	Municipal Information Network News	Thu 5/13/2021 3:17 AM
Municipal Information Network	Municipal Information Network Jobs	Tue 5/11/2021 1:28 PM
Municipal Information Network	Municipal Information Network News	Mon 5/10/2021 3:17 AM
Municipal Information Network	Municipal Information Network News	Fri 5/7/2021 3:17 AM
Municipal Information Network	Municipal Information Network News	Thu 5/6/2021 3:17 AM
Municipal Information Network	Municipal Information Network News	Wed 5/5/2021 3:17 AM
Municipal Information Network	Municipal Information Network Jobs	Tue 5/4/2021 1:27 PM
Northern Policy Institute	NPI's May Newsletter: blogs, commentaries and stats from the North!	Wed 5/5/2021 4:06 PM
OECM	Updates to OECM's Small Office Desktop Printers and Related Services	Wed 5/12/2021 3:15 PM
OECM	New from OECM   Electronic Device Disposal and Recycling Services Agreements	Mon 5/3/2021 11:40 AM
Ontario Clean Air Alliance	IESO launches public engagement on phasing-out Ontario's gas-fired power plants	Fri 5/7/2021 12:04 PM
Ontario Clean Air Alliance	Say no to a new nuclear reactor in the GTA	Wed 5/5/2021 12:11 PM
Ontario Good Roads Association	Summer Time Fun - Summer Edition of Milestones Now Available Online!	Tue 5/11/2021 9:11 AM
Ontario Good Roads Association	Need to Know Where Your Municipal Vehicles Have Been?	Fri 5/14/2021 8:45 AM
Ontario Good Roads Association	What Shape Are Your Municipal Assets In?	Thu 5/13/2021 8:56 AM
Ontario Good Roads Association	Let's Celebrate National Public Works Week!	Fri 5/7/2021 9:23 AM
Ontario Good Roads Association	Manage the Road - Not Just the Pavement: An Online Learning Experience!	Thu 5/6/2021 8:44 AM
Ontario Good Roads Association	Roads Done Right, the First Time!	Tue 5/4/2021 8:49 AM
Ontario Heritage Trust	Supporting youth with the Ontario Heritage Trust	Wed 5/12/2021 11:22 AM

ORGANIZATION	DESCRIPTION	DATE
Ontario Municipal Leadership Institute	OMLI: Creating Cultures of Continuous Improvement	Wed 5/12/2021 3:36 PM
Ontario Waste Management Association	OWMA Launches Grassroots Advocacy Tool for a New Blue Box Regulation	Fri 5/7/2021 12:20 PM
Ontario Waste Management Association	OWMA COVID-19 UPDATE – May 13, 2021	Thu 5/13/2021 9:10 AM
OWMA	OWMA News - May 5, 2021	Wed 5/5/2021 8:47 AM
RPRA Communications	RPRA's May Newsletter	Wed 5/5/2021 4:13 PM
Thunder Bay Chamber of Commerce	Free Rapid Antigen Tests Available for Small & Medium Businesses	Thu 5/13/2021 12:34 PM
Thunder Bay Chamber of Commerce	#tbaymarketplace: NOIC, Chamber team	Wed 5/12/2021 10:31 AM
Thunder Bay Chamber of Commerce	#tbaymarketplace: The Walleye, #bizawards	Wed 5/5/2021 10:31 AM
Thunder Bay Chamber of Commerce	the latest: May 3	Mon 5/3/2021 2:31 PM

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

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**Date:** May 14, 2021 (For Meeting May 19, 2021)

**To:** Mayor and Council

**Subject:** Turnaround on Valley Road West

**Submitted by:** Erika Kromm, Clerk-Treasurer

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**RECOMMENDATION**

Administration recommends that Council consider any comments received from members of the public regarding the Valley Road West Turnaround.

**BACKGROUND**

Council has determined that a new turnaround be constructed at the end of Valley Road West due to new and proposed development along that road. The land required for the turnaround is not registered to the Municipality. Under the original Crown Patent and other applicable law, the Municipality is entitled to claim 5% of the land for the purposes of road construction. Administration has been working to complete the land claim for the construction of the turnaround.

**DISCUSSION**

In order to complete the land claim, a survey must be completed, notice must be given to the affected property owners, Council must pass a by-law and then it will be registered on title.

To date, the survey has been completed and notice has been given to the affected property owners. The property owners have been invited to attend this meeting to provide comment if they so choose. As of the date of this report, no comments have been received from either of the two affected property owners.

If either of the property owners attend the meeting, they will be given the opportunity to speak.

Once the by-law at Item 5.1 of this agenda has been passed, Administration will work with legal counsel to register the land claim.

**ATTACHEMENTS:** None

**AVAILABLE UPON REQUEST:** None

## The Corporation of the Municipality of Neebing Administrative Report

**Date:** May 14, 2020 (For Meeting on May 19, 2020)

**To:** Mayor and Council

**Subject:** Scheduling of Various Meetings  
**File Numbers:** Council: 02-A01-00001-2016

**Submitted by:** Erika Kromm, Clerk-Treasurer

### **RECOMMENDATION:**

Administration requires Council's direction on meeting date scheduling in July and August.

### **BACKGROUND:**

Summer Council meetings (July and August) are typically held only once per month. The Procedural By-law requires that "The Council will, at or prior to the second Regular Council Meeting in June, by resolution, schedule the meetings for July and August". If Council is ready to schedule them, it is suggested this be undertaken.

### **DISCUSSION:**

Ordinarily Administration would recommend to space out the meetings as evenly as possible, which would mean scheduling the meetings on July 14<sup>th</sup> and August 11<sup>th</sup>. However, the Lakehead Police Services Board has scheduled their quarterly meeting on July 14<sup>th</sup> which creates a conflict for the Clerk, who is acts as the Board Secretary.

Administration is suggesting that the meetings be held on July 21<sup>st</sup> and August 11<sup>th</sup>. That would mean there would be 5 weeks between the June and July meetings; 3 weeks between the July and August meetings; and 3 weeks between the August and September meetings.

With such a large gap between the June and July meetings, a Special Meeting could be scheduled if the need arises.

Another option would be to schedule the July meeting earlier on July 7<sup>th</sup> and have the larger time gap between the July and August meetings. It is possible that a meeting might be needed early in July to award RFP/Tender contracts.

These dates can be adjusted as Council wishes.

**ATTACHMENTS:** One: Calendar

**AVAILABLE UPON REQUEST:** Any relevant legislation, prior reports, meeting calendars, minutes, etc.

**ATTACHMENT ONE: CALENDAR**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
JUNE 2020						
13	14	15	16 Regular Council Meeting	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
JULY 2020						
				1 Canada Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Proposed Meeting Date	22	23	24
25	26	27	28	29	30	31
AUGUST 2020						
1 Civic Holiday	2	3	4	5	6	7
8	9	10	11 Proposed Meeting Date	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
SEPTEMBER 2020						
		1	1 Regular Council Meeting	2	3	4



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

---

**Date:** May 14, 2021 (For Meeting May 19, 2021)

**To:** Mayor and Council

**Subject:** Request to Waive Fees

**Submitted by:** Erika Kromm, Clerk-Treasurer

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**RECOMMENDATION**

Administration recommends that Council approves the request to waive fees.

**BACKGROUND**

Council approved an application for severance on October 2, 2019 to create one lot on a property at the intersection of Highway 597, Cameron Road and Nicholson Road. The approval was given with several conditions such as completing a survey, entrance permit, septic approval, transfer road allowance and register the lot within 12 months.

Each of these conditions were complete with the exception of the registration of the severed lot. Most of the conditions were completed in 2019. However, due to a misunderstanding of the requirements, the severed lot has not been registered. The property owner thought that all the requirements were met until a review was completed pending a sale of the property.

**DISCUSSION**

Administration researched the options, but the only recourse is to reapply for the severance again. The Planning Act allows for Council to waive the fees for such situations, if Council chooses. Administration was asked to seek approval from Council to waive the fees.

Administration feels that limited resources are required to re-do this application. There is another severance application in process and the review of the re-submitted application could be completed at the same time and would not require a separate meeting. Administration would also re-issue the previous notices with the new dates.

**ATTACHEMENTS:** None

**AVAILABLE UPON REQUEST:** details from the severance application file

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

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**Date:** May 14, 2021 (For Meeting on May 19 2021)

**To:** Mayor and Council

**Subject:** Road Maintenance Policy

**Submitted by:** Erika Kromm, Clerk-Treasurer

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**RECOMMENDATION:**

Administration recommends that Council approve the Road Maintenance Policy.

**BACKGROUND**

The Road Maintenance Policy was passed by Council in October 2016. The policy classifies roads within Neebing as designates the level of maintenance that is required based on the classifications. Section 1.12 requires that the policy is reviewed at least once during each term of Council.

The policy was brought to Council during the regular meeting on January 20, 2021. At that meeting Council delegated the Roads Committee to review the Policy and bring back recommended changes to Council.

**DISCUSSION:**

The Roads Maintenance Policy was reviewed during a Roads Committee Meeting held April 13, 2021.

Administration was directed to make changes to the policy, and bring it to Council for review.

**ATTACHMENTS:** Revised Road Maintenance Policy

**THE CORPORATION OF THE MUNICIPALITY OF NEEBING  
ROADS MAINTENANCE POLICY****For review by Council May 19, 2021****PURPOSE**

The purpose of this policy is to adopt maintenance standards for the **Road** network within **Neebing**. Maintenance standards in this policy are considered to be a balance between affordability and desired efficacy of **Road** maintenance. The **Council** considers the performance standards in this policy to provide a practical, safe and reasonable level of maintenance for a reasonable cost.

**OBJECTIVES**

The objective of this policy is to provide residents, property owners and other users of the **Municipal Highways** within the geographic boundaries of the **Corporation** with information relating to the standards by which the **Corporation** will maintain its **Municipal Highways**. Users of the **Municipal Highways** will be able to apply the information in this policy to determine an appropriate, safe and responsible level of their activity on **Municipal Highways**.

**GOVERNING PRINCIPLES**

The travelling public should be safe on the **Corporation's Highways**. That having been said, **Neebing** is a Northwestern Ontario rural municipality with finite and limited resources. The maintenance standards set out in this policy are considered to be minimums. Wherever possible, the **Corporation** will strive to exceed them, however, it is the standards set out in this policy that **Municipal Highway** users can expect.

**Council** considers the standards in this policy to represent a reasonable and appropriate balance between acceptable maintenance service levels and the **Corporation's** fiscal responsibilities.

Even the highest standards of **Highway** maintenance cannot guarantee safety. Motorists and pedestrians must abide by all rules of the road, including obeying speed limits and road signs, such as stop signs and yield signs. Wildlife abounds within the Corporation's geographical boundaries, and driving habits need to be adjusted accordingly. Climate change can result in unexpected or unusual **Storm Conditions** that require adaptation. It is only working together that the **Corporation** and **Municipal Highway** users can improve **Highway** safety for everyone.

**DEFINITIONS OF TERMS**

Where used in this policy with their initial letters capitalized, the words in this section of the policy are intended to have the meanings as indicated. Definitions apply to all tenses and numbers of the words used.

1. "**As Soon as Practicable**" means without undue delay, having regard to all of the circumstances at the time. Circumstances **Include**: the nature of the repair required and the number of occupied properties that a road accesses. **As Soon as Practicable** is a shorter time period for a minor repair than it is for a repair that causes a significant hazard. **As Soon as Practicable** on a Class 5 **Municipal Highway** is a shorter time period than it is on a Class 6

**Municipal Highway.** It is a shorter period on a Class 6A **Municipal Highway** than on a Class 6 **Municipal Highway**, etc.

2. **“Corporation”** means The Corporation of the Municipality of Neebing.
3. **“Council”** means the elected municipal council for the **Corporation**.
1. **“Culvert”** means a man-made conduit for water which is installed as part of the substructure of a **Highway**, and functions to channel water underneath the **Highway**. The term excludes a structure that would otherwise meet this definition, but which is equal to, or greater than six feet in diameter. Such structures are considered to be “bridges”. For the purposes of this Policy, the term **“Culvert”** alone excludes any such structures that are installed parallel to the route of travel on a **Highway** to allow for vehicular access to and from adjacent property. These are **“Driveway Culverts”**.
2. **“Day”** means a twenty-four (24) hour calendar day. (See **“Working Day”** below.)
3. **“Driveway Culvert”** means a man-made conduit for water which is installed as part of the substructure of a Highway, which is installed parallel to the route of travel on the **Highway** to allow for vehicular access to and from adjacent property.
4. **“Highway”** means a public assumed road right of way, intended for vehicular traffic. It includes the travelled road surface (**“Road”**), and all of the services relevant to the **Road** within the right of way, such as: ditches, shoulders, signs, **Culverts**, bridges, etc. Highways may be “open” or “closed” by passage of a municipal by-law. “Open” **Highways** may be **“Maintained”**, **“Seasonally Maintained”** or **“Unmaintained”** as defined.
5. The use of the word **“Include”** in any tense is not intended to limit in any way the words that precede or follow it.
6. **“Lane”** means that portion of a **Road** designated for a single file of vehicles to travel over, in one direction. The **Lane** width is typically one half of the **Road** width.
7. **“Maintained”** is an adjective describing a **Municipal Highway** which receives **Routine Maintenance & Repair** in all seasons.
8. **“Municipal Highway”** means a **Highway** listed in Appendix “A” to this policy.
9. **“Neebing”** means the geographical area under the authority of the **Corporation**.
10. **“Obstruction”** means anything (other than snow, slush or ice) that is on a **Municipal Highway** without the consent of the **Corporation** that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle.
11. **“OSIM”** means the “Ontario Structure Inspection Manual (OSIM)” by the Ministry of Transportation, Policy Planning & Standards Division, Engineering Standards Branch, Bridge Office (October 2000), as amended.
12. **“Ontario Traffic Manual”** means a series of books published by the Ministry of Transportation of Ontario, and available through the Ministry’s website.

13. **“Private Highway”** means a portion of land utilized for motor vehicle travel which is neither owned nor maintained by the **Corporation** or any other order of government.
14. **Unopened Highways on Government Land** means a portion of land utilized for motor vehicle travel to create access to mines, logging areas, gravel pits etc.
15. **“Provincial Highway”** means a portion of land utilized for motor vehicle travel which is owned, operated and maintained by the Province of Ontario, over which the **Corporation** has no jurisdiction or authority.
16. **“Representative Road”** means a **Road** identified in this policy which is considered to be representative of the conditions of other **Roads** in **Neebing**. Refer to Section 3.02.
17. **“Road”** means the travelled road surface on a **Municipal Highway**.
18. **Road Construction** means any work that is outside of **Routine Maintenance & Repair** as defined in this policy, and Includes the building and rebuilding, or **Structural Maintenance**, of **Highways**.
19. **Routine Maintenance & Repair** means those activities completed in the routine maintenance and repair of a **Highway**, described as follows:
  - i. “hardtop surface maintenance”, which **Includes** frost heave repair; base repair; utility cut repair; hot and cold mix patching; shoulder maintenance; surface maintenance **Including** crack sealing, slurry sealing and spray patching; surface sweeping; surface flushing; and routine patrolling;
  - ii. “gravel surface maintenance”, which **Includes** pothole and washboard repair, shoulder maintenance, grading, application of additional gravel where required, and dust control application;
  - iii. **“Winter control”**, which includes snowplowing, combination plowing/ice control, ice control, winging back, snow removal, winter patrol, culvert steaming, and spring clean-up;
  - iv. “traffic operations”, which **Includes** pavement markings, illumination, signals, signs, safety devices, etc.;
  - v. “roadside work”, which **Includes** vegetation management, **Including** roadside mowing, weed control, tree planting and removal, tree trimming; removal of beaver dams (or other wildlife structures) as necessary to protect the **Highway**, guardrail and fence maintenance;
  - vi. **“Structure work”**, which **Includes** washing and component repair for concrete and steel **Culverts**, bridges of all types, and their approaches; and
  - vii. “stormwater management”, which **Includes** roadside ditching; and **Driveway Culvert** maintenance

**Routine Maintenance & Repair** does not **Include Road Construction**.
20. **“Seasonally Maintained”** is an adjective describing a **Municipal Highway** that does not receive **Routine Maintenance & Repair** for all 12 months of any given calendar year.

21. **“Snow Accumulation”** means snow or slush laying upon the **Road** which is not part of the snow-packed surface of the **Road** as set out in Section 3.03 of this policy, and which covers more than one-half of one **Lane** width. It could be comprised of newly fallen snow (or slush) or snow that has been blown onto the **Road**.
22. **“Storm Conditions” Include:** wind, rising and moving water, precipitation, temperatures below minus fifteen degrees Celsius, snowfall, freezing rain, hail, and/or blowing snow.
23. **“Structural Maintenance”** means work required to maintain the physical structure of a **Highway**. It Includes such work as: repair after severe weather damage, component repair for concrete or steel **Culverts**. For the purposes of this policy, the term also **Includes** the mandatory asset inspections and the cost of engineering studies associated with **Highways**.
24. **“Structure”** means a bridge, culvert, tunnel, retaining wall or sign support, as those terms are defined in the OSIM.
25. **“Summer”** means May 1<sup>st</sup> through September 30<sup>th</sup> in any year.
26. **“Surfaced Road”** means a **Municipal Highway** on which the **Road** has been surfaced with asphalt emulsion (sometimes referred to as “chip-seal”).
27. **“Unmaintained”** is an adjective that describes a **Municipal Highway** which is open to the public but is not Maintained.
28. **Unopened Highways on Government Land** are portions of land utilized for motor vehicle travel which may or may not be Maintained to create access to gravel pits
29. **“User Fee Bylaw”** refers to bylaw 2016-006 as amended, or to the current user fee bylaw
30. **“Winter”** means October 1<sup>st</sup> of one year, through to April 30<sup>th</sup> of the following year.
31. **“Working Day”** means a day in which the Neebing Municipal Office is open for business, as well as November 11<sup>th</sup>, annually.
32. **“Working Roads Foreman”** means a person appointed to that position by the **Corporation**. In his or her absence, it means the person delegated the responsibilities of **Working Roads Foreman**.

## 1.00 GENERAL PROVISIONS

### 1.01 Classification of Highways

- 1) Classes of **Highways** within **Neebing**
  - i) **“Class 5” Highways** have **Roads** with an average annual daily traffic volume of between 50 and **199** vehicles, and a speed limit of 60 kilometers per hour or lower.

ii) “**Class 6” Highways** have **Roads** with an average annual daily traffic volume of between 0 and 49 vehicles, and a speed limit of 60 kilometers per hour or lower. In Neebing, some Class 6 Highways are further sub-divided as “Class 6A” and “Class 6B” Highways.

iii) “**Class 6A” Highways** are Class 6 **Highways** on which only one or two permanent residences exist for their entire length, or for a portion of their entire length from a particular intersection.

iv) “**Class 6B” Highways** are Class 6 **Highways** on which there is no permanent residence for their entire length, or for a portion of their entire length from a particular intersection.

v) “**Class 6C” Highways** are Class 6 **Highways** which are not maintained by the **Corporation** at all during the **Winter**. They are considered **Seasonally Maintained Highways**.

vi) “**Unmaintained Municipal Highways**” are **Roads** which are open to the public but are not Maintained.

vii) **Private Highways** are portions of land utilized for motor vehicle travel which is neither owned nor Maintained by the **Corporation** or any other order of government.

Some **Private Highways** are privately constructed/used extensions to the ends of open **Municipal Highways** undertaken by persons other than the **Corporation** to create access to mines, logging areas, farming fields, seasonal residences, historic homesteads no longer standing, etc.

2) **Roads** in **Neebing** are Class 5 **Highways**:

See Appendix A for the **Roads** in **Neebing** are Class 5 **Highways**

3) **Roads** in Neebing are Class 6 **Highways**:

Any and all **Municipal Highways** which are not **Private Highways**, **Unmaintained Municipal Highways**, or Class 5, 6A, 6B or Class 6C **Municipal Highways**. See Appendix A for the list of Class 6, 6A, 6B, and 6C **Municipal Highways**.

4) The following **Roads** in **Neebing** are **Unmaintained Municipal Highways**:

See Appendix A for the list **Unmaintained Municipal Highways**.

The following **Roads** in **Neebing** are **Class 5 Highways**:

- a) ~~Boundary Drive East~~
- b) ~~Boundary Drive West;~~
- c) ~~Cloud Bay Road South;~~
- d) ~~Cloud Lake Road;~~
- e) ~~Copper Cliff Road East;~~

- f) East Oliver Lake Road;
- g) Jarvis Bay Road East, between its intersection with Highway 61 and its intersection with Cloud Bay Road South;
- h) Memory Road;
- i) Sturgeon Bay Road; and
- j) West Oliver Lake Road.

3) The following **Roads in Neebing** are **Class 6 Highways**:

Any and all **Municipal Highways** which are not **Private Highways**, **Unmaintained Municipal Highways**, or Class 5, 6A, 6B or Class 6C **Municipal Highways**.

4) The following **Roads in Neebing** are Class 6A **Municipal Highways**:

- a) Belanger Road;
- b) Copper Cliff Road West;
- c) Cottonwood Road;
- d) Flank Road East;
- e) Flank Road West;
- f) Kotala Road;
- g) Lex Road;
- h) Loukala Road;
- i) Nicolson Road;
- j) Pearson Road;
- k) Savoie Road;
- l) Stewart Road;
- m) Turkey Trail; and
- n) Valley Road West.

5) The following **Roads in Neebing** are Class 6B **Municipal Highways**:

- a) Anderson Road;
- b) Coulson Road (from that point which is one kilometer beyond its intersection with Provincial Highway 595 to the end);
- c) Gammond Road;
- d) Lautsch Road;
- e) Pardee Road, from the bridge over the Pine River, westerly and south/southwesterly to its intersection with Highway 593;
- f) Pit Road; and
- g) Walker Road North (north of its intersection with Copper Cliff Road East).

6) The following **Roads in Neebing** are Class 6C **Municipal Highways**:

- a) Lake Lenore Road, from the bottom of the hill to the road's terminus at the lake, a distance of approximately ½ kilometer;
- b) Ponderosa Road;
- c) Pit Road;



d) ~~Stajkowski Road; and~~

e) ~~Walker Road South, past a point which is approximately 1.2 kilometers from its intersection with Sturgeon Bay Road.~~

7) ~~The following **Roads in Neebing** are **Unmaintained Municipal Highways**:~~

a) ~~Copper Cliff Road East to a point which is approximately 400 meters beyond the end of the **Maintained** portion of the **Highway**, which is 6.7 kilometers from its intersection with Highway 61;~~

b) ~~Jarvis Bay Road West, westerly beyond its intersection with Milne Road;~~

c) ~~Mannisto Road, east of its intersection with Highway 597;~~

d) ~~Milne Road northerly beyond the end of the **Maintained** portion of the **Highway**, which is 1.0 kilometer north of its intersection with Jarvis Bay Road West;~~

e) ~~Nicolson Road beyond the end of the **Maintained** portion of the **Highway**, which is approximately zero point six kilometers from Highway 597;~~

f) ~~Savoie Road beyond the end of the **Maintained** portion of the **Highway**, which is 0.5 kilometers from its intersection with Larson Road;~~

g) ~~Valley Road East to a point which is approximately 100 meters beyond the end of the **Maintained** portion of the **Highway**, which is 1.8 kilometers from its intersection with Highway 61.~~

8) The following are **Private Highways**:

a) Bunt Lane;

b) Delazzer Road;

c) Dolly's Lane

d) Garbo Road, also known as Pine River Road;

e) John's Place

f) Little Pine Road;

g) Pete's Place;

h) Van Johnson Drive;

i) The following privately constructed/used extensions to the ends of open **Municipal Highways** undertaken by persons other than the **Corporation** to create access to mines, logging areas, farming fields, seasonal residences, historic homesteads no longer standing, etc.:

- Hill Top Road beyond the end of the **Maintained** portion of the **Highway**, which is 0.4 kilometers from its intersection with Highway 608;
- Klages Road, beyond the end of the **Maintained** portion of the **Highway**, which is 2 kilometers from its intersection with Scoble Townline Road;
- Lake Lenore Road as it extends west of the terminus of the Municipal **Highway** at the top of the hill, at the lake;
- Lake Lenore Road as it extends east of the terminus of the Municipal **Highway** at the top of the hill, at the lake;
- Lankinen Road beyond the end of the **Maintained** portion of the **Highway**, which is 1 kilometer from its intersection with Highway 595;

- Lautsch Road beyond the point where a gate has been erected, which is at the end of the **Maintained** portion of the **Highway**, which is 1.6 kilometers from its intersection with Pardee Road;
- Those portions of Lloyd Johnson Drive which veer from the **Maintained** portion of the **Highway**, to access lots 9-13, and again to access lots 22-26 on Plan of Subdivision M612;
- Mates Road beyond the end of the **Maintained** portion of the **Highway**, which is 0.8 kilometers from its intersection with Scoble Townline Road;
- Memory Road beyond the end of the **Maintained** portion of the **Highway**, which is 7.5 kilometers from its intersection with Highway 61;
- Mighton Road beyond the end of the **Maintained** portion of the **Highway**, which is 1.8 kilometers from its intersection with Union School Road South;
- Moose Lodge Road beyond the point where a gate has been erected, which is at the end of the **Maintained** portion of the **Highway**, which is 2 kilometers from its intersection with Pardee Road
- Oinonen Road beyond the end of the **Maintained** portion of the **Highway**, which is 0.1 kilometers from its intersection with Highway 595; and
- Rabbit Mountain Road beyond the end of the **Maintained** portion of the **Highway**, which is 0.5 kilometers from its intersection with Oliver Creek Road.

- 9) Jarvis Bay Road East, at approximately 3.5 kilometers east of Highway 61, is a road on land owned by the Province of Ontario and is not a Municipal Highway. The **Corporation** maintains the road for its own purposes to allow access to a gravel pit operated by the Corporation. The standards in this Policy do not apply to this portion of Jarvis Bay Road East. Members of the public utilize this road at their own risk.

~~Appendix "A" to this policy lists the **Municipal Highways** named in By-law 2016-023 and assigns their classifications.~~

## 1.02 **Municipal Rights of Way**

### History/Ownership

Crown surveyors in Northwestern Ontario very often did not set aside municipal "road allowances" between lots and concessions as was the case in Southern Ontario. Settlers created roads in locations convenient to them. The **Corporation** was, in many cases, incorporated after the network of roads had been created by others. Accordingly, the **Corporation** does not always technically own the land beneath the **Municipal Highway**. Despite the fact that it may not have "paper title" to the land, the **Corporation** is considered at law to be the legal owner, based on its having assumed and maintained the **Municipal Highway** without any objection from the paper title holder. Those paper title holders are considered to have "dedicated" the land to the **Corporation**.

### Municipal “Road Allowance” Widths

The standard width of a **Municipal Highway** in Ontario, based on the original crown surveys, is sixty-six (66') feet (historically referred to as a “chain”, and equal to 20.1168 meters). In all cases excepting those discussed under the heading “Width Exceptions” below, for its **Municipal Highways**, the **Corporation** considers itself to be the legal owner of all of the property, on both sides of the **Road** on a **Municipal Highway** which is within thirty-three (33') feet from the center line of the **Road**, whether or not it is the paper title holder of all of that property.

Where a **Municipal Highway** is shown on a registered plan of subdivision, the **Highway** was dedicated to the Corporation through the subdivision process. The width would typically be the standard sixty-six (66') foot size, however, the size depicted on the particular plan is the actual size of the Road Allowance.

### Width Exceptions

#### a) Some Highways in Plans of Subdivision that are not On the Plan

Within Neebing, there are some lots located on plans of subdivision which were historically approved and registered showing the existence of **Highways** on property where it was either physically impossible to construct a **Highway**, or prohibitively expensive to construct a **Highway**. Developers of these properties, like original settlers, created roads to access some of the subdivisions lots in locations where it was possible to do so. As such, there are **Municipal Highways** that cross lots within plans of subdivision, dissecting them. In these cases, where the **Highway** is considered a **Municipal Highway**, the width of the road allowance that is considered to be owned by the **Corporation** may be less than sixty-six (66') feet. In all of these cases, the **Corporation** owns the road bed, and all property within sixteen and one-half (16.5') feet of the center line of the **Road** on both sides. In some cases, it may own additional property beyond that measurement. Individual circumstances will require individual attention and response to determine with any precision the width of the municipal road allowance.

There are circumstances in Neebing where roads that dissect lots are **Private Highways**. Those are not subject to the preceding paragraph.

As set out in the **Corporation's** Zoning By-law, roads that dissect lots on registered plans of subdivision are not considered to have severed the lot in accordance with the Planning Act, R.S.O. 1990, c. P.13, as amended.

#### b) Narrow Roads Due to Topography

The topography of Neebing includes cliffs, steep hills, the rugged shoreline of Lake Superior, and several smaller lakes. Some **Municipal Highways** were historically developed through land which, due to its topography, does not contain sufficient flat land for a full sixty-six (66') foot road allowance. Examples **Include**: Cloud Lake Road, where it exists between the lake and some cliffs, Sturgeon Bay Road, where it exists between Sturgeon Bay and cliffs, and some parts of Cottage Drive where it exists between some lots adjacent to the lake and a steep incline.

### Objects, Parking and Obstructions

Residents and property owners within **Neebing** are prohibited by by-law from placing structures, **Including** landscaping features, or other items, and **Including** snow moved from private property, on any portion of a **Municipal Highway**. Any items, fixtures or substances placed on the **Highway** may be damaged or removed by the **Corporation's** staff or volunteers. The person who placed the removed or damaged item will be responsible for all associated costs, **Including**: the cost to repair damage caused to the **Corporation's** vehicles; damages caused to third parties who claim against the **Corporation**; the cost to remove and dispose of the item, fixture or substance, and more.

Exceptions to the general prohibition are made for mailboxes and for emergency response property numbers, however, the **Corporation** will not be liable for damage to these items.

Short-term parking of vehicles on the shoulder of the **Highway** is permitted, however, overnight and long-term parking is not.

For more information, refer to By-law Number 616-2002.

### **1.03 Roads that Form or Traverse Municipal Boundaries**

The Corporation is a party to "Boundary Road Agreements" with The Corporation of the Municipality of Oliver Paipoonge and The Corporation of the Township of Gillies that impact the following Municipal Highways:

Oliver Paipoonge:

- Boundary Drive East
- Boundary Drive West
- Candy Mountain Drive
- McCluskey Drive

Gillies:

- Union School Road North
- Chimo Road

In accordance with the agreements, the other party may be providing maintenance on a **Municipal Highway**. In circumstances where that is the case, the maintenance standards of that municipality apply, and the maintenance standards in this policy do not, subject to the terms and conditions of the relevant agreement.

### **1.04 Hours of Work**

Except in response to **Storm Conditions**, no **Routine Maintenance & Repair** will be undertaken on any **Highway** between the hours of 8:00 o'clock p.m. of one **Day**, and 4:00 o'clock a.m. of the following **Day**

### 1.05 Definitions of “Winter” and “Summer”

**Winter** and **Summer** are defined generally. It is acknowledged that particular tasks and needs are not dependent upon a calendar date, but rather, upon weather conditions.

### 1.06 Weight Restrictions

The **Corporation** will protect undue damage to **Municipal Highways** by imposing weight restrictions for vehicles travelling on those **Municipal Highways** whenever conditions warrant it. It is normal for spring thaw conditions to warrant weight restrictions, which may be imposed at any time when the thaw commences, and will continue to be in place until the frost has left the **Municipal Highway** roadbed. Historically, these restrictions are placed on all **Municipal Highways** from approximately mid-March to approximately mid-June annually. Climatic changes alter freeze/thaw patterns and may extend or abridge the weight restriction time frame. The **Corporation** will make its determination regarding the length of the annual spring weight restrictions as conditions warrant.

From time to time it will be necessary to impose weight restrictions on some or all of the **Municipal Highways** during other parts of the year. When weight restrictions apply, appropriate signage will advise the motoring public of that fact. Permits for hauling heavier loads in special circumstances may be available at the Municipal Office.

By-law 943-2012 governs weight restrictions on **Surfaced Highways** year-round. Fees for permits to haul are set out in the **User Fee By-law**.

### 1.07 Weather Monitoring

During **Winter**, both the current weather conditions and the forecasted conditions over the next twenty-four (24) hours shall be checked and recorded a minimum of three (3) times per **Day**. The first check shall occur between the hours of 4:00 a.m. and 8:00 a.m. The second check shall occur between the hours of 11:00 a.m. and 4:00 p.m. The third check shall occur between the hours of 6:00 p.m. and midnight. There shall be a minimum of three (3) hours separation between any two checks of weather conditions.

During **Summer**, both the current weather conditions and the forecasted conditions over the next twenty-four (24) hours shall be checked and recorded a minimum of once per **Day**, between the hours of 7:30 a.m. and 4:00 p.m.

### 1.08 Annual Road Tour

The **Council** shall arrange for a patrol, to be attended by a minimum of three (3) members of the **Council**, together with the Working Roads Foreman and an administrative staff member to record notes, at least once annually, in May or June, after the frost has left the road beds. Patrolling a **Municipal Highway** means observing it from the vantage point of a moving vehicle.

The purpose of this patrol is to allow the members of **Council** attending to observe the condition of the **Municipal Highways** after the **Winter** season.

**Council** may choose to conduct a second tour prior to the onset of **Winter**, however, only the spring patrol is mandatory.

Despite the number of members of **Council** present on a patrol, a road patrol is never considered a municipal **Council** meeting and nothing discussed among members of **Council** during the patrol constitutes a resolution of **Council**. This is true whether or not the Clerk is in attendance.

#### 1.09 **Record Keeping**

The **Working Roads Foreman** is responsible for maintaining the records that are required to be kept by this policy. Records shall be initially prepared by the Roads Department staff on paper or electronically, as the staff person in question finds comfortable. Paper records shall be converted to electronic content within sixty (60) **Working Days** of having been prepared so that all records required by this policy will ultimately be electronic records.

The **Working Roads Foreman** will co-ordinate with the Clerk to keep all of the electronic records in a format accessible to both him (or her) and the Clerk at all times.

Records will be maintained in accordance with the Records Retention By-law of the **Corporation**.

#### 1.10 **Traffic Counts**

Traffic counts shall be undertaken at least every three years on Class 5 **Municipal Highways**.

Traffic counts shall be undertaken in frequencies as determined by the **Working Roads Foreman** for all other Classes of **Municipal Highway**, except that, if the **Working Roads Foreman** suspects that the traffic level on a Municipal Highway has changed to the extent that it will alter which class of **Municipal Highway** that one constitutes, he shall undertake a traffic count on that Municipal Highway within one (1) year of developing that suspicion.

All traffic counts shall be properly recorded and maintained on file either electronically, in paper, or both.

#### 1.11 **Obtaining Information**

Road conditions are determined by the **Working Roads Foreman**, or by a municipal employee, agent or contractor whose duties include one or more of the following:

- a) patrolling the **Municipal Highways**;
- b) performing any **Routine Maintenance & Repair**;
- c) supervising employees who perform duties set out in (a) or (b).

Road conditions, **including** the depth of **Snow Accumulation** or the existence of ice, are determined in any one of the following ways:

- a) personal inspection of a **Road**, which need not **Include** any actual measurement of any condition, but must **Include**, in the absence of an actual measurement, a recorded visual estimate of the condition;
- b) monitoring the weather; or
- c) receipt of a report from a resident or other **Municipal Highway** user that the condition exists, with confirmation through personal inspection of a **Representative Road**.

## 1.12 **Policy Review**

This Policy will be reviewed at least once within each term of **Council**. In addition, this Policy will be reviewed within sixty (60) days of the date that any Regulation that impacts this Policy is passed or amended under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, comes into force and takes effect. Administration will make note of building permits for new seasonal or permanent dwelling construction, and will bring to Council any amendments to road classifications in this Policy that are required as a result of additional residences being located on any particular road.

## 2.00 **SUMMER MAINTENANCE**

### 2.01 **Grading**

Every Class 5 and Class 6 **Municipal Highway** shall be graded (unless it has been hard surfaced) annually. Class 6A, 6B and 6C **Municipal Highways** shall be graded every second year.

### 2.02 **Application of Gravel (Beyond Pothole Repair)**

Gravel is applied when work conditions for the Roads Department staff allow, on an as-needed basis, based on known conditions. Weather and traffic impact gravel surfaces.

### 2.03 **Dust Control**

Dust suppression material is applied to reduce the amount of dust from a gravel road to adjacent agricultural areas and/or residences. It also helps to bind the gravel to the **Highway** surface.

In normal **Summer** conditions, dust control is applied annually on all Class 5 gravel **Municipal Highways**. In particularly wet **Summer** seasons, it may not be necessary to apply dust control at all. The **Working Roads Foreman** shall determine when and where dust control is applied.

Dust control may be applied on **Municipal Highways** in the Class 6 category from time to time, at the discretion of the **Working Roads Foreman**, in consultation with Council's Roads Chair, in keeping with local conditions.

### 2.06 **Ditching**

Ditches will be excavated and cleared of obstructions once every fifteen (15) years or as needed on all Class 5 **Municipal Highways**.

Ditches will be excavated and cleared on **Municipal Highways** in the Class 6 category, from time to time, at the discretion of the **Working Roads Foreman**, in consultation with Council's Roads Chair, in keeping with local conditions.

## 2.07 Unmaintained Municipal Highways

**Unmaintained Municipal Highways** are not repaired or managed by the Corporation, whether on an irregular basis or at all. Persons who access **Unmaintained Municipal Highways** do so at their own risk.

Persons who wish to improve the condition of an **Unmaintained Municipal Highway** for personal use may do so only with the prior approval of the Council as evidenced by a Council resolution. Indemnification of the **Corporation** for any damage or loss may be a condition of use.

## 3.00 WINTER MAINTENANCE

### 3.01 Snow Plowing/Sanding/Salting Routes and Methods

The **Working Roads Foreman** plans snow clearing routes on the basis of these maintenance standards, coupled with the geography of the network of **Municipal Highways** and the abilities of the equipment. The majority of the Corporation's snow clearing equipment is one-way plow style, and thus they travel in the direction that works with the angle of the snow plow, making most turns to the right.

Priority cannot be given to any **Municipal Highways** over others on any basis, **including** whether or not a school bus travels that **Highway**, whether there is a person with an illness residing on that **Highway**, whether there is a person with unusual working hours on that **Highway**, or for any other reason. The **Corporation** does not have the resources to prioritize **Municipal Highway** plowing or sanding/salting in this manner.

When sand and salt is applied simultaneously with plowing, the sand/salt is applied to inclines and corners on the **Municipal Highways**, and not on the portions of **Highways** in between those areas, on the first pass of the plow truck. Vehicles will return to place sand and salt on the longer stretches of road when the plowing is completed, which may not be until the following day or two. Plow trucks require the weight of the sand/salt in order to be able to plow. Accordingly the sand/salt mix is applied sparingly until plowing has been completed. Otherwise, the plow truck would need to leave a **Municipal Highway** partially unplowed in order to re-fill the truck when it becomes empty. This is inefficient and causes undue delays in plowing operations. Users of the **Municipal Highways** must adjust their driving accordingly.

### 3.02 Representative Roads

The **Corporation's Representative Road** for wind blown conditions is Valley Road East and West. The **Corporation's Representative Road** for ice or snow conditions is the hill portion of Cloud Lake Road, approximately two (2 km) kilometers west of the intersection of Cloud Lake Road and Highway 61.



### 3.03 Snow Packed Condition

In **Winter**, **Municipal Highways** are not expected to be kept plowed to a bare condition. **Municipal Highways** are snow packed **Highways**. The acceptable snow pack surface of a **Municipal Highway** (of any class) is between one-half (0.5 cm) of one centimeter to approximately five (5 cm) centimeters. Road surfaces will cause the snow pack thickness to vary.

### 3.04 Removal of Snow Accumulation

After the **Working Roads Foreman** becomes aware that **Snow Accumulation** has reached a depth of ten (10 cm) centimeters on any **Municipal Highway, Including a Representative Road**, resources to remove the **Snow Accumulation** from the **Roads** shall be deployed **As Soon as Practicable**.

After the **Working Roads Foreman** becomes aware that **Snow Accumulation** has reached a depth of ten (10 cm) centimeters on any **Municipal Highway, Including a Representative Road**, he shall cause the **Snow Accumulation** to be removed from the **Municipal Highways** identified in the first column of Table 3.04, within the time period identified in the second column of Table 3.04.

**Table 3.04**

<b>Class of Municipal Highway</b>	<b>Time</b>
Class 5	24 hours
Class 6	48 hours
Class 6A	72 hours
Class 6B	Once per month

When the **Storm Conditions** that caused the **Snow Accumulation** have ceased, the **Working Roads Foreman** shall cause the **Snow Accumulation** on the **Road** to be addressed to reach a depth less than ten (10 cm) centimeters on the **Municipal Highways** identified in the first column of Table 3.04, within the time period identified in the second column of Table 3.04. The total width of **Road** cleared in this regard shall be a minimum of five (5 m) meters.

For Classes 5, 6 and 6A, “addressing” the Snow Accumulation in the prior paragraph **Includes**:

- a) plowing the Road;
- b) putting a salt/sand mix on the Road; or
- c) a combination of (a) and (b).

Salt and/or sand are not applied to Class 6B **Municipal Highways**.

Any person may request that the **Corporation** provide winter snow plowing to an **Unmaintained Municipal Highway** or to a **Seasonally Maintained Municipal Highway** for the purposes of accessing property. The Working Roads Foreman, in consultation with Council’s Roads Chair, shall determine when (or if) such a request can be positively replied to. The **Corporation** will not sanction winter maintenance in circumstances where it places workers in hazardous conditions. The availability of time and equipment will be other considerations. Salt

and/or sand will not be applied to **Unmaintained Municipal Highways** or to **Seasonally Maintained Municipal Highways**. Indemnification of the **Corporation** for any damage or loss may be a condition of use.

### 3.05 Ice

The **Corporation** will act responsibly in attempting to prevent ice formation on **Municipal Highways**. This is undertaken through weather monitoring (in accordance with Section 1.07 of this Policy), patrolling (in accordance with Section 4.02 of this Policy), inspecting **Representative Roads** (in accordance with Section 4.03 of this Policy), and/or receipt of information in accordance with Section 1.11(c) of this Policy).

Where the **Working Roads Foreman** determines that there is a substantial probability that ice will form on the Road in any Municipal Highway, he shall cause the **Road** to be treated to prevent the formation of ice by applying a mixture of salt and sand. The treatment for ice must be applied to the **Municipal Highways** identified in the first column of Table 3.05, within the time period identified in the second column of Table 3.05.

**Table 3.05**

<b>Class of Municipal Highway</b>	<b>Time</b>
Class 5	16 hours
Class 6	24 hours
Class 6A	36 hours
Class 6B	N/A

Salt and/or sand are not applied to Class 6B or 6C **Highways** or to **Unmaintained Municipal Highways**.

### 3.06 Vegetation Removal

Vegetation removal from the untraveled portion of the **Municipal Highways** will be undertaken only as time permits, unless the **Working Roads Foreman** becomes aware that vegetation on the untraveled portion of a **Municipal Highway** is obscuring a sign, obscuring a sight line, or causing some other hazard.

In circumstances where there is a hazard, the **Working Roads Foreman** shall cause the issue to be addressed **As Soon as Practicable** after becoming aware of the hazard.

### 3.07 Culvert Steaming

From time to time it is necessary to remove ice accumulation from a **Culvert** by applying steam to the ice. This prevents water from flowing over the **Highway** in which the **Culvert** exists.

The **Working Roads Foreman** shall cause the **Culvert** to be steamed **As Soon as Practicable** after he becomes aware that it requires steaming.

### 3.08 Unmaintained and Seasonally Maintained Municipal Highways

**Unmaintained Municipal Highways** and **Seasonally Maintained Municipal Highways**, **Including Class 6C Highways**, receive no **Winter** maintenance service and are not repaired or managed by the **Corporation** during **Winter**, whether on an irregular basis or at all. Persons who access **Unmaintained Municipal Highways** or **Seasonally Maintained Highways** during **Winter** do so at their own risk.

Persons who wish to improve the condition of an **Unmaintained Municipal Highway** or a **Seasonally Maintained Municipal Highway** for personal use may do so only with the prior approval of the Council as evidenced by a Council resolution. Indemnification of the **Corporation** for any damage or loss may be a condition of use.

<h2>4.00 YEAR ROUND MAINTENANCE</h2>
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### 4.01 Removal of Obstructions or Hazards

The **Working Roads Foreman** shall cause any **Obstruction** on a **Municipal Highway** to be removed **As Soon as Practicable** after becoming aware of its existence.

### 4.02 Regular Patrols of Municipal Highways

Patrolling a **Municipal Highway** means observing the **Highway** from the vantage point of a moving vehicle. Patrolling is undertaken to check **Municipal Highways** for conditions **Including**: presence of ice or **Snow Accumulation** or **Obstructions**; damages to the surface of the **Road** such as cracks or potholes; fallen trees; the visibility of signs; etc.

The **Working Roads Foreman** may direct other staff or contractors to patrol the **Municipal Highways** and record their observations of the conditions at the same time as those persons are undertaking **Routine Maintenance & Repair**.

Class 5 **Municipal Highways** shall be patrolled at least once every thirty (30) **Days**.

Class 6 **Municipal Highways** shall be patrolled at least once every six (6) months.

Class 6A and Class 6B **Municipal Highways** shall be patrolled at least once annually.

### 4.03 Patrols of Representative Roads

This Section 4.03 does not apply in circumstances where the roads crew have already been deployed and are working to address the condition of concern.

Despite Section 4.02, if weather monitoring determines that there is a likelihood of **Snow Accumulation** or ice formation on the **Municipal Highways**, the **Representative Roads**, regardless of what class they fall into, shall be patrolled to check for those conditions. The weather monitoring will determine how soon the **Representative Road** will be patrolled as follows:

If the weather monitoring leads to a conclusion that the **Snow Accumulation** or ice formation will occur prior to the time of day shown in the first column of Table 4.03, the person monitoring

the weather shall patrol the **Representative Road** (or cause it to be patrolled by another person) by the time indicated in the same row in the second column of Table 4.03.

**Table 4.03:**

Time of day when condition expected	Time of day when patrol of Representative Roads to be undertaken
Between 12:01 a.m. and 6:00 a.m.	Between 4:00 a.m. and 5:30 a.m.
Between 6:01 a.m. and 6:00 p.m.	At a time approximating one hour prior to the anticipated development of the condition, and at one and one-half intervals thereafter.
Between 6:01 p.m. and midnight	Once during this time period.

The patrol of the **Representative Highway** is patrol of the **Road** only, and does not **Include** inspections of streetlights, signs or sidewalks.

#### 4.04 **Shoulder “Drop-Off”**

A shoulder drop off is the vertical difference between the surface of the **Road** on a **Surfaced Road** and the shoulder of the **Surfaced Road**. There is no shoulder drop-off on a gravel **Highway**.

When the **Working Roads Foreman** becomes aware of a shoulder drop off that has a length of twenty (20m) meters or more and a depth that is equal or greater than eight (8cm) centimeters, the **Working Roads Foreman** shall cause the **Highway** to be repaired to remove the shoulder drop off or to reduce it to a measurement less than eight (8 cm) centimeters. The repair must be completed for the **Municipal Highways** identified in the first column of Table 4.04, within the time period identified in the second column of Table 4.04.

**Table 4.04**

Class of Municipal Highway	Time
Class 5	30 days
Class 6	90 days

There are no Class 6A, 6B or 6C **Municipal Highways** that are **Surfaced Roads**.

#### 4.05 **Discontinuities**

A surface discontinuity is a vertical discrepancy in the surface of a **Municipal Highway** that causes a step formation at:

- a) joints or cracks in the surface of the **Surfaced Road**;
- b) at bridge deck joints;
- c) at bridge expansion joints; and/or
- d) at the approaches to a bridge,

where the step formation measures five (5 cm) centimeters or more.

When the **Working Roads Foreman** becomes aware of a surface discontinuity in a **Road** (but not on a bridge), the **Working Roads Foreman** shall cause the **Road** to be repaired to remove the surface discontinuity. The repair must be completed for the **Municipal Highways** identified

in the first column of Table 4.05, within the time period identified in the second column of Table 4.05.

**Table 4.05**

<b>Class of Municipal Highway</b>	<b>Time</b>
Class 5	21 days
Class 6	30 days
Class 6A or Class 6B	60 days
Class 6C	180 days during the Maintenance period from May 1 to September 30

The **Working Roads Foreman** shall cause a surface discontinuity on a bridge to be repaired to remove the surface discontinuity **As Soon as Practicable** after becoming aware of the situation.

#### **4.06 Pothole Repair**

When the **Working Roads Foreman** becomes aware of a pothole in a **Road** which is not a **Surfaced Road**, and the pothole exceeds both the surface area and depth set out in the second and third columns of Table 4.06A, he or she shall cause the **Road** to be repaired to remove the pothole, or reduce it to a size less than that shown within Table 4.06A, within the time period identified in the fourth column of Table 4.06A.

**Table 4.06A**

<b>Class of Municipal Highway</b>	<b>Surface Area of Pothole</b>	<b>Depth of Pothole</b>	<b>Time</b>
Class 5	fifteen hundred (1500 cm <sup>2</sup> ) square centimeters	twelve (12 cm) centimeters	30 days
Class 6	fifteen hundred (1500 cm <sup>2</sup> ) square centimeters	thirteen (13 cm) centimeters	45 days
Class 6A or 6B	Two thousand (2000 cm <sup>2</sup> ) square centimeters	thirteen (13cm) centimeters	60 days
Class 6C	Twenty five hundred (2500 cm <sup>2</sup> ) square centimeters	Fifteen (15 cm) centimeters	180 days

When the **Working Roads Foreman** becomes aware of a pothole in a **Surfaced Road**, and the pothole exceeds both the surface area and depth set out in the second and third columns of Table 4.06B, he or she shall cause the **Road** to be repaired to remove the pothole, or to reduce its size to less than the sizes shown in Table 4.06B, within the time period identified in the fourth column of Table 4.06B.

**Table 4.06B**

<b>Class of Municipal Highway</b>	<b>Surface Area of Pothole</b>	<b>Depth of Pothole</b>	<b>Time</b>
Class 5	one thousand (1000 cm <sup>2</sup> ) square centimeters	eight (8cm) centimeters	30 days
Class 6	twelve hundred (1200 cm <sup>2</sup> ) square centimeters	nine (9cm) centimeters	45 days

There are no **Surfaced Roads** that are in Class 6A, Class 6B, or Class 6C.

When the **Working Roads Foreman** becomes aware of a pothole in the shoulder of a **Municipal Highway**, and the pothole exceeds both the surface area and depth set out in the second and third columns of Table 4.06C, he or she shall cause the **Highway** to be repaired to remove the pothole, or reduce it to a size less than that shown within Table 4.06C, within the time period identified in the fourth column of Table 4.06C.

**Table 4.06C**

<b>Class of Municipal Highway</b>	<b>Surface Area of Pothole</b>	<b>Depth of Pothole</b>	<b>Time</b>
Class 5	fifteen hundred (1500 cm <sup>2</sup> ) square centimeters	twelve (12 cm) centimeters	60 days
Class 6	fifteen hundred (1500 cm <sup>2</sup> ) square centimeters	thirteen (13 cm) centimeters	75 days
Class 6A or 6B	Two thousand (2000 cm <sup>2</sup> ) square centimeters	thirteen (13cm) centimeters	90 days
Class 6C	Twenty five hundred (2500 cm <sup>2</sup> ) square centimeters	Fifteen (15 cm) centimeters	180 days

#### **4.07 Crack Repair**

When the **Working Roads Foreman** becomes aware of a crack in a **Surfaced Road**, and the crack exceeds both the width and depth set out in the second and third columns of Table 4.07 he or she shall cause the **Road** to be repaired to remove the crack, or to reduce its size to less than the sizes shown in Table 4.07, within the time period identified in the fourth column of Table 4.07.

**Table 4.07**

<b>Class of Municipal Highway</b>	<b>Width of Crack</b>	<b>Depth of Crack</b>	<b>Time</b>
Class 5 or 6	five (5 cm) centimeters	five (5 cm) centimeters	180 days

There are no **Surfaced Roads** that are in Class 6A, 6B or 6C.

#### 4.08 **Bridge Deck Spalls**

A bridge deck spall is a cavity left by one or more fragments detaching from the surface of a Surfaced Road or from the shoulder of a bridge.

When the **Working Roads Foreman** becomes aware of a bridge deck spall with a surface area and depth as set out in the second and third columns of Table 4.08, he or she shall cause the bridge deck spall to be repaired (or reduced to a measurement less than shown in columns two and three of Table 4.08) The repair must be completed for the **Municipal Highways** identified in the first column of Table 4.08, within the time period identified in the fourth column of Table 4.08.

**Table 4.08**

<b>Class of Municipal Highway</b>	<b>Surface Area of Bridge Spall</b>	<b>Depth of Bridge Spall</b>	<b>Time</b>
Class 5	one thousand (1000 cm <sup>2</sup> ) square centimeters	eight (8 cm) centimeters	7 days
Class 6	twelve hundred (1200 cm <sup>2</sup> ) square centimeters	ten (10 cm) centimeters	14 days
Class 6B	thirteen hundred (1300 cm <sup>2</sup> ) square centimeters	ten (10 cm) centimeters	21 days

There are no bridges on any Class 6A or 6C **Highways**. The only Class 6B highway with one or more bridges is Pardee Road.

#### 4.09 **Signs**

For the purposes of the inspection standards for signs, there are two types of signs. Class 1 signs are the following:

- a) Checkerboard signs;
- b) Curve sign with advisory speed tab;
- c) Do not enter sign;
- d) Load Restricted Bridge sign;
- e) Low Bridge or Low Bridge Ahead signs;
- f) One Way traffic sign;
- g) Stop or Stop Ahead or New Stop Ahead signs;
- h) Two-Way Traffic Ahead signs;
- i) Wrong Way signs; and
- j) Yield, Yield Ahead, and New Yield Ahead signs.

All other signs that are included in the **Ontario Traffic Manual** are Class 2 signs.

Signs, regardless of which class they fall into, are to be inspected for their basic requirements, and to test whether or not they meet the retro-reflectivity requirements of the **Ontario Traffic Manual** at least once per calendar year. The annual inspections may not be spaced more than sixteen (16) months apart.

Where it becomes apparent through an inspection, or in any other manner, that a Class 1 sign on a **Municipal Highway** does not meet the retro-reflectivity requirements of the **Ontario Traffic Manual**, or is illegible, improperly oriented, obscured or missing, the **Working Roads Foreman** will cause the sign to be repaired or replaced, such that it does meet all requirements, **As Soon as Practicable** after becoming aware of the condition of the sign.

Where it becomes apparent through an inspection, or in any other manner, that a Class 2 sign on a **Municipal Highway** does not meet the retro-reflectivity requirements of the **Ontario Traffic Manual**, or is illegible, improperly oriented, obscured or missing, the **Working Roads Foreman** will cause the sign to be repaired or replaced, such that it does meet all requirements, in a time frame commensurate with the class of Highway upon which the sign is erected. The repair or replacement must be completed for signs erected upon the **Municipal Highways** identified in the first column of Table 4.09, within the time period identified in the second column of Table 4.09.

**Table 4.09**

<b>Class of Municipal Highway</b>	<b>Time</b>
Class 5	30 days
Class 6	60 days
Class 6A or Class 6B	90 days
Class 6C	180 days

## **5.00 ENTRANCES/DRIVEWAYS**

### **5.01 Application Process for New Entrance Approval**

A person who wishes to install driveway access from a **Municipal Highway** to private property must apply for a new entrance approval, using a form approved by the **Working Roads Foreman** from time to time.

As a general rule, only one permanent entrance is permitted per lot. Exceptions may be made by the Working Roads Foreman, in consultation with the Roads Chair, to allow more than one permanent entrance per lot in circumstances where there is frontage on more than one Highway, or where terrain divides a property from an access perspective.

Refer to the **User Fee By-law** to determine whether or not a fee has been imposed for entrance approvals, and, if so, what the fee is.

When the application form has been completed, and the fee (if any) has been paid, the **Working Roads Foreman** will cause an inspection of the site to be undertaken. The inspection will determine whether the applicant's desired location for the driveway meets the **Corporation's** criteria for safe placement. If the desired location is not appropriate, the **Working Roads Foreman** will examine the property to determine other alternative locations.



When the entrance shown on the application, or an alternative entrance determined by the **Working Roads Foreman** and agreed upon by the applicant, has been approved, the **Working Roads Foreman** will arrange to have the **Driveway Culvert** installed.

A second entrance may be approved on a temporary basis if required. The approval will be for a specified time period, after which time the temporary entrance must be removed. If it is not removed by the property owner, the **Corporation** will notify the property owner of the requirement to remove it. If it remains in place sixty (60) days after the **Corporation** provides the notice, the **Corporation** will remove it and charge the property owner for all costs associated with the removal.

## 5.02 Installation of Driveway Culverts

### Culvert Supply

In most cases, the applicant for an entrance approval will supply his or her own **Driveway Culvert**, for installation by the **Corporation**. If it is not possible or practical for an applicant to arrange for supply and delivery to the site of a **Driveway Culvert**, he or she may purchase the **Driveway Culvert** from the **Corporation**, at its cost plus an amount for administrative overhead and delivery which is equal to fifty (50%) percent of the cost of the **Driveway Culvert**.

### Timing for Installation

In circumstances where the applicant supplies the **Driveway Culvert**, the applicant will notify the **Corporation** when the **Driveway Culvert** has been delivered to the site. The **Corporation** will install the **Driveway Culvert** within five (5) **Working Days** of the **Working Day** upon which it received the notice.

In circumstances where the **Corporation** supplies the **Driveway Culvert**, the applicant will pay for the **Culvert** in advance of its installation. The applicant will then notify the **Corporation** when he or she is ready for installation. The **Corporation** will supply and install the **Driveway Culvert** within five (5) **Working Days** of the **Working Day** upon which it received the notice, or within five (5) **Working Days** of the **Working Day** upon which it received the payment for the **Culvert**, if payment had not been made until after notice had been provided.

**Storm Conditions** or other emergency circumstances may disrupt timing of installation. In such cases, the applicant will be advised, and will be provided with an alternative time frame for the installation, based on the nature of the **Storm Condition** or other emergency circumstance.

### Materials

The **Corporation** will supply, free of charge, up to one (1) truckload of gravel for use in the installation process. If the topography of the site is such that more than one (1) truckload of gravel is required, the applicant has a choice whether to supply his or her own gravel or to pay the **Corporation** its cost of the additional gravel, plus delivery to the site.

If the applicant chooses to supply his or her own gravel, he or she shall advise the **Corporation** when the gravel has been delivered to the site, and the **Corporation** shall finalize the

installation of the **Driveway Culvert** within five (5) **Working Days** of the **Working Day** upon which it received the notice.

If the applicant chooses to have the **Corporation** supply the additional gravel, the price charged will be the cost to the **Corporation** of the gravel, plus a fee of one hundred sixty (\$160) dollars per hour for delivery of the gravel to site and applying it to the **Driveway Culvert** installation project. A minimum charge of two (2) hours will apply. If the work takes more than two hours, the hourly rate, as noted, will apply to the additional time.

Prior to delivery and installation of the second (and additional) load of gravel by the **Corporation**, the applicant shall sign the appropriate order and shall pay for the gravel. The **Corporation** shall then supply the gravel and finalize the installation of the **Driveway Culvert**. The **Corporation** will invoice the applicant for the additional gravel upon completion of the installation. Payment for the additional gravel will be due thirty (30) days after the date of the invoice. Failure to pay will result in the **Corporation** adding the outstanding amount (plus invoice, as applicable) to the property taxes for the property to which the entrance was installed, and collect it in like manner as it collects property taxes.

### 5.03 Maintenance/Replacement of Driveway Culverts

Once installed in the municipal road allowance, the **Driveway Culvert** becomes the property of the **Corporation**, and all maintenance and repairs to the **Driveway Culvert** will be the responsibility of the **Corporation**. **Driveway Culverts** will not be routinely inspected. Should a problem arise, the property owner must provide notice to the **Corporation** of the nature and extent of the issue. The **Working Roads Foreman** will cause the problem to be corrected **As Soon as Practicable** after being notified of the issue.

Where it is obvious that the **Driveway Culvert** was damaged due to willful activity or negligence, as opposed to natural deterioration over time, the **Corporation** may charge the property owner for the repair.

## 6.00 SHORELINE ROAD ALLOWANCES

The **Corporation** owns the sixty-six foot road allowances on the shoreline of Lake Superior and on the shorelines of some of the inland lakes (where such allowances exist). Over time and from time to time, persons with adjacent property have requested to purchase the shoreline road allowance abutting their lands.

The **Corporation** reviews each such request when received, and will consider each request on its merits. A standard price is established (per linear foot) for such purchases and reviewed from time to time. The **User Fee By-law** should be consulted for the current pricing.

Where the **Corporation** owns the shoreline road allowance, that road allowance is considered to be an **Unmaintained Municipal Highway**. The public may access the shoreline road allowance from adjacent public lands (if any) or from the water via watercraft or personal swimming.

## APPENDIX “A” – MUNICIPAL HIGHWAYS

The following table lists the **Highways** within **Neebing** which are **Municipal Highways** as defined in this policy. **Municipal Highways** are listed alphabetically.

Name	Township	Approx Length	Description	Classification	Roads By-Law
Albert Place	Crooks	0.125 km	South from Little Trout Bay Road	6	2016-006
Anderson Road	Crooks	0.6 km	Southeasterly from Highway 61	6B	2016-006
Belanger Road	Pardee	1.5 km	Off Highway 595	6A	2016-006
Benjamin Place	Crooks	0.125 km	South from Little Trout Bay Road	6	2016-006
Blake Hall Road	Blake	1.5 km	East from Highway 61, then turns south	6	2016-006
Boundary Drive East	Blake	5.1 km	East from Highway 61	5	2016-006
Boundary Drive West	Scoble & Blake	6.4 km	West from Highway 61, Boundary Road with Oliver-Paipoonge	5	2016-006
Boy Scout Road	Blake	3.8 km	East from Highway 61,	6	2016-006
Brandl Road	Crooks	0.6 km	South from Larson Road	6	2016-006
Cameron Road	Pearson	1.1 km	East from Highway 597	6	2016-006
Candy Mountain Drive	Scoble	4.0 km	Northern Boundary Road with Oliver-Paipoonge	6	2016-006
Carlson Road North	Blake	0.8 km	North from Valley Road East	6	2016-006
Carlson Road South	Blake	0.3 km	South from Valley Road East	6	2016-006
Charles Place	Crooks	0.125 km	South from Little Trout Bay Road	6	2016-006
Chimo Road	Pearson	2.0 km	starts at Highway 608 within Gillies Township, travel south	6	2016-006
Cloud Bay Road North	Crooks	0.4 km	North from Jarvis Bay Road East	Unmaintained	2016-006
Cloud Bay Road South	Crooks	4.3 km	South from Jarvis Bay Road East	5	2016-006
Cloud Lake Road	Blake, Crooks & Pardee	11.7 km	West from Highway 61 to Highway 597 and Pardee Road	5	2016-006
Cloud River Road East	Crooks	2.15 km	East from Highway 61	6	2016-006
Cloud River Road West	Crooks	3.35 km	West from Highway 61	6	2016-006
Cooper Road	Crooks	0.2 km	East from Little Trout Bay Road	6	2016-006
Copper Cliff Road East	Blake	6.7 km	East from Highway 61	5	2016-006
Copper Cliff Road East	Blake	0.4 km	Unmaintained	Unmaintained	No
Copper Cliff Road West	Blake	0.5 km	West from Highway 61	6A	2016-006
Cottage Drive East	Crooks	2.18 km	East from Cloud Bay Road South	6	2016-006
Cottage Drive West	Crooks	1.0 km	West from Cloud Bay Road South	6	2016-006
Cottonwood Road	Blake	0.4 km	East from Highway 61	6A	2016-006

Name	Township	Approx Length	Description	Classification	Roads By-Law
Coulson Road	Pardee	1.0 km	South from Highway595	6A	2016-006
Coulson Road	Pardee	2.0 km	South from the 1 km mark	6C	2016-006
East Oliver Lake Road	Scoble	6.8 km	North from Highway608	5	2016-006
Falls Road	Blake	2.4 km	South from Boundary Drive East	6	2016-006
Farm Road	Blake	2.6 km	South from Boundary Drive East	6	2016-006
Flank Road East	Pearson	1.5 km	East from Highway597	6A	2016-006
Flank Road West	Pearson	0.8 km	West from Highway597	6A	2016-006
Gammond Road	Blake	1.0 km	South from Sturgeon Bay Road	6B	2016-006
Griffis Road	Scoble	1.3 km	Southwesterly from East Oliver Lake Road	6	2016-006
Hill Top Road	Scoble	0.4 km	North from Highway608	6	2016-006
Hunter Lane	Scoble	1.1 km	Northwesterly from Boundary Drive West and Oliver Creek Road	6	2016-006
Island Avenue	Blake	2.0 km	east-west direction from the terminus of Mink Mountain Drive	6	2016-006
Jarvis Bay Road East	Crooks	3.6 km	East from Highway61	5 & 6	2016-006
Jarvis Bay Road West	Crooks	1.2 km	West from Highway61	6	2016-006
Jarvis Bay Road West	Crooks	?	unmaintained – beyond Milne Road	Unmaintained	2016-006
John's Place	Scoble	0.3 km	from Willowdale Road	Unmaintained	2020-023
Kivela Road East	Pearson	0.8 km	East from Highway595	6	2016-006
Kivela Road West	Pearson	1.6 km	West from Highway595	6	2016-006
Klages Road	Scoble	2.0 km	West from Scoble Townline Road	6	2016-006
Kotala Road	Pearson	2.7 km	West from Highway595, Part forms a boundary with Fraleigh	6A	2016-006
Lake Lenore Road	Crooks & Pardee	2.8 km	Southwest from Highway61	6B	2016-006
Lake Lenore Road	Crooks & Pardee	0.5 km	Hill up to Lake	6C	2016-006
Lankinen Road	Pearson	1.0 km	Southeast from Highway595	6	2016-006
Larson Road	Crooks & Pardee	7.5 km	Northwest from Highway61	6	2016-006
Lautsch Road	Pardee	1.6 km	West from Pardee Road	6B	2016-006
Lesnick Road	Blake	1.6 km	North from Copper Cliff Road	6	2016-006
Lex Road	Pardee	0.2 km	West from Highway597	6A	2016-006
Little Pigeon Bay Road	Crooks	4.15 km	East from Highway61	6	2016-006
Little Trout Bay Road	Crooks	6.4 km	Southeasterly and then South from Highway 61	6	2016-006
Lloyd Johnson Drive	Crooks	1.4 km	Northeast from Little Pigeon Bay Road	6	2016-006

Name	Township	Approx Length	Description	Classification	Roads By-Law
Lone Star Road	Scoble	1.5 km	South from Highway608	6	2016-006
Loukala Road	Pearson	1.0 km	North from Highway595	6A	2016-006
Mannisto Road	Pearson	4.9 km	West from Highway597	6	2016-006
Mannisto Road	Pearson		East from Highway597	Unmaintained	2016-006
Margaret Street North	Blake	0.75 km	North from Sturgeon Bay Road	6	2016-006
Margaret Street South	Blake	2.4 km	South from Sturgeon Bay Road	6	2016-006
Mates Road	Scoble	0.8 km	West from Scoble Townline Road	6	2016-006
Matson Road	Pearson	1.6 km	South/southeast from Wamsley	6	2016-006
McCluskey Drive	Scoble	2.8 km	East from Oliver Creek Road	6	2016-006
Memory Road	Crooks	7.5 km	East from Highway61	5	2016-006
Mighton Road	Pearson	1.8 km	West from Union School Road	6	2016-006
Milne Road	Crooks	1.0 km	North from Jarvis Bay Road	6	2016-006
Milne Road	Crooks		From end of Maintained portion	Unmaintained	No
Mink Mountain Drive	Blake	3.2 km	Southeast from Sturgeon Bay Road	6	2016-006
Moose Lodge Road	Pardee and Crooks	2.0 km	East from Pardee Road	6	2016-006
Nicolson Road	Pearson	0.6 km	South from Highway597	6A	2016-006
Nicolson Road	Pearson		From end of Maintained portion		2016-006
Oinonen Road	Pearson	0.8 km	South from ninety degree on Highway595	6	2016-006
Old Border Road	Pardee	2.5 km	West from Highway593	6	2016-006
Oleksuk Road	Blake	0.85 km	West from Highway61	6	2016-006
Oliver Creek Road	Scoble	4.0 km	North from Hunters Lane and Boundary Road West	6	2016-006
Olsen Road	Pearson	0.8 km	West from Salo Road	6	2016-006
Pardee Road	Pardee	18.7 km	Southeast from Cloud Lake Road and Highway 597 to Highway593	6 & 6B	2016-006
Pearson Road	Pearson/Scoble boundary	0.8 km	East from Union School Road South	6A	2016-006
Pete's Place	Scoble	0.4 km	West from Willowdale	Unmaintained	2020-023
Pit Road	Blake	0.8 km	South from Sturgeon Bay Road	6C	2016-006
Podres Road East	Scoble	0.7 km	East from West Oliver Lake Rd	6	2016-006
Podres Road West	Scoble	1.8 km	West from West Oliver Lake Road	6	2016-006
Ponderosa Road	Pardee	1.0 km	Northeast from Highway597	6C	2016-006
Rabbit Mountain Road	Scoble	0.5 km	Westerly from Oliver Creek Road	6	2016-006
Salo Road	Pearson	5.0 km	Southwest from Wamsley Road	6	2016-006
Sand Hill Road	Crooks	0.5 km	Northwesterly from Highway61	6	2016-006
Savoie Road	Crooks	0.5 km	North from Larson Road	6A	2016-006

Name	Township	Approx Length	Description	Classification	Roads By-Law
Savoie Road	Crooks		Unmaintained from end of travelled road	Unmaintained	2016-006
Scoble Townline Road	Scoble & Blake	3.3 km total	South from Boundary Drive West to Highway608	6	2016-006
Seed Road	Scoble	2.9 km	North from Highway608	6	2016-006
South Bay Road	Scoble	2.0 km	South from Willowdale Drive	6	2016-006
Spruce Drive	Blake	0.8 km	South from Boundary Drive West	6	2016-006
Stajkowski Road	Pardee	0.3 km	West from Pardee Road	6C	2016-006
Stewart Road	Pardee	1.6 km	South from Highway597	6A	2016-006
Sturgeon Bay Road	Blake	16 km	East from Highway61	5	2016-006
Tower Road	Blake	2.6 km	East from Blake Hall Road	6	2016-006
Turkey Trail Road	Scoble	0.9 km	East from Highway608 and West Oliver Lake Road	6A	2016-007
Union School Road North	Scoble & Pearson	2.0 km	North from Highway608, Boundary with Gillies	6	2016-008
Union School Road South	Pearson	5.3 km	South from Highway608, Boundary with Gillies	6	2016-009
Valley Road East	Blake	1.8 km	East from Highway61	6	2016-010
Valley Road East	Blake		Unmaintained	Unmaintained	No
Valley Road West	Blake	1.8 km	West from Highway61	6A	2016-010
Walker Road North	Blake	2.9 km	North from Sturgeon Bay	6B	2016-010
Walker Road South	Blake	0.8 km	South from Copper Cliff Road	6A	2016-010
Walker Road South	Blake	1.3 km	South from Copper Cliff Road	6C	2016-010
Wamsley Road	Pearson	11.4 km	West from Highway597 to Highway595	6	2016-010
West Oliver Lake Road	Scoble	3.2 km	North from Highway608	5	2016-010
Willowdale Drive	Scoble	1.3 km	West from East Oliver Lake	6	2016-010
Zebedee Place	Crooks	0.125 km	South from Little Trout Bay Road	6	2016-010

## APPENDIX “B” – MUNICIPAL HIGHWAYS

The following table lists the **Highways** within **Neebing** which are **Municipal Highways** as defined in this policy. **Municipal Highways** are listed by Maintenance Classification.

Name	Township	Approx Length	Description	Classification	Roads By-Law
Boundary Drive East	Blake	5.1 km	East from Highway 61	5	2016-006
Boundary Drive West	Scoble & Blake	6.4 km	West from Highway 61, Boundary Road with Oliver-Paipoonge	5	2016-006
Cloud Bay Road South	Crooks	4.3 km	South from Jarvis Bay Road East	5	2016-006
Cloud Lake Road	Blake, Crooks & Pardee	11.7 km	West from Highway 61 to Highway 597 and Pardee Road	5	2016-006
Copper Cliff Road East	Blake	6.7 km	East from Highway 61	5	2016-006
East Oliver Lake Road	Scoble	6.8 km	North from Highway 608	5	2016-006
Memory Road	Crooks	7.5 km	East from Highway 61	5	2016-006
Sturgeon Bay Road	Blake	16 km	East from Highway 61	5	2016-006
West Oliver Lake Road	Scoble	3.2 km	North from Highway 608	5	2016-010
Jarvis Bay Road East	Crooks	3.6 km	East from Highway 61	5 & 6	2016-006
Albert Place	Crooks	0.125 km	South from Little Trout Bay Road	6	2016-006
Benjamin Place	Crooks	0.125 km	South from Little Trout Bay Road	6	2016-006
Blake Hall Road	Blake	1.5 km	East from Highway 61, then turns south	6	2016-006
Boy Scout Road	Blake	3.8 km	East from Highway 61,	6	2016-006
Brandl Road	Crooks	0.6 km	South from Larson Road	6	2016-006
Cameron Road	Pearson	1.1 km	East from Highway 597	6	2016-006
Candy Mountain Drive	Scoble	4.0 km	Northern Boundary Road with Oliver-Paipoonge	6	2016-006
Carlson Road North	Blake	0.8 km	North from Valley Road East	6	2016-006
Carlson Road South	Blake	0.3 km	South from Valley Road East	6	2016-006
Charles Place	Crooks	0.125 km	South from Little Trout Bay Road	6	2016-006
Chimo Road	Pearson	2.0 km	starts at Highway 608 within Gillies Township, travel south	6	2016-006
Cloud River Road East	Crooks	2.15 km	East from Highway 61	6	2016-006
Cloud River Road West	Crooks	3.35 km	West from Highway 61	6	2016-006
Cooper Road	Crooks	0.2 km	East from Little Trout Bay Road	6	2016-006
Cottage Drive East	Crooks	2.18 km	East from Cloud Bay Road South	6	2016-006

Name	Township	Approx Length	Description	Classification	Roads By-Law
Cottage Drive West	Crooks	1.0 km	West from Cloud Bay Road South	6	2016-006
Falls Road	Blake	2.4 km	South from Boundary Drive East	6	2016-006
Farm Road	Blake	2.6 km	South from Boundary Drive East	6	2016-006
Griffis Road	Scoble	1.3 km	Southwesterly from East Oliver Lake Road	6	2016-006
Hill Top Road	Scoble	0.4 km	North from Highway 608	6	2016-006
Hunter Lane	Scoble	1.1 km	Northwesterly from Boundary Drive West and Oliver Creek Road	6	2016-006
Island Avenue	Blake	2.0 km	east-west direction from the terminus of Mink Mountain Drive	6	2016-006
Jarvis Bay Road West	Crooks	1.2 km	West from Highway 61	6	2016-006
Kivela Road East	Pearson	0.8 km	East from Highway 595	6	2016-006
Kivela Road West	Pearson	1.6 km	West from Highway 595	6	2016-006
Klages Road	Scoble	2.0 km	West from Scoble Townline Road	6	2016-006
Lankinen Road	Pearson	1.0 km	Southeast from Highway 595	6	2016-006
Larson Road	Crooks & Pardee	7.5 km	Northwest from Highway 61	6	2016-006
Lesnick Road	Blake	1.6 km	North from Copper Cliff Road	6	2016-006
Little Pigeon Bay Road	Crooks	4.15 km	East from Highway 61	6	2016-006
Little Trout Bay Road	Crooks	6.4 km	Southeast and then South from Highway 61	6	2016-006
Lloyd Johnson Drive	Crooks	1.4 km	Northeast from Little Pigeon Bay Road	6	2016-006
Lone Star Road	Scoble	1.5 km	South from Highway 608	6	2016-006
Mannisto Road	Pearson	4.9 km	West from Highway 597	6	2016-006
Margaret Street North	Blake	0.75 km	North from Sturgeon Bay Road	6	2016-006
Margaret Street South	Blake	2.4 km	South from Sturgeon Bay Road	6	2016-006
Mates Road	Scoble	0.8 km	West from Scoble Townline Road	6	2016-006
Matson Road	Pearson	1.6 km	South/southeast from Wamsley	6	2016-006
McCluskey Drive	Scoble	2.8 km	East from Oliver Creek Road	6	2016-006
Mighton Road	Pearson	1.8 km	West from Union School Road	6	2016-006
Milne Road	Crooks	1.0 km	North from Jarvis Bay Road	6	2016-006
Mink Mountain Drive	Blake	3.2 km	Southeast from Sturgeon Bay Road	6	2016-006
Moose Lodge Road	Pardee and Crooks	2.0 km	East from Pardee Road	6	2016-006
Oinonen Road	Pearson	0.8 km	South from ninety degree on Highway 595	6	2016-006



Name	Township	Approx Length	Description	Classification	Roads By-Law
Old Border Road	Pardee	2.5 km	West from Highway 593	6	2016-006
Oleksuk Road	Blake	0.85 km	West from Highway 61	6	2016-006
Oliver Creek Road	Scoble	4.0 km	North from Hunters Lane and Boundary Road West	6	2016-006
Olsen Road	Pearson	0.8 km	West from Salo Road	6	2016-006
Podres Road East	Scoble	0.7 km	East from West Oliver Lake Rd	6	2016-006
Podres Road West	Scoble	1.8 km	West from West Oliver Lake Road	6	2016-006
Rabbit Mountain Road	Scoble	0.5 km	Westerly from Oliver Creek Road	6	2016-006
Salo Road	Pearson	5.0 km	Southwesterly from Wamsley Road	6	2016-006
Sand Hill Road	Crooks	0.5 km	Northwesterly from Highway 61	6	2016-006
Scoble Townline Road	Scoble & Blake	3.3 km total	South from Boundary Drive West to Highway 608	6	2016-006
Seed Road	Scoble	2.9 km	North from Highway 608	6	2016-006
South Bay Road	Scoble	2.0 km	South from Willowdale Drive	6	2016-006
Spruce Drive	Blake	0.8 km	South from Boundary Drive West	6	2016-006
Tower Road	Blake	2.6 km	East from Blake Hall Road	6	2016-006
Union School Road North	Scoble & Pearson	2.0 km	North from Highway 608, Boundary with Gillies	6	2016-008
Union School Road South	Pearson	5.3 km	South from Highway 608, Boundary with Gillies	6	2016-009
Valley Road East	Blake	1.8 km	East from Highway 61	6	2016-010
Wamsley Road	Pearson	11.4 km	West from Highway 597 to Highway 595	6	2016-010
Willowdale Drive	Scoble	1.3 km	West from East Oliver Lake	6	2016-010
Zebedee Place	Crooks	0.125 km	South from Little Trout Bay Road	6	2016-010
Pardee Road	Pardee	18.7 km	Southeast from Cloud Lake Road and Highway 597 to Highway 593	6 & 6B	2016-006
Belanger Road	Pardee	1.5 km	Off Highway 595	6A	2016-006
Copper Cliff Road West	Blake	0.5 km	West from Highway 61	6A	2016-006
Cottonwood Road	Blake	0.4 km	East from Highway 61	6A	2016-006
Flank Road East	Pearson	1.5 km	East from Highway 597	6A	2016-006
Flank Road West	Pearson	0.8 km	West from Highway 597	6A	2016-006
Kotala Road	Pearson	2.7 km	West from Highway 595, Part forms a boundary with Fraleigh	6A	2016-006
Lex Road	Pardee	0.2 km	West from Highway 597	6A	2016-006
Loukala Road	Pearson	1.0 km	North from Highway 595	6A	2016-006
Nicolson Road	Pearson	0.6 km	South from Highway 597	6A	2016-006
Pearson Road	Pearson/Scoble boundary	0.8 km	East from Union School Road South	6A	2016-006

Name	Township	Approx Length	Description	Classification	Roads By-Law
Savoie Road	Crooks	0.5 km	North from Larson Road	6A	2016-006
Stewart Road	Pardee	1.6 km	South from Highway597	6A	2016-006
Turkey Trail Road	Scoble	0.9 km	Eastfrom Highway608 and West Oliver Lake Road	6A	2016-007
Valley Road West	Blake	1.8 km	West from Highway61	6A	2016-010
Walker Road South	Blake	0.8 km	South from Copper Cliff Road	6A	2016-010
Coulson Road	Pardee	1.0 km	South from Highway595	6A	2016-006
Anderson Road	Crooks	.6 km	Southeasterlyfrom Highway61	6B	2016-006
Gammond Road	Blake	1.0 km	South from Sturgeon Bay Road	6B	2016-006
Lake Lenore Road	Crooks & Pardee	2.8 km	Southwestfrom Highway61	6B	2016-006
Lautsch Road	Pardee	1.6 km	West from Pardee Road	6B	2016-006
Walker Road North	Blake	2.9 km	North from Sturgeon Bay	6B	2016-010
Coulson Road	Pardee	2.0 km	South from the 1 km mark	6C	2016-006
Lake Lenore Road	Crooks & Pardee	0.5 km	Hill up to Lake	6C	2016-006
Pit Road	Blake	0.8 km	South from Sturgeon Bay Road	6C	2016-006
Ponderosa Road	Pardee	1.0 km	Northeastfrom Highway597	6C	2016-006
Stajkowski Road	Pardee	0.3 km	West from Pardee Road	6C	2016-006
Walker Road South	Blake	1.3 km	South from Copper Cliff Road	6C	2016-010
Jarvis Bay Road West	Crooks		Unmaintained – beyond Milne Road	Unmaintained	2016-006
John's Place	Scoble	0.3 km	from Willowdale Road	Unmaintained	2020-023
Mannisto Road	Pearson		Eastfrom Highway597	Unmaintained	2016-006
Milne Road	Crooks		From end of Maintained portion	Unmaintained	No
Pete's Place	Scoble	0.4 km	West from Willowdale	Unmaintained	2020-023
Savoie Road	Crooks		Unmaintained from end of travelled road	Unmaintained	2016-006
Valley Road East	Blake		Unmaintained	Unmaintained	No
Cloud Bay Road North	Crooks	0.4 km	North from Jarvis Bay Road East	Unmaintained	2016-006
Copper Cliff Road East	Blake	0.4 km	Unmaintained	Unmaintained	No
Nicolson Road	Pearson		From end of Maintained portion	Unmaintained	No

**Erika Kromm**

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**From:** Ontario Volunteer Service Awards (MHSTCI) <OntarioVolunteerServiceAwards@ontario.ca>  
**Sent:** Wednesday, May 12, 2021 2:09 PM  
**To:** Ontario Volunteer Service Awards (MHSTCI)  
**Subject:** 2021 Senior of the Year Award / Prix de la personne âgée de l'année de l'Ontario 2021  
**Attachments:** 2021 Senior of the Year-Prix de la personne âgée de l'année.docx.pdf; How to Download Complete and Submit Online Forms (June 2020).pdf; Comment télécharger, remplir et soumettre des formulaires en ligne (juin 2020).pdf

(Un message en français suivra)

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to submit a nomination for the [2021 Senior of the Year Award](#).

Our seniors have worked hard to help to build this great province that all Ontarians enjoy today. This award gives each municipality in Ontario the opportunity to honour one of their outstanding local seniors and the contributions they've made to enrich the social, cultural, or civic life of their community.

**This year, the nomination deadline has been extended to May 31, 2021.**

For more information and to download the nomination form, please visit the [Senior of the Year](#) webpage. Once you submit a nomination, a personalized certificate with your nominee's name will be sent to you. I encourage you to present it to your nominee in June in conjunction with Seniors' Month.

I would also encourage you to promote Seniors Month in your community, as much as possible. This year's theme is Stay Safe, Active and Connected. For more information, keep checking the Seniors' Month webpage: [Celebrating seniors in Ontario](#).

The government of Ontario is proud to work with municipalities on this initiative. Seniors have generously offered their time, knowledge and expertise to make this province a great place to live, and it is important we recognize those valuable contributions.

If you have any questions about the 2021 Senior of the Year Award, please contact the Volunteer Recognition Unit at [OntarioVolunteerServiceAwards@ontario.ca](mailto:OntarioVolunteerServiceAwards@ontario.ca).

Thank you in advance for your support of local seniors and Seniors' Month.

Sincerely,

(Original signed by)

Raymond Cho  
 Minister for Seniors and Accessibility

---

Monsieur le Maire/Madame la Mairesse, Préfet et Membres du Conseil,

**Ministry for  
Seniors  
and Accessibility**

**Ministère des Services  
aux aînés et de  
l'Accessibilité**



Minister

Ministre

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

College Park  
777, rue Bay  
5<sup>e</sup> étage  
Toronto (Ontario) M7A 1S5

May 7, 2021

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to submit a nomination for the 2021 [Senior of the Year Award](#).

Our seniors have worked hard to help to build this great province that all Ontarians enjoy today. This award gives each municipality in Ontario the opportunity to honour one of their outstanding local seniors and the contributions they've made to enrich the social, cultural, or civic life of their community.

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If you have any questions about the 2021 Senior of the Year Award, please contact the Volunteer Recognition team at [OntarioVolunteerServiceAwards@ontario.ca](mailto:OntarioVolunteerServiceAwards@ontario.ca).

Thank you in advance for your support of local seniors and Seniors' Month.

Sincerely,

A handwritten signature in black ink that reads "Raymond Cho".

Raymond Cho  
Minister for Seniors and Accessibility

# Ontario Senior of the Year Award

4.5-3

This award is given by a municipality to recognize an outstanding senior who, after age 65, enriches the social, cultural or civic life of the community.

## Deadline: Extended to May 31, 2021

### 1. [Get the Senior of the Year form \(PDF\)](#)

Note: You must have Adobe Reader to open this form. Right click on the link above and save the form. Open Adobe Reader, then use Adobe Reader to open the form. You will be able to edit, save and submit this form.

### 2. [Submit your nomination online](#)

## Who is eligible

Your nominee must:

- have contributed to the community after the age of 65 and has made their community a better place to live
- be a resident of Ontario

Seniors who qualify for this award may have contributed to many different fields such as the arts, literature, community service, volunteering, education, environment, fitness, and humanitarian activities.

You cannot nominate:

- yourself
- someone who has passed away
- someone currently holding political office

An individual cannot be nominated for achievements related to a current political appointment.



**THE CORPORATION OF  
THE TOWN OF PERTH**

80 Gore Street East  
Perth, Ontario K7H 1H9  
Phone: (613) 267-3311  
Fax: (613) 267-5635

April 30, 2021

Honourable Premier Doug Ford  
Premier of Ontario  
Legislative Building  
Queens Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

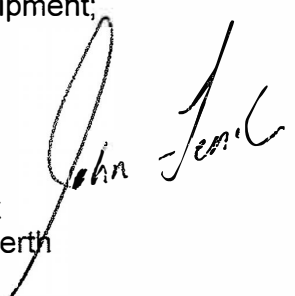
**Sent via Email:** [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Provincial Hospital Funding of Major Capital Equipment**

The Town of Perth is requesting that further consideration be given to having the province be financially responsible for the replacement costs associated with all major capital equipment in hospitals, as municipalities across the province are facing major shortfalls in meeting their financial obligations. As set out in their asset management plans and cannot afford to directly absorb the financial responsibility for the replacement costs of the hospitals' major capital equipment without jeopardizing their financial sustainability.

As well, if the province is unwilling to assume the full responsibility for funding local hospitals completely, the Town of Perth requests that the province must develop a legislative framework as to how counties and municipalities should best address the financial shortfalls facing hospitals throughout Ontario, specifically the funding of major capital equipment;

Sincerely,

  
John Fenik  
Mayor of Perth

cc: Ontario Municipalities  
AMO – [amo@amo.on.ca](mailto:amo@amo.on.ca)

*Aged to Perfection!*

CORPORATION OF THE MUNICIPALITY OF CALVINResolutionDATE: April 27, 2021 NO. 2021-110MOVED BY Dan MaxwellSECONDED BY Heather Olmstead

**"WHEREAS** the role of Ontario's 441 fire departments and their approximate 30,000 full, part-time, and volunteer firefighters is to protect Ontarians and their property; and

**WHEREAS** according to the Ontario Fire Marshal and Emergency Management's latest data, in Ontario there was over 11,000 number of loss fires, 9,500 no loss fires, 784 injuries, 91 fatalities, and over \$820 million dollars of estimated loss in 2018; and

**WHEREAS** fire emergencies only make up a portion of the total calls for help received by fire and emergency service departments as they respond to nearly every public emergency, disaster, or 9-1-1 call; and

**WHEREAS** Ontario's fire department infrastructure deficit continues to grow annually and is almost entirely borne by the municipality and local taxpayers with the majority having populations under 25,000; and

**WHEREAS** due to antiquated structures and equipment that do not meet current industry standards the safety of the Ontario public and Ontario firefighters is being jeopardized;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Calvin resolves as follows:

1. **THAT** the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters; and
2. **THAT** this resolution be forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Laurie Scott, Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, Jon Pegg, the Ontario Association of Fire Chiefs, and all Ontario Municipalities."

CARRIED DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	<u>X</u>	<u>      </u>
<u>Coun Maxwell</u>	<u>X</u>	<u>      </u>
<u>Coun Olmstead</u>	<u>X</u>	<u>      </u>
<u>Mayor Pennell</u>	<u>X</u>	<u>      </u>

**From:** AMO Events <events@amo.on.ca>  
**Sent:** Saturday, April 24, 2021 7:02 AM  
**To:** Erika Kromm  
**Subject:** Early Bird Rate Ends April 30 and Delegation Requests Now Open

AMO Update not displaying correctly? [View the online version](#)  
 Add Communicate@amo.on.ca to your safe list



April 24, 2021

## Early Bird Rate Ends April 30 and Delegation Requests Now Open

### Early Bird Ends Soon

Register now for the 2021 AMO Conference to enjoy the early bird rate.

Last year's first-ever virtual AMO Conference was the place to be. It was the first gathering of Ontario municipalities following the arrival of the COVID-19 pandemic. Delegates were part of the most up-to-date discussions with government, connected with the provincial Cabinet on province-wide and local priorities, and came away with insights into the most pressing policy issues of 2020. The reviews were outstanding. The lessons learned will lead to an even better virtual AMO Conference in August 2021, hosted virtually by the City of London.

More than a year into the pandemic, more than ever, AMO members are at the forefront of managing in incredibly challenging times, protecting our communities, and leading the economic recovery.

The AMO 2021 Conference will bring these issues into focus like nothing else can. Join municipal councils from every part of Ontario. Help bring the collective influence of municipal government to bear on a future for Ontario that is sustainable, prosperous, and more accessible to all.

Take a look at the [amazing program](#) that is shaping up with the issues that matter most to you.

Check out our 2021 keynote speakers: **André Picard** on the future of long-term care; **Sheila Watt-Cloutier** on the social, cultural, and economic impacts of climate change; and **Anthony McLean** on bias, inclusion, and mental health.

We are recreating the most popular new segments from 2020 – the **AMO Women's Leadership Forum** and the **Path to Economic Recovery Forum** featuring the Ontario Minister of Finance.



Plus everything you have come to expect, including three ministers' forums, speeches from the Premier, Ministers and party leaders, our amazing new partnership with TVO's *'The Agenda'* with Steve Paikin, and delegations with Cabinet Ministers on your council's priorities are also part of this year's AMO Conference.

Registration is open, and **early bird rates apply until April 30, 2021**. To register, [click here](#).

### Requests for AMO Conference Delegation Meetings Now Open

Delegation meetings are a key feature of the AMO Conference. The AMO Conference provides an opportunity for members of your Council to meet with government ministers and officials to discuss local issues. It also provides an opportunity for delegations with other parties. AMO Conference delegates have until **June 4<sup>th</sup>** to [register a request](#).

If you have questions please send them to [events@amo.on.ca](mailto:events@amo.on.ca)

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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before printing this.

Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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

---

**Date:** May 17, 2021 (For Meeting on May 19, 2021)  
**To:** Mayor and Council  
**Subject:** NOHFC Grant for Alf Olsen Memorial Park Arena Improvements  
**Submitted by:** Laura Jones, Deputy Clerk-Treasurer

---

**RECOMMENDATION:**

Administration recommends that Council approves the Stage One grant submission as appended to the report.

**BACKGROUND**

NOHFC has released new funding for Community Enhancement Projects in March 2021. The Rural Enhancement Project Stream will fund up to 75% of approved projects, to a maximum of \$500,000. NOHFC states that eligible projects include: incremental improvements, repairs, and/or renovations to improve and extend the useful life of capital assets including; social and recreational facilities, municipal assets and community halls, that contribute to a healthy and vibrant community. Upon obtaining Council approval, work on submissions for this grant was begun. This report includes the second of three grant submissions.

**DISCUSSION:**

NOHFC grant applications have a staged process. The Stage One application provides rough estimates and project descriptions. The Stage Two application requires more detail and if we are approved to move onto Stage Two, then our strategic plan needs to be finalized prior to the Stage Two submission. Based on discussion with NOHFC, they advised us to start submitting our Stage One applications prior to finalizing the Strategic Plan.

**ATTACHMENTS:** NOHFC Draft submission for Alf Olsen Memorial Park Arena Improvements.

**AVAILABLE UPON REQUEST:** NOHFC new programs presentation.

# Community Enhancement Program - Rural Enhancement Stream - Communities between 1,500 and 30,000 population

## Saved As: Alf Olsen Memorial Park Arena Improvements on 2021/04/30 at 3:52 pm, Version 1 (IN PROGRESS)

Application Created On: 2021/04/30, 3:52 pm

Application not submitted yet.

### 1. Assistance Received in Completing this Application

Have you received any assistance in completing this application from the Ministry of Energy, Northern Development and Mines staff?	• Yes	If yes, please indicate the staff person you worked with	Chelsea DeGagne
--	-------	--	-----------------

### 2. Applicant and Contact Information

Legal Name of business/organization*	Corporation of the Municipality of Neebing	Type of Registration Number*	• Other (please explain or specify)
Registration Number or Explanation*	Municipality was incorporated in 1881 and does not have a number	Operating name of business/organization*	Municipality of Neebing
Date of incorporation or registration of business/organization (yyyy/mm/dd)	1881/01/01		
Unit Number		Street Number*	4766
Street Name*	Highway 61	PO Box	
City/Town*	Neebing	Province*	• Ontario
Postal Code*	P7L 0B5	Business Phone Number and Extension*	(807) 474-5331
Fax Number	(807) 475-5332	Email Address*	deputyct@neebing.org
Website/Facebook/Twitter/Instagram for the business	www.neebing.org /https://www.facebook.com/Neebing/ no twitter account / https://www.instagram.co		
Type of Legal Entity of Applicant*	• Municipality	Other Type of Legal Entity of Applicant - please specify	N/A
First Name*	Laura	Last Name*	Jones
Position (e.g. Manager)	Deputy Clerk-Treasurer		

Briefly describe the nature of your business/organization, including its sector (e.g. manufacturing) or mandate.\*

The Municipality of Neebing is a rural geographically widespread municipality in Northwestern Ontario comprising of the townships of Blake, Scoble, Pearson, Pardee and Crooks. Neebing actively promotes and encourages community building, events and tourism within our municipality.

We want to renovate and improve our existing amenities to further support and encourage family activities, community events and tourism.

### 3. Project Information

My business/organization is located in Northern Ontario.*	• Yes
Population Information*	• I confirm that this application is for a Municipality or catchment area with a population of 1500 - 30,000.
Why is the project being undertaken?*	The outdoor arena at Alf Olsen Memorial Park is located in the geographic township of Pearson, Work on the arena base began in 2019 with a building being erected to change into and out of skates. However the fall of 2019 was extremely wet, and when winter set-in the work on the rink location stopped before a gravel pad could be installed. Work on the gravel pad was completed in 2020 and the arena had an ice surface and was used by the public during the winter of 2020/2021. In late 2020 SWOOP Airlines imade a donation to the Municipality and Neebing is currently constructing rink board to surround the ice surface. This project would further improve the outdoor arena by adding a concrete pad and installing lighting improvements to the arena.

Is the project identified in a planning process such as a current community or organizational plan? Please explain.*	Neebing's draft strategic plan is scheduled to be completed June 2021. The draft version includes a pillar for Community and Recreation. Under this pillar one objective is to develop parks. The objective of this project is to develop the arena to increase the utilization of the Alf Olsen Community Park.		
	This project falls under the Community and Recreation Pillar and supports the development of parks.		
What are the key activities that will be undertaken to complete the project?*	This project consists of the following renovation improvements: Add a concrete pad foundation over the existing gravel pad Improve lighting		
What are the expected outcomes and benefits of the project?*	The outcomes of the project will extend the skating season by four weeks , or roughly 25% of the skating season, and also create a versatile space for year round sports. A concrete pad foundation will improve the base of the arena and reduce the time, effort and the amount of water required to establish an ice surface. The concrete pad would also be able to be used in the summer months for sports such as Pickle Ball.		
Please identify the technical, managerial and financial capacity for implementing the project.*	The Municipality has a building inspector, public works and administrative staff necessary to supervise and manage the project. The project would be completed by a fair bidding process to allow companies to bid on the implementation. The Working Roads Foreman has been with the Municipality for over 20 years. He will supervise the project and provide Council with progress reports.		
Please identify the technical, managerial and financial capacity for sustaining the facility.*	The Neebing Recreation Committee volunteers care for the ice surface. Neebing's Public Works department and the Volunteer Fire Department help with flooding the rink each year. This project would make the jobs performed by these volunteers easier. Once built, the improvements would be identified and managed through the municipal Asset Management Plan. The Asset Management Plan includes asset lifecycle activities which provide budgeting and planning for facility operation, maintenance and renewal activities.		
Please explain how the project builds on and optimizes the capacity and efficiency of existing infrastructure.*	Neebing has been investing in the Alf Olsen park for a number of years. The park has a ball diamond (2006), an accessible playground (2019) and a dirt bike pump track where races are held (2020) . Construction on the outdoor rink was started in 2019 and the rink was added in 2020. By adding a concrete base to the arena, in addition to expanding the season where the skating surface would be useable (by being able to establish an ice surface earlier in the season), the surface would create a space for year-round outdoor activity. In summary this project would both extend the skating season by roughly 25% and allow sports and outdoor activities which cannot occur on gravel.		
Why is NOHFC funding necessary for the completion of this project?*	Neebing has been developing the Alf Olsen Park for years. The accessible playground, constructed in 2019 involved significant capital and without NOHFC funding or the project would remain in a holding pattern until Neebing could save the funds necessary to complete the project.		
In addition to the funding sources identified herein, have you approached, or applied to, any other funding programs? If yes, indicate organization and the status of those applications. If no, please explain.	No other funding has been applied for at this time. The rink project is new.		

Project Name*	Alf Olsen Memorial Park Improvements	Project location (Community)*	Pearson Township Neebing
Proposed Project Start Date (yyyy/mm/dd)*	2021/08/10	Proposed Project End Date (yyyy/mm/dd)*	2021/11/15
Full-time jobs	0		
Part-Time Jobs	0		
Seasonal jobs	0		

#### 4. Project Costs

Project Cost Category	Project Cost Description	Eligible Costs	Ineligible Costs	Total Cost
Concrete pad foundation	Poured Concrete foundation to create a flat surface for an ice rink and summer sports	70,000.00	0.00	70,000.00
Lighting Improvements	Improve the outdoor lighting for nighttime skating	5,000.00	0.00	5,000.00
		Total Eligible Costs	Total Ineligible Costs	Total Project Costs
		75,000.00	0.00	75,000.00

## 5. Project Funding

Funding Source	Financing Type	Status	Funding Amount
	NOHFC: Conditional Grant		37,500.00
	NOHFC: Repayable Loan		
	Applicant: Cash		37,500.00
	Private Sector Funding		
	Other Government Funding		
			Total Financing 75,000.00

## 6. Certification

Your certification - Authority*		Your certification - Information*	
Print Name (first name and last name)*		Position (e.g. Manager)	
Date (yyyy/mm/dd)*			
Ownership			

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

---

**Date:** May 19, 2021 (For Meeting May 19, 2021)  
**To:** Mayor and Council  
**Subject:** Clarification on Zoning By-law Definition  
**Submitted by:** Erika Kromm, Clerk-Treasurer

---

**RECOMMENDATION**

Administration seeks a ruling from Council regarding the definition for guest cottage in the Comprehensive Zoning By-law.

**BACKGROUND/DISCUSSION**

The definition for a guest cottage in the Comprehensive Zoning By-law is as follows:

*"GUEST COTTAGE" means a non-commercial accessory building, used for temporary sleeping accommodation only, which contains no cooking facilities.*

In the past, this was interpreted as intending to only allow a space for sleeping with no cooking or washroom facilities.

The definition says sleeping accommodation only, but then goes on to specify that cooking facilities are not permitted, which could imply that other facilities may be permitted.

Administration has received a building permit application for a bunkie/guest cottage with two bedrooms and a washroom. Under the current interpretation, the washroom would not be permitted. The applicant has asked for a ruling from Council on the interpretation of the definition for guest cottage under the Zoning By-law.

Adding a washroom to the guest cottage does not make the structure a dwelling unit as defined in the by-law.

*"DWELLING UNIT" means 2 or more habitable rooms, designed or intended for use by one or more persons living as a single household in which cooking, living, sleeping and sanitary facilities are provided. The term excludes any vehicle or mobile home used for human habitation.*

Building permits have been granted to for washroom facilities in other accessory buildings such as garages or workshops.

If Council rules that a washroom could be permitted in a guest cottage as well, then the by-law should be amended to make the requirements more clear. This could be included the next time Council considers other amendments to the Zoning By-law.

Similar to a second residence, a washroom in a guest cottage should be tied into the same septic system as the main residence.

**ATTACHEMENTS:** None

**AVAILABLE UPON REQUEST:** None

## **Item 5.1**

**By-law 2021-023 to claim land for a  
turnaround on Valley Road West**

***To be distributed prior to the meeting***