

The Corporation of the
Municipality of Neebing

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

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

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Canada (Toll Free): [1 888 455 1389](tel:18884551389) Access Code: **828-128-813**

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 September 15, 2021
(Recommendation to approve the minutes, with any error corrections, as required.) | 1-6 |
| 3.2 | Minutes of the Open Session portion of the Special Meeting of Council held on September 22, 2021 (Recommendation to approve the minutes for both the open session (Item 3.2) and the Closed Session (Item 7.2), with any error corrections, as required.) | 7-10 |
| 3.3 | Minutes of the Special Meeting of Council held on September 29, 2021
(Recommendation to approve the minutes, with any error corrections, as required.) | 11-13 |
| 3.4 | Minutes of the meeting of the Thunder Bay District Social Services Board held on July 15, 2021
(Recommendation to receive the minutes.) | 14-20 |
| 3.5 | Report from Clerk-Treasurer Regarding Administrative Activity
(Recommendation to receive the report for information) | 21-23 |
| 3.6 | Report from Deputy Clerk-Treasurer Regarding Prudent Investor Standard
(Recommendation to receive the report for information.) | 24 |
| 3.7 | Report from Deputy Clerk-Treasurer Regarding Tax Arrears Report
(Recommendation to receive the report for information) | 25-26 |
| 3.8 | Correspondence from Ministry of the Environment Regarding Proposed Penalties Under the Resource Recovery and Circular Economy Act
(Recommendation to receive the correspondence for information.) | 27-28 |
| 3.9 | Correspondence from Northwestern Ontario Recreational Trails Association, received September 30, 2021, Regarding Trail Extension Project
(Recommendation to receive the correspondence for information.) | 29-30 |
| 3.10 | Information Correspondence List
(Recommendation to receive the correspondence for information) | 31-35 |

4. Reports and Correspondence Requiring Direction

4.1	Correspondence from Joe Dampier, received September 30, 2021, Regarding Valley Road Turnaround (Recommendation to provide direction.)	36
4.2	Verbal Report from Clerk-Treasurer Regarding Recommendations from the Committee of the Whole (Recommendation to accept the recommendations.)	-
4.3	Report from Deputy Clerk-Treasurer Regarding Road Maintenance Policy (Recommendation to approve the changes to the policy.)	37-69
4.4	Report from Deputy Clerk-Treasurer Regarding Reserve Funds (Recommendation to approve the changes to the reserve funds.)	70-71
4.5	Report from Deputy Clerk-Treasurer Regarding Municipal Modernization Program (Recommendation to apply for the grant and to waive the purchase bylaw requirement if successful)	72-109
4.6	Report from Deputy-Clerk-Treasurer Regarding Engineering Services (Recommendation to approve issuing the RFP)	110-111
4.7	Report from Deputy Clerk Regarding Building Permit Module (Recommendation to do a one-year trial of the software)	112-113
4.8	Report from Clerk-Treasurer Regarding Changes to Broadband Funding (Recommendation to send correspondence to the Ministry.)	114-116
4.9	Correspondence from BTE Engineering, received September 20, 2021, Regarding Planning and Preliminary Design for a Section Highway 61 (Recommendation to provide direction.)	117-118
4.10	Correspondence from Carol DeSain, received September 22, 2021, Regarding Conditions at the Little Pigeon Bay Boat Launch (Recommendation to provide direction.)	119
4.11	Correspondence from Sarnia, received September 17, 2021, Regarding Renovictions (Recommendation to provide direction.)	120
4.12	Correspondence from Township of Scugog, received September 17, 2021, Regarding Structure Inventory and Inspections (Recommendation to provide direction.)	121-122

5. By-laws for Passage

5.1	By-law 2021-039 to approve of the completed Municipal Client Questionnaire, the adoption of an Investment Policy Statement, the entering into of a Joint Investment Board Agreement through which Participating Municipalities will invest under the Prudent Investor Regime (Recommendation to pass the by-law)	123-162
5.2	By-law 2021-040 to amend the Zoning By-law (Recommendation to pass the by-law)	163-165

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 those paragraphs of Subsection 239(2) of the Municipal Act, 2001 for which the meeting was closed, to consider items 7.1 (minutes of the Closed session of the prior Council meeting); and Under paragraph 239(2)(c) to consider item 7.2, involving a proposed or pending acquisition or disposition of land by the municipality;

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|-----|--|-------------|
| 7.1 | Minutes of the Closed Session portion of the Special Meeting of Council held on September 22, 2021
(Recommendation to approve is in the consent agenda) | 166-
167 |
| 7.2 | Report from Clerk-Treasurer Regarding Potential Property Acquisition
(Recommendation to provide direction.) | 168-
169 |

Council will rise from Closed Session

Matters Arising from Closed Session

Resolutions relating to Item 7.2

8. Confirmation By-law

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| 8.1 | By-law 2021-041 to confirm the proceedings of the meeting
(Recommendation to pass the By-law) | 170 |
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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, September 1, 2021

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

REGRETS: Pardee Councillor Curtis Coulson

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

OTHER ORGANIZATIONS:

Colin MacDonald, ONE Joint Investment Board
Keith Taylor, ONE Joint Investment Board

1. PRELIMINARY MATTERS:

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

Res. No. 2021-09-221

Moved by: Councillor Cuthbertson
Seconded by: Councillor Wright

BE IT RESOLVED THAT THAT the agenda for this regular meeting of Council be approved as amended by adding as Item 4.7, a report regarding the OPP detachment board structure.

CARRIED ✓

- (d) Declarations of Interest:

No declarations of pecuniary interests under the Municipal Conflict of Interest Act were brought forward.

2. HEAR DEPUTATIONS FROM AUDIENCE MEMBERS

- 2.1 Colin MacDonald and Keith Taylor from ONE Investment will address Council regarding the Prudent Investor Standard

The Prudent Investor Standard is a set of best practices prescribed by the Ontario Regulation 438/97 that Municipalities can optionally choose to use to help manage their funds. The Prudent Investor Standard allows for the construction of investment portfolios that generate higher returns.

Under the Prudent Investor Standard, municipalities must delegate the management of their “money not required immediately” to an external investment board.

ONE Investment is a not for profit organization set up by AMO and MFOA to help the Ontario municipal Sector with their investments. The ONE Investment Municipal Joint Investment Board has been up and running for just over a year, thus creating a path for any municipality, large or small, to gain access to the Prudent Investor Standard without creating their own investment board. This allows for investments beyond the Legal List.

The roles of Council, the Municipality, ONE Investment and the Joint Investment Board as they relate to the Prudent Investor Standard were then discussed.

Council thanked Colin MacDonald and Keith Taylor for their time.

3. CONSENT AGENDA: MINUTES, REPORTS AND CORRESPONDENCE

- 3.1 Minutes of the Open Session portion of the Regular Meeting of Council held on September 1, 2021
(Recommendation to approve the minutes for both the open session (Item 3.1) and the Closed Session (Item 7.1), with any error corrections, as required)
- 3.2 Minutes of the meeting of the Roads Committee held on April 13, 2021
(Recommendation to receive the minutes)
- 3.3 Minutes of the meeting of the Recreation Committee held on September 7, 2021
(Recommendation to receive the minutes)
- 3.4 Voucher Report for the previous month
(Recommendation to approve the vouchers.)
- 3.5 Report from Clerk-Treasurer Regarding Administrative Activity
(Recommendation to schedule the Special Meetings outlined in the report.)
- 3.6 Report from Working Roads Foreman Regarding Departmental Activity in the preceding month
(Recommendation to receive the report for information)
- 3.7 Report from Fire Chief Regarding Departmental Activity in the preceding month
(Recommendation to receive the report for information)
- 3.8 Report from Municipal 3Rs Collaborative (M3RC) Regarding Blue Box Transition to Producer Responsibility
(Recommendation to receive for information.)
- 3.9 Information Correspondence List
(Recommendation to receive the correspondence for information)

Res. No. 2021-09-222

Moved by: Councillor Thibert
Seconded by: Councillor Gardner

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, and item 7.1 the Closed Session Minutes from August 11, 2021;

AND THAT Council schedules a Special Meeting for September 22, 2021 at 6:00 pm to review matters relating to the tennis court on Memory Road;

AND THAT Council schedules a Special Meeting for October 6, 2021 at 5:00 pm to review planning matters.

CARRIED ✓

There was a question about the meeting at Blake Hall, proof of vaccination will be required, but the details are not yet known.

4. REPORTS AND CORRESPONDENCE RECEIVED REQUIRING DIRECTION:

4.1 Report from Clerk-Treasurer Regarding Trailer By-law

Members present reviewed the report. There was discussion related to the use of recreational trailers in residential areas. Trailers should be limited in residential areas to allow a period of time to build. The fees should be increased and could include a seasonal rate.

Res. No. 2021-09-223

Moved by: Councillor Cuthbertson

Seconded by: Councillor Wright

BE IT RESOLVED THAT Council directs administration to bring forward a trailer by-law that will limiting the use of a trailer in residential areas and increase the fees, as discussed.

CARRIED ✓

4.2 Report from Deputy Clerk-Treasurer Regarding 10-year Capital Plan

Members present reviewed the plan. The Deputy Clerk-Treasurer stated that this first draft of the plan is for planning purposes and will be reviewed annually. The format of the plan is subject to change as our Auditor's recommended an improved format.

Res. No. 2021-09-224

Moved by: Councillor Kurikka

Seconded by: Councillor Wright

BE IT RESOLVED THAT Council approve the capital plan appended to the report with an annual review process.

CARRIED ✓

4.3 Report from Clerk-Treasurer Regarding Holiday Hours

Members present reviewed the report.

Res. No. 2021-09-225

Moved by: Councillor Thibert
Seconded by: Councillor Cuthbertson

BE IT RESOLVED THAT Council designate the holiday hours as follows: Municipal Office closed from the end of day on December 23, 2021 to January 4, 2022. The Landfill is closed on Christmas Day and New Years Day and will be open December 26, 2021, December 27, 2021 and January 2, 2022.

CARRIED ✓

4.4 Report from Clerk-Treasurer Regarding Future Council Meetings

Members present reviewed the report. On consensus, Council determined they would continue to meeting via an electronic format and revisit the meeting format in November.

4.5 Report from Clerk-Treasurer Regarding WAYfinder Sponsorship Proposal

Members present reviewed the report.

Res. No. 2021-09-226

Moved by: Councillor Kurikka
Seconded by: Councillor Wright

BE IT RESOLVED THAT Council authorizes support of the WAYfinder App by purchasing the Basic Package.

CARRIED ✓

4.6 Correspondence from Superior Country, received September 1, 2021

Members present reviewed the correspondence.

Res. No. 2021-09-227

Moved by: Councillor Thibert
Seconded by: Councillor Gardner

BE IT RESOLVED THAT Council authorizes the placement of a business card size advertisement in the next Circle Tour Magazine.

CARRIED ✓

4.7 Report from Clerk-Treasurer regarding OPP Detachment Board Structure

Members present reviewed the report.

Res. No. 2021-09-228

Moved by: Councillor Wright
Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council supports the submission of the final proposal for the new OPP Detachment Police Services Board Structure.

CARRIED ✓

5. BY-LAWS

5.1 By-law 2021-036 to claim land on Valley Road West

Res. No. 2021-09-229

Moved by: Councillor Cuthbertson

Seconded by: Councillor Gardner

BE IT RESOLVED THAT By-law 2021-036 to claim land on Valley Road West, be passed

CARRIED ✓

5.2 By-law 2021-037 to claim land on Valley Road West

Res. No. 2021-09-230

Moved by: Councillor Cuthbertson

Seconded by: Councillor Gardner

BE IT RESOLVED THAT By-law 2021-037 to claim land on Valley Road West, be passed

CARRIED ✓

6. NEW BUSINESS - ANNOUNCEMENTS

Councillor Cuthbertson advised that the Municipal Office is a Polling Station on September 20, and there will likely be a significant amount of traffic.

Mayor Butikofer advised that Ministry of Transportation is planning a complete rebuild of Highway 61 including expansion for bicycle lanes.

The Clerk-Treasurer stated that KGS Group had submitted the cost to perform the installation for the monitoring well and annual well testing requested by the Ministry of the Environment Conservation and Parks for the Scoble landfill.

The Deputy Clerk-Treasurer stated that the new proof of vaccination rule by the province would be in force for the Council Composition meeting at Blake Hall on September 29th. The Clerk-Treasurer advised that Province had released the information yesterday, and Administration will determine how the screening will take place.

7. CLOSED SESSION

7.1 Minutes of the Closed Session portion of the Regular Meeting of Council held on August 11, 2021

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

There was no Closed Session for this meeting.

8. CONFIRMATION BY-LAW

8.1 By-law 2021-038 To Confirm the Proceedings of the Meeting

Res. No. 2021-09-231

Moved by: Councillor Thibert

Seconded by: Councillor Kurikka

BE IT RESOLVED THAT By-law 2021-038, 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 8:01 p.m.

REGULAR MEETING OF COUNCIL

Erwin Butikofer
MAYOR

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, September 22, 2021

<p><u>PRESENT:</u> Mayor Erwin Butikofer Blake Councillor Mark Thibert Scoble Councillor Brian Kurikka Councillor at Large Gordon Cuthbertson Crooks Councillor Brian Wright Pearson Councillor Gary Gardner</p> <p>Erika Kromm, Clerk-Treasurer Laura Jones, Deputy Clerk-Treasurer Rosalie Evans, Solicitor for Neebing</p>	<p><u>REGRETS:</u> Pardee Councillor Curtis Coulson</p>
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MEMBERS OF THE PUBLIC:

Susan Hacquoil
 Darryl Galloway

1. PRELIMINARY MATTERS:

- (a) Call to Order: Mayor Butikofer called the meeting to order at 6:01 p.m.
- (b) Attendance: Attendance was recorded.
- (c) Accept/Amend the Agenda:

Res. No. 2021-09-232

Moved by: Councillor Cuthbertson
 Seconded by: Councillor Thibert

BE IT RESOLVED THAT THAT the agenda for this regular meeting of Council be approved as presented

CARRIED ✓

- (d) Declarations of Interest:

No declarations of pecuniary interests under the Municipal Conflict of Interest Act were brought forward.

2. REPORTS AND CORRESPONDENCE REQUIRING DIRECTION:

2.1 Report from Clerk-Treasurer Regarding Memory Road Tennis Court (Direction)

The Mayor stated that as Council has reviewed the report he would move to the next item.

2.2 Report from Clerk-Treasurer Regarding Allowance for Deputations
(Recommendation to allow deputations from the parties involved)

Mrs. Hacquoil spoke first. She referred to a letter she sent that contained her position and did not have anything to add.

Mr. Galloway spoke and stated that was not privy to the letter sent by Mrs. Hacquoil. Mr. Galloway stated her had received correspondence from the Clerk-Treasurer itemizing some of the outcomes that could result from this meeting. He also said that as he is unclear where exactly the property boundaries are in relation to the tennis court, he would prefer for someone to meet with him at the property to help him understand in a physical sense what these outcomes could look like.

Mrs. Hacquoil stated that she was not privy to the correspondence received by Mr. Galloway.

The Mayor asked the Clerk-Treasurer to describe her report and the correspondence with Mr. Galloway.

Ms. Kromm stated that she had sent Mr. Galloway an email that listed some potential options that Council could pursue at this meeting, such as Council could ask that a fence be establish, or ask that the tennis court be torn down.

The Clerk-Treasurer stated that the previous owners only wanted to use the court to play tennis, and the previous Council resolution specifically mentioned tennis and did not say the court could not be used for other activities. This meeting is to have some discussion from both parties regarding what they would like to see and if it was possible to come to an agreement about use.

Mrs. Hacquoil stated that the previous correspondence she received indicated that sports were prohibited, and it was her understanding that no sports could be played unless both parties agrees.

Mayor Butikofer asked Mrs. Hacquoil to state what she wanted to see happen.

Mrs. Hacquoil said initially she wanted to have it bulldozed. She also said that she was concerned that other property owners want to maintain the road allowance for future access to their property. She does not want any activity or use on her portion of the tennis court as she is concerned about liability. She would like a third gate to be installed by the Municipality, so the other neighbour can use the court for storage. She stated that if the Municipality wanted to turn it into a public tennis court that she would fence off her portion to limit the risk of liability,

The Mayor asked Mrs. Hacquoil whether she wanted to use the tennis court for storage, and she said that yes she wanted to use her portion form storage and she will continue to do that.

Mr. Galloway said he wanted both sides to be able to use the tennis court and he had presented Mrs. Hacquoil with an option to buy her portion. But that her main concerns he had heard previously were related to noise and falls. He stated his children like to use the surface to play, however he cannot determine what he wanted until he understands what the boundaries look like. He stated the Police had been called when they wanted to use that area, but they do not know where the boundaries are. There also needs to be a discussion about maintenance. Mr. Galloway said he has been keeping it tidy.

The Mayor summarized the positions of Mrs. Hacquoil as she wished to use the tennis court for storage and Mr. Galloway wants to use the tennis court for leisure.

Council was invited to ask questions of Mrs. Hacquoil and Mr. Galloway.

Mrs. Hacquoil was asked if she is current storing items on Municipal Property, and she replied that she is not.

Mrs. Hacquoil stated that other residents will have concerns regarding access to their property if the road allowance is sold.

2.3 Public Meeting Report & Minutes from Special Meetings held September 5, 2017 and May 23, 2018
(Printed for Council's Information as Background to the Issue)

This report was presented for information purposes.

Darryl Galloway and Susan Hacquoil, being the only members of the public present, were asked to leave the meeting so the closed session portion could occur.

3. CLOSED SESSION

Res. No. 2021-09-233

Moved by: Councillor Cuthbertson

Seconded by: Councillor Wright

BE IT RESOLVED THAT THAT the time being 6:30 PM Council will enter closed session under paragraph 239(2)(b) to consider item 3.1, involving personal matters about identifiable individuals; and under paragraph 239(2)(e) to consider item 3.1, involving litigation or potential litigation affecting the municipality; and under paragraph 239(2)(f) to consider item 3.2, advice that is subject to solicitor-client privilege

CARRIED ✓

During Closed Session the following resolution was passed

Res. No. 2021-09-234

Moved by: Councillor Thibert

Seconded by: Councillor Cuthbertson

BE IT RESOLVED THAT, the time being 7:21 p.m., Council rise from closed session and report in open session.

CARRIED ✓

Darryl Galloway and Susan Hacquoil rejoined the open session portion of the meeting.

The Mayor stated that Council determined it would obtain a survey of the road allowance portion of the municipal property containing the tennis court and that the next step would be another public meeting to determine whether or not the surveyed property abutting each owner portion would be offer for sale to the landowner.

Solicitor Evans stated that the Municipal Act requires that any time property is to be sold it must be declared surplus in an Open Meeting of Council, and this way members of the public can speak in support or opposition.

Mrs. Hacquoil asked if sports could be prohibited on the tennis court in the meantime. Solicitor Evans replied that the public can use the portion of the tennis court on the road allowance, however Mrs. Hacquoil has the right to protect her property and she could spray-paint a line.

Mrs. Hacquoil then asked that Mr. Galloway be asked to remove his trailer that is parked in the road allowance as it prevents Mrs. Hacquoil from gaining access to her property.

Mr. Galloway stated that he does have a trailer, but does not know where the boundaries are. He does not want Mrs. Hacquoil parking her truck on his property. He stated he is not blocking public access and he wants to know the location of the property boundaries.

Solicitor Evans advised Mr. Galloway that in the interest of public peace to move his trailer and wait for the survey to be completed so we can move forward.

4. CONFIRMATION BY-LAW

4.1 By-law 2021-039 To Confirm the Proceedings of the Meeting

Res. No. 2021-09-235

Moved by: Councillor Wright
Seconded by: Councillor Coulson

BE IT RESOLVED THAT By-law 2021-039, to confirm the proceedings of this evening's meeting, be passed as presented.

CARRIED ✓

5. ADJOURN THE MEETING:

There being no further business to attend to, Mayor Butikofer adjourned the meeting at 7:42 p.m.

REGULAR MEETING OF COUNCIL

Erwin Butikofer
MAYOR

Erika Kromm
CLERK-TREASURER

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

MINUTES OF THE SPECIAL MEETING OF COUNCIL

Held using GoToMeeting Web Conference System and in-person at Blake Hall

On Wednesday, September 29, 2021

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

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

MEMBERS OF THE PUBLIC:

Ev and Mike MacGray (participating via web conference)
 Tracy Gardner
 Gertrude Belanger
 Bill Lankinen
 Helen Lankinen
 Sharron Loukola
 Clara Butikofer

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 pecuniary interests under the Municipal Conflict of Interest Act were brought forward.

2. PUBLIC MEETING RELATING TO THE REVIEW OF COUNCIL COMPOSITION

2.1 Report from Clerk-Treasurer Regarding Council Composition

Council is proposing a reduction in the number of Councillors from 7 to 5 people, and Council also requested feedback as to how that could occur. Ms. Kromm highlighted the number of ways that the reduction in Council members could occur.

The Mayor spoke in support of the Council size reduction. He listed the population of each of the wards and stated that most surrounding Municipalities have five Councillors and by reducing Neebing to four Councillors and a Mayor that the expected cost savings of \$20,000 could be used by the Municipality towards other budget items.

2.2 Hear from Members of the Public Regarding Council Composition (

Bill Lankinen spoke and stated he disputed the amount of the savings and while he was not opposed to the reduction in the number of Council representatives from seven to five, he was strongly opposed to having the representation all from one area of the Municipality. He also inquired if Councillor received separate remuneration for being on committees and was informed that they do not receive extra remuneration.

Mayor Butikofer stated the savings would be applied to other areas. Mayor Butikofer and other Councillors spoke of how each Councillor representing Neebing as a whole.

Shannon Loukala spoke and stated she also did not believe there would be \$20,000 saved. Ms. Loukala stated she thinks something will be lost by the reduction in the size of the Council and she is not in support of the reduction. She stated her father informed her that when amalgamation occurred the deal was that each area would have representation. Ms. Loukala is also not in favour of having all Councillors from the same geographic area of the Municipality.

Councillor Coulson stated that he personally supports the existing system, however he can also see the reasoning behind why the change is being recommended. He stated that in the past Pearson and Pardee had their own recreation organization.

Councillor Cuthbertson stated there are problems finding people to run for Council. Scoble has had no one from Scoble wanting to run for the past three terms. In the last election all the Councillors were acclaimed and the only election was for the position of Mayor.

Gertrude Belanger spoke and stated that there are areas within the Municipality that have specific interests such as Oliver Lake, and those areas would still want to have representation.

Ev MacGray asked what the online survey results showed. Ms. Kromm responded and said there were 32 respondents and that approximately 40 % were in favour of five Councillor and 60% in favour of maintaining the existing system.

Tracy Gardner stated that the survey had several options, and that the number of options was concerning, and that people were apprehensive. She asked what process would be followed prior to making a decision, and where does public opinion fit into the decision

The Mayor stated that that Council wanted to know if residents wanted to have representation by numbers or neighbourhood. He informed Mrs. Gardner that there were attempts to engage the public in 2019 with newspaper articles regarding Council Composition and there was no response. He stated that what Council would likely discuss is Council representation from Pearson/Pardee, Blake, Scoble, Crooks and a Mayor.

Mrs. Gardner said that was not clear on the survey. No one wants to lose their Councillor. She asked if the survey could be condensed to two options.

Mrs. Gardner also stated that because Pearson and Pardee represent about ½ of the area's geography, she had concerns about the workload for that Councillor.

Councillor Wright reiterated that Council works as a whole to solve the problems of the Municipality, and that workload would be shared amongst the Councillors.

The Clerk-Treasurer stated that the survey provided all options to reduce the size of Council, as Council had not yet indicated a direction for any one form of representation. She will bring a report to the next Council meeting so Council can provide direction.

3. ADJOURN THE MEETING:

There being no further business to attend to, Mayor Butikofer adjourned the meeting at 7:28 p.m.

REGULAR MEETING OF COUNCIL

Erwin Butikofer
MAYOR

Erika Kromm
CLERK-TREASURER



**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

BOARD MINUTES

**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 11/2021
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: July 15, 2021

TIME OF MEETING: 10:00 a.m.

LOCATION OF MEETING: Microsoft Teams

CHAIR: Lucy Kloosterhuis

PRESENT:

Albert Aiello
Kim Brown
Shelby Ch'ng
Jody Davis
Andrew Foulds
James Foulds
Brian Hamilton
Kevin Holland
Rebecca Johnson
Lucy Kloosterhuis
Elaine Mannisto
Aldo Ruberto
Wendy Wright

REGRETS:

Ray Lake

OFFICIALS:

William (Bill) Bradica, Chief Administrative
Georgina Daniels, Director, Corporate Services Division
Ken Ranta, Director, Integrated Social Services Division
Glenda Flank, Recording Secretary

GUESTS:

Crystal Simeoni, Manager, Housing Programs
Barry Caland, Manager, Infrastructure & Asset
Management
Keri Greaves, Manager, Finance
Louise Piercey, Manager, Child Care & Early Years
Programs
Aaron Park, Supervisor, Research and Social Policy
Carole Lem, Communications & Engagement Officer

Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

William Bradica, CAO advised Board Members, in response to a question, that although there was a recent funding announcement made, Administration had provided an update regarding this funding at a previous meeting.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 21/44

Moved by: Kevin Holland
Seconded by: James Foulds

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for July 15, 2021, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Board Meeting No. 09/2021 (Regular Session) and Meeting No. 10/2021 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 17, 2021, were presented for confirmation.

Resolution No. 21/45

Moved by: Kim Brown
Seconded by: Albert Aiello

THAT the Minutes of Board Meeting No. 09/2021 (Regular Session) and Meeting No. 10/2021 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 17, 2021, be confirmed.

CARRIED

CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to solicitor client privilege regarding Legal Matter #01-2020, City of Thunder Bay.

Resolution No. 21/46

Moved by: Kevin Holland
Seconded by: Albert Aiello

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to solicitor client privilege regarding Legal Matter #01-2020, City of Thunder Bay.

CARRIED

At 10:28 a.m. the meeting reconvened in Regular Session with all official administration members, Keri Greaves, Manager, Finance, Barry Caland, Manager, Infrastructure and Asset Management, and all Board Members in attendance with the exception of Shelby Ch'ng and Aldo Ruberto.

REPORTS OF ADMINISTRATION2021 Second Quarter Financial Report

Report No. 2021-29 (Corporate Services Division) was presented to provide the 2021 Second Quarter Financial Report and projection to year end for the information of the Board.

At 10:33 a.m. Shelby Ch'ng, Board Member entered the meeting.

William Bradica, CAO and Georgina Daniels, Director, Corporate Services responded to questions.

Wadsworth Drive and Ruskin Crescent
Direct Owned Housing Properties
Options

The First Report on the Wadsworth Drive and Ruskin Crescent Direct-Owned Housing Properties Options was presented to the Board at the May 20, 2021 Board Meeting with a further report to be presented at the July 15, 2021 Board Meeting.

A memorandum from Georgina Daniels, Director, Corporate Services Division, dated June 25, 2021 was presented to advise the Board that the Board Report to be presented at the July 15, 2021 meeting would be delayed.

At 10:45 a.m. Keri Greaves, Manager, Finance and Barry Caland, Manager, Infrastructure & Asset Management left the meeting and Crystal Simeoni, Manager, Housing Programs joined the meeting.

Geraldton Native Housing Corporation Update

A memorandum from Ken Ranta, Director, Integrated Social Services, dated June 23, 2021 was presented to provide the Board with updated information regarding Geraldton Native Housing Corporation Board of Directors.

Ken Ranta, Director, Integrated Social Services and William Bradica, CAO responded to questions.

At 10:53 a.m. Louise Piercey, Manager, Child Care and Early Years Programs and Aaron Park, Supervisor, Research and Social Policy entered the meeting.

Child Care Centre Viability

Report No. 2021-30 (Integrated Social Services Divisions) was presented to the Board providing information supporting a comprehensive review of the District of Thunder Bay child care service system financial viability, for consideration.

Ken Ranta, Director, Integrated Social Services provided an overview of the report and responded to questions.

William Bradica, CAO provided clarification and responded to questions.

Resolution No. 21/47

Moved by: Brian Hamilton
Seconded by: Albert Aiello

THAT with respect to Report No. 2021-30 we, The District of Thunder Bay Social Services Administration Board (the Board), receive information on the status of the District of Thunder Bay child care service system and direct Administration to implement a comprehensive review of the child care service system including a financial viability model;

AND THAT Administration determine the viability of child care operations based on the review;

AND THAT following that review, Administration will provide, for the Board's approval, a child care sustainability plan for the District of Thunder Bay child care service system.

CARRIED

Social Services Relief Fund Phase 3 Update

Report No. 2021-31 (Integrated Social Services Division) was presented to the Board to provide updated information regarding the Ministry of Municipal Affairs and Housing Social Services Relief Fund Phase 3, for information only.

Ken Ranta, Director, Integrated Social Services responded to questions.

William Bradica, CAO responded to questions and confirmed that Administration would include the amounts of funding spent for Phase 1 and Phase 2 into the next update.

At 11:01 a.m. Louise Piercey, Manager, Child Care and Early Years Programs left the meeting.

Nipigon Market Housing Options

At the May 20, 2021 Board meeting, the Board supported a memorandum that was presented by James Foulds, Board Member, requesting that Administration review options for market rental housing in Nipigon.

Report No. 2021-32 (Integrated Social Services Division) was presented to the Board to provide information concerning Community Housing under the operation of TBDSSAB and information related to the establishment of market rent housing specific to the Township of Nipigon.

At 11:06 a.m. Aldo Ruberto entered the meeting.

Briefings Package for Meetings with
Ministers at AMO 2021 Conference

Report No. 2021-33 (CAO Division) attaching the briefing package for the 2021 Association of Municipalities of Ontario (AMO) conference was provided to the Board for their review and consideration.

William Bradica, CAO responded to questions and provided clarification.

Ken Ranta, Director, Integrated Social Services Division responded to questions.

Administration to ensure statistics relative to the mental health and addictions supportive housing brief are updated prior to submission to the Ministry.

Crystal Simeoni, Manager, Housing Programs provided further information.

Lucy Kloosterhuis, Kevin Holland, Wendy Wright, Elaine Mannisto and Jody Davis advised that they would be attending the AMO conference and would participate in any TBDSSAB meetings that they were available for.

Resolution No. 21/48

Moved by: Brian Hamilton
Seconded by: Jody Davis

THAT with respect to Report No. 2021-33 (CAO Division), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the delegation briefings package for the Association of Municipalities of Ontario (AMO) 2021 conference as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to send the delegation package to the appropriate provincial Ministries;

AND THAT a copy of the approved 2021 delegation briefings package be sent to Thunder Bay District municipal councils;

AND THAT the CAO attend the virtual 2021 AMO conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

At 11:39 a.m. Crystal Simeoni, Manager, Housing Programs and Aaron Park, Supervisor, Research and Social Policy left the meeting.

CORRESPONDENCE

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, September 16, 2021 at 10:00 a.m., in the 3rd Floor Main Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

Administration advised that the meeting would potentially be held in person, but the latest COVID-19 regulations would need to be reviewed prior to any final decision.

ADJOURNMENT

Resolution No. 21/49

Moved by: Aldo Ruberto
Seconded by: Kim Brown

THAT Board Meeting No. 11/2021 of The District of Thunder Bay Social Services Administration Board, held on July 15, 2021, be adjourned at 11:45 a.m.

CARRIED



Chair



Chief Administrative Officer

The Corporation of the Municipality of Neebing Administrative Report

Date: **October 1, 2021 (For Meeting on October 6, 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 (September 10, 2021).

General:

1. Meetings, etc.: The list of meetings, events, office closures, etc. is appended.
2. Neebing News: The deadline for submission to the Neebing News November edition is October 20.
3. Economic Development: The fall curated packages were another hit with all packages selling out.

The Thunder Grinder event has passed but Administration is still working with NOHFC to complete the paperwork for the funding. The event organizers are interested in working with Neebing again and possibly looking at expanding on future cycling events.

4. Landfill Site Work: KGS submitted the Environmental Assessment Application for the Scoble Landfill expansion to the Province for review. There has been a bit of a delay with establishing the attenuation zone around the landfill site due to staff changeovers at the Ministry of Natural Resources and Forestry. Administration will request a meeting with the Ministry and KGS to discuss the start of the Sand Hill Landfill expansion. Following that meeting it will be possible to obtain a cost estimate.
5. Asset Management: The Deputy Clerk-Treasurer will meet with WPS to discuss the recently awarded FCM grant on October 8th. The Deputy Clerk-Treasurer met with Holly Jennings of Public Sector Digest to discuss the Municipal Modernization Grant and PSD's City-Wide Software. A report about this appears later in the meeting agenda.
6. Prudent Investor Standard: The Deputy-Clerk Treasurer met with Colin MacDonald and Keith Taylor from the One Investment Board to draw up a Municipal Investment Plan which Council can approve and will then be presented to the Joint Investment Board.

7. Municipal Properties: Marketing is continuing for the remaining surplus municipal properties.
8. Broadband Project: Both the provincial and federal funding programs have closed the application process and we are awaiting decisions. There have been some changes to the funding models. There is another report in this agenda that explains further.
9. West Oliver Lake Park: An article about West Oliver Lake Park was placed in the October Neebing News. An extension of the approved application has been requested from NDMNRF and a locate request was also re-submitted.
10. 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. There has been a staff changeover in the ministry office and Administration is still waiting for a response.
11. Tenders: No tenders or RFPs are active. An RFP for engineering services is proposed in a report within this agenda package.
12. Grants: A meeting with NOHFC was held on September 29th to review the grant applications. Our grant applications would be strengthened by having quotes for the work completed by an engineering firm. NOHFC stated that any work we have done by Engineers towards our Stage 2 NOHFC project applications are valid expenses that can be included for reimbursement if we are successful in obtaining the grants.
13. Taxes: The Deputy Clerk-Treasurer wrote off the taxes associated with the Municipal landfill sites.
14. Covid Vaccination Policy: The Province has made vaccine policies mandatory in some sectors. It is not yet clear whether municipalities are a mandatory sector. The health unit reported that direction would be arriving in the next few weeks. A report will follow at a future meeting.

Planning:

15. 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.
16. Severance Applications: No new applications have been received.

Training:

17. Training: The Deputy Clerk Treasurer and the Clerk Treasurer attended an Elections training event on September 21st. The Clerk-Treasurer attended the AMCTO Zone 9 meeting on September 22.

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.

Date/Time	Meeting	Attendees/Comments
October 6, 2021 @ 5:00 pm Via Web Conference	COW Planning meeting	Open to the public (excepting Closed portion, if any)
October 6, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting	Open to the public (excepting Closed portion, if any)
October 13, 2021 @ 6:00 pm Via Web Conference	Lakehead Police Services Board	Mayor Butikofer, Ms. Kromm, Open to the public
October 20, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting	Open to the public (excepting Closed portion, if any)
November 3, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting	Open to the public (excepting Closed portion, if any)
November 17, 2021 @ 6:00 pm Via Web Conference	Regular Council meeting	Open to the public (excepting Closed portion, if any)
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: September 29, 2021 (For Meeting on October 6, 2021)

To: Mayor and Council

Subject: Prudent Investor

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council pass by-law 2021-039 to approve the completed Municipal Client Questionnaire and the adoption of an Investment Policy Statement (attached to the by-law), and to have Neebing enter into an agreement with the ONE Joint Investment Board through which Participating Municipalities will invest under the Prudent Investor Regime, the establishment of a Code of Conduct for the Joint Investment Board and the delegation to the Joint Investment Board of the authority to appoint its Integrity Commissioner and its Closed Meeting Investigator.

DISCUSSION:

The Prudent Investor separates reserve money into two buckets. Money Required Immediately (MRI) and Money Not Required Immediate (MNRI).

The Municipal Client questionnaire which is reviewed annually informs the ONE JIB of the level of risk tolerance of the Municipality for reserve money. The proposed answers supplied with the bylaw reflect the current level of risk tolerance that Neebing uses with their reserve investments.

The Investment Policy Statement includes the direction for the prudent investment of both MRI and MNRI as required under section 418.1 of the Municipal Act. The Investment Policy Statement also defines the time horizon for MRI as two budget cycle years and MNRI as greater than two budget cycle years. For example, in 2022, MRI is money required from reserves in 2022 and 2023, and MNRI is money required from reserves in 2024 or later. MRI investment has a goal of preservation of capital and the goal for MNRI is prudent growth.

Some reserves funds held by Neebing are identified as “contingency” reserves. This includes the OMB Hearings/Planning and the Forest Fire Fighting reserves. These reserves have been segregated in the Municipal Client Questionnaire as MNRI, however a note has been made that these funds may be required on short notice.

The adoption of the attached Municipal Client Questionnaire and the Investment Policy Statement, are approved with passing the by-law 2021-039. This bylaw also authorizes the Clerk-Treasurer or the Mayor to execute documents so that the Joint Investment Board can meet to evaluate Neebing as a future Participating Member in the Joint Investment Board.

ATTACHMENTS: None

AVAILABLE UPON REQUEST: Reserve fund balance sheet

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

Date: October 2, 2021 (For Meeting on October 6, 2021)

To: Mayor and Council

Subject: Tax Arrears Update
File Number: 01-F17-000006-2016

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

This report is presented for information..

BACKGROUND:

The COVID-19 pandemic, and the forgiveness of penalty interest, put overdue tax collection on pause. Penalties on overdue tax balances will be applied again starting October 31, 2021. This report shows the current state of tax arrears, and list actions that will be performed for properties whose ratepayers are two or more years in arrears.

DISCUSSION:

Below is a summary of the amounts outstanding as of October 1, 2021

Tax Arrears Summary

	2021		2020		2019	
4+ Years	6	17,250.31	6	32,763.45	3	11,460.84
3 Years	6	28,808.56	8	35,480.48	7	26,475.40
2 Years	25	77,655.46	12	48,158.48	17	45,665.33
1 Year	129	149,827.26	105	135,401.04	84	122,433.06
Current Year	492	292,101.24	488	247,354.59	292	101,917.76
Total	2,679	\$567,663.83	2,639	\$501,178.04	2,422	\$309,971.39

The values for the 2021 and 2020 current year figures are artificially inflated, as payments for federal, provincial and city properties have been delayed. This still represents a significant increase over 2019. Of the 2021 current year properties in arrears 284 have a balance less than \$500, and combined owe \$61,640.65.

The total number of properties whose tax balance is three years or older has decreased since 2020 while the ratepayers in all other categories have increased. This is likely a direct result of the pandemic. It is expected that once arrears notices are issued at the beginning of November that the number of properties and the overdue tax balance for those properties will decrease. Properties two or more years in arrears that do not currently have payment plans are eligible for tax registration. A notice will be sent to ratepayers in November advising them of the fact, and in January if there is no response to the notice, those properties will be placed into tax sale.

As Administration send out notices and then moves through the tax registration process, it is likely that more payment agreements will occur. The tax registration process provides opportunity for the property owner and other stakeholder (such as mortgage companies) to address the tax arrears before it is advertised for tax sale. As a result, very few properties end up in tax sale.

On a different note, there are 100 properties which currently have a tax credit balance with unapplied payments totaling \$35,286.47. These are amounts paid over and above the taxes that were billed. This can occur when property owners pay a regular monthly amount to ensure there is enough accumulated when the next bill is generated, or when U.S. dollar exchange rate credits are applied to payments.

ATTACHMENTS: n/a

AVAILABLE UPON REQUEST: Detailed tax arrears list. Note: where personal information is involved, information is confidential under the *Municipal Freedom of Information and Protection of Privacy Act*.

From: [RRPB, Mail \(MECP\)](#)
To: [Laura Jones](#)
Subject: Proposed administrative penalties regulation under the Resource Recovery and Circular Economy Act, 2016
Date: September 17, 2021 12:14:39 PM

Good afternoon,

Today, the ministry posted a proposed administrative penalties regulation under the Resource Recovery and Circular Economy Act, 2016 (RRCEA) to strengthen our enforcement tools to hold polluters accountable for non-compliance. The proposed administrative penalties regulation would help ensure that producers, manufacturers and importers of tires, batteries, electrical and electronic equipment, blue box materials and hazardous and special products comply with requirements for the collection and end-of-life management of the materials they supply in Ontario.

As part of this proposal, we are proposing to extend the use of administrative penalties to the Resource Productivity and Recovery Authority (Authority) to allow them to issue penalties to entities that don't comply with the law. This will ensure producers meet collection and management requirements.

To ensure transparency and accountability, all administrative penalties will be posted on the Authority's public website. In addition, the Authority is required to report annually to the Minister and the public on the use of revenue from administrative penalties.

The proposed regulation will complement the compliance and enforcement provisions in the RRCEA and will increase the tools available to the Authority to ensure compliance with the Act and its regulations:

- Tires Regulation – O. Reg. 225/18
- Batteries Regulation – O. Reg. 30/20
- Electrical and Electronic Equipment (EEE) Regulation – O. Reg. 522/20
- Blue Box Regulation – O. Reg. 391/21
- Hazardous and Special Products (HSP) Regulation – O. Reg. 449/21

The proposed administrative penalties regulation is posted on the Environmental Registry of Ontario (ERO) for a 45-day consultation period (September 17, 2021 – November 1, 2021). For details about the proposed regulation for administrative penalties under the RRCEA, visit the ERO website at <https://ero.ontario.ca/notice/019-0045>.

In addition, the ministry will be holding a webinar session on October 6, 2021 to consult on the proposed administrative penalties regulation. Please confirm your participation by emailing RRPB.Mail@ontario.ca. We will provide further meeting details for those who confirm their participation.

If you have any questions about the proposed regulation, please contact Dale Gable, Manager Technology Projects, Resource Recovery Policy Branch at dale.gable@ontario.ca or 416-417-4741.

Sincerely,

Charles O'Hara
Director, Resource Recovery Policy Branch
Environmental Policy Division
Ministry of the Environment, Conservation and Parks

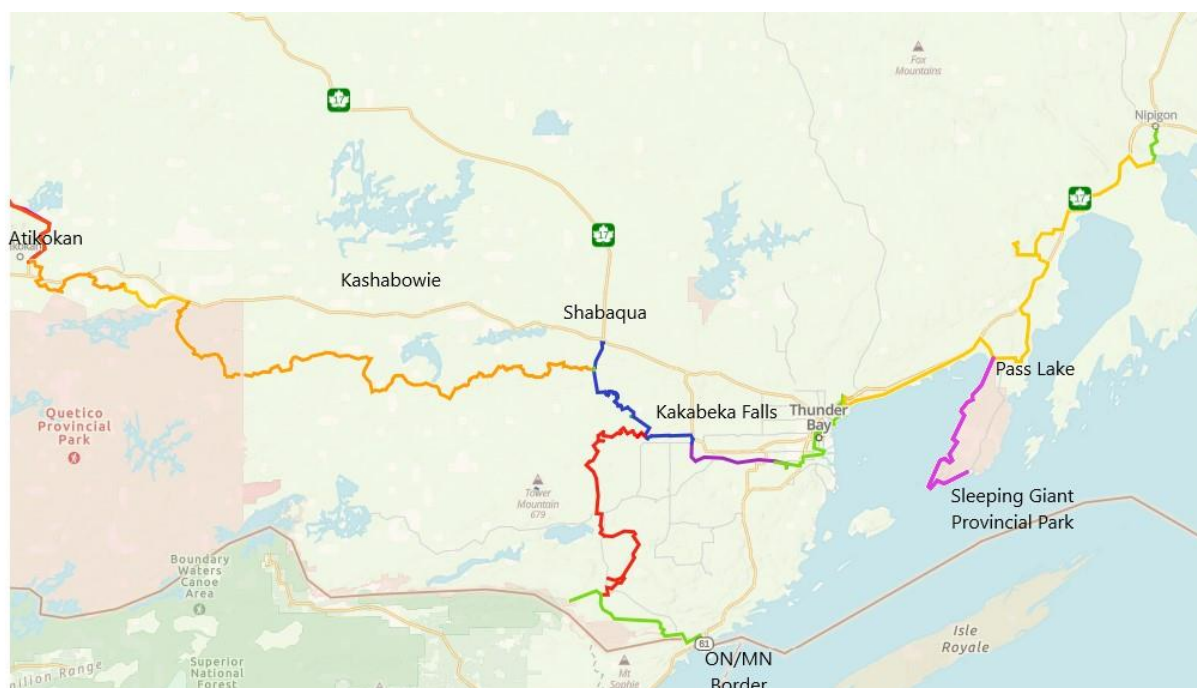
Hello,

My name is Len Day, and I am President of Northwestern Ontario Recreational Trails Association (NWORTA).

I thought I would reach out to let you know of our bold and ambitious plan to create a recreation trail system within the District of Thunder Bay. Our group is newly formed and was recently incorporated as non-profit in the province of Ontario in May of 2021. Our mandate is the creation, maintenance, and promotion of a multi-use, destination-based, non-motorized land trail system within the District of Thunder Bay.

We have tentatively identified potential routes to connect the City of Thunder Bay west to Shabaqua, and Atikokan, east to Dorion, and Nipigon, and south to the Canada/USA border at the Pigeon River/Grand Portage land crossing. These trails will be non-motorized, and will mirror the mandate of the Path of the Paddle Association's (POPA) Trans Canada Trail (TCT) water trail, in that they will form the basis for a land route for the Trans Canada Trail through our area. We have been in contact with the provincial TCT affiliate, Trans Canada Trail Ontario (TCTO). They are fully supportive of our initiative, and are intent on bringing these trails under their umbrella.

Since beginning to look into the potential for viable trails in 2020, I have found that my involvement in many capacities with our local snowmobile club, Thunder Bay Adventure Trails for 12+ years, has benefited my resolve and determination to see this idea become reality. That experience has resulted in a 5-phase trail plan, with accumulated total trail distances in the 450-kilometer range.



Phase I - Kakabeka Falls to Shabaqua (**blue trail** on above map)

Phase II - Thunder Bay to Kakabeka Falls (**purple trail** on above map - excluding Sleeping Giant purple trail)

Phase III - Kakabeka Falls to Canada/USA border crossing (Pigeon River/Grand Portage) (**red/green trail** on above map)

Phase IV - Thunder Bay to Nipigon (**yellow trail** on map)

Phase V - Shabaqua to Atikokan (**orange trail** on map)

Currently, we are working on our **Phase I** trail (Kakabeka Falls to Shabaqua). We have identified and confirmed a viable 50-kilometer route, of which 40 kilometers will be on non-current old roads/trails on Crown land west and northwest of Kakabeka Falls. We have submitted a trail Work Permit application to the Ministry of Natural Resources, and expect approval for this route in the coming weeks. We continue to work with various private and public stakeholders for the remaining 10-kilometers of trail to connect it to Kakabeka Falls.

Phase II (Thunder Bay to Kakabeka Falls) trail proposals have been submitted to municipalities impacted by this route. We have support in principle, but official approval won't be granted until due diligence steps have been completed. (30 kilometers)

Phase III (Kakabeka Falls to Canada/USA border) trail route is 100% on Crown lands, and about 75% confirmed. (80 km) No approvals have been sought as of yet.

Phase IV (Thunder Bay to Nipigon) trail is 100% verified as a potential feasible route. No approvals have begun for this trail as of yet. (120 km)

Phase V (Shabaqua to Atikokan) trail has not been looked at yet, other than potential connections to existing trails at Quetico Provincial Park and the POPA/TCT/Atikokan trails in Atikokan. The route is tentatively slated to utilize non-used existing roads/trails south of Highway 11. (150 km)

We thought we would give you and Council a courtesy "heads-up" to fill you in on our plans. If you are aware of any groups in your area who would consider being part of this plan, we would appreciate you forwarding this email to them.

If you require any additional information, please feel free to contact me.

Thank you,

Len Day
 President
 Northwestern Ontario Recreational Trails Association
 807-620-9254
 email: nworta@hotmail.com
 Website: <https://nworta.wixsite.com/nworta>
 Facebook: <https://www.facebook.com/groups/nworta>

The Corporation of the Municipality of Neebing Administrative Report

Date: October 2, 2021 (For Meeting on October 6, 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
Requests/Information/Minutes		
Ontario Municipal Leadership Instit... OMLI:	MUNICIPAL MODERNIZATION PROGRAM - INTAKE 3 FUNDING AVAILABLE	Wed 9/29/2021 1:37 PM
Training/Events		
AMO Events	Navigating Conflict Relationships as an Elected Officials	Tue 9/21/2021 10:04 AM
AMO Events	Indigenous Community Awareness Training	Tue 9/14/2021 10:03 AM
AMO Events	Municipal Cyber Security Forum	Mon 9/13/2021 5:02 PM
AMO Communications	Accessibility and Year-end Deadlines Webinar	Mon 9/13/2021 4:01 PM
Canadian HR Reporter	5-Star Learning and Development: Last chance to enter	Tue 9/21/2021 11:06 AM
Canada's Safest Employers	Awards Registration now open for Oct. 21 virtual show	Thu 9/23/2021 1:09 PM
Circular Innovation Council	Reminder: Circular Procurement Summit Invitation and Speakers Announcement : WCEF Accelerator Session Recording	Thu 9/30/2021 10:07 AM
Circular Innovation Council	WCEF Accelerator Session: New Speaker Added and Last Chances to Register	Tue 9/14/2021 8:02 AM
Delayne from ACHIEVE	Managing Difficult Phone Calls	Tue 9/21/2021 1:09 PM
Environmental Research & Educati...	Have You Registered for EREF's Fall Classic?	Thu 9/23/2021 9:06 AM
FCM Connect	Plan your schedule for the Sustainable Communities Conference How the Partners for Climate Protection program su...	Tue 9/28/2021 11:24 AM
FCM Connect	Available now: new asset management training	Fri 9/10/2021 10:02 AM
FCM Connect	Get your first look at the 2021 Sustainable Communities Conference schedule How the Partners for Climate Protectio...	Tue 9/14/2021 10:05 AM
First Nation-Municipal Updates	CEDI keeps growing!	Thu 9/23/2021 9:01 AM

ORGANIZATION	DESCRIPTION	DATE
IESO Engagement	Presentation Materials Posted: Northwest Regional Electricity Planning Webinar - September 27	Mon 9/20/2021 3:55 PM
LAS - AMO Business Services	2021 Risk Management Symposium - The Panel	Mon 9/13/2021 3:01 PM
Municipal World Careers Team	Creating safer and brave spaces in the municipal environment –  HR Insider News 	Thu 9/23/2021 7:01 AM
Ontario Chapter of SWANA	Ontario Chapter Fall Waste Courses	Tue 9/7/2021 2:06 PM
Ontario Good Roads Association	Helping you succeed with Supervision Skills for Public Works	Fri 10/1/2021 8:16 AM
Ontario Good Roads Association	Good Roads' renowned Managing Winter Operations Workshop is back in person.	Wed 9/29/2021 10:21 AM
Ontario Good Roads Association	Introducing the new GRQ	Mon 9/27/2021 5:33 PM
Ontario Good Roads Association	Elevate your career with Public Sector Finance Fundamentals	Mon 9/27/2021 8:46 AM
Ontario Good Roads Association	Asset Management of Road Networks	Fri 9/24/2021 8:45 AM
Ontario Good Roads Association	Did your municipality have any cool or interesting Concrete or Asphalt construction projects this su	Wed 9/22/2021 9:46 AM
Ontario Good Roads Association	Innovation is the name of the game	Tue 9/21/2021 9:46 AM
Ontario Good Roads Association	Practical Experience in using Ontario Traffic Manuals 5, 6 and 11	Fri 9/17/2021 9:43 AM
Ontario Good Roads Association	Our coveted T.J. Mahony Eastern Road School - Maintenance Section is now available	Wed 9/15/2021 9:43 AM
Ontario Good Roads Association	Don't leave your mechanics in the dark.	Tue 9/14/2021 10:52 AM
Ontario Good Roads Association	Are municipal priorities reflected in federal platforms? - Milestones Podcast Episode 14	Mon 9/13/2021 6:07 PM
Ontario Municipal Leadership Instit...	OMLI: FALL BACK INTO TRAINING	Mon 9/20/2021 3:50 PM
Ontario Good Roads Association	Be the hero of your road network	Mon 9/13/2021 9:43 AM
Sustainable Communities Conferen...	Join Dr. Deborah McGregor at the 2021 Sustainable Communities Conference	Wed 9/29/2021 9:59 AM
Newsletters		
AMO Communications	AMO WatchFile - September 29, 2021	Wed 9/29/2021 10:05 AM
AMO Communications	AMO/LAS Digital Services and Municipal Modernization Program/Audit and Accountability Fund	Mon 9/27/2021 5:01 PM
AMO Communications	AMO WatchFile - September 23, 2021	Thu 9/23/2021 10:06 AM

ORGANIZATION	DESCRIPTION	DATE
AMO Communications	AMO WatchFile - September 16, 2021	Thu 9/16/2021 10:04 AM
AMO Events	REMINDER: Municipal Cyber Security Forum - Thursday, October 14	Wed 9/22/2021 5:02 PM
AMO Events	LAS' Risk Management Symposium - (em)Powering Change	Tue 9/21/2021 3:03 PM
AMO Communications	RPRA Approves Changes to Simplify the Municipal Funding Allocation Model (MFAM)	Fri 9/10/2021 4:08 PM
Canadian HR Reporter Editor	Updating COVID safety protocols Company focuses on 'fun' Worker dishonesty	Thu 9/30/2021 3:04 PM
Canadian HR Reporter Editor	Q&A on vaccine passports Salary projections Unauthorized overtime	Tue 9/21/2021 3:02 PM
Canadian HR Reporter Editor	City of Kamloops will deploy DLGL's HCM – VIP, bringing the total of implementations to 19 across Canada	Wed 9/22/2021 11:02 AM
Canadian HR Reporter Editor	10 days of sick leave? Top universities Dismissal after drug test	Tue 9/28/2021 3:09 PM
Canadian HR Reporter Editor	Engagement levels fall How to reduce turnover Mandatory retirement	Thu 9/23/2021 3:03 PM
Canadian HR Reporter Editor	Does your organization have a wellbeing strategy for 2022?	Thu 9/23/2021 11:01 AM
Canadian HR Reporter Editor	HR Award winners! Pay forecast for 2022 Cannabis and random testing	Thu 9/16/2021 3:04 PM
Canadian HR Reporter Partner Mes...	You're invited to a free HR webinar on building a more Inclusive Canada Register now	Wed 9/15/2021 11:02 AM
Canadian HR Reporter Editor	COVID safety stats DEI plans fall through 21 months' notice for salesperson	Tue 9/14/2021 3:04 PM
Canadian HR Reporter	Who are the outstanding L&D providers in the country?	Tue 9/14/2021 11:06 AM
Delayne from ACHIEVE	Member Plan Benefits: Subscribe Now	Fri 9/17/2021 11:16 AM
EcoSuperior	Environmental Progra... Your Monthly Eco-News	Thu 9/16/2021 4:57 PM
FCM Connect	New guide for municipal climate change professionals Practical knowledge to support your local facility upgrade and...	Tue 9/21/2021 10:10 AM
FCM Connect	Special edition: Climate change resources for small and rural municipalities	Thu 9/16/2021 10:01 AM
FCM Communiqué	FCM Voice: FCM's Board examines election next steps New support for women leaders We are launching CEDI Phase...	Mon 9/27/2021 2:59 PM
FCM Communiqué	Municipalities were heard in Election 2021	Tue 9/21/2021 2:07 PM

ORGANIZATION	DESCRIPTION	DATE
FCM Communiqué	FCM Voice: It's federal election day! Op-ed: rural communities are essential to Canada's recovery 2021 Sustainable C...	Mon 9/20/2021 3:58 PM
FCM Communiqué	Election 2021: 2-minute actions for FCM members	Wed 9/15/2021 11:36 AM
FCM Communiqué	FCM Voice: Track parties' election commitments FCM's international impact GMF's energy e-learning series more	Mon 9/13/2021 2:39 PM
FCM Communiqué	Election 2021: Keep municipal priorities front and centre	Fri 9/10/2021 2:49 PM
HR Leaders Summit Canada	Join us for a conversation on the future of HR	Thu 9/16/2021 1:05 PM
Korn Ferry Institute	Supply Chain Out to Sea Zoom Rooms 6 Stages of Career Growth	Thu 9/30/2021 9:30 AM
Korn Ferry Institute	Secret Managerial Rewards No Job-Switching Bump Merkel's Lessons	Thu 9/23/2021 9:10 AM
Korn Ferry Institute	Vax Mandates for All 4 Million Quit Rudeness Grows	Thu 9/16/2021 9:17 AM
MPAC - InTouch	September 2021 - InTouch	Mon 9/27/2021 3:01 PM
Municipal Information Network	Municipal Information Network News	Fri 10/1/2021 3:29 AM Thu 9/30/2021 3:29 AM Wed 9/29/2021 3:29 AM Tue 9/28/2021 7:21 Mon 9/27/2021 3:43 Thu 9/23/2021 3:42 Wed 9/22/2021 3:42 Fri 9/17/2021 3:42 AM Thu 9/16/2021 3:42 Wed 9/15/2021 3:42 Tue 9/14/2021 3:45 Mon 9/13/2021 3:42
Municipal Information Network	Municipal Information Network Jobs	Tue 9/21/2021 1:39 PM
NAMSCanada	NAMS Canada September News	Wed 9/22/2021 9:11 AM
Ombudsman Ontario	In our September newsletter: First National Truth and Reconciliation Day, celebrating Franco-Ontarian Day, vaccine-rel...	Wed 9/29/2021 2:32 PM
Ontario Chapter of SWANA	MOLO Course Registration	Fri 9/24/2021 9:44 AM
Ontario Clean Air Alliance	Liberals, NDP and Greens call for zero-carbon national electricity grid	Mon 9/13/2021 11:30 AM
OECM	OECM's COVID-19 Customer Newsletter	Thu 9/30/2021 6:04 PM
Ontario Good Roads Association	Set yourself up to be a leader	Thu 9/16/2021 9:16 AM

ORGANIZATION	DESCRIPTION	DATE
Ontario Heritage Trust	Supporting Indigenous youth with the Ontario Heritage Trust La Fiducie du patrimoine ontarien soutient les jeunes A...	Fri 10/1/2021 11:40 AM
Ontario Heritage Trust Fiducie du	Reminder: Heritage Matters ... more! September edition Questions de patrimoine... toujours plus! Numéro de septem	Fri 9/24/2021 10:33 AM
Ontario Heritage Trust Fiducie du ...	Heritage Matters ... more! September edition Questions de patrimoine... toujours plus! Numéro de septembre	Mon 9/20/2021 3:53 PM
Ontario Trillium Foundation	Vignette Ontario Trillium Foundation October 2021 Newsletter	Tue 9/28/2021 9:01 AM
Ontario Trillium Foundation	Deadline Reminder: Community Building Fund – Capital Stream	Wed 9/15/2021 11:35 AM
OWMA	OWMA News - September 22, 2021	Wed 9/22/2021 8:32 AM
RPRA Communications	RPRA approves changes to simplify the Municipal Funding Allocation Model (MFAM)	Fri 9/10/2021 12:52 PM
Schulich Executive Education Centre	ExecEd Advantage eNews:	Thu 9/23/2021 4:51 PM
Thunder Bay Chamber of Commerce	##tbaymarketplace: YES Employment, Leadership Thunder Bay	Wed 9/29/2021 10:31 AM
Thunder Bay Chamber of Commerce	Thunder Bay Chamber of Commerce 2021 Board of Directors Election	Wed 9/29/2021 8:00 AM
Thunder Bay Chamber of Commerce	Thunder Bay Chamber of Commerce 2021 Board of Directors Election	Mon 9/27/2021 8:00 AM
Thunder Bay Chamber of Commerce	#tbaymarketplace: CEDC, Chamber Wellness	Wed 9/22/2021 10:31 AM
Thunder Bay Chamber of Commerce	#tbaymarketplace: CIBC & YES Employment	Wed 9/15/2021 10:31 AM
Thunder Bay Chamber of Commerce	the latest: September 13	Mon 9/13/2021 2:31 PM
Waste Reduction Week in Canada	Welcoming The Beer Store + How to Get Involved	Thu 9/23/2021 3:01 PM

From: Lisa Dampier <dampiers@tbaytel.net>
Sent: Thursday, September 30, 2021 9:30 PM
To: Erika Kromm
Subject: Valley Road bus turn-around

Dear Neebing Council,

As per the planned bus turnaround on Valley Road, we would like to request that it be located 50-100 feet further west on Valley Road than the current planned location. We are concerned about the close proximity to our driveway, that it may potentially cause damage to our driveway and connected area, and that it may potentially limit our options for future building and/or usage of our property at/near the entrance. While we realize this bylaw has already passed at the last council meeting, since the letter of the meeting was received on the day meeting while I was out of town and had no cell or internet service, I was unable to attend and voice my concerns. I am asking that Council reconsider this matter so that it can be amendable to both parties.

I appreciate your consideration. Please contact me at 627-3416 if you wish to discuss further.

Sincerely,
Joe Dampier

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

Date: September 8, 2021 (For Meeting on October 6, 2021)

To: Mayor and Council

Subject: Roads Maintenance Policy Update

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council approve the changes to the Roads Maintenance Policy.

DISCUSSION:

A Roads Committee was held on September 7, and changes to improve the installation of new entrance culverts were discussed, with the recommendation to bring the changes to Council. Additionally the Working Roads Foreman and the Deputy Clerk-Treasurer noted inconsistencies with road descriptions and lengths that should be corrected in the Policy

Culvert Supply

Driveway entrance culverts are placed in the municipal road allowance, and once installed these entrances are maintained by the Municipality. The Roads Committee determined that it would be in the best interest of the Municipality to change the way in which entrance culverts are initially installed.

Up to now, when a new municipal entrance request is received, the Working Roads Foreman would inspect the site, and either approve the location specified in the application or recommend a different location. He also would inform the applicant of the culvert size required for the entrance. It was then the responsibility of the applicant to obtain a culvert and inform the office when the culvert was in place for the installation. The Working Roads Foreman would then schedule the installation. If the applicant could not obtain their own culvert, the Municipality could sell a culvert to the applicant at cost plus a 50% markup.

Supply of Additional Gravel

There is wording in the Roads Maintenance Policy that during the initial culvert installation one load of gravel is included free from the municipality and any additional gravel required to install the culvert is the responsibility of the Applicant. Applicants can either obtain additional gravel, stockpile some gravel in anticipation of more gravel being required, or purchase extra gravel by the truckload from the Municipality.

Problems that have been identified with this system of culvert installation and gravel supply include:

- An Applicant may purchase the wrong type or size of culvert.
- Applicants who do not have any way to transport a culvert are penalized by the municipal mark-up.
- Applicants who purchase a culvert have stated they do not want to leave the culvert lying in the ditch along the road while waiting for installation in case the culvert is stolen.
- The Public Works department does not know when the Applicant will be ready to have a culvert installed, and the roads policy specifies that culverts must be installed within five business days, so entrance culvert installation is prioritized over other work. This can result in inefficiencies when equipment has to be moved from another work location to the culvert installation location and then moved back.
- The quantity of gravel used in a culvert installation is out of the applicant's control and is determined by the Public Works department. The Working Roads Foreman stated that in practice most culvert installations require only a single load of gravel, and on the rare occasion an entrance culvert installation requires more gravel, the Public Works department has completed the installation without billing for additional gravel. Applicants are not always available on site to consult, in order to determine if the Applicant has additional gravel available, and if the Applicant does have additional gravel, the quality of that gravel may not be suitable for the culvert installation. Applicants have not been billed for additional gravel.

Road Length and Description Changes

Walker Road South was incorrectly listed as beginning South of Copper Cliff Road instead of South of Sturgeon Bay Road. The portion of Walker Road South that is Class 6C was incorrectly listed as beginning at Sturgeon Bay Road instead of 0.8 km south of Sturgeon Bay Road.

The maintained portion of Carlson Road North should be listed as 1.2 km instead of 0.8 km.

ATTACHMENTS:

Amended Roads Maintenance Policy with changes highlighted in section 5.02 – Driveway Culverts, and the Appendices with road names and classification.

AVAILABLE UPON REQUEST: None

THE CORPORATION OF THE MUNICIPALITY OF NEEBING ROADS MAINTENANCE POLICY

Revised by Council October 6, 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. **“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.
15. **“Representative Road”** means a **Road** identified in this policy which is considered to be representative of the conditions of other **Roads** in **Needing**. Refer to Section 3.02.
16. **“Road”** means the travelled road surface on a **Municipal Highway**.
17. **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**.
18. **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**.
19. **“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.

20. **“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**.
21. **“Storm Conditions” Include:** wind, rising and moving water, precipitation, temperatures below minus fifteen degrees Celsius, snowfall, freezing rain, hail, and/or blowing snow.
22. **“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**.
23. **“Structure”** means a bridge, culvert, tunnel, retaining wall or sign support, as those terms are defined in the OSIM.
24. **“Summer”** means May 1st through September 30th in any year.
25. **“Surfaced Road”** means a **Municipal Highway** on which the **Road** has been surfaced with asphalt emulsion (sometimes referred to as “chip-seal”).
26. **“Unmaintained”** is an adjective that describes a **Municipal Highway** which is open to the public but is not Maintained.
27. **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
28. **“User Fee Bylaw”** refers to bylaw 2016-006 as amended, or to the current user fee bylaw
29. **“Winter”** means October 1st of one year, through to April 30th of the following year.
30. **“Working Day”** means a day in which the Neebing Municipal Office is open for business, as well as November 11th, annually.
31. **“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**.

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.

<h2>2.00 SUMMER MAINTENANCE</h2>

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

Class of Municipal Highway	Time
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

Class of Municipal Highway	Time
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>

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

Class of Municipal Highway	Time
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

Class of Municipal Highway	Surface Area of Pothole	Depth of Pothole	Time
Class 5	fifteen hundred (1500 cm ²) square centimeters	twelve (12 cm) centimeters	30 days
Class 6	fifteen hundred (1500 cm ²) square centimeters	thirteen (13 cm) centimeters	45 days

Class 6A or 6B	Two thousand (2000 cm ²) square centimeters	thirteen (13cm) centimeters	60 days
Class 6C	Twenty five hundred (2500 cm ²) 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

Class of Municipal Highway	Surface Area of Pothole	Depth of Pothole	Time
Class 5	one thousand (1000 cm ²) square centimeters	eight (8cm) centimeters	30 days
Class 6	twelve hundred (1200 cm ²) 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

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

Class of Municipal Highway	Width of Crack	Depth of Crack	Time
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

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

Class of Municipal Highway	Time
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

When an entrance application is received by the Municipality, the Working Roads Foreman will inspect the location and approve the location (or recommend an alternate location) and determine the size of culvert that is required. The office will determine the price paid for the culvert plus 15% and charge the applicant the fee determined for the culvert. When the applicant has paid for the culvert, the Working Roads Foreman will be informed to schedule the installation of the culvert as well as the Fire Number Emergency sign.

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.~~

The **Corporation** will supply and install the **Driveway Culvert** within ten (10) **Working Days** of the **Working Day** upon which it receives the payment for the culvert. **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	1.2 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 Highway 595	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 Highway 608	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 Highway 597	6A	2016-006
Flank Road West	Pearson	0.8 km	West from Highway 597	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 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 East	Crooks	3.6 km	East from Highway 61	5 & 6	2016-006
Jarvis Bay Road West	Crooks	1.2 km	West from Highway 61	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 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
Kotala Road	Pearson	2.7 km	West from Highway 595, Part forms a boundary with Fraleigh	6A	2016-006
Lake Lenore Road	Crooks & Pardee	2.8 km	Southwest from Highway 61	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 Highway 595	6	2016-006
Larson Road	Crooks & Pardee	7.5 km	Northwest from Highway 61	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 Highway 597	6A	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	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 Highway 608	6	2016-006
Loukala Road	Pearson	1.0 km	North from Highway 595	6A	2016-006
Mannisto Road	Pearson	4.9 km	West from Highway 597	6	2016-006
Mannisto Road	Pearson		East from Highway 597	Unmaintained	2016-006
Margaret Street North	Blake	0.75 km	North from Sturgeon Bay Road	6	2019-32
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 Highway 61	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 Highway 597	6A	2016-006
Nicolson Road	Pearson		From end of Maintained portion	Unmaintained	2016-006
Oinonen Road	Pearson	0.8 km	South from ninety degree on Highway 595	6	2016-006
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
Pardee Road	Pardee	18.7 km	Southeast from Cloud Lake Road and Highway 597 to Highway 593	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 Highway 597	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 Highway 61	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 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
Stajkowski Road	Pardee	0.3 km	West from Pardee Road	6C	2016-006
Stewart Road	Pardee	1.6 km	South from Highway 597	6A	2016-006
Sturgeon Bay Road	Blake	16 km	East from Highway 61	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 Highway 608 and West Oliver Lake Road	6A	2016-007
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
Valley Road East	Blake		Unmaintained	Unmaintained	No
Valley Road West	Blake	1.8 km	West from Highway 61	6A	2016-010
Walker Road North	Blake	2.9 km	North from Sturgeon Bay Road	6B	2016-010
Walker Road South	Blake	0.8 km	South from Sturgeon Bay Road	6A	2016-010
Walker Road South	Blake	1.3 km	South from 0.8 km past Sturgeon Bay Road	6C	2016-010
Wamsley Road	Pearson	11.4 km	West from Highway 597 to Highway 595	6	2016-010
West Oliver Lake Road	Scoble	3.2 km	North from Highway 608	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 kn	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	1.2 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 Highway 597	6A	2016-006
Turkey Trail Road	Scoble	0.9 km	East from Highway 608 and West Oliver Lake Road	6A	2016-007
Valley Road West	Blake	1.8 km	West from Highway 61	6A	2016-010
Walker Road South	Blake	0.8 km	South from Sturgeon Bay Road	6A	2016-010
Coulson Road	Pardee	1.0 km	South from Highway 595	6A	2016-006
Anderson Road	Crooks	.6 km	Southeasterly from Highway 61	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	Southwest from Highway 61	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	Northeast from Highway 597	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 0.8 km past Sturgeon Bay 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		East from Highway 597	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

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

Date: October 2, 2021 (For Meeting on October 6, 2021)

To: Mayor and Council

Subject: Reserve Funds

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council removes the cap on the forest fire fighting fund and the park purposes reserve fund.

Administration seeks Council's direction on the proceeds of the 2021 sale of lakefront properties.

Administration recommends that Council approve the transfers from reserves for the Grader and Fire Truck: Modernization Grant Reserve: \$389,400, Roads Reserve Fund: \$89,279, Fire Reserve Fund transfer (approved in 2020, then withdrawn for 2020): \$275,150, Fire Reserve fund: \$147,671, Deferred Capital Reserve: \$30,000.

DISCUSSION:

1. Caps on Reserve Funds

Reserve funds are set aside for specific purposes. Two of the funds at Neebing have a "cap" placed on them. This limits the investment total to the maximum amount of the cap.

Once a fund is at its maximum, no more can be placed into that fund. However, caps cause an administrative burden when the fund reaches its maximum as the interest earned on that fund has to be reallocated to other reserve funds.

2021 was a difficult year for forest fires and the fires that occurred in Neebing were not attributed by the NDMNRF to the geographic area under Neebing's responsibility. However, if the fires were attributed to Neebing's area (meaning Neebing would pay MNRF the cost of fire suppression efforts) the forest fire fighting fund would have been significantly depleted. Council can determine it does not wish to top-up the fund when the amount in the fund is in excess of \$250,000, but allowing the fund to earn interest allows the fund to gradually increase.

If Council wishes to remove the reserve caps for the Forest Fire Fighting Fund and the Parks Purposes Reserve the appropriate by-law will be brought forward to the next meeting.

2. Reserve fund allocation from sale of lakefront property

Three lakefront properties were sold by the municipality in 2021. The amount raised from the sale of lakefront properties was to be directed to the Parks Purposes fund, however that fund at the beginning of 2021 had a balance of \$193,538.81 with a cap of \$300,000. There are big projects planned for parks in 2022, which would significantly deplete the fund if the \$300,000 cap was to remain.

Council direction is requested regarding the funds from the sale of the lakefront properties. If the cap is removed from the Park Purposes reserve fund, should the entire amount from the proceeds from the sale of lakefront properties be placed into the Park Purposes reserve fund or should some of proceeds be directed to the rate stabilization fund?

3. Reserve Transfers

Reserve fund transfers are listed in the budget and normally budgeted transfers are approved once per year at the end of the year. However, an earlier reserve transfer approval is requested for the following larger purchases.

Grader: Delivered in April 2021. Price including non-recoverable HST = \$478,679

Council approval for the following reserve transfers is requested:

Modernization Grant Reserve:	\$389,400
Roads Reserve:	<u>\$ 89,279</u>
	\$478,679

Fire Truck: Delivered in March. Balance including non-recoverable HST = \$452,821

Council approval for the following reserve transfers is requested:

Fire Reserve transfer (approved in 2020, then withdrawn):	\$275,150
Deferred Capital reserve	\$ 30,000
Fire Reserve fund	<u>\$147,671</u>
	\$452,821

ATTACHMENTS: None

AVAILABLE UPON REQUEST: Reserve fund balance sheet

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

Date: September 22, 2021 (For Meeting on October 6, 2021)

To: Mayor and Council

Subject: Draft Capital Plan

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council approve the application request for the Municipal Modernization grant and if successful, waive the purchasing by-law requirement.

DISCUSSION:

The Municipal Modernization grant was used by Council in February 2021 to assist with modernizing our public works through the purchase of a new grader. There is another intake for the Municipal Modernization Program which closed on October 19th. One focus for the new modernization grant is on digital modernization with eligible costs including the amounts paid to fee-for-service providers, software licenses, systems development and training. The Municipality currently manages our asset in a set of Excel spreadsheets and the information is further duplicated in our Tangible Capital Asset Continuity list and our Geographic Information System. An Asset Management Software package is required to better manage our assets and to link the asset renewal, maintenance, operation and replacement to our operational, financial and capital plans.

In the past, the Municipality took part in a graduate student's study whose work helped to develop Infracol. The Municipality currently holds a license to an asset software from Infracol, which we have not actively used. Infracol was upgrading their software and the portion of software we wanted to use was not fully featured. We asked Infracol to upload our asset data in August 2021. When we met with Infracol in September to view the data in Infracol, they had made assumptions about the data and their GIS system was unable to locate our culverts, nor were our roads identified on the map. If we wanted to make changes to road segments we would have to get assistance.

All asset software will require some ongoing tech support. Infracol's software has significant analytical features to determine when assets require replacement, but is complex to use, and may not capture lifecycle costs which meets the new regulations that take effect in 2024. If we determine we do not want to use Infracol we would cancel our annual maintenance contract.

The Clerk-Treasurer thinks that CityWide software would be a better fit for Neebing's Asset Management software needs than Infracore for the following reasons:

- Most surrounding Municipalities use the CityWide asset management software provided by Public Sector Digest (allowing local networking with other users)
- Citywide has support and training in place to support local CityWide users.
- CityWide generates annual Tangible Capital Asset reporting (required by auditors)
- Public Sector Digest, the developers of Citywide, understand Municipal business and the future municipal asset reporting and lifecycle reporting requirements.

The attached proposal lists the initial purchase cost and ongoing maintenance cost for Citywide. Although the attached proposal includes GIS software and an Asset Collector. It is recommended to purchase the Base Software at this time and not the GIS and Asset collector add-ons.

In summary Council is being asked for:

- 1) Approval to hire Public Sector Digest to help create an application for the Municipal Modernization Program for the purposes of obtaining the Citywide Asset software is requested.
- 2) Conditional on Neebing's modernization grant being approved, Council is being asked for approval to waive the purchasing bylaw to obtain Public Sector Digest's CityWide Software, and also approve the associated cost for implementation and training.

ATTACHMENTS:

Municipal Modernization Program Intake III
 Sales material for PSD Citywide Software
 Proposal from Public Sector Digest with quote for Citywide Software

AVAILABLE UPON REQUEST: None

Municipal Modernization Program Intake III

19th August 2021

Overview

Ontario's 405 small and rural municipalities can now apply to Intake 3 of the Municipal Modernization Program for funding under two streams. The **implementation stream** will provide provincial cost-sharing for municipalities to undertake projects that increase municipal efficiency and effectiveness.

Municipalities can apply under this stream for projects that implement the findings of previous reviews or other evidence-based reports. The **review stream** will provide funding for municipalities to undertake expenditure reviews with the goal of finding efficiencies and lowering costs in the longer term.

Eligibility Criteria

Implementation Stream:

Projects under this stream must:

- Be based on demonstrated evidence of savings or efficiencies the municipality intends to realize through the project;
- Begin no earlier than August 16, 2021 and be completed by February 28, 2023;
- Include a high level workplan with project milestones;
- Include a commitment to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of project completion
- Include a commitment to reporting back one-year post project completion with actual savings over the course of the year, and a forecast for the following two years of annual savings and other efficiency and effectiveness outcomes.
- The municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019.

Priority may be given to projects that address one or more of the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative service delivery models

Eligible costs include: amounts paid to fee-for-service providers, **software licenses, systems development and training.**

Review Stream:

Projects under this stream must:

- Be a review of municipal service delivery or administrative expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The review project could take a number of forms including:
 - a line-by-line review of the municipality's entire budget; or
 - a review of service delivery and modernization opportunities; or
 - a review of administrative processes to reduce costs

- Result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.
- Begin field work no earlier than August 16, 2021, with a final report completed and posted publicly on the municipal website by October 31, 2022.
- The municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019.

Priority may be given to projects that address one or more of the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative service delivery models

Amount

- Review Stream: anticipated costs are between \$20,000 and \$150,000
- Implementation Stream: anticipated costs are between \$20,000 and \$250,000

Cost Sharing






- Number of households 0-5,000: max 75% coverage
- Number of households >5,000: max 65% coverage

Deadline

- Applications must be submitted by **October 19, 2021**



Enterprise Asset Management (EAM) Software

-  Asset Inventory, Risk, Lifecycle
-  Permits Management
-  Decision Support
-  Capital Planning
-  Maintenance Management
-  Enterprise GIS
-  Citizen Request Portal
-  Route Patrol

Move your city forward with PSD Citywide

We provide solutions for sustainable and resilient communities

Our software solutions include three enterprise systems: Citywide Enterprise Asset Management, Citywide Enterprise Budgeting, and Citywide Enterprise GIS. Our Enterprise Asset Management (EAM) solution is composed of an intelligent asset inventory with decision support, an operations management system, a permits management module, and a capital planning tool. The solution is fully integrated with GIS and is designed to advance the critical decision-making capacity of governments.

PSD Citywide's consulting practice offers tailored services to the public sector in the areas of infrastructure asset management, climate change adaptation, finance and budgeting. Our experienced consulting team consists of engineers, data analysts, financial managers, municipal practitioners and GIS technicians. They work closely with governments to build organizational capacity and maturity, and with the support of our enterprise software, enable continuous improvement over the long-term.

Together, our enterprise software and consulting services empower governments to optimize process, enhance decision-making and improve service delivery, strengthening community sustainability and resilience.



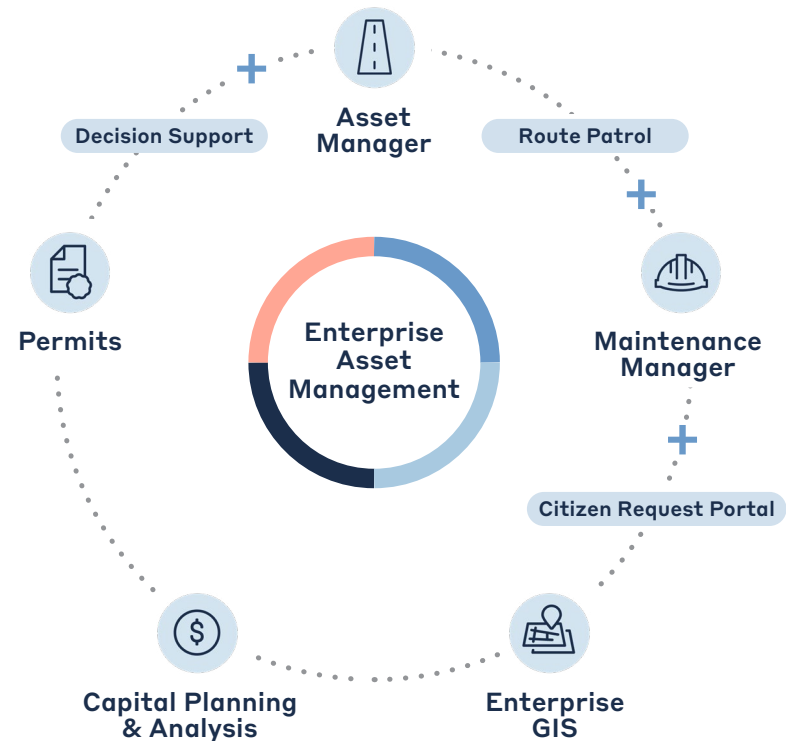
Enterprise Asset Management (EAM) Software

- Streamline the functions of asset management and work order management
- Power advanced planning and analysis
- Enhance corporate decision-making and communications

Fully supported software solutions

PSD Citywide's software is hosted, developed, and supported by our in-house team of experts. Implementation is rapid and support is best-in-class. Our enterprise-wide pricing eliminates the traditional per-seat licensing model employed by legacy software providers. Complex concepts and decision-making scenarios are presented in real time and summarized in graphical format for greatly improved communication with citizens, council, and senior staff. Our applications are open-source and web-hosted and require no additional third-party licenses. Our clients enjoy immediate access to all tested and approved software enhancements and secure redundant data backup.

4.5-7





Asset Manager

.....

One complete asset register to power your enterprise system

Asset Manager (AM) is the core module in Citywide's Enterprise Asset Management (EAM) System. It serves as one central asset database for all asset classes, providing users with a single corporate-wide source for asset information. More than just an asset register, AM powers accurate and efficient financial reporting, along with sophisticated asset management functions, including lifecycle planning, risk management, levels of service, and decision optimization.

4.5-8

A better structure for your asset data

- AM users can design their own asset data hierarchy using built-in industry standards for naming classifications (e.g. Uniformat coding)
- From Average Annual Daily Traffic (AADT) to surface type, unlimited asset attributes can be added to AM to enhance your asset records and power better decision-making
- AM is fully integrated with all Citywide modules, allowing real-time data updates to flow between applications

Advanced analysis and easy reporting

- Create asset profiles for similar asset types, then easily generate detailed lifecycle strategies, risk matrices, and condition reports within the application
- Run accurate and automated TCA reports from one system (e.g. annual requirements by road classification, including total replacement cost)
- Using built-in decision-support, project optimal funding requirements and levels of service across all asset categories

+ Asset Collector

- Using their iOS or Android device, field staff are able to see their assets in the field, update attributes and enter condition assessments
- Streamline data collection and ensure asset data is accurate by eliminating error-prone data collection using paper or excel



Decision Support

.....

Optimize infrastructure decision-making and planning with data

Citywide Decision Support (DS) allows organizations to create and define various level of service scenarios from different asset intervention strategies that take into consideration risk, performance, and lifecycle event information. With this information, users are able to forecast for future budgets using accurate asset information and data-driven decision-making. Optimize infrastructure decision-making and planning for long-term savings on your organization's asset maintenance program.

4.5-9

Enhance Decision-Making

- Citywide DS can generate unlimited scenarios and allows up to four scenarios to be compared at once—providing an understanding of the impacts the assessed scenarios have on available budget dollars
- Plan infrastructure projects more effectively with projected levels of service—including condition and risk
- Use customized weightings (e.g. 40% risk – 60% performance) to prioritize the most impactful measurements for your organization

Communicate Data Effectively

- Quickly and accurately produce dynamic graphs and tables to assist with communicating decision points to council, senior management, and the public
- Decision Support's agile and user-friendly interface allows users to toggle between different graphs/outputs to communicate scenarios most clearly for your audience
- Use the maps feature to plot assets based on performance and/or risk, enabling you to view grouped assets based on their performance, risk, and changes that occur over time



Enterprise GIS

.....

Map your data for better planning and communication

Citywide's EGIS module allows users to visualize and directly access all the asset information stored within their asset register via a versatile mapping solution, enhancing infrastructure planning capabilities and enabling superior communication around asset management. It is designed to function as a standalone enterprise GIS system – fully integrating with Citywide's EAM modules – or together with existing client GIS solutions.

4.5-10

One enterprise view of your assets

- As an enterprise solution, Citywide EGIS empowers every member of your organization to access GIS data, without paying per-seat pricing
- With high visual impact and intuitive functionality, even those unfamiliar with GIS systems can perform meaningful analysis
- Citywide GIS supports industry-standard spatial data formats (ESRI shapefiles, KML/GML etc.) and can integrate with your existing GIS solution to create a unified view of your asset data

Advanced asset management & work order mapping

- Turn on GIS layers to visualize specific asset types and style your layers by attribute (e.g. map best available condition for road segments, drawing from Citywide Asset Manager's most up-to-date asset attribute data)
- Within the Maintenance Manager module, box select an area of the map to see all the service requests and work orders in that area, then easily jump over to Asset Manager to view all associated asset information
- Create coordinated asset IDs for all assets in a specific neighbourhood or intersection, enabling fast and powerful analysis and communication related to average asset condition, replacement cost, risk ratings, work orders and more



Maintenance Manager

.....

Streamline, enhance and track all municipal operations

Citywide Maintenance Manager is a complete Operations Management System that enables organizations to prioritize, schedule and track service requests, events and projects. The Maintenance Manager module serves as your computerized maintenance management system (CMMS), but can also manage all other municipal operations, from by-law management to parks management. With desktop and mobile versions, Maintenance Manager users can streamline the entire work order process – from service request to work order generation – and capture valuable real-time data in the field for better record keeping and enhanced decision-making.

4.5-11

Transform your workflow

- Manage all service requests and work orders from one system, automatically generate email notifications and easily assign work to workers or contractors
- Service request and work order types are customizable and unlimited, allowing for user flexibility
- Work orders can be tagged directly to your AM asset inventory, improving access to important asset information

Manage preventative maintenance activities

- Create preventative maintenance schedules for assets, triggering automatic event notifications based on time and/or asset usage
- Document processes for staff to follow in the field (e.g. HVAC inspection) and tie them to a work order
- Generate data-rich reports on previous service requests and work orders to identify areas of improvement and improve efficiency
- Automatically calculate resource costing for parts & materials, equipment and labour



Route Patrol

Optimize your organization's road and winter patrols

With Citywide Route Patrol, users can complete road and winter patrols efficiently and accurately by creating and scheduling optimized patrol routes, marking deficiencies with your iOS or Android device, and automating the creation of service requests and work orders to address deficiencies.

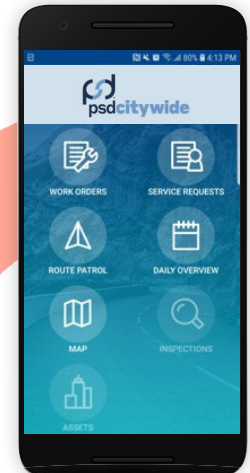
4.5-12

Streamline & Optimize Maintenance Patrols

- Define custom maintenance compliance criteria, deficiency resolution times, link assets to routes, and auto-generate work orders to perform route patrols
- Field staff can easily gather data on patrol and sync when internet is available
- Automatically manage routine road & winter patrols. Mark deficiencies for minimum maintenance standard compliance, add asset attributes, and attach files as you go
- Convert deficiencies marked in Route Patrol into work orders and create service requests for other maintenance issues detected on patrol

Comprehensive Reporting

- Generate comprehensive reports using patrol compliance and deficiency resolution data
- View and analyze asset MMS compliance status using colour coded road segments on the GIS viewer or view on the Asset Manager inventory grid





Citizen Request Portal

.....

From citizen request to municipal work order

It's that simple. When a citizen accesses a municipal service, there should be a mechanism in place for the citizen to issue a service request or provide feedback, and the municipality should be equipped to capture the request and issue a work order accordingly. Citizen Request Portal, paired with CityWide Maintenance Manager, streamlines the entire process from citizen request to work order.

4.5-13

Simplify customer complaints

- One single online customer complaint form handles all citizen requests, simplifying the feedback process for customers
- Customized fields allow users to tailor the submission form to capture request types that may be unique to that community and add request types as needed
- Citizens are given a unique service request number to track their request, enabling municipal staff to communicate back to the citizen when the issue has been resolved

Streamline work order management

- Submitted issues automatically generate service requests in the Maintenance Manager module, eliminating the need to manually create service requests and limiting the duplication of entries
- With standardized request types, work orders can be generated quickly and accurately for their respective departments

Enhance reporting & compliance

- Users can easily and accurately report on the frequency and types of complaints received, giving municipalities useful analytics for long-term planning
- All historical data is automatically stored, creating a repository of customer information and assisting with compliance for accountability and transparency regulations



Permits

.....

Driving more efficient and accurate permit processes for your organization

Permits automates and simplifies the entire process of reviewing, approving, and storing building permits. Save your administrative staff and inspectors time by providing convenient access to complete records of building permits such as property owner information, violation history, construction type, and more in one centralized location. Add e-permitting capabilities to your organization's website to allow citizens to submit a permit application online which then auto-generates an entry in the Permits system to streamline the application process.

4.5-14

Centralized Permit Management

- Save your administrative staff and inspectors time by providing convenient access to complete building permit records, including property owner information, violation history, construction type, and more, all in one centralized location
- Manage permit fees, development charges, and refundable fees all within the application
- Allow citizens to submit permit applications electronically from your organization's website to auto-generate a request in the Permits system

Convenient Access to Information

- Users can access information on property owners, address, roll number, assessed values, PIN numbers, zoning, square footage, and current use
- Permitting staff and inspectors have access to important real-time information, including existing property details, applicant details, and project info such as status, application date, permit type, construction type, and current use vs intended use
- Generate standard reports like MPAC, CMHC, Stats Can, and Tarion — or custom reports by permits, permit types, and GL Code



Capital Planning & Analysis

.....

Data-driven financial planning for your assets

Capital Planning & Analysis (CPA) enables organizations to develop data-driven long-term financial plans, based on multiple funding scenarios, and prioritize projects based on lifecycle events, risk, and condition. Drawing up-to-date asset information from Asset Manager, users can build comprehensive financial strategies to help determine how to achieve the annual funding requirement needed to fully fund their organization's infrastructure.

4.5-15

A key component of your Asset Management Plan

- CPA supports the development of finely-tuned financial strategies, a key component of an effective Asset Management Plan and a regulatory and grant funding requirement for many North American jurisdictions
- Improve communication to council and the public with real-time comparison of multiple funding scenarios (e.g. communicate the impact of a 1% vs. 1.5% tax increase as a financial strategy to achieve your organization's annual funding requirement)
- Develop your multi-year operating & capital project plans, including growth projects

Powerful project prioritization

- Using the Project Builder tool within CPA, view risk ratings, condition, lifecycle strategies and location, to select the assets that are deemed a top priority for work and then create your projects
- Determine project prioritization and timing and allocate funding to projects using the financial strategies developed through CPA
- Use integrated GIS to visualize or build coordinated projects directly from the map
- Manage revenue sources and one-time funding and conduct reserve planning and debt management directly within the application



Contact Us

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info@psdcitywide.com

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PSD Citywide provides infrastructure asset management, finance and climate change adaptation solutions for sustainable and resilient communities. Together, our enterprise software and consulting services empower governments to optimize process, enhance decision-making and improve service delivery.



Municipality of Neebing

Citywide Asset Manager with GIS Viewer & Asset Collector Project Proposal

September 28, 2021

PSD Citywide Inc.

148 FULLARTON STREET, 9TH FLOOR, LONDON, ONTARIO N6A 5P3
PHONE: (519) 690-2565 • FAX: (519) 519-649-2010

Contact List

MUNICIPALITY OF NEEBING ("CLIENT")

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PSD CITYWIDE INC. ("PSD")

NAME	TITLE	TELEPHONE	E-MAIL
Holly Jennings	Senior Account Manager	519-690-2565 Ext. 2260	hjennings@psdcitywide.com

Statement of Confidentiality

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid until **November 29, 2021**

Corporate Profile

PSD is a wholly owned Canadian company that focuses on providing enterprise asset management and budgeting research, consulting, and software. Headquartered in London, ON, with offices in Toronto, ON and Victoria, BC, we have been enhancing public sector practices across North America for more than 17 years since our founding in 2003. In that time, we have advised more than 450 capital-intensive organizations including municipalities, agencies, universities, and utilities.

Every public sector organization has its own unique set of resource constraints, capacity requirements, strategic priorities, and legislative frameworks. To effectively budget and manage assets, it follows that each organization must have a unique set of tools, strategies, and practices in place. Our services assist our clients in implementing innovative and complete solutions for their asset management and budgeting needs, contributing to the development of mature programs that have encompassed all asset classes including roads, bridges, water, wastewater, storm, facilities, and other supportive infrastructure.

PSD's staff of 90+ includes former municipal executives, senior managers, and technical specialists with decades of hands-on experience in the fields of public works, asset management, GIS, and public finance. Our three divisions work together seamlessly to empower governments:

- Research** With an in-house research and policy group, PSD ensures that our tools and services are based on the most up-to-date industry best practices and standards and adhere to legislative and funding requirements in each jurisdiction.
- Consulting** Our team of certified consultants deliver asset management and financial plans and develop asset management programs and strategic frameworks. This division also offers training and assists clients with improving data and systems maturity.
- Software** PSD's suite of web-based software applications – Citywide Software – includes an Enterprise Asset Management (EAM) system comprised of Asset Manager with GIS and Decision Support functionality, Maintenance Manager with a Citizen Request Portal, Permits, and Capital Planning and Analysis. Enterprise Budgeting provides a solution for operating, capital and salary planning. Finally, Enterprise GIS (EGIS) is a fully managed desktop, web, server, and mobile GIS solution for government organizations. We also provide full project management, including setup, configuration, training, and post-implementation support for all Citywide systems.

PSD has three offices across Canada to meet the needs of our diverse clients:



Address

535 Yates Street
Suite 405
Victoria, BC V8W 2Z6
519-690-2565



Address

148 Fullarton Street,
9th Floor,
London, ON N6A 5P3
519-690-2565



Address

5045 South Service Road,
Suite 203
Burlington, ON L7L 5Y7
519-690-2565

Project Deliverables

For this project, PSD will implement the Citywide Asset Manager module with GIS Viewer and Asset Collector. The Asset Manager module is the central repository for linear and standalone assets (including fleet, facilities and park assets) and allows for attachment of relevant digital documentation (permits, photos, reports, drawings, etc.) to individual assets. As the Asset Management practices of the Municipality of Neebing grow, it becomes increasingly important to have a centralized system that provides a tool to utilize this data. PSD will also implement GIS Viewer to support the Municipality of Neebing in improving the GIS reporting in Citywide Asset Manager. Finally, PSD will implement Asset Collector, which will empower the Municipality of Neebing's field staff with an app for easy-to-use mobile data collection. PSD will deliver the following items as part of the implementation of the Citywide Software Suite for the Municipality of Neebing. The work will include the following project(s):

1. Citywide Asset Manager

Citywide Asset Manager (AM) is a cloud-based, industry-leading core component of PSD's Enterprise Asset Management System. It serves as one central asset database for all asset classes, providing users with a single corporate-wide source for asset information. More than just an asset register, AM powers accurate and efficient financial reporting, along with sophisticated asset management functions, including lifecycle planning, risk management, levels of service, and decision optimization. This module is fully integrated with all Citywide modules, allowing real-time data updates to flow between applications.

AM allows for advanced analysis and easy reporting, in which users can create asset profiles for similar asset types, then easily generate detailed lifecycle strategies, risk matrices, and condition reports within the application. AM will utilize available data to calculate the life expectancy of the asset, whether that is based on available condition assessments or age where a condition is not available. Condition assessments can be captured through the main browser-based application or in the field utilizing the mobile application. Excel upload tools are available for bulk condition updates which allows a municipality to quickly update based on third-party condition assessments.

This module encompasses the work of both finance staff and work crews to allow for the tracking of different budget streams and the generation of comprehensive, holistic reports that include risk analysis, condition assessment, lifecycle events, strategies and decisions trees. This extensive functionality will allow for a municipality to make short- and long-term capital investment, budgeting and spending decisions and to find the optimum balance between reactive and planned maintenance. Users can also run accurate and automated TCA reports from one system. For a summary of Citywide AM with GIS Viewer functionality and screenshots, please see **Appendix A**. Some of the core functions of Asset Manager are listed below:

Asset Register

- Complete asset register that supports all asset classes and hierarchies
- Condition Assessments, Lifecycle Management, Risk Modelling, Decision Trees, Levels of Service, Accounting

Reporting

- Full suite of standard reports
- Rich graphing engine for presentations
- Create and save ad-hoc reports and share across the organization

Mapping

- Seamless integration with GIS to visualize assets, condition, and risk
- Easily communicate your strategies

Lifecycle Modelling

- Create profiles for each asset class to determine optimal lifecycle strategies
- Financial Planning for Sustainability
- Capital Plans, Operating Plans, Growth

Risk Management

- Industry leading risk modelling built through a dynamic user-controlled interface
- Unlimited risk classes, metrics, and weightings

Decision Optimization

- Based on your asset profiles project optimal funding requirements
- Project Levels of Service including condition and risk
- Project Planning

Attributes

- Unlimited development of asset attributes
- All attributes can be used as part of your risk analysis and optimization

Project Scope

Asset Classes to Implement

Asset Classes	In Scope
Road	Yes
Bridges	Yes
Water	No
Wastewater	No
Facilities	Yes
Parks	Yes
Machinery & Equipment	Yes
Vehicles	Yes
Land & Land Improvements	Yes
Information Technology	Yes

Additional Implementation and System Set Up

Additional Implementation	In Scope
Setup Asset Profiles	No
Setup Condition Ranges	No
Setup Risk Strategies	No
Setup Lifecycle Events & Strategies	No
Set up Maintenance Classes	No
Set up Coordinated IDs	No

Value Added Services:

The value-added services included and not included as part of this implementation project are outlined below. Additional services can be purchased at the applicable PSD Professional Services daily rate.

Value Added Services	In Scope?
Asset Collector	Yes
Data Mart for Enhanced Reporting (OLAP)	No
API / 3 rd Party Integrations	No
Single Sign On	No
Custom Training	No
Asset Data Validation and Improvement / Linking	Yes

2. Citywide GIS Viewer

Citywide's GIS Viewer allows users to visualize and directly access all the asset information stored within their asset register via a versatile mapping solution, enhancing infrastructure planning capabilities and enabling superior communication around asset management. It is designed to function as a standalone GIS system – fully integrating with Citywide's EAM modules – or together with existing client GIS solutions.

GIS Integration

The integration services will be based out of PSD's head office in London, Ontario. The integration is performed remotely, completed by leveraging screen-sharing technology. PSD will also organize discussions with the Municipality of Neebing to gather the information required. If an integration to GIS is preferred, Citywide offers a lite version of the GIS module. It serves as a repository for spatial data that is served up to an associated web-based "viewer", with potential to draw from and serve third party systems. Key design principles include an intuitive interface with high visual impact, to produce demonstrable maps while maintaining the required internal functionality that an organization needs. The viewer is designed to work together with existing client systems. The viewer integrates with the other modules and allows for viewing of asset location through the Asset Manager database. The viewer will integrate with the other modules and allows for viewing of asset location through the Asset Manager database, mapping work orders/service requests and project prioritization through filterable reporting and viewing.

Automatic Integration - Citywide has an OGC compliant GIS Viewer that can connect to existing WMS/WFS services from any compliant service. By identifying a common ID between the assets in GIS and our system, our solution can pass standard HTTP GET arguments to load our viewer with them. Our application can be modified to take such arguments (i.e. a link generated from a feature in the GIS system) to load our system directly to the related asset.

Manual Integration - The GIS files are imported automatically and show up as a point in the GIS system. Then assets are manually added to be part of the inventory listing, which would then be linked to the corresponding GIS file. Integration relies on identifying a "unique ID" or "Primary Key" that facilitates a one-to-one mapping between the two systems that are being integrated. A scheduled task will run, facilitating the integration process. This generally involves one system exporting data for the other so that it can be compared. The export is typically in the CSV format and can either contain changes since the last sync procedure, or a more complete dataset to allow an iterative comparison of field values between the two systems. Alternatively, one system may access the other's data via direct connection to a database, or via an API. Generally, APIs are preferable to use, when available. If an API is robust enough, it may be possible to facilitate virtually instantaneous updates between the two systems, if desired, thus eliminating the need for a scheduled task. When comparing data, if conflicts are found between the two data sets, a set of rules will be followed to facilitate the updating of field values between the two datasets. Similarly, the addition/removal and other functions occur at this point. Upon completion, an "integration report" is produced to detail any outstanding conflicts or errors that occurred during the sync. The report also contains more granular details such as which specific fields/assets were impacted.

3. Asset Collector (Citywide AM Add-on)

Asset Collector is the newest feature of the Citywide Mobile app, which enables users to add new assets and assessed condition data to their asset database using their iOS or Android device. Capturing data in the field saves users valuable time and effort, eliminating the need to update inventories back in the office, and ensures greater data accuracy. With Asset Collector, field staff have access to more information about their assets, which improves efficiency and performance in asset management.

Core Features of Asset Collector

- Field staff can add assets directly from the Citywide Mobile map and upload visuals in real time
- Users can access rich asset data in the field, including thumbnails, condition assessment records, asset attributes and GIS information
- With an easy-to-use slider, field staff can quickly and accurately capture the condition of the asset in the field according to the specifications of that asset type
- Citywide Mobile functions without internet access, so field staff can still collect data using Asset Collector and then easily sync with Citywide when the internet is available
 - Asset Collector integrates seamlessly with the whole suite of Citywide modules: Once a new asset has been created, users can issue work orders tagged to the new asset using Citywide Maintenance Manager (MM)
 - Staff in the office and in the field will be able to access one complete and up-to-date record of assets using Citywide Asset Manager (AM)
 - Citywide GIS enables users in the field to download and view assets directly through a MAP VIEW

4. Data Work & Training- Citywide Asset Manager

Advancements in knowledge and facilitative technologies have made infrastructure planning less ominous, and internal & external communications more effective. With more persuasive infrastructure data sets, the impetus on council and senior management to make necessary changes will be stronger. Technology will continue to produce potentially invaluable streams of data. Mining this data for insights, and then integrating and aligning this information with departmental and corporate objectives is the value of having an Asset Management Program. PSD has budgeted **10 days** to perform data work to roads asset disaggregation, or any other asset type required. The Municipality may also use budgeted days for additional training or help with entries into the Citywide System.

Data Disaggregation

For the purposes of PSAB 3150 data gathering, many municipalities had started off recording specific asset categories in a pooled method. PSD has the ability and resources to offer our services for special projects like these to help the Municipality of Neebing disaggregate their data registry. This is completed using financial and asset management in-house experts to ensure communities are left with a more refined and detailed inventory.

PSD will look for common attributes between assets to link the current Citywide database with the excel spreadsheets that have been provided. Information such as cost, balance data according to correct fiscal year, closing costs, etc. PSD will determine which databases will be created and updated within Citywide so it can be linked to the appropriate dataset. PSD will provide a summary of the assets that have been linked and analyze any data gaps.

Training & Support

Training

PSD follows the "Train the Trainer" model such that Client Admin users are trained to be comfortable with the system functionality to the level where they can conduct in-house end user training with additional users. End User Training is a value-added service as outlined above. Training can occur on-site or remotely (via web or phone). On-site training is subject to standard travel and accommodation expenses as outlined in the Project Budget section below. Training hours must be used before the completion of the project.

Support

Annual support/maintenance of Citywide Software includes the following:

- Version Protection such that the Client will have access to added software enhancements without additional cost
- Web Hosting such that PSD will provide redundant internet connections, daily backup both on and off-site of client data, 24 Hour video, on-site security, and fire suppression
- Access to the Citywide Support Center in order to report software issues and access the online user guide

Additional requests for guidance, consulting, or advice on use of the software will be billed in 15-minute increments at the hourly rate of \$200.00/hour which will be invoiced at the end of the month. The Client will be made aware of billing prior to providing assistance.

Project Budget

Citywide Asset Manager with GIS Viewer Software License		Amount
Base Software Cost - Asset Manager		\$12,500.00
GIS Viewer		\$2,500.00
Total Software		\$15,000.00

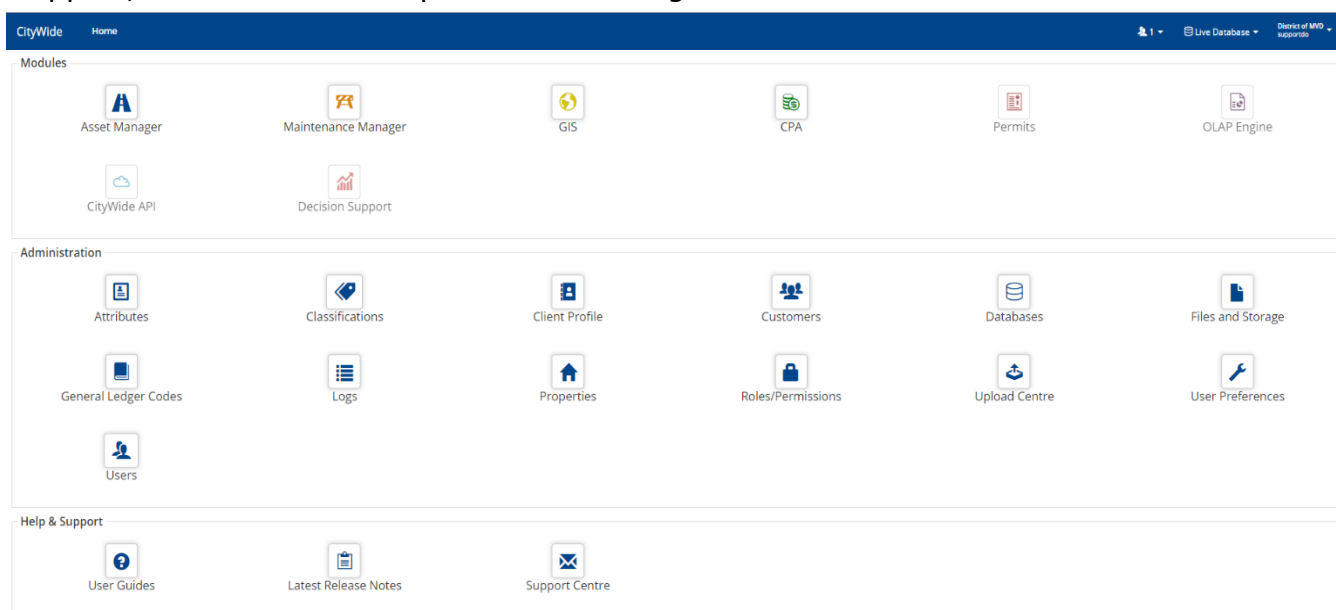
Implementation Professional Services		Amount
Project Management	Pre-implementation Needs Assessment	\$00.00
	Standard Project Management	\$2,400.00
	Total Project Management	\$2,400.00
Standard Data Migration & Implementation	Data Gap Analysis and Synchronization	\$4,800.00
	Balance Financials to Most Recent Audited Numbers	\$3,200.00
	User-Defined Attributes Configuration	\$00.00
	Testing	\$00.00
	Go Live Support	\$00.00
	Total Data Migration & Implementation	\$8,000.00
Training	Admin Training Days	\$1,600.00
	End User Training	\$00.00
	AC Training	\$800.00
	Total Training	\$2,400.00
Value Added Services	Custom Reporting Services	\$00.00
	Custom Training	\$00.00
	Customized Address Search	\$00.00
	Process Mapping and Improvement	\$00.00
	Legacy Data Analysis & Upload	\$00.00
	Data Refinement/Merging of Asset Listings	\$16,000.00
	Import Existing GIS Database Files	\$4,800.00
	Total Value-Added Services	\$20,800.00
Total Implementation Costs		\$33,600.00
Total Citywide Asset Manager Software & Implementation Services		\$48,600.00

Annual Support/Maintenance		Amount
Citywide Asset Manager Module		\$3,990.00
GIS Viewer		\$1,000.00
Asset Collector		\$2,000.00
Total Support/Maintenance		\$6,990.00
Project Total		\$55,590.00

Appendix A

Citywide Asset Manager

Users have access to each module available through this page. New classifications can be created as well as, upload databases, global files, create roles and manage permissions. Access to system support, release notes on updates and user guides is also available from this screen.



Asset Information Page

Each individual asset record has a summary page highlighting items such as historical cost, in-service date, useful life and replacement cost. Other information on condition, risk, lifecycle events, work orders, or any attached documents is also available from this page. A geolocation of the asset is also provided within this page.

CityWide Home > AM > Inventory > Asset 15222 - ANTAYA ST - River Ave. To Highway 18

Save

Summary

Details

Attributes

Notes

Attached Files

Insurance/Warranty

Valuation

Amortization

Adjustment Summary

Additions

Full Disposals

Partial Disposals

Writedowns

Transfers

Overrides

Profile

Replacement Cost

Condition

Risk

Strategy

Decision Tree

Works

Work Orders

PM Events

Usage

Overview

Name: ANTAYA ST

In-Service Date: 1993-07-01

Historical Cost: \$12,028.00

Replacement Cost: \$25,808.00

Description: Road Surface

Estimated Useful Life: 20 Year(s) 0 Month(s)

Adjusted Cost: \$12,028.00

Planned Replacement Date:

Condition/Risk

Overall Condition Rating: 6.47 - Very Poor

Risk Rating: 5 - Low

Asset Age: 24 Year(s) 6 Month(s)

Age-Based Condition: 0 - Very Poor

Fully Amortized Date (EOL): 2013-07-01

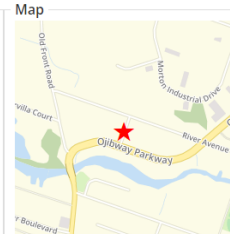
Projected Service Life Remaining: 0 Year(s) 10 Month(s)

Brief

Is a Primary Asset

[Summary Report](#)

Map



Customized Search and Filters

The key word search searches all fields in the entire database. Users can filter their search by specific fields such as category, segment, department, functional class, key words, etc.

CityWide Home > AM > Inventory (2020) - Active Inventory and WIP

Category: All Categories Segment: All Segments

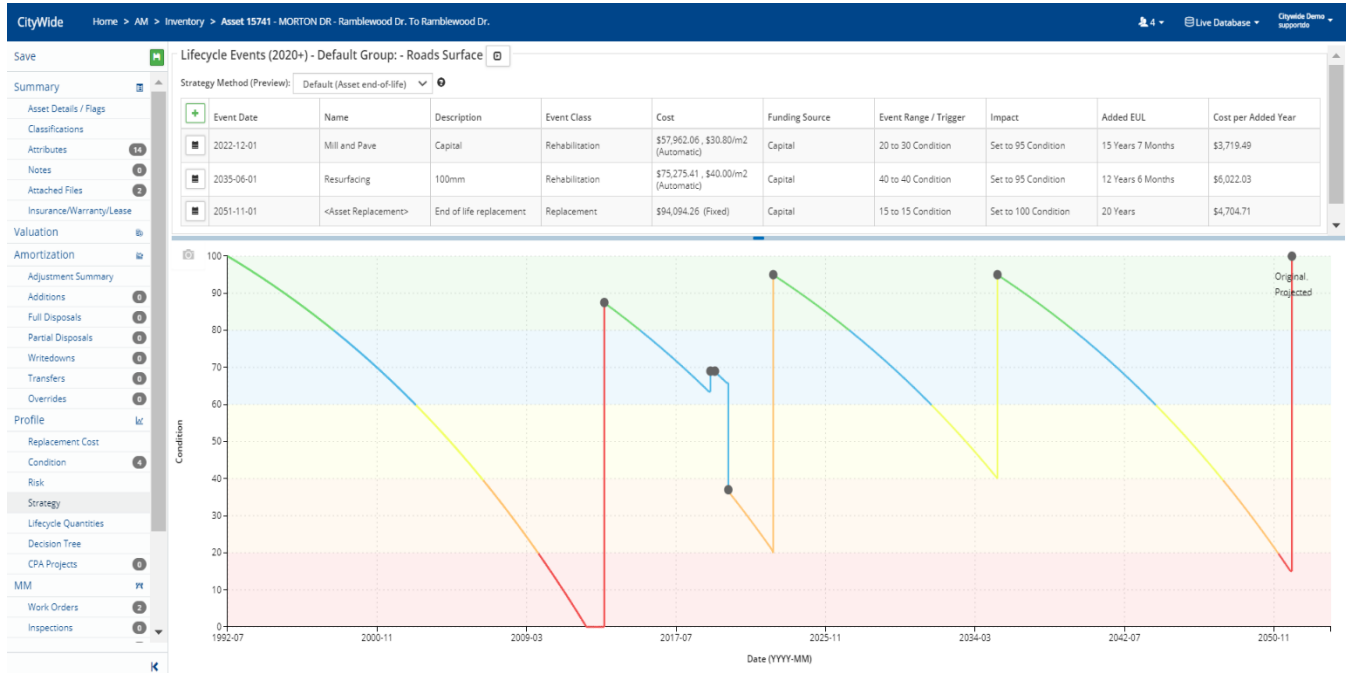
Search: No Filters

Showing 26,469 records (26,482 total)

Asset ID	Category	Segment	Level 1 - Major Group EL...	Level 2 - Group Elements	Class	Locked	Profile	Profile Group	Name	
1	Bridges	No Segment	No Level 1 - Major Group...	No Level 2 - Group Eleme...	No Class	No	Bridges	Bridges	Pathway 2	200
2	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
3	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	200
4	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
5	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	200
6	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	200
7	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway-1	199
8	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	200
9	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
10	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway 3	198
11	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
12	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
13	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
14	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
15	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
16	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
17	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	199
18	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
19	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
20	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198
21	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway	198

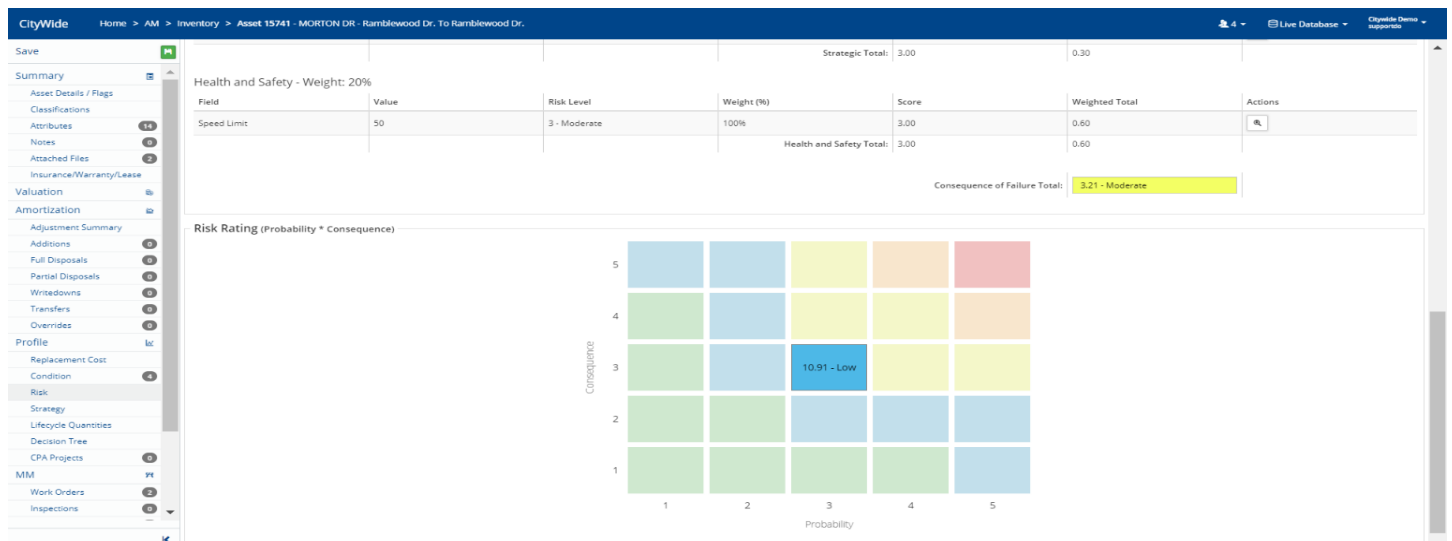
Lifecycle Events

Deterioration curves are available for each individual asset. When a lifecycle event has been added to an asset, Citywide will automatically calculate a new curve based on the activity completed. This allows users to build strategies to extend the useful life of assets.



Risk Assessment

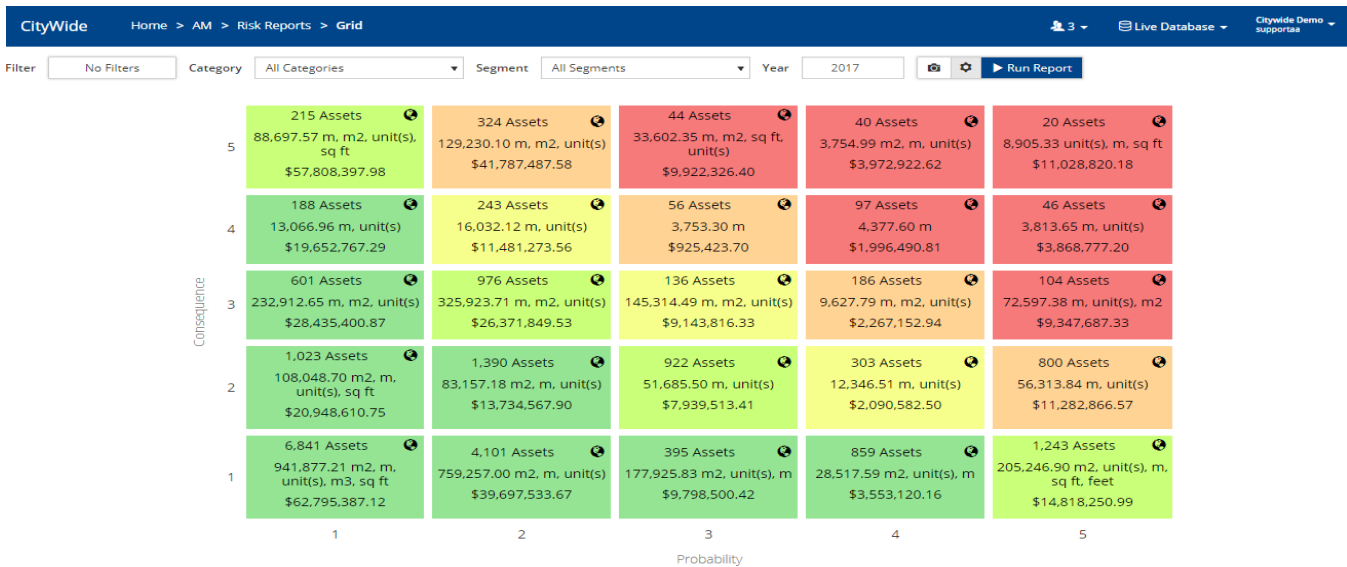
Risk within the infrastructure industry is often defined as the probability (likelihood) of failure multiplied by the consequence of that failure. The likelihood of failure relates to the current condition state of each asset, whether they are in very good, good, fair, poor or very poor condition, as this is a good indicator regarding their future risk of failure. This condition can be generated based on age and where the asset is at its estimated useful life or can use an assessed condition rating provided by the condition inspection. The consequence of failure relates to the magnitude, or overall effect, that an asset's failure will cause. For instance, a small diameter water main break in a subdivision may cause a few customers to have no water service for a few hours, whereby a large trunk water main break outside a hospital could have disastrous effects and would



be a front-page news item. By default, the system will use these two factors to assign each asset a Risk Rating, but you may also override these values using the dropdowns beneath each section. Additional metrics can be incorporated at the Asset Profile level as municipalities refine their data.

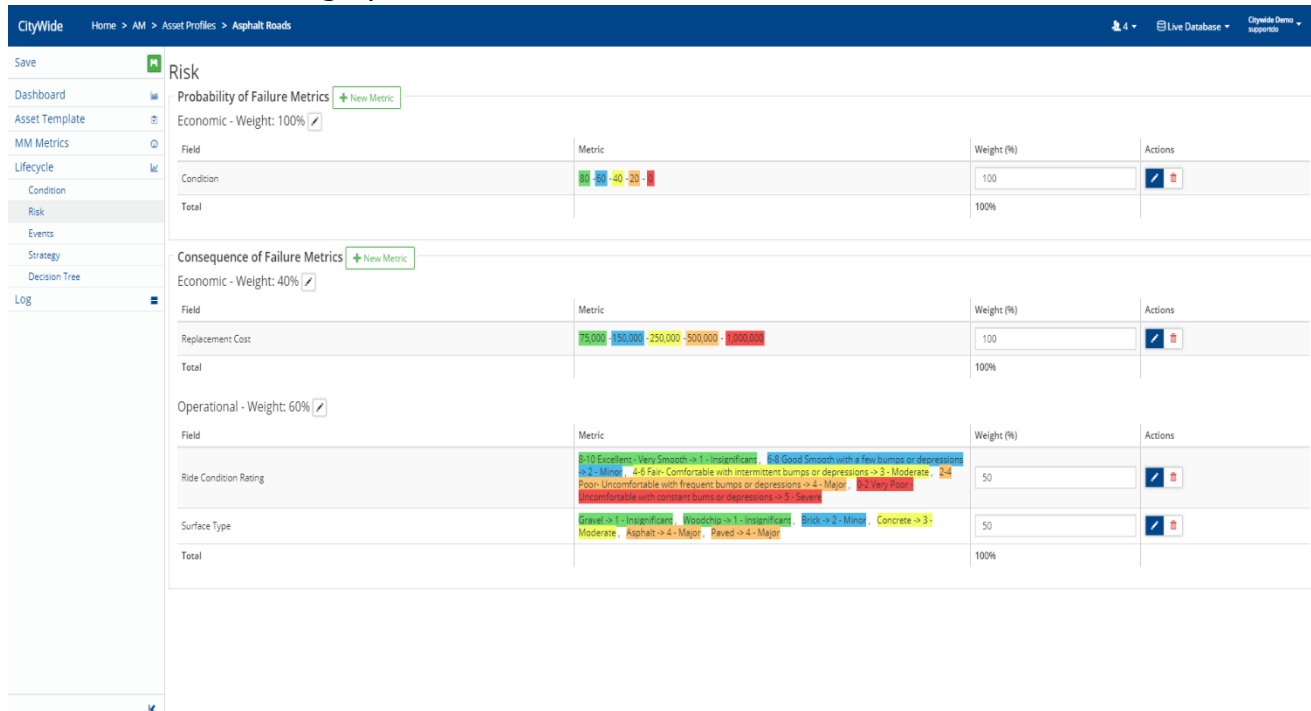
Risk Matrix Report

Users can generate risk matrices to identify assets that have a higher risk of failure. These reports show the overall risk score for each of the assets. Each grid square is enabled with a link that will direct the user to the assets that fall within that risk category. In addition, users can also view assets within each grid square in the GIS map.



Risk Setup

Users can set asset profiles that have specific risk metrics. This enables users to setup, create, or edit current risk rating systems.



The Risk Setup form allows users to configure risk metrics for assets. It includes sections for Probability of Failure Metrics, Consequence of Failure Metrics, and Operational Metrics. Each section has a table for defining metrics, their weights, and actions.

Probability of Failure Metrics

Field	Metric	Weight (%)	Actions
Condition	Condition	100	[Edit] [Delete]
Total		100%	

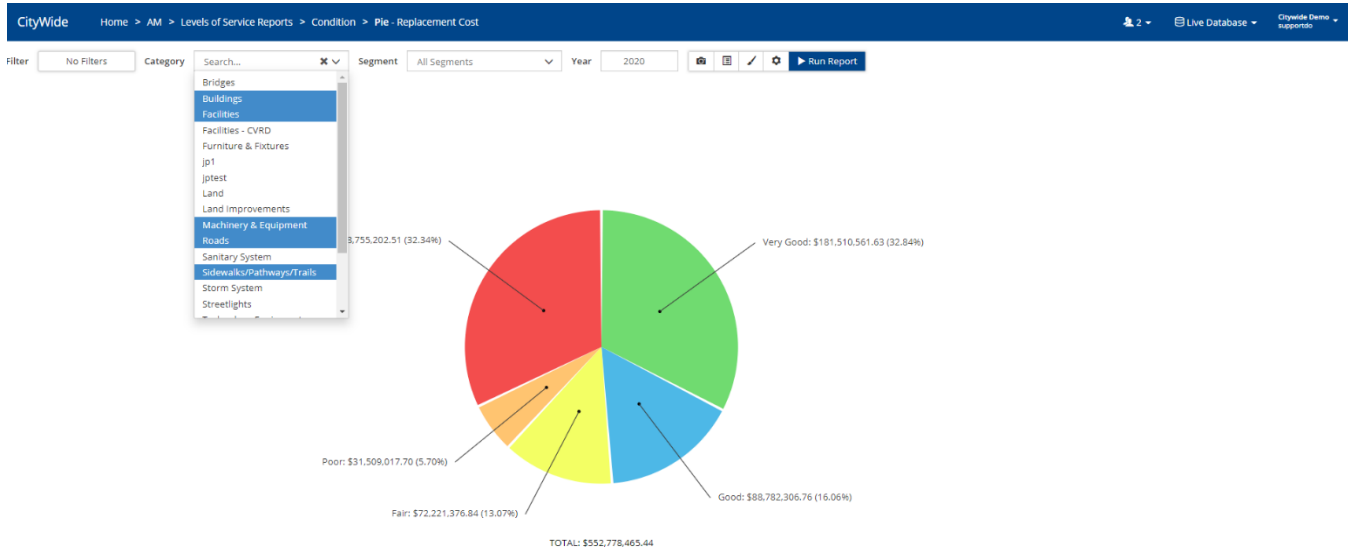
Consequence of Failure Metrics

Field	Metric	Weight (%)	Actions
Replacement Cost	Replacement Cost	100	[Edit] [Delete]
Total		100%	

Operational Metrics

Field	Metric	Weight (%)	Actions
Ride Condition Rating	Ride Condition Rating	50	[Edit] [Delete]
Surface Type	Surface Type	50	[Edit] [Delete]
Total		100%	

Condition Report



Asset Management and Financial Reporting

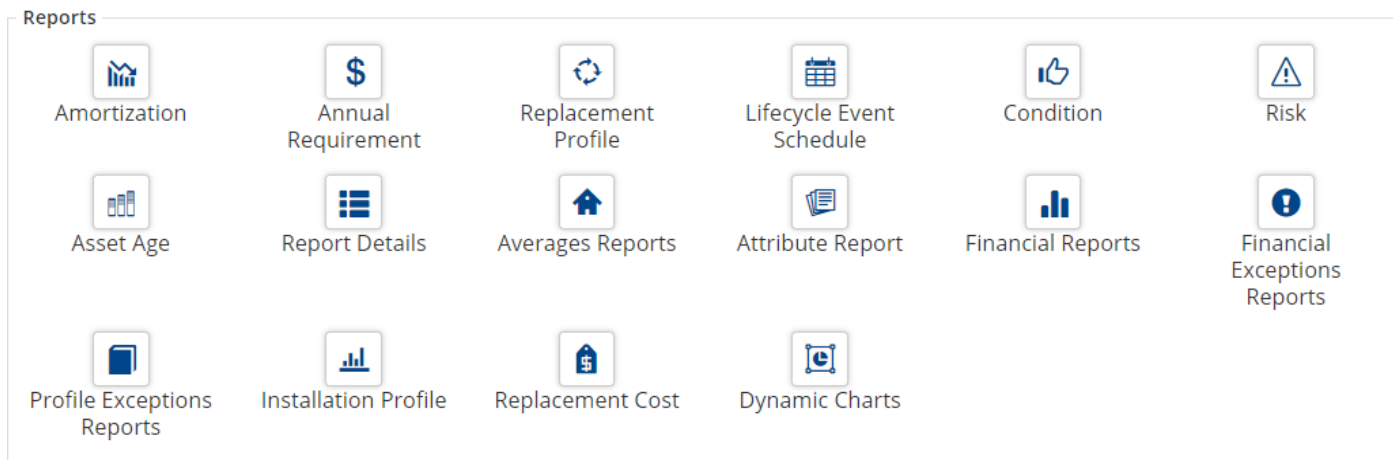
Users can create customizable reports and can save the customized options. Some of the default reports include:

- Financial Information Reporting (FIR)
- Financial reports including Schedule 51A, Schedule 51B and Schedule 51C Reports
- TCA Reporting inclusive of betterments, disposals, etc.
- Base Capital Expenditure Report (Asset Backlog)
- Ability to report assets by class, category, department, function, and fund



State of Recommended Practices Reporting (SORP)

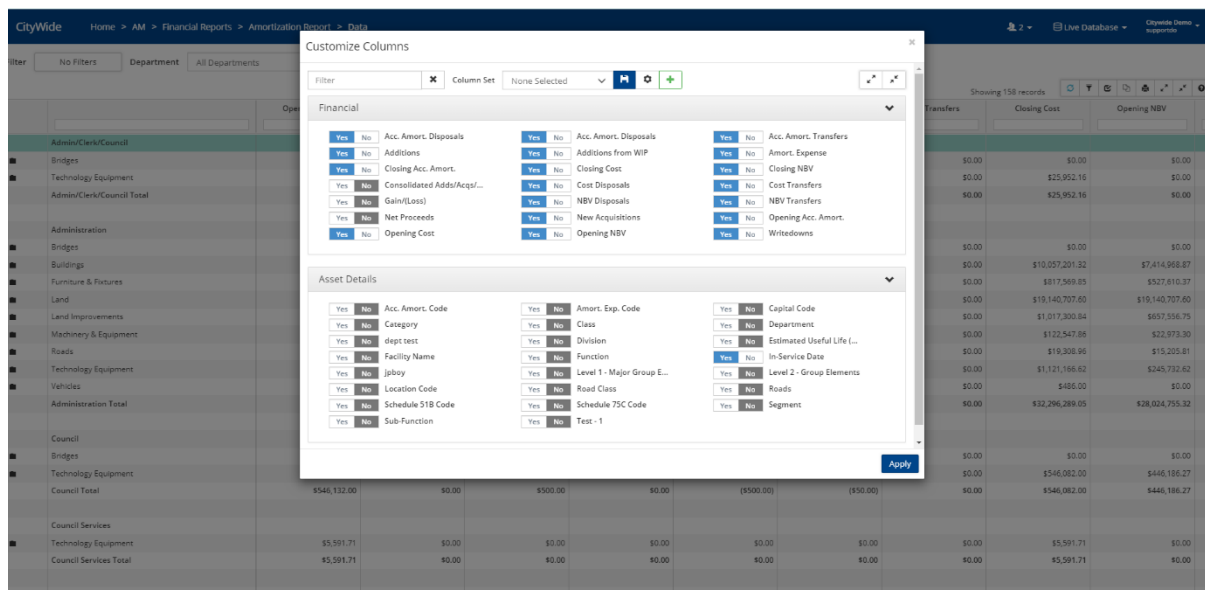
upcoming capital expenditures required in single or multi-year blocks



- Asset Condition Reporting
- Asset Replacement Needs
- Risk Assessment Matrix
- Customizable lifecycle reporting to show annual requirement(s) and

- Work in Progress (WIP) reports
- Ability to generate cumulative and continuity reports
- Customized reports can be created and saved by the end user without needing additional support

Users with the appropriate permissions can run several options in the Reports section. All reports customizable and can be saved for future use by each user and can also be accessed by other users.



Saved Views

and Reports

If there are any custom options or filters that the user has selected, they can be saved so that the options do not have to be selected every time the reports needs to be ran.

CityWide
Home > AM > Financial Reports > Amortization
2
Live Database
Citywide Demo
support









Generate Amortization Report

Data View
Bar Chart
Pie Chart

Primary Classification: Department
Secondary Classification: Category
WIP Preference: Exclude WIP
Asset Flag: None
Extra Totals: Class

Save Report Run Report

Saved Reports

Name	Primary Classification	Secondary Classification	WIP Preference	Asset Flag	Extra Totals	Actions
Capital Code	Capital Code	Segment	Include WIP	None	Class	 
Category	Category	Segment	Include WIP	None	Class	 
Department	Department	Category	Exclude WIP	None	Class	 
Function	Function	Sub-Function	Include WIP	None	Class	 

Report by Asset Cost

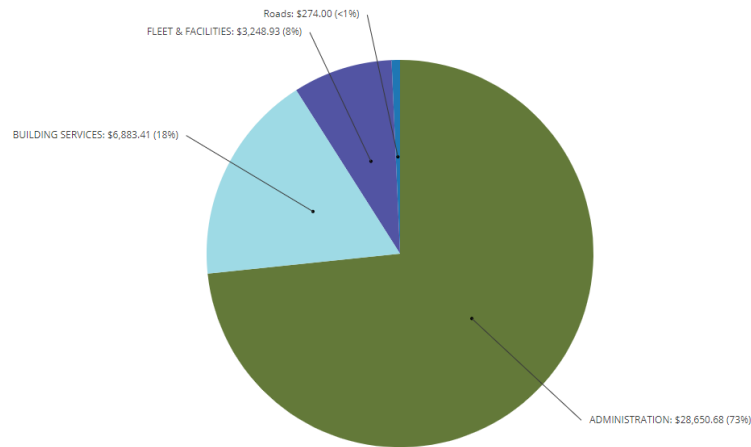
The report by asset cost can provide the total count of work orders, total labour, equipment, parts/materials cost, along with overall total costs across all three areas. Also, in the asset inventory database, users are provided with a history of work orders that have been issued against the specific asset.

CityWide
Home > MM > Reports > Work Order Reports > Data
2
Live Database
Citywide Demo
support

Showing 845 records

Name	Work Orders Count	Labour Cost	Labour Hours	Equipment Cost	Equipment Units	Parts/Materials Cost	Parts/Materials Units	Vendor/Contractor Cost	Vendor/Contractor Units	Other Cost
35446 - Ryan's Light	5	\$7,770.00	191	\$0.00	0	\$0.00	0	\$0.00	0	
15227 - BAGLEY AV	1032	\$3,350.00	228.5	\$960.00	605	\$30.00	3	\$0.00	0	
35339 - Test	40	\$3,171.77	141.926666666667	\$250.00	1	\$0.00	0	\$0.00	0	
35445 - Ryan's Desk	48	\$1,791.50	90.016666666667	\$46.00	2	\$0.00	0	\$0.00	0	
20974 - Catch Basin	7	\$1,360.00	71.016666666667	\$46.00	2	\$0.00	0	\$0.00	0	
34530 - Sidewalk	48	\$370.00	71.5	\$251,055.00	5	\$0.00	0	\$0.00	0	
35076 - Car	9	\$310.00	30	\$21.00	21	\$1,740.05	47	\$0.00	0	
35101 - Truck	1	\$298.65	9	\$0.00	0	\$106.00	4	\$0.00	0	
35033 - Town Hall - HVAC	4	\$253.25	13	\$0.00	0	\$0.00	0	\$0.00	0	
35077 - Car	8	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35078 - Car	6	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35079 - Car	6	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35080 - Car	7	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35081 - Car	6	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35082 - Car	6	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
35083 - Car	7	\$210.00	21	\$21.00	21	\$1,740.05	47	\$0.00	0	
14749 - Vermeer 1250BC Chipper	5	\$163.05	10.8	\$0.00	0	\$0.00	0	\$0.00	0	
33921 - Watermains	1	\$160.00	4	\$0.00	0	\$0.00	0	\$0.00	0	
21 - Pathway	2	\$150.00	3	\$33.50	1	\$30.00	2	\$400.00	2	
15095 - Baseball Diamond	6	\$133.32	4	\$44.44	4	\$300.00	4	\$200.00	4	
35461 - test_zaliba_19	5	\$130.00	14	\$147,550.00	26	\$0.00	0	\$0.00	0	
35032 - Town Hall - Roofing	1	\$120.00	3	\$0.00	0	\$0.00	0	\$0.00	0	
35351 - Tow Truck	1	\$100.00	5	\$150.00	5	\$10.85	7	\$0.00	0	
25594 - Right of Way	7	\$84.00	8	\$0.00	5	\$0.00	0	\$0.00	0	
15218 - ALFRED AV	1	\$75.39	2.5	\$100.00	1	\$100.00	1	\$0.00	0	
4 - Pathway	31	\$70.00	7	\$625.00	25	\$0.00	0	\$0.00	0	
14753 - International 5 Ton Dump 705	10	\$60.19	2	\$0.00	0	\$0.00	0	\$0.00	0	

Report by Department



Replacement Costs

Users can choose between several different methods to calculate their replacement costs. Citywide has the option to use inflation indices, such as CPI or NRBCPI tables, which are updated quarterly. If the client chooses to use a cost per unit, the system will use the quantity information against the asset to calculate the overall replacement cost based on the number of units associated. For the CPI tables, the adjusted cost of the asset is used for the calculation, which is based on the most up to date inflation index.

CityWide
Home > AM > Inventory > Asset 9 - Pathway - GIL MAURE PARK
2
Live Database
Citywide Demo - exportable

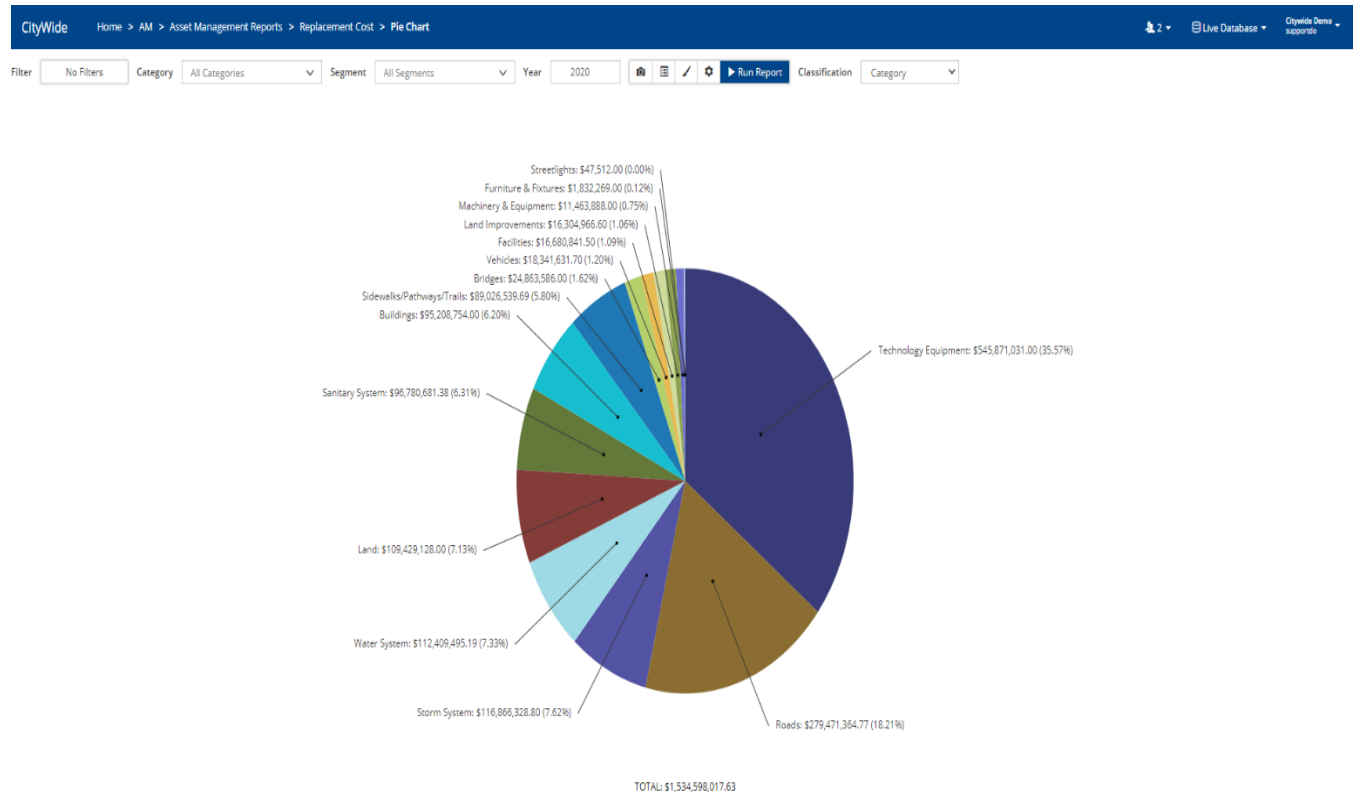
Save
Attributes
Notes
Attached Files
Insurance/Warranty/Lease
Valuation
Amortization
Adjustment Summary
Additions
Full Disposals
Partial Disposals
Writedowns
Transfers
Overrides
Profile
Replacement Cost:
Condition
Risk
Strategy
Lifecycle Quantities
Decision Tree
CPA Projects
MM
Work Orders
Inspections
Events
Out Of Service / Downtime
Usage
Fuel Costs
Manage
Asset Log

Replacement Cost

Replacement Cost Method: CPI Tables
Replacement Cost: \$634.00 as of 2011-12-01
Most Recent Indexes: CPI: 2020-02-28, NRBCPI: 2019-12-30
Valuation Basis: Historical Cost
In-Service Date: 1988-07-01
Historical Cost: \$634.00
Inflation Source: User-Defined
Inflation Source Used:
Inflation Measure: 1

Archived Replacement Costs
Archive Cost
No Archived changes

Replacement Cost Report



Amortization Report by Asset Type

CityWide Home > AM > Financial Reports > Amortization Report > Data

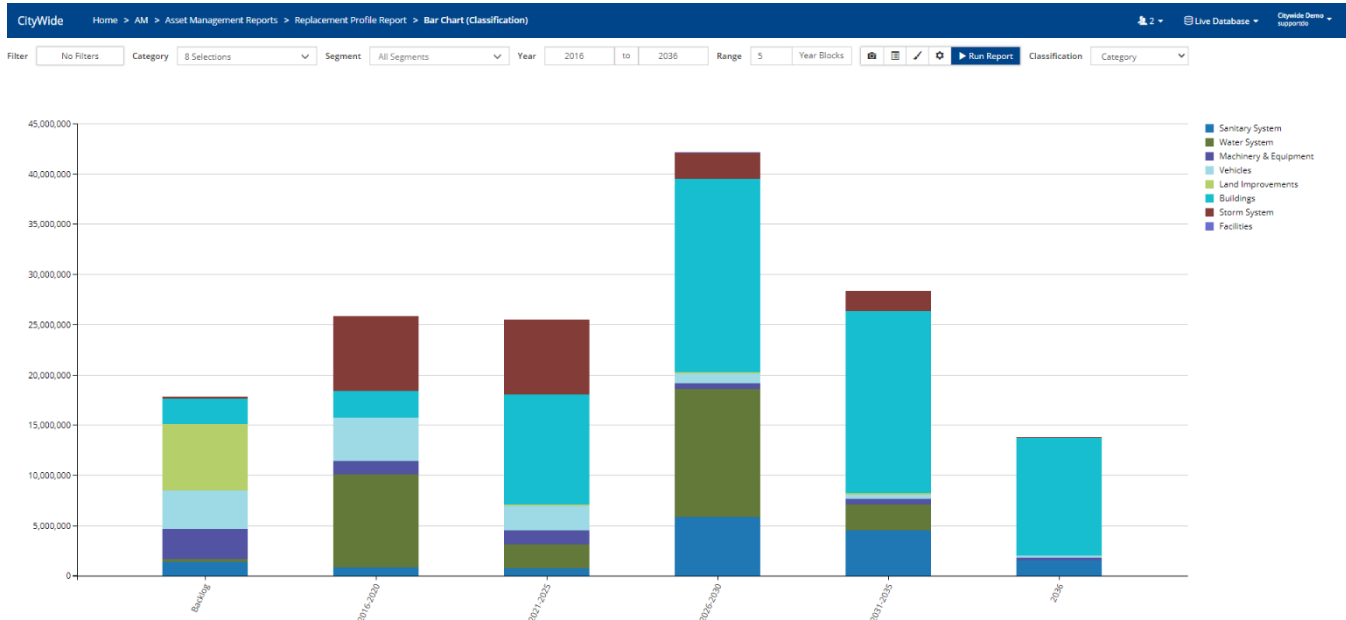
Filter: No Filters Category: All Categories Segment: All Segments Year: 2020 Run Report

Showing 167 records

	Opening Cost	New Acquisitions	Additions	Additions from WIP	Cost Disposals	Writedowns	Cost Transfers	Closing Cost	Opening NBV	NBV Transfers	Openin
Bridges											
■ Bridges	\$8,978,911.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,978,911.43	\$2,901,796.03	\$0.00	
■ jpbuuh	\$50,211.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,211.00	\$0.00	\$0.00	
■ No Segment	\$647.00	\$0.00	\$0.00	\$0.00	(\$50.00)	(\$2,000.00)	\$0.00	(\$1,403.00)	\$550.67	\$0.00	
Bridges Total	\$9,029,769.43	\$0.00	\$0.00	\$0.00	(\$50.00)	(\$2,000.00)	\$0.00	\$9,027,719.43	\$2,902,346.70	\$0.00	
Buildings											
■ Administration	\$12,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,333.33	\$10,380.55	\$0.00	
■ EMS	\$466,040.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466,040.00	\$326,346.80	\$0.00	
■ Fire Station	\$4,859,592.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,859,592.02	\$2,422,417.94	\$0.00	
■ LEGACY: Main Segment	\$1,115,121.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,115,121.92	\$943,064.33	\$0.00	
■ Library	\$3,134,606.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,134,606.00	\$2,304,640.56	\$0.00	
■ Municipal Office	\$10,044,867.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,044,867.99	\$7,404,588.31	\$0.00	
■ Parks	\$251,515.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$251,515.82	\$114,582.13	\$0.00	
■ Police Station	\$5,257,514.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,257,514.00	\$3,681,598.10	\$0.00	
■ Public Works	\$7,606,691.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,606,691.14	\$6,028,179.26	\$0.00	
■ Volmer Complex	\$23,242,248.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,242,248.86	\$14,227,168.66	\$0.00	
Buildings Total	\$55,990,531.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,990,531.08	\$37,462,966.65	\$0.00	
Facilities											
■ Central Park Washroom	\$484,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$484,000.00	\$431,509.38	\$0.00	
■ Compound Maintenance Building	\$338,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$338,200.00	\$144,861.88	\$0.00	
■ Fire Hall	\$1,320,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,320,475.00	\$758,801.04	\$0.00	
■ Fleet Transit Building	\$1,318,930.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,318,930.16	\$1,025,341.69	\$0.00	
■ Operations Office	\$581,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$581,375.00	\$318,905.83	\$0.00	
■ Town Hall Building	\$1,626,175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,626,175.00	\$870,494.63	\$0.00	
Facilities Total	\$5,669,155.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,669,155.16	\$3,549,914.44	\$0.00	
Furniture & Fixtures											
■ FUR	\$79,926.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79,926.00	\$17,985.60	\$0.00	

Replacement Profile Report

Shown is the replacement profile for the categories listed. This has been done in a 5-year block from the year 2016 to 2036. This data can also be displayed in pie chart or data format.



Financial Reports

Users can use the system to create reports for Schedule 51A, 51B and 51C directly from housed data.

CityWide Home > AM > Financial Reports > Financial Returns

Report: Search... Year: 2020 Run Report

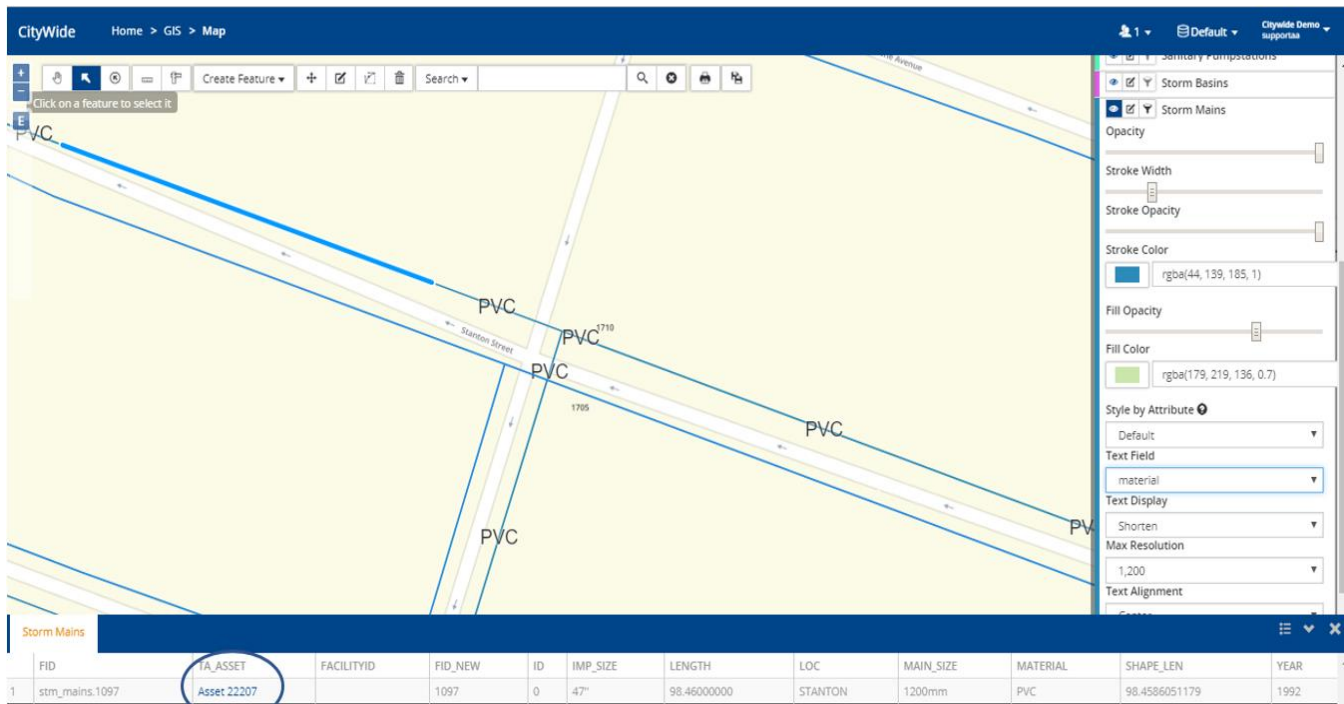
Showing 75 records

	Opening Net Book Value	Opening Cost Balance	Additions and Betterme...	Disposals	Writedowns	Closing Cost Balance	Opening Amortization B...	Annual Amortization	Amortization Disposal	Closing Amortization Ba...	Closing
General Government	\$9,791,342.60	\$13,763,734.28	\$500.00	\$500.00	\$50.00	\$13,763,684.28	\$3,972,391.68	\$656,456.16	\$93.14	\$4,628,754.70	
No Sub-Function	\$10,380.55	\$12,333.33	\$0.00	\$0.00	\$0.00	\$12,333.33	\$1,952.78	\$246.67	\$0.00	\$2,199.44	
Protection services											
0410 - Fire	\$3,112,146.50	\$14,364,824.49	\$0.00	\$0.00	\$0.00	\$14,364,824.49	\$11,252,677.99	\$496,313.88	\$0.00	\$11,748,991.87	
0420 - POLICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
0430 - Emergency measures	\$0.00	\$47,426.28	\$0.00	\$0.00	\$0.00	\$47,426.28	\$47,426.28	\$0.00	\$0.00	\$47,426.28	
Protection Services Total	\$3,112,146.50	\$14,412,250.77	\$0.00	\$0.00	\$0.00	\$14,412,250.77	\$11,300,104.27	\$496,313.88	\$0.00	\$11,796,418.15	
Transportation Services											
0611 - Roads - Paved	\$8,571,361.70	\$30,127,455.16	\$25,000.00	\$0.00	\$0.00	\$30,152,455.16	\$21,556,093.48	\$852,598.33	\$0.00	\$22,408,691.81	
No Sub-Function	\$45,264,604.16	\$70,290,077.89	\$0.00	\$0.00	\$0.00	\$70,290,077.89	\$25,025,473.73	\$1,056,092.61	\$0.00	\$26,081,566.34	
Roads - Bridges and Culverts	\$2,906,171.03	\$9,034,122.43	\$0.00	\$0.00	\$0.00	\$9,034,122.43	\$6,127,951.40	\$128,087.82	\$0.00	\$6,256,039.22	
Roadside	\$30,250.00	\$44,000.00	\$0.00	\$0.00	\$0.00	\$44,000.00	\$13,750.00	\$5,500.00	\$0.00	\$19,250.00	
Roadways - Traffic Operations & Roadside	\$5,058,095.06	\$8,957,290.16	\$123,432.00	\$1,207.00	\$0.00	\$9,079,515.16	\$3,899,195.10	\$326,841.73	\$279.62	\$4,225,757.21	
Street Lighting	\$1,972,545.84	\$4,710,021.71	\$0.00	\$0.00	\$0.00	\$4,710,021.71	\$2,737,475.87	\$112,177.76	\$0.00	\$2,849,653.63	
Transportation Services Total	\$63,803,027.78	\$123,162,967.36	\$148,432.00	\$1,207.00	\$0.00	\$123,310,192.36	\$59,359,939.58	\$2,481,298.25	\$279.62	\$61,840,958.21	
Environmental Services											
No Sub-Function	\$53,812,773.95	\$93,850,225.53	\$0.00	\$0.00	\$0.00	\$93,850,225.53	\$40,037,451.58	\$2,161,946.40	\$0.00	\$42,199,397.98	
Water Distribution/Transmission	\$18,227,720.18	\$31,165,940.80	\$0.00	\$0.00	\$0.00	\$31,165,940.80	\$12,938,220.62	\$619,038.88	\$0.00	\$13,557,259.50	
Environmental Services Total	\$72,040,494.13	\$125,016,166.33	\$0.00	\$0.00	\$0.00	\$125,016,166.33	\$52,975,672.20	\$2,780,985.28	\$0.00	\$55,756,657.48	
Recreation and Cultural Services											
Libraries	\$2,639,138.55	\$3,722,817.31	\$0.00	\$0.00	\$0.00	\$3,722,817.31	\$1,083,678.76	\$196,785.70	\$0.00	\$1,280,464.46	
No Sub-Function	\$3,144,712.95	\$7,885,703.64	\$0.00	\$0.00	\$0.00	\$7,885,703.64	\$4,740,990.69	\$476,182.24	\$0.00	\$5,217,172.93	
Parks	\$114,582.13	\$251,515.82	\$0.00	\$0.00	\$0.00	\$251,515.82	\$136,935.69	\$4,595.76	\$0.00	\$141,529.45	
Rec. Fac. - All Other	\$15,170,232.99	\$24,357,370.78	\$0.00	\$0.00	\$0.00	\$24,357,370.78	\$9,187,137.79	\$702,730.74	\$0.00	\$9,889,868.53	
Volunteer Services Committee	\$15,405.94	\$70,811.87	\$0.00	\$0.00	\$0.00	\$70,811.87	\$15,405.94	\$4,730.79	\$0.00	\$40,156.79	

Citywide GIS Viewer

Asset Selection

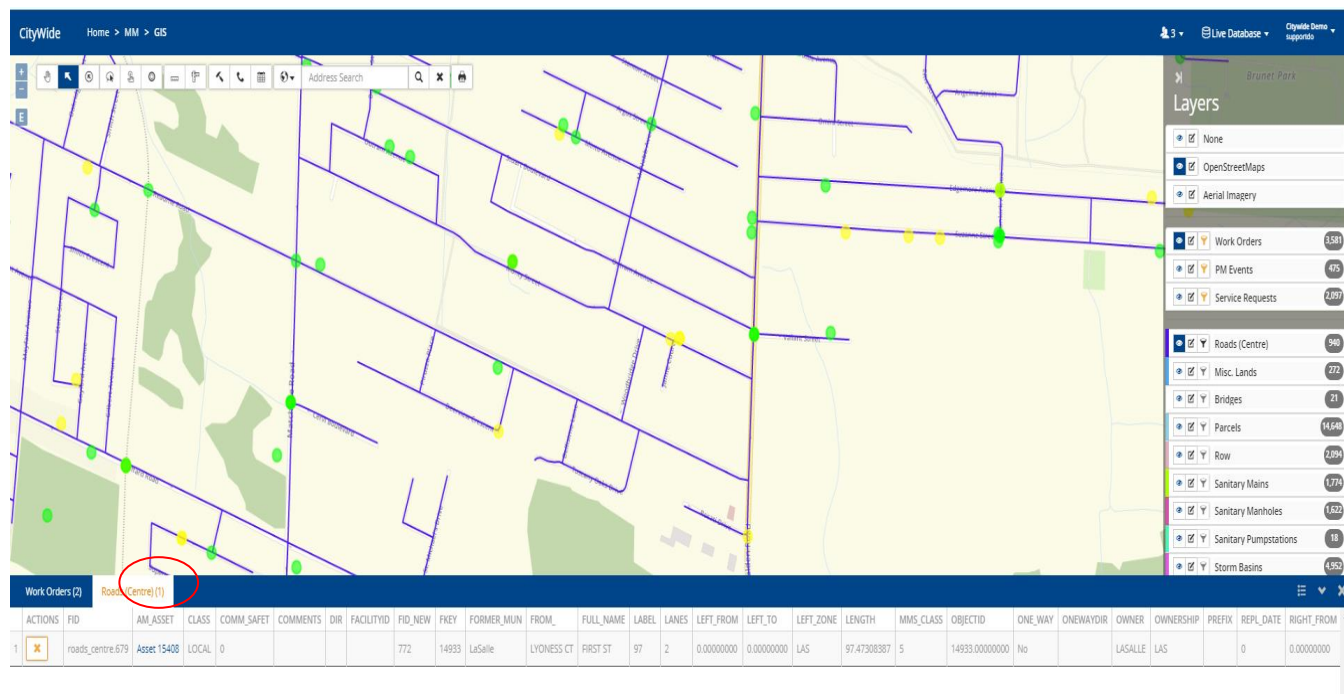
Users can select individual assets from the map and view the asset information at the bottom of the page. From here the user can link directly to the Asset Information Page.



FID	TA_ASSET	FACILITYID	FID_NEW	ID	IMP_SIZE	LENGTH	LOC	MAIN_SIZE	MATERIAL	SHAPE_LEN	YEAR
1	stm_mains:1097	Asset 22207	1097	0	47"	98.46000000	STANTON	1200mm	PVC	98.4586051179	1992

GIS Multiple Asset View

Users have the ability to select one or multiple assets on the GIS map. A list of the selected assets appears below the map where the Asset information is displayed.



ACTIONS	FID	AM_ASSET	CLASS	COMM_SAFET	COMMENTS	DIR	FACILITYID	FID_NEW	PKEY	FORMER_MUN	FROM	FULL_NAME	LABEL	LANES	LEFT_FROM	LEFT_TO	LEFT_ZONE	LENGTH	MMS_CLASS	OBJECTID	ONE_WAY	ONEWAYDIR	OWNER	OWNERSHIP	PREFIX	REPL_DATE	RIGHT_FROM
1	roads_centre:679	Asset 15408	LOCAL	0			772	14933	LaSalle	LYONNESS CT	FIRST ST	97	2	0.00000000	0.00000000	LAS	97.47308397	5	14933.00000000	No		LASALLE	LAS		0	0.00000000	

Asset Information Page

The Asset Information page includes a geolocation of the asset. It is enabled with a link to the GIS location of the asset.

CityWide

Home > AM > Inventory > Asset 15408 - FIRST ST - Lyonsess Ct. To Lyons Ave.

[Create New](#) > [Reports](#)

Save

Summary

Asset Details / Flags

Classifications

Attributes

Notes

Attached Files

Insurance/Warranty/Lease

Valuation

Amortization

Adjustment Summary

Additions

Full Disposals

Partial Disposals

Write Downs

Transfers

Overrides

Profile

Replacement Cost

Condition

Risk

Strategy

Lifecycle Quantities

Decision Tree

CPA Projects

MM

Work Orders

Inspections

Events

Out Of Service / Downtime

Usage

Fuel Costs

Manage

Asset Loc

Overview

Name

FIRST ST

In-Service Date

2003-07-01

Historical Cost

\$15,976.00

Replacement Cost

\$41,426.06

Description

Road Surface

Estimated Useful Life

20

Year(s)

0

Month(s)

Adjusted Cost

\$15,976.00

Condition/Risk

Overall Projected Condition

81.55 - Very Good

Risk Rating

20 - High

Asset Age

17

Year(s)

6

Month(s)

Projected Age

5

Year(s)

6

Month(s)

Age-Based Condition

13.8 - Very Poor

Fully Amortized Date (EOL)

2023-07-01

Service Life Remaining

2

Year(s)

6

Month(s)

Projected Service Life Remaining

14

Year(s)

6

Month(s)

Brief

Is a Primary Asset

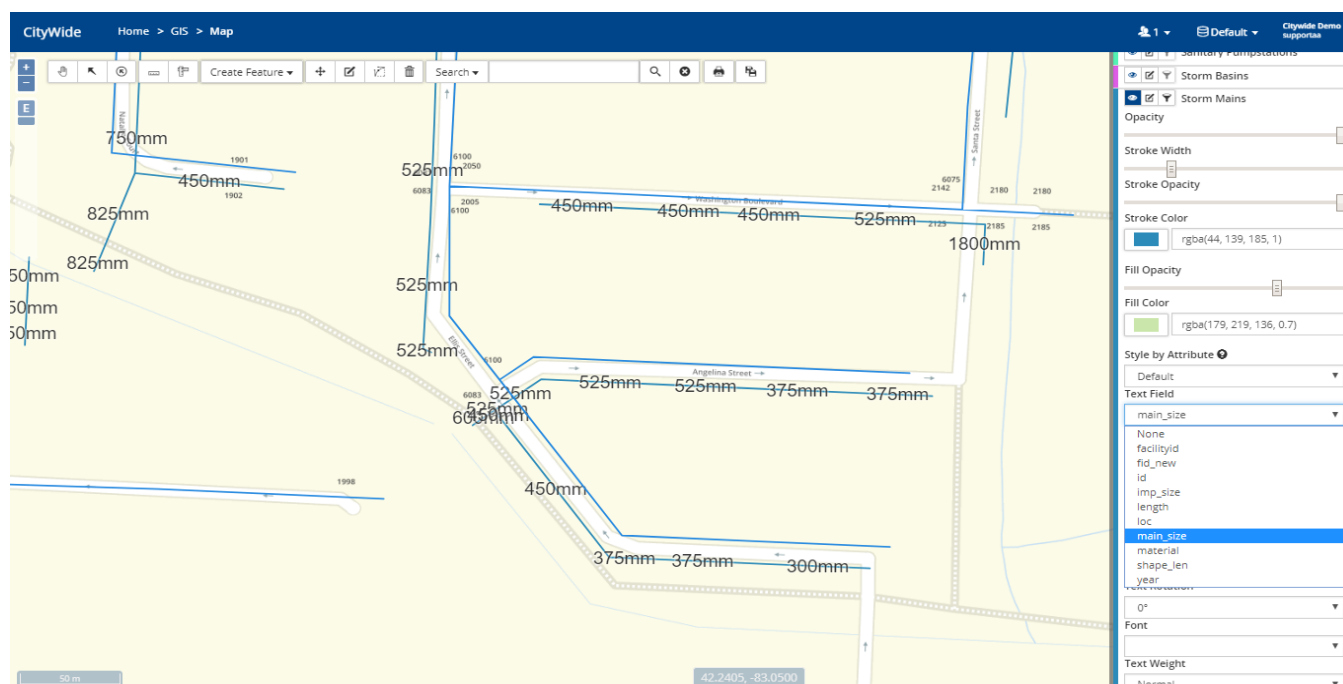
Is Year-End Locked as of 2018

Summary Report

Map

Thumbnail

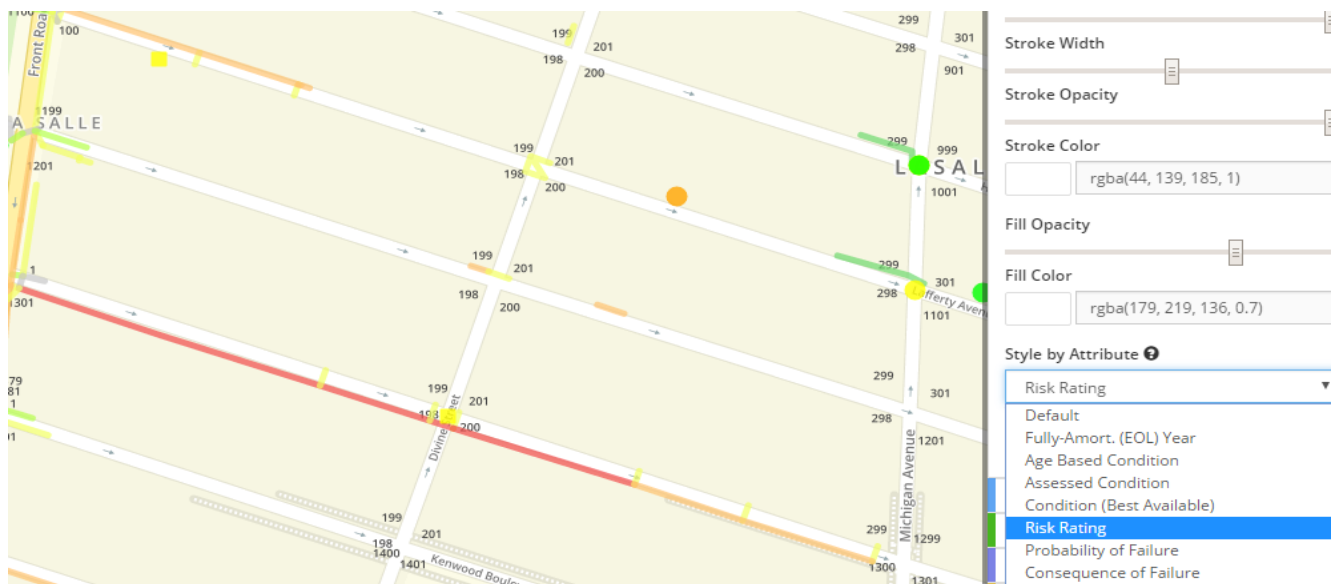
Additional asset information can also be displayed on the map. Text fields such as pipe diameter, installation date, material, length, can be displayed alongside the asset.



The viewer integrates with the other modules and allows for viewing of asset location through the TCA database, mapping work orders / service requests and project prioritization through filterable reporting and viewing. Citywide Maintenance Manager links with the GIS information to plot both Service Requests and Work Orders.

GIS Layer Style

The map below shows the information on Roads, Sanitary Mains, Storm Mains, Storm Pump Stations, Water Hydrants, and Water Mains, styled by age or condition. Users have the ability to display the assets by different styles such as Age Based Condition, Assessment Condition, Amortization, Risk Rating, etc. Each asset linked on the map also contains links to the Work Order and Asset Information.



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

Date: September 29, 2021 (For Meeting on October 6, 2021)

To: Mayor and Council

Subject: Engineering Services

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council approves the issuance of an RFP for Engineering Services and further that Council authorize the unbudgeted expense for an Engineer to develop estimates for the Blake Hall project.

DISCUSSION:

The Blake Hall NOHFC Stage 2 Grant Application was reviewed on September 29, 2021 by NOHFC., and NOHFC stated that our Stage 2 applications would be enhanced, and be more likely to be successful, if we obtained quotes and estimates from an engineering firm. They stated that as we have passed our stage one application, that the cost for engineering and engineering estimates would be an expense eligible for reimbursement through the grant.

Engineering assistance would improve the chance of success with all three projects: Blake Hall, Alf Olsen Park and the Fire Bay NOHFC Application. Engineering services are also required for the renovations at the Municipal Office.

Capital Budget funding which can be used for engineering services were placed in the 2021 Budget in Administration – Buildings and Fire - Buildings. There was no capital funding placed in the 2021 budget for recreation improvements as expenses related to the Blake Hall Project were anticipated to take place in 2022. However, just because something is not budgeted does not mean we cannot proceed with the work. With Council approval, work could begin on Blake Hall Project in 2021.

If Council approves an RFP for Engineering Services, those services could be used for all three NOHFC projects, and Engineering Services can also be used for other Municipal Projects as required.

Request for Proposal

A sample RFP used by the Municipality of Chapleau for engineering work was obtained. This RFP is open ended and provides for consulting services for a three-year period. The

categories it includes that would be relevant to Neebing are:

- Roads & Water (inclusive of the Environmental Assessment Planning process)
- Traffic & Transportation
- Source Water Protection
- Electrical & Mechanical
- Structural (Bridges)
- Infrastructure Planning & Asset Management
- Construction Administration & Inspection Services

Experience in different areas of expertise are included in the scoring of the RFP. The RFP also includes a termination clause.

ATTACHMENTS: None

AVAILABLE UPON REQUEST: RFP sample from the Municipality of Chapleau

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

Date: September 10, 2021 (For Meeting on September 15, 2021)

To: Mayor and Council

Subject: Building Permit Module

Submitted by: Laura Jones, Deputy Clerk-Treasurer

RECOMMENDATION:

Administration is recommending a one-year trial subscription to the CGIS Building Permit Module.

DISCUSSION:

CGIS is the software Neebing uses for our mapping and planning. CGIS offers a Building Permit Module option which can be attached to our mapping software. This software provides increased flexibility and additional features that would streamline permit issuance and maintenance.

- Office can upload a permit and CBO can review the permit online without having to come to the office.
- Production of reports for MPAC and Statistics Canada is optimized.
- Administrative support for permit system at year start is reduced.
- Permits are tied to the digital property file.

There is a permit system through ASYST that is not being used. The annual cost is \$280 per year for this system and it can be discontinued.

The cost for the CGIS system is \$2,400 per year and is renewed on an annual basis.

The CBO renegotiated his remuneration from the Municipality in January of 2021, and it was anticipated that the Municipality would have a credit balance for 2021. The exact credit is not yet known as it is dependent on the number of permits issued and their value. However, the credit amount could be used to fund a portion of the 2022 Building permit software cost. There will still be a cost to the Municipality to trial the software in 2022. However, if the trial is successful, then for the 2023 year, Neebing can discuss how to address this amount with the CBO, either by raising permit fees slightly, or by adjusting the remuneration percentage.

ATTACHMENT: Proposal from CGIS for the CBO Module

AVAILABLE UPON REQUEST: None

ATTACHMENT: Proposal from CGIS for the CBO Module

As discussed, below is a summary of things we reviewed and can demonstrate:

- **Summary of Proposal:**

- CBO module:
 - Mobile access
 - On smart phone or tablet for updating permits and inspections in the field
 - Custom permits
 - User can create and save custom reports
 - Can create custom report forms (send current .pdf forms for us to review and provide one-time cost options)
 - Reports
 - Standard Building Permit
 - Provincial Application to Construct/Demolish
 - Occupancy Permit (Commercial, Residential)
 - Sign
 - Premade Monthly CBO Report
 - MPAC Web Submission Report
 - CMHC Monthly Report
 - Tarion Web Submission Report
 - StatsCan A, B&C and D Reports
 - Default Summary Report
 - Effectiveness Measures Report (FIR)
 - Year Over Year Summary Report
 - Ability to create standard custom reports similar to Excel
 - Paperless process
 - \$200/month = \$2,400/yr
 - Legacy data – please send spreadsheet dump and we can review and provide options. If clean and simple we will just put in as simple layer for reference purposes.

- **Benefits:**

- Creating a current workflow and list all challenges and double entry and associate time multiplied by hourly wage
- Create proposed workflow of real-time, no double entry, multi user in the field and emailing inspections to applicants to increase efficiency, development efficiency and customer satisfaction
- With increasing development the proposed approach will enable you to increase time efficiency and not have to hire additional resources – you can do more with existing staffing

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

Date: October 1, 2021 (For Meeting on October 6, 2021)

To: Mayor and Council

Subject: Changes to Broadband Funding

Submitted by: Erika Kromm, Clerk-Treasurer

RECOMMENDATION:

Administration recommends that Council submit concerns regarding the changes to broadband funding to the Ministry of Infrastructure and local MPs and MPPs.

DISCUSSION:

Administration has received some information about the status of our LRMC Broadband Project. On our behalf, the Northwestern Ontario Innovation Centre had submitted an application to both the provincial ICON program and the federal UBF program. To date, we have not been able to get any feedback as to the status of our applications. In the meantime, there have been some changes going on behind the scenes to these funding programs. Since the applications were submitted, two major changes have occurred.

1. The Province has signed an agreement with the Federal Government to administer Ontario's portion of the UBF.
2. The Province has taken over the role of creating project areas and determining what kind of technology will be used to service those areas. They have allocated a certain amount of funding for each area and will be putting them into a reverse RFP process.

The Province has kept all the specifics very secretive. They are not providing any information to municipalities on the project areas and the designated technology. The only people who are allowed to see any specific information are service providers who enter into their reverse RFP process and sign a non-disclosure agreement.

Administration indirectly been able to obtain a bit of information about our area. Attached is a map that defines a project area which covers all of the LRMC municipalities except for Shuniah, who has been included in another lot. Shuniah has been designated for wired technology and the attached lot has been designated for a wireless solution. The Province is not allowing for any hybrid solutions; one solution per lot. In our area, wireless can be problematic due to mountains, trees, weather, etc. We have wireless at the office and some days it barely works.

Apparently, things aren't completely set in stone as some of the lots and technology designations are still being tweaked. There could be a small window to encourage some change. The RFP process could begin as early as 2-6 weeks from now. Once that begins, our fibre broadband project would essentially be dead in the water.

The Innovation Centre has asked if we would approach the staff at the Ministry of Infrastructure, our MPs and MPPs to lobby them to reconsider their process and involve the municipalities in what they are doing. We should be asking why there is no transparency and why municipalities have not been kept in the loop. Especially when there are shovel ready projects already established. They have offered to assist in any face to face meetings we may want to set up with our MPs or MPPs.

They have submitted comments to the Ministry; however, correspondence directly from the municipalities would hold more weight. Below are the main concerns and in blue is a copy of the email sent to the Ministry by the Innovation Centre.

The main concerns are:

1. *We are moving backwards to do another RFP*
2. *The Province's RFP is for a lesser technology*
3. *Infrastructure Ontario (IO) is operating behind closed doors only engaging with ISPs at this point. Municipalities like yourselves have not been engaged at all. If there had been some engagement, they would be aware that a shovel-ready fibre project has already been proposed via UBF and ICON.*

I hope this email finds you well. I am writing to you to express concerns with the recent release of the AHSIP lots as it relates to existing infrastructure or already submitted projects (UBF and ICON). I am located in Thunder Bay, ON and serve Northwestern Ontario. I have submitted fibre project applications for the six rural municipalities surrounding Thunder Bay to UBF and ICON with no feedback yet. However, I received concerns that the municipalities South of Thunder Bay have been denoted a wireless project in the new auction system. It doesn't make sense to denote them as wireless when there is already a shovel-ready fibre project. For this region, the new process appears to result in a delayed project by starting an entirely new RFP to only deliver a lesser technology. Furthermore, the lot for NE of the city is denoted as wired, but a large portion of the lot already has fibre, specifically along the shoreline. Finally, a large portion of this lot has very, very low population density and a wireless solution would be more appropriate.

I appreciate that creating these lots and identifying an appropriate solution must have taken a tremendous amount of resources. However, it appears as though existing infrastructure may have been missed in some cases, or even worse, that better solutions with major telco partners, already submitted to UBF and ICON, were not considered.

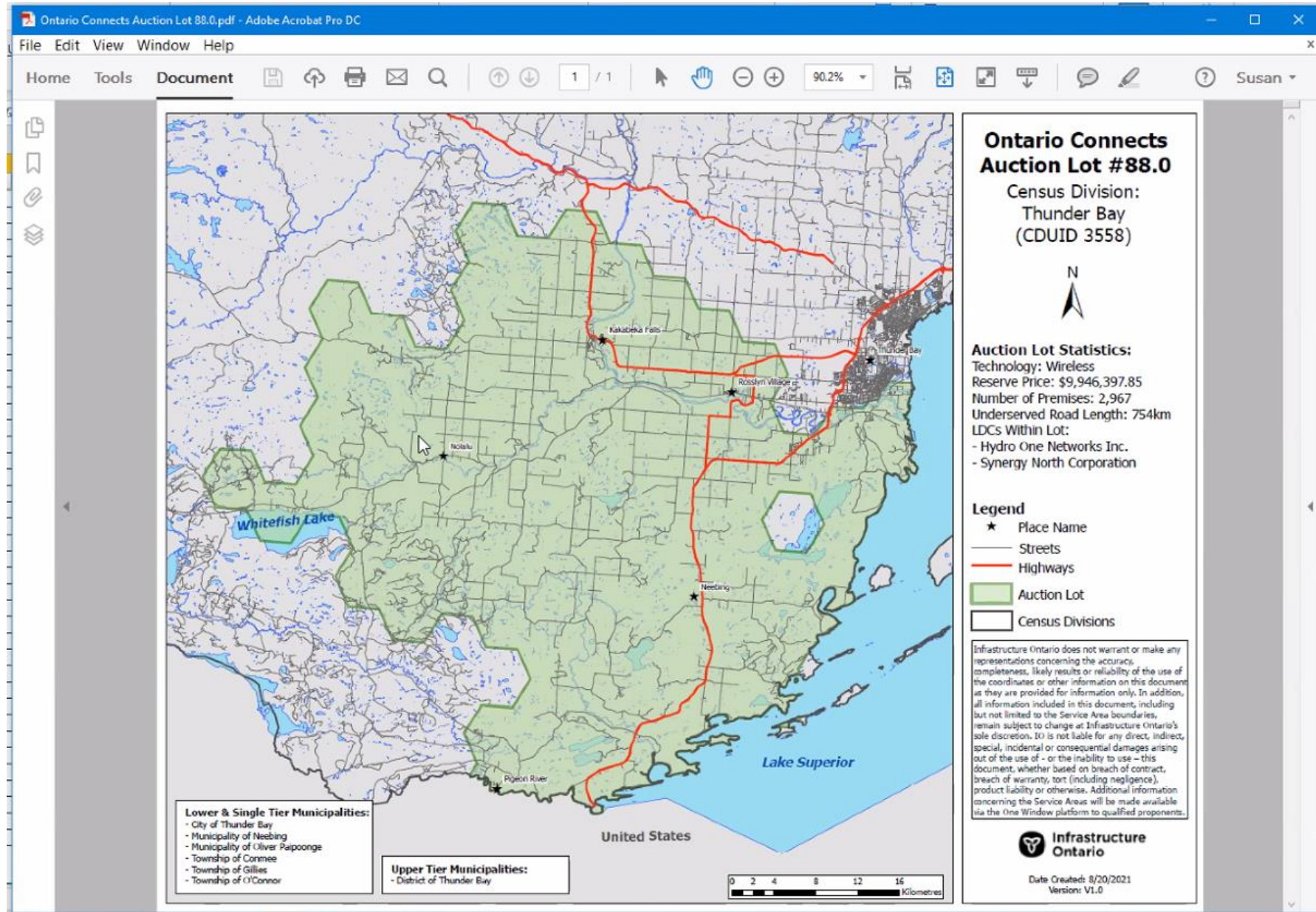
The LRMC project is shovel ready and was expected to be kicked off this past summer, but funding announcements continue to be delayed.

Administration recommends that Council request the Ministry and our local representatives to reconsider how they are moving forward with their broadband initiative.

ATTACHMENTS: Map of Auction Block

AVAILABLE UPON REQUEST: None

ATTACHMENTS: Map of Auction Block



September 20, 2021

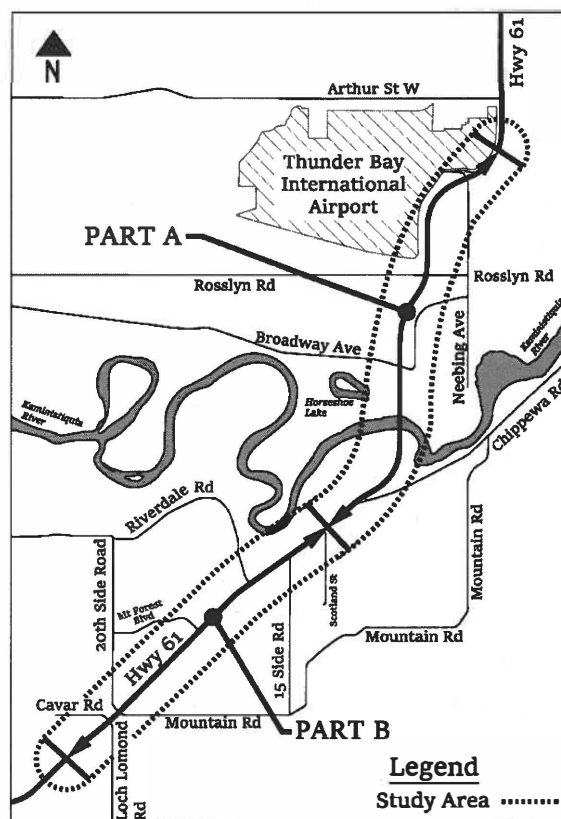
Dear Resident/Stakeholder:

Re: Ontario Ministry of Transportation (MTO) – Notice of Study Re-Commencement and Online Public Information Centre No. 1 for the Highway 61 Planning and Preliminary Design, Arthur Street to Loch Lomond Road (G.W.P. 6033-17-00)

THE STUDY - BT Engineering Inc. (BTE), on behalf of the Ontario Ministry of Transportation (MTO), is re-commencing a planning and preliminary design study to determine the appropriate strategy for the future widening for two sections of Highway 61 (Part A and Part B), in the City of Thunder Bay. The Highway 61 Study Area and the two Local Study Areas are shown on the map below.

Part A extends from 0.5 km south of Arthur Street to Chippewa Road and Part B extends from Chippewa Road to 0.5 km south of Loch Lomond Road. For the two areas, the Study has identified potential improvements and preliminary design alternatives to address immediate, interim, and long-term highway planning needs. Previous Ministry studies undertaken in the 1990's were used as part of the review.

THE PROCESS - This study is following the *Class Environmental Assessment for Provincial Transportation Facilities (2000)* planning process for a Group "B" project, with the opportunity for external agency and public consultation throughout the study. Three (3) Public Information Centres (PICs) are scheduled during the study. Notices providing the date, time, and location of the PICs will be published in the newspaper and on the study website at: www.MTOhighway61.com Individuals on the study email list will be notified of the date and time and format in which the PIC will be held. Upon completion of this study, a Transportation Environmental Study Report (TESR) will be prepared and made available for a 30-day public review period. The TESR will document the Recommended Plan, the planning process and the identified effects and proposed mitigation measures.



PUBLIC CONSULTATION

DRAFT STUDY DESIGN REPORT - A draft Study Design Report is available on the study website at: www.MTOhighway61.com The updated draft Study Design Report describes the study background, approach, process, alternatives, and consultation program.

ONLINE PUBLIC INFORMATION CENTRE NO. 1 - You are invited to view the first of three (3) Public Information Centres (PICs). At the present time, the Province of Ontario has implemented measures to deal with the COVID-19 pandemic and has placed restrictions on public gatherings. As a result, the Public Information Centre is relying on web-based communications. Public Information Centre No. 1 will present an introduction to the

G.W.P. 6033-17-00

Highway 61, Arthur Street to Loch Lomond Road, Planning and Preliminary Design Study
 Notice of Study Re-commencement and Public Information Centre No. 1



project, explain the study process, and present an evaluation of planning solutions and preliminary design alternatives. Comments on the information presented can be provided by contacting the Project Managers' email addresses listed below.

The online PIC will commence Monday October 4, 2021, and run for a 2-week period. Exhibits will be available during this period online at: www.MTOhighway61.com A "live online" presentation by BTE will be held on Tuesday October 12, 2021; this live presentation will allow for questions and answers.

To register for the online meeting, please send an email to either Project Manager before Tuesday October 12, 2021, identifying your interest in attending.

COMMENTS - We are interested in hearing any comments that you may have regarding this study at any time. You are encouraged to make your concerns and input known to the Study Team at your earliest opportunity. Early communication of concerns in the study allows the greatest opportunity to address them. If you wish to obtain additional information, provide comments, or be added to the project mailing list, please contact the Consultant Project Manager or MTO Senior Project Manager listed below:

Steve Taylor, P.Eng., Project Manager
 BT Engineering Inc.
 100 Craig Henry Drive, Suite 201
 Ottawa, Ontario K2G 5W3
 Tel.: (613) 228-4813
 Toll Free: 1-866-218-1001
 Fax: (613) 280-1305
 Email: steven.taylor@bteng.ca

Kevin Saunders, Senior Project Manager
 Ministry of Transportation
 615 James Street South
 Thunder Bay, Ontario P7E 6P6
 Tel.: (807) 473-2109
 Cell: (807) 630-4114
 Toll Free: 1-800-465-5034
 Email: kevin.saunders@ontario.ca

WEBSITE – A website www.MTOhighway61.com was created when the study commenced and will be updated regularly with information regarding the study. The website also provides an additional means for you to communicate your comments and concerns. You are encouraged to keep up to date on the project by regularly visiting the website.

ACCESSIBILITY - If you have any accessibility requirements in order to participate in this study, please contact one of the Project Team Managers listed above.

Any comments received pertaining to the study will be collected under the *Environmental Assessment Act* and all information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act (2009)*. With the exception of personal information, all comments will become part of the public record.

Yours truly,

Steve Taylor, P.Eng.
 Consultant Project Manager

c.c. Kevin Saunders, MTO Senior Project Manager
 Gordon Bell, Consultant Environmental Planner

RECEIVED**SEP 22 2021****Municipality of Neebing**

September 20, 2021

Municipality of Neebing
Council Members

RE: Little Pigeon Bay Park

After nearly two years away from my property on Little Pigeon Bay, (originally Lot #1) next to the public landing, I was discouraged to discover the accumulation of toilet paper and human defecation on my property. Years ago you had a toilet at the landing. It's removal has resulted in increased use of my yard instead.

In general within the Neebing township the toilet paper in the woods near public landings is disgusting and although you certainly care for the concept of the park, you do not provide for this. I see new signage, and bird feeders, etc . . . but the reality of public use is that the public needs a place to pee !

Also important for the Little Pigeon Bay site is the wrapping of that one beautiful birch tree with chicken wire so that the nearby beavers do not take it down. I have done this personally over the years but it needs more official attention.

Sincerely



Carol DeSain



THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Department

255 Christina Street N. PO Box 3018
 Sarnia ON Canada N7T 7N2
 519-332-0330 (phone) 519-332-3995 (fax)
 519-332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

September 17, 2021

Honourable Doug Ford
 Premier of Ontario
 Legislative Building
 Queen's Park
 Toronto ON M7A 1A1

Dear Premier,

RE: Renovictions

At its meeting held on September 13, 2021, Sarnia City Council adopted the following resolution with respect to "Renovictions":

That Sarnia City Council request that the Government of Ontario take additional and meaningful steps to address the ever increasing problem of "Renovictions" in The Province of Ontario. Citizens and communities are hurt by these unscrupulous practices which can and does directly impact the affordable housing crisis, as well as inflict damage (both financially and mentally) particularly on our most vulnerable citizens; and

That this correspondence also be sent to other Municipalities in Ontario for their consideration and possible endorsement.

Your consideration of this matter is respectfully requested.

Yours sincerely,

Amy Burkhart
 City Clerk

Cc: The Honourable Doug Downey, Attorney General
 Bob Bailey, MPP
 All Ontario Municipalities

September 17, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

sent via email: premier@ontario.ca

Re: Structure Inventory and Inspections

Dear Premier:

At the last regular General Purpose and Administration Committee meeting held September 13, 2021 the above captioned matter was discussed.

I wish to advise that the following resolution was passed which will be going forward for ratification at the September 27, 2021 Township of Scugog Council meeting:

THAT Report PWIS-2021-027, 2021 Structure Inventory and Inspections, be received;

THAT the Township of Scugog 2021 Ontario Structure Inspection Manual Inventory and Inspection Summary Report, prepared by Planmac Engineering Inc., be received;

THAT as part of the annual budget process, the Township continue to increase the amount of funding available for bridges and culverts through the continuation of Roads and Other Infrastructure Levy;

THAT as part of the annual budget process, the Township continue to increase the investment in bridge and culvert maintenance and repair through other means including identifying efficiencies and cost savings and applying for grants through other levels of government for major bridge and culvert replacements;

THAT the Township follow the principles of Asset Management and prioritize preventative maintenance such as waterproofing decks, repaving decks, repair concrete soffits, parapet walls, abutments and wingwalls, etc.

THAT the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and

THAT a copy of the staff report and resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, MP Erin O'Toole, MPP Lindsey Park, AMO, Durham Region and all Ontario municipalities."

Should you require anything further in this regard, please do not hesitate to contact Kevin Arsenault, Capital Projects Technologist at 905-985-7346 ext. 138.

Yours truly,



Becky Jamieson
Director of Corporate Services/Municipal Clerk
Encl.

cc:

Kevin Arsenault, Capital Projects Technologist	karsenault@scugog.ca
Honourable Chrystia Freeland, Federal Minister of Finance	chrystia.freeland@fin.gc.ca
Honourable Peter Bethenfalvy, Ontario Minister of Finance	Minister.fin@ontario.ca
Lindsey Park, MPP, Durham	Lindsey.park@pc.ola.org
Erin O'Toole, MP	Erin.OToole@parl.gc.ca
Ralph Walton, Regional Clerk, The Regional Municipality of Durham	clerks@durham.ca
Association of Municipalities of Ontario (AMO)	amo@amo.on.ca
All Ontario Municipalities	

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

BY-LAW NUMBER 2021-039

A By-law of The Corporation of the Municipality of Neebing to authorize, as a Participating Municipality, the approval of the completed Municipal Client Questionnaire, the adoption of an Investment Policy Statement, the entering into of a Joint Investment Board Agreement through which Participating Municipalities will invest under the Prudent Investor Regime, the establishment of a Code of Conduct for the Joint Investment Board and the delegation to the Joint Investment Board of the authority to appoint its Integrity Commissioner and its Closed Meeting Investigator.

Recitals:

WHEREAS section 418.1 of the *Municipal Act, 2001* (the “**Act**”) provides that effective January 1, 2019, a municipality may, pursuant to subsection 418.1 (2) of the Act, pass a by-law to have section 418.1 apply to the municipality (the “**Prudent Investor Enabling By-law**”);

AND WHEREAS pursuant to section 418.1 of the Act a municipality may invest money that it does not require immediately in any security provided that in doing so it exercises the care, skill, diligence and judgment that a prudent investor would exercise in making such an investment and that it satisfies the requirements prescribed for the purposes of section 418.1 on the day that the municipality passes the Prudent Investor Enabling By-law;

AND WHEREAS paragraph 3 of section 15 of O. Reg. 438/97 Part II (the “Regulation”) provides that a municipality may pass a Prudent Investor Enabling By-law under the authority of that paragraph if the municipality satisfies the requirement prescribed in that paragraph (the “**Prescribed Requirement**”) before the day such municipality passes the Prudent Investor Enabling By-law;

AND WHEREAS paragraph 3 of section 15 of the Regulation requires that before a municipality that intends to invest pursuant to section 418.1 of the Act through a Joint Investment Board that was established by other municipalities passes its Prudent Investor Enabling By-law it must have entered into an agreement with the Joint Investment Board and any other municipalities investing through the Joint Investment Board on the day the municipality passes its Prudent Investor Enabling By-law (individually such municipality is a “**Participating Municipality**”, collectively “**Participating Municipalities**”);

AND WHEREAS subsection 17 (3) of the Regulation provides that a Participating Municipality that satisfies the Prescribed Requirement may invest money and investments that it does not require immediately only by having a Joint Investment Board that meets

the following criteria do so on its behalf: (i) the Joint Investment Board is the subject of an agreement referred to in paragraph 3 of section 15; and (ii) the Joint Investment Board has been given the control and management of the Participating Municipality's money and investments, by the Participating Municipality delegating to the Joint Investment Board, a) the Participating Municipality's powers to make the investments, and b) the Participating Municipality's duties under section 418.1 of the Act;

AND WHEREAS effective on May 19, 2020 The Corporation of the Town of Bracebridge, The Corporation of the Town of Huntsville, The Corporation of the Town of Innisfil, The Corporation of the City of Kenora, The District Municipality of Muskoka and The Corporation of the Town of Whitby (collectively the "Founding Municipalities") established a Joint Investment Board pursuant to an Initial Formation Agreement as a joint municipal service board (under the Act a municipal service board is a local board of the municipality for all purposes) pursuant to section 202 of the Act (the "**Initial Formation Agreement**"), which Joint Investment Board is called ONE Joint Investment Board ("**ONE JIB**") and all of the Founding Municipalities agreed under the Initial Formation Agreement to invest through ONE JIB;

AND WHEREAS ONE JIB and the Founding Municipalities have entered into an agreement that provides that ONE JIB will invest on behalf of the Founding Municipalities under that agreement and that ONE JIB will also invest under that agreement for other Ontario municipalities, as Participating Municipalities, from time to time (the "**ONE JIB Agreement**") on the basis that: (i) before any new Participating Municipality passes its Prudent Investor Enabling By-law it will have entered into the ONE JIB Agreement with ONE JIB and with all of the other Participating Municipalities on the day such new Participating Municipality passes its Prudent Investor Enabling By-law; and (ii) ONE JIB has met the criteria set out in subsection 17 (3) of the Regulation, and will, in accordance with section 418.1 of the Act, the Regulation and the ONE JIB Agreement, invest on behalf of the Participating Municipalities;

AND WHEREAS pursuant to the ONE JIB Agreement, all Participating Municipalities, including the Founding Municipalities, consent to other municipalities that comply with the applicable requirements and criteria under the Act and the Regulation entering into the ONE JIB Agreement from time to time;

AND WHEREAS ONE JIB is subject to all applicable provisions of the Act, including having a code of conduct established by the councils of each of the municipalities for which it is a local board and by having an Integrity Commissioner and Closed Meeting Investigator appointed by the councils of the municipalities for which it is a local board. It has been determined that it would be prudent to have one code of conduct, one Integrity Commissioner and one Closed Meeting Investigator for ONE JIB, rather than one from each of the Founding Municipalities and one from each of the other municipalities that subsequently enter into the ONE JIB Agreement;

AND WHEREAS each of the Founding Municipalities pursuant to an Authorizing By-law that is substantially the same as this By-law, established the code of conduct that is attached to the ONE JIB Agreement as part of the Terms of Reference as the code of

conduct for ONE JIB (the “**Code of Conduct**”) and authorized ONE JIB to make future changes to the Code of Conduct;

AND WHEREAS the Founding Municipalities directed ONE Investment to undertake a Request for Proposals (“**RFP**”) process to retain the services of both an Integrity Commissioner and a Closed Meeting Investigator for ONE JIB. The ONE JIB Secretary worked with ONE Investment staff and two representatives of the Founding Municipalities’ municipal clerks in connection with the RFP process. The results were shared with the Founding Municipalities. Thereafter the recommended candidate(s) were submitted to ONE JIB for its consideration and ONE JIB appointed the recommended candidate(s) as its Integrity Commissioner and its Closed Meeting Investigator;

AND WHEREAS each Founding Municipality pursuant to an Authorizing By-law that is substantially the same as this By-law, delegated to ONE JIB the authority to appoint its initial Integrity Commissioner and its initial Closed Meeting Investigator and their respective successors, from time to time, in accordance with the process set out in the Terms of Reference which form part of the ONE JIB Agreement;

AND WHEREAS The Corporation of the Municipality of Neebing, the “**Municipality**” would like to invest under section 418.1 of the Act through ONE JIB and section 18 of the Regulation provides that the council of a municipality shall adopt and maintain an investment policy in relation to investing under section 418.1 of the Act;

AND WHEREAS the treasurer of the Municipality completed a draft Municipal Client Questionnaire, in the form attached hereto as Schedule “A” (the “**Municipal Client Questionnaire**”) and prepared the draft investment policy statement attached hereto as Schedule “B”, which is referred to as its Investment Policy Statement (the “**IPS**”) and the Municipality intends to approve the completed draft Municipal Client Questionnaire and adopt the IPS, in accordance with section 18 of the Regulation;

AND WHEREAS the Municipality is required to have entered into the ONE JIB Agreement before the Municipality can pass its Prudent Investor Enabling By-law;

AND WHEREAS after ONE JIB confirms its acceptance of the Municipality as a Participating Municipality under the ONE JIB Agreement, the Municipality will enter into the ONE JIB Agreement, thereafter ONE JIB and the Municipality will agree on an effective date for the ONE JIB Agreement vis-à-vis the Municipality as a Participating Municipality and by a separate by-law the Municipality will authorize such effective date as the effective date of the Municipality’s authorization of the application of section 418.1 of the Act to it, which effective date will also be known as the “**Prudent Effective Date**”;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NEEBING, AS A PARTICIPATING MUNICIPALITY, HEREBY ENACTS AS FOLLOWS:

1. The Municipality hereby ratifies, confirms and approves the completion and execution by the treasurer of the Municipal Client Questionnaire for and on behalf of the Municipality.
2. The Municipality hereby adopts the IPS and hereby acknowledges and agrees that control and management of its money and investments that it does not require immediately will be given to ONE JIB pursuant to the ONE JIB Agreement as at the Prudent Effective Date.
3. The Municipality hereby authorizes the entering into of the ONE JIB Agreement after ONE JIB has accepted the Municipality as a Participating Municipality under the ONE JIB Agreement substantially in the form attached hereto as Schedule "C" pursuant to which ONE JIB is given the control and management of the Municipality's money and investments that it does not require immediately together with that of all of the Participating Municipalities as at the day the Municipality's Prudent Investor Enabling By-law is passed by each such municipality delegating to ONE JIB its power to make investments and its duties under section 418.1 of the Act. Thereafter ONE JIB and the Municipality will determine an effective date for the ONE JIB Agreement vis-à-vis the Municipality as a Participating Municipality and such effective date will also constitute the Municipality's Prudent Effective Date and the Mayor and the treasurer are hereby authorized to execute the ONE JIB Agreement for and on behalf of the Municipality.
4. Pursuant to the ONE JIB Agreement which the Municipality has authorized under this By-law, the Municipality will establish the Code of Conduct for ONE JIB as a local board of the Municipality on the basis that each municipality that invests through ONE JIB will similarly establish the Code of Conduct for ONE JIB in its capacity as a local board of that municipality and the Municipality authorizes ONE JIB to make future changes to the Code of Conduct without further approval from the Municipality.
5. In accordance with the process for appointing an Integrity Commissioner and a Closed Meeting Investigator and their successors from time to time that is described in the Terms of Reference which form part of the ONE JIB Agreement the Municipality hereby delegates to ONE JIB the authority to appoint its initial Integrity Commissioner and its initial Closed Meeting Investigator and their respective successors from time to time.
6. The delegation to ONE JIB of the power to appoint an initial Integrity Commissioner and an initial Closed Meeting Investigator and their successors will not be revoked prior to the end of the term of the council of the Municipality that made such delegations. These delegations may be revoked at any time thereafter. These delegations remain in effect unless and until such revocation occurs.

7. Any one or more of the Mayor or the Clerk-Treasurer are, for and on behalf of the Municipality, each hereby authorized to do all things and to execute all other documents, instruments and papers in the name of the Municipality necessary or desirable to give control and management of its money and investments that it does not require immediately to ONE JIB and to deliver all documents, instruments and papers as required and as authorized by this By-law and such execution shall be conclusive evidence that such documents, instruments and papers so executed are the documents, instruments and papers authorized by this By-law.

8. This By-law shall take effect on the day of passing.

ENACTED and PASSED this October 6, 2021.

ERWIN BUTIKOFER
MAYOR

ERIKA KROMM
CLERK-TREASURER

Schedule "A"

Recommended Review: The MCQ should be reviewed and updated annually in conjunction with the review of the Investment Policy Statement.

However, an update should happen within 90 days if:

- a. There is a significant change in the municipality's financial circumstances, or
- b. There is a significant change in the municipality's "money not required immediately"

A complete update is not needed for in-year change. Municipalities can provide written notice of changes by using the mid-year MCQ update form.

1. CLIENT INFORMATION

1.1 NAME OF MUNICIPALITY: MUNICIPALITY OF NEEBING

1.2 ADDRESS: 4766 HIGHWAY 61, NEEBING ON P7L 0B5

1.3 TREASURER INFORMATION

- i. Name: ERIKA KROMM, CLERK -TREASURER,
- ii. Phone Number: (807) 474 - 5331 iii. Email: CLERK@NEEBING.ORG
- iii. Email: _____

1.4 PRIMARY DAY-TO-DAY CONTACT INFORMATION**

- i. Name: LAURA JONES
- ii. Title: DEPUTY CLERK-TREASURER
- iii. Phone Number: (807) 474 - 5331 iv. Email: DEPUTYCT@NEEBING.ORG

**Primary day-to-day contact should have a comprehensive understanding of the Municipality's financial position and investment needs.



2. INVESTMENT KNOWLEDGE AND EXPERIENCE

2.1. Which statement best describes the Municipality's level of investment knowledge and experience with financial markets and products?

- ☐ Very limited knowledge
- ☒ **X - Basic knowledge and minimal experience**
- ☐ Good knowledge and some investment experience
- ☐ Strong knowledge and experience
- ☐ Advanced knowledge and extensive experience

2.2 Check the following list of investments that apply to the Municipality's current investment portfolio. [Check all that apply]

- ☒ **X - Canadian money market securities (e.g. Cash, bank accounts, HISA etc.)**
- ☐ Locked-in Investments (GIC's PPN's etc.)
- ☐ Local Distribution Corporation Securities
- ☒ **X - Securities held in third party trusts (i.e. cemetery trust, legacy fund etc.)**
- ☐ Fixed income (government and/or corporate bonds)
- ☐ Equities

3. INVESTMENT OBJECTIVES AND RISK TOLERANCE

This section of the Questionnaire asks about the Municipality's Money Not Required Immediately (MNRI). In general, investors can expect a higher annualized rate of return if the investor is also willing to accept volatility or fluctuation in the market value of their investments. For example, investors can expect that the average annual rate of return for a five-year period will be higher where the portfolio's returns are varied when measured on a year by year basis, with some years having negative returns. A portfolio which has a steady return year over year, with little possibility of negative returns in any year, will most likely have a lower annualized return when measured on a rolling five-year average.

3.1 Which of the following best reflects the Municipality's investment objectives for its MNRI?

- ☐ Capital preservation is the main objective. Willingness to accept low returns in order to minimize the likelihood of losses.
- ☒ **X - Achieve moderate growth without excessive risk to capital.**
- ☐ Willingness to accept higher risk, including risk of loss of capital, for potentially higher returns over the longer term

3.2 What is the Municipality's risk tolerance for its MNRI?

- ☐ Conservative Approach: A very small chance of loss of capital over a 5-year period
- ☒ **X- Moderate chance of loss of capital over a 5-year period**
- ☐ Greater uncertainty of outcomes with potential of higher returns over a 5-year period



3.3 Tolerance for losses: Quantify the temporary decline (an unrealized loss) in the value of investment your Municipality can tolerate over a one-year period? Note the ONE JIB invests MNRI with the objective of attaining returns over the *long term*. Minimizing short-term volatility also reduces long term growth potential.

- ☐ Less than 5% decline
- ☐ 5-10% decline
- ☒ **X - 10-15% decline**
- ☐ More than 15% decline

3.4 Other information: Is there any other information about the Municipality's investment objectives and risk tolerance for its MNRI that is relevant to the IPS or Investment Plan?

Some reserve funds are contingency funds, and may not been drawn upon for years. The draw date for these funds is unknown and dependent on events outside of Municipal control.

Sections 4 and 5 of this Questionnaire asks about the Municipality's assets, liabilities and cash flow and is not limited to MNRI. It is intended to assist ONE Investment in obtaining an understanding of the Municipality's financial circumstances, including its cash flow needs.

4. FINANCIAL INFORMATION

4.1 Summary of financial information. Kindly confirm that the municipality has provided a recent copy of its audited financial statements with this MCQ.

x Yes ☐ No

4.2 Please provide a table showing reserves and reserve funds divided into "Money Required Immediately" and "Money Not Required Immediately" with investment time horizons. A template is provided on the following page as a guide.

Note: MNRI can be determined on the basis of time, source of funds, purpose of funds, or such other means as the municipality may decide is appropriate. As such, 'zero to 18 months' column of MNRI in the template might not be applicable for all municipalities.

Summary of Municipal Accounts for Investment Planning Purposes

Reserve Type	Category	Comments	MNRI Amount	Investment Horizon of MNRI			
				18 months to 3 years	3-5 years	5-10 years	10+ years
Capital Reserves & Special Projects	Target Date	Parks, Fire department, Landfill, Public Works, Capital program stabilization	2,000,000	303,000	197,000	500,000	1,000,000
Stabilization Reserves	Contingency Reserves	Elections, IT reserves	24,200	-	-	24,200	
Contingency Reserves	Contingency Reserves	OMB hearings/planning, forest fire fighting reserves	335,800	-		335,800	
MNRI Total			2,360,000	303,000	197,000	860,000	1,000,000



4.3 Cash Flow Projections affecting MNRI by year (please provide details that may help inform the ONE JIB about potential drawdowns/additions to MNRI that you anticipate in coming years. Supporting documentation may be provided as needed.)

Type	2022	2023	2024	2025	2026-2030
Anticipated MNRI Drawdowns	0	(300)	(150)	(40)	0
Anticipated MNRI Contributions	0	0	0	0	700
Net change in MNRI	0	(300)	(150)	(40)	700

4.4 Please provide a copy of the Municipality's multi-year capital plan and its asset management plan, to the best of your ability, by year and funding source.

Funding/Expenditure Analysis

4.5 How does the Municipality manage unanticipated requests for funding? Can you characterize the probability that the municipality may need to draw down MNRI to fund unexpected budget shortfalls?

In the past 10 years there have two flood events and one fire event, for one of these events, contingency reserve funds were used. If an unforeseen circumstance occurs and Neebing needs to draw on MNRI reserves, Neebing has a Line of Credit agreement with our banking institution to address immediate short-term needs.

4.6 If the Municipality has completed a capital budget and asset management plan, how many years does this forecast extend?

☐ Less than 3 years ☐ 3-5 Years ☐ 5-10 Years ☐ **10 years or more**

4.7 Are the reserves and reserve funds that represent MNRI growing annually for the Municipality?

☐ **Yes** ☐ No

4.8 If yes, at what approximate annual rate are they growing?

☐ 1 to 2 % ☐ **3 to 4 %** ☐ Greater than 5 %

4.9 If no, at what approximate annual rate are they declining?

☐ 1 to 2 % ☐ 3 to 4 % ☐ Greater than 5 %



4.10 At what annual rate is the Municipality's capital expenditures rising?

☐ 1 to 2 % ☐ 3 to 4 % ☒ **Greater than 5 %**

4.11 Is there a particular year when the Municipality had unusual, large expected capital expenditure(s)?

☐ **Yes** ☐ No

4.12 If so, please explain the timing and nature of the expenditure(s)

Chip sealing roads occurs every 10 years and this cycle of renewal will skew capital expenditures. Chip Seal renewal will take place during 2022-2027, with the next round of renewal occurring approximately 10 year later.

There is also a significant new capital acquisition of a Fire Bay addition at the Municipal Office planned. Pending grant approval, work will proceed over the period from 2022-2024. More planning for this project needs to be completed and this project is dependent on obtaining grants to defray part of the project cost.

4.13 Potential capital grants that are received could impact the municipality's MNRI. Please characterize any large grants that your municipality has a reasonable expectation of materializing.

Community Enhancement grants from NOHFC for improvements to Blake Hall and Alf Olsen Park.

Infrastructure Ontario grant for bridge replacement of Farm Road Bridge (funding agreement in place)

Community Enhancement grant from NOHFC, for the Fire Bay at the Municipal Office.

None of the above grants should affect MNRI.

4.14 The use of debt financing to fund future capital projects may reduce the need to drawdown MNRI to fund the projects. Please characterize how the municipality anticipates using debt financing to fund capital projects.

The addition of a Fire Station Bay at the Municipal Office is planned (pending grant funding). One funder will fund up to 50% of the projects and without additional funding it is projected the remaining funds will be secured by debt financing. There are no other projects for which debt financing is being considered at this time. There is no anticipated impact on MNRI funds.

5. PORTFOLIO INFORMATION 5.1

MNRI and MRI details as at <u>August 31, 2021</u>	
ONE PI Funds + HISA (Under ONE JIB)*	\$3,054,027.09
Locked in portion (LDC shares or notes)	\$0
Pledged (in kind) Securities (Bonds, GIC's, PPN's, etc.) *	\$0
Expected Additions (withdrawals) of MRI from ONE JIB To be determined prior to December 16, 2021	\$
Total MNRI	\$3,054,027.09



* prices of securities may change between the date they are pledged to the ONE JIB and when they are actually contributed to the ONE JIB. Drift in the security price after they have been pledged to the ONE JIB should not compel the municipality to adjust their contribution to the ONE JIB.	
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5.2 Less liquid securities can be pledged to the ONE JIB as part of the MNRI when the municipality joins the ONE JIB. It is contemplated that the proceeds from these pledged securities would be transitioned into the ONE Prudent Investor Outcomes at maturity or at an earlier date at the discretion of the participating municipality. Please identify below the details of pledged securities that the municipality may have.

- ☒ **X The municipality does not have locked in investments that represent a portion of MNRI**
- ☐ The municipality has locked in investments that have previously been pledged to the ONE JIB as part of their MNRI
- ☐ The municipality is joining the ONE JIB and will need to include the following investments as pledged securities to the ONE JIB to represent a portion of their MNRI:

Type/Description	Amount	Maturity Date

6. INVESTMENT RESTRICTIONS

6.1 Are the Municipality's investments subject to any prohibited investment or other similar restrictions that are not fully disclosed in the Municipal IPS?

- ☐ Yes ☒ **No**

If Yes, please specify.



7. ACKNOWLEDGEMENT

I confirm that information provided to ONE Investment in this form is complete and accurate to the best of my knowledge as at the date below.

Dated this _____ day of _____, 20____

Name and Signature of Treasurer

Second Signature (if Required)



Appendix 1 – Midyear MCQ Updates Form

Kindly provide details that explains the nature of the requested change. This should describe: the dollars involved, the timing of transactions required, and any other context to support the change request. This will allow the ONE JIB to understand how this update changes the cashflow characteristics or investment horizons of money representing MNRI relative to the most recent update to the MCQ.

Schedule "B"

INVESTMENT POLICY STATEMENT

FOR

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

OCTOBER 1, 2021

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THE CORPORATION OF THE MUNICIPALITY OF NEEBING

Investment Policy Statement

OVERVIEW

Municipalities that are subject to the *Municipal Act, 2001* (the “**Act**”) have no general power to invest money. Such powers must be found either in express provisions of the Act or by necessary implication.

Historically, municipalities that are subject to the Act had very limited express investment powers under section 418 of the Act. Section 418 continues to apply to all municipalities that are subject to the Act unless they elect to pass a by-law pursuant to the new section 418.1. Section 418 of the Act provides that “money that is not required immediately” can only be invested in securities prescribed by the Province in O. Reg. 438/97 (the “**Regulation**”). These prescribed securities are generally referred to as the “Legal List Securities” and are included in Part I of the Regulation.

Effective January 1, 2019, the new section 418.1 of the Act came into force. Section 418.1 provides that “money that is not required immediately” can be invested under that section in any security, provided that in making the investment the municipality exercises the care, skill, diligence and judgment that a prudent investor would exercise in making the investment. If a municipality elects to pass a by-law under section 418.1, the effect will be that its “money that is not required immediately” must be invested in accordance with the prudent investor regime. The rules, conditions and procedures that apply to investments under section 418.1 are set out in Part II of the Regulation.

Investing “money that is not required immediately” (MNRI) in Legal List Securities or in accordance with the prudent investor regime are mutually exclusive alternatives. That is to say, section 418 does not apply to a municipality that has adopted the prudent investor regime under section 418.1.

Every municipality, regardless of whether section 418 or 418.1 applies to it, has MNRI and also money that is required immediately (MRI). Municipalities retain the management and control of their MRI. The Act does not include any express provisions that deal with the investment of MRI. However, it is consistent with prudent practice to invest such money until it is actually spent, in order to preserve the capital value of that money. Accordingly, it is necessarily implied that a municipality has the power to invest such money on a short-term basis. Because the Act is silent as to how municipalities are to deal with MRI and because of the historical investment powers under the Act, a conservative approach is to invest MRI in appropriate Legal List Securities.

Municipalities that elect to pass a by-law pursuant to the new section 418.1 include in their investment policy (i) the basis upon which they distinguish between MNRI and MRI, and (ii) principles governing the investment of each category of money. This Investment Policy Statement (IPS) is intended to respond to the foregoing requirements.

1. GLOSSARY AND DEFINITIONS

The following capitalized terms are defined terms which have the meanings set out below:

Act: means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.

Agent: means any administrator, Custodian, payment servicer, portfolio manager, investment counsel, consultant, banker, broker, dealer or other service provider engaged or appointed by ONE JIB and authorized by ONE JIB to exercise any of the functions of ONE JIB pursuant to a written agreement, in the manner and to the extent provided in the Regulation and without limiting the generality of the foregoing, Agent includes ONE Investment.

Asset Class: An asset class is a specific category of assets or investments, such as cash, fixed income, equities, alternative investments, real estate etc.

Asset Mix (or Asset Allocation): means the proportion of each asset class in a portfolio. Asset classes include bank deposits, money market securities, bonds and equities, among other things.

Authorizing By-law: means a by-law of a Founding Municipality which authorizes: (i) the entering into of the Initial Formation Agreement; (ii) the establishment of ONE JIB; (iii) the approval of the Client Questionnaire and the adoption of the IPS; and (iv) the entering into of the ONE JIB Agreement.

Benchmark: means an index that is representative of a specific securities market (e.g. the S&P/TSX Composite Index, the FTSE/TMX 91 Day T-bill Index, etc.) against which investment performance can be compared. Performance benchmarks refer to total return indices in Canadian dollar terms.

CFA Institute: refers to the global, not-for-profit professional association that administers the Chartered Financial Analyst (CFA) and the Certificate in Investment Performance Measurement (CIPM) curricula and examination programs worldwide, publishes research, conducts professional development programs, and sets voluntary, ethics-based professional and performance reporting standards for the investment industry.

Credit Risk: means the possibility of a loss resulting from a borrower's failure to repay a loan or meet contractual obligations. That is, the risk that a lender may not receive the owed principal and interest.

Custodian: means a specialized financial institution that is responsible for safeguarding a municipality's investments and is not engaged in "traditional" commercial or consumer/retail banking. Global custodians hold investments for their clients in multiple jurisdictions around the world, using their own local branches or other local custodian banks ("sub-custodians" or "agent banks").

Derivative: A derivative is a contract between two or more parties whose value is based on an agreed-upon underlying financial asset (like a security) or set of assets (like an index). Common underlying instruments include bonds, commodities, currencies, interest rates, market indexes, and stocks.

Environmental, Social and Governance (ESG) Investing: means considering and integrating ESG factors into the investment process, rather than eliminating investments based on ESG factors alone. Integrating ESG information can lead to more comprehensive analysis of a company.

External Portfolio Managers: means external third-party investment management firms whose investment offerings are accessed by ONE JIB directly or through services provided to a Pooled Fund. External Portfolio Managers are agents authorized by ONE JIB in accordance with Part II of the Regulation.

Interest Rate Risk: refers to the possibility that the value of a bond or other fixed-income investment will suffer as the result of a change in interest rates. Interest rate risk can be managed to help improve investment outcomes.

Internal Controls: means a system of controls that may include authorities, policies, procedures, separation and segregation of duties, compliance checks, performance measurement and attribution, reporting protocols, measures for safekeeping of property and data, and the audit process.

Investment Plan: means the investment plan applicable to the Long-Term Funds investments and adopted by ONE JIB under the Regulation, as it may be amended from time to time.

Investment Policy Statement (IPS): means the investment policy applicable to the Municipality's investments adopted and maintained by the Council of the Municipality for Long-Term Funds under the Regulation, and for Short-Term Funds, as the same may be amended from time to time. The IPS may also apply to the money and investments held by the Municipality for the benefit of persons other than the Municipality itself and may make reference to source(s) of money in which the Municipality may have an indirect interest but which the Municipality has no authority to invest.

JIB: is short for Joint Investment Board and means a joint municipal service board that is established under section 202 of the Act by two or more municipalities for the purposes of Part II of the Regulation.

Legal List Securities: means the securities and other investments and financial instruments that are included from time to time in Part I of the Regulation.

Leverage: means an investment strategy of using borrowed money—specifically, the use of various financial instruments or borrowed capital—to increase the potential return of an investment. Typically leverage also tends to increase investment risks.

Local Distribution Corporation or LDC: means a corporation incorporated under section 142 of the *Electricity Act, 1998*.

Long-Term Funds: means money that the municipality has defined as long-term and characterized as money that is not required immediately by the Municipality as described in section 5.2. Monies that are Long Term Funds will be invested in accordance with the Prudent Investor Standard.

Modern Portfolio Theory: means a theory of portfolio management that looks towards the portfolio as a whole, rather than towards the prudence of each investment in the portfolio. This is found in the CFA Institute Standards of Practice Handbook.

Municipality: means THE CORPORATION OF THE MUNICIPALITY OF NEEBING

ONE JIB: means ONE Joint Investment Board, established by certain founding municipalities under section 202 of the Act as a JIB for purposes of Part II of the Regulation, which is the duly appointed JIB for the Municipality, as constituted from time to time and which acts in accordance with the Act, the Regulation, the ONE JIB Agreement, including the Terms of Reference, this IPS and the Investment Plan.

ONE JIB Agreement: means the agreement effective as of November 18, 2021, entered into in accordance with the requirements of the Regulation, pursuant to which ONE JIB has control and management of the Municipality's Long-Term Funds.

Outcome: in the context of the municipality's IPS the word 'outcome' is used interchangeably with 'solutions'. Investment outcomes are a set of investment allocations with varying risk/return characteristics. The outcomes assigned to each investor are intended to reflect the needs and circumstances of the municipality. MNRI may be invested into several outcomes based on the characteristics of the municipality's accounts/reserves and its saving and spending needs.

ONE JIB's Outcome Framework: a set of Investment Outcomes designed by the ONE JIB to categorize the potential goals of investing MNRI. Each Outcome has a unique Asset Allocation with risk/return characteristics that are aligned with the intended use of the funds assigned to the outcome.

Participating Municipality: means from time to time each of the municipalities for whom ONE JIB acts as the JIB under the terms of the ONE JIB Agreement.

Pooled Fund: means a unit trust established under a trust instrument, generally not available to the public, in which institutional, sophisticated or high net worth investors contribute funds that are invested and managed by an External Portfolio Manager. Funds are pooled or combined with funds of other investors.

Portfolio: means any collection of funds that are grouped together and required for specific purposes.

Proxy Voting: means a legal transfer to another party of a shareholder's right to vote thereby allowing shareholders who cannot attend meetings to participate. External Portfolio Managers usually vote proxies on behalf of their clients.

Prudent Effective Date: means November 18, 2021, the date on which the prudent investor regime applies to the Municipality.

Prudent Investor Standard: means the standard that applies when the Municipality invests money that it does not require immediately under section 418.1 of the Act. It requires the Municipality to exercise the care, skill, diligence and judgment that a prudent investor would exercise in making such an investment and the standard does not restrict the securities in which

the Municipality can invest. The Prudent Investor Standard makes use of Modern Portfolio Theory and applies the standard of prudence to the entire portfolio in respect of the Municipality's Long-Term Funds rather than to individual securities. It identifies the fiduciary's central consideration as the trade-off between risk and return as found in the CFA Institute Standards of Practice Handbook.

Regulation: means Ontario Regulation 438/97.

Risk: means the uncertainty of future investment returns.

Risk Tolerance: means the financial ability and willingness to absorb a loss in return for greater potential for gains.

Securities Lending: means loaning a security to another market participant. The borrower is required to deliver to the lender, as security for the loan, acceptable collateral with value greater than the value of the securities loaned. The Securities Lending program is managed by the Custodian on behalf of investors. A Securities Lending program is widely used by institutional investors to generate additional marginal returns on the total portfolio.

Short-Term Funds: means money that is required immediately by the Municipality as described in section 5.1 and which remains under the control and management of the Municipality. The funds can be invested in appropriate Legal List Securities.

Sinking Fund: means a fund established to fulfil the requirements to make annual contributions in respect of various debenture issues wherein money is to be regularly set aside for the payment of the principal of the debentures at maturity.

Sinking Fund Required Contributions (Annual Sinking Fund Requirement): means the amount of money to be set aside each year for deposit into a sinking fund or a retirement fund, as applicable, for each sinking fund and term debenture issue in accordance with the Municipality's debenture by-laws.

Sinking Fund Required Earnings: means the investment earnings needed for the Sinking Fund Contributions to continue to grow to a value sufficient to repay the principal at maturity for each issue of sinking fund and term debentures.

Sinking Fund Excess Earnings: means the investment earnings in excess of the required earnings.

2. PURPOSE AND LEGISLATIVE FRAMEWORK

2.1 Purpose of Policy

This IPS governs the investment of the Municipality's MNRI and MRI. It is intended, among other things, to direct the Clerk-Treasurer in the investment of MRI and to direct ONE Joint Investment Board (ONE JIB) in the investment of MNRI by implementing the Authorizing By-law 2021-045 pursuant to which the Municipality authorized the establishment of guidelines for the prudent management of the Municipality's MNRI pursuant to section 418.1 of the Act.

In addition to the Municipality's MRI and MNRI, the Municipality is from time to time entrusted with the management of money and investments for a third-party beneficiary ("third-party trust funds").

There are also source(s) of money in which the Municipality may have an indirect interest but which the Municipality currently has no authority to invest. Such source(s) of money, referred to in this IPS as "designated funds", are listed in Schedule A attached hereto. The designated funds are identified in this IPS for the sole purpose of enabling the Municipality to better see, on an aggregated basis, the various financial assets in which the Municipality has an interest. The Municipality is not responsible for the investment activities or performance of designated funds.

The goals of this IPS are to:

- Define and assign responsibilities for investment of MRI and MNRI;
- Describe the Municipality's responsibilities with respect to third-party trust funds and designated funds
- Ensure compliance with the applicable legislation;
- Direct ONE JIB as to the Municipality's investment goals and risk tolerance;
- Provide guidance and limitations regarding the investments and their underlying risks;
- Establish a basis of evaluating investment performance and the underlying risks; and,
- Establish a reporting standard to Council.

This IPS applies to employees of the Municipality, to ONE JIB and to the employees of ONE Investment. ONE JIB, the Clerk-Treasurer and any agent or advisor providing services to ONE JIB in connection with the investment of the portfolio shall accept and strictly adhere to this IPS.

2.2 Governing Legislation

Investments of MRI will, in accordance with this IPS, only be made in Legal List Securities.

Investments of MNRI are governed by the Prudent Investor Standard in accordance with Section 418.1 of the Act. This standard is similar to that which governs trustees and pension fund administrators and creates a fiduciary responsibility. Prudent investment in compliance with the Act and the Regulation enhances the potential for the Municipality to earn improved risk-adjusted rates of return.

Money and investments that the Municipality holds as third-party trust funds or has an interest in as designated funds will be subject to applicable legislation and any related agreements or instruments.

The Act provides that the Municipality must consider the following criteria in planning investments of MNRI, in addition to other criteria relevant to the circumstances:

- General economic conditions;
- The possible effect of inflation or deflation;

- The role that each investment plays within the Municipality's total portfolio of investments;
- The expected total return from income and the appreciation of capital; and
- Needs for liquidity, regularity of income and preservation or appreciation of capital.

2.3 Prudent Investor Standard

For MNRI, the standard to be used by the Municipality and ONE JIB shall be the Prudent Investor Standard as required by section 418.1 of the Act and Part II of the Regulation in the context of managing the Municipality's MNRI and investments thereof. Investments shall be made with the care, skill, diligence, and judgment, taking into account the prevailing circumstances, that persons of prudence, discretion and integrity would exercise in the management of investments, considering the necessity of preserving capital as well as the need for income and appreciation of capital. The Act includes a duty to obtain the advice that a prudent investor would obtain under comparable circumstances.

As well, the Prudent Investor Standard makes use of Modern Portfolio Theory, which looks towards the portfolio as a whole, rather than towards the prudence of each investment in the portfolio.

Officers, employees and investment agents acting in accordance with written procedures and the IPS and exercising due diligence shall take all necessary actions to optimize performance of investments on a portfolio basis, taking into account the prescribed risk and other parameters set out in this IPS and market factors. The Municipality's staff acting in accordance with written procedures and this IPS, shall be relieved of personal responsibility for an investment's performance, provided underperformance relative to expectations is reported to Council and the liquidation or sale of investments is carried out in accordance with this IPS.

3. MONEY REQUIRED IMMEDIATELY AND MONEY NOT REQUIRED IMMEDIATELY

3.1 Determination of MNRI and MRI

Determination of the Municipality's MNRI is the responsibility of Council. In making the determination, Council may consider:

- the time horizon within which the monies are needed to meet financial obligations;
- the purpose for which the monies have been collected or set aside and are to be used;
- the source of the money; or
- any combination of the foregoing

For the purposes of this Investment Plan the municipality has determined that MRI is set within two calendar years to align with the budget cycle, and MNRI is beyond the two-year budget cycle.

For certainty, all money and investments of the Municipality that have not been identified as MNRI (other than third-party trust funds and any designated funds referenced in Section 2.1) shall be deemed for purposes of this IPS to be MRI.

Determination of the Municipality's MNRI and MRI may be modified at any time and from time to time by action of Council and with respect to specific funds by the Clerk-Treasurer in accordance with the provisions of Section 6.2.

Any changes in this IPS regarding the Municipality's MNRI and MRI must be communicated immediately in writing to ONE JIB.

3.2 Overview of Portfolios

The Municipality's portfolios represent funds required for specific purposes. A high-level description of each of these portfolios and their objectives is provided in Section 5 below. This IPS applies to the following money of the Municipality, its agencies, boards and commissions including:

- MRI which is invested in Legal List Securities; and/or
- MNRI which is invested under the Prudent Investor Standard.

4. ROLES AND RESPONSIBILITIES

4.1 Role of ONE JIB

ONE JIB has been appointed by the Municipality in accordance with the requirements of the Act and the Regulation and on the terms and conditions set out in the ONE JIB Agreement (Appendix I).

ONE JIB exercises control and management of the Municipality's MNRI and the investments made by it in accordance with the objectives and risk tolerance established in this IPS.

Among the responsibilities of ONE JIB are the following:

- Reviewing this IPS;
- Adopting and maintaining an Investment Plan that complies with this IPS;
- Engaging External Portfolio Managers, Custodians, administrators and other investment professionals (Agents);
- Allocating the money and investments under its control and management among External Portfolio Managers;
- Monitoring the performance of the Agents; and,
- Reporting to the Municipality.

The foregoing is subject to the more detailed terms and conditions contained in the ONE JIB Agreement.

4.2 Role of Municipal Staff

This IPS is approved and adopted by Council with input from the Clerk-Treasurer, and from ONE JIB with respect to MNRI. MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, remain under the control and management of the Clerk-Treasurer.

Consistent with this IPS, the Clerk-Treasurer is responsible for the implementation of the investment program and the establishment of investment procedures which shall include:

- Investment management of MRI and any third-party trust funds referenced in Section 2.1 by, or under the direction of, the Clerk-Treasurer;
- The deposit or withdrawal of MNRI, under the explicit delegation of authority regarding MNRI, and the investment thereof, to ONE JIB, which is responsible for the control and management of such funds and investments; and,
- A system of controls exercised by the Clerk-Treasurer to regulate the activities of Deputy Clerk-Treasurer.

No person including, without limitation, ONE JIB, may engage in an investment transaction except as provided under the terms of this IPS.

In the management of MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, the Clerk-Treasurer may engage one or more agents and service providers. ONE Investment can assist with the investment of the Municipality's MRI, in Legal List Securities, and with the investment of third-party trust funds, in accordance with the terms of the applicable trust, if permitted, at the request of the Municipality.

4.3 Ethics and Conflicts of Interest

Individuals who are responsible for Municipality of Neebing's Short-Term Portfolio shall comply with Municipality of Neebing's Conflict of Interest guidelines and the relevant sections of the CPA Code of Professional Conduct.

ONE JIB, in its capacity as a joint municipal service board, in addition to being a local board of each member Municipality is subject to a Code of Conduct as required by the Municipal Act, 2001 (the "Act"). This Code of Conduct applies to the Chair and the other Members of ONE JIB acting in their capacity as Members of ONE JIB.

5. INVESTMENT

5.1 MRI: Short-Term Funds

The Municipality's MRI is described in this IPS as Short-Term Funds. Short-Term Funds consist of money needed to meet the short-term financial obligations of the Municipality and are controlled and managed by the Clerk-Treasurer.

5.1.1 Short-Term Funds: Investment Objectives

The main focus of the investment of Short-Term Funds is cash management, and the interest income generated by the investment of these funds contribute to municipal revenues.

Capital preservation is the paramount objective for short-term investments, and these investments need to be highly liquid. Consequently, only high quality, short-term investments that are also Legal List Securities will be held in this portfolio. The Municipality may invest in fully liquid money market securities and deposit accounts. The Municipality aims to maximize returns subject to the constraints set out in Part I of the Regulation, as amended from time to time, with a view to preserving capital and to further manage risk through diversification by issuer and credit quality.

5.1.2 Short-Term Funds: Eligible Investments

Short Term Funds may be invested in high quality, short-term investments that are also Legal List Securities available from banks, dealers and other financial institutions. Investments issued or guaranteed by approved institutions will be permitted by this Policy, as deemed eligible by Ontario Regulation 438/97 or as authorized by subsequent provincial regulations. Investments will be limited to securities issues maintaining a minimum credit rating by an appropriate credit rating agency.

Eligible investments include the following offerings by ONE Investment:

- ONE Investment High Interest Savings Account;
- ONE Investment Money Market Portfolio; and,
- ONE Investment Canadian Government Bond Portfolio

Investment in the foregoing is subject to the Municipality entering into the prescribed Agency Agreement with LAS and CHUMS.

The investment objectives for short term funds, ranked in priority, are as follows:

a) Security of Principal

The primary objective for MRI is to ensure the security of principal. To minimize the risk of loss, investments shall be subject to minimum credit ratings and shall be diversified by maturity, type of investment and issuer. Investing activities will be reviewed on a regular basis as actual, revised and forecasted operating and capital plans are completed. Maturity dates should be staggered so that investment cash inflows occur throughout the year.

b) Liquidity Requirements

Liquidity is measured by the ease with which securities can be converted to cash to meet forecast spending. The investments that are eligible under Ontario's Eligible Investments and Related Financial Agreements Regulation possess different features and thus market

prices will vary depending on market conditions, as well as the particular features of the type of investment.

To ensure adequate liquidity, the Municipality's investments shall be diversified by holding securities of various terms to maturity and by various types of investments and issuers and to the extent possible, the term of such investments shall match the forecasted requirements for such funds to meet expenditures.

c) Rate of Return

The Municipality's funds shall be invested to maximize the rate of return within acceptable risk levels while respecting the security of principal, legal constraints and the adequate liquidity needs of each investment portfolio.

The composition of each portfolio, including its term to maturity and type of investments, shall be adjusted within the guidelines of this Policy to take advantage of market opportunities. Such changes shall be made with the periodic interest rate outlook and target portfolio structure approved by the Treasurer.

5.2 MNRI: Long-Term Funds

The Municipality's MNRI is described in Section 3.2 as Long-Term Funds. In accordance with the ONE JIB Agreement and this IPS, ONE JIB has exclusive control and management of the Long-Term Funds and the investments made therewith.

From time to time, the Municipality may require money immediately to meet financial obligations and may require ONE JIB to liquidate one or more investments in order to generate money to pay those obligations. ONE JIB will select the investment(s) to be liquidated. The timing of such liquidation will be determined by ONE JIB in consultation with the Treasurer.

5.2.1 Long-Term Funds: Investment Objectives

In setting the objectives noted below, the Municipality has taken into account the following considerations:

- Preservation of capital;
- Adequate liquidity that takes into account the needs of financial obligations and reasonably anticipated budgetary requirements;
- Diversification by asset class, market, sector, issuer, credit quality and term to maturity;
- Income and capital appreciation; and,
- Macro risks, such as inflation, economic growth and interest rates.

The municipality's Investment objectives for its Long-Term funds (MNRI) can be achieved via allocations to the Outcomes defined within the ONE JIB's Outcome Framework. A summary of this framework is described in Table 1 below.

Table 1:

Outcome Category	Outcome Strategy	Objective	Risk Tolerance, Liquidity	Investment Horizon
Cash	Cash	Preservation of capital	Low risk; high liquidity	< 3 years
Stable Return	Stable Return	Income generation: To generate returns to fund recurring needs	Moderate risk with emphasis on growth and stable returns, regular liquidity	> 5 years (Perpetual)
Contingency	Contingency	Contributions for unexpected and infrequent events	Higher risk, emphasis on longer-term capital growth with some liquidity	> 5 years (Perpetual)
	Asset mgt reserves	Contributions to generate returns to fund asset management reserves	Higher risk, emphasis on longer-term capital growth; low liquidity	> 10 years (Perpetual)
Target Date	Target Date 3-5 yrs	Preservation of capital	Low risk; high liquidity	3 - 5 years
	Target Date 5-10 yrs	Contributions toward capital projects, mitigate inflation impacts and meet target funding requirements	Moderate risk, liquid	5 - 10 years
	Target Date 10+ yrs	Contributions toward capital projects, mitigate inflation impacts and meet target funding requirements	Higher risk, emphasis on long term inflation-adjusted growth	> 10 years

Investment of Long-Term Funds is managed by ONE JIB, which balances expected investment risks and returns to generate asset mixes that create outcomes to meet the Municipality's needs and risk tolerances. Risk mitigation is achieved primarily through the diversification of investment types. For example, assets will be invested in a mix of fixed income, equity, and other investments in order to help balance volatility and returns. Returns have an impact on revenues, as well as a longer-term impact on future years' budgets and should, at a minimum, keep pace with inflation. To the extent possible, the Long-Term Funds' investment horizons are aligned with the Municipality's obligations and cash flow requirements and may consist of liquid and non-liquid securities based on future cash flow requirements.

5.2.2 Long-Term Funds: Eligible Investments

Eligible investments for Long-Term Funds include the following offerings by ONE Investment:

- ONE Investment High Interest Savings Account;
- ONE Investment Canadian Government Bond Fund;
- ONE Investment Canadian Corporate Bond Fund;
- ONE Investment Canadian Equity Fund;
- ONE Investment Global Bond Fund; and,
- ONE Investment Global Equity Fund.

Additionally, nothing in this IPS prevents Long-Term Funds from being held in cash, short term money market instruments, or overnight deposits.

5.2.3 Long-Term Funds: Sinking Funds

Not Applicable

5.2.4 Long-Term Funds: Local Distribution Corporation (LDC) Securities

Not Applicable

5.2.5 Long-Term Funds:

Not Applicable

5.3 Third-Party Trust Funds and Designated Funds

In addition to the Municipality's own money, the Municipality is from time to time entrusted with third-party trust funds, and the Municipality's responsibilities and obligations with respect thereto may be subject to other legislation and governed by other agreements and instruments. To the extent that there is any conflict or inconsistency between the provisions of this IPS and the terms and conditions contained in such other legislation, agreements or instruments applicable to third-party trust funds, the latter shall prevail.

The Municipality's third-party trust funds and the designated funds are listed in Schedule A.

For certainty, the third-party trust funds and the designated funds are not MNRI of the Municipality, and such funds are not under the control or management of ONE JIB.

5.4 Investment Management**5.4.1 Investment Management of Short-Term Funds**

The investment of Short-Term Funds shall be controlled and managed by the Clerk-Treasurer.

5.4.2 Investment Management of Long-Term Funds

The investment of Long-Term Funds shall be controlled and managed by ONE JIB in accordance with this IPS. An investment advisor shall be retained by ONE JIB to define and manage the asset allocation using External Portfolio Managers.

Competent External Portfolio Managers shall be appointed by ONE JIB and they shall enter into an agreement with ONE Investment that complies with this IPS and Part II of the Regulation and provide compliance and performance reports. In accordance with the applicable regulatory requirements, ONE JIB shall make any External Portfolio Manager changes deemed in the best interest of the Municipality. For each External Portfolio Manager, ONE Investment shall agree on a set of operational guidelines including constraints, discretion limits, diversification and quality standards, and performance expectations, which are documented in each External Portfolio Manager's guidelines.

5.5 Transition to Prudent Investor Regime

Until the Prudent Effective Date, the Municipality will continue to control and manage its MRI, MNRI and investments in Legal List Securities. Some of such investments were made with MRI and some with MNRI.

Upon and after the Prudent Effective Date, the control and management of money and investments that are determined to be not required immediately shall be given to ONE JIB. Nothing in this IPS requires that such investments need be liquidated or disposed of. It is not contrary to this IPS for investments that the Municipality does not require immediately to be held, and to continue to be held by, ONE JIB in instruments such as term deposits, guaranteed investment certificates or principal protected notes issued by a financial institution to be held to maturity and invested upon receipt of cash proceeds.

Management of third-party trust funds and any designated funds is not directly affected by the Prudent Effective Date.

5.6 Investment Constraints

5.6.1 *Environmental, Social and Governance (ESG) Investing*

The Municipality of Neebing supports ESG investing for Short-Term and Long-Term Funds. The Town believes that well-managed companies are those that demonstrate high ethical and environmental standards and respect for their employees, human rights, and the communities in which they do business, and that these actions contribute to long term financial performance.

The Town has chosen to monitor the developments of ESG factors and will reconsider its approach to ESG investing for the Short-Term Portfolio as and when appropriate to do so.

For the investment of Long-Term Funds, ONE JIB is required to explore how External Portfolio Managers are implementing responsible investing principles at the time of hiring and during periodic reviews. It may report on results periodically, if requested. Accommodating specific ESG considerations may not be possible either due to availability or to costs.

5.6.2 *Securities Lending*

Securities lending is not permitted for short term investments directly held by the municipality. The municipality may hold externally managed investment portfolios that engage in securities lending.

For the investment of Long-Term Funds, the Municipality may invest in pooled funds, and other investment funds that are controlled by an External Portfolio Manager who may engage in Securities Lending if the policies of the External Portfolio Manager that apply to such pools permit such an action.

5.6.3 Derivatives

Derivatives may not be used for speculative purposes. They may be used for the investment of Long-Term Funds where they are fully covered by a backing asset, e.g., as for currency or other hedging, to change portfolio duration or in covered call strategies.

5.6.4 Use of Leverage

Nothing in this IPS prevents the use of leverage, provided it is prudent to do so. Leverage is inherent in the use of certain types of investment strategies and instruments. Where leverage is employed, ONE JIB (for MNRI) and the Treasurer (for MRI) shall have in place monitoring procedures to manage overall exposure to any counterparty and in the aggregate Leverage is not a strategy currently employed by ONE JIB but may be considered at a later date.

5.6.5 Pooled Funds

All investment strategies may be pursued directly through holdings of corporate and government issuers and indirectly via pooled funds and investment funds or any combination thereof. The investment strategies may also include allocations to cash or short-term investment vehicles.

5.6.6 Currency Hedging

The Short-Term Portfolio will not utilize currency hedging.

The Municipality's funding requirements are in Canadian dollars. However, some exposure to foreign currencies in the Long-Term Portfolio is expected and necessary to provide diversification and potentially enhance returns. Therefore, it shall not be a violation of this IPS for investments in global mandates to be unhedged, in whole or in part, where the diversification benefits embedded in the currency exposure are considered to be beneficial or desirable by ONE JIB.

5.6.7 Prohibited Investments

Not Applicable

5.7 Performance Monitoring, Rebalancing and Management

5.7.1 Short-Term Funds

The Clerk-Treasurer shall monitor the performance, rebalance asset mix and manage short-term funds in a manner that achieves the investment objectives set out in this IPS.

5.7.2 Long-Term Funds

For the investment of Long-Term Funds, each account's asset mix will be monitored on a periodic basis by ONE JIB. Should the asset mixes deviate outside the ranges set out in the Investment Plan, the account will be rebalanced as soon as practicable taking into

consideration variations in market liquidity and the investment objectives. Cash inflows /outflows will be used to rebalance as much as possible. If they are insufficient, investments will be sold in a commercially reasonable manner and reallocated as required.

Investments are expected to achieve returns at least equal to their benchmarks measured over a rolling five-year period. ONE JIB shall provide at least annual reporting described in Section 6.6 that demonstrates the Municipality's holdings, declares compliance with this IPS and shows External Portfolio Manager performance.

6. ADMINISTRATIVE POLICIES

6.1 Flow of Funds and Annual Municipal Budget

6.1.1 *Transfer to ONE JIB as Part of Budget Process*

On an annual basis, as part of the Municipality's budget process, the Municipality shall identify the amount, if any, of Long-Term Funds that it holds. Any Long-Term Funds not already under the control and management of ONE JIB shall be transferred to ONE JIB as soon as practicable.

6.1.2 *Transfer to Municipality as Part of Budget Process*

On an annual basis, as part of the Municipality's budget process, ONE JIB shall be notified by the Clerk-Treasurer as to the amount, if any, required by the Municipality from the Long-Term Funds then under the control and management of ONE JIB for the Municipality's operational purposes. Such amount shall be deemed to be Short-Term Funds and shall be returned to the Municipality in a lump sum or by way of periodic payments, as directed by the Clerk-Treasurer.

6.2 Flow of Funds Otherwise than through the Budget Process

6.2.1 *Surplus Funds*

The Short-Term Funds capture revenues received by the Municipality during each year after the approval of the Municipality's budget for the year. Any amounts deemed to be surplus by the Clerk-Treasurer at any such time during the year shall be transferred to ONE JIB to be under its management and control as Long-Term Funds. Amounts so transferred will be recorded annually in the Investment Plan and allocated by ONE JIB in accordance with the Investment Plan.

6.2.2 *Contingencies*

The Clerk-Treasurer is authorized, from time to time after the approval of the Municipality's budget, to direct ONE JIB to return any amounts determined by the Clerk-Treasurer to be required to meet expenditures for unexpected contingencies not anticipated by the Municipality's budget in force for that year, provided however that the aggregate of the amounts to be returned to the Municipality under this Section 6.2.2 during the year shall not exceed 25% of the Long-Term Funds under the control and

management of ONE JIB as at the date that the Municipality approved its budget for the year (the Budgeted Long-Term Funds). In determining the Budgeted Long-Term Funds for purposes of calculating the 25% limit, any Long-Term Funds to be transferred to the control and management of ONE JIB in accordance with that year's budget pursuant to Section 6.1.1 shall be included and any amount to be returned by ONE JIB to the Municipality pursuant to Section 6.1.2 shall be excluded.

6.3 Valuation of Investments

Investments shall be valued according to the values provided by the Custodian(s). For the investment of Long-Term Funds, values of unitized vehicles shall be valued according to the unit values published daily by the Custodian. Other investments shall be valued at their market value when that is available from regular public trading. If a market valuation of an investment is not available, then a fair value shall be supplied by the External Portfolio Manager to the Custodian no less frequently than quarterly.

6.4 Voting Rights

Where External Portfolio Managers have been appointed, such External Portfolio Managers shall assume the responsibility of exercising voting rights and will report their voting policies to ONE JIB annually. The Municipality may access these policies at any time.

6.5 Internal Controls

The Clerk-Treasurer shall establish an annual process of review of all investments made under this IPS. This review will provide internal control by assuring compliance with governing legislation and with policies and procedures established by the Clerk-Treasurer. To the extent ONE JIB's input is needed, these requirements will be communicated in advance to ONE JIB.

6.6 Custodians

All investments and assets of the investment portfolios shall be held by a Custodian and any of the Custodian's sub-custodians or nominees. For Long-Term Funds, the Custodian shall be acceptable to ONE Investment. For Short-Term Funds the Custodian shall be acceptable to ONE Investment if ONE Investment is administering the investment of the Municipality's Short-Term Funds, otherwise the Custodian shall be acceptable to the Municipality.

6.7 Reporting

6.7.1 Short-Term Funds

For the investment of Short-Term Funds, the Clerk-Treasurer shall report at least annually to Council, such report to be in such form and contain such content as Council may request. [Subject to any reporting obligations contained in the Municipality's existing investment policy attached as Appendix III] the report to Council shall include investment

performance during the period covered and such other information as required under regulation and as the Clerk-Treasurer may consider to be pertinent.

6.7.2 Long-Term Funds

The Regulation provides that ONE JIB shall submit an investment report to Council in respect of the investment of Long-Term Funds at least annually. Such report shall include the following.

- Investment performance during the period covered by the report;
- Asset mix of the total portfolio;
- A listing of individual investments held at the fund level at the end of the reporting period showing, where appropriate, their average term to maturity and yield relative to the benchmark, book value, market value, realized/unrealized gains/losses and actual income received;
- Dates of all transactions including the purchase and sale prices;
- A statement by the Clerk-Treasurer as to whether all investments were made in accordance with the IPS and as to whether all investments were made in accordance with the Investment Plan; and
- Any other pertinent information in the opinion of the Clerk-Treasurer.

All securities invested on behalf of the Municipality by ONE JIB or with the assistance of ONE Investment shall be held for safekeeping in the name of the Municipality by a Custodian, which shall provide monthly reporting showing all securities held, their book values, market values and all income received.

7. APPROVAL, SUBSEQUENT MODIFICATIONS AND EFFECTIVE DATE

7.1 Revocation / Amendment of Previous Investment Policy

This policy rescinds and replaces any previous investment policy or statement of investment policies and goals of the Municipality.

7.2 Modifications to the IPS

At least annually, Council shall review the IPS and update it, if required. In the course of reviewing the IPS, Council may request comments from the Clerk-Treasurer with respect to the investment of Short-Term Funds and from ONE JIB with respect to the investment of Long-Term Funds.

Following the Council's review of the IPS, ONE JIB shall review the Investment Plan and update it, if required.

At a minimum, the annual review will take into account:

- the adequacy of funding for capital works;
- the Municipality's ability to reduce other spending;
- flexibility of the timeframe to payout; and
- sensitivity to loss.

7.3 Effective Date

This IPS is adopted by Council of the Municipality effective October 6, 2021. The Treasurer is directed to sign a copy of this IPS to evidence approval and to deliver a copy of this IPS to ONE JIB.

Signed by:

Clerk-Treasurer

Date

Schedule A**Third-Party Trust Funds and Designated Funds****Third-Party Trust Funds**

Care and maintenance trust funds under the *Funeral, Burial and Cremation Services Act*, 2002 which are to be invested pursuant to the *Trustee Act*.

Designated Funds

Not Applicable.

Appendix I: ONE JIB Agreement

To be Added

Appendix II: Investment Policy for Short-Term Funds

The Clerk-Treasurer will direct the Deputy Clerk-Treasurer to place short term funds into secure investments as listed in section 5.1.2 of this Investment Policy Statement.

Schedule "C"

*Final agreement to be attached when finalized and signed.
Sample agreement available upon request.*

THE CORPORATION OF THE MUNICIPALITY OF NEEBING

BY-LAW NUMBER 2021-040

Being a by-law to amend the Zoning By-law (Number 2017-030) to add a special condition relating to Subject Property in geographic Blake Township

Recitals:

1. Section 34 (10) of the Planning Act R.S.O. 1990, c P.13, as amended (referred to in this By-law as the “Act”), provides that an enacted Zoning By-law may be amended.
2. An application to amend the zoning by-law to allow development of the Subject Property with a second dwelling was submitted August 31, 2021, by the owner of the Subject Property. A Public Meeting was held on October 6, 2021 by web conference for the purpose of reviewing the application
3. In accordance with Subsections 34 (12) and 34 (13) of the Act, notice of the Public Meeting held October 6, 2021 was mailed to nearby property owners and to agencies and first nations on September 14, 2021 and a sign was posted at the access point leading to the Subject Property.
4. This amendment is a site-specific amendment that impacts only the Subject Property.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF NEEBING ENACTS AS FOLLOWS:

Part One: Site-Specific Amendments for Property at 44 Oleksuk Road, in Geographic Blake Township, in the Municipality of Neebing

- 1.01 Land: The provisions of sections 1.01 through 2.03, inclusive, of this By-law apply to those lands described as Concession 9, Part NE ¼ Lot 10, PCL 2083, in Geographic Blake Township, in the Municipality of Neebing. Schedule “A” to this By-law is a pictorial representation of the property. This property is referred to in this By-law as “Subject Property”.
- 1.02 Re-Zoning: Subject Property is zoned “rural” and shall remain zoned “rural”, however, By-law 2017-030 is amended to allow, on a site-specific basis for Subject Property, the following permitted use, in addition to the other permitted uses in the “rural” zone:

A second dwelling unit on the same lot, constructed as a dwelling unit within a building which is accessory to the principal residence.
- 1.03 Map Amendment: Schedule B to By-law 2017-030, being the zoning map for Geographic Blake Township, is amended to note the special condition for Subject Property.

Part Two: General Provisions

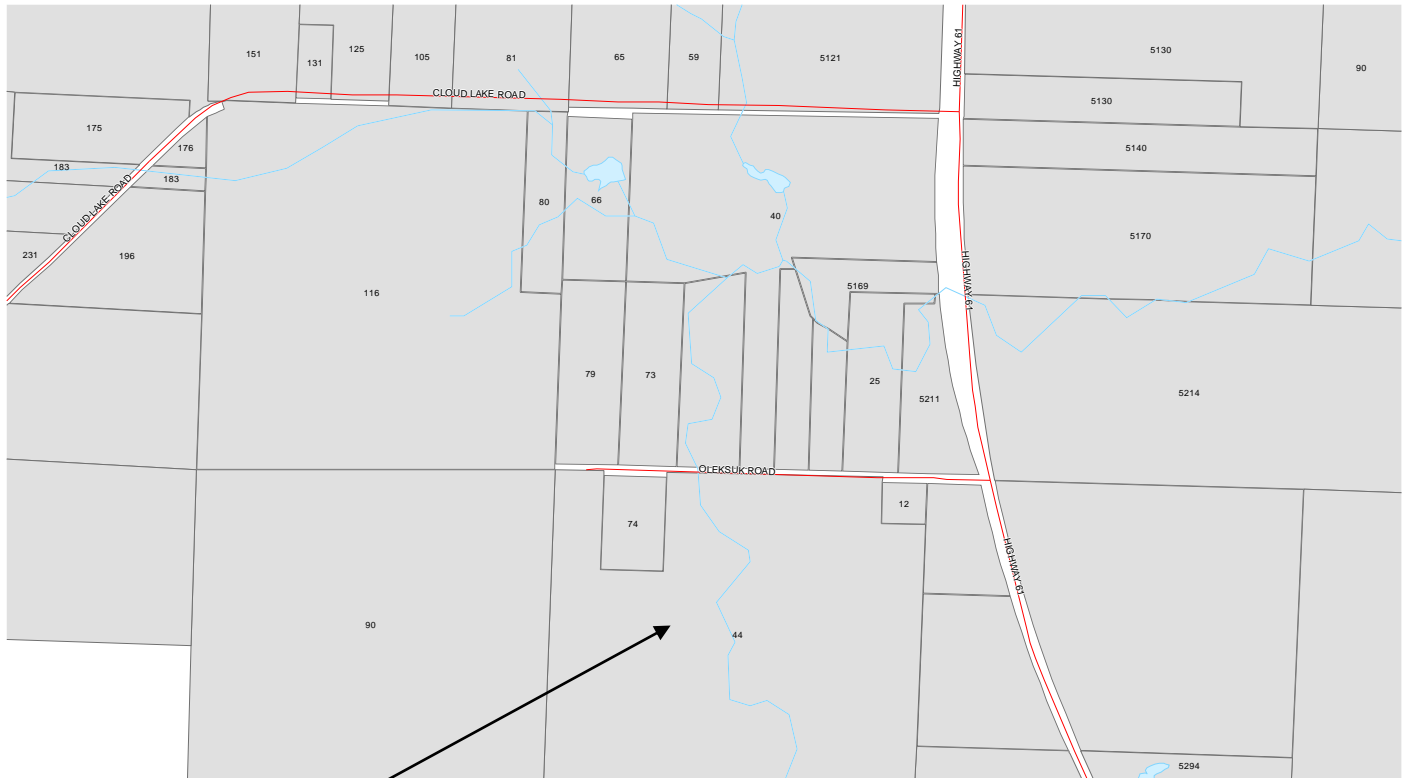
- 2.01 Official Plan Compliance: This By-law is in accordance with the Municipality of Neebing Official Plan, as amended.
- 2.02 Effective Date: This By-law shall come into force and effect on the day of its passage in accordance with Subsection 34(21) or 34(30) of the Planning Act, as applicable.

ENACTED AND PASSED IN COUNCIL this 6th day of October, 2021, as witnessed by the corporate seal of the Corporation and the hands of its proper Officers duly authorized in that behalf.

Mayor

Clerk-Treasurer

Schedule "A" – Subject Property: Land Parcel which is Subject to Sections 1.01 through 1.03 of this By-law



Subject Property