

**THE CORPORATION OF THE MUNICIPALITY OF NEEBING**  
**MINUTES OF THE REGULAR MEETING OF COUNCIL**

Held at the Municipal Office  
On Wednesday, December 5, 2018

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

Rosalie A. Evans, Solicitor-Clerk

**1. PRELIMINARY MATTERS:**

- (a) Call to Order: Mayor Butikofer called the meeting to order at 6:30 p.m.
- (b) Attendance: Attendance was recorded.
- (c) Accept/Amend the Agenda:

Res. No. 2018-12-001

Moved by: Councillor Wright  
 Seconded by: Councillor Coulson

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

**CARRIED ✓**

- (d) Declarations of Interest:

No declarations of interest were brought forward.

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

**2.1 Dale Smyk Regarding the Fire Smart Plan completed in 2018**

Mr. Smyk introduced himself and outlined his firm's engagement last year to undertake the wildfire planning report (using Fire Smart® principles). The program was sponsored by the Ministry of Natural Resources and Forestry (MNRF) who have approved the plan.

Mr. Smyk went through the executive summary of the plan, which had been circulated with the agenda package.

He explained that no community can ever be “fireproof” but steps can be taken to lessen the likelihood or extent of damage caused by fire.

Recommended actions in the plan are: (1) to reduce “fuel” by thinning trees, taking out ladder fuels, considering species when planting, etc.; (2) consider fire risk when approving development plans; (3) undertake an active wildfire education program; (4) form a “Fire Smart” committee; and (5) consider formation of one or more fire breaks (working with MNRF).

Mr. Smyk recommended some tree thinning at the Scoble Landfill site.

He commented that almost all roads have only one access road that would serve for both egress and access. He recommends some evacuation route planning. An early warning system – such as a siren – might be something to consider.

Mr. Smyk left at 7:05 p.m., after responding to questions from Councillors.

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

#### **3.1 Minutes of the Open Session portion of the Regular Meeting of Council held on November 21, 2018**

Administration had recommended approval of these minutes, together with those presented at Item 7.1 of the Closed Session portion of the agenda, with any error corrections, as required, be approved. No errors were noted.

#### **3.2 Minutes of the meeting of the Cemetery Board held on November 19<sup>th</sup>, 2018**

Administration had recommended that Council receive the minutes.

#### **3.3 Minutes of the meeting of the Neebing Economic Development Advisory Committee held on October 26<sup>th</sup>, 2018**

Administration had recommended that Council receive the minutes.

#### **3.4 Minutes of the meeting of the Neebing Economic Development Advisory Committee held on November 26<sup>th</sup>, 2018**

Administration had recommended that Council receive the minutes.

#### **3.5 Report from Solicitor-Clerk Regarding Administrative Activity**

Administration had recommended that Council receive the report.

#### **3.6 Correspondence from ROMA, received October 29, 2018, Regarding Nominations for the Board.**

Administration had recommendation that Council receive the correspondence for information relating to the Report at Item 4.4 of the agenda.

3.7 Correspondence from OGRA, received November 20, 2018, Regarding Nominations for the Board.

Administration had recommendation that Council receive the correspondence for information relating to the Report at Item 4.4 of the agenda.

3.8 Information Correspondence List (Distributed at the Meeting)

Administration had recommendation that Council receive the correspondence for information.

Res. No. 2018-12-002

Moved by: Councillor Thibert

Seconded by: Councillor Wright

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 3.8, as well as Item 7.1 in the Closed Session portion of the agenda.

**CARRIED ✓**

**4. REPORTS AND CORRESPONDENCE RECEIVED REQUIRING DIRECTION:**

4.1 Report from Solicitor-Clerk Regarding Procedural Matters

Members present reviewed the Report. The Solicitor-Clerk responded to questions.

Res. No. 2018-12-003

Moved by: Councillor Cuthbertson

Seconded by: Councillor Coulson

BE IT RESOLVED THAT Administration is directed to bring forward to the next meeting of Council a by-law to amend By-law 2016-010 (the Procedural By-law) to implement the following changes:

- a) Add a confirmation by-law process;
- b) Reduce regular meetings in January to one meeting, held on the 3<sup>rd</sup> Wednesday of the month;
- c) Allow teleconference attendance at open meetings in accordance with the Municipal Act, 2018, with up to 3 participants permitted, on a "first come; first served" basis; and
- d) Allow Council members to "opt in" to receive agenda packages electronically rather than in paper format;

AND FURTHER, THAT Administration bring forward to the next meeting of Council a by-law to create an informal "town hall" style meeting to be held from 6:00 to 6:30 p.m. prior to council meetings;

AND FURTHER, THAT Administration bring forward to the next meeting of Council a by-law to create the Council committees and appointments, specifying their mandates and tasks.

**CARRIED ✓**

4.2 Report from Solicitor-Clerk Regarding Strategic Planning

Members present reviewed the Report. The Solicitor-Clerk responded to questions.

Res. No. 2018-12-004

Moved by: Councillor Thibert  
Seconded by: Councillor Gardner

BE IT RESOLVED THAT Administration is directed to bring forward to the next meeting of Council information relating to the cost and outline for a strategy session facilitated by Margaret Wanlin.

**CARRIED ✓**

4.3 Report from Solicitor-Clerk Regarding upcoming Conferences

Members present reviewed the Report with respect to attendance. The Solicitor-Clerk responded to questions.

Res. No. 2018-12-005

Moved by: Councillor Coulson  
Seconded by: Councillor Wright

BE IT RESOLVED THAT Councillors Gardner and Cuthbertson, together with Mayor Butikofer, be registered to attend the ROMA conference in January;  
AND FURTHER THAT Councillor Kurikka and Working Roads Foreman Barry Livingston be registered to attend the OGRA conference in February;  
AND FURTHER, THAT Administration is directed to reserve 3 rooms for the AMO conference in August, when they become available, and that Council will determine attendees to AMO at a later date.

**CARRIED ✓**

Members present reviewed the Report with respect to delegation requests. The Solicitor-Clerk responded to questions.

Res. No. 2018-12-006

Moved by: Councillor Wright  
Seconded by: Councillor Coulson

BE IT RESOLVED THAT Administration forward a delegation request to the Ministry of Environment, Conservation and Parks, to enquire as to the Province's plans for recycling and reducing waste to landfill, and for reducing red tape associated with applications to expand landfill site capacities.

**CARRIED ✓**

4.4 Report from Solicitor-Clerk Regarding Appointments to Agencies, Boards, Positions and Committees

Members present reviewed the Report with respect to committees controlled by Council. The Solicitor-Clerk responded to questions.

Councillor Cuthbertson provided notice of the following resolution, to be considered at the next regular Council meeting:

BE IT RESOLVED that the Committee of Adjustment be discharged, and that the planning applications that would otherwise have been heard by the Committee of Adjustment be heard by Council sitting as Committee of the Whole.

Res. No. 2018-12-007

Moved by: Councillor Gardner

Seconded by: Councillor Kurikka

BE IT RESOLVED THAT Administration is directed to bring forward to the next meeting of Council a by-law to amend By-law 2016-022 (the Committee By-law) to implement the following changes:

- a) To make each committee's membership complement, apart from the Committee of Adjustment, a minimum of 4 and a maximum of 7 persons, excluding any ex officio members;
- b) To create a waste management committee, with a mandate to increase waste diversion, deal with fees and rules; and
- c) To create an asset management committee, with a mandate to review the draft asset management plan prior to adoption by Council; to undertake regular reviews and updates to the plan after approval; and to report to Council on the plan, as required;

AND FURTHER, THAT volunteers on each committee created by Council (with the exception of the Committee of Adjustment) will receive a stipend of \$25.00 for each regular meeting attended.

**CARRIED ✓**

Members present reviewed the Report with respect to a request to waive the requirement of the by-law for committee membership eligibility on two committees. The Solicitor-Clerk responded to questions.

Res. No. 2018-12-008

Moved by: Councillor Cuthbertson

Seconded by: Councillor Wright

BE IT RESOLVED THAT Council waives the requirement that all committee volunteers be ratepayers of the Municipality for Cheryl McMaster, for this term of Council, relative to her requests relating to the Neebing Committee of Adjustment and the Cloud Bay Cemetery Board; AND FURTHER, THAT Ms. McMaster be advised that the waiver is for membership on each of the two committees, but that she is not eligible to be chair of either committee.

**CARRIED ✓**

Members present reviewed the Report with respect to persons looking to be appointed or re-appointed to various positions. The Solicitor-Clerk responded to questions.

Res. No. 2018-12-009

Moved by: Councillor Coulson  
 Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council appoints the persons whose names are in the column headed "appointee" in the table below, to the volunteer committee positions or individual positions noted opposite their names in the column headed "appointment" in the table:

<b>Neebing Recreation Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Curtis Coulson	Neebing Recreation Committee, Council Liaison;
Karen Coulson	Neebing Recreation Committee, member
Eileen Pelletier	Neebing Recreation Committee, member
Penny Shott	Neebing Recreation Committee, member
Katherine Hill	Neebing Recreation Committee, member
Dawne Kilgour	Neebing Recreation Committee, member
<b>Neebing Economic Development Advisory Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Gordon Cuthbertson	Neebing Economic Development Advisory Committee, Council liaison
Gary Davies	Neebing Economic Development Advisory Committee, member
Brock Marshall	Neebing Economic Development Advisory Committee, member
Brian Kurikka	Neebing Economic Development Advisory Committee, member
<b>Cloud Bay Cemetery Board</b>	
<b>Appointee</b>	<b>Appointment</b>
Curtis Coulson	Cloud Bay Cemetery Board, Council Liaison
Michael Barnes	Cloud Bay Cemetery Board, member
Cheryl McMaster	Cloud Bay Cemetery Board, member
Penny Shott	Cloud Bay Cemetery Board, member
Roger Shott	Cloud Bay Cemetery Board, member
Bev Dale	Cloud Bay Cemetery Board, member
Karen Coulson	Cloud Bay Cemetery Board, member
<b>Neebing Waste Management Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Brian Wright	Neebing Waste Management Committee, Council Liaison
Gary Davies	Neebing Waste Management Committee, member
Ed Shields	Neebing Waste Management Committee, member
<b>Thunder Bay Veterinary Services Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Tim Janssens	Thunder Bay District Veterinary Services Committee member
Gerrit Bakker	Thunder Bay District Veterinary Services Committee member
<b>Weed Inspector</b>	
<b>Appointee</b>	<b>Appointment</b>
Gary Gardner	Weed Inspector

<b>Livestock Evaluator</b>	
<b>Appointee</b>	<b>Appointment</b>
Gary Gardner	Livestock Evaluator
<b>Fence Viewers</b>	
<b>Appointee</b>	<b>Appointment</b>
Brian Wright	Fence Viewer
Curtis Coulson	Fence Viewer
Gary Gardner	Fence Viewer

AND FURTHER, THAT Administration is directed to bring forward the appointment by-law at the next regular meeting of Council;  
 AND FURTHER, THAT BDO Canada LLP be appointed the Municipality's auditors for the year 2019;  
 AND FURTHER, THAT By-law 2005-296 (appointing municipal solicitors) be repealed;  
 AND FURTHER, THAT recruitment occur for the vacancies on the Waste Management Committee and Economic Development Advisory Committee by direct approach to members of the public who may be interested.

**CARRIED ✓**

Res. No. 2018-12-010

Moved by: Councillor Coulson  
 Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council appoints the persons whose names are in the column headed "appointee" in the table below, to the council committee or individual positions noted opposite their names in the column headed "appointment" in the table:

<b>Neebing Asset Management Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Gary Gardner	Neebing Asset Management Committee, Council Liaison
Brian Kurikka	Neebing Asset Management Committee, 2 <sup>nd</sup> Council Member position
Erwin Butikofer	Neebing Asset Management Committee, Member by Virtue of Office (Mayor)
Jeff Lafontaine	Neebing Asset Management Committee, Member by Virtue of Office (Delegated by Fire Chief)
Erika Kromm	Neebing Asset Management Committee, Member by Virtue of Office (Working Roads Foreman)
Barry Livingston	Neebing Asset Management Committee, Member by Virtue of Office (Treasurer)
<b>Neebing Roads Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Gary Gardner	Roads Committee, Member
Curtis Coulson	Roads Committee, Member
Brian Kurikka	Roads Committee, Member

<b>Needing Joint Health &amp; Safety Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Brian Wright	Joint Health & Safety Committee, Management Representative
Dale Ashbee	Joint Health & Safety Committee, Management Representative
Erika Kromm	Joint Health & Safety Committee, Management Representative
<b>Tender Review Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Curtis Coulson	Tender Review Committee, Member
Gordon Cuthbertson	Tender Review Committee, Member
Brian Kurikka	Tender Review Committee, Member
<b>Labour Management Committee</b>	
<b>Appointee</b>	<b>Appointment</b>
Erwin Butikofer	Labour Management Committee, Member
Mark Thibert	Labour Management Committee, Member
<b>Deputy Mayor</b>	
<b>Appointee</b>	<b>Appointment</b>
Brian Wright	Deputy Mayor, December 1, 2018 through November 30, 2020
Gordon Cuthbertson	Deputy Mayor, December 1, 2020 through November 22, 2022
<b>Community Emergency Management Co-Ordinator</b>	
<b>Appointee</b>	<b>Appointment</b>
Rosalie Evans	Community Emergency Management Co-Ordinator
Cheryl Jaspers	Alternate Community Emergency Management Co-Ordinator
Erika Kromm	Alternate Community Emergency Management Co-Ordinator
<b>Financial/Contract Signing Officers:</b> <b>2 signatures required; one from Admin and one from Council</b>	
<b>Appointee</b>	<b>Appointment</b>
Erwin Butikofer	Mayor, Council Member signatory
Brian Wright	Deputy Mayor, Alternate Council Member signatory, December 1, 2018 through November 30, 2020
Gordon Cuthbertson	Deputy Mayor, Alternate Council Member signatory, December 1, 2020 through November 22, 2022
Rosalie Evans	Solicitor-Clerk, Administrative signatory
Erika Kromm	Treasurer/Deputy Clerk, Alternate Administrative signatory

AND FURTHER, THAT the Shared Services Committee seats remain vacant at this time.

**CARRIED ✓**

Res. No. 2018-12-011

Moved by: Councillor Coulson

Seconded by: Councillor Thibert

BE IT RESOLVED THAT Council appoints the persons whose names are in the column headed "appointee" in the table below, to the external agency positions noted opposite their names in the column headed "appointment" in the table (where the position requires a vote at the table to which the appointment is being made, the appointment is as a nominee to run for the office):



<b>Appointee</b>	<b>Appointment</b>
Gordon Cuthbertson	Lakehead Rural Planning Board Member
Erwin Butikofer	Lakehead Region Conservation Authority Board Member
Erwin Butikofer	Thunder Bay District Municipal League Council Appointee
Kevin Holland, Mayor, Township of Conmee	Representative for Neebing/Conmee on the Thunder Bay District Social Services Administration Board
Kevin Holland, Mayor, Township of Conmee	Lakehead Police Service Board Council appointee member
Jerry Loan, Councillor, Township of O'Connor	Lakehead Police Service Board Council appointee member
Joseph Beitz	Lakehead Police Service Board Community member
Courtney Lanthier	Thunder Bay and Area Food Strategy Board
Courtney Lanthier	Superior Country Board of Directors

4.5 Report from Solicitor-Clerk Regarding Office Hours

Members present reviewed the Report. The Solicitor-Clerk responded to questions.

Res. No. 2018-12-012

Moved by: Councillor Gardner  
Seconded by: Councillor Wright

BE IT RESOLVED THAT Municipal office hours change from the current (8:00 a.m. to 5:00 p.m.) to 9:00 a.m. to 5:00 p.m., commencing in 2019;  
AND FURTHER, THAT the office remain open to service customers until 5:45 on the Wednesdays that have Council meetings;  
AND FURTHER, THAT Administration provide notice to the public of the change.

**CARRIED ✓**

4.6 Report from Solicitor-Clerk Regarding Resolution Requested by Councillor Cuthbertson

Members present reviewed the Report. Councillor Cuthbertson responded to questions.

Res. No. 2018-12-013

Moved by: Councillor Cuthbertson  
Seconded by: Councillor Kurikka

BE IT RESOLVED THAT Neebing Fire Rescue Association is permitted to hold its meetings at the Neebing Municipal Office, and Administration is directed to work with the Association in terms of appropriate access authorizations required.

**CARRIED ✓**

4.7 Report from Solicitor-Clerk Regarding Request to Undertake Work on Ponderosa Road

Members present reviewed the Report. The Solicitor-Clerk responded to questions. There is concern that removal of the beaver dam would cause erosion and/or flooding downstream. The Solicitor-Clerk was directed to review the matter with the Lakehead Region Conservation Authority and report back.

**TABLED ✓**

4.8 Report from Treasurer Regarding Organizational Memberships

Members present reviewed the Report. The Solicitor-Clerk responded to questions.

Res. No. 2018-12-014

Moved by: Councillor Cuthbertson

Seconded by: Councillor Thibert

BE IT RESOLVED THAT membership in the following organizations not be renewed when the current membership expires:

- a) Community Schools Alliance; and
- b) Great Lakes & St. Lawrence Cities Initiative.

AND FURTHER, THAT membership be retained in the other organizations listed in the report.

**CARRIED ✓**

4.9 Correspondence from Thunder Bay and Area Food Strategy, received November 1, 2018, Regarding Funding request for 2019

Members present reviewed the correspondence.

Res. No. 2018-12-015

Moved by: Councillor Coulson

Seconded by: Councillor Kurikka

BE IT RESOLVED THAT Neebing support the Thunder Bay Area Food Strategy in 2019 at the same level as was done in 2018.

**CARRIED ✓**

4.10 Correspondence from the Township of Conmee Relating to an upcoming Training Opportunity

Members present reviewed the correspondence.

Res. No. 2018-12-016

Moved by: Councillor Thibert

Seconded by: Councillor Gardner

BE IT RESOLVED THAT The Township of Conmee be advised that Neebing wishes to participate in the training opportunity.

**CARRIED ✓**

4.11 Correspondence from the Thunder Bay District Municipal League Seeking Volunteers to Various Committees

Members present reviewed the correspondence.

Res. No. 2018-12-017

Moved by: Councillor Wright  
Seconded by: Councillor Coulson

BE IT RESOLVED THAT Mayor Butikofer's request to sit on the Thunder Bay District Municipal League's resolution committee be approved.

CARRIED ✓

5. TABLE BY-LAWS

No by-laws were presented to Council for passage at this meeting.

6. NEW BUSINESS - ANNOUNCEMENTS

Councillor Gardner advised that no one lives at the end of Loukala Road anymore. The road may not need to be plowed.

The Solicitor-Clerk advised that the Economic Development Officer Intern had fielded a call from the CBC "Still Standing" program. Neebing may be featured in a future episode.

The Solicitor-Clerk asked whether Council wished to see a deputation reporting on the VFIS fire fighter's insurance at the next meeting, at which time the renewal of the policy will be on the agenda. On consensus, it was agreed that no deputation is necessary.

Councillor Kurikka advised that the Ministry of Natural Resources and Forestry is undertaking consultation for moose management, and that he would like to participate in that consultation on Council's behalf.

Res. No. 2018-12-018

Moved by: Councillor Thibert  
Seconded by: Councillor Gardner

BE IT RESOLVED THAT the Council for The Corporation of the Municipality of Neebing supports Councillor Brian Kurikka's request to be included as Council's representative in the consultation sessions that the Province is holding with respect to moose population management and moose hunting regulations.

CARRIED ✓

Councillor Kurikka advised that the Ministry of Natural Resources and Forestry is undertaking consultation for a new forestry strategy for Ontario. He has an opportunity to be on the consulting committee, should Council wish to appoint him as such. Should Council approve, he will advise Administration where to send the resolution.

Res. No. 2018-12-019

Moved by: Councillor Coulson  
Seconded by: Councillor Cuthbertson

WHEREAS Councillor Kurikka has the qualifications and experience to be a constructive participant in the consultations leading to a new provincial forestry strategy;

AND WHEREAS the province should have representation from small, rural, northern municipalities throughout the consultation process;

NOW, THEREFORE, BE IT RESOLVED THAT the Council for The Corporation of the Municipality of Neebing supports Councillor Brian Kurikka's request to be included in, and to participate in, the consultation sessions that the Province is holding with respect to a new forestry strategy for Ontario.

**CARRIED ✓**

**7. CLOSED SESSION:**

Res. No. 2018-12-020

Moved by: Councillor Coulson  
Seconded by: Councillor Wright

BE IT RESOLVED THAT, the time being 10:16 p.m., Council close the next portion of the meeting to the public, under the authority of those paragraphs of Subsection 239(2) of the Municipal Act, 2001 for which the meeting was closed, to consider item 7.1 (minutes of the Closed session of the prior Council meeting);

Under paragraph 239(2)(b) to consider items 7.2, 7.3 and 7.4, involving personal matters about identifiable individuals;

Under paragraph 239(2)(d) to consider item 7.2, involving labour relations or employee negotiations; and

Under paragraph 239(2)(f) to consider item 7.5, advice that is subject to solicitor-client privilege.

**CARRIED ✓**

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

Res. No. 2018-12-021

Moved by: Councillor Gardner  
Seconded by: Councillor Cuthbertson

BE IT RESOLVED THAT, the time being 10:30 p.m., Council continue with the business at hand.

**CARRIED ✓**

The hour having been extended, the meeting in closed session continued. During closed session, the following procedural resolution was passed:

Res. No. 2018-12-022

Moved by: Councillor Coulson

Seconded by: Councillor Thibert

BE IT RESOLVED THAT, the time being 10:44 p.m., Council rise from closed session and report in open session.

**CARRIED ✓**

7.1 Minutes of the Closed Session portion of the Regular Meeting of Council held on November 21, 2018

The approval of the minutes was included in the consent agenda resolution. No errors or omissions were noted.

7.2 Report from Solicitor-Clerk Regarding Neebing Staffing

Moved by: Councillor Kurikka

Seconded by: Councillor Thibert

BE IT RESOLVED THAT, with respect to the Report at Item 7.2 of the Agenda, Administration is authorized to proceed as directed in Closed Session.

**CARRIED ✓**

7.3 Report from Solicitor-Clerk Regarding Personnel Matters Associated with the Report at Item 4.5 of the Agenda (Changing Office Hours)

This report had been prepared for Council's information. No direction to Administration was required.

7.4 Report from Solicitor-Clerk Regarding Christmas Gift Cards

Moved by: Councillor Wright

Seconded by: Councillor Coulson

BE IT RESOLVED THAT, with respect to the Report at Item 7.4 of the Agenda, Administration is authorized to proceed as directed in Closed Session.

**CARRIED ✓**

7.5 Report from Solicitor-Clerk Regarding Board Appointments

This report had been prepared for Council's information. No direction to Administration was required.

**7. ADJOURN THE MEETING:**

There being no further business to attend to, Mayor Butikofer adjourned the meeting at 10:45 p.m.

**REGULAR MEETING OF COUNCIL**

  
Erwin Butikofer  
MAYOR

  
Rosalie A. Evans  
SOLICITOR-CLERK

