



Corporation of the Township of Ignace

TO: Mayor and Council of the Corporation of the Township of Ignace

SUBJECT: Township of Ignace, New Official Plan (November 2020)

PREPARED BY: Kasper Koblauch, MCIP, RPP
Project Planner, WSP

APPROVED BY: Jeff Lederer PhD, MUDS, MCIP, RPP
Manager of Planning, Development, and Engagement Services

DATE: November 30th, 2020

Recommendation:

WHEREAS the Council for the Corporation of the Township of Ignace initiated to review and update its Official Plan in the fall of 2018 as per Section 26 of the Ontario Planning Act, and;

WHEREAS the Council for the Corporation of the Township of Ignace has circulated the Final Draft Official Plan (October 2020) to all the required agencies and proceeded with the required Community and Indigenous Engagement process, and;

WHEREAS the Corporation of the Township of Ignace has received comments following the Statutory Public Meeting from TransCanada PipeLines Limited (TCPL) on November 13th, 2020.

Whereas the Draft Official Plan is consistent with the 2020 Provincial Policy Statement.

BE IT RESOLVED THAT Council adopts the Township of Ignace Final Official Plan as per the presentation made at the statutory public meeting on November 9th, 2020 with updates reflecting TCPL's regulation and development requirements as recommended in the Staff Report, dated November 30th, 2020, and;

THAT, the Township of Ignace Official Plan dated in 2010 is hereby replaced/repealed, and;

THAT, the new Official Plan as adopted, along with the "Record" as required under the Ontario Planning Act, be forwarded to the Approval Authority being the Minister of Municipal Affairs and Housing for final approval.

Background

Section 26 of the Ontario Planning Act requires that official plans be revised at least every five years or replaced every ten years to ensure consistency with the Provincial Policy Statement (PPS). Zoning by-laws must be revised within three years after a new official plan is in effect. The current Township of Ignace Official Plan came into effect in November 2010 and the Zoning By-law on November 9th, 2005 as amended in 2014. In January 2018, the Township of Ignace initiated the ten-year update of its Official Plan, as required under Section 26 of the Planning Act

as well as the review of its Zoning By-law. The Final Official Plan (November 2020) has been updated to meet the current Provincial Policy Statements (PPS) that came into force on May 1st, 2020.

Policy and Regulatory Context

The Ontario Planning Act requires municipalities to prepare and adopt an Official Plan to provide guidance for the physical development of communities. The Planning Act also requires official plans to be consistent with Provincial Policy Statements. The Final Draft Official Plan for the Township of Ignace is consistent with the most recent Provincial Policy Statement which came into force on May 1st, 2020. Specifically, the Final Official Plan (November 2020) is consistent with policies relating to matters such as sustainability, an aging population, intensification, active transportation, diversified economies, efficient servicing, climate change, cultural heritage resources and management of natural resources.

The Growth Plan for Northern Ontario is a 25-year plan that came into effect in 2011. This Growth Plan was prepared under Ontario's Places to Grow Act (2005), which provides that the Province may identify and designate areas for which strategic growth plans can be developed. The Growth Plan focuses on attracting and sustaining growth in Northern communities, and is intended to be used as a strategic framework that will guide decision-making in Northern Ontario for the next 25 years. The Growth Plan is structured around six key policy areas which contribute to the region's long-term sustainability and prosperity: Economy; People; Communities; Aboriginal Peoples; Infrastructure; and Environment. The Final Official Plan for the Township of Ignace is consistent with the key guiding principles outlined in the Growth Plan for Northern Ontario.

During the Official Plan review process, the following provincial Acts came into force: The More Homes, More Choices Act, 2019 (Bill 108), received Royal Assent on June 6, 2019 and the Plan to Build Ontario Together Act (Bill 138), received Royal Assent on December 10, 2019. As a result, significant amendments were made to the Planning Act. In broad terms, Bill 108 introduced legislative changes to provide new tools to support new development in communities, and Bill 138 added a new section 27 to the Planning Act that will create appeal process for Community Benefit Charges with alternate parkland provision. The Final Draft Official Plan for the Township of Ignace complies with the amendments made to the Planning Act as a result of Bill 108 and 138.

Zoning By-law

Section 34 of the Planning Act permits municipal Councils to pass a zoning by-law to implement official plans. Zoning By-laws prescribe how lands may be used, where buildings and other structures may be located, the types of buildings that are permitted and how they may be used, and the size of lots, their dimensions, parking requirements, building heights and setbacks of buildings from property lines and the street. The updated Zoning By-law is addressed in a separate staff report.

Growth Management

A key component of the Official Plan review was a Growth Management and Vacant Land Supply Analysis. The Analysis confirmed that the supply of vacant residential and employment land within the Settlement Area is sufficient to accommodate the anticipated residential and employment growth to the planning horizon up to 2038. As such, the proposed new Official Plan maintains the Township's current Settlement Area.

Community and Indigenous Engagement

Community and Indigenous Engagement is an essential component of the review. Throughout the process, community member engagement has been encouraged and promoted to gather input and information for incorporation into the updated Plan. Public engagement sessions included the following:

- Two (2) Policy Workshops were held on November 27th, 2018. These workshops included facilitated group sessions on a range of policy topics and themes. In total, 40 persons attended these workshops.
- Community surveys were conducted in January 2019 (62 responses received).
- A Special Meeting of Council was held on April 10th, 2019 where WSP gave a status update to Council following the comments received and the proposed direction given as a result of the public consultations and surveys.
- A Public Open House was held on December 3rd, 2019. The purpose of that Public Open House was to give Council and the public an update on the projects progress and to obtain input on the draft Official Plan.
- A Statutory Public Meeting was held on November 9th, 2020 to present the final draft Official Plan to Council and the public.

A project website was established at the outset of the Official Plan Review, hosted on the Township's website. All comments received were recorded and considered as part of the review.

Neighbouring First Nations and Métis communities, including Eagle Lake First Nation Council, Lac des Mille Lacs First Nation Council, Lac Seul First Nation Council, Wabigoon Lake Ojibway Nation Council and the Métis Nation of Ontario Region 1 were circulated at the outset of the Official Plan Review and in advance of the Statutory Public Meeting.

Ministerial Comments

In June 2020, the Ministry of Municipal Affairs and Housing (MMAH) provided comments on the Draft Official Plan (February 2020) including comments on behalf of other provincial ministries as part of the One Window Municipal Plan Review process. **Appendix A** of this report lists the One Window Comments and how they were addressed in the Final Draft Official Plan. These comments were largely related to the new 2020 PPS as well as 108 and 138 requirements. Key changes made as a result of provincial comments included the following:

- Establishment of a minimum target for the affordable housing;
- Addition of policies to policies to address climate change;
- Establishment of policies related to engagement with Indigenous groups on planning matters; and
- Revisions of policies to allow for appropriate rural residential development.

Public and Agency Comments

All public comments received throughout the Official Plan process have been recorded and considered. Where appropriate, revisions have been made to the official plan to reflect these comments, including the following:

- **Tiny Homes:** Policy revised to more broadly permit tiny homes where other low-rise residential uses (e.g. single-detached dwellings) are permitted.
- **Rural Lot Creation:** revised the Plan's goals to support opportunities for appropriate rural residential development while protecting the natural environment and removed prohibitions on plans of subdivision outside of the Settlement Area.
- **Setbacks from Lakes and Watercourses:** policy added to allow reduced setbacks for existing lots of record (development should be set back as far back as the lot permits).
- **Wayside Pits and Quarries:** Policy added stating compatibility will be determined based on MECP's Land Use Compatibility D-Series Guidelines.
- **Flood Plain Overlay:** Policies revised to acknowledge that up-to-date flood plain information and mapping is currently not available and when up-to-date information is made available, Schedules B and C of the Official Plan may be revised without the need for an Official Plan Amendment.

Following the Statutory Public Meeting of November 9th, 2020, the Township received a letter from MHCBC planning consultants on behalf of TransCanada PipeLines Limited (TCPL), dated November 13th, 2020. This letter provides updates to TCPL's regulations and development requirements.

TCPL's proposed changes can be summarized as follows:

- Replace reference to the "National Energy Board (NEB)" with "Canada Energy Regulator (CER)."
- The Township is required to consult with TCPL or its designated representative for any development proposals within 200 metres of its pipelines.
- No permanent building or structure shall be located within 7 metres of the limit of the pipeline right-of-way or within 12 metres from the centreline of the pipeline, whichever is greater.

The Official Plan has been revised to incorporate the changes requested by TCPL.

Supporting Documentation

As part of the Official Plan review process, a Background Report (February 2019) was prepared to provide direction for the Official Plan and Zoning By-law review by identifying policies and provisions required based on current Provincial Policy. The Background Report also includes a community overview identifying population trends, an overview of the Township's history, as well as cultural heritage and natural heritage assets.

Several municipal planning documents were reviewed and summarized in the Background Report, including:

- Ignace Community Profile (2018)
- Community Improvement Plan (CIP) (2018)
- Population, Employment and Dwelling Projections (2018)
- Township of Ignace Business Gap Analysis (2018)
- Branding and Marketing Strategy (2018) 22
- Community and Investment Readiness and Capacity Building Master Plan (2017)
- Township of Ignace 2015 – 2019 Strategic Plan (SP)
- Township of Ignace Asset Management Plan (2013)
- The Kenora District Services Board's (KDSB) 10-year Housing and Homelessness Plan;
- Township of Ignace, Ontario, Population Employment and Dwelling Projections (May 2018); and
- Capacity Building Master Plan;

Circulation and Notification

Notice of the Statutory Public Meeting for the Final Draft Official Plan (October 2020) was circulated through the following communication tools:

- Township of Ignace Website (www.ignace.ca);
- The Notice of the Statutory Public Meeting was sent by the Township's Clerk-Treasurer via email on October 16, 2020 to the following:
 - Interested members of the public;
 - Kenora Patricia District School Board;
 - Canadian Pacific Railway;
 - Aurores Boreales School Board
 - Bell Canada.;
 - Ontario Power Generation;
 - Union Gas Ltd.;
 - Superior Propane;
 - TransCanada Pipelines;
 - Hydro One Networks Inc.;
 - Ministry of Municipal Affairs and Housing;
 - Ministry of Transportation;
 - Northwestern Health Unit;

- Ojibway Nation of Saugeen;
- Lac Des Mille Lac First Nation;
- Wabigoon Lake Ojibway Nation;
- Eagle Lake First Nation;
- Métis Nation of Ontario First Nation;
- Métis Nation of Ontario Consultation Unit;
- Ignace Area Business Association.

Key Changes

The policies of the Final Official Plan (November 2020) respond to provincial policies and requirements as well as local context and goals. Major updates and changes in the proposed Final Official Plan (November 2020) from the in-effect (November 2010 Official Plan) include the following

- **Vision and Goals:** the Plan sets out a vision to be “a complete, healthy, and active Northern community which offers a full range of housing options, employment, services, and opportunities for all residents at all stages of life [...] and a series of goals pertaining to:
 - Growing as a complete and healthy community;
 - Facilitating economic diversification and growth;
 - Preserving and enhancing the natural environment;
 - Promoting a full range of housing options;
 - Enhancing mobility and transportation; and
 - Recognizing and respecting cultural heritage and recreational resources.
- **Agricultural / Rural Policies:** permit agricultural uses, agriculture-related uses, and on-farm diversified uses in the rural area;
- **Community Improvement Policies:** revised to allow for the consideration of a rural Community Improvement Plan;
- **Cultural Heritage and Archaeological Resources:** policy requires that significant built heritage resources be conserved and that engagement with indigenous communities take place when identifying, protecting and managing archaeological resources;
- **Additional Residential Units:** one second unit in a dwelling and one second unit in a building or structure ancillary to a dwelling, in accordance with the Planning Act.
- **Garden Suites:** permitted through a temporary use by-law for a period up to 20 years.
- **Tiny Homes:** permitted where other low-rise residential uses (e.g. single-detached dwellings) are permitted;
- **Site Plan Control:** policies allow Site Plan Control to be implemented for properties along the Highway 17 Corridor within the Settlement Area (where most commercial-type development is anticipated);
- **Rural Land Supply and Lot Creation:** two (2) new lots to be created through consent

- **Pedestrian-friendliness:** plans of subdivision required to provide sidewalks on at least one side of the street; conceptual pedestrian crossings across Highway 17 identified on Schedule A
- **Wildland Fire:** New Schedule (Schedule D) indicating areas of high and extreme potential for wildland fires throughout the Township.
- **Schedules (Mapping):** Updated, easy-to-read schedules

Implementation and Next Steps:

Following adoption of the Final Official Plan (November 2020), Council shall ensure that written notice of the adoption of the plan is given in the prescribed manner, no later than 15 days after the day it was adopted to the following:

- (a) to the approval authority, being the Ministry of Municipal Affairs and Housing;
- (b) to any person or public body that filed with the clerk of the Township a written request to be notified if the plan is adopted; and
- (c) to any other person or public body that is prescribed.

The Official Plan will be submitted to the Ministry of Municipal Affairs and Housing for approval. The Ministry is anticipated to approve the Plan, with or without modifications, within 120 days, as required by the Planning Act. The decision of the Minister cannot be appealed.



Corporation of the Township of Ignace

TO: Mayor and Council of the Corporation of the Township of Ignace

SUBJECT: Township of Ignace, New Zoning By-law (November 2020)

PREPARED BY: Kasper Koblauch, MCIP, RPP
Project Planner, WSP

APPROVED BY: Jeff Lederer PhD, MUDS, MCIP, RPP
Manager of Planning, Development, and Engagement Services

DATE: November 30th, 2020

Recommendation

Whereas the Council for the Corporation of the Township of Ignace initiated to review and update its Zoning By-law in the fall of 2018 as per Section 34 of the Ontario Planning Act, and;

Whereas the Council for the Corporation of the Township of Ignace as circulated the Draft Zoning By-law to all the required agencies and proceeded with the required Community and Indigenous Engagement process, and;

Whereas the Corporation of the Township of Ignace has received comments following the Statutory Public Meeting from TransCanada PipeLines Limited (TCPL) on November 13th, 2020, and;

Whereas the Draft Zoning By-law conforms to the Draft Official Plan.

BE IT RESOLVED THAT the Municipal Council passes in a First and Second Reading the Township of Ignace's new Zoning By-law (November 2020) as per the presentation made at the Statutory Public Meeting on November 9th, 2020 with updated TCPL regulations and development requirements as recommended in the Staff Report, dated November 30th, 2020, and;

THAT, once the Township's Official Plan has received final approval from the Minister of Municipal Affairs and Housing, Council will pass in Third and Final Reading the Township of Ignace Updated Zoning By-law, and;

THAT, Zoning By-law No. 41-2005 is hereby repealed following the Third and Final Reading of Zoning By-Law No. XX-2020.

Background

In November 2018, the Township of Ignace initiated the process to review its Official Plan as well as its Zoning By-law. These projects were part of the Township's integrated Land Use Planning Project to facilitate the Township's revitalization goals for the community.

Section 34 of the Planning Act allows municipal Councils to pass a zoning by-law to prescribe how lands may be used, where buildings and other structures may be located, the types of buildings that are permitted and how they may be used, and the size of lots, their dimensions, parking requirements, building heights and setbacks of buildings from property lines and the street.

The Statutory Public Meeting for the Township's Zoning By-law update, as required under the Planning Act was held on November 9th, 2020. The purpose of this report is to give an overview of the process that was undertaken to review and replace Zoning By-law No. 41-2005 as amended in 2014. The proposed new Zoning By-law (November 2020) conforms to the proposed new Official Plan (November 2020).

Key Changes to the Zoning By-law

The following outlines some of the key changes and updates that will be introduced through the new Zoning By-law (November 2020):

1. **Section 2 - Definitions:** Several new definitions have been added in order to bring more clarity and precision to the Zoning By-law.
2. **Section 3. General Provisions:**
 - **S. 3.6 Community Gardens:** Permitted in all zones.
 - **S. 3.9 Flood Plain Overlay:** New overlay replaces the previous Zoning By-law's 'Use Limitation' Zone. This overlay restricts uses in areas prone to flooding and can be revised when updated information and mapping is available without need for an amendment.
 - **S. 3.10 Garden Suites:** Permitted on a residential lot through a temporary use by-law for a period of up to 20 years.
 - **S. 3.28 Recreational Vehicle, Trailer Parking and Storage:** Updated to provide more flexibility and reflect local context in permitting the parking and storage of recreational vehicles and trailers.
 - **S. 3.31 Second Units:** Updated to permit one second unit in a principal dwelling and another second unit in a building accessory to the principal dwelling.
3. **Section 4.1 – A new zone was added:**
 - This new zone allows a limited range of uses, including a single detached dwelling, outside of the settlement area, on private services.
4. **Sections 5, 7 & 8 – Tiny Homes:** Permitted where other low-rise residential uses are permitted.

Community and Indigenous Engagement

Community and Indigenous Engagement is an essential component of the review. Throughout the process, community member engagement has been encouraged and promoted to gather

input and information for incorporation into the updated By-law. Public engagement sessions included the following:

- Two (2) Policy Workshops were held on **November 27th, 2018**. These workshops included facilitated group sessions on a range of policy topics and themes. In total, 40 persons attended these workshops.
- Community surveys were conducted in **January 2019** (62 responses received).
- A Public Open House was held on **December 3rd, 2019**. The purpose of that Public Open House was to give Council and the public an update on the projects progress and to obtain input on the draft Official Plan.
- A Statutory Public Meeting was held on **November 9th, 2020** to present the final draft Official Plan to Council and the public.

A project website was established at the outset of the Zoning By-law Review, hosted on the Township's website. All comments received were recorded and considered as part of the review.

Neighbouring First Nations and Métis communities, including Eagle Lake First Nation Council, Lac des Mille Lacs First Nation Council, Lac Seul First Nation Council, Wabigoon Lake Ojibway Nation Council and the Métis Nation of Ontario Region 1 were circulated at the outset of the Official Plan Review and in advance of the Statutory Public Meeting.

Public and Agency Comments

All public comments received throughout the Zoning By-law Review process have been recorded and considered. Where appropriate, revisions have been made to the official plan to reflect these comments, including the following:

- **Accessory Buildings and Structures:** Removed 140 square metre limit on maximum size of accessory buildings and structures.
- **Encroachments into Yards:** Revised the encroachment provisions to clarify that the extent of a porch, balcony, deck, landing, steps or patio is not limited by the By-law except where it encroaches into a required yard.
- **Lots on South Side of Davy Lake (previously within Mobile Home Park Zone):** Rezoned to Low Density Residential instead of Waterfront Residential.
- **Tiny Homes:** Permitted uses revised to more broadly permit tiny homes where other low-rise residential uses (e.g. single-detached dwellings) are permitted.
- **Setbacks from Lakes and Watercourses:** provision added to allow reduced setbacks for existing lots of record (development should be set back as far back as the lot permits).
- **Separation Distances for Pits and Quarries:** Revised provision to require a minimum separation distance of 300 metres between a pit or quarry and the boundary of any property zoned, or used for, for residential or institutional uses (previously only "zoned for").

- **Flood Plain Overlay:** Policies revised to acknowledge that up-to-date flood plain information and mapping is currently not available and when up-to-date information is made available, the Zoning By-law schedules may be revised without the need for an amendment.

Following the Statutory Public Meeting of November 9th, 2020, the Township received a letter from MHCBC planning consultants on behalf of TransCanada PipeLines Limited (TCPL), dated November 13th, 2020. This letter provides updates to TCPL's regulations and development requirements. The letter is attached as **Appendix A** of this report.

TCPL's proposed changes can be summarized as follows:

- Requiring a minimum 7 metre setback for a principle building or structure from the edge of the pipeline right-of-way or 12 metres from the centerline of the pipeline, whichever is greater.
- Requiring accessory structures to be set back a minimum of 3 metres from the edge of the pipeline right-of way.
- Requiring that Private roads, parking space and parking lots be set back 7 metres from the edge of the rights-of-way or 12 metres from the centre line of the pipeline, whichever is greater.

The Zoning By-law has been revised to incorporate the changes requested by TCPL.

Circulation and Notification

Notice of the Statutory Public Meeting for the Final Draft Zoning By-law (October 2020) was circulated by way of the following communication methods:

- Township of Ignace Website (www.ignace.ca);
- The Notice of the Statutory Public Meeting was sent by the Township's Clerk-Treasurer via email on October 16, 2020 to the following:
 - Interested members of the public;
 - Kenora Patricia District School Board;
 - Canadian Pacific Railway;
 - Aurores Boreales School Board
 - Bell Canada.;
 - Ontario Power Generation;
 - Union Gas Ltd.;
 - Superior Propane;
 - TransCanada Pipelines;
 - Hydro One Networks Inc.;
 - Ministry of Municipal Affairs and Housing;
 - Ministry of Transportation;
 - Northwestern Health Unit;
 - Ojibway Nation of Saugeen;

- Lac Des Mille Lac First Nation;
- Wabigoon Lake Ojibway Nation;
- Eagle Lake First Nation;
- Métis Nation of Ontario First Nation;
- Métis Nation of Ontario Consultation Unit;
- Ignace Area Business Association.

Implementation and Next Steps:

Following approval of the Official Plan by the Minister of Municipal Affairs and Housing (anticipated Spring 2021), Council can pass the Zoning By-law through third and final reading. Following Council's passing of the By-law, a Notice of Passing will be issued, followed by a twenty (20) day appeal period. The Zoning By-law will come into full force and effect following the twenty (20) day appeal period.

APPENDIX A



Authorized commenting Agency for



KITCHENER
WOODBRIDGE
LONDON
KINGSTON
BARRE
BURLINGTON

November 13, 2020

Jeff Lederer, PhD, MUDS, MCIP, RPP
Manager, Planning, Development, and Engagement Services
The Corporation of the Township of Ignace
34 Main Street
PO Box 248
Ignace, ON
P0T 1T0

Via email: planning@belleville.ca

Dear Mr. Lederer:

RE: Official Plan and Zoning By-law Update for the Township of Ignace
Our File No. PAR 44146

We are the planning consultants for TransCanada Pipelines Limited ("TCPL"), an affiliate of TC Energy Corporation ("TC Energy"). This letter is in response to notification of the final Draft Official Plan and Zoning By-law. This letter provides updates to TCPL's regulations and development requirements.

TCPL has three high pressure natural gas pipelines crossing the Township. TCPL's pipelines and related facilities are subject to the jurisdiction of the Canada Energy Regulator ("CER") – formerly the National Energy Board ("NEB"). As such, certain activities must comply with the Canadian Energy Regulator Act ("Act") and the National Energy Board Damage Prevention Regulations ("Regulations"). The Act and the Regulations noted can be accessed from the CER's website at www.rec-cer.gc.ca.

Reference to the NEB should be removed from Section 3.15 in the Official Plan and updated to reflect TCPL's current regulator, the CER. In addition, the CER requirements for approval of activities are now 30 metres from the pipeline centreline, not the limits of the right-of-way.

Policy Context

TCPL's pipelines are defined as infrastructure in the Provincial Policy Statement (PPS). Section 1.6.8.1 of the PPS states that 'planning authorities shall plan for and protect corridors and rights-of-way for infrastructure, including transportation, transit and electricity generation facilities and transmission systems to meet current and projected needs.' The Growth Plan (2019) also references the importance of protecting and maintaining planned infrastructure to support growth in Ontario.

204-412 BRANT STREET / BURLINGTON / ONTARIO / L7R 2G4 / T 905 639 8686 / F 905 761 5589 / WWW.MHBCPLAN.COM

APPENDIX A

Official Plan

We have reviewed the Final Draft Official Plan and request the following be included under Section 3.15 - Gas Transmission Facilities (TransCanada Pipeline):

1. "TransCanada Pipelines Limited (TCPL) operates 3 high pressure natural gas pipelines within its right-of-way crossing the Township and is identified on Schedules A, B, C, D to this Plan. TCPL is regulated by the Canada Energy Regulator (CER) which has a number of requirements regulating development in proximity to its pipelines, including approval for activities within 30 metres of the pipeline centreline.
2. New development can result in increasing the population density in the area that may result in TCPL being required to replace its pipeline(s) to comply with CSA Code Z662. Therefore, the Township shall require early consultation with TCPL or its designated representative for any development proposals within 200 metres of its pipelines.
3. TCPL's pipeline right-of-way should be used for passive open/green space or part of a linear park system.
4. No permanent building or structure shall be located within 7 metres of the limit of the pipeline right-of-way or within 12 metres from the centreline of the pipeline, whichever is greater. Accessory structures shall have a minimum setback of at least 3 metres from the limit of the right-of-way.
5. In addition to the requirements of setbacks for principle buildings, structures and accessory buildings and structures, the following should be setback a minimum of 7 metres from the limit of the pipeline right-of-way:
 - a) Private road, parking spaces and parking lots.

Zoning By-law

We have reviewed the Final Draft Zoning By-law and request the following setbacks be included under Section 3.11 - Gas Transmission Facility Setbacks (TransCanada Pipeline):

1. Permanent Buildings and Structures:
 - a. A minimum 7 metre setback shall be provided for a principle building or structure from the edge of the pipeline right-of-way or 12 metres from the centreline of the pipeline, whichever is greater.
 - b. Based on TCPL's guidelines, we request that the following uses as defined by the by-law be setback a minimum of 7 metres from the edge of the rights-of-way or 12 metres from the centreline of the pipeline, whichever is greater:
 - i. Private road, parking spaces and parking lots.
2. Accessory Structures:
 - a. Accessory structures shall have minimum 3 metre setback from the edge of the pipeline right-of way.

APPENDIX A

Thank you for the opportunity to comment. We look forward to reviewing the updated Plan and By-law. Kindly forward a copy to the undersigned by mail or by email to dquilty@mhbcpian.com. If you have any questions, please do not hesitate to contact our office.

Sincerely,



Darlene Quilty,
Planning Co-ordinator
on behalf of TransCanada PipeLines Limited



Township of Ignace

Manager of Special Projects Report

To Mayor and Council

Prepared by: Marco Hinds-Special Projects Manager

Recommendation

That, Council for The Corporation of the Township of Ignace accept this report pertaining to special projects.

Background

The Manager of Special Projects continues to support the work of the Regional engagement plan and local engagement activities involved in the NWMO Adaptive phased Management Project. Two work programs that will be strategically coordinated under the guidance provided by the Township of Ignace / NWMO Partnership group and the ICNLC are:

1. The Water Baseline Studies and
2. A nuclear symposium

The Water Baseline Studies

The services of Tulloch Engineering will be employed to carry out detail assessment for the water quality and sedimentary composition of some of the major water bodies in and around the Community.

Focus will be placed on five (5) lakes due to the constraint of the budget, the frequency of their use for recreation, potable water sources and proximity to Tourist resorts.

The lakes that will be considered are listed below:

- I. Agimak Lake
- II. Sandbar lake
- III. Mameigwess lake
- IV. Michel lake
- V. Raleigh lake

Samples will be collected over four season beginning January until the ending of fall 2021. These activities will provide opportunities to involve community members in the sample collection.

Nuclear symposium

The nuclear symposium provides opportunities for the sharing and exchanging of ideas, views, information and experience among specialists, managers and a broad range of

subject experts in the industry, government, community, and other key stakeholders. It will facilitate collaborative dialogue on the possibilities of nuclear energy in Rural Northwestern Ontario.

The Nuclear Symposium will host approximately 500 participants on the increasing popular Chimes Live virtual platform that is used to facilitate conferences and municipal engagements. The participants will include community members and regional stakeholders from communities integral to regional collaboration and agreement. The event will facilitate presentation from specialists regarding the following:

- DGR Siting and The Safety Case
- Used Nuclear Fuel Management & Waste Transportation
- Indigenous Consultation and Reconciliation



Township of Ignace

Ignace Logo Design Report

To Mayor and Council

Prepared by: Kimberly Richards- ICNLC Project Intern

Recommendation

That, Council for the Corporation of the Township of Ignace accept this report pertaining to the design of the town logo.

Background

The Community of Ignace continues to devote effort to properly represent the Township of Ignace through the logo of the town. In 2018, consultants were approached to facilitate the design of a logo, which aided in the rebranding of The Corporation of the Township of Ignace. In keeping with this new brand, and also to accommodate the values of residents of Ignace, which was clearly voiced through various media, a new logo has been designed. The new logo retains the 2018 logo, but places it within the iconic shape of Ignace's Gateway Rocks. Therefore, it is recommended here that this new design be adopted as the official new logo for the Corporation of the Township of Ignace.



The Corporation of the Township of Ignace

Staff Report

To: Council

From: Christy McIntomney, Treasurer

Meeting Date: November 30, 2020

Subject: 2020 Revised Budget

RECOMMENDATION:

THAT Council approves the proposed 2020 Revised Budget as presented by the Treasurer.

BACKGROUND:

At the Special Meeting of Council on September 25th, 2020 the 1st Draft of the budget was presented to Council direction was given by Council to the Treasurer to return on October 5th, 2020 with the Final Draft of the 2020 Budget with the revisions as indicated in the September 25th, 2020 meeting.

The Budget was subsequently passed on October 5th, 2020 at the Special Meeting of Council.

DISCUSSION:

Upon reviewing the budget and presenting to NWMO the Scorecard as per the Funding Agreement it came to the Treasurer's attention that a portion of the funding was not included in the 2020 Budget.

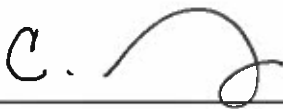
The revenues and expenditures have now been added to the Revised Budget as the amounts balance to zero there will be no financial implications to the taxation revenues and the budget is therefore still balanced.

RELATIONSHIP TO STRATEGIC PLAN:

N/A – This is a routine administrative matter which is directly related to Council's Strategic Plan.

FINANCIAL IMPLICATIONS:

There will be no financial implications to the Township as the funds are provided through the NWMO therefore this does not affect taxation.



Christy McIntomney, Dipl. M.M.
Treasurer

Att: Schedule "A" – 2020 Budget Revisions

Schedule "A" 2020 Budget Revision

Expenditures

<u>GL</u>	<u>Current</u>	<u>Increase Budget</u>	<u>Variance</u>
G820-0500-5000	35,500.00	41,416.50	5,916.50
G820-0500-5006	26,549.47	28,583.12	2,033.65
G825-0500-5000	90,800.00	121,066.67	30,266.67
G835-0500-5000	-	129,028.18	129,028.18
G835-0500-5302	10,000.00	15,000.00	5,000.00
G820-0500-5302	15,000.00	21,875.00	6,875.00
G820-0500-5209	-	10,000.00	10,000.00
G830-0500-5215	-	44,880.00	44,880.00
G830-0500-5215	-	75,000.00	75,000.00
G835-0500-5811	-	65,000.00	65,000.00
			<u>374,000.00</u>

Revenue

G835-0070-4300		359,500.00	359,500.00
G820-0070-4300		14,500.00	14,500.00
			<u>374,000.00</u>

Increase in expenditures and revenue due to funding amounts not correctly entered into budget (NWMO Funding)

The Corporation of the Township of Ignace

Staff Report

To: Council

From: Christy McIntomney, Treasurer

Meeting Date: November 30, 2020

Subject: 2021 Water Meter Readings/Billings

RECOMMENDATION:

THAT Council receives the report on the update for the Water Meter Readings and Billings for the upcoming 2021 fiscal year for information purposes only.

BACKGROUND:

At the Regular Council Meeting of February 11, 2019 Council passed By-Law 12/2019 being a By-law for the purposes of imposing rates or charges for the Township Water and Wastewater Services. Attached to the By-law is the Water and Wastewater Charges Policy which came into effect January 1, 2019. Section "Billings Provisions" of the Water and Wastewater Charges Policy states: "1. Water meters may be read and accounts are rendered monthly, bi-monthly, quarterly or on any other basis at the discretion of the Township."

DISCUSSION:

Upon reviewing the utility accounts, it has come to the attention of administration that there are some discrepancies with accounts such as high reads, zero consumption and reverse reads. As administration are still working through the accounts to ensure all reads are done accurately it would be to the benefit of the customers along with the Township to have the meters read on a monthly basis.

In January 2021 the Township will start to read meters and bill on a monthly basis with the bills being due within 30 days of readings. This will not only enable consumers to receive bills consistently but if there are any high reads the issue would be caught sooner which will deter customers from receiving high water consumption bills along with saving on the waste of water from our water treatment plant. Customers in turn will be able to detect the problem and have the issue solved sooner.

RELATIONSHIP TO STRATEGIC PLAN:

N/A – This is a routine administrative matter which is directly related to Council's Strategic Plan.

FINANCIAL IMPLICATIONS:

Although this would increase the amount spent on postage the increase would not be too drastic as monthly statements are sent to accounts which remain outstanding after the due dates. Customers will also have the option of having their bills mailed or emailed. Regular monthly billings would then increase the monthly cash flow of revenues to the Township which will help with the cash flow in the bank account.



Christy McIntomney, Dipl. M.M.
Treasurer



Prepared By: Katelyn Hamre, Recreation Programmer

Report To: Mayor & Council, November 30, 2020

Subject: Recreation Department Update - December

Mayor & Council,

The Recreation Committee has decided to try and target a wider audience this Christmas with a Family Movie Night gift package that will be delivered to 150 families by Santa, his reindeer and elves. All families with, or without children are welcome to register with the Recreation Programmer.

Jeanne Bryan has begun organizing gift baskets for our senior population. We have also partnered with NMWO, ICNLC, Braggs, Mary Berglund Community Health Centre and the EarlyON Child & Family Center. I have included an advertisement for your viewing.

The Recreation Committee has prepared to participate in the Reverse Advent Calendar that is hosted by the Learn More Centre in support of the Ignace Food Bank. Discussions around the table regarding the Annual Christmas Parade were hesitant as most of the surrounding communities have cancelled due to rising numbers in Covid-19 cases.

Our winners for our Online Halloween Contests were Brenda Murray for Best Costume, Nat Kolbelka for Most Haunted House and Sherry Graver for Best Pumpkin. They all received a \$50 gift card to a local business of their choice. Please view attached photos that were submitted. We also have Christmas Contests running until December 24. Our Categories are Creative Christmas Tree, Best Snow Man and Christmas Light Display.

We recently had the Local Health Inspector visit our arena. This was a great opportunity for us all to ensure we have taken the proper precautions for our current situation given the pandemic. With that being said, the canteen passed the inspection and received a green certification that allows the public to know it is an approved facility to operate and serve our community. We also passed the air quality inspection and received other great reassurance that we are providing safe programs and a well-kept facility.

Have a safe & happy holiday!

IGNACE RECREATION & PARTNERS PRESENT

Christmas
FAMILY
MOVIE NIGHT

To register please contact Katelyn at
recprogrammer@ignace.ca
or 938-7749

ACCEPTING REGISTRATIONS UNTIL
SATURDAY
DECEMBER 12TH

Watch for Santa & his elves while
they sneak into town December
21 and 22 to deliver!

Limited spots available!

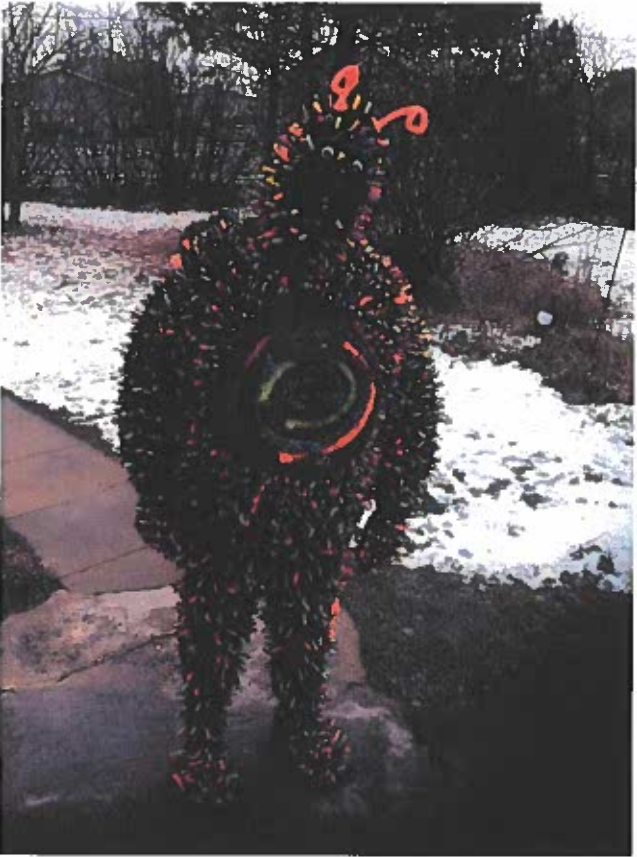
REVERSE ADVENT CALENDAR

EACH DAY ADD AN ITEM TO A FOOD HAMPER

ON DECEMBER 2 DELIVER YOUR FOOD HAMPER TO THE IGNACE LEARN MORE CENTRE
ALL COLLECTED FOOD HAMPERS WILL BE DELIVERED TO THE IGNACE FOOD BANK

- 
- 
- 
- 
- November 1 – box of cereal
 - November 2 – peanut butter
 - November 3 – stuffing mix
 - November 4 – boxed potatoes
 - November 5 – macaroni and cheese
 - November 6 – canned fruit
 - November 7 – canned tomatoes
 - November 8 – canned tuna
 - November 9 – dessert mix
 - November 10 – jar of applesauce
 - November 11 – canned sweet potatoes
 - November 12 – cranberry sauce
 - November 13 – canned beans
 - November 14 – box of crackers
 - November 15 – package of rice
 - November 16 – package of oatmeal
 - November 17 – package of pasta
 - November 18 – spaghetti sauce
 - November 19 – chicken noodle soup
 - November 20 – tomato soup
 - November 21 – canned corn
 - November 22 – canned mixed vegetables
 - November 23 – canned carrots
 - November 24 – canned green beans
 - November 25 – vegetable soup
 - November 26 – box of napkins
 - November 27 – box of tea
 - November 28 – box of cereal
 - November 29 – juice packs
 - November 30 – box of cookies

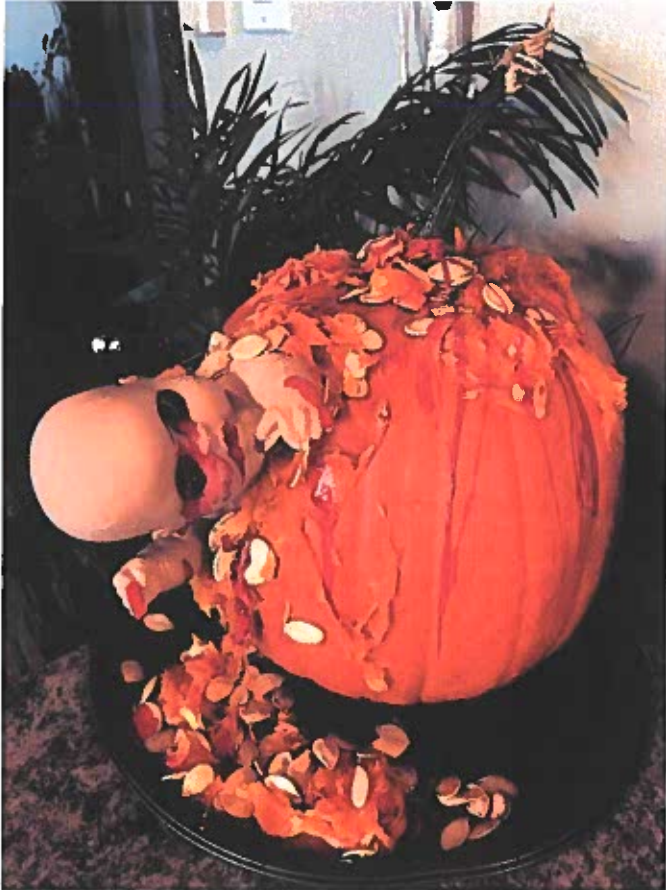
Brenda Murray was best costume as the Corona Virus



Most Haunted House submitted by Natalie Kolbelka



Best Pumpkin by Sherry Graver





IGNACE RECREATION

CHRISTMAS *Contests*

Deadline to apply is December 24, 2020

Creative Christmas Tree
Christmas Light Display
Best Snowman

To register contact recprogrammer@ignaceca or 938-7749



**Canteen
Menu**

Township of Ignace

Hours of Operation
 Sundays
 1:30 pm to 8:30 pm
 Tuesday & Wednesday
 4 pm to 8 pm
 Thursday 3:30 pm to 8 pm

Made with PosterMyWall.com

Beverages

HOT BEVERAGES Coffee, Tea, Hot Chocolate & French Vanilla	\$2.00
POWERADE	\$2.50
SLUSHY	\$2.50
WATER	\$1.50

Hot Food

POGO	\$2.00
PIZZA POP (1)	\$2.00
HOT DOG	\$2.50

Snacks

CANDY BAG	\$3.00
GUM	\$2.00
CHIPS	\$1.75

Other

HOCKEY TAPE	\$3.00
DROP IN RATE	\$5.00
PREPAID PUNCH CARD	\$10.00
MEMBERSHIP Unlimited access to Court Sports, Public Skating & Rec Hockey	\$50.00

Ignace Arena - Concession

Facility Information

Address 200 Beaver St Ignace ON P0T 1T0 Canada
Community Ignace
Facility Type Snack Bar / Refreshment Stand
Inspection Result **PASS**

Inspections On File

Inspection Date	Inspection Type	Critical Infractions Count	Non Critical Infractions Count	Inspection Result
20-Nov-2020	Required	0	0	PASS



The Corporation of the Township of Ignace
34 Hwy 17W., PO Box 248, Ignace, ON P0T 1T0
<https://ignace.ca>

Volunteer Code of Conduct

This Code of Conduct is meant to define the acceptable behaviour standards that are expected of all volunteer members of Committees and events of the Corporation of the Township of Ignace.

VOLUNTEERS, for definition purposes, are people who perform, or offers to perform a service or assume an obligation voluntarily with no expectation of remuneration or recognition.

All volunteers have the right to a respectful and safe environment while volunteering for the Township of Ignace, free from harassment, violence or prejudice. The township of Ignace expects all of its volunteers to maintain a level of personal conduct that will reflect positively on themselves and on the reputation of the Municipality. All volunteers are to be courteous at all times, to be respectful of fellow volunteers, members, staff, other persons, organizations and the community within which it works. Whatever the nature of the interaction – telephone call, face-to-face meeting, social media or event; a volunteer is a representative of the Township and must act accordingly.

Volunteers are expected to understand the nature of their role and responsibilities within the organization. Volunteers are expected keep their activities within the scope and boundaries of their roles and remain accountable to responsible authorities within the Corporation (Council, Committee Chairs and Officers of the Corporation).

Volunteers are expected to honour the need for confidentiality with respect to information obtained in the course of their volunteer work and will not disclose confidential information except as required by law.

I acknowledge that I have read the content of this Volunteer Code of Conduct and understand my obligations under these policies.

Signed this _____ day of _____, 20 ____.

Volunteer Signature

Volunteer Name (please print)



Already registered?



[Home](#) [Fees](#) [Speakers](#) [Agenda](#) [Delegations](#)

2021 OGRA Conferenc e

February 22, 2021 –
February 25, 2021

Register
Now



Agenda

Our jam-packed agenda will help you solve issues and bring back new ideas to your community. Come for the plenary sessions and stick around for the concurrent ones.



Speakers

The best and brightest minds from Ontario and beyond are here to inspire and spark change.



Exhibitors

OGRA's corporate members want to help solve problems by providing cutting edge products and services. Make an appointment with them or drop by the virtual trade show.

About

OGRA is dedicated to bringing the latest ideas, best practices, and technological innovations to the municipal sector through our annual conference. We are also committed to your safety.

While this may be the 127th iteration of our conference, it will be the first time we're delivering it virtually.

Expect a packed agenda with engaging speakers, a trade show with industry-leading products, and social sessions that will help you meet new people and catch up with those you know.

This will be the premier online virtual event of 2021, with live and recorded sessions that will keep you glued to your screen.



[Register Now](#)

Agenda

New speakers and sessions will continue to be added as the event nears. Agenda content subject to change.

February 22, 2021

> OGRA Conference Day 1

9:00 a.m.-12:00 p.m.

Plenary

Asset Management I

12:00 p.m.-1:00 p.m.

Implementing Vision Zero in Your Community

12:00 p.m.-1:00 p.m.

The Future of Transportation in Northern Ontario

12:00 p.m.-1:00 p.m.

Municipal Class Environmental Assessment

12:00 p.m.-1:00 p.m.

Smart Communities I: How Do You Run a Smart Community Pilot?

12:00 p.m.-1:00 p.m.

February 23, 2021

> OGRA Conference Day 2

9:00 a.m.-12:00 p.m.

Plenary

> Transportation, Land Use, and Climate Change

12:00 p.m.-1:00 p.m.

Asset Management II

12:00 p.m.-1:00 p.m.

Municipal Illumination and Light Pollution

12:00 p.m.-1:00 p.m.

Smart Communities II: One for All and All for One

12:00 p.m.-1:00 p.m.

Transforming Streets into Places

12:00 p.m.-1:00 p.m.

February 24, 2021

> OGRA Conference Day 3

9:00 a.m.-12:00 p.m.

Plenary

Asset Management III

12:00 p.m.-1:00 p.m.

Vision Zero Equity Strategies

12:00 p.m.-1:00 p.m.

Electric Vehicles in Your Community

12:00 p.m.-1:00 p.m.

Green Infrastructure

12:00 p.m.-1:00 p.m.

Smart Communities III: Data is the New Gold

12:00 p.m.-1:00 p.m.

February 25, 2021

> OGRA Conference Day 4

9:00 a.m.-12:00 p.m.

IGNACE PUBLIC LIBRARY

36 MAIN STREET, P.O. BOX 480, IGNACE, ONTARIO P0T 1T0
TELEPHONE: 807-934-2280 FAX: 807-934-6452

November 13, 2020

Community Well Being Fund
Township of Ignace
34 Hwy 17 West
Ignace, Ontario
P0T 1T0

Dear Sir/Madam:

Ignace Public Library would like to request funding for \$ 7,830.41 to replace our three older Public Desk Top Computers, as well as our three Main Office Desk Top Computers including accessories.

Enclosed is an Estimate of cost provided by WaCu Productions.

Today with the ever-evolving changes in technology, we need to update our existing Desk Top computers. Currently three of our four Public computers are no longer compatible with the upgrades to Windows 10, as we are still using Windows 7.

We have a local business to build the computers specific to our needs. We would have the older computers reformatted. The computers would then be donated to other organizations within our community.

Using our local business would be beneficial in minimizing future costs, maintaining, and updating our new computers for our Public Library.

Ignace Public Library is a hub within our community. People use our library for books, programs, activities, computers, and Wi-Fi. They have come to rely on our Library for the latest compatible versions. Our computers are utilized by a variety of community members, ranging from young to old. Our computers can be used for many purposes including downloading legal/government documents to researching for a school project. Our computer users are not only community members but also our seasonal residents, including travellers from Canada and the USA. We provide the use of our Public Computers to everyone at no charge.

In the past, we have applied through the Ontario Improving Library Digital Services Fund (ILDS) that provided Libraries monies to improve their digital resources and services. This type of funding is not guaranteed annually. The last time we received this type of funding was November 2017. At that time, we were able to purchase another computer for Public use giving us a total of four.

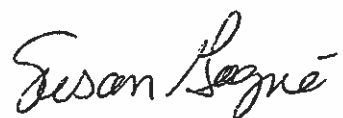


"A step in the right direction"

We are asking for your support for our Public Library with the necessary funds to purchase New Computers and accessories.

Thank you in advance for your consideration.

Yours truly,

A handwritten signature in black ink that reads "Susan Gagné". The signature is written in a cursive style with a large, looping initial 'S'.

Susan Gagné
CEO/Librarian

WaCu Productions
 110 Maple Street
 Ignace, ON P0T 1T0

Estimate

Date	Estimate #
2020-10-26	10

Name / Address
Ignace Library

Project

Description	Qty	Rate	Total
Windows 10 for each computer	3	200.00	600.00
Computer 1: I5-9400 Processor, 16GB RAM, 240GB SSD Hard drive, 21.5" Monitor, Wired Keyboard & Mouse	3	987.93	2,963.79
Computer 2: I5-9600K Processor, 16GB RAM, 240GB SSD Hard drive, 2 TB HDD Hard drive	3	1,091.93	3,275.79
Webcam	1	89.99	89.99
HST (ON) on sales		13.00%	900.84
		Total	\$7,830.41

LCAC

November 10, 2020 6pm

Con Call 1-866-602-5461

Passcode 8116674

Quick call: Kevin Goudie, Mark Cloutier, Sean Defeo, Sheldon Newman, Murray McMann, Evans Stewart

MNRF – Kelvin Davenport and John Coady

TOR Discussion for November – Recruitment and Christmas Dinner

Previous Notes – Review

Slash Pile burn plan – on and off due to weather conditions. They are currently operating on another forest that has more favourable burning conditions. Spot fires were occurring.

Operations are still spread out

Highstone is all up in the Honda operating area for the winter. They are planning to return to pick up some wood along 642 before half loads.

Raleigh Group is spread around Basket, 325 Road and Agimak Road. Road construction occurring in the Basket lake area with upgrades to Amik and Basket, some 325 rd as well. Hope to get some additional work done to the Flying Loon Road as well.

Steve Ward is finish Republic and moving into Ila to set up spring operations. There were additional plans to try to get some more roads done however resources, specifically man power is at fully committed at the moment.

Wood is moving out of Ila and Grit road (Boundary Waters wood) at the moment and some additional wood being moved out of Eskimo.

Kevin asked a question about the road construction techniques; Republic road is a sandy area and it almost looks like a berm along the side of the road. Sheldon indicated this was done to try to get a lift on the road.

Agimak Road has a significant amount of activity from both log truck as well as public. The twists in turns in the road cause some potential safety concerns with public traffic and the log haul. Operations will be carrying on in that area through out the winter.

Wildlife is plentiful, rabbits are staying grey and different bird species are popping up as a Northern Cardinal was spotted in town.

The weather patterns have caused some challenges, roads had frost in them that has now come out again. It was observed that it is rare to see Agimak froze over only to thaw again in the fall.

Mark complimented lots of good work being done, with new roads in the Ila area and lots of haul in the back of Grit. The Premier Road area is being harvested on the Boundary Water side as well, it can be accessed off of the Sapawee road or the Trina Road network. The operation there are not far from the Duke South area as the crow flies. There is a camp being established in around Sparkle lake to support the harvesting operations in that area.

The Fall moose hunt was really busy at the beginning of the season but has slowed down after the first couple weeks. It was observed that more moose were noted in the eastern part of the District then the western portions by a member.

The water levels have been observed as being pretty low around Emerald and Dewan. The specs were noted as spawning as well. It was noted by others that water levels in general are low, lakes like Paguchi have been observed being 10" low.

Again great value in continuing to have these discussion and from MNRF's perspective continued involvement is much appreciated.

Next chat will be on Dec. 8th at 6pm same numbers.

The Corporation of the Township of Ignace
Ignace Community Nuclear Liaison Committee Meeting
Tuesday, October 20th, 2020 at 6:00 pm
<https://zoom.us/j/97898554028>

Attending: Members

Penny Lucas, Chair
Lee Kennard
Cindy Stark
Tyler Peacock
Roger Dufault
Debbie Hart
Max Lederer

NWMO

Rachelle Davenport
Vince Ponka
Caitlin Burley
Kyla Moore
Damara Delescaille
Daila Delescaille
Chantelle Gascon
Billy Moore

Regrets:

Kelvin Davenport
Brad Greaves
Diana Baril

Guests :

There were 18 members of the public present.

1. Call to Order

The meeting was called to order at 6:00 pm with Penny Lucas in the Chair.

2. Approval of Agenda

Verbal Motion: # 2020-1020-1

Moved by: Cindy Stark

Seconded by: Roger Dufault

That, the agenda of the Ignace Community Nuclear Liaison Committee dated October 20th, 2020 be approved.

Carried

8. New Business

a) Engagement update

Kimberly Richards gave an update on the Youth and EIES Initiatives for the month of September which included Applied Suicide Intervention Skills Training, a Youth Robotics Day, and De-Escalation Training. Attendance at these events were extremely high.

b) ICNLC Youth Rep Application

Verbal Motion: # 2020-1020-3

Moved by: Debbie Hart

Seconded by: Cindy Stark

That, the ICNLC accepts the application of Max Lederer to serve as the Youth representative on the Committee.

Carried

c) ICNLC Statements

Marco gave an overview of the ICNLC Budget Reconciliation Statements for the period ending September 30th, 2020.

Verbal Motion: # 2020-1020-4

Moved by: Tyler Peacock

Seconded by: Debbie Hart

That, the ICNLC accepts the 2020 Budget Reconciliation statements as presented.

Carried

d) Funding Agreement

Marco gave an outlined of the financial forecast for the Township under the Funding Agreement between the NWMO and the Township of Ignace for the period of 2020-2022.

e) ICNLC Newsletter

The quarterly ICNLC newsletter was presented to the Committee for approval before circulation.

Verbal Motion: # 2020-1020-5

Moved by: Cindy Stark

Seconded by: Debbie Hart

That, the ICNLC approves the ICNLC Newsletter Volume. 9, October 2020 for distribution.

Carried

8. Regional Partner updates

Tyler Peacock reported that the City of Dryden is currently preparing their 2021 budget and it has been a very busy time as they continue to receive applications for their Community Improvement Plan. There was a lot of positive feedback from community members in Dryden for the NWMO Mobile Learn More Unit that was present.

9. Township Updates

Penny reported that the Township of Ignace has completed their 2020 budget and is now moving into working on the 2021 budget. Penny also commented on the high volume of visitors to the Ignace Tourism Center this year, particularly with travellers using the bathroom facilities which will need some upgrades.

10. NWMO Updates

a) Communications update

b) Rachelle introduced Vince Ponka, the new NWMO Regional Communications Manager for Northern Ontario and Norman Sandberg, Relationship Manager.

Vince gave an update about how well received the media release about the land agreement in South Bruce was.

c) Engagement Update

Chantelle introduced Kyla and Damara who gave the NWMO Engagement Report where they outlined the many completed initiatives and upcoming events.

d) Environmental Update

Ignace Community Nuclear Liaison Committee Minutes
October 20th, 2020 at 6:00 pm

Daila informed the committee that NWMO has sent out surveys to the community regarding the Community Sampling Program. 70.6% of the participants who returned the survey said that they would be willing to help the NWMO collect samples, The NWMO will be developing information packages to provide to participants. They have also decided to hold a Crest Design contest in the community for the design of the crests that will be provided to community members who bring in samples for the program. Billy also updated the committee that Tulloch, the Environmental Baseline Consultants, were out in the field this week conducting the fall sampling for the baseline study

e) Indigenous Update

Joe Hiel talked about the recent staff changes at NWMO on the Indigenous Engagement Team. Donna Chief decided to leave NWMO and she will now be working as the new Liaison person in Wabigoon Lake Ojibway Nation. Wabigoon has in their budget the capacity to hire a number of people as a part of engagement and they have hired a new Communication person, as well as Donna as the Liaison, and some environmental technicians to help them with their environmental program. COVID-19 lockdowns are still very visible in most of the communities in the area. Once the restrictions begin to lift, they are hoping to get back into the engagement again. A Learn More Agreement was finalized with the Dryden Native Friendship Center, and engagement will commence when circumstances allow, as well.

f) Technical Update

Rachelle provided an update about changes to the previous plan for resuming field work and completing a borehole drilling. She informed the Committee that the new targeted date for the next drilling and heavy field work will be April 1st, 2021.

g) Transportation Update

Caitlin says that they are continuing to seek feedback from community members on the Draft Transportation Framework. She has received a lot of excellent feedback from participants already and asked the Committee to feel free to reach out to additional people who may be interested in reviewing the document and give their opinions. These feedback activities will continue into the new year.

h) Relationship Manager Update

Rachelle commented on the opposition Walk which went on during most of the month of September. She expressed concerns about miscommunication with the organizers of the

Ignace Community Nuclear Liaison Committee Minutes
October 20th, 2020 at 6:00 pm

Walk, but all in all it ended up being an incredibly positive engagement for everyone. Rachelle also expounded on the plans for a community survey that NWMO intends to mail out to community members. She asked the ICNLC if they and the members of the municipality would like to propose any questions to be added to the survey. Rachelle also gave an update that NWMO is hiring two directors, one for the Northern region, and one for the South. The Director of the North will be situated in Ignace. There has also been a document released called Resources to Support Learning and Exploring the Potential Through Partnerships - Communities Involved in Advanced Studies. This document will be made available around town at local businesses. There has also been a document released called "*Resources to support learning and exploring the potential for partnerships – communities involved in advanced studies*". The document discusses and outlines various funding programs, including the new Near-Term Investments in Community Social and Physical Infrastructure Projects. The NWMO is also undergoing a survey to assist in the development of a Reconciliation Baseline. Rachelle asked that one member of the ICNLC volunteer to participate in the survey

11. Report or Input of Committee Members

None.

Adjournment

Verbal Motion: #2020-1020-6	
Moved by: Tyler Peacock	Seconded by: Debbie Hart
That, the meeting of the Ignace Community Liaison Committee dated October 20th, 2020 be closed at 8:31 p.m.	
Carried	

The next meeting of the Ignace Community Nuclear Liaison Committee will be Tuesday, November 17th 2020 at 6:00pm to be held via Zoom platform.



Penny Lucas, Chair



Marco Hinds, Project Manager

The Corporation of the Township of Ignace

Report to Council

To: Council

From: Penny Lucas, Mayor

Meeting Date: November 30, 2020

Subject: Procedural By-Law

RECOMMENDATION: y-Law

THAT Council receives this report and passes a Motion to replace By-Law #96/2016 and By-Law #15/2020 with By-Law #64/2020.

BACKGROUND

Shortly after inauguration, Council had appointed myself, Deputy Mayor Penney and the CAO to a committee titled Procedural Committee. We held one meeting lasting three (3) hours during which we discussed the changes we would like to see to the Procedural Manual. We made it to item #4 and there has been no meeting since.

COVID-19 has changed the way Council operates and the Province has changed some of the rules as well, in particular the rules regarding Electronic Meetings which we had previously covered with the approval of By-Law #15/2020.

DISCUSSION

It is time to complete the review to our Procedural Manual to allow for efficiencies and up-to-date inclusions. Some of the changes include, but are not limited to:

- Incorporating the new Provincial Electronic Meeting Regulations, Item#8.5
- Updating and adding to the Definitions i.e. Committee and Designate
- Regular Meeting Order of Business to include a Consent Agenda Item,#14.18
- Elimination of the bi-monthly Committee of the Whole meetings
- Clarification on Delegations/Deputations/Presentations Item#15 and including the request form Schedule "A"
- Item#7.7.7 Abuse of the "Questions from the Public" portion of the Regular Meeting Order of Business

RELATIONSHIP TO STRATEGIC PLAN

Marketing and Communications

FINANCIAL IMPLICATIONS

None



Penny Lucas, Mayor

**The Corporation of The Township
of Ignace
By-Law#64/2020**

Being a By-Law to Govern the Procedure of Council of the Corporation of the Township of Ignace and all of its Committees, the Calling of Meetings and the Conduct of its Members.

Whereas Section 238 of the *Municipal Act, 2001, c. 25, s.238.(2)*, provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings;

Now Therefore the Council of the Corporation of The Township of Ignace Hereby Enacts as Follows:

Part 1: Definitions

- 1.1 **Administration** means officers and employees of the municipality as per the *Municipal Act, 2001, c. 25, 227.*
- 1.2 **Clerk/Deputy Clerk** means the Clerk or their designate who shall have all the powers and duties of the Clerk on behalf of the Corporation of the Township of Ignace the *Municipal Act, 2001, c. 25, 228.(1) and 228.(2).*
- 1.3 **Closed Meeting** means a meeting not open to the public in accordance with the *Municipal Act, S.O. 2001, c.25, 239.(2)*
- 1.4 **Committee** means any advisory or other committee, subcommittee or similar entity established by the Council of the Corporation of the Township of Ignace of which at least fifty (50) percent of the members are also members Council, as per the *Municipal Act, S.O.2001, c.25, 238.(1).*
- 1.5 **Committee-of-the-Whole** means a Committee composed of all of the members of Council, Mayor and four (4) Councillors.
- 1.6 **Conflict of Interest** means a pecuniary interest as defined in the *Municipal Conflict of Interest Act, 1990.*
- 1.7 **Confirmatory By-Law** means a By-Law enacted at the end of each Regular or Special Council Meeting to confirm recommendations and actions approved at that meeting.
- 1.8 **Council** means the elected or acclaimed and sworn members of the Council of The Corporation of the Township of Ignace, comprised of one (1) Mayor and four (4) Councillors.

- 1.9 **Deputy Mayor** means the Member of Council appointed by way of resolution who shall act in the Mayor's absence and while so acting, such member has and shall exercise all rights, powers and authority of the Head of Council.
- 1.10 **Designate** means a person appointed by Council or Committee and given the authority to perform the duties of another person (i.e. Clerk or Designate).
- 1.11 **Direction** means an order of instructions to Administration agreed upon by Council on an item under discussion.
- 1.12 **Electronic Participation** means participation by members in which members are not physically present in the designated meeting location but participate remotely either by video conference, teleconference, or any other electronic means which allows members to participate in an audio and/or visual manner and, whereby members, staff and the public are able to hear the members participating by electronic means and the members participating are able to hear and/or see other members, staff and the public
- 1.13 **Emergency** means an emergency declared by the Premier, Cabinet or the Municipal Head of Council under the Emergency Management and Civil Protection Act, as amended.
- 1.14 **Head of Council** means the Mayor; except where otherwise provided.
- 1.15 **Head of Council as CEO** means the Mayor as Chief Executive Officer the *Municipal Act, 2001, c. 25, 226.(1)*.
- 1.16 **Meeting** means any Regular, Special or any other meeting established by Council.
- 1.17 **Member** means a member of the Council or of a Committee.
- 1.18 **Motion** means a question or a recommendation to be considered by the Council which is moved and seconded, read, debated as required and then voted upon by Council members.
- 1.19 **Motion of Direction** means a member of council or of a Committee giving direction to administration to deal with a question or a recommendation.
- 1.20 **Open Meeting** means a meeting that the public may attend either in person or virtually through electronic means.
- 1.21 **Point of Order** may be called to bring attention to:
- Breaches of the rules of order of Council
 - Difficulty in continuation of the meetings
 - Improper, offensive or abusive language
 - Discussion is outside the scope of the motion or the notice of motion
 - Irregularities in the proceedings

- 1.22 **Public meeting** means a legislated or discretionary open meeting at which public input is being sought.
- 1.23 **Quorum** means a majority of the whole number of Members required to constitute a Council or Committee.
- 1.24 **Recorded Vote** means the recording of the name and vote of every member voting on any matter or question during a meeting at the request of a member and shall be recorded by the Clerk.
- 1.25 **Resolution** means a motion that has been **Resolved** by Council or Committee.
- 1.26 **Rules of Procedure** mean the rules and regulations provided for in this By-Law.

Part 2: Role of the Mayor

- 2.1. It is the Role of the Mayor as the Head of Council:
 - a. to Act as Chief Executive Officer of the Municipality
 - b. to preside over Council meetings so that its business can be carried out efficiently and effectively
 - c. to provide leadership to Council
 - d. to represent the municipality at official functions
 - e. to carry out the duties of the Head of Council under any Act
 - f. to provide overall leadership to the Community Emergency Control Group in responding to an emergency as detailed in the Emergency Response Plan of the Township of Ignace
 - g. uphold and promote the purposes of the municipality
 - h. promote public involvement in the Township's activities
 - i. acts as the representative of the Township both within and outside the municipality and promote the Township locally, regionally, nationally and internationally
 - j. participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.
 - k. call initial meetings of Township Committees or Boards where terms of reference or other governing documents of the Committees or Boards have no provisions for same.
- 2.2. **Role of Head of Council (Mayor) as Chief Executive Officer**
 - As Chief Executive Officer of the Corporation of the Township of Ignace, the Head of Council shall:
 - a. Uphold and promote the purposes of the municipality.
 - b. Promote public involvement in the municipality's activities.

- c. Act as the representative of the municipality both within and outside the municipality and promote the municipality locally, nationally and internationally.
- d. Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

Part 3: Role of the Deputy Mayor

- 3.1. It is the Role of Deputy Mayor:**
 - a. to act as Head of Council in the absence of the Mayor
 - b. while acting in the absence of the Mayor, the Deputy Mayor has and may exercise all rights, powers and authority of the Head of Council
 - c. to preside over meetings as designated by the Mayor and/or Members of Council.

Part 4: Role of Council

- 4.1. It is the Role of Council:**
 - a. to represent the public and consider the well-being and interests of the Township
 - b. to develop and evaluate the policies and programs of the Township
 - c. to determine which services the Township provides
 - d. to ensure that administrative policies, practices and procedures as well as controllership policies, practices and procedures are in place to implement the decisions of Council
 - e. to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township
 - f. to maintain the financial integrity of the Township
 - g. to establish Committees to deal with certain portfolios
 - h. to appoint individuals to Committees and Boards
 - i. to approve the terms of reference of Committees it has established and ensure Boards have workable terms of reference or other governing documents
 - j. to carry out the duties of Council under any Act.

Part 5: Role of Committees

- 5.1. It is the Role of Committees:**
 - a. to represent the public and consider the well-being and interests of the Township
 - b. to establish and review/revise annually Terms of Reference for itself identifying the mandate, authority and rules of the Committee and submit to Council for approval
 - c. to develop and evaluate the policies and programs of the Committee
 - d. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of the Committee
 - e. to ensure the accountability and transparency of Committee activities
 - f. to maintain the integrity of the Committee
 - g. to carry out the duties of a Committee under any Act.

Part 6: Council Appointments

- 6.1 Council is responsible to appoint individuals to various Committees and Boards: both those of the Township or other entities.
- 6.2 Established rules for appointments will be followed by Council. If it has the authority, Council can change the rules. Usually individuals interested in serving on a Board or Committee are required to submit a letter.
- 6.3 Council appointments will last until the end of the term of Council.

Part 7: General Meeting Rules

- 7.1 The rules contained in this By-Law shall be observed in all proceedings of the Council, and Council Committees with necessary modifications, and shall be the rules for the order and dispatch of all business of Council.
- 7.2 Those proceedings of the Council and the Committees thereof not specifically governed by the provisions of this By-Law and the *Municipal Act, S.O.2001, c.25* shall be regulated in accordance with Robert's Rules of Order.
- 7.3 When it is necessary to deal with an extraordinary item not provided for in routine business, a motion for the suspension of a rule for a specific purpose shall not proceed without a vote with consent of two thirds majority of the members present, unless the part or parts is prescribed by statute or legislation.
- 7.4 In the absence of both the Mayor and the Deputy Mayor, a designate shall be appointed from the Council members present and the designate shall act in the place and stead of the Mayor or Deputy Mayor and shall have all the rights, powers and authority of the Mayor or Deputy Mayor while so acting.
- 7.5 Members of Council or Committee are requested to notify the Clerk when the member is aware that they will be absent from any meeting of Council or Committee.
- 7.6 Questions from the public in an open meeting follow the procedures in 7.7. Questions from the public in a public meeting follow procedures in Part 18.
- 7.7 In a Regular Meeting of Council, individuals wanting to ask a question need to be acknowledged by the meeting Chair and given the floor. Each individual needs to provide their name and contact information.

- 7.7.1 The individual will pose their question within two (2) minutes. The meeting recorder will write down the question and any key information given by the individual. If necessary, by asking questions of the individual and repeating information provided by the individual, the Chair shall confirm details with the individual.
 - 7.7.2 Only one question is allowed per individual. Council will entertain no more than three questions at each meeting, however may decide to allow more if a majority of the Council members agree.
 - 7.7.3 Questions must pertain to an item on the meeting agenda. Individuals who ask questions about some other topic will be advised by the Chair to make a deputation to Council or to save their question until if and/or when the topic appears on a Council agenda.
 - 7.7.4 The individual will pose the question. The Chair will answer the question if they know the answer. If not, the Chair will ask other Council members or Township staff to answer. If no one has an answer, the Chair will tell the individual that an answer, if possible, will be provided in due course.
 - 7.7.5 The Clerk or designate will write down the questions, answers and statements made at the meeting.
 - 7.7.6 Questions that were not answered at the meeting when asked will be on the agenda at a subsequent meeting and a written report will have been prepared for each question.
 - 7.7.7 Abuse of the privilege to ask questions will not be tolerated. For abusing the privilege Council may bar an individual from asking questions in meetings for a period up to the remainder of the Council term. Individuals will receive a letter saying why they have been barred, how long they will be barred and options for appeal.
- 7.8 The Mayor sets the agenda with the Management Team.
Any item or items being placed on the Agenda must include a brief description that indicates the purpose of the item for discussion and any recommendations (if needed) by Wednesday at noon two (2) weeks prior to the regular scheduled meeting of Council [ten (10) days before scheduled Council meeting].
- 7.9 Any Member of Council may, with the approval of a majority of Members of Council present at the meeting, introduce any matter of an urgent nature for Council's consideration as per the following table:

	Type of Meeting	Addition To Agenda Possible
1	Closed Session Meeting	No
2	Committee of the Whole	Yes
3	Emergency Meeting	Yes
4	Public Meeting	No
5	Regular Meeting	Yes
6	Special Council Meeting (48 hours' Notice)	No
7	Urgent or Emergent Special Council Mtg (24 hours' Notice)	No

Part 8: Locations, Meeting Times and Notice for Council Meetings

- 8.1 Following a regular Municipal Election, the Inaugural Meeting shall be held on the first Monday in December at 6:00 p.m. in Township of Ignace Council Chambers located in the Multi-Purpose Room of the Ignace Public Library (36 Highway 17 W. Ignace, unless otherwise decided by incoming Mayor and Council and/or Administration).
- 8.2 Following the Inaugural Meeting, Regular Council meetings shall be held in the Council Chambers in the Multi-Purpose Room of the Ignace Public Library (36 Highway 17 W, Ignace) on the third Monday of every month at 6:00 p.m. or as otherwise decided by Council. Should the meeting fall on a Public Holiday, Council shall meet the following business day that is not a Public Holiday.
- 8.3 Unless otherwise decided by a resolution, the Council shall hold only one Regular meeting during each of the months in each year of the term of the Council on the third Monday of the said month with the exception of August and December of each year of the term of Council in which there will be no meeting.
- 8.4 Committee of the Whole meetings shall be called to discuss particular items that require extensive discussions and recommendations for consideration before a final vote is counted. Item will then be subsequently added to the next Regular meeting of Council for consideration and approval.
- 8.5 **Electronic Meetings**
 - 8.5.1 **Electronic Participation**
 - a) Council may provide that a Member of Council, of a Local Board or of a Committee of either of them, who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time, and
 - b) can participate electronically in a meeting that is closed to the public
 - 8.5.2 **Participation in Council or a Committee of Council meeting by electronic means is permitted under the following conditions:**
 - a) The Clerk shall determine the electronic means of participation of Council and Committees.
 - b) All meeting facilities must enable the meeting participants and the public to hear or watch and hear, each other.
 - c) The Chair and the Clerk are required to be present in person.
 - d) Members participating electronically shall be marked as present for the purpose of being able to vote.
 - e) There is no limit on the number of meetings that members may attend remotely provided legislative requirements for Council meeting attendance as per the Municipal Act, 2001, c. 25, as amended are maintained.

- f) Members attending electronically may not have full visual access to all portions of the meeting including presentations, deputations and materials presented in person at the meeting. The Clerk shall endeavour to share the documents electronically if possible and if not, will circulate such documents following the meeting.
- g) Members shall connect electronically to the meeting no later than ten (10) minutes prior to the commencement of the meeting to allow the Clerk ample time to ensure connectivity and advance preparation of the meeting.
- h) Members attending electronically shall advise the Chair if they need to disconnect from the meeting for any reason at any time during the meeting. The Clerk shall record in the minutes the time the member left the meeting. In the event that connection is lost during any meeting, no effort will be made to reconnect by the Clerk Township. The member attending electronically shall be considered to have left the meeting at the point of disconnection.
- i) Members shall be allowed to vote either verbally or by a show of hands. The Chair shall announce the result of the vote after each Motion. Electronic members need to ensure they vocalize when discussion is required prior to the vote being called.
- j) Members must adhere to the Rules of Order in this Procedure By-law when attending in an electronic format and all decorum and rules apply while attending remotely.

8.6 The Mayor or designate may at any time call a Special Meeting of Council.

8.7 Upon the receipt of a petition signed by a majority of the members of Council, the Clerk or designate shall call a special meeting for the purpose and at the time mentioned in the petition.

8.8 In the event of an emergency or a disaster as defined in the Emergency Plan, an emergency meeting may be held without notice to deal with the emergency or extraordinary situation, provided that an attempt has been made by the Clerk or designate, to notify the members about the meeting as soon as possible and in the most expedient manner available.

8.9 Public notice shall be deemed to have been given by the posting of a notice of the Council on the Township Website, posting a notice on the Public Information Board outside the Municipal Office and posting the notice at the Ignace Post Office. The Agenda shall be available for public review on the Township Website and at the Township Office, on the Wednesday preceding the regularly scheduled Council meeting.

- 8.10 A minimum of Forty-eight (48) hours public notice shall be given prior to the holding of the Special Meeting that is to be held in Council Chambers. The advance public notice is to be given to Council, the affected parties, and shall state the business to be considered at the special meeting. Public notice of the special meeting shall be posted on the Township Website at least Forty-eight (48) hours prior to the meeting, as well as publicly advertised on the Public Information Board outside the Municipal Office and at the Ignace Post Office.
- 8.11 Urgent or Emergent Special Council meetings can be called if the Mayor or the designate deems it necessary and a minimum of Twenty-four (24) hours public notice shall be given prior to the holding of the special meeting that is to be held in Council Chambers. The advance public notice is to be given to Council, the affected parties, and shall state the business to be considered at the special meeting. Public notice of the special meeting shall be posted on the Township Website at least Twenty-four (24) hours preceding the meeting, as well as publicly advertised on the Public Information Board outside the Municipal Office, at the Ignace Post Office and the Ignace Public Library.
- 8.12 No other business than that stated in the Notice shall be considered at Special, Urgent or Emergent Special Council meeting.
- 8.13 At the hour appointed, when a quorum is present, the Mayor shall call Council to order and if a quorum is not present within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled.
- 8.14 Upon the postponement or cancellation of a meeting, the Clerk/Deputy Clerk or their designate shall attempt to notify the members and the general public of the postponement as soon as possible and in the most expedient manner available.

Part 9: Open and Closed Meetings & Minutes

- 9.1 A meeting or part of a meeting may be closed to the public if the subject matter being considered is:**
- (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

9.1.1 Other criteria

(a) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

(i) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or

(ii) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act, S.O. 2001, c.25*, or the investigator.

9.1.2 Educational or training sessions

A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.

2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

9.2 A meeting shall not be closed to the public during the taking of a vote except when the vote is for a procedural matter or for giving directions or instruction to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

9.3 Recommendations may be made in a meeting closed to the public, following which they are to be reflected in the Minutes of the Open Session.

9.4 Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution, the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting.

9.5 Every meeting of Council shall be deemed to be adjourned no later than four (4) hours after commencing except upon a resolution being passed by unanimous vote of Council.

Part 10: Proceedings of Regular Council Meetings

10.1 The Clerk or their designate shall prepare and circulate the agenda to each Council Member and the Management Team.

10.2 A Council meeting information package will be prepared and circulated to each Council Member and the Management Team no later than the Monday preceding the regularly scheduled meeting unless the Monday is a holiday in which case it shall be available the Tuesday preceding the regularly scheduled meeting. Council meeting information packages are public information, and will be posted on the Township website. Printed copies will be available upon request and can be picked up at the Township Office.

10.3 The Closed Session Meeting Agenda and Information Package shall be printed and placed in a sealed envelope marked "Confidential" and shall be circulated to Council by placing the package in each Councillor's own mailbox inside the Township Office. Any packages not picked up by end of day will be picked up by the Clerk and held in custody and subsequently delivered to the Councillor at the scheduled meeting. The closed session meeting information package is not public information.

10.4 Regular Meeting Order of Business:

1. Call to Order
2. Call for Amendments to the Agenda
3. Approval of Agenda
4. Declarations of Pecuniary Interest
5. Consent Agenda
 - 1.1 Determination of Items Requiring Separate Discussion
 - 2.2 Items to be included in Consent Agenda Motion
 - Previous Minutes
 - Reports
 - Correspondence
6. Consideration of Consent Items Requiring Discussion
7. Delegations/Deputations/Presentations
8. Questions from the Public
9. By-Laws
10. Notices of Motions
11. Adjournment to Closed Meeting Session (when required)
12. Reconvene to Regular Meeting of Council
13. Business Arising from Closed Meeting Session (if applicable)
14. Confirmatory By-Law
15. Adjournment

Note: Questions from the Public wishing to speak to a matter on the agenda may do so at that meeting without a formal request to be a delegation.

10.5 As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Mayor.

10.6 If no quorum is present fifteen (15) minutes after the time appointed for a meeting of Council, the Deputy Clerk or designate shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

10.7 A quorum for the purpose of this Council shall be a majority of the total members. Should any Council Member in attendance make a Declaration of Pecuniary Interest and leave the meeting thereby reducing the number present to less than a quorum, the meeting may continue.

10.8 In accordance with the *Municipal Conflict of Interest Act, 1990* any Member shall disclose any direct or indirect pecuniary interest and state the general nature of such interest; and it shall be recorded by the Clerk accordingly. The Member shall not, at any time, take part in the discussion of, or vote on, any question in respect of the matter.

10.9 The Minutes of Council as taken by the Clerk or their designate shall consist of a record of all proceedings taken during a Council meeting pursuant to the *Municipal Act, S.O. 2001 c. 25*, the Clerk or their designate shall record, without note or comment, the following information for the purpose of the official Minutes:

- Date, place and time of meeting
- Name of the Presiding Officer
- Members both present and absent (regrets)
- Member who makes a Declaration of Pecuniary Interest
- Any Public Deputation and the name of the person/group
- The adoption and correction of minutes if necessary of the minutes of previous meeting
- Recorded Votes
- All other proceedings of the meeting without note or comment
- Time of Adjournment

10.10 All items listed under the Consent Agenda will not be introduced individually. Instead, once the items requiring discussion are removed from the Consent Agenda and added to the Regular Agenda, the Motion will approve all remaining items. Each removed item will be dealt with separately; including discussion and Motions as required.

10.11 The Council shall adjourn no later than four (4) hours after commencing except upon a resolution being passed by a unanimous vote of members present.

Part 11: Presiding Officer

11.1 The Mayor, except where otherwise provided, shall preside as Chair at all meetings of Council.

11.2 When the Mayor is absent, refuses to act, or the office is vacant, the Deputy Mayor or Acting Mayor shall act in the place of the Head of Council and which so acting, they have and may exercise all the rights, powers and authority of the Mayor.

11.3 Notwithstanding 11.1 and 11.2, Members of Council may appoint another Presiding Officer from amongst themselves for the purpose of Chairing a particular meeting.

Part 12: Duties of Presiding Officer

12.1 The Mayor shall open the meeting by taking the Chair and calling the members to order.

12.2 The Chair shall:

1. Announce the business before Council in order as per the approved agenda.
2. Receive all Motions as they are presented by the members.
3. Put to a vote all Motions which are moved and seconded and announce the result.
4. Decline to put to a vote any Motions which infringe upon the rules of procedure.
5. Designate the Member who has the floor when two or more Members wish to speak to the same motion.
6. Restrain Members within the rules of order when engaged in debate.
7. Enforce observance of order and decorum amongst Members.
8. Order Members in breach of rules of order to leave the meeting.
9. Decide all questions of order at the meeting, subject to an appeal by any Member on any question of order in respect to business before Council.
10. Expel from the meeting anyone who engages in improper conduct
11. Inform Council members of decision when referred to for point of order questions.
12. Represent Council, declaring its will and implicitly obeying its decisions in all things.
13. Ensure that all decisions of Council are in conformity with laws and by-laws governing the activities of the Municipal Corporation.
14. Order any individual or group in attendance at a meeting to cease and desist any behaviour which disrupts order and decorum and order the individual or group to leave the meeting where such behaviour persists.
15. Adjourn the meeting when the business is concluded.
16. The Chair shall authenticate by signature all by-laws that are adopted by Council resolution and all minutes of Council meetings that are approved by Council resolution.

Part 13: Conduct of Members of Council at Meetings of Council

13.1 Members of Council are governed by Township of Ignace By-laws and Policies regarding acceptable conduct at meetings and when dealing with staff and the public.

13.2 Members shall not leave a meeting without first obtaining permission from the Chair.

13.3 Members shall remain in their seat without making any noise or disturbance during the reading of a Motion and shall remain in their seat while a vote is being taken and until the result of the vote is declared.

13.4 Members shall in all circumstances be guided by and have regard for the *Municipal Act, S.O.2001, c.25* and the *Municipal Conflict of Interest Act, 1990*.

Part 14: Motions in Council

14.1 Motions need not be in writing, however when a motion is presented in writing at a Council meeting, it shall be read by the Chair.

14.2 Every Motion must be formally moved and seconded before discussion can take place and before the motion can be recorded in the minutes.

14.3 Every motion in Council must be voted on and either carried, defeated or deferred before any other motion (other than a motion to amend) can be introduced, deferred, amended, etc.

14.4 A Motion to Defer enables the discussion of a substantive issue to be put off to a more convenient time which may be later in the same meeting or at a subsequent meeting.

14.5 A Motion to Amend:

- a) Shall be open to debate
- b) Shall be relevant to the main motion
- c) May be a 'friendly amendment' whereby the mover and seconder agree to reword their motion to accommodate the amendment; or
- d) If the motion to amend is not a 'friendly amendment', then the motion to amend shall be put to a vote in the reverse order to that in which they are moved
- e) Shall be decided or withdrawn before the main motion is put to the vote
- f) Shall not be further amended more than once, provided that further amendments may be made to the main motion
- g) Shall not be directly contrary to the main motion

14.6 If the original mover and seconder of the motion do not agree with the amendments, they may, without further discussion, withdraw their support for the original motion as amended and a new mover and seconder would be required to move the motion as amended. If the amendments are carried then the original motion as amended would be put to the vote.

14.7 Once a Motion is moved and seconded and ready by the Chair, it cannot be withdrawn without the consent of the mover and seconder. If the Motion is withdrawn, it shall be entered into the minutes and noted as being "WITHDRAWN".

- 14.8 Immediately prior to voting on a Motion, the Chair shall state the Motion in the precise form it is to be recorded in the minutes, including any amendments to the Motion.
- 14.9 After a Motion as amended is finally put, no Member shall speak to the Motion nor shall any other Motion be made until after the vote is taken and the result is declared.
- 14.10A Member shall not speak more than once to the same Motion without the consent of the Chair except;
- 14.10.1 In explanation of a material part of their speech which may have been interpreted incorrectly; or
- 14.10.2 With permission of the Chair, after all other Members so desiring have spoken; or
- 14.10.3 To reply, with permission of the Chair, to the Member who presented the Motion to Council.
- 14.11 On an unrecorded vote, the manner of determining the decision on a Motion shall be by show of hands. Any failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 14.12 No Member shall speak on any subject other than the subject under debate.
- 14.13 No Member shall interrupt a Member who has the floor except to raise a Point of Order.
- 14.14 No Member shall reflect upon, review, discuss, recount or criticize any decision of Council, except for the purpose of moving that a resolution be reconsidered.

14.15 Recorded Vote

- 14.15.1 Where a vote is taken for any purpose and a Member requests, either immediately before or immediately after the vote, that the vote be recorded, each Member present, except a Member disqualified from voting by any Act, shall announce their vote openly, starting with the Member who called for the vote and continuing clockwise, and the Clerk shall record each vote. If a Member at a meeting of Council, where a motion is put to a vote and a recorded vote is taken, does not vote; they will be deemed to have voted in the negative unless the Member's reason for abstaining is due to their declaration of pecuniary interest, in which case their abstention shall be deemed to be neither negative nor affirmative. The Clerk shall announce the results.
- 14.15.2 The Mayor votes with Council.
- 14.15.3 Except where expressly provided for in Statute, any Motion on which there is a tie vote shall be deemed to be defeated.

14.15.4 No vote shall be taken by ballot or by any other method of secret voting, except as provided by legislation.

14.15.5 Any Member may require the motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

14.16_Motions Under Debate

14.6.1 When a Motion is under debate, no other motion shall be received except for the following purposes and according to the listed priorities, namely:

- a) To extend the hour of automatic adjournment
- b) To recess
- c) To adjourn
- d) To defer the motion under consideration to a definite date
- e) To defer the motion under consideration indefinitely
- f) To table a motion
- g) To refer the motion under consideration to staff for a report
- h) To amend the motion under consideration

14.16.2 A Motion containing distinct proposals may be divided if approved by a majority plus one vote of Council.

14.17_Motions to Reconsider

- a) Council shall not reconsider a Resolution or By-law until a motion to reconsider has been disposed of by Council.
- b) After a Resolution or By-law has been decided, it shall be in order for any Councillor to move for reconsideration. The Motion to reconsider requires a seconder. If carried, the matter shall not be reconsidered at the next two regularly scheduled meetings after the meeting at which the original Resolution or By-law was decided on, except with the consent of at least a majority plus one vote of the Members present. If such consent is given, such item may be brought forward at either of the next two regularly scheduled meetings after the meeting at which the reconsideration is authorized. If the timeframes and meetings set out in this Section have passed, then the timeframes set out in Section 14.17.5 apply.
- c) A Motion for reconsideration shall not be in order if Council is made aware that the Motion or By-law has already been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved.

- d) Debate on a Motion to reconsider shall be limited and confined to discussion that new information has come forward, errors in documentation were presented, incorrect statements were made during the original debate, or other brief and concise statements outlining the reasons for reconsideration. Debate on the original Motion or By-law proposed for reconsideration shall be prohibited until the Motion to reconsider has been decided.
- e) If a Motion to reconsider is carried, it shall not be in order to reconsider the original Resolution or By-law until the next Regular Meeting of Council, or a Special Meeting of Council if so directed by Council by a majority plus one vote of Members present.
- f) A Motion to reconsider shall not be reconsidered.
- g) Once the original Resolution or By-law is reopened, it is reopened in its entirety unless the Motion to reconsider specifies otherwise. The original Resolution or By-law being reconsidered shall be subject to the rules of debate and amendment outlined herein.
- h) After an original Resolution or By-law has been reconsidered and decided, either in the positive or the negative it may not be further reconsidered within the calendar year following the decision of the Council unless Council decides to do so by a two-thirds majority vote, and in any case shall not be reconsidered more than once in a six-month period or more than two times in a twelve-month period. Any Motion to reconsider that is presented after one calendar year requires a majority vote.

14.18_Adoption in a Single Motion (Consent Agenda)

14.18.1 One or more items on a Council Agenda may be adopted in a single motion:

- a) Items to be included but not limited to:
 - i. Correspondence
 - ii. Reports
 - iii. Meeting Minutes including Council and Committees

14.18.2 At the Council Meeting, any Member may request that an item be pulled for discussion and that item shall not be included in the Motion to adopt and shall be added to the Agenda where appropriate.

14.19 Notice of Motion

- 14.19.1 A Notice of Motion is merely a statement of intention and is required in the case of Motions being raised by any member that affects policies or procedures. Notices of Motion shall be in writing and delivered to the Clerk before 12:00 noon on the day of the Council Meeting. The Clerk shall read the Notice into the record and no seconder is required. The notice is NOT debatable at that time.
- 14.19.2 The Notice of Motion shall be dealt with at the next Regular Meeting of Council.
- 14.19.3 Approval of the Notice of Motion shall be considered to be direction to Staff to provide a report on the issue/subject matter for the next scheduled Regular Meeting of Council. If the Notice of Motion is not approved, no further action will be taken on the matter.
- 14.19.4 A Report generated as a result of approval of a Notice of Motion will include both the Notice of Motion worded as a recommendation and the staff recommendation, if different from the Notice of Motion recommendation.
- 14.19.5 Notices of Motion shall not be used for the purposes of reconsideration of a previously approved Resolution or By-law.

Part 15: Delegation/Deputation/Presentation to Council

15.1 Delegation/Deputation

- 15.1.1 Any person/group desiring to present information or speak to Council at a Council Meeting shall have an opportunity to do so under the Delegation/Deputation/Presentation item on the Agenda of the Regular Council Meeting and will be announced by the Chair.
- a. Such persons shall have ten (10) minutes to address Council. There will be no debate engaged in by either Council or the presenter(s). Council shall however, be allowed to ask questions of the presenter(s) for clarification purposes.
 - b. A Delegation/Deputation shall be requested in writing on the approved form, attached as Schedule "A" hereto, and submitted to the Clerk or their designate prior to 12:00 pm on the Wednesday two (2) weeks prior to a scheduled Regular Council Meeting. The Clerk or designate accepts deputation requests. The Clerk or their designate shall notify the person requesting a Delegation/Deputation that they will be allotted ten (10) minutes to address Council and the time and meeting procedure. A written copy of the presentation must be submitted to the Clerk or their designate before, during or following the Delegation/Deputation.

- c. The Clerk or their designate shall record, without note or comment, the name of the person/group represented. A copy of the written delegation/deputation shall be duly noted in the Minutes and filed with the Clerk for the public record. The form is attached as Schedule A and shall form part of this By-Law.
- d. Council may address the presenters during its presentation for clarification purposes. Council shall not make any decisions or answer any questions during the presentation.
- e. Persons appearing before the Council shall confine their remarks to the business stated in their request.
- f. Except as required by law, any person appearing before the Council who has previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and subsequent appearances.

15.2 Presentation

15.2.1 Any person/group desiring to make a presentation to Council at a Council Meeting shall have an opportunity to do so under the Delegation/Deputation/Presentation item on the Agenda of the Regular Council Meeting and will be announced by the Chair.

- a. The format, timeframe and procedures requested by the presenter shall be arranged as per relevant By-Law procedures.
- b. A request for a Presentation shall be in writing and submitted to the Clerk or their designate prior to 12:00 pm on the Wednesday two (2) weeks prior to a scheduled Regular Council Meeting. The Clerk or their designate shall notify the person requesting a Presentation the format, timeframe and procedure to be followed. A written copy of the presentation must be submitted to the Clerk or their designate at the time of their request.
- c. The Clerk or their designate shall record, without note or comment, the name of the person/group represented. A copy of the written Presentation shall be duly noted in the Minutes and filed with the Clerk or their designate for the public record.
- d. Council may address and question the presenters during their presentation.
- e. Council shall discuss the matter under presentation and make any decisions:
 - a. at the end of the presentation, and/or
 - b. at a subsequent meeting of Council

Part 16: Invitations to Council

16.1 From time to time it may be necessary for the Council to invite a person, group or organization to attend a meeting to discuss a specific matter or issue. Unless required by law and allowed under the provisions of the Municipal Act to be closed, these appearances shall be open to the public.

- 16.2 Presentations expected to take more than ten (10) minutes shall be done in a special meeting. The Mayor can make an exception to this rule if there is sufficient justification for it, e.g., time constraints.

Part 17: Procedures - Legislated Public Meetings of Council

- 17.1 The Clerk or designate, in accordance with the applicable Department, is to prepare the necessary agenda for the public meeting which could include but is not limited to a hearing for an Official Plan or Zoning By-Law Amendment, requirements under the Notice By-Law or Tariff of Fees & Charges By-Law.
- 17.2 Public meetings required to be held by Council in accordance with various legislation will be scheduled prior to Regular Meetings at 6:00 p.m. in the Council Chambers located in the Multi-Purpose Room of the Ignace Public Library. for a duration of not more than fifteen (15) minutes so as not to interfere with the holding of the Regular Meeting.
- 17.3 The Clerk or designate is to record the date, time, place, reason for meeting and persons in attendance, together with the following:
- a) Mayor to advise why the public meeting is being held
 - b) Clerk to read the Notice giving date that it was published.
 - c) Mayor to ask if anyone wishes to receive written notice of the adoption of the By-Law(s) to leave their name with the Clerk.
 - d) Mayor to ask if anyone wishes to express any view on the amendment(s) or matter.
 - e) Report to be given describing amendment(s) or matter at hand.
 - f) Mayor to ask if anyone wishes to speak in favour or in opposition to the amendment(s) or matter.
 - g) Mayor to ask if there are any questions.
 - h) Mayor to declare public meeting closed.

Part 18: Procedures - Discretionary Input Meetings of Council

- 18.1 Council can hold meetings to solicit public input of matters of interest to the community. At these meetings members of the public are encouraged to make comments and/or ask questions.
- 18.2 Township staff usually will be presenting information at these meetings. The Township shall strive to have the information available to the public in advance of the meeting.
- 18.3 Due to time constraints, many participants and background noise, at these meetings it is not possible to have a formal process for completely and accurately

recording public comments and questions, and the responses. The Clerk or their designate will strive to record the questions and responses as completely and accurately as possible.

- 18.4 Abuse of the privilege to ask questions or make comments will not be tolerated. For abusing the privilege, Council may bar an individual from asking questions in public meetings for a period up to the remainder of the Council term. Individuals will receive a letter saying why they have been barred, how long they will be barred and options for appeal.

Part 19: Repeal and Enactment

- 19.1 That By-Law #96/2016 is hereby repealed.
- 19.2 That in accordance with the Township of Ignace Notice By-Law, this By-Law shall take effect and come into force upon the third and final reading thereof.

Read A First and Second Time This 30th Day of November, 2020.

Read A Third Time and Finally Passed This 30th Day of November, 2020.

Penny Lucas, Mayor

Lynda Colby, Clerk



SCHEDULE A
Deputation/Delegation Request Form

Fax completed forms to the Township of Ignace at (807) 934-2864.
You can also deliver, mail, and/or email to:
Council Deputation/Delegation Request Form

Township of Ignace, 34 Highway 17 W, P. O. Box 248, Ignace POTITO
Email: clerk@ignace.ca Web Site: www.ignace.ca

Please Note: Deputations/Delegations Are Limited to 10 Minutes in Length

Requests for Deputations/Delegations Must Be Received By Noon on the
Friday Prior To The Council Meeting

Council Meeting Date: _____ Request Received By: _____

Name of Delegate: _____

Address: _____

Town/City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Subject Title: _____

Type: Oral/Written Digital (Delegate is responsible for
all equipment required)

Copies: All Deputations/Delegations are required to provide a written copy
of their presentation prior to the meeting or during the meeting to
all Council Members and the Administrator/Treasurer and Clerk.

Time: All Deputations/Delegations are limited to ten (10) minutes.