



The Corporation of Township of Ignace  
34 Highway 17 West, P.O. Box 248 Ignace, ONTARIO P0T 1T0  
Phone: 807-934-2202 Fax: 807-934-2864  
[ignace.ca](http://ignace.ca)

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**Prepared By:** Leisel Edwards, Project Manager  
**Report To:** Mayor and Council  
**Subject:** NOHFC Funding Application: Seniors Centre  
**Date:** 15 November, 2021

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## **PURPOSE**

To obtain Council's approval for a funding application to the Northern Ontario Heritage Fund Corporation (NOHFC) through the Community Enhancement Program- Rural Enhancement Stream for the construction of the Seniors Centre.

## **RECOMMENDATION**

WHEREAS Stage 1 of the NOHFC funding application process has been successfully completed, for the amount of \$300,000.00 (75% of the total eligible project cost of \$400,000).

WHEREAS the Seniors Centre falls under the Near-Term Investments Agreement with the Nuclear Waste Management Organization (NWMO) and will use their contribution of \$3M to leverage funding from provincial and federal funding organizations.

THEREFORE, BE IT RESOLVED THAT Council accepts the information as presented and directs Administration to move forward in the contribution of 10% of the eligible and ineligible project costs of \$60,000.00 along with the coverage of any project cost overruns. This is a requirement for the completion of Stage 2 of the funding application process.

## **BACKGROUND/ ANALYSIS**

The Ignace Silver Tops Seniors Centre is a stand-alone facility that currently offers a range of social, cultural, learning and recreational programs for seniors. This facility however is outdated and is being torn down to be integrated into a 20-unit seniors housing complex being constructed in the community.

Seniors (60 years and older) make up about 31% of residents who live in the Township of Ignace. They have recreation needs that are specific to their age group that presently cannot be undertaken due to the inefficiencies of the current senior's centre. The present hall facilities are inadequate, out of date and in need of updating to bring it up to current industry, safety and building code standards, efficiencies and access. This proposed centre will be designed to allow our seniors to "engage and age" at home

where most of them have spent the majority of their lives; close to their families and friends. More importantly, it should be noted that Ignace seniors have helped tailor a community fabric that is not only enriched with a historic tapestry but embroidered with a resilient spirit. Our seniors therefore deserve all the respect, dignity, and opportunities afforded to them. As our seniors age, they want to maintain their dignity and independence as long as possible. Having a senior's centre where they can congregate, engage, celebrate, and mourn, will allow our seniors to continue to be active and contributing citizens in our community.

### **FINANCIAL CONSIDERATIONS**

A Stage 1 application to the NOHFC's Community Enhancement Program has already been submitted to acquire funding for the development of the Senior's Centre for the amount of \$400,000.00 (75% of the total eligible project cost of \$300,000.00) along with any unforeseen cost overrun. NWMO has also committed to contribute \$3M to the project as part of the Near-Term Investments funding agreement.

### **STRATEGIC DIRECTION/ALIGNMENT**

- The primary aim of this project is to retain the seniors population in the community. Currently there are no seniors housing or updated seniors' facilities in Ignace and to access such, seniors would have to travel more than 100 kms or move out of the community. Additionally, options for convenient travel between communities in northwestern Ontario is extremely limited and therefore not a feasible option for seniors.
- Due to Township's increasingly aging population, there will undoubtedly be an increased demand for services, such as specialized health care and assisted living, as well as facilities and infrastructure with accessibility and mobility retrofits. These factors will be taken into consideration when designing the Senior's Centre to allow our seniors to "engage and age" at home where most of them have spent the majority of their lives; close to their families and friends.
- As our seniors age, they want to maintain their dignity and independence as long as possible, therefore having a facility where they can congregate, engage and celebrate with each other, their family and friends, will allow our seniors to continue to be active and contributing citizens in our community.
- It is also important to note that this project, due to the potential economic development opportunities, namely the Advanced Phased Management (APM) project to host Canada's first deep geological repository, there is a high likelihood

that families with seniors would move to our community. Having a state-of-the-art Seniors Centre, would make Ignace a place where all persons feel included and are truly welcomed to explore all the possibilities the community has to offer.



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**Prepared By:** Leisel Edwards, Project Manager  
**Report To:** Mayor and Council  
**Subject:** NOHFC Funding Application: Seniors Walk/Urban Art Trail  
**Date:** 15 November, 2021

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### **PURPOSE**

To obtain Council's approval for a funding application to the Northern Ontario Heritage Fund Corporation (NOHFC) through the Community Enhancement Program- Enhance Your Community Stream for the development and completion of the Seniors Walk/Urban Art Trail.

### **RECOMMENDATION**

WHEREAS Stage 1 of the NOHFC funding application process has been successfully completed, for the amount of \$240,000.00 (75% of the total eligible project cost of \$320,000).

WHEREAS the Seniors Walk/Urban Art Trail falls under the Near-Term Investments Agreement with the Nuclear Waste Management Organization (NWMO) and will use their contribution of \$320,000.00 to leverage funding from provincial and federal funding organisations.

THEREFORE, BE IT RESOLVED THAT Council accepts the information as presented and directs Administration to move forward in the contribution of 10% of the eligible and ineligible project costs of \$32,000.00 along with the coverage of any project cost overruns. This is a requirement for the completion of Stage 2 of the funding application process.

### **BACKGROUND/ ANALYSIS**

The Township of Ignace is a rural community with less than 1300 people. According to Statistics Canada's 2016 Census Report, Ignace has an aging population, where 36% of its residents are between the ages of 45 to 64, while 23% are above the age of 65. Although other communities within the region display similar trends (highlighted in The Township of Ignace Community Capacity Study, 2021) Ignace has a slightly older population and will continue to see its senior's population grow along with new residents and their families as they settle into the area. This growth will require new planning and

development priorities, where community services, programming and infrastructure are inclusive, accessible, interconnected, and safe for all Ignace residents.

Added to this, Ignace is a community that values everyone and it is our desire that our residents - as they age – are able to remain at "home" as long as possible, and even if not in their own homes, at least in their community. We are confident that these goals can be achieved through our outdoor spaces and public buildings and thus it is our intent to design age-friendly infrastructure that will promote and enhance adaptability, cultural awareness, healthy lifestyles, quality of life, mobility, safety and independence.

Moreover, Ignace is characteristically dispersed in built form due to its physical geography; challenges to maintain infrastructure in the harsh northern Ontario climate; limited health care options and lack of public transportation. These factors contribute to social isolation that manifests itself in reduced participation and community involvement by residents, especially seniors in town. The Township of Ignace, is therefore working collaboratively with Silver Tops Senior Centre to promote and implement a mandate of age-friendliness so that it becomes part of the everyday experience of our residents.

## **FINANCIAL CONSIDERATIONS**

A Stage 1 application to the NOHFC's Community Enhancement Program has already been submitted to acquire funding for the development of the Seniors Walk/Urban Art Trail for the amount of \$320,000 (75% of the total eligible project cost of \$160,000.00) along with any unforeseen cost overrun. NWMO has also committed to contribute \$320,000.00 to the project as part of the Near-Term Investments funding agreement.

## **STRATEGIC DIRECTION/ALIGNMENT**

- Administration is of the firm belief that while the initial project will primarily focus on addressing the needs of our seniors through measures of safety and accessibility, it will also be available to all ages and include interactive art installations by local artists that showcase the community's history.
- The Seniors Walk and Urban Art Trail will provide Ignace residents and visitors/tourists alike with safe, creative, multi-use pathways that will encourage and promote social inclusion/interaction and increased social capital opportunities.
- This pathway will be a catalyst to integrating our public facilities, promoting "synergy" to encourage private entrepreneurs and enterprise.



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**Prepared By:** Leisel Edwards, Project Manager  
**Report To:** Mayor and Council  
**Subject:** Township of Ignace- Conceptual Entry Way Signage  
**Date:** 15 November, 2021

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### **PURPOSE**

To adopt new signs for the east and west entrances of the Township of Ignace.

### **RECOMMENDATION**

**WHEREAS** the Township of Ignace Community Strategy 2019-2024 (Community Strategy), under the Community Development pillar, recommends using the new brand to create a themed signage program to improve the visual image and transformation of the TransCanada/Main Street corridor so as to create/enhance the feeling that one has arrived in a great community.

**THEREFORE BE IT RESOLVED THAT** Council accepts the information as presented and directs Administration to move forward with the sixth signage option (**see attached-Slide 7**) as the preferred option for the east and west entry way signs for the Township of Ignace as recommended by the Economic Development Advisory Committee (EDAC) after reviewing the Community Strategy.

### **BACKGROUND/ ANALYSIS**

In July 2019, Council accepted the Township of Ignace Community Strategy that outlined the priorities and directives to help grow and sustain Ignace and its local economy. The strategy is built on four pillars- *Community Development, Economic Development, Tourism Development and Marketing and Communications* and consists of recommendations and actions based on a comprehensive understanding of a comprehensive understanding of Ignace, its economic, business and stakeholders as well as the community's expressed aspirations.

Under the *Community Development* pillar, continuing to improve the visual image of the community and transform the Trans-Canada/Main Street corridor to create/enhance the feeling that one has arrived in a great community was highly recommended. One proposed action to facilitate this was to use the brand to create a themed signage

program and implement the signage along the Trans-Canada corridor between Thunder Bay and Dryden.

After reviewing the Community Strategy, the members of the EDAC identified the design of signs for the east and west entrances to the Township as a priority action item. Suggestions for the signs to clearly depict the community's beauty, have a strong and welcoming message as well as the use of vibrant colours were taken into consideration and initial concepts were developed by Kimberly Richards, Ignace Community Nuclear Liaison Committee (ICNLC) Coordinator. These were presented to the EDAC in September 2021 for members to review and provide feedback. Based on feedback received, revisions were made and new concepts (**see attached**) were brought to the EDAC in October 2021. The sixth option (Slide 7) was selected as the preferred option.

#### **FINANCIAL CONSIDERATIONS AND BUDGET IMPACT**

- Total cost of the project is covered by the Township's multi-year agreement with the Nuclear Waste Management Organization (NWMO) under Marketing

#### **STRATEGIC DIRECTION/ALIGNMENT**

- A pivotal project, designed to enhance community aesthetics and promote Ignace as a warm and welcoming community.



# Welcome to Ignace!





*Welcome to Ignace!*



Welcome to Ignace!  
Bienvenue!





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Bienvenue!



*Welcome to Ignace!*  
*Bienvenue!*



# New Billboard Concepts

October 21, 2021

# Welcome to Ignace!

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Photo: Kimberly Richards - Sunrise on West Beach





# Welcome to Ignace!

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Home of the White Otter



**From:** Brian MacKinnon <[clerk@siouxlookout.ca](mailto:clerk@siouxlookout.ca)>  
**Sent:** Thursday, October 21, 2021 3:47 PM  
**To:** Kevin Queen <[Kevin.Queen@kenoradistricthomes.ca](mailto:Kevin.Queen@kenoradistricthomes.ca)>  
**Cc:** Lynda Colby (Ignace Clerk) <[clerk@ignace.ca](mailto:clerk@ignace.ca)>; Michelle Larose <[cao@siouxlookout.ca](mailto:cao@siouxlookout.ca)>; Michelle Spencer <[Michelle.Spencer@kenoradistricthomes.ca](mailto:Michelle.Spencer@kenoradistricthomes.ca)>; Bailey Markham <[Bailey.Markham@kenoradistricthomes.ca](mailto:Bailey.Markham@kenoradistricthomes.ca)>  
**Subject:** RE: Filling Vacancy on Board from Councillor Lago's Resignation

Good afternoon, Kevin:

Thank you very much for the reply and additional information and instructions. I will bring a resolution to the Sioux Lookout Council at our next Regular Meeting, November 17<sup>th</sup>. I will also reach out to Pickle Lake, Machin, and Dryden to ask that their respective Clerk's do the same.

Lynda, please do the same for Ignace.

Kevin, can you confirm that the following resolution would be acceptable to your Board:

**THAT the Council of the *INSERT NAME OF MUNICIPALITY* hereby endorses Mayor Penny Lucas of the Township of Ignace to serve as the Area 2 Representative (representing the City of Dryden, Municipality of Machin, Township of Ignace, Municipality of Sioux Lookout and the Township of Pickle Lake) on the Kenora District Home for the Aged Board of Directors for the balance of the current Term, ending on November 14, 2022.**

If so, I will ask the other Area 2 municipalities to pass the same resolution. I chose November 14, 2022 because it is the last day of the current Term of Council. Then, in 2023, the five communities can once again determine who will represent them for the subsequent (2022-2026) Term.

Kind regards,  
Brian



**SIoux LOOKOUT**  
Hub of the North

**Brian P. MacKinnon**  
**Manager of Corporate Services/ Municipal Clerk**  
**Corporate Services Department**  
**The Corporation of the Municipality of Sioux Lookout**  
PO Box 158,  
25 Fifth Avenue,  
Sioux Lookout, ON P8T 1A4  
807.737.2700, ext. 2243  
807.737.3436 (Fax)  
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# DRYDEN

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## **KDMA Conference Dryden 2022 Save the Date Notice**

**January 19 and 20, 2022**

**Events taking place at the Best Western Plus Dryden  
Hotel & Conference Centre.**

**A block of rooms has been set aside at the Hotel for the  
nights of January 18, 19 and 20.**

**Call (807)223-3201 to reserve your room.**



## 2022 Meeting Schedule

Date	TIME AND LOCATION
January 18 <sup>th</sup>	4:00PM DRYDEN AGM MEETING
February 17 <sup>th</sup>	4:00PM DRYDEN - ZOOM IF REQUIRED
March 17 <sup>th</sup>	4:00PM MACHIN – ZOOM IF REQUIRED
April 14 <sup>th</sup>	4:00PM DRYDEN – ZOOM IF REQUIRED
May 19 <sup>TH</sup>	4:00PM MACHIN – ZOOM IF REQUIRED
June 16 <sup>th</sup>	4:00PM DRYDEN – ZOOM IF REQUIRED
July 14 <sup>th</sup>	4:00PM MACHIN – ZOOM IF REQUIRED
September 15 <sup>th</sup>	4:00PM DRYDEN – ZOOM IF REQUIRED
October 13 <sup>th</sup>	4:00PM MACHIN – ZOOM IF REQUIRED
November 17 <sup>th</sup>	4:00PM DRYDEN – ZOOM IF REQUIRED
December 15 <sup>th</sup>	4:00PM MACHIN – ZOOM IF REQUIRED

The proposed meeting dates were chosen in order to avoid conflict with known municipal events, such as:

- Rural Ontario Municipal Association (ROMA): January 23-25, 2022 - Virtual
- Ontario Good Roads Association (OGRA): February 27 – March 2, 2022 - Toronto
- Northwestern Ontario Municipal Association (NOMA): dates not yet made available
- Federation of Canadian Municipalities (FCM): dates not yet made available
- Northern Ontario Service Delivers Association (NOSDA): Date not yet determined
- Ontario Municipal Social Services Association (OMSSA): AGM- Usually held mid May.
- Association of Municipalities of Ontario (AMO): August 14 - 17, 2022 – Ottawa
- Northwestern Ontario Municipal Association (NOMA): Date to be Determined
- Ontario Association of Paramedic Chiefs (OAPC): September 2022



[Home](#) / [ROMA 2022: Rural Opportunities](#) /

# Program

The following program is continually being updated. For your planning purposes, below is an outline. Details will be added as they are confirmed.

Concurrent sessions will explore the following topics. Please note that these are subject to change.

- Taking a Pulse Check on Rural and Northern Health
- Human Services Transformation for Poverty Reduction
  
- The Continued Quest to Improve Connectivity in Ontario
- OPP Detachment Board Implementation and Community Safety and Well Being Plans
- Climate Change and Municipalities: How Community Energy Plans and Land Use Planning Can Help
- Homelessness in Rural Ontario : Challenges and Opportunities
- Code of Conduct for Municipally Elected Officials
- Fines and Enforcement: Advancing the Local Administration of Justice
- Navigating the New Regulations under the Conservation Authorities Act

## PROGRAM

### Sunday, January 23

12:30 – 5:00pm    Info Booth Open and Delegation Meetings

### Monday, January 24

8:00 – 8:10am    Welcome, O Canada

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8:10 – 8:50am	Opening Keynote
8:50 – 9:10am	ROMA Update and AGM
9:10 – 9:20am	The Hon. Premier Doug Ford (invited)
9:20 – 9:30am	Graydon Smith, AMO President
9:30 – 10:00am	Meet with Exhibitors
10:00 - 11:45am	Concurrent Session A
11:45 – 12:45pm	Lunch and Zone Networking Sessions
12:45 – 2:00pm	Concurrent Session B
2:00 – 2:30pm	Meet with Exhibitors
2:30 – 2:40pm	Andrea Horwath, Leader of the Official Opposition and NDP (invited)
2:40 – 3:15pm	Opportunities for Rural Ontario: Post-COVID Recovery
3:15 - 3:30pm	The Hon. Minister Clark, Minister of Municipal Affairs and Housing (invited)
3:30 - 4:15pm	Ministers' Forum: Health and Human Services

### **Tuesday, January 25**

7:30 – 8:00am	Meet with Exhibitors
8:00 – 8:35am	Keynote Speaker
8:35 – 8:45am	Steven Del Duca, Leader, Liberal Party of Ontario (invited)
8:45 – 9:30am	Michael J. Smither Question Box Panel
9:30 – 10:00am	Break and Networking Events
10:00 - 11:45am	Concurrent Session A
11:45 – 12:45pm	Lunch and Networking Events
12:45 – 2:00pm	Concurrent Session B
2:00 – 2:30pm	Meet with Exhibitors
2:30 – 2:40pm	Mike Schreiner, Leader, Green Party of Ontario (invited)
2:40 – 3:15pm	Post-COVID Recovery: Opportunities in Practice for Rural Ontario
3:15 - 3:30pm	The Hon. Lisa Thompson, Minister of Agriculture and Rural Affairs (invited)

3:30 - 4:15pm      Ministers' Forum: Economy and Resources

# ROMA Conference

[Delegation Meetings](#)

**Program**

[Registration](#)

[Sponsorship/Exhibitors](#)

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# Registration

## Early Bird Rate (until November 1, 2021)

Member	Non Member
\$400	\$500

## Regular Rate (until January 20, 2022)

Member	Non Member
\$450	\$550

[REGISTER HERE](#)

## ROMA Conference

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**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC) MINUTES**

Wednesday, October 27<sup>th</sup>, 2021 @ 6:30 pm

Virtual Meeting via Zoom and in person (Multipurpose Room)

**PRESENT:**

<b>Membership</b>	<b>Township</b>
Paul Dufault- Chair	Leisel Edwards- Project Manager
Janet Lett- Vice Chair	
Gerald Gannon	
Bill Laidlaw	
Elizabeth Russell	

**REGRETS:**

<b>Membership</b>	<b>Township</b>
Chantelle Tucker	Jeff Lederer- Manager, Planning, Development and Engagement Services
Jade St Amand	Keith Roseborough- Economic Development Coordinator

**MEETING CALLED TO ORDER:**

6:33pm

**SUMMARY OF TOPICS DISCUSSED:**

1. Bill Laidlaw moved that the agenda be accepted. This was seconded by Elizabeth Russell, approved and carried.
2. Janet Lett approved the previous minutes of September 29<sup>th</sup>, 2021. This was seconded by Elizabeth Russell, approved and carried.
3. The Committee and Township had an initial discussion on actions items and suggestions coming out of the review of the Township's Strategic Plan and corresponding Economic Development Implementation Plan. Discussions of this nature will continue to occur, with more initiatives brought forward as the Committee plans to play a more active role towards economic development in the upcoming year. From this discussion it was decided that EDAC:
  - Act as a lobbyist group and continue to follow up with the Ministry of Natural Resources and Forestry for the removal of the trees currently obscuring the MNR building.
  - Spearhead possible clean up initiatives around town starting Spring 2022. These will be supported by the municipality.



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- Offer assistance to the Recreation Committee on all organised events as well as appoint an EDAC member to sit on the Recreation Committee and vice versa.
4. A recommendation was made by Liz Russell to re-introduce a motion made at the September 29<sup>th</sup> meeting to the November 15, 2021 Council meeting. The motion is as follows:

***The Economic Development Advisory Committee strongly recommends that Council contract out gardening services, as it is believed that it would be more beneficial to the Township of Ignace than if a Township employee do this job***

- This motion was expected to officially be brought forward to Council at the October 18<sup>th</sup>, 2021 meeting but were instead briefly discussed.
  - Actions are currently being taken to address this motion, and EDAC members have been informed since the meeting that the motion will not be sent to Council.
5. Updates:
- MNR Building Tree Removal Request- Paul Dufault, EDAC- Follow up calls to the MNR were made with no response on the matter. Received information that the building isn't owned by the MNR and the current owners maintain the building remotely.
  - Application to MTO for the erection of the entry way signs east and west of the Township: Leisel Edwards, Township of Ignace- The Township has been informed by the MTO that it has to first develop a Signage Strategy (to be developed over the winter) to support signage application.
  - Highway Signage Update: Leisel Edwards, Township of Ignace- A PowerPoint presentation of revised conceptual signage was prepared by Kim Richards for the Committee to review. These concepts included requested slogans, colours, messaging, colours and pictures. Picture #6 (Slide # 7) (**see attached**) was accepted by the Committee and a recommendation was made for the accepted signage to be used as the Township's east and west entry way signs:

***Motion # 2021.10.04 – The Economic Development Advisory Committee recommends that picture #6 (slide 7) be accepted and approved by the Committee as the East and West entry way signs***

It was also recommended that a letter be sent to Kim Richards thanking her for work done on designing the signs.

- Bill Laidlaw, EDAC member and Ignace and Area Business Association (IABA) Chair- Ignace will be hosting the Home and Leisure Exhibitor's Tradeshow in April/May 2022. Nominations for Business Excellence Awards is scheduled to take place this winter.



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- IABA updates will be part of the EDAC's agenda moving forward, starting from the November 2021 meeting.

**ADJOURNMENT:** 8:12 pm

**NEXT MEETING:** Wednesday, 24<sup>th</sup> November, 2021 @6:30 pm

# Welcome to Ignace!





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Bienvenue!





Welcome to Ignace!  
Bienvenue!



*Welcome to Ignace!*  
*Bienvenue!*



# New Billboard Concepts

October 21, 2021



# Welcome to Ignace!

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Photo: Kimberly Richards "Sunrise on West Beach"



**IGNACE**

Explore Our Possibilities



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HOME OF THE WHITE OTTER



**IGNACE**

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Home of the White Otter

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**Prepared By:** Jeff Lederer, Manager of Planning, Development, and Engagement Services  
**Report To:** Mayor and Council  
**Subject:** Update with Motion # 2021.10.18.228 Safety Issues/Concerns regarding Highways  
**Date:** November 5, 2021

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Please be advised that Administration is looking into the safety concerns with respect to the Hwy 17 Crosswalk proposed at the corner Pine Street and Hwy 17.

The location of the proposed crosswalk is designated as an Ontario Community Safety Zone per O. Reg. 510/99 under the *Highway Traffic Act, R.S.O. 1990, c. H.8* that being:

*(1) That part of the King's Highway known as No. 17 in the Township of Ignace in the Territorial District of Kenora lying between a point situate 305 metres measured easterly from its intersection with the centre line of the roadway known as Pine Street and a point situate 215 metres measured westerly from its intersection with the centre line of the roadway known as West Street.*

*(2) This designation is effective 24 hours a day, seven days a week and every month of the year.*

Because the proposed crosswalk is part of this zone, we will also need to make a formal presentation to the Ministry of Transportation Ontario (MTO) who control ALL matters relating to development along the highway corridor and Right of Way. We may have to also submit the crosswalk proposal to the local Police Services Board for their deliberation and recommendations.

MTO will also need to gather pedestrian and transportation statistics as well as other supporting documentation to assess the need of a crosswalk.

The Planning, Development, and Engagement Department will assist the Ministry and once a decision is reach, we will share with both Council and Silver Tops accordingly.

Thursday, September 23, 2021.

Katelyn Hamre  
Recreation Programmer  
[recprogrammer@ignace.ca](mailto:recprogrammer@ignace.ca)

Dear Katelyn:

As per your message, I am writing my formal inquiry regarding dance classes.

Due to restrictions from the Covid-19 pandemic, I was forced to cease offering dance classes to the community of Ignace. At present time the diocese still won't allow use of Emmanuel Church for any classes.

I am proposing that I might be able to offer a couple of dance classes (Primary: ages 4-7 and Junior: ages 8-12) at the arena one day per week for 10 weeks, preferably Tuesdays or Wednesdays.

I was offered the opportunity to use Emmanuel church for free pre-Covid times and am hoping I could have the same arrangement in your facility.

If restrictions allow, I would like to have a recital at the end of the session. Admission would be by donation and all monies donated would be given to your facility.

I am willing to abide by all of your Covid-19 protocols.

Thank you for your consideration in this matter,

Connie Fairbrother

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 326-5000  
Toll Free: 1-866-517-0571  
SOLGEN.Correspondence@ontario.ca

**Solliciteur général**

Bureau du solliciteur général

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Toronto ON M7A 1Y6  
Tél. : 416 326-5000  
Sans frais : 1-866-517-0571  
SOLGEN.Correspondence@ontario.ca



132-2021-4188  
**By email**

October 14, 2021

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:

On behalf of the Ministry of the Solicitor General, I want to thank all municipalities, together with their multi-sectoral partners, that have taken steps towards developing, adopting and implementing their local community safety and well-being (CSWB) plans.

As you know, the ministry extended the deadline for the completion and adoption of CSWB plans to July 1, 2021, to provide municipalities with an additional six months from the original deadline of January 1, 2021. Since then, we have received an overwhelming response from municipalities regarding their CSWB planning progress. This includes the submission of completed and interim plans and status updates. To date, of the 372 municipalities required to prepare and adopt a CSWB plan, 95 per cent (356 municipalities) have plans that are completed or in progress.

The development and completion of these plans demonstrates municipal leadership and commitment to proactively addressing crime and complex social issues facing your communities. Municipalities are best positioned to work with local partners to develop effective community strategies and programs and create sustainable communities that respond to local needs and conditions.

At this time, we are encouraging municipalities who have not already done so, to please submit their completed CSWB plan or provide an update on their CSWB planning status to the ministry via the following email address: [SOLGEN.Correspondence@ontario.ca](mailto:SOLGEN.Correspondence@ontario.ca). Additionally, as a reminder, municipalities are required to publish their completed plans online within 30 days of adoption.

As you may be aware, under the *Police Services Act*, the Solicitor General has the power to enforce the CSWB planning requirements by appointing a CSWB planner to any municipalities that repeatedly and intentionally fail to complete a plan, at the municipality's expense. However, our government recognizes that municipalities are currently facing unprecedented circumstances in their communities due to the on-going impact of COVID-19. We also understand that some municipalities may experience delays in their planning and engagement processes as a result of the pandemic.

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Ministry staff will continue to look for ways to support our municipal partners to ensure they are able to meet their legislative requirements for CSWB planning. Where possible, municipalities are encouraged to explore alternative and innovative approaches to continue on-going planning efforts, such as through virtual engagement (e.g., webinars, teleconferences, online surveys, etc.).

Municipalities are also encouraged to continue to work with respective police services, local multi-sectoral partners, and community members on the development and implementation of local CSWB plans. Localized, community-driven collaboration remains key to the success of CSWB planning, given the focus on creating workable solutions that are grounded in and tailored to individual community needs and features.

If you have any questions about CSWB planning, please contact Shamitha Devakandan, Community Safety Analyst, Public Safety Division, at [Shamitha.Devakandan@ontario.ca](mailto:Shamitha.Devakandan@ontario.ca).

I greatly appreciate your continued efforts as we move forward on this modernized approach to CSWB together. It is by working together that we can truly build safer and stronger communities in Ontario.

Sincerely,



Sylvia Jones  
Solicitor General



PO Box 982, Ignace ON P0T 1T0

23 October 2021

Mayor and Council, Township of Ignace

PO Box 248, Ignace ON P0T 1T0

Dear Mayor Lucas:

We have noticed that even with the shutdown of business due to COVID 19, there has been no appreciable decline in the number of vehicles passing through our town along Main Street. Some of them are travelling well above the posted speed limit. With the limited parking spaces in front of many of the businesses along Main Street, and very little space for additional parking available, patrons are increasingly forced to park away from the business and walk to the store(s) they are visiting. Often this walk includes crossing Main Street.

When the senior's housing on Pine Street is in operation, there will be an increase in the number of pedestrians who need more time to cross Main Street.

There is an ever-increasing need for enhanced measures to control the speed of the through traffic and increase the safety of pedestrians. Please work with MTO and the police to devise measures that will increase safety without unduly limiting through traffic.

Yours truly,

William Laidlaw, Chairperson

# Operations Report

September 2021

## Ignace Water Pollution Control Plant



Prepared for the Township of Ignace  
Prepared by NWI – Ignace  
405 Railway Street, Ignace ON  
Tel: 807.934.6672  
Fax: 807.934.2805  
Email: [ignace@nwi.ca](mailto:ignace@nwi.ca)



## 1 Introduction

This Operations Report has been prepared by Northern Waterworks Inc. (NWI) to summarize the operation of the **Ignace Water Pollution Control Plant**. Operations Managers are responsible for generating this report on a monthly basis, and the data summarized herein is provided in a year-to-date format. The submission of this report is one of the methods used by NWI to communicate information about system performance to the Township of Ignace. Any questions or concerns regarding the content of this report may be directed to the local Operations Manager or to NWI's Compliance Department.

The Ignace Water Pollution Control Plant (WPCP) is a component of the sewage works that service the community of Ignace. Designed for the treatment and disposal of sewage, the facility has an average daily rated capacity of 2,536 m<sup>3</sup>/day and a peak flow rated capacity of 7,500 m<sup>3</sup>/day. The facility consists of inlet works designed for preliminary treatment, two circular secondary treatment units each containing an aeration tank, clarifier, and chlorine contact chamber, an aerobic digester, and an outfall sewer discharging effluent to Agimak Creek. The facility also includes a control building housing a laboratory, air supply equipment, a standby power system and chemical feed systems.

As an extended aeration facility the Ignace WPCP utilizes a biological treatment method that relies upon microorganisms to process influent wastewater. Aluminum sulphate, sodium hydroxide and sodium hypochlorite are also used at the facility for phosphorus reduction, pH/alkalinity adjustment and effluent disinfection, respectively. The overall goal of the treatment process is to reduce or remove contaminants from influent wastewater to a level that will not adversely impact or impair receiving waters, including preventing the introduction of pathogens that could affect downstream users.

The facility is currently regulated by the terms and conditions within amended Environmental Compliance Approval No. 0923-9V7JCC (the ECA), issued to the Corporation of the Township of Ignace on April 29, 2015. This approval provides the operating parameters for the facility and includes requirements related to monitoring and recording, water quality (i.e. effluent objectives and compliance limits), operations and maintenance, reporting and bypass/overflow events. The facility is also regulated under additional provincial and federal legislation, such as the *Ontario Water Resources Act* and Canada's *Wastewater Systems Effluent Regulations* (WSER).

## 2 Flow Monitoring Results

**Table 1** provides flow statistics for the Ignace WPCP. Operators review flows and collect totalized volumes from flow monitoring equipment on a daily basis. The regulatory approval for the facility requires that the Owner and Operating Authority use best efforts to operate the works within the facility's rated capacity (2,536 m<sup>3</sup>/day – calculated over a calendar year). Flow monitoring results are also used to determine effluent parameter loadings that are discharged to the environment. As per the ECA, calibration for flow monitoring devices is verified on an annual basis to ensure that the flowrate is measured with an accuracy to within plus or minus 15% of the actual flowrate for the entire design range of the device.

**Table 1: Total volumes, daily flows and capacity assessments<sup>1</sup>**

Month	Influent (Raw Sewage) Flows			Capacity Assessments <sup>2</sup>		Effluent Flows		
	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)	ADF vs. Rated Capacity	MDF vs. Rated Capacity	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)
Jan	27,076	873	1,059	34%	14%	29,349	947	1,549
Feb	24,886	889	1,203	35%	16%	24,450	873	1,361
Mar	25,415	820	961	32%	13%	23,976	773	909
Apr	28,465	949	1,311	37%	17%	28,996	967	1,369
May	31,109	1,004	1,215	40%	16%	31,986	1,032	1,241
Jun	28,813	960	1,135	38%	15%	29,596	987	1,207
Jul	24,677	796	1,061	31%	14%	24,522	791	992
Aug	22,757	734	854	29%	11%	23,093	745	888
Sep	21,967	732	1,164	29%	16%	22,349	745	1,174
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>235,165</b>	—	—	—	—	<b>238,318</b>	—	—
<b>Avg</b>	<b>26,129</b>	<b>862</b>	—	<b>34%</b>	—	<b>26,480</b>	<b>873</b>	—

1. TMV = Total Monthly Volume; ADF = Average Daily Flow; MDF = Maximum Daily Flow.

2. Capacity assessments compare average and maximum daily influent wastewater flows to the rated capacity (2,536 m<sup>3</sup>/day) and peak flow rate (7,500 m<sup>3</sup>/day) of the treatment facility, respectively.

### 3 Water Quality

Operators verify the effectiveness of treatment processes by performing a variety of in-house analyses, including tests for dissolved oxygen, temperature, pH and suspended solids. Operators are also responsible for collecting samples and submitting them to an accredited laboratory for analysis. Specifically, the Ignace WPCP employs a monitoring program that is both consistent with its system-specific Environmental Compliance Approval and with the federal Wastewater Systems Effluent Regulations (WSER). **Table 2** below summarizes the results of tests submitted to the laboratory in the current calendar year and compares the results to effluent objectives and compliance limits contained within the ECA.

**Table 2: Effluent monitoring results summary and comparison with limits and objectives<sup>1</sup>**

Month	CBOD5		TSS		Total P		TAN	E. Coli	pH	
	MAC <sup>2</sup> (mg/L)	MAL <sup>3</sup> (mg/L)	MAC (mg/L)	MAL (mg/L)	MAC (mg/L)	MAL (mg/L)	MAC (mg/L)	MGMD (MPN/ 100mL)	Minimum Result	Maximum Result
<b>Objectives</b>	15	n/a	15	n/a	0.5	n/a	3.0 or 5.0 <sup>4</sup>	150	6.5	9.0
<b>Limits</b>	25	63.4	25	63.4	1.0	2.54	6.0 or 10.0 <sup>4</sup>	200	6.0	9.5
Jan	2.3	2.2	5.0	4.7	0.26	0.25	0.91	10	6.7	7.3
Feb	2.7	2.4	8.5	7.4	0.36	0.31	0.04	10	6.7	7.4
Mar	2.0	1.6	5.6	4.4	0.37	0.28	0.19	26	6.7	7.1
Apr	2.1	2.0	7.5	7.2	0.37	0.35	0.06	90	6.6	7.1
May	2.0	2.1	5.5	5.7	0.31	0.32	0.05	10	6.6	7.3
Jun	2.0	2.0	5.6	5.5	0.42	0.41	0.04	10	6.2	7.3
Jul	2.0	1.6	4.7	3.7	0.44	0.35	0.04	15	6.3	6.9
Aug	2.1	1.5	6.5	4.8	0.60	0.45	0.04	10	6.3	7.0
Sep	2.3	1.7	6.5	4.8	0.65	0.48	0.61	12	6.7	7.5
Oct	—	—	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—	—	—

1. CBOD5 = Carbonaceous Biochemical Oxygen Demand; TSS = Total Suspended Solids; Total P = Total Phosphorus; TAN = Total Ammonia Nitrogen; MAC = Monthly Average Concentration; MAL = Monthly Average Loading; MGMD = Monthly Geometric Mean Density

2. Monthly Average Concentration means the arithmetic mean of all daily concentrations during a calendar month.

3. Monthly Average Loading means the value obtained by multiplying the MAC of a contaminant by the Monthly Average Daily Flow (effluent) over the same calendar month.

4. The objective and limit for total ammonia nitrogen are seasonal. The objective is 3.0 mg/L and the limit is 6.0 mg/L between May 1 and October 31; the objective is 5.0 mg/L and the limit is 10.0 mg/L between November 1 and April 30.



#### 4 Chemical Usage & Total Chlorine Concentrations

Operators are responsible for monitoring and recording chemical consumptions and dosages, and chemical dosages are adjusted accordingly to maintain effective treatment processes. **Table 3** summarizes total chemical consumptions and provides monthly average dosages for treatment chemicals used at the Ignace WPCP. The facility uses aluminum sulphate for phosphorus reduction, sodium hydroxide for pH/alkalinity adjustment and sodium hypochlorite for effluent disinfection. Effluent total chlorine residual results are also summarized in the table. As per Canada's *Wastewater Systems Effluent Regulations*, average concentrations of total chlorine calculated over a calendar quarter must be less than or equal to 0.02 mg/L.

**Table 3:** Chemical consumptions and average dosages

Month	Sodium hypochlorite (effluent disinfection)				Aluminum sulphate (phosphorus reduction)		Sodium hydroxide (alkalinity adjustment)	
	Amount Used (L)	Average Dosage (mg/L)	Average Effluent Total Chlorine Residual (mg/L)	Maximum Effluent Total Chlorine Residual (mg/L)	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)
Jan	598	2.4	0.03	0.27	224	5	846	24
Feb	543	2.6	0.02	0.13	200	5	643	20
Mar	446	2.2	0.01	0.02	218	6	726	22
Apr	430	1.8	0.01	0.05	295	7	676	18
May	664	2.5	0.01	0.03	412	9	851	21
Jun	650	2.6	0.01	0.04	348	8	899	24
Jul	673	3.3	0.01	0.04	359	9	995	31
Aug	732	3.8	0.02	0.04	389	11	1,085	36
Sep	729	3.9	0.01	0.04	477	14	1,484	52
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>5,465</b>	—	—	—	<b>2,921</b>	—	<b>8,205</b>	—
<b>Avg</b>	<b>607</b>	<b>2.8</b>	<b>0.01</b>	—	<b>325</b>	<b>8</b>	<b>912</b>	<b>27</b>

**5 Notable Operational Events**

**Table 4** (Abnormal Operations Summary) summarizes abnormal operational events which occurred during the reporting period. Abnormal operational events include, but are not limited to, spills, bypass and overflow events, unplanned and emergency maintenance and repair, alarm conditions, sewer blockages and backups, and complaints and other public inquiries received and actions taken.

**Table 4:** Abnormal operations summary

Incident Date	Event Description	Corrective Action	Resolution Date
04-Sep-21	A blower fault alarm condition occurred on three (3) occasions between September 4 and September 20.	On September 4, the responding Operator switched blower duties before confirming the air supply to the treatment units. For the two incidents on September 20, the responding operator switched blower duties after the second incident. Air supply to the treatment units was confirmed on both occasions.	20-Sep-21

**Table 5** (Other Notable Events) summarizes any notable operational events which occurred during the reporting period. For clarification, other notable operational events include, but are not limited to, regulatory issues, including inspection results, orders, and reports filed with regulators, planned maintenance and repair, health and safety issues, and status updates concerning capital projects.

**Table 5:** Other notable events

Date	Event Description
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There were no other notable operational events during the reporting period.

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# Operations Report

September 2021

## Ignace Drinking Water System



Prepared for the Township of Ignace

Prepared by NWI – Ignace

405 Railway Street, Ignace ON

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Email: [ignace@nwi.ca](mailto:ignace@nwi.ca)



## 2 Flow Monitoring Results

**Table 1** provides selected flow statistics for the Ignace DWS. Raw and treated water flows are continuously monitored at the Ignace WTP, and Operators review flow trends and collect totalized volumes on a daily basis. Limits concerning the amount of raw water that may be taken and the amount of treated water that may be directed to the distribution system are provided within system approvals. As per the Municipal Drinking Water Licence, calibration for flow monitoring devices is verified on an annual basis to ensure that the flowrate is measured with an accuracy to within plus or minus 5% of the actual flowrate for the entire design range of the device.

**Table 1:** Total volumes, daily flows and capacity assessments<sup>1</sup>

Month	Raw Water			Treated Water			Capacity Assessments <sup>2</sup>	
	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)	ADF	MDF
Jan	25,052	808	977	22,716	733	799	27%	29%
Feb	25,325	904	1,112	21,694	775	861	28%	32%
Mar	26,459	854	984	23,743	766	836	28%	31%
Apr	27,235	908	1,239	24,409	814	1,112	30%	41%
May	25,221	814	945	22,797	735	816	27%	30%
Jun	24,511	817	956	22,035	734	814	27%	30%
Jul	26,911	868	1,092	23,938	772	902	28%	33%
Aug	23,404	755	907	20,573	664	742	24%	27%
Sep	23,237	775	1,021	20,142	671	813	25%	30%
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>227,354</b>	—	—	<b>202,047</b>	—	—	—	—
<b>Avg</b>	<b>25,262</b>	<b>834</b>	—	<b>22,450</b>	<b>740</b>	—	<b>27%</b>	—

1. TMV = Total Monthly Volume; ADF = Average Daily Flow; MDF = Maximum Daily Flow.

2. Capacity assessments compare average and maximum daily treated water flows to the rated capacity of the treatment facility (2,730 m<sup>3</sup>/day), as provided within the system's approval.



## 4 Membrane Integrity Test Results

The membrane integrity test (MIT) is conducted daily by Operators to ensure that the membrane filtration units are performing as designed. To meet the manufacturer's guidelines and to guarantee pathogen removal, the MIT results must achieve a Log Removal Value (LRV) of at least 4.00. LRVs are also used to determine when membrane cleaning and repairs may be required. **Table 3** summarizes monthly LRV results. A more detailed analysis of log removal values and membrane filter integrity is provided within the annual *Management Review Report*.

**Table 3:** Results summary for Log Removal Values

Month	Membrane Filter 1		Membrane Filter 2		Membrane Filter 3		Membrane Filter 4	
	Average LRV	Minimum LRV	Average LRV	Minimum LRV	Average LRV	Minimum LRV	Average LRV	Minimum LRV
Jan	4.29	4.05	4.22	4.05	4.12	3.98	4.39	4.16
Feb	4.27	4.03	4.37	4.01	4.15	3.93	4.56	4.22
Mar	4.24	4.14	4.26	4.09	4.20	4.03	4.43	4.29
Apr	4.35	4.22	4.34	4.08	4.26	4.13	4.46	4.30
May	4.31	4.24	4.30	4.15	4.22	4.11	4.29	4.14
Jun	4.25	4.03	4.23	4.00	4.15	3.93	4.28	4.14
Jul	4.09	3.83	4.19	3.97	4.12	3.95	4.19	3.85
Aug	4.09	3.86	4.20	4.04	4.11	3.97	4.21	4.00
Sep	4.04	3.92	4.16	3.99	4.17	3.99	4.23	4.04
Oct	---	---	---	---	---	---	---	---
Nov	---	---	---	---	---	---	---	---
Dec	---	---	---	---	---	---	---	---
Avg	4.21	---	4.25	---	4.17	---	4.34	---
Min	---	3.83	---	3.97	---	3.93	---	3.85

## 6 Notable Operational Events

**Table 5** (Abnormal Operations Summary) summarizes abnormal operational events which occurred during the reporting period. Abnormal operational events include, but are not limited to, unplanned and emergency maintenance and repair, alarm conditions, watermain breaks and distribution system repairs, adverse water quality incidents, and complaints and other public inquiries received and actions taken.

**Table 5:** Abnormal operations summary

Incident Date	Event Description	Corrective Action	Resolution Date
05-Sep-20	There were five (5) alarms associated with power bumps and outages at the treatment facility between September 5 and September 20.	The responding Operator reset all treatment systems and confirmed normal facility operation on each occasion.	20-Sep-21
20-Sep-21	An alarm pertaining to a raw water high pressure condition was transmitted to the on-call Operator.	The automation service provider investigated the issue on September 21 and determined that the pressure sensor requires replacement. Until the unit can be replaced, water production at the facility must be completed under manual control.	Ongoing

# Operations Report

September 2021

## Ignace Drinking Water System



Prepared for the Township of Ignace

Prepared by NWI – Ignace

405 Railway Street, Ignace ON

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## 1 Introduction

This Operations Report has been prepared by Northern Waterworks Inc. (NWI) to summarize the operation of the Ignace Drinking Water System. Operations Managers are responsible for generating this report on a monthly basis, and the data summarized herein is provided in a year-to-date format. The submission of this report is one of the methods used by NWI to communicate information about system performance to the Township of Ignace. Any questions or concerns regarding the content of this document may be directed to the local Operations Manager or to NWI's Compliance Department.

Classified as a large municipal residential system, the Ignace DWS is composed of the Raw Water Pumping Station (RWPS), the Ignace Water Treatment Plant (WTP) and the Ignace water distribution system. Potential pathogenic organisms are removed and inactivated by membrane filtration and primary disinfection using free chlorine.

Low lift pumps located at the RWPS transfer raw water from its source at Kekwanzik Lake to the Ignace WTP. Upon transfer to the WTP, polyaluminum chloride (primary coagulant) is added to the raw water upstream from the flocculation tanks. The application of coagulant causes impurities in the raw water to cluster together and form floc, which in turn facilitates membrane filtration. Water is then directed from the flocculation tanks to one of four Zenon membrane filtration units located at the WTP. Permeate is drawn through the membrane filters via an applied vacuum and is transferred to the treated water storage reservoirs. Sodium hypochlorite (disinfectant) is added to the filtrate water upon transfer to the reservoirs.

The chlorinated water is held in the treated water storage reservoirs to allow for the necessary time required to achieve primary disinfection. Treated water is then transferred to the distribution system using high lift pumps located at the WTP. Secondary disinfection requirements in the distribution system are achieved by maintaining a free chlorine residual at all locations. Sodium hydroxide (pH adjustment) is also added as water is transferred to the distribution system in order to increase finished water pH to a level that will not cause corrosion.

## 2 Flow Monitoring Results

**Table 1** provides selected flow statistics for the Ignace DWS. Raw and treated water flows are continuously monitored at the Ignace WTP, and Operators review flow trends and collect totalized volumes on a daily basis. Limits concerning the amount of raw water that may be taken and the amount of treated water that may be directed to the distribution system are provided within system approvals. As per the Municipal Drinking Water Licence, calibration for flow monitoring devices is verified on an annual basis to ensure that the flowrate is measured with an accuracy to within plus or minus 5% of the actual flowrate for the entire design range of the device.

**Table 1:** Total volumes, daily flows and capacity assessments<sup>1</sup>

Month	Raw Water			Treated Water			Capacity Assessments <sup>2</sup>	
	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)	ADF	MDF
Jan	25,052	808	977	22,716	733	799	27%	29%
Feb	25,325	904	1,112	21,694	775	861	28%	32%
Mar	26,459	854	984	23,743	766	836	28%	31%
Apr	27,235	908	1,239	24,409	814	1,112	30%	41%
May	25,221	814	945	22,797	735	816	27%	30%
Jun	24,511	817	956	22,035	734	814	27%	30%
Jul	26,911	868	1,092	23,938	772	902	28%	33%
Aug	23,404	755	907	20,573	664	742	24%	27%
Sep	23,237	775	1,021	20,142	671	813	25%	30%
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>227,354</b>	—	—	<b>202,047</b>	—	—	—	—
<b>Avg</b>	<b>25,262</b>	<b>834</b>	—	<b>22,450</b>	<b>740</b>	—	<b>27%</b>	—

1. TMV = Total Monthly Volume; ADF = Average Daily Flow; MDF = Maximum Daily Flow.

2. Capacity assessments compare average and maximum daily treated water flows to the rated capacity of the treatment facility (2,730 m<sup>3</sup>/day), as provided within the system's approval.



### 3 Water Quality

NWI employs an in-house water quality analysis program that includes several water quality indicators and extends beyond minimum regulatory requirements. **Table 2** provides monthly average results for selected water quality parameters, as derived from the in-house water quality analysis program. The table also summarizes filter performance against the performance criterion contained within the system's Municipal Drinking Water Licence. Specifically, filtrate turbidity must be less than or equal to 0.1 NTU in at least 99% of the measurements each calendar month for the treatment facility to receive pathogen removal credits. The values in the table correspond to the proportion of filtrate turbidity measurements that were equal to or less than 0.1 NTU.

**Table 2:** Water quality summary and filter performance<sup>1</sup>

Month	Treated Water					Filtrate Turbidity Compliance			
	Turbidity (NTU)	UVT (%)	pH	FCR (mg/L)	Alum Residual (mg/L)	Filter 1 (%)	Filter 2 (%)	Filter 3 (%)	Filter 4 (%)
<b>Objective</b>	<b>&lt; 0.2</b>	<b>&gt; 85.0</b>	<b>7.0 - 8.0</b>	<b>1.1 - 1.6</b>	<b>&lt; 0.050</b>	<b>&gt; 99.0%</b>	<b>&gt; 99.0%</b>	<b>&gt; 99.0%</b>	<b>&gt; 99.0%</b>
Jan	0.06	94.2	7.2	1.38	0.016	100.0	99.9	100.0	100.0
Feb	0.06	94.4	7.2	1.51	0.011	100.0	100.0	100.0	100.0
Mar	0.07	92.1	7.4	1.56	0.011	100.0	100.0	100.0	100.0
Apr	0.06	95.9	7.5	1.47	0.012	100.0	100.0	100.0	100.0
May	0.06	94.0	7.5	1.39	0.013	100.0	100.0	100.0	100.0
Jun	0.06	93.5	7.5	1.35	0.017	100.0	100.0	100.0	100.0
Jul	0.06	92.4	7.3	1.35	0.019	100.0	100.0	100.0	100.0
Aug	0.08	91.5	7.4	1.34	0.018	100.0	100.0	100.0	100.0
Sep	0.07	91.9	7.4	1.38	0.016	100.0	100.0	100.0	100.0
Oct	—	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—	—
<b>Avg</b>	<b>0.06</b>	<b>93.3</b>	<b>7.4</b>	<b>1.42</b>	<b>0.015</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

1. UVT = Ultraviolet Transmittance; FCR = Free Chlorine Residual

Analyses of microbiological, organic, and inorganic parameters are conducted externally by an accredited laboratory. Results of these analyses are summarized in a separate *Annual Report*; NWI is available to provide sampling results prior to the release of the Annual Report. Any adverse results will be included within section 6 (Notable Operational Events) of this report.

#### 4 Membrane Integrity Test Results

The membrane integrity test (MIT) is conducted daily by Operators to ensure that the membrane filtration units are performing as designed. To meet the manufacturer's guidelines and to guarantee pathogen removal, the MIT results must achieve a Log Removal Value (LRV) of at least 4.00. LRVs are also used to determine when membrane cleaning and repairs may be required. **Table 3** summarizes monthly LRV results. A more detailed analysis of log removal values and membrane filter integrity is provided within the annual *Management Review Report*.

**Table 3:** Results summary for Log Removal Values

Month	Membrane Filter 1		Membrane Filter 2		Membrane Filter 3		Membrane Filter 4	
	Average LRV	Minimum LRV	Average LRV	Minimum LRV	Average LRV	Minimum LRV	Average LRV	Minimum LRV
Jan	4.29	4.05	4.22	4.05	4.12	3.98	4.39	4.16
Feb	4.27	4.03	4.37	4.01	4.15	3.93	4.56	4.22
Mar	4.24	4.14	4.26	4.09	4.20	4.03	4.43	4.29
Apr	4.35	4.22	4.34	4.08	4.26	4.13	4.46	4.30
May	4.31	4.24	4.30	4.15	4.22	4.11	4.29	4.14
Jun	4.25	4.03	4.23	4.00	4.15	3.93	4.28	4.14
Jul	4.09	3.83	4.19	3.97	4.12	3.95	4.19	3.85
Aug	4.09	3.86	4.20	4.04	4.11	3.97	4.21	4.00
Sep	4.04	3.92	4.16	3.99	4.17	3.99	4.23	4.04
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
Avg	4.21	---	4.25	---	4.17	---	4.34	---
Min	---	3.83	---	3.97	---	3.93	---	3.85

## 5 Chemical Usage

In addition to adjusting chemical dosages in response to variations in source water quality and to maintain effective treatment processes, Operators are responsible for monitoring and recording chemical consumptions and dosages on a daily basis. **Table 4** summarizes total chemical consumptions and monthly average dosages for treatment chemicals used at the Ignace WTP. All chemicals used in the treatment process are NSF/ANSI 60 certified for use in potable water.

**Table 4:** Chemical consumptions and average dosages

Month	Sodium Hypochlorite (Disinfection)		Polyaluminum Chloride (Coagulant)		Sodium Hydroxide (pH Adjustment)	
	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)
Jan	566	2.8	673	11	146	4.6
Feb	606	3.1	366	6	132	4.3
Mar	627	3.1	338	5	146	4.4
Apr	638	3.0	446	7	97	2.9
May	648	3.3	472	8	129	4.1
Jun	675	3.6	456	8	81	2.7
Jul	735	3.5	507	8	37	1.1
Aug	687	3.9	455	8	21	0.7
Sep	723	4.1	448	8	21	0.7
Oct	—	—	—	—	—	—
Nov	—	—	—	—	—	—
Dec	—	—	—	—	—	—
<b>Total</b>	<b>5,905</b>	<b>—</b>	<b>4,160</b>	<b>—</b>	<b>811</b>	<b>—</b>
<b>Avg</b>	<b>656</b>	<b>3.4</b>	<b>462</b>	<b>8</b>	<b>90</b>	<b>2.8</b>

## 6 Notable Operational Events

**Table 5** (Abnormal Operations Summary) summarizes abnormal operational events which occurred during the reporting period. Abnormal operational events include, but are not limited to, unplanned and emergency maintenance and repair, alarm conditions, watermain breaks and distribution system repairs, adverse water quality incidents, and complaints and other public inquiries received and actions taken.

**Table 5:** Abnormal operations summary

Incident Date	Event Description	Corrective Action	Resolution Date
05-Sep-20	There were five (5) alarms associated with power bumps and outages at the treatment facility between September 5 and September 20.	The responding Operator reset all treatment systems and confirmed normal facility operation on each occasion.	20-Sep-21
20-Sep-21	An alarm pertaining to a raw water high pressure condition was transmitted to the on-call Operator.	The automation service provider investigated the issue on September 21 and determined that the pressure sensor requires replacement. Until the unit can be replaced, water production at the facility must be completed under manual control.	Ongoing

**Table 6** (Other Notable Events) summarizes any notable operational events which occurred during the reporting period. For clarification, other notable operational events include, but are not limited to, regulatory issues, including inspection results, orders, and reports filed with regulators, planned maintenance and repair, health and safety issues, and status updates concerning capital projects.

**Table 6: Other notable events**

Date	Event Description
29-Sep-21	Representatives with Clow Darling were on site to complete boiler repairs.



The Corporation of the Township of Ignace

By-law 99.2021

Being a By-law to Adopt an Emergency Management Program and Emergency Response Plan to Meet Other Requirements Under the Emergency Management and Civil Protection Act

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**WHEREAS** under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") every municipality in the province is required to:

I. Develop and implement an emergency management program, which shall consist of:

- an emergency plan;
- training programs and exercises for employees of the Municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- public education on risks to public safety and on public preparedness for emergencies; and
- any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;

II. Designate an employee of the Municipality or a member of the council as its emergency management program coordinator;

III. Establish an emergency management program committee;

IV. Establish a municipal emergency control group;

V. Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and

VI. Designate an employee of the municipality as its emergency information officer;

**AND WHEREAS** it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

**AND WHEREAS** the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

**NOW THEREFORE** the Council of the Corporation of the Township of Ignace hereby enacts as follows:

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## **1.0 Emergency Management Program**

- 1.1 An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
  - 1.1.1 training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - 1.1.2 public education on risks to public safety and on public preparedness for emergencies; and
  - 1.1.3 any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
- 1.2 The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

## **2.0 Emergency Response Plan**

- 2.1 The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
- 2.2 The Plan shall be reviewed annually by the CEMC and the Town's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
- 2.3 When an emergency exists but has not yet been declared to exist, Town employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Town.

## **3.0 Emergency Management Program Coordinator (known as CEMC)**

- 3.1 Emergency Management Program Coordinator known also known as the community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
- 3.2 The Fire Chief and Deputy Fire Chief are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

## **4.0 Emergency Management Program Committee**

**4.1** The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program.

### **4.2 Meetings**

The Committee shall hold a minimum of 3 (three) meetings per calendar year.

### **4.3 Composition**

#### **4.3.1 Voting Members**

- Mayor or Alternate
- Clerk or Alternate
- Fire Chief or Alternate
- Public Works Manager or Alternate
- CEMC
- Fire Clerk
- Community Emergency Information Officer (PIO)
- Communications Specialist

#### **4.3.2 Non-Voting Members**

- Township of Ignace - Planning, Development and Engagement Services
- OPP
- KDSB
- Northwestern Health Unit
- Mary Berglund Community Health Centre Hub
- Northern Waterworks
- Conservation General Manager
- OFMEM Field Officer

**4.4** The Mayor is hereby appointed as chair of the Emergency Management Program Committee.

**4.5** The Emergency Management Program Committee shall advise Council on the development and implementation of the Townships Emergency Management Program and shall review the program annually.

## **5.0 Municipal Emergency Control Group**

The following persons shall be members of the Municipal Emergency Control Group (MECG):

**5.1** The emergency response will be directed by members of the Municipal Emergency Control Group (M.E.C.G.). The M.E.C.G. is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities. The members of the M.E.C.G. are:

- Mayor or Alternate
- Clerk or Alternate

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- Fire Chief or Alternate
- Public Works Manager or Alternate
- CEMC
- Fire Clerk
- Community Emergency Information Officer (PIO)
- Communications Specialist

**5.2** The M.E.C.G. will fill roles according to the functions of Incident Management System (I.M.S), as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for all emergencies.

- Emergency Operations Centre Commander
- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations
- Planning
- Logistics
- Finance

**5.3** Community Partners to provide assistance/technical information to MECG, as required:

- OFMEM Sector Field Officer
- OPP Representative
- Paramedic/EMS Representative
- Social Services Representative
- Health Unit Representative
- Conservation Representative
- Others

## **6.0 Emergency Operations Centre**

A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centers are identified in an annex to the Plan.

## **7.0 Emergency Information Officer**

The Town's Communications Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

## **8.0 Administration**

**8.1** The Plan shall be made available to the public for inspection and copying at the Township Office, 34 Highway 17 West, during regular business hours.

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- 8.2 The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
- 8.3 This By-law hereby rescinds 72.2020 and all other By-laws pertaining to 'Emergency Management Program and Emergency Response Plan' for the Township of Ignace.
- 8.4 This By-law shall take force and effect on the Third and Final Reading Thereof.

**Read a First and Second Time this 15<sup>th</sup> Day of November, 2021.**

**Read a Third and Finally Passed this 15<sup>th</sup> Day of November, 2021.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

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**The Corporation of the Township of Ignace**

**By-law 100.2021**

**Being a By-law to Set Policy to Grant Power to Administrative Heads and Deputy Administrative Heads to Take Affidavits According to the 'Commissioners for Taking Affidavits Act, 1990'**

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**Whereas** Ontario Regulation 386/12 section 1(2) states by virtue of office, are commissioners for taking affidavits in geographic areas established under the 'Territorial Division Act, 2002 in which their Municipality is situate:

1. Clerks, Deputy Clerks, Treasurers and Deputy Treasurers of Municipalities.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. Council recognizes the power to take affidavits according to the 'Commissioners for Taking Affidavits Act, 1990' as per Schedule "A" to this By-law.
2. This By-law rescinds By-law 103.2017, 41.2011 and any other By-law pertaining to 'Administrative Heads and Deputy Administrative Heads to Take Affidavits'.
3. This By-law shall come into force and take effect upon the third and final reading thereof.

**Read a First and Second Time this 15<sup>th</sup> Day of November, 2021.**

**Read a Third and Finally Passed this 15<sup>th</sup> Day of November, 2021.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

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# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Administration

**Subject:** Commissioners for Taking Affidavits

**Effective Date:** November 15, 2021

**By-law:**

**Approved by Motion #:**

**Catalogue #:** A-17

### Section A

#### 1.0 Preamble

This authority is specifically conferred by provincial law i.e., the Commissioners for Taking Affidavits Act, 1990. Ontario Regulation 386/12 section 1(2) states by virtue of office, are commissioners for taking affidavits in geographic areas established under the 'Territorial Division Act, 2002 in which their Municipality is situate. This empowers Municipal Clerks and other Officials to take various types of declarations and to administer oaths.

### Section B

#### 2.0 Policy Statement

Commissioners for the Township of Ignace are granted power to take affidavits according to the Commissioners for Taking Affidavits Act, 1990. Commissioners shall take Affidavits in accordance with the above-mentioned Act.

### Section C

#### 3.0 Definitions

**Commissioner of Oaths** is a person who is authorized by the Province of Ontario to take an oath when you sign a statutory declaration or an affidavit.

**Deponent** is a person who makes a deposition or affidavit under oath.

**Oath** is a solemn promise, often invoking a divine witness, regarding one's future action or behavior.

### Section D

#### 4.0 Regulations

**4.1** The Commissioner for the Township of Ignace will ensure that:

- a) The Deponent has read the contents.
- b) He/she knows the Deponent personally or sees two (2) pieces of the Deponent's signed photo ID (identification).

- c) He/she administers the Oath to the Deponent prior to the Deponent signing or him/herself signing.

4.2 The Commissioner shall use either of the following two (2) Oaths. The Commissioner will read the Oath to the Deponent.

- I. "Do you swear that the contents of this Affidavit as subscribed by you are true and correct so help you God?"
- II. "Do you affirm and declare that the contents of this Affidavit as subscribed by you are true and correct?"

4.3 The Commissioner for the Township of Ignace will take a copy of the Affidavit for the Township records. The Township Commissioner will make a record of what Oath was used, that he/she read it to the Deponent before signing and then initial and date the record. The latter will be attached to the copy of the Affidavit.

4.4 The Commissioner for the Township of Ignace may only take Affidavits for Township related business. Township Commissioners will not take Affidavits for any other purpose. See Schedule "A" attached.

**Section E**

**5.0 Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
November 15, 2021	By-law __, 2021	___/21		

**Section F**

**7.0 References to Other Policies or By-laws**

Policy Title	Policy Section	Policy Number

# The Corporation of the Township of Ignace

## Policy Manual

### Schedule "A" to By-law \_\_.2021

Documents the Township CAN Commission	Documents the Township <u>CANNOT</u> Commission
<ul style="list-style-type: none"> <li>• Township Business</li> <li>• Appointment of Special Constable</li>   <li>• Affidavit for a lost Outdoors Card</li>   <li>• Amendment to Birth/Death/Marriage Certificate</li> <li>• Delayed statement of Live Birth</li> <li>• Immunization Exemption Forms</li>   <li>• Domestic and Foreign Pension Documents (proof of life)</li> <li>• Proof of Residency (owner/tenant letters)</li> <li>• Statutory Declaration of Apprenticeship Hours</li> <li>• Legal Name Change Forms</li>   <li>• Statutory Declaration by a Person for Change of Sex Designation</li>   <li>• Canadian Citizenship Forms</li>   <li>• Statutory Declaration of Lost Identification (must include police report #)</li> <li>• Sworn Statement for the Transfer of a Used Motor Vehicle in the Province of Ontario</li> <li>• Ontario Rental housing Tribunal – Affidavits</li> <li>• Statutory Declaration for OSAP – Statement of Common-Law Status, Supporting Children</li> <li>• Statutory Declaration of theft of a HST Cheque or Federal Cheque</li> <li>• Affidavit of Unregistered Vehicle (boats, motorcycles, snowmobiles, trailers etc.,)</li> <li>• Statutory Declaration for Motor Vehicle Deals Compensation Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Notary Public Documents</li> <li>• Estate Settlement Documents, Wills/Certificate of Appointment of Trustee without a Will</li> <li>• Divorce, Separation, Marriage or Combination Agreements</li> <li>• Litigation Guardian Affidavit</li>   <li>• Power of Attorney</li> <li>• Mining Claim Forms or Transfers for the Province</li> <li>• Transferring of Un-Patented Mining Claims</li> <li>• Exposure Device Operator</li> <li>• Custody Documents</li>   <li>• Court, Legal or Civil Issue Related Documents</li> <li>• Declaration of Claimant and Indemnity (bank form re: estates) &amp; Replacement of Shares</li> <li>• Statutory Declaration of Progress Payment Holdback Security Deposit</li> <li>• Statement of Arrears</li>   <li>• Tender Documents</li>   <li>• Declaration of Translator</li>   <li>• Age of Majority or BYID (bring your ID) Card Application</li>   <li>• Certified True Copies</li>   <li>• Ontario Mortgage Corporation Documents</li> <li>• Travel Affidavit</li>   <li>• Affidavit of a Lost Cheque</li> </ul>

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**Important Information**

The Clerk or Designate will first review the document to determine if the document meets their specification. We reserve the right to refuse commissioning services of any document.

For documents not included on the list, please contact Service Ontario, a Notary Public or a Lawyer.

- **Service Ontario**  
Highway 17 and Humphrey (Ignace)  
  
Highway 17 and Highway 599  
Ignace, Ontario P0T 1T0  
  
800-267-8097

Wednesday	8:30 a.m. to 12:00 p.m. 1:15 p.m. to 5:00 p.m.
Thursday	8:30 a.m. to 12:00 p.m. 1:15 p.m. to 5:00 p.m.
Friday	8:30 a.m. to 12:00 p.m. 1:15 p.m. to 5:00 p.m.
Saturday	Closed
Sunday	Closed
Monday	8:30 a.m. to 12:00 p.m. 1:15 p.m. to 5:00 p.m.
Tuesday	8:30 a.m. to 12:00 p.m. 1:15 p.m. to 5:00 p.m.

- **Notary Public**  
If you need an affidavit for a court proceeding (e.g. small claims, family or court), visit the courthouse where you're filing your documents and confirm/affirm an oath in front of a court official who is authorized to take affidavits.



**The Corporation of the Township of Ignace**

**By-Law <sup>101</sup>\_\_2021**

**Being a By-law to Establish Policies and Procedures for Dealing with Frozen Water Lines within the Township of Ignace**

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**Whereas** the Municipal Act, 2001, requires every Municipality to adopt and maintain policies with respect to dealing with 'Public Utilities'. This policy will hereby deal with specifically 'Frozen Water Line'.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. That Council for the Corporation of the Township of Ignace hereby adopts the Policy and Procedures for dealing with Frozen Waterlines within the Township of Ignace, as per Schedule "A" attached.
2. This By-law hereby rescinds By-law 102.2017 and all previous By-laws pertaining to 'Frozen Waterlines'.
3. That this By-law shall come into force and take effect upon the third and final reading thereof.

**Read a First and Second Time this 15<sup>th</sup> Day of November, 2021.**

**Read a Third and Finally Passed this 15<sup>th</sup> Day of November, 2021.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

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# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Environmental Services

**Subject:** Frozen Waterlines

**Effective Date:** November , 2021

**By-law #:**

**Approved by Motion #:**

**Catalogue #:** E-05

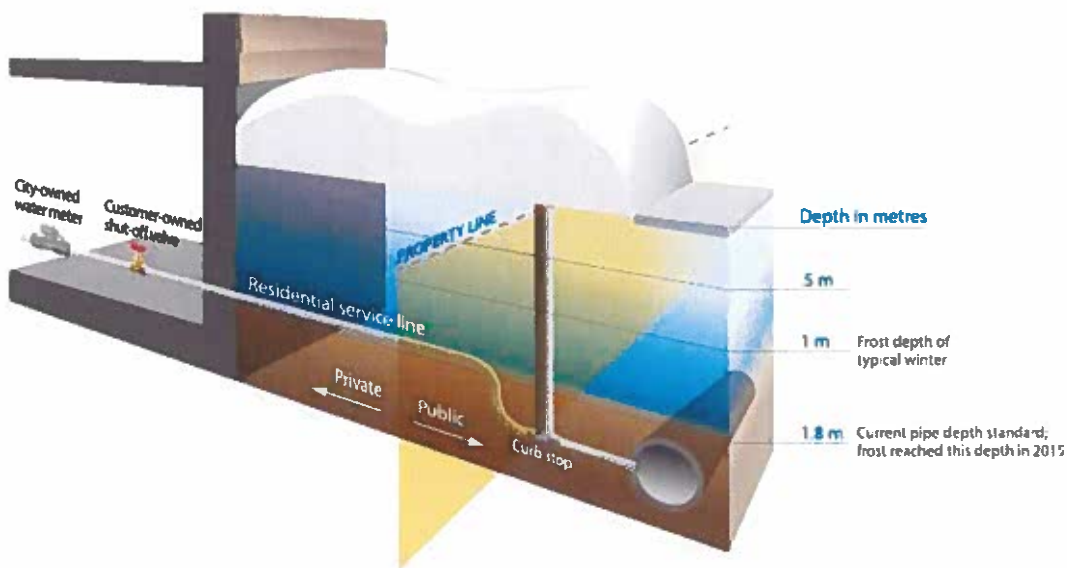
### Section A

#### 1.0 Preamble

Water users are supplied with Township water through waterlines from their houses or buildings to the network of major waterlines that make up the Township water distribution system. The waterlines that bring water to users are referred to as "service" lines and the larger waterlines of the Township's water distribution system are referred to as "mains." In this policy service waterlines are called "waterlines" and the larger waterlines of Township are called "watermains."

In winter waterlines can freeze preventing the water user from getting water. Restoring water supply is the key concern. Preventing reoccurrence is another key concern. Both the Township and the water users have responsibilities in restoring water supply and preventing freeze-ups.

With changing climate and erratic temperatures property owners of the Township of Ignace may encounter water service line or sewer service line freeze-ups. In the event that a property encounters service disruption due to a frozen line, and further to mitigate the risk of encountering a frozen line, the Township of Ignace will follow the methods set out in this policy as a guide to help property owners through this circumstance.



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## **Section B**

### **2.0 Policy Purpose & Goals**

The overall purpose of this Frozen Water Line Policy is to prevent and manage interruptions to the Township's supply of water, caused by the temporary freezing of Township and/or private customers, so that customers maintain reliable, continuous access to water.

#### **2.1 Core goals of this Policy include:**

1. To implement proactive first priority measures to prevent the freezing of water lines.
2. To provide customers who have frozen water lines with timely access to continuous, reliable, safe, potable water.
3. To recognize the special needs of Vulnerable Customers and implement processes to expedite resources required to restore their access to continuous, reliable, safe, and potable water in frozen water line events.
4. To implement the elements of this Policy in an effective and efficient manner with available resources.
5. To improve the impact and value of this Policy through the engagement, beyond the Township, of other public agencies, and third parties as part of response efforts.
6. To maintain compliance with utility regulations and health guidelines, while best managing the Township's water resources during responses to frozen water line events.
7. To utilize programs that are implemented to achieve the above purpose and goals. Often the programs overlap and work in tandem.

## **Section C**

### **3.0 Definitions**

**Customer** shall mean any person who has an active water and/or wastewater customer account, in good standing, with the Township of Ignace, and can include an owner or occupant.

**Curb Stop** shall mean the valve on the service stub or private main owned and used by the Township to shut off or turn on the water from the Township's water distribution system to any premises.

**Main** shall mean every water pipe, except service stubs and portions of private mains installed on the public road allowance or on any other land upon which the Township has obtained easements or has access rights under section 91 of the *Municipal Act, 2001*.

**Meter** shall mean the water meter, register and remote readout unit installed and owned by the Township to measure the quantity of water used by the consumer.

**Non-potable** shall mean usable for non-consumptive uses (for example, water which can be used for toilet flushing, but not for drinking or cooking).

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**Occupant** shall include any owner, lessee, tenant, agent of an owner, lessee or tenant, or any person in possession of any Premises.

**Operations Supervisor** shall mean the Supervisor for Public Works for the Township or his/her authorized representative.

**Owner** shall mean any person who is the registered owner of a premises or any agent thereof, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person who is an owner of a premises, an executor of an estate which includes a premises, or an administrator or guardian who has responsibility for a premises on behalf of an owner.

**Person** shall include a natural person, association, partnership, corporation, and the heirs, executors, administrators or other legal representatives of a person to whom the context can apply according to law.

**Potable** shall mean water usable for all consumptive uses (for example, water which can be used for drinking or cooking).

**Premises** shall mean any house, tenement, building, lot or part of a lot, in, through, or past which water service runs.

**Recirculating Pump Unit** shall mean a recirculation system that allows the flow of water continually through the piping, drawn by a pump back to main line and may be referenced as an Aqua Flo Unit.

**Shut-off valve** shall mean the valve on the Township's water service connection owned and used by the Township to shut off or turn on the water supply from the Township's water distribution system to any premises.

**Temporary Water Service** shall mean a temporary supply of water to a Customer who is without water due to frozen Water lines.

**Temporary Water Service Donor** shall mean a Customer with an active water supply who provides a Temporary Water Service to a neighbour through a Temporary Water Service Line connected to the donating Customer's own water lines.

**Temporary Water Service Line** shall *mean* a hose used to provide a Temporary Water Service.

**Township** shall *mean* The Corporation of the Township of Ignace, specifically the Township of Ignace Public Works Department and including all applicable directors, officers, employees and contractors.

**Water Distribution System** shall mean mains with connections to feeder mains, feeder mains within subdivision lands, private mains, service stubs, fire hydrants, and curb stops, and all other appurtenances thereto.

**Water line** shall *mean* any pipe, main, plumbing, hose or appurtenance through which water from the Township water distribution system is provided to customers.

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**Water and Wastewater Rates and Charges By-Law** shall mean The Corporation of the Township of Ignace Water and Wastewater Rates and Charges By-Law and any successor by- law thereto.

## **Section D**

### **4.0 Regulations**

#### **4.1 The Township Shall:**

- a) Respond to Customer frozen water line issues in accordance with this Policy and provide timely service and communication to Customers.

#### **4.2 The Owner/Occupant Shall:**

- a) Comply with this Policy.
- b) Ensure that the Customer's own water lines meet the Building Code standards in place to prevent freezing.
- c) Take proactive actions to maintain the Customer's own water lines to prevent freezing.
- d) Maintain adequate heat to the Customer's own water lines to reduce the threat of internal freezing.
- e) Pay all home-based energy costs incurred when the Customer applies heat to exposed water lines on the Customer's property to cure or prevent water line freezing, whether instructed to do so by the Township or voluntarily doing so.
- f) Permit safe access to the Customer's property by the Township if the Customer has requested assistance in addressing frozen water lines.
- g) Follow the provisions of this Policy and any instructions provided by the Township.
- h) Operate and maintain the water lines on the Customer's property.
- i) Contribute to the costs of these programs as set out in this Policy.

#### **4.3 Each applicable 'Temporary Water Service Donor' will:**

- a) Allow the Township safe entry to a property to install a Temporary Water Service and provide temporary water services in accordance with the provisions of this Policy, where required by the Township.

### **5.0 Service Response Priorities**

#### **5.1 Incident Reporting**

- a) It is the responsibility of the Customer to contact the Township to report that his/her water is not running due to a suspected frozen waterline.

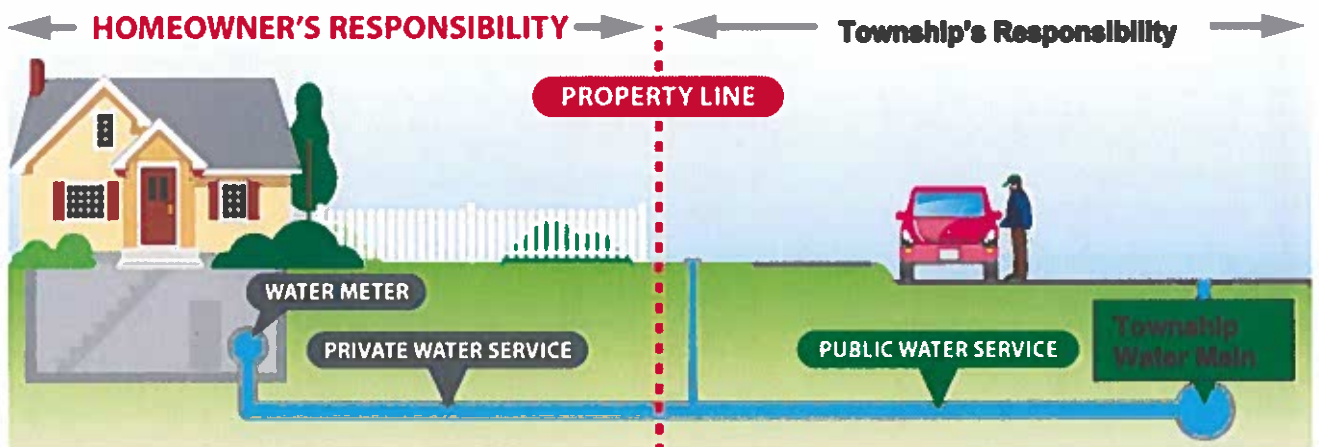
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- b) The Township will record the date and time, Customer's name, address, and any other pertinent details the Customer provides regarding the incident.
- c) The Township can only recognize the water service interruption if the Customer has reported it. The Township will not take responsibility for anything prior to the time when the water user reports the incident to the Township.
- d) The Township will address customer service requests on a "first come, first served" basis. Upon receipt of a service request regarding a frozen water line, the Township, wherever feasible, will strive to initiate an immediate response within twenty-four (24) hours.

## 5.2 Communications

- a) The Township will provide specific updates and timely communications to customers with frozen customers for the duration of the event (for example, via e-mail or delivered hard copy letter).
- b) The Township will provide general updates through appropriate media (for example, social media, website, radio, and newspaper) as appropriate for the scale of the event and where capacity exists.

## 6.0 Who is Responsible for Frozen Water Lines



In most cases, the property line ends a few meters from the edge of the curb or sidewalk. The diagram above shows that the water service valve is placed very close to the property line, but it is not always on the Township's side, however the Township owns it.



Repairs to frozen water lines can be the responsibility of the property owner or the Township depending on where the line is frozen. The Township is responsible for repairs to the water line from the watermain to the property line. Property owners are responsible for repairs to the water line from the property line into their home.

**6.1 To protect your home from a frozen water line or meter we encourage everyone to prepare their property for winter by:**

- Sealing outside air leaks throughout their home, garage and in the area of their water line with caulk or insulation. Look for air leaks around electrical wiring, dryer vents and pipes.
- Disconnecting, draining and shutting off all outdoor hoses and faucets.
- Insulating water lines with a pipe sleeve, especially in unheated areas like crawl spaces, basements, attics and storage rooms.
- Insulating all exposed outside water pipes with foam pipe covers.
- If your water line is in a cupboard or closet, keep the cupboard/closet door open as this will allow warmer air to circulate around the water line.
- Keeping the thermostat set to at least 12C (55F). Leave the furnace on, even at night and if you go on vacation.

**6.2 If your water line freezes on your side of the property line you can follow these steps to attempt to thaw the line.**

**6.2.1 Before attempting to thaw the line**

- Make sure everyone in your home knows the location of the main water shut-off valve and how it works. If a pipe bursts you need to shut off the water from the main valve.
- Before attempting to thaw the water line, turn on a cold water tap in the basement. Do this so you can tell when the water service is restored.

**6.2.2 Options for thawing the line**

- Use a blow dryer, aimed at an angle, on the exposed pipe near your water meter. Only do this for between one and two hours.
- Place a warm towel or rag around the pipe.

**6.2.3 Important Safety Notes**

- **Do NOT** use a torch or anything with an open flame to thaw water lines. Not only is it a fire risk, but you could overheat the pipe, causing it to burst or the joints to pull apart.
- **NEVER** use electrical appliances in areas of standing water as you could be electrocuted.

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## 6.2.4 What Causes Water Lines to Freeze

### 1. Inside the home

Water lines are likely to freeze inside the home due to lack of insulation around the water lines and proximity to exterior walls. For this reason, it's important to insulate water lines with a pipe sleeve and keep the thermostat set to at least 12C (55F), even at night and if you go on vacation. If your water line is in a cupboard or closet, keep the cupboard/closet door open to allow warmer air to circulate around the water line.

### 2. Outside the home

Water lines can freeze from outside of the home during periods of sustained cold weather. Sustained cold weather can lead to deeper than normal frost levels, which can in turn cause water lines to freeze.

To protect against frost, most water service pipes are buried 1.5 metres (5 feet) below ground. However, colder ground temperatures mean that underground utilities, like water lines, are more susceptible to freezing.

## 6.3 Frozen Water Line Thawing Program

Under the Frozen Water Pipe Thawing Program, the Township may, based on available technology, and where resources allow, attempt to thaw frozen Water lines which are readily accessible.

### The Township:

- a) Shall receive each request for thawing and assess whether thawing is feasible in the particular circumstances, and if so, provide the thawing service.
- b) If conditions do not continue to support the safe use of existing thawing technology or if thawing stops being technically feasible, cease the thawing activities.
- c) Where resources are unavailable, engage the services of a third-party contractor to undertake thawing of the water line.
- d) If notified by a property owner that the owner has had a third party undertake thawing before the Township was able to do so, may close the pending service request and/or determine what (if any) further field actions should be undertaken to address frozen water line issues at the property.

### Each applicable Customer with frozen water lines:

- a) Shall ensure that the property is safe and accessible for the Township to carry-out the thawing activity.
- b) May, in accordance with the Program Costs set out in this Policy, initiate third party thawing of Water lines.

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c) Shall notify the Township of any third party thawing of water lines.

#### **6.4 Temporary Water Service Program**

The Temporary Water Service Program includes the installation of Temporary Water Service Lines providing temporary water supplies to properties that are without water due to frozen water lines. The Township will consider field conditions and technical constraints and may decide not to install a Temporary Water Service if field conditions or technical feasibility are unsatisfactory.

Out of concern for public health, the Township does not condone or endorse the private installation of temporary water supplies. Any owner who installs or operates a private temporary water supply does so at their own sole risk and expense.

#### The Township will:

- a) If field conditions are appropriate and the installation is technically feasible, install a Temporary Water Service Line to a property with frozen customers, in accordance with the following:
- i. Identify and obtain approval from the Temporary Water Service Donor and the owners and/or occupants of all other properties (if any) impacted by the installation or routing of the Temporary Water Service Line and obtain required signatures for the Release and Indemnification for the Temporary water Service Line, as per Schedule "A" and Schedule "B" of this Policy.
  - ii. Complete a Temporary Water Service Line installation and conduct meter readings.
  - iii. Record the Township property, e.g., hoses, insulation, fittings, etc. that are used for the lifeline.
- b) At the end of the frozen Water Pipe event, remove the Temporary Water Service Line, retrieve all property used for the installation, and take water meter readings.

#### Customers receiving the Temporary Water Service Line will:

- a) Provide written authorization to The Township to install a Temporary Water Service Line.
- b) Prepare for The Township' installation of a Temporary Water Service Line by:
- i. Providing clear walkways and clear access to exterior water valves
  - ii. Turning off the internal water supply; and
  - iii. Coordinating necessary plumbing modifications to support water servicing through a Temporary Water Service Line, including, but not limited to, removal of backflow prevention devices at outdoor hose bibs.
- c) Run water continuously to prevent freezing of the Temporary Water Service Line as instructed by the Township

- d) Maintain the lifeline, e.g., if the lifeline freezes, the water user is responsible for the cost to thaw it, etc. Council may make an exception if it can be justified that the water user was not responsible for the failure of the lifeline.
- e) Retain or de-install the Temporary Water Service Line as instructed by the Township and arrange for return of all Township property.

Temporary Water Service Line Donors Providing Water to a Customer will:

- a) Provide written authorization to The Township to install a Temporary Water Service Line.
- b) Prepare for The Township' installation of a Temporary Water Service Line by:
  - i. Providing clear walkways and clear access to exterior water valve connection
  - ii. Turning on the internal water supply upon instruction by the Township; and
  - iii. Coordinating necessary plumbing modifications to support water servicing through a Temporary Water Service Line, where appropriate.
- c) Continue to maintain active supply of water to the Temporary Water Service Line as instructed by the Township to prevent freezing.

**6.5 Temporary Water Access Program**

The Temporary Water Access Program provides eligible Customers with access, for domestic use, to temporary water supplies other than by means of Temporary Water Service. The temporary water access program may be used in instances where a water servicing issue cannot be verified by the Township as limited to the Customer's own water lines, or where a frozen water line exists and there is no Temporary Water Service supplying Potable water available.

The Township will:

- a) After initial notification by a customer of a frozen water line, and if the Customer is eligible under this program, provide access to fill stations available at designated facilities during designated time periods.

It is the responsibility of the owner to provide own transportation to and from all locations where fill stations are identified and supply own containment units for potable water.

In the case of Vulnerable Persons or at the discretion of the Township, the Township may assist with the fill and delivery of potable water to the property.

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## **6.6 Water Meter Removal Program**

The Township of Ignace, at the time of a turn off of the main water valve or curb stop on a property, upon the owner or occupant paying the prescribed fee, will remove the water meter to prevent freezing of the unit and subsequent damage.

A lock box may be installed on curb stops where the Township services have been discontinued, at the discretion of the Township.

The owner is responsible for the drainage of all lines, valves and taps to prevent damage or freezing, also referred to as "winterizing". Where winterizing agents may be utilized, homeowners may be required to ensure that stop valves are installed after the meter. Owners shall ensure they are at all times in compliance with the Township's Water and Sewer Services By-Law #54/2016, as amended.

The Township will be responsible for the storage and safekeeping of the metering unit during the period of removal and will supply the meter at the time of reinstallation.

## **6.7 Recirculating Pump and Aqua Flo Unit Program**

Running a sufficient stream of water at the water user's property essentially avoids waterline freeze-ups. The Township condones this practice in order to prevent the inconvenience and expense for both the water user and Township. A recirculating pump/tank unit is connected to the water line entering the property and fills up slowly. When the tank is full the pump starts and quickly sends the water back into the distribution system. The pump then shuts off and the tank starts filling again. This cycle is continuously repeated. The constant movement of water prevents freezing. Water loss, due to drainage, is minimal.

Recirculating Pumps and Aqua Flo Units may be installed in accordance with the following:

- a) Customers who were registered participants in the Township Bleeder Valve Program are eligible to receive one (1) Aqua Flo or alternate recirculating pump unit as provided by the Township. The Township will purchase and supply the unit to the residential property owner.
- b) Customers who were not registered participants in the Township Bleeder Valve Program, and Commercial, Industrial, and Institutional property owners requiring a recirculating pump unit for the purposes of prevention may purchase a unit from the Township at the full cost, or may alternatively supply a unit at their expenses from an alternate retail provider.
- c) Customers who were not registered participants in the Township Bleeder Valve Program but who experience a frozen water line, may be eligible to participate in the program. Public Works will make recommendations on a case-by-case basis.
- d) Prior to installation, an owner will be required to sign the Release Form, attached hereto as Schedule "C".

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- e) The Township of Ignace shall not be responsible for the installation of the recirculating pump unit. Owners are responsible for any and all costs associated with ensuring the installation criteria for the recirculating pump unit are met including, but not limited to, electrical requirements, adequate means of drainage, secondary containment units, plumbing requirements and fixtures, renovations to the home or property to meet space requirements, and any other modifications necessary in order to accommodate and give effect to the installation of the unit.
- f) It is the responsibility of the property owner to ensure the proper maintenance and operation of the recirculating pump unit and to ensure continued operation. Recirculating pumps units, if shut down and left inoperable, should be properly drained and chlorination is recommended prior to use. Any costs associated with the servicing of the unit is the responsibility of the homeowner, unless previously approved by the Township of Ignace.
- g) The owner is responsible for all hydro and energy consumption costs associated with the use and operation of the unit.
- h) The owner is responsible for any water consumption or damage costs resulting from the installation, operation or improper operation of the recirculating pump unit.
- i) If an owner has had a recirculating pump unit supplied and subsequently gets a frozen waterline, the Township will not assume responsibility for the frozen waterline.
- j) If a water user has been offered a recirculating pump unit, refuses and subsequently gets a frozen waterline, the Township will not assume responsibility for the frozen waterline.
- k) A water user who has not had a frozen waterline can participate in the program, but the water user must pay for the supply and installation of the recirculating pump unit. If a water user has had a recirculating pump unit supplied and installed by the Township and subsequently gets a frozen waterline, the Township will not assume responsibility for the frozen waterline.
- l) Township management is authorized by Council to enter into agreements for the recirculating pump units.
- m) The Township will maintain records indicating water users who have been supplied with a recirculating pump unit.

### **6.8 Special Assistance Program**

The Township may, in special circumstances, approve the use of additional resources, beyond those available in the foregoing program, for Vulnerable Customers and Critical Customers. Any such special assistance will be consistent with provisions of the Township's Procurement By-law and in consultation with the Township Community Emergency Management Coordinator, the Northwestern Health Unit, the Mary Berglund Community Health Centre Hub, and available Social Services programs.

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## 6.9 Recommendations and Other Preventative Measures

There are alternate measures that can be taken to prevent frozen waterlines.

- a) A water user can run water at his/her property to ensure a constant flow of water through the piping systems. Owners are responsible to pay for the consumption of water, whether used or wasted, in accordance with the Water Metering By-Law and the Water and Wastewater Rates and Charges By-Law.
- b) If a water user is going to be absent for even a short period of time, it is wise to have someone come in regularly to flush a toilet or run water. The likelihood of being able to thaw a waterline increases the earlier a freeze-up is detected. As well, if the water user's furnace quits working someone regularly visiting can avoid freezing and bursting of interior plumbing.
- c) Owners not wishing to have a meter removed during seasonal vacancies, to prevent freezing and subsequent damage to water metering units, should maintain the temperature of the home at a temperature adequately sufficient to prevent freezing.
- d) The utilization of heat tape, heat trace lines, or another suitable alternative method should be considered.
- e) All alternative measures recommended by the Township can be utilized at the owner's discretion and owners are responsible for any and all costs associated with any techniques used to prevent the freezing of their customers.

## 6.10 Other Assistance

Other than establishing a lifeline, the Township will not offer any other assistance to a customer with a frozen water line other than the measures noted in this policy.

## 7.0 Fees and Charges

Fees and Charges for remediation of a water line will be inclusive of current Township employee charge out rates (actual labour costs plus administrative and payroll burden costs), vehicle and equipment rental costs, costs of parts and services or materials, third party contractor costs and other costs as may be required or as provided for in the Township's Water and Wastewater Rates and Charges By-Law or other applicable Fee Schedules.

Customers will be advised of estimated fees and charges associated with remediation of the water line prior to commencement of the remediation.

Costs for water line thawing will be determined by the Township, and will be based on the identification of where the freeze up is first encountered. The location will be duly recorded by the Township.

Fees and Charges associated with frozen water lines and applicable programs will be invoiced or collected as set out below:

- i. If a Customer is not eligible under any program under this Policy, yet submits service requests for assistance with frozen water lines on the Customer's property or for  
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access to the resources of any program under this Policy, then the Township will seek full cost recovery from such Customer in accordance with this policy.

- ii. If a Customer has chosen not to participate in the programs under this Policy or to follow the direction of the Township, The Township will bill to that Customer any recurring service request calls, in accordance with this policy.
- iii. A Customer instructed in writing by The Township to run water to prevent freezing is responsible for the payment of water and wastewater basic charges and the payment of consumption charges, as defined in the Township's Water and Wastewater Rates and Charges By-law, but based on the Customer's average historical account consumption for similar annual periods.
- iv. A Customer who runs water to prevent freezing, without the direct written instruction of the Township, will be responsible for the full payment of water and wastewater basic charges and consumption charges, as defined in the Township's Water and Wastewater Rates and Charges By-law.
- v. If The Township thaws a frozen Customer water line that had been supplied with water by a Township water main that froze, (if the freeze up is first encountered on the Township's property) then the Township is responsible for the cost of thawing.
- vi. If The Township thaws a frozen Customer water line that had been supplied with water by a Township water main that did not freeze, (the freeze up is first encountered on the customer's property) then the customer is responsible for the cost of thawing the line in accordance with this policy.
- vii. If a customer wishes a more immediate thawing of only the Customer's water lines, than the Township can provide, then the Customer may retain a third party to thaw the Customer's water lines at the Customer's own cost.
- viii. Each Temporary Water Service Donor is responsible for the payment of water and wastewater basic charges and the payment of consumption charges, as defined in the Township's Water and Wastewater Rates and Charges By-law, but based on the Donor's average historical account consumption for similar annual periods.
- ix. Each Customer, utilizing a Temporary Water Service Donor is responsible for the payment of water and wastewater basic charges and the payment of consumption charges, as defined in the Township's Water and Wastewater Rates and Charges By- law, but based on but based on the Customer's average historical account consumption for similar annual periods.
- x. The costs associated with the turn on and turn off required for the initial installation of a recirculating pump unit for customers as defined by Section 6.5 (a) shall be waived.
- xi. Customers, as defined in Section 6.5 (b) and 6.5(k), shall be responsible for the costs associated with a turn on or turn off request required for the installation of a recirculating pump unit in accordance with the Water and Wastewater Rates and Charges By-Law.
- xii. Use of the resources under the Temporary Water Access Program is, as long as such use is within the limitations set out in this Policy, are free to qualifying Customers.

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xiii. Additional costs for the Customer or the Township of Ignace may be referenced throughout this policy, and any omission in this section does not waive the additional costs associated with any program under this policy.

**8.0 Important Notice**

As properties are metered; Customers, except as set out in this Policy in the event of Temporary Water Services, will not receive any credit on his/her account for the time the water supply is interrupted due to a frozen water line.

**9.0 Attachments**

- Schedule "A" - Temporary Service Line Work Order Agreement
- Schedule "B" - Release and Indemnification Agreement for Temporary Water Supply
- Schedule "C" - Recirculating Pump Unit Requisition and Release Form
- Schedule "D" - Recirculating Pump Unit Responsibility Notice

**Section E**

**10.0 Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
November 15, 2021	By-law __.2021		November 15, 2021	

**Section F**

**11.0 References to Other Policies**

Policy Title	Policy Section	Policy Number

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The Corporation of the Township of Ignace  
Temporary Service Line Work Order Agreement

Schedule "A" In Accordance with By-law \_\_.2021 Policy # E-05

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Frozen Service: \_\_\_\_\_

W/O #: \_\_\_\_\_

Meter #: \_\_\_\_\_ Meter Reading: \_\_\_\_\_

Address of Host Providing Service: \_\_\_\_\_

W/O #: \_\_\_\_\_

Meter #: \_\_\_\_\_ Meter Reading: \_\_\_\_\_

Details of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All hoses and fittings are the property of the Township of Ignace and must be returned, or a charge will be assessed to the Recipient/Owner. This is a temporary connection. Please be advised that the water volume and water pressure may be lower than normal or may fluctuate and may not meet the requirements of your specific household appliances.

Should you have any questions or concerns, please contact the Township of Ignace Public Works Department at (807) 934-2570, during normal business hours.

Recipient/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Host/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

Please be sure to also read and sign the 'Release and Indemnification Agreement for Temporary Water Supply'. (next page)

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**Release & Indemnification Agreement for Temporary Water Supply**

**Schedule "B" In Accordance with By-law \_\_.2021 Policy # E-05**

**Agreement By & Between**

\_\_\_\_\_ (name) hereinafter referred to as "Donor/Owner" of

\_\_\_\_\_ (Donor Property Service Address)

**And**

\_\_\_\_\_ (name) hereinafter referred to as "Recipient/Owner" of

\_\_\_\_\_ (Recipient Property Service Address)

Whereas Recipient/Owner's water service has been temporarily interrupted, and Donor/Owner and Recipient/Owner have agreed to enter into an agreement to provide water to Recipient/Owner property above identified, therefore, the parties agree as follows:

**TERMS:**

Donor agrees to provide water to Recipient by connection of an installed potable hose from Donor property hose spigot to Recipient's hose spigot, such connection shall be provided and accomplished by employees of the Township of Ignace Public Works Department or their agents). Recipient shall be responsible for maintaining a small stream of water running through the connection to minimize risk of freezing of the connection between Host and Recipient properties.

**RELEASE:**

Donor and Recipient agree to release each other and The Township of Ignace from any harms and losses associated with any claims arising out of this agreement.

**INDEMNIFICATION:**

Recipient shall indemnify and hold harmless the Donor and the Township of Ignace from all damage, loss, and cost which result from or are associated with receipt of the water provided under this agreement.

**TERMINATION:**

Donor or Recipient may terminate this agreement upon five (5) days' written notice. The Township of Ignace may terminate upon reasonable notice or upon restoration of service to Recipient.

Signatures

**Host/Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Recipient/Owner Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**The Corporation of the Township of Ignace**

By-law 102.2021

**Being a By-law to Regulate the Use, Size, Location and Removal of Election Signs  
Within the Corporation of the Township of Ignace**

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**WHEREAS** subsection 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipal power shall be exercised by by-law;

**AND WHEREAS** subsection 8(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the powers of a municipality under this Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** subsection 8(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a by-law may regulate or prohibit respecting the matter, require persons to do things respecting the matter, and provide for a system of licences respecting the matter;

**AND WHEREAS** subsection 10(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** subsection 10(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws respecting: 5. Economic, social and environmental well-being of the municipality; 6. Health, safety and well-being of persons; 7. Services and things that the municipality is authorized to provide under subsection (1); 8. Protection of persons and property, including consumer protection; 10. Structures, including fences and signs;

**AND WHEREAS** section 23.2 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, permits a municipality to delegate certain legislative and quasi-judicial powers;

**AND WHEREAS** Council for The Township of Ignace is of the opinion that the delegation of legislative powers under this by-law to the Clerk, including without limitation the power to prescribe procedures for the retrieval and/or destruction of Election Signs removed under this by-law are powers of a minor nature having regard to the number of people, the size of geographic area and the time period affected by the exercise of the power in accordance with subsection 23.2(4) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended;

**AND WHEREAS** section 63 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that a by-law may prohibit or regulate the placing or standing of an



object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing of any object placed or standing on or near a highway;

**AND WHEREAS** section 425 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, establishes that any person who contravenes any by-law of The Corporation of the Township of Ignace is guilty of an offence;

**AND WHEREAS** section 445 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may make an order requiring a person who has contravened a by-law or who caused or permitted the contravention, or the owner or occupier of land on which the contravention occurred to do work to correct the contravention;

**AND WHEREAS** section 446 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that where a municipality has the authority to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and that the municipality may recover the costs of doing a matter or thing by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

**NOW THEREFORE** the Municipal Council of The Corporation of the Township of Ignace enacts as follows:

## 1.0 Definitions

**Billboard** means an outdoor sign erected and maintained by a person, firm, corporation, or business engaged in the sale or rental of the space on the sign to a clientele, upon which space is displayed copy that advertises goods, products, or services not necessarily sold or offered on the property where the sign is located, and the sign is either single faced or double faced.

**Boulevard** means the portion of every street which is not used as a sidewalk, driveway access, travelled roadway or shoulder.

**Campaign Office** means a building or structure, or part of a building or structure, used by a Candidate to conduct an election campaign.

**Candidate(s)** means:

- I. A Candidate within the meaning of the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, as amended; and
- II. Shall be deemed to include a person seeking to influence other persons to vote for or against any question or By-law to the electors under Section 8 of the Municipal Elections Act, 1996, as amended.

**Clerk** means the Clerk of the Corporation of the Township of Ignace or a person designated by them for the purpose of this By-law.

**Crosswalk** means:

- I. That part of a street at an intersection that is included within the connections of the lateral lines of the Sidewalks on opposite sides of the street measured from the curbs, or in the absence of curbs from the edges of the roadway; or
- II. Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs, school crossing signs (as per the Ontario Traffic Manual – Book 5 Regulatory Signs) or by lines or other markings on the surface thereof; and
- III. Shall include pedestrian crossovers.

**Election Sign(s)** means any sign, including posters, promoting, opposing or taking a position with respect to:

- I. Any Candidate or Political party in an election under the Canadian Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; and
- II. An issue associated with a person or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; or
- III. A question, law or By-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996.

**Electoral District** means a geographic area represented by a member of Municipal Council, Member of a School Board, Member of Provincial Parliament in the Legislative Assembly of Ontario, and Member of Federal Parliament in the House of Commons.

**Enforcement Officer** means a Municipal Law Enforcement Officer appointed by the Council of the Corporation of the Township of Ignace.

**Median Strip** means the portion of a street so constructed as to separate traffic travelling in one direction from traffic travelling in the opposite direction by a physical barrier or a raised or depressed paved or unpaved separation area that is not intended to allow crossing vehicular movement and includes a central island in a roundabout.

**Nomination Day** means the deadline to file a nomination with the Clerk under the Municipal Elections Act, 1996, as amended.

**Owner** means the registered Owner of the property on which an Election sign is placed; any person described on or whose name, image, address or telephone number appears on the Election sign; any person who is in control of the Election sign; any person who benefits from the message on the Election sign; and for the purpose of this By-law there may be more than one Owner of an Election sign.

**Park** means land and land covered by water and all portions thereof under the control or management or joint management of the Township; that is or hereafter may be established, dedicated, set apart, or made available for use as public open space, including a natural park area and an environmentally significant area as defined in this By-law, including any buildings, structures, facilities, erections and improvements located in or on such land.

**Place** means attach, install, erect, construct, reconstruct, move, display or affix.

**Public Property** means real property owned by or under the control of the Township, including a Park, or any of its agencies, local boards, commissions or corporations but, for the purposes of this By-law, does not include a Street.

**Roadway** means the part of a street that is improved, designed or ordinarily used for vehicular traffic and includes a shoulder.

**Sidewalk** means any Municipal walkway, or that portion of a street between the roadway and the adjacent property line, primarily intended for the use of pedestrians.

**Sign Area** means the area of one side of a sign where copy can be placed.

**Sign Height** means the vertical height of a sign from the lowest point of finished grade to the highest part of the sign.

**Street** means a highway, road allowance, street, avenue, parkway, driveway, lane, square, place, bridge, viaduct, trestle or other public way under the jurisdiction of the Township of Ignace and this term includes all road works and appurtenant to Municipal land.

**Township** means the Corporation of the Township of Ignace.

**Utility** means water, sewer, artificial or natural gas, petrochemical, electrical power or energy, steam or hot/chilled water, and telecommunication networks, and includes the works, structures, buildings and appurtenances necessarily incidental to the supplying of such services.

**Voting Place** means a place where electors cast their ballots and:

- I. When a voting place is located on Public Property, includes any Street abutting; or
- II. When a voting place is located on Private Property, includes any Street abutting.

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**Writ of Election** means the date as defined in the Canada Elections Act and the Elections Act (Ontario).

## **2.0 General Prohibitions**

**2.1** No person shall place or permit to be placed an election sign except in accordance with this By-law.

**2.2** No person shall place or permit to be placed an election sign that:

- I. Is illuminated;
- II. Has a sign area of more than six (6) square meters;
- III. Interferes with the safe operation of vehicular traffic or the safety of pedestrians;  
or
- IV. Impedes or obstructs the Township's maintenance operations

**2.3** Subsections 2.2 (I.) and (II.) do not apply to an election sign promoting a Candidate on a campaign office or a billboard.

**2.4** no person shall place or permit to be placed an election sign outside of the 'electoral district' where a Candidate is running for office.

**2.5** Section 2.4 does not apply to an election sign within fifty (50) meters of any 'electoral district' that is adjacent to the 'electoral district' where the Candidate is running for office.

**2.6** No person shall place or permit to be placed an election sign on or in a 'voting place'.

**2.7** No person shall display on any election sign a logo, trademark or official mark, in whole or in part, owned or licensed by the Township.

## **3.0 Timing**

**3.1** No person shall place or permit to be placed an election sign for a Federal or Provincial election or by-election earlier than the day the Writ of Election or by-election is issued.

**3.2** No person shall place or permit to be placed an election sign for a Municipal election, except an election sign which is placed on a campaign office:

- I. Earlier than Nomination Day in the year of a regular election; or
- II. Earlier than Nomination Day for a by-election.

**3.3** No person shall place or permit to be placed an election sign for a Municipal election on a campaign office earlier than the day that Candidate has filed their nomination with the Clerk.

**3.4** No owner shall fail to remove their election sign after the expiry of ninety-six (96) hours immediately following 11:59pm of the day of the election.

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#### **4.0 Election Signs on Public Property**

**4.1** No person shall place or permit to be placed an election sign on Public Property.

**4.2** No person shall place or permit to be placed an election sign in a park.

**4.3** No person shall place or permit to be placed an election sign:

- I. In a roadway;
- II. Within three (3) meters of a roadway;
- III. Between a roadway and a sidewalk;
- IV. That impedes or obstructs the passage of pedestrians on a sidewalk;
- V. In a median strip;
- VI. Less than three (3) meters from a crosswalk;
- VII. On a tree, or a fence, or a wall, or a gate, or utility pole located on Public Property or a street;
- VIII. In a boulevard that abuts a park;
- IX. Within ten (10) meters of another election sign of the same candidate.

**4.4** No person shall place or permit to be placed an election sign that has a sign height:

- I. Of more than one point eight (1.8) meters when placed within three (3) to eight (8) meters of the roadway.
- II. Of more than four (4) meters when placed beyond eight (8) meters of the roadway.

**4.5** No person shall injure or foul public structures or permit the injuring or fouling of public structures on a street when placing and election sign.

**4.6** No person shall injure or foul a Utility or permit the injuring or fouling of a Utility when placing an election sign.

**4.7** No person shall injure or foul a Utility or permit the injuring or fouling of a Utility when placing an election sign.

#### **5.0 Removal and Return of Election Signs – Powers of the Township Clerk and/or Enforcement Officer**

**5.1** The Clerk and/or an Enforcement Officer may remove any election sign erected in contravention of this By-law without notice.

**5.2** The Clerk and/or Enforcement Officer may destroy any election signs which have been removed and not claimed and retrieved by the Candidate, person(s), or owner within the time period as prescribed by the Clerk.

**5.3** The Clerk may make regulations under this by-law prescribing the rules and procedures for the retrieval and destruction of election signs removed under sections 5.1 and 5.2 including, without limitation, the form of and any information required to be provided to the Clerk and/or an Enforcement Officer to authorize the release of an election sign, dates on or by which an election sign may be retrieved or destroyed, and the manner in which notice may be given to an Owner relating to the retrieval and destruction of an election sign.

## **6.0 Administration**

**6.1** The administration of this By-law is delegated to the Clerk or designate thereof.

## **7.0 Enforcement**

**7.1** This By-law may be enforced by the Clerk or an Enforcement Officer.

## **8.0 Offence and Penalty**

**8.1** Every person who contravenes any provision of this By-law is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O 1990, c P.33, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.

**8.2** Every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

**8.3** Every person who contravenes the provisions of any section of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended and is liable on conviction to a penalty where the minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$100,000 exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

**8.4** For the purpose of continuous offences, every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence and is liable on conviction to a penalty not exceeding \$10,000 per day or part thereof, exclusive of costs, under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.

**8.5** For the purpose of multiple offences, every person who contravenes any provision of this By-law, and every director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, is guilty of an offence and is liable on conviction to a penalty not exceeding \$10,000 per offence, exclusive of costs under the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended.



**8.6** Notwithstanding Section 9.5.0.0.0, and in accordance with the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, the total of all fines for the continuous offences or multiple offences is not limited to \$100,000.

**9.0 Short Title of this By-law**

**9.1** This By-law may be referred to as the "Election Signs By-law".

**10.0 Force and Effect**

**10.1** That this By-law hereby rescinds By-law 36.2018 and any other By-law referring to 'Election Signs'.

**10.2** This By-law shall come into force and effect upon the third and final reading thereof.

**Read a First and Second Time this \_\_\_ Day of \_\_\_\_\_, 2021.**

**Read a Third and Finally Passed this \_\_\_ Day of \_\_\_\_\_, 2021.**

\_\_\_\_\_  
**Penny Lucas, Mayor**

\_\_\_\_\_  
**Lynda Colby, Clerk**

**The Corporation of the Township of Ignace**

**By-law 103.2021**

**Being a By-law to Amend By-law 123.2017 Authorizing into an Agreement with Her Majesty the Queen in the Right of Ontario as Represented by Solicitor General**

**Whereas** the Township of Ignace wishes to enter into an agreement with the Solicitor General for the Provision of Police Services.

**Therefore** Let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. The Mayor and the Clerk are authorized and empowered to enter into an agreement with the Solicitor General for the provision of Police Services. (See schedule "A" attached)
2. This By-law shall come into force and effect upon the third and final reading thereof.

**Read a First and Second Time this 15<sup>th</sup> Day of November, 2021.**

**Read a Third and Finally Passed this 15<sup>th</sup> Day of November, 2021.**

\_\_\_\_\_  
**Penny Lucas, Mayor**

\_\_\_\_\_  
**Lynda Colby, Clerk**

## **Schedule "A" to By-law 103.2021**

This AMENDING AGREEMENT is from the 30th day of December, 2021 to the 31<sup>st</sup> day of December, 2022

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL ("Ontario")**

-and-

**THE CORPORATION OF Township of Ignace ("the Municipality")**

### **BACKGROUND**

- A. The Parties entered into the Agreement for the provision of Police Services under Section 10 of the *Police Services Act* (the "Agreement") which commenced on the 01<sup>st</sup> day of January 2018.
- B. The Agreement includes all the Schedules and Appendices to the Agreement.
- C. Pursuant to Section 29, the Parties may amend the Agreement by written agreement.
- D. The Parties wish to further amend the Agreement as set out in this Amending Agreement, by extending the duration of the contract to conclude on the 31<sup>st</sup> of December, 2022, as supported by:

Bylaw 103.2021, dated November 15, 2021 of the Council of the Corporation of the Township of Ignace.

NOW THEREFORE, the Parties agree as follows:

1. Section 26 of the Agreement shall be replaced with the following:

Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 01<sup>st</sup> day of January 2018 and shall conclude on the earlier of (i) the 31<sup>st</sup> day of December, 2022 or (ii) the date that the Community Safety and Policing Act, 2019 comes into force.

Relevant terms and conditions of the Agreement, that are not specifically amended but that relate to the amendments set out in this Amending Agreement shall be deemed to be amended so as to give effect to the changes herein.

Except for the amendments set out herein, the terms and conditions of the Agreement remain in full force and effect and time shall remain of the essence.

Notwithstanding the date upon which this Amending Agreement is signed, this Amending Agreement is effective as of the 30th day of December, 2021.

FOR ONTARIO

\_\_\_\_\_  
Deputy Solicitor General, Community  
Safety

FOR THE Corporation of  
the Township of Ignace

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

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