



**The Corporation of the Township of Ignace
Special Meeting of Council
Tuesday, April 25, 2023 @ 4:30 p.m.
Multi Purpose Room**

IGNACE MULTI PURPOSE ROOM

Public Notice that Council Meetings have now resumed open to the public sessions.

Acknowledgement of the Lands

1. Call to Order

Interim Mayor Baigrie calls the Special Meeting of Council to order this 25th day of April 2023, at _____ p.m.

2. Adjourn to Closed Meeting

Motion: # 2023.04.25. _____

Moved by: _____ Seconded by: _____

THAT, Council convenes into the Closed Session of this Special Meeting of Council this 25th day of April 2023, chaired by Interim Mayor Baigrie, at _____ p.m., to discuss the following items:

Closed Session Matters

Pursuant to Section 239(2)(b)(f) and (3.1) of the Municipal Act:

(b) personal matters about an identifiable individual, including municipal or local board employees.

- **Human Resources**

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- HR Matters

Educational or training sessions

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

- 1. The meeting is held for the purpose of educating or training the members.**
- 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board, or committee. 2006, c. 32, Sched. A, s. 103 (1).**

Carried

3. Reconvene to Special Meeting of Council

Motion: # 2023.04.25. _____

Moved by: _____

Seconded by: _____

THAT, Council Reconvenes to the Special Meeting of Council this 25th day of April 2023, chaired by Interim Mayor Baigrie at ____ p.m.

Carried

4. Call for Amendments to the Agenda

5. Approval of the Agenda

Motion: # 2023.04.25. ____

Moved by: _____

Seconded by: _____

THAT, Council for the Corporation of the Township of Ignace does hereby approve the Agenda for the Special meeting of Council this 25th day of April 2023, as _____.

Carried

6. Declarations of Pecuniary Interest

The Chair calls for any declaration of pecuniary interest, and the general nature thereof under the Municipal Conflict of Interest Act with respect to the agenda for this meeting.

7. Delegations/Deputations/Presentation

8. Items for Discussion

8.1 Report from the Interim Clerk/Treasurer – OGRA expenses/per diems

9. Business Arising from Closed Session

10. By-Laws

10.1 By-law 17.2023 – Appoint a Municipal Administrator

11. Confirmatory By-Law

Motion: # **2023.04.25.**_____

Moved by: _____

Seconded by: _____

THAT, By-Law _____,2023, Being A By-Law to Confirm the Proceedings of The Council of The Corporation of The Township of Ignace Special Meeting dated April 25th, 2023, be read a First, Second, and Third Time, and Passed.

Carried

12. Adjournment

Motion: # 2023.04.25. _____

Moved by: _____

Seconded by: _____

THAT, the Special Meeting of Council this 25th day of April 2023, be adjourned at _____.

Carried



Township of Ignace Fire Department

115 Front Street

P.O. Box 856

Ignace, ON P0T 1T0

Tel: 807-934-2211

Date: Wednesday, April 19th, 2023

Attention: Township of Ignace Council

Topic: Community Risk Assessment

Deadline: July 1, 2024

I highly encourage the Township of Ignace Council to acquire a contractor to guide in the process of the Community Risk Assessment. Dryden, Kenora and Red Lake have utilized contractors in completing their Community Risk Assessment and may be of assistance. Included are 3 contractors.

This project could take up to 3 months to complete and is **mandatory**. There could be a fine up to \$100,000 for non compliance.

The Community Risk Assessment is time sensitive and must be completed by July 1, 2024.

CRA Contractors :

EMG – Lyle Quan Lquan@emergencymgt.com

Loomex – Terry Gervais Gervais@loomex.ca

Behr – Isaac Comandante IsaacC@behrintegrated.com

Respectfully,

Sean DeTracey, Fire Chief

Township of Ignace Fire Department

Cell # : 807-936-0236

Fire Protection and Prevention Act, 1997

ONTARIO REGULATION 378/18 COMMUNITY RISK ASSESSMENTS

Consolidation Period: From July 1, 2019 to the e-Laws currency date.

No amendments.

This is the English version of a bilingual regulation.

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Mandatory use

1. Every municipality, and every fire department in a territory without municipal organization, must,
 - (a) complete and review a community risk assessment as provided by this Regulation; and
 - (b) use its community risk assessment to inform decisions about the provision of fire protection services.

What it is

2. (1) A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services.
 - (2) A community risk assessment must include consideration of the mandatory profiles listed in Schedule 1.
 - (3) A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.

When to complete (at least every five years)

3. (1) The municipality or fire department must complete a community risk assessment no later than five years after the day its previous community risk assessment was completed.
 - (2) If a municipality, or a fire department in a territory without municipal organization, comes into existence, the municipality or fire department must complete a community risk assessment no later than two years after the day it comes into existence.
 - (3) A municipality that exists on July 1, 2019, or a fire department in a territory without municipal organization that exists on July 1, 2019, must complete a community risk assessment no later than July 1, 2024.
 - (4) **Subsection (3) and this subsection are revoked on July 1, 2025.**

When to review (at least every year)

4. (1) The municipality or fire department must complete a review of its community risk assessment no later than 12 months after,
 - (a) the day its community risk assessment was completed; and
 - (b) the day its previous review was completed.
 - (2) The municipality or fire department must also review its community risk assessment whenever necessary.
 - (3) The municipality or fire department must revise its community risk assessment if it is necessary to reflect,
 - (a) any significant changes in the mandatory profiles;
 - (b) any other significant matters arising from the review.
 - (4) The municipality or fire department does not have to review its community risk assessment if it expects to complete a new community risk assessment on or before the day it would complete the review.

5. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).

SCHEDULE 1
MANDATORY PROFILES

1. Geographic profile: The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms and wildland-urban interfaces.
2. Building stock profile: The types of buildings in the community, the uses of the buildings in the community, the number of buildings of each type, the number of buildings of each use and any building-related risks known to the fire department.
3. Critical infrastructure profile: The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals and airports.
4. Demographic profile: The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.
5. Hazard profile: The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.
6. Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.
7. Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.
8. Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.
9. Past loss and event history profile: The community's past emergency response experience, including the following analysis:
 1. The number and types of emergency responses, injuries, deaths and dollar losses.
 2. Comparison of the community's fire loss statistics with provincial fire loss statistics.

Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.

Français

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The Corporation of the Township of Ignace
34 Hwy 17, PO Box 248
Ignace, ON, P0T 1T0
clerk@ignace.ca
807-747-0323 (c)

Prepared By: Rhonda Smith, Interim Clerk/Treasurer
Report To: Mayor & Council
Subject: OGRA Per Diem
Date: April 21, 2023

Recommendation

That, Council for the Corporation of the Township of Ignace does hereby accept the report of the Interim Clerk/Treasurer regarding the OGRA Per Diems.

Background

The OGRA Conference was held from April 16, 2023 to April 19, 2023 in Toronto, Ontario. The Interim Mayor, Kim Baigrie, Public Works Manager, Roger Roy and Interim Clerk/Treasurer, Rhonda Smith attended.

We made a lot of good connections and had a very good meeting with PA Sandhu regarding our infrastructure needs. There was a tremendous amount of networking with great conversations regarding Municipal affairs.

Closing

That, the Council for the Township of Ignace does hereby consent to the repayment of the expenses incurred and the per diem requested.

Sincerely,

Rhonda Smith
Interim Clerk

Township of Ignace
Travel Expense Report

Name: Kim Baugie
Dates: April 15 - 19th 2023

Purpose of Trip: OGRA Conference
Location: Toronto

Date	KM	Mileage Claim	Lodging	Breakfast	Lunch	Dinner	Transportation	Other	Total
Apr 15-23					9.71	36.03		T.P. Dinner 8.97	54.71
Apr 16-23				4.58+7.29	18.96	53.11		T.P. Dinner 6.89	90.83
Apr 17-23					15.46	35.80		T.P. Dinner 9.20	60.46
Apr 18-23					38.42	37.16	Tip	T.P. Dinner 1.60	90.00
Apr 19-23				4.58	31.33				25.81
Totals:									321.81

Less Advance: \$ _____
Total Expenses: \$ _____

Notations on Expense Claim:

*Meal allowance within Kenora, Rainy River and Thunder Bay Districts:

Breakfast: \$ 15.00 Lunch: \$25.00 Supper: \$35.00

*Meal allowance outside Kenora, Rainy River and Thunder Bay Districts:

Breakfast: \$ 25.00 Lunch: \$35.00 Supper: \$50.00

*for claims exceeding allotted amounts, actual receipts are required for reimbursement to be considered.

*Mileage paid at \$0.54 per kilometer

Signature: Kim Baugie Date: April 20-23

Approved By: [Signature] Date: April 21/23

Township of Ignace
Travel Expense Report

Name: RHONDA SMITH Purpose of Trip: OGRA
 Dates: April 15/23 - April 19/23 Location: TORONTO

Date	KM	Mileage Claim	Lodging	Breakfast	Lunch	Dinner	Transportation	Other	Total
04/15/23	246 km	132.84			58.67	10.07			201.78
04/16/23				20.40	13.55	42.89	42.00		118.85
04/17/23					18.17	51.38			69.55
04/18/23					45.34	31.23			76.57
04/19/23	246 km	132.84			23.25				156.09
Totals:									

Less Advance: \$ _____
 Total Expenses: \$ 522.84

Notations on Expense Claim:

04/16/23 - 3 receipts for Breakfast

Signature: B. Date: April 21/23

Approved By: _____ Date: _____

*Meal allowance within Kenora, Rainy River and Thunder Bay Districts:

Breakfast: \$ 15.00 Lunch: \$25.00 Supper: \$35.00

*Meal allowance outside Kenora, Rainy River and Thunder Bay Districts:

Breakfast: \$ 25.00 Lunch: \$35.00 Supper: \$50.00

*for claims exceeding allotted amounts, actual receipts are required for reimbursement to be considered.

*Mileage paid at \$0.54 per kilometer

Township of Ignace
Travel Expense Report

Name: Roger Roy Purpose of Trip: OGRA 2023
 Dates: APRIL 15TH TO 19TH 2023 Location: TORONTO

Date	KM	Mileage Claim	Lodging	Breakfast	Lunch	Dinner	Transportation	Other	Total
APRIL 15/2023	246	132.84							132.84
APRIL 15/2023				25.00		37.85			57.85
APRIL 16/2023						37.30			62.30
APRIL 17/23					11.28	29.69			40.97
APRIL 18/23					45.34	38.42			83.76
APRIL 19/23					24.31				24.31
APRIL 19/23	246	132.84					72.75		72.75
Totals:	492	265.68		25.00	80.93	143.26		72.75	587.62

Less Advance: \$ _____
 Total Expenses: \$ 587.62

Notations on Expense Claim:

- *Meal allowance within Kenora, Rainy River and Thunder Bay Districts
- Breakfast: \$ 15.00 Lunch: \$25.00 Supper: \$35.00
- *Meal allowance outside Kenora, Rainy River and Thunder Bay Districts:
- Breakfast: \$ 25.00 Lunch: \$35.00 Supper: \$50.00
- *for claims exceeding allotted amounts, actual receipts are required for reimbursement to be considered.
- *Mileage paid at \$0.54 per kilometer

Signature: [Signature] Date: April 21/2023
 Approved By: [Signature] Date: April 21/23



The Corporation of the Township of Ignace
Request for Payment of Per Diem
as per By-Law 105.2021

Per Diem Request Details:

Name:

Kim Baugrie

Dates of Travel:

April 15-19-23.

Location of Meeting/Seminar

Toronto.

Workshop/Course:

Ogra.

Total # of Days # Claiming Per Diem

(\$150.00 for a full day)

(\$75.00) (four hours or less in duration)

5 days @ \$150.00 = \$ 750.00
 _____ hours @ \$75.00 = \$ _____

April 20-23

Date

Kim Baugrie

Signature

April 21/23

Date

[Signature]

Approved by