



The Corporation of the Township of Ignace  
**REGULAR** Meeting of Council  
Monday, June 20, 2022  
6:00 p.m.

***Public Notice*** that Council Meetings have now resumed being open to the Public and available through the following Zoom link:

<https://us06web.zoom.us/j/84747540980?pwd=ZHVxRlh4Y21naII5VXFabVFWU3FiUT09>

Meeting ID: 847 4754 0980

Passcode: 987510

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### Acknowledgement of Indigenous Lands

1. **Call to Order: Chaired by Mayor Penny Lucas**

Mayor Lucas calls the Regular Meeting of Council to order this 20<sup>th</sup> day of June 2022 at \_\_\_ p.m.

2. **Call for Amendments to the Agenda**

3. **Approval of Agenda** Page 1-4

Motion: 2022.06.20.121

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

**THAT**, Council for the Corporation of the Township of Ignace does hereby approve the Agenda for the Regular meeting of Council this 20<sup>th</sup> day of June 2022, as \_\_\_\_\_.

**Carried**

4. **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.

**5. Consent Agenda**

**Motion: 2022.06.20.122**

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

**THAT, Council for the Corporation of the Township of Ignace does hereby approve the Consent Agenda for the Regular meeting of Council this 20<sup>th</sup> day of June 2022, as**

\_\_\_\_\_.

**AND, all directions and/or any recommendations or motions included therein.**

**1. Previous Minutes**

- 1.1 Regular Meeting of Council dated May 16, 2022 **Page 5-16**
- 1.2 Special Meeting of Council dated May 9, 2022 **Page 17-19**
- 1.3 Emergency Meeting of Council dated May 18, 2022 **Page 20-22**

**2. Monthly Reports**

- 2.1 Mayor's **Page 23**
- 2.2 Finance Department **Page 24-25**
- 2.3 Planning, Development & Engagement Services/Recreation **Page 26-30**
- 2.4 Administration/Corporate Services Department **Page 31-32**
- 2.5 Public Works Department **Page 33-47**
- 2.6 By-Law Officer **Page 48-49**
- 2.7 Fire Chief **Page 50-51**
- 2.8 EDAC Report **Page 52-53**
- 2.9 ICNLC Minutes **Page 54-62**

**3. Correspondence**

- 3.1 Commercial Non-Residential Rate Increase - Treasurer Report **Page 63-73**
- 3.2 Joint & Several Liability - Treasurer Report **Page 74-75**
- 3.3 Noise Exemption Application - White Otter Days Music Festival **Page 76-79**
- 3.4 Proposed Free Dump Day **Page 80-81**
- 3.5 Ignace Nursery School Letter **Page 82-83**
- 3.6 Summer Council Meetings **Page 84**
- 3.7 Operations Report - Ignace Water Pollution and Drinking Water System **Page 85-99**
- 3.8 Ontario Provincial Police - 2022 First Quarter Report **Page 100-110**
- 3.9 Maple Away Travel - Ignace Featured **Page 111-120**
- 3.10 Town of Espanola - Russia Sanctions **Page 121**
- 3.11 Municipality of Shuniah & Twp of East Hawkesbury - Infrastructure Projects **Page 122-123**

**Carried**

**6. Consideration of Consent Items Requiring Discussion**

7. Delegations/Deputations/Presentation

8. Questions from the Public

9. By-Laws

9.1 By-Law 46.2022 - Authorize the Write-off of Municipal Taxes and the Vesting of Properties in the Township of Ignace Page 124-128

9.2 By-Law 47.2022 - Adopt a Policy as per Bill 27 - Right to Disconnect Page 129-133

10. Notices of Motions

11. Adjournment to Closed Meeting Session

Motion: 2022.06.20. \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT, Council convenes into the Closed Session of this Regular Meeting of Council this 20<sup>th</sup> day of June 2022, chaired by Mayor Penny Lucas, at \_\_\_\_\_ p.m. to discuss the following items:

**Closed Session Matters**

Pursuant to Section 239(2) (b), (c), (e ) of the Municipal Act:

- b) personal matters about an identifiable individual, including municipal or local board employees
  - Human Resources
  - Utilities
  - Landfill
- c) a proposed or pending acquisition or disposition of land by the municipality or local board
  - Surplus Properties
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
  - Human Resources

**Carried**

**12. Reconvene to Regular Meeting of Council**

Motion: 2022.06.20. \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT, Council reconvenes to the Regular Meeting of Council this 20<sup>th</sup> day of June 2022, chaired by Mayor Penny Lucas at \_\_\_\_\_ p.m.

Carried

**13. Business Arising from Closed Meeting Session**

**14. Confirmatory By-Law**

Motion: 2022.06.20. \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT, By-Law #48.2022, Being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of Ignace Regular Meeting dated June 20<sup>th</sup>, 2022, be read a First, Second, and Third Time and Passed.

Carried

**15. Adjournment**

Motion: 2022.06.20. \_\_\_\_\_

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT, the Regular Meeting of Council this 20<sup>th</sup> day of June 2022, be adjourned at \_\_\_\_\_ p.m.

Carried



**The Corporation of the Township of Ignace  
Minutes of the Regular Meeting of Council  
Monday, May 16, 2022, at 6:00 pm**

**ELECTRONIC MEETING**

<b>Council</b>	Mayor Penny Lucas Deputy Mayor Chantelle Tucker Councillor Debbie Hart Councillor Greg Waldock Councillor Shaun Defeo
<b>Staff</b>	Lynda Colby – Clerk Roxanne Cox - Deputy Clerk
<b>Staff/Public (Zoom)</b>	10 Participants
<b>Public In-Person</b>	1 Participant

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**Acknowledgement of Indigenous Lands**

**1. Call to Order**

Mayor Penny Lucas calls the Regular Meeting of Council to order this 16th day of May 2022, at 6:01 pm.

**2. Call for Amendments to the Agenda**

**3. Approval of Agenda:**

**Motion: #2022.05.16.092**

**Moved by: Cllr. Greg Waldock**

**Seconded By: Cllr. Debbie Hart**

**THAT, the Agenda for the Regular Meeting of Council this 16<sup>th</sup> day of May 2022, be approved as presented.**

**Carried**

**4. Declarations of Pecuniary Interest**

At the Closed Meeting on May 16<sup>th</sup>, 2022, Deputy Mayor Chantelle Tucker provided a written declaration of Conflict of Interest for the following:

5.1.3 - Fire Department Membership Change

5.4.2 - Principal Integrity Report

## 5. Consent Agenda

**Motion: #2022.05.16.093**

**Moved by: Cllr. Shaun Defeo**

**Seconded By: Cllr. Debbie Hart**

**THAT**, Council for the Corporation of the Township of Ignace approves the Consent Agenda at the Regular meeting this 16<sup>th</sup> day of May 2022 as amended.

**AND** all directions and/or any recommendations or motions included therein.

### Amendments:

#### Added

#### Pulled for Discussion

- 1.1 Regular Meeting of Council dated April 19, 2022
- 2.8 EDAC Minutes
- 3.1 2022 Final Budget - Report from Christy McIntomney, Treasurer
- 3.2 PSD Citywide Conference - Documentation Asset Management Specialist Report
- 3.3 Voyent Alert - Communication Specialist Report
- 3.4 Ignace School Graduation Bursaries & Awards 2021/2022
- 3.6 Dryden/Red Lake/Sioux Lookout/Ignace Ontario Health Team (OHT) Letter
- 3.7 Ignace Fibre-To-The-Home (FTTH) Release
- 3.9 Ministry of Municipal Affairs - Bill 109 the More Homes for Everyone
- 3.13 Hydro One - GLP Announcement
- 3.20 City of Barrie and Township of Alnwick - Joint & Several Liability

**Carried**

## 6. Consideration of Consent Items Requiring Discussion

### **1.1 Regular Meeting of Council dated April 19, 2022**

Deputy Mayor Tucker requested amendment to the April 19<sup>th</sup>, 2022, minutes to include her declaration of pecuniary interest from the March 21<sup>st</sup>, 2022, closed session for Item 5.1 - Fire Department Membership change.

### **2.8 EDAC Minutes**

Deputy Mayor Chantelle Tucker along with Jeff Lederer, Manager of Planning, Development and Engagement Services, gave an update of the last EDAC meeting. The items discussed included the swag for white otter days, KDSB, Henry Wall, presentation for next meeting, signage, RFP for Gardening, recruitment for new EDAC member with chair put aside for a student.

### **3.1 2022 Final Budget - Report from Christy McIntomney, Treasurer**

**Motion: 2022.05.16.094**

**Moved by: Cllr. Shaun Defeo**

**Seconded By: Cllr. Greg Waldock**

**THAT**, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 accepts the report from Christy McIntomney, Treasurer; and

**FURTHER THAT**, Council approves the proposed 2022 Budget as presented by the Treasurer at the May 2<sup>nd</sup> , 2022 Special Meeting of Council.

**Carried**

Councillor Hart inquired regarding the tanker filling at our water station. Is that a flat rate? Is it Commercial non-resident? There was a discussion previously to increase that rate. Council directed the Treasurer to report back with recommendation on Commercial Non-Residential rate increase for discussion.

### **3.2 PSD Citywide Conference - Documentation Asset Management Specialist Report**

**Motion: 2022.05.16.095**

**Moved by: Cllr. Greg Waldock**

**Seconded By: Cllr. Shaun Defeo**

**THAT**, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 accepts the report from Rhonda Smith, Documentation Asset Management Specialist; and

**FURTHER THAT**, Council approves the Documentation Asset Management Specialist, Deputy Treasurer and Clerk to attend the PSD Citywide Group Conference, in person, June 15 -17, 2022 in London, Ontario for an estimated total of \$2,437.68 per person.

**Carried**

### **3.3 Voyent Alert - Communications Specialist Report**

**Motion: 2022.05.16.096**

**Moved by: Cllr. Debbie Hart**

**Seconded By: Cllr. Shaun Defeo**

**THAT**, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 accepts the report from Petrina Taylor-Hertz, Communications Specialist ; and

**FURTHER THAT**, Council approves the purchase and use of Voyent Alert at the cost of \$2,400.00 per year.

**Carried**

### **3.4 Ignace School Graduation Bursaries & Awards 2021/2022**

**Motion: 2022.0.16.097**

**Moved by: Cllr. Shaun Defeo**

**Seconded By: Cllr. Greg Waldock**

**THAT**, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 accepts the letter from Ignace School requesting support (bursaries) for the Class of 2022 ; and

**FURTHER THAT**, Council approves \$ 100.00 per graduating student.

**Carried**

### **3.6 Dryden/Red Lake/Sioux Lookout/Ignace Ontario Health Team (OHT) Letter**

Mayor Lucas updated the Councillors that this is replacing the LHIN's, and the Districts are rearranging the Teams (Working Groups). Our working group will include Dryden/Red Lake and Sioux Lookout. They are currently putting together the Terms of Reference for the Health Team and it is a work in progress.

### **3.7 Ignace Fibre-To-The-Home**

Cllr. Hart wanted to express that this is super exciting and a lot of work for our staff. Jeff Lederer provided a brief update.

### **3.9 Ministry of Municipal Affairs - Bill 109 The More Homes for Everyone**

Cllr. Hart inquired if the Township has a Community Benefits Charge By-Law. Jeff Lederer gave an update and indicated it is on the radar. He will be working with other Planners to see what is appropriate. There will be more information in August/September.

### **3.13 Hydro One - GLP Announcement**

Council requested that Administration gather more information and where we are with the deadlines and bring back for discussion.

### **3.20 City of Barrie and Township of Alnwich - Joint and Several Liability**

Council advise Administration to write a letter of support with the Treasure's input.



## 7. Delegations/Deputation/Presentation

**Presentation:** Geological Repositories (ICGR) Sixth International Conference in Helsinki, Finland - Mayor Penny Lucas and Lynda Colby, Clerk

## 8. Questions from the Public

**Q.** Helena Clark advised that in the previous minutes she was referring to fire pits and not brush burning.

**Q.** Helena Clark asked when the Township is going to bring to the Community what the Seniors Centre is going to look like.

**A.** The status has been outlined in Jeff Lederer's monthly report. May 23<sup>rd</sup> the RFP closes for the Senior Housing Complex and an updated report from the Manager of Planning, Development & Engagement Services will be in June's Council package.

**Q.** Helena Clark addressed that the flags in the plaza look terrible. They need to be taken down if not replaced.

**A.** Mayor Lucas advised this will be taken care of.

## 9. By- Laws

**By-Law #37.2022** - To Adopt the Tax Ratios for the Purpose of Setting General and Education Tax Rates and To Set Tax Rate Reductions for Prescribed Property Subclasses for Property within the Township of Ignace

**Motion: 2022.05.16.099**

**Moved by: Cllr. Greg Waldock**

**Seconded By: Cllr. Debbie Hart**

**THAT,** Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 accepts By-Law #37.2022 being a By-Law to Adopt the Tax Ratios for the Purpose of Setting General and Education Tax Rates and to Set Tax Rate reductions for Prescribed Property Subclasses for Property with the Corporation of the Township of Ignace: and

**THAT,** By-Law #37.2022 Be Read a First and Second time this 16<sup>th</sup> Day of May 2022; and

**THAT,** By-Law #37.2022 Be Read a Third Time and Passed this 16<sup>th</sup> Day of May 2022.

**Carried**

**By-Law #38.2022** To Adopt the Tax Rates to be Levied on the Taxable Property within the Township of Ignace

**Motion: 2022.05.16.100**

**Moved by: Cllr. Debbie Hart**

**Seconded By: Deputy Mayor Chantelle Tucker**

**THAT**, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 accepts By-Law #38.2022 Being a By-Law to Adopt the Tax Rates to be Levied on the Taxable Property within the Corporation of the Township of Ignace: and

**THAT**, By-Law #38.2022 Be Read a First and Second time this 16<sup>th</sup> Day of May 2022; and

**THAT**, By-Law #38.2022 Be Read a Third Time and Passed this 16<sup>th</sup> Day of May 2022.

**Carried**

**By-Law #39.2022** - For the Purposes of Imposing Rates or Charges for the Township Water and Wastewater Services

**Motion: 2022.05.16.101**

**Moved by: Cllr. Shaun Defeo**

**Seconded By: Deputy Mayor Chantelle Tucker**

**THAT**, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 accepts By-Law #39.2022 Being a By-Law for the Purposes of Imposing Rates or Charges for Township Water and Wastewater Services; and

**THAT**, By-Law #39.2022 Be Read a First and Second time this 16<sup>th</sup> Day of May 2022; and

**THAT**, By-Law #39.2022 Be Read a Third Time and Passed this 16<sup>th</sup> Day of May 2022.

**Carried**

**By-Law #40.2022** - To Amend By-Law #13.2022 to Regulate and Control Ice and Snow Removal within the Township of Ignace

**Motion: 2022.05.16.102**

**Moved by: Cllr. Greg Waldock**

**Seconded By: Cllr. Shaun Defeo**

**THAT**, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 Accepts By-Law #40.2022 Being a By-Law to Amend By-Law #13.2022 to Regulate and Control Ice and Snow Removal within the Township of Ignace: and

**THAT**, By-Law #40.2022 Be Read a First and Second time this 16<sup>th</sup> Day of May 2022; and

**THAT**, By-Law #40.2022 Be Read a Third Time and Passed this 16<sup>th</sup> Day of May 2022.

**Carried**

**By-Law #41.2022 - To Amend By-Law #16.2022 to Regulate the Obstruction of a Municipal Law Enforcement Officer within the Township of Ignace**

**Motion: 2022.05.16.103**

**Moved by: Cllr. Debbie Hart**

**Seconded By: Cllr. Greg Waldock**

**THAT, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May 2022 Accepts By-Law #41.2022 Being a By-Law to Amend By-Law #16.2022 to Regulate the Obstruction of a Municipal Law Enforcement Officer Within the Township of Ignace: and**

**THAT, By-Law #41.2022 Be Read a First and Second time this 16<sup>th</sup> Day of May 2022; and**

**THAT, By-Law #41.2022 Be Read a Third Time and Passed this 16<sup>th</sup> Day of May 2022.**

**Carried**

**9. Notice of Motions**

None

**10. Adjournment to Closed Meeting Session**

**Motion: #2022.05.16.104**

**Moved by: Deputy Mayor Chantelle Tucker**

**Seconded by: Cllr. Debbie Hart**

**THAT, Council convenes into the Closed Session of this Regular Meeting of Council this 16th day of May 2022, chaired by Mayor Penny Lucas, at 7:36 p.m., to discuss the following items:**

**Closed Session Matters**

**Pursuant to Section 239(2) (b) (c), (e) of the Municipal Act:**

- b) personal matters about an identifiable individual, including municipal or local board employ
  - Human Resources
  - Utilities
- c) a proposed or pending acquisition or disposition of land by the municipality or local board
  - Surplus Properties
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
  - Human Resources

**Carried**

**11. Reconvene into Regular Meeting of Council**

**Motion: #2022.05.16.105**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Cllr. Shaun Defeo**

**THAT, Council reconvened into the Regular Meeting of Council this 16<sup>th</sup> day of May 2022, chaired by Mayor Lucas, at 10:43 p.m.**

**Carried**

**12. Business Arising from Closed Meeting Session**

**Motion: #2022.05.16.106**

**Moved by: Cllr. Shaun Defeo**

**Seconded by: Cllr. Greg Waldock**

**THAT, Council for the Corporation of the Township of Ignace accepts the Treasurers report - Management compensation in the Closed session of the Regular meeting of Council the 16<sup>th</sup> day of May 2022, as presented.**

**AND FURTHER THAT, directs administration to work on aligning senior management contract obligations with policy and procedures.**

**AND FURTHER THAT, Administration brings back recommendations to Council for final approval of remuneration entitlement.**

**Carried**

**Motion: #2022.05.16.107**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Cllr. Debbie Hart**

**THAT, Council for the Corporation of the Township of Ignace accept accepts the Fire Chief email correspondence date May 09,2022 in the Closed session of the Regular meeting of Council the 16<sup>th</sup> day of May 2022, as presented.**

**AND FURTHER THAT, Council approves the appointment of Riley W. Tucker as Training Officer at the Ignace Fire Department.**

**Carried**

**\* Deputy Mayor Chantelle Tucker declared a Conflict of Interest**

**Motion: #2022.05.16.108**

**Moved by: Cllr. Debbie Hart**

**Seconded by: Cllr. Shaun Defeo**

**THAT,** Council for the Corporation of the Township of Ignace accepts the Clerks report with regards to roll # 6001000001400860000 in the Closed session of the Regular meeting of Council the 16<sup>th</sup> day of May 2022, as presented.

**AND FURTHER THAT,** Council directs Administration to review this account and bring back additional findings to the next closed Council meeting.

**Carried**

**Motion: #2022.05.16.109**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Cllr. Shaun Defeo**

**THAT,** Council for the Corporation of the Township of Ignace accepts the Clerks report with regards to roll # 6001-00000-145631-0000 in the Closed session of the Regular meeting of Council the 16<sup>th</sup> day of May 2022, as presented.

**AND FURTHER THAT,** Council directs Administration to review this account and bring back additional findings in the next closed Council meeting.

**Carried**

**Motion: #2022.05.16.110**

**Moved by: Deputy Mayor Chantelle Tucker**

**Seconded by: Cllr. Debbie Hart**

**THAT,** Council for the Corporation of the Township of Ignace accepts the Clerks report with regards to roll # 6001-00000-157000-0000 in the Closed session of the Regular meeting of Council the 16<sup>th</sup> day of May 2022, as presented.

**AND FURTHER THAT,** Council directs Administration to charge the water over and above the average usage to the water consumer not the host.

**AND FURTHER THAT,** Council directs Administration to bring forward a lifeline policy to Council for approval.

**Carried**

**Motion: #2022.05.16.111**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Cllr. Shaun Defeo**

**THAT,** Council for the Corporation of the Township of Ignace accepts the Clerks report with regards to roll # 6001-00000-142200-0000 in the Closed session of the Regular meeting of Council the 16<sup>th</sup> day of May 2022, as presented.

**AND FURTHER THAT,** Council directs Administration to waive infrastructure fee up to \$100.00.

**Carried**

**Motion: #2022.05.16.112**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Cllr. Shaun Defeo**

**THAT,** Council for the Corporation of the Township of Ignace agree to continue this meeting dated the 15<sup>th</sup> day of May 2022 until conclusion.

**Carried**

**Motion: #2022.05.16.113**

**Moved by: Cllr. Debbie Hart**

**Seconded by: Cllr. Greg Waldock**

**THAT,** Council for the Corporation of the Township of Ignace does hereby accept the expression of interest for Roll # 6001-00000-140284-0000 and Roll #6001-00000-140285-0000 in the amount of \$ 1,600.00 in the Regular Meeting of Council this 16<sup>th</sup> day of May 2022.

**AND FURTHER THAT,** if applicable the applicants enter into a development agreement whereby the applicants will be required to fully develop the properties within 2 years of the original date of purchase from the Township obtaining the necessary building and occupancy permits;

**AND FURTHER THAT,** the applicants of the respective surplus properties intend to store personal items must adhere to zoning bylaw (Sections 3.14, 3.15, and 3.28) and property standards thereof;

**AND FURTHER THAT,** the applicants wish to develop and build on their adjacent and respective vacant lots will need to seek Council approval of a "Deeming Bylaw" that blends the properties together, therefore allowing for the minimum zoning requirements.

**AND FURTHER THAT**, the applicants for the respective surplus properties will be responsible, at their own cost, for the removal of any structures (if applicable) and debris; and

**AND FURTHER THAT**, the applicants will be responsible for all legal and utility hook-up fees (i.e., both vendor and purchaser) associated with the sale, transfer, and title transactions associated with the respective properties.

**Carried**

**Motion: #2022.05.16.114**

**Moved by: Cllr. Debbie Hart**

**Seconded by: Cllr. Greg Waldock**

**THAT**, Council for the Corporation of the Township of Ignace accepts the report from Principle Integrity in the Closed session of the Regular meeting of Council the 16<sup>th</sup> day of May 2022, as presented.

**AND FURTHER THAT**, Council directs administration to continue the review of the Township social media, Employee Code of Conduct and Staff/Council relation policies.

**AND FURTHER THAT**, Respect in the Workplace training be mandatory for all employees.

**Carried**

**\* Deputy Mayor Chantelle Tucker declared a Conflict of Interest**

**13. Confirmatory By-law**

**Motion: #2022.05.16.115**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Deputy Mayor Chantelle Tucker**

**THAT, By-Law #43.2022** – Being A By-Law to Confirm the Proceedings of The Council of the Corporation of the Township of Ignace Regular Meeting dated May 16<sup>th</sup>, 2022, be read a First, Second, and Third Time, and Passed.

**Carried**

**14. Adjournment**

**Motion: #2022.05.16.116**

**Moved by: Cllr. Debbie Hart**

**Seconded by: Cllr. Shaun Defeo**

**THAT**, Council for the Corporation of the Township of Ignace this 16<sup>th</sup> day of May adjourn the Regular Meeting of Council at **10:53 p.m.**

**Carried**

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Mayor Penny Lucas

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Deputy Mayor Chantelle Tucker

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Councillor Debbie Hart

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Councillor Shaun Defeo

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Councillor Greg Waldock

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Lynda Colby, Clerk

DRAFT





**Monday, May 9<sup>th</sup> , 2022 at 6:00 p.m.**  
**The Corporation of the Township of Ignace**  
**Minutes of the Special Meeting of Council**  
**OPEN/ELECTRONIC MEETING**

**Council**  
Mayor Penny Lucas  
Deputy Mayor Chantelle Tucker  
Councillor Debbie Hart  
Councillor Greg Waldock  
Councillor Shaun Defeo (Zoom)

**Staff**  
Lynda Colby - Clerk  
Roxanne Cox - Deputy Clerk (Zoom)  
Christy McIntomney - Treasurer  
Jeff Lederer, Manager of Planning and Development

**Zoom Public** 10 Participants

**Acknowledgement of the Lands**

**1. Call to Order**

Mayor Penny Lucas calls the Special Meeting of Council to order this 9th day of May 2022, at 6:03 a.m.

**2. Approval of Agenda:**

**Motion: #2022.05.09.086**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Deputy Mayor Chantelle Tucker**

**THAT**, the Agenda for the Special Meeting of Council this 9th day of May 2022, be approved as presented.

**Carried**

**3. Declarations of Pecuniary Interest**

None

**4. Delegations/Deputations/Presentation**

None

**5. Questions from the Public**

None

**6. Adjourn to Closed Meeting**

**Motion: #2022.05.09.087**

**Moved by: Cllr. Debbie Hart**

**Seconded by: Cllr. Greg Waldock**

**THAT**, Council convenes into the Closed Session of this Special Meeting of Council this 9th day of May 2022 chaired by Mayor Penny Lucas, at 6:05 p.m., to discuss the following items:

**Closed Session Matters**

**Pursuant to Section 239(2) (b), ( e) of the Municipal Act:**

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

- Human Resources

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

- Human Resources

**Carried**

**7. Reconvene into Special Meeting of Council**

**Motion: #2022.05.09.088**

**Moved by: Deputy Mayor Chantelle Tucker**

**Seconded by: Cllr. Debbie Hart**

**THAT**, Council Reconvenes to the Special Meeting of Council this 9th day of May 2022 chaired by Mayor Lucas at 6:55 p.m.

**Carried**

**8. Business Arising**

**Motion: #2022.05.09.089**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Cllr. Debbie Hart**

**THAT, Council for the Corporation of the Township of Ignace this 9<sup>th</sup> day of May 2022 directs administration to proceed with Human Resources matters and keep Council apprised.**

**Carried**

**9. Confirmatory By-Law**

**Motion: #2022.05.09.090**

**Moved by: Deputy Mayor Chantelle Tucker**

**Seconded by: Cllr. Debbie Hart**

**THAT, By-Law #42.2022, Being A By-Law to Confirm the Proceedings of The Council of The Corporation of The Township of Ignace Special Meeting dated May 9th, 2022, be read a First, Second, and Third Time, and Passed.**

**Carried**

**10. Adjournment**

**Motion: #2022.05.09.091**

**Moved by: Cllr. Debbie Hart**

**Seconded by: Cllr. Greg Waldock**

**THAT, the Special Meeting of Council this 9th day of May 2022, be adjourned at 7:00 p.m.**

**Carried**

\_\_\_\_\_  
Mayor Penny Lucas

\_\_\_\_\_  
Deputy Mayor Chantelle Tucker

\_\_\_\_\_  
Councillor Debbie Hart

\_\_\_\_\_  
Councillor Shaun Defeo

\_\_\_\_\_  
Councillor Greg Waldock

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



**Wednesday, May 18, 2022, at 10:00 a.m.**  
**The Corporation of the Township of Ignace**  
**Minutes of the Emergency Meeting of Council**  
**ELECTRONIC MEETING**

**Council** Mayor Penny Lucas  
Deputy Mayor Chantelle Tucker  
Councillor Debbie Hart  
Councillor Greg Waldock  
Councillor Shaun Defeo

**Staff** Lynda Colby - Clerk  
Roxanne Cox - Deputy Clerk

**Zoom Public/Staff** 2 Participants

**1. Call to Order**

Mayor Penny Lucas calls the Emergency Meeting of Council to order this 18<sup>th</sup> day of May 2022, at 10:05 a.m.

**2. Approval of Agenda:**

**Motion: #2022.05.18.117**

**Moved by: Cllr. Greg Waldock**

**Seconded by: Cllr. Debbie Hart**

**THAT, the Agenda for the Emergency Meeting of Council this 18<sup>th</sup> day of May 2022, be approved as Presented.**

**Carried**

**3. Declarations of Pecuniary Interest**

None

**4. Delegations/Deputations/Presentation**

**5. Questions from the Public**

None

**6. By-Laws**

**Motion: #2022.05.18.118**

**Moved by: Cllr. Debbie Hart**

**Seconded by: Deputy Mayor Chantelle Tucker**

**THAT, Council for the Corporation of the Township of Ignace this 18<sup>th</sup> day of May 2022 Accepts By-Law #44.2022 Being a By-Law to Declare a State of Emergency within the Township of Ignace; and**

**THAT, By-Law #44.2022 Be Read a First and Second time this 18<sup>th</sup> Day of May 2022; and**

**THAT, By-Law #44.2022 Be Read a Third Time and Passed this 18<sup>th</sup> Day of May 2022.**

**Carried**

**7. Notice of Motions**

**8. Confirmatory By-Law**

**Motion: #2022.05.18.119**

**Moved by: Deputy Mayor Chantelle Tucker**

**Seconded by: Cllr. Shaun Defeo**

**THAT, By-Law #45.2022, Being A By-Law to Confirm the Proceedings of The Council of The Corporation of The Township of Ignace Emergency Meeting dated May 18<sup>th</sup>, 2022, be read a First, Second, and Third Time, and Passed.**

**Carried**

**9. Adjournment**

**Motion: #2022.05.18.120**

**Moved by: Cllr. Shaun Defeo**

**Seconded by: Deputy Mayor Chantelle Tucker**

**THAT, the Emergency Meeting of Council this 18<sup>th</sup> day of May 2022, be adjourned at 10:22 a.m.**

**Carried**

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Mayor Penny Lucas

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Deputy Mayor Chantelle Tucker

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Councillor Debbie Hart

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Councillor Shaun Defeo

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Councillor Greg Waldock

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Lynda Colby, Clerk

DRAFT



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

**Mayor's Message – June 2022**

The month of May and half of June will already be gone when you read this message. While I am happy that the snow has finally melted and the ice is off the lake, I am not happy that it occurred so quickly nor while the ground was still frozen. All of that, followed by excessive rainfall. Did you know that Ignace received 133mm of rain during the month of May (for those who use the Imperial system of weights and measures – like me – that is 5 ¼ inches) – yikes! Thank you to Lynda Colby, Clerk/acting Public Works Manager, the Public Works Team, the Emergency Operations Control Group and everyone who stepped forward when the State of Emergency was declared. Thank you to the engineers and hydrogeologists that helped us in making decisions so that we didn't wash away.

Meetings continue with Kiiwetinoong Healing Waters OHT (Ontario Health Team) as the participant partners (Sioux Lookout/Red Lake/Dryden & surrounding communities including Ignace) work at reconstituting our provincial health system – a made in the north solution for and by the people of NorthWestern Ontario. I feel privileged to be working with Heidi West, Executive Director, Mary Berglund Community Health Centre Hub; Sue LeBeau, President & CEO, Red Lake Margaret Cochenour Memorial Hospital; Doreen Armstrong, VP Patient Care Services & Chief Nursing Executive, Dryden Regional Health Centre; Kathy Loon, Traditional Programs Manager, Sioux Lookout Meno Ya Win Health Centre; Henry Wall, Chief Executive Officer, Kenora District Services Board; Dr. Kit Young Hoon, Northwest Health Unit – just to name a few of the partners and members.

As always, we continue to work with the NWMO (Nuclear Waste Management Organization) on the Deep Geological Repository (DGR) project and what that might mean to the Ignace community, if the people decide to become the host community and/or if NWMO decides that Ignace is the right place for the project. What does hosting look like? What is a Centre of Expertise? What might that look like? What if the project does not come here? How do we still move the community forward?

On Friday, May 6<sup>th</sup> I met with the Kenora District Campowners Association in Waldhof. The Police Services Board met on May 17<sup>th</sup> and on May 18<sup>th</sup> I met virtually with the United Kingdom's South Copeland Geological Depository Facility community partnership members. On May 24<sup>th</sup> I met with members of the Kenora District Services Board in discussions about updating their strategic plan and on May 25<sup>th</sup>, participated in the AMO (Association of Municipalities of Ontario) Health Task Force discussions regarding Mental Health and Addictions in Ontario. On May 26<sup>th</sup> I travelled to Kenora to attend the District of Kenora Homes for the Aged Board of Management meeting – first in-person meeting since the start of the COVID 19 pandemic. May 31<sup>st</sup>, I participated virtually in the AMO Waste Management Task Force discussions including transitioning the Blue Box collection services from a municipal-led service to a producer-led service. On June 1<sup>st</sup>, Lise Morton, NWMO, VP Site Selection and I participated virtually as panelists on an IAEA (International Atomic Energy Agency) webinar – 2:30pm Vienna time – 7:30am for me and 6:30am for Lise.

As always, it has been my pleasure to serve you. Before the end of June, you will see positive changes happening in Ignace. I look forward to the future as we build this community together.

Take care and stay safe.

Penny Lucas, Mayor

Tel: (807)934-2202, ext. 1038 Cell: (807)220-0217 [plucas@ignace.ca](mailto:plucas@ignace.ca)

# The Corporation of the Township of Ignace

## Staff Report

**To:** Council

**From:** Christy McIntomney, Treasurer

**Meeting Date:** June 20<sup>th</sup>, 2022

**Subject:** Monthly Finance Department –May 2022

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### **RECOMMENDATIONS:**

THAT Council receives the May 2022 Monthly Report for the Township Finance Department for information purposes.

### **DISCUSSION:**

#### **Introduction**

Overview of the May 2022 monthly report for the Finance Department.

#### **Highlights Staffing Changes**

It is a pleasure to welcome Laurie Walton to the position of Temporary Accounts Clerk until the return of our employee who is currently on a leave.

#### **Utilities**

The training of the Neptune 360 has taken place on May 5<sup>th</sup>, 2022 now that the training has been completed the Finance Clerks are now able to do the complete all the processed required to read monthly meters; billings and one time reads on utility customers.

#### **Accounts Payable/Receivables**

Due to the projected short time that Laurie Walton will be in the position the meter reading and invoicing has been temporarily moved to Sonnya Dufault; Tax and Payroll Clerk for the months of May and June.

#### **Municipal Taxes**

With the Budget passed the Treasurer along with the Tax Clerk will start the process to get ready to do the 2022 Final Tax Billings. The billings will be sent out the 2<sup>nd</sup> week of July 2022.



## **Payroll**

The Payroll/Property Tax Clerk, Sonnya Dufault will be working on payroll reconciliations once the position of Accounts Clerk is filled on a full-time basis.

## **Budget Process**

The Budget was passed at the May 16<sup>th</sup>, 2022 Regular Meeting of Council. With the passing of the budget the Treasurer has uploaded the 2022 Budget into the accounting software, implemented the increases in the Utilities bills and is currently working on the fee schedules to present to Council for the increases to be effective in 2022.

## **Audit Process**

The Auditors along with the Treasurer and Deputy Treasurer are working at reconciling the Bank Reconciliations for 2020 once these have been completed the reconciliation of other accounts will be completed.

The Auditors are scheduled to return to Ignace in July for review of the Final 2020 year end.

Once the 2020 year end audit has been completed the Finance Team will start to work on the 2021 year end.

## **Conclusion**

The Finance Department has been moving forward with improved efficiencies and reconciliations which are done on a monthly basis.

As the finance department continues to move forward it is still a very busy department with not only the day-to-day operations but also trying to reconcile previous years financials.



Christy McIntomney, *Dipl. M.M.*  
Treasurer

**Prepared By:** Jeff Lederer, Manager of Planning, Development, and Engagement Services

**Report To:** Mayor and Council

**Subject:** May 2022 Department Review

**Date:** June 5, 2022

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## **1. Planning and Development**

### ***a) Administration***

The Township of Ignace has hired Gaby Taddeo who is our Youth Engagement Assistant who is quite busy helping to plan and engaged our youth and community over the summer. We will be interviewing for an additional university student along with high school students for the summer as well. We are prioritizing projects to ensure that resources are matched adequately with need.

### ***b) Compliance Certificates***

We reviewed/prepared 11 property compliance certificates as well as reviewed 8 bylaw and zoning inquiries. The Chief Building Official (CBO) continues to mentor the Bylaw Enforcement Officer to take over more review and assessment. Building permits for five residential proposals remain under reviewed with the CBO. The department is also fielding several inquiries regarding commercial development opportunities and have provided requested information accordingly.

### ***c) Senior Centre Complex and Silver Tops Centre***

The sub-committee for the Senior Housing Committee are currently reviewing the final proposal from Nomodic Inc., Finnway Inc., and Tom Jones Contractors. We are finalizing the work order for land clearing and grading – brush and tree materials will be chipped and brought to the landfill as a layer covering

### ***d) Plaza Redevelopment***

The Community Designer “Ignace” sign grates and furnishings will be presented to EDAC for review. We will be preparing Tenders and/or RFP.

### ***e) Ignace Landfill Site***

The Township is still awaiting on Pinchin to review and update operational and site plans for our landfill as well as assess current conditions. From this information, we will prioritize what areas need to be upgraded. Preliminary concepts for a new attendant station and storage shed for equipment are progressing with the hope of having it in place sometime during the summer.

**f) NWMO**

We continue to meet with the NWMO-Ignace Partnership Group (monthly), 30-60-90 meetings (weekly), Willingness (weekly), and Community Studies (daily). Projects under the Near-Term Investment Funding Program have been finalized and we are currently reviewing for community study review and Willingness. We are also meeting with Architects to discuss preliminary building programs and design concepts as well as meeting with NWMO-Township and respective legal teams to discuss the components of a draft hosting agreement.

**2. Youth Engagement (Update by Karen Dufault, Youth Engagement Coordinator)**

- I continued to support and plan for White Otter Days and Kid's Fest. Gabby joined our team and spent some time planning for summer camps and learning what our jobs entail. Soccer club is going strong with 38 children enrolled. The explorer's club continues to be a hit with the children enjoying steam and physical activities as well as playing organized group games as well. There are currently 27 children enrolled.
- I was able to invite Logan Scott, from Adult and Youth Challenge, who spoke on the dangers of drug use and life consequences. The presentation was well received with the youth, and I plan on inviting Logan back for a follow up. I assisted Jade with Trivia Night at the Tavern on May 14, and everyone had a great time. The main feedback that we received was that the 25 participants wanted it longer as they enjoyed the evening.
- At Ignace School, I have scheduled June 3 in the grade ½ class and June 9 in the ¾ class where the engagement team will be leading the students on an "envisioning Ignace" art project. I have assisted an artist, Rhonda Beckman, to arrange for art lessons for ages 5-12.

**3. Recreation (Update by Trista Visseau, Recreation Programmer)**

**a) White Otter Days**

Most of the details have been finalized for the events! WOD Baseball is almost fully booked, and we have 5 teams registered for WOD Hockey and we had to extend the deadline! It is shaping up to be a busy week full of events for all ages! The Beaver Street Block Party will have Eclectic Skate Shop, Face painting by Daila, Wacky World Bouncer and hopefully Touch a Truck. The Community Garden event will host Jail & Bail with the OPP and a Petting Zoo in partnership with Mary Berglund Community Health Centre for families to come enjoy. The Kids Fest will be a day full of fun and sun for the family to enjoy and come evening there will be Entertainment for the Youth at the Tavern until 8:30 and The White Otter Days Street Party will finish off our week full of events with Music by Daniel Crossley & Airport Road as well as our headliner BackForty!

**b) Iggy's Minor Ball**

This has been a huge hit with a great turn out! The children loved soccer and all the skills they have learnt over the last 4 weeks! We have some fantastic volunteers that have dedicated their time to the

children and offering them a great learning experience! Four weeks of Baseball starts on May 31, 2022 and will end on June 21st with a Wind-Up Party and a scrimmage game with NWMO!

**c) Community Clean Up Week**

May 30th was the pick-up date for bags. We had 9 people/ families participate in the community clean-up week and that includes the Township Engagement Team, NWMO and the Northwestern Health Unit who attended our pickup night. The Northwestern Health Unit attended with information about needle safety and a sand activity that would help the children determine what is safe to pick up and what's not! I have submitted a proposal for a free dump day for the community.

**d) Iggy's Explorers**

I have been participating in this club with Karen. The children love coming and engaging with their peers. We offer them multiple STEM and STEAM activities but have discovered that if we try to direct the play, they loose interest, it's better to let them choose their activity and direct them subtly by asking questions or giving suggestions!

**4. ICNLC Update (Update by Jade St. Amand, ICNLC Coordinator)**

- The ICNLC hosted a Trivia Night on May 14<sup>th</sup>, which was a great success with lots of positive feedback. We will be hosting another one over White Otter Days, and again in the fall after summer vacations wind down.
- I've been working with other members of the Engagement Team to plan events and get organized for White Otter Days.
- The ICNLC Website was a big undertaking but it is live – there is still a bit of work to be completed on it, however, that will be a constant work in progress and will be updated as information changes. Blog updates will occur at the very least once every two weeks.
- The Community Studies Schedule in conjunction with ICNLC meetings as well as the schedule for public Webinars have been completed and will be circulated to ICNLC Committee Members at the next meeting. These webinars will be open for public viewing at a few locations around town.
- Meetings regarding Community Studies, Willingness, the Symposium, and Ignace Area Youth Gathering are continuing.
- Along with other members of the Engagement Team and in collaboration with Jody Waldock from Crossroads, we are hosting a Student Job Fair at Ignace School on June 7<sup>th</sup>, to encourage students to apply for jobs around town. We will assist in resume, cover letter, and interview skills.

## 5. Community Engagement (Update by Leisel Edwards)

### a) *Ignace and Area Baseline and Community Studies*

- The Ignace and Area Community Studies are progressing according to schedule. We have received to date final reports from the Labour Baseline, Growing the Population and Workforce Development studies. Other studies are in draft form being reviewed by the Township and NWMO. The feedback received from the IAWG, Township and NWMO are then incorporated into the final reports.
- Starting in June till the end of November 2022, the findings of all these studies will be condensed into executive summaries and presented to the public through the ICNLC and webinars. At these sessions, attendees will have an opportunity to ask the subject matter experts specific questions on the studies as well as hear how these findings can potentially influence Ignace in the areas (people, economics and finance, infrastructure, community and culture, natural environment) highlighted by the community in 2020 in the project visioning exercises.

The IAWG met in May to provide feedback on the change analysis and options assessment presentations for the Economic Development and Municipal Infrastructure studies.

### b) *The Willingness Project*

- The Willingness Project Working Group comprising of members of the municipal engagement team, NWMO support staff and the chair and vice chair of the ICNLC has issued a Request for Proposals (RFP) to solicit a qualified consultant to develop and implement a comprehensive plan to execute the recommendations of the "*Township of Ignace Willingness Decision Project: Toward A Decision*" report published in December 2021. This report is a compilation of data collected by the community, outlining how residents believe the community's willingness to support the Adaptive Phased Management (APM) project, Canada's plan for the long-term management of the country's used nuclear fuel, should be determined. The closing date for this RFP is June 13<sup>th</sup>, 2022 and the Township have already received clarifying questions from interested proponents.
- Work is also being done on the Terms of Reference that would govern the peer review committee, a group of external subject matter experts who would ensure the APM project and findings from the community studies are clearly communicated and that all stages of the willingness implementation process are transparent and properly evaluated.

## 6. Urban Design (Update by Kim Richards, Community Designer)

- The Ignace Urban Art Trail group met on May 4<sup>th</sup> and May 19<sup>th</sup> to discuss themes for the permanent installations being commissioned by local artists Rob Furlong, Pam Naumann, and Kimberly Richards. Art pieces will celebrate Ignace through different lenses such as history, nature, recreation, landscapes, flora and fauna, etc..

- Furniture and Amenities Placement Map was completed early in May and all quotes have been received for the Urban Art Trail and are being assessed. Items will be ordered very soon as decisions on items and suppliers are consolidated.
- Custom tree grates have been sourced and order will be finalized in the first week of June. The installation of astro turf at the Plaza will be scheduled with professional installer to assist Public Works once the current flooding emergency is over and Public Works are able to focus on other tasks.
- Supplies have been obtained for the Ignace Skate Park Art Project (June 18th) and the Ignace Community Mural (July 16th) and have been advertised in the community.
- On June 3<sup>rd</sup> Karen Dufault, Gabby Taddeo, and I went to Ignace Public School's Grade 1/2 class to conduct a Healthy Community Visioning exercise. We talked to the students about what kind of things they would like to have in their community and brainstormed a list. Their list included the most necessary buildings that a town must have. They included some things that they don't currently see in Ignace that they would like, like: Public pool, water park, Trampoline Park, more parks, and a Zoo. 3D building templates (including houses, hospitals, schools, stores, fire halls, police stations, and trees) were provided to the 9 students which they decorated before laying down streets made of sentence strips, which they named and practiced giving directions to their buildings.
- On June 9<sup>th</sup> we will be going back to the school to do an exercise with the Grade 7/8s. We have traced out a huge map of Ignace (approximately 10' x 10'), but we only included water bodies, Highway 17, and the Railroad. We will give the students the map, cardboard, and art supplies (for creating manmade and natural features) and ask them to re-plan Ignace using the main connection of the town to the country and brainstorming the best way to plan a community around the transportation and natural features of the area.
- Designs continue for Ignace Explore Our Pawsibilities Dog Park and are being finalized before project begins.

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**Prepared By:** Lynda Colby, Clerk  
**Report To:** Mayor and Council  
**Subject:** Corporate Service Department May Report  
**Date:** June 05, 2022

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**Corporate Service Update:**

The Corporate team is committed to delivering critical support and continue to actively work diligently daily with the reviewing and updating of Township by-laws, preparation of Council packages and minutes, scheduling and attending various committee meetings, completion of marriage and lottery licenses while ensuring integrity and efficiency of the Township information.

The Township of Ignace continues to review the Township By-Laws to ensure all records are updated and current.

Township By-laws can be viewed on the Township website:

➤ <https://ignace.civicweb.net/filepro/documents/>

**Election Training and Preparation**

Roxanne Cox, Deputy Clerk, Rhonda Smith, Documentation & Asset Management Specialist, Shelley Mc Kay, Deputy Treasurer, Christy McIntomney, Treasurer and Lynda Colby, Clerk have been busy preparing for the upcoming 2022 Municipal Election.

The 'Nomination Packages' are available at the Township office for candidates who are interested in running for the Municipal Elections.

Petrina Taylor, Communication Specialist has created a section on the Township Website to provide updated information for potential candidates and the public.

We look forward to a smooth and successful process for the 2022 Municipal elections.

**Emergency Management Committee - Declaration of the State of Emergency:**

On May 18, 2022, the Emergency Management committee met and Mayor Lucas declared a State of Emergency due to the extremely high-water level creating the potential damage/failure to township infrastructure and damage to residential homes.

This past winter the region has seen an extremely large amount of snow fall, followed by a quick melt and a total of 133 mm of precipitation in the month the May which contributed to an extremely high-water table.

Due to the high-water levels the Township started pumping along the West Street and Agimac Creek in attempting to mitigate the water level in the West Street ditch in attempt lower level and mitigate the risk of any residential water damage.

On May 19,2022 the Township hired JML to visit Ignace and review the current flood situation that the Township is experiencing. During the visit the engineer reviewed various sites throughout the community to assess the current flood situation.

#### **Asset Management:**

Rhonda Smith, Documentation Asset Management Specialist has been busy with the Public Sector Digest project. Inventory and data entry are ongoing process. Rhonda has been working closely with the project team from PSD to develop the Maintenance Manager program.

Rhonda has started the second module in the Municipal Risk Management Program through Conestoga College.

Rhonda also worked at the Public Works department working at obtaining the assets and an updated inventory listing at Public Works.

#### **Committees:**

Ontario Police Service Association Board Committee (OPSAB) 2022 scheduled meeting are as follows:

- February 15, 2022
- May 16,2022
- August 16, 2022
- November 15,2022

Anyone who may have questions with regards to the meeting please contact Roxanne Cox at the Township office.

#### **Ignace Municipal Aerodrome Advisory Committee (IMAAC)**

The next IMAAC meeting is to be scheduled in June or July 2022, date to be scheduled at a later date. Anyone who may have questions with regards to the meeting please contact Roxanne Cox at the Township office.

#### **Ignace Cemetery Committee (ICC):**

The next ICC meeting is to be scheduled for June 2022. Anyone who may have questions with regards to the meeting please contact Lynda Colby at the Township office.





## Township of Ignace

34 Highway 17 West

P.O. Box 248

Ignace, Ontario POT 1T0

Phone: 807-934-2202 Fax: 807-934-2864

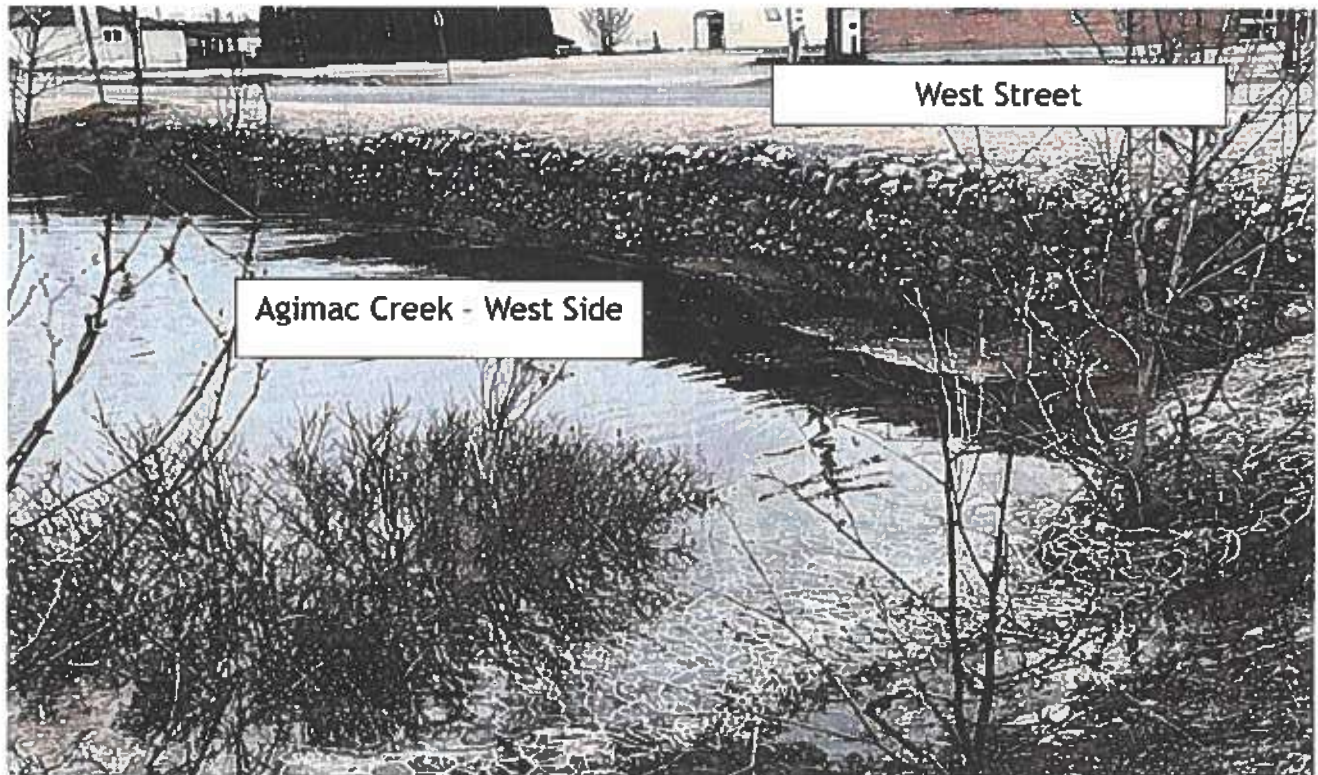
**Prepared By:** Lynda Colby, Clerk  
**Report To:** Mayor and Council  
**Subject:** Public Work – May Review  
**Date:** June 05, 2022

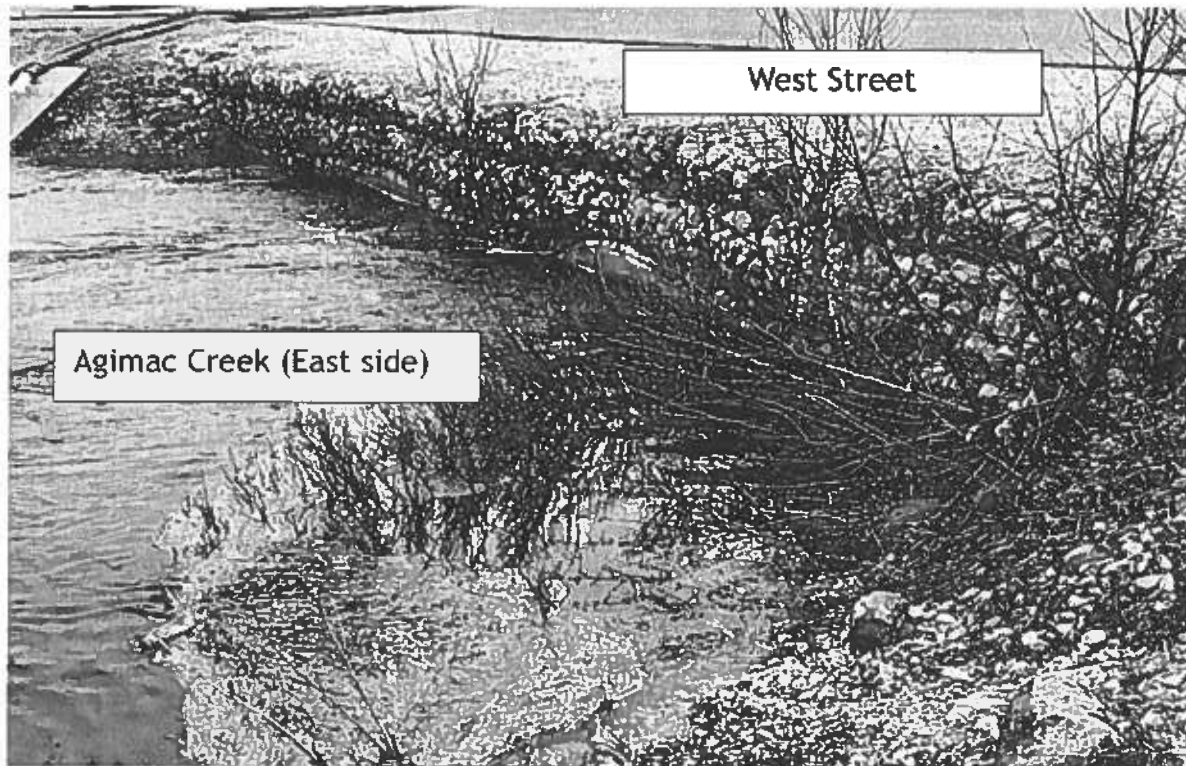
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### Public Works Update

The month of May seen public work start the clean from the winter months ensuring that pot hole repairs were identified and repaired. Township drainage infrastructure were assessed to ensure that the extremely quick snow melt and precipitation had adequate drainage access. Some area within the Township posed significant issues such as Balsam Street, Lakeshore Drive and West Street ditch and Agimac Creek.

Due to the extremely large snowfall that the region received this past winter, quick snow melt and a total of 133 mm of precipitation in the month of May, posed significant concerns for the Township of Ignace with regards to the high-water levels within the Township.





The Township worked with NDMNRF (Kelvin Davenport and his team) to assess the current situation and on May 12, 2022 the Township set up multiple water pumps in attempt to mitigate further issues with regards to high water levels along West Street ditch and Agimac Creek.

On May 18, 2022 the Emergency Management Committee met and an Urgent meeting of Council was called where Mayor Lucas declared a State of Emergency. Since this time the Township has continued to monitor the site, 24/7 to ensure that the water level does not crest the creek and mitigate the impact to residential homes.

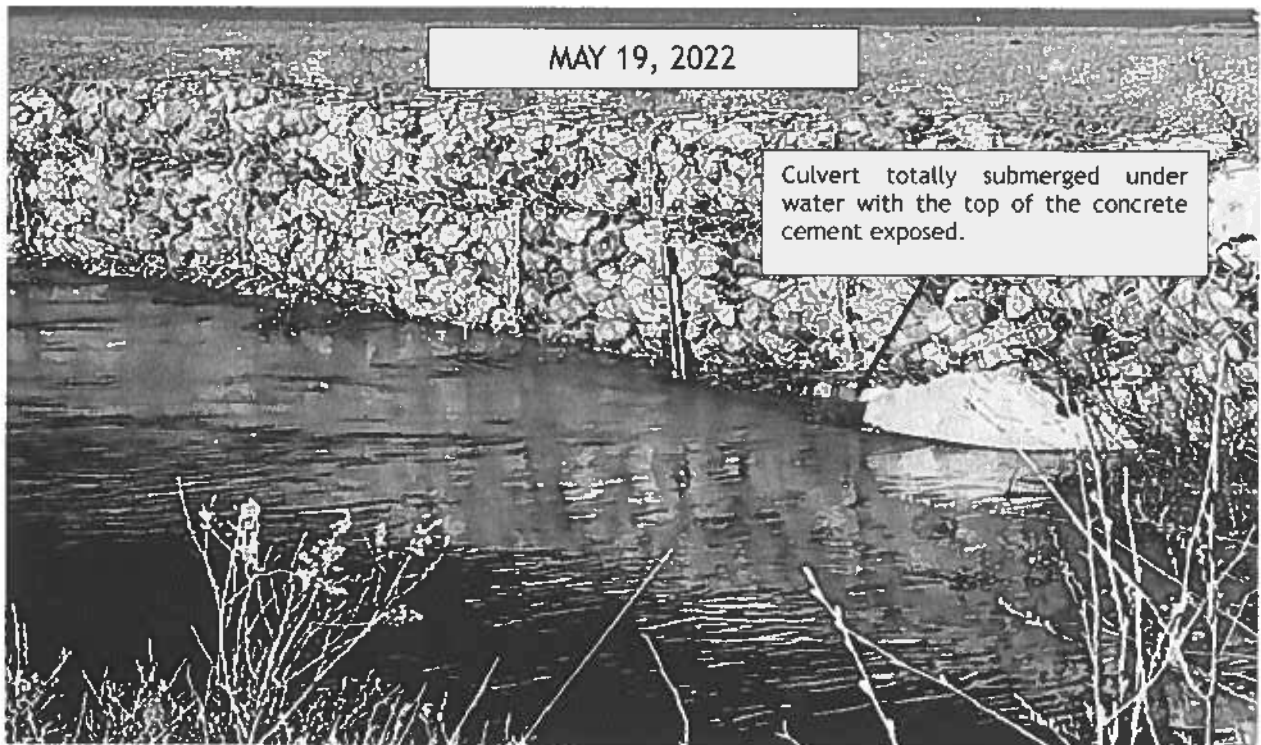
On May 19, 2022 the Township rented a diesel pump from Atlas dewatering to assist with the removal of the large volume of water from the west side of West Street to the east side of Agimac Creek. Continued efforts were made to monitor the water level along the West Street ditch, and along the entire Agimac Creek where monitoring points were placed and regularly recorded.

The Township hired JML Engineering from Thunder Bay to assist the Township of Ignace in reviewing the current flood situation. During the site visit there were key areas which identified concerns of residential homes who have indicated they had experienced flooding, as well the concerns of the extremely high-water level on Agimac Creek along West Street and the culverts at full capacity.

JML provided a report and recommended that the following studies be completed (see attached report):

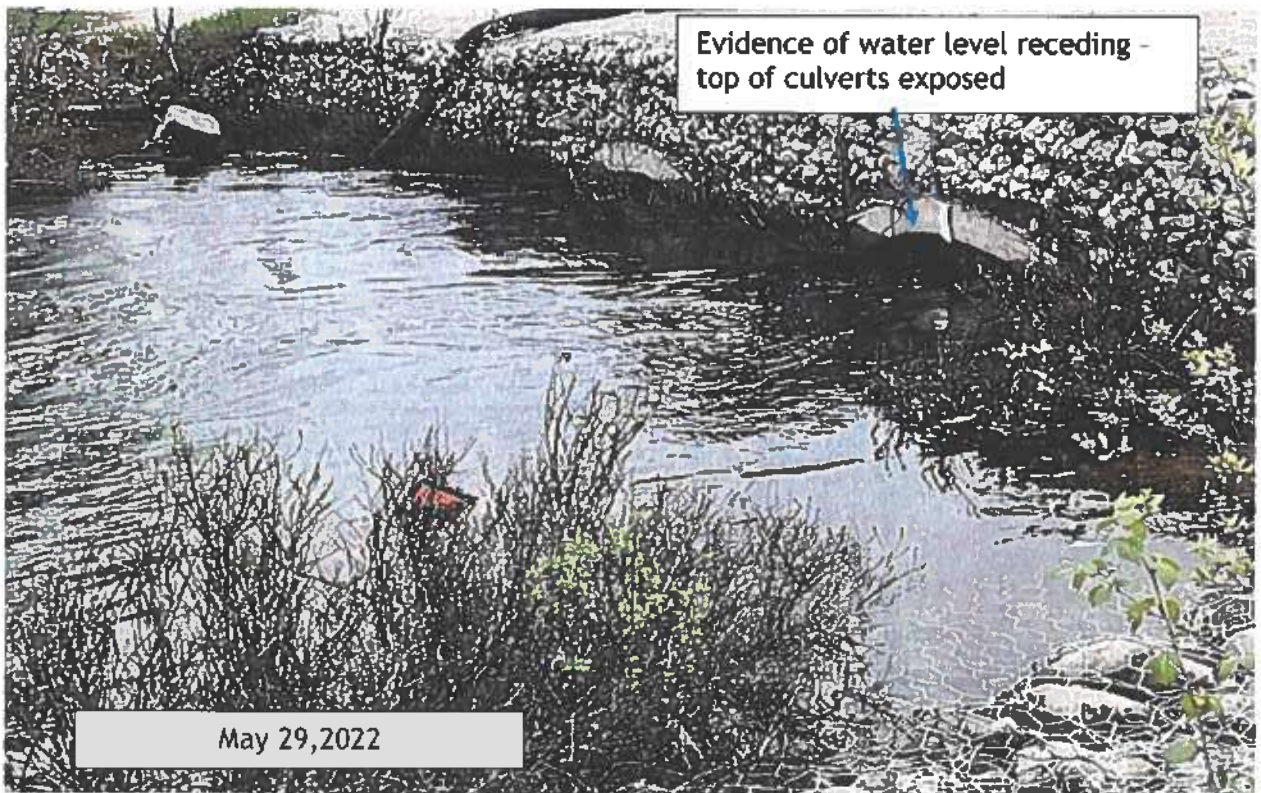
- **Structural Inspection Three Twin Culvert Sites**
- **Hydraulic Analysis Two Twin Culvert Sites**
- **Options Analysis Replacement West Street Twin Culverts**
- **Assessment West Ditch Along West Street**

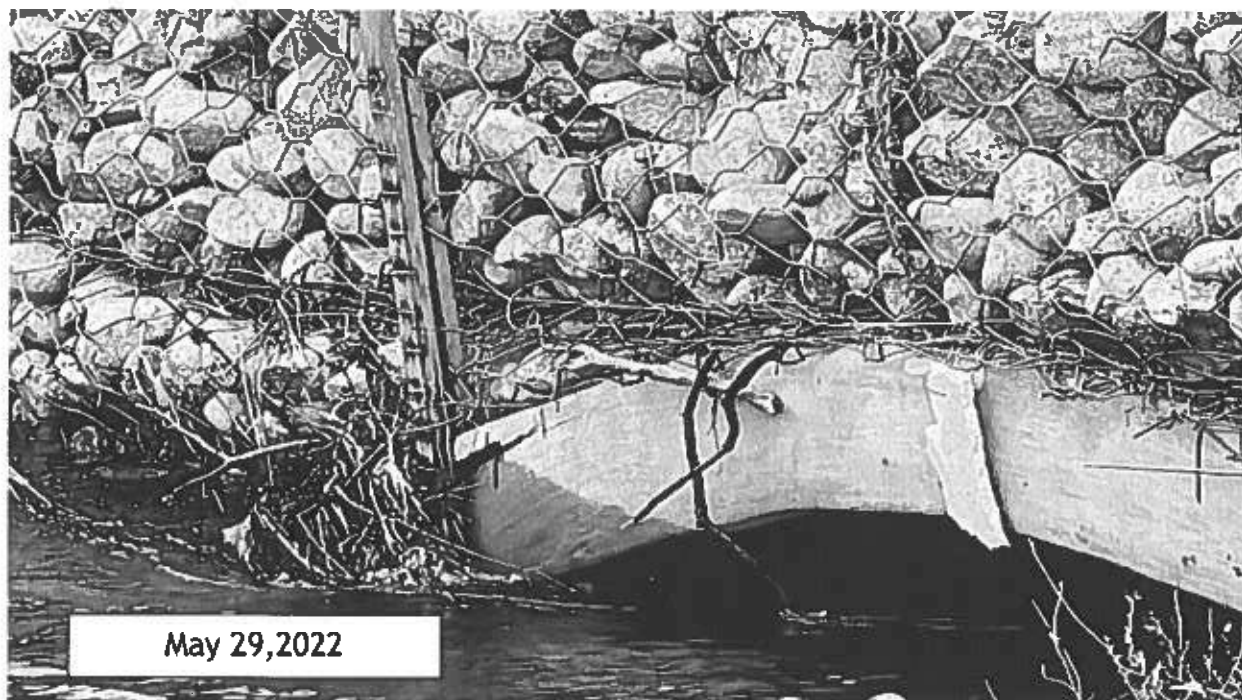
However, JML did indicate at the time of the site visit that the water level must recede before an Ontario Structure Inspection (OSIM) can be completed on the Township culverts infrastructure (Lakeshore, West Street and Pine Street) and a comprehensive assessment of the Agimac Creek and West Street ditch. The recommendation from the JML during the site visit was to continue pumping until water level receded; weather improved and the precipitation decreased to allow for lower water levels within the region.



With the continued dewatering efforts along the West Street ditch and Agimac Creek the Township implemented two – twelve hour shifts to ensure that the area was continuously being pumped at all times, while attempting at the same time mitigate possible damage to township infrastructure.

The efforts of dewatering were evident and showed improvement with the water level receding. Then region was hit with a large downfall of precipitation, which resulted in the water levels raising again.





### **Pine Street – Road Closure**

During a routine inspection it was identified that the gravel portion of Pine Street a culvert failed and that section had to be closed off to ensure public safety. The repairs are scheduled to be completed asap.

The continuation of the preventative maintenance sewer flushing of the sanitary sewer lines are being completed on a regular basis to ensure optimum operation of the Township asset.

### **Recreation Centre:**

The members of the team continue to work diligently in ensuring the facility is cleaned and ready for an extremely busy summer filled with exciting events planned by the Township Recreation Programmer Trista Visseau.

At the end of May, CIMCO from Winnipeg completed their annual inspection of the ice plant to ensure that it would run at its optimal performance for the upcoming summer season. The team (Callie Essiembre, Joel Requarth and Bernie Dufault) started the process of getting the plant ready for the upcoming White Otter Day Hockey Tournament, along with the two hockey camps (Bombers and Fox Hockey School), and the Figure Skating Camp, along with the public skating hosted by local business in the month of June and July 2022.

## **Waste Management**

The Township is currently in the process of working with Pinchin Ltd., who are assisting in the process of designing a transfer station depot at the Township landfill site.

Regular landfill maintenance continues to ensure that the Township is in compliance with the Ministry of Environment, as well as following the Design and Operating plan (DOP) completed by Pinchin Consultants.

With summer fast approaching, the Township implemented the summer landfill hours effective Monday, May 30, 2022, which consists of Monday, Wednesday and Saturdays from 1 to 5 pm. Residents are reminded that propane tanks are not accepted at the landfill. Fridges, freezers and air-conditioning units are required to be free of freon and tagged as such before they can be accepted at the landfill site.

The Township has increased the residential curbside waste collection services effective Monday, May 30<sup>th</sup>, 2022 to every Monday and Thursdays (with the exception of stat holidays, which will be the next business day), to help mitigate any bear issues within our community.

Reminder to residents that tagged garbage is placed along the edge of the street, no later than 6:30 am on curb side collection days to ensure waste collection.

### **NEW TOWNSHIP LANDFILL HOURS EFFECTIVE MONDAY, MAY 30<sup>TH</sup>, 2022:**

Residential and Commercial Waste Collection will be Monday's and Thursday's

Landfill will be open:

- Monday's / Wednesday's and Saturdays from 1 to 5 pm

### **Staffing Update:**

Public Works has seen some temporary changes within the department.

- Temporary Working Foreman position was awarded to Phil Gauthier
- Temporary Equipment Operator/Labourer position was awarded to Shannon McKay
- Temporary Arena Attendant/ Equipment Operator/Labourer position was awarded to Joel Requarth.

May 31, 2022  
Ref. No. JML52726/52727/52728/52729

Township of Ignace  
34 Main Street  
Ignace, ON P0T 1T0

Attention: Lynda Colby,  
Clerk

Reference: **Consulting Engineering Proposal**  
**JML52726: Structural Inspection Three Twin Culvert Sites**  
**JML52727: Hydraulic Analysis Two Twin Culvert Sites**  
**JML52728: Options Analysis Replacement West Street Twin Culverts**  
**JML52729: Assessment West Ditch Along West Street**

Dear Lynda:

JML Engineering is pleased to submit proposals to provide consulting engineering services for various projects in the Town of Ignace.

The four proposals are as follows:

- JML52726: Structural Inspection Three Twin Culvert Sites
- JML52727: Hydraulic Analysis Three Twin Culvert Sites
- JML52728: Options Analysis Replacement West Street Twin Culverts
- JML52729: Assessment West Ditch Along West Street

**JML52726: Structural Inspection Three Twin Culvert Sites**

The three twin culvert sites along the Agimak River are the Lakeshore Drive, West Street, and Pine Street crossings.

We understand this will be the first time an OSIM inspection will be completed at these culverts. As such, we expect to input data onto standard OSIM data sheets from scratch for this exercise.

Upon award of project, we will contact the Township of Ignace to discuss and confirm our project methodology. We will discuss any improvements and/or maintenance that have been done at these crossings in recent years.

We will discuss our proposed protection schemes at each crossing. Prior to stepping onto a site, we will pre-determine a methodology to undertake the inspection in a safe working manner. We intend to provide signage at all sites where we undertake our inspections. A traffic protection

plan will be done in accordance with Book 7 of the Ontario Traffic Manual.

We will discuss with the Township our general approach to complete our inspection at each culvert. Typically, we will wear our standard safety gear (i.e. hard hats, safety glasses, reflective vests, safety boots and gloves). Where accessible, we typically use hip waders or a small boat to inspect the barrel of the culverts. Life jackets are worn by our field crew while working over a stream. All inspections are done in a manner so as not to damage any utilities or property. All inspection work will be done in strict accordance with the requirements of the latest edition of the "Occupational Health & Safety Act and Regulations for Construction Projects".

OSIM bridge data sheets will be generated for the upcoming inspection. The data sheets will reflect the material composition and construction unique to each crossing. This data will meet the requirements of the Ontario Good Roads Association data collection program, Municipal DataWorks (MDW), for bridges and culverts.

Once we have confirmed our inspection schedule, methodology, and traffic protection, our field crew will travel to each site to perform their structural investigation. Every physical component of each structure (ie: wear surface, railing system, approaches, foundations, barrels, inlets and outlets, etc.) will be inspected. All structural deficiencies will be measured, documented, and photographed. The physical and performance characteristics of each structural element will be assessed using standard MTO evaluation criteria established in the latest edition of the Ontario Structure Inspection Manual (OSIM). The observations will be recorded on standard MTO data sheets and inserted in the Appendix of each culvert report.

We will examine the barrels of each culvert, looking for evidence of distortion, partial plugging, misalignment, sagging, or other deficiencies.

We will inspect any steel for evidence of rust, paint peeling, deformation, or other physical signs of distress. A representative portion of existing fasteners will be tested with a wrench for snugness. Welds will be examined for cracks or other signs of physical distress.

We will inspect all accessible timber components for evidence of rot, decay, twisting, bearing, splits, excessive checks, or other signs of physical distress.

We will inspect all accessible concrete components for evidence of spalling, erosion, cracks, deformation, rust, exposed reinforcing steel, delamination, and other structural deficiencies.

We will inspect the asphalt paving for evidence of cracking, raveling, loss of bond and delamination, potholes, wheel track rutting, rippling, flushing and slippery surface.

We will examine and comment on other non-structural components at each crossing, such as approach hazard marker signs, load posting signs, guide rails, and granular or asphalt approaches. We will comment on the features of the approaching stream and surrounding embankments. Any miscellaneous deficiencies or unique features observed at the sites will be noted. We intend to update the Township on a regular basis as to the status of our progress. We will notify the Township immediately if we find any structures containing severe or critical structural deficiencies.



An experienced bridge engineer will complete the field inspection, assisted by a junior engineer-in-training. All staff assigned for this visual culvert inspection project, including backup staff, will be fully trained and well versed in the health and safety requirements for construction projects.

At the end of the inspection stage, we will return to our office and assemble a report for each crossing. The report will begin with a description of the overall project methodology. An executive summary sheet will then be done in Excel format and will provide a listing for each crossing, including recommended annual maintenance items, current or future rehabilitation requirements, and Class C cost estimates for the recommended works. The time frame to complete the works will be indicated and the cost estimates developed will be in current 2022 dollar values. The summary will provide an estimate of the life expectancy of the structures, and identify if any follow-up studies are required. The timing for the next visual examination will also be identified. Tabbed sections of the report will be provided for individual structures, and will include the OSIM data sheets and photographs.

The photos will be sufficient to depict the structure and the conditions of all elements of the structure. A photo shall be taken to illustrate approaches, elevations, inlets and outlets, barrel, a typical element in the worst condition state, and any elements in poor condition to illustrate the type and extents of the deterioration.

Three hard copies of the final report will be submitted, along with a copy of the report on USB.

Based upon our current commitments, provided the high water levels recede to normal summer water levels, we feel that we have sufficient qualified staff to ensure the successful completion of the field work and final reports by July 15, 2022.

#### Related Experience

JML Engineering staff has significant relevant experience with bridge and culvert projects. To date, JML staff has successfully completed over 700 visual bridge inspections and evaluations in Northwestern Ontario.

A listing of some related projects is as follows:

- Detailed visual inspection of 4 bridges and 5 culverts for the Township of O'Connor.
- Detailed visual inspection of 80 bridges and culverts for the City of Thunder Bay.
- Detailed visual inspection of 3 bridges for the City of Dryden.
- Detailed visual inspection of 44 bridges for MNRF Northeast.
- Detailed visual inspection of 7 bridges for the Municipality of Neebing.
- Detailed visual inspection of 5 bridges for the Township of Red Rock.
- Detailed visual inspection of nine bridges for the Township of Atikokan.
- Detailed visual inspection of four structures for the Township of Gillies.
- Detailed visual inspection and structural evaluation of two bridges for the Township of Dorion.
- Detailed visual inspection of four structures for the Municipality of Machin.

- Evaluation of Highway 17 overpass for Williams Mine.
- Evaluation of Gulch Creek Pedestrian Bridge at Ouimet Canyon for MNR.
- Detailed visual inspection Marina Park Pedestrian Overpass for the City of Thunder Bay.
- Condition survey Duke Street Overpass for the City of Dryden.
- Detailed visual inspection of five bridges for the Municipality of Oliver Paipoonge.
- Evaluation of two bridges for the Municipality of Greenstone.
- Evaluation of 25 bridges for MNR Northern Region.
- Evaluation of 192 bridges for MNR Northwestern Region.

We have also successfully completed the detailed design and contract administration of various municipal bridge and culvert rehabilitation projects with the Cities of Thunder Bay and Dryden and the Municipalities of Shuniah, Oliver/Paipoonge, O'Connor, Dorion, Greenstone, and Machin.

JML Engineering has been providing Quality Verification Engineering and Contractor Engineering services for many of the large bridge contracts for MTO projects in the region since 1998. The vast majority of these projects involve culvert rehabilitation/replacement, concrete deck rehabilitation, and total bridge replacement with a reinforced concrete deck/steel stringer structures. JML Engineering has also provided certification for formwork/falsework drawings and OH&SA items for several large reinforced concrete bridges.

JML Engineering has the necessary insurance coverage appropriate to this project. We currently carry \$ 2,000,000.00 professional liability insurance and \$ 5,000,000.00 comprehensive general liability insurance.

#### Consulting Engineering Fees

Our lump sum fee to complete the site inspections and first time inspection reports for the three twin culvert sites as noted above is **\$ 8,200.00 (eight thousand two hundred dollars) + HST**. All disbursements are included with this estimate.

Our report excludes the following items:

- Drawings depicting the construction of the existing crossing.
- Location map.
- Hydrology and hydraulic analysis.

We would be pleased to provide these additional items, if requested.

#### JML52727: Hydraulic Analysis Two Twin Culvert Sites

JML Engineering is pleased to submit this proposal to provide consulting engineering services for completing a hydraulic analysis of Agimak River at the existing twin culverts at Lakeshore Drive and West Street in the Town of Ignace. As part of this exercise, we will also provide a floodplain map showing the flood limits for the 50-year flood and the Regional Flood for the Agimak River reach between the dam and West Street.

The purpose of this exercise will be to complete a hydraulic analysis at both sites to determine what the theoretical twin culvert throat opening should be to pass the 50-year flood with acceptable freeboard, and to determine the backwater effects and floodplain limits of the culvert openings under the Regional Flood.

During our site inspection on May 19, 2022 where high flood levels were occurring, we observed the Agimak River was flowing with 150 mm of obvert clearance at the Lakeshore Drive twin culverts, flowing full with significant backwater effects at the West Street twin culverts, and flowing with 800 mm of obvert clearance at the Pine Street twin culverts. Since the Pine Street twin culverts appear to be passing the current flood adequately, we have focussed our proposal on an assessment of the two upstream culverts with minimal/no freeboard.

Our proposed methodology for this project is as follows:

- Complete initial teleconference call with the Township of Ignace to discuss our scope of work and schedule of deliverables.
- Travel to Ignace to complete the field investigation work. We will assign a two person survey crew for this exercise. They will drive to Ignace the night before so they can commence surveying first thing the following morning.
- Complete a topographic and bathymetry survey at cross-sections along the Agimak River. This will include cross-sections immediately upstream and downstream of both twin culvert locations, each crossing road centerline profile, and representative cross-sections from near the dam to downstream of the West Street crossing. Since several areas are relatively flat above the embankments, especially the south embankment, only a few survey points will be taken beyond the embankments to represent the flatter sections of terrain.
- We estimate the field survey exercise and return drive to Thunder Bay will take place over a long two day period.
- Upon returning to Thunder Bay, complete a hydraulic analysis at the two twin culvert crossings using the Rational Method. At each crossing, we will estimate the hydraulic capacity of the existing twin culverts. We will also determine the theoretical throat openings for a twin culvert concept at each crossing to pass a 50-Year Flood.
- In addition, at each crossing, we will perform a separate hydraulic analysis using HEC-RAS software to establish the backwater effects and floodplain limits under the Regional Flood under two design culvert options; the existing culvert size and configuration, and the theoretical twin culvert sizes to pass a 50-Year Flood.
- Prepare a report to discuss our findings. The report will include the following:
  - A brief description of the Agimak River reach and the three twin culvert crossings.
  - A description of our field methodology.
  - A summary of the hydraulic analysis at the two crossings.
  - Conclusions on the high water marks resulting from the recent flood situation vs the theoretical hydraulic analysis.
  - Recommendations for culvert twin size rehabilitation, if required, at each crossing c/w estimated construction costs.
  - Selective site photographs, and
  - An approximate floodplain map along the Agimak River showing the estimated

limits of flooding under the Regional Flood with the existing twin culverts, and separately with enlarged twin culverts, if required.

- Submit 'Draft Report' for Owner review and comments.
- Discuss with Owner via teleconference call the Draft Report.
- Amend report and submit three (3) hard copies of a Final Report, along with one (1) copy in digital PDF format.

Based upon our current commitments, provided the high water levels recede to normal summer water levels, we feel that we have sufficient qualified staff to ensure the successful completion of the field work and Final Report by July 15, 2022.

#### Consulting Engineering Fees

Our lump sum fee to complete the field investigation and hydraulic analysis report for the Agimak River and twin culverts at two crossings as noted above is \$ 19,200.00 (nineteen thousand two hundred dollars) + HST. All disbursements are included with this estimate.

If the Township of Ignace is wishing to include a hydraulic analysis of the Pine Street twin culverts at Agimak River, and a topographic/bathymetry survey of the Agimak River between West Street and the twin culverts at Highway 17, we would require an additional lump sum amount of \$ 6,900.00 + HST.

#### JML52728: Options Analysis Replacement West Street Twin Culverts

JML Engineering is pleased to submit this proposal to provide consulting engineering services for completing an Options Analysis report for the replacement of the West Street twin culverts at the Agimak River in the Town of Ignace.

During our site inspection on May 19, 2022 where high flood levels were occurring, we observed the twin culverts at West Street were flowing full, resulting in backwater effects that cause high water levels in the west ditch, and possibly flooding in residences basements along West Street.

Depending upon the findings of a separate hydraulic analysis study, the purpose of this exercise will be to consider culvert replacement options at this crossing to pass the 50-Year Flood with adequate freeboard while minimizing backwater effects under the Regional Flood.

Our proposed methodology for this project is as follows:

- Complete initial teleconference call with the Township of Ignace to discuss our scope of work and schedule of deliverables.
- Advance an Options Analysis report that will include the following:
  - A brief description of the site.
  - Any significant deficiencies observed to date at the site.
  - A preliminary interpretation of available geotechnical information near the site.
  - Results of hydraulic analysis from separate exercise (outstanding).
  - A review a minimum of three culvert replacement options with shallow

- foundations.
- Estimated construction costs for each replacement option.
- Pros and cons of each replacement option.
- Conclusions and recommendations for a preferred replacement option.
- Executive summary.
- Selective site photographs.
- A site plan and elevation view drawing illustrating the preferred replacement concept.
- Submit 'Draft Report' for Owner review and comments.
- Discuss with Owner via teleconference call the Draft Report.
- Amend report and submit three (3) hard copies of a Final Report, along with one (1) copy in digital PDF format.

We can complete the Draft Options Analysis report within three (3) weeks of completing the hydraulic analysis, which is being submitted under a separate proposal.

#### Consulting Engineering Fees

Our lump sum fee to complete the Options Analysis Report for the replacement of the West Street twin culverts at Agimak River as noted above is \$ 6,900.00 (six thousand nine hundred dollars) + HST. All disbursements are included with this estimate.

#### JML52729: Assessment West Ditch Along West Street

JML Engineering is pleased to submit this proposal to provide consulting engineering services for assessing the west ditch along West Street in the Town of Ignace.

During our site inspection on May 19, 2022 where high flood levels were occurring, we observed the twin culverts at West Street were flowing full, resulting in backwater effects that cause high water levels in the west ditch, and possibly flooding in residences basements along West Street. The purpose of this exercise will be to determine and compare the ditch invert profile along West Street with the basement elevations of the residences along the east side of West Street and the twin culvert inverts at the Agimak River to better understand the relationship with high ditch water backwater flows and basement flooding. Recommendations will be made after this information is reviewed for possible modifications to the existing ditch invert profile and/or alignment at Agimak River.

Our proposed methodology for this project is as follows:

- Complete initial teleconference call with the Township of Ignace to discuss our scope of work and schedule of deliverables.
- Travel to Ignace to complete the field investigation work. We will assign a two person survey crew for this exercise. They will drive to Ignace the night before so they can commence surveying first thing the following morning.
- Complete a topographic survey of the full length of the west ditch. This will consist of cross-sections at West Street through the ditch at 25 meter intervals between Agimak

River and Davey Lake Road. A typical cross-section will capture the east, centerline, and west edge of pavement, and the ditch profile. We will survey the Agimak River at the ditch outlet, along with the twin culvert inverts. We will survey the corners of the residential buildings along West Street opposite the west ditch, and the entrance door threshold elevations. We will also tape measure the basement depths at these buildings.

- Upon returning to Thunder Bay, prepare a report to discuss our findings. The report will include the following
  - A brief description of the site.
  - Any significant deficiencies observed with the invert profile along the west ditch.
  - A comparison of the ditch invert profile and adjacent residential home basements.
  - A comparison of the ditch invert profile at the outlet and the twin culvert inverts.
  - Recommendations for remedial repairs to the existing ditch and/or further investigation work c/w estimated costs.
  - Selective site photographs, and
  - A drawing of a plan view and typical cross-section at West Street showing the ditch invert elevations and residential basement elevations along West Street.
- Submit 'Draft Report' for Owner review and comments.
- Discuss with Owner via teleconference call the Draft Report.
- Amend report and submit three (3) hard copies of a Final Report, along with one (1) copy in digital PDF format.

Based upon our current commitments, provided the high water levels recede to normal summer water levels, we feel that we have sufficient qualified staff to ensure the successful completion of the field work and Final Report by July 15, 2022.

#### Consulting Engineering Fees

Our lump sum fee to complete the field investigation and report for the west ditch assessment along West Street as noted above is \$ 12,300.00 (twelve thousand three hundred dollars) + HST. All disbursements are included with this estimate.

#### Summary

A summary of our proposed consulting engineering fees for the four proposals listed above is as follows:

JML52726: Structural Inspection Three Twin Culvert Sites	\$ 8,200.00
JML52727: Hydraulic Analysis Two Twin Culvert Sites	\$ 19,200.00
JML52728: Options Analysis Replacement West Street Twin Culverts	\$ 6,900.00
JML52729: Assessment West Ditch Along West Street	\$ 12,300.00
<b>Total Lump Sum Fee</b>	<b>\$ 46,600.00 + HST</b>

If the Township of Ignace is wishing to include a hydraulic analysis of the Pine Street twin culverts at Agimak River, and a topographic/bathymetry survey of the Agimak River between West Street and the twin culverts at Highway 17, we would require an additional lump sum amount of \$ 6,900.00 + HST.

If the Township of Ignace elects to award JML52726 together with either JML52727 or JML52729, we would be pleased to offer a travel credit of \$ 2,200.00 + HST by combining two of these projects under one travel trip.


If the Township of Ignace elects to award JML52726 together with both JML52727 and JML52729, we would be pleased to offer a travel credit of \$ 4,400.00 + HST by combining these three projects under one travel trip.

**Closing**

We thank you for this opportunity, and we look forward to working with the Township of Ignace on this interesting culvert inspection project. Please contact the undersigned if you have any questions regarding this proposal.

Best regards,

JML Engineering Ltd.



John M. Lorenowich, P.Eng.  
President

:jml

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JML ENGINEERING LTD.

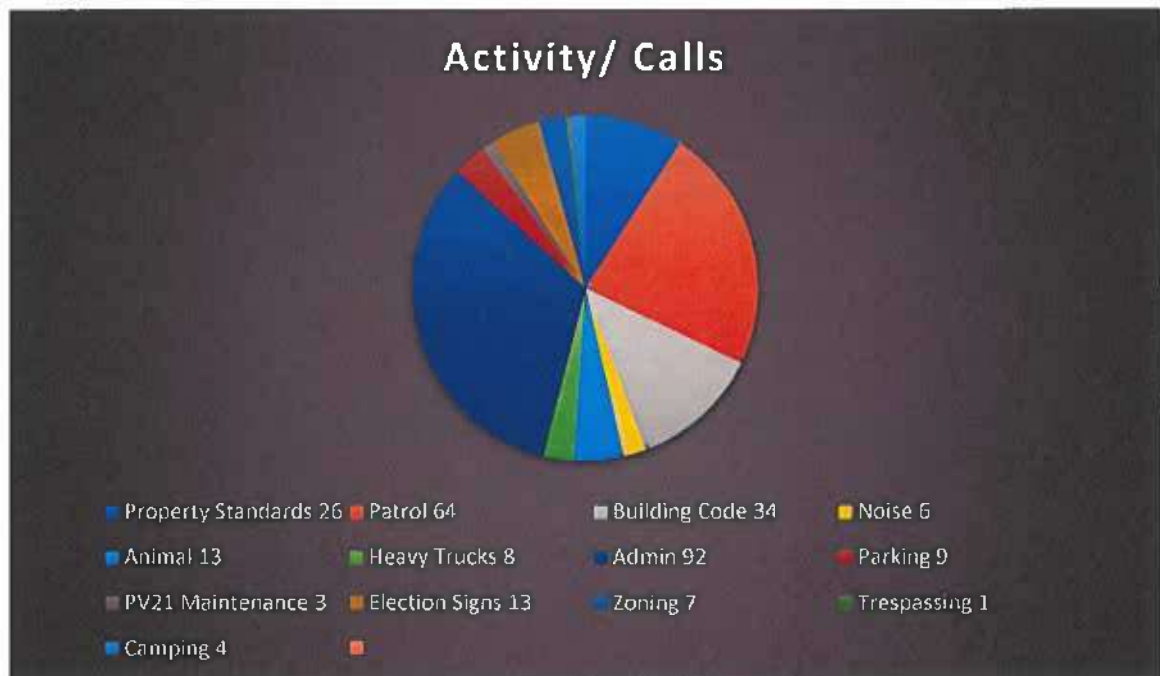


The Corporation of the Township of Ignace  
 34 Hwy 17, West, P.O. Box 248,  
 Ignace, Ontario, P0T 1T0  
 Phone : 807-934.2202 Fax : 807-934-2864  
 ignace.ca

**Prepared By:** Dan Arbour, MLEO / PSO / ACO  
**Report To:** Mayor and Council  
**Subject:** Monthly Activity Report  
**Date:** 03 June, 2022

**Background**

This report has been generated to provide the Township of Ignace, Mayor and Council a detailed account of the types of calls and duties that I have been addressing since last Council Meeting.





**Recommendation**

That the Council of the Corporation of the Township of Ignace receives this report, pertaining to the activity of the MLEO/PSO/ACO.

**And Further That** Council does hereby acknowledge that there was a total of **Sixty-One (61)** complaints/ calls or inquiries made by the residents of Ignace, during the period of **04 May 2022 to 03 June 2022**; with the majority being of “Parking, Animal and Illegally placed Election Signs” calls. This number does not include the anonymous complaints that have been received.

**Conclusion**

That the Council of the Corporation of the Township of Ignace does hereby consider and acknowledge the contents of this report.

Sincerely,



Dan Arbour  
Municipal Law Enforcement Officer  
Property Standards Officer  
Animal Control Officer



**Ignace Fire Department**  
**May 2022 Report to Council**

May Emergency Calls: 2

Highway – 0

Town - 2

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May 15<sup>th</sup> - Mill Kiln Fire

May 19<sup>th</sup> - House Call – Gas leak

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Training / Meetings: 2

May 3<sup>rd</sup> - Ambulance

May 31<sup>st</sup> - Pump Operations

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Activities/Events: 3

May 17<sup>th</sup> – Mill Fire Debriefing

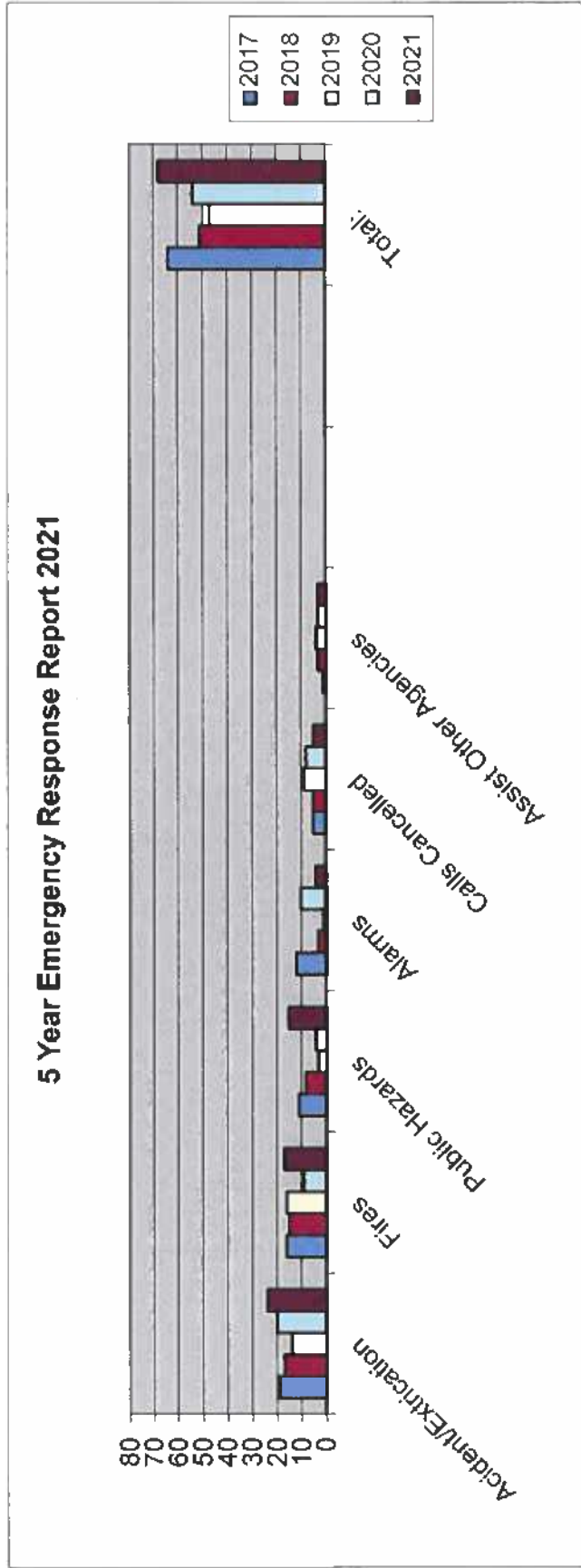
May 18<sup>th</sup> – 5 Year Emergency Response Report (2017 – 2021)

May 18<sup>th</sup> – Declaration of Emergency Meeting - Flooding



Township of Ignace Fire Department - 5 Year Emergency Response Report 2021

	2017	2018	2019	2020	2021
Accident/Extrication	19	17	14	20	24
Fires	16	15	16	9	17
Public Hazards	11	8	3	4	15
Alarms	12	3	1	10	4
Calls Cancelled	5	5	9	8	5
Assist Other Agencies	1	3	4	3	3
<b>Total:</b>	<b>64</b>	<b>51</b>	<b>47</b>	<b>54</b>	<b>68</b>



**Prepared By:** Jeff Lederer, Manager of Planning, Development, and Engagement Services

**Report To:** Mayor and Council

**Subject:** EDAC Monthly Report (May – Information Session)

**Date:** June 6, 2022

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### **1. Motions Passed by EDAC:**

Motion #: 2022.04.01

***That EDAC recommends to Council to have two (2) union staff attend a greenhouse facility to undergo horticultural training.***

The motion was moved by Bill Laidlaw and seconded by Chantelle Tucker.

### **2. Meeting Highlights:**

There was no official formal meeting in May 2022 but rather an information session only.

#### ***a) Invited Speaker***

EDAC did meet to hear a presentation from Jeff Kolibash who discussed housing grants and loans from Canada Mortgage Housing Corporation and how they can be applied to programs and funding for supportive and senior housing.

#### ***b) 50th Anniversary of Ignace Public School 2023:***

Jeff Lederer, Manager, Planning, Development and Engagement Services • The Ignace Recreation Committee will include the anniversary into the year's White Otter Days events/programs schedule. The formal event to commemorate the school's official opening day, will take place in September 2023.

#### ***c) Status of Ignace Souvenirs***

Keith Roseborough, Development Coordinator discussed: Products (coasters, tumblers, mouse pads, hoodies and tote bags) were presented to the committee and were ordered for a soft launch. Marketing, pricing and sale locations are yet to be determined and/or finalized. The intention is to attend or set up at events where there are booths to sell them. If sales are successful, negotiations can

then occur with businesses to sell them at their establishments. Hats and cards still need to be ordered but will be presented to EDAC once available.

**d) *RFP for Gardening Services***

Lynda Colby, Clerk advised that the union indicated that gardening services is within their mandate as a union job. Administration will need to hire a person to be part of the municipal team to undertake these duties/responsibilities. It was noted that at one point, this job was done by Public Works, but it was just the watering of plants and not the full extent of duties listed in the RFP.

**e) *Recruitment of new EDAC***

No applications have been received to date. A youth recruitment at the public school was recommended. This would target graduating students where membership and participation would count as part of their volunteer hours. Advertisement will be placed in the Ignace bulletin and Township social media platforms.



**AGENDA**  
The Corporation of the Township of Ignace  
Ignace Community Nuclear Liaison Committee  
Wednesday, April 13<sup>th</sup>, 2022  
At 6:00pm CDT  
Via Zoom & In-Person at the Learn More Centre



- 1) Call to Order
- 2) Land Acknowledgement
- 3) Adopt Agenda – **MOTION #2022-0413-1**
- 4) Declaration of Conflict of Interest
- 5) Approval of Previous Meeting Minutes
  - a) March 9<sup>th</sup>, 2022 – **MOTION #2022-0413-2**
- 6) Business arising from Minutes
- 7) Old business
- 8) NWMO Environmental presentation – Water Protection with Peter Keech & Rebekah Wilson
- 9) ICNLC Storefront Update – Jeff Lederer
- 10) ICNLC Engagement Update – Jade St.Amand
- 11) New Business
- 12) Regional Partner Updates
- 13) Township Updates
- 14) NWMO Updates
  - a) Engagement Update
  - b) Transportation Update
  - c) Technical Update
  - d) Partnership Update
  - e) Communications Updates
  - f) Relationship Manager Update
- 15) Correspondence and Information
- 16) Report or Input of Committee Members



**AGENDA**

The Corporation of the Township of Ignace  
Ignace Community Nuclear Liaison Committee

Wednesday, April 13<sup>th</sup>, 2022

At 6:00pm CDT

Via Zoom & In-Person at the Learn More Centre



17) Adjournment – MOTION #2022-0413-3



The Corporation of the Township of Ignace  
 Ignace Community Nuclear Liaison Committee  
 Wednesday, April 13<sup>th</sup>, 2022  
 At 6:00pm CDT  
 Via Zoom & In-Person at the Learn More Centre



**ICNLC Members:**

Brad Greaves (Chair)	Wyatt Mantle	Regrets:
Cindy Stark (Vice Chair)	Ed Murray	Penny Lucas
Debbie Hart	Diana Baril	Paul Dufault
Roger Dufault		Lee Kennard
Tyler Peacock		Donna Chief

**NWMO Staff:**

Rachelle Davenport	Vince Ponka	Jack Falkins
Daila Delescaille		

**Township Staff:**

Jade St.Amand	Keith Roseborough	Jeff Lederer
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**1. Call to Order – Chair Brad Greaves called the meeting of the Ignace Community Nuclear Liaison Committee to order at 6:00 pm, Wednesday, April 13<sup>th</sup>, 2022.**

**2. Land Acknowledgement**

We acknowledge the importance of the lands which we call home and the Indigenous Metis people in the land are on today. We do this to reaffirm our commitment and responsibility in improving our commitment and responsibility in improving relationships between nations and our own understanding of local Indigenous Peoples and their cultures.

**3. Adopt Agenda**

**Verbal Motion: # 2022-0413-1**

**Moved by: Diana Baril**

**Seconded by: Debbie Hart**

**That, the Agenda of the Ignace Community Nuclear Liaison Committee dated April 13<sup>th</sup>, 2022 be approved as amended.**

*Amendments: none*

**Carried**

**4. Disclosure of Pecuniary Interest and the General Nature Thereof**

There was no disclosure of pecuniary interest for this Ignace Community Nuclear Liaison Committee Meeting of this the 13<sup>th</sup> day of April, 2022





The Corporation of the Township of Ignace  
Ignace Community Nuclear Liaison Committee  
Wednesday, April 13<sup>th</sup>, 2022  
At 6:00pm CDT  
Via Zoom & In-Person at the Learn More Centre



**5. Approval of Previous Meeting Minutes**

**Verbal Motion: #2022-0413-2**

**Moved by: Debbie Hart**

**Seconded by: Diana Baril**

**That, the minutes of the Ignace Community Nuclear Liaison Committee dated March 9<sup>th</sup>, 2022 be approved as amended.**

***Amendments: none***

**Carried**

**6. Business arising from Minutes**

*None.*

**7. Old business**

*None.*

**8. Presentation – *Water Protection* – Peter Keech & Rebekah Wilson**

This presentation was a recording of the live webinar that took place March 21<sup>st</sup>, 2022. This topic has been addressed as one of the main concerns for the area. The recorded presentation can be found at this link: <https://www.youtube.com/watch?v=Sn7MEvareCk>

**9. ICNLC Storefront Update – Jeff Lederer**

Jeff informed the Committee that the Grand Opening of the new ICNLC Office will be April 28<sup>th</sup> at 10am with the NWMO Board of Directors. The office is coming along very well. Painting is done, carpeting will be starting Thursday, April 14<sup>th</sup>, and then it will be furnished in time for the Grand Opening on the 28<sup>th</sup>.

**10. ICNLC Engagement Update – Jade St.Amand**

With the Grand Opening on the 28<sup>th</sup>, the Township is hoping that the ICNLC Members who are able to attend the Grand Opening arrive at 9:30am to mingle with the NWMO Board of Directors. There will be refreshments, tea, and coffee.

Jade, Karen, and Jody Waldock will be going into the schools to teach lessons on building a resume and cover letter writing skills. A career fair of specifically local summer student jobs will be taking place first, so that students can see the direct correlation between resume building and applying for jobs. After resume and cover letter building, the focus will be on interview skills. The hope is if we can get into the schools and engage with students and build connections and relationships they will be more likely to come out to community events. Jade, Karen, and Jody will be attending Ignace Public School's staff meeting on April 27<sup>th</sup> to discuss ideas with the teachers.

Ignace Youth social media accounts have also been launched, as in the Youth Engagement Strategy, that was something specifically asked for by Ignace Youth. It will be kept updated and also include some engaging content as well. Kim and Jade are running a photo contest on the Facebook Page.



The Corporation of the Township of Ignace  
Ignace Community Nuclear Liaison Committee  
Wednesday, April 13<sup>th</sup>, 2022  
At 6:00pm CDT  
Via Zoom & In-Person at the Learn More Centre



Trivia Night is taking place on May 14<sup>th</sup>, 2022, at the Ignace Tavern. It is a 19+ event in an attempt to reach the most challenging age group to engage due to working out of town, families, childcare, and other commitments. More details to follow as it comes closer.  
A Splash Pad is in the preliminary stages of planning.

#### 11. New Business

*None.*

#### 12. Regional Partner Updates – Tyler Peacock, Dryden

The first Dryden Nuclear Education Engagement took place yesterday. The study in the Business Gap Analysis is almost completed and hopefully they will be going to Council in the next month. There is a new Special Projects Manager by the name of Colleen Brousseau. A new business in Dryden is opening up called Agritech North, they are a year-round vertical farm, and will be having an open house on Monday, April 18<sup>th</sup>.

#### 13. Township Updates – Jeff Lederer

**Senior Complex Update** – Technical Studies, site plan, and final environmental assessments were all done on the property as of March 23<sup>rd</sup>. The proposals from the Contractors will be coming in on May 9<sup>th</sup> and the Township will be applying in partnership with the KDSB through various funding programs and the Canada Mortgage and Housing Corporation.

**Plaza Development** – is continuing. Our Community Designer has been working on those designs with the Engagement Team which will be finalized and ordered hopefully by the summer.

**Dryden Satellite Office** – Our regional partnership continues. In January the Township started negotiations with NWMO as part of a multi-year agreement to assist in regional outreach so the planning and program demands related to the ICNLC can be focussed at a more local level.

**Willingness** – Hardy Stevenson and Associates continue to be retained for these studies. A Request for Proposal along with a comprehensive statement of work that will outline what needs to be done to successfully complete the project. The hope is that the ICNLC will assist and evaluate the implementation process.

**Other updates** – White Otter Days are back including KidsFest, the Hockey Tournament, and the Baseball Tournament. There will also be an unofficial high school reunion.

#### 14. NWMO Updates

##### a) Engagement Update

*Attached in Meeting Package.*

##### b) Technical Update

All of the major activities are completed and there are ongoing monitoring activities that will continue through to site selection which includes purging, pressure profiling, and the collection of water samples from boreholes, monitoring and maintenance of the micro-seismic scanning stations. There will be some lab analysis of the collected core water and samples.

##### c) Partnership Update



The Corporation of the Township of Ignace  
Ignace Community Nuclear Liaison Committee  
Wednesday, April 13<sup>th</sup>, 2022  
At 6:00pm CDT  
Via Zoom & In-Person at the Learn More Centre



Advancing with dialogue with the Township and legal representatives and will continue to work collaboratively in reviewing and integrating knowledge of the baseline and community studies.

**d) Communications Update**

There was a Dougal Media job fair in Thunder Bay, which NWMO attended presenting job opportunities within the organizations in Toronto and Ignace. The response was good and just a few people were opposed to the project, with others seeming to be neutral. It was overall a positive event which drew in over 1000 participants.

**e) Indigenous Relations Update**

Several engagement sessions including a drop-in session and youth activity at White Fish Bay First Nation. There was a successful youth engagement in Winnipeg, topics included transportation and economic benefits within the Northwest region.

**g) Relationship Manager Update**

The Board visit will be from April 26<sup>th</sup> to 28<sup>th</sup> which will include board o Executive Committee members. They will be coming to see Ignace for the first time, touring the town and borehole site, and visiting Wabigoon Lake First Nation. Engagement season is beginning, and within the next week, weather permitting, the Mobile Learn More Centre is supposed to be on the road. Furthermore, there are Colleagues and Township staff currently attending the CNA Conference in Ottawa, and at the end of the month colleagues and municipal leaders will be travelling to the NOMA Conference which is held in Fort Frances, ON.

**15. Correspondence and Information**

*None.*

**16. Report or Input of Community Members**

**a) Community Studies Update**

*None.*

**17. Adjournment**

Verbal Motion: #2022-0413-3

Moved by: Wyatt Mantle

Seconded by: Roger Dufault

**That**, the meeting of the Ignace Community Nuclear Liaison Committee dated April 13<sup>th</sup>, 2022 be adjourned at 7:30 PM.

**Carried**



## AGENDA

The Corporation of the Township of Ignace  
Ignace Community Nuclear Liaison Committee  
Special Meeting  
Wednesday, April 13<sup>th</sup>, 2022  
At 8:30pm CDT via Zoom



- 1) Call to Order
- 2) Declaration of Conflict of Interest
- 3) ICNLC Website Preview & Proposal – Jade St.Amand **MOTION #2022-0413-1A**
- 4) Adjournment



The Corporation of the Township of Ignace  
 Ignace Community Nuclear Liaison Committee  
 Special Meeting  
 Wednesday, April 13<sup>th</sup>, 2022  
 At 8:00pm CDT



Via Zoom & In-Person at the Learn More Centre

**ICNLC Members:**

Brad Greaves (Chair)	Diana Baril	<b>Regrets:</b>
Cindy Stark (Vice Chair)		Penny Lucas
Debbie Hart		Paul Dufault
Roger Dufault		Lee Kennard
Tyler Peacock		Donna Chief
Wyatt Mantle		Ed Murray

**Township Staff:**

Jade St.Amand	Keith Roseborough	Jeff Lederer
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**1. Call to Order – Chair Brad Greaves called the Special Meeting of the Ignace Community Nuclear Liaison Committee to order at 7:36 pm, Wednesday, April 13<sup>th</sup>, 2022.**

**2. Land Acknowledgement**

We acknowledge the importance of the lands which we call home and the Indigenous Metis people in the land are on today. We do this to reaffirm our commitment and responsibility in improving our commitment and responsibility in improving relationships between nations and our own understanding of local Indigenous Peoples and their cultures.

**3. Adopt Agenda**

<b>Verbal Motion: # 2022-0413-4</b>	
<b>Moved by: Diana Baril</b>	<b>Seconded by: Debbie Hart</b>
<b>That, the Special Meeting Agenda of the Ignace Community Nuclear Liaison Committee dated April 13<sup>th</sup>, 2022 be approved as amended.</b>	
<i>Amendments: none</i>	
<b>Carried</b>	

**4. Disclosure of Pecuniary Interest and the General Nature Thereof**

There was no disclosure of pecuniary interest for this Ignace Community Nuclear Liaison Committee Special Meeting of this the 13<sup>th</sup> day of April, 2022.



The Corporation of the Township of Ignace  
Ignace Community Nuclear Liaison Committee  
Special Meeting  
Wednesday, April 13<sup>th</sup>, 2022  
At 8:00pm CDT

Via Zoom & In-Person at the Learn More Centre



**5. ICNLC Website Preview & Proposal – Jade St.Amand**

Jade walked the Committee through the new website platform through Wix. There was lots of great feedback regarding features such as “Ask the Expert”, “Hot Topic Button”, a visible “Subscribe” button, and suggestions for potential Blog Posts. Overall the feedback was positive and agreed to continue working on the website. A subscription to the website and Timeline Apps are needed in order to continue.

**6.**

**Verbal Motion: # 2022-0413-5**

**Moved by: Debbie Hart**

**Seconded by: Diana Baril**

**That**, the Ignace Community Nuclear Liaison Committee approves the spending for the new website for the VIP Package and Timeline Application for a total monthly expense of \$35.79 dated April 13<sup>th</sup>, 2022.

*Amendments: none*

**Carried**

**7. Adjournment**

**Verbal Motion: # 2022-0413-6**

**Moved by: Diana Baril**

**Seconded by: Wyatt Mantle**

**That**, the meeting of the Ignace Community Nuclear Liaison Committee of dated April 13<sup>th</sup>, 2022 be adjourned at 8:06 PM.

**Carried**

# The Corporation of the Township of Ignace

## Staff Report

**To:** Council

**From:** Christy McIntomney, Treasurer

**Meeting Date:** June 20<sup>th</sup>, 2022

**Subject:** Temporary Supply of Water to Contractors

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### **RECOMMENDATION:**

THAT Council accept the report on temporary supply of water provided to contractors.

### **BACKGROUND:**

At the May 16, 2022 Regular Meeting of Council; Council asked for clarification as to the rates charged to contractors, and/or other purchasers for the supply of water.

By-Law 39-2022 was passed on May 16, 2022 which sets out the rates for the water and wastewater charges to both residents and non residents through policy Water and Wastewater Charges.

### **DISCUSSION:**

Page 5 of the Water and Wastewater Charges Policy states that Temporary supply of water provided to contractors, and/or other purchasers, shall pay the rate as set out in the table below.

<b>Item Description</b>	<b>Normal business Hours</b>	<b>After Hours Call Out</b>	<b>Frequency</b>
Cubic Meter Rate	\$ 26.13	\$ 52.25	N/A
Connect or Disconnect	\$ 156.75	\$ 470.25	Per Service
Distribution Fee	\$ 376.20	\$ 376.20	Quarterly (Pro-Rated)
Infrastructure Renewal Fee	\$ 376.20	\$ 376.20	Quarterly (Pro-Rated)
Administration Fee	15%	15%	N/A

**RELATIONSHIP TO STRATEGIC PLAN:**

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

**FINANCIAL IMPLICATIONS:**

The passing of By-Law 39-2022 has enabled the Municipality to bill and collect fees for the temporary supply of water to contractors, and/or other purchasers.



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Christy McIntomney, Dipl. M.M.  
Treasurer

**Attachments:**

Water and Wastewater Rates and Charges Policy



**POLICY**  
**The Corporation Of The Township Of Ignace**  
**Policy Manual**

**Section:** Finance

**Subject:** Water and Wastewater Charges Policy

**Effective:** June 1, 2022

**Previous Policy Repealed:** By-Law NO. 12/2019

**Approved By:** Council

**By-Law NO.:** 39/2022

**Motion#:**

**Catalogue #:** F-21

**Billing Provisions**

1. Water meters may be read and accounts are rendered monthly, bi-monthly, quarterly or on any other basis at the discretion of the Township. The bill shall be deemed to be served upon the customer if it is given at the Municipal Office or any other location, delivered in person or sent by mail or via electronic email.
2. Commercial properties include all properties other than residential.
3. In the following sections, the term applicable is used. The Township will determine what rate will be applicable for a property.

**Flat Rate Billing**

1. Residential and Commercial properties on the municipal water system, with municipal sewer services will pay one times the applicable rate for water and one times the applicable rate for sewer.
2. Residential and Commercial properties on the municipal water system, with private septic services will pay one times the applicable water rate.
3. Residential and Commercial properties on the municipal sewer system, with private well or other water services will pay one times the applicable sewer rate.
4. Multiple Residential and Commercial properties, not on a meter, will be charged at a rate double or triple that of the water and sewer flat rate, at the discretion of the Township of Ignace.
5. Residential and Commercial properties on the municipal water and sewer system, which also have a well or other water service, will pay one times the applicable water rate and two times the applicable sewer rate.

## **Metered Billing**

1. Commercial properties on a metered system will pay the rates in effect based on the actual metered consumption for water and sewer.
2. Commercial properties on a metered system that also have a well or other water service that utilizes the municipal sewer services will pay the rates in effect based on the actual metered consumption for water and sewer and an additional applicable flat rate sewer charge.
3. Residential properties on a metered system will pay one times the applicable rate for water and one times the applicable rate for sewer. Actual metered consumption rates are not applicable to residential properties.

## **Revision**

This by-law and its schedules shall be reviewed on an annual basis for financial viability and sustainability of the Township's Water and Wastewater Systems.

## 2022 Water Rates - Schedule A-1

### **Part I - Fixed Fees and Charges** (Regardless of amount of water used, if any)

In this Part, the owner of each separately assessed parcel of land that is on a municipal water supply line shall pay fixed fees for distribution and infrastructure renewal fees set out in the table below as are applicable to such parcel of land, regardless of the amount of water services used, if any, by the owner and/or occupiers of such lands.

#### **Total Fixed Fees & Charges - Water**

FIXED FEES - WATER RATES			
Category	Yearly	Quarterly	Monthly
Single Family Residential	\$ 495.54	\$ 123.88	\$ 41.30
Commercial, Multi-Residential, Government, Institutional, Industrial	\$ 627.00	\$ 156.75	\$ 52.25

### **Part II - Consumption Fees and Charges**

In addition to the fees and charges set out under Parts I and III to this Schedule, the following consumption fees shall apply to all municipal water customers.

Category	Cubic Meter
Single Family Residential	\$ 3.11
Commercial, Multi-Residential, Government, Institutional, Industrial	\$ 3.11

**Seasonal Residential Property Owners** - Customers, who are Seasonal Property Owners with Metered Services, shall pay the fixed costs fee and consumption fees as set out in the table above.

### Part III - Other Fees and Charges

The Fees listed below shall be paid prior to the completion of any inspection, connection or disconnection.		
Item Description	Normal Business Hours	After Hours
Turn on Water (Curb Stop and Meter Install)	\$ 67.93	\$ 135.85
Shut Off Water (Curb Stop and Meter Removal)	\$ 67.93	\$ 135.85
Seasonal Residents (Annual Rate with Maximum Three (3) Turn On/Turn Off and Meter Install/Removal)	\$ 135.85	Not Available
Meter Reading/Meter Testing	\$ 64.79	\$ 203.78
Initial Connection - Water or Sewer	\$ 418.00	\$ 836.00
Re-instatement of Services Disconnected for Non-Payment of Account Fee - Residential	\$ 130.63	Not Available
Re-instatement of Services Disconnected for Non-Payment of Account Fee - Commercial/Industrial	\$ 313.50	Not Available
Re-instatement of Services Disconnected disregarding contact request notifications	\$ 209.00	Not Available
<b>*After Hours Call Out applies to services rendered after regular business hours</b>		

**Part IV - Water Meter and Related Charges**

<b>Charges for Water Meters and Related Appurtenance(s)</b>	
16 mm X 19 mm (5/8" 3/4") Meter	Actual Cost Plus 15% Administration Fee
25 mm (1") Meter	Actual Cost Plus 15% Administration Fee
38 mm (1 1/2") Meter	Actual Cost Plus 15% Administration Fee
50 mm (2") Meter	Actual Cost Plus 15% Administration Fee
All Other Size Meter	Actual Cost Plus 15% Administration Fee
Meter Pit (Excluding Meter)	Actual Cost Plus 15% Administration Fee
Relocation of Water Meter	Actual Cost Plus 15% Administration Fee

Temporary supply of water provided to contractors, and / or other purchasers, shall pay the rates as set out in the table below.

<b>Item Description</b>	<b>Normal business Hours</b>	<b>After Hours Call Out</b>	<b>Frequency</b>
Cubic Meter Rate	\$ 26.13	\$ 52.25	N/A
Connect or Disconnect	\$ 156.75	\$ 470.25	Per Service
Distribution Fee	\$ 376.20	\$ 376.20	Quarterly (Pro-Rated)
Infrastructure Renewal Fee	\$ 376.20	\$ 376.20	Quarterly (Pro-Rated)
Administration Fee	15%	15%	N/A

**Part V - Flat Rates for Properties without Meters**

<b>Flat Rate for Properties without Meters</b>	
<b>WATER FEES</b>	
RWTR - Residential Water Usage C Flat Rate	\$ 991.09
CWTR - Commercial Water Usage Flat Rate	\$ 991.09
WTRD - Flat Rate Water Usage D	\$1,982.18
WTRF - Flat Rate Water Usage F	\$3,964.34
<b>*Hard Refusals will be charged at 4 times the rate</b>	

## **Part VI - General**

1. Water Service Rates will be billed monthly and shall be paid by the due date stated in such bill, failing which the interest and other charges set out in this by-law shall be applied.
2. Where for any reason the consumption of water on premises has not been recorded, the meter fails to register or where in the opinion of the Treasurer the consumption of water has been wrongly recorded, the Township shall apply the average monthly fee in Part II and the owner shall be liable to pay the amount applied.
3. Water and/or Waste Water (Sewage) Accounts in arrears over 90 days may be subject to termination or such services. Township personnel shall terminate such services by turning the curb stop(s) off. Services terminated for Non-Payment of Accounts shall be subject to the applicable re-instatement fee, plus a security deposit in the amount of the customer's charges for the two billing periods immediately prior to the termination of such services for both water and waste water (sewage) services.
4. In the event that the water and/or waste water (sewage) services have been terminated by request of the customer or by the Township, the customer shall continue to be subject to the fixed fees referred to in Part I above, billed monthly or quarterly.
5. Customers disregarding two (2) requests to contact the Public Works Department shall have services terminated by turning the curb stop(s) off and shall be subject to re-instatement fees.

**2022 Waste Water (Sewage) Rates - Schedule  
A-2**

**Part I - Fixed Fees and Charges**  
(Regardless of amount of water used, if any)

In this Part, the owner of each separately assessed parcel of land that is on a municipal sewer supply line shall pay fixed fees for distribution and infrastructure renewal fees set out in the table below as are applicable to such parcel of land, regardless of the amount of sewer services used, if any, by the owner and/or occupiers of such lands.

<b>FIXED FEES - SEWER RATES</b>			
<b>Category</b>	<b>Yearly</b>	<b>Quarterly</b>	<b>Monthly</b>
Single Family Residential	\$ 276.88	\$ 69.22	\$ 23.07
Commercial, Multi-Residential, Government, Institutional, Industrial	\$ 313.50	\$ 78.38	\$ 26.13

**Part II - Consumption Fees and Charges**

In addition to the fees and charges set out under Parts I and III to this Schedule, the following consumption fees shall apply to all municipal water customers.

<b>Category</b>	<b>Cubic Meter</b>
Single Family Residential	\$ 1.56
Commercial, Multi-Residential, Government, Institutional, Industrial	\$ 1.56

**Seasonal Residential Property Owners** - Customers, who are Seasonal Property Owners with Metered Services, shall pay the fixed costs fee and consumption fees as set out in the table above.

**Part III - other Fees and Charges**

<b>The Fees listed below shall be paid prior to the completion of any inspection, connection or disconnection.</b>		
<b>Item Description</b>	<b>Normal Business Hours</b>	<b>After Hours Call Out</b>
Initial Connection - Water or Sewer	\$ 418.00	\$ 836.00
Re-instatement of Services Disconnected for Non-Payment of Account Fee - Residential	\$ 418.00	Not Available
Re-instatement of Services Disconnected for Non-Payment of Account Fee - Commercial/Industrial	\$ 418.00	Not Available
Re-instatement of Services Disconnected disregarding contact request notifications	\$ 418.00	Not Available
<b>*After Hours Call Out applies to services rendered after regular business hours</b>		

**Part V - Flat Rates for Properties without Meters**

<b>Flat Rates for Properties without Meters</b>	
<b>SEWER FEES</b>	
RSWTR - Residential Sewer Usage A Flat Rate	\$ 553.77
CSWTR - Commercial Sewer Usage Flat Rate	\$ 553.77
SWRB - Flat Rate Sewer Usage B	\$ 909.77
SWRD - Flat Rate Sewer Usage D	\$ 1,700.87
<b>*Hard Refusals will be charged at 4 times the rate</b>	

**Part V - General**

1. Water and Waste Water (Sewage) Service Rates will be billed monthly and shall be paid by the due date stated in such bill, failing which the interest and other charges set out in this by-law shall be applied.



2. Where for any reason the consumption of Water and disposition of Waste Water (Sewage) on premises has not been recorded, the meter fails to register or where in the opinion of the Treasurer the consumption of Water and disposition of Waste Water (Sewage) has been wrongly recorded, the Township shall apply the average monthly fee in Part II and the owner shall be liable to pay the amount applied.
3. Water and/or Waste Water (Sewage) Accounts in arrears over 90 days may be subject to termination or such services. Township personnel shall terminate such services by turning the curb stop(s) off. Services terminated for Non-Payment of Accounts shall be subject to the applicable re-instatement fee, plus a security deposit in the amount of the customer's charges for the two billing periods immediately prior to the termination of such services for both water and waste water (sewage) services.
4. In the event that the Water and/or Waste Water (Sewage) services have been terminated by request of the customer, or by the Township, the customer shall continue to be subject to the fix fees referred to in Part I above, billed monthly or quarterly.
5. Customers disregarding two (2) requests to contact the Public Works Department shall have services terminated by turning the curb stop(s) off and shall be subject to re-instatement fees.

# The Corporation of the Township of Ignace

## Staff Report

**To:** Council

**From:** Christy McIntomney, Treasurer

**Meeting Date:** June 20<sup>th</sup>, 2022

**Subject:** Joint and Several Liability – Call to Action

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### **RECOMMENDATION:**

THAT Council support a resolution to request to the Province of Ontario for a Plan of Action to address Joint and Several Liability.

### **BACKGROUND:**

In 2018, Premier Ford committed to reviewing the matter of municipal joint and several liability. This review was conducted in 2019 with AMO and municipalities fully participating. The results of this review have yet to be released.

As Council is aware, liability and risks are one major driver of exponentially increasing insurance costs.

AMO submitted "Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs" in October 2019.

### **DISCUSSION:**

AMO is now asking for municipal councils to lend their support to the 7 recommendations contained in the AMO submission to re-establish the priority for provincial action on this issue.

Many municipalities in Ontario are reporting increases to insurance costs of more than 20%. These costs are being driven by a tight insurance market, climate change, increased litigation, and other factors that increase claims as well as Ontario's joint and several liability regime.

When municipalities are found at minimal fault many times, they have to carry the large share of the damage. If other parties are unable to pay damages for any defendant, even if they are deemed just one per cent responsible. As a result, a fraction of the fault can

push municipalities to pay huge damage awards when other defendants do not have the means to pay.

**FINANCIAL IMPLICATIONS:**

The costs of insurance have continued to rise in 2022 the increase was 23% which has had an impact on the 2022 budget. The 23% increase in insurance costs equals a 1% tax levy increase.



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Christy McIntomney, Dipl. M.M.  
Treasurer

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**Prepared By:** Dan Arbour, MLEO/PSO

**Report To:** Mayor and Council

**Subject:** White Otter Days Music Festival/ Noise Exemption-Application

**Date:** 20 June, 2022

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**Background**

An Application has been made to the Township of Ignace for Noise Exemption consideration, by way of a Council Resolution, that has been filed in regards to a Noise Event (White Otter Days) taking place on 09 July 2022 from 1900hrs to 0100hrs, on 10 July 2022.

During the event it is planned to close Nash Street, between Front St. and Garden St., in front of the Ignace/ Clooch's Tavern. The closed portion of Nash Street will be barricaded and closed to vehicular traffic, on Friday 08 July at 0900hrs and re-opened to vehicle traffic on Sunday 10 July, 2022 by 1800hrs.

The following is;  
Correspondence between the MLEO and the applicant, Trista Visseau/ Recreation Programmer/Event Coordinator.

The date of your proposed event is:

- July 9th, 2022

The location specifics and time(s) the road (Nash Street) will be closed and at what date/time will it re-open.

- Nash Street will close Friday (a.m.) for setup and reopen Sunday after Tent and fencing is removed.

Is alcohol being served and/or consumed on the closed portion of Nash St. in a controlled manner? How is this being controlled? (ie. beer tent);

- There will be alcohol served at this event. We have a tent and the area will be fenced off and there will be security on site.

If alcohol is being served at street level what type of containers are planned to serve beverages?;

- Plastic cups will be used for beverages!

Outline and specify what security has been planned and arranged for.

- Kevin Cloutier oversees security as it's a requirement for his liquor license! to my knowledge he is to have 1 to 2 OPP and other hired security.

Can you please provide a brief Noise Mitigation Plan, outlining actions to be taken to reduce or mitigate the impact of the noise event. Your hand drawn plan should indicate the orientation of stage/ speakers, with the intent being to mitigate noise to surrounding property owners.

- See Attached Site Plan

Provide all event coordinators contact name(s), email, and phone numbers.

-Trista Visseau- 8079387749 or [recprogrammer@ignace.ca](mailto:recprogrammer@ignace.ca)

- Kevin Cloutier- 204-599-1557 or [clooch@hotmail.com](mailto:clooch@hotmail.com)

Indicate what emergency and/ or other services will be contacted and informed. For your information, Police, Ambulance, Fire and Northern Waterworks needs to be advised.

- I will be reaching out to all of the above about the roads closures for July 9th music Fest as well as July 2nd Beaver Street Event (4 hour event).

Section 5.3 of Bylaw 39.2021 specifies, when applicable, written proof of concurrence (agreement) from neighboring property owners is required.

As much as written proof of concurrence is not required in this application, be advised you will need to contact, provide a list of names, and addresses of those contacted and any comments or concerns from neighboring property owners that have been contacted.

- I will draw up a letter to send out of the houses in that area!

Acknowledge you have been provided with the current Bylaw 39.2021.

- Reviewed!

**Recommendations**

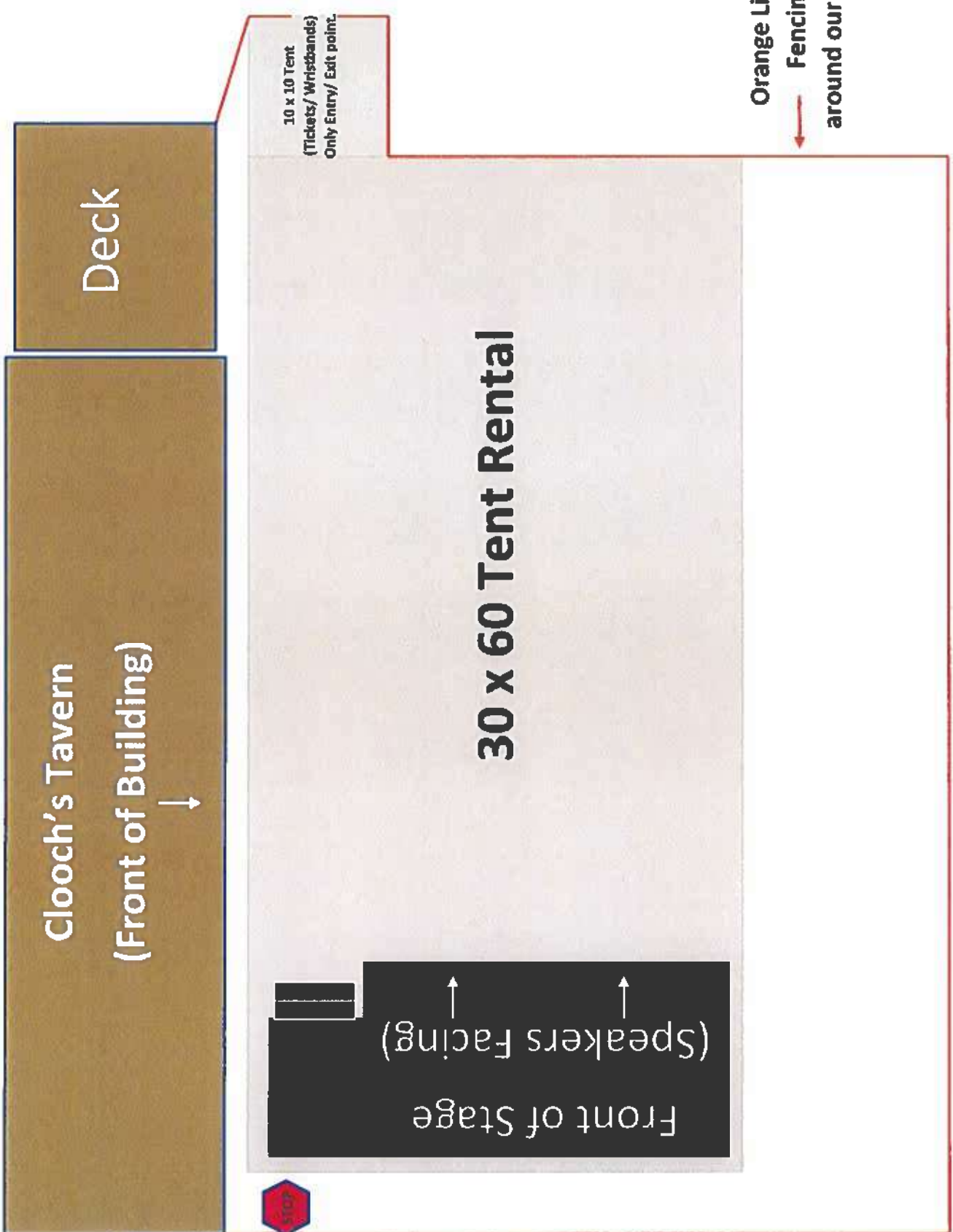
**That**, the Council for the Corporation of the Township of Ignace receives the MLEO/PSO report pertaining to an Application for Noise Exemption, of Bylaw 39.2021

**Conclusion**

That the Council of the Corporation of the Township of Ignace does hereby consider and approve the Noise Exemption Application as outlined above.

*Sincerely,*

*Dan Arbour*  
**Municipal Law Enforcement Officer**  
**Property Standards Officer**





Box 870  
312 Pine Street  
IGNACE, ON  
POT1T0  
(807) 934-6696  
(807) 934-6124

[ignacenurseryschool@bellnet.ca](mailto:ignacenurseryschool@bellnet.ca)



June 2, 2022

**Township of Ignace**  
Box 248  
Ignace, Ontario  
POT 1T0

**Request for Donation:**

On June 16, 2022 @ 6:00 pm, the Ignace Nursery School are hosting it first in-person Annual Graduation Ceremony since prior to the COVID lockdown in 2020.

We have changed up the location, to utilize the beautiful area around the municipal office and pond area, because of such we require the use of the Multi Purpose Room for our food distribution space. We have filled out an application for the Multi Purpose Room and are asking the township for an in-kind donation of the room for this event.

We appreciate the generosity of the township with this event

Please give us a guide line as to what is required for the cleanup of the room. We thank you for helping us to make this a fun event for the children and families of the Ignace Nursery School.

Council members are invited to join us at this event.

Thank You.

Joanne Armstrong  
Supervisor





The Corporation of the Township of Ignace  
Facility/Equipment Rental Application By-law 93.2021  
Appendix "A"

Organization/Rental Purpose: Ignace Nursery School

Mailing Address: Box 870 Ignace ON P0T1T0

Contact Person: Joanne Armstrong Phone: 934-6696 Email: ignacenurseryschod@bellnet.ca

Equipment Required:  
Please enter the number of pieces for each

Chairs: \_\_\_\_\_ Tables: 3 Stages: \_\_\_\_\_ Bar: \_\_\_\_\_ Other: \_\_\_\_\_

Facilities Required (please list in chart)  
Arena Ice, Arena Dry Floor, Curling Dry Floor, Curling Upper Floor, Kitchen or Canteen, Multi-Purpose Room  
Please indicate the following if required (included in ice rental fee) Arena Lobby, Dressing Room(s), Referee Room(s)

Description	Date & Time	# of Units	Unit Fee	Total Fee (less HST)
<u>Multi Purpose room</u>	<u>Thur June 16</u> <u>1pm - 8pm</u>			<u>50.00</u>

Invoice  Yes  No

Asking for an in-kind donation for cost of rental.

SubTotal	
HST	
SOCAN	
Total	<u>50.00</u>
Deposits	

Name on special occasion permit: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list any equipment being brought into our facility for the purpose of your rental: \_\_\_\_\_

Special Arrangements: Key pickup June 16<sup>th</sup>

Setup Date: June 16/22 Cleanup Date: June 16/22

Rental Fee due at least 14 Days prior to event in the amount of \$ \_\_\_\_\_, plus deposit (if applicable)

\$ \_\_\_\_\_ Deposit must be a separate certified cheque or money order.

The following policies have been given to the applicant:

Alcohol Policy 33.2001  Smoking Policy 72.2021

I the undersigned, being an authorized signing official for the above said group, agree to abide by all set out responsibilities and guidelines as per this agreement and the above listed policies, for which I have read, or will read prior to our rental date(s). I realize the penalties for not abiding by this agreement and policies.

Name Printed: Joanne Armstrong Name Signed: J. Armstrong Date: May 20/22

renter Name Printed: Brandi Cote Name Signed: Brandi Cote Date: May 20/22  
Township



The Corporation of the Township of Ignace  
34 Hwy 17, West, P.O. Box 248,  
Ignace, Ontario, P0T 1T0  
Phone : 807-934.2202 Fax : 807-934-2864

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**Prepared By:** Lynda Colby, Clerk  
**Report To:** Mayor and Council  
**Subject:** Proposed Free Dump Day  
**Date:** June 6, 2022

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### **Background**

As in past years the Council of the Corporation of the Township of Ignace has offered its residents the opportunity to access the Ignace Waste Disposal Site for Free disposal of certain items.

### **Recommendation**

**That,** Council for the Corporation of the Township of Ignace receives the Clerk's report regarding the Proposed Free Dump Days.

**And Further That,** Council approves the proposed dates, hours and items accepted or declined.

### **Conclusion**

That the Council of the Corporation of the Township of Ignace hereby does approve the recommended list of acceptable/not acceptable items and days.

Lynda Colby  
Clerk



# The Corporation of the Township of Ignace Invites Local Tax Payers to take part in the Free Dump Day 2022

Please see the information below for the Date, Times and Approved items for Disposal. Proof of Residency may be requested by the Waste Disposal Site Attendant. A valid Driver's Licence or a current Property Tax Bill will be sufficient.

**Saturday July 16, 2022**  
**Hours: 10:00am to 5:00pm**

### Items That Will Be Accepted

- ▲ Yard & Garden Clippings
  - ▲ Small Stumps/ Bushes
  - ▲ Doors & Cabinets
  - ▲ Drywall & Wiring
  - ▲ Bathroom Fixtures
  - ▲ Furniture
  - ▲ Leaves
  - ▲ Grass Clippings
  - ▲ Insulation
  - ▲ Siding
  - ▲ Household Garbage
  - ▲ Electronic Equipment
  - ▲ Fallen Fruit from Trees/Bushes
  - ▲ Building & Demolition Debris
  - ▲ Lumber
  - ▲ Skids, Doors & Shelving Materials
  - ▲ Tires that Have had the Rims Removed
  - ▲ Shower Enclosures
  - ▲ Tree Trimmings
  - ▲ Concrete & Bricks
  - ▲ Roofing Material
  - ▲ Windows
  - ▲ Flooring
  - ▲ Rocks & Decorative Garden Material
- ▲ Old Appliances that Have had the Cooling Agents Removed & are Tagged as Such from a Certified Technician (where applicable)

### Items That Will Not Be Accepted

- ▲ Fuel/Oil Cans
- ▲ Used Oil
- ▲ Propane Tanks
- ▲ Old Paint Cans
- ▲ Any Used Petroleum Products
- ▲ Vehicles of Any Kind
- ▲ Contaminated Soil
- ▲ Batteries
- ▲ Domestic or Commercial Equipment



**Township of Ignace**

34 Highway 17 West

P.O. Box 248

Ignace, Ontario P0T 1T0

Phone: 807-934-2202 Fax: 807-934-2864

June 6, 2022

Mayor & Council

Please note that Council will resume its usual summer schedule for the Regular Meeting of Council as per Procedural By-Law 64.2020, Section 8.3.

"Unless otherwise decided by a resolution, the Council shall hold only one Regular meeting during each of the months in each year of the term of the Council on the third Monday of the said month **with the exception of August and December** of each year of the term of Council in which there will be no meeting."

Therefore, the next Regular Meeting of Council will be July 18<sup>th</sup> and break for August.

Thank you!

Lynda Colby  
Clerk

# Operations Report

**Ignace Water Pollution Control Plant**

April 2022



Prepared for the Township of Ignace  
Prepared by NWI - Ignace  
405 Railway Street, Ignace ON  
Tel: 807.934.6672  
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## 1 Introduction

This Operations Report has been prepared by Northern Waterworks Inc. (NWI) to summarize the operation of the **Ignace Water Pollution Control Plant**. This report is prepared 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, sodium hypochlorite, and a dechlorinating agent are also used at the facility for phosphorus reduction, pH/alkalinity adjustment, effluent disinfection and effluent dechlorination, 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	21,829	704	846	28%	11%	27,731	895	1,663
Feb	18,584	664	759	26%	10%	22,302	796	1,500
Mar	20,519	662	854	26%	11%	21,531	695	1,045
Apr	24,895	830	1,347	33%	18%	24,564	819	1,488
May	—	—	—	—	—	—	—	—
Jun	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>85,827</b>	—	—	—	—	<b>96,128</b>	—	—
<b>Avg</b>	<b>21,457</b>	<b>715</b>	—	<b>28%</b>	—	<b>24,032</b>	<b>801</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 Monitoring Results

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	2.4	2.1	4.7	4.2	0.27	0.24	4.14	279	6.7	7.3
Feb	4.8	3.8	12.5	10.0	0.40	0.32	7.45	59	7.0	7.4
Mar	5.9	4.1	19.6	13.6	0.48	0.33	7.94	682	6.7	7.7
Apr	2.5	2.0	6.6	5.4	0.26	0.21	1.89	19	6.6	7.4
May	—	—	—	—	—	—	—	—	—	—
Jun	—	—	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—	—	—
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. Following the disinfection process, a dechlorinating agent is also used to minimize the effluent total chlorine residual (TCR) prior to discharge to the natural environment. As per Canada's *Wastewater Systems Effluent Regulations*, average concentrations of effluent total chlorine calculated over a calendar quarter must be less than or equal to 0.02 mg/L. TCR results are also summarized in the table.

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

Month	Sodium hypochlorite (disinfection)		Dechlorination		Aluminum sulphate (phosphorus reduction)		Sodium hydroxide (alkalinity adjustment)	
	Amount Used (L)	Average Dosage (mg/L)	Total No. of Dechlorinating Agent Pucks Used	Average Effluent TCR following Dechlorination (mg/L)	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)
Jan	278	1.2	504	0.01	577	17	795	28
Feb	389	2.1	542	0.01	518	18	655	27
Mar	430	2.4	678	0.01	601	19	626	23
Apr	896	4.3	854	0.01	736	19	990	30
May	—	—	—	—	—	—	—	—
Jun	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>1,993</b>	<b>—</b>	<b>2,578</b>	<b>—</b>	<b>2,433</b>	<b>—</b>	<b>3,066</b>	<b>—</b>
<b>Avg</b>	<b>498</b>	<b>2.5</b>	<b>645</b>	<b>0.01</b>	<b>608</b>	<b>18</b>	<b>767</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.

<b>Table 4: Abnormal operations summary</b>			
<b>Incident Date</b>	<b>Event Description</b>	<b>Corrective Action</b>	<b>Resolution Date</b>
22-Apr-22	A small leak on the chlorine chemical feed line was identified in the blower room.	The leak was repaired on the same day. The leak did not significantly interfere with effluent disinfection at the treatment facility.	22-Apr-22

**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.

<b>Table 5: Other notable events</b>	
<b>Date</b>	<b>Event Description</b>
1-Apr-22 & 27-Apr-22	Stabilized sludge was removed from the digester by Northwest Sewage and Septic on April 1 and April 27. Approximately 83 m <sup>3</sup> of sludge was removed on April 1; approximately 106 m <sup>3</sup> was removed on April 27. Sludge was disposed of at the municipal dewatering beds at the landfill site (environmental approval no. A600501). Sludge is classified as processed organic waste and is hauled by Northwest Sewage and Septic under environmental approval no. A920402.
8-Apr-22 to 26-Apr-22	Personnel with the Township of Ignace Public Works Department flushed sanitary sewer sections on Front Street, Lake Street & Davies Street on April 8, 13, 20 & 26.
19-Apr-22	An Electrical Inspector with the ESA was on site to conduct an inspection.
28-Apr-22	After abnormal operation was identified, new belts were installed on blower no. 1 at the treatment facility. The blower continued to operate abnormally and was removed from service. The blower may require a rebuild in the future.

# Operations Report

**Ignace** Drinking Water System

April 2022



Prepared for the Township of Ignace  
Prepared by NWI – Ignace  
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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	23,856	770	986	21,434	691	759	25%	28%
Feb	21,458	766	1,109	18,955	677	736	25%	27%
Mar	23,615	762	1,159	20,957	676	737	25%	27%
Apr	22,056	735	924	19,185	639	697	23%	26%
May	—	—	—	—	—	—	—	—
Jun	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>90,986</b>	—	—	<b>80,531</b>	—	—	—	—
<b>Avg</b>	<b>22,746</b>	<b>758</b>	—	<b>20,133</b>	<b>671</b>	—	<b>25%</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	0.08	89.5	7.3	1.32	0.010	100.0	100.0	100.0	100.0
Feb	0.08	88.4	7.2	1.38	0.006	100.0	100.0	99.8	100.0
Mar	0.07	88.3	7.2	1.36	0.011	100.0	100.0	100.0	100.0
Apr	0.06	90.2	7.2	1.51	0.010	100.0	100.0	100.0	100.0
May	—	—	—	—	—	—	—	—	—
Jun	—	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—	—
<b>Avg</b>	<b>0.07</b>	<b>89.1</b>	<b>7.2</b>	<b>1.39</b>	<b>0.009</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. Corrective actions are required to restore LRVs when the daily value falls below 4.00, and daily LRV trends are used to determine when membrane cleaning and repairs are necessary. Table 3 summarizes LRV results for all filter units. 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	
	Total Number of Daily LRV Results < 4.00	Minimum Daily LRV	Total Number of Daily LRV Results < 4.00	Minimum Daily LRV	Total Number of Daily LRV Results < 4.00	Minimum Daily LRV	Total Number of Daily LRV Results < 4.00	Minimum Daily LRV
Jan	4	3.93	0	4.20	3	3.97	0	4.17
Feb	0	4.03	0	4.23	0	4.04	0	4.24
Mar	0	4.07	0	4.01	4	3.96	0	4.15
Apr	0	4.10	0	4.01	0	4.02	0	4.14
May	—	—	—	—	—	—	—	—
Jun	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>4</b>	<b>---</b>	<b>0</b>	<b>---</b>	<b>7</b>	<b>---</b>	<b>0</b>	<b>---</b>
<b>Min</b>	<b>---</b>	<b>3.93</b>	<b>---</b>	<b>4.01</b>	<b>---</b>	<b>3.96</b>	<b>---</b>	<b>4.14</b>



## 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	622	3.3	195	3	30	1.0
Feb	512	3.1	174	3	48	1.8
Mar	580	3.2	190	3	83	2.8
Apr	520	3.1	179	3	81	3.0
May	—	—	—	—	—	—
Jun	—	—	—	—	—	—
Jul	—	—	—	—	—	—
Aug	—	—	—	—	—	—
Sep	—	—	—	—	—	—
Oct	—	—	—	—	—	—
Nov	—	—	—	—	—	—
Dec	—	—	—	—	—	—
<b>Total</b>	<b>2,234</b>	—	<b>737</b>	—	<b>241</b>	—
<b>Avg</b>	<b>559</b>	<b>3.2</b>	<b>184</b>	<b>3</b>	<b>60</b>	<b>2.2</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.

<b>Incident Date</b>	<b>Event Description</b>	<b>Corrective Action</b>	<b>Resolution Date</b>
02-Apr-22	A problem with the automatic operation of the intake valve on treatment unit no. 4 interfered with water production, resulting in a low reservoir water level alarm condition. To resume water production, unit no. 4 was shut down and placed offline.	The intake valve on treatment unit no. 4 was replaced on April 6. Normal operation was restored.	06-Apr-22
01-Apr-22	Multiple nonpriority high turbidity and low transmembrane pressure alarm conditions occurred throughout the month of April on all filter units. None of the alarm conditions resulted in adverse water quality, and primary disinfection was achieved at all times.	In some cases filter operation was restored without additional corrective actions. For some low transmembrane alarm conditions, filter recovery set points were decreased and/or manual backwashes were completed to restore filter operation. For some high filter turbidity alarm conditions, filtrate was redirected to waste until normal turbidity values were restored.	30-Apr-22
14-Apr-22	A power interruption resulted in the activation of different alarm conditions.	All alarm conditions were acknowledged and the emergency generator was activated. Normal system operation was subsequently restored.	14-Apr-22
15-Apr-22	The distribution pressure relief valve at the treatment facility opened, resulting in the activation of three (3) high lift pumps in order to maintain system pressure.	Valve operation was reset and two (2) high lift pumps were deactivated. Normal operation was restored.	15-Apr-22
21-Apr-22	A short power interruption resulted in the activation of different alarm conditions.	All alarm conditions were acknowledged and normal system operation was confirmed.	21-Apr-22

**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.

<b>Table 6: Other notable events</b>	
<b>Date</b>	<b>Event Description</b>
19-Apr-22	An Electrical Inspector with the ESA was on site to conduct an inspection.

---

# IGNACE

## Police Services Board Detachment Commander's Report



January - March  
2022 First Quarter Report

***Forging strong and effective partnerships with  
our communities***

***Presented: 16<sup>th</sup> May 2022***

**Police Services Board Report for Ignace**  
2022/Jan to 2022/Mar

<b>Public Complaints</b>	
Policy	0
Service	0
Conduct	0

**Date information collected from Professional Standards Bureau Commander Reports:** 2022-04-13

**Data Source**

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

<b>Secondary Employment</b>
-----------------------------

<b>Intelligence Led Policing - Crime Abatement Strategy</b>	
Number of Offenders in Program	1
Number of Offenders Charged	0
Number of Charges Laid	0
Number of Checks Performed	0

**Date information was collected from Records Management System:** 2022-04-13

<b>Staffing Updates</b>	
Transfers:	The Dryden Detachment increased its staffing numbers with the addition of a regional and provincial deployment program. Officers from around the province work within the cluster during a 2 week deployment and provide valuable experience and knowledge sharing from around the Province. The 10 amalgamating members of the Dryden Police Service completed their 4 weeks of training at the Provincial Police Academy, arriving at the detachment at the end of March and fully integrating into their new front line roles within detachment platoons.
Promotions:	Constable Ron Fults became the Community Service Officer and Constable Brittany Bembeneck became the Community Engagement Officer. Shelby Engstrom competed and was awarded the position of Detective Constable within the Dryden Detachment Crime Unit. (Regional)
Awards:	Community Engagement Officer Brittany Bembeneck was awarded a regional commanders letter of recognition for her community focused work and partnership building.
Recognition:	A Welcome Ceremony was held for the new OPP members returning from their 4 week training at the PPA.

<b>Detachment Initiatives</b>	
Lock It or Lose It:	With an increase in unlocked vehicle entries, frontline members participated in a targeted lock it or lose it campaign where unlocked vehicles were identified and educational material provided
Other:	The Dryden Community Policing Committee began meeting in person monthly again.

**Detachment:** 2C - DRYDEN

**Location code(s):** 2C11 - IGNACE (Ignace (MI))

**Report Generated by:**  
Mawby, Wendy

**Report Generated on:**

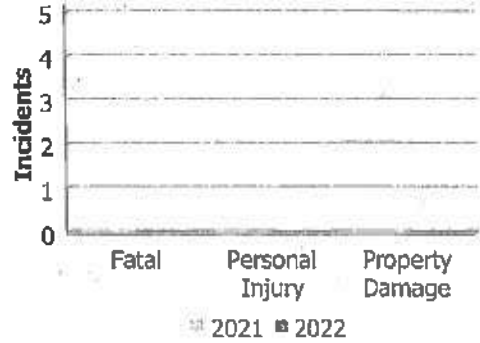
13-Apr-22 4:48:13 PM

PP-CSC-Operational Planning-4300

**Police Services Board Report for Ignace  
Collision Reporting System  
January to March - 2022**

**Motor Vehicle Collisions by Type**

Incidents	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Fatal	0	0	--	0	0	--
Personal Injury	0	0	--	0	0	--
Property Damage	0	7	--	0	0	--
<b>Total</b>	<b>0</b>	<b>7</b>	<b>--</b>	<b>0</b>	<b>0</b>	<b>--</b>



**Data Utilized**

- SQL online application reporting system – OPP CRS 2.3.09
- Collision Reporting System Business Intelligence Cube

IGNACE - 7 Property Damage MVC's within period. Of note, 2 other Highway 17 MVC's were Incorrectly classified as occurring in Ignace. Corrected location code

**IGNACE LOCAL PRIORITIES**

Community Safety ZONE PONs                    59  
Off Road Vehicle checks                            31

**Detachment:** 2C - DRYDEN

**Location code(s):** 2C11-IGNACE (Ignace (MI))

**Data source date:**  
2022/04/12

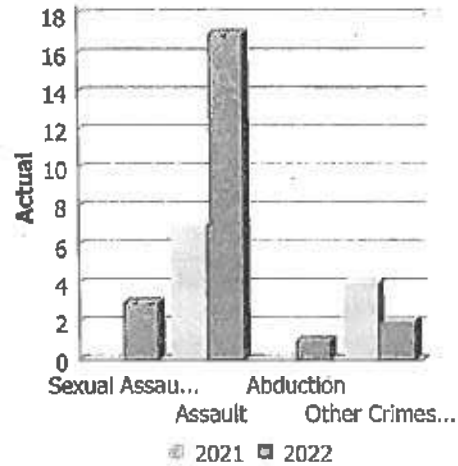
**Report Generated by:**  
Mawby, Wendy

**Report Generated on:**  
13-Apr-22 4:51:56 PM  
PP-CSC-Operational Planning-4300

**Police Services Board Report for Ignace  
Records Management System  
January to March - 2022**

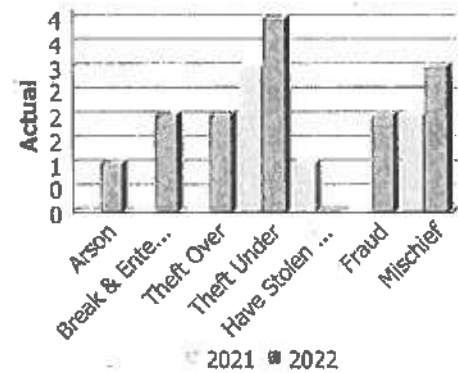
**Violent Crime**

Actual	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	0	3	--	0	3	--
Assault	7	17	142.9%	7	17	142.9%
Abduction	0	1	--	0	1	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	4	2	-50.0%	4	2	-50.0%
<b>Total</b>	<b>11</b>	<b>23</b>	<b>109.1%</b>	<b>11</b>	<b>23</b>	<b>109.1%</b>



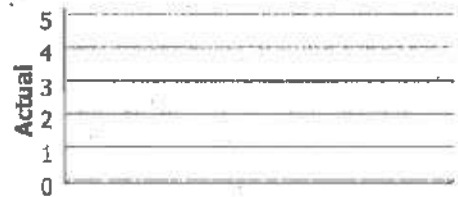
**Property Crime**

Actual	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Arson	0	1	--	0	1	--
Break & Enter	0	2	--	0	2	--
Theft Over	0	2	--	0	2	--
Theft Under	3	4	33.3%	3	4	33.3%
Have Stolen Goods	1	0	-100.0%	1	0	-100.0%
Fraud	0	2	--	0	2	--
Mischief	2	3	50.0%	2	3	50.0%
<b>Total</b>	<b>6</b>	<b>14</b>	<b>133.3%</b>	<b>6</b>	<b>14</b>	<b>133.3%</b>



**Drug Crime**

Actual	January to March			Year to Date - March		
	2021	2022	% Change	2021	2022	% Change
Possession	0	0	--	0	0	--
Trafficking	0	0	--	0	0	--
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>0</b>	<b>0</b>	<b>--</b>	<b>0</b>	<b>0</b>	<b>--</b>



**Clearance Rate**

Detachment: 2C - DRYDEN  
 Location code(s): 2C10 - IGNACE  
 Data source date:  
 2022/04/09

Report Generated by:  
 Mawby, Wendy

Report Generated on:  
 13-Apr-22 4:56:44 PM  
 PP--CSC--Operational Planning-4300

**Police Services Board Report for Ignace  
Records Management System  
January to March - 2022**

Clearance Rate	January to March			Year to Date - March		
	2021	2022	Difference	2021	2022	Difference
Violent Crime	90.9%	78.3%	-12.6%	90.9%	78.3%	-12.6%
Property Crime	33.3%	42.9%	9.5%	33.3%	42.9%	9.5%
Drug Crime	--	--	--	--	--	--
<b>Total (Violent, Property &amp; Drug)</b>	<b>66.7%</b>	<b>68.3%</b>	<b>1.6%</b>	<b>66.7%</b>	<b>68.3%</b>	<b>1.6%</b>

Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

**Detachment:** 2C - DRYDEN  
**Location code(s):** 2C10 - IGNACE  
**Data source date:**  
 2022/04/09

**Report Generated by:**  
 Mawby, Wendy

**Report Generated on:**  
 13-Apr-22 4:56:44 PM  
 PP-CSC-Operational Planning-4300





## Calls For Service (CFS) Billing Summary Report

**Ignace**  
January to March - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>	2022				2021			
	January to March	Year to Date	Time Standard	Year To Date Weighted Hours	January to March	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	13	13	16.1	209.3	11	11	16.1	177.1
Property Crime Violations	5	5	6.5	32.5	8	8	6.5	52.0
Other Criminal Code Violations (Excluding traffic)	1	1	7.7	7.7	5	5	7.7	38.5
Drug Possession	0	0		0.0	1	1	7.0	7.0
Drugs	0	0		0.0	1	1	55.1	55.1
Statutes & Acts	6	6	3.4	20.4	10	10	3.4	34.0
Operational	30	30	3.7	111.0	50	50	3.7	185.0
Operational2	7	7	1.3	9.1	5	5	1.3	6.5
Traffic	4	4	3.5	14.0	5	5	3.5	17.5
<b>Total</b>	<b>66</b>	<b>66</b>		<b>404.0</b>	<b>96</b>	<b>96</b>		<b>572.7</b>

**Note to Detachment Commanders:**

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2021 billing period.

**Note to Municipalities:**

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



## Calls For Service (CFS) Billing Summary Report

**Ignace**  
January to March - 2022

Billing Categories <i>(Billing categories below do not match traditional crime groupings)</i>		2022				2021			
		January to March	Year to Date	Time Standard	Year To Date Weighted Hours	January to March	Year to Date	Time Standard	Year To Date Weighted Hours
Traffic	MVC - Prop. Dam. Non Reportable	0	0		0.0	3	3	3.5	10.5
	MVC - Prop. Dam. Reportable (MOTOR VEHICLE COLLISION)	3	3	3.5	10.5	2	2	3.5	7.0
	MVC - Prop. Dam. Failed to Remain (MOTOR VEHICLE COLLISION)	1	1	3.5	3.5	0	0		0.0
	<b>Total</b>	<b>4</b>	<b>4</b>	<b>3.5</b>	<b>14.0</b>	<b>5</b>	<b>5</b>	<b>3.5</b>	<b>17.5</b>
<b>Total</b>		<b>66</b>	<b>66</b>		<b>404.0</b>	<b>96</b>	<b>96</b>		<b>572.7</b>

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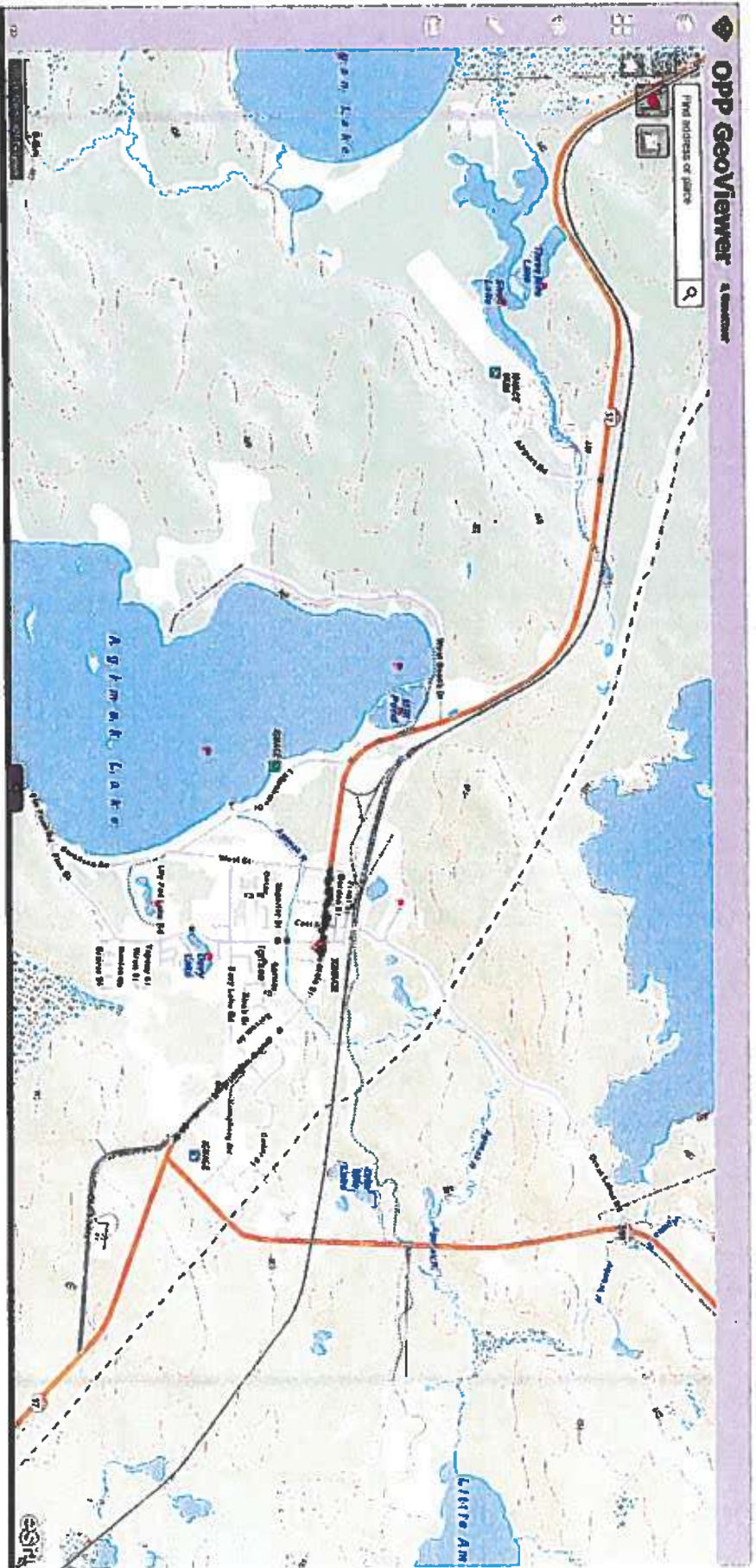
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- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.

# eTicketing Issued Locations

January – March 2022

Ignace



**Ontario  
Provincial  
Police**

**Police  
provinciale  
de l'Ontario**



**Dryden Detachment**

Box 550, 15550 Hwy 17 E

Dryden, ON. P8N 2Z2

Telephone/Téléphone: (807) 937-5577

Facsimile/Télocopieur: (807) 937-6066

**Ignace Detachment**

Telephone/Téléphone: (807) 934-2265

**Main Street / Highway 17, Ignace Statistics**

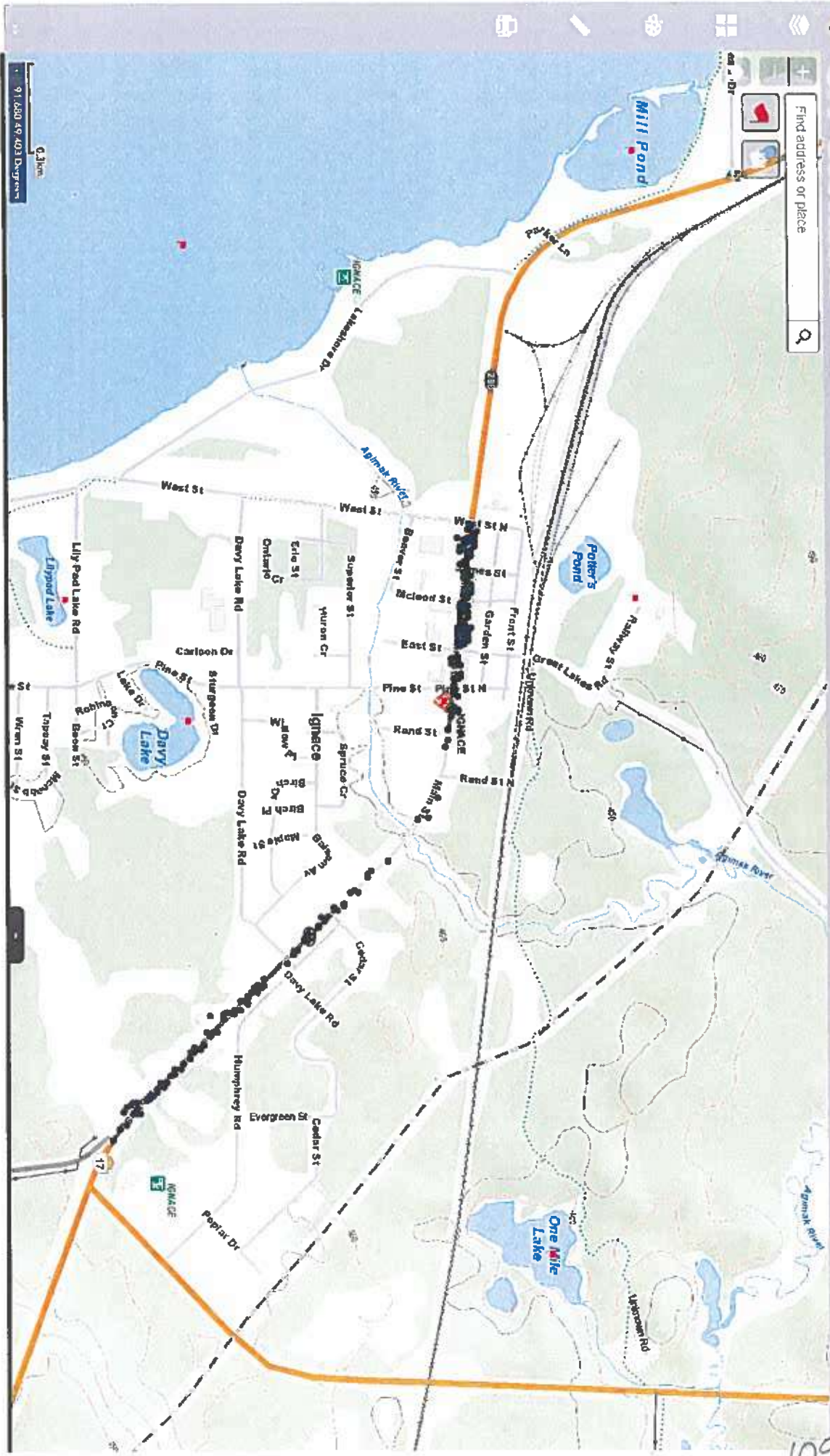
**Charges (E-Ticketing, DAR)**

**2021 - 137 Charges Laid – 47 Community Safety Zone**

**2022(YTD) – 100 Charges Laid – 93 Community Safety Zone**



Find address or place



2021 - 137 Charges Laid

Find address or place



2022 - 100 Charges Laid

**From:** Maple Away Travel <mapleawaytravel@gmail.com>

**Sent:** May 27, 2022 7:21 PM

**To:** Lynda Colby <clerk@ignace.ca>

**Subject:** Ignace Featured in New Travel Blog

Hello,

This email is to inform you that Ignace has been gladly featured on a travel blog, in a post about the best small towns to visit in Northern Ontario. See the post here: <https://mapleawaytravel.com/small-towns-in-northern-ontario/>

I look forward to continuing to boost tourism to Ignace and Northern Ontario.

Thanks,

Chanel @Maple Away Travel | [MapleAwayTravel.com](https://MapleAwayTravel.com)





## 15 Best Small Towns In Northern Ontario To Visit

*In: Northern Ontario*



Are you looking for the best small towns in Northern Ontario to visit? These are great destinations if you are taking a road trip across the province. Whether you are looking for amazing outdoor adventures or stunning lakeside views you will not be disappointed.

Northern Ontario's small towns are quite remote but are always worth the journey because you will experience true Canadian culture every step of the way! You do not want to miss these remarkable places!

You will instantly fall in love with this slice of the world. There are so many undiscovered places in this region like these [Best Attractions in Northern Ontario](#). There are lots to enjoy and beautiful places to see. Keep reading to see the best small towns in Northern Ontario to visit!





## 15 Best Small Towns In Northern Ontario To Visit

### Callander

One of the best small towns to visit in Northern Ontario is Callander. Located just 15 minutes south of North Bay ON on the eastern shores of Lake Nipissing. Your trip to Callander will be full of lush greenery and sandy beaches with clear blue water.

The town lies right at the heart of Callander Bay, one of 8 known volcanic sites in Ontario. The bay is an eroded prehistoric volcanic pipe formed by a deep eruption approximately 500 million years ago.

Northern Ontario small towns are known for being rich in nature. If you love the outdoors then Callander is a great choice for your next trip to the north. Make sure you stay until the evening to catch one of the gorgeous northern sunsets!



### Hearst

Visit Hearst and experience one of the most unique small towns in Northern Ontario. Located two hours west of Cochrane ON, to get here you will need to take one of the most

remote highways in the province.

Did you know that Canada has 2 official languages French and English? Hearst has the highest percentage of French speakers in Ontario. Visiting Hearst will provide you with an amazing cultural experience. Feel the French presence!

Hearst is one of the best small towns in Northern Ontario to visit in the winter. you can explore over 1000 km of snowmobile trails, it is a great way to explore the region.



Credit: Algoma County

## Temiskaming Shores

If you are taking a trip to Northeastern Ontario you do not want to miss the town of Temiskaming Shores. It is one of the most beautiful small towns in Northern Ontario to visit. Temiskaming Shores is located an hour and a half north of North Bay ON!

This region is known for having some of the cleanest air quality in the province. In Temiskaming Shores, you will be completely surrounded by miles of forests and water.

When you visit one of the most exceptional small towns in Northern Ontario, you will fall in love with the entire region. You will want to take many trips to Temiskaming Shores!

## Kapuskasing

Locals call it the Kap! While you are in the North you should definitely visit Kapuskasing, one of the best small towns in Northern Ontario near Cochrane. Just take a quick drive an hour west of the city!

Kapuskasing is best known for being the site of one of the largest World War 1 prisoner of war internment camps in Canada. But while you are here you can also enjoy delicious artisan cheese and the best golfing in Northern Ontario.

There are so many lakes around here, experience them by jumping right in, or hiring a local to give you a fishing tour. This is one of the perfect small towns in Northern Ontario for a weekend getaway!



## Kenora

Kenora ON, is North America's premier lake boating destination. It is one of the most beautiful small towns in Northern Ontario to visit if you love the outdoors. Located an hour east of the Manitoba border, this is a great place to stop between Thunder Bay and Winnipeg!

This region is the gateway to the 14,522 islands in Lake of the Woods. Visiting here gives you endless opportunities to explore. There are many activities and attractions that are especially great to experience in the summer!

Kenora is Best small Northern Ontario towns for golfing. Plus, there are beaches, parks, fishing and hiking trails you will love exploring! There are so many [things to do in Kenora!](#) The city is also home to Lake of the Woods Brewing Company, you will want to give their Northern Lager a try!



## Marathon

Located on the North Shore of Lake Superior Marathon ON, is one of the best small towns to visit in Northern Ontario. Located just north of Puskawa National park if you are taking in lake superior make sure to add Marathon ON, to your list!

White water rafting, sea kayaking, golf clubs, cross-country skiing, hiking, and exploring, Marathon has got it all! This is one of the greatest small towns in Northern Ontario to experience the outdoors!

Marathon is the midpoint between Sault Ste. Marie and Thunder Bay, and is located in the heart of the Canadian Shield. Find your home away from home in Marathon on the North Shore of Lake Superior.

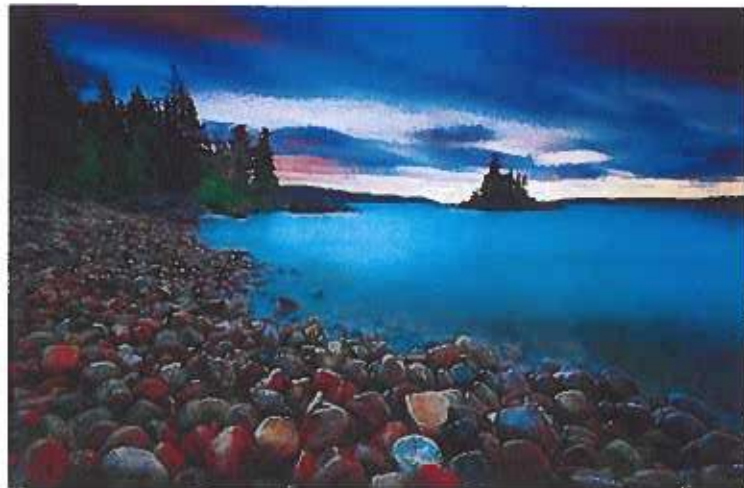


## Rosspport

One of the most romantic small towns in Northern Ontario to visit is Rosspport. This small dreamy town is a great place for a romantic beach getaway or even a honeymoon!

The drive to Rosspport has spectacular views of Lake Superior's shiny blue water and the Canadian Shield! If you like beachcombing this is one of the best spots on the Great Lakes. Rosspport is also a hotspot for local artists, check out [Island Pottery](#) to take home a northern souvenir.

The Rosspport Islands are a massive freshwater archipelago, recently designated as Canada's newest National Marine Park. There is an awesome shipwreck, the Gunilda that lies nearby offshore. It is a great spot for diving!



## Manitouwadge

Manitouwadge is one of the best small towns to visit in Northern Ontario for families. There is an awesome ski club here, making it the perfect year-round destination.

The friendly community here will show you true northern hospitality. Manitouwadge is the perfect place to add as a stop between Sault Ste. Marie and Thunder Bay!

Located north of Lake Superior nestled in the heart of the boreal forest, this is one of the most memorable small towns in Northern Ontario to visit! If you are looking to get back into nature this is the vacation spot for you!

## Red Rock & Nipigon

If you are looking for great small towns to visit in Northern Ontario you should try Red Rock & Nipigon for a true north experience. Traditionally this region served as a crossroads between eastern and western Canada.

These two towns are adjacent to the Nipigon River and overlook the dramatic shorelines of vast Lake Superior. The towns are less than 5 minutes apart! This area has a rich culture, heritage and natural history.

You can also visit Lake Nipigon which is a perfect spot to do some kayaking or canoeing! Red Rock is famous for its rust-coloured stone. If you love live local music then you should visit the town for the annual Folkfest in late summer to see some great country and folk bands.



## Fort Frances

If you are looking to get back into nature visiting small towns in northern Ontario like Fort Frances is just for you! This is the largest town in the Rainy-River district and is a great place to explore in Northwestern Ontario!

Located across a bridge from its sister city International Falls Minnesota, USA. If you are looking to head stateside it is a great place to do some shopping. Visiting Minnesota was one of my favourite trips growing up, it is a popular day trip for many Northern Ontario locals.

This region has some of the most beautiful scenery in the province. You can take a swim in one of the many blue lakes or you can pack a picnic and enjoy it in the forest or a park!

## Sioux Narrows–Nestor Falls

The township of Sioux Narrows–Nestor Falls has some of the greatest wildlife experiences in the country. This is one of the best small towns in Northern Ontario for camping.

Located on the eastern shore of Lake of the Woods. With three provincial Parks, nearby Sioux Narrows–Nestor Falls is a great place to get outside and experience nature! Check out Eagle–Dogtooth Provincial Park, Sioux Narrows Provincial Park, or Caliper Lake Provincial Park and Campground.

Hiking trails, canoeing, and awesome cottage rentals mean you will have so much to do when you visit one of the best small towns in Northern Ontario for camping. Travelling to Lake of the Woods you will find a great spot for car camping or a backcountry site!



## Echo Bay

The home of the Loonie! Echo Bay is one of the greatest Northern Ontario small towns to visit. If you are looking for a day trip from Sault Ste. Marie, this is a great choice! Echo Bay is just 25 minutes east of the city!

You will love learning about the local history. Don't forget to snap a picture of the large Loon Dollar Monument! The big loonie was built in 1992 and dedicated to Robert R. Carmichael.

Echo Bay is also a paradise for outdoor enthusiasts! Visit the picturesque Lake George or Lake Superior and take in the wetlands. Get ready to see all of the wildlife or experience the friendly community!

## Chapleau

This is one of the most remote small towns in Northern Ontario near Sudbury you can visit. You will love experiencing nature in Chapleau. It is a great destination for a day trip!

Chapleau is home to the world's largest crown game wildlife preservation area, that spans an area of more than 2 million acres! This region is extremely biodiverse. The preserve is home to many different species including deer, moose, black bear, eagles, and more!

Situated in the Arctic watershed region this is one of the most beautiful small towns to visit in Northern Ontario to visit in the winter. The reserve can be enjoyed all year round. Snowshoeing is a great winter activity!



## Terrace Bay

Terrace Bay is one of the best-hidden gems in Northern Ontario. With sandy beaches, shopping and an important history this is one of the best small towns in Northern Ontario, you will love it!

The name of the town originates from a series of lake terraces formed in Lake Superior during the last ice age. There is a lot of history in this beautiful community. One of the best attractions is Aguasabon Falls and Gorge just 5 minutes outside of town.

There are 9 white sand beaches near terrace bay Ontario for you to enjoy! While you are here check out, Slate Islands Provincial Park one of Lake Superior's best-kept secrets.



Aguasabon Falls and Gorge. Terrace Bay, Ontario, Canada.

## Ignace

One of the best small towns in Northern Ontario to visit year-round is Ignace. Located in the heart of Ontario's sunset count, this northwestern Ontario hidden gem is two and a half hours northwest of Thunder Bay ON.

You can have amazing adventures in the winter and the summer experiencing the best fishing and wildlife tourism in Ontario! Ignace has easy access to the rivers, lakes, and forests that make northwestern Ontario so unique.

From outdoor excursions, historical learning, or archeological adventures, Ignace has something to offer for everyone. This is a great place to stop if you are taking a drive and are looking for things to do from Thunder Bay and Winnipeg!

---

Previous Post: [15 Northern Ontario Attractions You Shouldn't Miss](#)

Next Post: [15 Northern Ontario Waterfalls You Must Visit](#)

#### LEAVE A REPLY

Enter your comment here...

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Resolution Number

22-100



Title: Support Resolution re Russian Sanctions

Date: Tuesday, May 10, 2022

Moved By

VanAlstine

Seconded By

Dufour

WHEREAS the country of Ukraine has experienced a premeditated and unprovoked invasion by Russia;  
 AND WHEREAS silence is complicity;  
 AND WHEREAS Canada imports hundreds of million of dollars' worth of good from Russia each year;  
 AND WHEREAS negative financial impacts upon a country can be used as a means to deter further conflict  
 BE IT THEREFORE RESOLVED THAT The Town of Espanola unequivocally denounces Russia's unjustifiable war against Ukraine;  
 AND THAT the Town of Espanola supports the sanctions which the Federal government of Canada has thus far imposed on Russia;  
 AND THAT effective immediately and until a time when the sovereignty of Ukraine is once again unchallenged, the Town of Espanola will: 1) Not purchase any products (ie plywood, fertilizer, steel, furniture or machinery) which can be easily traced to have originated from Russia; and 2) Insist that any future contracts for services for the Town of Espanola abide by these same limitations within our municipality;  
 AND THAT upon confirmation that the Belarusian military is engaged within Ukraine that the Town of Espanola apply these limitations upon goods from that country as well;  
 AND THAT this decision of Espanola Council be forwarded to all other municipalities within Ontario requesting they enact similar measures so that as a united front we can make a noticeable difference.

Carried

Defeated

Deferred

RECORDED VOTE

Bill Foster

DECLARATION OF PECUNIARY INTEREST

CHAIR

	For	Against
Mayor J. Beer	_____	_____
R. Dufour	✓	_____
K. Duplessis	✓	_____
S. Hayden	✓	_____
B. Foster	✓	_____
H. Malott	✓	_____
M. Van Alstine	✓	_____

Mayor J. Beer	_____
R. Dufour	_____
K. Duplessis	_____
S. Hayden	_____
B. Foster	_____
H. Malott	_____
M. Van Alstine	_____



MUNICIPALITY OF  
**SHUNIAH**

## COUNCIL RESOLUTION

Resolution No.: 173-22

Date: May 24, 2022

Moved By: RON GIARDETTI

Seconded By: MEGHAN CHOMUT

THAT Council hereby supports the resolution from the Town of East Hawkesbury for the Funding Support for Infrastructure Projects - Bridge and Culvert Replacements in Rural Municipalities; and

BE IT RESOLVED that a copy of this resolution be forwarded to Ontario municipalities, AMO, Premier of Ontario, Provincial Minister of Finance.

Carried       Defeated       Amended       Deferred

  
Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



**TOWNSHIP OF  
EAST HAWKESBURY**  
5151 County Road 14, P.O. Box 340  
St-Eugène, Ontario, K0B 1P0  
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**THE OFFICE OF THE CLERK**  
Township of East Hawkesbury  
5151 County Road 14  
St-Eugene, ON K0B 1P0  
613.674.2170 ext 1010  
[hvilleneuve@easthawkesbury.ca](mailto:hvilleneuve@easthawkesbury.ca)

May 9, 2022

VIA EMAIL ONLY

**The Honorable Doug Ford**  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

**Attention: Premier Ford**

**Re: Funding Support for infrastructure Projects- Bridge and Culvert Replacements in Rural Municipalities**

Please be advised that the on May 9. The Council of the Township of East Hawkesbury resolved the following:

Resolution Num: 2022-

That Council for the Township of East Hawkesbury accept for information the April 20, 2022 correspondence from Township of Clearview regarding their letter to Premier Ford for funding support for infrastructure projects, bridge and culvert replacements in rural municipalities; and  
That Council support the Township of Clearview May 9, 2022 resolution requesting that Federal and Provincial Governments to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and  
That Council direct that this resolution be forwarded to Ontario municipalities, AMO, Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister and ROMA for support.

Please accept this for your consideration and any necessary action.

Regards,

Hemi Villeneuve  
Municipal Clerk

cc:  
Hon. Peter Bethenfalvy, Ontario Minister of Finance [minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)  
Hon. Chrystia Freeland, Federal Minister of Finance [chrystia.freeland@fn.gc.ca](mailto:chrystia.freeland@fn.gc.ca) ROMA [roma@roma.on.ca](mailto:roma@roma.on.ca)  
AMO [amo@amo.on.ca](mailto:amo@amo.on.ca)  
All Ontario Municipalities

# The Corporation of the Township of Ignace

## Staff Report

**To:** Council

**From:** Christy McIntomney, Treasurer

**Meeting Date:** June 20<sup>th</sup>, 2022

**Subject:** By-Law No 46-22 Vesting of Property  
Unsuccessful Tax Sales

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### **RECOMMENDATION:**

THAT Council authorizes the passing of By-Law No.46-22, Being a By-law to Authorize the write-off of Municipal Taxes and the Vesting of Properties in the Township of Ignace; and further;

THAT Council declares the Properties set-out in Schedule "A" of By-law No.46-22 surplus and directs Staff to sell the Properties in accordance with the Municipal Policy and practices.

### **BACKGROUND:**

Section 378 of the Municipal Act, 2001, as amended, provides that after the registration of a tax arrears certificate and before the expiry of one (1) year following the date of the registration of the tax arrears certificate, a municipality may, by by-law, authorize an extension agreement with the Owner of the land, the spouse of the Owner, a mortgagee or a tenant in occupation of such land to extend the period of time in which the cancellation price in respect to the Owner's land is to be paid.

In 2018, the Treasurer registered a tax arrears certificate on title against the properties as per legislation, the tax arrears certificates were on title for one year before the land was advertised for Tax Sale in 2019 being no successful bid it was again advertised in 2021 for Tax Sale.

Section 379 (5) of the Municipal Act 2001, as amended, provides that the Treasurer, in accordance with the prescribed rules, shall conduct a public sale and determine whether there is a successful purchaser and,

- a) If there is a successful purchaser, shall prepare and register a tax deed in the name of the successful purchaser or in such name as the successful purchaser may direct; or

- b) If there is no successful purchaser, may prepare and register, in the name of the municipality, a notice of vesting.

Further, Section 354 (2) of the Municipal Act 2001, as amended, provides that the Treasurer of a local municipality shall remove unpaid taxes from the tax roll if,

- a) The council of the local municipality, on the recommendation of the treasurer, writes off the taxes as uncollectible.
  
- b) During the Tax Sale process there were no successful purchasers. As the Treasurer was not able to declare a successful purchaser (no bids were received) at the time of the tender process of the Tax Sale, the Township now has two (2) options that it can undertake with respect to the property.

### **DISCUSSION:**

The Township needs to decide which of the following two (2) options it wishes to undertake:

#### **Option One:**

Pursuant to Section 354 of the Municipal Act, 2001, as amended, Council, on the recommendation of the Treasurer, can write off the taxes and charge back the education portion to the various school boards for which the Township collected taxes. The charge back is proportionate to the share of unpaid taxes that are written off pursuant to Subsection 353, regardless of whether Council approves the vesting of the property to the Township or not.

#### **Option Two:**

Pursuant to section 379 (5) of the Municipal Act 2001, as amended, the Treasurer, in accordance with the prescribed rules, shall conduct a public sale and determine whether there is a successful purchaser and if there is no successful purchaser, may prepare and register, in the name of the Township, a notice of vesting.

If the education portion of the taxes is charged back to the school boards and the property is vested and subsequently sold within seven years of the registration of the Notice of Vesting, the Municipality must pay a proportionate share of the proceeds to the school board. If the Township sells the property seven or more years after the registration of the Notice of Vesting, the Township does not have to share any of the proceeds.

If the Township does not register a Notice of Vesting on the property within two years of the tax sale date, the whole process is deemed to be cancelled and the Township would have to start the process all over again with the registration of a new tax arrears

Certificate. These properties have been advertised two times in the tax sale process and has had no bids.

Therefore, staff is recommending that the properties be vested into the ownership of the Township and declared surplus property, as outlined in Option Two, above.

By virtue of the Municipal Act, 2001, as amended, the registration of the Notice of Vesting into the Township will give the Township all the rights, privileges and appurtenances to the properties, free from all estates and interests. Although the Township may not recover what is lost in the outstanding tax levy this will give the opportunity to have the said properties placed back on the tax roll and revenue can be obtained from this time forward after the sale of the properties has occurred.

Declaring the properties surplus would allow staff to proceed with disposing of the properties and generate the revenue in the future for the property's taxation.

**RELATIONSHIP TO STRATEGIC PLAN:**

N/A – This is a routine administrative matter which is not directly related to Council's Strategic Plan.

**FINANCIAL IMPLICATIONS:**

If the properties are vested to the Township of Ignace, the Township will be writing off tax sale costs, property cleanup costs, penalties and property taxes.

Schedule "A" attached to By-Law 46-22 with a breakdown of costing totalling \$25,891.46 to be written off including education taxes which will be credited back to the Township.

If the property is subsequently sold then the proceeds from the sale would be distributed in accordance with section 353(4) of the Municipal Act 2001, as amended, which requires a proportional distribution of the funds between the Municipality and the various School Boards.



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Christy McIntomney, Dipl. M.M.  
Treasurer

**THE CORPORATION OF THE TOWNSHIP OF IGNACE**

**BY-LAW NO.46-22**

**BEING A BY-LAW TO AUTHORIZE THE WRITE-OFF OF TAXES AND THE VESTING OF PROPERTY IN THE TOWNSHIP OF IGNACE**

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WHEREAS Section 354 of the Municipal Act, 2001 c. 25 as amended, (hereinafter referred to as the Municipal Act), provides that the Treasurer of a local municipality shall remove unpaid taxes from the tax roll if the council of the local municipality, on the recommendation of the Treasurer, writes off the taxes as uncollectable; and

WHEREAS Section 379(5)(b) of the Municipal Act, provides that if there is not a successful purchaser as a result of the public sale, the Treasurer may prepare and register, in the name of the municipality, a notice of vesting; and

WHEREAS the municipal council of the Corporation of the Township of Ignace deems it necessary and advisable to vest and declare the properties as set-out in Schedule "A" attached surplus.

NOW THEREFORE, the Municipal council of the Corporation of the Township of Ignace

**ENACTS AS FOLLOWS**

1. THAT the list of Municipal Taxes, which includes taxes, penalties, and tax sales costs, listed in Schedule "A" attached to this By-law, totalling \$25,891.46 are hereby deemed uncollectable and the Treasurer is directed to write them off from the tax roll.
2. THAT the Treasurer is authorized and directed to register notices of vesting on the title of the properties listed as set-out in Schedule "A" attached.
3. THAT the Treasurer is authorized and directed to write-off the Municipal taxes totalling \$25,891.46 and is authorized to vest the properties listed on schedule "A" attached to this By-law in the name of the Township of Ignace.
4. THAT the Treasurer of the Township of Ignace is hereby authorized to effect any minor modifications or corrections solely of an administrative, numerical, grammatical or descriptive nature or kind to this by-law or its schedules as such may be determined to be necessary after the passing of this By-law.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 20<sup>th</sup> DAY OF June 2022.

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

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

**Schedule "A" to By-Law 46-2022**

<b>Schedule "A" By-Law 46-22</b>	
<b><u>Properties</u></b>	<b><u>Total Write-Off</u></b>
<b>Address: 205 Davies St</b>	
<b>Tax Sale Costs</b>	<b>\$2,740.26</b>
<b>Property Cleanup</b>	<b>\$0.00</b>
<b>Penalties</b>	<b>\$2,291.41</b>
<b>Municipal Taxes</b>	<b>\$5,723.41</b>
<b>Education Taxes</b>	<b>\$442.13</b>
<b>Utilities</b>	<b>\$0.00</b>
<b><u>Total Owing</u></b>	<b><u>\$11,197.21</u></b>
<b>Address: 325 Front St</b>	
<b>Tax Sale Costs</b>	<b>\$2,093.42</b>
<b>Property Cleanup</b>	<b>\$0.00</b>
<b>Penalties</b>	<b>\$3,572.51</b>
<b>Municipal Taxes</b>	<b>\$8,203.91</b>
<b>Education Taxes</b>	<b>\$669.61</b>
<b>Utilities</b>	<b>\$154.80</b>
<b><u>Total Owing</u></b>	<b><u>\$14,694.25</u></b>



**The Corporation of the Township of Ignace**

**By-law 47.2022**

**Being a By-law to Adopt a Policy as per Bill 27 – the Right to Disconnect Policy  
for all Staff of Township of Ignace**

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**Whereas** the new 'Working for Workers Act (Bill 27)' any employer with twenty-five (25) or more employees must have a 'written Right to Disconnect Policy in place before June 2, 2022'.

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

1. Adopts and enacts the attached policy 'the Right to Disconnect'.
2. Acknowledges that this policy will pertain to all Staff, part-time, full-time, union and non-union.

**Read a First and Second Time this 20<sup>th</sup> Day of June 2022.**

**Read a Third and Finally Passed this 20<sup>th</sup> Day of June 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

## The Corporation of the Township of Ignace

**Section:** Human Resources

**Subject:** the Right to Disconnect

**Effective Date:** June 20, 2022

**By-law #:** 47.2022

**Approved by Motion #:**

**Catalogue #:** H-18

### 1.0 Preamble

The Corporation of the Township of Ignace is committed to taking every precaution reasonable in the circumstances for the protection of the 'Health & Safety' of its workers, as required by the 'Working for Workers Act (Bill 27)'. The Corporation of the Township of Ignace is also committed to providing a supportive workplace that promotes and supports 'stress reduction' and 'good mental health'. Additionally, the Corporation of the Township of Ignace is committed to ensuring that its employees are able to maintain an appropriate 'work/life balance' and fulfill their family responsibilities.

### 2.0 Policy Statement

This policy applies to all employees of the Corporation of the Township of Ignace who are covered by the 'Employment Standard's Act', whether their primary location of work is in the workplace, at home, on the road, or a combination of any of the above.

### 3.0 Definitions

**Clerk** means the person appointed as the Clerk by Council and includes a designated person.

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Disconnecting from the Workplace** means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

**Emergency** is a serious, unexpected, and often dangerous situation requiring immediate action.

**Employee** a person employed by the Township for wages or salary.

**On Call** means an employee is able to be contacted in order to provide a professional service, if necessary.

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

## **4.0 Regulations**

### **4.1 Email**

**4.1.1** Employees are expected to respond to emails during their designated working hours only. The Corporation of the Township of Ignace does not have an expectation that employees will respond to emails during their off-work time and employees will not be penalized in any way for responding to emails only during their working time.

#### **4.1.2 Response Time**

**4.1.2.1** Employees are expected to respond to emails received during the workday, up to 30 minutes prior to the end of the workday, on the same day whenever possible.

**4.1.2.2** Emails received during after-hours Monday through Thursday are expected to be replied to within twenty-four (24) hours of their receipt.

**4.1.2.3** Emails received after-hours on Friday, Saturday or Sunday are expected to be replied to on the Monday following, unless the employee is not working, in which case they may be replied to on the next working day.

**4.1.3** In the event that an employee is unable to reply within these guidelines, they are expected to speak with their supervisor to discuss their workload expectations.

**4.1.4** Employees are expected to regularly update their out-of-office automatic emails so that the most up-to-date information will be communicated to those who are emailing them outside of their work hours.

### **4.2 Phone (personal & business)**

**4.2.1** Employees are expected to respond to phone calls or text messages during their designated working hours only. The Corporation of the Township of Ignace does not have an expectation that employees will respond to phone calls or text messages during their off-work time and employees will not be penalized in any way for responding to phone calls and text messages during their working time only.

#### **4.2.2 Response Time**

**4.2.2.1** Employees are expected to respond to phone calls, voicemails, and text messages received during the workday, up to thirty (30) minutes prior to the end of the workday, on the same day whenever possible.

**4.2.2.2** Phone calls, voicemails, and text messages received Monday through Thursday after-hours are expected to be replied to within twenty-four (24) hours of their receipt.

**4.2.2.3** Phone calls, voicemails, and text messages received after-hours on Friday, Saturday or Sunday are expected to be replied to on the Monday following, unless the employee is not working, in which case they may be replied to on the next working day.

**4.2.3** In the event that an employee is unable to reply within these guidelines, they are expected to speak with their supervisor to discuss their workload and set updated expectations.

**4.2.4** Employees are expected to regularly update their voicemail with their expected schedule so that the most up-to-date information will be communicated to those who are calling outside of their work hours.

### **4.3 Personal Cell Phones**

The Corporation of the Township of Ignace recognizes that personal cell phones can be valuable tools for our employees. If a client or colleague communicates with an employee on their personal cellular phone during their off-work hours, employees do not need to answer or reply until they are within their working hours the following business day.

### **4.4 Exceptions**

Section 4.3 of this policy do not apply in the following situations:

**4.4.1** Call outs (outside of working hours)

**4.4.2** Emergency situations

**4.4.3** Changes to the schedule/location of work

**4.4.4** When assigned on call duties, employees are required to answer calls as they come in and determine at that time if the call is an emergency and requires immediate action.

### **4.5 Other Communication Channels**

**4.5.1** Employees may use various other methods of communication for work such as Slack, Google Chat, Social Media platforms, Zoom etc. Employees are only expected to respond to work related messages on these platforms during their designated working hours. The Corporation of the Township of Ignace does not have an expectation that employees will respond to messages, comments, meeting invitations etc. during their off-work time and that employees will not be penalized in any way for only replying to them during their working time.

## **5.0 Responsibilities**

### **5.1 Employees**

- Follow the guidelines outlined within this policy, such as notifying management and using applicable technologies to notify internal and external parties when they are off duty.
  - Otherwise, be working during the times set out in their employment contract, taking breaks as outlined in their employment contract and/or their core policies.
- Not pressure fellow employees for taking the down time afforded to them by law.

- Speak to their manager if they have any concerns about their mental health and their 'Right to Disconnect from Work'.

## 5.2 Managers

- Respect an employees off-duty time and not expect that an employee will respond to a request on their off-duty hours.
- Compensate employees for any work completed outside of their on-duty hours, as outlined by the 'Hours of Work' legislation in 'Ontario's Employment Standards Act'.
- Provide support as needed to employees who come forward with concerns regarding their mental health and 'Right to Disconnect from Work'.

## 6.0 Concerns/Complaints

6.1 Employees who have concerns about disconnecting during their time away from work should first speak to their manager to resolve the issue. In the event the issue is not able to be resolved at this level, employees are directed to bring the issue forward to another manager or your union representative.

## 7.0 Policy Adoption & 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
June 20, 2022	47.2022		June 20, 2022	June 2027

## 8.0 Reference to Other Policies of By-laws

Policy Title	Policy Section	Policy Number