

# **The Corporation of the Township of Ignace**

## **Staff Report**

**To:** Council

**From:** Christy McIntomney, Treasurer

**Meeting Date:** July 18, 2022

**Subject:** Sale of Landfill Site – Bag Tags

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### **RECOMMENDATION:**

THAT Council approves one of the following options:

1. Allow all businesses within the Township of Ignace submit an application to sell bag tags within the Township of Ignace which is then submitted to Council or approval. Once approved the tags are given to the business who will then return the funds on a weekly bases to the township to have the tags replenished;
2. Do not allow any more businesses within the Township of Ignace to sell bag tags at this time.

### **BACKGROUND:**

In 2006 Council implemented the use of bag tags for all garbage pick up at residential properties at that time the tags were offered for sale to other businesses within the community. Shoprite, Ignace Village Mart and the Ignace Library sold the tags.

In 2007 Council eliminated the use of bag tags for all residential properties therefore none were sold anywhere.

In 2016 Council again implemented the use of bag tags for all residential properties at this time Shoprite and Ignace Library started to sell the tags again as they had already done so in the past.

When the use of bag tags was reimplemented they were made available for sale to the residents at the Township Office, Shoprite and the Ignace Library.

The current options that are offered to the public have been working well; the businesses have been very receptive without any issues in the sale of the tags. With the sale in different locations, it has taken a lot of burden off the Township counter. There have not been any rate payers advising that they were having any issues in getting bag tags and would like to see more options available to purchase the bag tags.

Within the last few months other businesses which is located in our community has approached the office asking if they could sell the bag tags. If another business starts selling the tags this would give the tax payer another option available to purchase the bag tags. These businesses are currently operating with longer hours of operation given yet another option to the tax payer for purchasing bag tags.

**RELATIONSHIP TO STRATEGIC PLAN:**

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

**FINANCIAL IMPLICATIONS:**

If Option 1 is selected the process could become more tedious for the Clerk Typist to control the issuance of bag tags and the chance of losing tags which would mean loss in revenues could occur.

Option 2 would have no affect on the revenues as they would be paid for upfront and the onus is on the business owner to sell the tags.



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



## Staff Report

### Department of Planning, Development, and Engagement Services

**TO:** Mayor and Council, Township of Ignace

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

**DATE:** June 30, 2021

**RE:** Deeming Bylaw for 238-240 Wren Street and 320 McNabb Street

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#### Recommendation:

That on the recommendation of the Manager of Planning, Development, and Engagement Services, the following actions be taken with respect to the application of Kerry and Alexandra Closen relating to the property located at 238-240 Wren Street and 320 McNabb Street:

- a) The attached proposed by-law (Appendix A) **BE INTRODUCED** at the Municipal meeting on July 18, 2022 to deem Lots 19, 20, and 21 in Registered Plan of Subdivision M719 not to be a registered plan of subdivision for the purposes of subsection 50(3) of the *Planning Act*;
- b) The Township Clerk **BE DIRECTED** to provide notice of the by-law passing and undertake registration of the Deeming By-Law, in accordance with the provision in subsections 50(28) and 50(29) of the *Planning Act*;
- c) The applicant **BE REQUIRED** to pay for any costs incurred to register the deeming by-law at the land registry office providing; and
- d) The applicant **MUST COMPLY** with the Township of Ignace's 2021 Official Plan and Zoning policies relating to the Mobile Home Park Zone as well as accessory building restrictions and requirements (e.g., size, use, and placement – Section 3.2. of Township of Ignace 2021 Zoning Bylaw).

#### Purpose and Effect of Recommended Action:

The purpose of the recommended action is to consolidate three lots into one by deeming the subject lands not to be registered in a plan of subdivision. Removal of the internal lot boundary will allow the property to construct a proposed garage that will also need to meet policies under the Ontario Building Code, as well as the Township of Ignace's 2021 Official Plan and Final Zoning Bylaw.

## Background:

The M719 Plan of Subdivision was approved by the Ontario Ministry of Housing (Local Planning Policy Branch) on September 27, 1979. The majority of lots have been purchased and developed since that time. Kerry and Alexandra Closen, the applicants, currently live at 240 Wren which as their principal residence. The adjacent property, 238 Wren Street, is vacant whereas 320 McNabb has temporary storage shelters (see Figure 1). Both properties are registered and owned by the applicants. All three lots are classified as "Residential" under the 2021 Ignace Official Plan and zoned "Mobile Home Park".

**Figure 1:** Property Location of 238-240 Wren Street and 320 McNabb Street.



By-laws can be enacted pursuant to Section 50(4) of the *Planning Act* for the purpose of deeming any plan of subdivision or part thereof that has been registered for eight (8) years or more, not be a registered plan of subdivision. The effect of a deeming by-law would be to merge two or more lots within a registered plan of subdivision into one legally conveyable lot. Deeming by-laws are often used to merge lots to allow for development that meets current zoning and Official Plan requirements.

Approval of a Deeming By-law will not affect the approved Zoning, Official Plan policies, and/or requirements of the approved servicing and subdivision agreement. No notice nor hearing is required prior to passing of a "deeming" by-law under subsection 50(4) of the *Planning Act*. Notice of the passing of the by-law must be given within **30 days** of the assessed owner of any land to which

the by-law applies, and the owner can make representatives to Council concerning the by-law within **20 days** of issuance of the notice. In this case, the owner and applicant have applied for approval of a deeming by-law.

**Financial Implications:**

The application fee is \$250 for a deeming by-law. Applicants and/or registered owners are also responsible for all legal and surveying costs associated with the deeming bylaw that allows for their 3 lots to be merged into one.

**Conclusion:**

An application has been received from the applicant and owners of the properties 238-240 Wren Street and 320 McNabb Street for approval of a by-law to deem the land not to be part of a registered plan of subdivision under the Planning Act. The reason for this request is to allow for the construction of the 30' x 40' garage to be in conformity with existing Official Plan and Zoning requirements.

**Appendix "A"**  
**By-Law #51.2022**

A By-Law to deem a portion of the Registered Plan No. M719 not to be a registered plan of subdivision for the purposes of subsection 50(3) of the *Planning Act, R.S.O. 1990, c. P13*.

**WHEREAS** subsection 50(4) of the *Planning Act* provides that the Council of a local municipality may by by-law designate any plan of subdivision of part thereof that has been registered for eight (8) years or more, and deem it not to be a registered plan of subdivision for the purposes of subsection 50(3) of the *Planning Act*.

**AND WHEREAS** Lots 19, 20 and 21 Registered Plan No. M719 have been registered for more than eight (8) years.

**NOW THEREFORE** the Corporation of the Township of Ignace enacts the follows:

1. That the following lots on Registered Plan No. M719 shall be deemed not to be a registered plan of subdivision for the purposes of Section 50(3) of the *Planning Act*:
  - a. **Lot 19 PCL 37676** Registered Plan No. M719, Township of Ignace, **Lot 20 PCL 40020** Registered Plan No. M719, Township of Ignace, and **Lot 21 PCL 33806** Registered Plan No. M719, Township of Ignace.
2. This by-law comes into force on the day it is enacted by the Council of the Corporation of the Township of Ignace, subject to the provisions of subsection 50(270) of the *Planning Act*.

Read a First, Second, and Third Time and Finally passed this 18<sup>th</sup> day of July, 2022.

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Penny Lucas, Mayor

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Lynda Colby, Clerk

### **PROVINCIAL OFFENCES ACT**

IT IS ORDERED pursuant to the provisions of the Provincial Offences Act and the rules for the Ontario Court of Justice that the amount set opposite the offences in the attached schedules of offences under the Provincial Statutes and Regulations thereunder and By-law No. 16.2022, as amended, Corporation of the Township of Ignace, Kenora District, attached hereto are the set fines for these offences, to take effect June 14<sup>th</sup>, 2022.

Dated at Thunder Bay this 14<sup>th</sup> day of June, 2022.



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The Honourable David Gibson  
Regional Senior Justice  
Northwest Region

**The Corporation of the Township of Ignace**

**Schedule "A" to By-law 16.2022**

<b>Item Number</b>	<b>Short Form Wording</b>	<b>Provision Creating/Defining the Offence</b>	<b>Set Fine</b>
<b>1</b>	No person shall interfere with the duties of an Officer within the Township of Ignace.	Section 2.1	\$100.00
<b>2</b>	Every person who hinders or obstructs a person lawfully carrying out the enforcement of this By-law is guilty of an offence.	Section 3.2	\$100.00

**Note:** The General Penalty provision for the offences listed above is Section 3.0 of By-law 16.2022, a certified copy of which has been filed.



OFFICE OF THE REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE  
NORTHWEST REGION

THUNDER BAY COURTHOUSE  
125 BRODIE STREET NORTH, 6<sup>th</sup> FLOOR  
THUNDER BAY, ONTARIO P7C 0A3



CABINET DU JUGE PRINCIPAL RÉGIONAL  
COUR DE JUSTICE DE L'ONTARIO  
RÉGION DU NORD-OUEST

PALAIS DE JUSTICE  
125, RUE BRODIE NORD, 6<sup>e</sup> ÉTAGE  
THUNDER BAY (ONTARIO) P7C 0A3

TELEPHONE/TÉLÉPHONE (807) 626-7048  
FAX/TÉLÉCOPIEUR (807) 626-7091

June 14<sup>th</sup>, 2022

Attention: Rhonda Smith,  
Documentation and Asset  
Management Specialist

The Corporation of the Township of Ignace  
34 Hwy 17 West  
P. O. Box 248  
Ignace, ON P0T 1T0  
[assetmgmt@ignace.ca](mailto:assetmgmt@ignace.ca)

Dear Ms. Smith:

RE: Set Fines, Corporation of the Township of Ignace, Kenora District, Part I  
Provincial Offences Act, Bylaw 16.2022, as amended, Obstruction

Enclosed herewith is the original Order with schedule of set fines for By-Law Number 16.2022, as amended, Part I, Bylaws indicated in the schedule for the Corporation of the Township of Ignace.

The setting of the fines does not constitute my approval of the short form of wording used to describe the offences.

A copy of the Order and the schedule of the set fines are being held in the Office of the Regional Senior Justice at Ontario Court of Justice in Thunder Bay.

Yours truly,

A handwritten signature in blue ink, appearing to be 'DG'.

The Honourable David Gibson  
Regional Senior Justice  
Northwest Region  
DMG:mz  
Encls.

cc: Crown Law Office, Toronto  
POA Supervisor, Dryden

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June 14<sup>th</sup>, 2022

Crown Counsel, Crown Law Office  
Ministry of the Attorney General  
9<sup>th</sup> Floor, 720 Bay Street  
Toronto, Ontario  
M5G 2K1

Dear Ms. Anandjit:

E: Set Fines, Corporation of the Township of Ignace, Kenora District, Part I  
Provincial Offences Act, Bylaw 16.2022, as amended, Obstruction

I have enclosed the following for your information:

1. Copy of signed Order and accompanying schedule of set fines for Part I, By-Law Number 16.2022, as amended.
2. Copy of letter to Rhonda Smith, Documentation and Asset Management Specialist.

Please note that a copy of the Order and the schedule of the set fines are being held in the Office of the Regional Senior Justice at Ontario Court of Justice in Thunder Bay. Copies of the Order and schedule of set fines have been forwarded to the City of Dryden.

Yours truly,

A handwritten signature in blue ink, appearing to read 'David Gibson'.

The Honourable David Gibson  
Regional Senior Justice  
Northwest Region

DMG:mz

Encls.

cc: Rhonda Smith, Documentation and Asset Management Specialist  
POA Supervisor, Dryden

## **PROVINCIAL OFFENCES ACT**

IT IS ORDERED pursuant to the provisions of the Provincial Offences Act and the rules for the Ontario Court of Justice that the amount set opposite the offences in the attached schedules of offences under the Provincial Statutes and Regulations thereunder and By-law No. 13.2022, as amended, Corporation of the Township of Ignace, Kenora District, attached hereto are the set fines for these offences, to take effect June 14<sup>th</sup>, 2022.

Dated at Thunder Bay this 14<sup>th</sup> day of June, 2022.



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The Honourable David Gibson  
Regional Senior Justice  
Northwest Region

**The Corporation of the Township of Ignace**

**Part I Provincial Offences Act**

**Schedule "A" Pertaining to Amending By-law 13.2022, as amended**

**Set Fine Schedule**

<b><u>Item Number</u></b>	<b><u>Short Form Wording</u></b>	<b><u>Provision Creating/Defining the Offence</u></b>	<b><u>Set Fine</u></b>
<b>1</b>	Deposit snow from private land onto Municipal property without consent.	Section 2.1	\$100.00
<b>2</b>	Deposit snow or ice impeding storm sewer grate access.	Section 2.2	\$100.00
<b>3</b>	Deposit snow upon or within 2m of fire hydrant.	Section 2.3	\$150.00
<b>4</b>	Pile snow so high as to impede the safety of traffic or pedestrians.	Section 2.4	\$100.00
<b>5</b>	Place or permit to be placed any material onto a highway or other property.	Section 4.1	\$100.00
<b>6</b>	Hindering or obstructing a person lawfully enforcing this By-law.	Section 5.3	\$100.00

**Note:** The General Penalty provision for the offences listed above is Section 5.4 of By-law 13.2022, as amended, a certified copy of which has been filed.

OFFICE OF THE REGIONAL SENIOR JUSTICE  
ONTARIO COURT OF JUSTICE  
NORTHWEST REGION

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COUR DE JUSTICE DE L'ONTARIO  
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June 14<sup>th</sup>, 2022

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The Corporation of the Township of Ignace  
34 Hwy 17 West  
P. O. Box 248  
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[assetmgmt@ignace.ca](mailto:assetmgmt@ignace.ca)

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June 14<sup>th</sup>, 2022

Crown Counsel, Crown Law Office  
Ministry of the Attorney General  
9<sup>th</sup> Floor, 720 Bay Street  
Toronto, Ontario  
M5G 2K1

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Yours truly,

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The Honourable David Gibson  
Regional Senior Justice  
Northwest Region

DMG:mz  
Encls.

cc: Rhonda Smith, Documentation and Asset Management Specialist  
POA Supervisor, Dryden

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**Prepared By:** Lynda Colby, Clerk  
**Report To:** Mayor and Council  
  
**Subject:** JML Inspection Report -2022  
  
**Date:** July 08,2022

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**Background:**

On May 18<sup>th</sup>,2022, Mayor Lucas, declared a state of emergency with regards to the high-water level and flooding within the community. JML Engineering was hired to complete a review of the Township sites affected by the high-water level and flooding situation within the Township.

On May 31, 2022 JML submitted their report and proposal for work for:

- Structural inspection of the twin culvert sites along the Agimac River from Lakeshore Drive to Pine Street.
- Hydraulic analysis of the two twin culvert sites
- Options analysis for replacement of West Street culverts if required
- Assessment of ditch along West Street

The total cost would be \$46,600.00

Council at their June 20<sup>th</sup> meeting requested Administration to go back to JML and ask for a recommendation to prioritize the work. (Letter dated June 22<sup>nd</sup>, 2022 attached)

**Recommendation:**

**THAT,** Council for the Corporation of the Township of Ignace approve the JML proposal:

dated May 31,2022 with the recommendation that JML#52726 - Structural Inspection Three Twin Culvert Sites which is regulated by the province of Ontario and JML#52727 - Hydraulic Analysis Three Twin Culvert Sites; JM#L52728 - Options Analysis Replacement West Street Twin Culvers and JML#52729 - Assessment West Ditch Along West Street at a total cost of \$46.600.00 proceed as proposed.

**Financial impact:**

There would be no financial impact to ratepayers as the funding would be covered through the Provincial Emergency Funding and/or

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Lynda Colby  
Clerk



June 22, 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 Clarification**  
**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:

Further to our proposal letter to you dated May 31, 2022, JML Engineering has prepared this letter to provide some prioritization of our proposals.

The four proposals submitted in the previous letter were 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

These proposals were largely prepared to gather information to assess the Town's current infrastructure to prepare in advance for future flood events similar to that recently experienced.

Proposal JML52726 - the structural inspection of the three twin culvert sites (Lakeshore Drive, West Street, and Pine Street), would be our recommendation as the top priority, and it would serve two overall purposes. Firstly, the Township is required to conduct regularly scheduled OSIM inspections and reports overseen by a Professional Engineer licensed in the Province of Ontario of all bridges and culverts defined as structures within their community. This regulation ensures the physical and functional condition of these assets are documented, periodic remedial repairs are undertaken, and due diligence is being done in managing these assets when pursuing funding opportunities for large capital rehabilitation or replacement of the asset in the future. Secondly, a comprehensive inspection of the three culvert sites may reveal deficiencies that can be directly linked to have been caused by the recent high water events. This may satisfy funding support for the costs associated with remedial repairs.

Although important, proposals JML52727 and JML52729 may be considered a secondary priority. These two proposals are intended to assess the capacity and layout of the existing infrastructure under theoretical design floods to determine if the existing construction has any shortcomings to carry/pass flow under future high flow events. The outcome of this assessment and analysis may trigger a recognition for a need to augment the layout and/or capacity of the ditch and/or the twin culvert sites to satisfy future design floods, which would be important to incorporate into an Asset Management Plan. If the findings of the analysis indicate the current infrastructure has the capacity to withstand/pass the theoretical design flood, then it may be shown that the recent high waters exceeded the design standards, which would be supportive of funding for any related construction repairs.

If the Township elects at this time not to pursue the entirety of proposals JML52727 and JML52729, we suggest they consider having JML Engineering complete only the field investigation portion of these two proposals. This work could be done during the same field trip for the proposal JML52726. Combining these three proposals site visits under once common field exercise saves some monies vs doing the tasks as separate, independent projects. If JML Engineering completes only the required field investigation work, we can be authorized at a later date to proceed with the balance of the assessment and hydraulic analysis, since the field work data will already have been gathered. The field investigation work may also result in us finding some obvious deficiencies which we can summarize and pass along to the Township.

The estimated cost to complete only the field investigation work for proposals JML52727 and JML52729 in combination with the field work for proposal JML52726 is as follows:

Field work only JML52727 hydraulic analysis two twin culvert sites	\$ 5,900.00
Field work only JML52729 assessment west ditch along West Street	\$ 5,200.00
Total field work only JML52727 and JML52729	<b><u>\$ 11,100.00 + HST</u></b>

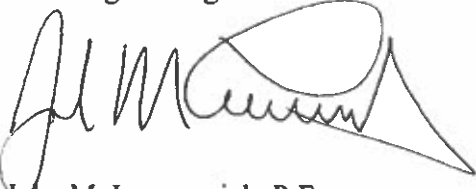
Proposal JML52728 for the options analysis to replace the West Street twin culverts would be a third priority. Its importance increases if it is determined after completing any of the previous proposal work that the current culverts are theoretically undersized, and an increased throat opening at this crossing is required.

Closing

We trust these clarifications are helpful. Please contact the undersigned if you have any further questions regarding our proposals.

Best regards,

JML Engineering Ltd.

A handwritten signature in black ink, appearing to read 'JML', followed by a large, stylized flourish that extends to the right.

John M. Lorenowich, P.Eng.  
President

:jml

R:\2022 (52625 - )\52726 - Township of Ignace - Structural Inspection Three Twin Culverts\Admin\Letters\2022-06-22 Lynda Colby Prioritizing Proposals.doc

JML ENGINEERING LTD.

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 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	<u>\$ 12,300.00</u>
<b>Total Lump Sum Fee</b>	<b><u>\$ 46,600.00 + HST</u></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.

135

June 17, 2022  
Thunder Bay

**The Honourable Mayor Penny Lucas**  
Township of Ignace  
34 Main Street (Hwy 17)  
PO Box 248,  
Ignace, ON P0T 1T0

**Object: Raising of the Franco-Ontarian flag at Ignace's City Hall**

Dear Mayor Penny Lucas and Members of Council,

You proclaimed September 25<sup>th</sup> to be Franco-Ontarian Day in Ignace. This proclamation confirmed that the City of Ignace recognizes the cultural and economic contribution of its Francophone members and supports their decision to make the French language and culture an important part of their lives. Since then, your presence at various Francophone functions and your inclusion of French in your message to the general population have shown that this proclamation reflects a genuine resolve to make Ignace a place where Francophones of all origins can thrive.

This year, Franco-Ontarians' day is special. Indeed, after two years of pandemic, we will finally be able to meet in person to celebrate. We invite the municipality of Ignace with the mayor and all municipal councillors to mark this special day by celebration at the Ignace town hall on Friday, September 23, 2022 at 14h00. We also invite you to gather the community and say a few words to commemorate this special day.

We wish to once again extend our appreciation for your ongoing participation and sincerely hope that you will join us again this year to commemorate such an exceptional Day and anniversary. We look forward to your favourable response.

For further information, please contact us by e-mail at [promotion@afnoo.org](mailto:promotion@afnoo.org).

Best regards,

  
Claudette Gleeson  
President

Le 17 juin 2022,  
À Thunder Bay

**Madame la Maire Penny Lucas**

Township of Ignace  
34 Main Street (Hwy 17)  
PO Box 248,  
Ignace, ON P0T 1T0

**Objet : Le lever de drapeau pour la célébration de la Journée des Franco-Ontariens**

Madame la Maire Penny Lucas et membres du Conseil municipal,

Vous avez proclamé que le 25 septembre de chaque année devenait le Jour des Franco-Ontariennes et des Franco-Ontariens à Ignace. Cette proclamation confirmait que la municipalité de Ignace reconnaît l'importante contribution de la communauté francophone à la vie culturelle et économique de notre ville, et appuyait la décision de ses membres d'accorder de l'importance à sa langue et sa culture. Cette proclamation reflète un engagement à assurer que les francophones de toutes origines puissent s'épanouir pleinement dans notre communauté. Nous souhaitons que la municipalité reconduise la proclamation officielle du « 25 septembre, jour des Franco-Ontariens » afin de souligner l'importance de cette journée.

Cette année, la journée des Franco-Ontariens est spéciale. En effet après deux ans de pandémie nous allons enfin pouvoir toutes et tous nous retrouver en présentiel pour célébrer. Nous invitons la municipalité de Ignace avec Madame la maire et l'ensemble des conseillers municipaux à souligner cette journée particulière en la célébrant à la mairie de Ignace le vendredi 23 septembre 2022 à 14h00. Nous vous invitons aussi à vous joindre au rassemblement de la communauté et à adresser quelques mots pour commémorer cette journée spéciale.

Nous souhaitons une fois de plus exprimer notre reconnaissance pour votre engagement continu auprès de la communauté francophone et espérons sincèrement que vous vous joindrez à nous cette année pour célébrer une journée exceptionnelle. Nous vous remercions de l'attention que vous porterez à la présente lettre et attendons une réponse favorable de votre part.

Pour plus de renseignements et pour confirmer votre participation à la célébration, veuillez nous contacter par courriel — [promotion@afnoo.org](mailto:promotion@afnoo.org).

Nous vous prions d'agréer, Madame la Maire et membres du Conseil municipal, l'expression de nos sentiments distingués.



Claudette Gleeson  
Présidente

## PROCLAMATION

### FRANCO-ONTARIAN DAY — SEPTEMBRE 25

WHEREAS by the virtue of the Franco-Ontarian Day Act, which was legislated on April 26<sup>e</sup>, 2010, it is declared that September 25<sup>e</sup> of each year be recognised as Franco-Ontarian Day throughout the province of Ontario; and

WHEREAS September 25<sup>e</sup> is the anniversary of the first raising of the Franco-Ontarian flag and it represents over 400 years of French presence in Ontario; and

WHEREAS there are more than 745 000 Francophones in Ontario, the largest Francophone community outside of Quebec; and

WHEREAS Franco-Ontarian Day has become an annual occasion to celebrate the Francophone Community:

NOW THEREFORE, I, (NAME), by the virtue of the power vested in me as (TITLE) of the City of (NAME), do hereby proclaim September 25<sup>e</sup> of each year as FRANCO-ONTARIANDAY and join the Francophone Community of (NAME) in celebrating its exceptional contribution to Ontario's growth and prosperity.



Ignace Lions Club  
PO Box 598  
Ignace, ON POT 1T0

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June 29, 2022

**Community Well Being Fund**  
Township of Ignace  
Ignace, Ontario  
POT 1T0

**To Whom It May Concern,**

***Ignace Lions Club would like to request a donation for the club to assist with project working expenses, specifically for the constructing of two wheelchair ramps for our town citizens. Material costs for each of these ramps is approximately \$6,000.00, due to the exponential price increase of lumber***

The Ignace Lion Club provides materials, and the members donate their time and expertise build and install ramps at homes of residence in our community. Each ramp is built to the guidelines of the building code and in a manner so they can be relocated when it is no longer required at a community member's home.

The main initiatives of the Ignace Lions Club are to assist residents with medical issues, such as: **vision** (glasses and Dog Guide Program for the Blind), **hearing** (hearing aids), **ambulatory independence** (specialized equipment and wheelchair ramps). In addition to these main initiatives, we also support numerous other community projects such as the local Food Bank, Christmas Cheer Committee, Children's Food Security Programs, School Play Grounds, Grade 12 Graduation Bursary, local hospital cancer and diabetes research programs and others. The requests vary from year to year.

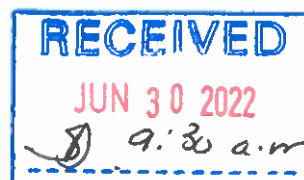
Our club remains very active in a sustainable project of providing Third Party for the Ontario Northern Medical Travel Grants. We up front money for residence to travel for out-of-town medical appointments and the Travel Grant money comes back to the Lions Club. This program assists those requiring assistance with travel costs for their medical care.

The Lions club is in continual need of financial assistance in order to support community needs.

*We are grateful and thank you the Township of Ignace for its previous donations for community projects, and trust that we can look forward to its continued support in 2022. If you have any questions please contact me at 936-0310.*

Sincerely,

Berry Wetelainen  
Ignace Lion Club President





# Operations Report

**Ignace Water Pollution Control Plant**

**May 2022**



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



## 1 Introduction

This Operations Report has been prepared by Northern Waterworks Inc. (NWI) to summarize the operation of the **Ignace Water Pollution Control Plant**. 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	96,682	3,119	4,230	123%	56%	111,416	3,594	5,439
Jun	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>182,509</b>	—	—	—	—	<b>207,543</b>	—	—
<b>Avg</b>	<b>36,502</b>	<b>1,196</b>	—	<b>47%</b>	—	<b>41,509</b>	<b>1,360</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>	<b>15</b>	<b>n/a</b>	<b>15</b>	<b>n/a</b>	<b>0.5</b>	<b>n/a</b>	<b>3.0 or 5.0<sup>4</sup></b>	<b>150</b>	<b>6.5</b>	<b>9.0</b>
<b>Limits</b>	<b>25</b>	<b>63.4</b>	<b>25</b>	<b>63.4</b>	<b>1.0</b>	<b>2.54</b>	<b>6.0 or 10.0<sup>4</sup></b>	<b>200</b>	<b>6.0</b>	<b>9.5</b>
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	2.1	7.4	6.1	22.1	0.27	0.95	0.29	80	6.4	6.9
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	365	9	990	30
May	1,549	1.6	1,580	0.01	395	3	1,173	9
Jun	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>3,542</b>	—	<b>4,158</b>	—	<b>2,456</b>	—	<b>4,239</b>	—
<b>Avg</b>	<b>708</b>	<b>2.3</b>	<b>832</b>	<b>0.01</b>	<b>491</b>	<b>13</b>	<b>848</b>	<b>24</b>

## 5 Notable Operational Events

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

**Table 4:** Abnormal operations summary

Incident Date	Event Description	Corrective Action	Resolution Date
14-May-22	The alum chemical feed line to the small treatment unit became plugged on May 14; the alum line to the large treatment unit plugged on May 18.	On both occasions the obstruction was removed and normal chemical application was restored. Treatment processes were not significantly impacted.	18-May-22
30-May-22	An unscheduled power outage resulted in a loss of power at lift station 2. The water level at the station was monitored during the outage to prevent an overflow from occurring.	Power and normal station operation were restored at 0106h on May 31. There were no overflow events.	31-May-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.

**Table 5:** Other notable events

Date	Event Description
May 2022	A significant amount of precipitation combined with the freshet resulted in an observable increase in flows at the facility throughout May and extending into June. The facility operated at 123% of its rated capacity in the month of May. Importantly, all effluent compliance limits were achieved.
4-May-2022 to 19-May-2022	Personnel with the Township of Ignace Public Works Department flushed sanitary sewer sections on Front Street, Lake Street & Davies Street on May 4, 6, 11, & 19.
07-May-2022	Stabilized sludge was removed from the digester by Northwest Sewage and Septic. Approximately 113.5 m <sup>3</sup> of sludge was removed. 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.

# Operations Report

**Ignace** Drinking Water System

May 2022



**Prepared for the Township of Ignace**

**Prepared by NWI – Ignace**

405 Railway Street, Ignace ON

Tel: 807.934.6672

Fax: 807.934.2805

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





## **1 Introduction**

This Operations Report has been prepared by Northern Waterworks Inc. (NWI) to summarize the operation of the Ignace 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	22,861	737	1,228	20,053	647	719	24%	26%
Jun	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>113,847</b>	—	—	<b>100,584</b>	—	—	—	—
<b>Avg</b>	<b>22,769</b>	<b>754</b>	—	<b>20,117</b>	<b>666</b>	—	<b>24%</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	0.06	91.5	7.4	1.37	0.010	100.0	100.0	100.0	100.0
Jun	—	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—	—
<b>Avg</b>	<b>0.07</b>	<b>89.6</b>	<b>7.3</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	0	4.09	2	3.97	0	4.05	0	4.08
Jun	—	—	—	—	—	—	—	—
Jul	—	—	—	—	—	—	—	—
Aug	—	—	—	—	—	—	—	—
Sep	—	—	—	—	—	—	—	—
Oct	—	—	—	—	—	—	—	—
Nov	—	—	—	—	—	—	—	—
Dec	—	—	—	—	—	—	—	—
<b>Total</b>	<b>4</b>	<b>---</b>	<b>2</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>3.97</b>	<b>---</b>	<b>3.96</b>	<b>---</b>	<b>4.08</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	184	4	81	3.0
May	532	3.1	200	4	85	3.0
Jun	—	—	—	—	—	—
Jul	—	—	—	—	—	—
Aug	—	—	—	—	—	—
Sep	—	—	—	—	—	—
Oct	—	—	—	—	—	—
Nov	—	—	—	—	—	—
Dec	—	—	—	—	—	—
<b>Total</b>	<b>2,767</b>	—	<b>943</b>	—	<b>327</b>	—
<b>Avg</b>	<b>553</b>	<b>3.2</b>	<b>189</b>	<b>4</b>	<b>65</b>	<b>2.3</b>

## 6 Notable Operational Events

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

**Table 5: Abnormal operations summary**

Incident Date	Event Description	Corrective Action	Resolution Date
01-May-22	Multiple nonpriority high turbidity and low transmembrane pressure alarm conditions occurred throughout the month of May on filter units 1, 3 & 4. 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.	31-May-22
05-May-22	The SCADA computer terminal in the WTP office froze and restarted. The backup SCADA computer terminal in the MCC room continued to operate and there were no losses of continuously monitored data.	The automation service provider (Digital Engineering) was notified to investigate and correct the issue.	05-May-22
06-May-22	Membrane filter unit no. 2 failed daily membrane integrity testing (i.e., Log Removal Value < 4.0) on May 6 & 9. On both occasions manual backwashes were initiated to restore Log Removal Values.	Maintenance was completed on filter unit no. 2 on May 11 & 12 in order to prevent future membrane integrity test failures. Refer to Table 6 for more information.	09-May-22
27-May-22	A low filtered water chlorine residual alarm was activated. The low residual was ultimately the result of a programming error that interfered with the normal application of disinfectant. Specifically, the treatment units experienced multiple starts and stops as 2 raw water pumps could not keep up with production demands. An additional raw water pump should have been activated to maintain constant water production and chemical application.	This programming error will be corrected during the replacement of the programmable logic controller at the WTP later in 2022. In the interim, a third raw water pump will be manually activated when higher rates of water production are indicated (i.e., when four treatment units are required). Importantly, the low chlorine residual did not significantly impact water quality.	27-May-22
30-May-22	An unscheduled power interruption resulted in the activation of multiple alarm conditions. The emergency generator supplied power to the facility for the duration of the outage.	Alarm conditions were acknowledged and systems reset. Facility operation was monitored until power was restored on May 31. There were no Adverse Water Quality Incidents.	31-May-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.

**Table 6:** Other notable events

Date	Event Description
4-May-22 to 5-May-22	A Ministry Water Inspector was on site to conduct the annual drinking-water system inspection. The corresponding inspection report was published on May 19, 2022. There were no incidents of regulatory noncompliance and the inspection rating was 100%.
11-May-22 to 12-May-23	New membrane filter cassettes were installed in treatment unit 3. Cassettes being replaced in filter 3 that remained in good condition were used to replace deficient cassettes in treatment unit 2. The cassettes in treatment unit 3 were at or approaching the end of their expected service life, and their replacement constituted a major capital project. The cassettes were NSF/ANSI 61 certified for use in potable water, as required by the system's Municipal Drinking Water Licence.
16-May-22 to 19-May-23	Citric acid cleans to remove inorganic fouling on the membrane filters were completed between May 16 - 17 for treatment unit no. 4 and between May 18 - 19 for treatment unit no. 1.

**Jun 13, 2022**

**Municipal Councils of Ontario**

**Subject: The Retention of Professional Engineers at Ontario Municipalities**

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The purpose of this letter is to stress the importance that municipal engineers play in the successful operation of cities, counties, towns, and townships across Ontario.

The Municipal Engineers Association (MEA) is a non-profit association representing the municipal engineering field in Ontario. We have a membership base of over 1,000 municipal engineers across Ontario who are employed as professional engineers at Ontario municipalities and other provincial agencies serving in the engineering/public works field.

We advocate for sustainable municipal infrastructure practices and our members provide significant input into the development of processes, standards, and specifications for use in municipal infrastructure systems such as drinking water delivery, wastewater collection and treatment, storm water management, waste management and transportation systems.

The MEA has been the proponent for the *Municipal Class Environmental Assessment* process since the mid-1980s. We are also a co-proponent of *Ontario Provincial Standards & Specifications* that many Ontario municipalities use when planning for and tendering municipal engineering projects.

There are a number of examples in various current legislation, where the use of a professional engineer is referenced. Key tasks include roles in transportation, natural resources, health and safety, consumer services, environment, tourism, agriculture, climate change, and energy. It is essential that municipalities consider the appointment of professional engineers, especially within the areas of engineering and public works, to afford municipal councils the appropriate due diligence toward public safety. Unfortunately, we are observing a concerning trend where this is no longer the case.

Professional engineers, through education and practical experience requirements, have the knowledge and foresight to not only understand the 'how' of an issue, but also understand the 'why' behind issues as well. Professional engineers are licensed to practice in Ontario through the *Professional Engineers Act* and are bound by statutory accountabilities, which includes a code of ethics. Under this code, professional engineers are required to act at all times with fidelity to public needs; professional engineers regard their duty to public welfare and safety as paramount.

Professional engineers also provide significant value to municipalities through their understanding of risk management, which assists in lowering exposure to claims against a municipality. With insurance premiums rising every year, it is prudent that municipalities appoint a professional engineer to guide these decision-making processes.





As of December 31, 2019, there were 57,134 practicing professional engineers licensed and practicing in the Province of Ontario. Of this number, only 136 professional engineers work for municipalities with a population of 50,000 or less. This represents only 0.2% of licensed and practicing Ontario Professional Engineers being employed by Ontario municipalities serving populations of less than 50,000. Many of these smaller municipalities have a Public Works/Engineering Department head and would benefit by appointing a Professional Engineer.

The vast majority of professional engineers working at Ontario municipalities are employed by larger urban centres having a population greater than 50,000.

For smaller municipalities that do not have the financial resources to employ a full-time professional engineer on their staff, the MEA recommends the appointment of a professional engineer through a licensed consulting firm so that your municipality may meet the needs only a professional engineer can provide.

We would also like to take this opportunity to promote membership in the MEA. There are Ontario municipalities that currently do not have representation in the MEA. If you have a professional engineer(s) on staff and they are not MEA members, we encourage your municipality to have them apply. The MEA offers members access to knowledge, learning and the ability to stay up to date with current industry practices. It truly is great value for a very nominal fee.

On behalf of the MEA, we thank you for taking time to review this letter. Should you have any questions, please reach out to the MEA's Executive Director, Dan Cozzi, P. Eng. at [dan.cozzi@municipalengineers.on.ca](mailto:dan.cozzi@municipalengineers.on.ca).

Yours sincerely,

---

**Jason Cole, P. Eng.,  
MEA President 2021 - 2022**



Council Resolution Form

Date: 20 Jun 2022 No: Resolution No.131-22  
Moved By: Councillor Rigelhof, Seconded by Disposition: CARRIED.  
Councillor MacPherson  
Item No: 7.06.1

Description: Annual Emergency Exercise Exemption

**RESOLUTION:**

WHEREAS Ontario Regulation 380/04: Standards under the Emergency Management and Civil Protection Act sets the municipal standards for emergency management programs in Ontario and requires municipalities to conduct an annual exercise with their Emergency Control Group in order to evaluate the municipality's emergency response plan and procedures, O. Reg. 380/04, s. 12(6);

AND WHEREAS Emergency Management Ontario previously granted municipalities exemption for the annual exercise requirement when the municipality experienced an actual emergency with documented proof of the municipality actively engaging their emergency management procedures and plan in response to the emergency;

AND WHEREAS on August 5, 2021 the Chief, Emergency Management Ontario (EMO) issued a memo to Community Emergency Management Coordinators stating that effective immediately, the Chief, EMO would no longer be issuing exemptions to the O. Reg. 380/04 requirements to conduct an annual exercise;

AND WHEREAS municipalities experience significant costs and burden to staff resources when faced with the response to an actual emergency and activation of their Emergency Control Group and/or Emergency Operations Centre;

AND WHEREAS a municipality's response to an actual emergency is more effective than an exercise in evaluating its emergency response plan and procedures as mandated by O. Reg. 380/04;

Recorded Vote Requested by:

Pg 1 of 2

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

**MAYOR**

Declaration of Pecuniary Interest:

Disclosed his/her/their interest(s), vacated he/her/their seat(s),  
abstained from discussion and did not vote

AND WHEREAS planning, conducting and evaluating an emergency exercise requires significant time and effort for the Community Emergency Management Coordinator and Municipal Emergency Control Group that is duplicated when the Municipality experiences a real emergency;

NOW THEREFORE, BE IT RESOLVED THAT the Council of the Township of Greater Madawaska hereby requests the Province of Ontario to amend Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year in recognition of the significant resources used to respond to the emergency and the effectiveness of such response in evaluating the municipality's emergency response plan and procedures;

AND THAT a copy of this resolution be forwarded to the Premier of Ontario, local MPP, Minister of Municipal Affairs, Solicitor General, and all other municipalities of Ontario

Recorded Vote Requested by:

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

Declaration of Pecuniary Interest:

Disclosed his/her/their interest(s), vacated he/her/their seat(s),  
abstained from discussion and did not vote



## MUNICIPALITY OF SHUNIAH

420 Leslie Avenue, Thunder Bay, Ontario P7A 1X8  
Phone: (807) 683-4545 Fax: (807) 683-6982  
Email: [shuniah@shuniah.org](mailto:shuniah@shuniah.org) [www.shuniah.org](http://www.shuniah.org)

June 30<sup>th</sup>, 2022

Federation of Canadian Municipalities (FCM)  
Association of Municipalities of Ontario (AMO)

Via Email

To Whom it may concern,

**RE: Letter of Support – The Corporation of the City of Brantford - 5.1 Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School**

Please be advised that, at its meeting on June 28th, 2022, the Council of the Municipality of Shuniah resolved to support the resolution adopted May 17, 2022 by The Corporation of the City of Brantford.

A copy of the above noted resolution is enclosed for your reference and consideration.

We kindly request your support and endorsement for the release of all Federal and Provincial document related to the Former Mohawk Institute Residential School.

Yours truly,

Kerry Bellamy  
Clerk  
KB/jk

Cc:

Right Hon. Justin Trudeau, Prime Minister of Canada  
Hon. Doug Ford, Premier of Ontario  
Hon. Marc Miller, Minister of Crown-Indigenous Relations  
Hon. Patty Hajdu, Minister of Indigenous Services and MP  
Hon. Greg Rickford, Minister of Indigenous Affairs  
The Most Rev. Linda Nicholls, Primate of the Anglican Church of Canada  
Hon. Kevin Holland, MPP Thunder Bay-Atikokan  
Hon. Lise Vaugeois, MPP Thunder Bay Superior North  
The Survivors Secretariat  
All municipalities in Ontario



SHUNIAH

## COUNCIL RESOLUTION

Resolution No.: 231-22

Date: Jun 28, 2022

Moved By:

Donna Blunt

Seconded By:

1/2

THAT Council hereby supports the resolution from the City of Brandtford regarding the Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School; and

### BE IT RESOLVED:

THAT the Clerk be directed to forward a copy of this resolution to: Prime Minister Justin Trudeau; Premier Doug Ford; Minister of Crown-Indigenous Relations Marc Miller; Minister of Indigenous Services and MP Patty Hajdu; Minister of Indigenous Affairs Greg Rickford; Primate of the Anglican Church of Canada Linda Nicholls; MPP Kevin Holland, MPP Lise Vaugeois; the Survivors' Secretariat; the Federation of Canadian Municipalities (FCM); the Association of Municipalities of Ontario (AMO) and to all municipalities in Ontario with an invitation to adopt a similar resolution.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred

Windy Landry

Signature

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

**The Corporation of the Township of Ignace**

**By-Law 52.2020**

**Being a By-Law to Amend By-law 63.2021 'Imposing Fees & Contract  
Conditions for the Township of Ignace Cemetery'**

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**Whereas** the Bereavement Authority of Ontario (BAO) requires annual reporting regarding the care and maintenance trust fund/account. By-Law 63.2021 requires changes in order to be compliant and consistent with the reporting parameters. Care & Maintenance charges are to be 40% of the selling price or \$250.00 (whichever is greater).

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

1. Schedule "B" to By-Law 63.2021 shall be changed as outlined below.
  - a) Single Grave Adult – Resident  
40% C&M from \$140.00 to \$250.00
  - b) Single Grave Adult – Non-Resident  
40% C&M from \$230.00 to \$250.00
  - c) Single Grave Child – Resident  
40% C&M from \$140.00 to \$250.00
  - d) Single Grave Child – Non-Resident  
40% C&M from \$230.00 to \$250.00

2. This By-law shall hereunto be an attachment to By-law 63.2021.

**Read a First and Second Time this 18<sup>th</sup> Day of July 2022.**

**Read a Third and Finally Passed this 8<sup>th</sup> Day of July 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

**The Corporation of the Township of Ignace  
By-law 63.2021**

**Being a By-law for the Purpose of Imposing Fees and Contract Conditions for the  
Township of Ignace Cemetery**

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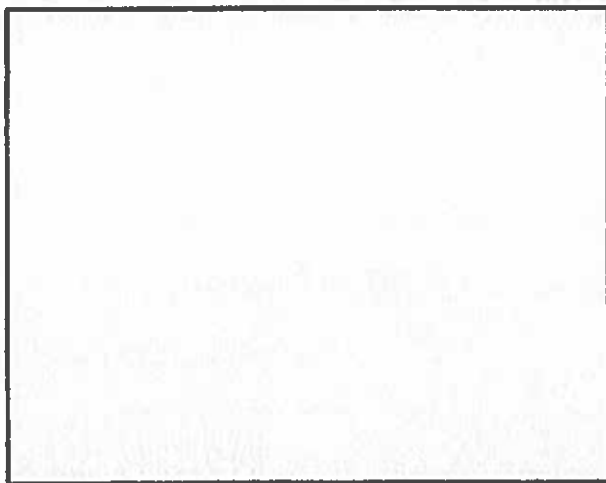
**Whereas** the Funeral, Burial and Cremation Services Act, 2002; Sections 33 to 34, O.Reg.30/11, Sections 54 to 75, ss. 87. (1) provides that a Municipality may pass By-laws imposing fees or contract conditions on any class of person(s) for services or activities provided or done by or on behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control.

**Now Therefore** the Council of the Corporation of the Township of Ignace enacts as follows:

1. The fee(s) and contract conditions imposed by the Township of Ignace Cemetery services as provided in the following Schedule(s) A, B, C and D attached hereto and forming part of this By-law are hereby confirmed.
2. That this By-law rescinds By-law 32.2016.
3. That this By-law shall come into effect 30 days after approval from the Bereavement Authority of Ontario.

**Read a First and Second Time this 20<sup>th</sup> day of September, 2021.**

**Read a Third Time and Finally Passed this 20<sup>th</sup> day of September, 2021.**



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

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



**Bereavement  
Authority of  
Ontario**

100 Sheppard Ave. E., Suite 505,  
Toronto, ON, M2N 6N5  
Tel: 647-483-2645 Toll-free: 1-844-493-6356  
Fax: 647-748-2645 Email: info@thebao.ca

**Annual Licensure Report (ALR) - Form 2  
Report on the Care and Maintenance  
Trust Fund/Account**

Submit a separate Form 2 for each care and maintenance fund/account. You may access fillable ALR forms on the BAO website (www.thebao.ca). See the instruction sheet for further details and additional reporting requirements.

Organization #: 3278870	Reviewed by:
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**COMPLETE ALL FIELDS BELOW:**

Name of Care and Maintenance Fund Trustee:		Account number:
Name of Trustee Contact:	Position/Title	Telephone #:
Address		Email Address:
Account relates to (check applicable boxes): <input type="checkbox"/> Interment / Scattering rights <input type="checkbox"/> Monuments/Markers		
Fiscal year reporting period: <input type="checkbox"/> January 1 to December 31, _____ OR <input type="checkbox"/> _____, 20____ to _____, 20____		

1. Total amount [i.e. book value/tax cost (\$) plus capital cash (\$) only] at the end of the previous fiscal year.

\$
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2. ADD (if applicable): care and maintenance contributions collected but not deposited during the previous fiscal year.

\$
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3. ADD (if applicable): care and maintenance contributions for the sale of interment and scattering rights:

\*For assistance, please visit our care and maintenance calculator on the BAO website.

Type of Interment/Scattering Rights & *Prescribed Contributions	Non-instalment sales			Instalment sales	
	Number of interment/ scattering rights sold or assigned	Total amount of sales (\$)	Total C&M Contributions (\$)	Total instalment payments (\$)	Total C&M contributions for instalment payments (\$)
In-ground grave (2.23 m <sup>2</sup> / 24 ft <sup>2</sup> or larger) *\$250 or 40% of selling price, whichever is greater					
In-ground grave (smaller than 2.23 m <sup>2</sup> / 24 ft <sup>2</sup> ) *\$150 or 40% of selling price, whichever is greater			+		+
Crypt *\$500 or 20% of selling price, whichever is greater			+		+
Niche *\$100 or 15% of selling price, whichever is greater			+		+
Scattering Ground (single right) *\$100 or 40% of selling price, whichever is greater			+		+
Scattering Ground (multiple rights) *\$25 or 15% of selling price, whichever is greater			+		+
Scattering Ground (no rights) *\$25 per scattering			+		+
Total A :				Total B :	

Total care and maintenance contributions for interment and scattering rights, Total A + Total B : \$





**Schedule "A" to By-law 63.2021**

**Certificate of Interment Rights  
At the Ignace Cemetery**

**Certificate Number** \_\_\_\_\_

Pursuant to the Funeral, Burial and Cremation Services Act, 2002 and Regulations and  
all the amendments thereto; made in duplicate the \_\_\_\_ day of \_\_\_\_\_, 202\_.

**Between:**

**The Corporation of the Township of Ignace**

**&**

\_\_\_\_\_, hereinafter known as the "Purchaser"

The Cemetery Operator agrees to assign to the Purchaser the burial of interment rights  
as follows:

**Lot Number** \_\_\_\_\_

The Purchaser, by acceptance of this certificate indicates that By-law 62.2021 governing  
the operation of the cemetery have been received and read, and agrees to be guided by  
the said By-law 62.2021 as well as the provision of the Funeral, Burial and Cremation  
Services Act, 2002 as if these were included as part of the certificate.

The Purchaser agrees that in the event of transfer of the said interment rights, this  
certificate can not be transferred but will be returned to the Cemetery Operator who will  
issue a new certificate.

With respect to the erection of installation of markers, the Purchaser agrees to abide by  
the rules and regulations set out in By-law 62.2021.

**Signed this** \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
**Purchaser**

\_\_\_\_\_  
**Cemetery Operator**



## Schedule "B" to By-law 63.2021

### The Corporation of the Township of Ignace Ignace Cemetery Fee Schedule

This schedule is in effect as of 30 days from the approval of the Bereavement Authority of Ontario

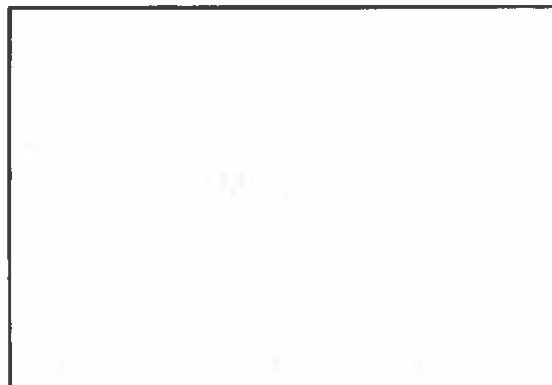
**Note:** This price list is subject to the provisions of Ontario Regulation 30/11 and the Funeral, Burial and Cremation Act, 2002.

<u>Lot Price</u>	<u>40% C&amp;M</u>	<u>2021 Price</u>	<u>HST</u>	<u>Total Payable</u>
Single Grave Adult – Resident	\$140.00	\$350.00	\$45.50	\$395.50
Single Grave Adult - Nonresident	\$230.00	\$575.00	\$74.75	\$649.75
Single Grave Child - Resident	\$140.00	\$350.00	\$45.50	\$395.50
Single Grave Child - Nonresident	\$230.00	\$575.00	\$74.75	\$649.75

<u>Interment Charges</u>	<u>Summer</u>	<u>Winter</u>
Adult	\$740.00	\$950.00
Child	\$305.00	\$405.00
Cremated Remains	\$270.00	\$320.00

**Note:** Summer is from May 16<sup>th</sup> to November 14<sup>th</sup>, Winter is from November 15<sup>th</sup> to May 15<sup>th</sup>

<u>Other Charges Schedule</u>	<u>Payable</u>
Traditional Casket Interments Scheduled to Arrive at Cemetery from 3:30pm onwards	\$150.00/hour
Traditional Cremation Interments Scheduled to Arrive at Cemetery from 3:30pm onwards	\$80.00/hour
Ownership Transfer Administration Fee	\$25.00
Headstone Foundation	\$50.00
Traditional Casket Disinterment	\$1350.00
Traditional Cremation Disinterment	\$395.00





Schedule "C" to By-law 63.2021

**Ignace Cemetery Contract**  
**For the Purpose of Interment Rights or Services**

**Operated By:**  
**The Corporation of the Township of Ignace**  
34 Hwy 17 West PO Box 248,  
Ignace, Ontario,  
P0T 1T0  
Phone: 807-934-2202 Fax: 807-934-2864  
[clerk@ignace.ca](mailto:clerk@ignace.ca)

**Date of Purchase:** \_\_\_\_\_  
(Day/Month/Year)

**Bill To:** \_\_\_\_\_ **Rights To:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deceased Information:**

**Name:** \_\_\_\_\_ **Place of Death:** \_\_\_\_\_

**Date of Death:** \_\_\_\_\_  
(Day/Month/Year)

**Funeral Director/Transfer Service:** \_\_\_\_\_

Lot Price	\$	.
Interment Cost	\$	.
Care & Maintenance Fund (Included) 40%	\$	.
Disinterment Cost	\$	.
Headstone Foundation	\$	.
Monument/Marker Care & Maintenance Fund	\$	.
Other Charges/Fees	\$	.
Sub-Total	\$	.
HST	\$	.
Total Payable	\$	.
Deposit	\$	.
Balance Owing	\$	.

It is agreed between the parties aforementioned that the contract is subject to By-law 63.2021 of the Cemetery and the Purchaser hereby acknowledge receipt of a copy of By-law 63.2021 and that the "Conditions of the Contract" (Schedule "D") attached have been read and understood.

\_\_\_\_\_  
Signature of the Purchaser

\_\_\_\_\_  
Signature of the Cemetery Operator/Cemetery Representative



## Schedule "D" to By-law 63.2021

### Conditions of the Contract

#### The Following Trust Provisions are in effect:

##### Contribution to the Care & Maintenance Fund for lots/plots:

1. In the case of a grave that is 2.23 square meters or 24 square feet or larger the greater of 40% of the Lot/Plot price as set out in Schedule "B".
2. In the case of a grave that is smaller than 2.23 square meters or 24 square feet the greater of 40% of the Lot/Plot price as set out in Schedule "B".

##### Contribution to the Care & Maintenance Fund for Markers/Monuments:

<u>Size/Type</u>	<u>Flat Rate of</u>
Flat Marker less than 173 square inches	\$0.00
Flat Marker 173 square inches or larger	\$50.00
Upright Monument up to 4 feet in height or width	\$100.00
Upright Monument more than 4 feet in height or width	\$200.00

##### A Contract for the Purchase of Interment Rights Includes:

**Note:** The following rights of the Purchaser to request that the Cemetery buy-back the Interment Rights is only valid if the Lot/Plot has not been subject to interment.

1. The following conditions are specified in further detail in the By-law 63.2021.
2. The Cemetery Operator shall repurchase the interment rights within thirty (30) days from the date the written request was made.
3. The repurchase price of the interment rights shall be determined by establishing the amount paid by the purchaser for the rights less the amount of 40% to the Care & Maintenance Fund.
4. Restrictions on the exercising of the interment rights are described in Section 8.0 of By-law 62.2021.
5. As per Section 9.1 of By-law 62.2021, in exercising the interment rights contracted within; a burial permit or cremation certificate must be provided.
6. In accordance with By-law 62.2021 only representatives of the Corporation of the Township of Ignace shall perform burial services within the Ignace Cemetery.
7. Restrictions and requirements in respect to cemetery supplies, marker and/or monument installation are found in Section 3 of the Cemetery By-law 62.2021.
8. If a purchaser transfers an interment right, the purchaser shall give notice of the transfer to the Cemetery Operator and return the original certificate of interment rights. The Cemetery Operator shall issue a new certificate of interment rights to the transferee.
9. The certificate of interment rights shall not be issued until the prescribed fee(s) have been paid for with the exception of a situation as described in Section 8.9 of the Cemetery By-law 62.2021.