

**The Corporation of the Township of Ignace
Committee of the Whole
Tuesday, October 15, 2019 at 6:00 pm
Ignace Public Library, Council Chambers**

AGENDA

1. Call to Order

2. Agenda

- a) Additions and/or Amendments to Agenda
- b) Confirmation of Agenda

THAT the Agenda for the Committee of the Whole Meeting of Council this 15th day of October, 2019, be approved, as presented.

3. Declarations of Pecuniary Interest and the General Nature Thereof

4. Delegations/Deputations

- a) Waasigan Transmission Line Project, Hydro One Networks Inc.

Ciarán Thompson

- b) Exposed Highway Light Standard Wire and Property West of Esso

Claude Zappitelli

5. Adoption of Minutes

- a) Motion to Adopt the Minutes of the following Committee of the Whole Meeting(s):

- September 30, 2019

THAT the Committee of the Whole hereby approves the Minutes of the Committee of the Whole Meeting dated September 30, 2019, as presented.

6. Business Arising from Minutes

7. Unfinished Business from Minutes

- a) Request for Donation via the Community Well-Being Fund: Ignace Fitness Club

8. Reports of Committees & Departments

8.1 Operations Department

New Business

- a) Cyber Insurance

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the report titled, '*Cyber Insurance*', dated October 15, 2019, as information.

THAT Council approves the purchase of Cyber Insurance from Ascent Underwriting via Encon as presented in the Gillons Insurance Proposal dated August 9, 2019, for an annual premium of \$3,056.40.

- b) Invitation to Meet: Grand Council Treaty #3 Ogichidaa Francis Kavanaugh

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the report titled, '*Invitation to Meet: Grand Council Treaty #3 Ogichidaa Francis Kavanaugh*', dated October 15, 2019, as information.

8.2 Economic Development

New Business

- a) Community Capacity Study Update

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the Community Capacity Study Update as presented.

b) Proposed Acquisition and Disposition of Property
(Roll #:60-01-000-001-44401-0000)

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace authorizes Administration to vest the property (Roll #:60-01-000-001-44401-0000) in the name of the Township of Ignace; and

FURTHER THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace authorizes Administration to, once the property is in the ownership of the Township, arrange for sale of the property.

c) Expression of Interest: Surplus Property
(Roll #:60-01-000-001-40294-0000)

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace authorizes Administration to dispose of the property (Roll #:60-01-000-001-40294-0000) at a price equivalent to the 2019 MPAC assessment value (\$1,200).

**8.3 Fire Department
New Business**

a) New Recruits

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace approves the Township of Ignace, Volunteer Fire Department, Membership Change Forms, submitted this 15th day of October, 2019, wherein Mrs. Paola Zappitelli and Mr. Jamie Zappitelli are identified as New Recruits who have received Approval for Membership from Fire Chief Robert Berube.

9. Reports of Council

10. Notices of Motion

11. Questions from the Public

12. Adjournment

THAT the Committee of the Whole Meeting this 15th day of October 2019,
be adjourned at _____.



Township of Ignace Deputation Request Form

Please Note: Deputations are limited to 10 minutes in length

**Requests for Deputations must be received by 4:00 pm on the
Thursday prior to the Council Meeting**

Council Meeting Date: Oct. 15, 2019 Request Received By: Marshallina Reader

Name Of Person Requesting Deputation: Ciaran Thompson

Address: Hydro One Networks Inc., Toronto, ON

Town/City: _____ Postal Code: _____

Phone: 416-345-4684 Fax: _____

E-Mail: _____

Subject Title: Waasigan Transmission Line Project

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

Copies: All persons requesting deputations are required to provide a written copy of their presentation prior to the meeting or during the meeting to all Council Members and the CAO / Clerk.

Submit Via:

Fax: (807) 934-2864

Hand Deliver or Mail To:

Council Deputation Request
34 Highway 17 W, PO Box 248,
Ignace, ON P0T 1T0



Township of Ignace Deputation Request Form

IGNACE

Explore Our Possibilities



Please Note: Deputations are limited to 10 minutes in length

Requests for Deputations must be received by 4:00 pm on the
Friday prior to the Council Meeting

Oct. 15, 2019 - change as per request of Mr. Zappitelli.

Council Meeting Date: ~~Sept 20/19~~

Request Received By: [Signature] M. K.

Name Of Person Requesting Deputation:
CLAUDE ZAPPITELLI

Address: P.O. Box 486

Town/City: IGNACE Postal Code: POT ITO

Phone: 807 936 3206 Fax: CDZAPPIT@GMAIL.COM

Subject Title: IN FRONT OF SUBWAY
ITEM # 1 & EXPOSED HIGHWAY LIGHT STANDARD WIRE
ITEM # 2 & PROPERTY WEST OF ESSA (NAAMAN'S)

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

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

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

Submit Via:

Fax: (807) 934-2864

Hand Deliver or Mail To:
Council Deputation Request
34 Highway 17 W, PO Box 248,
Ignace, ON POT ITO

PICTURE #1

Exposed Wire (Facing East)



PICTURE #2

Exposed Wire (Facing West)

PICTURE #3

Exposed Wire

PICTURE #4 & 5

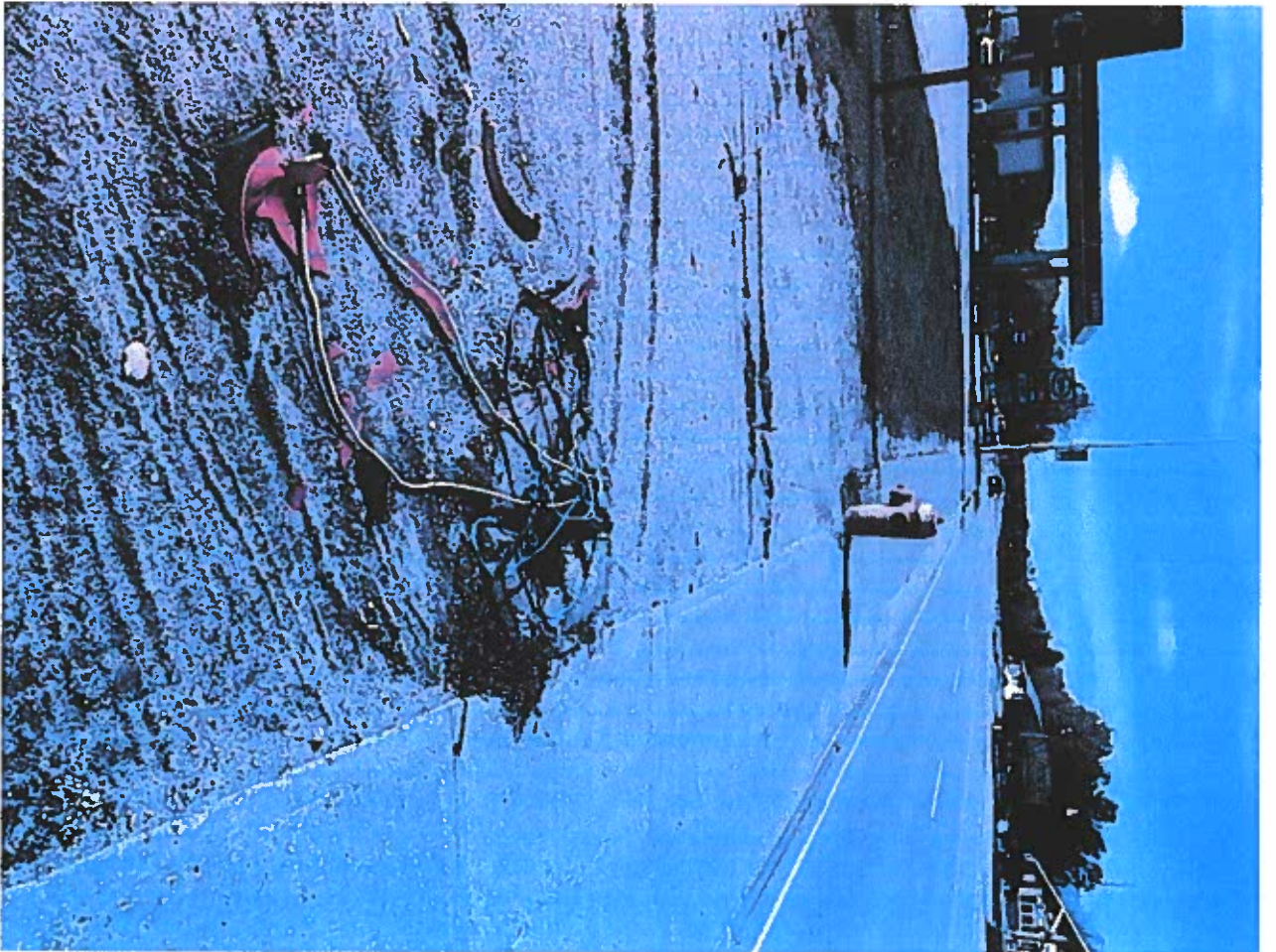
Garbage and Roofing Material from Building

ITEMS TO DISCUSS OCT 15 MEETING.

CLAUDE ZAPPITELLI

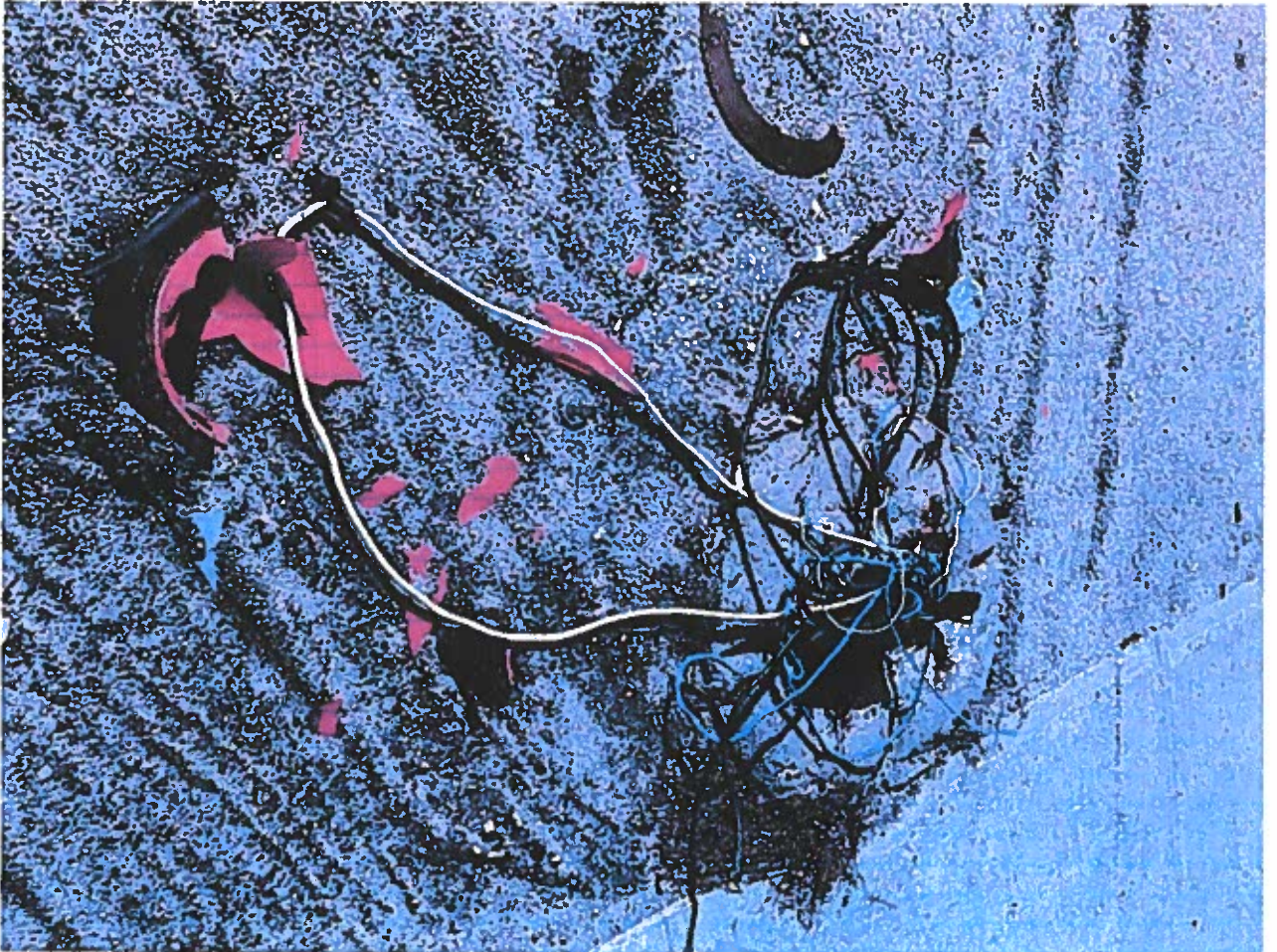
~~PHOTO~~
PICTURE 1





Measure #2

Picture #3



Pictures # 4





Picture #8

**The Corporation of the Township of Ignace
Minutes of the Committee of the Whole Meeting of Council
Monday, September 30, 2019, at 6:00 pm
Ignace Public Library, Council Chambers**

COUNCIL **Councillor Debbie Hart
Councillor Dave Penney
Councillor Greg Waldock
Mayor Donald Cunningham**

STAFF **Charles Tarrant, CBO/MLEO**

REGRETS **Marshalina Reader, CAO/Clerk
Jason Felix, EDM
Sackeria Jackson-Hinds, Treasurer**

- 1. Call to Order**
Deputy Mayor David Penney called the meeting to order at 6:00 pm.

- 2. Agenda**
 - a) Additions and/or Amendments to Agenda

 - b) Confirmation of Agenda

Verbal Motion

Moved by: Cllr. Hart

Seconded by: Cllr. Waldock

THAT the Agenda for the Committee of the Whole Meeting of Council this 30th day of September 2019, be approved, as amended.

Carried

- 3. Declarations of Pecuniary Interest and the General Nature Thereof**
None

4. Delegations/Deputations

- a) Recommendation #1 under the Community Development Actions of the Community Strategic Plan: Clean Up and Beautify the Town

Elizabeth Russell

5. Adoption of Minutes

- a) Motion to Adopt the Minutes of the following Committee of the Whole Meeting(s):

- September 9, 2019

Verbal Motion

Moved by: Cllr. Hart

Seconded by: Cllr. Waldock

THAT the Committee of the Whole hereby approves the Minutes of the Committee of the Whole Meeting dated September, 2019, as presented.

Carried

- b) Motion to Receive Minutes of Local Boards and Committees:

- Ignace Community Nuclear Liaison Committee

Verbal Motion

Moved by: Cllr. Waldock

Seconded by: Cllr. Hart

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the Meeting Minutes dated July 16, 2019, as submitted by the Ignace Community Nuclear Liaison Committee.

Carried

- c) Motion to Receive Minutes from Outside Agencies and Boards:

- Kenora District Services Board

Verbal Motion

Moved by: Cllr. Hart

Seconded by: Mayor Cunningham

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the Meeting Minutes dated July 11, 2019, and August 15, 2019, as submitted by the Kenora District Services Board.

Carried

6. Business Arising from Minutes

None

7. Unfinished Business from Minutes

None

8. Reports of Committees & Departments

8.1 Operations Department

New Business

a) Community Safety and Well-Being Plan

Verbal Motion

Moved by: Cllr. Waldock

Seconded by: Cllr. Hart

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the report titled, '*Community Safety and Well-Being Plan*', dated September 30, 2019, as information.

Carried

Verbal Motion

Moved by: Cllr. Hart

Seconded by: Cllr. Waldock

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace approves a contribution in the amount of \$5,000.00 to support the work of the Steering Committee for the Dryden and Area Community Safety and Well-Being Plan; and

FURTHER THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace authorizes Administration to transfer the sum of \$5,000.00 from the Community Well-Being Fund for this expenditure.

Carried

- b) Operations Reports, August 2019: Ignace Water Pollution Control Plant and Drinking Water System

Verbal Motion

Moved by: Cllr. Hart

Seconded by: Cllr. Waldock

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the Operations Reports for the Ignace Water Pollution Control Plant and Drinking Water System, dated August 2019, as presented by Northern Waterworks Incorporated.

Carried

8.2 Finance Department

New Business

- a) 2020 Annual Billing Statement, OPP Municipal Policing

Verbal Motion

Moved by: Cllr. Hart

Seconded by: Cllr. Waldock

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the OPP Municipal Policing 2020 Annual Billing Statement package, dated September 23, 2019, as submitted by the Municipal Policing Bureau.

Carried

Verbal Motion

Moved by: Cllr. Hart

Seconded by: Cllr. Waldock

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace approves the OPP Municipal Policing Grand Total Billing for 2020 cost in the amount of \$444,474.00, at a monthly billing amount of \$37,040.00.

Carried

b) Water Treatment Pump House and Water Line Disposition -
Updated Offer

Verbal Motion

Moved by: Cllr. Hart

Seconded by: Cllr. Waldock

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace approves that Administration pursues the disposition process for future procurement of lands currently occupied by the Township's water treatment pump house and water line, as explained in the letter dated September 6, 2019, submitted by the Ministry of Natural Resources and Forestry.

Carried

c) Request for Donation via the Community Well-Being Fund: Ignace
Fitness Club

Verbal Motion

Moved by: Cllr. Waldock

Seconded by: Cllr. Hart

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace approves the request of the Ignace Fitness Club for a donation of in the amount of \$8,814.85 from the Community Well-Being Fund, submitted via letter dated September 18, 2019; and

FURHTER THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace authorizes Administration to transfer the sum of \$8,814.85 from the Community Well-Being Fund for this expenditure.

Tabled

9. Reports of Council

None

10. Notices of Motion

None

11. Questions from the Public

None

12. Adjournment

Verbal Motion

Moved by: Cllr. Waldock

Seconded by: Cllr. Hart

THAT the Committee of the Whole Meeting of Council this 30th day of September 2019, be adjourned at 6:41 pm.

Carried

Donald Cunningham, Mayor

Debbie Hart, Councillor

Penny Lucas, Councillor - Suspended

David Penney, Councillor

Greg Waldock, Councillor

Charles Tarrant, CBO/MLEO/OS



Township of Ignace

Box 148, Ignace, ON

POT1T0

September 18, 2019

Ignace Fitness Club

Box 746, Ignace, ON

POT1T0 807-934-0369

Re: Financial Request from the Township of Ignace

The Ignace Fitness Centre is requesting financing from the Community Well-being fund. The Fitness Centre is a keystone facility for the health and well-being for the citizens of Ignace. The theme of this funding request is to improve the environment, maintenance, esthetics and safety for the patrons of the fitness centre. The intention is to reduce the financial burden of the taxpayers of Ignace while maintaining and upgrading the facility. We are requesting installation of a new air conditioning unit, repainting certain areas of the centre and replacing expired light bulbs.

We are requesting \$5044.00 to replace an extremely old air conditioning unit that is past its life expectancy and is inadequate. This unit was only meant to be temporary, as it was originally used from the old Mary Berglund Health Centre and it was implemented as a cost saving measure. On removal of the windows at the fitness centre the temperature and humidity have become uncomfortable. Air conditioning is required to remedy this situation and create a comfortable workout space.

We are requesting \$3367.44 to have walls and doors repaired and painted due to the lack of natural lighting, damage to walls and 20 years of use. This contract will require removal and replacement of large mirrors from walls, plastering holes in walls, mud and tape drywall in men's washroom, repair and painting of 10 doors.

We are requesting \$403.41 for the replacement of light bulbs. This is a per unit price of \$3.57 per light bulb. 73 light bulbs are either burnt out or not working because of nonfunctioning ballasts. This price is for 100 bulbs allows some replacements to be on hand. There might be a necessity to include an electrician cost if ballasts are not operational which we would like the Township of Ignace to be responsible for providing. There is an opportunity to replace the lighting system with LED lights at \$10.00 per unit plus rewiring costs.

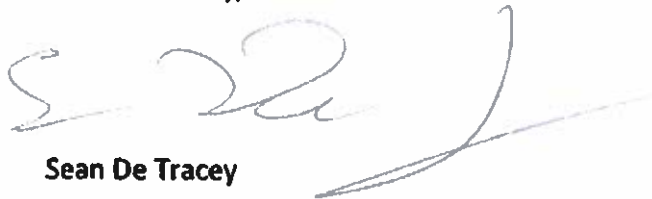
This brings the total cost of our request to \$8814.85 and possibly more with electrician costs added.

Final quotes are available on request. Fluorescent bulbs are based on unit price not as a quote.

This maintenance is long overdue at the fitness centre. It is in the Township of Ignace's best interest to invest in this facility as it enhances the quality of life for the community and is one of the reasons why people decide to reside in Ignace.

Thank you very much for your consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sean De Tracey', written over a light blue horizontal line.

Sean De Tracey

President Ignace Fitness Club

Lease Agreement

Between

The Corporation of the Township of Ignace

(hereinafter referred to as the "Township")

AND

The Ignace Fitness Club

(hereinafter referred to as the "Fitness Club")

Whereas The Township owns the lands legally described as Plan M512 PT LOT 16 RP, 23R2783 Part 1 PCL, 28878 Rec Centre, 200 Beaver Street in the Township of Ignace, and the buildings on those lands, which together are hereafter referred to as the "Fitness Club,"

Whereas The Township agrees to rent the Recreation Centre to the Fitness Club. and the Fitness Club agrees to rent the Recreation Centre from the Township,

The Parties hereto agree as follows:

1. The term of this lease will be for a period of 2 years, commencing May 1, 2019 and running to April 30, 2021, for the rental space to Ignace Fitness Club.
2. The Township will be responsible for insurance on the buildings and land.
3. The Fitness Club will be responsible for carrying \$1,000,000.00 in liability insurance, plus replacement coverage for all fixtures and equipment. A copy of this insurance policy must be submitted to the Township each year. The "Corporation of the Township of Ignace" must be listed as an insured on this insurance certificate.
4. The Fitness Club will be responsible for liability insurance and all costs required for its operations.
5. The Fitness Club shall maintain the property and structure in good repair at all times. Should renovations be required, a written request must be submitted to the Township prior to commencement of any improvements. Upon approval, any and all renovations or additions must comply with the Building Code Act as well as appropriate Municipal By-Laws. The Fitness Club shall be responsible for all costs associated with renovations, unless otherwise agreed to in writing by the Township. All renovations or additions to the property or structure made by or on behalf of the Fitness Club shall become the property of the Township upon termination of this agreement.

6. The Fitness Club will be responsible for all costs associated with maintenance of the Fitness Club unless otherwise agreed to in writing by the Township.
 7. Any damages occurring to the building of the Recreation Centre due to negligence on the part of the Fitness Club will be the responsibility of this group.
 8. The Township is responsible for all costs associated with repairs to the Fitness Club land and buildings.
 9. The Fitness Club is obliged to report any damages promptly to the Township.
 10. The Fitness Club will be responsible for all items which require maintenance or replacement due to normal wear and tear. Any damages occurring to equipment or to building due to negligence on the part of the Fitness Club or its users, will be appropriately billed by the Township. The Township will be responsible for any repairs to the facility, which occur outside of the normal usage and not due to negligence (ie. Building or structural, major plumbing/heating). The Township shall give written notice to the Fitness Club prior to commencing any alterations/work on the leased facility.
 11. The Fitness Club shall submit a written statement of their annual financial operations to the Township Treasurer within sixty (60) days of their fiscal year end.
 12. The Fitness Club agrees to pay:
 - a. \$150.00 per month for rent from May 1, 2019 to August 31, 2019.
 - b. \$350.00 per month for rent from September 1, 2019 to February 29, 2020.
 - i. Two years of financial statements (2018 and 2019), verified by a third party, shall be presented to the Township's Treasurer by February 1, 2020 along with the 2018 and 2019 monthly bank statements to review the Fitness Centre finances and rental fees. Otherwise the Fitness Club agrees to pay:
 - c. \$500.00 per month for rent from March 1, 2020 to April 30, 2021.
- Both Parties agree that these costs be recalculated annually in the following manner:
- Gas: 16.5% of total Recreation Centre billings
 - Hydro: 3.5% of total Recreation Centre billings
 - Water & Sewer Flat Rate
 - Any other service or utility that may be provided by the Township over the lease period
13. The Fitness Club shall provide a list to the Township, of all members of its executive, including contact phone numbers. Any changes made throughout the contract term must be reported in writing to the Township.
 14. Both Parties agree that this lease agreement may be cancelled on sixty (60) days written notice to be delivered by Registered Mail to the address as noted.

Any major changes in these costs shall be reflected in the monthly fee for the subsequent contract year.

Notice to the Lessor shall be by mailing to:

The Corporation of the Township of Ignace
Box 248
34 Highway 17 West
Ignace, On POT 1T0
Contact person: Treasurer (934-2202)

Notice to the Lessee shall be by mailing to:

Ignace Fitness Club
Box 746
Ignace, ON, POT 1T0
Contact person: Sean Detracey, President (936-0236)

We, the undersigned, as signing officials of the designated groups, agree to the terms and conditions set out in this lease agreement. It is understood that failure to comply with all parts of this agreement could result in its dissolution, and could affect the potential for any future agreements.

Corporation of the Township of Ignace



Mayor Donald Cunningham

Ignace Fitness Club



President Sean Detracey



Date Sept 27, 2019

Date Sept 27, 2019



The Corporation of the
Township of Ignace

34 Highway 17 West, PO Box 248, Ignace, ON P0T 1T0

Prepared By: Marshalina Reader, CAO/Clerk
Report To: Mayor and Council, Committee of the Whole
October 15, 2019
Subject: Cyber Insurance
Supervisor Approval: N/A
CAO Approval: N/A

RECOMMENDATIONS

THAT Council receives the report titled, '*Cyber Insurance*, dated October 15, 2019, as information.

THAT Council approves the purchase of Cyber Insurance from Ascent Underwriting via Encon as presented in the Gillons Insurance Proposal dated August 9, 2019, for an annual premium of \$3,056.40.

PURPOSE

In accordance with amendments to the *Police Services Act, 1990*, this report provides Council and the public information regarding the legislated requirement that municipalities adopt a Community Safety and Well-Being Plan by 2021.

BACKGROUND AND ANALYSIS

There is a wide range of currently accepted cybersecurity definitions:

The **Committee on National Security Systems (CNSS-4009)** defines cybersecurity as the ability to protect or defend an enterprise's use of cyberspace from an attack, conducted via cyberspace, for the purpose of: disrupting, disabling, destroying, or maliciously controlling a computing environment/infrastructure; or, destroying the integrity of the data or stealing controlled information.

The **National Institute of Standards and Technology** defines cybersecurity as "the process of protecting information by preventing, detecting, and responding to attacks." Similar to financial and reputational risk, cybersecurity risk affects an organization's bottom line. It can drive up costs and impact revenue.

The **International Organization for Standardization** defines cybersecurity or cyberspace security as the preservation of confidentiality, integrity and availability of information in the Cyberspace. In turn, "the Cyberspace" is defined as "the complex environment resulting from the interaction of people, software and services on the Internet by means of technology devices and networks connected to it, which does not exist in any physical form."

At its core, cybersecurity aims to protect an organization from those who wish to do harm to their business, steal their information or their money, or use their systems to target the market.

The following news article provides some insight as to current cyber risk concerns and the need for appropriate data protection action.

**Ontario municipalities hit hardest by cyber attacks, says OPP investigator
One in five businesses have been hit by cybercrime**

Jan 24, 2019 by Gisele Winton Sarvis, Midland Mirror

Cybercrimes in the municipalities of Midland and Wasaga Beach in 2018 sent shock waves through municipalities, businesses and residents in the region.

But the general manager of Compu-SOLVE in Midland said cybercrime is a universal reality because there is lots of money to be made with readily available tools.

While there is no "silver bullet" to protect against cybercrime, people and businesses need to get serious about protecting their systems and consider purchasing insurance, said Rob Megaw.

"The question isn't if you will be compromised but when," said Megaw.

In fact, one in five organizations in Canada reported a cybersecurity incident for the first Statistics Canada survey done on the topic in 2017.

The Canadian Survey on Cybersecurity and Cybercrime, released in October, showed that large firms "universally" had security measures such as anti-malware software, email security and network security such as firewalls but that a number of businesses did not.

Of the businesses impacted by a cybersecurity incident, 38 per cent identified the motive as an attempt to steal money or demand a ransom payment.

In 2017, only 13 per cent of businesses had a policy to report cybersecurity incidents, according to the report.

What this means, said Megaw, is breaches were taking place but people didn't know about them because they weren't being reported.

As of Nov. 1, it's law to report breaches of people's personal information such as credit card and passport numbers, for example.

"If you consider that people didn't have to report breaches before and now they do what's that going to do to the volume?" he questioned.

Breaches must be reported to Office of the Privacy Commissioner of Canada website.

Det. Sgt. Vern Crowley is the lead for the OPP Cyber Crimes Investigation Team. Crowley "highly recommends" that organizations also report cybercrimes to police.

"Once we become aware, we can link it with all these other businesses and organizations so we can get the bigger picture and a better understanding of how much Canadians are being victimized by these ransomware attacks," he said.

He said the investigation into the culprits of the Midland and Wasaga Beach cybercrimes is ongoing.

The OPP is the lead investigator but police are working with the RCMP, FBI and Europol as they all have similar cases, Crowley said.

"This isn't just based in the Town of Midland or Ontario. This is across Canada, across North America and across the world," he said.

Crowley wouldn't say if he thought the culprits are local or international. However, he did say that of the particular type of ransomware that hit Midland and Wasaga Beach was dharma ransomware.

The Town of Wasaga Beach paid a ransom of \$35,000 and the Town of Midland paid a ransom of \$76,000, both in electronic currency known as bitcoin, to regain access to computer servers. Other municipalities in Ontario have also been victims of malware.

"Ontario has the highest number of incidents as compared to other provinces," Crowley said, adding that he didn't know why.

Smaller municipalities are being targeted, Crowley said, because their IT budgets are smaller with a smaller staff so they don't have the resources to provide a higher level of protection that larger municipalities can afford.

"But larger municipalities have been hit," confirmed Crowley.

Megaw said his company received many questions and calls following the cyberattacks on Midland and Wasaga Beach but that the number has declined in recent weeks after "the initial panic generated by these attacks."

Now individuals and organizations are back to measuring the cost of implementing effective cybersecurity solutions versus the actual risk of compromise.

The Stats Canada report shows that large companies are attacked more than twice as much as small companies - between 10 and 49 employees.

"The reality is many of these high profile compromises are a results of targeted attacks – a highly sophisticated attempt to exploit a specific organization's network," said Megaw.

Individuals aren't likely to be victimized in this manner, said Megaw, because "it takes a lot of resources for a relatively small payoff."

Individuals are more likely to be hit with widespread phishing scams. An example would be an invitation to a 20-year high school reunion that when you click on it, it downloads malware into your computer, he explained.

A simple thing people can do to protect their information is to change passwords regularly. That's because with breaches of large organizations such as Facebook and LinkedIn, hundreds of thousands of individuals' information is already on the dark web available for sale.

People who have kept the same passwords for years are vulnerable if it's purchased.

Another part of protection is awareness, reporting and education, said Crowley.

"No one can do it on their own. Cybercrime is something that everybody has to work on together," he said.

Editor's Note: A change was made to this article Jan. 28. Computer protection is needed by everyone, whereas insurance is a product to protect you financially. It does nothing to protect systems from cybercrime. Stats Canada is the source of the fact that large companies are attacked twice as much as small companies, not Rob Megaw. The Mirror regrets this error.

Cyber crime is, generally speaking, an attack on an organization's electronic infrastructure and/or gaining unauthorized access to data with the intent of stealing it and/or holding it for ransom. These attacks present very real threats/risks to organizations and businesses, and can be expensive, very harmful to the organization's reputation, and most inconvenient.

Protecting our data, intellectual property and businesses processes supported by IT, requires a seamless integration of cyber security strategy and risk transfer. Gillons' cyber specialists are prepared to provide the Township industry-leading solutions that will address our cyber risk management needs.

The following liability coverage will mitigate against any costs that can result in the event of a cyber attack on the Township:

- Security and Privacy Liability
- Multimedia and Intellectual Property Liability
- Network Interruption and Recovery
- Event Support Expenses
- Privacy Regulatory Defense and Penalties
- Network Extortion
- Electronic Theft, Computer Fraud & Telecommunications Fraud
- Social Engineering Fraud
- Reputational Damage

Further. Through the purchase of this necessary cyber insurance, Township staff will have access to learning tools and breach specialists. This will serve to further develop internal policies, practices and procedures.

FINANCIAL CONSIDERATIONS

The current cyber insurance proposal from Gillons identifies an annual cost of \$3,056.40, which provides the Township a \$2,000,000 liability limit for the majority of the policy modules and endorsed coverage, with a \$1,000 deductible. Should Council so desire, an increase to a \$5,000,000 liability limit with a \$5,000 deductible is available for \$7,500 plus applicable taxes per annum.

STRATEGIC ALIGNMENT

- Governance and Resilient Leadership
- Accountability and Transparency
- Effective Decision Making

ATTACHMENT

- Gillons Insurance Proposal, August 9, 2019



Gillons Insurance Proposal

For

Corporation of the Township of Ignace

Proposed coverage is underwritten by:

PROPOSED INSURER Ascent Underwriting via Encon
PROPOSED EFFECTIVE DATE
TERM: 12 Month(s)

PRESENTED BY: Trent Kujansus, CAIB
ACCOUNT EXECUTIVE, BUSINESS INSURANCE
Phone: 807-223-7333 ext. 3905
Cell: 807-220-0928
Email: trent.kujansuu@gillons.on.ca

Dated: PRESENTATION DATE August 9, 2019

This is a condensed report of insurance coverages which are being offered as a complete insurance program. Any changes to the overall program are to be agreed to as part of this review process. Nothing herein alters the terms, conditions, and exclusions contained in the printed insurance contract



WHY GILLONS?

- Founded in 1924
- The largest, full service, independently owned brokerage in Northwestern Ontario
- Proud employer of over 100 local people
- We support our customers
- Our Insurance Companies visit the North. They understand and believe in our Northern economy
- Offices in 11 Northern Ontario communities:
 - Fort Frances (Head Office)
 - Kenora
 - Longlac
 - Geraldton
 - Dryden
 - Red Lake
 - Sioux Lookout
 - Atikokan
 - Emo
 - Rainy River
 - Thunder Bay
- We **are not** a direct writer for any specific Insurance Company. We represent several Insurance Companies and provide choice for our many commercial and personal insurance clients.
- **24 hour claims service**
- Active member of communities throughout Northwestern Ontario. We support health care organizations, recreational events and sports teams

Gillons 

YOUR TEAM OF BUSINESS INSURANCE PROFESSIONALS

Account Executive: Trent Kujansuu, CAIB

- Your Account Executive will handle all large or material changes to your policy and drive the renewal process

Office Number: 807-223-7333 ext 3905
Mobile Number: 807-220-0928
Email: trent.kujansuu@gillons.ca

Account Manager: Megan Butt

- Your Account Manager will handle all day-to-day changes to your insurance policy such as additions, deletions, substitutions, certificates of insurance and liability card requests

Office Number: 807-223-7333 ext 3907
Mobile Number: 807-220-5222
Email: megan.butt@gillons.ca

Claims Manager: Tonya Bergen, CAIB

- Your Claims Manager will oversee the claims process noted in this proposal

Office Number: 807-274-8595 ext 225
Mobile Number: 807-271-4322
Email: tonya.bergen@gillons.ca

Gillons 

CYBER

Limits –

Insuring Modules

<i>Aggregate Policy Limit</i>	\$2,000,000
Security & Privacy Liability	\$2,000,000
Multimedia & Intellectual Property Liability	\$2,000,000
Network Interruption and Recovery	\$2,000,000
Event Support Expenses	\$2,000,000
Privacy Regulatory Defense & Penalties	\$2,000,000
Network Extortion	\$2,000,000
Electronic Theft, Computer Fraud & Telecommunications Fraud	\$250,000
Social Engineering Fraud	\$250,000
Reputational Damage	\$2,000,000

Endorsed Coverages

Notification Expenses	\$2,000,000
PCI Fines	\$2,000,000
Dependent Network Interruption & Recovery	\$250,000

Deductibles

Insuring Modules

Security & Privacy Liability	\$1,000
Multimedia & Intellectual Property Liability	\$1,000
Network Interruption and Recovery	\$1,000/8 hours
Event Support Expenses	\$1,000
Privacy Regulatory Defense & Penalties	\$1,000
Network Extortion	\$1,000
Electronic Theft, Computer Fraud & Telecommunications Fraud	\$1,000
Social Engineering Fraud	\$1,000
Reputational Damage	\$1,000

Endorsed Coverages

Notification Expenses	\$1,000
PCI Fines	\$1,000
Dependent Network Interruption & Recovery	\$1,000

Conditions

Nuclear Incident Exclusion Clause
War and Civil War Exclusion Clause
Severable Liability Notice
Premium Payment Clause (45 Days)
Retro Active Date – Full Prior Acts
Cyber Terrorism Endorsement
Deductible Waiver Endorsement

Security and Privacy Liability – provides coverage for failure to protect private or confidential information and associated legal liability.

Multimedia and Intellectual Property Liability – provides coverage for liability arising from advertising and intellectual property risks.

Network Interruption and Recovery – provides coverage for an entities own losses and rectification costs from network interruption or following a security breach.

Event Support Expenses-provides coverage for the costs of averting or mitigating public relations damage following a network event, including notification, and the offering of a credit monitoring service to individuals whose personal information may have been compromised.

Privacy Regulatory Defense and Penalties – provides coverage for an organization defending itself in the event of a regulatory action following a privacy breach or breach of privacy regulations.

Network Extortion – provides coverage to pay for an extortion threat against the insured's network.

Electronic Theft, Computer Fraud & Telecommunications Fraud – provides coverage for loss of money or asset arising from network security breach following a security breach.

Social Engineering Fraud – provides coverage for loss of money or asset arising from phishing or other electronic scams.

Reputational Damage – provides coverage for business income loss arising from loss of a services contract and reduction in brand value following a network event.

ACCESS TO CYBERSCOUT

- E-learning tools and access to breach specialists
- Breach Response Web Portal
 - Best practice tips including breach scenarios and risk assessment calculator
 - Summary guide for provincial privacy laws and guidelines
 - Develop an incident response plan
 - Knowledge Centre – educational content, industry trends and regulatory change

PREMIUM

Total Policy Premium

\$2,830 (excluding applicable taxes)

**Plus applicable taxes (8%)*

\$3,056.40

LIMIT OPTIONS

\$1,000,000 (\$1,000 Deductible) = \$2,205 (excluding applicable taxes)

\$5,000,000 (\$5,000 Deductible) = \$7,500 (excluding applicable taxes)

Note: Aggregate limit matches the above limits.

SUBJECTIVITIES/MORE INFORMATION REQUIRED

- Satisfactorily completed, signed and dated CyberPro application form (to be signed and dated no more than 30 days prior to inception).
- Please confirm if you are aware and compliant with obligations under legislation such as PIPEDA, or HIPAA or any other relevant privacy related legislation in any other jurisdictions you operate in.
- If you accept payment via credit card or debit card, please confirm that you are PCI compliant
- Please advise steps and procedures taken in respect of backing up data and other contingency plans
- Please advise how content is monitored on your website and any take down procedures

Gillons 



The Corporation of the
Township of Ignace

34 Highway 17 West, PO Box 248, Ignace, ON P0T 1T0

Prepared By: Marshalina Reader, CAO/Clerk
Report To: Mayor and Council, Committee of the Whole
15 October 2019
Subject: Invitation to Meet: Grand Council Treaty #3 Ogichidaa Francis
Kavanaugh
Supervisor Approval: N/A
CAO Approval: N/A

RECOMMENDATION

THAT Council receives the report titled, *'Invitation to Meet: Grand Council Treaty #3 Ogichidaa Francis Kavanaugh'*, dated October 15, 2019, as information.

PURPOSE

To provide Council an update regarding the meeting of 19 September, 2019, with Grand Council Treaty #3 Ogichidaa, Francis Kavanaugh, Chief Howard Kabestra, Nootkamegwanning First Nation, Kenora District Services Board, Rainy River District Social Services Administration Board, and Mayors and Chief Administrative Officers (CAOs) of the region.

BACKGROUND AND ANALYSIS

In January 2019, it was announced that the long-awaited \$1.1 million homeless shelter would open in Kenora in March 2019. On July 29, 2019, less than 5 months after the shelter opening, MPP Greg Rickford announced that Kenora's downtown shelter would be closed for a 45-day review period, during which time programs delivered through the shelter would be evaluated and some necessary renovations completed.

The influx of street drugs in Kenora, and in particular, the rapidly increasing use of crystal methamphetamine believed to be coming from Winnipeg, had created unforeseen challenges to the operation of the shelter. Concerns of possible human trafficking had also been reported.

On Wednesday, July 31, 2019, MPP Greg Rickford and officials with the Kenora District Services Board were present at a town-hall meeting in Kenora to discuss the issues facing the shelter.

Rickford emphasized they will have a high standard for the review, as they look to reset the clock on the support programs at the shelter.

"In the meantime, I will be working closely with the KDSB, the Northwestern Health Unit and the OPP to protect our community's most vulnerable people. Our government is keeping its promise to make mental health and addictions a priority, including allocating \$174 million to address critical gaps in Ontario's system and supports for those living with mental health and addictions challenges. These investments are part of the government's commitment to invest \$3.8 billion over the next 10 years to develop a comprehensive and connected mental health and addictions strategy," he said in a prepared statement. ~ Kenora Online, Monday, 29 July 2019 18:23, Mike Aiken

On August 1, 2019, Grand Council Treaty #3 Ogichidaa Francis Kavanaugh expressed grave concerns regarding the closure of the shelter, which would leave many homeless persons without a safe place to go at dark.

"There is a need to share ideas, break down misconceptions and collectively problem solve," said Ogichidaa Kavanaugh, in a release issued on Thursday.

"There is an urgent need to convene an emergency meeting of Treaty No. 3 leadership and our municipal mayors as I believe we are facing a social emergency of epidemic proportions."

"We share the land that we all call home and we must learn to work together for a common goal," said Ogichidaa Kavanaugh. "Both municipal and First Nations leaders realize that an ongoing, constructive relationship could avoid potential disputes in the future and foster a constructive working relationship on a variety of mutual concerns in a region shared by all," he said.

~ tbnewswatch.com, August 1, 2019, 4:10 pm, Leith Dunick, with files from Thunder Bay Television's Adam Riley

On September 3, 2019, the Mayor and CAO/Clerk travelled to Dryden to participate in a joint meeting with the Kenora District Services Board, Mayors and Municipal CAOs; at the invitation of Henry Wall, CAO Kenora District Services Board. The matter for discussion was the recent closure of the homeless shelter in Kenora. The outcome of this meeting was most positive, hopeful and encouraging, as all municipal leaders in attendance agreed that the time had come to stop merely speaking of regional partnerships and approaches; it was time to act.

All present appeared to further agree that articulating a unified message and shared vision to our provincial and federal leaders would better serve the future safety and well-being of all of our citizens. A commitment was made to continue working together to achieve best possible regional outcomes and impact. Mr. Henry Wall will continue to work with municipal leaders in this regard, as we can all agree, in principle, that to solve the hardest problems in all of our communities, it is not enough to be individually effective. Leaders, lawmakers and innovators must be collectively strategic so our accomplishments result in credible success.

On September 5, 2019, Mayors and Chief Administrative Officers of the Kenora District received an invitation to meet with Grand Council Treaty #3 Ogichidaa Francis Kavanaugh and Chief Howard Kabestra at Naotkamegwaning First Nation. The matters for discussion would include shared concerns such as homelessness, mental health, addictions and the overall health of our citizens.

On September 19, 2019, the Mayors and Chief Administrative Officers of the Kenora District, and representatives of the Kenora District Services Board and Rainy River District Social Services Administration Board were honoured and privileged to convene at Naotkamegwaning First Nation for this truly unprecedented event; the first of its kind in our region.

The dialogue generated was thoughtful and respectful, and it was clear that our communities are experiencing similar risk issues. A profound energy and passion and desire for meeting the needs of our most vulnerable citizens was certainly demonstrated by all present. *The key takeaway:* We are now choosing to learn from the historical and current examples of social injustice issues that exist right here in our region, and mobilize into action through purposeful planning and partnerships. The increasing costs to our municipal policing budgets, overtaxing of our emergency medical services and emergency rooms tells its own tale that what we have been doing is just not working. A new paradigm and/or framework is required.

Mr. Wall will be working on a regional strategy framework to bring forward at our next meeting.

To Grand Council Treaty #3 Ogichidaa Francis Kavanaugh, Chief Howard Kabestra, Nootkamegwanning First Nation, Mr. Henry Wall, CAO Kenora District Services Board, and all municipal leaders in attendance: On behalf of the Township of Ignace, please accept our sincere appreciation and much respect for arranging and extending this invitation, and for participating in such a momentous occasion. We look forward to the continued development of these meaningful, sincere relationships and collaborative efforts that will only serve to improve the quality of life for all our citizens.

FINANCIAL IMPLICATIONS

None identified at the time of writing this report. However, should the prevalence of drug use and the numbers of crystal methamphetamine users continue to rise in our region, the financial impact will be considerable.

STRATEGIC ALIGNMENT

- Governance & Resilient Leadership
- Accountability, Responsibility and Transparency
- Integrity and Respect
- Equality

Prepared By: Jason Felix, Economic Development Manager
Report To: Mayor and Council, Committee of the Whole
October 15, 2019
Subject: Community Capacity Study Update
Supervisor Approval: Marshalina Reader, CAO
CAO Approval: Marshalina Reader

PURPOSE

To update Council on administration's plans to initiate the completion of a Community Capacity Study.

RECOMMENDATION

BE IT RESOLVED THAT Council of the Corporation of the Township of Ignace does hereby:

- 1) Accept the Community Capacity Study update as presented.

BACKGROUND/ANALYSIS

In 2017, administration presented to the previous Council and received direction to move forward with the "Master Plan". The Master Plan which includes eleven (11) economic development projects, is designed to take the community to the next level of Long-Term Community Growth and Sustainability. By building the right capacity to accommodate the right type of investment, the community is positioning itself for growth and development. Given the progressive decline in population and business activities in the community and the fact that the community still faces pressures that challenge its long-term sustainability, the continued ability of the Township to grow and develop with the hope of becoming a vibrant community necessitates on the planning and implementation of the proposed Master Plan.

The Township and its partners have been working diligently to become investment ready by building the right capacity and eliminating all possible barriers to development. In so doing we would ensure that development takes place in a sustainable and diverse manner. To date, we have made tremendous progress since initiating our strategic master plan.

- A new brand complete with a vibrant logo, modern website and welcoming tagline has been developed. This brand resonates with our residents and key target audiences. As part of the Branding and Marketing project a comprehensive marketing plan has been established to ensure Ignace's assets are adequately promoted nationwide.

- A Business Gap Analysis has been developed that identifies feasible business opportunities within Ignace, establishes priorities and outlines practical strategies to bring these economic prospects into reality. The existence of this illustrates that our community is proactive in its approach and committed to new development.
- A Community Improvement Plan has been established with incentives to encourage and support commercial and residential development. For instance, investors now have the opportunity to benefit from up to 90% reduction of the market value of surplus municipal lots and up to 5 years rebate on the municipal portion of taxes, just to name a few.
- A Community Profile was produced highlighting all of Ignace's community assets both publicly or privately owned. This information is currently compiled into an updatable format for easy access and expedient response to any investment enquiries.
- A comprehensive Land Use Planning project that consists of an Official Plan and Zoning By-Law with a goal to efficiently regulate land use within the community to facilitate the effective planning required to meet its current and future needs.
- An Economic Development Strategy that identified a realistic, sustainable and investment ready model for our community and encompasses the planning tools necessary to attract, promote and retain business or address specific economic challenges in the future.
- A Tourism Strategy that seeks to achieve sustainable growth in the Tourism industry by promoting the Township as a premier tourist destination; by encouraging the development and investment in Township assets and products; fostering partnerships and collaboration among stakeholders to create packages that sell and increasing education and training opportunities for tourism operators.

Administration would like to continue with the advancement of the Master Plan by initiating the commencement of this very important project, a Community Capacity Study.

- The Community Capacity Study is intended to analyse the Township's current infrastructural capacity (physical, social, economic and cultural) and gaps, given the Township's future growth potential. Based on results, a plan will be established to effectively procure all that is required to accommodate future growth.

Administration has initiated a competitive "Request for Proposal" (RFP) process to identify a reputable consulting firm to assist the Township with this very important project. The detailed RFP is attached to this report for your review. The full scope of work can be found on pages 8 & 9. Administration will bring a subsequent report to Council with the results of the RFP process and a recommendation to enter into contract with the preferred consulting firm.

FINANCIAL CONSIDERATIONS AND BUDGET IMPACT

- The Community Capacity Study has a project estimated cost of \$75,000.
- This project is fully and proudly funded by external funding organizations.

STRATEGIC DIRECTION/ALIGNMENT

- Identifying innovative ways to fund important projects resulting in no burden to the Township's small tax base.
- Recognizing the importance of Vision and Long-Term Planning, moving in this direction through a Master Plan exercise, will take the community beyond a short-term thinking approach to one that is long term and comprehensive.



Township of Ignace
34 Highway 17 West, P.O. Box 248 Ignace, ONTARIO P0T 1T0
Phone: 807-934-2202 Fax: 807-934-2864
Ignace.ca

THE CORPORATION OF THE TOWNSHIP OF IGNACE



Request for Proposal Community Capacity Study

Terms of Reference

DEFINITIONS

1. An "**Agreement**" means a legal document that binds the Corporation of the Township of Ignace and the successful proponent to carry-out a project.
2. An "**Authorized Agent**" is a representative of the Proponent who has the authority to enter into an Agreement on behalf of the Proponent to carry-out a project.
3. An "**Award**" is the acceptance of a Proposal in accordance with this Request for Proposal (RFP).
4. A "**Proposal**" is a written offer, received from a person\company in response to an invitation to provide goods and/or services based on a Request for Proposal and the corresponding Terms of Reference.
5. A "**Proponent**" is a Person\Company who submits a Proposal.
6. "**Budget**" refers to any of several documents approved by the Council from time to time, which detail the amounts of money to be spent within a fiscal period by the Township on various operating expenses or capital projects.
7. "**Changer Order**" A written order issued from the Township which changes the scope or specifications of any project.
8. "**Township**" means The Corporation of the Township of Ignace.
9. "**Consultant**" means the provider of a service who, by virtue of professional expertise or service is contracted by the Township to carry-out a project.
10. "**Contract**" means a formal legal Agreement, in writing, between the Township and a person or company to carry-out the project requested by the Township in its Request for Proposal.
11. "**Goods and/or Services**" includes supplies, design, printed publications, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
12. "**Discretionary**" refers to a requirement that the Township would find valuable and consider desirable for the project being proposed. Instructions and specifications that are requested by the words "should" and/or "may" are "discretionary" and should be responded to in the proposal indicating they are or are not part of the proposal.
13. "**Insurance Certificate**" a certified document issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario certifying that the Proponent is insured in accordance with the Township 's requirements.
14. "**Mandatory**" refers to a specification or requirement that the Proponent must include in their Proposal and be capable of performing if they are the awarded the contract to carry-out the project. Instructions and specification that are requested by the words "shall" and/or "will" indicate the requirement is "mandatory".
15. "**Project**" refers to the work, goods and/or service requirements of the Request for Proposal.

16. "Service Provider" is the person/company known as the "Consultant" that has been successful in an award of the Proposal and thereby agrees to carry-out the project under the terms of the Request for Proposal.

REQUEST FOR PROPOSAL (RFP)

The Corporation of the Township of Ignace (the "Township") is issuing a Request for Proposals (RFP) to solicit a qualified engineering and capacity building consulting firm to conduct a comprehensive Community Capacity Study.

The Community Capacity Study is intended to analyse the Township's current infrastructural capacity (physical, social, economic and cultural) and gaps, given the Township's future growth potential. Based on results, a plan will be established to effectively procure all that is required to accommodate future growth.

BACKGROUND

The Township of Ignace is a rural community located on the junction of the Trans-Canada Highway (2 ½ hours west of Thunder Bay, Ontario, and 5 ½ hours east of Winnipeg, Manitoba) and Highway 599- Ontario's most northerly paved highway, leading to Savant lake, Pickle Lake and winter roads further north to many First Nations communities. It is on the eastern gateway to Ontario's Sunset Country in Northwestern Ontario and gives access the region's remote waterfalls, rivers and lakes – as well as the forests that surround them.

The Township was founded in 1879, incorporated in 1908, and covers 72.66 square kilometres with a permanent population of 1202 based on the 2011 Census Data. Like many other small, rural communities in the region, Ignace has experienced harsh economic conditions for decades. Progressively declining populations (in 1981 the population of the Township was at its highest at 2,499 residents), diminishing resource sectors (mining and forestry), rapid job losses, unskilled workforce and the municipality's inability to provide basic services are among some of the notable challenges faced. For some three decades now, Ignace has also been described as being in a 'depressed state'. As a small community with a very limited tax base, the Township is continuously confronting the daunting challenges of competing financial pressures and maintaining aging, failing infrastructure (where there exists little to no reserve funds for rehabilitation, upgrade or replacement work).

In an attempt to overcome these challenges and recognising the significance of vision and long-term planning, the Township has developed a comprehensive and innovative Community Investment Readiness and Capacity Building Master Plan (the Master Plan). The major focus of this Master Plan is to build the right capacity to accommodate the right types of investment while simultaneously elevating the community to the next level of long-term growth and sustainability. The need to become investment ready is further justified by three extensive regional economic development projects that are currently on the way; these being the 'Ring of Fire' development (Noront Resources), the Nuclear Waste Management Organization (NWMO) used nuclear fuel and the Bending Lake Iron Mining Project (Ambershaw Metallics). The community is now promoting Highway 599 as the best route to the 'Ring of Fire' mineral wealth in the far north and is a prime candidate in the site selection process for the deep geological repository for used nuclear fuel.

The Township of Ignace believes that if these projects (Ring of Fire, the deep geological repository and Bending Lake Iron Mine) materialize, Ignace is going to inevitably experience a boom in years due to the 5000 plus jobs that will be directly created, not withstanding the indirect employment opportunities.

In anticipation of these changes, the Township is taking a proactive approach by putting the necessary plans in place to ensure the community is investment ready to respond and capitalize on the proceeds from these major developments. More so, the Township recognises that in the event that either one of these projects, for some reason, fail to materialise, it is imperative that Ignace develops its potential of becoming a thriving community given its strategic direction, natural assets and features.

To date we have developed:

- A new brand complete with a vibrant logo, modern website and welcoming tagline. This brand resonates with our residents and key target audiences. As part of the Branding and Marketing project a comprehensive marketing plan has been established to ensure Ignace's assets are adequately promoted nationwide.
- A Business Gap Analysis that identifies feasible business opportunities within Ignace, establishes priorities and outlines practical strategies to bring these economic prospects into reality.
- A Community Improvement Plan with incentives to encourage and support commercial and residential development.
- A Community Profile highlighting all of Ignace's community assets both publicly or privately owned. This information is currently compiled into an updatable format for easy access and expedient response to any investment enquiries.
- A comprehensive Land Use Planning project that consists of an Official Plan and Zoning By-Law with a goal to efficiently regulate land use within the community to facilitate the effective planning required to meet its current and future needs.
- An Economic Development Strategy that has outlined the goals and outcomes related to the Township's economic development initiatives geared towards building a vibrant community that is competitive in creating and attracting jobs and investment.
- A Tourism Development Strategy that is intended to increase awareness of the Township as a premier tourism destination, address gaps in product development and service delivery while simultaneously setting a course of action to achieve sustainable growth within the region's tourism industry.

To this end, the timing is appropriate for the Township to conduct a Community Capacity Study.

SECTION 1 - INSTRUCTIONS TO PROPONENTS

The following information provides details of the Request for Proposal process that will be followed.

1.1 MEETING FOR PROPONENTS

Should it be deemed necessary by the Township to hold a meeting with Proponents to provide additional information or to clarify issues, such meeting will be held either via teleconferencing or at the Township of Ignace, 34 Highway 17 West, Ignace, Ontario. P0T 1T0, at a date and time to be determined. Proponents will have the opportunity to ask questions and provide comments or suggestions on the project.

1.2 COMMUNICATIONS REGARDING REQUEST FOR PROPOSAL

All communication concerning this Request for Proposal shall be in writing and directed to:

Jason Felix BSc, MA (Econ Dev)

Economic Development Manager

The Corporation of the Township of Ignace

Tel: 807-934-2202 ext. 1034

Email: jfelix@ignace.ca

No person other than the above-named persons are authorized to speak for the Township in respect to this RFP. Proponents who seek to obtain information, clarification or interpretation from another Township official or employee is advised that such material is used at the Proponent's own risk, and the Township shall not be bound by any such representations.

Answers to questions and clarifications may be released in the form of an addendum should the Township determine the information is relevant to all Proponents. Questions may be submitted until **4:00 p.m. (Central Time), on Sept 13, 2019**. **The Township will not be under any obligation to answer questions submitted after September 27, 2019.**

No verbal arrangement or agreement, relating to the work required under this project specified or requested under this RFP will be considered binding and every notice, advice or other communications pertaining to it, must be in writing.

1.3 ELECTRONIC COMMUNICATIONS

All enquiries received via facsimile or electronic mail waive all rights of confidentiality of the enquiry in the method of transmission and the Proponent shall assume all risks of such methods of communication.

1.4 ADDENDA

The Township hereby reserves the right in its sole discretion to amend this Request for Proposal any time prior to the closing date and time. Proponents are advised that any changes to the Proposal shall only be done by formal written addendum issued by the Town.

Proponents may be requested to confirm receipt of each addendum. It is each Proponent's ultimate responsibility to ensure all addenda have been received prior to submission of their Proposal or, in any event, prior to the close of Request for Proposal, as Proposals cannot be amended or withdrawn following the closing time, for any reason.

1.5 COST OF PROPOSAL

All costs directly or indirectly incurred by the Proponent in responding to this Request for Proposal shall be at the sole cost of the Proponent.

1.6 SUBMISSION OF PROPOSAL

Sealed Proposal packages shall be submitted on or before the closing date and time: **October 14, 2019, at 4:00 P.M., Central Time.**

The sealed Proposal submission package shall be clearly addressed to:

Jason Felix BSc, MA (Econ Dev)

Economic Development Manager

The Corporation of the Township of Ignace

Tel: 807-934-2202 ext. 1034

Email: jfelix@ignace.ca

Sealed envelopes shall be clearly marked with the Proposal name and the name of the Proponent.

Provide return address and contact information on the outside of the submission package. Facsimile and electronically mailed Proposals will not be accepted, acknowledged or returned.

Proponents are solely responsible for ensuring their Proposal is received on time and at the proper location. Proposals received after the closing date and time shall not be accepted or considered and shall be returned to

the Proponent unopened. Proposals shall be irrevocable for any reason for a period of not less than ninety (90) calendar days following the closing date.

1.7 PROPOSAL SUBMISSION PACKAGE

The Proposal submission package shall contain two (2) un-bound original, three (3) copies and one (1) electronic CD version of the Proposal. The package must include the signed Proposal sheet and any forms provided in the Request for Proposal document to be completed by the Proponent.

The required insurance certificate for a Proposal involving onsite labor component, WSIB Clearance Certificate, is required to be included in the submission package.

1.8 EMERGENCY MUNICIPAL OFFICE CLOSURE AT PROPOSAL SUBMISSION TIME

In the event an emergency, labor disruption or inclement weather forces the closure of the Municipal Office at the time the Proposals become due, the date and time will be extended

to the next business day after the original closing date and time or to such later date as the Township may decide but not for a period longer than thirty calendar days.

1.9 PUBLIC OPENING MEETING FOR THE PROPOSALS

Proposals may be opened at a public meeting. Proponents will be advised of the time, date and location of the council meeting which they may attend. All Proponents will be sent a notification of any award in writing, naming the person/company that is awarded.

1.10 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION AND PRIVACY ACT

The Township is required by law to adhere to the requirements of the Municipal Freedom of Information and Protection and Privacy Act, as amended.

Any Proponent who requires that the information in its Proposal be kept confidential must explicitly advise the Township of that fact.

1.11 ELECTRONIC INFORMATION

As a convenience to Proponents, the Township will receive enquiries via facsimile or electronic mail. However, by faxing or emailing enquiries, Proponents agree to waive all rights of confidentiality in their transmission and shall assume all risks of such methods of communication.

1.12 INFORMATION RELEASE TO PROPONENTS

The number of Proposals received and the names of Proponents are confidential and shall not be divulged prior to the opening.

1.13 REQUEST TO WITHDRAWAL A PROPOSAL SUBMISSION

Requests for withdrawal of a Proposal shall be allowed if the request is made before the closing time for the Proposal to which it applies. Requests must be directed to the Township's Economic Development Manager (See 1.2 above) by letter or in person, by the Proponent, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal for the same project.

1.14 PROPOSALS RETURNED UNOPENED

Proposals received after the closing time shall be noted and returned unopened to the Proponent, as soon as possible. If a late Proposal is received without a return address on the envelope it shall be opened, the address obtained, and then returned. The covering letter will advise why the envelope could not be returned unopened.

SECTION 2 - TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL

Each Proponent, by submitting a Proposal, represents that the Proponent has carefully read, understands and accepts the terms, conditions and specifications of the Request for Proposal in full.

2.1 PROPOSAL REQUIREMENTS

Proponents are required to conform to the conditions listed below and those failing to do so may be subject to disqualification.

- a) The Proposal Acknowledgement Form (Section 6) must be signed in the space(s) provided on the form, with the authorized signature of the Proponent or of a designated official of the organization. If a joint Proposal is submitted, it must be signed on behalf of each of the Proponents and if the signing authority for both Proponents is vested in one (1) individual, he/she shall sign separately on behalf of each Proponent. In the case of an incorporated company, the corporate seal must be affixed to the Proposal forms.
- b) All Proposals shall be legible and conform to requirements described in Section 3 "Proposal Content and Scope of Project". Proposals should not exceed twenty-five (25) pages in length. The submission package shall contain the number of packages outlined in section 1.7 "Proposal Submission Package".
- c) Prices must be in figures and in Canadian Dollars and including all tariffs, freight and taxes unless otherwise stipulated.
- d) Adjustments by telephone, and facsimile (FAX), e-mail or letter to a Proposal already submitted will not be considered. A Proponent desiring to adjust a Proposal must withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified Proposal closing time.

2.2 PROPONENTS' OBLIGATION TO EXAMINE

While the Township has made every effort to ensure the accuracy of the information provided in this document and otherwise to the Proponent, the Proponent shall not make any claim against the Township for damages or extra work caused or occasioned by the Proponent relying upon such records, reports, or information whether as a whole or in part, furnished by the Township or a council member or an employee of the Township.

2.3 OMISSIONS, DISCREPANCIES, CLARIFICATIONS, AND ADDENDA

Considerable effort has been made to ensure an accurate representation of information in this document. The information is not guaranteed or warranted to be accurate by the Township, or is it necessarily comprehensive or exhaustive. Nothing in the Request for Proposal is intended to relieve the Proponent from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

Should a Proponent find omissions from, or discrepancies in, any of the Request for Proposal documents, or should he/she be in doubt as to the meaning of any part of those documents, it will be the Proponent's responsibility to immediately notify the Township in writing. (Reference Section 1.2 for contact information.)

If the Township considers that a correction, explanation or interpretation is necessary or desirable, the Township may issue a written addendum to all who have registered their interest in the Request for Proposal.

The Township has reserved the right to clarify any proposal during the evaluation process, and shall not be bound to do so and Proponents should not assume they will have any further opportunity to clarify their proposal following the closing date and time.

2.4 ALLOCATION OF RISK

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred sustained or suffered by any Proponent by reason of non-acceptance by the Township of any Proposal submission or by reason of any delay in its acceptance.

2.5 CONFLICT OF INTEREST

Failure by a Proponent to declare any potential conflict of interest or to obtain a waiver of any such conflict shall be grounds for the Township to terminate any Contract formed without liability and for cause.

The following policy shall apply to this Request for Proposal and subsequent contract.

1. No employee or elected official of the Township may submit a Proposal.
2. All employees or elected officials shall disclose any business or personal relationship they might have in relation to this Request for Proposal or subsequent contract which might create a potential conflict of interest relative to the project.
3. All Proponents retained by the Township shall disclose to the Township prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the Township may, at its discretion, choose not to award or may withhold the awarding of the contract until the matter is resolved to the satisfaction of the Township. Furthermore, if during the carrying-out of the project, a Proponent is retained by another client giving rise to a potential conflict of interest, and then the Proponent shall so inform the Township.

2.6 GRATUITIES

Proponents shall certify that no council member or Township employee has benefited or will benefit financially or materially from the award of the contract. Any contract may be terminated by the Township if it is determined that gratuities of any kind were either offered to, or received by any member of council or Township employee.

2.7 GOVERNING LAW

The laws of the Province of Ontario shall apply to this Request for Proposal and any contract formed as a result of this Request for Proposal and the Courts of Ontario shall have exclusive jurisdiction over any contract formed as a result of this Request for Proposal.

The International Sale of Goods Act does not apply to this Request for Proposal or any contract formed as a result of this Request for Proposal. All Proponents and Proposals must comply with any law, including all legislation and regulations, which may be applicable to this project.

2.8 NON-EXCLUSIVE

Any contract awarded as a result of this Proposal shall be non-exclusive and the Proponent acknowledges that the Township may in its sole discretion contract with others for the same or similar service during the term of any contract formed as a result of this Request for Proposal.

2.9 LEGAL PROCEEDING WITH THE TOWN

No Proposal will be accepted from any company which has a claim or has instituted a legal proceeding against the Township or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contract.

2.10 COMPLIANCE WITH LAWS

Any Proponent is required to ensure compliance to and with any and all applicable laws and statutes. Failure to do so will result in the immediate cessation of business with the Township and the appropriate authorities will be notified.

2.11 SUBCONTRACTING AND ASSIGNMENTS

Proponents should note that, unless otherwise agreed, the Township will assume that the employees or agents of the Proponent will be performing all services required by this RFP and any subsequent contract, which may be entered into by Township. Any subcontracting or assignment in whole or in part by the selected Proponent must be approved by Township in advance.

Therefore, in the event a Proponent wishes to subcontract any portion of the work, which is the subject matter of this RFP, the Proponent shall list the name and contact person of the proposed subcontractor together with that portion of the work that the proposed subcontractor is to do in their proposal.

2.12 JOINT PROPOSALS

In the event two or more persons, firms, companies or other organizations wish to submit a joint or consortium proposal pursuant to this RFP, the proposal shall identify a single prime Proponent who will be responsible for overall project management and successful completion of the Project.

Such prime Proponent shall provide a single point of contact and single billing point and shall for all intents and purposes be treated as the selected Proponent under the contract. The Township shall not be liable for payment to any of the selected Proponent's partners, subcontractors, employees, agents or Consultants in the event the selected Proponent defaults on its responsibilities.

2.13 IRREGULARITIES

The Township reserves the right in its sole discretion to:

- a) Waive irregularities and/or minor non-compliance by any Proponent with the requirements of this RFP;
- b) Request clarification and/or further information from one or more Proponents after closing without becoming obligated to offer the same opportunity to all Proponents;
- c) Enter into contract discussions with one or more proponents; and
- d) To award to more than one Proponent if it is in the Township's best interest to do so.

2.14 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Township obtained by the proponent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the Township.

The Township shall declare and mark certain information about the Corporation to be received by the Proponent as "Confidential" the Proponent must not disclose such "Confidential" information to any third parties unless authorized to do so in advance and in writing by the Township.

The Proponent and the Township agree that the reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

All Proponents are advised that The Township of Ignace is subject to interprovincial trade agreements, which may result in disclosure of information.

2.15 MATHEMATICAL ERRORS

In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total Proposal prices and words shall govern over numbers.

2.16 RIGHT TO ACCEPT OR REJECT SUBMISSION

The Township of Ignace reserves the right to accept or reject all or part of any submission or to rescind this Request for Proposal at any time at no cost to the Township.

SECTION 3 - PROPOSAL CONTENT AND SCOPE OF PROJECT

3.1 COMMUNITY CAPACITY STUDY

The emphasis should be on the comprehensive/holistic analysis of the Township's current physical, social, economic and cultural capacity (physical structures, systems, institutions, services, facilities etc.) as well as identifying the existing gaps and/ or challenges that inhibit the community from achieving its development goals, given its future potential. This is referenced in the Township of Ignace Growth Management Plan, attached for your consideration. Based on the study's results, a plan inclusive of a prioritized implementation plan complete with evaluation measures and procedures will be established to effectively procure the required resources needed to fill or address the identified gaps and/or challenges in order to effectively accommodate anticipated future growth.

1. Physical, Economic and Environmental Infrastructural Assessment

- a. Analyse the Township's current physical infrastructural (e.g. roads, water and sewer treatment plant, airport, commercial and residential subdivision, waste management etc.) condition/state.
- b. Identify the current physical infrastructural gaps and provide a plan detailing how these gaps will be filled including, where necessary, engineering designs and drawings.
- c. Determine an itemized class C or D cost estimate for the plan mentioned above and make recommendations as to possible funding sources the Township can pursue for financial assistance.

2. Social and Cultural Infrastructural Assessment

- a. Analyse the Township's current social infrastructural (e.g. healthcare, housing, education, public facilities, transportation, communications, etc.) condition/state.
- b. Identify the current social infrastructural gaps and provide a plan detailing how these gaps will be filled, including, where necessary, contact information for key organisations whose roles and responsibilities will play an instrumental role in the development and execution of the plan as well as engineering designs and drawings.
- c. Determine an itemized class C or D cost estimate for the plan mentioned above and make recommendations as to possible funding sources the Township can pursue for financial assistance.

Note. This is by no means a complete list of assessment requirements. Proponents are therefore encouraged to make suggestions as deemed appropriate that would add value to the proposed scope of work.

3.3 PROPOSAL CONTENT

Proposals should not be longer than **twenty-five (25)** pages in length and should include, but not be limited to the following components:

- Outline the Proponent's understanding of the work to be undertaken;
- Outline the Proponent's experience with similar projects;
- Outline the Proponent's approach and strategies to the project;
- Identify tasks (expectations of resources) to be undertaken by the Township's Staff;
- Identify methods of seeking input and communication with the stakeholders;
- Identify stages of interim reporting (based on the proposed milestones)
- Identify both internal and external communication strategies;
- Identify final deliverables and reporting methods.

3.4 WORK PROGRAM AND SCHEDULE AND FINANCIAL CONSIDERATION

- Proposals should separate clearly the work and fees related to the following groupings:
 - 1. Physical, Economic and Environmental Infrastructural Assessment**
 - 2. Social and Cultural Infrastructural Assessment**
- Proposals must contain an itemized cost estimate to achieve each milestone within the Proponents recommended approach, including consulting fees (hourly and per diem rates for each member of the team), miscellaneous expenses, disbursements and HST. Every Proposal must contain a total cost;
- Proposals must contain a detailed schedule or work plan and timelines that are categorized by milestones (completion of major tasks);
- The Proponent will prepare progress reports for the Township for each milestone in the approved work plan, including a breakdown of costs at each milestone.

3.5 PROPONENT STUDY TEAM

The Proposal should include a brief history of the Proponent's Consulting Firm and/or subcontracting firms where applicable;

The proposal must contain information of the consulting staff that will perform the work, including qualifications and previous experience;

Project leads must be clearly identified with qualifications and previous experience;

3.6 REFERENCES / EXPERIENCE

Proponents are required to provide as part of their proposal the names, dates worked and contact numbers of at least three (3) organizations, including most recent, who can certify the Proponent's ability to perform similar work. Proponents are required to include a minimum of three (3) references and contact information including names, addresses and telephone numbers.

3.7 ACKNOWLEDGEMENT

All Proponents shall complete the Acknowledgement document contained in Section 6 of this RFP and submit it as part of the **Deliverables**.

All reports are to be provided in an electronic CD version to the Township of Ignace.

3.8 ADDITIONAL INFORMATION FOR PROPONENTS

- The Proposal should include, in addition to the information requested in this RFP, any additional information that illustrates the Proponent's experience, expertise or special insights into branding and marketing.
- All printing of the Proposal is the responsibility of the Proponent.
- The Proponent\Consultant will report to the Town's Economic Development Manager.

3.9 TIMELINES TERM OF THE PROJECT

- The contract is anticipated to commence in November 2019.

SECTION 4 - EVALUATION OF RFP AND SELECTION OF PROPONENT

41 EVALUATION PROCESS & CRITERIA

CRITERIA	VALUE
Understanding of Municipal Government Sector; especially the challenges/opportunities of the Township of Ignace; most appropriate methodologies and schedules to achieve project goals.	20%
Experience on Similar Projects and Past Performance; demonstrated experience and ability to complete a project of this scope, related experience and successful completion of similar projects, ability to meet deliverables and timelines, references of previous projects.	20%
Complete, Comprehensive, Creative and Clear Proposal; completeness (covers all areas outlined) and quality of proposal, creative/innovative (solutions for Township vs. generic), comprehensive (covers all tasks/aspects in sufficient detail); clear, logical and easy to follow presentation and compliance with the requirements of the RFP.	30%
Proposed Fee; Cost effectiveness and the best overall team.	20%
Project Manager, Study Team & Disciplines; Leadership, management, communication and presentation skills and qualifications of project manager, qualifications/skills of multi-disciplinary team) appropriate skills sets devoted to tasks.	10%
	100%

All submissions will be evaluated with a short-list developed consisting of the top three proposals. Short-listed Proponents may be invited to meet with the Township's Council to present an overview of their proposal and answer questions.

4.2 EVALUATION FOR COMPLIANCE

All proposals received will be initially evaluated to determine the degree to which each proposal meets the mandatory requirements of this RFP. Proposals that are non-compliant with the mandatory requirements may be subject to disqualification without further evaluation. Proponents are urged to ensure their proposal addresses all mandatory elements of this RFP.

Notwithstanding the above, the Township of Ignace reserves the right in its sole discretion to waive minor or technical non-compliance with the mandatory requirements in any individual case, based upon the principle of overall best value of the proposal to the Township.

4.3 AWARD

The Township reserves the right in its sole discretion to negotiate modifications to any proposal received without becoming obligated to offer to negotiate with any other Proponent(s). If negotiations with the selected Proponent are unsuccessful, the Township reserves the further right in its sole discretion to enter into negotiations with any other Proponent(s).

Upon successful negotiations with a selected Proponent leading to an acceptable contract, the Council of the Township of Ignace may in its discretion award a contract. The award will be subject to the successful execution of an agreement.

4.4 SAMPLES

Samples of similar work project completed by the Proponent may be requested at any point during the proposal process or evaluation. Proponents are not expected to submit samples unless requested.

SECTION 5 - TERMS AND CONDITIONS

Should a contract be awarded, the reference to Proponent would become Consultant.

5.1 AWARDING OF CONTRACT

The authority to award a contract rests exclusively with the Municipal's council of the Township of Ignace.

The Municipal's council will exercise its authority in respect of a contract for this project by way of by-law(s) and/or resolution(s) passed at properly constituted meeting(s).

5.2 INDEMNITY

By submitting a Proposal to the Township, the Proponent agrees that he/she shall be responsible for and shall give adequate attention to the faithful prosecution and completion of all matters pursuant to the contract. In addition to the protection provided, the Proponent shall promptly indemnify and save harmless the Township from all suits and actions for damages and costs to which the Township might be put by reason of injury to or death of persons and damage to property resulting from negligence, breach, fault, act, omission, default, carelessness or any other cause in the performance of this work. The indemnity obtained in the contract shall not be prejudiced by, and shall survive, the termination of the contract.

5.3 INSURANCE

The Proponent shall, during the entire term of an Agreement, and any renewal or extension thereof, take out and keep in full force and effect insurance for Commercial General Liability Insurance including bodily injury including death, property damage, personal injury, contingency employers liability and cross liability in which the limits of liability shall be no less than \$1,000,000.00 per occurrence, and no less than \$1,000,000.00 per claim and Motor Vehicle Liability Insurance including Non-Owned Automobile of not less than \$1,000,000.00 per occurrence, all at the Proponent's sole cost and expense.

All policies shall be written with insurance companies qualified to do insurance business in the Province of Ontario. The insurance shall be with insurers acceptable to the Township and with policies in a form satisfactory to the Township. A copy of all insurance policies or certificates of insurance shall be delivered to the Township prior to the commencement of the work.

All insurance coverage will be at the Proponent's sole cost and expense.

The Proponent should provide certificate of insurance with the Town, its council and employees added as additional insured with respect to the Commercial General Liability policy. All policies of insurance shall provide for thirty (30) days written notice to the Town prior to any cancellation, material change or amendments restricting coverage of any policy or policies.

5.4 OCCUPATIONAL HEALTH AND SAFETY

The Proponent shall comply fully with Occupational Health and Safety Act.

5.5 WORKPLACE SAFETY & INSURANCE

The Proponent will be required to furnish the Township with a Workplace Safety & Insurance Board Certificate of Clearance. The Proponent shall at all times comply with the provisions of the WSIB Act.

All Proposals involving a labour component require that a WSIB clearance be submitted with the Proposal.

The Proponent shall at all relevant times carry Workplace Safety and Insurance Board of Ontario (WSIB) coverage or Employers Liability Insurance in the amount of not less than \$2,000,000.

5.6 PERMITS, FEES AND LICENSES

The Proponent shall pay for any and all permits, licenses and fees, and give all notices and comply with all by-laws and regulations of the Township and any other governing body, wherever applicable, unless otherwise specified.

5.7 FREEDOM OF INFORMATION

All information obtained by the Proponent in connection with this Proposal is the property of the Township of Ignace and must be treated as confidential. It may not be used for any purpose other than for replying to this Proposal, and for fulfillment of any subsequent contract with the Township of Ignace.

5.8 SUBCONTRACTOR

Where the Proponent proposes to retain a subcontractor(s) for any part of the work to be performed for this project, the Proponent shall provide, as part of the proposal, a written statement from an officer of the proposed subcontractor(s) agreeing to be bound to the same terms and conditions as the Proponent is to be bound in this RFP and the final project contract.

In granting consent to any sub-contracting or assignment by the Proponent, the Town reserves the right to impose such additional terms as the Town deems advisable as a condition of any such subcontract or assignment.

5.9 TERM OF AGREEMENT

The term will commence in November 2019, and will end no later than February 2020.

5.10 PERFORMANCE EVALUATION

The Proponent's performance may be evaluated during the term of the contract (if any). The Township may request meetings with the Proponent to improve the overall success of the contract. Good performance will also determine the Township's interest in any renewal terms.

5.11 TIME IS OF THE ESSENCE

Time is of the essence and the Proponent shall deliver the goods and services in strict accordance with the approved project schedule, delivery date, quantity and the requirements as specified in the Agreement.

5.12 COPYRIGHT

The Proponent represents, warrants and covenants that the goods do not infringe any patent, copyright, trademark or other intellectual or industrial property right. All plans, reports and final documentation produced by the Proponent will be the sole and exclusive property of the Township of Ignace.

SECTION 6 - ACKNOWLEDGEMENT FORM

6.0 COMPANY ADDRESS AND CONTACT INFORMATION

Complete the following information and submit this section in the Proposal submission package.

NAME OF PROPONENT:

MAILING ADDRESS:

WEBSITE ADDRESS:

TEL:

FAX:

H.S.T. NUMBER:

CONTACT NAME:

POSITION:

TELEPHONE:

EMAIL ADDRESS:

NAME OF OFFICER(S) OR PERSON(S) with authority to execute a contract for this project:

6.1 ACKNOWLEDGEMENT OF DOCUMENTS RECEIVED BY PROPONENTS AND AGREEMENT TO TERMS AND CONDITIONS:

I _____ the undersigned

HEREBY DECLARE AND ACKNOWLEDGE:

THAT I have examined the documentation and information contained in this proposal and appendices and accompanying documents;

THAT I declare that no person, firm, corporation or other organization other than disclosed herein has any interest in this Proposal or any contract which may result;

THAT this Proposal is made by the undersigned without collusion or fraud with any other entity; THAT all statements in this Proposal are true and accurate in all respects;

THAT full disclosure has been made of any conflict of interest or potential conflict of interest;

THAT Addenda No. ___ to ___ inclusive (if any) have been reviewed by me and form part and parcel of the RFP and any contract which may result;

THAT I do hereby offer to enter into a contract to do all the work as described in the RFP and provide all expertise, labour, materials and all necessary items to complete the project to the full and complete satisfaction of the Township for the sum of:

In words -

In numbers - \$ _____

THAT my / our proposal is irrevocable after close of Proposal submissions for a period of not less than ninety (90) calendar days from that date.

Executed by me/us this day of , 2019.

Authorized signing officer(s) \ person(s):

Print Name Signature

Print Name Signature



Township of Ignace
34 Highway 17 West, P.O. Box 248 Ignace, ONTARIO P0T 1T0
Phone: 807-934-2202 Fax: 807-934-2864
ignace.ca

Prepared By: Jason Felix, Economic Development Manager
Report To: Mayor and Council, Committee of the Whole
October 15, 2019
Subject: Proposed Acquisition and Disposition of Property (Roll #: 60-01-000-001-44401-0000)
Supervisor Approval: Marshalina Reader, CAO
CAO Approval: Marshalina Reader

PURPOSE

To explore the possibility of the Township acquiring a property with a current tax sale status with the intention of reselling it to an interested and credible buyer.

RECOMMENDATION

BE IT RESOLVED THAT Council of the Corporation of the Township of Ignace does hereby:

- 1) Authorize Administration to Vest the property (Roll #: 60-01-000-001-44401-0000) in the name of the Township of Ignace.
- 2) Authorize Administration to, once the property is in the ownership of the Township, arrange for sale of the property.

BACKGROUND/ ANALYSIS

The property (Roll #: 60-01-000-001-44401-0000) has a frontage of 234ft and a depth of 150ft amassing to a total area/size of 35100 sq. ft. The property has been vacant for many years and has a commercial zone designation.

Given the following considerations:

1. Several attempts to recover the tax arrears for property by public tender were made in the past. These attempts were unsuccessful and the property has since been sitting vacant.
2. The property continues to deteriorate structurally due to the adverse weather conditions its exposed to and the fact that there is no hydro supply to the property.
3. The current owner has no apparent desire to settle the taxes owing for the property in question.
4. There is no known environmental concern or issue surrounding this property.

5. The property is considered to be a prime property for investment given its location along Highway 17.
6. There were some concerns about a CRA lien that was held against the property. Administration and the Township's legal counsel have worked closely with the CRA and other parties to get this lien discharged. This lien has since been discharged.
7. A current buyer for said property has been identified and negotiations are ongoing. The buyer is a local entrepreneur who wishes to expand current business operations which will create two jobs. The potential buyer will apply for a reduced and reasonable purchase price under the Township's Community Improvement Plan (CIP). A subsequent report with the potential buyer CIP application will be brought to Council in November 2019 for consideration and approval.

As such, Administration is recommending that the property be vested in the Township's name and then be sold to the interested buyer for a reasonable price under the Community Improvement Plan application. The benefits of such an approach is threefold:

1. The property will be re-entered into the tax roll allowing increased future tax revenue. Initial revenue will be generated through the sale of the property.
2. The Township will contribute to the development and expansion of a local entrepreneur. This action will demonstrate that the Township is willing to support business development which in turn will create a climate where businesses can flourish.
3. The Township will mitigate against future demolition cost.

FINANCIAL CONSIDERATIONS AND BUDGET IMPACT

- Tax Arrears
 - Taxes owing \$25, 601.23
- MPAC Assessment
 - Current assessment value \$78,000.00

As noted, the potential buyer will apply for a reduced and reasonable purchase price under the Township's Community Improvement Plan (CIP). This application will be brought to Council for approval and at which time, a reasonable sale price will be determined.

STRATEGIC DIRECTION/ALIGNMENT

- Identifying innovative ways to increase the Township's small and declining tax base.
- Supporting reinvestment into the community.
- Evading future demolition cost.
- Demonstrates that the Township is willing to support business development which in turn will create a climate where businesses can flourish.



Township of Ignace
34 Highway 17 West, P.O. Box 248 Ignace, ONTARIO P0T 1T0
Phone: 807-934-2202 Fax: 807-934-2864
Ignace.ca

Prepared By: Jason Felix, Economic Development Manager
Report To: Mayor and Council, Committee of the Whole
October 15, 2019
Subject: Expression of Interest: Surplus Property (Roll #60-01-000-001-40294-0000)
Supervisor Approval: Marshalina Reader, CAO
CAO Approval: Marshalina Reader, CAO

PURPOSE

To obtain Council's decision on the possible sale of a vacant property with Roll #60-01-000-001-40294-0000.

RECOMMENDATION

BE IT RESOLVED THAT Council of the Corporation of the Township of Ignace does hereby:

- 1) Authorize Administration to dispose of the property with Roll #60-01-000-001-40294-0000 at a price equivalent to the 2019 MPAC assessment value (\$1,200).

BACKGROUND/ ANALYSIS

The properties (Roll #60-01-000-001-40294-0000), have a frontage of 83.66 ft and a depth of 109.34 ft amassing to a total area/size of 9147.60 sq. ft. The property is correctly zoned to accommodate the proposed development.

The potential buyer is interested in the property to build a modular home. The buyer did not give an exact timeframe for development but did indicate that they are willing to build within a reasonable timeframe. Administration expressed to the potential buyer that the Township wishes for development of said property sooner rather than later given the limited housing stock supply within the community.

FINANCIAL CONSIDERATIONS AND/OR IMPLICATIONS

- Based on the 2019 MPAC assessment, the property has a value of \$1200.

- The buyer has proposed to purchase the property for the price equivalent to the assessment value.
- The development of a dwelling unit will increase the tax base leading to increased revenue.

STRATEGIC DIRECTION/ALIGNMENT

- The potential development would increase the Township's residential housing stock leading to an increase capacity for future population growth.

Township of Ignace
Volunteer Fire Department
MEMBERSHIP CHANGE FORM

Personal Information	
Name:	<u>Paola Zappitelli</u>
Address:	<u>503 West Street</u>
	<u>Ignace</u>
Phone:	<u>204-771-4154</u>

CHANGE TYPE (please check)	
New Recruit <input checked="" type="checkbox"/>	Resignation <input type="checkbox"/>
Position Change <input type="checkbox"/>	Other (Please Note) <input type="checkbox"/>

QUALIFICATIONS		
Grade 12 <input checked="" type="checkbox"/>	Medical <input checked="" type="checkbox"/>	CPIC Check <input checked="" type="checkbox"/>
Department Exam <input type="checkbox"/>		


APPROVALS	
Received – CAO/Clerk	<hr/>
Fire Chief	<u><i>Adrian Pauli</i></u>
Council Approval (Mayor)	<hr/>
By-Law/Resolution #:	<hr/>
Date:	<hr/>

Township of Ignace
Volunteer Fire Department
MEMBERSHIP CHANGE FORM

Personal Information	
Name:	<u>Jamie Zappitelli</u>
Address:	<u>503 West Street</u>
	<u>Ignace</u>
Phone:	<u>204-470-9105</u>

CHANGE TYPE (please check)	
New Recruit <input checked="" type="checkbox"/>	Resignation <input type="checkbox"/>
Position Change <input type="checkbox"/>	Other (Please Note) <input type="checkbox"/>

QUALIFICATIONS		
Grade 12 <input checked="" type="checkbox"/>	Medical <input checked="" type="checkbox"/>	CPIC Check <input checked="" type="checkbox"/>
Department Exam <input type="checkbox"/>		

APPROVALS	
Received – CAO/Clerk	<hr/>
Fire Chief	<u></u>
Council Approval (Mayor)	<hr/>
By-Law/Resolution #:	<hr/>
Date:	<hr/>