



**The Corporation of the Township of Ignace  
Regular Meeting of Council  
Tuesday, February 21, 2023 @ 6:00 p.m.  
OPEN/ELECTRONIC MEETING**

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

<https://us06web.zoom.us/j/83259264734?pwd=OGc2UGlpVk10T0p1L2J2Y1o4WkxzUT09>

Meeting ID: 832 5926 4734

Passcode: 817809

**Acknowledgement of the Lands**

**1. Call to Order - Chaired by Mayor Bill Gascon**

Mayor Gascon calls the Regular Meeting of Council to order this 21<sup>st</sup> day of February 2023, at \_\_\_\_\_ p.m.

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

**3. Approval of Agenda Page**

Motion: # 2023.02.21. \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**THAT**, Council for the Corporation of the Township of Ignace does hereby approve the Agenda for the Regular meeting of Council this 21<sup>st</sup> day of February 2023, as \_\_\_\_\_.

**Carried**

**4. Declarations of Pecuniary Interest**

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

**5. Delegations/Deputations/Presentation**

**Steven DeRocco - MPAC Presentation**

## 6. Consent Agenda

Motion: 2023.02.21 \_\_\_\_\_

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

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

THAT, Council for the Corporation of the Township of Ignace does hereby approve the Consent Agenda for the Regular meeting of Council this 21<sup>st</sup> day of February 2023, as \_\_\_\_\_  
\_\_\_\_\_.

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

1. **Previous Minutes**
  - 1.1 Special Meeting of Council dated January 16, 2023 **Page 5-8**
  - 1.2 Regular Meeting of Council dated January 23, 2023 **Page 9-18**
  
2. **Monthly Reports**
  - 2.1 Verbal Report from Mayor & Councillors
  - 2.2 Finance Department **Page 19-20**
  - 2.3 Administration/Corporate Services Department **Page 21-22**
  - 2.4 Public Works Department **Page 23-24**
  - 2.5 By-Law Officer **Page 25-26**
  - 2.6 Fire Department **Page 27**
  
3. **Correspondence**
  - 3.1 Senior Housing Development Financials/CMHC Application Report - **Page 28-30**
  - 3.2 Business License Enforcement - Interim Clerk's Report **Page 31-54**
  - 3.3 Arena Compressor #3 - Interim Clerk's Report **Page 55-58**
  - 3.4 White Otter Days Events 2023 (June 30 - July 9) Budget - Rec Programmer **Page 59-63**
  - 3.5 March Break Events 2023 - Rec Programmer **Page 64**
  - 3.6 Demolition - MLEO/PSO Report **Page 65-72**
  - 3.7 Barrier Walls - Pine Street **Page 73-78**
  - 3.8 Business Writing Skills Workshop - Interim Clerk's Report **Page 79-80**
  - 3.9 December 2022 Operations Reports - Northern Waterworks **Page 81-95**
  - 3.10 Supporting First Nations Communities During 2023 Flood & Wildfire Season **Page 96-97**
  - 3.11 Municipality of Shuniah - Opposition of Bill 3 **Page 98-100**
  - 3.12 Lanark County - Violence Against Women **Page 101-102**
  - 3.13 Sustainable Northern Ontario Economic Development Course **Page 103-104**

Carried

## 7. Consideration of Consent Items Requiring Discussion

## 8. Questions from the Public

## 9. By-Laws

**8.1 By-Law #07.2023** - Amend By-Law 64.2020 By-Law to Govern the Procedure of Council **Page 105**

**8.2 By-Law #08.2023** - Amend By-Law 67.2021 By-Law to Regulate Traffic and Parking **Page 106**

## 10. Notices of Motions

## 11. Adjournment to closed Meeting Session

**Motion: #2023.02.21.** \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**THAT**, Council convenes into the Closed Session of this Regular Meeting of Council this 21<sup>st</sup> day of February 2023, chaired by Mayor Gascon, at \_\_\_\_\_pm., to discuss the following items:

### Closed Session Matters

#### Pursuant to Section 2323 (2) (a), (b), (c), (e) of the Municipal Act:

(a) the security of the property of the municipality or local board

- Property Update - Previously Sold
- Outstanding Water Accounts
- Property Tax Collection
- Multi Year Agreement
- NTI

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

- Human Resources
- Employee

(c) a proposed or pending acquisition or disposition of land by the municipality or local board

- Surplus Property Discussion

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

- Integrity Commissioner
- Township Lawyer
- Forensic Audit

Carried

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

Motion: #2023.02.21. \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**THAT**, Council Reconvenes to the Regular Meeting of Council this 21<sup>st</sup> day of February 2023, chaired by Mayor Gascon at \_\_\_\_\_ p.m.

**Carried**

**13. Business Arising from Closed Session of the Regular Meeting of Council**

**14. Confirmatory By-Law Page 107**

Motion: #2023.02.21. \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**THAT**, By-Law #09.2023, Being A By-Law to Confirm the Proceedings of The Council of The Corporation of The Township of Ignace Regular Meeting dated February 21<sup>st</sup> , 2023, be read a First, Second, and Third Time, and Passed.

**Carried**

**15. Adjournment**

Motion: # 2023.02.21. \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**THAT**, the Regular Meeting of Council this 21<sup>st</sup> day of February 2023, be adjourned at \_\_\_\_\_.

**Carried**



The Corporation of the Township of Ignace  
Minutes of the **SPECIAL** Meeting of Council  
Monday, January 16, 2023  
6:00 p.m.

**Attendance:** Bill Gascon, Mayor  
Al Zimmer – Deputy Mayor  
John Taddeo – Councillor  
Kim Baigrie – Councillor  
Jodie Defeo - Councillor

**Staff:** Rhonda Smith, Interim Clerk  
Roxanne Cox, Deputy Clerk

**Public** 43

**1. Call to Order: Chaired by Mayor Bill Gascon**

Mayor Gascon calls the Special Meeting of Council to order this 16<sup>th</sup> day of January 2023 at **6:01 p.m.**

**2. Approval of Agenda**

**Motion: 2023.01.16.001**

**Moved By: Cllr. John Taddeo**

**Seconded By: Cllr. Kim Baigrie**

**THAT**, Council for the Corporation of the Township of Ignace does hereby approve the Agenda for the Special meeting of Council this 16<sup>th</sup> day of January 2023, as presented.

**Carried**

**3. Declarations of Pecuniary Interest**

The Chair calls for any declaration of pecuniary interest, and the general nature thereof under the Municipal Conflict of Interest Act with respect to the agenda for this meeting. – **None**

**4. Delegations/Deputations/Presentation**

Joanne Jayck - NWMO Site Selection Overview & What to Expect in 2023

**5. Items for Discussion**

**5.1 On Call Services - Manager Rotation**

**Motion #: 2023.01.16.002**

**Moved By: Cllr. Kim Baigrie**

**Seconded By: Cllr. Jodie Defeo**

**THAT**, Council for the Corporation of the Township of Ignace at this Special Meeting this 16<sup>th</sup> day of January 2023 does hereby agree and direct Senior Managers to share on call duties alternating weekends and holidays.

**Carried**

**5.2 Ski Club - Snowmobile Registration and Insurance**

**Motion #: 2023.01.16.003**

**Moved By: Cllr. Jodie Defeo**

**Seconded By: Cllr. John Taddeo**

**THAT**, Council for the Corporation of the Township of Ignace at this Special Meeting this 16<sup>th</sup> day of January 2023 does hereby approve the Registration and Insurance for a Snowmobile to be added under the Township Fleet Insurance as per the Ski Club request in the November 21<sup>st</sup>, 2022 Special Meeting of Council. Council does hereby authorize the Mayor Bill Gascon and the Interim Clerk Rhonda Smith to bind the agreement.

**Carried**

**5.3 KDSB Update**

A discussion was held with regards to the attached narrative written by KDSB. Paramedic shortage is on the Townships radar. How do we bridge that gap? A Councillor addressed that the Police or Community Health Centre are not included in that piece and should be to provide and maintain a safe community. The Mayor will address this in the upcoming week.

**6. Questions from Public**

**Diana Schmidt**

**Q.** DGR has never been done in the world and this is where the concern lies. What is the science on this? Have they done their science research? We are in an earthquake zone and watershed concerns. We need to know the Cons and not what NWMO is saying. We need scientific information. How about safety on the highway. If this has never been done before, how can they say its safe?

**A.** NWMO would have to respond on that. They have a lot of information available to anybody. Need to get information to have an informed decision. Welcome anyone to come and do a delegation to Council. We need information from both sides and need to be informed from both sides.

**Heidi West**

**Q.** Executive Director of Health Centre indicated the Health Centre would love to be part of the discussion with regards to the Paramedic shortage.

**A.** The Mayor will bring this to Henry Wall at KDSB this week and make sure it's addressed

**Janet Lett**

**Q.** With regards to KDSB Ambulance - its fact you must have a special license to drive the ambulance. We do not want to be leaving our fire fighters short. Suggested maybe meeting halfway.

**7. Adjourn to Closed Meeting**

**Motion: 2023.01.16.004**

**Moved By: Deputy Mayor Al Zimmer**

**Seconded By: Cllr. Kim Baigrie**

**THAT**, Council convenes into the Closed Session of the Special Meeting of Council this 16<sup>th</sup> day of January 2023, chaired by Mayor Bill Gascon, at 6:52 p.m. to discuss the following items:

**Closed Session Matters**

**Pursuant to Section 2316 (2) (a) (b), (e) of the Municipal Act:**

(a) the security of the property of the municipality or local board

- **Property Tax Assessments**
- **Water Investigation**
- **Properties**

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

- **HR Discussion**
- **Employee**
- **Committee Board Members**

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

- **Audit** **Carried**

**8. Reconvene to Special Meeting of Council**

**Motion: 2023.01.16.005**

**Moved By: Deputy Mayor Al Zimmer**

**Seconded By: Cllr. Kim Baigrie**

**THAT**, Council for the Corporation of the Township of Ignace Reconvene into the Special Meeting of Council this 16<sup>th</sup> day of January 2023, chaired by Mayor Bill Gascon, at 9:01 p.m.

**Carried**

**9. Business Arising from Closed Session of the Special Meeting of Council**

**Motion: 2023.01.01.16.006**

**Moved By: Cllr. Kim Baigrie**

**Seconded By: Cllr. John Taddeo**

**THAT**, Council for the Corporation of the Township of Ignace at the Special Meeting Closed Session this 16<sup>th</sup> day of January 2023 does hereby direct the Interim Clerk, Rhonda Smith to retain a Forensic Auditor to complete and investigation into the record keeping and practices of the Township staff for the last two (2) years.

**Carried**

**10. Confirmatory By-Law**

**Motion: 2023.01.16.007**

**Moved By: Cllr. John Taddeo**

**Seconded By: Cllr. Kim Baigrie**

**THAT**, By-Law # 01.2023, Being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of Ignace Special Meeting dated January 16<sup>th</sup>, 2023, be read a First, Second, and Third Time and Passed.

**Carried**

**11. Adjournment**

**Motion: 2023.01.16.008**

**Moved By: Cllr. Jodie Defeo**

**Seconded By: Deputy Mayor Al Zimmer**

**THAT**, the Special Meeting of Council this 16<sup>th</sup> day of January 2023, be adjourned at 9:05 p.m.

**Carried**

\_\_\_\_\_  
Bill Gascon, Mayor

\_\_\_\_\_  
Al Zimmer, Deputy Mayor

\_\_\_\_\_  
John Taddeo, Councillor

\_\_\_\_\_  
Kim Baigrie, Councillor

\_\_\_\_\_  
Jodie Defoe, Councillor

\_\_\_\_\_  
Rhonda Smith, Interim Clerk





The Corporation of the Township of Ignace  
**REGULAR Meeting of Council**  
Monday, January 23, 2023  
6:00 p.m.

**MINUTES**

**Council:** Bill Gascon, Mayor  
Al Zimmer, Deputy Mayor  
John Taddeo, Councillor  
Kim Baigrie, Councillor  
Jodie Defeo, Councillor

**Staff:** Rhonda Smith, Interim Clerk  
Roxanne Cox, Deputy Clerk  
Christy McIntomney, Treasurer

**Public:** 2  
**Zoom:** 43

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**Acknowledgement of Indigenous Lands**

**1. Call to Order: Chaired by Mayor Bill Gascon**

Mayor Gascon calls the Regular Meeting of Council to order this 23<sup>rd</sup> day of January 2023 at **6:02 p.m.**

**2. Call for Amendments to the Agenda - None**

**3. Approval of Agenda**

**Motion: 2023.01.23.009**

**Moved By:** Cllr. John Taddeo

**Seconded By:** Cllr. Kim Baigrie

**THAT,** Council for the Corporation of the Township of Ignace does hereby approve the Agenda for the Regular Meeting of Council this 23<sup>rd</sup> day of January 2023, as **Presented.**

**Carried**

**4. Declarations of Pecuniary Interest - None**

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

**5. Delegations/Deputations/Presentations - None**

## 6. Consent Agenda

**Motion: 2023.01.23.010**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Cllr. Jodie Defeo

**THAT**, Council for the Corporation of the Township of Ignace does hereby approve the Consent Agenda for the Regular meeting of Council this 23<sup>rd</sup> day of January 2023, as **Amended**.

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

### 1. Previous Minutes

1.1 Regular Meeting of Council dated November 21,2022 **Page 5-14**

1.2 Special Meeting of Council dated December 1,2022 **Page 15-18**

1.3 Special Meeting of Council dated December 12,2022 **Page 19-24**

### 2. Monthly Reports

2.1 Verbal Report from Mayor & Councillors

2.2 Finance Department **Page 25-27**

2.3 Administration/Corporate Services Department **Page 28-29**

2.4 Public Works Department **Page 30-31**

2.5 By-Law Officer **Page 32-35**

### 3. Correspondence

3.1 Current Residential Surplus Properties **Page 36-37**

3.2 Senior's Housing - Economic Development Consultant & Treasurer **Page 38-48**

3.3 Collective Bargaining Agreement (CBA) Discussion

3.4 Corridor Clean Up Discussion

3.5 Truck Route - By-Law Officer Report **Page 49-51**

3.6 Loonie Lunch Funding Request **Page 52**

3.7 Ignace Otters Snowmobile Club Sponsorship **Page 53-55**

3.8 Ignace Otters Snowmobile Club - Penny Auction Items **Page 56**

3.9 Devon Delscaille - Appreciation Letters **Page 57-58**

3.10 October & November Operations Reports - Northern Waterworks **Page 59-82**

3.11 Police Services Board - 2022 Third Quarter Report (July - Sept) **Page 83-96**

3.12 Grand Council Treaty #3 - Office of the Ojichidaa **Page 97-98**

3.13 Notice of a Preliminary Preferred Route - Waasigan Transmission Line **Page 99-100**

#### **Amendments:**

**#5 (3.6)** - Loonie Lunch Funding Request - Deferred as requested by correspondence received from Ignace School Principal

#### **Added:**

**3.14** - Change Council Date due to Family Day from Monday, Feb. 20<sup>th</sup> to Tuesday, Feb. 21<sup>st</sup>.

**3.15** - NWHU Board

**3.16** - Noise Exemption Application

**3.17** - Recreation Committee Request for Funding for Winterfest 2023

**Pulled for Discussion**

- 2.1 - Verbal Report from Mayor and Council
- 3.1 - Current Residential Surplus Properties
- 3.2 - Senior's Housing - Economic Development Consultant & Treasurer
- 3.3 - Collective Bargaining Agreement (CBA) Discussion
- 3.4 - Corridor Clean Up Discussion
- 3.5 - Truck Route - By-Law Officer Report
- 3.7 - Ignace Otters Snowmobile Club Sponsorship
- 3.8 - Ignace Otters Snowmobile Club Penny Auction Item
- 3.14 - Change Council Date due to Family Day
- 3.15 - NWHU Board
- 3.16 - Noise Exemption Application
- 3.17 - Recreation Committee Request for Funding for Winterfest 2023

**Carried**

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

**2.1 Verbal Report from Mayor & Councillors**

Mayor Gascon, Councillor Baigrie and Councillor Taddeo gave a verbal monthly report. Councillor Defeo and Deputy Mayor Al Zimmer had no report at this time.

**3.1 Current Residential Surplus Properties**

Council has asked for a report on All properties owned by the Township and will review the list to decide which they want to add as surplus to the list. They will be revisiting the policies on surplus properties and if a By-Law is in place, it will be followed. Stay tuned for updated list.

**3.2 Senior's Housing - Economic Development Consultant & Treasurer**

**Motion: 2023.01.23.011**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Cllr. Jodie Defeo

**THAT,** Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby accept the Report from Vicki Blanchard, Economic Development Consultant, and Treasurer, Christy McIntomney.

**FURTHER THAT,** Council supports an application to the Canadian Mortgage and Housing Corporation (CMHC) under the Rapid Housing Program.

**AND FURTHER THAT**, Council for the Township of Ignace does hereby

1. Approve funding the Seniors Housing Project through the Nuclear Waste Management Organization's - Near Term Investment Funds in the amount of \$1,728,011.17 plus the Township of Ignace equity in the amount of \$173,510.28; and
2. Authorize the Mayor and Clerk to execute the CMHC funding application under the Rapid Housing Program.

**Carried**

### **3.3 Collective Bargaining Agreement (CBA) Discussion**

**Motion: 2023.01.23.012**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Deputy Mayor Al Zimmer

**THAT**, Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby appoint **Mayor Bill Gascon and Councillor John Taddeo** to be on the Negotiations Committee for the CBA (Collective Bargaining Agreement) Contract renewal beginning April/May 2023

**Carried**

### **3.4 Corridor Clean Up Discussion**

It is time to clean up and beautify our town. There is a definite need to clean up the corridor and a need to clean up our own mess first. Council will review the By-Laws and start to enforce them and if there is a need to change the by-laws Council will do so. This was a promise to our residents, and the Township is moving in the right direction of getting this done.

**Carried**

### **3.5 Truck Route - By-Law Officer Report**

**Motion: 2023.01.23.013**

**Moved By:** Cllr. John Taddeo

**Seconded By:** Cllr. Kim Baigrie

**THAT**, Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby accept the report from the Municipal Law Enforcement Officer;

**FURTHER THAT**, Council for the Corporation of the Township of Ignace approves the proposed truck route as set out in this report.

**Carried**

### **3.6 Loonie Lunch Funding Request**

Deferred as per written request from the Ignace School Vice President prior to the meeting.

### 3.7 Ignace Otters Snowmobile Club Sponsorship

**Motion: 2023.01.23.014**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Cllr. John Taddeo

**THAT,** Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby accept the correspondence from the Ignace Otters Snowmobile Club;

**FURTHER THAT,** Council for the Corporation of the Township of Ignace approves to support the Snow Derby and directs administration to purchase a Platium package in the amount of \$1,000.00 from the Community Well Being Fund.

**Carried**

### 3.8 Ignace Otters Snowmobile Club - Penny Auction Items

**Motion: 2023.01.23.015**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Cllr. Jodie Defeo

**THAT,** Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby accept the correspondence from the Ignace Otters Snowmobile Club;

**FURTHER THAT,** Council for the Corporation of the Township of Ignace approves to donate an item (Township Swag) for this years Snow Derby and 3<sup>rd</sup> Annual Francis Roy Memorial Penny Auction.

**Carried**

### 3.14 Change of February's Regular Council Meeting Date

**Motion: 2023.01.23.016**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Cllr. John Taddeo

**THAT,** Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby approve changing the date of the February 2023 Regular meeting of Council from Monday, February 20<sup>th</sup> 2023 to Tuesday, February 21<sup>st</sup> 2023 as per By-Law 64.2020 Section 10.2.

**FURTHER THAT,** Council directs administration to advertise, well in advance, the change of date due to the Family Day Statutory Holiday.

**Carried**

**3.17 NWHU Board**

**Motion: 2023.01.23.017**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Cllr. Jodie Defeo

**THAT**, Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby accept the report from Rhonda Smith, Interim Clerk.

**FURTHER THAT**, Council directs administration to write a letter in support of Mayor Lawrence being appointed to the Northwestern Health Unit Board to represent Sioux Lookout, Ignace and Pickle Lake.

**AND FURTHER THAT**, Council directs the Interim Clerk, Rhonda Smith, to work with Brian MacKinnon to make an application for an extra seat on the Board for Councillor Jodie Defeo.

**Carried**

**3.18 Noise Exemption Application**

**Motion: 2023.01.23.018**

**Moved By:** Cllr. John Taddeo

**Seconded By:** Cllr. Kim Baigrie

**THAT**, Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby accept the report from the MLEO/PSO pertaining to an Application for Noise Exemption of By-Law 39.2021 Sec. 3.1(c): and

**FURTHER THAT**, Council does hereby approve the Noise Exemption Application as presented for Fireworks at the bottom of Tower Hill Sliding Area on February 25<sup>th</sup> 2023 for Winterfest pending fireworks funding approval.

**Carried**

**3.19 Recreation Committee Request for Funding**

**Motion: 2023.01.23.019**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Cllr. John Taddeo

**THAT**, Council for the Corporation of the Township of Ignace at this Regular Meeting this 23<sup>rd</sup> day of January 2023 does hereby accept the correspondence from the Jody Waldock, Ignace Recreation Committee.

**FURTHER THAT**, Council does hereby approve the request for \$2,800.00 to be used for Winterfest 2023 to be taken from the Community Well Being Fund.

**Carried**

## 8. Questions from the Public

### Helen Clark

Q. Why was the Loonie Lunch request deferred?

A. Mayor Gascon read the letter from Adele Marth, Principal, of Ignace School

Q. Doesn't the Community Well Being Fund have a Policy and By-Law of how much can be spent?

A. There is a By-Law. It must be approved by Council and it is at the discretion of the Council.

### Rene Nadeau

Q. If they do consider the Island for the fireworks, the parking area is cleared.

A. Suggested reaching out to Trista and Jody.

### Janet Lett

Q. Has the present Council thought of updating its audio system? It is very garble from many Councillors.

A. Yes, we are looking at it and contemplating if this is the room for the Council meetings.

Q. Can you let us know if the recordings will be posted?

A. Yes, we will let you know.

### Cheryl Manchulenko

Q. Ms. Smith was supposed to get back to me on the Cemetery Committee and I have not heard from her.

A. Yes, I have not had a chance to talk to Councillor Taddeo and Councillor Defeo. I will get back to you this week. Councillor Defeo apologized for not getting back her as she did not have her number.

Q. John you mention a meeting on Sunday?

A. Yes, that was the plan, but one member was in the hospital and others were sick, so we did not have quorum.

### Ron Labuik

Q. Thank you for the comments on the ambulance. Our town is in trouble as we need an ambulance. Taddeo's Trading Post, what is happening with that?

A. As for paramedics, this is not just Ignace. This is right across the board. We will be getting more answers from KDSB in the upcoming weeks from everyone's concerns. With regards to the Trading Post, that is being dealt with also.

Q. In the middle of town, we have a beautiful aircraft, and it is a disaster. Maybe we should have someone update it? Is this possible?

A. It is part of the corridor clean up and we will find the right person to update it.

A. Jeff Lederer answered that it was in the process of having it refurbished. There was a report in August to request approval. Eleanor Hughes and Brad was contacted. Hope this continues as the money is allocated for this aircraft.

Q. Water Bills - In Ignace we are charged \$100 a month (\$300 for 3-month period). 40% are 65 and older How are people going to pay for their water? What is happening in this town?

A. Treasurer explained that our last report from PSD shows we are not charging enough for the cost of our infrastructure. They are telling us to increase it. This will be an item that has to be discussed with regards to the infrastructure and how we are going to deal with it.

**9. By-Laws**

**9.1 By-Law 02.2023 - Borrowing of Money to Meet Current Expenditures**

**Motion: 2023.01.23.020**

**Moved By:** Cllr. John Taddeo

**Seconded By:** Cllr. Kim Baigrie

**THAT,** Council for the Corporation of the Township of Ignace accepts the Report from Treasurer regarding the 2023 Temporary Borrowing of Monies to Meet Current Expenditures this 23<sup>rd</sup> day of January 2023.

**FURTHER THAT,** Council authorizes the passing of By-Law #02.2023, Being a By-Law to authorize the Temporary Borrowing of Monies to Meet the Current Expenditures of the Corporation of the Township of Ignace.

**Carried**

**9.2 By-Law 03.2023 - Interim Tax Levy**

**Motion: 2023.01.23.021**

**Moved By:** Cllr. Jodie Defeo

**Seconded By:** Cllr. Kim Baigrie

**THAT,** Council for the Corporation of the Township of Ignace accepts the Report from Treasurer regarding the 2023 Interim Tax Levy this 23<sup>rd</sup> day of January 2023.

**FURTHER THAT,** Council authorizes the passing of By-Law #03.2023, Being a By-Law to provide for the 2023 Interim Tax Levy and Late Payment Charges; and

**FURTHER THAT,** Council approves the 2023 Interim Tax Levy to be due in two installments with due dates to be the last working day in March and the last working day in April 2023.

**Carried**

**10. Notices of Motions**

**11. Adjournment to Closed Meeting Session**

**Motion: 2023.01.23.022**

**Moved By:** Cllr. John Taddeo

**Seconded By:** Deputy Mayor Al Zimmer

**THAT,** Council convenes into the Closed Session of this Regular Meeting of Council this 23<sup>rd</sup> day of January 2023, chaired by Mayor Bill Gascon, at 7:20 p.m. to discuss the following items:

**Closed Session Matters**

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

(a) the security of the property of the municipality or local board

- Property Update - Previously Sold



- (b) personal matters about an identifiable individual, including municipal or local board employee
  - Human Resources
  - Employee
  - NWHU Board of Appointment
  - Correspondence
  
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board
  - Expression of Interest - Surplus Property

**Carried**

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

**Motion: 2023.01.23.023**

**Moved By:** Cllr. Kim Baigrie

**Seconded By:** Cllr. Jodie Defeo

**THAT,** Council reconvenes to the Regular Meeting of Council this 23rd day of January 2023, chaired by Mayor Bill Gascon at 10:19 p.m.

**Carried**

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

**Motion #: 2023.01.23.024**

**Moved by:** Cllr. Jodie Defeo

**Seconded by:** Deputy Mayor Al Zimmer

**THAT,** Council for the Corporation of the Township of Ignace this 23<sup>rd</sup> day of January 2023 does hereby direct the Treasurer Christy McIntomney for all outstanding utility accounts more than ninety (90) days overdue to implement a payment plan which shall be no more than 6 months. Should the customer default on the payment plan the service to the customer shall be disconnected. Delinquent accounts shall be placed in collections

**Carried**

**Motion #: 2023.01.23.025**

**Moved by:** Cllr. John Taddeo

**Seconded by:** Cllr. Kim Baigrie

**THAT,** Council for the Corporation of the Township of Ignace this 23<sup>rd</sup> day of January 2023 does hereby direct the Interim Clerk to advertise for Seniors Committee members

**Carried**

**Motion #: 2023.01.23.026**

**Moved by:** Deputy Mayor Al Zimmer

**Seconded by:** Cllr. Kim Baigrie

**THAT**, Council for the Corporation of the Township of Ignace this 23<sup>rd</sup> day of January 2023 does hereby accept the offer of \$3,000.00 for Roll #60-01-000-001-40263-000, the offer of \$3,000.00 for Roll #60-01-000-001-40264-0000 and the offer of \$3,000.00 for Roll #60-01-000-001-40265-0000 which are surplus to the needs of the municipality.

**FURTHER THAT**, Council for the Corporation of the Township of Ignace does hereby direct the Treasurer, Christy McIntomney, to notify the purchaser and to facilitate the closing of the sale.

**Carried**

**14. Confirmatory By-Law**

**Motion #: 2023.01.23.027**

**Moved by:** Cllr. Kim Baigrie

**Seconded by:** Cllr. John Taddeo

**THAT** By-Law # **04.2023**, Being a By-Law to Confirm the Proceedings of the Council of the Corporation of the Township of Ignace Regular Meeting dated January 23, 2023, be read a First, Second and Third time and passed.

**Carried**

**15. Adjournment**

**Motion #: 2023.01.23.028**

**Moved by:** Cllr. Kim Baigrie

**Seconded by:** Deputy Mayor Al Zimmer

**THAT**, the Regular Meeting of Council this 23<sup>rd</sup> day of January 2023, be adjourned at 10:23 p.m.

**Carried**

\_\_\_\_\_  
Mayor Bill Gascon

\_\_\_\_\_  
Deputy Mayor Al Zimmer

\_\_\_\_\_  
Councillor John Taddeo

\_\_\_\_\_  
Councillor Kim Baigrie

\_\_\_\_\_  
Councillor Jodie Defeo

\_\_\_\_\_  
Rhonda Smith, Interim Clerk

# The Corporation of the Township of Ignace

## Staff Report

**To:** Council

**From:** Christy McIntomney, Treasurer

**Meeting Date:** February 21st, 2023

**Subject:** Monthly Finance Department –January 2023

---

### **RECOMMENDATIONS:**

THAT Council receives the January 2023 Monthly Report for the Township Finance Department for information purposes.

### **DISCUSSION:**

#### **Introduction**

Overview of the January 2023 monthly report for the Finance Department.

#### **Highlights Staffing Changes**

No Staffing Changes as of January 31, 2023.

#### **Utilities**

Notices were mailed to residences who have delinquent utility accounts at this time some residents have contacted the Treasurer will set up a six (6) payment plan once the agreement has been received from the Lawyers the accounts will be set up in the payment plan should they default on their payment plan the service will be disconnected. Any delinquent accounts with outstanding balances of 90 days or more have that have not responded to the notice a second notice will be posted on the residence doors advising that accounts had to be either paid in full; a six (6) month agreement entered to clear up the account or the service will be shut off. This will be a ongoing process as accounts become 90 days overdue.

Once the service is disconnected the clerk will do random meter checks.

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

The Accounts Payable Clerk is currently working on the final 2022 Cheque Run for all goods received prior to the end of the year. Once this is completed the clerk will be working on the 2023 cheque runs. The Council Report for Disbursements will be brought to the Finance Committee at the regular monthly meetings.

The Accounts Receivable invoicing and statements are done on a monthly basis. The accounts are currently being reviewed to ensure all accounts with monthly charges are being invoiced. Any accounts with overdue amounts over 90 days will be forwarded to Collections for payments. Report will be given to the Finance Committee once this process has been evaluated and determined which accounts will be sent to collections.

### **Municipal Taxes**

The Tax Clerk along with the Treasurer will be working in the month of February to ensure all accounts 2 years or more in arrears are sent to the Lawyers to start the tax sale process. The Interim Tax Billing will be processed in the month of February with due dates of March 31<sup>st</sup>, 2023, and April 28<sup>th</sup>, 2023.

### **Payroll**

The Payroll Clerk is continuing to work on year end preparation of T-4's along with the reconciliations of payroll accounts.

### **Budget Process**

The Treasurer is currently working on compiling the Draft #1 Budget which will be presented to the Finance Committee for approval prior to presenting to Council. A detailed listing of 2023 Capital requests which will include projected 2023 new Capital Projects along with previous years projects are to be completed. Working on a timeline as to when the Draft #1 will be presented to the Council along with the public input into the 2023 budget.

### **Audit Process**

The Treasurer along with the Deputy Treasurer is currently working on the 2020 bank reconciliations with the assistance of PSD. December 2020 is the remaining bank reconciliations to be completed. Once this has been completed the Arrears listings in Taxation, Utilities and Accounts Receivable will be required to be reconciled to have the financials ready for auditing.

### **Conclusion**

As the finance department continues to move forward it is still very busy due having a back log of year ends and changes to staffing throughout the year.



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



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

---

**Prepared By:** Rhonda Smith, Interim Clerk  
**Report To:** Mayor & Council  
**Subject:** Corporate Services Monthly Update  
**Date:** February 6, 2023

---

## **Corporate Services**

The Corporate team is committed to delivering critical service, support and continues to actively work with the Mayor and Council.

## **Social Media**

The Township has recently developed a new Facebook page that will be utilized for 'Information' purposes only. We have received good feedback in regards to the new page. Joey Caron has been working on updating and modernizing our website. This will be an ongoing task as new and pertinent material is being presented.

## **Planning**

The planning department has been hard at work with collaborations from Vicki Blanchard and Keith Roseborough to keep things moving forward. The Interim Clerk has been actively working with the Deputy Clerk Roxanne Cox and Keith Roseborough to advertise and research what other Municipalities are doing.

## **Asset Management/Development**

Keith Roseborough has been assisting Vicki Blanchard, Economic Development Consultant with required data for funding applications. Asset Management has been a struggle thus far as Keith is wearing many hats at the moment.

## **By-Law Enforcement**

The MLEO/PSO/ACO has been actively enforcing parking violations throughout the Municipality. Ongoing investigations in By-law matters continue to occupy a large portion of the MLEO/PSO/ACO time.

## **Job Postings**

The Township has currently posted for the following positions:

Project Manager

February 10<sup>th</sup> 2023 Closing

Interviews for the CAO position will be happening this month as well..

Sincerely,



Rhonda Smith  
Interim Clerk



The Corporation of the Township of Ignace  
34 Hwy 17, PO Box 248  
Ignace, ON, P0T 1T0  
[pwmanager@ignace.ca](mailto:pwmanager@ignace.ca)  
807-220-0888 (c)

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**Prepared By:** Rhonda Smith, Public Works Manager  
**Report To:** Mayor & Council  
**Subject:** Public Works Monthly Update  
**Date:** February 6, 2023

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### **Recreation Complex**

The 'Recreation Complex' had a fairly busy month with scheduled public activities and rentals. There are still ongoing issues that will need to be addressed in the near future such as the 'Roof Replacement', 'Compressor Replacement' for the ice plant, and a new stove for the kitchen in the upper hall.

### **Waste Management**

The landfill continues to be busy and maintenance is ongoing. PV23 continues to a problem for the type of weather and landfill conditions. The operators are managing to maintain the landfill with some difficulty due to the operation of PV23.

### **Employee Updates**

The Public Works Staff have been busy with snow removal and ensuring that the sidewalks and Township Roadways are safe for travel. An Interim Public Works Manager has been chosen and contract negotiations are currently in progress. It is with great sadness that we have accepted the resignation of our Water, Wastewater Technician, Nathan Naumann effective February 10, 2023. I would like to thank him for his dedication and hard work and wish him all the best in his future endeavors.

### **Public Works Activity Update**

Ongoing regular maintenance and greasing of equipment has been assigned to all staff. The staff has also been busy organizing and purging cluttered areas of the garage.

### **Equipment Update**

PV20 has been an ongoing maintenance burden with continual breakdowns. Our mechanic Trent Armstrong has been asked to price out a computer reading system that would allow him to read the error codes vs bringing Strongco in so often from Thunder Bay. We are still awaiting for the blower motor to be returned from the machine shop in Thunder Bay for the sidewalk sanding unit.

## **Public Services Committee**

The Public Services Committee formerly the Public Works Committee and the Aerodrome Committee have yet to hold a formal meeting. I will be scheduling a meeting for the end of the month. Now that the new committee has been formed regular meetings will be scheduled.

Sincerely,



Rhonda Smith  
Public Works Manager





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

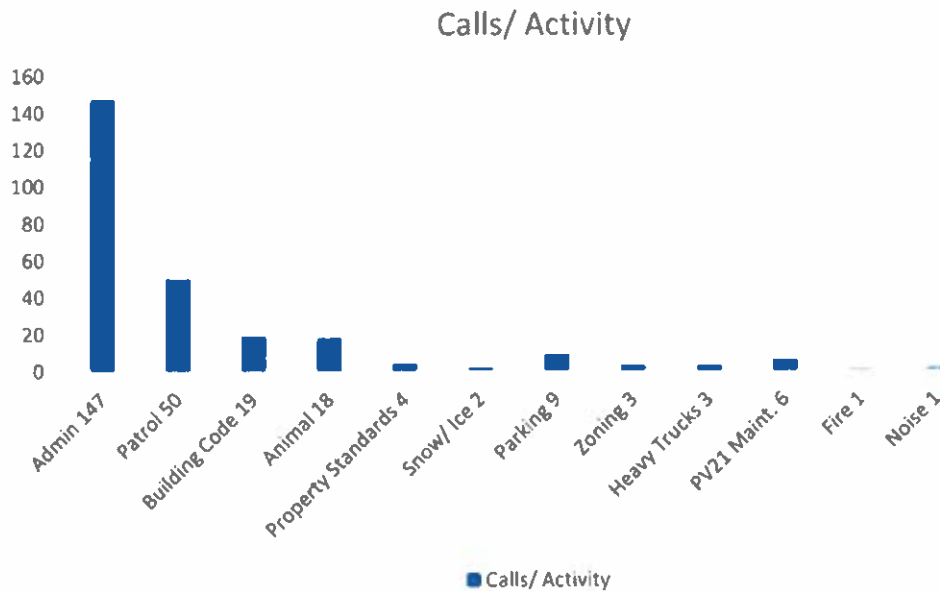
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**Prepared By:** Dan Arbour, MLEO / PSO / ACO  
**Report To:** Mayor and Council  
**Subject:** Monthly Activity Report  
**Date:** 08 February, 2023

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**Background**

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



**Recommendation**

**That the Council of the Corporation of the Township of Ignace receives this report, pertaining to the activity of the MLEO/PSO/ACO and Building Inspector, under the supervision of the CBO (Chief Building Official).**

**And Further That Council does hereby acknowledge that there was a total of Thirty - Four (34) complaints/ calls or inquiries made by the residents of Ignace, during the period of 10 January 2023 to 07 February 2023; with the majority of calls/ actions addressing "Animals and Parking". This number does not include the anonymous complaints that have been received and/or acted upon.**

**Two (2) Parking Violation offences, in contravention to Bylaw 67.2021, Sec. 6.0, resulted in Parking Tickets being issued by the MLEO for Winter Restricted Parking on Township of Ignace municipal property/ road allowance.**

**Four (4) SNOW/ ICE Exemption Letters, relating to bylaw (13.2022) have been prepared and issued since the last Council meeting, to those community members who have requested them.**

**One (1) NOISE Exemption Letter was issued to the Ignace Rec. Department/ Fire Department for Winterfest Fireworks ( 25 JAN/ 23).**

**One (1) PARKING Exemption Letter was issued to the Ignace Otters Snowmobile Club to permit overnight parking (11 FEB- 12 FEB/ 23) on Municipal property (Arena)**

**Conclusion**

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

Sincerely,



**Dan Arbour  
Municipal Law Enforcement Officer  
Property Standards Officer  
Animal Control Officer  
Building Inspector**



## Ignace Fire Department

### January 2023 Fire Report to Council

#### Emergency Response Calls: 2

January 9<sup>th</sup> – SVA - 1 Km South on Highway 622

January 22<sup>nd</sup> –Cattle Trailer in ditch - 33 Km East on Highway 17.

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#### Officer Sessions:

January 10<sup>th</sup> – Update on December Officers Meeting. Attendance: 6 Officers

January 14<sup>th</sup> – KDSB Ambulance Driver Shortage Meeting. Attendance: 4 Fire Dept Members

#### Training Sessions:

January 17<sup>th</sup> – Firefighter 1 & 2 Courses Attendance: 6 Members

Acting Fire Chief Sean DeTracey went over the courses and dates being held at the Oliver Paipoonge Fire & Emergency Services.

January 24<sup>th</sup> – Meet & Greet Attendance: 6 Fire Dept Members plus 2 Council members.

Ignace Mayor Bill Gascon and Councillor Kim Baigre visited the Fire Hall and had a Meet & Greet session with the Firefighters and Officers.

January 31<sup>st</sup> - SCBA Training Attendance: 6 Members

Firefighters went over SCBA's Tanks and replaced PASS Alarm batteries. Received new 7<sup>th</sup> Essentials of Fire Fighting Books.

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#### Activities/Events:

January 18<sup>th</sup> – Acting Fire Chief Sean DeTracey applied for a Grant for funding in October 2022. Received funding from FMPFSC (Fire Marshal's Public Fire Service Certification Grant) for \$661.98. This is the first year of 3 that the grant will be offered in Ontario. Ordered Training Manuals.

January 18<sup>th</sup> – Acting Fire Chief Sean DeTracey completed the Municipal/MNRF Agreement Renewal Checklist and the Fire Department Assessment Sheet and forwarded it to MNRF.



# REPORT



## MEETING TYPE: Regular Council

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**To:** Council

**From:** Vicki Blanchard, Economic Development Consultant  
Christy McIntomney, Treasurer

**Meeting Date:** February 21, 2023

**Subject:** Senior Housing Development Financials / CMHC Application

---

### **RECOMMENDATION:**

THAT Council amend Motion #:2023.01.23.011.

### **PURPOSE:**

The purpose of this report is to request that Council:

1. THAT Council consider increasing the funding amount for the Seniors Housing Project through the Nuclear Waste Management Organization's - Near Term Investment Funds by \$572,000.00.

### **BACKGROUND:**

On January 23<sup>rd</sup>, 2023, at the Regular Meeting of Council, Motion#: 2023.01.23.011 was Carried to approve an application for funding to CMHC under the Rapid Housing Program through the Nuclear Waste Management Organization's – Near Term Investment Funds (NTI) in the amount of \$1,728,011.17 plus the Township of Ignace equity in the amount of \$173,510.28.

On February 9<sup>th</sup>, 2023, Vicki Blanchard, Economic Development Consultant, Christy McIntomney, Treasurer, Mayor Bill Gascon and Ben Reynolds, Kenora District Service Board met with Jeff Kolibash, CMHC Specialist, Multi-Unit Solutions to review the Township of Ignace’s funding application and score card under the Rapid Housing Initiative. After critiquing the application and score card the Township’s score was 87 out of 145 it was recommended that we try to raise the score to at least 90. The Township maximized its score in most categories other than in the financial contribution. To increase the score to 90, we would need to increase our contribution by an additional \$500,000.00.

In addition, CMHC advised us that we had to set the price for the land (property) at the assessed value, which is \$28,000 (MPAC Assessment 2016 values) not the \$100,000, as presented on the application. Therefore, an additional \$72,000 would need to be added to the NTI amount reducing the Township of Ignace equity to \$101,510.28 from \$173,510.28.

**DISCUSSION:**

The Economic Development Consultant and Treasurer have requested Council amend the January 23<sup>rd</sup>, 2023, Motion #: 2023.01.23.011 as follows:

**FURTHER THAT**, Council supports an application to the Canadian Mortgage and Housing Corporation (CMHC) under the Rapid Housing Program.

**AND FURTHER THAT**, Council for the Township of Ignace does hereby

- 1. Approve funding the Seniors Housing Project through the Nuclear Waste Management Organization’s - Near Term Investment Funds in the amount of \$2,300,011.17 plus the Township of Ignace equity in the amount of \$101,510.28; and,
- 2. Authorize the Mayor and Clerk to execute the CMHC funding application under the Rapid Housing Program.

On February 13, 2023, Mayor Gascon reached out to Minister Clark, Municipal Affairs and Housing and Minister Rickford, to request financial support in the amount of \$572,000.00 from the province, to elevate the burden on the Township.

**FINANCIAL IMPLICATIONS:**

Township of Ignace – NTI Funds	\$ 2,300,011.17
CMHC – Rapid Housing Program	<u>\$ 7,207,596.10</u>
Total Project Cost	<u>\$ 9,507,607.27</u>

---

Vicki Blanchard, Economic Development Consultant



---

Christy McIntomney, Treasurer



The Corporation of the Township of Ignace  
34 Hwy 17, PO Box 248  
Ignace, ON, P0T 1T0  
[clerk@ignace.ca](mailto:clerk@ignace.ca)  
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---

**Prepared By:** Rhonda Smith, Interim Clerk  
**Report To:** Mayor & Council  
**Subject:** Business License Enforcement  
**Date:** February 7, 2023

---

## Background

On September 20<sup>th</sup>, 2021 the Council for the Corporation of the Township of Ignace did hereby pass By-law 65.2021 'Being a By-law to Issue License(s), Regulate and Govern Certain Businesses and Events within the Township of Ignace'.

Schedule 'A' of the above-mentioned By-law outlines the potential revenue that could be generated from this type of By-law enforcement. Schedule 'G' of this By-law does hereby outline the possible fines associated with this type of enforcement.

## Recommendation

It is my recommendation that the Council for the Corporation of the Township of Ignace does hereby accept the report of the Interim Clerk, Rhonda Smith. It is further recommended that the Council for the Corporation of the Township of Ignace does hereby instruct the MLEO/PSO/ACO to enforce By-law 65.2021 after a period of ninety (90) days education and grace.

Sincerely,

Rhonda Smith  
Interim Clerk

THE CORPORATION OF  
THE TOWNSHIP OF IGNACE

SMALL BUSINESS LICENSE

THIS CERTIFIES THE PREMISE LOCATED AT

\_\_\_\_\_

Has Been Licensed as a \_\_\_\_\_  
in accordance with the Township of Ignace  
Licensing By-Law 65.2021

OWNER

ADDRESS

PHONE

\_\_\_\_\_

APPLICATION SUBMITTED: \_\_\_\_\_

LICENSE ISSUED: \_\_\_\_\_

LICENSE NUMBER: 202365 \_\_\_\_\_

\_\_\_\_\_  
BILL GASCON, MAYOR



**The Corporation of the Township of Ignace**

**By-law 65.2021**

**Being a By-law to Issue License(s), Regulate and Govern Certain Businesses and Events within the Township of Ignace**

---

**Whereas** in accordance with the Marriage Act, R.S.O. 1990, c. M. 3 along with the Municipal Act, 2001, S.O. 2001, c. 25 the Corporation of the Township of Ignace does have the power to issue marriage licenses and solemnize the marriage under the authority of a license.

**Whereas** the Municipal Act, 2001, Part V, S.s. 150 – 165 does authorize the Council of the Corporation of the Township of Ignace to issue licenses on condition, revoke licenses, suspend licenses, and to regulate or govern the place used in the carrying on of business, and many other matters.

**Whereas** the Alcohol and Gaming Commission of Ontario (AGCO), Order in Council 1413/08 S. 2, does authorize the Council of the Corporation of the Township of Ignace to issue lottery licenses providing the authorization is in accordance with Registrar's requirements.

**Whereas** the Township of Ignace Final Zoning By-law Section 3, s.s. 3.15 Home Occupations does permit a home occupation as an accessory use to a residential use, except a seasonal dwelling unit and an apartment building.

**Therefore, let it be Resolved** that the Corporation of the Township of Ignace shall enact as follows:

**1.0 Definitions**

**Agent** means a person(s) who acts on behalf of another person or group.

**Applicant** includes a person(s) seeking license, or renewal of a license or a person(s) whose license is being considered for revocation or suspension.

**Business** means a trade that requires a license pursuant to this By-law, whether or not a license has been issued or maintained for that business. Trades are listed in schedule "A" of this By-law.

**By-law** means this By-law, as it may be amended from time to time. The schedules attached to this By-law are considered integral parts of it.

**By-law Enforcement Officer** is a person duly appointed within the Municipalities Administration to enforce the By-laws of the Municipality, and includes the Licensing Officer.

**Charity** is a corporation which is registered by the Federal Government as a charity for the purposes of the Federal Income Tax Act, RSC 1985.

**Chief Building Officer** means the person duly appointed within the Municipalities Administration who fulfills the function of the Chief Building Officer as required by the Ontario Building Code Act, 1992 or his/her delegate.

**Clerk** means the person duly appointed within the Municipalities Administration who fulfills the function of the Municipal Clerk as required by the Municipal Act, 2001 or his/her delegate.

**Committee** means the committee of Council to which Council has delegated the responsibility of handling Licensing matters. Where no delegation has been made, the term refers to the Council itself.

**Council** means the elected Municipal Council of the Corporation of the Township of Ignace.

**Fire Chief** means the person duly appointed within the Municipalities Administration who fulfills the function of Fire Chief as required by the Fire Protection and Prevention Act, 1997 or his/her delegate.

**Health Unit** means the Northwestern Health Unit.

**Highway** means the entire road allowance (including vehicular traveled portions, boulevards and sidewalks) of any open or unopened road allowance under the Municipalities jurisdiction.

**Keeper** includes any one (1) or more of the following person(s):

- a) The owner of a location from which a Business is conducted;
- b) The Operator of a Business;
- c) The Occupier of a location from which a Business is conducted;
- d) One who assists or acts on behalf of the Owner or Occupier of a location from which Business is conducted;
- e) One who has the care or management of a location from which a Business is conducted; or
- f) A Licensee.

**Law Enforcement Officer** means the Ontario Provincial Police or a Municipal Law Enforcement Officer.

**License** means a License to operate a Trade issued pursuant to this By-law.

**Licensee** means the Owner of a License.

**Licensing Officer** means the duly appointed Licensing Officer for the Municipality, responsible for the issuing, administration and approval of Licenses in accordance with Provincial Legislation and Municipal Policies and Procedures, or his/her delegate. Where no delegation has been made, the term refers to the Clerk or his/her delegate.

**Lottery** means a means of raising money by selling numbered tickets and giving prizes to the holder(s) of numbers drawn at random. This includes one (1) or more of the following:

- a) Bingo events or media bingo events;
- b) Break open tickets;
- c) Raffle or bazaar lotteries.

**Manager of Infrastructure & Recreational Services** means the duly appointed person within the Municipalities Administration who fulfills the function of Manager of Infrastructure and Recreational Services, or his/her delegate.

**Manager of Planning, Development & Engagement Services** means the duly appointed person within the Municipalities Administration who fulfills the function of Manager of Planning, Development and Engagement Services, or his/her delegate.

**Marriage** means the legally or formally recognized union of two (2) people as partners in a personal relationship; the state of being married.

**Medical Officer of Health** means the Medical Officer of Health of the Health Unit or his/her delegate.

**Municipal Facility** is any property owned by the Municipality that is not a Highway.

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

**Non-Profit** is an adjective used to describe a person(s) registered in Ontario as a non-profit corporation, or certified by a Certified General Accountant (to the satisfaction of the Clerk) as a person(s) that makes no profit and intends to make no profit in its day-to-day Business operations.

**Operator** is a person(s) with care and control of a Business at any point in time, with authorization of the owner of the Business. The terms "Operate", "Operation" and words of like import or intent have corresponding meanings.

**Owner** is a person(s) with legal title to real or personal property. The terms "Own", "Ownership" and words of like import or intent have corresponding meanings.

**Person(s)** includes an individual, a sole proprietorship, a partnership, an unincorporated association, a trust, a body corporate, a natural person(s).

**Police** means the Ontario Provincial Police Detachment Commander or other designated Officer(s) in charge of the Police Service with jurisdiction in the relevant geographic area of the Township of Ignace, or his/her delegate.

**Recreation Programmer** means the duly appointed person within the Municipalities Administration who fulfills the function of the Recreation Programmer, or his/her delegate.

**Schedule** means a schedule attached to this By-law.

**Trade** includes Businesses, calling or occupation and "carrying on a trade" includes any act of:

- a) Selling any goods or services; or
- b) Soliciting Business or offering or exposing goods or services for sale or hire.

### **1.1 Interpretation Rules**

- II. Wherever this By-law refers to a person(s) or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.
- III. References to item(s) in the plural include the singular, as applicable.
- IV. The word "include" is not to be read as limiting the phrases or descriptions that precede it.

### **1.2 Statutes**

Specific references to laws in this By-law are meant to refer to the current laws applicable within the Province of Ontario as at the time of the By-law was enacted. For Provincial laws; the reference is to the relevant chapter of the R.S.O. 1990 edition, as amended, from time to time. References to by-laws are references to the municipal by-laws with force of law in the Township of Ignace.

### **1.3 Severability**

If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law will be considered to be severed from the balance of the By-law, which will continue to operate in full force.

### **2.0 Licensing Requirements**

For every Business set out in Schedule "A" of this By-law, there shall be taken out by every person(s) carrying on that Trade a License from the Municipality authorizing him/her to carry on that Trade. This section is subject to any exemption provided for in the applicable schedule referenced in Schedule "A" for each Trade. No person(s) shall, either directly or indirectly carry on a Business without first having obtained the required License as per the By-law. Failure to comply with this section is an offence.

### **2.1 Regulations**

A person(s) who receives a License for a Business must comply with the regulations set out in the Schedule to this By-law that applies to that Business. Failure to comply with the regulations in the applicable Schedule is an offence.

### **2.2 Responsibility of Agents**

An agent, trustee or representative of person(s) carrying on a Business in the

Township of Ignace shall also be personally reliable for the compliance of his/her principal, beneficiary or person(s) he/she represents in connection with this By-law.

### **2.3 Location Requirement**

Except as otherwise specified in the applicable Schedule, a License must be obtained for each location from which a Trade is carried on; (a warehouse, incidental to the conduct of a Trade and used for the purpose is not considered a separate location of the Trade). Failure to comply with this section is an offence.

### **3.0 Licensing Procedures**

An application for a License or renewal of a License may be made at the Municipal Office, 34 Hwy 17 West, Ignace, Ontario, P0T 1T0 on the form prescribed by the Licensing Officer. Where the service is available, applications may be made available on the Municipality's website.

### **3.1 Documentation**

The application form may require information to be provided, and other necessary papers to be completed or submitted by the Applicant in conjunction with his/her application, including affidavits in support of the information form.

### **3.2 Circulation Requirement**

Before the issuance of a License or renewal of a License, the Licensing Officer may circulate the application to that person(s) or agencies as set out in the relevant Schedule, as applicable to the class and status of License. In all cases the Licensing Officer shall confirm with the Manager of Planning, Development & Engagement Services that the site as to which the Trade is to be carried out is in compliance with all Zoning requirements.

### **3.3 Negative Result**

The circulation referred to in Section 3.2 may result in a Negative Result or recommendations to the Licensing Officer, including recommendations suggesting that a License be issued subject to specific conditions including but not limited to:

- I. The applicant's premises or place of Trade are the object of an order to comply made under the Property Standards By-law, or an order made under the Ontario Building Code Act, 1992.
- II. The applicant's premises (or use of such for the Business requested) is not in compliance with the Zoning By-law or any Parking requirements of the Municipality.
- III. The applicant's premises require corrective action pursuant to an order of the Fire Chief mad under the Fire Protection and Prevention Act, 1997.
- IV. The applicant's premises require corrective action pursuant to an order of the Medical Officer of Health to ensure safety to the public.
- V. The applicant(s) has been found to have discriminated against a member of the public contrary to the Ontario Human Rights Code,

- 1990.
- VI. The applicant(s) has previously had his/her License or any
  - VII. certificate of qualifications under the Apprenticeship and Tradesmen's Qualifications Act, 1990, suspended or revoked.
  - VIII. The applicant(s) has been convicted of an offence pursuant to the Criminal Code of Canada, R.S.C. 1985, c. C. 46.
  - IX. The applicant(s) was previously convicted of an offence pursuant to this or a predecessor By-law.
  - X. The applicant(s) financially obligated to the Municipality in some manner other than for current taxes.
  - XI. The applicant(s) is in breach of this or some other Municipality By-law of Ontario or Canada.

Subject to Section 3.7, where Negative Results are received, the Licensing Officer shall submit the application and all comments received to the Committee for review/approval.

### **3.4 Powers of Committee Under Section 3.3**

Where a matter is referred to Committee pursuant to Section 3.3, the Committee shall consider the matter in "closed session", and shall recommend either that a Hearing be held (under Article 5) or that a License be issued (with or without) conditions. In the event that Council determines that a License is to be issued, the Licensing Officer shall issue the License to the applicant(s). In the event that Council determines that a Hearing is required, the provisions of Article 5 (and any other By-law regulating the procedures of Council and its committees with respect to Statutory Hearings) shall apply.

### **3.5 License Issuance**

Where no Negative Results are received as a result of Circulation required under Section 3.2, and where the applicant(s) documentation is in order and the applicable fee has been paid, the Licensing Officer shall grant the License of the applicant(s), or the renewal, as applicable.

### **3.6 Expiration of a License**

Except as otherwise provided in this By-law, Licenses shall be issued for a period of one (1) year and shall come into effect on the date that they are issued, and will expire on December 31<sup>st</sup> of that same year.

### **3.7 Renewal of a License**

If the facts, conditions and Negative Results are the same as had been received at the time of issuance, and if Council authorized that License issue for that prior time period, the Licensing Officer may renew the License. Notwithstanding this section, all renewal applications are subject to any Circulation requirements pursuant to Section 3.2.

#### **4.0 License Issue, Revocation & Suspension**

##### **4.1 License Fee**

The fee for obtaining a License or renewal of a License shall be as set out in Schedule "A" of this By-law. No fee is refundable except in the event that a Licensee is entitled to a refund of part of the License fee proportionate to the unexpected part of the term for which it was granted.

##### **4.2 Duplicate License**

Except as otherwise provided in a Schedule to this By-law, a Duplicate License may be issued by the Licensing Officer to replace any License previously issued which has been lost, stolen or destroyed, upon written application by the Licensee and upon payment of a fee of \$10.00.

##### **4.3 Posting & Production of Licenses (Fixed Location)**

Where a Licensee carries on his/her Business from a Fixed Location, the Licensee shall post the License obtained under this By-law in a conspicuous place at that place of Business. Person(s) Licensed under this By-law shall when requested by a person appointed by Council, produce the License for inspection. Failure to comply with this section is an offence.

##### **4.4 Posting & Production of Licenses (No Fixed Location)**

Where a Licensee travels from place to place to perform his/her Business, he/she shall carry his/her License when engaged in the Business. Person(s) Licensed under this By-law shall when requested by a person appointed by Council, produce the License for inspection. Failure to comply with this section is an offence.

##### **4.5 Plate Licenses for Vehicles (Taxi/Taxicab)**

Where a License is issued a plate obtained under this By-law bearing an identifying number, the Licensee shall securely affix the plate, in a conspicuous position, to the rear of the vehicle for which it is issued. Failure to comply with this section is an offence.

##### **4.6 Partnerships & Corporations & Unincorporated Associations**

**4.6.1** Except as otherwise noted in Schedules, a Partnership, a Corporation, an Association or a combination of person(s) is considered as a single applicant for any one (1) Business.

**4.6.2** On any application by a Partnership, the License shall be issued in the name under which the applicant carries on Business. The names and

addresses of Partners must be listed on the application form.

**4.6.3** Any application by a corporation shall contain the names and addresses

of the Officers and Directors of the Corporation.

**4.6.4** A change in composition of the members of a Partnership or in the Officers and/or Directors of a Corporation shall be reported to the Licensing Officer

within fifteen (15) days of the change. Failure to comply with this section is an offence.

**4.7 Change of Address**

Change of mailing address or telephone number of any Licensee shall be reported to the Licensing Officer within fifteen (15) days of the change. Failure to comply with this section is an offence.

**4.8 License Transfer**

Upon cessation or sale or other transfer of Business, the Licensee of that Business will notify the Licensing Officer of the cessation or transfer. Where the Business is being transferred, and subject to any restrictions in the applicable schedule, the new Keeper will be required to submit an application for the License transfer, in the form prescribed by the Licensing Officer. The Licensing Officer may, depending upon the circumstances of the transfer, require the new Keeper to submit some or all of the same documentation and/or information that would have been required for a new application for the License in question. The requirements of Section 3.2 of this By-law apply to applications for License Transfer.

**4.9 No Vested Right**

No person enjoys a Vested Right in the continuance of a License and upon issuance, renewal, cancellation or suspension. All Licenses remain the property of the Municipality.

**4.10 Licenses to Use Name on License**

It is an offence for a person(s) Licensed to carry on a Trade under this By-law to advertise or carry on that Trade under any other name than the one endorsed on his/her License.

**4.11 Inspections**

The Licensing Officer, the By-law Enforcement Officer, the Police, the Medical Officer of Health, the Fire Chief or any person acting under that person(s), or any person(s) authorized by Council may at reasonable times during Business Hours inspect:

- I. Any premises or place where a Business is carried on or there are reasonable and probable grounds to believe a Business is being carried on;
- II. Any goods and equipment used or to be used by the applicant(s) in connection with the Business; and
- III. It is an offence to obstruct or permit the obstruction of an inspection under this section.



#### **4.12 the Right to Refuse & Revoke**

Council may revoke, suspend, impose any conditions upon or refuse to issue or renew any License to any Person(s) under this By-law. Failure to comply with conditions imposed by Council is an offence.

#### **4.13 Consideration to Matters Raised**

Council may in exercising its discretion pursuant to this By-law, consider any matter raised under Section 3.3 or any other matter that relates to the general welfare, health and safety of the public, the control of nuisances within the Township of Ignace, or the protection of consumers.

### **5.0 Hearings**

#### **5.1 Over-riding Rules**

Where Council has by By-law established rules or procedures other than those expressed in this Article 5 for Statutory Hearings, those rules shall prevail.

#### **5.2 Hearing by Committee**

Council shall not deny the issuance of, or revoke a License without first affording the applicant the opportunity to be heard before the Committee.

#### **5.3 No Further Hearing at Council**

After the hearing is held pursuant to Section 5.2, Council shall not hold a further hearing or afford further opportunity for a hearing in the matter.

#### **5.4 SPPA**

The rules set out in the Special Powers Procedure Act, 1990, apply to the hearing under Section 5.2.

#### **5.5 Report by Committee**

At the conclusion of the hearing conducted by the Committee under Section 5.2 the Committee shall make a written report, if any, to Council, including reasons for the decision, addressing the merits of the application in respect of which the hearing was conducted.

#### **5.6 Council Decision**

After considering the report of the Committee, Council may make any decision that it might have made had it conducted the hearing itself. Council's decision is final and takes effect at the time it is made, or at another time specified by Council in the decision itself. An applicant may be entitled to a second hearing, at Council's discretion, if a committee has conducted a hearing under this article.

**5.7 Notice of Decision**

Notice of the decision of Council must be provided to the applicant. This can be accomplished either through personal delivery, or by mailing a copy of the decision by regular mail to the applicant as per the address shown on the application.

**6.0 Enforcement & Penalties**

**6.1 Schedules Shall Apply**

Every applicant is subject to all relevant regulations contained in the applicable Schedule.

**6.2 Enforcement**

This By-law may be enforced by the Law Enforcement Officer(s).

**6.3 Penalties**

Every person(s) who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine or penalty as provided for in the Provincial Offences Act, 1990.

**6.4 Multiple Offences**

The conviction of an offender for the breach of any provision of this By-law shall not operate as a bar to a prosecution against the same offender upon any subsequent or continued breach of any provision of this By-law.

**7.0** this By-law shall come into force and take effect upon the Final Reading and Passing hereof.

**8.0** this By-law rescinds By-law 44.2011.

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

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



  
Penny Lucas, Mayor

  
Lynda Colby, Clerk

## Schedule "A"

### Types of Licenses and Fees Along with Associated Regulation(s)

<b>License Type</b>	<b>License Fee</b>	<b>Regulation(s)</b>
Marriage	\$100.00	As per regulations set out in the Marriage Act, 1990.
Lottery	2% of the Prize Value	As per the regulations set out in the Alcohol and Gaming Commission of Ontario.
Raffle	2% of the Prize Value	As per the regulations set out in the Alcohol and Gaming Commission of Ontario.
Bingo – Regular or Special	2% of the Prize Value	As per the regulations set out in the Alcohol and Gaming Commission of Ontario.
Break Open Tickets	3% of the Prize Value	As per the regulations set out in the Alcohol and Gaming Commission of Ontario.
Home-Based Business(es)	\$100.00 per year or part year	Schedule "B"
Itinerant Salesperson	\$350.00 per location	Schedule "C"
Special Event	\$100.00 per event	Schedule "D"

**Schedule "E" attached will be the application for the Licenses shown above with the exception of the Marriage License which will be attached as Schedule "H". Schedule "F" will be the application for License Renewal, also attached is Schedule "G" the schedule of fines.**

## Schedule "B"

### Home-Based Business

(Penalties prescribed by the Provincial Offences Act)

#### Municipal Purpose for Regulation:

Home-Based Businesses are regulated in the Township of Ignace for the purposes of health and safety of the patrons of the Business and, to a lesser extent, for the control of potential nuisances. It is important for emergency personnel to have a clean understanding of where the Businesses are located in the event that emergency assistance is required. It is important for the health and safety of the patrons of the Business that the premises be established and maintained in a sanitary fashion. It is important that noise and animals be controlled, and that the Business be maintained neatly, to protect both patrons of the Business and their neighbours from potential nuisances.

#### 1.0 Definition

**Home Based Business** shall mean every person(s) who:

- a) Operates a Business out of their home;
- b) Has resided in the Municipality for three (3) consecutive months or more;
- c) Whose property has not been entered on the assessment roll in respect of commercial or industrial assessment for the current year;
- d) May carry or expose samples, patterns, specimens or catalogues of goods, wares or merchandise that are to be delivered into the Municipality afterwards;
- e) Offers services for profit.

#### 2.0 Application Requirements

The Licensing Officer shall not issue a License for a Home-Based Business unless they provide, where applicable the following:

- a) A report from the Municipality's Chief Building Officer confirming that all buildings, structures and facilities on site, or plans for same are or will be in compliance with the requirements of this By-law, any Building Permits issued by the Municipality and the provisions of any agreement in effect for the Home-Based Business;
- b) A report from the Fire Chief confirming that all buildings, structures and facilities or the plan for same, are in compliance with applicable Fire Safety regulations;
- c) A report from the Northwestern Health Unit and/or the alternate approval authority confirming that all water supply facilities and sewage disposal facilities, or the plans and documentation for same, are in compliance with the applicable Potable Water supply and sewage treatment regulations and guidelines.

### **3.0 Conditions**

The Licensing Officer or delegate shall issue the License subject to any conditions requested by the Chief Building Officer, the Fire Chief or the Northwestern Health Unit and/or the alternate approval authority referenced in Section 2 of this Schedule.

### **4.0 Conditions Added to the License**

The Licensing Officer or delegate may at any time review an Owner's or Operator's License and may, rather than refuse or revoke the License, attach to the License conditions consented to by the Licensee. Where conditions to a License are attached under this Section, failure to comply with the conditions shall result in automatic suspension of the License.

### **5.0 Access**

It is an Offence for the Owner or the Operator of a Home-Based Business to fail to provide adequate access to the site for patrons of the Business and for Emergency Services.

### **6.0 Grounds Maintenance**

It is an offence for the Owner or Operator of a Home-Based Business to fail to maintain the grounds of the Business, including:

- a) Keeping all grass and herbage cut and trimmed;
- b) Keeping all buildings, structures and facilities repaired and in a clean and sanitary condition;
- c) Keeping the furnishings, equipment, washroom facilities, lighting fixtures and appliances in a state of good repair and in a clean and sanitary condition.

### **7.0 Nuisance Prevention**

It is an offence for the Owner or Operator of a Home-Based Business to fail to take all necessary steps to prevent nuisance by way of noise, debris, parking, trespassing, wandering animals, etc. on or around Highways and properties adjacent to the Business.

### **8.0 License Term**

Every Home-Based Business License issued within the jurisdiction of the Township of Ignace is valid until December 31<sup>st</sup> of the current year.

### **9.0 Revocation for Falsification**

Notwithstanding Article 5 of this By-law, the making of a false or intentionally misleading recital of fact, statement or representation in any License application, may result in the immediate revocation of a License or refusal to issue or renew a License, by the Licensing Officer.

## **10.0 Circulation Requirement**

For the purposes of section 3.3 of this By-law, applications may be circulated to the Manager of Planning, Development & Engagement Services, the Fire Chief, the Chief Building Officer, and the Clerk.

### **Schedule "C"**

#### **Itinerant Salesperson**

(Penalties prescribed by the Provincial Offences Act)

#### **Municipal Purpose for Regulation:**

Itinerant Salespersons are regulated in the Township of Ignace for the purposes of consumer protection and safety. From a consumer protection standpoint, itinerant vendors should be traceable. In the interests of fair competition, established Businesses in the Township of Ignace need appropriate regulations on Itinerant Salespersons.

#### **1.0 Definition**

**Itinerant Salesperson** is a person who has not resided in the Municipality for three (3) consecutive months and who goes from place to place, or to a particular place, with goods, wares or merchandise for sale, or who carries and exposes samples, patterns or specimens of any goods, wares or merchandise that are to be delivered in the Municipality afterwards. Without limiting the generality of the foregoing, the terms "peddler" or "hawker" have identical meanings.

#### **2.0 Application Requirements**

An applicant for an Itinerant Salesperson's License shall clearly indicate in the application whether the Itinerant Salesperson will sell from place to place or whether they will sell from one location only. The License issued shall clearly specify whether the Licensee is authorized to sell from place to place or from a specified location.

#### **3.0 Misuse of Place-to-Place License**

It is an offence for an Itinerant Salesperson who is licensed to sell from place to place to establish a display his or her wares in one location and to vend from it under the auspices of that License.

#### **4.0 Misuse of Single Location License**

It is an offence for an Itinerant Salesperson who is licensed to sell from one location, to sell from place to place under the auspices of that License. All goods, wares, merchandise, signs, and other paraphernalia of the Itinerant Sales Person must remain on the site which is licensed, and must not be situated, even temporarily, on abutting properties, including Highways.

## **5.0 Zoning and Occupancy Requirements**

Itinerant Salesperson Licenses shall not be issued for particular locations unless:

- the applicant has provided written proof, satisfactory to the Law Enforcement Officer that he or she is the property owner of the land at the location or, alternatively, that he or she has the authority of the property owner and/or manager to vend from the site.

## **6.0 Exemptions**

An Itinerant Salesperson's License is not required by the following Persons:

- a) Persons peddling goods, wares, or merchandise to wholesale or retail dealers in similar goods, wares or merchandise;
- b) growers, producers, or manufacturers (or their authorized agents or employees) who reside in the Township of Ignace and are peddling goods, wares or merchandise which are grown, produced or manufactured in Ontario;
- c) a farmer resident in Ontario peddling only goods, wares, merchandise or produce from his or her own farms;
- d) Persons who lease or own realty within the Township of Ignace upon which they operate a business selling the same wares that are proposed to be peddled;
- e) Persons who sell milk or cream or fluid milk products either by wholesale or retail; or
- f) Persons who are agents or employees of non-profit or charitable organizations, who are vending for the benefit of the charitable organization.

## **7.0 Onus of Proof of Qualification for the Exemption**

Any Itinerant Salesperson who claims an exemption under section 6 of this Schedule must provide to the Licensing Officer, upon request, the appropriate evidence in support of the claim for the exemption. Similarly, in a prosecution for breach of this By-law, the onus of proving an exemption from requirement for an Itinerant Salesperson's License is upon the Person claiming the exemption.

## **8.0 Circulation Requirement**

For the purposes of section 3.3 of this By-law, applications where the vending will be from a single site may be circulated to the Manager of Planning, Development & Engagement Services, the Recreation Programmer, the Police, the Chief Building Officer and the Clerk. Applications where the vending will be from place to place may be circulated to the Clerk, the Police, and the Chief Building Officer.

## **Schedule "D"**

### **Special Events**

(Penalties prescribed by the Provincial Offences Act)

#### **Municipal Purpose for Regulation:**

Special Events are regulated in the Township of Ignace for the purposes of consumer protect and nuisance control. It is important for consumers to be protected from potentially unfair business practices that could result in consumer loss.

#### **1.0 Definition**

**Special Event** is an event which is operated by a local entity which is not a Charity or a Non-Profit association or corporation, or an event the financial proceeds of which are not donated to a Charity or a Non-Profit association or corporation, which event is intended to gather large numbers of people in a single place for a specific occurrence or performance. The term includes: Exhibitions, circuses, craft shows, trade shows or home shows, outdoor party or picnic-style events, fireworks or lighting displays, music festivals and jamborees (including raves and "jam sessions"), outdoor/indoor theatres for the presentation of live drama, recreational, sport or athletic competitions, gatherings involving mechanical or other (such as inflatable) Amusement Devices and marathons. The term expressly excludes non-commercial gatherings such as weddings or other similar social events.

#### **2.0 Application Requirements**

Every Applicant for a License to hold a special event, as part of the application for the License, furnish a statement in writing containing a full list of the Businesses or organizations that have rented booths, description of the goods, wares or merchandise that will be for sale under the License.

All Persons intending to organize or host a Special Event must apply to the Licensing Officer for a License at least two months in advance of the date that the Special Event will occur.

#### **3.0 Conditions**

The Licensing Officer shall issue the License subject to any conditions requested by the Chief Building Official, the Fire Chief or the Northwestern Health Unit (and/or the alternate approval authority).

#### **4.0 Conditions Added to the License**

The Licensing Officer may at any time review an Owner's or Operator's License and may, rather than refuse or revoke the License, attach to the License conditions consented to by the Licensee. Where conditions to a License are attached under this section, failure to comply with the conditions shall result in automatic suspension of the License.



## **5.0 License Term**

Every trade show and craft show License issued within the jurisdiction of the Township of Ignace is valid until the time period stated on the license.

## **6.0 Exemptions**

The following are exempted from purchasing a special event license:

- a) Charities and Non-profit Organizations;
- b) Municipally organized special.

## **7.0 Books and Records**

Where a Person claims that an event does not meet the definition of "Special Event" so as to be regulated by this Schedule to this By-law, he or she shall make available to the Licensing Officer at any reasonable time all books and records associated with the event in order to demonstrate that the event was Operated by a Charity or a Non-Profit corporation, or that all of the financial proceeds were donated to a Charity of a Non-Profit corporation. Failure to provide the books and records pursuant to this section is an offence.

## **8.0 Circulation Requirement**

For the purposes of section 3.3 of this By-law, applications may be circulated to the Manager of Planning, Development & Engagement Services, the Recreation Programmer, the Fire Chief, the Medical Officer of Health, and the Clerk.



Schedule "E"

Business License Application  
(as per By-law 65.2021)

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

Type of Application:

- Home-Based Business License - \$100.00 per calendar year
- Itinerant Saleperson(s) License - \$350.00 per location
- Special Event - \$100.00 per event

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ PO Box: \_\_\_\_\_ Town: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Business (registered name): \_\_\_\_\_

Explain in detail what your business activities will be:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address(es) of Principals (President, Manager(s) etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of person(s) to be employed: \_\_\_\_\_

Name, Address(es) & Phone Numbers of three (3) References:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_



**Schedule "E"**

**Business License Application**  
(as per By-law 65.2021)

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

**Municipal Use Only**

Type of Inspections to be Completed:

_____	Completion Date: _____
_____	Completion Date: _____
_____	Completion Date: _____

Comments or Conditions to Approval:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Expiration of License**

Valid From: \_\_\_\_\_ Expires On: \_\_\_\_\_

License is valid for (location) \_\_\_\_\_ only.

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

License Number: \_\_\_\_\_ Municipal Cashier: \_\_\_\_\_



**Schedule "F"**

**Business License Renewal Application**  
(as per By-law 65.2021)

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

**Type of Application:**

- Home-Based Business License - \$100.00 per calendar year
- Itinerant Saleperson(s) License - \$350.00 per location

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ PO Box: \_\_\_\_\_ Town: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Business (registered name): \_\_\_\_\_

I \_\_\_\_\_ certify that I am applying for a renewal of a Business License issued by the Corporation of the Township of Ignace and that no information or the scope of the Business has changed since the original application.

\_\_\_\_\_  
Applicant's Signature

**Municipal Use Only**

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

License Number: \_\_\_\_\_ Municipal Cashier: \_\_\_\_\_

**Expiration of License**

Valid From: \_\_\_\_\_ Expires On: \_\_\_\_\_

License is valid for (location) \_\_\_\_\_ only.

**Schedule "G"**

**Set Fines**

(Part I of the Provincial Offences Act)

The Corporation of the Township of Ignace

As per By-law 65.2021

<b><u>Item Number</u></b>	<b><u>Short Form Wording</u></b>	<b><u>Provision Creating or Defining the Offence</u></b>	<b><u>Set Fine</u></b>
1	Operating a Business Without a License	Sec. 2.0	\$250.00
2	Fail to Post a Business License	Sec. 4.3	\$50.00
3	Fail to Produce a Business License	Sec. 4.3	\$50.00
4	Fail to Comply with Specified Conditions	Sec. 4.12	\$250.00

**Note: The general penalty provision for the offences listed above is Section 6 of By-Law 65.2021, a certified copy of which has been filed and Section 61 of the Provincial Offences Act, R.S.O. 1990, c. P.33".**

**Schedule "H"**

**Marriage License**  
(as per By-law 65.2021)

Please copy this link to your browser for a fillable PDF version or visit our website at

[www.ignace.ca](http://www.ignace.ca)

<https://www.brant.ca/.../resources/marriage-license-application-form>



The Corporation of the Township of Ignace  
34 Hwy 17, PO Box 248  
Ignace, ON, P0T 1T0  
[pwmanager@ignace.ca](mailto:pwmanager@ignace.ca)  
807-220-0888 (c)

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**Prepared By:** Rhonda Smith, Public Works Manager  
**Report To:** Mayor & Council  
**Subject:** Compressor Number Three/Arena  
**Date:** February 7, 2023

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## Background

In May of 2021 it was brought to the attention of the previous Public Works Manager that 'Compressor Number Three' had failed and would need replacing in order to provide summer ice efficiently. The previous manager did receive a quote from CIMCO (attached).

Not only is a third compressor essential for summer ice but it would be our backup if one of the current compressors failed which in turn would jeopardize our winter ice as well. The Recreation Programmer is working very hard at booking events and promoting our arena but requires our support by giving her the tools that she needs to make the facility a success.

## Recommendation

The Recreation Programmer has many inquiries regarding 'White Otter Days' and ice rental. As you will see in the attached quote from CIMCO they will handle everything. It is my recommendation that the Council for the Corporation of the Township of Ignace does hereby approve the installation of the third compressor.

Sincerely,

Rhonda Smith  
Public Works Manager

Prepared For:  
Lynda Colby,  
34 17 HWY W  
IGNACE, ON P0T 1T0  
clerk@ignace.ca

Prepared By:  
Justin Gevoga  
jgevoga@toromont.com

5/31/2021

CIMCO is pleased to provide Budget Pricing for Compressor 1 Replacement, for the TOWNSHIP OF IGNACE

## Scope of work

- Labour, travel, room and board, and truck charges all included.
- Lock out and tag out Compressor Motor.
- Pump down Compressor and or System.
- Drain all fluids from Compressor. (Oil and Glycol)
- Remove all fittings, piping, belts and pulley from Compressor.
- Remove old Mycom N6A Compressor #1
- Clean up pad and Compressor Base.
- Install new Mycom N6A Compressor (exact same as existing Compressor)
- Reconnect all fittings, piping, pulley and belts.
- Align existing motor to new Compressor.
- Pressure test New Compressor.
- Commission New Compressor
- Train any operating staff on operations of new compressor.
- Clean up
- Mechanics to follow all site specific rules and regulations.

## Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- Any programming or integration with new or existing control system unless otherwise stated.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.
- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.



## BUDGET Pricing

CIMCO Budget Price: \$34,000.00

Prices are valid for 30 days from the date of quotation.

Taxes not included.

Final price will reflect time and materials.

Standard Terms & Conditions apply.

## Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries and the client TOWNSHIP OF IGNACE.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement.

**Authorized Signature:** The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order :

**TERMS AND CONDITIONS**

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION (THE "VENDOR"). THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN THIRTY DAYS OF THE DATE OF QUOTATION.

**1. ACCEPTANCE**

All claims for shortages or damage, or any rejection of the goods described on the front of this invoice (the "Goods") for non-conformity, must be made in writing within 5 days of receipt of the Goods. All Goods shipped at buyer's risk. No unauthorized returns. Minimum 15% handling charge on returned Goods.

**2. PRICES**

Unless otherwise specified by CIMCO, prices are exclusive of all sales, use and other taxes imposed by any federal, provincial, municipal or other authority. Any tax or other charge which CIMCO may be required to pay or collect in respect of the sale of the Goods may be added to invoice as a separate charge to be paid by the Customer.

**3. DELIVERY AND RISK**

Unless otherwise specified by Cimco, the Goods shall be sold F.O.B. Cimco's plant, and the following provisions shall apply:

- (a) all shipping charges shall be paid by the Customer;
- (b) in the absence of specific shipping instructions from the Customer which have been agreed to in writing by Cimco, delivery of the Goods to any carrier shall constitute delivery to the Customer; and
- (c) upon delivery of the Goods to the carrier, all risk of loss or damage to the Goods shall pass to the Customer.

If Cimco has specified that it shall install the Goods, then Cimco shall assume responsibility for delivery of the Goods to the installation site and the risk of loss or damage to the Goods shall pass to the Customer on such delivery.

**4. PAYMENT**

This invoice is now due and payable. A late charge of 2% per month on all overdue amounts will be assessed on all invoices not paid within 10 days from the date of invoice. In addition, Customer agrees to pay Cimco a reasonable attorney's fee and all costs and expenses incurred in collecting amounts due Cimco hereunder following default by the Customer.

**Billing and Payment Terms**

CIMCO will invoice TOWNSHIP OF IGNACE as per the terms of this agreement, and TOWNSHIP OF IGNACE will pay each such invoice within thirty (30) days after the date thereof. Invoices not paid within such thirty (30) day period will accumulate interest as per the terms and conditions of this agreement.

**5. TITLE**

Title to the goods shall remain in Cimco, and the Goods shall remain personal property (notwithstanding that they may be installed or affixed to realty), until all amounts due hereunder have been paid in full. If the Customer fails to make any payment due hereunder, the unpaid balance of the price and all other charges hereunder shall, at the option of Cimco, become immediately due and payable. In such event, Cimco, and any agent which it may appoint, shall have the right to enter the premises where the Goods are located and take possession of the Goods and sell or otherwise dispose of the Goods as it may see fit, including by way of private sale. The Customer shall be responsible for deficiency remaining after any such sale and specifically waives the benefit of any applicable legislation restricting Cimco's right or remedies.

**6. INSURANCE**

At its own expense, the Customer shall maintain, with insurers of recognized responsibility, insurance against loss or damage to the Goods from the time at which the risk of loss or damage passes to the Customer until the price has been paid in full. Such insurance shall be on terms usual in the trade, in an amount not less than the price, and shall provide that losses are payable to Cimco as its interest may appear. The Customer will ensure that Cimco is provided with a certificate of such insurance forthwith upon request.

**7. INSTALLATION**

If Cimco has specified that it shall install the Goods, the following provisions shall apply:

- (a) Cimco shall have the right to subcontract all or any part of the installation work to others;
- (b) Cimco shall have the right to start installation immediately after delivery of the Goods to the installation site, and if the start of installation work is delayed beyond 30 days after such delivery, the full amount of the price and all charges hereunder, less any portion thereof separately specified as installation charges, shall at the option of Cimco become immediately due and payable;
- (c) unless requested by the Customer and agreed by Cimco, no Saturday, Sunday, holiday or other overtime labor will be provided in connection with installation work, and if provided, all premium wage costs incurred shall be added to the invoice as a separate charge to be paid by the Customer, and
- (d) "completion" of installation shall be deemed to occur when any of the following events takes place:
  - (i) the Customer signs an acceptance certificate,
  - (ii) Cimco has installed the Goods and successfully tested the installation, or
  - (iii) the Customer commences regular use of the Goods.

**8. DELAYS**

Delivery and installation dates are estimates only. Cimco will use its commercially reasonable efforts to meet such dates, but shall not be responsible for any loss or damage resulting from any delay whatsoever regardless of cause.

**9. CHANGES**

Changes in the Goods may be requested by the Customer in writing, but shall be made only if agreed to in writing by Cimco. If any change results in an increase in the cost to Cimco of fulfilling its obligations hereunder, the price shall be increased accordingly on a basis determined by Cimco acting reasonably.

**10. LIMITED WARRANTY**

Subject to the limitations set out below, Cimco warrants to the Customer that all Goods of Cimco's manufacture will be free from defects in materials and workmanship for a period of ninety (90) days from (i) the date of shipment in the case of Goods not installed by Cimco and (ii) the date of completion (as defined in paragraph d of section 7) in the case of Goods installed by Cimco. Goods which are not of Cimco's manufacture will carry the warranty (if any) provided by the original supplier or manufacturer, and any warranty by Cimco in respect thereof is expressly excluded.

Cimco's obligation under this warranty in respect of Goods which it has not installed shall be limited to repairing or replacing such Goods, or any defective parts thereof, f.o.b. the original point of shipment, provided such Goods or defective parts are returned to Cimco and found by Cimco's inspection to be defective in materials or workmanship. In this connection, Cimco shall not be responsible for any costs of installation, removal or transportation.

Cimco's obligation under this warranty in respect of Goods which it has installed shall be limited to repairing or replacing such Goods, or any defective parts thereof, at the installation site. In this connection, Cimco shall be responsible for all of the costs which it incurs, except for the expenses incurred by Cimco's employees and agents in traveling to the installation site and charges for overtime labor which shall be for the Customer's account.

This warranty shall apply only if Cimco receives written notice of the Customer's claim during the warranty period, and then only if the Customer has fully complied with the terms of payment. This warranty shall not apply to any Goods which, in the opinion of Cimco, have been subject to misuse, neglect, accident, alteration or improper installation by anyone other than Cimco. This warranty is extended only to the Customer and is not transferable.

There are no other conditions, warranties or representations, express or implied, statutory or otherwise, as to the character or quality of the Goods. In particular, there are no implied conditions or warranties as to merchantability or fitness of the Goods for any particular purpose.

Cimco shall not be liable in contract or otherwise for any loss, damage, expense or injury of any kind, arising out of or in connection with the installation, use or failure of the Goods, or any defect therein, even if caused by the negligence of Cimco, its employees, agents or representatives. In no event shall Cimco be liable for any direct, indirect, special or consequential damages of any kind whatsoever.

**11. GENERAL**

Unless otherwise specified by Cimco, the laws of the province of ON shall govern this agreement. If Cimco has specified that it shall install the Goods, the laws of the province or jurisdiction where installation takes place shall govern this agreement. Customer shall not assign neither this agreement nor any right or obligation arising hereunder. In the event that either party shall on any occasion fail to perform or fulfill any of the terms of this agreement and the other party shall not enforce that term, the failure to enforce on that occasion shall not prevent enforcement on any other occasion. Each of the provisions and parts thereof of this agreement are intended to operate independently of the others. It is the intention of the parties that in the event that a court or other competent tribunal determines that any provision or part hereof of this agreement is unenforceable for any reason, all other provisions and parts thereof shall remain valid and legally binding. The remedies provided to Cimco under this agreement shall be cumulative and in addition to all other remedies provided by law. The headings to the paragraphs of this agreement are provided for ease of reference only and shall not be construed to vary or limit the terms hereof. This agreement has been written in the English language in accordance with the wishes of both parties.



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

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Prepared By: Trista Visseau, Recreation Programmer  
Report To: Mayor and Council, Township of Ignace  
Date: January 20, 2023  
Subject: Budget for White Otter Days and Hockey Tournament

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### **Purpose**

To provide the Recreation Programmer with a budget to host our annual White Otter Days events for 2023 from June 30<sup>th</sup> to July 9<sup>th</sup>, this includes the budget for The White Otter Days Hockey Tournament and Canada Day Festivities.

### **Recommendation**

My recommendation is to provide the Recreation Programmer with a budget for each of these events so I can start booking the key details. I will continue to campaign for donations and support from our community and surrounding area to help decrease the cost.

### **Background/ Analysis**

I Planned and implemented last years White Otter Days, Hockey Tournament & Canada Day with the budget I was provided and came in under budget for all events. I will provide a copy of last years budgets for your viewing.

### Last Years Budget

White Otter Days - \$10 000,00  
White Otter Days Hockey Tournament - \$8000.00  
Canada Day - \$3000.00

We had a week jam packed full of events for all ages to participate in and had overwhelming feedback from the community over White Otter Days! Our Hockey Tournament and Baseball Tournament ran at half capacity (6 teams); instead of 12 but we were late to the game advertising as I had just started in this position. We have Ignace School participating in White Otter Days this year with their 50<sup>th</sup> Anniversary. I am hoping to keep the festivities going this year and would like to start advertising as soon as possible. Let's make Ignace the Town to be in this July!

Kindly,

Trista Visseau

WOD Budget	Description	Planned	Expenses	Revenue
WOD- \$8000.00 (G-760-0500-5106)	July 9th Street Party			
	- Upsala Tent	\$2,000.00	\$1,630.00	\$500.00
	- Damage deposit for tent			
	- Band 1- Daniel Crossley	\$2,000.00	\$1,500.00	
	- Band 2- Back Forty	\$3,000.00	\$3,164.00	
	- Accomodations (3 rooms)	\$500.00	\$350.30	
	- Sound Tech. Mike Maki	\$1,500.00	\$1,356.00	
	- Accomodations (1 room)	\$200.00	\$124.30	
	- Wrist bands & tickets	\$150.00	\$91.87	
	- Tickets- \$10 advance, \$20 at door			\$2,750.00
	WOD Baseball Tournament			
	Registration Fee- \$550.00			
	(held back \$50 from each Team)			\$250.00
	Young Bucks- Free Entry- previous year		\$500.00	
	6 Teams- \$2500 (added \$50 from budget)		\$50.00	
	4th- \$300, 5th- \$200, 6th- WOD Cups			
	- 2 Porta Potty's (NW Sewage)	\$500.00	\$500.00	
	- Game baseballs (24)	\$200.00	\$108.70	
	Canva Brochures for advertisement	\$500.00	\$465.50	
	450 Brochure mail out.	\$100.00	\$87.97	
	Ice for events	\$50.00	\$23.92	
	Plastic cups for water	\$50.00	\$53.10	
	Sprinkles	\$10.00	\$9.60	
	Food/ supplies for events	\$	\$158.40	
	Disc Golf Set up			
	Spray Paint		\$54.19	
	Chains/ locks		\$72.26	
	Stakes (already available- no cost)			





Date+I33AA1:I75	Budget/ Revenue	Description	Expenses	Total (of expenses)	Description	Total (of each function)
June 23 - 26, 2022	\$2,644.20	Bomber's Hockey Prospect Camp	\$390.00 x 4	\$1,560.00	2 Rink attendant wages (1.5 shifts) at \$30.00 an hour/ 13 hours a day	
			\$80.00 x 3	\$240.00	Student (canteen) at \$16.00 an hour/ 5 hours a day	
			TBD		Hydro, Heat	\$844.20
July 1 - 3, 2022	\$10,000.00	WOD Hockey Tournament	(July 1) \$405.00	\$405.00	Rink Attendant Wages (3 shifts) at \$30.00 / 9 hours a day	
			\$176.00 x 2	\$180.00	Students Wages (Canteen) \$16.00 an hour/ 11 hour day	
			Games \$350	Travel- \$100	Chris Stoiber- Referee	
			Games- \$350		Chuckie Schmitt- Referee	
			Games- \$315		Mike Duranceau- Referee	
			Games- \$315	Travel- \$250	James Fitzgerald- Referee	
			\$200 x 2 + HST	\$452.00	Lodging (Agimac Cabins- Shared)	
			\$120.00 x 4	\$360.00	\$30.00 a day for food.	
			\$25.45 x 150	\$3,818.56	Water Bottles with Logo Cup sales (G-810-0700-4418)	
	\$120.00		\$600.00	\$600.00	Prize money from Previous winners	
			TBD		Hydro, Heat,	\$2,504.44



Township of Ignace  
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Ignace.ca

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Prepared By: Trista Visseau, Recreation Programmer  
Report To: Mayor and Council, Township of Ignace  
Date: February 09, 2023  
Subject: Budget for March Break Planning

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### **Purpose**

To provide the Recreation Programmer with a budget to host March Break events for 2023.

### **Recommendation**

My recommendation is to provide the Recreation Programmer with a budget of \$2500.00 to host programming during the 2023 March Break & the use of the Recreation Centre for the Hockey Game and the Family Movie Night.

### **Background/ Analysis**

We have some exciting events being planned for March Break! Sliding with Iggy at the World Hub, Family Movie Night sponsored by Resolute & the Recreation Department, Green Skate sponsored by the Ignace Nursery School & The big event would be a Recreation Hockey Game with the Sioux Lookout Bombers playing against another team of that stature, My hope is to tender out the canteen to local charity trying to raise money and have Minor Hockey involved with a raffle; I would like to make it an event the whole community could participate in!

The budget for events is estimated below; It will give me the opportunity to plan, please know I do look for donations wherever possible!

### **Budget**

Hockey Game - Referee's/travel/food, Timekeeper/travel/food - \$2000.00

Family Movie Night – Snacks, Screen License, Movie - \$250.00

Sliding with Iggy – Supplies, Prizes, food - \$250.00

Kindly,

Trista Visseau





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

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**Prepared By:** Dan Arbour, MLEO / PSO / ACO  
**Report To:** Mayor and Council  
**Subject:** Recommended Demolition/ Controlled Burn Report  
**Date:** 08 February, 2023

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### **Background**

This report has been generated to provide the Township of Ignace, Mayor and Council an opportunity to review and consider **325 FRONT ST. for Demolition** within the Township of Ignace.

### **Recommendation**

That the Council of the Corporation of the Township of Ignace receives this report, pertaining to Demolishing 325 FRONT STREET (Township surplus property/ Roll Number 6001000001064000000) (see attached pictures below) within the Township of Ignace.

It is the MLEO/ PSO/ Building Inspector and the CBO's (Chief Building Inspector) opinion that the above-mentioned property be condemned, demolished and removed from the property due to non- compliance with the Ontario Building Code. The property is unsafe and is a serious health concern, due to the extreme levels of mold within the structure.

This structure is not considered to be salvageable. It is the recommendation from the Building Inspector that the Township of Ignace engage the services of the Ignace Fire Department and take advantage of this opportunity to conduct a controlled structure fire exercise.

Public Works Department could follow up, using extreme caution and protective PPE, with the subsequent clean-up and removal of all debris, to be take to the Landfill Site.

65

**Conclusion**

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

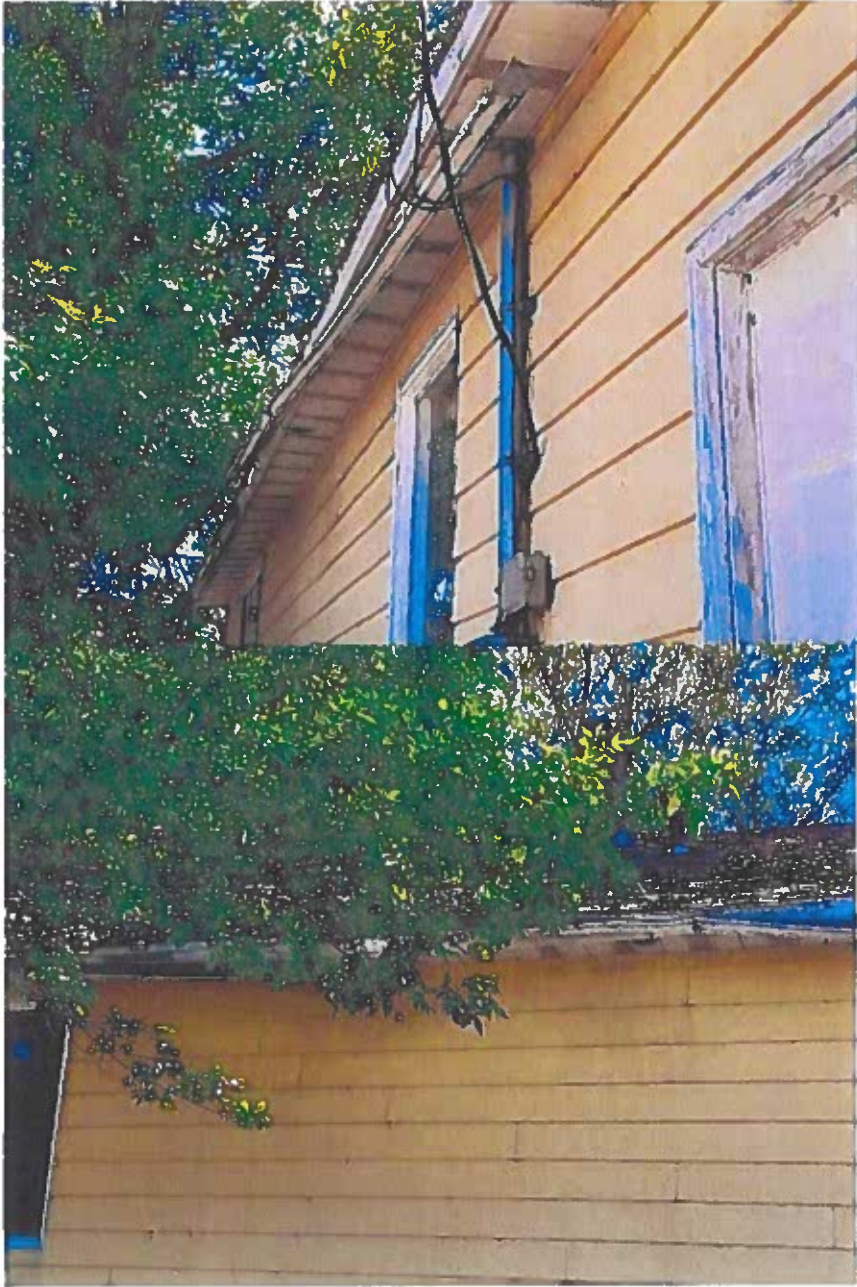
Sincerely,

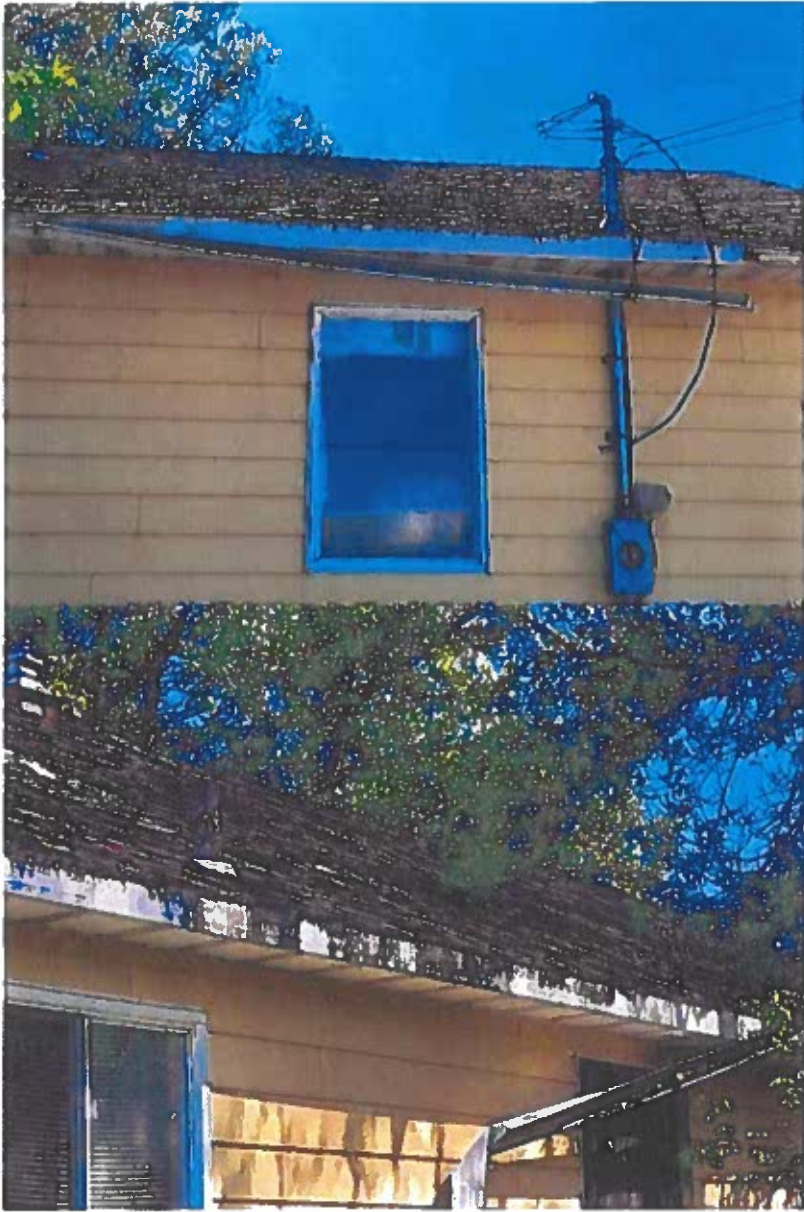


Dan Arbour  
Municipal Law Enforcement Officer  
Property Standards Officer

Saved as: 08 February 2023\_ Council Report\_ 325 FRONT ST

66

















The Corporation of the Township of Ignace  
34 Hwy 17, PO Box 248  
Ignace, ON, P0T 1T0  
[clerk@ignace.ca](mailto:clerk@ignace.ca)  
807-220-0888 (c)

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**Prepared By:** Rhonda Smith, Interim Clerk  
**Report To:** Mayor & Council  
**Subject:** Barrier Walls – Pine Street  
**Date:** February 10, 2023

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### Background

I received a phone call from Lawrence Garon of Garon Construction out of Dryden. Back in August of 2022 Lynda Colby reached out to Mr. Garon regarding the use of his barrier walls. There was a verbal agreement that the Township would borrow them for a short period of time; a couple of months. Mr. Garon waited and when Lynda reached out to him to say that she is no longer with the Township he called myself, Rhonda Smith, Interim Clerk.

I asked Mr. Garon to email me a price for both the rental of the barriers as well as the buyout price. Mr. Garon has stated in his email (attached) that he would like rent for them starting from November 1<sup>st</sup>, 2022 and forward in the amount of \$100.00 per month each. We also have the option of buying them outright for \$750.00 each. There are 4 barriers in our possession.

I have advised Mr. Garon that I will be bringing this forward to Council for resolution. Seven (7) months of rental would pay for these outright and we are already four (4) months in.

### Recommendation

It is my recommendation that the Council for the Corporation of the Township of Ignace does hereby accept the report of the Interim Clerk, Rhonda Smith. Further that Council for the Corporation of the Township of Ignace hereby directs the Treasurer, Christy McIntomney to generate a cheque for \$3,000.00 to purchase them outright.

Sincerely,

Rhonda Smith  
Interim Clerk

## Barrier walls

lawrence garon <chaga\_697@hotmail.com>

Thu 2023-02-09 10:59 AM

To: Rhonda Smith <clerk@ignace.ca>

Hey Ronda he is a couple pictures of the conversation I had with the other member of the town ship last year. The first 2 months will be zero charge and starting November 1,2022 the charge per month per wall will be \$100 or a buy out per wall of \$750.

I'm sorry you didn't have any idea on what was going on please contact me at any time

Lawrence garon

74

807-708-5926



[Redacted phone number]

iMessage

Wed, Aug 24 at 10:17 PM

Hi Lawrence, this is [Redacted]  
[Redacted] from the Township of Ignace.

Once again thank you for speaking with me this evening and able to help the community.



[Redacted]  
Mike Woods  
[Redacted]  
Welder Ignace



76



+1 (807) 936-0280

when u get funding to replace the pipe we can work some thing out  
Thanks

Good evening Lawrence, unfortunately I am no longer with the Township of Ignace. Please contact [807-934-2202](tel:807-934-2202) and ask to speak to Rhonda as she is overseeing the Public Works dept.

I would personally like to thank you for your help during my time with the

77

township.

Your welcome

Delivered



iMessage





The Corporation of the Township of Ignace  
34 Hwy 17, PO Box 248  
Ignace, ON, P0T 1T0  
[clerk@ignace.ca](mailto:clerk@ignace.ca)  
807-220-0888 (c)

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**Prepared By:** Rhonda Smith, Interim Clerk  
**Report To:** Mayor & Council  
**Subject:** Business Writing Skills Workshop  
**Date:** February 8, 2023

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## Background

Northwest Training and Development is offering a 'Business Writing Skills Workshop' on March 29, 2023 in Thunder Bay. This course offers training in the writing of reports, letters, policy and procedures along with training manuals. As you can see in the attachment this would be very beneficial for the Clerk's Department. There is a cost of \$395.00 plus HST along with the cost of a hotel for one (1) night.

## Recommendation

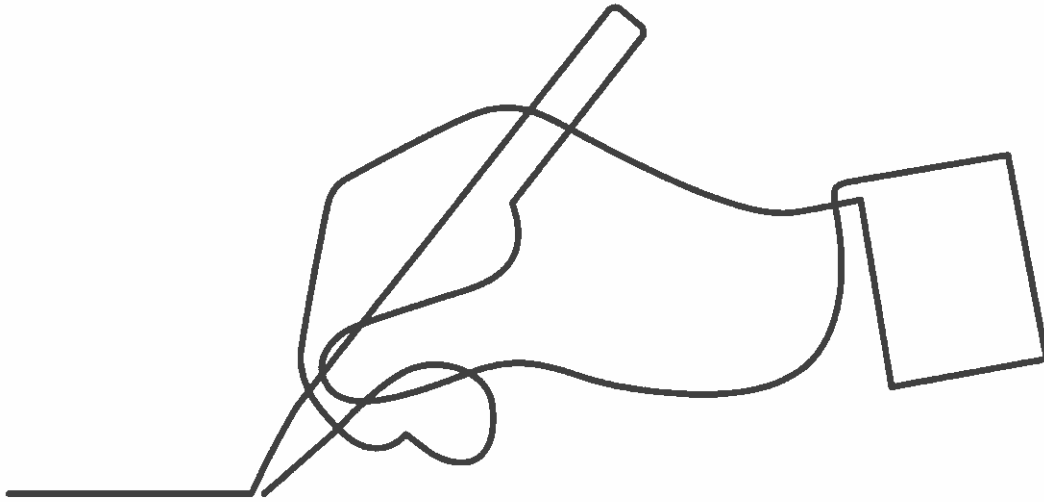
It is my recommendation that the Council for the Corporation of the Township of Ignace does hereby accept the report of the Interim Clerk, Rhonda Smith. It is further recommended that the Council for the Corporation of the Township of Ignace does hereby approve for the Interim Clerk, Rhonda Smith to attend this training.

Sincerely,

Rhonda Smith  
Interim Clerk

# Business Writing Skills Workshop

March 29, 2023



Reports – Letters – Policy and Procedures – Training Manuals

You'll learn:

- **Clarity** - Write so clearly that readers cannot possibly misunderstand the message
  - How to measure the clarity of what you produce
- **Speed** - Write faster without fumbling over false starts and rewrites
  - Outsmart the deadline
- **Image** - Practical tips of organizing
  - Finishing touches of the pros

Includes 115 page manual for ongoing reference

**Limited seats available – Register Now!**

Location – Holiday Inn Express, 1041 Carrick St., Thunder Bay  
346-0220 (Across the Harbour Expressway from the Superstore)

8:30 – 3:30

Cost - \$395 + HST

Northwest Training and Development (807) 622 6077

Register here <http://nwttd.ca/product/business-writing-skills/>



# Operations Report

**Ignace Drinking Water System**

**December 2022**



**Prepared for the Township of Ignace**

**Prepared by NWI – Ignace**

405 Railway Street, Ignace ON

Tel: 807.934.6672

Fax: 807.934.2805

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



## 1 Introduction

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

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

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

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

## 2 Flow Monitoring Results

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

Month	Raw Water			Treated Water			Capacity Assessments <sup>2</sup>	
	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)	ADF	MDF
Jan	23,856	770	986	21,434	691	759	25%	28%
Feb	21,458	766	1,109	18,955	677	736	25%	27%
Mar	23,615	762	1,159	20,957	676	737	25%	27%
Apr	22,056	735	924	19,185	639	697	23%	26%
May	22,861	737	1,228	20,053	647	719	24%	26%
Jun	24,749	825	1,319	22,752	758	1,144	28%	42%
Jul	24,145	779	1,030	21,110	681	892	25%	33%
Aug	25,435	820	1,128	21,880	706	982	26%	36%
Sep	21,961	732	881	18,794	626	731	23%	27%
Oct	24,020	775	1,162	20,510	662	1,032	24%	38%
Nov	22,693	756	933	19,083	636	805	23%	29%
Dec	24,320	785	837	21,005	678	744	25%	27%
<b>Total</b>	<b>281,170</b>	—	—	<b>245,718</b>	—	—	—	—
<b>Avg</b>	<b>23,431</b>	<b>770</b>	—	<b>20,477</b>	<b>673</b>	—	<b>25%</b>	—

1. TMV = Total Monthly Volume; ADF = Average Daily Flow; MDF = Maximum Daily Flow.  
 2. Capacity assessments compare average and maximum daily treated water flows to the rated capacity of the treatment facility (2,730 m<sup>3</sup>/day), as provided within the system's approval.

### 3 Water Quality

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

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

Month	Treated Water					Filtrate Turbidity Compliance			
	Turbidity (NTU)	UVT (%)	pH	FCR (mg/L)	Alum Residual (mg/L)	Filter 1 (%)	Filter 2 (%)	Filter 3 (%)	Filter 4 (%)
<b>Objective</b>	<b>&lt; 0.2</b>	<b>&gt; 85.0</b>	<b>7.0 - 8.0</b>	<b>1.1 - 1.6</b>	<b>&lt; 0.050</b>	<b>&gt; 99.0%</b>	<b>&gt; 99.0%</b>	<b>&gt; 99.0%</b>	<b>&gt; 99.0%</b>
Jan	0.08	89.5	7.3	1.32	0.010	100.0	100.0	100.0	100.0
Feb	0.08	88.4	7.2	1.38	0.006	100.0	100.0	99.8	100.0
Mar	0.07	88.3	7.2	1.36	0.011	100.0	100.0	100.0	100.0
Apr	0.06	90.2	7.2	1.51	0.010	100.0	100.0	100.0	100.0
May	0.06	91.5	7.4	1.37	0.010	100.0	100.0	100.0	100.0
Jun	0.07	89.6	7.3	1.41	0.010	100.0	100.0	100.0	100.0
Jul	0.07	88.2	7.4	1.39	0.013	99.9	100.0	100.0	100.0
Aug	0.06	94.4	7.3	1.35	0.024	100.0	99.9	100.0	100.0
Sep	0.07	94.6	7.4	1.50	0.032	100.0	100.0	100.0	100.0
Oct	0.07	96.7	7.3	1.52	0.016	100.0	100.0	99.9	100.0
Nov	0.09	95.6	7.4	1.71	0.008	100.0	100.0	100.0	100.0
Dec	0.06	93.8	7.2	1.58	0.007	100.0	100.0	100.0	100.0
<b>Avg</b>	<b>0.07</b>	<b>91.7</b>	<b>7.3</b>	<b>1.45</b>	<b>0.013</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>

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

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

### 4 Membrane Integrity Test Results

8.4

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

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

Month	Membrane Filter 1		Membrane Filter 2		Membrane Filter 3		Membrane Filter 4	
	Total Number of Daily LRV Results < 4.00	Minimum Daily LRV	Total Number of Daily LRV Results < 4.00	Minimum Daily LRV	Total Number of Daily LRV Results < 4.00	Minimum Daily LRV	Total Number of Daily LRV Results < 4.00	Minimum Daily LRV
Jan	4	3.93	0	4.20	3	3.97	0	4.17
Feb	0	4.03	0	4.23	0	4.04	0	4.24
Mar	0	4.07	0	4.01	4	3.96	0	4.15
Apr	0	4.10	0	4.01	0	4.02	0	4.14
May	0	4.09	2	3.97	0	4.05	0	4.08
Jun	0	4.28	0	4.01	0	4.54	0	4.30
Jul	4	3.80	7	3.68	0	4.11	0	4.19
Aug	4	3.93	0	4.03	2	3.97	0	4.11
Sep	0	4.03	1	3.97	1	3.99	0	4.03
Oct	1	3.93	0	4.23	2	3.98	0	4.12
Nov	0	4.08	0	4.22	0	4.15	0	4.22
Dec	0	4.07	0	4.17	0	4.20	0	4.36
<b>Total</b>	<b>13</b>	<b>---</b>	<b>10</b>	<b>---</b>	<b>12</b>	<b>---</b>	<b>0</b>	<b>---</b>
<b>Min</b>	<b>---</b>	<b>3.80</b>	<b>---</b>	<b>3.68</b>	<b>---</b>	<b>3.96</b>	<b>---</b>	<b>4.03</b>

## 5 Chemical Usage

In addition to adjusting chemical dosages in response to variations in source water quality and to maintain

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

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

Month	Sodium Hypochlorite (Disinfection)		Polyaluminum Chloride (Coagulant)		Sodium Hydroxide (pH Adjustment)	
	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)
Jan	622	3.3	195	3	30	1.0
Feb	512	3.1	174	3	48	1.8
Mar	580	3.2	190	3	83	2.8
Apr	520	3.1	184	4	81	3.0
May	532	3.1	200	4	85	3.0
Jun	719	3.6	191	3	7	0.2
Jul	724	3.9	208	4	10	0.3
Aug	832	4.3	227	4	21	0.7
Sep	765	4.6	209	4	17	0.6
Oct	849	4.7	264	5	11	0.4
Nov	721	4.3	390	7	1	0.0
Dec	630	3.5	726	13	44	1.5
<b>Total</b>	<b>8,007</b>	<b>—</b>	<b>3,159</b>	<b>—</b>	<b>437</b>	<b>—</b>
<b>Avg</b>	<b>667</b>	<b>3.7</b>	<b>263</b>	<b>5</b>	<b>36</b>	<b>1.3</b>

## 6 Notable Operational Events

**Table 5** (Abnormal Operations Summary) summarizes abnormal operational events which occurred during the reporting period. Abnormal operational events include, but are not limited to, unplanned and emergency

maintenance and repair, alarm conditions, watermain breaks and distribution system repairs, adverse water quality incidents, and complaints and other public inquiries received and actions taken.

**Table 5: Abnormal operations summary**

Incident Date	Event Description	Corrective Action	Resolution Date
10-Dec-22	Low Distribution Chlorine Alarm @ 8:45	Arrived on-site the lowest the chlorine got to was 0.987 mg/L completed a bench test and got 1.01 mg/L calibrated analyzer at 9:15. CT achieved was 1245 mg/L*min and CT required was 36 mg/L*min.	10-Dec-22
10-Dec-22	RWPS Pump # 2 Fail @ 10:25	Acknowledged via VT SCADA at 10:25 and left the pump off	10-Dec-22
20-Dec-22	Low Reservoir Alarm @ 6:43 acknowledged on-site at 6:58	Trains were all in standby and should have turned on at 95% but called out at 85% for low reservoir. The trains were airlocked and feed valves had to be manually toggled	20-Dec-22

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

**Table 6: Other notable events**

Date	Event Description
06-Dec-22	Completed inspection on Reservoir # 2 using Deep Trekker DTG3
14-Dec-22	GAL Power on-site servicing and load testing WTP and RWPS emergency diesel generators
14-Dec-22	Hoover Electric on-site installing conduit for digital chart recorders at the WTP
19-Dec-22	Digital Engineering on-site installing chart recorders
20-Dec-22	Train # 3 pneumatic feed valve failed and parts need to be ordered to put train back into service
22-Dec-22	Digital Engineering on-site making PLC and SCADA adjustments to prepare for PLC replacement



# Operations Report

**Ignace Water Pollution Control Plant**

**December 2022**



**Prepared for the Township of Ignace**  
**Prepared by NWI – Ignace**  
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## 1 Introduction

### 1

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

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

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

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

## 2 Flow Monitoring Results

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

Month	Influent (Raw Sewage) Flows			Capacity Assessments <sup>2</sup>		Effluent Flows		
	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)	ADF vs. Rated Capacity	MDF vs. Rated Capacity	TMV (m <sup>3</sup> )	ADF (m <sup>3</sup> /day)	MDF (m <sup>3</sup> /day)
Jan	21,829	704	846	28%	11%	27,731	895	1,663
Feb	18,584	664	759	26%	10%	22,302	796	1,500
Mar	20,519	662	854	26%	11%	21,531	695	1,045
Apr	24,895	830	1,347	33%	18%	24,564	819	1,488
May	96,682	3,119	4,230	123%	56%	111,416	3,594	5,439
Jun	83,253	2,775	3,657	109%	49%	81,375	2,713	3,665
Jul	51,596	1,664	2,099	66%	28%	49,471	1,596	2,048
Aug	38,526	1,243	1,613	49%	22%	36,529	1,178	1,560
Sep	32,338	1,078	1,460	43%	19%	30,997	1,033	1,352
Oct	30,296	977	1,248	39%	17%	32,050	1,034	1,880
Nov	27,813	927	1,211	37%	16%	24,062	802	1,314
Dec	25,792	832	1,111	33%	15%	21,834	704	960
<b>Total</b>	<b>472,123</b>	—	—	—	—	<b>483,860</b>	—	—
<b>Avg</b>	<b>39,344</b>	<b>1,290</b>	—	<b>51%</b>	—	<b>40,322</b>	<b>1,322</b>	—

1. TMV = Total Monthly Volume; ADF = Average Daily Flow; MDF = Maximum Daily Flow.  
 2. Capacity assessments compare average and maximum daily influent wastewater flows to the rated capacity (2,536 m<sup>3</sup>/day) and peak flow rate (7,500 m<sup>3</sup>/day) of the treatment facility, respectively.

### 3 Water Quality Monitoring Results

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

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

Month	CBOD5		TSS		Total P		TAN	E. Coli	pH	
	MAC <sup>2</sup> (mg/L)	MAL <sup>3</sup> (mg/L)	MAC (mg/L)	MAL (mg/L)	MAC (mg/L)	MAL (mg/L)	MAC (mg/L)	MGMD (MPN/ 100mL)	Minimum Result	Maximum Result
<b>Objectives</b>	<b>15</b>	<b>n/a</b>	<b>15</b>	<b>n/a</b>	<b>0.5</b>	<b>n/a</b>	<b>3.0 or 5.0<sup>4</sup></b>	<b>150</b>	<b>6.5</b>	<b>9.0</b>
<b>Limits</b>	<b>25</b>	<b>63.4</b>	<b>25</b>	<b>63.4</b>	<b>1.0</b>	<b>2.54</b>	<b>6.0 or 10.0<sup>4</sup></b>	<b>200</b>	<b>6.0</b>	<b>9.5</b>
Jan	2.4	2.1	4.7	4.2	0.27	0.24	4.14	279	6.7	7.3
Feb	4.8	3.8	12.5	10.0	0.40	0.32	7.45	59	7.0	7.4
Mar	5.9	4.1	19.6	13.6	0.48	0.33	7.94	682	6.7	7.7
Apr	2.5	2.0	6.6	5.4	0.26	0.21	1.89	19	6.6	7.4
May	2.1	7.4	6.1	22.1	0.27	0.95	0.29	80	6.4	6.9
Jun	2.0	5.4	5.4	14.5	0.21	0.58	0.90	23	6.3	7.1
Jul	2.0	3.2	4.5	7.1	0.17	0.28	0.69	12	6.5	7.0
Aug	2.0	2.4	4.5	5.3	0.21	0.24	0.02	10	6.7	7.1
Sep	2.0	2.1	6.9	7.1	0.26	0.26	0.04	10	6.8	7.3
Oct	2.3	2.4	6.4	6.6	0.27	0.27	0.79	10	6.5	7.2
Nov	2.1	1.7	5.4	4.3	0.16	0.13	0.28	6	6.5	7.2
Dec	2.0	1.4	3.0	2.1	0.14	0.10	2.33	1	6.5	7.2

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

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

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

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

#### 4 Chemical Usage & Total Chlorine Concentrations

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

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

Month	Sodium hypochlorite (disinfection)		Dechlorination		Aluminum sulphate (phosphorus reduction)		Sodium hydroxide (alkalinity adjustment)	
	Amount Used (L)	Average Dosage (mg/L)	Total No. of Dechlorinating Agent Pucks Used	Average Effluent TCR following Dechlorination (mg/L)	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)
Jan	278	1.2	504	0.01	577	17	795	28
Feb	389	2.1	542	0.01	430	15	655	27
Mar	430	2.4	678	0.01	348	11	626	23
Apr	896	4.3	854	0.01	306	8	990	30
May	1,549	1.6	1,580	0.01	571	4	1,173	9
Jun	1,719	2.5	2,615	0.00	589	5	1,224	11
Jul	1,264	3.0	1,452	0.00	613	8	1,363	20
Aug	1,042	3.4	1,299	0.01	607	10	1,401	28
Sep	827	3.2	1,278	0.00	377	8	1,221	29
Oct	875	3.2	1,271	0.00	218	5	965	24
Nov	806	4.0	681	0.00	353	8	927	25
Dec	503	2.7	682	0.00	459	11	964	29
<b>Total</b>	<b>10,578</b>	<b>—</b>	<b>13,436</b>	<b>—</b>	<b>5,448</b>	<b>—</b>	<b>12,304</b>	<b>—</b>
<b>Avg</b>	<b>882</b>	<b>2.8</b>	<b>1,120</b>	<b>0.01</b>	<b>454</b>	<b>9</b>	<b>1,025</b>	<b>24</b>

**5 Notable Operational Events**

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

<b>Table 4: Abnormal operations summary</b>			
<b>Incident Date</b>	<b>Event Description</b>	<b>Corrective Action</b>	<b>Resolution Date</b>
08-Dec-22	Public works Sewer flushing	Assisted Public Works with sewer flushing	08-Dec-22



Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence Ontario

25, rue Morton Shulman  
Toronto ON M7A 1Y6  
Tél.: 647-329-1200



**DATE:** January 25, 2023

**MEMORANDUM TO:** Community Emergency Management Coordinators (CEMCs)

**SUBJECT:** Supporting First Nations Communities During the Upcoming 2023 Flood and Wildland Fire Season

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In the spring of 2022, the threat of flooding led to the emergency evacuation of approximately 1,800 people from three First Nations communities to both northern and southern Ontario.

On behalf of Emergency Management Ontario (EMO), I would like to express our sincere thanks and appreciation for the varying levels of support and assistance from across the province that was provided to the impacted communities. The support provided by our emergency management partners helped ensure residents were safe, comfortable, and had the necessary resources available and their eventual safe return.

More specifically, EMO's Provincial Emergency Operations Centre (PEOC) coordinated evacuations to the following municipal regional host and/or hub locations, to whom we are grateful:

- Town of Cochrane
- Town of Kapuskasing
- City of Thunder Bay
- City of Timmins
- Region of Peel
- City of Toronto

Additionally, EMO wants to acknowledge the Town of Kenora and the Town of Dryden for their ongoing hosting of evacuees of a First Nation community experiencing water quality issues that began at the end of 2022 (and to the City of Thunder Bay for their willingness to also assist if the need arose).

## **2023 Contingency Evacuation Planning**

### *Municipal Hosting of First Nation Community Members*

We know that the risk of floods and wildland fires are present every spring and summer which especially affect some First Nations communities. We all need to be prepared to support these communities in their response to these risks, particularly if emergency evacuations are required. This is why our planning efforts are already underway. One critical component of our



contingency planning is to identify locations, and their capacities and capabilities, that can support evacuees throughout the 2023 flood and wildland fire season.

EMO Regional Field Services (RFS) staff will soon begin their outreach to CEMCs to gauge your ability to support hosting potential evacuees from various First Nations communities in Ontario should the need arise. From our recent experience, the capacities committed by individual host municipalities ranged from ~100 up to ~1,000 evacuees. Our RFS staff will be happy to explain the key responsibilities for hosting during an emergency evacuation, and how EMO and other provincial and federal partners will partner with you in this complex endeavour.

*Learning from Experienced Municipal Hosts:*

EMO is happy to facilitate discussions with experienced municipal hosts to offer the opportunity for potential new hosts to understand what the role entails, and/or observe an active hosting operation in 2023. Let our EMO staff know when they contact you.

*Save the Dates: Flood and Wildland Fire Symposium (February 28-March 2, 2023):*

Stay tuned for details on this event hosted by the First Nation Emergency Response Association (FNERA) set to take place in Sault-Ste Marie. This is a collaborative event organized by FNERA with EMO and Indigenous Services Canada, that builds upon lessons learned and experiences from past emergency evacuations.

*Joining EMO's PEOC Surge Capacity Roster:*

As in recent years, EMO is seeking to develop a 2023 surge capacity roster for the Provincial Emergency Operations Center (PEOC) that would include ministry and municipal emergency management practitioners.

A key benefit to you and your municipality is that this can be a professional development opportunity that will help your emergency management team gain operational experience, as well as offer a first-hand perspective into how the province coordinates support to First Nations communities during emergencies. You can read about a prior participant's experience by clicking [here](#). If you, or any of your colleagues, is interested in considering joining our surge capacity roster, please contact Chris Pittens at [Chris.Pittens@ontario.ca](mailto:Chris.Pittens@ontario.ca) for more information.

Thank you for your continued commitment and contributions to emergency management in Ontario.

Sincerely,



Teepu Khawja  
Assistant Deputy Minister and Chief, Emergency Management Ontario  
Treasury Board Secretariat

c.c. Ray Lazarus, Director, Emergency Management Operations & Response (EMO)  
Chris Davies, Director, Regional Field Services (EMO)



## MUNICIPALITY OF SHUNIAH

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

February 10, 2023

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

Dear Premier Ford,

**RE: Municipal Petition in Opposition of Bill 3**

At the Council meeting held on January 31, 2023, the Council of the Municipality of Shuniah passed the attached resolution # 45-23 supporting the Town of Cobourg (Resolution 406-22) and the Municipality of Greenstone (resolution 22-396) regarding Bill 3 and further opposing the changes that Bill 3 makes to the Municipal Act, 2001 and Municipal Conflict of Interest Act.

The Municipality of Shuniah resolves to petition the Government of Ontario:

1. THAT these changes to the Municipal Act, 2001, are unnecessary and would negatively affect the Municipality of Shuniah; and
2. THAT if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities; and
3. THAT the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipality Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2022; and
4. THAT if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the Planning Act and funding of more affordable housing.

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

Yours truly,

Kerry Bellamy  
Clerk  
KB/jk

Cc:

Lise Vaugeois, MPP Thunder Bay Superior North  
Kevin Holland, MPP Thunder Bay-Atikokan  
Ministry of Municipal Affairs and Housing (MMAH)  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



## COUNCIL RESOLUTION

Resolution No.: 45-23

Date: Jan 31, 2023

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

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

THAT Council support the resolution put forward by the Town of Cobourg and the Municipality of Greenstone;

WHEREAS the Government of Ontario has enacted Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of Council;

AND WHEREAS this Bill will initially apply to the City of Toronto and the City of Ottawa but, according to a statement made by the Premier at the 2022 AMO annual conference, will later be expanded to include other municipalities;

AND WHEREAS this will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

AND WHEREAS this Bill will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

AND WHEREAS these changes will result in a reduction of independence for professional staff including the COA, who currently provide objective information to the Council and public and will not take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS these surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Shuniah passes this resolution to petition the Government of Ontario:

1. THAT these changes to the Municipal Act, 2001, are unnecessary and would negatively affect the Municipality of Shuniah; and

99

2. THAT is the Ontario Government if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities; and

3. THAT the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipality Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2022; and

4. THAT if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the Planning Act and funding of more affordable housing;

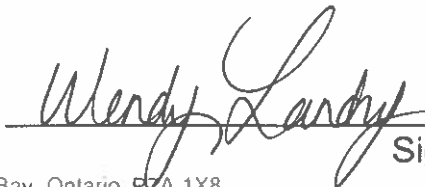
AND BE IT FURTHER RESOLVED THAT a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, Lise Vaugeois, MPP, Kevin Holland, MPP, and the Association of Municipalities of Ontario and all municipalities in Ontario."

**Carried**

**Defeated**

**Amended**

**Deferred**

  
\_\_\_\_\_  
Signature

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



January 25<sup>th</sup>, 2023

Minister for Women and Gender Equality  
P.O. Box 8097, Station T CSC  
Ottawa, ON K1G 3H6

**ATTENTION: Honorable Marci Ien**

Dear Minister Ien:

**RE: Resolution – Violence Against Women**

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held January 10<sup>th</sup>, 2023:

*Moved by Reeve McLaren*

*Seconded by Councillor Summers*

**THAT**, the Council of the Township of Lanark Highlands supports the resolution from the County of Lanark regarding Violence Against Women;

**AND THAT**, this resolution be circulated to all Ontario Municipalities, local MP's and MPP's, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.

**Resolved**

Sincerely,

*Amanda Noël*

Amanda Noël,  
Clerk

Encls.

c.c. All Ontario Municipalities  
Local MP's and MPP's  
Association of Municipalities  
Ministry of the Attorney General  
Ministry of Women's Social and Economic Opportunity

101



All Ontario Municipalities

December 15, 2022

To Whom it May Concern:

On Wednesday December 14<sup>th</sup>, 2022 Lanark County Council passed the following motion:

**MOTION #CC-2022-235**

**MOVED BY:** R. Kidd     **SECONDED BY:** B. Dowdall

*Be it resolved that the Lanark County Council recognizes the issues of violence in rural communities as serious to the health and wellness of local families; and*

*Be it further resolved that the Lanark County Council recognizes the rural Renfrew County Coroner's Inquest as important to all rural communities; and*

*Based on the statistics of 4815 crisis calls and service provision to 527 women and children in our local community, the Lanark County Council declares IPV (intimate partner violence)/VAW (violence against women) an epidemic as per recommendation #1 of the Renfrew County Coroner's jury recommendations; and*

*That this resolution be circulated to all municipalities in Ontario, local MPs and MPPs, the Association of Municipalities of Ontario, and the Ministry of the Attorney General, Ministry of Women's Social and Economic Opportunity, and the Federal Ministry of Women and Gender Equality.*

Further background on the Renfrew Inquest Recommendations can be found at this link: [https://lukesplace.ca/wp-content/uploads/2022/06/CKW-Inquest-Verdict-Recommendations-SIGNED\\_Redacted.pdf](https://lukesplace.ca/wp-content/uploads/2022/06/CKW-Inquest-Verdict-Recommendations-SIGNED_Redacted.pdf)

Thank you,

A handwritten signature in blue ink, appearing to read "Jasmin", written over a horizontal line.

Jasmin Ralph, Clerk

Cc: Association of Municipalities of Ontario, Scott Reid, MP, John Jordan, MPP, Ministries of the Attorney General, Justice, Women's Social and Economic Opportunity, and the Federal Ministry of Women's Issues.

Good Afternoon,

Please share this email with your Councils and Senior Management.

The NOMA Board believes the Sustainable Northern Ontario Economic Development course, being offered in partnership with the North Policy Institute, would be a valuable program for council members and staff members. Please review the attached poster for more information.

***The Sustainable Northern Ontario Economic Development course provides the foundation you need to understand and promote economic and social development in Northern Ontario.***

***Le cours sur le développement économique durable du Nord de l'Ontario fournit les bases dont vous avez besoin pour comprendre et promouvoir le développement économique et social du Nord de l'Ontario.***

***Learn about opportunities and challenges, strategies for economic development, and more!***

***Apprenez à connaître les possibilités et les défis, les stratégies de développement économique, et plus encore !***

Thank you,

**Andrea Strawson**

Executive Director

Northwestern Ontario Municipal Association (NOMA)

PO Box 10308, Thunder Bay, ON P7B 6T8

E: [admin@noma.on.ca](mailto:admin@noma.on.ca)

P: (807) 683-6662

C: (807) 621-9456



## Sustainable Northern Ontario Economic Development

Développement économique  
durable du Nord de l'Ontario

The Sustainable Northern Ontario Economic Development course provides the foundation you need to understand and promote economic and social development in Northern Ontario.

*Le cours sur le développement économique durable du Nord de l'Ontario fournit les bases dont vous avez besoin pour comprendre et promouvoir le développement économique et social du Nord de l'Ontario.*

Learn about opportunities and challenges, strategies for economic development, and more!

*Apprenez à connaître les possibilités et les défis, les stratégies de développement économique, et plus encore !*

“

I really enjoyed this class. It was a good investment of my time. I am not an EcDev professional, but from a pure personal interest perspective, it was worth it! Love your teaching style, and the topic is fascinating”.

WENDY WATSON, DIRECTOR OF COMMUNICATIONS, GREATER SUDBURY UTILITIES

I am happy with the course and have learned some things that will benefit our community. I hope I will be able to convince some of our new Council members to take the course early in 2023 as I think they would get some real value”.

JAMES FRANKS, ECONOMIC DEVELOPMENT OFFICER, CITY OF TEMISKAMING SHORES

### WHO IS THIS COURSE FOR?

- Economic development professionals
- Those interested in sustainable regional economic development
- Government officials and politicians
- Professionals that are new to the field who want to solidify their knowledge

The 12-module course is spread over 12 weeks. It is offered in both English and French.

- Accredited through EDAC (Economic Developers Association of Canada)
- Enrolment in the course is limited to 20 participants per semester.

CLICK HERE FOR MORE INFORMATION

[Snoed.ca](https://snoed.ca)

Cost: \$725

### À QUI S'ADRESSE CE COURS?

- Aux professionnels du développement économique
- Les personnes intéressées par le développement économique régional durable
- Les représentants du gouvernement et les politiciens
- Les professionnels qui sont nouveaux dans le domaine et qui veulent consolider leurs connaissances

Le cours de 12 modules est réparti sur 12 semaines. Il est proposé en anglais et en français.

- Il est accrédité par l'ACDE (Association canadienne de développement économique)
- L'inscription au cours est limitée à 20 participants par semestre.

CLIQUEZ ICI POUR PLUS D'INFORMATION

[Snoed.ca/fr](https://snoed.ca/fr)

Coût: \$725



# The Corporation of the Township of Ignace

## By-Law 07.2023

Being a By-Law to Amend By-Law 64.2020 a By-law to Govern the Procedure of Council of the Corporation of the Township of Ignace, & all Committees, the Calling of Meetings & Conduct of its Members

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Whereas Section 238 of the Municipal Act, 2001, c. 25, s.238.(2), provides that every Council shall adopt a procedure for governing the calling, place, and proceedings of meetings.

Therefore, let it be resolved that the Council for the Corporation of the Township of Ignace hereby approves the following changes to the By-law:

1. Section 10.4 Regular Meeting Order of Business
  1. Call to Order
  2. Adjournment to Closed Meeting Session (when required)  
**Open to Online Participants and Recording Begins at 6:00 p.m.**  
**Welcome -Acknowledge of the Lands**
  3. Reconvene to Regular Meeting of Council
  4. Call for Amendments to the Agenda
  5. Approval of Agenda
  6. Declarations of Pecuniary Interest
  7. Delegations/Deputations/Presentations
  8. Consent Agenda
    - 1.1 Determination of Items Requiring Separate Discussion
    - 2.2 Items to be included in Consent Agenda Motion
      - Previous Minutes
      - Reports
      - Correspondence
  9. Consideration of Consent Items Requiring Discussion
  10. Questions from the Public - **Pertaining to Agenda Items Only**
  11. Business Arising from Closed Session
  12. By-Laws
  13. Notices of Motions
  14. Confirmatory By-Law
  15. Adjournment

**Note: If no closed session is required, the Regular meeting will begin at 6:00 p.m. omitting number 2 and 3 of the above Order of Business.**

**Read a First and Second Time this 21<sup>st</sup> Day of February, 2023**

**Read a Third and Finally Passed this 21<sup>st</sup> Day of February 2023**

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**Mayor Bill Gascon**

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**Interim Clerk Rhonda Smith**

105

**The Corporation of the Township of Ignace**

**By-Law 08.2023**

**Being a By-law to Amend By-Law 67.2021 being a By-law to Regulate Traffic and  
Parking Within the Township of Ignace**

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**Whereas** pursuant to the Municipal Act, S.o. 2001, c25, s.27(1) as amended, and the Highway Traffic Act, R.S.O. 1990, c.H.8, s. 195(4) as amended, Council may pass By-laws to regulate traffic and parking on Municipal Highways.

**And whereas** the Council of the Corporation of the Township of Ignace deems it necessary and desirable to amend By-Law 67.2021, Section 11.2 Exemptions - Municipal Vehicles to address the necessary change.

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

**11.0 Exemptions - Municipal Vehicles**

**11.2** Sections 3 through to Section 10 of this By-Law shall not, in the case of emergency, apply to ambulance, police, fire department or other Municipal vehicles *and all health care workers vehicles.*

**Read a First and Second Time this 21<sup>st</sup> Day of February, 2023.**

**Read a Third and Finally Passed this 21<sup>st</sup> Day of February 2023.**

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**Bill Gascon, Mayor**

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**Rhonda Smith, Interim Clerk**

**THE CORPORATION OF THE TOWNSHIP OF IGNACE**

**By-Law No. 09.2023**

**Being a By-Law to Confirm the Proceedings of the Council of the Corporation  
of the Township of Ignace.**

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**WHEREAS** The Corporation of the Township of Ignace **ENACTS AS FOLLOWS:**

1. That the actions of the Council at its Regular Meeting of Council held on February 21<sup>st</sup> 2023, in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified, and confirmed by its separate by-law.
2. That the Mayor and the Proper Officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, or obtain approvals, where required, and except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the Corporate Seal of the Township to all such documents.

**READ A FIRST AND SECOND TIME THIS 21<sup>st</sup> DAY OF FEBRUARY 2023.**

**READ A THIRD TIME AND PASSED THIS 21<sup>st</sup> DAY OF FEBRUARY 2023.**

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**Bill Gascon, Mayor**

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**Rhonda Smith, Interim Clerk**