

**The Corporation of the Township of Ignace
Regular Meeting of Council
Tuesday, February 16, 2021 @ 6:00 p.m.
ELECTRONIC MEETING**

Public Notice is hereby given that Council will be meeting Electronically as permitted by Bill 187, Municipal Emergency Act, 2020. Citizens are encouraged to attend the virtual meeting via the following link:

<https://zoom.us/j/95104577274?pwd=TjVybHR6RHU5VFdSUkNKNW1STmFOdz09>

Meeting ID: 951 0457 7274

Passcode: 395091

1. Call to Order: Chaired by Mayor Penny Lucas

Mayor Lucas called the Regular meeting of Council called to order this 16th day of February, 2021 at ____pm.

2. Call for Amendments to the Agenda

Motion: # 2021.02.16.18

Moved by: _____ Seconded by: _____

THAT, the following amendments to the Agenda be approved:

3. Approval of Agenda

Motion: # 2021.02.16.19

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 16th day of February 2021, be approved as presented.

4. Declarations of Pecuniary Interest

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

5. Consent Agenda

1. Determination of Items Requiring Separate Discussion
2. Items to be included in Consent Agenda Motion:

Motion: # 2021.02.16.20

Moved by: _____

Seconded by: _____

1. Previous Minutes

- 1.1 Regular Council meeting dated January 18, 2021

2. Reports

- 2.1 Finance Department
- 2.2 Infrastructure and Recreational Services
- 2.3 Planning, Development and Engagement Services Department
- 2.4 Administration
- 2.5 Fire Department
- 2.6 Mayors Report

3. Correspondence:

- 3.1 Severance Application – 324 and 326 Main Street
- 3.2 Adopted Official Plan – Complete Application
- 3.3 Message from General Hillier – CO-VID 19 Vaccine Distribution Task Force
- 3.4 Northern Waterworks – Operations Reports (December 2020)
- 3.5 Township of Ignace – Water/Wastewater Financial Plan & Rate Study
- 3.6 KDSB – November & December 2020 Board Meeting Communication Report
- 3.7 KDSB – January 2021 Board Meeting Communication Report
- 3.8 PACE – 2019-2020 Annual Report
- 3.9 Ignace Community Nuclear Liaison Committee – Minutes of November 17th, 2021
- 3.10 Ignace Logo Variations
- 3.11 Penny Lucas remuneration as Board Member for KDSB
- 3.12 AMO Health Task Force – Improving the Long-Term Care Outbreak Response in Ontario
- 3.13 AMCTO - Best Practices in the Operation, Compliance, and Approval Process for Cemeteries and Crematoriums
- 3.14 Perth County – Letter of Support for Extension of Grant Deadlines
- 3.15 Perth County – Concerns of Assessment Delays
- 3.16 Town of Fort Frances – Letter of Support for Small Businesses in NWO
- 3.17 Township of Sioux Narrows/Nestor Falls – Letter of Support for Small Business in NWO
- 3.18 Stormont, Dundas & Glengarry – Request for Province of Ontario allow small business to reopen
- 3.19 Township of Baldwin – Province to Reconsider closing the Ontario Fire College in Gravenhurst
- 3.20 Rainy River District Municipal Assoc. – Tax Rate for Railway Rights-of-Way (Per Tonne-Mile Concept)

- 3.21 Township of Terrace Bay – Tax Rate for Railway Right-of Way from Rainy River be supported
- 3.22 Town of Bracebridge – Infrastructure Funding
- 3.23 Ontario Stone, Sand & Gravel Assoc. (OSSGA) – Gravel Facts in Ontario

THAT, Council for the Corporation of the Township of Ignace does hereby approve the Consent Agenda for the Regular meeting of Council this 16th day of February 2021, be approved as presented.

6. Consideration of Consent Items Requiring Discussion

7. Delegations/Deputations/Presentations

Road to 2023 – Rachelle Davenport on behalf of Laurie Swami (President & CEO of NWMO)

8. Questions from the Public

9. By-Laws

10. Notice of Motions

11. Adjournment to Closed Meeting Session

Motion: #2021.02.16._____

Moved by: _____ Seconded by: _____

THAT, Council convenes into the Closed Session of this Regular Meeting of Council this 16th day of February 2021, chaired by Mayor Penny Lucas, at _____ pm., to discuss the following items:

Closed Session Matters

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

1. Personal matters about an identifiable individual, including municipal or local board employees regarding applications for an advisory committee or local board;
2. A proposed or pending acquisition or disposition of land by the municipal or local board
3. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

12. Reconvene to Regular Meeting of Council

Motion: #2021.02.16._____

Moved by: _____ Seconded by: _____

THAT, Council reconvenes to the Regular Meeting of Council this 16th day of February 2021, chaired by Mayor Lucas at _____ pm.

13. Business Arising from Closed Meeting Session

14. Confirmatory By-Law

Motion: #2021.02.16._____

Moved by: _____ Seconded by: _____

THAT, By-Law # 2021.02.16.07, Being A By-Law to Confirm the Proceedings of The Council of The Corporation of The Township of Ignace Regular Meeting dated February 16, 2021 be read a First, Second, and Third Time, and Passed.

15. Adjournment

Motion: # 2021.02.16._____

Moved by: _____ Seconded by: _____

THAT, the Regular Meeting of Council this 16th day of February 2021, be adjourned at _____ pm.



**The Corporation of the Township of Ignace
Minutes of the Regular Meeting of Council
Monday, January 18, 2021 at 6:00 pm
ELECTRONIC MEETING**

Council

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

Staff

Lynda Colby - Clerk
Roxanne Cox - Deputy Clerk

Staff – Zoom

Jeff Lederer - Manager of Planning, Development and Engagement Services
Christy McIntomney – Treasurer
Ralph Cox – Manager of Infrastructure and Recreational Services

Public

17 Participants

1. Call to Order

Mayor Penny Lucas calls the Regular Meeting of Council to order this 18th day of January 2021, at 6:00 pm.

- Mayor Lucas thanked Councillor Debbie Hart for her year as Deputy Mayor and welcomed Greg Waldock as Deputy Mayor for 2021

2. Call for Amendments to the Agenda:

Motion: #2021.01.18.001

Moved by: Cllr. Chantelle Tucker

Seconded By: Cllr. Shawn Defeo

THAT, the Agenda for the Regular Meeting of Council this 18th day of January 2021, be approved, as amended.

- Addition: 2.7 – Arena Closure
2.8 – Building Permits
- Deletion: 3.9 – Code of Conduct - Volunteers

Carried

3. Approval of the Agenda

Motion: #2021.01.18.002

Moved by: Cllr. Chantelle Tucker

Seconded By: Cllr. Shawn Defeo

THAT, Council for the Corporation of the Township of Ignace does hereby approve the Agenda for the Regular meeting of Council this 18th day of January 2021 as presented.

Carried

4. Declaration of Pecuniary Interest

None

5. Consent Agenda

Motion: #2021.01.18.003

Moved by: Cllr. Shawn Defeo

Seconded By: Cllr. Greg Waldock

THAT, Council for the Corporation of the Township of Ignace accepts the Consent Agenda at the Regular meeting this 18th day of January 2021 as amended.

1. Previous Minutes

- 1.1 Committee of the Whole meeting dated November 30, 2020
- 1.2 Regular Council meeting dated November 30, 2020
- 1.3 Special Council meeting dated December 19, 2020

2. Reports

- 2.1 Finance Department
- 2.2 Infrastructure and Recreational Services
- 2.3 Recreation Department
- 2.4 Planning, Development and Engagement Services Department
- 2.5 Administration
- 2.6 Mayors Report

3. Correspondence:

- 3.1 Gravel Watch Ontario
- 3.2 Township of Essa – Bill 229 “Protect, Support and Recover from COVID-19 Act – Schedule 6 – Conservation Authorities Act”

- 3.3 Ministry of Children, Community and Social Services
- 3.4 Northern Waterworks Reports
- 3.5 Community Well-Being (CSWB) Plan
- 3.6 Region of Peel – Motion Regarding Property Tax Exemptions for Veteran Clubs
- 3.7 Service Canada Webinars
- 3.8 Alzheimer Society – January Alzheimer Awareness Month
- 3.9 Code of Conduct – Volunteers
- 3.10 2021 Northern CAO/Clerks' Forum – March 10 & 11, 2021 Virtual Meeting

Amendments:

Pulled for Discussion

- 1.1 Committee of the Whole meeting dated November 30, 2020
- 1.2 Regular Council meeting dated November 30, 2020
- 1.3 Special Council meeting dated December 19, 2020

Additions:

- 2.7 Arena Closure
- 2.8 Building Permits

Deletion:

- 3.9 Code of Conduct

Carried

6. Consideration of Consent Items Requiring Discussion

Motion: #2021.01.18.004

Moved by: Cllr. Shawn Defeo

Seconded By: Cllr. Greg Waldock

THAT, Council for the Corporation of the Township of Ignace accept the following items pulled for discussion from the consent agenda at the Regular meeting this 18th day of January 2021.

- 1.1 Amendment to Committee of the Whole meeting dated November 30, 2020:**
 - Amendment: That the meeting was chaired by Deputy Mayor Greg Waldock (not Debbie Hart)
- 1.2 Amendment to Regular Council Meeting dated November 30, 2020:**
 - Amendment: Minutes to reflect Greg Waldock as Deputy Mayor

- Motion #386/2020 – Council approved three people (Council and/or Administration) to attend the ORGA from February 22 – 25, 2021
- Motion #387/2020 – Council approved \$7,830.41 from Community Well Being Fund for the purchase of new computer systems for the library
- Motion #388/2020 – Committee of the Whole recommends Council approves the report from Local Advisory Committee as presented

2.4 Discussion regarding grant for public washrooms at Tourist Attraction building. It was suggested that if possible and if there were enough funds, that they be used for other municipal areas such as the World Hub building and/or the Recreation Centre washrooms.

Carried

2.7 Infrastructure and Recreation Manager Report

- Manager recommends to Council the shut down of the arena ice plant.

Motion: #2021.01.18.005

Moved by: Cllr. Greg Waldock

Seconded By: Cllr. Shawn Defeo

THAT, Council for the Corporation of the Township of Ignace does hereby accept the report from the Infrastructure and Recreational Manager at the Regular meeting of Council this 18th day of January 2021 as presented.

AND FURTHER THAT, The Council does hereby approve the shut down of the ice plant for the remainder of the season and recreation facility will remain closed due to Co-vid restrictions and re-open upon notification from the Provincial Government this 18th day of January 2021.

Carried

2.8 Building Permit

Motion: #2021.01.18.006

Moved by: Cllr. Debbie Hart

Seconded By: Cllr. Greg Waldock

THAT, Council for the Corporation of the Township of Ignace does hereby accept the report from the Planning, Development and Engagement Services Manager at the Regular meeting of Council this 18th day of January 2021 as presented.

AND FURTHER THAT, The Council does hereby accept the amended “Schedule A” Building Permit Fee Schedule as presented this 18th day of January 2021.

Carried

7. Delegations/Deputations/Presentations

MBCHCH – Strategic Plan 2020 -2025: Dr. Jeff Lederer and Heidi West

8. Questions from the Public

None

9. By-Laws

Motion: #2021.01.18.007

Moved by: Cllr. Greg Waldock

Seconded By: Cllr. Chantelle Tucker

THAT, Council for the Corporation of the Township of Ignace does hereby approve By-Law:
#2021.01 – Being A By-Law to Provide for An Interim Tax Levy, The Payment of Taxes and to
Provide for Charging of Penalty and Interest at the Rate of One and One Quarter Percent Per Month.

Carried

Motion: #2021.01.18.008

Moved by: Cllr. Greg Waldock

Seconded By: Cllr. Chantelle Tucker

THAT, Council for the Corporation of the Township of Ignace does hereby approve By-Law:
#2021.02 – Being A By-Law respecting the Borrowing of Money to Meet current Expenditures –
CIBC as presented.

Carried

Motion: #2021.01.18.009

Moved by: Cllr. Shawn Defeo

Seconded By: Cllr. Chantelle Tucker

THAT, Council for the Corporation of the Township of Ignace does hereby approve By-Law:
#2021.03 – Being A By-Law respecting the Borrowing of Money to Meet current Expenditures –
Alterna as presented.

Carried

10. Notice of Motions

None

11. Adjournment to Closed Meeting Session

Motion: #2021.01.18.010

Moved by: Cllr. Shawn Defeo

Seconded by: Cllr. Greg Waldock

THAT, Council convenes into the Closed Session of this Regular Meeting of Council this 18th day of January 2021, chaired by Mayor Penny Lucas, at 6:48 pm.

Closed Session Matters

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

1. Personal matters about an identifiable individual, including municipal or local board employees regarding applications for an advisory committee or local board;
2. A proposed or pending acquisition or disposition of land by the municipal or local board.
3. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

12. Reconvene into Regular Meeting of Council

Motion: #2021.01.18.011

Moved by: Cllr. Shawn Defeo

Seconded by: Cllr. Greg Waldock

THAT, Council reconvened into the Regular Meeting of Council this 18th day of January 2021, chaired by Mayor Lucas, at 8:04 pm.

Carried

13. Business Arising from Closed Meeting Session

Motion: #2021.01.18.012

Moved by: Cllr. Greg Waldock

Seconded by: Cllr. Shawn Defeo

THAT, Council for the Corporation of the Township of Ignace does hereby accept the expression of interest for 6001-00000-139750000 in the amount of \$2,800.00 in the Regular Meeting of Council this 18th day of January 2021.

Carried

Motion: #2021.01.18.013

Moved by: Cllr. Greg Waldock

Seconded by: Cllr. Debbie Hart

THAT, Council for the Corporation of the Township of Ignace does hereby accept Karen Greaves as a Committee Member for the Ignace Citizen Advisory Committee at the Regular Meeting of Council this 18th day of January 2021.

Carried

Motion: #2021.01.18.014

Moved by: Cllr. Greg Waldock

Seconded by: Cllr. Debbie Hart

THAT, Council for the Corporation of the Township of Ignace does hereby accept the following committee members:

- Brad Greaves
- Evan Stewart
- Kelly Cross

for the Ignace Municipal Airport Advisory Committee at the Regular Meeting of Council this 18th day of January 2021.

Carried

Motion: #2021.01.18.015

Moved by: Cllr. Debbie Hart

Seconded by: Cllr. Greg Waldock

THAT, Council for the Corporation of the Township of Ignace does hereby approve and ratify the Collective Agreement – Memorandum of Settlement between the Township of Ignace and the Canadian Union of Public Employees and it's Local 87 in the Regular Meeting of Council this 18th day of January 2021.

Carried

14. Confirmatory By-law

Motion: #2021.01.18.016

Moved by: Cllr. Debbie Hart

Seconded by: Cllr. Chantelle Tucker

THAT, By-Law: #2021.04 – Being A By-Law to Confirm the Proceedings of The Council of the Corporation of the Township of Ignace Regular Meeting dated January 18, 2021 be read a First, Second, and Third Time, and Passed.

Carried

15. Adjournment

Motion: #2021.01.18.017

Moved by: Cllr. Greg Waldock

Seconded by: Cllr. Debbie Hart

THAT, the Regular Meeting of Council this 18th day of January 2021, be adjourned at 8:07 pm.

Carried

The Corporation of the Township of Ignace

Staff Report

To: Council

From: Christy McIntomney, Treasurer

Meeting Date: February 16, 2021

Subject: Monthly Finance Department - January 2021

RECOMMENDATION:

THAT Council receives the February 2021 Monthly Report for the Township Finance Department for information purposes.

DISCUSSION:

Introduction

Overview of the January 2021 monthly report for the Finance Department.

Highlights Staffing Changes

Due to the resignation of Lydia Dunk effective December 15, 2020, the position of Clerk Typist became available it is a pleasure to announce the hiring of Sonnya Dufault to the full-time position.

As Sonnya Dufault was previously working as the Temporary Accounts Clerk due to a leave from the full-time employee, Sonnya Dufault will continue in the position of Temporary Accounts Clerk until the return of the Full Time Accounts Clerk at which time she will be transferred to the Clerk Typist Position. In the meantime, the Township has hired a Temporary Clerk Typist, Brandi Cote to fill this position.

The Full Time and Temporary Tax/Payroll Clerk are currently on a leave of absence which has left the position vacant. Shannon McKay has been hired to fill this position as Temporary Tax/Payroll Clerk.

Utilities

The account review has been completed; monthly billings have been implemented; customer feedback has been positive in changing the billings to monthly.

Municipal Taxes

The passing of the Interim Levy By-law at the January 18th, 2021 Council Meeting will now allow the interim taxes to be billed for 2021. This process will take place next month with the interim taxes due in two installments on March 31st, 2021 and April 30th, 2021.

Payroll

Due to the ratification of the CUPE Contract on January 18th, 2021 payroll has been busy implementing the new wages along with the retro pay this will be completed next month.

Budget Process

The Treasurer is currently working with the Managers to complete their 1st draft of the Budget; once this is completed the Treasurer will meet with the Finance Committee to review the proposed budget.

Public Input into the 2021 budget will be sought to see what the community would like to see moving forward for the Community in the 2021 fiscal year.

At a Special Meeting of Council, the Draft #1 will be presented to Council either near the end of February or the beginning of March 2021.

Audit Process

The Finance Team is currently working towards reconciliations of 2020 year ends along with completing 2019. New processes have been put in place to move 2021 forward more efficiently.

Conclusion

With the Staffing changes that have again taken place in January 2021 the department has found many more hurdles to overcome. The new processes have now been implemented to improve the efficiency of the department moving forward. Again, this is a very busy time for the finance department; the staff are working hard to complete the previous years financials and move forward in 2021.



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



THE CORPORATION OF THE TOWNSHIP OF IGNACE

121 Lily Pad Road, P. O. BOX 248, IGNACE, ONTARIO, P0T 1T0

Public Works Department

Telephone: (807) 934-2570

Facsimile: (807) 934-2964

Prepared By: Ralph Cox, Infrastructure and Recreation Services Manager

Report To: Mayor and Council, Committee of the Whole – February 16, 2021

Subject: Update

Approval: Clerk - Lynda Colby

Arena

Ice removal completed on Friday, January 29th with the direction of Bernie Dufault. Callie Esseimbre and Robert Clewlow participated as this was a training exercise for these two new employees. Prairie H-Vac completed the seasonal shut down and service of the compressors.

Waste Management

Residential and commercial pick up is still taking place on Thursdays only and the Landfill is open on Saturdays from noon to 5:00 p.m.

Employee Updates

With the current lockdown and Covid protocols, PW staff has a staggered arrival time in the mornings as they continue with winter operations. The mechanic is present at the shop every day. There is a concerted effort to have no more than 5 people in any facility and any given time.

Training

Four employees commenced their confined space training on Feb. 1st at the fire hall. Robert Lariviere from NWI performed the training and certification for the employees. The course is 35 hours spread out over the course of 5 days.

OIT training (operator in training) has begun in a very preliminary stage. Study manuals have been ordered in anticipation of certification which is overdue for the PW staff.

Regards,

Ralph Cox
Infrastructure and Recreation Services Manager

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

Report To: Mayor and Council

Subject: January Department Review

Date: January 8, 2021

A. Administration

To date, we have a full complement of staff for our department. We recently hired Leisel Edwards for a 6-month contract to help in developing our action plan for Tourism and Marketing Strategies. Our department meets every 2 weeks to discuss staffing matters, work progress, and updates on township and community happenings.

We are looking at the possibility of hiring a part-time by-law officer (dependent on funding) to enforce property standards and other municipal bylaws.

I have also prepared 6 property compliance certificates, 1 site plan review, 1 deeming bylaw, 1 severance application, and 3 reports to councils relating to administration, investigative, and planning matters; dealt with 32 property inquiries; as well as reviewed/critiqued 3 policy and related planning/development strategies that will need to be revised because they do not meet provincial statutes or mandates.

B. Policy

1. Official Plan

We anticipate sometime in late February and/or March to hear back from MMAH regarding the approval of the Official Plan.

2. Fee Schedule for Building Permits

A new fee schedule and application was adopted by Council in January 2021 and is now being implemented by Administration.

3. Site Plan Control

We have started to review and implement site plan control on the redevelopment of the Trading Post Motel on Hwy. 17 and apartment building complex on Pine Street. These controls allow the Township to approve lighting, grading, façade, parking, landscaping, fencing, etc. on the property

C. Community/Municipal Studies

1. *Municipal Modernization Program*

We are currently completing the job descriptions and chain of command exercise. The Ministry of Municipal Affairs also announced additional funding for the implementation of the MPP projects. Applications are due in March 2021.

2. *Community Capacity Study*

Urban Systems is completed this study and a draft is expected by March 1, 2021 for review.

3. *Snowmobile TV Ontario*

Our department is currently working with the IABA and Snowmobile Club to have a crew from Snowmobile TV Ontario come to Ignace to promote our winter trails and attractions. This is a professional shoot that will be advertised national and internationally starting in December 2021. We are currently looking into possible funding from Destination Ontario and, if successful, a film crew will be here as early as March 2021.

4. *Senior Centre Complex*

We are working closely with the KDSB, MBCHCH, and Silver Tops in developing a 20-unit facility. New concepts have been reviewed and we will be developing a new request for proposal to help determine overall cost and timelines.

D. Grant Applications

1. *Infrastructure Grant (ICIP COVID STREAM – Local Government Intake)*

This grant provides a maximum of \$100,000 for each application (where a municipality can submit a maximum of five proposals). While we submitted the maximum number of applications, we were notified that due to the volume of applications only one application can move forward which is the Landfill and Waste Management upgrades. Successful proposals will be notified in late spring 2021.

2. *High Speed Internet Grant*

We continue to work in collaboration with the Northwest Innovation Centre (Thunder Bay) and Celerity Inc. The ICON application was completed in January 2021. We are also applying for the Rapid Response Stream that is due on February 15, 2021.

3. *Grant Database*

Keith Roseborough and Leisel Edwards are working on developing a comprehensive grant database that will help us in applying for various funding that become available over the year. Our intent is also to make this available to our community partners to assist them with their granting work as well.

E. NWMO Engagement

We continued to actively engage with our partners with NWMO. In January, we helped prepare a Request for Proposal to hire a consultant that will help coordinate the Willingness Study for both the Township and NWMO. We are also discussing various partnership scenarios and discussing what structure will best complement our community needs in development and planning. The Youth Engagement Plan has been drafted and currently under final review and will be presented at the next ICNLC meeting.

Mayor Lucas and I continue to meet with the Relations Manager each week to discuss ongoing individual and joint projects as well as identify new opportunities for engagement and projects. We will also be meeting with Bill Gascon, the new. Ignace Site Director, to discuss the Township's perspective regarding the NWMO project.

F. ROMA 2021

I attended the ROMA 2021 virtual conference held on January 25 and 26th. I have attached the notes to the sessions as well as the briefing notes that we prepared for three delegations that we had with the Ministers. The theme of the virtual conference was developing and promoting high speed rural internet connection. It appears that many rural communities in Ontario are faced with similar issues of poor internet connections that is a liability to encouraging work and school at home (especially during Ontario mandated lock-downs). The Ministers are encouraged of the work and plans that we have with our Seniors and Internet broadband as well as ongoing support for our local resources whether its tourism and/or industries (i.e. forestry and mining). Each indicated that they will lend support to our future community economic development endeavors.

G. Looking Ahead

For the 2021 year, we anticipate the following primary work to be undertaken/implemented:

- Corporate Strategy
- Age Friendly Plan
- Corridor Master Plan and Urban Design Guidelines
- Public Investment Strategy
- Willingness Plan (NWMO and Ignace)
- Regional Engagement Plan and Policy
- Planning Policy and Procedures Review
- Tourism and Economic Projects (as prioritized by Strategy)

BRIEFING NOTE

Minister John Yakabuski and Senior Staff of the Ministry of Natural Resources and Forestry Mon 1/25/2021 3:00 PM - 3:15 PM (EST)

Ministry Portfolio:

- Protecting Ontario's biodiversity while promoting economic opportunities in the resource sector and supporting outdoor recreation opportunities.
- Regulatory and licencing agency for fishing, hunting, crownland, aggregates, forestry, and protection (i.e. water management).

Purpose:

- To meet with Minister of Ministry of Natural Resources and Forestry and thank them for helping to manage our natural resources and supporting/regulating our forestry and tourism industries. Also, we would like to discuss matters concerning Fire Smart Plan, Ignace Water Pumping Station (land expansion), pesticide program, aggregates, shoreline management, forestry (i.e. Resolute Mill) and sustainable practice.

Background:

- The Township of Ignace is a rural northern community strategically located on the junction of the Trans-Canada Highway and Highway 599. It is located 245 km west of Thunder Bay, Ontario.
- Incorporated in 1908, the Township of Ignace now has a population of 1202 residents. Ignace has experienced periods of "boom-bust" eras related to railway, infrastructure, mining, and forestry. While Ignace has experienced harsh economic conditions, it continues to forge forward in mitigating the negative impacts associated with such decline.
- From 2017 to 2020, the Township has worked strategically in developing a new vision of the community that reflects its values, development opportunities, and investment priorities (i.e. Investment Readiness) through a series of public consultation and policy review/proposals.
- In mid-2020, the Township entered a new phase of "implementation action" prioritizing development and investment for our own public assets. Expanding and modernizing our public buildings are key to meet the needs of our communities – they will be the catalyst and attractors to private investment.
- Our goal is to encourage synergetic growth through public investment.
- The Township is working collaboratively with the Nuclear Waste Management Organization (NWMO) to determine the most appropriate, safe, and acceptable operations for Canada's Adaptive Phased Management plan (APM) for the storage/disposal of spent nuclear fuel pellets and developing the deep geological repository (DGR).

- The community continues to work with Bending Lake Iron Project – Ambershaw Metallics Inc. and Resolute Forestry Products to encourage ongoing mining and forestry sustainable growth and development.

Current situation:

- The Township of Ignace is proactively seeking ministry collaboration, resources, guidance, and support to help bring our vision of public investment to actionable implementation – especially supporting our forestry industry (Resolute Mill). We want to ensure that our local resources are benefitting our community first.
- We are actively developing strategic plans that support the interconnections amongst businesses, infrastructure, affordable housing, and governance.
- We are attracting private investors (limited) to redevelopment the commercial and housing needs for our community. We recognize the importance of forestry and mining.

Recognizing

- The urgent need for development and growth within Ignace is facilitated by the availability and support for our logging, aggregate, and tourism industries.
- The Township's ability to develop and attract industry is dependent on a healthy and vibrant community that offers a wide range of services and programs on par with rest of Ontario – the opening of Resolute Mill and its continued sustainable operations will be imperative to helping us maintain the health of the community.
- The Township has initiated an Economic Development Committee to help support our local resource and tourism industries whereby the MNR plays a key part in support and direction of development and planning initiatives.

Considering

- Aggregate Management (better explicit community process of gravel pit expansion licencing requirement).
- Status of Agimak Shoreline Management Project.
- Status (if any) for cottage lot development outside of Ignace current settlement area.
- Status of land acquisition to expand property for Township main pumping station at Michel Lake.
- Update and concerns with proposed pesticide spraying along traditional blue-berry and mushroom picking areas.
- Resources available to help implement Township Ignace Fire Smart Plan to mitigate priorities areas within Ignace Settlement Boundary.

BRIEFING NOTE

MPP Stephen Crawford, the Parliamentary Assistant to Ontario's Minister of Infrastructure Tuesday, January 26th, 2021 2:00 PM to 2:15 PM (EST).

Ministry Portfolio:

- Lead the province's infrastructure plan by guiding investments in transportation, schools, hospitals, roads, bridges, transit and other critical services.
- Asset Management - respect taxpayers by maximizing the life, performance and value of existing infrastructure, and the services that infrastructure provides.
- Support the [expansion of broadband and cellular services](#) across the province, including rural, northern and Indigenous communities.

Purpose:

- To meet with Minister of Infrastructure to discuss Ignace priorities and thank them for their support towards our infrastructure grants respecting fibre optics and landfill operation. We also would like some direction and guidance moving forward in helping to support our public investment strategy.

Background:

- The Township of Ignace is a rural northern community strategically located on the junction of the Trans-Canada Highway and Highway 599. It is located 245 km west of Thunder Bay, Ontario.
- Incorporated in 1908, the Township of Ignace now has a population of 1202 residents. Ignace has experienced periods of "boom-bust" eras related to railway, infrastructure, mining, and forestry. While Ignace has experienced harsh economic conditions, it continues to forge forward in mitigating the negative impacts associated with such decline.
- From 2017 to 2020, the Township has worked strategically in developing a new vision of the community that reflects its values, development opportunities, and investment priorities (i.e. Investment Readiness) through a series of public consultation and policy review/proposals.
- In mid-2020, the Township entered a new phase of "implementation action" prioritizing development and investment for our own public assets. Expanding and modernizing our public buildings are key to meet the needs of our communities – they will be the catalyst and attractors to private investment.
- Our goal is to encourage synergetic growth through public investment.
- The Township is working in collaboration with the Nuclear Waste Management Organization (NWMO) to determine the most appropriate, safe, and acceptable storage for Canada's spent nuclear fuel pellets and the Internationally accepted method of a deep geological repository(DGR) for the disposal as best practice.

- The community continues to work with Bending Lake Iron Project – Ambershaw Metallics Inc. and Resolute Forestry Products to encourage ongoing mining and forestry sustainable growth and development.

Current situation:

- The Township of Ignace is proactively seeking ministry collaboration, resources, guidance, and support to help bring our vision of public investment to actionable implementation.
- We are actively developing strategic plans that supports the interconnections amongst businesses, infrastructure, affordable housing, and governance.
- We are attracting private investors (limited) as we redevelopment the commercial and housing needs for our community. We recognize the importance of concurrent investment to our public/municipal facilities that are attractors to private sector activities.

Recognizing:

- The urgent need for development and growth within Ignace is facilitated by the availability and access to commercial lands, infrastructure, and public investment partnership.
- The Township's ability to develop and attract industry is dependent on a healthy and vibrant community that offers a wide range of services and programs on par with rest of Ontario.
- The Township has initiated an Economic Development Committee and Airport Advisory Committee to assist in prioritizing projects and proposals to support our community's development.

Considering:

- The Township has applied for a (\$100,000)Infrastructure Grant for its Landfill Site to help increase capacity and longevity, allowing for better management of waste and updated facilities for its employees. Our community would like to implement a recycling program too, but because of our size, it is economically unsustainable – even if we were to collaborate with another community – the nearest communities are over 100 kms away. Perhaps once the manufacturers of the recyclable waste are held accountable, there might be some money for us to participate.
- The Township, in conjunction with Celerity and the Northwest Innovation Centre, have applied for federal and provincial grants to install fibre optics infrastructure in Ignace allowing all residents, businesses, and industries to access high speed internet on par with that of Southern Ontario. The current outdated systems in place are a barrier, particularly highlighted by the COVID-19 realities. Since more and more meetings and other connections are only safe by staying home and working from home, the need has increased exponentially and the glaring inconsistencies between North Western Ontario and Southern Ontario puts us at a disadvantage. Not only in our business lives but in the schooling of our children as well. Not everyone can afford to have computer equipment for each child but with limited bandwidth, even if they could, the current system will not support the overload. We are actually

experiencing the inequity at the Township Office during Council and other meetings. Most of the time, we have to turn off our video so we can at least still talk to each other. This is totally unacceptable. There is fibre optics going right by our doors, but because the Bell Canadas & Rogers and other such companies are not being encouraged to develop in the more remote areas of Ontario, we are having to go without and are struggling.

BRIEFING NOTE

**Raymond Cho, Minister for Seniors and Accessibility,
Tuesday, January 26th, 2021 3:30 PM – 3:45 p.m (EST).**

Ministry Portfolio:

- Helping seniors and people with disabilities stay independent, active, and socially connected. We are also helping seniors stay safe and making Ontario more accessible for everyone and promoting the benefits of age-diverse, accessible workplaces and communities where everyone is able to participate.

Purpose:

- To meet with Minister of Seniors and Accessibility to thank them for support for our seniors as well as discuss the community challenges regarding our high proportion of seniors (30%), Senior Housing, and Age Friendly Plan.

Background:

- The Township of Ignace is a rural northern community strategically located on the junction of the Trans-Canada Highway and Highway 599. It is located 245 km west of Thunder Bay, Ontario.
- Incorporated in 1908, the Township of Ignace now has a population of 1202 residents. Ignace has experienced periods of “boom-bust” eras related to railway, infrastructure, mining, and forestry. While Ignace has experienced harsh economic conditions, it continues to forge forward in mitigating the negative impacts associated with such decline.
- From 2017 to 2020, the Township has worked strategically in developing a new vision of the community that reflects its values, development opportunities, and investment priorities (i.e. Investment Readiness) through a series of public consultation and policy review/proposals.
- In mid-2020, the Township entered a new phase of “implementation action” prioritizing development and investment for our own public assets. Expanding and modernizing our public buildings are key to meet the needs of our communities – they will be the catalyst and attractors to private investment.

- Our goal is to encourage synergetic growth through public investment.
- The Township is working collaboratively with the Nuclear Waste Management Organization (NWMO) to determine the most appropriate, safe, and acceptable option for Canada's Adaptive Phased Management plan (APM) for the permanent storage/disposal of spent nuclear fuel pellets and the International best practice of developing a Deep Geological Repository (DGR).
- The community continues to work with Bending Lake Iron Project – Ambershaw Metalics Inc. and Resolute Forestry Products to encourage ongoing mining and forestry sustainable growth and development.

Current situation:

- The Township of Ignace is proactively seeking ministry collaboration, resources, guidance, and support to help bring our vision of public investment to actionable implementation.
- We are actively developing strategic plans that supports the interconnections among businesses, infrastructure, affordable housing, and governance – that in turn support the needs of our senior population.
- We are attracting private investors (limited) to redevelopment the commercial and housing needs for our community with a special emphasis on our seniors. We recognize the importance of concurrent investment to our public/municipal facilities that are attractors of private sector activities.
- We are one of the last communities within the District of Kenora that does not have Senior Housing and we are determined to rectify that situation. Our community is made up of 30% seniors and we need to take care of them. We all know that aging at home is the best possible solution and the least expensive, but their antiquated large homes are not conducive to their Health and Well-Being. Moving a majority of the Seniors to a place where they can get the help they need within their community is a High Priority for the current Council and Administration. Currently, when they can no longer manage on their own, the closest facilities for their care are 100 to 250 kms away. This takes them out of their comfortable environment of friends and family to a strange place when they are disadvantaged already. Not acceptable.

Recognizing

- The urgent need for development and growth within Ignace will and can be facilitated by the availability and access to government programs, infrastructure developments, and public investment partnerships.
- The Township's ability to support our seniors is dependent on a healthy and vibrant community that offers a wide range of services and programs on par with rest of Ontario.
- The Township has initiated Economic Development, Citizen Advisory, and Airport Advisory Committees to assist in prioritizing projects and proposals to support our community's development and support our seniors living in the community where they have spent most of their life and where their supports exist (family, friends and health care).

Considering

- The Township has applied for Age Friendly Grant (\$60,000) for the development of an Age Friendly Plan and Pilot Project (Seniors Walk) to promote accessibility, social interaction, and health.
- The Township, in partnership with Kenora District Services Board, CMHC and other investors, is in the process of developing a 20-unit senior housing unit. We are seeking additional support for programming, accessibility requirements and direction from this Ministry.

TO: Mayor and Council

FROM: Jeff Lederer, Manager of Planning and Development Services

DATE: February 2, 2021

RE: Highlights and Notes - ROMA 2021 Virtual Conference Staff Report

Keynote: Chantal Hebert

- Overviewed of political challenges in Canada and Ontario – main challenges facing Rural Ontario is Long-term Care and Broadband. LTC must be revamped to include services, programs, availability, and safety.
- Broadband upgrades and services providers are needed to be on par with urban areas – allows community residents and businesses to deal with the new virtual world.

Wellbeing as a Foundation for Recovery in Rural Ontario

- Safety and wellbeing will be key to helping rural Ontario recovery both socially and economically
- We need to reconnect in other ways – virtually, social distance, programs, and services
- Need to take advantage of grant programs and service providers
- Working groups to help deal with the social challenges (elderly, homelessness, drug abuse, isolation)

Doug Ford, Premier of Ontario

- Provided overview of provincial investment (over \$1 Billion)
- Looking at all aspects of health, economy, education
- COVID-19 has changed how we do business and how we conduct ourselves moving forward

Graydon Smith, AMO President

- Discussed the importance of rural communities to the economy
- Partnership among communities is key to help lobby for rural community challenges
- Rural Broadband is a key issue/challenge that needs support from both federal and provincial counterparts.

Andrea Horwath, Leader of the Official Opposition and NDP

- Critical of Ford government in dealing with COVID 19 Pandemic (did not hear alternate solutions).
- Need to focus on dealing with pandemic first (immunizations etc.) to get it under control and then focus on helping families get back to job recovery and creation.

Christine Elliott, Minister of Health – COVID 19

- Working with Hospitals, Health Units, and other health providers to roll out vaccines
- Government continues to monitor impacts with lockdown – priority is to minimize spread and limit pressure on existing health system

Minister Forum – Supporting Vibrant Rural Communities

Much of the discussion revolved around safety and wellbeing plans, broadband, and long-term care

- Discussed a number of granting opportunities and highlights
- Discover MPACs new Municipal Connect program
- New interface to be launched next week – will be able to include mapping and building permits platforms to help capture increased assessment
- Re-designed over 6 months so that it was not only comprehensive but user friendly.

Concurrent Sessions A: Practical Steps Communities can take to Close the Digital Divide

- Downloaded document presentation “INTERNET CONNECTIVITY PRIMER TERMS OF REFERENCE AND HOW THE PIECES FIT TOGETHER”
- Discussed a number of programs and opportunities for rural communities
- A lot of demand with little resources; complex application – regarding a number of steps – commitment of service provider, gap analysis, leasing of utility space, process to get fibre to individual properties.
- Many rural occupy home-based occupations – imperative to mitigating “brain-drain” – allow many to stay and work in their home communities.
- Local MPPs need to take a lead in helping us get broadband here and support our application – especially to support our future industry and present residents.

Concurrent Sessions B: Now What? An Open Conversation on Community Safety and Well-Being Plans

- Look at common agenda – what are the risks – and then mitigate them accordingly.
- Survey – ask – where are they from (Fair representation), who they are (wide voices; lived experienced); What do you need to do to create vibrant community (mental health number one important to vulnerable group; professional think its education).
- Community Health and Safety Plan – grant to do work – hired part-time coordinator – sense of belonging, access to services, safe, assess risks, focus on prevention.
- Staff Sgt. Important aspect.
- Partnership key – FOR OUR COMMUNITY BY OUR COMMUNITY
- Working on Implementation
- Working Groups, Feasibility Study, Implementation Strategy, Quick Wins, Lived Experience Advisory Committee
- Need to connect with Carilyne Hebert, Councillor of Cornwall.

ROMA – January 26th, 2021

Hon. Maryam Monsef, Minister of Women and Gender Equality and Rural Economic Development

- Broadband is a big issue in rural areas – some Canadians do not have access
- Challenge with in-home teaching, people working at home.
- Additional funds by federal government – RRF – 100s of application – looking at them now and will applicants know Immigration
- Violence in the rural area – supporting gender-based violence
- PPE funding to help provide rural
- Equity in Pay for gender (woman in particular) – looking at how to support working Mothers -
- Woman in the Economy Action Plan
- Vaccines Roll-out – looking at plan – coordinating
- Early Learning Universal Child Care – no timeline – but willing to start with any municipality/group who are ready – funds are available - 40,000 spots have already been created.

Steve Clark, Minister of Municipal Affairs and Housing

- Additional Funding provided for Infrastructure operations
- Government Committed
- Help to manage COVID-19 impacts and fiscal realities
- Announce – new intake – Municipal Modernization Implementation Plan - \$40,000,000 – help to implement MMP service delivery action plan – Ignace needs to prioritize where this is – use this new funding to drive innovation.
- Broadband - \$1 Billion to increase access to Broadband access for rural community.
- Small businesses – invested \$60 million – main street recovery plan (PPE equipment)
- New Ontario support grant – help local businesses (grant, tax relief)
- Support Tourism Support – 20% tourism credit

Concurrent Session A: Pathway to Full Producer Responsibility of Blue Box

- Consider what transition is needed for municipal system
- Prepare to be ready – maintenance
- AMO neighbouring neighbours for support
- Need to find plan for transition
- 3 Regs – province wide collection section; standard list of materials
- Producers responsible for recycling – built in their costs
- Full producer responsibility – January 2021 – hoping to see full regulations and process
- Next Council – will be 2022 – need to deal with implementation

- Producer taking over existing system – they will pay 100% of the cost
- 2026 – producer will have full authority to operate blue box
- Main eligibility for municipality – curbside and depot service (level of service will remain the same)
- Everyone is eligible – no exemption
- Residential, public/private school, retirement homes, municipal spaces (BIA)
- Not covered under service areas – businesses not included, service/rotary clubs/municipal facilities/hospitals/firehalls/police stations
- Considerations – what role will we play – do we provide the service or let the producers do it themselves? What is the political will (operational, financial, social, environmental)
- Processing – main depot – transfer station?

Prepared By: Lynda Colby, Clerk
Report To: Mayor and Council
Subject: Corporate Service Department
Date: February 02, 2021

A) COVID-19 -19:

Office continues to remain closed to the public with the current provincial restriction with the finance team working in the office, with remainder of the team members working from home.

B) Council:

Council meetings are currently held electronically every third Monday of each month with the exception February due to the Stat holiday.

Council Meeting 2021 Schedule:

- | | |
|--|--|
| ➤ Monday, March 15, 2021 @ 6 pm | Monday, July 19, 2021 @ 6 pm |
| ➤ Monday, April 19, 2021 @ 6 pm | Monday, September 20, 2021 @ 6 pm |
| ➤ Monday, May 17, 2021 @ 6 pm | Monday, October 18, 2021 @ 6 pm |
| ➤ Monday, June 21, 2021 @ 6 pm | Monday, November 22, 2021 @ 6 pm |

****REMINDER – NO COUNCIL MEETINGS THE MONTH OF AUGUST AND DECEMBER 2021****

Council will be held on the third Monday of every month (exception of August and December 2021) at 6 pm, and in the event the meeting should fall on a Statutory holiday, the Regular Meeting of Council shall meet on the next business day. Residents will have the opportunity to ask questions that pertain to the items on the agenda. Residents who wish to inquire about a particular item that may not be on the agenda are welcome to present a delegation/presentation to Council and are asked to complete a Request for Deputation, which may be obtained from the Township office or on the website and are to be submitted to the Clerk, two weeks prior to the Council meeting date.

Corporate Team:

The Corporate team continues to work reviewing and updating Township policies and by-laws, clean up of the back log, preparation and distribution of Agenda and minutes for meetings, and council preparation and distribution of packages as per by-law 64/2020.

Weekly Leadership management meeting are held every Monday.

Administrative Assistant position remains vacant and will be reviewed at a later date.

C) Negotiations:

Township of Ignace and CUPE Local 87 ratified the union contract which will be in effect from June 01,2020 to May 31,2023.

Additional meeting to be scheduled with CUPE Local 87 members to review and update job descriptions for unionized employees.

D) Broadband: Ignace – Fibre to the Home

Northwest Innovation, Celerity and the Township of Ignace continue to meet reviewing funding application that has been submitted to the Provincial government for the Rapid Response Stream and Icon funding application.

E) Committees:

1. Emergency Management Committee:

Emergency Response plan submitted to the Office of Fire Marshal and Emergency Management (OFMEM) for review.

Provincial Emergency Operations Centre (PEOC) continuously provides updates to the current pandemic status.

2. Ontario Police Service Board:

Police Service Board meeting scheduled for February 23,2021 at 1 pm, at the Township of Ignace Multi-Purpose room. Depending on the COVID-19 situation this may need to be a virtual meeting if the restrictions are not lifted by the province.

3. Ignace Municipal Airport Advisory Committee:

First meeting scheduled on Wednesday, February 3, 2021 virtually to appoint a Chair, review the terms of reference.

4. Senior Housing Steering Committee:

Upcoming meeting scheduled for Wednesday, February 17, 2021.



Ignace Fire Department

Monthly Report

January 2021

Training:

Weekly in-person training has been put on hold, but fire fighters started Zoom meetings weekly.

The fire dept is also exploring the options for Online Training Systems.

Equipment:

We are still awaiting on the new cordless jaws of life and cutters used for vehicle extrication.

Rescue 81 was damaged on a highway emergency call, vehicle is estimated to be back into service on the first week of February. The accident was considered a near miss as there was no injuries. The Fire Department was visited by the Ministry of Labour and received recommendations. We are in the process of updating our SOP's and SOG's. While the vehicle is being repaired, we also are upgrading the vehicle's lights and back up camera.

Fire Prevention:

The Fire Department has received fire safety booklets from Community Safety Net. This would be the third time this company has provided safety books by receiving donations from our generous local businesses.

Administration Office:

We recently purchased a new computer & printer and upgraded to windows 10.

When doing this the internet failed so a new modem was installed as well.

Fire Smart Plan:

Last year, a report was done by Dale Smyk on the fire hazard around the community. Fire dept is recommending creating a Fire Smart Committee. Funding was applied for last year and we were accepted to receive \$500 to start a committee but due to COVID-19 plans were delayed. We can re-apply 2021 for this. In the Township of Ignace FIRE SMART Plan, there is a Community Contact List. Would like to start with Council direction to elect Staff to meet with Fire Department Officers to go over the stakeholders list and start the process.



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

February 2, 2021

Mayor's Report

Happy Groundhog Day everyone. Being a cloudy day, if the folklore is correct and we actually had a groundhog to do the predicting, it would be that no shadow means an early spring. Seeing as we have had a particularly mild winter so far, I am not surprised.

Like the rest of you, I am looking forward to the lifting of COVID-19 restrictions as soon as it is safe to do so and in a balanced and orderly fashion. Our community has been fortunate and we need to stay that way. Thank you to all of you for being vigilant.

The Township office is still closed and we will certainly be letting everyone know when we are able to open. Most of the staff is working from home as much as possible. If you have questions about paying your Utility Bills, please call the office for information (807) 934-2202 or email accounts@ignace.ca. Your municipal employees continue to work on your behalf; bringing our records up to provincial and financial requirements, keeping the snow cleared from the roads and sidewalks, and the water running in your taps.

Members of Council and staff participated in the Rural Ontario Municipal Association (ROMA) virtual conference and we were able to meet with a few Ministers to ask our questions and put forward our plans for 2021.

I also attended the following meetings/events since last Council meeting on January 18th, 2021:

- Patricia Area Community Endeavours (PACE) Board meeting and AGM
- Ignace Community Nuclear Liaison Committee (ICNLC) meeting
- Ministry of Municipal Affairs & Housing (Steve Clark) & Ministry of Heritage, Sports & Tourism (Lisa McLeod) video conference
- Senior Housing Steering Committee meeting
- Kenora District Services Board (KDSB) meeting
- Northern Water Works & Township Administration meeting
- Kenora District Municipal Association (KDMA)
- Nuclear Waste Management Organization (NWMO) – Looking ahead
- Emergency Operations Committee (EOC) meeting
- Minister Greg Rickford, MPP Kenora-Rainy River Mayors bi-weekly meeting

The Township Management Team (Clerk, Treasurer, Planning Economic Development & Engagement, Infrastructure & Recreational Services, Communications Specialist and the Mayor as CEO) continue to meet weekly on Monday mornings.



The Corporation of the Township of Ignace
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In the next couple of weeks, meetings are being scheduled for the fledgling Ignace Municipal Airport Advisory Committee (IMAAAC), the Ignace Economic Development Committee (IDEC) and the Ignace Community Advisory Committee (IDAC). Council is looking forward to participating in these new and all the community committees that give vital information and advise to us as we move Ignace forward into the future.

I look forward to seeing everyone, virtually and in person as soon as the Provincial restrictions are lifted. Take care. Stay safe.

Penny Lucas, Mayor
Tel: (807)934-2202, ext. 1038
Cell: (807)220-0217
plucas@ignace.ca



Staff Report

Planning, Development, and Engagement Services

TO: Mayor and Council, Township of Ignace

FROM: Jeff Lederer, Manager of Planning, Development, and Engagement Survey

DATE: February 3, 2021

RE: Severance Application – 324 and 326 Main Street

Recommendation:

That on the recommendation of the Manager of Planning, Development, and Engagement Services, the following actions be taken with respect to the application of William Laidlaw relating to the property located at 324 and 326 Main Street:

- a) The attached proposed consent (Appendix A) **BE INTRODUCED** at the Municipal meeting on February 16, 2021 to sever lots known legally as Registered Plan of Subdivision PLAN M512 PT LOT 1 RP;23R4139 PART 1 PCL 33424 (324 Main Street) and PLAN M512 PT LOT 1 RP;23R3831 PART 4 PCL 30556 (326 Main Street);
- b) The Township Clerk **BE DIRECTED** to provide notice of approval passing and undertake registration of the severance, in accordance with the provision in subsections 50(28) and 50(29) of the *Planning Act*; and
- c) The applicant **BE REQUIRED** to pay for any costs incurred to register the severance application at the land registry office.

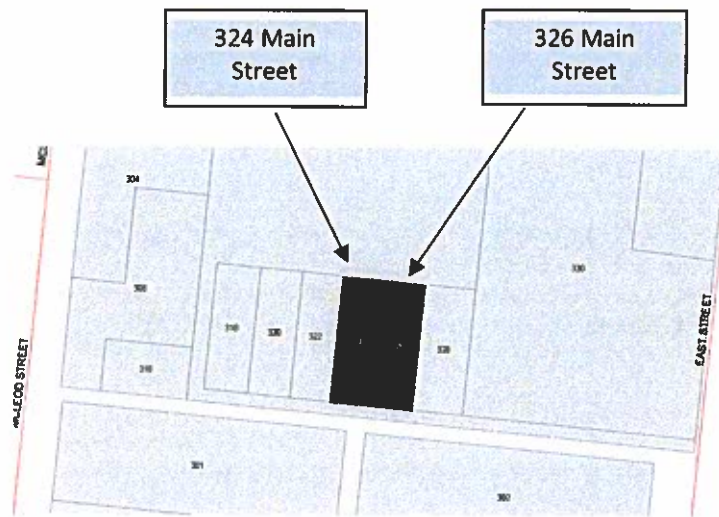
Purpose:

The applicant, William Laidlaw, presently owns two adjacent lots located at 324 and 326 Main Street in the Ignace Plaza (see Figure 1). Mr. Laidlaw has applied for a Consent Application to have both of his properties legally recognized at two separate full lots. In so doing, he will be able to sell the vacant lot (324 Main Street) for future development. This consent is also required to rectify an administration oversight when the original Plan of Subdivision for the Ignace Shopping Plaza was approved in 1975.

Background:

The properties (324 and 326 Main Street) are designated as “Commercial” under the Official Plan and zoned “General Commercial”.

Figure 1: Property Location of 324 and 326 Main Street



While the sale and conveyance of the property (as noted in By-law 19-1978) was authorized by the Township of Ignace, the bylaw only refers to just a disposition of land. It is not a “Consent” as defined under the Planning Act.

Unfortunately, these properties were not dealt correctly at the time the Ignace Plaza was being developed in the mid 1970s. While a Plan of Subdivision was developed, the Township should have dealt with the lots separately through a formal consent (rather than a conveyance). Furthermore, they should have made them “full lots on a plan of subdivision” not part lots as presently noted.

Purpose and Effect of Recommended Action:

The purpose of the recommended action is to provide consent to sever two existing lots that have merged on title to recognize two single lots.

Because they were done as “part lots on a plan of subdivision), any lot created is actually considered a “part lot” which herein lies the problem. A person could own abutting full lots on a plan of subdivision and sell whatever they wanted as the town has deemed them to be saleable on their own. The problem is that two “part” lots that are purchased by the same person, such as the case of Mr. Laidlaw, merge on title. The only way that an owner can sell them separately, is if there was a previous formal Consent registered on title of either piece or if they get a formal consent. The Township of Ignace is the legal entity that gives consent authority so they can sell/convey anything, whether a part or full lot.



Financial Implications

Applicants and/or registered owners are responsible for all legal and surveying costs associated with this Consent to Severance. The applicant, William Laidlaw, will be responsible to having his legal representative draft the Land Transfer and Consent for Township signature as well as the registration fee for transfer.

Conclusion

Staff recommends that Council grant the Consent for Severance application. This will allow Mr. Laidlaw to maintain his present business located at 326 Main Street while allowing the vacant property to be developed independently. Ownership will not be impacted as a result of consent. The vacant property (324 Main Street) is subject to the same commercial zoning and related policies.

Ministry of
Municipal Affairs
and Housing

Ministère des
Affaires municipales
et du Logement



Municipal Services Office
North (Thunder Bay)

435 James Street S., Suite 223
Thunder Bay ON P7E 6S7
Tel.: 807 475-1651
Toll-free: 1 800 465-5027

Bureau des services aux
municipalités du Nord (Thunder Bay)

435, rue James S., bureau 223
Thunder Bay ON P7E 6S7
Tél.: 807 475-1651
Sans frais: 1 800 465-5027

February 5, 2021

By Email

Jeff Lederer
Manager, Planning, Development and
Engagement Services
The Corporation of the Township of Ignace
34 Highway 17 W
P.O. Box 248
Ignace, ON P0T 1T0

Subject: Adopted Official Plan - Complete Application
Location: Township of Ignace
MMAH File No.: 60-OP-188906

Dear Jeff,

The purpose of this letter is to provide you with the status of the review of the Official Plan adopted by Council on November 30, 2020 by By-law 67-2020 and received by this office on December 8, 2020.

The prescribed materials were screened, all the applicable requirements of Regulation 543/06 have been met and your application was determined to be complete as of December 15, 2020. The time period referred to in subsection 17(40) of the *Planning Act* begins as of this date. Therefore, our target to make a decision on this Official Plan is April 14, 2021 (120 days).

This adopted Official Plan was posted on January 6, 2021 as a Proposal Instrument on the Ministry of the Environment, Conservation and Parks (MECP) Environmental Registry of Ontario (ERO) for a 30-day public review and comment period ([Corporation of the Township of Ignace - Approval of a municipality's official plan | Environmental Registry of Ontario](#)). Partner Ministries may be circulated for comment on this application.

If you have any questions, feel free to call me directly at (807) 630-3486. I may also be reached by email at sylvie.oulton@ontario.ca.

Regards,

A handwritten signature in blue ink, appearing to read "S. Oulton".

Sylvie Oulton
Senior Planner

Copy: Kasper Koblauch, WSP

COVID-19 Vaccine Distribution Task Force

General (Ret'd) Rick Hillier
Chair

25 Grosvenor Street
11th Floor
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca

Groupe d'étude sur la distribution des vaccins contre la COVID-19

Général (à la retraite) Rick Hillier
Président

25, rue Grosvenor
11^e étage
Toronto ON M7A 1Y6

COVID-19VaccineTaskForce@ontario.ca



February 5, 2021

We have entered the month of February in a different set of circumstances than we anticipated being in only a few weeks ago. As you know, ongoing vaccine shipment delays and reduced shipments have forced us to pivot from the plan we had made for larger shipments of vaccines. However, a pivot does not mean that we have changed our goals. Quite the opposite – it has given us the opportunity to prove that we can re-focus our efforts when needed, while continuing to work on logistics and plans to be ready when the vaccines do arrive.

To support this, we have been holding Knowledge Sharing Sessions (KSS) with public health units. These sessions are meant to provide an opportunity for public health units to showcase their integrated delivery plans and strengthen mutual understanding by sharing best practices and findings and by identifying and discussing where provincial supports and resources may be needed.

Due to the delay in vaccine shipments, we updated our goal of completing the administration of first doses of COVID-19 vaccines to residents in each long-term care, high-risk retirement and First Nations elder care homes from February 5 to February 10. However, at the time of this memo, we have been able to offer first doses to residents in over 80% of the homes. The moment the vaccines are delivered this week, teams in public health units will move immediately to get them into the remaining homes.

We are also excited to report that vaccination teams will be distributing vaccines in 31 First Nations fly-in communities in the north as part of Operation Remote Immunity. In fact, 1,551 total doses were administered during the soft launch of this operation, between January 8 and January 29, 2021. When Operation Remote Immunity was officially launched this week, 1,363 doses were administered between February 1 and 3, 2021. This first step begins our journey towards protection for remote First Nations communities.

The continued collaboration between municipal, community, and health system partners and the determination to achieve our common goals has steered us through these past few weeks and remains the key to our success.

Sincerely,

General (Ret'd) Rick Hillier
Chair of the COVID-19 Vaccine Distribution Task Force



COVID-19 Vaccine Distribution Task Force

COVID-19 Vaccine Distribution Task Force Update #7

February 5, 2021

Ontario 

Vaccine Update

- Over **355,000** doses administered across the province
- Second dose, full immunization began January 5, 2021, with over **80,977** Ontarians fully immunized after receiving both doses (as of 8 p.m. February 3, 2021)
- Operation Remote Immunity officially started on February 1, 2021 in six fly-in First Nation communities in northern Ontario. As of February 3, 2021, a total of 2,914 doses have been administered through Operation Remote Immunity which includes communities that were part of the soft launch in January.

Long-Term Care Homes Update:

- Residents, staff, essential caregivers (including family caregivers) and other employees in congregate living settings for seniors were identified as an initial priority due to age, clinical risk/vulnerability and risk associated with living in a congregate setting.
- Specific public health unit areas were identified and prioritized based on highest risk categorization including rates of disease transmission in the community.
- Over 80% of residents have received the 1st dose of the vaccine in more than 80% of all LTC homes.
- 20 of 34 PHUs are showing 100% of LTC complete.
- All LTC home residents will receive a first dose vaccine offer by February 10.

Update on Data, IT & Reporting Progress and Issues

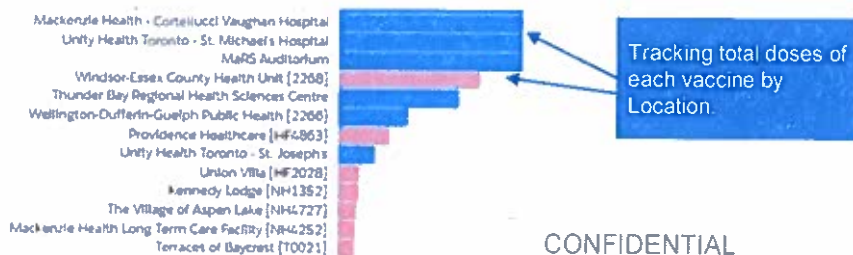
Tracking Vaccination Progress



Regular reporting tracks progress

A regular dashboard tracks progress on key indicators such as number of shots and demographics.

Tracking 1st and 2nd doses of each vaccine type



CONFIDENTIAL

Pfizer and Moderna Update

- On January 19th, the province was notified by the federal government of further reductions in Pfizer-BioNTech allocations, resulting in:
 - no allocations in the week of January 25th
 - 26,325 doses in the week of February 1st (reduction of approx. 82%)
 - 27,300 doses in the week of February 8 (reduction of approx. 81%)
 - 130,650 doses in the week of February 15 (reduction of approx. 8%)
 - 155,025 doses in the week of February 22 (increase of approx. 9%)
- No allocations have been provided beyond the week of February 22nd.
- On January 29th the province was advised by the Federal Government that the allocation of Moderna for the week of February 1st will be decreased by 18,200 doses (approx. 22% decrease).
 - Ontario is expecting to receive 63,400 doses of Moderna by February 7th.
- Despite these challenges in supply, the province and vaccination sites have worked together to accelerate the vaccination of long-term care, high-risk retirement and First Nations elder care home residents and continue to administer second doses based on availability of supply provided by the federal government. As a result of recent delays in shipments, the province has updated its goal of visiting these settings to administer first doses by February 10th.
- The province is expecting approximately 310,000 doses to be delivered in the remaining weeks of February. Once sufficient doses are available, vaccinations will resume to provide first doses for staff and essential caregivers in the settings for the most vulnerable populations.

Operation Remote Immunity Update (31 northern fly-in communities and Moosonee)

- Operation Remote Immunity is a collaborative effort between Ornge, the Ministries of Health, Indigenous Affairs (IAO), Solicitor General and Natural Resources and Forestry, federal government partners as well as with the Nishnawbe Aski Nation (NAN).
- Ornge is leading the administration of the vaccine to 31 fly-in First Nation communities and Moosonee in Ontario. As part of the rollout, the vaccine will be available to community members 18 years of age or older.
- Recognizing the critical importance of engaging Indigenous leadership in how vaccines are offered to their communities, the plan was co-developed in partnership with NAN.
- Vaccination teams under the direction of Ornge will be represented by a number of organizations, including the Weeneebayko Area Health Authority (WAHA), the Sioux Lookout First Nations Health Authority (SLFNHA), the First Nations Inuit Health Branch, the Northern Ontario School of Medicine, Queen's University, the University of Toronto, northern Paramedic Services, and the Porcupine Health Unit, among others. Team members have received the full COVID-19 vaccine and have undergone cultural training prior to this operation.
- Weenusk (Peawanuck) First Nation was the first to host a vaccination team and clinic on January 26. During the week of February 1, 2021, teams administered the vaccine to six additional communities, Neskantaga, Slate Falls, Muskrat Dam, Fort Severn, Kashechewan and Webequie. A total of 1,363 doses were administered from February 1 to 3, 2021.
- As part of a soft launch in January, Ornge delivered vaccines to SLFNHA, WAHA and Weenusk First Nation where 1,551 doses have been administered with a focus on hospital and long-term care/chronic care staff and residents.
- Operation Remote Immunity aims to complete its work by April 30, 2021.

Communications



Public & stakeholder communications

- Premier-led announcements to address emerging issues affecting Ontario's vaccine program directly or indirectly including vaccine supply from manufacturers and COVID-19 variants of concern.
- Technical briefings, memos to stakeholders, daily fact sheets, and meeting with hospital and public health units to articulate direction confirm the commitment to be transparent.

Targeted public/sector education efforts

Long-Term Care:

- Social media marketing push with video (in approval) for LTC workers to combat misinformation and clarify that the vaccine is safe and effective. Selected professions will be targeted on Facebook and Instagram.
- Townhall by the General and LTC sector, Minister's letter to sector– translated into several languages
- CMOH/DM letter with information deck and fact sheet.
- Fact sheet distributed to the sector, translated into several languages, Sector FAQs are in approvals.
- Outreach strategy to faith/community leaders to identify vaccine champions among LTC workers, including a toolkit for the champions.

Indigenous Affairs:

- Hosted the third weekly Indigenous Vaccine Communications working group meeting and introduced the new online resource hub.
- Indigenous Services Canada communications reps have now joined Ontario's meeting, consolidating several meetings to one.
- Continued sharing partner social posts highlighting vaccination rollout underway in fly-in communities.
- Collaborating with Ornge and MOH on the launch of Operation Remote Immunity, which aims to complete its work by April 30, 2021.

Anti-Racism Directorate

- At-risk subgroup met this Monday where early thinking on the communications approach to support at-risk communities was presented.
- Exploring opportunity to create a digital resource (i.e. a web page) where resources can be collected, curated and accessed by community groups and leaders.

Marketing

- "Text Message" creative in market since mid-January alongside the existing "Stop the Spread" Campaign.
- Starting Feb. 1: new campaign began rolling out focusing on the action and potential outcome of disregarding public health advice. It asks Ontarians to continue following public health advice and measures until it is their time to get the vaccine.
- New "stay at home" creative will blanket social, digital, out-of-home, radio and print across the province.
- The campaign also has a large multicultural media buy and will be available in Indigenous languages as well.
- Goal is to transition to a more vaccine-focused marketing message in mid-to-late March.

Next Steps

- Ministry of Health continues working with vaccination sites to **accelerate the vaccination of long-term care, high-risk retirement, and First Nations elder care residents** across Ontario.
- We are **working with partners** to plan next steps for when additional vaccine supply is restored to the province:
 - Remaining staff and essential caregivers in long-term care, high-risk retirement and First Nations elder care homes
 - Retirement homes and other congregate care for seniors (e.g., number of residents, staff, etc.)
 - Health care workers
 - First Nation, Inuit, and Métis populations
 - Adults in chronic home care
- Ontario **continues to be ready** to administer doses – and expand the number of locations administering – as soon as we receive them from the federal government. The province has capacity to vaccinate nearly 40,000 people per day and is building capacity to triple or quadruple that capacity pending federal government supply, including municipally-run vaccination clinics.

Operations Report

December 2020

Ignace Water Pollution Control Plant



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

This Operations Report has been prepared by Northern Waterworks Inc. (NWI) to summarize the operation of the **Ignace Water Pollution Control Plant**. 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 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 m³/day and a peak flow rated capacity of 7,500 m³/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 and sodium hypochlorite are also used at the facility for phosphorus reduction, pH/alkalinity adjustment and effluent disinfection, 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 m³/day – calculated over a calendar year). Flow monitoring results are also used to determine effluent parameter loadings that are discharged to the environment.

Table 1: Total volumes, daily flows and capacity assessments¹

Month	Influent (Raw Sewage) Flows			Capacity Assessments ²		Effluent Flows		
	TMV (m ³)	ADF (m ³ /day)	MDF (m ³ /day)	ADF vs. Rated Capacity	MDF vs. Rated Capacity	TMV (m ³)	ADF (m ³ /day)	MDF (m ³ /day)
Jan	34,381	1,109	1,419	44%	19%	27,746	895	1,138
Feb	29,867	1,030	1,339	41%	18%	23,330	804	996
Mar	30,525	985	1,301	39%	17%	24,835	801	1,120
Apr	32,112	1,070	1,431	42%	19%	25,837	861	1,088
May	32,490	1,048	1,271	41%	17%	26,243	847	1,071
Jun	34,382	1,146	1,463	45%	20%	28,312	944	1,197
Jul	32,479	1,048	1,320	41%	18%	26,583	858	1,075
Aug	30,759	992	1,292	39%	17%	25,462	821	1,090
Sep	34,184	1,139	1,418	45%	19%	29,919	997	1,178
Oct	33,549	1,082	1,388	43%	19%	30,618	988	1,281
Nov	31,618	1,054	1,568	42%	21%	28,117	937	1,376
Dec	28,633	924	1,109	36%	15%	27,349	882	1,261
Total	384,979	—	—	—	—	324,352	—	—
Avg	32,082	1,052	—	41%	—	27,029	886	—

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 m³/day) and peak flow rate (7,500 m³/day) of the treatment facility, respectively.

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. Due to the flow measurement application, differences between influent and effluent flows are to be expected. Differences are acceptable provided there is overlap in the tolerance ranges between the respective devices. Corrective actions such as calibration, repair or replacement may be indicated where tolerance ranges do not overlap.

3 Water Quality

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 objectives¹

Month	CBOD ₅		TSS		Total P		TAN ⁴	E. Coli	pH	
	MAC ² (mg/L)	MAL ³ (mg/L)	MAC (mg/L)	MAL (mg/L)	MAC (mg/L)	MAL (mg/L)	MAC (mg/L)	MGMD (MPN/ 100mL)	Minimum Result	Maximum Result
Objectives	15	n/a	15	n/a	0.5	n/a	3.0 or 5.0 ⁴	150	6.5	9.0
Limits	25	63.4	25	63.4	1.0	2.54	6.0 or 10.0 ⁴	200	6.0	9.5
Jan	3.2	2.8	5.1	4.5	0.34	0.31	2.26	514	6.5	7.2
Feb	2.1	1.6	5.9	4.7	0.37	0.30	2.09	60	6.5	7.0
Mar	2.2	1.8	5.0	4.0	0.30	0.24	1.76	86	6.5	6.9
Apr	2.2	1.9	4.2	3.6	0.25	0.21	0.03	10	6.5	6.8
May	2.0	1.7	3.7	3.1	0.24	0.21	0.35	10	6.5	6.9
Jun	2.0	1.9	6.1	5.7	0.37	0.35	0.41	11	6.7	7.1
Jul	2.2	1.8	3.1	2.6	0.41	0.35	0.64	16	6.7	7.1
Aug	2.0	1.6	3.1	2.6	0.42	0.35	0.05	13	6.5	7.1
Sep	2.0	2.0	5.3	5.2	0.47	0.46	1.04	14	6.6	7.3
Oct	2.1	2.0	6.7	6.6	0.44	0.44	0.12	24	6.7	7.1
Nov	3.1	2.9	6.7	6.2	0.42	0.40	0.27	25	6.4	7.2
Dec	2.0	1.8	9.2	8.1	0.34	0.30	0.04	12	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

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. Aluminum sulphate and sodium hydroxide may be used on a seasonal basis.

Table 3: Chemical consumptions and average dosages

Month	Sodium hypochlorite		Aluminum sulphate		Sodium hydroxide	
	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)
Jan	280	1.2	236	6	604	14
Feb	390	2.0	224	5	581	15
Mar	581	2.8	247	5	649	16
Apr	927	4.2	230	5	868	21
May	1,150	5.2	236	5	938	22
Jun	1,032	4.3	218	5	941	21
Jul	1,121	5.0	194	5	1,018	24
Aug	957	4.5	236	6	978	24
Sep	961	3.8	224	5	922	21
Oct	1,032	4.0	241	5	879	20
Nov	765	3.2	230	7	869	21
Dec	637	2.8	241	6	897	24
Total	9,833	—	2,757	—	10,144	—
Avg	819	3.6	230	5	845	20

5 Notable Operational Events

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

Table 4: Abnormal operations summary

Incident Date	Event Description	Corrective Action	Resolution Date
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There were no abnormal operational events during the reporting period.

Table 5 (Other Notable Events) summarizes any notable operational events which occurred during the reporting period. For clarification, other notable operational events include, but are not limited to, regulatory issues, including inspection results, orders, and reports filed with regulators, planned maintenance and repair, health and safety issues, and status updates concerning capital projects.

Table 5: Other notable events

Date	Event Description
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There were no notable operational events during the reporting period.

Operations Report

December 2020

Ignace Drinking Water System



Prepared for the Township of Ignace

Prepared by NWI – Ignace

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1 Introduction

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

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

Low lift pumps located at the RWPS transfer raw water from its source at Kekwanzik Lake to the Ignace WTP. Upon transfer, the optional application of polyaluminum chloride (primary coagulant) into the raw water upstream from the flocculation tanks will depend upon source water quality. When this chemical system is used to facilitate coagulation and flocculation, a tiny pin floc will be created to assist particle removal during membrane filtration. Water is then directed 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. Optional injection points exist for sodium hypochlorite and sodium hydroxide (pH/alkalinity adjustment) at a location following the reservoirs but prior to entry to the distribution system.

2 Flow Monitoring Results

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

Table 1: Total volumes, daily flows and capacity assessments¹

Month	Raw Water			Treated Water			Capacity Assessments ²	
	TMV (m ³)	ADF (m ³ /day)	MDF (m ³ /day)	TMV (m ³)	ADF (m ³ /day)	MDF (m ³ /day)	ADF	MDF
Jan	23,436	756	894	21,446	692	736	25%	27%
Feb	24,050	829	1,009	20,906	721	777	26%	28%
Mar	28,978	935	1,383	23,185	748	851	27%	31%
Apr	28,509	950	1,080	21,531	718	739	26%	27%
May	29,212	942	1,193	22,644	730	838	27%	31%
Jun	25,362	845	1,129	22,023	734	846	27%	31%
Jul	27,603	890	1,047	23,632	762	867	28%	32%
Aug	28,853	931	1,225	25,154	811	1,037	30%	38%
Sep	26,073	869	1,268	22,589	753	1,020	28%	37%
Oct	27,095	874	1,035	23,239	750	934	27%	34%
Nov	27,149	905	1,188	22,856	762	997	28%	37%
Dec	25,804	832	953	22,899	739	821	27%	30%
Total	322,124	—	—	272,104	—	—	—	—
Avg	26,844	880	—	22,675	743	—	27%	—

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 m³/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. Treated water turbidity should remain below the aesthetic objective of 5.0 NTU, while treated water pH should remain within the aesthetic objective range of 7.0 to 10.5. The facility typically operates at a treated water free chlorine residual of between 1.00 and 2.00 mg/L.

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 performance¹

Month	Source Water		Treated Water			Filtrate Turbidity Compliance			
	Turbidity (NTU)	pH	Turbidity (NTU)	pH	FCR (mg/L)	Filter 1 (%)	Filter 2 (%)	Filter 3 (%)	Filter 4 (%)
Jan	0.43	7.0	0.05	7.2	1.39	100.00	99.99	99.99	100.00
Feb	0.43	7.0	0.04	7.4	1.40	99.99	100.00	100.00	100.00
Mar	0.35	6.9	0.05	7.3	1.41	99.97	99.91	100.00	99.96
Apr	0.62	7.1	0.05	7.4	1.34	100.00	99.98	99.94	99.89
May	1.15	7.4	0.04	7.5	1.33	100.00	99.99	100.00	100.00
Jun	1.30	7.4	0.04	7.5	1.27	99.98	100.00	99.94	99.97
Jul	1.50	7.1	0.04	7.4	1.35	99.92	99.97	99.94	99.98
Aug	1.17	7.3	0.04	7.3	1.39	99.98	99.99	100.00	100.00
Sep	1.52	7.4	0.05	7.3	1.39	99.99	100.00	99.98	99.98
Oct	1.33	7.5	0.05	7.4	1.47	99.98	99.97	100.00	100.00
Nov	1.11	7.5	0.04	7.5	1.61	99.98	99.88	99.99	100.00
Dec	0.58	7.4	0.05	7.4	1.45	99.99	99.79	99.99	100.00
Avg	0.96	7.2	0.04	7.4	1.40	—	—	—	—

1. FCR = Free Chlorine Residual

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

4 Membrane Integrity Test Results

The membrane integrity test (MIT) is conducted daily by Operators to ensure that the membrane filtration units are performing as designed. To meet the manufacturer's guidelines and to guarantee pathogen removal, the MIT results must achieve a Log Removal Value (LRV) of at least 4.00. LRVs are also used to determine when membrane cleaning and repairs may be required.

Table 3 below summarizes monthly average LRVs. A more detailed analysis of log removal values and membrane filter integrity is provided within the annual *Management Review Report*.

Table 3: Monthly average log removal values

Month	Membrane Filter 1	Membrane Filter 2	Membrane Filter 3	Membrane Filter 4
Jan	4.56	4.72	4.47	4.81
Feb	4.37	4.49	4.33	4.43
Mar	4.35	4.48	4.44	4.56
Apr	4.21	4.31	4.26	4.39
May	4.18	4.27	4.47	4.31
Jun	4.11	4.19	4.14	4.53
Jul	4.24	4.21	4.11	4.20
Aug	4.47	4.46	4.27	4.21
Sep	4.21	4.25	4.15	4.42
Oct	4.27	4.41	4.17	4.35
Nov	4.33	4.21	4.17	4.40
Dec	4.44	4.35	4.24	4.52
Avg	4.31	4.36	4.27	4.43

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. Coagulant and sodium hydroxide maybe used on a seasonal or as required basis at the facility depending upon source water quality and other operational considerations. Other chemicals not listed in the table, including citric acid and sulphuric acid, are either not used consistently or are used in smaller quantities. 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	643	3.5	112	6	51	1.8
Feb	493	2.7	636	33	148	5.0
Mar	523	2.6	801	34	182	5.6
Apr	486	2.5	749	33	178	5.8
May	539	2.7	575	24	70	2.2
Jun	591	3.1	558	27	72	2.3
Jul	758	3.6	749	34	74	2.2
Aug	812	3.7	823	35	83	2.4
Sep	771	3.9	786	37	71	2.2
Oct	796	4.0	858	39	68	2.1
Nov	824	4.1	765	35	66	2.1
Dec	603	3.0	646	31	91	2.8
Total	7,838	—	8,056	—	1,154	—
Avg	653	3.3	671	31	96	3.0

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
12-Dec-20	A high filter turbidity alarm was transmitted to the on-call Operator.	The responding Operator determined that the turbidity spiked on filter unit no. 3 while the filter was not in production. The alarm condition was attributed to a problem with the programmable logic controller. No further action was required.	12-Dec-20
18-Dec-20	A water quality complaint was received on December 18, 2020, from a customer at 318 Main Street (Alterna Savings). The complainant reported that there was sediment in the water; the problem had been continuous since November 2020. The complaint was investigated on December 21, 2020.	The investigation determined that the issue was likely caused by pipe scale that had been dislodged by the recent usage of hydrants in the area. This is a low-flow area of the community, and the complainant was instructed to flush their line if the problem reoccurs. This area of the water distribution system may also be flushed more frequently in subsequent years.	21-Dec-20
21-Dec-20	A low distribution water pH alarm was transmitted to the on-call Operator.	The responding Operator increased the sodium hydroxide dosage set point in order to increase water pH.	21-Dec-20

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
------	-------------------

There were no other notable operational events during the reporting period.



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

To: Mayor & Council

From: Lynda Colby, Clerk

Date: February 05, 2021

Subject: Water/Wastewater Financial Plan & Rate Study

Recommendation:

That Council for the Corporation of the Township of Ignace accepts the proposal from Public Sector Digest to develop the Water/Wastewater Financial plan to remain in compliance with the O.Reg. 453/07. As per regulations this financial plan will comply to requirements for the Water/Wastewater Financial plan consisting of a six-year financial projection along with a rate study to ensure the team has the necessary tools to support the Corporations.

Purpose:

The Township of Ignace Drinking water license is set to expire in August 2021. The mandatory prerequisites for the license renewal that are required as per O.Reg. 453/07 of the Safe Drinking Water Act (SDWA).

Background

Northern Waterworks has been contracted to oversee and maintain the Water and Sewer Treatment plant operations for the Township. Their compliance officer Nicholas Kyle recently contacted the Township indicating the license is set to expire in August of 2021.

He indicated that the renewal of the required license would require a Financial plan to be completed, approved by Council resolution and submission to Ministry of Municipal Affairs and Housing for approval.

Public Sector Digest has completed numerous studies for the Township of Ignace, has assisted the staff in implementing the Citywide program, as well as have completed our Asset Management Plan in 2020. The Public Sector Digest team have the knowledge and the capabilities of completing this report.

Northern Waterworks has indicated that they have sent out a request to Ministry of Municipal Affairs and Housing to have the Township license extended till December 2021, therefore allowing sufficient time to complete the necessary requirement for the license renewal.

As per the Township Procurement By-law # 108/2017, indicates that any cost of services anticipated to exceed ten thousand dollars, however not exceed twenty-five thousand that two oral quotes are required.

Due to the time constraints, we are requesting Councils consideration to single source this request to Public Sector Digest, as they are familiar with the Townships Asset Management Plan, Infrastructure and Asset Management Plan, as well as knowing the previous work relationship and workmanship has been exceptional.

Financial Impact

The Financial impact for the Township would be at a cost of Twenty-One Thousand dollars (\$21,000.00) to complete a Water /Wastewater 10 Year Financial Plan compliant with O/Reg. 453/07.

The total cost would be divided equally (\$10,500.00) into department G 400 (Sewer) and 410 (Water) to account for the cost of the mandatory reporting to ensure the license renewal.

Conclusion

Staff recommend that Council approve the report for the Water/Wastewater Financial Plan & Rate Study and further that agree to single source this request due to the time constraints for the completion of the mandatory reporting to the Ministry of Municipal Affairs and Housing.

**Municipal Drinking Water Licence Renewal
Supporting Information Checklist**

Licence Number	Name of System
227-101	Ignace Drinking Water System

**Note: a separate checklist should be completed for each system*

	Information Required in Licence Renewal Notice	File Name or Document Title*
1	Application Form	Licence Renewal Application (2021) – Ignace
2	Operational Plan	Operational Plan – Ignace
3	Subject System Description Form	<i>Included in the Operational Plan</i>
4	Accreditation Certificate	Accreditation Certificate – Ignace
5	Financial Plan	<i>Financial Plan in progress – to be completed and Council Resolution passed by December 31, 2021</i>
6	Raw Water Assessment	Raw Water Assessment – Ignace
7	CT information from O&M Manual	Disinfection Summary – Ignace
8	UV disinfection information from O&M Manual	N/A
9	Distribution System Map	Ignace Water Distribution System
10	A copy of Permit(s) to Take Water for the System	Permit to Take Water – Ignace
11	Information Regarding Lead Sampling	Information Regarding Lead Sampling – Ignace
12	Information Regarding Fuel Storage	Information Regarding Fuel Storage - Ignace
13	Information Regarding Residue Management	Information Regarding Residue Management – Ignace
14	Licence Renewal Questionnaire	Licence Renewal Questionnaire – Ignace

**If not relevant to the system, please indicate "N/A"*



Township of Ignace

Water/Wastewater Financial Plan & Rate Study

Project Proposal

February 3, 2021

The Public Sector Digest Inc.

148 FULLARTON STREET, 9TH FLOOR, LONDON, ONTARIO N6A 5P3

PHONE: (519) 690-2565 • FAX: (519) 519-649-2010



Contact List

TOWNSHIP OF IGNACE ("CLIENT")

NAME	TITLE	TELEPHONE	E-MAIL
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PUBLIC SECTOR DIGEST ("PSD")

NAME	TITLE	TELEPHONE	E-MAIL
Holly Jennings	Senior Account Manager	519-690-2565 Ext. 2260	hjennings@psdrcs.com

Statement of Confidentiality

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid until **April 3, 2021**



Project Budget

Professional Services	
Service	Cost
Water/Wastewater 10-Year Financial Plan Compliant with O.Reg 453/07	\$21,000.00
Project Cost	\$21,000.00



Project Deliverables

This document contains a high-level project plan for the development of the Water and Wastewater Financial Plan in compliance with the O.Reg. 453/07: Financial Plans for the Township of Ignace. The regulation O.Reg 453/07 requires Municipalities to do at least six (6) years of financial projections for the Water and Wastewater services. PSD will undertake an organization-wide process that will build the Financial Plan and Rate Study of the Township of Ignace, providing staff and the Senior Management Team with tools that will support the organization's specific needs and goals.

1. Water/Wastewater Financial Plan

Ontario Regulation 453/07 of the *Safe Drinking Water Act* (SDWA) details the requirements of the financial plans related to water systems. Municipalities that are renewing their license are:

- I. The financial plans must be approved by a council resolution which indicates that the drinking water system is financially viable.
- II. The financial plans must apply to a period of at least six years.
- III. Financial statements must be prepared in accordance with PSAB standards.
- IV. For each year in which the financial plans apply, the financial plans must include details of the proposed or projected financial operations, current financial position, capital plan and revenues
- V. Municipalities operating multiple water systems may satisfy the requirements of the SDWA financial plans by treating such systems as one.
- VI. The financial plans must be made public upon request and free of charge. Further, they must also be published on the municipality's website (if maintained) at no charge.
- VII. The financial plans must be submitted to the Ministry of Municipal Affairs and Housing.

Financial plans must be completed and approved within six months after a license for the water systems is issued. The Township of Ignace, requires PSD to develop and build the financial plan to meet the requirements of O.Reg 453/17 of the SWDA. PSD will assess existing information, processes, and practices, and undertake a thorough data gap analysis. This phase will also involve extensive collaboration with Township of Ignace stakeholders as PSD staff host workshops, administer surveys and conduct interviews throughout the project to generate a clear snapshot of current practices.

This document also contains a high-level project plan for asset management planning and capacity building. This plan is designed to build the foundations of asset management planning that provide a strong understanding of how to use asset management strategies and data to improve the Township of Ignace's budgeting.

As the Township of Ignace's asset management practices grow, it is fundamental that its asset management data is centralized to ensure its staff is able to utilize the collected data for better decision making. CityWide software is a central repository system for linear and standalone assets. The asset management plan included in this proposal is fully built within our software systems to ensure that data can be actively and consistently used and updated. The asset management program development approach offered by PSD has been designed to ensure that users are able to easily identify strategies that can be applied.



Overall Approach - Long-term Utility Financial Planning

During the development of the Financial Plan, PSD's consultants will:

- ☑ Review recent financial statements (annual audit and/or other audits if available i.e. recent months' audits)
- ☑ Review details such as 'how and what are' the water and wastewater expenses in Environmental Services. The PSD consultant will need to understand and review these details by cost category.
- ☑ Review recent budgets passed by council
- ☑ Review any long-term plans i.e. 10-year plan
- ☑ Utilize the AMPs data wherever possible
- ☑ Organize meetings with municipal stakeholders such as the CAO, Directors and Leaders to understand any new information not included in the documents provided
- ☑ Understand the management of these utilities by asking questions such as 'Are the utilities 100% under the municipality?'

By the end of this project, the Township of Ignace will have reports for the financial plan developed in and from the CityWide Budgeting software's Reporting module. These reports will all be subject to subsection (2) of the Ontario Regulation 453/07. The forecasting financial plan will include:

- ☑ Statement of Financial Position
- ☑ Statement of Operations
- ☑ Cash flow forecasting
- ☑ Considerations of key inflows and outflows of cash for the next 6 years.
- ☑ Spending of money / use of cash:
 - **Capital Expenditures**
 - Non-financial assets that are tangible capital assets
 - Tangible capital assets under construction
 - Inventories of supplies and prepaid expenses
 - **Operating Expenses**
 - Salaries, wages, and benefits
 - all staff, wages, contracted increases, all the details to forecast forward
 - Materials and supplies
 - projected purchases, based on prior year trends / budgets
 - Contracted services
 - contracts / commitments
 - requires service providers
 - Rents and financial
 - External transfers



Project Approach per Utility (Water and Wastewater)

PHASE 1: UNDERSTANDING

PSD consultants will undertake the following tasks for each utility:

- ☑ Interview and understand the Utility services (Water and Wastewater) being delivered by defining the end product by utility i.e. two separate reports
- ☑ Meetings with CAO / Director and other Department heads
- ☑ Meetings with the Director of Finance and/or staff collectively and individually
- ☑ Review financials
- ☑ Review recent financial statements (annual audit and/or others if available - i.e. recent month audits) and recent budgets passed by council
- ☑ Review any long-term plans, i.e. Capital 10 year plan and AMPs can help inform
- ☑ Meetings with Municipal CAO/Director / leaders to understand any new information not included in those documents provided (AMPs, Capital Plans etc...)

PHASE 2: REVIEW AND ANALYSIS

- ☑ Virtual meetings, discussions to review processes live
- ☑ Walk-through financial information, as defined from phase 1
- ☑ Meetings to determine financial details, costs by categories, sub-categories, assumptions, rates, contracts, etc.
 - PSD consultants, if needed, can use CityWide Budgeting Salary Planning or Capital Planning tools to understand key cost drivers
- ☑ Review key documentation related to financial plan and forecasting models - during development for this municipality
- ☑ Follow-up interviews and discussions
- ☑ Building some customized financial plan templates, statements, and reports for the financial plan (using **CityWide Budgeting** Software Reporting module)

PHASE 3: REPORTING

- ☑ Prepare draft financial plans with forecasted statement templates (from Software Reporting module) to be reviewed by CAO/Director
 - Draft report for review by CAO / Director
 - Amend and improve report and financial plan and provide the final report to CAO / Director
 - Present to Senior Management and Council (as requested)
- ☑ Interview based analysis that is supported with review of all documentation
- ☑ Prepare financial plan in Enterprise budget software (PSD proprietary, e.g. NOT excel)



OUT OF SCOPE ITEMS

- ☒ Detailed assessment of documented processes vs undocumented
- ☒ Producing detailed process flow diagrams / vin diagrams
- ☒ Designing or preparing new processes
- ☒ Acting CFO and/or making management decisions
- ☒ Preparing financial reports or financial statements for audit purposes
- ☒ Budgets or budgeting for Council and depreciation/amortization

2. Rate Study

Within the financial plan and the requirements of O.Reg 453/07, PSD will provide a rate analysis of the municipality's fee structures and then develop a uniform target fee for the Township of Ignace's water and wastewater services so that customers currently serviced by either system will pay identical annual fees. In order to develop a uniform target fee for the Township of Ignace's customers, PSD will combine the individual financial data from each utility service for most projections and forecasts. The past budget figures supplied by the Township of Ignace for both expenses and revenues will be used as the foundation for all analysis, projections and recommendations.

Project Schedule

The estimated duration of this project is **6 months**. The detailed project schedule and Gantt chart will be supplied after the kick-off meeting and will be reviewed and approved in phases as the project progresses. The duration of the project is dependent on multiple factors including client availability as well as data activities. Note that Client time and resources will be required regularly throughout the project. It is expected that the Client will provide data and additional inputs for each stage as well as review and provide feedback on the deliverable for each stage.

Project Communication

Due to the size and scope of the project, clear and efficient communications between the Client and PSD is vital to project success. In the kick-off meeting, the main point of contact for PSD and the Client will be decided upon and the Client will be introduced to PSD's Project Management Tool, Mavenlink, in which clients can have access to view the progress of the project. All high-level client communications, including project progress updates, scheduling future meetings/workshops and sending of data should be done between these individuals unless stated otherwise throughout the project. In addition, every two weeks starting with the kick-off meeting, the PSD Project Manager will provide a project status update that includes progress of tasks completed to date and the timelines and milestones of activities moving forward. Alternatively, the client can check project progress, statuses, and updates through Mavenlink.



Board Meeting Communication

November & December 2020

Kenora District Services Board November and December 2020 Board of Directors Meeting

The Kenora District Services Board (KDSB) held a special meeting of the Board of Directors Thursday, November 19, and held a regular meeting of the Board on Thursday, December 17.

Highlights from the Director of Finance:

2021 Operating and Capital Budget

The Board of Directors approved the 2021 KDSB Operating and Capital Budget that requires a total cash requirement of \$68,134,080, an increase of \$5,888,688 (9.46%) over 2020; and a total local share of \$17,921,031 a decrease of \$372,900 (2.04%) over 2020.

Highlights of the 2021 Budget include:

2021 Child Care Projects

- Advocate for District interests as the funding model is reviewed
- Finalize Direct Delivery operations
- Enhance quality assurance processes with external operators
- Stabilize current and develop additional spaces to meet community needs
- Support expansion in City of Kenora in partnership with the Keewatin-Patricia School Board and the Ministry of Education

2021 EMS Projects

- Complete financing plan and construction of a new base in Dryden
- Advocate for funding to construct a new land ambulance base in Pickle Lake
- Implement EMS land ambulance service in collaboration with Chief and Council based in Wabaseemoong Independent Nation
- Training and development for all employees
- Spring and Fall hiring process to ensure an adequate pool of employees
- Develop a plan for an additional land ambulance base in Vermilion Bay

2021 Housing/Homelessness Projects

- Expand emergency shelter operations throughout the District
- Analyze the success of partnerships within Home for Good programming
- Implement updated ten-year housing and homelessness plan
- Maintain and improve current housing stock
- Develop capital renewal financing plan

- Continue planning for end of mortgages with Non-Profit Housing partners

2021 Infrastructure Construction Projects

- Housing project conversation in partnership with Kenora Community Living
- 40-unit Seniors Housing Development Dryden
- 54-unit Seniors Housing Development Kenora
- Purpose-built Housing for Transitional Aged Youth in Kenora
- Second Stage Housing partnership with First Step Women's Shelter in Sioux Lookout
- Student & Family Housing project in Sioux Lookout
- Sioux Lookout Emergency Shelter & Transitional Housing
- Aggressive capital regeneration of former Non-Profit Housing Units with focus in Machin, Dryden and Kenora

2021 Truth and Reconciliation Projects

- Wabaseemong Independent Nations EMS Base development
- Support Indigenous-Led Child Care and Early ON Programs
- Translation of website and printed information
- Increase and strengthen partnerships with Urban Indigenous Organizations
- Increase and advance Memorandums of Understanding

A 20-minute video presentation has been prepared for KDSB's 2021 budget that has been sent out to the municipalities and DOKURA.

Service Manager End of Mortgage Position Paper

The OMSSA Board endorsed the Service Manager End of Mortgage Position Paper on October 28, 2020. As the primary funders of social housing, Service Managers across Ontario developed guiding principles and recommendations to the province for the treatment of mortgage savings.

As the mortgages of housing providers come to an end, there will be no further need to continue providing a mortgage subsidy. Housing sector associations representing social housing providers are advocating for provincial regulatory changes that would allow them to continue receiving these property tax-funded mortgage subsidies to meet their operational, capital and redevelopment needs.

Through the Housing Strategic Steering Committee of OMSSA, a task force of Service Managers across Ontario developed these recommendations that would allow Service Managers to retain mortgage savings as funders of the system and reinvest in local housing and homelessness systems based on local needs, such as new supply of affordable housing and expanded programs for people who are homeless.



Since 2000, KDSB has been responsible for social housing when the Province had transferred over its obligations. In its role as Service Manager, the KDSB is the primary funder of social housing and is mandated to provide a subsidy to cover the mortgage costs as part of the legislated funding model for housing providers designated under Part VII of the Housing Services Act, 2011.

In 2021, the KDSB will be providing \$670,000 in mortgage subsidy to our remaining Non-Profit partners, which include Sioux Lookout Municipal Non-Profit Housing Corporation, Red Lake Municipal Non-Profit Housing Corporation and Aamikkowiish Non-Profit Housing. Most mortgages are expected to end in 2025. The annualized mortgage savings realized could help advance the priorities identified in the housing renewal and 10-year housing and homelessness plan.

The Board of Directors have endorsed the Service Manager End of Mortgage Position Paper and will be providing their endorsement to the Minister of Municipal Affairs and Housing and local Members of Provincial Parliament.

Highlights from the Director of Infrastructure:

COCHI and OPHI 2020/21 Capital Allocations

The former Kenora Municipal Non-Profit Housing Corporation (KMNPHC) has dissolved and has transferred all housing units to the Kenora District Services Board (KDSB). Part of its portfolio includes Benidickson Court. The building was constructed in 1987, and many of the building's major components are original.

KDSB has commenced project planning to develop plans and specifications, and engage contract administration and energy consulting services to successfully plan, tender, and manage a Building Envelope and Energy Retrofit project at the site. KDSB has also commenced work on funding proposals to be submitted through the FCM GMF SAH program for the project in 2021.

The plan is to implement a deep energy retrofit project that will be delivered in 3 construction phases:

Phase 1 – Building Envelope Renewal and Energy Retrofit;

Phase 2 – Lighting and Building Systems Energy Retrofit, and;

Phase 3 – Heating Cost Control and Management System.

Phase 1 of the project was included in KDSB's 2021 capital plan and shall be completed in 2021. Phase 2 and 3 are currently in 2022's plan; however, KDSB seeks project contributions from the SAH program that will allow all work to be completed in 2021.

If the KDSB is unsuccessful in the FCM funding application, only Phase 1 would be completed through the COCHI and OPHI funding, and the 2021 Budget. The Board of



Directors have authorized Administration to execute and submit a Sustainability Plan for this project with COCHI and to dedicate funds from the Canada-Ontario Community Housing Initiative and Ontario Priority Housing Innovative to be committed to the Benedickson Court project to ensure the long-term viability and community housing stock in the City of Kenora is protected.

SSRF Phase 2 Capital Allocations

SSRF Phase 2 builds on the Province's initial \$200 million investment under the Social Services Relief Fund announced on March 23, 2020. Under SSRF Phase 2, capital costs will be permitted as a new area of eligible expenses. Capital funding would enable the acquisition of new or modifications to existing facilities such as emergency shelters, supportive housing, transitional housing, and related facilities.

KDSB's SSRF Phase 2 capital allocation is \$735,605. KDSB's planning allocation business case will include the following projects:

1. Hotel Lease at the Waterview Inn in Kenora
2. The Waterview Inn Hotel Security and Safety Upgrades in Kenora
3. 1151 Minto KACL Conversation Phase 2 in Kenora
4. Red Lake COVID-19 Supportive Housing & Isolation
5. 108 Orvis Street in Dryden – Supportive Housing Conversion

Funding under the capital component must be committed by January 31, 2021, and must be spent by December 31, 2021. Any funding remaining to be committed after January 31, 2021, may be reallocated to another Service Manager or Indigenous Program Administrator.

All recommended projects will be approved by the Board and have a Contribution Agreement (CA) signed before January 31, 2021. For acquisitions, an Agreement of Purchase and Sale must be executed before January 31 with a closing date before March 31, 2021. Rehabilitation and/or conversion work must commence within 90 days of signing the CA and be completed before December 31, 2021.

Highlights from the Director of Integrated Social Services:

2021 Child Care Fees

At the December Board of Directors Meeting, the Board approved the establishment of the 2021 Kenora District Services Board Child Care Fee Schedule.

Under the new fee schedule, some families may be eligible for fee subsidies by applying with KDSB and providing annual income verification. Every childcare spot is partially subsidized through the general operating grant.



Annually, through the Kenora District Services Board's budget and planning process, the cost per childcare space is reviewed. As part of the childcare transfer, the Kenora District Services Board recognizes International Brotherhood of Electrical Workers (IBEW) as the bargaining unit for the early years department. The Collective Agreement was negotiated in 2018 and included a 3% wage increase on January 1, 2021. Operational costs with regards to rent, utilities, food and resources have also increased.

In 2021, KDSB will be operating early learning and childcare programs in Ear Falls and Red Lake.

In preparation for the new Childcare Fee Schedule, the 2020 Child Care Rates from communities across the District were reviewed. All early learning and care operators, that KDSB has service agreements with, are required to complete a budget estimate. The operators are required to present Fee Schedules to their individual boards for approval prior to the start of a new year calendar year. Increased costs are to be recovered through the increased fees.

Age Group	KDSB	Former		KDSB		
	Fee	Ear Falls	Red Lake	Proposed	Kenora	Sioux Lookout
				2021	Average**	Average**
	2020	2020	2020	Rates	2020	2020
Infant				68	67	
Toddler /Family Age	45.2	40	55.45	46.5	44	45
Toddler ½ Day		26.5		26.5		
Toddler Overtime			59.8	59		
Preschool	42.6	40	50.75	44	42	42
Preschool ½ Day		26.5	36.98	26.5		28
Preschool Overtime			55.1	55		
Kindergarten A	13.2	16	23	15	15	14.5
Kindergarten B	11.7	11	8.6	10		10.5
Kindergarten A and B	24.9	27	31.6	25		25

Kindergarten B Overtime				13		
Kindergarten Full	41.6			44	42	
JK 1/2	27.5			26.5		
School	40.6		50.75	42	42	42
School Overtime			55.1	55		
School A	13.2		23	15	15.5	14.5
School B	10.2		8.6	10		10.5
School A and B	23.4		31.6	25		25
School B Overtime			12.95	13		

Child Poverty Reduction Allocations 2020

Annually, through the Kenora District Services Board budget process, the Board of Directors commits \$130,145 of local funding to support child poverty reduction initiatives.

KDSB did not release the Call for Proposals in March 2020 due to the impact of the COVID-19 pandemic, including the suspension of recreation programs and attendance at schools in the Spring of 2020, and food security programs were being funded through other sources.

Local Ontario Works statistics were used to determine a base percentage of children living in poverty in order to estimate how to distribute the funds to each community.

Programs previously funded were also reviewed to determine if they achieved or exceeded the outcomes. Under the circumstances of 2020, recreation programs have started in the Fall 2020 and regular school has resumed.

KDSB is proposing that because the application process was not required that the following allocations be provided based on the identified needs, historical agreements, outcomes and previous applications. The formal application process is to resume in 2021.

NWHU NOW (Pickle Lake, Ear Falls, Machin, Sioux Narrows/Nestor Falls, Sioux Lookout, Dryden, Red Lake)	\$40,645
NOW Rotary Club of Kenora	\$21,500

Making Connections for Children and Youth	\$3,000
Ignace Nursery School Parent Cooperative	\$2,100
Mary Berglund Community Health Centre Hub	\$3,150
Kenora Triple Play	\$18,000
Ignace Public School Loonie Lunch	\$7,000
Beaver Brae PASS Program	\$4,000
Minto Parent and Child Resource Centre	\$6,000
Red Lake KARE Kids Are Recreationally Equal	\$7,000
Ear Falls Child and Family Supports Enhancement Program	\$2,950
Sioux Lookout P.R.O. Kids	\$14,800
Total	\$130,145

Highlights from the Director/Chief of Emergency Medical Services:

KDSB NWEMS Service Review Update

The Ministry of Health (MOH), Emergency Health Regulatory and Accountability Branch conducts a certifying service review every three years. In 2020 Northwest EMS was due for its service review. The MOH initiated to begin the review on June 13, 2020.

The preliminary off-site review required the ambulance service provider to complete the team checklist and provide comments and supporting documentation as requested. By August 11, 2020, all documents were submitted.

On September 2, 2020, KDSB received its first notice that the documentation submitted had been reviewed and additional information was requested. A video-conferencing meeting was held on September 9, 2020, to discuss the requested additional information.

An exit meeting was held on October 19, 2020, via video conferencing, to discuss the details of the review process, any immediate concerns that need to be addressed, and next steps.

On November 16, 2020, KDSB received notice and a preliminary ambulance service report from the Emergency Health Regulatory and Accountability Branch that Northwest EMS was found to overall meet the certification criteria and legislated requirements.



A report was sent on December 16, 2020, to the Emergency Health Regulatory and Accountability Branch in response to the notice and preliminary ambulance service report with a plan and timelines to remedy the deficiencies identified.

EMS Wabaseemoong Independent Nation Expansion Update

Job postings for positions have gone out and KDSB is aiming for an early to mid-January start for Ambulance services in Wabaseemoong Independent Nation.

Until a permanent location is finalized, operations will be conducted out of the Nursing Station in the community.

The next Board of Directors meeting is scheduled to be held on January 21, 2021.

Barry Baltessen, Board Chair

A handwritten signature in black ink, appearing to read "Barry Baltessen".

Henry Wall, Chief Administrative Officer

A handwritten signature in black ink, appearing to read "Henry Wall".

For further information, contact:

Kaitlin Cain
Executive Coordinator
Kenora District Services Board
(807) 223-2100 x 2225
kcain@kdsb.on.ca



Board Meeting Communication

January 2021

Kenora District Services Board January 2021 Board of Directors Meeting

The Kenora District Services Board (KDSB) held a regular meeting of the Board on Thursday, January 21.

Highlights from the Chief Administrative Officer

Meetings with Government

For the 2021 Rural Ontario Municipal Association's (ROMA) conference, the KDSB did not submit any Ministry delegation requests and, in turn, will be focusing on scheduling a series of meetings outside of the conference.

The KDSB will be supporting our municipalities to support discussions around housing, homelessness, addictions, and mental health issues impacting our region at the upcoming ROMA 2021 Conference.

The KDSB has been asked to attend a couple of meetings with some of our municipalities, specifically regarding how the COVID-19 Pandemic has amplified the District's housing crisis' and the region's struggles with an ever-growing increase in rates of mental health illnesses and addiction diseases.

The Standing Committee on Human Resources has asked the Chief Administrative Officer, Skills and Social Development and the Status of Persons with Disabilities (HUMA) to attend a meeting on Tuesday, January 26, in discussion of Urban, Rural, and Northern Indigenous Housing. The CAO has prepared a presentation for this anticipated meeting to discuss the barriers of housing in the Kenora district.

Both Ontario and the Federal Government need to support our communities in addressing these challenges. Administration at KDSB will follow up with the Local Members of Parliament and Provincial Parliament on these on-going initiatives.

District of Kenora – ISED Rapid Response Stream Proposal

The KDSB has partnered with FSET Information Technology in Kenora based on their progressive expertise and deployment with SpaceX in the community of Pikangikum First Nation.

For the proposal, KDSB and FSET have proposed working with SpaceX Starlink. The goal of the project is to give 4,200 unique households improved access to internet.

SpaceX Starlink satellites are creating for remote connectivity with a global network unbounded by ground infrastructure limitations. This project will deploy Starlink kits to dwellings in rural municipalities of the Kenora District.



Through FSETs previous deployment of 60 kits (15 businesses and 45 homes) the team was able to determine the costing for every component of the project FSETs previous work is transferable to this project team specifically, the cost of the hardware, installations, project management and logistics as well as service which is out of scope for this application.

The KDSB has submitted a funding application to the Ministry of Innovation, Science, and Economic Development to seek funding as part of the Ministry's request for proposals under the Rapid Response Stream.

Highlights from the Director of Finance:

Additional Ministry of Municipal Affairs and Housing Funding

The Ministry of Municipal Affairs and Housing held back a portion of the SSRF Phase 2 Provincial allocations to assist communities disproportionately impacted by the effects of COVID-19.

On December 15, 2020, the KDSB was informed that it would be receiving an additional \$438,500 in funding. This additional funding may be used for eligible operating or capital expenses per guidelines issued for all SSRF funding.

The Ministry of Health has provided one-time mental health and addictions funding to be allocated by MMAH to select Service Managers and Indigenous Program Administrators under existing program agreements. This funding is intended to support a range of mental health and addictions-related supports and services across the province.

On January 13, 2020, the KDSB was informed that it had been approved for \$560,255 in funding. Given the pressing need to help support vulnerable residents living with mental health and/or addiction issues during the pandemic.

All additional funding must be spent by March 31, 2021. Investment plans for both funding streams are being discussed by Senior Administrative staff to ensure funding is allocated to projects that will support the needs of our vulnerable population.

Highlights from the Director of Infrastructure:

Canada Mortgage and Housing Corporation (CMHC) Seed Funding Applications

In January of 2020, KDSB applied to the CMHC Seed Funding program for a potential partnership project between Seven Generations Education Institute (SGEI) and KDSB.

Due to low vacancy rates and high rents in the City of Kenora, students and their families seeking to enroll at SGEI's Manidoo Baawaatig Campus in the City of Kenora face barriers to attending post-secondary, vocational, adult education and training programs.



As of January 2021, the KDSB had been award funds to support SGEI with a business plan development, therefore, commencing the unique partnership.

For next steps, the KDSB will initiate a conversation for their partnership with the City of Kenora to address the affordable housing crisis. The Seed funding being offered is a contribution and is non-repayable and will be used for feasibility studies in part of the business plan development. In the future, KDSB could go back to CMHC to seek an additional interest-free loan to continue planning activities.

In addition, In October of 2020, the Board of Directors authorized KDSB to complete a land purchase from the City of Kenora for the purposes of a pursued development related to Justice Discharge Transitional Housing.

Following the great success of the Bail Aftercare building, there is still high need for housing dedicated to those exiting the justice system, not just on bail. In partnership with the Kenora Chiefs Advisory (KCA) and the Canadian Mental Health Association – Kenora Branch (CMHA-K), KDSB is working on a new potential development for housing.

In January 2021, the KDSB was approved by the CMHC for non-repayable contribution funding and an interest-free loan. The moneys will be used towards planning and preliminary design activities for this project, including feasibility studies.

The next Board of Directors meeting is scheduled to be held on February 18, 2021.

Barry Baltessen, Board Chair

A handwritten signature in black ink, appearing to read "Barry Baltessen".

Henry Wall, Chief Administrative Officer

A handwritten signature in black ink, appearing to read "Henry Wall".

For further information, contact:

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