#### The Corporation of the Township of Ignace Regular Meeting of Council Monday October 18th, 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, 1818. Citizens are encouraged to attend the virtual meeting via the following link:

https://us06web.zoom.us/j/81690445533?pwd=a0xYOW9nTlNhZTNzK2VnRVlna0s0UT09

Meeting ID: 816 9044 5533 Passcode: 260417

1.	Call to Order: Chaired by Mayor Penny Lucas				
	Mayor Lucas called the Regular Meeting of Council to order this 18th day of October 2021, at p.m.				
	Acknowledgement of Indigenous Lands				
2.	Approval of Agenda Page 1-4				
	Motion: #2021.10.18.222  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 20th day of October, 2021, as				
	Carried				

#### 3. Declarations of Pecuniary Interest

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

#### 4. Delegations/Deputations/Presentation Page 1-17

Outdoor Rink for the Township of Ignace - Katelyn Hamre

#### 5. Consent Agenda

Motion: # 2021.10.18.223  Moved by: Seconded by:
THAT, Council for the Corporation of the Township of Ignace does hereby approve the Consent Agenda for the Regular meeting of Council this 18th day of October 2021, as
AND, all directions and/or any recommendations or motions included therein.
<ol> <li>Previous Minutes</li> <li>1.1 Regular Council Meeting dated September 20, 2021 Page 18-27</li> </ol>
<ol> <li>Monthly Reports</li> <li>2.1 Mayor's Page 28</li> <li>2.2 Finance Department Page 29-30</li> <li>2.3 Planning, Development &amp; Engagement Services Department/Recreational Dept Page 31-43</li> <li>2.4 Administration/Corporate Services Department Page 44-45</li> <li>2.5 Public Works Department Page 46-48</li> <li>2.6 Fire Department Page 49-50</li> <li>2.7 By-Law Officer Page 51-52</li> </ol>
3. Correspondence
<ul> <li>3.1 Economic Development Advisory Committee Minutes Page 53-54</li> <li>3.2 Dog Tags/Licensing - Dan Arbour, MLEO/PSO/ACO (Amended By-Law # Page 56-58</li> <li>3.3 Ignace Silver Tops Page 59</li> <li>3.4 Operations Report – Ignace Water Pollution Control Plan Page 60-66</li> <li>3.5 Operations Report – Ignace Drinking Water System Page 67-74</li> <li>3.6 Town of Kingsville - In Support of Save Eye Care in Ontario Page 75-76</li> </ul>
Carried

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

#### 7. Questions from the Public

#### 8. By-Laws

**By-Law 82.2021** - An Amendment to By-Law 38.3021 Being a By-Law to Regulate the Keeping of Animals and to Confirm Fees and Charges as Imposed for Animal Control Protection and Enforcement in the Township of Ignace. Page 77

**By-Law 83.2021** - To Adopt a Strategic Asset Management Policy for the Township of Ignace Page 78-84 **By-Law 84.2021** - To Set out Regulations to Formulate, Adopt and Implement Policies to Govern the Operation of the Township of Ignace Page 85-93

**By-Law 85.2021** - An Amendment to By-Law 69.2021 Being a By-Law to Regulate the Operation of Remotely Piloted Aircraft Systems within the Township of Ignace Page 94

**By-Law 86.20221** - To Set out Policy in Regard to the Lending of Assets Owned by the Corporation of the Township of Ignace Page 95-97

**By-Law 87.2021** - To Set out Policy to Provide for Administration in the Absence of Formal Policy, the Municipal Act R.S.O. 1990, c. M45 as amended Page 98-100

**By-Law 88.2021** - To Adopt a Policy to Dispose of surplus or Outdated Furniture and Equip Page 101-105 **By-Law 89.2021** - To Set Policy to Provide for memorials to be Extended to Staff, Council Members and Council Appointed Volunteers in the Event of a Death Page 106-108

**By-Law 90.2021** - To Adopt a Policy in Regards to Custom Work and Equipment Renal from the Township of Ignace to Ratepayers Page 109-111

**By-Law 91.2021** - To Set a Formal Policy Regarding Riders in Vehicles and Equipment Owned by the Corporation of the Township of Ignace Page 112-114

**By-Law 92.2021** - To Establish Policies and procedures for the Sale of Property owned by the Township of Ignace Page 115-122

**By-Law 93.2021** - To Establish Policies and Procedures for the Sale of Property Owned by the Township of Ignace Page 123-129

#### 9. Notice of Motions

#### 10. Adjournment to Closed Meeting Session

Motion: #2021.10.18.  Moved by: Seconded by:
<b>THAT</b> , Council convenes into the Closed Session of this Regular Meeting of Council this 18th day of October 2021, chaired by Mayor Penny Lucas, at pm., to discuss the following items:
Closed Session Matters Pursuant to Section 239(2) (a) (b) (c) (d) (e), (f), of the Municipal Act:
<ul> <li>(a) the security of the property of the municipality or local board</li> <li>(b) personal matters about an identifiable and individual including municipal or local board employees</li> </ul>
(c) a proposed or pending acquisition or disposition of land by the municipal or local board (d) labour relations or employee negotiations
(e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board
(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
Carried

12.

#### 11. Reconvene to Regular Meeting of Council

Motion: #2021.10.18.			
Moved by:	Seconded by:		
THAT, Council reconvenes to the Rechaired by Mayor Lucas at p	egular Meeting of Council this 18th day of October 2021, om. Carried		
<b>Business Arising from Closed Se</b>	ssion of the Regular Meeting of Council		
Confirmatory By-Law			
Motion: #2021.10.18			
Moved by:	_ Seconded by:		
<b>THAT,</b> By-Law # /2021, Being A By-Law to Confirm the Proceedings of The Counci Corporation of The Township of Ignace Regular Meeting dated October 18th, 2021 be read Second, and Third Time, and Passed.			
	Carried		
Adjournment			
Motion: # 2021.10.18	<del></del>		
Moved by:	Seconded by:		
THAT, the Regular Meeting of Coun	cil this 18th day of October 2021, be adjourned at p.m.		
	Carried		
	Moved by: THAT, Council reconvenes to the Rechaired by Mayor Lucas at p  Business Arising from Closed Se  Confirmatory By-Law  Motion: #2021.10.18 Moved by: THAT, By-Law # /2021, Being A Corporation of The Township of Igna Second, and Third Time, and Passed Adjournment  Motion: #2021.10.18 Moved by: Moved by:		



# Township of Ignace Deputation Request Form

Please Note: Deputations are limited to 10 minutes in length

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

Council Meeting	Date: October 18, 2021	Request Received By:		
Name Of Person	Requesting Deputation: Kate	elyn Hamre, Recreation Programmer		
Address:	200 Beaver Street			
Town/City:	Ignace, ON	Postal Code: POT1TO		
Phone:	807-938-7749	Fax:		
E-Mail: recprogrammer@ignace.ca				
Subject Title:	Outdoor Rink for the Township of Ignace			
Type:	☑ Oral/Written	☐ Digital (Delegate is responsible for all equipment required)		
Copies:		putations are required to provide a written copy of their presentation ing the meeting to all Council Members and the CAO / Clerk.		
C_1				

Submit Via:

Fax: (807) 934-2864

Hand Deliver or Mail To: Council Deputation Request 34 Highway 17 W, PO Box 248, Ignace, ON POT 1T0



## **Township of Ignace Recreation Department** 200 Beaver Street Ignace, Ontario

Prepared By: Katelyn Hamre, Recreation Programmer

Report To: Mayor and Council

Subject: Outdoor Rink for Ignace Residents

**Date:** October 18, 2021

#### **PURPOSE**

To seek Council's approval for allocating funds towards an Outdoor Skating Project for the community.

#### **RECOMMENDATION**

**BE IT RESOLVED THAT** Council of the Corporation of the Township of Ignace does hereby accept the report from the Recreation Programmer as presented.

#### **BACKGROUND / ANALYSIS**

When engaging with community members, I discovered Ignace has had a number of different outdoor skating spaces throughout history; some locations identified were East Street, Davey Lake, Baseball Fields, Soccer Field Parking Lot, West Street, near Township Office and Lily Pad.

An advertisement went out requesting community members interested in joining the Outdoor Rink Project Committee to send Letters of Interest to our Recreation Department. Please see attached advertisement and Letters of Interest for those who are currently sitting on the Outdoor Rink Project Committee. They have approved the information being presented to you today.

Our most recent Infrastructure and Recreational Services Manager, Ralph Cox had joined in on a variety of discussions analyzing the opportunities for this project. Please review the attached Letter of Support that Ralph prepared before his departure for this deputation.

#### FINANCIAL CONSIDERATION AND BUDGET IMPACT

- \$7500.00, Donation received from Ignace Skate Park Committee to be used towards a Recreation initiative.
- \$6500.00 has been approved by the Recreation Committee to be used from the Recreation Committee Initiative Budget.
- \$2000.00 Jumpstart Sport Relief Fund

#### STRATEGIC DIRECTION/ALIGNMENT

During my interactions with Recreation North, I was introduced to an Outdoor Rink System called EZ Ice Rinks. Rural communities similar to ours have resorted to this system because it is affordable, easy to use, and can be set up anywhere. The Idea is that Public Works will set up and take down the system components, while the arena attendants will be responsible for shoveling and flooding. Shovels would be left out for snowy days when we are unable to maintain the space.

The current pandemic has had negative impacts on the mental and physical health of our community over the last 2 years. Families have gone from having an activity to choose from each day of the week to being cooped up in their homes in all aspects of their lives. An outdoor rink would provide a convenient space for people of all ages to access. The Recreation Committee and the Outdoor Rink Project Committee are determined to bring these ideas to life for the upcoming winter months.

Ignace Recreation Department

Ignace, ON P0T 1T0

Dear Katelyn,

Re: Ignace Outdoor Rink Project

On behalf of the Ignace Recreation Committee, please accept our full support and allocation of \$6500.00 towards the Ignace Outdoor Rink Project. In addition, we are requesting the \$7583.05 that was donated from the Skate Park Committee be allocated to this project.

We are being drawn more towards technology, especially now as the pressures and restrictions of the COVID pandemic influence our lifestyle. During the winter months these effects are compounded. We believe the Township's support in the development of an outdoor rink will have real impact on combatting the negative influences that continue to restrict community recreation.

The Ignace Recreation Committee believes the outdoor rink will promote active living, encourage safe social interaction, and attract families to our community. It will also create more programming opportunities for the Recreation Department such as drop-in broomball, ringette, and curling. There is also potential to incorporate the use of the outdoor rink for our annual Winter Festival.

In a community where winter recreation is rooted in local culture, it is the committee's belief that the outdoor rink will enrich our winter spirit. We look forward to working on this project with you.

Sincerely,

Jody Waldock, President

Ignace Recreation Committee



#### Township of Ignace

34 Highway 17 West P.O. Box 248 Ignace, Ontario POT 1TO

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

August 17, 2021

Subject: Outdoor Skating Rink

To Mayor Lucas & Council Members

On behalf of the Recreation Committee and members of our community it is apparent there is a genuine interest in having an outdoor skating facility for our youth to enjoy during winter months.

While it is true there are public skating times allotted in the winter on our arena ice surface, there are times when scheduling doesn't always afford everyone the opportunity to skate within the confines of the allotted public skating time slots.

Having an outdoor facility that allows people to come and go at their leisure is beneficial. The fitness opportunity would benefit all those seeking this opportunity.

The committee is willing to provide funding to procure the necessary infrastructure for the project and the arena attendants could help with overseeing the maintenance of this facility.

The preferred location would be the north tennis court. We would simply remove the posts for the tennis nets and install the temporary structure and flood with minimum maintenance. The nearest hydrant is 70' from the fence and flooding can be accomplished quite easily. The edger could be used to help with keeping the ice at a preferred standard.

Please consider the request and looking forward to any feed back you may provide.

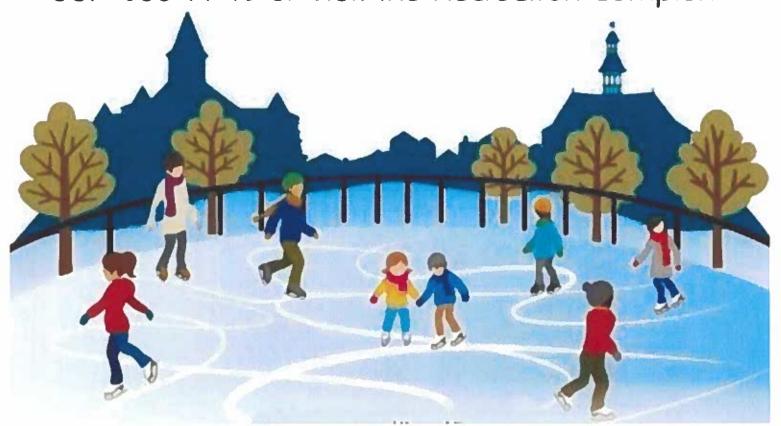
Kind Regards,

Ralph Cox

Infrastructure & Recreation Services Manager

# Looking for volunteers interested in being a part of a committee to create an Outdoor Skating area within the Township of Ignace

Those interested can submit a letter of interest to Katelyn Hamre recprogrammer@ignace.ca 807-938-7749 or visit the Recreation Complex



Hi Katelyn,

My name is Naomi Peters and I am interested in this volunteer position.

I moved to Ignace with my husband in October 2018.

I am currently 'retired' from the formal work-world, however since moving here I have remained active in doing volunteer work in our community. I am currently the President of the Board of Directors for our Mary Berglund Community Health Centre Hub as well as the Secretary for the Ignace Lions Club. Additionally, I am

I am interested in this committee because I feel our community people would benefit from an outdoor skating area and would like to lend my time and support in moving this project forward.

In advance, thank you for your consideration. I am hopeful that I will hear back from you. I can be reached by return email or by phone.

Sincerely, Naomi Peters 141 Spruce Crescent Ignace, Ont. 807-934-0661

#### Kevin Cloutier <cloooch@hotmail.com

Wed 8/11/2021 1:14 AM

To: Katelyn Hamre

I would be interested in participating in the committee for the outdoor rink.

I can be contacted by cell at 204-599-1557 if further discussion is required or notify me when the committee is to meet and I will gladly attend.

**Thanks** 

KC

**Kevin Cloutier** 

Sent from my iPhone

Katelyn Hamre Recreation Programmer

Please accept the following email as my letter of interest to join the Outdoor Rink board. An outdoor skating rink would provide a fun and safe place for all residents to enjoy the outdoors and partake in physical activity. With electronics dominating our society, it is essential, now more than ever, to provide our community members opportunities to power off and become more social and active improving both the mental and physical health of our residents.

COVID is still a concern in Ignace, especially with the younger generation who do not have the opportunity to receive the vaccine. With this being said, research suggests the best and safest place for gatherings are outdoors. The risk of transfer is minimized. No one knows how long COVID will be a threat in our community and we need to provide outlets for safe socialization.

I was lucky to have had an outdoor rink a few blocks from my home growing up, and I have many fond memories. It allowed everyone in my area, regardless of economic status, an opportunity to enjoy the ice. It brought people together as I am sure an outdoor rink would do in Ignace as well.

I look forward to hearing from you regarding this initiative. An outdoor rink is an excellent way to promote positive mental health, increase physical activity, as well as help to continue to build a sense of community in Ignace.

Laura Latus

August 13, 2021

Katelyn Hamre,

Please accept this letter as my formal request to serve on the Outdoor Rink Committee. I have enjoyed being a part of the growth in Recreation through my membership with the Recreation Committee as well as coaching Minor Baseball.

I look forward to working towards achieving this goal. I think it will greatly benefit the overall health and well-being of our community.

Chelsey McNally

	zation: Towns	roject Expenses	pleted by: Katelyn Ha	amre	
Date	Category			Expense	Revenue
	Revenue	Skate Park Donation		-	(\$7583.05)
	Revenue	Recreation Committee Initiative		-	(\$6500.00)
	Revenue	Jumpstart Sport Relief Fund			(\$2000.00)
	Expense	EZ Ice Rink Kit (50' x 100')	EZ Ice Rink Kit (50' x 100')		-
	Expense	2 Shovels – Canadian Tire \$49	2 Shovels – Canadian Tire \$49.99 each		-
	Expense	Rink Master (5 skate mats, 1 flood master)		-\$975.12	-
	Expense	Seating ( \$590 bench + \$45 hardware + shipping)		-\$3,286.00	
	Expense	Light bulbs for outdoor light posts, estimate		-\$1000.00	
	Expense	Nets (2 x 72" - \$119.99 each)		-\$279.17	
		TOTAL REVENUE			\$16,083.05
		TOTAL EXPENSES		-\$15,870.50	7.0,003.0
		BALANCE + / -		+\$212.55	

<sup>\*\*</sup>Prices are subject to change as sales do

pe	rational Ex	kpenses en la			110
rganization: Township of Ignace Completed by: Katelyn Hamre					
ate	ate Category Details			Expense	Revenue
*Expense* Annual Insurance - Liability		Annual Insurance - Liability		-\$402.00	
		- Property		-\$26.00	
_	*Expense*	Time -			
		Set Up – 2 attendants – 1 hour eac	h (\$27.08 hr)	-\$54.16	30000
		Start Up – 4 x week – 2 weeks (1 hour each)		-\$216.64	
		Flooding & shoveling – 16 weeks, twice a week, 1 hour per day		-\$866.56	
	Take Down – 2 attendants – 1 hour each		r each		
Ministra					-
	*Expense*	*Expense* Water - \$2.98 per cubic meter (2019 water rates) x 47.19 cubic meters		-\$140.62	
			1976		H-132
		TOTAL REVENUE			
	TOTAL EXPENSES				507L-
	BALANCE + / -				

# EZ ICE PRO Home Arena System™ - 050100CCCRBX

#### EZ ICE, Inc.

050100CCCRBX

#### www.ezicerinks.com

Includes Rounded Corners & Bumper Caps



#### www.rinkmaster.com

Skate Mats 2' x 15'	<b>\$</b> 62 <b>4</b> .95
FloodMaster	\$237.99
Subtotal	\$862.94
Shipping	Free
Tax	\$112.18
Total	CAD \$975.12

### Yardworks Ice Rink Snow Shovel, 36-in

\*\*\* \*\*\* (29) | #059-1470-6

\$49.99

www.canadiantire.ca



## WinnWell IEP Hockey Net, 72-in



\$119.99



#### www.uline.ca

## Order Summary

# of items: 4
Subtotal: \$1,905.00
HST: \$368.24
Shipping: \$927.62

Estimated Total (\$ CA): \$3,200.86





#### The Corporation of the Township of Ignace Minutes of the Regular Meeting of Council Monday, September 20, 2021 at 6:00 pm

#### **ELECTRONIC MEETING**

Council

Mayor Penny Lucas

**Deputy Mayor Greg Waldock** 

Councillor Debbie Hart Councillor Shaun Defeo Councillor Chantelle Tucker

<u>Staff</u>

Lynda Colby – Clerk

Roxanne Cox – Deputy Clerk

**Management Staff** 

Zoom

Jeff Lederer - Manager of Planning, Development and Engagement Services

Christy McIntomney - Treasurer

Staff/Public

15 Participants

#### 1. Call to Order

Mayor Penny Lucas calls the Regular Meeting of Council to order this 20th day of September 2021, at 6:05 pm.

Deputy Mayor Greg Waldock participated in the reading.

#### **Acknowledgement of Indigenous Lands**

#### 2. Approval of Agenda:

Motion: #2021.09.20.196 Moved by: Cllr. Debbie Hart

Seconded By: Cllr. Chantelle Tucker

**THAT,** the Agenda for the Regular Meeting of Council this 20th day of September 2021, be approved as presented.

#### Carried

#### 3. Declarations of Pecuniary Interest

None

#### 4. Delegations/Deputations/Presentations

**Presentation – Dale Smyk** 

Motion: #2021.09.20.197 Moved by: Cllr. Shaun Defeo

**THAT,** Council for the Corporation of the Township of Ignace accepts the Presentation from Dale Smyk at the Regular Meeting of Council this 20<sup>th</sup> day of September 2021.

#### Carried

Seconded By: Cllr. Debbie Hart

Norm Price - Scheduled Petitioner did not attend.

#### 5. Consent Agenda

Motion: #2021.09.20.198

Moved by: Cllr. Shaun Defeo Seconded By: Cllr. Debbie Hart

**THAT,** Council for the Corporation of the Township of Ignace approves the Consent Agenda at the Regular meeting this 20<sup>th</sup> day of September 2021 as amended.

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

#### **Amendments**

#### **Pulled for Discussion**

- 3.1 FireSmart Plan
- 3.2 KDSB Ignace Office Lease Agreement
- 3.4 Asset Management Inventory System
- 3.5 Co-op Students for Public Works
- 3.15 Township of Sioux Narrows/Nestor Falls Support Letter

#### Added

#### Carried

Minutes of the Regular Meeting of Council September 20, 2021 Page 3 of 10

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

#### 3.1 FireSmart Plan

Motion: #2021.09.20.199

Moved by: Cllr. Chantelle Tucker Seconded By: Cllr. Shaun Defeo

**THAT,** Council for the Corporation of the Township of Ignace Accept the FireSmart Plan presented by Dale Symk and;

**FURTHER THAT,** Council Adopt the FireSmart Plan and direct Administration to commence implementing the recommendations this 20<sup>th</sup> day of September 2021.

#### Carried

#### 3.2 KDSB Ignace Office Lease Agreement

Motion: #2021.09.20.200 Moved by: Cllr. Shaun Defeo

Seconded By: Cllr. Chantelle Tucker

**THAT,** Council for the Corporation of the Township of Ignace accept the letter from Keewatin District Services Board regarding their office spaces at 312 Pine Street this 20<sup>th</sup> day of September 2021.

**FURTHER THAT,** Council advise administration to draft a New Lease Agreement for 2022 for Kenora District Services Board with a 1.2% increase.

#### Carried

There was a discussion around sending letters to all tenants in the Crossroads building.

#### 3.4 Asset Management Inventory System

Motion: #2021.09.20.201

Moved by: Cllr. Chantelle Tucker Seconded By: Cllr. Debbie Hart

**THAT,** Council for the Corporation of the Township of Ignace accept the report from Rhonda Smith, Documentation and Asset Management Specialist this 20<sup>th</sup> day of September and;

Minutes of the Regular Meeting of Council September 20, 2021 Page 4 of 10

**FURTHER THAT,** authorize administration to purchase Option  $\underline{1}$  not exceeding \$4,000 to implement an Asset Management Inventory System.

#### Carried

#### 3.5 Co-op Student for Public Works - Ignace Public School

Motion: #2021.09.20.202

Moved by: Cllr. Chantelle Tucker Seconded By: Cllr. Shaun Defeo

**THAT,** Council for the Corporation of the Township of Ignace accepts the letter from Keewatin Patricia District School Board, Ignace School this 20<sup>th</sup> day of September 2021 and;

**FURTHER THAT**, approves the partnership with the KPDSB, Ignace School, for <u>2</u> Co-op student(s) with the Public Works Department for their 2021/2022 Semester 1 starting mid-October until January 2022.

#### Carried

3.15 Township of Sioux narrows/Nestor Falls – Concerns regarding changes proposed in 2019 that will impact Northwestern Health Unit

Motion: #2021.09.20.203 Moved by: Cllr. Debbie Hart

Seconded By: Cllr. Chantelle Tucker

**THAT,** Council for the Corporation of the Township of Ignace supports the Township of Sioux Narrows-Nestor Falls letter of concern regarding the changes that were proposed by the Province for the Northwestern Health Unit funding through increased Municipal contributions and;

**FURTHER THAT,** Council advises Administration to draft a Letter of Concern to Provincial Ministers regarding the above this 20<sup>th</sup> day of September 2021.

#### **Carried**

#### 7. Questions from the Public

- Q. The meeting is being recorded so if someone wanted to hear it later, could anyone listen to it?
- **A.** We have started recording but they are not yet available. Posting the recordings is something we are looking at doing.

Minutes of the Regular Meeting of Council September 20, 2021 Page 5 of 10

#### 8. By- Laws

Motion: #2021.09.20.204

Moved by: Cllr. Chantelle Tucker Seconded by: Cllr. Shaun Defeo

**THAT,** Council for the Corporation of the Township of Ignace approves the following By-Laws 59.2021 to 76.2021 and 78.2021 this 20<sup>th</sup> day of September 2021 as amended.

**By-Law 59.2021** - A By-Law to Adopt a Video Surveillance Policy for Township Owned and Operated Properties and Facilities for Public Safety, Crime Prevention and Stewardship of Publicly Owned Assets

Amendment: Should read Clerk and Mayor throughout the By-Law instead of just Clerk.

#### Carried

#### 9. Notice of Motions

None

#### 10. Adjournment to Closed Meeting Session

Motion: #2021.09.20.205 Moved by: Cilr. Debbie Hart

Seconded by: Cllr. Shaun Defeo

**THAT,** Council convenes into the Closed Session of this Regular Meeting of Council this 20th day of September 2021, chaired by Mayor Penny Lucas, at 6:55 p.m.

#### **Closed Session Matters**

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

- (a) the security of the property of the municipality or local board
- (b) personal matters about an identifiable and individual including municipal or local board employees
- (c) a proposed or pending acquisition or disposition of land by the municipal or local board
- (d) labour relations or employee negotiations
- (e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board

Minutes of the Regular Meeting of Council September 20, 2021 Page 6 of 10

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;

#### **Carried**

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

Motion: #2021.09.20.206 Moved by: Clir. Debbie Hart

Seconded by: Cllr. Shaun Defeo

**THAT,** Council reconvened into the Regular Meeting of Council this 20th day of September 2021, chaired by Mayor Lucas, at **8:17** pm.

#### Carried

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

Motion: #2021.09.20.207 Moved by: Clir. Shaun Defeo

Seconded by: Cllr. Debbie Hart

**THAT**, Council for the Corporation of the Township of Ignace authorizes the Clerk to directly handle any complaints or performance assessment for Fire Chief Tucker's family members.

**AND FURTHER THAT**, the Clerk is assigned to handle any compensation matters with Fire Chief Tucker family members on the Ignace Volunteer Fire Department.

**AND FURTHER THAT**, Council directs Administration to review By-law 68.2017 and all Volunteer Fire Department policies.

#### Carried

Motion: #2021.09.20.208 Moved by: Cllr. Debbie Hart

Seconded by: Cllr. Shaun Defeo

**THAT**, Council for the Corporation of the Township of Ignace accepts the report from the Clerk this 20<sup>th</sup> day September 2021, as presented.

Minutes of the Regular Meeting of Council September 20, 2021 Page 7 of 10

**AND FURTHER THAT**, Council direct Administration to commence the Request for Expression of Interest for an Integrity Commissioner and Closed Meeting Investigator for the Township of Ignace.

Carried

Motion: #2021.09.20.209

Moved by: Clir. Chantelle Tucker Seconded by: Clir. Shaun Defeo

**THAT**, Council for the Corporation of the Township of Ignace direct Administration to review the current By-law 40.2021 to ensure truck route encompasses access to the commercial properties within the Township of Ignace.

Carried

Motion: #2021.09.20.210

Moved by: Cllr. Chantelle Tucker Seconded by: Cllr. Debbie Hart

**THAT**, Council for the Corporation of the Township of Ignace accepts the report from Managers of Planning, Development and Engagement Services this 20<sup>th</sup> day of September 2021, as presented.

**AND FURTHER THAT,** on the recommendation of the Manager of Planning, Development, and Engagement Services, the following actions be taken with respect to the application relating to the property located at 6001-00000-140302-0000 and 6001-00000-140303-0000:

- a) The attached proposed by-law (Appendix A) **BE INTRODUCED** at the Municipal meeting on September 20, 2021 to deem Lots 13 and 14 in Registered Plan of Subdivision 23M855 not to be a registered plan of subdivision for the purposes of subsection 50(3) of the *Planning Act*;
- b) The Township Clerk **BE DIRECTED** to provide notice of the by-law passing and undertake registration of the Deeming By-Law, in accordance with the provision in subsections 50(28) and 50(29) of the *Planning Act*; and
- c) The applicant **BE REQUIRED** to pay for any costs incurred to register the deeming by-law at the land registry office.

Carried

Minutes of the Regular Meeting of Council September 20, 2021 Page 8 of 10

> Motion: #2021.09.20.211 Moved by: Cllr. Debbie Hart

Seconded by: Cllr. Shaun Defeo

**THAT**, Council for the Corporation of the Township of Ignace does not accept the Leave of Absence request to commence on Friday, September 24,2021.

#### Carried

Motion: #2021.09.20.212 Moved by: Cllr. Shaun Defeo

Tucker

Seconded by: Cllr. Chantelle

**THAT**, Council for the Corporation of the Township of Ignace accepts the report from Managers of Planning, Development and Engagement Services this 20<sup>th</sup> day of September 2021, as presented.

**AND FURTHER THAT,** BE IT RESOLVED THAT Council of the Corporation of the Township of Ignace does hereby:

- 1) Receive the report, Community Improvement Plan Grant Application Roll #: 6001-00000-118706-0000 dated May 27, 2021;
- 2) Approve a grant in the amount of \$4,456 for Roll #: 6001-00000-118706-0000 Façade Improvement project (i.e., replacement of two display windows);
- 3) Authorize that the project be funded from the Economic Development operational funds account:
- 4) Direct the Deputy Mayor and Clerk to execute the Community Improvement Plan Incentive Program Agreement with the respective property owner.

#### Carried

Motion: #2021.09.20.213 Moved by: Cllr. Shaun Defeo

Seconded by: Cllr. Debbie Hart

**THAT**, Council for the Corporation of the Township of Ignace accepts the report from Managers of Planning, Development and Engagement Services this 20<sup>th</sup> day of September 2021, as presented.

**AND FURTHER THAT,** on the recommendation of the Manager of Planning, Development, and Engagement Services, the following actions be taken by Council of the Township of Ignace with respect to the application of Surplus Properties:

a) To approve and direct Administration to execute the sale of three (3) Township of Ignace surplus properties for a total of \$4,500 as identified as:

Roll # 6001-00000-140308-0000

Roll # 6001-00000-140309-0000

Roll # 6001-00000-140310-0000

b) To approve and direct Administration the sale of two (2) Township of Ignace surplus properties for a total of \$5,000.00 as identified as:

Roll # 6001-00000-140306-0000

Roll # 6001-00000-140307-0000

- c) That Applicants for the purpose enter into a development agreement whereby property owners or their succession) will be required to fully develop the properties within 2 years of the original date of purchase from the Township obtaining the necessary building and occupancy permits;
- d) That Applicants of respective surplus properties who intend to store personal items must adhere to zoning and property standards bylaws;
- e) That Applicants for respective surplus properties will be responsible, at their own cost, for the removal of any structures (if applicable) and debris; and
- f) That Applicants will be responsible for all legal and utility hook-up fees (i.e., both vendor and purchaser) associated with the sale, transfer, and title transactions associated with the respective properties.
- g) If one of these bidders pulls out, the previous bid will be accepted.

Carried

#### 13. **Confirmatory By-law**

Motion: #2021.09.20.214

Moved by: Cllr. Chantelle Tucker

Seconded by: Cllr. Shaun Defeo

THAT, By-Law #79/2021 - Being A By-Law to Confirm the Proceedings of The Council of the Corporation of the Township of Ignace Regular Meeting dated September 20, 2021 be read a First, Second, and Third Time, and Passed.

#### Carried

Minutes of the Regular Meeting of Council September 20, 2021 Page 10 of 10

14.	Adi	ourn	ment
<b></b>	AMI	IV4III	

Motion: #2021.09.20.215 Moved by: Cllr. Shaun Defeo

**Seconded by: Cllr. Debbie Hart** 

**THAT,** the Regular Meeting of Council this 20th day of September 2021, be adjourned at **8:34** p.m.

Carried

Mayor Penny Lucas	Deputy Mayor Greg Waldock
Councillor Debbie Hart	Councillor Shaun Defeo
Councillor Chantelle Tucker	Lynda Colby, Clerk



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

#### Mayor's Report - October 2021

I think summer is finally over and fall is upon us. The turning leaves look lovely, Personally, I especially like the red maples.

The beaver has been busy building up a dam on Agimak which we are going to have to take care of before winter – with the help of MNR of course. We are also going to have to get the wash out on Beaver Street sorted out before winter as well.

As you are all probably aware, we have hired Mr. Rene Nadeau as the new Public Works Manager and we look forward to continuing our efforts to prepare the community for winter. Thank you to all the Public Works staff for their work in the last few months and as always, we are looking ahead to next spring and continuing the beautification of the Ignace community. After all our hard work, it is gratifying to hear all the positive comments on the work done to date. But we are not "resting on our laurels", there is still a lot of work that can and will be done.

I know talking about NWMO and the DGR project is sometimes controversial but I am not one for sticking my head in the sand and hoping that everything will turn out OK at the other end – pun intended!!! Just to be clear, we are not at the end yet, nor are we at the beginning, however we are somewhere near the beginning of the end. "Willingness" is a word being bandied about lately and for a lot of people it is very confusing. Like most consultant surveys, it seems that we are being asked to talk in some kind of foreign language that only they are going to be able to decipher. So let me put it this way; the consultant's job is to make sure that when we do make the final decision – whatever that may look like from the Ignace residents – they (the consultants and NWMO) will have the paperwork to back up the results. Bottom line – no one wants to make a decision and find out later that if they had known "XYZ" they would have made a different decision. Therein lies the job of the consultants – to have the paperwork that backs up the final decision.

And if I haven't confused you enough, call me. I love talking to my neighbours, my friends and my community. My door is always open – unless I am on a Video Conference – which seems to be my life mostly – lately.

Take care of yourself and one another. Stay safe.

Penny Lucas, Mayor

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

# The Corporation of the Township of Ignace Staff Report

To: Council

From: Christy McIntomney, Treasurer

Meeting Date: October 18, 2021

**Subject:** Monthly Finance Department –September 2021

#### **RECOMMENDATIONS:**

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

#### **DISCUSSION:**

#### Introduction

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

#### **Highlights Staffing Changes**

No Staffing Changes

#### Utilities

The Finance Department is currently working with Neptune to update the files to enable the use of the new Neptune 360 for the billing of utilities this process will take approximately 2 months to complete. Once completed the Utility Clerk will be given new training on the use of the Neptune 360 meter reading.

#### Accounts Payable/Receivables

The Accounts Payables are now on a scheduled cycle for bi-weekly cheque runs. The Accounts Receivables are being billed and reconciled on a monthly basis.

#### **Municipal Taxes**

Supplementary billing is now being processed along with any Request for Reconsiderations. Once this process is completed the accounts will be reviewed to ensure all accounts on payment plans are being paid and any accounts with more than 2 years in arrears notices are sent out.

#### **Payroll**

Payroll accounts are reconciled on a monthly basis and changes to employee accounts are updated as required.

#### **Budget Process**

The Finance Committee will be meeting to discuss the 2022 budget process. A report will be coming to Council in November with a proposed schedule for the 2022 budget.

#### **Audit Process**

The Auditors were at the Township for two weeks to complete the 2019 year end. The Finance Team is finalizing the year end with the auditors it is hoped that everything for 2019 be completed by the end of October 2021. The Finance Team has started working on the 2020 year end now that the major work has been completed with 2019.

#### Conclusion

The Finance Department has been moving forward with improved efficiencies, reconciliations are done on a monthly basis which will make for a smoother year end process for 2021.

As the finance department continues to move forward it is still very busy due to the back log of the year ends.

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



Township of Ignace

34 Highway 17 West, P.O. Box 248 Ignace, ONTARIO POT 1T0

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

Ignace.ca

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

Services

Report To: Mayor and Council

Subject: September Department Review

Date: October 9, 2021

#### A. Administration

In September, the Planning, Development, and Engagement Department officially welcomed Recreation. We are very excited about this new partnership as there is many synergies between programming and projects. Not only will programming continue as planned but we will be looking forward towards the development of a new master recreation plan. This plan will help with priorities, project development, and capital budgeting over the next five years. Part of this work will involve a needs assessment for recreation activities in Ignace.

Property transactions continue. We reviewed/prepared 10 property compliance certificates as well as review 38 bylaw and zoning inquiries. We have updated our site plan control and parking bylaws. The building activity continues with a number of building reviews/permits filed with the Township of Ignace.

#### B. Policy

#### 1. Site Plan Control

Over the next couple of months, we will be rolling out an educational campaign with respect to the development controls and property standards now legislatively required. The revise site plan by-law was review and approved by Council that is consistent with the policies and zoning bylaws for development and planning.

#### 2. Proposed Recreation Master Plan

In collaboration with the Recreation Programmer, we will begin developing a framework and process in developing plan and actionable items for both programs and projects as well as source of possible capital to help fund such work. As indicated earlier, a needs assessment will be developed to help identify and prioritize community needs with respect to recreation in Ignace.

#### 3. Arts and Culture Master Plan

In late November, we will develop a framework/outline for this plan to be reviewed by the Recreation Committee and Administration for comment.

#### C. Community/Municipal Projects

#### 1. Senior Centre Complex

Expression of Interests have been sent out to a number of local and regional contractors to gauge interest in our projects. The deadline for these proposals is October 15<sup>th</sup>. Once received, the committee will review and select 3 or 4 firms to then undertake a Request for Proposals. They will be each paid an honorarium to help support the design and business case concepts.

#### 2. Plaza Redevelopment

The front boulevards (between the highway and parking lot) has been regraded and cleaned using small gravel. Artificial grass will be installed over this area (anticipated at the end of October 2021 and also dependent on climate) where large planters and furniture will be then placed in late Spring 2022.

#### 3. Senior Walk/Urban Art Trail

Kim Richards has developed a number of concepts and will be inviting local artisans to discuss what type of art pieces and media would be needed that celebrates the community culture and spirit.

#### 4. Age Friendly Plan

In November, we will be reaching out to the Mary Berglund Community Health Centre Executive Team to help develop a framework in helping to guide and complete the plan.

#### 5. Corporation Plan

In collaboration with the Communications Specialist, we will develop a framework to better understand the organizational structure to help us better deliver services and programs.

#### 6. Doggie Park

We are hoping to finalize plan and currently looking at options for grant funding.

#### 7. Ignace Landfill Site

A Council Bylaw to accept funding of \$100,000 for landfill upgrade has been prepared for their deliberations and approvals. These funds will be combined with previous funding (\$140,000) approved as part of the 2020 budget. These funds will be used towards the installation of new scales, security, and building. Planning will begin shortly.

#### D. Grant Applications

#### 1. NOHFC Funding

We continue to work on grant funding for the Ignace Silver Tops Centre, Ignace Recreation Complex (mechanical and electrical, hall and kitchen upgrades), TAC bathrooms, Urban Art Trail, and Landfill. We have reached Stage 2 of the grant screening for the Senior Walk/Urban Art Trail and Seniors Centre. Leisel Edwards provides more detail in her section of this report.

#### 2. High Speed Internet Grant

We continue to provide information as requested and anticipate a decision sometime in early fall.

#### 3. Municipal Modernization Grant 3 (MMP3)

We will be applying for the MMP3 grant having a focus of GPS to be installed in all our vehicles, as well as upgrades in e-commerce (new efficiencies to bill payments, licensing, and bookings) and webpage navigation.

#### E. ICNLC/NWMO Engagement (submitted and prepared by Leisel Edwards)

We continued to actively engage with our partners with NWMO. We will begin discussions regarding the parameters of a hosting agreement.

Mayor Lucas and Jeff Lederer continue to meet with the NWMO Relations Manager each week to discuss ongoing individual and joint projects as well as identify new opportunities for engagement and projects. Jeff will be meeting with Jamie Matear, Director Siting Coordination on October 13, 2021 to review Year 2 (2022) of the Multi-Funding Agreement as well as audit Q5 and Q6 financials.

#### 1. Township of Ignace and NWMO-Panel Discussion

On September 2, 2021, the Township of Ignace hosted its first panel discussion - "Ignace Asks The NWMO" panel discussion. This was a prime opportunity to ask NWMO expert team members, who specialize in the various areas of the Adaptive Phased Management (APM) project, pertinent questions with an opportunity to get real time answers. Questions were posed by Ignace residents as well as community members and groups from the surrounding area. Several media platforms (Township Facebook page and website, NWMO Facebook page and CKDR) were utilized to advertise and promote the event, while the actual event was hosted on Zoom.

#### Panelists consisted of:

- Lise Morton, Vice-President of Site Selection at the NWMO
- Joe Heil, Director of Indigenous Engagement for Northwestern Ontario
- Sarah Hirschorn, Director of Geoscience at the NWMO
- Allan Webster, Director of Regulatory Affairs and Environmental Assessment
- Dr. Peter Keech, Manager, Engineered Barrier Science at the NWMO
- Caitlin Burley, Manager of Transportation Engagement with the NWMO

The 2-hour long event was well attended with over 70 participants. In addition to the pre-event questions there was an opportunity for live questions to be answered. Plans are in place to have another panel discussion in December or early January covering different topics, featuring new panelists.

#### 2. Ignace and Area Baseline and Community Studies

The Ignace and Area Community Studies Working Group (Working Group) continue to contribute data and review information related to four study pillars- Social Cultural, Economy, Health and Indigenous Peoples. Findings from these baseline studies establish the yardstick against which impacts of the APM project are to be measured in the future. Over the last month, in addition to its regular monthly meeting, the Working Group organised (2) sub group workshops (e.g., Economy and Social Cultural) to gain a better understanding and insights into subject areas within these two themes. It was well attended by local and regional stakeholders and provided in-dept and rich information.

The Township of Ignace continue to work in partnership with the NWMO in undertaking the Ignace and Area Community Studies. These studies aim to understand the current state of Ignace and surrounding area, examine the local and regional implications of the APM project and highlight the possible strategies to leverage the project in order to compliment current community development initiatives and foster future sustainable growth.

Proposals for 3 out of 5 community studies (Economic and Finance; People and Health; Community and Culture) have been approved and consultants selected. Request for Proposals have been issued for the Infrastructure and Tourism studies with submissions expected by mid October. Once reviewed internally, these studies will kick off by late October, 2021 to be completed along with the others by September 2022.

#### 3. Grant Funding

- Northern Ontario Heritage Fund Corporation (NOHFC)- Stage 1 Funding has been completed for the Seniors Centre portion of the Ignace Seniors Housing Complex as well as the Seniors Walk and Urban Art Trail. The Township has successfully moved on to Stage 2 and is currently working on submitting those applications for review.
- Ontario Trillium Fund (OTF) Community Building Fund- Capital Stream- An application for the repair and renovation of the Ignace Recreation Complex has been submitted. We await a response from the evaluation process.
- We continue to explore other funding streams to finance projects and initiatives geared towards community economic development.

#### 4. Willingness

The residents of Ignace continue to learn about and explore the APM project and siting in this area. Before we, a community, makes the decision, we first need to decide <u>how</u> we plan to do make the decision.

Over the past month, the Township has conducted a number of engagement sessions in an attempt to reach a wide cross section of residents. In addition to scheduled events where the general public was invited, members of the Willingness Team have conducted one-on-one interviews; attended the regular meetings of various community groups and organisations to discuss the project and gain feedback; as well as "popped up" at multiple locations throughout town e.g., ShopRite, Alterna Savings, Vendors Market etc. in an effort to connect with residents. The Township will continue to reach out to as many residents as possible to inform them of the project as well as giving everyone an opportunity to be heard and/or provide feedback.

Community Studies: The RFPs for three out of the five community studies i.e., Community and Culture; Economics and Finance and; People and Health were issued and through a comprehensive evaluation process involving both the Township and NWMO, successful proponents were selected. Responses from selected consultants to undertake the Tourism and Infrastructure studies are still pending.

The Ignace and Area Community Studies Working Group comprising of local and regional stakeholders continue to meet to share their knowledge and insights on baseline and community studies. Their input will ensure the Advanced Phased Management (APM) project aligns with the community's project vision and provide information on the area's hosting suitability to facilitate informed decision making.

Funding/Grants: The Township has submitted a phase one (1) funding application to NOHFC for the Seniors Walk/Urban Art Trail and is currently awaiting a response before proceeding to the next funding stage. NOHFC advisors have been working with the Township to streamline other funding applications for the Senior's Centre and Recreation Complex/Arena to ensure success. Newly released funding streams are being explored for upcoming community projects.

Willingness Project: The Township and NWMO continue to collaborate on engagement efforts (workshops, round table discussions, events) geared towards informing Ignace residents on the Adaptive Phased Management (APM) project as well as encouraging them to share their thoughts on how the community can determine or express their willingness to implement the project in the area.



Prepared By: Katelyn Hamre, Recreation Programmer

Report To: Mayor & Council, October 18, 2021

Subject: Recreation Department Update - October

Mayor & Council,

The Recreation Department is excited to share that we have been selected by Canadian Tire's Jumpstart Program to receive a grant from their Sport Relief Fund. This fund helps communities like ours continue to provide access to sport and play for Canadian kids. This \$10,000 will go a long way in helping us achieve our Outdoor Rink Project as well as programming updates. We have been in contact with our local schools and organizations to see where we can assist in upgrades. We have also put out a community survey to seek new programming ideas including activities such as Gymnastics and Martial Arts. Please see attached acceptance letter for your reference.

For the month of October, the Recreation Department will be hosting 3 contests. The community is encouraged to submit photos to recprogrammer@ignace.ca in relation to our themes; Haunted House, Pumpkin Carving and Costume. We have partnered with Mary Berglund Community Health Centre and the Fall Harvest Dinner on October 20 at Silver Tops from 5:00 pm to 6:30 pm. Iggy will be handing out free pumpkins and treat bags. There is another opportunity for those who would like to donate their treats instead of handing them out from their home. A sign will be given to hang on the door for Halloween night. Please see attached advertisements.

Adult Pickleball is back up and running Tuesdays and Thursdays 6 pm to 7:30 pm and Sundays from 3 pm to 4 pm. We will review returning Court Sports as soon as we have students in place for the winter. Please see attached advertisement.

Thank you for your time,

Katelyn Hamre, Recreation Programmer



Dear Katelyn,

Thank you for applying to Jumpstart's Sport Relief Fund. We continue to be overwhelmed by the response given the impact COVID-19 has had on community sports and recreation. We are pleased to inform you that funding for Township of Ignace for application ON2120949 - RFO has been approved in the value of \$10,000.00. Funding will be disbursed in a single installment. Cheques will be mailed to your attention to the address below.

#### Mailing address for cheque:

Township of Ignace 200 Beaver Street, Ignace, ON P0T1T0

#### Marketing tools:

We've attached a few tools and other materials to help promote your organization as a recipient of the Jumpstart Sport Relief Fund, and together we hope to help put a spotlight on the state of sport in this country. We've included the following:

- Key Messages some suggested talking points about the Jumpstart Sport Relief Fund
- Recipient Badge please consider showcasing this badge on your website, your social channels, in newsletters, or any other materials you use to communicate with your audience
- Communications Tip Sheet we've included some tips on how you can leverage your social channels and website to share the news that your organization was chosen to receive a grant

#### **Impact Report:**

Finally, as a grant requirement, a member of Township of Ignace is asked to submit a report to understand the impact of the funding. The Impact and Recognition report is available through your Jumpstart Portal under the reports section and is due within the next 45 days.

To login to your Jumpstart Portal, please use this link: https://jumpstartgrants.smartsimple.ca
If you have additional questions or require further support, please contact your Regional Manager, Glenn
McLean at Glenn.McLean@cantire.com.

Together, with the help of community sport and recreation partners like you, we will give all kids a chance to reach their full potential through sport and play.

Sincerely,

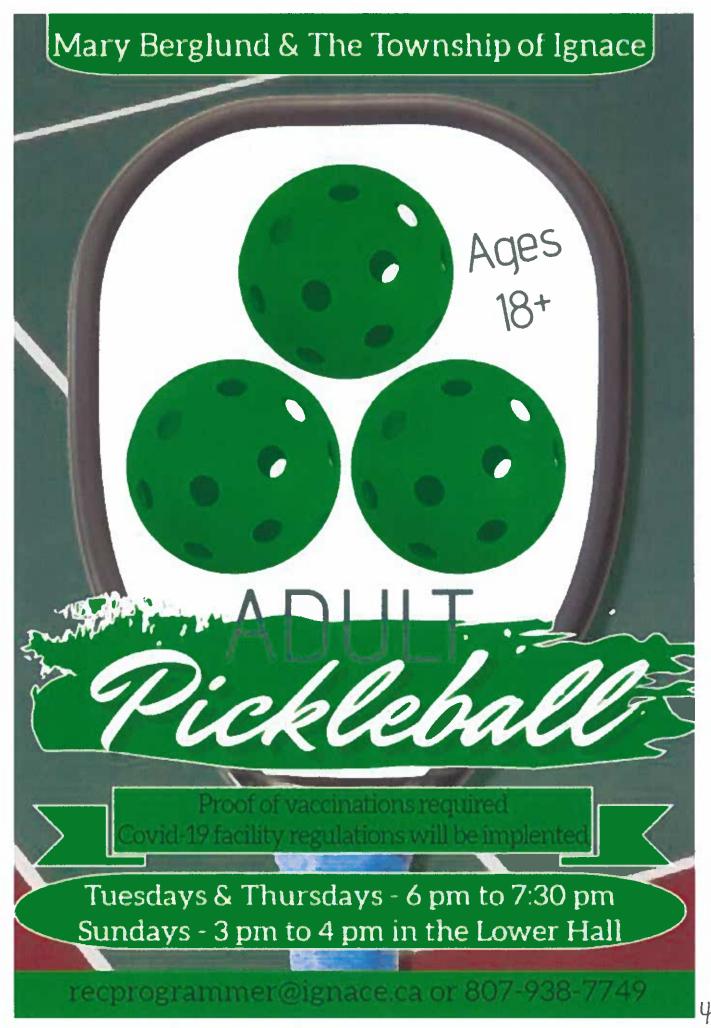
**Canadian Tire Jumpstart Charities** 













Township of Ignace

34 Highway 17 West, P.O. Box 248 Ignace, ONTARIO POT 1TO

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

Ignace.ca

Prepared By:

Lynda Colby, Clerk

**Report To:** 

**Mayor and Council** 

Subject:

**Corporate Service Department Update** 

Date:

October 02,2021

#### **Corporate Service Update:**

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

The Township of Ignace continues to review the Township By-Laws reviews to ensure all records are updated and current. Township By-Laws can be viewed on the Township website: <a href="https://ignace.civicweb.net/filepro/documents/">https://ignace.civicweb.net/filepro/documents/</a>

#### **Asset Management:**

Rhonda has been reviewing the Township Asset Management plan and has started the Institute of Asset Management (IAM) Certificate Virtual Workshop with Public Sector Digest on Friday, September 17<sup>th</sup>, 2021 which will consist of 6 Sessions, 4 hours each until October 22, 2021.

#### **AMCTO Election Training:**

Roxanne Cox, Rhonda Smith, Christy McIntomney and Lynda Colby participated in the AMCTO Election Training and Zone 9 Meeting on September 20<sup>th</sup> and 21<sup>st</sup>, 2021.

AMCTO will be hosting a series of **Question-and-Answer** session for the next two months in preparation for the upcoming Municipal Elections that are scheduled to be held on October 24,2022.

#### 2021 Annual Emergency Exercise & CEMC:

The Township of Ignace is required on a yearly basis to ensure compliance for the Township Emergency Management Plan in accordance with the Emergency Operation Control Group and are scheduled to meet to review the plan on Thursday, October 14,2021.

The training session has been scheduled for November 02,2021, where the Emergency Management team and key partners will participate in the exercise.

#### **Committees:**

Ignace Municipal Aerodrome Advisory Committee (IMAAC) - members of the committee met on September 10,2021 to review the work completed to date. The committee members were pleased with the work that was completed to date by the Public Works Department.

Next IMAAC meeting is scheduled in November. Anyone who may have questions with regards to the meeting please contact Roxanne Cox at the Township office.

**Ignace Cemetery Committee (ICC)** members of the committee met on Wednesday, August 31,2021 to review work to date, as well as look at planning for the future work to be completed by the dedicated Public Work team. The next ICC meeting is scheduled for Wednesday, October <sup>th</sup>,2021 at 9 am at the Silver Tops Centre. Anyone who may have questions with regards to the meeting please contact Lynda Colby at the Township office.

Ontario Police Service Association Board Committee (OPSAB) next quarterly scheduled meeting will be in November 2021. Anyone who may have questions with regards to the meeting please contact Roxanne Cox at the Township office.

The Economic Development Advisory Committee (EDAC) met on Wednesday, September 29, 2021 at 6:00 pm with the next meeting scheduled for October 27, 2021 at 6 pm. Anyone who may have questions with regards to the meeting please contact Leisel Edwards at the Township office.

Lynda Colby Clerk



#### Township of Ignace

34 Highway 17 West P.O. Box 248

Ignace, Ontario POT 1T0

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

Prepared By: Lynda Colby, Clerk Report To: Mayor and Council

Subject: September 2021 - Public Work Departmental Update

Date: October 2,2021

<u>Public Works Manager Update</u> – The Township of Ignace would like to welcome Rene Nadeau as the Public Works Manager.

Working Foreman Posting—with the recent resignation of Cliff Linton, the Township has advertised for a working foreman position which is currently posted as an internal posting closing on Thursday, October 7,2021.

Co-operative Students (Ignace Public School) – Public Works department welcome two students from the Ignace Public School who will be join the team starting October 12,2021 through to January 25,2022.

#### **PW Activity Update**

As we near the end of the summer the public works team has been busy with seasonal resident water turn off and meter removal requests.

Fall sewer flushing exercise continues and will be completed mid-November. Location of mainline valves and accurate mapping currently being completed by our Environmental Water & Wastewater Technician.

The Ignace Recreation Centre Ice plant was started on September 18,2021 with a tentative start date of October 12,2021 for user groups.

In the 2021 budget Council approved the replacement of Compressor # 1 as the current asset is nearing end of life cycle and replacement is recommended. A new compressor has been ordered and will be installed by Cimco.

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

With the mild weather the landfill summer hours have been extended until October 15th 2021, with residential and commercial waste collection pick up every Monday and Thursdays.

#### Winter Hours:

Landfill Hours: Wednesday and Saturdays from 1 to 5 pm

Commercial Waste Collection: Monday and Thursdays

Residential Waste Collection: Thursdays

**Fall Free Dump Day**: The Township of Ignace will be hosting a Free Dump Day to the residents of Ignace on **Saturday, October 16,2021** from 1 to 5 pm.

Proof of Residency may be requested by the Waste Disposal Site Attendant. A valid Driver's License or a current Property Tax Bill will be sufficient.

#### Items That Will Be Accepted ▲ Yard & Leaves Fallen Fruit ▲ Tree Garden from Trimmings Clippings Trees/Bushes **▲** Small ▲ Concrete & Grass ▲ Building & Stumps/ Clippings Demolition Bricks Bushes Debris ▲ Doors & Insulation **▲** Lumber Roofing Cabinets Material ▲ Drywall & Siding Skids, Doors **▲** Windows & Shelving Wiring Materials Household ▲ Tires that Flooring Bathroom Have had the Fixtures Garbage Rims Removed ▲ Furniture ▲ Electronic Shower Rocks & Equipment **Enclosures** Decorative Garden Material Old Appliances that Have had the Cooling Agents Removed & are Tagged as Such from a Certified Technician (where applicable) Items That Will Not Be Accepted ▲ Fuel/Oil Old Paint Vehicles of Batteries Cans Cans Any Kind Domestic or Used Oil Contaminated Any Used Petroleum Soil Commercial **Products** Equipment

#### Remediation Work - Agimac Creek/Lily Pad

Public Works team and Thunder Contracting continue to work on the remediation plan for Agimac Creek and Lily Pad to ensure the remediation of these two locations are completed by the end of October 2021.

Regards,

Lynda Colby Clerk



### Township of Ignace Fire Department September 2021 Report

**To:** Township of Ignace Mayor Penny Lucas and Council Members

From: Darryl Tucker, Fire Chief

Date: September 30, 2021

**Subject:** Monthly Update for September 2021

**Active Members: 16** 

**Total Emergency Calls** –3

Total Town Calls - 2 (CO Alarm and 1 Gas leak)

Highway Accidents – 1 Trailer Unit Fire

#### **Events & Activites:**

September 2<sup>nd</sup> – Meeting with Dale Smyk, Mayor Penny Lucas, Town Clerk Lynda Colby and Fire Clerk Barbara Woolner planning a meeting for the Annual Emergency Response Plan Exercise and Training. The date is November 2<sup>nd</sup>.

September 7, 2021 – Robert Berube/CEMC chaired the EOC meeting.

September 15<sup>th</sup> – Social & Health Workshop. Fire Chief Darryl Tucker attended.

September 14<sup>th</sup> and 15<sup>th</sup> – Annual Fort Garry Fire Trucks Pump Testing with Pumper #80 and Pumper #83. Both Passed their pump tests.

September 21<sup>st</sup> – Presentation of Plaques to Robert Berube for 17 years of outstanding Leadership Skills as Ignace's Fire Chief by Mayor Penny Lucas & Council and by the Ignace Fire Department.

September 23<sup>rd</sup> – Three Sets of Turnout Gear was sent out by Purolator Truck to be cleaned, sanitized, repaired if necessary and decontaminated.

September 23<sup>rd</sup> – CRC was called by Fire Chief Darryl Tucker to notify them of problems with the communication equipment on the Tower again. Fire Chief Darryl Tucker checked the Tower and with the assistance by phone with CRC Repair man found the unit was not working so came back to the Fire Hall and set the backup system to the Firefighter working channel. This way we get the pages and can communicate between ourselves.

September 25<sup>th</sup> – Ignace Fire Department was represented by Firefighter Sherry Graver at the Ignace and Area Youth Gathering at the Ignace Recreation Centre.

September 28<sup>th</sup> – CRC installed the rental communication equipment at the Tower until the unit we ordered arrives in 3 to 6 months.

September 28 –Township of Ignace employees Jeff Lederer, Planning and Development and Petrina Taylor–Hertz, Communications Specialist visited the Ignace Fire Department and met with some of the members to talk about the planning for the community decision on the APM Project.

Fire Chief Darryl Tucker

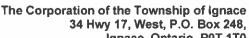
Township of Ignace Fire Department

115 Front Street P.O. Box 856

Ignace, Ontario POT 1T0

Tel: 807-934-2211





Ignace, Ontario, P0T 1T0 Phone: 807-934.2202 Fax: 807-934-2864

ignace.ca

IGNACE Explore Our Possibilities

Prepared By:

Dan Arbour, MLEO / PSO / ACO

Report To:

Mayor and Council

Subject:

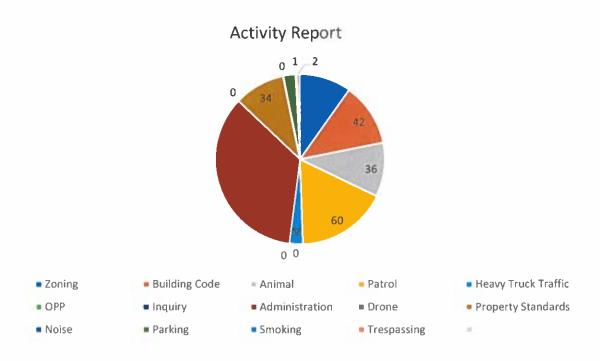
Monthly Activity Report

Date:

October 18, 2021

#### **Background**

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



#### Recommendation

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

And Further That Council does hereby acknowledge that there was a total of one hundred and sixty-six (166) formal complaints/inquiries made by the residents of Ignace; with the majority being of "Animal" concerns. This number does not include the anonymous complaints that have been received.

#### Conclusion

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

Sincerely,

Dan Arbour

Municipal Law Enforcement Officer

**Property Standards Officer** 

Animal Control Officer



#### The Corporation of Township of Ignace

34 Highway 17 West, P.O. Box 248 Ignace, ONTARIO POT 1T0

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

Ignace.ca

#### ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC) MINUTES

Wednesday, September 29th, 2021 @ 6:30 pm

Virtual Meeting via Zoom and in person (Multipurpose Room)

#### PRESENT:

Membership	Township
Janet Lett- Vice Chair	Jeff Lederer- Manager, Planning, Development and
	Engagement Services
Gerald Gannon	Keith Roseborough- Economic Development Coordinato
Bill Laidlaw	Leisel Edwards- Project Manager
Elizabeth Russell	Lynda Colby- Clerk
Jade St Amand	

#### **REGRETS:**

Membership	Township
Paul Dufault- Chair	
Chantelle Tucker	

#### **MEETING CALLED TO ORDER:**

6:35pm

#### SUMMARY OF TOPICS DISCUSSED:

- 1. Elizabeth Russell moved that the agenda be accepted as amended to include New Business. This was approved and seconded by William Laidlaw.
- 2. Corrections to and clarifications of items in the previous minutes of the July 28<sup>th</sup>, 2021 meeting, that were highlighted in the August 26<sup>th</sup>, 2021 meeting were corrected. These were approved (Moved by Janet Lett and seconded by William Laidlaw
- 3. A presentation on cottage lot development was conducted by Catherine Dashnay-District Planner, Ministry of Northern Development, Mines, Natural Resources and Forestry and Kelvin Davenport- Resource Management Supervisor, Ministry of Natural Resources and Forestry. They outlined all the steps involved in the cottage lot development process and recommended that the Township first complete an annexing project (expanding its current boundary to accommodate more land) before pursuing cottage lot development. Areas suitable for development were pointed out along with resources to facilitate further discussion and planning.
- 4. Keith Roseborough- Economic Development Coordinator, Township of Ignace presented conceptual signs for the east and west entrances of the Township, based on recommendations presented in (Motion: # 2021.08.01.04) passed at the August 26<sup>th</sup>



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meeting. After reviewing the draft options presented, members suggested having seasonal signs, straight/horizontal wording, and multi-lingual (Ojibway, English and French) greetings. The development of the signs will an ongoing project and updates will be given as often as possible at future meetings, to facilitate feedback, until signs are finalized.

- 5. The Township staff gave updates:
  - Truck stop property; Jeff Lederer- The Township will follow up on the status of ownership. A follow up to (Motion: # 2021.08.01.05) passed at the August 26<sup>th</sup>, 2021 meeting.
  - MNR building tree removal: Leisel Edwards- Letter written by Paul Dufault was hand delivered to Kelvin Davenport. A response and follow up is expected.
  - Removal of Derelict Mobile Homes: Lynda Colby- Derelicts were removed from Robertson Crescent (3) and Tapsy Street (2). Next year the remaining (3) will be removed.
  - Recycling: Leisel Edwards- Confirmation was received by Petrina Taylor,
     Communications Specialist that recycling will be a standing feature in the Ignace Bulletin. The latest issue was released on September 30, 2021
  - Resurfacing of Tennis Courts- Jeff Lederer- The Ignace Recreation Committee is taking on this project and intends to seek funding to put in a multi-purpose surface so that year-round sports can take place.
  - Economic Development and Tourism Development Action Plan- EDAC Suggestions-Leisel Edwards- These will be addressed in more detail at the October 27<sup>th</sup>, 2021 meeting.

#### **COUNCIL MOTIONS:**

The following motions are to be submitted to Council and included in the agenda at the October 18<sup>th</sup>, 2021 meeting.

- 1. The Economic Development Advisory Committee strongly recommends that Council contract out for gardening services, as it is believed that it would be more beneficial to the Township of Ignace than if a Township employee do this job.
- 2. The Economic Development Advisory Committee recommends that the Township of Ignace Strategic Plan should be studied to identify future job opportunities that will arise with its implementation and that residents should be informed of these opportunities in a timely manner.

ADJOURNMENT: 8:22 pm

NEXT MEETING: Wednesday, 27th October, 2021 @6:30 pm



The Corporation of the Township of Ignace 34 Hwy 17 West, P.O. Box 248 Ignace, Ontario POT 1T0

<u>bylaw@ignace.ca</u> (P)807-934-2202 (F)807-934-2864 (C)807-747-2202

Prepared By: Dan Arbour, MLEO/ PSO/ ACO

Report To: Mayor and Council

Subject: Dog Tags/ Licensing

Date: 18 October, 2021

#### **Background**

I would at this time like to suggest that we adopt a different, more modern approach, in how we handle Dog Tags/ Licensing.

Currently dog tags, as per bylaw 38.2021, sec. 12.1, states that all dogs shall be registered and renewed every year, on Jan 01.

As you may be aware we now have a 'Dog Tags' layer added to the CGIS program. With this added program feature we are able to reduce the amount of redundancy, with collecting and entering the relevant owner/ animal information. CGIS allows us to reduce costs slightly and track tags with much more accuracy.

For example, a tag purchased from any given date, would automatically turn to a 'red' status and visibly show up as an expired tag on CGIS, after one year plus a day. As this occurs, we could send out a reminder to those with expired tags. There would be no need to pro-rate tags as the next time the owner renewed their tag that it would be a year, plus one day, from the date of renewal/ purchase.

The previous manual system, including CGIS, does not pro-rate dog tags. A good example would be, if any dog owner is seeking to purchase dog tags and arrives to do so on Dec 31, that they would be expected to pay full annual price, for one day, or as inconvenient as it may be, it would be suggested to the customer that they return the next day on Jan 1<sup>st</sup>.

In addition, our tags are currently printed on cheap aluminum metal, with the tag number and current calendar year silk screened/ printed. I would like to see a better,

more durable, robust, steel metal, embossed tag, which hopefully would wear better and last longer. Ultimately, we could eliminate the calendar year from the tags as they would be renewed, with the same number.



The Township can access CGIS/ Dog Tags and at a glance can see which tags are valid (shows as green) and expired (shows as red). We as well have now recently added, 'Dog(s)- No Tags on Record' (shows as purple) on CGIS.

A 'Dog- No Tag on Record', is first verified by searching CGIS, to check on a property/ dog tag status. If CGIS doesn't show green (valid) and/or red (expired) then a report (Service Request) would be generated for that property, where the dog was observed residing (purple). A notice would then be sent to the address of the 'Dog- No Tag on Record' owner.

With this proposal there would be a need to revise bylaw 38.2021 and remove the stipulation for dog owners to obtain tags by 01 Jan, of each year.

#### **Recommendations**

**That**, the Council for the Corporation of the Township of Ignace receives the MLEO/ PSO/ ACO report, pertaining to Dog Tags/ Licensing.

#### Conclusion

That, the Council of the Township of Ignace hereby enacts a Resolution for the acceptance of the changes to the Townships' Dog Tag/ Licensing program and bylaw 38.2021/ Keeping of Animals.

Sincerely,

Dan Arbour

Municipal Law Enforcement Officer Property Standards Officer

**Animal Control Officer** 



### Ph. 604-294-6288 geohewitt.com

### Year 2022 Pet Tag Price List With Canada-Wide Distribution!

\*\*Pet tag orders can take 10 weeks or longer to manufacture from the date ordered. Orders placed after August 1st can take 12 weeks or longer due to demand – PLEASE ORDER EARLY and PLAN AHEAD!\*\*

#### \*\*\*\*EARLY ORDER DISCOUNT\*\*\*\*

10% on orders placed by June 30, 2021 \* 5% on orders placed by July 30, 2021

#### IF YOU ONLY REQUIRE A SMALL QUANTITY...

- SAVE by ordering larger quantities as Steel Stamps are available for custom year stamping ie: 202\_\_\_ (you stamp the last digit as needed). \$38.00 per set
- .036" Stainless Steel Tags have an approx. lifespan of 2-3 years.
- .047" Stainless Steel Tags have an approx. lifespan of 10 years.

PRICE INCLUDES: Standard Packaging (100 tags strung on a wire) complete with "5" hook or "O" ring.

Our tags are a heavier gauge for long lasting durability. Check our competitor's thickness!

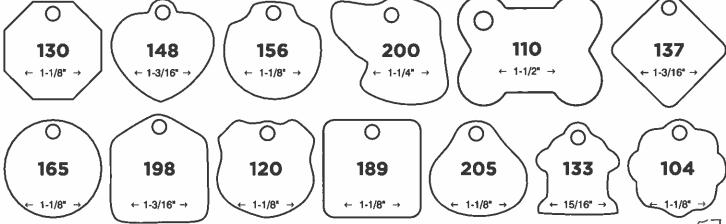
Ideal for Cat Tags



	0	
,	136	
←	7/8"	$\rightarrow$

QUANTITY	.050" PLAIN ALUMINUM	.050" COLOURED ALUMINUM	.040" BRASS	.036" STAINLESS STEEL	.047" STAINLESS STEEL	
100	\$1.27**	\$ 1.41**	\$2.65**	\$1.68**	\$2.50**	
200	\$ .68	\$ .76	\$1.38	\$ .89	\$1.30	
300	\$ .55	\$ .61	\$1.14	\$ .73	\$1.09	
400	\$ .47	\$ .54	\$1.00	\$ .65	\$ .97	
500	\$ .42	\$ .47	\$ .92	\$ .58	\$ .88	
600	\$ .38	\$ .43	\$ .86	\$ .53	\$.81	
700	\$ .35	\$.40	\$ .81	\$ .50	\$ .76	
800	\$ .33	\$ .37	\$ .78	\$ .47	\$ .72	g
900	\$.31	\$ .36	\$ .75	\$ .45	\$ .69	extra
1,000	\$ .30	\$ .34	\$ .74	\$ .43	\$ .65	_
1,500	\$ .29	\$ .33	\$ .71	\$.41	\$ .64	taxes
2,000	\$ .28	\$ .32	\$ .69	\$ .39	\$ .62	
5,000	\$ .22	\$ .25	\$ .54	\$ .32	\$.51	de
8,000	\$ .21	\$ .24	\$ .50	\$ .29	\$ .46	applicable
10,000	\$ .19	\$ .21	\$ .43	\$ .24	\$.39	dd

Please contact Hewitt's for a price quotation on any tag order quantity over 10,000.



51

\*\*Prices are

per each tag

# THE GEO. H. HEWITT CO. LIMITED Seaborne Park (building 2000) 2125 - 575 Seaborne Avenue Port Coquitlam, B.C. V3B 0M3 Fax 604-294-5401 or 604-294-4461 purchasing@geohewitt.com

# Ph. 604-294-6288 **geohewitt.com**

### **Year 2022 Pet Tag Order Form**

\*\*Pet tag orders can take 10 weeks or longer to manufacture from the date ordered. Orders placed after August 1st can take 12 weeks or longer due to demand – PLEASE ORDER EARLY and PLAN AHEAD!\*\*

Quantity:		PI FA	ASE FILL IN BELOW
Start #:	Shape #:		ION TO GO ON PET TAGS
Materials: (check one)	O36 Stainless Steel O47 Stainless Steel Coloured Aluminum  Colour	in Imprint:	
Packaging (check one)	(Red, Blue, Green, Orange, Gold, Yellow, Violet, Plum)  Standard - 100/wire (FREE)  Strip Pack - 1 tag & 1 attachment sealed in plastic bag, perforated in strips of 100 (Add \$35.30 per 100 or \$212.00 per 1000)	to appear on your tag Use the space be	i you want "DOG TAG" or "CAT TAG" in addition to the imprint information above. slow if you would prefer something else?
	Skin Pack - 1 tag and "O" ring land inated to cardboard, perforated a strips of 100ideal for mailing (A \$59.80 per 100 or \$345.20 per 100 or \$3	& in Add	Attachments / Extras: "S" Hook (FREE)
	ress:		"O" Ring (FREE)  "S" Hook Attached (Add \$53.00 per 100 or \$326.15 per 1000)
	s:		"O" Ring Attached (Add \$70.66 per 100 or \$396.82 per 1000)
City:	Prov.:		Back Stamped. (Add \$135.36)
	Purchase Order # (if requi		Paint filled text / #BlackWhite
Phone:	Fax:Shipping:Pro		(Add \$53.00 per 100 or \$304.40 per 1000)  Ship collect via
Issuer: Name of Owner: Owner Address: Owner Phone No. Owner email: Name of Pet: Breed: Microcklp Info:	NSE DOG	NOW AVA  2 Part Cal License R 8 1/2" X \$7.15 (Pack	rbonless Package(s) of 50 Receipts Quantity:

From: Liz Russell < earussell3@gmail.com >

Sent: October 8, 2021 2:58 PM

To: Penny Lucas color = To: Penny Lucas <pre

<sdefeo@ignace.ca>; Greg Waldock <<u>GWaldock@ignace.ca</u>>; Chantelle Tucker <<u>ctucker@ignace.ca</u>>

Cc: Jeff Lederer < planning@ignace.ca > Subject: Silver Tops Safety Concern

Silver Tops Seniors Club October 08, 2021

Dear Mayor Lucas and Ignace Council Members;

The Silver Tops Seniors have identified a safety issue that is of serious concern to us.

#### Our concern is this:

It has become very dangerous for pedestrians, cyclists, and those with motorized wheelchairs to safely cross Hwy 17 in town. Crossing four lanes of traffic to meet friends for coffee at Robin's, or to pick up a few groceries, could truthfully be called "hazardous to our health". The future Seniors' Housing Complex will be located close by, and this situation will only get worse unless something is done to provide for safe passage across the highway.

We would like to enlist the support and resources of Council and the Township administration to address this issue. Some suggestions that have been brought forward by our members are:

- 1. Lower speed limit
- 2. Marked pedestrian crosswalks
- 3. Traffic lights
- 4. Increased police presence
- 5. Photo radar
- 6. Rumble strips
- 7. Any combination of the above
- 8. ...??

We are aware that MTO would have to be consulted, and that it will likely be a lengthy process to put such a safety measure in place. We are willing to be part of the discussions, and are anxious to see this initiative begun as soon as possible.

We are looking forward to hearing from Council or administration soon. Contact:
Silver Tops President Cheryl Manchulenko, 807-934-2515
Don Wagar 807-934-6835

Regards,

Liz Russell Silver Tops Secretary 403-688-6062

# **Operations Report**

August 2021

**Ignace** Water Pollution Control Plant



Prepared for the Township of Ignace Prepared by NWI – Ignace

405 Railway Street, Ignace ON Tel: 807.934.6672 Fax: 807.934.2805

Email: ignace@nwi.ca



#### 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. As per the ECA, calibration for flow monitoring devices is verified on an annual basis to ensure that the flowrate is measured with an accuracy to within plus or minus 15% of the actual flowrate for the entire design range of the device.

Table 1: Total volumes, daily flows and capacity assessments<sup>1</sup>

	Influent (I	Raw Sewage	e) Flows	Capacity As	sessments <sup>2</sup>	Ef	fluent Flows	
Month	TMV (m³)	ADF (m³/day)	MDF (m³/day)	ADF vs. Rated Capacity	MDF vs. Rated Capacity	TMV (m³)	ADF (m³/day)	MDF (m³/day)
Jan	27,076	873	1,059	34%	14%	29,349	947	1,549
Feb	24,886	889	1,203	35%	16%	24,450	873	1,361
Mar	25,415	820	961	32%	13%	23,976	773	909
Apr	28,465	949	1,311	37%	17%	28,996	967	1,369
May	31,109	1,004	1,215	40%	16%	31,986	1,032	1,241
Jun	28,813	960	1,135	38%	15%	29,596	987	1,207
Jul	24,677	796	1,061	31%	14%	24,522	791	992
Aug	22,757	734	854	29%	11%	23,093	745	888
Sep	_	_		_	_	_	_	
Oct		_		_		_	-	
Nov			_		_	_	_	
Dec			The state of the state of		_			
Total	213,198		_	_		215,969	_	_
Avg	26,650	878	-	35%	-	26,996	889	-

<sup>1.</sup> TMV = Total Monthly Volume; ADF = Average Daily Flow; MDF = Maximum Daily Flow.

<sup>2.</sup> 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.

#### 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 objectives 1

	СВО	DD5	TS	SS	Tot	al P	TAN	E. Coli	р	Н
Month	MAC <sup>2</sup> (mg/L)	MAL <sup>3</sup> (mg/L)	MAC (mg/L)	MAL (mg/L)	MAC (mg/L)	MAL (mg/L)	MAC (mg/L)	MGMD (MPN/ 100mL)	Minimum Result	Maximum Result
Objectives	15	n/a	15	n/a	0.5	n/a	3.0 or 5.0 <sup>4</sup>	150	6.5	9.0
Limits	25	63.4	25	63.4	1.0	2.54	6.0 or 10.0 <sup>4</sup>	200	6.0	9.5
Jan	2.3	2.2	5.0	4.7	0.26	0.25	0.91	10	6.7	7.3
Feb	2.7	2.4	8.5	7.4	0.36	0.31	0.04	10	6.7	7.4
Mar	2.0	1.6	5.6	4.4	0.37	0.28	0.19	26	6.7	7.1
Apr	2.1	2.0	7.5	7.2	0.37	0.35	0.06	90	6.6	7.1
May	2.0	2.1	5.5	5.7	0.31	0.32	0.05	10	6.6	7.3
Jun	2.0	2.0	5.6	5.5	0.42	0.41	0.04	10	6.2	7.3
Jul	2.0	1.6	4.7	3.7	0.44	0.35	0.04	15	6.3	6.9
Aug	2.1	1.5	6.5	4.8	0.60	0.45	0.04	10	6.3	7.0
Sep	_	_	_	_	_		_			
Oct		-	-			_	,			
Nov	_		_	-			-		_	_
Dec	_		_	_		-		_	-	

<sup>1.</sup> 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

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

<sup>3.</sup> 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.

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

#### 4 Chemical Usage & Total Chlorine Concentrations

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

Table 3: Chemical consumptions and average dosages

			ium hypochlorite uent disinfection)	Aluminum sulphate (phosphorus reduction)		Sodium hydroxide (alkalinity adjustment)		
Month	Amount Used (L)	Average Dosage (mg/L)	Average Effluent Total Chlorine Residual (mg/L)	Maximum Effluent Total Chlorine Residual (mg/L)	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)
Jan	598	2.4	0.03	0.27	224	5	846	24
Feb	543	2.6	0.02	0.13	200	5	643	20
Mar	446	2.2	0.01	0.02	218	6	726	22
Apr	430	1.8	0.01	0.05	295	7	676	18
May	664	2.5	0.01	0.03	412	9	851	21
Jun	650	2.6	0.01	0.04	348	8	899	24
Jul	673	3.3	0.01	0.04	359	9	995	31
Aug	732	3.8	0.02	0.04	389	11	1,085	36
Sep	_	_		_				_
Oct	-1					1-11	-	
Nov	_	_		_	_	_		
Dec		A			_			
Total	4,736	_	_		2,444	_	6,721	-
Avg	592	2.6	0.01	<u> </u>	306	7	840	24

#### 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
01-Aug-21	A blower fault alarm condition occurred on August 1 and again on August 2.	On August 1, blower operation was reset and air supply to the treatment units was confirmed. On August 2, the responding Operator switched blower duties before confirming the air supply to the treatment units.	02-Aug-21

**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

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

## **Operations Report**

August 2021

**Ignace** Drinking Water System



Prepared for the Township of Ignace Prepared by NWI – Ignace

405 Railway Street, Ignace ON Tel: 807.934.6672

> Fax: 807.934.2805 Email: ignace@nwi.ca



#### 1 Introduction

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

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

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

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

#### **2** Flow Monitoring Results

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

**Table 1:** Total volumes, daily flows and capacity assessments<sup>1</sup>

		Raw Water		Tr	eated Water		Capacity As	sessments
Month	TMV (m³)	ADF (m³/day)	MDF (m³/day)	TMV (m³)	ADF (m³/day)	MDF (m³/day)	ADF	MDF
Jan	25,052	808	977	22,716	733	799	27%	29%
Feb	25,325	904	1,112	21,694	775	861	28%	32%
Mar	26,459	854	984	23,743	766	836	28%	31%
Apr	27,235	908	1,239	24,409	814	1,112	30%	41%
May	25,221	814	945	22,797	735	816	27%	30%
Jun	24,511	817	956	22,035	734	814	27%	30%
Jul	26,911	868	1,092	23,938	772	902	28%	33%
Aug	23,404	755	907	20,573	664	742	24%	27%
Sep	_	_	_	_	_	_	_	_
Oct	-			1-	7-	_	- I	-
Nov	_	_	_	_	_	_	_	
Dec	-		× =					
Total	204,118	-		181,905	_	-		_
Avg	25,515	841		22,738	749	-	27%	-

<sup>1.</sup> TMV = Total Monthly Volume; ADF = Average Daily Flow; MDF = Maximum Daily Flow.

<sup>2.</sup> 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. The table also summarizes filter performance against the performance criterion contained within the system's Municipal Drinking Water Licence. Specifically, filtrate turbidity must be less than or equal to 0.1 NTU in at least 99% of the measurements each calendar month for the treatment facility to receive pathogen removal credits. The values in the table correspond to the proportion of filtrate turbidity measurements that were equal to or less than 0.1 NTU.

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

			Freated Wate	er		Filtrate Turbidity Compliance			
Month	Turbidity (NTU)	UVT (%)	рН	FCR (mg/L)	Alum Residual (mg/L)	Filter 1 (%)	Filter 2 (%)	Filter 3 (%)	Filter 4 (%)
Objective	< 0.2	> 85.0	7.0 - 8.0	1.1 - 1.6	< 0.050	> 99.0%	> 99.0%	> 99.0%	> 99.0%
Jan	0.06	94.2	7.2	1.38	0.016	100.0	99.9	100.0	100.0
Feb	0.06	94.4	7.2	1.51	0.011	100.0	100.0	100.0	100.0
Mar	0.07	92.1	7.4	1.56	0.011	100.0	100.0	100.0	100.0
Apr	0.06	95.9	7.5	1.47	0.012	100.0	100.0	100.0	100.0
May	0.06	94.0	7.5	1.39	0.013	100.0	100.0	100.0	100.0
Jun	0.06	93.5	7.5	1.35	0.017	100.0	100.0	100.0	100.0
Jul	0.06	92.4	7.3	1.35	0.019	100.0	100.0	100.0	100.0
Aug	0.08	91.5	7.4	1.34	0.018	100.0	100.0	100.0	100.0
Sep			_	_		_		_	_
Oct	-	-	-		— — ·	_			-
Nov		_	_	_		_		_	
Dec	-17	-				-			
Avg	0.06	93.5	7.4	1.42	0.015		-		-

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

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

#### 4 Membrane Integrity Test Results

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

Table 3: Results summary for Log Removal Values

	Membrane	Filter 1	Membrane	Filter 2	Membrane	Filter 3	Membrane	Filter 4
Month	Average LRV	Minimum LRV						
Jan	4.29	4.05	4.22	4.05	4.12	3.98	4.39	4.16
Feb	4.27	4.03	4.37	4.01	4.15	3.93	4.56	4.22
Mar	4.24	4.14	4.26	4.09	4.20	4.03	4.43	4.29
Apr	4.35	4.22	4.34	4.08	4.26	4.13	4.46	4.30
May	4.31	4.24	4.30	4.15	4.22	4.11	4.29	4.14
Jun	4.25	4.03	4.23	4.00	4.15	3.93	4.28	4.14
Jul	4.09	3.83	4.19	3.97	4.12	3.95	4.19	3.85
Aug	4.09	3.86	4.20	4.04	4.11	3.97	4.21	4.00
Sep	_	_	_	_	_	_	_	_
Oct	_				-			- )
Nov		_	_	_	_	_	_	_
Dec	_	_						
Avg	4.24		4.27		4.17	144	4.35	
Min		3.83		3.97		3.93		3.85

#### 5 Chemical Usage

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

Table 4: Chemical consumptions and average dosages

Month	Sodium Hypochlorite (Disinfection)		Polyaluminum Chloride (Coagulant)		Sodium Hydroxide (pH Adjustment)	
	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)	Amount Used (L)	Average Dosage (mg/L)
Jan	566	2.8	673	11	146	4.6
Feb	606	3.1	366	6	132	4.3
Mar	627	3.1	338	5	146	4.4
Apr	638	3.0	446	7	97	2.9
May	648	3.3	472	8	129	4.1
Jun	675	3.6	456	8	81	2.7
Jul	735	3.5	507	8	37	1.1
Aug	687	3.9	455	8	21	0.7
Sep	_	_	_	_	_	_
Oct						
Nov		_			_	
Dec	-11			42888 U		
Total	5,182	7 <del></del>	3,712	<del>(***</del> *))	791	-
Avg	648	3.3	464	8	99	3.1

# 6 Notable Operational Events

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

Table 5: Abnormal operations summary

Incident Date	Event Description	Corrective Action	Resolution Date
01-Aug-21	There was an alarm associated with a power bump at the treatment facility.	The responding Operator reset treatment systems and confirmed normal facility operation.	01-Aug-21

**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
05-Aug-21	The Water Inspector was on site to conduct the annual drinking-water inspection. No incidents of regulatory noncompliance were identified and the system achieved a perfect 100% inspection rating.
08-Aug-21	Hydrant no. 79 was decommissioned due to damages and hydrant no. 82 was removed from service for maintenance and repairs.
19-Aug-21	NWI personnel assisted the Township's Public Works department with the installation of a water meter at 248 Davies Street.



2021 Division Road North Kingsville, Ontario N9Y 2Y9 Phone: (519) 733-2305 www.kingsville.ca kingsvilleworks@kingsville.ca

October 1, 2021

The Honourable Doug Ford, Premier of Ontario Legislative Building Queen's Park Toronto, ON M7A 1A1

Dear Premier:

#### RE: KINGSVILLE COUNCIL SUPPORT OF SAVE EYE CARE IN ONTARIO

At its Regular Meeting held Monday, September 27, 2021 Council of the Town of Kingsville passed a Resolution in support of Save Eye Care in Ontario as follows:

"580-2021

Moved By Councillor Laura Lucier Seconded By Councillor Thomas Neufeld

Whereas routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

Whereas conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

Whereas payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

Whereas the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

Whereas the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

Whereas the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

Whereas this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases.

**Now Therefore Be It Resolved** that The Corporation of the Town of Kingsville requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

That the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

**That** a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Taras Natyshak, to the Ontario Association of Optometrists, and to all municipalities in Ontario.

CARRIED"

Yours very truly,

Sandra Kitchen, Acting Clerk Legislative Services Department skitchen@kingsville.ca

Sandra Lischen

Enclosure

cc: Honourable Christine Elliott, Ontario Minister of Health Taras Natyshak, MPP, Essex Chris Lewis, MP, Essex Ontario Association of Optometrists All Ontario Municipalities

By-law <u>82</u>.2021

Being a By-law to Amend By-law 38.2021 Being a By-law to Regulate the Keeping of Animals and to Confirm Fees and Charges as Imposed for Animal Control Protection and Enforcement in the Township of Ignace

Whereas section 12.1 of By-law 38.2021 states 'Every person(s) residing temporarily or permanently within the limits of the Municipality, being the owner of a dog shall, on or before the first (1st) day of January in each and every year cause such dog to be registered with the Municipality and shall procure a new or renew identification therefore which shall be renewed annually as directed by the Municipality.'

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

1. Remove section 12.1 as stated above and change the wording to:

Every person(s) residing temporarily or permanently within the limits of the Municipality, being the owner of a dog shall, purchase and register a dog tag/license. Shall on or before the expiry of a twelve (12) month period from the purchase date cause such dog to be annually registered with the Municipality and renew new identification.

Read a First and Second Time this Day of	, 2021.
Read a Third and Finally Passed this Day of	, 2021.
	Penny Lucas, Mayor
	Lynda Colby, Clerk

# By-law 83.2021

# Being a By-law to Adopt a Strategic Asset Management Policy for the Township of Ignace

Whereas O.Reg. 588/17 requires municipalities to adopt and maintain a policy to assist with the fundamental asset management principles to be implemented across the Township of Ignace.

Now Therefore the Council of the Corporation of Ignace hereby enacts as follows:

- 1. Policy Number F-13 attached is adopted as the Strategic Asset Management Policy.
- 2. This By-law shall come into force and take effect on the date of the Third and Final Reading thereof.

Read a First and Second Time this Day of	, 2021.
Read a Third and Final Time this Day of	, 2021.
	Penny Lucas, Mayor
	Lynda Colby, Clerk

### **Policy Manual**

Section: Finance Subject: Strategic Asset Management Policy

Effective Date: By-law #:

Approved by Motion #: Catalogue #: F-13

Review of Progress: No Later than November 1st of every year

#### **Preamble**

A Strategic Asset Management Policy formalizes the Township of Ignace's commitment to asset management, aligns its asset management actions with strategic goals and objectives, and provides direction to guide Council, management, and staff in carrying out its business strategies, plans, and activities. This Policy will support the Township in focusing its infrastructure efforts on managing risks, addressing priorities, and meeting short- and long-term needs within the bounds of possible funding.

#### Vision

The Township of Ignace's vision is to proactively manage its assets to best serve the community's objectives, including:

- Prioritizing the need for existing and future assets to effectively deliver services;
- Supporting sustainability and economic development; and
- · Maintaining prudent financial planning and decision making.

# **Objective**

The objectives of this Policy are to:

- Provide a consistent framework for implementing asset management throughout the organization.
- Provide transparency and accountability and to demonstrate to stakeholders the legitimacy of decision-making processes which combine strategic plans, budgets, service levels, and risks.

#### **Definitions**

**Asset** – a resource with economic value that the Township owns with the expectation that it will provide a future benefit.

Asset Management Plan – a strategic document that states how a group of assets are to be managed over a period of time. The plan describes the characteristics and condition of the assets, the levels of service expected from them, planned actions to ensure the assets are providing the expected level of service at an acceptable level of risk, and financing strategies to implement the planned actions.

**Capitalization Threshold** – the value of the asset at or above which the Township will capitalize the value of it and below which will expense the value of it.

**Level of service** – the parameters or combination of parameters that reflect social, political, economic and environmental outcomes that the Township delivers. Levels of service statements describe the outputs or objectives of the Township's activities that are intended to be delivered to customers

**Lifecycle costs** – the total cost of an asset throughout its life including planning, design, construction or acquisition, maintenance, rehabilitation, and disposal costs.

#### Strategic Alignment

Asset management planning requires alignment with initiatives previously developed or underway at any point in time in the Township. This alignment is necessary to properly consider whether the level of service provided by our existing and planned assets is consistent with and supports the Township's overall mission and vision.

Township Council and Senior Management will ensure that asset management planning also aligns with Township plans as follows:

- Strategic Plan 56.2018
- Official Plan 67,2020
- Emergency Response Plan 72.2020
- Accessibility Plan 60.2018
- Annual Capital and Operating Budgets

#### **Guiding Principles**

The Infrastructure for Jobs and Prosperity Act, 2015 mandates the eleven (11) principles to guide Asset Management Planning in municipalities in Ontario. The Township of Ignace will strive to incorporate the following principles whenever possible into the day-to-day operation of the Township of Ignace:

- 1. Forward looking: The Township of Ignace shall take a long-term view while considering demographic and economic trends in the Township and in the region.
- 2. Budgeting and planning: The Township of Ignace shall take into account any applicable budgets or fiscal plans, including those adopted through Ontario legislation.
- 3. **Prioritizing:** The Township of Ignace shall clearly identify infrastructure priorities which will drive investment decisions.
- 4. Economic development: The Township of Ignace shall promote economic competitiveness, productivity, job creation, and training opportunities.
- Transparency: The Township of Ignace shall be evidence-based and transparent, basing decisions on publicly shared information and make information available to the public.
- **6. Consistency:** The Township of Ignace shall ensure the continued provision of core public services.
- 7. Environmentally conscious: The Township of Ignace shall minimize the impact of infrastructure on the environment by:
  - a. Respecting and helping maintain ecological and biological diversity;
  - b. Augmenting resilience to the effects of climate change; and
  - c. Endeavoring to make use of acceptable recycled aggregates.
- 8. Health and safety: The Township of Ignace shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- 9. Community focused: The Township of Ignace shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as:
  - Local job creation and training opportunities (including for apprentices, within the meaning of Section 9 of the Infrastructure for Jobs and Prosperity Act, 2015);
  - b. Improvement of public space within the community; and
  - c. Promoting accessibility for persons with disabilities.

#### Roles & Responsibilities

#### Council

- Provide strategic direction for asset management planning, including approving a Strategic Asset Management Policy.
- Approve the Asset Management Plan and its updates every five years;
- Review the progress on the implementation of the Asset Management Plan on or before November 1 of every year.
- Support ongoing efforts to continuously improve and implement the Asset Management Plan.

#### **Department Heads**

 Oversee Asset Management Plan activities that fall within their service area and in support of other departments, including compilation of data such as condition & risk assessments, levels of service, and lifecycle costs.

#### Administrator

 Maintain compliance with the Asset Management Policy and provincial asset management regulations.

#### **Capitalization Thresholds**

The inclusion of an asset within the Asset Management Plan will be determined based on the service rendered by that asset and whether the service delivery requires management by the Township. The threshold used to determine which assets are to be included in the Asset Management Plan is therefore a guideline for the application of Council-endorsed principles using professional judgment. This differs from the tangible capital asset policy in that it takes a qualitative approach to capitalization for the purposes of the Asset Management Policy.

#### Financial Planning & Budgeting

The Township of Ignace will integrate Asset Management Planning into the annual capital budget, operating budget, and its long-term financial plan. The Asset Management Plan will be used as a resource by Department Heads in order to:

- Identify all potential revenues and costs (including operating, maintenance, replacement, and decommissioning) associated with forthcoming infrastructure asset decisions;
- 2. Establishment of Reserve Funds for asset replacement to smooth the spikes in Capital Budgets and smooth out property tax changes.
- 3. Evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs; and

Ignace recognizes the residents, businesses, and institutions within its boundary are stakeholders. Neighboring communities, provincial agencies, and utility providers may be / become partners in service delivery. Accordingly, the Township of Ignace will foster informed dialogue with all of these parties using the best available information and will engage with them by:

- Providing opportunities for residents and other stakeholders served by the Township of Ignace to provide input in asset management planning; and
- Coordinating Asset Management Planning with other neighbouring communities and infrastructure asset owning agencies.

### **Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
				October 2022

# References to Other Policies of By-laws

Policy/By-law Title	Policy/By-law Section	Policy/Bylaw Number
Strategic Plan		56.2018
Official Plan		67.2020
Emergency Response Plan		72.2020
Accessibility Plan		60.2018
Annual Capital & Operating Budgets		

By-law 84. 2021

# Being a By-law to Set Out Regulations to Formulate, Adopt and Implement Policies to Govern the Operation of the Township of Ignace

Whereas	the	Council	of	the	Corpora	ation	of	the	Towns	hip	of	Ignace	wishes	; to
	enc	ourage in	nvol	lvem	ent of a	all into	ere	sted	groups	or	ind	ividuals	within	the
	Tov	vnship's j	uris	dicti	on to su	ıbmit	poli	icy is	sues fo	r cc	nsi	deration	١.	

- Whereas the Council of the Corporation of the Township of Ignace reserves the right to formulate, adopt and implement policies to govern the operation of the Corporation.
- Therefore the Council of the Corporation of the Township of Ignace hereby sets out regulations to formulate, adopt and implement policies to govern the operation of the Township of Ignace and those written policies shall be recorded in the minutes of the Corporation of the Township of Ignace as per attached policy forming Schedule A to this By-law.

And Further That this By-law does hereby rescind By-law 31.1998 and shall come into force and take effect upon the third and final reading thereof.

Read a First and Second Time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

- Panny Lucae Mai
Penny Lucas, May

#### **Policy Manual**

Section: Administration Subject: Policy Initiation, Identification,

**Development and Implementation** 

Effective: October 18, 2021 By-law:

Motion #: Catalogue #: A-01

# **Section A**

1.0 Title: Policy Initiation, Identification, Development, Implementation and Review

#### 2.0 Preamble:

- 2.1 The Corporation of the Township of Ignace wishes to establish a consistent format for use in the establishment of corporate policy making. The establishment of a set policy format will assist in the presentation of an appropriate corporate image.
- 2.2 To maintain an image of transparency and openness, the Township of Ignace wishes to engage the involvement of the community by encouraging its residents, groups and organizations to submit policy issues for Council's consideration.
- 2.3 The Township desires to maintain a set policy on the initiation, identification, development and implementation of all policies within its authority.

#### Section B

#### 3.0 Policy Statement:

- **3.1** It is the policy of the Township of Ignace to seek counsel from interested groups and individuals as appropriate.
- **3.2** The Township reserves the right to formulate, adopt and implement policies to govern the operation of the system.
- **3.3** The formulation and adoption of written policies shall be recorded in the minutes of the Corporation of the Township of Ignace.

#### Section C

#### 4.0 Definitions:

**Policy:** is a statement by the Township of Ignace describing its position on a question or subject, or its intention of move in a particular direction in the development of the Township of Ignace and its program.

The Corporation of the Township of Ignace Policy Format & Management | 1

**Regulations:** are general rules adopted by the Township of Ignace. Regulations indicate the actions, processes or limits that those affected by the policy and that action required of those accountable of the Township of Ignace for the implementation of the policy.

**Procedures:** are separate from and not part of a policy statement or its regulations. Procedures are the sequential steps to be followed by those taking action governed by a policy and associated regulations. Procedures may affect individuals as participants, initiators of required action or suppliers of service needed. Procedures will be developed by the appropriate employees to ensure that a policy and its regulations are implemented in a consistent and orderly manner.

#### Section D

#### 5.0 Regulations

The following Regulations shall be used in the execution of this policy:

#### 5.1 Content

- Each policy established by the Township shall appear in the form attached as Appendix I to this policy and shall contain the content as noted in these regulations. The following information shall appear in the header of each policy:
  - <u>Subject</u> each policy shall contain an area where the general subject matter of the policy is identified.
  - ◆ <u>Policy Section</u> the policy section area shall identify the area of operation within the corporation that the policy identifies with.
  - <u>Catalogue #</u> each policy shall be issued an identifying policy number for cataloguing purposes.
  - ◆ <u>By-law #</u> each policy shall be issued a By-law number for identification purposes.
  - Effective Date each policy shall have an identified date upon which the policy is effective and such date will correspond with the passage of any associated By-law.
  - ◆ Approved by: Motion # each policy shall be issued a motion number as to which the associated By-law was passed.

# **5.2Body Format**

• Each policy shall have a consistent format to the body of the document. The following headings shall be used for that purpose:

- <u>Preamble (Section A)</u> all policies shall contain a preamble which will describe in very general terms the reason for the establishment of the policy in question.
- Policy Statement (Section B) contained in this section shall be a more detailed statement of policy on the matter in question. It shall be a statement by the Township describing its position on a question or subject, or its intention of a move in particular direction in the development of the Township of Ignace and its program. The statement will contain other important information that the writer thinks is pertinent shall also be included.
- ◆ <u>Definitions (Section C)</u> in order to avoid potential conflicts with other policies and By-laws of the Township, all terms that could potentially cause conflicts in interpretation shall be defined. These definitions are not meant to supersede legislation but rather as an interpretive guideline.
- Regulations (Section D) a section describing the general rules and regulations adopted by the Township in establishing the policy shall be used. These regulations shall be used to indicate the actions, processes or limits that those affected by the policy and the action required of those accountable of the Township for the implementation of the policy.
  - Procedures: procedures are separate from and not part of a policy statement or its regulations. Procedures are the sequential steps to be followed by those taking action governed by a policy and associated regulations. Procedures may affect individuals as participants, initiators of required action or suppliers of a service needed. Procedures will be developed by the appropriate employees to ensure that a policy and its regulations are implemented in a consistent and orderly manner.
  - Process: within the regulations, the process that the Township intends to use in the formulation, implementation and review of policy is as noted within the policy.
  - Identification of Policy Matters: to identify policy matters for Council consideration, a policy 'Initiation/Review Form' may be used. Such form shall be noted in the format as Appendix II attached to this policy.

#### **5.3 Policy Development**

• The Council will consider policy matters, which have been identified through the 'Policy Initiation Form'. The Council may determine that:

- A new policy should be drafted or an existing policy may be modified.
- A new policy or changes to an existing policy are not required.
- Further information may be sought and presented to the Council.
- The Council may obtain input or invite any relevant participant in the policy drafting process. A new draft policy or draft revision to an existing policy will be prepared by the Clerk or his/her designate, for review by the Council. The Clerk or his/her designate may consult with any relevant party in the draft policy process.
- Policy Refinement and Approval: a draft policy and/or draft revision to an existing policy, once approved by the Clerk shall be referred to Council for approval.
- Council Disposition: all policies of the Township shall be presented in By-law form. Council shall reserve the right to consider policy outside the scope of this policy when circumstances warrant. Policies being presented to Council as recommendations from the Clerk or his/her delegate for disposition or ratification may be rejected with an explanation or referred back to the Clerk or his/her delegate for further consideration.
- Policy Implementation: each policy will be coded and distributed throughout the organizational system to ensure that relevant staff policies shall be maintained in the Township Policy Manual and such Policy Manual shall be made available to the Council, and at each Township Office location. The Policy Manual will be made available to the public at the Head Office of the Corporation during normal working hours. Each policy shall have a clear statement of who is responsible for the implementation of the policy.

### 5.4 Adoption and Review Guidelines (Section E)

- All policies shall contain a section, which highlights the adoption and review guidelines that shall be followed. The information that is to be contained in this section shall be in table format and contain the following:
  - Date of adoption by Council.
  - The By-law number under which the policy was adopted.
  - ◆ The Resolution/Motion number for the third reading of the By-law in question.
  - The date of the most recent review by Council.
  - The planned date of the next review by Council.

 The Policy Adoption and Review Guidelines section shall track chronologically the changes and amendments of each policy as they occur.

### 5.5 References to Other Policies or By-laws (Section F)

 A section shall be provided that shall be provided that will allow cross referencing of all policies to other policies or By-laws of a similar nature. This will allow for the removal of potential contradictory statements or provide other considerations.

## 6.0 Coding and Cataloguing

The official Policy Manual of the Township shall be catalogued and coded as follows:

Area of Governance	Catalogue Identification
Administration	A
Council	С
Development & Planning	D
Environmental Services	E
Finance & Accounting	F
Human Resources	Н
Legal	
Media & Public Relations	M
Protection & Enforcement	P
Recreation & Culture	R
Safety	S
Transportation, Roads & Public Works	Т

#### Section E

# **Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
October 18, 2021	By-law 2021	/21	October 18, 2021	October 2022

#### Section F

#### References to Other Policies or By-laws

Policy Title	Policy Section	Policy Number

## Appendix I

Section:	Subject:
Effective Date:	By-law #:
Approved by Motion#:	Catalogue #:

# Section A

#### **Preamble**

This section is to contain a preamble of the policy in question as per the guidelines.

#### Section B

#### **Policy Statement**

This section is to contain the policy statement as per the guidelines.

#### Section C

#### **Definitions**

This section is to contain all definitions applicable according to the policy.

#### Section D

#### Regulations

This section is to contain all pertinent regulations.

#### Section E

#### **Policy Adoption and Review Guidelines**

This section shall contain a table such as appears below.

Date of Adoption by	By-law	Motion	Date of Most Recent Review by	Date of Next Review by
Council	Number	Number	Council	Council

#### Section F

#### References to Other Policies of By-laws

This section shall contain a table such as appears below.

Policy Title	Policy Section	Policy Number



### Policy Initiation/Review Form

The Corporation of the Township of Ignace has developed a model for **Policy Development and Review**. An important phase of this model is a formalized procedure to initiate or review policy. The intention is that this procedure will facilitate involvement of all groups and individuals in the policy making process.

In order to ensure equality in the consideration of the newly initiated policy, a form will be used. It is hoped the form will give people direction and guidance on how to proceed and what to consider. As well, the form will assure that everyone has the same opportunity for input.

In addition to using the form, we would encourage people to communicate with Municipality Personnel to discuss alternatives and examine present policies. It is hoped these discussions will assist all concerned in understanding how complex and involved policy development and maintenance is.

# Appendix II

IGNACE	The Corporation of t	he Township of Ignace
Explana Oar Prombiliation	Policy Initiation	on/Review Form
Name:		_
Telephone Number:		
Address:		
Area of Involvement/Gro	oup/Organization	
State the Problem or Iss	ue or Need	
Explain why there is a N	eed for Such a Policy	
Describe How the Propo	sed Policy is Not Cove	red by Present Policy
	7	
Outline the Scope of the	Proposed Policy	
Date:	Signature:_	

By-law 85.2021

# Being a By-law to Amend By-law 69.2021 Being a By-law to Regulate the Operation of Remotely Piloted Aircraft Systems within the Township of Ignace

Whereas Section 4.1 of By-law 69.2021 shall have the wording changed from 'Any person(s) who contravenes any provisions of this By-law is guilty of an offence and may be fined as set out in Schedule "C" attached to the following:

"Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a set fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended."

Read a First and Second Time this Day of	, 2021.
Read a Third and Finally Passed this Day of	, 2021.
	Penny Lucas, Mayor
	Lynda Colby, Clerk

By-law 86.2021

# Being a By-law to Set Out Policy in Regard to the Lending of Assets Owned by the Corporation of the Township of Ignace

Whereas the Township of Ignace receives requests from time to time for the borrowing of assets owned by the Corporation of the Township of Ignace.

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

- 1. Sets out formal policy in regard to the borrowing of assets as per the attached policy forming Schedule "A" to this By-law.
- 2. This By-law hereby rescinds By-law 42.1998 and any other By-law pertaining to the 'Lending of Assets'.

Read a First and Second Time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

Penny Lucas, Mayor
Lynda Colby, Clerk

#### **Policy Manual**

Section: Administration Subject: Lending of Township Assets

Effective Date: October 18, 2021 By-law #:

Approved by Motion #: Catalogue #: A-09

#### **Section A**

#### 1.0 Preamble

The Township of Ignace receives from time to time, requests to borrow assets owned by the Corporation of the Township of Ignace. These requests come from residents, staff members and business owners. It is therefore, appropriate to establish clear policy in this area.

#### Section B

#### 2.0 Policy Statement

It shall be the policy of the Corporation **NOT** to allow the lending/renting of the Corporation of the Township of Ignace's assets except under the conditions as outlined in the regulations.

#### Section C

#### 3.0 Definitions

Assets of the Corporation shall include any tangible item owned by the Corporation that was acquired under any circumstances. These circumstances shall include, but not limited to purchases and donations. Employees' time shall also be included during 'paid duty' unless the activity is part of the execution of their duties.

**Clerk** means the person appointed as the Clerk for the Township pf Ignace or duly authorized representative or designate.

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

**Employee** means a current full-time or part-time employee of the Township of Ignace.

Paid Duty shall include any time, duty or other thing for which an employee receives compensation from the corporation.

Township means the Corporation of the Township of Ignace.

### Part D

#### 4.0 Regulations

Under **NO** circumstances are the Employees or Council Members allowed the opportunity of borrowing Corporation assets.

### 5.0 Exceptions

- **5.1** An exception to this policy shall be given to assets that have been acquired by the Corporation for the explicit use by another organization, specifically an organization that is operated with the use of volunteers.
- **5.2** An exception to this policy may be given for requests that have been received in writing and duly approved at a meeting of Council.
- **5.3** If 'Time is of the Essence' on any request for the renting of a Township asset the Clerk may allow for the renting of the asset in question if:
  - a) The individual making the request can provide sufficient proof that the asset is not available within the limits of the township of Ignace.
  - b) The Clerk charges the appropriate fee, as set out in 'By-law 57.2016' or in the absence of such a By-law charges a fee that reflects the use of the asset in question.
  - c) In the absence of an appropriate fee, the matter is brought before Council via resolution, at the next regular meeting of Council.

# 6.0 Requests to Borrow

All requests to borrow both tangible and intangible (employee time) assets of the Corporation shall be answered in writing by the Clerk quoting this policy.

## Part E

# **Policy Adoption and Review Guidelines**

			view by Council	Review by Council
October 18,2021	.2021	/21 Octob	ber 18, 2021 Od	ctober 2022

#### Part F

# References to Other Policies of By-laws

Policy Title	Policy Selection	Policy Number
Imposing Fees or Charges for Township Public Works Services	By-law 57.2016	N/A

By-law 87. 2021

Being a By-law to Set Out Policy to Provide for Administration in the Absence of Formal Policy, the Municipal Act R.S.O. 1990, c. M45 as amended

- Whereas the Council of the Corporation of the Township of Ignace recognizes that situations may arise in the operation and management of the Township where no specific guides for administrative action have been established.
- Whereas the Council of the Corporation of the Township of Ignace hereby sets out a guide for administrative action in the absence of formal policy as per the attached policy forming Schedule A to this By-law.

Therefore this By-law hereby rescinds By-law 05.1999 and shall come into force and take effect upon the third and final reading thereof.

Read a First and Second Time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

	Penny Lucas, Mayo
-	Lvnda Colby. Cler

#### **Policy Manual**

Section: Administration Subject: Administration in Policy Absence

Effective: October 18, 2021 By-law:

Motion #: Catalogue #: A-02

## **Section A**

1.0 Title: Administration in Policy Absence

#### 2.0 Preamble:

Council recognizes that situations may arise in the operation and management of the Township, where no specific guides for Administrative action have been established.

#### **Section B**

# 3.0 Policy Statement

3.1 In cases where action must be taken within the Township, where Council has provided no guides for Administrative action, the Clerk shall have the power to act, but the decisions shall be reported to, and subject to review by Council at the next regular meeting.

### Section C

#### 4.0 Definitions

**Policy:** is a statement by the Township of Ignace describing its position on a question or subject, or its intention of move in a particular direction in the development of the Township of Ignace and its program.

**Regulations:** are general rules adopted by the Township of Ignace. Regulations indicate the actions, processes or limits that those affected by the policy and that action required of those accountable of the Township of Ignace for the implementation of the policy.

**Procedures:** are separate from and not part of a policy statement or its regulations. Procedures are the sequential steps to be followed by those taking action governed by a policy and associated regulations. Procedures may affect individuals as participants, initiators of required action or suppliers of service needed. Procedures will be developed by the

appropriate employees to ensure that a policy and its regulations are implemented in a consistent and orderly manner.

#### **Section D**

### 5.0 Regulations

- 5.1 In cases where Council has identified a change in policy due to its inappropriateness or expiry due to age, the Clerk shall have the power to act on the advice of the Mayor or, in the absence of the Mayor, act on his/her own, but the decisions shall be reported to, and subject to review by Council at its next regular meeting. The policy in question shall be changed at the first opportunity.
- 5.2 It is expected that decisions made under these circumstances shall reflect the best interest of the Township as a whole and shall take into consideration, long term ramifications in regard to precedent setting and potential impacts on staff, community members and Council.

### Section E

### 6.0 Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
October 18, 2021	By-law2021	/21	October 18, 2021	October 2022

#### Section F

#### 7.0 References to Other Policies or By-laws

Policy Title	Policy Section	Policy Number
Nh. 1		

By-law 88.2021

# Being a By-law to Adopt a Policy to Dispose of Surplus or Outdated Furniture and Equipment

Whereas Section 270(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a Municipality shall adopt and maintain policies with respect to the procurement of goods and services, which includes disposal.

Whereas the Council of the Corporation of the Township of Ignace deems it expedient and necessary to establish a surplus vehicle and equipment policy.

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

- 1. That the 'Sale and Disposition of Surplus Vehicles and Equipment Policy' hereby established to identify the proper procedures for disposing of assets declared surplus. Assets may be deemed surplus and eligible for disposal if they are:
  - a) Replaced
  - b) Worn out
  - c) Too costly to maintain
  - d) No longer used
- 2. That the Corporate Policy attached shall form part of this By-law.
- 3. That By-law 36.1998 and any other By-law inconsistent with the provisions contained in this By-law are hereby repealed.
- 4. This By-law shall come into force and take effect upon the final reading thereof.

Read a First and Second Time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

 Penny Lucas,	Mayoı
Lynda Colby	

#### **Policy**

Section: Administration Subject: Disposition of Surplus or Outdated

Furniture/Equipment

Effective: October 18, 2021 By-law #:

Motion #: Catalogue #: A-04

### Section A

1.0 Title: Disposition of Surplus or Outdated Furniture/Equipment

#### 2.0 Preamble

At various times, the Township of Ignace or its successors (hereinafter called the Corporation), finds it necessary to dispose of surplus or outdated furniture and equipment.

#### Section B

#### 3.0 Policy Statement

The Corporation of the Township of Ignace's surplus assets are to be disposed of in as a sustainable manner as possible, with consideration to the best opportunity to maximize revenue.

#### Section C

#### 4.0 Definitions

**Appraisal** means a written opinion of market value prepared by a person having appropriate credentials and experience, including staff.

**Clerk** means the person appointed as the Clerk for the Township pf Ignace or duly authorized representative or designate.

Council means the elected officials of the Corporation of the Township of Ignace.

**Disposal** means the sale of assets.

**Employee** means a current full-time or part-time employee of the Township of Ignace but excludes volunteer Firefighters.

**Notice** means notice to the public in accordance with this policy.

**Person** means an individual or a corporation and the successors, heirs, executors, administrators, or other legal representatives of a person to whom the context may apply according to law.

Sale includes a lease of 21 yrs or longer.

**Surplus Asset** means goods, materials, vehicles, and equipment that are no longer required by the user department not including real property.

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

#### Section D

#### 5.0 Regulations

### 5.1 Furniture and Equipment

- **5.1.1** Each Department Head (or person designated as such), shall report all surplus and outdated furniture and equipment annually to the Clerk.
- 5.1.2 The Clerk, working with each Department Head (or person designated as such), shall determine which items reported are to be recommended as being declared surplus or outdated. The resulting list shall be circulated to other Department Heads (or person designated as such) and Council for consideration of use prior to being recommended as surplus.
- 5.1.3 The Clerk shall prepare, annually, a list of surplus or outdated items to review. This list shall then be presented to Council for the purpose of being declared surplus or outdated. This list shall be approved by Council by way of motion at the next regularly scheduled Council Meeting.
- **5.1.4** The Clerk shall determine the disposition of all furniture and equipment declared surplus or outdated by the Council using one of the following methods:
  - a) Traded in on the purchase of a new item
  - b) Sold by Public Tender
  - c) Sold by Public Sale with sale price established
  - d) Sold by Public Auction
  - e) Donated to a qualifying organization
  - f) Destroyed

#### 5.2 Renovations and Maintenance

- **5.2.1** The Clerk shall be responsible for arrangements to dispose of surplus material resulting from construction or maintenance projects.
- **5.2.2** The Clerk shall work with the Department Head (or person designated as such) and who has responsibility for the area affected, to establish which material from a construction or maintenance project that is to be declared surplus.

5.2.3 The Clerk shall establish the method of disposal of the material in <u>section</u> 5.2.1. The methods used in <u>section 5.1.4</u> shall be used as a guideline for method of disposal.

#### **5.3 Procedures**

**5.3.1** the following shall represent the Procedural Guidelines and Requirements that shall be used in the execution of the above policy.

Staff Structure	Responsibility	Timeline
All Department Heads	Surplus and outdated furniture and equipment report to be filed with the Clerk	March 31st
Clerk	Work with Department Heads to develop a final list of surplus and outdated furniture and equipment for recommendation	April 30 <sup>th</sup>
	Work to develop a final list of surplus and outdated furniture and equipment for presentation to Council	May 15 <sup>th</sup>
	Develop a method of disposal and proceed with Council approval	May 31 <sup>st</sup>
Clerk & Department Heads	Work to establish a list of surplus material resulting from a construction or maintenance project	Established by the Clerk
Clerk	Establish a method of disposal of surplus material resulting from a construction or maintenance project	Established by the Clerk

# Section E

# 6.0 Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
October 18, 2021	.2021	/21	October 18, 2021	October 2022

# Section F

# 7.0 References to Other Policies of By-laws

Policy Title	Policy Section	Policy Number
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By-law 89.2021

Being a By-law to Set Policy to Provide for Memorials to be Extended to Staff, Council Members and Council Appointed Volunteers in the Event of a Death

Whereas the Council for the Corporation of the Township of Ignace recognizes that gestures of condolence must be extended to Staff Members, Members of Council and Current Volunteers on Council Appointed Committees or Organizations in the event of the death of the individual or a family member;

Therefore let it be resolved that the Council of the Corporation of Ignace does hereby enact as follows:

- 1. By-law 40.1998 shall hereby be rescinded along with any other By-law or Policy pertaining to 'Memorials to be Extended to Staff, Council Members and Council Appointed Volunteers in the Event of a Death'.
- 2. That the Policy attached shall form Schedule "A" to this By-law.
- 3. That this By-law shall come into force and take effect upon the Third and Final reading thereof.

Read a First and Second time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

Penny Lucas, Mayor
Landa Oallan Olada
Lynda Colby, Clerk

#### **Policy Manual**

Section: Administration Subject: Memorials

**Effective Date:** October 18, 2021 **By-law #**:

Approved by Motion #: Catalogue #: A-06

#### Section A

#### 1.0 Preamble

This policy shall apply to the Township of Ignace or its successors (hereinafter called the Corporation).

Formal policy needs to be established in regard to any gesture to be extended to Staff, Council Members or Current Volunteers on Corporation appointed Committees or Organizations in the event of death of the individual or a family member.

#### Section B

# 2.0 Policy Statement

It shall be the policy of the Corporation of the Township of Ignace to provide Memorials in the event of the death of a Staff Member, Current Volunteer Member of a Corporation appointed Committee or Organization or family member of same.

#### Section C

#### 3.0 Definitions

**Staff Member** shall be defined as a current paid employee of the Corporation whether employed on a full-time, part-time or interim basis.

Council Member shall be defined as a Member of Council that was elected in the Municipal election.

**Current Volunteer** shall be defined as an individual who has been appointed to a Council sponsored Committee by motion of Council. The definition of Current Volunteer shall be extended to members of the Ignace Volunteer Firefighters.

**Family Member** shall apply to Mother, Father, Sibling (both natural and step relation), Spouse (including common law spouse), Child (both natural and step children), Mother-in-law and Father-in-law.

**Memorial** shall be defined as flowers or donations (to any organization) that has been requested by the family.

## Section D

#### 4.0 Regulations

This policy shall be executed automatically upon instructions from the Clerk.

- **4.1** Budgetary provision(s) shall be made in the annual budget.
- **4.2** The amount of the Memorial shall be limited to \$100.00 per death.

# 5.0 Exceptions

Exceptions to this policy may be made by Motion of Council duly passed at a Regular Meeting of the Council of the Corporation of the Township of Ignace. It shall be the responsibility of the Clerk to bring forth such considerations as noted above.

# Section E

#### 6.0 Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
October 18, 2021	.2021	/21	October 18, 2021	October 2022

# Section F

# 7.0 References to Other Policies of By-laws

Policy Title	Policy Section	Policy Number

By-law 90.2021

# Being a By-law to Adopt a Policy in Regards to Custom Work and Equipment Rental from the Township of Ignace to Ratepayers

Whereas the Council of the Corporation of the Township of Ignace does hereby recognize the need to adopt a Policy regarding Custom Work and Equipment Rental to local ratepayers.

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

- 1. By-law 04.1999 shall hereby be rescinded along with any other By-law or Policy pertaining to 'Custom Work and Equipment Rental'.
- 2. That the Policy attached shall form Schedule "A" to this By-law.
- 3. That this By-law shall come into force and take effect upon the Third and Final reading thereof.

Read a First and Second time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

•	Penny Lucas,	Mayo
	Lynda Colby	. Clerk

## Policy Manual

Section: Administration Subject: Custom Work/Equipment Rental

Effective Date: October 18, 2021 By-law #:

Approved by Motion #: Catalogue #: A-07

## **Section A**

#### 1.0 Preamble

The Corporation of the Township of Ignace receives requests for Custom Work involving both tangible and intangible assets of the Corporation from time to time. This work may be available by local business owners.

#### Section B

## 2.0 Policy

It shall be the policy of the Corporation of the Township of Ignace **NOT** to do Custom Work of any kind or Rent Equipment subject to the following regulations.

#### **Section C**

#### 3.0 Definitions

**Custom Work** shall be defined as any request from a resident that uses Corporation Staff, Equipment or Goods.

**Local Business Owners** shall be defined as any licensed business that exists within the boundaries of the Township of Ignace.

**Rental Equipment** shall mean tangible personal property which is offered for sale or rent by an Obligor and their subsidiaries.

## **Section D**

## 4.0 Regulations

All requests for Custom Work/Equipment Rental shall be answered in writing by the Clerk. Noted in the letter, with the exceptions of those items under **Section 4.1** shall be the appropriate information that will enable the requester to contact the Ignace Area Business Association.

## 4.1 Exceptions

- I. Exceptions to this policy shall be given to requests received for Custom Work/Equipment Rental that cannot otherwise be obtained within the boundaries of the Township of Ignace. Each incidence of exception must be submitted in writing to Council and approved by motion.
- II. Exception may be given, if in the opinion of Council, the Corporation was negligent in the completion of a duty or commitment. These exceptions must be submitted in writing to Council and approved by motion.
- III. Each possible exception must be accompanied by a report to Council.
- IV. Exceptions shall also be given in areas that are specific to the operation of the Corporation or for goods, services or other things that are to be provided under legislation or act of government.
- V. If "time is of the essence" in considering any request the Clerk upon consulting with the Mayor, shall have the authority to grant such exception. The matter would then be required to be reported to Council at the next regular meeting however, the following must be taken into consideration:
  - a) The individual/organization making the request must provide sufficient proof that the work or item is not available within the limits of the Township of Ignace.
  - b) The Clerk charges the appropriate fee, as set out in the 'User Fee By-law' or in the absence of such a By-law charges a fee that reflects the use or work being completed.

#### Section E

# 5.0 Policy Adoption and Review Guidelines

per Number	Review by Council	Review by Council
2021 /21	October 18, 2021	October 2022
4	2021 /21	2021 /21 October 18, 2021

## Section F

## 6.0 References to Other Policies of By-laws

Policy Title	Policy Section	Policy Number

By-law 91.2021

# Being a By-law to Set a Formal Policy Regarding Riders in Vehicles and Equipment Owned by the Corporation of the Township of Ignace

Whereas the Council of the Corporation of the Township of Ignace does hereby find it necessary to adopt a formal policy regarding non-employees riding in/on Township owned equipment and vehicles.

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

- 1. Sets out formal policy in regard to 'Riders in Vehicles and Equipment' as per the attached policy forming Schedule "A" to this By-law.
- 2. This By-law hereby rescinds any other By-law pertaining to 'Riders in Vehicles and Equipment'.

Read a First and Second Time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

Penny Lucas, Mayor
Lynda Colby, Clerk

## Policy Manual

Section: Administration Subject: Municipal Vehicles; Riders

Effective Date: October 18, 2021 By-law #:

Approved by Motion #: Catalogue: A-09(1)

## Section A

#### 1.0 Preamble

The Council of the Corporation of the Township of Ignace does hereby find it necessary to adopt a formal policy regarding non-employees riding in/on Township owned vehicles and equipment.

## **Section B**

## 2.0 Policy Statement

It shall be the policy of the Corporation of the Township of Ignace that only the persons allowed to drive or ride in Township owned/leased vehicles as follows:

- a) Township of Ignace employees
- b) Township of Ignace Council Members
- c) Township of Ignace appointed Fire Department Members
- d) Township of Ignace appointed Volunteer Committee Members

## Section C

#### 3.0 Definitions

**Clerk** means the person appointed as the Clerk for the Township pf Ignace or duly authorized representative or designate.

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

Employee means a current full-time or part-time employee of the Township of Ignace.

Equipment means any Township of Ignace owned/leased piece of equipment.

Township means the Corporation of the Township of Ignace.

Vehicle shall mean any Township of Ignace owned/leased vehicle.

## Section D

## 4.0 Regulations

- **4.1** It shall be the sole responsibility of each employee/Councilor/volunteer to note any needed repairs or operating difficulties that are noted for that vehicle. This is to be forwarded to the Public Works Department Head.
- **4.2** The Township of Ignace owned/leased vehicles shall **NOT** be used for any personal use unless authorized by the Department Head and deemed to be in the best interest of the Township of Ignace.

## Section E

## 5.0 Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
October 18, 2021	.2021	/21	October 18, 2021	October 2022

## Section F

## 6.0 References to Other Policies of By-laws

Policy Title	Policy Section	Policy Number

By-law 92, 2021

# Being a By-law to Establish Policies and Procedures for the Sale of Property Owned by the Township of Ignace

Whereas Section 270(1) of the Municipal Act, 2001, S.O.2001 25, as amended, requires all municipalities to adopt and maintain policies governing the sale of surplus land. This policy will include providing proper notice to the public.

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

- 1. This By-law shall rescind By-law 13.2013 and any other By-law pertaining to the 'Sale of Property Owned by the Township of Ignace'.
- 2. That the Corporate Policy attached shall become part of this By-law.
- 3. This By-law shall come into force and take effect upon the Third and Final reading thereof.

Read a First and Second Time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

Penny Lucas, Mayo
Lynda Colby, Clerk

## **Policy Manual**

Section: Administration Subject: Sale of Property

Effective Date: October 18, 2021 By-law #:

Approved by Motion #: Catalogue #: A-08

## **Section A**

#### 1.0 Preamble

Section 270(1) of the Municipal Act, 2001, S.O.2001 25, as amended, requires all municipalities to adopt and maintain policies governing the sale of surplus land. This policy will include providing proper notice to the public.

## Section B

## 2.0 Policy Statement

The Corporation of The Township of Ignace and its management recognize the following principles for the sale of surplus land, the declaration of land as surplus, and for giving notice of any such proposed sale.

## Section C

#### 3.0 Definitions

Act means the Municipal Act, 2001, S.O. 2001 as amended.

**Appraisal** means an opinion of the fair market vale of the surplus land provided by a land appraiser or such other qualified person as Council may provide in this policy.

Certificate means the Clerk's Certificate verifying that, to the best of his/her knowledge, the requirements of the Municipal Act, 2001 and a policy which applies to the sale of surplus land have been complied with.

Clerk means the Clerk of The Township of Ignace, as appointed by by-law.

Council means the Council of the Corporation of The Township of Ignace.

Land means lands owned by The Township of Ignace, whether vacant or not, or any other proprietary interest in lands owned by the Township, and, without limiting the generality of the foregoing, includes easement, rights-of-way, leaseholds exceeding twenty-one (21) years, and an interest in lands under an agreement of purchase and sale.

**Notice** means notification provided to the public in accordance with The Township of Ignace Procedure By-law, or any such By-law that shall follow thereafter, and/or in accordance with the Township's Provision of Notice policy.

**Published** means published in a newspaper that, in the opinion of the Clerk, has general circulation within The Township of Ignace to provide reasonable notice to those affected by, or interested in the surplus land sale, and 'publication' has a corresponding meaning.

Sale means an unconditional agreement of purchase of municipal surplus property has been accepted by The Township of Ignace, and without limiting the generality of the foregoing, excluding lands temporarily conveyed to the Township of Ignace for municipal purposes intended to be reconveyed to the grantor, and any land or interest in land Quit Claimed or released by The Township of Ignace.

Surplus land means any land declared surplus by the Council of The Township of Ignace.

Township shall mean The Corporation of The Township of Ignace.

## Section D

## 4.0 Regulations

## 4.1 Conditions Before Sale of Real Property

- **4.1.1** Before selling any land owned by the Corporation, Council by resolution passed at a meeting open to the public, declare the land to be surplus to the Township's needs.
- **4.1.2** Before selling any real land owned by the Corporation, Council shall obtain at least one written appraisal of the real property, unless an appraisal is not required as set out in Sections 4 & 5 of this Policy.
- **4.1.3** Before selling any land owned by the Corporation, Council shall give notice to the public of the proposed sale. Public Notice may consist of one or more of the following:
  - a) by posting in "local posting sites" in accordance with the Township of Ignace Notice By-Law
  - b) by posting a "For Sale" sign on the property
  - c) upon announcement by Council at an open meeting
- **4.1.4** The method used to dispose of land may include but is not limited to:
  - a) public auction
  - **b)** public tender

- c) direct sale
- d) land exchange
- e) call for proposals
- f) listing of the land with a real estate broker.

#### 5.0 Exclusion of Certain Classes of Land

Section 4.1.2 does not apply to the sale of the following classes of land:

- a) Land 0.3 metres or less in width acquired in connection with an approval or decision under the *Planning Act*.
- b) Highways, roads and road allowances
- c) Land formerly used for railway liens if sold to an owner of land abutting the former railway land
- d) Land that does not have direct access to a highway if sold to the owner of land abutting that land
- e) Land repurchased by an owner in accordance with section 42 of the Expropriations Act
- f) Easements granted to public utilities or to the telephone companies
- g) Land sold under Section 106, 107 or 108 of the Municipal Act, 2001
- h) Land that was vested by the municipality as a result of failed tax sale provided that the land was not vested more three (3) years ago.

#### 6.0 Exclusions - Sales to Public Bodies

Section 4.1.2 does not apply to the sale of the following public bodies:

- a) A municipality
- b) A Local Board including a school board or conservation authority
- c) The Crown in the Right of Ontario or their agencies

#### 7.0 Exclusions - Class of Land

Section 4 does not apply to the sale of the following classes of land:

- a. Land sold under Section 110 of the *Municipal Act*, 2001 Municipal Capital Buildings
- **b.** Land to be used for the establishment and carrying on of industries and industrial operations and incidental uses

## 8.0 Exemption - Tax Arrears

This By-Law does not apply to the sale of land under Part XI, *Municipal Act*, 2001 - Tax Arrears.

## 9.0 Register

Every municipality shall establish and maintain a public register listing and describing the land owned by the Municipality.

## 10.0 Exemption from Register

Section 7 does not apply to the following classes of land:

- **a**. Land 0.3 metres or less in width acquired in connection with an approval or decision under the *Planning Act*.
- **b.** Highways
- c. Land formerly used for railway lines

## 11.0 Expression of Interest Form

Parties interested in purchasing properties shall complete an "Expression of Interest" Form, which is a part of this policy. Schedule "A"

#### 12.0 Rules Governing Expressions of Interest and Sales

Council may make rules regarding the expressions of interest and sales of properties. These rules shall be recorded on the Expression of Interest Form.

#### 13.0 Council Discretion

Notwithstanding that the public notice of the intended sale has been given and that one or more interested parties may have presented to Council an offer, proposal or other submission, nothing shall fetter the absolute discretion of Council to retain the real property or to dispose of it on such terms and conditions as may be fixed by Council, which shall include, without limitation and where otherwise lawful, the power to sell the land for nominal consideration and to whoever it determines, regardless of whether the

disposition is to the party which apparently has presented the best offer.

# Section E

# 14.0 Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
October 18, 2021	.2021	/21	October 18, 2021	October 2022

# Section F

# 15.0 References to Other Policies of By-laws

Policy Title	Policy Section	Policy Number



# The Corporation of the Township of Ignace **Expression of Interest Form**

IGNACE Explore Our Possibilities	·	Schedule "A", Policy A-08,	By-law2021
For the Property Located at:			
Sealed Expressions of Interest, clear with a deposit in the form of a Mor of the Township of Ignace and repsubmitted to the Clerks Office at the POT 1TO, clerk@ignace.ca	ney Order, Bank Draft or Cei resenting at least five perce	tified Cheque by a bank paya nt (5%) of the proposed purc	able to the <b>Corporation</b> thase price, are to be
Name of Individual/Company	Expressing Interest:		
Telephone Number:	Fax Number:	Email:	
Street Address:	1 2		
Legal Description:			
Proposed Purchase Price: \$			
Rules governing the Expressions of direct sale and subject to condition will be subject in all respects to Conhighest or any proposed price will returned.	ns, to be negotiated and incl uncil approval by By-law. Pr not necessarily be accepted	uded in an Agreement of Pur ice will be a factor considered . If no agreement is reached	rchase and Sale which d by Council but the
Signature of Individual/Authorized Co	ompany Representative:	Date:	



# The Corporation of the Township of Ignace Expression of Interest Form

## **Rules Governing Expressions of Interest and Sales**

- Council decides whether or not Expressions of Interest on properties will be accepted in the Closed Sessions of either
  its Regular or Special meetings. In considering an Expression of Interest, Council may choose to accept, reject or
  counter-propose.
- 2. Regular Council meetings are normally held on the third (3) Monday of the month except during the summer and Christmas break. Special meetings are held when they have been called in accordance with the Township's Procedural By-law.
- An offer on a property needs to be submitted prior to the posting of the Regular or Special meeting agenda in order for the property to appear on the agenda. The property will appear under the Expression of Interest item on the Closed Session agenda.
- 4. For a Regular Monday Council meeting, an Expression of Interest must be submitted by the end of the day on the two (2) weeks prior in order for the property to appear on the Closed Session agenda.
- 5. For a Special Council meeting, Expression of Interest must have been submitted prior to the preparation of the agenda in order for the property to appear on the Closed Session agenda. A special Council meeting may be called for consideration of an Expression(s) of Interest at the direction of Council. Whether or not the Expression of Interest is added is Council's discretion.
- 6. No special consideration is given to an Expression of Interest that was submitted first and therefore led to the property being listed under the Expression of Interest item on the Closed Session agenda. When an Expression of Interest was submitted has no bearing on Council's consideration of the expression.
- 7. The Township will strive to ensure that all submitted Expressions of Interest are available to Council at the next Regular Meeting. The Township will strive to ensure that all submitted Expressions of Interest are available to Council at a Special Meeting if one has been called and the Expression of Interest has been added to the Closed Session agenda. Parties should contact the Township to confirm their expressions have been received. Any party submitting an Expression of Interest has no recourse if the Township has failed to bring Expressions of Interest forward at a meeting.
- 8. If an Expression of Interest is submitted for a property that is currently rented by the Township, the tenant will be given sixty (60) days to make arrangements to purchase the property. The party that submitted the Expression of Interest will be informed by the Township. The party can choose to withdraw the Expression of Interest or ask that it be considered if the tenant does not make arrangements to purchase the property.
- 9. If a party chooses to purchase a property with a tenant(s), that is its responsibility. The party is obviously not getting title free and clear.
- 10. All properties are for sale on an "as is" basis. A party on the Expression of Interest may put conditions upon which the Expression of Interest is contingent. Of course, Council may reject the Expression of Interest because it does not agree to the conditions.

By-law 93.202 1

# Being a By-law for the Purpose of Imposing Fees and/or Charges for the Township of Ignace Community Recreation Centre

Whereas the Council for the Corporation of the Township of Ignace hereby deems it necessary to set fees and/or charges to generate revenue for the Township of Ignace's Community Recreation Centre Services from the users.

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

- 1. The fees and charges imposed by the Township of Ignace for the Community Recreation Centre services as provided in the following Schedule "A" attached hereto and forming part of this By-law are hereby conformed.
- 2. That By-law 53.2017 is hereby rescinded along with any other By-law pertaining to 'Imposing Fees and/or Charges for the Township of Ignace Community Recreation Centre'.
- 3. This By-law shall come into force and effect upon the third and final reading thereof.

Read a First and Second Time this 18th Day of October, 2021.

Read a Third and Finally Passed this 18th Day of October, 2021.

Penny	Lucas,	Mayor
Lvnda	a Colby	. Clerk

#### Schedule "A"

To By-law \_\_\_\_

## **Arena & Curling Ice Rates**

**Note:** A non-resident surcharge of \$20.00 for the first eight (8) hours rental and \$5.00 per hour for each additional hour. Summer ice rates are considered to be any ice rentals made during the months of May thru September. These fees do not apply on Statutory Holidays or when arena is not scheduled to be opened. Statutory Holidays and days when the Arena is not opened will constitute a \$30.00/hr. additional rental fee.

Description	Unit	Unit Cost	HST	<b>Total Cost</b>
Regular Rate	Hour	\$90.00	\$11.70	\$101.70
Youth Rate – Ages 18 and Under	Hour	\$70.00	\$9.10	\$79.10
Summer Ice Rate	Hour	\$110.00	\$14.30	\$125.30
Tournaments – Regular	Day	\$840.00	\$109.20	\$949.20
Tournaments - Youth	Day	\$547.00	\$71.11	\$618.11
Hockey School	Day	\$585.00	\$76.05	\$661.05

**Note:** These fees do not apply on Statutory Holidays or when arena is not scheduled to be opened. Statutory Holidays and days when Arena not opened will constitute a \$300.00/hr. additional rental fee.

## Public Skating & Recreational Ice Program Rates

**Note:** Public Skating Sponsorship: When a group/individual would like to book ice for the purpose of providing a free public skating time it incorporates youth and adult ice rental rates. Promotional rates may be offered to encourage attendance at Public Skating and Recreational Hockey from time to time.

Description	Unit	Unit Cost	HST	<b>Total Cost</b>
Public Skating – All Ages	Session	\$2.50	N/A	\$2.50
Public Skating – Family	Session	\$6.00	\$0.78	\$6.78
Public Skating Sponsor/Private Rental	Hour	\$90.00	\$11.70	\$101.70

**Note:** These fees do not apply on Statutory Holidays or when arena is not scheduled to be opened. Fees apply only during regular scheduled times and availability. Seasonal rate allows unlimited entry during the ice season for which the pass is valid, to public skating and pond hockey, during regularly scheduled times. Seasonal rate does not provide admission to the venue during special events, or during private or sponsored rentals, recreational facility user rentals, or tournaments. Valid seasonal pass is required to be presented upon admission.

## **Arena and Curling Dry Floor Rates**

**Note:** A non-resident surcharge of \$20.00 for the first eight (8) hours rental and \$5.00 per hour for each additional hour will apply to all rates. All dry floor rental rates include the use of tables, chairs, bars and staging as available.

Description	Unit	Unit Cost	HST	<b>Total Cost</b>
Regular Rate	Day	\$350.00	\$45.50	\$395.50
Youth & Non-Profit	Day	\$250.00	\$32.50	\$282.50
Regular Rate	Hour	\$50.00	\$6.50	\$56.50

Youth & Non-Profit	Hour	\$35.00	\$4.55	\$39.55
Dances/Weddings (incl. Kitchen/equipment)	Day	\$700.00	\$91.00	\$791.00

## **Curling Hall Upper**

**Note:** Use of the hall for dances, socials, weddings, or any alcohol related event that requires the kitchen, must pay the Wedding/Social rate. All rental rates include use of tables, chairs, bars and staging as available.

Description	Unit	Unit Cost	HST	<b>Total Cost</b>
Regular Rate	Hour	\$50.00	\$6.50	\$56.50
Youth & Non-Profit	Hour	\$35.00	\$4.55	\$39.55
Regular Rate	Day	\$175.00	\$22.75	\$197.75
Youth & Non-Profit	Day	\$125.00	\$16.25	\$141.25
Socials/Weddings (incl. kitchen/equipment)	Day	\$550.00	\$71.50	\$621.50

## Kitchen & Canteen Rates

**Note:** Kitchen Regular Rate includes use of kitchen **only**. No dishes, cutlery, etc. Renters must bring own cleaning supplies (cloths, towels, etc.). Kitchen rental includes detergent for the dishwasher, soap for hand washing, paper towel, dish soap and stones for the grill. Rental of Deep Fryers does not include the oil. Canteen rate is for canteen in Arena lobby, for usage outside of contract dates and/or special events where a lease agreement has been negotiated.

Description	Unit	Unit Cost	HST	<b>Total Cost</b>
Regular Rate Kitchen	Hour	\$25.00	\$3.25	\$28.25
Regular Rate Kitchen	Day	\$100.00	\$13.00	\$113.00
Use of Dishes & Cutlery	Day	\$40.00	\$5.20	\$45.20
Use of Deep Fryers (each)	Day	\$30.00	\$3.90	\$33.90
Canteen Rate	Day	As determined by contract/agreem		t/agreement
Slushie Machine or Cappuccino Machine	Day	\$20.00	\$2.60	\$22.60
	Weekend	\$30.00	\$3.90	\$33.90
	Weekly	\$85.00	\$11.05	\$96.05

## **Equipment Rental Rates** (without hall rental)

**Note:** Equipment rentals include pickup the day before the rental date, and drop off the day after the rental date. These items are subject to availability. Pickup and drop off dates/times will be indicated on the Rental Agreement.

Description	Unit	Unit Cost	HST	<b>Total Cost</b>
Chairs – each	Day	\$1.50	\$0.20	\$1.70
Tables – each	Day	\$3.50	\$0.46	\$3.96
Stages (one 4'x8' section)	Day	\$15.00	\$1.95	\$16.95

#### **SOCAN Fees**

**Note:** SOCAN is a musical tariff that is charged to all events playing recorded music. The Corporation of the Township of Ignace normally remits these fees to the SOCAN Organization on a semi-annual basis. Fees will be charged if applicable.

Description	Unit	Unit Cost	HST	Total Cost
DJ/Recorded Music Events	Event	\$185.00/yr	\$24.05	\$209.05
Live Band	Event	\$83.65/event	\$10.87	\$94.52/event

## **Special Charges & Deposits**

Note: All damages/cleaning deposits must be in the form of a certified cheque or money order, separate from any rental fee payment. All damage/cleaning deposits shall be held and will be returned within two (2) weeks after the rental date, provided Township Staff deems the facility/equipment is clean and undamaged. If all or a portion of the damage/cleaning deposit is not returned the renter shall receive a copy of the report(s) from Township Staff, listing damages and/or cleaning on what it was applied to. Any cleaning/repairs required by the Township Staff after the rental shall be billed according to actual hours it takes it takes to complete at the current staff rate, per person hour plus required parts and/or equipment expenses. The cleaning deposit will be applied to these charges, and if applicable, an invoice shall be sent to cover additional costs by the Township. The late return of equipment (unless previously approved) shall be charged the rental rate per day late. These fees shall be deducted from the deposit. A 'late cleaning fee' of \$35.00 shall be charged to any Rental not cleaned on the date indicated on the Rental Application. This amount shall be deducted from the deposit fee.

Description	Unit	Unit Cost	HST	<b>Total Cost</b>
Damage/Cleaning Deposit - Halls	Event	\$300.00	\$39.00	\$339.00
Damage/Cleaning Deposit – Kitchen	Event	\$150.00	\$19.50	\$169.50
Damage/Cleaning Deposit - Equipment	Event	\$150.00	\$19.50	\$169.50

## **Arena/Rink Board Advertising Fees**

**Note:** The advertiser agrees to pay advertising fees for a one (1) year term at the rate of \$250.00 plus HST for each applicable advertising location.

Description	Unit	Unit Cost	HST	<b>Total Cost</b>
Rink Boards	Yearly	\$250.00	\$32.50	\$282.50
Lobby Wall Advertising	Yearly	\$250.00	\$32.50	\$282.50

All prices listed above are subject to change of applicable tax as determined by legislation.
All rentals require completion of the Facility/Equipment Rental Application, attached as
Appendix "A" to By-law2021. All exchanges, additions, or cancellations of ice time
require 14 days' notice and completion of the Notification Form attached as Appendix "B" to
By-law2021. Appendix "C" to By-law2021 - Arena Boards Advertising
Agreement.



The Corporation of the Township of Ignace Facility/Equipment Rental Application\_By-law \_\_\_\_\_.2021 Appendix "A"

Organization/Rental Purpose:			-			
Mailing Address:			_			
Contact Person:	Phone:		-			
Equipment Required: Please enter the number of pieces for	each					
Chairs: Tables: Sta	ges: Bar: Other	·	_			
Facilities Required (please list in chart Arena Ice, Arena Dry Floor, Curling Dr	y Floor, Curling Upper Floor, k			( 5 ()		
Please indicate the following if require	d (included in ice rental fee) Ar	ena Lobby, Dress	sing Koom(s), K	eteree Room(s)		
Description	Date & Time	# of Units	Unit Fee	Total Fee (less HST)		
l <del></del>			<u> </u>			
			SubTotal			
			HST SOCAN			
			Total			
			Deposits			
Name on special occasion permit:		Phone:_				
Please list any equipment being broug	ht into our facility for the purpo	se of your				
rental:						
Special Arrangements:						
Setup Date:	Cleanup Date:					
Rental Fee due at least 14 Days prior	to event in the amount of \$	, plus	depopsit (if app	icable)		
\$ Deposit must be a s	separate certified cheque or m	oney order.				
The following policies have been giver	to the applicant:					
☐ Alcohol Policy ☐ Smoking Policy	☐ Facilities Use Policy					
I the undersigned, being an authorized signing official for the above said group, agree to abide by all set out responsibilitiesnand guidelines as per this agreement and the above listed policies, for which I have read, or will read prior to our rental date(s). I realize the penalties for not abiding by this agreement and policies.						
Name Printed:	Name Signed:		_ Date:			
renter Name Printed: Township	Name Signed:		_ Date:			
128						
The Corporation of the Township of Ignace						



Notification of Ice Time Exchange, Addition or Cancelation By-law \_\_\_\_\_.2021 Schedule "B"

Todav's Date:								
To: The Corporation of the Township of Ignace, 34 HWY 17, West, PO Box 248, P0T1T0								
			56, 1 0 000 240, 1 0 1 1 10					
Group Contact Perso	on:							
•	ncel or add the following s: □ Exchange □ Can		chedule based on the					
7 2.7 (2.8)								
Date	Time From	Time To	# Of Hours					
	nd agree to the above in cation will result in the re							
Lesse Signature:		Date:						
	For Office	Use Only						
Form Received on:								
Addition/Cancelation/Exchange approved: ☐ Yes ☐ No								
Approved By:								
Copies Made: □ Arena □ Renter □ Public Works								



The Corporation of the Township of Ignace Arena Boards Advertising Agreement Schedule "C" By-law\_\_\_\_\_.2021

## This Agreement is Between

## The Corporation of the Township of Ignace PO Box 248 Ignace, ON, P0T 1T0 807-934-220

And Owner/Contact Person: Phone: \_\_\_\_\_ Fax: \_\_\_\_ (Hereinafter referred to as "the advertiser") Now therefore this agreement witnessed that both parties agree to as follows: 1. This agreement shall commence \_\_\_/ \_/\_ and shall remain in effect for a period of three (3) years. 2. The advertiser agrees to pay the following advertising fees for this three (3) year Year 1: \$\_\_\_\_\_plus HST – Paid on or before \_\_\_\_\_. Year 2: \$\_\_\_\_plus HST – Paid on or before \_\_\_\_\_. Year 3: \$ plus HST – Paid on or before \_\_\_\_\_. Annual renewal after three (3) years, with no graphic change \$\_\_\_\_\_ plus HST. Signature of Advertiser: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Township Representative: Date:\_\_\_\_