

The Corporation of the Township of Ignace
Special Meeting of Council
Monday, June 28, 2021 @ 1:00 p.m.
ELECTRONIC MEETING

Public Notice is hereby given that Council will be meeting Electronically as permitted by Bill 1828, Municipal Emergency Act, 2020. Citizens are encouraged to attend the virtual meeting via the following link:

<https://zoom.us/j/94056825628?pwd=R1JFd1dpdmZkY29kb2pxWnF4VHE0QT09>

Meeting ID: 940 5682 5628

Passcode: 487733

1. Call to Order

Mayor Lucas called the Special Meeting of Council to order this 28th day of June 2021, at _____ p.m.

2. Approval of Agenda

Motion: # 2021.06.28.154

Moved by: _____ Seconded by: _____

THAT, Council for the Corporation of the Township of Ignace does hereby approve the Agenda for the Special meeting of Council this 28th day of June, 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

5. Items for Discussion

1. Minutes Special Council Meeting dated June 7, 2021
2. MLEO/PSO Policy & Procedure Manual
3. By-Law 31/2021 – Tax Ratio
4. By-Law 32/2021 – Tax Rates
5. Residential Waste Collection
6. NTI – Motion Township Plaza Parking Lot and Senior Urban Art Trail – Verbal Report

6. Questions from the Public

7. By-Laws

8. Notice of Motions

9. Confirmatory By-Law

Motion: **#2021.06.28.**

Moved by: _____ Seconded by: _____

THAT, By-Law # /2021, Being A By-Law to Confirm the Proceedings of The Council of The Corporation of The Township of Ignace Special Meeting dated June 28th, 2021 be read a First, Second, and Third Time, and Passed.

Carried

10. Adjournment

Motion: **# 2021.06.28.**

Moved by: _____ Seconded by: _____

THAT, the Special Meeting of Council this 28th day of June 2021, be adjourned at _____ pm.

Carried



The Corporation of the Township of Ignace
Minutes of the Special Meeting of Council
Monday, June 7, 2021 at 6:00 pm
ELECTRONIC MEETING

Council

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

Staff

Lynda Colby - Clerk
Roxanne Cox – Deputy Clerk

Staff - Zoom

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

Public

4 Participants

1. Call to Order

Mayor Penny Lucas calls the Special Meeting of Council to order this 7th day of June 2021, at 6:00 pm.

2. Approval of Agenda:

Motion: #2021.06.07.125

Moved by: Deputy Mayor Greg Waldock

Seconded by: Cllr. Chantelle Tucker

THAT, the Agenda for the Special Meeting of Council this 7th day of June 2021, be approved as presented.

Carried

3. Declarations of Pecuniary Interest

None

4. Minutes of May 25, 2021 – Special Meeting of Council

Motion: # 2021.06.07.126

Moved by: Cllr. Debbie Hart

Seconded by: Cllr. Chantelle Tucker

THAT, Council for the Corporation of the Township of Ignace does hereby approve the May 25th, 2021 Minutes from the Special Meeting of Council this 7th day of June, 2021, as presented.

Carried

5. Delegations/Deputations/Presentations

Presentation of 2021 Draft #2 Budget

6. Questions from the Public

Q. Why are we talking curling. Are there people that want it? Let's have a committee before we go ahead.

A. We will not be moving forward unless we have people to organize or run curling.

Q. The Community Well Being Fund, does it all have to be budgeted for?

A. No, it doesn't have to be budget for.

7. Motion

Motion: #2021.06.07.127

Moved by: Cllr. Debbie Hart

Seconded by: Cllr. Chantelle Tucker

THAT, Council for the Corporation of the Township of Ignace does hereby accept the Draft # 2 2021 Budget as presented by the Treasurer, and does hereby direct the Treasurer to return to the June 21, 2021, Regular Council Meeting for passing of the 2021 budget.

Carried

8. Confirmatory By-law

Motion: #2021.06.07.128

Moved by: Cllr. Debbie Hart

Seconded by: Deputy Mayor Greg Waldock

THAT, By-Law #30/2021 – Being A By-Law to Confirm the Proceedings of The Council of the Corporation of the Township of Ignace Special Meeting dated June 7, 2021 be read a First, Second, and Third Time, and Passed.

Carried

9. Adjournment

Motion: #2021.06.07.129

Moved by: Cllr. Shaun Defeo

Seconded by: Cllr. Debbie Hart

THAT, the Special Meeting of Council this 7th day of June 2021, be adjourned at 6:46 pm.

Carried

Mayor Penny Lucas

Deputy Mayor Greg Waldock

Councillor Debbie Hart

Councillor Shaun Defeo

Councillor Chantelle Tucker

Lynda Colby, Clerk



Municipal Law Enforcement & Property Standards Officer Policy and Procedure Manual

The Corporation of the Township of Ignace

Municipal Law Enforcement/Property Standards Policy and Procedure Manual

The Corporation of the Township of Ignace

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Municipal Law Enforcement & Property Standards Service Procedures

1.0 Introduction

This manual is to be used in conjunction with the **Township's Personnel Policy Manual**, which governs the actions of all its employees. The purpose is to provide the Municipal Law Enforcement Officer/Property Standards Officer information to assist in daily decision making. If there are any discrepancies between this Manual and the Township's Personnel Policy Manual, the Township's Personnel Policy Manual shall govern. Please contact the Township Clerk or Designate for directives.

The By-law Division provides both proactive and reactive levels of by-law enforcement services to the residents of the Township of Ignace (*see job description – appendix A*). Primarily, reactive enforcement entails responding to written complaints as they are submitted by members of the public and/or staff and Council. Proactive enforcement involves your own initiative for issues involving the health and safety of the residents and visitors of the Township of Ignace as well as by-law contraventions that are deemed detrimental to the overall image of the Township. Your personal safety and the safety of others must remain a top priority. The Municipal Law Enforcement/Property Standards Officer must adhere to the **Occupational Health and Safety Policy Manual** provided by the Town.

Municipal Law Enforcement/Property Standards Services

The Municipal Law Enforcement/Property Standards Services Department includes By-law Enforcement/Property Standards services which consists of one full time Municipal Law Enforcement/Property Standards Officer. The Supervisor of Municipal Law Enforcement is the Municipal Clerk.

The goal of Municipal Law Enforcement/Property Standards Officer is to achieve compliance through information, education and voluntary compliance. If this is not achievable then the MLEO/PSO takes appropriate action such as the laying of charges under the provisions of the Township's By-laws Enforcement; action may also include direct enforcement where the Township may remove or resolve a non compliance at the property owner's expense.

Municipal Law Enforcement ensures proper, consistent enforcement and compliance with the Town's regulatory by-laws including but not limited to:

- Animal, Cats and Pigeon Control By-laws, including contract supervision,
- Business Licensing By-law,
- Civic Addressing By-law,
- Clean Yards By-law,
- Consolidated Traffic & Parking By-law, including disabled parking enforcement and towing,
- Fire-related By-laws, including Open Air Burning By-law, Fireworks, Fire Routes,
- Firearms Discharge By-law

- Hours of Operation & Code of Conduct for Town Parks and Public Recreation Facilities,
- Noise By-law,
- Noxious Weeds By-law and Weed Inspector duties under the Weed Control Act,
- Signs and Other Advertising Device By-law, including issuance of permits as applicable,
- Parks Regulation By-law,
- Pool Fence By-law,
- Top Soil Removal By-law, including issuance of permits,
- Use of Sidewalks in Central Commercial District By-law,
- Water Regulation By-law, including water restrictions,
- Zoning By-law

All other municipal regulatory and licensing by-laws as may be enacted from time to time.

By-laws enforced by others, includes:

❖ Animal Control	Pam Flory (contract)
❖ Building	Chief Building Official
❖ Emergency Plan	Fire Chief as Community Emergency management Coordinator
❖ Discharging of Fire Arms	O.P.P.
❖ Lane designation	O.P.P.
❖ Property Standards	Chief Building Official (for structural)
❖ Sewers Connection	Public Works Department
❖ Sewers Discharge	Public Works Department

2.0 Policy Review

This Policy Manual will be reviewed at least once every Council term for necessary changes. The Town Clerk may bring forward revisions to the Policy Manual on an as needed basis.

3.0 Dress Code

It is important to remember that while on duty, the Municipal Law Enforcement/Property Standards Officers are representatives of the Township of Ignace. Your dress and deportment are as important as your conduct and must reflect the professional standard that is set by the Township.

The clothing that is worn by Municipal Law Enforcement/Property Standards Officer must be clean and pressed and conform with the Township's Clothing Policy.

4.0 Officer's Equipment

During employment with the Township, the Municipal Law Enforcement/Property Standards Officer will be responsible for all items that the Township provides including; but not limited to:

Items to be Kept in Vehicle

- ❖ Part I ticket book
- ❖ Part II ticket book (Parking)
- ❖ Short form wording for charges
- ❖ Victims surcharge chart
- ❖ Flashlight
- ❖ Safety gloves
- ❖ Rubber gloves
- ❖ Garbage bags
- ❖ Blank complaint forms
- ❖ Emergency phone numbers
- ❖ Shovel
- ❖ Dog Licenses (current year in binder)
- ❖ Fire Permits (applications blank)
- ❖ First aid kit including CPR mask
- ❖ Fire Extinguisher

Items to be Kept on Person

- ❖ Notebook
- ❖ Charged cell phone
- ❖ Badge and ID Card
- ❖ Business Cards

The Municipal Law Enforcement/Property Standards Officer is responsible for the equipment issued by the Township. If equipment is lost or damaged through abuse or neglect, the cost of replacement may be levied against you. If you notice any damage to the equipment, you are to report the damage to the Township Clerk or Designate.

5.0 Township Vehicle

It is the responsibility of the Municipal Law Enforcement/Property Standards Officer to assist with the maintenance of the vehicle supplied by the Township. The interior and exterior of the vehicle are to be kept clean. Oil levels are to be checked on a regular basis and fuel is not to be left below $\frac{1}{4}$ of a tank. Gas is to be purchased from Township service centers as directed. Other fluid levels including, transmission, brake, and windshield washer are to be checked by daily and filled as required. Tires and signal lights are also to be checked, and replaced or repaired as required. A circle check should be conducted before and after each day's use.

A schedule of vehicle maintenance log book is located in the glove compartment of the vehicle. All maintenance and/or repairs are to be recorded in the log and appointments for maintenance shall be made in accordance with the schedule.

From time to time, other Departments may submit requests to use the Township vehicle. Requests for use shall be accommodated whenever possible provided it does not interfere with the schedule of the Municipal Law Enforcement/Property Standards Officer's schedule. All requests will be submitted to and approved by the Municipal Clerk in consultation with the Officer.

6.0 Hours of Work

Hours of work for the Municipal Law Enforcement Officer will normally consist of a nine (9) hour work day including a one (1) hour meal break on a work schedule which includes early morning, evening and weekend shifts based on the operational needs of the Township.

The hours of work for a Municipal Law Enforcement/Property Standards Officer shall be specified in the Employment Contract, as appropriate.

The Municipal Law Enforcement Officer and By-law Enforcement Officer(s) shall receive the regular Rate of Pay for evening and weekend work as approved by the Municipal Clerk.

6.1 Overtime

All overtime must be pre-approved by the Municipal Clerk.

One (1) week of management time is allotted in lieu of overtime unless otherwise preapproved by the Township Clerk as mentioned above.

6.2 Meals and Breaks

Meal breaks are unpaid and will be of no less than forty minutes (40) in duration. The time and length of meal breaks will be scheduled based on operational needs. The Municipal Law Enforcement/Property Standards Officer.

6.3 Statutory Holidays

The following are a list of recognized Holidays by the Township of Ignace.

New Year's Day	Family Day	Good Friday	Easter Monday
Canada Day	Civic Holiday	Victoria Day	Labour Day
Thanksgiving Day	Remembrance Day	Christmas Eve	Christmas Day
Boxing Day	New Year's Eve		

7.0 By-law Complaints Against Council or a Township Employee

All complaints filed against members of Township Council or an employee of the Township with respect to an alleged by-law infraction shall be treated in the same manner as all complaints. Care shall be given to ensure that all records in relation to a complaint against a member of Council or a Township employee remain confidential.

8.0 Notebooks

The Officer's notebook is the most important item that you use daily. The prosecution will use it in court as evidence to refresh an Officer's memory of an incident and it will come under cross-examination by the defense. It **MUST** be kept up to date and as accurate as possible. Record all of daily actions including times, dates, weather and any observations. Record actions taken in your notebook immediately after an incident has taken place or the soonest possible time after. The Notebook is the property of the Township and shall be handed in at the end of contract.

9.0 Occurrence Records and Reports

9.1 Occurrence Reports

Written occurrence reports are required for every alleged infraction and are to be kept up to date with all pertinent information. The reports are to be kept in the appropriate file in accordance with the Township's Records Management Policy as well as on computer.

9.2 Reports to Council or Section Committees

Under the direction of the Municipal Clerk, the MLEO/PSO is required to research and write reports for submission to the appropriate Section Committee in relation to the development of new regulatory by-laws and/or amendments to existing by-laws. Prior to reporting to Section, the MLEO/PSO is expected to consult with the Municipal Clerk and submit their report to the Clerk for approval.

9.3 Statistical Reports

The MLEO/PSO is required to track and report statistical data pertaining to municipal law enforcement/property standards activities on a quarterly basis or as requested by the Municipal Clerk. An annual summary of the municipal law enforcement/property standards activities shall be prepared for Section and presented to Municipal Council.

10.0 Complaint Procedure

All by-law complaints from the public, staff and members of Council shall be made **in writing** by the complainant on the prescribed form (*appendix B*). **All complainants must live or own property in the Township of Ignace.** The complaint form is a standardized form that must be complete and contain particulars of the alleged breach, and be signed by the complainant. These complaint forms are available on the Township's website, by mail or can be picked up and filled in at the Municipal Office.

Complaints are to be acted upon as quickly and responsibly as possible. Complaints are required in writing in order to alleviate frivolous complaints where one neighbor is feuding with another. The requiring of a signature protects the Township from being accused of discriminating against a citizen. Personal information including the complainant's name **shall** be kept confidential, however, if the matter goes to court,

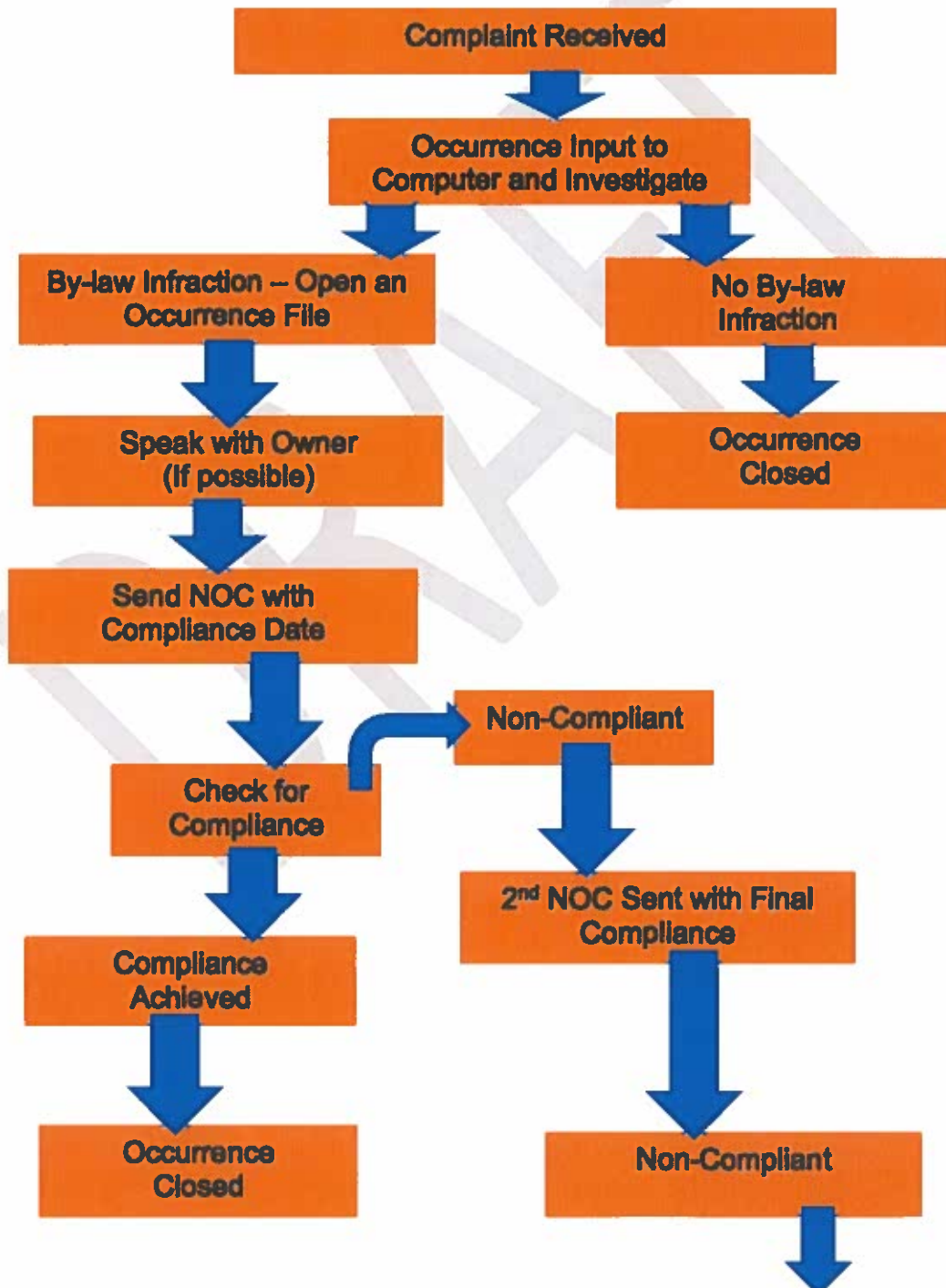
the complainant could be called to testify and give evidence to substantiate the Township's position.

If an Officer observes a by-law contravention during the course of their duties that poses a Health and Safety risk to either themselves or to the public, they **must** act upon it. In this case, you shall prepare a complaint form for filing purposes and proceed as you would a regular complaint.

Reactive Complaint Procedure

Below is the flow chart that is to be followed when a complaint is received by an Officer.

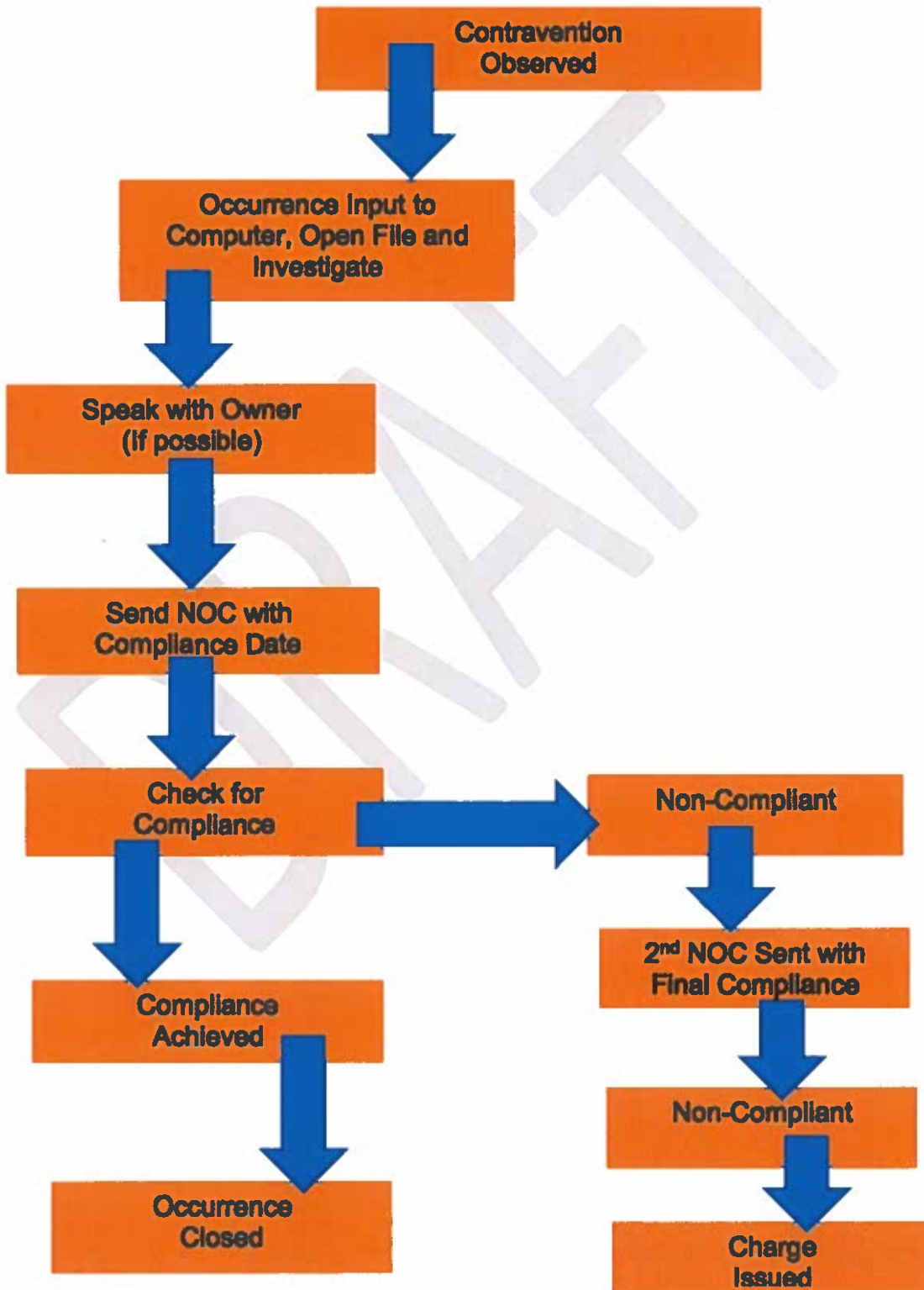
Reactive Complaint Flow Chart



Proactive Complaint Procedure

The MLEO/PSO may initiate an investigation when an alleged by-law enforcement matter is brought to their attention in the course of their duties or witnessed by an Officer when on patrol. Below is the flow chart that is to be followed when a complaint is initiated by the Officer.

Proactive Complaint Flow Chart



11.0 Investigation

Once a signed complaint has been received on the appropriate form, it is given a file number for reference. The Officer should refer to the By-law in question to familiarize yourself before you conduct a site investigation.

The term “site investigation” is the general term that refers to any investigation that is conducted. Some occurrences may involve people rather than property and the investigation should be focused accordingly. Attend the property in question to conduct the investigation. The Officer should conduct an inspection and observe the state of the property as it relates to the complaint in question, remembering to record as much detail as possible in your notebook, and take pictures when possible. The Officer must be sure to identify themselves and the purpose of their visit. When dealing with the occupant, be firm, fair and polite.

Explain the By-law contravention and gather as much information from the party as possible. The Municipal Law Enforcement/Property Standards Officer is to not get involved in a neighborhood dispute or Civil matters.

****NOTE**** Use your discretion when investigating a complaint. Evaluate the situation and act accordingly. If during your investigation you are threatened in anyway, withdraw from the situation and contact the OPP immediately. **OFFICER SAFETY IS PRIORITY ONE.**

Once an Officer has completed their site investigation, their findings are recorded on an occurrence report and update daily. Here the Officer must determine whether or not a contravention is taking place. Refer to the by-law for details. If expertise lies in another department (i.e., Zoning, Fire or Building), consult with that Department Head for guidance. Use that information for your final analysis. If at the end of the investigation, the Officer has found that no by-law contravention has been made, contact the complainant to inform them of your findings. Update your occurrence report and your notebook to indicate that the file has been closed.

If an Officer has found that a by-law is being contravened, update the occurrence report and your notebook and prepare a Notice of Contravention to be sent to the registered owner of the property by registered mail with a copy by hand delivery to the property when deemed appropriated by the Officer.

Property Standards

If an investigation has found that there is a contravention to the **Property Standards By-law** that involves a **structural issue**, a referral must be made to the Chief Building Official for action. The CBO will launch a separate investigation.

12.0 Notice of Contravention (NOC)

The notice of contravention is a letter that is sent by mail to the registered owner of the property involved with the contravention. The owner may not actually live at the property, but is legally responsible for it. Consult the property management system to confirm the ownership of the property. A copy of the NOC should be hand delivered to the property and/or posted on the property when deemed appropriate by the Officer.

The NOC letter will include the roll number and physical address of the property, the name of all registered property owners, the by-law and section of the by-law under which the contravention has occurred, the nature of the offense being committed, the required action to be taken to comply with the by-law, a date of required compliance and a re-inspection date to determine compliance.

Whenever possible, the MLEO/PSO shall follow up if no response is received to confirm delivery and to speak to the owner regarding the infraction and corrective measures. When deemed appropriate, the MLEO may conduct a site visit with the Owner or an agent of the owner to discuss timelines for remedial action.

Final Notice of Contravention

The Township makes every effort to gain voluntary compliance. When this is not accomplished, a final notice is issued to the owner and a final deadline is issued. The format used is similar to the NOC. If compliance is not gained within the time frame given in the FNOC, the MLEO/PSO may initiate court proceedings under Part I or Part III of the Provincial Offences Act. If the situation warrants, the Town may remove or resolve a non compliance at the property owner's expense.

13.0 Issuance of Provincial Offence Fine

Part I (Set Fine)

Where set fine approval has been received, the officer may issue a Provincial Offence Notice to the defendant. This is a ticket that is issued usually for a first-time offence of a minor matter.

Part II (Parking)

The Township has no parking zones, fire routes and disabled parking spaces. Refer to the set fine approval for other parking infractions

The Officer may exercise discretion during Special Events provided that emergency access is maintained at all times and parking is not creating traffic hazard or blocking access.

Part III (Information)

Part III information is used for more serious offences and for bylaws that do not have set fine approval (e.g., Zoning By-law). This proceeding starts with an information and summons package.

Which is sworn before a Justice of the Peace and alleges an offence. The JP has the discretion to sign the information and summons. It is important to ensure court dates available with the Court office, Township's prosecutor, officers and any witnesses. All Part III documentation should be verified by the Town Prosecutor prior to being sworn before a Justice of the Peace.

14.0 Resource Contact Information

Attorney General Information

[Steps in a civil action - Ministry of the Attorney General \(gov.on.ca\)](#)

Form 23

[FLR 23 Sept105 EN fil.doc \(live.com\)](#)

Provincial Offences Act Forms

[Provincial Offences Act forms | Ontario Court Services \(ontariocourtforms.on.ca\)](#)

Thunder Bay Court House

165 Court St N, Thunder Bay · 807-625-1600

View Public Records

[Free Ontario Public Record Search \(publicrecordcenter.com\)](#)

MTO Office Dryden

31 C King Street
Dryden, Ontario

Phone: 807-221-2664

MTO Office Thunder Bay

615 James St S, Thunder Bay ON P7E 6P6
807-473-2000

Schedule “A” – Job Description

Job Title: Municipal Law Enforcement/Property Standards Officer

Reports To: Municipal Clerk

Subordinate Positions: None

SUMMARY OF FUNCTION

Ensures enforcement and compliance with municipal by-laws and related legislation through proactive education and enforcement. Provides advice and assistance to Section Committee(s), the Municipal Clerk, Departments and general public regarding the Town's regulatory by-laws. Assists the Municipal Clerk with various functions of the Clerk's Department, including By-law preparation, Townhall functions, Municipal Elections and special projects as required.

TASKS

- 1.0** Ensures proper and consistent enforcement and compliance with the Town's regulatory by-laws including but not limited to:
 - ❖ Animal Control By-laws, including contract supervision
 - ❖ Business Licensing By-law,
 - ❖ Civic Addressing By-law,
 - ❖ Clean Yards By-law,
 - ❖ Consolidated Traffic & Parking By-law, including disabled parking enforcement and towing,
 - ❖ Fire-related By-laws, including Open Air Burning By-law, Fireworks, Fire Routes,
 - ❖ Firearms Discharge By-law,
 - ❖ Litter By-law
 - ❖ Noise By-law,
 - ❖ Noxious Weeds By-law and Weed Inspector duties under the Weed Control Act,
 - ❖ Signs and Other Advertising Device By-law, including issuance of permits as applicable,
 - ❖ Pool Fence By-law,
 - ❖ Top Soil Removal By-law, including issuance of permits
 - ❖ Water Regulation By-law, including water restrictions,
 - ❖ Zoning By-law,
 - ❖ All other municipal regulatory and licensing by-laws as may be enacted from time to time.
- 2.0** Assists the Township of Ignace with enforcement of the Township Tree Cutting By-law and Township Waste Management By-law in the Township of Ignace. Coordinates and communicates with all Township Departments and obtains approvals as required.
- 3.0** Serves as a Property Standards Officer and assists the Chief Building Official with enforcement related duties.
- 4.0** Responds to public enquiries and by-law enforcement complaints. Review's by-laws, gathers evidence, contacts witnesses/parties, prepares registered letters with compliance notices and works with property owners and/or contractors to obtain by-law compliance.

- 5.0** Seeks compliance of by-laws through public education/information, patrols, contact/mediation with parties, issuance of tickets under Part I, II and III of the Provincial Offences Act and, if necessary, legal action
- 6.0** Acts as the Processor under the Authorized Requester Information System (ARIS). Maintains all logs, files, Notice of Impending Convictions (NIC), Certificate Requesting Conviction (CRC) and Provincial Offences payments pertaining to Part II infractions. Generates and submits monthly and annual reports and payments as required under the ARIS agreement.
- 7.0** Works with applicable Town Departments and/or external agencies, including Police Services to ensure that all regulatory by-law and licensing requirements are met. Communicates enforcement related activities and seeks advice when required.
- 8.0** Under the direction of the Municipal Clerk, researches, drafts and updates regulatory by-laws in consultation with applicable Departments, Township Prosecutor and others. Reviews pending legislation and regulations as they pertain to the Township's regulatory or licensing by-laws. Brings forward reports and recommendations for regulatory or licensing by-laws, amendments thereto and/or improved administration and enforcement. Attends Council/Committee meetings when requested to present reports.
- 9.0** Under the general direction of the Township Prosecutor, prepares summonses, court briefs and represents the municipality in court proceedings. Serves summons for other Departments as directed.
- 10.0** Maintains statistical information and database for by-law complaints. Provides quarterly reports to Finance & Corporate Services Section Committee and Annual Report to Council.
- 11.0** Conducts inspections as required for business license applications. Assists the Licensing Officer as required.
- 12.0** Conducts inspections of break open ticket retail locations and bingo events as required and assists in reviewing files to ensure they are in compliance with AGCO terms and conditions.
- 13.0** Creates and maintains Municipal Law Enforcement/Property Standards related files in accordance with the Township's records management program. Assists the Municipal Clerk with the records management program by assisting with the preparation and relocating of file boxes, organizing the file storage room, arranging for records destruction, and other related duties.
- 14.0** Assists with occasional maintenance of Townhall including raising/lowering/replacement of flags, setting up Council Chambers and Committee Room for Township meetings as well as minor maintenance such as but not limited to the shoveling of public walkways in the winter, as required.
- 15.0** Serves as a constable for Municipal Elections and provides other assistance to the Returning Officer as may be required.
- 16.0** Performs other duties as assigned

QUALIFICATIONS

- ❖ Experience in municipal by-law or law enforcement is an asset.
- ❖ Requires Community College Diploma in Law Enforcement, Municipal Law Enforcement Officer Course, or equivalent combination of education and working experience in the municipal by-law or law enforcement field or willing to obtain.
- ❖ Requires an unrestricted valid class "G2" Driver's License.
- ❖ Property Standards Officer and/or Municipal Law Enforcement Officer related certification would be an asset.

SKILL

- ❖ Working knowledge of the Municipal Act, Provincial Offences Act, Building Code Act (Property Standards), Weed Control Act and other regulations is essential.
- ❖ Ability to communicate clearly and tactfully, verbally and in writing.
- ❖ Ability to understand the intent and content of the Provincial Offences Act and municipal regulatory by-laws and to explain them clearly.
- ❖ Strong interpersonal skills and capable of dealing with all levels of Town staff, the business community and the public in a diplomatic manner
- ❖ Working knowledge of Microsoft Office (Word, Excel), email and web-based software programs

EFFORT

- ❖ Requires attention to detail and multiple priorities.
- ❖ Involves mental and visual concentration for moderate periods of time
- ❖ Requires moderate physical exertion and involves walking for short periods of time, lifting and bending.
- ❖ Job involves ability to deal diplomatically with public.

WORKING CONDITIONS

- ❖ Working environment contains minimal risks or discomforts; however additional safety precautions are required when working in the field.
- ❖ Job involves seasonal and modified work schedule to meet operational needs including varying hours and shifts – day, evening and weekends, as required.
- ❖ Employee may be subject to inclement weather conditions while conducting patrols, maintenance or site visits.
- ❖ Involves the ability to work independently while working in the field.



The Corporation of the Township of Ignace
34 Highway 17, W., P.O. Box 248, Ignace, Ontario P0T 1T0

By-Law Complaint Form

PLEASE BE ADVISED THAT ALL COMPLAINTS ARE PRIVATE AND CONFIDENTIAL AND PROTECTED PURSUANT TO THE FREEDOM OF INFORMATION AND PROTECTION TO PRIVACY ACT, R.S.O. 1990 AS AMENDED. NO NAME WILL BE DISCLOSED WITH RESPECT TO ANY INVESTIGATION AND/OR CHARGES WHICH MAY BE LAID.

Date: _____

Name of Complaint: _____

Address: _____

Phone Number: _____

Complaint

Address of Property: _____

Nature of Complaint: _____

For Additional Space Use the Back of the Form

For Property Standards Complaints disputes between landlord and tenant require proof that the Offender has been provided with written notification of your concerns. Please write to the Offender, listing each of the areas of concern and request that they respond to you in writing, ask that they response provide a reasonable date and time of when they will come to look at the problem and/or fix it. Send the letter by registered mail and provide a copy of both the letter and the registered mail receipt to the Township of Ignace Municipal Office.

Complaint's Declaration

I have notified the Offender: In Writing: ☐ Yes ☐ No | Verbally: ☐ Yes ☐ No

I have read the above noted requirement and have attached copies of these documents:
☐ Yes ☐ No

I AFFIRM THAT I HAVE PERSONAL KNOWLEDGE OF THE FACTS CONTAINED WITHIN THIS FORM AND THAT THE INFORMATION CONTAINED WITHIN THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE. IF NECESSARY TO TAKE THE MATTER TO COURT, I AGREE TO APPEAR TO TESTIFY AND TO GIVE EVIDENCE TO SUBSTANTIATE THE COMPLAINT WITHOUT BEING SERVED A SUBPOENA.

Signature of Complainant: _____

For Office Use

Name of Owner: _____

Mailing Address of Owner: _____

Roll Number: _____

Occurrence Number: _____ Type of Occurrence: _____

Referral Date: _____ Referred to: _____

**THE CORPORATION OF THE TOWNSHIP OF IGNACE
BY-LAW NO. 31-2021**

Being A By-Law To Adopt The Tax Ratios For The Purpose Of Setting General And Education Tax Rates And To Set Tax Rate Reductions For Prescribed Property Subclasses For Property Within The Corporation Of The Township Of Ignace.

WHEREAS It is necessary for the Council of the Corporation of the Township of Ignace, pursuant to Section 308 (2) of the Municipal Act S.O. 2001 c.25 as amended, to establish the relative amount of taxation to be borne by each property class; and

WHEREAS The property classes have been prescribed by the Minister of Finance pursuant to Section 7 of the Assessment Act, R.S.O. 1990, c.A.31, as amended, and the regulations thereto; and

WHEREAS It is necessary for the Council of the Township of Ignace pursuant to Section 313(1) of the Municipal Act, S.O. 2001 as amended, to establish tax reduction for prescribed property subclasses for 2021 for the Township of Ignace:

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Ignace **ENACTS AS FOLLOWS:**

1. **THAT** for the taxation year 2021, the transition tax ratio for property in:

- (a) The residential class is 1.000000
- (b) The multi-residential class is 1.683700
- (c) The commercial occupied class is 1.474600
- (d) The commercial vacant unit and vacant land class is 1.032220
- (e) The industrial occupied class is 1.069500
- (f) The industrial vacant unit and vacant land class is 0.695175
- (g) The pipelines class is 1.100900
- (h) The managed forests class is 0.250000
- (j) The parking lot class is 1.032220

2. **THAT** the tax reductions for:

- (a) The excess land and vacant land subclasses in the commercial property class is 30%

(b) The excess land and vacant land subclasses in the industrial property class is 35%.

3.. **THAT** this By-Law shall come into force and take effect upon the third and final reading thereof.

4. **THAT** By-Law No.48/2020 is hereby rescinded.

READ A FIRST AND SECOND TIME THIS 21ST DAY OF JUNE A.D. 2021.

READ A THIRD TIME AND PASSED THIS 21ST DAY OF JUNE A.D. 2021.

Penny Lucas, Mayor

Lynda Colby, Clerk

**THE CORPORATION OF THE TOWNSHIP OF IGNACE
BY-LAW NO. 32/2021**

**BEING A BY-LAW TO ADOPT THE TAX RATES TO BE LEVIED ON THE
TAXABLE PROPERTY WITHIN THE CORPORATION OF THE TOWNSHIP OF
IGNACE**

WHEREAS it is necessary for the Council of The Corporation of The Township of Ignace, pursuant to Section 312(2) of the Municipal Act, S.O. 2001, c. 25, as amended, to adopt tax rates; and,

WHEREAS all property assessment rolls on which the 2021 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, c. A.31, as amended, subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court; and,

WHEREAS the "residential/farm assessment", "multi-residential assessment", "commercial assessment", "industrial assessment", "pipeline assessment", "farmlands assessment", and "managed forests assessment" and the applicable subclasses pursuant to Section 7 of the Assessment Act, R.S.O. 1990, c.A.31, as amended, have been determined on the basis of the aforementioned property assessment rolls; and,

WHEREAS the tax ratios and the tax rate reductions for prescribed property subclasses on the aforementioned property assessments for the 2021 taxation year have been set out in By-Law 31/2021; and,

WHEREAS the tax rates on the aforementioned "residential/farm assessment", "multi-residential assessment", "commercial assessment", "industrial assessment", "pipeline assessment", "farmlands assessment", and "managed forests assessment" and the applicable subclasses have been calculated pursuant to the provisions of Sections 312 (6) 2. of the Municipal Act, S.O. 2001, c. 25, as amended, require tax rates to be established in the same proportion to the tax ratios adopted by By-Law 31/2021; and

WHEREAS the Council of The Corporation of The Township of Ignace has, in accordance with Section 290 (1) of the Municipal Act, S.O. 2001, c. 25, as amended, considered the estimates of the Municipality and of the Boards and Commissions of the Municipality for which the Municipality is required to meet by way of taxes on all rateable property assessment in the Municipality; and

WHEREAS the assessments of the Municipality on which the taxes shall be levied are provided by the Municipal Property Assessment Corporation, and appear in the 2021 Assessment Register for the Township of Ignace;

NOW THEREFORE the Council of The Corporation of The Township of Ignace **ENACTS AS FOLLOWS:**

1. **THAT** the tax rates for municipal purposes within The Corporation of The Township of Ignace be adopted as follows:
 - (a) **THAT** a tax rate of **2.478020** percent is hereby adopted to be applied against the whole of the assessment for real property in the **residential/farm** class;
 - (b) **THAT** a tax rate of **4.172242** percent is hereby adopted to be applied against the whole of the assessment for real property in the **multi-residential** class;
 - (c) **THAT** a tax rate of **3.654088** percent is hereby adopted to be applied against the whole of the assessment for real property in the **commercial** class;
 - (d) **THAT** a tax rate of **2.557862** percent is hereby adopted to be applied against the whole of the assessment for real property in the **commercial vacant unit/excess land and commercial vacant land** class;
 - (e) **THAT** a tax rate of **2.650242** percent is hereby adopted to be applied against the whole of the assessment for real property in the **industrial** class;
 - (f) **THAT** a tax rate of **1.722658** percent is hereby adopted to be applied against the whole of the assessment for real property in the **industrial vacant unit/excess land and industrial vacant land** class;
 - (g) **THAT** a tax rate of **2.728052** percent is hereby adopted to be applied against the whole of the assessment for real property in the **pipelines'** class;
 - (i) **THAT** a tax rate of **0.619505** percent is hereby adopted to be applied against the whole of the assessment for real property in the **managed forests'** class.
 - (h) **THAT** a tax rate of **2.557862** percent is hereby adopted to be applied against the whole of the assessment for real property in the **parking lot** class.

2. **THAT** every owner shall be taxed according to the aforementioned tax rates and that the payment of all taxes, local improvement charges and other charges and levies authorized by this by-law shall be due and made payable into the office of the Tax Collector, Township of Ignace, 34 Highway 17 West, P.O. Box 248, Ignace, ON, P0T 1T0 on or before the following dates:

Final Tax Bill Due Dates:

1st Installment: September 30th, 2021

2nd Installment: October 29th, 2021

3. **THAT** the Tax Collector is hereby authorized to mail, or cause to be mailed, the notice of taxes due to the address of the property owner indicated on the final assessment roll.
4. **THAT** the overdue taxes are those taxes that have been levied in 2021 and have not been paid on or before the date payment is due.
5. **THAT** the penalty charge to be imposed on overdue taxes shall be at the rate of one and one quarter percent (1.25%) per month.
6. **THAT** the percentage charge as a penalty for non-payment of taxes shall be imposed on the first day of default and on the first day of each calendar month thereafter in which default continues on all unpaid installments of taxes until December 31, 2021 after which the interest rates of 1.25% per month for each month or fraction thereof will be added.
7. **THAT** By-Law 49/2020 is hereby rescinded.

READ A FIRST AND SECOND TIME THIS 21st DAY OF JUNE A.D. 2021.

READ A THIRD TIME AND PASSED THIS 21ST DAY OF JUNE A.D. 2021.

Penny Lucas, Mayor

Lynda Colby, Clerk

Prepared By: Lynda Colby, Clerk /Ralph Cox – PW Manager
Report To: Mayor and Council
Subject: Waste Collection – Additional Services
Date: June 25,2021

Recommendation:

THAT, Council for the Corporation of the Township of Ignace approve the addition of Residential waste collection on Mondays for the months of July, August and September 2021.

Background:

The Township currently offers two days (Monday & Thursday) per week for Commercial waste collection with Monday consisting of ½ day for the collection services, and one day (Thursday) per week for residential waste collection consisting of a full day.

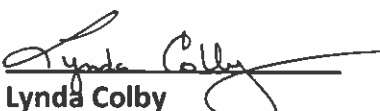
In previous years when bears have been an issue in the community, the MNR would request to not cover the litter to encourage bears to remain at the landfill site. However as per our Design and Operating plan and the MOE guideline the Township is obligated to maintain constant coverage over the active face to prevent scattered litter within our landfill site.

Financial impact:

By adding these additional hours, the financial impact to the Township would be approximately \$ 3,000.00 over a 3-month period.

Conclusion:

The Clerk and Public Works Manager recommend that Council approve the additional collection day for the collection of residential waste on Mondays for the 3-month period to assist in the reduction of bears and ensure safety within our community.


Lynda Colby
Clerk


Ralph Cox
Public Works Manager