



The Corporation of the Township of Ignace
Special Meeting of Council
Thursday, August 11, 2022 @ 6:00 p.m.
OPEN/ELECTRONIC MEETING

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

<https://us06web.zoom.us/j/82253553214?pwd=Y1d4d1MxL1hqdkRMSHUwSzUzWmUydz09>

Meeting ID: 822 5355 3214

Passcode: 714028

Acknowledgement of the Lands

1. Call to Order

Mayor Lucas calls the Special Meeting of Council to order this 11th day of August 2022, at _____ p.m.

2. Approval of Agenda

Motion: # 2022.08.11.168

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 11th day of August 2022, 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. Funding Application for Municipal Disaster Recovery Assistance Program through MMAH
3. Arena Refrigerator
4. Healthy Community Working Group (HCWG) - Community Well Being Fund Request
5. World Hub Fridge
6. Social Media Policy Update
7. 2022 Ontario Senior Achievement Award
8. Legion Advertisement

6. Questions from Public

7. Adjourn to Closed Meeting

Motion: #2022.06.020.

Moved by: _____ Seconded by: _____

Carried

Motion: #2022.08.11. _____

Moved by: _____ Seconded by: _____

THAT, Council convenes into the Closed Session of this Special Meeting of Council this 11th day of August 2022, chaired by Mayor Penny Lucas, at _____pm., to discuss the following items:

Closed Session Matters

Pursuant to Section 2320 (2) (b), (d) (e), (i) of the Municipal Act:

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

- Human Resources
 - Fire Department
 - Project Manager
 - Public Works
- MLEO/PSO Report
- Utility Billing
-

(d) Labour relations or employee negotiations;

- Employee Evaluations
- Chief Building Official

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

- Human Resources

(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 reasonable be expected to prejudice significantly the competitive position of interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

- NTI
- Asset Management

8. Reconvene to Special Meeting of Council

Motion: #2022.08.11. _____

Moved by: _____ Seconded by: _____

THAT, Council reconvenes to the Special Meeting of Council this 11th day of August 2022, chaired by Mayor Lucas at _____ p.m.

Carried

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

10. Confirmatory By-Law

Motion: #2022.08.11. _____

Moved by: _____ Seconded by: _____

THAT, By-Law #56.2022, Being A By-Law to Confirm the Proceedings of The Council of The Corporation of The Township of Ignace Special Meeting dated August 11th, 2022, be read a First, Second, and Third Time, and Passed.

Carried

11. Adjournment

Motion: # 2022.08.11. _____

Moved by: _____ Seconded by: _____

THAT, the Special Meeting of Council this 11th day of August 2022, be adjourned at _____.

Carried

The Corporation of the Township of Ignace

Staff Report

To: Council

From: Christy McIntomney, Treasurer

Meeting Date: August 11, 2022

Subject: MMAH – Municipal Disaster Recovery Assistance Program

RECOMMENDATION:

THAT Council approves passing a motion to allow the Treasurer to have delegated authority to verify and attest to the accuracy of all and any claims which will be submitted to the Municipal Disaster Recovery Assistance Program for the costs incurred due to the state of emergency due to the flooding of Agimak Creek on May 18, 2022.

BACKGROUND

On May 18, 2022 Mayor Lucas declared a State of Emergency due to the flooding of Agimak Creek. The Ministry of Municipal Affairs and Housing has implemented funding through the Municipal Disaster Recovery Assistance (MDRA) Program.

In order to apply for the financial assistance after the natural disaster there is criteria which must be met. A Municipality must have experienced a sudden, unexpected and extraordinary natural disaster; have costs over and above the regular budgets that can be clearly linked to the disaster, passed a resolution of council and then submit an initial MDRA Claim within 120 days of the initial disaster.

For the purpose of MDRA, a disaster is defined as a sudden, unexpected, extraordinary, natural event that results in eligible municipal costs at least equal to three per cent of a municipality's own purpose taxation levy.

DISCUSSION

In order to apply for the funding a motion as follows must be passed:

WHEREAS, the Municipality of the Corporation of the Township of Ignace recently experienced a State of Emergency due to Flooding of Agimak Creek on may 18, 2022 and has experienced incremental operating and capital costs, the Council of the Corporation of the Township of Ignace hereby requests the Minister of Municipal Affairs and Housing to activate the Municipal Disaster Recovery Assistance Program.

FURTHER, that Christy McIntomney, Treasurer, is given delegated authority to verify and attest to the accuracy of the attached claim.

The Treasurer, Christy McIntomney is currently compiling the claim which will be submitted with the motion. Estimated future costs can also be included in the report for the 1st claim submission.

RELATIONSHIP TO STRATEGIC PLAN

N/A – This is a routine administrative matter which is not directly related to Council's Strategic Plan.

FINANCIAL IMPLICATIONS

If the Township is approved for the funding from the Ministry of Municipal Affairs and Housing – Municipal Disaster Recovery Assistance their will be less burden on the tax payer for the disaster expenses incurred.



Christy McIntomney, Dipl. M.M.
Treasurer



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

Prepared By: Jeff Lederer, Manager of Planning, Development, and Engagement Services
Report To: Mayor and Council, Township of Ignace
Date: August 2, 2022
Subject: Ignace Recreation Centre - Commercial Refrigerator

PURPOSE

To obtain Council's approval for the purchase of a commercial fridge for the Upper Hall Kitchen.

RECOMMENDATION

BE IT RESOLVED THAT that the Council of the Corporation of the Township of Ignace accept the replacement cost of \$5,724.32 from Russel Hendrix (Thunder Bay) for a new (Habco 2 door) commercial refrigerator for Upper Hall Kitchen at the Ignace Recreation Complex.

BACKGROUND/ ANALYSIS

Since 2009, the commercial refrigerator in the Upper Hall has been problematic - continuously needing repair and maintenance. The thermostat is no longer working. Due to its age and model, parts for this unit are no longer available or limited. The refrigerator needs now needs to be unplug after use to thaw out the ice because the sensor no longer operatable and will "over-freeze" if left on.

The Recreation Programmer, Trista Visseau, has conducted some research in obtaining quotes for commercial refrigerator. Due to supply chain demands and limited stock, options for purchase have been challenging. However, she was able to locate a new floor model that is available immediately. The cost of this unit is \$5,524.32 plus \$250 for shipping. The quote is attached.

FINANCIAL IMPLICATIONS:

The funds (\$5,724.32) to cover the replacement and shipping costs for this refrigerator are available under the Community Well Being Fund 2022.

Russell-Hendrix

First in Foodservice Equipment & Supplies

Please remit payment to:
Russell Hendrix Foodservice Equipment
PO Box 130, Brockville ON K6V 5V2

<< QUOTE >>

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Russell Hendrix Foodservice Equipment is a division of Russell Food Equipment Limited

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SSM00477
 IGNACE TOWNSHIP
 P.O. BOX 248
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IGNACE TOWNSHIP
 P.O. BOX 248
 IGNACE, ON P0T1T0

ATTN: TRISTA
 8079342202

GST#: 104671094RT0017 QST#: 1000780525TQ0002 BC#: PST-1000-7168 TOTAL DUE 5,806.82

| REP | 251 | ORDER NO | TERMS | DESCRIPTION | CUSTOMER PO NO | QUOTE DATE |
|---|-----------|----------|---------|-----------------|----------------|------------|
| JASON TRAIN | | 02B18641 | | PAYMENT IN ADVA | | 7/29/2022 |
| ITEM ID | Sales Cat | UNIT | ORDERED | | UNIT PRICE | EXTENSION |
| 463/SE46HCSA | SX | EA | 1.0000 | | 4,715.0000 | 4,715.00 |
| RH DEPENDABLE COOLER- 2 DOOR SS SS Int./Ext., Casters, Digital Alarm, Cassette System, Locks | | | | | | |
| UNIT HAS GLUE FROM PACKING TAPE ON EXTERIOR THUS REDUCED PRICE 10% CUSTOMER ADVISED | | | | | | |
| REGULAR PRICE \$5238.99 | | | | | | |
| SURCHARGE | SV | EA | 1.0000 | | 173.7800 | 173.78 |
| SURCHARGE | | | | | | |
| FREIGHT | SV | EA | 1.0000 | | 250.0000 | 250.00 |
| FREIGHT FROM TBAY TO IGNACE | | | | | | |

Please notify hendmail@russellhendrix.com of order/invoice number when making EFT Payment

WE ACCEPT EFT PAYMENTS. ACCOUNTNAME : RUSSELL FOOD EQUIPMENT LIMITED
 BANK : TD CANADA TRUST (CODE 004) BRANCH : 03522 ACCOUNT NUMBER : 5212641

4

Ignace Healthy Community Working Group
P.O. Box 420 Ignace, ON P0T 1T0

July 26, 2022

Mayor & Council
The Township of Ignace
P.O. Box 248
Ignace, ON
P0T 1T0

Dear Mayor & Council:

Re: Community Wellbeing Fund Application

The Ignace Healthy Community Working Group [HCWG] a group of community partners and service providers who strive to work collectively in partnerships to improve the health and wellbeing of the community and residents of Ignace. The HCWG is currently working on re-establishing a Community Wellbeing Challenge to encourage healthy living, community involvement and engagement amongst the residents of Ignace.

The Community Wellbeing Challenge will comprise of quarterly Bingo cards that will be distributed to community members/families to encourage participation in a variety of community events and activities, and adoption of healthy living strategies. Upon completion of a certain number of seasonal activities listed on the Bingo Card, participants will be entered into random draws for prizes. A sample copy of the Community Bingo Challenge card is attached.

The HCWG has secured in-kind donations (i.e. staff participation, photocopying costs, give-aways) from several agencies, including but not limited to, the Northwestern Health Unit, Mary Berglund Community Health Centre, Ignace EarlyON Centre, OPP, and NWMO. To enable the offering of prizes that will entice community members of all ages to participate, the HCWG is requesting that the Township of Ignace provide funding for this initiative through the Community Wellbeing Fund.

It is understood that the NWMO Community Wellbeing Fund is to be used for programs/services targeting community youth and seniors, as well as community sustainability and economic development initiatives. The HCWG provided this challenge with great success prior to the pandemic. We would like the opportunity to provide this challenge again. The challenge will build a sense of community and enhance the health and wellbeing of the residents of Ignace. We would like to offer three challenges each requiring \$375 in prizes, for a total of \$1,125.00. The first is for the summer bingo, ending August 31, 2022, the second is for the winter bingo, September 1st thru to November 30, 2022, and a winter bingo December 1st thru to February 28, 2023.

Mayor & Council, The Township of Ignace
May 27, 2022
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Thank you for your consideration of this request. If there are any questions about this initiative, please contact Twyla Berube or Yvonne Dungey at the Ignace Northwestern Health Unit office at (807) 934-2236.

Sincerely,

Twyla Berube, RN & Yvonne Dungey
Co-Chairs, Ignace Healthy Community Working



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

Prepared By: Lynda Colby, Clerk
Report To: Mayor and Council
Subject: World Hub - Fridge Replacement 2022
Date: August 08, 2022

Recommendation:

THAT, Council for the Corporation of the Township of Ignace accepts the report from Lynda Colby Clerk, at the Special Meeting of Council this 11th day of August 2022.

BE IT RESOLVED THAT, the Council of the Corporation of the Township of Ignace accept the replacement cost of \$1,129.99 plus applicable taxes from Gould's Home Furnishing in Dryden for a new Danby 18 Cu. Ft. White Top Freezer Refrigerator for the World Hub kitchen.

Background:

This equipment is 12 years old and has now failed and not able to keep food refrigerated.

Financial impact:

The impact would be \$ 1,129.99 plus applicable taxes to cover the replacement and of the fridge would be available from the 2022 Community Well Being Fund.

Lynda Colby
Clerk

Danby® 18.0 Cu. Ft. White Top Freezer Refrigerator

Model #: DFF180E1WDB

\$1,129.99

At a Glance

The Danby DFF180E2SSDB family sized refrigerator is the right fit for any home, office or condo. Fan forced cooling keep an even temperature throughout. The frost free design keeps frost build up at bay and is easy to maintain, particularly important when it comes to a freezer.



Misc. Specs

| | |
|---------------------------------|----------------------|
| Width (in.) | 29.5 |
| Appliance Color | White |
| Depth (in.) | 32.8 |
| Height (in.) | 66.9 |
| Freezer Capacity (cu. ft.) | 4.1 |
| Handle Type | Tubular |
| Total Capacity (cu. ft.) | 18.0 |
| Refrigerator Capacity (cu. ft.) | 13.9 |
| Fingerprint Resistant Finish | No |
| Manufacturer Warranty | 1 Year Parts & Labor |
| Appliance Fit Width (in.) | 30 |
| Ice Maker | No |
| Door Swing Option | Reversible |
| Color Finish Name | White |
| Ice/Water Dispenser | No |
| Number of Doors | 2 |
| ENERGY STAR Qualified | No |
| Installation Type | Freestanding |
| ADA Compliant | No |
| Smart Compatible | No |
| Depth (cm) | 81.28 |
| Width (cm) | 74.93 |
| Height (cm) | 169.93 |



Hi there, how can I help you today?



Dufrense

Sales 1-800-737-3233 or Chat Now

SECRET SALE!*

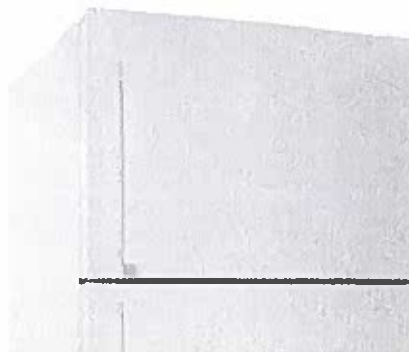
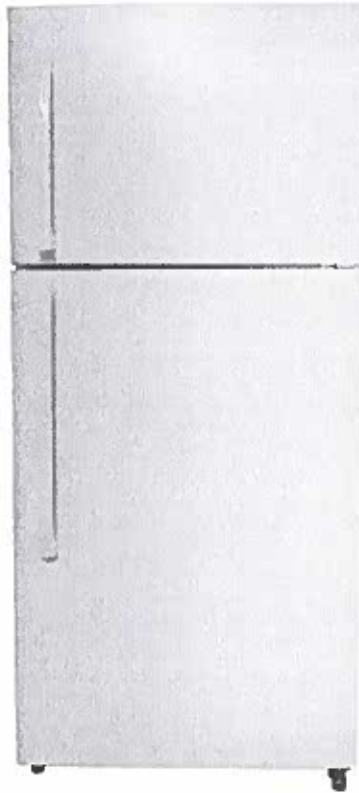
Learn More about FREE* Shipping

Home > Kitchen Appliances > Refrigeration > Danby Top Mount Fridge (DFF180E1WDB) - White

\$1229.99

Danby Top Mount Fridge (DFF180E1WDB) - White

By Danby SKU 1479099



Feedback



| | |
|---------------------------------|-------------------------------------|
| Section: Human Resources | Subject: Social Media Policy |
| Effective Date: | By-Law #: |
| Approved Motion #: | Catalogue #: |

1.0 Preamble

More than half of the world's population now uses some form of Social Media. For many, Social Media is their primary source for news, entertainment, and communication. It is expected that a gradual departure from traditional media such as radio, television, and newspapers will continue as more efficient and cost-effective technology becomes more readily available to the public. In light of this, Social Media offers municipalities new ways to update residents and businesses on municipal services, community events, and projects.

With the prominence of Social Media, it is expected that Members of Council and Township Employees may use Social Media for personal use. Further, considering Social Media's wide usage, Members of Council may choose to engage with residents on various Social Media platforms to be open and accessible to the public.

2.0 Purpose

- 2.1 To identify responsibilities and standards for establishing and administrating corporate social media pages.
- 2.2 To provide rules on the acceptable participation on Social Media by Members of Council, municipal employees, and members of the public who choose to engage on the Township's social media pages as defined in this Policy.
- 2.3 This Policy has been established to promote effective and consistent Social Media practices and ensure that information is communicated promptly and professionally.
- 2.4 This Policy serves to:
 - provide direction to those managing and administering corporate social media sites;
 - protect the Township's reputation;
 - provide employees and Members of Council with clear usage guidelines; and

- provide protocol around monitoring administration, acceptable use and privacy.

3.0 Scope

- 3.1** This Policy applies to all Social Media accounts defined in the Policy. This Policy applies to all Members of Council and employees of the Township, including part-time employees, volunteers, committee members and members of the public who use, comment or post on the Township of Ignace's Social Media pages.
- 3.2** This Policy applies to use during and outside work hours.
- 3.3** This Policy is to be read in conjunction with By-Law #10/2021 (Employee Code of Conduct) and By-Law #11/2021(Members of Council Code of Conduct).

4.0 Definitions

Clerk means the person appointed as the Clerk by Council and includes a designated person.

Communications Specialist under the supervision of the Clerk or their Designate, Communications Specialist, writes and distributes content on the Townships Social Media Platforms.

Council Members of Council and the Mayor as a collective

Designate means an Employee of the Township who has been delegated certain tasks by the Clerk in their sole discretion as it relates to certain responsibilities as described in this Policy. This Employee may be the Communications Specialist or another designated employee from time to time.

Employee means a person employed by the Township, which includes all classifications of employees (e.g., permanent full-time, permanent part-time, seasonal, temporary, casual, student, contract).

Objectionable Material means content that contradicts the principles established by the Ontario Human Rights Code or materials of a pornographic, profane, and/or sexually explicit nature, as well as content that may offend based on race, ancestry, place of origin, ethnicity, citizenship, creed, age, sex, marital status, sexual orientation, family status, religion and/or disability.

Social Media includes any forms of electronic communication through which users create online communities to interact with each other by sharing information, opinions, knowledge, ideas, personal messages and other content. These channels include Facebook, Twitter, Youtube, Instagram, LinkedIn, as well as blogs, mobile applications, websites, photo boards, discussion boards, or any other online location where commentary is publicly shared and attributed to the corporation, an employee, or elected official.

Members of Council means individuals elected to the Township Council for the Corporation of Ignace, including the Mayor.

Township means the Corporations of the Township of Ignace

5.0 Roles and Responsibilities

This Policy is presented as two procedures – one for Social Media administration and one for the personal use of Social Media by Employees and Members of Council.

5.1 The Clerk is responsible for ensuring compliance with the entire Social Media Policy and will review the Policy and related procedures and guidelines as needed.

Township Social Media Administration Procedure:

5.2 The Clerk or their Designate oversees all Township Social Media pages.

5.3 The Clerk or their Designate leads the management and operation of the Township's Social Media pages.

5.4 The Clerk or their Designate will ensure consistent messaging and imaging for all corporate Social Media pages.

5.5 The Clerk or their Designate will generate, monitor, update, edit, respond to and/or remove content on Township Social Media sites to ensure accuracy and adherence to this Policy.

Employee and Council Personal Use Procedure:

5.6 All Township Employees are responsible for following this Policy. The Clerk or their Designate is responsible for ensuring that Employees are aware of his Policy and meet its standards.

5.7 All Members of Council are responsible for following this Policy. The Clerk or their Designate is responsible for ensuring that Members of Council are aware of this Policy and meet its standards.

Acknowledgement of Policy

5.8 All Township Employees, Members of Council, Committee Members, and Volunteers must review this Policy and sign the Acknowledgement of Policy attached as Appendix 'A'.

6.0 Township Social Media Administration Procedure

6.1 The Township supports the open and transparent use of Social Media to further corporate goals and objectives where appropriate. This procedure establishes guidelines for those involved in using Social Media on the Township's behalf.

- 6.2** The use of all Social Media sites by the Township will adhere to:
- applicable provincial and federal laws and regulations;
 - the terms of service of each Social Media site; and
 - all applicable corporate policies, guidelines, and by-laws, including, but not limited to: applicable administrative, human resources policies, information technology policies, and records management policies and by-laws.
- 6.3** All new and existing Social Media tools being used to conduct Township business will be established and administered by the Clerk or their Designate.
- 6.4** The Clerk or their Designate will provide oversight for the use of Social Media sites for the business of the Township, as well as for creating and maintaining content on those sites.
- 6.5** The Clerk or their Designate will establish a Social Media strategy for the Township to be reviewed annually.
- 6.6** The Clerk or their Designate will be responsible for managing the passwords for the Township's social media sites.
- 6.7** The decision to add or decommission a social media channel and/or account will be the responsibility of the Clerk, to be made in consultation with their Designate.

Approach for Social Media Management

- 6.8** Township Social Media communications will be conducted through a "one-window" approach, meaning that there will only be one Township account per Social Media site. Department-specific or group-specific Township accounts will not be permitted without prior authorization.
- 6.9** Posting to and using Township Social Media sites will only be conducted through designated Township staff, including the Clerk, their Designate, or the Communications Specialist acting as the Clerk's Designate.
- 6.10** Employees Designated by the Clerk to participate in communication on Township Social Media pages on behalf of the Township must do so following employee expectations and responsibilities:
- Employees shall at all times conduct themselves in a positive, professional, honest, ethical, and fair manner following this policy and related policies;
 - Employees are expected, at all times, to conduct themselves in the best interest of the Township; and
 - Corporate responses to online postings, blogs, and discussion forums about Township-related business will be coordinated by the Clerk or their Designate, with input from the appropriate staff member or department.

- 6.11** Employees who fail to comply with this Policy may be subject to corrective or disciplinary action. Any content deemed inappropriate or that does not adhere to the Policy must be brought to the attention of the Clerk or their Designate.

Content Management Principles

- 6.12** Employees Designated by the Clerk to produce content on Township Social Media pages on behalf of the Township must ensure content:

- Is implemented in a manner that positively enhances the Township's reputation and reflects the Township's values.
- Provides a consistent and professional voice so that residents can be assured that the information they are receiving is official information from the Township.
- Is effectively managed to ensure that they provide timely, accurate/truthful information and responses.
- Reflects the Township's position and factual information and not based on personal opinion.
- Does not compromise public safety.
- Does not personally attack, harass, discriminate and/or display any cultural insensitivity.
- Does not violate trademark or copyright laws.
- Does not blatantly or inadvertently make a public declaration or statement without prior approval of the Township.
- Respects the confidentiality of Township information, individual privacy, and any related Township policies and by-laws.

- 6.13** The Clerk or their Designate are encouraged to discuss potential posts and/or response content with appropriate staff members if they are unsure of the content's appropriateness.

Availability

- 6.14** As time permits, the Clerk or their Designate, will update and monitor Township Social Media platforms during regular office hours, 8:30 am – 4:30 pm, Monday to Friday.

Privacy

- 6.15** Unless obligated by applicable law, by-law, or legislation or to demonstrate negative behaviour from a user, the Township does not capture or record the contact details of parties interacting with its Social Media accounts. Any information identified and deemed confidential or private is treated according to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) provisions.

Replies/Comments/Messages

- 6.16** Members of the public Posting on a Township Social Media site is not considered official notice or an official complaint submission to the Township. Unless otherwise noted in

applicable policies, contact through a Social Media platform does not constitute formal feedback or consultation.

- 6.17** As time permits, the Employee delegated as to oversee Township Social Media will read the comments and private messages to 1) ensure they are appropriate as per the comment policy, 2) that any emerging themes or helpful suggestions are forwarded to the relevant departments, and 3) that any factual errors (misinformation) is corrected.

Content Standards – Post and Comment Policy

- 6.18** Comments made by the public on Township Social Media will be monitored by Township staff. The Township reserves the right to remove inappropriate posts and comments from its Social Media sites. Any Objectionable Material, as defined in this Policy, will be deleted. Comments will be deleted if any of the following occurs:

- Comments should relate to the posted topic; off-topic posts or comments may be deleted.
- Comments must not contain any personal information about another individual. Comments that disclose confidential information or compromise the impartiality or integrity of staff or Council; Defamatory statements, allegations, inferences, impertinent, disrespectful or improper matter will be deleted.
- Users may only post their own, original content. Reproduced or borrowed content that appears to violate trademark or copyright laws will be deleted.
- Threatening, offensive and/or harassing language is not permitted.
- Comments that constitute discrimination or harassment under the Ontario Human Rights Code are not permitted. This may include, but is not limited to content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability and/or sexual orientation.
- Comments that promote illegal or dangerous activities are not permitted.
- Comments that contain information that may compromise the safety or security of the public or public systems are not permitted.
- Comments that present demeaning and/or derogatory portrayals of individuals or groups or contain any message that is likely to cause deep or widespread offence are not permitted.
- Comments that promote religious or political messages that might be deemed prejudicial to other religious and/or political groups are not permitted.
- Comments promoting and/or endorsing any business for commercial gain are not permitted.

- 6.19** Social media moderators will not engage in debate or arguments on social media channels, but will provide factual information, provide departmental contact and, if deemed necessary, the appropriate contact for Council will be provided.

- 6.20** If a submission violates the above guidelines, or in any other way is deemed as inappropriate at the discretion of the moderator(s), the submission will be removed in its entirety from the site.
- 6.21** The Township reserves the right to block/ban specific users from the Township official social media channels whose activities do not comply with the above criteria.

Disclaimer

- 6.22** Each social media account maintained by the Township shall contain a link to the municipal website, and, if permitted, a statement of the hours which the account is monitored and that the Township is not responsible for content posted by other users.

Decommissioning

- 6.23** When a Social Media channel is deemed to no longer meet the needs of the Township, it shall be decommissioned.

Records Management and Retention

- 6.24** Social Media posts on sites moderated by the Township may only be destroyed in accordance with the Records Retention By-law.
- 6.25** Posts are transitory records of the Township and may be deleted/purged from the Social Media site as soon as they are no longer needed.
- 6.26** Messages sent/received through Social Media platforms are transitory records. Messages of a nature that would cause them to become permanent records should be moved from the social media platform to email, phone or meeting format, as appropriate.
- 6.27** Third-party Social Media sites are private businesses with their own terms of service and privacy policies. The Township does not accept any responsibility for the operation of third-party Social Media sites. It cannot guarantee the privacy of individuals who access content provided to such sites by the Township.

7.0 Employee and Council Personal Use Procedure

Township Employees

- 7.1** While the Township recognizes the popularity of Social Media, certain guidelines must be observed to protect the Township, its ratepayers, and staff. All Township employees must ensure the following:
- Employees are only permitted to access Social Media sites on Township computers and equipment during working hours as necessary to carry out their job duties.

- Employee participation in any Social Media site must not conflict with their role at the Township and must in no way harm the Township's reputation.
- The use of Social Media devices, including personal cameras, cell phones, audio recording devices, etc. shall not be permitted to be used by Township staff at emergency scenes. Confidential sensitive information that is intended to be kept private shall not be posted to any website.
- Employees may not use Township logos, slogans and/or intellectual property without prior written authorization. Employees with permission to use Township logos, slogans, or intellectual property shall cease to do so if they are no longer employed with Township.
- Employees must ensure that privacy, confidentiality, copyright and data protection laws are adhered to, and must not make comments that are considered defamatory or libelous. Employees will be held accountable for what they write or post on Social Media or Internet pages. Inflammatory comments, unprofessional remarks or disparaging remarks made about the Township, its employees, ratepayers, or vendors may result in disciplinary action, up to and including termination. Even postings that are not directly related to the Township may result in disciplinary action if they might threaten the Townships reputation or business. Even though Employees are acting on their own time, they are still connected with the organization and can affect the Township's reputation.
- The Township's policies with regard to the Employee Code of Conduct, Council Code of Conduct and Respect in the Workplace apply to the use of Social Media regardless of whether you are on or off duty or access Social Media at home or at work (i.e., derogatory or offensive comments about your co-workers on Social Media may be considered a form of harassment).
- Employees should be aware that many suppliers, ratepayers, and other persons present on Township property frequently use mobile phones and other devices to take photographs or recordings. Employees should always represent the Township in a positive and professional manner so negative images are not posted on Social Media sites of ratepayers and suppliers. Employees who are photographed or recorded acting inappropriately or unprofessionally may be subject to disciplinary action, up to and including termination of employment.

Members of Council

- 7.2** Members of Council are welcomed and encouraged to participate in Social Media, through their own accounts, while respecting the Conduct of Members of Council, as outlined in the Council Code of Conduct Policy. Members of Council are encouraged to follow the official Township sites and to share content.

- 7.3** Council and committee/board members must ensure that privacy, confidentiality, copyright and data protection laws are adhered to, and must not make comments that are considered defamatory or libelous.
- 7.4** Council and committee/board members may not use Township logos, slogans and/or intellectual property on their own accounts without prior written authorization. While Members of Council are welcomed to share the issues before and decisions of Council, there is an expectation that should they choose the use of Social Media during a council meeting, their use will not interfere with their active engagement with and participation in the meeting.
- 7.5** The Township will not intercede on behalf of Members of Council for items members post on their own Social Media accounts. In the case where a member shares erroneous information about Township decisions, services, etc., the Clerk or their Designate will bring the matter to the attention of the member directly, with the expectation the member will correct the error as soon as possible.
- 7.6** During nomination period of a municipal election candidates or people acting on their behalf, are not permitted to post on Township Social Media sites. In addition, incumbent members of municipal Council who may seek re-election in a forthcoming term, may not utilize the Township Social Media sites to post individual campaign related information.

8.0 Policy Compliance

- 8.1** In cases of policy violation, the Township may investigate and determine appropriate corrective action.
- 8.2** Employees may be subject to disciplinary measures in accordance with their collective agreement or employment contract.
- 8.3** Any violations to this Policy by Members of Council may be subject to disciplinary measures in accordance with Members of Council Code of Conduct.

Appendix 'A': Acknowledgement of Policy – Social Media

I have reviewed this Policy and have had an opportunity to ask any questions regarding the requirements. If I have further questions I will bring them to the attention to the Clerk or their Designate.

The Township takes the above-mentioned policies, the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) requirements with utmost seriousness, and may discipline any employee that does not comply strictly with them.

Name (print): _____

Position: _____

Department: _____

Signature: _____

Date: _____

The Corporation of the Township of Ignace

Staff Report

To: Council

From: Petrina Taylor-Hertz – Communications Specialist

Meeting Date: August 11th, 2022

Subject: Support for the Royal Canadian Legion Manitoba/NW Ontario

RECOMMENDATIONS:

THAT Council receives the information on The Royal Canadian Legion Manitoba/NW Ontario Command "Military Service Recognition Book" from the Communications Specialist for discussion/approval purposes.

DISCUSSION:

Introduction

The Military Service Recognition Book is designed to recognize and honour many of the Manitoba/NW Ontario's brave Veterans on an individual basis who have served our Country. It is distributed to school and university libraries, Legions branches and many other public facilities in Manitoba and NW Ontario. Proceeds raised from the advertisements will benefit the many ongoing community activities such as Scholarships, Youth Sponsored Programs and the ongoing support to veterans and their dependants in Manitoba and NW Ontario.

At the August 16, 2021 meeting, Council passed Motion #:2021.08.166.177 to authorize administration, as developed by the Communication Specialist in consultation with the Mayor, Clerk and Economic Development Committee to purchase an ad for 1.2 page full colour for \$625.00.

Conclusion

The communication specialist recommends that council approve the purchase of ¼ page or ½ colour ad at a cost of \$455.00/\$690.00 respectively.

The Corporation of the Township of Ignace

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www.mbnwo.ca

**The Royal Canadian Legion
Manitoba/NW Ontario Command**
“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Manitoba/NW Ontario Command** and the local **Veterans**. Please consider this our written request for your support as per our recent telephone conversation.

Our **Command** is very pleased to be printing our 14th Annual “**Military Service Recognition Book**”, which is designed to recognize and honour many of **Manitoba/NW Ontario’s** brave **Veterans** on an individual basis who have served our Country so well in the past three major world conflicts (WW1, WW2 and the Korean War) and recent conflicts such as Afghanistan. This publication will go a long way to help our Legion in our role as the “**Keepers of Remembrance**”.

It will be distributed to school and university libraries, Legion branches, and many other public facilities in Manitoba and NW Ontario.

We would like to have your organization’s support for this milestone project of our **Manitoba/NW Ontario Command Legion**, by purchasing an advertisement space in our “**Military Service Recognition Book**”. Proceeds raised from this important project will allow us to make this unique publication available throughout the province and will also benefit the many ongoing community activities of our Legion Command including **Scholarships, Youth Sponsored Programs** and, of course, our ongoing tireless support for **Manitoba/NW Ontario’s Veterans** and their dependants.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be sincerely appreciated. For further information please contact our **Manitoba/NW Ontario Command Military Service Recognition Book Office** toll free at 1-855-559-5056.

Thank you for your consideration and/or support.

Sincerely,

**Jerry Lava
President
The Royal Canadian Legion Manitoba/NW Ontario Command**

Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print. We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters.

As discussed, we would like to extend an invitation to **you** to show your support once again this year to our Veterans through a support advertisement.

If you have any questions or concerns please do not hesitate to contact me at my number listed below, or simply by replying to this email. I will be in contact in a few days for your response. Thank you again for your consideration.

Sincerely,

Tara Breau

Military Service Recognition Book
Project Office
Manitoba / NW Ontario Command of the Royal Canadian Legion
☎ 1-855-559-5056
<http://www.mbnwo.ca/>
Add Copy mbcl@fenety.com



This e-mail and any attachment(s) is for authorized use by the intended recipient(s) only. If you are not the intended recipient, you are hereby notified that any review, retransmission, conversion to hard copy, copying, circulation or any other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and delete this e-mail and any attachment(s). Thank you.



**The Royal Canadian Legion
Manitoba/NW Ontario Command
“Military Service Recognition Book”**

Advertising Prices

| <u>AD SIZE</u> | <u>PRICE</u> | | <u>GST</u> | | <u>TOTAL</u> |
|--|--------------|---|------------|---|--------------|
| Full Color Outside Back Cover | \$1,647.62 | + | \$82.38 | = | \$1,730.00 |
| Inside Front/Back Cover (Full Colour) | \$1,428.57 | + | \$71.43 | = | \$1,500.00 |
| 2 Page Full Colour Spread 15.25x9.735 | \$2,190.48 | + | \$109.52 | = | \$2,300.00 |
| Full Page (Full Colour) 7x9.625 | \$1,095.24 | + | \$54.76 | = | \$1,150.00 |
| Full Page (B&W) 7x9.625 | \$876.19 | + | \$43.81 | = | \$920.00 |
| ½ Page (Full Colour) 7x4.735 | \$657.14 | + | \$32.86 | = | \$690.00 |
| ½ Page (B&W) 7x4.735 | \$542.86 | + | \$27.14 | = | \$570.00 |
| ¼ Page (Full Colour) 3.375x4.735 | \$433.33 | + | \$21.67 | = | \$455.00 |
| ¼ Page (B&W) 3.375x4.735 | \$323.81 | + | \$16.19 | = | \$340.00 |
| 1/10 Page (B/Card Full Colour) 3.375 x 1.735 | \$247.62 | + | \$12.38 | = | \$260.00 |
| 1/10 Page (B/Card B&W) 3.375 x 1.735 | \$214.29 | + | \$10.71 | = | \$225.00 |

G.S.T. Registration # 107933665RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of the Military Service Recognition Book will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation.



PLEASE MAKE CHEQUE PAYABLE TO:

MB/NW Ontario Command
The Royal Canadian Legion
(MB RCL)
P.O.Box 1967 Stn. Main
Winnipeg, MB R3C 3R2
Tel (Toll Free): 1-855-559-5056



Visa/Mastercard accepted

ad copy can be emailed to mbcl@fenety.com

24

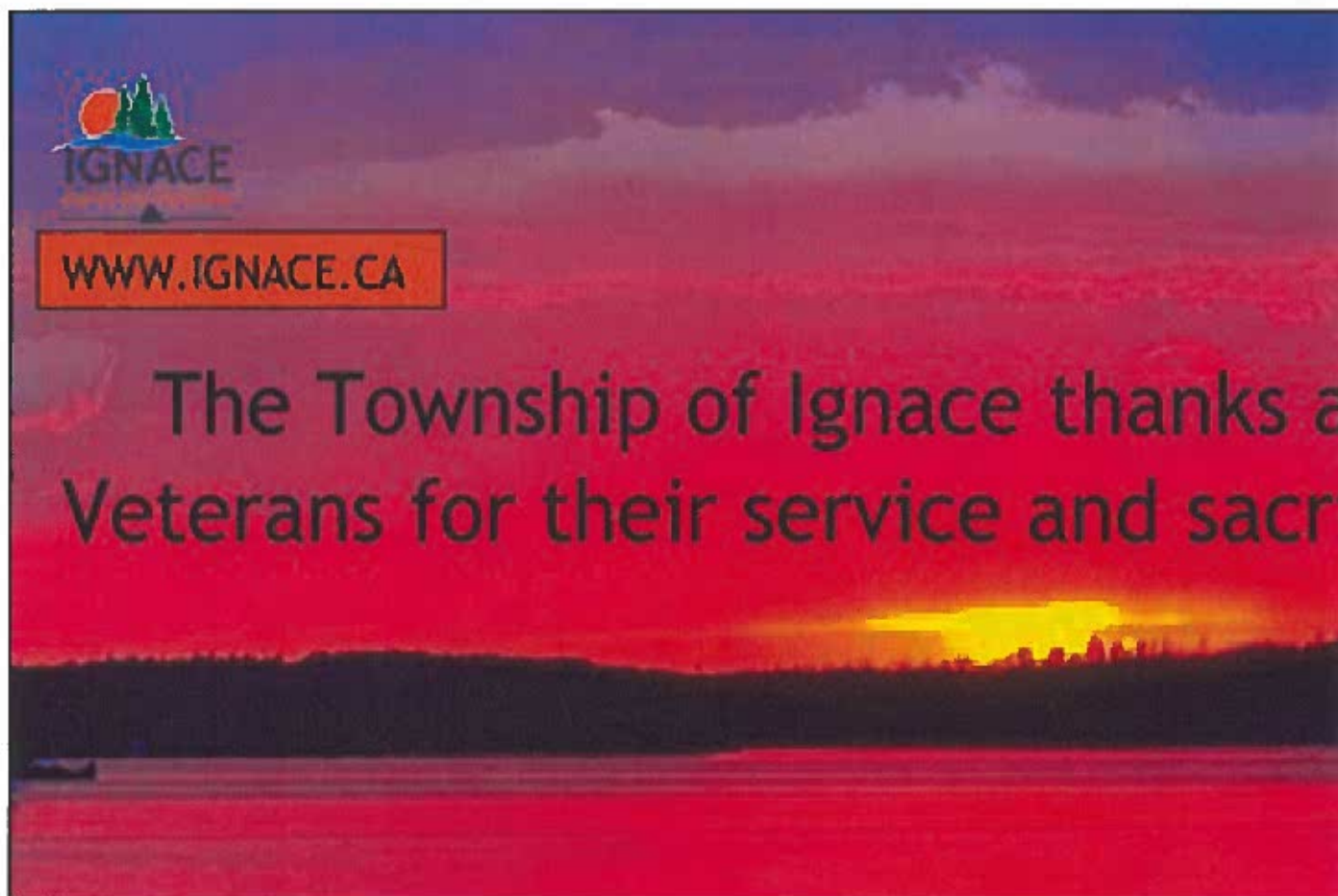
Lynda Colby

From: Tara Breau <tbreau@campaign-office.com>
Sent: May 16, 2022 12:20 PM
To: Lynda Colby
Subject: Manitoba / NW Ontario Command of the Royal Canadian Legion 14th Annual "Military Service Recognition Book"
Attachments: rates09.pdf

Hi Linda,

First and foremost we would like to thank all of you for your many years of support for our Veteran's. It truly does help and is very much appreciated.

This is your ad from last year



Thank you for taking a moment to talk with me today. Here is the information you have requested regarding our 14th Annual "Military Service Recognition Book". This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion



The Corporation of the Township of Ignace

PO Box 248, 34 Hwy 17 West
 Ignace, ON P0T 1T0
 Telephone: (807) 934-2202
 Fax: (807) 934-2864

Motion #:2021.08.166.177

Date: August 16, 2021

| | |
|---|--|
| Moved by: Deputy Mayor Greg Waldock | Seconded by: Cllr. Shaun Defeo |
|---|--|

THAT, Council for the Corporation of the Township of Ignace receives a request for support from the Royal Canadian Legion Manitoba/NW Ontario,

AND FURTHER THAT, authorizes administration, as developed by the Communication Specialist in consultation with the Mayor, Clerk and Economic Development Committee to purchase an ad for ½ Page Full Colour for \$625.00 this 16th day of August 2021.

| Voting Results: | | Recorded Vote: | | | |
|-----------------------------|----------|---------------------------|-----|----|---------|
| Carried | X | Voting Committee Members: | Yes | No | Abstain |
| Defeated | | Shaun Defeo | | | |
| Tabled | | Debbie Hart | | | |
| Recorded Vote | | Penny Lucas | | | |
| Pecuniary Interest Declared | | Chantelle Tucker | | | |
| Withdrawn | | Greg Waldock | | | |
| Deferred | | | | | |

Mayor: 
Penny Lucas