

**The Corporation of the Township of Ignace
Committee of the Whole
Monday, January 13, 2020 at 6:00 pm
Ignace Public Library, Council Chambers**

AGENDA

1. Call to Order

2. Agenda

- a) Additions and/or Amendments to Agenda

- b) Confirmation of Agenda

THAT the Agenda for the Committee of the Whole Meeting this 13th day of January, 2020, be approved, as presented.

3. Declarations of Pecuniary Interest and the General Nature Thereof

4. Delegations/Deputations

5. Adoption of Minutes

- a) Motion to Adopt the Minutes of the following Committee of the Whole Meeting(s):
 - December 16, 2019

THAT the Committee of the Whole hereby approves the Minutes of the Committee of the Whole Meeting dated December 16, 2019, as presented.

- b) Motion to Receive Minutes of Local Boards and Committees:
None

c) Motion to Receive Minutes from Outside Agencies and Boards:

- Kenora District Services Board: October 10, 2019 and November 7, 2019

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace receives the Meeting Minutes dated October 10, 2019, and November 7, 2019, as submitted by the Kenora District Services Board.

6. Business Arising from Minutes

7. Unfinished Business from Minutes

8. Reports of Committees & Departments

8.1 Finance

New Business

a) Municipal Corporate Insurance Program: Renewal 2020

THAT the Committee of the Whole hereby recommends that Council of the Corporation of the Township of Ignace does:

- 1) Receive this report titled, '*Municipal Insurance Program: Renewal 2020*', dated January 13, 2020, as information;
- 2) Approve that Gillons' Insurance Brokers' Ltd. is retained as the insurance broker for the Township of Ignace; and
- 3) Approve the single source procurement of the Frank Cowan Company to continue to provide the corporate insurance policy from December 31, 2019, to December 31, 2020, at a renewal rate of \$81,835.16, as recommended by Gillons' and in accordance with clause 9.1 (b)(vi) of the Procurement Policy, By-Law #108.17.

b) Request for Donation from the Community Well-Being Fund:
Ignace Silver Tops Dishwasher Request

THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace approves the request of the Ignace Silver Tops for a donation of in the amount of \$2,000.00 from the Community Well-Being Fund, submitted via letter dated November 22, 2019 and which was presented at a Deputation to Council on December 16, 2019; and

FURHTER THAT the Committee of the Whole hereby recommends that the Council of the Corporation of the Township of Ignace authorizes Administration to transfer the sum of \$2,000.00 from the Community Well-Being Fund for this expenditure.

**8.2 Economic Development
New Business**

a) Lakefront Development Scoping Study

THAT the Committee of the Whole hereby recommends that Council of the Corporation of the Township of Ignace does:

1. Receive the report titled, 'Lakefront Development Scoping Study', dated January 13, 2020;
2. Adopt the Lakefront Development Scoping Study as presented; and
3. Approve the expenditure of \$7,500 plus applicable HST for the achievement of this study.

9. Reports of Council

10. Notices of Motion

11. Questions from the Public

12. Adjournment

THAT the Committee of the Whole Meeting this 13th day of January, 2020, be adjourned at _____.

**The Corporation of the Township of Ignace
Minutes of the Committee of the Whole Meeting of Council
Monday, December 16, 2019, at 6:00 pm
Ignace Public Library, Council Chambers**

COUNCIL **Councillor Shaun Defeo
Councillor Debbie Hart
Councillor Penny Lucas
Councillor Greg Waldock
Mayor Donald Cunningham**

STAFF **Marshalina Reader, CAO/Clerk
Charles Tarrant, CBO/MLEO/OS
Jason Felix, EDM**

ABSENT **Sackeria Jackson-Hinds, Treasurer**

1. Call to Order

Deputy Mayor Debbie Hart called the meeting to order at 6:01 pm.

2. Agenda

a) Additions and/or Amendments to Agenda

b) Confirmation of Agenda

Verbal Motion

Moved by: Cllr. Waldock

Seconded by: Cllr. Lucas

THAT the Agenda for the Committee of the Whole Meeting of Council this 16th day of December 2019, be approved, as presented.

Carried

3. Declarations of Pecuniary Interest and the General Nature Thereof

Councillor Lucas declared an interest regarding the following agenda item, as she is the Treasurer for this organization:

4. a) Ignace Silver Tops: Donation from the Community Well-Being Fund

4. Delegations/Deputations

a) Ignace Silver Tops: Donation from the Community Well-Being Fund

Don Wagar, Lise Wetelainen, Cheryl Manchulenko

b) Township of Ignace: *FireSmart* Plan

Dale Smyk

c) Township of Ignace: Waste Management Plan

Brian Dermody and Peter Lesieczko

5. Adoption of Minutes

a) Motion to Adopt the Minutes of the following Committee of the Whole Meeting(s):

- November 25, 2019

Verbal Motion

Moved by: Cllr. Defeo

Seconded by: Cllr. Waldock

THAT the Committee of the Whole hereby approves the Minutes of the Committee of the Whole Meeting dated November 25, 2019, as presented.

Carried

b) Motion to Receive Minutes of Local Boards and Committees:

None

c) Motion to Receive Minutes from Outside Agencies and Boards:

None

6. Business Arising from Minutes

None

7. Unfinished Business from Minutes

None

8. Reports of Committees & Departments

8.1 Operations Department

New Business

- a) Municipal Office: Christmas Hours

Verbal Motion

Moved by: Mayor Cunningham Seconded by: Cllr. Waldock

THAT the Committee of the Whole does hereby recommend that Council authorizes the closing of the Municipal Office from December 23, 2019, to and including December 27, 2019.

Carried

- b) Community Safety and Well-Being Plan

Verbal Motion

Moved by: Mayor Cunningham Seconded by: Cllr. Waldock

WHEREAS the *Safer Ontario Act, 2018*, requires that Ontario's single-tier and regional municipalities develop a Community Safety and Well-Being Plan to be adopted by Council before January 1, 2021, and thereafter provided to the Ministry of the Solicitor General; and

WHEREAS the Committee of the Whole hereby recommends that Council of the Corporation of the Township of Ignace dedicates further efforts to achieving the outcomes required to ensure that Ignace is a healthy and vibrant community, where everyone feels safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression; and

WHEREAS the Committee of the Whole further suggests that Council acknowledges the significant value and key benefits to establishing credible partnerships with the municipalities of Dryden, and Machin, and the communities of Wabigoon Lake Ojibway Nation and Eagle Lake First Nation toward the development of a Community Safety and Well-Being Plan; and

WHEREAS the Committee of the Whole does also propose that Council will recognize that through Community Safety and Well-Being planning, the Township of Ignace and our neighbouring communities and municipalities shall enhance how we collaborate with community and regional partners, strengthen relationships and how we collectively coordinate services thereby improving our ability to respond to key issues related to safety and well-being, and build on the many successful efforts that contribute to a strong sense of safety and well-being in our community; and

WHEREAS municipalities are required to engage with the public and achieve multi-sectoral collaboration to develop the plan, and are further required to consider data from multiple sources across the broad range of issues and factors thereby ensuring an integrated approach to identifying and addressing local priorities; and

WHEREAS the *Safer Ontario Act, 2018*, certainly prescribes the mandatory development of a Community Safety and Well-Being Plan for all of Ontario's single-tier and regional municipalities, however, the resources required to manage and oversee such an important undertaking which shall necessitate significant time and human resource capital investments for appropriate, meticulous coordination and accomplishment thereof, has not been forthcoming; now therefore be it

RESOLVED THAT the Committee of the Whole recommends that Council of the Corporation of the Township of Ignace does respectfully request that the Kenora District Services Board considers the probability of a financial commitment specific to the recruitment and selection of a Community Safety and Well-Being District Coordinator, thereby investing in this promising opportunity to achieve the seven critical success factors required for Community Safety and Well-Being planning as identified by the Province of Ontario.

Carried

8.2 Finance

New Business

- a) Sunset Country Travel Association: Annual Per Capita Marketing Contribution

Verbal Motion

Moved by: Cllr. Waldock

Seconded by: Cllr. Lucas

THAT the Committee of the Whole hereby recommends that Council approves full payment of the Land Tourist Organization Membership Fee, in the amount of \$650.00 plus HST, and the Annual Per Capita Marketing Contribution fee at a rate of 0.27 cents per capita, for a total of \$324.54, as submitted by Sunset Country.

Carried

b) KDMA 2020, Sioux Lookout, Ontario, Thursday, January 30 to
Saturday, February 1, 2020

Verbal Motion

Moved by: Cllr. Defeo

Seconded by: Cllr. Waldock

THAT the Committee of the Whole hereby recommends that Council approves the attendance of the following persons at KDMA 2020, at a cost of registration in the amount of \$100.00 per person, in addition to costs related to travel, accommodation, per diem and other relevant expenses:

**Mayor Cunningham, Councillor Hart, Councillor Lucas, Councillor Waldock and
CAO/Clerk Marshalina Reader**

Carried

c) ROMA 2020, Toronto, Ontario, Sunday, January 19 to Tuesday,
January 21, 2020

Verbal Motion

Moved by: Cllr. Defeo

Seconded by: Cllr. Lucas

THAT the Committee of the Whole hereby recommends that Council approves the attendance of the following persons at ROMA 2020, at a cost of registration in the amount of \$700.00 per person, in addition to costs related to travel, accommodation, per diem and other relevant expenses:

Mayor Cunningham, Councillor Hart and CAO/Clerk Marshalina Reader

Carried

8.3 Economic Development

a) Waste Management Strategy

Verbal Motion

Moved by: Cllr. Waldock

Seconded by: Cllr. Lucas

THAT the Committee of the Whole hereby recommends that Council adopts the Waste Management Strategy as presented by GHD this 16th day of December, 2019.

Carried

8.4 Ignace Police Services Board

a) Detachment Commanders Report: 3rd Quarter 2019

Verbal Motion

Moved by: Cllr. Waldock

Seconded by: Cllr. Lucas

THAT the Committee of the Whole hereby recommends that Council receives the 2019 Third Quarter Report as submitted by Detachment Commander Staff Sergeant Chwastyk this 16th day of December, 2019.

Carried

9. Reports of Council

None

10. Notices of Motion

None

11. Questions from the Public

None

12. Adjournment

Verbal Motion

Moved by: Cllr. Defeo

Seconded by: Cllr. Waldock

THAT the Committee of the Whole Meeting of Council this 16th day of December 2019, be adjourned at 7:34 pm.

Carried

Donald Cunningham, Mayor

Shaun Defeo, Councillor

Debbie Hart, Councillor

Penny Lucas, Councillor

Greg Waldock, Councillor

Marshalina Reader, CAO/Clerk

Minutes of the Regular Meeting of the Board held Thursday, October 10, 2019
in the Boardroom of the Kenora District Services Board in Dryden
commencing at 10:00 am

PRESENT: Barry Baltessen: Lake of the Woods North; Bob Stewart: Lake of the Woods South;
Doug Lawrance: Municipality of Sioux Lookout; Martin MacKinnon: City of Dryden;
Ron Kujansuu: Municipality of Machin; Mark Sobchuk: Lac Seul Unincorporated;
Norbert Dufresne: Township of Sioux Narrows-Nestor Falls; Andrew Poirier: City of
Kenora; Dan Sutton: Township of Ear Falls

REGRETS: Don Cunningham: Township of Ignace; Fred Mota: Municipality of Red Lake;
Dwight Monck: Township of Pickle Lake; Ed Murray: Oxdrift Unincorporated

STAFF: Henry Wall: Chief Administrative Officer; Corrine Owen: Director of Finance; Sarah
Stevenson: Director of Integrated Social Services; Ben Reynolds: Director of
Infrastructure; Andrew Tickner: Director/Chief of Emergency Medical Services; Bri
Pollock: Manager of Human Resources; Ruth McMillan: Executive Assistant

GUESTS: Ryan Forbes – Q104 Radio

1. CALL TO ORDER

The Chair called the meeting to order at 10:00 am.

2. APPROVAL OF AGENDA

2.1 Resolution to Approve the Agenda

MOTION NO.: 2019-185 Moved by Bob Stewart
Seconded by Doug Lawrance

RESOLVED THAT the Board of Directors approves the agenda, *as amended*, for a regular meeting of the Board to be held on Thursday, October 10, 2019 in the Boardroom of the Kenora District Services Board in Dryden.

Add: 11.2 Letter received from Minister of Municipal Affairs and Housing

Remove: 6.3.2 IAH-E Yr6 – OPHI Rental Housing (Report BR2019-955)
7.2.6 KDSB Staffing Changes #2

CALLED; CARRIED

ACTION: File

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

The Chair called for declarations of pecuniary interest and the general nature thereof under the Municipal Conflict of Interest Act with respect to the Agenda for this meeting.

No member declared a pecuniary interest with respect to the agenda.



The Chair called upon members present for declarations of pecuniary interest and the general nature thereof under the Municipal Conflict of Interest Act, for minutes of previous meetings at which a member was not in attendance and which had not previously been declared.

No member declared a pecuniary interest with respect to the previous minutes.

4. MINUTES OF PREVIOUS MEETING

4.1. Resolution to approve September 2019 Minutes

MOTION NO.: 2019-186

Moved by Martin MacKinnon

Seconded by Ron Kujansuu

RESOLVED THAT the Board of Directors approves the minutes of the July 11, 2019 regular meeting of the Board of Directors as presented.

CALLED; CARRIED

ACTION: Executive Assistant

There were no errors or omissions.

5. UNFINISHED BUSINESS (*Business Arising from Minutes*)

None

6. REPORTS OF OFFICERS

6.1 Chief Administrative Officer

6.1.1 Resolution to receive Report BR2019-969

MOTION NO.: 2019-187

Moved by Mark Sobchuk

Seconded by Norbert Dufresne

RESOLVED THAT the Board of Directors receives the Chief Administrative Officer's report BR2019-969: Grand Council Treaty #3 and Mayors meeting Update dated October 10, 2019.

CALLED; CARRIED

ACTION: File

6.1.2 2020 Board Meeting Schedule

The CAO reported that the Governance Committee is in the process of reviewing some of the Policies and have had to start from scratch with several of them. The Committee is looking at putting Board Meetings as part of the Procedural By-law. A schedule needs to be drawn up for next year and the CAO asked what worked/didn't work for scheduling of the meetings. It was suggested that the meetings be set for a particular day (i.e. second Thursday of each month) and the date set should take into consideration municipal meetings and/or conferences. For those Board Members who sit on both the Audit and Governance Committees, general consensus was to hold both committee meetings on the same day. Some Board members expressed that it was difficult to adjust their schedules when the meeting dates were shifted. It was suggested to draft up a schedule of monthly meetings and present at the December Board Meeting. Another suggestion was to possibly hold the Committee meetings one week before the Board meeting.

6.1.3 Response to Chief Commissioner of OHRC Letter

Copies of the response letter were distributed to the Board Members. A discussion took place as



to whether the KDSB should send a response and the consensus was yes. Certain points in the letter need clarification as to actions already taken or being put in place. This is an opportunity to show KDSB's successes, not only in Kenora but throughout the entire region, but also let everyone know that we have a long way to go yet. A structured communication piece by the Communications Officer should be done in an effort to let the public know what KDSB has accomplished and what we are planning. The letter should wait for release until after the Federal election.

6.2 Director of Finance

6.2.1 Resolution to receive Report BR2019-962

MOTION NO.: 2019-188

Moved by Andrew Poirier
Seconded by Dan Sutton

RESOLVED THAT the Board of Directors receives the Director of Finance 2020 Preliminary Budget Report BR2019-962.

CALLED; CARRIED

ACTION: DOF/File

6.2.2 Resolution to negotiate and execute lease for Red Lake Office Space

MOTION NO.: 2019-189

Moved by Doug Lawrance
Seconded by Bob Stewart

RESOLVED THAT the Board of Directors approves and authorizes the Chief Administrative Officer to negotiate and execute a new lease with Don and Tammy Aiken effective December 1, 2019 as set out in the Director of Finance's report BR2019-957;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors approves and authorizes the Chief Administrative Officer to provide notice to terminate our current lease with Red Lake District Adult Learning Centre effective December 31, 2019.

CALLED; CARRIED

ACTION: CAO

6.2.3 Resolution to negotiate and execute lease for Sioux Lookout Office Space

MOTION NO.: 2019-190

Moved by Ron Kujansuu
Seconded by Martin MacKinnon

RESOLVED THAT the Board of Directors approves and authorizes the Chief Administrative Officer to negotiate and execute a new lease with Boreal Investments effective February 1, 2020 as set out in the Director of Finance's report BR2019-960.

CALLED; CARRIED

ACTION: CAO

6.2.4 Resolution to receive Report BR2019-961, approve use of working reserves and sign OW Service Contract

MOTION NO.: 2019-191

Moved by Norbert Dufresne
Seconded by Mark Sobchuk

RESOLVED THAT the Board of Directors receives and accepts the Director of Finance report BR2019-961, 2019-20 Ontario Works Service Contract dated September 30, 2019;

AND



BE IT FURTHER RESOLVED THAT the Board of Directors approves the use of internally restricted working reserves to meet the required local levy cost matching requirements as outlined in the report;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors authorizes the Chief Administrative Officer and Chair of the Board to execute the Kenora District Services Board 2019-20 Ontario Works Service Contract with the Ministry of Children, Community and Social Services.

CALLED; CARRIED

ACTION: CAO/Chair

6.3 Director of Infrastructure

6.3.1 Resolution to accept Average Market Rent Study and lobby CMHC and MMAH

MOTION NO.: 2019-192

Moved by Andrew Poirier

Seconded by Dan Sutton

RESOLVED THAT the Board of Directors accepts the Average Market Rent Study and its results as outlined in Report BR2019-966;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors supports and authorizes the Chief Administrative Officer to lobby CMHC and the MMAH to recognize the true Average Market Rents for our communities, as determined by the Average Market Rent Study.

CALLED; CARRIED

ACTION: CAO

The Director of Infrastructure noted that there were several typing errors in the copy of the report sent and an updated version will be sent to the Board Members.

6.3.2 Resolution to receive Report BR2019-956

MOTION NO.: 2019-193

Moved by Bob Stewart

Seconded by Doug Lawrance

RESOLVED THAT the Board of Directors receives and accepts the Director of Infrastructure's Report BR2019-956: 2019 3rd Quarter Report dated October 10, 2019 as information.

CALLED; CARRIED

ACTION: File

6.4 Director of Integrated Social Services

6.4.1 Resolution to receive Report BR2019-958 and support funding for Youth Centre Coordinator

MOTION NO.: 2019-194

Moved by Martin MacKinnon

Seconded by Ron Kujansuu

RESOLVED THAT the Board of Directors receives and accepts the Director of Integrated Social Services Report BR2019-958: Dryden Youth Centre Coordinator;

AND



BE IT FURTHER RESOLVED THAT the Board of Directors agrees to support funding 50% of a Youth Centre Coordinator position in the amount of \$23,400;

AND

BE IT FURTHER RESOLVED THAT this is conditional on the commitment of the City of Dryden providing the remaining 50% directly to the Kenora District Services Board to support the position.

CALLED; CARRIED

ACTION: DISS

6.4.2 Resolution to receive Report BR2019-970 and changes to process to offer housing units

MOTION NO.: 2019-195

Moved by Norbert Dufresne
Seconded by Mark Sobchuk

RESOLVED THAT the Board of Directors receives and accepts the Director of Integrated Social Services, report BR2019-970, Proposed Changes to the Housing Services Act;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors agrees to support changing the process of offering housing units with no rights to refuse an offer and that there will be no longer a consideration for refusal;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors supports the Chief Administrative Officer to ensure that the Ministry of Municipal Affairs and Housing allows for local policy development when considering annual income in the Calculation of Rent-Geared-to-Income Subsidies;

AND

BE IT FURTHER RESOLVED THAT before developing a local process for refusing housing applications for evicted tenants based on being found guilty of participating in criminal activity in a community housing unit, KDSB will seek a legal opinion to ensure that we are not putting the Kenora District Services Board at risk of future legal challenge for refusing to house individuals in this situation.

CALLED; CARRIED

ACTION: CAO/DISS

6.5 Director/Chief of Emergency Medical Services

6.5.1 Resolution to perform feasibility study for EMS Base in Vermilion Bay

MOTION NO.: 2019-196

Moved by Dan Sutton
Seconded by Andrew Poirier

RESOLVED THAT the Board of Directors supports Administration to perform a comprehensive feasibility study for the establishment of a land ambulance station in the community of Vermilion Bay;

AND

BE IT FURTHER RESOLVED THAT such a feasibility study be brought back to the Board of Directors for consideration and instruction



As recommended in Report BR2019-965.

CALLED; CARRIED

ACTION: D/CEMS

- 6.5.2 Resolution to maintain Response Time Performance Report for 2020 and submit to MOHLTC

MOTION NO.: 2019-197

Moved by Doug Lawrance

Seconded by Bob Stewart

RESOLVED THAT the Board of Directors maintains the Response Time Performance Plan for the Kenora District Services Board as established in 2019 for the year 2020;

AND

BE IT FURTHER RESOLVED THAT the Director/Chief of Emergence Medical Services submits the approved plan to the Ministry of Health and Long-Term Care using the new Web-Form

As recommended in Report BR2019-963.

CALLED; CARRIED

ACTION: D/CEMS

- 6.5.3 Resolution to receive Report BR2019-964 and recognize achievement

MOTION NO.: 2019-198

Moved by Mark Sobchuk

Seconded by Ron Kujansuu

RESOLVED THAT the Board of Directors accepts the Director/Chief of Emergency Medical Services Report BR2019-964 dated October 10, 2019;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors recognizes the achievement of Kenora District Service Board's Northwest EMS Paramedic Kim Wright.

CALLED; CARRIED

ACTION: File

6.6 Communications Officer

- 6.6.1 Resolution to negotiate and execute contracts for website development and translation

MOTION NO.: 2019-199

Moved by Norbert Dufresne

Seconded by Andrew Poirier

RESOLVED THAT the Board of Directors authorizes the Chief Administrative Officer to negotiate and execute a contract with Korkola Design for the website development;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors authorizes the Chief Administrative Officer to negotiate and execute a contract with Wintranslation as the English to French and English to Ojibway translation firm for the Kenora District Services Board's website redesign and the provision of the website in English, French and Ojibway

As recommended in Report BR2019-967.

CALLED; CARRIED

ACTION: CAO



7. IN-CAMERA

7.1 Resolution to convene to In-Camera meeting

MOTION NO.: 2019-200 Moved by Dan Sutton
Seconded by Bob Stewart

RESOLVED THAT the Board of Directors convenes to an In-Camera meeting on October 10, 2019.

CALLED; CARRIED **ACTION: File**

7.2 Resolution to approve the Amended Agenda for In-Camera meeting

MOTION NO.: 2019-201 Moved by Doug Lawrance
Seconded by Martin MacKinnon

RESOLVED THAT the Board of Directors approves the agenda, as *amended*, for an In-Camera meeting on Thursday, October 10, 2019.

Remove 2.2.6 Integrated Social Services Staffing Changes (Report BR2019-973)

CALLED; CARRIED **ACTION: File**

7.3 Resolution to resume public meeting.

MOTION NO.: 2019-202 Moved by Ed Murray
Seconded by Mark Sobchuk

RESOLVED THAT the Board of Directors resumes the public Board meeting on Thursday, October 10, 2019.

CALLED; CARRIED **ACTION: File**

7.4 BUSINESS ARISING FROM IN-CAMERA

Resolution to work with Machin Non-Profit Housing Corporation to transition ownership

MOTION NO.: 2019-203 Moved by Mark Sobchuk
Seconded by Norbert Dufresne

RESOLVED THAT the Board of Directors approves the Chief Administrative Officer to work with Machin Municipal Non-Profit Housing Corporation in transitioning ownership of the full Housing Portfolio to KDSB.

CALLED; CARRIED **ACTION: CAO**

Resolution to receive Report BR2019-974 and support additional funding

MOTION NO.: 2019-204 Moved by Dan Sutton
Seconded by Bob Stewart

RESOLVED THAT the Board of Directors receives and accepts the Director of Integrated Social Services, report BR2019-974;

AND



BE IT FURTHER RESOLVED THAT the Directors of the Board agrees to support additional funding to the Ne-Chee Friendship Centre in the amount of \$116,552;

AND

BE IT FURTHER RESOLVED THAT the Directors of the Board agrees to support additional funding to be allocated to the Community of Sioux Lookout to establish a day program from October 2019 to April 30, 2020, not exceed the amount of \$115,300.

CALLED; CARRIED

ACTION: DISS/DOF

Resolution to submit funding proposal for new position

MOTION NO.: 2019-205

Moved by Doug Lawrance

Seconded by Martin MacKinnon

RESOLVED THAT the Board of Directors authorizes the Chief Administrative Officer to submit a funding proposal request to the Province of Ontario for the creation of an Indigenous Relation and Programs Advisory position, as recommended in Report BR2019-971.

CALLED; CARRIED

ACTION: CAO

Resolution to implement staffing changes

MOTION NO.: 2019-206

Moved by Ron Kujansuu

Seconded by Mark Sobchuk

RESOLVED THAT the Board of Directors authorizes the Chief Administrative Officer to implement the staffing changes as outlined in Report BR2019-954.

CALLED; CARRIED

ACTION: CAO

8. REPORTS OF COMMITTEES/TASK FORCES

None

9. RESOLUTIONS

None

10. NEW BUSINESS

None

11. COMMUNICATIONS

11.1 Letter received from the Solicitor General thanking KDSB for meeting at the AMO Conference

11.2 Letter received from the Minister of Municipal Affairs and Housing thanking the delegation for meeting at the AMO Conference and the challenges facing our region

12. NOTICES OF MOTIONS

None

13. PETITIONS

None



14. CLOSURE

MOTION NO.: 2019-207

Moved by Andrew Poirier
Seconded by Dan Sutton

RESOLVED THAT the Board of Directors adjourns the October 10, 2019 meeting.

CALLED; CARRIED

ACTION: File

The meeting was adjourned at 2:10 pm

Approved by Resolution No. 2019-223

This 12th day of December, A.D. 2019.



Chair





Minutes of the Special Meeting of the Board held Thursday, November 7, 2019
in the Boardroom of the Kenora District Services Board in Dryden
commencing at 12:45 pm

- PRESENT:** Barry Baltessen: Lake of the Woods North; Bob Stewart: Lake of the Woods South; Doug Lawrance: Municipality of Sioux Lookout; Martin MacKinnon: City of Dryden; Ron Kujansuu: Municipality of Machin; Andrew Poirier: City of Kenora; Don Cunningham: Township of Ignace; Mark Sobchuk: Lac Seul Unincorporated; Ed Murray: Oxdrift Unincorporated; Dan Sutton: Township of Ear Falls; Fred Mota: Municipality of Red Lake
- REGRETS:** Dwight Monck: Township of Pickle Lake; Norbert Dufresne: Township of Sioux Narrows-Nestor Falls
- STAFF:** Henry Wall: Chief Administrative Officer; Corrine Owen: Director of Finance; Sarah Stevenson: Director of Integrated Social Services; Andrew Tickner: Director/Chief of Emergency Medical Services; Bri Pollock: Manager of Human Resources; Ruth McMillan: Executive Assistant
-

1. CALL TO ORDER

The Chair called the meeting to order at 12:45 pm.

2. APPROVAL OF AGENDA

2.1 Resolution to Approve the Agenda

MOTION NO.: 2019-208 Moved by Ed Murray
Seconded by Dan Sutton

RESOLVED THAT the Board of Directors approves the agenda for a special meeting of the Board to be held on Thursday, November 7, 2019 in the Boardroom of the Kenora District Services Board in Dryden.

CALLED; CARRIED

ACTION: File

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

The Chair called for declarations of pecuniary interest and the general nature thereof under the Municipal Conflict of Interest Act with respect to the Agenda for this meeting.

No member declared a pecuniary interest with respect to the agenda.

The Chair called upon members present for declarations of pecuniary interest and the general nature thereof under the Municipal Conflict of Interest Act, for minutes of previous meetings at which a member was not in attendance and which had not previously been declared.

No member declared a pecuniary interest with respect to the previous minutes.



4. REPORTS OF OFFICERS

4.1 Director of Finance

4.1.1 Resolution to receive Report BR2019-984

MOTION NO.: 2019-209

Moved by Doug Lawrance
Seconded by Bob Stewart

RESOLVED THAT the Board of Directors receives the Director of Finance's 2019 Third Quarter Variance Report BR2019-984 dated November 7, 2019 as information.

CALLED; CARRIED

ACTION: File

4.2 Director of Infrastructure

4.2.1 Resolution to commit IAH and OPHI Funding

MOTION NO.: 2019-210

Moved by Ron Kujansuu
Seconded by Martin MacKinnon

RESOLVED THAT the Board of Directors authorizes the Investment in Affordable Housing (IAH) (Extension 2014) Year 6 and Ontario Priorities Housing Initiative (OPHI) Year 1, Rental Housing component funds to be committed to an affordable Housing Project in Sioux Lookout, ON as outlined in BR2019-955;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors authorizes the Chief Administrative Officer to execute the Contribution Agreements as established by the Investment in Affordable Housing (IAH) (Extension 2014) program and Ontario Priorities Housing Initiative (OPHI) for the project;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors authorizes the Chief Administrative Officer and Director of Finance to access and repay working reserve funds and the Canadian Imperial Bank of Commerce (CIBC) Construction Line of Credit for interim project financing;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors supports and authorizes the Chief Administrative Officer to submit an application to, and enter into an agreement with the Canadian Mortgage Housing Corporation's National Housing Co-Investment Fund for a project contribution and loan.

CALLED; CARRIED

ACTION: CAO/DOF

4.2.2 Resolution to commit COCHI funding

MOTION NO.: 2019-211

Moved by Don Cunningham
Seconded by Andrew Poirier

RESOLVED THAT the Board of Directors approves authorizes the Canada-Ontario Community Housing Initiative Renewal Funds to be committed to the Primrose Renewal Project as outlined in BR2019-976;

AND



BE IT FURTHER RESOLVED THAT the Board of Directors authorizes the Chief Administrative Officer to execute and submit the COHI Sustainability Plan for the project.

CALLED; CARRIED

ACTION: CAO

- 4.2.3 Resolution to adopt the building name for New Starts Second Stage Housing

MOTION NO.: 2019-212

Moved by Ed Murray
Seconded by Mark Sobchuk

RESOLVED THAT the Board of Directors accepts and adopts the recommendations of the New Starts Inc. Board and Executive Director and formally adopts the building name "TenSisters" for the Red Lake New Starts for Women Second Stage Housing Project

As recommended in Report BR2019-978.

CALLED; CARRIED

ACTION: DOI

- 4.3 Director of Integrated Social Services

- 4.3.1 Resolution to receive Report BR2019-980

MOTION NO.: 2019-213

Moved by Fred Mota
Seconded by Dan Sutton

RESOLVED THAT the Board of Directors accepts the 2019 Third Quarter Program Report, Employment and Social Assistance BR2019-980 for information purposes.

CALLED; CARRIED

ACTION: File

- 4.3.2 Resolution to receive Report BR2019-981

MOTION NO.: 2019-214

Moved by Bob Stewart
Seconded by Doug Lawrance

RESOLVED THAT the Board of Directors accepts the 2019 Third Quarter Program Report, Early Learning and Care BR2019-981 for information purposes.

CALLED; CARRIED

ACTION: File

- 4.3.3 Resolution to receive Report BR2019-982

MOTION NO.: 2019-215

Moved by Martin MacKinnon
Seconded by Ron Kujansuu

RESOLVED THAT the Board of Directors accepts the 2019 Third Quarter Program Report, Housing Services BR2019-982 for information purposes.

CALLED; CARRIED

ACTION: File

- 4.4 Director/Chief of Emergency Medical Services

- 4.4.1 Resolution to receive Report BR2019-977

MOTION NO.: 2019-216

Moved by Andrew Poirier
Seconded by Don Cunningham



RESOLVED THAT the Board of Directors receives and accepts the Director/Chief of Emergency Medical Services' Land Ambulance (EMS) 2019 Third Quarter Report BR2019-977 dated November 7, 2019 as information.

CALLED; CARRIED

ACTION: File

5. IN-CAMERA

5.1 Resolution to convene to In-Camera meeting

MOTION NO.: 2019-217

Moved by Andrew Poirier
Seconded by Don Cunningham

RESOLVED THAT the Board of Directors convenes to an In-Camera meeting on November 7, 2019.

CALLED; CARRIED

ACTION: File

5.2 Resolution to approve the Agenda for In-Camera meeting

MOTION NO.: 2019-218

Moved by Mark Sobchuk
Seconded by Ed Murray

RESOLVED THAT the Board of Directors approves the agenda for an In-Camera meeting on Thursday, November 7, 2019.

CALLED; CARRIED

ACTION: File

5.3 Resolution to resume public meeting.

MOTION NO.: 2019-219

Moved by Bob Stewart
Seconded by Doug Lawrance

RESOLVED THAT the Board of Directors resumes the public Board meeting on Thursday, November 7, 2019.

CALLED; CARRIED

ACTION: File

5.4 BUSINESS ARISING FROM IN-CAMERA

Resolution to work with Township of Sioux Narrows-Nestor Falls for new lease

MOTION NO.: 2019-220

Moved by Martin MacKinnon
Seconded by Ron Kujansuu

RESOLVED THAT the Board of Directors approves and authorizes the Chief Administrative Officer to negotiate and execute a new lease with the Township of Sioux Narrows-Nestor Falls effective January 1, 2021 as set out in Report BR2019-983;

AND

BE IT FURTHER RESOLVED THAT the Board of Directors approves and authorizes the Chief Administrative Officer to provide notice to terminate our current lease with the Township of Sioux Narrows-Nestor Falls effective December 21, 2020.

CALLED; CARRIED

ACTION: CAO



6. **REPORTS OF COMMITTEES/TASK FORCES**

None

7. **RESOLUTIONS**

None

8. **NEW BUSINESS**

None

9. **COMMUNICATIONS**

The CAO reported that he had just received word that Minister Rickford would like to do an announcement regarding increased funding for EMS and also additional funding for the area hospitals. The announcement will be made November 12th at the Kenora EMS base. Board Members are encouraged to attend.

10. **NOTICES OF MOTIONS**

None

11. **PETITIONS**

None

12. **CLOSURE**

MOTION NO.: 2019-221

Moved by Andrew Poirier

Seconded by Mark Sobchuk

RESOLVED THAT the Board of Directors adjourns the November 7, 2019 meeting.

CALLED; CARRIED

ACTION: File

The meeting was adjourned at 2:08 pm

Approved by Resolution No. 2019-224

This 12th day of December, A.D. 2019.


Chair





The Corporation of the
Township of Ignace

34 Highway 17 West, PO Box 248, Ignace, ON POT 1T0

Prepared By:	Marshalina Reader, CAO/Clerk
Report To:	Mayor and Council, Committee of the Whole January 13, 2020
Subject:	Municipal Insurance Program: Renewal 2020
Supervisor Approval:	N/A
CAO Approval:	N/A

RECOMMENDATION

BE IT RESOLVED THAT Council of the Corporation of the Township of Ignace does hereby:

- 1) Receive this report titled, '*Municipal Insurance Program: Renewal 2020*', dated January 13, 2020, as information;
- 2) Approve that Gillons' Insurance Brokers' Ltd. is retained as the insurance broker for the Township of Ignace; and
- 3) Approve the single source procurement of the Frank Cowan Company to continue to provide the corporate insurance policy from December 31, 2019, to December 31, 2020, at a renewal rate of \$81,835.16, as recommended by Gillons' and in accordance with clause 9.1 (b)(vi) of the Procurement Policy, By-Law #108.17.

PURPOSE

The purpose of this report is to seek approval for the single source procurement of the corporate insurance policy for the 2020 insurance year.

BACKGROUND

Insurance is the transfer of risk from one entity to another. The Township transfers the risk of future unknown losses to its insurance company. The cost of purchasing this transfer of risk is the insurance premium that is paid annually to the insurance company. The Township pays a

premium which transfers this risk to the insurance company for a period of time, normally for one year.

Current insurance coverage includes Municipal Liability, Public Entity Errors and Omissions, Non-Owned Automobile, Environmental, Crime, Board Members, Legal Expense, Property, Equipment Breakdown TechAdvantage, and Owned Automobile. These policies protect the Township against the specific losses that their respective names imply. With regards to the Airport, as the owner, the Township has a liability policy in place with JLT Canada through Gillons'.

Not all risk is covered by insurance. Some claims against a Municipality are not covered by the insurance policy. For example, some environmental contamination claims, sexual assault claims, claims for punitive damages, fines and human rights complaints are not insured under the Municipal insurance policies. In addition, most claims arising from commercial and employment contracts are not insured. Insurance for these types of claims cannot normally be purchased in the marketplace. These types of claims remain the risk of the Municipality.

The Township's broker, Gillons', was procured through a competitive RFP process. Council appointed Gillons' as the Township's broker effective December 31, 2009. At that time, the proposal of insurance coverage was provided through BFL Canada, which was also accepted.

The Township initiated another bidding process for insurance services in December 2016. At that time, Gillons' provided the Township with options from BFL Canada, JLT Canada, and Frank Cowan Company. The Township proceeded with the Terms provided through Frank Cowan Company and maintained Gillons' as the Broker. Under the terms of its engagement, Gillons' has solicited and negotiated quotations on behalf of the Township for its policies of insurance renewals over the past nine years.

ANALYSIS

Gillons' Insurance Brokers was founded in 1924. Since then, they have grown into the largest, full service, independently and locally owned insurance brokerage in Northwestern Ontario. Unlike many insurance brokerages, they are not majority owned by any insurance company or any other entity.

Gillons has proven consistently capable in supporting the Township to manage the complexity of variables associated with risk and insurance. In addition, Township staff continue to benefit from gratuitous training opportunities.

There are several benefits to entering into a new agreement with the Frank Cowan Company. As Council was informed in 2018, the Township has been increasingly taking advantage of services provided by Gillons' Insurance Brokers Ltd.; supplemental certificate (coverage) requests (NOHFC interns, waste management vehicle, etc.) and risk management training are two such services that are provided free of charge. The Township has benefitted from the staffing levels and insurance expertise. This frees up Administration's time to focus on other risk management tasks at no additional cost to the Township.

Although going out to tender in an attempt to obtain a lower insurance cost is an option, it is not recommended at this time. Administration does not foresee any benefit of proceeding with an RFP. Current trends in the municipal insurance industry are not favorable to sustainable cost savings in the municipal market. Further, there is no guarantee that the considerable staff time

required in order to facilitate this decision will result in more significant savings than what the Township has currently been offered.

Accordingly, staff recommends that Council proceed with maintaining the broker relationship with Gillons', and award the single source contract to retain the Frank Cowan Company as the Township's continued insurance program provider for 2020.

FINANCIAL IMPLICATIONS

Cost Analysis

Casualty	2019	2020
Combined Casualty	14,221.00	14,996.00
(General Liability, Errors and Omissions Liability, Non-Owned Automobile Liability, Environmental Liability, Crime, Board Members Accident)		
Errors and Omissions Liability		
Non-Owned Automobile Liability		
Environmental Liability		
Crime		
Board Members Accident		
Legal Expense	750.00	750.00
Property		
Property	37,960.00	41,201.00
Equipment Breakdown	2,554.00	2,605.00
Automobile		
Owned Automobile	10,639.00	12,289.00
Excess		
Follow Form - 1 st layer	2,000.00	2,000.00
Follow Form - 2 nd layer	2,500.00	2,500.00
8% Provincial Sales Tax	5,649.92	5,124.16
Total Annual Premium	76,273.92	81,835.16
		(incl. Year End Automobile Adjustment)

STRATEGIC ALIGNMENT

- Accountability, Responsibility and Transparency
- Governance and Resilient Leadership, Infrastructure - Financial Management and Service Delivery



RECEIVED

DEC 03 2019

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
Friday prior to the Council Meeting**

Council Meeting Date: Dec 16/19 Request Received By: MR
Name Of Person Requesting Deputation: IGNACE SILVER TOPS DON WAGAR
LISE NETELAINEN
CHERYL MANCHULENKO
Address: 300 Pine St.
Town/City: IGNACE Postal Code: POTITO
Phone: 807-934-0165
807-920-0217 Fax: _____
E-Mail: _____
Subject Title: Donation from Community Well-Being
Fund
Type: Oral/Written Digital (Delegate is responsible for all equipment required)
Copies: All Deputations are required to provide a written copy of their presentation prior to the meeting
or during the meeting to all Council Members and the Administrator/Treasurer and Clerk.
Time Limit: All Deputations are limited to ten (10) minutes.

Submit Via:

Fax: (807) 934-2864

Hand Deliver or Mail To:

Council Deputation Request
34 Highway 17 W, PO Box 248,
Ignace, ON P0T 1T0

Ignace Silver Tops
300 Pine St., PO Box 736
Ignace, ON P0T 1T0

November 22, 2019

Mayor and Councillors
Township of Ignace
PO Box 248
Ignace, ON P0T 1T0



RE: Request for contribution towards the purchase of a commercial dishwasher

We would like to ask you to consider a financial donation of \$2,000 towards the purchase of a new dishwasher for the Ignace Silver Tops Senior Centre from the Community Well-Being Fund.

The Ignace Silver Tops provide a gathering place for the seniors of Ignace. Besides being a Social Club, we provide information services for issues related to the health and well-being of Ignace's senior population. We offer activities and events to keep the senior population mentally and physically active, thereby leading healthy, productive lives. We also make our hall available for community events for other sectors of the Ignace population, either for rent or as a donation (with or without kitchen privileges). A lot of our events revolve around food preparation or service of one kind or another - community lunches at nominal cost, Meals on Wheels for those in need, monthly Pot Luck dinners for members, fund raising events, etc.

One of the major appliances necessary to continue these services is a commercial dishwasher. Unfortunately, our current dishwasher has failed and we are in dire need of a replacement. We had hoped to hold off for a little longer, as we are planning a complete kitchen refurbishment in the new year and are in the process of applying for Grant Funding to help with this project. However and regardless, we are going to be needing a dishwasher either way.

We appreciate your consideration and thank you for any funding you may be able to contribute.

Sincerely,

Handwritten signature of Chicki Pesola in black ink.

President, Chicki Pesola

Handwritten signature of Cheryl Manchulenko in black ink.

Vice-President, Cheryl Manchulenko

Handwritten signature of Grace Bjorklund in black ink.

Secretary, Grace Bjorklund

Handwritten signature of Penny Lucas in black ink.

Treasurer, Penny Lucas



Prepared By: Jason Felix, Economic Development Manager
Report To: Mayor and Council, Committee of the Whole
January 13, 2020
Subject: Lakefront Development Scoping Study
Supervisor Approval: Marshalina Reader, CAO
CAO Approval: Marshalina Reader

PURPOSE

To update Council on administration's plans to initiate the completion of a Lakefront Scoping Study.

RECOMMENDATION

BE IT RESOLVED THAT Council of the Corporation of the Township of Ignace does hereby:

1. Receive the report titled, 'Lakefront Development Scoping Study', dated January 13, 2020;
2. Adopt the Lakefront Development Scoping Study as presented; and
3. Approve the expenditure of \$7,500 plus applicable HST for the achievement of this study.

BACKGROUND/ANALYSIS

Administration recently received direction from Council to initiate the completion of a Community Capacity Study, with an aim to analyze the Township's current infrastructural capacity (physical, social, economic and cultural) and gaps, given the Township's future growth potential. Based on results, a plan will be established to effectively procure all that is required to accommodate future growth.

The contract for the Community Capacity Study was awarded to Urban Systems and during the project kick-off meeting, the consultant recommended that we complete a Lakefront

Development Scoping Study. Administration sees great value in expanding its lakefront lands for community and economic development purposes, and as such, a request was made to Urban Systems to submit a formal proposal for consideration.

Urban Systems has responded to Administration's request and submitted a proposal for consideration. Administration has carefully reviewed the proposal and is requesting Council's approval to award the project to Urban Systems.

This project includes the following components:

1. Lakefront Analysis - providing a high-level assessment of the existing servicing infrastructure, vacant/underutilized lakefront lands, capacity for future growth and anticipated demands. This analysis will provide the Township with information to leverage in conversations with the Province;
2. Expansion Report - brief report summarizing steps involved with the acquisition of Crown lands via direct acquisition by the municipality or through a Request for Proposal process in which a developer completes the disposition process;
3. Implementation Plan - developing a detailed implementation plan to guide the Township as it enters the Provincial approvals process for Crown land disposition; and
4. Presentation to Council - Urban Systems will travel to Ignace to present the findings and discuss next steps for the Township in pursuing additional lakefront lands.

FINANCIAL CONSIDERATIONS AND BUDGET IMPACT

- The Lakefront Development Scoping Study has a project estimated cost of \$7,500 plus HST.
- This project is fully and proudly funded by external funding organizations.

STRATEGIC DIRECTION/ALIGNMENT

- Identifying innovative ways to fund important projects resulting in no burden to the Township's small tax base.
- Recognizing the importance of Vision and Long-Term Planning, moving in this direction through a Lakefront Development Scoping, will take the community beyond a short-term thinking approach to one that is long term and comprehensive.

ATTACHMENTS

- Lakefront Development Scoping Proposal

STANDARD CONDITIONS OF AGREEMENT FOR USL'S SERVICES

1. INDEPENDENT CONSULTANT

USL shall be and operate as an independent consultant in the performance of the Work. USL shall perform the Work in accordance with its own methods in an orderly and professional manner and shall have complete control over and responsibility for all personnel performing the Work. Except as authorized in writing by the CLIENT, USL shall not enter into any agreements or undertakings for or on behalf of the CLIENT or act as or be an agent or employee of the CLIENT.

2. PERFORMANCE OF USL

USL shall provide and pay for all equipment, personnel, materials, and whatever else is needed for the proper execution and completion of the Work. The Work shall be performed in a timely, efficient manner. USL shall be properly licensed, equipped, organized, and financed to perform the Work, and shall pay all sales, consumer use, and other similar taxes required by law, and shall secure all permits, fees and licenses necessary for the execution of the Work including but not limited to GST/HST and Workers' Compensation registration.

USL shall carry out the Work in a manner that is consistent with the level of care and skill exercised by members of a profession currently working under similar conditions.

USL shall ensure that all persons who perform the Work shall be competent and properly qualified. USL will be responsible for the acts and omissions of its employees, subcontractors and agents.

USL shall not assign or sublet the Work without the written consent of the CLIENT, said consent not to be unreasonably withheld. Such consent shall not relieve USL of its obligations or liabilities under the agreement.

USL shall comply with all laws, rules and regulations applicable to the Work.

USL is solely responsible for the payment of all contributions or taxes to be paid on or to persons employed by USL on Work performed hereunder and will indemnify and hold harmless the CLIENT from any such liability.

USL shall be responsible for the health and safety, and shall provide and maintain a safe working environment, for all its employees, agents, subcontractors and invitees. USL shall adopt, supervise, and enforce reasonable and adequate safety requirements, including the CLIENT's site safety rules and any safety plan or requirements which may be established by the CLIENT, and shall at all times observe and comply fully with all applicable laws, codes, ordinances, rules and regulations relating to health and safety. Notwithstanding the acceptance of these responsibilities, USL shall not be the Prime Contractor for the Work as defined and contemplated by Workers' Compensation regulations.

The CLIENT may award other contracts for additional work and USL shall fully co-operate with such other contractors and carefully fit its own Work to that provided under the other contracts, as may be directed by the CLIENT. USL shall not commit or permit any act which will unreasonably interfere with the performance of work by another.

3. PAYMENT

The CLIENT shall only be obligated to reimburse USL for the performance of Work authorized by the CLIENT. Unless otherwise agreed, USL shall provide monthly invoices to the CLIENT, together with any necessary supporting documentation. The CLIENT will pay USL within thirty days of the date of USL's monthly invoice.

Invoiced amounts not paid by the CLIENT within thirty days shall bear interest at the rate of 3% above the prime commercial lending rate of the Royal Bank of Canada, which amount shall be due and payable until paid. Such interest shall be calculated and added to any unpaid amounts monthly.

4. TITLE TO DATA AND INFORMATION

The CLIENT agrees that all legal interest and title to data, documents, photographs, drawings, analyses, graphs, reports, or other subject matter, including all copyright and intellectual property, prepared, procured, or produced in the rendition of the services shall at all times remain the property of USL.

The CLIENT may copy and use any of the above described items for record and maintenance purposes and for any future renovation, repair, modification and extension work undertaken with respect to that part of the project to which USL's services relate.

5. NONDISCLOSURE

USL shall not disclose to third parties without the written consent of the CLIENT any information produced, developed, or obtained in connection with the performance of this Agreement. If so requested by the CLIENT, USL shall execute a nondisclosure agreement and shall require its suppliers and subcontractors to execute a similar nondisclosure agreement.

6. INDEMNIFICATION

USL agrees to indemnify and hold harmless the CLIENT from damages incurred by the CLIENT or any third parties (including the CLIENT's employees) to the extent arising out of or in connection with errors, omissions, or negligent or unlawful performance of the Work by USL. The CLIENT agrees to indemnify USL for damages incurred by USL or any third parties (including USL's employees) to the extent the CLIENT commits errors or omissions or is found to be negligent.

Neither party shall be liable to any other for any consequential damages arising out of or related to this Agreement.

7. INSURANCE AND LIABILITY

USL represents that it now carries and shall make reasonable efforts to continue to carry the following insurance coverage and limits:

a. Worker's Compensation	Statutory Requirements
b. Automobile Insurance	\$2,000,000
c. Comprehensive General Liability Insurance	
- Each Occurrence	\$1,000,000
- Aggregate	\$1,000,000
d. Professional Liability Insurance	
- Each Occurrence	\$1,000,000
- Aggregate	\$1,000,000

USL's liability for claims which the CLIENT has or may have against USL or USL's employees, agents, representatives and subconsultants under this agreement, whether these claims arise in contract, tort, negligence or under any other theory of liability, will be limited:

- a. To claims brought within the limitation period prescribed by law in the jurisdiction in which the project is located, or where permitted by law, within ten years of completion or termination of the Work, whichever occurs first; and
- b. To the amount of insurance carried by USL as noted above.

The CLIENT acknowledges this contract is with USL, the corporation, and agrees to limit any claim they may have to the corporation without liability on any part of any officer, director, member, employee, or agent of the corporation.

8. TERMINATION

At the CLIENT's convenience, the CLIENT may terminate this Agreement by giving USL written notice of such termination. In the event of such termination, an equitable adjustment shall be made in the compensation to be paid to USL under this Agreement. Upon receipt of any notice of termination USL shall immediately stop performance of the Work to the extent specified in such notice. In no event shall the CLIENT be liable for any loss of revenue or profit incurred by USL as a result of any termination.

If the CLIENT fails to make payment to USL in accordance with this Agreement, USL may, by written notice to the CLIENT, require that such default be corrected. If within five business days of receipt of such notice, the CLIENT has not corrected the default by making payment or by taking such other steps as are acceptable to USL, USL may immediately terminate this Agreement. In such event, all invoiced but unpaid amounts shall be immediately due and payable.

In the event of any other default by the CLIENT, USL shall have the right to claim damages but not terminate this Agreement.

The rights and obligations created by this Agreement shall survive the completion, termination or cancellation of this Agreement.

9. DISPUTE RESOLUTION

At the written request of either the CLIENT or USL, the CLIENT and USL shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. Failing such agreement, the mediator shall be appointed by reference to a Judge of the Court of the province within which the project is located.

If a dispute cannot be settled within a period of thirty calendar days with the assistance of a mediator as outlined in this section or such longer period of time as may be agreed to by the parties, the dispute may, with the written concurrence of both parties, be referred to and resolved by way of binding arbitration by a single arbitrator. The arbitrator shall be appointed by agreement of the parties. Failing such agreement, the arbitrator shall be appointed by reference to a Judge of the Court of the province within which the project is located. The decision of the arbitrator shall be final and binding on the parties.

10. SUCCESSORS AND ASSIGNMENT

This agreement shall enure to the benefit of and be binding upon the parties hereto, and except as provided herein, shall be binding upon their successors, assigns, executors and administrators.

Except as set forth herein, neither party may assign this Agreement without the prior written consent of the other.

As per the Request for Proposal, the following schedule and budget have been provided separately for Physical, Economic and Environmental Infrastructural Assessment and the Social and Cultural Infrastructural Assessment.

6.1 Schedule

Upon award of the project, we are prepared to begin work on this project immediately. Our proposed schedule by project phase is provided in the table below and assumes that the project will be awarded by early-to-mid-November 2019. This schedule is an approximation and may be modified due to circumstances (e.g. Township staff availability for meetings) where the schedule may not be followed as planned. The project team will make every effort to adhere to the schedule as shown and any potential changes to the schedule will be proactively communicated with relevant Township staff.

Task	Start Date	Completion Date
Phase 1 - Physical, Economic and Environmental Infrastructure Assessment		
1.1 Start Up Meeting and Background Review	Nov. 1, 2019	Nov. 15, 2019
1.2 Infrastructure Assessment	Nov. 15, 2019	Nov. 30, 2019
1.3 Infrastructure Gap Analysis	Dec. 1, 2019	Dec. 15, 2019
1.4 Community Engagement	Jan. 1, 2020	Jan. 10, 2020
1.5 Develop Draft Assessment Report and Implementation Plan	Jan. 10, 2020	Jan. 20, 2020
1.6 Stakeholder and Staff Referral	Jan. 20, 2020	Feb. 8, 2020
1.7 Finalize Assessment Report and Implementation Plan	Feb. 8, 2020	Feb. 21, 2020
Phase 2 - Social and Cultural Infrastructure Assessment		
2.1 Start Up Meeting and Background Review	Nov. 1, 2019	Nov. 15, 2019
2.2 Infrastructure, Facility and Services Assessment	Nov. 15, 2019	Nov. 30, 2019
2.3 Infrastructure, Facility and Services Gap Analysis	Dec. 1, 2019	Dec. 15, 2019
2.4 Community Engagement	Jan. 1, 2020	Jan. 10, 2020
2.5 Develop Draft Assessment Report and Implementation Plan	Jan. 10, 2020	Jan. 20, 2020
2.6 Stakeholder and Staff Referral	Jan. 20, 2020	Feb. 8, 2020
2.7 Finalize Assessment Report and Implementation Plan	Feb. 8, 2020	Feb. 21, 2020

This schedule will ensure a timely completion of the project by late-February, 2020 to meet the Township's reporting requirements related to government funding received for this project.

6.2 Budget

Our proposed budget to undertake the development of the both phases of this project is \$77,970. This includes all project disbursements, assumed travel costs and HST (13%) but excludes costs associated with community engagement (e.g. newspaper advertising and venue rental). A breakdown of this budget by project phase and task is available in the table below, as required by the Request for Proposal. The table also provides the proposed fees to undertake the optional task as a separate budgetary item.

Task	Fees, Travel Costs and Disbursements
Phase 1 – Physical, Economic and Environmental Infrastructure Assessment	
1.1 Start Up Meeting and Background Review	\$2,500
1.2 Infrastructure Assessment	\$7,000
1.3 Infrastructure Gap Analysis	\$5,000
1.4 Community Engagement	\$5,000
1.5 Develop Draft Assessment Report and Implementation Plan	\$8,000
1.6 Stakeholder and Staff Referral	\$1,500
1.7 Finalize Assessment Report and Implementation Plan	\$5,500
Phase 1 Total	\$34,500
HST (13%)	\$4,485
Phase 1 Total Including HST	\$38,985
Phase 2 – Social and Cultural Infrastructure Assessment	
2.1 Start Up Meeting and Background Review	\$2,500
2.2 Infrastructure, Facility and Services Assessment	\$7,000
2.3 Infrastructure, Facility and Services Gap Analysis	\$5,000
2.4 Community Engagement	\$5,000
2.5 Develop Draft Assessment Report and Implementation Plan	\$8,000
2.6 Stakeholder and Staff Referral	\$1,500
2.7 Finalize Assessment Report and Implementation Plan	\$5,500
Phase 2 Total	\$34,500
HST (13%)	\$4,485
Phase 2 Total Including HST	\$38,985
Total - Phase 1 and Phase 2	
Total	\$69,000
HST (13%)	\$8,970
Total Including HST	\$77,970
Optional Task – Lakefront Analysis and Expansion Report	
Optional Task Total	\$7,500
HST (13%)	\$975
Optional Task Total Including HST	\$8,475