



**THE CORPORATION OF  
THE TOWNSHIP OF ST. JOSEPH  
COUNCIL MEETING  
ADDENDUM TO THE AGENDA  
FOR  
WEDNESDAY, MAY 21, 2014**

**1. Presentations and Public Meetings**

- 1
- a. George Brownlee and Barbara Davies  
Re: Shale Road spring run off issues

- 2-3
- b. **Public Meeting under Section 34 of the Planning Act**  
Re: General Zoning By-law Amendment

**2. Staff Reports**

- a. Contract Office Position

4-5

Recommendation: Be it resolved that the report from the Clerk Administrator regarding recruitment of a qualified individual to be hired on a contractual basis to provide occasional office assistance be received; and  
That staff be authorized to create a job description and advertise for a casual part time office employee to cover absences in the Township office.

- b. Supplementary: saveONenergy Small Business Lighting

6-8

Recommendation: Be it resolved that the breakdown of costs and potential savings through the saveONenergy business lighting program be received; and  
That Council prefers Option #2 offered by the saveONenergy small business Lighting Program for retrofits at the Water Plant.

**3. Correspondence**

- 9-10
- a. MicroFIT Revenue to the end of April 2014

**4. Zoning By-law Amendment**

Recommendation: Be it resolved that leave be granted to introduce By-law 2014-20, being a by-law to amend the Township's Comprehensive Zoning By-law 2011-34, as amended, to remove enactment Clause #2; and  
That said By-law be read a first, and taken as read a second and third time and finally passed.

George Brownlee  
Barbara Davies  
1930 Shale Rd.  
P. O. Box 82  
Hilton Beach, Ontario, P0R 1G0  
705-246-2089  
[Canoepoint1930@gmail.com](mailto:Canoepoint1930@gmail.com)

May 1, 2014

Ms. Carol Trainor  
Clerk Administrator  
The Township of St. Joseph  
P. O. Box 187  
Richards Landing, Ontario P0R 1J0

RECEIVED  
MAY 01 2014  
BY:.....

Dear Carol,

We are concerned about the continuing problem the spring run-off is causing on the surface condition of Shale Rd. Every spring there are washouts and standing water on the surface. This year is it especially bad. In addition, there now is a large pool of water collecting at the bottom of the hill on each side of the road which extends onto the road allowance. This water has now surrounded our well and is seeping into our well water and contaminating it.

We had a \$4,000 Infra-ray water purifying system put in last summer, but it did not solve the problem. The rotting vegetation in the standing water is causing Coli form contamination to our well.

The Township's Road Works people have been very helpful in temporarily trying to drain the standing water, and keep the road bed usable, but we need permanent ditching, additional gravel and possibly a culvert or two to completely solve the problem. We are requesting time at your next Council meeting ( May 21<sup>st</sup>), to discuss a permanent solution to this ongoing problem.

Sincerely,

*George Brownlee*  
*Barbara Davies*

George Brownlee  
Barbara Davies



①

**The Township of St. Joseph  
ZONING BY-LAW AMENDMENT  
PUBLIC MEETING  
May 21, 2014**

The purpose of this Public Meeting is to review the wording of By-law 2011-34, and the proposal to remove an enactment clause which incorporates all previous zoning amendments contained in the old zoning by-law, as well as to hear comments and review written submissions from the public and other agencies.

**DESCRIPTION OF THE PROPOSAL**

The proposed Zoning By-law Amendment would remove a clause which states that all previous zoning amendments contained in By-law 997 shall be carried forward into 2011-34. Rather than every amendment listed in the previous by-law being carried forward, there are some exceptions which are not to be carried forward as they are no longer needed, as those uses are either now permitted under the new comprehensive by-law, or the name of a zone has changed, such as Seasonal Residential. It should be noted, however, that most of the previous amendments from By-law 997 are still carried forward as Exceptions listed in Section 8 of the new by-law.

**SUMMARY OF COMMENTS FROM NEIGHBOURS & AGENCIES**

Notice of the proposed amendment was sent to various public bodies and agencies in accordance with the *Planning Act*. The St. Joseph Island Planning Board has not met since the Notice was provided; however the Secretary Treasurer of the Planning Board advises that he is confident that the Planning Board would not have any objection to the proposed amendment. No objection has been received from any other agency or member of the public as a result of the Notice.

**COMMENTS & QUESTIONS FROM PUBLIC**

If there is anyone in attendance who wishes to speak to the proposed zoning by-law amendment, speakers must state their name and address so that proper records may be kept and so that notice of future decisions can be sent to those persons involved in the review process.

**REPLY**

Members of Council may ask questions for clarification of specific matters.

Members of the public may respond to points clarified by Council and amendments suggested by staff.

**FINAL STATEMENT**

If there are no further questions or submissions, Council wishes to thank all those in attendance for their participation. The Clerk Administrator will prepare and circulate a Notice of Passing, providing opportunity for persons or agencies to appeal the decision within 20 days of the Notice. If no Notice of Appeal is received within 20 days of the Notice of Passing, the By-law amendment shall be considered final.

**Corporation of the Township of St. Joseph**

**By-Law 2011 - 34**

**A by-law to establish a Comprehensive Zoning By-law for the Township of St. Joseph and St. Joseph Island, and to repeal By-law 997.**

WHEREAS Section 34 of the *Planning Act*, as amended, provides that zoning by-laws may be passed by the Councils of local municipalities, and specifies the matters that a zoning by-law may regulate; and

WHEREAS zoning by-laws may regulate the use of land, the erection, location and use of buildings and structures, and the provision and maintenance of loading and parking facilities; and

WHEREAS it is deemed in the public interest to enact a by-law to regulate the use of land, the erection, location and use of buildings and structures, and the provision and maintenance of off-street loading and parking facilities; and

WHEREAS in the opinion of Council, sufficient information, material and opportunity has been made available to enable the public to understand generally the proposed zoning by-law; and

WHEREAS a public meeting has been held on July 6, 2011 for the purpose of giving the public an opportunity to make representations in respect of the proposed by-law;

NOW THEREFORE the Council of the Township of St. Joseph enacts the following:

1. That the Schedule "A" attached hereto and forming part of this By-law, is hereby known as the Comprehensive Zoning By-law for The Township of St. Joseph and St. Joseph Island.
2. That all amendments to By-law 997, being a By-law to regulate the use of land, are hereby incorporated into the Comprehensive Zoning By-law.
3. That By-law 997 is hereby repealed and replaced.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this Twenty Seventh day of July, 2011.

\_\_\_\_\_  
J. Wildman, Mayor

\_\_\_\_\_  
Carol Trainor, Clerk



## THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL

**From:** Carol Trainor, Clerk Administrator  
**Date:** May 21, 2014  
**Subject:** Contract Office Position

### **RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Clerk Administrator regarding recruitment of a qualified individual to be hired on a contractual basis to provide occasional office assistance be received; and

That staff be authorized to create a job description and advertise for a casual part time office employee to cover absences in the Township office.

### **Background**

This report is being provided to seek Council approval to provide a part time, casual support person in the Township office.

As a contract position, the individual is paid at a straight hourly rate and is not eligible for benefits, pension contributions, or a minimum or maximum number of hours per week. This position would be classified as casual contract, working up to 30 hours per week in extreme cases, depending on staff schedules, holidays, illness, seasonal workload, special projects, billing periods, etc. The term would be for six months, or one year at a time, with the option for renewal or termination by either party with proper written notice.

The training time for a new employee to learn the answer to the most commonly asked questions, to effectively respond to counter activity such as burn permits, dump vouchers and landfill use issues, dog tags, take tax and utility payments, etc. would be 3 to 6 months. They would be subject to police screening, accessibility training, Occupational Health and Safety requirements, and privacy and confidentiality measures.

The Health Promotion Coordinator is expected to be on sick leave for several weeks and had a number of projects and events underway which will require follow up. Furthermore, as part of her regular duties, she has been facilitating and leading a number of fitness classes throughout the week and is therefore out of the office several hours each week to provide general office assistance. As the summer approaches and the marina, parks and recreation, and the community gets busier, so does the amount of traffic and calls in to the office.

In addition, with the municipal election coming in October there is a great deal of additional work load required in preparation, training, coordination, etc., and one extra person would help alleviate the stress and demands of election preparation, in addition to ensuring that we are able to continue to provide prompt and quality customer service to our residents and customers.

### **Financial Implications**

The budget impact of this position can be calculated at an estimated Job Class 10 (2) at an hourly rate of \$15.05 per hour, plus source deductions and 4% in lieu of vacation.

### **Summary / Options**

Council may adopt, amend, defer or deny the recommendation as presented; or consider other options.



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Carol O. Trainor, A.M.C.T.  
Clerk Administrator

The Township of St. Joseph  
 SaveONenergy Small Business Lighting program  
 May 21, 2014

**Supplementary to Agenda item 9a**

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	Total Direct Install Eligible Payment (excluding HST)	Amount Payable by LDC (including HST)	Payable by Customer	Estimated Annual Savings
Old Town Hall, 1211 Richards Street	\$1,434.00	\$1,620.42	\$ 0	\$466.44
Rink Shack 1240 Elizabeth Street	\$1,497.00	\$1,691.61	\$ 0	\$449.22
Children's Library 1223 Richards Street	\$1,278.00	\$1,444.14	\$ 0	\$101.47
Water Pumping Station <b>Option 2</b>	\$1,496.00	\$1,690.48	\$ 0	\$249.72
Water Pumping Station <b>Option 1</b>	\$2,237.00	\$1,940.21	\$520.00	\$367.89
Sewage Treatment Plant 1154 Marguerite Street	\$1,439.00	\$1,626.07	\$ 0	\$270.71

**Option #1:** Full Building Retrofit – Includes Retrofitting (38) 2L 4' T12 fixtures with new T8 Lamps & Ballasts, also Replacing (2) 60W Bulbs with new CFL replacement lamps.

Total Cost: \$2,237.00 Plus HST

Algoma Power Pays: \$1,717.00 Plus HST

With Option 1, the Township spends \$520 to save \$118.17 annually.

**Customer Pays: \$520.00 Plus HST**

**Option #2:** Partial Building Retrofit – Includes Retrofitting (25) 2L 4' T12 fixtures with new T8 Lamps & Ballasts, also Replacing (2) 60W Bulbs with new CFL replacement lamps.

Total Cost: \$1,496.00 Plus HST

**No Cost to Customer**

\* Indicates Required Fields

\*LDC Account Number: 1157-1748  
 \*Customer's Business Name: ST JOSEPH, TOWNSHIP OF  
 \*Contact Person: Carol Trainor  
 \*Address: 0 HWY 548/WATER PUMPING STN  
 \*City: Richards Landing  
 \*Postal Code: POR1J0  
 \*Phone: (705) 246-2625  
 Phone: -  
 Billing Address (if different): -  
 -  
 City: -  
 Postal Code: -

Total sq. ft: -  
 Peak Demand (kW): -  
 Annual Electricity usage (kWh): -  
 Annual Electricity Costs (\$): -  
 \*Assessor's Name: Victor Barban  
 \*Assessor's Phone: 7059420043  
 \*Assessment Date: 41740  
 \*Installer's Company: PHASE 4 ELECTRICAL  
 \*Contractor HST #: R104176177  
 \*Installer's Name: -  
 \*Installer's Phone: -  
 \*Retrofit Date: -

\*Type of Business: \*Facility Ownership: \*Business Operating Schedule

- Food Service
- Service
- Office
- Retail
- Other

- Owner
- Tenant

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open at:	9:00 AM	9:00 AM	9:00 AM	9:00 AM	9:00 AM		
Close at:	5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM		
Open Hours:	0.00	0.00	0.00	0.00	0.00	-	-

Total hrs / week: 40.00

The following table sets out the proposed Retrofit Measures, the costs (which can be found at saveonenergy.ca) and the amounts covered by the LDC and/or Participant. The Participant agrees that it shall be liable directly to the LDC for the cost of any Eligible Measures installed where the total of the Direct Install Eligible Costs is in excess of \$1500, excluding any applicable taxes. Direct Install Eligible Costs may only be incurred for whole Eligible Measures and cannot be fractions of or part Eligible Measures. The Participant will be entitled to a discount on such Eligible Measures installed where the amount of the discount will be equal to the amount of the Standard Incentive and the maximum amount chargeable by the Contractor shall be capped at the Direct Install Eligible Cost (less the Standard Incentive). The Participant further agrees that the total cost of the Eligible Measures must be greater than \$300, excluding applicable taxes, based on Direct Install Eligible Cost.

The Direct Install Eligible Costs and the Standard Incentives can be found at www.saveonenergy.ca.

Item #	Full Eligible Incentive Qty	Standard Incentive Qty	Existing Equipment	Watts Saved	Location	Retrofit Measures	Installed Unit Cost	Standard Incentive	Standard Incentive %	Participation Contribution Unit Price	Ext	Watts Saved
10	25		2 Lamp	38 W		2 - 4' 32W LBF	\$57.00	\$17.00			\$1,425.00	950 W
23	2		60W	47 W		13W	\$8.00	\$1.00			\$16.00	94 W
42	1		Authorized Contractor Program (ACP)			Work order cost > \$500 - \$2000 (labour and materials)	\$55.00				\$55.00	
Comments:											Total Install (excluding HST)	\$1,496.00
											Total Direct Install Eligible Payment (<\$1500, excluding HST)	\$1,496.00
											Total Standard Incentive Payment (excluding HST)	
											Amount payable by LDC (excluding HST)	\$1,496.00
											HST on LDC amount	\$194.48
											Amount payable by LDC (including HST)	\$1,690.48



	Amount payable by Customer (excluding HST)				
	HST on Customer amount				
	Total Customer amount (including HST)				
	Total install (including HST)			\$1,690.48	
	Total Watts Saved				1044 W
	*Estimated Annual Energy Savings based on weekly operating schedule in kWh				2,172
	*Estimated Annual \$ Savings based on average electricity price of \$0.11/kWh				\$249.72
	*Estimated Payback Period (Years)				N/A

\*Estimated Savings and Payback Period are estimates only and do not represent a contract for or guarantee of any actual savings. Actual savings may vary based upon fluctuations in electricity pricing and actual consumption.

Other Activities: Please provide information on other Existing Equipment that was not retrofitted as part of this Work Order.

Item#	Existing Equipment	# of Units	Proposed Retrofit Measures	# of Units
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

\*The first \$1,500 spent on upgrades is at NO CHARGE TO YOU and there is no obligation to carry out a retrofit costing more than \$1,500. Jobs exceeding \$1,500 can be scaled down accordingly to a more suitable level.

All information in this Work Order is true, complete and accurate, and the Participant agrees that the LDC shall remove the Existing Equipment and install the Retrofit Measures identified in Section 7. The Participant has reviewed and agrees to be bound by the terms and conditions [set out below]

Participant/Legal Company Name: Water Pumping Station

Authorized Signature: \_\_\_\_\_

Date: 11-Apr-14

Name: Carol Trainor

Title: Twsp Admin I have the authority to bind the Participant

The Eligible Measures were installed in accordance with this Work Order on \_\_\_\_\_

Participant/Legal Company Name: Water Pumping Station

Authorized Signature: \_\_\_\_\_

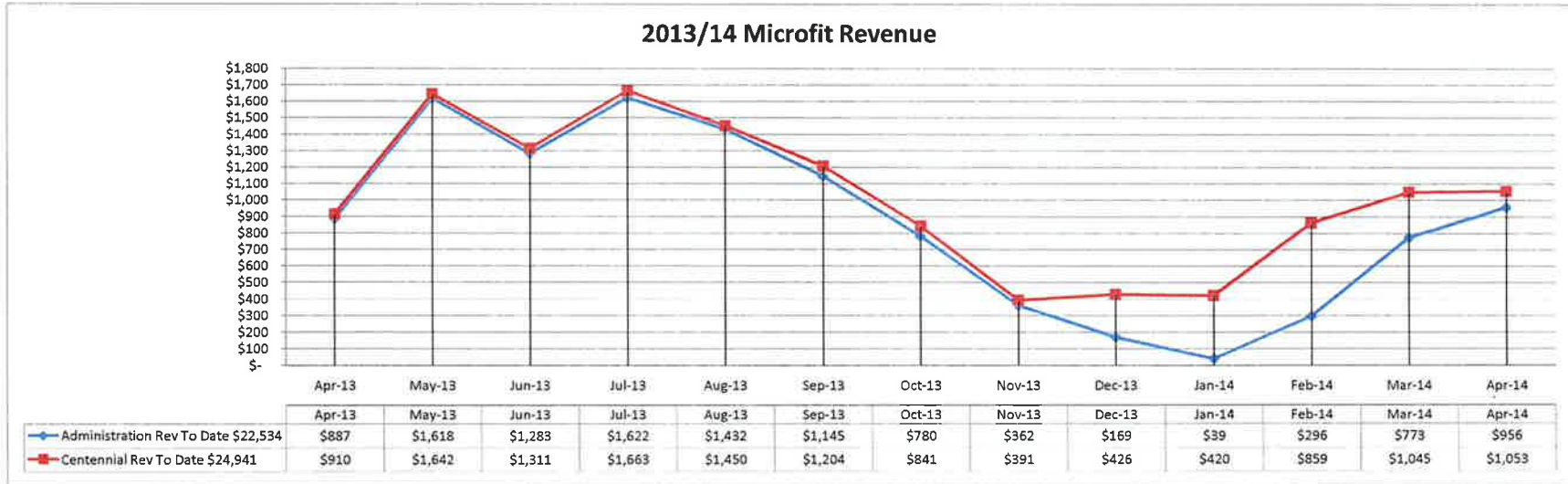
Date: \_\_\_\_\_

Name: Carol Trainor

Title: Twsp Admin I have the authority to bind the Participant

Township of St Joseph  
 Microfit Revenue April 2013 - April 2014

b



Township of St Joseph  
 Microfit Grid Revenue Earned  
 Feb 2012 to Apr 2014

Administration			Centennial			Total All		
Feb	-	232	Feb	-	293	Feb	-	525
Mar	-	502	Mar	-	535	Mar	-	1,037
Apr	-	1,079	Apr	-	1,103	Apr	-	2,182
May	-	1,184	May	-	1,184	May	-	2,368
Jun	-	1,209	Jun	-	1,199	Jun	-	2,408
Jul	-	1,331	Jul	-	1,327	Jul	-	2,658
Aug	-	1,223	Aug	-	1,229	Aug	-	2,452
Sep	-	1,113	Sep	-	1,156	Sep	-	2,269
Oct	-	694	Oct	-	741	Oct	-	1,435
Nov	-	396	Nov	-	434	Nov	-	830
Dec	-	277	Dec	-	354	Dec	-	631
2012 sub -		<b>9,239</b>	2012 sub -		<b>9,555</b>	2012 sub -		<b>18,793</b>
Jan	-	241	Jan	-	308	Jan	-	549
Feb	-	522	Feb	-	603	Feb	-	1,125
Mar	-	1,170	Mar	-	1,260	Mar	-	2,429
Apr	-	887	Apr	-	910	Apr	-	1,797
May	-	1,618	May	-	1,642	May	-	3,261
Jun	-	1,283	Jun	-	1,311	Jun	-	2,594
Jul	-	1,622	Jul	-	1,663	Jul	-	3,285
Aug	-	1,432	Aug	-	1,450	Aug	-	2,882
Sep	-	1,145	Sep	-	1,204	Sep	-	2,350
Oct	-	780	Oct	-	841	Oct	-	1,621
Nov	-	362	Nov	-	391	Nov	-	753
Dec	-	169	Dec	-	426	Dec	-	595
2013 sub -		<b>11,231</b>	2013 sub -		<b>12,009</b>	2013 sub -		<b>23,240</b>
Jan	-	39	Jan	-	420	Jan	-	459
Feb	-	296	Feb	-	859	Feb	-	1,155
Mar	-	773	Mar	-	1,045	Mar	-	1,819
Apr	-	956	Apr	-	1,053	Apr	-	2,008
May	-	-	May	-	-	May	-	-
Jun	-	-	Jun	-	-	Jun	-	-
Jul	-	-	Jul	-	-	Jul	-	-
Aug	-	-	Aug	-	-	Aug	-	-
Sep	-	-	Sep	-	-	Sep	-	-
Oct	-	-	Oct	-	-	Oct	-	-
Nov	-	-	Nov	-	-	Nov	-	-
Dec	-	-	Dec	-	-	Dec	-	-
2014 sub -		<b>2,064</b>	2014 sub -		<b>3,377</b>	2014 sub -		<b>5,441</b>
<b>GRAND TOTAL -</b>		<b>22,534</b>	<b>-</b>		<b>24,940</b>	<b>-</b>		<b>47,475</b>