THE CORPORATION OF
THE TOWNSHIP OF ST. JOSEPH
COUNCIL MEETING
MINUTES

WEDNESDAY, SEPTEMBER 16, 2020 at 6:30 pm.
RICHARDS LANDING OLD TOWN HALL

Present: Mayor Jody Wildman
Councillor Barry Elliott
Councillor Bryon Hall
Councillor Cheryl Ambeault
Councillor Steven Adams

Staff: Carol Trainor, Clerk Administrator

1. Call to Order

Mayor Wildman called the regular Council meeting to order at 6:30.

2. Moment of Silent Reflection

3. Disclosure of Pecuniary Interest

4. New Business

5. Adoption of the Previous Minutes

Resolution No: 2020 - 199
Moved by: S. Adams
Seconded by: B. Hall
Be it resolved that the minutes of the previous Council meeting held on Wednesday, September 2, 2020 be adopted as circulated.
Carried

6. Business Arising / Activity Log

Review of the Pending Projects list. Council requested that the Occupational health and Safety updates and reports be brought back to Council.

7. Public Meetings

a. Consideration of a By-law to Reduce the Speed Limit from 80km/h to 60 km/h on the D Line westerly from the 10th Sideroad, and on the F&G Sideroad

As a result of requests from residents of the D Line regarding public safety, Council will consider a by-law to reduce the speed limit of the D Line from 80 km/h to 60 km/h between the 10th Sideroad and the Huron Line; and also to reduce the speed limit of the F&G Line from 80 km/h to 60 km/h between the V Line (Hwy. 548) and the A Line as an alternate parallel route.

E-mail messages from residents in support of or opposed to the proposed speed limit change have been compiled and are attached under separate cover, as has a petition containing over 165 names of individuals opposed to any reduction of the speed limit from 80 km/h.

Members of the community who spoke in favour of the speed limit reduction included Steve Frech, Adam Hodgson and Mike Jones, all residents of the D Line. Speaking against a reduction of the speed limit Chesley Fleming, Kyle Gilbertson and Don Gilbertson. Residents and Council discussed various measures that could be taken to alleviate concerns such as cutting down hills, painting a centre line, posting signage for steep hills, and reducing the speed limit only in certain sections.

Council agreed to defer a by-law at this time in favour of forming a subcommittee to study the implications of speed limit reductions and other measures.

Resolution No: 2020 - 200
Moved by: B. Hall
Seconded by: B. Elliott
Be it resolved that a special committee, consisting of the Works Superintendent, Roads Committee and up to eight (8) residents, evenly split between those who have notified the Township they are in favour of speed limit reductions, and those opposed to speed limit reductions, the purpose of which will be to consider a) the appropriate speed limit for rural roads in The Township of St. Joseph, and b) other measures that may be put in place to safeguard all users of these roads, and that these measures may be general to all roads, or specific measures to address areas of concern on specific roads.
Carried

8. Accounts

Resolution No: 2020 - 201
Moved by: B. Hall
Seconded by: B. Elliott
Be it resolved that the Cheque Register dated September 16, 2020 in the amount of $120,055.52 be approved as presented.
Carried

9. Staff and Committee Reports

a. Summary of Harvest of Artists

Resolution No: 2020 - 202
Moved by: C. Ambeault
Seconded by: S. Adams
Be it resolved that the report from the Office Assistant/Healthy Living Coordinator regarding the Event Summary for the Harvest of Artists event at the Centennial Grounds on August 29, 2020 be received.
Carried

b. Addition to the Landfill Committee

Resolution No: 2020 - 203
Moved by: S. Adams
Seconded by: B. Elliott
Be it resolved that the report from the Clerk Administrator regarding an addition to the Landfill Committee be received; and
That Council approves the request from Dan Riddell to become a voting member of the Landfill Committee.
Carried

c. Trefry Centre/Sault College Nursing Student Placement

Resolution No: 2020 - 204
Moved by: C. Ambeault
Seconded by: B. Hall
Be it resolved that the report from the Clerk Administrator regarding the community placement of a nursing student at the Dr. Trefry Memorial Centre be received; and
That Council accepts the recommendation of the Seniors Advisory Committee to authorize the Clerk Administrator to enter into an Affiliation Agreement with the Sault College Bachelor of Science Nursing Program for a Community Placement Experience.
Carried

d. Summary of COVID related payment deferrals

Resolution No: 2020 - 205
Moved by: B. Elliott
Seconded by: S. Adams
Be it resolved that the report from the Treasurer regarding the payment deferral program on property tax and water and sewage services be received.
Carried

10. Correspondence

a. Letter from the St. Joseph Island Horticultural Society — Support
Re: Request for Annual Donation

b. Letter from the Township of Tarbutt — Receive
Re: Huron Central Railway

c. Letter from the Municipality of Huron Shores — Receive
Re: Update: Huron Manitoulin Community Owned Fibre Infrastructure

Resolution No: 2020 - 206
Moved by: S. Adams
Seconded by: C. Ambeault
Be it resolved that Correspondence items a through c listed on September 16, 2020 be received, and that Council supports a donation to the St. Joseph Island Horticultural Society in the amount of $300.00.
Carried

11. By-laws

a. Speed Limit Reduction on the D Line and the F&G Line

Rather than give first reading to a by-law, Council agreed to form a subcommittee with community input to weigh the implications of a speed reduction and other measures.

12. Addendum / Other Business

a. Landfill Committee Update

Resolution No: 2020 - 207
Moved by: S. Adams
Seconded by: B. Elliott
Be it resolved that the report of the Landfill Committee meeting dated September 14, 2020 be received; and
That Council approve the recommendations noted in the report.
Carried

b. Complaints Process Follow up

Admin staff comments on the draft issues/complaints protocol were provided. The Mayor will follow up with those staff members who comments and provide revised wording to come back to Council.

c. Public Notification Process

Council will review the process for notification to water and sewer system users.

Correspondence

a. East Algoma Ontario Health Team Leadership Council — Receive
Re: September 2020 Communique

b. Resolution from Loyalist Township — Support
Re: Inclusion of Ferries in the local transit system

Resolution No: 2020 - 208
Moved by: B. Hall
Seconded by: C. Ambeault
Be it resolved that the Addendum Correspondence listed herein be received; and that The Township of St. Joseph offer its support of the resolution from Loyalist township regarding the request to include ferries in the local transit system.
Carried

13. Confirmation By-law

Resolution No: 2020 - 209
Moved by: S. Adams
Seconded by: B. Elliott
Be it resolved that leave be granted to introduce By-law 2020 - 36, being a by-law to confirm the proceedings of the Council meeting held this Sixteenth day of September, 2020; and
That said by-law be read a first, and taken as read a second and third time and finally passed.
Carried

14. Adjournment

Resolution No: 2020 - 210
Moved by: B. Hall
Seconded by: C. Ambeault
Be it resolved that this meeting of the Council of The Township of St. Joseph adjourn at 8:46 pm, to meet again on Wednesday, October 7, 2020 at 6:30 pm.
Carried

Joseph Wildman, Mayor

Carol O. Trainor, Clerk

Township of St. Joseph
Disbursements

Resolution # 2020 - **October 7, 2020**

Cheq #	Cheque Date	Name	Description	Cheque Amount
5544	9/25/2020	17E TRADING POST	ROADS - GAS	$ 91.00
5545	9/25/2020	ALGOMA PUBLIC HEALTH	MUNICIPAL LEVY 3RD QUARTER	11,279.00
5546	9/25/2020	BELL CANADA	VARIOUS DEPARTMENTS - PHONE	899.25
5547	9/25/2020	EQUITABLE LIFE OF CANADA	GROUP BENEFITS	73.73
5548	9/25/2020	HORTICULTURAL SOCIETY	ADMIN - DONATION	300.00
5549	9/25/2020	SNRS TRANSPORTATION AUG 2020	SNRS TRANSPORTATION AUG 2020	429.80
5550	9/25/2020	ISLAND TIMBER MART	MARINA - MAINTENANCE SUPPLIES	111.99
5551	9/25/2020	SNRS TRANSPORTATION AUG 2020	SNRS TRANSPORTATION AUG 2020	63.60
5552	9/25/2020	K+S WINDSOR SALT LTD	ROADS - SALT	5,235.79
5553	9/25/2020	KRISTINA LEITH	RECREATION - PROGRAM FEE	330.00
5554	9/25/2020	MSR TIRE LTD.	ROADS - TIRES	574.04
5555	9/25/2020	DANIEL SEE	ROADS - COVID SUPPLIES / WATER - TRAVEL	49.76
5556	9/25/2020	TOWNSHIP OF ST. JOSEPH	SNRS - PETTY CASH	267.80
4762	9/25/2020	ABELL PEST CONTROL INC	RECREATION - OTH PEST CONTROL	453.93
4763	9/25/2020	ALGOMA DISTRICT SERVICES ADMIN BOARD	MUNICIPAL LEVY SEPTEMBER	61,208.58
4764	9/25/2020	ALGOMA DISTRICT SCHOOL BOARD	MUNICIPAL LEVY 3RD QUARTER	85,788.23
4765	9/25/2020	AJ STONE COMPANY LTD	FIRE - SUPPLIES	7,019.56
4766	9/25/2020	ALGOMA AG CENTRE	ROADS/MARINA - FUEL	2,845.87
4767	9/25/2020	ALGOMA BUSINESS COMPUTERS	ADMIN/SNRS - LAPTOP COMPUTERS	10,000.39
4768	9/25/2020	ALGOMA OFFICE EQUIPMENT	ADMIN/SNRS - COPIES	114.94
4769	9/25/2020	BDO DUNWOODY	MARINA - MODERINIZATION / SNRS - AUDIT FEES	7,366.47
4770	9/25/2020	DUNCOR ENTERPRISES INC.	ROADS - RESURFACING	132,376.08
4771	9/25/2020	GILBERTSON ENTERPRISES	ROADS - RESURFACING GRAVEL	22,232.52
4772	9/25/2020	GREEN FOR LIFE ENVIRONMENTAL	RECYCLING - BIN EMPTY	2,957.78
4773	9/25/2020	SNRS TRANSPORTATION AUG 2020	SNRS TRANSPORTATION AUG 2020	114.40
4774	9/25/2020	LAW OFFICE OF HUGH MACDONALD	ADMIN - LEGAL FEES	1,392.84
4775	9/25/2020	ISLAND MARKET - TREFRY	SNRS - MOW FOOD	572.72
4776	9/25/2020	SNRS TRANSPORTATION AUG 2020	SNRS TRANSPORTATION AUG 2020	304.72
4777	9/25/2020	KENTVALE MERCHANTS LTD.	VARIOUS DEPARTMENTS - SUPPLIES	1,136.47
4778	9/25/2020	KRESIN ENGINEERING CORPORATION	ROADS/CHILDREN'S LIBRARY - INSPECTIONS	4,000.20
4779	9/25/2020	JESSICA LA COMBE	SNRS - TRAVEL	50.00
4780	9/25/2020	LE CONSEIL SCOLAIRE DU GRAND	MUNICIPAL LEVY 3RD QUARTER	523.26
4781	9/25/2020	LESLIE ADVERTISING	ADMIN - COVID SIGN	56.50
4782	9/25/2020	LOCAL AUTHORITY SERVICES	ADMIN - OFFICE SUPPLIES	323.17
4783	9/25/2020	MASSEY WHOLESALE LIMITED	SNRS - MOW FOOD & SUPPLIES	1,395.88
4784	9/25/2020	ONT MUNICIPAL EMPL RETIREMENT SYSTEM	PENSION CONTRIBUTIONS	7,823.00
4785	9/25/2020	SNRS TRANSPORTATION AUG 2020	SNRS TRANSPORTATION AUG 2020	142.40
4786	9/25/2020	PUBLIC UTILITIES COMMISSION	WATER/SEWER - CONTRACTED SERVICES	12,414.46
4787	9/25/2020	RDN AUTO GLASS INC	ROADS - EQUIPMENT MAINTENANCE	692.84
4788	9/25/2020	SNRS TRANSPORTATION AUG 2020	SNRS TRANSPORTATION AUG 2020	160.00
4789	9/25/2020	S&T	MARINA - RESTAURANT EQUIP MAINTENANCE	337.25
4790	9/25/2020	SNRS TRANSPORTATION AUG 2020	SNRS TRANSPORTATION AUG 2020	536.64

Cheq #	Cheque Date	Name	Description	Cheque Amount
4791	9/25/2020	SNRS TRANSPORTATION AUG 2020	SNRS TRANSPORTATION AUG 2020	30.40
EFT	9/25/2020	ALGOMA POWER INC	VARIOUS DEPARTMENTS - POWER AUG 2020	5,000.53
EFT	9/25/2020	BELL CANADA	VARIOUS DEPARMENTS - INTERNET	281.37
EFT	9/25/2020	CIBC VISA	AUGUST VISA	2,280.70
EFT	9/25/2020	MINISTER OF FINANCE	EMPLOYER HEALTH TAX CONTRIBUTIONS	1,296.95
EFT	9/25/2020	RCAP LEASING INC.	ADMIN - COPIER LEASE	115.77
EFT	9/25/2020	RECEIVER GENERAL	PAYROLL REMITTANCE	16,450.26
EFT	9/25/2020	PAYROLL	PAY PERIOD # 20	23,785.18
				$433,288.02

The Township of St. Joseph
Adapted COVID 19 procedures to 1669 Arthur Street Office
September 18, 2020

• Allow anyone who can to work from home.

Workers will stagger working from home and office so that there is office coverage daily.

The general schedule will be flexible depending on deadlines, billing cycles, meeting dates, and upon the understanding that that staff may switch days or do half days as needed.

• Train everyone on possible COVID-19 transmission points in the workplace, what steps are being taken to protect them, and how they can protect themselves, including frequent hand washing or sanitizing, and not touching their face, donning and doffing of masks. Train everyone on how to keep their work surfaces, devices, screens and equipment clean.
This form acts as training. Signing the bottom of this protocol indicates staff have read, understand, and agree to following this protocol.

• All employees and visitors must wash their hands thoroughly with soap and water, or an alcohol-based hand sanitizer if soap and water are not available, before entering the workplace, after contact with others, or with surfaces others have touched. Be sure to include hand washing before breaks and at shift changes, etc. Be sure to keep an adequate supply of soap, paper towels, etc. Provide staff with hand sanitizer for their use when receiving deliveries, interacting with the public etc. Provide staff with reusable cloth masks.
Sanitizer will be made available at the entrance to the office, prior to the door so that people will have sanitized hands on entry. It will be required. Masks must be worn indoors when in common spaces, not in offices when doors may be closed.

• All visitors (including employees working in other departments) must wear a mask, unless they are one of the listed exemptions. The masking policy will be posted at the entrance.
Disposable masks will be available at the entrance for those that do not arrive with one.

Public may be served by intercom with tray to be used for cash payments and exchange of goods ie. Tipping vouchers, landfill stickers etc. This allows for less contact and related sanitization requirements. This also allows for reduced staffing if necessary. Payments are encouraged through the use of the drop box, online banking, or EFTs for non tax or utility payments.

When weather becomes cold/unpleasant Public may enter the main doors, and be served behind a plexiglass barrier on a table in the entryway. but must wear a mask, complete the screening/tracking form and stay behind the plexiglass barrier.

Limit the number of people working in one space so that they can distance themselves from each other by:
o Staggering shifts and break times.
o Practicing physical distancing during breaks.

Eat at your desk, go home for lunch, or go outdoors in good weather. Bring your dishes from home with your lunch and bring them home to wash them. Minimize kitchen prep at the office. Wash your hands prior to and after getting coffee or cream from the fridge.

Not entering work areas where 2 metre distance cannot be maintained (when more than one staff member is in the office)

No entry of staff into each other's office spaces while occupied. Ask questions from the doorway. If something must be obtained from another's workspace, ask them to get it for you to leave at the counter or wear your mask when 6' distancing may be breached. This will include lateral filing cabinets. Do not enter the kitchen if occupied.

Sanitize the workplace thoroughly and often, especially frequently touched surfaces and common areas such as door and drawer handles, entryways, washrooms, and kitchens.

A record must be kept of each cleaning and location by staff each day through a basic check sheet.

• Reposition workstations to increase physical distances. Install barriers and partitions.

Plexiglass Partition placed at front counter for internal staff. Do not enter other's work spaces. Each office does not provide sufficient space for proper distancing if people enter. Consider keeping office doors closed if all staff are to return to the office full time.
If a private conversation is required, please use the Council Chambers with tables spaced 2m minimum apart. Masks are still mandatory.

• Introduce more fresh air by increasing the ventilation system's air intake or opening doors and windows. Avoid central recirculation where possible.

The Lifebreath HRV System should run while more than one person is working in the office, regardless of the noise it creates. A UV purifier will be installed to ensure air that must be recirculated during winter months is purified. Open windows when weather is appropriate.

• Reschedule unnecessary visits to the workplace by supply chain partners, vendors, delivery people or others who are not required to be there now.

Encourage the use of the drop box and online payments. Any service that can be done without office entry should be provided over the phone or online. Deliveries may be placed outside the front door.

• Keep a record of all Staff and Visitors to the office.

Use a brief questionnaire as COVID screening for contact tracing. This will be kept confidential and destroyed thirty days after the visit. Screen workers and visitors **daily** for health issues. If anyone develops symptoms of COVID-19, implement procedures for reporting the illness and keeping the worker away from others.
For further guidance on screening procedures, consult the Ministry of Health at:
http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_operators_guidance.pdf

Anyone who feels unwell should stay home. Symptoms can vary, any illness should be treated as COVID 19 until proven otherwise.

I (print here) _____ have read, understand, and agree to following the protocol above.

Signature _____ Date: _____

THE TOWNSHIP OF ST. JOSEPH ADMINISTRATIVE PROJECTS LIST

OCTOBER 7, 2020

Meeting Date	Description	Source	Status / Comments
Sept 2012	Parking by-law for legislated requirements, accessibility, winter maintenance, fire routes	Clerk, Fire and Works Super	Downtown, fire lanes, accessible parking, no overnight parking in winter. Meeting to be arranged when staff return from holidays.
January 2014	By-laws to regulate the Sale of Land including Shore Road Allowance.	Mayor will bring forward notes.	Required Sec. 270 of the Municipal Act. Latest draft presented June 17, 2015. Separate SRA policy being developed.
July 2014	Remediation by-law, Trespass/Land Use Permit By-law re use of municipal lands	Clerk Admin	Draft presented 2014. . New Bill 68: permits admin penalties
Sept. 2015	Mobile Vendors/Transient Traders By-law	Clerk Admin	Draft prepared. Can be brought forward when requested by council.
Jan . 2016	Pay Equity Plan and salary grid review	Clerk / Treasurer	Approved in principle; Staff completing job evaluation forms.
Sept 2016	General Zoning Amendment to impose a minimum lot size or max structure size for temporary accommodation (Bunkie)	Clerk Admin	Council to determine minimum or maximum sizes. Prepare wording, public notice to be circulated under Sec. 34 Planning Act. Acc structures on vacant land.
Dec 2016	Bill 132: update Workplace Harassment and bullying policies and VFD PTSD Policy	Occ. Health and Safety Committee	Legislative requirement. OH&S Committee working on policy.
January 2018	Bill 68: update Procedure By-law	Clerk Admin	Draft in progress.
April 2018	Digitize Township and Trefry archived records. Review Retention By-law.	Admin	Options/quotes to be gathered. Determine what kind of company and services could best provide this service and staff time required.
September 2018	Culvert By-law (who pays for what, when, under what circumstances)	Works Super/Clerk	To establish a written process for the installation and payment of culverts.
January 2019	Shared Use Agreements for maintenance on parts of the K Line with abutting Townships	Clerk/Works Super	Hilton let to Feb 5 meeting; staff to arrange joint council meeting. Deferred due to COVID.
July 2019	Update Occupational Health and Safety Policy and Procedure Manual	OH&S Committee	Update and revisions to be presented to council.
Aug 2019	Storage containers/Sea Cans presented as a general Zoning By-law Amendment	Island Clerks/ Planning Board	First reading March 4/20
Aug 2019	Open Air Burning By-law to establish requirements, fees, fines, regulations.	Fire Chief / Admin	Fire Chief reviewing, will bring a draft forward.
February 2020	Bell Mobility tower on Admin building		Agreement vetted by Township solicitor. Back to Council Oct 7.
July 2020	Service levels on roads; LSR and others.	Works Super and some council.	Review list of public roads and limited service areas
August 2020	Review of Complaints Process	J Wildman S Adams	Draft documents reviewed by Council, circulated to staff.
August 2020	Review zoning requirements for poultry	J Wildman S Adams	Will bring recommendations back to Council; to leave zoning by-law as is; amend zoning by-law; or create separate poultry by-law.

THE TOWNSHIP OF ST. JOSEPH
REPORT TO COUNCIL

From: **Sherie Gladu, Office Assistant / Healthy Living Coordinator**

Date: **October 7, 2020**

Subject: Project update, Health and Safety Procedure

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding the Health and Safety Procedure updates be received.

Background

The current Health and Safety Policy is up to date and will require review and council approval in 2021.

The associated Health and Safety Procedure requires a large number of updates to make it a more functional document that allows a Health and Safety program to function efficiently and capture the variety of Health and Safety concerns found across all township employee functions.

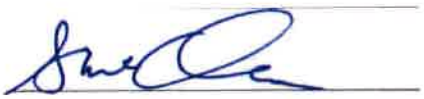
The Joint Health and Safety Committee (JHSC) has been collecting best practices and Township specific program needs in a variety of areas, and will need to continue working on assessing workplace hazards so that they can be captured in the procedure. The following items are in process:

- Identification of functional responsibilities related to major functions within the Township, including holding the appropriate managers accountable for policy setting
- Identifying a method for Department Supervisors to ensure that appropriate funds are set aside in their budget for Health and Safety
- Having Department Supervisors identify the essential requirements for each job, assessing the physical demands of all jobs, and matching physical requirements of the work with the physical capabilities of the individuals performing the work
- Obtaining health and safety information from suppliers, and including health and safety specifications to ensure when purchasing machinery, equipment and materials, it will meet the Township standards
- Provisions for ensuring that the Township is compliant with the legislation
- A detailed plan to assess working conditions, including periodic inspections
- A detailed plan to assess and control hazards
- A detailed plan for the provision and maintenance of any required personal protective equipment

- A detailed plan to provide first aid facilities and inventoried first aid boxes, including a plan to ensure there are the required number of personnel trained in first aid
- A communication plan to keep everyone in the workplace aware of the Township's commitment, involvement, interest and concern about health and safety
- Provision and plan for providing information, instruction and supervision to protect the health and safety of workers
- The establishment of standards for all program activities and the measurement of performance against those standards.

This compiling of specifics will require significant staff time. The JHSC endeavors to put a concerted effort in this fall to build a functional program for council's review of the Draft Policy in early 2021.

This report has been reviewed and approved by all members of the JHSC.



Sherie Gladu
Office Assistant / Healthy Living Coordinator

Workplace Harassment and Violence Policy

The Township of St. Joseph is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace [including customers, clients, other employers, supervisors, workers and members of the public, as applicable].

Workplace harassment means:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace sexual harassment means:

Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person. This may be any member of the Joint Health and Safety Committee, Manager or Supervisor or member of Council.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful, and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact any Joint Health and Safety Committee (JHSC) representative, Human Rights Legal Support Centre or Employee Assistance Program.

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.

The Council of The Township of St. Joseph is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety, and as such will take whatever steps are reasonable to protect workers from workplace violence from all sources.

Workplace Violence means: Violence or the threat of violence against workers can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide..

Violent Behaviour means: violence or the threat of **violence** against workers. It can occur at or outside the **workplace** and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to employees, visitors, clients, delivery persons and volunteers, etc. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

The Township of St. Joseph as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and training on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Procedures for reporting workplace violence are included in the Workplace Harassment and Violence procedure document.

Council pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Signed:

Date:

DRAFT

Workplace Harassment Program

The program has been developed in consultation with the Joint Health and Safety Committee (JHSC).

The Township of St. Joseph is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace - including customers, clients, other employers, supervisors, workers, and members of the public.

The workplace harassment program applies to all workers including managers, supervisors, temporary employees, students and subcontractors.

1. Workplace harassment

Workplace harassment means: engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment.

Workplace sexual harassment means: engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or, making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment e.g. scheduling, assignment of regular tasks, annual performance review.

2. Reporting workplace harassment

A. How to report workplace harassment

Workers can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please use the workplace harassment complaint form (see attached). When reporting verbally, the reporting contact, along with the worker complaining of harassment, will fill out the complaint form.

The report of the incident should include the following information:

- Name(s) of the worker who has allegedly experienced workplace harassment and contact information
- Name of the alleged harasser(s), position and contact information (if known)
- Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)

- Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
- Any supporting documents the worker who complains of harassment may have in his/her possession that are relevant to the complaint.
- List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

B. Who to report workplace harassment to:

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace harassment incident or complaint to the Clerk Administrator. If the worker's supervisor or reporting contact is the person engaging in the workplace harassment, contact a member of the Personnel Committee. If the employer (e.g. Councillor, or senior executive) is the person engaging in the workplace harassment, contact the Management Rep for the Joint Health and Safety Committee. (Note: The person designated as the reporting contact should not be under the direct control of the alleged harasser.)

The Clerk Administrator shall be notified of the workplace harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves the Clerk Administrator or Member of Council, an external person qualified to conduct a workplace harassment investigation who has knowledge of the relevant workplace harassment laws will be retained to conduct the investigation.

All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

3. Investigation

A. Commitment to investigate

The Township of St. Joseph will ensure that an investigation appropriate in the circumstances is conducted when the employer, a manager or supervisor becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

B. Who will investigate

The Personnel Committee will determine who will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involve Managers, or members of Council, the employer will refer the investigation to an external investigator to conduct an impartial investigation.

C. Timing of the investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

D. Investigation process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.

- The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.

- The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.

- The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.

- The investigator must collect and review any relevant documents.

- The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser and any witnesses.

- The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

E. Results of the investigation

Within 10 days of the investigation being completed, the worker who allegedly experienced the workplace harassment and the alleged harasser, if he or she is a worker of the employer, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the employer to address workplace harassment.

F. Confidentiality

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses should not to discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

G. Handling complaints

If a complaint is received, the investigation process will begin as soon as possible, within three business days of submission.

If the complaint is deemed to be serious in nature, with a direct threat to the health and safety of the worker, the employee who is alleged to have harassed another employee will be placed on paid leave for up to 90 days while the investigation takes place.

If harassment is found to have occurred the personnel committee will propose remedial actions to ensure no further harassment. This may include disciplinary actions up to and including termination depending on the severity of the incident.

4. Record keeping

The employer will keep records of the investigation including:

- a copy of the complaint or details about the incident;
- a record of the investigation including notes;
- a copy of the investigation report (if any);
- a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer;
- a copy of any corrective action taken to address the complaint or incident of workplace harassment.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment, take corrective action or otherwise as required by law.

Records will be kept for one year after the investigation is deemed complete.

Date created:

Annual review date:

Workplace Harassment Complaint Form

Name and contact information of worker who has allegedly experienced workplace harassment:_____

—

Name of alleged harasser(s) and contact information, if available:

_____

Details of the complaint of workplace harassment

Please describe in as much detail as possible the bullying and harassment incident(s), including:

(a) the names of the parties involved;

_____

_____

(b) any witnesses to the incident(s);

_____

_____

(c) the location, date and time of the incident(s);

_____

_____

(d) details about the incident(s) (behaviour and/or words used);_____

_____

_____

_____

_____

_____

(e) any additional details. (Attach additional pages if required)_____

_____

_____

_____

_____

Relevant documents/evidence

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Document List:

_____

_____

_____

_____

_____

_____

Signature of Complainant:_____

Date:_____

DRAFT

Schedule E: Investigation template

This template may be used for guidance in investigating workplace harassment incidents or complaints. It may not be appropriate for complex workplace harassment investigations. The person conducting the investigation must not have been involved in the incident or complaint of workplace harassment and must not be under the direct control of the alleged harasser.

Name of investigator:_____

Date of investigation: MM/DD/YYYY_____/_____/_____

A. Background information

Who are the people involved? Are they workers as defined by Occupational Health and Safety Act (OHSA)? Who reported and when?

Name of person who reported workplace harassment:_____

If not the same person as above, name of person who allegedly experienced workplace harassment:

_____

Date complaint/concern raised and how:

_____

_____

Name of worker(s) (complaining or possibly exposed to workplace harassment):

Position:_____Department:_____

Name of respondent(s) (alleged harasser);

Position:_____ Department:_____

If not a worker – provide details:_____

B. Investigation plan

Plan and conduct the investigation by:

Obtaining the worker(s) concerns of harassment in writing, if possible. Assistance should be provided in completing the form where necessary.

An investigator needs to interview the worker who allegedly experienced workplace harassment and the alleged harasser (if a worker of the employer). If the alleged harasser is not a worker of the employer, the investigator should make reasonable efforts to interview him or her.

- Make a list of possible relevant witnesses. The worker who allegedly experienced workplace harassment and the alleged harasser should be asked for names of any relevant witnesses.
- Interview relevant witnesses. Ask specific questions about what they have observed, are aware of or have personally experienced. If the witnesses are not workers of the employer, the investigator should make reasonable efforts to interview those witnesses.
- Collect and review relevant documents from the worker, alleged harasser, witnesses and the employer.
- Take detailed notes.

Keep the investigation confidential. Instruct the worker who allegedly experienced workplace harassment, the alleged harasser and witnesses not to talk to others about the investigation unless it is necessary, for instance, to obtain advice or counselling.

C. Worker(s) concerns/workplace harassment allegations

When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant.

Date of first incident:_____

Date of last incident:_____

Date of other incident(s):

_____

_____

_____

D. Alleged harasser(s) response

The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond. Keep detailed notes.

E. Interview relevant witnesses

List witnesses. Interview relevant witnesses and make notes.

F. Collected documentation

List the documents collected for the investigation and how or from whom they were obtained.

_____

_____

_____

_____

G. Investigation result(s)

The investigator's summary report should set out who was interviewed, what evidence was obtained and an analysis of the evidence to determine whether workplace harassment occurred.

Summary of key evidence:_____

Add pages if needed.

Recommended next steps:

Report provided to:

Name: _____ Dept.: _____ Date: _____

Name: _____ Dept.: _____ Date: _____

Name: _____ Dept.: _____ Date: _____

Name: _____ Dept.: _____ Date: _____

DRAFT

THE TOWNSHIP OF ST. JOSEPH
REPORT TO COUNCIL

From: **Sherie Gladu, Office Assistant / Healthy Living Coordinator**

Date: **October 7, 2020**

Subject: Suggested Barrier Solutions for Council Chamber

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding COVID precautions for in person meetings in council chambers.

Background

The Office Assistant/Healthy Living Coordinator met with a Public Health Inspector from Algoma Public Health (APH) on Thursday October 1 to assess council chambers and necessary precautions needed to resume in person council meetings without the need for Councilors or staff to wear masks.

APH agreed that it would be possible to install barriers and position the desks so that masks will not be necessary for councilors or staff. The current table format can be used, with overhanging barriers that protect each councilor from the front and sides. A sketch of the suggested dimensions and format is attached.

Public access should be limited to 4 seated in the East end of the room with 6' spacing between chairs, and required masking. Public who wish to speak must remain a minimum of 6' away from the closest council member. Provisions should be made to allow presenters to wait spaced in the hallway until it is time for them to present.

APH noted that food and beverage should not be provided, but each councilor should bring their own water bottle. Sanitizing of hands should occur before the meeting on room entry.

Budget

The cost for a plexiglass barrier of this size would be at minimum $405+ per unit for plexiglass. Other options such as clear vinyl with a wooden frame would be more affordable $50-60 per unit, but would impede sightlines. These items would be purchased with provincial COVID funding.

Sherie Gladu, Office Assistant / Healthy Living Coordinator

34"
36"
Must be about 28" at least

Parking
Public

THE TOWNSHIP OF ST. JOSEPH
REPORT TO COUNCIL

From: **Michelle Pearse, Deputy Clerk/Treasurer**

Date: **October 7, 2020**

Subject: **2020 Christmas Closure Schedule**

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Deputy Clerk/Treasurer regarding Christmas holiday hours for the Municipal office, the Dr. Trefry Centre and Landfill Site be received; and

THAT Council approve the recommended holiday closure strategy, with the Township Office and the Dr. Trefry Memorial Centre being closed from 12:00 noon on Thursday, December 24, 2020 through to Friday, January 1, 2021 inclusive, reopening Monday, January 4, 2021; and

THAT the Landfill Site be closed on Saturday, December 26, 2020; and

THAT the Council schedule be adjusted to meet on January 13 and 27, 2021, and that public notification of the scheduling change be provided.

Background

This report is presented to seek Council approval for holiday closures for the Township Office, the Dr. Trefry Centre and municipal landfill site; and to authorize altering the January Council meeting schedule to accommodate the holiday schedule.

Township Office and Dr. H.S. Trefry Memorial Centre

Most public sector offices and other local municipalities have adopted a practice of closing between Christmas and the New Year to save resources, and to provide an opportunity for staff to enjoy holiday time. There is typically very little business conducted during the holidays as most government agencies are closed, and most municipalities are closed during this period.

In the past, Council has generously agreed to closing the municipal office and the Trefry Centre at noon on December 24 and 31. If this tradition were to continue, staff would only be required to take two full days and two half days of their own time.

The Trefry Centre office would be closed, but Meals on Wheels, transportation and home maintenance services would still be provided throughout the holidays, as needed.

Council Meeting Schedule

The first Council meeting of 2021 would normally occur the first Wednesday, January 6. The meeting schedule could be amended to January 13 and 27, or only hold one meeting on January 13, or only meet January 27. Regular Council schedule would resume on Wednesday, February 3.

Landfill Schedule

As December 26, falls on a Saturday this year, the landfill hours could be reduced to 12 noon to 4 p.m., as has been done in the past; or close for that day, resuming regular scheduled hours on December 27.

As the Landfill site is not open on Fridays, no other changes would need to be considered for December 25 or January 1.

Financial Implications

There are no financial implications as a result of this report. Staff will receive their regular wages for statutory holidays, and additional time off will be taken at the employee's choice of banked, vacation or other.

Summary/ Options

With the increasing number of electronic payments and transactions, and the availability of landfill vouchers at local retail establishments, the impact of closures over the holidays is significantly reduced. Other municipalities in Central Algoma close for the duration of the holidays between Christmas and New Year's Day.

Council may adopt the recommended closure strategy in the report, or:

1. Close for a period other than that noted in the recommendation.
2. Open Admin and Trefry offices Tuesday and Wednesday, December 29 and 30
3. Consider other options.

M. Pearse

Michelle Pearse, Deputy Clerk/Treasurer