



THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH
COUNCIL MEETING
AGENDA
6:30 p.m. - Wednesday, September 18, 2024
Council Chambers – 1669 Arthur Street, Richards Landing

- 1. Call to Order**
- 2. Moment of Silent Reflection**
- 3. Disclosure of Pecuniary Interest**
- 4. New Business & Items for Discussion**
- 5. Adoption of the previous minutes**
 - a. Council Meeting – September 4, 2024
Recommendation: BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, September 4, 2024, be adopted as circulated. **3-8**
- 6. Accounts**
Recommendation: BE IT RESOLVED THAT the Cheque Register dated September 18, 2024, in the amount of \$300,661.88 be approved as presented. **9**
- 7. Staff and Committee Reports**
 - a. Recreation: 2024 Tri-Sport Recap
Recommendation: BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the Tri-Sport Event Summary 2024 be received; and That Council approves staff to begin planning for next year’s Tri-Sport to be held on August 9, 2025. **10**
 - b. RFQ Results: Downtown Community Improvement Area
Recommendation: BE IT RESOLVED THAT the report from the Clerk Administrator regarding a quote comparison of the results of the RFP 2024-04 for Consulting for Downtown Community Improvement Plan for Richards Landing be received; and That Council _____ . **11-13**
 - c. Administration: Side Door Project Update & RFQ Request
Recommendation: BE IT RESOLVED THAT the report from the Clerk Administrator regarding the municipal office side exit project be received for information, and That Council authorizes staff to prepare and release an RFQ for qualified contractors to install siding materials purchased by the Township. **14**

8. Correspondence

a. Consent Agenda:

Item #	Description	Action
Items with a request for support (resolutions)		
90	St. Joseph Island Planning Board – APH Fees for Review of Land Use Applications	15
91	Tay Valley Township - Province Removes Wetlands Protection for Eastern Ontario	16-28

Recommendation: BE IT RESOLVED THAT correspondence item #90 through #91 be received for information; and

That the recommended actions be taken.

9. Closed Session

Recommendation: BE IT RESOLVED THAT Council proceed into Closed Session at ____ p.m. in accordance with Section 239 of the Municipal Act to discuss personal matters about an identifiable individual, including municipal or local board employees and litigation, including matters before administrative tribunals, affecting the municipality:

- a. Legal Matters – Shore Road Allowance Covenants
- b. Treasurer Recruitment

Recommendation: BE IT RESOLVED THAT Council does rise from closed session at ____ p.m.

10. By-Laws

a. Trailer By-Law Amendment

Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2024-40 being a By-Law to License and Regulate Travel Trailers outside of Trailer Parks in The Township of St. Joseph, and to repeal and replace By-laws 2024-28, 972, 1109, 1829 and 2015-44; and

29-44

THAT said by-law be passed in open Council on September 18, 2024.

b. Confirmation

Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2024-41 being a By-Law to confirm the proceedings of the Council meeting held on September 18, 2024; and

45

THAT said by-law be passed in open Council on September 18, 2024.

11. Adjournment

Recommendation: BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at _____ p.m. to meet again at 6:30 p.m. on Wednesday, October 2, 2024, or at the call of the chair.



**THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH
COUNCIL MEETING
MINUTES
6:30 p.m. - Wednesday, September 4, 2024
Council Chambers – 1669 Arthur Street, Richards Landing**

Present	
Council	Mayor Jody Wildman Councillor Bryon Hall Councillor Cameron Ross Councillor Greg Senecal
Staff	Amanda Richardson, Clerk Administrator
Members of the Public	Erica Pollock (Zoning By-Law Amendment Application)
Regrets	Councillor Steven Adams

1. Call to Order

Mayor Wildman called the meeting to order at 6:30 p.m.

2. Moment of Silent Reflection

3. Disclosure of Pecuniary Interest

- a. Mayor Wildman declared a conflict of interest with item 11.b.

4. New Business & Items for Discussion – N/A

5. Adoption of the previous minutes

- a. Council Meeting – August 14, 2024

Resolution #2024- 213

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, August 14, 2024, be adopted as circulated.

Carried.

6. Accounts

Resolution #2024-214

Moved By: Cameron Ross

Seconded By: Greg Senecal

BE IT RESOLVED THAT the Cheque Register dated September 4, 2024, in the amount of \$283,955.27 be approved as presented.

Carried.

7. Staff and Committee Reports

- a. Zoning By-Law Amendment Application: 2488 Canoe Point Road
Resolution #2024- 215

Moved By: Cameron Ross

Seconded By: Bryon Hall

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the application for Zoning By-Law Amendment at 2488 Canoe Point Road to reduce the minimum required setback from the high-water mark from 30 metres (100 feet) to 14.6 metres (48 feet) to be received for information and,

That Council authorizes staff to begin the public notification process and schedule a public meeting for final consideration of the application.

Carried.

b. Marina Restaurant: Purchase of food prep table

Resolution #2024- 216

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the purchase of replacement food prep tables for the marina restaurant be received for information, and

That Council authorizes staff to purchase two four-foot food preparation tables from S.T.O.P Restaurant Supply Ltd.

Carried.

c. Human Resources Management Software Agreement

Resolution #2024- 217

Moved By: Greg Senecal

Seconded By: Bryon Hall

BE IT RESOLVED THAT the report from the Clerk Administrator regarding a Human Resource Management System for the Township be received, and

That Council authorizes staff to enter into a 3-year agreement with BrightHR for related services.

Carried.

d. 2024 Municipal Insurance Renewal

Resolution #2024- 218

Moved By: Cameron Ross

Seconded By: Bryon Hall

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the municipality's 2024 insurance renewal be received for information.

Carried.

e. 2024 Biennial Bridge & Culvert Inspection Report Summary

Resolution #2024- 219

Moved By: Greg Senecal

Seconded By: Bryon Hall

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the results of the 2024 Bridge Inspection Report conducted by Kresin Engineering be received:
and

That the list of maintenance requirements be brought forward for discussion during 2025 Budget deliberations.

Carried.

f. Funding Application Request: NOHFC (Tranter Rink)

Resolution #2024- 220

Moved By: Greg Senecal

Seconded By: Cameron Ross

BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the Northern Ontario Heritage Fund Corporation (NOHFC) –Rural Enhancement Stream be received; and

That Council authorizes staff to apply to The NOHFC for the Tranter Rink Resurfacing, Lighting and Accessible Door Project; and

That Council commits to cover any cost overruns for the project from reserves should the project budget be in excess of the approved amount.

Carried.

g. Old Town Hall: Request for Use (Huron Shores Family Health Team CBT Group)

Resolution #2024- 221

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the request from the Huron Shores Family Health Team for use of the Old Town Hall for group therapy sessions be received, and

That Council agree to waive the rental fee for group activities run by the Family Health Team providing that they do not conflict with other scheduled events or rentals.

Carried.

h. Water Treatment Plant: Generator Repairs

Resolution #2024- 222

Moved By: Cameron Ross

Seconded By: Greg Senecal

BE IT RESOLVED THAT the report from the Clerk Administrator regarding required generator repairs at the Water Treatment Plant be received for information, and

That Council approves the recommended repairs to be completed by Reliable Automotive & Industrial Radiator Inc. as quoted.
Carried.

8. Addendum

1. Staff and Committee Reports

- a. RFP 2024-04 Consulting for Downtown Community Improvement Plan for Richards Landing

Resolution #2024- 223

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the results of the RFP 2024-04 for Consulting for Downtown Community Improvement Plan for Richards Landing be received; and

That Council defer their decision to the September 18, 2024, Council meeting.
Carried.

9. Correspondence

- a. **Consent Agenda:**

Item #	Description	Action
Items with a request for support (resolutions)		
85	City of Cambridge – Mental Health & Addictions Crisis	Receive
86	City of Quinte West – Canada Community Building Fund	Support
87	Township of Stirling Rawdon – Public Sector Salary Disclosure	Support
88	Township of Nairn and Hyman - Transport & Deposition of Naturally Occurring Radioactive Material (NORM) at the Agnew Lakes Tailings Management Area	Support
89	Township of Russell – Support for AMCTO Provincial Updates to Municipal Elections Act	Receive

Resolution #2024- 224

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT correspondence item #85 through #89 be received for information; and

That the recommended actions be taken.
Carried.

10. Closed Session

Resolution #2024- 227

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT Council proceed into Closed Session at 7:53 p.m. in accordance with Section 239 of the Municipal Act to discuss personal matters about an identifiable individual,

including municipal or local board employees and litigation, including matters before administrative tribunals, affecting the municipality:

- a. Legal update – ongoing matters (8:00 p.m. conference call with Township Solicitor)
- b. Administrative staffing

Carried.

Resolution#2024-228

Moved By: Greg Senecal

Seconded By: Cameron Ross

BE IT RESOLVED THAT Council does rise from Closed Session at 9:21 p.m.

Carried.

Resolution #2024-229

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT the report from the Clerk Administrator regarding administrative staffing be received for information.

Carried.

Resolution #2024- 230

Moved By: Greg Senecal

Seconded By: Bryon Hall

BE IT RESOLVED THAT the report from the Township’s solicitor regarding ongoing legal matters be received for information, and

Carried.

11. By-Laws

- a. Site Plan Control Agreement – 240 Mariners Cove Road

Resolution #2024- 225

Moved By: Bryon Hall

Seconded By: Cameron Ross

BE IT RESOLVED THAT leave be granted to introduce By-Law 2024-37 being a by-law to enter into a Site Plan Agreement with the Owners of CON NEEBISH LOT 17PT PCL 1039 ACS RP 1R9244 PARTS 1 & 2 (240 Mariners Cove Road), Township of St. Joseph, and

THAT said By-Law be passed in open Council on September 4, 2024.

Carried.

- b. Trailer By-Law: Amend Schedule “B”

Resolution #2024- 226

Moved By: Cameron Ross

Seconded By: Greg Senecal

BE IT RESOLVED THAT leave be granted to introduce By-Law 2024-38 being a by-law to amend By-Law 2024-28, and

THAT Council hereby amends By-Law 2024-28 Schedule “B” Provincial Offences Act Fines, and

THAT said By-Law be passed in open Council on September 4, 2024.

Carried.

Mayor Wildman left the Council Chambers for the discussion and Councillor Hall chaired this section of the meeting.

c. Confirmation

Resolution #2024- 231

Moved By: Greg Senecal

Seconded By: Bryon Hall

BE IT RESOLVED THAT leave be granted to introduce By-Law 2024-39 being a By-Law to confirm the proceedings of the Council meeting held on September 4, 2024; and

THAT said by-law be passed in open Council on September 4, 2024.

Carried.

12. Adjournment

Resolution #2024- 232

Moved By: Greg Senecal

Seconded By: Cameron Ross

BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at 9:22 p.m. to meet again at 6:30 p.m. on Wednesday, September 18, 2024, or at the call of the chair.

Carried.

Joseph Wildman
Mayor

Amanda Richardson
Clerk Administrator

TOWNSHIP OF ST. JOSEPH

Disbursements

18-Sep-24

RESOLUTION #2024-

<u>CHQ #</u>	<u>DATE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>Amount</u>
6520	9/6/2024	BELL CANADA	VARIOUS DEPTS - PHONE	\$ 1,042.15
various	9/6/2024	VARIOUS	SENIORS VOLUNTEER MILEAGE	4,457.66
6522	9/6/2024	ECOLAB CO	MARINA - REST DISHWASHER LEASE	491.23
6524	9/6/2024	GLORIA HAWDON	VARIOUS DEPTS - SIGNS	620.00
6525	9/6/2024	ISLAND TIMBER MART	MARINA - SUPPLIES	4.06
6526	9/6/2024	KC SECURITY SERVICES	GO NORTH - SECURITY	4,237.50
6527	9/6/2024	MINISTER OF FINANCE	POLICING - OPP BILLING	17,408.96
6528	9/6/2024	ONTARIO TRAP ROCK	ROADS - GRAVEL	602.88
108342	9/6/2024	ABELL PEST CONTROL INC	VARIOUS DEPTS - PEST CONTROL	490.36
108343	9/6/2024	ALGOMA AG CENTRE	MARINA/ROADS - FUEL	15,131.35
108344	9/6/2024	ALGOMA OFFICE EQUIPMENT	SENIORS - COPIER LEASE	76.68
108348	9/6/2024	KIM CHEESEMAN	PSW PROGRAM - MILEAGE	63.74
108350	9/6/2024	MELISSA CRIPPS	SENIORS - PROGRAM MILEAGE	95.20
108353	9/6/2024	JENNY ENNS	PSW PROGRAM - MILEAGE	190.82
108354	9/6/2024	EQUITABLE LIFE OF CANADA	GROUP BENEFITS	8,274.97
108357	9/6/2024	MARGO GIBSON	SENIORS - PROGRAM MILEAGE	63.00
108358	9/6/2024	GILBERTSON ENTERPRISES	ROADS - GRAVEL	9,277.30
108359	9/6/2024	GENEVIEVE GONNEAU	SENIORS - PROGRAM MILEAGE	92.40
108360	9/6/2024	GREEN FOR LIFE ENVIRONMENTAL	RECYCLING - BIN EMPTY	6,492.88
108362	9/6/2024	ICONIX WATERWORKS LP	ROADS - MATERIALS	88.14
108363	9/6/2024	ISLAND CLIPPINGS	VARIOUS DEPTS - ADVERTISING	384.20
108364	9/6/2024	ISLAND MARKET - TOWNSHIP	GO NORTH/ADMIN - SUPPLIES	503.66
108365	9/6/2024	ISLAND MARKET - TREFRY	SENIORS - PROGRAM SUPPLIES	154.37
108367	9/6/2024	KENTVALE MERCHANTS LTD.	VARIOUS DEPTS - SUPPLIES	555.71
108368	9/6/2024	ELIZABETH LANE	PSW PROGRAM - MILEAGE	512.00
108369	9/6/2024	LAW OFFICE OF HUGH MACDONALD	ADMIN - LEGAL FEES	1,886.57
108371	9/6/2024	LOCAL AUTHORITY SERVICES	VARIOUS DEPTS - SUPPLIES	288.67
108374	9/6/2024	MASSEY WHOLESALE LIMITED	SENIORS - PROGRAM SUPPLIES	956.46
108375	9/6/2024	MAXIMUM SIGNS	MARINA - SIGNS	220.62
108378	9/6/2024	NORTHSHORE TRACTOR LIMITED	ROADS - TRACTOR AND TRAILER	125,490.64
108379	9/6/2024	ONT MUNICIPAL EMPL RETIREMENT SYSTEM	PENSION CONTRIBUTIONS	16,203.86
108380	9/6/2024	PIONEER CONSTRUCTION	ROADS - MATERIALS	2,196.81
108381	9/6/2024	PURE H2O SSM INCORPORATED	ADMIN - SUPPLIES	28.00
108384	9/6/2024	SHERRY RODGERS	PSW PROGRAM - MILEAGE	435.20
108385	9/6/2024	ROYAL CANADIAN LEGION BRANCH 374	SENIORS - HALL/KITCHEN RENTAL	532.50
108388	9/6/2024	SOO OVERHEAD DOORS INC	ROADS - GARAGE REPAIRS	2,282.60
108390	9/6/2024	TENAQUIP	ROADS - MATERIALS	618.56
PAP	9/6/2024	ALGOMA POWER INC	VARIOUS DEPTS - POWER	5,958.40
PAP	9/6/2024	RECEIVER GENERAL	PAYROLL REMITTANCE	28,926.61
PAP	9/6/2024	TOWNSHIP OF ST. JOSEPH PAP	VARIOUS DEPTS - UTILITIES BILLS	3,627.00
DD	9/6/2024	MONTHLY PAYROLL	AUGUST	3,343.24
DD	9/6/2024	BI-WEEKLY PAYROLL	PAY PERIOD # 18	36,354.72
TOTAL				\$ 300,661.68

	Township of St. Joseph	
	Report To Council	
	FROM:	Sherie Gladu, Community Projects Coordinator
	DATE:	September 18, 2024
	SUBJECT:	Tri-Sport Event Summary 2024
RECOMMENDATION:	<p>BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the Tri-Sport Event Summary 2024 be received; and</p> <p>That Council approves staff to begin planning for next year’s Tri-Sport to be held on August 9, 2025.</p>	

Background:

The second annual Tri-Sport event was held in support of the PSW Outreach Program on August 10, 2024. Event Summary:

- Six teams participated with twelve members each, totaling 72 registrants.
- 15 volunteers assisted with registration, refereeing, score keeping, setup and cleanup, as well as recruiting sponsors and items for registrant gift bags.
- There were 12 sponsors total, one in kind and the remaining were cash sponsors. The first place and second place teams also donated their cash prizes back to the PSW Outreach Program. The revenue from registrations and donations totaled \$21,593.26.
- Expenses for the event included advertising and promotions, event t-shirts, Legion Hall rental and meal and band, and misc. materials and supplies. Expenses totaled \$5,605.77

Surplus funds raised by the event to support the PSW Outreach Program totaled \$15,987.49, which translates into approximately 500 hours of care provided by PSWs from the program to local people in need of care to stay in their own homes and out of hospital or institutional care. A press release will be prepared by PSW Outreach Program management and shared with the Island Clippings, North Shore Sentinel and SooToday.

The event went well overall with participants enjoying the event regardless of the off and on rain. Baseball, Volleyball and Soccer were the sports for this year. In 2025 soccer will likely be substituted with ultimate Frisbee. The event would not be possible without excellent volunteer support.

Planning for 2025 will begin soon, with outreach to sponsors and supporters beginning earlier than last year. Small changes in logistics and rules will be considered for next year to make the event run smoothly. Insurance for the event will be confirmed by Admin staff to ensure adequate coverage. The workplan for the event will be provided to the Public Works department well in advance of the event in 2025.


Financial Implications:

This event has generated surplus funds for the last two years and is expected to continue to do so. There are no financial implications from this event other than increased support for the PSW Outreach Program.

Options:

Council may approve staff to begin planning for 2025, may suggest other options, or may defer or deny the request.


 Sherie Gladu, Community Projects Coordinator

	Township of St. Joseph	
	Report To Council	
	FROM:	Amanda Richardson, Clerk Administrator
	DATE:	September 18, 2024
	SUBJECT:	RFP 2024-04 Quote Comparison Consulting for Downtown Community Improvement Plan for Richards Landing
RECOMMENDATION:	BE IT RESOLVED THAT the report from the Clerk Administrator regarding a quote comparison of the results of the RFP 2024-04 for Consulting for Downtown Community Improvement Plan for Richards Landing be received; and That Council_____	

Background:

An RFP for consultation services regarding the Downtown Community Improvement Plan was released to a range of consultants, with a closing date of August 30, 2024.

Two submissions were received:

1. FOTENN Planning and Design: \$55,097 plus HST
2. ConceptDash Inc.: \$78,730 plus HST

A comparison of both proposals has been included for reference.

Financial Implications:

The approved budget for the project included a FedNor grant for the Downtown Community Improvement Plan for Richards Landing was \$50,000. The FedNor contribution has a maximum of \$45,000 funded with the Township responsible for 10% of the approved amount. There is remaining Modernization funding, which has an amount of \$5,000 earmarked for the project, with the remaining \$27,000 in the modernization fund not yet allocated. A portion of that could be applied to this project. This would still leave a shortage of \$1,730 should ConceptDash Inc. be chosen for the contract.

Options:


Council may award the RFP to one of the consultant companies who submitted a proposal, may suggest other options, or may defer their decision or cancel the project.



Amanda Richardson, Clerk Administrator

Bidder:	FOTENN	ConceptDash Inc.
Total Project Cost (incl. HST)	\$62,260.00	\$88,965.00
Projected Start:	Late September 2024	Late September 2024 (was Sept. 9 th)
Projected End:	December 31, 2024 (13 weeks)	December 31, 2024
Scope of Work Comparison (Key Points)		
Concept Plan Development and Street Cross-Section	<ul style="list-style-type: none"> - Concept plan to include strategies for streetscape enhancements, opportunities for gateway features, identify intensification opportunities and access to waterfront on public property. - Intent: to guide future investment - Mood board palette of materials, street furniture and vegetation to establish a unique and cohesive image - Identify potential development lands - Identify more efficient parking strategy, intersection improvements 	<ul style="list-style-type: none"> - Design concepts for streetscape improvements. - Create inviting public spaces, encourage community interaction - Curate visual palettes and materials selections - Key development opportunities on both private & public spaces - Comprehensive parking strategy - Redesign traffic lanes and sidewalks
Urban Design & Landscape Designs	<p>Design statements and supporting graphics to explain/support desired design elements, to address</p> <ul style="list-style-type: none"> - Public Realm - Built Form - Mobility - Landscape & Environment - Servicing Elements 	<ul style="list-style-type: none"> - Incorporate principles of universal design (accessibility) - Recommendations for infrastructure improvements - Strategies for enhancing traffic controls, safety, relocating power lines, etc.
Engagement Strategy	<ul style="list-style-type: none"> - Prepare presentation materials 	<ul style="list-style-type: none"> - Public engagement session - Stakeholder consultations (with local orgs)

	<ul style="list-style-type: none"> - Attend/facilitate open house session(1) - Coordination meeting with staff 	<ul style="list-style-type: none"> - Coordinate with MTO - Outline project’s strategic direction - Community Engagement Summary report & present findings to Council
Prepare CIP Document	<ul style="list-style-type: none"> - CIP will be highly visual including maps, diagrams and design solutions - Includes one round of revisions - Presentation to Council 	<ul style="list-style-type: none"> - Delivery of finalized CIP including supporting materials - Close out meeting with Council/staff

	Township of St. Joseph	
	Report To Council	
	FROM:	Amanda Richardson, Clerk Administrator
	DATE:	September 18, 2024
	SUBJECT:	Administration: Side Door Project Update & RFQ Request
RECOMMENDATION:	<p>BE IT RESOLVED THAT the report from the Clerk Administrator regarding the municipal office side exit project be received for information, and</p> <p>That Council authorizes staff to prepare and release an RFQ for qualified contractors to install siding materials purchased by the Township.</p>	

Background:

The renovation of the side exit at the Municipal office was budgeted in 2023. Quotes from qualified contractors came back over budget and the project was put off to 2024. The Fire Chief/Manager of Protective Services undertook the construction of the new exit wall and door for significantly less than was originally budgeted for a third party to complete it. The total materials for the project will be approximately \$2,500. The work is completed, besides siding on the exterior of the building. Given the age and condition of the current siding on sections of the administrative building, staff propose to purchase siding materials and contract a siding installer through an RFP process to have siding installed to both the new exit door and the weathered existing vinyl siding on the north side of the building.


In total, \$20,000 (from reserves) was allocated to this project, leaving \$17,500 to complete the larger project including new siding for the remaining sections of the building. The estimate for materials is approximately \$4,500 to complete the sections on the east, south and north-west section of the building. The remainder of the budget would be allocated to hiring a contractor and misc. materials needed to complete the work.

Financial Implications:

The project including installation is expected to fall within the budget allocated for the side door renovation. If so, there would be no financial implications. Staff will present RFQ submissions for Council consideration.

Options:

Council may approve staff to release an RFQ for an installer for the installation of new vinyl throughout the building and purchase siding materials, may suggest other options, or may defer or deny the request.


 Amanda Richardson, Clerk Administrator

ST. JOSEPH ISLAND PLANNING BOARD

P.O. Box 290
Richards Landing, Ontario
P0R 1J0

Telephone: 705-542-4606

Email: sjiplanningboard@gmail.com

September 9, 2024

Algoma Public Health
794 Willow Avenue
Sault Ste. Marie, ON
P6B 0A9

Attention: Virginia Huber

Dear Ms. Huber,

Re: APH Fees for Review of Land Use Applications

Further to our letter of May 13, 2024 regarding the above, and your response dated July 2, 2024; the Planning Board has asked me to request that you provide a detailed explanation of the analysis conducted and justification for the fees to be charged for reviewing and providing comments on land use planning applications. The Planning Board feels that the \$500 minimum fee, and additional fee of \$250/lot for applications of more than 2 lots, may be excessive and unreasonable, especially given that for most land use planning applications there is no need for on site inspections and none are carried out..

The Planning Board would also like to know under what specific authority such fees are being collected While the Ontario Building Code Act does authorize building permit fees to be collected for the installation of septic systems on a cost/recovery basis, there does not seem to be any authority provided under that Act for the charging of fees to review and provide comments on land use planning applications.

Please ensure that our concerns regarding these fees are brought to the attention of the Board of Algoma Public Health.

Sincerely,



Michael Jagger,
Secretary-Treasurer

c. St. Joseph Township
MacDonald, Meredith & Aberdeen Add'l Township
J. Wildman, APH Board Member



August 28, 2024

The Honorable Graydon Smith
Minister of Natural Resources
Unit 2.04/2.05 230 Manitoba St.
Bracebridge, ON P1L 2E1

Sent by Email

Dear: Graydon Smith

RE: Province Removes Wetlands Protection for Eastern Ontario

The Council of the Corporation of Tay Valley Township at its meeting on August 13th, 2024, adopted the following resolution:

RESOLUTION #C-2024-08-11

MOVED BY: Wayne Baker
SECONDED BY: Angela Pierman

“THAT, the Council of the Corporation of Tay Valley Township urge the Provincial Government to reopen the wetlands regulation consultation for the Rideau Valley Conservation Authority (RVCA) to:

- allow Tay Valley’s wetlands to receive the same protections as wetlands in the other 29 Conservation Districts in Ontario; and
- ensure Tay Valley’s \$1.3 Billion Tax Assessment is protected from degradation.

THAT, landowners be compensated by the Province when wetlands are designated on their property,

AND THAT, this resolution and a copy of Report #PD-2024-10 – Province Removes Wetlands Protection for Eastern Ontario, be provided to the Minister of Natural Resources, to area Members of Provincial Parliament (MPPs), the Rural Ontario Municipal Association (ROMA), and to all Ontario Municipalities.”

ADOPTED



A detailed report is included.

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or deputyclerk@tayvalleytwp.ca

Sincerely,

A handwritten signature in blue ink that reads "Aaron Watt".

Aaron Watt, Deputy Clerk

cc: Minister of Natural Resources Graydon Smith,
John Jordan, MPP Lanark-Frontenac-Kingston,
Rural Ontario Municipal Association (ROMA),
and to all Ontario Municipalities

/Enclosure

COMMITTEE OF THE WHOLE
August 13th, 2024

Report #PD-2024-10
Noelle Reeve, Planner

PROVINCE REMOVES WETLANDS PROTECTION FOR EASTERN ONTARIO

STAFF RECOMMENDATION(S)

It is recommended:

“THAT, the Council of the Corporation of Tay Valley Township urge the Provincial Government to reopen the wetlands regulation consultation for the Rideau Valley Conservation Authority (RVCA) to:

- allow Tay Valley’s wetlands to receive the same protections as wetlands in the other 29 Conservation Districts in Ontario;
- ensure Tay Valley’s \$1.3 Billion Tax Assessment is protected from degradation.

AND THAT, this resolution and a copy of Report #PD-2024-10 – Province Removes Wetlands Protection for Eastern Ontario, be provided to the Minister of Natural Resources, to area Members of Provincial Parliament (MPPs), the Rural Ontario Municipal Association (ROMA), and to all Ontario Municipalities.”

BACKGROUND

On April 1, 2024, the province enacted *Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits*. This regulation replaced 36 individual conservation authority regulations with a single provincial regulation. The O. Reg was intended to bring consistency to the conservation authority regulations. It also reduced the area around provincially significant wetlands where a permit is required from 120 to 30m.

In early June 2024, the Rideau Valley, South Nation and Raisin River conservation authorities began public consultations on regulating all wetlands, to be in conformity with the regulations of the other 29 conservation authorities in the province. On June 25, 2024 the press secretary for the Minister of Natural Resources (MNR) stated, “The province has instructed Rideau Valley, Raisin River, and South Nation Conservation Authorities to permanently stop their implementation plans regarding their wetland policy and mapping updates”.

DISCUSSION

We live in what is often referred to as the Anthropocene (a unit of geologic time, used to describe the most recent period in Earth's history when human activity started to have a significant impact on the planet's climate and ecosystems). As a result of the impact of human activity on the environment, the economy is more closely tied to the health of natural systems, such as wetlands, than at any time in the past.

For example, Tay Valley Township's tax assessment for 2024 is \$1.3 billion (which is grossly undercounted as the provincial government has not increased this assessment for almost a decade, since 2016). Close to three-quarters of this tax base is generated by the economic value of waterfront properties. Anything that degrades the ecological value of the lakes and streams on these properties, or the biodiversity in Tay Valley Township degrades Tay Valley's tax base.

Leaving wetlands unprotected will degrade the value of these properties and, therefore, the Township's economy. Wetlands filter nutrients out of water. Wetlands lessen the effects of climate disruption including rising temperatures by sequestering (storing) carbon. Wetlands also reduce the effects of extreme rain events and flooding by retaining water in the special soils of these low-lying areas. Wetlands reduce the impacts of drought by slowly releasing the stored water to groundwater systems.

This year, for the first time ever, a lake in Tay Valley Township was confirmed by the Ministry of Environment Conservation and Parks to have a blue-green algae outbreak. Blue-green algae is caused by increased nutrients washing into lakes during rainstorms and by increased water temperatures.

The province's information page on blue-green algae [Blue-green algae | ontario.ca](#) describes initiatives it is taking to reduce blue-green algae blooms in southern Ontario including "Investing \$30 million through the [Wetlands Conservation Partner Program](#) to support conservation organizations to enhance and restore wetlands".

While for southern Ontario, the province recognizes the values of wetlands to: "reduce nutrient run off; improve water quality; improve and increase habitats; and increase biodiversity", in eastern Ontario the province is prohibiting protection of wetlands that the 29 other conservation authorities provide.

Three-quarters of wetlands have been lost in southern Ontario since European settlement. This difference in treatment of wetlands in eastern Ontario feels like the province only cares about wetlands after they are destroyed when they require millions more dollars to recreate (at a lower level of ecological integrity). Protection of the services wetlands provide is cheaper and better for the fish, waterfowl and mammals that rely on them.

The province also has recognized the value of wetlands as green infrastructure. Ontario's Regulation 588/17, which mandates the inclusion of natural assets in asset management planning, marks a significant change in infrastructure governance. It positions Ontario as the first and only Canadian province to enforce natural assets as a required component of asset management planning at the municipal level.

By identifying and harnessing the value of natural assets and their associated services, municipalities can enhance the resilience and effectiveness of their infrastructure systems. Green infrastructure, including wetlands, provides a variety of services, including storm water management, recreation, and climate resilience which result in economic benefits, as they provide multiple services at a lower cost than grey infrastructure, which is typically built for a singular purpose.

The province has also identified planning at the watershed scale as a goal in the Provincial Policy Statement. Sustainable watershed planning depends on conserving wetlands.

OPTIONS TO BE CONSIDERED

Option #1 (Recommended) – Council supports the motion to urge the Provincial Government to reopen the wetlands regulation consultation for the Rideau Valley Conservation Authority (RVCA) to:

- allow Tay Valley’s wetlands to receive the same protections as wetlands in the other 29 Conservation Districts in Ontario;
- ensure Tay Valley’s \$1.3 Billion Tax Assessment is protected from degradation.

And to share the motion and this report with the Minister of Natural Resources, area MPPs, ROMA, and all Ontario Municipalities.

Option #2 – Council supports some of the motion and suggests changes.

FINANCIAL CONSIDERATIONS

None, at this time. However, the loss of wetlands will contribute to increased infrastructure costs in the future from flood impacts.

STRATEGIC PLAN LINK

Healthy Environment – The motion encourages protection of wetlands which supports ecosystem health and protects biodiversity.

Sustainable Finances – The motion encourages protection of wetlands which supports the province’s requirements to include green infrastructure in asset management.

Thriving Culture, Economy and Tourism - The motion encourages protection of wetlands which supports the water quality of the Township’s lakes and streams which provide economic value via the Township’s tax base and tourism.

CLIMATE CONSIDERATIONS

The motion can assist Tay Valley’s ability to mitigate climate disruption by maintaining the ability of wetlands to sequester carbon, mitigate floods and droughts, and maintain the tremendous biodiversity represented in Tay Valley Township by the overlap of ecozones represented by The Land Between and the Frontenac Arch Biosphere.

CONCLUSIONS

Tay Valley Township supports the mapping of wetlands in eastern Ontario and public consultation on draft mapping. Mapping of wetlands and protective regulations (30m setback as is required by most municipalities from a waterbody or stream) are key for preventing the further loss of the crucial natural heritage feature that wetlands represent. The conservation of wetlands has been shown elsewhere to provide greater economic and resource value to a property or an area than the physical development of that property.

The water filtration, flood and drought mitigation, carbon sequestration and biodiversity values of wetlands are far more costly to try to recreate than to protect, as southern Ontario and other jurisdictions have proven.

ATTACHMENTS

- i) Wetlands Soak Up Climate Change (Climate Network Lanark)
- ii) Natural Credit Estimating the Value of Natural Capital in the Credit River Watershed (Credit Valley Conservation and The Pembina Institute)
- iii) Eastern Ontario Climate Change Projections (Ontario Centre for Climate Impacts and Adaptation Resources/Climate Risk Institute)

Prepared and Submitted By:



**Noelle Reeve,
Planner**

Approved for Submission By:



**Amanda Mabo,
Chief Administrative Officer/Clerk**

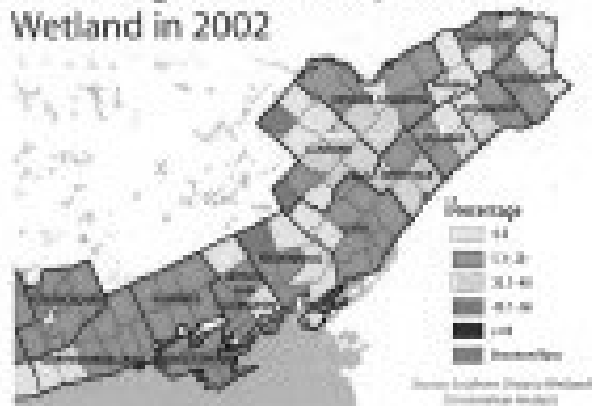
WETLANDS Soak Up Climate Change

Lanark County, as home to one of the last large collections of wetlands in Southern Ontario, has a special responsibility to preserve and protect them.

Wetlands provide essential services for nature and people.

They store carbon, protect us from floods, provide water for consumption, and support an abundance of life – of birds, wildlife and flora. But they are under threat and are being lost faster than any other ecosystem, mainly for development and farming.

Percentage of Township as Wetland in 2002



Twenty-five percent of Canada's remaining wetlands (6% of wetlands world-wide) are found in Ontario. – OMNR 2009



CLIMATE
NETWORK
LANARK

climatenetworklanark.ca

"Wetlands are some of the most effective of nature's climate control mechanisms. Wetland plants ... collect huge amounts of carbon dioxide. Lanark residents must be vigilant and preserve wetlands rather than drain them. ... Wetland drainage must stop, with compensation for landowners, if required."

– Dr. Paul Kaddy, Lanark County Green Gems
drpaulkaddy.com/conservation/lanark-county

Attachment ii) Natural Credit Estimating the Value of Natural Capital in the Credit River Watershed (Credit Valley Conservation and The Pembina Institute)

NATURAL CREDIT

FACT SHEET

Photo-illustration David Dodge & Robert Weidemann

Estimating the Value of Natural Capital in the Credit River Watershed

The Credit River Watershed provides at least \$371 million per year in ecological services to the residents of the watershed

Without nature, humans could not survive. Nature provides the raw materials for every product we consume. More importantly, it constantly supplies services that sustain life, such as fresh drinking water, food and clean air. Nature directly affects human well-being through its ability to meet a wide variety of human needs, whether from tangible ecological services or from more abstract, psychological connections to nature.

Unfortunately, current accounting systems rarely, if ever, account for nature. In fact, we often assume nature provides unlimited resources, such as fisheries, forests and clean drinking water. We act as if the bank of nature has unlimited assets, and we keep making withdrawals as if there is no tomorrow.

By accounting for natural capital we can start to align our economic ambitions with our ethical environmental responsibility—to provide future generations with at least the same benefits from nature we enjoy. This is the foundation of sustainability.

The Pembina Institute worked with Credit Valley Conservation (CVC) to assess the value of natural capital in the Credit River Watershed. This work is an important component of the information CVC needs to effectively manage ecological resources in the watershed. Given its proximity to the major urban centres of Toronto and Mississauga, the Credit River Watershed faces threats to its natural heritage from resource use and land-use change.

About the Credit River Watershed

The Credit River flows from its origins in Orangeville to Lake Ontario at Port Credit in the City of Mississauga. The watershed covers an area of almost 1,000 square kilometres and has a population of 757,600. The Credit River Watershed is also an important sub-component of the Great Lakes Basin. Its most notable natural capital resources include wetlands, upland forests and water.

Natural Capital

Natural capital consists of the assets of natural ecosystems whose very presence yields a flow of ecological services. This concept was derived from the same notion that we use to treat other forms of capital in our society (financial and human).

Ecological Services

Ecological services are the benefits that society enjoys from the presence of functioning natural ecosystems. Ecological services provide, for free, many of the functions that we currently substitute with man-made processes, such as waste treatment, carbon sequestration and air purification.

www.greeneconomics.ca

Photo: istock



Natural capital saves watershed taxpayers \$100 million in water supply costs every year

Natural capital builds on the notion that Mother Nature does for free what we would otherwise have to pay millions of dollars to do through technology and infrastructure. When we allow growth, pollution or other impacts to compromise these valuable services, that lost value is ultimately borne by taxpayers. Those costs are not accounted for in the way we do business today. This study helps demonstrate that it is possible to come up with real numbers that can inform discussions about land use and development. For example, this study estimated that if we were to compromise our groundwater supply it would cost more than \$100 million per year to pump water from Lake Ontario. And that is just to maintain current water use.

Wetlands provide natural waste treatment, climate regulation and water supply services for free—remove the wetlands and you lose the services.

Value of Natural Capital in the Credit River Watershed

LAND COVER	UPLAND FOREST	RIPARIAN FOREST	WETLAND	WATER	URBAN FOREST	MEADOWS	AGRICULTURE	TOTAL
Ecological Services	Atmospheric Regulation Climate Regulation Disturbance Avoidance Water Regulation Water Supply Pollination Habitat Recreation	Atmospheric Regulation Climate Regulation Water Supply Waste Treatment Pollination Biological Control Habitat Biodiversity Recreation Culture	Climate Regulation Water Regulation Water Supply Soil Formation Nutrient Cycling Waste Treatment	Water Regulation Water Supply Soil Formation Waste Treatment Habitat Biodiversity Recreation	Atmospheric Regulation Climate Regulation Water Regulation Water Supply Recreation Culture	Climate Regulation Pollination Habitat Recreation	Climate Regulation Pollination Habitat	
Estimated value (\$) per capita per year	94	67	247	19	25	10	28	490
Estimated annual value (\$ millions)	70.9	51.0	186.8	14.5	18.7	7.8	21.4	371.1



How changes in land cover affect the flow of nature's services

The natural capital of the Credit River Watershed is extremely valuable. But we would have to do a serious study of incremental changes in the value of natural capital to create a precise decision-making tool. To demonstrate the value of natural capital, we created two simple scenarios to test how natural capital might change in value.

To assess how natural capital would be affected by changes in land-use we compared the existing natural capital to the expected natural capital under two land-use scenarios: urban development and reforestation and naturalization.

URBAN DEVELOPMENT: In a recent study conducted by CVC some future urban development scenarios were defined. The scenario explored here includes increasing the urban land cover from 15% to 25% of the watershed, while using current best management practices.

REFORESTATION AND NATURALIZATION: In 2007, CVC articulated a 10-year capital plan, in which it set aggressive reforestation and naturalization goals. CVC expects to plant 2.5 million seedlings (reforestation), and 317,000 trees and shrubs (naturalization) by 2017 as part of a climate change strategy.

We arrived at a value for the existing natural capital by comparing the existence of a particular ecological service to its absence. This approach has been used in a number of instances in Canada. The approach taken in this study is important for demonstrating that our natural environment has significant value, but its usefulness for decision-making is limited. Policy decisions are usually made on what economists call the "margin," which refers to incremental changes rather than the absence or presence of an ecological entity.

Our findings demonstrate that Canada needs to establish a national framework to conduct this type of work. Without this information decision-makers are often left to consider only the information before them. In many cases this would be economic information related to industrial benefits and not ecological benefits.



The Credit River flows from its origins in Orangeville to its mouth at Port Credit on Lake Ontario.



Photo: CVC

Urban forests provide water regulation and supply, waste treatment, and other services worth \$19 million every year in the Credit River Watershed.

Scenarios: Changes in Natural Capital Values

LAND COVER	UPLAND FOREST	RIPARIAN FOREST	WETLAND	WATER	URBAN FOREST	MEADOWS	AGRICULTURE	TOTAL
Urban Development	-6.5	-3.9	-14.8	N/A*	N/A*	-0.8	-4.9	-30.8
Reforestation Naturalization	7.6	5.5	N/A*	N/A*	1.3	-0.7	-0.4	13.2

Urban development comes at a significant cost because valuable services provided by nature are lost.
* Not applicable because of the limitations of the scenario

Investments in reforestation and naturalization can increase the value of the natural capital in the Credit River Watershed, thereby providing significant benefits to residents.



Photo courtesy CVC

Investments in Forests Pay Dividends

As urban development proceeds there is a real cost to natural capital. The risk is that higher value land cover types, such as wetlands, which have an annual economic value of \$187 million, could be jeopardized. However, restoring natural landscapes can be shown to provide clear benefits to society. Based on the analysis done in this report, if CVC invests the \$8 million over 10 years to plant trees and shrubs on abandoned and degraded lands, the return to society is over \$13 million per year. An approach like the one used in this study can help measure the costs of urban development and the economic benefits of conservation initiatives such as reforestation and naturalization. Further, this type of work can turn the balance sheets around on how businesses and governments approach nature.

Bank of Nature Earns High Interest

The natural capital of the Credit River Watershed delivers a sustainable flow of services to society on the order of at least \$371 million per year.

- Wetland services were found to be the most valuable in the watershed, returning an annual flow of benefits worth a minimum of \$187 million per year.
- The current mix of forests in the watershed composed of upland forests, riparian forests and urban forests return a minimum of \$71 million per year, \$51 million per year and \$19 million per year, respectively.
- Water benefits in the Credit River Watershed are at least \$15 million per year.

There are a number of potential development patterns that could emerge in the Credit River Watershed. The results of our analysis indicate that if the residents of the watershed want to enhance the value of natural capital in the watershed then a focus on reforestation and naturalization can return some very big gains over the next 10 years. We estimate that a reforestation and naturalization plan will return more than \$13 million per year to the residents of the watershed. Conversely, if urban development progresses along current trajectories from 15% urbanization today to 25% urbanization, we can expect losses to natural capital of about \$31 million per year.

Conservative Estimates

The natural capital values reported in this study should be considered a lower bound for three main reasons:

1. **Only values to watershed residents were considered. It is possible that some people outside the watershed value the Credit's natural capital.**
2. **Existing data allowed for estimation of only a small selection of the ecological services.**
3. **In cases where data limitations forced us to make assumptions, the most reasonable conservative assumption was applied.**

Want More Information

For more information on the analysis conducted by the authors please download the full technical report *Natural Credit: Estimating the Value of Natural Capital in the Credit River Watershed* from: www.greeneconomics.ca, www.pembina.org or www.creditvalley.ca.

Also, please feel free to contact the authors:

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Project Coordinator, Credit Valley Conservation:
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www.greeneconomics.ca

Attachment iii) Eastern Ontario Climate Change Projections (Ontario Centre for Climate Impacts and Adaptation Resources/Climate Risk Institute)

Summary

Climate Variable	Projected Change – 2050s
Annual Air Temperature	+ 2.7°C
Winter Air Temperature	+ 3.1°C
Summer Air Temperature	+ 2.5°C
Annual Precipitation	+ 5.8 to 5.9%
Winter Precipitation	+ 11 to 11.6%
Summer Precipitation	+ 1.6 to 2.7%

Summer 2017 Flooding MVCA photo



Photo 55 Downstream View of Bennett Dam

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2024 - 40

A By-law to License and Regulate Travel Trailers outside of Trailer Parks in The Township of St. Joseph, and to repeal and replace By-laws 2024-28, 972, 1109, 1829 and 2015-44.

WHEREAS the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

WHEREAS Section 164 of the *Municipal Act*, 2001, as amended, provides that a local municipality may prohibit, or licence travel trailers located in the municipality; and

WHEREAS Section 445 of the *Municipal Act*, 2001, as amended, provides that if a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention, or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention; and

WHEREAS the Council of The Township of St. Joseph deems it necessary and expedient to pass a By-law to address the matter of travel trailers outside of registered Trailer Parks to control and regulate the potential for nuisance, noise, and fair property valuation;

NOW THEREFORE, The Council of The Corporation of The Township of St. Joseph does hereby enact as follows:

1.0 SHORT TITLE

- 1.1 This By-Law shall be cited as the 'Trailer Licence By-Law'.
- 1.2 This By-Law does not apply to the following as defined in Section 2:
 - 1.2.1 Assessed Trailers
 - 1.2.2 Cargo Trailers
 - 1.2.3 Mobile Home
 - 1.2.4 Modular Home
 - 1.2.5 Park Model Trailer
 - 1.2.6 Trailers used in farm operations on lands designated for agricultural use
 - 1.2.7 Travel Trailers located in Campgrounds
 - 1.2.8 Utility Trailers
- 1.3 This By-Law applies to any travel trailer, even if the travel trailer was placed on the property prior to the date of the enactment of this By-law.

2.0 DEFINITIONS:

In this By-Law, means:

- 2.1 **Algoma Public Health** is the authority having jurisdiction of sewage and grey water systems for all municipalities within the District of Algoma.
- 2.2 **Applicant** means a person applying for a licence under the requirements of this by-law.
- 2.3 **Assessed Trailer** means any trailer legally located on a property which is zoned Major Recreation or Residential in the Township's Zoning By-law, and which is assessed under the *Assessment Act*.
- 2.4 **Calendar Year** means a one-year period that begins on January 1, and ends on December 31,

- based on the commonly used Gregorian calendar.
- 2.5 **Cargo Trailer** means an enclosed (walls and roof), non-motorized vehicle which is intended to be towed by a motorized vehicle, which features a cargo area and is used for the hauling of tools, equipment, off-road vehicles or snowmachines, but not intended for use as a dwelling unit.
- 2.6 **Chief Building Official (CBO)** means the person appointed by the Council of the Municipality under the *Building Code Act*, S.O. 1992, c 23, as amended, or the person who is appointed to act in that capacity during their absence.
- 2.7 **Clerk** shall mean the Clerk Administrator of The Township of St. Joseph.
- 2.8 **Construction Site** shall mean a parcel of land upon which structures are being erected or site improvements are occurring in preparation for the erection of structures, with the intention that one of the structures will be a permanent, year-round occupied, residential dwelling.
- 2.9 **Construction Trailer** means a CSA certified prefabricated trailer mounted on a steel frame with attached axle(s) and wheels or skids, which is:
- 2.9.1 built on a single chassis;
 - 2.9.2 500 square feet or less when measured at the largest horizontal projection;
 - 2.9.3 designed to be self-propelled or permanently towable;
 - 2.9.4 detached from other structures; and
 - 2.9.5 designed for use as a temporary office, lunchroom, first-aid room, washroom, tool and/or material storage or other related use on a construction site.
- 2.10 **Council** means the elected Council of The Township of St. Joseph.
- 2.11 **Drinking Water** shall mean potable and tested water available on the premises for human consumption.
- 2.12 **Dwelling Unit** means two or more rooms used or intended for the domestic use of one or more individuals living as a single housekeeping unit with cooking, living, sleeping and sanitary facilities.
- 2.13 **Grey Water** means wastewater of domestic origin that is derived from fixtures (sinks, tubs, showers etc.,) other than from sanitary units (toilets, urinals, etc.).
- 2.14 **Landfill** means the waste disposal site owned and operated by The Township of St. Joseph and at which location are facilities for waste management, disposal, and various recycling.
- 2.15 **Licence** or License means licensing, or a licence issued under this by-law by the Municipality for the authorized use of a travel trailer to be used for a maximum of six (6) months between April 1, and November 30, in the same calendar year.
- 2.16 **Mobile Home** any dwelling unit that is designed to be made mobile and constructed or manufactured to provide a permanent or semi-permanent residence and being not less than 18 metres in length and 3.5 metres in width, and containing suitable sanitary and food preparation facilities but does not include a modular home, dwelling, travel trailer, tent trailer, park model trailer or motor home otherwise designed.
- 2.17 **Modular Home** means a dwelling unit constructed in accordance with the Ontario Building Code and composed of components substantially assembled in a manufacturing plant and transported to the building site of final assembly on a permanent foundation, but does not include a mobile home, park model trailer or travel trailer.
- 2.18 **Municipality or Township** means The Corporation of the Township of St. Joseph.
- 2.19 **Municipal By-Law Enforcement Officer (BLEO)** means the officer in charge of the by-law enforcement of the Municipality or their authorized subordinates or assistants.
- 2.20 **Occupy** means to cook, eat, sleep, live or operate a business in a trailer at any time.
- 2.21 **Operator** means the owner, manager or agent of an overnight Trailer Camp being responsible for all trailers and occupants thereof. **Park Model Trailer** means a recreational unit constructed to CSA Standard Z-241 that is built on a single chassis mounted on wheels, is designed to allow relocation from time to time, is designed as living quarters for seasonal camping between April 1,

- and November 30, and may be connected to those utilities necessary for operation of installed fixtures and appliances, but does not include a travel trailer, mobile home or modular home. Any park model trailer shall conform to the relevant sections of the Ontario Building Code.
- 2.22 **Permanent Basis** means either year-round occupancy or occupancy by persons who do not maintain a usual or normal place of residence elsewhere.
- 2.23 **Permanent Residence** refer to Dwelling Unit.
- 2.24 **Permit** means an annual licence to occupy a travel trailer issued by The Township of St. Joseph for the use or occupancy of a travel trailer for more than fourteen (14) days.
- 2.25 **Person** means an individual, a corporation, a tenant, an association, a chartered organization, a firm, a partnership, an agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to law.
- 2.26 **Overnight Trailer Camp or Campground** means land where travel trailers, tents, truck campers and recreational vehicles may be located for temporary, transient, or overnight trade, having no provision for the permanent placement of trailers.
- 2.27 **Recreational Vehicle (RV)** or motor home – for the purposes of this by-law is considered a “Travel Trailer”, see definition below.
- 2.28 **Setback** means the horizontal distance from a lot line or defined physical feature measured at right angles to the nearest part of any building or structure on a lot, including all types of trailers.
- 2.29 **Sewage** means wastewater of domestic origin that may contain excrement and is derived in whole or in part from sanitary unit fixtures (toilets, urinals, etc.).
- 2.30 **Shoreline Setback** means the minimum distance between any building or structure and the original High-Water Mark. Trailers may not be stored within 100 feet (30 m) of the High-Water Mark, as defined in the Official Plan, and may not be occupied within the shoreline setback unless an exception to this by-law has been granted and neighbours on either side notified.
- 2.31 **Stored Travel Trailer** means any travel trailer located on the property only for the purpose of sale or storage but shall not include any travel trailer being used at any time for living, sleeping, eating, the conduct of business or the accommodation of persons while it is located on that property.
- 2.32 **Townsite** means lands designated primarily of existing and planned residential development on full municipal services within Richards Landing as noted in the Township’s Zoning By-law.
- 2.33 **Trade** means the exchange of a product or service for currency, or for another product or service which, for the purposes of this By-law, would be the exchange of goods, services, or currency within a trailer.
- 2.34 **Travel Trailer** means a structural unit having no permanent foundation and supported by wheels, jacks or similar supports with lights, hitch, towing capacity, and which is used or constructed to be used for conveyance upon public streets or highways and duly licensable in accordance with Ministry of Transportation standards, even if the vehicle is jacked-up or its running gear is removed. Without limiting the generality of the foregoing, includes motor homes, travel trailers, tent trailers and campers of all types.
- 2.35 **Trailer Park** means lands designated and zoned as Major Recreation in the Township’s Official Plan and Zoning By-law, and for which there is provision for the permanent placement of trailers to connect to the municipal water and sewer system.
- 2.36 **Utility Trailer** means a non-enclosed, non-motorized vehicle which is intended to be towed by a motorized vehicle, which features a cargo area and is used for the hauling of loads but not intended for use as a dwelling unit
- 2.37 **Vacant Land** means any parcel or combination of parcels of real property without industrial, commercial, or residential buildings.
- 2.38 **Zoning By-law** means the most current comprehensive Zoning By-law in force in the Township or portions thereof, as amended and passed pursuant to the *Planning Act*, R.S.O. 1990.

3.0 TRAVEL TRAILER PERMIT APPLICATION PROCESS

- 3.1 A travel trailer permit is required for the placement or occupancy of a travel trailer outside of an Overnight Trailer Camp for more than fourteen (14) days in The Township of St. Joseph.
- 3.2 To obtain a licence for use or occupancy of a travel trailer outside of an Overnight Trailer Camp for more than fourteen (14) days, the property owner shall file an application for travel trailer licence, outlined in Schedule "C" of this by-law, with the Municipality which includes, but may not be limited to:
 - 3.2.1 the name, address and contact information of the owner of the travel Trailer;
 - 3.2.2 a site plan showing the location of the travel trailer on the lot, and access to the property;
 - 3.2.3 provisions for potable water, sewage, waste disposal and recycling;
 - 3.2.4 civic address number or legal description of the property;
 - 3.2.5 the make, model and serial number or other sufficient identification;
 - 3.2.6 Motor Vehicle Licence number (if any);
 - 3.2.7 the number of persons to be accommodated in such travel trailer; and
 - 3.2.8 the length of time the travel trailer will be in use.
- 3.3 The property owner is responsible for the travel trailer, its location, and all activities occurring around the travel trailer including provision of water, sewage, recycling, and waste disposal.
- 3.4 The fee for each trailer licence, as defined in Schedule "C" of this By-Law shall be paid monthly or portion of a month that the travel trailer is located in the municipality, payable at the time of issue.

4.0 GENERAL PROVISIONS AND PROHIBITIONS

- 4.1 Every person using or occupying a travel trailer outside of an Overnight Trailer Camp for the living, eating or accommodation of persons for a period of more than fourteen (14) cumulative days in a calendar year without first obtaining a permit is guilty of an offence and liable to the penalty provided herein.
- 4.2 No person shall use or allow a travel trailer to be used for longer than 14 cumulative days in a calendar year within the Municipality unless the person has first obtained a licence under the provisions of this by-law or is exempt from licensing as per Section 7. For clarity, the requirement to obtain a licence applies to travel trailers which were located on a property prior to the date of passage of this by-law.
- 4.3 A licence issued pursuant to this by-law authorizes the use and maintenance of a travel trailer for temporary accommodations only. The issuance of a licence does not grant the licensee the authority to occupy the travel trailer on a permanent basis. Without limiting the generality of the foregoing, no person shall occupy or permit to be occupied a travel trailer during the period ending November 30, of a calendar year and commencing April 1, of the following calendar year.
- 4.4 No person shall construct or erect or allow the construction or erection of an enclosure, roof-over, permanent canopy, extension, sunroom addition or other structure, or a patio, stairs, or walkway that is permanent in association with or connected to a travel trailer. This prohibition does not apply to a deck that complies with all of the following:
 - 4.4.1 The total area does not exceed 10 m²
 - 4.4.2 No portion of the deck is more than 60 cm above grade;
 - 4.4.3 No portion of the deck is attached to the travel trailer;
 - 4.4.4 The deck does not have the effect of rendering the travel trailer as a permanent structure on a lot; and
 - 4.4.5 The deck complies with the setbacks as described in the Zoning By-law, as amended.

- 4.5 Travel Trailer Licences shall be issued in 30-day increments, up to a maximum of 6 periods (months), except as otherwise permitted.
- 4.6 Travel trailers on all rural, residential, or commercial properties must meet the same front, rear and side yard setback requirements as a structure, in accordance with the Township's Zoning By-law.
- 4.7 A second trailer is permitted in residential zones for up to fourteen (14) days per year, provided that all other provisions listed in Schedule "A" of this by-law are adhered to.
- 4.8 A travel trailer licence issued under this By-law may allow the reduction of the shoreline setback from 100 feet to 50 feet for temporary occupancy.
- 4.9 A travel trailer may be permitted for more than 6 months when the property owner has applied for or has been issued a Building Permit pending the construction of a new residence. Occupancy and use of the travel trailer must cease once the residence is approved for occupancy.
- 4.10 The presence of one or more stored travel trailers on a conveyable parcel would not preclude the issuance of a licence for a travel trailer.
- 4.11 Individual campers or trailer owners/occupants will not receive landfill privileges.
- 4.12 No person shall connect a travel trailer to a new or existing grey water or sewage system without having first received authorization from Algoma Public Health or allow an unauthorized connection to an existing grey water or sewage system.
- 4.13 No person shall dispose or allow the disposal of grey water or sewage or allow grey water or sewage to be disposed of from a travel trailer except in at least one or a combination of the following:
- 4.13.1 a certified grey water or sewage system;
 - 4.13.2 an accredited dumping facility;
 - 4.13.3 with a service provider; or
 - 4.13.4 from a certified portable receptacle
- 4.14 No person shall transfer a licence from one travel trailer to another.
- 4.15 No person shall fail to display proof of licensing after it has been obtained.
- 4.16 No person shall knowingly provide false information on the application for licence.
- 4.17 No person shall hinder or obstruct, nor attempt to hinder or obstruct, either directly or indirectly, a BLEO or and/or employee/agent of the Municipality in the lawful exercise of a power or duty under this by-law.
- 4.18 Every person shall comply with any Order or Notice issued under the authority of this by-law.
- 4.19 No licence shall be issued under this by-law if the application for the licence would result in contravention of any other applicable by-law of the Municipality or any applicable Federal or Provincial law or regulation.
- 4.20 The issuance of a licence is not intended and shall not be construed as permission or consent by the Municipality for the holder of the licence to contravene or to fail to observe or comply with any law of Canada, Ontario or any by-law of the Municipality.
- 4.21 The owner of the property upon which a licensed travel trailer is to be located shall consent to its placement on the property in writing if they are not the owner of the travel trailer.
- 4.22 No person shall charge a fee for the use of a travel trailer or for the use of property for a travel trailer within the Municipality.

5.0 OVERNIGHT TRAILER CAMPS

- 5.1 No person, organization, agency, or corporation shall operate or be allowed to operate an Overnight Trailer Camp except in accordance with the provisions of this by-law and other relevant by-laws of the Municipality.

- 5.2 An Operator shall provide five-pound CO 2 type Fire Extinguishers which shall be kept in convenient, conspicuous, accessible, and well-marked locations. There shall be at least one such extinguisher for every three trailers in the camp.
- 5.3 The Operator shall not permit or allow any person to light or build an open fire in the camp, except in equipment provided by the Operator. The property owner must obtain a burn permit from the municipality prior to lighting any fires.
- 5.4 The Owner or Operator of the Overnight Trailer Camp shall:
 - 5.4.1 Provide tightly secured garbage containers in convenient places and in sufficient numbers to ensure at least one (1) such garbage container for each trailer.
 - 5.4.2 Ensure that the garbage containers do not become foul smelling, unsightly, or a breeding place for flies or other insects and do not attract rodents.
 - 5.4.3 Be responsible for the timely disposal of garbage, waste, refuse and recycling in their respective containers at the municipal landfill site. Individual campers or trailer owners/occupants will not receive landfill privileges.
 - 5.4.4 Maintain the grounds of the Trailer Camp in an orderly and tidy way and free from litter and refuse.
 - 5.4.5 Keep all grass cut in the space for each trailer to a maximum height of three inches.
 - 5.4.6 Keep all fences in good repair and neat in appearance and shall not permit the storage or piling of materials against a fence.
 - 5.4.7 Treat gravel lanes or driveways within the Trailer Camp to avoid excessive dust.
 - 5.4.8 Provide an adequate and proper supply of clean and potable drinking water in accordance with regulations set out by Algoma Public Health and Ontario Safe Drinking Water Standards.
 - 5.4.9 Comply with such provisions as Algoma Public Health may require.
 - 5.4.10 Not permit the dumping of water from the washing of clothes, dishes, or any other domestic article on the open ground. Such water must always be disposed of through the septic or sanitary sewer system.
 - 5.4.11 Not permit any person to take water from any open spring or well on the premises.
 - 5.4.12 Not permit privies, cesspools or any other such form of sanitation. All toilets, wash basins, showers and kitchen sinks shall be water fed or flushed and connected to a properly constructed septic tank and absorption system constructed according to the provisions of the *Public Health Act* and the regulations thereunder, or a municipal sanitary sewer system.
 - 5.4.13 Test potable water at least once a month in accordance with Ontario Drinking Water Standards. In the event that any overnight trailer camp ceases operation for two or more months, no person shall be accommodated until the water has been tested and approved for human consumption.
 - 5.4.14 If any water is not fit for human consumption the Operator shall immediately post a sign disclosing this at the water source and every person in the tourist or trailer camp shall be notified in writing of the results of the test, which shall be retained for at least one year and shall be available for inspection by any inspector under this By-law or any person accommodated in the trailer camp.
- 5.5 Failure to comply with any of the requirements set out in this Part shall be considered an offence under the provisions of this By-law.

6.0 TRAILERS OUTSIDE OF TRAILER PARKS

- 6.1 Any travel trailer located outside of an Overnight Trailer Camp, Campground or Trailer Park used for the occupancy, sleeping, eating, living or conduct of business, temporary or otherwise, within The Township of St. Joseph for more than fourteen (14) days in any one year will have first obtained a licence from the Township Office authorizing such use or occupancy.
- 6.2 Except under the authority of a travel trailer licence issued pursuant to this By-law, no person shall occupy or allow a trailer to be occupied for any of the above purposes in The Township of St. Joseph except on lands designated as Major Recreation in the Township's Zoning By-law.
- 6.3 Every Trailer outside of an Overnight Trailer Camp in The Township of St. Joseph for more than fourteen (14) days without a permit shall, at the end of any such period:
- 6.3.1 Be removed from The Township of St. Joseph by the property owner; or
be stored in accordance with this by-law at the permanent residence of the owner.
- 6.3.2 No person shall leave a trailer outside of an Overnight Trailer Camp for more than fourteen (14) days without a permit.
- 6.4 Construction Trailer(s) may only be permitted on a construction site within the Township of St. Joseph for which the owner has received approval allowing the use of a construction trailer under the Township of St. Joseph Building By-Law, and must:
- 6.4.1 adhere to all residential setbacks set out in the municipality's Zoning By-Law,
6.4.2 meet Property Standards requirements.
- 6.4.3 No person shall place a construction trailer on any site without receiving approval allowing the use of such trailer under the Township of St. Joseph Building By-Law.
- 6.4.4 No person shall place or leave a construction trailer on a site where no construction permit has been issued.
- 6.4.5 Modified construction trailers may be permitted within the rural zone for uses such as on-site short-term hunting accommodations providing that:
- 6.4.5.1 All zoning requirements set out in Schedule "A" of this by-law are adhered to
6.4.5.2 The property owner or applicant has obtained a permit under the municipality's building by-law for such a use.

7.0 LICENCE EXEMPTIONS

- 7.1 Where the owner of land has obtained a building permit for the construction of a permitted structure, and that owner wishes to use a travel trailer for temporary accommodation while constructing such structure, the owner may apply for permission to do so and be exempted from the requirement to obtain a licence under this by-law. The Municipality may grant such exemption on the condition that the owner enter into an agreement with the Municipality which, among other things, provides for the removal or licensing of the travel trailer if permitted by this by-law at a fixed time or upon completion of the structure, whichever event occurs first.
- 7.2 A stored travel trailer shall not require a licence.
- 7.3 An assessed trailer shall not require a licence.
- 7.4 A travel trailer used or stored in a campground or trailer park shall not require a licence.
- 7.5 A travel trailer used for up to, but not exceeding 14 cumulative days in a calendar year on permitted zones as per the provisions of Schedule "A" of this by-law shall not require a licence.

8.0 WASTE DISPOSAL

- 8.1 A permit may be issued for a travel trailer which has a self-contained sewage/sanitary waste storage tank, or where appropriate sewage disposal/sanitary facilities are available on the subject property (i.e., municipal sanitary sewer, approved septic system, or privy).
- 8.2 Self-contained storage tanks must be emptied a minimum of every 30 days, and may only be emptied into a regulated facility, and never into a trench, ditch, outhouse, watercourse, or onto the ground on any private property.
- 8.3 No permit is required for the installation of a privy (outhouse); however, applicants must comply with the Ontario Building Code and regulations for setbacks and minimum distance separation as provided by Algoma Public Health.

9.0 STORAGE

- 9.1 No permit is required for storage.
- 9.2 No more than one (1) travel trailer shall be stored on any one residentially zoned parcel of land.
- 9.3 No person shall store more than one (1) travel trailer on any one residentially zoned parcel of land.
- 9.4 Up to four (4) travel trailers may be stored on rurally zoned properties provided that all other provisions in Schedule "A" Section 2 are satisfied.
- 9.5 No person shall store more than four (4) travel trailer on any one rurally zoned parcel of land.
- 9.6 Council may allow or refuse to permit storage of more than one travel trailer on a rural or residential property on such terms as Council may see fit. No permit shall be required where permission for storage is granted.
- 9.7 All travel trailers stored in the Rural or Residential Zones must adhere to the setbacks set out in the Zoning By-law, and must not obstruct any sight line for pedestrians, motorists, or neighbouring properties.
- 9.8 No travel trailer may be stored within the 100 ft shoreline setback or within the front, rear or side yard setbacks for any property provided in the Township's Zoning By-law.
- 9.9 No person shall store a travel trailer within the 100 ft shoreline setback or within the front, rear or side yard setbacks for any property provided in the Township's Zoning By-law.
- 9.10 Every owner or occupier of a travel trailer who permits the same to remain within the Township except in accordance with the provisions of this Part is guilty of an offence and liable to the penalty provided.

10.0 LICENCE APPLICATION AND FEES

- 10.1 All applications for a travel trailer licence shall be made to the Municipality upon the form attached as reference to this By-law as Schedule "C", and shall include the submissions referenced therein, including payment of the Licence Fee as prescribed in Schedule "C" of this by-law and/or the Municipality's Fees and Related Charges By-Law, as amended from time to time.
- 10.2 Travel trailer Licensing season shall fall between April 1 and November 30 annually.
- 10.3 The Municipality may issue a Special Occasion Licence. Schedule "A", Section 4 of this by-law describes this licence and Schedule "A" details the zones that are allowed to apply for these licences.
 - 10.3.1 All Special Occasion Licences expire on the date specified on the licence.
- 10.4 All Licences shall be displayed in or upon the travel trailer in a place that can be seen easily from the outside of the travel trailer.

- 10.5 No licence shall be issued:
- 10.5.1 unless the travel trailer for which such licence is issued is located in compliance with the setback requirements for a travel trailer as described by Schedule "A" of this by-law. For greater certainty, any travel trailer located on any land prior to the passing of this By-law which is not in compliance with this by-law may not be licensed unless the travel trailer is re-located and brought into compliance with this by-law.
 - 10.5.2 where there exists any prohibited decks, porches, entry stairs, sunrooms, roofed enclosures, or similar structures which are to be or are attached to a travel trailer or located adjacent to a travel trailer
 - 10.5.3 if the information provided on the application does not satisfy the Clerk or designate that all required provisions have been met; or
 - 10.5.4 if written permission has not been obtained from the property owner if the applicant is not the owner of the property.
- 10.6 A licence may be revoked if;
- 10.6.1 it is determined that the licence was issued based on mistaken, false or incorrect information;
 - 10.6.2 if the owner of the property owner revokes their permission in writing;
 - 10.6.3 if the owner or the property or the owner of the travel trailer contravenes any provision of this By-law or any other Municipal, Provincial or Federal Law related to the travel trailer or its use;
 - 10.6.4 if upon inspection, the site is found to be of an unsightly or unacceptable appearance
 - 10.6.5 if upon inspection the travel trailer is found to be decrepit, unsafe, or unsightly in appearance; or
 - 10.6.6 if the licence was issued in error
 - 10.6.7 If a licence is revoked, there will be no refund of licensing fees.

11.0 ADMINISTRATION AND ENFORCEMENT, CONTRAVENTION AND PENALTIES

- 11.1 The administration of this By-law is delegated to the Clerk or designate. The Clerk designate shall have the authority to issue licences under this by-law; notwithstanding the foregoing, the Clerk, at their discretion, may refer applications to Council.
- 11.2 The enforcement of this By-law is delegated to Municipal By-Law Enforcement Officer (BLEO) and other persons designated to enforce the laws of the Municipality.
- 11.3 Any person who contravenes any provision(s) of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act* as amended.
- 11.4 Each day that a contravention of this By-law continues shall constitute a separate offence.
- 11.5 Every person who provides false information in any application for a licence under this By-law or in an application for a renewal of a licence is guilty of an offence.
- 11.6 Where a conviction is entered under this section, in addition to any other remedy or any penalty provided by law, the court in which the conviction was entered, and any court of competent jurisdiction, thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 11.7 If the Municipality is satisfied that a contravention of this by-law has occurred, the Municipality may make an order requiring the person who contravened this by-law or who caused or permitted the contravention or the owner or occupier of the travel trailer to discontinue the contravening activity.
- 11.8 Any person who contravenes an order made under Section 11.7 is guilty of an offence.
- 11.9 Every contravention of this By-law may be restrained by application at the instance of a taxpayer

- or of the Municipality in accordance with the provisions of the *Municipal Act, 2001*, as amended.
- 11.10 A municipal employee, staff person, agent or contractor hired by the Municipality, accompanied by any person under their direction, may enter onto any land where a travel trailer is used or believed to be used in contravention of this By-law for the purposes of carrying out an inspection pursuant to subsection 436 (1) of the *Municipal Act, 2001*, as amended, and shall have all powers of inspection set out in subsection 436(2) of the Act, as amended.
 - 11.11 Every person who contravenes any provision of this By-law is liable for an Administrative Monetary Penalty (AMP) in lieu of prosecution and fine, pursuant to section 434.1 of the *Municipal Act, 2001*, as amended.
 - 11.12 At the discretion of the BLEO or other persons designated to enforce the laws of the Municipality any person who breaches any provision of this By-law may be issued an Administrative Monetary Penalty (AMP) Notice in an amount not to exceed \$500.00.
 - 11.13 The AMP Notice shall include the following information:
 - 11.13.1 the name of the person contravening this By-law;
 - 11.13.2 the particulars of the contravention;
 - 11.13.3 the amount of the AMP and the date payment is due;
 - 11.13.4 a statement that if the AMP is not paid that it shall constitute a debt owed to the Municipality that may be collected in any manner permitted by law, including adding it to the Tax Roll of the person and being collected in the same manner as real property taxes.
 - 11.14 The AMP Notice may be served in the same manner as an order under this By-law. Upon receipt of the AMP Notice, the person named in the Notice shall pay the prescribed amount to the Municipality within fifteen (15) days.
 - 11.15 Where an AMP is paid in full within fifteen (15) days of receipt, no prosecution shall be initiated against that person for the same offence.
 - 11.16 Where an AMP is not paid in full within fifteen (15) days of receipt, a further late payment charge shall be levied in accordance with Municipality's Fees and Charges By-law.
 - 11.17 The Municipality may collect any unpaid AMP from the person named in the AMP as a debt owed to the Municipality in any manner permitted by law. In addition to any other collection method, the Municipality may add the amount owing to the tax roll of the person named in the AMP Notice and/or property owner and collect the amount in the same manner as real property taxes.
 - 11.18 At the discretion of the BLEO or other person or other person designated to enforce the laws of the Municipality, any person who breaches any provision of this By-law may be issued an order to remove a travel trailer if it is not in compliance with this By-law.
 - 11.19 The BLEO may make an order, sent by both registered or regular pre-paid mail to the last known address of the owner of the land, requiring the owner or occupant within the time specified in the order to remove any travel trailers or structures that contravene this By-law.
 - 11.20 Where an owner or occupant fails to comply with an order issued under this By-law within the time specified for compliance, the BLEO may, with such assistance by others as may be required and upon reasonable notice, clean, clear or remove from the land any travel trailer or structure that is in contravention of this By-law.
 - 11.21 The Municipality shall recover all costs and expenses associated with actions taken and work done under this By-law in a manner provided by statute, whether by action or by adding the cost to the tax roll and collecting the cost in the same manner as the taxes.

NOW THEREFORE BE IT RESOLVED THAT the Council of The Township of St. Joseph does hereby enact as follows:

1. That By-laws 972, 1109, 1829 and 2015-44 shall be repealed.

2. THAT any by-law or portion thereof previously approved by Council which conflicts with this By-law shall be hereby repealed.
3. Schedules "A" through "C" hereto form parts of this by-law.
4. Should any section, subsection, clause, paragraph, or provision of this By-law be declared by a court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of any other provision of this by-law or the by-law as a whole.
5. THAT this By-law shall take effect on the day of passing.

Passed in Open Council on September 18, 2024

Joseph Wildman
Mayor

Amanda Richardson
Clerk Administrator

DRAFT

SCHEDULE "A" TO BY-LAW 2024 - 28
The Township of St. Joseph Travel Trailer License By-law
REQUIRED PROVISIONS BY ZONE

- 1) Residential 1 (R1), Residential 2 (R2), Shoreline Residential (SR), Limited Service Residential (LSR)
 - 1.1) Seasonal Licence permitted.
 - 1.2) Up to 14 cumulative days in a *calendar year* – no licence required.
 - 1.3) Special Occasion Licence permitted (see Section 4 of this schedule).
 - 1.4) Number of travel trailers allowed to be licensed: 1 travel trailer maximum.
 - 1.5) Number of travel trailers allowed to be stored: 1
 - 1.6) Required Setbacks: as per Municipal Zoning By-law for Dwellings.
 - 1.7) Waterfront – Travel trailers may be temporarily located 100 feet within the shoreline setback for recreational purposes but must not be stored within the 100 ft shoreline setback.
 - 1.8) Maximum lot coverage (all structures including travel trailers): as per Municipal Zoning By-law.

- 2) Rural Zones (RU)
 - 2.1) Seasonal Licence permitted.
 - 2.2) Up to 14 days in a *calendar year* – no licence required.
 - 2.3) Special Occasion Licence permitted (see Section 5 of this schedule).
 - 2.4) Number of travel trailers allowed to be permitted: 2 travel trailers maximum.
 - 2.5) Number of travel trailers allowed to be stored: 4 (provided all other provisions are met)
 - 2.6) Required Setbacks: as per Municipal Zoning By-law for Accessory Buildings.
 - 2.7) Waterfront (if applicable) – Travel trailers may be temporarily located 50 feet within the shoreline setback for recreational purposes but must not be stored within the 100 ft shoreline setback.
 - 2.8) Maximum lot coverage (all structures, including travel trailers): as per Municipal Zoning By-law

- 3) Commercial Uses & Multi Use Properties (GC, HC, MR)
 - 3.1) Seasonal Licence permitted.
 - 3.2) Up to 14 cumulative days in a *calendar year* – no licence required.
 - 3.3) Special Occasion Licence permitted (see Section 4 of this schedule).
 - 3.4) Number of travel trailers allowed to be permitted: 1 travel trailer, except at a commercial storage facility zoned for such purpose.
 - 3.5) Number of travel trailers allowed to be stored:
 - 3.6) Required Setbacks: as per Municipal Zoning By-law for Accessory Buildings.
 - 3.7) Maximum lot coverage (all structures): as per Municipal Zoning By-law.

For exceptions, see section 5 of this schedule

- 4) Special Occasion Licence:

An application for the short-term allowance of more travel trailers than are typically allowed by this by-law for special occasions (ex. family gatherings, weddings, baseball tournaments, horse shows, fairs, etc.) shall be made available at the Municipal Office. The power to grant this exemption from the number of travel trailers be given to the Clerk and/or Council or designate.

The intent of this allowance would be so that the Municipal Law Enforcement Officer could be made aware of where gatherings are happening and to educate and inform residents of the need to be

respectful, how to dump waste, and to address safety concerns.

Written permission from the property owner shall be required as part of the application. The property owner shall be held responsible for all legal infractions that occur during the time that travel trailers are authorized to be used on the property.

It is to the discretion of the Clerk Administrator or designate that the application for such a Special Occasion Licence may be brought before Council for approval.

- 5) Exemptions to above provisions may be considered on a case-by-case basis where situations fall outside of provisions of this by-law. Special requests will be considered by the Clerk and/or Council and must include at least the following considerations:
- 5.1) Notification of abutting property owners.
 - 5.2) Access to water & sewer (if in townsite)
 - 5.3) Noise reduction efforts
 - 5.4) Meeting all zoning requirements, including setbacks, maximum lot coverage
 - 5.5) Privacy fencing in place where sight lines may be impacted.
 - 5.6) Other considerations as required and dependent on lot zone and specifications.

DRAFT

SCHEDULE "B" TO BY-LAW 2024 – 48
The Township of St. Joseph Travel Trailer License By-law
PART 1 – PROVINCIAL OFFENCES ACT FINES

ITEM	COLUMN 1 Short form wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set fine
1	Using a travel trailer without a licence.	4.2	400.00
2	Allowing a travel trailer to be used without a licence.	4.2	400.00
3	Occupying a travel trailer on prohibited dates.	4.3	300.00
4	Allow a travel trailer to be used on prohibited dates.	4.3	300.00
5	Constructing an unauthorized structure.	4.4	300.00
6	Allowing an unauthorized structure.	4.4	300.00
7	Unauthorized connection to sewage system or greywater.	4.12	500.00
8	Allowing an unauthorized connection to sewage system or grey water.	4.12	500.00
9	Improper disposal of grey water or sewage.	4.13	500.00
10	Allowing improper disposal of grey water or sewage.	4.13	500.00
11	Unauthorized transfer of a licence.	4.14	200.00
12	Failure to display a licence.	4.15	100.00
13	Providing false information on licence application.	4.16	100.00
14	Obstruct person designated to enforce this bylaw.	4.17	300.00
15	Failure to remove or store trailer in accordance with By-Law	6.3.2	300.00
16	Failure to obtain approval to place a construction trailer	6.4.3	100.00
17	Placing a construction trailer on a site where no construction permit has been issued	6.4.4	200.00
18	Storing more than one (1) trailer on any one residentially zoned parcel of land	9.3	100.00
19	Storing more than four (4) trailers on any rurally zoned property.	9.5	100.00
20	Failure to adhere to setbacks set out in the Zoning By-Law	9.9	100.00

Note: The general penalty provision for the offences listed above is Section 11.3 of the By-law # 2024-40, a certified copy of which has been filed.



SCHEDULE "C" TO BY-LAW 2024 - 40
The Township of St. Joseph Travel Trailer License By-law
APPLICATION FOR TRAVEL TRAILER LICENCE

1.0 General

APPLICATION INFORMATION

Applicant Name:	
Mailing Address:	
Phone Number:	
Email:	

Note: If Applicant is not the registered owner of the property, the Applicant must have the owner's consent to apply for this licence.

PROPERTY INFORMATION

Property Owner:	
Civic Address:	
Roll Number:	
Zoning:	

Notes:

1. If applicant and property owner are different, written consent from property owner is required for approval.
2. If no civic address has been assigned for this property, one must be applied for prior to submitting this application.
3. If a new entranceway or where substantial changes to an existing entranceway are required or proposed, an 'Entrance Permit' must be applied for and approved, prior to submitting this application.

TRAVEL TRAILER INFORMATION:

Make & Model:			
Serial Number or VIN:			
Licence Plate:			
Length:		Colour:	

Note: Please attach four pictures of travel trailer if already located on the property (One of each side of trailer).

2.0 Licensing Fees

- 2.1 Season from April 1 through November 30 annually (maximum 6-month licence per year)
- 2.2 Licence issued by 30-day increments
- 2.3 Licence fee of \$30.00 per 30-day period

Months in which travel trailer will be occupied/in use (circle all that apply – 6 MAXIMUM):

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> April | <input type="checkbox"/> October |
| <input type="checkbox"/> May | <input type="checkbox"/> November |
| <input type="checkbox"/> June | |
| <input type="checkbox"/> July | |
| <input type="checkbox"/> August | |
| <input type="checkbox"/> September | |

of 30-day periods applying for (maximum 6) _____ X \$30.00 = \$ _____ Total Licence Fee

3.0 Service Information

SEWAGE AND GREY WATER:

Will the travel trailer be connected to an existing sewage disposal system on the property?

- Yes *If yes, approval from Algoma Public Health is required.
- No

Will a grey water pit be utilized?

- Yes *If yes, approval from Algoma Public Health is required.
- No

Will the site be serviced with an outhouse?

- Yes *If yes, approval from Algoma Public Health is required.
- No

If the travel trailer is not connected to a holding tank or sewage disposal system, or is not serviced by a grey water pit or outhouse, you may be asked to provide the following on site:

- _____ Dumping receipts from an accredited dumping facility or service provider
- _____ Confirmation of the use of a certified portable receptacle

ELECTRICAL:

Will the travel trailer be directly connected to electrical services?

- Yes
- No

* If yes, please provide the Electrical Safety Authority approval for connection. This requirement only applies if the travel trailer will have a direct connection to the electricity distribution system (i.e., not an extension cord plugged into an outlet.)

FIRE SAFETY:

For occupancy, the travel trailer will be required to have a working smoke and CO monitor and a fire extinguisher. **Using extension cords as a power source is not allowed.**

4.0 Required Submissions

- Site Plan** - a drawing showing the location or proposed location of the travel trailer in relation to the boundaries of the property and including all existing buildings, sewage systems, wells, and watercourses/waterbodies. Such drawing shall include property dimensions, the position of the travel trailer on site including setbacks from all lot boundaries, existing buildings, well, septic system, parking spaces, driveway, fire pit and watercourses and/or waterbodies.
- Proof of Property Ownership** - if required under Section 2 above.
- Pictures** - as required under Section 3 above.
- Permits/Approvals** - referenced in Section 5 above if applicable.
- Licence Fee** - as required under Section 4 above.

Applicant Signature:		Date:
Property Owner Signature if different than above:		Date:

FOR OFFICE USE ONLY	
Licence #	Date Issued:
Inspection Date:	Issued by:

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2024-41

**A By-Law to Confirm the Proceedings of the Regular Council Meeting held on
September 18, 2024.**

WHEREAS the Municipal Act, 2001, S.O. 2001, c25, as amended, provides that a municipal Council shall exercise its powers by by-law, except where otherwise provided; and

WHEREAS in many cases, action which is taken or authorized by Council to be taken does not lend itself to an individual by-law;

NOW THEREFORE the Council of the Corporation of the Township of St. Joseph hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Township of St. Joseph at its meeting on September 18, 2024, in respect to each motion, resolution, direction and other action passed and taken by Council, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified, and confirmed.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action or actions, to obtain approvals where required, and to execute any and all documents as may be necessary, and to affix the corporate seal to all such documents as required.

Passed in open Council on September 18, 2024.

Joseph Wildman
Mayor

Amanda Richardson
Clerk Administrator