

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

COUNCIL MEETING

AGENDA

Wednesday, January 19, 2022

Virtual Only: <https://global.gotomeeting.com/join/619769437>

Canada (Toll Free): [1 888 455 1389](tel:18884551389)

Access Code: 619-769-437

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

5-9 Recommendation: BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, December 15, 2021, be adopted as circulated.

b. Special Meeting

10-11 Recommendation: BE IT RESOLVED THAT the minutes of the special Council meeting held on Tuesday, January 4, 2022, be adopted as circulated.

6. Accounts

12-13 Recommendation: BE IT RESOLVED THAT the Cheque Register dated January 19, 2022, in the amount of \$290,423.86 be approved as presented.

7. Staff and Committee Reports

a. Health and Safety Plan and Policy Update 2022

14-35 Recommendation: BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding the Health and Safety Program updates be received, and THAT Council approves the Health and Safety Policy as reviewed January 19, 2022.

b. Canada Summer Jobs Applications

36 Recommendation: BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding the Canada Summer Jobs Program be received; and THAT council authorizes staff to apply for funding for 5 Student positions with the Canada Summer Jobs Program.

c. Children's Library engineering

37-50 Recommendation: BE IT RESOLVED THAT the report from the Office Assistant/Healthy Living Coordinator regarding a cause of separation investigation and engineering for the Richards Landing Children's Library chimney be received; and That Council authorizes staff to contract Tulloch Engineering to do the work noted in the report.

d. Marina RFQ Release

51 Recommendation: BE IT RESOLVED THAT the report from the Clerk Administrator regarding the release a Request for Quotation (RFQ) for civil engineering services related to the Richards Landing Marina Revitalization and Expansion Project be received, and That staff be authorized release the RFQ pending approval of funding applications

e. Go North Reconnect – Grant Application Request

52-53 Recommendation: BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding Application to Reconnect Ontario 2022 and the Northern Ontario Heritage Fund, Northern Event Partnership Program, for the Go North Music Festival be received; and
That Council authorizes staff to apply for the Reconnect Ontario 2022 funding from the Ministry of Heritage, Sport, Tourism and Culture Industries and the Northern Ontario Heritage Fund Northern Event Partnership Program for the 2022 Go North Music Festival; and
That Council commits to funding any deficits for the Go North Music Festival from the Events Reserve if funding requests are declined by either or both agencies.

f. Go North Budget 2022

54-56 Recommendation: BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding Go North Festival Budget and Fees be received: and
That Council approves the Richards Landing Arts and Cultural Events Committee draft budget for the Go North Music Festival 2022 as outlined in the report.

g. ADSAB Additional Funding Agreement – Dr. Harold S Trefry Memorial Centre Outreach Program

57 Recommendation: BE IT RESOLVED THAT the report from the Clerk Administrator regarding the release of additional funding under the Algoma District Services Administration Board (ADSAB)'s Social Services Relief Fund be received, and
That the Mayor and Clerk Administrator be authorized to enter into an agreement to extend the current pilot project.

h. Senior's Services Request for Application to Community Support Services Baseline Funding

58 Recommendation: BE IT RESOLVED THAT the report from the Clerk Administrator regarding a proposal submission for funding under the Ministry of Health's Request for Proposal for baseline funding to expand services through the Dr. H.S. Memorial Trefry Centre be received, and
That Council authorizes staff to submit a proposal to Ontario Health North for consideration.

8. Consent Agenda

Recommendation: BE IT RESOLVED THAT items A through J listed on the Consent Agenda dated January 19, 2022, be received; and

That the recommended actions be taken.

9. Closed Session

Recommendation: BE IT RESOLVED THAT Council proceed into Closed Session at ____ pm in accordance with Section 239 of the *Municipal Act* to discuss personal matters about an identifiable individual, including municipal or local board employees.

- a) Amalgamated Tender Submission
- b) Senior's Services Staffing Recommendation
- c) Senior's Advisory Committee Resignation
- d) Legal matters

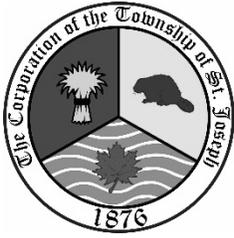
Recommendation: BE IT RESOLVED THAT Council does rise from Closed Session at ____ p.m.

10. By-Laws

- 59-60 a. Borrowing By-Law
Recommendation: Be it resolved that leave be granted to introduce By-law 2022-02 being a by-law authorizing the borrowing and pledging of securities for the municipality; and That said By-law be read a first and taken as read a second and third time and finally passed.
- 61 b. Interim Tax Levy By-Law
Recommendation: Be it resolved that leave be granted to introduce By-law 2022-03 being a by-law to provide for an interim tax levy for the year 2022; and That said By-law be read a first and taken as read a second and third time and finally passed.
- 62 c. Council Remuneration By-Law
Recommendation: Be it resolved that leave be granted to introduce By-law 2022-04, being a By-law to provide remuneration for Members of Council, and to repeal By-law 2021-13; and That said By-law be read a first and taken as read a second and third time and finally passed.
- 63 d. Establishment of Tax Ratios By-Law
Recommendation: Be it resolved that leave be granted to introduce By-law 2022-05 being a by-law to establish Tax Ratios for the year 2022; and That said By-law be read a first and taken as read a second and third time and finally passed.
- 64 e. Marina Revitalization Funding Agreement
Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2022-06 being a By-Law authorizing the Mayor and Clerk Administrator to execute a Municipal Funding Agreement for Marina Revitalization and Expansion between The Township of St. Joseph and FedNor, and THAT said by-law be read a first and taken as read a second and third time and finally passed.
- 65 f. ADSAB Funding Agreement -07
Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2022-07 being a By-Law authorizing the Mayor and Clerk Administrator to execute a Municipal Funding Agreement for The Dr. H.S. Trefry Memorial Centre Outreach Program between The Township of St. Joseph and the Algoma District Services Administration Board (ADSAB)
- 66 g. Emergency Management Program Committee By-Law
Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2022-08 being a By-Law to Establish an Emergency Management Program Committee and appoint a Chair; ; and THAT said by-law be read a first and taken as read a second and third time and finally passed.
- 67-74 h. Cemetery By-Law Update
Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2022-09 being a By-Law for the care, maintenance, management and operation of the St. Joseph Township Cemetery; and THAT said by-law be read a first and taken as read a second and third time and finally passed.
- 75 i. Confirmation
Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2022-10 being a By-Law to confirm the proceedings of the Council meeting held on January 19th, 2021; and THAT said by-law be read a first and taken as read a second and third time and finally passed.

11. Adjournment

Recommendation: BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at _____ to meet again on Wednesday, February 2nd, 2022.



THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH
COUNCIL MEETING
MINUTES
Wednesday, December 15, 2021
COUNCIL CHAMBERS - 1669 Arthur Street, Richards Landing

<u>Present</u>	
Council	Mayor Jody Wildman Councillor Steven Adams Councillor Cheryl Ambeault Councillor Barry Elliott Councillor Bryon Hall
Staff	Amanda Richardson, Clerk Administrator Erica Pollock, Treasurer (Virtual) Sherie Gladu, Healthy Living Coordinator, Office Assistant (Virtual)
Members of the Public	Mike and Janet Prpich (Virtual)

1. Call to Order

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

2. Moment of Silent Reflection

3. New Business/Items for Discussion

- a. Councillor Ambeault updated Council on the most recent North Shore Health Network Physician Recruitment Committee meeting and Matthews Memorial Hospital Association communications.

4. Adoption of the previous minutes

- a. Council Meeting
Date: December 15, 2021
Resolution #: 2021-304
Moved By: Steven Adams
Seconded By: Bryon Hall

BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, December 1, 2021, be adopted as circulated.

Carried.

5. Accounts

- a. Council Meeting
Date: December 15, 2021
Resolution #: 2021-305
Moved By: Barry Elliott
Seconded By: Cheryl Ambeault

BE IT RESOLVED THAT the Cheque Register dated December 15, 2021, in the amount of \$277,147.27 be approved as presented.

Carried.

6. Deputations

- a. Mike and Janet Prpich – Pickleball

Members of the local pickleball group joined the meeting to discuss their aspirations for pickleball enhancements in Richards Landing. Council advised that they would be added to the next agenda for the Recreation Committee and 2022 budget discussions.

7. Staff and Committee Reports

a. 2022 Pay Grid Increase

Date: December 15, 2021

Resolution #: 2021-306

Moved By: Barry Elliott

Seconded By: Bryon Hall

BE IT RESOLVED THAT the report from the Treasurer regarding the 2022 pay grid increase recommendation be received, and

That Council approve an increase of 4.9% for the positions listed on the salary grid, and

That the increase also be applied to Council honourariums, and

That the Treasurer be authorized to implement this increase as of January 1, 2022.

Carried.

b. Solar Panel Revenue and Status Update

Date: December 15, 2021

Resolution #: 2021-307

Moved By:

Seconded By:

BE IT RESOLVED THAT the report from the Clerk Administrator regarding 2021 solar panel revenue comparison and maintenance updates be received, and

THAT Council direct staff to keep the solar panels in a fixed position and continue efforts to find a solution to repair the motors.

Carried.

c. Children's Library – Engineering RFQ for Chimney repairs

Date: December 15, 2021

Resolution #: 2021-308

Moved By: Bryon Hall

Seconded By: Steven Adams

BE IT RESOLVED THAT the report from the Office Assistant/Health Living Coordinator regarding a physical investigation and engineering of a solution for the Richards Landing Children's Library chimney be received; and

That Council authorizes staff to release an RFQ for local engineers to quote on physical investigation, engineering, design and repair/build.

Carried.

d. Water Treatment Plant – Pressure Tank Repairs

Date: December 15, 2021

Resolution #: 2021-309

Moved By: Bryon Hall

Seconded By: Barry Elliott

BE IT RESOLVED THAT the report from the Clerk Administrator regarding repairs required on pressure tanks at the Water Treatment Plant be received; and

THAT Council defers discussion until more information is received from PUC.
Carried.

- e. Request from Children’s Library to waive water/sewer fees for remainder of lease term (10 years)

Date: December 15, 2021

Resolution #: 2021-310

Moved By: Bryon Hall

Seconded By: Steven Adams

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the request received from the Children’s Library Board concerning water and sewer fees for the remainder of the lease term, ending in 2031 be received, and

That Council authorizes staff to revise the lease to remove water and sewer fees from the lease.

Carried.

- f. Electronics Recycling

Date: December 15, 2021

Resolution #: 2021-312

Moved By: Steven Adams

Seconded By: Barry Elliott

BE IT RESOLVED THAT the report from the Deputy Clerk/Treasurer be received; and THAT staff be authorized to enter into a contract with the Electronic Products Recycling Association (EPRA) for the purpose of collection of Waste Electronics at the Municipal Landfill site.

Carried.

8. Correspondence

Date: December 15, 2021

Resolution #: 2021-311

Moved By: Bryon Hall

Seconded By: Cheryl Ambeault

- a. Town of Thessalon – Physician Recruitment
- b. Town of Georgina – Recycling Options for Agricultural Bale Wrap and Boat Shrink Wrap
- c. City of St. Catharines – National Childcare Program
- d. Federation of Northern Ontario Municipalities – Healthcare worker shortage
- e. Township of Mulmur – Truth and Reconciliation Calls to Action

BE IT RESOLVED THAT correspondence items a-e be received for information, and

THAT Council directs staff to send letters of support for items a-e.

Carried.

9. Closed Session

Date: December 15, 2021

Resolution #: 2021-313

Moved By: Barry Elliott

Seconded By: Steven Adams

BE IT RESOLVED THAT Council proceed into Closed Session at 8:56 pm in accordance with Section 239 of the Municipal Act to discuss personal matters about an identifiable individual, including municipal or local board employees.

- a. Senior's Services Staffing
- b. Administrative Staffing

Carried.

Date: December 15, 2021

Resolution #: 2021-314

Moved By: Cheryl Ambeault

Seconded By: Bryon Hall

BE IT RESOLVED THAT Council does rise from Closed Session at 10:28 p.m.

Carried.

Date: December 15, 2021

Resolution #: 2021-315

Moved By: Bryon Hall

Seconded By: Steven Adams

BE IT RESOLVED THAT the resignation of the Backup Day Out Leader/Part-time Personal Support Worked be received with regret, and

That Council authorize staff to offer the positions to the individuals named in the report or post the positions if necessary.

Carried.

Date: December 15, 2021

Resolution #: 2021-316

Moved By: Steven Adams

Seconded By: Cheryl Ambeault

BE IT RESOLVED THAT the report from the Clerk Administrator regarding administrative staffing be received, and

That Council offers to extend the employment of the Deputy Clerk/Treasurer on a basis of three days per week until February 4, 2022.

Carried.

Date: December 15, 2021

Resolution #: 2021-317

Moved By: Bryon Hall

Seconded By: Steven Adams

BE IT RESOLVED THAT the report from the Clerk Administrator regarding internet towers located on Township property be received.

Carried.

10. By-Laws

- a. Confirmation

Date: December 15, 2021

Resolution #: 2021-318

Moved By: Barry Elliott

Seconded By: Cheryl Ambeault

BE IT RESOLVED THAT leave be granted to introduce By-Law 2021-40 being a By-Law to confirm the proceedings of the Council meeting held on December 15th, 2021; and

THAT said by-law be read a first and taken as read a second and third time and finally passed.
Carried.

11. Adjournment

Date: December 15, 2021

Resolution #: 2021-319

Moved By: Bryon Hall

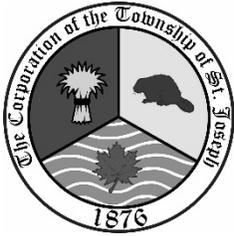
Seconded By: Cheryl Ambeault

BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at 10:30 to meet again on Wednesday, January 19th, 2022.

Carried.

Jody Wildman, Mayor

Amanda Richardson, Clerk Administrator



THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

SPECIAL COUNCIL MEETING

MINUTES

Tuesday, January 4, 2022 – 1:00 p.m.

COUNCIL CHAMBERS - 1669 Arthur Street, Richards Landing

Virtual: <https://global.gotomeeting.com/join/420166349>

Canada (Toll Free): [1 888 299 1889](tel:18882991889)

Access Code: 420-166-349

Present (Virtual Attendance Only)

Council	Mayor Jody Wildman Councillor Steven Adams Councillor Cheryl Ambeault Councillor Barry Elliott Councillor Bryon Hall
Staff	Amanda Richardson, Clerk Administrator

1. Call to Order

Mayor Wildman called the meeting to order at 1:03 p.m.

2. Moment of Silent Reflection

3. New Business/Items for Discussion

- a. Councillor Hall requested an update on current water treatment repairs. Councillor Elliott and the Clerk Administrator will follow up with the operator to confirm their recommendations moving forward to fix the pressure issues at the plant.

4. Staff and Committee Reports

- a. Administrative and Public Works Scheduling

Date: January 4, 2022

Resolution #: 2022 - 01

Moved By: Bryon Hall

Seconded By: Barry Elliott

BE IT RESOLVED THAT the report from the Clerk Administrator regarding scheduling and remote work changes due to the current pandemic situation be received, and That Council accepts management recommendations as presented and directs staff to remain vigilant with regards to masking, distancing, and other Covid-19 protocols.

Carried.

5. Closed Session

Date: January 4, 2022

Resolution #: 2022 - 02

Moved By: Cheryl Ambeault

Seconded By: Steven Adams

BE IT RESOLVED THAT Council proceed into Closed Session at 1:26 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.

- a) Senior's Services Staffing

Carried.

Date: January 4, 2022

Resolution #: 2022 - 03

Moved By: Bryon Hall

Seconded By: Barry Elliott

BE IT RESOLVED THAT Council does rise from Closed Session at 1:39 p.m.

Carried.

6. By-Laws

a. Confirmation

Date: January 4, 2022

Resolution #: 2022 - 04

Moved By: Steven Adams

Seconded By: Cheryl Ambeault

BE IT RESOLVED THAT leave be granted to introduce By-Law 2022-01 being a By-Law to confirm the proceedings of the Special Council meeting held on January 4th, 2022; and THAT said by-law be read a first and taken as read a second and third time and finally passed.

Carried.

7. Adjournment

Date: January 4, 2022

Resolution #: 2022 – 05

Moved By: Cheryl Ambeault

Seconded By: Barry Elliott

BE IT RESOLVED THAT this special meeting of the Council of the Township of St. Joseph adjourn at 1:43 p.m. to meet again on Wednesday, January 19th, 2022.

Carried.

Jody Wildman, Mayor

Amanda Richardson, Clerk Administrator

TOWNSHIP OF ST. JOSEPH

Disbursements

DATE:

19-Jan-22

RESOLUTION #

Chq #	Date	Vendor Name	Description	Cheq Amount
5876	12/16/2021	ROBERT MACKAY	Roads - Cell Phone Reimbursement	50.00
5877	12/16/2021	DANIEL SEE	Roads - Cell Phone Reimbursement	150.00
5878	12/16/2021	STRONGCO EQUIPMENT	Roads - Equipment Maintenance	655.44
5879	12/16/2021	VULCAN FIRE & SAFETY SYSTEMS LTD	Fire - Equipment Maintenance	142.38
5613	12/16/2021	ONTARIO GOOD ROADS ASSOCIATION	Roads - 2022 Membership Fee	769.50
5614	12/16/2021	ISLAND CLIPPINGS	Admin - Advertising	113.00
5615	12/16/2021	ISLAND MARKET - TREFRY	Seniors - MOW Supplies	233.15
5616	12/16/2021	KENTVALE MERCHANTS LTD.	Various Depts - Supplies	331.33
5617	12/16/2021	MASSEY WHOLESAL LIMITED	Seniors - MOW Supplies	434.81
5618	12/16/2021	ROYAL CANADIAN LEGION BRANCH 374	Seniors - MOW Cost / Admin - Donation	300.00
5619	12/16/2021	SPECTRUM GROUP	Fire - Radio Installation	901.74
5620	12/16/2021	SUPERIOR PROPANE	Admin/Landfill - Propane	935.10
5621	12/16/2021	TRACTION (UAP INC)	Roads - Equipment Maintenance	688.67
5622	12/16/2021	GREEN FOR LIFE ENVIRONMENTAL	Landfill - Recycling Bin Empty	2,749.86
5623	12/16/2021	LOCAL AUTHORITY SERVICES	Roads - Office and Covid Supplies	25.75
5624	12/16/2021	ABELL PEST CONTROL INC	Landfill - Pest Control	117.17
5625	12/16/2021	DAVID PEARSE	BLEO/AC - Cell Phone Reimbursement	150.00
5626	12/16/2021	TOROMONT CAT	Roads - Equipment Supplies	295.34
5627	12/16/2021	KETCHUM MANUFACTURING INC.	Protection - Dog Tags	130.50
5628	12/16/2021	NATHAN UNDERHILL	Roads - Cell Phone Reimbursement	150.00
5629	12/16/2021	L.A. TRUCKING	Fire - Equipment Maintenance	3,636.24
5630	12/16/2021	GENEVIEVE GONNEAU	Seniors - MOW Supplies	47.72
EFT	12/16/2021	ALGOMA POWER INC	Roads - Street Light Power	946.63
EFT	12/16/2021	BELL CANADA	Various Depts - Internet	284.76
EFT	12/16/2021	RCAP LEASING INC.	Admin - Copier Lease	115.77
DD	12/17/2021	BI-WEEKLY PAYROLL	Pay Period # 26	20,660.25
5880	12/22/2021	DON LITTLETON ELECTRIC	Roads - Stump Removal	395.50
5881	12/22/2021	SIMS COUNTERTOPS	Marina - Washroom Countertops	456.52
5631	12/22/2021	ALGOMA AG CENTRE	Roads - Fuel	3,595.99
5632	12/22/2021	ALGOMA BUSINESS COMPUTERS	Various Depts - Subscriptions	222.72
5633	12/22/2021	ALGOMA OFFICE EQUIPMENT	Seniors - Copies	10.27
5634	12/22/2021	ALLETRAM GROUP LTD	Landfill - Recycling Bin Rental	904.00
5635	12/22/2021	HOLLOW METAL & ARCHITECTURAL HARDWARE	Admin - Building Maintenance	381.60
5636	12/22/2021	ISLAND CLIPPINGS	Admin/Landfill - Advertising	81.36
5637	12/22/2021	KENTVALE MERCHANTS LTD.	Various Depts - Supplies	285.06
5638	12/22/2021	LOCAL AUTHORITY SERVICES	Various Depts - Office and Covid Supplies	197.56
5639	12/22/2021	MASSEY WHOLESAL LIMITED	Seniors - MOW Supplies	667.90
5640	12/22/2021	ONTARIO GOOD ROADS ASSOCIATION	Roads - Training	2,214.80
5641	12/22/2021	TOWNSHIP OF ST. JOSEPH CEMETERY BOARD	Cemetery Board - Balance Owing	2,158.76
5642	12/22/2021	TOROMONT CAT	Roads - Equipment Maintenance	2,078.56
5643	12/22/2021	TRACTION (UAP INC)	Roads - Parts	129.39
5644	12/23/2021	ALGOMA DISTRICT SCHOOL BOARD	Property Tax Levy - Final Installment 2021	6,505.11
EFT	12/22/2021	BELL MOBILITY	Various Depts - Cell Phone Billing	243.38
DD	12/31/2021	BI-WEEKLY PAYROLL	PP # 27	19,874.92
DD	1/10/2022	MONTHLY PAYROLL	December 2021	3,083.27
5883-5890	1/12/2022	VOID CHEQUES	Void cheques	-
5891	1/12/2022	BELL CANADA	Various Depts - Phone	915.18
5892	1/12/2022	BARCO PRODUCTS CANADA	Recreation - Picnic Tables for W.I./Stribling	3,490.20
5893	1/12/2022	BRELYN ENTERPRISE	Marina - Advertising 2022	435.05

<u>Chq #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Cheq Amount</u>
5894	1/12/2022	DATAFIX	Admin - Election Software Annual Fee	565.00
5895	1/12/2022	DUMANSKI OFFICE INTERIORS	Admin - Office Blinds	2,230.62
5896	1/12/2022	MUNICIPAL FINANCE OFFICERS ASSOCIATION	Admin - 2022 Membership Fee	282.50
various	1/12/2022	FIRE DEPARTMENT POINTS PAYMENTS	Fire Points Payments for 2021	10,000.00
5645	1/12/2022	ABELL PEST CONTROL INC	Recreation - OTH Pest Control	56.50
5648	1/12/2022	ALGOMA AG CENTRE	Roads - Fuel	2,587.70
5649	1/12/2022	ALGOMA OFFICE EQUIPMENT	Seniors - Printer Lease	84.19
5650	1/12/2022	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Admin - 2022 Membership Fee	1,605.99
5654	1/12/2022	COMMUNITY FUTURES DEVELOPMENT CORP	Group Benefits January 2022	5,727.67
5656	1/12/2022	GLEN IRWIN	CBO - Mileage December 2021	54.00
5657	1/12/2022	ISLAND CLIPPINGS	Seniors - Advertising	67.80
5659	1/12/2022	KENTVALE MERCHANTS LTD.	Roads/Rink - Supplies	378.39
5660	1/12/2022	LOCAL AUTHORITY SERVICES	Admin - Cleaning Supplies	28.24
5661	1/12/2022	MASSEY WHOLESALE LIMITED	Seniors - MOW Supplies	19.14
5664	1/12/2022	MUNICIPAL PROPERTY ASSESSMENT CORP	Admin - Quarterly Billing	9,195.84
5672	1/12/2022	TOROMONT CAT	Roads - Equipment Repair	2,220.10
EFT	1/12/2022	ALGOMA POWER INC	Various Depts - Power	4,434.24
5900	1/14/2022	ALGOMA PUBLIC HEALTH	Municipal Levy - 1st Quarter 2022	12,471.75
various	1/14/2022	SENIORS PAYMENTS	Seniors - Transportation / MOW	4,757.44
5902	1/14/2022	EQUITABLE LIFE OF CANADA	Group Benefits	367.55
5675	1/14/2022	ADSAB	Municipal Levy - Jan 2022	62,124.83
5676	1/14/2022	ALGOMA AG CENTRE	Emergency Planning - Generator Fuel	592.69
5677	1/14/2022	ALLETRAM GROUP LTD	Landfill - Container Rental	904.00
5679	1/14/2022	ATS	Admin - Office Security System	3,348.27
5682	1/14/2022	BRANDT SUDBURY	Roads- Equipment Repair	1,155.83
5684	1/14/2022	ASA CHONG	Seniors - Travel	33.00
5687	1/14/2022	WENDY EAGLE	Seniors - MOW Supplies	39.97
5688	1/14/2022	GENEVIEVE GONNEAU	Seniors - MOW Supplies	96.43
5689	1/14/2022	JANET GORDANIER	Seniors - Travel	35.00
5690	1/14/2022	GREEN FOR LIFE ENVIRONMENTAL	Landfill - Recycling Pick Up	2,781.50
5694	1/14/2022	ISLAND MARKET - TREFRY	Seniors - MOW Supplies	103.95
5696	1/14/2022	KENTVALE MERCHANTS LTD.	Roads - Supplies	42.92
5698	1/14/2022	LOCAL AUTHORITY SERVICES	Roads - Supplies	37.94
5701	1/14/2022	MASSEY WHOLESALE LIMITED	Seniors - MOW Supplies	178.61
5702	1/14/2022	THE NORTHSHORE SENTINEL	Seniors - Advertising	62.15
5703	1/14/2022	OMERS	Pension Contributions - Dec 2021	11,458.68
5704	1/14/2022	DAVID PEARSE	BLEO/AC - Mileage Dec 2021	36.00
5705	1/14/2022	ROYAL CANADIAN LEGION BRANCH 374	Seniors - MOW Expenses	250.00
5711	1/14/2022	SUPERIOR PROPANE	Roads / Fire - Propane Costs	3,024.40
5713	1/14/2022	TRACTION (UAP INC)	Roads - Equipment Repair	135.44
EFT	1/14/2022	COLLABRIA VISA	Various Depts - Credit Cards Dec 2021	3,239.93
EFT	1/14/2022	RECEIVER GENERAL	Payroll Remittance - December 2021	28,772.00
EFT	1/14/2022	WORKPLACE SAFETY & INSURANCE BOARD	WSIB Contributions - Oct - Dec 2021	8,561.75
DD	1/14/2022	BI-WEEKLY PAYROLL	PP # 1	22,931.70
		TOTAL		\$ 290,423.86



THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL

From: Sherie Gladu, Office Assistant /
Healthy Living Coordinator

Date: January 19, 2022

Subject: Health and Safety Policy Review

RECOMMENDATION:

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

THAT Council approves the Health and Safety Policy as reviewed January 19, 2022

Background

The current Health and Safety Policy is up to date and requires council approval as reviewed.

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

The JHSC has been collecting best practices and Township specific program needs in a variety of areas, and will need to continue working on assessing workplace hazards so that they can be captured in the procedure. Hazard assessments have been completed for the Administration and Seniors Departments, and are currently underway for the Public Works Department.

Plans for training in 2022 include First Aid updates and certifications of new hires, any required recertifications for the Public Works Department, Workplace Violence and Harassment training for all departments through internal training and review of the policy and procedures, and other training needs as identified.

Sherie Gladu
Office Assistant / Healthy Living Coordinator

The Corporation of
The Township of St. Joseph

OCCUPATIONAL HEALTH
AND SAFETY

POLICY AND
PROCEDURES
MANUAL

Revised: Dec. 2020

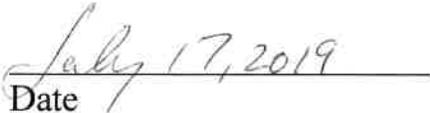
INTRODUCTION

The Occupational Health and Safety Act sets the administrative, procedural and legal standards for health and safety in the Province of Ontario. The Ministry of Labour is responsible for enforcement of the *Occupational Health and Safety Act*. The *Occupational Health and Safety Act* applies to work places and employers that are governed under Provincial legislation.

A good working knowledge of the *Occupational Health and Safety Act* is important for employers, supervisors, health and safety representatives/committee members, workers and contractors.



Mayor



Date

The Township of St. Joseph

HEALTH AND SAFETY POLICY

Employee health and safety is of utmost concern to the management of the Corporation of The Township of St. Joseph. Safeguarding employees from occupational illness, injury or harassment is an ongoing objective.

As an Employer, The Township is ultimately responsible for worker health and safety. The Corporation of The Township of St. Joseph will make every reasonable effort to provide a safe and healthy work environment in accordance with the *Occupational Health and Safety Act* and will take all reasonable precautions to ensure the safety and protection of our workers.

All supervisors will be held accountable for the health and safety of workers under their direction and control. Supervisors shall ensure that machinery and equipment is safe to use and that workers comply with established safe work practices and procedures. Workers will be provided with adequate training for their respective duties and responsibilities.

Every employee, volunteer and subcontractor must safeguard their own health and safety by working in compliance with the law, safe work practices and safe work procedures. Every worker is responsible to report all unsafe or unhealthy conditions.

Commitment to health and safety by all municipal staff must be an integral part of the Township's operations. It is in the best interest of both the employer and the employees to consider and ensure health and safety in activities.

Approved by Council
on July 17, 2019



Carol O. Trainor, Clerk Administrator

Department Head Signature

Reviewed: _____

INTRODUCTION

The *Occupational Health and Safety Act* sets the administrative, procedural and legal standards for the health and safety in the Province of Ontario. The Ministry of Labour is responsible for enforcement of the *Occupational Health and Safety Act*. The Occupational Health and Safety Act applies to work places and employees that are governed under Provincial legislation.

A good working knowledge of the *Occupational Health and Safety Act* is important for employers, supervisors, health and safety representatives/committee members, workers and contractors.

The Township of St. Joseph Health and Safety Program

The health and safety program sets out The Township of St. Joseph's plan to implement the health and safety policy statement. It includes the following details:

- **The plan to assess and control hazards:**

The Township of St. Joseph Health and Safety Committee members shall create and implement a Hazard Assessment and Control process.

Ontario's Occupational Health and Safety Act (OHSA) states that employers must take every reasonable precaution to protect workers, provide information and instruction, and to ensure that workers properly use or wear the required equipment. This includes assessing-or identifying and controlling-all of the hazards in the workplace that could cause injury or illness to employees. These hazards must then be eliminated or controlled. Employers, supervisors and workers can be prosecuted for not complying with the law.

This process includes a *formal hazard assessment* undertaken by each department with input from employees from that department in conjunction with the JHSC. This process takes a close look at the overall operations of the Township of St. Joseph to identify hazards, measure risk (to help prioritize hazards), and develop, implement and monitor related controls. Worker jobs or types of work will be broken down into separate tasks. Formal hazard assessments will be detailed, will involve workers, and will require time to complete.

The Formal Hazard Assessment will involve a detailed look at overall operations. It will identify hazards, measure risk, and develop, implement and monitor related controls. The end goal of this process is to prevent work-related injuries and illnesses. This will require a team approach. Employers must involve affected workers.

This process includes, at minimum these nine steps:

1. Figure out what people do. (Create an inventory of all the jobs or work types)
2. List all work tasks/activities. (Create a list of related tasks for each job)
3. Identify hazards of each task. (Any health hazard that could harm someone's health either immediately or over time, or a safety hazard that could cause injury or damage. They may include Physical Hazards, Chemical Hazards, Biological Hazards, Phycological Hazards)
4. Rank the hazards according to risk. (Use a risk matrix that ranks for severity and likelihood for each hazard.)

1. How severe could it injure someone or how ill could it make someone?	2. What is the likelihood of the injury or incident occurring?		3. Prioritize the action needed.	
	Very Likely Could happen at any time.	Likely Could happen sometime	Unlikely Could happen, but very rarely	Very unlikely Could happen, but probably never will.
Kill or cause permanent disability or ill health.	1	1	2	3
Long-term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6
Insignificant	4	5	6	7

5. Find ways to eliminate or control the hazards. (All identified hazards must be addressed, but address the hazards that pose the greatest risk first. Chose the best control, if the hazard can not be eliminated, use:
 - #1 engineering controls to control the hazard at the source such as ventilation, substitution, or guards,
 - #2 Administrative controls that control the hazard along the bath such as training, procedures or limiting exposure, or
 - #3 Personal Protective Equipment PPE, control the hazard at the worker, gloves, hard hat, eye protection, etc.)
6. Implement the selected controls. (Once the hazards are identified, the risk is ranked, and the control has been selected there must be a plan to implement and confirm the effectiveness of the control. This includes temporary controls if more permanent controls will take time to implement)
7. Communicate the hazards and follow the controls. (This includes worker orientation/training sessions, Worker mentorship, Discussing hazards and controls at safety meetings, and internal communication channels)
8. Monitor the controls for effectiveness.
9. Review and revise the hazard assessment as needed, at minimum yearly with each department. (Must be revised when there is a new task, work process, new equipment, or there is a change or the current control is not working as expected)

IT IS A LEGAL REQUIREMENT TO DATE HAZARD ASSESSMENTS. See attached assessment form, page 9.

This process will also include an *informal hazard assessment* that will be used when new tasks that have not been identified by the formal hazard assessment process are added. This is site specific and should be addressed right away at the work site before the work is done. Examples might include introduction of new equipment, unfamiliar chemicals, or changes at the work site.

The Site-Specific Hazard Assessment Process has five steps:

1. Figure out what tasks will take place on site today.
2. Identify Hazards.
3. Eliminate or control the hazards.
4. Communicate the hazards and follow the controls.
5. Repeat when there are changes to the work site.

IT IS A LEGAL REQUIREMENT TO DATE HAZARD ASSESSMENTS. See attached assessment form, Page 10.

This process will be repeated: At reasonably practicable intervals to prevent the development of unsafe and unhealthy work conditions, when a new work process is introduced, when a work process or operation changes, or before construction of significant additions or alterations to a work site. The date must be recorded on each hazard assessment.

The plan for the provision and maintenance of any required personal protective equipment

The Township of St. Joseph Health and Safety Committee will design and implement a PPE Program:

Making sure the “hierarchy of controls” methods such as elimination, substitution, engineering controls, and administrative controls, are considered first. PPE is the last line of defence.

Secure the active participation of all parties.
Ensure that a program coordinator has been appointed.
Re-evaluate program on an ongoing basis.

Promotional Strategy

Publicize commitment to the program. Internal reminders, health and safety board, and reminders during training sessions will be utilized. Make sure a clear, concise company policy has been formulated. Hazard identification and risk assessment. Review work practices, job procedures, equipment and plant layout. Use job hazard analysis techniques to integrate accepted safety and health principles and practice into specific operations.

Selection guidelines for Supervisors and buyers:

Choose PPE to match the hazard.
Get advice on proper selection.
Have a workplace trial, whenever possible.
Consider the physical comfort of PPE.

Evaluate cost considerations of PPE usage.
Ensure PPE meets standards / certification (e.g., CSA, CGSB, NIOSH, ANSI).
Fitting and wearing. Include fitting of PPE to the individual.
Observe or survey users to make sure the PPE is worn and worn properly.

Maintenance

Make sure that workers know how to perform regular maintenance and inspection of their PPE. Make sure that workers can identify potential problems or defects with their PPE during the pre-use inspection or while wearing/using.

Education and Training

Verify that all users, supervisors, selectors, buyers, and stock keepers are educated and trained. Make sure that education and training programs are ongoing. Audit the Program.
Review the program at least annually.
Review and compare production and safety performance records.

Worker responsibilities include:

Use of proper PPE:

Make sure you are wearing the right PPE for the job. Check with your safety representative if you are not sure.

Maintenance and inspection: Each employee should be coached by their supervisor on how to:

Inspect PPE before and after each use.

Take care of PPE at all times. Clean all PPE after use.

Repair or replace damaged or broken PPE. If PPE has an expiry date, render it unusable and dispose of it. Ask your supervisor to purchase new PPE for you.

Store PPE in clean dry air - free from exposure to sunlight or contaminants.

Education and Training

Participate in education and training in how to fit, wear, and maintain PPE.

Ask questions to make sure you know when and what PPE should be worn, and why it should be worn.

The plan to provide first aid facilities, including the required number of personnel trained in first aid.

First Aid Training will be offered to any employee who is currently expired or has not had training previously. The Township of St. Joseph endeavours to have at minimum one staff member per location per shift with current Standard First Aid training. Staff with current training will have their certification posted on the Health and Safety boards at each work location. A spreadsheet will be kept current with employee certification dates and expiry dates.

First Aid Facilities include appropriate eye wash stations and first aid boxes at work locations and in Township vehicles. Eye wash stations and first aid boxes will be regularly inspected as part of the Joint Health and safety committee workplace inspections. Inventory will be monitored for use and expiration and boxes will be kept in good and stocked condition.

Formal hazard assessment and control for The Township of St. Joseph

Job/position/work type:					Date of assessment:	
Assessment performed by: (names)					Reviewed/revised:	
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards)	Severity	Likelihood	Risk	Controls (List the controls for each hazard: Elimination, Engineering, Administrative, Personal Protective Equipment)	Date implemented:
		S x L = R				

<p>Severity: How serious could the consequences be?</p> <ul style="list-style-type: none"> 1-Kill or cause permanent disability or ill health. 2 - Long-term illness or serious injury 3 - Medical attention and several days off work 4 - First aid needed 5 - Insignificant 	<p>Likelihood: How likely is it going to happen?</p> <ul style="list-style-type: none"> 1 - Very Likely - Could happen at any time. 1 - Likely Could - happen sometime 2 - Unlikely - Could happen, but very rarely 3 - Very unlikely - Could happen, but probably never will. 	<p>Risk: Calculate the risk of hazards to prioritize preventive actions. Severity + Likelihood = Risk</p> <p style="text-align: center;">The lower the number the higher the risk</p>
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Site-specific hazard assessment and control for The Township of St. Joseph

Company name:	
Work to be done:	Date of assessment:
Task location:	Emergency meeting location:

Identify the tasks and hazards below, and the plans to eliminate/control those hazards

Tasks (List all tasks/activities)	Hazards (List both health and safety hazards and consider surrounding area)	Plans to eliminate/control (List the controls for each hazard: Eliminate, Engineering, Administrative, Personal Protective Equipment)

Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

Worker's name (Print)	Signature	Worker's name (Print)	Signature

Supervisor's name (Print)	Supervisor's signature
---------------------------	------------------------

These items outline the identification of functional responsibilities related to major functions within The Township of St. Joseph, including holding the appropriate managers accountable for:

Policy setting:

Health and Safety Policies will be prepared with input from workers and supervisors. Draft policies will be prepared by the Joint Health and Safety Committee and final review by the Clerk for legal compliance. The final approval will be made by council.

Allocation of funds to implement the overall health and safety aspects

Township operations:

As part of the yearly budget preparation for all departments, the Joint Health and safety Management Rep. with each department head will consult with the Treasurer to identify budget estimates for training such as working at heights, first aid/CPR, traffic control, mental health first aid, etc. *Note: The Fire Department has its own internal process for this section.

Each Department head should complete a PPE inventory as part of the PPE program to identify replacement or new PPE purchases required and budget should be allocated.

Worker Risk Assessment:

The Personnel Committee and Clerk, working with Department heads should identify the essential requirements for each job, assessing the physical demands of all jobs, and matching physical requirements of the work with the physical capabilities of the individuals hired or identified to perform the work.

Purchasing:

Anyone who purchases PPE, machinery, equipment, materials or chemicals should obtain health and safety information from suppliers that include health and safety specifications. MSDS sheets must be kept up to date by purchaser when new products are introduced. Employees are required to read safe operating instructions for new equipment and an attestation form should be attached to each manual indicating all users have reviewed and understand the safe operating instructions.

Roles and responsibilities

The employer

The employer, typically represented by senior management, has the greatest responsibilities with respect to health and safety in the workplace and is responsible for taking every precaution reasonable in the circumstances for the protection of a worker. The employer is responsible for ensuring that the Internal Responsibility System (IRS) is established, promoted, and that it functions successfully. A strong IRS is an important element of a strong health and safety culture in a workplace. A strong health and safety culture shows respect for the people in the workplace.

Supervisors

Supervisors are responsible for making workers fully aware of the hazards that may be encountered on the job or in the workplace; ensuring that they work safely, responding to any of the hazards brought to their attention, including taking every precaution reasonable in the circumstances for the protection of a worker.

Workers

Worker responsibilities include: reporting hazards in the workplace; working safely and following safe work practices; using the required personal protective equipment for the job at hand; participating in health and safety programs established for the workplace.

Health and safety representatives/joint health and safety committees

The health and safety representative, or the joint health and safety committee (JHSC) where applicable, contribute to workplace health and safety because of their involvement with health and safety issues, and by assessing the effectiveness of the IRS. More information on the roles of the joint health and safety committee and the health and safety representative can be found in this guide and the [Guide for joint health](https://www.labour.gov.on.ca/english/hs/pubs/jhsc/index.php)<https://www.labour.gov.on.ca/english/hs/pubs/jhsc/index.php>

External parties

Parties and organizations external to the workplace also contribute to workplace health and safety. These include the Ministry of Labour, Training and Skills Development (MLTSD), the Workplace Safety and Insurance Board (WSIB), and the health and safety system partners. The MLTSD's primary role is to set, communicate, and enforce workplace occupational health and safety standards while encouraging greater workplace self-reliance.

As of April 2012, in addition to the enforcement responsibilities noted above, the ministry is also responsible for developing, coordinating and implementing strategies to prevent workplace injuries and illnesses and set standards for health and safety training. Some of the ways that it carries out its prevention mandate include establishing a provincial occupational health and safety strategy, promoting the alignment of prevention activities across all workplace health and safety system partners and working with Ontario's health and safety associations (HSAs) to ensure effective delivery of prevention programs and services.

Provisions for ensuring that your Joint Health and Safety Committee is compliant with the legislation

<https://www.ontario.ca/page/guide-health-and-safety-committees-and-representatives>

Number of trained workers (1 worker rep and one employer rep for managerial functions,)

Minimal 1 trained worker rep and 1 trained manager

Keep updated refresher training every 3 yrs.

Meeting every 3 months

Committee members are required to meet at the workplace at least once every three months [subsection 9(33)]. More frequent meetings may be useful particularly in industries where the work involves hazardous substances or procedures.

Committees must be co-chaired by two members. One of the co-chairs is chosen by the members who represent workers, the other by members who exercise managerial functions [subsection 9(11)]. It is recommended that the chairs alternate the chairing of each meeting.

Agendas for meetings should be prepared by the co-chairs and should be distributed one week in advance of the committee meeting. Agendas are important to the success of the meeting. Agendas ensure that:

1. Members know the date, time and place of the meeting.
2. Every item the committee considers will receive attention.
3. Business will not be side-tracked.
4. Deferred items or business outstanding will be carried forward.
5. Members will have the opportunity to study the items before the meeting.

Members who wish to have items added to the agenda should make such request to the co-chairs.

Effective communication and cooperation (e.g., cooperative problem solving) are crucial factors in a well-functioning JHSC. Members should be encouraged to share their knowledge and experience freely to resolve health and safety issues in the workplace. A sample meeting agenda template is found in [Appendix A](#).

Meeting dates should be established on a pre set schedule or at the conclusion of each committee meeting. This date should be recorded in the minutes of the meeting. A copy of the minutes should be distributed to members a few days after the meeting. The dates of upcoming meetings should also be recorded at the top of each agenda.

The Act does not specify any requirements related to quorums for meetings of committees. As such, the committee can determine its own rules for a quorum at meetings as long as they are consistent with statutory requirements (e.g., members representing both workers and the employer are present). Ideally, both co-chairs should be present at every meeting.

Minutes of each meeting must be recorded and available for review by a Ministry of Labour, Training and Skills Development inspector [subsection 9(22)]. Minutes should contain details of all matters discussed, as well as a full description of issues raised, any action recommended by the committee members and the employer response to the recommendation(s). Minutes should identify members by title and not by name. Members' names should be used only for attendance purposes.

Minutes should be signed by the co-chairs and posted in the workplace within one week of the meeting. A sample template for meeting minutes is found in [Appendix B](#).

Multi-workplace JHSC functions

How do the responsibilities and duties of multi-workplace JHSC members differ from regular JHSC members?

The responsibilities and duties set out in the OHS Act apply equally to multi-workplace JHSC members, with the understanding that any reference to “workplace” refers to each of the individual workplaces covered by the multi-workplace JHSC agreement.

What is the “workplace” with respect to required frequency of JHSC inspections for workplaces with a multi-workplace committee?

Each workplace covered by the multi-workplace JHSC is considered “the workplace” for the purposes of inspection frequency. The existence of a multi-workplace JHSC does not convert multiple workplaces into a single workplace. Inspection frequency is mandated by subsections 9(26) and 9(27) of the OHS Act, which require that the workplace be inspected at least once a month and, if that is not practical, the entire workplace must be inspected at least once a year with at least part of the workplace inspected each month.

Can a multi-workplace JHSC use video conferencing or other technology to help carry out its functions?

Video-conferencing may be an effective way for members of a multi-workplace JHSC to communicate with one another, with other workplace parties, and to reduce some travel costs. It may be a reasonable option for carrying out regular committee meetings. It will be up to the workplace parties to demonstrate that the use of video conferencing or other technology meets the requirements set out in the Terms of Reference.

For more information related to multi-workplace joint health and safety committees please see the [Multi-workplace Joint Health and Safety Committee Guidance](https://www.labour.gov.on.ca/english/hs/pubs/jhsc_multiwork/index.php)
https://www.labour.gov.on.ca/english/hs/pubs/jhsc_multiwork/index.php

See same link for sample templates for meeting agenda and minutes.

Inspections

An annual inspection schedule will be created and dispersed to committee members. The JHSC will attempt to complete monthly inspections of each location but will minimally complete an inspection assessment at each workplace location annually.

Communication

Employees will know where to find all H&S information. The J&H reps will be posted along with minutes and inspection lists and other H&S related information on each workplace's designated H&S board. H& S training will be updated as required.

Each department head will have records of employee training stored appropriately in personnel files and share with manager health and safety rep to enable scheduling of re-certifications. Each department head will be aware of different required training of staff such as working at height or in confined spaces. Each new employee will have initial training and supervision with direct supervisor. Each job description will state the required safety training.

Additional Health and safety training will be identified by the JHSC and provided either through online courses or in person training. Examples might include: Mental Health First Aid, Workplace Bullying and Harassment Procedures, Conflict Management.

<file:///C:/Users/Owner/Documents/Manual%20of%20Duties%20by%20Folder/Health%20and%20Safety%20WP%20OH&S/1957WKS-6-HSWA-providing-information-for-workers.pdf>

Evaluating the Program

The JHSC will evaluate annually the Township of St. Joseph Health and Safety Policy and Program performance by tracking number of meetings held, number of inspections completed at each workplace location, and tracking training requirements being fulfilled.

<https://www.wsps.ca/Information-Resources/Topics/Policies-and-Programs.aspx>

Appendix A: Sample templates for joint health and safety committee agenda

[Name] Joint health and safety committee

Agenda

Date:

Time:

Location:

1. Review of agenda and minutes of previous meeting

2. Old business

- a. List action items from previous minutes
- b. List any approvals and/or responses from Management

3. Incident summary

4. Monthly reports from worker members

- a. Inspections
- b. Audits

5. Policy or program updates

- a. Policy review and/or update
- b. New health and safety programs (e.g., new Risk Management Manual additions, new designated substance assessments or control programs)

6. New business

- a. New items/issues
- b. Ministry of Labour, Training and Skills Development visits (if any)
- c. Policies or programs

7. Annual reviews

- a. Terms of reference (date)
- b. Statistics summary (date)

- c. Training (date)
- d. Committee membership (date)
- e. Designated substances (date)

8. Other business

Contacts:

Worker co-chair:

Management co-chair:

Minutes prepared by:

Appendix B:

Sample template for joint health and safety committee minutes

[Name] Joint health and safety committee

- List date, time and location of meeting

Information about each JHSC members:

- Name
- Work location of member (department, building, room)
- Present or absent for meeting?
- Member category:
 - worker/non-management – if unionized, record name of union)
 - management
- Is member certified?
- Work location (department, building, room)

Information about Guests (if any):

- Name and Title
- Department/trade

Minutes of previous meeting:

(Include a statement to indicate minutes of previous meeting have been read and acknowledged, and to record any corrections if required)

Business arising from minutes:

List discussion items, and describe the following for each:

- Actions taken
- Recommendations
- Who actions were taken by

New business:

List of discussion items similar to the above.

Other business:

Next meeting:

List date, time and location

Signatures:

- Worker Co-Chair, Management Co-Chair

CC:

- Responsible Line Manager/Supervisor
- Department Heads, Union(s), and Safety Bulletin Boards



THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL

From: Sherie Gladu, Office Assistant / Healthy Living
Coordinator

Date: January 19, 2022

Subject: Canada Summer Jobs Program

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding the Canada Summer Jobs Program be received; and

THAT council authorizes staff to apply for funding for 5 Student positions with the Canada Summer Jobs Program

Background:

The Township of St. Joseph applies to the Canada Summer Jobs Program annually to fund youth work experiences that support Parks, Recreation, the Works Department and the Marina. This year 5 positions were identified for the summer operations of the township. One position for Parks and recreation, one position for the Works Department, and three positions to support the Marina.

Financial Implications:

This program pays up to 75% of the provincial minimum wage. Participants will work a minimum of 12 hours per week for a period of six to twenty-three weeks. The hours of work will not exceed 40 hours per week. In the past the township has typically been funded for four students for 8 weeks each.

Options:

Council may approve staff to apply for funding for 5 student positions, or may defer or deny the request to apply for this funding.

Sherie Gladu, Healthy Living Coordinator / Office Assistant

THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL



From: Sherie Gladu, Office Assistant / Healthy Living Coordinator

Date: January 19, 2022

Subject: Children's Library Chimney Cause of Separation Investigation

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Office Assistant/Health Living Coordinator regarding a cause of separation investigation and engineering for the Richards Landing Children's Library chimney be received; and

That Council authorizes staff to contract Tulloch Engineering to do the work noted in the report.

Background:

The structural review of the Children's Library foundation and building envelope was received in August of 2020. It indicated immediate attention is needed to certain areas of the building. As the retaining wall was also in disrepair, and the MTO committed to repairing it in 2021, renovations were put on hold. The MTO will have completed the retaining wall in spring 2022, with the majority of work being completed fall 2021.

The 2020 Kresin report indicated we should either rehabilitate or remove the stone chimney. The report did not indicate the cause of failure or potential for further movement, but gave options for flash and repoint, partial removal or complete removal and building envelope repair. The Children's Library Board has indicated the remove option is not preferred, as the chimney is a character element of the heritage building.

A stonemasonry company would not be able to suggest an option for remediation without evidence of either a stable foundation or evidence of continuing movement.

Tulloch Engineering has suggested the following:

- Either the chimney has canted outward over time, or the dwelling has moved relative to the chimney. Chimney movement is most likely. If the building was moving, expect to hear about new interior cracks, sticking windows and doors, new creaks and squeaks;
- The chimney foundation can quickly be inspected to determine if it was cast monolithically with the building's foundation wall, or if it was constructed after a fact;
- Cracking and separation of the chimney foundation from the south foundation wall should be apparent. Expect to either see cracks at the seam between the two foundations, or (worst-case) diagonal cracking of the chimney foundation itself, indicating a failure;
- Any cracks of the chimney foundation can be gauged and monitored monthly from January to June to check for seasonal variation;

- A crack monitoring gauge may be installed at a height between chimney and dwelling wall. This will give a displacement that can be converted to an angular rate of change. Monitoring this measurement may help determine if the chimney is in fact stable in its current state, or if toppling is imminent. Frequency of monitoring would depend on the initial readings.

All the above should help to inform a decision between:

1. "Do nothing" option. Repair and reconstitute a broader flashing between chimney and wall to make the gap weathertight;
2. "Heritage" option. Remove chimney and foundation, salvage masonry. Design and cast new chimney foundation on compact engineered fill, dowelled into south foundation wall if possible. Reconstruct chimney with original masonry units;
3. "Replace" option. Remove chimney/foundation and replace with new foundation and chimney of modern materials;
4. "Remove" option. Remove chimney and foundation, make good south foundation wall and reconstitute siding, eaves, etc. on south wall.

Summary Options: Tulloch has indicated that this work can be done for a budget of under \$1,000 plus HST and provide the Township with the evidence needed to support next steps. Council may approve staff to authorize the work, suggest alternatives, suggest amendments to the scope of work, or defer.



Sherie Gladu, Office Assistant / Healthy Living Coordinator

July 10, 2020
KEC Ref. 2041
Delivered via email (stjoeadmin@bellnet.ca)

Attention: Carol Trainor, Clerk-Administrator

The Township of St. Joseph
P.O. Box 187, 1669 Arthur Street
Richards Landing, ON
P0R 1J0



RE: Richards Landing Children's Library – Foundation Structural Investigation (RFP 20-02)

Dear Ms. Trainor:

Kresin Engineering Corporation (KEC) is pleased to provide this letter report presenting the findings of our recent visual inspection of the Richards Landing Children's Library building.

Introduction

In June of 2020, the Township of St. Joseph (Township) retained KEC to carry out an investigation at the Richard's Landing Children's Library. The library is located at 1223 Richards Street and according to available information, the structure was built in 1942.

The Township specifically requested that the investigation include a review of the following:

- a) The building foundation,
- b) The porch foundation, and
- c) The stone chimney.

The purpose of the inspection and this reporting letter is to provide opinion and advice on the items listed above, as well as on the property in general from a structural engineering perspective. Although some comments in this letter may refer to items beyond the scope, a detailed review of building mechanical, electrical, accessibility, environmental and other systems was not completed.

Site Visits

KEC carried out two site visits to the library, first on May 15, and again on June 17, 2020. During the site visits, the building was visually inspected and photographed, measurements were taken and observations documented.

The inspections were non-destructive in nature and limited to accessible areas. The structure interior and exterior were viewed from ground/floor level. The crawlspace under the main building was not entered due to extremely tight clearance – this area should be considered a confined space and accessed in accordance with applicable safety regulations.

Observations

During the site visits, the following general observations were made (photos are attached at the end of the report):

Exterior

1. The library is a wood frame building with a gable style asphalt shingled roof and cedar shake siding. (Photos 1 and 2)
2. A shed style roof over the single storey rear portion of the building is fitted with galvanized steel sheet roofing. (Photo 3)
3. The building faces east, fronting on Richards Street (Highway 548).
4. The building consists of an original, two storey portion, (approximately 5m by 9m) as well as a single storey addition (approximately 5m by 7m) on the south side and a single storey addition (approximately 4.5m by 3.5m) on the rear. A sketch of the building layout is shown in Figure 1 below.
5. A covered porch is attached to the front of the original structure.
6. The building's main entrance is somewhat higher than Richards Street, accessed by a cast in-place concrete stair from street level to the porch. Cast in-place concrete retaining walls are integral with the stair installation.
7. In addition to the cast concrete stairs and retaining walls, an interlocking block retaining wall, of varying height, is constructed along the back of the sidewalk. The interlocking block retaining wall is showing signs of settlement. (Photo 4)
8. A large stone chimney is on the south end of the south addition.
9. The building is fitted with rain gutters and downspouts. The majority of the downspouts outlet adjacent to the building.
10. The rear yard grading appears higher than the building floor level and sloped towards the building. (Photo 5)
11. There is a separation apparent between the stone chimney and the building wall. The gap widens towards the top. (Photo 6)
12. A fibreglass oil tank is located at the rear of the building.
13. Minor cracking of the concrete foundation was observed.

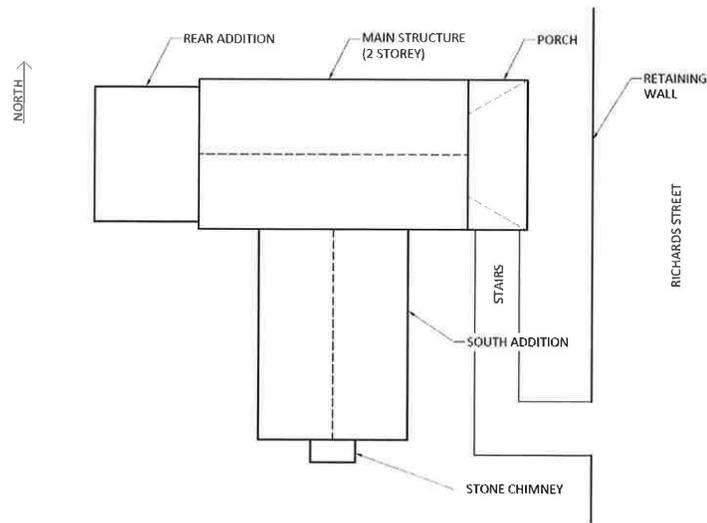


Figure 1: Building Layout

Interior

1. There is a basement under the south side addition, which houses an oil fired furnace, an electric tank-type water heater and provides storage area.
2. At the time of the site visits the basement was occupied by stored goods, obscuring much of the walls and floor.
3. There were signs of rodents in the basement (mouse droppings).
4. The basement is unfinished, with heating ducts hung from the floor framing above.
5. The oil furnace exhausts through a stainless steel chimney which has been routed through a former window opening.
6. The crawl space under the two storey portion of the building is accessible for limited viewing only, through a small opening in the basement wall. The majority of the crawl space was not viewable. (Photo X)
7. The main floor and upper floor are finished.
8. The floors have obvious slopes in various areas.

Discussion

Building Foundation

The building foundation is a combination of mortared stone and cast in-place concrete. It appears that the original building was constructed on a mortared stone foundation, which has been encased in concrete. The mortared stone is visible on the building foundation when viewed from beneath the porch floor.

The single storey south addition is constructed on a cast in-place concrete foundation/basement. This portion of the foundation is also cracked in various locations, possibly due to minor settlement and there also appears to be cracks at construction cold joints. (Photo 7)

Overall, although some cracks in the concrete are visible, they do not appear to be recent as a number of them were observed to have been painted over.

Porch Foundation

The porch foundation was viewed from the exterior as well as the interior. The interior of the porch foundation was accessed via an existing access cut into the porch floor. (Photo 8)

The foundation beneath the front porch is cast in-place concrete and presumably is part of the original construction. This portion of the foundation is partially constructed over a large boulder, which was likely too massive to move with available equipment/resources at the time. A crack in the concrete at the top of the boulder does not exhibit any signs of recent movement.

Anchor bolts for a previous staircase were noted on the street side of the porch.

Stone Chimney

The stone chimney on the south side of the building is founded on a cast in-place concrete foundation and houses flues from both the basement and the main floor. At the time of the inspections the flues were not in use. The oil fired furnace exhausts through a separate stainless steel vent.

There is a noticeable separation between the stone chimney and the wall of the building. The chimney appears to be tight to the building near the base, with the gap widening towards the roof. At the soffit, the separation is approximately 50mm wide and the wall sheeting is clearly visible. There is also a gap at the rooftop which has been previously caulked; the caulking appears to have pulled apart and there is currently an open gap at the rooftop as well which provides a pathway for water ingress.

There are visible cracks in the mortar as well as areas where the stones and mortar have separated near the base of the chimney, indicating some movement following construction. Previous mortar repairs are evident near the base and historical repairs are apparent above the roof line. Above the roof, two steel cables are wrapped around the chimney and the mortar has been repaired. (Photo 9)

The cause of the separation between the building and the chimney is not definitively apparent and may be a combination of factors including: settlement of the chimney foundation, deflection of the building framing and deflection of the chimney itself. The separation has compromised the building envelope and provides opportunities for water ingress, heat loss, un-controlled air movement, etc. The envelope failure may lead to more severe deterioration of the structure, as well as possibly contribute to mold growth.

It is apparent that the chimney is in a state of structural compromise and remediation options should be considered. Since the chimney is not serving any functional purpose, removal should also be considered.

Yard

The interlocking block retaining wall along the street side of the property is showing signs of failure; it is leaning towards the sidewalk. However, the concrete retaining walls surrounding the stairs and the stairs themselves appear sound.

Grading at the rear yard is sloped towards the building, directing surface water flows to the wall. This has caused severe degradation of the siding, wall sheathing and likely the structure. Grading improvements are needed in this area to ensure that water is kept away from the building.

Building Exterior

The building generally appears in need of maintenance; the siding is showing signs of rot in certain areas and requires new paint. Deterioration of the cedar shake siding is especially apparent along roof/wall interfaces, as well as near the base of the walls (Photos 10, 11). The siding also seems to have suffered damage possibly from woodpeckers.

The window frames and casings at the rear of the building are in need of re-painting. It was also noted that the frame around the rear door is not painted.

The roofing, soffit and fascia appear in good condition.

There is a window on the west side of the main floor which has been covered over on the interior.

Building Interior

Throughout the building interior, it was observed that the floors are sagged in some locations, however there were no indications of severe settlement or structural compromise. Generally the interior is as expected for an 80 year old wood frame house. There was no obvious signs of damage due to water intrusion.

Basement

Inspection of the un-finished basement was partially obscured due to the presence of stored materials.

A crack in the concrete foundation wall is clearly visible near the bottom of the stairs. This appears to be a construction joint or seam that occurred when the foundation was built. The wall in this area has been painted sometime after the crack formed (there is paint inside the crack), therefore it is not likely a result of recent movement. Signs of water intrusion through the crack were visible along the south wall.

There is a submersible sump pump located in the southeast corner of the basement. The sump was dry. The pump outlets through the wall and discharges adjacent to the building. There were also signs of water intrusion through cracks/joints near the sump pump.

A window on the street side of the basement has been removed and the opening modified to accommodate the furnace chimney. An assumed coal chute on the west side of the building has been boarded over.

In the north end of the basement, a portion of the original foundation wall has been broken out to facilitate access beneath the main floor for heating ducts and electrical wiring (Photo 12). The opening was stuffed with fibreglass batt insulation at the time of the inspection; in order to view beneath the main floor, the batts were removed. The access point was not sufficient to allow entry into the crawl space for detailed viewing.

Conclusions

The Richard's Landing Children's Library is housed in a building which is approximately 80 years old and appears to be in need of maintenance in many areas.

The cracks in the building and porch foundations, as observed at the time of the site visits, do not pose a concern to the structural stability of the building.

The gap between the stone chimney and the building has compromised the building envelope, and the chimney is in a deteriorated state. Previous repairs to the chimney have likely extended its life to present; however further rehabilitation is required.

The interlocking block retaining wall along the sidewalk is failing and requires remediation.

The year yard grading needs to be adjusted and the roof downspouts need to be extended in order to improve surface drainage.

Much of the cedar siding is in need of replacement.

The porch posts, decking and framing are exhibiting signs of decay and require rehabilitation or reconstruction.

Recommendations

The following recommendations are presented for your consideration:

1. Remove or rehabilitate the stone chimney. The chimney is not needed for any functional purpose and can possibly be removed and terminated with a waterproof closure at the top of its foundation. If the chimney is retained for esthetic/appearance purposes it is recommended to retain an experienced stone mason to re-point mortar joints where necessary, properly abandon the flues and affix a permanent waterproof closure at the top. Recommended budget: [REDACTED]
2. Reconstruct the interlocking block retaining wall. The wall is failing and needs to be reconstructed by an experienced contractor. The reconstruction should include complete excavation and dismantling of the existing wall, and reconstruction in accordance with manufacturer's recommendations or an engineer's design. Recommended budget for the above is [REDACTED]. When the wall is dismantled, the owner should consider installation of

a storm sewer connection to accommodate roof/yard drainage and sump pump discharge.

3. Yard grading improvements. Re-grade the rear yard to promote surface water drainage away from the structure. This will require excavation and landscape restoration, as well as possibly the installation of piped underground drainage. In connection with this work, roof downspouts should be extended and/or directed away from the building.
4. Renew the siding. The cedar siding is in a deteriorated state and is no longer providing adequate protection to the building. It is recommended to remove the siding and install a new system, including building wrap, flashings, door and window capping, etc. The wide variety of available siding types precludes a definitive budget estimate; options can include new cedar shakes, vinyl, manufactured stone, some combination of these, or one of many other alternatives. Special attention should be taken to eliminate any openings which can allow pests to enter, including properly sealing the basement window and the former coal chute.
5. Renew the porch. Portions of the porch construction are showing signs of deterioration. An experienced contractor should be retained to investigate the extent of damage, (which will require partial disassembly in order to view concealed areas) and to fashion repairs. Depending on the condition, total or partial reconstruction of the porch may be a required. Recommended budget: [REDACTED] This work should be coordinated with renewing the siding.
6. Basement crack sealing. Some cracks in the basement show signs of water intrusion. It is likely that the work described in item 3 above will reduce or eliminate this; however the cracks should be sealed to avoid pest entry and air movement. It is recommended that the cracks be injected with polyurethane. Recommended budget: [REDACTED]
7. Continue monitoring the building. As with any built structure, routine maintenance is required to reduce deterioration and extend the serviceable life. It is recommended that the owner regularly review the building for any changes, damage, etc. and address them appropriately. If any conditions arise which cause concern, a qualified engineer should be retained to investigate and comment.

Limitations

This report has been developed based on the observations made during the site visits. It is recognized that some portions of the structure may have been obscured or inaccessible at those times, and that the recommendations may change if additional observations are made. Should the owner become aware of any changed conditions, they shall advise KEC immediately so that the recommendations can be reviewed and possibly updated.

This report is not intended to provide comments on building mechanical, electrical, or plumbing systems, nor is it intended to address environmental conditions.

Closure

We trust that the above adequately describes our findings and recommendations.

Kresin Engineering Corporation is available to assist with implementation of the recommendations and we would be happy to meet with representatives of the owner to discuss the contents of this report, as well as the next steps needed to move forward with implementing improvements.

Should you have any questions or require clarification, please call.

Thank you.

Yours Very Truly,
Kresin Engineering Corporation



Michael Kresin, P. Eng.
Consulting Engineer
2041 mk ltr report.docx





Photo 1: Building viewed from street. East elevation.



Photo 2: Building viewed from street. North elevation



Photo 3: Rear addition.



Photo 4: Interlocking block retaining wall.



Photo 9: Top of stone chimney. Note lack of rain cap and steel cable wrap.



Photo 10: Roof wall interface at rear of south addition. Note siding deteriorated.



Photo 11: Typical condition of siding near foundation level.



Photo 12: Opening from basement to crawlspace.



Township of St. Joseph	
Report To Council	
FROM:	Amanda Richardson, Clerk Administrator
DATE:	January 19, 2022
SUBJECT:	RFQ Release - for Civil engineering services related to the Richards Landing Marina Revitalization and Expansion Project

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the release a Request for Quotation (RFQ) for civil engineering services related to the Richards Landing Marina Revitalization and Expansion Project be received, and

That staff be authorized release the RFQ pending approval of funding applications

Background

Funding applications to Provincial and Federal Government programs have been submitted. Engineering Services will be required to oversee the project through its entirety. For the project to start as early as possible in Spring 2022, staff recommends that the RFQ be released now so that applicants can submit and be awarded the contract in a timely manner once all funding sources have been approved/secured.

Staff will release the RFQ with a deadline of February 7th and will report back to Council with applicants received for this stage of the process. Council can decide at that time if they wish to proceed based on the status of funding applications.

Financial Implications

There is no financial impact to the municipality as a result of this report.

Summary

Council may approve the recommendation as presented or consider other options.

Amanda Richardson, Clerk Administrator

THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL



From: Sherie Gladu, Office Assistant / Healthy Living Coordinator

Date: Jan 19, 2022

Subject: Application to Reconnect Ontario 2022 and Northern Ontario Heritage Fund for Go North Music Festival

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding Application to Reconnect Ontario 2022 and the Northern Ontario Heritage Fund, Northern Event Partnership Program, for the Go North Music Festival be received; and

That Council authorizes staff to apply for the Reconnect Ontario 2022 funding from the Ministry of Heritage, Sport, Tourism and Culture Industries and the Northern Ontario Heritage Fund Northern Event Partnership Program for the 2022 Go North Music Festival; and

That Council commits to funding any deficits for the Go North Music Festival from the Events Reserve if funding requests are declined by either or both agencies.

Background:

The Go North Music Festival is eligible for funding from two granting agencies which may cover up to 70% of eligible expenses for the 2022 festival.

Reconnect Ontario 2022 funding:

The Office Assistant / Healthy Living Coordinator will prepare an application for the Reconnect Ontario 2022 funding from the Ministry of Heritage, Sport, Tourism and Culture Industries for the 2022 Go North Festival. If successful, this Grant will be used to fund a number of elements of the Go North Music Festival from performances, production, contracted services and portions of marketing. The grant will be used to support the expansion and sustainability of the Go North music Festival. The Reconnect Ontario 2022 fund supports events that positively impact the community and region through tourism and supporting the local economy, as well as helping to promote Ontario as a premiere tourism destination more broadly.

This grant is based on a percentage split. The Grant will cover 50% of eligible items associated with the Go North Music Festival Budget. Eligible items from the expense budget total \$40,130. Reconnect Ontario 2022 will fund \$20,065 if successful.

The actual grant amount may change based on eligibility to stack with other grants such as the NOHFC.

The grant application is due Feb. 2, 2022.

Northern Ontario Heritage Fund Grant Application:

The Office Assistant / Healthy Living Coordinator will prepare an application for the Northern Ontario Heritage Fund, Northern Event Partnership Program grant. If successful, this Grant will be used to fund a number of elements of the Go North Music Festival from performances, production, advertising and materials. The grant will be used to support the expansion and sustainability of the Go North music Festival. The NOHFC awards Northern Event Partnership grants to support events that positively impact the community through tourism and supporting the local economy.

This grant is based on a percentage split. The contribution required by The Township of St. Joseph is 70% of the complete budget. The amount requested from the NOHFC for The Go North Music Festival is applying will represent 30% of eligible costs or \$12,039.

The grant application is due March 18th.

Options:

Council may approve the submission of the Reconnect Ontario 2022 and NOHFC Events Partnership applications, or may suggest amendments.



Sherie Gladu, Office Assistant / Healthy Living Coordinator



THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL

From: Sherie Gladu, Office Assistant / Healthy Living
Coordinator
Date: Jan. 19, 2022
Subject: Go North Music Festival 2022 Budget

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding Go North Festival Budget and Fees be received: and

That Council approves the Richards Landing Arts and Cultural Events Committee draft budget for the Go North Music Festival 2022 as outlined in the report

Background:

- The Richards Landing Arts and Cultural Events Committee is in the process of planning the fourth annual Go North Music Festival at the Centennial Grounds.
- There are funding opportunities available that would support festival costs that Staff are preparing to apply for. These applications will require an approved budget for the 2022 festival.
- The draft budget (attached) includes projected expenses and revenue based on experience from the first three years of the festival. Three ticket sale forecasts are calculated, one for 400 tickets, one for 475 and one for 550.
- Budgets for Contracted Services and Materials and supplies have been increased due to both increased costs to hire talent and additional materials and supplies needed to support COVID health and safety and security. Projected grant revenue is included in the draft budget.
- Due to COVID, the Festival was cancelled in 2020 and 2021, and the Committee is recommending that the 2022 return of the festival include the planned expansion to the Friday night (originally intended for 2020).
- Ticket/Camping fee structure (HST included) for the festival will remain as intended in 2020, as follows:
 - Early Bird Tickets \$30, Advance Tickets \$40, Door Tickets \$50, student pricing, ages 13-18 \$15 (children 12 and under are free), Tent Camping \$20, Trailer Camping \$30.
- Vendor fees remain the same as in previous years, as follows:
 - Artisan Vendor Booth fee \$50 +HST, Food Vendor (no booth, such as a food truck) \$100 +HST, Food Vendor Booth \$150 +HST. (Booth equipment owners have previously been made aware that booths containing their equipment will be rented for this festival annually.)
- The fees are for this event only and are not included in the fees and charges by-law.
- The ticket and vending prices are in line with similar music festival events in Northern Ontario.

- The sale of a minimum of 400 tickets (broken down through all categories based on previous years' data) will allow the festival to cover all expenses (Any deficit will be covered by the Events reserve.) Grant amounts received may alter revenue amounts.

Options:

Council may approve the draft budget and recommended fees as presented, or may suggest amendments to the budget and/or proposed fee structure; or defer a decision pending receipt of additional information.



Sherie Gladu, Office Assistant / Healthy Living Coordinator

Go North Festival Draft Income/Expenses 2022	HST Recovered included								
	2017 Actual	2018 Actual	2019 Actual	2020 Proposed/Can celled	2020 Actual	2021 Proposed/ cancelled	2022 Proposed	2022 Proposed	2022 Proposed
Revenue	Actual (326)	380 tix	401 tix	450 tix		450 tix	At 400tix	At 475tix	At 550tix
Ticket sales	\$ 12,621.30	\$ 14,259.91	\$ 15,155.85	\$ 17,146.00	590	\$ 17,146.00	\$ 15,116.00	\$ 17,950.00	\$20,645.00
Concessions and Merch	\$ 4,437.82	\$ 5,958.28	\$ 4,548.61	\$ 5,670.00		5670	\$ 5,950.00	\$ 7,065.00	\$ 7,720.00
Booth Rentals	\$ 1,250.00	\$ 892.74	\$ 1,163.71	\$ 1,200.00		1200	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Grants		\$ 2,000.00	\$ 9,560.00	\$ 2,000.00		6500	\$ 20,065.00	\$ 20,065.00	\$20,065.00
Cash Sponsorships	\$ 3,900.00	\$ 3,879.41	\$ 2,000.00	\$ 5,000.00		5000	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Total Revenue	\$ 22,209.12	\$ 26,990.34	\$ 32,428.17	\$ 31,016.00	1831.29	\$ 35,516.00	\$ 46,331.00	\$ 50,280.00	\$53,630.00
Expenses									
Advertising and Publishing	\$ 4,501.44	\$ 9,120.84	\$ 3,933.99	\$ 3,520.00		2520	\$ 3,320.00	\$ 3,320.00	\$ 3,320.00
Materials and Supplies	\$ 3,814.71	\$ 4,333.20	\$ 5,437.37	\$ 5,100.00		6100	\$ 9,950.00	\$ 9,950.00	\$ 9,950.00
Contracted Services (artist fees \$14,500)	\$ 21,096.94	\$ 29,712.82	\$ 19,004.75	\$ 21,970.00		21370	\$ 32,960.00	\$ 32,960.00	\$32,960.00
Total	\$ 29,413.09	\$ 43,166.86	\$ 28,376.11	\$ 30,590.00	1912.23	29990	\$ 46,230.00	\$ 46,230.00	\$46,230.00
Profit / Loss	\$ 7,203.97	\$ 16,176.52	\$ 4,052.06	\$ 426.00	\$ (80.94)	5526	\$101.00	\$4,050.00	\$ 7,400.00



Township of St. Joseph	
Report To Council	
FROM:	Amanda Richardson, Clerk Administrator
DATE:	January 19, 2022
SUBJECT:	ADSAB Additional Funding Agreement – Dr. Harold S Trefry Memorial Centre Outreach Program

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the release of additional funding under the Algoma District Services Administration Board (ADSAB)'s Social Services Relief Fund be received, and

That the Mayor and Clerk Administrator be authorized to enter into an agreement to extend the current pilot project.

Background

The ADSAB has approved this fourth and final round of funding to extend the length of the pilot project running out of the Dr. H.S. Trefry Memorial Centre. This funding will go towards staffing and other costs of running the PSW program in the Central Algoma area and will allow the term of the project to extend in hopes that a long-term funding source can be secured.

Financial Implications

The amount of approved funding is \$98,347.00

Summary

Council may approve the recommendation as presented or consider other options.

Amanda Richardson, Clerk Administrator



Township of St. Joseph REPORT TO COUNCIL

FROM:	Amanda Richardson, Clerk Administrator
DATE:	January 19th, 2022
SUBJECT:	Senior's Services Request for Application for Community Support Services Baseline Funding
RECOMMENDATION:	BE IT RESOLVED THAT the report from the Clerk Administrator regarding a proposal submission for funding under the Ministry of Health's Request for Proposal for baseline funding to expand services through the Dr. H.S. Memorial Trefry Centre be received, and That Council authorizes staff to submit a proposal to Ontario Health North for consideration.

Background

Ontario Health has received correspondence from the Ministry of Health (MOH) announcing new base funding and Ontario Health North is moving forward with a Request for Proposal process, inviting Health Service Providers in the Northeast to submit requests for base and/or one-time funding. The new base funding is focussed on continuation and expansion of community support services.

Ontario Health North will utilize considerations below when reviewing funding requests:

- Regional equity and need to support care access and service continuity.
- Continuation of services funded in previous years.
- Increased demand.
- Opportunities for expansion of services based on analysis of need and capacity.

Additionally, these key priorities identified by Ontario Health North will support decision making process.

- Staffing / administrative supports
- Assisted living high risk seniors
- Development and/or expansion of Innovative Models of Care, such as Neighbourhood Model, Caregiver direct funded respite services,
- Meals on Wheels
- **Respite Services, including Adult Day Program, Caregiver**
- Transportation.

Staff is recommending that an application/proposal be submitted for additional baseline funding for the Day Out Program. The standard operational guidelines for the day out program identified a need for a 1 to 5 ratio for staff vs clients. The current client numbers support having 2 Day Out Leaders. Home and Community Care are requiring clients to access community-based programs before qualifying for respite in their homes. This has increased client numbers significantly. The application would be for an annual amount of \$ 40,000.00 which would cover a second Day Out Leader for 22.5 hours per week, as well as cover cooks' wages to for Day Out program meal preparation.

Amanda Richardson
Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022 – 02

**A BY-LAW AUTHORIZING THE BORROWING AND
PLEDGING OF SECURITIES FOR THE MUNICIPALITY**

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 The Township of St. Joseph deems it necessary to borrow money from time to time upon the credit of the Municipality by obtaining loans or advances or otherwise;

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

1. THAT the Directors and Officers of the Municipality may issue, sell or pledge securities of the Township including bonds, debentures, debenture stock, for such sums, on such terms and at such prices as they may deem expedient.
2. THAT the Officers of the Municipality give a guarantee on behalf of the Company to secure the performance of an obligation of any person.
3. THAT the Officers of the Municipality may from time to time assign, transfer, convey, hypothecate, mortgage, pledge, charge or give security in any manner upon all or any of the real or personal, moveable or immovable property rights, powers, choses in action, or other assets, present or future, of the Municipality to secure any such securities or other securities of the Municipality or any money borrowed or to be borrowed or any obligations or liabilities as aforesaid or otherwise of the Municipality heretofore, now or hereafter made or incurred directly or indirectly or otherwise.
4. THAT any or all of the foregoing powers may, from time to time be delegated by the Officers to any one or more of the Officers of the Municipality.
5. THAT 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.
6. THAT this By-law shall remain in force and be binding upon the Municipality as regards any person acting upon the faith of a copy of this By-law certified by the Clerk of the Municipality until such person has received written notification from the company that this By-law has been repealed or replaced.

7. THAT any by-law or portion thereof previously approved by Council which conflicts with this By-law shall be hereby repealed.
8. THAT this By-law shall take effect on the day of passing.

READ FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this January nineteenth, 2022.

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022 - 02

**A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY
FOR THE YEAR 2022**

WHEREAS Section 317(1) of the Municipal Act, 2001, as amended, provides that a local municipality may, before the adoption of the estimates for the year, pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes; and

WHEREAS the Council of the Corporation of The Township of St. Joseph deems it desirous and expedient to impose an interim levy for the year 2022; and

NOWTHEREFORE the Council of the Corporation of The Township of St. Joseph enacts as follows:

1. Interim tax levies for the year 2022 shall be imposed and levied on the whole of the assessment for real property in all property classes, according to the last revised assessment roll, an amount equal to 50 per cent of the sum that would be produced by applying the total 2021 tax rate for the subject property class.
2. Notwithstanding the provisions of Section 1 of this By-law, the amount levied on a property shall not exceed 50 percent of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
3. The 2022 interim tax levy shall become due and payable on February 28, 2022.
4. Any interim tax levy, or portion thereof, which is in default with the stated due date shall be subject to a penalty charge of 1¼% on the first day of default and on the first day of each month thereafter in the current year unless sooner paid.
5. All taxes remaining unpaid after the end of the current year shall have interest added at the rate of 1¼% per month, for each month or fraction thereof in which the arrears continue.
6. Taxes are payable to The Township of St. Joseph Municipal Office at Richards Landing, Ontario and payment shall only be accepted in CANADIAN FUNDS.

READ FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this January nineteenth, 2022.

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022 - 04

**A BY-LAW TO PROVIDE REMUNERATION FOR MEMBERS
OF COUNCIL, AND TO REPEAL BY-LAW 2021 - 13**

WHEREAS the *Municipal Act*, 2001, as amended, provides that the Council of a municipality may by By-law provide for remuneration and payment therefore for its officers; and

WHEREAS the Council of the Corporation of The Township of St. Joseph passed By-law 2021-13 on the seventh day of April 2021 approving the rate of Remuneration for Members of Council; and

WHEREAS Council now deems it desirous and expedient to amend the rate of Remuneration;

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

1. Effective January 1, 2022; Remuneration shall be provided as follows:
 - a) Head of Council (Mayor) \$604.44 per month;
 - b) Councillors \$403.40 per month.
2. Members of Council authorized to miss time from employment in order to represent Council at formal functions, meetings, seminars, conventions etc, shall be eligible for reimbursement for lost wages of \$16.40 per hour to a maximum of \$131.00 per diem.
3. The remuneration provided for in this By-law shall be paid by the Treasurer of the Corporation from the funds provided by the Council.
4. The Treasurer shall on or before the 31st day of March in each year submit to the Council an itemized statement of remuneration and expenses paid to each member of Council in respect of their services as a member of Council.
5. Any By-law or part of a By-law conflicting with this By-law be hereby repealed.

**READ FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY
PASSED** this January nineteenth, 2022.

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator

CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022 - 04

A BY-LAW TO ESTABLISH TAX RATIOS FOR THE YEAR 2022

WHEREAS, the Council of The Township of St Joseph is required to pass a Bylaw to establish tax ratios for 2020 pursuant to Section 308 of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended; and

WHEREAS the Council of the Corporation of The Township of St. Joseph deems it desirous and expedient to establish tax ratios for The Township of St. Joseph for the year 2022;

NOW THEREFORE BE IT ENACTED:

1. The tax ratios for property classes in The Township of St. Joseph for the year 2022 shall be as follows:

Residential/Farm	-	1.0
Multi-Residential	-	1.0
Commercial	-	1.1
Industrial	-	1.1
Landfill	-	1.1
Farm Land	-	0.25
Managed Forest	-	0.25

READ FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this January nineteenth, 2022.

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022-06

A By-law authorizing the Mayor and the Clerk to execute a Municipal Funding Agreement for Marina Revitalization and Expansion between The Township of St. Joseph and FedNor.

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 The Township of St. Joseph wishes to enter into Agreement with FedNor in order to participate in FedNor's Northern Ontario Development Program – Tourism Relief Fund (TRF), with the fund administration to be carried out by FedNor under the Agreement;

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

1. THAT the Mayor and the Clerk be hereby authorized to execute a Municipal Funding Agreement between the Federal Economic Development Agency for Northern Ontario (FedNor) and The Township of St. Joseph.
2. THAT any by-law or portion thereof previously approved by Council which conflicts with this By-law shall be hereby repealed.
3. 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.
4. THAT this By-law shall take effect on the day of passing.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open Council on January 19th, 2022

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022-07

A By-law authorizing the Mayor and the Clerk to execute a Municipal Funding Agreement for The Dr. H.S. Trefry Memorial Centre Outreach Program between The Township of St. Joseph and the Algoma District Services Administration Board (ADSAB).

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 The Township of St. Joseph wishes to enter into Agreement with ADSAB in order to continue to participate in ADSAB's Social Services Relief Fund, with the fund administration to be carried out by ADSAB under the Agreement;

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

1. THAT the Mayor and the Clerk be hereby authorized to execute a Municipal Funding Agreement between the Algoma District Services Administration Board (ADSAB) and The Township of St. Joseph.
2. THAT any by-law or portion thereof previously approved by Council which conflicts with this By-law shall be hereby repealed.
3. 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.
4. THAT this By-law shall take effect on the day of passing.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open Council on January 19th, 2022

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022-08

A By-law to Establish an Emergency Management Program Committee and appoint a Chair.

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 11 of O. Reg. 2800/04 requires that this Committee must be comprised of the CEMC and a senior staff member; any additional members would be optional; and

WHEREAS Council passed By-law 2011-03 to establish Committees, Terms of Reference and to confirm appointments to Boards and Committees of Council, in accordance with the *Municipal Act*, 2001 and other statutes as required;

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

1. THAT the Council of The Township of St. Joseph does hereby establish an Emergency Management Program Committee which shall be comprised of two (2) members being the Community Emergency Management Coordinator (CEMC) and the Clerk Administrator, and other members which may be appointed as Council sees fit to establish.
2. THAT Clerk Administrator Amanda Richardson be appointed as Chair of the Emergency Management Program Committee.
3. THAT the Fire Chief be named as an alternate member of the C.E.P.M Committee.
4. That appointments to the Emergency Management Program Committee shall remain in place until a member provides notice of resignation or withdrawal, or until the next term of Council, whichever comes first.
5. THAT this By-law shall take effect on the day of passing.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open Council on January 19th, 2022.

Jody Wildman, Mayor

Amanda Richardson, Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022-09

A By-law for the care, maintenance, management and operation of the St. Joseph Township Cemetery; and to repeal By-law 779.

TABLE OF CONTENTS

Section A:	DEFINITIONS
Section B:	GENERAL INFORMATION
Section C:	SALE AND TRANSFER OF INTERMENT RIGHTS
Section D:	BURIAL OF CREMATED REMAINS
Section E:	MEMORIALIZATION
Section F:	CARE AND PLANTING
Section G:	OUTLINING ITEMS THAT ARE PROHIBITED AND PERMITTED
Section H:	CONTRACTOR/MONUMENT DEALER BY-LAWS

These by-laws are the rules and regulations that govern The Township of St. Joseph Cemetery and have been approved by the Registrar, *Funeral, Burial and Cremation Services Act, 2002* (FBCSA), Bereavement Authority of Ontario (BAO).

A. **DEFINITIONS**

Burial/Interment: The opening of a lot and then the placing of dead human remains or cremated human remains in that lot, followed by closing the lot. The lot may be a grave in the ground.

By-laws: The rules and regulations under which the Cemetery and/or Crematorium operates.

Care and Maintenance Fund: It is a requirement under the FBCSA and O. Reg. 30/11 and 184/12 that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment rights sold, transferred, assigned or permitted; and prescribed amounts for monuments and markers, is contributed into the care and maintenance fund. Interest earned from this fund is used to provide care and maintenance of lots, markers and monuments at the cemetery.

Caretaker: means the contractor hired by the Board to maintain the cemetery.

Cemetery Office: means The Township of St. Joseph Administrative Office

Cemetery Operator: means The Township of St. Joseph

Contract: For purposes of these by-laws, all purchasers of interment rights, or other cemetery supplies and services must receive a copy of the contract they and the cemetery operator have signed detailing the obligations of both parties, and acknowledging receipt and acceptance of the cemetery by-laws, a copy of the Consumer Information Guide and the Price List.

Corner Posts: Shall mean any stone or other land markers set flush with the surface of the ground and used to indicate the location of a lot or plot.

Grave: (Also known as a Lot or a Plot when more than one lot) means any inground burial space intended for the interment of a child, adult or cremated human remains.

Interment Right: The right to require or direct the interment of human remains or cremated human remains in a grave, or lot and to authorize the installation of a monument or marker.

Interment Rights Certificate: The document issued by the cemetery operator to the purchaser once the interment rights to a specific lot have been paid in full, identifying ownership and authority over those specific interment rights.

Interment Rights Holder: The person(s) authorized or entitled to inter human remains in a specified lot. They may be the person named in the Interment Rights Certificate or such other person to whom the rights have been assigned.

Lot: For the purposes of these By-Laws a lot is a single grave space.

Marker: Shall mean any permanent memorial structure – monument, plaque, headstone, cornerstone or other structure or ornament affixed or intended to be affixed to a burial lot that may be used to indicate the location of a burial.

Plot: For the purposes of these by-laws, a plot means two or more lots in respect of which the rights to inter have been sold as a unit.

Non Resident: means a person who does not permanently reside or does not own property within The Township of St. Joseph.

Resident: means a person who owns property, or the spouse of a person who owns property, or an individual who has maintained permanent residency in The Township of St. Joseph for a minimum of one year prior to the date of application for a burial lot.

Township: means The Corporation of The Township of St. Joseph.

B. **GENERAL INFORMATION**

General Conduct:

The cemetery reserves full control over the cemetery operations and management of land within the cemetery grounds.

No person may damage, destroy, remove or deface any property within the Cemetery.

All visitors should conduct themselves in a quiet manner that shall not disturb any service being held.

By Law Amendments:

The cemetery shall be governed by these by-laws, and all procedures will comply with the FBCSA and O.Reg. 30/11 and 184/12, which may be amended periodically.

Lot Pricing: The selling price of the lot including care and maintenance shall be set by Council in the Fees and Charges Bylaw and are subject to sales tax (HST).

All by-law amendments must be:

- A. Published once in a newspaper with general circulation in the locality in which the cemetery is located;
- B. Conspicuously posted on a sign at the entrance of the cemetery; and
- C. Delivered to each supplier of markers who has delivered a marker to the cemetery during the previous year, if the by-law or by-law amendment pertains to markers or their installation.

All by-laws and by-law amendments are subject to the approval of the Registrar, FBCSA, BAO.

Liability:

The cemetery operator will not be held liable for any loss or damage, without limitation (including damage by the elements, Acts of God, or vandals) to, any lot, monument, marker, or other article that has been placed in relation to an interment, save and except for direct loss or damage caused by gross negligence of the cemetery.

Public Register:

Provincial legislation – Section 110 of O. Reg. 30/11 requires all cemeteries and crematoriums to maintain a public register that is available to the public during regular office hours.

Pets or Other Animals:

Pets or other animals, including cremated animal remains, are not allowed to be buried on cemetery grounds.

Right to Re-Survey:

The Cemetery has the right at any time to re-survey, enlarge, diminish, re-plot, change or remove plantings, grade, close pathways or roads, alter in shape or size, or otherwise change all or any part of the cemetery, subject to approval of the appropriate authorities.

C. BY-LAWS FOR THE CANCELLATION OR RESALE OF INTERMENT RIGHTS

Purchasers of interment rights acquire only the right to direct the burial of human remains, and the installation of monuments, markers and inscriptions, subject to the conditions set out in the cemetery by-laws. In accordance with cemetery by-laws, no burial, or installation of any monument, marker, inscription, or memorialization is permitted until the interment rights have been paid in full. An interment rights certificate will be issued to the Interment Rights Holder(s) when payment has been made in full. The purchase of interment rights is not a purchase of Real Estate or real property.

Cancellation of Interment Rights within 30 Day Cooling-Off Period:

- A purchaser has the right to cancel an interment rights contract within thirty (30) days of signing the interment rights contract, by providing written notice of the cancellation to the cemetery operator. The cemetery operator will refund all monies paid by the purchaser within thirty (30) days from the date of the request for cancellation.

Cancellation of Interment Rights after the 30-Day Cooling-Off Period:

- Upon receiving written notice from the purchaser of the interment rights, the cemetery operator will cancel the contract and issue a refund to the purchaser for the amount paid for the interment rights less the appropriate amount that is required to be deposited into the Care and Maintenance Fund. This refund will be made within thirty (30) days of receiving said notice. If the interment rights certificate has been issued to the interment rights holder(s), the certificate must be returned to the cemetery operator along with the written notice of cancellation.
- If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to cancel the contract or re-sell the interment rights.

Resale of Interment Rights after 30 Day Cooling-Off Period:

- The cemetery operator prohibits the resale of interment rights to a third party and will repurchase these rights from the interment rights holder or such other person to whom the interment rights have been assigned, at the price listed on the current price list less any care and maintenance contribution amount previously made.
- Transfers of interment rights cannot be prohibited so long as the purchaser meets the qualifications and requirements as outlined in the cemetery operator's by-laws.
- The cemetery operator prohibits the resale of interment rights to a third party and is not required to repurchase unused interment rights in a plot (more than one lot) if one of the interment rights in the plot has been exercised.
- If any portion of the interment rights has been exercised, the purchaser, or the interment rights holder(s) are not entitled to sell back the interment rights.
- If an interment rights holder wishes to re-sell the interment rights, the rights holder must make the request to

the cemetery operator in writing. The cemetery operator will repurchase the interment right at the price listed on the cemetery operator's current price list less the Care and Maintenance Fund contribution made at the time of purchase. The re-purchase and payment to the rights holder requesting the sale must be completed within 30 days of the request.

- The interment rights holder requesting the resale of the rights must return the interment rights certificate to the cemetery operator and the rights holder(s) must endorse the interment rights certificate, transferring all rights, title and interest back to the cemetery operator. The appropriate paperwork must be completed before the cemetery operator reimburses the rights holder(s).

Care and Maintenance Fund Contributions:

- It is a requirement under the FBCSA and O. Reg. 30/11 and 184/12 that a prescribed amount or a percentage of the purchase price (excluding tax) of all interment rights sold; and prescribed amounts for monuments and markers is contributed into the care and maintenance fund. Interest earned from the fund is used to provide care and maintenance of lots, markers and monuments at the cemetery. Contributions to the care and maintenance fund are not refundable except when interment rights are cancelled within the 30-day cooling off period.

D. BY-LAWS PERTAINING TO BURIAL OF REMAINS

- Interment rights holder(s) must provide written authorization prior to a burial taking place. Should the interment rights holder be deceased, authorization must be provided in writing by the person authorized to act on behalf of the interment rights holder in keeping with the *Succession Law Reform Act* i.e. Personal Representative, Estate Trustee, Executor or next of kin.
- A burial permit issued by the Registrar General or equivalent document showing that the death has been registered with the province must be provided to the cemetery office prior to a burial, taking place. A Certificate of Cremation must be submitted to the cemetery office prior to the burial of cremated remains taking place.
- In accordance with the FBCSA and O. Reg 30/11 and 184/12 the purchaser of interment rights must enter into a cemetery contract, providing such information as may be required by the cemetery operator, for the completion of the contract and the public register prior to each burial of human remains.
- Payment must be made to the cemetery operator before a burial can take place.
- The cemetery shall be given 72 business hours notice for each burial of human remains.
- The opening and closing of graves may only be conducted by cemetery staff or those designated to do work on behalf of the cemetery.
- Cremated remains may not be scattered within the cemetery.
- Cremated remains are not permitted to be scattered on a grave containing human remains in keeping with these by-laws.
- Human remains may be disinterred from a lot provided that the written consent (authorization) of the interment rights holder has been received by the cemetery operator and the prior notification of the medical officer of health. A certificate from the local medical officer of health must be received at the cemetery office

before the removal of casketed human remains from the cemetery may take place. A certificate from the local medical officer of health is not required for the disinterment of cremated remains from a lot or the removal of cremated remains from the cemetery.

- In special circumstances the removal of human remains may also be ordered by certain public officials without the consent of the interment rights holder and/or next of kin(s).
- **Each lot may contain up to one full casket burial and up to six cremated remains.**

E. BY-LAWS PERTAINING TO MEMORIALIZATION

- No memorial or other structure shall be erected or permitted on a lot until all charges have been paid in full and/or a permit is obtained from the cemetery operator.
- No monument, footstone, marker or memorial of any description shall be placed, moved, altered, or removed without permission from the cemetery operator.
- Minor scraping of the monument base of an upright monument due to grass/lawn maintenance is considered normal wear and tear.
- The cemetery operator will take reasonable precautions to protect the property of interment rights holders, but it assumes no liability for the loss of, or damage to, any monument, marker, or other structure, or part thereof.
- Memorials – monuments, markers, plaques etc. are owned by the interment rights holder and the cemetery operator is not responsible for their loss or deterioration. These memorials should be protected by the interment rights holder's own insurance coverage.
- The cemetery operator reserves the right to determine the maximum size of monuments, their number and their location on each lot. They must not be of a size that would interfere with any future interments. For a multi burial in one plot, raised monuments beside the main plot monument are not permitted, flat stones only.
- **Raised monuments must be a minimum of 5" in thickness at its narrowest point and shall not exceed 44" in height.**
- **The minimum thickness for flat markers including footstones is 4 inches or 10 cm.**
- All foundations for monuments and markers shall be built by, or contracted to be built for, the cemetery operator at the expense of the interment rights holder.
- Should any monument or marker present a risk to public safety because it has become unstable, the cemetery operator shall do whatever it deems necessary by way of repairing, resetting, or laying down the monument or marker or any other remedy to remove the risk.
- The cemetery operator reserves the right to remove at its sole discretion any marker, monument, or inscription which is not in keeping with the dignity and decorum of the cemetery as determined by the cemetery board.
- A monument shall be erected only after the specific design plans have been approved by the cemetery operator including: dimensions, material of structure, construction details, and proposed location.

- In keeping with the cemetery by-laws only one monument shall be erected within the designated space on any lot.
- All monuments and markers shall be constructed of bronze or natural stone (i.e. granite).
- Markers made of wood are permitted for temporary use (up to 2 years) until a permanent marker is placed.
- No monument shall be delivered to the cemetery for installation until the monument foundation has been completed, and the interment rights holder(s) and/or marker retailer have been notified by the cemetery operator.
- Markers and footstones of bronze or granite are permitted with size and quantity restrictions according to cemetery by-laws and the placement of such memorials shall not interfere with future interments.

F. BY-LAWS PERTAINING TO CARE AND PLANTING

A portion of the price of interment rights is trusted into the Care and Maintenance Fund. The income generated from this fund is used to maintain, secure and preserve the cemetery grounds and markers. Services that can be provided through this fund include:

- Re-levelling and sodding or seeding of lots
- Maintenance of cemetery roads, sewers and water systems
- Maintenance of perimeter walls and fences
- Maintenance of cemetery landscaping
- Maintenance of mausoleum and columbarium
- Repairs and general upkeep of cemetery maintenance buildings and equipment
- No person other than cemetery staff shall remove any sod or in any other way change the surface of the burial lot in the cemetery.
- No person shall plant trees, flower beds or shrubs in the cemetery except with the approval of the cemetery.
- Flowers placed on a grave for a funeral shall be removed by the cemetery staff after a reasonable time to protect the sod and maintain the tidy appearance of the cemetery.

G. BY-LAWS OUTLINING ITEMS THAT ARE PROHIBITED AND PERMITTED

The cemetery reserves the right to regulate the articles placed on lots that pose a threat to the safety of all interment rights holders, visitors to the cemetery and cemetery employees, prevents the cemetery from performing general cemetery operations, or are not in keeping with the respect and dignity of the cemetery.

Prohibited articles will be removed and disposed of without notification. Prohibited articles include: articles made of hazardous materials such as non-heat resistant glass (excludes glass attached to monuments), ceramics, or corrosive metals; loose stones or sharp objects; trellises or arches; chairs or benches.

The cemetery reserves the right to disallow or remove quantities of memorial wreaths or flowers considered to be excessive and that diminishes the otherwise tidy appearance of the cemetery.

Deteriorated Wreaths may be removed and disposed of by the Cemetery without. Items removed will be held in storage for a maximum of 6 months for pickup by owner, if not claimed within 6 months of removal they will be disposed of without notification.

H.

CONTRACTOR/MONUMENT DEALER BY-LAWS

Any contract work to be performed within the cemetery requires the written pre-approval of the interment rights holder and the cemetery operator before the work may begin. Pre-approval includes but is not limited to: landscaping, delivery of monuments and markers, inscriptions, designs, drawings, plans and detailed specifications relating to the work, proof of all applicable government approvals and permits, the location of the work to be performed. It is the responsibility of all contractors to report to the cemetery office and provide the necessary approvals before commencing work at any location on the cemetery property.

Prior to the start of any said work, contractors must provide proof of:

- WSIB coverage
- Occupational Health and Safety compliance standards
- Environmental Protection
- WHMIS
- Evidence of liability insurance of not less than \$2 million

- All cemetery by-laws apply to all contractors and all work carried out by contractors within the cemetery grounds.
- Contractors, monument dealers and suppliers shall not enter the cemetery in the evening, weekends or statutory holidays, unless approval has been granted by the cemetery operator.
- No work will be performed at the cemetery except during the regular business hours of the cemetery.
- Contractors shall temporarily cease all operations if they are working within 100 meters of a funeral until the conclusion of the service. The cemetery reserves the right to temporarily cease contractor operations at their sole discretion if the noise of the work being performed by the contractor is deemed to be a disturbance to any funeral or public gathering within the cemetery.
- Contractors, monument dealers and suppliers shall lay wooden planks on the burial lots and path over which heavy materials are to be moved to protect the surface from damage.

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2022-10

**A By-Law to Confirm the Proceedings of the Regular Council Meeting held on
January 19, 2022.**

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 January 19, 2022, 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.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME and finally passed in open Council January 19th, 2022.

Jody Wildman, Mayor

Amanda Richardson
Clerk Administrator