

**THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH**  
**COUNCIL MEETING**  
**AGENDA**  
**COUNCIL CHAMBERS - 1669 Arthur Street, Richards Landing**  
**Wednesday, October 6, 2021**  
**6:30 p.m.**

- 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

**3-7**

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

- 6. Accounts**

**8**

Recommendation: BE IT RESOLVED THAT the Cheque Register dated October 6, 2021, in the amount of \$321,801.54 be approved as presented.

- 7. Staff and Committee Reports**

- a. Community Tourism Assessment

**9-18**

Recommendation: BE IT RESOLVED THAT the report from The Media Development/Event Support Intern regarding the Community Tourism Assessment be received.

- b. Youth Recreation/Event Survey

**19-20**

Recommendation: BE IT RESOLVED THAT the report from The Media Development/Event Support Intern regarding the Youth Recreation/Event Survey be received.

- c. 2021 Holiday Schedule for Council

**21-24**

Recommendation: BE IT RESOLVED THAT the report from the Clerk Administrator regarding 2021 holiday hours for the Municipal office, the Dr. Trefry Centre and Landfill Site be received; and

THAT Council approve the recommended holiday closure strategy, with the Township Office and the Dr. Trefry Memorial Centre being closed from 12:00 noon on Thursday, December 24, 2021, through to Monday, January 3, 2022, inclusive, reopening Tuesday, January 4, 2022; and

THAT the Landfill Site be \_\_\_\_\_ ; and

THAT the Council schedule be adjusted to meet on January \_\_\_\_\_, 2021, and

THAT public notification of the scheduling change be provided.

d. Healthy Living NOHFC Grant Information

25

Recommendation: BE IT RESOLVED THAT the report from the Healthy Living Coordinator/Office Assistant regarding funding acknowledgement for the marina revitalization project be received, and

That Council authorizes the contribution of 25 percent/\$176,620.00 towards total estimated project costs, and

That the municipality will be responsible for any cost overruns that may arise.

e. Surplus Equipment

26

Recommendation BE IT RESOLVED THAT the report from the Office Assistant/Healthy Living Coordinator regarding surplus CD player from Tranter Rink be received; and

That Council authorizes staff to advertise the CD player for sale in the Island Clippings classified section, and that the highest bid be accepted.

f. Landfill Committee Recommendations

27-30

Recommendation: BE IT RESOLVED THAT the minutes from the September 27, 2021, Landfill Committee be received, and

That Council consider the recommendations brought forward regarding parking and reopening of the share shed, and

That Council authorizes staff to \_\_\_\_\_.

## 8. 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. Senior's Services
- b. Public Works
- c. Administration
- d. Marina Committee member appointment

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

## 9. By-Laws

a. Confirmation

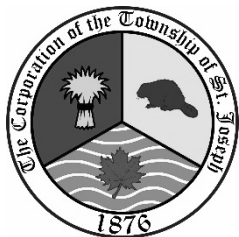
31

Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2021-34 being a By-Law to confirm the proceedings of the Council meeting held on October 6<sup>th</sup>, 2021; and

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

## 10. Adjournment

Recommendation: BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at \_\_\_\_\_ to meet again on Wednesday, October 20<sup>th</sup>, 2021.



**THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH**  
**COUNCIL MEETING**  
**MINUTES**  
**COUNCIL CHAMBERS - 1669 Arthur Street, Richards Landing**  
**Wednesday, September 15, 2021**  
**6:30 p.m.**

**Present**

<b>Council</b>	Mayor Jody Wildman Councillor Steven Adams Councillor Cheryl Ambeault Councillor Barry Elliott Councillor Bryon Hall
<b>Staff</b>	Amanda Richardson, Clerk Administrator Janet Gordanier, Manager Seniors and Persons with a Disability Services
<b>Committee Members</b>	Barb Jackson, Chair – Senior's Advisory Committee

**1. Call to Order**

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

**2. Moment of Silent Reflection**

**3. Disclosure of Pecuniary Interest**

**4. New Business**

a. Councillor Adams – 1 item

i. Library Reopening, Councillor Ambeault advised that the Library Board would be meeting soon and would announce plans to reopen in the future.

**5. Adoption of the previous minutes**

a. Council Meeting

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-230
<b>Moved By:</b>	Bryon Hall
<b>Seconded By:</b>	Barry Elliott
BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, September 1, 2021, be adopted as amended. Carried.	

**6. Accounts**

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-231
<b>Moved By:</b>	Steven Adams
<b>Seconded By:</b>	Cheryl Ambeault
BE IT RESOLVED THAT the Cheque Register dated September 15, 2021, in the amount of \$296,574.70 be approved as presented.	

Carried.

## 7. Items for Discussion

### a. Share Shed Reopening

Council discussed the email received regarding reopening of the share shed at the Landfill. Staff was directed to follow up with Algoma Public Health regarding current protocols for operating the shed as well as volunteers, regarding next steps.

## 8. Staff and Committee Reports

### a. Healthy Living Program Updates

Recommendation: BE IT RESOLVED THAT the report from the Office Assistant/Health Living Coordinator regarding current summary of 2021 Events, Recreation Programming and Facility rentals be received, and;

That Council authorize staff to procure signage to recognize the Lorraine Aelick Memorial Ball Fields for installation in Spring 2022 using di-bond material.

That the request as submitted be denied due to scheduling conflicts

### c. St. Joseph Island Christian School – Request for use of Town Hall

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-234
<b>Moved By:</b>	Bryon Hall
<b>Seconded By:</b>	Cheryl Ambeault
BE IT RESOLVED THAT the report from the Clerk Administrator regarding the request from the St. Joseph Island Christian School to waive fees and allow use of the Town Hall for the remainder of 2021 be received, and;	
That the request be denied as submitted due to scheduling conflicts.	
Carried.	

Council discussed the request and noted the following

- Historically fees have not been waived for hall rentals with very few exceptions for one-time, community support uses.
- The school is welcome to rent the hall, based on availability should they require the use of the space and can comply with current pandemic protocols in place.
- Other buildings within the municipality may be better suited for their purposes given capacity limitations.

### d. Senior's Services Program Updates

- i. September Advisory Committee Meeting Update
- ii. Senior's Advisory Committee recommendation - vaccination directives for staff, volunteers, and clients

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-235
<b>Moved By:</b>	Cheryl Ambeault
<b>Seconded By:</b>	Barry Elliott

BE IT RESOLVED THAT the municipality's Covid-19 vaccination policy be amended to require that, due to contact with vulnerable people, staff, volunteers, and clients of the Dr. H.S. Trefry Memorial Centre must show proof of vaccination, or proof of medical exemption, and;

That those staff and volunteers without a medical exemption must show proof of first vaccination by October 1, 2021, and full vaccination by October 29, 2021 and;

That staff who cannot show proof of vaccination shall be required to show proof of a negative test result three times per week. Refusal to adhere to the requirements listed above could result in further disciplinary action up to, and including, termination of employment.

Carried.

This policy shall become effective September 17<sup>th</sup>.

## 9. Correspondence

- a. Chatham Kent – Affordable Internet
- b. Tay Valley Township – Lottery Licencing to support small organizations
- c. City of Hamilton – Noise concerns and request for expiry of extended construction hours
- d. Trent Lakes – OHIP eye care coverage

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-236
<b>Moved By:</b>	Steven Adams
<b>Seconded By:</b>	Cheryl Ambeault
BE IT RESOLVED THAT Council receives items a through d be received for information, and	
That Council directs staff to send letters of support for items a, b and d.	
Carried.	

## 10. Closed Session

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-237
<b>Moved By:</b>	Bryon Hall
<b>Seconded By:</b>	Barry Elliot
BE IT RESOLVED THAT Council proceed into Closed Session at 8:28 pm in accordance with Section 239 of the <i>Municipal Act</i> to discuss personal matters about an identifiable individual, including municipal or local board employees.	
<ol style="list-style-type: none"> <li>a. Dr. H.S. Trefry Memorial Centre staffing</li> </ol>	
Carried.	

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-238

<b>Moved By:</b>	Steven Adams
<b>Seconded By:</b>	Bryon Hall
BE IT RESOLVED THAT Council does rise from Closed Session at 9:47 p.m. Carried.	

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-239
<b>Moved By:</b>	Cheryl Ambeault
<b>Seconded By:</b>	Barry Elliott
BE IT RESOLVED THAT the report from the Clerk Administrator regarding the interview results for backup Day Out Leader and part-time PSW be received; and  That Council authorizes staff to offer the position to the recommended candidate named in the report, starting at \$21.00 per hour (PSW) & Class 14 Level 4 (Day Out Leader). Carried.	

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-240
<b>Moved By:</b>	Bryon Hall
<b>Seconded By:</b>	Steven Adams
BE IT RESOLVED THAT Council receives the notice of resignation of the Deputy Clerk/Treasurer with regret, and:  That staff be authorized to accept the proposed amended work schedule for review in December 2021. Carried.	

## 11. By-Laws

### a. Confirmation

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-241
<b>Moved By:</b>	Bryon Hall
<b>Seconded By:</b>	Cheryl Ambeault
BE IT RESOLVED THAT leave be granted to introduce By-Law 2021-33 being a By-Law to confirm the proceedings of the Council meeting held on September fifteenth, 2021; and  THAT said by-law be read a first and taken as read a second and third time and finally passed. Carried.	

## 12. Adjournment

<b>Date:</b>	September 15, 2021
<b>Resolution #:</b>	2021-242

<b>Moved By:</b>	Barry Elliot
<b>Seconded By:</b>	Steven Adams
BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at 9:54 to meet again on Wednesday, October 6 <sup>th</sup> , 2021.	
Carried.	

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Jody Wildman, Mayor

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Amanda Richardson, Clerk Administrator

## TOWNSHIP OF ST. JOSEPH

## Disbursements

DATE:

6-Oct-21

RESOLUTION #

Check #	Date	Vendor Name	Description	Check Amount
5812	9/20/2021	AVERY CONSTRUCTION	SNRS - PARKING LOT PAVING	\$ 36,489.11
5813	9/20/2021	BELL CANADA	MARINA - INTERNET	\$ 158.20
5814	9/20/2021	BELL CANADA	VARIOUS - PHONE AUG/SEP	\$ 1,796.29
5815	9/20/2021	JOHN CAIN	ROADS - REIMBURSEMENT FOR SUPPLIES	\$ 258.49
5816	9/20/2021	ELLWOOD ROBINSON LTD	ROADS - RESURFACING	\$ 163,640.05
5817	9/20/2021	THE PROPHET CORPORATION C/O T56180C	REC - SPORTS SUPPLIES	\$ 289.01
5818	9/20/2021	ALGOMA KINNIWABI	ADMIN - ADVERTISING	\$ 1,728.90
5819	9/20/2021	MINISTER OF FINANCE	OPP BILLING	\$ 19,390.00
5820	9/20/2021	INDIVIDUAL	REC - DEPOSIT REIMBURSEMENT	\$ 25.00
5403	9/20/2021	ABELL PEST CONTROL INC	OTH PEST CONTROL	\$ 56.50
5404	9/20/2021	ALGOMA AG CENTRE	ROADS/MARINA- FUEL CHARGE	\$ 184.27
5405	9/20/2021	ALGOMA BUSINESS COMPUTERS	ADMIN - LAPTOP AND LICENSE FEES	\$ 1,108.01
5406	9/20/2021	ALLETRAM GROUP LTD	RECYCLING - BIN RENTAL	\$ 904.00
5407	9/20/2021	KENTVALE MERCHANTS LTD.	VARIOUS DEPARTMENT SUPPLIES	\$ 662.63
5408	9/20/2021	LOCAL AUTHORITY SERVICES	VARIOUS DEPARTMENT OFFICE SUPPLIES	\$ 66.65
5409	9/20/2021	ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	OMERS EMPL CONTRIB	\$ 7,765.62
5410	9/20/2021	ST JOSEPH ISLAND COFFEE ROASTERS	ADMIN - SUPPLIES	\$ 65.00
5411	9/20/2021	TIM STEVENS	FIRE - REIMBURSEMENT FOR MEDICAL	\$ 123.75
PAP	9/20/2021	BELL CANADA	VARIOUS DEPARTMENT INTERNET	\$ 402.28
PAP	9/20/2021	COLLABRIA VISA	VARIOUS DEPARTMENT SUPPLIES	\$ 6,237.75
PAP	9/20/2021	RCAP LEASING INC.	ADMIN COPIER LEASE	\$ 115.77
PAP	9/20/2021	RECEIVER GENERAL	PAY - EMPL CONTRIB	\$ 21,543.92
PAP	9/20/2021	WORKPLACE SAFETY AND INSURANCE BOARD	PAY - EMPL CONTRIB	\$ 287.03
5821	9/22/2021	ALGOMA MANOR	SNRS - TRANSPORTATIO	\$ 186.00
5822	9/22/2021	BEST SAFETY TRAINING & CONSULTING LTD	ADMIN/HLC - HEALTH & SAFETY TRAINING	\$ 224.87
5823	9/22/2021	ECOLAB CO	MARINA - DISHWASHER RENTAL * 4 MONTHS	\$ 1,139.04
5824	9/22/2021	WINDSOR SALT LTD	ROADS - SALT	\$ 5,443.78
5412	9/22/2021	ABELL PEST CONTROL INC	OTH - PEST CONTROL (FLY TREATMENT)	\$ 462.78
5413	9/22/2021	ANIPICH ROCKS	ADMIN - STAFF RETIREMENT GIFT	\$ 168.00
5414	9/22/2021	SHERIE GLADU	ADMIN - STAFF RETIREMENT GIFT	\$ 5.00
5415	9/22/2021	GREEN FOR LIFE ENVIRONMENTAL	LANDFILL - RECYCLING	\$ 3,744.26
5416	9/22/2021	ISLAND CLIPPINGS	PUBLIC WORKS - OPERATOR AD	\$ 113.00
5417	9/22/2021	TERRI JONES	SNRS - DAY OUT SUPPLIES	\$ 28.15
5418	9/22/2021	KENTVALE MERCHANTS LTD.	VARIOUS - DEPT SUPPLIES	\$ 262.29
5419	9/22/2021	LOCAL AUTHORITY SERVICES	ADMIN - OFFICE SUPPLIES	\$ 248.40
5420	9/22/2021	MASSEY WHOLESALE LIMITED	SNRS - MOW FOOD	\$ 1,144.23
5421	9/22/2021	PUBLIC UTILITIES COMMISSION	W/S - OP & MGMT	\$ 12,662.76
5422	9/22/2021	ROYAL CANADIAN LEGION BRANCH 374	SNRS - MOW COVID CLEANING	\$ 480.00
5825	9/29/2021	FIREHALL BOOKSTORE	FIRE - TRAINING BOOKS/SUPPLIES	\$ 1,469.71
5423	9/29/2021	ABELL PEST CONTROL INC	PUBLIC WORKS - PEST CONTROL	\$ 50.85
5424	9/29/2021	ALGOMA AG CENTRE	PUBLIC WORKS - FUEL	\$ 1,653.05
5425	9/29/2021	ALGOMA BUSINESS COMPUTERS	ADMIN/MARINA/SNRS - OFFICE SUBSCRIPTION	\$ 237.93
5426	9/29/2021	GARDINER MARINE LIMITED	MARINA - WI PARK RAFT REMOVAL	\$ 316.40
5427	9/29/2021	KENTVALE MERCHANTS LTD.	FIRE/CENT GROUNDS - SUPPLIES	\$ 81.95
5428	9/29/2021	MARCHANTS SCHOOL SPORT LTD.	REC - JERSEYS	\$ 281.54
5429	9/29/2021	MASSEY WHOLESALE LIMITED	SNRS - MOW FOOD & SUPPLIES	\$ 2,753.96
5430	9/29/2021	PINE RIDGE SERVICES	FIRE - VEHICLE TRANSFER FEE	\$ 565.00
5431	9/29/2021	UTIL-EQUIP MANUFACTURING INC	FIRE - INSPECTION	\$ 1,220.40
DD	9/4/2021	BI-WEEKLY PAYROLL	PAY PERIOD #20	\$ 23,559.96
		<b>TOTAL</b>		<b>\$ 321,801.54</b>



## THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL



**From:** Rylee Clark, The Media Development/Event Support Intern

**Date:** October 6, 2021

**Subject:** Summary of Report – Community Tourism Assessment

### **RECOMMENDATION:**

BE IT RESOLVED THAT the report from The Media Development / Event Support Intern regarding the Community Tourism Assessment be received.

### **Background:**

On September 27, 2021, the Media Development/Event Support Intern completed a Community Tourism Assessment for the Township of St. Joseph, using the Community Tourism Assessment Index by Tourism Excellence North. The results of the assessment have shown that the Township of St. Joseph has the capacity for tourism development.

The section that the Township of St. Joseph scored the highest on was section 2F. Social Practices (95%), meaning that the community is committed to supporting more tourism, and that developing tourism would not inhibit the lives of the residents, but in fact improve the quality of life by increasing wealth and prosperity within the community. The Township of St. Joseph also scored high in sections pertaining to environmental practices, natural assets, and uniqueness.

The section that the Township of St. Joseph scored the lowest on was section 1D. Supporting Community Attributes (48%), meaning that there aren't currently enough tourism services that make it possible for tourists to live/stay temporarily in the community. The community is currently lacking in accommodations, public transportation and recreational amenities. There is also currently a shortage of available labor force to work in tourism, as the Township of St. Joseph has some difficulty attaining and retaining qualified employees. The Township of St. Joseph also scored low in sections pertaining to developing a tourism strategy.

The Township of St. Joseph has ample space, natural assets and resources and a willingness from the community to develop tourism further. However, the Township of St. Joseph currently lacks a designated team with community leads to put together and follow through with a Tourism Strategy or plan in order to make the most of these assets.

## **Summary Options:**

### **TEN Community Tourism Assessment Action Plan Summary**

Going forward with tourism development, the first steps should be to write a Tourism Strategy/Plan and inventory and categorize current assets.

Reviewing the Community Tourism Assessment, it is clear that the Township of St. Joseph has social, environmental and economic support available for sustainable development of tourism and economy in the community. The main focus going forward should be to designate a team of individuals to set a Tourism Strategy/Plan into motion and build up the community's assets.

The Township of St. Joseph currently has strong seasonal tourism, brought in by the community's landscape, setting and natural resources. To increase retention of visitors, the Township of St. Joseph should focus on creating more accommodations, man-made attractions and events/activities, as well as making some form of public transportation available.

To see the best results, the Township of St. Joseph should look into expanding the workforce by creating a tourism department, or opening a position(s) with the sole focus of developing the tourism economy in the community. Hiring capable employee(s) to focus on the tourism plan, and collaborate with committees and the community would create strong leadership within the field and greatly accelerate progress in tourism development. It would be beneficial to re-instate an Economic Development Committee, and collaborate with nearby communities, such as other townships and villages on St. Joseph Island.



Rylee Clark, Media Development/Event Support



tourism excellence north  
tourisme d'excellence Nord

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## COMMUNITY TOURISM ASSESSMENT INDEX

### Estimated time to complete:

There are two phases to using this tool, first as an individual and secondly sharing scoring with other community stakeholders to discuss assessments and to arrive at average score. Estimated times for each are as follows:

- Individual: 30-45 minutes
- As part of larger group: 30 minutes

### What it is used for:

This tool assesses the readiness and capacity of a community to undertake sustainable tourism development. It looks at tourism assets, leadership and planning as well as economic, environmental and social attributes. Together, these elements provide a baseline assessment of a community's readiness and capacity to support tourism.

### How and when to use it:

This tool is best used as a community undertakes a tourism development and planning process.

This tool should be completed by a number of community partners and stakeholders independently. The local group should then get together to share evaluations and average the scores to arrive at a benchmark score.

It is also a useful tool for external assessors such as tourism planners, economic development officers and funding partners as an objective means to assess a community's suitability and readiness for tourism.

Use it the first time to set a benchmark, and then complete it annually, a year later, to measure progress from year to year.

While there are points and a total score at the end, focus more on the opportunity and structure so that you can have objective conversations around the readiness, suitability and capacity of your community to undertake and support sustainable tourism. Ideally, this tool will help to identify areas that need attention to become a sustainable tourism community. Use the 'Comments' sections throughout to make notes and then transfer them to your Action Plan on the last page on steps the community will take to build capacity to be a sustainable tourism community.

You can download the tool and complete a hard copy or use it on your tablet or computer, using the fillable PDF form.

### Two things to do when you are finished:

1. The information you gather is for use by your community, so keep a copy of your response and note the next date for another assessment.
2. Celebrate areas that are strong and develop an action plan to address gaps or areas that need improvement or attention.

COMMUNITY TOURISM SNAPSHOT			
1	<b>Name of Community:</b>	Township of St. Joseph	
2	<b>Population:</b>	1240 (2016)	
3	<b>Main Industry(ies):</b>	Tourism, Agriculture	
4	<b>Visitors:</b> Estimated number per year	20,000	
5	<b>Peak season:</b> Main months of visits	June, July, August	
6	<b>Attractions:</b> Approximate number	# Natural: <b>5</b>	# Cultural: <b>3</b> # Other Man-made: <b>3</b>
7	<b>Accommodations:</b> Approximate number of units/sites/rooms	# Fixed Roof Units: <b>6</b>	# Campground Sites: <b>1</b> # Alternative Rooms (Couch surfing; Air BnB): <b>1</b>
8	<b>Restaurants/Eating Establishments:</b> Approximate number (Mix of fine dining, casual, fast food?)	St. Jo's Diner, Black Bear Cafe Seasonal: Oh Sweet Treats, Granny's Chip Truck, Gilbertson's Pancake House	
9	<b>Other Tourism Infrastructure:</b> (e.g. Visitor Information Centre, Meeting Spaces, Arenas, Other)	Outdoor hockey rink, tennis court, baseball, soccer fields, cenntennial grounds, marina	
10	<b>Top 2 Reasons for Wanting to Develop Tourism</b>	<b>1</b> To put more money into community/local businesses.	<b>2</b> To build up the community, keep it active. If more people are visiting, it could br bringing in more potential buyers for permanent or seasonal residents.

SECTION 1: CURRENT COMMUNITY BASELINE SITUATION			
A	TOURISM ASSETS	Highest Possible Score	Community Score
A-1	<b>Natural Attributes/Attractions</b> Includes outdoor activities, natural areas with strong features or scenic beauty and include natural landscapes/rivers/lakes, landforms and topography, sculptural effects, special outcrop features, flora, fauna, water areas and waterlife		
	Quality (2=Outstanding; 1=Average; 0=Poor/ Below Average)	2	2
	Authenticity (2=Outstanding; 1=Average; 0=Poor/ Below Average)	2	2
	Uniqueness/Significance (2=Nat/Int'l; 1=Prov/Reg; .5=Local)	2	2
	Generates Demand (2=Multi Prov/Nat; 1=Ontario, Regional; .5= Local)	2	1
	Activities (2=Lots of Activity Options; 1=Some; 0=None)	2	1
	Engagement (2 = Highly Interactive; 1 = Some Opportunities to Connect; 0 = None)	2	1
	SUB-SECTION SCORING	12	9
A-2	<b>Cultural Attributes/Attractions</b> Includes culture, entertainment and heritage offerings including archaeological, historic and cultural resources such as: attractions related to the cultural heritage of the built environment; attractions related to other aspects of cultural heritage such as dance, music, folklore, festivals, and craft villages; attractions related to traditional and modern economic activities and rural landscapes and lifestyles.		
	Quality (2=Outstanding; 1=Average; 0=Poor/ Below Average)	2	2
	Authenticity (2=Outstanding; 1=Average; 0=Poor/ Below Average)	2	2
	Uniqueness/Significance (2=Nat/Int'l; 1=Prov/Reg; .5=Local)	2	2
	Generates Demand (2=Multi Prov/Nat; 1=Ontario, Regional; .5= Local)	2	1
	Activities (2=Lots of Activity Options; 1=Some; 0=None)	2	1
	Engagement (2 = Highly Interactive; 1 = Some Opportunities to Connect; 0 = None)	2	1
	SUB-SECTION SCORING	12	9
A-3	<b>Man-Made or Special Attributes/Attractions</b> Includes larger events, experiences offered and man-made or special types of attractions such as botanical gardens, monuments, destination resorts, sports facilities, casinos, entertainment, and public buildings.		
	Quality (2=Outstanding; 1=Average; 0=Poor/ Below Average)	2	2
	Authenticity (2=Outstanding; 1=Average; 0=Poor/ Below Average)	2	2
	Uniqueness/Significance (2=Nat/Int'l; 1=Prov/Reg; .5=Local)	2	1
	Generates Demand (2=Multi Prov/Nat; 1=Ontario, Regional; .5= Local)	2	1
	Activities (2=Lots of Activity Options; 1=Some; 0=None)	2	1
	Engagement (2 = Highly Interactive; 1 = Some Opportunities to Connect; 0 = None)	2	2
	SUB-SECTION SCORING	12	9
A-4	<b>Seasonality. Tourism Attractions/Services are well used Year Round</b> Whether existing tourism attractions are currently under-used or over-used.		
	(4=High Use, Year Round; 3=High Use, Peak Season; 2=Avg. Use, Peak Season; 1=Very Low Use - Even in Season)	4	2
	<b>Subtotal</b>	<b>40</b>	<b>29</b>



B	COMMUNITY SUPPORT, LEADERSHIP and COOPERATION	Comments	Highest Possible Score	Community Score
	(10=Outstanding; 8=Good; 6=Acceptable; 4=Below Average; 2=Poor/Needs Improvement; 0=None)			
B-1	<b>Community Support/Involvement</b> The degree of local support for tourism development, participation, readiness and involvement of key stakeholders in local tourism initiatives.	- many locals interested in attending and continuing events marketed towards both tourists and locals, see value in tourism	10	8
B-2	<b>Leadership</b> Whether there is an organization with prime responsibility for promotion/ development of tourism & local leadership has been mobilized.	- no permanent position/organization with prime responsibility for promotion/development of tourism	10	6
B-3	<b>Cooperation</b> Degree of cooperation among community on various projects.	-lack of economic development committee	10	6
<b>Subtotal</b>			<b>30</b>	<b>20</b>

C	TOURISM PLANNING and MANAGEMENT	Comments	Highest Possible Score	Community Score
	(10=Outstanding; 8=Good; 6=Acceptable; 4=Below Average; 2=Poor/Needs Improvement; 0=None)			
C-1	<b>Tourism Inventory &amp; Categorization</b> Tourism assets and services have been inventoried & categorized on a list.	- currently no inventoried list	10	4
C-2	<b>Tourism Strategy or Plan (written)</b> The community's recognition of tourism objectives in a long-term tourism plan, or regional destination development plan or strategy.	- no tourism strategy or plan currently in place - assessment is step one	10	4
C-3	<b>Land Use</b> Whether there is evidence of good land use planning (no unsightly, over-developed or poorly designed development), human use impact is attended to.	- have kept community pleasantly designed and authentic	10	8
C-4	<b>Tourism Development Suitability</b> Whether the environment is suitable to tourism development (tourism would not negatively impact the social or environment/natural habitats).	- tourism would have a positive impact on community, lift up local businesses	10	10
C-5	<b>Private Sector Investment</b> Potential exists for private sector investment for tourism development (develop new products or enhance existing ones). (4= high level of sustained investment across many sectors; 3=many examples with some scope; 2= some examples limited scope; 1= few examples; 0= no investment)	- some potential exists for private sector investments, new local businesses, etc.	4	2
C-6	<b>Not for Profit Investment</b> Existing or potential not-for-profit investment towards developing tourism. (3=many examples; 2= some examples; 1= few examples; 0= no investment)	- Algoma Trad expansion	3	3
C-7	<b>Government Investment</b> Existing or potential government investment towards developing tourism. (3=many examples; 2= some examples; 1= few examples; 0= no investment)	- few accommodations for tourists to live/stay in the community	3	3
<b>Subtotal</b>			<b>50</b>	<b>34</b>

D	SUPPORTING COMMUNITY ATTRIBUTES	Comments	Highest Possible Score	Community Score
D-1	<b>Existing Tourism Services</b> Tourism services that make it possible for tourists to live/stay temporarily in the community (accommodations, restaurants, tourist information, recreational amenities, clustering, critical mass) (10=Outstanding; 8=Good; 6=Acceptable; 4=Below Average; 2=Poor/Needs Improvement; 0=None)	- few accommodations for tourists to live/stay in the community	10	4
D-2	<b>Geography/Transportation Access</b> The adequacy of transportation facilities to provide efficient access to get to, and around, the region and convenient travel within the area. ( 5=Outstanding; 4=Good; 3=Acceptable; 2=Below Average; 1=Poor/Needs Improvement; 0=None)	-no public transportation	5	0
D-3	<b>Favourable Market Image</b> The overall appeal and uniqueness of the area, the identity and image of the destination and touring scenic routes. (5=Outstanding; 4=Good; 3=Acceptable; 2=Below Average; 1=Poor/Needs Improvement; 0=None)	- unique and beautiful landscape and natural setting - quaint village of Richards Landing	5	5
D-4	<b>Available Work Force</b> The availability of a qualified labour force to work in tourism. (5=Outstanding; 4=Good; 3=Acceptable; 2=Below Average; 1=Poor/Needs Improvement; 0=None)	-some difficulty attaining and retaining qualified employees	5	3
	<b>Subtotal</b>		<u>25</u>	12
	<b>Subtotal for Section 1</b>		<b>145</b>	95

<b>SECTION 2: Sustainable Tourism Practices</b> (1-5 Scale: 5=Outstanding; 4=Good; 3=Acceptable; 2=Below Average; 1=Poor/Needs Improvement; 0=Nonexistent)				
E	ENVIRONMENTAL PRACTICES	Comments	Highest Possible Score	Community Score
E-1	<b>Resource Carrying Capacity</b> The community has ensured that increased use of the natural, cultural or man-made attributes/attractions does not significantly detract from the appeal of the resources.	- village remains quaint with much green spaces - community keeps streets and outdoor spaces clean	5	5
E-2	<b>Conservation of Natural/Cultural Resources</b> The community's level of awareness of the need to protect natural and cultural resources in tourist areas and the sustainable use of these resources.	- community is focused on reserving and respecting natural resources and environment	5	4
E-3	<b>Environmentally Responsible Practices and Design Criteria</b> The community's use of environmentally responsible practices (energy/water conservation, waste minimization, use of alternative technologies, etc.) and use of design criteria to ensure tourism development is in harmony with natural surroundings.	- recycling collection at landfill - use of wells, solar power, but room for improvement	5	4
	<b>Subtotal</b>		<u>15</u>	13

F.	SOCIAL PRACTICES	Comments	Highest Possible Score	Community Score
F-1	<b>Social Carrying Capacity</b> The community's commitment to support more tourism, ensure that the form and scale of tourism is appropriate for the community and a willingness to apply visitor control measures to prevent overcrowding where necessary.	- currently no risk of 'overcrowding', aside from Covid protocols, community has been compliant	5	4
F-2	<b>Respect for Culture and Traditional Architectural Design</b> The community's demonstrated respect for local cultural values and tradition and use of architectural styles and design elements in existing tourism development.	- have kept original buildings now used for retail sales upkeep and authentic	5	5
F-3	<b>Improvement of Quality of Life of Community</b> The community has ensured that existing tourism development improved the quality of life for the community (promotes local lifestyles, is consistent with community values or enhanced enjoyment of local environment by residents.)	- enhances community by developing local economy, improves quality of life by allowing businesses to remain open	5	5
F-4	<b>Visitor Experience</b> The degree to which visitors feel a sense of welcome, the community wants visitors, has/creates ways to engage with the locals.	- very welcoming and friendly community	5	5
<b>Subtotal</b>			<b>20</b>	19
G.	ECONOMIC PRACTICES	Comments	Highest Possible Score	Community Score
G-1	<b>Economic Carrying Capacity</b> The community has ensured that existing tourism development is consistent with the existing labour force, uses goods and services offered by local businesses and does not exceed existing infrastructure capacity.	- shops in Richards Landing promotes, room for additional vendors -promotion of local small businesses with Maker's Market, Arts and Craft Beer	5	4
G-2	<b>Fiscal Capacity</b> The community has demonstrated that it has financial resources available to maintain existing and potential tourism development in a sustainable way.	-great budgeting and funding for tourism investment opportunities (ie. Go North Music Festival)	5	4
G-3	<b>Support for Local Entrepreneurial Tourism Development/ Partnerships</b> The community provides support for local entrepreneurial tourism development such as business training and assistance, opportunities for local residents to control and manage tourism resources, and encourages partnerships between tourism stakeholders.	-collaboration with local businesses (Arts and Craft Beer, Maker's Market) -internships	5	5
G-4	<b>Employment Opportunities, Training and Practices</b> The community encourages existing tourism businesses to employ local residents, offer adequate and affordable training opportunities geared to industry needs and adopt good employment practices.	-gives help with to local businesses when possible (ie. First Aid Training	5	4
<b>Subtotal</b>			<b>20</b>	17
<b>Subtotal for Section 2</b>			<b>55</b>	49



TOTALS			
Section 1: CURRENT COMMUNITY BASELINE SITUATION			Scores
		Highest Possible Score	Community Score
	A. TOURISM ASSETS	40	29
	B. COMMUNITY SUPPORT, LEADERSHIP, COOPERATION	30	20
	C. TOURISM PLANNING AND MANAGEMENT	50	34
	D. SUPPORTING COMMUNITY ATTRIBUTES	25	12
	<b>Subtotal Community Baseline Situation</b>	<b>145</b>	<b>95</b>
Section 2: SUSTAINABLE TOURISM PRACTICES			
	E. ENVIRONMENTAL PRACTICES	15	13
	F. SOCIAL PRACTICES	20	19
	G. ECONOMIC PRACTICES	20	17
	<b>Subtotal Sustainable Tourism Practices</b>	<b>55</b>	<b>49</b>
	<b>Overall Total (Sections 1 and 2)</b>	<b>200</b>	<b>144</b>

SCORING	
Community has the capacity for tourism development.	120+
Community may have capacity for tourism development but there are opportunities for improvement.	80 - 119
Community is not suitable for tourism development at this time.	< 80

#### NOTES:

The final result of the Community Tourism Assessment has shown that the Township of St. Joseph has the capacity for tourism. The Township of St. Joseph has ample space, natural assets and resources and a willingness from the community to develop tourism further. The Township of St. Joseph currently lacks leadership and designated roles to put together and follow through with a Tourism Strategy or plan. The Township of St. Joseph has strong seasonal tourism, brought in by the community's landscape, setting and natural resources. To increase retention of visitors, the Township of St. Joseph should focus on creating more accommodations, man-made attractions/events/activities, as well as making some form of public transportation available.

## **ACTION PLAN:**

### **IN THE NEXT MONTH:**

- Write a Tourism Strategy or Plan
- Inventory and categorize current assets

### **IN THE NEXT THREE MONTHS:**

- Look into expanding workforce, creating a tourism department, open a position(s) with the sole focus of developing tourism in the community, create leadership in the field
- Look into re-instating Economic Development Committee, collaborating with nearby communities (Other townships and villages on St. Joseph Island)
- Follow through on first steps of tourism plan

### **IN THE NEXT SIX MONTHS:**

- Hire capable employee(s) to focus on tourism plan, collaborate with committee and community to make tourism development successful



# THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL



**From:** Rylee Clark, The Media Development/Event Support Intern

**Date:** October 6, 2021

**Subject:** Summary of Report – Youth Recreation/Event Survey

## **RECOMMENDATION:**

BE IT RESOLVED THAT the report from The Media Development / Event Support Intern regarding the Youth Recreation/Event Survey be received.

## **Background:**

In the month of August 2021, The Media Development/Event Support Intern released a survey to be completed by 15 to 24-year-old residents and visitors to The Township of St. Joseph. The survey was designed to collect information about what types of activities, events, and assets local youth are most interested in seeing within the community. The goal was to get better insight about how to draw in and engage this demographic in community events. The majority of completed surveys were submitted by 19- to 24-year-olds (at 75% of respondents).

The highest-ranking categories of favorable events were concerts (92.5% of participants interested), sports events/tournaments (55% of participants interested), and open jam nights, amateur comedy nights (42.5% of participants interested). The lowest ranking categories were art shows (27.5% of participants interested), card/board game nights (20% of participants interested), and hiking/cycling groups (10% of participants interested).

Within the survey, participants were given a chance to submit a brief worded response about their favorite thing to do in the community during the summer months. Approximately 65% of responses mentioned beach and/or lake/water-based activities (ie. boating, fishing, swimming, paddling).

Finally, participants were asked what they would most like to see next summer. The majority of responses being concerts/big events, with mentions of the need for something to do at night (after 7pm). There was also a great interest shown in sports, including multiple suggestions for a local baseball tournament, as well as suggestions for a community yard sale.

Overall results of the survey conducted point to three major interests in the youth of St. Joseph Township – concerts, sports, and water-based activities.

## **Summary Options:**

Based on the survey results collected, The Media Development/Event Support Intern has compiled a list of suggestions for youth-targeted events to be held in the year 2021 and beyond.

**Fall 2021:**

A talent show welcome to all ages, held at the Old Town Hall. Could be run by donation, or be a ticketed event, proceeds going towards Mathew Memorial Hospital, or other charity. Prizes to be awarded to first, second and third place.

An open jam night at the Old Town Hall, welcome to any musicians. Anyone can participate, no prizes. Listeners can donate to local charity.

**Winter 2021/2022:**

Winter concert(s) at the Old Town Hall, continue "Just Passing Through" series.

Partner with Voyageur Snowmobile Club to create a snowmobiling poker run or scavenger hunt, making use of and promoting the snowmobile trails as a great asset in our community.

Organize a family-friendly winter obstacle course, with snow events, possibly using Centennial Grounds as venue. Could serve hot chocolate, snacks, etc., keeping Covid protocols in mind. Prizes for winning team(s).

**Spring 2022:**

Put on spring baseball tournament at Centennial Grounds. Teams can register for a fee, winning teams receive prize of half (or more) of the sum of registration fees, or another appropriate prize. Could be made into a charity tournament.

Advertise a "Richards Landing for Sale" or "St. Joe Island for Sale" community yard sale.

Continue "Just Passing Through" concert series, at the Old Town Hall or stage at the Centennial Grounds (if weather permits).

**Summer 2022:**

Kick off the summer with a Canada Day "paddle parade", with kayaks, canoes, paddle boards.

Return Community Night, possibly with the addition of live music, or extending to street party as it was in 2019.

Continue GoNorth Music Festival.

Bring back boat poker run, making use of the waterways that surround St. Joseph Island, showing them off as a beautiful asset to our community.

Organize pong tournament at Centennial Grounds, with teams of two registering for a fee. Prizes can be pulled from registration fund. Could possibly partner with Royal Canadian Legion for drink service.

Partner with Loplops to continue beer and/or wine festivals at Cenotaph Park/Richards Landing Marina. Include live music.



Rylee Clark, Media Development/Event Support



## Township of St. Joseph REPORT TO COUNCIL

<b>FROM:</b>	Amanda Richardson, Clerk Administrator
<b>DATE:</b>	October 6, 2021
<b>SUBJECT:</b>	2021 Holiday Closure Schedule
<b>RECOMMENDATION:</b>	<p>BE IT RESOLVED THAT the report from the Clerk Administrator regarding 2021 holiday hours for the Municipal office, the Dr. Trefry Centre and Landfill Site be received; and</p> <p>THAT Council approve the recommended holiday closure strategy, with the Township Office and the Dr. Trefry Memorial Centre being closed from 12:00 noon on Thursday, December 24, 2021, through to Monday, January 3, 2022, inclusive, reopening Tuesday, January 4, 2022; and</p> <p>THAT the Landfill Site be _____; and</p> <p>THAT the Council schedule be adjusted to meet on January _____, 2021, and</p> <p>THAT public notification of the scheduling change be provided.</p>

### Background

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

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

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

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

### Council Meeting Schedule

The first Council meeting of 2022 would normally occur the first Wednesday, January 5<sup>th</sup>. The meeting schedule could be amended to January 12<sup>th</sup> and 26<sup>th</sup>, or only hold one meeting on January 12<sup>th</sup> or 19<sup>th</sup>. Regular Council schedule would resume on Wednesday, February 2<sup>nd</sup>.

### Landfill Schedule

As December 25<sup>th</sup>, 26<sup>th</sup> and January 1<sup>st</sup> fall on weekends this year, the landfill hours could be reduced to 12 noon to 4 p.m., as has been done in the past: or close for those days, resuming regular scheduled hours on December 29<sup>th</sup> and January 2<sup>nd</sup> respectively.

No other changes would need to be considered for the Landfill this year.

### **Financial Implications**

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

### **Summary/ Options**

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

1. Close for a period other than that noted in the recommendation.
2. Open Admin and Trefry offices December 29<sup>th</sup>-31<sup>st</sup>
3. Consider other options.



Amanda Richardson, Clerk Administrator

# DECEMBER 2021

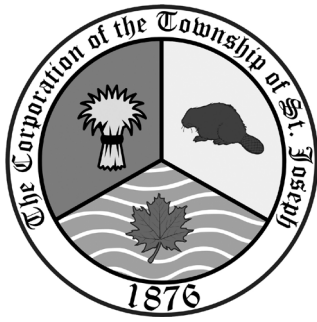
SUN	MON	TUE	WED	THU	FRI	SAT
			<b>1</b> COUNCIL	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> COUNCIL	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Office Closed @12:30	<b>25</b> Landfill 12-4
<b>26</b> Landfill 12-4	<b>27</b> Stat	<b>28</b> Stat	<b>29</b> Office Closed Landfill 2-8	<b>30</b>	<b>31</b>	

# January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> Landfill 12-4
<b>2</b> Landfill 2-8	<b>3</b> Stat	<b>4</b>	<b>5</b> Council	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> COUNCIL	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					



**THE TOWNSHIP OF ST. JOSEPH  
REPORT TO COUNCIL**



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

**Date:** October 6, 2021

**Subject:** FedNor Northern Ontario Development Program and NOHFC grants for Marina Revitalization

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Healthy Living Coordinator/Office Assistant regarding funding acknowledgement for the marina revitalization project be received, and

That Council authorizes the contribution of 25 percent/\$176,620.00 towards total estimated project costs, and

That the municipality will be responsible for any cost overruns that may arise.

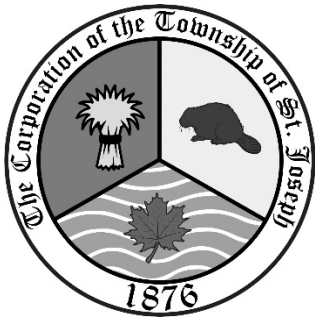
**Background:**

The NOHFC has been in contact with the Healthy Living Coordinator/Office Assistant regarding the final review of the Township's request for funding for the Municipal Marina. NOHFC has requested a resolution/letter from the municipality to acknowledge the Township's part of the project costs as well as to guarantee that the Township will be responsible for any cost overruns. Below is a breakdown of funding sources, the Township portion is 25% of the project, totaling \$176,620.00 based on grant submission/estimates.

**PROJECT FUNDING:**

Funding Source	Funding Type	Funding Status	Eligible Project Costs	Ineligible Project Costs	Funding Amount
NOHFC	Conditional Contribution	(Pending)	\$253,239	\$	\$253,239
Township	Cash	Confirmed	\$176,620	\$	\$176,620
Other	ICIP	Confirmed	\$100,000	\$	\$100,000
FedNor	Conditional Contribution	(Pending)	\$176,619	\$	\$176,619
<b>TOTAL</b>			\$706,478	\$	\$706,478
<b>NOHFC % of Total Eligible Project Costs</b>			<b>&lt;35.85%&gt;</b>		

Sherie Gladu, Office Assistant / Healthy Living Coordinator



**THE TOWNSHIP OF ST. JOSEPH  
REPORT TO COUNCIL**

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

**Date:** October 6, 2021

**Subject:** Disposal of CD Player

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Office Assistant/Healthy Living Coordinator regarding the surplus CD player from Tranter Rink be received; and

That Council authorizes staff to advertise the CD player for sale in the Island Clippings classified section, and that the highest bid be accepted.

**Background**

A stereo/cd player unit is currently stored in the Tranter Rink building. It is no longer used for events or activities as the equipment is outdated. Staff seeks Council's approval to divest of the CD player and to accept the highest bid.

Particulars:

Kenwood DP-R4070 Compact Disc Player

Manufactured: May 1995

**Financial Implications**

There is no financial impact as a result of this report, save and except any revenue received for the divested cd player.

**Summary / Options**

Council may adopt the recommendation as presented; or consider other options.

Sherie Gladu  
Office Assistant/Healthy Living Coordinator

THE TOWNSHIP OF ST. JOSEPH  
LANDFILL COMMITTEE MINUTES  
SEPT 27, 2021  
COUNCIL CHAMBERS  
1700 hrs

Present: Doug Clute, Chair  
Steven Adams  
Barry Elliott  
Dan Riddell

Staff: Helen Bellerive  
Terry Cliffe  
Michelle Pearse

Regrets: Dan See  
Greg Senecal

The meeting was called to order at 1710hrs

**1. Share Shed Issues – per Council request for review and recommendations as response to concerns raised by Share Shed Volunteers**

**a. Parking**

Concerns regarding potential parking issues and congestion with landfill attendees and Share Shed attendees when the Share Shed reopens and the slower traffic in front of the Share Shed due to the new stop bar were discussed.

The Committee discussed the different parking options, and it was decided that the best option that would allow for ample parking, access to the Share Shed and as well as providing unhindered access to the recycling bins would be to move the bins to the south side of the Office building. See attached drawing. The bins would have the openings facing east so that attendees can easily stop on the way out of the landfill to deposit their recycling. By moving the bins to that location, the north side of the Share shed would be available for parking for staff and Share Shed patrons. The committee did express a concern that concrete barriers, or another barrier, would have to be installed on the west side of the new parking area to prevent patrons from evading the landfill attendant and the stop bar.

**b. Dealing with abusive patrons**

Some volunteers had expressed concern about not having any authority to deal with angry or abusive patrons. The committee discussed past issues with this and agreed that staff would be encouraged to support the volunteers and deal with any potential disruptions with patrons as they would with any disgruntled landfill attendees. They will notify the administration office or in extreme cases, would call the Ontario Provincial Police.

**c. COVID Protocols for the Share Shed**

Potential Protocols were discussed, and it was decided that the same restrictions and protocols would be in effect for the Share Shed as are in the remainder of the Township's public spaces, and will change as restrictions change with provincial protocols. The staff and volunteers will sign a self-screening declaration and visitors of the office would be asked to sign a contact tracing sheet. As the Share Shed is similar to a retail space, and the doors remain open during their operating hours, patrons of the Share Shed will not have to sign in. There will be one patron and one volunteer allowed in the Share Shed at a time, to ensure that proper 6ft spacing can be maintained.

**d. Removal of excess "Shared" goods**

The volunteers expressed concern about what can be done with excess items at the Share Shed that have to be taken to the lower tipping areas, and garbage that is left behind that needs to go to the tipping face. The option of leaving a Township Pick up truck at the landfill so the items can be deposited in the back of the truck and taken to the tipping areas. This was not deemed a valid option as Township vehicles may be required on weekends in the event of a snow storm or other potential emergency. The landfill committee suggested that perhaps a small trailer can be left on site for items to be deposited in and public works staff could haul the trailer and dump the garbage at the beginning of the week.

**2. Update on replacement of the Stop Bar**

The Deputy Clerk/Treasurer reported that the new stop bar has been repaired and was able to confirm with the contractor that it will be installed this week. Arrangements are to be made with the public works department to gain access outside of landfill hours.

**3. Update on progress towards placement of debris windscreen**

The Deputy Clerk/Treasurer reported that the windscreen has been purchased and is on the task list for the Public Works crew.

**4. Update on Tire Recycling and Disposal**

The Chair reported that all tires have been picked up and expressed thanks to Councillor Adams for his work in arranging a contractor to pick them up.

**5. Review / recommendations to Council re renewal of recycling contract**

The current contract for recycling is coming to an end and options for a new contract were discussed. The Deputy Clerk/Treasurer will research prices and report to the Committee what is available. The option of purchasing our own bins as opposed to renting them. Mr. Riddell will forward contact information to the Deputy Clerk/Treasurer to research that option.

**6. Revisiting of the idea of a dedicated cardboard bin**

The need to have a bin with a slot for cardboard deposits was discussed. It happens quite frequently that boxes are deposited in the bin without first having been broken down. This creates more work for the landfill attendants to make room in the bins for additional cardboard, and as a result the bins are collected half empty. The Deputy Clerk/Treasurer will research that option when researching contract options.

**7. Health and Safety Issues at Landfill Site**

The landfill attendants reported that there were a few safety items that will require attention:

The light at the tipping face is not working;

The light in the office is not bright enough; and

The concrete under the door is beginning to break down, and the door threshold extends beyond the wall and causes a potential tripping hazard.

These items will be forwarded to office staff and public works staff to be remedied.

**8. Communication issues Extending Free Tipping dates**

The landfill attendants expressed frustration at not being kept apprised of non-scheduled events; i.e. extensions of waived tipping fees. The Deputy Clerk/Treasurer expressed apologies and ensured them that every effort would be made to keep them apprised as changes are made to reduce confusion and frustrations.

**9. Next Meeting will be held at the call of the chair.**

**10. Adjournment at 1830 hrs**



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Michelle Pearce  
Deputy Clerk/Treasurer



**Suggested Relocation of Recycling Bins and Parking for Staff and Share Shed Volunteers  
As per recommendations of the Landfill Committee 27 September, 2021**

**Legend**

- A – Placement of Concrete barriers to block short circuit travel**
- B – Parking for two Landfill Attendants**
- C – Parking for Share Shed Volunteers and Patrons**
- D – Four Recycling Bins Oriented for East facing access as at present**
- E – Relocated Solar Powered Lighting**
- F – Stop Bar**

**Traffic Flow remains unchanged, no additional gravel base required,**



**THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH**

**BY-LAW 2021-34**

**A By-Law to Confirm the Proceedings of the Regular Council Meeting held on  
October 6, 2021.**

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 October 6, 2021, 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 on October sixth, 2021.

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Jody Wildman, Mayor

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Amanda Richardson  
Clerk Administrator