



**THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH  
COUNCIL MEETING  
AGENDA  
6:30 p.m. - Wednesday, April 19<sup>th</sup>, 2023  
Council Chambers – 1669 Arthur Street, Richards Landing**

1. **Call to Order**
2. **Moment of Silent Reflection**
3. **Disclosure of Pecuniary Interest**
4. **New Business and Discussion Items**
  - a. Landfill Hours
5. **Adoption of the previous minutes** **4-7**
  - a. Regular Council Meeting – April 5<sup>th</sup>, 2023  
**Recommendation:** BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, April 5<sup>th</sup>, 2023, be adopted as circulated.
6. **Accounts** **8-9**  
**Recommendation:** BE IT RESOLVED THAT the Cheque Register dated April 19<sup>th</sup>, 2023, in the amount of \$230,993.99 be approved as presented.
7. **Presentations**
  - a. 2023 Draft Budget Presentations:  
Seniors and Persons with a Disability Services – Susanne Musso-Rains, Erica Pollock  
Public Works – Dan See, Erica Pollock
8. **Staff and Committee Reports**
  - a. **Funding Application Request (ADSAB)** **10**  
**Recommendation:** BE IT RESOLVED THAT the report from the Clerk Administrator regarding the Algoma District Services Administration Board (ADSAB) funding application for the Meals on Wheels Program and the PSW Outreach Program be received; and  
  
That council approves staff to apply to ADSAB Homelessness Prevention Plan for funding support for both programs.
  - b. **Integrity Commissioner Report – 2022** **11**  
**Recommendation:** BE IT RESOLVED THAT the report from Ironside Consulting Services regarding the annual integrity commissioner report for the period covering March 3, 2022, 2020 to March 17, 2023, be received for information.
  - c. **Cemetery Committee Minutes** **12-14**  
**Recommendation:** BE IT RESOLVED THAT the draft budget and minutes from the March 22, 2023, Cemetery Board meeting be received for information, and  
  
That Council include the Cemetery Board’s 2023 levy request in budget deliberations.

- d. **Marina Committee Minutes** **15-19**  
**Recommendation:** BE IT RESOLVED THAT the minutes from the March 27, 2023, Marina Committee meeting be received for information, and

That Council approves the 5% increase in service fees for the 2023 season.

- e. **Flexible Work Hour Trial Proposal** **20-25**  
**Recommendation:** BE IT RESOLVED THAT the report from the Clerk Administrator regarding flexible work hours for the Administrative and Trefry offices be received, and

That Council approves the proposed flexible working hour schedule on a trial basis from May through October 2023, to be reviewed at 3 and 6 months.

**9. Correspondence** **26-28**  
a. **St. Joseph Island Planning Board Notice of Application for Consent (Campement D’Ours Island)**

**Recommendation:** BE IT RESOLVED THAT the report from the Clerk Administrator regarding the notice of application for consent for Campement D’Ours Island be received for information, and

That Council \_\_\_\_\_.

**10. Closed Session**

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

- a. 2022 Performance Evaluation Result Summary

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

**11. By-Laws**

- a. Road Classification By-Law **29-31**  
**Recommendation:** BE IT RESOLVED THAT leave be granted to introduce By-Law 2023-16 being a By-Law to Inventory and Classify Highways, and

THAT said by-law be passed in open Council this day of April 19<sup>th</sup>, 2023.

- b. Assumption By-Law – Canoe Point Road **32-34**  
**Recommendation:** BE IT RESOLVED THAT leave be granted to introduce By-Law 2023-16 being a By-Law to assume for public use and establish as public streets parcels of land conveyed to the municipality, and

THAT said by-law be passed in open Council this day of April 19<sup>th</sup>, 2023.

- c. Confirmation **35**  
**Recommendation:** BE IT RESOLVED THAT leave be granted to introduce By-Law 2023-17 being a By-Law to confirm the proceedings of the Council meeting held on April 19<sup>th</sup>, 2023; and

THAT said by-law be passed in open Council this day of April 19<sup>th</sup>, 2023.

## 12. Adjournment

**Recommendation:** BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at \_\_\_\_\_ p.m. to meet again at 5:00 p.m. on Wednesday, April 26<sup>th</sup>, 2023, or at the call of the chair.



**THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH**  
**COUNCIL MEETING**  
**MINUTES**  
**6:30 p.m. - Wednesday, April 5<sup>th</sup>, 2023**  
**Council Chambers – 1669 Arthur Street, Richards Landing**

<b>Present</b>	
<b>Council</b>	Mayor Jody Wildman Councillor Steven Adams Councillor Bryon Hall Councillor Cameron Ross Councillor Greg Senecal
<b>Staff</b>	Amanda Richardson, Clerk Administrator Erica Pollock, Treasurer Fraser Adams, Fire Chief

**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 and Discussion Items**

- a. Mayor Wildman provided updates from his March Mayor's meeting including discussion points on Hawdon Drive winter maintenance and boat launch/property ownership enquiry for Campement D'Ours Island.

**5. Adoption of the previous minutes**

- b. Regular Council Meeting – March 15<sup>th</sup>, 2023

Resolution #: 2023 – 83

Moved By: Greg Senecal

Seconded By: Bryon Hall

BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, March 15, 2023, be adopted as circulated.

Carried.

**6. Public Meeting – 1695 Lucy Street Proposed Zoning By-Law Amendment**

The proposed Zoning By-law Amendment would seek to amend the municipality's Zoning By-law to reduce the minimum required exterior side yard building setback to 2 metres (6.5 feet) feet to permit the construction of a new accessory building (S 4.1.2.1).

**7. Accounts**

Resolution #: 2023 – 84

Moved By: Greg Senecal

Seconded By: Bryon Hall

BE IT RESOLVED THAT the Cheque Register dated April 5th, 2023, in the amount of \$198,149.14 be approved as presented.

Carried.

**8. Presentations**

Fire Department – 2023 Draft Budget Presentation, Fraser Adams, Erica Pollock

**9. Staff and Committee Reports**

**a. 2022 Investment Report**

Resolution #: 2023 – 85

Moved By: Steven Adams

Seconded By: Cameron Ross

BE IT RESOLVED THAT the 2022 Annual Report on Investments from the Treasurer be received for information.

Carried.

**b. Marina Rehabilitation Phase 2- Tender Results**

Resolution #: 2023 – 87

Moved By: Cameron Ross

Seconded By: Steven Adams

BE IT RESOLVED THAT the report from the Clerk Administrator regarding tender results for Phase 2 of the Richards Landing Municipal Marina Rehabilitation Project be received for information, and

That based on recommendations from Cenlo Engineering, Council authorizes staff to award the contract to TYB Enterprises Inc.

Carried.

**c. Funding Application Request (NOHFC – Pickleball)**

Resolution #: 2023 – 86

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the Pickleball Court Renewal and WI Park improvements be received; and

That Council authorizes staff to submit an application to the NOHFC for funding to cover a portion of the costs required for items identified in the report.

Carried.

**d. Funding Application Update (NOHFC – Marina)**

Resolution #: 2023 – 88

Moved By: Steven Adams

Seconded By: Cameron Ross

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the ongoing marina rehabilitation project be received; and

That resolution #2023-61 be amended to add that roofing replacement costs be included in the NOHFC grant application covering a portion of the costs required for building maintenance items, and

That the municipality will be responsible for 10% of the eligible grant costs, up to \$20,000 in addition to any overruns.

Carried.

**e. Sewer Treatment Plant – Pump Replacement**

Resolution #: 2023 – 89

Moved By: Steven Adams

Seconded By: Bryon Hall

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the quote for a submersible pump from Xylem be received for information, and

That Council approves the purchase of a Flygt brand submersible pump for the sewer treatment plant.  
Carried.

**10. Consent Agenda – Correspondence**

<b>Resolution #:</b>	2023 – 90	
<b>Moved By:</b>	Cameron Ross	
<b>Seconded By:</b>	Greg Senecal	
<b>Item #</b>	<b>Description</b>	<b>Action</b>
<b>Items to be received for information – N/A</b>		
A	OPP – January and February 2023 Billing Reports	Receive
<b>Items with a request for support (resolutions)</b>		
B	Municipality of North Perth – School Bus Stop Arm Cameras	Receive
C	Association of Ontario Roads Supervisors – Enbridge Utility Locate Charge	Receive
<b>Items with a request for support (other) or decision required – N/A</b>		
D	St. Joseph Island Lion’s Club – Sponsorship Request	Support

BE IT RESOLVED THAT correspondence items a-d be received for information.  
Carried.

**11. Closed Session**

Resolution #: 2023 – 91  
Moved By: Bryon Hall  
Seconded By: Greg Senecal

BE IT RESOLVED THAT Council proceed into Closed Session at 8:30 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. Hiring Recommendations:
  - Landfill Attendant(s)
  - Summer Positions
  - Marina Manager
  - Community Projects Intern

Carried.

Resolution #: 2023 – 92  
Moved By: Steven Adams  
Seconded By: Bryon Hall

BE IT RESOLVED THAT Council does rise from Closed Session at 8:48 p.m.  
Carried.

Resolution #: 2023 – 93  
Moved By: Cameron Ross  
Seconded By: Greg Senecal

BE IT RESOLVED that the report from the Clerk Administrator regarding hiring for the positions of Landfill Attendant, Marina Manager, Marina Attendant, Public Works Assistant and Parks Assistant be received for information, and

That Council authorizes staff to offer the positions to the individuals named in the report at the agreed upon rates.

Carried.

## 12. By-Laws

- a. Zoning By-Law Amendment – 1695 Lucy Street

Resolution #: 2023 – 94

Moved By: Cameron Ross

Seconded By: Bryon Hall

BE IT RESOLVED THAT leave be granted to introduce By-Law 2023-13 being a By-Law to amend Zoning By-law 2011 - 34, as amended, to reduce the minimum required exterior side yard building setback to 2 metres (6.5 feet) to permit the construction of a new accessory building (S 4.1.2.1), and THAT said by-law be read a first and taken as read a second and third time and finally passed.

Carried.

- b. Confirmation

BE IT RESOLVED THAT leave be granted to introduce By-Law 2023-14 being a By-Law to confirm the proceedings of the Council meeting held on April 5, 2023; and

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

Carried.

## 13. Adjournment

Resolution #: 2023 – 96

Moved By: Bryon Hall

Seconded By: Greg Senecal

BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at 9:01 p.m. to meet again at 6:30 p.m. on Wednesday, April 19, 2023, or at the call of the chair.

Carried.

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Joseph Wildman, Mayor

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Amanda Richardson, Clerk Administrator

**TOWNSHIP OF ST. JOSEPH**

Disbursements

DATE:

19-Apr-23

RESOLUTION #

<b>Chq #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Cheq Amount</b>
6199	4/6/2023	BARRY ELLIOTT	Refund of Election Nomination Fee	\$ 200.00
6200	4/6/2023	FLEMING'S TRUCKING & LOGGING INC.	Roads - Float Grader	678.00
6203	4/6/2023	KATHERINE HENSHELL	Refund of Election Nomination Fee	200.00
6205	4/6/2023	MINISTER OF FINANCE	Policing - OPP Billing	17,842.00
106795	4/6/2023	STEVEN ADAMS	Refund of Election Nomination Fee	100.00
106796	4/6/2023	ALGOMA DISTRICT SERVICES ADMIN BOARD	Municipal Levy April 2023	73,645.40
106797	4/6/2023	ALGOMA AG CENTRE	Roads - Fuel	401.51
106798	4/6/2023	ALLETRAM GROUP LTD	Landfill - Recycling Container Rental	678.00
106800	4/6/2023	ATHLETICA SPORT SYSTEMS	Recreation - Tranter Rink Boards	42,832.65
106801	4/6/2023	KIMBERLY CHEESEMAN	Seniors - Day Out Mileage	68.00
106803	4/6/2023	MELISSA CRIPPS	Seniors - Day Out Mileage	101.00
106806	4/6/2023	JASON GARSIDE	Refund of Election Nomination Fee	100.00
106807	4/6/2023	MARGO GIBSON	Seniors - Exercise Mileage	45.00
106808	4/6/2023	GENEVIEVE GONNEAU	Seniors - Day Out Mileage	68.00
106810	4/6/2023	BRYON HALL	Refund of Election Nomination Fee	100.00
106813	4/6/2023	GLEN IRWIN	PPP - CBO Mileage	54.00
106814	4/6/2023	ISLAND CLIPPINGS	Admin - Advertising	40.68
106817	4/6/2023	KARHI CONTRACTING	Sewer Services - Equipment Rental	507.09
106818	4/6/2023	KENTVALE MERCHANTS LTD.	Roads - Supplies and Fuel	120.05
106819	4/6/2023	TOWNSHIP OF LAIRD	PPP - CBO Membership	22.50
106822	4/6/2023	MAXIMUM SIGNS	Roads - Signs	147.73
106825	4/6/2023	DAVID PEARSE	PPP - Animal Control Membership	27.00
106826	4/6/2023	RANKIN SUPPLY	Roads - Supplies	110.13
106828	4/6/2023	AMANDA RICHARDSON	Admin - Mileage and Supplies	64.20
106830	4/6/2023	CAMERON ROSS	Refund of Election Nomination Fee	100.00
106832	4/6/2023	GREG SENEAL	Refund of Election Nomination Fee	100.00
106836	4/6/2023	SUPERIOR PROPANE	Admin - Propane	864.14
106838	4/6/2023	TOROMONT CAT	Emerg Planning - Generator Inspection	624.13
106839	4/6/2023	KATHRYN TRAINOR	Refund of Election Nomination Fee	100.00
106842	4/6/2023	JODY WILDMAN	Refund of Election Nomination Fee	200.00
various	4/6/2023	SENIORS MOW DRIVERS	Seniors - MOW Drivers Jan - Mar 2023	3,366.19
various	4/6/2023	SENIORS TRANSPORTATION	Seniors - Transportation March 2023	2,523.13
DD	4/6/2023	BI-WEEKLY PAYROLL	PP # 7	25,642.60
DD	4/6/2023	MONTHLY PAYROLL	March	3,376.47
6207	4/13/2023	CENTRAL ALGOMA SECONDARY SCHOOL	Admin - Graduation Donations	350.00
6208	4/13/2023	DHL EXPRESS CANADA LTD	Landfill - Customs Fees for Netting	31.63
6209	4/13/2023	TOWNSHIP OF JOCELYN	Admin - Integrity Commissioner Training	263.05
6210	4/13/2023	BELL CANADA	Various Depts - Telephone	981.02
106843	4/13/2023	ABELL PEST CONTROL INC	Recreation - Old Town Hall Pest Control	60.29
106844	4/13/2023	GREEN FOR LIFE ENVIRONMENTAL	Landfill - Recycling Pickup/Water - Truck Rental	6,086.09
106845	4/13/2023	ISLAND CLIPPINGS	Admin - Advertising	40.68
106846	4/13/2023	KENTVALE MERCHANTS LTD.	Roads - Fuel	115.00
106847	4/13/2023	THE NORTHSHORE SENTINEL	Admin - Advertising	322.26

<u>Chq #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Cheq Amount</u>
106848	4/13/2023	ONT MUN EMPLOYEES RETIREMENT SYSTEM	Pension Contributions	13,488.42
PAP	4/13/2023	ALGOMA POWER INC	Recreation - Old Town Hall Power	458.35
PAP	4/13/2023	BELL CANADA	Seniors/Water/Sewer - Internet	207.92
PAP	4/13/2023	BELL MOBILITY	Various Depts - Cell Phones Mar - Apr 2023	678.37
PAP	4/13/2023	RECEIVER GENERAL	Payroll Remittance	23,361.65
PAP	4/13/2023	WORKPLACE SAFETY & INSURANCE BOARD	Premiums Jan - Apr 2023	9,499.66
				<b>\$ 230,993.99</b>

	<b>Township of St. Joseph</b>	
	<b>Report To Council</b>	
	<b>FROM:</b>	Amanda Richardson, Clerk Administrator
	<b>DATE:</b>	April 19, 2023
	<b>SUBJECT:</b>	ADSAB Funding for Meals on Wheels and PSW Outreach Program
<b>RECOMMENDATION:</b>	<p>BE IT RESOLVED THAT the report from the Clerk Administrator regarding the Algoma District Services Administration Board (ADSAB) funding application for the Meals on Wheels Program and the PSW Outreach Program be received; and</p> <p>That council approves staff to apply to ADSAB Homelessness Prevention Plan for funding support for both programs.</p>	

**Background:**

The Algoma District Services Administration Board (ADSAB) Homelessness Prevention plan provides funding for organizations to assist individuals with supports that prevent Homelessness. These supports can include drop-in, emergency shelter stays, food delivery/outreach service, food bank, outreach, personal items/clothing/household items, mental health/illness/substance use supports and services, crisis prevention, transportation service, and information/service navigation/referrals.

The Trefry Centre is applying for support for the increasing food costs for the Meals on Wheels Program in order to keep the options affordable to those accessing service.

The PSW Outreach program is applying for support for its direct client services.

Funding amounts provided will be based on availability and program needs.

**Financial Implications:**

ADSAB will fund 100% of approved expenses. There are no additional costs to the Township.

**Options:**

Council may approve staff to apply for both programs or may defer or deny the request to apply for this funding.



Amanda Richardson  
Clerk Administrator



## MEMORANDUM

**TO:** The Corporation of the Township of St. Joseph

**FROM:** Antoinette Blunt, Integrity Commissioner  
Ironside Consulting Services Inc

**DATE:** Report Submitted: 14 April 2023

**SUBJECT:** Report of the Integrity Commissioner  
Covering the period from March 3, 2022, 2020 to April 14, 2023

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### **Appointment**

On February 13, 2019, the Council of The Corporation of the Township of St. Joseph appointed Antoinette Blunt, President, Ironside Consulting Services Inc. as the Municipality's first Integrity Commissioner. The appointment was effective January 23, 2019 until December 31, 2021, according to By-Law No. 2019-05.

Subsequently, on in 2022, Council passed By-law 2022-19, extending the term of appointment until December 31, 2024.

### **Municipal Act, 2001**

Section 223.6 (1) of the Municipal Act states, that" If the Commissioner provides a periodic report to the municipality on his or her activities, the Commissioner may summarize advice he or she has given but shall not disclose confidential information that could identify a person concerned. 2006, c. 32, Sched. A, s. 98."

### **Activities, Expenditures During Period and Total Since Appointment**

There were no requests for advice or inquiries during this reporting period. There were no expenditures during this reporting period and none since date of appointment.

St. Joseph Township Cemetery Board  
March 22, 2023  
**Minutes**

**Attending: Gail Murdock, Shelley Emond, Greg Senecal**  
**Staff: Erica Pollock, Sherie Gladu**

1. Welcome and Introductions
2. Minutes of Previous Meeting:

Recommendation: Be it resolved that the minutes of the Cemetery Board meeting held May 18, 2022 be approved as circulated.

Moved: Shelley

Seconded: Greg

Approved

3. Business Arising from the Previous Minutes

4. Maintenance Report

Cemetery Maintenance Update report provided by Sherie for Cemetery Caretaker B. Ibbitson

5. 2023 Budget and Financial Documents

- a. Recommendation: Be it resolved that the Cemetery Board authorize staff to reinvest the 2021 interest of \$2031.00 and 2022 interest of \$1630.74 in the perpetual portfolio to continue to grow the fund.

Moved: Greg

Seconded: Shelley

Approved

- b. Recommendation: Be it resolved that the 2023 Cemetery Board budget be approved as presented.

Moved: Shelley

Seconded: Greg

Approved

6. New/Other Business

Sherie to reach out to Natural Cemetery contact for more info on natural burials in organized cemeteries. Sherie will search out best practices from BAO on natural burial processes.

The committee would be interested in attending any presentation the group would be willing to provide.

7. Adjournment: Motion to adjourn at 12:33  
Moved: Greg  
Seconded: Shelley
8. Next meeting date: At the call of the Chair

**Township of St. Joseph  
2023 Cemetery Budget**

Description	2022 Budget	2022 Actual	2023 Budget	Comments
<b>Revenue:</b>				
Sale of Plots	\$ 2,610.00	\$ 1,550.00	\$ 3,480.00	for 12 plots (7 sold already)
Interest Income	1,000.00	1,630.74	1,000.00	on perpetual fund investments
Misc. (Donation)	-	125.00	-	
Municipal Levy	6,500.00	6,500.00	6,500.00	
<b>TOTAL REVENUE</b>	<b>10,110.00</b>	<b>9,805.74</b>	<b>10,980.00</b>	
<b>Expenses:</b>				
Administrative/Bank Fees	350.00	440.29	350.00	Software Licence Fee, Bank Fees (2022 included advertising for new by-law)
Audit	410.00	435.53	430.00	
Caretaking Expenses	8,500.00	9,894.50	9,800.00	includes an increase in caretaker rate
Maintenance & Materials	850.00	400.71	400.00	2022 included extra materials
<b>TOTAL OPERATING EXPENSES</b>	<b>10,110.00</b>	<b>11,171.03</b>	<b>10,980.00</b>	
<b>NET REVENUE LESS EXPENSES</b>	<b>\$ -</b>	<b>\$ (1,365.29)</b>	<b>\$ -</b>	



**Richards Landing Marina Committee  
Minutes  
Monday, March 27, 2023  
Council Chambers  
3 pm**

**Present:** Glenda Boyko, Julie Gardiner, Cameron Ross, Greg Senecal, Sarah McNaughton

**Staff:** Amanda Richardson, Sherie Gladu

1. Welcome to 2023 season
2. Appointment of Chair  
Glenda Boyko nominated as chair.  
Moved: Greg  
Seconded: Julie

3. Declaration of Conflict of Interest

If any member has a Conflict of Interest with any item on the agenda, they are to declare it now and state the reason for the conflict. A Declaration of Interest form must be completed and submitted to the Clerk prior to discussion of the matter.

None declared.

4. Minutes from the Previous Meeting

Be it resolved that the minutes of the Marina Committee meeting held on May 24, 2022 be approved as presented.

Moved: Greg

Seconded: Glenda

5. Staffing and Schedule  
Currently in process of hiring new marina manager and attendant for 2023. Two students from last season will be returning. The past manager is willing to help train the new manager. Spring opening and hours to be determined once positions are filled. Intend to open May long weekend with limited spring hours.
6. Summer 2022 season recap
  - Accessible doors
  - New VHF radio
  - Restaurant renovation 2022
  - Restaurant rental
  - Events
  - Revenue increased 2021-2022

\$113,505 in 2021 up to \$139,005 in 2022 mostly related to gas sales and grants. Ramp use was down, Slip rental fees down slightly.

7. Fees and Charges

a. 2022 Marina fees:

	Serviced	Unserviced
Overnight:	\$2.00 per foot	\$1.50 per foot
Weekly slip rentals:	\$7.20 per foot	\$6.50 per foot
Monthly slip rentals:	\$18.55 per foot	\$17.00 per foot
Seasonal (May – October)	\$33.00 per foot	\$30.00 per foot

Seasonal docking rates increased in 2018; transient fees did not.

2019 fees were revised to match Hilton Beach Marina fees.

**Daily Launch:** \$6.00 per launch to be paid at the time of launching.

**Seasonal launch pass:** \$60.00 plus HST (unlimited May through October)

Proposed 2023 Marina Fees: adding approx. 5% for inflation

	Serviced	Unserviced
Overnight:	\$2.10 per foot	\$1.60 per foot
Weekly slip rentals:	\$7.55 per foot	\$6.80 per foot
Monthly slip rentals:	\$19.50 per foot	\$17.85 per foot
Seasonal (May – October)	\$34.65 per foot	\$31.50 per foot

**Daily Launch:** \$6.50 per launch to be paid at the time of launching.

**Seasonal launch pass:** \$63.00 plus HST (unlimited May through October)

**Recommendation:** The committee recommends updating the fees for 2023 as noted above.

Moved: Julie

Seconded: Greg

Approved

8. Draft 2023 Budget

a. Outstanding Project budget items:

- signage to be deferred for blue “you are here” sign with local sites of interest noted. To be completed when construction is done.

-Lighthouse siding must be completed after construction is complete.

b. 2023 budget items for consideration

**Stribling point**

Boat launch users requested a second floating dock for the river side of the boat launch to be considered for the budget 2023. Decision was tabled to ask advice of Marine contractor.

APRIL 5 UPDATE: Advice noted it is up to the discretion of the group, but should not provide a hinderance to the use of the launch. The majority of committee was in agreement to get a quote and include for budget consideration by council.

**c. Marina Roof – End of life replacement**

Committee to consider two options for replacement of the Marina roof:

Option 1 – Redesign of complete roof system to change to trussed roof with large overhang to encompass complete building. Sketches attached.

Preliminary comments and costing from Cenlo Engineering:

- This project presents a number of challenges structurally. Some of the main points to consider are:
- The current orientation of the roof structure (crossing supports) are in the opposite direction of the proposed truss orientation for parts of the roof.
- This results in support issues which may require additional or replacement of beams and columns in the restaurant area
- The additional load will require a rework of portions the foundation of the building to support the new load. This would be in the form of major underpinning of the existing foundation (i.e. excavate/demolish, shore/support the existing foundation and modifications)
- Wind load is a major concern. An overhang of this size could cause the building to lift in high wind scenarios.
- The roof would need pile anchors and cross bracing at a number of locations in order to anchor the roof system and stabilize lateral forces.
- The horizontal wind load would also pose concern to shear walls capacities.
- Due to the physical/structural challenges there are significant costs. The estimated “ballpark” level costing is as follows:
  - Removal and relocation of Mechanicals (HVAC) - \$80,000
  - Engineering design fees for structural \$80,000 – \$120,000
  - Construction costs for foundation, shoring, structural supports and new roof structure \$800,000
  - Total potential project costs: Approx \$1,000,000+
- Funding partners not yet identified
- For alternate consideration:  
New building value at current costs – 3000square feet for medium grade finish is currently at \$450/square foot: \$1,350,000

Option 2 – Replacement with like materials funded through NOHFC

- The flat roof can be replaced with like material for an estimated life span of 20-25 years for the estimated cost of \$130,000.

- In addition the NOHFC application could also fund removal of the end of life HVAC system from the roof to be replaced with more efficient heat pump system for approx. \$33,000, Grout repairs to foundation voids for approx.. \$51,000, and new vinyl plank flooring throughout that will be needed due to the foundation repairs \$14,000
- Total project cost of \$232,000. NOHFC would fund \$200,000 and the remaining \$32,000 would be funded by Township Reserves.
- \*NOHFC can be used for HVAC, Foundation and Flooring only: \$98,000 with the township funding 10% at \$9,800 with roof waiting for potential future funding.

**Recommendation:** The committee recommends receiving a quote for budget consideration by council regarding an additional floating dock at Stribling Boat launch.

**Recommendation:** The committee recommends Tabling the decision for the replacement of the roof on the Marina building until the Engineer, Scott McGilvery and Don McEwen meet with Cameron and Staff to explore costing and feasibility.

**UPDATE:** The meeting was declined and a recommendation was made by the consultants that there would need to be a feasibility study procured before any further action should be taken. As this is time sensitive, option two is now the preferred option and staff will move forward with the NOHFC application for the replacement of the flat roof.

**Recommendation:** The committee recommends the draft 2023 budget to be presented to council.

Moved: Cameron

Seconded: Greg

## 9. Special Events

- Makers Market – Every Saturday in July and August 12-4pm in cenotaph park.
- Community night live band boat parade of lights – July 28, 2023

## 10. Other Business

- North Channel Marine Tourism Council. Memberships remain constant. New marketing initiatives in Michigan.
- Marina Construction project details and schedule

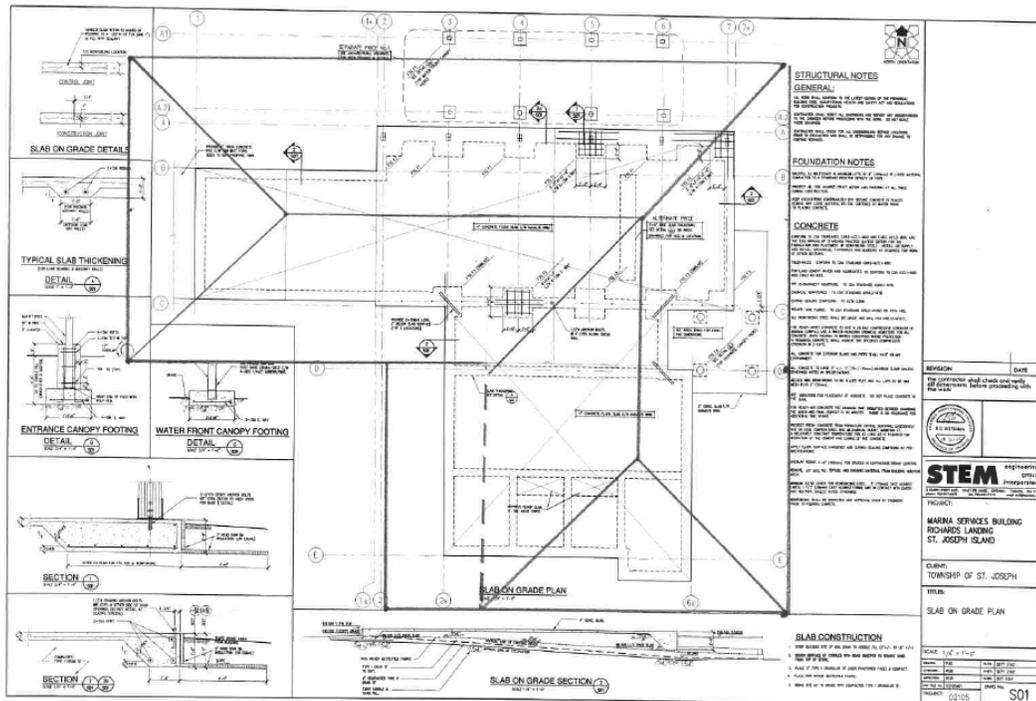
Phase 2 Tender closed March 24, 2023. Tender to be awarded ASAP with construction starting soon after. Second phase will be remainder of landscaping

and pathways, roof drainage connection, new deck, and fixtures. To be completed June 2023, with primary focus on sidewalk and marina restaurant deck.

- c. Sherie to prepare a press release for the Island Clippings outlining the Marina operations this season. To be circulated to committee before released.

11. Next Meeting: At the call of the chair

Adjourn: 4:03pm



	<b>Township of St. Joseph</b>	
	<b>Report To Council</b>	
	<b>FROM:</b>	Amanda Richardson, Clerk Administration
	<b>DATE:</b>	April 19, 2023
	<b>SUBJECT:</b>	Flexible Work Hours for Administrative and Trefry Offices
<b>RECOMMENDATION:</b>	<p>BE IT RESOLVED THAT the report from the Clerk Administrator regarding flexible work hours for the Administrative and Trefry offices be received, and</p> <p>That Council approves the proposed flexible working hour schedule on a trial basis from May through October 2023, to be reviewed at 3 and 6 months.</p>	

### Background

- The Administrative and Trefry office teams are proposing a trial for 4-day work weeks where staff would work the same number of hours in the week (4 longer shifts and 5<sup>th</sup> day off either weekly or bi-weekly) and rotate days off to ensure proper office coverage at both locations.
- If successful, this proposal will not affect the public. Office hours would remain unchanged: 8:30 a.m. – 4:00 p.m. Monday through Friday. Doors would be locked outside of those hours and staff not expected to answer calls.
- There will be no reduction in service levels or hours of operation. Staff at both locations are cross trained, and quick reference guides are in place for common tasks to ensure coverage and that available staff are able to assist when others are away.
- 6-month trial (May through October 2023), to be reviewed at the 3-month mark. (Review metrics: complaints, staff satisfaction, team building and cooperation).
- Potential Benefits:
  - Time worked outside of opening hours can be used for tasks and projects that require uninterrupted focus.
  - Reduced stress and improved work-life balance
  - Non-monetary motivation
  - Time during the week for employees to schedule personal appointments without missing work.
- Optional for each individual and weekly hours will vary per employee depending on meetings, other commitments, etc.
- Other area municipalities are closed some days during the week and the Township of St. Joseph previously closed on Wednesdays to allow staff uninterrupted work time. Council received complaints from residents and made the decision to open 5 days per week. This flexible work schedule would provide staff with some uninterrupted work time while maintaining current service levels.
- The Trefry centre has its lightest programming schedules on Mondays and Fridays and the team there will work together to ensure proper coverage for vacations, appointments, etc.
- The CBC published an article in February 2023 titled “Rural Ontario municipalities are adopting the 4-day work week. What does it take to get others on board?” (attached for review). The

article states that “benefits included improved morale among workers, no decrease in productivity, improved work-life balance and no negative feedback from people who needed to access services at the office.

- Example/tentative weekly schedules follow. Daily hours will be adjusted for salary as well as evening meetings, etc.

ADMIN:

Staff	Monday	Tuesday	Wednesday	Thursday	Friday
Amanda	7:00-4:15	7:00-4:15	7:00-4:15	7:00-4:15	OFF
Erica	OFF (every 2 <sup>nd</sup> week)	8:30-4:50	8:30-4:50	8:30-4:50	8:30-4:50
Sherie	OFF	7:00-4:15	7:00-4:15	7:00-4:15	7:00-4:15
Marcy	7:00-4:15	7:00-4:15	7:00-4:15	7:00-4:15	OFF

SENIORS:

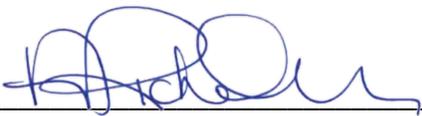
Staff	Monday	Tuesday	Wednesday	Thursday	Friday
Susie	7:30-4:45	7:30-4:45	7:30-4:45	7:30-4:45	OFF
Asa	OFF	7:00-4:15	7:00-4:15	7:00-4:15	7:00-4:15
Cheryl	7:00-4:15	7:00-4:15	7:00-4:15	7:00-4:15	OFF

**Financial Implications**

There are no financial implications resulting from this report.

**Summary**

Council may accept the proposal as presented or consider other options.

  
 \_\_\_\_\_  
 Amanda Richardson, Clerk Administrator

Sudbury

## French River makes compressed work week a permanent option

Four-day work week brought more benefits than challenges, says CAO

[Warren Schlote](#) · CBC News · Posted: Jan 27, 2023 7:30 AM EST | Last Updated: January 27



French River CAO Marc Gagnon says the four-day work week brought boosts in productivity, morale and work-life balance, though it was more difficult to cover staff absences. (Submitted by Marc Gagnon)



**Morning North 6:59**

The Municipality of French River is making a compressed work week a permanent option

Staff for the municipality of French River will have the option to work a shorter work week. The town ran a pilot project over much of the past year allowing employees to work a compressed work week. A decision has been made to make it a permanent option. We heard more from Marc Gagnon, the chief administrative officer for French River.

A compressed, four-day work week is here to stay at the Municipality of French River in northern Ontario.

The municipality ran a pilot project for much of 2022, seeing if squeezing a regular, five-day work week into just four days would benefit the township staff. About 87 per cent of staff opted into the compressed schedule trial.

The verdict was overwhelmingly positive, leading town councillors to make the schedule permanent at a Jan. 18 council meeting.

"I'm happy that this has worked out and that the employees are enjoying the new work schedule, alongside being able to service our public an extra half-hour per day," said Marc Gagnon, French River's chief administrative officer.

- [Could a four-day work week benefit municipalities? French River thinks so](#)
- [Ontario NDP, Liberals eye four-day work weeks in proposed pilot projects](#)

The concept of a compressed work week has been gaining popularity in recent years. It involves the same number of hours as a standard five-day work week, with employees forfeiting some break time and working longer hours in exchange for a three-day weekend.

## Shortened schedule brings benefits

Despite employees only working four days each, the municipality managed to extend its service hours to members of the public. Because some workers get the Monday off and others

take the Friday, the town office remains open five days per week, but for an extra half hour each day due to the longer workdays.

Gagnon said the benefits included improved morale among workers, no decrease in productivity, improved work-life balance and no negative feedback from people who needed to access services at the office.

An unanticipated benefit, he said, was a drop in the township's carbon footprint.

"We're saving about 250 kilometers or so a week from travel time and commute time of the employees to to work."

Improved employee retention was one promised benefit from a compressed work week, but few studies have had enough time to show whether this bears out. Anecdotally, Gagnon said the four-day schedule improved retention in his township, citing a peculiar source: himself.

"I've stayed on with the municipality, going forward with this new council instead of choosing to retire," said Gagnon. He said his recently improved work-life balance pushed him to delay his retirement.

Overall, Gagnon said 81 per cent of participating workers were satisfied with the compressed schedule.

## **Compression has drawbacks**

Some of the challenges French River faced included difficulties in communication among other departments, though this improved by the end of the pilot. Finding people to staff the office when some employees would need to take leave, sick days or temporarily work from home was also a challenge.

However, according to Zac Spicer, associate professor at York University's School of Public Policy and Administration, a compressed work week brings equity issues.

"The people who were unable to actually participate in the pilots were, primarily, women who had younger children who weren't able to find childcare beyond eight hours a day," Spicer said.

- [City of Merritt to launch 4-day work week pilot for staff](#)
- [City of Saint John adopts a 4-day work week](#)

Spicer was part of the team that studied the compressed work week in Zorra Township, in southwestern Ontario, in 2020. French River followed the exact same weekly structure as Zorra used.

"The world of work is changing and the pandemic had a major influence on this, where people sort of began to think about how much of their life they're really willing to ... hand over to any certain employer," said Spicer. "They're really looking for, you know, a little bit more balance in their life."

The compressed work week remains opt-in for French River workers, who can also choose to work a conventional five-day week instead.

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**Why most Canadians don't need another COVID-19 booster — at least not yet**

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### 5 A new law is about to make it harder for Russians to dodge the draft

	<b>Township of St. Joseph</b>	
	<b>Report To Council</b>	
	<b>FROM:</b>	Amanda Richardson, Clerk Administration
	<b>DATE:</b>	April 19, 2023
	<b>SUBJECT:</b>	SJI Planning Board - Notice of Application for Consent (Campement D'Ours Island)
<b>RECOMMENDATION:</b>	BE IT RESOLVED THAT the report from the Clerk Administrator regarding the notice of application for consent for Campement D'Ours Island be received for information, and  That Council _____ .	

### Background

A notice of application for consent for Campement D'Ours Island was received and is attached along with a sketch of the proposed severance for review. The application, if approved, would sever a 10-acre lot from the 1140-acre lot which covers most of Campement D'Ours Island. The severed portion would be used to construct a seasonal, water-only access cottage.

The Planning Board meets on April 27<sup>th</sup>. Any comments, questions or recommendations from Council must be received before that date.

### Financial Implications

There are no financial implications resulting from this report.

### Summary

Council can choose to support, object to or comment on the notice of application for consent.

  
 \_\_\_\_\_  
 Amanda Richardson, Clerk Administrator

**ST. JOSEPH ISLAND PLANNING BOARD**  
**NOTICE OF APPLICATION FOR CONSENT**

**TAKE NOTICE** that the St. Joseph Island Planning Board has received a complete application for consent to sever land and will meet to consider this application on:

**Thursday, April 27<sup>th</sup>, 2023 at 7:00 p.m.**

at the Hilton Beach Municipal Office, 3100 Bowker Street,  
Hilton Beach, Ontario

The purpose and effect of the subject application for consent is to permit the severance of one new waterfront residential parcel on Campement D'ours Island, in the Township of St. Joseph. The parcel proposed to be severed has an area of approximately 4 hectare (10 ac.) with water frontage of about 634 metres (2080 ft.). The parcel proposed to be retained consists of about 456 hectares (1,130 ac.) of vacant land with about 5.7 km. (3.5 mi.) of water frontage.

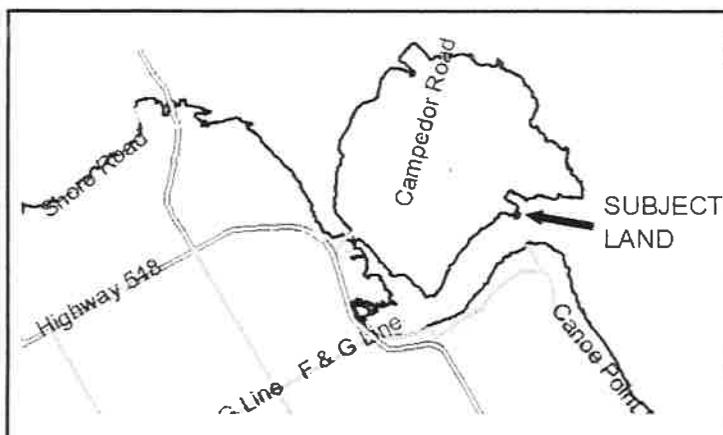
ADDITIONAL INFORMATION regarding the application is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

ANY PERSON may attend the meeting and/or make written or verbal representation either in support of or in opposition to the proposed consent. If a person or public body that files an appeal of a decision of the St. Joseph Island Planning Board in respect of the proposed consent does not make written submission to the St. Joseph Island Planning Board before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

If you wish to be notified of the decision of the St. Joseph Island Planning Board in respect of the proposed consent, you must make a written request to:

**St. Joseph Island Planning Board**  
c/o P.O. Box 290  
Richards Landing, Ontario P0R1J0

**KEY MAP**



Applicant: Campedor Island Club  
Consent Application # 1/23

Dated at St. Joseph Island this 6<sup>th</sup> day of April 2023  
Michael Jagger, Secretary-Treasurer  
St. Joseph Island Planning Board  
Tel: 705-542-4606      Email: [sjiplanningboard@gmail.com](mailto:sjiplanningboard@gmail.com)



SKETCH OF PROPOSED LOT

**THE CORPORATION OF THE TOWNSHIP OF ST JOSEPH**  
**BY-LAW NO. 2023 - 15**

**A By-Law to Inventory and Classify Highways**

WHEREAS the Municipal Act, 2001, Regulation 239/02 sets out various classifications of highways and minimum standards of repair.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH ENACTS THE FOLLOWING:

1. Schedule A attached to and forming this by-law sets out the various classifications of highways within the municipality.

Any previous Township By-laws to Inventory and Classify Highways are hereby rescinded.

This by-law takes effect on the final date of passing.

Passed in open Council on this day, April 19<sup>th</sup>, 2023.

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Joseph Wildman  
Mayor

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Amanda Richardson  
Clerk Administrator

**Schedule "A" to By-Law 2023 - 15**

<u>Name of Road</u>	<u>Official Plan Classification</u>	<u>Classification (Pursuant to Ontario Reg. 239/02)</u>
A LINE ROAD (Boyles Side Road to K Line)	Year Round Maintained	6
B LINE ROAD	Year Round Maintained	4
D LINE ROAD	Year Round Maintained	4
F & G LINE ROAD	Year Round Maintained	6
I LINE ROAD	Year Round Maintained	6
K LINE ROAD (10th Side Road to Hawdon Drive)	Year Round Maintained	6
BLIND LINE ROAD	NON-MAINTAINED	N/A
5th SIDE ROAD (to I Line)	Year Round Maintained	6
10th SIDE ROAD (K Line to D Line)	Year Round Maintained	4
15th SIDE ROAD	Year Round Maintained	6
20th SIDE ROAD (D Line to K Line)	Year Round Maintained	6
BOYLES SIDE ROAD	Year Round Maintained	4
HUMES ROAD	Year Round Maintained	4
LLEWELLYN BEACH ROAD	PRIVATE	N/A
MILITARY TRAIL	Seasonally Maintained	6
RIVERSIDE DRIVE	Year Round Maintained	4
ST. MARYS DRIVE	PRIVATE	N/A
LAKESIDE DRIVE	NON-MAINTAINED	N/A
BENNETT ROAD	Year Round Maintained	6
CEDAR DRIVE	Year Round Maintained	6
LEWIS ROAD	PRIVATE	N/A
MARINERS COVE ROAD	PRIVATE	N/A
SAILORS ENCAMPMENT DRIVE	Year Round Maintained	6
NEEBISH ROAD	Year Round Maintained	6
FAIRVIEW LANE	PRIVATE	N/A
HAWDON DRIVE	Year Round Maintained	6
CANOE POINTE ROAD (Gawas Bay to Soo Mill Road)	Year Round Maintained	4
SHALE ROAD	Year Round Maintained	6
GAWAS BAY ROAD	Year Round Maintained	6
CHANNEL VIEW DRIVE	Year Round Maintained	6
CAMPEDOR ROAD	Year Round Maintained	N/A
HILLSIDE DRIVE	Year Round Maintained	N/A
COTTAGE ROAD	PRIVATE	N/A
HUMBUG POINT ROAD	PRIVATE	N/A
SHORE ROAD (Richards Street to 15th Side Road)	Year Round Maintained	6
SHORE ROAD (15th Side Road to end)	Seasonally Maintained	6
ARTHUR STREET	Year Round Maintained	6
LEWELLYN STREET	Year Round Maintained	6
LUCY STREET	Year Round Maintained	6
LAKE STREET	Year Round Maintained	6
RUSSELL STREET	Year Round Maintained	6

THE LANE	Year Round Maintained	6
LITTLETON STREET	Year Round Maintained	6
CATHERINE STREET	Year Round Maintained	6
RICHARDS STREET	Year Round Maintained	5
ELIZABETH STREET	Year Round Maintained	6
SPRING STREET	Year Round Maintained	6
MARGUERITE STREET	Year Round Maintained	6
GORE STREET	Year Round Maintained	6

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

BY-LAW 2023 - 16

**A By-Law to assume for public use and establish as public streets parcels of land conveyed to the municipality.**

The Council of the Township of St. Joseph, pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, ENACTS the following:

1. The Corporation of the Township of St. Joseph hereby assumes for public use and establishes as public streets, the streets or parts of streets more particularly described in Schedule "A" attached to this by-law.
2. Schedule "A" hereto forms part of this by-law.
3. This by-law takes effect on the date of its final passing.

Passed in open Council on April 19, 2023.

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Joseph Wildman  
Mayor

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Amanda Richardson  
Clerk Administrator

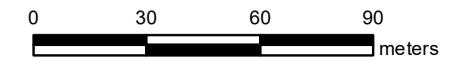
**SCHEDULE "A" to By-Law 2023-16**

1. Canoe Pointe Road  
PINS 0429, 0420 and 0424 lying in front of ST JOSEPH CON V PT LOT 6

DRAFT



**SCALE**



**PROPERTY INDEX MAP**  
ALGOMA(No. 01)

**LEGEND**

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

**THIS IS NOT A PLAN OF SURVEY**

**NOTES**

**REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS**

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED



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

BY-LAW 2023 - 17

**A By-Law to Confirm the Proceedings of the Regular Council Meeting held on  
April 19, 2023.**

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 April 19, 2023, in respect to each motion, resolution, direction and other action passed and taken by Council, except where the prior approval of the Ontario Municipal Board is required, is hereby adopted, ratified, and confirmed.
2. That the Mayor and the proper officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action or actions, to obtain approvals where required, and to execute any and all documents as may be necessary, and to affix the corporate seal to all such documents as required.

Passed in open Council April 19, 2023.

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Joseph Wildman  
Mayor

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Amanda Richardson  
Clerk Administrator