



THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH
COUNCIL MEETING
AGENDA
6:30 p.m. - Wednesday, December 6, 2023
Council Chambers – 1669 Arthur Street, Richards Landing

1. **Call to Order**
2. **Moment of Silent Reflection**
3. **Disclosure of Pecuniary Interest**
4. **Adoption of the previous minutes**
 - a. Regular Council Meeting – November 15, 2023
Recommendation: BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, November 15, 2023, be adopted as circulated. 4-7
5. **Accounts**
Recommendation: BE IT RESOLVED THAT the Cheque Register dated December 6, 2023, in the amount of \$368,952.28 be approved as presented. 8-9
6. **New Business and Discussion Items**
 - a. By-Law Action List Review & Discussion
 - i. Considerations for animal control and kennel by-law
7. **Staff and Committee Reports** 10-12
 - a. 2024 Pay Grid Increase
Recommendation: BE IT RESOLVED THAT the report from the Treasurer regarding 2024 wages be received: and
THAT Council approve a 2024 increase of _____ % for the positions listed on the salary grid; and THAT the increase also be applied to the honourariums for Council and the PSW Pilot Program employees; and
THAT the Treasurer be authorized to implement this increase as of January 1, 2024.
 - b. Seniors Services - Advisory Committee Updates 13
Recommendation: BE IT RESOLVED THAT the report from the Manager of Seniors & Persons with a Disability Services regarding updates from the Advisory Committee Meeting held November 14, 2023, be received for information, and
That Council _____.
 - c. Funding Application Request for Approval - My Way Home- Winter Preparedness Package Initiative 14-15
Recommendation: BE IT RESOLVED THAT the report from the Manager of Seniors and persons with a Disability Services regarding an application to the Home and Community Support Innovations Centre’s My Way Home- Winter Preparedness Package Initiative be received for information, and



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That Council authorize staff to participate in the program providing 30 winter readiness packages to persons in need within the catchment area.

- d. Funding Approval Request: Community Emergency Preparedness Grant

Recommendation: BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the Community Emergency Preparedness Grant from the Treasury Board Secretariat be received; and

16

That council approves staff to apply to the Community Emergency Preparedness Grant for funding support for renewal of the emergency management plan, supporting documents and training.

- e. Funding Approval Request: Charged for Change and EV Charge ON Electric Vehicle Charging Station Grants

Recommendation: BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the Charged for Change and EV Charge ON Electric Vehicle Charging Station Grants be received; and

17-18

That council approves staff to work with Real Term Energy to prepare applications for the grants for installation of Electric Vehicle Charging Stations in Richards Landing.

- f. Funding Approval Request: Experience Ontario 2024

Recommendation: BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding Application to Experience Ontario 2024 for the Go North Music Festival be received; and

19

That Council authorizes staff to apply for the Experience Ontario 2024 funding from the Ministry of Heritage, Sport, Tourism and Culture Industries for the 2024 Go North Music Festival; and That Council commits to funding any deficits for the Go North Music Festival from the Events Reserve if funding requests are declined.

- g. Municipal Office – Side Door RFQ Results

Recommendation: BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the results of a Request for Quotes for the Side Exit Door renovation at the Municipal Office Building be received; and

20

That council _____

- h. Performance evaluation system updates

Recommendation: BE IT RESOLVED THAT the report from the Clerk Administrator regarding updates to the performance evaluation system for the 2023 year be received for information, and

21-26

That Council approves the changes recommended by the Personnel Committee and Senior Management Team.



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8. Consent Agenda - Correspondence

Recommendation: BE IT RESOLVED THAT correspondence items A through I on the Consent Agenda be received for information; and

That the recommended actions be taken.

9. By-Laws

a. Emergency Management

27-28

Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2023-38 BEING a by-law to establish an Emergency Management Program and Emergency Response Plan, and to repeal and replace By-Law#2022-08.

That said by-law be passed in open council on November 15, 2023.

b. Camp D'Ours Site Plan Agreement

29-31

Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2023-39 being a by-law to enter into a Site Plan Agreement with the Owners of Part 1, 1R Plan 14089, Township of St. Joseph.

c. Confirmation

32

Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2023- 40 being a By-Law to confirm the proceedings of the Council meeting held on December 6, 2023; and THAT said by-law be passed in open council on December 6, 2023.

10. Adjournment

Recommendation: BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at _____ p.m. to meet again at 6:30 p.m. on Wednesday, December 20, 2023, or at the call of the chair.



THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH
COUNCIL MEETING
DRAFT MINUTES
6:30 p.m. - Wednesday, November 15, 2023
Council Chambers – 1669 Arthur Street, Richards Landing

| Present | |
|----------------------|---|
| Council | Mayor Jody Wildman (virtual) Councillor Steven Adams Councillor Bryon Hall Councillor Cameron Ross |
| Staff | Amanda Richardson, Clerk Administrator |
| Regrets | Councillor Greg Senecal |
| Presentations | Tim Janzen, MET Energy Systems |

1. Call to Order

Mayor Wildman called the meeting to order at 6:31 p.m.

2. Moment of Silent Reflection

3. Disclosure of Pecuniary Interest

4. Adoption of the previous minutes

- a. Regular Council Meeting – November 1, 2023

Resolution #292

Moved By: Steven Adams

Seconded By: Cameron Ross

BE IT RESOLVED THAT the minutes of the Council meeting held on Wednesday, November 1, 2023, be adopted as circulated.

Carried.

5. Accounts

Resolution #293

Moved By: Bryon Hall

Seconded By: Steven Adams

BE IT RESOLVED THAT the Cheque Register dated November 15, 2023, in the amount of \$141,553.44 be approved as presented.

Carried.

6. Presentations

- a. Municipal Facilities Energy Audit Presentation (Met Energy Systems)

Tim Janzen of MET Energy systems presented a summary of energy audit findings for the following municipal buildings:

- Old Town Hall
- Administrative Office
- Dr. H.S. Trefry Centre
- Municipal Marina Building



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Overall, improvements that have been made are on the right track and Council was provided with a cost benefit analysis of recommendations to further improve energy efficiency at the locations.

7. New Business and Discussion Items

- a. By-Law Action List Review & Discussion
Updated list was presented to Council and the priority order of by-laws to update was discussed.
- b. Trailer By-Law 2nd draft review
Council reviewed the draft as presented and made final changes to be reviewed by the municipality's solicitor and the Minister of the Attorney General before coming back to Council to be passed.

8. Staff and Committee Reports

- a. Funding Application Request – 2024 Canada Summer Jobs
Resolution #294
Moved By: Cameron Ross
Seconded By: Steven Adams
BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding Canada Summer Jobs Grant Application 2024 be received; and

That council approves staff to apply to Canada Summer Jobs for funding support for summer employment.
Carried.
- b. Provincial and Federal Housing Funding Support Summary
Resolution # 295
Moved By: Cameron Ross
Seconded By: Bryon Hall
BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding a summary of the details of the Building Faster Fund and More Homes Built Faster Act and Housing Accelerator Fund be received for information, and

That Council direct staff to investigate costs of a housing needs assessment.
Carried.
- c. Flooring request for Administrative (PSW) Office
Resolution #296
Moved By: Bryon Hall
Seconded By: Steven Adams
BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the PSW Office Flooring Repair be received; and



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That council approves staff to engage a contractor to complete the work.
 Carried.

9. Correspondence

| Item # | Description | Action |
|--|--|----------------|
| Items with a request for support (resolutions) | | |
| A | City of Sault Ste. Marie – Intimate Partner Violence | Support |
| B | Wawa – Amend Legislation Act for Digital Publishing | Receive |
| C | Wawa – Volunteer Firefighter Tax Credit Increase | Support |
| D | Town of Huntsville – Floating Accommodations | Receive |
| E | Dufferin County – Violence Against Women | Receive |
| Items with a request for support (other) or decision required | | |
| F | Bain – Sailor’s Encampment Paving | Respond |

Resolution #297

Moved By: Steven Adams

Seconded By: Bryon Hall

BE IT RESOLVED THAT correspondence items A through F be received for information; and

That the recommended actions be taken.

Carried.

10. Closed Session

Resolution #298

Moved By: Cameron Ross

Seconded By: Steven Adams

BE IT RESOLVED THAT Council proceed into Closed Session at 8:51 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. Fire Chief
- b. Potential and ongoing litigation update

Carried.

Resolution #299

Moved By: Steven Adams

Seconded By: Bryon Hall

BE IT RESOLVED THAT Council does rise from Closed Session at 9:39 p.m.

Carried.



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Resolution #300

Moved By: Cameron Ross

Seconded By: Bryon Hall

BE IT RESOLVED that the reports from the Mayor and Clerk Administrator regarding:

- a. Fire Chief
- b. Potential and ongoing litigation update

Be received for information.

Carried.

11. By-Laws

- a. Confirmation

Resolution #301

Moved By: Steven Adams

Seconded By: Bryon Hall

BE IT RESOLVED THAT leave be granted to introduce By-Law 2023- 37 being a By-Law to confirm the proceedings of the Council meeting held on November 15, 2023; and THAT said by-law be passed in open council on November 15, 2023.

Carried.

12. Adjournment

Resolution #302

Moved By: Bryon Hall

Seconded By: Steven Adams

BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at 9:41 p.m. to meet again at 6:30 p.m. on Wednesday, December 6, 2023, or at the call of the chair.

Carried.

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator

TOWNSHIP OF ST. JOSEPH

Disbursements

6-Dec-23

RESOLUTION #

| Chq # | Date | Vendor Name | Description | Chq Amount |
|--------------|-------------|--------------------------------------|--|-------------------|
| 6339 | 11/10/2023 | BELL CANADA | VARIOUS DEPTS - PHONE | \$ 1,005.14 |
| 6340 | 11/10/2023 | CHRIS TRANBERG & SONS | PARKS - CENT GROUNDS HYDRO SEEDING | 13,560.00 |
| 6341 | 11/10/2023 | ECOLAB CO | MARINA - DISHWASHER LEASE | 1,693.69 |
| 6342 | 11/10/2023 | EQUIPMENT WORLD | ROADS - SMALL TOOLS | 701.39 |
| 6343 | 11/10/2023 | MARK CARUSO | ADMIN - PERMIT DRAWINGS | 1,850.00 |
| 6344 | 11/10/2023 | H. WELLWOOD & SONS LTD. | MARINA - RESTAURANT MAINTENANCE | 340.00 |
| 107398 | 11/10/2023 | ABELL PEST CONTROL INC | LANDFILL - PEST CONTROL | 137.78 |
| 107399 | 11/10/2023 | ALGOMA DISTRICT SERVICES ADMIN BOARD | MUNICIPAL LEVY NOV 2023 | 65,410.92 |
| various | 11/10/2023 | SENIORS TRANSPORTATION DRIVERS | SENIORS TRANSPORTATION OCT 2023 | 2,885.60 |
| 107402 | 11/10/2023 | MARCY CLARK | SENIORS - DAY OUT/MOW SUPPLIES | 40.67 |
| 107403 | 11/10/2023 | MICHELLE DA SILVA | SENIORS - DINERS SUPPLIES | 26.37 |
| 107407 | 11/10/2023 | GARDINER MARINE LIMITED | MARINA - SEASONAL DOCK REMOVAL | 661.05 |
| 107408 | 11/10/2023 | GREEN FOR LIFE ENVIRONMENTAL | LANDFILL - RECYCLING | 4,634.07 |
| 107409 | 11/10/2023 | HUCKSON LIMITED | PARKS - WI SINKS/COUNTERS | 3,212.14 |
| 107410 | 11/10/2023 | GLEN IRWIN | CBO - MILEAGE | 348.50 |
| 107413 | 11/10/2023 | KENTVALE MERCHANTS LTD. | VARIOUS DEPTS - SUPPLIES | 2,404.82 |
| 107414 | 11/10/2023 | LOCAL AUTHORITY SERVICES | ROADS - OFFICE SUPPLIES | 36.14 |
| 107415 | 11/10/2023 | M&L SUPPLY | FIRE - SCBA FLOW TESTING | 5,116.69 |
| 107416 | 11/10/2023 | MASSEY WHOLESALE LIMITED | SENIORS - MOW/DINERS/DAY OUT FOOD | 970.89 |
| 107419 | 11/10/2023 | ONT MUNICIPAL EMPL RETIREMENT SYSTEM | PENSION CONTRIBUTIONS OCT 2023 | 14,193.68 |
| 107420 | 11/10/2023 | DAVID PEARSE | AC/BLEO - MILEAGE | 77.00 |
| 107421 | 11/10/2023 | MICHELLE PEARSE | ADMIN - MILEAGE | 122.40 |
| 107422 | 11/10/2023 | PURE H2O SSM INCORPORATED | ADMIN - SUPPLIES | 28.00 |
| 107424 | 11/10/2023 | AMANDA RICHARDSON | ADMIN - MILEAGE/SUPPLIES | 133.98 |
| 107426 | 11/10/2023 | ROYAL CANADIAN LEGION BRANCH 374 | SENIORS - DINERS HALL RENTAL | 282.50 |
| 107429 | 11/10/2023 | SPECTRUM GROUP | FIRE - SUPPLIES | 185.09 |
| 107430 | 11/10/2023 | SUPERIOR PROPANE | ADMIN - PROPANE | 805.00 |
| 107431 | 11/10/2023 | THOMAS YOUNG BUILDERS LTD | CHILDREN'S LIBRARY - FOUNDATION REPAIR | 1,130.00 |
| EFT | 11/10/2023 | ALGOMA POWER INC | VARIOUS DEPTS - POWER | 1,144.35 |
| EFT | 11/10/2023 | COLLABRIA VISA | VARIOUS DEPTS - SUPPLIES | 3,930.92 |
| EFT | 11/10/2023 | RECEIVER GENERAL | PAYROLL REMITTANCE OCT 2023 | 24,112.08 |
| 6345 | 11/17/2023 | ALGOMA MANOR | SENIORS - TRANSPORTATION VAN USAGE | 434.20 |
| 6346 | 11/17/2023 | BEST SAFETY TRAINING & CONSULTING | ADMIN - HEALTH & SAFETY TRAINING | 423.75 |
| 6347 | 11/17/2023 | EQUIPMENT WORLD | PARKS/LANDFILL - SUPPLIES | 408.33 |
| 6348 | 11/17/2023 | VOID | | |
| 6349 | 11/17/2023 | TOWNSHIP OF PLUMMER ADDITIONAL | SENIORS - FIRST AID TRAINING | 141.25 |
| 107433 | 11/17/2023 | ABELL PEST CONTROL INC | OLD TOWN HALL - PEST CONTROL | 66.43 |
| 107434 | 11/17/2023 | ALGOMA AG CENTRE | ROADS - FUEL | 370.03 |
| 107435 | 11/17/2023 | ALGOMA OFFICE EQUIPMENT | SENIORS - COPIES | 120.18 |
| 107436 | 11/17/2023 | ALLETRAM GROUP LTD | LANDFILL - BIN RENTAL | 678.00 |
| 107437 | 11/17/2023 | KIMBERLY CHEESEMAN | SENIORS - PSW/DAY OUT MILEAGE | 554.65 |
| 107438 | 11/17/2023 | MELISSA CRIPPS | SENIORS - DAY OUT MILEAGE/SUPPLIES | 126.40 |
| 107439 | 11/17/2023 | JENNY ENNS | SENIORS - PSW MILEAGE | 325.00 |
| 107440 | 11/17/2023 | MARGO GIBSON | SENIORS - FITNESS MILEAGE | 80.00 |
| 107441 | 11/17/2023 | GILBERTSON ENTERPRISES | ROADS - GRAVEL SAIL. ENCAMP./PATCHING | 68,407.38 |
| 107442 | 11/17/2023 | SHERIE GLADU | MARINA - NCMTC MEETING MILEAGE | 63.00 |

| Chg # | Date | Vendor Name | Description | Chg Amount |
|--------------|------------|--------------------------------|--|---------------------|
| 107443 | 11/17/2023 | GENEVIEVE GONNEAU | SENIORS - DAY OUT MILEAGE/SUPPLIES | 176.65 |
| 107444 | 11/17/2023 | KARLEE-LYNN HUBBARD | SENIORS - PSW MILEAGE | 201.00 |
| 107445 | 11/17/2023 | ISLAND CLIPPINGS | ADMIN - PUBLIC MEETING ADVERTISING | 67.80 |
| 107446 | 11/17/2023 | ISLAND MARKET - TREFRY | SENIORS - MOW/DINERS/DAY OUT SUPPLIES | 482.98 |
| 107447 | 11/17/2023 | KENTVALE MERCHANTS LTD. | RECREATION - RINK SUPPLIES | 59.62 |
| 107448 | 11/17/2023 | ELIZABETH LANE | SENIORS - PSW MILEAGE | 91.00 |
| 107449 | 11/17/2023 | LOCAL AUTHORITY SERVICES | VARIOUS DEPTS - SUPPLIES | 181.54 |
| 107450 | 11/17/2023 | MASSEY WHOLESALE LIMITED | SENIORS - MOW/DINERS/DAY OUT SUPPLIES | 409.34 |
| 107451 | 11/17/2023 | NORTH CHANNEL HEATING/AIR COND | CHILDREN'S LIBRARY - BLDG MAINTENANCE | 423.75 |
| 107452 | 11/17/2023 | SHERRY RODGERS | SENIORS - PSW MILEAGE | 282.00 |
| EFT | 11/17/2023 | BELL CANADA | WATER/SEWER - INTERNET | 80.23 |
| EFT | 11/17/2023 | BELL MOBILITY | VARIOUS DEPTS - CELL PHONES | 466.55 |
| DD | 11/17/2023 | BI-WEEKLY PAYROLL | PAY PERIOD # 23 | 30,580.62 |
| 6350 | 11/30/2023 | BARB GENTTNER | SENIORS - DINERS ENTERTAINMENT | 100.00 |
| 6351 | 11/30/2023 | MINISTER OF FINANCE | POLICING - OPP BILLING SEPT/OCT 2023 | 35,477.00 |
| 6352 | 11/30/2023 | TOWNSHIP OF PLUMMER ADD'L | ADMIN/SENIORS - FIRST AID TRAINING | 141.25 |
| 107453 | 11/30/2023 | ABELL PEST CONTROL INC | LANDFILL - PEST CONTROL | 137.78 |
| 107454 | 11/30/2023 | ALGOMA AG CENTRE | ROADS - FUEL | 2,100.92 |
| 107455 | 11/30/2023 | ALGOMA BUSINESS COMPUTERS | VARIOUS DEPTS - MICROSOFT SUBSCRIPTION | 396.49 |
| 107456 | 11/30/2023 | BDO DUNWOODY | SENIORS - AUDIT FEES | 1,934.56 |
| 107457 | 11/30/2023 | THE BLACK BEAR CAFE | EMERGENCY MGT - TRAINING | 327.00 |
| 107458 | 11/30/2023 | KIMBERLY CHEESEMAN | SENIORS - DAY OUT/PSW MILEAGE | 528.60 |
| 107459 | 11/30/2023 | MELISSA CRIPPS | SENIORS - DAY OUT MILEAGE | 103.00 |
| 107460 | 11/30/2023 | JENNY ENNS | PSW - MILEAGE | 221.75 |
| 107461 | 11/30/2023 | EQUITABLE LIFE OF CANADA | GROUP BENEFITS | 6,551.83 |
| 107462 | 11/30/2023 | GARDINER MARINE LIMITED | PARKS - WI PARK/CENT GROUNDS PROJECTS | 1,985.98 |
| 107463 | 11/30/2023 | MARGO GIBSON | SENIORS - FITNESS MILEAGE | 45.00 |
| 107464 | 11/30/2023 | GILBERTSON ENTERPRISES | LANDFILL - MATERIALS FOR RAMP | 7,548.40 |
| 107465 | 11/30/2023 | GENEVIEVE GONNEAU | SENIORS - DAY OUT MILEAGE | 68.00 |
| 107466 | 11/30/2023 | KARLEE-LYNN HUBBARD | PSW - MILEAGE | 194.00 |
| 107467 | 11/30/2023 | GLEN IRWIN | CBO - MILEAGE | 80.00 |
| 107468 | 11/30/2023 | ISLAND MARKET - TOWNSHIP | ADMIN/EVENTS - SUPPLIES | 19.26 |
| 107469 | 11/30/2023 | KENTVALE MERCHANTS LTD. | VARIOUS DEPTS - SUPPLIES | 4,469.19 |
| 107470 | 11/30/2023 | KETCHUM MANUFACTURING INC. | ANIMAL CONTROL - SUPPLIES | 243.31 |
| 107471 | 11/30/2023 | TOWNSHIP OF LAIRD | EMERGENCY MGT - 911 ANNUAL BILLING | 645.22 |
| 107472 | 11/30/2023 | ELIZABETH LANE | PSW - MILEAGE | 167.00 |
| 107473 | 11/30/2023 | MASSEY WHOLESALE LIMITED | SENIORS - MOW/DINERS SUPPLIES | 1,119.97 |
| 107474 | 11/30/2023 | NORTH CHANNEL HEATING/AIR COND | ADMIN/MARINA - BUILDING MAINTENANCE | 848.66 |
| 107475 | 11/30/2023 | PUBLIC UTILITIES COMMISSION | WATER/SEWER - CONTRACTED SERVICES | 13,174.33 |
| 107476 | 11/30/2023 | SHERRY RODGERS | PSW - MILEAGE | 343.50 |
| 107477 | 11/30/2023 | RUSSELL FOOD EQUIPMENT LTD | SENIORS - DISHWASHER SUPPLIES | 242.41 |
| 107478 | 11/30/2023 | SUPERIOR PROPANE | ADMIN/ROADS/FIRE - PROPANE | 2,105.73 |
| 107479 | 11/30/2023 | TOROMONT CAT | ROADS - EQUIPMENT PARTS | 1,890.87 |
| DD | 12/1/2023 | BI-WEEKLY PAYROLL | PAY PERIOD # 24 | 28,858.73 |
| TOTAL | | | | \$368,952.28 |

| | | |
|---|--|--------------------------|
|  | Township of St. Joseph | |
| | Report To Council | |
| | FROM: | Erica Pollock, Treasurer |
| | DATE: | December 6, 2023 |
| | SUBJECT: | 2024 Pay Grid Increase |
| RECOMMENDATION: | <p>BE IT RESOLVED THAT the report from the Treasurer regarding 2024 wages be received: and</p> <p>THAT Council approve a 2024 increase of _____ % for the positions listed on the salary grid; and</p> <p>THAT the increase also be applied to the honourariums for Council and the PSW Pilot Program employees; and</p> <p>THAT the Treasurer be authorized to implement this increase as of January 1, 2024.</p> | |

Background

This report provides information on the budget impact of a salary grid increase on the 2024 budget. The increase would apply to all positions listed on the salary grid and to Council honourariums but would not apply to minimum wage employees or staff hired at a pre-determined wage not on the salary grid. Fire department honourariums are also not included. Any increase to Fire honourariums will be considered separately during budget deliberations.

Since 2011, increases have been made at a set rate across the salary grid and have been effective as of January 1. In most of these years, the increases have been based on year over year inflation rates according to the Consumer Price Index as of October of the preceding year.

Analysis

The Consumer Price Index percentage increase from October 2022 to October 2023 is 3.1%. The attached 2024 Budget Impact Analysis shows that the cost of 3.1% increase would be approximately \$40,000.

Financial Implications

The financial implications are outlined in the attached Budget Impact Analysis and any increase approved would be included in the 2024 budget.

Summary

Council may approve a wage increase for 2024 or may defer wage discussions to budget deliberations.



Erica Pollock, CPA, CA
Treasurer

2024 Budget Impact Analysis

Increase applied to 2023 Pay Grid & Council Honorariums

| Department | 2023 Base | 2024 Estimated Budget with a 3.1% Increase | |
|--------------------------------------|---------------------|---|------------------|
| | Wages & Benefits | Wages & Benefits | \$ Increase |
| Council | \$ 32,129 | \$ 35,043 | \$ 2,914 |
| Administration | 344,922 | 355,571 | 10,650 |
| Public Works | 269,943 | 278,332 | 8,389 |
| Other - Parks, Rec, Marina, Landfill | 92,385 | 95,277 | 2,892 |
| Seniors Services (incl. PSW Program) | 486,301 | 501,446 | 15,145 |
| Total | \$ 1,225,679 | \$ 1,265,668 | \$ 39,989 |

Notes:

The 2023 base is the 2023 budget that has been adjusted for the following:

- wages for staff with pre-determined hourly rates that are not on the grid have been removed.
- group benefits have been removed since they are not based on salary.



The Daily



| | | |
|------------------|------------------|---------------------|
| In the news | Indicators | Releases by subject |
| Special interest | Release schedule | Information |

Consumer Price Index, October 2023

- Text
- Tables
- Related information
- Release schedule
- Previous release
- PDF (263 KB)

Released: 2023-11-21

In October, the Consumer Price Index (CPI) rose 3.1% on a year-over-year basis, down from a 3.8% gain in September. The year-over-year deceleration was largely a result of lower prices for gasoline (-7.8%) in October. Excluding gasoline, the CPI rose 3.6% in October, following a 3.7% increase in September.

While prices for goods (+1.6%) decelerated, led by lower prices at the pump, prices for services (+4.6%) rose at a faster pace in October, largely driven by higher prices for travel tours, rent and property taxes and other special charges.

The largest contributors to the year-over-year CPI increase continued to be mortgage interest cost, food purchased from stores and rent.

On a monthly basis, the CPI rose 0.1% in October, following a 0.1% decline in September. The monthly increase was largely driven by travel tours and property taxes and other special charges, which are priced annually in October. On a seasonally adjusted monthly basis, the CPI fell 0.1%.

Consumer Price Index

October 2023

3.1%

(12-month change)

Source(s): Table [18-10-0004-01](#).

| | | |
|---|---|---|
|  | Township of St. Joseph | |
| | Report To Council | |
| | FROM: | Marcy Clark, Manager Seniors & Persons with a Disability Services |
| | DATE: | December 6, 2023 |
| | SUBJECT: | Seniors and Persons with a Disability Advisory Committee Updates |
| RECOMMENDATION: | BE IT RESOLVED THAT the report from the Manager of Seniors & Persons with a Disability Services regarding updates from the Advisory Committee Meeting held November 14, 2023, be received for information, and That Council _____. | |

Meeting Summary

The goal of the Manager, Seniors and Persons with a Disability Services over the course of the next few meetings is to update the policies that are used constantly and to have consistent and up to date information and procedures. Once all relevant policies have been reviewed by the Advisory Committee, they will be presented to Council for final approval. However, the manager is looking for final approval on the fee change, as the facility has a booking for rental in the month of December. Clarification on this resolution is greatly appreciated.

The meeting held on November 14, 2023, resulted in approved resolutions regarding the following:

- Financial Report
- Home Maintenance House Keeping Policy
- Home Maintenance Snow Removal Policy
- Home Maintenance Yard Work Policy
- Facility Rental Policy
- Support the interest of the Dr. Harold S. Trefry Centre to participate in the “My Way Home Winter Preparedness Package Initiative”.
- Facility Rental Agreement: A resolution was carried by the Seniors and Persons with a Disability Advisory Committee to change the existing rental fee for seniors and disabled persons from \$50.00 + HST to \$25.00 + HST. All others would continue to pay \$50.00 + HST for hall rental.

Staff will continue to work on updating existing policies and adding new as required.

Options

Council may receive the information as presented, approve the change in hall rental fee for seniors/persons with a disability or leave the fee as is.



Marcy Clark
Manager of Seniors & Persons with a Disability Services

| | | |
|---|--|---|
|  | Corporation of Township of St. Joseph | |
| | Report To Council | |
| | FROM: | Marcy Clark, Manager Seniors & Persons with a Disability Services |
| | DATE: | December 6, 2023 |
| | SUBJECT: | My Way Home – Winter Preparedness Package Initiative |
| RECOMMENDATION: | <p>BE IT RESOLVED THAT the report from the Manager of Seniors and persons with a Disability Services regarding an application to the Home and Community Support Innovations Centre’s My Way Home- Winter Preparedness Package Initiative be received for information, and</p> <p>That Council authorize staff to participate in the program providing 30 winter readiness packages to persons in need within the catchment area.</p> | |

Project Objective

With winter safety and preparedness at the forefront, the objective of the My Way Home Winter Preparedness Package Initiative is to equip clients with essential items to ensure their well-being during the challenging and demanding winter season as well as preventing potential ED visits. Recognizing the unique risks and hardships associated with the winter season, this initiative aims to provide vital resources and support to prioritize the safety and health of clients by offering essential items.

The Details

A \$75 per client (max 30 clients/HSP) allocation will be provided to eligible HSPs for the provision of a Winter Preparedness Package. These packages must include items to assist clients with winter essentials. Some suggestions are blankets, nonperishable food, ice grips for shoes, salt/sand.

Client Eligibility Criteria

Considerations for this program include high risk who are isolated, and/or at risk of presenting to hospital emergency departments.

Agency Eligibility Criteria

This program will be offered to clients deemed high risk by the providing agency. A maximum of 30 identified clients at risk of isolation or presenting to Emergency Department. All participating agencies must complete the post survey provided by the Innovation Centre.

Summary

The Dr. Harold S. Trefry Centre had confirmed our interest in participating on November 16th, 2023. We have been approved to provide these packages to 30 clients and will be reimbursed at \$75 per package. We look forward to participating in this initiative to assist and uplift our clients during the winter season.



Marcy Clark
Manager of Seniors & Persons with a Disability Services



www.hccinnovationcentre.ca

Dear Dr. H S Trefry Centre,

This is confirming that your agency has been approved for a total of **30** clients for the **My Way Home-Winter Preparedness Package Initiative**.

As stated in the original memo A \$75/client allocation will be provided to HSPs for the provision of Winter Preparedness Packages. These packages must include items to assist clients with winter essentials. Some suggestions are:

- Blankets
- Nonperishable food
- Ice Grips for shoes
- Salt/sand

Please submit the attached invoice by January 15th, 2023, and ICAN, the Regional Banker, will flow the approved funding to you.

It is our hope that this program supports and ensures a safe winter season for all, therefore we will be collecting certain data and metrics for reporting purposes.

Please use this [survey link](#) to report the requested data.

Thank you for your participation,

Home and Community Support Innovation Center

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|  | Township of St. Joseph | |
| | Report To Council | |
| | FROM: | Sherie Gladu, Community Projects Coordinator |
| | DATE: | December 6, 2023 |
| | SUBJECT: | Community Emergency Preparedness Grant |
| RECOMMENDATION: | <p>BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the Community Emergency Preparedness Grant from the Treasury Board Secretariat be received; and</p> <p>That council approves staff to apply to the Community Emergency Preparedness Grant for funding support for renewal of the emergency management plan, supporting documents and training.</p> | |

Background:

The Township of St. Joseph was made aware of a fully funded grant that can be used for Community Emergency Preparedness. This grant can cover training, equipment and planning to make communities better prepared to manage an emergency. The current Peace Time Emergency Plan is from 2015 and requires updating for ease of use and functionality. The grant application will also include a request for support to develop an Emergency Public Information Plan (EIP) and Emergency Telecommunications Plan (ETP). As part of the project The Emergency Control Group will receive training on the new plan including an exercise based on the new plan which can be used for compliance purposes next year.

Financial Implications:

This grant provides 100% of the eligible costs for the project.

Options:

Council preliminarily approved the application to this funding program via email, applications were due on November 30, 2023.



Sherie Gladu, Community Projects Coordinator

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|---|---|--|
|  | Township of St. Joseph | |
| | Report To Council | |
| | FROM: | Sherie Gladu, Community Projects Coordinator |
| | DATE: | December 6, 2023 |
| | SUBJECT: | Charged for Change and EV Charge ON Electric Vehicle Charging Station Grants |
| RECOMMENDATION: | <p>BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the Charged for Change and EV Charge ON Electric Vehicle Charging Station Grants be received; and</p> <p>That council approves staff to work with Real Term Energy to prepare applications for the grants for installation of Electric Vehicle Charging Stations in Richards Landing.</p> | |

Background:

The Township of St. Joseph was contacted by Real Term Energy regarding two recently opened grant opportunities for small rural communities to install Electric Vehicle Charging Stations for public use. Real Term Energy will prepare the application on behalf of the Township at no cost.

Charged for Change

1. Eligibility: Must be publicly accessible.
2. Must be community of 100K and less and have no EV Chargers in place already.
3. Maximum grant is \$125,000 per site.
4. Funds can be used for installation costs, hardware costs, software license fees and maintenance provided they fall under a professional services agreement.
5. A third party can be used to apply for the funding on your behalf.

Under these conditions, The Township of St. Joseph would be able to install between 4-8 charging ports and be within the 125K budget with 5 years software and maintenance as part of a professional services agreement. In short there would be no cost. Thessalon was successful in receiving this grant last year.

Full details can be found here: <https://www.aviva.ca/en/about-aviva/sustainability/charged-for-change/>

EV Charge ON

1. Must be publicly accessible 24/7
2. Be located in a community with a population of 170,000 or less or in any Indigenous community in Ontario
3. Funding

| | | | |
|---------|------------------|----------------------------------|----------------------------------|
| Level 2 | 3.3 kW to 19 kW | Max of \$5,000 per port | Max of \$7,500 per port |
| Level 3 | 20 kW to 49 kW | Max of \$15,000 per port | Max of \$22,500 per port |
| Level 3 | 50 kW to 99 kW | Max of \$50,000 per port | Max of \$75,000 per port |
| Level 3 | 100 kW to 199 kW | Max of \$75,000 per port | Max of \$112,500 per port |
| Level 3 | 200 kW and above | Max of \$100,000 per port | Max of \$150,000 per port |

Other government funding can be stacked to add to the amount from the EV Charge ON program for 75% of the project and for up to 90% of project costs for municipalities, Indigenous applicants and not-for-profit corporations.

Full details can be found here: <https://www.ontario.ca/page/ev-chargeon-program>

Financial Implications:

Charged for Change can cover 100% of the eligible costs for the project. Charge ON can be covered up to 90% if stacked with Charged for Change.

Options:

Council may approve staff to work with Real Term Energy to apply for funding from Charged for Change and EV Charge ON, with preference to an application that covers 100% of costs, to install public charging stations in Richards Landing, or may defer or deny the request to apply for this funding.



Sherie Gladu, Community Projects Coordinator

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|  | Township of St. Joseph | |
| | Report To Council | |
| | FROM: | Sherie Gladu, Community Projects Coordinator |
| | DATE: | December 6, 2023 |
| | SUBJECT: | Experience Ontario 2024 Funding application for the 2024 Go North Music Festival |
| RECOMMENDATION: | <p>BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding Application to Experience Ontario 2024 for the Go North Music Festival be received; and</p> <p>That Council authorizes staff to apply for the Experience Ontario 2024 funding from the Ministry of Heritage, Sport, Tourism and Culture Industries for the 2024 Go North Music Festival; and</p> <p>That Council commits to funding any deficits for the Go North Music Festival from the Events Reserve if funding requests are declined.</p> | |

Background:

The Go North Music Festival is eligible to apply for funding from Experience Ontario 2024 which may cover up to 50% of eligible expenses for the 2024 festival.

Experience Ontario 2023 funding:

The Community Projects Coordinator will prepare an application for the Experience Ontario 2024 funding from the Ministry of Heritage, Sport, Tourism and Culture Industries for the 2024 Go North Music Festival. If successful, this Grant will be used to fund eligible elements of the Go North Music Festival from performances, production, contracted services, and portions of marketing. The grant will be used to support the expansion and sustainability of the Go North music Festival as we expand to three days of activities including a Thursday night concert at the Old Town Hall, Friday night free concert at the waterfront Boat Parade of Lights and the Saturday full festival. The Experience Ontario 2024 fund supports events that positively impact the community and region through tourism and supporting the local economy, as well as helping to promote Ontario as a premiere tourism destination more broadly.

This grant is based on a percentage split. The Grant may cover up to 50% of eligible items associated with the Go North Music Festival Budget.

The grant application is due January 11, 2024.

Summary

Council may authorize staff to apply for funding from Experience Ontario 2024, defer or deny the request or consider other options.



 Sherie Gladu, Community Projects Coordinator

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|  | Township of St. Joseph | |
| | Report To Council | |
| | FROM: | Sherie Gladu, Community Projects Coordinator |
| | DATE: | December 6, 2023 |
| | SUBJECT: | Side Exit Door RFQ 2023-13 Results |
| RECOMMENDATION: | BE IT RESOLVED THAT the report from the Community Projects Coordinator regarding the results of a Request for Quotes for the Side Exit Door renovation at the Municipal Office Building be received; and That council _____ | |

Background:

The Township of St. Joseph requested quotes to renovate the side exit door at the Municipal Office Building, as the current door system is nearing end of life and is not energy efficient. The project will convert the double door system to a single door with side light and convert the remainder of the current exit to more efficient walls. The Township only received one quote from a qualified contractor for the project.

1. First General Services - \$ 32,650.00 plus HST

Financial Implications:

This quote significantly exceeds the allocated 2023 budget for the project which was \$8,000. A portion of the budget, \$1,850.00, has already been spent on securing certified drawings for permitting and quote purposes.

Options:

Council may approve staff to award the contract with additional funds allocated from Capital Reserves, or may defer and re-release the RFQ after the 2024 budget has been finalized.



Sherie Gladu, Community Projects Coordinator

| | | |
|---|---|---|
|  | Township of St. Joseph | |
| | Report To Council | |
| | FROM: | Amanda Richardson, Clerk Administration |
| | DATE: | December 6, 2023 |
| | SUBJECT: | Staff Performance Evaluation Process |
| RECOMMENDATION: | BE IT RESOLVED THAT the report from the Clerk Administrator regarding updates to the performance evaluation system for the 2023 year be received for information; and That Council approves the changes recommended by the Personnel Committee and Senior Management Team. | |

Background

Last year, it was identified during the performance evaluation process that the system currently in place did not take into account the employee’s individual job description. Historically, the performance evaluation has been of a general nature and staff were asked to recommend updates for the 2023 evaluations. The Personnel Committee as well as the Senior Management team have met and recommend the following summarized updates to the performance management system:

1. Simplifying the self-assessment portion by:
 - a. Removing the ranking section for employees’ self-appraisal.
 - b. Providing each person with a copy of their current job description entering the review process; and
 - c. Reducing the written feedback section from eight (8) to four (4) questions for reflection.
2. Manager feedback portion
 - a. Continue to use the 1-5 ranking system as a tool to identify to indicate performance as it relates to specific job descriptions and as a part of the justification for any pay rate changes.
 - b. Employees and their managers will meet to discuss their overall performance, as well as the feedback from employees and a review of their current job description, any changes that should be recommended and identify strengths and areas for improvement.
 - c. A section for main responsibilities for each position will be added for managers to assess where their team members excel or require further development.
3. Acknowledgement & Sign Off
 - a. Once the manager and employee have met, they will both be required to sign off on the review.
 - b. Employees will be provided with a copy of their manager’s feedback if they wish.

Once all reviews have been completed, a summary report will be prepared and presented to Council for consideration. Templates including recommended updates have been attached for reference.

Financial Implications

There are no financial implications resulting from this report.

Summary

Council may approve the recommended changes or leave the performance management system as it exists.


 Amanda Richardson, Clerk Administrator

Township of St. Joseph
Performance Evaluation PART A: Self-Assessment
For the Year Ending: December 31, 2023

Performance Evaluation Overview:

Attached to this self-assessment, you will find a copy of your current job description. Please review it as well as the questions below as preparation for discussion with your manager.

Take note of any changes you would like to bring forward regarding your job description, role within the organization, department or Township in general.

Your genuine and honest feedback is appreciated by management and Council.

| | |
|------------------------|--|
| Employee Name | |
| Job Title | |
| Department | |
| Hire Date | |
| Evaluation Date | |

Feedback:

1. Do you think your job description accurately describes your current role with the municipality?
2. Is the municipality and/or your department moving in the right direction?
3. Are you given the resources needed to adequately perform your role as you see it?
4. Self-improvement – what are some areas you would like to work towards?
(These can be a mix of personal or professional objectives and examples include ideas for individual development, training, work-life balance, stress reduction, interest in participating in a committee or project).
5. General Comments or feedback related to job description, or anything not addressed above:

Township of St. Joseph
Performance Evaluation PART B: Management Feedback
For the Year Ending: December 31, 2023

Section 1 - Employee Information

| | |
|------------------------|--|
| Employee Name | |
| Job Title | |
| Department | |
| Hire Date | |
| Evaluation Date | |
| Evaluator | |

Section 2 - Evaluation

Choose the appropriate performance rating and provide an explanation in the space provided where it would be helpful:

1. ***Unsatisfactory: not functioning at a satisfactory or passable level; lacks skills, ability, knowledge and understanding.***
2. ***Requires Development: new employee, just learning OR has difficulty learning or performing required skills or knowledge.***
3. ***Satisfactory: performance is sufficient and meets outcomes most of the time***
4. ***Proficient: is adept and skilled, meets or exceeds goals and objectives***
5. ***Exceptional: performance exceeds outcomes expected.***

| <u>Numeric Evaluation Criteria</u> | <u>Ranking (1 to 5)</u> |
|---|-------------------------|
| Completes work according to instructions and standards. | |
| Works in a systematic manner, consistent, understands priorities. | |
| Seeks advice and/or guidance when needed. | |
| Demonstrates interest and enthusiasm on the job. | |
| Initiates activity and is able to work without direction. | |
| Demonstrates knowledge and proper use of tools and equipment. | |
| Displays support and sensitivity in approach to coworkers. | |

| | |
|---|--|
| Displays support and sensitivity in approach to members of the public. | |
| Displays tact in handling difficult situations. | |
| Demonstrates ability and initiative to solve new problems | |
| Cooperates with others and is a good team member. | |
| Supports Council policy and decisions. | |
| Accepts supervision readily and accepts direction given. | |
| Consistently punctual in respect to hours of work and breaks. | |
| Compliance with existing workplace health and safety policies and procedures. | |
| Effective working relationships with employees, volunteers and outside contractors; demonstrates respectful listening, communicates in a respectful manner. | |

****insert main job description responsibilities here as table for ranking to identify areas of strength or improvement****

Section 3 - Written Feedback

1. Has the employee considered and acted upon previous feedback/comments/concerns?
2. With regard to this employee's work/job description, identify 1-3 areas from section 2, in which you feel this employee excels.
3. With regard to this employee's work/job description, are there any areas where the employee requires further development?
4. Were any updates to the employee's job description and/or role identified?
5. Has this employee met their annual performance goals to your satisfaction?
6. General Comments and Feedback:



Township of St. Joseph

Performance Evaluation PART C:

Acknowledgement and Understanding

For the Year Ending: December 31, 2023

Employee Name: _____

| Please respond to all statements below: | Yes/No/NA |
|---|-----------|
| I met with my direct supervisor to discuss my self-assessment and a review of my performance as it relates to my job description. | |
| I would like to receive a copy of my performance evaluation package. | |

Employee Signature: _____

Manager Name(s): _____

Manager Signature(s): _____

Date Review Completed: _____

Salary Grid Placement (to be completed by manager):

Current Job Class _____ Level _____

Recommended Job Class _____ Level _____

If an increase outside of the normal grid movement timeline, provide justification:

Performance Evaluation Range (Scored 1-5)

| Score | Acceptable Range | Description | |
|-------|------------------|----------------------|--|
| 1 | 1.0-1.4 | Unsatisfactory | Not functioning at a satisfactory or passable level; lacks skills, ability, knowledge and understanding. |
| 2 | 1.5-2.4 | Requires Development | New employee, just learning OR has difficulty learning or performing required skills or knowledge |
| 3 | 2.5-3.4 | Satisfactory | Performance is sufficient and meets outcomes most of the time |
| 4 | 3.5-4.4 | Proficient | Adept and skilled, meets or exceeds goals and objectives |
| 5 | 4.5-5 | Exceptional | Performance exceeds outcomes expected |

Movement on Grid (Level Changes)

To be based on combination of experience and annual performance evaluation as follows:

- Level 1 to Level 2 - 1 year experience and a satisfactory or proficient performance review.
- Level 1 to Level 3 - 1 year experience and an exceptional performance review.
- All other Level changes:
 - 3 years' experience since last level change and 3 consecutive satisfactory performance evaluations; or
 - 2 years' experience since last level change and 2 consecutive proficient performance evaluation; or
 - 1 year experience since last level change and an exceptional performance evaluation.

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW #2023-38

BEING a by-law to establish an Emergency Management Program and Emergency Response Plan, and to repeal and replace By-Law #2022-08.

WHEREAS the Province of Ontario has passed the Emergency Management and Civil Protection Act, R.S.O. 1990 which requires the formulation and implementation of an emergency plan by the council of the community.

AND WHEREAS Section 3. (1) of the Act states that " every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan";

AND WHEREAS this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as they consider necessary, and not contrary to law, to implement the emergency response plan and respond to an emergency;

AND WHEREAS the Act provides for the designation of a member of Council who may exercise the powers and perform the duties of the Head of Council during their absence or their inability to act;

AND WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists, but has not yet been declared to exist.

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

1. THAT an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practice; and
2. THAT the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency, and implement the emergency response plan; and
3. THAT in the absence of the Head of Council, it will go to the Councillor with the most votes in the previous election; and
4. THAT the Clerk Administrator will act as the Chair of the Emergency Management Program Committee; and
5. THAT the Community Projects Coordinator will act as the Emergency Information Officer; and
6. THAT certain appointed officials, or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Municipal Emergency Control Group and community employees to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist; and

7. THAT The Municipal Emergency Control Group shall consist of the following:
 - Clerk Administrator
 - CEMC
 - Mayor Fire Chief
 - Public Works Superintendent
8. THAT Advisors to the Municipal Emergency Control Group shall be:
 - OPP representative
 - EMS representative
 - APH representative
 - Other agency representatives as required [i.e., MNRF, EMO]
9. THAT the Emergency Management Program Committee will cause the Emergency Management Program to be reviewed annually and will recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval; and
10. THAT the Emergency Management Program Committee shall consist of the following:
 - Clerk Administrator
 - CEMC
 - Mayor
 - Fire Chief
 - Public Works Manager
11. THAT Advisors to the Emergency Management Program Committee shall be:
 - OPP representative
 - EMS representative
 - APH representative
12. THAT the Emergency Response Plan approved December 2, 2015, and updated on an annual basis, attached hereto as Schedule "A" to this by-law is approved by Council and forms part of this by-law; and
13. THAT updates and/or corrections be made to the schedule by staff as required; and
14. THAT by-law #2022-08 shall be repealed; and
15. THAT any by-law or portion thereof previously approved by Council which conflicts with this by-law shall be hereby repealed; and
16. THAT should any section, subsection, clause, paragraph, or provision of this by-law be declared by a court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability of any other provision of this by-law or the by-law as a whole; and
17. THAT this by-law comes into force and takes effect un the day of passing.

Passed in Open Council on December 6, 2023.

Jody Wildman
Mayor

Amanda Richardson
Clerk Administrator

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2023-39

**A by-law to enter into a Site Plan Agreement with the Owners of Part 1, 1R Plan 14089,
Township of St. Joseph.**

WHEREAS the Council of The Corporation of The Township of St. Joseph deems it desirable to enter into a Site Plan Agreement with the Owners of Part 1, 1R Plan 14089, Township of St. Joseph, to control the use of such subject land;

AND WHEREAS a Site Plan Agreement has been submitted as a condition of The St. Joseph Island Planning Board for Draft Plan of Subdivision Approval for such subject land;

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

1. The Township of St. Joseph shall enter into a Site Plan Agreement with DLT Canada LLC, Owners of part 1, 1R Plan 14089, located on Camp D’Ours Island within the Township of St. Joseph; and
2. THAT the said Agreement shall be in the form of Schedule “A” hereto attached; and
3. THAT the Mayor and Clerk Administrator are hereby authorized to execute any and all documents necessary to give effect to the foregoing; and
4. THAT Schedule “A” attached forms part of this by-law; and
5. THAT this Agreement shall take effect on the date of its final passing.

Passed in Open Council on December 6, 2023.

Joseph Wildman
Mayor

Amanda Richardson
Clerk Administrator

Schedule "A" to By-law# 2023 – 39

AGREEMENT FOR SITE PLAN CONTROL

BETWEEN:

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

hereinafter referred to as the "Township"

of the First Part

- and -

BLT CANADA LLC

hereinafter referred to as the "Owner"

of the Second Part

WHEREAS the parties are desirous of satisfying the conditions outlined in Section D2.5.2 of the St. Joseph Island Official Plan regarding the conditions for development on properties located in the Limited Service Residential (LSR) Zone;

WHEREAS the St. Joseph Island Planning Board by Provisional Consent #1/23 dated April 28, 2023, permitted the creation of a new lot described as Part 1, 1R Plan 14089 without frontage on a public highway (herein "the Lot");

WHEREAS the said Provisional Consent #1/23 requires the Owner to enter into a Site Plan Agreement to satisfy the conditions of the said Section D2.5.2 in a form satisfactory to the Corporation of the Township of St. Joseph (the "Township");

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto do hereby covenant and agree as follows:

1. The Owner acknowledges and agrees that the Lot does not front on an improved public road.
2. The Owner acknowledges and agrees that the Township does not, and is not required in the future to, maintain a road to or snow plow access to the Lot.
3. The Owner acknowledges and agrees that as a result of no public road access being provided to the Lot there will not be any emergency response vehicle availability or school bus transportation to or from the Lot at any time of the year.
4. The Owner acknowledges and agrees that the Township will not take over or assume a private road or street as a Township public road or street unless it has been built according to an appropriate road standard.
5. The Owner acknowledges and agrees that the Township is not liable for any injuries, losses, or damages as a consequence of the Township issuing a building permit to the Lot without public road access.

6. The Owners agree that this Agreement pertaining to the said lands shall be adopted by Municipal By-law and be binding upon the Owner, and any successors, administrators, and assigns.

IN WITNESS WHEREOF the Corporation of the Township has affixed its Corporate Seal over the hands of its proper signing officers in that behalf and the Owners have affixed their hand and seal.

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

Joseph Wildman, Mayor

Amanda Richardson, Clerk

BLT CANADA LLC

Per: _____
Alfred Gawthrop, A.S.O.

I have authority to bind the corporation.

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

BY-LAW 2023 - 40

**A By-Law to Confirm the Proceedings of the Regular Council Meeting held on
December 6, 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 December 6, 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 on December 6, 2023.

Joseph Wildman
Mayor

Amanda Richardson
Clerk Administrator