

**THE CORPORATION OF  
THE TOWNSHIP OF ST. JOSEPH  
COUNCIL MEETING  
MINUTES**

**WEDNESDAY, APRIL 21, 2021 at 6:30 p.m.**

**Virtual: <https://global.gotomeeting.com/join/287147421>**

**1-888-455-1389**

**Access Code: 287-147-421**

**Present:** Mayor Jody Wildman

Councillor Cheryl Ambeault  
Councillor Barry Elliott  
Councillor Bryon Hall  
Councillor Steven Adams

**Staff:** Amanda Richardson, Clerk Administrator – Acting Treasurer

**1. Call to Order**

Mayor Wildman called the meeting to order at 6:32 p.m.

**2. Moment of Silent Reflection**

**3. Disclosure of Pecuniary Interest**

**4. New Business**

**a. Trefry Roofing Repairs**

Resolution No: 2021 - 96

Moved by: Cheryl Ambeault

Seconded by: Steven Adams

Be it resolved that Council authorizes staff to accept the estimate for additional necessary roofing repairs at the Dr. Trefry Memorial Centre.

**5. Adoption of the previous minutes**

Resolution No: 2021 - 88

Moved by: Bryon Hall

Seconded by: Barry Elliott

Be it resolved that the minutes of the Regular Council meeting held on Wednesday, April 7, 2021 be adopted as circulated.

**6. Accounts**

Resolution No: 2021 - 89

Moved by: Steven Adams

Seconded by: Cheryl Ambeault

Be it resolved that the Cheque Register dated April 21, 2021 in the amount of \$350,151.47 be approved as presented.

## **7. Staff and Committee Reports**

### **a. Zoning By-Law Amendment Application – 1085 Sailor’s Encampment Drive**

Resolution No: 2021 - 90

Moved by: Barry Elliott

Seconded by: Bryon Hall

Be it Resolved That the report from the Clerk Administrator - Treasurer regarding the application to amend the Zoning By-law to reduce the shoreline setback from 30 m (100ft) to 22.86 m (75ft) for the Shoreline Residential property located at 1085 Sailor’s Encampment Drive be received;  
and

That it be deferred, pending further information from the applicant.

### **b. Request to Purchase Shore Road Allowance – 2304 Shore Road**

Resolution No: 2021 - 91

Moved by: Barry Elliott

Seconded by: Cheryl Ambeault

Be it resolved that the report from the Clerk Administrator – Treasurer regarding the application to purchase the Shore Road Allowance in front of the property located at 2304 Shore Road be received: and

That it be deferred, pending further information from the applicant.

### **c. OPP Detachment Board Framework – Algoma**

Resolution No: 2021 - 92

Moved by: Bryon Hall

Seconded by: Barry Elliott

Be it resolved that the report from the Clerk Administrator – Treasurer regarding the correspondence surrounding the East Algoma OPP Detachment Board Composition be received;  
and

That Council supports the three-board composition, as indicated placing the municipality in a Board with communities from Tarbutt to Thessalon.

### **d. Seniors Social Services Relief Funding – Phase 3**

Resolution No: 2021 - 93

Moved by: Cheryl Ambeault

Seconded by: Bryon Hall

Be it resolved that the report from the Clerk Administrator – Treasurer regarding the Algoma District Services Administration Board (ADSAB) Social Services Relief Funding (SSRF) – Phase 3 be received, and;

That Council approves the Clerk Administrator-Treasurer to enter into an agreement with the ADSAB for the extension of the SSRF program, and;

That Council approves the two individuals discussed/recommended for the care coordinator positions.

e. Expression of Interest – Expression of Interest – K Line Road Allowance Purchase

Resolution No: 2021 - 94

Moved by: Steven Adams

Seconded by: Barry Elliott

Be it resolved that the report from the Clerk Administrator-Treasurer regarding the expression of interest in purchasing a portion of the K Line Road allowance abutting Soo Mill Road in Hilton Beach be received, and:

That Council denies the request and will retain ownership of the property.

f. Proposal to Upgrade a Portion of 15th Side Road.

Resolution No: 2021 - 95

Moved by: Cheryl Ambeault

Seconded by: Bryon Hall

Be it resolved that the report from the Clerk Administrator – Treasurer regarding the proposal received to upgrade a section of the 15th Side Road be received, and;

That Council approves the proposal as presented.

g. Items for Discussion

Cancellation of the Richards Landing Community Night 2021

Council accepted the information from the committee regarding cancelling Community Night for 2021.

**8. By-Laws**

**a. Confirmation By-Law**

Resolution No: 2021 - 97

Moved by: Bryon Hall

Seconded by: Cheryl Ambeault

Be it resolved that leave be granted to introduce By-Law 2021- 16 being a By-Law to confirm the proceedings of the Council meeting held this twenty-first day of April 2021; and

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

**b. Adjournment**

Resolution No: 2021 - 98

Moved by: Barry Elliott

Seconded by: Cheryl Ambeault

Be it resolved that this meeting of the Council of the Township of St. Joseph adjourn at 7:48 to meet again on Wednesday, May 5, 2021.

---

Joseph Wildman, Mayor

---

Amanda Richardson, Clerk Administrator/Treasurer

Township of St. Joseph				
Disbursements				
Date			5/5/2021	
Resolution # 21 -				
Check#	Check Date	Name	Description	Check Amount
5714	4/29/2021	ALGOMA PUBLIC HEALTH	MUNICIPAL LEVY	\$ 11,338.00
5715	4/29/2021	INTERNATIONAL PROGRAMS GROUP	ADMIN LEGAL FEE	\$ 5,000.00
5119	4/29/2021	ALGOMA DISTRICT SERVICES ADMINISTRATION BOARD	ADSAB MUNICIPAL LEVY	\$ 64,873.62
5120	4/29/2021	ALGOMA DISTRICT SCHOOL BOARD	MUNICIPAL LEVY DEC 2020	\$ 85,853.25
5121	4/29/2021	ALGOMA BUSINESS COMPUTERS	ADMIN/SNRS - COMPUTER MAINT & LICENCE FEES	\$ 550.74
5122	4/29/2021	ATS	ADMIN - PHONE MAINT & REPAIRS	\$ 62.09
5123	4/29/2021	CLIFFE PRINTING	LANDFILL VOUCHERS	\$ 289.28
5124	4/29/2021	COMMUNITY FUTURES DEVELOPMENT CORPORATION	GROUP BENEFITS	\$ 5,522.24
5125	4/29/2021	HENDERSON METAL FABRICATING COMPANY LTD	MARINA REST/ADMIN - BLDG MAINT & REPAIRS	\$ 829.89
5126	4/29/2021	SNRS - MISC	SNRS MOW MILEAGE	\$ 920.96
5127	4/29/2021	ISLAND CLIPPINGS	SNRS ADVERTISING	\$ 266.68
5128	4/29/2021	KENTVALE MERCHANTS LTD.	VARIOUS DEPARTMENT SUPPLIES	\$ 195.97
5129	4/29/2021	LE CONSEIL SCOLAIRE DU GRAND	MUNICIPAL LEVY DEC 2020	\$ 457.30
5130	4/29/2021	LOCAL AUTHORITY SERVICES	ADMIN - OFFICE SUPPLIES	\$ 31.63
5131	4/29/2021	MASSEY WHOLESALE LIMITED	SNRS - MOW FOOD	\$ 487.38
5132	4/29/2021	MUNICIPAL PROPERTY ASSESSMENT CORPORATION	QTRLY PAYMENT	\$ 9,271.91
5133	4/29/2021	ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	OMERS - EMPL CONTRIB	\$ 6,422.52
5134	4/29/2021	ROYAL CANADIAN LEGION BRANCH 374	SNRS - MOW COVID KITCHEN RENTAL	\$ 480.00
5135	4/29/2021	SNRS - MISC	SNRS - MOW MILEAGE	\$ 155.20
5136	4/29/2021	SUPERIOR PROPANE	MARINA REST - PROPANE	\$ 950.48
5137	4/29/2021	TRACTION (UAP INC)	ROADS - EQUIP MAINT & REPAIRS	\$ 35.03
5138	4/29/2021	UNITED SYSTEMS TECHNOLOGY INC	ADMIN - LICENCE FEES	\$ 1,471.83
CIBC VISA	4/29/2021	CIBC VISA	VARIOUS DEPARTMENT SUPPLIES	\$ 1,484.65
MINISTER OF FINANCE	4/29/2021	MINISTER OF FINANCE	EHT - EMPL CONTRIB	\$ 904.17
RECEIVER GENERAL	4/29/2021	RECEIVER GENERAL	PAY - EMPL CONTRIB	\$ 12,350.40
WSIB	4/29/2021	WORKPLACE SAFETY AND INSURANCE BOARD	WISIB - EMPL CONTRIB	\$ 6,341.76
DD	4/9/2021	BI-WEEKLY PAYROLL	PP8	\$ 14,324.88
DD	4/23/2021	BI-WEEKLY PAYROLL	PP9	\$ 14,590.85
				\$ 245,462.71



<b>Township of St. Joseph</b>	
<b>Report To Council</b>	
<b>FROM:</b>	Amanda Richardson, Clerk Administrator/Treasurer
<b>DATE:</b>	May 5, 2021
<b>SUBJECT:</b>	Zoning By-law Amendment Application 1085 Sailor's Encampment Drive (Teeninga)

#### **RECOMMENDATION:**

IT RESOLVED THAT the report from the Clerk Administrator - Treasurer regarding the application to amend the Zoning By-law to reduce the shoreline setback from 30 m (100ft) to 22.86 m (75ft) for the Shoreline Residential property located at 1085 Sailor's Encampment Drive be received; and

That staff be authorized to initiate the public notification process for the proposed amendment to reduce the shoreline setback from 100 feet to 75 feet to permit the construction of a new residence.

#### **Background**

An application has been received to amend the Township's Zoning By-law to section 4.21.1 which states that all buildings or structures shall maintain a minimum 30 metre (100-foot) setback from the established high-water mark.

Previously, the property contained a cabin located within the 100-foot setback, which has been mostly demolished. The proposed new build would fall mostly outside of the setback area and would be 100 feet from the shoreline. The property currently contains a garage under construction, and a residential dwelling is proposed which precisely meets the 30 m shoreline setback. The application for the building permit for the residence has not yet been submitted.

Algoma Public Health previously approved the installation of the septic bed on the side of the residence outside of the shoreline setback.

Consideration should be given for the future additions to the front of the dwelling and the implications for structures in the front yard.

Staff has gathered further information from the applicant regarding:

- High water mark measurements – indicated in blue on the attached surveys.
- Shore Road Allowance ownership – confirmed.
- The property owners have given Council members to perform a site visit should they wish to.

#### **Financial Implications**

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

#### **Summary**

The requested residential development is in keeping with the neighbouring properties and results in a further setback than the prior building located on the property.

Council may approve the recommendation to schedule and circulate a notice of public meeting where council will consider an amendment to the Zoning By-law to reduce the shoreline setback to 22.86m to permit the construction of a new residence within the shoreline setback.

This would limit the future addition of a deck or other construction in the front of the residence.

Council may not agree to proceed with the zoning amendment process and enforce the 100m setback; or consider other options.



---

Amanda Richardson, Clerk Administrator/Treasurer

Other (Architect/Engineer/Planning Consultant, etc.)

Name

Phone No.

3. LOCATION AND DESCRIPTION OF THE LAND

PT LOT 9 CONCESSION A  
Lot and Concession No.

1085 SAILORS ENCAMPMENT DRIVE  
Municipal Address

PCL 2123 SEC ACS; PT LTS CON A ST. JOSEPH PT 4 IR 9613  
Registered Plan No. Lot No. ST. JOSEPH AND PCL

4. REQUESTED CHANGE IN ZONING AND AMENDMENT TO THE OFFICIAL PLAN.

(a) Existing Provisions of Zoning By-laws affecting lands (which section of the by-law)

NEW BUILD TO BE 100' FROM SHORELINE

(b) What is the change being sought? Explain in detail.

TO BUILD NEW STRUCTURE APPROX 75' FROM  
WATER EDGE (60' FROM LOTLINE + 15' TO EDGE)

(c) Is an amendment to the Official Plan required? Yes \_\_\_\_\_ No

If "YES", describe fully the required change and the Section of the Official Plan.

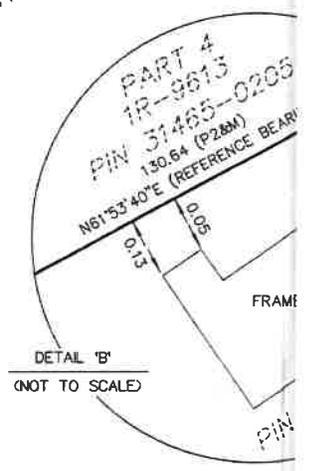
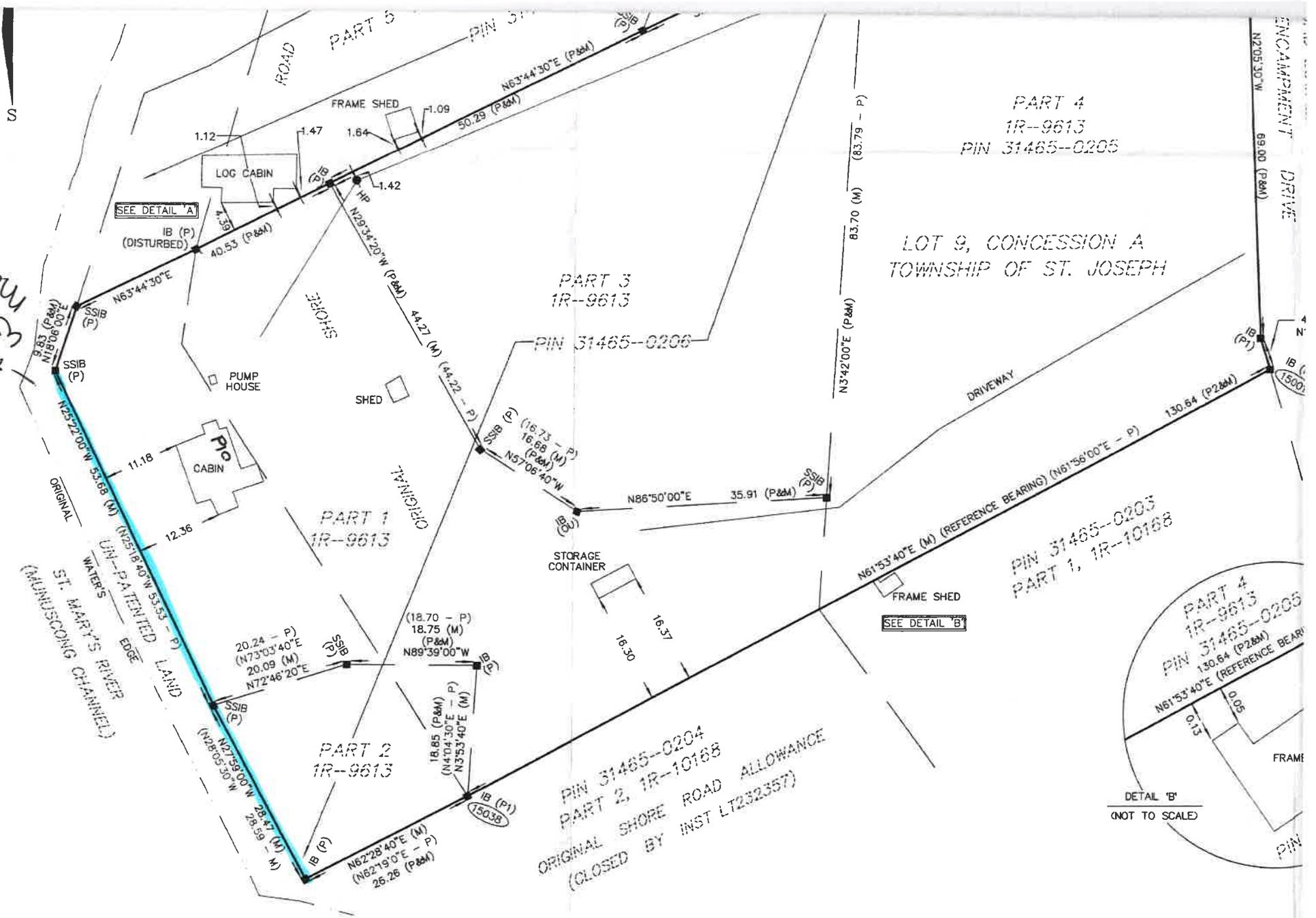
5. LAND USE

(a) Existing use of the land BUILDING LOT (PREVIOUS DWELLING DEMOLISHED)

(b) Proposed use of the lands and/or buildings NEW HOME



7750m  
4750m  
4674





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

**From:** Michelle Pearse, Deputy Clerk-Treasurer  
**Date:** May 5, 2021  
**Subject:** Zoning Amendment Application (Vandette)

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Deputy Clerk- Treasurer regarding the application to amend the Zoning By-law to increase the lot coverage from 17% to 23% for the property located at 1737 Lucy Street be received; and

THAT staff be given direction on how to proceed.

**Background**

An application has been received to amend the Township's Zoning By-law to the Zone Standards in Section 7.1 which states that the maximum lot coverage in residential zones is 17%.

The lot in question measures 66' x 220' (14,4520 ft<sup>2</sup>), and currently has structures erected that total 3,096 ft<sup>2</sup> for a total lot coverage of 22%.

The maximum coverage of 17% for this lot would be 2,468.40 ft<sup>2</sup> this leaves 627.6 ft<sup>2</sup> of structures that exceed the zone standard for the property. Additionally, the owners have submitted a building permit for an additional 3-season gazebo structure that would bring their lot coverage 3, 144 ft<sup>2</sup> . The Zoning Amendment application has been received to increase the maximum lot coverage to 3,339.6 ft<sup>2</sup>., or 23%.

There are only permits on file for the following structures that would give them a lot coverage of 2,451 ft<sup>2</sup> or 17%.

1. House – 706 sq ft – Sept, '79;
2. Addition to the house – 288 Sq ft – Nov. '97;
3. Garage – 884 Sq ft – Sep '05;
4. Front Deck – 373 sq ft – May '06; and
5. There are currently 2(two) sheds on the property that are less than the 108sq ft required for a building permit, but do count against total lot coverage. – it is unknown when they were erected.

It has been identified that there are currently a rear deck and a tarp structure on subject property have that been built/erected without having first obtained building permits The addition of these structures are what caused the non-compliance to zone standard of 17% to the

current amount of 22% . It is unknown when the additional rear deck and tarp structure were added.

### **Financial Implications**

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

### **Summary/ Options**

Council may approve the recommendation to schedule and circulate a notice of public meeting where council will consider an amendment to the Zoning By-law to increase the maximum lot coverage for 1737 Lucy Street to 23% to permit the construction of a new 3-season gazebo structure.

Alternatively, council may deny the application to increase the maximum coverage to 23%, and ask that an application be submitted to allow the current structures, thus increasing the maximum lot coverage for 1737 Lucy Street to 22%.

Thirdly, council may deny all applications and request that all structures built without permits be removed to achieve the maximum lot coverage to the zone standard of 17%.



---

Michelle Pearse  
Deputy Clerk-Treasurer

Other (Architect/Engineer/Planning Consultant, etc.)

Name

Phone No.

3. LOCATION AND DESCRIPTION OF THE LAND

Lot and Concession No.

1737 Lucy St Richard hwy Ont POR 10  
Municipal Address

1295  
Registered Plan No.

Lot 1  
Lot No.

4. REQUESTED CHANGE IN ZONING AND AMENDMENT TO THE OFFICIAL PLAN.

(a) Existing Provisions of Zoning By-laws affecting lands (which section of the by-law)

8.5.71 7.1 Zone Standard Residential  
Zones

(b) What is the change being sought? Explain in detail.

Add gazebo beside rear deck and Request increase in zoning coverage for current overages all inclusive request 23% of property

(c) Is an amendment to the Official Plan required? Yes \_\_\_\_\_ No

If "YES", describe fully the required change and the Section of the Official Plan.

5. LAND USE

(a) Existing use of the land Residential

(b) Proposed use of the lands and/or buildings Residential.

6. REASONS FOR REQUESTING AMENDMENT (Complete as fully as possible.)

To cover current overage and allow construction of  
a new 12x12 gazebo by current back deck  
the overage request covers some variances/variables  
in our measurement - ERROR on side of caution

7. SUPPORTING INFORMATION TO BE ATTACHED TO THIS APPLICATION 8 copies

(a) Sketch, illustration or survey plan showing:

- (i) Applicant/Owner's total holding in the area
- (ii) Land(s) which are the subject of the proposed amendment
- (iii) The location, size and use of all existing building or structures on the subject lands and on immediately adjacent properties

(b) Site Plan Showing

- (i) Proposed buildings or structures together with height, size, setbacks and exterior design
- (ii) Ingress/egress, parking, unloading and driveway areas
- (iii) Landscaping, including fencing and buffers.

(c) The applicant is requested to submit any further information which they feel may affect the proposal or support this application.

8. If the application is approved by Council, and the Ontario Municipal Board where applicable, by what date will the owner:

(a) Commence use of the lands and/or structures for the purpose outlined in the application?

building will start as soon as building permit granted

\_\_\_\_\_

(b) Complete construction (if a building is proposed)?

within 3 to 4 months

\*\*\*\*\*

FOR OFFICIAL USE ONLY

Date Received: \_\_\_\_\_

Application No: ZA - \_\_\_\_\_

Previous Application: \_\_\_\_\_

Checked by: \_\_\_\_\_



Lucy St

Lucy St

Lucy St

Lucy St

Elizabeth St

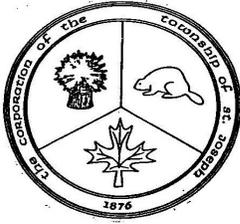
Elizabeth St

Elizabeth St

Elizabeth St

Elizabeth St

# THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL



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

**Date:** May 5, 2021

**Subject:** NOHFC Funding Application for Children's Library Repairs

## **RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Office Assistant/Health Living Coordinator regarding the Northern Ontario Heritage Fund Corporation (NOHFC) Rural Enhancement Funding Stream Grant application for the Richards Landing Children's Library be received; and

That Council agrees to consult with the Children's Library Board to determine a solution for the Chimney repairs; and

That Council authorizes staff to submit an application to the NOHFC for funding.

## **Background:**

The Northern Ontario Heritage Fund Corporation has recently introduced a number of new funding streams for infrastructure projects in Northern Ontario. The Rural Enhancement stream may be used for incremental improvements, repairs, and/or renovations to improve and extend the useful life of capital assets including; social and recreational facilities, municipal assets and community halls, that contribute to a healthy and vibrant community.

This fund covers 90% of eligible costs up to a maximum value of \$200,000.

A structural review of the Children's Library foundation and building envelope was received in August 2020. It identified certain areas of the building requiring repairs. The full report is attached. Costs will need to be reviewed as many construction related costs have escalated due to COVID.

## **Proposed NOHFC Funding Priority list:**

- **Rehabilitate or remove the stone chimney.** The chimney requires attention. Council will consult with the Children's Library Board and investigate to determine a mutually agreeable solution.
- **Yard grading improvements.** The grading of the yard on the West side of the building needs to be reworked. Heavy equipment will need access and drainage tile will need to be installed to move water to the east side of the building to storm drains. Roof downspouts directed away from the building foundation.

- **Renew the siding.** Building Exterior requires attention. Siding has deteriorated and requires replacement. This should include removal of existing, replace building wrap, siding, capping drip edges and trim.
- **Renew the porch.** The porch posts, decking and railings are deteriorated and require replacement. Partial or full replacement may be necessary.
- **Basement crack sealing.** The cracks in the interior foundation require sealing.
- **Windows.** Replace or paint any deteriorated framing, cracked glass and trim, while maintaining historical character.

Two additional items that should also be addressed include:

- **Electrical upgrades to existing system.** A report suggesting a number of upgrades to the existing electrical was received in 2020.
- **Create appropriate storage shelving for basement.** The current storage area requires floor to ceiling storage shelving for program materials and seasonal items.

#### **Summary Options:**

Council may approve staff to prepare and submit an application to the NOHFC Rural Enhancement Funding stream, or defer a decision or consider other options.



---

Sherie Gladu, Office Assistant / Healthy Living Coordinator

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

**Attention: Carol Trainor, Clerk-Administrator**

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



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

Dear Ms. Trainor:

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

**Introduction**

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

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

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

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

**Site Visits**

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

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

## Observations

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

### Exterior

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

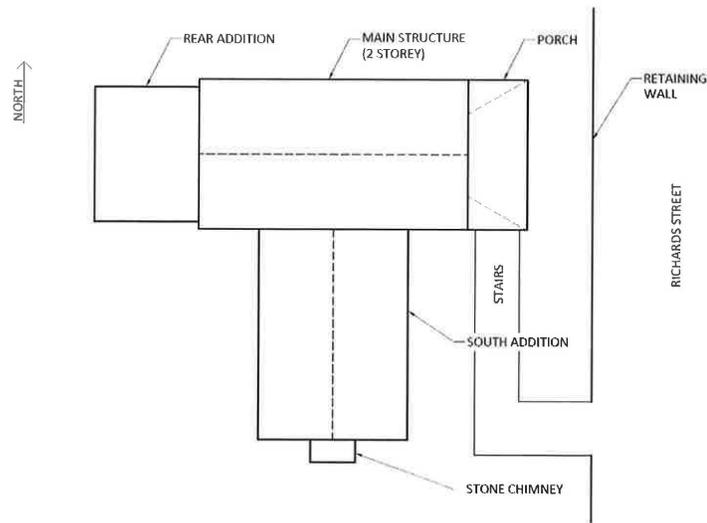


Figure 1: Building Layout

### Interior

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

### Discussion

#### Building Foundation

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

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

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

#### Porch Foundation

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

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

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

#### Stone Chimney

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

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

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

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

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

#### **Yard**

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

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

#### **Building Exterior**

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

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

The roofing, soffit and fascia appear in good condition.

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

#### **Building Interior**

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

#### **Basement**

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

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

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

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

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

### Conclusions

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

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

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

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

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

Much of the cedar siding is in need of replacement.

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

### Recommendations

The following recommendations are presented for your consideration:

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

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

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

### Limitations

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

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

## Closure

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

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

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

Thank you.

Yours Very Truly,  
**Kresin Engineering Corporation**



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





Photo 1: Building viewed from street. East elevation.



Photo 2: Building viewed from street. North elevation



Photo 3: Rear addition.



Photo 4: Interlocking block retaining wall.



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



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

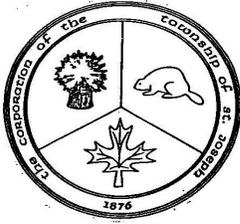


Photo 11: Typical condition of siding near foundation level.



Photo 12: Opening from basement to crawlspace.

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



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

**Date: May 5, 2021**

**Subject: North Channel Marine Tourism Council Director Position**

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Office Assistant / Healthy Living Coordinator regarding the North Channel Marine Tourism Council (NCMTC); and

That Council authorizes the Office Assistant / Healthy Living Coordinator to join the board of directors for the NCMTC.

**Background:**

The Office Assistant / Healthy Living Coordinator virtually attended the AGM for the North Shore Marine Tourism Council on April 22, 2021.

The previous Township of St. Joseph Clerk was a board member prior to retirement. The NCMTC has reserved a board position for a new appointee to the Council, and have asked the Office Assistant / Healthy Living Coordinator to join as the representative for the St. Joseph Island area.

As the Township is already a member of the NCMTC it would be beneficial to have a voice on the board of directors. The time commitment for staff would be approximately 1.5 hrs quarterly for meetings.

**Options:**

Council may approve the staff member to join the North Shore Marine Tourism Council as a board member, or amend or decline.

Sherie Gladu, Office Assistant / Healthy Living Coordinator



Township of St. Joseph	
Report To Council	
<b>FROM:</b>	Amanda Richardson, Clerk Administrator/Treasurer
<b>DATE:</b>	May 5, 2021
<b>SUBJECT:</b>	Pinchin Proposal for 3-Year Annual Monitoring and Reporting Program

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Clerk Administrator/Treasurer regarding the 3-Year Annual Monitoring Agreement with Pinchin be received by Council: and

That staff be authorized to execute the proposal with Pinchin as a compliance requirement under the Site Certificate of Approval (C of A) number A561701. The cost of the proposal is projected as \$34,200 for the proposed 3-year term.

**Background**

In accordance with the requirements of the Environmental Compliance Approval issued by the Ministry of Environment and Climate change, as approved by Council, PINCHIN has submitted the attached proposal for monitoring of the landfill site.

It is proposed and recommended that PINCHIN continue to monitor ground water through samples collected in Spring and Fall yearly for 2021, 2022, and 2023 while providing Annual Monitoring Reports for such.

**Financial Implications**

The quotation for spring and fall monitoring, including lab fees, project management, travel and disbursements is \$4200 per visit. The annual report is \$3000 for each year. In summary, the 3-year total projected cost will be \$34,200 +HST.

**Summary**

Council may accept the recommendation as presented or discuss other options for mandatory annual monitoring and testing. Although, having a fixed cost for budget is beneficial to the Clerk Administrator/Treasurer, and Pinchin has knowledge and history with this site.

Amanda Richardson, Clerk Administrator/Treasurer



March 18, 2021

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

E-mail: [stjoeadmin@bellnet.ca](mailto:stjoeadmin@bellnet.ca)

Attention: Ms. Michelle Pearse  
*Deputy Clerk/Treasurer*

**Re: Proposal for 3 Year Annual Monitoring and Reporting Program**  
The Township of St. Joseph Landfill Site, Richards Landing, Ontario  
Pinchin File: 203741.006

Pinchin Ltd. (Pinchin) is pleased to provide The Township of St. Joseph (Client) with the following proposal to complete the Annual Monitoring and Reporting Program for a 3-year term in support of the on-going operation of the Township of St. Joseph Landfill Site (the Site).

The purpose of completing the monitoring program is to assess the hydraulic media for contaminants of concern as a compliance requirement under the Site Certificate of Approval (CofA) Number **A561701** and amendments along with the applicable regulatory requirements for 2021, 2022 and 2023.

In support of the on-going operation of the Site, Pinchin proposes to provide field monitoring and annual reporting services as outlined herein. It is Pinchin’s opinion that a strengthened monitoring and reporting program will support the need for continual landfilling activities in an environmentally sustainable approach.

## 1.0 PINCHIN PROFILE

Pinchin Ltd. (Pinchin) is a multidisciplinary consulting firm that has been committed to Environmental Health and Safety for nearly 40 years and provides a wide range of engineering, building sciences, geosciences, environmental, and occupational health and safety solutions across Canada. We are committed to excellence and dedicated to addressing the needs of our Clients.

Pinchin was founded in 1981 by Dr. Don J. Pinchin to address the “new” issues regarding asbestos concerns in buildings and quickly expanded to address a wide variety of health and safety concerns. Pinchin expanded across Canada to deal with this increasing focus on health and safety.

From Victoria, British Columbia to St. John’s, Newfoundland, Pinchin is staffed by a team of over 900 skilled and experienced professional engineers, scientists, industrial hygienists, geologists, technologists, project managers, and support staff in 40 offices\*

**1981**  
est.

**900**  
total staff

**40**  
offices  
nation-wide



Pinchin can service all regions from coast to coast. The proximity of our offices to your site enhances our ability to provide an in-depth knowledge of local regulations, legislation, and market conditions, as well as an exceptional level of responsiveness and accountability. As such, Pinchin is well suited to offer localized solutions to complex problems.



Our company has grown over the past three decades but our commitment to our core values has remained strong.

\*Offices in Quebec are part of Le Groupe Gesfor Poirier Pinchin Inc. (Quebec), established in 1988.

Pinchin recognizes that fair and honest treatment, and the well-being of each employee, is of vital importance to our company’s successful operation. Each employee takes responsibility for contributing to a positive work atmosphere, being committed to teamwork, and for demonstrating total respect for the public and for the environment in which we serve.

This commitment to our values flows through to our Clients and is reflected in our work, benefiting every relationship and every project in which we are involved.

**Pinchin’s Values**

Our values inspire us to achieve our goals and shared success

Act with honesty, integrity and accountability

Deliver exemplary quality and service

Conduct ourselves with respect

Empower employees through professional development

Promote the health and safety of all employees

Ensure corporate social responsibility



Pinchin provides consulting to Clients in the following core technical disciplines:

- Landfill Assessment and Compliance Monitoring;
- Hydrogeological Investigations;
- Environmental Sciences, Assessments, and Approvals;
- Environmental Due Diligence and Remediation;
- Environmental Laboratory Services (Asbestos, Lead, Mould, Legionella, Odour);
- Geotechnical Engineering;
- Building Science & Sustainability and Property Condition Assessments;
- Energy Management;
- LEED Construction Support;
- Hazardous Materials Management;
- Occupational Hygiene and Health and Safety;
- Emissions Reduction and Compliance (including noise);
- Indoor Environmental Quality;
- Radon Testing and Mitigation;
- Asset Retirement and Legacy Sites;
- Mechanical Engineering and Design; and
- Training.

For three decades, Pinchin has been providing clients with solution-focused services and training to:

- Government Institutions;
- Property Managers and Developers;
- Hospitals and Health Care Facilities;
- Educational Institutions;
- Private Equity and Institutional Investors;
- Financial Institutions;
- Insurance Companies and Adjusters;
- Commercial, Industrial and Residential Properties; and
- Contractors (General, Restoration, Hazardous Materials).



Pinchin continues to build on our reputation as a highly-trusted consulting firm that is responsive to our customers in today's rapidly shifting economic, environmental, social, and political terrain. From a thorough understanding of our indoor environments and the hazards that can affect both people and profits, to up-to-date expertise on assessing a company's environmental risks, Pinchin works with an increasingly diverse range of customers to provide innovative and effective services and solutions.

## **2.0 RELATED EXPERIENCE**

Pinchin has extensive experience conducting environmental sampling at landfill Sites across Canada. Over the past year, Pinchin has been involved with annual landfill monitoring projects for over 75 different landfill Sites located across the northeastern Ontario region alone. Pinchin clientele has included both the municipal and provincial sectors, as well as private landfill operators.

The scope of work that Pinchin routinely fulfills for our landfill projects includes:

- Sampling groundwater, surface water and leachate/condensate;
- Recording field observations, including water levels, surface water flow velocity and methane vapour readings;
- Comparing groundwater, surface water and potable sample results against applicable criteria, including applicable regulatory standards;
- Preparing interim reports that include description of sampling locations, sampling methodology, results, recommendations, figures and groundwater contour drawings;
- Preparing final reports that incorporate the information of the interim reports, along with trend analysis and recommendations for future monitoring or a reduction in sampling programs;
- Stakeholder and public consultations; and
- Project management meetings and progress updates.

The project staff dedicated to this project has significant background in environmental monitoring projects, particularly for groundwater, surface water, leachate and landfill gas monitoring. In addition to landfill monitoring programs, Pinchin is routinely involved with landfill well installation programs, hydrogeological assessments, closure plans, design and operating plans, fill plans, waste capacity assessments and Environmental Compliance Approval (ECA) applications. Pinchin is also involved with implementing landfill training programs which have included field training and landfill operator training courses.

The following is a most-recent list of some of the landfills/Clients in which Pinchin has provided similar landfill deliverables for. Each of the following landfills operated within a Certificate of Approval or ECA:



### **Ministry of Natural Resources and Forestry**

**Address:** Thunder Bay District Office, 221A – 435 James Street South, Thunder Bay, ON

**Client Contact:** Jeff Bonnema, 705-475-1337

**Contract Value:** \$41,988.00

**Project:** 2019 Water Quality Monitoring and Reporting at MNRF Northwest Region Waste Disposal Sites

**Project Description:** Pinchin was retained to sample groundwater, surface water and potable samples for 12 MNRF landfills located throughout the northwest Ontario region. Pinchin provided annual monitoring reports for each landfill which documented the field program activities, methodologies and recommendations based on data collected at each Site.

### **Township of Spanish & Sables Rivers**

**Address:** PO Box 70, 8 Trunk Road, Spanish, ON

**Client Contact:** Kim Sloss, 705-844-2300

**Contract Value:** \$107,000 (5 landfills annually, including analytical fees)

**Project:** 2016-2020 Spanish Sables Townships Annual Waste Disposal Site Monitoring & Reporting Project

**Project Description:** Pinchin was retained to sample groundwater and surface water for five waste management Sites located within Spanish Sable Townships. The five year monitoring program took place starting in 2016. Pinchin has provided annual monitoring reports for each landfill which documented the field program activities, methodologies and recommendations based on data collected at each Site. The monitoring program also included a well installation and repair program and liaison with the MECP.

### **Town of Englehart**

**Address:** PO Box 399, Englehart, ON

**Client Contact:** Ryan Vickery, 705-544-2244

**Contract Value:** \$10,000 / year (1 landfill annually, including analytical fees)

**Project:** 2015-2019 Englehart Annual Waste Disposal Site Monitoring & Reporting Project

**Project Description:** Pinchin was retained to sample groundwater and surface water for the Englehart landfill located within the Township of Englehart. The multi-year monitoring program took place starting in 2015. Pinchin has provided annual monitoring reports for the landfill which documented the field program activities, methodologies and recommendations based on data collected at each Site. The monitoring program also included a well installation and repair program and liaison with the MECP. Since 2015, Pinchin has also developed a Design and Operation Plan for the Site.



## **Township of McGarry / Virginiatown**

**Address:** 27 Webster Street, McGarry, ON

**Client Contact:** Clermont Lapointe, 705-634-2145

**Contract Value:** \$12,500 / year (1 landfill annually, including analytical fees)

**Project:** 2015-2019 McGarry Annual Waste Disposal Site Monitoring & Reporting Project

**Project Description:** Pinchin was retained to sample groundwater and surface water for the McGarry landfill located within the Township of McGarry. The multi-year monitoring program took place starting in 2015. Pinchin has provided annual monitoring reports for the landfill which documented the field program activities, methodologies and recommendations based on data collected at each Site. The monitoring program also included a well installation and repair program and liaison with the MECP. Since 2015, Pinchin has also developed a Design and Operation Plan for the Site as well as a review of the waste capacity. Pinchin has also been involved with implanting a surface water monitoring program for the Site and providing a thorough review of the groundwater flow vectors and contaminant attenuation zone.

## **3.0 ROLES AND RESPONSIBILITIES**

### **3.1 Project Team**

The proposed project team dedicated to this project has significant background in landfill projects, including, but not limited to Monitoring and Reporting Programs, Waste Capacity Assessments (WCA), Design and Operations (D&O) Plans, Waste Fill Plans, Closure Plans and Hydrogeological Assessments. The project team has extensive experience specifically in the waste management industry which will enable Pinchin to carry forward the project in a compliant and efficient manner. Furthermore, as presented in the select list of landfill experience provided above, it is important to note that the proposed Pinchin project team has previous site-specific landfill experience for the subject Site.

Over the past years, Pinchin has invested in recruiting seasoned and high-level environmental engineers and hydrogeologists. Pinchin has focused on investing and developing this team of highly qualified staff specifically structured to engage stakeholders on various waste management and hydrogeological requirements. The need for proper waste management strategies has allowed for Pinchin to be at the forefront of most landfill-related investigations across Ontario. As the team continues to grow, Pinchin's involvement in waste management projects has created a fluent service line for a number of clients in across Ontario.

Pinchin is capable of dispatching highly trained environmental technicians to conduct field work even at the most remote landfill sites. Pinchin's technicians are well-seasoned to complete these investigations effectively and efficiently to enable project deadlines to be met.



With over 50 years combined experience in groundwater and surface water monitoring and reporting, Pinchin's project team shall consist of the following environmental personnel:

***Tim McBride, B.Sc., P.Geo., QP<sub>ESA</sub>, Director, Landfill & Municipal Services***

Mr. McBride will be designated as the Senior Hydrogeologist for the project. Mr. McBride has over 20 years experience and supervised and reviewed many different kinds of projects including waste management planning studies, federal environmental assessments, waste disposal site hydrogeological studies, Design & Operations Plans, landfill monitoring (municipal and wood-waste with comparison to Guideline B-7), large diameter well installations (for drinking water, process water and landfill leachate collection), hauled sewage site monitoring and reporting, well-head protection studies, industrial stack testing, mine tailings assessments, designated substance surveys, geotechnical investigations, soil and ground water inspections and drinking water inspections in both residential and municipal settings.

***Jake Rebellato, B.Sc. (Env), C.E.T., E.P., Operations Manager***

Jake Rebellato will be designated as the Senior Project Manager for the project and will be managing the field work program, preparing annual reports and ensuring project milestones are being met. Jake Rebellato is an Operations Manager with the Environmental Due Diligence & Remediation group at Pinchin Ltd. Jake has a Bachelor of Science Degree in Environmental Science from the University of Guelph and is a Certified Engineering Technologist through the Ontario Association of Certified Engineering Technicians and Technologists. Jake holds an Environmental Professional title through the Environmental Careers Organization of Canada specializing in waste management, environmental manager, site assessment and reclamation and water quality. Jake has approximately 9 years managing environmental compliance projects throughout Northeastern Ontario. Jake has experience completing hydrogeological assessments, groundwater monitoring well installations as per O. Reg. 903, as well as following the MECP Sampling Protocols for surface and groundwater monitoring. He has also compared analytical results to the applicable MECP standards (Ontario Drinking Water Standards, Provincial Water Quality Objectives, and Guideline B-7) and reported interim findings to the client as well as preparing annual monitoring reports for a variety of waste disposal sites across Ontario.



**Brandon Guzzo-Foliaro, M.Sc. (Env.), Project Manager**

Mr. Guzzo-Foliaro holds a Master of Science in Environmental Practice from Royal Roads University and an Honours Bachelor of Science in Biology from Algoma University. He has experience working with environmental processes (i.e. soil and water sampling) and dealing with environmental compliance and technical writing through various projects completed. Brandon has completed a variety of projects in soil, groundwater, and sediment quality in relation to various regulatory standards investigating and determining the impacts of possible leachates on various native and non-native vegetation in the Algoma District. Brandon has experience completing hydrogeological assessments, groundwater monitoring well installations as per O. Reg. 903, as well as following the MECP Sampling Protocols for surface and groundwater monitoring.

**4.0 SCOPE OF WORK**

**4.1 Groundwater Monitoring Requirements**

As per the most recent annual monitoring report, the following groundwater monitoring recommendation was provided:

- Continue with routine monitoring of all the available groundwater monitoring wells as well as the residential monitoring well during the spring and fall of each year. Groundwater monitoring shall be completed with analyses for the parameters listed in the Amended ECA.

**4.2 Groundwater Monitoring Well Locations**

The groundwater monitoring program currently consists of 13 monitoring wells and one residential sampling location. Some monitoring well locations consist of well nests which provide groundwater quality from the shallow and deeper unconfined aquifer. The following table provides a summary of the current groundwater monitoring well network:

Monitoring Well ID	Location	Rationale
OW1-90	Northwest portion of landfill approximately 130 m northwest of waste deposits	Upgradient Well
OW2-90	Northwest portion of landfill approximately 100 m northwest of waste deposits	Upgradient Well



OW4-90	West-central portion of landfill approximately 50 m southwest of waste deposits	Downgradient Well
OW5-90	West portion of landfill approximately 100 m west of waste deposits	Cross-gradient Well
OW6-90	South of the toe of current waste deposits, nested with OW6-90B	Downgradient Well
OW7A-90	East portion of current waste deposit and sewage sludge dewatering trenches	Downgradient Compliance/Trigger Well
OW7B-90	East portion of current waste deposit and sewage sludge dewatering trenches	Downgradient Compliance/Trigger Well
OW8-90	East portion of landfill approximately 150 m northeast of waste deposits	Cross-gradient Well
OW9-90	Northwest portion of landfill approximately 350 m northwest of waste deposits (assumed destroyed)	Upgradient Well
LW10-90	Central portion of landfill within waste deposits (assumed destroyed)	Source Well
OW6-90B	South of the toe of current waste deposits, nested with OW6-90	Downgradient Well
OW11A	Approximately 200 m southeast of current waste deposits, nested with OW11B	Downgradient Well
OW11B	Approximately 200 m southeast of current waste deposits, nested with OW11A	Downgradient Well



OW12A	Approximately 400 m southeast of current waste deposits, nested with OW12B	Downgradient Compliance/Trigger Well
OW12B	Approximately 400 m southeast of current waste deposits, nested with OW12A	Downgradient Compliance/Trigger Well
Residential	Residential dwelling located east of the Site	Crossgradient Well

#### **4.3 Groundwater Monitoring Parameters**

It is proposed that groundwater samples shall be collected in the spring and fall of each year and analyzed for the following parameters, as per the Amended ECA AB61701:

- Alkalinity, conductivity, hardness, pH, COD, DOC, ammonia, TKN, total phenolics, chloride, nitrite, nitrate, sulphate, arsenic, barium, boron, cadmium, calcium, chromium, copper, iron, lead, magnesium, manganese, mercury, phosphorous, potassium, sodium, and zinc.

#### **4.4 Groundwater Monitoring Procedures**

To perform the groundwater monitoring activities, the following tasks will be conducted at the Site:

- Pinchin will review the Site-specific monitoring well locations and will notify the Client at least one week prior to field activities. Pinchin will subsequently mobilize staff to the Site for field monitoring activities during the spring and fall 2021, 2022 and 2023 monitoring events;
- A series of samples shall be collected from multiple locations using standard purging and sampling equipment an effort will be made to minimize potential for cross-contamination by initiating sampling at the lesser-contaminated monitoring well installations and progress to locations with higher potential levels of contamination;
- An inspection will be completed of each groundwater monitoring well installation for damage and/or compliance with O.Reg. 903. Confirmatory measurements of the well construction details will be collected to confirm the well installation details. Pinchin will replace dedicated sampling equipment as required;
- The UTM coordinates will be collected and confirmed at each monitoring well using a hand-held GPS;



- Static groundwater levels shall be collected at all monitoring well locations during the monitoring event using a 100-metre water level tape. Measurements will be collected from the top of riser pipe (which is assumed to have been previously surveyed) and will be compared to previously collected data to determine the water-table trends and anomalies, the hydraulic vectors and gradients, and to determine whether rising or falling groundwater elevations significantly affect contaminant migration. At a minimum, two replicate readings shall be collected no less than three minutes apart to ensure level stabilization;
- Each monitoring well shall be purged during the sampling event prior to the collection of sample. Monitoring wells shall be purged using new or existing 3/8" High Density Polyethylene (HDPE) tubing sampling equipment, which will be replaced where required (Pinchin is to ensure that existing tubing is reliable in both performance and quality and may need to be replaced). Pinchin shall purge a minimum of three (3) well volumes to a maximum of six (6) well volumes using new Pinchin-supplied sampling equipment until the well volume column is representative of the surrounding formation;
- During purging activities, additional groundwater monitoring parameters shall be collected from each monitoring well using a calibrated YSI-556 water quality meter for real-time in-situ measurement of field parameters including:
  - Dissolved Oxygen (DO);
  - Conductivity;
  - pH;
  - Temperature;
  - Total Dissolved Solids (TDS); and
  - Oxidation-Reduction Potential (ORP).
- Purged water will be disposed to ground surface, on-site and up-gradient within the landfill confines;



- Groundwater samples shall be collected from each groundwater monitoring installation in accordance with the MECP Sampling Document. Dissolved parameters will be field-filtered using an in-line 0.45 micron disposable filter. Upon completion of field sampling and monitoring activities, all samples collected shall be submitted for analyses to a laboratory accredited by the Canadian Association for Laboratory Accreditation (CALA) in accordance with the International Standards ISO/IEC 17025 “*General Requirement for the Competence of Testing and Calibration Laboratories*“, dated December 15, 1999. All parameters will be tested using MECP approved procedures and the analytical methods prescribed in the “*Protocol for Analytical Methods Used in the Assessment of Properties under Part XV.1 of the Environmental Protection Act*” dated March 9, 2004, amended July 1, 2011;
- All groundwater samples will be analysed during the monitoring events at the pre-determined monitoring well locations for the parameters listed in the Amended ECA AB61701 (provided herein); and
- Pinchin shall collect and submit one groundwater field duplicate per ten samples recovered for quality assurance and quality control purposes (QA/QC), per sampling round.

#### **4.5 Quality Assurance and Quality Control**

In order to provide confidence in the data obtained, a comprehensive QA/QC component is included in the sampling program. The QA/QC procedures developed for this monitoring program are prepared in accordance with MECP Sampling Documents, and in most cases, exceed the minimum requirements. The project laboratory has its own internal QA/QC program, which is not fully described in detail here; however, general laboratory and Pinchin QA/QC procedures are briefly summarized below:

- Laboratory QA/QC: Routine QA/QC by the project laboratory will be undertaken and includes the following for every ten samples (a batch): analytical method blank, laboratory duplicate (detailed above), spike blank and matrix blank. Only laboratories accredited by the CALA in accordance with the “International Standards ISO/IEC 17025 – General Requirement for the Competence of Testing and Calibration Laboratories”, dated December 15, 1999 will be used. All contaminants will be tested for using MECP approved procedures and the analytical methods prescribed in the “Protocol for Analytical Methods Used in the Assessment of Properties under Part XV.1 of the Environmental Protection Act”, dated March 9, 2004;



- **Field Equipment:** The calibration and maintenance of field equipment is also an integral component of QA/QC. All equipment will be kept clean and in good working condition, using the techniques described by the manufacturer. Calibrations, prior to the sampling event, will be performed under the same instrumental and chemical conditions as those that will exist at the sampling site. The frequency of calibration depends on the accuracy requirements of the investigation and the stability of the instrument. To ensure a high standard of QA/QC, monitoring personnel have been adequately trained and supervised;
- Each piece of equipment will be calibrated to a primary standard prior to each monitoring event with a daily functional check against a secondary standard. Each water level meter will be inspected prior to each monitoring event with a daily functional check to ensure proper visual and audible function and be visually inspected for tape damage. Rental equipment is expected to come pre-calibrated to a primary standard; however, functional checks to a secondary standard should also occur daily. When equipment is used at more than one sampling location (e.g., water level meter), the equipment is used first at the location which is assumed to have lesser contamination concentrations, progressing to locations with anticipated higher contamination levels. Common equipment is cleaned, using Alconox, methanol, and disposable paper towels, and rinsed with distilled water in the field, between each sampling location;
- **Sample Collection:** All sample containers are provided by the laboratory (certified clean), and will be appropriate for the parameters being analyzed. All sample containers will be labelled with their respective sampling locations, date, and time and sampler name. Sample collection equipment (bailers and samplers) will be dedicated to one sampling location only. Water samples will be collected using clean disposable nitrile gloves. Field-filtering and preservation is done as soon as possible during sampling. Samples are kept cool by storing and transporting them in a cooler with ice;
- **Blind Duplicate Samples:** During each sampling event, a duplicate sample will be collected at a minimum frequency of 10% (i.e., one duplicate sample for every ten samples) to test for reproducibility of the sampling and analytical procedure and representativeness of the sample quality. Samples are collected in sequence and the duplicate is labelled with a fictitious sampling location so the duplicate is not known to the laboratory, but the location where the duplicate sample is collected is recorded to allow comparison of analytical results. Blind duplicate sample containers are filled immediately after the original sample container for each analysis has been filled;



- Shipment: Samples are packed in a cooler, complete with ice packs, for shipment to the analytical laboratory. The packing is suitable to ensure bottles are not damaged in transit, and the cooler(s) are sealed at the site. All samples are submitted to the laboratory under a chain of custody procedure. References on the chain of custody to specific samples match sample identifications on the sample bottles. Samples are not shipped on a day preceding a weekend or holiday, to ensure sample shipment and arrival, and resulting storage time, prior to laboratory analysis, does not exceed allowable limits. Samples are stored in a dedicated sample refrigerator prior to shipment; and
- Relative Percent Differences (RPDs): During data analysis, field and laboratory duplicate samples are compared to original samples using RPDs, which is the preferred estimator of variability between two uncertain values. This is a commonly accepted method to evaluate variability between a sample and a duplicate. RPDs are defined as the difference in concentration divided by the average concentration of the sample and duplicate. RPDs are typically only applied when the measured concentrations are at least five times the Method Detection Limit (MDL) which is commonly referred to as the Practical Quantification Limit (PQL). Reported concentrations of less than the PQL are considered to be quantitatively unreliable, and RPDs are not applied when the reported concentrations are below this level.

#### **4.6 Reporting**

It is Pinchin's understanding that the reporting requirements will consist of annual monitoring reports completed for the reporting periods 2021, 2022 and 2023.

Pinchin proposes to carry out the reporting requirement in accordance with the following documents:

- Ministry of Environment (MOE), November 2010, *"Monitoring and Reporting for Waste Disposal Sites, Groundwater and Surface Water, Technical Guidance Document"* (MOE Landfill Document);
- MOE, January 2012, *"Landfill Standards: A Guideline on the Regulatory and Approval Requirements for New or Expanding Landfilling Sites"* (MOE Landfill Standards);
- Ontario Regulation (O. Reg.) 232/98, "Landfilling Sites", under the Environmental Protection Act; and
- MOE, December 1996, *"Guidance on Sampling and Analytical Methods for Use at Contaminated Sites in Ontario"* (MOE Sampling Document).

The annual monitoring reports shall be prepared, signed and stamped by a Qualified Person (QP), who shall take professional responsibility for its content and the accuracy of the information contained within.



The annual reports shall be submitted by March 31 of each year and will be prepared for the previous calendar year.

**NOTE:** To fulfill the reporting requirements outlined in the Amended ECA, Pinchin will require historical Annual Monitoring Reports for review, as well as any other pertinent information for the Site required to develop the report (i.e., surveys, monitoring well elevations, historical borehole logs, operational data, public complaints, summaries of waste quantities etc.).

**4.7 Limitations**

It should be noted that the estimated cost to complete the monitoring program is based on Pinchin's current knowledge of Site conditions. Should conditions vary during the course of the investigation, such as additional work time from unforeseen ground conditions, Site constraints (wrong keys for locked gate and well access), additional sampling not included in this proposal, Pinchin reserves the right to modify the work program; however, no budgetary changes will be made without notification and consent from the Client. Pinchin will utilize our Standard Rates and Disbursement Schedule for such additional costs. The estimated cost presented is for the proposed scope of work as outlined herein, and does not include clearing/brush cutting access roads and/or bedrock coring and permitting.

**5.0 PROJECT ESTIMATED COST**

The estimated costs to implement the recommended work program detailed above are presented below:

<b>DELIVERABLE</b>	<b>LUMP SUM COST (HST Extra)</b>	<b>ESTIMATED SCHEDULE</b>
Spring 2021 Field Monitoring Program (includes laboratory fees, project management, travel and disbursements)	\$4,200	Spring 2021
Fall 2021 Field Monitoring Program (includes laboratory fees, project management, travel and disbursements)	\$4,200	Fall 2021
2021 Annual Monitoring Report	\$3,000	Winter 2022
Spring 2022 Field Monitoring Program (includes laboratory fees, project management, travel and disbursements)	\$4,200	Spring 2022
Fall 2022 Field Monitoring Program (includes laboratory fees, project management, travel and disbursements)	\$4,200	Fall 2022
2022 Annual Monitoring Report	\$3,000	Winter 2023
Spring 2023 Field Monitoring Program (includes laboratory fees, project management, travel and disbursements)	\$4,200	Spring 2023
Fall 2023 Field Monitoring Program (includes laboratory fees, project management, travel and disbursements)	\$4,200	Fall 2023
2023 Annual Monitoring Report	\$3,000	Winter 2024



In addition, it should be noted that the estimated cost is based on Pinchin's current knowledge of Site conditions. Should conditions vary during the course of the investigation, such as additional work time from unforeseen constraints, Pinchin reserves the right to modify the work program; however, no budgetary changes will be made without notification and consent from the Client. Pinchin will utilize our Standard Rates and Disbursement Schedule for such additional costs. The estimated cost presented is for the proposed scope of work as outlined herein, and does not include Client meetings, obtaining municipal or other required permits, preparation of proposals/cost estimates for follow-up work or remediation activities, or additional work beyond the scope of work.

At the time this proposal was prepared, the ongoing pandemic and various government directives could impact the ability of Pinchin to conduct the project and the ability of the Client to provide access to the project site at any time with no notice. Should a work stoppage be necessary, this will be considered a force majeure event, and no liability will accrue to either party as a result of the work stoppage. Pinchin will provide Client with an invoice for all work performed to date, including any necessary reasonable demobilization costs, and Client agrees to pay such invoice according to the payment terms of the contract or sooner as mutually agreed.

The proposed work program is offered subject to the Terms and Conditions given in the "Authorization to Proceed" contract form (attached as Appendix I).

Payments to Pinchin can be made by Electronic Fund Transfer (EFT) via a commercial bank account, by Wire, or by cheque made payable to **Pinchin Ltd.** If paying by EFT or Wire, please email [accountsreceivable@pinchin.com](mailto:accountsreceivable@pinchin.com) the remittance advice or deposit confirmation that references the Company name, Pinchin project number, and Pinchin invoice number (if applicable) so payments can be allocated appropriately. Please note, Pinchin does not accept Interac e-transfers (e-mail money transfers) from personal bank accounts.



**6.0 CLOSING**

We trust that the information provided herein is sufficient for the Client to evaluate Pinchin’s proposal. To authorize Pinchin to initiate the work outlined herein, please sign and date the attached Authorization to Proceed (Appendix I) and fax it back to us at 705-575-7968, or you may e-mail an electronic (pdf) copy of the executed Authorization to Proceed to Jake Rebellato at [jrebellato@pinchin.com](mailto:jrebellato@pinchin.com). If you have any questions, or require additional information, please do not hesitate to contact the undersigned.

We look forward to working with you on this assignment.

Sincerely,

**Pinchin Ltd.**

Prepared by:

Reviewed by:

Jake Rebellato, B.Sc.(Env.), C.E.T., EP  
Operations Manager – Sault Ste. Marie  
1-705-575-9207 Ext. 3509  
[jrebellato@pinchin.com](mailto:jrebellato@pinchin.com)

Tim McBride, B.Sc., P.Geo., QP<sub>ESA</sub>  
Director of Landfill and Municipal Services  
1-705-521-0560 Ext. 3416  
[tmcbride@pinchin.com](mailto:tmcbride@pinchin.com)

Encl.: Appendix I – Authorization to Proceed, Limitation of Liability and Terms of Engagement

\\PIN-SSM-FS01\job\203000s\0203741.000 TWPSTJOSEPH,EastHalfotLot,EDR,2017Annual\0203741.006 TWPSTJOSEPH,EastHalfotLot,EDR,AMR,3yriContract Admin\Proposal\203741.006 Proposal for 3 Yr Monitoring & Reporting St. Joseph Landfill MAR 18 2021.docx

Template: Phase II ESA Stage II PSI Proposal Template, EDR, April 7, 2020

**APPENDIX I**

**Authorization to Proceed, Limitation of Liability and Terms of Engagement**



# Authorization to Proceed, Limitation of Liability & Terms of Engagement

Date: March 18, 2021	Pinchin Project Name: 3 Year Annual Monitoring and Reporting Program	
Client: The Township of St. Joseph	Pinchin Project Number: 203741.006	Project Value: <b>\$34,200.00</b> (plus applicable taxes)
Site Address: The Township of St. Joseph Landfill Site, Richards Landing, Ontario	Pinchin Project Manager: Jake Rebellato	
	Pinchin Office Fax: 705.575.7968	Pinchin Project Manager e-mail: <a href="mailto:jrebellato@pinchin.com">jrebellato@pinchin.com</a>

This confirms The Township of St. Joseph (Client) authorizes Pinchin Ltd. (Pinchin) to proceed with the performance of services as outlined in our proposal dated March 18, 2021 for a value of \$34,200.00 (plus applicable taxes). The proposal (if any) and the terms of this Authorization to Proceed, Limitation of Liability and Terms of Engagement constitute the entire agreement between Pinchin and Client.

## Terms and Conditions

1. Client is to identify all known actual and potential hazardous conditions that exist within the building, on the property or in the area of work including but not limited to the presence of confined spaces, work at heights, areas causing heat stress, traffic, pinch points and actual or potential environmental contamination. Client is to identify any specific training required for access and entry to the building, property and area of work and to provide any necessary site specific training at its own cost to Pinchin staff, its contractors and subcontractors. Client must provide safe access to the site and compliance with all applicable safety codes and standards for matters under the control of Client which could affect the safety of Pinchin staff, its contractors and subcontractors on site.
2. Pinchin makes no representations or warranties whatsoever, either expressed or implied, as to its findings, recommendations, plans, specifications or professional advice and including concerning the legal significance of its findings, or as to other legal matters touched on in the report, including but not limited to ownership of any property or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretations and these interpretations may change over time and Pinchin undertakes no, and expressly disclaims, any obligation to advise Client of such change.
3. **In the event of any claim of any nature whatsoever by Client against Pinchin, its staff, officers, directors, shareholders, agents, contractors and subcontractors (collectively "Pinchin"), including but not limited to claims based on negligence and/or breach of contract, the total aggregate liability of Pinchin shall be limited to the lesser of: (i) any actual damages incurred by the client. (ii) all fees actually paid by Client to Pinchin in connection with the specific project in respect of which the claim is being made.**
4. **Pinchin will not be responsible for any consequential, incidental or indirect damages, including but not limited to financial losses, credit and property transactions, financing costs, property values, loss of profit or revenue, permitting/licensing issues, follow-up actions and costs. Pinchin shall not be liable for the failure of any manufactured product or system of components which are supplied by Pinchin to perform in accordance with the manufacturer's specifications or other product literature on which Pinchin reasonably relied. Pinchin will only be liable for direct damages resulting from negligence and/or breach of contract of Pinchin. Pinchin will not be liable for any losses or damage if Client has failed, within a period of two (2) years following the date upon which the claim is discovered, to commence legal proceedings against Pinchin to recover such losses or damage ("Claim Period") unless the laws of the jurisdiction which governs the limitation period which is applicable to such claim provides that the applicable limitation period is greater than the Claim Period and cannot be abridged by this Agreement, in which case the Claim Period shall be deemed to be extended by the shortest additional period which results in this provision being legally enforceable.**
5. If Client brings any form of claim against any third party relating to the work and if the third party claims against Pinchin for contribution and indemnity, Client shall not seek to recover and waives any right to recover from the third party any portion of any losses or damage which may be attributed to the fault or negligence of Pinchin.
6. Pinchin's proposal was prepared for the consideration of Client only. Its contents may not be used by or disclosed to any party without prior written consent from Pinchin.



**Authorization to Proceed**

7. Pinchin's proposal shall be open for acceptance for a period of thirty (30) days from date of issue. The acceptance period may be extended by mutual agreement of the Client and Pinchin in writing. Pinchin reserves the right to revise the proposal beyond the stated acceptance period.
8. Any work performed by Pinchin will be conducted in accordance with generally accepted engineering or scientific practices current in this geographical area at the time the work is performed.
9. Client acknowledges that risks arise from subsurface and hidden conditions that even comprehensive testing and analysis may fail to detect and that actual conditions may differ from those inferred from inspection, testing and analysis. Pinchin can only comment on the conditions observed on the date(s) the assessment is performed.
10. The work will be limited to those locations and/or areas and/or materials of concern identified by Client or scope of work as outlined in our proposal. Other areas of concern may exist but will not be investigated within the scope of this assignment.
11. Any budget and work estimates provided are preliminary and subject to verification and change unless otherwise agreed.
12. Information provided by Pinchin is intended for Client use only. Pinchin will not provide copies of reports, results or information to any party other than Client, unless Client, in writing, requests information to be provided to a third party or unless disclosure by Pinchin is required by law. Unless consented to by Pinchin, which consent may be unreasonably and/or arbitrarily withheld, any use by a third party, of reports or documents authored by Pinchin, or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions conducted by any party.
13. As used in this Agreement, "Work Product", means without limitation all reports, plans, data, writings, notes, drawings, art work, templates, documents, products, ideas, formulas, inventions, research, programs, derivative works, processes, procedures, techniques, scientific methods, designs, technologies, forms, formulas, discoveries, know-how, improvements and any and all products of any type, including all rights and claims, prepared in part or in full by Pinchin.
14. Pinchin shall exclusively own the copyright and all other intellectual property rights in all "Work Product" including rights to claim Scientific Research and Development Tax Claims. The services and documents provided by Pinchin under the terms of this agreement are "Work Made For Hire" and are the sole and exclusive property of Pinchin; they are provided to Client for one time use only. To the extent that any other Intellectual Property Rights of, or under the control of, Pinchin are embodied or otherwise required to exploit the "Work Product", Pinchin grants Client a revocable worldwide, exclusive, one-time license under all such Intellectual Property Rights as required, in accordance with the terms of this agreement.
15. Notwithstanding any other provision, Pinchin reserves the exclusive right to pool data provided by, or produced for, Client at its sole discretion and to use that data to aid in the completion of any and all future projects. Pinchin will utilize de-identification processes which may include, but are not limited to, pseudonymizing or anonymizing the data to preserve client confidentiality. Pinchin will ensure that all identifiable and pooled data is protected and stored securely through the use of appropriate processes and technologies, which may include, but are not limited to, data encryption and the use of the principle of least privilege.
16. Client agrees to indemnify, defend, and hold harmless Pinchin, its affiliates, and their officers, directors, employees, agents, and subcontractors against all claims, demands, suits, liabilities, costs, expenses (including reasonably incurred legal fees), damages and losses suffered or incurred by Pinchin arising out of any actual or alleged infringement of intellectual property rights arising out of Client's use of "Work Product" or any other items provided by Pinchin to Client.
17. Invoices will be issued monthly or upon project completion unless otherwise agreed. Applicable taxes (GST, HST, QST) are additional. Amounts not received within thirty 30 days of invoice date will bear interest thereafter at a rate of 1.5% per month (18% per annum) until paid.

**Acceptance Authorizes:**

1. The release, to Pinchin, of information requested in connection with this work. Pinchin undertakes to maintain the confidentiality of all such information ("Information").
2. The release by Pinchin of Information to others necessary to perform the work.



**Authorization to Proceed**

- Entry and access to all areas of the property and buildings on the property, by Pinchin staff or representatives, as required, to perform the proposed services. Client shall identify limitations, conditions or terms regarding entry and access ("Access Restrictions").

It is understood that Client will be liable for all additional costs incurred by Pinchin in the performance of the proposed work caused by changes to the terms, delays, postponements or cancellations or other unseen or unknown conditions that are beyond the control of Pinchin including, without limitation, delays caused by failure to provide Information on a timely basis or Access Restrictions not revealed to Pinchin prior to the date hereof.

By signing below Client provides authorization to proceed and accepts the terms and conditions outlined above and in the referenced proposal (if applicable). In the event Pinchin provides services requested by Client, in addition to those identified above or in the proposal (where applicable), Client agrees to compensate Pinchin either on a time and material basis using the Pinchin standard rates (in effect at the time the service is provided), or as per a written amendment to the terms and conditions originally agreed upon.

Signature of Authorized CLIENT Representative (Acceptance):	Billing Address:	
Name (Print):		
Company:	Billing Contact Name:	
Date:	Billing Contact Phone:	
Purchase Order No.:	Billing Contact Fax and E-mail Address:	
Pinchin Project Manager: Jake Rebellato	Pinchin Project Number: 203741.006	Project Value: <b>\$34,200.00</b> (plus applicable taxes)

**Billing: 2470 Milltower Court, Mississauga, ON L5N 7W5 | PH: 1.855.746.2446**

Z:\ATP\ ATP - Limitation of Liability & Terms of Engagement.docx

Template: Master ATP, Limitation of Liability & Terms of Engagement, Standard HO, October 3, 2019

**Payment Instructions**

Payments can be made by Electronic Fund Transfer (EFT). If you plan to make payments by EFT, please contact [accountsreceivable@pinchin.com](mailto:accountsreceivable@pinchin.com). **We require the Client reference their company name, any specific instructions, and the Pinchin Invoice Number or the Pinchin Project Number on all documents, communications and payments related to this project. We do not accept e-mail money transfers from personal accounts.**

Any deposit confirmations and/or remittance advices must be sent to accounts receivable at [accountsreceivable@pinchin.com](mailto:accountsreceivable@pinchin.com).

**Instructions for Canadian (CAD) Electronic Fund Transfer or Wire Payments to Canadian Imperial Bank of Commerce from Remitters in Canada**

**Remit To:**

Canadian Imperial Bank of Commerce  
 6711 Mississauga Rd. Mississauga, Ontario, Canada L5N 2W3  
 Account# 6627919  
 Institution #: 010  
 Transit #: 03922  
 SWIFT/BIC: CIBCCATT  
 Account Name: Pinchin Ltd.  
 2470 Milltower Court Mississauga, Ontario, Canada L5N 7W5



<b>Township of St. Joseph</b>	
<b>Report to Council</b>	
<b>FROM:</b>	Amanda Richardson, Clerk Administrator/Treasurer
<b>DATE:</b>	May 5, 2021
<b>SUBJECT:</b>	Senior Services Program Update May 2021

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Clerk Administrator/Treasurer summarizing the Seniors Services Program Updates obtained from the Manager Seniors & Persons with a Disability Services be received, and;

That Council accepts the update for their information.

**Background**

Regrettably, the Seniors Advisory Committee has decided to cancel their May 2021 meeting originally scheduled for May 11<sup>th</sup> – due to the province wide lockdown.

The Manager Seniors & Persons with a Disability Services has supplied the following program summary for Council's consideration.

**Financial Implications**

There are no financial implications resulting from this report.

**Summary**

MEALS ON WHEELS has been running steady and we have added a few new clients. We have hired a back up cook who comes to us with a lot of experience as a former food service manager. She is very eager and is also volunteering for the kitchen, driving meals on wheels and transportation. We are very excited to have her join our team.

TRANSPORTATION program has been running steady. We continue to provide essential trips to medical appts and groceries. The new transportation coordinator started on Monday and has jumped right in to booking rides. The phones have been keeping her quite busy this week.

DAY OUT I spoke with the Health Inspector at Algoma Public Health regarding our Day Out Program. I told her it was an essential program to provide much needed caregiver respite especially during lockdown. We discussed all the Covid 19 protocols we have in place and she gave us the go ahead to run the program with restrictions on number of attendees. We cannot run the Bruce Mines or Echo Bay Programs as the community centres are closed, however we have opened an extra day at the Trefry Centre to accommodate those clients. Currently we are running the program Tuesday and Thursday at the Centre.

IN HOME SERVICES The new in-home services program is in full swing and all our PSW's are seeing clients in their homes. It has been very rewarding to be able to fill the gaps in the community for in home services. We have been blessed with 2 great care coordinators and 3 amazing PSW's with many combined years of service. Please see the following information regarding the new PSW program below.

### **Assisted Living Services Project Overview**

#### Preamble

North Shore Health Network developed and operationalized a Community Outreach Service in Phase 1 of the pandemic. This service was a system navigation service that accepted referrals from residents, health care and home care organizations, Emergency departments etc. The vision of the Service was to keep people safe by supporting them in their homes and linking them to services to achieve that goal. It became quickly apparent that there was a deficiency in assisted living services to many of our referrals and that the LHIN Home and Community Care did not have capacity to provide those services. The West part of the catchment, i.e., Echo Bay to Huron Shores, was the area most in need of this type of in-home service. The Community Support Services out of NSHN provides an excellent Assisted Living services and residents were able to be referred to their programme when this was an identified need.

The Dr. Trefry Centre in Richards Landing runs a LHIN funded Seniors Centre with many different programmes, however, it does not have an in-home services component. It does provide a medical transportation programme, Meals on Wheels, and a Day Away programme and supports seniors and people with disabilities in several ways. The Dr. Trefry Centre is the logical site to launch an addition to the system navigation programme; a focused assisted living programme to keep people safe in their home and prevent hospitalizations.

#### Programme Pathway

Referrals that come to the Centre that require a robust health care assessment are given to the System Navigation/Care Coordination team. The System Navigator will do a thorough review of how a resident is managing in their home and what services they require to increase their ability to stay safe. This programme has made referrals to Home and Community Care, ADSAB, Meals on Wheels, Medical Transportation, Seniors Mental Health Nurse etc. Notifications have been made to the patient's PCP, mental health worker, HCC Care Coordinator, to keep the patients' circle of care well informed. If it is determined that assisted living services are required, an in-home face to face assessment will be done by the System Navigator/Care Coordinator. The population that will be the primary focus for assisted living services will be those who require "bridging" services; a recent discharge from hospital requiring assistance for stabilization, residents who are waiting for an alternative living situation such as a Long-Term Care bed or a residential Assisted Living facility, and palliative care patients.

Assisted Living services will be specified and structured by the Care Coordinator. Assistance with Activities of Daily Living and bathing, meal preparation, accessing groceries, light house keeping, cueing a patient regarding medications, and any other tasks that will enable a person's ability to live well in their home will be offered. The plan is to be able have a seven-day work week when possible but staggering shifts.

#### Tracking

There will be evaluation of both the performance of the assisted living services as well as the over all programme and the budget on a quarterly basis. Tracking of all the referrals including client numbers,

demographics, specific referrals to other services, details of assisted living services, client discharges, etc. will be tracked. It is our intent to demonstrate that the Trefry Assisted Living programme is able to support people in their home, thereby reducing hospital visits and admissions.



---

Amanda Richardson, Clerk Administrator/Treasurer