



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

WEDNESDAY, May 5, 2021 at 6:30 p.m.

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

1-888-455-1389

Access Code: 287-147-421

Present

Council

Mayor Jody Wildman
Councillor Steven Adams
Councillor Cheryl Ambeault
Councillor Barry Elliott
Councillor Bryon Hall

Staff

Amanda Richardson, Clerk Administrator/Treasurer
Michelle Pearse, Deputy Clerk/Treasurer
Marcy Clark, Administrative Assistant

1. Call to Order

Mayor Wildman called the meeting to order at 6:28 p.m.

2. Moment of Silent Reflection

3. Disclosure of Pecuniary Interest

4. New Business

- a. Councillor Adams – repair request for Marina east basin
- b. Councillor Elliott – Update on electrical panel work at Centennial Grounds

5. Adoption of the previous minutes

Regular Council Meeting

Resolution # 2021-99

Moved By: Steven Adams

Seconded By: Bryon Hall

BE IT RESOLVED THAT the minutes of the Regular Council meeting held on Wednesday, April 21, 2021 be adopted as circulated.

6. Accounts

Resolution # 2021-100

Moved By: Barry Elliott

Seconded By: Cheryl Ambeault

BE IT RESOLVED THAT the Cheque Register dated May 5, 2021 in the amount of \$245,462.71 be approved as presented.

7. Staff and Committee Reports

a) Zoning By-Law Amendment Application – 1085 Sailor’s Encampment Drive

Resolution # 2021-101

Moved By: Steven Adams

Seconded By: Cheryl Ambeault

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 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.

b) Zoning By-Law Amendment Application – 1737 Lucy Street

Resolution # 2021-102

Moved By: Bryon Hall

Seconded By: Cheryl Ambeault

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 directed to work with the applicant to meet requirements for lot coverage.

c) NOHFC Funding Application for Children’s Library Repairs

Resolution # 2021-103

Moved By: Barry Elliott

Seconded By: Steven Adams

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

d) North Channel Marine Tourism Council Director Position

Resolution # 2021-104

Moved By: Cheryl Ambeault

Seconded By: Bryon Hall

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.

e) Pinchin Proposal for 3-Year Annual Monitoring and Reporting Program

Resolution # 2021-105

Moved By: Steven Adams

Seconded By: Barry Elliott

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.

f) Senior Services Program Update May 2021

Resolution # 2021-106

Moved By: Cheryl Ambeault

Seconded By: Bryon Hall

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.

Items for Discussion

Speed Limit on Hwy 548 through Richards Landing

- Councillor Hall discussed complaints regarding speeding through the Hwy portion of Richards Landing. Staff to follow up with the ministry and OPP for options on a monitor system and add potential trail contribution to 2021 budget discussion.

Tipping Ticket Locations

- Council received a request from a local business interested in distributing tipping vouchers and authorized staff to have them set up to increase access to them during landfill operating hours.

8. Consent Agenda

Resolution # 107

Moved By: Cheryl Ambeault

Seconded By: Steven Adams

BE IT RESOLVED THAT items A through E listed on the Consent Agenda dated May 5, 2021 be received; and
That Council approves the donations of \$300, \$50 for Central Algoma Secondary and Elementary schools respectively, and a \$250 corporate membership with the Kensington Conservancy, and

That the recommended actions be taken regarding the other items.
Council chose to support both letters received regarding the implementation of paid sick leave in Ontario.

- 9. Closed Session**
Staffing –
- Marina Manager
 - Summer Students

Resolution # 2021-108

Moved By: Bryon Hall

Seconded By: Barry Elliott

BE IT RESOLVED THAT Council proceed into closed Session at 8:34 p.m. in accordance with Section 239 of the Municipal Act in order to discuss personal matters about an identifiable individual, including municipal or local board employees.

Resolution # 2021-109

Moved By: Barry Elliott

Seconded By: Steven Adams

BE IT RESOLVED THAT that Council does rise from Closed Session at 9:13 p.m.

Resolution # 2021-110

Moved By: Bryon Hall

Seconded By: Steven Adams

BE IT RESOLVED THAT the report from the Office Assistant/Healthy Living Coordinator regarding the recruitment of a Marina Manager and two Marina Attendants be received; and

That Council approves the hiring of the individuals named in the report.

Resolution # 2021-111

Moved By: Steven Adams

Seconded By: Barry Elliott

BE IT RESOLVED THAT the report from the Clerk Administrator/Treasurer regarding the recruitment of a Parks Assistant and Summer Public Works Assistant be received; and

That Council approves the hiring of the individual named in the report.

10. By-Laws

Confirmation By-Law

Resolution # 2021-112

Moved By: Cheryl Ambeault

Seconded By: Bryon Hall

BE IT RESOLVED THAT leave be granted to introduce By-Law 2021-17 being a By-Law to confirm the proceedings of the Council meeting held this fifth day of May 2021; and

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

11. Adjournment

Resolution # 2021-113

Moved By: Barry Elliott

Seconded By: Steven Adams

BE IT RESOLVED THAT this meeting of the Council of the Township of St. Joseph adjourn at 9:17 to meet again on Wednesday, May 19, 2021.

Joseph Wildman, Mayor

Amanda Richardson, Clerk Administrator/Treasurer

**Township of St. Joseph
Disbursements**

**Date
Resolution # 21 -**

5/19/2021

Check#	Check Date	Name	Description	Check Amount
5716	5/12/2021	BELL CANADA	MISC DEPARTMENT PHONE	\$ 898.19
5717	5/12/2021	BELL CANADA	MISC DEPARTMENT PHONE	893.29
5718	5/12/2021	ECOLAB CO	MARINA DISHWASHER RENTAL	157.47
5719	5/12/2021	EQUITABLE LIFE OF CANADA	GROUP BENEFITS	712.54
5720	5/12/2021	VARIOUS	SNRS TRANSPORATION APR 21	2,246.56
5139	5/12/2021	ABELL PEST CONTROL INC	CENT GROUNDS PEST CONTROL	50.85
5140	5/12/2021	ALGOMA DISTRICT SERVICES ADMINISTRATION BOARD	ADSAB MUN LEVY	62,124.83
5141	5/12/2021	ALGOMA AG CENTRE	ROADS FUEL	209.58
5142	5/12/2021	ALGOMA BUSINESS COMPUTERS	SNRS COMPUTER REPAIR	187.86
5143	5/12/2021	ALGOMA OFFICE EQUIPMENT	SNRS / ADMIN COPIER LEASE, COPIES	182.95
5144	5/12/2021	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	PLANNING WORKSHOP	203.40
5146	5/12/2021	BRANDT SUDBURY	ROAD EQUIP MAINT & REPAIRS	589.17
5150	5/12/2021	LAW OFFICE OF HUGH MACDONALD	ADMIN LEGAL FEES	3,014.33
5152	5/12/2021	KENTVALE MERCHANTS LTD.	VARIOUS DEPARTMENTS SUPPLIES	1,188.00
5154	5/12/2021	LOCAL AUTHORITY SERVICES	ADMMIN OFFICE SUPPLIES	90.39
5156	5/12/2021	ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	OMERS	48.50
5157	5/12/2021	PINCHIN LTD	LANDFILL MONITORING/CONTRACT	4,229.30
5160	5/12/2021	SUPERIOR PROPANE	ADMIN HEAT	675.48
5161	5/12/2021	TOROMONT CAT	ROADS EQUIP MAINT & REPAIRS	764.11
ALGOMA POWER INC	5/12/2021	ALGOMA POWER INC	VARIOUS DEPARTMENT POWER	882.25
ALGOMA POWER INC	5/12/2021	ALGOMA POWER INC	VARIOUS DEPARTMENT POWER	808.68
ALGOMA POWER INC	5/12/2021	ALGOMA POWER INC	VARIOUS DEPARTMENT POWER	5,761.57
BELL CANADA	5/12/2021	BELL CANADA	ADMIN INTERNET	120.91
BELL CANADA	5/12/2021	BELL CANADA	WS INTERNET	80.23
BELL CANADA	5/12/2021	BELL CANADA	SNRS INTERNET	120.91
DD	5/7/2021	BI-WEEKLY PAYROLL	PP10	22,105.89
DD	5/7/2021	MONTHLY PAYROLL	Apr-21	2,827.51
				\$ 111,174.75



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

From: Amanda Richardson, Clerk Administrator/Treasurer

Date: May 19, 2021

Subject: 2021 Summer Council Schedule

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Clerk Administrator-Treasurer regarding the schedule for council meetings during the summer months be received; and

That Council approves the proposed schedule of meeting Wednesdays, July 21, and August 18, 2021, and returning to a two-week rotation on September 1, 2021.

Background

Council is asked to confirm a summer meeting schedule for the information of the public. Any deviation from the schedule set out in the Procedure By-law of the first and third Wednesday must be advertised. Council typically reduces the regular meeting schedule to one meeting per month.

Recommended dates for once per month meetings in the middle of the month would be July 21, and August 18, 2021. This would bring Council back to the regular schedule, Wednesday September 1.

Financial Implications

There is no financial impact as a result of this report. Advertising of the revised schedule will be required.

Summary / Options

Council can either approve the recommended dates or discuss alternative meeting times.

Amanda Richardson, Clerk Administrator/Treasurer

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



From: Sherie Gladu, Office Assistant / Healthy Living Coordinator

Date: May 19, 2021

Subject: Current Status of Events, Recreation Programing and Facility rentals

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Office Assistant/Health Living Coordinator regarding current status of Events, Recreation Programing and Facility rentals be received for information.

Background:

Currently all events are on hold or pending due to COVID restrictions.

As the Stay-at-Home order has been extended until at least June 2, it appears that a baseball season may not be possible. We do have a number of registered youth, but in anticipation of potential health measures, we asked that payment be made only once the season begins.

There are a number of children registered for the soccer program. We are hopeful that the program will be able to run in the month of July.

June 25 there is another rental of the Centennial Grounds from the drive-in movie business that presented last fall. They will run two movies, set up in a similar way as last season with porta-potties for their ticket holders.

July 1 The recreation committee will run the scavenger hunt for families again as a safe way to celebrate Canada day and get families active.

July 10 would have been the date for the 4th annual Go North Music Festival. The committee intends to meet soon to discuss running a smaller event later in the season, or if the event should reschedule for next year.

August 7 there is a rental for the Centennial Grounds, which is a tribute country drive in concert, in support of THRIVE Children's Charity. They are aware the washrooms may not be available. This is an afternoon event.

August 28 would be a potential date for the second annual "Harvest of Artists" outdoor art show if we decide to run again this year. This was a well-attended event and has 15-20 artists who have expressed interest in doing it again if offered.

Sherie Gladu, Office Assistant / Healthy Living Coordinator

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



From: Sherie Gladu, Office Assistant / Healthy Living Coordinator

Date: May 19, 2021

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

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Office Assistant/Health Living Coordinator regarding the FedNor Northern Ontario Development Program and NOHFC grants for the Marina Revitalization be received; and

That Council authorizes staff to submit an application to both FedNor and NOHFC for funding.

Background:

The Mayor and the Office Assistant/Health Living Coordinator presented a power point to representatives from both NOHFC and FedNor regarding the repairs and improvements needed at the Municipal Marina.

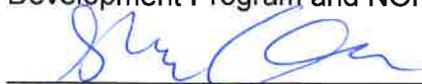
During the meeting representatives from NOHFC indicated that the project is eligible to apply for funding under the Enhance Your Community Stream. The NOHFC fund could cover up to 50% of eligible costs up to a project maximum of \$2,000,000. This funding is stackable with the ICIP funding of \$100,000 already confirmed. They indicated that the Gawas Bay and C Line Dock should be separate applications in future years.

Following the meeting the FedNor representative encouraged an application to the FedNor Northern Ontario Development Program for portions of the project that either enhance or expand the current offer as it relates to Economic Development. FedNor will generally support up to 33 percent of eligible capital and up to 50 percent of eligible non-capital costs up to a possible maximum value of \$250,000. The Grant is stackable against provincial funding.

If successful with both the NOHFC and FedNor applications including the ICIP which has been approved, the funding could cover up to 90% of the project, with a minimum of 10% being the responsibility of the Township to fund.

Summary Options:

Council may approve staff to prepare and submit an application to the FedNor Northern Ontario Development Program and NOHFC, or defer a decision or consider other options.



Sherie Gladu, Office Assistant / Healthy Living Coordinator

May 10, 2021
201048

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

By e-mail: healthyliving@stjosephtownship.com

Re: Richards Landing Marina Repair – Engineering Summary for Grant Application

Dear Sherie,

The purpose of this letter is to outline the current situation facing the Richards Landing Marina Building and north wharf, the proposed remediation, and associated costs and timelines with a view to substantiating your application for project funding through provincial and federal infrastructure improvement grants.

Background

Over two years of above-average water levels in Lake Huron (Figure 1) have subjected shoreline retaining structures at Richards Landing Marina to extensive soil saturation, intermittent submersion of previously dry structural timbers, and fines migration due to water and wave action. Township staff have observed the formation and worsening of sinkholes, undulations in the surrounding asphalt surfaces, and eroded areas behind earth retaining structures and bulkheads. These settlements, if left unresolved, may progress to the extent that the Marina Building’s slab foundation is compromised.

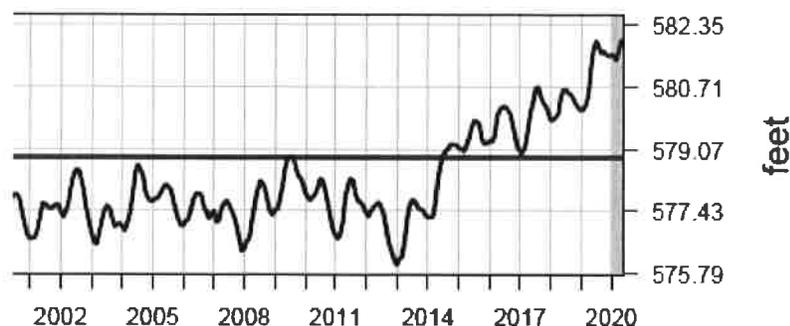


Figure 1: Excerpt of Lake Huron monthly mean water levels (blue line) between Marina Building construction in 2002 and present. Red line denotes the long-term annual average. Source: US Army Corps of Engineers.

The Township of St. Joseph retained Tulloch Engineering, Inc. (TULLOCH) to complete inshore and in-water site investigations at the Richards Landing Marina between April 21st and May 22nd, 2020 in advance of an options analysis for repair or replacement of shoreline structures. The

condition of aged timber cribbing and retaining walls left no doubt that wharf rehabilitation was necessary (Figures 2 and 3). However, as water levels continued to rise during the investigation/design stage, it became apparent that a more aggressive approach to preserving the shoreline infrastructure was required.

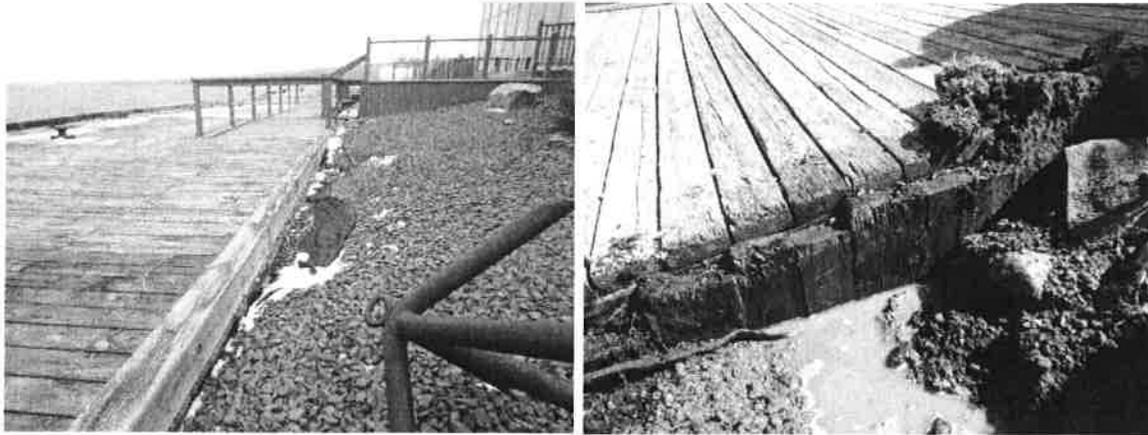


Figure 2: Settlement of backfill on inshore side of bulkhead and image of timber bulkhead members exposed in a test pit. Note the elevated water level.

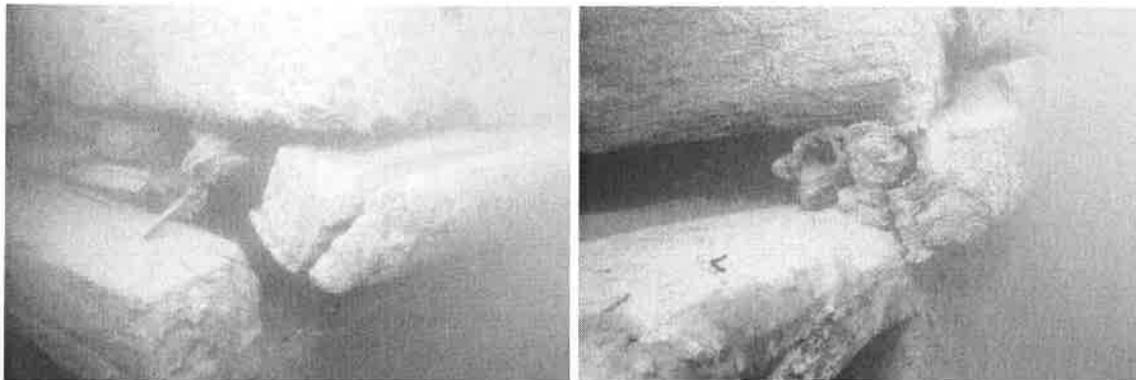


Figure 3: Failing and displaced timber crib members supporting a 3-foot concrete cap.

Proposed Design Concept

During a teleconference with the Mayor, council members and staff, the necessity for more substantial shoreline works to preserve the shoreline infrastructure was tabled. As the best compromise between durability and cost, and considering the challenges faced with rehabilitating a deteriorated 16-foot-deep timber bulkhead within 15 feet of the Marina Building's slab foundation, a blast rock fill with armour stone top course, similar to the breakwater structures in the Marina's west basin, was proposed. This construction will require the removal of existing timber decking and cribs in Zone A (Figure 4) in an incremental fashion, to ensure that forward support to the bulkhead is maintained.

In Zone B, the existing concrete cap, which sits atop a continuous rock-filled timber crib, must be demolished and excavated, and the fuel tank/pump must be temporarily relocated. A blast rock

and armour stone top course will be placed in front of the existing lighthouse on the appropriate angle of repose. Geosynthetics and proper engineered fill will be placed behind the break wall to reduce settlement and allow for the resurfacing of the affected asphalt parking area.

Since fuelling of larger vessels constitutes an important part of the Marina's services, a fuelling dock must be designed and constructed to the north of the existing lighthouse, while the storage tank and pump will be returned to an approved concrete foundation with secondary containment.

A paved pedestrian walkway is proposed to allow better access to the shoreline around the marina building, and a small length of retaining wall to the west of Marina Building will require reconstruction with cleaved (rectangular) armour stone or pre-cast concrete interlocking block depending on availability. The proposed shoreline rehabilitation will result in the loss of approximately 175 feet of berthing space for vessels in front of the marina building.

This project is planned in three phases, with the stabilization of the bulkhead immediately north of the Marina Building as a top priority. They are:

Phase 1: Zone A stabilization;

Phase 2: Zone B stabilization; and

Phase 3: Walkway, deck reconstruction, fuel dock construction, resurfacing and landscaping.



Figure 4: Richards Landing Marina, Zones A and B according to proposed shoreline rehabilitation. *Imagery source: Google Earth.*

Cost Estimate

The following is a summary of quantities and estimated costs for this project's anticipated major requirements.

Phase 1, Zone A – Forward of North Wharf

Linear Footage: 120.0

	<u>Task</u>	<u>Phase</u>	<u>Quantity</u>	<u>Cost Estimate</u>	<u>Funding Source</u>
1	Existing decking, removal/disposal	1	2223 sq.ft	██████████	ICIP (100%)
2	Blast rock core, placed (+10% volume loss)	1	1548 cu.yd	██████████	ICIP (100%)
3	Armour stone (200-400kg), placed (+10% vol)	1	34 cu.yd	██████████	ICIP (6.7%) FedNor for portion? New
			460 cu.yd	██████████	
4	Granulars, geotextile and landscaping	3	2160 sq.ft	██████████	New – no existing walkway
5	Pedestrian walkway (new)	3	140 x 4 ft	██████████	
			Subtotal:	██████████	

Phase 2, Zone B – North of Concrete Cap, East of Fuel Tank and Lighthouse

Linear Footage: 92.0

	<u>Task</u>	<u>Phase</u>	<u>Quantity</u>	<u>Cost Estimate</u>	<u>Funding Source</u>
1	Concrete cap removal/disposal	2	110 cu.yd	██████████	Other
2	Excavation	2	512 cu.yd	██████████	
3	Blast rock core, placed (+10% volume loss)	2	1080 cu.yd	██████████	
4	Armour stone (200-400kg), placed (+10% vol)	2	379 cu.yd	██████████	
5	Backfilling, compaction and geo stabilization	2	699 cu.yd	██████████	
6	Granulars, geotextile and landscaping	3	1350 sq.ft	██████████	New/expansion
7	Asphalt resurfacing	3	148 t	██████████	
8	Pedestrian walkway (new)	3	120 x 4 ft	██████████	
			Subtotal:	██████████	

Phase 3 – Other minor construction, resurfacing and landscaping

<u>Task</u>	<u>Phase</u>	<u>Quantity</u>	<u>Cost Estimate</u>	<u>Funding Source</u>
1 Restaurant deck replacement	3	680 sq.ft	[REDACTED]	% expansion
2 Marina Building roof drain improvements	3	x 4	[REDACTED]	
3 Sidewalk reconstruction	3		[REDACTED]	
4 Fueling Dock and tank/pump foundation	3		[REDACTED]	
5 Asphalt pathway integration	3		[REDACTED]	
6 Minor landscaping – shrubs	3		[REDACTED]	
7 C Line dock repair (off-site)	3		[REDACTED]	Portion – New expansion
8 Gawas Bay dock replacement (off-site)	3		[REDACTED]	
		Subtotal:	[REDACTED]	

Project Subtotal:
 Add Contingency (20%):
 Adjusted Subtotal:
 Engineering Fee Estimate, less extras (15%):
ESTIMATE TOTAL:

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

Proposed Construction Timeline

The nature of civil engineering works at the shoreline is weather-dependent and this project can expect a limited construction window between ice-out (April/May) and the onset of winter weather. With coordinated funding from multiple sources, the project may be completed in a single construction season as follows:

- Upon grant award (late winter): Complete design, administrative preparations and tendering of project.
- End-March: Tender award.
- May-June: Phase 1: Zone A stabilization.
- July-August: Phase 2: Zone B stabilization.
- August – October: Phase 3: Other minor construction, walkway, resurfacing and landscaping, project completion.

We trust that this letter meets your current requirements and, should you have any further questions, please do not hesitate to contact the undersigned.

Sincerely,

TULLOCH Engineering, Inc.



Jeff A.T. Allen, CD, MAsc, P.Eng.

Structural Engineer

JA/ja



Township of St. Joseph	
Report To Council	
FROM:	Amanda Richardson, Clerk Administrator/Treasurer
DATE:	May 19, 2021
SUBJECT:	Community Safety and Well-Being Plan (Central Algoma)

RECOMMENDATION:

Be it Resolved that the report from the Clerk Administrator/Treasurer regarding the regulatory requirements as an amendment to the Police Services Act, 1990 for municipalities to develop and adopt a Community Safety and Well-Being Plan under Bill-175 The Safer Ontario Act be received, and;

That Council approves staff to work with other local municipalities identified in the report below to form a joint Community Safety and Well-Being Plan, known as the Central Algoma Community Safety and Well-Being Plan (CACSWB).

Background

In 2019, new legislative requirements under the Police Services Act, 1990 which required municipalities to develop and adopt a plan surrounding community safety and well-being (CSWB) was introduced. Municipalities were given two years to complete this project, and submissions are due July 1, 2021. Area municipalities are able to work together to form joint plans. The Town of Bruce Mines has volunteered to take the lead in collecting data and develop a plan for the following group of municipalities:

- The Townships of St. Joseph, Hilton, Jocelyn, Johnson, Plummer Additional, Tarbutt, the Village of Hilton Beach and the Town of Bruce Mines.

CSWB plans must include the following:

- Local priority risk factors that have been identified based on community consultations and multiple sources of data, such as Statistics Canada and local sector-specific data,
- Evidence-based programs and strategies to address those priority risk factors; and
- Measurable outcomes with associated performance measures to ensure that the strategies are effective, and outcomes are being achieved.

Attached to this report are a summary of frequently asked questions regarding the CSWB plan as well as the proposal from the Town of Bruce Mines to be distributed upon approval.

Financial Implications

There is no financial impact to the municipality as a result of this application. Some administrative staff time and resources will have to be given to the collection of data and assistance in developing the group plan.

Summary

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

A handwritten signature in black ink, appearing to read 'A. Richardson', written over a horizontal line.

Amanda Richardson, Clerk Administrator/Treasurer

Frequently Asked Questions: New Legislative Requirements related to
Mandating Community Safety and Well-Being Planning

1) What is community safety and well-being (CSWB) planning?

CSWB planning involves taking an integrated approach to service delivery by working across a wide range of sectors, agencies and organizations (including, but not limited to, local government, police services, health/mental health, education, social services, and community and custodial services for children and youth) to proactively develop and implement evidence-based strategies and programs to address local priorities (i.e., risk factors, vulnerable groups, protective factors) related to crime and complex social issues on a sustainable basis.

The goal of CSWB planning is to achieve the ideal state of a sustainable community where everyone is safe, has a sense of belonging, access to services and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

2) Why is CSWB planning important for every community?

CSWB planning supports a collaborative approach to addressing local priorities through the implementation of programs/strategies in four planning areas, including social development, prevention, risk intervention and incident response. By engaging in the CSWB planning process, communities will be able to save lives and prevent crime, victimization and suicide.

Further, by taking a holistic approach to CSWB planning it helps to ensure those in need of help receive the right response, at the right time, and by the right service provider. It will also help to improve interactions between police and vulnerable Ontarians by enhancing frontline responses to those in crisis.

To learn more about the benefits of CSWB planning, please see Question #3.

3) What are the benefits of CSWB planning?

CSWB planning has a wide-range of positive impacts for local agencies/organizations and frontline service providers, as well as the broader community, including the general public. A few key benefits are highlighted below:

- Enhanced communication and collaboration among sectors, agencies and organizations;
- Transformation of service delivery, including realignment of resources and responsibilities to better respond to priorities and needs;
- Increased understanding of and focus on local risks and vulnerable groups;
- Ensuring the appropriate services are provided to those individuals with complex needs;
- Increased awareness, coordination of and access to services for community members and vulnerable groups;
- Healthier, more productive individuals that positively contribute to the community; and
- Reducing the financial burden of crime on society through cost-effective approaches with significant return on investments.

4) When will the new legislative requirements related to CSWB planning come into force and how long will municipalities have to develop a plan?

The new legislative requirements related to CSWB planning came into force on January 1, 2019, as an amendment to the *Police Services Act, 1990* (PSA), and municipalities have two years from this date to develop and adopt a plan (i.e., by January 1, 2021). The CSWB planning provisions are outlined in Part XI of the PSA.

This timeframe was based on learnings and feedback from the eight pilot communities that tested components of the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet (see Question #33 for more information on the pilot communities).

In the circumstance of a joint plan, all municipalities involved must follow the same timeline to prepare and adopt their first CSWB plan (see Question #10 for more information on joint plans).

5) What are the main requirements for the CSWB planning process?

A CSWB plan must include the following core information:

- Local priority risk factors that have been identified based on community consultations and multiple sources of data, such as Statistics Canada and local sector-specific data;
- Evidence-based programs and strategies to address those priority risk factors; and
- Measurable outcomes with associated performance measures to ensure that the strategies are effective and outcomes are being achieved.

As part of the planning process, municipalities are required to establish an advisory committee inclusive of, but not limited to, representation from the local police service board, as well as the Local Health Integration Networks or health/mental health services, educational services, community/social services, community services to children/youth and custodial services to children/youth.

Further, municipalities are required to conduct consultations with the advisory committee, members of public, including youth, members of racialized groups and of First Nations, Métis and Inuit communities, as well as community organizations that represent these groups.

To learn more about CSWB planning, please refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet. The booklet contains practical guidance on how to develop a plan, including a sample CSWB plan.

6) Who is responsible for developing a CSWB plan?

As per the PSA, the responsibility to prepare and adopt a CSWB plan applies to:

- Single-tier municipalities;
- Lower-tier municipalities in the County of Oxford and in counties; and
- Regional municipalities, other than the County of Oxford.

First Nations communities are also being encouraged to undertake the CSWB planning process but are not required to do so by the legislation.

7) Are the lower-tier municipalities within a region also required to develop a local CSWB plan?

In the case of regional municipalities, the obligation to prepare and adopt a CSWB plan applies to the regional municipality, not the lower-tier municipalities within the region. Further, the lower-tier municipalities are not required to formally adopt the regional plan (i.e., by resolution from their municipal council).

However, there is nothing that would prohibit any of the lower-tier municipalities within a region from developing and adopting their own CSWB plan, if they choose, but it would be outside the legislative requirements outlined in the PSA.

8) Why is the Government of Ontario mandating CSWB planning to the municipality?

CSWB planning is being mandated to municipalities to ensure a proactive and integrated approach to address local crime and complex social issues on a sustainable basis. Municipalities will have a leadership role in identifying their local priority risks in the community and addressing these risks through evidence-based programs and strategies, focusing on social development, prevention and risk intervention.

It is important to remember that while the municipality is designated the lead of CSWB planning, developing and implementing a CSWB plan requires engagement from all sectors.

9) If a band council decides to prepare a CSWB plan, do they have to follow all the steps outlined in legislation (e.g., establish an advisory body, conduct engagement sessions, publish, etc.)?

First Nations communities may choose to follow the process outlined in legislation regarding CSWB planning but are not required to do so.

10) Can municipalities create joint plans?

Yes, municipalities can create a joint plan with other municipalities and/or First Nation band councils. The same planning process must be followed when municipalities are developing a joint plan.

11) What is the benefit of creating a joint plan (i.e., more than one municipal council and/or band council) versus one plan per municipality?

It may be of value to collaborate with other municipalities and/or First Nations communities to create the most effective CSWB plan that meets the needs of the area. For example, if many frontline service providers deliver services across neighbouring municipalities or if limited resources are available within a municipality to complete the planning process, then municipalities may want to consider partnering to create a joint plan that will address the unique needs of their area. Additionally, it may be beneficial for smaller municipalities to work together with other municipal councils to more effectively monitor, evaluate and report on the impact of the plan.

12) When creating a joint plan, do all municipalities involved need to formally adopt the plan (i.e., resolution by council)?

Yes, as prescribed in legislation, every municipal council shall prepare, and by resolution, adopt a CSWB plan. The same process must be followed for a joint CSWB plan (i.e., every municipality involved must pass a resolution to adopt the joint plan).

13) What are the responsibilities of an advisory committee?

The main role of the advisory committee is to bring various sectors' perspectives together to provide strategic advice and direction to the municipality on the development and implementation of their CSWB plan.

Multi-sectoral collaboration is a key factor to successful CSWB planning, as it ensures an integrated approach to identifying and addressing local priorities. An ideal committee member should have enough knowledge about their respective sector to identify where potential gaps or duplication in services exist and where linkages could occur with other sectors. The committee member(s) should have knowledge and understanding of the other agencies and organizations within their sector, and be able to leverage their expertise if required.

14) Who is required to participate on the advisory committee?

As prescribed in legislation, an advisory committee, at a minimum, must include the following members:

- A person who represents
 - the local health integration network, or
 - an entity that provides physical or mental health services
- A person who represents an entity that provides educational services;
- A person who represents an entity that provides community or social services in the municipality, if there is such an entity;
- A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity;
- A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity;
- An employee of the municipality or a member of municipal council
- A representative of a police service board or, if there is no police service board, a detachment commander of the Ontario Provincial Police (or delegate)

As this is the minimum requirement, municipalities have the discretion to include additional representatives from key agencies/organizations on the advisory committee if needed. Consideration must also be given to the diversity of the population in the municipality to ensure the advisory committee is reflective of the community.

As a first step to establishing the advisory committee, a municipality may want to explore leveraging existing committees or groups with similar multi-sectoral representation and mandates to develop the advisory committee or assist in the selection process.

15) Why isn't a representative of the police service required to participate on the advisory committee?

The requirement for a representative of the police service board to be part of the advisory committee is to ensure accountability and decision-making authority in regards to CSWB planning. However, under the legislation a police service board/detachment commander would have the local discretion to delegate a representative of the police service to take part in the advisory committee on their behalf.

In addition, the legislation outlines the minimum requirement for the membership of the advisory committee and therefore it is at the local discretion of the municipality to include additional members, such as police service representatives, should they decide.

16) What is meant by a representative of an entity that provides custodial services to children or youth?

In order to satisfy the requirement for membership on the advisory committee, the representative must be from an organization that directly provides custodial services to children/youth as defined under the *Youth Criminal Justice Act (YCJA)*. The definition of youth custody facility in the YCJA is as follows:

- *A facility designated under subsection 85(2) for the placement of young persons and, if so designated, includes a facility for the secure restraint of young persons, a community residential centre, a group home, a child care institution and a forest or wilderness camp. (lieu de garde)*

The member must represent the entity that operates the youth custodial facility, not just provide support services to youth who might be in custody.

It is also important to note that, under the legislation, if a municipality determines that there is no such entity within their jurisdiction, the requirement does not apply.

17) How does a member of the advisory committee get selected?

The municipal council is responsible for establishing the process to identify membership for the advisory committee and has discretion to determine what type of process they would like to follow to do so.

18) In creating a joint plan, do you need to establish more than one advisory committee?

No, regardless of whether the CSWB plan is being developed by one or more municipal councils/band councils, there should only be one corresponding advisory committee.

At a minimum, the advisory committee must include representation as prescribed in legislation (refer to Question #14 for more detail). In terms of creating a joint CSWB plan, it is up to the participating municipal councils and/or First Nation band councils to determine whether they want additional members on the advisory committee, including more than one representative from the prescribed sectors.

19) Who does a municipality have to consult with in the development of a CSWB plan? What sources of data do municipalities need to utilize to develop a CSWB plan?

In preparing a CSWB plan, municipal council(s) must, at a minimum, consult with the advisory committee and members of the public, including youth, members of racialized groups, First Nations, Inuit and Métis communities and community organizations that represent these groups.

To learn more about community engagement, refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet which includes a tool on engaging the community. The booklet also includes resources which help to guide municipalities in their engagement with seniors, youth and Indigenous partners, as these groups are often identified as vulnerable.

In addition to community engagement sessions, data from Statistics Canada and local sector-specific data (e.g., police data, hospital data, education data, etc.) should also be utilized to assist in identifying local priorities. Municipalities and planning partners are encouraged to leverage resources that already exist in the community, including data from their multi-sectoral partners or existing local plans, strategies or initiatives that could inform their CSWB plan (e.g., Neighbourhood Studies, Community Vital Signs Reports, Public Safety Canada's Crime Prevention Inventory, etc.).

Further, the Ministry of Community Safety and Correctional Services also offers the Risk-driven Tracking Database free of charge to communities that have implemented multi-sectoral risk intervention models, such as Situation Tables. The Risk-driven Tracking Database provides a standardized means to collect data about local priorities and evolving trends, which can be used to help inform the CSWB planning process. To learn more about the Risk-driven Tracking Database, please contact SafetyPlanning@Ontario.ca.

20) What is the best way to get members of your community involved in the CSWB planning process?

There are a variety of ways community members can become involved in the planning process, including:

- Attending meetings to learn about CSWB planning and service delivery;
- Volunteering to support local initiatives that improve safety and well-being;
- Talking to family, friends and neighbours about how to make the community a better place;
- Sharing information with CSWB planners about risks that you have experienced, or are aware of in the community;
- Thinking about existing services and organizations that you know about in the community, and whether they are successfully providing for your/the community's needs;
- Identifying how your needs are being met by existing services, and letting CSWB planners know where there are gaps or opportunities for improvement;
- Sharing your awareness of available services, supports and resources with family, friends and neighbours to make sure people know where they can turn if they need help; and
- Thinking about the results you want to see in your community in the longer-term and sharing them with CSWB planners so they understand community priorities and expectations.

21) What happens if some sectors or agencies/organizations don't want to get involved?

Given that the advisory committee is comprised of multi-sectoral partners, as a first step, you may want to leverage their connections to different community agencies/organizations and service providers.

It is also important that local government and other senior public officials champion the cause and create awareness of the importance of undertaking the planning process to identify and address local priority risks.

Lastly, if after multiple unsuccessful attempts, it may be of value to reach out to ministry staff for suggestions or assistance at: SafetyPlanning@ontario.ca.

22) Are there requirements for municipalities to publish their CSWB plan?

The PSA includes regulatory requirements for municipalities related to the publication of their CSWB plans. These requirements include:

- Publishing a community safety and well-being plan on the Internet within 30 days after adopting it.
- Making a printed copy of the CSWB plan available for review by anyone who requests it.
- Publishing the plan in any other manner or form the municipality desires.

23) How often do municipalities need to review and update their CSWB plan?

A municipal council should review and, if necessary, update their plan to ensure that the plan continues to be reflective of the needs of the community. This will allow municipalities to assess the long-term outcomes and impacts of their strategies as well as effectiveness of the overall plan as a whole. Municipalities are encouraged to align their review of the plan with relevant local planning cycles and any other local plans (e.g., municipal strategic plans, police services' Strategic Plan, etc.). Requirements related to the reviewing and updating of CSWB plans may be outlined in regulation in the future.

24) How will municipalities know if their CSWB plan is effective?

As part of the CSWB planning process, municipalities must identify measurable outcomes that can be tracked throughout the duration of the plan. Short, intermediate and longer-term performance measures need to be identified and collected in order to evaluate how effective the plan has been in addressing the priority risks, and creating positive changes in the community.

In the planning stage, it is important to identify the intended outcomes of activities in order to measure progress towards addressing those pre-determined priority risks. This can be done through the development of a logic model and performance measurement framework. Some outcomes will be evident immediately after activities are implemented and some will take more time to achieve. The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet provides a resource on performance measurement, including how to develop a logic model.

Municipalities are required to regularly monitor and update their plan, as needed, in order to ensure it continues to be reflective of local needs and it is meeting the intended outcomes.

25) How will the ministry monitor the progress of a local CSWB plan?

New legislation identifies that a municipality is required to provide the Minister of Community Safety and Correctional Services with any prescribed information related to (upon request):

- The municipality's CSWB plan, including preparation, adoption or implementation of the plan;
- Any outcomes from the municipality's CSWB plan; and
- Any other prescribed matter related to the CSWB plan.

Additional requirements related to monitoring CSWB plans may be outlined in regulation in the future.

26) How does a municipality get started?

To get the CSWB planning process started, it is suggested that communities begin by following the steps outlined below:

a) Demonstrate Commitment at the Highest Level

- Demonstrate commitment from local government, senior public officials, and, leadership within multi-sectoral agencies/organizations to help champion the process (i.e., through council resolution, assigning a CSWB planning coordinator, realigning resources, etc.).
- Establish a multi-sector advisory committee with, but not limited to, representation from the sectors prescribed by the legislation.
- Leverage existing partnerships, bodies and strategies within the community.

b) Establish Buy-In from Multi-sector Partners

- Develop targeted communication materials (e.g., email distribution, flyers, memos, etc.) to inform agencies/organizations and the broader public about the legislative requirement to develop a CSWB plan and the planning process, and to keep community partners engaged.
- Engage with partnering agencies/organizations to ensure that all partners understand their role in making the community a safe and healthy place to live.
- Distribute the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet to all those involved and interested in the planning process.

Once the advisory committee has been established and there is local buy-in, municipalities should begin engaging in community consultations and collecting multi-sectoral data to identify local priority risks. For more information on the CSWB planning process, please refer to the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet.

27) What happens if a municipality does not develop a CSWB plan?

Where a municipality intentionally and repeatedly fails to comply with its CSWB obligations under the legislation, the Minister of Community Safety and Correctional Services may appoint a CSWB planner at the expense of the municipality. The appointed planner has the right to exercise any powers of the municipal council that are required to prepare a CSWB plan that the municipality must adopt.

This measure will help ensure that local priorities are identified so that municipalities can begin addressing risks and create long-term positive changes in the community.

28) What if municipalities don't have the resources to undertake this exercise?

Where capacity and resources are limited, municipalities have the discretion and flexibility to create joint plans with other municipalities and First Nation band councils. By leveraging the assets and strengths across neighbouring municipalities/First Nations communities, municipalities can ensure the most effective CSWB plan is developed to meet the needs of the area.

CSWB planning is not about reinventing the wheel – but rather recognizing the work already being made within individual agencies and organizations and build from their progress. Specifically, CSWB planning is about utilizing existing resources in a more innovative, effective and efficient way. Municipalities are encouraged to use collaboration to do more with existing resources, experience and expertise. The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet provides a resource on asset mapping to help communities identify existing strengths and resources that could be leverage during the planning process.

In addition, the ministry offers a number of different grant programs that are mostly available to police services to support crime prevention and CSWB initiatives. Please visit the ministry's website for additional information on available grant programs:

<http://www.mcscs.jus.gov.on.ca/english/Policing/ProgramDevelopment/PSDGrantsandInitiatives.html>

Funding programs are also offered by the federal government's Public Safety department. For more information on their programs and eligibility, please visit <https://www.publicsafety.gc.ca/cnt/cntrng-crm/crm-prvntn/fndng-prgrms/index-en.aspx>.

29) How will the ministry support municipalities and First Nation band councils with CSWB planning?

As part of the work to develop a modernized approach to CSWB, the ministry has developed a series of booklets to share information and better support municipalities, First Nations communities and their partners with their local CSWB efforts.

Specifically, the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet consists of the CSWB Planning Framework as well as a toolkit of practical guidance documents to support communities and their partners in developing and implementing local plans. The booklet also includes resources that can guide municipalities on their engagement with vulnerable groups such as seniors, youth and Indigenous partners. This booklet can be accessed online at: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSOPlanningFramework.html>.

The other two booklets developed as part of the series includes:

- ***Crime Prevention in Ontario: A Framework for Action*** – this booklet sets the stage for effective crime prevention and CSWB efforts through evidence and research – <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec157730.pdf>.
- ***Community Safety and Well-Being in Ontario: A Snapshot of Local Voices*** – this booklet shares learnings about CSWB challenges and promising practices from several communities across Ontario – <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec167634.pdf>.

Another resource that communities can utilize is the *Guidance on Information Sharing in Multi-sectoral Risk Intervention Models* document (available on the ministry website - <http://www.mcscs.jus.gov.on.ca/english/Publications/PSDGuidanceInformationSharingMultisectoralRiskInterventionModels.html>). This document was developed by the ministry and supports the CSWB Planning Framework by outlining best practices for professionals sharing information in multi-sectoral risk intervention models (e.g., Situation Tables).

Further, the ministry also offers the Risk-driven Tracking Database which provides a standardized means of gathering de-identified information on situations of elevated risk for communities implementing multi-sectoral risk intervention models, such as Situation Tables. It is one tool that can help communities collect data about local priorities and evolving trends to assist with the CSWB planning process.

Lastly, ministry staff are also available to provide direct support to communities in navigating the new legislation related to CSWB planning through interactive presentations and webinars. For more information on arranging CSWB planning presentations and webinars, please contact SafetyPlanning@ontario.ca.

For information on funding supports, please see Question #31.

30) What is the ministry doing to support Indigenous communities with CSWB planning?

Although First Nations communities are not required by legislation to develop CSWB plans, the ministry continues to encourage these communities to engage in this type of planning.

Recognizing the unique perspectives and needs of Indigenous communities, the ministry has worked with its Indigenous and community partners to develop an additional resource to assist municipalities in engaging with local Indigenous partners as part of their municipally-led CSWB planning process (refer to Appendix D of the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet).

The ministry is also continuing to work with First Nations community partners to identify opportunities to better support First Nations communities in developing and implementing their own CSWB plans.

31) Will any provincial funding be made available to support local CSWB planning?

The ministry currently offers different grant programs that are mostly available to police services, in collaboration with community partners, which could be leveraged for implementing programs and strategies identified in a local CSWB plan.

The Government of Ontario is currently in the process of reviewing expenditures to inform service delivery planning as part of the multi-year planning process. In support of this work, the ministry is reviewing its grant programs to focus on outcomes-based initiatives that better address local CSWB needs, and provide municipalities, community and policing partners with the necessary tools and resources to ensure the safety of Ontario communities.

The ministry will continue to update municipal, community and policing partners regarding any changes to our grant programs.

32) What is Ontario's modernized approach to CSWB?

Over the past several years, the ministry has been working with its inter-ministerial, community and policing partners to develop a modernized approach to CSWB that addresses crime and complex social issues on a more sustainable basis. This process involved the following phases:

- Phase 1 – raising awareness, creating dialogue and promoting the benefits of CSWB to Ontario communities through the development of the ***Crime Prevention in Ontario: A Framework for Action*** booklet, which was released broadly in 2012. The booklet is available on the ministry's website: <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec157730.pdf>
- Phase 2 – the strategic engagement of various stakeholders across the province, including the public. This phase concluded in November 2014, with the release of the ***Community Safety and Well-Being in Ontario: A Snapshot of Local Voices*** booklet. This booklet highlights feedback from the engagement sessions regarding locally-identified CSWB challenges and promising practices. The Snapshot of Local Voices is also available on the ministry's website: <http://www.mcscs.jus.gov.on.ca/sites/default/files/content/mcscs/docs/ec167634.pdf>
- Phase 3 – the development of the third booklet entitled ***Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario***, which was released in November 2017. The booklet consists of the Community Safety and Well-Being Planning Framework (Framework) and toolkit of practical guidance documents to assist communities in developing and implementing local CSWB plans. The Framework encourages communities to work collaboratively across sectors to identify local priority risks to safety and well-being and implement evidence-based strategies to address these risks, with a focus on social development, prevention and risk intervention. The Framework also encourages communities to move towards preventative planning and making investments into social development, prevention and risk intervention in order to reduce the need for and investment in and sole reliance on emergency/incident response. This booklet is available on the ministry's website: <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSOPanningFramework.html>.

33) Was the CSWB planning process tested in advance of provincial release?

The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet was developed using evidence-based research, as well as practical feedback from the eight pilot communities that tested components of the Framework and toolkit prior to public release. Further, learnings from on-going community engagement sessions with various urban, rural, remote and Indigenous communities have also been incorporated. The booklet was also reviewed by the ministry's Inter-ministerial CSWB Working Group, which consists of 10 Ontario ministries and Public Safety Canada, to further incorporate multi-sectoral input and perspectives. As a result, this process helped to ensure that the booklet is a useful tool that can support communities as they move through the CSWB planning process.

34) What is a risk factor?

Risk factors are negative characteristics and/or conditions present in individuals, families, communities, or society that may increase social disorder, crime or fear of crime, or the likelihood of harm or victimization to persons or property in a community.

A few examples of risk factors include:

- Risk Factor: Missing School – truancy
 - Definition: has unexcused absences from school without parental knowledge
- Risk Factor: Poverty – person living in less than adequate financial situation
 - Definition: current financial situation makes meeting the day-to-day housing, clothing or nutritional needs, significantly difficult
- Risk Factor: Sexual Violence – person victim of sexual violence
 - Definition: has been the victim of sexual harassment, humiliation, exploitation, touching or forced sexual acts

Municipalities and First Nations communities have local discretion to address the risks that are most prevalent in their communities as part of their CSWB plans, which should be identified through consultation with the community and by utilizing/leveraging multiple sources of data.

The *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet includes a list of risk factors and their associated definitions to assist communities in identifying and prioritizing their local priority risks.

CENTRAL ALGOMA COMMUNITY SAFETY AND WELL-BEING PLAN
c/o The Town of Bruce Mines
P.O. Box 220
Bruce Mines, ON P0R 1C0
705-785-3493

May 10, 2021

Via Email

Dear Community Partner:

As you may be aware, the Province of Ontario has legislated that all municipalities must have a Community Safety & Well-being Plan. The deadline was extended to July 1, 2021, with hopes of a further extension.

The "Central Algoma Community Safety & Well-being Plan" includes the Townships of Hilton, Jocelyn, Johnson, Plummer Additional, St. Joseph, Tarbutt, The Village of Hilton Beach and the Town of Bruce Mines.

We are reaching out to your organization seeking a representative to sit on our committee and participate in our community needs research as we build our Community Safety & Well-being Plan. Our initial start-up Zoom meeting is scheduled on _____, 2021 at _____.

We have enclosed our draft resident survey, to be published via Survey Monkey for your information. Also included, is our organization survey that we hope your representative will complete.

Would you please advise if someone is available to assist us as we move forward with our plan by replying to dbrunke@bellnet.ca

Thank you!

Yours truly,

Central Algoma Community Safety & Well-being Plan Committee

Encl. (2)

THE CENTRAL ALGOMA COMMUNITY SAFETY & WELL-BEING PLAN
(ORGANIZATION SURVEY)

The Central Algoma Community Safety & Well-being Plan will focus on our most vulnerable populations to ensure that the greatest risks to their safety and well-being are addressed. We are asking each member of the advisory committee to give a sense of whom the most vulnerable groups are and what poses the greatest risk to their safety and well-being.

This preliminary gathering of information will help determine what the priorities for the plan will be, with a followup once data has been collected. The broader public will be asked to contribute their ideas/thoughts as well.

To assist in getting started, please consult your own databases, professional colleagues and direct experiences in responding to the questions below.

Definitions of "Vulnerable Groups" and "Risk Factors":

Vulnerable groups: any subset of the general population of the Townships of Hilton, Jocelyn, Johnson, Plummer Additional, St. Joseph, the Village of Hilton Beach and the Town of Bruce Mines whom you think are particularly exposed, endangered or susceptible to the negative effects of risk factors in their environment

Risk Factors: negative characteristics or conditions in individuals, families, communities or society that may reduce access to the social determinants of health, or increase social disorder, crime or fear of crime or the likelihood of harm or victimization to persons or property

Please answer these questions anonymously and from your own perspective. You may offer additional comments at the end of the survey. The advisory committee will review all of the completed surveys.

Thank you for your time!

CENTRAL ALGOMA COMMUNITY SAFETY AND WELL-BEING PLAN

Thank you for your interest in completing the Community Safety & Well-Being (CSWB) survey.

Municipalities have been legislated to develop and adopt a CWSB plan under the Police Services Act, 1990. The plan must include core information identifying local priority risks, strategies to address those priority risk factors and measurable outcomes. An advisory committee must be set up with members to include those listed under the legislation.

This survey is being hosted by the Townships of Hilton, Jocelyn, Johnson, Plummer Additional, St. Joseph, Tarbutt, the Village of Hilton Beach and the Town of Bruce Mines. It's meant to be completed by the residents of each municipality to help us understand their current state of well-being and feelings of safety so we can work together to focus on improving the quality of life of everyone.

Completion of this Survey

This survey is completely voluntary and should take approximately 10-15 minutes to complete. The survey responses are being confidentially collected and analyzed by the municipalities. All responses will be kept confidential, and only overall results, without individual identifying information, will be shared.

If you have any questions about this survey or if you would like to request a paper copy, please contact your municipal office or brucemines@bellnet.ca

If you consent to participate in this survey, please select NEXT below.

In which municipality is your primary residence

- Hilton Township
- Jocelyn Township
- Johnson Township
- Plummer Township
- St. Joseph Township
- Tarbutt Township
- Hilton Beach Village
- Bruce Mines Town

Demographics

What is your gender?

- Female
- Male
- Non-binary
- Prefer not to say
- Prefer to self-describe _____



Township of St. Joseph	
Report To Council	
FROM:	Amanda Richardson, Clerk Administrator/Treasurer
DATE:	May 19, 2021
SUBJECT:	Seniors Services Ontario

RECOMMENDATION:

Recommendation: Be it Resolved that the report from the Clerk Administrator/Treasurer regarding the funding application request for the Ontario Community Support Program be received, and;

That staff be authorized to submit an application for funding to meet increased demand for Meals on Wheels and/or the delivery of food hampers, medications and other essentials.

Background

The Ontario Community Support Association has released additional funding to assist in covering the costs related to increased demand for Meals on Wheels and/or the delivery of food hampers, medications, and other essentials. Applications are due by June 1, 2021. The Manager of Seniors & Persons with a Disability Services is requesting approval to apply for funding to help offset the costs for disposable meals on wheels containers. This has been an added cost through Covid as the program previously had a reusable container option.

Financial Implications

The Dr. Harold S. Trefry Memorial Centre under The Corp. of the Township of St. Joseph is eligible to apply for \$6,576.

Summary

Council may adopt the resolution as presented or deny the request to apply for additional funding.

A handwritten signature in black ink, appearing to read "A. Richardson", written over a horizontal line.

Amanda Richardson, Clerk Administrator/Treasurer



Township of St. Joseph	
Report To Council	
FROM:	Amanda Richardson, Clerk Administrator/Treasurer
DATE:	May 19, 2021
SUBJECT:	Request to Purchase Shore Road Allowance, 2304 Shore Road

RECOMMENDATION:

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 staff be authorized to proceed with the process to sell the 66ft Shore Road Allowance at Part of Lot 20, Concession D.

Background

An application has been received to purchase the Shore Road Allowance in front of a residential property on Shore Road. The property is zoned Limited Service Residential (LSR) and contains a cottage, boat house and shed - all of which are currently located within the Shore Road Allowance as indicated on the attached application. The total frontage for the property is 245 feet and area is 16,500 sq. feet. The application references that the current and proposed usage will remain as "cottage".

All efforts were made by the surveyor to create the westerly and easterly limits of Part 1 (Part of the SRA) on a perpendicular to the shoreline, which is what was understood as being the policy in the Township of St. Joseph. Also note, that these lines do not exist as of yet (for example, there is no survey for the area of the SRA in front of Part 3 1R-7379), so establishing the line perpendicular to the water is the fairest process according to Boundary Case Law

If required, label can be added to the outer limit of the original SRA as shown on 1R-7706 as being the Original High-Water Mark.

On the survey provided, the bold line in the SRA establishing the northerly limit of Part 1 is actually the water's edge, which happens to fall upland to the original high-water mark as it was previously shown. Part limits cannot be created beyond the water's edge without permission from the MNRF, as the bed of Lake Huron is Crown under their jurisdiction. If the water was at or below the original high-water mark, then the bold line would have been along that original high-water mark.

The subject property does not abut any public access lands, nor is it used or accessed by any public utility or entity. There are no municipally owned lands in the vicinity or access which would be affected by the sale of the shore allowance. A public notice will be circulated regarding the potential sale.

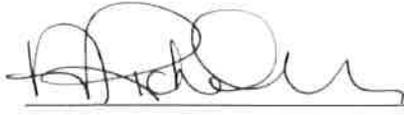
If approved in principle, a survey will be completed and provided to the municipality.

Financial Implications

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

Summary/ Options

Council may authorize the sale of the 66-foot shore road allowance as recommended, may request additional information, or may defer or deny the request.



Amanda Richardson, Clerk Administrator/Treasurer

WATER'S EDGE TIES		
POINT ID	NORTHING	EASTING
15654	5132269.6	269154.9
15655	5132274.2	269177.9
15656	5132279.7	269159.6
15657	5132287.2	269165.4
15658	5132292.1	269170.9
15659	5132295.7	269179.3
15660	5132299.8	269184.0
15661	5132308.4	269190.9
15662	5132316.0	269198.2
15663	5132320.1	269199.8
15664	5132328.0	269201.1
15665	5132327.3	269198.5
15666	5132316.5	269204.8
15667	5132314.0	269211.5
15668	5132316.8	269220.7
15669	5132317.3	269235.3

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

OBSERVED REFERENCE POINTS (ORP's) DERIVED FROM GPS OBSERVATIONS AND ARE REFERRED TO HORIZONTAL CONTROL MONUMENT 00620038000, UTM ZONE 17, NAD83 (CSRS) (2003) AND ARE TO RURAL ACCURACY PER SEC. 14(2) OF O. REG. 215/10

POINT ID	NORTHING	EASTING
HCM 00620038000	5133719.886	269368.204
A	5132238.20	269171.61
B	5132311.20	269229.23
C	5132160.44	269228.94

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

ASSOCIATION OF ONTARIO LAND SURVEYORS
PLAN SUBMISSION FORM
XXXXXX



THIS PLAN IS NOT VALID UNLESS IT IS AN EXPRESSED ORIGINAL COPY ISSUED BY THE SURVEYOR IN accordance with Regulation 1026, Section 2(2)(3).

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 1R--

RECEIVED AND DEPOSITED

DATE _____ DATE _____

DRAFT

BILL WEBB
ONTARIO LAND SURVEYOR

REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ALGOMA (No. 1)

SCHEDULE			
PART	LOT	CONCESSION	PROPERTY IDENTIFICATION NUMBER
1	PART OF 66' SHORE ROAD ALLOWANCE IN FRONT OF LOT 20	'D'	CROWN

TOWNSHIP OF ST. JOSEPH

BEARINGS ARE UTM GRID, DERIVED BY REAL TIME KINEMATIC OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF ZONE 17 (81° WEST LONGITUDE).

FOR BEARING COMPARISONS, A ROTATION OF 2'10.05" CLOCKWISE WAS APPLIED TO BEARINGS ON UNDERLYING PLANS.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.00022667.

PLAN OF SURVEY OF
PART OF 66' SHORE ROAD ALLOWANCE
IN FRONT OF LOT 20
CONCESSION 'D'
IN THE
TOWNSHIP OF ST. JOSEPH
(ON ST. JOSEPH ISLAND)
DISTRICT OF ALGOMA
SCALE: 1 : 500

0 10 20 30
METRES
TULLOCH GEOMATICS INC.
2020

- LEGEND
- DENOTES FOUND EVIDENCE
 - DENOTES PLANTED MONUMENT
 - IB DENOTES IRON BAR
 - SB DENOTES STANDARD IRON BAR
 - SSB DENOTES SHORT STANDARD IRON BAR
 - S DENOTES SET
 - M DENOTES MEASURED
 - P DENOTES DEPOSITED PLAN 1R-7706
 - P1 DENOTES DEPOSITED PLAN 1R-7379
 - DSU DENOTES D.S. URSO, OLS
 - LAM DENOTES L.A. MILLER, OLS
 - SP DENOTES SET PARALLEL TO SOUTH WESTERLY LIMIT OF LOT 20
 - OU DENOTES ORIGIN UNKNOWN
 - DENOTES NOT TO SCALE

METRIC
DISTANCES AND COORDINATES SHOWN HEREON ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SURVEYOR'S CERTIFICATE

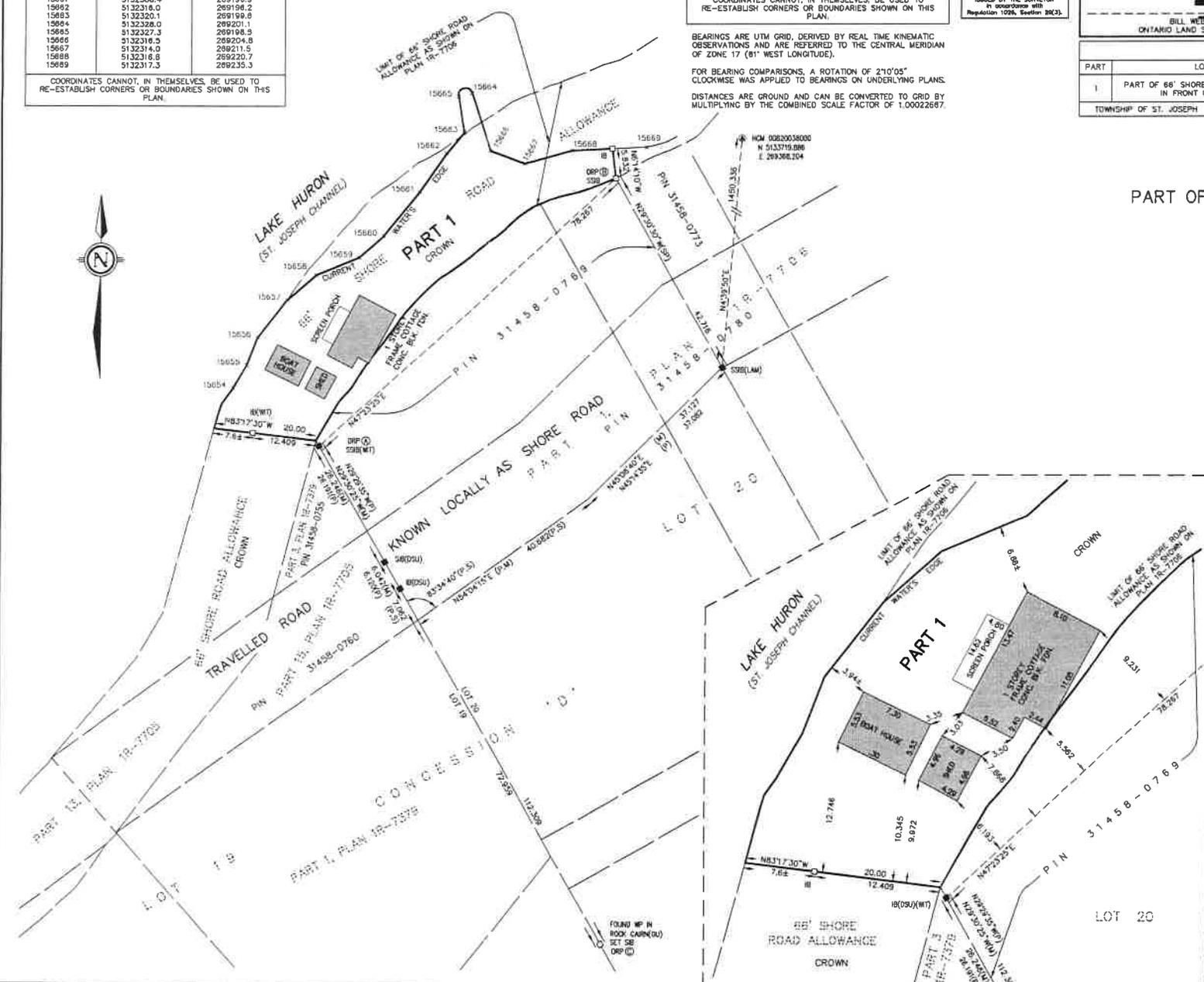
- I CERTIFY THAT:
- THE SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
 - THE SURVEY WAS COMPLETED ON DECEMBER 14TH, 2020.

DRAFT

SAULT STE MARIE, ONTARIO BILL WEBB
ONTARIO LAND SURVEYOR

TULLOCH GEOMATICS INC.
71 BLACK ROAD T. 705 949 1457
UNIT 8 F. 705 949 3806
SAULT STE MARIE 868 808 6602
P6B D43
msulf@tulloch.com

DRAWN BY: WSM FILE: 20-2771



Royal Canadian Legion Branch 374
1534 10th Sideroad, Richard's Landing, ON P0R 1J0

The Township of St. Joseph
PO Box 187
Richards Landing, ON
P0R1J0

May 13, 2021

Dear Mayor and Council,

The Royal Canadian Legion Branch 374 has become the community vaccination center for St. Joseph Island and surrounding communities. The Legion Hall is being provided for this purpose at no charge to the Algoma Public Health Unit.

The Legion would like to request a donation of two automatic hand sanitizer units, two stands and 4 refill units to be utilized at ongoing vaccination clinics and future meetings and events from The Township of St. Joseph. Algoma Public Health does not have access to the resources to provide these units.

We would greatly appreciate this support.

Regards,

A handwritten signature in cursive script, appearing to read "Bob Riddell".

Bob Riddell, Royal Canadian Legion Branch 374
705-246-2494

**TOWNSHIP OF ST. JOSEPH
POLICY AND PROCEDURE MANUAL**

Policy Name: PURCHASING CARD POLICY	Department: All Departments
Policy Number: F01-2021	Date Approved: May 19, 2021 Date Revised:

Purpose

1. To establish the Policy and Procedures for the use of Township purchase cards by department heads or their designee. These procedures are intended to accomplish the following:
 - a. To ensure that the procurement with purchase cards is accomplished pursuant to the policy and procedures established by Council for the Township of St Joseph.
 - b. To enhance productivity, significantly reduce paperwork, improve internal controls, and reduce the overall cost associated with approved purchases as listed below.
 - c. To ensure appropriate internal controls are established within each department procuring with purchase cards so that they are used for authorized purposes only.
 - d. To ensure that the Township bears no legal liability from inappropriate use of purchase cards.

Scope

The Township Administration (as represented by the Clerk Administrator/Treasurer will make all decisions regarding the establishment of any and all additional controls of purchase card use. **The Credit Card we have chosen (Collabria Visa) has a shared credit limit between four cardholders in the amount of \$15,000.**

Policy

1. Township purchase cards may be used for the following purchases:
 - a. Fuel, Materials, supplies, and equipment. Charges for supplies and equipment shall not exceed \$250 per item without approval from the Administration or their designee;
 - b. Registrations for Education and Professional Development purposes;
 - c. Travel and/or training expenses or other items specifically authorized by the Administration or their designee.
2. The purchase card will not be used for personal purchases of any kind. Use of purchase cards for personal purchases or expenses with the intention of reimbursing the Township is prohibited.

3. Splitting of charges to avoid the transaction limit set for the purchase card is prohibited.
4. Use of the card for meals is limited to travel outside of the Township where at least one overnight stay will occur or when the meal is for business purposes only at the convenience of the Township. Meals to promote goodwill or to boost morale are not considered at the convenience of the Township. There will be no charges allowed for alcohol or entertainment.
5. Department heads are required to authorize payment of the charge on their receipt. This includes charges made by any designated individual.
6. No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the purchase card.
7. The purchase card is not to be used to pay invoices or statements of any kind.
8. All purchases made with purchase cards shall be paid for within the grace period so that no interest charges or penalties will accrue.
9. Any incentive program benefits derived using Township purchase cards will be the property of the Township. The Administration will determine the use of such incentive program benefits.
10. All cardholders should take all measures necessary to ensure the security of the purchase card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf.
11. Lack of proper documentation or authorizations may result in loss of purchase card privileges and/or personal liability.
12. Misuse of a Township purchase card by an authorized employee may result in loss of the purchase card and/or disciplinary action against the employee, up to and including termination of employment.
13. The cardholder will provide all information required by the financial institution issuing the card in order to receive a Township purchase card, including social security information as required by any Act.

Procedure

1. Each authorized cardholder must sign an Agreement to Accept Township purchase Card prior to issuance of the purchase card. Forms will be kept on file in the Finance Department.
2. When using the Township purchase card, the cardholder should:
 - a. Ensure the goods or services are budgeted and allowable;
 - b. Determine if the intended purchase is within the cardholders purchase card limits;

- c. Tell the merchant or supplier that the purchase will be made using the purchase card issued through the Township of St Joseph;
 - d. The cardholder is responsible for managing any returns or exchanges to ensure proper purchase is received for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure that proper purchase is received.
3. All receipts related to the purchase need to be approved by the department head and forwarded to the Finance Department within (24) twenty-four hours of the purchase. If the cardholder does not have receipt or proper documentation to submit, a reconciliation statement that includes a description of the item, date of purchase, merchant's name and an explanation for the missing support documents shall be submitted within (24) twenty-four hours of the purchase. Frequent instances of missing documentation may result in the cardholder's privileges being revoked.
 4. The Finance Department will reconcile the purchase card statement to the receipts forwarded by the departments making purchases. Exceptions will be forwarded to the department involved for resolution. The Finance Department will verify the general ledger code designated for the transactions and will adjust, if necessary.
 5. It is the cardholder's responsibility to submit the receipts and other documentation within the time frame stated above. If the information is not submitted in a timely manner, the department that has not submitted the information will be responsible for the interest and/or late charges.
 6. If a purchase card is lost or stolen it shall be reported to the Finance Department/Bank if on a non-working day immediately after discovery.
 7. Upon separation of employment, cardholders shall surrender their Township purchase card to the Finance Department on or before their last day of work and prior to issuance of final compensation to the cardholder.
 8. The following Department Heads shall be assigned purchase cards:

Department Head	Approver
Amanda Richardson, Clerk/Administrator	Amanda Richardson
Janet Gordanier, Seniors Services	Amanda Richardson
John Cain, Public Works	Amanda Richardson
Fraser Adams, Fire Chief	Amanda Richardson

Audits

Random audits will be conducted for both card activity and receipt retention as well as statement review by the Finance Department. The detailed activity is also reviewed annually by the Township's independent auditing firm.

Authority

These policies are adopted by the Council for the Township of St Joseph in accordance with Resolution #

Definitions:

none