



THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

SPECIAL COUNCIL MEETING

AGENDA

Tuesday, January 4, 2022 – 1:00 p.m.

COUNCIL CHAMBERS - 1669 Arthur Street, Richards Landing

Virtual: <https://global.gotomeeting.com/join/420166349>

Canada (Toll Free): [1 888 299 1889](tel:18882991889)

Access Code: 420-166-349

1. Call to Order
2. Moment of Silent Reflection
3. Disclosure of Pecuniary Interest
4. New Business/Items for Discussion
5. Staff and Committee Reports

- a. Administrative and Public Works Scheduling

Recommendation: BE IT RESOLVED THAT the report from the Clerk Administrator regarding scheduling and remote work changes due to the current pandemic situation be received, and

That Council authorizes staff to _____.

6. Closed Session

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

- a) Senior's Services Staffing

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

7. By-Laws

- a. Confirmation

Recommendation: BE IT RESOLVED THAT leave be granted to introduce By-Law 2022-01 being a By-Law to confirm the proceedings of the Special Council meeting held on January 4th, 2022; and

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

8. Adjournment

Recommendation: BE IT RESOLVED THAT this special meeting of the Council of the Township of St. Joseph adjourn at _____ to meet again on Wednesday, January 19th, 2022.



Township of St. Joseph	
Report To Council	
FROM:	Amanda Richardson, Clerk Administrator
DATE:	January 4, 2022
SUBJECT:	Administrative and Public Works Scheduling

RECOMMENDATION:

BE IT RESOLVED THAT the report from the Clerk Administrator regarding scheduling and remote work changes due to the current pandemic situation be received, and

That Council authorizes staff to _____.

Background

Given the Province's recent announcement, returning to a modified step 2 of the reopening plan, and Algoma Public Health's recommendation that all employees who can work from home, should, at this time, the following summarizes staff recommendations regarding current work schedules and locations for administrative and public works employees.

A summary of current Provincial restrictions follows for review:

Work from home

Businesses and organizations must make sure that all work is conducted remotely, unless the nature of the work requires workers to be on-site at the workplace.

Meeting and event spaces, including conference centres and convention centres must operate under the following conditions:

- *indoor areas closed with exceptions, such as childcare, court and government services, social services, health services, collective bargaining and mental health/addiction services up to 10 people, in-person exams for limited fields/occupations up to 50 people*

Recreational amenities must operate under the following conditions:

- *indoor recreational amenities closed*
- *outdoor recreational amenities open*

Organized public events are permitted under the following conditions:

- *indoor events limited to five people or fewer*
- *outdoor events have no limits on number of attendees, but face coverings and/or masks must be worn when distancing (two metres or more) cannot be maintained*

EMPLOYER AND EMPLOYEE RIGHTS AND RESPONSIBILITIES:

Regulations relating to COVID under the Occupational Health and Safety Act. Any COVID illness in any employee working on site should be reported to WSIB, as it may be reasonable that they acquired their infection at work and may be eligible for WSIB payments if necessary due to long term illness/lost time.

Source: <https://www.ontario.ca/page/covid-19-occupational-health-safety-act>

Public Works

The suggestion of staggered shifts for Public Works employees was considered by the Superintendent. He feels that their current schedule is the most effective and efficient given that they are often on call for snow removal during this time of year and recommends that staff keep their current shifts, but will increase awareness regarding covid protocols including:

- ensuring masks are worn when in the presence of others
- Not travelling together if possible
- Separation of work duties where feasible

Administration

Staff recommends the following:

- As the administrative office is considered an essential service, it should open as is to the public with in-person service in the hallway. Staff will ensure proper coverage on a day-to-day basis and rotate working remotely where possible.
- The finance team will be the main in-person contacts with the Clerk Administrator and Healthy Living Coordinator rotating in office when required.

Financial Implications

There are no financial implications resulting from this report.

Summary

Council may approve the recommended course of action or consider other alternatives.



Amanda Richardson, Clerk Administrator