



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

Wednesday, April 7, 2021 at 6:30 p.m.

Virtual: <https://global.gotomeeting.com/join/959747549>

Canada (Toll Free): 1 888 299 1889

Canada: +1 (647) 497-9373

**Access Code:** 959-747-549

1. Call to Order
2. Moment of Silent Reflection
3. Disclosure of Pecuniary Interest
4. New Business
5. Adoption of the previous minutes

a. Regular Council Meeting

Recommendation: Be it resolved that the minutes of the Regular Council meeting held on Wednesday, March 17, 2021 be adopted as circulated.

6. Business Arising / Activity Log

7. Accounts

Recommendation: Be it resolved that the Cheque Register dated April 7, 2021 in the amount of \$162,358.51 be approved as presented.

8. Staff and Committee Reports

a. 2021 COVID-19 Recovery Funding

Recommendation: Be it resolved that the report from the Clerk Administrator - Treasurer regarding the Provincial Covid-19 funding received to date be received.

b. Interest on Interim Property Tax Billing

Recommendation: Be it resolved that the report from the Clerk Administrator - Treasurer regarding the waiver of interest on the 2021 interim property tax billing be received;

And that Council agrees to waive all penalties on property taxes for the month of April, 2021.

c. Replacement of Turbidity Meters for Wells 1 & 2

Recommendation: Be it resolved that the report from the Clerk Administrator - Treasurer regarding the purchase of two new turbidity meters for the Richards Landing water system be received,

And that Council approves staff to work with PUC to purchase and install.

d. 2020 Statement of Remuneration

Recommendation: Be it resolved that the report from the Treasurer regarding the 2020 Statement of Remuneration and Expenses be received for information.

- e. Discussion – Trefry Centre programming postponed during current Provincial shutdown.
- f. Discussion – Trefry Centre/Northern Credit Union training for Seniors
- g. Discussion – Letter from resident re: culverts on the F&G Line
- h. Discussion – Neighbourhood cats

## 9. Consent Agenda

Recommendation: Be it resolved that items a. through g. on the Consent Agenda be received; and

That the recommended actions be taken.

## 10. By-Laws

a. Interim Tax Levy By-Law

Recommendation: Be it resolved that leave be granted to introduce By-law 2021-11 being a by-law to provide for an interim tax levy for the year 2021; and That said By-law be read a first, and taken as read a second and third time and finally passed.

b. Borrowing By-Law

Recommendation: Be it resolved that leave be granted to introduce By-law 2021-12 being a by-law authorizing the borrowing and pledging of securities for the municipality; and That said By-law be read a first, and taken as read a second and third time and finally passed.

c. Council Remuneration By-law

Recommendation: Be it resolved that leave be granted to introduce By-law 2021 – 13, being a By-law to provide remuneration for Members of Council, and to repeal By-law 2020-04; and That said By-law be read a first, and taken as read a second and third time and finally passed.

d. Establishment of Tax Ratios By-Law

Recommendation: Be it resolved that leave be granted to introduce By-law 2021-14 being a by-law to establish Tax Ratios for the year 2019; and That said By-law be read a first, and taken as read a second and third time and finally passed.

## 11. Closed Session

Recommendation: Be it resolved that Council proceed into closed Session at \_\_\_\_\_ 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.

### a. Staffing

Recommendation: Be it resolved that Council does rise from Closed Session at \_\_\_\_\_ p.m.

## 12. Confirmation By-Law

Recommendation: Be it resolved that leave be granted to introduce By-Law 2021- 15 being a By-Law to confirm the proceedings of the Council meeting held this seventh 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.

## 13. Adjournment

Recommendation: Be it resolved that this meeting of the Council of the Township of St. Joseph adjourn at \_\_\_\_\_ to meet again on Wednesday, April 7, 2021.



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

WEDNESDAY, MARCH 17, 2021 at 6:30 p.m.

Virtual: <https://global.gotomeeting.com/join/352636989>

Canada (Toll Free): 1 888 299 1889

Access Code: 352-636-989

Present: Mayor Jody Wildman

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

Staff: Michelle Pearse, Deputy Clerk/Treasurer  
Amanda Richardson, Clerk Administrator – Acting Treasurer

**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. Adoption of the previous minutes**

Resolution No: 2021 - 057

Moved by: Barry Elliott

Seconded by: Bryon Hall

Be it resolved that the minutes of the Regular Council meeting held on Wednesday, March 17, 2021 be adopted as circulated.

Resolution No: 2021 - 058

Moved by: Cheryl Ambeault

Seconded by: Steven Adams

Be it resolved that the minutes of the Special Council meeting held on Tuesday, March 2021 be adopted as circulated.

**5. Business Arising / Activity Log**

**6. Staff and Committee Reports**

a. 2021 COVID-19 Recovery Funding

Staff presented a report regarding additional funding for Covid-19 noting that funds remaining unspent can be transferred to a reserve for future use. Council asked staff to gather a total of funding received to date for the next regular meeting.

b. 2020-2021 Fire Safety Grant

Resolution No: 2021 - 059

Moved by: Bryon Hall

Seconded by: Cheryl Ambeault

Be it resolved that the report from the Deputy Clerk Treasurer regarding the 2021 Fire Safety Grant be received; and that staff be authorized to complete the application.

c. Discussion – Trefry Centre Office Closure Thursday, March 18, 2021.

Council received the update that the Trefry centre would be closed Thursday, March 19, 2021 and that staff would advertise/post the information to the public prior.

d. Discussion – Draft Office Administrative Assistant job description for review

e. Discussion – Administration staff update

The Clerk Administrator updated Council on office activity during the week of March, 15 2021 being her first in the office.

## 7. Consent Agenda

Resolution No: 2021 - 060

Moved by: Steven Adams

Seconded by: Barry Elliott

Be it resolved that items a. through h. on the Consent Agenda be received; and That the recommended actions be taken (as amended).

Council changed the action on items C and D from support to receive.

## 8. Closed Session

Resolution No: 2021 - 062

Moved by: Barry Elliott

Seconded by: Bryon Hall

Be it resolved that Council proceed into closed Session at 7:00 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.

a. Staffing

Resolution No: 2021 - 065

Moved by: Cheryl Ambeault

Seconded by: Bryon Hall

Be it resolved that Council does rise from Closed Session at 7:58 p.m.

Resolution No: 2021 - 063

Moved by: Steven Adams

Seconded by: Bryon Hall

Be it resolved that the Deputy Clerk Treasurer continue at her current rate of job class 33 level 3 for a transition period ending April 16, 2021.

Resolution No: 2021 - 064

Moved by: Cheryl Ambeault

Seconded by: Steven Adams

Be it resolved that the Clerk Administrator be placed at job class 39 level 2 for the period in which she is Acting Treasurer.

**9. By-Laws**

- a. By-Law to appoint an Acting Treasurer of The Corporation of the Township of St. Joseph.

Resolution No: 2021 - 061

Moved by: Cheryl Ambeault

Seconded by: Bryon Hall

Be it resolved that leave be granted to introduce By-law 2021-009 being a By-law to appoint a Treasurer of The Corporation of the Township of St. Joseph and to repeal By-law 2020-50; and

That said By-law be read a first, and taken as read a second and third time and finally passed this seventeenth day of March, 2021.

- a. **Confirmation By-Law**

Resolution No: 2021 - 066

Moved by: Barry Elliott

Seconded by: Cheryl Ambeault

Be it resolved that leave be granted to introduce By-Law 2021- 010 being a By-Law to confirm the proceedings of the Council meeting held this seventeenth day of March 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 - 067

Moved by: Steven Adams

Seconded by: Bryon Hall

Be it resolved that this meeting of the Council of the Township of St. Joseph adjourn at 8:08 to meet again on Wednesday, April 7, 2021.

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Joseph Wildman, Mayor

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Amanda Richardson, Clerk Administrator –Treasurer

**Township of St. Joseph  
Disbursements**

**Date  
Resolution # 21 -**

4/7/2021

<b>Check#</b>	<b>Check Date</b>	<b>Name</b>	<b>Description</b>	<b>Check Amount</b>
5671	3/23/2021	FB REPAIR & MAINTENANCE	SOLAR PANEL MAINT & REPAIRS	\$ 1,596.00
5672	3/23/2021	L.A. TRUCKING	ROADS - VEH MAINT & REPAIRS	3,451.28
5673	3/23/2021	MINISTER OF FINANCE	OPP BILLING - JAN 2021	19,759.00
5674	3/23/2021	MINISTER OF FINANCE	OPP BILLING - FEB 2021	20,804.00
5675	3/23/2021	UNIVERSITY OF GUELPH	REC - GENETIC TEST	75.00
5036	3/23/2021	ABELL PEST CONTROL INC	CENT GROUNDS/LANDFILL - PEST CONTROL	165.78
5037	3/23/2021	ALGOMA DISTRICT SERVICES ADMINISTRATION BOARD	MUN LEVY MAR 21	61,208.58
5038	3/23/2021	AIR LIQUIDE CANADA INC	ROADS - FUEL SUPPLIES	105.49
5039	3/23/2021	ALGOMA AG CENTRE	ROADS - FUEL	1,809.10
5040	3/23/2021	ALGOMA OFFICE EQUIPMENT	ADMIN - COPIES	75.73
5041	3/23/2021	COMMUNITY FUTURES DEVELOPMENT CORPORATION	GROUP BENEFITS MARCH 21	3,841.85
5042	3/23/2021	KENTVALE MERCHANTS LTD.	VARIOUS DEPARTMENT SUPPLIES	351.99
5043	3/23/2021	MASSEY WHOLESALE LIMITED	SNRS MOW FOOD & SUPPLIES	246.12
5044	3/23/2021	PUBLIC UTILITIES COMMISSION	W/S CONTRACTED SVCS JAN - FEB 2021	24,828.92
5045	3/23/2021	SUPERIOR PROPANE	VARIOUS DEPARTMENT HEAT	2,786.21
EFT	3/23/2021	ALGOMA POWER INC	VARIOUS DEPARTMENTS POWER JAN 21	7,433.11
EFT	3/23/2021	BELL CANADA	ADMIN - INTERNET	120.94
DD	3/26/2021	BI-WEEKLY PAYROLL	PAY PERIOD #7	13,699.41
				<b>\$ 162,358.51</b>



THE TOWNSHIP OF ST. JOSEPH  
REPORT TO COUNCIL

From: Amanda Richardson, Clerk Administrator - Treasurer  
Date: April 7, 2021  
Subject: Provincial Covid-19 Funding Received to Date

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Clerk Administrator - Treasurer regarding the Provincial Covid-19 funding received to date be received.

**Background**

At the Council meeting on March 17, 2021 Council requested that the Clerk Administrator – Treasurer compile a report regarding Covid funding received to date from the Province of Ontario.

Funding has been disbursed in two phases to date, with another two anticipated as follows:

1. Oct. 19, 2020 \$117,300.00
2. Jan. 14, 2021 \$20,000.00
3. May 1, 2021 \$18,083.50
4. Nov. 1, 2021 \$18,083.50

The total amount that has been/will be disbursed to the Township of St. Joseph is \$173,467.00

**Financial Implications**

See attached financial summary, including breakdown of expenses related to this funding by department spent to date.

Amanda Richardson, Clerk Administrator - Treasurer



**Township of St. Joseph**  
 Provincial Covid Funding Received to Date  
 As of April 7, 2021

Funds Received		Funds Anticipated	
10/19/2020	\$ 117,300.00	5/1/2021	\$ 18,083.50
1/14/2021	<u>\$ 20,000.00</u>	11/1/2021	<u>\$ 18,083.50</u>
	<u>\$ 137,300.00</u>		<u>\$ 36,167.00</u>
	\$ 274,600.00	<b>Total</b>	<u><u>\$ 173,467.00</u></u>

Expenses to Date	2020/2021
Admin	\$ 15,423.59
Public Works	\$ 28.99
Seniors Services	\$ 23,670.23
Waste	\$ -
Healthy Living	\$ 571.93
Parks	\$ 194.27
Recreation	\$ -
Old Town Hall	\$ 266.38
Marina	\$ 780.09
	<u>\$ 40,935.48</u>

**Funds Remaining**      \$ 233,664.52



THE TOWNSHIP OF ST. JOSEPH  
REPORT TO COUNCIL

From: Amanda Richardson, Clerk Administrator - Treasurer  
Date: April 7, 2021  
Subject: Interest on Interim Tax Billing

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Clerk Administrator - Treasurer regarding the waiver of interest on the 2021 interim property tax billing be received;

And that Council agrees to waive all penalties on property taxes for the month of April, 2021.

**Background**

The interim property tax billing is typically done in the month of February. Due to extraordinary circumstances, the billing was not fully completed until March 13, 2021, with a due date provided of March 31, 2021. Because of this, property owners were given a short time frame in which to pay their interim property taxes.

**Financial Implications**

Waiving the April 2021 interest/penalties will cost approximately \$5,000 in lost interest revenue. This amount is subject to change, based on final application/processing of bills occurring in the days following the end of the month in which the bills were due.

**Summary/Options**

Council may adopt the resolution as presented or revert to the regular process of applying the 1.25% penalty as of April 1, 2021 for any overdue tax accounts.

Amanda Richardson, Clerk Administrator - Treasurer



THE TOWNSHIP OF ST. JOSEPH  
REPORT TO COUNCIL

From: Amanda Richardson, Clerk Administrator - Treasurer  
Date: April 7, 2021  
Subject: Replacement of Turbidity Meters for Wells 1 & 2

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Clerk Administrator - Treasurer regarding the purchase of two new turbidity meters for the Richards Landing water system be received,

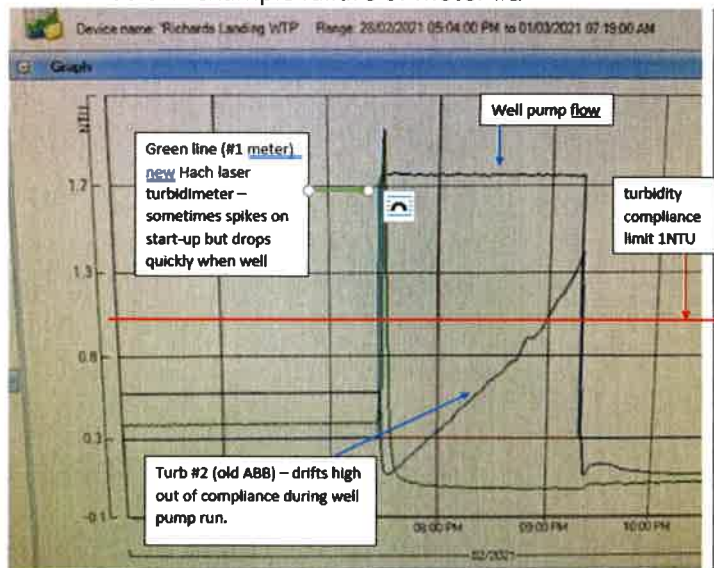
And that Council approves staff to work with PUC to purchase and install.

**Background**

The turbidity analyzer failed for well filter #1 in January 2021. PUC has taken it out of service and lowered flows to the well while they sourced a spare from another site, while operating both wells with one analyzer. Soon after, similar errors started with filter #2. PUC advises that the old meters have been problematic for several years, with elevated readings on well start-up and many AWQI events have been reported historically. They are well beyond their life expectancy (meter #1) is from 1994 and (#2) from 2007.

PUC trialed a new Hach laser turbidimeter from another site which has proven to be more accurate and reliable. There is still have a spike on start up but settles out quickly there after. They have recommended that the Township purchase a replacement of turbidimeters for both filters.

Pictured below: example failure of meter #2



**Financial Implications**

See attached quote. This will be in addition to PUC labour costs to install as well as a 10% (\$1,008.67) markup on the quote as per our contract with them.

Summary/Options

Council may adopt the resolution as presented or consider other options.

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

Amanda Richardson, Clerk Administrator - Treasurer



# Canada Quotation

**Quote Number: 100641573v1**

Use quote number at time of order to ensure that you receive prices quoted

Hach Sales and Service Canada LP.  
3020 Gore Road  
London, ON N5V 4T7  
Phone: (800) 665-7635  
Email: [canadaorders@hach.com](mailto:canadaorders@hach.com)  
Website: [www.ca.hach.com](http://www.ca.hach.com)

Quote Date: 26-Feb-2021

Quote Expiration: 27-Apr-2021

PUC SERVICES INC.  
500 SECOND LINE E  
PO BOX 9000  
SAULT STE MARIE, ON P6A 6P2

Name: Dave Irwin  
Phone: 705-759-4391  
Email: [dave.irwin@ssmpuc.com](mailto:dave.irwin@ssmpuc.com)

Customer Account Number : 40182535

Sales Contact: Jason P Jones Email: [jpjones@hach.com](mailto:jpjones@hach.com) Phone: 343-551-5315

## PRICING QUOTATION

Line	Part Number	Description	Qty	Net Unit Price	Extended Price
1	8626800	TU5300sc Low Range Laser Turbidimeter with Flow Sensor, RFID, and System Check, EPA Version with SC200 Controller (110-240V AC), 2 Channel	1	5,393.07	5,393.07
2	LXV445.99.23112	TU5300sc Low Range Laser Turbidimeter with Flow Sensor, RFID, and System Check, EPA Version. Standard lead time 10 days.	1	3,507.96	3,507.96
3	LZY904.97.00002	Calibration Lid for TU5300sc and TU5400sc Turbidimeters. Standard lead time 10 days.	2	29.95	59.90
4	LZY903	Manual Vial Wiper for TU5200, TU5300sc, and TU5400sc Laser Turbidimeters. Standard lead time 10 days.	2	22.51	45.02
5	LZY834	Replacement Vial for TU5300sc and TU5400sc Online Laser Turbidimeter. Standard lead time 6 days.	4	49.48	197.92
6	LZY835	Stabcal Calibration set with RFID, for TU5200, TU5300sc, and TU5400sc Laser Turbidimeters. Standard lead time 25 days.	1	644.49	644.49
				Freight Charges	\$ 238.35
				Grand Total - CAD	\$ 10,086.71

## TERMS OF SALE

**Freight:** Prepaid By Shipper - Agreement

**FCA:** Hach's facility

PAYMENT TERMS ARE SUBJECT TO CREDIT REVIEW. SALES/USE TAXES ARE SUBJECT TO CHANGE.

Taxes will be added at time of order unless valid resale/exemption certificate is provided. Exemption certificate can be sent to the above address or fax number.

Shipping and/or handling charges are applicable. Additional charges may be added for certain heavy/large items and wooden boxes.

Quotation is only valid for ultimate destination of goods within Canada. Diversion contrary to Canadian or U.S.A. law is prohibited. This Quote is good for a one time purchase.

HACH WARRANTY IS VALID FOR THE ORIGINAL PURCHASING COMPANY ONLY. WARRANTY BEGINS UPON DATE OF SHIPMENT.

CONDITIONS DE PAIEMENT SOUS RESERVE D'APPROBATION DE CREDIT. TAXES DE VENTE SOUS RESERVE DE MODIFICATION.

Les taxes en vigueur seront ajoutées au moment de l'achat, à moins qu'un certificat d'exemption ne soit fourni. Ce certificat peut être télécopié ou envoyé



THE TOWNSHIP OF ST. JOSEPH  
REPORT TO COUNCIL

From: Amanda Richardson, Clerk Administrator - Treasurer  
Date: April 7, 2021  
Subject: 2020 Statement of Remuneration and Expenses

**RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Clerk Administrator - Treasurer regarding the 2020 Statement of Remuneration and Expenses be received for information.

**Background**

In accordance with the Municipal Act 2001 284 (1) Statement - The Treasurer of a municipality shall in each year on or before March 31st provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to:

- a) each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;
- b) each member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- c) each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

**Statement of Remuneration & Expenses**

Council Member	Honorarium	Conference & Travel Expenses	Total
Mayor Wildman	\$6,275.50	\$0.00	\$6,275.50
Councillor Adams	4,188.25	0.00	4,188.25
Councillor Aelick	1,523.00	0.00	1,523.00
Councillor Ambeault	4,188.25	0.00	4,188.25
Councillor Elliott	4,188.25	0.00	4,188.25
Councillor Hall	1,523.00	0.00	1,523.00
<b>Total</b>	<b>\$21,886.25</b>	<b>\$0.00</b>	<b>\$21,886.25</b>

**Summary/Options**

This report is for information purposes only.

Amanda Richardson, Clerk Administrator - Treasurer

March 12, 2021

Township of St. Joseph

I am writing to ask that the culvert crossing under the F&G Line east of 5<sup>th</sup> Side Road be lowered by 6" to allow water in the ditch to pass through the culvert and not back up onto my property (Conc. F, Lot 6).

Over two years ago I spoke with the road superintendent and I was informed the culvert would not be fixed until the road would be resurfaced. I patiently waited until the Township decided to fix this problem. Since then, the culvert had continued to be pushed up and damaged the surface of the road. When the culvert was replaced in the summer of 2020 it was placed two inches above the elevation of the bottom of the ditch. This has essentially produced a dam backing water up onto my property. This problem was supposed to be corrected when the culvert was replaced but it was not because the culvert was put in too high to allow surface water to pass through it.

There are locations along the 10<sup>th</sup> Side Road and F&G Line where I accept surface water from the township. Under the Common Law and the Drainage Act no right of drainage of mere surface water exists and once the township redirects surface water through a culvert the township becomes responsible for that water.

In good faith I have accepted surface water onto my property from the Township and I am only asking for this Township to do the same. Lowering the culvert would prevent water from backing up onto my property as well as drain surface water.

Please send me a reply within a month of receiving this letter to let me know what the Township plans to do to correct this mistake in placement of the culvert.

Yours Truly,



Jason Garside