



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

**WEDNESDAY, DECEMBER 18, 2013 at 7:00 p.m.**

Present: Mayor Jody Wildman  
Councillor Joe Cardinal  
Councillor Bruce Ibbitson  
Councillor Lorraine Aelick  
Councillor Joe Wiederkehr

Staff: Carol Trainor, Clerk Administrator

**1. Call to Order**

Mayor Wildman called the Regular Council meeting to order at 7:10 pm.

**2. Moment of Silent Reflection**

**3. Disclosure of Pecuniary Interest**

**4. New Business**

The Mayor noted one and the Clerk added two items.

**5. Adoption of the Previous Minutes**

Resolution No: 2013 – 285

Moved by: J. Wiederkehr

Seconded by: B. Ibbitson

Be it resolved that the minutes of the previous Council meeting held on Wednesday, December 4, 2013 be adopted as circulated.

Carried

**6. Business Arising / Activity Log**

The Activity Log was reviewed. The Clerk Administrator advised that although the scrap metal collection had been deferred until spring, a quote has been received from Karhi to have the metal collected now. Council agreed to the quotation.

Resolution No: 2013 – 286

Moved by: J. Wiederkehr

Seconded by: J. Cardinal

Be it resolved that the quotation provided by Karhi Contracting Inc. for the loading and removal of scrap metal from the Township landfill site be received; and

That staff be authorized to have this work completed as soon as possible, based on a total scrap value of \$205/ton plus HST, and that scale tickets are to be received.

Carried

**7. Accounts**

Resolution No: 2013 – 287

Moved by: L. Aelick

Seconded by: J. Wiederkehr

Be it resolved that the Cheque Register dated December 18, 2013 in the amount of \$276,351.40 be approved as presented.

Carried

**8. Staff and Committee Reports**

a. Admin Building Hot Water Tank

Staff were directed to find the additional funds from within the Administration budget to cover the cost of this expenditure.

Resolution No: 2013 – 288

Moved by: B. Ibbitson

Seconded by: J. Wiederkehr

Be it resolved that the report from the Clerk Administrator regarding the replacement of the hot water tank at the Township Administration Building be received; and

That Council approves the quote provided by Jay Ambeault to have the work completed by year end.

Carried

b. Outside Jurisdiction Lottery Licensing

Following discussion on the reasons for restricting some agencies from selling raffle tickets in the municipality, Council concurred that those organizations that have active chapters or offices on the Island would be given preference when they request approval to sell raffle tickets in accordance with Lottery Licensing regulations.

Resolution No: 2013 – 289

Moved by: J. Cardinal

Seconded by: L. Aelick

Be it resolved that the report from the Clerk Administrator regarding Lottery Licensing requests from outside Township boundaries be received; and

That the Canadian Red Cross be advised that the Northern Raffle tickets may be sold in the municipality.

Carried

c. Capital Asset Management Plan – Status Update

Resolution No: 2013 – 290

Moved by: J. Wiederkehr

Seconded by: L. Aelick

Be it resolved that the report from the Treasurer regarding the MIII Asset Management Plan Funding be received.

Carried

**9. Consent Agenda**

- |   |                     |
|---|---------------------|
| a. Letter of Resignation from Lynda Reynolds  | Receive with regret |
| b. North Channel Marine Tourism Council<br>Re: December 2013 Membership Update  | Receive             |
| c. Resolutions from rural municipalities on proposed OPP Billing Model<br>Re: Impact on The Township of St. Joseph<br>The Township of the Archipelago, The Township of Limerick,<br>Tay Valley Township | Support             |
| d. Letter from the Ontario Association of Police Service Boards<br>Re: OPP Alternative Billing Consultations  | Support             |
| e. Letter from Michael Mantha MPP Algoma – Manitoulin<br>Re: Funding for physician recruitment  | Receive             |
| f. Letter from Autism Ontario<br>Re: Proclamation of April 2, 2014 as World Autism Awareness Day and<br>“Raise the Flag” campaign   | Proclaim            |
| g. Workplace Safety North<br>Re: Mandatory Safety Training for Ontario Employers  | Receive             |
| h. FONOM Press Release:<br>Re: December Newsletter<br>Northern Leaders’ Forum brings Premier and Cabinet Ministers to the North   | Receive             |
| i. AMO News Release<br>Re: Transit Strategy Advisory and Municipal Elections Bill   | Receive             |

- j. Letter from the Ministry of Citizenship and Immigration  
Re: Ontario Medal for Young Volunteers Receive
- k. Municipal Monitor Article: 10 ways municipalities can help bees Receive
- l. Postal rate increase and service time changes Receive

Resolution No: 2013 – 291

Moved by: L. Aelick

Seconded by: J. Cardinal

Be it resolved that items a through l listed on the Consent Agenda dated December 18, 2013 be received; and

That the Township proclaim April 2, 2014 as World Autism Awareness Day; and

That letters be sent to those rural municipalities seeking support in opposition to the proposed OPP Billing Model.

Carried as amended

## 10. Addendum

### a. Seniors Crossing Signage

Council was advised that the Housing Board, at its meeting earlier today, approved the purchase and installation of speed bumps at the Catherine Street end of the roadway in front of the housing complex. The Township will install a second set near the entrance to the Dr. Trefry centre as a traffic calming measure.

Resolution No: 2013 – 292

Moved by: B. Ibbitson

Seconded by: L. Aelick

Be it resolved that the report from the Program Coordinator regarding concerns of vehicles speeding in front of the Dr. H.S. Trefry Memorial Centre be received; and

That Council approve the placement of speed bumps, to be installed in the spring.

Carried as amended

### b. Cook Wages

Resolution No: 2013 – 293

Moved by: J. Wiederkehr

Seconded by: B. Ibbitson

Be it resolved that the minutes from the Program Coordinator regarding wages for Meals on Wheels and Diner's Club cooks be received; and

That Council approve this wage increase as indicated, to be implemented starting January 4, 2014.

Carried

The Clerk Administrator provided an update on the landfill assessment and survey work. Reports will be provided by Conestoga-Rovers & Associates over the next few weeks, and the consultant will be requested to attend the January 8 meeting.

Mayor Wildman noted the effect that the labour disruption by personal support workers is having on Island residents. A letter will be sent to the Ministry of Health requesting them to help find a quick resolution to the dispute.

### **Correspondence**

- c. Letter from the OPP Municipal Policing Bureau Receive  
Re: 2014 Policing Cost Estimate
  
- d. Letter from the Municipality of East Ferris Support  
Re: The Small, Rural and Northern Municipal Infrastructure Fund

Resolution No: 2013 – 294

Moved by: J. Cardinal

Seconded by: B. Ibbitson

Be it resolved that the Addendum Correspondence Items listed herein be received; and that staff be directed to follow up as noted.

Carried

## **11. By-laws**

- a. Capacity Funding Agreement

Resolution No: 2013 – 295

Moved by: J. Cardinal

Seconded by: J. Wiederkehr

Be it resolved that leave be granted to introduce By-law 2013 - 39 being a by-law authorizing the Mayor and the Clerk to enter into agreement with Her Majesty the Queen in right of Ontario, as represented by the Minister of Rural Affairs for the Small, Rural and Northern Municipal Infrastructure Fund – Capacity Funding; and That said By-law be read a first, and taken as read a second and third time and finally passed.

Carried

## **12. Confirmation By-law**

Resolution No: 2013 – 296

Moved by: J. Wiederkehr

Seconded by: B. Ibbitson

Be it resolved that leave be granted to introduce By-law 2013-40 being a by-law to confirm the proceedings of the Council meeting held this Eighteenth day of December, 2013; and

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

Carried

**13. Adjournment**

Resolution No: 2013 – 297

Moved by: L. Aelick

Seconded by: J. Cardinal

Be it resolved that this meeting of the Council of The Township of St. Joseph adjourn at 8:11 pm, to meet again on Wednesday, January 8, 2014 at 7:00 p.m.

Carried

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Jody Wildman, Mayor

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Carol Trainor, Clerk Administrator

THE TOWNSHIP OF ST. JOSEPH  
MUNICIPAL ACTIVITY LOG

JANUARY 8, 2014

Meeting Date	Description	Cost / Resources	Status
26/08/09	Job descriptions to be updated to reflect reporting structure.	Staff/Personnel Committee	Job evaluation forms sent to dept heads.
May 2012	Stribling Point Park: Township to retain license agreement w conditions	Trail maintenance	Park signage to be painted and replaced
Aug 2012	CIIF Grant for the addition of a kitchen, energy efficiencies, solar panels, windows	\$125,000 budget. Funding reinstated to \$61,000	Progress Report #1 sent to CIIF on Dec. 19.
Sept 2012	Parking by-law for legislated requirements, ie disabled, winter maintenance, fire routes, one side	No cost. Clerk Admin and Fire Chief to provide input	In process; a summary of legislated requirements will be provided.
May 2013	Catherine Street: Pulverize and hard top between Lucy and Littleton Streets	TBD – 2014 budget?	Add to 5 year plan
May 2013	Groups requesting funding w/be asked to apply in writing by April 1	Staff	Application process for donation requests.
May 2013	Extend launch ramp at Marina, quote to be provided. MNR permit – defer to spring 2014	Gardiner Marine / MNR work permit extended	Defer to spring 2014
May 2013	Landfill Site survey, well monitoring, site coverage, operations plan required	\$50,000. Awarded to Conestoga Rovers	Status presentation to be made January 8.
October 2013	Marina Restaurant lease; new tenants beginning 2014.	Solicitor to review lease.	Staff to negotiate with potential tenant.
November 2013	Apply for Infrastructure funding to retrofit streetlights to LED. Two quotes obtained.	Funding up to \$20,830	Funding approved.
November 2013	Removal of scrap metal from landfill.	Rate of \$205/ton.	Awarded to Karhi, to be done December/January.
November 2013	Sign post for marina lighthouse	Works crew to make.	Ready for May opening
December 2013	Collect info regarding building code requirements for issuance of permits	Staff	Prepare for spring 2014 amendments



**Draft**  
**Hydrogeologic Characterization Report**  
**Township of St. Joseph Landfill Site**

**Township of St. Joseph Landfill Site**  
**Township of St. Joseph, Ontario**

**Prepared for:**  
**Township of St. Joseph, Ontario**

**DECEMBER 2013**  
**REF. NO. 081239 (2)**

**Prepared by:**  
**Conestoga-Rovers**  
**& Associates**

96 White Oak Drive East  
Sault Ste. Marie, Ontario,  
Canada P6B 4J8  
Office: (705) 254-2438  
Fax: 705) 254-2430

web: <http://www.CRAworld.com>



**Summary of Potential Waste Minimization Options - Draft  
Township of St. Joseph Island**

Recommended	No.	Implementation Option	Brief Description	Advantages	Disadvantages	Capital Investment	Outside Contractor Required	Estimated Diversion (1) %	Estimated Cost
Already implemented	1	Reuse/Recycle Share Exchange Shed	Reuse and potential sale/exchange of useable items	Decreases waste disposal of reuseable items and supports recycling	Requires personnel and space/shed	building/shed	No	2	included in existing costs
Already implemented	2	Paper/Cardboard Recycling	Collect cardboard/paper prior to landfill disposal.	Reduces waste going to landfill	Lower recycle costs/location to nearest recycling facility (Sault)	metal bin	Yes	5	included in existing costs
Already implemented	3	Glass/Plastic/Metal Collection/Recycling	Collect glass, plastic, metal prior to landfill disposal.	Potential revenue stream. Reduces waste going to landfill	Location to nearest recyclable market	shed/bin	Yes	15	included in existing costs
Already implemented	4	Landfill Use Permit Windshield Stickers	Residents are given vehicle tags for landfilling.	Prevents waste from outside of township	Landfill attendants already know residents.	n/a	No	2	included in existing costs
Already implemented	5	Clean Wood/Brush Collection/Recycling	Collect clean wood waste	Potential for recoverable energy or wood chip material Wood currently burnt and reduces waste volume	Fire codes to comply	n/a	No	5	included in existing costs
Already implemented	6	Electronics Collection/Recycling	Collect electronics prior to landfill disposal.	Gov't Program, reduces waste going to landfill Opportunity for reuse/recycling	Requires bin/some administration	bin	Yes	1	included in existing costs
Already implemented	7	Hazardous Waste Collection Depot (Sault Ste. Marie)	Continuously collect hazardous wastes at a HHZ waste depot	Eliminates hazardous materials from entering landfill	Very expensive to operate/maintain	none	Yes	2	no charge
Yes	8	Bag tags	Residents are provided bag tags (limit of 2 week)	Limits the amount of waste generated per resident	Greater administration required	n/a	No	10	approx. \$1K/year
Yes	9	Greater Waste Diversion Signage and Advertising	Promote greater waste diversion	Educate the public to promote recycling Requires economic recycle options	Expensive if no local recycler	n/a	No	3	approx. \$1-2K/year
Yes	10	Compost Collection	Collect compost prior to landfill disposal.	Potential for Township use	Requires a CoFA amendment along with machinery/processing/compost attracts bears/animals	fencing	Yes	10	approx. \$5-10K/year
Yes	11	Clothing Collection/Recycling	Collect clothing before landfill disposal.	Potential for reuse/resale/non-profit organizations (Goodwill)	Collected clothes would need to be washed	shed/bin	Yes	1	under \$5K/year
Yes	12	Appliance Collection/Recycling	Collect used appliances prior to landfill disposal.	Opportunity for reuse/recycling Potential to work with third party contractor	Requires storage space	shed/bin	Yes	2	under \$5K/year
	13	Mattress Collection	Collect mattresses for recycling	Minimizes wasted space in landfills	Location to nearest contractor/market and associated costs (approx. \$20/mattress)	metal bin/shed	Yes	2	bin & contractor cost (est. \$5K/year)
	14	Clear Bag Policy	Residents dispose of waste using clear bags	Easier to assess recycling	Requires greater policing/enforcement/time for landfill attendants	n/a	No	2	no cost
	15	Hazardous Waste Collection Events	Collect hazardous waste on an event	Minimizes hazardous materials from entering landfill	Sault HHZ waste depot is available free of charge/requires coordination and advertising	n/a	Yes	2	approx. \$10K/event
	16	Tire Collection/Diversion	Collect and recycle tires under the Tire Stewardship Program	Eliminates tires from being landfilled Potential to work with third party contractor	Revision required to CoFA/increased contractor costs/greater administration	shed/bin	Yes	1	under \$5K/year
	17	Local Blue Box/Transfer Bin Collection Program	Collect recyclables such as metal/plastics/cardboard closer to the source (in town)	Greater potential for recycling	Greater handling required/potential for cross contamination	additional bins	Yes	2	approx. \$10-20K/year
	18	Curbside Collection (2)	Roadside garbage pickup/compaction	Bag limits for residents/compacts waste/reduces overall greenhouse gases (less traffic)/saves residents time and gas for travel to landfill	Lack of recycling opportunity without separate pickup/convenience reduces recycling/still requires the need for a landfill attendant	collection truck	Yes	0	approx. \$100K/year
	19	Stationary Compactor (2)	Compact incoming waste to decrease landfill space	Reduces amount of landfill space/reduces contact time with waste	Increased capital and operational costs	compactor/front end loader	No	0	approx. \$100-150/year
<b>Total Potential Waste Diversion (1):</b>								<b>67 %</b>	

**Cost Recovery Options**

	1	Limited Operational Hours (Existing: 24hrs Shortened: 16hrs)	Limit the landfill hours of operation	Less cost to operate/ potentially limits amount of waste accepted	Potentially increases illegal dumping. Greater traffic at site.	n/a	No	0	savings of approx. \$10K/year
	2	Weigh Scale	Install weigh scale for cost recovery	Better tracking of incoming waste	Expensive to operate/calibrate/greater administration	weigh scale	No	1	approx. \$100K/year

**Notes:**

- 1) Waste diversion estimates are approximate in the absence of a comprehensive waste audit.
- 2) Compacting waste increases available landfill space (up to 50 percent), reduces contact time with surface water, and minimizes leachate generation.



**Township of St. Joseph  
Disbursements**

Date  
Resolution # 14 -

01.08.14

Check#	Check Date	Vendor Name	Description	Check Amount
2968	12/19/13	ALGO ELECTRIC LIMITED	Roads/Water - Supplies	1,458.83
2969	12/19/13	BARB & MITCH GAJDA	SNRS - Painting	565.00
2970	12/19/13	GARDINER MARINE LIMITED	WI/C Line - Raft/Dock Removal & Storage	694.95
2971	12/19/13	GREEN FOR LIFE ENVIRONMENTAL	Recycling - Bin Empty	593.25
2972	12/19/13	KENTVALE MERCHANTS LTD.	Rink/SNRS - Supplies	149.96
2973	12/19/13	MANITOULIN TRANSPORT	W/S - Shipping	109.44
2974	12/19/13	METRO ONTARIO INC	SNRS - Groceries	75.71
2975	12/19/13	PRACTICA	Parks - Dog Waste Bags	130.27
2976	12/19/13	ROYAL CANADIAN LEGION BRANCH 374	SNRS/HPC - Hall Rental	1,554.88
2977	12/19/13	RELIABLE INDUSTRIAL SUPPLY	W/S - Supplies	1,718.89
2978	12/19/13	ST. JOSEPH ISLAND CENTRAL SCHOOL	SNRS - 2014 Calendar Ad	50.00
2979	12/19/13	RUTH STEWART	SNRS - Expenses June - Dec 2013	787.12
2980	12/19/13	MELINDA THOMAS	SNRS - Petty Cash	338.93
2981-2985	12/19/13	VOLUNTEER FIREFIGHTERS	Fire - 2013 Honorarium	354.55
2986	1/02/14	FRASER ADAMS	Fire - Cell September 2013	78.90
2987	1/02/14	ALLETRAM GROUP LTD	Recycling - Bin Rental December 2013	452.00
2988	1/02/14	AMBEAULTS CONFECTIONARY	SNRS - Groceries Nov 2013	11.50
2989	1/02/14	HELEN BELLERIVE	OTH - Cleaning Nov/Dec 2013	135.00
2990	1/02/14	CONESTOGA ROVERS & ASSOCIATES	Landfill - Waste Mgmt. Project	8,233.06
2991	1/02/14	DON LITTLETON ELECTRIC	SNRS - Electrical Repairs	255.03
2992	1/02/14	GREEN FOR LIFE ENVIRONMENTAL	Recycling - Bin Empty	197.75
2993	1/02/14	GLEN IRWIN	Building Inspector - Mileage Nov & Dec 2013	584.00
2994	1/02/14	JW AMBEAULT WELL DRILLING	Admin - Water Heater	1,126.61
2995	1/02/14	M&L SUPPLY	Fire - Hall Reno Supplies	3,374.32
2996	1/02/14	MICHAEL NADJIWON	Beaver - A Line	100.00
2997	1/02/14	PUBLIC UTILITIES COMMISSION	W/S - Op & Mgmt. Dec 2013	2,237.12
2998	1/02/14	SPECTRUM GROUP	Fire - Hall Reno Supplies	1,322.10
2999	1/02/14	RUTH STEWART	SNRS - Supplies	220.20
3000	1/03/14	AMCTO - The Municipal Experts	Admin - 2014 Membership (C Trainor)	418.10
3001	1/03/14	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	Admin - 2014 Membership	1,318.11
3002	1/03/14	BELL CANADA - PUBLIC ACCESS	Marina - Pay Phone Jan 2014	56.50
3003	1/03/14	COMMUNITY FUTURES DEVELOPMENT CORP	Group Benefits - Jan 2014	3,661.20
202	12/19/13	ALGOMA AG CENTRE	Admin/Rink - Furnace Oil	1,053.00
203	12/19/13	ALGOMA OFFICE EQUIPMENT	SNRS - Copies	67.80
204	12/19/13	ISLAND CLIPPINGS	HPC/Admin/SNRS - Advertising	146.90
205	12/19/13	ST. JOSEPH ISLAND MARKET	SNRS - Groceries	431.92
206	12/19/13	KENTS CORNER	Fire - Volunteer Appreciation	158.00
207	12/19/13	SGS LAKEFIELD RESEARCH LIMITED	W/S - Testing & Analysis	428.27
208	12/19/13	MASSEY WHOLESALE LIMITED	SNRS - Groceries	1,305.96
209	12/19/13	AMANDA RICHARDSON	Admin - MTA Exam Mileage	63.00
210	12/19/13	STONES OFFICE SUPPLY	SNRS - Office Supplies	452.08
211	12/19/13	SUPERIOR PROPANE	Fire/Roads - Propane	1,108.73
212	12/19/13	FRASER ADAMS	Fire - Volunteer Appreciation	22.50

**Township of St. Joseph  
Disbursements**

		Date			01.08.14
		Resolution # 14 -			
Check#	Check Date	Vendor Name	Description	Check Amount	
213-224	12/19/13	VOLUNTEER FIREFIGHTERS	Fire - 2013 Honorarium	7,543.44	
225	1/02/14	ALGOMA AG CENTRE	Roads, Rink - Fuel	5,314.84	
226	1/02/14	ALGOMA OFFICE EQUIPMENT	Admin - Copies Nov 15-Dec 15 2013	32.27	
227	1/02/14	ISLAND CLIPPINGS	SNRS - Advertising	50.85	
228	1/02/14	SGS LAKEFIELD RESEARCH LIMITED	W/S - Testing & Analysis	201.71	
229	1/02/14	MASSEY WHOLESALE LIMITED	SNRS - Groceries	726.55	
230	1/02/14	GRAEME PATEMAN	Fire - Hall Reno Supplies	5,125.00	
231	1/02/14	S&T	Fire - Hall Reno Supplies	19,492.50	
232	1/02/14	SPI HEALTH AND SAFETY INC.	Fire - Hall Reno Supplies	11,487.79	
233	1/02/14	TRACTION	Roads - Supplies	100.12	
234	1/02/14	CAROL TRAINOR	Mileage 2013 (including 1812)	2,040.20	
235	1/02/14	FRASER ADAMS	Fire - Cell Aug, Oct-Dec 2013	339.24	
236	1/02/14	BONNIE CARDINAL	Admin/SNRS - Cleaning Dec 10-22 2013	157.50	
EFT	12/19/13	ALGOMA POWER INC	Misc. - Power Oct & Nov 2013	10,601.74	
EFT	12/19/13	BELL CANADA	Misc. - Phone & Internet Nov 2013	1,151.17	
EFT	12/19/13	CIBC VISA	CIBC Visa - Nov 2013	3,105.72	
EFT	12/19/13	KODOO MOBILE	Mayor - Cell Phone Nov 2013	73.45	
EFT	12/19/13	TOWNSHIP OF ST. JOSEPH	Water & Sewer Bills - Q4 2013	1,742.00	
DD	12/27/13	BI-WEEKLY PAYROLL	PP#26	14,683.92	
DD	12/31/13	MONTHLY PAYROLL	December	2,982.84	
				<u>124,554.29</u>	



## THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL

**From:** Carol Trainor, Clerk Administrator

**Date:** January 8, 2014

**Subject:** Event Tent Rental

### RECOMMENDATION:

BE IT RESOLVED THAT the report from the Clerk Administrator regarding rental of the event tents be received; and

That Council does support the development of a policy and fee schedule to allow the rental of event tents.

### Background

This report is being provided to seek Council's support to set up a policy and fee schedule to rent the event tents which were purchased in 2013. Five 20' x 20' event tents were purchased with grant monies, and which can be made available during most of the summer months.

The office has received a request to rent these tents for a wedding in August, and it is assumed that we could receive many similar requests. There are not many options for tent rentals in the Central Algoma area, and the Township, while not intending to compete with local business, could provide a needed service, with certain conditions. A policy can be written based on Council's consideration of benefits and drawbacks.

Event tents are municipal assets, which add value to the Township and should be protected and regulated with a policy and an established fee schedule for their use and rental based on a daily, weekend or weekly rental. Given the value of the tents and the cost of replacement or repair of parts, a significant damage deposit should be required. Council may wish to impose conditions on the rental of the tents to ensure their longevity. Some examples Council may wish to consider are:

- a damage deposit which reflects the repair or replacement cost of the tarp, or any missing parts;
- the damage deposit will be returned in full upon satisfactory inspection of the tents and hardware;
- the fee schedule could distinguish between private (family) rentals, non-profit or community groups, and those who are supporting the economy of the municipality such as local artisan groups or the festivals;
- the renter is responsible to pick up and return the tents to the roads garage; OR
- the renter will not attempt to transport the tent or supports (staff time required);

- rates could be based on daily, weekend or weekly rentals;
- the tents are not permitted to be taken off the Island;
- the tents are not permitted to be taken outside of this municipality;
- renters must be residents of the municipality;
- renters must be a minimum of 25 years of age;
- rentals may only occur between the May long weekend and Thanksgiving;
- set different rates for prime time (July and August) and shoulder seasons;
- bookings must be secured a minimum of two weeks in advance, with deposit;
- a certificate of insurance may be requested;
- fees may be reduced or waived if the tent is being used on municipal property;
- renters must undergo installation training prior to release of the tents (staff).

### **Financial Implications**

Tent rental could become a source of revenue for parks, recreation or community development and promotion in the Township. HST must be applied to all rentals.

### **Summary / Options**

Council may adopt or amend the recommendation as presented; consider which of the proposed conditions should be included; request further investigation; or consider other options.



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Carol O. Trainor, A.M.C.T.  
Clerk Administrator



## THE TOWNSHIP OF ST. JOSEPH REPORT TO COUNCIL

**From:** Carol Trainor, Clerk Administrator  
**Date:** January 8, 2014  
**Subject:** Request for Financial Assistance Application

### **RECOMMENDATION:**

BE IT RESOLVED THAT the report from the Clerk Administrator regarding the draft guidelines and application form for financial assistance be received; and  
That the guidelines and application form for donations be approved for circulation.

### **Background**

This report is being provided to affirm Council's approval of the application and process to be used for community groups and agencies seeking a financial contribution or a donation from the municipality. The application will be sent to groups who have asked and been granted a donation in the past two years.

As discussed during budget deliberations in 2013, this process will ensure that groups seeking financial assistance have met at least one of the criteria set out in the policy, and will streamline the process for receiving requests for financial contributions and donations from community groups, agencies, and charitable organizations who come to Council throughout the year.

This application allows those seeking financial assistance to inform the municipality about how these funds will be used, who will benefit, how the community will benefit, other sources of funding, how the funds will be disbursed, and what methods the group intends to use to stabilize or provide future funds. The municipality retains the right to ask for financial statements or supporting documentation where warranted.

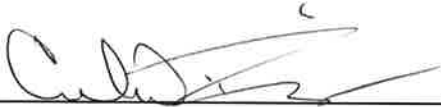
This process will also provide accurate and up to date contact information for any group seeking assistance, allow for more accurate budget forecasting, and requests received after budget approval will be advised that their request may be considered in the next budget year.

### **Financial Implications**

There is no direct financial implication as a result of this report.

**Summary / Options**

Council may adopt the recommendation as presented; may amend or deny the recommendation, make revisions to the criteria or the application form; or consider other options.



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Carol O. Trainor, A.M.C.T.  
Clerk Administrator





**THE TOWNSHIP OF ST. JOSEPH**  
**2014 REQUEST FOR FINANCIAL CONTRIBUTION**

**Criteria for Application:**

Requests for a municipal donation or contribution must meet at least one of the following criteria:

- A program or service which provides for the health, safety or well being of the community;
- A program or service that will provide assistance to the general public, youth or seniors in the community;
- A program or service that promotes the education and awareness of issues important to the community;
- A program or service that promotes the economic health of the community.

To be considered in the 2014 budget year, applications and supporting documentation must be received by Friday, February 28, 2014 to the attention of:

Carol Trainor, Clerk Administrator  
The Township of St. Joseph  
1669 Arthur Street, Box 187  
Richards Landing, Ontario P0R 1J0  
Ph: 705-246-2625 Fax: 705-246-3142

**Guidelines and Criteria:**

- Donations or contributions will only be considered for non-profit organizations or registered charities that contribute to the enrichment of the community, enhance the quality of life or benefit the residents of The Township of St. Joseph.
- No organization shall receive more than one donation or contribution per year.
- Applicants must be located in the community, and/or primarily provide benefits directly to the community or to local residents.
- The organization must demonstrate sound financial management.
- Previous contributions are not automatically renewed each year. A new application must be submitted annually.
- Contributions are dependent on the budget available and benefit to the community.
- To be considered for a Council contribution, all applications must be complete and submitted prior to February 28, 2014. The operating budget is adopted in the spring of each calendar year. Please check with the Township for an accurate date.
- Applications will be available on the Township website at [www.stjoseph township.com](http://www.stjoseph township.com).
- Approval of the contribution may be conditional upon receipt of documentation showing how funds were used and the success of the project.
- Recipients should publicly acknowledge the support and contribution of the Township.
- Further information and/or clarification may be required before a decision is made.

**2014 CONTRIBUTIONS AND DONATIONS  
APPLICATION FORM**

1. Legal name of the organization: \_\_\_\_\_

2. Mailing address of the organization: \_\_\_\_\_

3. Have you requested funding from The Township of St. Joseph in the past? Yes \_\_\_ No \_\_\_

Year: \_\_\_\_\_ Was your request approved? Yes \_\_\_ No \_\_\_ Amount: \$ \_\_\_\_\_

4. Amount being requested for 2014: \$ \_\_\_\_\_

5. Request is for a one time use: Yes \_\_\_ No \_\_\_ or ongoing purposes: Yes \_\_\_ No \_\_\_

6. Please describe: \_\_\_\_\_

7. List and comment on your programs or activities and, where possible, indicate the number of participants or benefactors that are residents of The Township of St. Joseph.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. If you receive funding from sources other than the municipality, please indicate any other revenue or sources of funding and the amount you receive.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please describe how the donation will be disbursed by your group and to whom:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Please provide details on how your organization plans to raise funds needed for the current year and for future needs.

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11. Please provide any additional information that you feel will assist Council when reviewing this application for funding.

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12. Information for the main contact person(s) of your organization:

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone #: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone #: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_  
E-mail: \_\_\_\_\_

\_\_\_\_\_  
Print Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

The Township reserves the right to request further information such as a list of Directors of your organization, current financial statements, other sources of funding or a projected budget prior to confirming your request.

**THE TOWNSHIP OF ST. JOSEPH**  
**CONSENT AGENDA**

**WEDNESDAY, JANUARY 8, 2013**

- |  |          |
|--|----------|
| a. Letter from the Townships of Baldwin and Nairn and Hyman<br>Re: Meeting to discuss alternative OPP billing models     | Attend   |
| b. Letter from the Township of Mulmur<br>Re: MPAC property adjustments without building permits                          | Support  |
| c. Letter from Huron North Physician Recruitment and Retention<br>Re: Cameco Corporation financial support               | Receive  |
| d. Alzheimer Society of Sault Ste. Marie & Algoma District<br>Re: Proclamation that January is Alzheimer Awareness Month | Proclaim |
| e. Central Algoma Freshwater Coalition<br>Re: January 2014 newsletter  | Receive  |

Recommendation: Be it resolved that items a through d listed on the Consent Agenda dated January 8, 2014 be received, and that the recommended action be taken as noted, with \_\_\_\_\_ attending the OPP Billing Model meeting on January 20.