



Township of St. Joseph

Guide for Committees and Boards 2022-2026

The Township of St. Joseph is looking for VOLUNTEERS!

Council is accepting applications for committees and boards in our community for the 2022-2026 term. Below you will find details regarding what committees and boards are accepting applications, a brief description of each, the roles and responsibilities of committee members and how to apply. Should you have any further questions, we would be happy to answer them. Please contact the Township office for further details at 705-246-2625.

ADVISORY/ SUB-COMMITTEES

- Seniors and Persons with Disabilities Advisory Committee
- Environmental / Landfill Committee
- Property Standards Committee
- Recreation, Parks and Culture Committee
- Marina Committee

BOARDS

The following Boards are distinct and separate bodies which do not report to Council; however, they do require representation from the Township. Council will accept applications for the following Boards:

- St. Joseph Island Museum Board (Island Wide)
- St. Joseph Township Public Library Board
- St. Joseph Island Planning Board
- St. Joseph Township Cemetery Board

COMMITTEE DESCRIPTIONS

Seniors and Persons with Disabilities Advisory Committee: This committee is comprised of representatives from the municipalities of Echo Bay through to Bruce Mines as well as local service groups who are interested in helping seniors and persons with disabilities within the area. The purpose of this committee is to advise and support the programs and services delivered by the Dr. Harold S. Trefry Centre. Committee members are expected to advocate on behalf of the Dr. H.S. Memorial Trefry Centre and assist in the sourcing of funds as well as regular reporting to/from representing Township, service club, etc. This is a working and active committee, that assists with grants, public relations, volunteering at events, fundraising, and offering time to seniors and persons with disabilities in programs. All are welcome and appreciated.

Environmental / Landfill Committee: This committee is comprised of members from The Township of St. Joseph who are interested in the environmental impacts of our community's waste and recycling. It is also a committee that oversees the Landfill, Recycling Programs and Share Shed. This committee is a working committee that is responsible for community clean up days, recycling programs and working towards environmental sustainability.

Property Standards Committee: This committee is comprised of members from The Township of St. Joseph who are interested in property standards and the visual perception of our community. This committee oversees the cleanliness, health and safety and visual esthetics of the community and works with other community organizations and operates under the property standards by-law.

Recreation, Parks, and Culture Committee: This committee is comprised of members from The Township of St. Joseph who are interested in our Parks, Heritage, and Culture as well as Recreation and Tourism. This committee oversees the parks and beaches, events, fundraisers, encouraging tourism, trails, sports, and recreational programs, as well as cultural sites such as the Jail and Lighthouse. This is a working committee with a strong volunteering component and has sub-committees for special events.

Marina Committee: This committee is comprised of members from The Township of St. Joseph who are interested in the affairs of the marina and its operations. This committee oversees marina rate recommendations, short- and long-term maintenance planning, and seasonal activities. This is an advisory committee with working components.

BOARD DESCRIPTIONS

Cemetery Board: consists of representatives from The Township of St. Joseph. The Cemetery Board provides advice and guidance for maintenance needs and improvements to the Cemetery site on the 10th Sideroad. The Cemetery Board recommends the yearly budget and makes recommendations regarding the cemetery fees, policies and bylaws.

St. Joseph Island Planning Board: consists of representatives from all four island municipalities. The Planning board provides advice and assistance under the Planning Act on matters referred by municipal councils. The board prepares official plans for the Island. The Planning Board is also responsible for granting consents to sever land, etc. and is primarily responsible for advisory of the financial, legal, and operational directions of Planning affairs. Their recommendations are brought to Council for comment and consideration.

The St. Joseph Island Museum Board: consists of representatives from all four island municipalities. They are primarily responsible for maintenance planning, operations, staffing, programming, and financial details of the museum. The Board is an active and self-sustainable Board focusing on involvement in fundraising, events, and activities.

Township of St. Joseph Public Library Board is primarily responsible for operations, staffing, programming, and financial details of library services. The Board operates under the Township of St. Joseph but is an active and self-sustainable Board focusing on involvement in fundraising, events, and activities.

ROLES AND RESPONSIBILITIES OF A COMMITTEE MEMBER

Each committee and board have some consistent expectations of their members, which include a commitment of your time, and in working committees also your physical support at events and activities. Each committee looks to work collectively as a team and will support each other in their common goals. Therefore, each committee and board expect that all members will treat each other with respect, honour confidentiality, debate topics with considerate and appropriate behaviour and language and will be accountable for their actions. Each committee

and Board will ideally have an organizational makeup of a Chair, Secretary, Treasurer, and committee members. Sub-committees will operate under the direction of the main committee and have a coordinator for leadership.

The Seniors and Persons with Disabilities Advisory Committee is looking for skill sets including an interest in PSW, Occupational Therapists, and Caregivers, etc. They are also looking to have a variety of representatives in each of the townships from both Seniors and Persons with Disabilities that will be willing to represent the committee at their Council meetings and spread the word in their communities regarding the services available.

COMMITMENT TERM

Committee and Board members are applying for a 4-year commitment term commencing November 2022 and ending October 2026. Should members need to resign prior to this commitment term it will need to be done in writing. Sub-committee volunteers are only committed to the event or activity they are volunteering for.

MEETING SCHEDULES

Seniors and Persons with Disabilities Advisory Committee	Monthly Meetings	DHS Trefry Memorial Centre
Environmental / Landfill Committee	Quarterly or at the Chair's discretion	Township Office
Property Standards Committee	Bi-yearly or at the Chair's discretion	Township Office
Recreation, Parks and Culture Committee	Quarterly or at the Chair's discretion	Township Office
Marina Committee	2-3 times per year Early Spring, Spring and Fall	Marina or Township Office
The St. Joseph Island Planning Board	Quarterly or at the Chair's discretion	Township Office
The St. Joseph Island Cemetery Board	Bi-yearly or at the Chair's discretion	Township Office
The St. Joseph Island Public Library		Library
The St. Joseph Island Museum	Spring and fall monthly meetings	Museum

MORE INFORMATION

To apply for a role within the community, application packages can be found at www.stjosephtownship.com or at the Municipal Office, 1669 Arthur Street, Richards Landing

Monday to Friday between the hours of 8:30 a.m. and 4:00 p.m.

Questions and/or Submissions should be directed to:

Amanda Richardson, Clerk Administrator
 Phone: 705-246-2625 ext. 202
 Email: clerkadmin@stjosephtownship.com

DEADLINE FOR SUBMISSION

Applications must be submitted to the office or by email to on or before November 30th at 4 p.m.



**THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH
2022-2026 COMMITTEE VOLUNTEER APPLICATION FORM**

Applicant Name:	
Mailing Address including Civic Address:	
Phone Number:	
Email Address:	
Please Check off one or more Advisory, Boards or Subcommittees on which you would like to serve:	
Cemetery Board Planning Board Library Board Museum Board	Environmental Committee Landfill Committee Marina Committee Property Standards Committee Recreation Committee Seniors Advisory Committee Fence Viewer
How frequently can you attend meetings?	Monthly Twice per Month Quarterly Other: _____
Can you attend both evening and/or daytime meetings?	Daytime Only Evening Only Daytime and/or Evening
If you are not selected for the position you have indicated as your preference, would you consider a different position?	No Yes, please specify:

To submit this application or if you have any questions about committees or boards, please contact:

Amanda Richardson, Clerk Administrator
246-2625, ext. 202,
clerkadmin@stjosephtownship.com

<p>The Term of each committee or Board appointment is four years, coinciding with the term of Council. Do you agree to fulfill the four-year term (or the remainder of the term if appointed part-way through)?</p>	<p>Yes</p> <p>No</p>
<p>What is your interest in this specific committee(s)?</p>	

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