

Schedule A – Request to Appear as a Delegation

I wish to appear before Council on:

(Please print clearly)

CONTACT NAME:

Brian Stevenson

Additional Speaker:

John Flanagan

ADDRESS:

[REDACTED]

POSTAL CODE:

[REDACTED]

TELEPHONE #:

[REDACTED]

E-MAIL ADDRESS:

[REDACTED]

New Delegation

1. Key points of my delegation are as follows: (please attach full presentation)

Please see attached.

-
2. The desired action of Council that I am seeking on this issue is (Please be aware that Council will not make a decision on your item at this meeting, but a member may take the information under advisement for a Notice of Motion at a subsequent Council meeting):

That Council consider this request in the context of Policy #3 Grant/Donation Policy.

Additional Delegation Information

I wish to submit the following additional information since I was a delegation at the Council meeting. My new information is as follows: (please attach full presentation)

Not Applicable.

Note - if an individual appears as a delegation before Council, a further delegation from the same individual concerning the same topic(s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Clerk. Specific new information must be identified on this form and/or attached for approval.


Terms - requests to appear before Council must be received in writing (and signed by at least one person) by the Clerk before 12:00 noon pm on the Wednesday immediately preceding the scheduled Council meeting, complete with a copy of the presentation materials as detailed in the delegation protocol. Failure to provide the required information on time will result in a loss of privilege to appear as a delegation.

I have read and understand the delegation protocol attached to this form and acknowledge that the information contained on this form, including any attachments, will become public documents and listed on Southgate's meeting agendas.

I also understand that presentation materials must be submitted with this delegation form. Electronic signed presentations must be e-mailed to agenda@southgate.ca no later than 12:00 noon on the Wednesday immediately preceding the meeting.

I also understand that if the materials contain any obscene or improper matter, language or does not meet the requirements of the delegation protocol, the Clerk shall decide whether it shall be included in the agenda for a Council meeting and if not, I will be notified.

 Mar 16 2020
Signature Date

 Mar 16 2020
Signature Date

Please direct any queries to the Municipal Clerk (519) 923-2110 ext. 230,
1-888-560-6607 Fax: (519) 923-9262

Approval

Council Date: April 15, 2020 at 7:00 PM

Municipal Clerk Initials: Original Signed By

Delegation Representing Holstein Cemetery Board

April 15, 2020

- The Holstein Cemetery Board respectfully asks that Council consider the funding request for a fence (attached) within the context of Policy #3 Grant/Donation Policy.
- This request was submitted in October 2019.
- Upon receiving the letter (attached) stating that this request was not approved, the Chair of the Holstein Cemetery Board called Liam Gott, Treasurer, for further information as to why.
- During this conversation, Mr Gott said that the Township already provides a cemetery service in Dundalk and therefore the request did not meet the requirements of the policy.

- It is the Board's position that a cemetery in Dundalk does not meet the needs of residents in the Holstein area. Holstein is an active cemetery.
- It meets all of the criteria in item 2.2 of Policy #3. The cemetery has long provided benefit to the Township; provides a needed community service in the Township; and the annual Decoration Day Service is well attended and important to the families of those who have chosen the Holstein Cemetery as their final resting place.
- The Board is comprised of community volunteers that recognise the importance of the cemetery to the Holstein area.

- This request is for Samsung Solar farm monies for community betterment.
- Finally, the care and support of the Holstein cemetery fit with Southgate's core values of Community and Stewardship and furthers Goal #6 of Citizen Engagement.

Attachments:

- 1A – Policy #3 Grants/Donation Policy as approved by Council March 21, 2018
- 1B – The application for funding as submitted in October 2019
- 2 – The letter, dated January 24, 2020, advising that Council did not approve the application
- 3 – Current financial status of the Cemetery

**TOWNSHIP OF SOUTHGATE
ADMINISTRATION CENTRE
Policy #3**



Grant/Donation Policy

Approved by Council on: March 21, 2018

Policy for Donations, Funding & Grants

PURPOSE:

The purpose of this policy is to set guidelines for dealing with requests for donation, funding and grants from individuals, groups and/or community organizations.

DEFINITIONS:

"Donation" means a request for financial support from a not-for-profit community groups or organization for operational dollars to run their annual activities and events.

"Funding" means a request for one time financial support received in writing from a not-for-profit community group or organization for a specific capital project where Council may consider approving 50% matching funding where there is demonstrated benefit to the public.

"Grant" means a request for financial support received in writing from a not-for-profit community group or organization for a capital project or service delivery event/program. Council may consider approving up to 100% of the funding request where there is demonstrated benefit to the Township of Southgate that supports the delivery of municipal services or that demonstrates an important benefit to the community.

POLICY STATEMENT:

The Township of Southgate benefits from the support of Community Volunteer Organizations, Individuals or Groups that provide a service to the community or represent the Community at events. Accordingly, Council adopts the following policies.

The Township of Southgate Donation, Funding and Grant Application (Schedule A) attached must be filled out and submitted to receive consideration for financial support. Applicants are welcome to submit additional documentation that will assist in describing the project or activity.

1. Donation Requests:

1.1 The Township of Southgate will accept and review Requests for Donation applications once per calendar year for the financial period of January to December which is the Township's fiscal year. The application deadline shall be December 1st for donation requests for the following fiscal year.

1.2 All Donation applications received by the application deadline will be evaluated by the Treasurer against this policy and the Township's operating budget. Applications received after the deadline date will be considered only if any money is remaining in the budget, based on the date received and meeting the Donation criteria in section 1.5 below.

1.3 A staff recommendation, including approval or rejection and the suggested amount of the donation will be forwarded to Council within 30 days following budget approval each year for their review and approval.

1.4 Applicants will be notified of their application status within 14 days following Council's decision.

1.5 During the evaluation process the following criteria will be utilized to justify donation request outcomes:

- Consideration will be given to the total number of people reached by the requested donation.
- A higher weighting will be given to those donations that serve a larger number of the Township's citizens.
- Higher weighting will be given to organizations/activities with a high ratio of fundraising or self-finance.
- Higher ratings will be given to organizations with an established history of service to the community.
- The Township will not fund projects or services that duplicate services or activities already provided by the Township or other government agencies.
- The Township will not fund school activities which are already supported through school tax levy.
- The Township will not fund entertainment or social functions with no direct tangible benefit to the Township of Southgate.
- Not-for-profit organizations or groups shall provide prior year financial reports by the first day of March of the following year to the Township Treasurer to provide assurance the funds are historically used for their intended purposes as part of Council's consideration and final approval.

2. Funding and Grant Requests:

2.1 The Township of Southgate will accept and review requests for Funding and Grant applications throughout the calendar year from not-for-profit groups or service delivery organizations for support of capital projects or the service delivery of programs that meet criteria as defined in the definitions section of this policy.

2.2 All Funding and Grant requests received by the Township will be presented to Southgate Council where it is demonstrated that they are a not-for-profit group or service delivery organization based on the following criteria:

- i. A history of providing a benefit to the Township of Southgate;
- ii. Providing a community service within the municipality;
- iii. Annually organize public events in the Township seen as a benefit and value to the general public.

2.3 All Funding and Grant applications approved will receive financial support out of the Community Reserve Funds, which the Township of Southgate receives from the Eco-Park Royalties and the Samsung Solar, subject annually to the availability within the reserve fund that best fits the project and community being served.

SCHEDULE "A"



The Township of Southgate Donation, Funding & Grant Application

Financial request for:

☐ Donation

☐ Funding

☒ Grant

Applicant:

HOLSTEIN CEMETERY BOARD

Contact & Address:

BRIAN STEVENSON (CHAIRMAN)

[REDACTED]

Telephone/Fax/Email:

[REDACTED]

[REDACTED]

Requested Amount:

\$27,277.70

Outline the mission, purpose and objectives of your organization:

TO PROVIDE AND MAINTAIN A DIGNIFIED CEMETERY.
HOLSTEIN CEMETERY BOARD IS COMPRISED OF
LOCAL VOLUNTEERS THAT RECOGNISED THE
IMPORTANCE OF THE CEMETERY IN OUR AREA.

Outline the purpose for which the grant, donation or funding will be used, if approved. Provide details:
ie: project or event description, time frame, community benefits to the Township of Southgate.

TO ERECT A NEW ROADSIDE FENCE ALONG ROADS 14 & 41 AND
IMPROVE THE ESTHETICS OF THE CEMETERY AND THAT WILL
WITHSTAND THE SNOW LOAD FROM THE INTERSECTION.

Please provide the number of citizens that will participate and/or benefit from this project:

ALL CITIZENS WITH RELITIVES BURIED HERE APPRECIATE
OUR APPEARANCE AND CARE OF THE CEMETERY

Please provide the number of Southgate Residents that will participate and/or benefit from this project:

ALL RESIDENTS THAT CHOOSE HOLSTEIN CEMETERY AS
THEIR FINAL RESTING PLACE.


Terms & Conditions:

In the event that a donation, funding or grant is awarded, the applicant agrees to the following:

1. The funds will be used for the purposes described in this application; and
2. To inform the Township of Southgate if the Funding or Grant capital or program delivery project is delayed or changed substantially for any reason;
3. Should the community event be cancelled that any financial support received by the applicant will be returned to the Township of Southgate within 30 days of cancellation; and
4. Should the capital or program Funding or Grant project not get completed or proceed that the applicant will return the funds awarded for the proposed project within 30 days of the decision not to proceed with the project; and
5. That within 60 days of the event(s) or project completion that a letter is sent to the Township of Southgate reporting the completion date and final invested costs to confirm the municipal Funding or Grant has been fully spent. If any funds remain unspent they must be returned to the municipality with the letter.


Mandatory Application Requirements:

1. Prior to application approval date by Council, all not-for-profit groups requesting a Donation shall provide a copy of their organization's most recent financial statement.
2. I agree to the terms and conditions outlined above. The information contained in this application is to the best of my knowledge, true and correct. I acknowledge that the contents of the application could be discussed in an open Council meeting.



Signature of Applicant

Oct 7 2019.
Date



Signature of Applicant

OCT 7 2019
Date

**TOWNSHIP OF SOUTHGATE
ADMINISTRATION CENTRE**

185667 Grey Road 9
Dundalk ON N0C 1B0




Phone: (519) 923-2110
Toll Free: (888) 560-6607
Fax: (519) 923-9262
Web: www.southgate.ca

January 24, 2020

Holstein Cemetery Board
392269 Grey Rd 109, RR 2
Holstein, ON N0G 2A0

Attention: Brian Stevenson, Chairman

RE: 2020 Grant Request

Dear Brian Stevenson:

On January 15, 2020, Council received Report FIN2020-003 2020 Donations, Grants and Funding which included your request for a 2020 grant.

Unfortunately, Council did not approve a 2020 grant to the Holstein Cemetery Board as it did not fit the criteria outlined in Policy #3 for consideration.

If you have any questions, please let me know.

Sincerely,



William J. Gott, CPA, CA
Treasurer

Brian S.
Holstein Cemetery Board

Financials 2019

3

Balance from 2018 \$30,631.30

Expenses

<u>Date</u>	<u>Chq#</u>	<u>Paid to</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Mar 14	274	VOID - Brian Stevenson - annual mtg \$200		
	275	██████████ - annual mtg	50.00	
	403	██████████ - annual mtg	50.00	
	404	██████████ - annual mtg	50.00	
	405	██████████ - annual mtg	50.00	
	406	John Flannigan - annual mtg	50.00	
	407	██████████ - annual mtg	150.00	
	408	Mt Forest Golf course - annual mtg	169.41	
	409	Brian Stevenson - annual mtg	300.00	
Apr 10	410	Public Guardian & Trustee	2560.00	
May 22	411	██ (Reg Buriel)	300.00	
May 24	412	██████████ - Grass Cutting	300.00	
June 08	413	██████████ - Grass Cutting	300.00	
10	414	J.J. McLellans - ██████ Buriel	169.50	
25	415	██████████ - Grass Cutting	300.00	
July 10	416	██████████ - Grass Cutting	300.00	
	417	Void Cheque		
Aug 20	418	██████████ - Grass Cutting (2)	600.00	
Sept 17	419	Mount Forest Memorials - columbarium	17,571.50	
Oct 28	420	██ (Reg Buriel)	300.00	
Oct 31	421	██ (Reg Buriel on Sat)	450.00	
Nov 16	422	██████████ - Grass Cutting (3)	900.00	
Nov 21	423	J.J. McLellan's - 1 grave- ██████ (169.50) 1 grave Sat - ██████ (226.00)	395.50	

Income	<u>Bank Statement</u>	<u>Debit Amt</u>	<u>Credit Amt</u>
Jan. 09	Safety Deposit Box	55.00	
	HST	7.15	
Jan 25	Public Guardian		494.66
Jan 31	Passbook Fee	3.00	
Feb 28	Passbook Fee	3.00	
Mar 18	Mount Forest golf course - Annual Mtg (408)	169.41	
Mar 20	John Flannigan - Annual Mtg (406)	50.00	
Mar 25	Brian Stevenson - Annual Mtg (409)	300.00	
Mar 27	[REDACTED] - Annual Mtg (405)	50.00	
Mar 29	Passbook Fee	3.00	
April 05	[REDACTED] - Annual Mtg (407)	150.00	
April 23	[REDACTED] - Annual Mtg (275)	50.00	
April 30	Passbook Fee	4.00	
	Public Guardian (410)	2560.00	
May 10	[REDACTED] - Annual Mtg (404)	50.00	
May 27	[REDACTED] - Cutting Grass (412)	300.00	
May 28	[REDACTED] (411)	300.00	
May 31	Passbook Fee	4.00	
Jun 10	England Funeral Home - [REDACTED]		750.00
	[REDACTED] - Cutting Grass (413)	300.00	
Jun 11	J.J. McLellan - [REDACTED] (414)	169.50	
Jun 25	[REDACTED] - Cutting Grass (415)	300.00	
Jun 28	Passbook Fee	4.00	
Jul 08	[REDACTED] - Annual Mtg (403)	50.00	
Jul 10	[REDACTED] - Cutting Grass (416)	300.00	
Jul 12	Plot Purchase - [REDACTED]		1200.00
Jul 31	Passbook Fee	4.00	
Aug 20	Celebration Sunday Collection		495.00
	[REDACTED] - Cutting Grass X2 (418)	600.00	
Aug 30	Passbook Fee	4.00	
Sept 17	Plot Purchase - [REDACTED]		1000.00
Sept 19	Mt. Forest Memorials - Colombarium (419)	17,571.50	
Sept 30	Passbook Fee	4.00	
Oct 30	Passbook Fee	4.00	
Nov 01	[REDACTED] (420)	300.00	

Nov 04	England Funeral Home - [REDACTED]	-750.00	
	[REDACTED] - Head Stone	200.00	950.00
Nov 06	[REDACTED] - Saturday (421)	450.00	
Nov 13	Wall-Constance Funeral Home - [REDACTED]		1100.00
Nov 18	[REDACTED] - Cutting Grass x3 (422)	900.00	
Nov 27	J.J. McLellan - [REDACTED] (423)	395.50	
Nov 29	Passbook Fee	4.00	
Dec 30	England Funeral Home - [REDACTED]	750.00	
	[REDACTED]	750.00	
	McCullough Watson Funeral Home - [REDACTED]	750.00	2250.00
Dec 31	Passbook Fee	4.00	

Balance as of Dec 31,2019 \$13,958.84

Expenses - 25423.06 less Columbarium 17,571.50 = \$7851.56
Income - 8239.66

Listing of Buriels and Plot Purchases 2019

<u>Date</u>	<u>Deaths</u>	<u>Buriels</u>	<u>Plot Purchases</u>
Feb 19	[REDACTED]	May 22 (reg)	
Oct 28		Oct 28 (reg)	
Oct 29		Oct 31 (reg) Sat	
Nov 23		Nov 25 (Ashes)	
Dec 14		Spring buriel	
Dec 14		Spring buriel	