

THE CORPORATION OF THE TOWNSHIP OF JOCELYN  
Minutes of the Regular Council Meeting

October 10, 2023

7:00 PM

JOCELYN TOWNSHIP OFFICE  
3670 5<sup>th</sup> SIDE ROAD, HILTON BEACH, ON

Present: Reeve Mark Henderson Councillor Nelson Soares  
Councillor Albert Crowder Councillor Greg Gilbertson  
Councillor Jason Kennedy  
Staff: DeeDee Thompson, Secretary/Bookkeeper

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**A. Call to order**

23-188

Moved by Nelson Soares

Seconded by Albert Crowder

Resolved that we do call the regular meeting of council to order at 7:00 PM.  
Cd.

**Adoption of agenda**

23-189

Moved by Jason Kennedy

Seconded by Greg Gilbertson

Resolved that we adopt the agenda as presented.  
Cd.

**Adoption of minutes from previous meeting**

23-190

Moved By Nelson Soares

Seconded by Albert Crowder

Resolved that we adopt the minutes of the September 21, 2023, meeting.  
Cd.

**Disclosures of Conflict of Interest**

(n/a)

**B. DELEGATES**

1. Ted Almdal – Rate Payer Concerns and Resolution. Ted read through the document he prepared “Rate Payer Concerns and Resolution”. Ted provided a copy of the document to council (see copy of document below). Council will review the document and get back to Ted.

**Ratepayer Concerns and Resolution**

Council has misclassified “off the street Volunteers” to do administration duties and contravened their own Hiring By-Laws; which has caused unnecessary extra cost to the Township related to legal advice, outside IT personnel, and Administrative Consultants fees. Not to mention a 2-3 month avoidable delay in hiring. They have initiated and implemented Hiring practices and policies that do not conform and/or contravened their current Hiring By-Laws. Instead Council has chosen Ex-Parte to fill vacancies and/or new positions;

Council is obligated to make public any new or amended Hiring Policy By-Laws, and this has not been done.

Ratepayers are very concerned that confidential and private information is not being protected; Job advertisements are not being posted to reach a large audience to insure the best qualified candidates are selected, Unqualified, “off the street Volunteers” are being allowed access to private and personnel information without proper vetting, training, and/or supervision, they perform clerical duties that include signatory authority and by default are now recognized as Commissioners. All without Proper training or Screening  
Ratepayers are left wondering how much money will go unclaimed in Government Grants, or missed incentives because of Councils mismanagement.

Council’s decision in continuing to contravene and/or ignoring the Current Hiring By-Laws, and to allow Unqualified, “off the street Volunteers” access to private and personnel information without proper training, and supervision is Council’s provocative. This could arguably create a situation that leads to legal litigations which may include estoppels and/or injunctions.

Council’s own legal advice stated; Council may find that if it is not following the existing Hiring By-Laws they may wish to update them, but this has not been done.

Ratepayers prefer to work with a Council that is transparent, ethical, has a High Standard of Integrity and obeys the Laws. Currently this can only be achieved by following the current Hiring By-Laws.

If council decides to take their Lawyers advice to up-date or change the current Hiring By-Laws..... The Rate Payers need to know that the following key points are included.

**A systematic, equitable approach to hiring and compliance with all legislative requirements.**

**That the most competent and qualified applicant, is hired based on qualifications, skills, training, and the ability to perform the work.**

**That all hiring request, are completed by the Clerk Administrator to present to council in order to initiate a request for additional or replacement staff.**

**The Job description and Draft Ad has been approved by Council and dated, and it be advertised in our Local newsletter, Sault Star and/or Sentinel.**

**When Necessary conduct reference checks, and testing as it relates to the position.**

## Ratepayer Concerns and Resolution

Employees are documented and oriented on the first day of employment,

Ensure new employees receive a proper orientation and adequate training in order to commence duties in their new position.

Interviews will be conducted by the Personnel Committee, Clerk treasure and Dept. Head (where applicable).

New Employees receive worksite specific H&S training and that they receive proper orientation and adequate training in order to commence duties in their new position

A copy of a Current Criminal record check has been provided prior to commencement of employment

Resumes are kept active and on file for a period of Three Months from date received or updated.

All selection interviews will be conducted in a professional and ethical manner. Questions must be in accordance with the Ontario Human Rights Code.

All new employees will be required to provide a copy of a current criminal record check and current copy of their Provincial Driving Record.

No employee, Councillor or Local Board Member will participate in the hiring, discipline and job review process to whom they are relative, and must declare in advance a possible conflict of interest.

As it relates to the above the Ratepayers of Jocelyn direct that you adopt By-Laws and/or policies that include "Volunteers" This to ensure all of our concerns are protected. We highly suggest Council review "The Screening Handbook", Prepared by Volunteer Canada for Public Safety Canada. Council should pay particular attention to the "Screening Check List". I have a condensed copy of The Screening Handbook for Council's attention.

Other concerns regarding "off the street Volunteers" include, the handling of Administration duties on a day to day basis, files not being properly maintained to pass the scrutiny of an official audit. Council minutes are not being properly recorded. By example it has been brought to Council's attention that the same resolution numbers are being recorded to different resolutions, from different Council meetings. It has been noted by several Ratepayers the Reeve has been present at the Township office on a frequent basis with only himself and the recent Hire doing Administration duties. Based on Council's Clerical Appointments and comments there should be at least three awesome "off the street Volunteers" giving 100% that are very capable to handle the Administration duties.

We need assurances that "off the street Volunteers" have the knowledge and/or training to navigate the various Government programs to seek out all possible Government Grants and incentives available to the Municipality.

We have concerns about the latest part time (casual) "Local Job advertisement" it appears to be nothing more than a "receptionist job description" rather than a Secretary/Receptionist/Bookkeeper position.

**Ratepayer Concerns and Resolution**

This is just a few of our Concerns so we would suggest a Town Hall would be a better Avenue to discuss all of them, to workout a satisfactory outcome that benefits everyone involved.

FYI by definition the current "off the street Volunteers" performing administration duties in the Township office are in Fact Employees, this is recognized in the ESA and other Legislative Acts and laws, including legal jurisprudence, (but that's an argument for a later time).

In regards to Section VI Of the Municipal act article 228 Sub section 3 which states:

A clerk or deputy clerk is not required to be an employee of the municipality. 2001, c. 25, s. 228 (3). It is our understanding this was to allow Municipalities to get part time or temporary employees through an Employment agency rather than hiring their own staff. For reasons only known to this Council they believe it gives them the right to allow unqualified, unvetted "off the street Volunteers" to Infest the Township office, and/or Advertise a pseudo Job Vacancy.

Thank You for the opportunity and Time.

**C. Public Meeting**

(n/a)

**D. Vouchers**

23-191

Moved by Jason Kennedy  
Seconded by Greg Gilbertson

Resolved that we do approve Township Voucher 2023.09 (A) in the amount of \$76,622.96 (Administration overhead - \$4,793.55, Algoma District Social Services - \$24,486.08, Algoma District School Board - \$34,203.59, Landfill Expenses \$768.75, Building - \$3,363.79, Fire - \$1,636.20, Policing - \$7,371.00).  
Cd.

23-192

Moved by Nelson Soares  
Seconded by Albert Crowder

Resolved that we do approve Township Voucher 2023.09 (C) in the amount of \$1,719.68 (Roads).  
Cd.

**E. Committee Reports and Updates**

(n/a)

**F. Previous Business**

(n/a)

**G. New Business**

23-193

Moved by Greg Gilbertson

Seconded by Jason Kennedy

Be it resolved that we identify the entrances of the Gulley Road as being private property beyond this point at the edge of our municipal 10<sup>th</sup> Side Road end Q & R road allowances.

Cd.

23-194

Moved by Jason Kennedy

Seconded by Greg Gilbertson

Be it resolved to place an ad in the Island Clippings for more office staff, a casual employee to cover Office Admin sick days, vacation time and to assist in the office when required.

Cd.

23-195

Moved by Nelson Soares

Seconded by Albert Crowder

Be it resolved to appoint Cori Murdock and Rod Exilon as pro bono publico as Deputy Clerk/Treasurer for the Municipality for Jocelyn Township. For the purpose of taking minutes and presenting financial statement at the Recreation Committee meetings.

Cd.

23-196

Moved by Nelson Soares

Seconded by Albert Crowder

Motion to amend the Recreation By-Law

1. To increase the members of the recreation committee with 8 new members from amongst the 2023 Harvest Fest Volunteer Group.
2. To allow both staff and any pro bono publico Deputy Clerk/Treasurer who join the recreation committee to have voting rights.

Cd.

23-197

Moved by Greg Gilbertson

Seconded by Jason Kennedy

Resolved to purchase a 55" - 60" TV for council meetings at Jocelyn Township Office.

Cd.

H. Correspondence – Action  
(n/a)

I. Correspondence – Information  
(n/a)

J. Reports and Newsletter: Information items  
(n/a)

K. Closed Session

1. Purpose of the Closed Session is to address items with legal counsel.

- A) Discussed Ken Wards Hill and the private roads access act.
- B) P-Line Taxes – Legal counsel to prepare letter
- C) To make addendum to existing code of conduct by-law. Legal counsel review draft changes.

L. Confirmation By-Law  
(n/a)

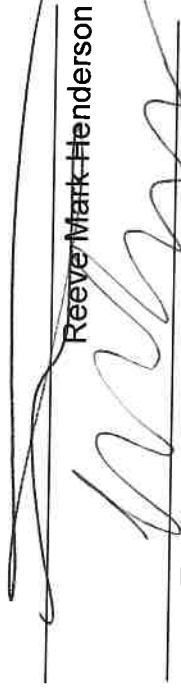
M. Adjourn

23-198

Moved by Greg Gilbertson

Seconded by Jason Kennedy

Resolved that we do agree to adjourn and meeting again on November 7, 2023 at 7:00PM or at the call of the Reeve  
Cd.

  
Reeve Mark Henderson  
Treasurer/Deputy Clerk Clive Henderson