

**THE CORPORATION OF THE TOWNSHIP OF JOCELYN**

**BY-LAW # 2025-1622**

BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF JOCELYN TO APPOINT AN ACTING CLERK.

WHEREAS the Municipal Act, S.O. 2001 c. M25, and amendments thereto, provides that a municipality shall appoint a Clerk who shall have all the powers and duties prescribed under this Act and any other Act.

AND WHEREAS the Council of the Corporation of the Township of Jocelyn finds it desirable and expedient to appoint an interim Acting Clerk

NOW THEREFORE it is hereby Enacted as follows:

1. THAT Kaylee D'Angelo is hereby appointed as Acting Clerk for the Corporation of the Township of Jocelyn, for a period of up to 6 months.
2. THAT the aforementioned Acting Clerk shall have all the powers and be responsible for the duties prescribed under the Municipal Act, SO 2001 c. M25 or any other Act.
3. THAT any by-laws or parts of by-laws conflicting with this by-law are hereby repealed.
4. AND THAT this by-law shall come into force and effect on the 21day of January, 2025

**Passed** in Open Council this 21 Day of January , 2025

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Reeve

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Clerk

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2024-5337

November 13, 2024

Reeve Mark Henderson and Council  
Township of Jocelyn  
3670 5<sup>th</sup> Side Road  
Hilton Beach ON  
P0R 1G0  
[reevehenderson@jocelyn.ca](mailto:reevehenderson@jocelyn.ca)

Dear Reeve Mark Henderson and Council:

As you are aware, Ministry staff have been attending municipal council meetings as observers since July 2023, and since that time, members of the public have also been raising concerns with Ministry staff. As a result, numerous irregularities in council's governance and administrative and financial practices have been brought to my attention.

These irregularities include an amendment to the municipality's council-staff relations policy to give explicit authority to the head of council, as chief executive officer, to oversee the day-to-day activities of the officers and staff to ensure that the directives of council are being carried out in a timely manner.

- The *Municipal Act, 2001* (the Act) clearly delineates the role of staff and administration. The supervision of the day-to-day operations of municipal staff does not fall within the roles of the head of council or council as a whole. The day-to-day operations of the municipality are the responsibility of municipal staff.
- Section 258 of the Act provides that an employee is not eligible to hold office as a member of council of the same municipality and section 259 provides that the office of a member of council of a municipality becomes vacant if the member becomes disqualified from holding that office under section 258. A member of council cannot be an employee or perform the functions of a municipal employee.

Other irregularities identified by Ministry staff include discrepancies in procurement processes, the appointment of volunteer officers to perform statutory responsibilities of the clerk and treasurer without appropriate policies or job descriptions in place, as well as general procedural irregularities during council meetings.

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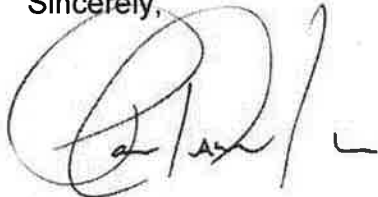
After careful consideration, to address the irregularities and to assist the municipality, I have directed Ministry staff to undertake an inquiry into the Township's financial and administrative policies, practices, and procedures, and to report back to me on any recommendations for improvements to municipal governance, accountability, openness and transparency, and financial management.

While I recognize that efforts have been made by council to make some improvements to administrative and governance procedures, I believe that further action is required to ensure sustainable service delivery, safeguard the financial health of the municipality, and guarantee the provision of good governance to your residents.

Staff in the Ministry's Northern Municipal Services Office will be in touch with municipal staff to arrange for a meeting with you to explain the process and timeline for such review. If you have any questions, please contact Kathy Horgan, Manager, Local Government and Housing by phone at 705-677-8167 or by email at [Kathy.Horgan@ontario.ca](mailto:Kathy.Horgan@ontario.ca).

I trust that council and staff will provide cooperation and assistance to Ministry staff as needed during the inquiry.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Calandra', with a stylized flourish at the end.

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

Enclosure

c: Township Clerk, [admin@jocelyn.ca](mailto:admin@jocelyn.ca)