

The Corporation of The Township of Jocelyn

Regular Meeting of Council

Tuesday April 8, 2025

7:00pm

3670 5th Side Road, Hilton Beach, ON

P0R 1G0

1. Call To Order
2. Approval of Agenda
3. Declarations of Disqualifying Interest
4. Reeve's Address
5. Approval of Minutes of Most Recent Meetings
 - 5.1 Meeting Minutes – March 3, 2025
 - 5.2 Meeting Minutes – March 6, 2025
 - 5.3 Meeting Minutes - March 12, 2025
 - 5.4 Meeting Minutes- March 24, 2025
6. Committee of the Whole Working Session (to work on policy/plans)
 - 6.1 Roads Committee – Members and advisors
 - 6.2 Draft: Work From Home Policy
 - 6.3 Draft: Job Description – Landfill Attendant
7. Legislative Matters –
 - 7.1 Public Hearings: Planning or Zoning Matters

Shore Road Allowances: This public meeting is to consider that part of the original shore road allowances in front of broken lots 31 and 32, also being in front of lots 5, 7 and 8, Registered Plan M294 and further described as follows:

Part 1, 1R14228 – 2869 Green Street

Part 2, 1R14228 –2883 Green Street

Part 3, 1R14228 –2893 Green Street

Payment in lieu of Parkland Levy

7.2 By-Laws – *By-Law 2025-1640 A By-Law to stop up, close and sell (Shore Road Allowance)*

8. Committee / Local Board Reports

- A. Roads - Attached
- B. Museum
- C. Planning – Attached
- D. Landfill
- E. Tenby Bay Cemetery
- F. Fire Department
- G. Building
- H. Recreation
- I. Trefry Center

9. Administrative Matters

9.1 New Business/ Reports from Officers/ Employees on Various Issues (including reports from departments that require Council's approval) –

- A) *Council has accepted the Applications for Council Vacancy*
- B) *Council receives information from Expertise for Municipalities Consultant Firm*
- C) *Acceptance of Peter Barnas’s resignation*
- D) *Clerk’s Report – by Kaylee D’Angelo*
- E) *Treasury Report- by Michelle Turco*

9.2 Correspondence

A) *Requiring Action –*

- 1. *Provincial Offences Act Inter-Municipal Agreement Renewal*
- 2. *Ratepayer – ATV rules/ regulations/ is there a need for a by-law?*
 - B) *Information –*
 - 1. *Resolution made in the Township of Johnson*

10. Confirmation of Proceedings By-Law

11. Adjournment

Tuesday April 8, 2025
Regular Meeting of Council

Drafts for Approval

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P0R 1G0

Working From Home Policy

Intent

Township of Jocelyn understands that some employees may benefit from the option to work from home. Working from home is not a universal privilege and will be arranged case by case. This policy outlines the process used and expectations for employees working from home.

Guidelines

This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all company rules, policies, practices, and instructions that would apply if the employee were working at the regular company worksite. Working from home is completely voluntary; Township of Jocelyn will not require an employee to work from home.

Work hours, compensation, and leave scheduling will continue to conform to applicable policies and agreements. Requests to work overtime or use leave time must be approved by the employee's supervisor in the same manner.

Approval Process

Permission to work from home must be pre-approved and will be reviewed regularly by the employee's supervisor. Employees may submit a one-time use work from home request as a flexible option or they may enter into an agreement with Township of Jocelyn for an ongoing work from home arrangement. These requests should be submitted in writing to the employee's supervisor at least one pay period in advance and will be either approved or denied at the discretion of Township of Jocelyn. If at any time the arrangement no longer meets business or productivity goals, Township of Jocelyn reserves the right to revoke the agreement.

Pandemic/Emergency Response

In the event of the above, requests in writing are not required as Provincial Emergency Orders are place

Payroll

Employees working from home time sheets will continue to be required. No changes will be made to the method of payment or the amount. If an employee is found to have made false reports on their time sheets, they may be subject to discipline up to and including termination.

Expenses

The company will reimburse an employee for necessary work-related expenses accrued due to working from home. Upon submission of receipts expenses will be reviewed and then processed if Township of Jocelyn finds they are work-related.

Performance Management

Working from home should not affect an employee's ability to complete day-to-day functions, including communicating with colleagues, management, customers, and so on. Employees must stay updated on department and work events. Employees must supervisors informed on the progress of assignments and reach out for support if needed. If an employee's presence is required for a meeting at the worksite, reasonable notice will be provided.

Use of Company Property

Employees must use company-provided devices when working from home to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality. All completed and working copies of documents must be saved on the Township of Jocelyn online system with limited access so that information is available to those who may require its use from the company worksite. Failure to use company-approved devices may leave company data vulnerable to a breach and may result in disciplinary action up to and including termination.

Company-owned resources may only be used for business purposes. Employees must take reasonable steps to protect any company property from theft, damage, or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of company property.

The employee is responsible for providing adequate workspace and furnishings while working from home.

Health and Safety

Township of Jocelyn is committed to ensuring that the alternate worksite is safe and ergonomic. The company may make onsite visits to the employee's work site at a mutually agreed upon time to ensure that the designated work space is safe and free from hazards. If the workspace is unsafe and cannot be made safe, Township of Jocelyn may refuse or revoke the employee's work from home arrangement.

Employees working from home will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working from home. The employee remains liable for injuries to third parties that occur on the employee's premises.

End of Agreement

At the end of a work from home agreement, employees must promptly return all company property used for working at home. An employee, current or former, may receive notices from Township of Jocelyn to return company property. Failure to do so may result in discipline for current employees or legal action if the employee no longer works for the company. If an agreement is being revoked, employees will receive reasonable notice to make any arrangements necessary to return the company property to the worksite.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Working from Home Policy of Township of Jocelyn. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Approved by: _____

The Corporation of the Township of Jocelyn

TITLE:	<i>LANDFILL ATTENDANT (PART-TIME)</i>
REPORTS TO:	Clerk / Council
GENERAL:	This position is responsible for the day to day operations within the Municipality's Landfill site. The Landfill Attendant is expected to follow Municipal procedures and guidelines related to the disposal of waste.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Stop each vehicle at the entrance to determine the type of waste that is being disposed. Accept the receipt as proof of fee payment from the ratepayers, collect contact information if the ratepayer needs to be billed, and direct and ensure that residents and contractors place waste in the designated areas.
2. Ensure that no one picks through garbage including the metal.
3. Ensure that there is not any unauthorized removal of material from the site by anyone including the attendant.
4. Responsible for submitting all receipts to the Municipal Office – showing proof of fees and charges paid, as per Municipal Policy.
5. Responsible to ensure that all debris is kept to a minimum inside the site boundaries, at the entrance gate and along the road inside the gate.
6. Refuse to take hazardous waste at the site and refer them to the hazardous waste depot in Sault Ste. Marie.
7. Notify the Fire Chief in advance when the debris pile is full and ready to burn.
8. Notify the Clerk when the recycling depot bins are $\frac{3}{4}$ full.
9. Respond to citizen concerns and direct them to the Clerk.
10. Required to wear approved safety boots and safety vest at all times.
11. Perform other related duties as assigned by the Clerk/ Council

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to perform moderate physical labour.
2. Must be able to work in inclement weather
3. Must be able to interact positively with the general public.
4. Must be able to work safely and alone with little or no supervision.
5. Must be flexible to change as regulations and policies change.

WORKING CONDITIONS

1. Activities required are: lifting, pushing, stooping, walking and standing.
2. May have to work in adverse weather conditions.

2025 -04 - 08

Tuesday April 8, 2025
Regular Meeting of Council

Committee Reports/ Updates

Tuesday April 8, 2025

Regular Meeting of Council

Roads Update:

As spring fights to make an appearance, there are many potholes appearing. Andrew has let us know that as it warms up, he will be able to fix them with cold patch.

April 4, 2025

Report No. I

Jocelyn Township
3670 5th Side Road
Hilton Beach, Ontario
P0R 1G0

Attention: Kaylee D'angelo – Clerk, Township of Jocelyn
Subject: February 10th, 2025 Island Planning Board Meeting
Date Report Issued: 2025-04-04

PREAMBLE

As previously documented in council minutes, upon the retiring of the last appointed member to the Island Planning Board, I applied for the position and was accepted. The term of the position is “until further notice”.

An agenda of the upcoming meeting and background information was forwarded to myself. As such I attended the February 10th meeting located at the Village of Hilton Beach Municipal Office.

COMMENTS

Item 1

Previously issued Minutes from December 16th, 2024 were adopted. No direct items relating to Jocelyn Township were included.

Item 2

There were several items placed before the board in regard to property severances and zoning changes to applicant properties. At the time of the meeting none of these items related to properties within Jocelyn Township.

Item 3

St. Joseph Island Official Plan (Draft) (OP) – On going discussions on the document continued. No significant items were noted.

Trusting the above synopsis is acceptable. If you require any further information or clarifications, please contact me directly. I can be reached at 705-257-8522 or my email pat@eeng.ca

Regards,



Pat Giunti
Sitting member – St. Joseph Island Planning Board

Cemetery Update:

The 2025 License has been obtained.

The 2024 Care and Maintenance Report has been filed with BAO, however we do need to have the 2023 and 2024 year end financials done as soon as possible. Due to not having that complete, all of the necessary documents have not been submitted.

Thank you to our consultant Niki Moore for her work on this project.

Tuesday April 8, 2025

Regular Meeting of Council

Fire Department Update:

- The Jocelyn Fire Department has had 10 calls year to date, two of which were fire calls.
- Next weekend is our 2 day recertification for our Medical First Response Team. There are 3 new members. We do this training every 3 years.

Tuesday April 8, 2025
Regular Meeting of Council

Correspondence

The Corporation of the
City of Sault Ste. Marie



LEGAL DEPARTMENT

March 6, 2025
VIA EMAIL: ReeveMurdock@jocelyn.ca

Reeve Cori Murdock
Township of Jocelyn
3670 5th Side Road
RR #1
Hilton Beach, ON P0R 1G0

Greetings:

RE: PROVINCIAL OFFENCES ACT INTER-MUNICIPAL AGREEMENT RENEWAL

As you are aware, the City entered into the attached Inter-Municipal Agreement Renewal dated March 1, 2009 with Township of Jocelyn, for the delivery of POA Court Administration, Court Support Functions and Prosecutions as set out therein. Section 9 of the Agreement provides for a term of five (5) years, commencing March 1, 2009 and ending February 29, 2014. Section 9 of the Agreement further provides that the Agreement may be renewed for a further five (5) year period on the written consent of the parties. In turn, this agreement was renewed April 1, 2015 with an end date of March 31, 2020. Most recently the Agreement was renewed April 1, 2020 with an end date of March 31, 2025.

As you are further aware, we have continued to operate and implement the Agreement. We are formalizing the existing arrangement between the City and Township of Jocelyn, along with all other Municipal Partners. To this end, we have prepared the attached Fourth Renewal of Inter-Municipal Agreement dated April 7, 2025 for your review and approval.

It is my hope that we can have this matter brought forward to the City Council meeting scheduled for April 7, 2025. Therefore, at your earliest opportunity, I would ask that you kindly execute this Fourth Renewal of Inter-Municipal Agreement. The City requires a signed copy of the executed Agreement for our records. If you could kindly return by email the executed copy to my attention, it would be greatly appreciated. For reference, the 2009 agreement as executed, the 2015 agreement as executed, the 2020 agreement as executed and the Fourth Renewal to be executed are attached to this email.

I will confirm and report to you once I have received the signed agreements from all Municipal Partners.

Yours truly,

A handwritten signature in cursive script, appearing to read 'M. Borowicz-Sibenik'.

Melanie Borowicz-Sibenik
Assistant City Solicitor/Senior Litigation Counsel
MBS/lv
Enclosures

99 Foster Drive, Sault Ste. Marie, ON P6A 5X6
saultstemarie.ca | Phone: 705.759.5400 Fax: 705.759.5405

FOURTH INTER-MUNICIPAL AGREEMENT RENEWAL

THIS RENEWAL made this 7th day of April, 2025.

BETWEEN:

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

Hereinafter referred to as “the City”

-and-

THE MUNICIPAL PARTNERS BEING:

The Town of Bruce Mines
The Township of Hilton
The Municipality of Huron Shores
The Township of Johnson
The Township of MacDonald, Meredith & Aberdeen Additional
The Township of Plummer Additional
The Township of Dubreuilville
The Village of Hilton Beach
Township of Jocelyn
The Township of Laird
The Municipality of Wawa
The Township of Prince
The Township of St. Joseph
The Corporation of the Town of Thessalon
The Township of Tarbutt & Tarbutt Additional
The Township of White River
Garden River First Nation
Batchewana First Nation of Ojibways

Hereinafter referred to as “Municipal Partners”

WHEREAS an Inter-Municipal Service Agreement dated May 14, 2001 (the “Agreement”) was made between the City and the Municipal Partners in support of a Memorandum of Understanding for the transfer of service delivery for all court administration and court support functions under the *Provincial Offences Act* and prosecutions of matters under Parts I and II of the *Provincial Offences Act*;

IN WITNESS WHEREOF the Parties hereto have signed and sealed this renewal of the 2009 Agreement by their proper signing officers as of the date first above written.

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

MAYOR – MATTHEW SHOEMAKER

CLERK – RACHEL TYCZINSKI

THE TOWN OF BRUCE MINES

MAYOR – LORY PATTERNI

CLERK – JUDY DAVIS

THE TOWNSHIP OF HILTON

REEVE – RODNEY WOOD

ACTING CLERK – SARA DINSDALE

THE MUNICIPALITY OF HURON SHORES

MAYOR – JANE ARMSTRONG

CLERK – NATASHA ROBERTS

THE TOWNSHIP OF DUBREUILVILLE

MAYOR – BEVERLY NANTEL

CLERK – SHELLEY B. CASEY

THE VILLAGE OF HILTON BEACH

MAYOR – ROBERT HOPE

CLERK – MYRA EDDY

TOWNSHIP OF JOCELYN

REEVE – CORI MURDOCK

CLERK – KAYLEE D'ANGELO

**THE CORPORATION OF THE
TOWN OF THESSALON**

DEPUTY MAYOR – JORDAN BIRD

CLERK – DEBBIE RYDALL

GARDEN RIVER FIRST NATION

CHIEF KAREN BELL

COUNCILLOR KARI BARRY

COUNCILLOR DARWIN BELLEAU

COUNCILLOR KRISTY DAWN JONES

COUNCILLOR LEE ANN GAMBLE

COUNCILLOR TRAVIS JONES

BATCHEWANA FIRST NATION OF OJIBWAYS

CHIEF MARK McCOY

COUNCILLOR JOE TOM SAYERS

COUNCILLOR AGNES LIDSTONE

COUNCILLOR LUKE McCOY

COUNCILLOR ANN TEGOSH

THE TOWNSHIP OF WHITE RIVER

MAYOR – TARA ANDERSON HART

CLERK – JULIE ROY WARD

COUNCILLOR CHESTER LANGILLE

COUNCILLOR CANDICE SIM

COUNCILLOR TREVOR SAYERS

COUNCILLOR BRENDA SAYERS

COUNCILLOR GARY ROACH

COUNCILLOR CAROL HERMISTON

Kaylee D'Angelo

From: [REDACTED]
Sent: March 30, 2025 5:56 PM
To: Kaylee D'Angelo
Subject: ATV Proposal

Dear Township Council/Staff

I hope this email finds you well. As a property owner in Jocelyn Township, I am writing to propose a bylaw that would permit the use of All-Terrain Vehicles (ATVs) on our township roads.

I believe this bylaw proposal would not only enhance the recreational experiences of residents and visitors, but also improve the connectivity within our community. Allowing ATV use in the township has many positive benefits, including promoting outdoor activities and exploration. A bylaw provision will establish clear guidelines, ensure safe ATV operation and thus minimizing potential risks.

Being a first responder myself and member of the Ontario Provincial Police, allowing ATVs on roadways can enable emergency responders, such as search & rescue teams or medical personnel, to quickly access remote areas within the community. As well, sometimes with the assistance of the public if required. ATVs on roadways will encourage community engagement with ATV clubs and organizations that can help maintain trails, organize community events, and promote responsible ATV use. Furthermore, allowing ATVs on designated roadways, you can reduce the impact of ATV traffic on sensitive trails and environments.

Furthermore, given that neighbouring townships, such as the Township of St. Joseph, have already implemented similar bylaws allowing ATV use on roadways, our township can benefit from their experiences and adopt a consistent approach to regulating ATV use in our region.

I appreciate you taking the time to review my proposal and please do not hesitate to contact me if you have any questions or concerns.

Best regards,

Jamy Tardif

[REDACTED]
Jocelyn Township
At: Joseph's Island
2025-03-30 11:11

**Township of Johnson
Notice of Adoption of an
Official Plan Amendment (OPA No. 1)**

Take Notice that the Council of The Corporation of the Township of Johnson adopted Official Plan Amendment No. 1 to the Official Plan of the Township of Johnson on the 19th day of March 2025, by passing By-law No. B2025-1135, in accordance with the provisions of Sections 17 and 22 of the *Planning Act*, RSO 1990, as amended.

Location of Subject Lands

Official Plan Amendment 1 applies to lands described located in Part Lot 5, Concession 4, described legally as Part 1, Plan 1R-2351 and Part of Lot 5, Concession 3, all of which is located in Plan 58, Hinck's Location, Township of Johnson in the District of Algoma. The subject lands are shown on the attached copy of Schedule "A" of Official Plan Amendment No. 61.

Purpose and Effect of the Official Plan Amendment

The purpose of Official Plan Amendment No. 1 is to amend the Official Plan of the Township of Johnson to identify a new private road to the lands referenced above and add a special policy exception to the Official Plan that would authorize the creation of 3 new shoreline lots accessed by this private road subject to certain policy criteria.

Approval Authority

The Ministry of Municipal Affairs and Housing is the approval authority for Official Plan Amendment No. 1. Any person or public body is entitled to receive notice of the decision of the Ministry of Municipal Affairs and Housing if a written request to be notified of the decision (including the person's or public body's mailing address and email) is submitted to:

Ministry of Municipal Affairs and Housing
159 Cedar Street
Suite 401
Sudbury, ON P3E 6A5
Attn: Arielle Zamdvais

Additional Applications

These lands are not the subject of concurrent applications under the Planning Act at this time.

Additional Information

Additional information relating to Official Plan Amendment No. 1, including a copy of the Amendment, is available to the public for inspection at the Township office at the address noted below, during regular office hours.

Dated at the Township of Johnson this 26th day of March, 2025.

Janet Maguire, Clerk
Township of Johnson
1 Johnson Drive
Deserats, ON
P0R 1E0

Schedule 'A'
Official Plan Amendment
Johnson Township
Part of Lot 5, Concessions 3 & 4

