The Corporation of the Township of Jocelyn

Regular Meeting of Council

Tuesday June 3, 2025

7:00pm

3670 5th Side Road, Hilton Beach, ON

POR 1G0

Agenda Package

The Corporation of The Township of Jocelyn

Regular Meeting of Council

Tuesday June 3, 2025

7:00PM

3670 5th Side Road, Hilton Beach, ON POR 1G0

- 1. Call To Order
- 2. Approval of Agenda
 - 2.1 Recommendation: Be it resolved that Council approve the June 3, 2025 agenda as presented.
- 3. Declarations of Disqualifying Interest
- 4. Reeve's Address
- 5. Delegations/ Presentations
- 6. Committee of the Whole Working Session (to work on policy/plans)
 - 6.1 Creation of sub-committees
 - 6.2 Revised Hall Rental Agreement -Fee Discussion
 - 6.3 By-Law Establishing a Fire Department update required
 - 6.4 Establishing a Human Resources Committee for Jocelyn Township
- 7. Approval of Minutes of Most Recent Meetings
- 8. Council Direction From Previous Meeting
 - 8.1 Public advertisement expressing our need for volunteers
- 9. Legislative Matters
 - 9.1. By-Laws Draft Review of a By-Law Appointing a Deputy Treasurer
 - 9.2. Draft Review of a Delegation of Authority By-Law
 - 9.3. Public Hearings: Planning or Zoning Matters
- 10. Committee / Local Board Reports
 - A. Roads Roads Tour Report
 - B. Museum
 - C. Planning
 - D. Landfill
 - E. Tenby Bay Cemetery
 - F. Fire Department
 - G. Building

- H. Recreation
- I. Trefry
- 11. Administrative Matters
 - 11.1 New Business/ Reports from Officers/ Employees on Various Issues (including reports from departments that require Council's approval)
 - A. Clerk's Report submitted by Kaylee D'Angelo
 - B. Correspondence -
 - 1. Letter of Concern submitted by Diane Candido
 - 2. Letter of Concern Jocelyn Township Hall Accessibility by Bernie Crosby
 - 3. The Village of Hilton Beach Recreation Committee Wagon Rental request. Agreement attached.
 - 11.2 Financial Update/ Statement
 - A. Treasurer's Report Michelle Turco
 - B. Training Consultant's Report Line Webster
 - C. Training List Lars Moffatt and Line Webster
- 12. Update on Capital Projects
- 13. Leadership Issues
 - 13.1 Asset Management Plan
 - 13.2 New Policy Review of updated Draft Hiring Policy
 - 13.3 Notice of Motion
- 14. Closed Session

Be it resolved that Council proceed into Closed Session at ___ p.m. in accordance with Section 239 of the Municipal Act in order to address matters pertaining to

- (2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (d) labour relations or employee negotiations;
- * Discussion regarding:
- A. Employee Relations and Negotiations
- B. Senior of Year Accepting nominations and reviewing information received from a ratepayer.

15. Business Arising From Closed Session

15.1 Senior of The Year

16. Confirmation of Proceedings By-Law- 2025- Xx Confirmation By-law (attached)

Recommendation: Be it resolved that Council adopts By-law 2025-Xx being a by-law to confirm the proceedings of the special meeting of Council held on June 3, 2025.

17. Adjournment

Hall Rental Policy and Agreement

- 1. Previous Policy
- 2. Draft Updated Policy

June 3, 2025

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

3670 5th Side Road RR1 Hilton Beach ON POR 1GO

Phone: 705-246-2025 Fax: 705-246-3282 Email: admin@jocelyn.ca

Hall Use Policy and Agreement

The Jocelyn Township Hall is for use by Township residents, ratepayers and other user groups. It is appreciated that the following terms be adhered to so that this policy can continue unaltered.

1. Ratepayers and Residents: a nominal donation to offset expenses of using the facility is appreciated.

Non-Residents: Set rate of \$50.00

2. The hall is to be left in the condition it was found.

All garbage, including kitchen and bathroom, should be emptied and removed by the party using the facility.

Floors swept and mopped if necessary.

Counters wiped clean. (Tea towels will need to be supplied by the user.)

The thermostat should be returned to the temperature posted at the thermostat.

Fans/lights to be turned off.

3. Dishes – when using dishes at the hall, please wash them according to the Algoma Public Health Unit regulations for the 3 sink washing system that we are obligated to follow:

First sink - wash Second sink - hot rinse Third sink - javex/hot water rinse

- 4. The side door is to be used as the main entrance. Please do not use the front door for entry. However, as a means of fire escape, the front door should be unlocked (padlock removed and wooden door blocks adjusted) during use and secured after function is over.
- 5. No smoking or vaping is permitted in the hall.
- 6. Failure to adhere to this policy may result in future requests to use the facility declined.
- 7. Make yourself familiar with the Fire Safety Plan and adhere to the Occupancy Load certificate.
- 8. The key shall be returned to the municipal office immediately following the function.
- 9. The hall occupancy shall not exceed 68 persons. (not including kitchen staff)
- 10. Tables and chairs are not to be removed from the hall.

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

3670 5th Side Road RR1 Hilton Beach ON POR 1GO

Phone: 705-246-2025 Fax: 705-246-3282 Email: admin@jocelyn.ca

Hall Use Policy and Agreement cont'd

Name of Organizer (contact):	Name of Organization or Individual:	
Island Non Profit Group Off Island Non Profit Group Private Recreation/Non Commercial Use Private Commercial Use Address: Phone Number: Fax: Email: Type of Event: I, (print name) , have read the terms and conditions of	Name of Organizer (contact):	Phone Number:
Off Island Non Profit Group Private Recreation/Non Commercial Use Private Commercial Use Address: Phone Number: Fax: Email: Date of Event: Type of Event: I, (print name) , have read the terms and conditions of	Organization Type:	
Phone Number: Fax: Email: Date of Event: Type of Event:, have read the terms and conditions of	Off Island Non Profit Group Private Recreation/Non Comm	Non-Ratepayer
Date of Event: Type of Event:, have read the terms and conditions of	Address:	
Type of Event:, have read the terms and conditions of	Phone Number:	Fax: Email:
I, (print name), have read the terms and conditions of	Date of Event:	
	Type of Event:	
	agreement and agree to abide by the	e requirements set out herein.
Signature of Applicant Date	Signature of Applicant	Date
For Office Use Only	For Office Use Only	
Hall Key Pick Up Date: By:		Ву:

The Corporation of The Township of Jocelyn

3670 5 Side Road, Hilton Beach, ON POR 1G0

Ph: 705 246-2025

Email: admin@jocelyn.ca

Hall Rental Policy and Agreement

The Jocelyn Township Hall is for use by Township residents, ratepayers and other user groups. It is appreciated that the following terms be adhered to

1. Ratepayers and Residents: a nominal donation to offset expenses of using the facility is appreciated.

Non-Residents: Set rate of \$50.00

- 2. Renter is to obtain a **Special Occasion Permit** if liquor, wine, or beer are to be consumed, and provide the Jocelyn Township Office with a copy prior to the rental.
- 3. The hall is to be cleaned after each use

All garbage, including kitchen and bathroom, should be emptied and removed by the party using the facility.

Counters wiped down

The thermostat should be returned to the temperature posted at the thermostat. Fans/lights to be turned off.

4. Dishes – when using dishes at the hall, please wash them according to the Algoma Public Health Unit regulations for the 3 sink washing system that we are obligated to follow:

First sink - wash Second sink - hot rinse Third sink - javex/hot water rinse

- 5. The side door is to be used as the main entrance. Please do not use the front door for entry. However, as a means of fire escape, the front door should be unlocked (padlock removed and wooden door blocks adjusted) during use and secured after function is over.
- 6. No smoking or vaping is permitted in the hall.
- 7. Failure to adhere to this policy may result in future requests to use the facility declined.
- 8. Make yourself familiar with the Fire Safety Plan and adhere to the Occupancy Load certificate.
- 9. The key will be issued 24 hours prior to the event. The shall be returned to the municipal office immediately following the function.

- 10. The hall occupancy shall not exceed 89 persons.
- 11. Tables and chairs are not to be removed from the hall.

Hall Rental Agreement Form

Name of Organization or Individua	al:		
Name of Organizer (contact):		Phone Number:	
Organization Type:			
Jocelyn Non Profit Group Other Non Profit Group Private Recreation/Non Co Private Commercial Use	ommercial Use	Ratepayer Non-Ratepayer	
Address:			→ }
Phone Number:	Fax:	Email:	-
Date of Event:	ş		
Type of Event:			_
agreement and agree to abide by		, have read the terms and conditions of the nts set out herein.	าเร
Signature of Applicant		Date	
For Office Use Only			
Hall Key Pick Up Date:	By:		
Hall Key Return Date:	Received by	v Staff Member:	

Draft By-Laws

June 3, 2025

The Corporation of the Township of Jocelyn BY-LAW NO. 2025-XX

Being a by-law to appoint the Clerk Kaylee D'Angelo, as Deputy Treasurer for the Township of Jocelyn

WHEREAS pursuant to the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, a municipality may appoint such officers and employees as may be necessary for the purposes of the corporation, including a treasurer and deputy treasurer;

AND WHEREAS the Council of the Corporation of the Township of Jocelyn deems it necessary and expedient to appoint the current Clerk as Deputy Treasurer;

NOW THEREFORE the Council of the Corporation of the Township of Jocelyn ENACTS AS FOLLOWS:

1. Appointment

That Kaylee D'Angelo, currently appointed as the Clerk of the Township of Jocelyn, is hereby appointed to also serve as the **Deputy Treasurer** for the Township of Jocelyn, effective immediately.

2. Duties and Responsibilities

The Deputy Treasurer shall carry out the duties and responsibilities as prescribed under the *Municipal Act, 2001* and any other applicable legislation, as well as those delegated by the Treasurer or Council from time to time.

3. Term of Appointment

This appointment shall remain in effect until such time as Council rescinds or revises the appointment by by-law, or until the individual ceases to be employed as Clerk.

4. Severability

If any provision of this by-law is found to be invalid by a court of competent jurisdiction, such provision shall be severed, and the remainder of the by-law shall remain in full force and effect.

5. Effective Date

This by-law shall come into force and take effect on the date it is passed.

READ a first, second and third time an	d finally passed this 3 rd day of June, 2025.
Reeve Cori Murdock	<u></u>
 Clerk Kaylee D'Angelo	

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

BY-LAW NO. 2025-XX

BEING A BY-LAW TO DELEGATE AUTHORITY FOR ADMINISTRATIVE MATTERS TO TOWNSHIP STAFF

WHEREAS section 23.1 of the Municipal Act, 2001, S.O. 2001, c.25 (the Act) authorizes a municipality to delegate its powers and duties to a person or body, subject to certain restrictions;

AND WHEREAS section 224(d) of the Act states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decisions of Council;

AND WHEREAS section 227 of the Act states it is the role of officers and employees of the municipality to; (a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; and (c) carry out other duties under this or any other Act and other duties assigned by the municipality;

AND WHEREAS the Council of the Corporation of the Township of Jocelyn has identified certain routine administrative functions to be delegated to staff to improve daily business efficiencies while continuing to adhere to the principles of accountability and transparency;

AND WHEREAS the Council of the Corporation of the Township of Jocelyn deems it expedient to repeal all previous bylaws relating to delegation of authority;

NOW THEREFORE BE IT RESOLVED that the Council for the Township of Jocelyn hereby enacts as follows:

Part I - Short Title

1. THAT this By-law may be referred to as the "Delegation of Authority By-law".

Part II - Delegation Provisions

- **2.1** Council delegates the powers, duties, and restrictions thereto as set out in the Schedules appended hereto to those officers, employees or committees therein listed;
- **2.2** Notwithstanding the foregoing, Council retains the authority to make or reconsider, at any time and without notice, revoke any delegated power that has been delegated pursuant to this By-law;
- **2.3** Except as otherwise required by law, should any position identified in this By-law with delegated powers or duty be vacant, or no longer exist within the Corporation, the powers and duties of that position may be exercised by a person deemed to have

- authority of the position until such time as the position is either no longer vacant, or a new delegation for the corresponding delegated power or duty is approved;
- **2.4** Where the exercise of a delegated authority requires an expenditure of money, funding for the expenditure shall be included in an approved budget and all relevant requirements of the Township of Jocelyn procurement by-law in effect at the time of the expenditure shall be followed;
- **2.5** Where delegated authority includes execution of an agreement, the agreement shall be approved by Council and/or legal counsel prior to its execution;
- **2.6** All relevant By-laws and Resolutions of The Corporation of the Township of Jocelyn shall apply to the exercise of delegated authority, as authorized by this By-law, or any associated standalone delegation of authority By-law;
- **2.7** Council hereby confirms that it is of the opinion that all legislative powers under any Act delegated to an officer, or an employee of the Corporation are minor in nature, within the meaning of Subsection 23.2(4) of the Municipal Act, S.O. 2001, c.25.

Part III - Definitions

- 3. For the purposes of this By-law:
- "Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended;
- "Approval" includes authority to sign for approval and execute an agreement, contract, release, waiver, application or document intended to bind the Corporation and includes any renewal, amendment or termination thereof, and
- "Approve" has a corresponding meaning;
- "By-law" means this by-law and includes its Schedules;
- "Clerk" means the Clerk for the Township of Jocelyn;
- "Chief Building Official" or "CBO" means the Chief Building Official, as duly appointed by by-law;
- "Fire Chief" means the Fire Chief for the Township of Jocelyn, as duly appointed by bylaw:
- "Corporation" means The Corporation of the Township of Jocelyn;
- "Council" means the elected Council of The Corporation of the Township of Jocelyn;
- "Department" means a Department with a manager;

"Legal Proceeding" means any court or administrative tribunal proceeding commenced by, or against, the Township;

"Treasurer" means the Treasurer of the Township of Jocelyn, as duly appointed by bylaw.

Part IV – Nature and Scope of Delegation of Powers and Duties

- **4.1** The authority to approve a matter as contained in any Schedule hereto appended is hereby delegated to the person or persons set out in Column 2 therein and shall be subject to any conditions or restrictions as contained in Column 5;
- **4.2** Where authority to approve a matter is delegated to any person under this by-law, the Clerk may also exercise that authority. Delegation of approvals includes the position's designate for time sensitive matters when the delegate is unavailable or unable to act.
- **4.3** Despite any provision of this by-law, a delegate shall not approve any matter or execute any document unless the transaction or activity to which the matter or document relates has been approved by Council, and shall be deemed to be approved where such transaction or activity:
- a) is included in the annual budget as adopted by Council; or
- b) is included in a program, project or activity which has been approved by Council; or
- c) is reasonably incidental to the authority given to the Clerk or Managers, as the case may be, to carry out their duties and responsibilities on behalf of the Township;
- **4.4** No provision of this By-law shall be construed as waiving any provision of the Procurement By-law, as may be amended from time to time, and the Procurement By-law shall continue to apply to the procurement of goods and services on behalf of the Township:
- **4.5** Notwithstanding the foregoing, Council retains the authority to make or reconsider, at any time and without notice, revoke any delegated power that has been delegated pursuant to this By-law.

Part V – Appointment of Signing Officers

5.1 The Reeve and the Township Clerk or their designates are hereby appointed signing officers of the Township and may jointly execute any document on behalf of the Township, unless specifically provided for in the Schedules appended.

Part VI – General

- **6.1** Any reference to legislation, regulations or By-laws in this By-law shall be interpreted to include all amendments and any successor legislation thereof;
- **6.2** In the event that any provision or part of this By-law is found to be invalid for any reason whatsoever, then the particular provision or part thereof shall be deemed to be severed from the remainder of the By-law and all other provisions or parts thereof shall remain in full force and shall be valid;
- **6.3** In the event of any inconsistency between this By-law and any other Township By-law the more restrictive provision shall prevail to the extent of the inconsistency;
- 6.4 Throughout this By-law
- (i) the term "including" or the phrases "e.g.," or "for example" shall be interpreted to mean "including, without limitation";
- (ii) the singular includes the plural and vice-versa; and
- (iii) any gender includes any other gender, unless the context requires otherwise;
- 6.5 This By-law shall come into force and take effect on the date of passing.

READ A FIRST AND SECON	TIME, CONSID	ERED READ A THIRD TIME, AND)
FINALLY PASSED THIS	DAY OF	, 2025.	
Reeve Cori Murdock		Clerk Kaylee D'Angelo	

*	Delegation	Delegate(s)	Legislative Authority	Conditions/Restrictions
	Approve execution of agreements for acquisition and disposition of temporary and permanent easements as required for approved capital projects or other municipal purposes, together with such other documents as may be required in connection with such acquisitions provided value of consideration does not exceed \$100,000.	Clerk	Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)	Terms and conditions of such agreements and related documents must be acceptable to Township Solicitor.
	Develop, approve and implement administrative policies, procedures and practices in the exercise of authority under section 229 of the Act.	Clerk	Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1	Consultation with Council
	Pay Equity Adjustments, Grid Movement Approvals	Clerk	Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1	Consultation with Council, when necessary
	Negotiate and settle claims against the municipality within insurance deductible limit	Clerk	Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1	Consultation with Legal Counsel and Council
	Appoint, employ, promote, demote, discipline and dismiss all employees below the rank of Director of the Corporation.	Clerk		Appoint and employ only within approved budget. Demote and discipline to be followed up with memo to Council.
	Declaration of Internal Conflicts relating to Human Resources, Staff Code of Conduct, and Legal Issues	Clerk		
	Approval of all emergency expenditures deemed essential to mitigate the emergency incident.	Clerk		Consultation with Community Emergency Management Co- Ordinator and Treasurer.
	Signing Authority for Agreements Under By- law and/or Pursuant to Tender Awards	Reeve/Clerk		All Agreements Authorized by Municipal By-law; Affix Corporate Seal; Two Signatures Required Note: Deputy Reeve in Absence of

			Reeve; Treasurer/Deputy Clerk in Absence of Clerk.
Returning Officer, Responsible for Administration of all Municipal General Elections and All By-Elections for the Township of Jocelyn	Clerk	Municipal Elections Act, 1996, S.O. 1996, c. 32	Prepare and update forms and written procedures for all components of conducting an election.
Designate an event as event of municipal significance for purpose of prescribing it as a special event occasion where an application has been made.	Council	Liquor Licence Act R.S.O. 1990, c. L. 19	Compliance with all applicable AGCO Regulations; Consultation with applicable Township approvals for licensing.
Issuance of "Letters of No Objection" for temporary liquor licence extensions.	Clerk	Liquor Licence Act R.S.O. 1990, c. L. 19	Consultation with applicable Township Departments.
Issuance of Lottery Licenses	Clerk	Criminal Code (Canada) Order-in- Council 1413/08 Gaming Control Act, 1992	Compliance with all applicable AGCO Regulations. Associated Policy Defines Criteria, S203-05.
Records Management Oversight and Authority to administer the Records management by law and make modification to the Retention Schedule from time to time as may be required.	Clerk	Municipal Act, 2001, S.O. 2001, C. 25, as amended, s. 254	Compliance with Township Records Management By-Law and associated policies
Freedom of Information and MFIPPA Co-ordinator; All powers and duties under said Act	Clerk	Municipal Freedom of Information and Protection of Privacy Act,	
By Virtue of Office: Division Registrar Commissioner of Oaths Marriage Officiant, Licensing of Marriage	Clerk	Commissioner for Taking Affidavits Act, R.S.O. 1990, c. C. 17 Marriage Act, R.S.O. 1990, c. M. 3 Vital Statistics Act, R.S.O. 1990, c. V.4	Licensing of Marriage & Marriage Officiant as Authorized by By- law) Commissioner of Oaths – Clerk, Treasurer, & Deputy Treasurer by Virtue of Office

Processing & Approval of Livestock Valuation Claims	Clerk	OMAFRA's "The Ontario Wildlife Damage Compensation Program"	Follows recommendation of report of livestock evaluator and OMAFRA approval
Approval of Tax Write-Offs and Increases relating to gross manifest errors.	Treasurer		
Authority to enter into agreements with the Municipal Property Assessment Corporation (MPAC) for electronic download of property assessment information.	Treasurer/Cl erk		Treasurer may consult with legal counsel if required
Authority to enter into recurring annual agreements with respect to continuance of technical software support services, and or data license agreements, subject to annual review and budget approval.	Clerk/Treasurer		
Register any instrument on behalf of the Township against the title to lands in which the Township has an interest	Clerk	Land Titles/Registry Act	Review with Township solicitor
Approve execution of agreements for the amendment, extension, renewal, and/or revival of leases and licenses on substantially the same terms and conditions of the original agreements	Clerk/Treasurer	Municipal Act, 2001, S.O. 2001, C. 25, as amended, s 23.1 and 270(1)	
Retain external counsel, any expert or other person to assist in an actual or potential action or other legal proceeding or to obtain legal advice on behalf of the Township.	Clerk	Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1	Cost or retainer shall fall within approved budget. Outside of budget requires report to Council.
Accept service of any legal document on behalf of the Township.	Clerk/Treasurer	Rules of Civil Procedure; or Municipal Act, 2001, S.O. 2001, C.25, as amended, section s 9, 11 and 23.1	
Oversight of Procurement of Goods and Services	Clerk/Treasurer		Authority to approve invoices and sign contracts/agreements as

			authorized by the approval levels under current procurement policies and within the annual budget
Authority to enter into Conditional Building Permit Agreements	Chief Building Official	Building Code Act, 1992, S.O 1992, c. 23	Agreement template reviewed by Township Solicitor and approved by Clerk
Appeal any decision resulting from an appeal of a decision of the Chief Building Official	Council	S.26 Building Code Act, 1992	Appeal to be on a basis acceptable to the City Solicitor
Authority to pass a by-law to appoint persons as Building Inspectors and Deputy Chief Building Officials	Council	s. 3(2), Building Code Act, 1992	
Make application to the Registrar under the Cemeteries Act to own, establish, alter or increase the capacity of a cemetery, a declaration of the abandonment of interment rights, or a declaration of the abandonment of a cemetery	Clerk/Treasurer	S. 2, 15, 30, 60 Cemeteries Act	
Enter into agreements for the sale of interment rights	Clerk/Treasurer	S. 25 Cemeteries Act	
Approve and execute agreements to permit park access for short- term use and private gate access to parks	Council	Municipal Act, 2001	
Authorization to control and manage each cemetery under the jurisdiction of the Township of Jocelyn subject to the requirements	Clerk/Treasurer		
Approve Site Plan Control Agreements*	Clerk/Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	*Approval pertains only to Agreements where application is in full compliance with Zoning By-law.

				Council still has authority over site plan where zoning amendment is required.
	Amendments to Site Plan Agreements*	Clerk/Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	*Approval pertains only to Agreements where application is in full compliance with Zoning By-law. Council still has authority over site plan where zoning amendment is required.
	Take all steps necessary to respond to appeals filed with the Local Planning Appeal Tribunal in accordance with Council and Committee of Adjustment Decisions, including retention of external lawyers and experts, as required, and filing or responding to procedural matters as deemed necessary.	Clerk/Planning Board	Municipal Act, 2001, S.O. 2001, C.25, as amended, section 23.1	In consultation with Township Planning Board and legal counsel.
	Planning Application Completeness	Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	
	Parking Exemption Agreement	Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	
	Minor Variance Agreements	Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	
,	Consent Agreements	Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	
	Severance (Consent) and Validation of Certificate Applications – Comments and Clearances to the County of Elgin	Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	Subject to concurrence from the Clerk and
	Extensions Requests to Draft Plan Approvals for Subdivision/Condominium – comments to the County of Elgin	Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	Subject to concurrence from the Clerk and

Telecommunication Towers – Letter of Concurrence	Planning Board	Radio communications Act	
Municipal Clearances with respect to Draft Plan Approval to facilitate registration upon fulfillment of conditions	Planning Board	Planning Act, R.S.O. 1990, c. P. 13, s. 5(1)	Subject to concurrence from the Clerk and Council
Enter into Fire Service Agreements for provision of fire protection services to lands located outside Jocelyn or receive services from a fire department located outside of Jocelyn	Fire Chief		Agreement acceptable to Township Solicitor. Report to Council
Activate an emergency plan and implement municipal emergency control group notification	Emergency Management Coordinator		
Enter into agreements for mutual or automatic aid management operations or emergency response outside scope of Emergency response such as but not limited to CBRNE, Hazmat, confined space, high angle rescue.	Fire Chief		Agreement acceptable to Township Solicitor. Report to Council
Execute agreements for emergency management and emergency response for services such as Red Cross, Transit, Ontario Provincial Police, etc.	Fire Chief		Agreement acceptable to Township Solicitor. Report to Council
Authority to take all proper measures for prevention, control and extinguishment of fires and protection of life and property and shall exercise all powers mandated by legislation.	Fire Chief	Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4	
Approval and signing authority to execute agreements and documents to provide fire and public safety training, facility and	Fire Chief		

			P			For works previously approved by Council when not considered emergency
	Clerk	Council		Clerk in consultation with CHIEF BUILDING OFFICIAL	Clerk	Clerk
services to external clients.	Authorization to close municipal parks due to seasonal restrictions, inclement weather, and emergencies which could affect the health and well-being of the community	Authorization to manage and perform maintenance, removals, and planting of trees within the Township's right-of-way and property		Authority to execute applications for new entrance permits and culvert installations; provide written confirmation to applicant of diameter of culvert required	Issuance of Road Occupancy Permits and Municipal Consent for utility maintenance and works within road right-of-way, and/or for Special Event Road Closures	May temporarily close any highway or portion of a highway: A) For construction, repair or improvement of the highway or portion of the highway, or construction or repair of any works, under, over, along, across, or upon the highway or portion of highway; B) Social, recreational, community, athletic or cinematographic purpose, or combination thereof; C) For any request under emergency services;

							Authority to sign subject to budget/project approval		
	Clerk	Clerk/Reeve to sign on Council approval	Council by approval of bylaw	Clerk in consultation with Winter Maintenance Contractor	Council	Council	Clerk/Treasurer	Clerk	Clerk
D) For construction purposes when public safety may be impacted	Authority to act as Owner in dealing with Ministry of Environment, Conservation and Parks	Agreements, including cost sharing agreements between the Township of si Jocelyn and Local Area Municipalities, agregarding road construction and/or road maintenance.	Temporary Reduction or Lifting of Load Limits on Highways, including designation of againernate routes where applicable.	Authority to declare a significant weather continuous time to extend the response time to wather achieve Minimum Maintenance Standards Continuous Maintenance Standar	Authority to provide reciprocal assistance to Carlo Public Works Departments in other Local Area Municipalities	Private Utility and Alternative Locate Co	Execute applications for federal or provincial Cl funding or subsidy programs for operating costs or capital projects as well as subsequent submissions that may be required for the receipt of funds	Enter into agreements for Waste Cl	Regulatory and compliance for Landfill CI Operations



Correspondence

June 3, 2025

To: Township of Jocelyn, Administration, and Provincial Ministry

From: Diane Candido May 26,2025

I am writing this letter in honour of council's recent progress and accomplishments and their challenges yet to come.

Two and a half years ago, council began making decisions that led to dysfunctional protocol, broken codes of ethics, lack of appropriate upkeep of services and financial chaos. In my opinion, this occurred due to council's misunderstanding of the differences between the role of administration and that of council plus a strong desire to decrease taxes.

In recent months, by all appearances, with help from the ministry, this is changing and counci is headed in the right direction. At the last meeting, it was apparent that council's protocol and adherence to codes of ethics has dramatically improved, and our financial structure is almost up to date with a promise for completion by the end of August.

As a person with a business background, I still have some concerns about Jocelyn's future. Upcoming we have a document Financial Asset Management Plan, which is very comprehensive, and includes many elements, including climate change, type of population growth, Saint Joseph Island concerns, types of land, our physical assets and our present financial status, etc. In order to do this document, the company doing this document must be versed in all of the elements, have access to all the tools required, plus must have accurate up to date information about our finances and accurate professional assessment of our major assets such as roads and emergence equipment, rather than subjective opinions by council, staff, and volunteers.

The company should also be able to recognize the flaws of last year as outlined in that document, and have an understanding of the increased criteria for this year. Note: two major issues that I personally have concerns with at this moment is: 1) our roads which are substantially past due for a roads needs study, plus suffering from the cutbacks for the purpose of cutting taxes and 2) emergence services for which we have lost a fire truck and have yet to upgrade the fire station for it's accommodation, leaving a substantial section of our community in emergency peril.

The Financial Asset Management Plan is crucial to our future. We must not minimize its importance. Thus, while the choice is council's, I can only assume that council is wise enough to consult with the ministry in regard to a qualified company.

God bless our council for their diligence in moving forward for the future of our community. God bless the ministry for their assistance;

I would appreciate this letter to be read at the next council meeting.

I am also sending copies to the Jocelyn Ratepayers Association and to My Jocelyn Township in case you missed it, in the spirit of transparency.

To: Jocelyn Township Council

Re: Jocelyn Township Hall - Accessibility

This came up at the last two voting session held at the Jocelyn Hall, and at a recent fund raiser held there. The accessibility is a problem and should be addressed as it probably does not meet requirements.

Back at the May 4 2023 meeting of the original Jocelyn Recreation Committee, a resolution was passed to apply for a grant for repairs:

"The Inclusive Community Grant application had been filed and it was suggested to apply to the Ontario Trillium Foundation for capital grant funding for new windows, front door, ramp, and automatic door at the hall. Will reapply for the ramp and door with this program as well in case we are not successful with funding with the first grant application.

23.15 Moved by Bernie Crosby

Seconded by Janet Callahan

Resolved that we do make application to the Ontario Trillium Foundation Capital Grant program to improve Community facilities and spaces at the Jocelyn Township Hall.

Cd."

This was addressed again at the August 17 2023 meeting.

"The grant application has been done for the windows & doors at the hall but there has been no reply to date."

There was an extensive file put together on this by the then Deputy-Clerk, with measurements and requirements. Perhaps if this folder could be found a new grant may be available to further pursue this matter and correct this problem.

Bernie Crosby

INCORPORATED VILLAGE OF HILTON BEACH

3100 BOWKER STREET, P.O. BOX 25 HILTON BEACH, ONTARIO - POR 1GO

PHONE (705) 246-2242 FAX (705) 246-2913 E-MAIL: info@hiltonbeach.com WEBSITE: www.hiltonbeach.com

Dear Ms. D'Angelo,

The Village of Hilton Beach Recreation Committee is once again planning for their upcoming summer events. In the past, we have rented the Jocelyn Recreation Wagon to use at our Arts at the Dock event. It is of great benefit for the event in transporting people back and forth from the Marina and Community Hall. We would like to request the use of the wagon again this year for Arts at the Dock if that is possible. The event is on July 20, 2025.

Thank you for your time and consideration of this request.

Sincerely,

Paula Callahan

Deputy Clerk

Training Consultant Report

June 3, 2025

Kaylee D'Angelo

From:

Lars Moffatt <lars.moffatt5@gmail.com>

Sent:

May 28, 2025 11:23 AM

To: Subject: Kaylee D'Angelo Items to get trained on

Hi Kaylee,

Here is a list below of the immediate items that staff should tackle and get training on. Please distribute to your staff as you wish.

- 1. How to remit and complete and off the OCIF, NORDS, and Gas Tax annual remittances. These need to be done to receive funds and each has different reporting for investment interest (if the funds are not spent and carried over). You will need to get access to the CCBF Gas Tax Portal (For treasurers) and Line will provide you a draft OCIF form your team can fill out interim for 2024 (previous year) and 2025 expected expenses. The final report can then be submitted electronically in TPON once you get access. These are needed for the budget as they determine if we are pulling funds from previous years and are also needed when you do your audits. For NORDS, she can also walk you through how to complete these forms and if you have to go back and remit for previous years. Reports will need to be done for previous years to account for interest earned on the money as that will impact this year's NORDS payment.
- 2. TMM Tax Adjustments (How to pay back credits on accounts), adjustments for write offs of interest, transfers of credits, etc. Staff will need to know how to do these in TMM and the related SAGE entries. If these are done incorrectly, your books can get screwed up very quickly.
- 3. TMM How to do Supplementary bills and write offs in TMM when you receive the necessary information from MPAC and the related SAGE Entries that need to be inputted.
- 4. McBee Creation, sage entries & bank reconciliations. Line or myself can walk through how to create a McBee (other people call it a general journal) sheet for monthly reconciliations. I believe she provided Michelle a template, and now it needs to be molded to fit Jocelyn. This will track money coming in from various sources, and either of us can walk staff through the necessary SAGE entries (for depositing cash vs revenues) at the end of month. The sheet will need to reflect Jocelyn's ledger account numbers and their respective account names.
- 5. **Journal Entries in SAGE** Line can walk through staff how to complete a journal entry for items that are required. She can teach Michelle how to do and set up recurring entries to save her time in the long run and create a set of entries that can be done annually. These are super important to balance books and knowledge is needed for various types of reconciliations.
- 6. **School Board remittances and quarterly payments** Line can show you how to do these and assist with catching up on previous quarterly payments not paid and where necessary information can be found. 2024 final report will also need to be completed.

Kaylee D'Angelo

From:

Line Webster < lwebster@plummertownship.ca>

Sent:

May 29, 2025 10:18 AM

To:

Kaylee D'Angelo

Subject:

List of Topics Covered/ Items that need more training.

Topics Covered / Touched On

1. Reporting

- o NORDS (Northern Ontario Resource Development Support)
- OCIF (Ontario Community Infrastructure Fund)
- o GAS TAX (via AMO Association of Municipalities of Ontario)

2. TMM (Tax Management Module)

- o How to close TMM
- How to make adjustments
- How to supplement bills

3. Payments

- Monthly payment process (caught up)
- Quarterly payment process (caught up)

Items That Need More Training

1. Sage Accounting Program

Inputting TMM tax entries in Sage

2. Banking

o End-of-month bank reconciliation process

3. Expenditure Report

Preparing expenditure report for monthly council meeting

4. Taxation

- Entering Tax Rates in OPTA for the 2025 Tax billing year. (How to change the tax ratio)
- 5. CRA (GST Rebate biannually) and T4 to be submitted electronically (Need access to CRA Account)
- 6. ROE (record of Employment) how to issue ROE (Need ROE web account)
- 7. EHT Tax Reporting (Due in March) (Employer Health Tax)
- 8. WSIB (Online reporting Quarterly)
- 9. Budget and Year End for Audit

NOTE:

These are the items I can think of right now, but there are many aspects to the role of a Municipal Treasurer. It will take several months to fully adjust and become comfortable with all responsibilities.

Line Webster

CAO-Treasurer

Township of Plummer Additional 38 Railway Crescent Bruce Mines, ON POR 1C0

(705) 785-3479 ext 102 lwebster@plummertownship.ca

