

The Corporation of The Township of Jocelyn

Agenda Package

Regular Meeting of Council - August 5, 2025

The Corporation of The Township of Jocelyn

Regular Meeting of Council

Tuesday August 5, 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 from Most Recent Meetings
 - 5.1. April 8, 2025
 - 5.2. April 29, 2025
 - 5.3. May 6, 2025
 - 5.4. June 3, 2025
 - 5.5. June 30, 2025
 - 5.6. July 8, 2025
 - 5.7. July 14, 2025
6. Delegations/ Presentations – *Judi Dukes presenting House of History Repair*
7. Committee of the Whole Working Session (to work on policy/plans)
 - 7.1 Draft Reimbursement Policy
 - 7.2 Volunteer Code of Conduct – Draft revision
 - 7.3 Share Shed Orientation – Draft
8. By-Laws – *By-Law No. 2025-1655 A by-law to establish a landfill committee*
9. Public Hearings: Planning or Zoning Matters – *St. Joseph Island Planning Board : Notice of Application for Consent to Sever Land*
10. Committee / Local Board Reports
 - A. Roads
 - B. Museum
 - C. Planning
 - D. Landfill
 - E. Tenby Bay Cemetery – Submitted by Bernie Crosby
 - F. Fire Department – Update on a potential pumper truck for #2 Fire Hall. Attached

- 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)
- 11.2 Clerk's Report – *Introduction of Concern Tracker*

12. Leadership Issues

- 12.1 Asset Management Plan – Recommendation from Clerk/ Treasurer

13. 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 Human Resource matters with respect to Treasury

14. Business Arising From Closed Session

15. Confirmation of Proceedings By-Law

Recommendation: Be it resolved that Council does pass By-Law No. 1656 confirming the proceedings of the August 5, 2025 meeting.

16. Adjournment

Delegation Presentation – Judi Dukes
August 5, 2025 – Regular Meeting of Council

Schedule "A" to By-law No. 2024 – 1574

Corporation of the Township of Jocelyn

DELEGATION REQUEST FORM

Date of Meeting you wish to attend: August 12th 2025

Name of Person(s) wishing to make presentation: Judi Dukes
judidukes@gmail.com

Title/Position, if applicable: Past Rec. Chair.

Group/Organization Delegation Represents, if applicable:

Mailing Address: 1326 ORRELL CALLAHAN DR.

Postal Code: P0R 1G0 Contact Telephone Number: 705 542 7632

Action/Decision being Requested: House of History REPAIR.

Additional Comments, if applicable: _____

If you require assistance completing this form, please contact: admin@jocelyn.ca

Note: Pursuant to the Procedural By-Law, delegations may be heard by Council. Matters that, in the opinion of Council, are not within their legislative authority to control, or are repetitive in nature, may be declined. Requests for inclusion must be received in writing, on this form, no later than the Tuesday of the week prior to the date of the Council meeting.

Draft Policies

August 5, 2025 - Regular Meeting of Council

1. Reimbursement Policy
2. Volunteer Code of Conduct - Revision
3. Share Shed Orientation

The Corporation of the Township of Jocelyn

Reimbursement Policy

Policy Title: Reimbursement of Expenses

Effective Date: [Insert Date]

Approved By: Council of the Township of Jocelyn

Review Date: [Insert Review Date]

1. Purpose

This policy outlines the procedures and conditions under which staff, council members, and board members of the Corporation of the Township of Jocelyn may be reimbursed for expenses personally incurred while conducting Township business.

2. Scope

This policy applies to all employees, members of council, and members of Township boards or committees who incur eligible expenses on behalf of the Township.

3. General Policy Statement

The Township will reimburse eligible expenses incurred personally by staff, council, and board members provided the expenses:

- Are directly related to Township business;
 - Are reasonable and necessary;
 - Do not exceed the limits established in the Township's Procurement Policy;
 - Are supported by appropriate documentation.
-

4. Eligible Expenses

Eligible expenses may include, but are not limited to:

- Travel, mileage, meals, and accommodations related to Township business;
 - Supplies or minor materials purchased due to urgency or necessity;
 - Event or registration fees on behalf of the Township.
-

5. Documentation Requirements

All reimbursement requests must include:

- An original itemized receipt for each expense;
- A signed statement from the purchaser confirming the purchase was for Township business;
- A completed reimbursement form, if applicable.

Receipts must be submitted to the Township office within 30 days of the expense being incurred unless otherwise authorized.

6. Reimbursement Limits

All reimbursement amounts must comply with the Township's Procurement Policy. Purchases exceeding authorized thresholds will not be reimbursed unless pre-approved in writing by a person with appropriate signing authority.

7. Approval and Payment Process

- Reimbursement requests must be reviewed and approved by the CAO/Clerk or designated staff.
 - Reimbursements will be processed and paid within **14 business days** of receiving a complete and approved submission.
 - Payments can be made by **electronic transfer** or **cheque**.
 - All reimbursement payments require signatures from **designated council members and staff with signing authority**, in accordance with the Township's financial policies.
-

8. Compliance

Failure to comply with this policy may result in a delay or denial of reimbursement. Any fraudulent claims may be subject to disciplinary action.

9. Policy Review

This policy will be reviewed every [e.g., 2 years] or as required to ensure compliance with current legislation and municipal practices.

Signature:

Reeve

Clerk- Deputy Treasurer

Date of Approval:

The Corporation of the Township of Jocelyn

Volunteer Code of Conduct

The Township of Jocelyn values the contributions of its volunteers. Their dedication, time, and effort are vital to the success and sustainability of our community initiatives. Volunteers are an important extension of the Township team, and we appreciate their drive, hard work, and commitment to public service.

To ensure a safe, respectful, and professional environment for everyone, the following Code of Conduct applies to all volunteers:

1. Standard of Conduct

- Volunteers are held to the same professional standards as municipal staff and are expected to conduct themselves with integrity, respect, and accountability at all times.
- Volunteers must adhere to all applicable municipal policies, bylaws, and procedures while performing their duties.

2. Reporting Structure

- Volunteers report directly to the **Clerk**, who in turn reports to **Council**.
- Volunteers may oversee day-to-day operations but **may not make decisions to close facilities (e.g., the Share Shed) without consultation and approval from the municipal office staff**.

3. Public Communications

- Volunteers **must not create or share promotional content on personal social media accounts** relating to Township services, events, or operations.
- All public communications and advertisements must be coordinated through the **Clerk**, who manages postings on official Township channels.

4. Training Requirements

- Volunteers are required to complete **WHMIS and First Aid training** as a condition of their volunteer role.
 - The Township will **cover the cost** of these mandatory training programs.
-

5. Complaints and Conflict Resolution

- **If a complaint is made against a volunteer**, it will be addressed through a formal meeting with the **Clerk**.
 - **If a volunteer has a concern or complaint**, it must be documented in writing and submitted to the **Clerk**, who will work to resolve the issue in a fair and timely manner.
-

6. Disciplinary Action

- Volunteers, like municipal staff, are subject to disciplinary action if they fail to meet the standards outlined in this Code of Conduct.
 - Disciplinary actions may include verbal or written warnings, suspension, or **dismissal from the volunteer role** depending on the nature and severity of the conduct.
 - Grounds for discipline include, but are not limited to: disrespectful behaviour, failure to follow procedures, unsafe conduct, insubordination, or breaches of confidentiality.
-

Acknowledgement

I, the undersigned, acknowledge that I have read, understood, and agree to comply with the Township of Jocelyn Volunteer Code of Conduct.

Name (Print): _____

Signature: _____

Date: _____

The Corporation of the Township of Jocelyn

Share Shed Volunteer Orientation

Thank you for offering your time and energy as a volunteer for the Jocelyn Township Share Shed. The Share Shed is staffed completely by volunteers and you are a valued part of its success.

What is the Share Shed?

Located in the Jocelyn Township Landfill, the Share Shed accepts donations in clean, working condition and makes these donations available to others. Voluntary cash donations are forwarded to the local food bank. The Share Shed is open on **Wednesdays and Sundays from 12 to 4** (dependent on volunteer availability) from spring to late fall.

Share Shed Purpose

- The prime purpose is to divert items from the landfill to extend its lifespan.
- The Share Shed raises funds for the local food bank.

Volunteer Job Description

- Greet and assist everyone who comes to the Share Shed.
- Assess and accept items being donated. Check the small shed for items that may have been donated outside of Share Shed hours.
- Display items in an orderly fashion.
- Assist customers looking for specific items and, if you are able, assist those needing help getting their items to their vehicles.
- Bring garbage to the landfill, metal to the metal recycling and non-working electronics to the waste area.
- Communicate with office staff when you are in need of supplies or assistance.

Volunteer Requirements

- Make an appointment at the Township office with the Clerk to register as a volunteer. This **must** be done prior to your first shift.
- Sign up for a regular shift. The Share Shed is open on Sundays and Wednesdays from 12 to 4, and people can sign up for all or part of any shift. The commitment can be weekly, biweekly or monthly.
- If you are unable to work a shift, inform the others through the group chat to see if anyone can take your shift.
- The Share Shed does not have electricity or running water. Bring your own water and dress appropriately for the weather as there is neither heat nor air conditioning.
- Closed toed shoes are required. Work gloves are highly recommended.

Draft By-Law

August 5, 2025 - Regular Meeting of Council

1. By-Law 2025-1655 a By-Law to establish a Landfill Committee

THE CORPORATION OF THE TOWNSHIP OF JOCELYN
BY-LAW NO. 2025-1655

Being a by-law to establish a Landfill Committee for the Corporation of the Township of Jocelyn

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes municipalities to establish committees and to appoint persons to such committees;

AND WHEREAS the Council of the Corporation of the Township of Jocelyn deems it desirable and in the public interest to establish a Landfill Committee to provide recommendations and advice to Council regarding landfill operations and related matters;

NOW THEREFORE the Council of the Corporation of the Township of Jocelyn enacts as follows:

1. Establishment

That a committee to be known as the **Landfill Committee** is hereby established as an advisory committee to Council.

2. Mandate

2.1 The Landfill Committee shall:

- Review and discuss matters relating to the landfill site;
- Facilitate the exchange of information among members regarding landfill operations;
- Prepare written reports and make recommendations to Council on landfill-related issues;
- Support the Clerk and Council in monitoring and planning for the effective and sustainable operation of the landfill.

2.2 The Committee shall have no authority to direct staff, approve expenditures, or make binding decisions. All final decisions, including the direction of work, remain the sole responsibility of Staff and Council.

3. Composition

3.1 The Committee shall be composed of the following members, to be appointed by Council:

- Two (2) members of Council;
- The Clerk (or designate);
- Landfill staff (optional, at the discretion of the Committee);
- ~~One (1)~~ ^{two (2)} optional community volunteer who:
 - Owns property within the Township of Jocelyn;
 - Possesses relevant experience in fields such as waste management, environmental services, engineering, or municipal operations.

3.2 The Committee shall elect a Chair from among its members at its first meeting.

elect Secretary (Clerk or designate)

4. Meetings and Reporting

4.1 The Committee shall meet as required, and no fewer than four (4) times per calendar year.

4.2 A designated Committee member shall prepare a written report following each meeting and shall submit such report to the Clerk **no later than the Thursday preceding each regular Tuesday meeting of Council.**

4.3 The designated member shall present the report during the regular Council meeting.

by All meetings Minutes for each meeting

5. Term of Appointment

Members of the Landfill Committee shall serve for the term of Council or until such time as Council, by resolution, determines otherwise.

6. Conduct

All members of the Committee shall adhere to:

- The Municipal Conflict of Interest Act;
 - The Township's Code of Conduct and applicable policies;
 - Any additional requirements set by Council from time to time.
-

7. Severability

If any section or part of this By-law is found by a court of competent jurisdiction to be invalid, it is the intention of Council that all other sections and parts shall continue in force.

8. Effective Date

This By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS ____ DAY OF _____, 2025.

Reeve: _____

Clerk: _____

Planning/ Zoning Matters

August 5, 2025 - Regular Meeting of Council

ST. JOSEPH ISLAND PLANNING BOARD

NOTICE OF APPLICATION FOR CONSENT TO SEVER LAND

TAKE NOTICE that the St. Joseph Island Planning Board has received a complete application for consent to sever land and will meet to consider this application on:

Monday, August 18th, 2025 at 7:00 p.m.

at the

Township of Hilton Municipal Office

2983 Base Line Road (Hwy. 548), Hilton Beach, Ontario

The purpose and effect of the subject application for consent is to permit the severance of one new rural residential lot from part of Lot 1, Concession K, Township of St. Joseph. The proposed new lot would consist of approximately 36 hectares (90 ac.) of agricultural land with frontage of 754 metres (2,475 ft.) on A Line Road and has a single farm residence and outbuildings located thereon. The parcel proposed to be retained consists of about 4 hectares (10 ac.) with road frontages of about 251 metres (825 ft.) on A Line Road and has a single residence and private garage located thereon.. The two parcels were previously under separate ownership but have merged under the provisions of the Planning Act as a result of common ownership.

ADDITIONAL INFORMATION regarding the application is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

ANY PERSON may attend the meeting and/or make written or verbal representation either in support of or in opposition to the proposed consent. If a person or public body that files an appeal of a decision of the St. Joseph Island Planning Board in respect of the proposed consent does not make written submission to the St. Joseph Island Planning Board before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

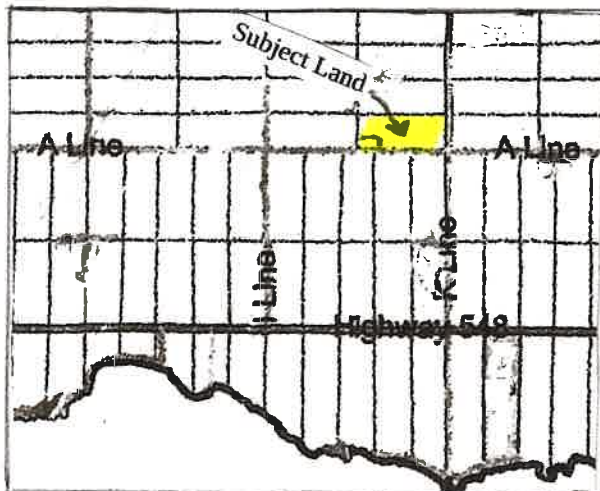
If you wish to be notified of the decision of the St. Joseph Island Planning Board in respect of the proposed consent, you must make a written request to:

St. Joseph Island Planning Board

P.O. Box 290

Richards Landing, Ontario P0R1J0

KEY MAP



Dated at St. Joseph Island
this 24th day of July, 2025

Michael Jagger, Secretary-Treasurer

St. Joseph Island Planning Board

Telephone: 705-542-4606

Email: sjiplanningboard@gmail.com

Applicant: Jane Kent

Consent Application # 3/25

Committee Reports

August 5, 2025 - Regular Meeting of Council

2025 July 28

TENBY BAY CEMETERY

All headstones at the Tenby Bay Cemetery have been scraped down, removing the moss and lichen. They have then been given a scrubbing in accordance with recommendation from Lock City Monuments.

The gate has been scrubbed down as well as the sign. I would have touched up the stain for the fence posts but I had turned in the stain to the office.

In the process, I found that the headstone for Alex J. Belvall (Alex Levens on the reverse) on plot number D5/D6 is no longer attached at the base. I have advised Lock City Monuments of this. I would recommend that hazard tape be placed around this, until it is repaired.

Bernie Crosby

- We had 1 fire call and 9 first response calls in the month of July. We have had 35 calls so far this year.
- We have completed the mandatory yearly mechanical certifications on all four trucks.
- We had our Fire Department Open House on Saturday July 19th. We had a good turnout. We demonstrated our equipment and handed out Fire Safety information. The Fire Marshalls Fire Advisor Brad Nebal was also in attendance. Thanks to all the volunteers and members of the community that make cookies and donated ice cream.
- #2 Fire Hall driveway was the recipient of the left over gravel from the road work in the hall's area. Thanks to the road crews who went out of their way to fix us up. #2 Hall's sign was also removed for painting and will be back up soon.
- Monday Aug 4 Coucillor Greg Gilbertson and I will be going to Sudbury to look at a GMC Fort Gary Fire Truck the was owned by Port Carling FD. The Truck Specifications are as follows:

2000 GMC 8500 Chassis
Fire body by Fort Gary
1050 GPM pump
800 gal booster tank
Pump tested 3 years ago
34,000 km

We will evaluate the truck and have a pump test scheduled in the afternoon by JJ Fire Service, if the truck passes inspection we will consider purchasing it.

Rick Sirvio

Jocelyn Fire Chief

Clerk's Report

Submitted By: Clerk Kaylee D'Angelo

August 5, 2025 - Regular Meeting of Council

Date: August 5, 2025

Submitted by: Clerk- Deputy Treasurer Kaylee D'Angelo

Subject : August Clerk's Report

Administrative Staff Working on:

- **Tax Billing** – Staff will be sending out final tax bills in August. These will reflect two payment amounts, one will be due September and the other in November.
-

News Update: A) The Share Shed is currently open on Sundays 12-4pm and is now open on Wednesdays from 12-3pm. This is subject to volunteer availability. The volunteers have been working to ensure the Share Shed is kept organized, items moving in and out, and that the environment be welcoming for all. Tracey and I have spoken about the possibility of adding a picnic table.

B) The job posting for the role of Treasurer has been posted on job search websites, our website and our bulletin board.

Important Dates:

- A) The deadline for the posted position of Treasurer is Tuesday August 12, 2025 at 4:30pm.
- B) If you have an important date you would like us to share, please email it in or stop by the office.

RECOMMENDATION:

Be it resolved that Clerk's Report dated August 5, 2025, be received as presented.

Asset Management Plan – 2025

Choosing The Service Provider

We gathered information from two different providers, hoping to compare cost and quality of service provided.

Asset Management Plan – 2025

Julie Bouthillette is a seasoned CPA, having earned her designation in 2014, and brings over a decade of experience in municipal finance and management, with a specialization in asset management for municipalities. Her professional expertise includes significant contributions to the financial and administrative strategies of municipalities, where she employs her deep knowledge in public sector accounting. Julie is highly skilled in assessing asset value, lifecycle costing, and financial forecasting, which equips her to optimize asset investment, maintenance, and replacement, ensuring efficiency and asset longevity.

Her work in asset management is characterized by a comprehensive understanding of best practices, which focus on strategic planning, risk assessment, and performance measurement frameworks. Julie also places a strong emphasis on ensuring compliance with Ontario's regulatory standards, effectively mitigating risks and safeguarding public interests. Her rates are \$90 per hour. Her preferred approach is to assess each phase of work, provide an estimate detailing hours and expected outcomes, and ensure no billable work proceeds without prior approval.

Phase 3: AMP Update & Ongoing Asset Management Support

Phase 3 is designed to efficiently provide the annual support you need to achieve your desired infrastructure performance objectives.

Phase 3	Activity
3.1	Ongoing AMP Governance - Annual Council Presentation, Updates to Phase 2.1 as required, Organizational Planning)
3.2	Annual Asset Management Plan Update - Update Steps 2.1 to 2.4 Each Year

Phase Three Deliverables

Updates to all previous deliverables:

- ✓ Board Minutes, copy of Resolution approving any AMP updates, and related annual policy changes.
- ✓ Annually Updated Asset Management Plan
- ✓ Annual Updated CRV data
- ✓ Annual Updated Asset Management Policy

4.2 Proposed Budget

Our proposed budget is outlined as follows:

Phase	Proposed Budget
1 – Project Awareness	\$1,500
2 – Asset Management Plan – Phase Four	\$18,500*
3 – Annual Update & Ongoing Support	\$7,500 per year
*- \$7,000 SVF Advisory - \$11,500 Agile Infrastructure	

4.3 Project Timelines

We propose to complete the AMP update by September 2025. We then propose to update the AMP between May and August each year, with an annual update kickoff meeting in April and an annual presentation to Council in August.

Phase 1 Project Awareness		May	June	July	August	September	October	November	December through April
1.1	Establish new Asset Management Team								
1.2	Kickoff and Information Session with AM Team								
1.3	Project Management and Regular Schedule Updates								
1.4	Collect Information via Request for Information								
Phase 2 AMP Development		May	June	July	August	September	October	November	December through April
2.1	Asset Register Updates - CRV Templates for Financial Information Return								
2.2	Service Delivery Review - Performance and Spending Forecasts, Asset Performance Indicator Analysis								
2.3	Financing Strategy - Desired Asset Investment Forecast, Operating and Capital Budget Analysis								
2.4	Asset Management Plan Document Update								
Phase 3 Ongoing Support		May	June	July	August	September	October	November	December through April
3.1	Ongoing AMP Governance - Council Presentation								
3.2	Annual Asset Management Support - Review and Updates to Phase 2 as necessary								

Corporation of The Township of Jocelyn

By-law No. 2025-1656

Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 5th day of August , 2025.

Whereas Subsection 3 of Section 5 of the Municipal Act, SO 2001, c. 5, provides that municipal powers, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise.

And Whereas it is deemed expedient and desirable that the proceedings of the Council at it's meeting on the **5th day of August 2025** be confirmed and adopted by by-law.

Now therefore, the Council of The Corporation of The Township of Jocelyn hereby **Enacts as follows:**

1. That the actions of the Council at its meeting held on the **5th day of August 2025**, in respect of each motion, resolution and other action passed, and taken by the Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this Bylaw; and
2. That the Head of the Council and the proper officers of the Corporation of the Township of Jocelyn are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and, except where otherwise provided, the Chair and the Clerk are hereby directed to execute all documents necessary in that behalf, and to affix the Corporate Seal of the Corporation of the Township of Jocelyn to all such documents.
3. This By-law shall come into force and effect on the date of final passing thereof.

Passed in Open Council on the **5th day of August, 2025.**

Reeve

Clerk