

The Corporation of The Township of Jocelyn

Special Meeting of Council Minutes

Monday July 14, 2025

6:00pm

3670 5th Side Road, Hilton Beach ON, P0R 1G0

Present:

Reeve Cori Murdock

Clerk- Deputy Treasurer Kaylee D'Angelo

Councillor Jason Kennedy (via Zoom)

Consultant Lars Moffatt

Councillor Greg Gilbertson

Councillor Dennis Sopha

Councillor Albert Crowder – Absent

Call To Order

25-219

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that we call this Special Meeting of Council to order at 6:00pm.

Cd.

Approval of Agenda

25-220

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that we adopt the July 14, 2025 Special Meeting Council agenda as presented.

Cd.

Declarations of Disqualifying Interest – N/A

Rescind The Motion

25-221

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council rescind the following motion from the June 30th Special Meeting of Council :

Moved by: Greg Gilbertson Seconded by: Jason Kennedy

Be it resolved that Council accept the proposed 2025 Budget Report and accept his recommendation of a 18.29% property tax increase, spread out over two bill payments dated September and November.

Cd.

Cd.

Financial Report & Status Update with Line Webster and Lars Moffatt

Revised 2025 Budget Proposal Report Submitted by Lars Moffatt - Attached

25-222

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council accept the Financial Report and Status Update from Line Webster and Lars Moffatt as presented July 14, 2025 .

Cd.

Council did not have questions for Lars at this time.

Revised By-Law

25- 223

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council accepts the revised by-law, **By-Law No. 2025-1653**, *A By-Law to provide for the Adoption of the Current Estimates and Tax Rates, and to provide penalties and interest for defaults of payment thereof for 2025*

Cd.

Confirmation of Proceedings

25- 224

Moved by: Dennis Sopha

Seconded by Greg Gilbertson

Resolved that we do pass By-Law 2025- 1654 to confirm the proceedings of the Special Meeting of Council held on July 14, 2025 .

Adjournment

25-225

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that we adjourn this Special Meeting of Council at 6:18pm, and will meet again on **Tuesday August 5 at 7:00pm** or at the call of the Reeve.

COUNCIL REPORT

Subject: Revised 2025 Budget Proposal Report

To: Clerk D'Angelo & Members of Council

Date: July 14, 2025

From: Lars Moffatt

Recommendation:

1. That Council receive the 'Revised 2025 Budget Proposal Report' for consideration and discussion.
2. That Council accept the revised budget as presented, including the total expenditures for 2025 in the amount of \$1,865,720.36, and the total required property taxation in the amount of \$786,761.38.

Background:

After accepting and approving a budget at a special meeting on June 27, 2025, Council rescinded the approved budget at the July 8th meeting and requested a revised budget with a maximum annual increase of 9%, compared to the proposed 18.28% increase that was originally approved. A revised budget is attached for Council consideration which proposes a 9% increase compared to the previous year.

A draft By-law has also been included, should Council want to proceed with passing the budget and tax rates with a 9% increase.

The previous budget proposed a property tax levy of \$864,711.38, which required an overall reduction of \$77,950 to meet the 9% requirement.

Proposed Tax Increase:

A breakdown of the proposed budget is below and enclosed in the attached by-law. Some of the major proposed amendments are as follows:

- Removal of \$55,000 in transfers to reserves for future working capital and roads projects. It is recommended to keep the transfer of \$45,000 for future fire capital purchases to adequately set aside funds for future, large value capital purchases
- Reduction of administration and planning costs by \$1,000 each.
- Reduction in Recreation expenses by \$1,500
- Roads budget was reduced by \$27,500, where we reduced the overall budget for road gravel expenditures and contingent legal costs related to roads. If required, Council can undertake substantial roads granular projects within the \$375,000 roads capital budget, which would be eligible to be applied against received government funding under NORDS, CCBF and Gas Tax.
- \$8,050 was added back into the budget for the Fire Department's Honorariums, which did not appear to be included in the budget in previous years.

2025 Revised Budget Proposal Report: July 14, 2025

2025 Budget

DEPARTMENTAL BUDGET STATEMENT - GENERAL FUND

Expenditures

EXPENSES	2024 Budget	2025 Budget	Difference
Council	\$ -	\$ 18,369.00	\$ 18,369.00
Administration	\$ 267,096.28	\$ 450,349.66	\$ 183,253.38
Fire & Protective Services	\$ 190,460.63	\$ 214,965.20	\$ 24,504.57
Roads Department	\$ 419,182.04	\$ 436,850.41	\$ 17,668.37
Environmental Services	\$ 76,012.24	\$ 92,823.95	\$ 16,811.71
Public Health/Cemetery	\$ 22,493.00	\$ 24,971.00	\$ 2,478.00
Social Services	\$ 290,405.00	\$ 314,356.00	\$ 23,951.00
Recreation & Culture	\$ 63,397.81	\$ 63,883.68	\$ 485.87
Planning	\$ 10,000.00	\$ 6,000.00	-\$ 4,000.00
Total Operating Expenses	1,329,047	\$ 1,622,568.90	
Capital Purchases/Expenditures	\$ -	\$ 375,000.00	\$ 375,000.00
Transfers to Reserves	\$ 4,129.00	\$ 45,000.00	\$ 40,871.00
Total Expenses	2,668,094	\$ 2,042,568.90	
Minus Depreciation Expense		-\$ 176,848.54	
TOTAL EXPENSES FOR BUDGET		1,865,720.36	

Transfers from Reserves:

Similar to the original budget, a total of \$440,115 would be pulled from reserves and unspent provincial funding. Jocelyn has \$254,972 in unspent funds received from the Province of Ontario through the Northern Ontario Resource Development Support Fund (NORDS) that must be spent by March 31, 2026, plus another \$63,473 that is being received this year. These funds will be allocated to the various surface treatment projects in 2025.

For the remaining amount, Jocelyn has \$185,143 in funds that will be pulled from previous unspent funding through the Ontario Community Infrastructure Funds (OCIF) and the Canada Community Building Fund. An estimated \$71,400 of unspent Gas Tax and \$113,743 in unspent OCIF funds would be pulled to fund this year's road projects.

Other Considerations:

If Council accepted this budget, it is very likely that the Township will need to undertake substantial annual increases in future years to meet current levels of service and undertake required capital replacements. More information and recommendations can be provided to Council once we have a better idea of the financial performance of the Township in recent years.

Final Thoughts

Despite the overall tax rates increasing only 9% compared to the original 18.28%, I would still recommend breaking the final tax bill into two separate installments that would be due by September 30, 2025, and November 30, 2025. This would provide residents additional time to pay the final tax bill and pay in two smaller amounts and provide consistent cash flow to the Township. For Council's awareness, a 9.00% in total property tax rates would result in an approximate \$89.26 increase in annual taxes (or \$7.44 per month) per \$100,000 of property assessment.

COUNCIL REPORT

Subject: Financial Duties - Update

To: Clerk D'Angelo & Members of Council

Date: July 14, 2025

From: Lars Moffatt

Recommendation:

1. That Council receive the update on completed financial duties for information.

Update on Financial duties

Since being approved to undertake interim accounting duties for the Township, L.Webster has been processing payments to vendors and incoming property tax payments. Upon the Township passing a budget, we can get these tax rates uploaded into the necessary provincial and Township database and work on preparing the final property tax bills for distribution.

We will also be assisting staff with completing necessary provincial reporting for previous government grants under the Ontario Communities and Infrastructure Fund (OCIF) and the Canada Community Building Fund (Gas Tax). Where possible, we would allocate funds from previously completed projects towards these grants to reduce the carry-forward balance on these annual grants.

Corporation of The Township of Jocelyn

By-law No. 2025-1651

Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 14th day of July , 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 its meeting on the **14th day of July 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 **14th day of July 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 **14th day of July , 2025.**

Reeve


Clerk

Reeve

Kayce D Angelo

Clerk

The Corporation of The Township of Jocelyn

Regular Meeting of Council Minutes

Tuesday July 8, 2025

7:00PM

3670 5th Side Road, Hilton Beach, ON P0R 1G0

Call To Order

25-205

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that we call this Regular Meeting of Council to Order at 7:02pm.

Cd.

Approval of Agenda

25-206

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council approve the July 8, 2025 Regular Meeting of Council Agenda as presented.

Cd.

Declarations of Disqualifying Interest – N/A

Reeve's Address – Attached

Delegations/ Presentations – N/A

Approval of Minutes from Most Recent Meetings

25-207

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council has received the Council Minutes dated March 12 – May 6 by email for review. Council can respond to the Clerk with any edits. By Tuesday July 15, approved minutes will be on the website or available in the office to view.

Cd.

Tax Increase

25-208

Moved by: Albert Crowder

Seconded by: Greg Gilbertson

Be it resolved that Council move to rediscuss the increase in taxes for 2025.

Cd.

Discussion involved Councillors having “second thoughts” regarding the tax increase, with rate payers approaching them to voice concerns, they would like to rediscuss the options.

25- 209

Moved by: Greg Gilbertson

Seconded by: Albert Crowder

Be it resolved that Council request to have Lars Moffatt redo the budget to reflect an increase of 9% instead of the 18.28%.

Recorded vote:

Reeve Cori Murdock – No

Councillor Greg Gilbertson - Yes

Councillor Albert Crowder- Yes

Councillor Jason Kennedy – Yes

Councillor Dennis Sopha - Yes

Cd.

Planning Board Member Appointment

25-210

Moved by: Albert Crowder

Seconded by: Dennis Sopha

Be it resolved that Council appoints Jason Kennedy to the vacant planning board seat to represent Jocelyn Township.

Cd.

Committee / Local Board Reports

Roads – Andrew Gordanier, Stobies Mechanical, reports that they have been prepping the roads for resurfacing, cold patching is underway. 5th Side Road is being regraded, as a temporary solution while we are waiting for Beamish to arrive. There needs to be an increase in brush cutting. On P Line hill, they are working to remove the winter sand that has built up. The A-Line Bridge is well over due for it's inspections, this needs to be arranged as soon as possible. There is currently a 5 tonne limit placed on the bridge, and this could pose a problem for the plow truck in the winter. The beaver has moved on from under the A Line bridge.

Museum- The museum has event such as the Heritage Tea and Teddy Bear Picnic approaching, more details to follow.

Planning – Attached

Landfill – Councillor Albert Crowder asks for the driveway into he landfill to be graded.

Tenby Bay Cemetery – Bernie Crosby has worked to scrape down and scrub the headstones, she is almost complete and hopes to be by next week.

Fire Department – Attached

Building - 6 permits under way

Recreation – The flagpole at Jocelyn Park has been repaired in time for Canada Day.

Trefry – Northshore Health Network received a grant, they will be hosting a “ Healthy Aging Fair”. This is an event for people of all ages. They are looking for people to have a table at the event on September 16, 2025 from 11:00am – 3:00pm at the Legion.

Administrative Matters

25- 211

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council will be entering into contract with Jeff Edwards of Phoenix Emergency Management as our CEMC (Community Emergency Management Coordinator) at this proposed rate of \$2500 for the year.

Cd.

Clerk's Report – Attached

25-212

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council accept the July 8, 2025 Clerk's Report submitted by Kaylee D'Angelo as presented.

Cd.

Asset Management Plan –

Discussion regarding the two options for Asset Management A) Agile or B) Julie Bouthillette

Council has asked Clerk D'Angelo to inquire with other townships and find out what companies they chose and what those costs were.

Correspondence

Requiring Action : St. Joseph Pioneer Museum is hosting a Children's Fall Fair. It is being held on Tuesday August 26th 2025. They would like to use the quilted banner that belongs to the township.

It was agreed upon that Janet Callahan will pick up the banner for this event.

Closed Session

25-213

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council proceed into Closed Session at 8:45p.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,

(d) labour relations or employee negotiations;

* Discussion regarding the plan for the Treasury Department. A review of the current options as presented by the HR Committee.

Cd.

Arising From Closed Session

25-214

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Resolved that we do rise from Closed Session at 9:17pm.

Cd.

Business Arising From Closed Session

25-215

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council agrees to follow the HR Committee report to extend our agreement with Consultant Lars Moffatt to mid-August and will reassess at that given time.

And during this time, Council instructs Clerk D'Angelo to advertise a 1 year contract for a Treasurer in all appropriate venues.

Cd.

25-216

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that Council agrees to loan the quilted banner to the event that the museum is holding on Tuesday August 26, 2025.

Cd.

Confirmation of Proceedings

25-217

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Resolved that we do pass **By-Law 2025-1651** to confirm the proceedings of the meeting of Council held on July 8, 2025.

Adjournment

25-218

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that we do adjourn the July 8, 2025 meeting at 9:20pm. We will meet again on August 5, 2025 or at the call of the Reeve.

Cd.

July 8th, 2025

Report No.3

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

Attention: Kaylee D'angelo – Clerk, Township of Jocelyn
Subject: June 23rd, 2025 Island Planning Board Meeting
Date Report Issued: 2025-07-08

PREAMBLE

As previously documented in council minutes (and earlier issued Report No.1), 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 for the upcoming meeting and background information was forwarded to me. As such I attended the June 23rd meeting located at the Jocelyn Township Municipal Office.

COMMENTS

Item 1

Previously issued Minutes from April 14th, 2025 were adopted. No direct items relating to Jocelyn Township were included.

Item 2

Previously discussed request for property severance by Bibba Enterprises in the township of St. Joseph was briefly touched upon. Severance was approved by St. Joseph Township. No further action was required.

Item 3

Previously discussed request for property re-zoning in the township of St. Joseph was briefly touched upon. Application was rescinded. No action required.

Item 4

St. Joseph Island Official Plan (Draft) (OP) – On going discussions on the document continued. New mapping discussed as well as changed road descriptions were reviewed. No change to any items affecting Jocelyn Township. No action required.

Item 5

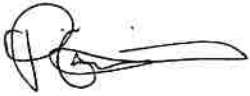
St. Joseph Township Community Improvement Plan was discussed. This primarily affects the Town of Richards Landing. There was a recent open house. It was generally a positive meeting. Future public input will be forth coming. No action required.

Item 6

It has been noted that the Algoma Public Health (APU) will now be charging a fee for review of applications in regard to property severance. This fee will be a nominal \$500.00. At this time the APU is applying this fee in a random manner. The Planning Board has made several requests to the APU to explain the cost and to legitimize what service is being provided to the municipalities. No clear answer has been forth coming. The Planning Board will continue to make requests. This fee shall possibly affect all property severance applicants. And the cost shall be born by the applicant.

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,

A handwritten signature in black ink, appearing to read 'Pat Giunti', with a long horizontal stroke extending to the right.

Pat Giunti

Sitting member – St. Joseph Island Planning Board

**JOCELYN TOWNSHIP FIRE DEPARTMENT
MONTHLY REPORT
COUNCIL**

REPORTING PERIOD June 2025

Number of Fire Calls: 0 Fire Calls

Number of First Response Calls: 3 Medical

- 14 Trailer sites where inspected for Fire Safety in Whiskey Bay Trailer Park
- Yearly Safety Mechanicals are due all four trucks. They will all be done in July
- Ladder Safety Testing is coming up in August. Will be testing ladders for #1 Pumper. Will not due testing on #2 Pumpers ladders.
- July 19th we will be having an Open House to do some fire safety talks and show off our gear. We will also be trying to recruit some new members.
- Four members of the department have gone through the Township Health and Safety Training.
- We need to purchase a new top loader washing machine to clean bunker gear. I will get prices.

Report completed by: Rick Sirvio

Date: July 4/25

Kaylee D'Angelo

From: Bernie Crosby <stjoegolfer@gmail.com>
Sent: July 6, 2025 8:17 AM
To: Albert Crowder
Cc: Kaylee D'Angelo
Subject: Jocelyn Cemetery

Just a quick update Albert for information purposes.

All the headstones have been scraped down and about a third scrubbed. I'll get to the rest in the next week or so.

Bernie

Corporation of The Township of Jocelyn

By-law No. 2025-1651

Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 8th day of July , 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 3rd day of **June 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 **8th day of July 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 **8th day of July, 2025.**

Reeve


Clerk

Reeve

Clerk

The Corporation of The Township of Jocelyn

Special Meeting of Council Minutes

Monday June 30, 2025

4:00pm

3670 5th Side Road, Hilton Beach ON, P0R 1G0

Present:

Reeve Cori Murdock

Clerk- Deputy Treasurer Kaylee D'Angelo

Councillor Jason Kennedy

Consultant Lars Moffatt via Zoom

Councillor Greg Gilbertson

Councillor Albert Crowder

Councillor Dennis Sopha

Call To Order

25-199

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that we call this Special Meeting of Council to order at 4:08pm.

Cd.

Approval of Agenda

25-200

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that we adopt the June 30, 2025 Special Meeting Agenda as presented.

Cd.

Declarations of Disqualifying Interest – N/A

Financial Report & Status Update

25- 201

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that we accept the report submitted by Lars Moffatt as presented Financial Reporting dated June 27, 2025.

Cd.

Budget Presentation

25-202

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council accept the Proposed 2025 Budget Report presented by Lars Moffatt. Council accepts his recommendation of a 18.29% property tax increase spread out over two bills dated September and November.

Recorded Vote:

Councillor Greg Gilbertson – Yes

Councillor Albert Crowder – No

Councillor Dennis Sopha – No

Councillor Jason Kennedy – Yes

Reeve Cori Murdock – Yes

25- 203

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council approve the arrangement with Line Webster, CAO-Treasurer, Plummer Additional. This will be at her current rate of pay, she will provide a determined number of hours in the Treasury Department per week. This will assist with the daily duties until the role is filled.

Cd

Confirmation of Proceedings By-Law

25-204

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that we do pass **By-Law 2025- 1651** to confirm the proceedings of Council on June 30, 2025.

Cd.

Adjournment

25-205

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that we do adjourn this meeting at 4:53pm and will meet again on July 8, 2025 or at the call of the Reeve.

Cd.

COUNCIL REPORT

Subject: Financial Duties - Update

To: Clerk D'Angelo & Members of Council

Date: July 14, 2025

From: Lars Moffatt

Recommendation:

1. That Council receive the update on completed financial duties for information.

Update on Financial duties

Since being approved to undertake interim accounting duties for the Township, L.Webster has been processing payments to vendors and incoming property tax payments. Upon the Township passing a budget, we can get these tax rates uploaded into the necessary provincial and Township database and work on preparing the final property tax bills for distribution.

We will also be assisting staff with completing necessary provincial reporting for previous government grants under the Ontario Communities and Infrastructure Fund (OCIF) and the Canada Community Building Fund (Gas Tax). Where possible, we would allocate funds from previously completed projects towards these grants to reduce the carry-forward balance on these annual grants.

COUNCIL REPORT

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Recommendation:

1. That Council receive the 'Revised 2025 Budget Proposal Report' for consideration and discussion.
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A draft By-law has also been included, should Council want to proceed with passing the budget and tax rates with a 9% increase.

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- Reduction of administration and planning costs by \$1,000 each.
- Reduction in Recreation expenses by \$1,500
- Roads budget was reduced by \$27,500, where we reduced the overall budget for road gravel expenditures and contingent legal costs related to roads. If required, Council can undertake substantial roads granular projects within the \$375,000 roads capital budget, which would be eligible to be applied against received government funding under NORDS, CCBF and Gas Tax.
- \$8,050 was added back into the budget for the Fire Department's Honorariums, which did not appear to be included in the budget in previous years.

2025 Revised Budget Proposal Report: July 14, 2025

2025 Budget

DEPARTMENTAL BUDGET STATEMENT - GENERAL FUND

Expenditures

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Other Considerations:

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Final Thoughts

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THE CORPORATION OF THE TOWNSHIP OF JOCELYN

BY-LAW No. 2025 – XXXX

Being a By-law to provide for the Adoption of Current Estimates and Tax Rates, adopt the Township of Jocelyn's 2025 budget, and provide for penalties and interest for default of payment thereof for 2025.

WHEREAS the Municipal Act, 2001, S. O. 2021 c. 25, as amended, provides that a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality.

AND WHEREAS the said Act provides that, for purposes of raising the general local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes; and that the rates on the different classes of property must be in the same proportion to each other as the tax ratios established for the property classes are to each other.

AND WHEREAS the 2025 property tax levy for local municipal purposes has been set at \$786,761.38 and adopted by the Council of the Corporation of the Township of Jocelyn on July 14, 2025.

AND WHEREAS certain education rates are set by provincial regulations.

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

That the Corporation of the Township hereby adopts its budget for the 2025 fiscal year in the amount of \$1,865,720.36, as outlined in Schedule "A" and "B".

1. That the Corporation of the Township of Jocelyn shall budget \$786,761.38 in revenues collected from property taxation, at property tax rates set as per section 3 of this by-law.
2. That the tax rates for 2025 for municipal and education purposes in the Township of Jocelyn shall be as follows:

<u>Class:</u>	<u>Municipal</u>	<u>Education</u>	<u>Total Rate</u>
Residential/Farm	0.00927581	0.00153000	0.01080581
Multi-Residential	0.00927581	0.00153000	0.01080581
Landfill	0.01204743	0.00880000	0.02084743
Commercial Occupied	0.01204743	0.00880000	0.02084743
Commercial Excess/Vacant Land	0.00843320	0.00880000	0.01723320
Industrial Occupied	0.00977763	0.00880000	0.01857763
Industrial Excess/Vacant Land	0.00635546	0.00880000	0.01515546
Farmlands	0.00231895	0.00038250	0.00270145
Managed Forests	0.00231895	0.00038250	0.00270145
Aggregate	0.00795612	0.00511000	0.01306612

3. That all taxes for the year 2025 after deducting therefrom any applicable interim taxes, shall be due and payable in the office of the collector of Taxes for the Township of Jocelyn as follows:
 - a) For all property tax classes and rates noted in section 3, one half thereof or on before the 29th day of August 2025 and one half thereof on or before the 28th day of November 2025.
 - b) If any installment as aforesaid, is not paid in full on or before the respective due date, there shall be added to such unpaid installment or installments on the 1st day of September, 2025 and the 1st day of December, 2025, as the case may be, the sum of one and a quarter percent (1.25%) of the amount of such installments remaining unpaid on the last day of each succeeding month, and the additional sums so imposed or added shall be collected in the same way as if they had been originally imposed and formed part of such taxes.
4. That non-payment of any amount levied and owing after the date stated in accordance with this by-law constitutes default. A penalty charge of 1.25 percent per month shall be added to all taxes levied which are in default after the due date noted herein, until December 31, 2025.
5. The actual amount due to the Township of Jocelyn will be based on the assessment rolls, subject to any adjustments as determined by Municipal Property Assessment Corporation, and the rates of taxation for the year 2025.
6. On all taxes unpaid as of December 31, 2025, interest shall be added on the 1st day of each month at the rate of 1.25 percent of the unpaid balance, for each month or fraction thereof in which arrears continue.
7. All taxes are due and payable at the Township of Jocelyn Municipal Office or by mail to Township of Jocelyn, 3670 5th Side Road, R. R. #1, Hilton Beach, ON POR IGO.
8. That Schedule "A" and "B" of By-law 2025-XXXX are attached hereto and form part of this by-law.
9. This by-law shall come into force and effect upon the final passing thereof.

Read three times and passed in Open Council this 14th day of July, 2025.

Reeve

Clerk

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

Schedule "A" To By-law No. 2025-XXXX

2025 Budget Summary:

Non-taxation Revenues & Transfers from Reserves
(PSAB)

\$ 1,078,958.98

Budget Categories (includes Depreciation)	Amounts	Percentage of Budget (rounded)
Council	18,369.00	1%
Admin Operating	450,349.66	23%
	\$ 468,718.66	
Protection to Persons & Property	\$ 214,965.20	11%
Roads Operating	436,850.41	21.9%
Roads Capital	375,000.00	18.8%
	\$ 811,850.41	
Environmental Services	92,823.95	4.6%
Health Services	24,971.00	1.3%
Social Services	314,356.00	15.7%
Recreation & Culture (includes below)	63,883.68	3.2%
<i>Hall, Parks, Healthy Families, Seniors, Recreation, Library</i>		
Planning & Zoning	6,000.00	0%
	\$ 502,034.63	100.00%
Total Operating Expenses:	\$ 1,997,568.90	
Minus Depreciation	-\$ 176,848.54	
Plus Transfers to Reserves (PSAB)	\$ 45,000.00	
Total Taxable Expenditures	1,865,720.36	

Taxation Revenue Required Total -\$ 786,761.38

PSAB Compliance #'s:

PSAB Income/Net Loss before Taxation Revenues & Reserve transfers	\$ (983,724.92)
Add back in Amortization	\$ 176,848.54
Less Tangible Capital Purchase Roads	\$ (375,000.00)
Transfer from Reserves	\$ 440,115.00
Transfer to Reserves	\$ (45,000.00)
2025 Taxes to invoice	(786,761.38)

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

Schedule "B" To By-law No. 2025-XXXX

	REVENUE	2025 Budget
	Taxation-Municipal	
400200	Taxation-residential	\$755,341.54
401000	Taxation-commercial	\$16,862.78
401100	Taxation - Commercial Vacant / Excess Land	\$191.43
402000	Taxation-industrial-occupied	\$-00
402005	Taxation- industrial - landfill - N	\$38.55
402006	Taxation - Aggregate	\$1,036.68
403000	Taxation-farmland	\$3,957.29
404000	Taxation-managed forest	\$969.55
405000	Taxation-supplemental	\$-00
405100	Taxation-supplemental-commercial	\$-00
408000	Taxation-tax write offs	\$-00
	Total Taxation-Municipal	\$778,397.82
	Taxation-In Lieu	
410000	Grants-in-lieu-general residential	\$1,833.83
411000	Grants-in-lieu-general-commercial	\$6,529.71
	Total Taxation-In Lieu	\$8,363.54
	TOTAL MUNICIPAL TAXATION	\$786,761.36
	Taxation-Education	
415000	Taxation-residential-education	\$124,697.86
415200	Taxation-french-education	\$194.31
416000	Taxation-commercial-education	\$22,192.55
416050	Taxation-commercial Vacant-Education	\$181.61
416200	Industrial-occupied-education	\$571.10
416205	Industrial - landfill - education	\$36.57
416400	Taxation-farm-education	\$163.18
416600	Taxation-managed forests-education	\$1.00
417000	Taxation-supplemental-education	\$-00
417100	Taxation-supplemental-commercial ed	\$-00
418000	Grants-in-lieu-education	\$-00
418500	Taxes w/o-ADSB-education	\$-00
418600	Taxes w/o-French-education	\$-00
419000	ADSB Levy (paid to school board)	-\$147,843.87
419100	French public school levy	-\$194.31
	Total Taxation-Education	-\$0.00

	Grants-Ontario	
420620	Ontario-ompf grant	\$387,800.00
421100	Ontario-aggregate trust	\$1,500.00
421200	Ontario - General Government	\$-00
421300	Ontario - MDRAP	\$-00
421400	Ontario - covid safe start	\$-00
422100	Ontario-fire	\$-00
424800	Ontario-waste disposal	\$-00
428200	Ontario-recreation programs	\$-00
428400	Ontario-recreation facilities	\$-00
428500	Ontario-library	\$1,503.00
428700	Ontario-museum	\$-00
	Total Grants-Ontario	\$390,803.00
	Grants-Canada	
431200	Canada-general government	\$-00
432100	Canada-fire	\$-00
433100	Canada-roads	\$-00
438100	Canada-recreation facilities	\$-00
438200	Canada-recreation programs	\$-00
438700	Canada-museum	\$-00
	Total Grants-Canada	\$-00
	Municipal-Provincial Offences	
442700	Other mun-prov offences act revenue	\$1,200.00
442800	Other grants - Prisoner Transfer	\$250.00
442810	Other Grants - FCM	\$-00
	Total Municipal-Provincial Offences	\$1,450.00
	Ontario Capital Grants	
451100	Ontario-capital-general government	\$100,000.00
452100	Ontario-capital-fire	\$16,460.90
453100	Ontario-capital-roads	\$63,743.00
454800	Ontario-capital-waste disposal	\$-00
458200	Ontario-capital-recreation programs	\$-00
458400	Ontario-capital-recreation faciliti	\$-00
	Total Ontario Capital Grants	\$180,203.90
	Federal Capital Grants	
461200	Canada-capital-general gov't	\$-00
462100	Canada-capital-fire	\$-00
463100	Canada-capital-roads(includes amo)	\$20,567.08
464800	Canada-capital-waste disposal	\$-00
468200	Canada-capital-recreation programs	\$-00

468400	Canada-capital-recreation facilities	\$-00
	Total Federal Capital Grants	\$20,567.08
	User Fees and Service Charges	
471100	Fees-tax certificates	\$500.00
471102	Fees-taxes	\$-00
471104	Fees-photo copying	\$-00
471106	Fees-us admin fee	\$150.00
471108	Fees-nsf cheques	\$-00
471110	Fees-miscellaneous	\$100.00
473110	Fees-culvert permits	\$-00
475500	Fees-cemetery fees	\$-00
476100	Fees-landfill-tipping fees	\$500.00
476105	Fees - freon removal card	\$-00
476110	Landfill - key	\$-00
476200	Fees - Recycling Revenues	\$4,000.00
478100	Fees-prk-subdivider cont-5% in lieu	\$-00
478200	Fees-museum	\$-00
479100	Fees-zoning application	\$150.00
479120	Fees-shore road application fees	\$1,500.00
	Total User Fees and Service Charges	\$6,900.00
	Fees-Protection	
480410	Lic.permits-trailer permits	\$360.00
480420	Lic.permits-building permits	\$3,000.00
480422	Lic.permits-dog tags	\$60.00
480430	Concessions-recreation committee	\$12,000.00
	Total Fees-Protection	\$15,420.00
	Penalties & Interest	
490620	Penalties & interest-current	\$4,000.00
490622	Penalties & interest-arrears	\$7,000.00
495830	Other revenue-donations	\$-00
495831	Harvest Fest - Donations/Adhoc	\$-00
496000	Bank interest-general	\$-00
496100	Bank interest-recreation	\$500.00
496200	Bank interest-investments-general	\$12,000.00
496500	Bank interest-obligatory res fd-prk	\$-00
496502	Bank int-obligatory res fd-gas tax	\$-00
496600	Bank interest-reserve funds	\$-00
	Total Interest & Penalties	\$23,500.00
	Gain /Loss	
	Gain/Loss on sale of TCA	\$-00
	Total Gain Loss/Gain Loss	\$-00

	Other Revenue	
498896	Other revenue-sale of land	\$-00
498897	Other rev-5% in lieu-sale of land	\$-00
498898	Other Revenue - Equipment Sales	\$-00
	Other - Transfers From reserves	\$-00
	Total Other Revenue	\$-00
	TOTAL REVENUE	\$1,425,605.34
	EXPENSES	
	Council Wages	
511100	Council-wages	\$11,000.00
511230	Council - WSIB	\$-00
511240	Council EI	\$-00
511250	Council CPP	\$654.50
511260	Councillor-eht	\$214.50
511480	Councillor-training	\$4,500.00
411490	Council-travel	\$2,000.00
511900	Amortization-gg-goverance	\$-00
	Total Council Wages	\$18,369.00
	Admin-Wages	
512100	Admin-salaries	\$128,355.50
512101	AMP-wages	\$-00
512102	Election-wages	\$-00
512103	R&M wages	\$4,775.93
512210	Admin-cpp	\$7,696.65
512211	AMP-cpp	\$-00
512212	Election - CPP	\$-00
512213	R&M - cpp	\$284.17
512220	Admin-ei	\$3,006.22
512221	AMP-ei	\$-00
512222	Election -EI	\$-00
512223	R&M -EI	\$110.99
512230	Admin-wsib	\$4,204.05
512231	AMP-wsib	\$-00
512232	Election-wsib	\$-00
512233	R&M-wsib	\$155.22
512239	Admin -Pension - OMERS	\$10,455.12
512240	Admin-pension	\$-00
512241	AMP - Pension	\$-00
512242	Election - Pension	\$-00
512250	Admin-group	\$10,400.00

512260	Admin-eh	\$2,502.93
512261	AMP- eht	\$-00
512262	Election-eh	\$-00
512263	R&M - eht	\$93.13
	Total Admin-Wages	\$172,039.92
	Administrative Expenses	
512300	Appreciation expense	\$2,500.00
512310	Asset Management Expenses	\$9,000.00
512320	Office Administration Expense	\$6,000.00
512330	Miscellaneous	\$-00
512340	Capping Expense	\$-00
512350	Postage	\$3,500.00
512400	Repair& maintenance-materials	\$8,000.00
512440	Membership fees	\$1,700.00
512450	Stationary & supplies	\$4,000.00
512470	Tax sale expenses	\$500.00
512480	Admin-training	\$3,500.00
512482	Seminars	\$1,500.00
512490	Admin-travel	\$500.00
512510	Advertising	\$750.00
512512	Audit fees	\$19,000.00
512516	Tax billing	\$-00
512530	Election-materials	\$-00
512535	Covid Expenses	\$-00
512570	Insurance	\$26,896.28
512580	Legal fees - Administration	\$70,500.00
512581	Fees - Human Resources	\$2,500.00
512582	Professional fees - Training	\$17,500.00
512583	Fees - shore road allowance	\$1,500.00
512600	Office-repairs & mtce-contracted	\$2,000.00
512602	Office equipment-maintenance	\$2,100.00
512604	Other-repairs & mtce	\$1,000.00
512610	Computer support	\$31,000.00
512615	Office Equipment	\$10,000.00
512680	Telephone	\$3,300.00
512682	Internet access	\$3,100.00
512684	911 Costs	\$250.00
512690	Utilities	\$8,500.00
512692	Utilities-grounds	\$250.00
512694	Fuel-propane	\$6,000.00
512700	Bank charges	\$1,400.00
512706	School penalty-provincial	\$-00
512720	Donations	\$1,500.00
512722	Health and Safety	\$2,500.00

512740	Assessment Costs	\$17,379.97
512750	Senior and Disabled Relief Fund	\$1,000.00
512900	Corp Management amort	\$7,683.49
	Total Administrative Expenses	\$278,309.74
	Fire-Wages	
521100	Fire-personnel	\$8,000.00
521101	Fire-points	\$-00
521230	Fire-wsib	\$3,000.00
	Total Fire-Wages	\$11,000.00
	Fire-Materials	
521320	Fire-materials & supplies	\$5,000.00
521321	Fire - Mat and Sup - Hoses	\$8,000.00
521322	Fire - Mat and Supplies - Tools	\$2,000.00
521325	Fire - Repairs and Mtce	\$2,000.00
521326	Fire - Fuel - Chainsaw/other	\$2,000.00
521330	Fire-miscellaneous	\$1,000.00
521340	Fire-other-prevention	\$500.00
521400	Fire-equipment overhead	\$1,950.00
521401	Compressor - Hilton Fire	\$-00
521402	Compressor - St. Joseph	\$-00
521410	Fire-compressor	\$1,200.00
521430	Fire-first response	\$-00
521440	Fire-memberships	\$125.00
521450	Fire-gear	\$17,500.00
521451	Fire Equipment	\$2,000.00
521455	Fire - Air Bottles	\$-00
521480	Fire-training	\$6,250.00
521481	Fire Training - licences	\$800.00
521490	Fire-training-travel	\$7,500.00
	Total Fire-Materials	\$57,825.00
	Fire-Contracted Services	
521510	Fire - Advertising	\$250.00
521570	Fire-insurance	\$23,290.20
521600	Emergency measures-911 costs	\$-00
521610	Fire-vehicle fuel	\$2,400.00
521620	Fire Vehicle Expense	\$8,500.00
521624	Fire - R and M	\$-00
521682	Fire-communication-other jocelyn	\$1,500.00
521684	Fire- Joint communication-hilton	\$-00
521690	Fire-utilities	\$6,000.00
521692	fire-joint communication-telephone	\$-00

521694	Fire-Joint Commun-quattr	\$-00
521695	Fire – CCAC	\$800.00
521696	Fire-Joint Com. Spectrum	\$1,400.00
521698	Fire-Joint Communication-St. Joseph Twsp	\$-00
521860	Fire Truck Interest (purchase)	\$-00
521900	Amortization-fire	\$-00
	Total Fire-Contracted Services	\$44,140.20
	Police	
522600	Policing	\$85,500.00
	Total Policing	\$85,500.00
	Protection-Building Expenses/Emergency/Bylaw	
525100	Building inspection-wages	\$-00
525102	By-law enforcement-wages	\$-00
525210	Building inspection-cpp	\$-00
525212	By-law enforcement-cpp	\$-00
525220	Building inspection-ei	\$-00
525222	By-law enforcement-ei	\$-00
525230	Building Insp. WSIB	\$-00
525240	Building - pension	\$-00
525260	Building inspection-eh	\$-00
525262	By-law enforcement-eh	\$-00
525320	By-law enforcement-mater & supplies	\$-00
525330	Building-misc. Expense	\$14,000.00
526620	Emergency measures	\$2,500.00
	Total Protection-Wages	\$16,500.00
	Roads-Wages	
531100	Roads-wages	\$-00
531210	Roads-cpp	\$-00
531220	Roads-ei	\$-00
531230	Roads-wsib	\$-00
531240	Roads - Pension	\$-00
531260	Roads-eh	\$-00
	Total Roads-Wages	\$-00
	Roads-Materials	
531320	Roads-materials - Misc.	\$5,000.00
531322	Roads Material - Cold Patch	\$5,000.00
531323	Roads Materials - A Line Bridge	\$-00
531324	Roads Material - Culverts	\$5,000.00
531328	Roads Materials - Gravel	\$8,000.00
531330	Roads Material - Patch - Gravel	\$2,500.00
531332	Roads - Material - Patch - Emollient	\$7,000.00

531334	Roads - Material - Signage/Posts	\$2,000.00
531350	Roads-over head-admin	\$500.00
531352	Roads Overhead - mileage	\$1,200.00
531400	Roads-repairs & mtce	\$10,000.00
531401	Roads - Well Repair	\$100.00
531440	Roads - memberships	\$195.00
	Total Roads-Materials	\$46,495.00
	Roads-Contracted Services	
531512	Roads Contracted - Beaver Dams	\$2,500.00
531520	Roads-machinery rental - other	\$250.00
531522	Roads Contracted - Backhoe	\$-00
531523	Roads Contracted - Hilton Road Well Rep	\$300.00
531524	Roads Contracted - Brush Hog	\$9,500.00
531525	Roads contracting - hydro axing	\$7,000.00
531526	Roads Contracted - Bulldozer	\$-00
531527	Roads Contracted - Culvert install	\$5,000.00
531528	Roads Contracted - Excavator	\$7,000.00
531530	Roads Contracted - Grader	\$7,500.00
531532	Roads Contracted - Mower	\$7,000.00
531534	Roads Contracted - Packer	\$-00
531536	Roads Contracted - Patching	\$20,000.00
531538	Roads Contracted - Patrol	\$7,000.00
531539	Roads Contracted -roadside repair	\$4,500.00
531540	Roads Contracted - Tree Removal	\$3,000.00
531541	Roads-contracted - ditching	\$3,500.00
531542	Roads-contracted sweeping	\$3,000.00
531543	Roads contracted - signs	\$2,500.00
531550	Roads - bridge expense	\$-00
531570	Roads-overhead-insurance	\$11,191.37
531571	Roads - overhead miles	\$-00
531572	Roads -overhead - training	\$150.00
531580	Roads overhead - legal fees	\$-00
531620	Roads-contract-other	\$-00
531621	Roads - Contract - eqpt repair	\$-00
531622	Roads- Contract - Flood Damage	\$-00
531623	Roads Contract - Wind Storm/tornado	\$-00
531625	Roads- Contract Surface Treatment	\$-00
531625	Roads - Otter lake rd cap	\$-00
531625	roads - balance of guards rails	\$-00
531630	Roads - Equipment Purchases	\$-00
531900	Amortization-roads-paved	\$130,000.00
532100	Roads unpaved - wages	\$-00
532210	Roads unpaved - cpp	\$-00
532220	Roads - unpaved ie	\$-00

532230	Roads unpaved - wsib	\$-00
532240	Roads Unpaved - Pension	\$-00
532260	Roads unpaved - eht	\$-00
532320	Roads unpaved - materials	\$8,460.00
532350	Roads unpaved - admin overhead	\$-00
532400	Roads unpaved - repairs and mtce	\$-00
532570	Roads unpaved - insurance	\$1,829.04
532620	Roads unpaved - contractor - other	\$675.00
532900	Amortization-roads-unpaved	\$12,000.00
533900	Amortization-roads-structures	\$-00
535320	Roads - w/c materials	\$20,000.00
535520	Roads w/c - machinery rental	\$-00
535521	Roads Contracted - Ice Storm	\$-00
535600	Roads-contract-snow removal	\$105,000.00
535601	Winter control - patrolling	\$10,000.00
535602	Roads - Winter - standby	\$-00
535620	Roads - w/c - contract other	\$1,500.00
	Total Roads-Contracted Services	\$390,355.41
	Landfill	
546100	Landfill-wages	\$17,661.92
546210	Landfill-cpp	\$1,050.88
546220	Landfill-ei	\$410.46
546230	Landfill-wsib	\$604.04
546240	Landfill - Pension	\$-00
546260	Landfill-eht	\$344.41
546320	Landfill-mtce-materials - cover (Note 4)	\$8,000.00
546322	Landfill Mtce - materials - other	\$20,000.00
546480	Landfill - training	\$400.00
546490	Landfill - Miles	\$400.00
546600	Landfill-mtce -contracted - push (Note 5)	\$4,500.00
546602	Landfill Mtce - Cert of Approval Mt	\$19,000.00
546603	Landfill - PIL	\$-00
546900	AMORTIZATION - LANDFILL	\$2,952.24
	Total - Landfill	\$75,323.95
	Recycling	
547600	Recycling agreement	\$17,500.00
	Total Recycling	\$17,500.00
	Public Health	
551800	Algoma Health Unit-external transfer	\$14,671.00
552580	Health Care - other - Trefry	\$1,200.00
552581	Health Care - Other -	\$5,500.00
552580	Health Care - MMAH Trust	\$-00

512720	Food Bank Allocation	\$2,600.00
552800	Hospital Allocation-extern transfer	\$-00
	Total Public Health	\$23,971.00
	Ambulance	
553800	Land Ambulance-external transfer	\$152,219.37
	Total Ambulance	\$152,219.37
	Cemetery	
555100	Cemetery-wages	\$-00
555210	Cemetery-cpp	\$-00
555220	Cemetery-ei	\$-00
555230	Cemetery-wsib	\$-00
555260	Cemetery-eh	\$-00
555320	Cemetery-materials & supplies	\$-00
555600	Cemetery-maintenance-contracted	\$1,000.00
	Total Cemetery	\$1,000.00
	Social & Family Services	
561800	ADSS-general assistance-external transfer	\$162,136.63
562800	Home for the aged-external transfer	\$-00
563800	ADSS-children-external transfer	\$-00
571800	Social housing-external transfer	\$-00
	Total Social & Family Services	\$162,136.63
	Parks	
581320	Parks-materials & supplies	\$1,500.00
581600	Parks-maintenance-contracted	\$-00
581900	Amortization-parks	\$21,366.18
	Total Parks	\$22,866.18
	Recreation Programs	
582100	Recreation programs-wages	\$7,462.39
582210	Recreation programs-cpp	\$444.01
582220	Recreation programs-ei	\$173.43
582230	Recreation programs-wsib	\$242.53
582240	Recreation programs- Pension	\$-00
582260	Recreation programs-eh	\$145.52
582320	Recreation programs-mat & supplies	\$7,500.00
583100	Recreation facilities-wages	\$-00
583210	Recreation facilities-cpp	\$-00
583220	Recreation facilities-ei	\$-00
583230	Recreation facilities-wsib	\$-00
583260	Recreation facilities-eh	\$-00
583320	Recreation facilities-mat&supplies	\$5,000.00

583600	Recreation facilities-maint-contracting	\$8,000.00
583700	Recreational programs - mileage	\$200.00
583900	Amortization-recreation facilities	\$2,846.63
	Total Recreation Programs	\$32,014.50
	Library	
585800	Library-external transfer	\$1,503.00
	Total Library	\$1,503.00
	Museum	
586050	Museum - Municipal Levy - External	\$7,500.00
586100	Museum-wages	\$-00
586320	Museum-materials&supplies	\$-00
586600	Museum-maintenance-contracted	\$-00
586800	Museum-external transfer-in&out	\$-00
	Total Museum	\$7,500.00
	Planning	
591100	Planning-wages	\$-00
591210	Planning-cpp	\$-00
591220	Planning-ei	\$-00
591230	Planning-wsib	\$-00
591240	Planning - pension	\$-00
591260	Planning-eh	\$-00
591320	Planning-material & supplies	\$-00
591490	Planning - Miles	\$-00
591580	Planning - Legal Fees	\$2,000.00
591800	Planning board-external transfer	\$4,000.00
	Total Planning	\$6,000.00
	Capital Asset Clearing	
	Capital Asset - General	\$-00
	Capital Asset Cl.- Admin	\$-00
	Capital Asset Cl.- Fire	\$-00
	Capital Asset Cl. - Roads	\$-00
	6km - Surface Treatment - 4km double, 2km single	\$375,000.00
	Capital Asset Cl. Landfill	\$-00
	Capital Asset Cl. Parks and Rec	\$-00
	Capital Asset Clearing	\$375,000.00
	TOTAL EXPENSES	\$1,997,568.90
	NET INCOME (Prior to Taxation)	-\$983,724.92
	Add back Amortization:	\$176,848.54

	Minus Capital	-\$375,000.00
	Add Transfers to Reserves	-\$45,000.00
	Minus Transfers from Reserves	\$440,115.00
	Total Amount to Tax Out	\$(786,761.38)

Reserve Transfers:

Transfers in (to):

Transfer to Fire Capital/Truck Reserve	\$45,000.00
Transfer to Road Capital	\$-00
Transfer to Admin Reserve Capital (Contingency)	\$-00
Total Transfer to reserves	\$45,000.00

Transfer out (From):

NORDS Unspent funding (2021-2026)	\$254,972.00
Unspent Gas Tax	\$71,400.00
Unspent OCIF	\$113,743.00
Total Transfer from reserves	\$440,115.00

Corporation of The Township of Jocelyn

By-law No. 2025-1651

Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 30th day of June , 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 its meeting on the 3rd day of **June 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 **30th day of June 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 **30th day of June, 2025.**


Reeve


Clerk

C. Mundack

Reeve

A. DiAngelo

Clerk

The Corporation of The Township of Jocelyn

Regular Meeting of Council Minutes

Tuesday June 3, 2025

7:00PM

3670 5th Side Road, Hilton Beach, ON P0R 1G0

Present:

Reeve Cori Murdock

Councillor Albert Crowder

Councillor Jason Kennedy

Councillor Dennis Sopha

Councillor Greg Gilbertson

Clerk Kaylee D'Angelo

Call To Order

25-181

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council this Regular Meeting of Council to order at 7:09pm.

Cd.

Approval of Agenda

25-182

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council approve the June 3, 2025 agenda, as presented.

Cd.

Declarations of Disqualifying Interest – N/A

Reeve's Address – *Attached*

Roads Tour Report

25-183

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that Council accept the Roads Tour Report as presented.

Cd.

Sub-Committees

25-184

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council create the following sub committees:

Landfill/ Environmental

Cemetery

Fire Department

And direct the Clerk to create the appropriate by-laws to outline their purpose.

Cd.

Hall Rental Policy and Agreement

Tabled – The Clerk will consult with the township lawyer to insure that this agreement is up to date. The Township staff should be provided with a copy of the Safe Food Handling certificate belonging to the renter.

Human Resources Committee

25-185

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council create a Human Resources Committee and approve the draft by law presented – **By-Law No. 2025-1647** A by-law to establish a human resources committee for the Corporation of the Township of Jocelyn .

Cd.

25-186

Moved by: Greg Gilbertson

Seconded by: Albert Crowder

Be it resolved that Council appoint Cori Murdock and Jason Kennedy as the Council members on the Human Resources Committee.

Cd.

25-187

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council approve the draft by-law No. 25 – 1648 A By-Law Appointing a Deputy Treasurer

Cd.

25-188

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council approve the draft by-law – Delegation of Authority By-Law No. 25-1649.

25-189

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council approve the Clerk's report as presented.

Cd.

25- 189

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that Council approve the Clerk to look into the Koodo satellite phone system and as long as all parameters for the Township are met, Council approves the purchase of the units.

Cd.

Committee / Local Board Reports

- A. Roads – Roads Tour Report Attached
- B. Museum – Grass is being cut. The museum is closed on Mondays and Tuesdays. Wednesday – Sunday they are open 9am-5pm.
- C. Planning- N/A
- D. Landfill – Councillor Albert Crowder reports that the electronics bin does need to be emptied. Gilbertson's did come and push the waste back. The brush does need to be burned and he is hopeful that the Fire Dept will include this task in their training operations.
- E. Tenby Bay Cemetery – Councillor Albert Crowder reported that there are some piles of dirt that should be covered before the weeds take over them. He believes that the groundskeeping staff member has been taking care of that.
- F. Fire Department - Attached
- G. Building – Five building permits have been issued. The Clerk is trying to secure training to assist her with a smoother process.
- H. Recreation – There will be a disc golf event on Saturday.
- I. Trefry – Attached.

Administrative Matters

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.*

25-191

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council authorize the Clerk to sign the Rental Agreement – allowing the Village of Hilton Beach Recreation Committee to use the Jocelyn Recreation Wagon in their upcoming event, Arts on the Dock. This event is held on Sunday July 21, 2025. That committee will accept responsibility for any damage that may occur and are willing to send a donation for it's use. Council has declined the offer of a donation, and agrees to the rental.

Cd.

25-192

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that Council approves the Treasurer's Report as presented.

Cd.

Treasurer's Report – Michelle Turco – Attached

Training Consultant's Report – Line Webster - Attached

Training List – Lars Moffatt and Line Webster - Attached

Closed Session

25-193

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council proceed into Closed Session at 8:59pm 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.

Cd.

Arising From Closed Session

25-194

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Resolved that we do rise from Closed Session at 10:15pm.

Cd.

Business Arising From Closed Session

25-195

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council announce that we have chosen the Senior of The Year.

Cd.

25-196

Moved by: Albert Crowder

Seconded by: Greg Gilbertson

Be it resolved that Council instructs the Clerk and Hiring Committee to follow through with the items during Closed Session.

Cd.

Confirmation of Proceedings

25-197

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council adopts By-Law 2025-1650 being a by-law to confirm the proceedings of the Regular Meeting of Council held on June 3, 2025

Cd.

Adjournment

25-198

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that Council agrees to adjourn this meeting and will meet again tentatively on Wednesday June 25th at 6:00pm.

Cd.

Rebuilding and Repairing our Community

As we continue along this Municipal Road that is Jocelyn Township, I am seeing continual efforts from all sides to Rebuild and Repair many things. Like any road we travel there are bumps and dips, along with smooth sections and I believe we are all striving to have as many smooth sections as we can.

But how do we work towards those smooth areas? Well, to rebuild and repair the Community of Jocelyn Township, it will take all of us, working in collaboration & cooperation towards our common goal.

Our Goal being a Community that is once again thriving, content and a joy to be a part of. How do we do that...well here are my thoughts on it....

We need to begin to:

Develop Relationships - understand the layers of our community from the ratepayers, family & friends, to council - use this understanding to build positive relationships between all.

Rebuild Trust - understand that past experiences may have been difficult but realize that progress moves at the speed of trust and take necessary steps to rebuild trust from all directions. Include transparency and honesty, to integral parts to building a relationship of trust.

Be willing to learn - acknowledging our mistakes & triumphs and realize that we still have a lot to learn from and with this community. Seek to learn from each other and on our own.

Design a Process - Put yourself in someone else's shoes and ask: What are the benefits of engaging? What's on the table? Are we all truly listening and not just hearing? Are we considering all options & input? Are there better ideas out there?

Power Balance - Understand that Power has the ability to affect an outcome. We all need to find ways to share the power and aim for transformational changes rather than transactional ones whenever possible.

Work Together - Using Cooperation & Collaboration we can strive to understand that the community is the solution, not the problem. Listen and be heard, share your experiences, concerns and achievements to help all those around us. Volunteer and give some time if you can to strengthen your community and improve others' quality of life as well as your own.

Taking these steps will lead us all into a stronger, and healthier community.

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

BY-LAW NUMBER 2025-1647

BEING A BY-LAW TO ESTABLISH A HUMAN RESOURCES COMMITTEE FOR THE CORPORATION OF THE TOWNSHIP OF JOCELYN

WHEREAS Section 11(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to pass by-laws respecting governance structure and the organization of its administrative practices;

AND WHEREAS the Council of the Township of Jocelyn recognizes the importance of effective human resource management and staff–Council relations;

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

1. SHORT TITLE

This By-law may be cited as the “**Human Resources Committee By-law**”.

2. ESTABLISHMENT

There is hereby established a committee to be known as the **Human Resources Committee of the Township of Jocelyn**.

3. MANDATE

The mandate of the Human Resources Committee is to:

- a) Address and advise on all matters related to human resources within the Township;
- b) Support and promote effective staff–Council relations;
- c) Participate in and advise on hiring processes for municipal staff, including screening and interview stages;
- d) Review and provide input on staff and Council training and development opportunities;

- a) All Committee members shall keep confidential any personal, personnel, or sensitive matters discussed.
 - b) Members shall sign a confidentiality agreement upon appointment.
-

8. REPORTING

- a) The Committee shall report to Council with recommendations, findings, or updates via written or verbal reports at regular or closed Council meetings, as appropriate.
 - b) **Final decisions concerning hiring, training, policy changes, and other HR actions shall be made by Council and designated staff.** The Committee does not hold decision-making authority.
-

9. ADMINISTRATION

- a) Council shall appoint a **Chair** from among the voting members of the Committee.
 - b) The **Clerk** shall provide administrative support, including scheduling, record keeping, and preparation of minutes and agendas.
-

10. SEVERABILITY

If any part of this By-law is found to be invalid, the remaining provisions shall continue in force.

11. ENACTMENT

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

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF JUNE, 2025.

REEVE: CMunglock
CLERK: Kaylee D Angelo

The Corporation of the Township of Jocelyn
BY-LAW NO. 2025-1648

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 and finally passed this 3rd day of June, 2025.


Reeve Cori Murdock


Clerk Kaylee D'Angelo

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

BY- LAW NO. 2025-1649

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 by-law;

“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 by-law.

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 SECOND TIME, CONSIDERED READ A THIRD TIME, AND
FINALLY PASSED THIS 3rd DAY OF June, 2025.**



Reeve Cori Murdock



Clerk Kaylee D'Angelo

#	<u>Delegation</u>	<u>Delegate(s)</u>	<u>Legislative Authority</u>	<u>Conditions/Restrictions</u>
	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 Official, 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 Official 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/Clerk		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		

	equipment rentals, and other related fees for 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	Clerk			
	Authorization to manage and perform maintenance, removals, and planting of trees within the Township's right-of-way and property	Council			
	Authority to execute applications for new entrance permits and culvert installations; provide written confirmation to applicant of diameter of culvert required	Clerk in consultation with CHIEF BUILDING OFFICIAL			
	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	Clerk			
	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;	Clerk			For works previously approved by Council when not considered emergency

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

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Committee Reports

Clerk's Report

June 3, 2025

Submitted by: Kaylee D'Angelo

The Corporation of the Township of Jocelyn

June 3, 2025 - Clerk's Report

Submitted by: Kaylee D'Angelo

Phone Lines

We have looked into a new system for our phones. Using the Koodo Wireless Home Phone. There is a one time fee of \$135 and a monthly fee of \$20 per month. We may need two systems so that one can be used by the Fire Dept. This system can be used with any handset. We would like to complete this switch over as soon as possible as our lines are making it extremely difficult to communicate.

Share Shed

We have been working on organizing more informative files on the Landfill and Share Shed. We are now becoming more aware of what the rules and regulations are, so we are getting up to date. If we have volunteers willing to assist at the Share Shed, I am asking that they contact the office by phone, email or in person so we can set a meeting. We will require their contact information, emergency contact, and a review our Volunteer Code of Conduct. We need to ensure those volunteers are up to date on required training.

We are looking to put together a working group to attend the Share Shed on a set date and begin organizing the numerous new items that have come in.

Committees

As you may have seen, we are looking for any ratepayers who may have interest in joining various committees. This is the perfect opportunity for a fresh start, to have your voice be heard. We are looking for those with experience in the community as well as people who may have just arrived and are looking to get involved. Without volunteers, we will not be able to move forward offering various community events that members look forward to each year, or to bring to life the new ideas that have been shared. You can choose to volunteer for events without being on a committee as well.

Training

We have secured two dates for our staff, volunteers and Council members to choose from, to take part in the mandatory training. If you have not chosen a date, please contact me and we can review the options. This training will cover the Accessibility for Ontarians with Disabilities Act – this training is mandatory for all staff, volunteers and anyone involved with policy development (Council). It will cover our WHMIS for ALL staff and volunteers, as well as the Occupational Health and Safety Awareness for Works in 4 Steps and Workplace Violence and Harassment. Each participant will submit proof of completion to the office to be kept on file.

The dates are: **Monday, June 16, 2025 at Johnson Township - upstairs Desbarats Arena from 10:00am - 2:00pm**

Wednesday, July 2, 2025 at Echo Bay Hall, Church Street from 5:00pm - 9:00pm.

Kaylee D'Angelo

From: Tiffany Fleming <tiffanyjfleming@hotmail.com>
Sent: May 27, 2025 4:53 PM
To: Judy Davis; Kaylee D'Angelo; Janet Maguire; Carol Trainor; Trisha Daynard; clerk; Patti Trotter
Cc: 'brooke_smith12@hotmail.com'
Subject: Re: Municipal Training > Monday, June 16/25 and Wednesday, July 2/25

Hello Ladies,

We are holding two training dates:

Monday, June 16, 2025 > Johnson Township - upstairs Desbarats Arena from 10:00am - 2:00pm

Wednesday, July 2, 2025 > Echo Bay Hall, Church Street from 5:00pm - 9:00pm

Training is approximately 4 hours.

Please note that this training is for all employees and volunteers. If you have staff that require mandatory training, feel free to include them.

Cost of training for each session is \$750 for up to 10 attendees and then \$75 for each additional attendee. If we reach 20 attendees, per session, we are able to offer training at \$50 per attendee.

Please provide the below attendee information, by end of day, Monday, June 9, 2025.

There is a pre-requisite online module to be completed by participants, prior to attending training. We will also provide hard copies of this for those that prefer paper 😊
We will provide this information once we receive your confirmed list.

If there is anything additional you require, at this time, please let me know.

Look forward to hearing back from you.

If you have any questions, feel free to reach me at 705-941-8182.

Tiffany Fleming

	Name	email	Position
1			
2			
3			
4			
5			

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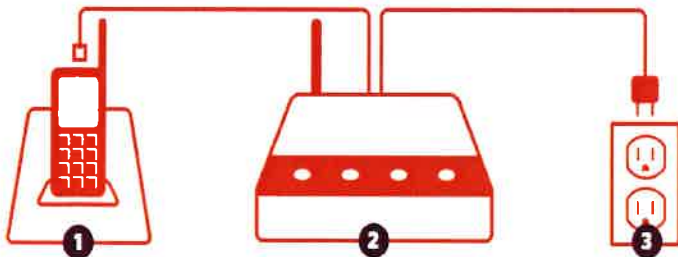
If you order online we'll waive the standard \$70 connection fee.



Already with Koodo? You may be eligible for exclusive offers when you log in. [Login to Self Serve \(https://proxy.digital.koodomobile.com/oauth2/login?rd=https%3A%2F%2Fidentity.koodomobile.com%2Fas%2Fauthorization.oauth2%3Fclient_id%3D886e56dd-5e04-439e-9def-3ff63dd8f004%26response_type%3Dcode%26scope%3DCustomerUsageSettings%2Bcustomerinfo%2Bonetimepasscode%2Baccountactivity%2Bserviceassociation%26state%3Dhttps%253A%252F%252Fwww.koodomobile.com%252Fen%252Fphones%252Fwireless-home-phone%253Fsrsltid%253DAfmBOop3YdVJBr2rwL7mJh38r1i8hGalyqCwqJ2c36MYyYkTg-lckH\)](https://proxy.digital.koodomobile.com/oauth2/login?rd=https%3A%2F%2Fidentity.koodomobile.com%2Fas%2Fauthorization.oauth2%3Fclient_id%3D886e56dd-5e04-439e-9def-3ff63dd8f004%26response_type%3Dcode%26scope%3DCustomerUsageSettings%2Bcustomerinfo%2Bonetimepasscode%2Baccountactivity%2Bserviceassociation%26state%3Dhttps%253A%252F%252Fwww.koodomobile.com%252Fen%252Fphones%252Fwireless-home-phone%253Fsrsltid%253DAfmBOop3YdVJBr2rwL7mJh38r1i8hGalyqCwqJ2c36MYyYkTg-lckH)

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- \$70 connection fee applies when purchased in store
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Kaylee D'Angelo

From: Tracey Pingle <tracey.pingle@gmail.com>
Sent: June 1, 2025 6:43 PM
To: Kaylee D'Angelo
Subject: Share Shed

Hello Kaylee,

We were very busy at the Share Shed on Sunday, with many, many donations coming in. The place is packed! The Share Shed is in dire need of a good clean out and reorganization. One thought I had was to organize a work party to take on this large task, though that would require assistance from the office to recruit volunteers. If that is not possible, Angela and I will tackle it a bit at a time. Would it be acceptable for us to go into the Share Shed on Wednesday for a few hours and start working on this?

Kind regards,
Tracey Pingle

Dr Harold S. Trefry Memorial Centre
A division of the corporation of St Joseph
seniors and persons with a disability services

Do you know:

- that the meeting hall of the Trefry Centre is available to rent by the day, half day, or hour for personal or business gatherings?
There is a sliding scale of rates for: Seniors and persons with a disability, Local individuals and not-for-profit groups, and For-profit groups/businesses. Phone 705-246-0036 for information.
- The centre has acquired some comfortable new furniture for their outdoor space which overlooks the water and the W.I. Park. A sunny spot in which to gather with umbrella shade available. Beside which there is a garden cultivated and cared for by some of the "Day Out" clients. More than just flowers, it provides rhubarb and vegetables to be gathered and incorporated into this groups' lunch meals.
- The Trefry Centre is an important, thriving place helping to enable seniors to stay in their own homes while also providing one day a week of respite for their caregivers.
- Diner's Club BBQ - June 24, let them know the week before. Tickets available on website.

Interim Treasurer Report

June 3, 2025

Submitted by: Michelle Turco

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

Treasurer's Report

June 3, 2025

Update:

2023 Year End Drafts are signed and completed.

2023 FIR is submitted and under review.

Budget is in progress.

Still working on a giant backlog of payable and receivables.

Michelle Turco,

Interim Treasurer

Kaylee D'Angelo

From: Rick Sirvio <rpsirvio@gmail.com>
Sent: June 3, 2025 1:29 PM
To: Kaylee D'Angelo
Subject: Not Attending Council Meeting

Hi Kaylee, I will not be available for the meeting tonight. Not much to report.

We had 2 medical calls and 3 fire calls in May.

Heavy hydraulic auto extrication tools have been put in service on #1 pumper.

Getting set up for health and safety training.

No progress on #2 pumper replacement or hall expansion.

Regards, Rick

Sent from my iPhone

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 council 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 emergency 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) emergency services for which we have lost a fire truck and have yet to upgrade the fire station for its 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.

2025 May 12

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 - P0R 1G0

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: Kaylee D'Angelo
Subject: 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.

7. OPTA/Final Tax Remittances & reporting - Once the budget is set, tax rates need to be inputted into opta. There is also a related SAGE Adjustment and a process in TMM to issue the final bills and how this needs to be reconciled. This can be pushed to the bottom of the list until the budget is passed.

8. OMERS & Payroll Remittances (CRA) - These need to be done monthly and there are basic reports that need to be done in OMERS every month. Annually, there are also processes that need to be followed. You advised that you will get training from OMERS on how to do the reporting & adding new employees, but there are some things that need to be checked from a payroll perspective to determine that OMERS is being remitted and deducted correctly.

For each item that is taught, Line and I can create cheat sheets and step-by-step manuals for future/current employees if that is of interest (I highly recommend).

I should have a final payment tracking sheet by tonight that staff can use going forward. Some items will likely need to be added, but it will cover most of your major vendors for now.

If there are any other questions you have, or want to talk about some items in this email, please give me a call anytime today.

sincerely,

--

Lars Moffatt
705-257-8919
lars.moffatt5@gmail.com

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**
 - NORDS (Northern Ontario Resource Development Support)
 - OCIF (Ontario Community Infrastructure Fund)
 - GAS TAX (via AMO – Association of Municipalities of Ontario)
2. **TMM (Tax Management Module)**
 - 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**
 - 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 P0R 1C0

(705) 785-3479 ext 102

webster@plummertownship.ca



Corporation of The Township of Jocelyn

By-law No. 2025-1650

Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 3rd day of June , 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 3rd day of **June 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 **3rd day of June 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 **3rd day of June, 2025.**



Reeve



Clerk

The Corporation of The Township of Jocelyn

Regular Meeting of Council Minutes

Tuesday May 6, 2025

7:00PM

3670 5th Side Road, Hilton Beach, ON P0S 1G0

Present:

Reeve Cori Murdock

Clerk Kaylee D'Angelo

Councillor Jason Kennedy

Councillor Greg Gilbterson

Councillor Albert Crowder via phone

Guest: Nick Larson, Agile – Asset Management

Call To Order

25-155

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that we call this Regular Meeting of Council to order at 7:00pm.

Cd.

Approval of Agenda

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Resolved that Council approve the May 6, 2025 agenda as presented .

Declarations of Disqualifying Interest – None to declare

Reeve's Address – Roles of Staff and Council

Delegations/ Presentations

1. Agile – Asset Management Plan – presentation

25- 157

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council asks Clerk D'Angelo to research and consult with Agile – Asset Management to come up with a proposal to use Agile for our Asset Management Plan.

Cd.

2. Fire Department – Status Update Condition of Number 2 Hall and Number 2 Pumper – Presented by Fire Chief Rick Sirvio

Council Direction From Previous Meeting

Health & Safety Training – Fleming and Campbell correspondence

Clerk's recommendation is to arrange the mandatory health and safety training for staff, Council and volunteers as this is now the law. Fleming and Campbell can provide two alternate dates, one lesson and cover all of the mandatory modules, and the cost can be shared amongst townships in this area.

25-158

Moved by: Greg Gilbertson

Seconded by: Albert Crowder

Be it resolved that Council authorize the Clerk to coordinate the mandatory Health and Safety Training for ALL staff, and appropriate volunteers, provided by Fleming and Campbell, while sharing the costs with other municipalities.

Cd.

Committee of the Working Whole

Road work to be completed - sweeping, the 6 km surface treatment plan,

Setting a date for the Roads Committee meeting and create terms for the committee
– Kevin Ibbitson is set to begin sweeping of the 5th Side Road and 4th Concession .

- A roads tour will be completed with the Roads Committee and Council for the purpose of recording which jobs are the highest urgency and which are longer term.

Share Shed – Review previous policy- discussion regarding the need for an updated volunteer contract & expectations

25-159

Moved by: Jason Kennedy

Seconded by: Greg Gilbertson

Be it resolved that Council directs the Clerk to do the appropriate research and create a draft of a new Share Shed policy that protects it's volunteers as well as ratepayers, for the municipality.

Cd.

Discussion regarding ATV rules/regulations as per previous correspondence - review other municipalities policies, is there a need? Tabled for now.

Legislative Matters

By-Laws

Delegation of Authority – *Work in progress*

Tax Ratio Error – *Correction Made*

25-160

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council approves the amendment made to **By-Law No. 2025-1628 – A by-law to set Tax Classes and Tax Ratios for Municipal purposes for the year 2025**

Cd.

Public Hearings: Planning or Zoning Matters – None

Committee / Local Board Reports

- A. Roads – Andrew has been working on filling potholes. There is 6km of road resurfacing to do. The exact areas will be determined during the roads tour.
- B. Museum – one student was hired. They are still seeking volunteers.

- C. Planning – Report attached, submitted by Pat Giunti
- D. Landfill- The dump needs to be pushed back, Gilbertson's usually handles this, they also level it. Albert will direct this when he returns.
- E. Tenby Bay Cemetery – No news
- F. Fire Department
- G. Building - Clerk D'Angelo is working at gathering information from other municipalities and from the Chief Building Officer, Kevin Morris (Tulloch Engineering) regarding Building Permits. There is limited information in the office as far as what the process is, so she will be creating a " How To" process as she learns more information.
- H. Recreation- A call out for new members is required. Disc Golf is looking to complete a cement pad for the course in Jocelyn.

25-161

Moved by: Greg Gilbertson

Seconded by: Albert Crowder

Be it resolved that Council direct the Clerk to post ads looking for Committee members – this can be done on the website, social media, The Clippings etc. Looking for volunteers interested in any committees. The post can include the call out, contact information and committee rules.

Cd.

25- 162

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council approve the request for the cement pad for the remaining 18 hole disc golf course . This will cost approximately \$3500.00

Cd.

Stated that this is the only current recreation activity taking place, and it would be nice to see it completed and the community members out enjoying it. This group also holds tournaments and has their own volunteers that raise the funds required to work on the course.

- I. Trefry – June is Senior's Month- Senior of the Year is an award given at an annual dinner held at Trefry, honouring senior's in your municipality. Did you know that Jocelyn has the highest ratios of client's to volunteers? The community can nominate a deserving senior by submitting a brief write up and name to the office. The Clerk can advertise for these nominations.

Reminder from Clerk D'Angelo :

“Regular Council Meetings are held on the first Tuesday of each month at 7:00pm. The agenda is to be completed and circulated to Council members the Friday prior.

All reports and items to be included in the agenda MUST be submitted by Thursday at 12:00PM. This will help ensure that agendas are posted in a timely matter and in accordance with our Procedural By-Law.

If you have an item that you hope to include after the deadline- you can communicate with the Clerk and the Reeve, it will be at their discretion if an Addendum needs to be done to include your item.”

Thank you,

Kaylee D'Angelo

Clerk, Jocelyn Township

Administrative Matters

25- 163

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council accepts the resignation of Emergency Management Coordinator Dennis Sopha, dated April 30, 2025 and received by Clerk D'Angelo.

Cd.

Clerk's Report – *submitted by Clerk Kaylee D'Angelo*

25-164

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council accepts the Clerk's Report dated May 6, 2025.

25-165

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council approves the request to have Line Webster, CAO/ Treasurer, Plummer Additional facilitate training on an “as needed” basis for both the Clerk and Treasurer. Her rate of pay being \$35 an hour.

Cd.

25-166

Moved by: Jason Kennedy

Seconded by: Dennis Sopha

Be it resolved that Council accepts the documents outlining the rates and services provided by Ironside Consulting, Lars Moffatt, and E4M.

Cd.

25-167

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that Council instruct Clerk D’Angelo to Contact Line Webster and Lars Moffatt for a quote and confirmation that they can assist with the 2025 budget.

Cd.

25-168

Moved by: Jason Kennedy

Seconded by: Dennis Sopha

Be it resolved that Council authorizes Clerk D’Angelo to sign the required agreement with Circular Materials, moving forward with our Recycling Depot operations/costs.

Cd.

25-169

Moved by: Jason Kennedy

Seconded by: Dennis Sopha

Be it resolved that Council accepts the Treasurer's Report submitted by Interim Treasurer Michelle Turco and dated May 6, 2025.

Cd.

Correspondence

Trefry Report

25-170

Moved by: Dennis Sopha

Seconded by: Jason Kennedy

Be it resolved that Council accepts the information submitted by the Trefry Center. Council approves a donation of \$1500.00 for the year 2025.

Cd.

Senior of the Year

25- 171

Moved by: Jason Kennedy

Seconded by: Dennis Sopha

Be it resolved that Council instructs Clerk D'Angelo to advertise for nominations for Jocelyn's Senior of the Year to be submitted by **May 23, 2025**.

Cd.

Closed Session

25-172

Moved by: Jason Kennedy

Seconded by: Dennis Sopha

Be it resolved that Council proceed into Closed Session at 9:08 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.

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Discussion regarding A) Hiring Committee progress report for Treasurer position

B) Addressing a staff concern

C) Addressing a ratepayer concern

Cd.

Business Arising From Closed Session

25-173

Moved by: Jason Kennedy

Seconded by: Dennis Sopha

Be it resolved that we do rise from Closed Session at 10:20pm.

Cd.

25-174

Be it resolved that Council direct Consultant Heather Coleman, Clerk Kaylee D'Angelo and Reeve Cori Murdock to meet with Treasurer candidate to present an employment contract.

Cd.

25-175

Moved by: Jason Kennedy

Seconded by: Dennis Sopha

Be it resolved that Council amend By-Law No. 2025-16Xx to state that Kaylee D'Angelo has been hired as Clerk with a probation of six months.

Cd.

25-176

Moved by: Dennis Sopha

Seconded by: Jason Kennedy

Be it resolved that Council add the title of Deputy Treasurer to Clerk D'Angelo's title as well as an increase of pay, effective immediately.

Cd.

25-177

Moved by: Dennis Sopha

Seconded by: Jason Kennedy

Be it resolved that Council rescinds the previous resolutions :

24-425 banning resolution

24- 380 inquiry of consultant

24- 379 striking first delegate from the record

24- 426 resolution directing report to Facebook

Allowing this ratepayer full access to applying to be a delegate at Regular Council Meetings.

Cd.

25- 178

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that due to our obligation to provide a safe work environment for our employees , the ban of the ratepayer from the Jocelyn Landfill remain in place and will be re-assessed on an annual basis.

Cd.

Confirmation of Proceedings By-Law

25-179

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that Council adopts **By-law 2025-1646** being a by-law to confirm the proceedings of the special meeting of Council held on May 6, 2025.

Cd.

Adjournment

25-180

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that this Council shall now adjourn at 10:26pm to meet again on Tuesday June 3, 2025 at 7:00pm or until the call of the Reeve.

Cd.

Reeve's Address - May 6th, 2025

Good Day, as we continue to navigate through all of the changes and growing pains that our Municipality has experienced over the last while, I felt it was important to go back to the beginning....by that, I mean the beginning of what our roles as Council, Councillors, and Staff are.

What are the basics of the job we are here to do? Why it is important to understand what our individual roles are? Why it is important for the public and community to understand what we do here? And the importance of working together to achieve our goals for the future.

Knowledge and understanding are always important pieces of working together and moving forward. The better we understand what our Roles are and what we are here to do, the more we can be efficient and effective.

So what are our roles? What is asked of us while we are here?

Well, the Roles of Council, Councillors, Head of Council & Staff are as follows.

The role of Council is to:

- represent the public and to consider the well being and interests of the Municipality
- Develop & evaluate policies and programs of the Municipality
- Determine which services the Municipality provides
- Ensure both administrative and controllership policies, practices and procedures are in place to implement the decisions of council
- To ensure accountability & transparency of the operations of the Municipality
- Maintain the financial integrity of the Municipality
- Carry out the duties of Council under the Municipal Act, 2001

Now that we better understand what is expected of us here at this table, I believe we can continue to work together to build this Municipality into a strong and effective entity that best represents our rate payers and our community.

Corporation of The Township of Jocelyn

By-law No. 2025-1646

Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 6th day of May, 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 its meeting on the **6th day of May 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 **6th day of May 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 **6th day of May, 2025**.

Reeve

Clerk

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

Regular Meeting of Council Minutes

Tuesday April 8, 2025

7:00pm

Location: Jocelyn Township Office - 3670 5th Side Road, Hilton Beach, ON P0R 1G0

Present:

Reeve Cori Murdock

Clerk Kaylee D'Angelo

Councillor Greg Gilbertson

Councillor Jason Kennedy via Zoom

Councillor Albert Crowder via phone

Call To Order

25-130

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that we call this Regular Meeting of Council to order at 7:02pm

Cd

Approval of Agenda

25-131

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council approve the agenda and addendum as presented.

Cd.

No Declarations of Disqualifying Interest

Approval of Previous Meeting Minutes

March 12, 2025 and March 24, 2025 - Minutes tabled until next meeting when Council has had more time to review draft minutes.

These have been tabled until the next meeting so Council has time to review the draft minutes.

25- 132

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council approve the meeting minutes – March 3, 2025 Minutes

March 6, 2025 Minutes

March 12, 2025 and March 24, 2025 - Minutes tabled until next meeting when Council has had more time to review draft minutes.

Cd.

Committee of the Whole Working Session (Policies In Progress)

Roads Committee

25-133

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council has created a Road Committee to address issues and give reports to Council.

The members will be: Councillor Jason Kennedy, Councillor Greg Gilbertson, Consultant Heather Coleman, Reeve Cori Murdock.

Council has asked Kevin Ibbitson and Andrew Gordanier to provide status updates and professional opinion regarding roads and conditions, issues and projects to be completed.

Cd.

Work From Home Policy

25-134

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Resolved that Council approve the draft Work From Home Policy with the addition of adverse road conditions/ severe weather conditions.

Cd.

Job Description – Landfill Attendant

25-135

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council approve the draft Job Description for Landfill Attendant with amendments.

Public Hearings : Planning or Zoning Matters

Shore Road Allowances: This public meeting is to consider the 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 St.

Part 2, 1R14228- 2883 Green St.

Part 3 1R14228- 2893 Green St.

25- 136

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

That this Public Meeting of Council to consider the closing, stopping up and sale of the original shore road allowances abutting 2869, 2883, 2893 Green Street to the abutting landowners be called to order at 7:15pm

Cd.

25-137

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that we do provisionally approve the proposed sales of portions of the original shore road allowance in front of broken lots 31 and 32, also being in front of lots 5, 7 and 8, Registered Plan M294, as proposed.

Cd.

25-138

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that we do adopt By-Law 25-1640 being a By-Law to stop up, close and sell the portion of the original shore road allowance in front of Lot 32, Neebish Concession, also being in front of Lot 8, Registered Plan M294, described as Part 3, 1R14288 – Owner R. Surrette/ J. Rainone- Surrette.

Cd.

25-139

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Resolved that we do adopt By-Law 25-1640 being a By-Law to stop up, close and sell that portion of the original shore road allowance in front of the broken lots 31 and 32 Neebish Concession, also being in front of lot 7, Registered Plan M294, described as Part 2, 1R14228 – Owner H. Coleman / P. Giunti 2883 Green Street.

Cd.

25- 140

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Resolved that we do adopt the By-law 25-1640 being a By-Law to stop up, close and sell that portion of the original shore road allowance in front of Lot 31. Neebish Concession, also being in front of Lot 5, Registered Plan M294, described as Part 1, 1R14228 – Owner P. Kelly / C. Kelly 2869 Green Street.

Cd.

Payment in Lieu of Parkland Levy

25- 141

Moved by: Greg Gilbertson

Seconded by; Jason Kennedy

Resolved that Council accept a payment in the amount of \$1075.00 as cash in lieu of parkland for the severance of *Part of Lot 3, Concession N* by Bibba Enterprises Ltd.

Cd.

Committee Reports

Roads – *attached*

Museum – N/A

Planning Board – *attached*

Landfill- N/A

Tenby Bay Cemetery – attached

Fire Department – attached

Fire Chief Rick Sirvio is requesting a meeting with the committee created to address the concerns regarding the Number 2 Fire Hall, he states action is required. He has ordered six new bunker suits. There are four new members for training. One member has completed Ice water Rescue Training.

Building – N/A

Recreation – N/A

Trefry Center – A bench is being assembled in memory of Brian Hall.

Administrative Matters

Applications for Council Vacancy

25-142

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Resolved that Council accepts the completed submitted applications for the Vacant Council Seat.

A meeting will be held on April 29th, 2025 – Time to be determined.

As part of the process to appoint a new member of Council.

Cd.

Acceptance of Resignation

25-142

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Resolved that Council accepts the resignation of Peter Barnas as a volunteer for Health and Safety.

Cd.

Clerk's Report - Attached

25-143

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council accepts the Clerk's report as presented.

Cd.

Treasurer's Report - Attached

25-144

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council accepts the Treasurer's Report as presented.

Cd.

Correspondence: Requiring Action

25-145

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council agrees to renew the contract regarding the Provincial Offences Act Inter- Municipal Agreement.

Cd.

Correspondence : Information

Ratepayer Correspondence regarding the possibility of a by-law regulating ATV use in this municipality – Attached

Council receives this information. Council would like time to complete research on whether or not this by law is necessary in this municipality.

Confirmation of the Proceedings By- Law

25- 146

Moved by; Greg Gilbertson

Seconded by: Jason Kennedy

Resolved that we do pass the **By-Law 25-1642** to confirm the proceedings of the meeting of Council held on April 8, 2025.

Cd.

Adjournment

25- 147

Moved by; Greg Gilbertson

Seconded by; Jason Kennedy

Resolved that we do agree to adjourn at 7:54pm and meet again on April 29th, 2025 or at the call of the Reeve.

Cd.

Reeve

Clerk

Reeve's Address - April 8th, 2025

Welcome, Today I want to talk about Change and Growth - two things that are crucial for our Municipality right now.

But what exactly is Change?

At its core, change means making something different, altering it, or modifying it. Sometimes, it involves transforming something as a whole; other times, it's about adjusting smaller parts to make the entire system work better. In essence, change represents a shift from the "common" way of doing things.

Over the past few years, we all here have seen a lot of Change, on both the municipal and community levels. While we all experience change differently there is no denying that some times change is difficult & we are resistant to it. But at times, it can be easier than we expect and exactly what we need to improve.

So what does change mean for us here and now? Well, as we move forward, we will see changes taking place. My goal, specifically, is to encourage change promote continuous improvement - changes that help us innovate, solve problems and adapt, all for the betterment of our Municipality and our Community.

It is true that we have a lot to recover from, bridges to rebuild and I am asking us all to come together as a whole & start the construction. Let's rebuild the community we deserve.

So, I ask that you keep an open mind and work with us as we choose these changes and support the benefit they will bring. Some may seem mundane or insignificant, while others seem monumental or overwhelming, I ask again that you keep an open mind and have some patience with us as we move Jocelyn Township forward and continue to add to the growth of our community.

One change that I am making is more of an addition rather than a change in the traditional sense. Starting at our May 6th meeting and every regular meeting there after, I will be holding The Reeve Review....from 5:30 - 6:30 pm before the Council meeting. The Reeve Review will be an informal

The Corporation of the Township of Jocelyn

3670 5th Side Road

Hilton Beach, ON

POR 160

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/ Severe Weather

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

In the event of severe weather, employees may work from home with giving limited notice. Example : snow storm with limited visibility.

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 the 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 keep 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 work site. 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 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: *LANDFILL ATTENDANT (PART-TIME)*

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

The Corporation of the Township of Jocelyn

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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

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.1

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

Tuesday April 8, 2025
Regular Meeting of Council

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.

The Corporation of The Township of Jocelyn

Special Meeting of Council Minutes

Tuesday April 29, 2025

7:00PM

3670th 5th Side Road, Hilton Beach, ON P0R 1G0

Present: Reeve Cori Murdock

Clerk Kaylee D'Angelo

Councillor Greg Gilbertson

Councillor Albert Crowder (via phone)

Councillor Jason Kennedy

Call to Order

25-148

Moved by: Jason Kennedy

Seconded by: Greg Gilbertson

Be it resolved that we call this Special meeting of Council to order at 7:01pm.

Cd.

Adoption of Agenda

25-149

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved the Council hereby approves the April 29, 2025 Special Meeting Agenda as presented.

Cd.

Declaration of Pecuniary Interest – None to declare

Committee of the Whole Working Session

By-law 2025- 1643 a By-law to appoint the position of Reeve as the Head of MFIPPA for the Corporation of the Municipality of Jocelyn.

Hiring Committee Tasks

25-150

Moved by: Jason Kennedy

Seconded by: Greg Gilbertson

Be it resolved that Council directs the Hiring Committee to meet with the Treasurer Applicants to discuss employee negotiations. The Hiring Committee will have a final decision for the next Regular Meeting.

Council Vacancy Selection

- a) Opening Statement of purpose and proceedings to be followed.
 - Council Vacancy Policy

- b) List of Candidates

25- 151

Moved by: Jason Kennedy

Seconded by: Greg Gilbertson

Be it resolved that the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, to be considered for an appointment to fill such vacancy

Individuals:

Faye Stevens

Cory Lobsinger

Dennis Sopha

Jason Garside

Cd.

- c) Personal Statement of Qualifications:
 - Dennis Sopha - received
 - Cory Lobsinger - received
 - Jason Garside - received
 - Faye Stevens - received

Applicants are invited to address Council and respond to questions of Council.

Note: Applicants were sequestered in an adjacent room/ outside until it is their time to address Council and answer any questions posed by Council. Each candidate was allowed the opportunity to address Council for a period of not more than ten (10) minutes.

Cory Lobsinger – Not present

Jason Garside – Not present

Fay Stevens - Faye addressed Council, staff and gallery with a speech she had prepared outlining her appreciation for her community, it's history and the desire to bring back some of committees, community engagement and a desire for more Council/ Staff transparency.

Dennis Sopha – Dennis had not prepared a speech, but did address Council, staff and gallery, speaking to the volunteer work he has completed for his community during major transitions, his work as Emergency Management Coordinator, his lifetime spent in the community that he is passionate about. Dennis spoke to the hope of mending some of the relationships between ratepayers, communities, staff and Council.

Council vote for the Candidate Dennis Sopha was unanimous.

25-152

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council adopts **By Law No. 2025-1644** being a by-law to appoint Dennis Sopha as a Councillor for the Township of Jocelyn.

Cd.

Dennis Sopha completed his Declaration of Office and Oath of Allegiance .

Confirmation of Proceedings

25-153

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Be it resolved that Council adopts **By-Law 2025-1645** being a by-law to confirm the proceedings of the special meeting of Council held on April 29, 2025.

Cd.

Adjournment

25-154

Moved by: Greg Gilbertson

Seconded by: Jason Kennedy

Resolved that we do agree to adjourn at 7:42pm and meeting again on May 6th at 7:00pm, or at the call of the Reeve.
Cd.

THE CORPORATION OF THE
TOWNSHIP OF JOCELYN

BY-LAW 2025 - 1643

Being a by-law to designate a head for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*

WHEREAS section 3 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 (the "Act"), enables a municipality to designate an individual or committee of council to act as the head of the municipality for the purposes of the Act;

AND WHEREAS section 49 of the Act enables the head to delegate in writing a power or duty granted or vested in the head to an officer of the institution subject to limitations, restrictions, conditions and requirements as the head may set out in the delegation;

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

- 1) That Council of the Corporation of the Township of Jocelyn designates the Reeve of the Township of Jocelyn as the head of the municipality for the purposes of the Act; and
- 2) That Council delegates all powers and duties granted or vested in the head to the Clerk of the Township of Jocelyn

AND FURTHER that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this 29th day of April, 2025.

Reeve, Cori Murdock

Kaylee D'Angelo, Clerk

Corporation of The Township of Jocelyn

By-law No. 2025-1645

Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 29th day of April , 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 **29th day of April 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 **29th day of April 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 **29th day of April , 2025.**

Reeve

Clerk

Reeve

Clerk