

The Corporation of the Township of Jocelyn

Agenda Package

Regular Meeting of Council – October 8, 2025

The Corporation of The Township of Jocelyn

Regular Meeting of Council

Wednesday October 8, 2025

7:00pm

3670 5th Side Road, Hilton Beach

1. Call To Order
2. Approval of Agenda

Recommendation: Be it resolved that Council approve the Wednesday October 8, 2025 Regular Meeting of Council agenda, as presented.
3. Approval of Most Recent Meeting Minutes

3.1 *Regular Meeting of Council Minutes– September 10, 2025*
Recommendation: Be it resolved that Council approve the most recent meeting minutes dated September 10, 2025
4. Reeve's Address
5. Delegations/ Presentations
6. Committee of the Whole Working Session *(to work on policy/plans)*

6.1 *Draft - The Jocelyn Township Employee Handbook*
7. Council Direction From Previous Meeting
8. Legislative Matters
 - 8.1. By-Laws – By-Law No. 2025 – Xx Appointing Lars Moffatt Treasurer- Deputy Clerk
 - 8.2. Public Hearings: Planning or Zoning Matters
9. Committee / Local Board Reports
 - A. Roads – 1. *Remaining 2025 roads capital projects to be completed*
 - B. Museum
 - C. Planning
 - D. Landfill
 - E. Tenby Bay Cemetery
 - F. Fire Department
 - G. Building
 - H. Recreation - 1. *Harvest Festival Report*
 - I. Trefry

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

A) *Dump Hours – Update*

B) *Share Shed – Hours of Operation – Closing Date*

C) *Sign to be added to the list of maintained signs*

D) *Emergency Management Update*

10.2 Financial Update/ Statement – *August / September Expenditure Report submitted by Line Webster*

10.3 Update on Capital Projects

11. Leadership Issues

11.1 Asset Management Plan

11.2 New Policy

11.3 Notice of Motion

12. Correspondence

12. 1 Correspondence requiring action – *Submitted by: St. Joseph Island Historical Society*

12. Closed Session

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

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(b) personal matters about an identifiable individual, including municipal or local board employees;

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

* Review of legal advice received regarding the Hilton Road well

13. Business Arising From Closed Session

14. Confirmation of Proceedings By-Law

*Recommendation: Be it resolved that Council pass **By-Law No. 2025-1662** confirming the proceedings of the Regular Meeting of Council held on October 8, 2025.*

15. Adjournment

The Corporation of the Township of Jocelyn

Recent Meeting Minutes

Regular Meeting of Council – September 10, 2025

The Corporation of The Township of Jocelyn

Regular Meeting of Council Minutes

Wednesday September 10, 2025

7:00pm

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

Present:

Reeve Cori Murdock	Clerk-Deputy Treasurer Kaylee D’Angelo
Councillor Albert Crowder	Councillor Jason Kennedy
Councillor Dennis Sopha	Councillor Greg Gilbertson

Call To Order

25-241

Moved by: Jason Kennedy

Seconded by: Greg Gilbertson

Be it resolved that we call this Regular Meeting of Council to order at 7:03pm.

Cd.

Agenda Approval

25-242

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that we adopt the September 10, 2025 Regular Meeting of Council agenda, as presented.

Cd.

Approval of Minutes From Most Recent Meetings

25- 243

Moved by; Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council approve the meeting minutes from the August 5, 2025 Regular Meeting of Council.

Cd.

Declarations of Disqualifying Interest – N/A

Reeve's Address – The Importance of Keeping Up to Date

Fire Department Update – Presented by Rick Sirvio

In addition to Fire Chief Rick Sirvio's written report, he wanted to update Council, staff and public that the No. 2 Fire Hall had a severe mouse infestation and has since been treated and repaired.

Delegation – Rodney Xilon, Ratepayer – Concerns regarding the Hilton Road well.

25-244

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council receives the information provided by the delegate, Rod Xilon and will schedule a meeting with him, the Reeve and Clerk to review the information provided by both the lawyer and the insurance provider. In addition, Council will hold a session including Mr. Xilon to review and determine the next appropriate steps.

Cd.

By-Law

24-245

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council pass by-law number **2025-1657** being a by-law to set remuneration and authorize related to travel expenses for Members of Council, Local Boards, Officers and Employees of the Corporation

Cd.

Planning Matters

Application for severance

25-246

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Resolved that we acknowledge receipt of Consent Application #5/25 – Lot 4, Concession L, Jocelyn Township.

And provide for the following conditions:

1. This approval shall apply to the severance of Lot 4, Concession L in the Township of Jocelyn, into two 50 acre parcels. This is a resubmission of a previous application that was provisionally approved but not completed.
2. Prior to the deeds for this transaction being stamped:
 - i) All property taxes levied against the subject properties shall been paid;
 - ii) The applicant shall convey 5 % of the subject lands to the municipality, if requested, for park purposes. Alternatively, the municipality may require cash in lieu of all or portion of such conveyance.
3. The subject transaction shall be completed within two years of the date of notice on this approval.

Cd.

Committee Reports

Roads- Andrew Gordanier submitted his report to the Clerk for presentation at the meeting. Published with agenda.

Museum – There will be a fundraiser held on November 1, Janet Callahan will forward some material to the Clerk for advertisement.

Planning Board – Councillor Jason Kennedy reported that the Planning Board was to meet on September 22, 2025 in Council Chambers. They have been handling severances and are discussing the draft Official Plan and the revisions they hope will be made.

Landfill – Councillor Greg Gilbertson visited the landfill, he notes that it needs to be cleaned up. He did find a way to prop the bins open for easier access. The brush needs to be burned and the scrap metal needs to be removed.

Tenby Bay Cemetery – Councillor Albert Crowder mentions that more land would be a benefit.

Building – The Clerk reports that 8 applications have been received this year.

Recreation – Special thank you to all of the Harvest Fest volunteers. Jocelyn Township is still looking for new members to join the Rec Committee. Reeve Murdock mentions that Central Algoma Secondary School has reached out requesting to use the trail system for their NOSSA meet. This has been done in the past. Council agrees.

Trefry – Report submitted by Faye Stevens. Published with agenda.

Clerk's Report

25-247

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council does receive the Clerk's Report(Published with agenda) dated September 10, 2025

Cd.

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Council resolves that the Regular Meetings of Council currently held on the First Tuesday of each month, be moved to the first Wednesday of each month instead. Council directs the Clerk to amend the Procedural By-Law to reflect this change.

Cd.

Financial Update – N/A

Update on Capital Projects – Fire Truck

25-249

Moved by: Albert Crowder

Seconded by: Jason Kennedy

WHEREAS the Township of Jocelyn recently purchased a used 2000 GMC Fire Truck that will be usable for Fire Protection Services under the incoming NFPA Standards until approximately 2029,

AND WHEREAS the existing 1980 Ford 9000 Pumper currently owned by the Township of Jocelyn will not be usable or certifiable for Fire Protection Services under the incoming NFPA standards, set to take effect on July 1, 2026;

AND WHEREAS funds were pulled from the Township's Fire Department Capital reserve to purchase the 2000 GMC Pumper, and it is in the best interest of the Township to replenish this reserve with whatever funds may be available;

BE IT RESOLVED THAT the Township of Jocelyn declares the 1980 Ford 9000 pumped as surplus and authorizes the Clerk to issue a "request for sealed bids" to purchase the vehicle as is, where is, with a minimum bid set at \$5,000,

AND THAT THE Clerk is authorized to determine the timeline that sealed bids will be received for and is authorized to accept the highest bidder so as long as they bid the minimum bid amount and include a deposit of 20% in their sealed bid.

AND THAT if no bids are received, the Clerk is authorized to amend the minimum bid amount as required and re-issue the request for sealed bids and accept the highest bidder.

AND THAT any funds received from the sale of this equipment shall be transferred to the Township's Fire Department Capital Reserve.

Cd.

Correspondence : Jocelyn's Future Submitted By: Diane Candido

Council received this correspondence.

New Policy

25-250

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council does pass the revised Procurement and Purchasing Policy (Schedule A) to **By-Law No. 2025-1658**

Cd.

Confirmation of Proceedings

25-251

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Resolved that we do pass **By-Law 2025-1660** to confirm the proceedings of the September 10, 2025 Meeting of Council.

Cd.

Adjournment

25-252

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council agree to adjourn this meeting at 8:13pm and will meet again on Wednesday October 1, 2025 or at the call of the Reeve.

Cd.

The Corporation of the Township of Jocelyn

Draft Policy:
The Jocelyn Township Employee
Handbook

Regular Meeting of Council – October 8, 2025

Team Member Handbook

Effective XXX



1.0 WELCOME

1.1 Team Member Handbook

Our Team Member Handbook is a collection of documents which provide details related to corporate structure, human resources and health and safety protocols.

This Team Member Handbook is to be used as a reference for staff and volunteers which will be continually revised and updated to reflect the most current and accurate policies and procedures in place here at the Township of Jocelyn.

1.2 Welcome

Welcome to the Township of Jocelyn. We believe that each Team Member, whether staff or volunteer, contributes directly to the level of satisfaction our residents experience. Our Team Members display the skills, abilities, personality, loyalty and commitment necessary to make the Township of Jocelyn a unique and enjoyable workplace and a great place to live and work.

We believe that working together as a team while actively listening to each other's viewpoints will result in the growth and success of our Municipality and our Team Members. To achieve a unique and enjoyable work environment there are expectations that we must continuously strive to meet.

As Team Members we are expected to:

- Work safely and follow safe work practices
- Have and show respect towards fellow Team Members, Residents and Users
- Treat our internal and external customers as you would like to be treated
- Be professional in approach with internal and external customers
- Maintain a positive attitude
- Make ethical decisions
- Adhere to company policies and procedures
- Regular attendance at work

This Team Member Handbook is intended to be an accessible reference for you. Based on the needs and feedback of our Team Members, the Corporation and legislative requirements, this handbook will evolve as well as the culture we strive to create and our expectations.

Team Members are expected to take the time to review and familiarize themselves with these policies and procedures.

2.0 CORPORATE CULTURE

2.1 About the Township

The Township of Jocelyn is one of four municipalities found on St. Joseph Island. In terms of area, it is the largest Island municipality. The Township is approximately 133 square kilometers.

The Township of Jocelyn strives to provide a safe, healthy, and enjoyable environment for residents and tourists alike. The charming quality of this region continues to entice travelers to tour throughout the scenic municipality. The Township strives to preserve its rural heritage so that it will continue to be a charming, scenic and enjoyable destination for years to come.

2.2 Corporate Structure

2.2.1 Council

The Township of Jocelyn is governed by a five-member elected Council. Council is comprised of a Reeve and four Councilors, elected at large by the whole Township.

Council meets on a regular basis. Our Council Chamber is located at the Township of Jocelyn Administration Centre, 3670 5th Sideroad, Jocelyn Township.

2.2.2 Role of Reeve

The role of the Reeve is to:

- act as Chief Executive Officer (CEO) of the municipality
- preside over Council meetings
- provide leadership to Council
- represent the municipality

2.2.3 Council

The role of Council is to:

- represent the public and to consider the well-being and interests of the municipality
- determine which services the municipality provides
- ensure that administrative practices and procedures are in place to implement the decisions of Council
- maintain the financial integrity of the municipality

2.3 Interaction between Administration & Council

How does Council and Administration get the job done?

Council relies on the input of the team to keep our municipality operating. A budget is reviewed every year that outlines the work program to be conducted over the course of the year. Much of this work program requires all employees to either plan for the activities or implement the ideas. If an idea has an impact on budget, they are taken to Council for approval.

2.4 Organizational Structure

Jocelyn is made up of the following departments:

- Administration
- Fire and Emergency Services
- Contracted Services- Roads Maintenance, Building Services

2.5 Staff and Volunteer Responsibilities

2.5.1 Administration

The role of the Clerk, Treasurer and other administrative staff includes:

1. Manage the affairs of the municipality and to ensure continuity of services, fiscal responsibility, transparency, and intergovernmental relations. This department develops partnerships with Federal Agencies, Provincial Departments, other municipalities, institutions and private sector interests to forward the business of the municipality
2. Funding applications and associated reporting requirements.
3. Human resource functions:
 - Recruitment of municipal employees
 - Unbiased liaison with Team Members
 - A positive working environment based on respect, fairness, honesty, integrity, trust, and openness
 - Listening to ideas, concerns, suggestions and feed those points forward and work with the Team to implement the selected solutions
 - Strategic partnering within the Corporation by assisting departments in the achievement of their goals and objectives by developing and implementing effective human resources programs, policies and procedures
 - Provide leadership, coaching, mentoring, guidance, and support all members of the Corporation
 - Assisting team members with the achievement of their goals and objectives
 - Gathering and analyze salary information

- Maintaining the job evaluation process
 - Management and implementation of the corporations' Health & Safety policies
 - Coordination of the Employee Pension program (OMERS)
 - Municipal reporting program to the Workplace Safety and Insurance Board (WSIB)
 - Coordination of the municipal benefits program
 - Coordination of the municipal Employee Assistance Program
 - Municipal health and safety program
4. Ombudsman
- acts as a facilitator for internal and external matters as well as provide conflict resolution when required.
5. Liase and Direct Contracted Services and Staff
6. Support for Council and the CLERK
- Prepare By-laws, Corporate Agreements and Council documents
 - Policy Advisor to Council
 - Communications and Marketing
 - Cemeteries and Vital Statistics
 - Records Retention (see attached records retention requirements)
 - By-law Enforcement and Animal Control
 - Municipal Lottery Licensing
 - Municipal Election
7. Financial management and reporting:
- Manage accounts payable and receivable
 - Prepare and process property taxes
 - Prepare and process water and sewer bills
 - Manage payments of Township expenses
 - Manage Township's finances (budget, financial statements, audits, etc.)
 - Ensure compliance with PSAB and other financial standards
 - Complete the organization's payroll
 - Complete financial reporting
 - Provide superior customer service for daily transactions
8. Landfill

2.5.2 Planning – St. Joseph Island Planning Board

The role of the Planning Board includes:

- Manage all growth management projects

- Oversee the update and interpretation of the municipality's Official Plan and other growth management policies
- Liaise with the Provincial Government to ensure conformity
- Process Official Plan Amendments, Subdivision Plans and Site Plan Approvals
- Support and provide comment to the Committee of Adjustment
- Keep Council and the Staff aware of changes in policies that impact the municipality
- Provide comment on development proposals as required

2.5.3 Public Works and Winter Maintenance Contracted Staff

The role of the Contracted Maintenance Company includes:

- Routine patrol to ensure road safety and compliance
- Road maintenance and repairs
- Roadside grass cutting
- Winter maintenance, road plowing and clearing, sand application
- Tree and other hazard removal

2.5.4 Recreation, Parks and Properties

The Township's recreation committee focuses on family fun throughout the year by organizing fun days which can be enjoyed by the whole family. For more information about the events and the quests available daily that are hosted by the recreation committee please visit our Events page on the Township's website.

The three parks located within the Township provide an assortment of activities for residents and visitors of all ages.

2.5.5 Fire and Emergency Services

The Township of Jocelyn has a volunteer fire department which provides fire protection to township residents. In addition to providing fire protection, several of the volunteer firefighters are also first responders. The Fire Hall is located by the Township Office with a satellite station situated adjacent to the landfill.

Fire permits are required April 1st – October 31st and can be picked up at the Jocelyn Township office during regular hours.

2.6 Respect in the Workplace

The Township of Jocelyn is firmly committed to providing and maintaining a professional and positive work environment where all team members are treated fairly with dignity and respect. We believe in a proactive approach to workplace respect and are devoted to providing team members with a healthy and safe workplace free from discrimination, incivility, harassment, bullying, and violence.

“Workplace Harassment” means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

“Workplace Violence” means:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, or
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, or
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2.6.1 Workplace Violence

Due to the nature of work, some workplaces within the Township may be at a greater risk for workplace violence. This includes workplaces that involve the following activities:

- With unstable or volatile clients
- Handling cash
- Contact with clients
- Securing/protecting valuables
- Alone or in small numbers

The Township is committed to the promotion of a work environment in which all workers are treated with respect and dignity, and a workplace that is free of workplace violence and harassment.

Workplace violence will not be tolerated by any worker within the Township. Procedures are in place to ensure workers report all incidents of violence in the workplace and to report concerns about situations that could become violent. These procedures ensure that incidents receive an appropriate and timely response.

In the event of any **violent incident**, the following measures are to be followed:

Worker is to report the incident of violence to the supervisor

- The supervisor will conduct an investigation.
- Based on the incident, the Progressive Discipline Policy may be initiated
- If the event is a serious workplace violence situation, the Township should first notify the police or emergency responders for immediate assistance

2.6.2 Workplace Harassment

Workplace harassment may escalate to threats or acts of physical violence or a targeted worker may react violently to prolonged harassment in the workplace. It is important to recognize these behaviours and deal with them promptly as they could lead to workplace violence. In the event of an incident of workplace harassment, the following measures are encouraged to be followed by supervisors and workers:

- The worker is encouraged to report the incident of harassment to their supervisor
- The supervisor will conduct an investigation
- Based on the incident, the Progressive Discipline Policy may be initiated

2.6.3 Domestic Violence Responsibility

If the Township becomes aware, or ought reasonably to be aware, of domestic violence that may occur in the workplace and would likely expose a worker to physical injury, the Township will take every precaution reasonable in the circumstances for the protection of the worker.

2.6.4 Duty to Provide Information

The Township has a legal duty to provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if:

- The worker can be expected to encounter that person in the course of work, and
- The risk of workplace violence is likely to expose the worker to physical injury.

This includes providing information concerning co-workers and clients/customers with a history of violent behaviour. The Township and supervisors have a "duty to warn".

2.6.5 Worker Refusal

A worker is permitted to refuse work if they have reason to believe that they may be endangered by workplace violence or if they have reasonable grounds to believe that workplace violence continues to be likely to endanger him or herself. Firefighters, in the course of their duty of responding to emergency situations, are not eligible to refuse work as their jobs include the protection of public safety. The exclusion occurs when the danger is an inherent or normal part of their job, or the refusal would endanger the life, health or safety of another person.

The Workplace Violence and Harassment Program will include measures and procedures for workers to report workplace violence incidents and for employers to investigate and deal with those incidents or complaints. These measures are intended to help workers, supervisors and the Township address workplace violence concerns before they escalate to work refusals.

If a worker refuses work due to workplace violence, they are to remain in a safe place as near as reasonably possible to his or her workstation while waiting for the Township to investigate. The location of the safe place will depend on the circumstances that led to the work refusal.

2.6.6 Reprisals Prohibited

This Policy prohibits any form of reprisal against a worker, who, in good faith, reported a workplace violence or harassment incident. Direct and indirect retaliation for exercising rights or responsibilities under this policy will not be permitted. Reprisals include but are not limited to any of the following toward a worker – hostility, exclusion/ostracism, negative remarks, demeaning duties, discriminatory behaviour, harassment, demotion, suspension and dismissal.

2.6.7 Risk Assessment

A risk assessment will be done for each workplace. Workplaces are to be re-assessed as often as needed to ensure the protection of workers from workplace violence. A workplace violence risk assessment will include the following:

- Assess the risk of workplace violence that may arise from the nature of the workplace, type of work or conditions of work.
- Take into account the circumstances of the workplace and circumstances common to similar workplaces.
- Develop measures and procedures to control identified risks that are likely to expose a worker to physical injury. These measures and procedures must be part of the workplace violence program.

2.7 Code of Conduct

2.7.1 Overview

- Does the township have a code of conduct

2.7.2 Public Relations

All communications shall be handled in a courteous and respectful manner with an objective and impartial attitude. Members of the public have a right to present their views and Township representatives have a right to explain corporate policy.

2.7.3 Confidentiality and Disclosure of Information

Records and information held by the Corporation shall be treated in accordance with the provisions of corporate records policies and the *Municipal Freedom of Information and Protection of Privacy Act*, 1990 and all employees shall sign a confidentiality agreement (attached).

Primarily the Reeve is the lead spokesperson for the corporation. If a matter focuses on a technical issue staff shall make comment to members of the public on policy matters and litigation matters, and they must keep in mind confidentiality at all times. Where at all possible, media contact on specific matters should be to a designated point-person rather than multiple sources.

Team members need to take care in providing information to the public. In a customer service role, staff will be required to give specialized information to the public related to their specific position. Care should be given in providing information outside of the team member's specific role to ensure that there is no conflict with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

2.7.4 Proprietary Information

The following information outlines how proprietary information (information specific to Jocelyn) should be handled:

- All information acquired or generated by team members as a result of their employment with the Corporation is the exclusive property of the Corporation
- All rights and titles to any tangible or intellectual property produced by a team member during the course of employment shall remain with the municipality
- The use of proprietary information for personal advantage is prohibited
- Team members are required to safeguard proprietary or copyrighted information (such as business strategies, plans, pending proposals/contracts, financial projections, proposed acquisitions, etc.)
- Proprietary information is to be released only to team members who have a need for such information or in accordance with the provisions of privacy legislation
- The release, disclosure of proprietary information by team members requires proper authorization from their Supervisor
- Contravention of any of the provisions of this policy may result in disciplinary action, up to and including termination with cause of employment

2.7.5 Conflict of Interest

A team member will be considered to have a conflict of interest where his/her private objectives conflict with civic objectives. As such, team members shall not:

- Engage in any activity which may result in an interference with the impartial discharge of their duties and responsibilities to the Corporation;
- Place themselves in a position in which they are under obligation to any person who might benefit from their position in the Corporation;
- Deal with any application, agreement or contract with the Township for any loan, grant, award or land matter in which the team member, his/her spouse or family member has a pecuniary interest;

- Gain personal benefit, directly or indirectly, from municipal authority or from any confidential knowledge relating to civic-related matters;
- Disclose or release, by any means, confidential information which the Township representative has acquired by virtue of his/her position; and,
- Sell goods, materials or services to the Township except when the same opportunity is made to other persons or companies on an equal basis and with the goods, materials or services provided outside of regular hours of employment and the Clerk being advised.

Team members should be aware that it is unacceptable for them to act on a matter in which they have either a real or an apparent conflict of interest. Team members will take steps to avoid as best as they can real or perceived conflicts of interest. For assistance, they should seek guidance from the Clerk.

When a conflict of interest exists, the team member must withdraw from direct involvement and refrain from any comment on the issue that might influence the decision-making process. Team members must report all conflicts of interest to the Clerk.

2.7.6 Political Involvement

Municipal resources, including Township property and assets, shall not be used for or provided toward any election campaign. Any team member who intends to be a candidate in a municipal election should consult the *Municipal Elections Act* and *Municipal Act, 2001* for stipulations concerning leave of absence and resignation. According to Section 30 (1) of the *Municipal Elections Act*:

'an employee of a municipality or local board is eligible to be a candidate for and to be elected as a member of the Council or local board that is the employer if he or she takes an unpaid leave of absence beginning the day the employee is nominated and ending on voting day.'

In addition, Section 30 (4) of the Act stipulates;

'if the employee is elected to the office, he or she shall be deemed to have resigned from the employment immediately before making the declaration of office referred to in subsection 232 (1) of the Municipal Act, 2001 or Section 209 of the Education Act, 1990 as the case may be.'

2.7.7 Gifts and Benefits

In order to preserve the image and integrity of the Township, the receipt of gifts and benefits should be discouraged. Nonetheless, the Township recognizes that moderate hospitality is an accepted courtesy of a business relationship.

Team members shall use common sense when dealing with situations where a gift is offered in appreciation of a service provided. Team members may only accept a gift or benefit that is of minimal value, and under no circumstances may cash be accepted. In addition, a gift may only be accepted once the service has been provided, so as not to

leave the impression that a gift is required before team members will perform their duties. Where it is suspected that a gift or benefit may have a value in excess of \$50.00, the Clerk must be consulted. Work-related gifts delivered to an individual's home are also governed by this section.

All gifts received by team members will be reported to the Clerk. The notification, in writing, will include the following details:

- Name of the individual who received the gift and the capacity in which he or she was serving at the time;
- A description of the gift;
- The person or group who presented it;
- The date on which the gift was received;
- The occasion on which the gift was given;
- The estimated value of the gift, if known;
- What the individual intends to do with the gift; and
- Whether the gift should remain with the Township if the recipient leaves.

Political contributions made or collected in accordance with the *Municipal Elections Act*, 1996 and reported by law are not considered gifts within the Code of Conduct.

Discounts for products or services may be offered to team members based on the representative's occupation, status as an employee or association membership. The Township acknowledges that these discounts occasionally occur. Township representatives shall use common sense when dealing with situations where discounts may be offered.

2.7.8 Outside Employment

A team member shall not engage in any outside work, business activity, or other undertaking that is associated with his/her duties for the Township:

- While on duty;
- That interferes with the performance of his/her duties for the Township;
- That creates a Conflict of Interest;
- That is in conflict with a by-law, policy, plan or objective of the Township or that is in any way contrary to the interests of the Township;
- From which the employee derives some form of benefit by virtue solely of his/her employment with the Township; and/or

If the team member is unsure whether the carrying out of outside work, business activity or other undertaking would cause one of the conditions described in Section 2.9.8, the employee should seek prior guidance from his/her immediate supervisor.

Section 2.9.8 shall not extend to part-time employees including part-time firefighters as well as certain non-full time contract positions.

2.7.9 Use of Township Property and Assets

Team members shall only use Township property, assets and resources (including intellectual property) for activities associated with the discharge of their official duties unless provided otherwise.

Use of Township equipment is permitted to assist local charitable events subject to the approval of the Clerk and provided an employee is in charge or supervising the use.

2.7.10 Alcohol, Illegal Substances and Impairment

Team members shall not consume or use alcohol or illegal drugs while on duty or carrying out any responsibilities for the Township. Township employees may consume non-prescription medications or medications prescribed by physicians. Employees are responsible to ensure that their medications will not impair their ability to work safely.

Team members shall not be impaired while performing any duties or carrying out any responsibilities for the Township. The definition of impairment shall be consistent with the standard set by Section 253 of the *Criminal Code of Canada* for the legal operation of motorized vehicles and vessels. According to this definition, impairment entails a Blood Alcohol Concentration (BAC) of 0.05 percent or greater (i.e. fifty milligrams of alcohol in 100 milliliters of blood).

2.7.11 Illegal Activity

Team members shall not engage in any illegal activity while on Township property, while using Township resources (such as vehicles), or while engaged in Township business. In addition, all matters of illegal activity committed against the Township by team members including, but not limited to, any manner of fraudulent activity or the theft of Township property will be treated with zero tolerance and may also result in prosecution.

2.7.12 Enforcement

The Clerk will ensure to the best of his / her ability that team members are aware of this Code and that it is followed. Any team member who has direct knowledge of a breach of this Code shall advise the Clerk in confidence. Where it is determined that a member of Staff has committed a breach of this Code, disciplinary action shall be taken. Breach of the Code is subject to discipline under the Township's progressive discipline program. The Clerk in his/her discretion shall be responsible for applying the discipline. An employee may appeal the Clerk's decision(s) to Council, with the Reeve serving as a primary contact.

In any conflict involving the CLERK, Council shall apply the appropriate discipline. The Reeve shall act as the primary contact under these circumstances.

Team members are advised to annually review the Code of Conduct and will be required to sign an annual declaration that they are aware of the Code, versed in it, and will uphold it. This document will be kept in their personnel file.

2.7.13 The Grapevine

A “*grapevine*” is defined by Miriam Webster’s Dictionary as “an informal person to-person means of circulating information or gossip”. The grapevine is the informal communication network that exists within the organization. One major advantage of the grapevine is that it is a release mechanism for stress. Bottled-up feelings have been proven to have negative side effects for individuals and the grapevine helps to ease this type of situation. The Corporation acknowledges individuals like and need to talk about their work. It’s an important part of one’s life. This open communication also enables team members to have empathy for those who are experiencing stress outside of the workplace. As stronger personal bonds occur among team members, a greater spirit of team work exists within the Corporation.

Staff and Council strive to provide prompt, clear, and accurate factual information on the issues important to the Team. They will keep formal communication lines open and the process as short as possible. The goal is to reduce team member stress, anxiousness and reduce the impact of emotions when rumors are heard.

2.7.14 Team Member Professionalism

We interact with clients who receive Township services or programs, community agencies, contractors, suppliers, and the general public on a daily basis. As Team Members we must be professional, courteous and objective in all of these interactions. We are expected to conduct ourselves with the highest degree of ethical behaviour and integrity. Team Members must also be professional and courteous with their co-workers. They should be aware that improper behaviour in the workplace has a negative effect on others. Examples of improper behaviour include: excessive noise, potentially offensive pictures and jokes, profanity and demonstrating little or no respect for other’s personal belongings. Team Members are expected to be reasonable and fair in their expectations of each other and resolve any conflict in a mature and professional manner.

2.7.15 Diversity

The Township of Jocelyn is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The Corporation fosters an environment that respects people’s dignity, ideas and beliefs, thereby ensuring equity and diversity in employment and ensuring customers and others have access to Township facilities, products, services, and grants as defined by human rights legislation.

2.7.16 Public Criticism of Employer

As Team Members of the Corporation we are expected to act as ambassadors for the organization, Council or other corporate officials, and the policies and procedures they are charged with implementing. This policy focuses on a Team Member's obligation to the municipality when acting in an official capacity. This includes: professional contacts with citizens and organizations, public presentations and media interviews whether these relate to one's own program or to other municipal programs. It does not, however, remove the Team Member's right as a private citizen of the Township to comment generally on matters of public interest. In exercising this right, Team Members are not speaking as Township Team Members and should not identify themselves as such.

Public criticism includes negative letters to the editor, negative interviews with the media and making negative statements in public whether verbally or in the form of printed or electronic messages. Public criticism undermines the municipality and may be subject to corrective action up to and including termination of employment.

2.7.17 Dress Code

As ambassadors for the Township, we are expected to project a positive and professional image. With this in mind, the Corporation expects Team Members to observe a standard of grooming and dress that projects a professional attitude and appearance consistent with their job duties and in compliance with the health & safety requirements of their position.

Appropriate business attire must be worn when attending meetings of Council, Sub-committees of Council, and other public meetings. This applies in all circumstances, including "casual days".

Clothing with offensive messages, pictures and advertising / promoting non corporate sponsored events are not permitted. Low cut garments, cut off shorts, clothing with rips and tears are not permitted.

Jewellery, including facial jewellery, may be worn at work provided the following conditions are met:

- No safety or health hazard is created by wearing the jewellery;
- Wearing the jewellery does not interfere in any way with the Team Member's job duties, or inhibit effective communication with clients or the public;
- The jewellery worn is not excessive, does not incorporate offensive symbols, and is acceptable attire for the Team Member's workplace Managers and Supervisors are responsible to ensure adherence to the dress code policy.

3.0 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT – CUSTOMER SERVICE STANDARD

3.1 Introductions

As of January 1, 2008, Ontario's Customer Services Standard became the law. Businesses and organizations that provide goods or services to people are required to make their customer service operations accessible to those with disabilities. Businesses and organizations will become accessible by the identification and removal of barriers in customer service through operational practices, policies and procedures, communications and staff training.

3.2 Policy Statement

To accomplish the required compliances of the *Accessibility for Ontarians with Disabilities Act*, the Township will:

1. Document in writing all policies, practices and procedures for providing accessible customer service and meet other document requirements set out in the standard
2. Notify customers that documents required under the Accessible Customer Service Standard are available upon request
3. When providing documents under the Accessible Customer Service Standard to a person with a disability, the information will be provided in a format that takes into account the person's disability.

All departments at the Township of Jocelyn will use reasonable efforts to ensure that the policies, procedures and practices established in the Accessible Customer Service Standard Policy are consistent with the following core principles:

- **Dignity**
- **Independence**
- **Integration** (except when alternate measures are not necessary to meet the needs of people with disabilities), and
- **Equal Opportunity**

3.3 Definitions

"Accessible Communications" means, depending on the situation and the person's needs, the format of communication may be altered to best suit the customer. The communication can be made more accessible in various ways including, but not limited to, changing the usual method of communication or using an assistive device for services.

"Alternate Services" means serving people with disabilities in ways that are not completely integrated into the regular business activities of the Municipality. For this reason, it may

be necessary that goods or services are provided to people with disabilities in a different place or in a different way than other customers, such as using email to communicate with customers who are deaf or have speech impairments.

“Disability” means any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, include diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on

- a. wheelchair or another remedial appliance or device,
- b. a condition of mental impairment or a developmental disability,
- c. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- d. a mental disorder, or
- e. an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997.

“Personal Assistive Device” means an assistive device that those with a disability may bring with them, such as a walker or a personal oxygen tank, which aid in their day-to-day functions.

“Principles of Dignity” means that policies, procedures and practices that respect the dignity of a person with a disability are those that treat them as customers and clients who are as valued and as deserving of effective and full service as any other customer. Service delivery needs to take into account how people with disabilities can effectively access and use services and show respect for these methods.

“Principle of Equal Opportunity” means having the same chances, options, benefits and results as others. In the case of services, people with disabilities have the same opportunity to benefit from the provision of goods and services as others. They should not have to make significantly more effort to access or obtain service and they should not have to accept lesser quality or more inconvenience. Equal opportunity can best be reached by taking steps to ensure that individual needs are taken into account when providing goods or services. Principles may need to be balanced in order to achieve the outcomes that meet the needs of the person with a disability.

“Principle of Independence” means freedom from control or influence of others and the freedom to make your own choices. It may also mean the freedom to do things in your own way.

“Principle of Integration” means services that allow people with disabilities to fully benefit from the same services, in the same place and in the same or similar way as other customers. Integration means that policies, practices and procedures are designed to be accessible to everyone including people with disabilities. At times when integration does

not serve the needs of all people with disabilities, it may be necessary to use alternate measures to provide goods or services.

“Service Animal”:

- An animal, for the purpose of this policy, is a service animal for a person with a disability,
- Means it is readily apparent that the animal is used by the person for reasons relating to his or her disability, or
- Means the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

“Support Person” means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs, or with access to goods or services.

3.4 Purpose

The purpose of this policy is to provide consistent accessible customer service to all members of the public who seek the services of the Township. This policy will also assist in accomplishing the goal of making Ontario completely accessible by 2025.

3.5 Compliance to the Accessible Customer Service Standard

The following standard applies to all business and organizations that provide goods or services to the public and have at least one employee. The standard is for businesses and organizations in the private, non-profit and public sector. Nothing in this policy or any other regulation diminishes in any way the legal obligations of the Government of Ontario or of any person or organization with respect to persons with disabilities that are imposed under this policy or otherwise imposed by law. If a provision of this policy, an accessibility standard, or any other regulation conflicts with a provision of any other Act or regulation, the provision that provides the highest level of accessibility for persons with disabilities with respect to goods, services, facilities, employment, accommodation, buildings, structures or premises shall prevail. This policy does not replace or change what must be done under other laws relating to accessibility such as the *Ontario Building Code Act* and the *Ontario Human Rights Code*. 5. Where the standard sets different rules than other laws, the Township may be required to comply with both.

3.6 Communication and Alternative Forms of Communication

Communication is the process of providing, sending, receiving and understanding information. Depending on the situation and the person’s needs, there are a variety of ways to make communications more accessible.

Communication should be offered in a way that takes the person’s disability into account. All employees will consider how the disability affects the way that the customer

expresses, receives or processes communication. The goal is to communicate in an effective way.

3.6.1 Communication Needs

Taking someone's disability into account requires an employee to take that particular individual's needs and circumstances into consideration. Assumptions are not to be made based on his or her disability. Different people with the same disability may communicate in different ways because of different skills or resources. Where possible, it will be helpful to ask the person directly how to best communicate with them. Where appropriate, documents are to be created in plain language so that it will be easier to read for those with certain learning disabilities.

3.6.2 Alternate Forms of Communication

To meet individual communication needs, the information may be offered in a different medium. Examples of different mediums of communication may include, but are not limited to:

- Large print for people who have low vision;
- Braille;
- Strategies to offer phone service rather than in person service;
- Allowance of email rather than postal notices; and,
- Easy-to-read, simplified summaries of materials for people with development or intellectual disabilities.

If a customer requires an alternative method of communication, notice must be provided to the Township to allow an opportunity to re-create the necessary documents.

3.6.3 Website

The Jocelyn Township Website is a key channel of communication for the Township. Many people with disabilities use computers and the internet. Some people with disabilities use assistive devices such as screen readers (devices that speak the contents of the screen), speech input systems (which allow you to talk into a microphone to control the computer and enter text) and a variety of other devices that operate with computers. The Township website is to be developed in a way that considers how assistive devices operate and how people with disabilities use them. The site will be accessible to people with disabilities. A more comprehensive Accessible Communication and Information Policy may be developed in the future.

3.7 Use of Personal Assistive Devices, Service Animals and Support Persons

Personal Assistive Devices - Those with a disability may use personal assistive devices to access the Township's goods and services. Personal assistive devices may include,

but are not limited to, things such as walkers, white canes, note-taking devices and personal oxygen tanks to assist breathing.

Service Animals - A person is permitted to be accompanied by his or her guide dog or other service animal on Township premises. Presently, there are no Municipal By-laws restricting certain breeds of animals or dogs from the Municipality.

Support Persons - Some people rely on support persons for certain services or assistance. A support person may be a paid professional, a volunteer, a family member or friend of the person with a disability. Those persons with a disability are permitted to be accompanied by his or her support person on Township premises that are open to the public. The support person may be hired or chosen by a person with a disability to provide services or assistance with communication, mobility, personal care, medical needs or with access to goods or services.

Admission Fees - Where admission fees are charged, the Township will provide notice ahead of time on what admission, if any, would be charged for a support person of a person with a disability. Notice could be provided through various outlets including posting on public boards at various Township facilities, on the Township website on the appropriate pages and included on any advertisement promoting the specific event where an admission fee may be charged.

3.8 *Disruption of Service Notification*

The Township will provide proper and adequate notice when facilities or services that people with disabilities rely on to access or use are temporarily disrupted. When the Township is aware of the disruption, notices will be posted two (2) weeks prior to the start of the disruption. If the disruption is unexpected, the notice will be posted as soon as possible. Notices of temporary disruption must include:

- Reason(s) for the disruption,
- Length disruption it is expected to last,
- Alternative facilities to use (if applicable), and
- Other alternative measures (if applicable).

Notices may be posted:

- At appropriate doors/boards of applicable facilities,
- On the Township website, and
- If appropriate, in various media outlets such as local newspapers.

3.9 *Training for Staff and Volunteers*

Training will be provided to everyone in the organization (including volunteers) who:

- Deal with members of the public; and
- Develop policies, procedures and practices for the provision of goods and services to the public or other third parties.

Third parties and contractors are required to also be trained in accessible customer service. The content of the training will include:

- A review of the purposes of the Accessibility for Ontarians with Disabilities Act;
- Requirements of the Accessible Customer Service regulation;
- Instructions on how to interact and communicate with persons with various types of disabilities;
- Instruction on how to interact with persons with a disability who use an assistive device or require the assistance of a guide dog or other service animal of the assistance of a support person;
- Instruction on how to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods or services to a person with a disability; and
- Instructions on what to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services.

Training will be provided to each person as soon as practicable after he or she is assigned the applicable duties. Training will be provided on an ongoing basis in connection with changes to the policies, practices and procedures governing the provision of goods or services to persons with disabilities.

Records of employee training will be kept in the employee's personnel file. The record will include the date the training was provided. Due to the continually evolving changes in accessibility, the training program will be reviewed annually to ensure compliance with the latest accessible methods.

3.10 Customer Feedback

If anyone has a concern regarding the provision of goods or services to people with disabilities, they can complete the Accessible Customer Service Feedback Comment Form. If a member of the public would like to make a comment regarding the provision of goods or services to people with disabilities and would not like to complete the Accessible Customer Service Feedback Comment Form, they can dictate their comments to members of staff (in person, over the phone, via email etc.). The member of staff who receives the comments will write the comments on the Accessible Customer Service Feedback Comment Form and submit it to the appropriate departmental Senior Staff member.

Upon receipt of an Accessible Customer Service Feedback Comment Form, the form will be delivered to the member of Senior Staff from the appropriate department identified. The Senior Staff member, in consultation with the CLERK, and any other appropriate staff members, will address the content of the form and attempt to resolve the concern. The comment form will also be copied to the Jocelyn Accessibility Advisory Committee who will offer assistance with the concern addressed when possible. If appropriate, the comments noted will be received formally by Council following proper procedural guidelines. If appropriate, the member of Senior Staff or their designate, will contact the

author of the Accessible Customer Service Feedback Comment Form to discuss the resolution of the concern.

When communicating with a person with a disability, the member of Senior Staff will take into account the person's disability and respond in a way that is appropriate. The comment forms will be reviewed after their use to ensure that they are fulfilling their objective of providing an accessible outlet for concerns regarding accessible customer service within the Township.

3.11 Availability of Accessible Customer Services Standards Policy

Copies of this policy will be available at all Township facilities open to the public.

A copy of this policy, appropriate documentation, and updates will also be posted on the Township website.

Specific formats – such as large font – for any of the documents included in this policy will be available upon customer request. The Township may require a certain amount of time to produce the specialized format requested.

3.12 Accessibility Policy

Through the Accessibility Policy, the Township will develop, implement and maintain policies which govern how the municipality will achieve accessibility measures as required through the Accessibility for Ontarians with Disabilities Act (AODA).

The Township of Jocelyn is committed to meet the accessibility needs of persons with a disability in a timely manner.

3.13 Accessibility Plans

The Township will establish, implement, maintain and document a multi-year Accessibility Plan. The Plan will outline the Township's strategy to prevent and remove barriers and meet its requirements under the AODA.

3.14 Procuring or Acquiring Goods, Services or Facilities

The Township encourages the procurement of goods and services with due regard to the product being accessible to people with disabilities or be capable of being made accessible through the use of technology.

If the Township determines that it is not practicable to incorporate accessibility criteria and features when procuring or acquiring goods, services or facility, an explanation will be provided.

3.15 Training

The Township is committed to ensuring training is provided on the requirements of the accessibility standards to all employees, volunteers, persons who participate in the development of Township policies, and all other persons who provide goods and services on behalf of the municipality.

The Township will confirm Jocelyn's Accessibility Policies and training requirements with applicable third party contractors or representatives.

Every person will be trained as soon as practicable. Training will also be provided with respect to changes in the policy on an ongoing basis. Records of the training will be maintained – including dates and names of individuals trained.

3.16 Information and Communication

3.16.1 Feedback

The Township will ensure that feedback processes are accessible to persons with disabilities by providing or arranging for the provisions of accessible communications and support, upon request. Feedback can be received online, through writing or verbally.

3.16.2 Accessible Formats and Communication Support

Upon request, the Township will provide or arrange for the provision of accessible formats and communication supports for persons with a disability. The formats will be provided in a timely manner and take into account the person's disability needs. There will be no additional cost charged to the person to provide an accessible format.

The Township will consult with the person making the request to determine the suitability of an accessible format or communication support. Final determination as to which accessible format or communication support used rests with the Township.

The Township will notify the public about the availability of accessible formats and communication supports.

3.16.3 Emergency Procedure, Plans or Public Safety Information

The Township has in place several different emergency procedures, plans and public safety information. Upon request, public information regarding the Township's emergency procedures, plans or public safety information will be provided in an accessible format. This information will be made as soon as practicable upon request.

3.16.4 Accessible Websites and Web Content

The Township will ensure the official municipal website and web content conforms to the World Wide Consortium Web Content Accessibility Guidelines (WCAG). Except where

meeting this requirement is not practicable, this conformity applies to websites, web content and web-based application that are controlled directly or through a contractual relationship that allows for the modification of the product and to web content.

3.17 *Employment Standards*

Employment standards apply to paid employees – not volunteers and other non-paid individuals.

3.17.1 *Recruitment*

Through the recruitment process, all interested applicants will be notified about the availability of accommodation for applicants with a disability. A standard statement of commitment will be provided on all Township job postings.

During the recruitment process, applicants selected for an assessment or selection process will be notified that accommodation is available upon request. If an applicant requests accommodation, the Township will provide or arrange for the provision of suitable accommodation in a manner that takes into account the applicant's accessibility needs. The decision as to which accommodation is to be provided rests with the municipality.

When making offers of employment, the Township will notify the successful applicant of its policies for accommodating employees with disabilities.

3.18 *Performance Management*

The Township will take into account the accessibility needs of employees with disabilities and the documented Individual Accommodation Plan during all performance management processes.

3.19 *Career Development and Advancement*

The Township will take into account the accessibility needs of employees as well as the documented Individual Accommodation Plan when providing career development and advancement.

4.0 ADMINISTRATIVE POLICIES AND PROCEDURES

4.1 Electronic Communications Policy

The Township of Jocelyn is committed to ensuring that all those using electronic communication services provided by the municipality are knowledgeable in their use and have a full understanding of the circumstances in which these forms of communication are appropriate and permitted. The purpose of the Electronic Communications Policy is to establish use for all forms of electronic communications including but not limited to cell phones, electronic mail (email) and the internet.

This policy applies to all municipal employees, elected officials or anyone using electronic communication equipment or services provided by the Township, including volunteers.

4.1.1 Email

All team members and elected officials will be provided with an electronic mail (email) account for the purpose of conducting their municipal duties. The use of email is restricted to work related purposes which may include receiving or sending correspondence to / from the Township; receiving or responding to inquiries from the members of the public; receiving or sending information to other governments, associations or agencies; contacting other Township employees or elected officials for work related purposes; and other purposes as directed through prior approval.

Township emails are corporate records subject to the *Municipal Freedom of Information and Protection of Privacy Act*. Employees and elected officials are cautioned that their email is a corporate not a personal account. Employees and elected officials are to use the same tact and discretion as they would when sending a fax or letter on Township letterhead. Given the vulnerability of email to the dissemination of viruses, employees and elected officials shall delete, without opening, any email which contains a promotional, sexually explicit or other suspect subject line or any email without an identifiable sender or subject line.

The use of email is a privilege, not a right. The Township reserves the right to monitor email use by its employees and elected officials. In the event that an employee or elected official uses email in an inappropriate manner, the Clerk may revoke email privileges. Disciplinary action may commence as per the Progressive Discipline Policy.

4.1.2 Internet

Internet will be provided to team members and elected officials for the purpose of conducting their municipality duties. Employee access is restricted to work related purpose which may include: accessing or updating information on the Township website; conducting research as part of their municipal duties; participating in online education programs; participating in online forums for municipal subjects; locating contact

information for persons or organizations; accessing information from other governments, associations or other work-related websites; and / or other purposes as directed through prior approval.

The use of the internet is a privilege, not a right. The Township reserves the right to monitor internet use by its employees. In the event than an employee uses the internet in an inappropriate manner such as personal entertainment of the viewing of sexually explicit, obscene or other potentially offensive material, the Clerk may revoke internet privileges. Disciplinary action may commence as per the Progressive Discipline Policy.

4.1.3 *Personal Use*

Cell phones, email and internet services may be used for incidental personal purposes provided that the usage does not: interfere, directly or indirectly, with the operation of the Township's computing facilities or electronic communication services; create a cost to the Township; interfere with the user's employment or other obligations to the Township, and / or include the signing up for electronic mailing lists using a work address.

Personal use of cell phones, email and internet services are limited to prior or following regular work hours with the exception of during lunch or other authorized breaks. The Clerk may impose further restrictions if it is noted that abuses to this policy are occurring. If costs are incurred by the municipality due to employee use of an electronic device, the employee may be required to provide reimbursement. Authorized users must not use the service for defamatory or offensive comments that could attract legal liability, and post to blogs, or social networking internet sites without authorization. Only authorized staff, in the conduct of their duties, may access these social networking sites for the purpose of posting Township information.

4.2 *Communication Philosophy*

4.2.1 *Media*

The Reeve is the official voice of Jocelyn Township and will be responsible for communication and delegation with the heads of government agencies and any news releases relating to sensitive and / or official matters, when reasonable. Members of Council will maintain liaison and generate an exchange of information with residents on local matters. Township staff will provide information and respond to onsite media inquiries relating to occurrences and / or emergency situations. Communication and input from the public will be promoted.

4.2.2 *Communication*

The basic principle of the Township's communication philosophy is openness and transparency. The effectiveness and success of an organization is realized by building strong work relationships, working together towards one common goal and communicating openly and honestly. The smooth, continual and two-way flow of

information is crucial. Without it, there would be a lack of mutual trust or team spirit, an inability to create the common understanding needed for dynamic, positive relations.

To promote and ensure maximum two-way communication, the Township of Jocelyn maintains an open work environment where Team Members are given every opportunity to voice their opinions without fear of recrimination or reprisal. The Township is committed to the concept of open communication amongst all levels of the organization. We want to empathize the importance of not only the Corporation keeping Team Members informed of current happenings, but also the importance of Team Members voicing your thoughts, ideas, concerns, questions, and suggestions. To strengthen open communication between all team members and Council, they should convey their thoughts, ideas, concerns, questions and suggestions to them. Their immediate Supervisor is the gateway for moving ideas, suggestions and concerns forward and responding to questions.

4.2.3 Consider the Receiver

All communication is complex and multidimensional with plenty of room for conflict and misunderstandings. Therefore, it is important to consider the receiver when communicating. Deliver a clear and concise message.

4.2.4 Information that is communicated

The type of information communicated will cover a wide range of topics and include changes to our Team / Organization, council updates, corporate and department events, news items, health, safety and wellness information. Items confidential in nature will not be communicated.

4.2.5 Response Time

Another key to ensuring smooth and consistent communication within an organization includes how quickly we respond to requests. The speed at which we respond to requests can reduce the amount of misinformation and miscommunication that occurs within the organization and the community.

All Team Members are expected to respond to requests as per the following:

- Voice mail messages that require a response are to be returned within one (1) business day with, at minimum, an acknowledgement of the call.
- Written correspondence that requires a response is to be acknowledged, through a method at the discretion of the recipient, within five (5) business days unless otherwise stated in other municipal by-laws, policies or other legislation. If an employee is out of the office for more than one (1) week, an alternate person should be designated to respond to articles of correspondence that require immediate attention or that need to be placed on the next Council or Committee agenda.

- Email correspondence that requires a response is to be acknowledged within two (2) business days of receipt. If more information is required, a full response is to be submitted within five (5) business days unless the full response is required sooner due to other municipal by-laws, policies or other legislation. If more than five (5) business days is required for a full response, an explanation should be delivered to the original author within the initial response email. If an employee is out of the office for more than one (1) business day, the 'out of office' notification is to be activated. The message within the 'out of office' notice will identify the anticipated return and an alternate contact if the matter is urgent. It is the responsibility of the employee to inform their alternate contact if they are expected to be away for an extended period.

4.2.6 Out of Office Communication

As service providers it is important internal and external contacts are informed when we are not available to respond to requests. To ensure consistency across the organization Team Members are expected to update their electronic and voice mail systems when they are out of the office. These tools shall include the following information:

- Period of absence
- Alternate contact – email address and / or extension number

4.2.7 Communication Vehicles

At all times, Team members should strive for effective communication. Effective communication in the workplace provides Team Members with a clear understanding of the expectations. To foster effective communication within the Corporation, the Township employs a variety of ways and means to communicate and provide information.

4.2.8 One-on-One Meetings

A critical component of the communication process is personal communication between leaders and their Team Members. Team Members can openly discuss issues / concerns with their Supervisor without fear of reprisal.

4.2.9 Pre-shift / Tailgate Discussions

Supervisors may host a communications meeting at the start of shift. The purpose of this discussion is to openly discuss safety, current and upcoming projects, daily and/or weekly tasks to be completed and other key issues confronting the team.

4.2.10 Departmental Meetings

The department will openly discuss, on a regular basis, issues which are specific and/or relevant to their department. During this forum Team Members are encouraged to participate and bring ideas, concerns etc. forward for the team to review and discuss.

4.2.11 Team Meetings

Team meetings are held on a regular basis focusing on health & safety, strategic planning, Team Member relations, policies and procedures, work environment, and working conditions. Managers are expected to communicate relevant information to their team.

4.2.12 Technology

The Corporation uses various forms of technology to assist with timely communication to all Team Members. These forms include work and personal email and various social networks.

4.2.13 Letters

From time to time the Corporation may mail a letter to a Team Member's home address on file or include it in their pay envelope to explain the Corporation's position on matters of major importance and / or explain issues that may also be of interest to the Team Member's families.

4.2.14 Bulletin Boards/Static and Electronic

Bulletin boards are used to provide Team Members with pertinent up-to-date information about the Corporation, its departments and Team Members. At each facility there are bulletin boards dedicated to Health, Safety and Wellness, Team Member Communication and department news. The respective department maintains bulletin boards.

4.2.15 Sensitive Communications

When determining whether or not it is necessary to notify the Reeve, Council and / or the Clerk of issues or situations, the following should be examined:

- Potential public scrutiny of municipal government
- Potential public scrutiny of municipal departments
- Strained government relations
- Public policy implications
- Extended, critical media coverage
- Litigation (lawsuits, charges laid by agencies or government bodies against the municipality or employees)

4.2.16 Internal Communications

A. Commitment to Internal Communication:

Council will:

- determine corporate policy and make decisions about issues following consultation and communication with staff and / or community residents; and

- be open to discussion with staff.

Staff will:

- communicate all necessary information to Council to aid them in determining corporate policy and decision making; and
- be open to discussion with Council.

B. Reeve

As the official voice of the municipality, the Reeve must be notified of any issue that is politically or legally sensitive or has the potential to negatively impact on public or stakeholder relations or the reputation of the Corporation. Based on the issue, the communication may be forwarded to all of Council.

4.2.17 *External Communications*

A. Commitment to External Communication and Public Consultation

Council will maintain liaison and generate an exchange of information with residents on local matters by:

- responding to ratepayer communications when they deem it appropriate;
- keeping staff informed of ratepayer concerns where / when appropriate;
- consulting with staff, when necessary, to ensure thorough and correct response to ratepayer communications.

Staff will maintain liaison and generate an exchange of information with residents on local matters by:

- responding to ratepayer communications when / how appropriate;
- complying with the communication standards;
- supporting Council in their response to ratepayer communications; and
- providing appropriate follow-up to Council inquiries, to keep members of Council up to date and informed.

B. Community Image

When representing the municipality in the public, **Council** will:

- provide an accurate, truthful and fair representation of Council decisions;
- represent Council decisions and policy directions following deliberations and official voting.

When representing the municipality in public, **staff** will:

- provide an accurate, truthful and fair representation of Council decisions and any resulting policy;
- always communicate with facts versus personal opinion

C. Local Government Promotion/Public Education

Given that elected officials are, on an ongoing basis, engaged in public education and promotion of the political process, they will provide the context and process information about decision making.

Council and staff will promote communication and input from the public.

D. Media Communication

The Reeve, as the official voice of the Township, will be responsible for any news releases relating to sensitive and / or official matters

Staff will provide information and respond to onsite media inquiries relating to occurrences and / or emergency situations.

E. Communication with Government Agencies

The Reeve as the official voice of the Township will be responsible for communication with the Heads of government agencies.

4.3 *Family/Personal Relationships (Nepotism)*

As a public sector employer responsible for providing a variety of programs and services to the Jocelyn community, Team Members must ensure that their personal lives and their official duties co-exist independent of each other.

One area of concern is “nepotism” or the appointment to a position or the receipt of an employment benefit based on one’s kinship or family relatives. As in other areas of the Township’s business, there is an expectation, shared by the public and Township staff alike, that all hiring, promotions, performance appraisals or discipline will be undertaken in an objective and impartial manner. In order to meet this expectation, the Township prohibits employment situations where relatives would be:

- Supervised by, or subordinate to one another
- Given preferential treatment in being recruited and/or selected for vacancies

Should these or any other nepotism issues arise, Team Members are required to disclose the particulars to their Supervisor / Clerk for appropriate resolution.

A related concern surrounds the personal relationships between Team Members and friends that are in receipt of Township services, especially those persons that may be seen to be vulnerable clients. The Township prohibits any Team Member from giving “preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise”. Once again, the integrity of the Township as an objective and impartial public service provider may be jeopardized when a Team Member’s personal relationship with a resident appears to be the reason that the person is in receipt of a Township service or program. Should any of these types of personal

relationships arise, the employee involved is required to disclose, in writing, this perceived conflict of interest to their Supervisor / Clerk, who will then address the matter accordingly.

5.0 *TERMS OF EMPLOYMENT*

5.1 *Good and Welfare of Employees*

All employees are subject to the provisions of by-law 2024-1607 A By-law affecting certain conditions for the good and welfare of Officers and Employees of the Corporation of The Township of Jocelyn. (attached)

5.2 *Remote Work*

Remote work (working from home) will be considered on a case by case basis and will be considered and approved based on the approved "Work from Home Policy". (attached)

6.0 RECRUITMENT AND RETENTION

6.1 Recruitment

6.1.1 Fair Hiring Practices

The Township is committed to hiring the best skills, abilities for the position and the organization and ensuring hiring practices are free from discrimination as outlined in the Ontario Human Rights Code. We are committed to:

- Recruiting and selecting persons in all positions without regard to race, ancestry, place or origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability;
- Base employment decisions so as to further the principles of equal employment opportunity.

6.1.2 Additional Team Members

All planned new additions to the Team must be approved by Council through the budget process. Additions to the Team during the year, in addition to the approved budget must be approved by Council prior to the initiation of the recruitment process.

6.1.3 Recruitment and Selection Process

Upon receipt of approval of the new or replacement Team Member, the Clerk will post the requirements for positions internally and externally (if an internal candidate is not selected).

Selection is based on the candidate's skills, abilities and suitability for the organization. The remainder of the selection process may include interviews, skills / suitability testing, background checks, conditional offer of employment, pre-placement screening and confirmation of start date.

6.1.4 Internal Job Postings

Active Team Members who have successfully completed their probationary period or Team Members who have one (1) month remaining on their contract, may apply for internal job postings within the Corporation.

6.1.5 Part-Time Team Members who are No Longer Attending School

Students working Part-Time who are not returning to school in September are able to work the summer of the current year. After this time their student position with the Township will be terminated.

6.1.6 Re-Hire

Team Members, who have previously worked for the corporation and who left its employ voluntarily or were terminated for reasons that were not related to performance or behaviour, may be re-hired providing there is a position available. They must complete the recruitment and selection process for the position.

6.1.7 Criminal Record Check

As a condition of employment Team Members are required to provide, prior to commencement of employment with the Township, an original current Criminal Record Check and/or Vulnerable Sector Check. Team Members are responsible for any costs associated with obtaining this document. Attention will be paid to the relevance that the record has on the applied job.

6.1.8 Offence Declaration

During employment, on an annual basis, Team Members are required to disclose any convictions for offences under any federal statute, including the criminal code that occur after issuance of the original criminal records check. The Township reserves the right to request information regarding convictions under provincial statutes (i.e. DUI etc.), where related to the essential duties of the position.

6.1.9 Verification of Qualifications

Team Members may be required to provide proof of their qualifications for a specific position. The requirements to provide this information will be confirmed during the recruitment and selection process. Any costs associated with securing the requested documentation is the Team Member's responsibility. Examples of qualifications are education, driver's license, current driver's abstract, etc.

6.1.10 Pre-Placement Screening

Pre-placement screening is a group of standardized physical and job specific functional tests measuring strength, endurance, cardiovascular function, flexibility and coordination that are performed by a candidate in order to determine the safeness of an applicant's ability to perform the essential duties of the job. Tests are created to simulate the physical attributes needed to perform the position. Based on the requirements of the position, new Team Members may participate in this screening process.

6.1.11 Probationary Period

In order to give Team Members time to determine if the Corporation's working environment and the position are suitable to them and for the Township to evaluate their suitability for the organization, there will be a minimum of **six months** (active service) probationary period. During this time the Team Member's performance, attitude,

behaviour, and working relationships will be evaluated to determine if the Team Member is suitable for continuing employment. If the Township determines, in its sole discretion, that the Team Member is not suitable for continuing employment, the Township may terminate the Team Member's employment at any time during the probationary period, upon providing the Team Member with the minimum amount of notice of termination (or pay in lieu of such notice) and/or severance pay, if any, required by the *Employment Standards Act, 2000* or successor legislation.

6.2 Retention

6.2.1 Performance Management

A critical component of Team Member development is the coaching and mentorship that occurs between Team Member and their respective Supervisor / Clerk. Day to day interaction, meetings and discussions, etc., provide the opportunity for feedback on how a project relates to the corporate strategy, with what challenges he/she are faced, and what resources or assistance are needed to do a good job.

6.2.2 Performance Appraisal

An integral part of the performance management process is the performance appraisal. This document outlines your performance within key organizational competencies. Team Members and their respective Supervisor / Clerk will each complete a performance appraisal form. This interactive process provides an opportunity for open dialogue between the Supervisor / Clerk and the Team Member. The performance appraisal discussion shall include a review of the Team Member's performance over a specific time frame and determine corporate and personal goals and objectives for the next period. This is a documented process. Appraisals are completed on an annual basis at the end of each year. Appraisals must also be completed at the end of probation periods. Team Members who are going on maternity and/or paternity leave will have their performance review completed prior, when possible, to commencing the leave.

6.2.3 Termination of Employment

The decision to terminate the employment of a Team Member is made after careful consideration of the information gathered, the circumstances, history, past performance and the person's length of service with the Corporation. If a termination is proposed for a team member, the decision will be made by the Clerk in consultation with Council.

6.2.4 Resignation or Retirement

A Team Member may terminate their employment by giving at least two (2) weeks' advance notice in writing to the Township. Should a Team Member provide the Township with greater than two (2) weeks' advance notice of resignation, the Township may, at its option, waive any notice in excess of the two (2) week required minimum.

Team Members in Supervisory or Management positions may terminate their employment by giving at least four (4) weeks' advance notice in writing to the Township.

To assist with transitioning from full-time employment to retirement, the Township suggests retiring Team Members provide six (6) months advance notice when possible.

6.2.5 *End of the Employment Relationship*

Team Members are required to deliver to their Supervisor / Clerk, before their final day, all equipment, books, reports, documents, effects, keys, uniforms (if applicable), electronic devices, credit cards, money, securities and other property belonging to the Township that are in the Team Member's possession or under their control.

6.2.6 *Team Member Personal Information*

Team Members provide consent to the Township or its agents collecting, using, disclosing and retaining your personal information, including health information, for the purposes of administering the employment relationship. This includes information related to the creation, administration and termination of employment, and may include the exchange of personal information with third parties for certain purposes, such as for benefit and payroll related matters.

The Corporation will protect the privacy of Team Member's personal information. When a Team Member requests the release of personal information to a third party, the Corporation must receive a written release from the Team Member. Third parties requesting personal information about a Team Member will be referred back to the Team Member for written permission.

6.2.7 *Changes in Personal Status*

It is essential, both for the Team Member's benefit in case of emergency and for the Corporation, that certain information on your Team Member record be kept accurate and up to date. Therefore, notify the Clerk at once of change in:

- Marital status
- Home address
- Telephone contact information (home or cell number)
- Beneficiary
- Any change affecting the corporate benefit plan
- Banking information

Changes should be noted on the Team Member Information Form and submitted to the Clerk.

7.0 EMPLOYEE RELATIONS

7.1 Progressive Discipline Policy

The Township has established expectations for standards of performance, behaviour and conduct for all team members. The focus of this corrective action process is on correcting the unacceptable behaviour, performance or conduct rather than punitive action.

In situations when standards of performance, behaviour and conduct are not met, the Team Member’s Supervisor will conduct an investigation to gather the facts. The action from this investigation will be prompt, fair and consistent. All discussions will be conducted in a private setting between the Team Member and Supervisor. Based on the severity of the situation, one or more stages of the corrective action process may be foregone prior to termination of the employment relationship. When a period of 12 month passes without additional Corrective Actions being issued, the corrective action(s) will be removed from the Team Member’s file.

7.1.1 Procedures for the Progressive Discipline Policy

Where appropriate, an attempt will be made to correct inappropriate behaviour by counseling the employee. Despite the opportunity for counseling approach, management may move directly to disciplinary action on the following basis:

DISCIPLINARY NOTICES		
Pre-Step	Informal Counseling	Informal counseling with employee.
Step 1	First Notice	Verbal by Clerk, notation to be made in personnel file
Step 2	Written Warning	By Clerk, copy to be placed in personnel file
Step 3	Suspension	In writing by Clerk of 1 to 3 days off without pay at Clerk’s discretion.
Step 4	Termination	As directed by the Clerk and/ or Council

Disciplinary action may be applied when there is occurrence of the behaviour of the same or different nature.

8.0 QUALITY OF WORK LIFE

8.1 Quality of Work Life

The Township of Jocelyn strives to create a supportive work environment that respects individual interests and commitments outside of work. We realize the importance of balancing work life and personal life. We create a supportive work environment by:

- Providing a safe and healthy workplace
- Promoting health & well-being and facilitating work-life harmony
- Clearly communicating
- Providing adequate and appropriate resources to meet challenges
- Encouraging Team Members to engage in life-long learning
- Recognizing and celebrating contributions

Quality of Work Life focuses on the following:

- Health & Safety
- Wellness
- Communication
- Team Member Training
- Recognition and Celebration

8.2 Health & Safety

8.2.2 Health & Safety Commitment

The Township is committed to the prevention of occupational illness and injury in the workplace. Further, it is responsible for making every effort to provide a healthy and safe work environment in accordance with the *Occupational Health and Safety Act* and its regulations as well as the *Workplace Safety and Insurance Act*.

Managers are responsible for maintaining a healthy and safe environment in their respective areas by ensuring that the legislative requirements are met. Additionally, they are responsible for maintaining the standards established by the Township and correcting substandard conditions. Supervisors will communicate all policies and procedures to their workers.

Workers are responsible for working in accordance with legislative requirements. They are required to report hazards and substandard conditions. Workers must work in accordance with the Township's policies and procedures to minimize their risk to injury and illness. Management and workers together must incorporate health and safety in their workplace activities. Commitment to health and safety is an essential part of the Township's practices. As such, the Township of Jocelyn will undertake to train its

personnel in their relevant areas of responsibilities as set out by the *Occupational Health and Safety Act* and its regulations.

Team Members, Volunteers and Community Partners of the Township of Jocelyn hold a shared responsibility to create and maintain a workplace which is not only safe and healthy but is also free of violence and harassment. With the support and guidance of Council, the Management Team and our Joint Health & Safety Committee are committed to maintaining our corporate goal of working safely, providing training and rewarding success while protecting our Team Members, Residents and Users. A healthy and safe workplace is created by using good management practices, Team Member involvement and having a positive attitude.

To achieve this goal, we require the participation of all parties in the workplace. Our accountabilities are defined below:

Members of Council and the Management Team are accountable for the health, safety and wellness of Team Members under their supervision. They must ensure that all workplace hazards, acts of violence and harassment are identified and investigated, controlled, then eliminated and monitored. Management must ensure that Team Members work in compliance with applicable laws, safe work practices and procedures. Management will provide Team Members with the necessary support, training, resources, tools and personal protective equipment.

Team Members must protect their own and each other's health, safety and wellness by reporting hazards, acts of violence and / or harassment, participating in training and working in compliance with the *Occupational Health and Safety Act* and applicable regulations and following safe work practices and procedures established by the Corporation.

The Joint Health and Safety Committee is accountable for conducting monthly workplace inspections, making recommendations to the Corporation to help maintain a safe and healthy work environment.

People working on behalf of the Township, such as contractors, are accountable for working in compliance with the *Occupational Health and Safety Act*, applicable regulations, and safe work practices and procedures established by the Corporation. By working together, we will make our workplaces healthier and safer.

8.2.3 Occupational Health and Safety Act

The *Occupational Health and Safety Act* outlines the rights and responsibilities of Team Members, Managers and the Corporation. A copy of the *Occupational Health and Safety Act* and the regulations is posted on the Health & Safety Board in each workplace.

As outlined in the *Occupational Health and Safety Act*, as a Team Member of the Township you have the right:

- To expect to have your health and safety respected and protected via safe work practices and procedures in compliance with current legislation
- To know about hazards in the workplace
- To a safe environment, using safe tools, equipment and materials
- To participate in making your workplace safe and healthy
- To refuse unsafe work

8.2.4 Internal Responsibility System (IRS)

The legal duties and responsibilities of the Township, Supervisors, Managers and Team Members overlap and complement each other; together, they create what's known as the Internal Responsibility System or IRS. The IRS means everyone in the workplace has a role to play and a duty to actively ensure workers are safe. Every worker who sees a health and safety problem, such as a hazard in the workplace, has a duty to report the situation to management. Once a hazard has been identified, the Corporation and Supervisor / Clerk have a duty to; at minimum reduce the risk. As a Corporation we strive to eliminate hazards in our process. Team Members are encouraged to participate in the monthly workplace inspection process by communicating health and safety concerns to the Inspector.

8.2.5 Joint Health & Safety Committee (JHSC)

It is a priority for the Corporation to provide a workplace which is safe, healthy and in compliance with relevant legislation. To assist the Corporation with this task is the Joint Health & Safety Committee. The JHSC consists of Team Member representatives from various departments within the Corporation and members of the Management Team. The primary function of this committee is to work together to create a safe and healthy workplace.

The Committee also:

- Conducts monthly workplace inspections
- Identifies hazards
- Talks to Team Members about hazards in their workplaces
- Makes recommendations to Senior Management on how to eliminate hazards
- Participates in the development of health and safety policies and procedures
- Analyzes and investigates incidents / accidents / near misses in the Workplace

8.2.6 Workplace Safety and Insurance Board (WSIB)

WSIB provides a no fault insurance plan for all workers in Ontario. The Township of Jocelyn pays the premiums for this insurance plan, which covers all Team Members in the Corporation. The benefits of this plan include health care, compensation for lost time and economic loss applicable to each case. An adjudicator at WSIB handles the determination of a valid claim and applicable payments. The length of a claim depends on the nature of the injury. Any Team Member injured while at work must report it

immediately to their Supervisor / Clerk. Failure to do so may put a Team Member's benefits in jeopardy.

DRAFT

Confirmation of Review and Acceptance

I, _____, have reviewed the Jocelyn Team Member Handbook and agree to the terms of employment detailed within. I will ensure that I review handbook on a quarterly basis to ensure that I am current on my responsibilities as an employee of the Township of Jocelyn and the obligation that the Township of Jocelyn has to me, their employee.

Signed _____

Date _____

DRAFT

Attachment:

CONFIDENTIALITY AGREEMENT

The Corporation of the Township of Jocelyn

CONFIDENTIALITY AGREEMENT

I, _____, an employee of The Township of Jocelyn, do hereby acknowledge that I will have physical access to, overhear, witness, and be in receipt of personal and sensitive information about identifiable individuals, municipal staff, members of Council, municipal business, members of the community, agencies and organizations, or this community in general, as a result of my position with the Township.

I agree that I will not, now or in future:

- Disclose any personal information about individuals, customers or the municipality at any time during or after my employment with the Township. **Personal information includes name, address, telephone number, economic status, culture, gender, sexual preference, or any information that may interfere or cause prejudice with any law enforcement matter;**
- Make improper use, directly or indirectly, of such confidential information.

Personal information may include but is not limited to:

- a) the address or telephone number of the individual,
- b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of an individual,
- c) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual
- d) the personal opinions or views of an individual,
- e) the views or opinions of another individual about the individual, and
- f) the individual's name where disclosure of the name would reveal other personal information about the individual.

I do hereby agree that any information received or obtained by me as a result of my position shall be kept in strict confidence at all times and shall not be disclosed, discussed, copied, transferred, conveyed or given to another individual, group or organization at any time, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, and with the *Protection of Privacy and Personal Information Protection and Electronic Documents Act*; and

I agree that the reason for my having access to this information is strictly for the purposes of fulfilling my role with the Township, and any information acquired through this means shall not be used for my personal benefit, for the benefit of any relative, to attain any pecuniary interest, or for any other purpose outside of that for which it was intended.

Township of Jocelyn
Team Member Handbook

An excerpt from the *Municipal Freedom of Information and Protection of Privacy Act* is attached hereto, and I agree and acknowledge that I have read and understood its contents.

At any point in the future, should I cease to be an employee of The Township of Jocelyn, any information to which I have had access shall remain strictly confidential in perpetuity.

Dated this _____ day of _____, 2025.

Employee

Clerk – Deputy Treasurer

Attachment:

Township of Jocelyn Retention Policy

DRAFT

The Corporation of the Township of Jocelyn

Schedule A of By-law 25-XX

Records Retention Schedule

DRAFT

Primary Heading Contents

[A – Administration](#)..... 51

[B – Building](#)..... 58

[C – Council, Boards and By-laws](#)..... 59

[D – Development and Planning](#) 62

[E – Environmental Services](#)..... 69

[F – Finance and Accounting](#) 76

[H – Human Resources](#)..... 83

[J – Justice](#)..... 87

[L – Legal Affairs](#)..... 89

[M – Media and Public Relations](#)..... 93

[P – Protection and Enforcement Services](#)..... 96

[R – Recreation and Culture](#)..... 101

[S – Social and Health Care Services](#)..... 105

[T – Transportation Services](#)..... 110

[V – Vehicles and Equipment](#)..... 113

[Z – Emergency Services](#)..... 115

A	Administration Includes records regarding routine administration and office services functions.
B	Building Includes records regarding building permits and may consist of drawings, lot gradings, final inspection reports, occupancy reports and occupant load reports.
C	Council, Boards and By-laws Includes records regarding the establishment of policy and by-laws, and the operations of Council and of Boards for which Council is responsible.
D	Development and Planning Includes records regarding municipal development and planning. Includes general studies as well as official plans, zoning, etc.
E	Environmental Services Includes records regarding provisions of public works and other environmental services other than roads. Includes water works, sewers, treatment plants, waste management and environmental monitoring. Also includes tree removal and pruning.
F	Finance and Accounting Includes records regarding the management of funds.
H	Human Resources Includes records regarding the municipality's relationship with its employees. Includes records regarding general staff programs as well as information on specific employees.
J	Justice Includes records regarding POA and Court activities.
L	Legal Affairs Includes records regarding legal matters as well as contracts and agreements, insurance and real estate matters.

M	Media and Public Relations Includes records regarding the municipality's relationship with the media and the general public.
P	Protection and Enforcement Services Includes records regarding the operational functions of law enforcement, licensing and public protection within the community.
R	Recreation and Culture Includes records regarding the provision of recreational and cultural services to the community.
S	Social and Health Care Services Includes records regarding the social services and health care programs.
T	Transportation Services Includes records regarding the development and improvement of transportation systems, including roads and public transit.
V	Vehicles and Equipment Includes records regarding municipal vehicles and equipment. Includes records on fleet management, mobile equipment, and protective equipment related to maintenance activities.
Z	Emergency Services Includes records regarding fire prevention within the community.

A – Administration

Class Code	Description	Total Retention (years)	Notes
A00	Corporate Templates Includes corporate templates and forms to be used by each department when sending corporate correspondence.	S	
A01	Associations and Organizations Includes correspondence, minutes, agendas, notices and reports regarding organizations and associations to which staff members belong or communicate in the course of their duties such as AMCTO, AMO. Excludes Membership fees – F01 Government agencies – A16	1	
A02	Staff Committees and Meetings Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agendas, minutes, etc. May also include copies of staff activity reports. Excludes Council minutes and agendas – C03 Committees & Boards – C05	4**	
A03	Computer and Information Systems Includes records regarding all types of information systems in use. Includes computer hardware, computer software, data transmission, system design and implementation, quality control and office automation. Excludes Quotations & tenders – F18	S + 6	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
A04	Conferences and Seminars Includes invitations, approvals, agendas, notes on proceedings and other records regarding conferences, conventions, seminars and special functions attended by staff or sponsored by the municipality. Excludes Speeches and presentations – M08 Employee and council expenses – F09 Ceremonies and events – M02 Invoices – F01 Rental agreements – L14	1**	Archival review if sponsored by the Municipality
A05	Consultants Includes correspondence, proposals, resumes and other documents regarding the selection, appointment and monitoring of consultants.	2**	
A06	Inventory Control Includes inventory statements and reports, and all other records regarding the control of supplies, furnishings and office and small equipment stock levels. Excludes Assets – F06 Petroleum products – E24	6	
A07	Office Equipment and Furniture Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes Computer Hardware and Software – A03 Service Agreements – L04 or L14 Assets – F06	Disposal of Item	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
A08	Office Services Includes records regarding rates and services provided by courier, mail and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates.	1	
A09	Policies and Procedures Includes policy and procedure manuals, work instructions, protocols, guidelines and directives relating to administrative, governance and operational processes.	p**	Vital
A10	Records Management Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification structures, feasibility studies and records centre operations. Excludes Retention by-law – C01 Policies and procedures – A09 Records disposition – A11	S	
A11	Records Disposition Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	P	Vital
A12	Telecommunication Systems Includes records regarding all types of telecommunication systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communication systems and 911 emergency systems. Excludes Licences – P09 Assets – F06 Agreements – L04	S	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
A13	Travel and Accommodation Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles and catalogues and brochures concerning hotels, convention sites and restaurants. Excludes Employee and Council expenses – F09	1	
A14	Uniforms and Clothing Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, firefighters clothing and safety clothing used by public works employees.	S**	
A15	Vendors and Suppliers Includes records regarding vendors and suppliers of goods and services as well as information about these services, such as catalogues, price lists, correspondence and bidders' information sheets. Excludes Purchase order and requisitions – F17 Office equipment – A07 Fleet management – V01	2	
A16	Intergovernmental Relations Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (such as telephone numbers, contact names etc.) May include correspondence to and from Boards and Commissions.	5**	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
A17	Accessibility of Records (F.O.I) Includes documents regarding the municipality's responsibilities under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and records regarding the handling of requests under the Act. Includes routine disclosure requests, FOI requests made by the municipality, and privacy breaches. Also includes lists of Personal Information Banks (PIBSs). Excludes Non MFIPPA complaints – M04	E + 4**	E= Final decision
A18	Security Includes reports, requests, logs and other records regarding the security of offices/facilities and properties such as security passes, control of keys and closed circuit television (CCTV) output. Excludes Vandalism reports – P05 Computer security – A03	5	Vital
A19	Facilities Construction and Renovations Includes records for the planning and construction of municipal facilities such as fire stations, pools and office buildings. Includes site meetings, consultant's reports, cost reports and design, inspections and site safety certifications. Excludes As-built drawings – A27	E + 2**	Vital E = project completion and no outstanding issues

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
A20	Building and Property Maintenance Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries and office buildings. Includes exteriors maintenance to buildings, landscaping, grounds keeping and grass cutting. Also includes the interior design of buildings including floor layouts, office cleaning and pest control as well as licences for devices such as elevators. Excludes Parks management – R04 Building systems – A26	5	
A21	Facilities Bookings Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	1	
A22	Accessibility of Services Includes records relating to the accessibility of municipal buildings, services and information to disabled persons. Includes multi-year accessibility plans, efforts to remove barriers and notices of availability of these services.	P	
A23	Information Systems Production Activity & Control Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders and file access control reports.	2	Vital
A24	Access Control and Passwords Records related to the management of and access to programs. Includes individuals access, password management, etc.	S	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
A25	Performance Management and Quality Assurance Includes records regarding the performance of the municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative (OMBI), and Excellence Canada. Types of records included are key performance indicators, and annual reports submitted to a Ministry such as drinking water annual reports. Excludes Employee performance appraisal – H03 Council goals and objectives – C08 Financial regulatory reporting (FIR) – F27	6	
A26	Building Structure Systems Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems, electrical safety, elevators, furnace and emergency lighting. Includes manufacturer's operation/technical manuals and warranties, inspection and testing reports, inspection logs and remedial action for building systems.	Superseded or life of system/asset	**for township buildings**
A27	Drawings Includes architectural and engineering drawings and as-built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	Superseded or life of system/asset	
A28	Correspondence Includes correspondence of a general nature created by municipal staff to residents, external entities, etc. Correspondence should be filed by department. Correspondence related to special projects, etc. can be filed with the project information.	E + 2**	E= Date the correspondence was sent

B – Building

Class Code	Description	Total Retention (years)	Notes
B00	Building General Includes building records which cannot be classified elsewhere. Use only if no other heading is available.	10	
B01	Statistics Includes yearly, quarterly, and monthly statistics involving permit statistics, building statistics, MPAC statistics, and Tarion statistics. May includes miscellaneous statistics.	10	
B02	Forms Includes all forms created and used by building in their daily operations.	10	
B03	Studies and Reports Includes Building Permit Fee Studies. May include studies revolving around other building subject matter.	10	Vital
B04	Accessibility Records and working notes relating to the Building Department's role on the municipality's Accessibility Advisory Committee.	10	
B05	Complaints and Investigations Records regarding complaints and subsequent investigations received and conducted by the Building Department.	10	

C – Council, Boards and By-laws

Class Code	Description	Total Retention (years)	Notes
C00	Council, Boards & By-laws General Includes records regarding Council that cannot be classified elsewhere. Use only if no other heading is available.	4	
C01	By-laws Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Also includes any background documentation required to explain or justify the by-law.	p**	Vital
C02	By-laws – Working Files Includes background information and research in reference to Township by-laws, both current and proposed. Includes draft by-laws.	S	
C03	Council Agendas Includes notices of meetings and agendas of Council meetings, as well as working notes used in agenda preparation. Excludes Council Committees – see C05	P	
C04	Council Minutes Includes minutes of the proceedings of Council meetings. Includes attachments to the minutes as well. Excludes Council Committees – see C06 Reports to Council – see C11	p**	Vital
C05	Council Committee/Board Agendas Includes notices of meetings and agendas for Committees and Boards of Council, as well as working notes used in agenda preparation.	P	Permanent digital copy only.

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
C06	Council Committee Minutes Includes minutes of the Committees and Boards of Council. May also include copies of local board minutes that members of Council belong to.	p**	Vital
C07	Elections Includes returned notices, lists of officials, initial and amended voter's lists, change of name applications, nominations, notices ballots, election results, preliminary voter's lists, objection lists, candidate compliance reports, third party campaign financial and auditor reports, election report, election coordination documentation, oaths taken by council members and information on ward boundaries.	E + 4	Vital E = Day action took effect or voting day Ballots are kept 120 days after voting or resolution of recount
C08	Goals, Objectives and Strategic Plans Includes records concerning strategic planning, goals and objectives such as shared services and mission statements, and corporate strategic plans.	10**	
C09	Accountability, Transparency and Governance Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports, Ombudsman investigations and reports, closed meeting investigations and initiatives, and registry of lobbyists.	P	Vital
C11	Reports to Council Includes all reports to Council. Records are filed by subject/departments.	p**	Vital
C12	Appointments to Boards and Committees Includes records regarding appointments by Council to boards and committees.	p**	Permanent digital copy only.

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
C13	Boards and Committees – General Includes records relating to the operation of Council appointed boards and committees. These records may include contact lists, correspondence, meeting schedules, resources etc.	E + 5**	E= Document creation Note: there would be a separate file created for each board and committee Roads, Museum, Planning, Landfill, Cemetery, Fire Dept, Buildings, Recreation, Health Care, Trefry, Emergency Mgmt, etc
C13	Boards and Committees – General Includes records relating to the operation of Council appointed boards and committees. These records may include contact lists, correspondence, meeting schedules, resources etc.	E + 5**	E= Document creation
C14	Oaths and Affidavits Records associated with affidavits of oaths by government officials, commissioners and notaries public. This record series may include applications and appointments.	E + 2	Vital E= Until successor takes office or expiry
C15	Petitions Includes original petitions from ratepayers and groups, or associations and organizations.	5	
C16	Electoral Review Records associated with reviewing the municipality's electoral system. This includes proposals, studies, maps, public meeting information, notices, petitions etc.	S**	Vital

D – Development and Planning

For Development and Planning, only final, approved versions are **Vital**.

Class Code	Description	Total Retention (years)	Notes
D00	Development and Planning General Includes records regarding development and planning which cannot be classified elsewhere. Use only if no other heading is available.	1	
D01	Demographic Studies Includes records regarding trends in population growth, census reports and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce etc. Excludes Vital statistics – L12	10**	Vital
D02	Economic Development Includes records regarding the growth of the economy and economic trends. Includes studies, statistics, projections etc. Excludes Demographic studies – D01 Tourism development – D06	10**	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
D03	Environmental Planning Includes records regarding general types of environmental studies with long range planning emphasis, such as salt usage impact, storm drainage and flood control, parks and open spaces, water sustainability and conservation, pollution prevention and waste management planning. Also contains information on invasive species and source water protection such as risk assessments, well development and purging, risk management plans, site condition reports and information prepared for Phase One and Phase Two environmental assessments. Excludes Environmental monitoring – E05, E13, E15 Waste management – see E07	S + 15**	Vital
D04	Residential Development Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	10**	Vital
D05	Natural Resources Planning Includes records regarding planning for the management and preservation of forests, natural features, the characteristic of various minerals as well as mineral deposits and other natural resources information. Excludes Tree maintenance – E04 Natural resource management – E18	2**	Vital
D06	Tourism Development Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event.	10**	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
D07	Survey Monuments and Range Lights Includes records and correspondence regarding the US Army corps of Engineers range lights and survey monuments for navigation	S	*kept on file until replaced*
D08	Official Plans Includes the official plan and exemptions and amendments to the plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development and redevelopment of specific planning districts. Includes reports pertaining to amendments and changes to the Official Plan.	P**	Vital
D09	Official Plan Amendment Applications Includes the pre-consultation and applications to amend the official plan or secondary plans, staff reports, meeting minutes and written comments on the application, notices, resolutions and decisions.	E + 5	Vital E = Final decision or reflected in revised official plan
D10	Severances Includes records regarding the granting of severances to parcels of land including applications for a severance.	P	Vital
D11	Site Plan Control Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Excludes Site Plan Agreements – L04	P	Vital Applications destroyed 2 years after final decision. Applications not finalized or registered on title will be disposed of after 6 years.

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
D12	Condominium/Subdivision Plans Includes records regarding the pre-consultation and the approval of plans of subdivisions and condominiums (both residential and commercial). Includes drawings, technical reports correspondence, written comments, working notes and background information. Includes clearance letters, draft plan approvals and redline revisions, applications, registered plans and changes to approved plans. Also includes notices of approval. Excludes Subdivision agreements – L04	P	Vital Applications destroyed 2 years after subdivision registration. Applications not finalized or registered on title will be disposed of after 6 years.
D13	Variance Applications Includes records regarding the pre-consultation and the granting of minor variances in land use including zoning applications from existing zoning regulations.	P	Vital
D14	Zoning Applications Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes Zoning By-laws – C01 Variances – D13	E + 2	Vital E = Final decision
D15	Easements Includes all records on rights of way and easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Also includes municipal consents.	E + 6**	Vital E = Termination of right

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
D16	Encroachments Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also include surveys and any other related documentation. Excludes Original agreements – L04 Original encroachment by-laws – C01	E + 6**	Vital E = Termination of right
D17	Annexation and Amalgamation Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also include amalgamation of municipalities. May include studies on county restructuring.	P**	Vital
D18	Community Improvement Includes records studies, statistics and any required background information on community development programs. Examples include community area improvement programs (CIP) and Business Area Improvement (BIAs). May also include records on housing rehabilitation programs i.e. CMHC. Excludes Economic development – D02	E + 6**	E = completion of project
D19	Municipal Addressing Includes records regarding requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings and copies of related by-laws.	S + 10**	Vital
D20	Reference Plans Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from the Land Registry Office.	P	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
D21	Industrial/Commercial Development Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes Agricultural Development – D23	10**	Vital
D22	Digital Mapping Includes all records used to produce maps and updates in a digital format as in GIS.	S	Vital Excludes actual data residing on these systems
D23	Agricultural Development Includes all records regarding development of agricultural growth.	10**	
D24	unclassified		
D25	Archaeology and Culture Includes all information regarding archeological and cultural resources and programs of the municipality.	10**	
D26	Source Water Protection Includes all planning information regarding source water protection.	p**	Vital
D27	unclassified		
D28	Conservation Authority Includes all records regarding the local Conservation Authority. Excludes: Property specific permits and records should be filed by subject.	E + 6**	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
D30	Legislation and Policy Includes records regarding provincial planning policy and regulations.	10**	
D31	Design Guidelines and Standards Includes all records regarding development of planning design guidelines and standards including background materials and approved guidelines and standards.	p**	Vital
D32	Adjacent Municipalities Includes all records pertaining to adjacent municipalities such as planning circulations and planning documents.	10**	
D33	Reference Library Includes all planning reference materials as a digital reference library.	S + 2**	Vital
D34	Planning Staff Folders Includes all planning documents stored by individual staff for temporary reference or use.	S	Drafts or reference documents are transitory and can be disposed of by staff member.
D35	Application Index Includes an index of all planning applications and associated records regarding use and maintenance of the index.	P	Vital
D36	Property Database Includes all planning records and documents with respect to specific properties.	P	Vital - These are all the individual roll files
D37	Forms, Notices and Processes Includes all planning forms and notices other than public meeting notices and decisions pertaining to specific properties which are files in the Property Database.	S + 5**	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
D38	Pre-Consultations All files pertaining to planning applications, inquiries and pre-consultations on potential applications.	E + 5**	E= Final decision/Completion of Pre-consultation
D39	Part Lot Control All files pertaining to planning applications, inquiries and pre-consultations on potential applications.	E + 5	Vital E= Final decision
D40	Deeming Applications Includes records relating to the de-registering of part or all of a plan of subdivision.	E + 5	Vital E = Final decision
D41	Community Improvement Plan Includes all records pertaining to the Township providing incentive to improve areas of the municipality. This can include the background information for the creation of grant programs, or property tax relief incentives.	E + 5	E= Final decision

E – Environmental Services

Class Code	Description	Total Retention (years)	Notes
E00	Environmental Services General Includes records regarding environmental services which cannot be classified elsewhere. Use only if no other heading is available.	1	
E01	unclassified		
E02	unclassified		
E03	unclassified		
E04	Tree Maintenance Includes records of tree removal, planting, trimming, pruning and preservation measures taken.	5	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
E05	Air Quality Monitoring Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity from pollution sources such as smoke, dust, smog or gaseous impurities. Also includes claims and compliance orders. Excludes Water quality – E13 to E15	E + 5**	Vital E = Later of: the date of offence or the day evidence of offence came to attention of person
E06	Utilities Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains etc. Excludes Site plans – D11	E + 5**	Vital E = Removal of utility
E07	Waste Management Includes records regarding the collection and disposal of waste. Includes site operating plans, landfill site records, facility inspections and stack testing, recycling, energy from waste, source separation, collection services, recycling site vicinity maps, hazardous waste collection, hauled sewage waste collection and composting records.	10**	Vital Landfill site closure documentation is closure date + 25 years
E08	unclassified		
E09	Drains Includes records regarding the design, construction and maintenance of drains carrying surplus liquid such as rainwater, usually to a sewer. Also includes engineer reports, petitions, assessments, general specifications and correspondence. Excludes Drawings and specs – E25	S + 10**	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
E10	Pits and Quarries Includes records regarding the design, construction, maintenance and monitoring of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes Licences/permits – P09	S + 5**	Vital Specifications are kept for the life of the pit or quarry
E11	Nutrient Management Includes records regarding the control of storing/spreading/using waste materials such as liquid manure and sewage bio-solids on land, near waterways, runoff etc. includes the agricultural management strategy/plan, Greenhouse Nutrient Feedwater Strategy, documentation relating to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results. Also includes broker transfer and hauled sewage disposal site records.	S + 5**	Vital
E12	Private Sewage Disposal Systems Includes records regarding the design, construction, maintenance and monitoring of private sanitary sewers and septic systems.	S + 7**	Vital Specifications are kept for the life of the system and can be found in the property file under D04
E13	Water Monitoring		
E14	Bacteriological Sampling of Water		
E15	Chemical Sampling of Water Includes routine chemical samples collected and tested. Including nitrates, THM's, HAA's, inorganic and organics parameters as well as lead, sodium and fluoride samples.	E + 15	Vital E = Record was created, approved or plan no longer in force

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
E16	unclassified		
E17	Energy Management		
E18	Natural Heritage Includes records regarding green lands, municipal forests and forestry including tree by-law enforcement records. Also includes records relating to the management and preservation of parks, harbours and beaches and plans to manage, control, eradicate invasive species or prevent release. Excludes Natural resources planning – D05 Tree maintenance – E04	E + 3	E = End of plan or designated year
E19	Renewable Energy Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powered and renewed by natural processes (e.g., wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and such other energy sources as may be prescribed by senior governments) and their environmental and public health impacts.	S + 15	
E20	Engineering Standards Records relating to the municipality's engineering standards for a new civil construction. Includes roads, water, sewer, sidewalks etc.	S + 2	
E21	Development and Service Changes Records of proposed changes and actual changes to the water and sewer systems, due to new development or advancements. Includes Environmental Services comments on subdivision proposals.	E + 2	E= when file is completed

Class Code	Description	Total Retention (years)	Notes
E22	Customer Service Records regarding inquiries, complaints from residents, or work on services provide by the municipality that could result in a legal claim.	5	
E23	Budgets Copies of records from Environmental Services for budget background information and presentations. Includes current budgeted asset replacement schedule, and large maintenance schedule related to assets for Environmental Services. Includes information used for the basis of Water & Sewer Rates studies and Financial Plans. These records are used as a reference, and original information regarding budgets is under Finance and Accounting. Excludes: Original Budget information – see F05	E + 6	
E24	Capital Assets Copies of records regarding all capital assets maintained by the Environmental Services Department. Records include building, equipment, pipes, valves, manholes, etc. These records are used as a reference, and original information regarding capital assets is under Finance and Accounting. Excludes: Original Annual Tangible Capital Asset Continuity Schedules – see F06	P	Vital
E25	System Drawings		
E26	unclassified		

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
E27	Source Water Protection Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Excludes Risk management plans/assessments - D03 Contracts and agreements – L04 Soil contamination – E23 Nutrient management – E11	E + 15	E = Record was created, approved or plan no longer in force
E28	Ministry of the Environment, Conservation and Park (MECP) Environmental Compliance Approvals Includes Environmental Compliances, Licences and Permits issued by the MECP to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, sanitary collection systems, air quality, noise, storm-water management, storm sewers, culverts, etc.	E + 10	E = Record ceases to apply
E29	Private/Small Water Systems Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	E + 15	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
E30	Quality Monitoring Includes records regarding the routine monitoring of land/soil quality, excess soils and site condition reports as well as responses to interference with quality or contamination. Excludes Water quality – E13 to E15 Air quality monitoring – E05 Natural heritage – E18	S + 7	
E31	Gasoline Storage Dispensing Includes gasoline storage tank and municipal gasoline dispensing records.	In use= 7 Tank install, inspection= E + 7	E= System removed
E32	Flooding Includes records regarding the monitoring and control of creeks and floods.	E + 15	E = Record was created, approved or plan no longer in force

F – Finance and Accounting

Class Code	Description	Total Retention (years)	Notes
F00	Finance and Accounting General Includes records regarding finance and accounting which cannot be classified elsewhere. Use only if no other heading is available.	1	
F01	Accounts Payable Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to pay account, rebates, levies payable, reports, telephone bills and membership fees. Excludes Cancelled Cheques - F07 Employee and council expenses – F09	E + 7	E = End of fiscal year ** any files 2017 and older are destroyed**
F02	Accounts Receivable Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. Excludes Write-offs - F23 Tax assessments, rolls and arrears - F22	E + 7	E = End of fiscal year ** any files 2017 and older are destroyed**
F03	Audits Includes records regarding internal and external financial audits of accounts. Excludes Operational audits - see relevant subject Audited financial statements - F10	7	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
F04	Banking Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes Banking Statements - F07	E + 7	E = End of fiscal year ** any files 2017 and older are destroyed**
F05	Budgets and Estimates Includes departmental and corporate budgets and plans, both capital and operating. Includes all working notes, calculations and background documentation. Also includes Budget Variances.	7**	Vital
F06	Assets Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes.	E + 10**	Vital E = Disposal of asset
F07	Cheques Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes Banking - F04	7	
F08	Debentures and Bonds Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes Debenture registers - F14	E + 7	Vital E = Debentures surrendered for exchange/cancellation

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
F09	Employee and Council Expenses Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes: Attendance - H01 Honoraria and fees to council – F16	E + 7	E = End of fiscal year
F10	Financial Statements Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements Excludes All working notes, calculations and background documentation - F26	p**	Vital
F11	Grants and Loans Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	E + 7	E = Grant finalization For loans it is the repayment of the loan + 7
F12	Investments Includes records regarding the municipality's investments, term deposits, and promissory notes.	E + 7	Vital E = Closure of account
F13	Journal Vouchers Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	E + 7	E = End of fiscal year

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
F14	Subsidiary Ledgers, Registers and Journals Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	E + 7**	Vital E = End of fiscal year
F15	General Ledgers and Journals Includes all records in the Books of Original Entry.	P	Vital
F16	Payroll Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes Payroll registers, subsidiary ledgers, registers and journals - F14	E + 7	E = End of fiscal year Payroll registers are kept 15 years T-4 summaries and documents submitted to the CRA are kept for 25 years
F17	Purchase Orders and Requisitions Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes Quotations and tenders - F18	E + 7	E = End of fiscal year
F18	Quotations and Tenders Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes Successful quotations and tenders - L04	E + 7**	Vital E = Successful bid awarded Unsuccessful bids retain for 1 year from contract reward

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
F19	Receipts Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	7	Vital
F20	Reserve Funds Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	7	
F21	Revenues Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes Accounts receivable - see F02 Tax rolls - see F22	7	
F22	Tax Rolls and Records Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes Accounts receivable - F02 Mortgage companies - F02 Correspondence related to tax issues that are not of a long term importance - F02	p	Vital Tax rolls can be destroyed when no longer required for planning purposes
F23	Write-offs Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes Accounts receivable - F02	7	Court services write offs destroyed after 37 years

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
F24	Trust Funds Includes records regarding funds established by the municipality for money held in trust, such as bequests, cemetery trust funds, cemetery care and maintenance programs, Homes for the Aged Residents (including authorization, receipts and statements of withdrawal) and Ontario Home Renewal Program such as fund accounting records, bank statements, banking instructions and fund audit records.	E + 7	Vital E = End of fiscal year
F25	Security Deposits Includes development deposits, letters of credit, and certificates of insurance when required and records of monies held as security (i.e. bonds).	E + 7	Vital E = Closure of account
F26	Working Papers – Financial Statements Includes all working notes, calculations, reconciliations, end of year payment in lieu of taxes statements to school, and background documentation used to calculate financial statements such as the Monthly Trial Balance. Also includes records relating to annual tangible capital assets. Excludes Financial statements - F10	E + 7	Vital E = After completion of audit
F27	Regulatory Reporting – Financial Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Excludes Performance management & quality assurance – A25	7	Vital
F28	Unclassified		

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
F29	Capital Projects Financial information, working sheets and other related information for capital projects. Does not include specific valuation records keeping information related to Tangible Capital Assets which are include in F06.	E + 7	Vital E = Disposal of asset
F30	Development Charges Includes Development Charges studies, copies of by-laws, pamphlets, correspondence, working papers, and other development charges related information.	P	Vital
F31	Financial Information Return (FIR) Includes FIR returns, correspondence, working papers and other related information.	p**	Vital
F32	Taxation Working Files Records related to property taxes that are not permanent. Includes correspondence to and from mortgage companies, correspondence to and from lawyers, etc.	7	
F33	Reports and Studies Includes various reports and studies from both the Township and external entities that are of use for the financial operation of the municipality.	25	
F34	Utility Billing Includes documentation of the municipality sending out utility bills		

H – Human Resources

Class Code	Description	Total Retention (years)	Notes
H00	Human Resources General Includes records regarding human resources which cannot be classified elsewhere. Use only if no other heading is available.	7	
H01	Metrics and Lists Organizational Human Resources performance measurements, and associated reports and lists.	7	
H02	Benefits and Pension Records Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits and pensions offered to employees, such as group insurance, OMERS general information, dental plans, Canada Savings Bonds, and general information on Employer Health Tax. Excludes Payroll - F16	S	
H03	Employee Records Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, Criminal Background Checks, performance evaluations, correspondence with the employee, and employee assistance. Includes part-time and student employees. Excludes Grievances – H14 Employee Relations – H15	P	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
H04	Health and Safety Includes records regarding the occupational health and safety of staff. Includes accident reports, Workplace Safety & Insurance board reports and information on health and safety programs for staff. Also includes Health & Safety Committee meeting minutes. Excludes Accidents of the public - P05 Lost-time reports and claims – H13	10	Vital
H05	Human Resources Planning Includes records of succession planning, executive placement, retirement programs, staff turnover rates, staffing level plans, annual hire/promotion targets, recruitment freezes, employment equity, performance management, volunteer plans, employee information reporting and related records. Excludes Employee Records - H03	E + 1	E = No longer relevant
H06	Job Descriptions Includes job descriptions and specifications as well as background information used in their preparation or amendment.	S + 7**	
H07	Labour Relations Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes Collective agreement – L04	P	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
H08	Organization Design Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Excludes Job descriptions - H06	S + 7**	Vital
H09	Salary Planning Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes Employee Records - H03	P	Vital
H10	Unclassified		
H11	Recruitment Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes Successful applications – H03	E + 7**	E= Job posting no longer accessible to the public
H12	Training and Development Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes Individual employee training records - H03	E + 7**	E = Date when that particular course ceases to be offered Only courses developed by municipality subject to archival selection

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
H13	Claims Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report	P	Vital E = Resolution of claim Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker; or (b) 20 years from the time the last of such records were made with respect to the worker
H14	Grievances and Harassment and Violence Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution. Also includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution.	E + 10	E = Resolution of grievance
H15	Employee Relations Includes records regarding relationships with employees on matters of a general nature, service awards and progressive discipline. Excludes Grievances – H14 Employee Records – H03 Organization – see H08	7	

J – Justice

Class Code	Description	Total Retention (years)	Notes
J00	Justice General Includes Court & POA records which cannot be classified elsewhere. Us only if no other heading is available.	4	
J01	Certificates of Offence (Part I) Includes Part 1 Certificates of Offence excluding Accident and Careless Driving offences. Records identified as POA schedule # CD-4R1. Excludes Part I accident/careless driving matters – J02	E + 2	Vital E = Completion date
J02	Control Lists Information (Part III) Includes Court and POA records including all Part3 information and Part 1 Certificates of Offence relating to accident and careless driving matters.	E + 6	Vital E = Completion date
J03	Control Lists Includes certificate control lists and reports from municipal and provincial agencies such as Police, MTO and MNR, etc.	4	Vital
J04	Court Dockets Includes registers of court activity including POA (trial) dockets, Fail to Respond (FTR) dockets and Walk in Guilty (WIG) dockets detailing case dispositions (completed dockets). Also includes statistics on court activities and disposition of fines.	3	Vital Statement of defence, not set to trial retained for 5 years
J05	Transcripts and Records of Court Proceedings Includes records of court proceedings and records relating to exhibit dispositions. Includes tapes and log books.	6**	Vital E = Completion date

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
J06	Enforcements and Suspensions Includes records regarding the suspension of licences issued by provincial government agencies such as RICO-4015 Preliminary Enforcement Report and RICO-4017 Enforcement Review Journal and fine collection efforts. Also includes audit reports provided by the provincial database.	8	Vital
J07	Appeals and Transfers Includes records of appeals and of transfers to and from other courts. Excludes Appeals & hearings (municipal) – L01	7	Vital
J08	Statistics Includes reports and other statistical data, including all RICO reports such as RICO-2100 New Offence Register, FICO-0100 forms to be printed control list, RICO-4400 Cases Disposed to Criminal Court, daily courtroom utilization report and verification report, and all RICO and RICM cash payments and receipt reports, analysis and adjustments.	8	Vital
J09	Disclosure Includes information requested by individuals in preparation of court cases.	6	Vital E = Completion date

L – Legal Affairs

Class Code	Description	Total Retention (years)	Notes
L00	Legal Affairs General Includes records regarding legal affairs which cannot be classified elsewhere. Use only if no other heading is available.	1	
L01	Appeals and Hearings Includes zoning appeals, development and educational charges appeals, official plan appeals and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgements. Also includes orders issued by regulatory bodies and boards. Excludes Litigation – L02 or L03 Harassment & violence – H15	P	Vital
L02	Claims Against the Municipality Includes all litigation and insurance claims made by other parties against the municipality. Excludes Appeals and hearings – L01	E + 2	Vital E = Resolution of claims and all appeals Ultimate limitation is 15 years
L03	Claims by the Municipality Includes all litigation and insurance claims made against other parties by the municipality. Excludes Appeals and hearings – L01	E + 2	Vital E = Resolution of claims and all appeals

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
L04	Contracts and Agreements Includes all agreements entered into by the municipality. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Also includes simple contracts such as equipment rental and service contacts and vehicle leases, facility rental agreements. Excludes Contracts regarding land – L07 Insurance policies – L06 Line fence agreements – P01	E + 15**	Vital E = After the agreement/contract is terminated
L05	Insurance Appraisals Includes appraisals of municipal property for insurance purposes.	E + 15	Vital E = After new appraisal is done
L06	Insurance Policies Includes municipal insurance policy documents such as vehicle, liability, theft and fire insurance. Excludes Employee group insurance – H02 Third party contracts – L04 Insurance claims – L03	E + 15	Vital E = Expiry of policy
L07	Land Acquisition and Sale Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deeds including underground storage abandonment records, expropriation plans, purchase letters and appraisals. Excludes Tax sales – F22	E + 10	Vital E = Property disposition

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
L07	Sale of Shore Road Allowance Includes records regarding real estate transactions and conveyance of shore road allowances Excludes Tax sales – F22	E + 10	Vital E = Property disposition
L08	Opinions and Briefs Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	S**	Vital
L09	Precedents Includes records regarding judgements and decisions which may affect the municipality's position in actual or potential legal matters.	S**	Vital
L10	Federal Legislation Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	S	
L11	Provincial Legislation Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the municipality.	S	
L12	Vital Statistics Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes Population statistics – D01	P	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
L13	Prosecutions Includes records regarding prosecutions for enforce by-laws and federal and provincial legislation. Excludes By-law enforcement – P01 Appeals and hearings – L01	E + 7	Vital E = Delivery of judgement
L14	Unclassified		
L15	Risk Management Records associated with the identification and control of potential hazards and accidental loss that may jeopardize the County. May include risk analysis, insurance coverage and claims adjustment.	7**	
L16	Unclassified		
L17	Trademarks, Patents and Copyright Records associated with the copyright, patent and trademark protection of municipal logos, and products used for visual identity.	S**	Vital

M – Media and Public Relations

Class Code	Description	Total Retention (years)	Notes
M00	Media and Public Relations General Includes records regarding media and public relations which cannot be classified elsewhere. Use only if no other heading is available.	1	
M01	Advertising Includes records regarding public advertising in magazines, newspapers, radio, television and transit. Excludes New releases – M06 Recruitment – H11 Elections – C07	1**	
M02	Ceremonies and Events Includes records regarding participation in special events, openings and anniversaries such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events.	5**	
M03	Charitable Campaigns / Fundraising Includes records regarding the raising of funds and donation for the municipality, for municipally run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups etc.	1	
M04	Complaints, Commendations and Inquiries Includes records regarding commendations, requests for information, and very general types of inquiries and complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. Excludes Freedom of information requests – A17 Grievances or harassment – H14 or H15 Employee recognition – H21	5**	*dog complaint file, trespassing on township property*

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
M05	News Clippings Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	1**	
M06	News Releases Includes background notes and final versions of news releases issues. Includes messages for inclusion in special event programs.	1**	
M07	Publications Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories and maps. May include annual reports of a non-fictional nature.	S**	
M08	Speeches and Presentations Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials.	3**	
M09	Visual Identity and Insignia Includes records regarding branding and the standards which apply to graphic designs as part of a visual identity program. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seal of office.	S + 5**	
M10	Website and Social Media Content Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook and Twitter. Excludes Published website content – M07	S + 2	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
M11	Public Relations and Public Awareness Includes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement. Includes communications and records regarding proclamations and flag raisings.	5**	
M12	Intellectual Property Includes certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	E + 5	E = Copyright, patent or trademark expired or last used
M13	Photo Waivers Includes records of signed waivers to use photographs and content for Township publications and general use. Includes waivers signed by parents to use the image of their child, or waivers/authorization forms signed by the owner of the photography, to use their images.	P	Vital

P – Protection and Enforcement Services

Class Code	Description	Total Retention (years)	Notes
P00	Protection and Enforcement Services General Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use only if no other heading is available.	1	
P01	By-law Enforcement Includes records of municipal efforts to enforce by-laws such as parking tickets and fence-line disputes. Includes orders to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc. Excludes Health and fire inspections – P07 Investigations – P08 Prosecutions – L13 Animal control – P14	6**	Vital
P02	Daily Occurrence Logs Includes daily occurrence logs maintained by the Chief Building Official.	5**	
P03	Emergency Planning and Response Includes records regarding the planning, testing, rehearsal of and response to emergency safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings etc.	E + 5	Vital E = Expiry of plan if Canadian Environmental Protection Act applies

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
P04	Hazardous Materials Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons. Also includes material safety data sheets and records dealing with toxic substances control, halocarbon charging records and leak tests/release reports, and environmental spills. Excludes Staff safety training – H04 Personal exposure – H17 Manifests – E07	5	Vital
P05	Incident / Accident Reports Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes Security – A18 Accidents of municipal staff – H04 Compensation claims and vehicle accidents – L02 or L03	5	Vital
P06	Building and Structural Inspections Includes building and structural tests and inspection reports relating to work platforms, plumbing and sprinkler systems, fire alarm circuits, power supply and system, fire suppression systems, electrical and other structural inspections. Also includes inspections of marijuana grow operations and appropriate notification from a police force. Excludes By-law enforcement – P01	P	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
P07	Health and Fire Safety Inspections Includes Fire Marshal's reports, public health and related health and safety violation and verification inspections reports conducted or performed on private, public and commercial properties. Excludes Internal health & safety inspections – H04	P	Vital
P08	Investigations Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny. Excludes By-law enforcement – P01 Harassment and violence investigations – H15	10**	Vital
P09	Licences Includes records regarding licences administered by or required by the municipality or the province. Such as licensing for dogs and kennels, liquor, and businesses, etc. Excludes Marriage licences – L12	E + 2	Vital E = Expiry of licence
P10	Building Permits Includes permits issued to builders, contractors and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines.	P	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
P11	Permits - Other Includes application and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, etc. Excludes Building permits – P10 Burial permits – A13 Encroachment permits – D16	E + 2	Vital E = Expiry of permit - Put yearly trailer permits here
P12	Warrants Includes all warrants issued for By-law enforcement purposes.	E + 2	Vital E = Execution of warrant
P13	Criminal Records Includes all documentation relating to individuals with a history of criminal activity. Excludes Staff police background checks – H16 Investigations – P08 Prosecutions – L13	E + 5	Vital E = Occurrence / investigation closed or disposition of charge
P14	Animal Control Includes records regarding the control of household pets, strays, livestock and wildlife and their evaluation reports. Also includes records of distrained animals and pound animal records. Excludes Dog licences – P09	E + 2	E = Date animal was last in the pound

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
P15	Community Protection Programs Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	S + 2**	Surveillance video retained for 72 hours unless requisitioned for use, then retained S + 2
P16	Emergency Services Includes records regarding police, land ambulance, fire and rescue services.	S + 5	Vital
P17	EMS Incident and Impact Reports Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS, the role of the attending responders in the incident and the actual or potential impact of these incidents. Excludes Fire response – Z01	10**	Vital
P18	EMS Accident Reports Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and emergency call response. Includes ambulance call reports (ACR) and emergency response reporting. Excludes Investigations – P08 Fire suppression – Z01 Fire Emergency Calls – Z07	10**	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
P19	EMS Accident Statistics Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues. Excludes Fire Accident Statistics – Z02	S + 5	Vital
P20	Prohibitions and Notices Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	15	
P21	Facilities Routine Water Use, Monitoring and Testing Includes records regarding the testing of water for community halls and other township facilities. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities, if available.	6	**well records and water testing for twp facilities
P22	Parking Enforcement		
P23	Crossing Guards		

R – Recreation and Culture

Class Code	Description	Total Retention (years)	Notes
R00	Recreation and Culture General Includes records regarding recreation and culture which cannot be classified elsewhere. Use only if no other heading is available.	1	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
R01	Heritage Preservation Includes records regarding heritage and historical development, including designations and registers of buildings, districts and cemeteries as well as archaeological digs, archeological and heritage assessments and heritage conservations district studies and plans. May also include heritage registers. Excludes Heritage designation by-laws – C01 Natural heritage preservation – E18	E + 3**	Vital E = End of plan year or removal of designation
R02	Library Services Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales.	5	
R03	Museum and Archival Services- St. Joseph Island Museum Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. Excludes Record operations – A10	S + 3**	Vital
R03	Museum and Archival Services- Fort St. Joseph National Historic Site Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. Excludes Record operations – A10	S+3**	Vital

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
R04	Parks Management Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes Building and property maintenance – A20	5**	Vital Playground equipment maintenance retained 15 years *groomer and ski/snowshoe trails filed here*
R05	Recreational Facilities Includes correspondence, description, reports and other records dealing with the management, operation and design of specific municipal recreational facilities such as arenas, rinks, pools, and fitness centre. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject. Excludes Facilities construction – see A19	5	Vital
R05	Recreational Facilities – Disc Golf Includes all correspondence, description, reports and other records dealing with the operation of the Disc Golf facility.	5	
R06	Recreational Programming Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	3**	Applications with waivers will be retained for 7 years after age of majority of the youth
R07	Harvestfest – year (ie 2023, 2024) Includes correspondence, records and information for the yearly Harvestfest	3	Kept for 3 years as a reference for volunteers

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
R08	Recreation Plan Includes the approved Master Plan, contact lists, steering committee information, questionnaires, etc.	S + 2	Vital
R09			

S – Social and Health Care Services

Class Code	Description	Total Retention (years)	Notes
S00	Social and Health Care Services - General Includes records regarding social and health care services provided to individual residents which cannot be classified elsewhere. Use only if no other heading is available.	1	
S01	Children’s Day Nursery Services	S	
S02	Elderly Assistance Includes general program information regarding programs intended to improve the quality of life for senior citizens such as home care, housing and transit subsidies. Includes any homes for the aged as well as general resource information used in counselling seniors considering moving to homes for the aged. May include indigent elderly patient report. Also includes Meals on Wheels program.	S	**Trefry information filed here**
S03	Homes for Aged Residents Includes records regarding residents of homes for the aged. Excludes General program information – see S02	P	
S04	Social Assistance Programs Includes general program information regarding social assistance programs available to residents. Also includes general resource information used in counselling recipients of social assistance and information pertaining to Employment Support Programs and Community Support Services. Also includes records regarding subsidized housing. Excludes Ontario Works Case Records – see S05	S	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
S05	Ontario Works Case Records Includes records regarding individual social assistance recipients. May includes income reporting cards. Excludes General program information – see S04	E + 5	E = Date of last entry
S06	Medical Case Records Includes case records regarding communicable diseases, venereal diseases, dental case, maternal care, etc.	E + 15	E = discharged as a client
S07	Children's Services Includes general information regarding programs benefiting developmentally handicapped children, abused children, and other children's programs. Also includes general resources information used in counselling children and parents involved in these programs. May include Children's Aid Society records as well.	S	
S08	Public Health Includes records regarding public health programs such as health and safety education, school health programs, family planning and disease control, including immunization.	S	Vital
S09	Cemetery Records Includes burial permits, maps, plot ownership records, interment registers, and indexes for municipal cemeteries and abandoned cemeteries.	p**	Vital
S10	Day Nursery Case Records		

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
S11	Disabilities Support Clients Includes records dealing with applications for and provision of services and funding support to person with mental or physical disabilities including service and support profiles, and accessible transportation eligibility application and approval, behaviour support plans, intrusive behaviour intervention and crisis situation incident reporting. Also includes personal support plans and records for individuals as well as reports relating to support services provided for people with disabilities.	E + 7	E = No longer receiving support
S12	Housing Services Includes records and correspondence related to housing programs such as municipally owned and managed properties, the non-profit housing corporations, Strong Communities Rent Supplement program, landlords and other housing providers. Also includes records and correspondence related to affordable housing initiatives developed by the Federal Government, the Provincial Government and/or the municipality.	10	
S13	Housing Tenant Clients Includes information regarding social housing applications, and records regarding housing tenants such as personal identification, income verification documentation, rent calculations and notices, leases and consent forms.	E + 5	E = No longer residing
S14	Home Child Care Program Administration Provider files (eligibility requirements), correspondence, inspections, serious occurrence reporting, health unit reporting, Director's directions, attendance records & financial reconciliation information.	3	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
S15	Home Child Care Program Clients Client records include the completed and signed enrolment form and information pertaining to the child as prescribed by the Ministry under the Child Care and Early Years Act, 2014 and eligibility requirements for the program. May also include referral letters from third part agencies, custody documents and medical referrals. Excludes: Day care and day nursery clients – see S10	E + 3	E = Date last participated
S16	Social and Health Care Planning and Management Includes records related to social, health care and coordinated care initiatives planning, process definition, and program monitoring and evaluation. Includes records related to research, action plans, governance, evaluations, statistical information, and action plans. Includes records related to Long-Term Care facility capacity and service planning and copies of records required for reporting purposes. Also includes program marketing plans and presentations.	7	
S17	Client Care Coordination Includes records regarding individual clients and their care coordination planning. Excludes: Public health medical client information – see S06	E + 10	E = No longer receiving support

Class Code	Description	Total Retention (years)	Notes
S18	Long Term Care Operations Includes records relating to administration/organization, health and wellness concerns and initiatives, outbreaks/health related issues, programming for residents, and volunteer programming within the Long-Term Care facility. Also includes vacancy lists, client satisfaction surveys, quarterly and annual evaluations of facility programs and responses to client behaviour and violence zero tolerance, staff training, complaints review, reports required for regulatory reporting purposes such as the health care organization annual quality improvement plans, and patient and caregiver complaints summary reporting, controlled drug substances records, and drug record book identifying narcotics received by the Long-Term Care facility outside of the routine medications which are dispensed to residents. Excludes: Complaints – see M04 Serious occurrence and abuse allegation investigations – see P04 Food preparation & service monitoring – see S19	P	
S19	Food Preparations & Service Includes records relating to food production for residents of municipally managed Long-Term Care Homes and visitors (non-residents) as well as Child Care Centres. Includes the approved menu cycle and menu substitutions, records relating to food quality such as temperature and inspection records, client responses to food quality and private lab inspection reports.	1	

T – Transportation Services

Class Code	Description	Total Retention (years)	Notes
T00	Transportation Services General Includes records regarding transportation services which cannot be classified elsewhere. Use only if no other heading is available.	1	
T01	Illumination Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	E + 6	Vital E = Removal of equipment Specifications are kept permanently
T02	Parking Includes records and studies regarding municipal parking issues such as accessible parking, lot and garage operations, fire routes and employee parking.	E + 6	E = Closure of lot or space
T03	Public Transit Operations Includes records regarding public transit systems. Includes schedules, routes, maps and similar information. Also includes project records, route administration and planning, fare policies, intergovernmental transit coordination.	E + 1**	E = Closure of route / shelter / stop 2 year minimum retention
T04	Road Construction Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc. Excludes Design and planning – T05 Routine maintenance – T06	E + 6**	Vital E = Project finished Specifications are kept permanently

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
T05	Road Design and Planning Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	E + 6**	Vital E = Project finished Specifications are kept permanently
T06	Road Maintenance and Salt Usage Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and sidewalks, cycle-ways, footpaths, walkways etc. Routine maintenance includes grading, plowing, sanding of roads, snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports and other records, studies and information regarding salt usage and contamination from salt used on the roads.	E + 20**	Vital E = Project finished Specifications are kept permanently Salt plans and usage retained for 7 years
T07	Signs and Signals Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals. Excludes Visual identity – M09 Sign permits – P11	E + 7	Vital E = Removal of sign
T08	Traffic Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes Permits for temporary closures – P11	E + 10**	Vital E = Project finished Temporary road closures retained for 2 years

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
T09	Road and Lane Openings / Closures Includes records on roads and lanes closed on a permanent or regular basis. Records includes reports, appraisals, correspondence and district court applications. Also includes records related to requests to open road and street allowances. Excludes Temporary road closures – T08 Land sales – L07 Road closing by-laws – C01	E + 7**	Vital E = Project finished
T10	Field Survey / Road Survey Books Includes engineering field survey notes and books.	E + 1	E = Project finished
T11	Bridges Includes estimates, studies and other records regarding projects specifically for bridge construction. Also includes bridge repairs and maintenance.	E + 1	Vital E = Project finished Specifications are kept permanently
T12	Unclassified		
T14	Roads and Highways – Transfer of Responsibility Records associated with the transfer of responsibility for roads and highways from one level of government to another.	P	Vital
T15	Road Patrol and Inspections Records associated with road patrols and weather reports; forecast and actual.	20	Vital

V – Vehicles and Equipment

Class Code	Description	Total Retention (years)	Notes
V00	Vehicles and Equipment General Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use only if no other heading is available.	1	
V01	Fleet Management Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as firefighting chassis mounted aerial devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, vehicle maintenance, fuel reporting, registration and disposal. Excludes Insurance policies – L06 Accident claims – L02 or L03 Leases/contracts – L04	E + 2	Vital E = Disposal of vehicle Daily inspection logs retained for 2 years
V02	Mobile Equipment Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	E + 1	Vital E = Disposal of equipment
V03	Transportable Equipment Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	E + 1	Vital E = Disposal of equipment

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
V04	Protective Equipment Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. Excludes Uniforms and clothing – A14	E + 1	Vital E = Disposal of equipment
V05	Ancillary Equipment Includes records regarding fixed equipment which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences, and history records. Excludes Gasoline and storage tanks – E24 Mechanical & operational systems integral to building structure – see A26 Private/small water systems – see E22	E + 1	E = Disposal of equipment

Z – Emergency Services

Class Code	Description	Total Retention (years)	Notes
Z00	Emergency Services – General General records relating to the day-to-day operations of emergency services. Including complaints from the public, staff meeting notes and communications.	3	
Z01	Fire Prevention Records associated with the inspections and prevention of fire incidents at multiple facilities and residences.	10	
Z02	Accident Statistics Records associated with statistical reporting of accidents involving emergency services, traffic and work-related issues. Excludes Vehicle and property not associated with Emergency Services – see V06	11	Vital
Z03	Ontario Fire Marshall Statistics received from the Office of the Fire Marshall.	5	
Z04	Dispatch Plan Recovery Records associated with plans for potential loss of services and protection during unforeseeable incidents such as fire, natural disaster, terrorism and theft. Includes the Corporate Disaster Recovery Plan and any related components.	S + 5**	Vital
Z05	Recruitment Records associated with the recruitments of new volunteer firefighters.	E + 7	
Z06	Uniforms Records associated with uniforms for employees and volunteers who work within emergency services.	S**	

Township of Jocelyn
Team Member Handbook

Class Code	Description	Total Retention (years)	Notes
Z07	Emergency Calls Records associated with emergency calls such as fire, ambulance and police incidents. Records may include damage reports.	6	
Z08	Emergency Planning and Services Records associated with emergency measures for planning and services provided by the municipality. This record series may include evacuee centres in the event of a disaster, provision of services and emergency resources, and contingency planning.	S	
Z09	Equipment Maintenance and Testing Records associated with inspection and routine maintenance, testing of all emergency services vehicles and equipment. May include permits and registrations, reports and use statistics, and maintenance history.	E + 1	E= disposal of equipment
Z10	Tenders and Request for Proposals Copies of tenders and RFPs for emergency services, to be used as a resource for informational purposes. Excludes Original Quotations and Tenders – see F18 Successful Quotations and Tenders – see L04	7	Vital
Z11	Training Files All records regarding the training of emergency personnel, including volunteer firefighters.	P	Vital
Z12	Firefighter Association All records regarding the firefighters association	3	

Attachment:

By-law 2024-1607 –

DRAFT

Insert copy of bylaw

DRAFT

Attachment:

Working from Home Policy

DRAFT

The Corporation of the Township of Jocelyn

3670 5th Side Road

Hilton Beach, ON

POR 1G0

Working From Home Policy

Intent

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

Guidelines

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

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

Approval Process

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

Pandemic/Emergency Response/ 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

Draft By-Law:
Appointment of a Treasurer –
Deputy Clerk (By-Law No. 2024 –
Xx)

Regular Meeting of Council – October 8, 2025

The Corporation of the Township of Jocelyn

Report to Council – Request for Proposal RFP-2025-01

Submitted by: Clerk- Deputy Treasurer Kaylee D’Angelo

On September 26, 2025, Jocelyn Township issued Request for Proposal RFP-2025-01, with a submission deadline of October 3, 2025, at 12:00 p.m. The Township received one application in response.

The submission came from a qualified individual who has previously served successfully as a consultant for Jocelyn Township. During his time with the Township, he demonstrated strong capabilities in managing day-to-day financial operations and addressing outstanding financial matters. His expertise has been instrumental in bringing payments and reports up to date and implementing improved processes to ensure ongoing financial integrity and prevent similar issues in the future.

Given his proven experience, in-depth knowledge of municipal finance, and familiarity with the Township’s operations, he will be a valued addition to the office team.

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

Being a by-law to appoint Lars Moffatt as the Treasurer-Deputy Clerk for the Township of Jocelyn under a contract for services agreement

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 Clerk, Deputy Clerk, Treasurer and Deputy Treasurer;

AND WHEREAS the Council of the Corporation of the Township of Jocelyn deems it necessary and expedient to appoint Lars Moffatt as the Treasurer-Deputy Clerk under contracted services;

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

1. Appointment

That Lars Moffatt is hereby appointed to also serve as the **Treasurer-Deputy Clerk** for the Township of Jocelyn, effective the date of this by-law being passed.

2. Duties and Responsibilities

The Interim Treasurer-Deputy Clerk 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 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-law, or until the contract is lawfully terminated by either party as set out in executed agreements.

4. Authority to Enter into an Agreement

That the Mayor and Clerk are hereby authorized to enter and execute an agreement with Lars Moffatt, acting on behalf of North Channel Strategies Inc., reflecting the duties that are outlined in Schedule “A” of this By-law, with such amendments in wording and description that may be deemed necessary or expedient.

5. 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.

6. 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 8th day of October , 2025.

Reeve Cori Murdock

Clerk Kaylee D’Angelo

The Corporation of the Township of Jocelyn

Schedule “A” to By-Law No. XXXX

Treasurer-Deputy Clerk Job Duties & Responsibilities

Key Responsibilities:

- Oversee revenue collection, payroll, accounts payable/ receivable, grants, and other financial transactions.
- Inputs data into the Township’s Tax program and Accounting system as required including journal entries, payment processing, adjustments, etc.
- Manages all of the Township’s financial records and completes account bank and general ledger reconciliations as required.
- Acts as the appointed Tax Collector for the Township of Jocelyn.
- Manages all financial matters related to the processing of property tax billing, property taxes, tax class adjustments, etc..
- Manage and prepare financial reports, ensuring transparency and accuracy.
- Monitor and maintain budgetary processes, including financial planning, analysis, and forecasting.
- Advise on financial matters and make recommendations for improving financial efficiency.
- Ensure compliance with municipal, provincial, and federal regulations.
- Collaborate with other departments and municipal officials to ensure smooth financial operations.
- Manage audits, including preparing and assisting with financial audits.
- Maintain accurate financial records and supporting documentation.
- Support the preparation of annual budgets and provide financial guidance to municipal leaders.
- When required, enters and records payments and adjustments into the necessary systems.
- Undertakes all other financial duties as directed by the Clerk.
- Assists with records management services including retention and destruction of documents as per municipal policies.

Asset Management:

- In some cases, the Treasurer may be responsible for managing the municipality's assets, ensuring their proper maintenance and tracking. This includes overseeing long-term capital planning, assisting with the Township’s Asset Management Plan, and ensuring the effective use of municipal resources.

Collaboration:

- The Treasurer works collaboratively with other municipal staff and elected officials to ensure the effective management of the municipality's finances. Strong teamwork and communication skills are essential in promoting a cohesive approach to financial planning and decision-making.
- The Treasurer will work hand in hand with the Clerk to keep the office running smoothly, preparing reports, and communicating with Council. The Treasurer will report to Council regarding job directives and to the Clerk regarding office operations.

Deputy Clerk:

- Appointed as the Deputy Clerk, undertakes all duties of the Clerk as outlined in the Clerk job description and as outlined in provincial legislation.
- When directed, assists with policy and by-law writing, reviewing legal matters, and assisting the Clerk with other duties as assigned.

Hours of Work: Between 20-40 hours per week as required to fill the statutory duties of the Treasurer and Deputy Clerk

The Corporation of the Township of Jocelyn

Harvest Festival 2025: Financial Report

Prepared by : Line Webster

Regular Meeting of Council – October 8, 2025

HAVEST FESTIVAL 2025

Revenue from all booths	\$10,939.80	Expenses for Food	\$2,383.62
		Float In cash boxes	\$2,000.00
		Entertainment (Band)	\$250.00
		Purchase of Corn	\$250.00
		Pop & Sanitizer	\$514.47
TOTAL	\$10,939.80		\$5,398.09

TOTAL after Expenses = \$5541.71

We extend our heartfelt thanks to everyone who generously gave their time, energy, and enthusiasm to make this year’s Harvest Festival a success. Your hard work behind the scenes, warm smiles, and dedication truly brought our community together and made the event remarkable.

We couldn’t have done it without out ---Thank you for helping

The Corporation of the Township of Jocelyn

Financial Statement :

August / September 2025 Expenditure Report

Regular Meeting of Council – October 8, 2025

Date	Source#	Comment		Amount
05-Aug	14510	Dan Holly Priority Auto (Fire)	\$	17,014.84
06-Aug	14509	Nikki Moore (Consutant fee Jun 12 - Aug 5 2025)	\$	1,368.00
01-Aug	E-Transfer	LINE WEBSTER (Jul 5 - Jul 30)	\$	1,242.50
05-Aug	14512	EncompassIT	\$	829.04
07-Aug	14511	Wishart LAW	\$	593.25
06-Aug	14507 - 14508	Staff Payroll	\$	1,897.47
06-Aug	E-Transfer	Staff Payroll	\$	1,200.42
12-Aug	AUTO	McDougal Energy	\$	707.73
05-Aug	14506	ADSAB	\$	26,196.33
11-Aug	14513	Tiffany Fleming (Health & Safety Training)	\$	450.00
12-Aug	14517	Ministry of Finance (OPP)	\$	7,046.00
11-Aug	14516	Ministry of Finance (EHT TAX)	\$	1,090.29
12-Aug	14515	Superior Truck Centre (FIRE)	\$	2,521.91
11-Aug	14514	Ibbitson Enterprise	\$	5,085.00
11-Aug	AUTO	Bell	\$	198.95
11-Aug	AUTO	Bell	\$	58.72
12-Aug	E-Transfer	LARS MOFFATT (Consultant Fees)	\$	2,110.00
12-Aug	14520	Algoma Veterinary Committee	\$	163.10
13-Aug	14522	M&L Supply (FIRE)	\$	206.51
11-Aug	On-Line	Receiver General (Source Deduction Admin)	\$	2,151.43
		Receiver General (Source Deduction Rec)	\$	156.24
11-Aug	AUTO	Bell	\$	198.75
20-Aug	14527 - E-transfer	Staff Payroll	\$	4,030.22
14-Aug	AUTO	Algoma Powers	\$	197.91
14-Aug	On-Line	Algoma Powers	\$	73.11
12-Aug	Auto	United Clouds	\$	288.60
15-Aug	E-Transfer	Allan Anderson (Medical reimbursment)	\$	210.00
15-Aug	14525	Beamish Construction IN.	\$	191,037.01
15-Aug	14524	Algoma Office Equipment	\$	68.50
15-Aug	14523	Township of St. Joseph (FIRE TEST)	\$	508.80
		TOTAL	\$	251,885.79

TOWNSHIP OF JOCELYN				
Expenditure Report				
Sept 1 - 30, 2025				
Date	Source#	Comment		Amount
01-Sep	14529	Superior Truck Centre (FIRE)		\$ 1,449.19
01-Sep	E-Trasfer	Staff Payroll		\$ 3,442.60
01-Sep	14528	Gilbertson Enterprise		\$ 36,024.09
08-Sep	14526	Krown Rust Control Lube (FIRE)		\$ 327.70
05-Sep	AUTO	Algoma Powers		\$ 370.47
08-Sep	14530	3M Trimline (FIRE)		\$ 598.90
05-Sep	14532	Spectrum (FIRE)		\$ 169.53
05-Sep	14533	J.J. Fire Services LTD (FIRE)		\$ 2,693.17
08-Sep	14534	Gilbertson Enterprise		\$ 4,815.00
08-Sep	14535	Algoma District Service Administration Board		\$ 26,196.33
08-Sep	14536	Util-Equip Manufacturing INC. (FIRE)		\$ 857.67
08-Sep	14537	GFL Environmental		\$ 2,329.38
08-Sep	14538	D. Malar (expenses for Fire Truck registration)		\$ 35.00
07-Sep	On-line	Island Clippings		\$ 135.60
05-Sep	On-line	Receiver General (Source Deduction)		\$ 2,031.88
01-Sep	On-line	Tulloch Engineering (July 2025)		\$ 1,125.37
01-Sep	On-line	EncompassIT		\$ 1,495.88
08-Sep	On-line	United Clouds		\$ 8.19
12-Sep	14541	Minister of Finance (OPP)		\$ 7,046.00
12-Sep	14542	Minister of Finance (OPP)		\$ 130.00
12-Sep	14540	EncompassIT		\$ 3,671.84
12-Sep	14539	Wishart Law		\$ 2,293.90
12-Sep	On-line	Visa		\$ 360.83
		Starlink	\$ 158.20	
		Zoom	\$ 24.28	
		Canvas Pro	\$ 19.00	
		Amazon (Hardback Binders	\$ 159.35	
12-Sep	AUTO	Bell		\$ 198.95
12-Sep	AUTO	Bell		\$ 53.82
13-Sep	On-line	Visa		\$ 360.83
		Kaylee (Expense Office look - Key cutting - Secerity Receipt	\$ 303.86	
			\$ 56.97	
15-Sep	E-transfers	Staff Payroll		\$ 2,861.68
12-Sep	14544	St Joeseeph Island Museum Board		\$ 8,235.00
15-Sep	14543	Tulloch Engineering (Aug 2025)		\$ 1,208.99
22-Sep	14545	M&L Supply (FIRE)		\$ 585.06
22-Sep	14546	Algoma Distrct School Board		\$ 34,756.84
21-Sep	On-line	Algoma Office Equipment		\$ 57.86
21-Sep	E-transfers	LINE WEBSTER (consultant fee for Aug 18 - Sept 15 2025		\$ 962.50
26-Sep	14548	R.W. Tomlinson LTD		\$ 554.91
26-Sep	14547	AMCTO (MAP3 Course for Clerk)		\$ 565.00
30-Sep	E-transfers	Staff Payroll		\$ 2,515.89
30-Sep	E-transfers	D. Moore (Exp acc for locks for landfill)		\$ 151.41
29-Sep	14550	Doug Smith (Parts & Labour) FIRE		\$ 1,130.00
29-Sep	14549	Nikki Moore (Consultation Fees)		\$ 1,500.00
TOTAL			\$	153,307.26

The Corporation of the Township of Jocelyn

Correspondence Requiring Action:
St. Joseph Island Historical
Society

Regular Meeting of Council – October 8, 2025



ST JOSEPH ISLAND HISTORICAL SOCIETY

2025 August 12

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

To Whom It May Concern

Re: Alice Ward

The St. Joseph Island Historical Society is respectfully requesting permission to place a commemorative plaque on the grounds, either at the House of History, or more likely and appropriate, at the Jocelyn #2 School House, recognizing the contributions of Alice Ward.

This in most likelihood will not happen until next spring.

Sincerely

Bernie Crosby

Bernie Crosby
Secretary

cc: Will Clarke, President

Corporation of The Township of Jocelyn

By-law No. 2025-1662

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

Reeve

Clerk