

The Corporation of the Township of Jocelyn

Agenda Package

Regular Meeting of Council – September 10, 2025

The Corporation of The Township of Jocelyn

Regular Meeting of Council

Wednesday September 10, 2025

7:00pm

3670 5th Side Road, Hilton Beach, ON

1. Call To Order
2. Approval of Agenda
3. Approval of Minutes From Most Recent Meetings
4. Declarations of Disqualifying Interest
5. Reeve's Address
6. Fire Department Update – *Presented by Rick Sirvio*
7. Delegations/ Presentations
 - A. Delegation Request – *Rodney Xilon, Ratepayer*
8. Committee of the Whole Working Session *(to work on policy/plans)*
9. Legislative Matters
 - 9.1. By-Laws
 - A) *By-Law Number 2025- 1657 Treasurer Appointment*
Recommendation : Council resolves to pass by-law number 2025-1657
appointing Lars Moffatt as Interim Treasurer- Deputy Clerk
 - B) *By-Law Number 2025- 1658 Being a by-law to set remuneration*
Recommendation: Council resolves to pass by-law number 2025- 1658 being a
by law to establish remuneration and authorize related travel expenses for
Members of Council, Local Boards, Officers and Employees of the Corporation
 - 9.2. Public Hearings: Planning or Zoning Matters –
 - A. *Application for Severance #05/25 - Con L – Lot 4*
10. Committee / Local Board Reports
 - A. Roads
 - B. Museum
 - C. Planning
 - D. Landfill
 - E. Tenby Bay Cemetery

- F. Building
- G. Recreation
- H. Trefry

11. Administrative Matters

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

Meeting Dates –

Recommendation : 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.

11.2 Financial Update/ Statement

11.3 Update on Capital Projects

12. Correspondence : Information

Jocelyn's Future, Submitted by: Diane Candido

13. Leadership Issues

13.1 Asset Management Plan

13.2 New Policy

13.3 Notice of Motion

14. Confirmation of Proceedings By-Law

Recommendation : Be it resolved that Council does pass By-Law No 2025- 1660 confirming the proceedings of the September 10, 2025 meeting of Council.

Recommendation:

15. Adjournment

The Corporation of the Township of Jocelyn

Jocelyn Fire Department Update

Presented by: Rick Sirvio

Regular Meeting of Council - September 10, 2025

Sept Council Meeting

- 4 medical calls in Aug total of 39 calls for the year
- We did our ladder testing last month ladders passed on #1 pumper. Roof ladder didn't pass on the new #2 pumper
- Purchased 2000 GMC Fort Garry Pumper in Sudbury from the Muskoka Lakes Fire Dept
 - Passed pump test by needs repairs to two output valves and two gauges need replacing.
 - Passed Mechanical and in new licensed and Insured.
 - Krowned. Decals in Progress & Radio Installed.
 - Need a new roof ladder
- Old #2 Pumper will be stripped and made ready for sale.
- Once #2 Pumper is commissioned #2 hall can be considered a functional hall.
- New washing machine has arrived in #1 Hall and will be installed shortly.
- We will be purchasing paint and supplies to repaint #2 Hall in Sept.
- Will be applying for the Fire Protection Grant for next year & in Sept.
- Compressor Air testing and Scott air pac testing will be happening on Thursday.

The Corporation of the Township of Jocelyn

Delegation

Regular Meeting of Council – September 10, 2025

SCHEDULE A to By-law No. 2024-1571

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

3670 sth Side Road R.R. #1 Hilton Beach, Ontario P0R 1G0

Clive Henderson
Deputy Clerk
& Treasurer

Phone (705)246.2025
Fax (705)246-3282
Email: admin@jocelyn.ca

COUNCIL MEETING DELEGATE REQUEST FORM

Name/Organization: Rodney Xilon

Meeting Date: WEDNESDAY SEPT 10, 25

Purpose of Delegation: 1) REVIEW SECTION'S 3, 4, 4A, 4B, 4C
2) REVIEW & APPROVE PLAN TO REPAIR DRAIN

Additional Information: _____

Proposed Solution for Council: PRESENT PROOF OF INSURANCE
REPAIR DRAIN

Name of Delegate (Please Print) RODNEY XILON

Signature of Delegate (required) [Signature]

Contact Information:

Mailing 1026 HILTON RD

Address:

Email Address: rodxilon1026@gmail.com Phone No. 705 256 2714

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

For Office Use Only:

Date request received Sept 5, 2025 by: Kaylee D'Angelo

The Corporation of the Township of Jocelyn

Minutes from Most Recent Meetings

Regular Meeting of Council – August 5, 2025

The Corporation of The Township of Jocelyn

Regular Meeting of Council Minutes

Tuesday August 5, 2025

7:00pm

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

Present:

Reeve Cori Murdock
Councillor Albert Crowder
Councillor Dennis Sopha

Clerk-Deputy Treasurer Kaylee D'Angelo
Councillor Jason Kennedy
Councillor Greg Gilbertson

Call To Order

25-226

Moved by: Albert Crowder

Seconded by: Jason Kennedy

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

Cd.

Approval of Agenda

25-227

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that we adopt the August 5, 2025 Regular Meeting of Council Agenda as presented.

Cd.

Declarations of Disqualifying Interest – N/A

Reeve's Address

Approval of Minutes from Most Recent Meetings

25-228

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that Council approve the meeting minutes dated:

- 1.1. April 8, 2025
- 1.2. April 29, 2025
- 1.3. May 6, 2025
- 1.4. June 3, 2025
- 1.5. June 30, 2025
- 1.6. July 8, 2025
- 1.7. July 14, 2025

And direct the Clerk to post them on the website accordingly.

Cd.

Delegations/ Presentations

Judi Dukes presenting House of History Repair

Judi Dukes wanted to make sure that the current staff and Council are aware of the money received last year towards the repairs needed in the House of History. Albert and Greg are going to look into a replacement door and some window repairs. New flooring is also needed. This work can hopefully take place late summer/ early fall.

Committee of the Whole Working Session (to work on policy/plans)

Reimbursement Policy

25-229

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council has reviewed, added any required edits and approves the draft Reimbursement Policy.

Cd.

Volunteer Code of Conduct

25-230

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council has reviewed, added any required edits, and approves the draft Volunteer Code of Conduct for ongoing volunteers.

Cd.

Share Shed Orientation

25-231

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council has reviewed, added any required edits, and approves the draft Share Shed Orientation list.

Cd.

By-Law 2025-1655 A by-law to establish a landfill committee

25-232

Moved by : Albert Crowder

Seconded by: Jason Kennedy

Be it resolved that council pass By-Law No. 2025-1655 A by-law to establish a landfill committee.

Cd.

Purchase of 2000 GMC Pumper Truck

25-233

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Be it resolved WHEREAS the Fire Chief is interested in purchasing a used Fire Truck to replace the Backup Pumper that will not be eligible for certification and operation once the NFPA regulations come into effect on July 1, 2026;

AND WHEREAS a used 2000 GMC Pumper Truck is available for sale, which if purchased and can be certified, could be used until the 2029 under the new NFPA Fire Standards;

AND WHEREAS this Fire Truck was inspected by the Fire Chief , with an operating pumper that could be certified.

Be it resolved that this Council authorizes the purchase of a used 2000 GMC Pumper Truck in the amount of \$15 000 plus applicable taxes, certifications, delivery and safety certifications up to a total cost of no more than additional \$5000 plus HST.

AND that said purchased will be covered by any operating surpluses from the Fire Department operations in 2025 and where required, the Fire Department capital reserve.

Cd.

Public Hearings: Planning or Zoning Matters –Notifying the Public: St. Joseph Island Planning Board - Notice of Application for Consent to Sever Land

Committee / Local Board Reports

- A. Roads – Andrew reported the road resurfacing has been completed, with a total of 6 and ¼ km. There is some work to be completed on the 10th Side Road, increasing the longevity of our roads. The A Line Bridge is scheduled for inspection at the end of this month. The last time this was completed appears to be 2019. This information will be helpful with our Asset Management Plan. Roadside grass cutting is almost complete, this is being done by Kevin Ibbitson. Brush cutting will take place near the end of the summer.

Moving forward, Andrew will submit a written report to be included in the agenda, unless he is required to attend the meeting in person to report on specific topics.

- B. Museum
- C. Planning
- D. Landfill

- E. Tenby Bay Cemetery – Submitted by Bernie Crosby
- F. Fire Department – Update on a potential pumper truck for #2 Fire Hall.
- G. Building
- H. Recreation
- I. Trefry

August 5, 2025 Clerk's Report – Submitted by Clerk D'Angelo

25-234

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council accepts the Clerk's Report dated August 5, 2025 as presented .
Cd.

Staff are working to send out final tax bills in August. These will reflect two payment amounts, one due in September and the other in November. With the recent increase to property tax, two payments allows ratepayers more flexibility in payments.

The Share Shed is currently open on Sundays from 12pm- 4pm and on Wednesdays from 12pm-3pm – subject to volunteer availability.

Volunteers have been working at keeping items cycling in and out of the Share Shed, the area organized and welcoming to all.

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

Important Dates:

The deadline for the Treasurer position posting is Tuesday August 12, 2025 at 4:30pm

Asset Management Plan – Recommendation from Clerk/ Treasurer

25-235

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved whereas quotes have been compiled to acquire asset management planning services to undertake the necessary Asset Management Plan updates that were required by July 1, 2025 with up to \$9000 being allocated in the 2025 budget for this plan.

Be it resolved that this Council approves Julie Bouhillet to undertake asset management planning services for the Township of Jocelyn at an hourly rate of \$90, up to \$9000 in services.

Cd.

Closed Session

25-236

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council proceed into Closed Session at 8:12 p.m. in accordance with Section 239 of the Municipal Act in order to address matters pertaining to

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

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

(d) labour relations or employee negotiations;

Discussion regarding Human Resource matters with respect to Treasury

Cd.

Arising From Closed Session

25-237

Moved by: Albert Crowder

Seconded by: Jason Kennedy

Resolved that we do arise from Closed Session at 8:47pm.

Cd.

Business Arising From Closed Session

25- 238

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council asks Clerk D'Angelo to follow the Closed Session directives.

Cd.

Confirmation of Proceedings By-Law

25-239

Moved by: Albert Crowder

Seconded by: Jason Kennedy

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

Cd.

Adjournment

25-240

Moved by: Jason Kennedy

Seconded by: Albert Crowder

Be it resolved that Council does agree to adjourn the August 5, 2025 meeting at 8:50pm and will meet again on Tuesday September 9, 2025 or at the call of the Reeve.

Cd.

- Please note the next scheduled Regular Meeting of Council will not be held on the first Tuesday of the month, it will be held on the second Tuesday of September.

Reeve Cori Murdock

Clerk-Deputy Treasurer Kaylee D'Angelo

The Corporation of the Township of Jocelyn

Draft By-Laws/ Policies

Regular Meeting of Council - September 10, 2025

- A) By-Law Number 2025 – 1658 A by-law to set remuneration and authorize related travel expenses for Members of Council, Local Boards, Officers and Employees of the Corporation*
- B) Draft Procurement and Purchasing Policy – Schedule “A” to By-Law No. Xx*

The Corporation of the Township of Jocelyn

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

By-law No.XX

Replaces By-law No. XX

Being a by-law to set remuneration and authorize related travel expenses for Members of Council, Local Boards, Officers and Employees of the Corporation.

WHEREAS Section 8 of the Municipal Act, 2001, c.25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 283(2) of the Municipal Act, 2001, c.25 states that despite any Act, a municipality may only pay the expenses of the members of its Council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,
(a) the expenses are actually incurred; or
(b) the expenses re, in lieu of the expenses actually incurred, are a reasonable estimate, in the opinion of the Council or local board, of the actual expenses that would be incurred;2001,c.25,s.283(2).

AND WHEREAS council deems it desirable to establish remuneration for Council, local boards, officers and employees of the Corporation of the Township of Jocelyn;

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

REMUNERATION AND EXPENSE ALLOWANCES (COUNCIL):

1. Effective August 1, 2025, annual remuneration shall be determined for members of Council as follows:
Mayor: \$6,504.00 (\$542/month) Council: \$4,500.00 (\$375.00/month)
2. If a Councillor fails to attend two consecutive, regularly scheduled, Council meetings (excluding special Council meetings), without previous Council approval, the monthly remuneration shall be forfeited for the month in which the second meeting falls.
3. Remuneration will be automatically adjusted annually at the beginning of each year (January 1st), increasing by 2%.
4. Remuneration shall be paid to members of Council in 12 equal monthly payments, paid in the preceding month on or around the 15th of each month. Should a member be appointed or resign from Council, their honorarium will be adjusted based on the number of days they were an appointed member.

5. Nothing precludes members of Council to refuse the receiving of their honorarium.
6. When a Councillor refuses to receive their honorarium, they shall indicate their refusal in writing and shall only apply for the calendar year.

PER DIEMS AND PAYMENT ALLOWANCES

7. Payment of allowance or per diem does not pertain to attendance at normal meetings of Council or Committee, or at any normal in-township meetings of any board, committee or commission which a Council member may attend.
8. A member of Council who attends an out-of-township and overnight function shall be entitled to a per-diem allowance of \$125.00 per full day or \$62.50 for each half-day (minimum 5 hours).
9. Where notification is received of an out-of-township meeting which is scheduled to take place prior to the next regular Council meeting, at which time approval to attend that meeting would normally be requested, the request will be reviewed, including the budget status, and authorization or denial for attendance is granted to the Mayor and Clerk.
10. Per diems are in addition to any regular travel expenses that a member is entitled to.
11. All allowances shall be paid to the member upon submission of an expense claim and subsequent approvals.

AUTHORIZED CONFERENCES AND CONVENTIONS

12. Conferences/Conventions are typically annual events addressing general or specific aspects of the operation of a municipal corporation.
13. All members of Council are encouraged to attend conferences/conventions that relate to their role in governance of the Corporation as long as there is a Council resolution supporting the attendance or money approved in the budget.
14. Any member of Council that wishes to exceed the approved allocated allowances must submit a request to Council.

COMMITTEE AND BOARD MEMBERS

15. A member of a Board or an appointee of Council for a special purpose body who attends an out-of-town function is entitled to the per-diem allowance of \$125.00 per day, provided that the expense and the attendance of the member have been approved in advance by Council resolution, within this policy, or approved in the budget.

16. Authorization for attendance of non-council board members at meetings/training shall receive prior approval by Council resolution. Non-council board members shall be reimbursed for reasonable travel and accommodation expenses when the authorization of attendance is granted by.

TRAVEL EXPENSES AND REIMBURSEMENT:

17. Mileage reimbursement for out of Township travel shall be paid at a rate of \$0.65/km.
18. The rates per kilometre apply to all types of vehicles, including but not limited to Diesel, gasoline, electric and hydrogen fuel cell.
19. When claiming mileage for municipal purposes between Monday-Friday, the employee/member can claim the distance from their residence/starting point, or the office, to their required destination. The lower of the two distances is the distance that is to be used for reimbursement. This rule also applies for return travel.
20. For clarification purposes, if individuals are completing business duties while on their way home from work, they cannot claim their full way of travel from the office/location to their residence. Individuals can only claim the excess distance that is required to travel to complete the required duties.
21. Mileage allowance claims (unless claiming a higher mileage rate per km than the local pump rate) do not require a receipt, but proof of distance may be confirmed through various methods such as web-based mapping (Google maps, etc.).
22. Each member of Council, local board, officer and employee of the Corporation shall be reimbursed for reasonable expenses while attending out-of-town corporate related business/meetings/training, which may include the following:
 - a. The actual cost of accommodation, travel, fares and parking will be reimbursed by providing a receipt for actual expenses. It is recommended that all travel arrangements be booked through Township staff to ensure best value for money.
 - b. Telephone calls/internet charges related to Township business.
 - c. Other reasonable incidental or out-of-pocket expenses.
 - d. Up to \$90.00 per day for meals. If meals are not provided, the following rates shall be paid upon request prior to attending a seminar/workshop/conference:
 - i. Breakfast \$ 20.00
 - ii. Lunch \$ 25.00
 - iii. Supper \$ 45.00
 - e. In the event that meals are included as part of the function that is being attended, meal claims cannot be submitted. Meal claims cannot be submitted

if the meal is offered as part of the accommodation package. Exceptions apply for dietary restrictions.

- f. Expenses related to alcohol purchases, personal entertainment, personal telephone calls or spouse/companion expenses are not eligible for reimbursement.
- 23. Meal per diems do not require receipts.
- 24. Accommodations and travel will be booked by Township staff using a Township credit card, wherever possible. If personal credit cards need to be used, travel booking is the responsibility of the traveller, including ensuring all receipts are collected and accurate. Standard rooms will be booked unless none are available.
- 25. Any and all expenses claimed (other than mileage, meals, or per diems) require proper receipts to be reimbursed. The Clerk shall review and have the authority to approve reasonable expenses that are in-line with this or other Township policies.
- 26. Where a receipt is not available, a written explanation shall be provided. The Clerk has the authority to determine whether such explanations are sufficient to support reimbursement.
- 27. Any Council/board member travel to a destination outside of the Province of Ontario requires the approval of Council via resolution.

BEST VALUE FOR MONEY & BUDGETING

- 28. Carpooling is strongly encouraged wherever practical.
- 29. All staff, council and board members travelling for Township business will make efforts to undertake the most cost-efficient method of travel, taking into consideration the duration of each method of travel available.
- 30. The policies set out herein shall apply to the extent that budgets are available to cover anticipated expenses. Should annual budgets for conferences/conventions, seminars/workshops/training courses and other similar events be exhausted or insufficient to meet anticipated expenses, Council authorization for an over-expenditure shall be required before attendance at an event is permitted.

REMUNERATION AND EXPENSE ALLOWANCES (COUNCIL):

- 31. Council, by the passing of a resolution, may provide honorariums to committee members which may be provided on a one-time or recurring basis.

PAYMENTS

- 32. Reimbursements to members of Council for regular meeting and monthly expense

allowances shall be paid within five (5) working days from the date the expense claim is approved by Council.

33. Out-of-town expenses will be paid within five (5) working days from the date the expense claim is approved by Council or has occurred.

OTHER

34. If any provision of this By-law is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be severed from the By-law and shall not affect the validity, legality, or enforceability of the remaining provisions. The remaining provisions shall continue in full force and effect and shall be interpreted and applied as if the invalid provision had never been included.
35. This by-law shall become effective on the final date of it's passing, at which time By-law No. XX and any previous remuneration and expenses by-laws are repealed.

READ three times and passed in open council this ____ day of September, 2025.

Reeve: Cori Murdock

Clerk: Kaylee D'Angelo

The Corporation of the Township of Jocelyn
BY-LAW NO. 2025-1658

Being a by-law to adopt a policy for the procurement and purchase of goods and services purchased by the Township of Jocelyn.

WHEREAS section 271 of the Municipal Act, and amendments thereto, provides that Councils shall adopt policies with respect to the procurement of goods and services.

AND WHEREAS the Council of the Corporation of the Township of Jocelyn deems it necessary and expedient to update its existing policies;

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

1. THAT By-law No. 2024 – 1574 and any previously approved purchasing and/or procurement policies are hereby rescinded with the passing of By-law No. 2025-1658
2. That the Mayor and Clerk are hereby authorized to sign this By-Law and to affix the corporate seal hereto.
3. That this By-Law is enacted upon the third and final reading hereof and will take effect with the passing of the same.
4. That the aforementioned policy is attached hereto as Schedule “A” and forms part of By-law No. 2025-1658
5. That By-law No. 2025-1658 may be cited as the “Purchasing and Procurement Policy”.

READ a first, second and third time and finally passed this 10th day of September, 2025.

Reeve Cori Murdock

Clerk Kaylee D'Angelo

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

SCHEDULE "A" TO BY-LAW No. XX

Procurement and Purchasing Policy

1. SHORT TITLE

This policy may be cited as the "Purchasing and Procurement Policy" and applies to the purchase of goods and services including professional and consulting services.

2. PURPOSE

2.1 The purpose of this policy is to set out guidelines for the Township of Jocelyn's (the "Township") to ensure that all purchases of materials, supplies and services provide the lowest cost consistent with the required quality and service.

2.2 The purposes, goals and objectives of this Purchasing Policy and each of the methods of procurement authorized are:

- To encourage competition among suppliers
- To maximize savings for tax-payers
- To ensure fairness among bidders
- To ensure openness, accountability and transparency while protecting the financial interests of the Township
- To ensure an open and honest process is maintained that is fair and impartial and
- To promote and maintain the integrity of the purchasing process.

3. DEFINITIONS

3.1 The words and phrases listed below when used in this Purchasing Policy shall have the following meanings ascribed to them:

"Award" means the authorization to proceed with the purchase of Goods or Services from a chosen supplier

"Bid" means an offer or submission from a supplier in response to a Bid Solicitation

"Bid Solicitation" means a formal request for Bids that may be in the form of a Request for Tender or a Request for Proposal

"Blanket/Standing Purchase Order" means a Contract between the Township and a supplier for the supply of regularly ordered Goods or Services at a specified unit price with, where possible, maximum dollar limits, or discounts, but not specified quantities

"Clerk" means the appointed Clerk of the Corporation of the Township of Jocelyn or the Deputy Clerk in their absence.

"Contract" means any agreement, regardless of form or title, for the lease, purchase or disposal of Goods or Services authorized in accordance with this Purchasing Policy

"Council" means the Council of the Corporation of the Township of Jocelyn

“Council Approved Budgets” means Council approved Department budgets including authorized revisions, or where applicable, Council approved budgets of local boards or Committees to which this Purchasing Policy applies

“Department” means an organizational unit of the Corporation of the Township of Jocelyn

“Department Head” means the head of each Department.

“Emergency” means a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or the property of the residents of the Township of Jocelyn, or to prevent serious damage, disruption of work, or to restore or to maintain essential service to a minimum level

“Fair Market Value” means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties dealing at arms-length where fully informed and not under compulsion to transact

“Goods” means moveable property including:

- The cost of installing, operating, maintaining or manufacturing such moveable property, and
- Raw materials, products, equipment and other physical objects of every kind and description

“Lowest Compliant Bid” means the bid that would provide the Township of Jocelyn with the desired Goods or Services at the lowest Total Acquisition Cost, meets all the specifications and contains no irregularities requiring automatic rejection

“Management Team” means the Clerk and Treasurer, delegated Roads Foreperson (if applicable) and other appointed department heads as passed by Council.

“Non-Competitive Method” means negotiation of an agreement of purchase of Goods or Services from a supplier where there is no open competition

“Proposal” means an offer submitted in response to a Request for Proposal, acceptance of which may be subject to further negotiation

“Purchase Order” means a Contract between the Corporation of the Township of Jocelyn and a supplier to supply a specific quantity of Goods or Services defined by such things as time period, location(s) and price

“Request for Proposal” means a Bid Solicitation that is used to acquire Goods or Services, the suitability of which is dependant upon non-price factors and which may result in further negotiations between the parties

“Request for Quotation” means a Bid Solicitation that is used to acquire Goods or Services where the Township has pre-determined the required quantity and/or quality of Goods or Services and the evaluation criteria determining the best value is generally the lowest bid without any material contract negotiations

“Services” includes all professional consulting services, all services in relation to real property or personal property including, without limiting the foregoing, the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of personal property and real property and all other services of any nature and kind save

and except only services to be delivered by an officer or employee of the Corporation of the Township of Jocelyn in accordance with the terms of employment

“Single Source” means selection of a specific supplier even though there may be more than one supplier capable of delivery of Goods or Services

“Sole Source” means there is only one supplier capable of delivery of Goods or Services that meet the requirements of the Township

“Treasurer” means the appointed Treasurer of the Corporation of the Township of Jocelyn or Deputy Treasurer in their absence

“Tender” means publicly advertised Bid Solicitation or, in the case of an Emergency, a Bid Solicitation from an invited bidder or solicited bidder

“Total Acquisition Cost” means an evaluation of quality and service in the assessment of a Bid and the sum of all costs including purchase price, all taxes, warranties, local service costs, life cycle costs, time of completion or delivery, inventory, carrying costs, operating and disposal costs for determining the Lowest Compliant Bid

“Written Quotation” means a quotation in writing from an approved or qualified supplier that is used for purchases of Goods and Services which includes service, delivery, quality and price

4. GENERAL PROCUREMENT POLICY

4.1 Township Council has ultimate authority for all expenditures. Council shall delegate this authority by the approval of budgets or by specific resolution. Payment cannot be made for any item that has not been authorized by Council through budget approval, authorized policy, or specific resolution.

4.2 Any Capital Expenditure not provided for in the annual budget requires Council approval by resolution.

4.3 Should it be deemed expedient, most efficient, and in the best interest of the Township, Council may pass a resolution to authorize purchasing procedure that is not consistent with this policy.

4.4 In the absence of the Clerk who acts as administration’s main approver of expenditures, authority under this policy may be delegated to the Deputy Clerk.

4.5 Transparency and Accountability

To ensure that budgets are being maintained as per this policy and cost overruns are not occurring without Council approval or knowledge, the Treasurer shall provide an unaudited update of the revenues and expenditures incurred to date, compared to the budget. Such updates shall occur a minimum of every second month.

4.6 To be compliant with the Township's Code of Conduct and delegated authority established under the Municipal Act, staff and delegated authorities (Clerk, Treasurer, etc.) shall be the only party(s) that communicates with vendors on behalf of the Township. This communication shall include the of compiling quotes, purchasing, tender/proposal submissions and communication results, and all other related procurement matters. Council shall not manage any aspect of the procurement process unless required for the purpose of approving purchases/contracts as per this policy.

4.7 Prior to the adoption of the budget in any given year, the Clerk is authorized to pay the accounts for any ordinary purchases that are required to maintain services such as (but not limited to) fuel, payroll, winter maintenance, utilities, etc., subject to the guidelines in this purchasing policy.

4.8 Approval of Previous Year as Interim Budget

To assist with procurement and timely purchasing of supplies/services, Council may approve via resolution the previous year's budget as the interim budget for the operating year until a final budget has been passed by Council. Council may also approve an interim budget or specific line items (ex. administrative wages, service contracts, maintenance costs, supplies, etc.)

4.9 Approval for Expenditures

Despite any other provisions of this Purchasing Policy, the following approvals shall be delegated and authorized based on the listed values below, which are all exclusive of applicable taxes:

- (a) Expenditures for a value of \$999.99 or less must be approved by the Department Head or designate as long as the item is within the limits of the approved budget or are necessary to operate at existing service standards.
- (b) Expenditures between \$1,000.00 and \$9,999.99 must be approved by the Department Head and shall notify the Clerk of the expenditure(s), if the expense is included in the budget or authorized by Council.
- (c) Expenditures between \$10,000.00 and \$29,999.99 shall be approved by the Clerk or designate if the expense is included in the budget or authorized by Council.
- (d) Expenditures of \$30,000.00 or more require Council approval unless otherwise stated in a Council resolution.

4.10 Despite any other provisions of this Purchasing Policy, the following Contracts/purchases are subject to Council approval:

- (a) Any Contract requiring approval from the Local Planning Appeal Tribunal (LPAT);
- (b) Any contract prescribed by statute to be made by municipal Council;

- (c) Any contract where the Total Acquisition Cost is more than 10% higher than the Council approved budget for the specific project or budget line item;
- (d) Any expenditure where the cost would result in the Township exceeding 10% higher than the Council approved budget for the specific project or budget line item;
- (e) Where the approval of an expenditure would result in insufficient remaining funds in the project budget to complete the project as budgeted;
- (f) Where a major irregularity precludes the award of a tender to the supplier submitting the lowest bid, and;
- (g) Where authority to approve has not been expressly delegated;

No provision of this policy precludes the Clerk from requesting Council approval or review if they believe it is in the best interest of the Township to do so.

4.11 No Contract or purchase shall be divided to avoid any requirements of this Purchasing Policy unless such method is approved by Council.

4.12 For clarification purposes, when an expenditure is authorized by the relevant party as per this policy, then the Treasurer has the authority to issue payment(s) for the expenditure if the payment is reviewed and approved by the Clerk and the Mayor or acting Mayor.

4.13 Emergency Purchases

4.13.1 For purchases that are required to address an Emergency, the following approvals are authorized and must be made based on the listed values exclusive of applicable taxes:

- (a) Expenditures up to \$2,499.99 must be approved by the Clerk and filed as per section 4.13.2
- (b) Expenditures between \$2,500 and \$9,999.99 must be approved by the Clerk with Council being notified of the expense.
- (c) Expenditures of \$10,000 or more require Council Approval.

4.13.2 After an emergency purchase is made, the Department Head will file with the Clerk, a full written report on the circumstances of the Emergency purchase.

5. PROCUREMENT PROCEDURES

5.1 Purchasing Procedures

5.1.1 The Clerk shall establish purchasing procedures consistent with the purposes, goals and objectives as set out in this Purchasing Policy relating to:

- (a) The form, content and use of forms, whether electronic or printed, including requisitions, purchase orders, bonds, letters of credit and other

forms of guarantee or surety, tender, proposal and other contract documents

- (b) The identification of those Goods or Services which are more effectively acquired through cooperative purchasing
- (c) The process to be followed in the issuance, receipt and evaluation of Tenders, Requests for Proposal and Requests for Quotations including the option of submitting documentation, payment and/or signatures by electronic means, and
- (d) Any other aspect of process or procedure not specifically provided for in this Purchasing Policy.

5.2 Purchase Orders

- 5.2.1 A Purchase Order is to be used for the purchase of Goods or Services and is to be completed by the Department Head or designate except as provided for in section 5.2.4.
- 5.2.2 The Purchase Orders should indicate the supplier's name, price of the Goods or Services, any delivery charges applicable and an account number/ description of which budget account the purchase is to be charged to, as well as approval signatures as per Section 4.
- 5.2.3 The original purchase order is to be mailed, emailed or faxed to the supplier. The second copy should be forwarded to Accounts Payable once the order has been placed. The third copy should be forwarded to Accounts Payable upon receipt of the Goods or Services as payment authorization. The fourth copy should be maintained as the department copy.
- 5.2.4 Purchase Orders will not be required for the following purchases:
 - (a) Courier and other shipping charges
 - (b) Postage
 - (c) Payroll (including OMERS and Council/Board Honorariums)
 - (d) Travel advances, meal allowances, hotel accommodations and travel claim forms
 - (e) Employee Insurance Benefits Invoices
 - (f) Municipal Insurance Policies
 - (g) Payment to government agencies, Receiver General, Ministry of Finance, etc.
 - (h) Utilities – electricity, natural gas, water, telephone
 - (i) Contracts for equipment, i.e. photocopies, alarm systems
 - (j) Employment contracts or contracts for services
 - (k) Fuel and maintenance products
 - (l) Service contracts, i.e. recycling, waste pick-up
 - (m) Subscriptions/memberships approved in the Budget
 - (n) Petty cash vouchers

- (o) Ongoing maintenance for existing computer hardware and software services
- (p) Professional services (Engineering, legal, accounting, etc.)
- (q) Land leases and acquisition
- (r) Banking Fees/Services
- (s) Debenture payments
- (t) Grants/levies to Committees/Boards (Algoma Public Health, ADSSAB, etc.)
- (u) Training and Education
- (v) Vehicle Licenses/certifications
- (w) Purchases made on a Corporate Purchasing Card
- (x) Purchases of less than \$100

5.3 Blanket/Standing Purchase Orders

5.3.1 A Blanket/Standing Purchase Order may be used where:

- (a) One or more department repetitively order the same Goods or Services and the actual demand is not known in advance, or
- (b) A need is anticipated for a range of Goods or Services for a specific purpose and for which convenience and location are major factors, but the actual demand is not known at the outset.

5.3.2 The Department Head(s) shall establish and maintain Blanket/Standing Purchase Orders.

5.3.3 To establish prices and selected sources, the Department Head(s) shall employ the provisions contained in this Purchasing Policy for the acquisition of Goods or Services.

5.3.4 More than one supplier may be selected where it is in the best interests of the Township and the Bid Solicitation allows for more than one.

5.3.5 The expected quantity of the specified Goods or Services to be purchased over the period of the Contract will be as accurate an estimate as practical.

5.3.6 Where the Department Head(s), in consultation with the Clerk, deems that a current service provider engaged with the Township in providing specialized Goods or Services demonstrates an ongoing preferable economy of scale, then the Department Head(s) may exercise to continue hiring their services without going through the procurement process.

5.3.7 Blanket/Standing Purchase Orders shall be valid for not longer than 12 months.

5.4 Engagement of Consultants

- 5.4.1 Consultant procurement shall follow the regular procurement policies outlined within this Purchasing Policy.

5.5 Procurement Methods

5.5.1 Petty Cash

As required, a petty cash fund in the amount of \$300.00 may be maintained by the Treasurer.

Requests for petty case reimbursements for purchases up to \$50 must be accompanied by an official receipt with the account to which it is to be charged indicated on it.

5.5.2 Low Dollar Value Purchases (not to exceed \$2,499.99 exclusive of applicable taxes)

Department requirements for Goods or Services having a low dollar value may be purchased with or without negotiation. This particular method of purchase will be used for low dollar value goods or services when the expense is included or within the parameters of the Township budget, and administrative burden of other methods may be equal to or greater than the price or value of the goods or services purchased subject to the authorization limits in section 4.4. A Purchase Order will be used as a procurement method but is not required if the Corporate Purchasing Card is used as the method of payment or if the purchase is less than \$100. Where practical, requesting of multiple quotes to receive best value for money is still high recommended.

5.5.3 Verbal Quotation (purchases between \$2,500 and \$4,999.99 exclusive of applicable taxes)

A minimum of two (2) verbal quotations shall be requested from eligible suppliers. The quotes shall be documented and attached to the Purchase Order. If all reasonable efforts fail to result in two (2) quotations, sole sourcing of the purchase may be considered as per section 5.5.8.

5.5.4 Informal Written Quotation (purchases between \$5,000 and \$14,999.99 exclusive of applicable taxes)

A minimum of two (2) informal written quotations shall be requested from eligible suppliers. The quotes shall be attached to the Purchase Order. If all reasonable efforts fail to result in two (2) quotations, sole sourcing of the purchase may be considered as per section 5.5.8.

5.5.5 Formal Request for Quotation/Request for Proposal (purchases between \$15,000 and \$99,999.99 exclusive of applicable taxes)

5.5.5.1 Request for Quotation (RFQ)

This competitive method of purchase shall demonstrate that Fair Market Value was achieved. Specifications for the Goods or Services will be established to permit comparable quotations. A sufficient number of suppliers shall be requested to submit quotations to ensure that at least two (2) responsive quotes are received. If all reasonable efforts fail to result in two (2) quotations, sole sourcing of the purchase may be considered as per section 5.5.8.

The purchase of Goods or Services of an ongoing nature over a calendar year must be made using a Request for Quotation where the Department Head, in consultation with the Clerk, will provide approval. Such Goods or Services include equipment rental and certain materials.

5.5.5.2 Request for Proposal (RFPs)

A Request for Proposal shall be used where the requirement is best described in a general performance specification. Some or all of the specifications of the contract terms may not be finally determined with sufficient certainty to form the basis of a final contract before proposals are solicited and submitted.

Depending on the nature of the requirement, suppliers are invited to propose innovative solutions to a problem and the selection of the supplier is based on the effectiveness of the proposed solution rather than price alone.

5.5.5.3 Exceptions

Due to the complexity of some requests and to reduce the rigidity of the bidding process, the Township may issue RFQs and/or RFPs for items over \$100,000 if it is in the best interest of the Township to do so and the requests relate to the following:

- Vehicles or large commercial equipment
- Aggregate, calcium (liquid/flake), culverts, cold patch
- Contracts for services

5.5.6 Request for Tender (purchases exceeding \$100,000 exclusive of applicable taxes)

With exception to section 5.5.5.3, a Request for Tender shall be used where the following criteria apply: two (2) or more sources are considered capable of supplying the requirement and the requirement is adequately defined to permit the evaluation of the Tenders against clearly stated criteria.

Tender documents, plans and specifications will be prepared, where possible, by Municipal staff or by Engineers retained by the Township to work on general or specific projects. The Clerk, in consultation with the Township's Engineering contactor, will determine if bid bonds or tender deposits are required and the value of same.

The Clerk shall be responsible for the advertising of Tenders in the appropriate media, or in the case of invitational bids, distribution to the appropriate firms.

The tender closing date is usually 15 days after date of issue (per Council resolution) however, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the project being tendered.

Tenders will close at 2:00 P.M. on the appointed day and are to be opened publicly at 2:15 P.M. unless otherwise specified in the tender document.

All tender submissions must be addressed to the Clerk per the tender instructions and delivered to the Municipal Office at 52 Front Street. Upon receipt, all sealed tender submissions will be stamped as to the date and time received and will be initialled by the receiving clerk.

Tender submissions not sealed in an envelope and/or clearly marked as to contents and/or received after the 2:00 P.M. deadline (or other time specified) will not be accepted for consideration.

The Clerk or designate and at least one other member of the Management Team shall be present during the public opening of Tenders.

After opening and the results are read, the Tenders will be passed on to the appropriate staff person(s) and/or the Engineering Consultant for review and evaluation.

The appropriate staff person or Engineering Consultant will issue a tender report and recommendation to Council for consideration and approval by resolution.

The Municipality reserves the right to reject the lowest or any bid at its absolute discretion and also reserves the rights to re-issue the tender, proposal or quote documents in their original format or modified as best suits the requirements of the Municipality.

Unless otherwise stated in this policy, the Clerk may Award Contracts resulting from a Request for Tender provided that: the award is the Lowest Compliant Bidder, sufficient funds are available and identified within the Council approved Budget and the provisions of this policy are complied with. The Clerk shall follow the provisions of section 5.6 regarding the form of the Contract required to complete the purchase.

5.5.7 Performance Securities

The Clerk, from time to time may approve and utilize such standard forms including the requirement for bid and performance securities, if any, for the purchases by request of Tender, Proposals, Quotes, single source and/or emergency purchases. The submission of bid/performance securities when submitting a response to a request for proposal, tender or quote may be required to ensure that the project is completed to the necessary standards of the Township.

5.5.8 Non-Competitive Method

The Non-Competitive Method is the use of Sole Source or Single Source as may be appropriate and approved by Council. Negotiations may be used by senior management when sole/single sourcing is used.

Non-competitive purchasing must be authorized by the Clerk for purchases between \$2,500 and \$9,999.99 (exclusive of applicable taxes) and Council for purchases exceeding \$10,000.

Authorization may be considered upon written details and reasons by the requesting Department Head and where one or more of the following factors are present: the standardization or compatibility of a purchase with existing equipment or where product standards, facilities or service is a paramount consideration; the Township is purchasing services/goods from an agency directly related with the Province of Ontario or Government of Canada; a Good or Service is purchased for testing or trial use; there is an absence of competition for technical reasons; the Good or Service can only be provided by a particular supplier; or one or no bids were received in response to a Bid Solicitation or Quotation process.

5.5.9 Contract with Budgetary Appropriation

Where a requirement exists to initiate a project for which Goods or Services are required and funds are not contained within the Council Approved Budget to meet the proposed expenditure, the Department Head or Clerk shall, prior to the

commencement of the purchasing process, submit a report to Council containing: information surrounding the requirement to purchase and the estimated cost; the terms of reference to be provided in the Contract; and information on the availability of funds that were originally approved for other purposes or on the requirement for additional funds and possible sources.

5.5.10 Identical Tenders

If the Lowest Compliant Bids from two (2) or more bidders are identical in Total Acquisition Cost or unit price, the Clerk or designate is authorized to enter into negotiations with these bidders in an attempt to obtain a lower price unless one vendor is located within the Township. The Clerk or designate shall not reveal information pertaining to such negotiations or the manner in which the final price was determined to any of the other bidders concerned. A report concerning the results of any such negotiations shall be included as part of the record. If negotiations are not successful in breaking the identical Tenders, then the successful bidder shall be determined by coin toss. The coin toss shall be performed in the presence of the Clerk or designate(s).

5.5.11 Local Content

All Tenders and Requests for Proposal/Requests for Quotation will incorporate Local Content, where appropriate. Bids must outline the minimum local content requirements, and all bidders are encouraged to use local labour, materials and equipment to the fullest extent.

Department Heads are encouraged to purchase goods as service from local suppliers as much as possible. In the event that a local (Jocelyn) supplier of goods and/or services bids against an outside supplier. Department Heads are encouraged to accept the local bid if the price is within 5% (higher) than the outside supplier.

If goods and services are not available locally, inquiries should be made in the following order:

- District (Algoma)
- Region (Northern Ontario)
- Province (Ontario)
- Canada

5.5.11 Co-Operative Purchases

The Township of Jocelyn's staff are authorized to participate in one or more procurement opportunities that may be posted by the following buying groups.

This authorization will be posted on the Township's website and re-affirmed via resolution annually. A few examples of authorized buying groups include, but are not limited to:

- Local Authority Services (LAS)
- Ontario Education Collaborative Marketplace (OECM)
- Canoe Procurement Group of Canada

5.6 Contractual Agreement

- 5.6.1 A Purchase Order may be used when the resulting Contract requires only the Township's standard contractual terms and conditions.
- 5.6.2 A formal agreement is to be used when the resulting contract is complex and/or will contain terms and conditions that are not standard.
- 5.6.3 It shall be the responsibility of the Clerk to determine if it is in the best interest of the Township to establish a formal agreement with a supplier.
- 5.6.4 Where a formal agreement is required, the Clerk or designate shall execute the agreement in the name of the Township unless the expenditure requires Council approval.

5.7 Exercise of Contract Renewal Options

- 5.7.1 Where a Contract provides an option for renewal, Council may exercise such an option provided that: the suppliers' performance is considered to have met the requirements of the Contract; and Council agrees that the exercise of the option is in the best interests of the Town; and funds are available in the appropriate accounts within the Town's Approved Budget (if applicable).
- 5.7.2 Despite section 5.7.1 above, Council shall not approve more than two (2) contract extension periods before re-Tendering the Contract.

6. OTHER

6.1 Access to Information

The disclosure of information received relevant to the issue of Bid Solicitations or the Award of Contracts resulting from Bid Solicitations shall be in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, as amended.

6.2 Policy Review

This Purchasing Policy shall be reviewed at least once per Council term.

The review shall determine how effective this Policy has been in achieving the objectives set out as well as the requirements of the *Municipal Act, 2001*, as amended.

The review may be undertaken by an ad-hoc committee of Council, the result of which shall be a report to Council by the Clerk or designate.

6.3 Supplier Performance

Suppliers may be subject to disqualification if there is sufficient evidence of consistent failure to meet the standards specified by the Township of Jocelyn. The township will maintain supplier performance files. Information in this file is supplied by the requisitioners, receivers and the procurement staff. Suppliers may be evaluated based upon competitive price quality of a product, contract adherence and performance, after sales service and replies to invited tenders. Upon reasonable notice, a supplier can be disqualified for a period not exceeding three (3) years from participating a solicitation for goods and services.

Suppliers shall be disqualified when:

- Conviction from a criminal offence of a person or director/official/person relating to obtaining or attempting to obtain a contract or subcontract. An indication of lack of business integrity or honesty which directly and seriously effects the responsibility of the contractor.
- There is a serious breach of contract indicating an unwillingness to perform a contract in accordance with the terms and conditions or specifications or a record of unsatisfactory performance of one or more contracts in accordance with the terms and conditions thereof or in accordance with its specifications or both.
- The offer of any gratuity to an official or employee of the Township by a supplier or contractor for consideration.

When a supplier is disqualified, a written issue will be provided to the vendor/supplier setting out its reasons for disqualification or suspension, including the timeline of suspension, which shall be addressed to the usual business address of that person as shown in the records of the purchasing section.

Disqualifications may be authorized by the Clerk.

7. SEVERABILITY

If any provision of this policy is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be deemed modified to the extent necessary to make it enforceable, or if not possible, severed from the policy. The remaining provisions shall remain in full force and effect and shall not be affected or impaired in any way, ensuring the continued validity and enforceability of the policy as a whole

The Corporation of the Township of Jocelyn

Planning / Zoning Matters

Regular Meeting of Council - September 10, 2025

A) Application for Severance #5/25

ST. JOSEPH ISLAND PLANNING BOARD

**P.O. Box 290
Richards Landing, Ontario
P0R 1J0**

Telephone: 705-542-4606

Email: sjiplanningboard@gmail.com

MEMO

To: Township of Jocelyn

From: Michael Jagger, Secretary Treasurer

Date: August 28, 2025

Re: Consent Application # 5/25 - F. & T. Hachey - Lot 4, Con. L, Jocelyn Township

Enclosed are copies of the Notice of Application and the complete application for the above.

You will note that this application proposes to sever Lot 4, Concession L, in Jocelyn Township, into two 50 acre parcels. This is a re-submission of a previous application which was provisionally approved but never completed.

Please review this application and provide any comments or recommendations you may have on this application to me before September 22, 2025. If we have not received any comments or recommendations by that date, it will be assumed that you have no concerns or objections to this application.

Can you also confirm the zoning of the subject property as I believe there may have been a zoning by-law amendment enacted in connection with the former application in or about 2016 or 2017.

Thanks,



Michael Jagger

ST. JOSEPH ISLAND PLANNING BOARD

NOTICE OF APPLICATION FOR CONSENT TO SEVER LAND

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

Monday, September 22, 2025 at 7:00 p.m.

at the

Township of Jocelyn Municipal Office
3670 5th Side Road (Hwy. 548), St. Joseph Island, Ontario

The purpose and effect of the subject application for consent is to permit the severance of Lot 4, Concession L, Township of Jocelyn into two 50 acre recreational parcels. Each of the parcels would have frontage of about 200 metres (660 ft.) on a seasonally maintained section of K Line Rd. The parcel proposed to be severed is currently vacant land and is intended for future seasonal residential use. The parcel proposed to be retained has an existing seasonal residence and outbuildings thereon. This a resubmission of a previous application (File # 1/16) which was provisionally approved but which was never completed and for which that approval has lapsed.

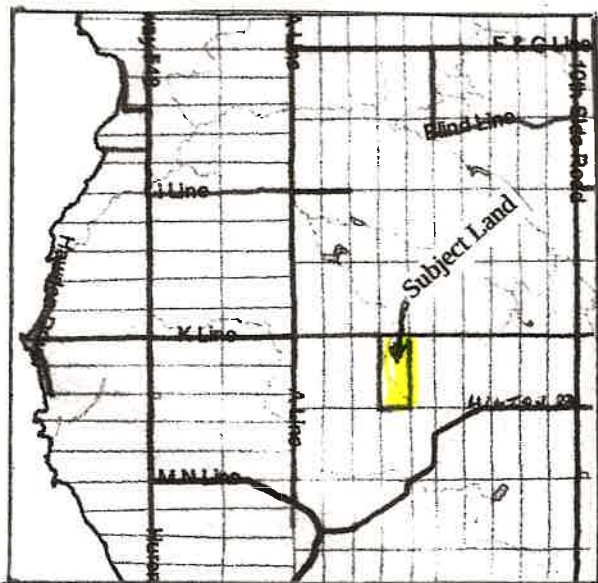
ADDITIONAL INFORMATION regarding the application is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

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

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

St. Joseph Island Planning Board
P.O. Box 290
Richards Landing, Ontario P0R1J0

KEY MAP



Dated at St. Joseph Island
this 28th day of August, 2025


Michael Jagger, Secretary-Treasurer
St. Joseph Island Planning Board
Telephone: 705-542-4606
Email: sjiplanningboard@gmail.com

Applicant: Francois & Thomas Hachey
Consent Application # 5/25

St. Joseph Island Planning Board

APPLICATION FOR CONSENT

1. **Applicant Information** (please check): Owner X Chargee _____ Purchaser _____

Name(s) Francois Hachey and Thomas Hachey..... Telephone No. 519-336-3581.....

Address: ...314 Michigan Avenue, Port Edward, Ontario.....

Postal Code..N7V 1E9..... Email Address

Name of Land Owner(s) if different than above

Name of Applicant's Solicitor or authorize agent (if any): Francois (Frank) Hachey Jr.

Address: 6851 Uttoxeter Road RR#2, Camlachie, Ontario

Postal Code: NON 1E0

(The Applicant's's written authorization is required if this application is signed by a Solicitor or Agent)

Please specify to whom communication regarding this application should be sent:

Applicant _____ *Solicitor* _____ *Agent* ^x _____

Solicitor _____

Agent X

2. (a) Type and Purpose of Transaction: (check appropriate spaces)

Transfer: x creation of new lot(s) Other: a charge/mortgage
 addition of a lot a lease
 an easement correction of title
 other (specify)

Other: a charge/mortgage

a lease

correction of title

- (b) Number of new lots (not including retained lots) proposed: 1

- (c) Name of Person(s), if know, to whom the land or interest in the land is to be transferred, charged or leased: *and relationship of any:*

Thomas Hachey (co-owner and son of Francois Hachey)

- (d) *If a lot addition, identify the lands to which the parcel will be added:*

3. Location of the Subject Land: (complete applicable lines and include entire holdings)

Municipality Jocelyn Lot(s) No. 4

Concession/Plan^L.....Reference Plan No.....Part(s) No.....PCL 1027 ACS

Road/Street Name and Number 1061 K Line Road

Property Identification Number (PIN) 31463-0021 (LT).....

4.0 Description of Subject Land

		<u>PORTION TO BE SEVERED</u>	<u>PORTION TO BE RETAINED</u>
4.1 Description	Frontage	<u>660</u>	<u>660</u>
	Depth	<u>3300</u>	<u>3300</u>
	Area	<u>50 acres</u>	<u>50 acres</u>
4.2 Use of Property	Existing Use	<u>vacant lot</u>	<u>seasonal cottage & 50 acres</u>
	Proposed Use	<u>seasonal cottage & 50 acres</u>	<u>seasonal cottage & 50 acres</u>
4.3 Buildings or Structures	Existing	<u>vacant</u>	<u>seasonal cottage</u>
	Proposed	<u>seasonal cottage & 50 acres</u>	<u>seasonal cottage & 50 acres</u>
4.4 Type of Access (check appropriate space)			
- Provincial highway		<u></u>	<u></u>
- Municipal road, maintained all year		<u></u>	<u></u>
- Municipal road, maintained seasonally		<u>X</u>	<u>X</u>
- Other public road		<u></u>	<u></u>
- Right of way (i.e. private road)		<u></u>	<u></u>
- Water access		<u></u>	<u></u>

(If access to the subject land is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:)

4.5 Type of Water Supply
(check appropriate space)

- Publicly owned and operated piped water system
- Privately owned and operated individual well
- Privately owned and operated communal (shared) well
- Other means (describe)

PORTION TO BE
SEVERED

PORTION TO BE
RETAINED

n/a	haul water

4.6 Type of Sewage Disposal
(check appropriate space)

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system
- Privately owned and operated communal (*shared*) septic system
- privy
- other means (describe)

	outhouse
no plans - probably an outhouse	

4.7 Other Services
(Check if the service is available)

- *electricity*
- *telephone*
- *busing*
- *garbage collection*

n/a	n/a
n/a	n/a
n/a	n/a
n/a	n/a

- 5.1 What is the existing Official Plan designation of the subject land? Rural.....
- 5.2 What is the present zoning of the subject land?Rural.....
- 5.3 Are there any easements or restrictive covenants affecting the subject land?
Yes ____ No X If yes, describe the easement or covenant and its effect:

- 5.4 *If any of the following uses or features are on the subject land or within 500 metres of the subject land, unless otherwise specified, please check the appropriate boxes that apply.*

<u>Use or Feature</u>	<u>On the Subject Land</u>	<u>Within 500 Metres or as Specified</u>
<i>An agricultural operation, including livestock facility or stockyard</i>	<u>n/a</u>	<u>n/a</u>
<i>A landfill</i>	<u>n/a</u>	<u>n/a</u>
<i>A sewage treatment plant or waste stabilization plant</i>	<u>n/a</u>	<u>n/a</u>
<i>A provincially significant wet land (Class 1, 2 or 3 wetland)</i>	<u>n/a</u>	<u>n/a</u>
<i>A provincially significant wetland within 120 metres of the subject lands</i>	<u>n/a</u>	<u>n/a</u>
<i>Flood plain</i>	<u>n/a</u>	<u>n/a</u>
<i>A pit or quarry</i>	<u>n/a</u>	<u>n/a</u>

- 6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes X No ____ Unknown ____.
If YES, and known, provide the Ministry's application file number and the decision made on the application: #1/16 - Severance granted but terms were not completed within one year of approval.....
- 6.2 *If this application is a re-submission of a previous consent application, describe how it has been changed from the original application:* It has not changed from the original application.
- 6.3 Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes ____ No X
If YES, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use:
- 6.4 Is the subject land currently the subject of any other application under the Planning Act? (such as an application for an official plan amendment, zoning by-law amendment, minor variance, another consent or plan of subdivision) Yes ____ No X Unknown ____
If YES, provide the file number and status of that application:
.....
.....

7. **This application must be accompanied by a sketch showing all of the following:**

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- the distance between the subject land and the nearest township lot line or landmark;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application; such as buildings, roads, watercourses, drainage ditches, wooded areas, wetland, wells and septic systems;
- the existing uses on adjacent land, such as residential, agricultural and commercial uses;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

8. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act (i.e. Provincial Policy Statement)? Yes ☒ No ☐
If YES, please indicate how (attach additional page if necessary)

9.1 Is the subject land within an area of land designated under any provincial plan or plans?
Yes ☐ No ☒

9.2 If yes, does the application conform to the applicable provincial plan or plans? Yes ☐ No ☐

10. Does the Applicant request a Certificate of Consent for the lands to be retained in accordance with clause 53 (42.1) of the Planning Act (additional transaction fee applies) Yes ☐ No ☒
If Yes, a statement of compliance with section 50 of the Planning Act from an Ontario solicitor in good standing, and a registrable legal description, for the retained lands must be provided

10. *If there is any other information that you think maybe useful to the Planning Board or other Agencies in reviewing this application, please explain below or attach on a separate page.*

.....
.....

AFFIDAVIT OR SWORN DELCARATION

I, Francois (Frank) Hachey Jr. of the Town of Camlachie
in the Province of Ontario..... make oath and say (or solemnly declare)
that the information contained in this application is true and that the information contained in
the documents that accompany this application is true.

Sworn (or declared) before me


at the town of Richards Landing

in the District of Algoma

this 27th day of August 20 25


Applicant

Francois (Frank) Hachey Jr.


A Commissioner of Oaths

KATHERINE HENSHELL

NOTES: If the applicant is not the owner, chargee or purchaser of the subject land, then
written authorization of the owner, chargee or purchaser that the applicant is
authorized to make the application must accompany this application.

If the applicant is the purchaser or the purchaser's agent, then a copy of the
portion of the agreement and purchase of sale that authorizes the purchaser to
make the application must accompany this application.

Consent of the Owner/Chargee/Purchaser - Use and Disclosure of Personal Information
(Please complete the consent of the owner/chargee/purchaser concerning personal information set out below)

I, Francois Hachey..... am the owner/chargee/purchaser of the land
that is the subject of this application for application and for consent and for the purposes of the
Freedom of Information and Protection of Privacy Act

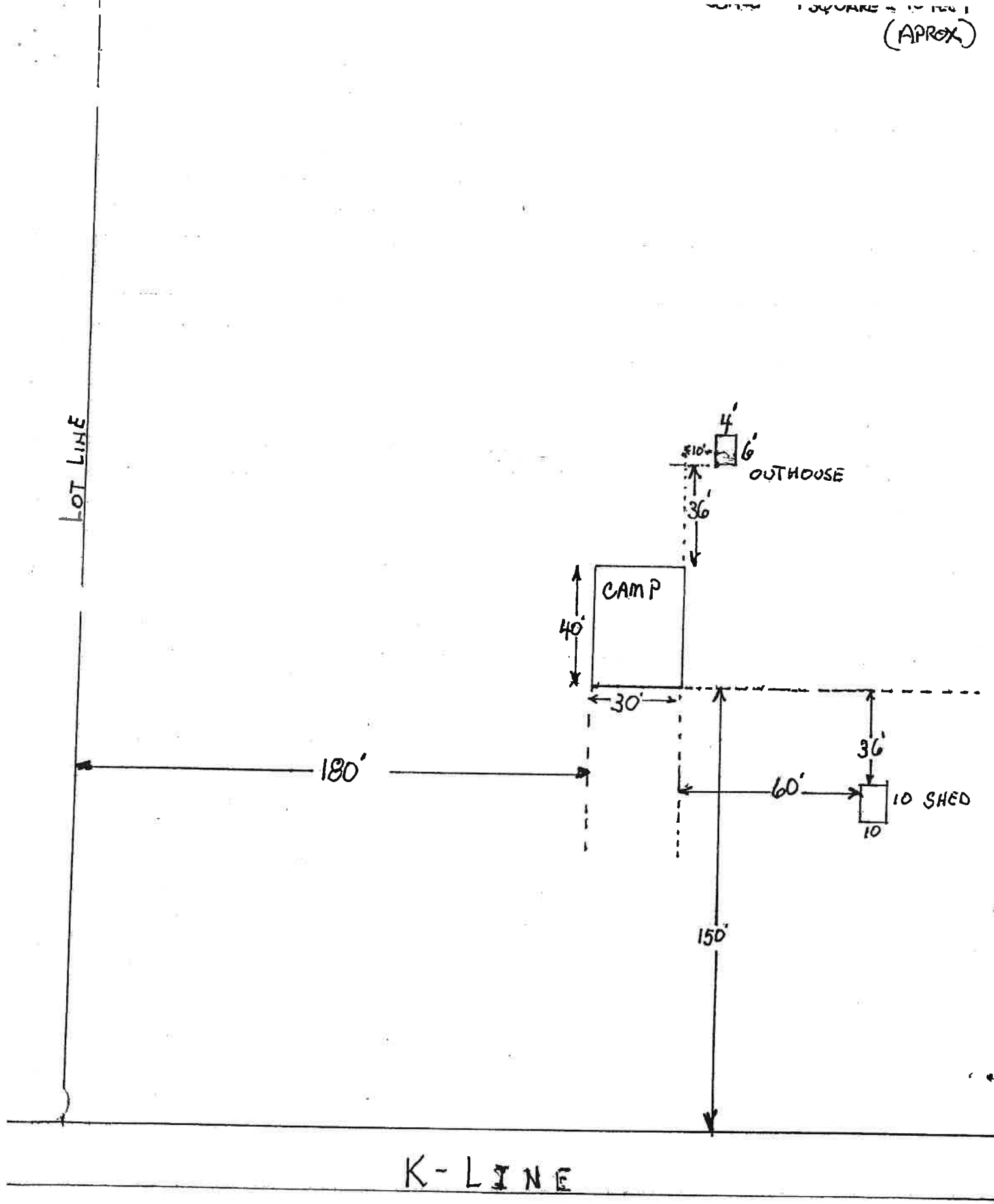
I authorize and consent to the use by, or the disclosure to, any person or public body of any
personal information that is collected under the authority of the Planning Act for the purposes of
processing this application.

I, Francois Hachey, further authorize my son, Francois (Frank) Hachey, to be the agent of my
Application for Consent.


Signature of Owner/Chargee/Purchaser

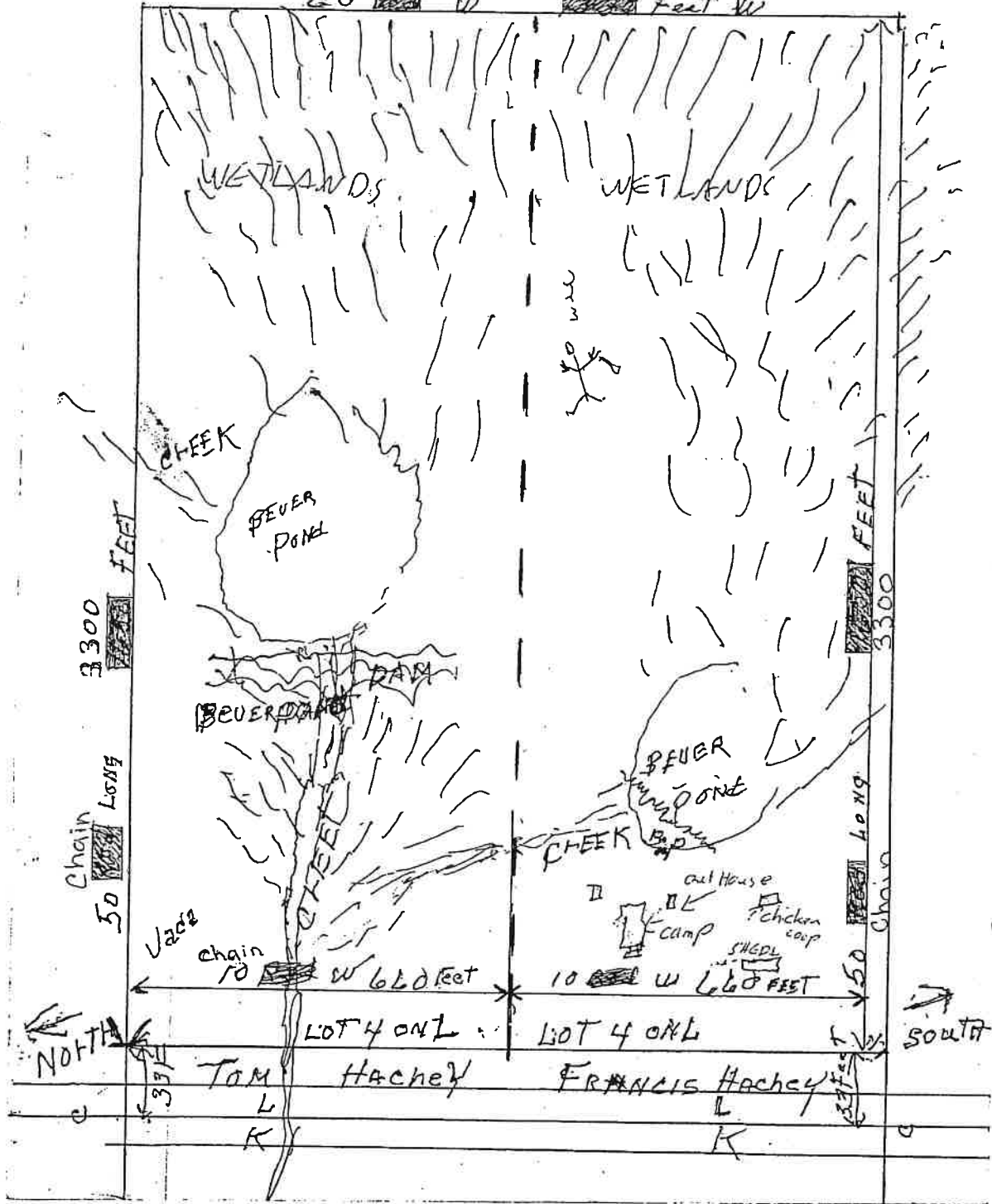
Date AUG 26, 2025

1 SQUARE = 10 FEET
(APPROX)



1 chain = 66'

20 Chain W 1320 Feet W



THE CORPORATION OF THE TOWNSHIP OF JOCELYN
BY-LAW NO. 2016-1354

BEING A BY-LAW TO AMEND BY-LAW NO. 699,
TO REGULATE THE USE OF LANDS AND BUILDINGS WITHIN THE TOWNSHIP OF JOCELYN
(F. and T. Hachey - Part of Lot 4, Concession L, Township of Jocelyn,)

WHEREAS the Council of the Township of Jocelyn has passed By-Law No. 699 to regulating the use of lands and buildings and the types of construction, height, bulk, location, spacing and character of buildings to be erected or altered within the municipality of any defined area thereof:

AND WHEREAS municipal control and regulations over the use of land and erection and use of buildings or structures is desirable in the public interest;

AND WHEREAS it is deemed necessary and expedient to amend By-law No. 699 to restrict the use which may be made of lands and the location of buildings of particular lands within the Township of Jocelyn, in order to comply with the conditions set by the St. Joseph Island Planning Board for provisional approval to sever the subject lands;

AND WHEREAS in accordance with subsections 34.12 and 34.13 of the Planning Act, the notice of public meeting was given on October 11, 2016 and the Public Meeting held on November 1, 2016

NOW THEREFORE the Council of the Corporation of the Township of Jocelyn, pursuant to Section 34 of the Planning Act, 1990 and amendments thereto, hereby enacts as follows:

1. By-law No. 699 is hereby amended by the addition of the following subsection:

Notwithstanding the provisions of By-Law No. 699 and amendments hereto, those parts of Lot 4, Concession L, Township of Jocelyn, that are not within an existing wetland as designated on Schedule A of the St. Joseph Island Official Plan are hereby placed in a **Limited Service Residential (LSR) Zone** to recognize that only seasonal road maintenance will be provided by the municipality.

2. In this By-Law, lands placed in a Limited Service Residential Zone may permit and be used only for a Single Detached Dwelling (either seasonal or year round) and shall be subject to the following zone standards:

- | | |
|---|-----------------------------|
| I) Minimum Lot Area: | 1 ha. (2.5 ac.) |
| ii) Minimum Lot Frontage: | 45 m (150 ft.) |
| iii) Minimum required Front Yard: | 10 m (33 ft.) |
| iv) Minimum required Exterior Side Yard: | 8 m (26 ft.) |
| v) Minimum required Interior Side Yard: | 2 m (6.5 ft.) |
| vi) Minimum required Rear Yard: | 7.5 m (25 ft.) |
| vii) Minimum Dwelling Unit Size: | 70 sq. metres (750 Sq. ft.) |
| viii) Maximum Lot Coverage: | 17% |
| ix) Maximum Height: | 10 m (33 ft.) |
| x) All buildings or structures on lots which abut a water body or an area designated as a wetland on Schedule 'A' of the St' Joseph Island Official Plan shall maintain a minimum 30 metre (100 ft.) setback from the established high water mark of such water body or boundary of the designated wetland. | |

3. Schedule 'A', and 'B' being maps of the subject area and lot attached hereto forms a part of this by-law.

The Corporation of the Township of Jocelyn

Committee Reports

Regular Meeting of Council – September 10, 2025

Trefry Centre Senior Advisory Board Meeting Agenda Report (Tuesday, Sept 9, 2025)

Actions:

- Election of Vice President
- Financial Statement for First Quarter
- Letter sent to MPP Bill Rosenberg following the Council Meeting on July 16 th.
Re: Request for Advocacy on Rural Health Care Crisis in Central Algoma (attached)
- New Horizons Grant application to be submitted by Sept. 17 th .

Reports:

b. Transportation – July & Aug

68 (18-64 people with a disability)

87 (65+)

= 155 drives

c. Meals on Wheels –

544 Meals July 1 – Aug. 29

Average 21 meals per day

d. Day Out Program – July & Aug

Bruce Station- 9 clients

Echo Bay- 9 clients

Richards Landing- 10 clients

e. Diners Club – Aug. 26th – Happy Feet Advanced Foot Care presentation, the menu was chicken kabobs with tazatziki, roasted potatoes and Greek salad, with apple crisp for dessert.

f. Health & Wellness Fair – Tuesday Sept. 16: 11-3

28 vendors confirmed, and 24 tables in the Legion hall.

Lunch served in the lounge may be purchased.

Our Lead Cook, Genevieve will be making the lunch, and it will be served via our volunteers.

The Corporation of the Township of St. Joseph

1569 Arthur Street

P.O Box 187 Richards Landing, ON POR 1J0

705-246-2625

July 17,2025

Bill Rosenberg, MPP, Algoma-Manitoulin

169 Main Street

P.O. Box 429, Thessalon, ON POR 1L0

Re: Request for Advocacy on Rural Health Care Crisis in Central Algoma

Dear MPP Rosenberg,

The Dr. Harold S. Trefry Memorial Centre provides essential services and programming for seniors aged 65+ and adults with disabilities aged 18 and over. Our catchment area stretches from Hwy 638 in Echo Bay to Station Road in the Municipality of Huron Shores, serving residents across 11 municipalities in the Central Algoma region. Our mission is to help individuals remain in their homes with dignity, promoting health and wellness through accessible, community-based support (trefrycentre.ca).

At the request of the Seniors Advisory Committee, the Council of the Township of St. Joseph is writing to express our serious concern about the ongoing health care crisis facing our rural communities. While we recognize that health care challenges are being felt across Ontario, we urge you to take a stronger and more proactive stand in addressing the specific and growing needs of residents in our region.

We are particularly alarmed by the increasing shift toward privatized, for-profit health care delivery. Such a model would create barriers to access, reduce the quality of care, and prioritize profit over patient wellbeing. Many clients of the Trefry Centre rely on a sliding-scale fee structure due to fixed or limited incomes and would be unable to afford even basic care in a privatized system.

Our local communities are already facing immediate and compounding challenges:

- . A shortage of family physicians and primary care providers
- . Frequent emergency room closures
- . Long distances to available health care facilities
- . Unacceptably long wait times for appointments and procedures
- . Insufficient long-term care options and seniors housing

It is increasingly clear that our region is underserved, with no communicated plan from the provincial government to address these critical issues. Rural residents deserve equitable access to health care, and action is urgently needed. We strongly encourage you to advocate for your constituents and help ensure that sustainable, publicly funded health care remains accessible for all, especially in Northern and rural Ontario.

Respectfully: Amanda Richardson, CAO/Clerk-Treasurer

Marcy Clark, Manager, Seniors and Persons with a Disability Services

The Corporation of the Township of Jocelyn

Clerk's Report

Submitted by: Kaylee D'Angelo, Clerk - Deputy Treasurer

Regular Meeting of Council - September 10, 2025

The Corporation of the Township of Jocelyn

Clerk's Report

Submitted to: Jocelyn Township Council

Submitted by: Kaylee D'Angelo, Clerk – Deputy Treasurer

Date: September 10, 2025

Report No. : 10 – 25

HR Highlights

Landfill Attendant (Casual/ Part time) - A job posting has been created and is ready for advertisement for this position. This role will be in partnership with our current Landfill Attendant. Each role will have their own duties but be able to fill in for each other as needed.

Jocelyn Hall Care Taker (Casual) - A job posting will be going out this week. This role will be on an as needed basis.

Harvest Fest Highlights

Special thank you to our numerous volunteers who took the time to make this tradition happen this year, many put in countless hours leading up to and on the day of the event. Some of the feed back given at the office addressed issues such as providing Debit as a payment option next year, the possibility of having a student placement next spring who can head organizing some of the children's events, and the need for a Harvest Committee who can begin meeting early spring. The proceeds of Harvest Fest 2025 have been deposited at our bank and we will be reporting on the exact amount of profit made at a later date. Volunteer reimbursements are being completed this week.

Circular Materials Update

Circular Materials has contacted the office with their response to the notes provided by our insurance company and lawyer. They stated that the agreement they would like signed

would only be valid until December 31, 2025. A new agreement will take place for January 1, 2025. They did not agree to any of the suggested changes we provided. The feedback provided by other municipalities has not been positive. I have forwarded their responses to our lawyer and insurance provider for their review. More information to follow at the next meeting.

Office Update

We have been fortunate to continue receiving Line Webster's assistance with a financial clean up/ review.

Lars Moffatt will be continuing to work as our Interim Treasurer.

The office currently has one in person, staff. This will mean that there may be times you have to wait for service, we ask that you remain patient during this time.

Rock Networks – Looking to schedule a public meeting letting the public know about the project they are working on, and what areas need Council and homeowner approval to continue.

REMINDERS:

Drop Ins - Our office hours are 10:00am – 4:00pm Monday, Wednesday and Friday. When the office is closed, you may still see staff working here – we ask that you respect the office hours and only come in during those times. Staff are working to still complete mandatory training, meetings and follow up calls during times the office is closed.

10-25

September 10, 2025

Dear Kaylee

My apologies as I believe we were not in time to get into the package. I would like to present the paragraph below and speak with you about the opportunity for us to host a public meeting to explain things to community Members.

High-speed fibre internet is planned for Jocelyn Township with construction anticipated in **fall 2025**. This project is supported through **federal and provincial broadband funding** and delivered by Rock Networks/PomeGran. There will be **no cost to residents for the initial fibre connection**, and service will be available at rates less than half the cost of satellite, while also increasing **property values**. Homeowner **consent will be required** for service connections, and a **community information event is planned within the next month** to answer questions and provide details. Fibre ensures Jocelyn residents have reliable, future-proof digital infrastructure for work, education, health care, and growth.

Robert Peace
647 778 6696

The Corporation of the Township of Jocelyn

Correspondence

Jocelyn's Future Submitted by: Diane Candido

Regular Meeting of Council - September 10, 2025

In all democratic countries, there are established laws, rules and regulations for the safeguard and protection of the general public from such things as abuse, fraud and ignorance (lack of knowledge). In Jocelyn's case, this is Ontario's Municipal Act.

Since the onset of the ministry's investigation, there has been a noteworthy improvement in the areas of codes of ethics, meeting protocol and appreciation for the need of appropriate financial documentation. Unfortunately, it appears that council still has not grasped the concept of needs for the future.

Council's consistence "shaving" of funds designated for the reserve account, in my opinion, leads to disaster for our community. Despite the \$70,000 deficit shown in the 2022 audit, cutbacks to roads annual services despite grant, plus "shaving" funds for reserves, council amended the budget to provide a 10% decrease in taxes. During 2023, council "shaved" \$273,000 from our future needs for our landfill which gave our 2023 audit an appearance of surplus which would have been a \$149,000 deficit (note 6, 2023 audit). This year's budget, while difficult to discern (2024 not yet complete due to disarray of financial records), advised an increase of 18.29% in taxes. Had council requested a decrease to 15% based on unknowns, in my opinion, would have been reasonable. Instead, using both unknowns and again "shaving" from designated reserves, council insisted on a 9% only increase in taxes. In my opinion, this action not only runs the risk of depleting our reserves, but also risks the inability to pay all of our annual operating account bills for the third year in a row. Added to depletion of reserves, they are based on today's costs and do not include inflation (see notes in the 2024 Financial Asset Management Plan).

In my opinion, our fire truck issue is just the tip of the iceberg. While council was able to find a band-aid that will tide us over for a few years, what then? and what about all the other categories that are being "shaved"?

In regard to the chosen company for the Financial Asset Management Plan. Does this company have the ability to pick up on the flaws indicated in last years. e.g. lack of inflationary costs and overdue Roads Needs study. Has a roads needs study been done by a qualified company with no incumbency to council?

While our physical financial status is a concern, in my opinion, there is one other concern which could be financially problematic. By appearance at least, council's awareness or lack of regarding Precedence and Liability is a concern. Over the last two and a half years, I can recall 5 issues where, in my opinion council did not consider either. For one of these issues, council was asked if they had considered these. Their response was "we don't have time". That project ended in disaster. Another issue pertained to a property line between public property and a private property. This issue has not yet been resolved at least to the public, but by appearance may possibly be resolved by favours in kind. Further to the 5 issues that I refer to, at our last meeting a minor issue regarding repairs to an individual's driveway was discussed. When the term Precedence arose, it was ignored. In my opinion the issue was not noteworthy, but ignorance of Precedence is definitely noteworthy.

All this to say, in my opinion, councils lack of knowledge, lack of ability to grasp the concept of future needs and consequences, plus lack of respect for those who do, is detrimental to the future of Jocelyn.

This council has learned much since the Ministry has become involved, but there is more. Personally, I am hoping for 2 things, councils ability to learn to conceive of future needs and consequences for Jocelyn, and learn to trust in the system and the advice of those who are qualified to know what council does not.

God bless and be with you on your journey,
Diane Candido

Corporation of The Township of Jocelyn

By-law No. 2025-1660

Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 10th day of September , 2025.

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

And Whereas it is deemed expedient and desirable that the proceedings of the Council at its meeting on the **10th day of September 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 **10th day of September 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 **10th day of September, 2025.**

Reeve

Clerk