

The Corporation of The Township of Jocelyn

Regular Meeting of Council

Wednesday December 3, 2025

6:00pm

3670<sup>th</sup> Side Road, Hilton Beach, ON P0R 1G0

1. Call To Order
2. Approval of Agenda

*Recommendation: Be it resolved that Council approve the December 3, 2025 Regular Meeting Agenda as presented.*

3. Closed Session

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

*(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,*  
*(b) personal matters about an identifiable individual, including municipal or local board employees;*  
*d) labour relations or employee negotiations;*  
*f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

\* Discussion regarding: A) The Hilton Road Well

B) Labour relations, employee/ volunteer negotiations

4. Business Arising From Closed Session

5. Approval of Agenda

*Recommendation: Be it resolved that Council approve the December 3, 2025 Regular Meeting Agenda as presented.*

6. Approval of Minutes of Most Recent Meetings

*Recommendation: Be it resolved that Council approve the most recent meeting minutes dated October 8, 2025*

7. Declarations of Disqualifying Interest

8. Reeve's Address

9. Delegations/ Presentations

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

*10. 1 Update of Fees/ Charges – The Jocelyn Hall Rental Fees – Clerk’s Report*

11. Council Direction From Previous Meeting

12. Legislative Matters

By-Laws – A) *By Law No. 2025- 1666 - Being a by-law to establish an Emergency Management Program and Emergency Response Plan.*

B) “ Schedule A” Emergency Management Plan

Public Hearings: Planning or Zoning Matters

13. Committee / Local Board Reports

- A. Roads
- B. Museum
- C. Planning Board Minutes – 1. September 22, 2025
  - 2. Agenda – November 17, 2025
- D. Landfill – *Appointing new member to the Landfill Committee*
- E. Tenby Bay Cemetery
- F. Fire Department – *November Report Submitted by Fire Chief Rick Sirvio*
- G. Building
- H. Recreation
- I. Trefry

14. Administrative Matters

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

A) *Office Holiday Closure Dates –*

*Recommendation: Be it resolved that the The Corporation of the Township of Jocelyn office close at 4:00pm on December 22, 2025 and reopen on January 5, 2026, in similar time frame to neighbouring municipalities.*

B) *Declaration of Surplus – 2002 Skandic Ski Doo*

14.2 Financial Update/ Statement

14.3 Update on Capital Projects

15. Leadership Issues

13.1 Asset Management Plan

13.2 New Policy

13.3 Notice of Motion

16. Correspondence : For Action

A) *Proposed Christmas Share Shed Events Submitted by Tracey Pringle, Joy Surette and Angela Jervis*

B) *Algoma Public Health - Re: 2026 Municipal Levy Notice*

17. Confirmation of Proceedings By-Law

18. Adjournment

The Corporation of The Township of Jocelyn

**Regular Meeting of Council Minutes**

Wednesday November 5, 2025

7:00pm

*3670 5<sup>th</sup> Side Road, Hilton Beach ON P0R 1G0*

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Present:

Reeve Cori Murdock

Councillor Greg Gilbertson

Councillor Dennis Sophia

Clerk-Deputy Treasurer Kaylee D'Angelo

Councillor Albert Crowder (via phone)

Absent: Councillor Jason Kennedy

**Call To Order**

25-268

Moved by: Dennis Sophia

Seconded by: Greg Gilbertson

Be it resolved that we call this Regular Meeting of Council to order at 7:04pm.

Cd.

**Approval of Agenda**

25-269

Moved by: Greg Gilbertson

Seconded by: Dennis Sophia

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

Cd.

**Approval of Minutes**

25-270

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council approve the meeting minutes from the October 8, 2025 Regular Meeting of Council.

Cd.

**Declarations of Disqualifying Interest – N/A**

**Reeve's Address** - Reeve Cori Murdock spoke to the importance of understanding various perspectives. For the community to work together in union, there has to be some basic understanding of perspectives outside of our own.

**Delegations** – Cynthia Campbell, Huron North Economic Alliance

*Cynthia asked to speak later in the meeting as she would be running a few minutes behind.*

**Legislative Matters**

**By-Laws: A) By-Law No. 2025-1663 – Being a by-law to adopt a Zero Tolerance Policy for the purpose of protecting Township Officers and Staff from Harassment and Aggressive Behaviour.**

25-271

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Whereas Council of the Township of Jocelyn recognizes its' responsibility to provide a safe and respectful workplace for all Township Officers and staff;

And whereas incidents of harassment, intimidation, and aggressive behaviour toward Township personnel can negatively impact employee well-being and workplace operations;

And whereas the Township of Jocelyn is committed to upholding the principles set out under the Occupational Health and Safety Act, R.S.O. 1990, c.O.1, which requires employers to protect workers from violence and harassment in the workplace;

Now therefore be it resolved that the Council of the Corporation of the Township of Jocelyn hereby approves and adopts the Zero Tolerance Policy for the purpose of protecting Township Officers and staff from abuse, threats or any form of aggressive behaviour by members of the public, contractors or other individuals;

And that the said Policy be attached hereto form part of this Resolution;

And further that a copy of the approved Policy be posted publicly and communicated to all staff and ratepayers.

Cd.

**B) By-Law No. 2025-1664 – Being a by-law appointing a Deputy Fire Chief**

25-272

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that the Council of the Corporation of the Township of Jocelyn hereby approves the passing of the **By-Law No. 2025-1664** to appoint Dave Malar as Deputy Fire Chief for the Jocelyn Volunteer Fire Department, with duties carried out under the direction of the Fire Chief.

Cd.

**Committee/ Local Board Reports**

A) Fire Department - October Report submitted by Fire Chief Rick Sirvio

**New Business / Reports from Officers**

A) Clerk's Report – Roads Needs Assessment Report ( No. 11-25)

25-273

Moved by: Greg Gilbertson

Seconded by: Dennis Sopha

Be it resolved that Council received the Clerk's Report ( No. 11-25) Roads Needs Assessment Report and directs the Clerk to procure items/ bids for this report.

Cd.

**Delegations – Cynthia Campbell, Huron North Economic Alliance**

Cynthia arrived and spoke to training opportunities offered in this area. A workshop will be held November 13, 2025 at the Sowerby Hall. More information is available upon request.

## **Financial Update**

A) Expenditure Report – October 1-31, 2025 submitted by Line Webster

25-274

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council receive the Expenditure Report dated October 1-31, 2025, submitted by Line Webster.

Cd.

## **Update on Capital Projects**

Update on the Jocelyn Hall Water System – Estimate Received.

Council discussed the estimate provided by Plumbers Plus. This plumber has experience with neighbouring communities and their similar hall water systems. He noted that much of the current equipment set up, is unnecessary. He listed his suggestions in the estimate provided. At this time, the water at Jocelyn Hall is not potable.

25-275

Moved by: Dennis Sopha

Seconded by: Greg Gilbertson

Be it resolved that Council approve the purchase and installation of the recommended water system by Plumbers Plus.

Cd.

## **Leadership Issues – Notice of Motion**

### **A) Request to close the trail system during deer rifle season**

Discussion involving all four members of Council present, took place. Several concerns were brought forward regarding safety. One opinion was that it was worth cutting down on risks, to close the trail temporarily. An opposing opinion was that it then becomes unclear as to where to draw the line on these closures – should all municipal properties close during hunting seasons, some of which are year long. The Reeve brought up the importance of hunters being responsible for being aware of their surroundings and what they are aiming at. Councillor Dennis Sopha spoke to reducing the risk for ratepayers who are hunting and those who are using the trails.

Councillor Greg Gilbertson agreed that both ratepayers using the trails and hunter hunting on private property, need to be aware of their surroundings and exercise caution. He did not believe it would be wise to close the trails during hunting season as it would imply that other municipal properties should also be closed during this time. Councillor Albert Crowder also voiced concerns for safety of all parties and stated that this would be the best route to take to avoid potential risks.

Reeve Cori Murdock requested a Recorded Vote.

The following voted in **favour of** closure of the Mountain View Trails during deer rifle season: **Councillor Albert Crowder, Councillor Dennis Sophia**

The following voted **against** the closure of the Mountain View Trails during deer rifle season: **Councillor Greg Gilbertson, Reeve Cori Murdock**

**Motion was defeated.**

**B) Consider posting “No Hunting on Municipal Property” signs**

“No hunting on municipal property” signs will be ordered and posted. Safety tips during hunting season will be shared.

**Closed Session**

25-276

Moved by: Dennis Sophia

Seconded by: Greg Gilbertson

Be it resolved that Council proceed into Closed Session at 8:08pm, in accordance with the Section 239 of the Municipal Act in order to address matters pertaining to:

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

- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

\* Discussion regarding: A) Fire Department Honorariums

B) Receiving legal advice that is subject to client privilege

Cd.

25- 277

Moved by: Greg Gilbertson

Seconded by: Dennis Sophia

Resolved that we do arise from Closed Session at 9:05pm.

Cd.

### **Business Arising From Closed Session**

25-278

Moved by: Dennis Sophia

Seconded by: Greg Gilbertson

Be it resolved that Council instruct the Clerk to proceed as directed in closed.

Cd.

### **Confirmation of Proceedings**

25-279

Moved by: Greg Gilbertson

Seconded by: Dennis Sophia

Resolved that we do pass By-Law No. 2025-1665 to confirm the proceedings of the November 5, 2025 Meeting of Council.

Cd.

### **Adjournment**

25-280

Be it resolved that Council agree to adjourn this meeting at 9:06pm and will meet again on **Wednesday December 3, 2025** or at the call of the Reeve.

Cd.

Clerk- Deputy Treasurer Kaylee D'Angelo

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Reeve Cori Murdock

DRAFT

## **REPORT TO COUNCIL**

### **Report No.: 12.3 – 25**

**Date:** December 3, 2025

**Subject:** Recommendation to Establish Updated Rental Fees for the Jocelyn Hall

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

### **Purpose**

The purpose of this report is to provide Council with information for consideration, regarding the current rental practices for the Jocelyn Hall and to recommend the establishment of a formalized and updated fee structure that reflects the true costs of operating and maintaining the facility.

### **Background**

Jocelyn Hall has historically been made available to ratepayers at no cost, with the option to provide a voluntary donation. Fundraising events have also been permitted free of charge. Non-ratepayers are currently charged a flat rental fee of \$50. Renters are responsible for cleaning the hall after their event.

While this arrangement has supported community use, the costs associated with operating the hall have increased significantly. The Township incurs ongoing and routine expenses including, but not limited to:

- Heating and electricity
- Periodic cleaning by Township staff
- Operation and maintenance of the new water system (providing potable water)
- Snow plowing and grass cutting
- Insurance
- Light maintenance and repairs
- Staff time for coordinating bookings and collecting fees

A review of rental rates charged by comparable local facilities indicates that the Township's current rates are considerably lower, even for non-ratepayers. The absence of a structured fee system has also led to challenges, including limited cost recovery, inequities between user groups, and reduced availability when the hall is booked for multiple days without associated fees.

### **Analysis**

Given the increasing operational and maintenance costs, as well as the need for consistency and fairness, it is appropriate for the Township to consider a more structured rental fee system. Establishing clear, tiered fees would improve cost recovery, support ongoing facility upkeep, and align the Township with current practices in neighbouring municipalities.

A modernized fee structure could include:

- **Standard rental rates**, with separate fees for use of the **hall only** or **hall plus kitchen/cookware**
- **Refundable damage/cleaning deposits** applicable to all renters
- **Additional day fees** for set-up or take-down days, at a reduced rate, recognizing that multi-day bookings prevent the Township from renting the space to others
- **Non-profit rental consideration**, whereby community groups may request the hall at no charge by submitting a letter to the office in advance of the event
- **Regular-use rates** for individuals or organizations offering ongoing programming, such as fitness or cultural classes
- **Rental agreements** specifying the exact number of days booked, with associated costs clearly outlined
- **Requirement that all rental fees and deposits be paid prior to the event** to ensure confirmation of the booking and compliance with Township procedures

Such a structure would allow the Township to maintain affordability while ensuring that operating expenses are more appropriately supported by those using the facility.

## **Recommendation**

It is recommended that Council:

1. **Approve the development of a new structured fee schedule for Jocelyn Hall**, including tiered rental options, deposits, and multi-day booking fees;
2. **Direct staff to draft a formal rental fee schedule and updated rental agreement** for Council's review and approval;
3. **Require that all rental fees and deposits be paid prior to the event**; and
4. **Permit non-profit groups to request fee waivers** through written application to the Township office prior to their event.

## **Financial Implications**

Establishing a modernized rental fee system will improve cost recovery associated with the operation, maintenance, and staffing of Jocelyn Hall. A revised structure will also support long-term sustainability of the facility.

### **Current Local Hall Rental Fees**

**Tarbutt** - Hall Rental Fees, effective January 1, 2023:

Short term fee for a meeting of no more than 3 hours	\$ 50;
One day rental fee for the hall only, no kitchen use	\$ 70;
Rental fee for the hall and kitchen	\$100;
Rental fee for the hall and kitchen with alcohol	\$125

(SOP to be provided, along with names of SmartServe certified servers)

**Johnson** - Community Centre Hall Rentals (+HST): Capacity is 200 seated. Coffee & Tea are included with all Hall Rentals along with open-door kitchen access\*\*.

Hourly: \$25.00

Half Day: 4 hours \$60.00

Full Day: 8 hours \$100.00 Open to Close: 7am-1am \$200.00

Set-Up Fee Hourly (for setup outside of booked rented time ex. Set-up day before an event): \$25.00 Contract Rate\*: 2 Hours Maximum \$45.00

Kitchen Rental (+HST): For a full meal preparation, this does not include access to the hall. \$100 Kitchen Contract Rate\* this does not include access to the hall: 2 Hours Maximum \$45

**Village of Hilton Beach** – Banquet Hall per day for full use activity- Ratepayer 300.00 + HST Banquet Hall per day for full use activity – Non ratepayer 400.00 + HST

Refundable damage deposit for banquet hall 300.00 + HST

Non profit and Community Groups 75.00 + HST

Meetings – upper or lower levels – No Kitchen 35.00 + HST

Meetings – upper level using the kitchen \$75.00 +HST Fundraiser for organization 200.00 + HS

**Plummer Additional** - Request for Waiver of Rental Fee – requires a Registered Not-For-Profit BIN#:

\*Free Rental allowed one per year/ per Not-For-Profit organization Funeral Services (former rate payers only) Name of Deceased: Licensed LLBO Event: YES/ NO - If yes, renter must provide the following two items to the office in advance of the rental date: Special Occasion Permit Holder NO.: PAL Insurance (\$2,000,000 is required):

Repeat Renter: Rent 5 times in one year, get the 6th for free. [ this is booking # of 5]: User Fees & Service Charges, as per By-Law #2019-17 ( as amended): Sch. C Community Hall Damage

Deposit.....	\$200.00	All Day
Event.....	\$100.00	Meetings/
Classes (two hour max).....	\$30.00	Meetings with
Tea/Coffee.....	\$45.00	Event with Special
Occasion Permit.....	\$130.00	Set Up Day (if the day
prior to the event is needed for set up).....	\$25.00	Table and Chair Set
Up.....	\$75.00	Clean Up after
Event.....	\$33.90	Total Fee ( Damage
Deposit must be paid even if rental fee is waived).		

**Echo Bay ( MacDonald, Meredith & Aberdeen Additional) - Rental fees are as follows:**

All Liquor Licensed Events will need proof of the **Special Occasions Permit** and proof of **Liability Insurance** for the said event.

Hall & Kitchen: \$ 100

Hall only (includes coffee/tea): \$ 60

Community Recreational Clubs/Groups/Classes: \$ 35

Community Recreational Clubs/Groups/Classes Meetings: \$ No Charge

**Laird** - Hall (Max. 2hrs.) \$20.00 *Self-Cleanup – use of kitchen area for the preparation of coffee/tea, no food. No use of dishes / dishwasher and fridge*

Hall (2+hrs.) \$60.00 *Self-Cleanup – use of kitchen area for the preparation of coffee/tea, no food. No use of dishes / dishwasher and fridge*

Hall & Kitchen \$100.00

*Self-Cleanup – use of kitchen facilities including cooking grills, surfaces, dishes and cutlery, dishwasher and fridge*

Hall & Kitchen with Alcohol \$120.00 + \$50.00 (refundable deposit)

*Self-Cleanup – use of kitchen facilities including cooking grills, surfaces, dishes and cutlery, dishwasher and fridge*

Special Occasion Permit Holder Name and Permit Number Required.

St.Joseph -

USE/USER	FEES
Municipal related activities and municipally sponsored functions	<ul style="list-style-type: none"><li>• No Charge</li><li>• \$50.00 deposit required</li></ul>
Township of St. Joseph and Island-Wide Community/Non-Profit Groups/Organizations (e.g. fund raising events, meetings) and Not for profit events (e.g. baby showers)	<ul style="list-style-type: none"><li>• \$50.00/day + \$6.50 HST = \$56.50 TOTAL</li></ul> <p><i>Plus</i></p> <ul style="list-style-type: none"><li>• \$50.00 cleaning/damage deposit (no tax on deposit). REFUNDABLE</li></ul>
Private Recreational/Educational Functions (e.g. dance lessons, educational seminars)  *Consecutive bookings dates must be chosen at the time of booking	<ul style="list-style-type: none"><li>• 1 day - \$60.00 + \$7.80 HST = \$67.80 TOTAL</li><li>• 2 to 4 days - \$50.00/day + \$6.50 HST = \$56.50 TOTAL/ day</li><li>• Over 4 days - \$20.00/ additional day in same year +\$2.60 HST = \$22.60 TOTAL/day</li></ul> <p><i>Plus</i></p> <ul style="list-style-type: none"><li>• \$50.00 cleaning/damage deposit (no tax on deposit). REFUNDABLE</li></ul>
Advertising Package	<ul style="list-style-type: none"><li>• \$5.00/day (available for rentals of 10 sessions or more)</li></ul> <p><b>Includes:</b></p> <ul style="list-style-type: none"><li>• 1/4 page ad in <i>The Island Clippings</i> for one week</li><li>• promotion of event/classes on Township Facebook and website</li></ul>

	<ul style="list-style-type: none"> <li>• flyers posted in Richards Landing</li> </ul>
<b>Other Private/Commercial Uses</b>	<ul style="list-style-type: none"> <li>• \$125.00/day + \$16.25 HST = \$141.25 <b>TOTAL/day</b></li> </ul> <p><i>Plus</i></p> <ul style="list-style-type: none"> <li>• \$100.00 cleaning/damage deposit (no tax on deposit). <b>REFUNDABLE</b></li> </ul>
<b>Optional Booking Deposit</b>	<ul style="list-style-type: none"> <li>• \$100.00 + \$13.00 HST = \$113.00</li> </ul> <p><i>Balance of Rental fee and cleaning/damage deposit payable PRIOR TO USE</i></p>

**Trefry - A) Seniors and Persons with a Disability:**

Half Day / Evening \$25.00 + HST = \$28.25  
 Hall Rental (full day) \$50.00 + HST = \$56.50

**B) Local Individuals & Not-for-Profit Groups:**

(Family Reunions, Birthdays, Baby Showers...)

Hall Rental \$60.00 + HST = \$67.80

**C) Private Recreational/Educational Functions:**

Hall Rental Per Hour \$ 12.50 + HST = \$14.13  
 Hall Rental Half Day/ Evening Meeting \$ 35.00 + HST = \$39.55  
 Full Day (Includes dishes & cutlery) \$ 70.00 + HST = \$79.10

**D) Other Private /Commercial Uses:**

Hall Rental \$125.00 + HST= \$141.25

Liquor Licence (Special Occasion Permits available online at [agco.ca](http://agco.ca)) -Copy Required

Deposit:

Payment for Damage or Loss (Refundable if hall is in good condition)- \$50.00

\$30.00 / Hour for Clean- up above and beyond normal maintenance will be billed to the renter if dishes and clean-up are not done after use.

The Corporation of the Township of Jocelyn

By-Law No. 2025 - 1666

**Being a by-law to establish an Emergency Management Program and Emergency Response Plan.**

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**WHEREAS** the Province of Ontario has passed the *Emergency Management and Civil Protection Act*, R.S.O. 1990, which requires the formulation and implementation of an emergency plan by the council of the community;

**AND WHEREAS** Section 3(1) of the Act states that “*every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan*”;

**AND WHEREAS** this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he or she considers necessary and not contrary to law to implement the emergency response plan and respond to an emergency;

**AND WHEREAS** the Act provides for the designation of a member of Council who may exercise the powers and perform the duties of the Head of Council during his or her absence or inability to act;

**AND WHEREAS** the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

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

1. That an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario and in accordance with international best practices.
2. That the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan.

3. That in the absence of the Head of Council, the Deputy will act, and in the absence of the Deputy, authority will pass to the Councillor with the most votes in the previous election.
4. That the Clerk will act as the Chair of the Emergency Management Program Committee.
5. That certain appointed officials or their designated alternates, as provided in the approved community emergency response plan, are empowered to cause an emergency notification to be issued to members of the Municipal Emergency Control Group and community employees to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist.

The **Municipal Emergency Control Group** can consist of the following:

- Clerk
- CEMC
- Reeve
- Fire Chief

Advisors to the Municipal Emergency Control Group will include:

- OPP representative
- EMS representative
- Algoma Public Health representative
- Other agency representatives as required (i.e., MNRF, EMO)

The **Emergency Management Program Committee** can consist of the following:

- Clerk
- CEMC
- Reeve
- Fire Chief

Advisors to the Emergency Management Program Committee will include:

- OPP representative
- EMS representative
- Algoma Public Health representative
- Other agency representatives as required (i.e., MNRF, EMO)

The **Emergency Information Officer** will be the Certified Emergency Management Coordinator.

6. That the Emergency Management Program Committee will cause the emergency management program to be reviewed annually, recommend changes as considered appropriate, and refer recommendations to Council for further review and approval.
7. That the emergency response plan dated \_\_\_\_\_, **2025**, attached hereto as **Schedule “A”** to this by-law, is hereby approved and adopted.
8. That updates and/or corrections be made to the appendices by staff as required.
9. That this by-law **rescinds By-law No. 2024-2016** in its entirety.
10. That this by-law shall come into force and take effect upon final reading.

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**READ a first, second and third time and finally passed this 3<sup>rd</sup> of December , 2025.**

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**Reeve**

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**Clerk**



Schedule "A" to By-law No. 2025-XX

## **EMERGENCY RESPONSE PLAN**

Revised October 2025

*Please note this is a general basis of a plan to be used in the event of an emergency. All emergencies will be unique, and each situation will have its own challenges.*

*Where possible, the plan will be adhered to, to the best ability of the people available at the time of the emergency. Also note that some information has been removed, in order to make this a publicly available document. To comply with restrictions under the Freedom of Information and Privacy Protection Act, names and phone numbers have been removed from public copies.*

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## AUTHORITY

*Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act") is the legal authority for this Emergency Plan in Ontario.

The *EMA* states that:

*"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as lie or s/he considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area."*

As enabled by the *Emergency Management Act*, 2003, this emergency response plan and its elements have been:

- Issued under the authority of Jocelyn Township **BY-LAW 2024-2016** and
- Filed with Emergency Management Ontario (EMO)

## DEFINITION OF AN EMERGENCY

The Act defines an emergency as:

*"An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property."*

The Emergency Operations Centre (EOC) can be activated for any emergency for the purpose of managing an emergency by maintaining services to the community and supporting the emergency site.

## EMERGENCY NOTIFICATION PROCEDURES

**Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure.**

The contact phone numbers and addresses of the MECG members are contained in Appendix A.

When a member of the MECG receives a warning of a real or potential emergency, that member will immediately initiate the notification of the MECG by calling the Clerk. The member initiating the call must provide pertinent details (e.g. - a time and place for the MECG to meet) as part of the notification procedure.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby.

Standby means that MECG members must be within 30 minutes of the EOC, available by cell phone, and in a state ready to respond.

The MECG member initiating the notification must record the date and time MECG members were contacted.

Upon activation of the emergency plan, the MECG will follow the Incident Management System (IMS).

## **DECLARED COMMUNITY EMERGENCY**

The Head of Council or Acting Head of Council of the Township of Jocelyn is responsible for declaring an emergency. This decision is usually made in consultation with other members of the MECG.

Upon declaring an emergency, the Head of Council will notify:

- Provincial Emergency Operation Centre - Emergency Management Ontario;
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local member of Provincial Parliament (MPP);
- Local Member of Parliament (MP).

In the absence of the Reeve and Deputy Reeve, the councilor with the most votes in the last election will be next in line to act as Reeve and declare an emergency.

A community emergency may be terminated at any time by:

- Head of Council
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Head of Council will notify:

- Provincial Emergency Operation Centre - Emergency Management Ontario
- Township Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

## **ACTION PRIOR TO DECLARATION**

When an emergency exists, but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Township of Jocelyn and its inhabitants.

## **EMERGENCY OPERATIONS CENTRE (EOC)**

In the event of an emergency or disaster the following locations will operate as Emergency Operation Centres. There will be one primary site and one secondary site. If circumstances are such that the continued use of the primary site is deemed inappropriate or unsafe, the Emergency Operations Centre will be relocated to a secondary site.

The Municipal Emergency Control Group (MECG) will report to their Emergency Operations Center, which is located:

**Primary Site:**

Township of Jocelyn Municipal Office  
The Corporation of the Township of Jocelyn 3670 5<sup>th</sup>  
Side Road  
Hilton Beach, Ontario P0R 1GO

**Secondary Site:**

Township of Hilton Municipal Office  
The Corporation of the Township of Hilton 2983  
Base Line  
Hilton Beach, Ontario P0R 1GO

## **MUNICIPAL EMERGENCY CONTROL GROUP (MECG)**

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG) - a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG consists of the following officials:

- Head of Council of the Township of Jocelyn;
- Clerk who becomes the Operations Coordinator in the EOC;
- Fire Chief;
- Community Emergency Management Coordinator

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the control group, all members of the MECG must be notified.

Outside resources contacted if needed

- o OPP representative;
- o Emergency Management Ontario Representative;
- o Medical Officer of Health;
- o Canadian Red Cross;
- o Liaison staff from provincial ministries.

## **OPERATING CYCLE**

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The Clerk/Operations Officer will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Deputy Clerk will maintain a status board and maps, which will be prominently displayed and kept up to date.

## **MUNICIPAL EMERGENCY CONTROL GROUP - RESPONSIBILITIES**

The members of the MECG are likely to be responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- Determining if the location and composition of the MECG are appropriate
- Advising the Head of Council as to whether the declaration of an emergency is recommended
- Advising the Head of Council on the need to designate all or part of the Township as an emergency area
- Ensuring support to the IC by offering equipment, staff and resources, as required
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger in conjunction with IC
- Discontinuing utilities or services provided by public or private concerns, as requested by IC i.e. hydro, closing down of a business
- Arranging for services and equipment from local agencies not under community control as requested i.e. private contractors, industry, volunteer agencies, service clubs
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary
- Determining if additional volunteers are required and if appeals for volunteers are warranted
- Determining if additional transport is required for evacuation or transport of persons and/or supplies
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Centre for dissemination to the media and public
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery
- Authorizing expenditure of money required dealing with the emergency
- Notifying the service, agency or group under their direction of the termination of the emergency. Not to be terminated until recovery is complete
- Maintaining a log outlining decisions made, and actions taken, and submitting a summary of the log to the Clerk within one week of the termination of the emergency or as required

# INDIVIDUAL RESPONSIBILITIES OF THE MUNICIPAL EMERGENCY CONTROL GROUP

## HEAD OF COUNCIL

The Head of Council is responsible for:

- Providing overall leadership in responding to an emergency;
- Activating the emergency notification system;
- Declaring an emergency within the designated area;
- Notify the Provincial Emergency Operations Centre, Duty Operations Officer (24/7) at; Telephone: 1-416-314-0472/73 Or Toll free 1-866-314-0472
  - Email – [peocdo1@ontario.ca](mailto:peocdo1@ontario.ca)
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency)
- Spokesperson
- Ensuring the members of council are advised of the declaration and termination of an emergency and are kept informed of the emergency status
- Request assistance from neighboring municipalities or senior levels of government when required
- Place municipal resources at the disposal Incident Commander of the as required or requested
- Approve prepared media releases to keep the public informed
- Ensure that access to provincial funding, where available, is available as required
- Chairing the MECG
- Coordinating with Clerk all operations within the Emergency Operations Centre, including the scheduling of regular meetings
- Termination of the state of emergency when required
- De-activation of the plan
- Oversee the maintenance of a log of all actions taken

## STANDARD OPERATING PROCEDURES

On the receipt of the warning of a real or potential emergency or disaster the Head of Council of Jocelyn Township shall;

1. Report to the Emergency Operations Centre
2. Assess the type, scope and magnitude of the emergency
3. Convene an emergency meeting of council
4. Coordinate media releases with appropriate input from staff

## **CLERK/TREASURER/HUMAN RESOURCES**

The Clerk for the Township of Jocelyn is responsible for:

- Activating the emergency notification system
- Ensuring liaison with the OPP;
- Advise the Head of Council on policies and procedures, as requested
- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the MECG
- Ensuring that a communication link is established between the MECG and the site
- Calling out additional township staff to aid, as required
- Determine if municipal resources are adequate or if additional resources are needed;
- Recommend when required, that assistance be requested from Provincial or Federal Government
- Advise the Head of Council of any necessary actions that should be taken that are not covered in the emergency plan
- Coordinate supply and demand of human resources
- Establish the most appropriate site(s) for the registration of human resources and administrative details that may involve financial liability
- Secure equipment and supplies not owned by the Township of Jocelyn
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary
- Maintaining and updating a list of all vendors who may be required to provide supplies and equipment.
- Provide information, recommendations and advice on financial matters as they relate to the emergency
- Liaise if necessary, with the Treasurers of neighbouring communities;
- Ensuring that accurate financial records are maintained to support possible claims
- Ensuring the prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency, subject to review by council
- Maintain a log of all actions taken

## **STANDARD OPERATING PROCEDURES**

On receipt of the warning of a real or potential emergency or disaster the Clerk shall:

1. Activate the MECG call-out system in whole or in part
2. Report to the Emergency Operations Centre
3. Assume the responsibilities of the Emergency Operations Centre Coordinator
4. Coordinate supply and demand of human resources
5. Head of Council and MECG to coordinate the municipal response

## **FIRE CHIEF**

The Fire Chief is responsible for:

- Activate the emergency notification system
- Providing the MECG with information and advice on fire fighting and rescue matters;
- Contact site Incident Commander (IC) and inform the MECG
- Informing the Mutual Aid Fire Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, if needed
- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing. Have MECG provide requested supplies
- Aid other community departments and agencies, being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Coordinate firefighting operations
- Ensure that dangerous goods support agencies are contacted as required
- Maintain a log of all actions taken

## **STANDARD OPERATING PROCEDURES**

On the receipt of the warning of a real or potential emergency or disaster the Fire Chief shall:

1. Activate the department's emergency call-out system
2. Report to the Emergency Operations Centre when not required at the emergency scene
3. Activate Fire mutual aid if required
4. Coordinate firefighting and rescue operations

## **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)**

The CEMC is responsible for:

- Activating and arranging the Emergency Operations Centre;
- Ensuring that security when required is in place for the EOC and registration of MECG members;
- Ensuring that all members of the MECG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Addressing any action items that may result from the activation of the Emergency Plan and keep MECG informed of implementation needs;
- Work with MECG to ensure that post emergency clean-up and remediation completed to pre-emergency standards.
- Maintaining the records and logs for the debriefs and post-emergency reporting that will be prepared.

## **STANDARD OPERATING PROCEDURES**

On the receipt of the warning of a real or potential emergency or disaster the CEMC shall

1. Activate the emergency call-out-system
2. Report to the EOC;
3. Coordinate with Head of Council

## **DEPUTY CLERK**

The Deputy Clerk is responsible for:

- Assisting the Clerk, as required;
- Ensuring all important decisions made and actions taken by the MECG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering MECG members and maintaining a MECG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the EOC;
- Initiating the opening, operation and staffing of phone lines at the community offices, as the situation dictates
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Head of Council, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Head of Council, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.
- Coordinating and processing requests for human resources;
- Coordinating offers of, and appeals for, volunteers with the support of the MECG;
- Selecting the most appropriate site(s) for the registration of human resources;
- Ensuring a record of human resources and administrative detail, that may involve financial liability;
- Ensuring that a Volunteer Registration Form is completed, when volunteers are involved, and a copy of the form is retained for township records;
- Ensuring identification cards are issued to volunteers and temporary employees, where practical;
- Obtaining assistance, if necessary, from Human Resources Development Canada, as well as other government departments, public and private agencies and volunteer groups.
- Maintain a log of all actions taken;

## **STANDARD OPERATING PROCEDURES**

On the receipt of the warning of a real or potential emergency or disaster the CEMC shall:

1. Activate the emergency call-out-system;
2. Report to the EOC

## ONTARIO PROVINCIAL POLICE

In accordance with the *Community Safety and Policing Act* and standards set out in the regulations, and with the requirements of the *Canadian Charter of Rights and Freedoms* and the *Human Rights Code*.

The OPP is responsible for:

1. Crime prevention.
2. Law enforcement.
3. Maintaining the public peace.
4. Emergency response.
5. Assistance to victims of crime.
6. Any other prescribed policing functions.

## MEDICAL OFFICER OF HEALTH

### Algoma Public Health Roles and Responsibilities

- a) Attend the municipal Emergency Operation Centre and provide public health consultation and notification of actions.
- b) Provide consultation, recommendations, and information to the public, local health sector, community emergency management coordinators, and other partners on matters which may adversely affect public health (e.g., toxic spills, water quality, air quality, sanitation, communicable diseases, etc.)
- c) Liaise with the Ontario Ministry of Health and other Medical Officers of Health, as required, to coordinate a public health response.
- d) Coordinate the surveillance and response to communicable disease and other public health related emergencies.
- e) Coordinate vaccine storage, handling and distribution, and coordinate and support mass vaccination clinics during incidents related to vaccine preventable disease.
- f) Provide harm reduction supplies and training, as appropriate.
- g) Provide consultation and inspect evacuation and other public facilities to ensure appropriate infection prevention and control and compliance with applicable legislation.
- h) Liaise with municipalities and other local agencies in consideration of priority populations during an emergency.
  - i) Liaise with the appropriate provincial, municipal, or local agencies to provide consultation, direction, or information regarding:
    - I. water and air quality,
    - II. infection prevention and control,
    - III. provision of potable water and sanitary facilities, sewage and waste disposal, overcrowding, general sanitation,
    - IV. food handling, storage, preparation, distribution and service, and
    - V. health hazards.
- j) Issue orders pursuant to the Health Promotion and Protection Act to mitigate or eliminate the risk of health hazards and communicable diseases.
- k) In the event of mass casualties and/or casualties resulting from communicable disease within the meaning of the Health Protection and Promotion Act, providing recommendations to minimize the spread of disease and liaising with the Office of the Regional Supervising Coroner.

## **EMERGENCY MEDICAL SERVICES**

- Activation of the Community Control Group notification system
- Implementing the hospital and emergency medical services Emergency Response Plans;
- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;
- Ensuring emergency medical services at the emergency site;
- Providing an Incident Commander (IC) if it is an EMS lead response
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring triage at the site;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Public Health Inspector, as required;
- Maintaining a personal log of all actions taken and following proper log protocols.

## **CANADIAN RED CROSS SOCIETY**

The responsibilities of the Canadian Red Cross Society (Sault & District Branch) during an emergency or disaster are to:

- Appoint Red Cross staff to MECG if required
- Activate the Society's emergency alerting or call-out system;
- Provide the following social services;
  - a) Emergency feeding
  - b) Emergency clothing
  - c) Emergency lodging
  - d) Registration and inquiry
  - e) Provision of Home Makers as required
  - f) Supply of needs assessment
- Coordinate in cooperation with the activities of other volunteer social service agencies;
- Maintain records for financial accountability to the municipality;
- Maintain a log of all actions taken

## **EMERGENCY INFORMATION OFFICER (EIO) (When required)**

The Deputy Clerk will serve as the EIO

The responsibilities of the EIO during an emergency or disaster are to:

- Obtain and distribute media releases approved by the Head of Council
- Establish a media relations centre
- Liaison with media for specific needs
- Arrange for timely releases and conferences
- Maintain a log of all actions taken

## **STANDARD OPERATING PROCEDURES**

On receipt of the warning of a real or potential emergency or disaster the EIO shall:

1. Report to the Emergency Operations Centre;
2. Assist the Head of Council in all matters relating to public information;
3. Establish a media relations centre

Assistance may be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting the Provincial Emergency Operation Centre. The Emergency Notification Contact List, including contact numbers for requesting assistance are included in Appendix A.

## **EVACUATION PLAN**

In the event of an evacuation the Volunteer Fire Department will begin the evacuation with the MECG then taking over the evacuation. All people evacuated will be sent or taken to the Evacuation Centre:

Royal Canadian Legion

Address: 1534 10th Side Rd, Richards Landing

Phone: (705) 246-2494

Hilton Beach Community Hall

Address: 3050 Hilton Road Hilton Beach

## APPENDIX B – ACTIVITY LOG

## ANNEX C – EMERGENCY RESPONSE PLAN DISTRIBUTION

The Emergency Response Plan along with updates and revisions will be automatically provided to all agencies/persons with named duties and responsibilities. These copies will be referred to as a controlled document. As such controlled copies shall not be photocopied or electronically reproduced in any manner or format without the express written approval of council.

Both electronic and paper copy versions of the plan will be distributed accordingly:

Agency	Number of Copies	Copy Numbers	Restrictions
Clerk	2	#1, #2	
Reeve	1	#3	
CEMC	1	#4	
Fire Chief	1	#5	
Town Council	1	#6	
OPP	1		Electronic version only & without Annexes
EMS	1		Electronic version only & without Annexes
Public Health	1		Electronic version only & without Annexes
Red Cross	1		Electronic version only & without Annexes
Emergency Management Ontario	1		Electronic version only and without Annexes

A controlled copy is a copy assigned to an individual who takes responsibility to safeguard it, have it available when and as required, and maintain it up-to-date by adding or replacing portions of it when these are issued by the CEMC.

Photocopies of a controlled copy are not a controlled copy.

The Controlled Copy must be kept in a safe place, where needed.

## **Appendix D - Emergency Management Program Committee (EMPC)**

The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Township's Emergency Management Program.

### **Meetings**

The Committee shall hold a minimum of 1 (one) meeting per calendar year.

### **Composition**

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

#### Voting members

- Clerk
- Head of Council
- CEMC
- Fire Chief

The Clerk is hereby appointed as Chair of the Emergency Management Program Committee.

The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

## Appendix E – By-law

### THE CORPORATION OF THE TOWNSHIP OF JOCELYN

#### BY-LAW # 2024-2016

#### **Being a by-law to establish an Emergency Management Program and Emergency Response Plan.**

**WHEREAS** the Province of Ontario has passed the Emergency Management and Civil Protection Act, R.S.O. 1990 which requires the formulation and implementation of an emergency plan by the council of the community.

**AND WHEREAS** Section 3. (1) of the act states that " every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan."

**AND WHEREAS** this Act makes provision for the Head of Council to declare that an emergency exists in the community or in any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency;

**AND WHEREAS** the Act provides for the designation of a member of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act;

**AND WHEREAS** the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

**NOW THEREFORE** the Council of the Corporation of the Township of Jocelyn

#### **HEREBY ENACTS AS FOLLOWS:**

1. **That** an Emergency Management Program be developed and implemented in accordance with the standards published by Emergency Management Ontario in accordance with international best practices;
2. **That** the Head of Council or designated alternate, as provided in the plan, be empowered to declare an emergency and implement the emergency response plan.
3. **That** in the absence of the Head of Council, the Deputy will act and in the absence of the Deputy, it will go to the Councilor with the most votes in the previous election.
4. **That** the Clerk will act as the Chair of the Emergency Management Program Committee.

5. **That** the Clerk's Assistant will act as the Emergency Information Officer.
6. **That** certain appointed officials or their designated alternates, as provided in the approved community emergency response plan are empowered to cause an emergency notification to be issued to members of the Municipal Emergency Control Group and community employees to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist.

The Municipal Emergency Control Group consists of the following:

- Clerk
- CEMC
- Mayor
- Fire Chief
- Public Works Superintendent

Advisors to the Municipal Emergency Control Group are:

- OPP representative
- EMS representative
- Algoma Public Health representative
- Other agency representatives as required [i.e. MNRF, EMO]

7. **That** the Emergency Management Program Committee will cause the emergency management program to be reviewed annually and to recommend changes to the program as considered appropriate and refer recommendations to Council for further review and approval.

The Emergency Management Program Committee consists of the following:

- Clerk
- CEMC
- Mayor
- Fire Chief
- Public Works Manager

Advisors to the Emergency Management Program Committee are:

- OPP representative
- EMS representative
- APH representative

8. **That** the emergency response plan dated December 3, 2024 attached hereto as Schedule "A" to this by-law is hereby approved and adopted;
9. **That** updates and/or corrections be made to the appendices by staff as required.
10. **That** this by-law hereby rescinds By-law # 2018-1414 in its entirety;

11. **That** this by-law comes into force and takes effect upon final reading.

**READ** a first, second and Third time this 3rd day of December, 2024.

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Reeve

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Clerk

## **REPORT TO COUNCIL**

### **Report No.: 12.3 – 25**

**Date:** December 3, 2025

**Subject:** Recommendation to Establish Updated Rental Fees for the Jocelyn Hall

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

### **Purpose**

The purpose of this report is to provide Council with information for consideration, regarding the current rental practices for the Jocelyn Hall and to recommend the establishment of a formalized and updated fee structure that reflects the true costs of operating and maintaining the facility.

### **Background**

Jocelyn Hall has historically been made available to ratepayers at no cost, with the option to provide a voluntary donation. Fundraising events have also been permitted free of charge. Non-ratepayers are currently charged a flat rental fee of \$50. Renters are responsible for cleaning the hall after their event.

While this arrangement has supported community use, the costs associated with operating the hall have increased significantly. The Township incurs ongoing and routine expenses including, but not limited to:

- Heating and electricity
- Periodic cleaning by Township staff
- Operation and maintenance of the new water system (providing potable water)
- Snow plowing and grass cutting
- Insurance
- Light maintenance and repairs
- Staff time for coordinating bookings and collecting fees

A review of rental rates charged by comparable local facilities indicates that the Township's current rates are considerably lower, even for non-ratepayers. The absence of a structured fee system has also led to challenges, including limited cost recovery, inequities between user groups, and reduced availability when the hall is booked for multiple days without associated fees.

### **Analysis**

Given the increasing operational and maintenance costs, as well as the need for consistency and fairness, it is appropriate for the Township to consider a more structured rental fee system. Establishing clear, tiered fees would improve cost recovery, support ongoing facility upkeep, and align the Township with current practices in neighbouring municipalities.

A modernized fee structure could include:

- **Standard rental rates**, with separate fees for use of the **hall only** or **hall plus kitchen/cookware**
- **Refundable damage/cleaning deposits** applicable to all renters
- **Additional day fees** for set-up or take-down days, at a reduced rate, recognizing that multi-day bookings prevent the Township from renting the space to others
- **Non-profit rental consideration**, whereby community groups may request the hall at no charge by submitting a letter to the office in advance of the event
- **Regular-use rates** for individuals or organizations offering ongoing programming, such as fitness or cultural classes
- **Rental agreements** specifying the exact number of days booked, with associated costs clearly outlined
- **Requirement that all rental fees and deposits be paid prior to the event** to ensure confirmation of the booking and compliance with Township procedures

Such a structure would allow the Township to maintain affordability while ensuring that operating expenses are more appropriately supported by those using the facility.

## **Recommendation**

It is recommended that Council:

1. **Approve the development of a new structured fee schedule for Jocelyn Hall**, including tiered rental options, deposits, and multi-day booking fees;
2. **Direct staff to draft a formal rental fee schedule and updated rental agreement** for Council's review and approval;
3. **Require that all rental fees and deposits be paid prior to the event**; and
4. **Permit non-profit groups to request fee waivers** through written application to the Township office prior to their event.

## **Financial Implications**

Establishing a modernized rental fee system will improve cost recovery associated with the operation, maintenance, and staffing of Jocelyn Hall. A revised structure will also support long-term sustainability of the facility.

**ST. JOSEPH ISLAND PLANNING BOARD**  
**Minutes**

**Date and Time:** Monday, September 22, 2025  
7:00 p.m.

**Location:** Township of Jocelyn Municipal Office  
3670 5<sup>th</sup> Side Road, Hilton Beach, Ontario

**Present:**  
**Board Members:** Chairman Doug Clute  
David Leask (Vice Chair)  
Bob Courtney  
Pat Giunti  
Robert Hope  
Jason Kennedy  
Cameron Ross  
Jody Wildman

**Administrator/Secretary-Treasurer:** Michael Jagger  
**Assistant to the Secretary-Treasurer:** Amanda Richardson

**Regrets:** Rick Thomas  
Rod Wood

**Members of the Public:** T. Hachey, K. Henshell, M. Lund

The meeting was called to order at 7:00 p.m.

**Declarations of Pecuniary Interest:** N/A

**Minutes of Previous Meeting**

Resolution #25-28  
Moved By: David Leask  
Seconded By: Jody Wildman  
Be it resolved that we do adopt the minutes of the August 18, 2025, meeting as presented.  
Carried.

**Agenda Review/Additions**

Resolution #25-29  
Moved By: Jason Kennedy  
Seconded By: Pat Giunti  
Be it resolved that we do approve the agenda for this meeting as presented.  
Carried.

**Consent Applications**

1. Consent Application #4/25 (M&J Lund)  
Re: Pt. Lot 9, Concession B, St. Joseph Twp.

Mr. Lund attended the meeting and addressed the Board regarding the application. It was noted that the lots were originally separated in the 1950's and that the intention is to sell the lot to be severed, if consent is granted.

Resolution #25-30  
Moved By: Cameron Ross  
Seconded By: Pat Giunti  
Be it resolved that we do provisionally approve Consent Application No. 4/25 by Mark and Josephine Lund, subject to the following conditions:

1. This approval shall apply to the severance of one new lot from Lot 9, Concession B, Township of St. Joseph, with an area of approximately 0.24 hectares (0.6 acres) and frontage of about 30 metres (100 ft.) on B Line Road.
2. Prior to the deeds for this transaction being stamped:
  - i. All property taxes levied against the subject properties shall be paid in full;
  - 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 a portion of such conveyance.

3. The subject transaction shall be completed within two years of the date of notice of this approval.  
Carried.

2. Consent Application #5/25 (F&T Hachey)  
Re: Pt. Lot 4, Con L, Township of St. Jocelyn

Mr. Hachey attended the meeting in support of the application and noted that water levels from the creek running through the property fluctuate frequently and that there is access from the K Line to both the portion to be retained and to be severed. The property does not have access to a year-round maintained road. The Board discussed the application and deferred their decision pending review of the recently approved Official Plan and its potential impacts on the application including site plan control requirements and environmental protection considerations.

Resolution #25-31

Moved by: Pat Giunti

Seconded by: Jason Kennedy

Be it resolved that we do defer Consent Application #5/25 by Francois and Thomas Hachey pending detailed review of recent modifications to the Official Plan and possible alternatives respecting protection of environmentally sensitive areas and development on private roads.

Carried.

#### **Delegations – None**

#### **Correspondence**

1. Ministry of Municipal Affairs and Housing  
Re: New Official Plan Approval & Modifications
2. Hilton Township  
Re: Consent Application #6/24 – Pt Lot 15, Con. 7 (Jagger)

Resolution #25-32

Moved by: Cameron Ross

Seconded by: Robert Hope

Be it resolved that we do defer discussion of Consent Application #6/24 in anticipation of a report from the Assistant Secretary-Treasurer at our next meeting.  
Carried.

#### **Discussion/Reports/New Business**

1. Non-Conforming Use of Existing Buildings Report  
The Board reviewed the report submitted by the Secretary-Treasurer regarding a letter received from Hilton Township requesting that the applicants withdraw their application for consent and resubmit an application that meets the requirements in the municipality's zoning by-law. The Board requested that the Assistant to the Secretary-Treasurer review the letter, report and provide feedback to the Board at their November 17<sup>th</sup> meeting.

2. Review and Effect of Official Plan Modifications

The Official Plan was approved by the Ministry of Municipal Affairs and Housing on September 5, 2025. The approval was accompanied by 36 modifications required to the plan and associated schedules. Most modifications related to updated changes in Provincial Policy Statements which came into effect after the Official Plan was adopted and submitted to the Ministry for approval.

The Board reviewed a summary of modifications made to the Official Plan and will conduct a high-level review of the modifications at their November 17, 2025, meeting.

#### **Payment of Accounts**

Resolution #: 25-33

Moved By: Pat Giunti

Seconded By: Cameron Ross

Be it resolved that we do authorize payment of the following accounts:

Michael Jagger	- Admin. Fees and Expense Allow. (November 2025)	\$932.25
Total:		<u>\$932.25</u>
Carried.		

**Adjournment**

Resolution #25- 34

Moved By: David Leask

Seconded By: Robert Hope

Be it resolved that we do adjourn to meet again on November 17, 2025, or at the call of the Chair (at Richards Landing).

Carried.

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Doug Clute  
Board Chair

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Michael Jagger  
Secretary-Treasurer

# ST. JOSEPH ISLAND PLANNING BOARD MEETING

**Monday, November 17<sup>th</sup>, 2025**  
**7:00 P.M.**

**Township of St. Joseph Municipal Administration Building**  
1669 Arthur Street, Richards Landing, Ontario

## AGENDA

Declarations of Pecuniary Interest:

Minutes of Previous Meeting:

Agenda Review/Additions:

Consent Applications:

Consent Application #5/25 - F. & T. Hachey  
re: Lot 4, Concession L, Jocelyn Twp.

Consent Application # 6/25 – Deferral Requested  
re: Pt. Lot 5, Concession G

Consent Application # 7/25 – N. Martin (Underhill)  
re: Lot 16, Concession I, St. Joseph Twp.

Consent Application # 8/25 – R. Martin  
re: Lot 24, Concession Huron, St. Joseph Twp.

Delegations:

None

Correspondence:

Township of St. Joseph  
re: Zoning Application - Lot 24, Con. Huron

Township of Hilton  
re: Zoning Application - Lot 20, Plan H597

Discussion/Reports/New Business:

Hilton Twp. Inquiry – Zoning Compliance Report

Review of Significant Official Plan Modifications

Next Steps – Official Plan and Zoning By-law

Payment of Accounts:

Adjourn:

## 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 5<sup>th</sup> 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 is 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.

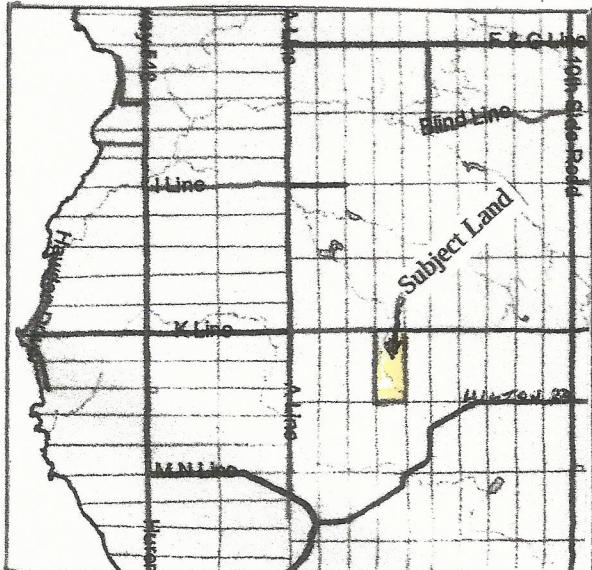
**ADDITIONAL INFORMATION** regarding the application is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

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.

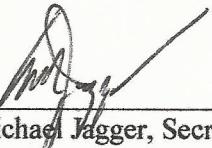
If you wish to be notified of the decision of the St. Joseph Island Planning Board in respect of the proposed consent, you must make a written request to:

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

### **KEY MAP**



Dated at St. Joseph Island  
this 28<sup>th</sup> day of August, 2025

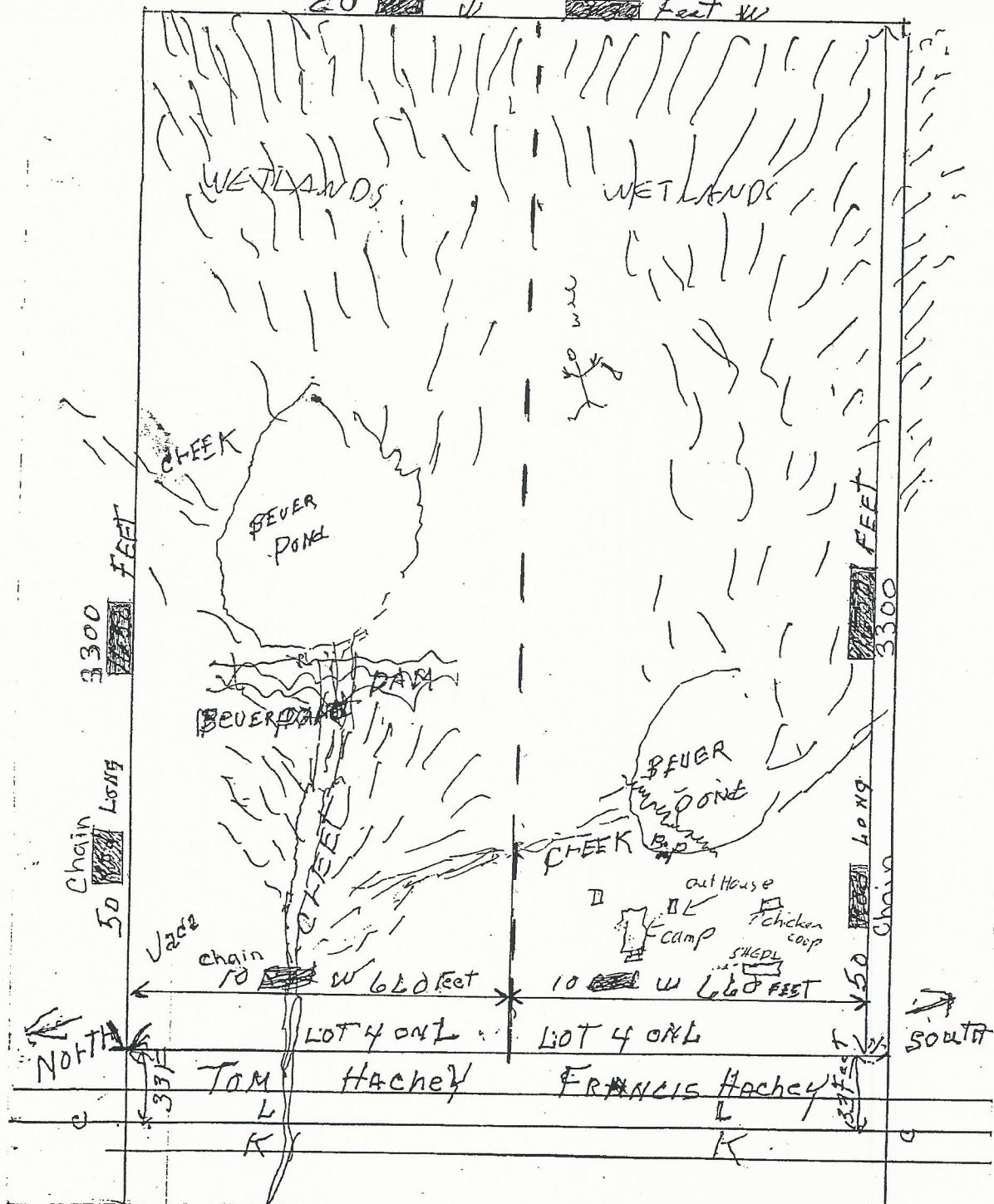
  
Michael Jagger, Secretary-Treasurer  
St. Joseph Island Planning Board  
Telephone: 705-542-4606  
Email: [sjiplanningboard@gmail.com](mailto:sjiplanningboard@gmail.com)

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

1 chain = 66'

20 Chain 1320

Feet W



## Updated Planning Report

To: St. Joseph Island Planning Board

From: Michael Jagger, Secretary-Treasurer

Date: November 4, 2025

Re: Consent Application # 5/25 - Francois & Thomas Hachey- Lot 1, Concession L, Jocelyn Twp.

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### **Background:**

This application proposes to sever Lot 1, Concession L, in the Township of Jocelyn, into two equal sized parcels. This application is a re-submission of an application which was provisionally approved in 2016 but was never completed. The provisional approval issued at that time included conditions regarding zoning and site plan control in accordance with the Private Roads policies of the Official Plan in effect at that time.

The proposed new parcels would consist of approximately 20 hectares (50 acres) each, with frontage of about 200 metres each on a seasonally maintained section of K Line Road. The parcel proposed to be severed is currently vacant land, partially wooded and partially wetlands and is proposed to have a seasonal residence developed thereon. The parcel to be retained is composed of cleared areas, wooded areas and wetlands, and has seasonal residence and out buildings thereon. Part of the subject lands are located in the Rural land use designation and part in the Environmental Protection designation. Part of the subject lands is zoned LSR – Limited Service Residential and part EP – Environmental Protection.

Notice of this application has been circulated in accordance with the provisions of the Planning Act. The Township of Jocelyn has indicated that they have no objections or concerns with this application, subject to inclusion of standard conditions such as payment of taxes and parkland dedication. To date no other comments or recommendations have been received.

### **Planning Rationale:**

A new Official Plan for St. Joseph Island has been approved by Ontario Minister of Municipal Affairs and Housing and came into effect on September 5, 2025.

Section A2.3 of the Official Plan provides that it is the goal of this Plan to maintain and enhance the open space character of the rural area, and a landscape dominated by agricultural fields and forests. Section B 6.4.1 provides that while the majority of new residential development is to be directed to the Townsites and existing vacant building lots, “a maximum of two new residential lots may be created from a lot in the Rural designation for residential purposes” subject to various criteria including:

- The severed lot will not remove good agricultural land from production;
- Both the severed and retained lots are no smaller than 2.0 hectares and have a minimum frontage of 150 metres on an improved year-round maintained public road, and
- The proposed lot complies with the criteria set out in Section D13 (General Consent Policies).

While this proposal does not involve agricultural lands and meets the minimum lot size requirements outlined in the Official Plan for development in the Rural area, section D13.2.1 provides that before considering a Consent application to create a new lot for any purpose, the Planning Board shall be satisfied that, among other requirements, the proposed lot(s):

- fronts on and will be directly accessed by a public road that is maintained on a year-round basis;
- can be serviced with an appropriate water supply and means of sewage disposal; and
- will not have a negative impact on the features, or their ecological functions, of any environmentally-sensitive feature in the area.

The road providing access to the proposed new lot is considered to be a “private road” in accordance with section D11.5.1 of the Official Plan. That section defines Private Roads as “rights-of-way servicing more than one property, which are not maintained by a public authority” and that “The creation of a new lot on such a road is not permitted, unless the road is improved to municipal standards and assumed by the municipality on a year round basis”.

The former Official Plan provided conditions under which development could be permitted on private roads and included a requirement for a site plan control agreement addressing private road access and liability issues. The new Official Plan has been modified by the Province to remove those provisions. Section D11.5.2 now provides only that “All lots fronting on a private road shall be placed in a Residential Limited Service Zone in the implementing by-law.” All reference to site plan control has been removed, in accordance with section 41 of the Planning Act and O. Reg 254/23 which now specifies that Site Plan control can only be used for individual residential units in certain exceptions, which do not include private roads. Despite those policies however, there still is the possibility of requiring a development agreement between an applicant and the municipality to address access via a publicly owned but not maintained road, or even a private road, as a condition of development in such area where it is considered appropriate. Our planning consultant has advised that such agreements can be required to be registered on title as part of a consent to sever approval where deemed appropriate. Since this application is a re-submission of a previously approved application, the provisional approval of which has lapsed, and the subject lands are accessed via a publicly owned and seasonally maintained road, this application could perhaps be considered subject to the owners entering into a development agreement to address the road maintenance and liability issues similar to what was required under the original provisional approval of this application.

Substantial wetlands have been identified on the subject property and portions of both of the proposed parcels are designated as Environmental Protection in both the Official Plan and the municipality’s zoning by-law.

One of the primary purposes of the Environmental Protection designation (OP section B8.1) is to eliminate the potential for loss or fragmentation of Provincially Significant Wetlands, significant and non-significant coastal wetlands, wildlife habitat including habitats of endangered and threatened species, wildlife features, and areas of natural and scientific interest, and adjacent lands, and the habitats and ecological functions they provide. The wetlands on the subject property have not been identified as provincially significant (not evaluated), nor are they coastal wetlands. Since they have not

been evaluated however, it must be assumed that they could be provincially significant and should be treated as such until such time as they have been evaluated.

Section B 8.3 (Permitted Uses in Environmental Protection Designation), reads: Development and site alteration shall not be permitted in the Environmental Protection designation, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. Section B8.4.2 defines adjacent lands as lands within 120 metres of coastal wetlands or a Provincially Significant wetland, 50 metres from an identified Area of Natural and Scientific Interest (ANSI) and 120 metres from a significant wildlife habitat. This section also provides that no development or site alteration shall be permitted on adjacent lands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

Schedule “B” – Environmental Features(Map) also indicates that there are deer wintering areas (i.e. significant wildlife habitat) on the subject lands.

The municipality’s zoning by-law presently requires that all buildings and structures on the subject lands must maintain a minimum 30 metre (100 ft) setback from the boundary of an area designated as a wetland.

#### **Options:**

Approve the application as submitted without conditions, approve the application with conditions, defer the application or refuse the application.

#### **Recommendation:**

That consideration be given to granting provisional approval to Consent Application # 5/25 subject to the following conditions:

1. This approval shall apply to the severance of Lot 4, Concession L. in the Township of Jocelyn, described as Parcel 1027 ACS, into two parcels of approximately 20 hectares each and having frontage of about 200 metres each on K Line Road.
2. Prior to the deeds being stamped:
  - i) A Reference Plan prepared by an Ontario Land Surveyor shall have been delivered to the St. Joseph Island Planning Board, and shall include delineation of the boundary of the wetlands on the subject lands
  - ii) The transferor and the transferee shall have entered into a development agreement(s) with the municipality whereby they acknowledge that the subject land does not front on a year round maintained public road, and that the municipality is not required to snow plow or maintain the subject road (K Line Road) on a year round basis; and agree that the municipality will not be liable in the event of any injuries, losses or damages as a consequence of the municipality issuing any building permit for the subject lands; and that no buildings or structures shall be erected within 120 metres of the boundary of the wetlands located on the subject lands

- iii) All property taxes levied against the subject property shall have been paid in full.
- iv) The applicants shall convey 5% of the subject lands to the municipality for park purposes, if requested. Alternatively, the municipality may require cash in lieu of all or a portion of such conveyance.

3. The subject transaction shall be completed within two years of the date of notice of this approval.

Alternatively, the application could be refused as a result of non-conformity with the Official Plan.



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Michael Jagger, Secretary-Treasurer

## 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, November 17. 2025 at 7:00 p.m.**

at the

Township of St. Joseph Municipal Building  
1669 Arthur Street, Richards Landing, Ontario

The purpose and effect of the subject application is to permit the severance of one new lot from Lot 16, Concession I, Township of St. Joseph. The proposed new lot would consist of approximately 5.3 hectares (13 ac.) with frontage of about 152 metres (500 ft.) on I Line Road. The parcel proposed to be retained consists of about 35.2 hectares (87 ac.) with road frontage of over 236 metres (776 ft.). Both of the proposed parcels are currently vacant bushland.

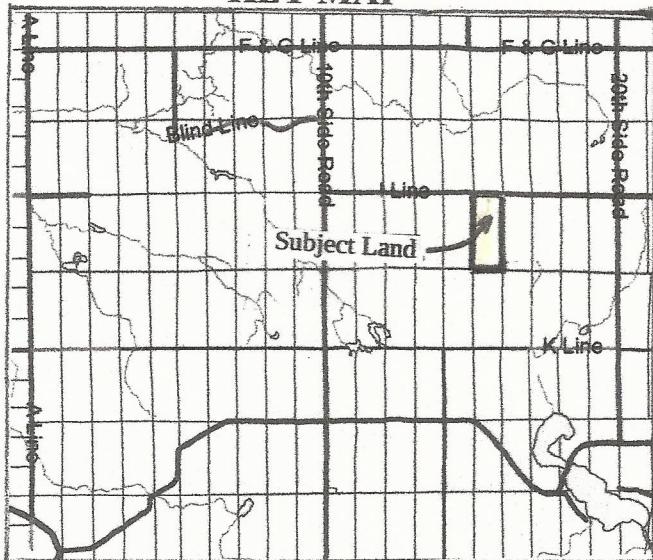
**ADDITIONAL INFORMATION** regarding the application is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

**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.

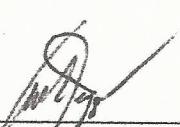
If you wish to be notified of the decision of the St. Joseph Island Planning Board in respect of the proposed consent, you must make a written request to:

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

#### **KEY MAP**



Dated this 20<sup>th</sup> day of October, 2025

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

Consent Application # 7/25  
Applicant: Nicholas Martin  
Owners: D., G. & N. Underhill

I LINE ROAD - PUBLIC TRAVELED ROAD

776'

500'

975'

Sever

Wooded  
Area

595'

Retain

3,3,66'

Wooded Area

2,066'

1,276'

## Planning Report

To: St. Joseph Island Planning Board

From: Michael Jagger, Secretary-Treasurer

Date: November 4, 2024

Re: Consent Application # 7/25 - Nicholas Martin- Pt. Lot 16, Concession I, St. Joseph Twp.

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### Background:

This application proposes to sever part of Lot 16, Concession I, in the Township of St. Joseph , into two parcels.

The proposed new parcel would consist of approximately 5.3 hectares (13 ac.) with frontage of about 152 metres (500 ft.) on I Line Road. The retained parcel would consist of approximately 35.2 hectares (87 ac.) with road frontage of over 236 metres (776 ft.) Both of the proposed parcels are currently vacant bushland and are located in the Rural land use designation.

Notice of this application has been circulated in accordance with the provisions of the Planning Act. Algoma Public Health has indicated that they have no objection to this proposal .To date, no other comments or objections have been received. The applicant is the prospective purchaser of the parcel proposed to be severed and has indicated that the proposed use will be used recreational and that there are no plans to erect any buildings or structures at the present time.

### Planning Rationale:

Section A2.3 of the Official Plan encourages the maintenance and enhancement of the open space character of the rural area, and a landscape dominated by agricultural fields and forest.

The municipality's zoning by-law permits detached dwellings in the Rural – RU Zone in which the subject property is located and establishes a minimum lot size of 2 ha with at least 150 metres road frontage. Section B 6.4.1 provides that while the majority of new residential development is to be directed to the Townsites and existing vacant building lots, "a maximum of two new residential lots may be created from a lot in the Rural designation for residential purposes" subject to various criteria including:

- a. The severed lot will not remove good agricultural land from production;
- b. Both the severed and retained lots are no smaller than 2.0 hectares and have a minimum frontage of 150 metres on an improved year-round maintained public road;
- c. The severed lot maintains a minimum distance of 300 metres from an existing barn or feedlot, or the minimum distance required by the Minimum Distance Separation I Formulae, whichever is the greater; and
- d. The proposed lot complies with the criteria set out in Section D4 (General Consent Policies).

Section D4.2 of the Official Plan outlines the general criteria under which new lots may be created by consent, and the proposed severance meets all of the applicable requirements.

The proposed new lot and the retained lot both meet the use, size and location requirements outlined in the both Official Plan and the municipality's zoning by-law.

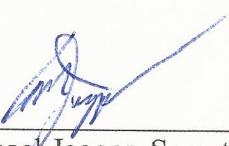
**Options:**

Approve the application as submitted without conditions, approve the application with conditions, defer the application or refuse the application.

**Recommendation:**

That Application No. 7/25 by Nicolas Martin be provisionally approved subject to the following conditions:

1. This approval shall apply to the severance of one new rural parcels from Lot 16, Concession I, Township of St. Joseph, with an area of approximately 5.3 hectares (13 acres) and frontage of at least 150 metres (495 ft.) on I Line Road.
2. Prior to the deeds for this transaction being stamped:
  - i. A Reference Plan prepared by an Ontario Land Surveyor of the subject lands, shall have been delivered to the St. Joseph Island Planning Board;
  - ii. All property taxes levied against the subject properties shall been paid in full;
  - iii. 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 a portion of such conveyance.
3. The subject transaction shall be completed within two years of the date of notice of this approval.



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Michael Jagger, Secretary-Treasurer

## 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, November 17<sup>th</sup>, 2025, at 7:00 p.m.

At the

Township of St. Joseph Municipal Building  
1669 Arthur Street, Richards Landing, Ontario

The purpose and effect of the subject application is to permit the severance of one new rural residential lot, from part of Lots 24, Huron Concession, Township of St. Joseph. The proposed new lot would consist of 1.3 hectares (3.2 ac.) with frontage of approximately 150 metres (500 ft) on the Huron Line Road (Highway 548) and contains a single detached dwelling unit, garage and other outbuildings. The parcel proposed to be retained consists of about 38.7 hectares (95.6 ac.) with frontage of approximately 250 metres (820 ft.) of vacant agricultural land.

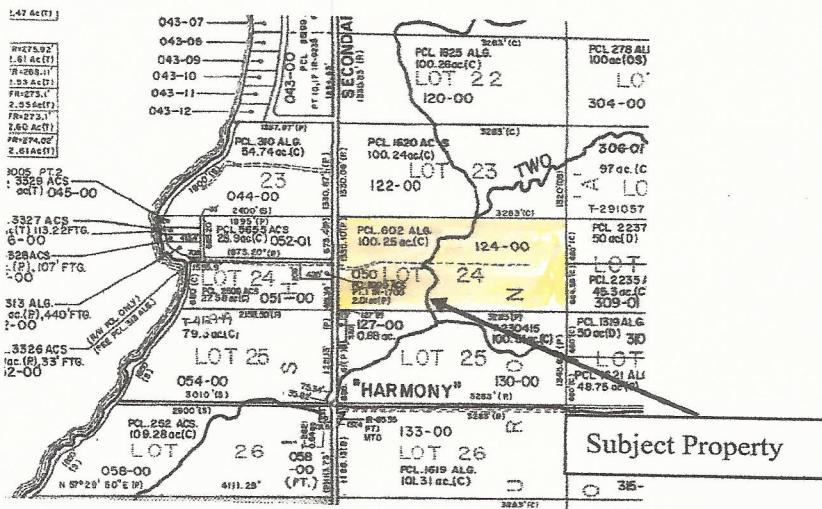
ADDITIONAL INFORMATION regarding the application is available for inspection by contacting the Secretary-Treasurer of the St. Joseph Island Planning Board at the address shown herein.

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.

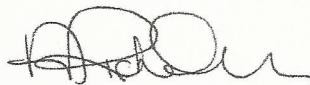
If you wish to be notified of the decision of the St. Joseph Island Planning Board in respect to the proposed consent, you must make a written request to:

St. Joseph Island Planning Board  
P.O. Box 290  
Richards Landing, ON P0R 1J0

#### KEY MAP



Dated at St. Joseph Island  
This 29<sup>th</sup> day of October 2025

  
Amanda Richardson  
Assistant to the Secretary-Treasurer  
St. Joseph Island Planning Board  
Telephone: (705) 542-4606  
Email: [sjiplanningboard@gmail.com](mailto:sjiplanningboard@gmail.com)

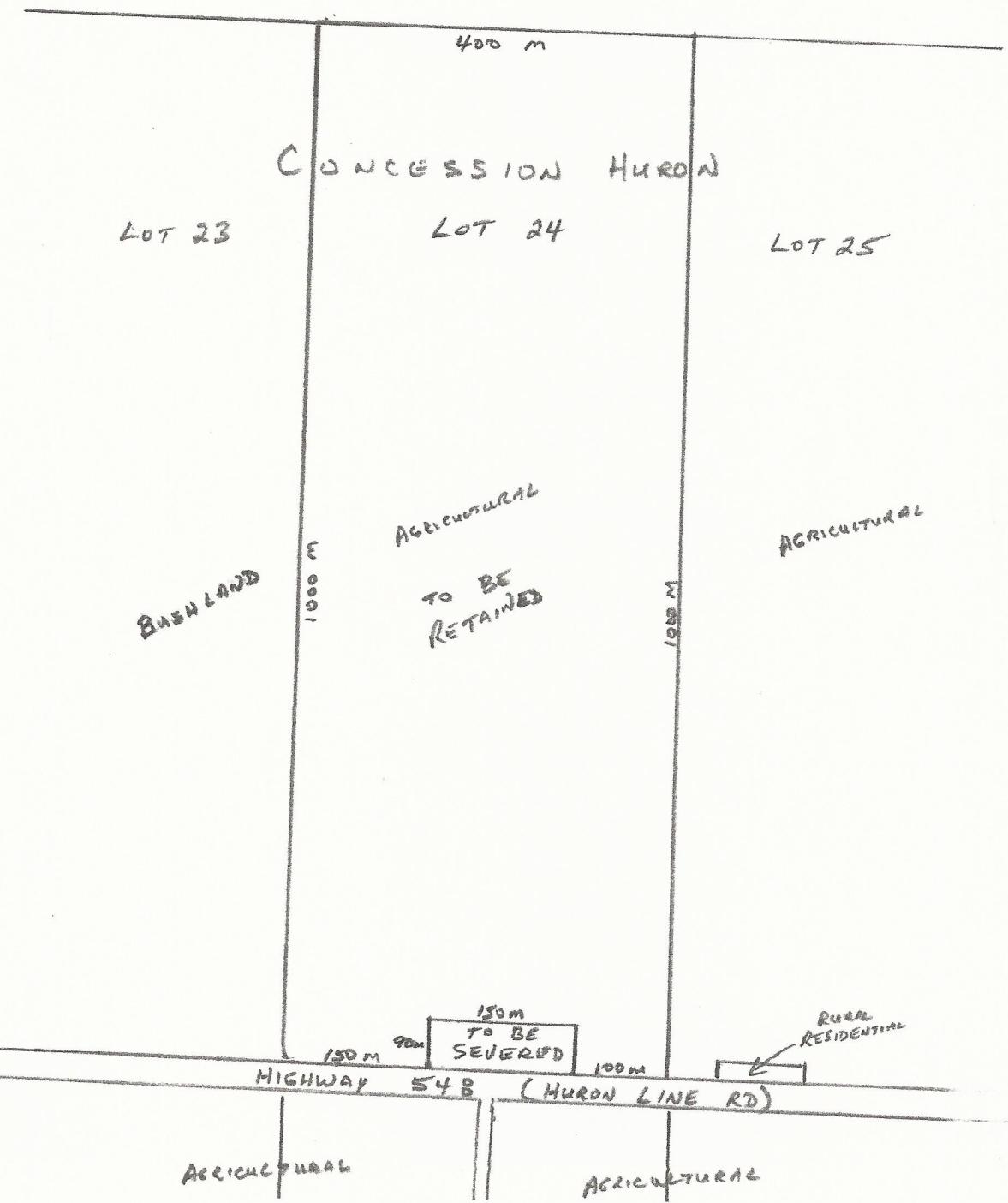
For: Michael Jagger, Secretary-Treasurer

Applicant: R. Martin  
Consent Application #8/25

PROPOSED SEVERANCE OF

LOT 24, CON. HURON

2280 HURON LINE RD.



## Planning Report

To: St. Joseph Island Planning Board

From: Amanda Richardson, Assistant to the Secretary-Treasurer

Date: November 17, 2025

Re: Consent Application #8/25 – R. Martin –Lot 24, Con. Huron, Township of St. Joseph

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### **Background:**

A complete application for consent was received, and public notification was provided for a proposal to sever a parcel of land located at Concession Huron Lot 24, also known as 2280 Huron Line Road, in the Township of St. Joseph.

The parcel proposed to be severed has an approximate area of 1.4 hectares (3.3 acres) with frontage of approximately 150 metres (500 feet) on the Huron Line Road (Highway 548) and is a rural residential lot containing a single detached dwelling, garage and other outbuildings. The parcel to be retained has an approximate area of 39.2 hectares (97 acres) of agricultural crop lands and has frontage along the Huron Line Road of approximately 255 metres (830 feet).

The subject lands are designated as Rural under the Official Plan and zoned as Rural (RU)/Environmental Protection (EP) under the municipality's zoning by-law. The parcel to be retained is vacant agricultural land and the parcel to be severed is currently residential and is proposed to remain as such.

Notice of this application has been circulated in accordance with the provisions of the Planning Act. To date, no objections have been received. The Township of St. Joseph has indicated that they have no objection to this application. The Ministry of Transportation responded to the notice stating that should an entrance to the retained lot be proposed in the future, an entrance permit would be required for the retained parcel, as there is not currently one servicing that portion of the subject property.

### **Planning Rationale:**

Section A2.3 of the Official Plan encourages the maintenance and enhancement of the open space character of the rural area, and a landscape dominated by agricultural fields and forest. Section A2.3.2 identifies strategic objectives for the rural area including:

- To protect the agricultural land base by regulating lot creation and preventing the intrusion of non-compatible uses;
- To avoid the intrusion of land uses that are incompatible with the rural character and/or resource activities of the area.

Section B 5.4.1 provides that “a maximum of two new residential lots may be created from a lot in the Rural designation for residential purposes” subject to various criteria including:

- a. The severed lot will not remove good agricultural land from production;
- b. Both the severed and retained lots are no smaller than 2.0 hectares and have a minimum frontage of 150 metres on an improved year-round maintained public road; and
- c. the boundary of the severed lot maintains a minimum distance of 300 metres from an existing barn or feedlot, or the minimum distance required by the Minimum Distance Separation I Formulae, whichever is the greater.
- d. The proposed lot complies with the criteria set out in Section D4 (General Consent Policies).

The municipality's zoning by-law permits both detached dwellings and agricultural uses in the Rural – RU Zone in which the subject property is located and establishes a minimum standard lot size of 2 ha with at least 150 metres road frontage, however, prior to submitting this consent application, the applicant sought a zoning by-law amendment to reduce the minimum lot size requirement to 1.4 hectares for the lot proposed to be severed. The municipality has scheduled a public meeting to consider the application on November 19, 2025. The proposed new lot meets the minimum road frontage requirement and the parcel to be retained meets all zoning and Official Plan requirements.

Section D13.2 outlines the general criteria under which new lots may be created by consent, and the proposed severance meets all the applicable requirements.

The proposed severance minimizes the removal of good agricultural land from production as the current use of the property to be severed is residential and the portion to be retained will continue to be used as agricultural.

#### **Options:**

Approve the application as submitted without conditions, approve the application with conditions, defer the application or refuse the application.

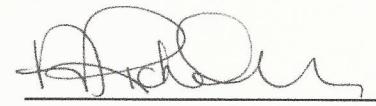
#### **Recommendation:**

That Application No. 8/25 by Randall Martin be provisionally approved subject to the following conditions:

1. This approval shall apply to the severance of one new rural/residential lot from Lot 24, Concession Huron, Township of St. Joseph, with an area of approximately 1.4 hectare (3.3 acres) and frontage of at least 150 metres (500 ft.) on the Huron Line Road.
2. Prior to the deeds for this transaction being stamped:
  - i. The transferor and transferee shall provide written acknowledgement that they are aware of the Ministry of Transportation's permitting requirements;
  - ii. A zoning by-law amendment reducing the required minimum lot size shall have been approved by the municipality and come into full force and effect;

- iii. A Reference Plan prepared by an Ontario Land Surveyor of the subject lands, shall have been delivered to the St. Joseph Island Planning Board;
- iv. All property taxes levied against the subject properties shall have been paid in full;
- v. 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 a portion of such conveyance.

3. The subject transaction shall be completed within two years of the date of notice of this approval.



Amanda Richardson  
Asst. Secretary-Treasurer

**CORPORATION OF THE TOWNSHIP OF HILTON**  
2983 Base Line, Hilton Beach, Ontario P0R 1G0

Phone: 705-246-2472

Email: [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)

Fax: 705-246-0132

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**NOTICE OF PUBLIC MEETING:  
ZONING BY-LAW AMENDMENT**

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**TAKE NOTICE** that the Council of the Corporation of the Township of Hilton has received an application and will consider an amendment to the Township's Zoning By-law regarding the following property:

<b>Applicant (Surname):</b>	Hayes-Sheen
<b>Subject Property Legal Description:</b>	Plan H597 Lot 20 T392173 AL173025
<b>Zone:</b>	Shoreline Residential
<b>Subject Property Civic Address:</b>	3524 Hamilton Drive
<b>File Number:</b>	ZBA-2025-10-08
<b>Notice Date:</b>	October 22, 2025

The proposed Zoning By-law Amendment seeks to amend Section 4.1.2.1 of the Zoning By-law regarding detached accessory building setbacks to reduce the required minimum setback of 2.0 metres (6.5 feet) on the East side boundary to 0 metres in order to allow the existing detached accessory building to comply with zoning provisions.

The Council of the Township of Hilton will hold a public meeting to consider the proposed amendment on **Wednesday, December 10, 2025 beginning at 7:15 p.m.** at the Hilton Township Municipal Office, 2983 Base Line, Hilton Beach, Ontario.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed amendment. Written submissions should be addressed to the undersigned, by **no later than 4:00 pm on Wednesday, December 3, 2025.**

If a person or public body would otherwise have an ability to appeal the decision of The Council of the Township of Hilton to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Hilton before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to The Township of Hilton before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

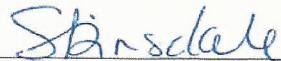
If you wish to be notified of the decision of the Township of Hilton on the proposed zoning by-law amendment, you must make a written request to the CAO/Clerk-Treasurer at the Township of Hilton office via regular mail or email. (see contact information above)

For more information about this matter, including information about appeal rights, contact Sara Dinsdale, CAO/Clerk-Treasurer of The Township of Hilton.

Additional information relating to the proposed zoning by-law amendment is available for inspection at the Township of Hilton office located at 2983 Base Line, Hilton Beach, Ontario.

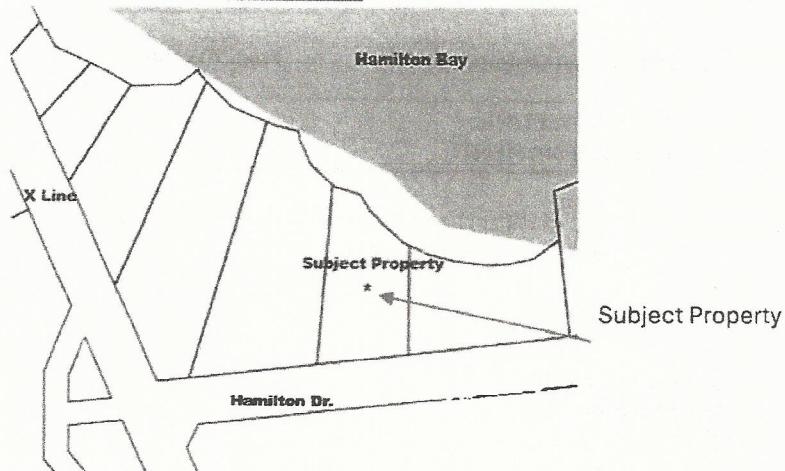
A key plan showing the property location can be found on the reverse of this notice.

**DATED AT THE TOWNSHIP OF HILTON  
THIS 22<sup>nd</sup> Day of October, 2025**



Sara Dinsdale, CAO/Clerk-Treasurer  
The Township of Hilton  
[admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)  
(705) 246-2472

**KEY MAP**



File No. ZBA-2025-10-08



**THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH**

P.O. Box 187 - Richards Landing, Ontario P0R 1J0

PH: (705) 246-2625 E: [clerkadmin@sjtwp.ca](mailto:clerkadmin@sjtwp.ca)

**NOTICE OF PUBLIC MEETING: ZONING BY-LAW AMENDMENT**

**Applicant (Surname):** Martin

**Subject Property Legal Description:** CON HURON LOT 24PT PCL 602 ALG

**Subject Property Civic Address:** 2280 Huron Line Road

**File Number:** ZBA 2025-06

**Date of Notice:** October 31, 2025

TAKE NOTICE that The Corporation of The Township of St. Joseph has received a complete application and will consider an amendment to the Township's Zoning By-Law regarding the following property:

**Purpose and Effect:** The proposed Zoning By-law Amendment would seek to amend the municipality's Zoning By-law Table B1 – Residential Zone Standards to reduce the minimum lot area from 2 hectares (5 acres) to 1.3 hectares (3.2 acres), as a prerequisite for consent application to create a new, rural/residential lot.

The Council of The Township of St. Joseph will hold a public meeting to consider the proposed amendment on Wednesday, November 19, 2025, beginning at 6:40 p.m. at the Township Administration Office, 1669 Arthur Street, Richards Landing, Ontario.

Any person may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed amendment. Written submissions should be addressed to the undersigned, by no later than 4:00 p.m. on Wednesday, November 12, 2025.

If a person or public body would otherwise have an ability to appeal the decision of Council for the Township of St. Joseph to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to Corporation of the Township of St. Joseph before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of St. Joseph before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If you wish to be notified of the decision of The Township of St. Joseph on the proposed zoning by-law amendment, you must make a written request to the CAO/Clerk-Treasurer via regular mail or email (contact information above).

Additional information relating to the proposed zoning by-law amendment is available for inspection at The Township of St. Joseph municipal office, located at 1669 Arthur Street in Richards Landing.

A key plan showing the property location can be found on the reverse of this notice.

DATED AT THE TOWNSHIP OF ST. JOSEPH  
THIS 31<sup>st</sup> Day of October 2025

Amanda Richardson, CAO/Clerk-Treasurer

The Township of St. Joseph

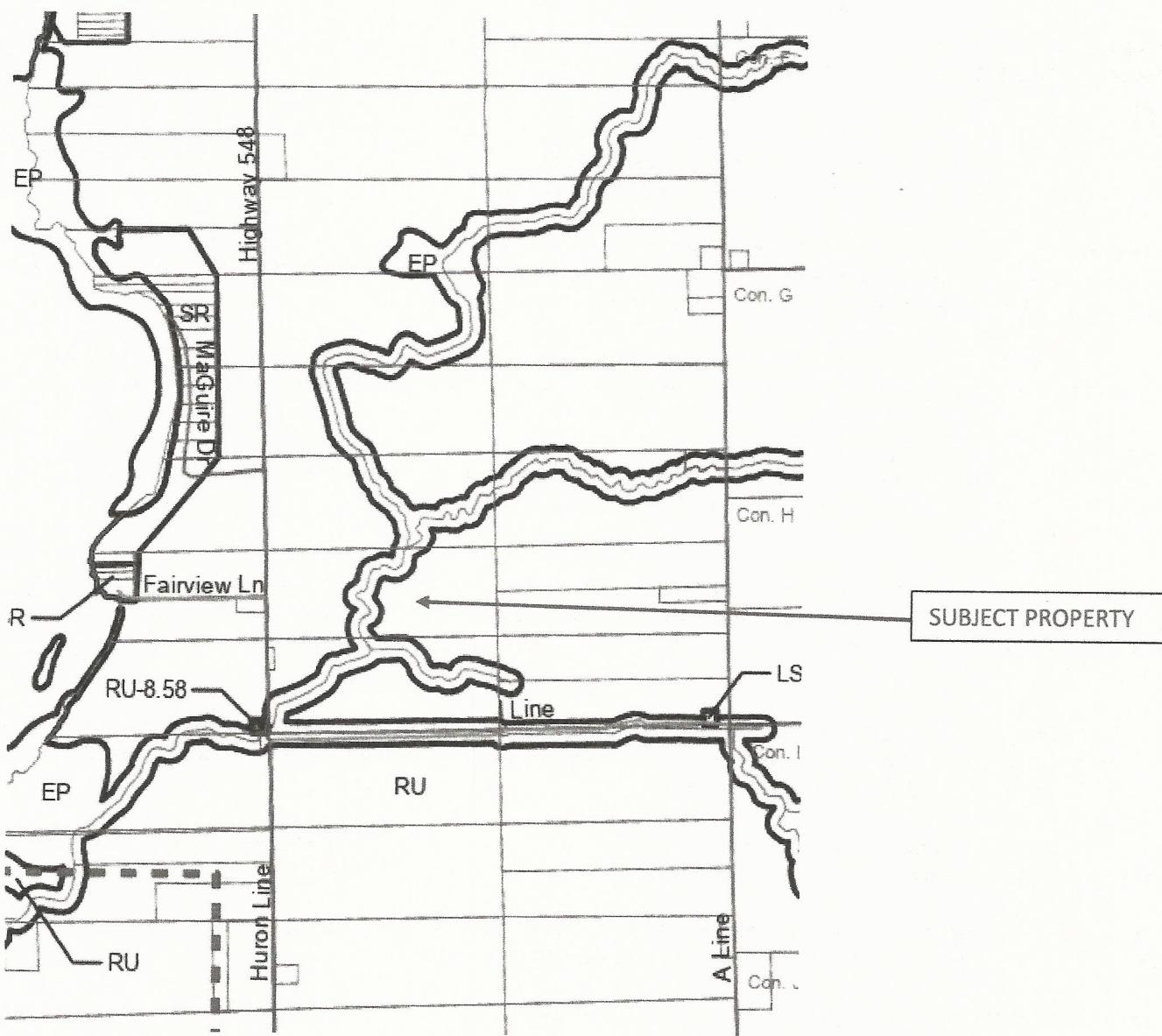
[clerkadmin@sjtwp.ca](mailto:clerkadmin@sjtwp.ca)

(705) 246-2625 x. 202

**KEY MAP**

**SUBJECT PROPERTY:**

CON HURON LOT 24PT PCL 602 ALG – Also known as 2280 Huron Line Road



## Planning Report

To: St. Joseph Island Planning Board  
From: Amanda Richardson, Assistant Secretary-Treasurer  
Date: November 17, 2025  
Re: Hilton Township Inquiry: Zoning Compliance  
Consent Application # 6/24 – M & A Jagger – Lot 7, Concession 15, Hilton Township

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### Background:

As part of the Assistant Secretary-Treasurer's ongoing training and knowledge transfer process, and due to a conflict for the Secretary-Treasurer, the notice of application and corresponding planning reports were drafted by the Assistant Secretary-Treasurer and subsequently reviewed and distributed by the Secretary-Treasurer, consistent with the approach taken on other applications supported by the Assistant.

At its meeting of August 19, 2024, the Board considered and provisionally approved the application, creating one new rural residential lot containing a cabin and a retained lot containing a garage and a portion of property accessed via a right-of-way. No comments or objections were received prior to the Board's decision. The appeal period expired on September 11, 2024.

Correspondence dated September 11, 2025, was received from Hilton Township advising that Council, upon re-review, now considered the severance to contravene Sections 4.1 and 16 of the Zoning By-law (Accessory Structures and Non-Conforming/Complying Uses). Council requested that the applicants withdraw the application and re-submit one that conforms with zoning provisions. The letter, along with a report prepared by the Secretary-Treasurer, was presented to the Planning Board on September 22, 2025. The Board deferred its decision and requested a follow-up report from the Assistant Secretary-Treasurer.

A copy of the correspondence is attached for reference.

Following that meeting, the Assistant Secretary-Treasurer met with Hilton Township staff and Council representatives and also sought guidance from the Ministry of Municipal Affairs and Housing (MMAH). A summary letter was provided to Hilton Council noting:

- No comments or objections had been received from the Township of Hilton during the circulation period. While not all conditions have been fulfilled, the consent approval remains valid. Once the appeal period has expired, the Board cannot rescind or cancel an approval; it can only lapse if conditions are not met within the prescribed timeframe.
- The notice of application identified the retained lot as vacant, although the application form referenced an existing storage building (garage).
- Prior to the severance, the garage was a permitted accessory structure in compliance with the Zoning By-law. Following approval, however, it became situated on an otherwise vacant lot, creating a potential non-conformity.
- As Council considers this to be a contravention of the Zoning By-law, the appropriate remedy would be a zoning by-law amendment recognizing the garage as a principal use.

At that meeting, it was also noted that the diagrams circulated differed: the public notice diagram showed no structures, while the Planning Board agenda map identified a cabin but not the garage. The retained portion was also listed as vacant on the notice. However, the application form indicated a storage garage, as did the report presented to the Planning Board for consideration. A representative from Hilton Township also completed a site inspection prior to the meeting. Also, no condition requiring a land survey was imposed on the provisional approval; this was an oversight. The applicants have since completed and submitted a survey.

Subsequently, the applicants submitted a zoning by-law amendment application to permit an accessory structure prior to construction of a primary dwelling. Hilton Council deferred its decision pending Ministry input. MMAH's written comments were forwarded to the Township's Clerk for inclusion on the November 12 Council agenda. Any further municipal feedback will be presented verbally to the Board.

The Secretary-Treasurer has advised that this is not the first instance where a severance approval has resulted in an accessory structure being located on an otherwise vacant lot. A review of consents approved over the past fifteen years was conducted by the Secretary-Treasurer and it indicated that more than 10% of applications created similar situations.

#### **Planning Rationale and Ministry Guidance:**

Section E3.1 of the new St. Joseph Island Official Plan encourages the gradual elimination of non-conforming uses and discourages the creation of new ones. Standard planning practice supports allowing existing legal non-conforming uses to continue but avoiding new or expanded non-conformities through planning decisions.

Under Section 53 of the Planning Act, once provisional consent is granted and the appeal period has expired, the decision becomes final, subject to fulfillment of any conditions.

MMAH has advised that once a consent has been granted on a provisional basis, the authority to alter or withdraw it is extremely limited. The Act provides no mechanism to rescind or amend an approval once the appeal period has expired. However, the consent does not become final until all conditions are satisfied and the certificate of consent is issued.

If an approval was based on materially inaccurate or incomplete information—such as omission of an existing structure—the approval authority may, in rare cases, determine that the consent was not validly issued. This approach requires clear evidence that the inaccurate information was material and would likely have influenced the Board's decision.

Given the potential legal implications, legal counsel should be consulted before any decision to withhold final certification or attempt to withdraw an approval.

In this case, it is unlikely that inclusion of the garage on the original diagrams would have altered the Board's decision. Therefore, withdrawal of provisional approval or a request for the applicants to withdraw is not recommended. The current zoning amendment process initiated by the applicants represents the appropriate and lawful method to resolve the zoning issue.

#### Additional Information provided by MMAH for consideration:

##### ***Legal Non-Conforming Status – Section 34(9) of the Planning Act***

*The concept of legal non-conforming status is codified in Section 34(9) of the Planning Act, which states:*

*“No by-law passed under this section applies to prevent the use of any land, building or structure for any purpose prohibited by the by-law if such land, building or structure was lawfully used for such purpose on the day of the passing of the by-law, so long as it continues to be used for that purpose.”*

*This provision protects existing lawful uses from being rendered non-compliant by the passage of a new zoning by-law. However, in your case, the zoning by-law is not being changed. Instead, the lot boundaries are being altered through a severance, which introduces a different planning consideration.*

#### **Severance and Zoning Compliance**

*When a severance results in a change to the lot configuration, it can affect zoning compliance. For example, if a garage that was previously accessory to a principal dwelling is severed onto a separate lot, it may no longer meet the definition of an accessory use under the zoning by-law. This could result in a new zoning non-compliance, not a legal non-conforming situation.*

*Legal non-conforming status does not typically arise from a planning application (e.g., a consent or severance). It arises when a use, building, or structure becomes non-conforming due to a change in the zoning by-law; not due to a change in lot boundaries.*

### **Planning Practice and Consent Conditions**

While Section 51(24) of the Planning Act does not explicitly require conformity with the zoning by-law, it does require that the approval authority consider whether the proposed consent:

- (b) is in the public interest,
- (d) conforms to adjacent plans of subdivision,
- (g) is suitable for the proposed use.

*In practice, zoning compliance is assessed under these criteria. If a proposed severance results in a zoning violation, it is common to include a condition of consent requiring the applicant to obtain a site-specific zoning by-law amendment or a minor variance, depending on the nature of the non-compliance.*

*In your case, where the garage use is being separated from its principal use, and may no longer be permitted on its own, it would be appropriate to include a condition of consent requiring the proponent to obtain a site-specific zoning amendment to recognize the garage use on the newly created lot.*

### **Official Plan Considerations**

*If the proposed severance also conflicts with the Official Plan, including land use designation or policy direction, then an Official Plan Amendment would be required prior to provisional consent approval. OPAs should not be made a condition of consent; they must be addressed before approval is granted.*

### **In Summary, given the circumstances:**

- The garage use does not qualify as legal non-conforming under Section 34(9) due to the severance, not a change in the zoning by-law.
- The severance may result in a new zoning non-compliance, particularly if the garage no longer meets the definition of an accessory use.
- A condition of consent requiring a site-specific zoning by-law amendment is appropriate and aligns with planning practice.
- If the proposed severance conflicts with the Official Plan, an OPA must be obtained prior to provisional approval.

### **Summary/Future Considerations:**

- The garage was a permitted accessory structure prior to severance but now exists on a separate lot, creating a zoning non-compliance rather than a legal non-conformity.
- Future consents that separate accessory structures from their principal uses should include a condition requiring a zoning amendment or minor variance to address the resulting non-compliance before final approval.
- The Board should also consider reviewing other applications where similar situations may have been created by severances since the adoption of the current Zoning By-law (2011). The Ministry representative advised that if Councils wish to correct these instances retroactively, the process could be initiated internally—without requesting applications from the affected property owners—and with application fees waived. A review of each consent approval would be necessary, as some properties may have since achieved compliance (for example, through the construction of a primary dwelling).

**Recommendation:**

That correspondence be sent to the Township of Hilton advising that withdrawal of Consent Application #6/24 (M & A Jagger) is not an appropriate or feasible option under the Planning Act, and that the Township be encouraged to proceed with consideration of the related zoning by-law amendment application as the suitable mechanism to address the zoning compliance issue; and

That the Planning Board review its internal procedures to ensure that future consent applications are thoroughly assessed for potential zoning or non-conformity issues prior to provisional approval, and that appropriate conditions be included where a severance may result in an accessory structure being separated from its principal use; and

That the Planning Board consider undertaking a review of past consents approved since the current Zoning By-law (2011) to identify any similar situations that may have been created and work collaboratively with member municipalities on options to correct those instances, including initiating internal zoning amendments and waiving related fees where appropriate.



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Amanda Richardson  
Assistant Secretary-Treasurer



## CORPORATION OF THE TOWNSHIP OF HILTON

2983 BASE LINE, HILTON BEACH, ONTARIO P0R 1G0

Phone (705) 246-2472

Fax (705) 246-0132

Email: [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)

Website: [hiltontownship.ca](http://hiltontownship.ca)

September 11, 2025

Delivered via: Email

Mr. Michael Jagger, Secretary-Treasurer  
St. Joseph Island Planning Board  
P.O. Box 290  
Richards Landin, Ontario P0R 1J0

RE: Consent to Sever Application #6/24 - Part of Lot 15, Concession 7

Dear Mr. Jagger:

At the regular meeting held on September 10, 2025, the Council of the Township of Hilton reviewed the Consent to Sever Application #6/24, that was submitted by Mr. Michael Jagger and Ms. Andrea Jagger and considers this severance to be in contravention of the Township's Zoning By-Law #1025-11, Section 4.1, *Accessory Buildings, Structures and Uses*, and Section 4.16: *Non-Conforming Uses*. Please also refer to The Official Plan, Section E3, *Non-Conforming/Non-Complying Uses*, and Section E3.2: *Non-Complying Lots*.

According to the details listed on page two (2) of the Consent to Sever Application, after the severance occurs, a recreational dwelling will remain on the portion to be severed and a storage garage will remain on the portion to be retained. Prior to the severance, both of these structures meet the regulations of the Township's Zoning by-law. The severance creates a situation of non-conformity with the zoning by-law, by removing the portion of land that contains the cottage. That change alters the portion that will retain the accessory structure as it will now be located on an otherwise vacant lot with no primary use. This doesn't appear to meet the definition of legal non-conforming, since the lots would have had to exist in that form at the time the zoning by-law was passed in 2011. Instead, it creates a contravention of the by-law and does not appear to follow the original intent of the Official Plan.



## CORPORATION OF THE TOWNSHIP OF HILTON

2983 BASE LINE, HILTON BEACH, ONTARIO P0R 1G0

Phone (705) 246-2472

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Website: [hiltontownship.ca](http://hiltontownship.ca)

Although the deadline to appeal this severance with the Ontario Land Tribunal has passed, the severance has not been completed and the 5% cash in lieu of parkland purposes has not been paid. Therefore, The Council of the Township of Hilton is requesting that Mr. Michael Jagger and Ms. Andrea Jagger withdraw their Consent to Sever Application #6/24. The applicant may re-submit an application that follows the regulations of the Township's Zoning By-Law and remains consistent with the original intent of the St. Joseph Islands Official Plan.

The Council of the Township of Hilton thanks you for your consideration in this matter and looks forward to your reply.

Thank you.

Sara Dinsdale

CAO/Clerk-Treasurer

**JOCELYN TOWNSHIP FIRE DEPARTMENT  
MONTHLY REPORT  
COUNCIL**

**REPORTING PERIOD Nov 2025**

**Number of Fire Calls: 4 Fire Calls**

**Number of First Response Calls: 2 Medical**

- Quiet month. Two fire training nights and one medical training night.
- Getting ready for winter. Replaced man door sweeps and installed weather stripping around hall exhaust fans. Purchased a new snow float for #2 hall.
- Did gas testing for the propane heaters that the attendants use at the dump. No CO was detected.
- Requested that the brush piles at the dump get one last push so we can do a burn before winter sets in.

**Date: Dec1/25**

## Declaration of Surplus

The Corporation of the Township of Jocelyn currently owns a 2002 Skandic Ski-Doo Rotax 500f with 9,775 km; however, given that the Township also owns a 2023 Skandic in excellent condition, a second machine is no longer required. Staff recommend that the 2002 unit be declared surplus and posted for sale in accordance with Township procedures, with a starting price of **\$500 plus applicable taxes**, and that all proceeds from the sale be directed to the **Recreation Reserves**.

# Staff Report #2025-12-01 - 2024/2025 Financial Report

## COUNCIL REPORT

Subject: 2024/2025 Financial Reports  
To: Mayor & Council  
Date: December 1, 2025  
From: Lars Moffatt, appointed Treasurer

### **Recommendation:**

1. That Council receives the 2024/2025 Financial Report for information and discussion.

### **Purpose**

The purpose of this report is to update members of Council on the financial status of Jocelyn's operations in 2024 and 2025 (incurred to date), compared to budget estimations. As additional entries may be required to correctly reflect the true revenues and expenditures of 2024/2025, Council should accept these documents as unaudited, working documents that will likely see adjustments in the coming months.

Since reviewing the financials, significant adjustments have been made on the expenditure side to accurately reflect expenses incurred in 2024 and 2025. Over the next few weeks, my main priority will be to reconcile the revenues earned by the Township which require significant adjustment and entries to make the data reasonably accurate.

At this time, as I am still working on making necessary adjustments to reported revenues in both 2024 and 2025, and therefore it is difficult to put forward accurate revenue figures for 2024 and 2025. However, I can report that the Township budgeted \$1,339,317 in revenues in 2024, earned from user/permit fees, property taxes, grants and government transfers. My estimation is that Jocelyn's final revenue figures for 2024 will be in the range of \$1,300,000-\$1,350,000.

Council should be aware that the 2025 figures are only based on 11 months worth of recorded expenses. These categories will increase over the course of the next few months as final revenues/expenses for the year will trickle in until early 2026 and we are still receiving invoices for services/goods in November 2025.

### **Other Key Information**

As of the writing of this report, the Township has approximately \$1.55 million in cash. As a significant amount will be used for the remaining 2025 operations, it is expected that Jocelyn's total cash will be around \$1.2-\$1.3 million by year end. While I believe there is room for improvement to better manage long-term capital and operational needs, the Township appears to be in reasonable financial health given its size and tax base. It is likely

# Staff Report #2025-12-01 - 2024/2025 Financial Report

that Jocelyn will carry over at least \$150,000 in unspent capital funding that can be used towards capital projects in 2026.

## 2026 Budget Outlook

Since updating Council on the 2025 budget in July, the Township has been notified that its grant transfers (OMPF & OCIF) will increase by \$73,300 for 2026. This is positive news for the Township as it will allow us to minimize future property tax increases. As Council previously indicated interest in splitting a major, necessary tax increase over 2 years (9% each year), this increased funding will allow Jocelyn to likely reduce its required tax increase to the realm of 3-6%, subject to final approval by Council.

The province also announced a funding opportunity for smaller municipalities, where Jocelyn can apply for \$38,000 in roads resurfacing projects in 2026. If we are successful in this funding, this will also be of benefit to reducing the Township's tax levy.

## TOWNSHIP OF JOCELYN

### Comparative Income Statement (Subject to Change)

	Unaudited 01/01/2024 to 12/31/2024	Budget 01/01/2024 to 12/31/2024
<b>Budgeted TOTAL REVENUE</b>	\$1,320,000* (Estimated)	\$ 1,339,317.00
<b>TOTAL EXPENSE PER CATEGORY (Before Depreciation)</b>		
Total Administration - Wages & Related expenses	77,556.79	123,831.00
Other Administrative Expenses	226,614.73	135,581.79
Fire-Wages, Materials and Contracted Services	76,813.51	59,599.00
Total Policing	83,996.69	83,400.00
Total CBO, Emerg Mgmt, By-Law Enforcement Services	16,700.49	20,682.00
Total 'Roads-Materials & Contracted Services	217,974.00	277,182.04
Total - Landfill & Recycling	46,600.44	73,060.00
Total Public Health	21,060.00	21,498.00
Total Cemetery	857.17	995.00
Total Social & Family Services	301,700.99	290,405.00
Total 'Recreation, Museum & Library Programs	40,721.29	39,455.00
Total Planning	2,992.00	10,000.00
<b>TOTAL EXPENSES</b>	1,113,588.10	1,135,688.83
<b>NET INCOME (Before Depreciation)</b>	213,064.71	203,628.17
<b>Budgeted Depreciation</b>	<b>-199,499.17</b>	<b>-199,499.17</b>
Transfer to Fire Capital Reserve	-4,129.00	-4,129.00
Estimated Surplus/Deficit	9,436.54	0
Capital/Asset Purchases & Acquisitions	\$ 7,000.00	199,499.17

\*Auditors to confirm final depreciation amounts

# Staff Report #2025-12-01 - 2024/2025 Financial Report

<b>TOWNSHIP OF JOCELYN</b>			
<b>Comparative Income Statement (subject to Change)</b>			
		Unaudited to date 01/01/2025 to 12/01/2025	Budget 01/01/2025 to 12/31/2025
<b>REVENUE</b>			
<b>TOTAL REVENUE &amp; Funds Pulled from Unspent Grant</b>			
Revenues		1,414,739.99	1,865,720.36
<b>EXPENSE</b>			
Total Administration - Staff Wages & Council expenses	\$	98,588.45	\$ 190,408.92
Administration related operating costs	\$	225,918.62	\$ 270,626.25
'Fire-Wages, Materials and Contracted Services		99,233.79	112,965.20
Total Policing		70,185.44	85,500.00
Total CBO, Emerg Mgmt, By-Law Enforcement Services		12,668.52	16,500.00
Total 'Roads-Materials & Contracted Services		113,696.77	294,850.41
Total - Landfill & Recycling		64,424.91	89,871.71
Total Public Health		16,728.00	23,971.00
Total Cemetery		0.00	1,000.00
Total Social, Ambulance & Family Services		314,355.97	314,356.00
Total Recreation Programs		36,858.69	39,670.87
Total Planning		3,079.00	6,000.00
<b>TOTAL EXPENDITURES</b>	\$	1,055,738.16	\$ 1,445,720.36
<b>NET INCOME (Before Depreciation)</b>	\$	359,001.83	\$ 420,000.00
<b>Budgeted Depreciation</b>	\$	203,628.17	\$ 203,628.17
Reserve Transfer to Fire		-52,555.55	-45,000.00
<b>Estimated Surplus/ (Deficit) to date</b>	\$	102,818.11	\$ 171,371.83
Capital Expenditures		252,357.13	375,000.00
<b>*Auditors to confirm final depreciation amounts</b>			

To the attention of Jocelyn Township Council and Administration:

Re: Proposed Christmas Share Shed Events

We propose opening the Share Shed for three days in December of 2025 (weather dependent). The dates under consideration are:

1. Sunday, December 14
2. Sunday, December 21
3. Sunday December 27

The first two dates will allow people to donate and/or pick up items prior to Christmas, and the third date will give people an opportunity to clear out excess Christmas gifts and decorations and stock up on household necessities before the Share Shed closes for the winter.

These three dates are important to our community. Why?

- Many people clear out their children's toys and outgrown clothes at this time of year to make room for the Christmas gifts, and it is better that these items be donated to the Share Shed instead of going into the landfill.
- This will provide an opportunity for people to pick up Christmas decorations and gifts; reusing is environmentally preferable to buying new.
- People who are financially stretched can pick up toys, gifts and household goods for their families. There are many seniors on fixed incomes and people in need in our community.

If the weather is snowy, icy or very cold on any of these three dates, the event will be cancelled. We will need assistance from the office to publicize the event.

Thank you for your consideration of this proposal.

With regards,  
Joy Surette, Angela Jervis and Tracey Pingle  
Share Shed Volunteers

December 1, 2025

*Via Email*

Dear Mayor and Council,

**Re: 2026 Municipal Levy Notice**

Please find enclosed your municipality's share of the Algoma Public Health (APH) 2026 levy assessment for mandatory cost-shared public health programs.

**The total 2026 levy amount for the Township of Jocelyn is \$15,991.** This amount is due in four equal installments on January 1st, April 1st, July 1st and October 1st. APH strives to provide quality public health services in an efficient and cost-effective manner. We greatly appreciate and thank you for your support.

Municipalities in Ontario have a long history of supporting a strong, publicly funded public health system. Your levy assessment helps to support the delivery of public health programs and services throughout the District of Algoma.

Section 72 (1) of the Health Protection and Promotion Act (HPPA) states that the obligated municipalities in a health unit shall pay,

- a. The expenses incurred by or on behalf of the board of health of the health unit in the performance of its functions and duties under the Act or any other Act; and
- b. The expenses incurred by or on behalf of the medical officer of health of the board of health in the performance of their functions and duties under the Act or any other Act.

APH's 2026 operating and capital budget report was prepared concentrating on prioritizing Algoma's public health programming and workforce based on current community needs, in the context of significant financial pressures, the most notable being inflation. The Board has approved an operating budget in the amount of \$18,468,142, which incorporates a 9% increase to the total municipal levy, as compared to 2025. Your apportionment of the levy is based on 2021 Census data provided by Statistics Canada and represents

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**Blind River**  
P.O. Box 194  
9B Lawton Street  
Blind River, ON P0R 1B0  
Tel: 705-356-2551  
TF: 1 (888) 356-2551  
Fax: 705-356-2494

**Elliot Lake**  
ELNOS Building  
302-31 Nova Scotia Walk  
Elliot Lake, ON P5A 1Y9  
Tel: 705-848-2314  
TF: 1 (877) 748-2314  
Fax: 705-848-1911

**Sault Ste. Marie**  
294 Willow Avenue  
Sault Ste. Marie, ON P6B 0A9  
Tel: 705-942-4646  
TF: 1 (866) 892-0172  
Fax: 705-759-1534

**Wawa**  
18 Ganley Street  
Wawa, ON P0S 1K0  
Tel: 705-856-7208  
TF: 1 (888) 211-8074  
Fax: 705-856-1752

an annual rate for public health services of \$50.93 per capita. For further context and reference please refer to [APH's Capital and Operating Budget Report](#) for 2026.

Please feel free to contact Leslie Dunseath, Manager of Accounting Services, at [ldunseath@algomapublichealth.com](mailto:ldunseath@algomapublichealth.com) or phone 705-942-4646 x 3199 if you have any further questions.

Yours truly,

A handwritten signature in black ink, appearing to read "JenPL".

**Jennifer Loo**, MD MSc CCFP FRCPC  
Medical Officer of Health & CEO  
e: [JLoo@algomapublichealth.com](mailto:JLoo@algomapublichealth.com)

# Corporation of The Township of Jocelyn

## By-law No. 2025-1667

### **Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 3rd day of December , 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 **3<sup>rd</sup> day of December 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 **3<sup>rd</sup> day of December 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 **3<sup>rd</sup> day of December, 2025**.

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Reeve

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Clerk