

**TOWNSHIP OF JOCELYN**  
**AGENDA FOR COUNCIL MEETING**

Date: **Wednesday May 13, 2026**

Time: 6:00 p.m.

Located at: Municipal Office Council Chambers – 3670 5<sup>th</sup> Side Road, Hilton Beach, ON, P0R 1G0



- 1) **Call Meeting to Order**
- 2) **Approval of Agenda**
- 3) **Addendum to Agenda (if applicable):**
- 4) **Disclosure of Pecuniary Interest:**
- 5) **Reeve's Address**
- 6) **Approve Previous Council Minutes:**
  - a) Regular Meeting of Council – April 8, 2026
- 7) **Committee of the Whole Working Session**
- 8) **Legislative Matters & By-laws**
  - a) **By Law No. 2026 – 1683** Being a By-Law to appoint a Public Works Foreperson (Working) and to define the duties and authority of the appointed individual.
  - b) **By Law No. 2026- 1684** Building Permit By-law (Including Fee structure)
  - c) **SHORE ROAD ALLOWANCE :**
    1. Public Comment – If applicable.
    2. **By-Law 2026-1686 BEING A BY-LAW TO STOP UP, CLOSE AND SELL THAT PORTION OF THE ORIGINAL ROAD ALLOWANCE SET OUT AND DESCRIBED AS FOLLOWS:** That part of the original shore road allowance in front of **PLAN M401 LOT 42 at 5174 Wierzbicki Drive – Owner Matthew Ray and Monica Shepherd-Ray.**
- 9) **Committee/Local Board Reports – None submitted.**
- 10) **Administrative Matters**
  - a) **By-Law 2026-1685** Appointing a working group for the procurement of equipment
  - b) **Public Works** - RFP results for a ¾ ton truck.
- 11) **Other Correspondence**
  - a) For Action: Trefry – Yearly contribution
  - b) For Action: St. Joeseph Island Historical Society
  - c) For Action: Central Algoma Land Trust- Request for Sponsorship
  - d) For Information: MMAH - Municipal Buy Ontario Procurement Directive

12) **Closed/In-Camera Session**

Enter In-Camera Session : Be it resolved that Council proceed into **Closed Session** at \_\_\_\_\_  
in accordance with Section 239 of the Municipal Act in order to address matters pertaining to:

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

***Specific matters relating to the Hilton Road well and any related agreement.***

*(c) a proposed or pending acquisition or disposition of land by the municipality or local board;*

*(d) labour relations or employee negotiations; **The HR Committee's recommendation for hiring a Casual/ On Call Office Admin Assistant. Wage scale discussions.***

*(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;*

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

a) Return to open session

13) **Confirmatory By-law**

14) **Motion to Adjourn – Next Meeting**

**TOWNSHIP OF JOCELYN**

**Meeting Minutes**

Date: Wednesday April 8, 2026

Time: 7:00 p.m.

Located at: Municipal Office Council Chambers – 3670 5<sup>th</sup> Side Road, Hilton Beach, ON, P0R 1G0



**Call Meeting to Order**

**Resolution# 26-252**

**Moved by:** Albert Crowder

**Seconded by:** Dennis Sopha

BE IT RESOLVED THAT Council calls this Meeting of Council to order at 7:00pm.

Cd.

**Approval of Agenda**

**Resolution# 26-253**

**Moved by:** Greg Gilbertson

**Seconded by:** Dennis Sopha

BE IT RESOLVED THAT Council adopts the April 8, 2026 Meeting of Council agenda as presented and accepts the following addendums:

1. Fire Department Report submitted by Fire Chief Rick Sirvio, to be discussed prior to item 7 a).
2. Clerk's Report and Draft By-Law 2026-1679 Being a by-law to establish the 2026 voting method, being discussed as item 10 d).

Cd.

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

**Reeve's Address:**

Reeve Murdock thanked Council, Staff and Ratepayer's for their demonstrated patience this past year.

**Approve Most Recent Council Minutes**

**Resolution# 26-354**

**Moved by:** Dennis Sopha

**Seconded by:** Greg Gilbertson

BE IT RESOLVED THAT Council approves regular meeting council minutes, dated March 4, 2026 as presented.

Cd.

**Committee of the Whole Working Session**

Jan-March 2026 Fire Department Report

**Resolution# 26-355**

**Moved by:** Albert Crowder

**Seconded by:** Dennis Sopha

BE IT RESOLVED THAT Council receives for information the January to March 2026 Fire Department report as submitted by Fire Chief Rick Sirvio.

Cd

P Line Dock – Discussion requested by Councillor Crowder

**Resolution# 26-356**

**Moved by:** Dennis Sopha

**Seconded by:** Greg Gilbertson

BE IT RESOLVED THAT Council opens a discussion regarding the “ P Line Dock” property, at the request of Councillor Crowder; And requests that staff request public input regarding some upgrades to the road access, parking area etc, at the P Line dock area.

Cd.

Discussion between Councillors circled around what the P line dock is normally used for, and the possibility of possibility of adding a parking area to avoid congestion in the area. Reeve Murdock raised concerns about increased traffic and parking may effect the wildlife in the area. Members of the gallery requested to share thoughts, concerns were shared by community members Ron Dorscht and Fay Stevens. Suggestions were made regarding a turnaround area. Everyone was in agreement that this area is used by ratepayers to launch kayaks, bird watch, enjoy nature walks, etc - , and should be preserved. There is not an potion for expansion currently. This topic could be included in next year’s budget discussions as far as a turnaround or parking area is concerned.

**Legislative Matters & By-laws**

Proposed Building Permit Fee Adjustments – Report submitted by Lars Moffatt

**Resolution# 26-357**

**Moved by:** Dennis Sopha

**Seconded by:** Albert Crowder

BE IT RESOLVED THAT Council accepts the report submitted by Treasurer Lars Moffatt, addressing the proposed Building Permit Fee Adjustments effective June 1, 2026, and approves the amounts as presented to be included in a revised by-law with notice of the proposed changes being made public as required under the Building Code Act.

Cd.

**Committee/Local Board Reports** – No other reports received.

**Administrative Matters**

2026 Spring Financial Report- Submitted by Lars Moffatt

**Resolution# 26-358**

**Moved by:** Dennis Sopha

**Seconded by:** Greg Gilbertson

BE IT RESOLVED THAT Council receives the Revised Planning Board Budget and Update on Comprehensive Zoning By-Law Review and approves Jocelyn's revised 2026 levy in the amount of \$4,679.00.

Cd.

Branding Update Report and Options – Submitted by Lars Moffatt

**Resolution# 26-359**

**Moved by:** Dennis Sopha

**Seconded by:** Greg Gilbertson

BE IT RESOLVED THAT Council open discussion regarding Jocelyn Township's revised branding options and adopts Option # 1 as the Township's new branding package effective immediately.

Cd.

2026 Revised Planning Board Budget & Update on Comprehensive Zoning By-Law Review

**Resolution# 26-360**

**Moved by:** Dennis Sopha

**Seconded by:** Greg Gilbertson

BE IT RESOLVED THAT Council receives the Revised Planning Board Budget and Update on Comprehensive Zoning By-Law Review and approves Jocelyn's revised 2026 levy in the amount of \$4,679.00.

Cd.

2026 Voting Methods

**Resolution# 26-361**

**Moved by:** Albert Crowder

**Seconded by:** Dennis Sopha

BE IT RESOLVED THAT Council review and discuss By-law No. 2026-1679, being a by-law to establish the methods of voting for the 2026 Municipal Election.

This item has been tabled until next meeting. Staff is directed to check into what processes can be put into place to maintain a mail in vote option while keeping the voting process secure. A special meeting will be called to address this prior to May 1, 2026.

**Correspondence**

**For Action:** Laird Fair Sponsorship request

**Resolution# 26-362**

**Moved by:** Greg Gilbertson

**Seconded by:** Dennis Sopha

BE IT RESOLVED THAT Council receives the sponsorship request regarding Laird Fair and Council has chosen not to participate.

Cd.

## Closed/In-Camera Session

### Resolution# 26-363

**Moved by:** Albert Crowder

**Seconded by:** Dennis Sopha

Be it resolved that Council proceed into **Closed Session** at 8:07 pm in accordance with Section 239 of the Municipal Act in order to address matters pertaining to:

- (b) personal matters about an identifiable individual, including municipal or local board employees;  
**Specific matters pertaining to individual employees.**
- (d) labour relations or employee negotiations, specifically to discuss **Staff requirements for Roads and Public Works matters & updated discussions related to the hiring of a regional Chief Building Officials .**
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26. – **including a matter being deliberated between the Township and its insurance company.**

Cd.

## Business Arising From Closed Session

### Resolution# 26-364

**Moved by:** Dennis Sopha

**Seconded by:** Albert Crowder

BE IT RESOLVED THAT Council does arise from Closed Session at 9:30pm.

Cd.

### Resolution #26-365

**Moved by:** Albert Crowder

**Seconded by:** Dennis Sopha

BE IT RESOLVED that Council instructs staff to carry out the Closed Session directives.

Cd.

## Confirmatory By-law

### Resolution# 26-366

**Moved by:** Albert Crowder

**Seconded by:** Dennis Sopha

BE IT RESOLVED THAT Council does pass **By-Law 2025-1680** to confirm the proceedings of the April 8, 2026 Meeting of Council.

Cd. **Motion to Adjourn** – Next Meeting on Wednesday May 6, 2026

### Resolution# 26-367

**Moved by:** Dennis Sopha

**Seconded by:** Albert Crowder

BE IT RESOLVED THAT Council does agree to adjourn this meeting at 9:33pm and will meet again on **Wednesday May 6<sup>th</sup> , 2026 at 6:00pm** , or at the call of the Reeve.

Cd.

**THE CORPORATION OF THE TOWNSHIP OF JOCELYN**

**By-Law No. 2026-1683**

Being a By-Law to appoint a Public Works Foreperson ( Working) and to define the duties and authority of the appointed individual.

**WHEREAS** subsection 23.1(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may delegate its powers and duties under the Act or any other Act to a person or body, subject to the limitations set out in the Act;

**AND WHEREAS** subsection 23.1(2) of the Municipal Act, 2001 requires that such delegation be authorized by by-law;

NOW, THEREFORE **BE IT RESOLVED THAT** the Council of The Corporation of the Township of Jocelyn enacts as follows through **By-law No. 2026-1683**:

**1. Appointment**

**1.1.** That the Reeve and Clerk are hereby authorized to execute an Employment Agreement, on behalf of the Township of Jocelyn, with **Andrew Gordanier**.

**1.2.** That pursuant to the execution of the Employment Agreement, **Andrew Gordanier is hereby appointed as the Public Works Foreperson (Working)** for the Township of Jocelyn.

**2. Duties and Responsibilities**

**2.1.** That the duties and responsibilities of the Public Works Foreperson (Working) shall be as set out in *Schedule "A"* attached to and forming part of this By-law.

**3. Delegated Authority**

**3.1.** That the Public Works Foreperson (Working) is hereby authorized to exercise such additional powers and responsibilities as may be delegated from time to time under the Township of Jocelyn's Delegation of Authority By-law, as amended or replaced.

**4. Effective Date**

**5.** THAT upon **By-Law 2026-1683** being passed by Council, this By-law shall come into force and effect on May 13, 2026.

**READ THREE TIMES, ENACTED AND FINALLY PASSED** this \_\_\_\_\_ day of May, 2026.

\_\_\_\_\_ REEVE

\_\_\_\_\_ CLERK



Jocelyn Township  
3670 5<sup>th</sup> Side Road, RR #1  
Hilton Beach, Ontario , P0R 1G0  
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Phone: 705-246-2025  
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**April 21, 2026**

## **THE CORPORATION OF THE TOWNSHIP OF JOCELYN**

### **Information supporting the proposed increases in Building Permit Fees (as required by Section 1.2.1.2 of Ontario Regulation 332/12 under the Building Code Act)**

#### **NOTICE:**

The Council of the Corporation of the Township of Jocelyn is proposing to change the fee structure of the Township's building permit fees. This decision is recommended by staff, following a review of the current permit fee structure and the costs associated with providing the service to enforce the Ontario Building Code Act with regards to the issuance of building permits through Section 7 of the OBCA. The effect will be to change the overall fee structure with the intent to set fees based on size and complexity of the structure. Council reviewed the proposal at their April 8, 2026 meeting, however final approval via formal notice and a by-law is required to proceed with these amendments.

Council will discuss the proposed fees on May 13, 2026 (included in a revised By-law), at their regular Council meeting and will further consider the approval of the proposed fee changes within a revised by-law at the same meeting. Anyone wishing to provide comments should write to the Clerk at [clerkdangelo@jocelyn.ca](mailto:clerkdangelo@jocelyn.ca) can do so before May 12, 2026. An opportunity for verbal comments by members of the public will be provided during the meeting on May 13, 2026. Questions or requests for information may be submitted to [clerkdangelo@jocelyn.ca](mailto:clerkdangelo@jocelyn.ca)

#### **Summary of Justification/Rationale for Increasing Fees**

- As some permit fees are currently calculated based on the value of the construction, the proposed fee structure uses square footage and building types to determine fees charged which will make the overall process less susceptible to changes in construction costs.
- The minimum permit fee is set to increase to \$75.00 to increase the overall cost recovery of Building Inspection Services, as inspection costs have increased drastically in the last few years. Several simple construction projects will no longer require a permit to reduce unnecessary building permit expenses. The list of the proposed projects that will be removed from permit requirements are noted below.
- Small rural communities often face challenges in achieving full cost recovery while maintaining reasonable permit fees. The high cost of CBO services—often due to travel and low permit volumes—makes balancing affordability and cost recovery difficult. Many municipalities maintain lower fees to encourage development, ensure building by-law compliance, and support affordable development. Completed and signed-off buildings also generate additional property tax revenue for the Township. However, reasonable balance between both considerations is necessary.
- The proposed fees will mitigate permit costs being subject to market changes in

inflation, where fees will be set based on the scope of the development and the overall footprint of the building. Fees will increase 3% annually for the next three years to gradually ensure that cost recovery endeavours continue to progress over time.

- The Building Code Act provides that building permit fees can be set on a cost-recovery basis relative to the reasonable costs to provide the service. At this point, fees are not close to cost recovery. The proposed changes to fees brings us closer to cost recovery with the intent of keeping the cost of development relatively affordable while considering the Township’s costs to administer the
- With the Township of Jocelyn intending to join a consortium of municipalities to hire an experienced Chief Building Official (and share allocated costs based on agreed upon metrics), the Township believes that the incoming CBO will be capable of streamlining communication and building permit processes for staff and residents. As staff currently assist the CBO and residents with related building inquiries, the new CBO should mitigate substantial increases for building permits in the future.

**PROPOSED SCHEDULE (Subject to 3% fee increases every year starting January 1, 2027 and continuing the same on January 1, 2028 and January 1, 2029)**

Category or Type of Fee	PROPOSED/Updated Fee Schedule (Effective June 1, 2026)
Group ‘C’ – Low Density Residential	Minimum \$600 up to 800 sq ft or \$0.75/ft <sup>2</sup> for buildings with a floor area over 800 sq feet
Group ‘C’ – Multiple Residential	Minimum \$850 up to 1000 sq ft or \$0.85 per square foot for buildings with a floor area over 1000 square feet.
Group ‘C’ – Residential – Major Alterations, additions	Minimum \$350 up to 500 ft <sup>2</sup> . \$0.70/ft <sup>2</sup> for buildings with a floor area over 500 ft <sup>2</sup> .
Group ‘C’ – Garage, carport, accessory building,	Minimum \$200 up to 400 square feet plus \$0.50 per sq foot over 400 sq ft.
Group ‘C’ –decks, docks, ramps, minor alterations, demolition	Minimum \$100 up to 250 square feet plus \$0.40 per sq foot over 200 sq ft.
Group ‘A’, ‘B’, ‘D’, ‘E’, ‘F’ – new construction and major additions or alterations	\$600 up to 800 square feet plus \$0.75 per sq foot over 800 sq ft.
Group ‘A’, ‘B’, ‘D’, ‘E’, ‘F’, demolition	\$100.00 flat fee
Change of Use Permit:	\$250 (to convert to residential for occupancy purposes) \$450 (to convert to commercial or industrial use) \$100 (all other changes of use)
Permit Renewal (if not completed after 3 years):	50% of the original permit cost
Other permits: - Conditional - Moving Building - Signs - Temporary Structures - Woodstoves/Fireplaces	\$75.00
Plumbing	\$30.00 + \$12/fixture over 5 fixtures

In addition, and for clarification purposes, permits would not be required for the following renovations/construction:

- Line Fences (must comply with zoning by-law)
- Landscaping
- Eavestroughs
- Painting (must comply with property standards by-laws)
- Demolition of a detached accessory building of 15 sq metres or less
- Air Conditioning Units
- Dry-wall and interior renovations that do not change the structural integrity or insulation value of the building and are not part of an occupancy conversion.
- Accessory structures under 15 square metres or less that do not hold a living quarter or require a change of use permit (must comply with zoning by-law)
- Replacement of windows and/or doors with no structural change
- Replacement of Shingles/metal roof
- Non-structural board replacements of existing decks/docks (replacements that do not involve joists, support beams or guarding)

### **Historical Comparison of Cost and Revenues**

Over the past three years, the Township has paid for Chief Building Official (CBO) services but generated an average of only \$4,621.67 in permit revenue per year, while the cost to the Township averaged \$14,853.76 annually. This does not include administrative time from staff assisting with permits and applications. During this period, the Township issued an average of 15.3 permits per year. In the last five years the Township has never generated revenues that exceed CBO expenses and therefore it is evident that the Township should move towards increased cost recovery of CBO services to reduce the burden on all taxpayers.

*\*Administrative expenditures relate to the time required by administrative staff (not including the CBO), to complete CBO related tasks including administrative support for the CBO, property research, building permit reviews, zoning compliance reviews, and administrative support to residents/prospective residents when inquiries are relating to building/development. Supplies relating to the building code enforcement are not accounted for in this expenditure line item, as they are immaterial in nature.*

### **Extracts of Applicable sections of the Building Code Act and Associated Regulations**

#### **Building Code Act, 1992, as amended**

#### **Extracts from Section 7 Bylaws, resolutions, regulations**

7 (1)The council of a municipality or of an upper-tier municipality that has entered into an agreement under subsection 3 (5) or a board of health prescribed for the purposes of section 3.1 may pass by-laws.....

...

- (c)requiring the payment of fees and prescribing the amounts of the fees,
  - (i)on application for and on issuance of permits,
  - (ii)for maintenance inspections,
  - (iii) for providing documentation, records or other information under section 15.10.4, and
  - (iv) for providing information under subsection 15.10.6 (2);

...

(2)The total amount of the fees authorized under clause (1) (c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of

jurisdiction.

..

**Ontario Regulation 332/12:**

**Section 1.9.1.2. Change of Fees**

(1) Before passing a bylaw or resolution or making a regulation under clause 7 (1) (c) of the Act to introduce or change a fee imposed for applications for a permit, for the issuance of a permit or for a maintenance inspection, a principal authority shall,

(a) hold the public meeting required under subsection 7 (6) of the Act,

(b) ensure that a minimum of 21 days notice of the public meeting is given in accordance with Clause (c), including giving 21 days notice to every person and organization that has, within five years before the day of the public meeting, requested that the principal authority provide the person or organization with such notice and has provided an address for the notice,

(c) ensure that the notice under Clause (b),

(i) sets out the intention of the principal authority to pass the bylaw or resolution or make a regulation under section 7 of the Act and whether the bylaw, resolution or regulation would impose any fee that was not in effect on the day the notice is given or would change any fee that was in force on the day the notice is given

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

By-Law No. 2026-XXX

Being a By-law respecting  
construction, demolition and change  
of use permits and inspections in the  
Township of Jocelyn.

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Repeals By-laws XXXXX

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**WHEREAS** pursuant to the Building Code Act, as amended, the Ontario Provincial Government has established a Building Code which is in force throughout Ontario to regulate all construction, demolitions, extensions, material alterations and changes of use with respect to buildings, for which the Council of the Township of Jocelyn has appointed a Chief Building Official and such inspectors for the proper administration of the said Building Code.

**AND WHEREAS** Section 7 of the Building Code Act, 1992, S.O.1992, Chapter 23, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections.

**NOW THEREFORE BE IT RESOLVED THAT** the Corporation of the Township of Jocelyn **ENACTS AS FOLLOWS:**

**SHORT TITLE**

1. This By-law may be cited as the "Building Permit By-Law".

**DEFINITIONS**

2. In this by-law,

- a) "**Act**" means the Building Code Act, 1992, S.O. 1992, Chapter 23 as amended.
- b) "**As constructed plans**" means as constructed plans as defined in the Building Code.
- c) "**Applicant**" means the owner of a building or property who has applied for a permit and/or any person authorized by the owner to apply for a permit on the owner's behalf, or any person of a corporation empowered by statute to cause building construction or demolition of a building and anyone acting under the authority of such person or corporation.
- d) "**Architect**" means a holder of a license, a certificate of practice, or a temporary license under the Architect's Act as defined in the Building Code.
- e) "**Building**" means a building as defined in Section 1(1) of the Act.
- f) "**Building Code**" means the regulations made under Section 34 of the Act.
- g) "**Chief Building Official**" means the chief building official appointed by the by-law of the Township of Jocelyn.
- h) "**Corporation**" means the Corporation of the Township of Jocelyn
- i) "**Farm Building**" means a farm building as defined in the Building Code.
- j) "**Owner**" means the registered owner of the land and includes lessee, mortgagee in possession and the person responsible for the property.
- k) "**Permit**" means written permission or written authorization from the Chief Building Official to perform work regulated by this by-law and the Act, or to change the use of a building or part of a building or parts thereof as regulated by the Act.
- l) "**Permit Holder**" means the person to whom the permit has been issue and who assumes the primary responsibility for complying with the Act and the Building Code
- m) "**Plumbing**" means plumbing as defined in Section 1(1) of the Act.
- n) "**Professional engineer**" means a person who holds a license or a temporary license under the Professional Engineer's Act, as defined in the Building Code.
- o) "**Sewage system**" means a sewage system as defined in Section 1(1) of the Act.
- p) "**Prescribed value**" means, as determined by the Chief Building Official, the value of construction of a proposed building or designated structure including the total value of all work, labour, equipment, overhead, services and materials in respect of its construction and of all professional and related services.

3. Terms not defined in this by-law shall have the meaning ascribed to them in the Act or the Building Code.

**PERMITS****Classes of Permits**

4. Classes of permits with respect to the construction, demolition and change of use of buildings and permit fees shall be as set out in Schedule "A" to this By-Law.

**Partial Permits**

5. When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the complete building or project, application shall be made and fees paid for the complete project. Complete plans and specifications covering the portion of the work for which immediate approval is desired shall be filed with the Chief Building Official.

Where a permit is issued for part of a building or project, this shall not be construed to authorize construction beyond the plans for which approval was given nor that approval will necessarily be granted for the entire building or project.

**ADMINISTRATIVE PROCEDURES RELATING TO PERMITS****Revision to Permit**

6. After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his or her written authorization.

**Revocation of Permits**

7. The Chief Building Official, subject to provisions outlined in subsection 8(10) of the Act has the authority to revoke a permit issued under the Act.

**Permit Application**

8. To obtain a permit, the owner or agent authorized in writing by the owner shall file an application in writing by completing a prescribed form available from the Chief Building Official or from the Ontario Building Code website. Forms prescribed by the Corporation under clause 7(1)(E) of the Act shall be set out in Schedule "B" to this By-Law.

**Building, Conditional and Demolition Permits**

9. Every application for a permit shall be submitted to the Chief Building Official, and contain the following information:
- (1) Where application is made for a construction permit under Subsection 8(1) of the Act, the application shall:
    - a) use the provincial application form, "Application for a Permit to Construct or Demolish" (as amended); and
    - b) Describe the lands on which the work is to be done, by a description that will readily identify and locate the building lot.
    - c) include complete plans and specifications, documents and other information as required by the Building Code and as described in this by-law for the work to be covered by the permit.
    - d) Be signed by the owner(s) and their agent.
  - (2) Where application is made for a demolition permit under Subsection 8(1) of the Act, the application shall:
    - a) use the provincial application form, "Application for Permit to Construct or Demolish"; and
    - b) include complete plans and specifications, documents and other information as required by the Building Code and as described in this By-Law for work to be covered by the permit; and
    - c) Include satisfactory proof that arrangements have been made with the proper authorities for the cutting off and plugging of all water, electrical, sewer, gas, telephone or other utilities or services.
  - (3) Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall:
    - a) use the provincial application form, "Application for Permit to Construct or Demolish";

- b) include complete plans and specifications, documents and other information as required by the Building Code and as described in this By-Law for work to be covered by the permit;
- c) state the reasons why the applicant believes that unreasonable delays in construction would occur if a conditional permit is not granted;
- d) state the necessary approvals which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and
- e) state the time in which plans and specifications of the complete building will be filed with the Chief Building Official.

#### Change of Use Permits

11. Every application for change of use permit issued under subsection 10(1) of the Act shall be submitted to the Chief Building Official, and shall:

- a) describe the building in which the occupancy is to be changed, by a description that will readily identify and locate the building;
- b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- c) include plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of existing "sewage systems", if any;
- d) be accompanied by the required fee;
- e) state the name, address and telephone number of the owner; and
- f) be signed by the owner or his or her authorized agent who shall certify the truth of the contents of the application.

#### Equivalents

12. Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a permit was issued, contains an equivalent material, system or building design for which authorization under the Act is requested, the following information shall be provided:

- a) A description of the proposed material, system or building design for which authorization under the Act is requested;
- b) Any applicable provisions of the Building Code; and
- c) Evidence that the proposed material, system or building design will provide the level of performance required by the Building Code.

#### Plans and Specifications

13. Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Building Code and any other applicable law. Each application shall, unless otherwise specified by the Chief Building Official, be accompanied by two complete sets of plans and specifications required under this by-law. Plans shall be drawn to scale on paper, or other durable material, shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in Schedule "B" to this By-Law unless otherwise specified by the Chief Building Official.

#### The Site Plan

14. Site plans shall be referenced to an up-to-date survey and, where required to demonstrate compliance with the Act, the Building Code or other applicable law, a copy of the survey shall be submitted to the Chief Building Official. Site plans shall show:

- Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings;
- Existing and finished ground levels or grades;
- Existing rights-of-way, easements and municipal services;
- Proposed fire access routes and existing fire hydrant locations; and
- Location and dimensions of existing or proposed on site sewage systems.

#### Payment of Fees

15. Fees for a required permit shall be as set out in Schedule "A" to this by-law and are due and payable upon submission of an application for a permit. Where the fees payable in respect

of an application for a partial permit or a conditional permit, fees shall be paid for the complete project. Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the prescribed value of the proposed work, such value shall be as defined in this by-law.

16. For the purpose of maintain cost recovery and keeping up with inflation, annual increases to all building permit fees will be automatically 3% (three percent), as outlined per Schedule "A" fees. Said fee increases shall commence January 1, 2027 and occur annually thereafter until amended by Council.
17. Permit Fees shall be doubled if construction/demolition has started before the permit is issued. Payment of double fees will not relieve any person or corporation from:
- a) fully complying with the Ontario Building Code; or
  - b) fully complying with the Township's Zoning By-law.
  - c) any penalty prescribed in the Act for starting or proceeding with work prior to obtaining a construction permit.

#### Refunds

18. In the case of withdrawal of an application or abandonment of all or a portion of the work or the non-commencement of any project, and upon written request, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "A" attached to and forming part of this by-law.
19. Except as provided above, there shall be no refund of permit fees where a permit has been revoked or transferred.

#### Transfer of Permits

20. With approval of the Chief Building Official, permits may be transferred from the current property to the new owner, which may be transferred upon completing a permit application and paying a \$30.00 transfer fee. The new Owner shall then be the Permit Holder for the purposes of this by-law, the Act and the Building Code.

#### Timelines

21. Permits shall be open for up to two (2) years from the date that the permit was issued (the "Deadline"). If the construction or demolition was not completed within by the Deadline, the permit will be considered abandoned and the Permit Holder will be required to apply to re-open the permit to continue construction, which will be subject to the full fees as set out in schedule "A". The CBO has the authority to extend permits for an additional 12 calendar months if a request is made in writing prior to the Deadline passing.

### **NOTICE REQUIREMENTS FOR INSPECTIONS**

#### Prescribed Notices for Inspections

22. A person to whom a permit is issued shall give notice of readiness for inspection to the Chief Building Official or registered code agency as the case may be. Such notice shall be given in accordance with the provisions of the Building Code for all mandatory inspections listed in the Building Code.

#### Improper Inspection Calls

23. At the discretion of the Chief Building Official where the owner and/or agent gives notice for a specific inspection of any building, lot or parcel of land and the inspection cannot be properly carried out due to unfinished work, or the inspection is broken down to excessive site visits due to phasing of the project, or the inspection is requested to be performed outside of the regular office hours of the Corporation, the owner shall be responsible for all of the Corporation's costs, plus 20% overhead, relating to the inspection. Such costs shall be termed "Inspection Fee" and shall be paid to the Treasurer of the Corporation on demand. Inspection fees shall be payable within 30 days of the date of the invoice. As per section 15.4.2(2) of the Ontario Building Code Act, failure to remit these payments will result in the amounts owed being added to the property tax roll in the form of an administrative penalty to be collected in the same manner as property taxes, which will incur a monthly interest rate of 1.25%.

**PRESCRIBED FORMS**

**Prescribing Forms**

24. The forms prescribed for use as applications for permits, for orders and for inspection reports shall be as set out in Schedule "B" to this by-law.

**AS CONSTRUCTED PLANS**

25. The Chief Building Official may require that a set of plans of a building or any class of buildings as constructed be filed with the Chief Building Official on completion of construction under such conditions as may be prescribed in the Building Code.

**CODE OF CONDUCT**

26. In accordance with Clause 7.1(1) of the Act, the required Code of Conduct for the Chief Building Official and inspectors is established as contained in Schedule "C" to this by-law.

**APPOINTMENT OF RCA's**

27. If the municipality directly appoints a registered code agency under Section 4.1 of the Act, an agreement must be completed.

The agreement with the registered code agency authorizes the agency to perform functions specified in the agreement. The agreements shall be in writing and as outlined in the Building Code under Article 2.22.1.1.

**CONFLICT OF BY-LAWS, CODES, REGULATIONS**

28. Where the provisions of this by-law conflict with a provision of any other by-law in effect in the Municipality or any applicable government regulation, the provision that establishes the higher standard shall prevail. The by-law shall be read in conjunction with the Act and the Building Code and is hereby declared to be part thereof of the forgoing regulations.

**VALIDITY**

29. Should any section, clause or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof, other than the part so declared to be invalid.

**SEVERABILITY**

30. If any provision of this By-law, or the application of any provision to any person or circumstance, is held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other provision of this By-law or the application of such provision to other persons or circumstances, and the remaining provisions of this By-law shall continue in full force and effect

**PENALTY**

31. Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction under the *Provincial Offences Act* is liable to a fine and any other penalty imposed under the Act as defined in this by-law.

**REPEAL OF PREVIOUS BY-LAWS**

That all previous building permit and permit fee by-laws and CBO codes of conduct are hereby rescinded and replaced with the passing of by-law No. 2026-XXXX

READ THREE TIMES AND PASSED IN OPEN COUNCIL THIS 13<sup>th</sup> Day of May, 2026

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE TOWNSHIP OF JOCELYN  
**Schedule "A" to By-law No. 2026-XXXX**

**PERMIT FEES**

1. Effective June 1st, 2026, the fees payable by the applicant for a building/demolition permit shall be as follows (subject to annual increases as prescribed below and as per section 16):

Category or Type of Fee	Updated Fee Schedule* (Effective June 1, 2026) *Increasing 3% annually as of January 1, 2027
Group 'C' - Low Density Residential	\$600 up to 800 sq ft or \$0.75/square feet for buildings with a floor area over 800 <i>square</i> feet
Group 'C' - Multiple Residential	Minimum \$850 up to 1000 sq ft or \$0.85 per square foot for buildings with a floor area over 1000 square feet.
Group 'C' - Residential - Major Alterations, additions	Minimum \$350 up to 500 ft <sup>2</sup> . \$0.70/ft <sup>2</sup> for buildings with a floor area over 500 ft <sup>2</sup> .
Group 'C' - Garage, carport, accessory building	Minimum \$200 up to 400 square feet plus \$0.50 per sq foot over 400 sq ft.
Group 'C' -decks, docks, ramps, minor alterations, demolition	Minimum \$100 up to 250 square feet plus \$0.40 per sq foot over 200 sq ft.
Group 'A', 'B', 'D', 'E', 'F' - new construction and major additions or alterations	\$600 up to 800 square feet plus \$0.75 per sq foot over 800 sq ft.
Group 'A', 'B', 'D', 'E', 'F', demolition	\$100.00 flat fee
Change of Use Permit:	\$250 (to convert to residential for occupancy purposes) \$450 (to convert to commercial or industrial use) \$100 (all other changes of use)
Permit Renewal (if not completed after 3 years):	50% of the original permit cost
Other permits: <ul style="list-style-type: none"> <li>• Conditional</li> <li>• Moving Building</li> <li>• Signs</li> <li>• Temporary Structures</li> <li>• Woodstoves/Fireplaces</li> </ul>	\$75
Plumbing	\$30.00 + \$12/fixture over 5 fixtures

**In addition, and for clarification purposes, permits are not required for the following renovations/construction:**

- Line Fences (must comply with zoning by-law)
- Landscaping
- Eves Troughs
- Painting (must comply with property standards by-laws)
- Demolition of a detached accessory building of 15 sq. metres or less (161.459 sq. ft.)
- Air Conditioning units
- Drywall & interior renovations that do not change the structural integrity or insulation value of the building
- Accessory structures under 15 sq. metres or less (161.459 sq. feet.), that do not hold a living quarter (must comply with Zoning by-law)
- Replacement of Windows and/or Doors with no structural change
- Replacement of Shingles/metal roof, if replacement material is the same as the original roofing material (ex. Shingle to Shingle or steel roof to steel roof replacement)
- Non-structural board replacements to existing decks (replacements that do not involve joists, support beams or guarding)

2. **Exemptions:**

Buildings and/or structures or any part thereof that are exempt from assessment by virtue of paragraphs 3, 9, 10 and 19, of Section 3 of The Assessment Act, R.S.O. 1970 and amendments thereto are exempt from permit fees but all other aspects of municipal, provincial and all other codes, regulations and by-laws must be adhered to in their entirety.

**REFUNDS**

3. If a building permit has been issued and applicable fees paid, project has not commenced, fees may be refunded as follows:
  - (a) **80 per cent (80%)** if administrative functions only have been performed.
  - (b) **70 per cent (70%)** if administrative and zoning functions only have been performed.
  - (c) **45 percent (45%)** if administrative, zoning and plans examination functions have been performed
  - (d) **35 percent (35%)** if the permit has been issued and no field inspections have been performed subsequent to permit issuance.
  
4. Renewal or re-assignment of permit where there is no change in proposed work \$30.00 or one-half the original permit fee, whichever is lesser.

THE CORPORATION OF THE TOWNSHIP OF JOCELYN  
Schedule "B" to By-law No. 2026-XXXX

**List of Plans or Working Drawings that shall accompany applications for permits (if applicable):**

1. Site Plan (two sets of Plans)
2. Floor Plans (two Sets)
3. Foundation Plans (two Sets)
4. Framing Plans (two Sets)
5. Roof Plans (two Plans)
6. Reflected Ceiling Plans (two Sets)
7. Sections and Details (two Sets)
8. Building Elevations (two Sets)
9. Electrical Drawings (two Sets)
10. Heating, Ventilation and Air Conditioning Drawings (two Sets)
11. Plumbing Drawings (two Sets)
12. Fire Alarm and Sprinkler Plan (two Sets)

Note: The Chief Building Official may specify that not all the above-mentioned plans are required (either altogether or multiple sets) to accompany an application for a permit.

**The following are authorized forms to be completed when applying for a building permit (if applicable):**

- Form 1 Application for Change of Use Permit (1)
- Form 2 Application for the use of an equivalent (1)
- Form 3 Change of Use Permit
- Form 4 Field Review Report
- Form 5 Confirmation of Commitment
- Form 6 ASHRAE 90.1 Forms
- Form 7 Building Code Assessment Sheet

THE CORPORATION OF THE TOWNSHIP OF JOCELYN  
**Schedule "C" to By-law No. 2026-XXXX**

Township of Jocelyn- Code of Conduct for Chief Building Official and Inspectors

**Purpose**

The Code of Conduct for Building Officials is enacted in accordance with Section 7.1 of the Building Code Act 1992 ("the Act) which requires a code of conduct for the following purpose:

1. To promote appropriate standards of behavior and enforcement actions by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or Building Code.
2. To prevent practices which may constitute an abuse of power, including unethical or illegal practices, by the Chief Building Official and Inspectors in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code.
3. To promote appropriate standards of honesty and integrity in the exercise of a power or the performance of a duty under the Building Code Act or Building Code by the Chief Building Official and Inspectors.

**Application**

This Code of Conduct applies to the Chief Building Official for the Township of Jocelyn and each Deputy Chief Building Official or Inspector(s) appointed by Council.

**Enforcement Guidelines**

Compliance with this Code of Conduct shall constitute a condition of employment as a Chief Building Official or Inspector appointed under the Building Code Act. Any appointed Chief Building Official or Inspector who fails to act in accordance with the provisions of this code may be subject to disciplinary action appropriate to the seriousness of the breach. All allegations concerning a breach of this code shall be made in writing.

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the Chief Building Official, the matter may be brought to the attention of the Department Head (Clerk) to whom the Chief Building Official reports.

Any Chief Building Official or Department Head who receives information in writing concerning a breach of this Code shall review the allegations of breach and, where justified, shall direct an investigation.

Where appropriate, the Chief Building Official or Department Head shall recommend disciplinary action in accordance with the employment standards of the place of work. All communications received by a Chief Building Official or Department Head concerning a breach of this Code shall be held in confidence.

Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Township of Jocelyn and the Chief Building Official and will be based on the severity and frequency of the violation in accordance with employment laws and standards and relevant collective agreements.

**Code of Conduct**

1. Act in the public interest, particularly with regard to the safety of buildings, designated structures and related works.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.

3. Administer and enforce all relevant building laws, codes and standards appropriately without favor and without influence of interested parties.
4. Comply with the provisions of the Building Code Act, the Ontario Building Code and any other Act or Law that regulates or governs Building Officials or their functions.
5. Perform inspections and plan review duties impartially and in accordance with the highest professional standards.
6. Not to act beyond their level of competence or outside of their area of expertise or qualifications as a registered Building Official.
7. Maintain their knowledge and understanding of the best current building practices, the building laws and regulations relevant to their building certifying functions.
8. Maintain current accreditation to act as an Ontario Building Official and the related duties assigned to them.
9. Not to divulge any confidential or sensitive information or material that they became privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.
10. Extend professional courtesy at all times and conduct themselves with fairness and good faith towards customers, colleagues and their co-workers.
11. Exemplify compliance with all regulations and standards that govern building construction, health & safety or other matters related to their status as a building official.
12. Recognize the appointment under the Building Code Act as a symbol of good public faith.
13. To comply with and maintain their knowledge of safe working practices in accordance with the requirements of the Occupational Health and Safety Act and established municipal health & safety policies.
14. Adhere to the Township of Jocelyn Employee Conduct Policy in addition to this Code of Conduct.

**BEARING NOTES**

BEARINGS ARE UTM GRID, DERIVED FROM CAN-NET REAL-TIME NETWORK GPS OBSERVATIONS ON OBSERVED REFERENCE POINTS A AND B HAVING A BEARING OF N18°23'30"W AND ARE REFERRED TO THE CENTRAL MERIDIAN (87° WEST LONGITUDE) OF UTM ZONE 16 NAD83 (CSRS) (2010.0).

FOR BEARING COMPARISONS, A ROTATION OF 02°08'30" COUNTER CLOCKWISE WAS APPLIED TO (P1) TO CONVERT TO GRID BEARINGS.

DISTANCES ON THIS PLAN ARE HORIZONTAL GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE AVERAGE COMBINED SCALE FACTOR OF 1.0002.

**CO-ORDINATE NOTES**

CO-ORDINATES ARE DERIVED FROM CAN-NET REAL-TIME NETWORK GPS OBSERVATIONS, UTM ZONE 16 NAD83(CSRS)(2010.0).

COORDINATES ARE TO URBAN ACCURACY PER SECTION 14(2) OF O.REG 216/10.

POINT ID	NORTHING	EASTING
A	5112920.27	277473.56
B	5112833.69	277502.50

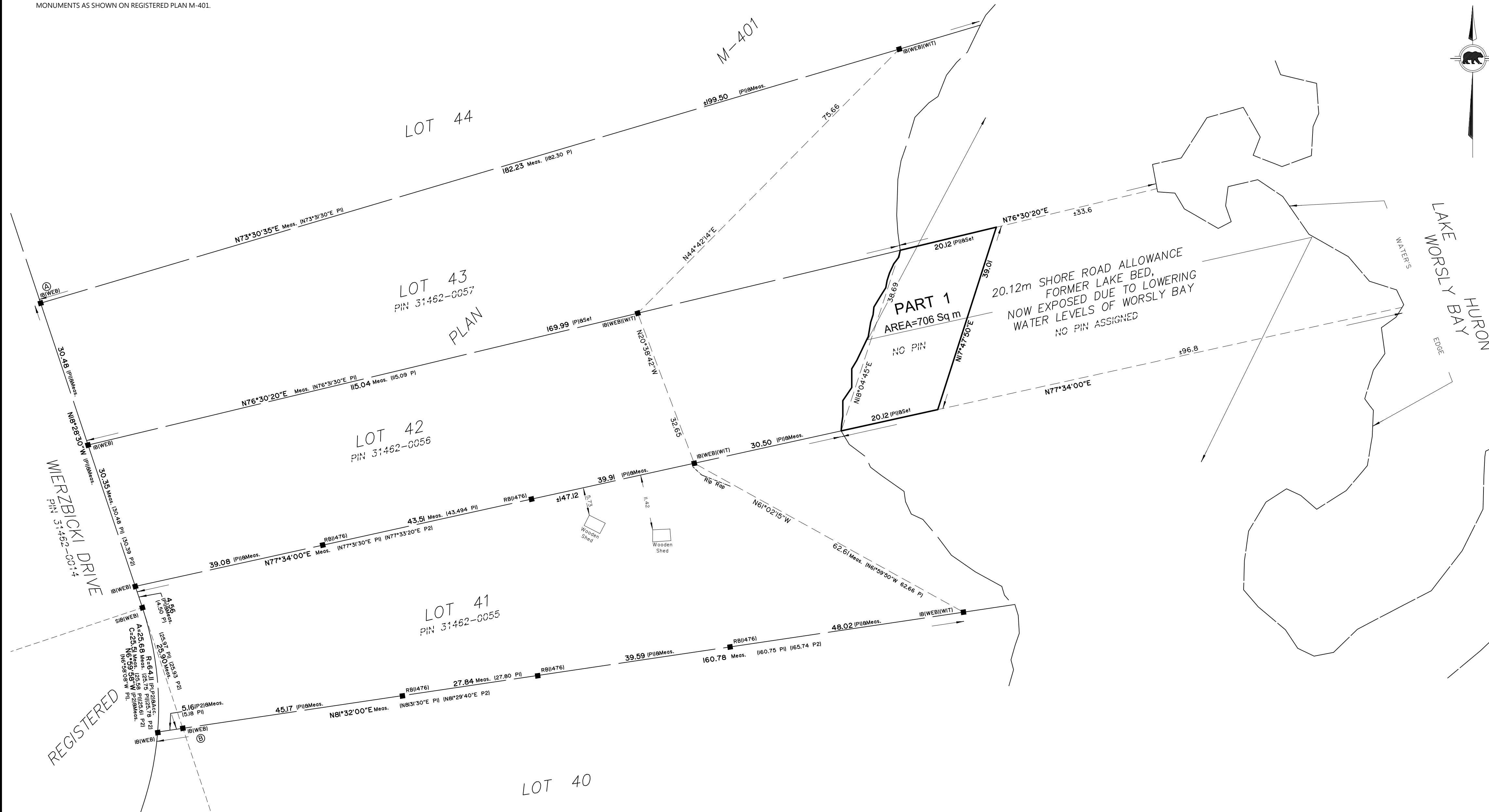
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

**LEGEND**

- DENOTES FOUND SURVEY MONUMENT
- DENOTES PLANTED SURVEY MONUMENT
- IB - IRON BAR
- SIB - STANDARD IRON BAR
- SSIB - SHORT STANDARD IRON BAR
- (WIT) - WITNESS
- ACC. - ACCEPTED
- MEAS. - MEASURED
- PIN - PROPERTY IDENTIFICATION NUMBER
- ORP - OBSERVED REFERENCE POINT
- (1476) - MONUMENT-URSO SURVEYING LTD.
- (P1) - REGISTERED PLAN M-401
- (P2) - (1476) PLAN DATED FEBRUARY 20, 2024

**WATER NOTE**

THE ORIGINAL INNER LIMIT OF THE SHORE ROAD ALLOWANCE SHOWN HEREON HAS BEEN RE-ESTABLISHED FROM TIES TO THE WITNESS MONUMENTS AS SHOWN ON REGISTERED PLAN M-401.



SCHEDULE			
PART	DESCRIPTION	CONCESSION	PIN
1	PART OF THE SHORE ROAD ALLOWANCE, PART OF BROKEN LOT 8	7	NO PIN

PLAN OF SURVEY OF  
**PART OF THE ORIGINAL SHORE ROAD ALLOWANCE**  
 IN FRONT OF  
**PART OF BROKEN LOT 8**  
**CONCESSION 7**  
 GEOGRAPHIC TOWNSHIP OF JOCELYN  
 (ST. JOSEPH ISLAND)  
**DISTRICT OF ALGOMA**  
 MONUMENT-URSO SURVEYING LTD.

SCALE 1 : 500

The intended plot size of the plan is 762 mm in width by 457 mm in height when plotted at a scale of 1:500.

METRIC  
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**SURVEYOR'S CERTIFICATE**

- I CERTIFY THAT:
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
  - THE SURVEY WAS COMPLETED ON THE XTH DAY OF X, XXXX.

DATE \_\_\_\_\_ STEFAN BAZAR  
 ONTARIO LAND SURVEYOR

This plan of survey relates to AOLS Plan Submission Form Number V-XXXXXXX

**Monument-Urso Surveying Ltd.**  
 Ontario Land Surveyors | Canada Land Surveyors  
 1755 WOODWARD DRIVE TEL: (613) 800-1583  
 OTTAWA, ON K2C 0P9  
 536 C FOURTH LINE EAST  
 SAULT STE. MARIE ON, P6A 6J8 TEL: (705) 254-7851  
 FAX: (705) 254-5571

DRAWN: XX FIELD: MR FILE NO:  
 PROCESSED: XX CHECKED: XX S-25-10213 5174 Wierzbicki Dr R D3

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

**BY-LAW NO. 2026-1686**

**BEING A BY-LAW TO STOP UP, CLOSE AND SELL THAT PORTION OF THE ORIGINAL ROAD ALLOWANCE SET OUT AND DESCRIBED AS FOLLOWS:**

That part of the original shore road allowance in front of **PLAN M401 LOT 42 at 5174 Wierzbicki Drive – Owner Matthew Ray and Monica Shepherd-Ray.**

WHEREAS it is deemed expedient and in the interest of the Corporation of the Township of Jocelyn, hereinafter called the Corporation, that the original shore road allowance set out and described in schedule A attached hereto be closed and stopped up and the lands be transferred to the adjoining landowners;

AND WHEREAS notice of this by-law has been published in local publications, not less than five days or more than thirty days prior to the notice of intention to pass the by-law

AND WHEREAS notice of this by-law has been posted in the most public places in the immediate neighbourhood of the said shore road allowance;

AND WHEREAS the Council of the said Corporation has heard in person or by his counsel, solicitor or agent, all persons claiming that their land will not be prejudicially affected by this by-law and who applied to be heard;

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

That upon and after the passing of this by-law, that part of the original shore road allowance in front of **PLAN M401 LOT 42 at 5174 Wierzbicki Drive, Township of Jocelyn, Hilton Beach, in the District of Algoma – Owner Matthew Ray and Monica Shepherd-Ray.**

And set out and described in Schedules A and B attached hereto, be and the same is hereby closed and stopped up and transferred to the adjoining landowner after execution of an agreement confirming the agreement and mutual releases as advised by legal counsel.

All that part of the said unopened shore road allowance herein before described and stopped up shall be declared surplus municipal land and transferred to the adjoining landowners.

The Clerk of the Corporation of the Township of Jocelyn is hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said unopened shore road allowance herein described and which has been stopped up and closed.

Read a first and second time this 13<sup>th</sup> day of May, 2026

Read a third and final time this 13<sup>th</sup> day of May , 2026

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REEVE

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CLERK

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

BY-LAW NO. 2026-

Schedule A

Part of the original shore road allowance in front of Part of Lot 13, Concession VII, also being in front of lot 3, Registered Plan M304, described as Part 1, 1R14275 –Township of Jocelyn, on St. Joseph Island, in the District of Algoma.

Owner M. Packalen and D. Falcioni, 1436 Sterling Bay Drive

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

BY-LAW NO. 2026-

Schedule B

(registered plan)

**The Corporation of the Township of Jocelyn  
Ad Hoc Public Works Equipment Review Committee**

**By-Law 2026 -1685**

**Terms of Reference**

**1. Purpose**

The Ad Hoc Public Works Equipment Review Committee is hereby established by Council for the purpose of conducting research, reviewing viable options, and providing recommendations to Council regarding equipment purchases for the Township's new Public Works Department.

The Committee shall operate in accordance with all applicable Township policies, including the Township Procurement Policy, and any other relevant by-laws, policies, procedures, or legislative requirements.

**2. Mandate**

The mandate of the Committee is to:

- Identify operational equipment needs for the Public Works Department;
- Research and evaluate equipment options, suppliers, specifications, and pricing;
- Review available purchasing methods and procurement requirements;
- Consider operational efficiency, long-term value, maintenance requirements, and budget implications;
- Consult with staff, industry representatives, the Township Treasurer, and other municipalities where appropriate;
- Receive and provide financial and operational information relevant to equipment purchasing considerations;
- Prepare recommendations and supporting information for Council's consideration; and
- Present findings and recommendations to Council for final decision-making.

The Committee shall act in an advisory capacity only and shall not have authority to make purchasing decisions or otherwise bind the Township financially or contractually.

**3. Composition**

The Committee shall consist of the following members:

- Councillor Dennis Sopha
- Councillor Greg Gilbertson
- Heather Coleman, Consultant

- Kaylee D'Angelo, Clerk
- Andrew Gordanier, Public Works Foreperson

The Township Treasurer shall act as a resource to the Committee and may attend meetings, provide financial information, and offer input and guidance regarding budgeting, financing, procurement, and related matters.

Additional staff or subject matter experts may be consulted as required.

#### **4. Chair**

The Committee shall appoint a Chair from among its members at its first meeting. The Chair shall be responsible for facilitating meetings and reporting recommendations to Council.

#### **5. Meetings**

Meetings shall be held as required to fulfill the Committee's mandate and may be scheduled by the Chair in consultation with Committee members.

Minutes or notes of meetings shall be maintained by the Clerk or designate.

#### **6. Reporting**

The Committee shall report directly to Council and provide updates, findings, and recommendations as required.

Any final recommendation regarding equipment purchases shall be presented to Council for consideration and approval.

#### **7. Procurement and Policy Compliance**

All Committee activities and recommendations shall comply with the Township's Procurement Policy, financial policies, purchasing procedures, and all applicable legislation.

The Committee shall ensure that fairness, transparency, accountability, and best value principles are considered throughout the review process.

#### **8. Term**

The Committee shall remain in effect until its mandate has been completed or until dissolved by resolution of Council.

#### **9. Authority**

This Committee is established by resolution of Council of The Corporation of the Township of Jocelyn.



# DR. HAROLD S. TREFRY MEMORIAL CENTRE

A Division of The Corporation of the Township of St. Joseph  
Seniors and Persons with a Disability Services



April 17, 2026

The Township of Jocelyn

Dear Reeve and Council,

As you are aware, the Dr. H.S. Trefry Memorial Centre provides numerous essential programs and services to seniors and individuals living with disabilities in your community. These community support services are partially funded by the Ministry of Health and Long-Term Care; however, this funding is not always consistent and often falls short of covering the full cost of operations. This limits our ability to maintain current service levels, let alone expand to meet growing needs. For this reason, the generous contributions of our municipal partners have been, and continue to be, vital to our success.

As you begin your budget deliberations for the year, we respectfully ask that you consider supporting the Trefry Centre in your financial planning. Enclosed, you will find our current operating budget, along with suggested contribution amounts based on senior population data (Statistics Canada) for each municipality within our catchment area. Please note that we also serve individuals with long-term or short-term disabilities who receive support through the Ontario Disability Support Program (ODSP); these individuals are not reflected in the senior population statistics used for contribution estimates.

I would welcome the opportunity to speak with you directly about the services provided in your community and to answer any questions you may have. Please feel free to contact the Centre to arrange a meeting with your Council or designated representative.

Thank you for your time, consideration, and ongoing commitment to supporting inclusive, accessible services for residents in need. Your support makes a meaningful difference.

Warm Regards,

Marcy Clark  
Manager

**Dr. H.S. Trefry Memorial Centre  
2025/26 Budget**

Ontario Health Reporting Year from April 1, 2025 to March 31, 2026

**Revenues**

Ontario Health Program Funding	\$ 359,346
Other Funding (OCSA, New Horizons, NOHFC, ADSAB)	13,850
<b>Other Funding - Municipal Contributions</b>	<b>25,000</b>
Client Service Recipient Payments (Meals on Wheels, Diners, Transportation, Day Out)	85,500
Other Revenues - Donations, Hall Rental	16,675
<b>Total Revenues</b>	<b>500,371</b>

**Expenditures**

<b>Salaries &amp; Benefits</b>	<b>342,355</b>
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**Program Expenditures**

Administration Expenses	35,677
Building Maintenance and Utilities	26,828
Home Maintenance Program Costs	3,160
Meals on Wheels Program Costs	37,105
Congregate Dining/Exercise Program Costs	13,742
Transportation Program Costs	32,479
Day Out Program Costs	9,025
<b>Total Programs Materials &amp; Supplies Expenditures</b>	<b>158,016</b>

<b>Total Expenditures</b>	<b>\$ 500,371</b>
---------------------------	-------------------

<b>Surplus (deficit)</b>	<b>-</b>
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Municipalities	2021 Census Seniors (>=65) Population	Percentage Ratio of Total Seniors Population	Funding Consideration Amount
The Village of Hilton Beach	65	3.2%	\$ 775
The Township of Jocelyn	130	6.3%	\$ 1,550
The Township of Hilton	135	6.6%	\$ 1,609
The Township of Johnson	140	6.8%	\$ 1,669
The Township of Tarbutt	145	7.1%	\$ 1,729
The Township of Laird	255	12.4%	\$ 3,040
The Township of MacDonald, Meredith and Aberdeen Additional	295	14.4%	\$ 3,517
The Township of St. Joseph	485	23.6%	\$ 5,782
The Township of Plummer Additional	195	9.5%	\$ 2,325
The Town of Bruce Mines	210	10.2%	\$ 2,504
The Town of Thessalon *transportation only*			\$ 500
<b>Total:</b>	<b>2,055</b>	<b>100.0%</b>	<b>\$ 25,000</b>

- based on each municipality's seniors population as a % of the total seniors population



## ST. JOSEPH ISLAND HISTORICAL SOCIETY

To Whom It May Concern

We have reserved the Jocelyn Township Hall for our May and June meetings, May 19<sup>th</sup> 2:00 pm and June 16<sup>th</sup> 2:00 pm specifically. We would like to request consideration for a reduced rental fee if possible.

Following our meeting on June 16<sup>th</sup>, we plan to place the memorial plaque for Alice Ward. This will be placed between the steps at the Jocelyn #2 School House.

At that time, we would like permission to also open the School House for anyone wanting to wander. We will take care of the opening, cleaning and closing up afterwards. As the presentation is Tuesday afternoon, we would like to do this on the weekend or Monday if possible.

Respectfully

*Bernie Crosby*

Bernie Archibald Crosby  
Secretary

cc: Perry Coulter, President



April 13, 2026

Central Algoma Land Trust

**Board of Directors**

**Officers:**

**President**

Richard Warren

**Vice President**

Betsy Kingery

**Vice President**

Phil Murray

**Secretary**

Nancy Schrank

**Treasurer**

Jaime Graham

**Directors:**

Bess Celio

Libby Haight O'Connell

Brady Irwin

Jane Karhi

Alden Meyer

Drausin Wulsin

**Staff:**

Carter Dorscht

Executive Director

PO Box 127

Desbarats, Ontario

P0R 1E0

705-782-2200

[www.calt.ca](http://www.calt.ca)

[carter@calt.ca](mailto:carter@calt.ca)

Please consider the Central Algoma Land Trust in your estate plans and will. Visit our website to learn about how you can leave a lasting impact on local conservation.

Township of Jocelyn  
3670 5th Side RD, RR1  
Hilton Beach, ON  
P0R 1G0

Dear Township Team,

As the snow clears from the trails and the first migrant birds return to the forests, we are reminded of why this land is so vital. Because of the generosity of our local community, the Central Algoma Land Trust is ready to step into our busiest season yet.

From maintaining the trails you love to hosting the next generation of conservationists at our Explorer Summer Day Camp, community support is the bedrock of everything we do.

**Will you consider sponsoring the Central Algoma Land Trust in 2026?**

We have four levels of sponsorship that you can choose from:

- **Osprey Sponsor:** \$1,000 or more. Get your logo in our newsletters, annual report, website and a social media post
- **Eagle Sponsor:** \$500 or more. Get your logo in our annual report, website and a social media post
- **Hawk Sponsor:** \$250 or more. Get your logo on our website and a social media post
- **Falcon Sponsor:** Under \$250. Get your name on our website

Your sponsorship will help ensure the continued protection and conservation of the lands we all cherish in the Central Algoma region.

To become a sponsor, simply fill out the enclosed card and return it with your payment, or visit our website to renew online. See the back side of this letter to learn about some other ways that you can help support our work.

Thank you for considering being a part of this important conservation work.

With gratitude,

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

Carter Dorscht  
Executive Director

## Other Ways You Can Support the Central Algoma Land Trust

Beyond our standard sponsorship tiers, there are many ways to partner with the Central Algoma Land Trust to protect our local landscapes:

- **Project-specific Sponsorship:** direct your impact toward one of our conservation projects and programs that aligns with your values.
- **Education & Outreach Sponsorship:** help us inspire the local community and next generation by sponsoring an education or outreach initiative.
- **Cause-related Marketing:** launch a "give back" campaign where a percentage of sales from a specific product or service is donated to the Central Algoma Land Trust. This is a great way to engage your customers in our shared mission.
- **In-kind Donations:** we often have needs for professional services (legal, accounting, marketing) or physical goods (trail maintenance tools, office supplies, items for a silent auction).
- **Employee Engagement:** consider a matching gift program where you match donations made by your employees, or organize a corporate "volunteer day" to help us with trail work or wildlife monitoring.

If any of these options are appealing to you, please contact us at [info@calt.ca](mailto:info@calt.ca) or 705-782-2200 to discuss further. Corporate sponsorships are not eligible for charitable tax receipts. If you'd like to receive a charitable tax receipt, please make a regular donation.

### THANK YOU TO OUR 2025 SPONSORS:



Invasive  
Species  
Centre

ALGOMA VETERINARY CLINIC

rw  medical

MASSEY ACRES



STEWART TEAM  
GOING ABOVE AND BEYOND

Maple Leaf  Vocality Solutions Inc.



April 10, 2026

**Memorandum to:** Municipal Chief Administrative Officers, City Managers

**Subject:** Municipal Buy Ontario Procurement Directive – Phased Implementation Dates

In the fall of 2025, the Ontario government introduced and enacted the *Buy Ontario Act (Public Sector Procurement), 2025*. This Act allows the government to issue procurement directives that require prioritizing Ontario/Canadian goods and services in public sector procurements.

To leverage public sector procurement spending to support Ontario's economy, workers and key sectors, municipalities and municipal entities—including local boards and wholly-owned municipal services corporations—are now prescribed as public sector entities under the Act. As a result, all these organizations will have to comply with the newly released Municipal Buy Ontario Procurement Directive.

We recognize the significant work municipalities do to deliver services and build infrastructure in your communities, and we appreciate your partnership as these new requirements are introduced.

### **Timelines for effective dates**

The new Municipal Buy Ontario Procurement Directive will include requirements related to fleet vehicles and capital infrastructure. This applies to municipalities, local boards, and municipal services corporations on the following phased timeline:

#### **Municipalities**

- Fleet vehicles requirements: April 13, 2026
- Capital infrastructure requirements: May 15, 2026

#### **Local boards and municipal services corporations (MSCs)**

- Capital infrastructure and fleet vehicles requirements: June 1, 2026

To assist with implementation, guidance materials and other support resources are available on [Ontario.ca](https://www.ontario.ca) and [Supply Ontario's website](#) to help your organization understand the requirements and apply them consistently.

### **Actions required of municipalities**

1. Municipalities should begin preparing procurement teams and internal stakeholders in advance of these effective dates. Additional guidance and supports, such as training sessions, will be provided to facilitate implementation.

2. Municipalities should inform applicable local boards and municipal services corporations of the Municipal Buy Ontario Procurement Directive and the phased effective dates above.

Questions related to implementation and support can be directed to [doingbusiness@supplyontario.ca](mailto:doingbusiness@supplyontario.ca).

Yours truly,

***Original Signed by***

Martha Greenberg  
Deputy Minister of Ministry of Municipal Affairs and Housing

c: Samantha Poisson, Deputy Minister, Ministry of Public and Business Service  
Delivery and Procurement  
Lindsay Jones, Executive Director, Association of Municipalities of Ontario – AMO

The Corporation of the Township of Jocelyn

**BY\_LAW No. 2026-Xx**

**Being a by-law to confirm the proceedings of the Council of Township of Jocelyn at its meeting on the 13<sup>th</sup> day of May, 2026.**

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

And Whereas it is deemed expedient and desirable that the proceedings of the Council at its meeting on the **13<sup>th</sup> day of May 2026**, 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 **13<sup>th</sup> day of May 2026**, 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 **13<sup>th</sup> day of May 2026**.

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Clerk