TOWNSHIP OF JOCELYN
AGENDA FOR COUNCIL MEETING
Date: Wednesday May 13, 2026
Time: 6:00 p.m.
Located at: Municipal Office Council Chambers – 3670 5th 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)

9) **Committee/Local Board Reports**

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 5th 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

DRAFT

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 6th , 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. <u>Appointment</u>

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. <u>Duties and Responsibilities</u>

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. <u>Delegated Authority</u>

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. <u>Effective Date</u>

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

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

By-Law No. 2026-XXX

Repeals By-laws XXXXX

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

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 forgoing, 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 13th 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 *square* 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 ft2. $0.70/ft2 for buildings with a floor area over 500 ft2.
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
Plumbing	$30.00 + $12/fixture over 5 fixtures

In addition, and for clarification purposes, permits are <u>not</u> 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. <u>Exemptions:</u>

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.

THE CORPORATION OF THE TOWNSHIP OF JOCELYN

By-Law No. 2026-XXX

Repeals By-laws XXXXX

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

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 forgoing, 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 13th 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 *square* 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 ft2. $0.70/ft2 for buildings with a floor area over 500 ft2.
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
Plumbing	$30.00 + $12/fixture over 5 fixtures

In addition, and for clarification purposes, permits are <u>not</u> 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. <u>Exemptions:</u>

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.

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

P.O. Box 158, 1601 C Line, Richards Landing, ON P0R1J0 *Phone: 705-246-0036 *Fax: 705-246-0249 *Email: manager@trefrycentre.ca

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
Other Funding - Municipal Contributions		25,000
Client Service Recipient Payments (Meals on Wheels, Diners, Transportation, Day Out)		85,500
Other Revenues - Donations, Hall Rental		16,675
Total Revenues		**500,371**
Expenditures		
Salaries & Benefits		**342,355**
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
Total Programs Materials & Supplies Expenditures		**158,016**
Total Expenditures	**$**	**500,371**
Surplus (deficit)		**-**

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
Total:	**2,055**	100.0%	**$ 25,000**

- 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 19th 2:00 pm and June 16th 2:00 pm specifically. We would like to request consideration for a reduced rental fee if possible.

Following our meeting on June 16th, 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

CENTRAL ALGOMA LAND TRUST

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
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,

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 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:

Snell Stone Masonry

Texas Barbecue of Canada

Invasive Species Centre

Algoma Veterinary Clinic

rw medical

Massey Acres

Algoma Power Inc. A Fortis Ontario Company

North Channel Heating & Air Conditioning Inc.

Island Market

Stewart Team — Going Above and Beyond

Maple Leaf Facility Solutions Inc.

Gardiner Marine

St. Marys River Remedial Action Plan — Our Water • Our Future

Central Algoma Freshwater Coalition

Tarbutt Township

St. Joseph Island Coffee Roasters

Bruce Station Horticultural Society

Ministry of Municipal Affairs and Housing

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

Ministère des Affaires Municipales et du Logement

Bureau du sous-ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7100

Ontario

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 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.

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 13th 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 it's meeting on the **13th 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 **13th 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 **13th day of May 2026.**

_____
Reeve

_____
Clerk