

ST. JOSEPH ISLAND PLANNING BOARD MEETING

Monday, January 19th, 2026

7:00 P.M.

Hilton Beach Municipal Office
3100 Bowker Street, Hilton Beach, Ontario

AGENDA

Annual Election of Officers:

Declarations of Pecuniary Interest:

Minutes of Previous Meeting:

Agenda Review/Additions:

Consent Applications: None

Delegations: None

Correspondence: Minister of Agriculture, Food and Agribusiness
re: Agricultural Impact Assessment Guide

Elizabeth Fleming – Fee Refund Request
re: Consent Application # 6/25 (Fleming/Aelick)

Township of St. Joseph
re: Zoning By-law Amendment (R. Martin)

Township of Hilton (2)
re: Consent Application # 6/24 (Jagger)

Michael Jagger
re: Consent Application # 6/24

Discussion/Reports/New Business: Consent Application # 5/25 (Hachey)
- Proposed Amendment of Conditions

Pre-existing Accessory Uses on Severed Lands

Zoning By-laws Update
- Draft Terms of Reference

2025 Budget

Payment of Accounts:

Adjourn:

Ministry of Agriculture,
Food and Agribusiness

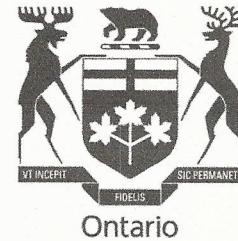
Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074

Ministère de l'Agriculture,
de l'Alimentation et de l'Agroentreprise

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074



January 12, 2026

Mike Jagger
Secretary-Treasurer/Planning Administrator
Township of St. Joseph
sjiplanningboard@gmail.com

Dear Mike Jagger:

I am pleased to announce that the 2026 Agricultural Impact Assessment (AIA) Guidance Document is now available on Ontario.ca as [Publication 861: Agricultural Impact Assessment \(AIA\) Guidance Document](#) and the [Environmental Registry of Ontario](#). This updated guidance reflects stakeholder input and recent provincial policy changes, and is intended to support municipalities, consultants and interested parties in meeting the agriculture impact assessment requirements of the Provincial Planning Statement, 2024.

Agricultural impact assessments are an important tool for identifying and addressing the potential impacts of non-agricultural development on the agricultural system, promoting compatibility between agricultural and non-agricultural land uses, and supporting thoughtful land use planning and the long-term viability of Ontario's agricultural sector.

Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

I want to take this opportunity to thank you for your ongoing commitment to supporting the long-term viability of agriculture alongside planning for growth in Ontario. Should you have any questions about the Agricultural Impact Assessment guidance, please contact OMAFA staff at: www.ontario.ca/page/agricultural-land-use-planning-staff.

Sincerely,

Trevor Jones
Minister of Agriculture, Food and Agribusiness



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2



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Beth and Denzil Fleming <denbetfleming@hotmail.com>
to me

Hello, I am wring to you to ask that you withdraw my application for consent for severance of lot 5 conce application fee.

Elizabeth Fleming

Thank you for letting us know.

Your request is approved.

Thank you for your email.

↩ Reply

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THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

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

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

NOTICE OF THE PASSING: ZONING BY-LAW AMENDMENT

Applicant: Martin
Subject Property: CON HURON LOT 24PT PCL 602 ALG – 2280 Huron Line Road
File Number: ZBA 2025-06
Date of Decision: November 19, 2025
Date of Notice: November 20, 2025
Last Day to Appeal: December 10, 2025

The Council of the Corporation of The Township of St. Joseph passed By-law **2025-53** on **November 19, 2025**, to amend the Township's Zoning By-law, as amended, under section 34 of the *Planning Act*. Council received written and oral submissions regarding the said By-law for which the effect was both duly considered and formed part of the deliberations of Council. Notice shall be given to any prescribed person or public body who has the right to appeal these by-laws. If you choose not to appeal these by-laws, no further action is necessary.

Purpose and Effect

The purpose of the Zoning By-Law Amendment **2025-53** was to amend the municipality's Zoning By-law Table B1 – Residential Zone Standards to reduce the minimum lot area from 2 hectares (5 acres) to 1.4 hectares (3.3 acres), as a prerequisite for consent application to create a new, rural/residential lot.

Appeal Process

Only individuals, corporations and public bodies may appeal a by-law to the Ontario Land Tribunal (OLT). A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If you intend to appeal this zoning by-law, a Notice of Appeal must be filed with Corporation of the Township of St Joseph via the OLT e-file portal at <https://olt.gov.on.ca/e-file-for-public-users/>, no later than 20 days from the date of this Notice for each by-law and shall include:

1. The reasons for the appeal and the specific part of the proposed Zoning By-law amendments to which the appeal applies.
2. A completed A1 Appellant Form. This form is to be completed by the appellant for appeals relating to the Zoning By-law amendment and is available in the Ontario Land Tribunal e-file portal.
3. A fee in the amount of \$400.00, pursuant to the *Ontario Land Tribunal Act, 2021, S.O. 2021*, payable via the OLT e-file portal.

If the e-file portal is down for any reason, an appeal can be filed by email to clerkadmin@sjtwp.ca. The last day for filing a Notice of Appeal is **December 10, 2025, at 4:00 p.m.** A true copy of By-law **2025-53** is available for review at the municipal administration office.

Dated at The Township of St. Joseph, November 20, 2025.

Amanda Richardson, CAO/Clerk-Treasurer
The Corporation of The Township of St. Joseph



CORPORATION OF THE TOWNSHIP OF HILTON
2983 BASE LINE, HILTON BEACH, ONTARIO P0R 1G0

Phone (705) 246-247;
Fax (705) 246-013;
Email: admin@hiltontownship.ca;
Website: hiltontownship.ca

November 26, 2025

Sent via: email

Ms. Amanda Richardson
Assistant Secretary-Treasurer
St. Joseph Island Planning Board

RE: Consent Application #6/24 -Pt. Lot 7 Concession 15, Plan no. IR-14245 PT 1
Roll # 5704-000000-28300-0000

Dr. Ms. Richardson:

The Council of the Township of Hilton attended a Special Meeting on November 25, 2025 to re-evaluate the letter you sent dated October 6, 2025, as well as the guidance provided by the Ministry of Municipal Affairs, received by you via email on November 5, 2025 regarding the above mentioned Consent to Sever Application.

Council considers the lot to be retained containing an accessory structure, to be in contravention of the Township's zoning by-law, upon completion of the severance; therefore, Council is requesting that the St. Joseph Island Planning Board consider adding a condition to the provisional approval conditions, that a zoning by-law amendment is required.

The review of the zoning amendment application is pending the St. Joseph Island Planning Board's decision regarding the addition of the condition.

If you have any questions, please feel free to contact me.

Sincerely,

Sara Dinsdale
CAO/Clerk-Treasure



CORPORATION OF THE TOWNSHIP OF HILTON
2983 BASE LINE, HILTON BEACH, ONTARIO P0R 1G0

Phone (705) 246-2472
Fax (705) 246-0132
Email: admin@hiltontownship.ca
Website: hiltontownship.ca

January 15, 2026

Sent via: email

St. Joseph Island Planning Board
c/o Ms. Amanda Richardson, Assistant Secretary-Treasurer

RE: Consent Application #6/24 –Pt. Lot 7 Concession 15, Plan no. IR-14245 PT 1

Dr. Ms. Richardson:

At the regular Council meeting held on Wednesday, January 14, 2026, Mr. Michael Jagger attended to present information regarding his Consent to Sever Application noted above. The Council of the Township of Hilton also received correspondence submitted by Mr. Jagger on December 18, 2025 and on December 30, 2025.

The information provided indicated that the waterfront portion of the property to be retained containing the accessory structure is zoned as Shoreline Residential, and the rear portion of the property is zoned as Rural according to the Township's By-Law No. 1025-11. Furthermore, agricultural purposes are a permitted use on such lands zoned as Rural.

Mr. Jagger explained to Council that the subject building that will remain on the retained portion of land upon completion of the severance, is considered a primary use structure as it is used to store maple syrup production equipment, which is a permitted agricultural use of the land.

The Council of the Township of Hilton would like to withdraw the request to add a condition to the provisional consent approval requiring a zoning by-law amendment that was submitted on November 26, 2025.

If you have any questions, please feel free to contact me.

Sincerely,

Sara Dinsdale
CAO/Clerk-Treasurer

December 18, 2025

Township of Hilton
Attention: Reeve and Council
2983 Base Line Rd., R R # 1
Hilton Beach, ON
P0R 1G0

Re: Consent Application # 6/24 - Pt. Lot 7, Con. 15, Part 1, 1R-14245

Dear Members of Council,

I am writing to request that Council withdraw the municipality's request to the St. Joseph Island Planning Board to add a condition to their provisional approval of the above noted consent application to require a zoning by-law amendment, as no such amendment is required. It has recently come to light that the use of the subject building (garage) is in fact in conformity with the provisions of your zoning by-law, not as a pre-existing non-conforming use but rather as a permitted accessory use.

While the waterfront portion of the subject property is zoned Shoreline Residential, the rear portion of the property is zoned Rural. Each spring I make maple syrup on this property which is a permitted agricultural use of the Rural zone. The subject building (garage) is used to store my maple syrup production equipment as well as other tools and equipment related thereto, including my snowmobile, ATV and ATV trailer which are used in the tapping of trees and collection of sap, chainsaws used remove dead falls, and other small tools, etc. This building then can and should be considered to be a permitted accessory use to my agricultural use of the property just as the buildings located on the neighbouring property (Lot 7, Concession 16) are in relation to their maple syrup operation.

Therefore, there is no need for a zoning by-law amendment and I request that you withdraw your request for a change in the conditions to require one.

Thank you for your consideration.

Respectfully,



Michael Jagger
P. O. Box 262
Richards Landing, ON
P0R 1J0

c. SJI Planning Board

Planning Report

To: St. Joseph Island Planning Board

From: Michael Jagger, Secretary-Treasurer

Date: January 10, 2026

Re: Proposed Amendment of Conditions - Consent Application # 5/25 – F. & T. Hachey

Background:

Concent Application # 5/25 Francois and Thomas Hachey to sever Lot 4, Concession L, in the Township of Jocelyn, into two equal sized parcels was provisionally approved on November 17, 2025. The conditions of this provisional approval require the applicant to provide a reference plan of survey of the subject lands including delineation of the boundary of the wetlands on the subject lands; and that the applicants enter into a development agreement which would include an acknowledgment that no buildings or structures shall be erected within 120 metres of the boundary of the wetlands on the subject lands.

We have since been contacted by the applicant's survey who advises that it is no longer possible to simply delineate a wetland boundary on the proposed reference plan. Apparently the only way the boundary of the subject wetlands could be shown on the required reference plan would be to include them as a separate part on the plan. This would require the involvement of a biologist in order to assess and determine the finite boundaries of the wetland in order that it can be shown as a part(s) on the plan. This additional work would greatly impact the cost of the required survey work and would apparently make the proposed severance cost prohibitive. The Board is therefore being asked to consider other alternatives.

Planning Rationale:

A new Official Plan for St. Joseph Island which came into effect on September 5, 2025. Substantial wetlands have been identified on the subject property and portions of both of the proposed parcels are designated as Environmental Protection in both the Official Plan and the municipality's zoning by-law. One of the primary purposes of the Environmental Protection designation (OP section B8.1) is to eliminate the potential for loss or fragmentation of Provincially Significant Wetlands, significant and non-significant coastal wetlands, Section B8.3 of the OP provides that development and site alteration shall not be permitted in the Environmental Protection designation, which in this case includes the subject wetlands, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. The wetlands on the subject property have not been identified as provincially significant (not evaluated), nor are they coastal wetlands; but since they have not been evaluated, it must be assumed that they could potentially be provincially significant and should be treated as such until such time as they have been evaluated.

Section B8.4.2 defines adjacent lands as lands within 120 metres of coastal wetlands or a Provincially Significant Wetland. This section also provides that no development or site alteration shall be

permitted on adjacent lands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. It is clean then that if this proposed severance is to proceed, then provisions must be in place to ensure the wetlands on this property are protected from any negative impacts from development or site alteration on the subject lands.

If the boundaries of the wetlands on the subject lands cannot be included on the reference plan of the subject lands, then there may be other options to eliminate the potential for loss or fragmentation of these wetlands by ensuring adequate setbacks of development on the property. One such option could be to include in the condition requiring a development agreement a provision that no buildings or structures will be permitted within 120 metres of the boundary of the wetlands located on the subject lands as shown on Schedule "B" Environmental Features of the Official Plan. Another possibility could be to require a sketch of illustration showing the approximate location of the wetland boundaries based on Schedule "B" of the Official Plan.

Options:

Amend the conditions of provisional approval to remove or amend the requirements related to delineation of and setback from the wetland boundary or refuse the request for alternative measures.

Recommendation:

That consideration be given to amending the conditions for provisional approval of Consent Application # 5/25 as follows:

1. Amend condition number 2 i) by deleting the phrase "and shall include delineation of the boundary of the wetlands on the subject land".
2. Amend condition number 2 ii) by adding to the end the last sentence thereof "as shown on Schedule "B" Environmental Features of the St. Joseph Island Official Plan.



Michael Jagger, Secretary-Treasurer

St. Joseph Island Planning Board
Zoning By-laws Review and Update Project
TERMS OF REFERENCE

1. Introduction

A new Official Plan for the St. Joseph Island Planning Area was approved by the Minister of Municipal Affairs and Housing on September 5, 2025, and came into effect as of that date. The St. Joseph Island Planning Area consists of four (4) incorporated municipalities, the Townships of Hilton, Jocelyn and St. Joseph and the Village of Hilton Beach. The St. Joseph Island Planning Board, hereafter referred to as the Planning Board, now wishes to conduct a comprehensive review and update of its member municipalities zoning by-laws to bring them into conformity with that Official Plan and address issues of local interest or concern. It is the Planning Board's intent that this review and update will result in the development of an updated common zoning by-law for all four of the participant municipalities.

A draft Zoning By-law intended for adoption by the four municipalities on St. Joseph Island, was prepared and recommended to the four municipalities in 2010. That by-law was subsequently enacted by two of those municipalities (Townships of Hilton and St. Joseph). The other two municipalities on St. Joseph Island (Township of Jocelyn and Village of Hilton Beach) did not adopt that by-law and have instead continued to operate under the provisions of their original zoning by-laws which were enacted in 1979. These municipalities have however recently indicated a willingness to consider adoption of an updated version of the draft 2010 zoning by-law adopted by Hilton and St. Joseph Townships.

A comprehensive review and update is required to the existing zoning by-laws to bring them into conformity with the new St. Joseph Island Official Plan, 2025. Section 26 (9) of the *Planning Act* provides a zoning by-law must be brought into conformity with a new or updated official plan no later than three years after it comes into effect.

Additionally, this comprehensive review will provide an opportunity to consolidate the former by-laws and amendments thereto, review and update existing by-law provisions and mapping, support the Island's housing and growth targets and encourage healthy and sustainable growth over the life of our new Official Plan.

Resources:

- The Island's new Official Plan 2025 may be viewed at: <https://www.hiltontownship.ca/official-plan/>
- The current Zoning By-laws of each municipality may be viewed at:
 - Hilton Township: <https://www.hiltontownship.ca/zoning-by-laws/>
 - St. Joseph Twp: <https://stjosephtownship.com/business-and-development/building-services/>
 - Jocelyn Township: <https://jocelyn.ca/wp-content/uploads/2023/09/ZONING-BY-LAW-699.pdf>

- Village of Hilton Beach:
<http://hiltonbeach.com/wp-content/uploads/sites/3/2023/12/By-Law-432-Restricted-Area-Zoning-Bylaw-being-a-Bylaw-to-regulate-land-use-in-the-Village.pdf>

2. Study Area

The project scope will include a review and update of the existing zoning by-laws of the Townships of Hilton, Jocelyn and St. Joseph, and the Village of Hilton Beach, all of which are within the St. Joseph Island Planning Area.

3. Purpose of Terms of Reference

The purpose of the Terms of Reference is to outline the detailed scope of work related to the preparation of updated Zoning By-laws for the Townships of Hilton, Jocelyn and St. Joseph, and the Village of Hilton Beach through the comprehensive review and update of their existing by-laws to implement the St. Joseph Island Official Plan, 2025 and current provincial legislation.

4. Goals of the Zoning By-laws Update Project:

Delivering a Common Draft Zoning By-law for all four participant municipalities that implements the objectives and policies of the new St. Joseph Island Official Plan, 2025; and that:

- Ensures compliance with The *Planning Act* and other applicable legislation and is consistent with the Provincial Planning Statement 2024, conforming with provincial plans, and includes clear and enforceable regulations;
- Incorporates both modern and best planning practices for current and future development;
- Produces an accessible and user-friendly document that can be understood by citizens who engage with the planning process, including community groups, developers and professionals;
- Meets both the statutory requirements and public engagement and ownership in this by-law review and update process.
- Encourages investment and facilitating desirable growth by providing for a streamlined process for the development community.

5. Objectives

1. To review and update zoning regulations to reflect the policies of the St. Joseph Island Official Plan, 2025, the Provincial Planning Statement, 2024, and other applicable Provincial plans (e.g. Northern Growth Plan).

2. To review and, where appropriate, update standards and definitions to eliminate redundant/repetitive provisions, and create regulations that are clearly understood and reflect modern land use planning and design practices.
3. To review and, where appropriate, update permitted uses, zone regulations, and zone boundaries (map schedules).
4. To review and, where appropriate, update residential zone regulations to provide for a broad range and mix of affordable and market based residential housing types.
5. To review and, where appropriate, update residential zones regulations to permit additional residential units on properties containing a detached, semi-detached or row house pursuant to The *Planning Act*, subject to appropriate performance standards.
6. To review and, where appropriate, revise zone regulations regarding housing density and maximum height in the Settlement Areas of Richards Landing and Hilton Beach in accordance with the policies of the Official Plan.
7. To include zoning regulations that will permit group homes and other residential care facilities on all lands where residential dwellings are permitted, subject to reasonable standards and design criteria.
8. To establish zone regulations to restrict the range of uses for Rural lands located within the Settlement Areas of Richards Landing and Hilton Beach to rural uses compatible with nearby residential uses (i.e. no livestock barns, no manure storage facilities).
9. To review and, where appropriate, update zoning regulations to provide for appropriate setbacks from environmental features such as wetlands, areas of natural and scientific interest (ANSI), and significant wildlife habitat.
10. To review, and where appropriate, to include zoning regulations to provide for appropriate setbacks from mineral aggregate operations.
11. To review and, where appropriate, revise zoning regulations to ensure appropriate minimum setbacks from Waste Disposal Sites.
12. To review and revise regulations to require compliance with Minimum Distance Separation (MDS) Formulae I and II, as established by the Province of Ontario.
13. To update zone regulations to conform to land use permissions of the St. Joseph Island Official Plan, 2025 and accurately reflect the intent of the land use designations and policies contained therein, including detailed maps and plans.
14. To include enforcement and penalty provisions for non-compliance.

6. Scope of Work

The Zoning By-laws Update Project will deliver all of the following:

1. A review of zoning of all lands within the four municipalities of the St. Joseph Island Planning Area; namely the Townships of Hilton, Jocelyn and St. Joseph and the Village of Hilton Beach.
2. A review of the existing Zoning By-laws compared to the new Official Plan;
3. An analysis of zoning trends (incl., but not limited, to minor amendment/variance application trends).
4. A discussion of zoning issues.
5. A first draft, second draft and final draft of updated Zoning By-laws (incl. mapping, overlays, etc.) for each municipality.
6. Facilitation and participation in open houses and statutory public meetings.

7. Municipal Resources

The Proponent is expected to carry out this work with minimal impact on municipal staff. Municipal staff will provide available relevant documents such as variances/by-law amendments, etc., and will be available for consultant led interviews on a pre-arranged schedule. Planning Board staff will liaise with the proponent and municipalities and will assist in the collection of available documents, booking meeting space, and publishing of notices.

The Planning Board's administrator and Board Chair will work closely with the proponent to ensure the proponent's work plan is carried out in an efficient manner within established timelines and that the program budget is respected; and that the final documents closely reflect local conditions and priorities.

8. Study Timing

It is the Planning Board's intention that the comprehensive zoning by-law review will commence in the spring of 2026, upon award of contract, and that the final draft zoning by-laws update will be ready for adoption before the end of 2026.

9. Engagement

The Zoning By-law comprehensive review and update is an official plan conformity exercise intended to implement the vision established in the St. Joseph Island Official Plan 2025. Public engagement should focus on user experience and improvements to the zoning by-laws and not re-examine the new official plan vision. Proposals should include an outline of proposed public consultation events aimed at eliciting this type of feedback. It is anticipated that at least one open house will be held and facilitated by the consultant.

10. Consultant Tasks and Deliverables

- Review and provide an assessment of the existing Zone By-law(s) against provincial plans and policies, municipal policies and existing and emerging design guidelines;
- Identify where any regulatory gaps currently exist;
- Review and provide an assessment of the existing Zoning By-law(s) compared to the new Official Plan 2025;
- Complete a conformity exercise and analysis of the new Official Plan, 2025 and identify where and how aspects of the existing Zoning By-law(s) conform and those areas of non-conformity.
- Develop a methodology for and conduct an analysis of zoning trends;
- Lead and facilitate all public, agency, and stakeholder engagement events, including preparation and provision of materials to support these events, assist with reports to the Planning Board and Councils, and meetings with Planning Board and staff as needed;
- Prepare a summary of all discussions about zoning issues, and the research and analysis conducted related to the tasks outlined above, and provide recommendations to the Planning Board on approaches to the updating of the municipal zoning by-laws.
- Once the zoning by-law(s) review has been conducted, and a basic approach has been agreed upon, the first draft of the updated Zoning By-law will be prepared and made available to the public, the Planning Board and the Councils for review and comment for a period of time. The draft by-law will then be refined based on the comments provided by the public, stakeholders and staff and presented to the Planning Board and Councils as a second draft.
- Refine and update the draft new Zoning By-law based on all feedback received and prepare a final by-law(s) for presentation to the Planning Board for recommendation to the Councils and enactment.

11. Monitoring

The Planning Board and Councils recognize the advantages of continuous contact during the course of the project. Therefore, the successful proponent must submit a brief written report at least monthly during the course of the work, including those months when a meeting is scheduled. The reports shall include an outline of:

- Work currently underway.
- Whether the project is on schedule and reasons for any delay.
- Date of next meeting with the Planning Board and/or Councils
- What is expected of the Planning Board/Councils at the next meeting and in the interim.

12. Study Reports and Draft Documents

The Proponent shall provide copies of any study reports and all draft versions of the updated zoning by-law(s) to the Planning Board and each municipal Council for review and comment prior to submission of the final version of the draft updated by-law(s) for adoption. Copies of draft versions may also be required for individuals or organizations that the Councils or Planning Board wish to consult with in the preparation of the document. These documents may be provided electronically in PDF format.

13. Public Meetings and Adoption

On completion of the Final Draft and prior to adoption, the Councils of each municipality will hold a public meeting to solicit the views of the public. In addition to any public consultation activities which the proponent engages in during the preparation of study documents, the proponent will also be required to be in attendance, either in person or virtually, to present the final draft and assist with these public meetings either virtually or in person. If the Councils and/or Planning Board feel that further revisions are necessary, the Proponent shall revise the draft. If significant changes are made to the final draft a second public meeting(s) may be required.

Once the Councils and Planning Board are satisfied with the proposed updated draft zoning by-law(s), the Planning Board will recommend adoption by the Council of each municipality.

14. Proposal Submission Requirements

Closing Date and Time

Proposals must be received no later than **Wednesday, February 18th, 2026, at 3:00 p.m. (EST).**

Any proposal received after the specified closing time will not be considered.

Submission Method and Address

An electronic copy of the proposal must be submitted by email, in PDF format to:
sjiplanningboard@gmail.com

One (1) hard copy of the proposal must also be delivered by mail or courier to:

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

COURIER: St. Joseph Island Planning Board
c/o Township of St. Joseph Municipal Office
1669 Arthur Street
Richards Landing, ON, P0R 1J0

Electronic submissions must be received by the closing date and time noted above. The hard copy and electronic submission must be identical.

Proposals Details:

Proposals must clearly demonstrate how the proponent will carry out the work set out in these Terms of Reference and must include, at a minimum, the following information:

- i. A detailed outline of the steps, methodical approach and procedures to be used in conducting the Zoning By-laws review and update.
- ii. Provisions for ongoing consultation and cooperation between the consultant, the Planning Board and the participant municipalities.
- iii. A Work Plan indicating the phasing, timing, milestones and deliverables for the review and update.
- iv. An outline for a public consultation program that will satisfy both statutory requirements and supports meaningful public engagement and ownership in the by-law development process. It is expected that the consultant will design the work plan to ensure every effort possible to engage the public in this review. Proponents are encouraged to explore creative approaches to engage the local community.
- v. Demonstration of resources and capability to provide materials and services described herein including names, qualifications and experience of staff assigned to this project, their specific role and time commitments.
- vi. Maximum total cost of the review and update (Upset Limit) broken down by phases with cost of meetings, printing costs and disbursements listed separately.
- vii. Details of any recent zoning by-law review and update project(s) carried out by the proponent and their current status.
- viii. The names, addresses and telephone numbers of three (3) previous or current clients for whom similar projects have been completed by the staff that will be assigned to this project.
- ix. The proposed payment schedule.
- x. Proposed commencement and completion dates.

Proposals must not exceed 30 pages in length, excluding appendices.

15. General

Conditions of Submission

No payment will be made for the preparation and submission of proposals. The Planning Board and municipalities reserve the right to select, in their own best judgment and at their sole discretion, the firm that they deem best qualified to carry out the project within preferred timelines and budget.

There is no commitment to accept the lowest cost or any proposal received.

The Proponent, at their own expense, may be required to make a presentation to the Planning Board as part of the consultant selection process.

Evaluation Process

Proposals will be evaluated by a committee of the Planning Board. The Committee may interview one or more of the proponents and will make a recommendation to the full Planning Board based upon the following criteria:

- The degree to which the proposal responded to the Terms of Reference,

- Demonstration of relevant experience in similar studies and the professional reputation of the consultant(s),
- Demonstration of creative approaches to community consultation and the study process,
- Demonstration of ability to provide the services defined in the terms of reference,
- An assessment of the total cost and value for dollar,
- The overall timing of the project.

Contract

The Successful Proponent shall enter into a contract with the Planning Board. The contract shall indicate that the work to be undertaken shall be done to the satisfaction of the Planning Board in accordance with these Terms of Reference and for the amount agreed upon by the parties involved. The contract shall also indicate that no additional money shall be paid for any additional work without prior written authorization by the Planning Board. The contract may only be revised upon provision of a completed analysis of the effect of any proposed change(s) by the proponent and agreement to the proposed changes in writing by the parties involved (i.e. Resolution of the Planning Board). That analysis would include an assessment of the impact of the proposed change(s) on target dates and costs.

Contact Information

Any questions or inquiries related to this Request for Proposals or Terms of Reference may be directed to:

Michael Jagger

Secretary-Treasurer/Administrator St. Joseph Island Planning Board

Email: sjiplanningboard@gmail.com

Please also copy all email communications to: clerkadmin@stjosephtownship.com

Telephone: 705-542-4606 or 705-246-2625 (St. Joseph Township Office after January 30, 2026)

All questions or requests for clarification regarding these Terms of Reference requiring a written response prior to the awarding of the contract must be submitted by email to the Secretary-Treasurer/Administrator **no later than 12:00 Noon on Tuesday, February 10th, 2026**. Responses to all such questions will be issued in writing and circulated to all prospective proponents who have previously indicated their intent to bid on this work and who have provided an email contact address.