

Central Almaguin Planning Board
AGENDA
Wednesday, September 3, 2025
At the Village of South River Municipal Office located at
63 Marie Street, South River

Join Zoom Meeting

<https://us02web.zoom.us/j/84900003406?pwd=RfK9oW3z4WgJR5bq00gXnnJzEit85C.1>

Meeting ID: 849 0000 3406

Passcode: 253561

1. Call to order at 5:30 p.m.

2. Approval of Agenda

Recommendation: BE IT RESOLVED THAT this Board does hereby approve the September 3, 2025 agenda.

3. Declaration of Pecuniary Interests

4. Minutes – August 6, 2025 Meeting

Recommendation: BE IT RESOLVED THAT this Board does hereby adopt the minutes of Wednesday, August 6, 2025; as written

5. Payment of September Accounts:

Recommendation: BE IT RESOLVED THAT this Board does hereby approve payment of the September Accounts:

Ch# 664 - Village of South River – Rent for September 2025 - \$363.78

Ch# 665 - Christine Hickey – Wages (August 1, 2025 – August 31, 2025 – 25.5 hours)

Ch# 666 – Municipal Planning Services – Invoices 7380,7381 - \$707.67

Online CRA Payments for August (\$148.69)

Online Visa Payment for August (\$18.65)

6. Public Meetings/Decisions on the following Files - None

7. New Files

7.1 B015/25 Strong – Concession 4, Lot 32 – 67 Gibbons Road

8. Follow-up/New Items

8.1 Procedural By-law – Draft for Discussion (to follow)

Recommendation: BE IT RESOLVED THAT the Central Almaguin Planning Board receive the draft procedural by-law.

8.2 Amalgamation Exploration – Update and Impact to Planning Board (Member Tim Bryson)

Recommendation: BE IT RESOLVED THAT the Central Almaguin Planning Board receive the update from member Tim Bryson regarding Amalgamation Exploration and the potential impact to the Planning Board.

9. Correspondence/Updates - None

10. Closed Session

Recommendation: Be it resolved that the Central Almaguin Planning Board hold a Closed Session as provided for by Section 239 (b) of the Municipal Act, 2001, as amended to deal with: Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Recommendation: BE IT RESOLVED THAT the Central Almaguin Planning Board does hereby return to open session at _____ p.m.

11. Adjournment – Next Meeting Date: Wednesday, October 1 2025 at 5:30 p.m.

Recommendation: BE IT RESOLVED THAT the Central Almaguin Planning Board adjourn at _____ p.m. until Wednesday October 1, 2025 or at the call of the Chair.

Original e-mailed: August 29, 2025 Amended:

Central Almaguin Planning Board
MINUTES
Wednesday, August 6, 2025
At the Village of South River Municipal Office located at
63 Marie Street, South River (705-386-2573)

Attending:

Chair South River Member Jim Coleman
Provincial Member John MacLachlan
Vice Chair Machar Member Lynda Carleton
Sundridge Member Fraser Williamson (electronically)
Joly Member Chris Nicholson
Strong Member Tim Bryson

Secretary-Treasurer: Christine Hickey

Public: Frank Coccaro, Michael Gravis, Dru and Eugene Daigle, Denise Mattiuz, Peter Benninger, Dave McAlister, Eugene NG (other public members may have been in attendance)

1. Call to order

The Chair called the meeting to order at 5:30 p.m.

2. Approval of Agenda

Resolution #1

Moved by: John MacLachlan

Seconded by: Chris Nicholson

BE IT RESOLVED THAT this Board does hereby approve the August 6, 2025 agenda.

CARRIED

3. Declaration of Pecuniary Interests - None

4. Minutes – July 2, 2025

Resolution #2

Moved by: Lynda Carleton

Seconded by: Fraser Williamson

BE IT RESOLVED THAT this Board does hereby adopt the minutes of Wednesday, July 2, 2025; as written

CARRIED

5. Payment of August Accounts:

Resolution #3

Moved by: Chris Nicholson

Seconded by: Lynda Carleton

BE IT RESOLVED THAT this Board does hereby approve payment of the August Accounts:

Ch# 660 - Village of South River – Rent for August 2025 - \$363.78

Ch# 661 - Christine Hickey – Wages (July 1, 2025 – July 31, 2025 – 34 hours)

Ch# 662 – Return of unused Deposit – B015/24 – Hart - \$177.92

Ch# 663 – McDougall Insurance Brokers Limited – Invoice CENTALM-01 - \$1902.74

Online CRA Payments for July (\$196.26)

Online Visa Payment for July (\$18.65)

CARRIED

6. Public Meetings/Decisions on the following Files

6.1 B013/25 Lount – Concession 2, Lot 6 – Boundary Road

The meeting time for this application was approximately 5:33 p.m. to 5:35 p.m.

The Secretary-Treasurer confirmed that the required circulation was completed and there were no written or electronic comments received. The Chair confirmed if there were any questions or comments from those attending electronically or in person, there were no further comments or discussion.

Resolution #4

Moved by: Chris Nicholson

Seconded by: John MacLachlan

BE IT RESOLVED THAT this Board does hereby approve File B013/25 Lount

This approval applies to create two (2) new lots which will have:

Lot 1: 76.2m (+/-) Frontage on Boundary Road, with a depth of 182.88m (+/-) and an area of 1.388ha (+/-).

Lot 2: 76.2m (+/-) Frontage on Boundary Road, with a depth of 182.88m (+/-) and an area of 1.388ha (+/-).

Retained Lot will be 37.4ha (+/-).

THE SUBJECT LANDS ARE LOCATED at Concession 2, Part Lot 6, Township of Lount, District of Parry Sound.

The Board requires that all conditions of draft approval from the Central Almaguin Planning Board be met before the deeds can be stamped and final approval given. **CARRIED**

7. New Files

7.1 B014/25 Laurier – Concession 1, Lot 8 – 544 Brennans Road

Discussion on recommendation Item 4 from Planner, Secretary-Treasurer to confirm this process prior to the next meeting

The Secretary-Treasurer was directed to obtain the required documents or the information needed prior to the Notice be circulated.

8. Delegations

Spring Lake Cottage Association
Re: Zoning By-Law NO. 2008-02 Contravention – Lot 9

Resolution #5

Moved by: John MacLachlan

Seconded by: Chris Nicholson

BE IT RESOLVED THAT this Board does hereby receive the delegation from the Spring Lake Cottage Association regarding Zoning By-Law NO. 2008-02 Contravention – Lot 9. **CARRIED**

9. Follow-up/New Items

10.1 B012/25 Lount – Concession 5, Part of Broken Lot 6 – 92 Pike Road (verbal)

Resolution #6

Moved by: Chris Nicholson

Seconded by: Lynda Carleton

BE IT RESOLVED THAT the Central Almaguin Planning Board receive the update from the Secretary-Treasurer regarding Condition of Consent: Confirmation from North Bay Mattawa Conservation Authority that the proposed lots are able to accommodate an on-site sewage system (if applicable);

AND THAT the applicant be advised that confirmation from the NBMCA that Part 3 is able to accommodate an on site sewage system is recommended but not required.

CARRIED

- 10.2 Amalgamation Exploration – Update and Impact to Planning Board
(Member Tim Bryson)

Item 10.2 to be Move to September Agenda

11. Correspondence/Updates - None

12. Closed Session

Resolution #7

Moved by: Lynda Carleton

Seconded by: Fraser Williamson

BE IT RESOLVED THAT the Central Almaguin Planning Board hold a Closed Session as provided for by Section 239 (b) of the Municipal Act, 2001, as amended to deal with: Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Resolution #8

Moved by: Fraser Williamson

Seconded by: Chris Nicholson

BE IT RESOLVED THAT the Central Almaguin Planning Board does hereby return to open session at 6:49 p.m. **CARRIED**

The following motion was introduced

Resolution #9

Moved by: John MachLachlan

Seconded by: Chris Nicholson

THAT the Secretary-Treasurer be authorized to obtain further advice from the Solicitor on the Contravention to By-law 2008-02 **CARRIED**

13. Adjournment

Resolution #10

Moved by: Chris Nicholson

Seconded by: John MachLachlan

BE IT RESOLVED THAT the Central Almaguin Planning Board adjourn at 6:51p.m. until Wednesday September 3, 2025 or at the call of the Chair. **CARRIED**

Jim Coleman, Chair

Christine Hickey, Secretary-Treasurer

DRAFT

CENTRAL ALMAGUIN PLANNING BOARD

63 Marie Street, P.O. Box 310
South River Ontario POH 1X0
705-386.2573 Email: admin@centralapb.ca
Website: http://capb.ca

AN APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT, R.S.O. 1990 c.P.13

FILE # B 015 / 25 Strong

PLEASE PRINT OR TYPE AND COMPLETE ALL APPROPRIATE BOXES.

1. APPLICANT INFORMATION

Applicant(s):

Name(s) of Property Owner(s): Robert Donald Gibbon, Katherine Jean Rankin

Phone #: Home: _____ Mobile: _____ Business: _____

Mailing Address: _____

Postal Code _____ Email Address: _____

Agent for the Applicant

The property owner(s) may appoint a person or an agent to act on their behalf for processing this application and attending the meeting at which it will be considered, or a person who is to be contacted about the application for communication. This may be a person or firm acting on behalf of the property owner(s). Owner authorization is required in Section 11 of this form if the applicant is an agent appointed by the owner.

Name of Contact Person/Agent: N/A

Phone #: Home: _____ Mobile: _____ Business: _____

Address: _____

Postal Code: _____ Email Address: _____

2. LOCATION OF THE SUBJECT LAND (District of Parry Sound)

Tax Roll Number: 494600403201000000

Municipality / Unincorporated Township: Strong

Municipal Address (Civic Address): 67 Gibbons Rd, Sundridge, On ^{POA} 120

Legal Description: Concession: 4 Lot Number: 32 Registered Plan: _____

Lot(s): _____ Reference Plan: _____ Part(s): _____

Parcel Number: _____ PIN: _____

IMPORTANT: If there are **existing easements or restrictive covenants** affecting the subject land, provide the legal description and its effect to the subject land. Attach a copy of relevant documentation.

N/A

3. PURPOSE OF THE APPLICATION:

3.1 Type and Purpose of proposed transaction(s) that requires the Consent:

Create a new lot (or re-establish an existing parcel) / Lot Addition / Easement

Other: Charge / Release a Mortgage Lease

3.2 Name of party(s), if known, to whom the land or interest in land is to be transferred, leased or charged:

N/A

3.3 If a lot addition, identify the lands to which the parcel will be added N/A

3.4 Mortgage, Charges or other Encumbrances: Name N/A

Mailing Address N/A

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

(Complete each Section in order that your application can be processed. Incomplete applications may be delayed.)

(If 2 new lots are proposed, split the SEVERED section and apply appropriate dimensions and information through Sections 4.1 through

4.1 Description / Size	SEVERED	RETAINED
Frontage (m)	90 metres	
Depth (m)	445 metres	~ 360, 590 metres KR
Area (ha)	40,050 metres	~ 360, 590 metres
4.2 Existing Use of Property:	recreational	recreational
4.3 Existing Building or Structures and date of construction	N/A	N/A

	Severed	retained
4.4 Proposed Use of the Severed and Retained Parcels	To sell	recreational
4.5 Road Access: Provincial highway MANDATORY: Provide written comments from MTO North Bay. 705-497-5401	N/A	N/A
Municipal road, maintained all year	Yes	Yes
Municipal Road, seasonally maintained	NO	NO
Other Public Road (e.g. Local Roads Board)	N/A	N/A
Right of Way / Easement* (IF ACCESS TO THE SUBJECT LAND IS BY PRIVATE ROAD OR OTHER PUBLIC ROAD OR RIGHT OF WAY advise the status of the easement (permanent registered or prescriptive), name who owns the land or road, who is responsible for its maintenance and whether it is seasonal or year round.	N/A	N/A
MNRF Road Allowance [Written report from the MNRF if an MNRF road allowance is used for access to the subject land. North Bay Office: 705-475-5550]	N/A	N/A
4.6 Water Access Lots: Describe the parking and docking facilities to be used and the approximate distance of these facilities for the subject land and the nearest public road.		

4.7 Water Supply	SEVERED	RETAINED
Publicly owned and operated piped water system	N/A	N/A
Privately owned and operated individual well	N/A	N/A
Privately owned and operated communal well	N/A	N/A
Lake or other water body	N/A	N/A
Other means	N/A	N/A
Does your property abut a lake?	NO	NO

[Is the lake deemed by the Ministry of the Environment Conservation and Parks (MOECP) to be at capacity for phosphorus load ? **1-800-461-6290 for enquiries]		
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4.8 Sewage Disposal	SEVERED	RETAINED
Publicly owned and operated sanitary sewage system	N/A	N/A
Privately owned and operated individual septic tank Attach documentation of the results of the review by the North Bay Mattawa Conservation Authority	N/A	N/A
Privately owned and operated communal septic tank	N/A	N/A
Privy	N/A	N/A
Other Means (e.g. Advanced Treatment System) ** (Septic System over 10,000 litres requires Ministry of the Environment Conservation and Parks study and permit. 1-800-461-6290 for enquiries)	N/A	N/A

4.9 Other Services	SEVERED	RETAINED
(indicate which service(s) are available)	Available	Available
Electricity	Available	Available
School Bussing	Available	Available
Garbage Collection	NO	NO

4.10 If access to the subject land is by private road or right of way was indicated in section 4.4, indicate who owns the land or the road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

N/A

5. LAND USE

5.1 What is the existing Official Plan designation(s)? (Not applicable to lands in unorganized township)

5.2 What is the Zoning, if any, on the subject land? (Not applicable to lands in unorganized township)

If the subject land covered by a Minister's Zoning Order, what is the Plan and registration number?

5.3 Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified? Please check the boxes that apply.

Use or Feature	On the Subject Land	Within 500 meters of subject land, unless otherwise specified by the applicable agency, then indicate approximate distance.
An agricultural operation including livestock facility or stockyard <i>[MANDATORY: Attach MDS work sheets from OMAFRA]</i>	N/A	N/A
A landfill	N/A	N/A
A sewage treatment plant or waste stabilization plant	N/A	N/A
A provincially significant wetland <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i>	N/A	N/A
A provincially significant wetland within 120 meters of the subject land <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i>	N/A	N/A
Flood Plain	N/A	N/A
A rehabilitated mine site	N/A	N/A
A non-operating mine site within one kilometer of the subject land	N/A	N/A
An active mine site	N/A	N/A
An industrial or commercial use, and specify the use (eg gravel pit)	N/A	N/A
An active railway line	N/A	N/A
Utility corridors (Natural Gas / Hydro)	N/A	N/A
A municipal or federal airport	N/A	N/A

6. HISTORY OF SUBJECT LAND

6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act? NO YES UNKNOWN

If yes, and if known, please provide the application file number and the decision made on the application.

Year the property was created? (if known) _____

6.2 If this application is a re-submission of a previous consent application, what is the original consent application number and how has it been changed from the original application?

N/A

7. CURRENT APPLICATION

7.1 Is the subject land currently the subject land of a proposed Official Plan or Official Plan Amendment that has been submitted to the Ministry of Municipal Affairs and Housing for approval?

NO YES UNKNOWN

If yes and if known, specify the file number and status of the application

7.2 Is the subject land the subject of an application for a Zoning By-law Amendment, Minister's Zoning Order amendment, Minor Variance, Consent or approval of a Plan of Subdivision?

NO YES UNKNOWN

If yes and if known, specify the file number and status of the application.

8. SKETCH: The application MUST BE ACCOMPANIED BY A *SKETCH / SITE PLAN showing the following:

- a. The boundaries and dimensions of the subject land proposed to be severed as well as the parcel to be retained, including the location of existing structures and driveway(s), other permanent features.
- b. The boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land, the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
- c. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land
- d. The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tank.
- f. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way
- g. If access to the subject land is by water only, location of the parking and boat docking facilities to be used
- h. The location and nature of any easement affecting the subject land

9. OTHER INFORMATION: Is there any other information that you think may be useful to the Board or other agencies reviewing the application? If so, explain below or attached on a separate page.

N/A

(Public travelled) Gibbons Rd.
To Pevensey Rd.

90 Metres

Proposed 10A
severance

445 Metres

Area =
40,050 Metres

Concession 4
Lot 31

Concession 4
Lot 32

Strong / Silly Boundary unopened road allowance

W

E

S

Proposed 10 Acre Severance

N

90 Metres

Bush

Gradual Slope

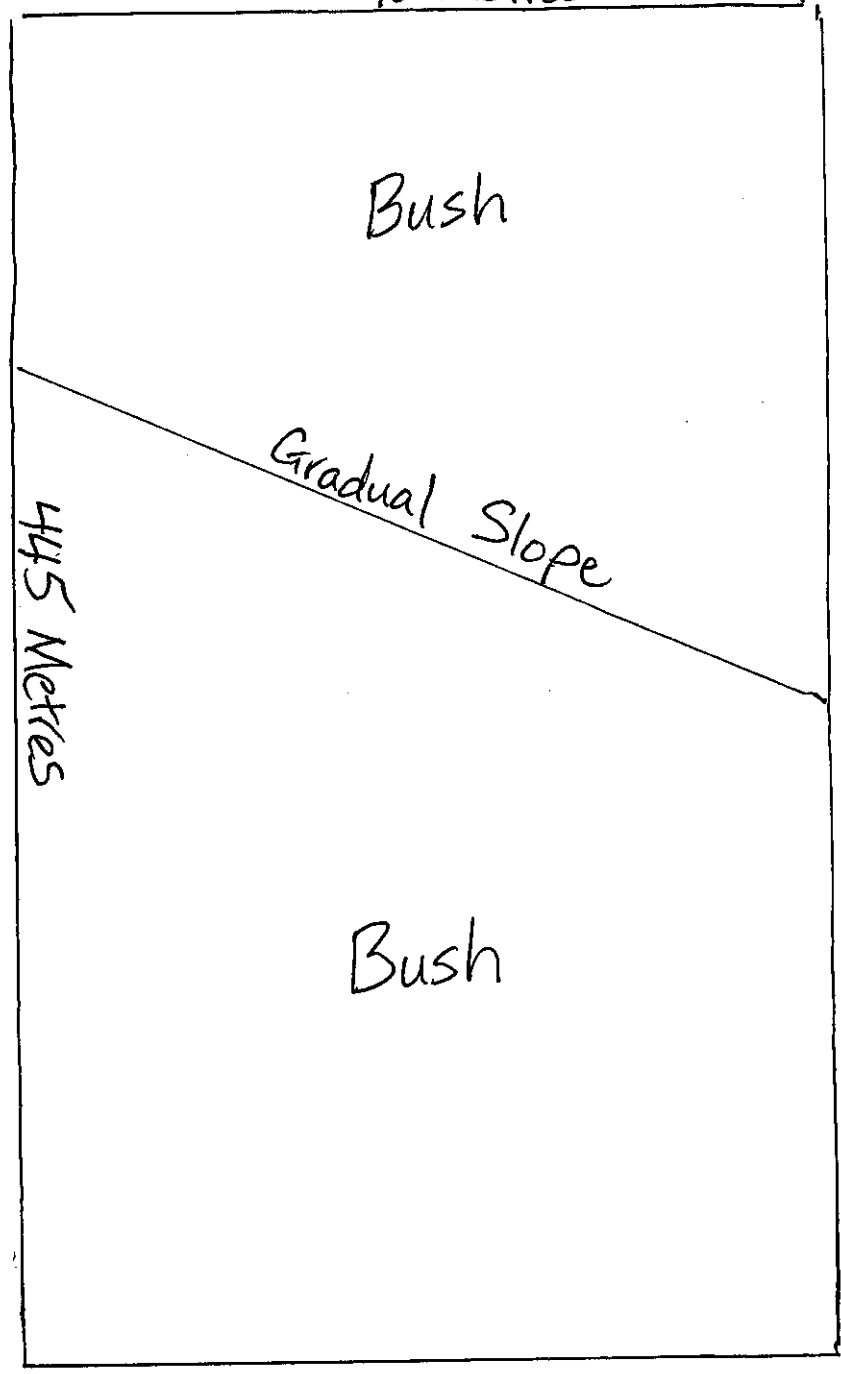
445 Metres

Bush

E

S

W



10. AFFIDAVIT OR SWORN DECLARATION (all applicant(s))

I, Katey Brimacombe OF THE Township of Joly
IN THE DISTRICT OF Parry Sound MAKE OATH AND SAY THAT THE INFORMATION
CONTAINED IN THIS APPLICATION IS TRUE AND THAT THE INFORMATION CONTAINED IN THE DOCUMENTS
THAT ACCOMPANY THIS APPLICATION IS TRUE.

SWORN OR DECLARED BEFORE ME

AT THE Township of Joly

IN THE District OF Parry Sound

THIS 14 DAY OF August, 2025

[Signature]

A COMMISSIONER OF OATHS

[Signature]

Robert Gibbon
Applicant

AB

11. AUTHORIZATION OF AGENT (if applicable)

11.1 If the applicant is not the owner of the land subject in this application, written authorization of the property owner authorizing the particular person to act as their agent to make the application and represent them at the meeting when the Board considers this matter, must be submitted with this application form OR the authorization section below be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, AM THE OWNER OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR CONSENT AND HEREBY AUTHORIZE _____

TO MAKE THIS APPLICATION ON MY BEHALF.

DATED: _____ SIGNATURE OF PROPERTY OWNER _____

11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

APPOINTMENT AND AUTHORIZATION OF AN AGENT AND CONSENT TO PROVIDE PERSONAL INFORMATION

I, _____, AM THE OWNER OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR CONSENT AND FOR THE PURPOSES OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, I AUTHORIZE _____ TO SUBMIT THE INFORMATION REQUIRED FOR THIS PURPOSE.

DATED _____ SIGNATURE OF PROPERTY OWNER _____

12. CONSENT OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/WE _____, AM/ARE THE OWNER(S) OF THE LAND THAT IS THE SUBJECT OF THIS CONSENT APPLICATION AND FOR THE PURPOSES OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PERSONAL PRIVACY ACT, I/WE AUTHORIZE AND CONSENT TO THE USE BY OR THE DISCLOSURE TO ANY PERSON OR PUBLIC BODY OF ANY PERSONAL INFORMATION THAT IS COLLECTED UNDER THE AUTHORITY OF THE PLANNING ACT FOR THE PURPOSES OF PROCESSING THIS APPLICATION.

DATED _____ SIGNATURE OF PROPERTY OWNER _____



28 Municipal Lane,
P.O. Box 1120, Sundridge, Ontario P0A 1Z0
705-384-5819 Fax 705-384-5892
www.strongtownship.com

Township of Strong Council Resolution
October 10, 2023 Council Meeting
8.0 Discussion Items

**8.2 Application for Consent – Con 4 Lot 32
R2023-441**

Moved By: Marianne Stickland Seconded by: Kevin Noaik

Be it resolved that the Council for the Township of Strong hereby receive Staff Report 2023-032 regarding Gibbons Consent Pre-Consultation Application for Con 4 Lot 32 on Gibbons Road; and

Therefore be it resolved that the Council for the Township of Strong hereby approve the pre-consultation in principle to create one 4ha lot with minimum 90m frontage, subject to the following conditions: draft copy of the survey be submitted to the Township for review; any road deviation discovered during the survey process be transferred to Township at no cost to the Township; payment of the cash-in-lieu per lot created; taxes paid in full.

Carried

THE CENTRAL ALMAGUIN PLANNING BOARD

By-Law 2025-001

Being a By-law to Govern the calling, place and proceedings of meetings of the Central Almaguin Planning Board.

Whereas the *Municipal Act, 2001, S.O. 2001, c. 25, as amended* requires that every municipality and local board shall pass a procedural by-law for governing the calling, place and proceedings of meetings; and

WHEREAS the Central Almaguin Planning Board deems it expedient to enact a by-law to govern the calling, place and proceedings of meetings.

Now Therefore the Central Almaguin Planning Board Enacts as Follows:

DEFINITIONS

Agenda means the written Order of Business.

Attendee shall mean a person, other than a member of Staff, who is present at a meeting.

Board Shall mean the Central Almaguin Planning Board.

Board Meetings include Regular, Special and Emergency Meetings of the Central Almaguin Planning Board.

By-Law Shall mean a law that has been enacted by the Board in order to exercise a power provided in an Act.

Closed Session Shall mean a meeting or part of a meeting that is closed to the public as prescribed in Section 239 of the Municipal Act, 2001, S.O. 2001, C.25, as amended.

Chair Shall mean the member who presides at a Central Almaguin Planning Board Meeting. An Acting Chair can be temporarily appointed to serve in Chair's place during their absence.

Communications Shall include, but not limited to, letters, memos, notices, emails, petitions, brochures, articles, etc. received for the purpose of the Board Agenda.

Delegation Shall mean a person or group of persons who are not members of the Board who have requested and are permitted to address the Board, individually or on behalf of a group, on a matter on the Agenda for that meeting in accordance with the provisions of this By-law.

Emergency shall mean a situation that poses an immediate threat to the Central Almaguin Planning Board.

Electronic Participation means a Board Member who participates in a meeting remotely via electronic means (e.g. Video or audio teleconference), who has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall be permitted to participate in any portion of a meeting which is closed to the public.

Majority Vote shall mean a vote where over half of the Members are present, and eligible to vote and vote in the same manner.

Member shall mean a representative appointed by a member municipality or by the Province

Minutes shall mean a record of the proceedings of a meeting and shall be made by the Secretary-Treasurer without note of comment.

Motion shall mean a Resolution of the Board that is under debate.

Order of Business shall mean the sequence of business under consideration at a meeting.

Pecuniary Interest shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the Municipal Conflict of Interest Act. R.S.O. 1990, c.M.50, as amended.

Presentation shall mean individual or group invited to present information to the Board

Proceedings shall mean the business conducted at a meeting.

Public Meeting (Statutory) shall mean a meeting held for the purpose required under an Act or Regulation.

Quorum shall mean the number of Members required to be present in the meeting room, in order that business may be conducted.

Recess shall mean a break from a meeting.

Recorded Vote shall mean documenting in the minutes of a meeting the names of each member and the members' vote on a motion.

Resolution shall mean a motion that has been passed by the Board.

Secretary-Treasurer Shall mean the person or designate duly appointed by the Board as prescribed in the Municipal Act, 2001, S.O. 2001, C.25, as amended.

Special Meeting shall be deemed a meeting which is in addition to the regular scheduled meetings.

GENERAL RULES AND REGULATIONS

The rules and regulations contained in this By-law shall be observed in all proceedings of the Board to which they apply and shall be the rules and regulations for the order of business at meetings of the Central Almaguin Planning Board.

Subject to the requirements of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the rules and regulations contained herein may be suspended by resolution for a single occasion by a majority Vote of the members present and eligible to vote, unless otherwise provided by law.

Subject to the right of appeal by a Member, the chair shall be responsible to interpret the rules of procedure under this By-law with the advice and assistance of the Secretary-Treasurer

No Meeting of the Board shall be held in the absence of the Recording Secretary.

Where procedural matters of the Board are not provided for in this by-law and are not governed by the Municipal Act, 2001 and the Municipal Conflict of Interest Act, Robert's Rules of Order shall apply.

In the case of the absence of the Chair and Acting Chair at a meeting of the Board, the remaining Members shall appoint by resolution another Member as Acting Chair.

Persons shall not be permitted to address the Board unless permission of the Chair has been obtained.

Board meetings will be lived streamed and/or audio recorded, on an appropriate internet based platform that is generally available to members of the public.

The link to access the live streaming of meetings will be published in the applicable meeting Agenda.

PUBLIC NOTICE AND MEETINGS

Prior to the first meeting in each calendar year, the Board shall establish a schedule of all regular meeting dates for the calendar year

Notice of changes to the meeting schedule, including the revised date, time and location shall be given at least 24 hours advance notice. Changes to the meeting schedule will be posted as deemed appropriate by the Recording Secretary, and may include, posting on website.

The schedule shall contain the date, time and location of the meetings and will be posted on the board website. The meeting schedule is subject to change as necessary.

Notice of a Special Meeting of the Board, including the date, time, location and order of Business shall be given at least 24 hours prior to the meeting. Notice of a Special Meeting will

be posted as deemed appropriate by the Secretary-Treasurer, and may include, posting on the website.

If it appears that inclement weather or an emergency situation will prevent the members from attending a meeting, the Chair may direct the Secretary-Treasurer to postpone the meeting by contacting all members and posting a notice as deemed appropriate by the Secretary-Treasurer

TIME AND DATE

Regular Meetings of Board shall be held on the first Wednesday of each month and shall begin at 5:30 p.m., unless otherwise specified, and except when Wednesday is a statutory holiday, in which case Board shall meet on the next regular scheduled Meeting date or at the call of the Chair.

LOCATION

All meetings of Board shall be held in the Council Chambers at the South River Municipal Administration Office located at 63 Marie Street, South River. If another location is agreed upon, notice will be provided on the published agenda for that meeting.

The location of All meetings of Board will be indicated on the published Agenda.

SPECIAL MEETINGS

The Chair may at any time summon a special meeting and only the matters dealt with at the special meeting shall be those indicated on the notice provided.

Upon receipt of a petition of the majority of Members of the Board, the Secretary-Treasurer shall summon a special meeting and the only matters dealt with at the special meeting shall be those indicated on the notice provided.

In either circumstance, the Secretary-Treasurer shall give every member of Board at least 24 hours notice of the Special Meeting. Notice shall be either verbal or written and shall include the purpose of the Special Meeting.

ELECTRONIC PARTICIPATION

Electronic Participation at meetings may be conducted, pursuant to Section 238 of the Municipal Act, as amended, and in accordance with this by-law.

Members participating electronically shall be entitled to vote as if they were attending in person and participate electronically in a meeting that is open or closed to the public.

ELECTRONIC PARTICIPATION – EMERGENCY SITUATIONS

This by-law is to be applied broadly and with flexibility to permit meetings to occur in light of special circumstances associated with emergency situations.

As determined by the Chair and Secretary-Treasurer, in an undeclared or declared emergency situation, all members, the Secretary-Treasurer, may participate electronically. All members shall be counted for the purposes of quorum and shall be entitled to vote.

In deciding whether to hold a meeting or meetings electronically, Board shall consider the health and safety of the public.

In emergency situations where the health and safety of the public is deemed to be at risk, meetings will be open to the public by live streaming and/or audio recorded on an appropriate internet-based platform that is generally available to members of the public.

ROLES AND RESPONSIBILITIES

At meetings of the Board, it shall be the duty of the Chairperson or Vice-Chairperson to:

- a) open the meeting by taking the Chair and calling the Members to order;
- b) announce the business of the Board, in order in which it is presented on the agenda, as may be amended by the Board from time to time;
- c) receive and submit, in the proper manner, all motions presented by the Members;
- d) decline to put to vote motions which infringe upon the rules of procedure;
- e) enforce the observance of order and decorum among Members and guests;
- f) call by name any person persisting in breach of the rules of order of the Board and may order that person to leave the meeting;
- g) authenticate by signature all By-laws, Resolutions and Minutes of the Board;
- h) inform the Board when necessary or when referred to on a point of order or usage represent and support the Board, declaring its will and implicitly obeying its decisions in all matters; ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board;
- i) order any person or group in attendance at the meeting to cease and desist any behavior which disrupts the order and decorum of the meeting and expel any group or person who continues to disrupt the meeting after being warned; adjourn the meeting without question where group or person refuses to leave the meeting after being ordered to do so by the Chairperson;
- j) act or appoint a person to communicate to the media and the public;
- k) in the absence of the Chairperson, the Secretary-Treasurer or other Member may be assigned the duties to preside the meeting by a majority of the Board Members present.

MEMBERS OF THE BOARD CONDUCT

No Member at a meeting shall;

- a) speak aloud at a meeting or address members without first receiving permission of the Chairperson to do so;
- b) use profane language or offensive words or insulting expressions against any member, staff or guests;
- c) resist the rules of the Board or disobey the decisions of the Chair or presiding officer of the Board on questions of order or practice or upon the interpretation of the rules of the Board;
- d) leave his/her seat or make any noise or disturbance while a matter is being considered or discussed by the Board, while a vote is being taken, or until the results are declared ;
- e) interrupt any member while speaking through speaking out, noise or disturbance, except for a member to raise a point of order;
- f) speak on any subject other than the subject in debate;
- g) enter the meeting while a vote in being taken;
- h) leave a meeting without first obtaining permission from the Chair or presiding officer;
- i) be permitted to retake their seat after being ordered to leave, after committing a breach of the rules, until the next meeting, and without having apologized to the Board.

CONDUCT OF MEMBERS OF THE PUBLIC

Persons attending a meeting of the Central Almaguin Planning Board will obey the Chairperson at all times, and no person at a Board meeting shall;

- a) speak or address Members of the Board without first receiving permission of the Chairperson to do so;
- b) use profane or offensive words or insulting against the Board, any Member, staff or guest;
- c) resist the rules of the Board or disobey the decisions of the Chair or presiding officer or of the Board and questions of order or practice or upon the interpretation of the rules of the Board;
- d) leave his/her seat or make any noise or disturbance while a matter is being considered or discussed by the Board, while a vote is being taken or until the results are declared;
- e) interrupt any Board Member or speak out of turn thereby creating a disturbance,
- f) if a person is asked to leave a meeting, that person will only be permitted to attend any future meeting(s) of the board with permission of the Board by having satisfied the Chairperson, and Members of the Board that their conduct at future meetings will be in conformity to the rules of this by-law.

DISCLOSURE OF PECUNIARY INTEREST

Every member of the Board, as defined by the Municipal Conflict of Interest Act, as amended, shall comply with the provisions of the Act including the declaration of any pecuniary interest as prescribed by the Act.

Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the member shall:

At the beginning of each meeting and prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

Not take part in discussion, or vote on any question in respect of the matter;

Not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

Any member declaring a pecuniary interest shall leave the meeting until the Board has dealt with the matter in relation to which the interest has been declared.

Notwithstanding the above, when the meeting is in Closed Session, a member who has declared a Conflict of Interest shall leave the meeting until the Board has dealt with the matter in relation to which the interest has been declared. The Secretary-Treasurer shall record in the Minutes the time the member left and returned to the Closed Session.

Where the interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the interest at the first meeting of the Board attended by the member after the meeting at which the matter was considered.

QUORUM

A majority of the Members of the Board, shall constitute quorum.

If no quorum is present fifteen (15) minutes after the scheduled meeting time, the Secretary-Treasurer shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting; regular, special or emergency.

The Chair or Vice Chair shall call the meeting to order as soon after the scheduled meeting time that a quorum is present.

When quorum is lost, the meeting shall stand recessed and no further action shall be taken. If quorum is regained within fifteen (15) minutes the meeting shall proceed. If quorum is not

regained within fifteen (15) minutes, the meeting shall stand adjourned.

When quorum is lost as a result of Declarations of Pecuniary Interest by one or more Members, the remaining members shall be deemed to constitute quorum, provided the number is not fewer than two.

A member shall notify the Secretary-Treasurer when intending to be absent from a Board meeting.

BOARD AGENDAS

The Secretary-Treasurer shall prepare an agenda for meeting of the Board in the following format:

Call to Order
Approval of Agenda
Declaration of Pecuniary Interest
Meeting Minutes
Public Meetings
New Applications
Delegations
Presentations
New Business/Action Items
Correspondence
Notice of Motion
By-Laws (if applicable)
Closed Session (In Camera)
Adjournment

In the event that any agenda item is also the subject of a delegation or presentation, the item may be brought forward to the beginning of the agenda in order that the Board may receive the delegation and discuss the matter immediately following the delegation or presentation, at the discretion of the Chair.

The Secretary-Treasurer or designate shall accept items for inclusion on the agenda from Members of Board, delegations, affiliations and/or individuals, and shall place same on the agenda for consideration by the Board.

All items for inclusion on the Agenda shall be received by the Secretary-Treasurer or before the Wednesday prior to the scheduled Board meeting and will be placed on the Agenda at the discretion of the Secretary-Treasurer.

Any item which is not on the agenda as printed, but has been determined by the Secretary-Treasurer to be of a nature which requires Board's attention prior to the next scheduled meeting, may be added at the meeting by addendum at the discretion of the

Secretary-Treasurer and with the Board's approval.

Any items brought forward by other means shall require a majority vote of the members present to be added to the agenda.

The order of business as stated above may be taken out of order at the discretion of the Secretary-Treasurer when preparing the Agenda. Items on the Agenda may be taken out of order at the commencement of the meeting at the discretion of the Majority of Board.

Additional correspondence distributed to the Board Members at the meeting, shall be recorded in the minutes.

The Secretary-Treasurer shall prepare and print a draft agenda and make it available to Members of Board on the Friday prior to the Board meeting.

The Secretary-Treasurer shall post the final agenda on the Village website for public viewing, on the Monday prior to the meeting.

DELEGATIONS

Any person requesting a delegation or presentation shall submit a written request to the Secretary-Treasurer no later than 4:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The written request will be included as part of the Agenda. The Delegation request may or may not be heard at the discretion of the Secretary-Treasurer and/Chair.

No delegation may be scheduled for a closed session.

Delegations are to be limited to fifteen (15) minutes, an extension to this time frame requires a resolution of the Board and can be up to a maximum of 15 additional minutes.

The number of delegations per agenda shall be limited to two (2).

Delegations are intended to provide information and not to enter into a debate with the Board members. Delegations may only speak to the matter listed on the Agenda, as per the submitted form.

Delegations that have previously appeared on the same subject matter shall be limited to four (3) delegation requests and must provide new information only. The Delegation request may or may not be heard at the discretion of the Secretary-Treasurer and Chair.

Requests from a delegation will be brought to a future meeting of the Board upon direction from a member.

Delegations can appear either in person or electronically.

PRESENTATIONS

The purpose of presentations shall be when consultants have information for Board or when an individual or a group have been requested to attend a meeting to present information.

Presentations will be limited to thirty (30) minutes, unless otherwise directed by the Secretary-Treasurer, followed by a question period for the Board members if required.

Presentations are intended to provide information and not to enter into a debate with Board Members.

CORRESPONDENCE

Correspondence that are addressed to the Board members or that relate to Board matters shall be added to the agenda under communications.

Correspondence not addressed to Board but that the Secretary-Treasurer deems to be of interest shall be added to the agenda under Correspondence.

Any Communication that is not legible or that contain any defamatory allegations, or improper matters shall be circulated to Board Members in a confidential manner.

Correspondence will be received for Information only unless a Board Member requests a different Action.

BY-LAWS

Every By-law shall be listed on the agenda by an identifying number, followed by a brief description of the intent of the By-law.

Every By-law enacted by By-Law shall be numbered and dated.

The Secretary-Treasurer shall make minor corrections to any by-law resulting from technical or typographical errors. Corrections shall not change the intent of the By-law.

The By-laws as enacted shall be available for public inspection in the Administration office during regular business hours. The Secretary-Treasurer may provide electronic access, including posting on the Website or such other method as may be determined by the Secretary-Treasurer.

NOTICE OF MOTION

A Notice of Motion shall allow members to advise of a motion they will be presenting to the Board for consideration at a future meeting. Members bringing forward a motion shall provide the requested motion to the Secretary-Treasurer

CLOSED SESSION MATTERS

A meeting or Part of a Meeting may be closed to the public if the subject matter be considered is pursuant to the Municipal Act, 2001, as amended.

Documents and/or Staff Reports that are 'Confidential' will be marked confidential.

Documents and/or Staff Reports that are 'Confidential' will be made available to Board Members at the meeting and must be returned to the at the end of the Closed Session.

Before holding a meeting or part of a meeting that is to be closed to the public, the Board shall state by resolution the fact of the holding of the Closed Meeting and the general nature of the matters to be considered at the Closed Meeting.

Where a matter is discussed during the closed session under the provisions of this by-law, all members of the Board, staff or other person in attendance, shall not discuss or repeat the discussion, in whole or in part, with any other person outside the closed session.

Both at Meetings of the Board and during their preview of the application forms distributed to them, the Members of the Board will treat all personal information applied by the applicant(s) or their assigned agent to the Consent application forms with appropriate confidentiality as required by the Municipal Freedom of Information and Protection of Personal Privacy Act R.S.O. 1990, c.M.56.

ADJOURNMENT

The motion to adjourn shall include the time of the adjournment along with the date and time of the next scheduled meeting.

Unless otherwise determined by Resolution of the Board by a majority vote to extend the meeting by one-half hour, and no longer, all meetings commencing at 5:30 p.m. shall conclude at the hour of 9:30 p.m.

Any meetings commencing at a different time shall not exceed four (4) hours in length.

UNFINISHED BUSINESS

Unfinished Business shall be listed on the agenda in the order in which it first came before Board for consideration and if not dealt with at the meeting at which it appeared on the agenda shall continue to be listed until finalized.

RESOLUTIONS

A resolution shall express the decision of Board and shall be passed to give direction to staff.

MINUTES

The Minutes of each meeting of Board shall record:

- The place, date and time of the meeting
- The names of all members, staff and guests present
- All resolutions, decisions and other proceedings of Boards.

The Secretary-Treasurer shall ensure that the draft minutes are available after approved at a future meeting.

RECESS

A recess shall be permitted by a majority consent of members and shall set a time to recess for.

RULES OF DEBATE

No Member shall be deemed to have precedence or seniority over any other Member.

The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting. The minutes will reflect the Point of Order, and the Chair's ruling.

The Chair may speak on any matter either before the commencement of debate on any matter, or without entering into further debate, may speak to close the debate on any matter after all Members wishing to speak have spoken.

If the Chair wishes to take part in the debate, the Chair must leave the chair and call on another Member to act in the Chair's place until the debate is closed and in such case the Chair waives their privilege to close the debate. The Member acting in the Chair's place may close the debate.

After the Chair, the member who moves a main motion has the first right of speaking on that motion, the seconder has the next right of speaking on the motion.

No Member shall speak to a question or motion until the Member has been recognized by the Chair. After being recognized by the Chair, all remarks shall be respectfully made through the Chair.

When a member wishes to call attention to what the member believes to be a violation of the rules of procedure, the member shall, when recognized by the Chair, raise the point of order.

When a point of order is acknowledged by the Chair, any Member speaking at the time shall cease doing so until the point has been dealt with.

On raising the point of order, a member shall state the point of order

with concise explanation and the Chair shall rule upon the point of order.

The Chair's ruling shall be final, unless a Member immediately appeals the ruling of the Chair (challenges the Chair) as follows:

- a) The Member appealing shall state the reasons for the appeal;
- b) The Chair may offer reasons in favour of upholding their ruling; and
- c) The Members shall vote on the appeal without debate.

If the appeal is upheld, then the Chair shall change their ruling accordingly or if the appeal is rejected, then the Chair's ruling stands and no further avenues of appeal are allowed.

VOTING

Voting shall be by way of a “show of hands” in favour or against.

A Recorded Vote may be requested by any Member present at the meeting, immediately prior to or immediately subsequent to the taking of the vote. The vote will then be taken immediately without debate.

To process the Recorded Vote:

- 1) The Secretary-Treasurer will call Members present by name in alphabetical order.
- 2) The Secretary-Treasurer will record each Member's vote in the Minutes of the meeting and on the Resolution Form or Notice of Decision, as applicable.
- 3) Every Member present at the meeting who refuses or fails to vote during a Recorded Vote, when permitted to vote by law on the question, will be deemed as voting against the question.
- 4) After completion of the Recorded Vote, the Secretary-Treasurer will announce the results.

Member Requesting Their Stand Recorded: If there is no request for a Recorded Vote, any Member may request the Secretary-Treasurer to record their stand on a question in the Minutes of the meeting.

The Chairperson, except where disqualified to vote, may vote on all questions, and when so shall vote last. After the Chairperson commences to take a vote on a question, no member shall speak to such question or present any other motion until a vote has been taken on such question. The Chairperson shall announce the results of the vote once the vote is completed.

Equal Vote: Any question on which there is an equality of votes shall be deemed to be defeated, except where expressly provided in legislation.

Motions

Order of Consideration:

Members may introduce matters to be dealt with by motion, subject to the notice provisions in this By-law.

A motion for introducing a new matter shall not be presented without notice unless the Board, without debate, dispenses with such notice by a two-thirds vote of the Members present.

Every motion, amendment to a main motion, or amendment to an amendment must be formally moved and seconded before the Chair can put the question to Board for a vote, and prior to any discussion on the question.

Any member may require a motion under discussion to be read by the Chair at any time during the debate but not so as to interrupt another member who is speaking.

Motions will be presented and debated in the order of their presentation on the agenda. With concurrence of two-thirds of the Members present at a meeting, a motion may be brought out of that order and considered at the requested time.

Motion to Defer: A motion to defer will include a reason for deferral and assigned a date for its return for disposition at a future regularly scheduled meeting, otherwise that motion will be brought forward on the agenda for the next regular meeting.

Amending Motion: Amendment to a motion may be made to change or vary the main motion provided such amendment will not materially change the intent or meaning of the main motion and may include the changing or deleting of certain words or adding words for clarification of the intent. A motion to amend the main motion will be made in writing.

An amendment modifying a motion may be made provided it is not contrary to the main intention of the motion.

An alternate motion may only be introduced if the motion in debate is not passed.

Limitation: Only one amendment at a time can be presented to a main motion, and only one amendment to an amendment may be presented.

Order of Vote: Where there is a motion to amend a motion of amendment, the motion to amend will be voted upon first. If no other amendment to the amendment is presented, the amending motion will be put to the. If no other amendment to the main motion is presented, the main motion as presented or amended depending on the disposition of the amendment, will be put to vote.

VERBAL MOTIONS

The following motions may be introduced verbally and without written notice and without leave:

Point of Order or Personal Privilege;
a Motion to Withdraw a Motion for Amendment;

a Motion to Recess the meeting;
a Motion to Call the Vote on a Question in Debate;
a Motion to Divide the components of a motion for separate voting;
a Motion to Request a Short Reading of a written motion;
a Motion to move out of Closed Session;
a Motion to change the Order Of Business listed on the agenda;
a Motion to Adjourn the meeting.

SEVERABILITY

If any section or sections of this by-law or parts thereof are found by a court of law to be illegal or beyond the power of the Board to enact, such section or sections or parts thereof shall be deemed to be severable, and all other sections or parts of this by-law shall be deemed to be separate and independent therefrom and to be enacted as such.

CONFLICT

If a provision of this by-law conflicts with an Act or regulation or another by-law the provision that is the most restrictive shall prevail.

REPEALED BY-LAWS

This By-law repeals any procedural by-laws passed by the Board.

EFFECTIVE DATE

This By-law shall come into force and take effect upon the date of passing.