

**CENTRAL TIMISKAMING PLANNING BOARD**

**Bylaw Number 2013- 03**

**Being a bylaw to adopt the policy that sets out guidelines for administrative staff of the member municipalities and of the Central Timiskaming Planning Board**

**WHEREAS** the Central Timiskaming Planning Board is a local board made under Section 9 of the Planning Act, R.S.O. 1990 and so defined by order of the Minister of Municipal Affairs and Housing; and

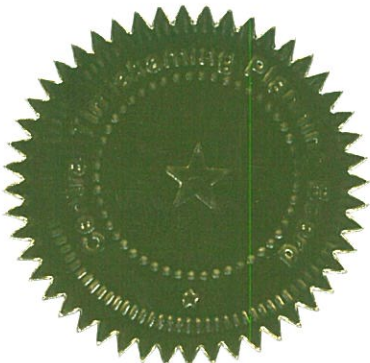
**WHEREAS** the Central Timiskaming Planning Board further deems it appropriate and desirable to establish certain policies with respect to administration of land use planning activities;

**NOW THEREFORE THE CENTRAL TIMISKAMING PLANNING BOARD ENACTS AS FOLLOWS:**

1. **THIS** Bylaw shall be known as the "Administrative Guidelines Bylaw" of the Central Timiskaming Planning Board.
2. **THAT** the policy with respect to land use planning activity administration , a copy of which is attached hereto as Schedule "A", forms part of this By-law.
3. **THAT** all other By-laws and resolutions or parts thereto, contrary hereto or inconsistent herewith, be and the same are hereby repealed.
4. **THAT** this By-law comes into force and effect on the day of passing thereof.

READ A FIRST and SECOND TIME this 8TH day of October, 2013

READ A THIRD and FINAL TIME this 8TH day of October, 2013  
and enacted as of this date.



  
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Chair

  
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Secretary-Treasurer

# CENTRAL TIMISKAMING PLANNING BOARD POLICY 2

Town of Englehart  
Township of Evanturel  
Township of Chamberlain  
Municipality of Charlton-Dack

<b>Policy: Administrative Guidelines</b>	<b>Board Approval:</b> <b>Date:</b> <u>October 08 2013</u>
<b>By-Law No.</b> <u>2013-03</u>	<b>Revised Date:</b> _____ <b>Authority:</b> _____

## 1. Purpose:

The general purpose of this policy is to set out the guidelines for administrative staff when accepting planning applications and the relationship when dealing with the public and developers in respect to Planning matters with the Central Timiskaming Planning Board.

## 2. Application:

This policy applies to the representatives, elected officials and all staff of the member municipalities, where applicable.

## 3. Policy Statement/Guidelines:

This policy shall be exercise in accordance with the following:

- Planning Act, RSO 1990, the Provincial Policy Statements and all other Provincial interests.
- Central Timiskaming Official Plan and associated policies.
- Municipal interests of the Town of Englehart, Township of Evanturel, Township of Chamberlain and the Municipality of Charlton and Dack.

#### 4. Administration procedures for planning applications:

##### *At the MUNICIPAL OFFICE*

- Receive application.
- Forward the package to the Administrative Municipality.

##### *Secretary- Treasurer of Planning Board*

- 1) Accept application package and date stamp.
- 2) Open file and assign a file number according to the following indexing
- 3) Municipal Identification – Planning Type – YYYY - ##

Municipal Identification Codes:	
Chamberlain	5454
Charlton-Dack	5446
Evanturel	5449
Englehart	5452

- 4) Review for completeness and determine if further information is required.
  - a) If complete, receipt payment
  - b) If not complete, return entire submission to applicant along with a letter stating reasons why the application cannot be accepted as complete
- 5) Review of proposed application for conformity with:
  - a) Official Plan
  - b) Zoning Bylaw
  - c) Prescribed Application Information
  - d) Review of Provincial Interests
  - e) Review of Provincial Policy Statements
  - f) Municipal Interests
- 6) Receipt of Pre-consultation Reports of Ministries/Agencies as required by Municipal Plan Review
  - a) Consultation with planner
- 7) Process as prescribed and submit planning report to Board, or municipality where applicable, for decision
- 8) Copy to be sent to the respective member municipalities.