

DESBARATS TO ECHO BAY PLANNING BOARD
By-law 98 – 01, As Amended

Being a By-law Amend By-Law 98-01 to govern the calling, place and proceedings of meetings of the Board

WHEREAS Section 238 of the Municipal Act, S.O. 2001, c. 25, as amended, requires every local board to adopt a procedure by-law for governing the calling, the place, and the proceedings of its meetings; and

WHEREAS the Desbarats to Echo Bay Planning Board is a local board as defined in the Municipal Act, S.O. 2001, c. 25, as amended, and as such is subject to the aforementioned legislation; and

WHEREAS the Desbarats to Echo Bay Planning Board further deems it appropriate to establish certain rules and procedures for the conduct of its meetings;

NOW THEREFORE, THE DESBARATS TO ECHO BAY PLANNING BOARD
HEREBY ENACTS AS FOLLOWS:

SECTION 1 – DEFINITIONS:

In the By-laws and resolutions of the Desbarats to Echo Bay Planning Board, unless the context requires otherwise, the following definitions shall apply to the terms and phrases used therein:

- a) Board – means the Desbarats to Echo Bay Planning Board
- b) Chair – means a person elected annually by the Board to preside over meetings of the Board and will have signing authority with the Secretary-Treasurer
- c) Member – means a member of the Desbarats to Echo Bay Planning Board as appointed.
- d) Secretary-Treasurer – means a person appointed by the Board to perform certain responsibilities and conduct certain business on behalf of the Board from time to time.
- e) Quorum – a majority of Board members shall constitute quorum
- f) Vice-Chair – means a person elected annually by the Board to preside over meetings of the Board in the absence of the Chair, and who has signing authority with the Secretary-Treasurer.

SECTION 2 – GENERAL PROVISIONS:

- a) The rules and regulations contained in this By-law shall be observed in all proceedings of the Board and shall be the rules and regulations for the dispatch of business by the Board.
- b) Any procedure under this By-law which is discretionary and not mandatory under the statute may be suspended with the consent of the majority of the members present.
- c) Persons shall not be permitted to address the Board except with the permission of the Chair. In the case of a delegation appearing before the Board, only appointed representatives shall address the Board with the permission of the Chair.

SECTION 3 – CONVENING OF BOARD MEETINGS:

- a) All regular meetings of the Board shall be held as necessary, on the fourth Tuesday of every month at The Township of Tarbutt Council Chambers beginning at 7 pm, or at the call of the Chair.
- b) The Board may, by resolution, dispense with, alter the time of, day of, or place of any regular Board meetings.
- c) If no quorum is present one-half hour after the time appointed for a meeting of the Board, the Secretary-Treasurer shall record the names of the members present and the meeting shall stand adjourned until the next regular meeting of the Board or until a meeting is called by the Chair.

SECTION 4 – AGENDA:

- a) Agendas shall be prepared for all meetings of the Board and be formatted as follows:
- A. Routine Matters
 - 1. Call to Order
 - 2. Declaration of Conflict of Interest and/or Pecuniary Interest
 - 3. Approval of minutes/statements
 - 4. Delegations
 - B. Old Business
 - C. New Business
 - D. Information
 - E. Seminar / Meetings
 - F. Newsletters / Bulletins
 - G. Adjournment
- b) The Business of the Board shall be taken up in the order listed above unless otherwise decided by the Chair.
- c) Persons desiring to present information to the Board shall give written notice to the Secretary-Treasurer not less than ten (10) days prior to the meeting.
- d) Important correspondence will be appended to the agenda by the Secretary-Treasurer and copies will be provided to each Board member.

SECTION 5: MINUTES

- a) The minutes of each meeting of the Board shall record the following:
- the place, date and time of the meeting
 - the names of the members present
 - the adoption, correction and amending of minutes of previous meetings
 - general business
 - resolutions or decisions from the Board
- b) The Secretary-Treasurer shall ensure that the minutes of any preceding meetings are available at least one week prior to the next meeting.

SECTION 6: PETITIONS

In addition to Section 4. a). A. 4. and Section 4. c). above, verbal deputations or presentations must not exceed 15 minutes in length, and any extensions of this time allotment must be approved by the Board.

READ A FIRST TIME on the Twenty-fifth day of July 25th, 2023.

READ A SECOND TIME AND THIRD time and finally passed in open Board meeting this 25th
DAY OF JULY, 2023.



Lynn Orchard, Chair



Jared Brice, Secretary-Treasurer