

**8**

# **ADMINISTRATIVE MATTERS**



## Calvin Fire Department

1238 Peddlers Dr Calvin Township, Ontario 705-744-2291

Submitted for Council Meeting: December 16 for the month of November 2025

### Department Volunteer Status

# Active Personnel 15	# Resignations since last report to Council	New applicant(s) (application attached for Council approval) Name(s):
Jordan Whalley                      Chief Chayse Walls                      Deputy Chief OJ Keown                      Assistant Chief Steve Meecham                      Captain Brandon Apps                      Captain Jason Gienow                      Lieutenant Codey Beaumont                      FPO Tyler Wright                      Safety Officer Liam Maxwell                      Public Relations Officer Bill Moreton                      Dispatch/Station Officer Andres Barahona                      Firefighter Blair Grove                      Engineer Les Whalley                      Engineer Wayne Brown                      Engineer Steve Walls                      Engineer	0	0

## Incidents Attended –

The month of November had 0 calls! What a nice break!

## What we have been up to –

Each Thursday night meetings from 7-9 consist of a brief meeting and then crews participate in a 2-hour training session on various topics related to Fire Fighter 1&2 with skills testing to evaluate their understanding of each skill.

Some fire hall projects have been completed. The bunkers that contain turnout gear have been fixed up, cleaned and have been painted. The Locker room has been redone, painted and turned into a small office/training room for members. It allows a clean quiet space for them to do their online training and testing which must be completed by June 2026.

The Side by side tracks have been installed.

The department made is switch over from fire season to winter season, swapping out equipment on the trucks, removing wildland fire fighting gear, cleaning, repacking and storing it away. The winter gear was taking out of storage, had maintenance checks done and put into service.

Fire apparatus heat shields were installed onto trucks to maintain heat inside the pump house and prevent freezing.

## Department Training -

Course/Training Name	Who is required to complete (all, specific role etc.)	# of Active Volunteers who have completed	Comments re training plan this calendar year to meet requirements (method of delivery/where/when)
First Aid and CPR/ BLS	All firefighters are required to do recertification every 3 years	15	All up to date.
Fire Fighter 1&2 skills training and testing	All firefighters are required by 2026	10	In-house training following the NFPA IFST manual, NFPA Skills sheets and vector solutions online training  -Update- still waiting on OFM compliance letters for 3 members.



## Other Training Provided Since Last Report to Council

Specific Training Delivered	Delivery Date	Method of Delivery and Provider (i.e. Chief, FMO etc.)	Number of personnel who completed the training	Comments
Winter ready	November 13th meeting	Training officer, Chief, Deputy Chief	13	November meetings were used to get ready for the winter months. Crews pulled off fire season gear and replaced it with winter equipment. Crews worked together to organize the trucks and studied the placement of equipment on the apparatuses. This helps ensure each member is aware of an item's location and can save precious moments on scene.
Vector Solutions online Training	Open to Train on FF own time	Online via Vector solutions Training Portal	13	Crews continue to complete FF1 and 2 related modules furthering their education towards in-house testing on weekly skills training and testing nights

## Meetings attended by Chief/Deputy Chief

Mutual Aid Meetings (running table – latest meeting first)

Meeting Date	Attended by or indicate "not attended"	Meeting Highlights	Actions Necessary, this Dept	Comments
none				



## Other Meetings/Conferences Attended

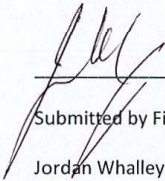
Meeting Date	Meeting Name	Attended by:	Comments: such as purpose, benefit etc.
November 21 2025	Champlain Provincial Park Announcement	Chief and FPO	Ministers announced the park will receive funding to help with the restoration and reopening of the Champlain Provincial Park.

## Public Education/Outreach Plan -2025 -Fire Prevention

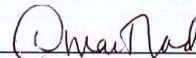
Event/Activity Name	Date to be completed	Lead (i.e. Chief, Deputy etc.)	Municipal Support Required Y/N If Y, name it	*Results: (once complete)
Fire Prevention packages	ongoing	FPO/chief	Y – Print outs	On going
Facebook Updating	Monthly	PIO Liam Maxwell	N	Updating residents on Fire Safety, current situations/road closures.
Instagram	Weekly	Chief Jordan Whalley	N	Updating followers/residents on what the fire department is up to, training events, calls.

# Reports Due to Various Ministries in 2025 (running table)

Report Name	Due to	*Due by date & Frequency	Status
Standard Incident Report OFM	OFM	March 30, 2025 Annual	Up to date
SIR reporting per call	OFM	Per call	Up to date
CAS MTO submissions	MTO	Per call	Up to date

  
Submitted by Fire Chief  
Jordan Whalley

Date submitted to CAO: December 1 2025

  
I have received, reviewed and approve of this report submission  
Donna Maitland, CAO





# PUBLIC NOTICE

## NEW CARBON MONOXIDE (CO) ALARM REQUIREMENTS IN ONTARIO

Effective January 1, 2026 Ontario has introduced updated Carbon Monoxide (CO) alarm requirements under the Ontario Fire Code.

These requirements apply to all residential dwellings with fuel-burning appliances, fireplaces, attached garages, or shared mechanical systems.

### NEW REQUIREMENTS

CO alarms must be installed adjacent to every sleeping area.

CO alarms must be installed on every storey of the dwelling.

Multi-unit buildings require alarms in service rooms and in units adjacent to service rooms or garages. For more information, please contact the Calvin Fire Department at 705-744-2700 or for fire code details please visit [Ontario.ca/laws](https://www.ontario.ca/laws)



## Christmas Fire Safety Tips

- \* Choose Flame-resistant or non-combustible decorations
- \* Keep lit candles away from trees
- \* Turn off all holiday lights before leaving the house or going to bed
- \* Never leave candles unattended
- \* Use sturdy candle holders and place candles on stable surfaces
- \* Keep your tree well-watered to prevent drying out
- \* Make sure your Christmas tree isn't blocking exits
- \* Dispose of the tree after the holiday promptly
- \* Avoid overloading extension cords and outlets
- \* Use only certified holiday lights and do not use damaged wiring
- \* Ensure smoke alarms are working properly
- \* Keep fire extinguishers accessible in key areas
- \* Have an emergency plan and practice it with your family







# Corporation of the Municipality of Calvin

## Council Resolution

Date: December 16, 2025

### **Request for Support Nation Building Improvements to Highways 11/17**

Resolution Number: 2025-369

Moved By: Councillor

Seconded By: Councillor

WHEREAS Council for the Corporation of the Municipality of Calvin received and considered FONOM's correspondence dated Nov 28, 2025, entitled, Support Requested: Nation Building Improvements to Highway 11/17 (2+1 & Four Lane Options), and

WHEREAS Canada's east-west trade and national mobility rely on the Trans-Canada Highway system, including Highways 17 and 11 across Northern and Eastern Ontario, which carry significant freight volumes but remain predominantly two-lane corridors; and

WHEREAS four-laning the entirety of Highway 17 is the ultimate goal of the communities along the corridor;

AND WHEREAS the proven "2+1" highway design - alternating passing lanes with a continuous median barrier - delivers safety outcomes comparable to full twinning at substantially lower cost, land, and environmental impact, and can be scaled or converted to four lanes (2+2) as volumes grow; and Whereas the Government of Ontario has announced a 2+1 pilot between North Bay and Temagami and a further extension toward Cochrane, creating a near-term implementation pathway; and

WHEREAS modernizing Highways 17 and 11 will improve safety, reduce closures, strengthen supply-chain reliability for mining, forestry, agriculture, tourism and manufacturing, and enhance national resilience and emergency response capacity; and

WHEREAS a phased 2+1 build - prioritizing Highway 11 (North Bay --+ Cochrane, then Cochrane --+ Nipigon) and key sections of Highway 17 (western border of County of Renfrew-- Sudbury; Sault Ste. Marie-- Sudbury; Thunder Bay-- Kenora) - aligns with nation-building criteria, supports economic reconciliation with Indigenous partners, and enables integrated EV charging and low-carbon construction practices;

WHEREAS analysis summarized by the Federation of Northern Ontario Municipalities, (FONOM) demonstrates high freight demand on these routes and strong safety/economic rationale for a 2+1 program;

NOW THEREFOR BE IT RESOLVED That the Council for the Corporation of the Municipality of Calvin formally endorses the adoption and phased implementation of a 2+1 highway program on Highways 17 and 11 as a nation-building project; and

That the Government of Canada be urged to designate this initiative as a project of national interest under the Building Canada Act and to partner with Ontario to co-fund and accelerate planning, design, procurement, and construction; and

That the Government of Ontario be urged to expand the announced pilot to a corridor-wide program, sequencing works as follows (subject to readiness and safety benefit):

That the Government of Ontario prioritize these projects into the Ministry of Transportation's Major Projects Division; and

That both governments ensure early, ongoing, and capacity-supported engagement with affected Indigenous Nations, with opportunities for Indigenous training, contracting, and equity participation; and That the program incorporates corridor-wide safety features (barrier-separated 2+1 cross-sections, controlled passing frequency, wildlife considerations), resilience measures (closure mitigation, climate adaptation), and clean-growth elements (EV charging readiness, recycled aggregates, lower-carbon materials); and



**CAO**

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**From:** FONOM Office/ Bureau de FONOM <fonom.info@gmail.com>  
**Sent:** November 28, 2025 11:49 AM  
**Subject:** Support Requested: Nation-Building Improvements to Highways 11/17 (2+1 & Four-Lane Options)

Good afternoon                      Please share with your Council and Senior Staff

I hope this message finds you well.

FONOM is reaching out to request your Council's support for the attached resolution calling for a coordinated, nation-building approach to modernizing Highways 11 and 17 through a phased 2+1 highway program, while also recognizing that full four-laning remains the ultimate long-term solution should the federal and provincial governments choose to pursue that option. As many of you will remember, several member municipalities have previously endorsed similar resolutions, and we want to sincerely thank you for your leadership and early advocacy on this important file.

With the Government of Ontario now moving forward with a 2+1 pilot between North Bay and Temagami, and signalling interest in extending this approach north toward Cochrane, the timing is right to strengthen our collective voice. The resolution outlines the strong safety, environmental, and economic rationale for a scalable 2+1 program—one that can be converted to four lanes as traffic volumes grow, funding becomes available, or government direction changes.

Endorsing this resolution reinforces the message that communities across Northern and Eastern Ontario support an approach that delivers near-term safety and mobility improvements while keeping the door open to future four-laning where warranted.

We would greatly appreciate your Council's consideration of the resolution. If supported, we encourage you to share the adopted resolution with the federal and provincial offices listed, helping to ensure that both governments understand the importance of a modern, reliable Trans-Canada corridor.

If you have any questions or would like supplemental information, please do not hesitate to reach out. Thank you again for your ongoing commitment to strengthening the infrastructure, safety, and competitiveness of our region.



**Whereas Canada's east-west trade and national mobility rely on the Trans-Canada Highway system, including Highways 17 and 11 across Northern and Eastern Ontario, which carry significant freight volumes but remain predominantly two-lane corridors; and**

**Whereas four-laning the entirety of Highway 17 is the ultimate goal of the communities along the corridor; and**

**Whereas the proven "2+1" highway design - alternating passing lanes with a continuous median barrier - delivers safety outcomes comparable to full twinning at substantially lower cost, land, and environmental impact, and can be scaled or converted to four lanes (2+2) as volumes grow; and**

**Whereas the Government of Ontario has announced a 2+1 pilot between North Bay and Temagami and a further extension toward Cochrane, creating a near-term implementation pathway; and**

**Whereas modernizing Highways 17 and 11 will improve safety, reduce closures, strengthen supply-chain reliability for mining, forestry, agriculture, tourism and manufacturing, and enhance national resilience and emergency response capacity; and**

**Whereas a phased 2+1 build - prioritizing Highway 11 (North Bay --+ Cochrane, then Cochrane --+ Nipigon) and key sections of Highway 17 (western border of County of Renfrew--+ Sudbury; Sault Ste. Marie--+ Sudbury; Thunder Bay--+ Kenora) - aligns with nation-building criteria, supports economic reconciliation with Indigenous partners, and enables integrated EV charging and low-carbon construction practices;**

**Whereas analysis summarized by the Federation of Northern Ontario Municipalities, (FONOM) demonstrates high freight demand on these routes and strong safety/economic rationale for a 2+1 program;**

**Therefore Be It Resolved That the Council of the \_\_\_\_\_ formally endorses the adoption and phased implementation of a 2+1 highway program on Highways 17 and 11 as a nation-building project; and**

**That the Government of Canada be urged to designate this initiative as a project of national interest under the Building Canada Act and to partner with Ontario to co-fund and accelerate planning, design, procurement, and construction; and**

**That the Government of Ontario be urged to expand the announced pilot to a corridor-wide program, sequencing works as follows (subject to readiness and safety benefit):**



**That the Government of Ontario prioritize these projects into the Ministry of Transportation's Major Projects Division; and**

**That both governments ensure early, ongoing, and capacity-supported engagement with affected Indigenous Nations, with opportunities for Indigenous training, contracting, and equity participation; and**

**That the program incorporate corridor-wide safety features (barrier-separated 2+1 cross-sections, controlled passing frequency, wildlife considerations), resilience measures (closure mitigation, climate adaptation), and clean-growth elements (EV charging readiness, recycled aggregates, lower-carbon materials); and**

**That this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, the Minister of Transport (Canada), the Minister of Infrastructure (Canada), the Ontario Minister of Transportation, local MPs and MPPs, Federation of Northern Ontario Municipalities (FONOM), Northwestern Ontario Municipal Association**

**(NOMA), Association of Municipalities of Ontario (AMO), Federation of Canadian Municipalities (FCM), Rural Ontario Municipal Association (ROMA), Eastern Ontario Wardens' Caucus (EOWC) for support, and the County of Renfrew for information.**

Happy to chat

Talk soon, Mac.

Mac Bain  
Executive Director  
The Federation of Northern Ontario Municipalities  
665 Oak Street East, Unit 306  
North Bay, ON, P1B 9E5  
Ph. 705-498-9510

Helen Keller once said, ***"Alone we can do so little; together we can do so much"***.

# FONOM

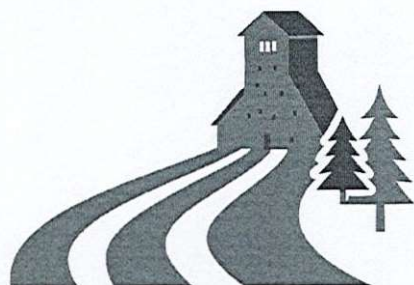
2026 FONOM Conference

Hosted by the City of Timmins  
May 11, 12, and 13, 2026 at the  
McIntyre Community Centre,  
85 McIntyre Road, Timmins, Ontario



**TIMMINS**

TIMMINS | JYTIENS | T3JU



# FONOM 2026

## TIMMINS, ONTARIO

*Connecting Communities,  
Driving Growth*



**CAO**

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**From:** AMO Education <events@amo.on.ca>  
**Sent:** December 2, 2025 1:01 PM  
**To:** CAO  
**Subject:** New Dates Added: Register for AMO's Healthy Democracy Leadership Series



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## **AMO's Healthy Democracy Leadership Series: Stronger Leaders, Stronger Communities**

If you missed registration for **AMO's Healthy Democracy Leadership Series: *Stronger Leaders, Stronger Communities***, we are pleased to offer new dates. This online program is designed to equip you with the tools, resilience, and confidence to meet today's political challenges head-on. The series is offered at no charge in two dedicated streams: one for first-time candidates and one for those considering re-election in 2026.

As Ontario moves toward the 2026 municipal elections, both current elected officials and aspiring candidates are navigating increasing levels of community expectation, online toxicity, and pressures on personal wellbeing. This series provides a supportive, skills-focused environment to strengthen your leadership foundation and reconnect with the values that guide public service.

Developed in partnership with **Nominee**, *Stronger Leaders, Stronger Communities* combines expert facilitation, peer-to-peer dialogue, and practical tools you can apply immediately.

This workshop series is part of AMO's Healthy Democracy Project. To explore more research and resources, visit the Project's website.

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### **Two Streams — Offered at No Charge**

#### **Stream 1: Considering Re-Election in 2026**

For municipal elected officials preparing their path forward and seeking renewed clarity, confidence, and resilience.



## Stream 2: First-Time Candidates for 2026

For community members exploring a run for municipal office and looking to build confidence, understanding, and support before launching a campaign.

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Each stream includes four inspiring sessions (you can register for the full series or individual sessions):

- **Session 1—February/March 2026:** Finding Your Why – Leading with Purpose and Authenticity
- **Session 2—March/April 2026:** Praise Your Rivals – Managing Conflict and Building Effective Relationships
- **Session 3—April 2026:** What Matters Most – Prioritizing Mental Health and Wellbeing
- **Session 4—May 2026:** Building Your Movement – Turning Values into Action

Register here for STREAM 1

Register here for STREAM 2

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What you'll gain by attending these sessions:

- **Clarity of Purpose:** reconnect with your values and what drives you to serve
  - **Resilience in Conflict:** handle tough situations with skill and confidence
  - **Personal Wellbeing:** prevent burnout and create sustainable leadership practices
  - **Stronger Communication:** inspire trust and mobilize authentic community support
  - **Practical Tools & Resources:** customized workbooks, scripts, and templates you can use immediately
  - **Peer Connection:** build relationships with others also preparing to run in 2026
- 

For more information, click [here](#).

Please email [events@amo.on.ca](mailto:events@amo.on.ca) with any questions.

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Inquires: [events@amo.on.ca](mailto:events@amo.on.ca)



# Understanding the Consent Application Process

Your Step-By-Step Guide for  
Consent-Granting Authorities

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Section 53 of the *Planning Act*

[ontario.ca/municipallearning](http://ontario.ca/municipallearning)



# Understanding the Consent Application Process

## Your Step-By-Step Guide for Consent-Granting Authorities

### **Interpretation of this Document**

This manual will direct you through the consent approval process in a step-by-step format. It is intended for use as a navigational guide for consent-granting authorities pursuant to section 53 of the *Planning Act*. If you are uncertain whether your municipality or planning board has authority to grant consents, please contact your regional Municipal Services Office.



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## part one





# FUNDAMENTALS OF A CONSENT

Land Division in Ontario

Activities That Require Consent

Types of Consent-Granting  
Authorities

Seven Essential Documents  
You Should Know





# LAND DIVISION IN ONTARIO

[*Planning Act*, s. 50]

Section 50 of the *Planning Act* prevents the division of land into smaller parcels unless one of the exceptions identified in the section applies. This usually means that approval of a governmental body will be required in order for land division to occur (some exceptions to this rule are identified below). As a result, whether a greenfield is being broken up into 50 buildable

lots or a single lot is being divided into two, the division of land is generally subject to a public process ensuring that provincial interests and local planning concerns (as expressed in the official plan) are both satisfied. The larger the number of lots being created, the more complex the considerations in the planning approval process will generally be.

## Exceptions under the *Planning Act*

Some types of transactions that do not require an application for land division are [*Planning Act*, s. 50(3)]:

- ▶ A lease for a renewable energy project for a period of between 21 and 50 years
- ▶ Acquisition for an electricity distribution line, electricity transmission line, hydrocarbon distribution line or hydrocarbon transmission line described in Part VI of the *Ontario Energy Board Act, 1998*
- ▶ Acquisition for purposes of flood control, erosion control, bank stabilization, shoreline management works or the preservation of environmentally sensitive lands approved under section 24 of the *Conservation Authorities Act*
- ▶ Transactions by a municipality, Her Majesty in right of Ontario or by Her Majesty in right of Canada
- ▶ The granting of an easement or covenant under the *Conservation Land Act*



	CONSENT	PLAN OF SUBDIVISION/ CONDOMINIUM
Application requirements	Less information is required for an application to be deemed complete (O. Reg. 197/96, Schedule 1)	More detailed information is required for an application to be deemed complete (O. Reg. 544/06, Schedule 1)
Time to make a decision before an applicant can appeal to the Ontario Municipal Board for non-decision	90 days [ <i>Planning Act</i> , s. 53(14)]	180 days [ <i>Planning Act</i> , s. 51(34)]
Time to fulfill conditions	<b>If provisional consent is granted</b>	<b>If draft approval is granted</b>
	1 year (no extension) [ <i>Planning Act</i> , s. 53(41)]	A minimum of 3 years (extensions permitted) [ <i>Planning Act</i> , s. 51(32)]
Time to transfer the new lots	<b>If consent is given</b>	<b>If final approval is granted</b>
	2 years (no extension) [ <i>Planning Act</i> , s. 53(43)]	No timeline specified  <b>Note:</b> If the applicant does not register a final plan within 30 days of the date of approval, the approval may be withdrawn. [ <i>Planning Act</i> , s. 51(59)]. Also, if a plan has been registered for 8 years or more the local municipality can deem the plan to not be registered [s. 50(4)].

The *Planning Act* provides 4 main ways that a planning approval authority can control land division:

- 1) consent
- 2) plan of subdivision
- 3) plan of condominium
- 4) exemption from part-lot control





## ACTIVITIES THAT REQUIRE CONSENT

The consent approval process (described in section 53 of the *Planning Act*) is a helpful alternative for land division proposals that are relatively less complex where a plan of subdivision is not required (e.g., the creation of one or two lots or easements).

A consent is appropriate if a landowner proposes to:

- ▶ Create a limited number of new lots (lot creation)
- ▶ Add land to a neighbouring lot (lot addition)
- ▶ Create one or more rights-of-way (easements)
- ▶ Charge over a part of a property (mortgage)
- ▶ Enter into a lease over a part of a property when the term of the lease

totals 21 years or more, inclusive of renewal options

Where a property is already divided by a natural feature (e.g., the bed of a stream or lake) or a publicly owned thoroughfare (e.g., a highway or a road), consent is not required to convey the land on either side of the feature or thoroughfare separately.



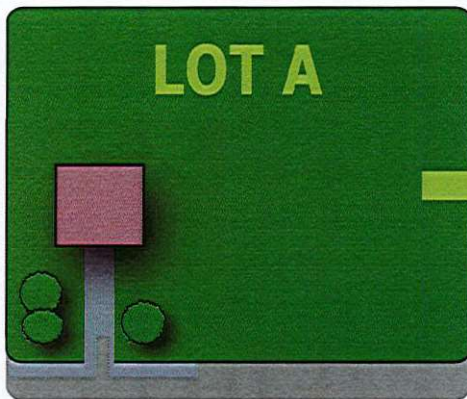
For complex proposals involving multiple lots, public streets and servicing, a plan of subdivision or a plan of condominium application may be more appropriate for the landowner. Refer to "Undersanding the Subdivision and Condominium Application Process: A Step-by-Step Guide for Approval Authorities" for more information, or visit [ontario.ca/municipallearning](http://ontario.ca/municipallearning).



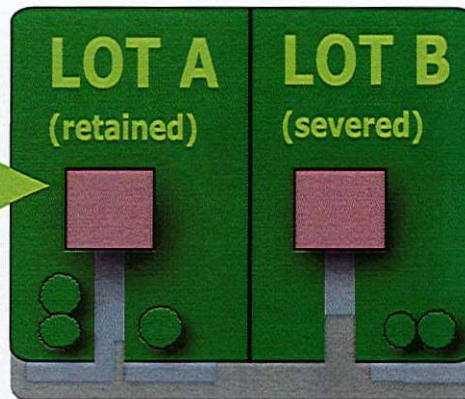
## CONSENT APPLICATION TYPES

**LOT CREATION:** Before a landowner can sell or transfer ownership of a portion of his/her property as a standalone parcel, a new lot must be created.

**Before**



**After**

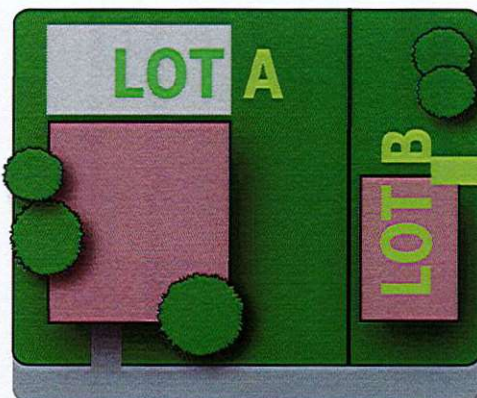


A landowner wishes to sever part of his/her property and retain the remaining portion.

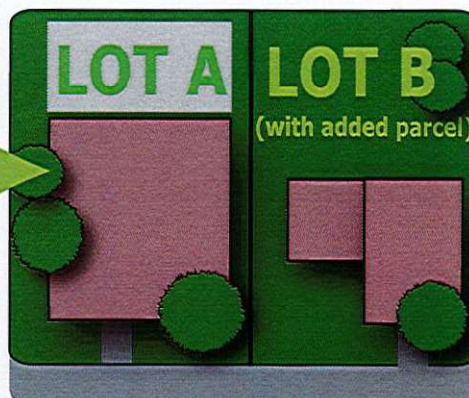
A consent is required for this type of transaction.

**LOT ADDITION:** Sometimes, a landowner wishes to sell or transfer ownership of a part of his/her land to a neighbouring (abutting) lot resulting in an increase in size of the abutting landowner's lot. This is referred to as lot addition.

**Before**



**After**

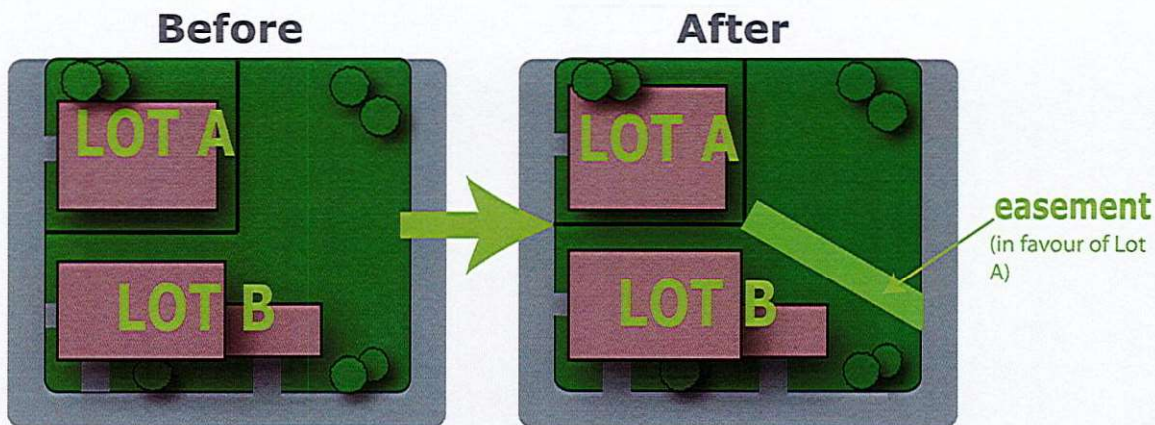


The owner of Lot A wishes to sell a portion of his/her property to the owner of Lot B to allow for an addition to an existing building.

A consent is required for this type of transaction.



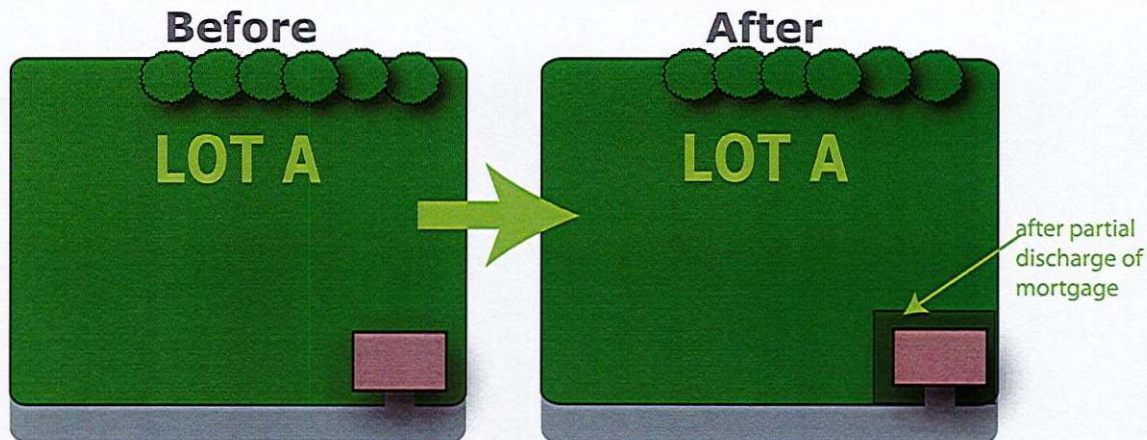
**EASEMENTS:** Easements are agreements that confer on an individual, company or municipality a right to use a landowner's property. Examples of easements include access roads, pathways and utilities (power lines, sewer/water lines, transmission lines, etc.).



The landowner of Lot A wishes to use Lot B's property to access the street network.

Consent for a right-of-way formalizes this arrangement.

**MORTGAGE OR CHARGE OVER PART OF A PROPERTY:** A landowner who wishes to mortgage (or charge) a part of his/her property, or a mortgagee (or chargee) who wishes to partially discharge a mortgage (or partially cease a charge) on a property must apply for consent.



The owner of a mortgaged farm (Lot A) requests a partial discharge for 1 acre where his/her home is situated.

Consent is required for this type of transaction.





# PUBLIC BODIES THAT ARE CONSENT-GRANTING AUTHORITIES

[*Planning Act*, ss. 50(1) & 54]

A public body that has the authority to give consents is commonly referred to as the “consent-granting authority”.

Most single-tier and all upper-tier municipalities are assigned consent-granting authority by the *Planning Act* and Ontario Regulation 354/02. In some places, the Minister of Municipal Affairs and Housing is the consent-granting authority. This includes all unincorporated areas outside of planning boards.

## Delegation of Consent-Granting Authority

The *Planning Act* provides assigned consent-granting authorities the option of delegating all or a part of their authority. In general, these delegated authorities can be grouped into three categories:

- **Lower-tier councils:**  
Many upper-tier councils

have delegated their consent-granting authority to lower-tier councils within their jurisdiction. Some single-tier councils have also been delegated consent-granting authority from the Minister of Municipal Affairs and Housing.

- **Planning boards:** Most of the planning boards in Ontario have been delegated consent-granting authority by the Minister of Municipal Affairs and Housing. All authority to give consents must be retained with the planning board and cannot be further delegated.

- **Appointed officers, committees of council and municipal planning authorities:** A municipal council that has authority to grant



A detailed breakdown of approval authorities in Ontario is available at [ontario.ca/landuseplanning](http://ontario.ca/landuseplanning).



consents can further delegate all or any part of this authority (as the case may be) to a municipal officer, a committee of council, a committee of adjustment, land division committee or a municipal planning authority, including:

- 1) the authority to determine if an application is complete pursuant to section 53 of the *Planning Act* (Step 2 of this Guide)
- 2) the authority for the giving of provisional consent for any or all types of consent applications ( lot creation, lot addition, easements, mortgages or leases for 21 years or more) (Step 6 of this Guide)
- 3) the authority to give consent (i.e., issuing the final certificate) (Step 11 of this Guide)
- 4) the authority to change conditions of provisional consent (Step 8 of this Guide)
- 5) the authority to execute, amend or release agreements securing conditions imposed in respect of a consent to sever

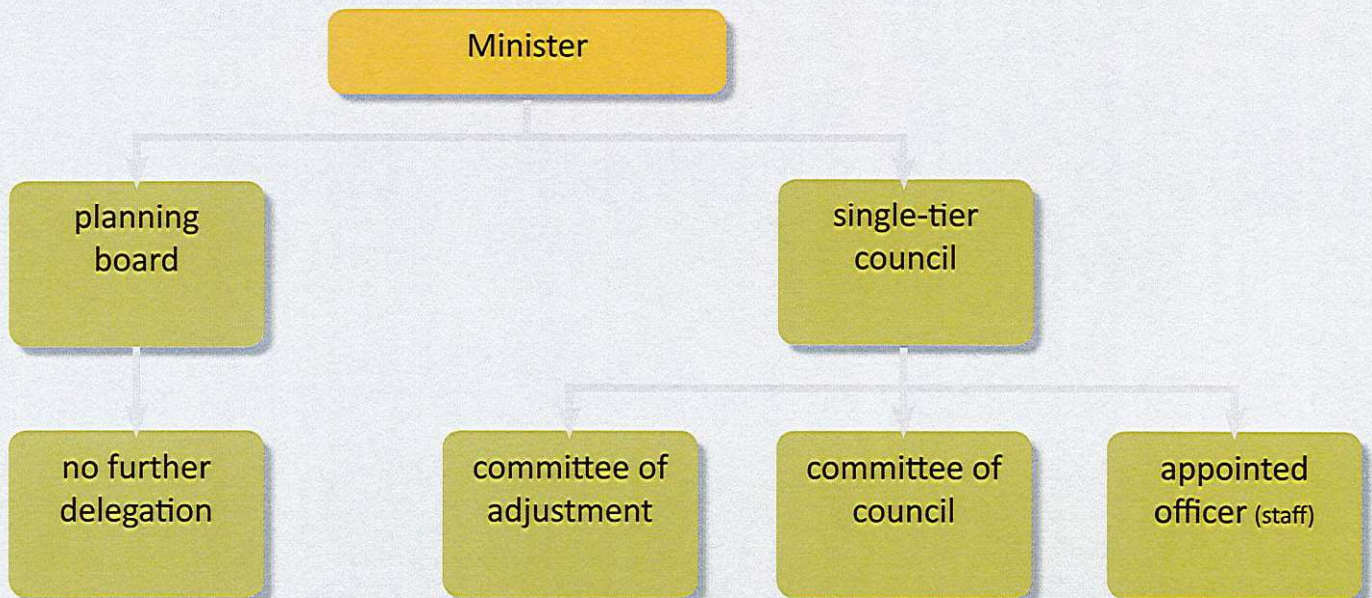
Where a municipal officer is delegated authority, the by-law must identify the name or position of the officer. Conditions may also be attached to the delegation.

**Note:** The authority to give a Certificate of Validation or the authority to approve a foreclosure or an exercise of a power of sale can also be delegated by a municipal council who has this authority (see "Application for Foreclosure or Exercise of a Power of Sale" on page 54 or "Application for a Validation Certificate" on page 57 for more details).



## Delegation of Consent-Granting Authority

Where the Minister of Municipal Affairs and Housing is the assigned approval authority for consent applications, the Minister may delegate his/her authority as follows:





## Delegation of Consent-Granting Authority

Where single-tier councils are the assigned approval authorities for consent applications, they may delegate their authority as follows:





## Delegation of Consent-Granting Authority

Where upper-tier councils are the assigned approval authorities for consent applications, they may delegate their authority as follows:





# SEVEN ESSENTIAL DOCUMENTS YOU SHOULD KNOW



To view the most up-to-date version of the *Planning Act*, please visit [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

To download a copy of the Provincial Policy Statement, please visit [ontario.ca/landuseplanning](http://ontario.ca/landuseplanning).

In Ontario, land division activities are regulated within a policy-led planning system that consists of seven inter-related types of legislation, rules and policies. Decisions made by a municipality or planning board on all land division matters are in accordance with these documents.

## ONE

### *The Planning Act*

The *Planning Act* provides the framework for the province's policy-led planning system and is administered by the Ministry of Municipal Affairs and Housing. The *Act* dictates which land use characteristics can be regulated, how they can be regulated and who can regulate them. This guide describes the key steps set out in the *Planning Act* for processing consent applications.

## TWO

### The Provincial Policy Statement

The Provincial Policy Statement sets the policy foundation for regulating the development and use of land in Ontario. It provides for appropriate development while protecting public resources of provincial interest, public health and safety and the quality of the natural environment. The Provincial Policy Statement is reviewed at least every five years from the time it was issued to ensure that the policies are up-to-date to address current planning challenges. Under the *Planning Act*, decisions in respect of any authority that affects a planning matter shall be consistent with the Provincial Policy Statement.

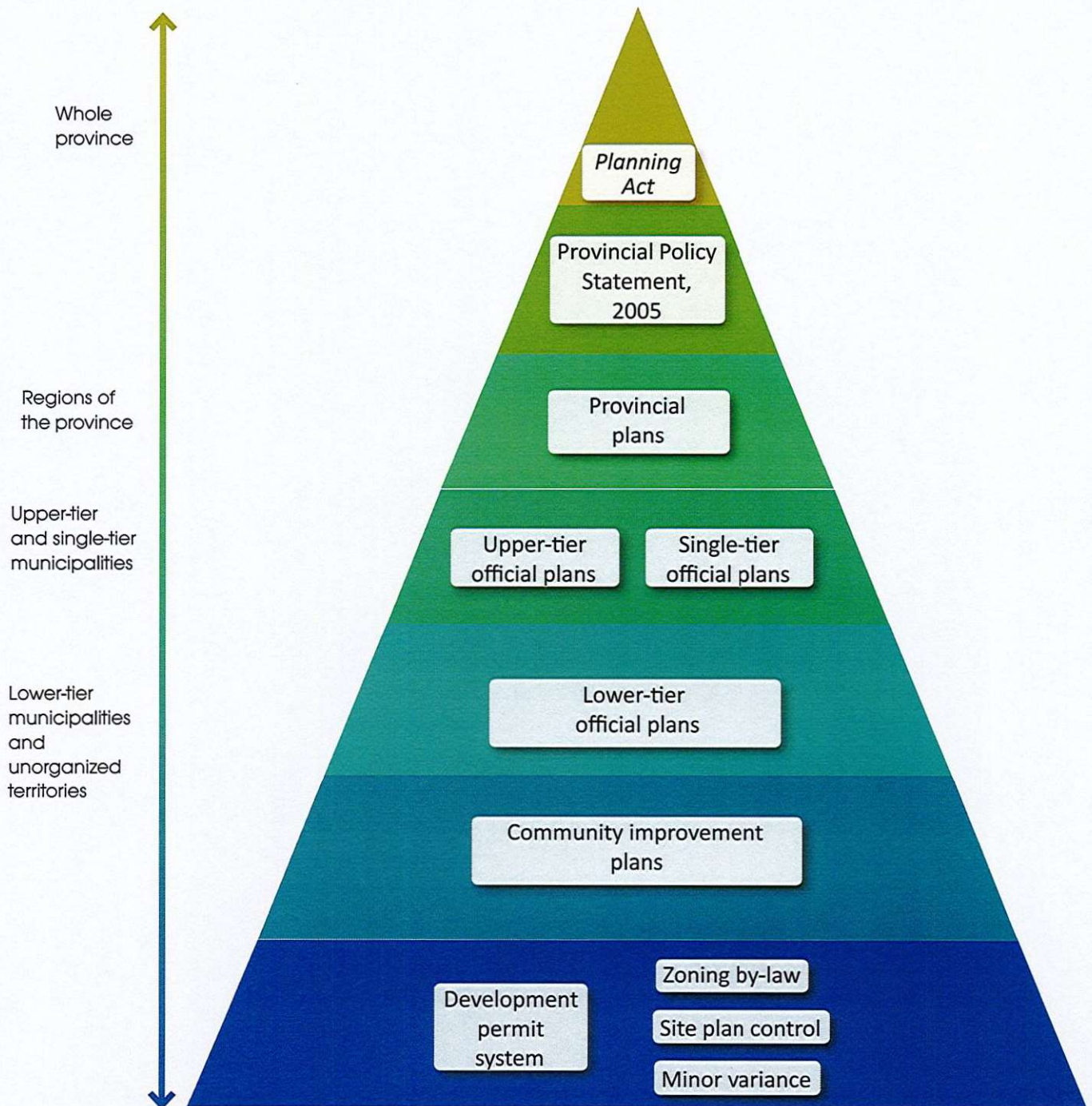
## THREE

### The Provincial Plan(s)

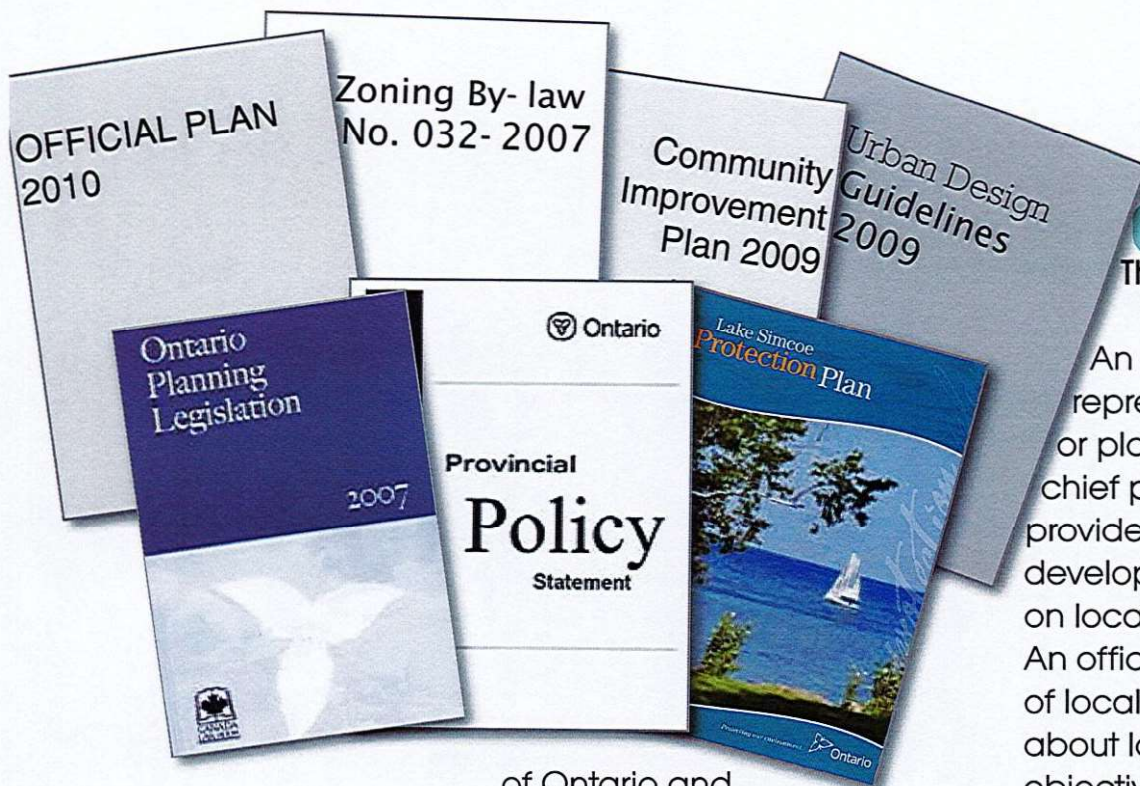
Provincial plans apply to specific geographical areas



## Ontario's policy-led planning system







#### FOUR The Official Plan(s)

An official plan represents a municipality's or planning board's chief planning tool to provide direction to council, developers and the public on local planning matters. An official plan contains a set of locally-generated goals about land-use planning, objectives as well as policies in areas such as land use, infrastructure and servicing, transportation, the natural environment, community improvement and urban design. Certain *Planning Act* tools can be used to help achieve a community vision, if the official plan has been updated to contain the required provisions. Under the *Planning Act*, decisions that affect a planning matter must conform to the official plan(s).

#### FIVE The Community Improvement Plan(s)

A community improvement plan may enable municipalities to offer grants or loans to local businesses and landowners as an

of Ontario and complement the Provincial Policy Statement to form the foundation of Ontario's policy-led planning system. These plans recognize the opportunities and challenges facing Ontario's communities and provide leadership in dealing with how our communities will change over the long-term. Provisions on a wide range of issues may be included, such as land-use planning, transportation, infrastructure planning, housing, natural heritage, and resource protection. Under the *Planning Act*, decisions in respect of any authority that affects a planning matter shall conform or not conflict with provincial plans. See Appendix 4 for a list of provincial plans.



incentive to build or repair properties, including the remediation, rehabilitation and reuse of brownfields. Decisions made on planning applications should include, if applicable, considerations of how the application meets the goals, objectives and policies of the community improvement plan. Your community can use this planning tool if provisions relating to community improvement are contained in the official plan and there is a community improvement project area by-law in effect.

## SIX

### The Zoning By-law, Development Permit By-law or Minister's Zoning Order

A zoning by-law is another planning tool found in the *Planning Act*, which enables a council or planning board to implement the vision set out in the official plan. It identifies the permitted land uses and the required standards (e.g., lot sizes, building height, setback, parking requirements) for different areas of the community.

A development permit

system can also assist a municipality in implementing the vision set out in the official plan. This planning tool combines zoning, site plan and minor variance into one application and approval process. It promotes development by providing for faster timelines, eliminating potential duplication, incorporating flexibility for uses and development standards to provide a "one-stop" planning service. If your municipality uses a development permit system, you will have a development permit by-law in place. This by-law contains a list of permitted uses and standards, and may also set out variances to the uses and standards. Appeal rights are limited for a decision on a development permit, which helps to create more certainty in the process.

A Minister's zoning order is a regulation that is issued by the Minister of Municipal Affairs and Housing. It overrides local zoning provisions, where they exist. Like a zoning by-law, a Minister's zoning order identifies the geographic



area (zoning area) to which the order applies and contains provisions for the use of land. In other instances, it is used to apply a level of development control in relation to a matter of provincial interest in a subject area(s).

policies along with a site plan control area by-law allow the implementation of site plan control.

Under the *Planning Act*, decisions that affect a planning matter must comply with the applicable zoning by-law, development permit by-law or Minister's zoning order in the municipality or planning area.

## SEVEN

### The Site Plan Control Area By-Law

Site plan control provides a council with the added ability to control the design and the development of a site. This includes the location, design and shape (massing) of buildings, the layout of parking and service areas, public access areas, landscaping, paving materials and street furniture (e.g., bicycle facilities, benches, lampposts, recycling containers). An updated official plan that includes site plan control



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# Planning Act

## Loi sur l'aménagement du territoire

ONTARIO REGULATION 338/98

DELEGATION OF AUTHORITY — EAST NIPISSING PLANNING BOARD

### CURRENT

Consolidation period: November 6, 1998 - e-Laws currency date (November 26, 2025)

Last amendment: 580/98.

**This Regulation is made in English only.**

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Legislative History



1. The Minister's authority to give consents under sections 50 and 53 of the Act with respect to applications whose file numbers are set out in the Schedule is delegated to the East Nipissing Planning Board. O. Reg. 338/98, s. 1.
2. The delegation of authority set out in section 1 is subject to the condition that the planning board comply with the rules of procedure contained in Schedule 4 to Ontario Regulation 136/95. O. Reg. 338/98, s. 2.
3. The delegation of authority set out in section 1 is not terminated by reason only that the condition set out in section 2 is not complied with. O. Reg. 338/98, s. 3.
- 3.1 The delegation of the Minister's authority to the East Nipissing Planning Board to approve consents under sections 50 and 53 of the *Planning Act* is withdrawn with respect to the files whose numbers are as follows:

48C-980002

48C-980012

O. Reg. 580/98, s. 1.

4. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 338/98, s. 4.

#### SCHEDULE

48C-970019

48C-970022

48C-970023

48C-970020

48C-980011

48C-960012

48C-970024

48C-970025

48C-980006

48C-980007

48C-980008

48C-980009



48C-980010

O. Reg. 338/98, Sched.; O. Reg. 580/98, s. 2.



**WHEN A PLANNING BOARD HAS BEEN GRANTED AUTHORITY UNDER SECTION 50 OF THE ONTARIO PLANNING ACT, IT MEANS:**

The Planning Board is the official subdivision control authority.

It has the legal power to grant or refuse consents (severances) and to regulate land division within its geographic jurisdiction.

More specifically:

1. The Planning Board becomes responsible for all decisions related to consent applications.

This includes authority to:

- Approve or refuse consent (severance) applications (Section 53)
- Apply conditions to consents
- Enforce subdivision control rules under Section 50
- Issue Certificates of Consent
- Determine whether land parcels merge or remain separate

**Ensure proposed lot creations comply with:**

- Official Plan
- Zoning
- Provincial Policy Statement
- Site conditions (access, services, frontage, etc.)

2. Section 50 authority means the Board prevents illegal land division

Section 50 is the core subdivision control provision.

Planning Boards with this authority:

- Prevent unapproved lot creation
- Review all legal instruments that might create new parcels:
  - transfers, mortgages, easements, long-term leases, etc.

Ensure no land division occurs except:

- by registered subdivision, or
- by consent granted by the Planning Board



### 3. The Planning Board must follow the Act and policies when deciding consents

The Board must consider:

- Provincial Policy Statement (PPS)
- Official Plan policies
- Zoning conformity
- Access (road frontage)
- Servicing (water, sewage)
- Natural hazards
- Compatibility with surrounding uses
- Cumulative impacts of multiple severances

### **WHEN A PLANNING BOARD IS GRANTED AUTHORITY UNDER SECTION 53 OF THE PLANNING ACT, WHAT DOES IT MEAN?**

Section 53 is the part of the Planning Act that governs when and how a piece of land (or part of a piece of land) can be severed — i.e. divided — without requiring a full “plan of subdivision.”

The “consent” given under Section 53 is commonly referred to as a land severance (or “consent to sever”).

In short: if you want to split your property (or otherwise alter property boundaries, grant easements, or deal with part of your parcel — e.g. lease part, mortgage part, etc.) under certain circumstances, Section 53 sets out how you get permission from the Granting Authority (or the provincial Minister, in some cases) to do so.

#### **What kinds of things require “Consent under Section 53”**

Under Section 53 (and its companion section Section 50, which defines “consent”) — a consent is required for:

- Creating a new lot or parcels (splitting existing land into two or more) — a “severance.”
- [ontarioplanners.ca](http://ontarioplanners.ca)
- Lot-line adjustments or boundary changes (not just whole-lot severances).
- Granting easements or rights-of-way over a portion of land.
- Mortgaging or discharging a mortgage (or partial mortgage) over part of a parcel.



- Leasing a portion of land (especially long-term leases — e.g. 21 years or more) or other long-term arrangements over part of a parcel.

Therefore, whenever you want to legally deal with part (not all) of a property in one of those ways — Section 53 consent may be required.

### **Who grants consent, and when is a full subdivision plan needed**

The “consent-granting authority” or the Minister when there is none is responsible.

Section 53 is only used when “a plan of subdivision ... is not necessary for the proper and orderly development of the municipality.” In other words — if the property division is small/straightforward enough that a full subdivision plan isn’t required.

If more complex development or multiple lots are involved, a full subdivision plan (under Section 51/50 of the Act) may be required instead.

### **What the consent process under Section 53 involves**

When someone applies for consent under Section 53:

They must submit prescribed information/material to the Granting Authority or Minister.

The proposed severance will be evaluated against planning criteria: e.g. whether the division is compatible with neighbouring lands, land use zoning and official plan, suitability of size/shape/access/ servicing (roads, water, sewage), environmental or natural-risk considerations (like flooding), etc.

If consent is granted, it may be “conditional.” The conditions must be met before a final “certificate of consent” is issued.

Once approved and conditions met, the consent is registered; then the new lot or changed parcel becomes legally recognized.

If the land transaction (e.g. sale) does not complete within two years of the certificate, the consent “lapses.”

### **Recent / Notable Legal Updates & Flexibility under Section 53**

Amendments introduced by Bill 88 (Planning Amendment Act, 2019) expanded who can apply for consent: not just the land owner or their agent — but also a “chargee” (e.g. mortgage lender) or a purchaser (or their agent) may apply.

The amendments also allow applicants to amend their consent application before final decision and allow cancellation of a previously granted consent under certain circumstances.



This provides the Granting Authority with more flexibility — for example, to manage “lot addition” scenarios or to re-evaluate previously approved consents if land-use context changes.

### **Why Section 53 (Consent) Matters — What It’s For**

It gives landowners a simpler, less-burdensome route than a full subdivision plan when dividing or adjusting property — which can save time and cost.

It helps ensure that any new parcelization or land-use change is reviewed in light of municipal planning policies, zoning, servicing, environmental and community impacts.

It maintains orderly development and helps municipalities avoid the problems that can arise from unchecked, ad-hoc lot splitting (e.g. overburdened infrastructure, incompatible development, environmental risk).