

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, March 9, 2017 at 5:30 p.m.
Sudbury East Planning Board Office
39 Lafontaine Street, Warren, Ontario**

MEMBERS PRESENT: Michel Bigras, Greg Hunt, Carol Lemmon, Heide Ralph, Ginny Rook, Jim Rook, Paul Schoppmann, Denny Sharp, Jim Stankovich

MEMBERS ABSENT: Ned Whynott

OFFICIALS PRESENT: Matthew Dumont, Director of Planning/Secretary-Treasurer
Karen Beaudette, Administrative Assistant

PUBLIC PRESENT: Laurie Bissonette

1. MEETING CALLED TO ORDER

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

2. ADOPTION OF THE AGENDA

Resolution: 17-014

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of March 9, 2017 be adopted as distributed.

MOVED BY: Jim Rook

SECONDED BY: Jim Stankovich

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No disclosures of Pecuniary Interest.

4. ADOPTION OF MINUTES

a) Sudbury East Planning Board – Regular meeting of February 9, 2017

Resolution: 17-015

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of February 9, 2017 be adopted as distributed.

MOVED BY: Denny Sharp

SECONDED BY: Ginny Rook

Carried

5. PRESENTATIONS/DELEGATIONS

a) Audit

Laurie Bissonette, KPMG, presented the draft 2016 Financial Statement to the Board. Ms. Bissonette discussed the Balance Sheet and Income Statements, explaining each of the accounts. Ms. Bissonette stated that the Planning Board staff was very helpful in the process and the Audit was completed very quickly.

There were no comments or questions from the Board.

Resolution: 17-016

BE IT RESOLVED THAT the 2016 Audited Financial Statements submitted by the accounting firm of KPMG be accepted.

MOVED BY: Jim Stankovich

SECONDED BY: Ginny Rook

Carried

6. CONSENT APPLICATIONS

The Chair advised that a Consent Application be analyzed and discussed before the Planning Board decides whether or not to grant Provisional Consent. Also that the analysis and discussion of a Consent Application serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent; and second, to receive comments from the public and agencies before a Planning Board decision is made.

The Director of Planning advised that Notice of Application was posted in the municipal office and was sent by First Class Mail to the assessed owners within 60 metres of the property subject to Consent Application and to those persons and agencies likely to have an interest in the application. The Notices were sent on February 27, 2017 (B/05/17/DVS – Rajko and Helma Ermenc) being over fourteen (14) days prior to this evening's meeting. Included with the Notice was an explanation of the purpose and effect of the proposed Consent and a Key Map showing the location of the property. The circulation was provided in accordance with the provisions of The Planning Act, R.S.O. 1990, Chapter P.13.

a) **B/05/17/DVS – Rajko and Helma Ermenc**

No member of the public was present for questions or comments from the Board.

The Director of Planning summarized the application. The purpose of the Application for Consent is to create a right-of-way over the subject property to provide continued legal access for the abutting property to the immediate west, 225 Ashigami Road East. The proposed right-of-way is to be approximately 0.31 hectares in lot area with a lot frontage of approximately 10.0 metres. The subject property which is granting the benefit of the right-of-way contains a single detached dwelling and detached garage, and has approximately 11.0 hectares in lot area with a lot frontage of approximately

320.0 metres, fronting onto Ashigami Lake.

The application complies with the policies of the Official Plan and the Zoning By-law. Comments were received through agency circulation from Hydro One networks which had no objections to the proposal. One phone call was received from a neighboring property owner to the south, who only wanted clarification on the FRI Imagery.

There were no other comments or questions from the Board.

Resolution: 17-017

BE IT RESOLVED THAT Consent Application B/05/17/DVS submitted by Rajko and Helma Ermenc be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Heide Ralph

SECONDED BY: Paul Schoppmann

Carried

The Chair advised that there is a 20 day appeal period during which time any person or public body may appeal the decision or any condition imposed by the Planning Board by filing an appeal with the Secretary-Treasurer as prescribed by the Ontario Municipal Board Act.

The applicants have one year to fulfill the conditions of this conditional approval or the approval will lapse.

7. NEW BUSINESS

No new business.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

a) Travel Trailer update from Board members.

The Director of Planning informed the members of comments received from the Sudbury and District Health Unit and Hydro One. With respect to the Health Unit, no sewage permit will be issued unless there is an appropriate stamp from the building department on the sewage permit application. The Health Unit would require approved sewage systems for grey water and other waste generated by the travel trailer or similar vehicle. With respect to Hydro One, vacant lots without a 911 address can receive hydro hook-up. The owner is required to call in advance with a legal description of the property. Zoning by-laws do not affect Hydro One's decision to provide hydro to an owner of a vacant lot with a travel trailer and a meter. If a landowner has hydro illegally, without a meter, the complaint would be lodged with the police. When a complaint is entered, Hydro One will respond.

The Director of Planning suggested forming an ad hoc committee with one representative from each of the four member municipalities and the Unincorporated Townships. Member Sharp stated that this was a good idea and she would be willing to provide the committee with a copy of the discussions that French River has already had.

Member Ralph asked if Hydro One contacted the Planning Board when they are connecting power to a vacant lot. The Director of Planning said that they do not. Member J. Rook asked if more than one meter per property was allowed. Member Ralph said that there have been instances where vacant lots have more than one meter on the property. Member Stankovich asked if it was possible to have a temporary Hydro One connection. The Director of Planning said that it is possible for people to have temporary hook-ups for hydro with the option of an extension for the purpose of building a primary dwelling.

Member Hunt stated that Markstay-Warren does not currently have a by-law for the governance of Travel Trailers but there should be a unified by-law for the Sudbury East Planning Area. Member Sharp stated that she would like to participate in the ad hoc committee.

Member of the ad hoc committee were selected; Greg Hunt, Heide Ralph, Jim Rook, Denny Sharp and Paul Schoppmann along with the Director of Planning, Matthew Dumont. The first meeting will be on April 13, 2017 at 1:00 p.m. in the French River Municipal Building boardroom.

Resolution: 17-018

BE IT RESOLVED THAT the Sudbury East Planning Board authorizes the Director of Planning to form an ad hoc committee representing, but not limited to, one (1) member from each municipality as well as the unincorporated townships, to generate input for regulation and enforcement of Travel Trailers for each of the member Municipalities of French River, Killarney, Markstay-Warren and St. Charles and Unincorporated Townships, and to authorize the Director of Planning to prepare a draft zoning by-law amendment for the aforementioned.

MOVED BY: Ginny Rook

SECONDED BY: Jim Stankovich

Carried

b) COOP Funding

The Director of Planning presented the Board with a report outlining the projects that could be implemented by staff utilizing the remaining funds from the COOP2016 funding. The first project would be to set up the private road database with key contact information. This would be valuable for Local Roads Boards, emergency services and for the Planning Board staff. The second project would involve setting up a database for all of the zoning conformity permits that have been issued by the Planning Board. Both projects would also be updated annually.

Member Schoppmann asked if any of the roads were on crown land. Member Schoppmann stated that he knows of three deeded properties on forestry roads in the Unincorporated Townships accessed through St. Charles.

Resolution: 17-019

BE IT RESOLVED THAT whereas the Sudbury East Planning Board participated in the COOP2016 Participant Agreement with the Ontario Ministry of Natural Resources and Forestry; and

WHEREAS the Ministry of Municipal Affairs and Housing provides funding through special grants for the Unincorporated Townships of the Province for Special Business Cases; and

WHEREAS the Planning Board receive \$8,605.72 under the 2016-2017 funding, but has a remaining balance attributed to the Unincorporated Townships of \$4,924.72. Now therefore

BE IT RESOLVED THAT that the Sudbury East Planning Board hereby approves the funding application to the Ministry of Municipal Affairs and Housing for additional costs associated with as they pertain to the Unincorporated Townships of the Sudbury East Planning Area in the amount of \$4,924.72 as per the report prepared by the Director of Planning.

MOVED BY: Jim Stankovich

SECONDED BY: Jim Rook

Carried

c) Budget

The Director of Planning presented the Board with four scenarios for the budget. Member G. Rook stated that member mileage in Killarney is 0.48 cents per kilometre and would the Board consider reducing their member mileage fees. Member Sharp asked if overlapping of Administrative Assistant position was included in the budget. The Director of Planning said that it was included.

Member Ralph said that Scenario #3 would be the best choice because staff pays should not be reduced. Member Hunt said that Scenario #4 should be chosen and that apportionment from the Municipalities should not be increased. Member Stankovich asked if staff had a recommendation. The Director of Planning stated that Scenario #3 would be staff's recommendation. The last increase in apportionment was in 2013. Member Stankovich said that costs could only be cut so much, if too many cuts are implemented, staff would not be motivated. Member Sharp stated that Scenario #3 would be her recommendation, and also expressed concern regarding the drop in applications.

Member Sharp mentioned that at the French River council meeting, KPMG Shared Services presentation, cost recovery is what smaller municipalities are investigating instead of raising taxes. Funding actually subsidizes people who are severing lots. Planning fees should be based on the value of lots to be severed. Member Schoppmann stated that costs should be kept as low as possible as the population will not increase and the population is aging. Development of property will slow down.

Member Sharp asked if any cost savings would be achieved through reduction of Planning Board Members. Chair Bigras asked if the Board membership could be reduced and directed the Administrative Assistant to look into the matter for the next meeting.

Resolution: 17-020

BE IT RESOLVED THAT the draft budget, Scenario #3, recommended by the Director of Planning, dated March 9, 2017 be adopted as the Sudbury East Planning Board's official budget for the fiscal year 2017.

MOVED BY: Ginny Rook

SECONDED BY: Heide Ralph

Carried (Member Hunt voted Nay)

Resolution: 17-021

WHEREAS the Sudbury East Planning Board and its Member Municipalities wish to continue their common goal of co-ordinating the overall future growth and land use planning activities in the Sudbury East Planning Area, in order to develop and maintain viable and sustainable communities;

BE IT RESOLVED THAT the Sudbury East Planning Board approve the increase of \$1.00 to \$20.00 per Household for municipal apportionment for the year 2017, as per the Director of Planning's report dated February 9, 2017. Further,

BE IT RESOLVED THAT member municipalities be advised of the revised municipal apportionment, in writing, along with a copy of the said resolution.

MOVED BY: Heide Ralph

SECONDED BY: Ginny Rook

Carried (Member Hunt voted Nay)

Resolution: 17-022

BE IT RESOLVED THAT By-law No. 17-01, being a by-law to establish a tariff of fees be read a first and second time this 9th day of March, 2017.

MOVED BY: Heide Ralph

SECONDED BY: Ginny Rook

Carried (Member Hunt voted Nay)

Resolution: 17-023

BE IT RESOLVED THAT By-law No. 17-01, being a by-law to establish a tariff of fees be read a third and final time this 9th day of March, 2017.

MOVED BY: Heide Ralph

SECONDED BY: Ginny Rook

Carried (Member Hunt voted Nay)

9 NOTICES OF MOTION RECEIVED BY THE SECRETARY-TREASURER PRIOR TO THE CLOSING OF THE MEETING

No Notices of Motion were received

10. PAYMENT OF VOUCHERS

a) February 2017

Resolution 17-024

BE IT RESOLVED THAT the statement of disbursements for the month of February 2017 in the amount of \$10,766.40 to be distributed and is hereby approved for payment.

MOVED BY: Carol Lemmon
SECONDED BY: Heide Ralph
Carried

11. ADJOURNMENT

Resolution: 17-025

BE IT RESOLVED THAT the Meeting be adjourned at 7:04 P.M.

AND THAT the next regular meeting be held on May 4th, at 5:30 P.M. at the Sudbury East Planning Board Office in Warren.

MOVED BY: Denny Sharp
SECONDED BY: Carol Lemmon
Carried.



CHAIR



SECRETARY-TREASURER

