

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, June 15, 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, Ned Whynott

MEMBERS ABSENT: Denny Sharp, Jim Stankovich

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

PUBLIC PRESENT: Dave Boland, Natalie Boland

1. MEETING CALLED TO ORDER

Chair Bigras called the meeting to order at 5:32 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 17-039

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of June 15, 2017 be adopted as amended to include under New Business, Administrative Assistants position posting and changing agenda packages circulation and under Business Arising from Previous Minutes, the Travel Trailer Draft By-law Amendment.

MOVED BY: Heide Ralph

SECONDED BY: Ginny Rook

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 May 4, 2017 be adopted as distributed.

Resolution: 17-040

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: Paul Schoppmann

SECONDED BY: Jim Rook

Carried

5. PRESENTATIONS/DELEGATIONS

No presentations or delegations.

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 May 24, 2017 (B/10/17/FR – B & E Honey Fields), (B/14/17/FR – Vincent and Tammy Seguin), May 25, 2017 (B13/17/KL – Allen Lyte), and May 31, 2017 (B/12/17/MW – Edward Czaja), 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/10/17/FR – B & E Honey Fields

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

The Director of Planning summarized the application. The lands are located on the east side of North Channel Camp Road, north of the French River and municipally known as 365 North Channel Camp Road. The application proposes to sever one (1) Waterfront Residential lot from the subject lands. The proposed severed lands are to be approximately 2.94 hectares in lot area with a lot frontage of approximately 112.0 metres on the French River and are presently vacant. The proposed retained lands are to be approximately 23.0 hectares in lot area with a lot frontage of approximately 735.0 metres on North Channel Camp Road and contains a single detached dwelling and accessory structures, including three sheds and two Type 111 uninsulated barns.

A related application for zoning by-law amendment has also been submitted to rezone the severed lot from Rural to Waterfront Residential to recognize the intended use of the subject property.

The application is consistent with the policies of the Official Plan and the requirements of the zoning by-law.

With respect to agency circulation, staff of the Municipality of French River had no objections or concerns. Parkland dedication and road transfer would be applicable prior to issuing final consent.

One comment was received from the Ministry of Natural Resources and Forestry, (Prabin Sharma, Aggregate Technical Specialist) that the mineral aggregate resource, license #612461, abutting the property to the north should have no impact on the proposed severance because the land is being used as residential/agriculture and there is an existing entrance located on Highway 528, which protects the public safety and health, accessing the second potential entrance on North Channel Road.

No comments were received through public consultation.

There were no other comments or questions from the Board.

Resolution: 17-041

BE IT RESOLVED THAT Consent Application B/10/17/FR submitted by B & E Honey Fields be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Greg Hunt

SECONDED BY: Heide Ralph

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 provisional consent or the approval will lapse.

b) B/12/17/MW – Edward Czaja

Dave Boland and Nancy Boland, agents, were present for questions or comments from the Board.

The Director of Planning summarized the application. The subject property is located at 114 Crerar Road in the Municipality of Markstay-Warren. The application proposes to sever one (1) Rural lot from the subject lands. The proposed retained lot is to be approximately 51.0 hectares in lot area with a lot frontage of approximately 318.0 metres on Crerar Road and contains a dwelling, barn, garage and other accessory structures. The proposed severed land is to be approximately 13.0 hectares in lot area with a lot frontage of approximately 487.0 metres on North Road and is presently vacant.

With respect to agency circulation, the staff of the Municipality of Markstay-Warren had no comments or concerns.

One comment was received from the Ministry of Natural Resources and Forestry's (MNRF) biologist who identifies the potential for Blanding's turtle, Eastern whip-poor-will, Bobolink and Eastern meadowlark habitats occurring on the subject property based on species records and aerial photography. Blanding's turtle habitat has not been mapped on the property and it was determined that the severance itself will not affect Blanding's turtle therefore screening to evaluate the suitability and possible used of the habitat by the species was not required.

An aggregate license was identified in the Official Plan, Schedule D, Development Constraints. The aggregate specialist from the MNRF stated that the lot does not have significant aggregate reserves and is approximately 990.0 metres north of the existing lot and therefore has no concerns.

No comments were received through public consultation.

Mr. Dave Boland stated that the sketch does include an existing driveway and that the frontage is 509.0 metres, wider than the original application. The Director of Planning had no issue with this minor change.

There were no other comments or questions from the Board.

Resolution: 17-042

BE IT RESOLVED THAT Consent Application B/12/17/MW submitted by Edward Czaja be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Ned Whynott

SECONDED BY: Ginny Rook

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 provisional consent or the approval will lapse.

c) B/13/17/KL – Allen Lyte

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

The Director of Planning summarized the application. The subject property is located in the Unsurveyed Territory in the Municipality of Killarney. The application proposes to separate two lots of record which have inadvertently merged on title due to the pattern of ownership. The proposed severed lot, created by reference plan in 1965, is to be approximately 0.12 hectares in lot area with a lot frontage of approximately 18.0 metres and is presently vacant. The proposed retained lot is to be approximately 51.0 hectares in lot area with a lot frontage of approximately 27.0 metres, and contains two existing storage buildings.

A related application for zoning by-law amendment has been submitted and approved by the Municipality of Killarney to have a portion of the retained lands zoned to Waterfront Residential with special provisions in order to recognize the intended use of the lands. The remainder of the retained lands will remain under its Rural classification.

Staff and Council of the Municipality of Killarney had no comments or concerns. No other comments were received through agency circulation.

No comments were received through public consultation.

Member Lemmon asked why there were so many small lots on the aerial imagery. Member J. Rook stated that the area used to be a village. Member Schoppmann asked why the area is unsurveyed. Member J. Rook said that the area east of Highway 69 and south of the French River was never surveyed and was intended to be a part of the First Nation Reserve. The area is now mostly part of the French River Provincial Park now.

There were no other comments or questions from the Board.

Resolution: 17-043

BE IT RESOLVED THAT Consent Application B/13/17/KL submitted by Allen Lyte be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Ginny Rook

SECONDED BY: Jim Rook

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 provisional consent or the approval will lapse.

d) B/14/17/FR – Vincent and Tammy Seguin

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

The Director of Planning summarized the application. The subject property is located at 423 North Channel Road in the Municipality of French River. The application proposes to create one (1) Residential Rural lot. The proposed retained lot is to be approximately 19.0 hectares in lot area with a lot frontage of approximately 112.0 metres and contains a single detached dwelling and an accessory structure (detached garage). The proposed severed lands are to be approximately 1.25 hectares in lot area with frontage of approximately 132.0 metres, and are presently vacant.

A related application for zoning by-law amendment has also been submitted to ensure the severed lot is zoned Residential Rural. The retained lands are to be 19.0 hectares in area with a lot frontage of 112.0 metres and will continue to meet the requirements of the Rural zone.

The application is consistent with the policies of the Official Plan. Both lots will continue to meet the requirements of their respective zones in the zoning by-law.

With respect to agency circulation, no comments were received.

No comments were received through public consultation.

There were no other comments or questions from the Board.

Resolution: 17-044

BE IT RESOLVED THAT Consent Application B/14/17/FR submitted by Vincent and Tammy Seguin be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Paul Schoppmann

SECONDED BY: Greg Hunt

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 provisional consent or the approval will lapse.

7. NEW BUSINESS

a) ADMINISTRATIVE ASSISTANT POSTING

The current administrative assistant is retiring in October this year. The Director of Planning is seeking direction from the Board. Member Rook suggested advertising quickly, before the summer, as many people go on vacation. The Director of Planning stated that the last day for the current Administrative Assistant is October 13, 2017 and that funds were allocated in the budget for training to take place after the Labour Day weekend. The advertisement could be placed after the August long weekend and interviews and selection could take place in the middle of August. Member Hunt also suggested that advertising should take place after Canada Day weekend. Member Schoppmann stated that the AMO conference takes place in August so that would be one week that is not available.

Member Whynott said that the new Administrative Assistant should have the same hours as the current Administrative Assistant and the pay should reflect their experience. The Director of Planning stated that he would prefer the new Administrative Assistant work full-time until such time as they were knowledgeable with the position. There was a lot to learn as the job is very demanding. Member Ralph said that the position had always been full time and that the current Administrative Assistant was able to do it in four days per week because of experience. Member Hunt also stated that the new Administrative Assistant should be four days per week with a detailed job description and pay scale for experience. The Director of Planning stated that the pay scale had already been adopted by the Board members in the August 11, 2016 Board meeting. Member Lemmon suggested that the position be 35 hours per week initially and then go to the 28 hour work week.

Member Schoppmann stated that he would prefer the position beginning with a four day work week

and there would then be an opportunity to expand if required. Chair Bigras concurred that a four day work week be maintained and that the advertising would take place after the July long weekend.

Members were asked who would be interested in participating in the interview and hiring process. Member Whynott and Chair Bigras were selected. Member Hunt will be available if Member Whynott is unable to attend.

b) DISTRIBUTION OF AGENDA PACKAGE

Member Schoppmann brought forward a resolution from the Council of the Municipality of St. Charles regarding the Sudbury East Planning Board's Agenda Package with the draft minutes being distributed to all of the Council members from St. Charles.

Member Lemmon asked if the agenda package could be distributed with the draft minutes. Member Hunt asked if the agenda package was on the website. Member Bigras replied that just the agenda was posted on the website, the approved minutes were also posted after each meeting. Member Hunt stated that agenda packages were public information and that most municipal council's appoint people to attend meetings and inform their councils. In the Municipal Act, councils are entitled to see the agenda packages. Member Lemmon stated that it was very clear that the minutes were draft.

Member Schoppmann said that there was a concern if there was an error in the draft minutes but that perhaps a disclaimer could be added that the draft minutes could be subject to change. Member Hunt stated that no disclaimer was required.

Member Schoppmann asked that the Council for the Municipality of St. Charles be added to the distribution list for the agenda package. The Board agreed.

On another note, Member Schoppmann mentioned that Member Stankovich has not been able to attend municipal meetings for approximately three months due to health issues. Member Stankovich's absences will be addressed by the Municipality of St. Charles in the very near future.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

a) TRAVEL TRAILER DRAFT BY-LAW

The Director of Planning presented a draft copy of the by-law and Schedule A to the Board members. A copy will be sent to each of the Chief Administrative Officers and Deputy Clerks for each of the member municipality's for comments and discussions at the council level.

Member Hunt asked if the fees in the Schedule A were standard. The Director of Planning stated that this is an example from another municipality and it can be tailored for each municipality. The issue each municipality will have is enforcement if they adopt a Travel Trailer by-law. Member Hunt asked if there was a limit to the fees. The Director of Planning suggested discussing this at a council level. Member Schoppmann asked if the Chief Building Official would have input also. The Director of Planning stated that they would receive a copy of the draft by-law and Schedule A. The Adhoc committee for Travel Trailers was in favour of submitting the draft by-law and Schedule A to each of the member municipalities but the Director of Planning reiterated that he would not be supporting the by-law in his reports to councils. He recommends maintaining that the status quo for travel trailers.

Enforcement in the Unincorporated Townships would be impossible to undertake with staffing levels currently in place. There are no policies supporting travel trailers in the Official Plan and the Provincial Policy framework does not support travel trailers. Municipal Councils can of course, overturn his recommendations and approve a travel trailer by-law for each of their respective areas.

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) May 2017

Resolution 17-045

BE IT RESOLVED THAT the statement of disbursements for the month of May 2017 in the amount of \$9,986.35 to be distributed and is hereby approved for payment.

MOVED BY: Ginny Rook

SECONDED BY: Jim Rook

Carried

11. ADJOURNMENT

Resolution: 17-046

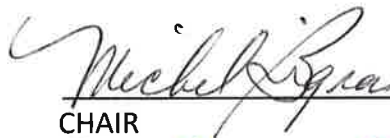
BE IT RESOLVED THAT the Meeting be adjourned at 6:45 P.M.

AND THAT the next regular meeting be held on August 10th, at 5:30 P.M. at the Sudbury East Planning Board Office in Warren.

MOVED BY: Greg Hunt

SECONDED BY: Heide Ralph

Carried.



CHAIR



SECRETARY-TREASURER