

**SUDBURY EAST PLANNING BOARD  
MINUTES  
Thursday, April 17, 2025 at 5:30 p.m.  
Virtual Meeting/ Municipal Office of French River**

**MEMEBERS PRESENT**

**VIRTUALLY:** None

**MEMBERS PRESENT:** Bob Prevost, Dave Viau, Mary Bradbury, Paul Branconnier, Steve Olsen, Rachelle Poirier

**MEMBERS ABSENT:** Carol Lemmon, Renee Germain, Dave Froats, Josh Lachance

**OFFICIALS PRESENT:** Matthew Dumont, Director of Planning/Secretary-Treasurer  
Nancy Roy, Administrative Assistant

**PUBLIC PRESENT**

**VIRTUALLY:** Tiffany Cecchetto (KPMG), Robin Thrush, Steve McArthur

**1. MEETING CALLED TO ORDER**

Chairperson Prevost called the meeting to order at 5:30 p.m.

**2. ADOPTION OF THE AGENDA**

**Resolution: 25-019**

**BE IT RESOLVED THAT** the agenda for the Sudbury East Planning Board regular meeting of April 17<sup>th</sup>, 2025 be adopted as distributed.

**MOVED BY:** Rachelle Poirier

**SECONDED BY:** Paul Branconnier

**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 March 13<sup>th</sup>, 2025 be adopted as distributed.

**Resolution: 25-020**

**BE IT RESOLVED THAT** the minutes of the Sudbury East Planning Board's regular meeting of March 13, 2025 be adopted as distributed.

**MOVED BY:** Steve Olsen

**SECONDED BY:** Dave Viau

**Carried**

#### 5. CONSENT APPLICATIONS

The Chair advised that a Public Hearing will be held before the Planning Board makes a decision on a Consent Application. Also that the analysis and discussion serves two purposes: first, to present to the Planning Board and the public the details and background to a proposed Consent Application; 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 the Public Hearing was posted in the Planning Board office and sent by First Class Mail to assessed owners within 60.0 metres of the property subject to the Consent Applications and to those persons and agencies likely to have an interest in the applications. The Notice was sent on April 03<sup>rd</sup>, 2025, being over fourteen (14) days prior to this evenings meeting (B/11/25/MW- Jonathon and Emily Albrecht. 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., Chapter P.13.

**a) B/11/25/MW – Jonathon and Emily Albrecht**

The Director of Planning summarized the application.

The subject lands are situated on the south side of Highway 17, west of Sutcliffe Road, and north of Ebbers Road. The area is characterized by large rural properties, with some properties actively engaged in farming-related activities. Notable examples of these properties include those located at 547 Sutcliffe Road, 556 Sutcliffe Road, and 398 Sutcliffe Road.

To the north, near the intersection of Sutcliffe Road and Highway 17, the predominant land use is residential rural, with an institutional use in the vicinity. Additionally, the Veuve River flows through the area, contributing to the natural landscape.

The Sudbury East Planning Board has received applications for both severance and zoning by-law amendments from Tulloch Engineering, representing the property owner. The applicant's agent has submitted several studies for review, including an environmental impact assessment, a planning justification report, and a minimum distance separation report. A summary of the proposed severance and zoning by-law amendment applications is outlined below.

### **Severance Application**

The applicant seeks approval to sever a portion of the property, creating one Rural (RU) lot with an approximate area of 5.7 hectares. The proposed severed lands will be divided as follows:

- North Side of Sutcliffe Road: 1.6 hectares
- South Side of Sutcliffe Road: 3.5 hectares
- Sutcliffe Road itself: 0.6 hectares

The total frontage along Sutcliffe Road for the severed lands will be approximately 395 metres. The severed parcel currently contains a single detached dwelling and a Type III Uninsulated Barn (as recorded by the Municipal Property Assessment Corporation, MPAC).

The retained lands will consist of approximately 39.2 hectares, with a frontage of approximately 1430 metres along Sutcliffe Road. Access to the retained lands has already been established through a culvert and entrance. Despite MPAC listing the retained lands as vacant, a site visit confirmed the presence of a newly constructed single detached dwelling with an attached garage and accessory structure, completed in 2024.

### **Zoning By-Law Amendment Application**

The zoning by-law amendment application seeks to rezone the lands on the north side of Sutcliffe Road, near the Veuve River, from Rural (RU) to Open Space (OS). This change is proposed due to frequent flooding in the area, with the aim of restricting future construction and development in this flood-prone zone.

Additionally, the proposed by-law includes a Special Rural zoning designation for the 3.5-hectare lot located on the south side of Sutcliffe Road, which will be recognized once the road is transferred to the Municipality of Markstay-Warren.

### With respect to the OP

#### **Rural Policy Area**

3.5 Natural Heritage contains significant and sensitive natural features and functions, such as Areas of Natural and Scientific Interest (ANSI), wetlands as well as fish, moose and elk habitat. The goal is to protect significant and sensitive natural features and functions.

#### 4.5 Consent Policies

Consents to sever land for the purposes of creating a new building lot shall only be granted where a plan of subdivision has been determined not to be appropriate, no extension of services is required, adequate access to the

severed and retained parcels can be provided from a year-round publicly maintained road, adequate sewage and water servicing can or will be provided, etc.

Creation of rural residential lots will be evaluated using a number of criteria including:

- Size and dimensions of the severed and retained parcels are adequate to accommodate the proposed use;
- Adequate access can be provided from a year-round publicly maintained road;
- Access will not create a traffic hazard;
- The severed and retained parcels comply with MDS;
- Adequate sewage and water servicing can or will be provided;
- It is feasible with regard to the other provisions of the Plan, provincial legislation, policies and appropriate
- guidelines and support studies for uses within or adjacent to any development constraint; and
- The request, if granted, would not pose an undue financial burden on the applicable municipality.

The proposed severance and rezoning applications conform to the requirements of the **Official Plan** and the **4.5.1 Consent Policies**. Initially, both the proposed severed lot and retained parcel meet the requirements of the **Rural**.

A **Special Rural zone** is proposed for the 3.5-hectare lot located on the south side of Sutcliffe Road. This zoning will be **recognized through this process**, as the severance will create two separate properties once the portion of Sutcliffe Road is transferred to the Municipality of Markstay-Warren. This transfer will effectively separate the two properties, allowing the new zoning to take effect. Additionally, the lands on the north side of Sutcliffe Road, near the Veuve River, are proposed to be rezoned from **Rural (RU)** to **Open Space (OS)** due to frequent flooding in the area. The rezoning will restrict future construction and development in this flood-prone zone.

**Access:** The proposed severed lot will have access via **Sutcliffe Road**, which is maintained year-round by the Municipality of Markstay-Warren. A site visit confirms that access to the retained lands has already been established through a culvert and entrance, ensuring no issues with access. The **Ministry of Transportation (MTO)** has reviewed the application, as Sutcliffe Road intersects with **Highway 17**. In principle, MTO had no objections, but they provided some comments for consideration by the applicant and agent.

**Servicing:** The agent has submitted the necessary documentation to demonstrate the availability of potable water and capacity for hauled sewage. Additionally, the **Sudbury District Health Unit** has approved the site for a sewage system, with a **Class 4 filter bed system** approved on **April 16, 2024**.

**Environmental Impact:** An **Environmental Impact Assessment (EIA)** conducted by Tulloch Engineering's Senior Environmental Specialist concluded that the proposed development would not negatively impact the species identified in the report. The development is expected to comply with the relevant environmental regulations and acts outlined in the EIA.

**Minimum Distance Separation (MDS):** The MDS report indicates that the barn on the retained lot has a required setback of **107 meters**, which does not extend into the severed lot. As a result, the creation of the severed lot comply with MDS requirements. For the proposed retained lands, a **dwelling unit** exists on the property. The **MDS I setback** has been calculated and confirms that the dwelling is located outside the required barn setback for **Barns #1-3** and for the barn on the severed lot. Therefore, once the severance is completed, the retained lot will continue to conform to **MDS** requirements.

In conclusion, the application, as proposed, generally conforms to the intent and policies of the **Official Plan** and complies with the **4.5.1 Consent Policies**, ensuring that all necessary considerations, including access, servicing, environmental impact, and compatibility with surrounding land uses, have been addressed.

#### With respect to zoning

Current Zoning: **Rural (RU) Zone**

Proposed Zoning:

Severed lot - Open Space (OS) Zone - North Side of Sutcliffe Road: 1.6 hectares/395 m of lot frontage  
Severed lot - Special Rural (SRU) Zone - South Side of Sutcliffe Road: 3.5 hectares/395 m of lot frontage

Retained lot – Same as Above which is Rural (RU) Zone.

The Rural (RU) Zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres.

The Open Space(OP) Zone requires a minimum lot area of 0.4 hectares and a minimum lot frontage of 30.0 metres.

The zoning by-law amendment application seeks to rezone the lands on the north side of Sutcliffe Road, near the Veuve River, from Rural (RU) to Open Space (OS). This change is proposed due to frequent flooding in the area, with the aim of restricting future construction and development in this flood-prone zone.

Additionally, the proposed by-law includes a Special Rural zoning designation for the 3.5-hectare lot located on the south side of Sutcliffe Road. This zoning will be recognized through this process, as the severance will create two separate properties once the portion of Sutcliffe Road is transferred to the Municipality of Markstay-Warren. This transfer will effectively separate the two properties, allowing the new zoning to take effect.

Agency Comments:

Ministry of Transportation (MTO): MTO has no objections to the proposed rezoning and severance in principle, with the following comments to consider:

Severed Lot 1 (Pt. 3, 4, 5, 6, 9 Plan SR-3399):

- No direct access to Highway 17 will be permitted. All access must come exclusively from Sutcliffe Road.
- It is MTO policy to not allow direct highway access where access from a public road is available.

Severed Lot 2 (Travelled Rd known as Sutcliffe Rd):

- No concerns from the ministry for the transfer of the travelled road to the municipality.

Severed Lot 3 (PIN 734660282 South of Sutcliffe Rd):

- All Access must remain from Sutcliffe Rd.

Retained Lot:

- All Access must remain from Sutcliffe Rd.

Fire Department: no concerns.

Sudbury East Building and By-law Services (SEBBS): no issues.

The Sudbury & District Health Unit approved the site for a sewage system, with a **Class 4 filter bed system** approved on **April 16, 2024**.

The application for consent is consistent with the 2024 Provincial Planning Statement, conforms with the intent of the Official Plan for the Sudbury East Planning Area and the Zoning By-law for the Municipality of Markstay-Warren, therefore can be supported from planning perspective.

Agent reassured the Board that the driveway on the retained portion has been approved by the Municipality of Markstay-Warren.

Robin Thrush(16 Suttcliffe Road) spoke stating that she would just like clarification that application B/11/25/MW does not impact her property. The Director of Planning assured her that the application has zero impact on her property and that if she had any further questions in the future to contact him at the office and he would gladly answer any more concerns she may have.

**Resolution: 25-021**

**BE IT RESOLVED THAT** Consent Application B/11/25/MW submitted by Jonathon and Emily Clare Albrecht be recommended for approval as per the report prepared by the Director of Planning.

**MOVED BY:** Rachelle Poirier

**SECONDED BY:** Steve Olsen

**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 Local Planning Appeal Tribunal Act.

The applicants have two years to fulfill the conditions of this provisional consent or the approval will lapse.

## **6. PRESENTATIONS/DELEGATIONS**

### **a) 2024 KPMG – Audit**

Tiffany Cecchetto, KPMG, presented the draft 2024 Financial Statement to the Board. Ms. Cecchetto discussed the Balance Sheet and Income Statements, explaining each of the accounts. (See Attached).

No questions were asked from the members of the board. Ms. Cecchetto commented that Sudbury East Planning Board staff does a great job at providing an accurate budget. All members agreed "Great Presentation" and Thanked Tiffany for the excellent presentation.

There were no further comments or questions from the Board.

**Resolution: 25-022**

**BE IT RESOLVED THAT** the 2024 Audited Financial Statements submitted by the accounting firm of KPMG be accepted.

**MOVED BY:** Mary Bradbury

**SECONDED BY:** Dave Viau

**Carried**

## **7. BUSINESS ARISING FROM PREVIOUS MINUTES**

### **8. NEW BUSINESS**

#### **a) 2025 Draft Budget Package**

The Director of Planning discussed the 2025 Draft Budget provided to the board members on April 09<sup>th</sup>, 2025 in the Agenda Package.

Member Branconnier asked what accounting program do we use for payroll. The Administrative Assistant stated that SEPB has always used Sage 50 Accounting.

All members agreed that in the future it would be beneficial to inquire on the cost of virtual meeting equipment for SEPB meetings to be held at the Warren SEPB office.

Member Branconnier agreed that a \$1 increase for member Apportionment was a reasonable amount given the fact that SEPB is predicting to use \$5,987.17 of surplus funds.

There were no further questions or comments from the Board.

### **Resolution 25-023**

**BE IT RESOLVED THAT** the 2025 draft budget recommended by the Director of Planning, dated April 17, 2025 be adopted as the Sudbury East Planning Board's official budget for the fiscal year 2024.

**MOVED BY: Dave Viau**

**SECONDED BY: Mary Bradbury**

**Carried**

### **b) Right to Disconnect Policy**

#### **SEPB RESOLUTION:**

Staff recommend the adoption and implementation of a "Disconnecting-from-Work Policy" to encourage employees to disconnect from work outside of working hours, where possible.

#### **SCOPE**

The health and wellbeing of our employees are of the utmost importance. The Sudbury East Planning Board (the Board) encourages and supports our employees in prioritizing their personal wellbeing and maintaining a healthy work-life balance. To assist employees in managing their work and personal lives—whether working traditional hours in the workplace or remotely—the Board proposes the implementation of this Disconnecting-from-Work Policy.

This policy aims to provide a framework for encouraging employees to disconnect from work-related communications outside of working hours, where feasible.

#### **POLICY & RELEVANT LEGISLATION**

This policy aligns with the following legislation:

- Ontario Working for Workers Act, 2021, S.O. 2021, c. 35 - Bill 27
- Ontario Employment Standards Act, 2000, S.O. 2000, c. 41
- Ontario Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9

Employees' ability to disconnect from work may depend on the operational needs of the Board and the specific duties and obligations associated with their positions. This will be subject to the employee's

employment contract, any applicable collective agreements, and statutory entitlements under the Ontario Employment Standards Act (ESA).

This policy does not restrict the Board, or other employees, from contacting colleagues outside of standard working hours. However, this is subject to the employee's contractual rights and statutory entitlements under their employment agreement or the ESA, which include rights concerning overtime, rest periods, meal breaks, public holidays, and vacation.

Exemptions to this policy allow for contact and communication in the event of an emergency requiring immediate attention. This includes situations involving municipal emergency services such as fire, police, and emergency medical services.

This policy does not amend or supersede any grievance procedures or any aspect of any applicable collective agreements.

## **DEFINITIONS**

- **Disconnecting from work:** Not engaging in work-related communications, including emails, telephone calls, video calls, or any other work-related messages outside of regular working hours.
- **Employee(s):** Individuals employed by the Sudbury East Planning Board under the Ontario Employment Standards Act, 2000 (ESA).
- **Emergency:** A situation or impending event that poses a major risk of harm to individuals or property, caused by natural forces, disease, accidents, or intentional acts.

## **PROCEDURE**

This policy applies to all employees as defined under the Ontario Employment Standards Act, 2000 (ESA).

### **Supervisors/Managers/Directors**

Responsible for ensuring that all employees, regardless of their work location, are:

- Informed of their expected working hours.
- Aware of the circumstances under which they may be required to respond outside of regular working hours.
- Able to take meal breaks, rest periods, and hours free from work as required by law, contract, or applicable collective agreements.
- Able to take vacation or other leave entitlements as per their rights.
- Free from non-urgent work outside regular working hours.
- Familiar with emergency procedures where work-related communications may be necessary during non-working hours.

### **Employees**

Responsible for ensuring that they:

- Cooperate with any systems used by the Board to track working hours or update work status (e.g., out-of-office messages or internal messaging status).
- Are mindful of colleagues' working hours and avoid contacting others outside of regular working hours.
- Take ownership of their responsibilities and meet the Board's operational needs.
- Notify supervisors/managers, in writing, if they are required to work overtime that may not be under their control.

- Report any concerns that affect their ability to disconnect from work. Employees will not face reprisal for reporting concerns.

The **Director of Planning** is responsible for overseeing adherence to this policy and assisting in resolving any concerns raised by employees regarding the policy's implementation.

Member Branconnier agrees that staff need to remember to disconnect from work.

Member Poirier states that staff need to set limits and that she fully supports it.

Member Olsen also states that even emails should not be addressed while on personal time and that it is important that staff disconnect.

Member Viau states that he agrees with the policy and that staff must remember to abide by the policy.

#### **Resolution: 25-024**

**BE IT RESOLVED THAT** the Right to Disconnect Policy be approved by the Sudbury East Planning Board.

**MOVED BY:** Mary Bradbury

**SECONDED BY:** Rachelle Poirier

**Carried.**

#### **c) Compliant By-Law Update**

The Director of Planning updated the Board regarding a Complaint By-Law stating that a Draft Complaint By-Law will be presented to the Board at the next SEPB meeting.

Member Olsen recommended that the Draft Complaint By-Law should be reviewed by the HR department. The Director of Planning reassured him the HR will be part of the process.

Member Viau recommended that once the Complaint By-Law is in affect that staff should present the Board with quarterly reports on Complaints.

Member Bradbury likes this idea as this will help with being able to review the whole issue presented and be able to provide the land owner with an avenue to proceed.

Member Proirier stated that it would be a great idea to have a summary sheet of all correspondence regarding a property. The Administrative Assistant assured her that all property files have a summary sheet on the inside of all files which include all emails and meetings regarding that property.

Member Branconnier agrees that all municipal services should have an avenue in which Tax Payers can be heard and states it often ends there with no further comments made.

d) Director of Plannning – Sub Committee for Yearly Performance Review Update

e) Administrative Assistant-Yearly Performance Review Update

The Director of Planning advises the Board that in the near future staff will be working on a process for all staff Performance Reviews along with updated Employment Agreements which are outdated.

He also states that there will be a Committee chosen to complete the review for the Director of Planning.

Member Poirier states that it is a great idea to have the HR department part of the Administrative Assistant Yearly Performance Review also.

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

**10. PAYMENT OF VOUCHERS**

- a) **BE IT RESOLVED THAT** the statement of disbursements for the month of February 2025 in the amount of \$31,137.76 and for the month of March 2025 in the amount of \$28,580.36 be distributed and is hereby approved for payment.

**Resolution 25-025**

**12. ADJOURNMENT**

**Resolution: 25-026**

**BE IT RESOLVED THAT** the Meeting be adjourned at 7:39 P.M.

**AND THAT** the next regular meeting be held on May 08<sup>th</sup>, 2025 at 5:30 p.m. at the Municipality of French River Municipal Office Virtually and in person.

**MOVED BY:** Steve Olsen

**SECONDED BY:** Dave Viau

**Carried.**

CHAIR

SECRETARY-TREASURER

