

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, June 12, 2025 at 5:30 p.m.
Virtual Meeting/ Municipal Office of French River**

MEMEBERS PRESENT

VIRTUALLY: Dave Froats, Rachelle Poirier, Josh Lachance, Caro Lemmon

MEMBERS PRESENT: Bob Prevost, Dave Viau, Mary Bradbury, Paul Branconnier,

MEMBERS ABSENT: Renee Germain, Steven Olsen

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

PUBLIC PRESENT

VIRTUALLY: Jean Paul Mrochek

1. MEETING CALLED TO ORDER

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

2. ADOPTION OF THE AGENDA

Resolution: 25-031

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of June 12th, 2025 be adopted as distributed.

MOVED BY: Dave Froats

SECONDED BY: Rachelle Poirier

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 May 08th, 2025 be adopted as distributed.

Resolution: 25-032

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board's regular meeting of May 08, 2025 be adopted as distributed.

MOVED BY: Dave Viau

SECONDED BY: Paul Branconnier

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 03rd, 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/12/25/FR – Michael Higgins**

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consent (severance) and a minor variance to facilitate a lot addition between two residential properties.

The subject lands are located south of Voyageur Golf Course and east of Riverside Drive. The area east of Riverside Drive is predominantly composed of residential rural lots, while the area west of Riverside Drive features waterfront residential lots fronting onto the Murdock River. The subject property is also located north and west of Highway 607.

The owner of 287 Riverview Drive has entered into an agreement with Mr. Higgins, the owner of the abutting property at 297 Riverview Drive, to acquire a small, irregularly shaped parcel of land with frontage on Riverview Drive. The intent of the lot addition is to protect the enjoyment and privacy of

287 Riverview Drive, which contains a single detached dwelling that directly overlooks the subject portion of land. The acquisition is intended to ensure that no structures are built that could obstruct views or negatively impact the residential use of the property.

The parcel proposed to be severed is approximately 0.25 hectares in area, with a lot frontage of approximately 30 metres. It is currently vacant. The lands to be retained will be approximately 1.12 hectares in area with 30 metres of frontage and contain a single detached dwelling and a detached garage.

With respect to the OP

Section 4.5.1 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria that shall be considered when creating new buildings lots:

c) lot boundary adjustments;

With respect to zoning

Current Zoning: **Residential Rural (RR)**

Proposed Zoning: None

The 'Residential Rural (RR)' permits a single-family home, a bed and breakfast, a home industry, a home occupation, and other accessory structures in accordance with the applicable provisions. **The minimum lot area requirement is 0.8 hectares, and the minimum lot frontage requirement is 60.0 metres.**

The parcel proposed to be severed is approximately 0.25 hectares in area, with a lot frontage of approximately 30 metres. It is currently vacant. The lands to be retained will be approximately 1.12 hectares in area with 30 metres of frontage and contain a single detached dwelling and a detached garage.

After the lot addition, the proposed lot to be enlarged will have an area of approximately 1.26 hectares and a lot frontage of 90.0 metres.

The following variance to the regulations of the Residential Rural (RR) Zone has been requested to permit a reduced lot frontage to effect a lot addition as shown on the attached sketch dated May 22nd, 2025:

Relief from Section 7.6.2(a)i. The lot– Minimum lot frontage – to permit a minimum lot frontage of 30 metres on the proposed retained lands instead of the minimum lot frontage of 60 metres.

The proposal involves no new land use or change in land use.

Agency Comments:

Municipal Staff from the Municipality of French River: Please be advised that through the circulation, there were **no comments or concerns** in relation to this application and there are no Conditions relating to municipal matters.

No other comments were received as of the date this report was written.

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 French River, therefore can be supported from planning perspective.

Resolution: 25-033

BE IT RESOLVED THAT Consent Application B/12/25/FR submitted by Jonathon and Michael Higgins be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Dave Viau

SECONDED BY: Josh Lachance

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.

b) B/13/25/SC – Steven and Sharon Prentice

The Director of Planning summarized the application.

The purpose and intent of the consent (severance) application is to facilitate a lot addition involving approximately 2.02 hectares of land, with a frontage of around 100 metres on Northern Central Road. The land in question contains a dwelling unit. The proposed retained lands will have a lot area of 61.13 hectares, a frontage of about 1584.55 metres, and will contain a single-family home and three barns.

Once the lot addition is completed, the benefiting lands (1029 Northern Central Road) will have an approximate area of 53.67 hectares and a frontage of approximately 100 metres on Northern Central Road. These lands will also contain a single-family home and detached garage. Presently, the existing single detached dwelling unit is encroaching on 687 Northern Central Road.

With respect to the OP

Section 4.5.1 of the Plan contains policies pertaining to Consents. Subsection 1, outlines criteria that shall be considered when creating new buildings lots:

c) lot boundary adjustments;

Presently, a portion of an existing single detached dwelling unit is encroaching on 687 Northern

Central Road.

The application, as proposed, generally **conforms** to the intent and policies of the Official Plan.

With respect to zoning

Current Zoning: **Rural (RU)**

Proposed Zoning: Same as above.

The 'Rural (RU)' minimum lot area requirement is 5.0 hectares, and the minimum lot frontage requirement is 100.0 metres.

The parcel proposed to be severed is approximately 2.02 hectares in area, with a lot frontage of approximately 100 metres and currently, a portion of an existing single detached dwelling unit is encroaching on 687 Northern Central Road. The lands to be retained will be approximately 61.13 hectares in area with 1584 metres of frontage and contain a single detached dwelling and three barns.

After the lot addition, the proposed lot to be enlarged will have an area of approximately 53.67 hectares and a lot frontage of 100 metres.

The proposal involves no new land use or change in land use.

Agency Comments:

Chief Administrative Officer/Clerk/Treasurer: Ensure the road allowance on Northern Central Rod is transferred to the Municipality, if not completed already.

Chief Building Official: no issues.

Fire Department: no issues.

Public Works Superintendent: no issue.

No other comments were received as of the date this report was written.

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 St. Charles, therefore can be supported from planning perspective.

Resolution: 25-034

BE IT RESOLVED THAT Consent Application B/13/25/SC submitted by Steven and Sharon Prentice be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Mary Bradbury

SECONDED BY: Josh Lachance

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.

b) B/14/25/SC – Gabriel Gregoire

The Director of Planning summarized the application.

The subject lands are situated south of the Village of Hagar, bounded to the east by Highway 535 South and to the west by Northern Central Road. The surrounding area is predominantly rural in character, except for some utility-related infrastructure. Notably, an Enbridge Gas facility is located immediately west of the property, while a cellular tower is positioned within the boundaries of the subject lands.

The Sudbury East Planning Board has received an application for the creation of one rural lot at **131 Northern Central Road**.

- The **proposed severed lot** will be approximately **6.07 hectares** in area, with a **frontage of approximately 84.15 metres**. The lot is currently vacant.
- The **retained lot** will be approximately **59.43 hectares** with a **frontage of approximately 246.66 metres**, and it currently contains a **house, detached garage, and shed**.

This property is **unique** in that it **straddles two municipalities**:

- The **severed portion** is in the **Municipality of St. Charles** (Township of Appleby).
- The **retained portion** lies within the **Municipality of Markstay-Warren and Municipality of St. Charles** (Township of Hagar and Township of Appleby).

Northern Central Road is **publicly assumed and maintained year-round** by the municipality.

As a **condition of approval** for the proposed severance, a **minor variance** is required to address the **deficient frontage** on the severed lot. The proposed frontage is **84.15 metres**, whereas the **minimum required frontage in the Rural Zone** is **100 metres**.

With respect to the OP

4.5 Consent Policies – Evaluation of Proposed Severance

In accordance with Section 4.5 of the Official Plan, consents to sever land for the creation of new building lots are permitted where a plan of subdivision is not deemed necessary and where several policy criteria are met.

The proposed severance conforms to these consent policies for the following reasons:

Parcel Size and Dimensions:

Both the proposed severed and retained lots meet the **minimum lot area requirement of 5.0 hectares** as prescribed in the **Rural (RU) Zone** under the Municipality's Zoning By-law. The parcels are therefore considered to be of **sufficient size** to support rural residential uses, including private services (well and septic), and to maintain the rural character and function of the area

Year-Round Access:

Adequate access is available via an existing entrance located on a **year-round publicly maintained road** (Northern Central Road), confirmed by the Director of Operations.

Traffic Safety:

The access location does not pose a traffic hazard.

Minimum Distance Separation (MDS):

MDS requirements are not applicable in this case. A review of aerial imagery confirms that there are no nearby livestock or farming operations that would trigger MDS I calculations.

Water and Sewage Services:

The applicant has submitted letters demonstrating potable water availability and sewage service capability, including:

- A letter from Rhude Well Drilling confirming a private well.
- A letter from West Nipissing Sanitation Inc. confirming sewage hauling services.
- A positive review from Public Health indicating that both the severed and retained parcels are **suitable for septic system installation** (septic tank and leaching bed).

Municipal Impact:

The proposed severance will not pose any undue financial burden on the Municipality.

Conclusion:

The proposed severance complies with the **Rural Policy Area** designation and satisfies all applicable **Consent Policies (Section 4.5)** of the Official Plan. The application represents appropriate rural residential development and is consistent with both municipal and provincial planning objectives. The application can therefore be supported.

With respect to zoning

Current Zoning: **Rural (RU)**

Proposed Zoning: Same as above.

The subject property is located within the Rural (RU) Zone, which requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100.0 metres, as per Section 7.22.2(a) of the Municipality of St.-Charles Zoning By-law.

The proposal involves a severance that does **not** introduce any new land use or change in land use.

The intent is to create a new lot with a frontage of approximately **84.15 metres** on Northern Central Road. While the proposed lot meets the minimum lot area requirement, it does not meet the required minimum lot frontage of 100.0 metres.

As a condition of provisional consent approval, a **minor variance** must be submitted and approved by the **Committee of Adjustment** for relief from Section 7.22.2(a) regarding lot frontage.

The need for reduced frontage is due to the unique configuration of the existing property and surrounding parcels. The proposed severance rounds out a pocket of land where no additional lot frontage can be obtained to the east or west, as the neighboring properties abut the subject parcel directly. The proposed reduction to 84.15 metres is considered minor and reasonable in the context of the area and does not negatively impact the rural character or function of the surrounding lands.

Agency Comments:

Chief Administrative Officer/Clerk/Treasurer: Ensure the road allowance on Northern Central Road is transferred to the Municipality, if not completed already.

Chief Building Official: no issues.

Fire Department: no issues.

Public Works Superintendent: no issue.

Sudbury District Health Unit:

It appears that the proposed severed and retained lots are capable of development for installation of a septic system and leaching bed system.

Municipality of Markstay-Warren – Manager of Public Works: No issues regarding the road. The new driveway location will need an updated 911 sign and driveway permit, but that is normally done after the severance is completed.

Municipality of Markstay-Warren – Fire Department: No concern from the Fire Department on this.

No other comments were received as of the date this report was written.

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 St. Charles, therefore can be supported from planning perspective.

Resolution: 25-035

BE IT RESOLVED THAT Consent Application B/14/25/SC submitted by Gabriel Gregoire be recommended for approval as per the report prepared by the Director of Planning.

MOVED BY: Paul Branconnier

SECONDED BY: Rachelle Poirier

Carried

6. PRESENTATIONS/DELEGATIONS

7. BUSINESS ARISING FROM PREVIOUS MINUTES

The Director of Planning presented the #2 Draft Complaint policy.

Board Members discussed multiple changes they would like to see made to the second Draft policy.

Staff agreed that all comments shared were great additions to the policy and that amendments will be made and the Policy will be brought back to the Board for approval.

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

10. PAYMENT OF VOUCHERS

Resolution 25-036

- a) **BE IT RESOLVED THAT** the statement of disbursements for the month of May 2025 in the amount of \$27,667.52 be distributed and is hereby approved for payment.

MOVED BY: Dave Froats

SECONDED BY: Dave Viau

12. ADJOURNMENT

Resolution: 25-037

BE IT RESOLVED THAT the Meeting be adjourned at 6:42 P.M.

AND THAT the next regular meeting be held on August 14th, 2025 at 5:30 p.m. at the Municipality of French River Municipal Office Virtually and in person.

MOVED BY: Carol Lemmon

SECONDED BY: Rachelle Poirier

Carried.

CHAIR

SECRETARY-TREASURER

