

**SUDBURY EAST PLANNING BOARD
MINUTES
Thursday, April 11, 2024 at 5:30 p.m.
Virtual Meeting/ Municipal Office of French River**

MEMEBERS PRESENT

VIRTUALLY: Dave Froats, Steve Olsen, Rachelle Poirier

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

MEMBERS ABSENT: Renee Germain, Carol Lemmon

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

PUBLIC PRESENT

VIRTUALLY: Tiffany Cecchetto (KPMG)

1. MEETING CALLED TO ORDER

Chairperson Prevost called the meeting to order at 5:32 p.m.

2. ADOPTION OF THE AGENDA

Resolution: 24-018

BE IT RESOLVED THAT the agenda for the Sudbury East Planning Board regular meeting of April 11, 2024 be adopted as distributed.

MOVED BY: Dave Viau

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 14th, 2024 be adopted as distributed.

Resolution: 24-019

BE IT RESOLVED THAT the minutes of the Sudbury East Planning Board’s regular meeting of March 14, 2024 be adopted as distributed.

MOVED BY: Josh Lachance

SECONDED BY: Rachelle Poirier

Carried

5. **BUSINESS ARISING FROM PREVIOUS MINUTES**

6. **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 March 27th, 2024, being over fourteen (14) days prior to this evenings meeting (B/13-14/24/MW Earl and Lorraine Russell). 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/13-14/24/MW – Earl and Lorraine Russell**

The Director of Planning summarized the application.

The Sudbury East Planning Board has received applications for consent and zoning by-law amendment which proposes to create two (2) rural lots from the subject lands and to rezone such lots from ‘Rural (RU)’ to ‘Rural Special (RU)’ to recognize the reduced lot frontage and the ecological site assessment recommendations for both lots.

The subject lands are located on North Road Road, which is a publicly assumed road that is maintained year-round by the Municipality of Markstay-Warren.

The proposed severed Lot A is to be approximately 6.3 hectares in lot area with approximately 72 metres on North Road and is presently vacant.

The proposed severed Lot B is to be approximately 6.3 hectares in lot area with approximately 72 metres on North Road and is presently vacant.

The proposed retained lands are to be approximately 53.36 hectares in lot area with a lot frontage of approximately 585 metres on North Road and contains a single-family home.

With respect to the OP

The proposed severed and retained lots are adequate for their respective proposed zones (rural and rural special) and it is anticipated that the proposed rural uses will be compatible with the surrounding rural uses. With respect to servicing, the applicant has provided the required documentation to demonstrate reasonable expectation of potable water (well record from the Ministry of the Environment) and capacity for hauled sewage (West Nipissing Sanitation INC.). With respect to Sudbury District Health Unit (site suitability for a septic system), the applicants received approval (letter dated January 17th, 2024) from SDHU. The Director of Operations for Markstay-Warren advised the Planning Board by email that he had no issues in the locations other than Mr. Russel will need to get the driveway permits and culverts where required when it come time. There is no sigh obstructions that would cause any safety issues for drivers going north or south, thus the conclusion from the Municipality.

With respect to section 3.5, Natural Heritage, it is the goal of the Planning area to protect significant and sensitive features and functions. Tulloch Environmental completed a wetland delineation and scoped ecological site assessment to address the concerns regarding existing wetlands across the site and species at risk associated with the wetlands. The findings in the report determined that the potential for impacts to Species at Risk and Natural Heritage features is low in this developable area; largely owing to the frontage of both lots being already cleared and maintained as short grass. Recommendation for the wetlands is to maintain a 30 metres setback in naturalized area and 20 metres in pre-existing cleared area. With these recommendations, Tulloch Environmental expects no negative impact to the natural heritage features and their ecological function,

Site Plan Control for the purposes of this Section, development means the change in use of a parcel of land. Some of the considerations that the Planning Board and/or the applicable municipality will have due regard for during the site plan approval process is a) the preservation of the natural views cape and landscape; entrance permit areas and parking areas are safe and convenient; that surface water drainage will not negatively impact wetlands. No building permits shall be issued for development subject to site plan control until a Site Plan Agreement has been executed.

With respect to zoning

Current Zoning:

Retained lot - **Rural (RU)**

Proposed Zoning: Severed Lot 1 - Rural (RU) with a Special Provision 43 (SP43).
Severed Lot 2 - Rural (RU) with a Special Provision 43 (SP43).

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

Each of the proposed lots conform to the minimum requirements of the lot area, proposing a lot area of 6.3 hectares.

However, each of the proposed lot is to have a lot frontage of 72 metres where as 100 metres is require under the RU Zone.

The zoning by-law amendment which proposes to create two (2) rural lots from the subject lands and to rezone such lots from 'Rural (RU)' to 'Rural Special (RU)' to recognize the reduced lot frontage and the wetland delineation recommendations for both lots.

Agency Comments:

Building Department: no issues with this application.

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. January 31st, 2023.

Hydro One: no comments or concerns currently.

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

The application for consent is consistent with the 2020 Provincial Policy 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.

Member Bradbury asks why the lots will not be meeting the frontage requirements. The Director of Planning states that wet lands were a factor when deciding lot frontages.

Resolution: 24-020

BE IT RESOLVED THAT Consent Application B/13-14/24/MW submitted by Earl and Lorraine Russell 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

7. PRESENTATION/DELEGATION

a) 2023 KPMG – Audit

Tiffany Cecchetto, KPMG, presented the draft 2023 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. All members agreed “Great Presentation” and Thanked Tiffany for the excellent presentation.

There were no further comments or questions from the Board.

Resolution: 23-021

BE IT RESOLVED THAT the 2023 Audited Financial Statements submitted by the accounting firm of KPMG be accepted.

MOVED BY: Dave Viau

SECONDED BY: Josh Lachance

Carried

8. NEW BUSINESS

a) 2024 Draft Budget Package

The Director of Planning discussed the 2024 Draft Budget provided to the board members on March 14th, 2024 via agenda package and April 04th, 2024 in the Agenda Package.

Chair Prevost commented that there was no amount allocated for advertising but asked each member to advise the Planning Board staff if there became an opportunity for the Planning Board to advertise via their municipality (examples paper, bulletin boards). Member Lachance recommended going forward that the Planning Board include a line item in the budget for New Official Plan reserve. Ms. Cecchetto agreed that if it is possible to do it would be a great idea.

There were no further questions or comments from the Board.

Resolution 23-022

BE IT RESOLVED THAT the 2024 draft budget recommended by the Director of Planning, dated April 11, 2024 be adopted as the Sudbury East Planning Board’s official budget for the fiscal year 2024.

MOVED BY: Dave Viau
SECONDED BY: Paul Branconnier

Carried

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

10. PAYMENT OF VOUCHERS

a) March 2024

Resolution 24-023

BE IT RESOLVED THAT the statement of disbursements for the month of March 2024 in the amount of \$13,427.32 to be distributed and is hereby approved for payment.

MOVED BY: Dave Froats
SECONDED BY: Mary Bradbury

Carried

11. ADJOURNMENT

Resolution: 24-024

BE IT RESOLVED THAT the Meeting be adjourned at 6:26 P.M.

AND THAT the next regular meeting be held on May 02th, 2024 at 5:30 p.m. at the Municipality of French River Municipal Office Virtually and in person.

MOVED BY: Josh Lachance
SECONDED BY: Steve Olsen

Carried.

A handwritten signature in blue ink, appearing to read "Bob D.R.", is written above a horizontal line.

CHAIR

A handwritten signature in red ink is written above a horizontal line.

SECRETARY-TREASURER