

**SUDBURY EAST PLANNING BOARD  
MINUTES  
Thursday, June 13, 2024 at 5:30 p.m.  
Virtual Meeting/ Municipal Office of French River**

**MEMEBERS PRESENT**

**VIRTUALLY:** Steve Olsen, Rachelle Poirier, Paul Branconnier

**MEMBERS PRESENT:** Bob Prevost, Carol Lemmon, Dave Viau, Mary Bradbury, Josh Lachance

**MEMBERS ABSENT:** Renee Germain, Dave Froats

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

**PUBLIC PRESENT**

**VIRTUALLY:** None

**1. MEETING CALLED TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

**Resolution: 24-033**

**BE IT RESOLVED THAT** the agenda for the Sudbury East Planning Board regular meeting of June 13, 2024 be adopted as distributed.

**MOVED BY:** Dave Viau

**SECONDED BY:** Carol Lemmon

**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 02<sup>nd</sup>, 2024 be adopted as distributed.

**Resolution: 24-034**

**BE IT RESOLVED THAT** the minutes of the Sudbury East Planning Board’s regular meeting of May 02, 2024 be adopted as distributed.

**MOVED BY:** Josh Lachance

**SECONDED BY:** Rachelle Poirier

**Carried**

#### 5. **PRESENTATIONS/DELEGATIONS**

#### 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 May 27th, 2024, being over fourteen (14) days prior to this evenings meeting (B/17-18/24/MW Morgan Sattler). 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/17-18/24/MW – Morgan Sattler**

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) residential rural lots from the subject lands and to rezone such lots from ‘Rural (RU)’ to ‘Residential Rural (RR)’ to recognize the intended use of the lots.

The lands are located on the south side of Highway 17 (approximately 300 metres) and south of the Village of Markstay. The subject lands are in an area of predominantly rural uses.

The subject lands are located on Nepewassi Lake 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 1.18 hectares in lot area with approximately 97 metres on Nepewassi Lake Road and is presently vacant.

The proposed severed Lot B is to be approximately 1.11 hectares in lot area with approximately 97 metres on Nepewassi Lake Road and is presently vacant.

The proposed retained lands are to be approximately 10.39 hectares in lot area with a lot frontage of approximately 97 metres on Nepewassi Lake Road and containing a shed (1950's).

With respect to the OP

The proposed severed lots conform to their respective proposed zones (residential rural) in terms of proposed lot frontages and lot areas. The proposed retained lot conforms with the minimum lot area (5.0 hectares), however, presently, does not conform with the minimum lot frontage (requirement is 100 m whereas 97 m is being proposed). Once a survey is conducted, it will be determined whether a minor variance application is required to recognize the proposed reduced lot frontage of 97 metres where 100 metres is required for the Rural Zone. With respect to servicing, the applicant has provided the required documentation to demonstrate reasonable expectation of potable water (Gilles Bouffard Drilling Ltd.) and capacity for hauled sewage (Proficient Excavating). With respect to Sudbury District Health Unit (site suitability for a septic system), the applicants received approval (letter dated July 25<sup>th</sup>, 2023) from SDHU. The Manager of Public Works for Markstay-Warren advised the Planning Board by email that he had no issues with the locations for the proposed driveway permits.

With respect to zoning

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

Proposed Zoning: Severed Lot A - Residential Rural (RR) Zone  
 Severed Lot B - Residential Rural (RR) Zone  
 Retained Lot – Rural (RU)

The 'Rural (RU)' zone requires a minimum lot area of 5.0 hectares and a minimum lot frontage of 100 metres. The proposed retained lot may require a minor variance application for relief of the proposed lot frontage of 97 metres. The proposed lot area for the retained lands conform to the RR zone requires.

The 'Residential Rural (RR)' zone requires a minimum lot area of 0.8 hectares and a minimum lot frontage of 60 metres. The proposed severed Lot A and Lot B are to be approximately 1.18 and 1.11 hectares, respectively, in lot area with approximately 97 metres on Nepewassi Lake Road, therefore both lots will meet the requirements of the RR Zone.

The application, as proposed, generally conforms to the Zoning By-Law 2014-27.

Agency Comments:

Bell Canada: no concerns 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.

Manager of Public Works: no issues with the locations for the proposed driveway permits.

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 Branconnier questioned why the lots have such large frontages. The Director of Planning stated that the frontages were decided by the applicants for their own personal preferences.

**Resolution: 24-035**

**BE IT RESOLVED THAT** Consent Application B/17-18/24/MW submitted by Morgan Sattler be recommended for approval as per the report prepared by the Director of Planning.

**MOVED BY:** Steve Olsen

**SECONDED BY:** Rachelle Poirier

**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. BUSINESS ARISING FROM PREVIOUS MINUTES****- Development of new Website**

Staff recommends PG Creative, led by Paul Gomirato, to Revitalize and Rebrand the Sudbury East Planning Board's website which is to improve accessibility and engagement within our Planning Area.

Sudbury East Planning Board (SEPB) requires the services of a qualified firm to develop and maintain an informative, userfriendly website that reflects cultural norms that would fit within a First Nation context. The website's primary purpose is to provide information on services and promote funding initiatives.

The following will be implemented in to the website:

- develop the website from start to finish
- collaborate with SEPB in the ongoing development and refinement of the website
- ensure website is compatible with all major platforms, responsive, user friendly and secure
- ensure the website is visually appealing and reflects a professional quality
- implement simple, intuitive navigation and clean design
- content organized in a way as to help the ratepayer reach the desired information easily and intuitively
- CONTENT - based on current website content
- convert existing user forms (standard PDFs) to fillable PDF forms
- employ tracking of statistics (Google Analytics) via web hosting service
- utilize a widely used and supported content management system that is easy to maintain by non-technical staff
- provide staff training (webinar) on the administration of the website
- provide ongoing website support (CMS/extension updates) via web hosting service

## PHASES

### Discovery Meeting (ZOOM)

- Site map development/Site direction
- Client to provide all content

### Creative Development 2-3

- Set up development site on production server
- Website Design Development (look and feel)
- Website prototype review/feedback (ZOOM) 3
- Ongoing production of web pages and specialty content
- Ongoing client review and feedback as required

### Client final approval

- Collaborate with client to make any changes in preparation of live launch

### Site Migration

- Move production site to live site status
- Training on website admin

The above noted phases are to be completed in approximately 4 weeks.

Paul established a creative communications consultancy in 1987 after having completed a six-year Multidisciplinary background in advertising and graphic design. He is responsible for overseeing standards of excellence in creative development and production; account management and client relations; as well as website development and integration.

- Espanola Regional Hospital
- Boreal Appraisals
- Municipality of Killarney
- Helvis Catering
- United Way Centraide Northeast Ontario
- Abacus Group
- 

Project management, design, and production

\$7,500

- Administration, email, and phone correspondence
- Website design (look and feel)
- Content production

- Migration and testing of live website

Fillable Forms \$100  
 ea.

- Individual form configuration based on samples provided

Website Admin Training \$200  
 Webinar (up to 1hrs) - Video Recorded

Annual HOSTING SERVICES

\$479.40

(Hosting support, CMS/plugins updates, daily backup/recovery, email)

- Annual Pro plugins fee \$150

- Annual Dedicated SSL (Dedicated IP, certificate and installation) \$260

- Annual Website-level security integration \$75

The overall cost would be approximately \$9864.40. Subsequently, in 2025 and every year thereafter, SEPB is to incur a subscription fee of approximately \$479.40 to cover the fees associated with hosting SEPB website.

Staff recommends SEPB to select PG Creative, led by Paul Gomirato, to Revitalize and Rebrand the Sudbury East Planning Board's website which is to improve accessibility and engagement within our planning area. The overall project cost is approximately \$9864.40 (appendix attachment of the proposal on record for SEPB members to review from PG Creative). Altogether, staff reached out to each member municipality in the planning area and received a total of 3 website development proposals from consultants.

**Resolution: 24-036**

**BE IT RESOLVED THAT** the Sudbury East Planning Board selects PG Creative, led by Paul Gomirato, to complete the new revitalized and rebranded website.

**MOVED BY:** Carol Lemmon

**SECONDED BY:** Mary Bradbury

**Carried**

**8. NEW BUSINESS**

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

**10. PAYMENT OF VOUCHERS**

a) **April 2024 and May 2024**

**Resolution 24-037**

**BE IT RESOLVED THAT** the statement of disbursements for the month April 2024 in the amount of \$28,358.33 and for the month of May 2024 in the amount of \$14,397.24 to be distributed and is hereby approved for payment.

**MOVED BY:** Dave Viau  
**SECONDED BY:** Josh Lachance

**Carried**

**12. ADJOURNMENT**

**Resolution: 24-038**

**BE IT RESOLVED THAT** the Meeting be adjourned at 6:12 P.M.

**AND THAT** the next regular meeting be held on August 13<sup>th</sup>, 2024 at 5:30 p.m. at the Municipality of French River Municipal Office Virtually and in person.

**MOVED BY:** Rachelle Proirier  
**SECONDED BY:** Carol Lemmon

**Carried.**

  
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CHAIR

  
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SECRETARY-TREASURER

