

Desbarats to Echo Bay Planning Board

February 27th, 2024

Agenda

Location: Tarbutt Council Chambers

27 Barr Road South

Time: 7:00 p.m.

A. Routine Matters:

- 1. Call to order 7:00 p.m.**
- 2. Declaration of conflict/pecuniary interest**
- 3. Approval of minutes (October 24th, 2023)**
- 4. Staff/Members reports**

B. Old Business:

C. New Business:

- 1. Annual Appointment of Chair**
- 2. Application for Consent L2024-01 (a & b) Waugh**
- 3. J.L. Richards – Consultant Scope Change Request**
- 4. Draft Preliminary Budget 2024**

D. Information:

E. Seminars/Meetings:

F. Newsletters/Bulletins:

G. Adjournment:

Item A.3.

DESBARATS to ECHO BAY PLANNING BOARD
October 24th 2023
Regular Meeting

Present: Ruth Wigmore, Lynn Orchard, Chair, Lennie Smith, Jason Koivisto, Bradley Shewfelt, Todd Rydall, Reg McKinnon

Staff: Jared Brice

Visitors: Pat Lento

No conflict of interest was declared at this time.

The following minutes are comprised of resolutions and the Secretary-Treasurer's interpretation of the meeting.

Res.: 68-2023 Ruth Wigmore, Lennie Smith

Be it resolved that the Board opens their regular meeting at 7:03 pm. (cd)

Res.: 69-2023 Bradley Shewfelt, Ruth Wigmore

Be it resolved that the Board accepts the Minutes of September 26th, 2023, as presented. (cd)

Res.: 70-2023 Lennie Smith, Jason Koivisto

Be it resolved that the Board gives provisional consent to Applications L2023-10 a and b Shipowick as presented with attached conditions and notes. Applicant(s): Adam Shipowick. (cd)

Res.: 71-2023 Jason Koivisto, Reg McKinnon

Be it resolved that the Board accepts the appointments of Alf Roberts (Macdonald, Meredith and Aberdeen Additional), Richard Beitz (Laird), Paul Oikari (Johnson) and Keith Good (Tarbutt) as members at large for the Agricultural Advisory Committee to the Planning Board. (cd)

Res.: 72-2023 Jason Koivisto, Todd Rydall

Be it resolved that the Planning Board meeting adjourns at 7:48 p.m. until the next scheduled meeting or at the call of the Chair. (cd)

Date: _____

Chair: _____

Secretary-Treasurer _____

Desbarats to Echo Bay Planning Board	Application for Consent Under Section 53 of the Planning Act
---	--

Before Starting This Application

Please read the following:
 Appendix A: Completeness of the Application
 Appendix B: Submission of the Application
 Appendix C: Help
 Appendix D: Notes to Applicants

In this form the term "subject" means the land to be severed and/or the land to be retained.

Office Use Only	
File Number	L2024-01 (a)+(b)
Roll Number	
Date Submitted	
Date Received	Jan 3, 2024 JP.
Sign Issued	

Please Print and Please Complete or Check-Mark Appropriate Box (s). Please use ink, not pencil.

1. Applicant Information			
1.1	Name of Applicant Hunter Waugh	Home Telephone No.	Business Telephone No. 705-323-2047
	Address 207 Northern Avenue E, Sault Ste. Marie		Postal Code P0R 1E0
1.2	This section is for the name of Owner (s) if different than the applicant. An owner's authorization is required in Section 11.1		
	Name of Owner (s) Steve Konka	Home Telephone No.	Business Telephone No.
	Address 168 Pumpkin Point Road West		Postal Code P0R 1C0
1.3	Name of person who is to be contacted, and to receive any correspondence, about the application, if different than the applicant. This may be a person or firm acting on behalf of the applicant.		
	Name of Contact Person	Home Telephone No.	Business Telephone No.
	Address	Postal Code	Fax No.

2. Location of the Subject Land				
2.1	District Algoma	Local Municipality Laird	Section or Mining Location	Civic # 168
	Concession Number (s)	Lot Number (s) Lt 15 RCP756	Registered Plan No.	Lot (s)/Block (s)
	Reference Plan No.	Part Number (s)	Name of Street/Road Pumpkin Point Rd W	Other Identifier
2.2	Are there any easements or restrictive covenants affecting the subject land? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (describe below the easement or covenant and its effect)			

FULL COPY

L2023 - 11 (b)

3. Purpose of this Application

3.1 Type and purpose of proposed transaction (check appropriate box)
Transfer: Creation of a new lot Addition to a lot An Easement Other Purpose
Other: A charge A lease A correction of title

3.2 Name of person (s), if known, to whom land or interest in land is to be transferred, leased or charged:

3.3 If a lot addition, identify the lands to which the parcel will be added: Roll # _____
 Description:

4. Description of Subject Land and Servicing Information (Complete each subsection)

4.1	Description	Severed	Retained
	Frontage (m.)	91.5	219.0
	Depth (m.)	182	609
	Area (ha.)	1.67	28.76
4.2	Use of Property		
	Existing Use (s)	Residential	Residential
	Proposed Use (s)	Residential	Residential
4.3	Buildings or Structures		
	Existing	N/A	House + Garage
	Proposed	Single Family Home	House + Garage
4.4	Access (check appropriate space)		
	Provincial Highway		
	Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Municipal road, seasonally maintained		
	Other public road		
	Right of way		
	Water access (See Note #1)		
Note #1: Describe in section 9.1, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road			
4.5	Water Supply (check appropriate space)		
	Publicly owned and operated piped water supply		
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated communal well		
	Lake or other water body		
	Other means		
4.6	Sewage Disposal (check appropriate space)		
	Publicly owned and operated sanitary sewage system		
	Privately owned and operated individual septic tank (See Note #2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated communal septic system		
	Privy		
Note #2: A certificate of approval from the local Health Unit or Ministry of the Environment and Energy submitted with this application will facilitate the review.			

Section 4 continued on next Page

4. Description of Subject Land and Servicing Information ... Continued				
4.7	Other Services (check if the service is available)		Severed	Retained
		Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		School Bussing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Garbage Collection		
4.8	If access to the subject land is by private road, or if "other public road" was indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.			

5. Land Use			
5.1	What is the existing official plan designation (s), if any, of the subject land? <u>N/A</u>		
5.2	What is the zoning, if any, of the subject land? If the subject land is covered by a Ministry's zoning order, what is the Ontario Regulation Number? <u>Agricultural</u>		
5.3	Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any, which apply.		
	Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
	An agricultural operation, including livestock facility or stockyard	N/A	N/A yes J. Brice.
	A landfill	N/A	N/A
	A sewage treatment plant or waste stabilization plant	N/A	N/A
	A provincially significant wetland (class 1, 2, or 3 wetland)	N/A	N/A
	A provincially significant wetland within 120 metres of the subject land	N/A	N/A
	Flood plain	N/A	N/A
	A rehabilitated mine site	N/A	N/A
	A non-operating mine site within 1 kilometre of the subject land	N/A	N/A
	An active mine site	N/A	N/A
	An industrial or commercial use, and specify the use (s)	N/A	N/A
	An active railway line	N/A	N/A
	A municipal or federal airport	N/A	N/A

8. Sketch (Use the attached Sketch Sheet) To help you prepare the sketch, refer to the attached Sample Sketch.

8.1

In order for your application to be considered complete, a sketch drawn to scale must be included as part of this application which shows:

1. Boundaries and dimensions of the subject land including the part that is to be severed and the part that is to be retained.
2. Location, size, height and type of all existing and proposed buildings or structures on severed or retained lands, including the distance of the buildings or structures from front yard lot line, rear yard lot line and side yard lot lines.
3. Boundaries and dimensions of the land owned by the owner, including the subject land and adjacent land.
4. The distance between the subject land and the nearest municipal lot line or landmark, such as a railway crossing or bridge.
5. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
6. The approximate location of all natural and artificial features on the subject land and adjacent lands, including railways, roads, watercourses, drainage ditches, irrigation ponds, river or stream banks, wetlands, wooded areas, buildings.
7. The current use (s) of the adjacent lands.
8. The location, width and name of any roads within or abutting the subject land. Indicate whether the road is an unopened road allowance, a public travelled road, a private road or a right-of-way.
9. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
10. The location and nature of any restrictive covenant or easement affecting the land.
11. If the severed parcel is to be conveyed to an abutting property owner, please identify the abutting property with name and instrument number exactly as now registered.
12. The location, size and distance to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the lot to be created and/or retained.

If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.

8.2

Notification Sign Requirements:

For the purpose of public notification and in order for staff to easily locate your land, you will be given a sign to indicate the intent and purpose of your application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject property.
2. Ensure one sign is posted at the front of the property at least three feet above ground level.
3. Notify the Planner when the sign is in place in order to avoid processing delays.
4. Maintain the sign until the application is finalized and thereafter remove it.

11. Authorizations

11.1

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form and/or the authorization set out below must be completed

Authorization of Owner for Agent to Make the Application

I, Steven Kouka, am the owner of the land that is the subject of this application for Consent and I authorize Hunter Wagh to make this application on my behalf.

Jan 3 2024
(Date)

[Signature]
Signature of Owner (s)

Sworn (or declared) before me

At the Township of Tarbutt in the District of Algoma

This 3rd day of January, 2024
[Signature]
Commissioner

11.2

Authorization of Owner for Agent to Provide Personal Information

I, Steven Kouka, am the owner of the land that is the subject of this application for Consent and for the purpose of the Freedom of Information and Protection of Privacy Act,

I authorize Hunter Wagh, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of this application.

Jan 3 2024
(Date)

[Signature]
Signature of Owner (s)

Sworn (or declared) before me

At the Township of Tarbutt in the District of Algoma

This 3rd day of January, 2024
[Signature]
Commissioner

12. Consent of the Owner

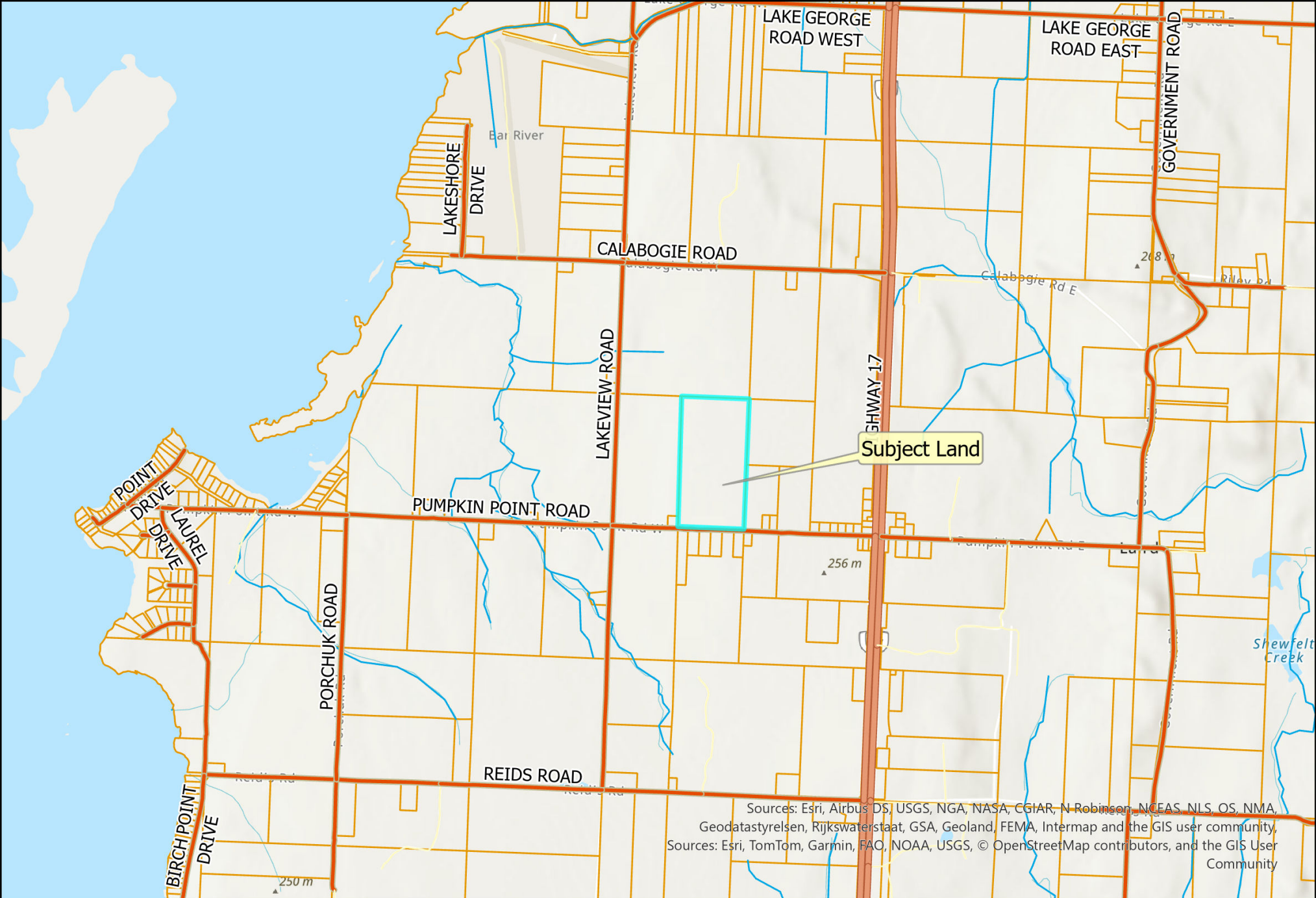
12.1

I, Steven Kouka, am the owner of the land that is the subject of this

Consent application and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by, or the disclosure to, any person or public body of any personal information that is collected under the authority of the Planning Act for the purpose of processing this application.

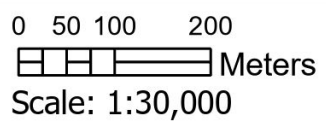
Jan 3 2024
(Date)

[Signature]
Signature of Owner (s)



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodastystyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP
 Consent Application: L2024-01 Waugh
 Proposed Creation of Two (2) Lots for Residential Purposes
 Subject Land - 168 Pumpkin Point Road; LT 15 RCP756
 Laird Township, Algoma



Maps are provided as a courtesy only and the Desbarats to Echo Bay Planning Board makes no guarantees as to the accuracy of this information. This map is not intended to be used for conveyance, authoritative definition of the legal boundary, or property title. This is not a survey product.

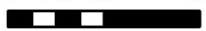


Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP

Consent Application: L2024-01 Waugh
 Proposed Creation of Two (2) Lots for Residential Purposes
 Subject Land - 168 Pumpkin Point Road; LT 15 RCP756
 Laird Township, Algoma

0 15 30 60

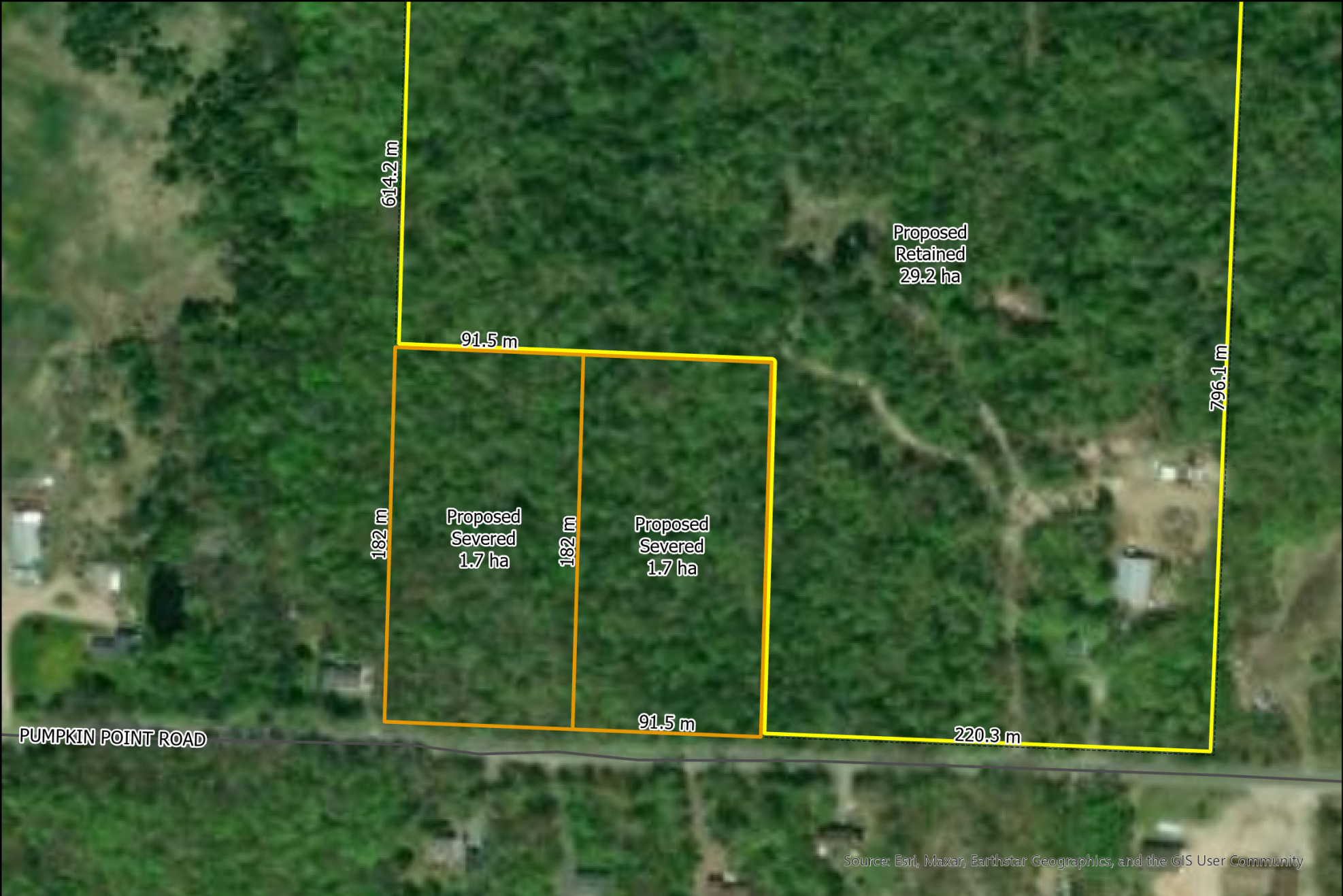


Meters

Scale: 1:4,000



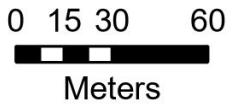
Maps are provided as a courtesy only and the Desbarats to Echo Bay Planning Board makes no guarantees as to the accuracy of this information. This map is not intended to be used for conveyance, authoritative definition of the legal boundary, or property title. This is not a survey product.



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP
 Consent Application: L2024-01 Waugh
 Proposed Creation of Two (2) Lots for Residential Purposes
 Subject Land - 168 Pumpkin Point Road; LT 15 RCP756
 Laird Township, Algoma

Scale: 1:2,500



Maps are provided as a courtesy only and the Desbarats to Echo Bay Planning Board makes no guarantees as to the accuracy of this information. This map is not intended to be used for conveyance, authoritative definition of the legal boundary, or property title. This is not a survey product.

Consent Application L 2024-01

Hunter Waugh

I have reviewed the above noted request for consent to create two lots and have the following comments:

The property is located at civic number 168 Pumpkin Pointe Road West, Lot Number LT 15RCP756, Laird Township. The property is owned by Steve Konka.

The property is zoned Agriculture. Laird Township does not have an Official Plan at this time. However, it will be incorporated in a New Official Plan that includes Echo Bay, Laird, Tarbutt and Tarbutt Additional, and Johnson Township.

The Application L 2024-01 has not had any previous severances and the request for consent of two (2) lots are permitted. The planned lots are of equal size being 91.5 M. frontage, 182 M. in depth, and 1.7 ha. in size. (Refer to Air Photography)

The current request for the two (2) severances meets the Zoning Bylaw Standards. Both the two new lots front on a municipal road maintained all year.

The existing use on the new lots are vacant and the intent is to build a residential dwelling on each lot.

The retained portion is 29.2 ha. and has an existing residential home and garage. This property fronts on a public road, maintained all year.

Each new lot will have a privately owned and operated individual well and septic system meeting requirements set by Algoma Public Health.

The retained parcel currently has site services of well and septic system.

The proposed land use is compatible with abutting properties in the area.

During this application of this application there were no objections and agencies that were circulated have yet to send in their comments.

Recommendation

That the application for consent (L2024-01) be approved conditional on meeting Algoma Public Health Standards for well and septic systems.



CONSULTANT SCOPE CHANGE REQUEST 1

Project Name:	Desbarats to Echo Bay Planning Board – Consulting services to complete the Joint Official Plan for the Desbarats to Echo Bay Planning Area	JLR Project No.:	32563-000
Client Name:	Desbarats to Echo Bay Planning Board Tarbutt Township	PO / Contract No.:	
Client Contact:	Jared Brice Administrative and Planning Assistant		

Description and Reason for the Change:

The initial scope of work for the completion of the joint Official Plan of the Desbarats to Echo Bay Planning Area was determined in the project proposal dated from June 22, 2023 and signed by the Client on August 22, 2023.

This scope change request is proposed for two reasons.

Firstly, it was our understanding that the background information provided by the Client would include demographic projections and land supply analysis based on the work previously conducted by a third-party services provider. The Client provided a summarized presentation of the Growth management analysis (revised on February 2, 2023) which in our professional assessment does not allow us to develop sound recommendations and policies necessary for the completion of the Official Plan in a manner consistent with the Provincial Policy Statement.

We propose to refine the **demographic projections** and **land supply analysis** to our scope of work. We propose to conduct the demographic projections on an hourly basis up to an upset of \$5,077 (exclusive of HST). The scope of work for the land supply analysis can be undertaken on an hourly basis as needed. It is our understanding that JLR will provide support on-demand for the land supply analysis as the Client has the capacity to conduct and provide GIS related work.

Secondly, further to our discussion with the client on January 29, 2024, JLR will has been invited to attend a meeting of the Planning Board's **Agricultural Committee** to respond to questions about the Land Evaluation and Area Review (LEAR) process. We propose an additional phase to the project for attendance at additional meetings regarding the LEAR study.

The initial scope of work included providing support to the Client with the LEAR study. Based on our assessment, the initial scope has been completed and we would be pleased to provide additional support on an hourly basis for the completion of the LEAR study and any assistance required with the update of Official Plan's schedules.

The additional consulting services provided on an hourly basis will be charged according to the following 2023 rates schedule plus 7% disbursement (fee and expenses).

Jason Ferrigan	\$250.00/hour
David Welwood	\$187.50/hour
Soumaya Ben Miled	\$135.00/hour
Kris Kerwin	\$167.50/hour

Assumptions and Exclusions:

- Same as the project proposal, dated June 22, 2023

Additional Deliverables:

CONSULTANT SCOPE CHANGE REQUEST 1

- The Directions and Background Report described in the workplan will contain a detailed population projections and land supply chapter.

*The terms and conditions of the original agreement will apply for the proposed additional scope of work.

Impact to Schedule:

Original Completion Date:	May 31, 2024	Revised Completion Date:	June 30, 2024
----------------------------------	--------------	---------------------------------	---------------

Additional Fees for this Scope Change

JLR	Sub-Consultants	Expenses	Total Value of Scope Change
\$4,745	\$	\$992	\$5,737

Issued on: February 7, 2024

By: David Welwood, Senior Planner
J.L. Richards & Associates Limited



Signature

By: Jason Ferrigan, Principal Associate, Chief Planner
J.L. Richards & Associates Limited



Signature

Client Approval:

Signature

Additional Distribution: Jared Brice, Administrative and Planning Assistant
Kris Kerwin, Senior GIS Technologist

REVENUE:

DRAFT PROPOSED BUDGET 2024

22-Feb-24

	2023 Budget	2023 Actuals	2024 Draft	Notes
Severance Applications	\$13,400.00	\$12,600.00	\$14,400.00	12 Projected
Other Revenue	\$300.00	\$260.00	\$240.00	photocopying revenue, etc.
Municipal Contribution*	\$32,275.00	\$32,275.00	\$32,275.00	
GIS Levy	\$5,000.00	\$5,000.00	\$5,000.00	
Joint Official Plan Contribution from Municipalities	Not in Budget	\$1,436.82	\$39,154.18	awaiting payment
Total	\$50,975.00	\$50,135.00	\$91,069.18	

EXPENSES:

	2023 Budget	2023 Actuals	2024 Draft	Notes
Honorariums. Site Visits, Deeds	\$6,900.00	\$5,575.00	\$5,500.00	Honorariums and Site Visits put under the same line item in 2024
Conferences (Board Members)	\$615.00	\$615.00	\$400.00	
Wages - Admin	\$23,000.00	\$23,397.24	\$28,000.00	
Wages - EHT, EI, CPP, etc.	N/A	Yet to determined		
Office/Phone (Rent)	\$2,400.00	\$2,400.00	\$2,400.00	to Tarbutt Township
Office Supplies & Advertisements	\$1,500.00	\$1,689.38	\$1,500.00	other printing, paper, ink, stamps x 2 roll, stationary (0.05c/page - cost analysis)
Insurance	\$1,000.00	\$1,038.74	\$1,100.00	
Audit	\$1,400.00	\$1,327.75	\$1,600.00	expecting same cost
Planner for Consent App.	\$5,000.00	\$3,600.00	\$5,000.00	(54 hours at \$80/hour)
Misc (mileage, donations)	\$210.00	\$0.00	\$0.00	\$0.55/km average 25 km per consent
Legal Fees	\$1,000.00	\$0.00	\$1,000.00	to build up \$1000/year at Boards discretion
Bank Charges	\$200.00	\$204.03	\$250.00	
Conferences (Staff)	\$150.00	\$0.00	\$150.00	OACA 1 Year subscription
Reserves	\$2,000.00	\$2,000.00	\$2,000.00	to build up \$2000/year at Boards discretion
GIS Mapping Agreement	\$2,400.00	\$2,260.00	\$2,400.00	ArcGIS annual agreement
GIS - Wages	\$3,000.00	\$2,900.00	\$2,600.00	
Joint Official Plan Expenses	Not in budget	\$7,305.01	\$33,285.99	
Total	\$50,775.00	\$47,007.14	\$87,185.99	

3,127.86

Table 2: 2024 Municipal Contributions to Desbarats to Echo Bay Planning Board

Township	2024 Levy	2024 GIS Levy	Total
Johnson (20% Equalized Assessment)	\$ 5,455.00	\$ 1,000.00	\$ 6,455.00
Tarbutt (20% Equalized Assessment)	\$ 5,455.00	\$ 1,000.00	\$ 6,455.00
Laird (28% Equalized Assessment)	\$ 7,637.00	\$ 1,400.00	\$ 9,037.00
MM & AA (32% Equalized Assessment)	\$ 8,728.00	\$ 1,600.00	\$ 10,328.00
Total	\$ 27,275.00	\$ 5,000.00	\$ 32,275.00

DRAFT