

Desbarats to Echo Bay Planning Board

March 26th, 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 (February 27th, 2024)**
- 4. Staff/Members reports -**

B. Old Business:

- 1. Budget for the Year 2024**

C. New Business:

- 1. Annual Appointment of Vice-Chair**
- 2. Application for Consent T2024-03 Waugh Rose**
- 3. Staff Report – Consent Application fees for each additional lot, each lot addition or easement on the same consent application.**
- 4. Joint Official Plan - Apportionment of expenses**

D. Information:

E. Seminars/Meetings:

F. Newsletters/Bulletins:

G. Adjournment:

DESBARATS to ECHO BAY PLANNING BOARD
February 27th 2024
Regular Meeting

Present: Lennie Smith, Deputy Chair, Shelly Bailey, Todd Rydall, Reg McKinnon,
Bradley Shewfelt, Ruth Wigmore
Staff: Jared Brice, Jean Palmer
Visitors: List Attached
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.: 1-2024 Shelly Bailey, Todd Rydall

Be it resolved that the Board opens their regular meeting at 7:04 pm. (cd)

Res.: 2-2024 Reg McKinnon, Shelly Bailey

Be it resolved that the Board accepts the Minutes of October 24th 2023 as presented, (cd)

Res.: 3-2024 Bradley Shewfelt, Todd Rydall

Be it resolved that the Planning Board appoints Lynn Orchard as Board Chair for 2024.
(cd)

Res.: 4-2024 Todd Rydall, Reg McKinnon

Be it resolved that the Board gives provisional consent to Application L2024-01, Hunter Waugh, as presented with attached conditions and notes. (cd)

Res.: 5-2024 Shelly Bailey, Ruth Wigmore

Be it resolved that the Board accepts the Scope Change Request 1 from J.L. Richards for the Joint Official Plan in the amount of \$7500.00 plus HST. (cd)

Res.: 6-2024 Bradley Shewfelt, Reg McKinnon

Be it resolved that the Planning Board acknowledges receipt of the Draft Budget for 2024. (cd)

Res.: 7-2024 Reg McKinnon, Ruth Wigmore

Be it resolved that the Planning Board meeting adjourns at 7:52 p.m. until the next scheduled meeting or at the call of the Chair. (cd)

Date: _____

Deputy 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	T2024-03 Waugh Rose
Roll Number	5714000003014010000
Date Submitted	20 Feb 2024
Date Received	21 Feb 2024
Sign Issued	7 March 2024

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 / Jennifer Rose	Home Telephone No.	Business Telephone No. 705-323-2047
	Address 107 Lakeshore Drive, Desbarats, ON		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)	Home Telephone No.	Business Telephone No.
	Address		Postal Code
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 Tarbutt	Section or Mining Location	Civic # 107
	Concession Number (s) 5	Lot Number (s) PT LT 10	Registered Plan No. 1R10065	Lot (s)/Block (s)
	Reference Plan No.	Part Number (s)	Name of Street/Road Lakeshore Drive	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)			

3. Purpose of this Application	
3.1	Type and purpose of proposed transaction (check appropriate box) Transfer: <input checked="" type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> An Easement <input type="checkbox"/> Other Purpose Other: <input type="checkbox"/> A charge <input type="checkbox"/> A lease <input type="checkbox"/> 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: <u>Hunter Waugh</u>
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.)	83.8	547
		Depth (m.)	152	152
		Area (ha.)	1.22	7.6
4.2	Use of Property	Existing Use (s)	Rural Vacant Land	Single family residential
		Proposed Use (s)	Single Family Residential	Single family residential
4.3	Buildings or Structures	Existing	None	Residential Dwelling
		Proposed	Residential Dwelling	Residential Dwelling
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>Rural</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>Rural (proposed Severance portion) / Shoreline Residential (Retained Portion)</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
	A landfill	N/A
	A sewage treatment plant or waste stabilization plant	N/A
	A provincially significant wetland (class 1, 2, or 3 wetland)	N/A
	A provincially significant wetland within 120 metres of the subject land	N/A
	Flood plain	N/A
	A rehabilitated mine site	N/A
	A non-operating mine site within 1 kilometre of the subject land	N/A
	An active mine site	N/A
	An industrial or commercial use, and specify the use (s)	N/A
	An active railway line	N/A
	A municipal or federal airport	N/A

6. History of the Subject Land	
6.1	<p>Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?</p> <p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>If Yes and if known, provide the Ministry's application file number and the decision made on the application:</p> <p>File # _____ Decision: <u>Approved by board.</u></p>
6.2	<p>If this application is a re-submission of a previous consent application, describe how it has been changed from the original application:</p>
6.3	<p>Has any land been severed from the parcel originally acquired by the owner of the subject land?</p> <p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use: November 16, 2000, Gertrud & Stewart Wright, Shoreline Residential</p>

7. Current Applications	
7.1	<p>Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?</p> <p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>If Yes, and if known, specify the Ministry file number and status of the application:</p>
7.2	<p>Is the subject land the subject of an application for a zoning by-law amendment [], Minister's zoning order amendment [], minor variance [], consent or approval of a plan of subdivision []?</p> <p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>If Yes, and if known, specify the Ministry file number and status of the application:</p>

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.

9. Other Information	
9.1	Is there any other information that you think may be useful to the Ministry or other agencies in reviewing this application? If so, explain below or attach on a separate page.
9.2	If the subject property is agricultural or close to an agricultural property, the following Supplement forms may be required: 1) Supplement #1 - Agricultural Land Descriptions 2) Supplement #2 - Data Sheet for Minimum Distance Separation under the Agricultural Code of Practice

10. Affidavit or Sworn Declaration	
10.1	<p>Affidavit or Sworn Declaration for the Prescribed and Requested Information</p> <p><i>9/</i> <u>Mr. Hunter Waugh & Jennifer Rose</u> of the <u>Township of Turbutt</u> in the <u>District of Algoma</u> make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application are true.</p> <p style="text-align: center;">Sworn (or declared) before me</p> <p>at the <u>Township of Turbutt</u> in the <u>District of Algoma</u> this <u>20th</u> day of <u>February</u>, 20<u>24</u></p> <p style="text-align: center;"><u>[Signature]</u> Commissioner of Oaths</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> <p style="text-align: center;">Cand O. Trainer A.M.C.T. A Commissioner of Oaths while Clerk, or Designate in the Township of Turbutt</p> <p style="text-align: center;">Signature <u>[Signature]</u></p> </div> <p style="text-align: center;"><u>[Signature]</u> Applicant <u>[Signature]</u> Applicant</p>

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

(Date) Signature of Owner (s)

Sworn (or declared) before me

At the _____, in the _____

This _____ day of _____, 20____.

Commissioner

n/a

11.2

Authorization of Owner for Agent to Provide Personal Information

I, _____, 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 _____ 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.

(Date) Signature of Owner (s)

Sworn (or declared) before me

At the _____, in the _____

This _____ day of _____, 20____.

Commissioner

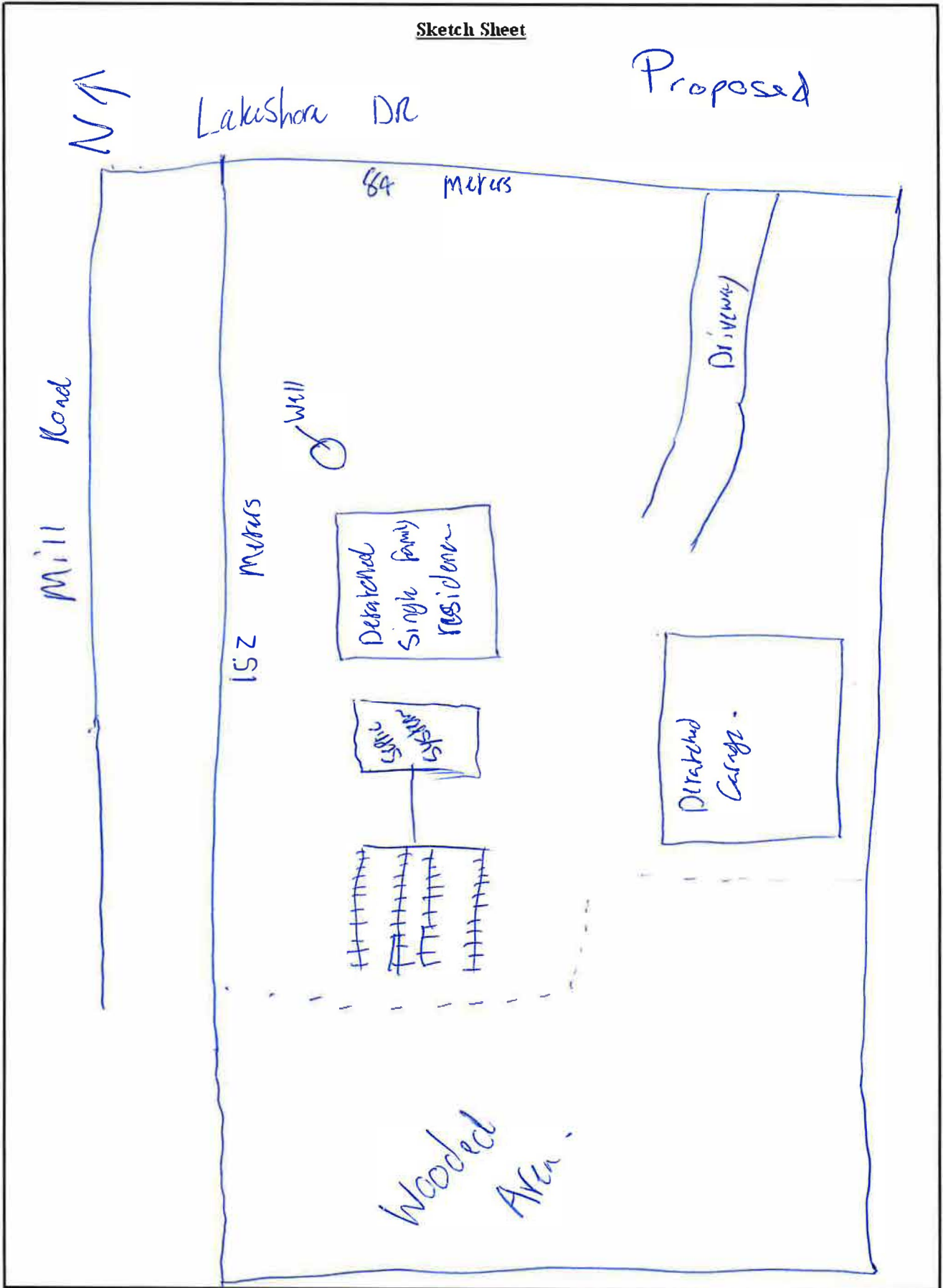
12. Consent of the Owner

12.1

I, Hester Waugh & Jennifer Rose, 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.

20/02/24 _____
(Date) Signature of Owner (s) *JR*

Sketch Sheet

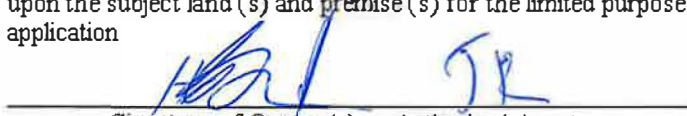


13. Permissions

13.1

Permission to enter on to the subject land(s)

I/We hereby authorize the members and staff of the Desbarats to Echo Bay Planning Board to enter upon the subject land (s) and premise (s) for the limited purpose of evaluating the merits of this application



Signature of Owner (s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject land (s). Failure to comply may result in a deferral of the application.

Submission of the Application

- One application form is required for each parcel to be severed.
- The requested copies will be used to consult with other ministries or agencies that may have an interest in the application.
- All measurements are to be in Metric units.

Step #1:

Review the application with your municipal office in order to apprise them this application will be coming to them and also to ascertain whether or not there may be municipal concerns regarding the application that your or the Planning Board may not be aware of which may affect the completeness and/or acceptance of the application.

Step #2:

Deliver the completed application to the Planning Board office along with the required fee made payable to the Desbarats to Echo Bay Planning Board.

Step #3:

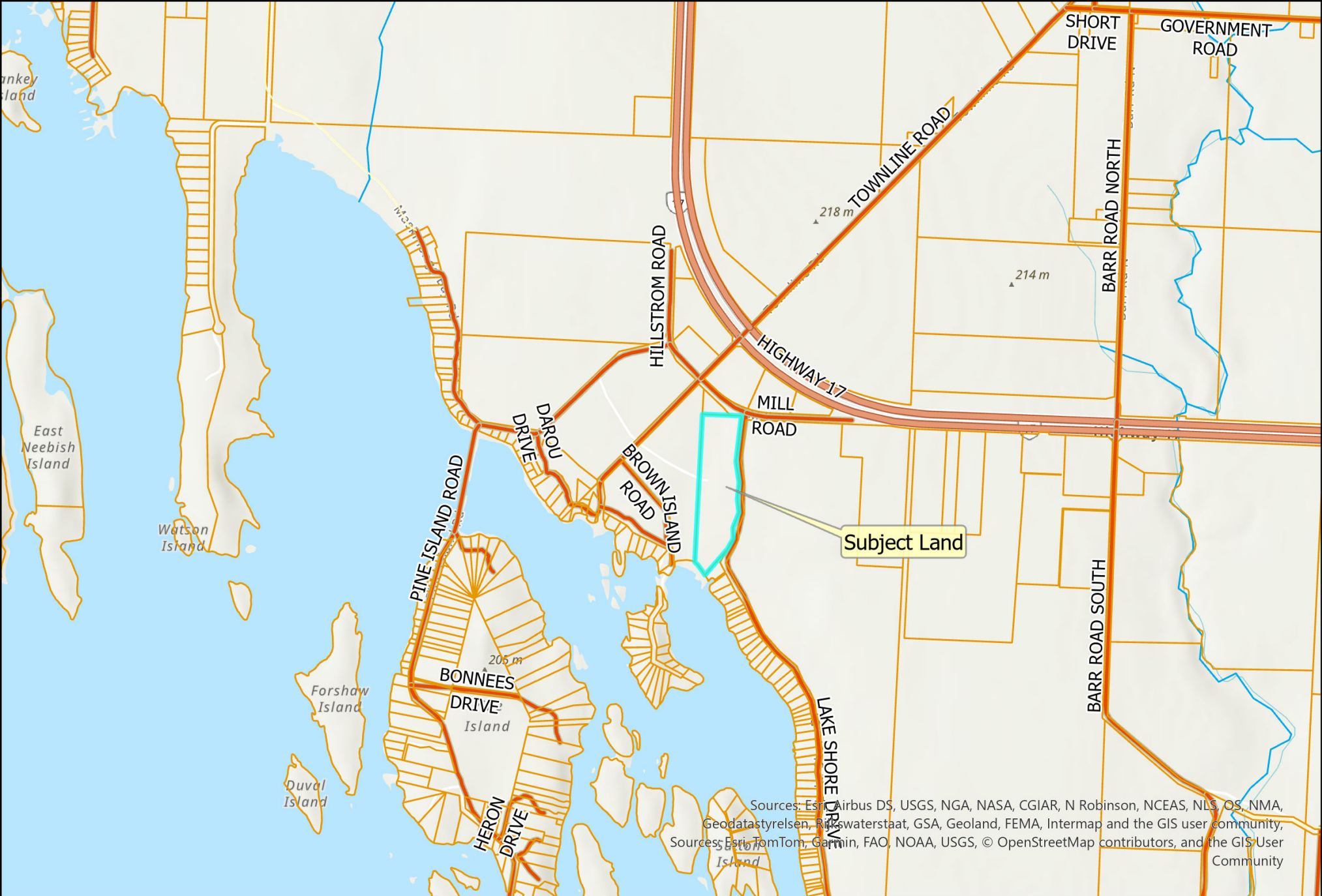
- The Planning Board Secretary will review your application.
- You will be notified when the application is considered complete. Any legislated time lines will commence only after the application is deemed complete and accepted by the Planning Board.
- Once the application has been accepted as complete you will be asked to supply 12 copies of the approved application along with 12 copies of the approved sketch. You may make the necessary copies yourself or the Planning Board can make them for you for a fee.
- You will be responsible for delivering one copy of the completed application to the Algoma Health Unit and they may require a fee for this service.

PLEASE NOTE

An application accepted as complete may still be amended, rejected, or deferred as the application goes through the process of review and as new or opposing information becomes available.

All documents should be forwarded to the attention of:

Secretary - Treasurer
Desbarats to Echo Bay Planning Board
c/o Tarbutt Township Offices
27 Barr Road South, RR#1
Desbarats, Ontario
P0R 1E0



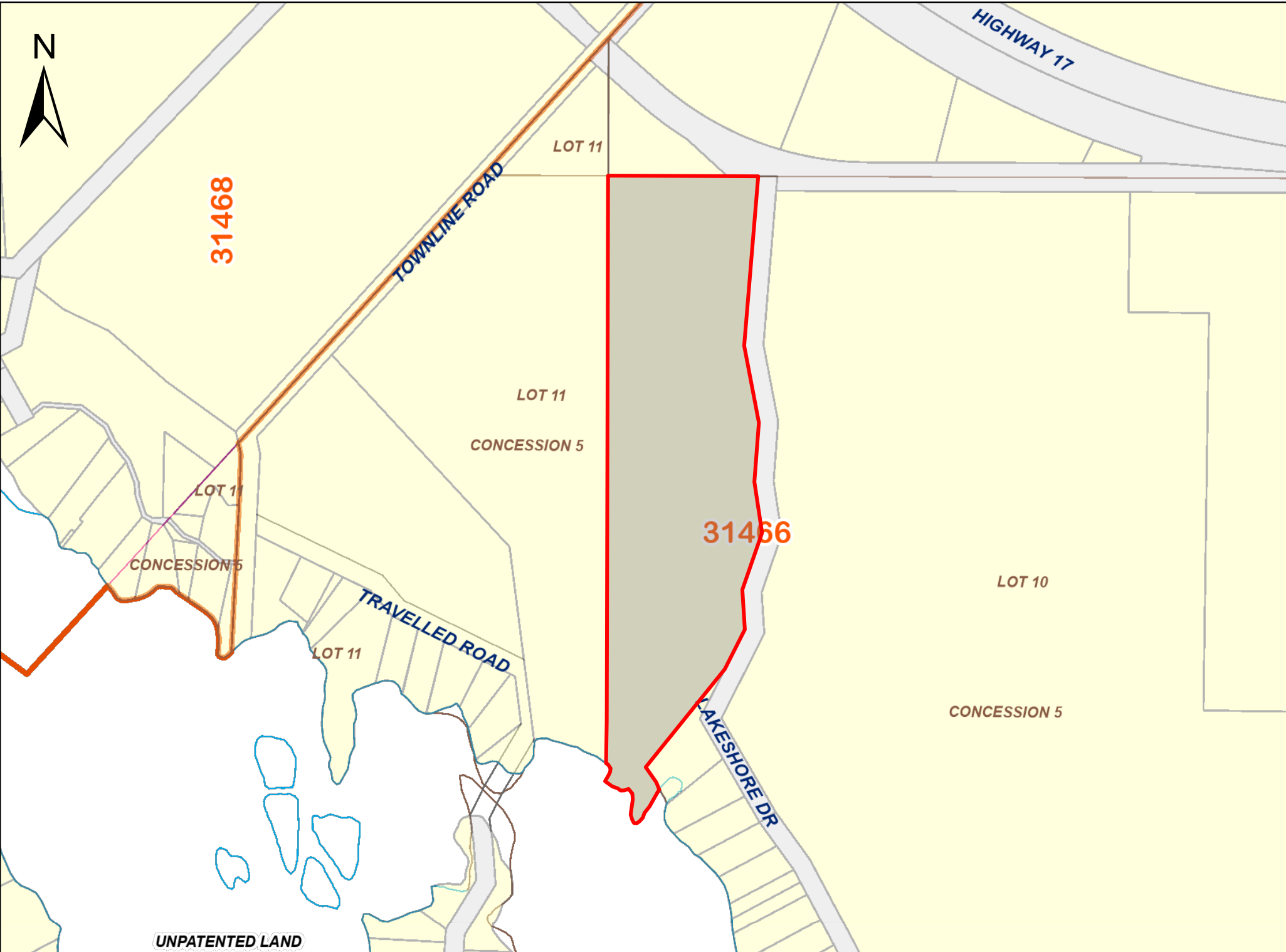
Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP
 Consent Application: T2024-03 Waugh & Rose
 Proposed Creation of One (1) Lot for Residential Purposes
 Subject Land - 107 Lakeshore Drive, CON 5, PT LOT 10,
 PT 1 1R-10065, Tarbutt Township, Algoma

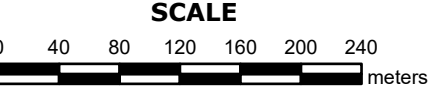
0 50 100 200
 Meters
 Scale: 1:19,200



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.



PRINTED ON 01 MAR, 2024 AT 09:54:01
FOR J.B.



PROPERTY INDEX MAP
ALGOMA(No. 01)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED





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

DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP
 Consent Application: T2024-03 Waugh & Rose
 Proposed Creation of One (1) Lot for Residential Purposes
 Subject Land - 107 Lakeshore Drive, CON 5 PT LT 10,
 1R-10065 PT 1, Tarbutt Township, Algoma



Scale: 1:3,000

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Consent Application T 2024-03

Waugh/Rose

I have reviewed the above noted request for consent to create a new lot and have the following comments:

The property is located at civic number 107 Lakeshore Drive, lot number PT LT 10, registered plan number IRI 0065 in the township of Tarbutt in the District of Algoma.

Staff has provided the following information from the earlier Desbarats to Echo Bay Planning Board: “The subject property had a previous severance: Application T 1999-17 Wright for the creation of one lot. The subject property was severed from the waterfront property to the south east. The application was approved and stamped by a planning board member on August 21st., 2000, and the conditions set out for Application T 1999-17 had also been complied with.”

The current application for severance of one lot conforms to the Official Plan. No further severance is permitted on the subject property without an Official Plan Amendment. The severed portion of the subject property has a frontage of 83.3 M., a depth of 152 M., and area of 1.2 ha.

The existing use of property is Rural vacant land. The proposed use is single family residential building. The retained portion has a frontage of 547 M., a depth of 152 M., and area of 7.2 ha. The existing use is single family residential dwelling.

The severed property has frontage on a municipal road, maintained all year. The new lot will have a privately owned and operated individual well and a privately owned and operated sanitary sewage system.

The retained property has frontage on a municipal road, maintained year around. The property is serviced with a privately owned and operated individual well and a privately owned and operated individual septic tank.

The existing Official Plan (11-2015) designation is Shoreline and Rural, and Zoning (10-85) designation is Shoreline Residential and Rural.

Reference land use in Section 5 of the application has noted that within 500 meters of the subject property there is an agricultural operation, including livestock facility or stock yard. The minimum distance separation (MDS) document formula will come into play in order to comply in constructing of residential dwelling site.

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

At the preparation of this report, comments from agencies have not been received.

Recommendation

That the application for consent T 2024-03 Waugh/Rose be approved conditional on meeting Algoma Public Health standards for well and septic system.

That the MDS formulae be applied to the location of the construction of the residential dwelling.

Jerry Dolcetti

Desbarats to Echo Bay Planning Board
27 Barr Road South
Desbarats, Ontario P0R 1E0
Ph: 705-782-6776 Fax: 705-782-4274

REPORT TO BOARD

Date: March 26th, 2024
From: Jared Brice, Secretary-Treasurer
Re: Consent application fees for each additional lot, each lot addition or easement on the same application and printing fee removal

BACKGROUND / OVERVIEW

The intent of this report is to provide Board members with information regarding the pricing of consent applications where more than one consent is applied for on one lot. For instance, for the creation of two (2) or more lots from one property.

The Planning Board has a flat fee per consent application of \$1200.00 plus \$20 for printing. When an application for more than two consents is received for one property the applicant is required to pay at least \$2400.00 for both severances plus the \$20 printing fee.

Using cost analysis from previous consent applications and fee schedules from other Boards or Committees, Planning Board Staff propose a reduction in fees where consent application(s) have two or more consents applied for within the same application at the same time. Costs for administering the second and third consents on the same property are less in comparison to a standalone application. The identifiable costs associated with additional consents on the same subject lands include but are not limited to planner fees, deed signing fees, public signage, staff wages, etc.

It is proposed by Planning Board Staff that the fees for a second and any other consents applied for on the same subject lands at the same time be charged at the following rate(s):

Application for Consent/Severance:	\$1200 for the first lot
	\$600 for each additional lot or lot addition or easement on the same application.

Printing Fee

From its inception in 1998, the Planning Board charged \$20 for printing each application for consent. As the printing was done using the Township of Tarbutt printer, the \$20 printing fee was applied to the Township of Tarbutt account. In 2023 the Planning Board purchased its own colour printer with the intent of using the printer to reduce costs for printing for Planning Board purposes. Staff propose that the \$20 printing fee be waived as this cost can be adsorbed into the consent application cost to little to the Planning Board budget.

RECOMMENDATION:

Be it resolved that the report from the Secretary-Treasurer regarding the consent application fees for each additional consent applied be received; and

That the Board reduce consent application fee from \$1200 to \$600 for the second and any other consents applied for on the same subject lands at the same time; a

That the Board waive the printing fee of \$20 for consent applications.



Jared Brice

Desbarats to Echo Bay Planning Board Secretary-Treasurer

Desbarats to Echo Bay Planning Board
c/o Tarbutt Township Office
27 Barr Road South
R. R. #1 Desbarats, Ontario
POR 1EO
phone: 705-782-6776
fax: 705-782-4274

March 20th, 2024

Carol Trainor, Clerk/CAO
The Township of Tarbutt
27 Barr Road South
Desbarats, Ontario

Attention Carol,

Re. : Joint Official Plan Expenses

As you are aware, the Desbarats to Echo Bay Planning Board and J.L. Richards are working towards the completion of the Joint Official Plan.

Over the past several years, The Township of Tarbutt has been paying 5.5% of the expenses towards the Joint Official Plan whereas the three other municipalities associated with the Planning Board have been paying 31.5% share each. The reason for the reduction for Tarbutt's share was that the previous planner was using The Township of Tarbutt's current Official Plan (11-2015) as a template for the new Joint Official Plan.

In June 2023, the Desbarats to Echo Bay Planning Board parted ways with the previous planner and commenced working with J.L. Richards. With the shift in Planner, the current Township of Tarbutt Official Plan (11-2015) is no longer being used as the template for the Joint Official Plan.

It is proposed by Desbarats to Echo Bay Planning Board Staff, that the Township of Tarbutt portion of the expenses towards the Joint Official Plan be increased from 5.5% to 25%. It is proposed that the other municipalities would also pay 25% of the expenses. Although the Planning Board budget is not set, it is anticipated that 25% of the total share of the costs associated with the Joint Official Plan in 2024 will be \$11663.55. It is anticipated by Planning Board Staff that the Joint Official Plan will be completed prior to 2025.

Planning Board Staff are looking forward to hearing back from the Township of Tarbutt in regard to this proposal with the intent of bringing this matter to the Planning Boards next meeting scheduled for March 26, 2024.

Thank you for your consideration.



Jared Brice
Secretary-Treasurer
Desbarats to Echo Bay Planning Board

PROPOSED BUDGET 2024

REVENUE:

	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	\$0.00	photocopying revenue, etc.
General Municipal Levy	\$32,275.00	\$27,275.00	\$30,000.00	
GIS Levy from Municipalities	\$5,000.00	\$5,000.00	\$5,000.00	
Joint Official Plan Contribution from Municipalities	Not in Budget	\$1,436.82	\$46,654.18	awaiting payment
Total	\$50,975.00	\$45,135.00	\$96,054.18	

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	\$23,000.00	\$25,500.07	\$29,368.19	
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	\$40,785.99	adding \$7500 as per Scope change request 1
Total	\$50,775.00	\$49,109.97	\$96,054.18	

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

Township	2024 Levy	2024 GIS Levy	Total
Johnson (20% Equalized Assessment)	\$ 6,000.00	\$ 1,000.00	\$ 7,000.00
Tarbutt (20% Equalized Assessment)	\$ 6,000.00	\$ 1,000.00	\$ 7,000.00
Laird (28% Equalized Assessment)	\$ 8,400.00	\$ 1,400.00	\$ 9,800.00
MM & AA (32% Equalized Assessment)	\$ 9,600.00	\$ 1,600.00	\$ 11,200.00
Total	\$ 30,000.00	\$ 5,000.00	\$ 35,000.00