

**Desbarats to Echo Bay Planning Board  
March 25<sup>th</sup>, 2025**

**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 5<sup>th</sup>, 2025)**
- 4. Staff/Members reports**

**B. Old Business:**

**C. New Business:**

- 1. Annual Appointment of Chair and Vice-Chair**
- 2. Prime Agricultural Area Report and Draft Schedule(s)**
- 3. Report on Impending Vacant Land Study of Settlement Areas**
- 4. Prime Agricultural Consent - PPS (2024) Section 4.3.3. – Conditions**
- 5. Honorariums – standard of living (mileage and expenses)**
- 6. Part Time Inquiry – Secretary-Treasurer**
- 7. 2025 Draft Budget**

**D. Information:**

**E. Seminars/Meetings:**

**F. Newsletters/Bulletins:**

**G. Adjournment:**

**DESBARATS to ECHO BAY PLANNING BOARD**  
**February 5<sup>th</sup> 2025**  
Regular Meeting

Present: Ruth Wigmore, Terence Graham, Lennie Smith (Deputy Chair), Shelly Bailey,  
Reg McKinnon, Jason Koivisto, Todd Rydall  
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.: 1-2025 Reg McKinnon, Ruth Wigmore  
Be it resolved that the Board opens their regular meeting at 7:00 p.m.. (cd)

Res.: 2-2025 Jason Koivisto, Reg McKinnon  
The Planning Board accepts Minutes of October 22<sup>nd</sup> 2024 as presented. (cd)

Res.: 3-2025 Ruth Wigmore, Reg McKinnon  
That the Planning Board gives provisional consent to Application E2024-09.  
Applicant(s): Paula Dunning with attached conditions and notes. (cd)

Res.: 4-2025 Reg McKinnon, Ruth Wigmore  
That the Planning Board gives provisional consent to Application L2024-11.  
Applicant(s): Lorrie Rollin with attached conditions and notes. (cd)

Res.: 5-2025 Ruth Wigmore, Reg McKinnon  
That the Planning Board gives provisional consent to Application E2024-14.  
Applicant (s): Edward and Karen Hodgkinson with attached conditions and notes. (cd)

Res.: 6-2025 Shelly Bailey, Terence Graham  
That the Planning Board gives provisional consent to Application E2024-15.  
Applicant(s): Marieke Walling with attached conditions and notes. (cd)

Res.: 7-2025 Terence Graham, Shelly Bailey  
Be it resolved that the Planning Board accepts the Secretary-Treasurer Job Description as presented. (cd)

Res.: 8-2025 Jason Koivisto, Shelly Bailey  
Be it resolved that the Planning Board supports the additional Prime  
Ag areas for the Draft Joint OP and submits same to J.L Richards for review.(cd)

Res.: 9-2025 Shelly Bailey, Jason Koivisto

Be it resolved that the Board receive the report from the Secretary-Treasurer; and  
That the Planning Board Members are encouraged to pick up Planning Board Agendas at  
the Municipal Offices of Tarbutt and Macdonald Meredith and Aberdeen Additional. (cd)

Res.: 10-2025 Ruth Wigmore, Shelly Bailey

Be it resolved that the Planning Board meeting adjourns at 7:39 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  
REPORT TO BOARD**

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**TO:** Chair and Members of the Planning Board  
**FROM:** Jared Brice, Secretary-Treasurer  
**DATE:** March 25<sup>th</sup>, 2025  
**SUBJECT:** Prime Agricultural Areas for the Draft Joint Official Plan

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**EXECUTIVE SUMMARY:**

The purpose of this report is to provide information to the Planning Board regarding the process of determining the Prime Agricultural Areas for the Joint Official Plan for the Desbarats to Echo Bay Planning Board region. It is the intent that the findings of this report will be provided to the Ministry of Municipal Affairs and Housing (MMAH) as part of the One Window Planning process for approving the Draft Joint Official Plan.

**BACKGROUND:**

On September 26<sup>th</sup>, 2023, the Desbarats to Echo Bay Planning Board approved implementing an Agricultural Advisory Committee to assist in the determination of Prime Agricultural Areas using the OMAFRA approved Land Evaluation Area Review (LEAR) methodology.

A member of the Board from each Township and a Farmer appointed by each municipality was chosen with consideration the Terms of Reference for the Agricultural Advisory Committee.

Planning Board staff conducted the LEAR study using the most relevant and up to date data to determine the primary areas where Prime Agricultural lands predominate. The results were shared with the Agricultural Advisory Committee. The knowledge and recommendations of Agricultural Advisory Committee were noted to refine the initial GIS evaluation of Prime Agricultural Areas.

The LEAR study had input from members of Agricultural Advisory Committee. Input and guidance was provided by J.L. Richards with regard to and provided guidance in the ranking, weighting and establishment of a recommended threshold value to identify a "LEAR Recommended Prime Agricultural Area".

## **AGRICULTURAL ADVISORY COMMITTEE**

The Agricultural Advisory Committee met six times from December 2023 through to May 2024. Paper copies of maps were provided at each meeting and the committee reviewed and made recommendations for additions and areas to be removed from the Prime Agricultural Areas. Members were encouraged to ground truth the GIS results and utilize their knowledge to provide a more comprehensive review.

As per the Terms of Reference, the Agricultural Advisory Committee will be in effect until the completion of the Joint Official Plan for the Desbarats to Echo Bay Planning Board.

## **MUNICIPAL INPUT**

The recommendations of Prime Agricultural Areas were shared with each municipality within the Planning Board area. Each Council(s) provided input to the LEAR study review undertaken and in general were in favour of the draft designations.

## **J.L. RICHARDS RECOMMENDATIONS**

The Draft Prime Agricultural Designations were then shared with Planners at J.L. Richards for review. J.L. Richards provided additional recommendations for Prime Agricultural Areas in all four Townships that comprise the Planning Board. The recommendations were shared with each member municipality for reconsideration. Each municipality re-reviewed the Prime Agricultural Areas proposed within their Township. The majority of the recommended additions were included into the Prime Agricultural Areas.

## **ONE WINDOW PLANNING**

Schedule 'A' shows the Prime Agricultural Areas designated to be included in the Joint Official Plan. It is the understanding at the time of writing this report, that the schedule(s) to this report will be submitted as 'early consultation' with the assistance of J.L. Richards to the Ministry of Municipal Affairs and Housing.

J.L. Richards recommends consulting with the MMAH prior to adoption of the Official Plan with the intent of reducing the processing time during the One Window Planning process.

It is important to note that J.L. Richards recommends that it will be necessary to identify the Planning Board's and member municipalities anticipated Public Meeting date(s) to ensure the MMAH's timely response to early consultation.

## **FINANCIAL CONSIDERATION**

The internal review of LEAR study by Planning Board staff have reduced the costs of the LEAR study. There were, however, items that hindered the process and as such, additional costs have been factored in due to the process taking longer than initially planned.

## STAFF RECOMENDATION

Be it resolved that the report and attached schedules from the Secretary-Treasurer be received; and

That the Board approve the Prime Agricultural Areas as presented in Schedule 'A' to submit to J.L. Richards and the Ministry of Municipal Affairs and Housing for 'early consultation' with the Ministry of Municipal Affairs and Housing for the One Window Planning Process for the Joint Official Plan.

That the Board authorize the Secretary-Treasurer to determine the availability of JL Richards to next meeting and for public meetings for the Joint Official Plan.



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Jared Brice  
Secretary-Treasurer  
Desbarats to Echo Bay  
Planning Board

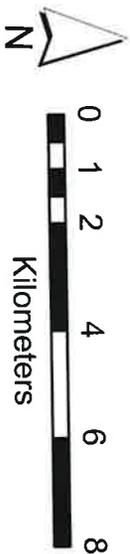
# DESBARATS TO ECHO BAY PLANNING BOARD REGION

## Schedule 'A'

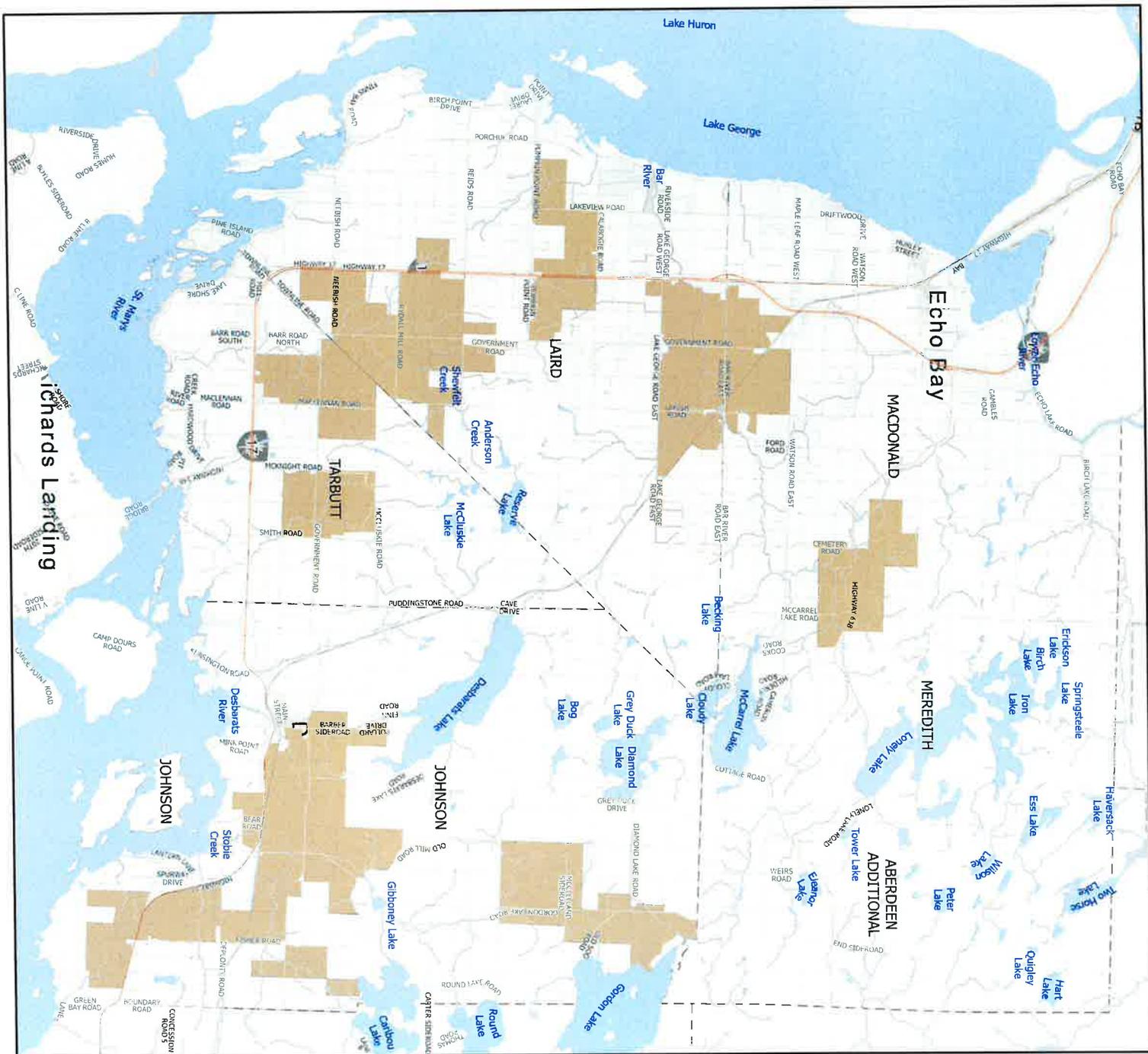
### Draft Agricultural Land Use for Joint Official Plan

#### Legend

-  Prime Agricultural Lands
-  Townships
-  Railway
-  Waterbody
-  Watercourse
- Roads**
  -  Arterial
  -  Expressway / Highway
  -  Local / Street
  -  Local / Unknown



Spatial Reference  
Name: NAD 1983  
UTM Zone 17N  
PCS: NAD 1983



**DESBARATS TO ECHO BAY PLANNING BOARD  
REPORT TO BOARD**

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**TO:** Chair and Members of the Planning Board  
**FROM:** Jared Brice, Secretary-Treasurer  
**DATE:** March 25<sup>th</sup>, 2025  
**SUBJECT:** Vacant Land Study for Settlement Areas

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**EXECUTIVE SUMMARY:**

The management of vacant land within settlement areas (Echo Bay and Desbarats) is an important component of long-term municipal planning. A Vacant Land Study (VLS) provides a framework to assess the availability, suitability, and potential uses of vacant parcels to support growth, economic development, and sustainable land use. This report outlines the role of a Vacant Land Study in the implementation of an Official Plan, ensuring that land use policies align with provincial and municipal objectives.

**OBJECTIVES:**

The objectives of undertaking a VLS for the settlement areas of Echo Bay and Desbarats are outlined below:

- To Identify the extent and distribution of vacant land within designated settlement areas.
- To assess land suitability for residential, commercial, industrial, and mixed-use development.
- To support sustainable growth by prioritizing land use efficiency and infrastructure optimization.
- To align with the Provincial Policy Statement (PPS)
- Ensure municipal Official Plans reflect accurate land inventories and realistic development potential.

**METHODOLOGY**

Planning Board staff are in the process of completing Land Inventory Analysis of the settlement areas.

A template from J.L. Richards was provided to Planning Board staff to formulate the feasibility of development within the settlement areas. Staff used GIS tools and data provided from each member municipality to categorizing vacant parcels by size, ownership, zoning, and servicing status and other factors. Consultation with the Clerks and municipal staff was undertaken to determine development feasibility considerations such as impending development applications, capacity of infrastructure and services, etc. Staff are close to completing the study for review by J.L. Richards.

## INTEGRATION

The findings of Vacant Land Studies can provide information for the following:

- **Growth Management Strategy:** Designating appropriate areas for future development while preserving natural and cultural heritage.
- **Land Use Policies:** Refining zoning and land use designations to promote efficient development and prevent urban sprawl.
- **Infrastructure Planning:** Prioritizing investment in roads, water, and sewer services based on identified growth areas.
- **Housing & Affordability:** Encouraging a mix of housing types to meet community needs, including affordable and seniors' housing.
- **Economic Development:** Identifying industrial and commercial lands suitable for business expansion and job creation.

## IMPLEMENTATION AND MONITORING

To effectively integrate a VLS into an Official Plan, The Planning Board and the members municipalities are encouraged to consider the following items:

- **Adopt Study Recommendations:** Amend the Official Plan to reflect updated land inventories and policy recommendations. This will be done in consultation with Planners at J.L. Richards and recommendations will be brought to the Board.
- **Develop Incentives:** That municipalities with settlement areas consider incentives or development charge reductions to encourage development on strategic vacant parcels.
- **Regularly Update the Study:** Conduct periodic reviews (e.g., every five years) to adjust policies based on land consumption trends and market conditions.
- **Public and Stakeholder Engagement:** Maintain ongoing dialogue with the community to ensure land policies reflect evolving needs and priorities.

## **CONCLUSION**

The Vacant Land Study is an important tool for the Planning Board and member municipalities to optimize land use within settlement areas. By integrating its findings into an Official Plan, the Planning Board provides the framework to support sustainable development, enhance economic opportunities, and ensure efficient use of public infrastructure. The ongoing review and implementation of a VLS will contribute to well-managed, resilient, and prosperous communities. It is the intent of Planning Board staff to provide the Vacant Land Study for approval at the Planning Board's next meeting after review and consultation with J.L. Richards.

## **FINANCIAL CONSIDERATION**

The vacant land study undertaken primarily undertaken by Planning Board staff has reduced the costs, however, this comes with challenges that must be dealt with. As such the time spent by staff on the study has slowed progress.

## **STAFF RECOMENDATION**

Be it resolved that the report from the Secretary-Treasurer on the impending Vacant Land Study for the settlement areas be received.



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Jared Brice  
Secretary-Treasurer  
Desbarats to Echo Bay  
Planning Board

## 4.3 Agriculture

### 4.3.1 General Policies for Agriculture

1. Planning authorities are required to use an *agricultural system* approach, based on provincial guidance, to maintain and enhance a geographically continuous agricultural land base and support and foster the long-term economic prosperity and productive capacity of the *agri-food network*.
2. As part of the agricultural land base, *prime agricultural areas*, including *specialty crop areas*, shall be designated and protected for long-term use for agriculture.
3. *Specialty crop areas* shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the *prime agricultural area*, in this order of priority.

### 4.3.2 Permitted Uses

1. In *prime agricultural areas*, permitted uses and activities are: *agricultural uses*, *agriculture-related uses* and *on-farm diversified uses* based on provincial guidance.

Proposed *agriculture-related uses* and *on-farm diversified uses* shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on provincial guidance or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2. In *prime agricultural areas*, all types, sizes and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected in accordance with provincial standards.
3. New land uses in *prime agricultural areas*, including the creation of lots and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.
4. A principal dwelling associated with an agricultural operation shall be permitted in *prime agricultural areas* as an *agricultural use*, in accordance with provincial guidance, except where prohibited in accordance with policy 4.3.3.1.c).

5. Where a residential dwelling is permitted on a lot in a *prime agricultural area*, up to two additional residential units shall be permitted in accordance with provincial guidance, provided that, where two additional residential units are proposed, at least one of these additional residential units is located within or attached to the principal dwelling, and any additional residential units:
- comply with the *minimum distance separation formulae*;
  - are compatible with, and would not hinder, surrounding agricultural operations;
  - have appropriate *sewage and water services*;
  - address any public health and safety concerns;
  - are of limited scale and are located within, attached, or in close proximity to the principal dwelling or farm building cluster; and
  - minimize land taken out of agricultural production.

Lots with additional residential units may only be severed in accordance with policy 4.3.3.1.c).

6. For greater certainty, the two additional residential units that are permitted on a lot in a *prime agricultural area* in accordance with policy 4.3.2.5 are in addition to farm worker housing permitted as an *agricultural use*.

#### 4.3.3 Lot Creation and Lot Adjustments

- Lot creation in *prime agricultural areas* is discouraged and may only be permitted in accordance with provincial guidance for:
  - agricultural uses*, provided that the lots are of a size appropriate for the type of *agricultural use(s)* common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
  - agriculture-related uses*, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*;
  - one new residential lot per farm consolidation for a *residence surplus to an agricultural operation*, provided that:
    - the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and
    - the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective; and
  - infrastructure*, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.
- Lot adjustments in *prime agricultural areas* may be permitted for *legal or technical reasons*.

3. The creation of new residential lots in *prime agricultural areas* shall not be permitted, except in accordance with policy 4.3.3.1.c).

#### 4.3.4 Removal of Land from Prime Agricultural Areas

1. Planning authorities may only exclude land from *prime agricultural areas* for expansions of or identification of *settlement areas* in accordance with policy 2.3.2.

#### 4.3.5 Non-Agricultural Uses in Prime Agricultural Areas

1. Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:
  - a) extraction of *minerals, petroleum resources* and *mineral aggregate resources*; or
  - b) limited non-residential uses, provided that all of the following are demonstrated:
    1. the land does not comprise a *specialty crop area*;
    2. the proposed use complies with the *minimum distance separation formulae*;
    3. there is an identified need within the planning horizon identified in the official plan as provided for in policy 2.1.3 for additional land to accommodate the proposed use; and
    4. alternative locations have been evaluated, and
      - i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
      - ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.
2. Impacts from any new or expanding non-agricultural uses on the *agricultural system* are to be avoided, or where avoidance is not possible, minimized and mitigated as determined through an *agricultural impact assessment* or equivalent analysis, based on provincial guidance.

#### 4.3.6 Supporting Local Food and the Agri-food Network

1. Planning authorities are encouraged to support local food, facilitate near-urban and *urban agriculture*, and foster a robust *agri-food network*.

## 4.4 Minerals and Petroleum

### 4.4.1 General Policies for Minerals and Petroleum

1. *Minerals* and *petroleum resources* shall be protected for long-term use.

### 4.4.2 Protection of Long-Term Resource Supply

1. *Mineral mining operations* and *petroleum resource operations* shall be identified and protected from *development* and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact.

DESBARATS TO ECHO BAY PLANNING BOARD -

DRAFT BUDGET FOR THE YEAR 2025

REVENUE:	2024 Budget	2024 Actuals	2025 Draft Budget	Notes
Severance Applications	\$14,400.00	\$19,800.00	\$16,800.00	14 Projected
Other Revenue	\$0.00	\$100.00	\$0.00	photocopying revenue, etc.
General Levy	\$35,000.00	\$35,000.00	\$41,000.00	Merge GIS and General Municipal Levy in 2025
Joint Official Plan Contribution from Municipalities	\$46,654.18	\$35,236.96	\$30,000.00	
<b>Total</b>	<b>\$96,054.18</b>	<b>\$90,136.96</b>	<b>\$87,800.00</b>	

EXPENSES:	2024 Budget	2024 Actuals	2025 Draft Budget	Notes
Honorariums. Site Visits, Deeds	\$5,500.00	\$5,070.00	\$5,950.00	Projected at 14 Consents and 8 meetings
Conferences (Board Members)	\$400.00	\$0.00	\$400.00	AMO Planning Foundations \$325+HST (\$370)
Wages	\$31,968.19	\$24,889.47	\$32,000.00	Merge GIS and General Wages in 2025
Office/Phone (Rent)	\$2,400.00	\$2,400.00	\$2,400.00	to Tarbutt Township
Office Supplies & Advertisements	\$1,500.00	\$945.55	\$2,900.00	
Insurance	\$1,100.00	\$1,216.94	\$1,250.00	New public notice signs (13 left) and new GIS computer, newspaper, ink
Audit	\$1,600.00	\$1,550.00	\$1,600.00	
Planner for Consent App.	\$5,000.00	\$3,680.00	\$5,000.00	(36 hours at \$80/hour in 2024)
Misc (mileage, donations)	\$0.00	\$371.25	\$500.00	\$0.55/km average 25 km per consent
Legal Fees	\$1,000.00	\$435.05	\$1,000.00	to build up \$1000/year at Boards discretion
Bank Charges	\$250.00	\$211.21	\$250.00	
Conferences (Staff)	\$150.00	\$0.00	\$0.00	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	\$2,796.75	\$2,550.00	ArcGIS annual agreement
Joint Official Plan Expenses	\$40,785.99	\$35,236.96	\$30,000.00	
<b>Total</b>	<b>\$96,054.18</b>	<b>\$80,803.18</b>	<b>\$87,800.00</b>	

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

Township	2024 Levy	2024 GIS Levy	2024 Total	Draft 2025 Total	Increase in 2025 from 2024
Johnson (20% Equalized Assessment)	\$ 6,000.00	\$ 1,000.00	\$ 7,000.00	\$ 8,200.00	1200
Tarbutt (20% Equalized Assessment)	\$ 6,000.00	\$ 1,000.00	\$ 7,000.00	\$ 8,200.00	1200
Laird (28% Equalized Assessment)	\$ 8,400.00	\$ 1,400.00	\$ 9,800.00	\$ 11,480.00	1680
MIM & AA (32% Equalized Assessment)	\$ 9,600.00	\$ 1,600.00	\$ 11,200.00	\$ 13,120.00	1920
<b>Total</b>	<b>\$ 30,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 35,000.00</b>	<b>\$ 41,000.00</b>	<b>6000</b>