

**Desbarats to Echo Bay Planning Board
April 22nd 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 (March 25th 2025)**
- 4. Staff/Members reports**

B. Old Business:

- 1. Budget 2025**
- 2. Part time inquiry; Secretary-Treasurer**

C. New Business:

- 1. Application for Consent
E2025-01 Applicant(s): Jordan Henderson**

D. Information:

- 1. J.L. Richards (by zoom)**

E. Seminars/Meetings:

F. Newsletters/Bulletins:

G. Adjournment:

DESBARATS to ECHO BAY PLANNING BOARD

March 25th 2025

Regular Meeting

Present: Lynn Orchard, Chair, Lennie Smith, Ruth Wigmore, Terence Graham,
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.: 11-2025 Ruth Wigmore, Lennie Smith

Be it resolved that the Board opens their regular meeting at 7:02 p.m.. (cd)

Res.: 12-2025 Todd Rydall, Ruth Wigmore

The Planning Board accepts the Minutes of February 5th 2025 as presented. (cd)

Res.: 13-2025 Shelly Bailey, Terence Graham

Be it resolved that the Planning Board appoints Lynn Orchard as Board Chair for 2025.
(cd)

Res.: 14-2025 Reg McKinnon, Shelly Bailey

Be it resolved that the Planning Board appoints Lennie Smith as Board Deputy-Chair for 2025. (cd)

Res.: 15-2025 Terence Graham, Shelly Bailey

Be it resolved that the report and attached schedule(s) 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 J.L. Richards to next meeting and for public meetings for the Joint Official Plan. (cd)

Res.: 16-2025 Reg McKinnon, Jason Koivisto

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

Res.: 17-2025 Lennie Smith, Ruth Wigmore

Be it resolved that the Board defer a decision on the conditions on consents considered under the PPS (2024) Section 4.3.3. in Prime Agricultural Designations; and

That Planning Board staff be directed to provide additional materials to the Board in advance for its next scheduled meeting. (cd)

Pg. 2 2025-03-25

Res.: 18-2025 Terence Graham, Jason Koivisto

Be it resolved that the Board increase honorariums to \$100.00 per member/meeting and \$125.00 per Chair/Deputy Chair effective April 1, 2025. (cd)

Res.: 19-2025 Ruth Wigmore, Lennie Smith

Be it resolved that the Board receives the 2025 Draft Budget (for perusal) as presented for 2025 to be discussed at the next regular meeting. (cd)

Res.: 20-2025 Jason Koivisto, Todd Rydall

That the Planning Board meeting adjourns at 8:45 pm 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:

- Consent Application Guide Question & Answer 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	
Roll Number	
Date Submitted	
Date Received	
Sign Issued	

PLEASE PRINT & COMPLETE OR CHECK MARK APPROPRIATE BOX(S). PLEASE USE INK

1. Applicant Information

1.1	Name of Applicant	Telephone No.	Email/other contact
	Address		Postal Code
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.	Email/other contact
	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.	email
	Address	Postal Code	Email/other contact

2. Location of Subject Land

2.1	District	Local Municipality	Section or Mining Location	Civic #
	Concession Number (s)	Lot Number (s)	Registered Plan No.	Lot(s)/Block (s)
	Reference Plan No.	Part Number (s)	Name of Street/Road	Other Identifier
	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:	
3.3	If a lot addition, identify the lands to which the parcel will be added: Description:	Roll#

4. Description of Land and Servicing Information				(Complete each subsection)	
4.1	Description	Frontage (m.)		Severed/Lot Addition	Retained
		Depth (m.)		to 6 76	138
		Area (ha.)		641m ² → 777?	150
4.2	Use of Property	Existing Use(s)		residential	residential
		Proposed Use(s)		"	"
4.3	Buildings or Structures	Existing		none	home & sheds
		Proposed		home	
4.4	Access (check appropriate space)	Provincial Highway			
		Municipal road, maintained all year		α	α
		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		NA α	X
		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		NA	X
		Privately owned and operated communal septic system			
		Privy			
Section 4 continues on next Page					

4. Description of Subject Land & Servicing Information ... continued				
4.7	Other Services (check if the service is available)		Severed/Lot Addition	Retained
		Electricity	✓	✓
		School Bussing	✓	✓
		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? AXA rural RURAL			
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? Residential (rural) RURAL			
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.			
	Land 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	NO	327 m to west.	
	A landfill	NO	NO	
	A sewage treatment plant or waste stabilization plant	NO	NO	
	A provincially significant wetland (class 1, 2, or 3 wetland)	NO	NO	
	A provincially significant wetland within 120 metres of the subject land	NO	NO	
	Flood plain	NO	NO	
	A rehabilitated mine site	NO	NO	
	A non-operating mine site within 1 kilometre of the subject land	NO	NO	
	An active mine site	NO	NO	
	Natural Gas Pipeline	NO	NO	
	An industrial or commercial use, and specify the use (s)	NO	NO	
An active railway line	NO	NO		
A municipal or federal airport	NO	NO		

6. History of the Subject Land

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?

Yes No Unknown

If Yes and if known, provide the Ministry's application file number and the decision made on the application:

File # _____ Decision: _____

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application:

6.3 Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes No

If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use:

7 Current Application

7.1 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?

Yes No Unknown

If Yes, and if known, specify the Ministry file number and status of the application:

7.2 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 ?

Yes No Unknown

If Yes, and if known, specify the Ministry file number and status of the application:

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

8.1 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:

To provide public notification, you will be given a public note sign (no later than 15 days before the meeting) 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, at least 14 days before your consent application goes to the Desbarats to Echo Bay Planning Board for consideration.
2. Ensure one sign is posted at the front of the property at least three feet above ground level.
3. Maintain the sign until the application is finalized and the final appeal period has passed. You may remove it.

9. Other Information

9.1 Is there any other information that you think may be useful to the Planning Board, Ministry or other agencies in reviewing this application? If so, explain below or attach one 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 Affidavit or Sworn Declaration for the Prescribed and Requested Information

I/we Jordan Henderson Clive Henderson

of the Macedon Old Township & Jocelyn Twp in the district of Algoma

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.

Sworn (or declared) before me at the

Township of Torbutt

at the

in the District of Algoma

this 28~~th~~ day of February, 2025


Commissioner of Oaths


Applicant


Applicant

12. Consent of the Owner

12.1 I/we, [Signature], am/are the owner(s) of the land that is 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 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 this application.

13. Permissions

13.1 Permission to enter on to the subject land(s)

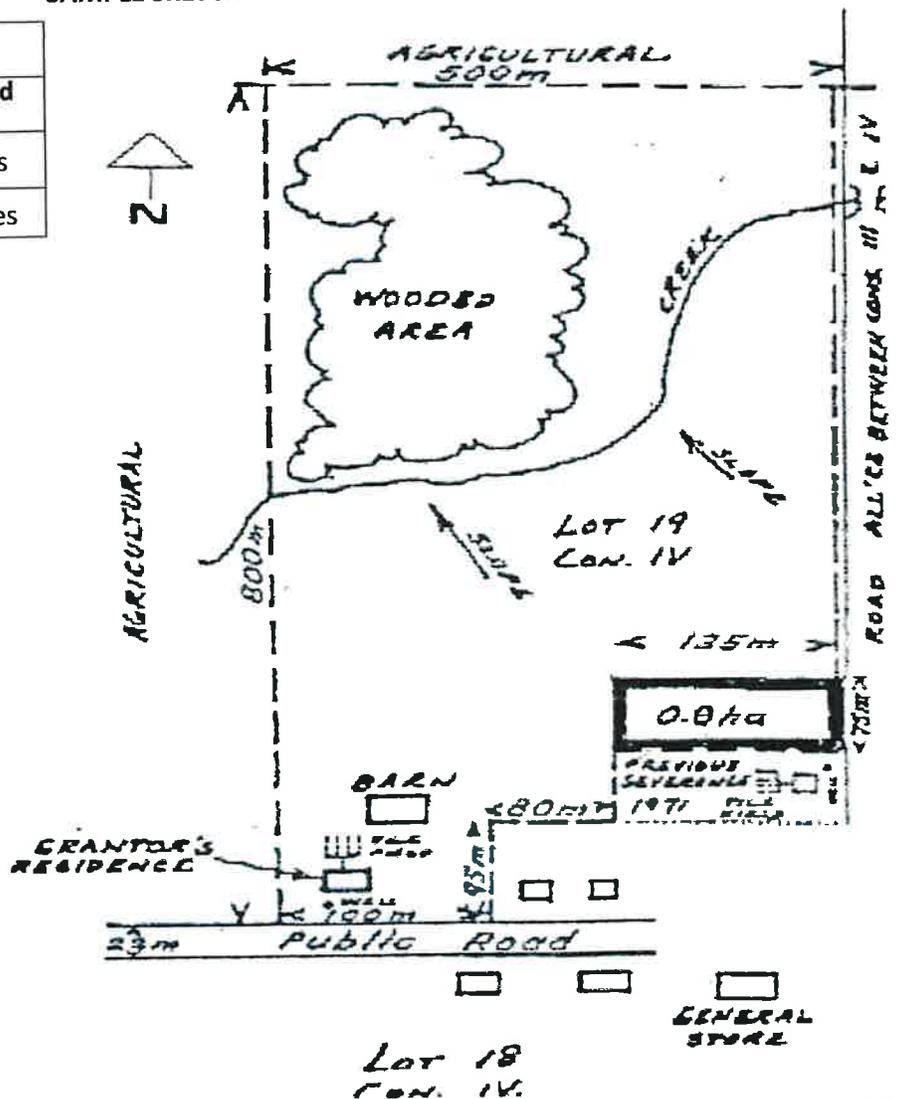
I/We hereby authorize the members and staff of the Desbarats to Echo Bay Planning Board to enter upon the subject land (s) and premise(s) for the limited purpose of evaluating the merits of this application

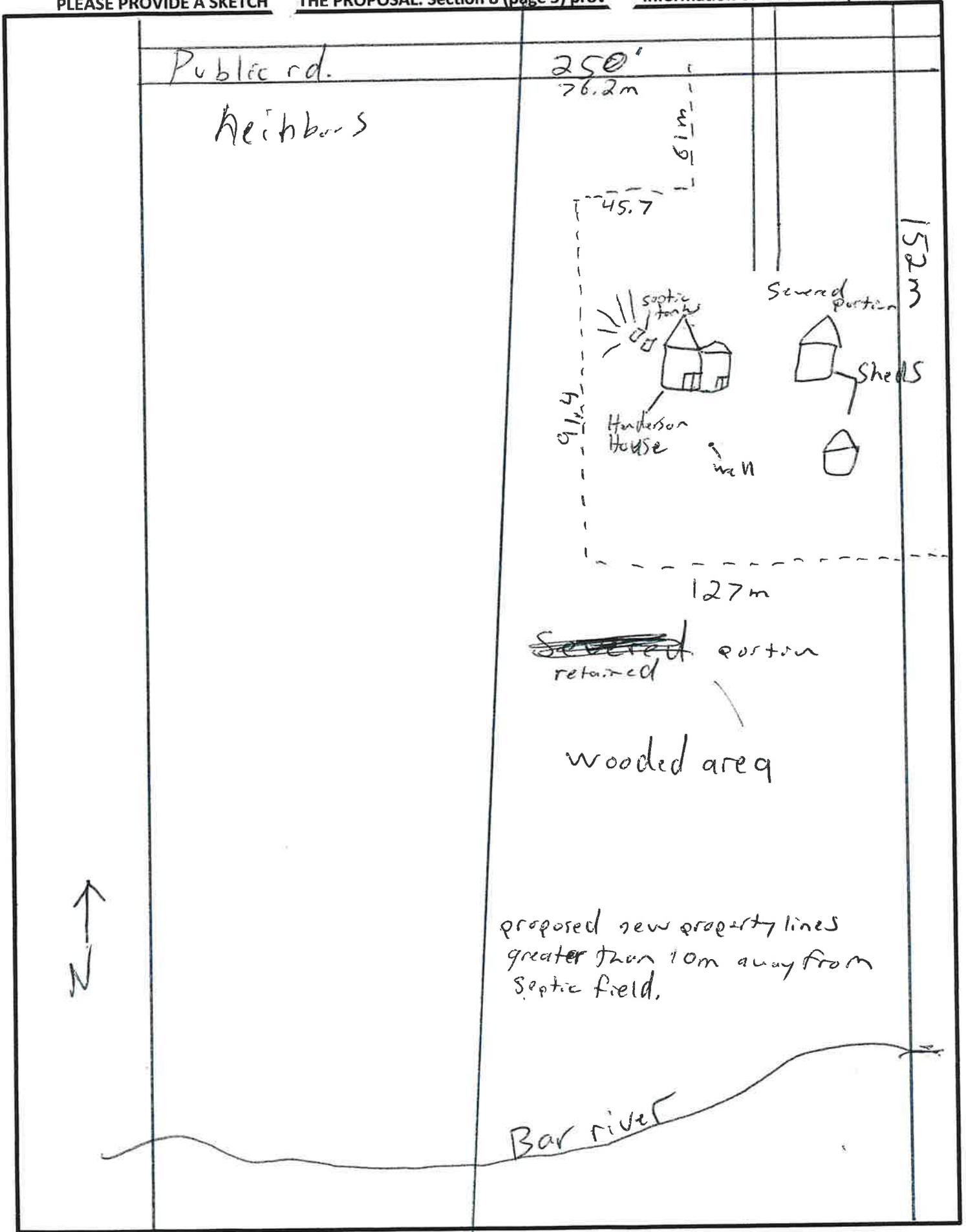
Signature of Owner (s) or Authorized Agent [Signature] Date 02/27/25

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.

SAMPLE SKETCH

PLEASE USE METRIC UNITS		
To Convert	Multiply By	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

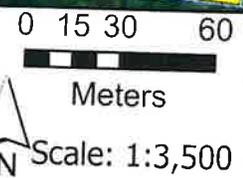




proposed new property lines
greater than 10m away from
septic field.



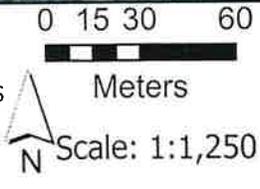
DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP
 Present Application: E2025-01 Henderson
 Proposed Creation of One (1) Lot for Residential Purposes
 Subject Land - 661 Watson Road, H768 LOT 6 PT PLAN
 79 LOT 12 RCP RP 1R-3816 PT 3



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.



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Proposed Consent Application
 for _____ Purposes
 Subject Land -



Scale: 1:1,500

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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	\$41,900.00	Merge GIS and General Municipal Levy in 2025
Joint Official Plan Contribution from Municipalities	\$46,654.18	\$35,236.96	\$31,000.00	
Total	\$96,054.18	\$90,136.96	\$89,700.00	

EXPENSES:	2024 Budget	2024 Actuals	2025 Draft Budget	Notes
Honorariums. Site Visits, Deeds	\$5,500.00	\$5,070.00	\$7,650.00	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 & Advertisments	\$1,500.00	\$945.55	\$2,900.00	New public notice signs (13 left) and new GIS computer, newspaper, ink
Insurance	\$1,100.00	\$1,216.94	\$1,250.00	
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	\$200.00	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	
Total	\$96,054.18	\$80,803.18	\$89,700.00	\$0.00

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	\$ 8,380.00	1380
Tarbutt (20% Equalized Assessment)	\$ 6,000.00	\$ 1,000.00	\$ 7,000.00	\$ 8,380.00	1380
Laird (28% Equalized Assessment)	\$ 8,400.00	\$ 1,400.00	\$ 9,800.00	\$ 11,732.00	1932
MM & AA (32% Equalized Assessment)	\$ 9,600.00	\$ 1,600.00	\$ 11,200.00	\$ 13,408.00	2208
Total	\$ 30,000.00	\$ 5,000.00	\$ 35,000.00	\$ 41,900.00	6900