

Desbarats to Echo Bay Planning Board

March 24th 2026

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 (January 27th 2026)**
- 4. Staff/Members reports**

B. Old Business:

- 1. Scope change from J.L. Richards – Bar River Settlement Area**
- 2. Update on gift for Jerry Dolcetti**
- 3. Board recommendations (if any) regarding the 2026 (AIA) Guidance Document**

C. New Business:

- 1. Consent Application – E2026-01 Hilsinger (creation of one easement)**
- 2. Delegation – Township of Laird Mayor – Evoy (Official Plan)**
- 3. Report on Pre-consultation and Request for Quote for Planner for the Board (RFP #2026-01)**
- 4. Clerks Meeting – Comments from J.L. Richards**
- 5. Joint Official Plan - Provincial One-Window Comments from MSO North**
- 6. Temporary Administrative Service Adjustments During Staff Vacation Period (March 26 – April 23, 2026)**
- 7. Tarbutt Plotter – To Planning Board/Share between Townships**

D. Information:

- 1. Collated notes from respective Clerks on the Draft Joint OP to J.L Richards**

E. Seminars/Meetings:

F. Newsletters/Bulletins:

G. Adjournment:

DESBARATS to ECHO BAY PLANNING BOARD
January 27th 2026
Regular Meeting

Present: Lynn Orchard, Chair, Lennie Smith, Todd Rydall, Jason Koivisto, Reg McKinnon,
Shelly Bailey, Terence Graham
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.: 1-2026 Terence Graham, Shelly Bailey
Be it resolved that the Board opens their regular meeting at 7:00 p.m. (cd)

Res.: 2-2026 Shelly Bailey, Reg McKinnon
The Planning Board accepts the Minutes of November 25, 2025 as presented. (cd)

Res.: 3-2026 Shelly Bailey, Reg McKinnon
That the Planning Board gives provisional consent to Application L2025-12 (a) & (b)
Applicant(s): Errol & Helene Caldwell with attached conditions and notes. (cd)

Res.: 4-2026 Lennie Smith, Todd Rydall
BE IT RESOLVED THAT the Planning Board accepts the Official Plan Progress and Planning Board Operations report dated from December 2025 from the Secretary-Treasurer as presented; and
THAT the Planning Board authorizes the Secretary-Treasurer to prepare a Request for Quote/Proposal for the Planning Board next meeting for a Registered Professional Planner to review consent applications. (cd).

Res.: 5-2026 Todd Rydall, Jason Koivisto
BE IT RESOLVED THAT the Planning Board agrees to move forward with a meeting between Planning Board Staff and the respective Clerks (of the Joint OP). (cd)

Res.: 6-2026 Shelly Bailey, Terence Graham
BE IT RESOLVED THAT the Planning Board agrees to present Jerry Dolcetti with a plaque (up to a value of \$350.00) in thanks for his many years of service and dedication to the Board since its inception in 1998. (cd)

Res.: 7-2026 Lennie Smith, Todd Rydall
BE IT RESOLVED THAT the Planning Board receives the 2026 Agricultural Impact Assessment Guidance Document link of January 12th 2026. (cd)

Res.: 8-2026 Lennie Smith, Todd Rydall
Be it resolved that the Planning Board adjourns at 7:58 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
C/o Tarbutt Township Office
27 Barr Road South R.R.#1 Desbarats,
Ontario, POR 1EO

TO: Chair and Members of the Planning Board
FROM: Jared Brice, Planning Board Secretary-Treasurer
DATE: March 24th, 2026
SUBJECT: Additional Scope of Work – Review of Settlement Area Designation for Bar River

EXECUTIVE SUMMARY:

The purpose of this report is to advise the Planning Board of an additional scope of work arising from feedback received regarding the proposed identification of Bar River as a rural settlement area within the draft Joint Official Plan, and to seek direction on proceeding with a policy review of this designation.

BACKGROUND

As part of the development of the proposed Joint Official Plan, Bar River has not been identified as a settlement area based on an initial review of land use patterns, development potential, and policy alignment with provincial direction and previous iterations of the Official Plan.

Subsequent feedback provided to the Planning Board has indicated a desire to revisit this approach, specifically questioning whether Bar River should be formally designated as a settlement area within the Plan.

The attached consultant scope change request received from J.L. Richards and Associates intends to provide a written revision to the background report with a more fulsome (3-5 page) discussion regarding whether identifying Bar River as a rural settlement area is or is not consistent with the Provincial Planning Statement (PPS).

FINANCIAL CONSIDERATION

The cost to prepare the memo itself would be \$2,471.25, however if additional work is required arising from the changes (i.e., if it is determined that Bar River qualifies as a rural settlement area), additional policy work will be required (\$2,332,50) for a total upset of \$5,012.50. The total costs to J.L. Richards for the implementation of the Joint Official Plan currently stands at \$68,171.14. As per the scopes of work already approved by the Planning Board, the Joint Official Plan costs to J.L. Richards and associates the current allocated budget is \$79,134.39.

STAFF RECOMENDATION

- That the report from the Secretary-Treasurer be received, and
- That the Planning Board receive the Scope Change Request from J.L. Richards and Associates.



Jared Brice, Secretary-Treasurer of the Desbarats to Echo Bay Planning Board

CONSULTANT SCOPE CHANGE REQUEST 004

Project Name:	Desbarats to Echo Bay OP	JLR Project No.:	32563-000.1
Client Name:	Desbarats to Echo Bay Planning Board	PO / Contract No.:	
Client Contact:	Jared Brice		

Description and Reason for the Change:

Initial feedback on the Draft Official Plan for the Desbarats to Echo Bay Planning Board has identified a desire to revisit the decision not to identify the community of Barr River as a settlement area. This Scope Change proposes that JLR will write a revision to the background report with a more fulsome (3-5 page) discussion regarding whether identifying Barr River as a rural settlement area is or is not consistent with the Provincial Planning Statement (PPS).

The PPS defines a settlement area as “means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets). Ontario’s settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

Settlement areas are: a) built-up areas where development is concentrated and which have a mix of land uses; and b) lands which have been designated in an official plan for development over the long term.” The updated Background Report will review the land uses in Barr River and determine whether or not it can be considered a rural settlement area, and will review the criteria for identifying new settlement areas in Section 2.3.2 of the PPS.

The cost to prepare the memo itself would be \$2,471.25, however if additional work is required arising from the changes (i.e., if it is determined that Barr River qualifies as a rural settlement area), additional policy work will be required (2,332.50), for a total upset of \$5,012.50.

Assumptions and Exclusions:

Per current contract, as amended by Scope Changes 1-3 including the addition of HST and disbursements to the final cost.

Additional Deliverables:

Memo regarding the potential identification of Barr River as a rural settlement area.

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

Impact to Schedule:

Original Completion Date:	December 31, 2025	Revised Completion Date:	August 31, 2026
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Additional Fees for this Scope Change

JLR	Sub-Consultants	Expenses	Total Value of Scope Change
\$5,012.50	\$	\$	\$5,012.50



CONSULTANT SCOPE CHANGE REQUEST 004

Issued on: February 3, 2026

By: David Welwood, MCIP, RPP
J.L. Richards & Associates Limited

Signature

By: Jason Ferrigan, MCIP, RPP
J.L. Richards & Associates Limited

Signature

Client Approval:

Signature

Additional Distribution: Name
Name



Project: Desbarats to Echo Bay Official Plan **Principal:** Jason Ferrigan
Client: Desbarats to Echo Bay Planning Board **JLR PM:** David Welwood
JLR #: 32563-000.1 **Rev.:** 0

Estimated Project Fee

Due Date	Planning Manager / Discipline Director	Planning Planner V	Planning Planner I	Planning Planner IV	Allowance	Total Hours	Total Cost
	Jason Ferrigan	David Welwood	Rebecca Elphick	Christie Kent		14.5	\$ 2,767.50
	\$285.00	\$242.50	\$175.00	\$215.00			
Phase 1							
Review Policy Requirements for Settlement Areas			3			3	\$ 525.00
Update Background Report for Planning Board	0.5	1.5	7.5	1		10.5	\$ 2,033.75
Meeting with Planning Board Staff to Discuss		0.5	0.5			1	\$ 208.75
Phase 2: Optional Costs (To be invoiced if necessary)						11.75	\$ 2,332.50
Revisions to Official Plan if it is determined that Barr River can be a settlement area	0.25	1	3			4.25	\$ 898.75
Revisions to Background Report if it is determined that Barr River can be a settlement area		0.5	1	2		3.5	\$ 726.25
Meeting with Planning Board Staff to Discuss		0.5	0.5				
Presentation to Planning Board		1	3			4	\$ 767.50
BREAKDOWN SUMMARY							
Phase 1	0.5	2	11	1		14.5	\$ 2,767.50
Phase 2: Optional Costs (To be invoiced if necessary)	0.25	3	7.5	2		12.75	\$ 2,541.25
Total Hours Budgeted	0.75	5	18.5	3	0	27	
Total Cost Budgeted	\$213.75	\$1,212.50	\$3,237.50	\$645.00	\$0.00		\$ 5,308.75

2.3.2 New Settlement Areas and Settlement Area Boundary Expansions

1. In identifying a new *settlement area* or allowing a *settlement area* boundary expansion, planning authorities shall consider the following:
 - a) the need to designate and plan for additional land to accommodate an appropriate range and mix of land uses;
 - b) if there is sufficient capacity in existing or planned *infrastructure* and *public service facilities*;
 - c) whether the applicable lands comprise *specialty crop areas*;
 - d) the evaluation of alternative locations which avoid *prime agricultural areas* and, where avoidance is not possible, consider reasonable alternatives on lower priority agricultural lands in *prime agricultural areas*;
 - e) whether the new or expanded *settlement area* complies with the *minimum distance separation formulae*;
 - f) whether impacts on the *agricultural system* are avoided, or where avoidance is not possible, minimized and mitigated to the extent feasible as determined through an *agricultural impact assessment* or equivalent analysis, based on provincial guidance; and
 - g) the new or expanded *settlement area* provides for the phased progression of urban development.
2. Notwithstanding policy 2.3.2.1.b), planning authorities may identify a new *settlement area* only where it has been demonstrated that the *infrastructure* and *public service facilities* to support development are planned or available.

2.4 Strategic Growth Areas

2.4.1 General Policies for Strategic Growth Areas

1. Planning authorities are encouraged to identify and focus growth and development in *strategic growth areas*.
2. To support the achievement of *complete communities*, a range and mix of *housing options*, *intensification* and more mixed-use development, *strategic growth areas* should be planned:
 - a) to accommodate significant population and employment growth;
 - b) as focal areas for education, commercial, recreational, and cultural uses;
 - c) to accommodate and support the transit network and provide connection points for inter- and intra-regional transit; and
 - d) to support *affordable*, accessible, and equitable housing.

Re: Request for Quote for Plaque - Desbarats to Echo Bay Planning Board

From All Star Trophies <astanddesigns@shaw.ca>

Date Fri 2026-02-20 11:23 PM

To Jared Brice <Admin@tarbutt.ca>

 2 attachments (1 MB)

Tarbutt.pdf; moved.jpg;

Hello Jared, yes no problem! I have attached a quote of the plaque for you. Please let me know if you have any questions.

Thank you,

Kelly Kernaghan | President

All Star Trophies & designs



Dont forget about us! We are still in business!

Always open online at...

email astanddesigns@shaw.ca

web www.allstartrophies-ssm.ca

From: "Jared Brice" <Admin@tarbutt.ca>
To: "astanddesigns" <astanddesigns@shaw.ca>
Cc: "Jean Palmer" <planning@tarbutt.ca>
Sent: Friday, February 20, 2026 9:36:39 AM
Subject: RE: Request for Quote for Plaque - Desbarats to Echo Bay Planning Board

Good Morning,

The Desbarats to Echo Bay Planning Board is requesting a quote for a plaque (approx 7" to 10" in wood. The plaque would contain the following text:

In Appreciation

Presented to

Jerry Dolcetti

In grateful recognition of your dedicated planning services to the

Desbarats to Echo Bay Planning Board

since its inception in 1998.

Your professionalism, guidance, and commitment to responsible land use planning

have contributed significantly to the growth and development

of our communities.

With sincere thanks for your years of service and lasting impact.

If you are able to kindly provide a quote it will be greatly appreciated. If additional information is required, please let email or call the Township of Tarbutt Office between 9 am and 4 pm.

Thanks and have a good one!



Jared Brice

Township of Tarbutt:
Deputy Clerk/ Planning
Coordinator

Desbarats to Echo Bay
Planning Board:

Secretary-Treasurer

Tarbutt Fire Department:
Training Officer

Telephone 705-782-6776

Web www.tarbutt.ca

Email admin@tarbutt.ca

27 Barr Road South, R.R. 1

Desbarats, ON P0R 1E0

ALL STAR TROPHIES & DESIGNS
 Sault Ste. Marie, ON



Estimate

Name / Address
TOWNSHIP OF TARBUTT & TARBUTT ADD'L 27 BARR ROAD SOUTH, RR 1 DESBARATS, ON, P0R 1E0

Date	Estimate #
2026-02-20	402

		Terms	30 DAYS
Description	Qty	Rate	Total
PLAQUE	1	52.99	52.99
ENGRAVING	1	60.00	60.00
HST (ON) on sales		13.00%	14.69
Sign Here Please		Sales Tax	\$14.69
		Total	\$127.68
GST/HST No.	Phone #	E-mail	Web Site
811982057	705-949-1950	astanddesigns@shaw.ca	www.allstartrophies-ssm.ca

Desbarats to Echo Bay Planning Board
C/o Tarbutt Township Office
27 Barr Road South R.R.#1 Desbarats,
Ontario, POR 1EO

TO: Chair and Members of the Planning Board
FROM: Jared Brice, Planning Board Secretary-Treasurer
DATE: March 24th, 2026
SUBJECT: Request for Planning Board Input – Agricultural Impact Assessment (Publication 861) Guidance Document

EXECUTIVE SUMMARY

The purpose of this report is to request input from Planning Board members regarding the Agricultural Impact Assessment (AIA) guidance document (Publication 861). Member feedback is sought to ensure that local policies and development review processes adequately consider agricultural impacts in accordance with best practices and provincial guidance.

BACKGROUND

Publication 861 provides guidance on assessing the potential impacts of development on agricultural operations and the surrounding agricultural system. The document emphasizes the importance of:

- Protecting prime agricultural areas and agricultural operations
- Maintaining compatibility between agricultural and non-agricultural land uses
- Providing decision-makers with consistent and defensible methodologies for evaluating proposed development impacts

The guidance outlines recommended methodologies for identifying potential conflicts, evaluating cumulative effects, and applying mitigation measures. As the Planning Board reviews development applications and updates local planning policies, it is critical to consider the insights from this guidance document.

REQUEST CONSIDERATIONS

Planning Board members are requested to review Publication 861 and provide input on the following areas:

Local Policy Alignment

Are current policies consistent with the recommendations in Publication 861?

Are there areas where local policy could be strengthened to better protect agricultural lands?

Assessment Methodologies

Are the recommended approaches for conducting Agricultural Impact Assessments feasible and practical for the communities represented by the Board?

Should additional criteria or thresholds be considered for evaluating agricultural impacts?

Development Review Practices

Are there opportunities to incorporate guidance from Publication 861 into the Board's review and approval processes?

How can the Board ensure that agricultural considerations are integrated into planning decisions at an early stage?

Mitigation and Policy Tools

Are there effective strategies or policies suggested in Publication 861 that could be implemented locally to minimize impacts on agricultural operations?

FINANCIAL CONSIDERATION

This exercise would have minimal to no effect on the Planning Board budget.

STAFF RECOMMENDATION

- That the report from the Secretary-Treasurer be received, and
- That Planning Board members provide input regarding the Agricultural Impact Assessment Guidance Document at its next meeting.



*Jared Brice, Secretary-Treasurer
Desbarats to Echo Bay Planning Board*

Ministry of Agriculture,
Food and Agribusiness

Ministère de l'Agriculture,
de l'Alimentation et de l'Agroentreprise

Office of the Minister

Bureau du ministre

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074



Ontario

January 12, 2026

Carol Trainor
Clerk/Treasurer
Township of Tarbutt
clerk@tarbutt.ca

Dear Carol Trainor:

I am pleased to announce that the 2026 Agricultural Impact Assessment (AIA) Guidance Document is now available on Ontario.ca as Publication 861: Agricultural Impact Assessment (AIA) Guidance Document and the Environmental Registry of Ontario. This updated guidance reflects stakeholder input and recent provincial policy changes, and is intended to support municipalities, consultants and interested parties in meeting the agriculture impact assessment requirements of the Provincial Planning Statement, 2024.

Agricultural impact assessments are an important tool for identifying and addressing the potential impacts of non-agricultural development on the agricultural system, promoting compatibility between agricultural and non-agricultural land uses, and supporting thoughtful land use planning and the long-term viability of Ontario's agricultural sector.

Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released Grow Ontario: a provincial agri-food strategy to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

I want to take this opportunity to thank you for your ongoing commitment to supporting the long-term viability of agriculture alongside planning for growth in Ontario. Should you have any questions about the Agricultural Impact Assessment guidance, please contact OMAFA staff at: www.ontario.ca/page/agricultural-land-use-planning-staff.

Sincerely,

A handwritten signature in black ink, appearing to read 'Trevor Jones'.

Trevor Jones
Minister of Agriculture, Food and Agribusiness



Foodland
ONTARIO
ONTARIO
Terre nourricière

Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

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	E2026-01
Roll Number	5751 020000 181050000
Date Submitted	March 2 nd 2026
Date Received	March 2 nd 2026
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
2.2	Are there any easements or restrictive covenants affecting the subject land?			
	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (describe below the easement or covenant and its effect) X API			

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:
Description: _____ Roll# _____

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

4.1	Description		Severed/Lot Addition	Retained
		Frontage (m.)	approx. 7m (23') irr.	45.72m (150')
		Depth (m.)	approx. 80m (262') irr.	244m irr (803')
		Area (ha.)	550m (0.055 ha)	0.93ha
4.2	Use of Property	Existing Use(s)	Driveway	Vacant
		Proposed Use(s)	Driveway	Vacant
4.3	Buildings or Structures	Existing	None	shed
		Proposed	None	shed
4.4	Access (check appropriate space)	Provincial Highway		
		Municipal road, maintained all year	✓	✓
		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	No	No
		Privately owned and operated individual well	No	No
		Privately owned and operated communal well	No	No
		Lake or other water body	No	No
		Other means		
4.6	Sewage Disposal (check appropriate space)	Publicly owned and operated sanitary sewage system	No	No
		Privately owned and operated individual septic tank	No	No
		Privately owned and operated communal septic system	No	No
		Privy	No	No

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	Yes	Yes
	School Bussing	Yes	Yes	
	Garbage Collection	No	No	

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?
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?
Rural Designation

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	—	500m
A landfill	—	—
A sewage treatment plant or waste stabilization plant	—	—
A provincially significant wetland (class 1, 2, or 3 wetland)	Partially	152m
A provincially significant wetland within 120 metres of the subject land	Adjacent	120m
Flood plain	Yes	Yes
A rehabilitated mine site	—	—
A non-operating mine site within 1 kilometre of the subject land	—	—
An active mine site	—	—
Natural Gas Pipeline	—	—
An industrial or commercial use, and specify the use (s)	—	—
An active railway line	—	—
A municipal or federal airport	—	—

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 type="checkbox"/> No <input checked="" 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: _____</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 type="checkbox"/> Yes <input checked="" 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:</p>

7 Current Application	
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 type="checkbox"/> No <input checked="" 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 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	<p>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.</p> <p><i>This easement is to officially recognize access to Lot 17, part 1 via the existing driveway that crosses the designated land (Lot 17, part 2). The driveway has existed at least since 1991.</i></p>
9.2	<p>If the subject property is agricultural or close to an agricultural property, the following Supplement forms may be required:</p> <p>1) Supplement #1 - Agricultural Land Descriptions 2) Supplement #2 - Data Sheet for Minimum Distance Separation under the Agricultural Code of Practice</p>

10. Affidavit or Sworn Declaration	
10.1	<p>Affidavit or Sworn Declaration for the Prescribed and Requested Information</p> <p>I/we <u>Jamie Hilsinger</u> of the <u>Township of MacDonald</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>Sworn (or declared) before me at the <u>Tarbutt Township office</u> at the <u>Township of Tarbutt</u> in the <u>District of Algoma</u> this <u>2</u> day of <u>March</u>, 20<u>26</u></p> <p> Commissioner of Oaths</p> <p> Applicant</p> <p>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/we, _____, am/are the owner(s) 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

at the _____

in the _____

this _____ day of _____, 20__

Commissioner of Oaths

Applicant

Applicant

11.2

Authorization of Owner for Agent to Make the Application

I/we, _____, am/are the owner(s) of the land that is the subject of this application for Consent and for the purpose of the Freedom of Information & Protection of Privacy Act.

I authorize _____ as my/our 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

at the _____

in the _____

this _____ day of _____, 20__

Commissioner of Oaths

Applicant

Applicant

12. Consent of the Owner

12.1

I/we, Jamie Hilsinger, 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)

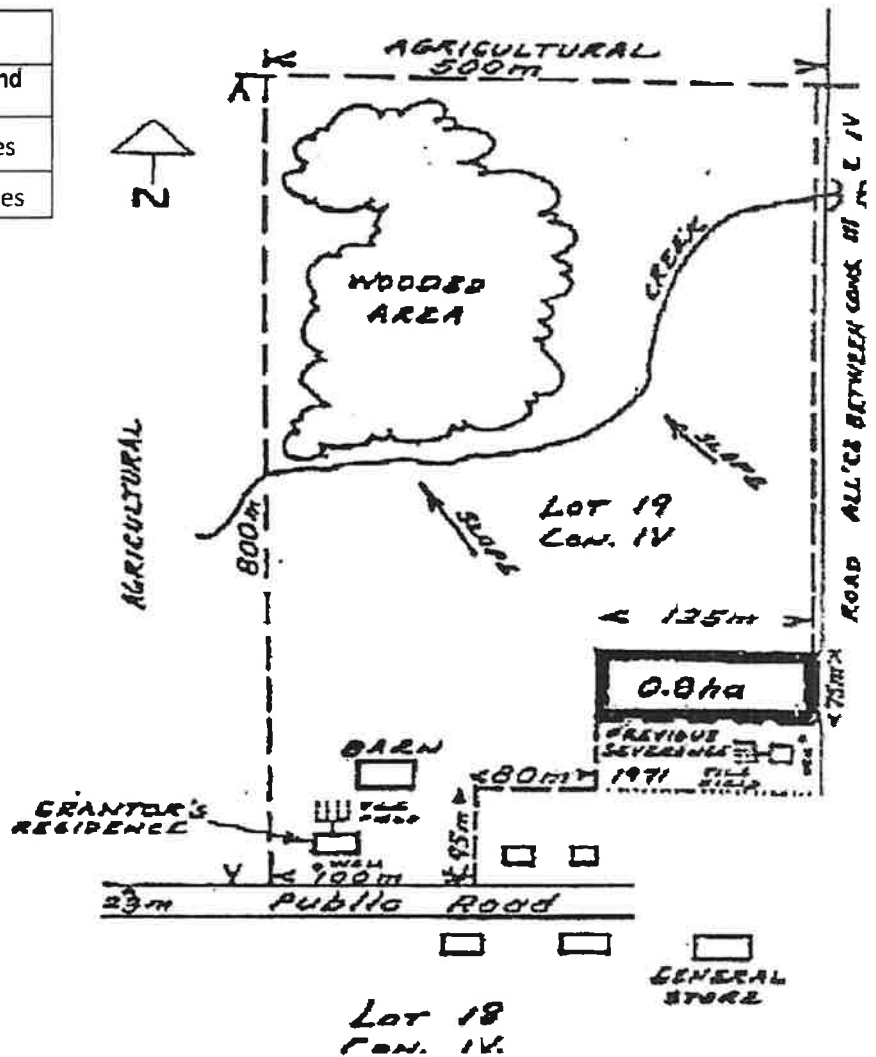
I/We hereby authorize the members and staff of the Desbarats to Echo Bay Planning Board to enter upon the subject land (s) and premise(s) for the limited purpose of evaluating the merits of this application

Signature of Owner (s) or Authorized Agent Hilsinger Date March 2, 2025

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





Sources: Esri, Vantor, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community

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

DESBARATS TO ECHO BAY PLANNING BOARD KEY MAP
 Consent Application: E2026-01 Hilsinger
 Proposed Easement
 Subject Land: H-766 Lot 17, 1R-8040 Part 2
 Macdonald, Algoma



RESOLUTION PAGE

TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADDITIONAL

Tuesday, March 10, 2026 - 07:00 PM

Motion #: 26-73

Moved by: *[Handwritten Signature]*

Seconded by: *[Handwritten Signature]*

"RESOLVED that Council recommend consent be given for E2026-01, applicant Hilsinger."

()

Signed

[Handwritten Signature: Lynn Watson]

Mayor Lynn Watson

DESBARATS TO ECHO BAY PLANNING BOARD
Consent Questionnaire

File # E2026-01 Hilsinger	Owner: Jamie Hilsinger
Location: Watson Road, H776 LOT 17 1R-8040 PT 2	Municipality: Township of Macdonald

1. Planning Control

- a) Do you have an Official Plan? yes no
- b) Is this proposal in conformity with it? yes no
- c) What is the Official Plan designation? Rural
- d) What are the permitted uses? Residential

- 2. a) Do you have a Zoning By-Law? yes no
- b) Is this proposal in conformity with it? yes no
- c) What is the Zoning designation? Rural Residential
- d) What are the standards of this Zone?
 - Permitted uses Residential
 - Frontage required for Consent 150 Ft.
 - Minimum Lot size 1 acre

- 3. a) Is there a Minister's Zoning order covering this area? yes no
- b) Is this proposal in conformity with it? yes no
- c) What is the Zone designation? yes no
- d) What are the standards of this Zone?
 - Permitted uses _____
 - Frontage required for Consent _____
 - Minimum Lot size _____

- 4. If you have no Official Plan or Zoning By-Law is the Municipality undertaking any studies or have any expected implementation dates which could affect this application?
 yes no Explain _____

5. Is this property eligible for a severance? yes no
 Why? N/A

6. Servicing

Which of these public services will be available to this proposal?

- Municipal Water Sanitary Services
 Electricity Road Maintenance
 Snow Plowing School Bus
 Garbage Pick up

7. Does council foresee any new demands for municipal services as a result of this application? yes no (If yes please specify) _____

8. a) Will the retained and severed lots have direct frontage on a publicly owned road which is opened and maintained by the following?

Road	Severed	Retained
Province		
Municipality		
Local Roads Board		
Other		

b) If there is not frontage on an open publicly owned and maintained road, what is the nearest public road? _____

9. What is the surrounding land presently used for?

To the North Rural
 To the South Rural
 To the East Rural Residential
 To the West Rural Residential

10. Recommendation

Does Council wish to recommend that up to 5% of the land (2% for commercial and industrial purposes) be set aside for park or other public recreation purposes under the Planning Act? yes no

Or alternately does Council wish to seek authorization to accept cash in lieu to the value of 5% (2% for commercial or industrial purposes) of the severed portion of land as allowed under the Planning Act? yes no

11. Having regard to the matters noted, does Council recommend consent be given?

yes no Why Recommends consent given

12. Should consent be granted, what conditions or redesign of the proposal, if any would Council wish to see? If a redesign is proposed, please provide a detailed explanation and sketch showing the changes!

13. Additional Comments

Signature [Signature]
Municipal Clerk

Date completed March 11, 2026

Signature [Signature]
Planning Board Secretary

Date received March 13, 2026

Re: Delegation Request to Planning Board Meeting - March 24, 2026

From Jared Brice <Admin@tarbutt.ca>

Date Thu 2026-03-19 9:32 AM

To Shawn Evoy <sevoy@nacsworld.com>

Cc 'Jennifer Errington (clerk@lairdtownship.ca)' <clerk@lairdtownship.ca>

Good Morning Shawn,

Thank you for your email in regard to requesting to be a delegation at the Desbarats to Echo Bay Planning Board meeting scheduled for March 24, 2026, 7pm at the Township of Tarbutt Council Chambers.

Typically, delegations are primarily intended to present information or make a request, not to conduct a back-and-forth discussion. That said, based on the questions you have provided, please see the comments below to where I am able to answer.

Individual Township consultation process

As part of the early consultation process with municipalities, comments have been received regarding why the Bar River is not considered a settlement area. As part of the consultation process, Planning Board staff have provided this item to JLR for consideration. The original scope of work provided by JLR did not include a feasibility study for the Bar River area and an additional scope has been provided. The consultation process (still ongoing) aims to identify concerns and address them through the appropriate channels.

Balance of OP Process

Please see the original scope (attached in a separate email) provided by JLR showing the steps relating to the OP process.

Current Step - 3.3 As of this week, MMAH has provided one window comments as part of the early consultation process. These comments will be shared with the Planning Board at its meeting next week.

The Planning Board is currently consulting with a number of stakeholders in regard to the Official Plan. Based on input from stakeholders, concerns and comments regarding the Official Plan have been received. Projected timelines for the implementation are affected based on consultation with the relevant stakeholders to address relevant concerns shared.

Costs

Official Plan costs to JLR to date: \$68,171.14

As per scope(s) of work provided by JLR and approved by the Planning Board, the budget for the OP currently stands at: \$79,134.39.

Prior to the additional scope (for Bar River) being provided to the Planning Board the recommendation from JLR was to increase the OP budget in 2026 by an additional \$5000. Based on whether additional scopes are approved by the Planning Board, this budget for the OP may increase.

Jared Brice
Township of Tarbutt:
Deputy Clerk/ Planning Coordinator

Desbarats to Echo Bay Planning
Board:
Secretary-Treasurer
Tarbutt Fire Department:
Training Officer

Telephone 705-782-6776
Web www.tarbutt.ca
Email admin@tarbutt.ca
27 Barr Road South, R.R. 1
Desbarats, ON P0R 1E0

From: Shawn Evoy <sevoy@nacsworld.com>
Sent: Friday, March 13, 2026 1:20 PM
To: Jared Brice <Admin@tarbutt.ca>
Cc: 'Jennifer Errington (clerk@lairdtownship.ca)' <clerk@lairdtownship.ca>
Subject: FW: Delegation Request to Planning Board Meeting - March 24, 2026

Jared

Basically, I would like to discuss, the following.

1. Laird Twp's OP objectives
2. The individual Township consultation process
 1. Why is there a proposed extra from JRL when consultation was not complete?
3. Balance of OP process
 1. Number of steps?
 2. Current step?
 3. Projected timeline for completion?
4. Costs
 1. Budget status
 2. Projected costs to completion?

Hope this is helpful.

As discussed, a formal delegation request will follow approval at our next Council meeting March 19th.

Regards



Shawn Evoy

Manager, Special Projects

sevoy@nacsworld.com

| Mobile: 705-945-1869 www.nacsworld.com

Office: 89 - Bar River

North America Construction (1993) Ltd. • NAC Constructors Ltd. •
4024 Hwy #17 East • Echo Bay • Ontario • Canada • P0S 1C0



This e-mail message may contain privileged or confidential information. If you are not the intended recipient, you may not disclose, use, distribute, or copy this message or attachment in any way. If you receive this message in error, please delete the e-mail and any attachments permanently and also advise the sender of the error via e-mail. Thank you.

From: Jared Brice <Admin@tarbutt.ca>
Sent: Thursday, March 12, 2026 10:10 AM
To: Shawn Evoy <sevoy@nacsworld.com>
Cc: Jean Palmer <planning@tarbutt.ca>
Subject: RE: Delegation Request to Planning Board Meeting - March 24, 2026

Dear Mayor Evoy,

Thank you for your interest in attending and speaking at an upcoming meeting of the Desbarats to Echo Bay Planning Board.

To be scheduled as a delegation on the agenda, the Planning Board requires that requests to appear be submitted in writing. This written request helps ensure that the matter is properly placed on the meeting agenda and that Board members are informed of the topic in advance.

Could you please provide a brief written request indicating:

- Your intention to attend as a delegation;
- The subject or matter you wish to address; and
- The meeting date you are requesting to attend (March 24, 2026)

Once the written request is received, it will be forwarded to the Chair and included on the agenda for the next appropriate Planning Board meeting.

If you have any questions about the process or upcoming meeting dates, please feel free to contact me.

Sincerely,
Jared Brice
Secretary-Treasurer / Deputy Clerk]
Desbarats to Echo Bay Planning Board
admin@tarbutt.ca planning@tarbutt.ca

Jared Brice
Township of Tarbutt:



Outlook

RE: Delegation Request to Planning Board Meeting - March 24, 2026

From clerk@lairdtownship.ca <clerk@lairdtownship.ca>

Date Fri 2026-03-20 11:18 AM

To Jared Brice <Admin@tarbutt.ca>; 'Shawn Evoy' <sevoy@nacsworld.com>

Good Morning Jared,

I wanted to provide the motion, approved by Council on March 19, 2026, authorizing Mayor Evoy to attend the upcoming Planning Board meeting as a delegate.

#73-26

Moved by: Todd Rydall

Seconded by: Wayne Junor

BE IT RESOLVED THAT Council direct Mayor Evoy to attend the March 24, 2026, Planning Board meeting as a delegate for the purpose of presenting Laird Township's Official Plan objectives and to request information on the consultation process, the remaining steps in the Official Plan review, and the budget status, and further that the Mayor report back to Council on the outcomes of these discussions.

Carried.

Sincerely,

Jennifer Errington

Jennifer Errington, Dipl.M.A.

Clerk Administrator

Township of Laird

3 Pumpkin Point Road

Echo Bay, ON

P0S 1C0

Phone No. (705) 248-2395

Fax No. (705) 248-1138

Website lairdtownship.ca

Individuals who submit written correspondence or information to the Municipality should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the Council Agenda process or that of a committee of Council or a local board.

From: Jared Brice <Admin@tarbutt.ca>

Sent: March 19, 2026 9:32 AM

To: Shawn Evoy <sevoy@nacsworld.com>

Desbarats to Echo Bay Planning Board
C/o Tarbutt Township Office
27 Barr Road South R.R.#1 Desbarats,
Ontario, POR 1EO

TO: Chair and Members of the Planning Board
FROM: Jared Brice, Planning Board Secretary-Treasurer
DATE: March 24th, 2026
SUBJECT: Consideration of Pre-Consultation for Consent Applications by a Registered Professional Planner for Request for Proposal

EXECUTIVE SUMMARY

The purpose of this report is to recommend the adoption of a hybrid pre-consultation process into the attached request for proposal for consent applications to be sent out to Registered Professional Planners for tender. The proposal integrates the roles of the Secretary-Treasurer and a Registered Professional Planner (RPP) to improve application quality while maintaining a cost-effective service delivery model.

BACKGROUND

Currently, pre-consultation process for consent applications is conducted informally by the Secretary-Treasurer, focusing primarily on administrative requirements such as application completeness, process, and basic guidance.

While this approach is efficient, it does not provide applicants with formal planning analysis. This can result in incomplete or deficient applications, delays during formal review, increased need for revisions or deferrals, reduced certainty for applicants, increased chance of liability to the Planning Board.

Conversely, requiring a Registered Professional Planner (RPP) to review all pre-consultation material with an applicant would improve technical review but may introduce unnecessary costs, particularly for straightforward applications.

A hybrid model is therefore proposed to balance efficiency, cost, and planning rigor.

Proposed Pre-consultation Model

A Hybrid pre-consultation model would be delivered in two phases: 1) Administrative Screening by Planning Board staff and, 2) Targeted Review by RPP.

Phase 1: Secretary-Treasurer (Administrative Screening)

- First point of contact for all applicants
- Reviews submission for completeness
- Provides guidance on process, fees, and timelines
- Identifies obvious deficiencies
- Screens applications to determine where planning input is required

Phase 2: Registered Professional Planner (Targeted Review)

- Provides professional planning analysis on:
 - Policy conformity (Official Plan, Provincial policies)
 - Land use compatibility
 - Lot configuration and access
 - Servicing constraints
 - Environmental or natural heritage considerations
- Recommends required studies or revisions

The Secretary-Treasurer will refer all applications to the RPP and highlight to the RPP where one or more of the following are identified:

- Uncertainty regarding policy conformity
- Complex or unusual lot configurations
- Proximity to environmentally sensitive areas
- Potential land use conflicts
- Servicing or access concerns
- History of similar applications being problematic

FINANCIAL CONSIDERATION

The costs for the pre-consultation fee (\$300) would be included in the cost for a consent application a total of \$1200). The hybrid model is expected to reduce overall planning consulting costs compared to full RPP involvement, allow for partial cost recovery through targeted application fees and aims to improve efficiency, potentially reducing staff time per application. The proposed approach is anticipated to cost more due to the comparison of the previous Planner rate (\$80/hour) and current average rates for RPP's (\$150 - \$350/hour). The current deposit for a consent application is set at \$300. As per section 69 of the Planning Act, 1990, fee structure must be designed to meet the costs of processing each type of application. Any potential costs associated with pre-consultation would be passed on to the applicant. Staff would review cost analysis and provide feedback to the Planning Board from time to time to determine whether application fees should be amended.

STAFF RECOMMENDATION

That the Report from the Secretary-Treasurer regarding implementing a hybrid approach to pre-consultation in the attached Request for Proposal for consent applications be received by the Planning Board; and

That the Planning Board approve the hybrid pre-consultation process for consent applications as resented in this report to implement into the attached request for proposal.



*Jared Brice, Secretary-Treasurer
Desbarats to Echo Bay Planning Board*

Request for Proposal (RFP# 2026-01)
Desbarats to Echo Bay Planning Board

Land Use Planner

The Desbarats to Echo Bay Planning Board (the "Planning Board") requires the services of a Registered Professional Planner (RPP) to provide land use planning services on a contractual basis. Services may be provided by an individual or a consulting firm who has a minimum of 5 years practical working experience in providing land use planning services to rural and small communities in Northern Ontario.

The Planner will be responsible to work with the Secretary-Treasurer as the Planning Board's agent for pre-consultation and for the review and processing of consent applications as per the procedures prescribed by the *Planning Act, R.S.O. 1990, c. P.13*, and its subordinate legislation.

The Secretary-Treasurer shall provide administrative screening, review the application for completeness, identify obvious deficiencies, screens application to determine where planning input is required and provide GIS analysis. The Planner shall prepare a written land use planning report for each consent application submitted to the Planning Board that provides professional advice on Policy conformity, land use compatibility, lot configuration and access, servicing constraints, environmental or natural heritage considerations, and recommend required studies or revisions. The Planner will also provide general planning advisory services to the Planning Board, its staff, and the public on an as-needed basis.

The Planner is expected to pro-actively inform the Planning Board of emerging planning issues and funding opportunities and will assist Planning Board staff with education sessions for the Planning Board, as required.

Prospective applicants will have an intimate working knowledge of the *Planning Act*, the Provincial Planning Statement and other planning related legislation, Ontario Regulations and guidelines essential to providing high quality professional advice to the Planning Board, Indigenous communities, the general public, applicants and other relevant stakeholders.

Interested parties shall provide a detailed proposal outlining the complete scope of the services to be provided, the related professional fees and ancillary costs, the proposed contractual arrangements, the qualifications and experience including a Curriculum Vitae and company profile and any limitations in meeting the performance requirements of the Planning Board set out in this description. The proposal must reflect the scope of the set out in the position description which is available upon request from the Planning Board. Proponents may provide a description of additional services that may be offered. Three references including email address and telephone number shall be submitted in support of the proposal. The lowest proposal price or any proposal may not be accepted. Any accepted proposal shall be required to enter into a formal agreement with the Planning Board.

The Desbarats to Echo Bay Planning Board may conduct an interview in person or by other means. Questions pertaining to this Request for Proposal can be submitted to Jared Brice, Secretary-Treasurer by email at admin@tarbutt.ca. Submissions may be made in hard copy or electronically before 3:30 p.m. April 23rd, 2026 to the address below.

Jared Brice Secretary-Treasurer
Desbarats to Echo Bay Planning Board
27 Barr Road South RR#1
Desbarats, ON
P0R 1E0

Only applicants holding a Registered Professional Planner (RPP) designation will be considered. The Planning Board assumes no responsibility for late submissions and is not obligated to notify applicants who are not selected.

Desbarats to Echo Bay Planning Board

Comment & Response Matrix – Council, Planning Board Members and Staff Comments

#	COMMENT FROM	COMMENT	RESPONSE
1	Clerks Meeting	Subdivisions and Condominiums - Section 4.12.1 Planning Board does not have authority for plans of subdivision and condominiums. As per O Reg 507/98, Planning Board has authority only under Section 50 and 53 of the Planning Act, 1990.	Completed. Will update Section 4.12.1 to remove reference to role of Planning Board in plans of subdivision/condo.
2	Clerks Meeting	Definitions - Section 5.1 A more comprehensive definitions section has been requested by the Clerks. Examples brought up during Clerks meeting included potential questions from the public such as "what is the difference between mobile and modular?" (p. 19); and what is the difference between rural commercial and rural residential?", could be clarified for the public if OP has specific definitions contained within. Other examples brought up include what constitutes a Recreational Vehicle? Recreational Vehicles - Section 4.11 As noted above, definitions requested include Recreational Vehicle(s); General theme from Clerks was that RV section appears too overreaching and the more detailed items could be contained within each municipalities' respective Zoning By-laws. Comment that RV's policy not PPS requirements but local policy. The General consensus from Clerks to make this section simpler and not too detailed. Recreational Vehicle section potentially problematic in the Joint OP given that each municipality has differing goals and objectives.	Official Plans do not commonly contain a list of definitions. Additional scope would be needed to develop a list of definitions with the Planning Board. Please advise if this is something you wish to pursue.
3	Clerks Meeting	Mobile and Modular Homes in Rural Designation - Section 2.3.2.2 Consensus to remove reference of Mobile and Modular references in Section 2.3.2.2 and leave the detail to the each respective municipalities zoning by-law(s) as considered to be overreaching. Comments from Johnson Twp request that they do not want mobile homes in the rural designation as per Section 2.3.2.2.	Policy was carried over from the Johnson Township Official Plan. Section can be removed. Currently revised to state that the local Townships may regulate RV's in accordance with the Zoning By-law or a licensing by-law under the Municipal Act. Recommend keeping the policies restricting RV's on lakes at capacity.
4	Clerks Meeting	Creation of New Rural Residential Lots - 2.3.2.6 (1) & (2) Rural lot creation requires the original lot to have an area of at least 5 hectares. Questions were asked as to why 5 hectares? Comments detailed that not many lots are at least 5 hectares and that this will severely limit lot creation on existing properties that do not have 5 hectares. A request that the 5 hectares reference be removed from OP. Recommended by Clerks to permit consent if the severed and retained lots meet the minimum lot size as per the zoning by-laws. Rural lot creation under section 2.3.2.6 (2) requires minimum year round road frontage of 60 m and at least 1 hectare. General consensus to remove the references of 60m and 1 hectare and leave to the detail to Zoning by-laws.	Completed
5	Clerks Meeting	Consents - 4.12.2 (1) ...on a lot that existed prior to the date of July 8, 1986 and it does not necessitate the creation of a new municipal road, or the extension of municipal services. In the Shoreline designation no more than 3 new lots are permitted to be created by consent (3 severed and 1 retained). Each municipalities current OP's state different dates for existing lots. For Echo Bay, this would constitute a backward step in terms of the date of the existing lot (for all land use designations except Rural). Consensus from Clerks that the date be changed from July 8, 1986, the date the Desbarats to Echo Bay Planning Board received authority under O Reg 507/98 (September 15 th , 1998).	Completed
6	Clerks Meeting		Completed

Desbarats to Echo Bay Planning Board

Comment & Response Matrix – Council, Planning Board Members and Staff Comments

#	COMMENT FROM	COMMENT	RESPONSE
7	Clerks Meeting	Original Lots of Record - 2.3.2.8(5) <i>For the purpose of this policy, an original lot of record is described as a quarter section having a lot area of 64.75 hectares (160 acres). The size of the original lots of records varies within the Planning Board region with some municipalities having both 80 acre and 160 acre existing lots of record. General consensus is to either remove the 160 acre reference or if not taken out, add in 80 acres as well.</i>	Completed
8	Clerks Meeting	Private Services - Potable water - 4.10.5(2) <i>Where development is proposed outside fully serviced areas, the proponent must prove that the soil conditions of the proposed site are suitable for a waste sewage disposal system and that there is a proven source of potable water available. Is this an absolute requirement under Provincial legislation? The general consensus from Clerks that the proponent's costs borne from this requirement will greatly hinder development potential. Noted from Clerks that the proof of potable water condition be removed altogether or amend to a case by case basis (based on the dynamics of each consent proposal).</i>	Section 3.6.7 of the PPS states that lot creation is permitted where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity, which includes treatment capacity for hauled sewage. PPS permits lot creation only where site conditions are suitable for the provision of appropriate sewage and water services, which includes individual on-site sewage and water services. No changes are recommended to this section.
9	Clerks Meeting	Additional Residential Units - 4.1 <i>Additional Residential Units has 12 sections of policy for ARU's based on land use designation, settlement areas, etc... Concerns from Clerks that the clarity of language and wording could be amended to improve interpretation from members of the public. Understood the recommendation from Clerks is to utilize basic PPS/mandatory requirements for ARU's but still provide flexibility for municipalities to determine whether ARU's will be permitted outside settlement areas.</i>	There are mandatory requirements for ARU's in settlement areas and on Farms which should be maintained. Completed some changes for local flexibility in application.
10	Clerks Meeting	Fish Habitat - 3.8.2.2 <i>A comment from a Clerk regarding the requirement that a proponent shall correspond with Department of Fisheries (DFO) if development is proposed on lands nearby to water prompted a discussion regarding concerns including timelines awaiting approval from DFO, inhibiting development and being perceived as excessive. After discussion, one of the key questions raised was is this a requirement under the PPS/provincial legislation? Secretary-Treasurer question: is it a federal requirement? Secretary-Treasurer reviewed current OP's in place: MMAA OP requires DFO approval within 30m of fish habitat and spawning areas (shoreline)(2.7.3.2.c), Tarbutt OP requires MNR and DFO approval within shoreline areas and EIS, Johnson OP Development and site alteration may be permitted in and adjacent to (adjacent lands) fish habitat on water bodies and their associated tributaries provided it has been demonstrated through the preparation of an Impact Assessment.</i>	"Development and site alteration shall not be permitted within 30 metres of fish habitat, except in accordance with relevant provincial and federal requirements. Development that proposes a decrease to the 30 metre setback shall only take place where it has been demonstrated, through a fish habitat assessment, that a net environmental gain of the productive capacity of the area will be achieved. In this assessment, a fish habitat biologist shall be required to provide a detailed impact analysis exploring development design and location options for the purpose of clearly demonstrating avoidance of any predicted harmful impacts."
11	Clerks Meeting	Resource-Based and Resource-Related Uses - 2.3.2.5 <i>Clear cutting shall be prohibited within 500 metres of the shoreline of Lake George or Lake Huron, unless carried out in accordance with sound forest management practices, and maintain appropriate vegetation buffers; and, Noted that there appears to be no enforcement mechanism in place. Concerns that is too prescriptive, hard to enforce if no tools available. Current Tree canopy by-laws has no teeth and currently landowners require no permit for tree removal.</i>	Agreed. Requirement has been removed.

Desbarats to Echo Bay Planning Board

Comment & Response Matrix – Council, Planning Board Members and Staff Comments

#	COMMENT FROM	COMMENT	RESPONSE
12	Clerks Meeting	Open Spaces - 2.7.4 Several identified open spaces are not mentioned in section 2.7.4. Noted in meeting that Clerks will provide open spaces in each Township and share with Secretary-Treasurer. Also noted that open spaces are missing from Land use schedule. Secretary-Treasurer to submit list to JLR separately and identify open spaces on the land use schedule.	Jared Brice to provide updated land use schedules with additional open space.
13	Clerks Meeting	References to Urban Preference is to remove all references to <i>Urban</i> in OP as there are no identifiable urban areas within Planning Board region.	Echo Bay and Desbarats are both considered urban settlement areas. Not appropriate to remove all references to urban. Removed most references.
14	Clerks Meeting	Garbage Collection – 4.12.2.3(a & b) Currently no garbage collection in Planning Board area. From Clerks meeting, it is understood that there are no plans for any municipal garbage collection forecast in any municipalities. Recommended that the reference to garbage collection be removed.	Completed
15		Waste Disposal Areas – 3.9 Environmental Compliance Agreements are modified/amended are subject to change from time to time. Section 3.9 provides comprehensive information on each landfill. Questions were asked as to whether the capacity of landfills is relevant to be contained within the Official Plan. Clerks shared concerns that if waste disposal areas have their ECAs amended it may require an OPA amendment. Recommended that minimum detail for waste disposal areas be contained within OP. Waste areas not identified on Land use schedule. Secretary-Treasurer to add to draft land use schedule A1.	Recommend adding a reference that no OPA required should ECAs be updated. The OPS requires development to demonstrate adequate capacity for waste disposal so it is recommended that the references to capacity be kept.
16	Clerks Meeting	Mixed Use - partial services (4.10.3.(1)) <i>In the Township of Johnson and Macdonald, Meredith and Aberdeen Additional, it shall be required, where feasible, that all new development or redevelopment within the settlement areas to be connected to the municipal water and sanitary sewer system. With the exception of minor infilling or rounding out of existing development on partial services located in the Mixed-Use designation provided site conditions are suitable.</i> Mixed use area is specific to Echo Bay. Echo Bay Clerk recommends that the removal of partial services reference within the mixed-use area. Understood that there are no current partial services in mixed-use area.	Please confirm how development in the Echo Bay Mixed Use designation is serviced.
17	Clerks Meeting	EIA Appendix A (separate document shared – not contained within Draft Joint OP) Questions about the EIA appendix included: What is this for? Is this supposed to be contained within the OP? Noted along with many other housekeeping issues that the hyperlinks do not work correctly.	Removed references to EIA appendix.
18	Clerks Meeting	Imperial Measurement requested With the public in mind, it was requested that Imperial measurements be added in addition to metric measurements. Keeping in mind the request to have less prescriptive numbers (frontage, lot size, etc.) contained within the OP.	Agreed. Will add Imperial measurements in addition to metric.
19	Clerks Meeting	Rural and Commercial and Industrial uses – floor area <300m² - 2.3.2.4 (2) <i>the floor area of the use does not exceed 300 m² and is compatible with surrounding uses;</i> Noted that under current OP's floor area for commercial and industrial structures are as follows: Echo Bay 2.6.2 (e) – maximum size. All Clerks agreed that the maximum size for industrial uses set at 300 m ² is too low. Questions as to why it is set to 300m ² .	We removed the reference and left it up to zoning by-law to regulate.

Desbarats to Echo Bay Planning Board

Comment & Response Matrix – Council, Planning Board Members and Staff Comments

#	COMMENT FROM	COMMENT	RESPONSE
20	Clerks Meeting	<p>General Housekeeping Items</p> <p>Many comments were made regarding the general housekeeping of the draft joint OP as presented and its associated documents. These include (but are not limited to): many hyperlinks not directing to correct sections of OP; many sections of OP referenced elsewhere are not contained within the OP; incorrect referencing of Planning Board (rather than municipalities for development, etc.)</p> <p>Questions were asked about whether the Planning Board (and ultimately municipalities) will be charged for remedying basic housekeeping items found that should have been identified and amended prior to the Planning Board receiving the draft OP. Many examples brought up during the Clerks meeting and within notes have been shared already with JLR.</p> <p>The key theme being that the document needs a great deal of revision to identify and remedy basic housekeeping issues and that the costs incurred to address these be borne from JLR. With this said, any future comments in follow up to any revisions of the OP by JLR, may bring up additional items within the OP.</p>	


MMAH / One Window Comments – Draft Official Plan

From Seifpour, Zeinab (She/Her) (MMAH) <Zeinab.Seifpour@ontario.ca>

Date Mon 2026-03-16 1:21 PM

To Jared Brice <Admin@tarbutt.ca>

Cc David Welwood <dwelwood@jlrichards.ca>; Mensour, Nancy (MMAH) <Nancy.Mensour@ontario.ca>; Little, Anna (MMAH) <Anna.Little@ontario.ca>

 2 attachments (615 KB)

Appendix A- Desbarats to Eco Bay OP comment table.pdf; Desbarats to Echo Bay Planning Board Draft OP.pdf;

Good afternoon, Jared,

The Ministry of Municipal Affairs and Housing, Municipal Services Office - North (MSO-North), has completed its review of the draft Official Plan for the Desbarats to Echo Bay Planning Board.

Attached is the One Window Comment Table, which consolidates input from multiple provincial land use planning ministries, including MMAH. The comments and suggested revisions, where applicable, are based on our review of the draft Official Plan for consistency with the Provincial Planning Statement, 2024, conformity with the Planning Act, including recent legislative changes, and, where relevant, conformity with other land-use-planning-related legislation and guidance documents. Suggested wording has also been provided in Appendix A where appropriate.

Next Steps

1. Revise the Draft Official Plan

- Revise the draft Official Plan to address provincial comments.
- Ensure the revised Plan continues to meet the content requirements of section 16 of the Planning Act, remains consistent with the PPS, and conforms with applicable provincial plans for the purposes of approval under section 17.

2. Consultation and Circulation (O. Reg. 543/06)

- Prior to adoption, ensure that all prescribed public bodies have had an opportunity to review the prescribed information and material in accordance with section 17(15) of the Planning Act and section 2 of O. Reg. 543/06.
- Ensure that notice of the open house (where required), public meeting, and adoption of the revised Official Plan is provided in accordance with the current requirements of O. Reg. 543/06, as amended, including notice to all prescribed public bodies and use of the appropriate notice methods.

3. Public Consultation

- Hold the required open house (where applicable under section 17(16)) and at least one statutory public meeting.
- Provide notice and conduct the public meeting in accordance with section 17(17) of the Planning Act and section 3 of O. Reg. 543/06, including timing, form, and circulation requirements.

4. Adoption

- For a board-wide Official Plan, the Planning Board may adopt the Plan for the planning area under section 14.7 and is deemed to be a council for Official Plan purposes under section 14.8 of the Planning Act.
- Ensure that each member municipality adopts the Official Plan by by-law, and that the Planning Board passes its formal adoption resolution.

5. Notice of Adoption and Submission for Approval

- Following adoption, issue a Notice of Adoption in accordance with section 17(23) of the Planning Act and sections 4 and 5 of O. Reg. 543/06.
- Complete the Ministry's Formal Application Form available at [Form to be forwarded for approval of an Adopted Official Plan or Plan Amendment - Forms - Central Forms Repository \(CFR\)](#).
- Submit the full approval package, including:
 - all prescribed information and material reviewed under section 17(15) and O. Reg. 543/06, section 2; and
 - the record compiled for the approval authority under section 17(31) and O. Reg. 543/06, section 7, as outlined on page 10 of the MMAH application form (e.g., notice affidavits, written submissions, planning reports, and supporting documents).
- Where applicable, ensure the full adoption and approval submission package is publicly accessible (e.g., via the Planning Board's website), consistent with section 1.0.1 of the Planning Act.

6. Minister's Decision

- The Minister, as approval authority, will issue a Notice of Decision under section 17(35) of the Planning Act.
- Following issuance of the Notice of Decision, the Official Plan will come into effect in accordance with section 17 at set out in s.17(38)/s.17(36.5).
- The decision should also be posted on the Planning Board's Official Plan webpage, where maintained.

Should you wish to discuss any of the comments or next steps, please feel free to contact me.

Kind regards,

Zeinab Seifpour

Planner

Municipal Services Office – North (Sudbury) | Ministry of Municipal Affairs and Housing

159 Cedar Street, Suite 401, Sudbury, Ontario, P3E 6A5

Phone: 705.561.5340 E-mail: zeinab.seifpour@ontario.ca

Revisions Suggested to Implement the *Planning Act*, Provincial Planning Statement, 2024 and Provincial Plans

#	OP Policy Number	Comments/Concerns	Provincial Ministries	Reference	Proposed Revision
1	General comment	Please ensure references to provincial ministries are current.	MMAH		
2	General Comment	The Draft OP provides an anticipated population increase number, but not the population target. The target population provided in the Policy Directions Report should be inserted into the updated OP for better clarity.	MMAH	PPS 2024, Section 2.1	
3	General comment	<p>The draft background study provides population projections and a land supply analysis and concludes that there will be sufficient land supply over the planning horizon per PPS 2.1.3. This is largely based on an estimated current vacant residential land supply of 1047 vacant lots compared to anticipated need for 418 lots.</p> <p>The ministry would like to better understand recent vacant land absorption, and requests that the planning board please provide some recent data from MPAC's Municipal Connects portal (which member municipalities should be able to access for free):</p> <ul style="list-style-type: none"> - Year over year total numbers for each vacant residential property code (e.g. 100, 101, 110), from 2021 to 2025 - Any corroborating residential building permit data that might help inform uptake of vacant lands. <p>Should this prove onerous given the higher numbers and multiple municipalities involved, the ministry would appreciate if this information could be gathered for at least the settlement areas.</p>	MMAH	PPS 2024, Policy 2.1.3	

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		For clarity, this information does not need to be incorporated into the draft official plan but rather shared separately with the ministry.			
4	Section 1.4 (Land Acknowledgement)	Remove reference to "unceded territory" as the Desbarats to Echo Bay planning area lies within the Robinson-Huron treaty.	MNR		
5	Section 1.4 (Land Acknowledgement)	Replace "Historic Métis Council" with the "Historic Sault Ste. Marie Métis Council" for accuracy.	MNR		
6	Section 1.6.5 (Affordable Housing)	<p>PPS 2024, Section 2.2 requires that planning authorities support a range and mix of housing options and improve housing affordability. To better demonstrate consistency with Section 2.2, the official plan should include a clear definition of what is "affordable" to low- and moderate-income households within the planning area.</p> <p>To help achieve the 20% affordability target, and to enhance the development of affordable housing and meet the community's housing needs, the OP should also incorporate specific measures aligned with PPS 2024, such as fee reductions, parking flexibility, incentives through Community Improvement Plans, and identifying surplus municipal lands that may be used for affordable housing purposes.</p>	MMAH	PPS 2024, Policy 2.2 & Section 8 - Definitions "Affordability," "Low- and Moderate-Income Households"	

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7	Section 2.3.1 (Rural-Permitted Uses)	<p>Clause (3)(a) of this section speaks to new hunt camps on patent or Crown lands.</p> <p>As the MNR is not currently considering applications to occupy Crown land for the purpose of establishing new private hunt/recreational camps, please remove this language from this section.</p>	MNR	<i>Public Lands Act</i>	
8	Section 2.4.2.6 (Agricultural-Policies)	<p>For consistency with PPS Policy 4.3.5.2. the OP should clarify that 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. The current policy refers only to impacts where non-agricultural uses “encroach into the Agricultural Area,” which is narrower than the PPS requirement.</p>	OMAF	<p>PPS 2024, Policies 4.3.1.1 and 4.3.5.2</p> <p>The Agricultural Impact Assessment Document, OMAFA Publication 861</p>	
9	Section 2.4.4 (Agricultural Related and On-Farm Diversified Used)	<p>For better clarity, the Planning Board should ensure consistent use of the term “agricultural-related.”</p> <p>Revise this policy to use terminology that aligns with the permitted uses identified in the “Guideline on Permitted Uses in Ontario’s Prime Agricultural Area”.</p>	OMAF	<p>Guideline on Permitted Uses in Ontario’s Prime Agricultural Area, OMAFA Publication 851</p>	
10	Section 2.5.3 (Shoreline-Policies)	<p>The MECP recommended minimum setback or non-development zone from waterbodies is 30 m from the “high-water mark” on the Precambrian Shield irrespective of lake capacity status, due to typically thin</p>	MECP	<p>PPS 2024, Policy 4.2</p>	<p>Revise as follows: 3) No new development or site alteration, with the exception of shoreline structures, shall be permitted within 30 metres of the</p>

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		and fractured bedrock as per the Lakeshore Capacity Assessment Handbook (2010) and subsequent updates.			shelfline- high-water mark of surface water features.
11	Section 2.5.4.3 (New Residential Lots by Consent - Policy 7)	Revise Policy 7) to indicate that proposed development on non-municipally serviced lots less than 1.0 hectares in size requires a detailed hydrogeological assessment by a qualified professional that demonstrates that site conditions are suitable for the long-term provision of such services with no negative impacts.	MECP	MECP Guideline D-5-4	
12	Section 2.5.4.3 (New Residential Lots by Consent)	PPS Policy 3.6.7 states that planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity. Add a policy to address these requirements.	MECP	PPS 2024, Policy 3.6.7 MECP Guideline D-5, <i>Environmental Protection Act</i> , <i>Ontario Water Resources Act</i>	
13	Section 2.7 (Open Space - Policy 8) Section 4.10.7 (Transportation);	Recommend integrating the Province-wide Cycling Network (PWCN) through the Planning Area to protect it from fragmentation.	MTO	PPS 2024, Policies 3.9.1 a) & 3.1.4 Northern Ontario Transportation Plan Goal 1 & Action #7	
14	Section 3.4 (Land Use Compatibility)	This section refers to the recommended minimum separation distances outlined in MECP D-Series Guideline D-6 but uses a wrong number (maybe a typo).	MECP	D-6 (Compatibility between	Revise as follows:

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				Industrial Facilities)	6) With the support of technical studies, prepared under Provincial Guideline D-6, the following minimum separation distances in accordance with Provincial guidelines shall apply between industrial uses and residential or other sensitive land uses: a) Class I Industries: 20 metres; b) Class II Industries: 70 metres; and c) Class III Industries: 3000 300 metres.
15	Section 3.4 (Land Use Compatibility)	Inaccurate schedule referenced.	MEM	PPS 2024, Policy 5.3	Revise as follows: 16) Development adjacent to Abandoned Mine Information System (AMIS) sites shown on Schedule 'DC_1' shall be in accordance with the policies of Section 3.6.2.
16	Section 3.5 (Mineral Aggregate Resources)	Inaccurate schedule referenced.	MNR		Revise as follows: Paragraph 2) ..."For this reason, Schedule 'DC_1' identifies areas of potential mineral aggregate resources, including the location of Primary Aggregate Resources and Nipissing Diabase in the Planning Area".
17	Section 3.5 (Mineral Aggregate Resources)	Please specify whether "areas of mineral aggregate potential" refers to Primary and/or Secondary Aggregate Resources as shown on Schedule 'C', or to Metallic Mineral Potential above a certain threshold as shown on Schedule 'D'.	MNR		
18	Section 3.5	Please update "Ministry of Energy, Northern	MNR		

	(Mineral Aggregate Resources) Paragraph 3	Development and Mines" to "Ministry of Natural Resources".			
19	Section 3.5 (Mineral Aggregate Resources) Policy 3)	The OP should clarify that permit applications on Crown land are regulated under the <i>Aggregate Resources Act</i> and do not require a Zoning By-Law Amendment.	MNR	Aggregate Resources Act	
20	Section 3.5 (Mineral Aggregate Resources)	Wording suggestion for Policy 3 e).	MNR		Update the term "mining" to " aggregate extraction " as the word mining can become confused with mining activities regulated under the <i>Mining Act</i> .
21	Section 3.5 (Mineral Aggregate Resources)	<p>Policy 4 of this section speaks to minimum influence areas for aggregate operations. Revise the OP to include policies for minimum influence areas that align with one of the following technical guidance resources, as applicable:</p> <p>MNR's Non-Renewable Resources Training Manual (1997) recommends that, where an application for development occurs within 500 m of a bedrock quarry operation or 300 m of an aggregate pit operation, the applicant should be required to assess the impact of the proposed development on the mineral aggregate resource and mineral aggregate operation.</p> <p>In the absence of site-specific studies, the Ministry of the Environment Conservation and Parks' (MECP) Guideline D-6 - Compatibility between Industrial Facilities and Sensitive Land Uses applies to pits and quarries where sensitive land uses (including residential uses) are proposed near an existing pit and/or quarry.</p>	MNR	<p>PPS 2024, Policies 4.5.1 & 4.5.2.4</p> <p>MNR's Non-Renewable Resources Training Manual (1997)</p> <p>Ministry of the Environment Conservation and Parks' (MECP) Guideline D-6 - Compatibility between Industrial Facilities and Sensitive Land Uses</p>	

	<p>Guideline D-6 advises that sensitive land uses (like homes) near pits and quarries should follow these guidelines:</p> <ul style="list-style-type: none"> Assess potential impacts within 1000 m of an existing pit or quarry before approving new developments. Maintain a minimum separation distance of 300 m between existing pits/quarries and new sensitive land uses. 		
22	<p>Section 3.6 (Mineral Resources)</p> <p>The high-mineral potential area isn't referred to in the text and schedule properly.</p>	MEM	<p>Revise as follows:</p> <p>... Areas having high potential for the discovery of mineral resources are shown as a constraint on Schedule 'DC_1' to this Plan, which is highlighted by the trace of the Nipissing Diabase. Ontario Mineral Inventory (OMI) points, appearing on Schedule C-1, are also indicators of mineral potential.</p>
23	<p>Section 3.6 (Mineral Resources)</p> <p>The Mineral Deposit Inventory (MDI) term has changed to the Ontario Mineral Inventory (OMI).</p> <p>Revise the text where needed.</p>	MEM	
24	<p>Section 3.6.2 (Abandoned Mine Sites)</p> <p>Inaccurate reference to the name of the ministry, schedule, and who to consult with the Province.</p>	MEM	<p>Revise as follows:</p> <p>Paragraph 2) "The location of mine hazards are shown on Schedule "DC_1". When development is proposed within 1,000 metres of a mine hazard there is potential for impact on a proposed development. The local Township and</p>

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25	Section 3.8.1 (Adjacent Lands)	The OP should include the provincial recommendation that all lands within 300m of an inland lake trout lake (at capacity) on the Canadian Shield are considered adjacent lands for PPS Policy 4.1.6.	MNR	PPS 2024, Policy 4.1.6 NHRM Table 4-2	preponent shall consult with the Ministry of Energy and Mines, through the Northeast Regional Land Use Geologist, in order...
26	Section 3.8.2.2 (Fish Habitat)	The OP defines fish habitat as "spawning grounds and nursery, rearing, food supply and migration areas on which fish depend directly or indirectly in order to carry out their life processes". This definition does not quite reflect the definition provided in the PPS and should be updated.	MNR	PPS 2024, Policies 4.1.8 & 8 Definitions "fish habitat"	
27	Section 3.8.2.4 (Wetlands)	<p>The planning area is within Ecoregion 5E. PPS Policy 4.1.5 f) directs that development and site alteration shall not be permitted in coastal wetlands in Ecoregions 5E, 6E and 7E unless it's demonstrated that the proposal will have no negative impacts on the wetland or its function.</p> <p>The OP does not include non-significant coastal wetlands in the development and site alteration restriction outlined in OP Policy section 3.8.2.4, Policy 2.</p> <p>MNR can confirm there are several coastal wetlands in the planning area.</p> <p>Prior to any development or site alteration, the applicant</p>	MNR	PPS 2024, Policies 4.1.4 b & 4.1.5 f	

	<p>should be required to hire a qualified professional to demonstrate that the proposal will have no negative impact on the wetland or its function.</p> <p>As of January 1, 2023, MNR no longer reviews or confirms wetland evaluations. Instead, a qualified wetland evaluator, who has completed the necessary training and is certified under OWES, must be retained.</p> <p>Data on the location of coastal wetlands is available through the Natural Heritage Make a Map tool and the Wetland database on Ontario GeoHub.</p>			
28	<p>Section 3.8.2.7 (Significant Wildlife Habitat)</p> <p>The OP does not include a policy to screen for the presence of significant wildlife habitat (SWH) prior to new development or site alteration.</p> <p>Not all significant wildlife habitats are known/mapped. The OP should include a trigger for when additional evaluation for the presence of SWH should be required, described in Natural Heritage Reference Manual (NHRM).</p> <p>In addition to the NHRM, several resources are available to help planning authorities and professionals with this task:</p> <ul style="list-style-type: none"> • The Significant Wildlife Habitat Technical Guide • Significant Wildlife Habitat Mitigation Support Tool • Significant Wildlife Habitat Criteria Schedule for Ecoregion 5E 	MNR	PPS 2024, Policy 4.1.2 d Natural Heritage Reference Manual (NHRM)	

29	Section 4.1 (Additional Residential Units)	<p>These resources provide valuable information for scoping site assessments, identifying significant wildlife habitats and identifying how to mitigate impacts to significant wildlife habitats.</p> <p>The OP should consider habitats of species of Special Concern and other sensitive species as significant wildlife habitats. These species are listed in the Ministry of the Environment, Conservation, and Parks (MECP) Species at Risk in Ontario (SARO) list, available on e-laws and the Ontario Species at Risk webpage.</p>	MECP	PPS 2024, Policy 4.2 <i>Planning Act</i> Section 35.1 (2)	
		<p>The Draft Official Plan permits one Additional Residential Unit (ARU) as-of-right within the principal dwelling in the Shoreline designation.</p> <p>Given the sensitivity of shoreline environments, reliance on private wells and septic systems, MECP D-5-4 and D-5-5 requirements for demonstrating sewage and water compatibility, and the updated provincial direction exempting environmentally sensitive and servicing-constrained areas from mandatory as-of-right ARUs, it is recommended that all ARUs within the Shoreline designation require a site-specific Zoning By-law Amendment demonstrating:</p> <ul style="list-style-type: none"> (1) sewage system compatibility, (2) no negative groundwater or lake impact, and (3) conformity with the Lakeshore Capacity Assessment framework and the 30-m non-development buffer. 			

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30	Section 4.2.3 (Agri-Tourism)	For consistency with PPS policies 2.6.1 and 4.3.2, the OP needs to clearly differentiate between Permitted Uses for Rural Areas and for Agricultural Areas.	OMAF	PPS 2024, Policies 2.6.1 & 4.3.2 Guideline on Permitted Uses in Ontario's Prime Agricultural Area, OMAFA Publication 851	
31	Section 4.10.5 (Private Services)	Detailed hydrogeological assessments may be required for development proposals with individual on-site sewage systems and individual well water. The Plan references D-5-5 (drinking water), but it does not reference D-5-4 (sewage). It should refer to these procedures as the acceptable procedures for determining adequate site conditions for individual water and sewage system development on lands with private services.	MECP	D-5-4 Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment D-5-5 Private Wells: Water Supply Assessment	
32	Section 4.6 (Cultural Heritage and Archaeological Resources) Section 5.5.6 (Indigenous Consultation Strategy)	The terms Indigenous, First Nation and Métis are used in an inconsistent and sometimes duplicative manner throughout the section.	MNR		
33	Section 4.6.1 (Cultural)	Municipal Heritage Registers are a key land use	MCM	PPS 2024, Policies 4.6.1,	

	Heritage Resources) Policy 1)	<p>planning tool, and they directly support policies 4.6.1 and 4.6.4.a), so it is important that the Planning Board consults such Registers when reviewing development applications. For example, a Register helps fulfill PPS Policy 4.6.1 by identifying properties with built heritage resources and/or cultural heritage landscapes, providing a basis for evaluating cultural heritage value or interest under Ontario Regulation 9/06 and informing decisions by planning authorities, property owners, consultants and others during the development review process.</p> <p>The local Townships within the Planning Board are required to maintain a Municipal Heritage Register.</p> <p>Newly listed properties must meet the criteria for determining cultural heritage value or interest found in O. Reg. 9/06 under the <i>Ontario Heritage Act (OHA)</i>. The municipalities shall make their register available on a publicly accessible website. The register shall be updated regularly to ensure effective conservation.</p> <p>Check Appendix A for suggested wordings.</p>	4.6.2 & 4.6.4 OHA Part IV s.27	
34	Section 4.6.1 (Cultural Heritage Resources) Policy 2)	<p>This policy about adjacent lands should be revised for consistency with PPS Policy 4.6.3.</p> <p>Technical requirements for HIAs should not be embedded directly in the OP as it is subject to change over time.</p> <p>Information about Heritage Impact Assessment should be deleted. It would be appropriate to prepare a Terms</p>	PPS 2024, Policy 4.6.3	

35	Section 4.6.1 (Cultural Heritage Resources) Policy 3.4 & 5)	<p>of Reference or refer to MCM's guidance on the Planning Board's website.</p> <p>Check Appendix A for suggested wordings.</p> <p>This policy should be revised for consistency with PPS 2024 and the OHA.</p> <p>Terminology should reflect that in the PPS, 2024 and the OHA and should be used consistently throughout the document.</p> <p>Check Appendix A for suggested wordings.</p>	MCM	<p>PPS 2024, Policies 4.6.1, 4.6.2, 4.6.3, 4.6.4.b), 4.6.5, and Section 8 - Definition "conserved"</p> <p>OHA s. 28, Part IV s. 29, Part V s. 41</p>	
36	Section 4.6.2 (Archeological Resources)	<p>This introductory paragraph about archaeological resources and determining archaeological potential should be revised for consistency with PPS policy 4.6.2.</p> <p>A policy should be added to the OP about consulting existing registers and maps of archaeological resources and areas of archaeological potential. Maps of areas of archaeological potential can be accessed through a data sharing agreement with MCM.</p> <p>This policy should be revised to acknowledge that archaeological resources include both terrestrial and marine resources as per the definition of 'archaeological resources' in the PPS 2024.</p> <p>Check Appendix A for suggested wordings.</p>	MCM	<p>PPS 2024, Policy 4.6.2 & Section 8 - Definition of "archaeologica l resources"</p>	
37	Section 4.6.2 (Archeological Resources)	<p>This policy about cemeteries and burials should be revised for consistency with PPS Policy 4.6.2 and the OHA.</p>	MCM	<p>PPS 2024, Policy 4.6.2 OHA Part VI s.48</p>	

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		<p>Terminology should reflect that in the PPS 2024 and the OHA and should be used consistently throughout the document.</p>		<p><i>Funeral, Burial and Cremation Services Act,</i> PPS 2024, Policy 4.6.2 OHA Part VI s.48</p>	
<p>38</p> <p>Section 4.6.2 (Archeological Resources) Policy 2)</p>	<p>MCM</p>	<p>Archeological resources should be assessed, documented, and conserved before development and site alteration is located on lands containing archaeological resources, not after the fact. This policy should be revised for clarity and consistency with PPS Policy 4.6.2 and the OHA.</p> <p>Check Appendix A for suggested wordings.</p>			
<p>39</p> <p>Section 2.5.3.2 (Island Development) Policy 3)</p> <p>Section 4.6 (Cultural Heritage and Archeological Resources) Policy 1)</p> <p>Section 4.6.3 (Marine Heritage Resources)</p> <p>Section 5.2.6.2 (Community Improvement Projects)</p>	<p>MCM</p>	<p>The <i>Ontario Heritage Act (OHA)</i> provides municipalities with tools to implement PPS 2024 policies related to cultural heritage and archaeology (Section 4.6). Terminology should align with the PPS 2024 and the OHA and be used consistently throughout the document.</p> <p>While the PPS 2024 does not define "cultural heritage resources," the term is used in other provincial documents to collectively refer to archaeological resources, built heritage resources, and cultural heritage landscapes. Please use the specific terms when referring to each individually, and "cultural heritage resources" when referring to all three.</p> <p>The draft OP definitions for "built heritage resources" and "cultural heritage landscapes" are not consistent with the PPS 2024. In addition, the term "conserved" is defined broadly in the PPS 2024, and its use in the draft OP should be revised to reflect this full scope.</p>	<p>PPS, 2024, Policy 4.6 & Section 8 - Definitions "archaeological resources", "built heritage resource", "cultural heritage landscape", "conserved", and "protected heritage property" OHA</p>		

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40	<p>Policy 8)</p> <p>Section 4.6.3 (Marine Heritage Resources) Policy 1)</p>	<p>The PPS definitions do not need to be repeated in the OP, which helps avoid future revisions if the PPS is updated.</p> <p>Check Appendix A for suggested wordings.</p> <p>A marine archaeological assessment is required when a marine archaeological resource is identified. This policy should be revised for consistency with PPS Policy 4.6.2.</p> <p>Terminology should reflect that in the PPS 2024 and the OHA and should be used consistently throughout the document.</p>	<p>MCM</p>	<p>PPS 2024, Sections 4.6.2 and 8 Definition of "archaeological resources"</p>	
41	<p>Section 4.6.3 (Marine Heritage Resources) Policy 2)</p>	<p>This policy should be removed for accuracy. The marine archaeological assessment (AA) carried out by a licensed marine archaeologist and the marine AA report will be what determines the strategy for conserving the marine archaeological resource, whether that is in situ, through excavation, etc. It is not MCM that will make that determination. The marine archeological assessment will be submitted by the licensed archaeologist to MCM for review. Policy 4.6.3. 1) of the Draft OP already states that a marine archaeological assessment conducted by a licensed marine archaeologist will be required.</p> <p>Please note that the responsibility for administration of the <i>Ontario Heritage Act (OHA)</i> and matters related to cultural heritage have been transferred to the Ministry of Citizenship and Multiculturalism (MCM) since 2022.</p>	<p>MCM</p>	<p>PPS 2024, Policy 4.6.2</p>	

Provincial One-Window Comment Table
 Desbarats to Echo Bay Planning Board Draft Official Plan
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42	Policy 4.12.1 (Plan of Subdivision and Condominium)	This policy should be clear about the archaeological assessment requirements for a plan of subdivision.	MCM	PPS 2024, Policy 4.6.2 O.Reg. 544/06	Add the following: 1) As part of the Draft Plan approval, the following provisions apply: o) The Planning Board shall require archaeological assessments to be carried out by consultant archaeologists licensed under the Ontario Heritage Act, as a condition of any plan of subdivision proposal affecting areas containing an archaeological resource or potential.
43	Section 4.12.4 (Public Parkland)	The <i>Planning Act</i> now requires discounted parkland dedication rates for affordable and non-profit housing developments. The OP should be updated to reflect these changes to ensure clarity and compliance.	MMAH	<i>Planning Act</i> Sections: 42(1.1), 42(1.2),	
44	Section 5.2.5 (Site Plan Control Area)	The OP designates all areas of every Township in the Planning Board and emphasises that all uses may fall under Site Plan Control. Bill 23 exempted residential developments with 10 or fewer units from site plan control, with certain exceptions. Please revise the OP to reflect the exemption under <i>Planning Act</i> Sub-Section 41(1.2) and O.Reg 254/23	MMAH	<i>Planning Act</i> Section 41(1.2) O.Reg 254/23	
45	Section 5.5.2 (Pre-Consultation)	The <i>Building Faster and Smarter Act, 2025 (Bill 17)</i> , removed the ability for municipalities to require new complete application studies/reports beyond what is	MMAH	<i>Planning Act</i> Sections: 22(5), 34(10.2),	Please revise the policy as follows: Studies That May Be Required to

Provincial One-Window Comment Table
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46	Schedule A (Land Use)	<p>identified in their official plan.</p> <p>It was mentioned in Section 3.9 of the OP that Waste Disposal Areas are identified on Schedule 'A' of this official plan. Waste Disposal sites have not been identified in Schedule A1, A2, or A3.</p> <p>Please revise the schedules to identify waste sites. If applicable, identify waste sites as operating vs non-operating or open vs closed landfills on Schedule A.</p> <p>Schedule A Should also delineate Province-wide Cycling Network segments and municipal active transportation corridors.</p>	<p>MECP & MTO</p>	<p>Operational Guidance for Obtaining Environmental Protection Act - Section 8.3</p> <p>Environmental Protection Act (EPA) - Section 46</p> <p>PPS 2024, Policies 3.9.1 a) & 3.1.4</p> <p>Northern Ontario Transportation Plan Goal 1 & Action #7</p>	<p>41(3.4), 51(18)</p>	<p>Accompany a Planning Application Further to Section 5.5.1, the following are the types of studies that may be required to accompany a <i>Planning Act</i> Application; however this list is not exhaustive.</p>
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47	<p>Schedule B (Natural Heritage Features)</p> <p>Numerous natural heritage features are not included in this schedule, including but not limited to:</p> <ul style="list-style-type: none"> • Fish habitat features • A documented northern pike spawning area in Echo Bay marsh • 2 bald eagle nesting sites along the north side of Echo Bay marsh • A waterfowl staging area and black tern breeding area in Echo Bay Marsh <p>Schedule B should be updated to include all known natural heritage features to support the implementation of section 4.1 of the PPS.</p> <p>Detailed data is available through the following GeoHub datasets:</p> <ul style="list-style-type: none"> • Aquatic resource area polygon segment • Aquatic resource area line segment • MNR's Inland Ontario Lakes Designated for Lake Trout Management (2015) • Fish activity area Ontario GeoHub • Wildlife Values Area Ontario GeoHub • Wildlife Values Site Ontario GeoHub 	MNR	PPS 2024, Policy 4.1
48	<p>Schedule C-1 (Mineral Aggregates and Mine Hazards)</p> <p>Add the Ontario Mineral Inventory (OMI) points layer available on Geology Ontario, OGS Earth. The same map could be used to show mineral potential as the potential is governed by the presence of the Nipissing Diabase as evidenced by the MMPET map with few exceptions.</p>	MEM	

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49	D-MMPET	<p>The Metal Mineral Potential Evaluation Tool (MMPET) map should be used to create a high-mineral potential zone map.</p> <p>Delete the MMPET map from the schedule. It shouldn't appear in the official plan, nor its mention.</p>	MEM		
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Appendix A – Detailed wording suggestions from MCM

		Proposed Revision
OP Policy Number		
1	Section 4.6.1 (Cultural Heritage Resources)	<p>Revise as follows:</p> <p>1) Protected heritage property, which main may contain built heritage resources or cultural heritage landscapes, shall be conserved, subject to the recommendations of a Heritage Impact Assessment (HIA) or other technical cultural heritage studies prepared by a qualified professional.</p> <p>The Planning Board shall consult existing registers and maps identifying built heritage resources and cultural heritage landscapes when reviewing development applications.</p> <p>The municipal clerk in the local Townships shall maintain a Register of Properties which will include properties that have been designated under Part IV and V of the <i>Ontario Heritage Act</i>.</p> <p>Non-designated properties that the local Township Council believes to be of cultural heritage value or interest may also be included on the municipal heritage register, in accordance with relevant provisions of the <i>OHA</i>. The Register of Heritage Properties will be available on a publicly accessible website and will be updated regularly to ensure effective conservation.</p>
2	Section 4.6.1 (Cultural Heritage Resources)	<p>Revise as follows:</p> <p>2) Development or site alteration is not permitted adjacent to protected heritage property, unless the proposed development and site alteration has been assessed and it has been demonstrated that the heritage attributes aspects of the protected heritage property are will be conserved. Technical cultural heritage studies (such as a Heritage Impact Assessment) prepared by a qualified professional may be required to support the application.</p> <p>The Planning Board shall also conserve cultural heritage resources when undertaking public works or environmental projects. Technical cultural heritage studies may be required to mitigate any adverse impacts. A Heritage Impact Assessment (HIA) shall be required where development is proposed adjacent to a protected heritage property, conducted by a qualified professional with expertise in cultural heritage resources to:</p>

		<p>a) Identify the positive and adverse impacts on the heritage resource that may be expected to occur as a result of the proposed development;</p> <p>b) Describe mitigation measures that may be required to prevent, minimize, or mitigate the adverse impacts; and</p> <p>c) Demonstrate that the proposed development will not adversely impact the defined cultural heritage value of the property, and/or its streetscape/neighbourhood.</p>
3	Section 4.6.1 (Cultural Heritage Resources)	<p>Revise as follows:</p> <p>3) The <i>Ontario Heritage Act</i> may be utilized to conserve, protect, and enhance significant cultural heritage resources within the local Townships through the designation, by-law, of individual properties, and/or by designating areas as heritage conservation districts, and/or landscapes sites.</p> <p>Prior to the designation of a heritage conservation district(s), the local Township Councils:</p> <ul style="list-style-type: none"> i) must have provisions and policies in an official plan pertaining to the establishment of heritage conservation districts; ii) should pass a by-law defining an area or areas to be examined for future designation as a heritage conservation district(s); iii) should prepare a study for the area or areas to determine the feasibility of designation, the delineation of the district boundaries, an evaluation of the area's heritage character, and guidelines for future conservation and planning. <p>The local Township Councils may also establish a Municipal Heritage Committee (MHC) pursuant to Section 28 of the <i>Ontario Heritage Act</i> to advise and assist on matters relating to Part IV and V and such other cultural heritage matters as the council may specify by by-law.</p> <p>4) Applicants shall consult First Nations where cultural heritage resources involve First Nations heritage sites or burial grounds or cultural heritage resources that are of cultural heritage value or interest to First Nations. The applicant shall seek the First Nation's advice on the manner in which these resources and features are to be conserved dealt with.</p>

		<p>5) The Planning Board and the local Townships shall engage early with consider the interests of First Nations and Indigenous communities to ensure their interests are considered when in conserving built cultural heritage resources and cultural heritage landscapes.</p> <p>6) In partnership with Indigenous communities, the Planning Board will engage early and develop a protocol and collaborative process for conserving cultural heritage resources that may be of interest to Indigenous communities.</p>
4	Section 4.6.2 (Archeological Resources)	<p>Revise as follows:</p> <p>The Planning Board recognizes that there may be (terrestrial and/or marine) archaeological sites or areas of archaeological potential within the boundaries of the planning region. The Planning Board will obtain available archaeological site data locations from the Ontario Archaeological Sites Database maintained by the Ministry of Citizenship and Multiculturalism under the provisions of a planning board-provincial data sharing agreement, for the purpose of cultural heritage conservation planning.</p> <p>Areas of Archaeological potential are is determined through the application of criteria established by the province or an Archaeological Management Plan. The Planning Board shall consult existing registers and maps identifying archaeological resources and areas of archaeological potential when reviewing development applications. Such criteria include known archaeological sites, proximity to water, current or ancient shorelines, cemeteries, sandy soils, rolling topography, unusual landforms, historic transportation features such as portage routes, places of past human settlement, or places significant to history and understanding of a people or place. Significant First Nations and non-First Nations cemeteries or unmarked burial sites may also be considered as archaeological resources.</p>
5	Section 4.6.2 (Archeological Resources)	<p>Revise as follows:</p> <p>2) Where proposed development or site alteration is planned to be located on lands with significant archaeological resources or is planned to be within an area considered to have of archaeological potential based on provincial screening criteria, an Archaeological Assessment prepared by a licensed archaeologist in the Province of Ontario shall be prepared , as well as an Acknowledgement Letter from the Ministry of Citizenship and Multiculturalism indicating that the associated report has been entered into the Ontario Public Register of Archaeological Reports should be included. These should be prepared to the satisfaction of the Planning Board, local Townships and any impacted First Nations communities.</p>

6	<p>Section 2.5.3.2 (Island Development) Policy 3)</p> <p>Section 4.6 (Cultural Heritage and Archeological Resources) Policy 1)</p> <p>Section 4.6.3 (Marine Heritage Resources)</p> <p>Section 5.2.6.2 (Community Improvement Projects)</p>	<p>Revise as follows:</p> <p>Section 2.5.3.2 (Island Development)</p> <p>3) ... Local Councils will consider the policies of this plan such as protection of environmental features, hazard lands, and conservation of cultural heritage and archaeological resources as appropriate.</p> <p>Section 4.6 (CULTURAL HERITAGE AND ARCHAEOLOGICAL RESOURCES)</p> <p>4.6.1 Cultural Built Heritage Resources and Cultural Heritage Landscapes The Planning Board recognizes the importance of cultural heritage resources within the Planning Area. Therefore, the Planning Board and local Townships will encourage the conservation of cultural heritage resources, which includes their identification, conservation, protection, management, and use restoration, maintenance, and enhancement of cultural heritage resources. Cultural heritage resources include archaeological resources, built heritage resources, and cultural heritage landscapes. All new development and site alteration permitted by the policies of this Plan shall have regard for conserve cultural heritage resources and will make every attempt to incorporate these resources into any development plans. In addition, all development will be planned in a manner that preserves conserves and enhances the context in which cultural heritage resources are situated.</p> <p>Cultural heritage landscapes refer to a defined geographical area of heritage significance which has been modified by human activities and is valued by a community. Several individual heritage features such as structures, spaces, archaeological sites, and natural elements, together form a significant landscape. Built heritage resources include significant buildings, structures, monuments, installations, or remains associated with architectural, cultural, social, political, economic, or military history, and identified as being important to a community.</p> <p>Cultural heritage sites include, but are not restricted to, built heritage resources and cultural heritage landscapes that relate to the presence of First Nations and Indigenous communities.</p> <p>Council recognizes the importance of cultural heritage resources and will encourage the identification, conservation, restoration, and enhancement of these resources. Council supports awareness and participation with the public and First Nations surrounding cultural heritage resources, through the implementation of the following policies.</p> <p>4.6.3 (Marine Archaeological Heritage Resources)</p>
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7	Section 4.6.3 (Marine Heritage Resources)	<p>5.2.6.2 (Community Improvement Projects)</p> <p>8) The conservation preservation, rehabilitation, renewal and reuse of cultural heritage resources.</p>
		<p>Revise as follows:</p> <p>1) A marine archaeological assessment survey to be conducted by a licensed marine archaeologist pursuant to the <i>Ontario Heritage Act</i> may be required if shoreline or in-water works are proposed on lands with marine archaeological resources or within areas of marine archaeological potential. A Letter from the Ministry of Citizenship and Multiculturalism should also be included indicating that the associated report has been entered into the Ontario Public Register of Archaeological Reports. The Province's Criteria for Evaluating Marine Archaeological Potential checklist should be used to determine if an area has marine archaeological potential. partially or fully submerged marine features or items of cultural heritage value are identified and impacted by shoreline and waterfront developments.</p>

Desbarats to Echo Bay Planning Board
C/o Tarbutt Township Office
27 Barr Road South R.R.#1 Desbarats,
Ontario, POR 1EO

TO: Chair and Members of the Planning Board
FROM: Jared Brice, Planning Board Secretary-Treasurer
DATE: March 24th, 2026
SUBJECT: **Temporary Administrative Service Adjustments During Staff Holiday Period (March 26 – April 23, 2026)**

EXECUTIVE SUMMARY

The purpose of this report is to inform the Planning Board of temporary limitations to administrative operations due to scheduled staff holidays from March 26 through April 23, 2026, and to outline measures that will be taken to ensure continuity of essential planning services, particularly with respect to consent applications.

BACKGROUND

Planning Board administrative functions are primarily carried out by a limited number of staff. During the upcoming holiday period, regular office availability and response times will be reduced. As a result, there may be delays in routine administrative tasks such as general inquiries, document processing, and non-urgent correspondence.

Given the statutory nature of consent applications under the *Planning Act, 1990* (a decision to be made within 90 day of accepting a consent application), it is important that applicants continue to have access to basic guidance and that time-sensitive matters are not unduly delayed.

Continuity of Services During Holiday Period

To maintain continuity of core services staff will monitor communications via email periodically during the holiday period. Where feasible, staff will make themselves available to respond to time-sensitive matters, particularly those related to submission of consent applications, statutory notice requirements and scheduled Planning Board meetings or deadlines.

While responses may not be immediate, efforts will be made to ensure that applicants are not disadvantaged by the temporary reduction in administrative availability. It is understood that certain members of the community with limited or no access to email maybe more affected than others.

It is anticipated that applicants may continue to seek information regarding planning processes during this time. As such, it is hoped that Clerks of the Townships will assist by:

- Providing general directions to applicants regarding application forms, fees, and submission procedures
- Referring applicants to existing Planning Board resources and documentation
- Advising applicants of the temporary administrative limitations and expected response timelines

This collaborative approach will help maintain a basic level of public service and ensure applicants are not left without any point of contact during the holiday period.

To support transparency and manage expectations, the following measures are recommended:

- Posting a notice on the Planning Board website and at municipal offices advising of reduced administrative availability and providing key dates
- Providing contact information for urgent planning matters
- Circulating notice of the temporary service adjustments to member municipalities and clerks for awareness.

STAFF RECOMMENDATION

That the Planning Board receive the report for information and acknowledge the temporary adjustment to administrative operations from March 26 through April 21, 2026, and support the cooperative role of member municipal clerks in assisting applicants during this period.



*Jared Brice, Secretary-Treasurer
Desbarats to Echo Bay Planning Board*

RE: Plotter

From clerk@lairdtownship.ca <clerk@lairdtownship.ca>

Date Tue 2026-02-24 4:24 PM

To Jared Brice <Admin@tarbutt.ca>

Cc Carol Trainor <clerk@tarbutt.ca>

Good Afternoon,

At the February 19, 2026, Council meeting, Council passed the following motion:

#43-26

Moved by: Brad Shewfelt

Seconded by: Matt Frolick

BE IT RESOLVED THAT Council receives the Memorandum dated February 19, 2026, regarding the Plotter (Model IPF670) – Offer from the Township of Tarbutt;

AND THAT Council declines the offer to accept ownership of the IPF670 plotter;

AND FURTHER THAT Council suggests that costs be split four ways with the other Townships and care and control remain with the Township of Tarbutt and the Planning Board.

Carried.

Please share this with Tarbutt Council and the Planning Board for their consideration.

Sincerely,

Jennifer Errington

Jennifer Errington, Dipl.M.A.

Clerk Administrator

Township of Laird

3 Pumpkin Point Road

Echo Bay, ON

POS 1C0

Phone No. (705) 248-2395

Fax No. (705) 248-1138

Website lairdtownship.ca

Individuals who submit written correspondence or information to the Municipality should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the Council Agenda process or that of a committee of Council or a local board.

From: clerk@lairdtownship.ca <clerk@lairdtownship.ca>
Sent: February 11, 2026 10:51 AM
To: 'Jared Brice' <Admin@tarbutt.ca>
Cc: 'Carol Trainor' <clerk@tarbutt.ca>
Subject: RE: Plotter

Jared & Carol,

I am preparing something for the Council Agenda. To confirm, you will provide the printer free of charge, we will maintain it (purchase print head and cartridges to get it up and running again), and in return, Tarbutt will use the printer when needed.

Sincerely,

Jennifer Errington

Jennifer Errington, Dipl.M.A.
Clerk Administrator
Township of Laird
3 Pumpkin Point Road
Echo Bay, ON
P0S 1C0
Phone No. (705) 248-2395
Fax No. (705) 248-1138
Website lairdtownship.ca

Individuals who submit written correspondence or information to the Municipality should be aware that any personal information contained in their communications may become part of the public record and made available to the public through the Council Agenda process or that of a committee of Council or a local board.

From: Jared Brice <Admin@tarbutt.ca>
Sent: February 6, 2026 10:02 AM
To: Jennifer Errington (clerk@lairdtownship.ca) <clerk@lairdtownship.ca>
Cc: Carol Trainor <clerk@tarbutt.ca>
Subject: RE: Plotter

Good Morning Jennifer,

Last week when Shawn was in, one of the items that popped up in discussion was the Plotter.

The Plotter was purchased by the Township of Tarbutt several years ago. The Township deems that it no longer requires the plotter as the costs of maintaining it are quite high.

After speaking with Carol last Friday, the Township of Tarbutt is reaching out to Township of Laird staff to offer the Plotter AS IS. Tarbutt staff are proposing that they be able to have free use of the plotter from time to time on the odd occasion when needed.

I have attached a quote from Algoma Office Equipment in 2025 that shows the costs to keep it running. I understand if you shop around the costs can be reduced.

Plotter Model: iPF670

Please let myself or Carol know if you have any questions about this proposal.

Carol will be back in the Office from next Wednesday!

Have a good one!



Jared Brice

Township of Tarbutt:
Deputy Clerk/ Planning
Coordinator
Desbarats to Echo Bay Planning
Board:
Secretary-Treasurer
Tarbutt Fire Department:
Training Officer

Telephone 705-782-6776

Web www.tarbutt.ca

Email admin@tarbutt.ca

27 Barr Road South, R.R. 1

Desbarats, ON P0R 1E0

Desbarats to Echo Bay Planning Board

Comment & Response Matrix – Council, Planning Board Members and Staff Comments

#	COMMENT FROM	COMMENT	RESP
1	Clerks Meeting	Subdivisions and Condominiums - Section 4.12.1 Planning Board does not have authority for plans of subdivision and condominiums. As per O. Reg. 501/98, Planning Board has authority only under Section 50 and 53 of the <i>Planning Act, 1990</i> .	
2	Clerks Meeting	Definitions - Section 5.1 A more comprehensive definitions section has been requested by the Clerks. Examples brought up during Clerks meeting included potential questions from the public such as 'what is the difference between mobile and modular?' (p. 19); and what is the difference between rural commercial and rural residential? , could be clarified for the public if OP has specific definitions contained within. Other examples brought up include what constitutes a Recreational Vehicle?	
3	Clerks Meeting	Recreational Vehicles - Section 4.11 As noted above, definitions requested include <i>Recreational Vehicle(s)</i> . General theme from Clerks was that RV section appears too overreaching and the more detailed items could be contained within each municipalities respective Zoning By-laws. Comment that RV's policy not PPS requirements but local policy. The General consensus from Clerks to make this section simpler and not too detailed. Recreational Vehicle section potentially problematic in the Joint OP given that each municipality has differing goals and objectives.	
4	Clerks Meeting	Mobile and Modular Homes in Rural Designation - Section 2.3.2.2 Consensus to remove reference of Mobile and Modular references in Section 2.3.2.2 and leave the detail to the each respective municipalities zoning by-law(s) as considered to be overreaching. Comments from Johnson Twp request that they do not want mobile homes in the rural designation as per Section 2.3.2.2.	
5	Clerks Meeting	Creation of New Rural Residential Lots - 2.3.2.6 (1) & (2) Rural lot creation requires the original lot to have an area of at least 5 hectares. Questions were asked as to why 5 hectares? Comments detailed that not many lots are at least 5 hectares and that this will severely limit lot creation on existing properties that do not have 5 hectares. A request that the 5 hectares reference be removed from OP. Recommended by Clerks to permit consent if the severed and retained lots meet the minimum lot size as per the zoning by-laws. Rural lot creation under section 2.3.2.6 (2) requires minimum year round road frontage of 60 m and at least 1 hectare. General consensus to remove the references of 60m and 1 hectare and leave to the detail to Zoning by-laws.	

Desbarats to Echo Bay Planning Board

Comment & Response Matrix – Council, Planning Board Members and Staff Comments

#	COMMENT FROM	COMMENT	RESP
6	Clerks Meeting	<p>Consents - 4.12.2 (1) <i>... on a lot that existed prior to the date of July 8, 1986 and it does not necessitate the creation of a new municipal road, or the extension of municipal services. In the Shoreline designation no more than 3 new lots are permitted to be created by consent (3 severed and 1 retained).</i></p> <p>Each municipalities current OP's state different dates for existing lots. For Echo Bay, this would constitute a backward step in terms of the date of the existing lot (for all land use designations except Rural). Consensus from Clerks that the date be changed from July 8, 1986, the date the Desbarats to Echo Bay Planning Board received authority under O.Reg. 501/98 (September 15th, 1998).</p>	
7	Clerks Meeting	<p>Original Lots of Record - 2.3.2.8(5) <i>For the purpose of this policy, an original lot of record is described as a quarter section having a lot area of 64.75 hectares (160 acres).</i></p> <p>The size of the original lots of records varies within the Planning Board region with some municipalities having both 80 acre and 160 acre existing lots of record.</p> <p>General consensus is to either remove the 160 acre reference or if not taken out, add in 80 acres as well.</p>	
8	Clerks Meeting	<p>Private Services - Potable water - 4.10.5(2) <i>Where development is proposed outside fully serviced areas, the proponent must prove that the soil conditions of the proposed site are suitable for a waste sewage disposal system and that there is a proven source of potable water available.</i></p> <p>Is this an absolute requirement under Provincial legislation? The general consensus from Clerks that the proponents costs borne from this requirement will greatly hinder development potential. Noted from Clerks that the proof of potable water condition be removed altogether or amend to a case by case basis (based on the dynamics of each consent proposal).</p>	
9	Clerks Meeting	<p>Additional Residential Units - 4.1 Additional Residential Units has 12 sections of policy for ARU's based on land use designation, settlement areas, etc., . Concerns from Clerks that the clarity of language and wording could be amended to improve interpretation from members of the public. Understood the recommendation from Clerks is to utilize basic PPS/mandatory requirements for ARU's but still provide flexibility for municipalities to determine whether ARU's will be permitted outside settlement areas.</p>	