



January 24, 2018

MINUTES OF PLANNING BOARD MEETING - January 23, 2018

At a Meeting of the Manitoulin Planning Board, held in the Board Room at the Planning Board Office, Gore Bay, Ontario, on January 23, 2018, the following Members of Planning Board were present:

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| 1. | L. Hayden | 6. | K. Noland |
| 2. | D. Osborne | 7. | R. Stephens |
| 3. | E. Russell | 8. | I. Anderson |
| 4. | P. Moffatt | 9. | D. Head |
| 5. | A. Hunt | | |

Regrets: L. Addison

Also in attendance were:

- T. Sasvari, reporter, Manitoulin West Recorder;
- B.J. Allison, agent for Consent File No. B21-17;
- T. & B. Cecchini, agent for Consent File No. B23-17; and
- H. Simon, Consent File No. B01-18.

There were no other interested parties or members of the general public or press in attendance.

The Meeting was called to Order at 7:01 P.M. by Chair K. Noland, who welcomed all present.

The Chair asked if there were any Board Members who wished to declare a conflict of interest with any of the items listed on the agenda or having to do with the previous Board Meeting of October 24th, 2017. There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business, with the addition of items 5.g) Draft Budget, 5.h) Staff Holidays, and 5.i) Correspondence received.

MOTION

It was moved by P. Moffatt and seconded by D. Osborne that the Order of Business be adopted, as amended. - Carried.

2. MINUTES OF PREVIOUS BOARD MEETING - October 24th, 2017

The Chair announced that the Minutes of the Board Meeting held October 24th, 2017 had been circulated to all Board Members and requested that any errors or omissions be stated.

There being no errors or omissions, a motion was moved by A. Hunt and seconded by I. Anderson that the Minutes be adopted as circulated. - Carried.

BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING
- October 24th, 2017.

There was none.

3. VARIABLE EXPENDITURES

D. Head requested an explanation of the Petty Cash - Reconciliation amount. and asked what the total legal fees were regarding the payment to NEMI from the reserve fund. R. Stephens inquired if the payment to ESRI Canada was a yearly payment. There were no other questions of the variable expenditures as circulated.

MOTION

It was moved by R. Stephens and seconded by I. Anderson that the variable expenditures be accepted as presented. - Carried.

4.a) PRESENTATION OF APPLICATIONS FOR CONSENT

The Chair announced that the applications for consent to sever would now be heard.

Note: For the sake of continuity the details and decisions of the presentations will be so recorded in the usual fashion toward the end of the Minutes.

4.b) REVIEW ON CONSENT FILE NO'S: B07-16 AND B08-16

The Secretary-Treasurer read the motion made by the Board on November 29, 2016 for Consent File No's. B07-16 and B08-16, which deferred the applications in order for the applicants to proceed with their application to the Boundaries Act. She reported that she had contacted Gord Keatley, agent for the applications, on January 17, 2018, and he advised that at this time there is no new information in order to review these applications and the application to the Boundaries Act was to be made soon.

Discussion resulted in the general consensus of the Board that due to the length of time passed the two consent applications would be reviewed within 90 days for reconsideration.

5. GENERAL, REGULAR AND NEW BUSINESS

a) Bill 139

For information purposes, the Board was advised that Bill 139 had 3rd reading and passed the legislature, and had received Royal Assent on December 12, 2017.

J. Diebolt, gave a brief overview of the Bill to the Board. Discussion resulted in the recommendation that the Board Members receive a summary of Bill 139 with the Minutes of the Board Meeting.

b) By-law Enforcement Officer Appointments

The Secretary-Treasurer explained to the Board that both staff members had received their By-law Enforcement Certificates and the Ministry of Municipal Affairs (MMA) could appoint them to enforce the Zoning By-law for the Unincorporated Townships of Robinson and Dawson and that MMA requires a motion to appoint them from the Board.

A draft motion, attached to the Board Notice, was reviewed and the following motion resulted:

MOTION

It was moved by A. Hunt and seconded by P. Moffatt that a letter from the Manitoulin Planning Board be forwarded to the Ministry of Municipal Affairs requesting the appointment of Theresa Carlisle, Secretary-Treasurer and Jake Diebolt, GIS Technician, as Provincial Offences Officers for the purpose of enforcing the Zoning By-Law for the Unincorporated Townships of Robinson and Dawson. - Carried.

c) Draft Adopted Official Plan

The Secretary-Treasurer reported to the Board that she had spoken to Kay Grant, Planner, for the Ministry of Municipal Affairs, on January 17th, 2018 and she advised that the adopted Official Plan (MMA File Number 51-OP-161666) is still being reviewed by the Ministry.

d) Special Business Case Funding 2015/2016 Reutilization

The Secretary-Treasurer explained that the Special Business Case Funding 2016/2017 in the amount of \$4,300.00 had been approved by the MMA for the Central Ontario Orthophotography Project (COOP 2016). The project costs were less than anticipated and there was a surplus of funds in the amount of \$2,452.40. The Ministry had approved the reutilization of this amount towards a By-law Enforcement Course for both staff members, mileage for site visits, equipment, and Newspaper Notice costs.

She informed the Board that a Financial Report had been sent over to the Ministry of Municipal Affairs (MMA) for the Reutilization of the Special Business Case Funding in the amount of \$2,452.40 and that there was a \$21.33 overage that was paid by the Manitoulin Planning Board, to balance the funding amount. MMA requires a motion from the Board to accept the report and a draft motion attached to the Board Notice, was reviewed.

The following motion resulted:

MOTION

It was moved by R. Stephens and seconded by D. Osborne that the Planning Board supports and accepts the Financial Report for the Reutilization of Special Business Case Funding, as per the contract, as submitted to the Ministry of Municipal Affairs on December 11, 2017 by the Secretary-Treasurer. - Carried.

5. e) Special Business Case Funding 2018

The Board Members were reminded that once the adopted Official Plan (OP) receives approval the Manitoulin Planning Board will have three (3) years to create a Natural Heritage System for the Manitoulin Area, to be completed through an OP Amendment. An application has been made to the Ministry of Municipal Affairs (MMA) for Special Business Case Funding in the amount of \$3,615.05 for a Natural Heritage System as it is hopeful that the OP will be approved and this system can be started in house for 2018. The funding would assist with Public Meetings, Hall Rentals, Mileage Costs, Advertising and Printing Costs, etc. The Ministry advised that only a percentage, based on assessment, for the Unincorporated Townships of Robinson & Dawson, may be approved in the amount of \$718.31.

A teleconference was held on January 19th, 2018 regarding the funding proposal submitted for a Natural Heritage System between Kay Grant, MMA, Wendy Kaufman, MMA, Dave Welwood, MMA, and staff Jake Diebolt and Theresa Carlisle. The Natural Heritage System is a large project and the Ministry had concerns and asked if the Planning Board was considering soliciting a Request for Proposal (RFP) and/or hiring a professional to oversee the project. They indicated that there may be areas where the province could assist in the process and that there may be additional funding available. Discussion was had about the Planning Approval Process and Timelines; Public and Indigenous Consultation/Engagement; Potential Work Plan; and the next steps moving forward. Mr. Diebolt is to prepare a Draft overview of the expected work and submit to the Ministry in February for their review.

Discussion of the Board included:

- is the funding request premature?
- should the request for funding wait until the OP is approved?
- will the OP even be approved in 2018?
- should the Planning Board wait for funding before even considering starting the project?
- within three years the Manitoulin Planning Board will be required to complete a Natural Heritage System and update the Zoning By-laws - these are big projects.

The general consensus of the Board was, if approved, the \$718.31 could be used as a start to the project. The Board requested that a copy of the funding request as submitted on December 14, 2017, be attached to the Board Minutes. They also requested to review the Report being prepared by Mr. Diebolt, when completed.

A draft Motion, attached to the Board Notice, was reviewed and the following motion resulted:

MOTION

It was moved by P. Moffatt and seconded by E. Russell that the Manitoulin Planning Board, the land use planning authority for eight Municipalities and two Unincorporated Townships of the Manitoulin Planning Area, supports the request for Special Business Case Funding to the Ministry of Municipal Affairs as submitted on December 14, 2017 by the Secretary-Treasurer, to implement a Natural Heritage System that meets the needs of the Manitoulin Planning Area, as identified in Ecoregion 6E, and as required by the Provincial Policy Statement 2014. - Carried.

f) Bank of Montreal (BOM)

The Secretary-Treasurer informed the Board that the Bank Plan for the Manitoulin Planning Board Account held at the BOM has been changed due to a review when a MasterCard Application had been submitted. Monthly service charges of ±20.00 per month resulted.

MOTION

It was moved by D. Osborne and seconded by P. Moffatt that the Secretary-Treasurer explore other Financial Institutions to determine if the service charges are comparable. - Carried.

g) Draft Budget

Jake Diebolt provided the Board Members with a Draft Budget he prepared for information and discussion of the Board. It was suggested that the Board review it in more detail and report back to him with any recommendations. This item will be on the agenda for the next Board Meeting.

h) Staff Holidays

The Secretary-Treasurer requested support from the Board to permit her to carry over holidays from 2017 to 2018.

MOTION

It was moved by D. Head and seconded by I. Anderson that the Manitoulin Planning Board allow the Secretary-Treasurer to carry over holidays from 2017 to 2018 and that these carry over holidays shall be used before March 31st, 2018. - Carried.

5. i) Correspondence Received

For information purposes the Secretary-Treasurer provided the Board Members a copy of a letter of concern with respect to the adopted OP on behalf of the Escarpment Biosphere Conservancy (EBC) which was addressed to Kay Grant, Planner, MMA. and copied to her. Ms. Grant had replied that she would respond to the EBC's concerns. To date no response has been received or copied to the Planning Board Office.

A telephone conference was held on January 16th, 2018 with G. Bender, OP Consultant, and staff T. Carlisle and J. Diebolt. It was thought that it would be appropriate to respond to the concerns once Ms. Grant has replied to the EBC.

The Board were in agreement that with the OP approval taking over six (6) years now and for MMA to entertain concerns from EBC at this time was unacceptable. A letter to the Minister addressing the Timeline of the OP and the Board concerns may be considered appropriate.

6. a) ELECTION OF OFFICERS FOR 2018

The Chair, K. Noland, announced that the election of Chair and Vice Chair for the year 2018, as required annually by Section 11(2) of the Planning Act and in accordance with Section XII of the Procedural By-law, will be held.

Following his announcement, Mr. Noland vacated the Chair and requested the Secretary-Treasurer to conduct the elections at hand.

The Secretary-Treasurer advised the Board Members that Procedural By-law, Section III(4) states that the maximum term to be served by any Chair is to be four consecutive years, which makes all Board Members eligible to be nominated, except for Mr. Noland who has served as Chair for the past four consecutive years.

The Secretary-Treasurer then called for nominations for Chair for 2018.

Following a request for nominations for Chair, D. Osborne nominated R. Stephens and A. Hunt seconded this nomination.

Following a request for further nominations for Chair, D. Head nominated L. Hayden and E. Russell seconded this nomination.

A call for further nominations was met with no response. At this time a Motion to close nominations was made by D. Osborne which was carried unanimously.

L. Hayden declined the nomination.

R. Stephens accepted the nomination and was therefore acclaimed as Chair for 2018.

Next, the Secretary-Treasurer called for nominations for Vice Chair for 2018.

In response, L. Hayden nominated D. Osborne and P. Moffatt seconded this nomination.

Following a request for further nominations for Vice Chair D. Head nominated L. Hayden and R. Stephens seconded this nomination.

A call for further nominations for Vice Chair was met with no response. At this time a Motion to close nominations was made by R. Stephens which was carried unanimously.

D. Osborne declined the nomination.

L. Hayden accepted the nomination and was therefore acclaimed as Vice Chair for 2018.

With the completion of the Election of Officers for 2018, Chair Stephens continued with the agenda.

b) COMMITTEE APPOINTMENTS

i) Executive Committee

The Secretary-Treasurer advised that the Executive Committee, in accordance with the Procedural By-law, Section XII, shall consist of the Chair, the Vice Chair, and the immediate Past Chair, and the Board Member representing the largest contributing Municipality shall be one of the elected officers.

Therefore the Executive Committee for 2018 will consist of R. Stephens, Chair, and L. Hayden, Vice Chair, and K. Noland, Past Chair.

6. b) ii) Budget Committee

The Budget Committee in accordance with committee appointments for 2017 consisted of A. Hunt, K. Noland, and R. Stephens.

It was the general consensus of the Board Members that the Budget Committee remain the same as 2017.

A. Hunt and K. Noland accepted to remain on the Budget Committee for 2018.

R. Stephens declined.

The Secretary-Treasurer then called for nominations for the Budget Committee for 2018.

Following a request for nominations L. Hayden nominated P. Moffatt and D. Osborne seconded this nomination.

Following a request for further nominations for the Budget Committee for 2018, P. Moffatt nominated E. Russell and R. Stephens seconded this nomination.

A call for further nominations was met with no response. At this time a Motion to close nominations was made by R. Stephens which was carried unanimously.

P. Moffatt and E. Russell both declined the nomination.

Following a request to R. Stephens to remain on the Budget Committee, R. Stephens accepted to remain on the Budget Committee for 2018.

Therefore the Budget Committee will remain the same as 2017 and consist of A. Hunt, K. Noland, and R. Stephens.

c) Signing Authorities

The Secretary-Treasurer advised the Board that the current signing authorities for 2017 worked very well which consisted of any two of K. Noland, Chair, D. Osborne, Board Member, L. Hayden, Board Member and T. Carlisle, Secretary-Treasurer and requested that they remain the same for 2018.

The current Signing Authorities agreed to remain.

Therefore the Signing Authorities for 2018 will consist of any two of K. Noland, Board Member, D. Osborne, Board Member, L. Hayden, Board Member and T. Carlisle, Secretary-Treasurer.

PRESENTATION OF APPLICATION FOR CONSENT TO SEVER

The Chair announced that the purpose of this phase of the meeting is:

- (a) to consider applications for consent under Section 52 of the Planning Act,
- (b) to make decision in regard to the applications scheduled to be heard, and, explained that this phase is open to the public and any interested parties will be given the opportunity to speak in support or oppose an application.

The Chair then asked if any Board Members have or wish to declare a "Conflict of Interest", at this meeting or previous meeting. There were none.

Following is the list of Applications for Consent considered at this meeting.

	<u>Moved By</u>	<u>Seconded By</u>
1. B21-17	D. Head	I. Anderson
2. B22-17	P. Moffatt	E. Russell
3. B23-17	L. Hayden	D. Osborne
4. B01-18	I. Anderson	P. Moffatt

It was moved and seconded that the above applications be conditionally approved, subject to all conditions being fulfilled as stated in the Decisions. - Carried.

The time now being 9:16 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by P. Moffatt.