

February 27, 2019

MINUTES OF PLANNING BOARD MEETING - February 26, 2019

At a Meeting of the Manitoulin Planning Board, held in the Board Room at the Planning Board Office, Gore Bay, Ontario, on February 26, 2019, the following Members of Planning Board were present:

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| 1. | L. Hayden | 5. | K. Noland |
| 2. | D. Osborne | 6. | R. Stephens |
| 3. | E. Russell | 7. | R. Brown |
| 4. | D. Ham | 8. | I. Anderson |

Regrets: D. Head
Absent: L. Addison

Also in attendance were:

T. Sasvari, reporter, Manitoulin West Recorder; and
Kay Grant, Planner and Megan Grant, A/Manager of Planning and Community Development, Ministry of Municipal Affairs and Housing (MMAH).

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 R. Stephens, who welcomed all present. Board Members, Planning Board Staff Members, and Ministry Members all introduced themselves.

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 November 27, 2018. There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business, with the addition of three items as requested by the Secretary-Treasurer, as follows:

5. vii) WSIB; 5. viii) Interim Requisitions; and 5. ix) Business Case Funding Grant.

MOTION

It was moved by D. Ham and seconded by I. Anderson that the Order of Business be adopted, as amended. - Carried.

2. MINUTES OF PREVIOUS BOARD MEETING - November 27, 2018

The Chair announced that the Minutes of the Board Meeting held November 27, 2018 had been circulated to the Board Members and requested that any errors or omissions be stated.

There being no errors or omissions, a motion was moved by K. Noland and seconded by L. Hayden that the Minutes be adopted as circulated. - Carried.

BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING
- November 27, 2018.

There was none.

3. BOARD MEETING SCHEDULED FOR JANUARY 22, 2019

The Secretary-Treasurer reported to the Board that at 7:31 p.m. on Tuesday, January 22nd, 2019 due to bad weather, she did not have a quorum of the Board to proceed with the scheduled Board Meeting or the scheduled Public Meeting for Consent File No's. B18-18, B01-19, B02-19 or B03-19.

The Procedural By-law No. 2017-01, under Section IV states:

- '11. A quorum of the board shall be a majority of its ten (10) members, that is six (6) members.
- A quorum of any committee appointed by the Board shall be a majority of its members.
 - No business shall be conducted nor shall any by-law or resolution of the Board be passed unless a quorum is present.
 - If no quorum is present one-half hour after the time appointed for the meeting, then the Secretary-Treasurer shall record the names of those members present and the meeting shall stand adjourned until the date of the next regular meeting, or until a special meeting is called.'

3. BOARD MEETING SCHEDULED FOR JANUARY 22, 2019 - continued

Therefore the Board Meeting and the Public Meeting that had been scheduled for January 22, 2019 at 7:00 p.m. are considered to have been adjourned and have been rescheduled for February 26, 2019.

Board Member, I. Anderson, requested a motion from the Board that R. Brown, Board Member, be compensated for the January 22nd, 2019 Board Meeting as he had driven from Espanola to Gore Bay that evening and had received notification that there would not be a quorum of the Board to conduct the scheduled Board Meeting after he was already in Gore Bay.

MOTION

It was moved by K. Noland and seconded by I. Anderson that Board Member, R. Brown, be given an honorarium amount for the January 22nd, 2019 Board Meeting. - Carried.

4. VARIABLE EXPENDITURES

L. Hayden requested additional information of the '*WSP Canada Group Limited*' expense and it was explained that it was the final amount owing to the consultants who prepared the Official Plan document.

I. Anderson requested additional information of the '*Esri Canada*' expense and it was explained that this expense is an annual expense for the maintenance contract for the Geographic Information System (GIS) mapping program.

There were no other questions of the variable expenditures as circulated.

MOTION

It was moved by D. Ham and seconded by D. Osborne that the variable expenditures be accepted as presented. - Carried.

Chair Stephens asked Board Members if there were any objections to changing the Order of Business by having item 7. heard before item 5., in order to accommodate MMAH staff who were travelling back to Sudbury that evening.

There were no objections and agenda item 7. was heard before agenda item 5.

5. 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.

b) CONSENT FILE NO'S. B06-16 AND B07-16

The Secretary-Treasurer gave an update that Ms. Austin informed her via email on January 22nd, 2019 that Ms. Tieman, Assistant Examiner of Surveys for the Boundaries Act, has given the Gilchris a final extension for their objection until March 15th, 2019.

c) CONSENT FILE NO'S. B07-18 & B08-18

The Secretary-Treasurer reported that Mr. and Mrs. Rolston decided not to apply for a change to conditions of their consent applications and have had their surveyor resurvey the right-of-way to be twenty (20) metres in width and located all within their property, as originally proposed.

6. GENERAL, REGULAR AND NEW BUSINESS

i) By-Law Enforcement for the Townships of Robinson and Dawson

The Secretary-Treasurer gave an update to the Board that staff member Jake Diebolt is still working on getting letters sent out, regarding possible contraventions (non-complying buildings and non-conforming uses) to Zoning By-law No. 96-01 for the Townships of Robinson and Dawson, from his By-law Enforcement site visits that were completed in November 2018. It is hopeful that the Planning Board will be receiving some Planning Applications, once the letters are sent out.

ii) Sage 50 Accounting Program

The Secretary-Treasurer advised that J. Diebolt had attended a training session for the '*Sage 50 Accounting Program*' in Sudbury with KPMG Accountants on December 10th, 2018. The Planning Board's accounting information has been entered into the program and it has been sent over to the auditor. KPMG have given a start date for the audit of February 25th, 2019. It is hopeful that the audit will be completed for the next regular Planning Board Meeting.

6. iii) Provincial Appointments on the Manitoulin Planning Board

The Secretary-Treasurer explained that the Ministry of Municipal Affairs and Housing is currently undertaking to select candidates for Planning Boards having unincorporated areas and that Provincial Appointments on the Manitoulin Planning Board are made by the Minister every 4 years. Notice was put in the January 18th, 2019 edition of the Manitoulin West Recorder and postings were done in Silver Water and Meldrum Bay, at the entrance to the Planning Board Office, and on the Planning Board's website. A copy of the Notice was also attached to the Board's January Meeting Notice. Application Forms were to be submitted to Toronto and received no later than February 01, 2019. Both current appointed Board Members have re-applied.

iv) Bill 68 - Electronic Meetings

The Secretary-Treasurer reported that the Board Member representing the Township of Assiginack had asked if it was possible to participate in a Board Meeting electronically rather than attending in person.

She had contacted Kay Grant and Bryan Searle at the Ministry of Municipal Affairs and Housing (MMAH), Kathy McDonald at the Township of Billings, and Paula Roque at the Espanola Municipal Office, about the possibility of doing electronic meetings. She had also spoken to Patrick Kiley at Kenjgewin Teg in M'Chigeeng, Ontario, who uses an on-line software much like a Power Point presentation.

A report prepared by Wishart Municipal Law Group regarding Bill 68 and Electronic Meetings for Municipal Consideration, was attached to the Board Members Notice, and is attached as Appendix "A" to the Board Minutes.

The Board considered the report and pros and cons of electronic meetings consisted of:

- privacy issues and keeping records;
- quorum of the Board (six members) still required to be present in the Board Room;
- presently the Planning Board does not have enough internet speed to accommodate a live web stream or a two way conversation with video;
- programs like Skype and Face Time would require equipment upgrades, i.e. better computer system, camera(s), microphone(s);
- an upgrade from Bell Canada could possibly accommodate audio/conference calling;
- some information would be missed from the live presentations, (zoom in to large surveys, reference files and sketches, maps, etc.); and
- some information is handed out at the Board Meeting, which was not part of the agenda package (not know ahead of time to send out with the agenda).

She asked the Board if they wished for her to pursue the topic further and possibly have a qualified professional/Internet Technician (IT) provide a presentation to the Board.

In consideration of the information made available the general consensus of the Board was to keep the information on file, and this could be reviewed again at a later date.

v) Meeting with MMAH and UCCMM

The Secretary-Treasurer informed the Board that an information session on the Planning System (Planning 101) by the Ministry of Municipal Affairs and Housing (MMAH) for the United Chiefs and Council (UCCMM) in Aundeck Omni Kaning was held on February 20th, 2019 and that Planning Board staff were invited to attend. Jake Diebolt, staff member and Lyle Addison, Board Member had attended.

Items discussed at the information session consisted of:

- planning application scenarios were presented; resulted in good discussions;
- having additional Indigenous contact persons to ensure circulation of applications doesn't "fall through the cracks" if the designated contact person is away was suggested; additional contact persons are to be forwarded to the Secretary-Treasurer of the Planning Board (to date no new information has been received);
- possibility of Indigenous communities attending the Board Meetings which are open to the Public;
- possibility of having a UCCMM representative on the Planning Board; would be a Minister's decision;
- discussion about the status of NEMI's Planning Authority/Official Plan;
- discussion about the differences between the Ontario Municipal Board (OMB) and the Local Planning Appeal Tribunal (LPAT) and how this affects possible appeals of planning applications;
- discussion on how to ensure that the Indigenous communities are circulated and what happens if they are not; and
- sharing of Geographic Information System (GIS) mapping, costs, etc.

6. vi) Official Plan (OP)

The Secretary-Treasurer reported that digital copies of the OP had been provided to the Board Members and to the Municipalities with the exception of Board Members D. Head and L. Addison and The Townships of Robinson and Dawson which was approved and came into effect on October 29, 2018. All Board Members present, were provided with Hard Copies of the following:

- Official Plan (OP) with mapping;
- technical OP Amendment - text & mapping (A-1);
- Provincial Policy Statement (PPS) 2014; and
- Procedural By-law No. 2017-01 for the Manitoulin Planning Board.

vii) Workplace Safety and Insurance Board (WSIB)

The Secretary-Treasurer informed the Board that an invitation had been received from WSIB by mail on February 26, 2019, requesting participation in a program that could result in a rebate of the Board's premiums. At the request for additional information, Lisa Dupuis from WSIB had contacted her about the program and the Planning Board would be eligible for a rebate of about \$1,000.00 if the following were completed:

- attend all three in-class training sessions to be held in Little Current, Ontario, in April 2019;
- complete a self-evaluation and health and safety action plan;
- develop an inspection procedure and a return-to-work procedure; and
- schedule a visit at the Planning Board Office with a health and safety consultant.

Discussion resulted in the general consensus of the Board that this program was not recommended to be pursued further at this time as there would not be a great enough gain from participating in the program, i.e. one or two staff members would be away from the office for 18 to 20 hours to attend the three training sessions in Little Current; time required to complete a self evaluation plan, a health and safety action plan, develop an inspection procedure and a return to work procedure; time to meet with a health and safety consultant at the workplace; and there would be costs involved.

viii) Municipal Interim Requisitions

The Secretary-Treasurer reported that interim requisitions had been sent to the Municipalities on February 1st, 2019 and five (5) requisitions have been received so far.

ix) Business Case Funding

The Board Members were reminded that the Manitoulin Planning Board is to have three (3) years to create a Natural Heritage System (NHS) for the Manitoulin Area, to be completed through an OP Amendment, now that the Official Plan (OP) has received approval.

A Business Case Funding Agreement had been received on February 20th, 2019 from the Ministry of Municipal Affairs and Housing (MMAH) in the amount of \$9,817.00 to cover partial costs of mapping a Natural Heritage System (NHS) for the Planning Area, with a completion date of October 29, 2021. The Secretary-Treasurer informed the Board that she had contacted MMAH for possible changes to the agreement as she had a concern with the date in two sections, of the document as follows:

Under 'Scope of the Project' which states:

'.....Drafting of new official plan policies and adopting the NHS policies by official plan amendment is required by October 29, 2021.'

And

Under 'Outcomes' which states:

'.....The official plan will be amended by October 29, 2021 to include the identification of a natural heritage system (NHS) that is accurate and reflects environmental landscape of the Recipient's planning area.'

The Secretary-Treasurer explained that although the target date is to be within three (3) years, a completion date of October 29, 2021 may not be possible, i.e. a consultant's time line; any objections or concerns raised could delay the adoption or approval of the NHS; additional funding may be required to complete the project; the NHS and updating of Municipal By-laws in the next three years are two big projects; MMAH fulfilling the target date of October 29, 2021 for approval.

In consideration of the information made available, the Board were in agreement that the date of October 29, 2021 may be beyond the Planning Board's control and the following motion resulted.

MOTION

It was moved by D. Ham and seconded by R. Brown that the Manitoulin Planning Board, supports the allocation of funds in the amount of \$9,817.00 from the Ministry of Municipal Affairs and Housing to cover partial costs of mapping a Natural Heritage System (NHS) for the Planning Area, with a target completion date of October 29, 2021.

- Carried.

7. Ministry of Municipal Affairs and Housing

Kay Grant, Planner and Megan Grant A/Manager, Planning and Community Development, Ministry of Municipal Affairs and Housing attended the Planning Board Meeting and gave a presentation to the Board and an Overview of the Planning System and provided information about the next steps moving forward with the approval of the Official Plan. There was a question and answer period at the end of the planning session. The presentation outline was handed out to the Board Members and is attached to the Board Minutes as Appendix "B", called "Official Plan Implementation Matters."

8. ELECTION OF OFFICERS FOR 2019

a) CHAIR AND VICE CHAIR

The Chair, R. Stephens, announced that the election of Chair and Vice Chair for the year 2019, 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. Stephens 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.

The Secretary-Treasurer then called for nominations for Chair for 2019.

Following a request for nominations for Chair, I. Anderson nominated R. Stephens and D. Ham 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.

R. Stephens accepted the nomination and was therefore acclaimed as Chair for 2019.

Next, the Secretary-Treasurer called for nominations for Vice Chair for 2019.

In response, D. Osborne 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 D. Ham which was carried unanimously.

L. Hayden accepted the nomination and was therefore acclaimed as Vice Chair for 2019.

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 Past Chair, and the Board Member representing the largest contributing Municipality shall be one of the elected officers. She also advised that the Immediate Past Chair, A. Hunt, has retired from the Planning Board, and the Past, Past Chair is K. Noland.

Therefore the Executive Committee for 2019 will consist of R. Stephens, Chair, and L. Hayden, Vice Chair, and K. Noland, Past, Past Chair.

ii) Budget Committee

The Secretary-Treasurer advised that the Budget Committee for 2018 consisted of A. Hunt, K. Noland, and R. Stephens. Due to the retirement of A. Hunt, it was the general consensus of the Board that the Budget Committee remain the same as 2018 with the exception of A. Hunt. Following a request to R. Stephens and K. Noland if they would remain on the Budget Committee both accepted to remain on the Budget Committee for 2019.

The Secretary-Treasurer then called for nominations for the Budget Committee for 2019.

Following a request for nominations R. Stephens nominated I. Anderson and D. Ham seconded this nomination.

A call for further nominations was met with no response.

At this time a Motion to close nominations was made by L. Hayden which was carried unanimously.

I. Anderson accepted the nomination.

Therefore the Budget Committee for 2019 will consist of K. Noland, R. Stephens and I. Anderson.

8. c) Signing Authorities

The Secretary-Treasurer advised the Board that the current signing authorities for 2018 consisted of any two of K. Noland, D. Osborne, and L. Hayden, (Board Members) and T. Carlisle, Secretary-Treasurer and requested that they remain the same for 2019 as this was working well. The current Signing Authorities agreed to remain.

Therefore the Signing Authorities for 2019 will consist of any two of K. Noland, Board Member, D. Osborne, Board Member, L. Hayden, Board Member and T. Carlisle, Secretary-Treasurer.

With the completion of the Election of Officers for 2019, Chair Stephens continued with the agenda.

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. B18-18	K. Noland	I. Anderson
2. B01-19	L. Hayden	I. Anderson
3. B02-19 & B03-19	D. Ham	D. Osborne

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 10:02 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by K. Noland.

R. STEPHENS,
CHAIR



T. A. CARLISLE,
SECRETARY-TREASURER