



June 29, 2018

MINUTES OF PLANNING BOARD MEETING - June 26, 2018

At a Meeting of the Manitoulin Planning Board, held in the Board Room at the Planning Board Office, Gore Bay, Ontario, on June 26, 2018, the following Members of Planning Board were present:

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

Regrets: P. Moffatt, D. Head and L. Addison

Also in attendance were:

T. Sasvari, reporter, Manitoulin West Recorder;
D. Dorland, agent, J. Balfe, resident of Lot 1, Conc. V, and Mr. J.B. Pennie, interested party, for Consent File No's. B09-18 and B10-18.

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 R. Stephens, 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 March 27, 2018. There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

MOTION

It was moved by K. Noland and seconded by I. Anderson that the Order of Business be adopted.
- Carried.

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

The Chair announced that the Minutes of the Board Meeting held March 27, 2018 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 D. Osborne that the Minutes be adopted as circulated. - Carried.

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

There was none.

3. VARIABLE EXPENDITURES

The Secretary-Treasurer explained that a refund in the amount of \$140.00 had been received due to an overpayment of the meal plan for the OACA Conference. She reported that the cost for the Board's insurance policy has not increased significantly in the past five years. D. Osborne asked if the insurance cost should have decreased due to fewer Board Members and less liability for 2017/2018. There is no decrease in the cost as the Planning Board remains within the same category and the cost is based on assets etc. that have not changed.

MOTION

It was moved by L. Hayden and seconded by D. Osborne 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 following email, received on June 26, 2018, from Jane Austin:

'Good Morning Theresa,

FYI - Mr. Halliday will be sending his Boundaries Act information today to our lawyers and to our survey expert, Izaak DeRikje. We hope to see our lawyer regarding this early in July. If all is well, then it will be submitted after this. Have a lovely weekend.'

5. GENERAL, REGULAR AND NEW BUSINESS

a) Local Planning Appeal Tribunal (LPAT) Support Centre

For information purposes, the Board was advised that the LPAT Support Centre is now open and is available to provide support and assistance regarding planning applications and appeals.

Local Planning Appeal Support Centre, 1-800-993-8410, info@lpasc.ca , www.lpasc.ca

b) Planning Administration Funding Grant - Agreement

The Secretary-Treasurer informed the Board that the allocation process for Planning Board Funding from the Ministry of Municipal Affairs (MMA), for the delivery of planning services in the unincorporated territory for the Planning Area, requires Planning Board to execute a legal agreement with MMA which summarizes the terms, conditions, and reporting requirements in relation to the grant. MMA requires the Board to adopt a resolution authorizing the execution of the legal agreement.

The following motion resulted.

MOTION

It was moved by D. Osborne and seconded by A. Hunt that the Manitoulin Planning Board does hereby authorize Chair R. Stephens and Secretary-Treasurer T. Carlisle to execute the funding agreement for the allocation of \$16,073.00 to the Manitoulin Planning Board.

- Carried Unanimously.

c) By-law Enforcement Officer Appointments

The Secretary-Treasurer reported that the two staff members are still waiting for the Ministry of Municipal Affairs (MMA) to appoint them as By-law Enforcement Officers for the Unincorporated Townships of Robinson and Dawson, as requested by a Board Motion January 23rd, 2018.

d) Tariff of Fees

The Board was advised that Notices to contact the Manitoulin Planning Board regarding By-law No. 96-01 and building within the Townships of Robinson and Dawson, have been posted at local businesses and post offices and circulated to property owners with the assistance of K. Noble, while she was informing the residents of the Townships of Robinson and Dawson about Fire Safety.

e) OACA Conference - Niagara Falls, Ontario

The Secretary-Treasurer thanked the Board for permitting her to attend the 2018 Ontario Association of Committees of Adjustment (OACA) Conference in Niagara Falls, Ontario, June 3rd to June 6th, 2018.

She informed the Board that the agenda permitted her she to attend 8 of the 14 workshops presented, which were all very informative. The Conference provided for good networking opportunities and has provided contacts/connections with the presenters and the other members attending.

f) Annual Deer Management Meeting - April 25, 2018

Board Member L. Addison, the representative for the Planning Board, could not attend the annual Deer Management Meeting which was held at the Kagawong Park Centre on Wednesday, April 25th, 2018. However, Board Members, I. Anderson and L. Hayden did attend and reported to the Board that it was well attended. Mr. Anderson explained that due to the high deer population and the deer being quite healthy, the Ministry of Natural Resources and Forestry (MNR) increased the number of antlerless deer tags for 2018 by 500 in Unit 43A (being 50 in Gore Bay, 50 for Barrie Island, 200 for Gordon and 200 for Bidwell) and Unit 43B will remain the same at 6,000 tags. There will also be provision to apply for extra deer tags after July 11, 2018.

5. g) Wildland Fire Risk Assessment

Attached to the Board's Meeting agenda was an excerpt from the DRAFT (2016) Wildland Fire Risk Assessment & Mitigation Guidebook.

The Secretary-Treasurer explained to the Board Members that if a potential wildland fire hazard is identified during the review of a planning application a mitigation plan may be required that would conform to the Natural Heritage Policies of the Provincial Policy Statement (PPS) 2014. A mitigation plan, identifying vegetation management to reduce the intensity of a forest fire by thinning or removing trees and allowing it to be extinguished more easily, should be submitted to the Municipality at the time of a building permit.

6. DRAFT ADOPTED OFFICIAL PLAN

The Secretary-Treasurer reported to the Board that there has been no additional information received from the Ministry of Municipal Affairs (MMA) regarding the adopted Official Plan (MMA File Number 51-OP-161666) or when the Board could expect to receive an update.

7. CLOSED SESSION

- In Camera - Minutes of In Camera Session - March 27, 2018

The Chair requested the Board to go In Camera to review the Minutes of the In Camera Session of March 27, 2018.

MOTION

It was moved by D. Osborne and seconded by K. Noland that the Board go In Camera at 9:15 p.m. to review the Minutes of the In Camera Session of March 27, 2018.

- Carried.

The Board Members were provided with a copy of the Minutes from the Closed In Camera Session, held on Tuesday, March 27, 2018.

The Minutes were accepted as information, there were no decisions or motions made in camera.

MOTION

It was moved by I. Anderson and seconded by E. Russell that the Board rise from the In Camera session at 9:18 p.m.

MOTION

It was moved by K. Noland and seconded by D. Osborne that the Minutes of the In Camera Session held on March 27, 2018 be adopted as presented.

- Carried Unanimously.

8. BUDGET REVIEW

a) Final Requisitions

The Secretary-Treasurer reported to the Board that all Final Requisitions have been received with the exception of the Municipality of Gordon/Barrie Island. It is anticipated that this requisition will be received shortly after their next Council Meeting to be held on July 3rd, 2018.

b) Financial Statements for 2017

The Secretary-Treasurer explained to the Board that under the Ontario Municipal Act, the auditor of the Municipality responsible for the largest share of the operating costs is required to do the Planning Board audit. KPMG has done the audit prior to 2012, Freelandt Caldwell Reilly has done the audit since 2012, and KPMG has prepared the audit for 2017.

Jake Diebolt explained that hard copies of the Financial Statements for the year ending December 31, 2017 had not been received to the office. A copy was received via email and copies were provided for each of the Board Members for discussion.

Mr. Diebolt reviewed the information with the Board Members and explained that with the change in auditors to KPMG and shifting to Accrual accounting, which was recommended by KPMG, it has caused large differences in the budget numbers vs the financial statements. However the differences are not changes in money actually spend or received in 2017, but rather how and when it will be accounted for.

8. b) Financial Statements for 2017 - continued

KPMG recommended the accounting software 'SAGE' as the current use of Excel spreadsheets make it more difficult for the auditor to work with. KPMG has offered to provide training, should Planning Board decide to transition from Excel spreadsheets. R. Stephens, Chair, was familiar with the 'Sage' accounting software and stated that he would recommend it also.

The general consensus of the Board was that J. Diebolt explore different accounting software programs and the costs involved and report back to the Board.

The following motion resulted:

MOTION

It was moved by E. Russell and seconded by K. Noland that the Manitoulin Planning Board accept, approve and adopt the Financial Statements for 2017 as prepared by KPMG Charter Accountants. - Carried Unanimously.

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.	B04-18 & B05-18	K. Noland	L. Hayden
2.	B06-18	D. Osborne	E. Russell
3.	B07-18	L. Hayden	A. Hunt
4.	B08-18	I. Anderson	K. Noland
5.	B09-18 & B10-18	I. Anderson	E. Russell

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 9:43 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by A. Hunt.

R. STEPHENS,
CHAIR



T. A. CARLISLE,
SECRETARY-TREASURER