

March 27, 2019

MINUTES OF PLANNING BOARD MEETING - March 26, 2019

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

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

Regrets: R. Brown, L. Addison

Also in attendance was:

T. Sasvari, reporter, Manitoulin West Recorder.

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

The Meeting was called to Order at 7:02 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 February 26<sup>th</sup>, 2019. There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

MOTION

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

2. MINUTES OF PREVIOUS BOARD MEETING - February 26, 2019

The Chair announced that the Minutes of the Board Meeting held February 26<sup>th</sup>, 2019 had been circulated to the Board Members and requested that any errors or omissions be stated.

MOTION

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

BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING

- February 26<sup>th</sup>, 2019.

There was none.

3. VARIABLE EXPENDITURES

There were no questions of the variable expenditures as circulated.

MOTION

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

4. GENERAL, REGULAR AND NEW BUSINESS

- a) Workplace Violence & Harassment Policy

A copy of the Workplace Violence and Harassment Policy, adopted by the Board on October 24, 2017, was attached to the Board's Meeting Agenda for review and discussion.

4. a) Workplace Violence & Harassment Policy - continued

The Secretary-Treasurer requested the Board consider a couple of changes to the Policy and discussion resulted in the following motion:

MOTION

It was moved by L. Hayden and seconded by I. Anderson that the Workplace, Violence and Harassment Policy (2017) be amended as follows:

“ i) Part IV - Physical Security - Page 5

The current policy which states:

*'The staff entrance door will remain locked and bolted at all times. Before leaving the office for the day, staff will ensure that the staff entry door, the office entry door, and the left hand side lobby entrance door are securely locked.'*

*'The chain across the counter entrance will remain in place at all times during office hours, in order to control access as much as possible to the rest of the office.'*

is changed to

*'The staff entrance/exit door will remain locked and bolted at all times during regular office hours except on Mondays. Before leaving the office for the day, staff will ensure that the staff entrance/exit door, the office entrance/exit door, and the Planning Board's lobby entrance/exit door are securely locked.'*

*'The chain across the front counter entrance will remain in place at all times during office hours in order to control access as much as possible to the rest of the office, except on Mondays. On Mondays, a longer chain across the entrance to the rest of the office from the staff entrance/exit will remain in place at all times during office hours, in order to direct the Public to the front counter/sitting area, with a black direction arrow attached to this chain.'*

AND

ii) Part IV - Cash Transactions and Handling - Page 6

The current policy which states:

*'Clients should be encouraged to pay fees by cheque to avoid accumulating cash.'*

is changed to

*'Clients will be advised that Application Fees will be accepted by cheque or money order only to avoid accumulating cash, and signage will be posted at the Front Counter to this effect.' ”*

- Carried unanimously.

4. b) Procedural By-law No. 2017-01

A copy of the Procedural By-law No. 2017-01 was attached to the Board's Meeting Agenda for discussion and review.

The Secretary-Treasurer requested the Board consider a few changes to the By-law, Pages 1, 3, 5, and 12, and discussion resulted in the following motion:

MOTION

It was moved by D. Ham and seconded by K. Noland that Procedural By-law No. 2017-01 be amended and be replaced by By-law No. 2019-01 with the following changes:

“On Page 1, which states:

*'WHEREAS pursuant to Section 55 of the Municipal Act, R.S.O. 1990 Chapter M.45, as amended by the Planning and Municipal Statute Law Amendment Act 1994, every Council and local board shall adopt a PROCEDURE BY-LAW to govern the calling, place, and proceedings of meetings;*

is changed to

*WHEREAS pursuant to Section 238 of the Municipal Act, 2001, c.25, as amended every Municipality and local board shall pass a PROCEDURE BY-LAW to govern the calling, place, and proceedings of meetings;' ”*

4. b) Procedural By-law No. 2017-01 - continued

“On Page 3, the definition which states:

'n) *“Resolution” means a motion that is carried, or defeated and therefore represents the vote and will of the Board;*

is changed to:

'n) *“Resolution” means a motion that is carried or defeated and adopted, and therefore represents the vote and will of the Board;’*

AND

On Page 5, 10. c) shall be changed to 10. d) and an additional policy under 10. c) shall be added:

'c) *the Secretary-Treasurer upon receipt of a written request for a Planning consideration, in consultation with the Chair or Vice Chair;’*

AND

On Page 12 which states:

'9. *In the absence of the Secretary-Treasurer, the Deputy Secretary-Treasurer shall perform the duties of the Secretary-Treasurer. In the event of the absence of both of these people the Board can appoint a person to act in the capacity.'*

is changed to

'9. *In the absence of the Secretary-Treasurer and/or to assist the Secretary-Treasurer, the Deputy Secretary-Treasurer shall perform the duties of the Secretary-Treasurer. In the event of the absence of both of these people the Board can appoint another person to act in the capacity.'*”

- Carried unanimously.

c) Staff Holidays

The Secretary-Treasurer requested support from the Board to permit her to carry over holidays from 2018 to 2019.

MOTION

It was moved by K. Noland and seconded by D. Ham that the Manitoulin Planning Board allow the Secretary-Treasurer to carry over holidays from 2018 to 2019 and that these carry over holidays shall be used before April 30<sup>th</sup>, 2019 - Carried.

d) Inclement Weather

An information sheet on how to handle staff absences and/or lateness due to inclement weather was attached to the Board's Meeting Agenda for discussion. The Secretary-Treasurer explained that staff members would like to address the topic to assist them with clear policies of the employees obligations i.e. office closure, absences or lateness, safety.

Discussion resulted in the general consensus of the Board that the Secretary-Treasurer and the GIS Technician record all time taken for absences or lateness due to Inclement Weather on their time sheets and advice the Chair and Vice Chair of such, and that any time taken will not be required to be recorded as vacation time.

e) Business Case 2018-2019 Funding Agreement

The Secretary-Treasurer reported that an amended Business Case Funding Agreement had been received on March 12<sup>th</sup>, 2019 from the Ministry of Municipal Affairs and Housing (MMAH) to cover partial costs of mapping a Natural Heritage System (NHS) for the Planning Area, and that the Ministry requested a Resolution from the Board in order to execute the funds. She explained that under Section 1 - Definitions of the Procedural By-law 2017-01, when a motion is adopted, it becomes a resolution. She read a motion and requested the adoption of that motion.

MOTION

It was moved by D. Osborne and seconded by D. Ham that the Manitoulin Planning Board does hereby authorize the Chair and the Secretary-Treasurer to sign and execute the Business Case Funding Agreement 2018-2019 for the allocation of \$9,817.00 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 unanimously.

MOTION

It was moved by D. Osborne and seconded by D. Ham that BE IT RESOLVED the motion be adopted as read

- Carried unanimously.

5. Official Plan (OP)

The Secretary-Treasurer reported that hard copies of the OP, approved on October 29, 2018, had been provided to the Board Members at the last Board Meeting, February 26<sup>th</sup>, 2019 and requested the Board's comments of Policy F.4.4.2 - Consents.

She explained that the Planning Board office has been receiving requests for the Board's support for additional severances in addition to three previous severances approved prior to the (new) Official Plan on October 29, 2018. A couple of scenarios were provided to the Board. Past approval were given on the basis that further development would be by Plan of Subdivision and notes on some of the Decisions of Planning Board were:

*'Please note that this Board would not encourage any further severances from the parcels being severed or that being retained unless applied for by means of a plan of subdivision.'* or  
*'Further development by the consent procedure for the subject lands may not be considered.'* or  
*'Further development by the consent procedure will not be considered.'* or  
*'Planning Board considers the maximum development by Consent on the subject lands has been reached.'* or  
*'Further development by the Consent procedure will be discouraged.'*

Official Plan Policy F.4.4.2 states in part:

*'1. A consent should only be considered where a plan of subdivision is deemed to be unnecessary, where the application conforms with the policies of this Plan, is consistent with the provincial Policy Statement, and the Consent will generally not result in the creation of more than three new lots on a lot that existed prior to the date of adoption of this Plan, unless it does not necessitate the creation of a new road, or the extension of municipal services.'*

During consideration of the Policy, the following was discussed:

- The Manitoulin Planning Board (MPB) is the consent granting authority and must decide whether a consent is the best approach or if a plan of subdivision is necessary;
- MPB decisions must conform to policies of the OP, and Provincial Policy Statement 2014;
- a plan of subdivision is costly;
- a plan of subdivision requires additional studies and takes longer;
- how many lots are required by a plan of subdivision to be considered feasible?;
- a plan of subdivision may be considered necessary as further severances could impact the feasibility of development by Plan of Subdivision; and
- where a property is not capable of development for a plan of subdivision, i.e not enough land or shoreline for +3 lots, consent would be a better approach.

The Board requested the Secretary-Treasurer to seek opinions and interpretation of this Official Plan Policy from the Ministry and the Consultant and report back at a future Board Meeting.

6. BUDGET REVIEW

i) Interim Requisitions

The Secretary-Treasurer advised that the interim requisitions have been received from all Municipalities.

ii) Notice of Tariff of Fees

The current Notice of Tariff of Fees, approved on March 28, 2018, was attached to the Board Agenda for review and discussion. The Secretary-Treasurer recommended a few changes to the Notice for the Board's consideration and the following motion resulted.

MOTION

It was moved by E. Russell and seconded by D. Ham that the Notice of Tariff of Fees (2018), be amended as follows:

“ Request for Special Meeting of Planning Board	\$300.00
Make a map/sketch 8½” X 11” or 8½” X 14” (without a Planning Application)	\$20.00
Document Publications	
- Official Plan Text	\$50.00
- Copies of a complete coloured set of Official Plan schedules/maps	\$50.00
- Zoning By-law No. 96-01 Text	\$25.00
- Copy of a coloured Zoning By-law schedule/map (8½” X 11”)	\$ 2.00 ”

- Carried unanimously.

6.     iii)     Comparison of Revenue and Expenditures and 2019 Draft Budget

Jake Diebolt, GIS Technician, provided the Board Members with the following:

- Draft Financial Statements 2018,
- Comparison of Revenue and Expenditures 2015 to 2018 & 2019 Draft Budget,
- Payroll Burden 2018 & projected Payroll Burden 2019,
- funding details based on total (unweighted) assessment vs weighted assessment and 2019 weighted assessment vs unweighted assessment with possible salary increase, and
- Consumer Price Index Chart (CPI).

The draft Financial Statements for 2018, prepared by KPMG Chartered Accountants, were presented by Mr. Diebolt. He explained that the accountants do not consider Harmonized Sales Tax (HST) rebates to be revenue and that their calculations disregard HST, as all of the Board's HST expenses are rebated by the Federal Government. He explained the financial statements, differences between the budget and actual expenses, and the state of the Board's finances at the end of 2018.

All questions and resulting discussion having been dealt with, a request from the Chair for the adoption of the 2018 Financial Statements resulted in the following motion.

MOTION

It was moved by L. Hayden and seconded by I. Anderson that the Financial Statements 2018, as prepared by KPMG Chartered Accounts, be adopted

- Carried unanimously.

The 2019 draft budget had been discussed with the Budget Committee who in accordance with committee appointments for 2019 consists of I. Anderson, K. Noland, and R. Stephens. The Budget Committee had suggested that the Board consider changing the apportionment of municipal requisitions from one based on total (unweighted) assessment to one based on weighted assessment.

The draft budget was presented by Mr. Diebolt. He explained that the 2019 budget was largely unchanged from the 2018 budget, but that the items had been recalculated to exclude the Harmonized Sales Tax (HST) on purchases and to exclude the HST rebates from miscellaneous revenue which was done to align the Board's accounting with best practices that do not count HST rebates as revenue. A slight increase in office rent, payroll burden, and board member mileage was indicated. Some questions were asked regarding changes in some items (e.g. property insurance) and it was explained that these changes were due to adjustments to exclude HST.

A chart comparing the two apportionment methods of municipal requisitions was provided to the Board, for discussion. The Board was in general agreement that the weighted assessment method, which adjusts assessment values to take into account the ability to generate revenue, was a more fair apportionment method.

Mr. Diebolt requested the Chair have the Board go in camera and the Chair requested the Board to go In Camera to discuss matters about identifiable individuals.

MOTION

It was moved by D. Osborne and seconded by D. Ham that the Board go In Camera at 8:40 p.m. to discuss personnel matters about identifiable individuals

- Carried.

There were no decisions or motions made In Camera.

MOTION

It was moved by L. Hayden and seconded by K. Noland that the Board rise from the In Camera session at 8:43 p.m.

- Carried.

It was reported that items were discussed during the In Camera component of the Board Meeting. It was the general consensus of the Board that no additional time was required to review the Draft Budget for 2019 which resulted in the following motion.

MOTION

It was moved by D. Ham and seconded by E. Russell that the 2019 Budget be approved, as presented, in the amount of \$166,577.21 with a 2% increase in salaries and that the Municipal Requisitions be changed to be by the Weighted Assessment Method

- Carried unanimously.

7. OACA CONFERENCE - JUNE 2019 - NORTH YORK, ONTARIO

The Secretary-Treasurer reported that the annual Conference of the Ontario Association of the Committee of Adjustments (OACA), was being held in North York, Ontario, on June 2<sup>nd</sup>, 2019 and she requested the Board's support for her to attend.

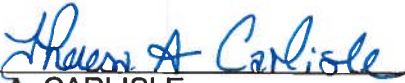
MOTION

It was moved by K. Noland and seconded by D. Head that the Secretary-Treasurer attend the Annual OACA Conference in North York, Ontario in June 2019, if in her opinion the Conference itinerary will be beneficial  
- Carried.

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The time now being 8:50 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by D. Ham.

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R. STEPHENS,  
CHAIR

  
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T. A. CARLISLE,  
SECRETARY-TREASURER