



April 19, 2022

**MINUTES OF SPECIAL MEETING OF THE  
BUDGET COMMITTEE OF PLANNING BOARD**

At a Special Meeting of the Budget Committee of the Manitoulin Planning Board held electronically at the Planning Board Office, Gore Bay, Ontario, on April 14<sup>th</sup> 2022. All Members of the Budget Committee were present:

1. K. Noland
  2. I. Anderson
  3. R. Stephens
- Regrets: L. Hayden, Chair

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

The meeting was called to order at 2:04 P.M. by Vice Chair K. Noland, who welcomed all present.

1. DRAFT FINANCIAL STATEMENTS 2021 FROM KPMG

The Committee reviewed the Draft Financial Statements provided by the accountants at KPMG. J. Diebolt, GIS Technician, pointed out an error in the statements regarding the remaining deferred revenue for the Official Plan, which had been dealt with in 2021. That error had already been identified and the accountant will correct this in the final documents. No further errors or issues were identified by Mr. Diebolt or by the Committee.

2. DRAFT COMPARISON OF REVENUE AND EXPENDITURES 2018-2021 AND DRAFT BUDGET FOR 2022

The Committee reviewed the Draft Comparison of Revenue and Expenditures 2018-2021 and the Draft Budget for 2022 as prepared by J. Diebolt, GIS Technician.

Discussion of the Draft Budget resulted in the following motion,

**MOTION**

It was moved by I. Anderson and seconded by R. Stephens that the Budget Committee recommend the approval of the Draft Budget for 2022 as presented, with a balanced budget and a staff salary increase in line with increases to the cost of living,

-Carried.

### 3. REVIEW OF TARIFF OF FEES

The Committee reviewed the current Tariff of Fees. Discussion of the Tariff of Fees included:

- comparing the Board's fee structure to similar jurisdictions
- possible increase to planning application fees
- instituting a new fee for a request to be heard on planning applications by applicants
- instituting a new fee for nullifying consent certifications
- request staff to research mileage rates due to currently higher fuel prices and report back to the Board

Discussion resulted in the following motion,

#### MOTION

It was moved by R. Stephens and seconded by I. Anderson that the Committee recommends that the Tariff of Fees be updated with a \$125.00 fee for consent nullification, a \$150.00 fee for a request to be heard on planning applications by applicants, and an increase to the required fee for Letters of Conformity from \$100.00 to \$125.00,

-Carried.

### 4. DISPOSITION OF SURPLUS REVENUE FROM 2021

The Committee were informed of the surplus in revenue from 2021 and were presented with several options by staff for the possible use of the surplus. Discussion included:

- Investing the surplus (e.g. cashable GICs)
- using the surplus to pay for outstanding costs of major projects (i.e. the Natural Heritage System and the Zoning By-law number 96-01 Update)
- reducing municipal requisitions
- using the surplus to pay for outstanding costs for the Central Ontario Orthophotography Project (COOP) 2021.

Discussion resulted in the following motion,

#### MOTION

It was moved by R. Stephens and seconded by I. Anderson that the Committee recommend a portion of the surplus be used to pay the outstanding costs of the Natural Heritage System project in the amount of \$5551.00 and the Zoning By-law number 96-01 Update project in the amount of \$7421.00, and that the remainder be used to purchase investment(s).

-Carried.

\*\*\*\*\*

The time now being 3:34 p.m. and all business before the Committee having been dealt with, the Meeting was adjourned on a motion moved by I. Anderson.

\_\_\_\_\_  
 K. NOLAND, VICE CHAIR

  
 \_\_\_\_\_  
 T.A. CARLISLE, SECRETARY-TREASURER