



MANITOULIN PLANNING BOARD

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February 24th, 2025

MINUTES OF SPECIAL MEETING OF THE BUDGET COMMITTEE OF PLANNING BOARD February 21st, 2025

At a Special Meeting of the Budget Committee of the Manitoulin Planning Board held electronically at the Planning Board Office, Gore Bay, Ontario on February 21st, 2025, the following members of the Planning Board Budget Committee were present:

1. K. Noland, Vice Chair
2. B. Barker
3. R. Stephens

Also in attendance for the electronic meeting were:

J. Diebolt, GIS Technician for the Manitoulin Planning Board
T. Carlisle, Secretary-Treasurer for the Manitoulin Planning Board

There were no other interested parties or members of the general public or press in attendance. The Meeting was called to Order at 3:00 PM by Vice Chair K. Noland, who welcomed all in attendance.

1. DRAFT COMPARISON OF REVENUE AND EXPENDITURES 2020-2023 AND DRAFT BUDGET 2024

The Vice Chair announced that consideration would be given to the Draft Comparison of Revenue and Expenditures 2021-2024 and Draft Budget 2025 dated February 14th 2025.

Discussion of the Draft Budget included:

- changes to the draft budget as originally circulated to the committee, due to correcting an error in apportioning salary and payroll expenses for proposed Northern Ontario Heritage Fund Corporation (NOHFC) intern;
- overview of changes in budget items from 2024-2025, including increase to rent, increase to communications due to slightly higher internet bills with Starlink, increase to Geographic Information System (GIS) Implementation costs due to planned transition to ArcGIS Online, higher postage costs due to large increases in postal stamp costs; some lower conference costs due to staff only planning to attend one conference in 2025 instead of two, budget for professional development for staff training;
- whether to use an average estimate of application fee revenue based on an average of the past 5 years, or a high estimate of application fees, which would be approximately 20 additional planning applications above the average; the high estimate may not be realistic; the Board could use an estimate of application fee revenue halfway between the average and high amounts which may be more achievable and reduce municipal requisition increases from 12% to 6%;
- whether reserves should be used to offset increases Municipal requisitions; in the 3 years prior to 2024, surpluses have been used to mitigate cost increases, but the board did not have a surplus in 2024;
- many Municipalities are struggling with substantially increased costs; the Planning Board should try and keep requisitions as low as possible to lower our impact on the municipal budgets.
- should we obtain legal advice regarding the Municipal Act and whether the Board can change to a different auditor to try and reduce the cost of the annual audit for 2025;

Discussion resulted in the following motion,

MOTION

It was moved by R. Stephens and seconded by K. Noland that the Budget Committee recommends approval of the budget as discussed in the amount of \$240,516.15, with total Municipal Requisitions set to \$127,391.37 and total application fees set to \$77,500.00.

-Carried.

The time now being 3:40 p.m. and all business before the Budget Committee having been dealt with, the Meeting was adjourned on a motion moved by K. Noland and seconded by B. Barker.

K. NOLAND, VICE CHAIR

T. A. CARLISLE,
SECRETARY-TREASURER