



MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

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March 26, 2025

MINUTES OF PLANNING BOARD MEETING - March 25, 2025

At a Meeting of the Manitoulin Planning Board held at the Planning Board Office, Gore Bay, Ontario, on Tuesday, March 25th, 2025, the following Members of Planning Board were present:

- | | | | |
|----|-------------|----|-------------|
| 1. | L. Hayden | 5. | R. Stephens |
| 2. | K. Noland | 6. | B. Barker |
| 3. | D. McDowell | 7. | D. Osborne |
| 4. | J. DeForge | | |

Regrets: L. Chappell, D. Head

Also in attendance for the meeting were:

T. Sasvari, Reporter, Manitoulin, Expositor; and
P. and D. McCallum, applicants for Amendment Application File No. 2022-05ZBL-25-002;
J. & T. Bailey, Request to be Heard; and
M. & G. Duncanson, interested parties.

There were no other interested parties or members of the general public or press in attendance. The meeting was called to order at 7:09 p.m., after the Public Meeting, by Chair L. Hayden, 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 held on February 25th, 2025.

There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

He recommended that item 10. - Correspondence - be moved to an In-Camera session at the end of the Meeting, due to the nature of an identifiable individual. There were no concerns with this change, by the Board Members.

The Secretary-Treasurer requested the addition of one item - Northern Ontario Heritage Fund Corporation (NOHFC). There were no concerns with this change, by the Board Members.

The following motion resulted:

MOTION

It was moved by R. Stephens and seconded by D. Osborne that the Order of Business be adopted as amended, with item 10. being moved to item 12. and item 10. being replaced with the Northern Ontario Heritage Fund Corporation,
- Carried unanimously.

2. MINUTES OF PREVIOUS BOARD MEETING - February 25th, 2025

The Chair announced that the Minutes of the Board Meeting held on February 25th, 2025 had been circulated to the Board Members and requested that any errors or omissions be stated.

There was none.

MOTION

It was moved by B. Barker and seconded by J. DeForge that the Minutes be adopted,
- Carried.

BUSINESS ARISING FROM MINUTES OF THE PREVIOUS BOARD MEETING - February 25th, 2025

There was none.

3. VARIABLE EXPENDITURES

There were no questions of the variable expenditures as circulated.

MOTION

It was moved by K. Noland and seconded by J. DeForge that the variable expenditures be accepted as presented,
- Carried.

Board Minutes
March 25th, 2025 - Continued

4. REQUEST TO BE HEARD - PROPOSED CONSENT TO SEVER APPLICATION
Part of Lot 26, Conc. VII - Township of Burpee

The Secretary-Treasurer reported that Mr. and Mrs. Bailey had submitted an application for Consent to Sever to create a new ± 26.7 Hec. (± 66 Acre) lot and retain a ± 12.7 Hec. (± 31.4 Acre) lot containing their hunt camp and sauna. The lot is zoned Agriculture. A Hunt Camp is not a permitted use in the Agriculture Zone. However, a building permit has been issued, No. BM -03-17 on May 11, 2017. The applicants will be required to rezone the proposed retained land from Agriculture Zone to Rural Zone to permit their Hunt Camp and Recreational/Hunting uses in order to conform to the Municipal Zoning By-law.

The Official Plan for the District of Manitoulin, has designated the subject land as a Prime Agriculture Area with Class 1, 2 and 3 soils with the exception of a small Rural Area designation at the southerly portion of the lot with class 6 soils.

The applicants have submitted a 'Request to be Heard' as the Planning Board staff have recommended a smaller retained lot of ± 4.9 Hec. (± 12 Acres) to avoid fragmenting the Class 3 soils and the designated Prime Agriculture Area and to comply with requirements of the Official Plan and the Provincial Planning Statement 2024.

The Ministry of Agriculture and Rural Affairs (OMAFRA) designated Prime Agriculture Areas (for our Official Plan) based on the soil classifications of 1, 2 & 3, obtained from the Canadian Land Inventory. In 2013 the Class 3 soil classification and the designated Prime Agriculture Area was smaller. In 2017 the Class 3 soil classification and the designated Prime Agriculture Area was made larger. Our Official Plan update began in 2012 and was approved by the Ministry of Municipal Affairs and Housing (MMAH) in October 2018 using the mapping from 2013. Our Official Plan mapping was not changed in 2018 to reflect the larger area of Class 3 soils and Prime Agriculture Area (2017).

The applicants have advised that they would like to retain a minimum of 10 Hec. (25 Acres) if possible, for recreational/hunting/forestry uses, which is the minimum required in the Municipal Zoning By-law for the Rural Zone. This would result in a severed lot being ± 29.4 Hec. (72.6 Acres).

The Board is being asked to consider the policies of the Official Plan and the Provincial Planning Statement 2024 and the applicants' request to be Heard. This will assist the Planning Board staff in order to move forward with consideration of the Application for Consent to Sever and the Application for Rezoning from Agriculture Zone to Rural Zone.

J. Bailey, applicant, provided the following letter to the Board, which was read by the Secretary-Treasurer:

' Severance meeting March 25, 2025

Thanks for inviting us to the meeting tonight.

We are here tonight to supply input on the severance application for Lot 26, Conc. 7, Burpee Township.

We are asking for approval to sever ± 26.7 Hec. Prime agriculture land and retain ± 12.7 Ha of medium to poor agricultural land for our personal use (hunting, recreational and forestry, etc.). The 26.7 Ha portion being severed consists of approximately 21.5 Ha cleared and tillable and 5.2 Ha are tree covered and wetland. The portion that is being severed also contains a Bell mobility tower and two outbuildings.

The land we are asking to retain is extremely tree covered, low lying, swampy and not very good soil for the same agriculture that would be taking place on the portion that is being severed. The north end of the proposed retained portion has 15 ft escarpment that would hinder any activity by potential buyers.

Although this portion would be ideal timber operation, it is not large enough for sustain any kind of large operation and would be depleted very quickly. Our family, currently uses the retained portion as recreational property. We have a hunt camp on the southern portion of the lot. I have also purchased a portable saw mill this winter and plan on harvesting trees as one of my hobbies during retirement.

We ask that the portion we are retaining not be decreased from 12.7 Ha as any of this would be useless land if severed with the northern portion.

*Therefore, we feel the retained 12.7 Ha would be better utilized if it were to be retained.
Thank you.'*

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March 25th, 2025 - Continued

Request to be Heard - Continued

Board Member, K. Noland, spoke to the Request and advised that:

- he has personal knowledge of the property in question, as he has rented the property in the past; the north half is tillable land, the south half is swampy with a gravel ridge and flat rock; the wetlands/wet area is only wet in the Spring and Fall, not in the summer months; there is a watering hole above the gravel ridge that would support about eight cattle; an update to the Burpee Zoning By-law may happen in the next couple of months; from municipal discussion, the proposed severance would not be fragmenting great (prime) agricultural land and a zoning amendment would not be required if the zoning for the retained ±12.7 Hec. parcel of land is changed from Agriculture to Rural.

Discussion included:

- policies are trying to keep Prime Agricultural areas to 40 Hec.; the board is all for protecting prime agricultural land; the 2017 soil mapping seems arbitrary; are logging and forestry Agricultural uses?; both the severed and the retained parcels could/would be used for Agricultural uses; no agriculture viability is being lost; local knowledge indicates less prime soils/prime area; would not be compromising prime agriculture area; is fragmenting of the wetland permitted?; the building permit issued in 2017 was issued based on Rural (paper) mapping.

The Secretary-Treasurer clarified that logging and forestry may be considered Agricultural uses; this is permitted in some of the Zoning By-laws; and there are no requirements to keep the wetlands together.

Mr. Bailey spoke to the application and commented that:

- he has recently purchased a portable saw mill for forestry uses; the wetlands are not really wetlands, they are more of a wet areas in the spring and fall only; he understands that the consent to sever application is needed but that the zoning amendment application may not be needed when the Zoning By-law is updated.

The following motion resulted:

MOTION

It was moved by K. Noland and seconded by D. Osborne that in this circumstance the Manitoulin Planning Board supports in principle the application for Consent to Sever as submitted to create a new ±26.7 Hec. lot and retain a ±12.7 Hec. parcel of land for Lot 26, Concession VIII, Township of Burpee,

- Carried Unanimously.

Note: *Mr. Duncanson asked to address the Planning Board. The Board Members had no objection with his request. He asked if the Province had appointed the (new) provincial appointments to the Manitoulin Planning Board yet? Chair, L. Hayden, advised that the Ministry of Municipal Affairs and Housing (MMAH) have not yet appointed the two members, for the Unincorporated Area.*

5. APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO. 2022-05

File No.: 2022-05ZBL-25-002
Applicants: Paul and Dianne McCallum
Location: Part Lot 34, Conc. XII
Lying North of lands described in Instrument No. T-14225 and
Part 7, Plan 31R-218 (Highway Plan P-2293-25)
(Located at #22456 Highway No. 540)
Township of Robinson
District of Manitoulin

Chair L. Hayden had opened the Public Meeting at 7:00 p.m., prior to the regular meeting of Planning Board.

The required Public Meeting was held by the Manitoulin Planning Board on Tuesday, March 25th, 2025 to consider an amendment application to permit four (4) guest cabins placed on the property without permit, to remain within the subject land.

The Secretary-Treasurer presented the Application.

Board Minutes
March 25th, 2025 - Continued

Application for Amendment to Zoning By-law No. 2022-05 - Continued

Zoning By-law No. 2022-05 for the Township of Robinson states:

' 3.0 - Definitions:

GUEST CABIN means a building accessory to a seasonal dwelling, without cooking facilities that is used only for the purposes of sleeping accommodation.'

' 4.1.2 - Guest Cabin:

1. a maximum of one (1) guest cabin is permitted per lot.'

Zoning By-law No. 2022-05 allows for one guest cabin per lot, if it is accessory to a seasonal dwelling. The applicants have advised that they wish to replace the seasonal dwelling with a single detached (year round) dwelling. Therefore, an amendment is required.

The four guest cabins have been located within the property without a zoning conformity permit(s). The applicants are seeking relief to permit the four guest cabins to remain within their property that will become accessory to a year round residential dwelling.

The following covering letter accompanied their amendment application, which the Secretary-Treasurer had read during the Public Meeting:

' Attention: Manitoulin Planning Board

We are seeking relief from Zoning By-law 2022-05, Section 4.1.2, to permit more than one guest cabin on the subject property based on several considerations. With a large family and frequent gatherings of friends and family, we require additional cabins to comfortably accommodate guests while maintaining the privacy and tranquillity of the property. The current guest cabins provide essential accommodation options without compromising the environment, as they preserve open spaces and minimize the overall footprint of buildings.

The development of the existing guest cabins has been reasonable and has not impacted neighbouring properties in any adverse way. They have integrated well with the environment, causing no harm to the surrounding land use or natural landscape. Our property spans 100 acres, a size that comfortably accommodates additional cabins without overcrowding or sacrificing open spaces. These guest cabins allow for effective land use while preserving the property's integrity, aesthetics and natural appeal.'

According to the information provided by the applicants, there is a seasonal dwelling built about 1965, a woodshed and workshop built about 1930, an outhouse and two sheds built about 1970 and four guest cabins built between 1992 and 1998, located within the property. All ten structures were built without permit(s).

The applicants advised on March 25th, 2025 that one of the sheds (shown as shed #B on the circulation sketch) has been removed and that the outhouse will soon be removed.

According to information available the property has been in Family ownership (McCallum) since 1965. The applicants provided a copy of three (3) land transfers. By transfer No. 0080520, P. McCallum became part owner on June 27th, 2008; by land transfer MD16027 P. McCallum became sole owner of the lot on November 16th, 2016; and by land transfer MD16028 on November 16th, 2016 P. and D. McCallum became joint owners of the lot. When the applicants obtained the property in 2016, it was in violation to the Zoning By-law.

The applicants have submitted an application for Zoning Conformity Permit which is pending the decision of Planning Board on the Amendment Application, for the single detached dwelling.

The subject ±38.7 Hec. parcel of land consists of Part of Lot 34, Conc. XII, Township of Robinson, having a frontage of ±401 metres along Highway No. 540, a provincially maintained highway, and an average depth of ±964 metres.

Access is via an existing entrance, #22456 Highway No. 540. The Ontario Ministry of Transportation (MTO) have issued an entrance permit, No. EN-2025-54S-0000005 V1 on February 27th, 2025.

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March 25th, 2025 - Continued

Application for Amendment to Zoning By-law No. 2022-05 - Continued

Mr. Cole, MTO, advised via email on January 7th, 2025 that:

' I have reviewed the attached zoning amendment application and can confirm the subject lot is located within the MTO's permit control area (PCA); therefore, it is subject for review under the Public Transportation and Highway Improvement Act R.S.O. 1990 and will require proper MTO permits. MTO supports the amendment in principle with the following comments to consider:

- I can confirm that the additional guest cabins are located outside the MTO's permit control area; therefore, we have no comments to provide at this time.*
- An MTO building/land use permit will be required for the permanent dwelling construction;*
- An MTO residential entrance permit will be required to formalize access*
- Any future development or change in land use must be subject to MTO review.*

All permit applications can be made online at the following link

<https://www.hcms.mto.gov.on.ca/>

Any questions regarding permitting or setbacks can be directed to Michelle Lavallee, Corridor Management Officer at michelle.lavallee@ontario.ca

*Please don't hesitate to contact me if there are any additional questions or concerns.
Thank you.'*

According to the application servicing consists of a private well and private individual septic system. There is an existing outhouse, which is to be removed. The applicants did not provide a permit or a completion notice for the existing system. The applicants did not have any information regarding the septic system.

The Sudbury District Health Unit have advised that they do not comment on Amendment Applications, regarding the suitability of a septic system.

There are Hydro lines identified along Highway No. 540. Hydro One was circulated for comments and they advised that they have no concerns; they do not have a registered easement and do not require one; Hydro One owns the poles within the MTO road allowance along Highway 540; and that the property owner has an existing Hydro connection.

Fire Protection is available by the Volunteer Fire Department

School Bussing is available.

Garbage Collection is available by the Robinson Local Services Board.

The current Official Plan Designation is Rural Area. Section C.5.1.3 supports limited residential development in the form of single detached dwellings without an amendment to the Official Plan. The land subject to this proposal will remain designated as being within a Rural Area and all Official Plan Policies applicable thereto will continue to apply.

The Current Zoning is Rural (R) Zone. There are no zoning changes proposed. A single detached dwelling is a permitted use in the Rural (R) Zone. However, a guest cabin is not a permitted accessory use to a single detached dwelling. Therefore, the proposed amendment to Zoning By-law No. 2022-05 if approved, will permit uses in addition to those permitted in a Rural (R) Zone, by permitting the use of the four existing guest cabins to remain within the property.

Chapter 1 of the Provincial Planning Statement PPS requires land use decisions made by planning boards to be consistent with the PPS 2024. Section 2.7 - Territory without Municipal Organization states in part:

- ' 1. On rural lands located in territory without municipal organization, the focus of development activity shall be related to the sustainable management or use or resources and resource-based recreational uses (including recreational dwellings not intended as permanent residences).*
- 2. Development shall be appropriate to the infrastructure which is planned or available and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.'*

With approval of this proposed amendment, there does not appear to be any conflict or adverse impacts to policies expressed by the PPS 2024. The proposal is considered consistent with the PPS 2024.

Board Minutes
March 25th, 2025 - Continued

Application for Amendment to Zoning By-law No. 2022-05 - Continued

Notice of Public Meeting was given to the Robinson Local Roads Board (RLRB), The Rainbow and District School Board, Ontario Power Generation, Metis Nation of Ontario, Bell Canada, and all property owners within 120 metres as prescribed by Ontario Regulation 545/06.

The RLRB advised via email on January 15th, 2025:

' As you know, the location of more than one guest cabin on a property is prohibited in the Zoning By-law. The Manitoulin Planning Board (MPB) has indicated that 4 guest cabins have been erected on this property without approval. THE RLRB has no concern with this amendment application requesting the existing 4 guest cabins remain on the property. Our Board commends MPB staff for their efforts to ensure properties within the Township are brought into compliance.

As stated in your email, none of the buildings received Letters of Conformity, and thus, they likely are not assessed or taxed accordingly. The RLRB requests that MPB notify the Municipal Property Assessment Corporation (MPAC) of the total number of buildings located on this property, so that an accurate property assessment can be recorded and accurate taxes be provided to the LRB going forward. Thank you.'

There have been no other comments received as a result of the circulation.

From information available to date, MPAC has acknowledged only two of the existing buildings; a dwelling in 1970 and one shed in 1930.

Discussion among the Board included:

- is a Zoning Conformity Permit required for a 10 ft. X 10 ft. building?; The Municipal Property Assessment Corporation (MPAC) does not assess buildings less than 108 sq. m. in size; in other Municipalities there are definitions for 'guest cabin' and 'guest house', does Zoning By-law 2022-05 have this?; the property has been in family ownership for a long time; the guest cabins were built between 1992 and 1998; the guest cabins are to be used for family and friends; What about the septic system?; the Health Unit should have records of the existing septic system; when it was installed; the size and; if it is large enough for the number of bedrooms for the new build and the four guest cabins.

Mr. and Mrs. McCallum were present during consideration of the application and advised that:

- they had spoken to a neighbour who had a similar situation and an inspector from PHSD come out and inspected their septic system to determine the capacity; they would be willing to have their septic system inspected to ensure it is in working order; they had it pumped last year and were told it was a 1,000 gallon plastic tank in good working order; the outhouse is not used much and is to be removed; there have been no inspections to the buildings that they are aware of; that the guest cabins are small 10 ft. X 10 ft. structures sitting on rock, without foundations or footings with no running water; used for sleeping accommodation for friends and family and some hunting friends; they are looking for the Board's approval so that they can use the guest cabins while they are building their year round home.

The Secretary-Treasurer explained that the Public Health Sudbury & District (PHSD) had advised that they will not conduct site visits for Amendment Applications. However, their new 2025 Fee Schedule indicates that they will and there is a new director at the Board. She will be following up to see if they will reconsider.

Chair Hayden asked the Secretary-Treasurer to explain the options available to the Board in consideration of the septic information.

She advised that the Planning Board had two options:

1. Could defer their Decision on the Amendment Application, pending an inspection report from the PHSD; or
2. Could approve the Amendment Application but not issue the Zoning Conformity Permit for the new dwelling, until a favourable inspection report has been received from the PHSD.

The general consensus of the Board was that in this particular case, they should approve the Amendment as requested. However, if additional inquiries should come forward from other property owners for an increase in the number of guest cabins per lot, those applications would be considered on their own merits.

Board Minutes
March 25th, 2025 - Continued

Application for Amendment to Zoning By-law No. 2022-05 - By-law No. 2025-002 - Continued

The Secretary-Treasurer then read the following By-law for the Board's consideration.

BY-LAW NO. 2025-002

Being a By-law of the Manitoulin Planning Board to amend Zoning By-law No. 2022-05 the comprehensive Zoning By-law for the Townships of Robinson and Dawson.

Whereas the Manitoulin Planning Board has been granted the authority by Ontario Regulation 159/96 deeming Ontario Regulation 672/81, a Minister's Zoning Order, to be and to always have been a By-law of the Manitoulin Planning Board under Section 34 of the Planning Act.

And Whereas the Manitoulin Planning Board has ensured that adequate information has been made available to the public and has held at least one (1) public meeting after due notice for the purpose of informing the public of this By-law.

And Whereas the Manitoulin Planning Board deems it desirable to amend Zoning By-law No. 2022-05, as amended.

Now Therefore, the Manitoulin Planning Board enacts the following:

- (1) Section 14.0 - Rural (R) Zone - is hereby amended to add the following Sub Section R-26:

Despite requirements of the Zoning By-law No. 2022-05 under Sections 14.0 Rural (R) Zone and Section 4.1.2 - Guest Cabins - permits the four existing guest cabins, accessory to a single detached (year round) dwelling, to remain as located on the attached Schedule 'A' to this By-law within land described under Subsection (2);

- (2) Subsection (1) applies to that parcel of land in the geographic Township of Robinson, described as Part of Lot 34, Conc. XII, Lying North of land described in Instrument T-14225 and Part 7, Plan 31R-218 (Highway Plan P-2293-25), located at #22456 Highway No. 540, in the District of Manitoulin, as registered in the Land Registry Office for the Registry Division of Manitoulin (31).
- (3) All other permitted uses and provisions of Zoning By-law No. 2022-05 which apply to the Rural (R) Zone, shall continue to apply to the lands as described previously under Subsection (2) of this By-law.
- (4) That it is hereby certified that this amending By-law is in conformity with the Official Plan for the District of Manitoulin.
- (5) Schedule "A" hereto attached shall be considered to be part of this By-law.
- (6) This By-law shall come into force and take effect on the date of its final reading subject to the expiration of the 20 day appeal period, provided in Section 34(19) of the Planning Act and subject to the approval of the Ontario Land Tribunal (OLT) where objections to this By-law are filed with the Secretary-Treasurer of the Manitoulin Planning Board.

The following motion resulted:

MOTION

It was moved by B. Barker and seconded by K. Noland that By-law No. 2025-002 be approved, as read, and that the Zoning Conformity Permit Application be placed on Hold, until the existing septic system has been inspected and confirmation has been received that it will accommodate the year round dwelling and the four guest cabins,

- Carried Unanimously.'

6. FINE FEE SCHEDULE

The Secretary-Treasurer reported that she had submitted the Fine Fee Schedule to the Ministry of the Attorney General (MAG) for approval on February 11th, 2025. She was advised by the Ministry, via email on March 3rd, 2025 that after they reviewed their requirements and consulted with two planners at the Ministry of Municipal Affairs and Housing (MMAH) the set fines would not be appropriate for Zoning By-law No. 2022-05 for the Unincorporated Townships of Robinson and Dawson. It is the MAG's opinion that Zoning By-law No. 2022-05, is not a municipal Zoning By-law and our Fine Fee Schedule are not set fines within the Regional Senior Justice. According to the MAG there is another way to lay a fine known as 'Laying an Information'.

Staff Member, J. Diebolt, has began investigating the issuance of fines under the Provincial Offences Act. There would be costs involved e.g. consulting a prosecutor to prepare a case, prosecution costs or shared prosecutor costs with the Town of Gore Bay, and court costs. It is not clear at this point if the proceeds of the fine would go to the Province or to the Planning Board.

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Discussion among the Board included:

- The Municipality of Central Manitoulin uses a system called the Administrative Monetary Penalty System (AMPS) and it seems to be working well; The Township of Billings looked into the AMPS system, which handles By-law contraventions by the Municipality not the Courts, but if appealable may end up in the Ontario court; is there a difference between a fine and a penalty?; the set Fine Fee Schedule was proposed to apply a fee of \$500.00 for each outstanding contravention/violation to Zoning By-law No. 2022-05; could apply this fine to the Zoning Conformity Permit Fee - 'after Construction'; would the higher fee make people less likely to pay resulting in more fines being given?; can liens be registered on property with the Land Titles System?

The general consensus of the Board was that more information is required. J. Diebolt is to conduct more research regarding putting liens of properties in violation, the AMPS system, and the laying a fine process, costs, timing, etc. under the Provincial Offences Act and report back to the Board at the next Planning Board Meeting.

The following motion resulted:

MOTION

It was moved by D. Osborne and seconded by K. Noland that the Tariff of Fees for Zoning Conformity Applications for '*building after construction*' be increased from \$610.00 to \$1110.00 to include the proposed fee/penalty of the (DRAFT) Fine Fee Schedule of \$500.00,

- Carried Unanimously.

7. MUNICIPAL 2025 INTERIM REQUISITIONS

The Secretary-Treasurer reported that all interim requisitions have been received with the exception of the Township of Billings. She has been advised that they will be issuing a payment later this week.

8. NATURAL HERITAGE SYSTEM STRATEGY (NHSS)

The Secretary-Treasurer informed the Board that she is still waiting on resolutions from two Municipalities in regard to their support of or not of the NHSS.

9. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The Secretary-Treasurer informed the Board that a rebate in the amount of \$2,734.19 has been approved for 2025 from WSIB due to our safety record with no claims being submitted.

10. THE NORTHERN ONTARIO HERITAGE FUND CORPORATION (NOHFC)

The Secretary-Treasurer reported that the NOHFC has confirmed that our application for the internship funding is potentially eligible and will be proceeding for further evaluation and possible approval. We have drafted an advertisement for the position, subject to the funding, and have consulted with staff at NOHFC to ensure the advertisement meets their requirements for funding. A list is being compiled and the advertisement is to be placed soon. If all goes well interviews may be considered by the end of May 2025.

11. DRAFT 2025 FINANCIAL STATEMENTS

The Secretary-Treasurer reported that the draft 2025 Financial Statements (FS) had been received from KPMG on March 18th, 2025 and had been attached to the Board Agenda.

Staff Member, J. Diebolt presented the draft 2025 Financial Statements (FS) and advised that there are a few items to note where the draft Financial Statements differ from the Budget due to accruals or apportionment:

-The Office Expenses include all of the expenditures from: Communications, Postage, Copying and Supplies, Books and Publications, Advertising, Equipment, less an accrued amount for pre-paid expenses of \$1174.00 that were paid in 2024 but are apportioned to 2025;

-The Business and Professional fees include the Auditor's fee (\$9426.00), work done on our website (\$500.00), OnLand fees for deeds and transfers (\$75.00), and an accrual amount for work done for the 2025 audit in 2024 (\$650.00);

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Draft 2025 Financial Statements - Continued

- The Salaries and Benefits includes accruals for days worked in 2024 and paid in 2025, and for net increase in total unused vacation days (8 days) at the end of 2024, for a net difference of \$2053.00 (\$1302.00 for vacation accrual and \$751.00 for Payroll accrual);
- Amortization was slightly higher than budgeted – this is calculated at end of year based on equipment and leasehold depreciation, we include a \$1000.00 placeholder value in the budget as it is usually around that amount.
- The auditor accounts for accumulated surplus from prior years that are applied to the current year budget as a deficit, with a note later in the Statements regarding the use of the surplus. Our budget shows the surplus under 'revenue' so it is clear we are using our surplus to present a balanced budget for the municipalities.

Board Member, R. Stephens, commented that \$50,000.00 has been lost over the past two years (cash on hand-not investments) but that the accumulated surplus (financial assets) has been reduced by \$30,000.00.

All questions and resulting discussion having been dealt with, the following motions resulted:

MOTION

It was moved by R. Stephens and seconded by D. Osborne that the Manitoulin Planning Board accept, approve, and adopt the (draft) 2024 Financial Statements, prepared by KPMG, LLP, as presented by staff member, J. Diebolt, with no changes from the draft version to the final version,
- Carried Unanimously.

MOTION

It was moved by K. Noland and seconded by J. DeForge that J. Diebolt, staff member, be authorized to sign the Management Letter as required by KPMG, LLP for the 2024 Financial Statements on behalf of the Manitoulin Planning Board,
- Carried Unanimously.

Note: A copy of the final version of the Financial Statements (2023) prepared by KPMG, LLP, may be obtained with a written request to the Secretary-Treasurer of the Manitoulin Planning Board.

12. CLOSED IN CAMERA SESSION

Chair L. Hayden requested an In-Camera session to review the previous in camera meeting minutes and to discuss matters about identifiable individuals.

MOTION

It was moved by J. DeForge and seconded by D. Osborne that the Board go In Camera at 8:40 p.m. to review the in camera meeting minutes of previous In-Camera Minutes and to discuss matters about identifiable individuals.
- Carried Unanimously.

It was reported that items were discussed during the In Camera session component of the Board Meeting and motions had resulted while in camera.

MOTION

It was moved by B. Barker seconded by R. Stephens that the Board rise from the In Camera session at 9:03 p.m.
- Carried Unanimously.

Planning Board staff are directed to proceed as per the two motions made during the In Camera Session.

Note: Chair Hayden informed the Board that the 35 lot Plan of Subdivision, (File No. SUB2022-001) Township of Barrie Island, has lapsed as of March 22nd, 2025; the conditions, including the Subdivision Agreement between the Municipality and the proponent were not fulfilled within the three year time frame.

The time now being 9:03 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by B. Barker and seconded by D. McDowell,
- Carried Unanimously.

L. HAYDEN, CHAIR


T.A. CARLISLE
SECRETARY-TREASURER