



March 24th, 2026

**MINUTES OF SPECIAL MEETING OF THE  
BUDGET COMMITTEE OF PLANNING BOARD**  
**March 23<sup>rd</sup>, 2026**

At a Special Meeting of the Budget Committee of the Manitoulin Planning Board held electronically via Zoom at the Planning Board Office, Gore Bay, Ontario on March 23<sup>rd</sup>, 2026, at 4:00 P.M. the following members of the Planning Board Budget Committee were present:

1. K. Noland
2. B. Barker
3. R. Stephens

Also in attendance for the electronic meeting were:

- J. Diebolt, GIS Technician for the Manitoulin Planning Board and
- 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 4:00 PM by Chair K. Noland, who welcomed all in attendance.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

**MOTION**

It was moved by B. Barker and seconded by R. Stephens that the Order of Business be adopted,  
-Carried

2. DRAFT BUDGET 2026 – DRAFT COMPARISON OF REVENUE AND EXPENDITURES  
2022-2025

The Chair announced that consideration would be given to the Draft Comparison of Revenue and Expenditures 2022-2025 and Draft Budget 2026 dated March 18<sup>th</sup> 2026.

Discussion of the Draft Budget included:

- whether the amounts set aside for Honourariums and Mileage were sufficient to accommodate the new board members for the unincorporated area and Cockburn Island - Calculations for these items were done assuming full attendance/mileage for 9 meetings for all 10 Board members in attendance, plus the Budget Committee meeting.
- Salaries and increase in Cost of Living – calculation of Consumer Price Index (CPI) year-over-year is 2.03% - staff salaries should be increased to account for the cost of living increase; plus a modest 1% increase, for a total 3% increase seems reasonable; however this would result in an approximately 9% increase to requisitions
- Fees could/should be raised by \$20.00 each to mitigate increases to municipal requisitions
- The proposed plotter (large format printer) replacement would be for a 36 inch wide unit to replace a 44 inch wide unit – the smaller size would be considered adequate for the Board's needs. The anticipated cost of the plotter (\$4800) should be drawn from the reserves rather than via requisition to mitigate impacts to the municipal requisitions
- the increase in salaries, increase in the Tariff of Fees and the transfer from reserves for the plotter would result in projected increase to municipal requisitions of +/-5%.

**NOTE**

The meeting was briefly suspended at 4:40 P.M. to allow for the opening of a new electronic meeting session, and resumed at 4:41 P.M.

MINUTES OF SPECIAL MEETING OF THE BUDGET COMMITTEE OF PLANNING BOARD  
– March 23<sup>rd</sup> 2026 -Continued

Discussion resulted in the following motion,

MOTION

It was moved by R. Stephens and seconded by B. Barker that the Budget Committee will recommend approval of the 2026 Budget to the Planning Board at the Regular Meeting on Tuesday, March 24<sup>th</sup> 2026 at 7:00 P.M., with the changes as discussed, including:

1. An increase in both staff members' salaries of 3%;
2. A transfer from the Planning Board's reserves in the amount of +/- \$4800.00 to cover the anticipated cost of the new plotter;
3. A \$20.00 increase to each item in the Tariff of Fees, with the exception of mileage costs for staff members.

-Carried.

3. DRAFT FINANCIAL STATEMENTS FOR THE FISCAL YEAR 2025, AS PROVIDED BY KPMG

The Chair announced that consideration would be given to the Draft Financial Statements for the Fiscal Year 2025 as prepared by KPMG. An updated version of the Statements had been provided by KPMG on March 23<sup>rd</sup> to the Planning Board Office, to include adjustments to Interest and Other Revenue to account for HST receivables mistakenly included in the prior year as miscellaneous revenue.

Discussion of the Draft Financial Statements (FS) included:

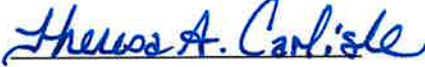
- Concern regarding the difference in cash between end of year 2024 and 2025;
- Questions regarding internally restricted reserves in the Statements and whether these were cashable; reserves are in cashable GICs and are accessible when needed, but need signature from two signing authorities
- Changes regarding the HST rebate receivable for the FS received March 23<sup>rd</sup> 2026 – prior year HST rebate was mistakenly recorded as miscellaneous revenue – March 23<sup>rd</sup>, 2026 FS show an adjustment of -\$3914.00 applied to Interest and Other Revenue to account for this. According to KPMG, there are outstanding HST receivables in the amount of approximately \$2000.00 for 2025.

It was the general consensus of the Budget Committee that the Financial Statements only be approved when the outstanding HST receivable and any other adjustments are accounted for.

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The time now being 5:07 p.m. and all business before the Budget Committee having been dealt with, the Meeting was adjourned on a motion moved by R. Stephens and seconded by B. Barker.

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K. NOLAND, CHAIR

  
T. A. CARLISLE,  
SECRETARY-TREASURER