



March 25, 2026

MINUTES OF PLANNING BOARD MEETING - March 24th, 2026

A Meeting of the Manitoulin Planning Board was held at the Planning Board Office, Gore Bay, Ontario, on Tuesday, March 24th, 2026 at 7:00 p.m.

The following Members of the Planning Board were present:

- | | | | |
|----|-------------|----|--------------|
| 1. | K. Noland | 5. | D. McDowell |
| 2. | L. Hayden | 6. | J. DeForge |
| 3. | D. Osborne | 7. | I. Anderson |
| 4. | R. Stephens | 8. | J. Van Every |

Regrets: D. Head, B. Barker, and L. Chappell

Also present during the meeting was::

T. Sasvari, Reporter for the Manitoulin Expositor.

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

The Meeting was called to Order at 7:03 P.M. by Chair K. Noland, who welcomed all present, including J. Van Every the new appointed representative for the Unincorporated Townships of Robinson and Dawson and I. Anderson, the appointed alternate Board Member for Cockburn Island.

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 January 27th, 2026.

There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the Order of Business.

The Secretary-Treasurer requested an additional item of 'ArcGIS Online'. She recommended that the current agenda item 13. of 'In Camera', become 'ArcGIS Online' and having the 'In Camera' becoming agenda item 14.

MOTION

It was moved by L. Hayden and seconded by D. Osborne that the Order of Business be adopted, as amended,
- Carried.

2. MINUTES OF PREVIOUS BOARD MEETING - January 27th, 2026.

The Chair announced that the Minutes of the Board Meeting held on January 27th, 2026 had been circulated to the Board Members and requested that any errors or omissions be stated.

There were no other errors or omissions stated.

MOTION

It was moved by J. DeForge and seconded by R. Stephens that the Minutes of January 27th, 2026 be adopted,
- Carried.

BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING
- January 27th, 2026

There was none.

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3. VARIABLE EXPENDITURES

Board Member, L. Hayden, asked if the auditor cost from KPMG should be included as a variable expense, as it was a budgeted item. The general consensus of the Board was that they would like to see it included as the amount varies from year to year.

There were no other questions of the variable expenditures as circulated.

MOTION

It was moved by I. Anderson and seconded by D. McDowell that the variable expenditures be accepted as presented,
- Carried.

4. PRESENTATION OF APPLICATIONS FOR CONSENT TO SEVER

The Chair announced that the applications for consent to sever would now be heard.

Note: For the sake of continuity the details and decisions of the presentations will be recorded in the usual fashion toward the end of the Minutes.

5. VIOLATION REPORT - FOR THE UNINCORPORATED TOWNSHIPS OF ROBINSON AND DAWSON

The Secretary-Treasurer reported that the placement of travel trailers (Rvs) and portable storage containers is becoming a big issue in the Unincorporated Townships of Robinson and Dawson. Some are being placed within properties without permits. She informed the Board that there are currently three (3) outstanding violations to Zoning By-law No. 2022-05. The three violations involve travel trailers (Rvs) and have been ongoing for more than ninety (90) days and no reply has been received in response to letters written advising of the non-conformity to the By-law and the request for the land owners to contact the Manitoulin Planning Board Office within ninety (90) days. The three land owners have been advised in writing that a fine may be layed. One violation may be resolved with a phone call; one violation requires a site inspection of the property when the snow melts, to confirm the possible violation; and the request to reply back within 90 days, does not come due until April 16th, 2026 for the 3rd violation.

According to the Ministry of Municipal Affairs and Housing (MMAH), the Planning Board does not have the authority to use a 'Fine Fee Schedule' or the authority to pose a fine under a set 'Fine Fee Schedule'. However, the Planning Board can proceed with a 'Laying an Information' under Part III the Provincial Offences Act. Staff Member, J. Diebolt, explained the process involved of the Laying of a Fine.

The general consensus of the Board was that holding a meeting in the Unincorporated Townships should be had to address the ongoing issues with travel trailers (RVs) and portable storage containers which are becoming a big issue.

Discussion among the Board Members included:

-costs may exceed any fine laid; how much time has been given with site visits and follow-ups; a spread sheet should be prepared for each violation documenting the time taken on each file; it may be best to move forward with all three fines at once to minimize prosecution costs; Planning Board cannot pass Bylaws under the Municipal Act to address travel trailer (RV) violations via a permit system as is done in other municipalities; if no responses has been received from the three landowners, laying fines may be necessary in order to follow through with violation letters; trailers left on a property for extended periods may not be mechanically able to be removed; there may be more trailer violations in remote areas that are not found.

The following motion resulted:

MOTION

It was moved by I. Anderson and seconded by D. Osborne that Planning Board Staff proceed with the 'Laying of Information' process as per the Provincial Offences Act, for the three violations of non-conformity to Zoning By-law No. 2022-05 for the Unincorporated Townships of Robinson and Dawson, if by April 16th, 2026 the violations are still outstanding,
- Carried Unanimously.

Staff Members were asked to investigate if a Chief Building Official could be hired by the Ministry of Municipal Affairs and Housing (MMAH) or by the Manitoulin Planning Board to enforce Zoning By-Law No. 2022-05. Staff are to report back to the Board.

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6. MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING (MMAH)
- PROVINCIAL GRANT FOR THE UNINCORPORATED TOWNSHIPS OF
ROBINSON AND DAWSON

- i) The Secretary-Treasurer reported that the Administration Grant for the period 2025-2026 in the amount of \$16,073.00 for the Unincorporated Townships had been received from the Ontario Ministry of Municipal Affairs and Housing (MMAH) on March 4th, 2026.
- ii) The Secretary-Treasurer had been directed by a motion of the Board at the January 27th, 2026 Planning Board Meeting to write a letter to Bill Rosenberg, MPP, advising that due to the lack of Business Case Funding received from the Ontario Ministry of Municipal Affairs and Housing (MMAH) it had resulted in a cash flow problem, and to ask if he could look into the matter on behalf of the Planning Board. A letter signed by Chair Noland had previously been sent to Mr. Rosenberg. No reply has been received to that letter.

Chair Noland informed the Board Members that he had drafted another letter and would like to send it to Bill Rosenberg, MPP, requesting his assistance to try and obtain an increase in the Provincial Grant, which has not increased in seventeen (17) years. With the increase in inflation and the increase in the municipal requisitions over the past seventeen (17) years, this should be done.

Discussion among the Board included:

- if the Provincial Grant is not increased, the Planning Board may need to consider discontinuing the enforcement of the Unincorporated Area; no enforcement would decrease assessments; no enforcement could/would have negative outcomes; no enforcement would not be in good planning.

The general consensus of the Board was for the letter to be sent to Mr. Rosenberg, MPP, requesting assistance with an increased Provincial Grant amount.

7. MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING (MMAH)
- SPECIAL BUSINESS CASE FUNDING 2024-2025

The Secretary-Treasurer reported that Gabriel Nimoh, Assistant Planner, Ministry of Municipal Affairs and Housing (MMAH) advised via email on March 20th, 2026 that:

' Hello Theresa,

Thank you for following up on this inquiry, and I'm glad to hear that you have received the Planning Administration Grant.

You are correct — the Special Business Case Funding application for 2024–2025 was not successful, and I regret to confirm that the Board will not be receiving funding for that period.

I hope this clarification helps. Please see the attached for your reference. Thank you.'

She noted that the letter attached to his email, dated December 19th, 2025, had not been received as the Ministry had sent it to her old email.

8. NATURAL HERITAGE SYSTEM STRATEGY (NHSS)

The Secretary-Treasurer advised the Board that she had telephone conversations and email correspondences with Z. Seifpour and Briget Schulte-Hostedde from the Ministry of Municipal Affairs and Housing (MMAH) about their letter of December 22nd, 2025 which had been sent to the Planning Board and the member municipalities and which had been discussed at the previous Planning Board Meeting held on January 27th, 2026.

The Ministry had advised her that they would put together a letter to the Planning Board and the member municipalities with 'next steps' and the process requirements under the Planning Act. They had also suggested a meeting with all parties involved.

The Secretary-Treasurer explained that the municipalities had adopted the original Natural Heritage System Strategy (NHSS) prepared by the Manitoulin Planning Board back in 2023. They did not adopt the amended (red-line) version prepared by MMAH in November 2025. It appears that the process will need to start over and follow the requirements of the Planning Act and as per instructions provided by MMAH, to re-adopt the original NHSS.

The Secretary-Treasurer is waiting on a response from one municipality before preparing a response to the Ministry's letter. She will provide additional information and more details at the next Planning Board Meeting.

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9. DRAFT 2025 FINANCIAL STATEMENTS

Staff member, J. Diebolt, presented the draft Financial Statements (FS) for the year ending December 2025 provided by KPMG on March 23rd, 2026, which had been updated from March 18th, 2026 to correct an issue with Accounts Receivable for the years of 2024 and 2025, due to an outstanding amount for the Harmonized Sales Tax (HST) rebate. A portion in the amount of \$3914.00 had been mistakenly included as Miscellaneous Revenue for 2024 and had resulted in an adjustment to the Interest and Other Revenue for 2025 to resolve this. After the adjustment, there remains an outstanding amount of ±\$3700.00 in HST Receivables that needs to be accounted for. (He had reported an outstanding amount of \$2000.00 to the Budget Committee on March 23rd, 2026 in error.) It was suggested by KPMG that the outstanding amount could be left as a Receivable and then resolved in 2026 with the necessary adjustment.

KPMG and the Planning Board Staff had not yet been able to fully account for the Receivable amount and KPMG had not yet been able to provide additional details on the source(s) of the amount and a recommendation for an adjustment(s).

The general consensus of the Board was that KPMG should be providing any adjustments recommendations to the Planning Board and that the staff should not be spending the time finding the discrepancy and a solution.

The following motion resulted:

MOTION

It was moved by R. Stephens and seconded by D. Osborne that the Financial Statements prepared by KPMG, dated March 23rd, 2026, not be accepted until the all outstanding issues have been explained and resolved,
- Carried Unanimously.

10. BUDGET COMMITTEE MEETING - HELD ON MARCH 23rd, 2026

The Secretary-Treasure provided a copy of the Minutes of the Special Budget Committee held on March 23rd, 2026 and read the following motion that had resulted from the meeting:

' RESULTING 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 24th, 2026 at 7:00 p.m., with the changes as discussed, including:

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

The Secretary-Treasurer requested a motion to adopt the Minutes of the Special Budget Committee Meeting of March 23rd, 2026.

Discussion resulted in the following motion:

MOTION

It was moved by R. Stephens and seconded by K. Noland that the Minutes of the Special Budget Committee Meeting held on Monday, March 23rd, 2026 be adopted,
- Carried.

11. TARIFF OF FEES

The Secretary-Treasurer provided a copy of the current Tariff of Fees. She reported that, as recommended by the Budget Committee at the March 23rd, 2025 Special Budget Committee Meeting, the Tariff of Fees is to be updated to reflect an increase of \$20.00 for each of the current fees, with the exception of the mileage allowance which will remain the same.

The Board Members were in agreement to increase some fees more than \$20.00 to assist with lower municipal requisitions.

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Discussion resulted in the following motion:

MOTION

It was moved by L. Hayden and seconded by D. McDowell that the Planning Board will implement a \$20.00 increase to the current Tariff of Fees as recommended by the Budget Committee, with the exception of the staff mileage allowance and NSF cheque fee to remain the same; the copy fee for coloured zoning maps/schedules to increase by \$5.00; and the application fees for Consents, Amendments and each Subdivision lot to be increased by \$45.00 to off-set the required increase to municipal requisitions and to assist with the rising costs of the operation of the Manitoulin Planning Board,

- Carried unanimously.

A revised Tariff of Fees as listed below and will be posted on the Manitoulin Planning Board website, effective March 24th, 2026.

NOTICE OF TARIFF OF FEES

Planning Board has established the following Tariff of Fees effective **March 24th, 2026** within the Manitoulin Planning Area in accordance with Sec. 69(1) of the Planning Act R.S.O. 1990 C.P. 13 (as amended).

Applications for:

| | |
|--|--------------------------|
| Consent to Sever, per parcel/application | \$925.00 |
| Amendment to Conditions, per parcel/application | \$450.00 |
| Certification of Land Transfer/Deed | \$170.00 |
| Certification Cancellation | \$170.00 |
| Plan of Subdivision/Condominium | \$1670.00 |
| Plus Each lot/unit | \$925.00 |
| -Request to Extend Draft Approval | \$385.00 |
| -Approval for Second and each subsequent phase | \$720.00 |
| Amendment to the Official Plan | |
| -Municipalities | |
| -Residential, Rural, Open Space, etc. | \$1670.00 |
| -Commercial, Industrial, Institutional, etc. | \$2455.00 |
| -Unincorporated Townships | |
| -Residential, Rural, Open Space, etc. | \$1905.00 |
| -Commercial, Industrial, Institutional, etc. | \$2755.00 |
| Amendment to the Zoning By-Laws | |
| -Residential, Rural, Open Space, etc. | \$925.00 |
| -Commercial, Industrial, Institutional, etc. | \$1140.00 |
| -Removal of Holding Symbol | \$170.00 |
| Deeming By-Law | \$900.00 |
| Recirculation – per parcel/application | |
| -Consents, Subdivisions/Condominiums, Official Plan & Zoning Amendments | \$450.00 |
| Letters of Conformity to By-Law 2022-05 – before construction | \$170.00 |
| Letters of Conformity to By-Law 2022-05 – after construction | \$1130.00 |
| -Plus Site Inspection Costs (if required) | \$0.61/km. |
| -Staff Site Inspections | \$0.81/km. |
| Validation of Title | \$900.00 |
| Power of Sale | \$900.00 |
| Any Application Considered | } Cost as Invoiced in |
| To Require Notice in Newspaper | } Addition to Above Fees |
| Request to be Heard/For Consideration | \$205.00 |
| Letters – Response to Planning Inquiries i.e. Interpretation/Opinions, Official Plan and Zoning By-laws, Outstanding Work Orders, etc. | \$110.00 |
| NSF Cheques | \$65.00 |
| Request for Special Meeting of Planning Board | \$385.00 |
| Geographic Information System Data (minimum 1 hr.) | \$82.50/hr. |
| Make a Map/Sketch 8.5" X 11" (without Planning Application) | \$40.00 |
| Document Publications | |
| -Official Plan Text | \$120.00 |
| -Copies of a complete set of coloured Official Plan schedules/maps | \$70.00 |
| -Zoning By-law No. 2022-05 Text and mappings | \$70.00 |
| -Copy of a coloured Zoning By-law schedule/map (8.5" X 11") | \$10.00 |

Note: All fees are plus costs, expenses incurred from advertising, travel, etc. as required.

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12. DRAFT 2026 BUDGET

The Draft 2026 Budget together with ten (10) notes of explanation were provided to the Board Members and will be attached to the Minutes of the Meeting.

Staff member, J. Diebolt, presented the draft 2026 budget and provided an explanation of the ten (10) notes, as indicated within the Budget, as follows:

- Note 1: Represents a 4.0% increase to the 2026 municipal requisitions.
- Note 2: Calculated average of previous for (4) years, with an increase of \$20.00 to application fees (representing approximately a 2% increase).
- Note 3: Funding amount is 90% of wages for the Geographic Information System (GIS) Intern up to \$35000.00 and 90% of payroll burden to the Board.
- Note 4: Calculated with eight (8) meetings with full ten (10) board member attendance plus the January meeting of the actual attendance of eight (8) board members and one (1) budget committee meeting.
- Note 5: Calculated with eight (8) meetings with full mileage honorarium plus January actual mileage honorarium for eight (8) board members
- Note 6: Includes 15% increase in paper costs and 8% increase in copy costs based on past purchases of paper and calculated increases.
- Note 7: Includes the newest edition of the book titled 'Subdivision Control Law in Ontario' Planning Board website hosting, and weekly newspaper subscription for the Manitoulin Expositor
- Note 8: Includes the cost of new ten (10) pack of USB drives, a one TB hard drive for data back ups, a Fire Safe for onsite data backups (+/- \$300.00), and an estimated cost for a 36 inch Plotter replacement (±\$4800.00). The cost of the plotter is to be offset by taking funds from the Planning Board reserves.
- Note 9: Cost of the 'Primer on Planning' course for the Geographic Information System (GIS) Intern.
- Note 10: Calculated amortization of assets and leasehold improvements based on the 2025 values.

Discussion resulted in the following motion:

MOTION

It was moved by I. Anderson and seconded by J. Van Every that the that the Planning Board approves the 2026 Budget as reviewed and recommended by the Budget Committee, in the amount of \$263,119.30,

- Carried Unanimously.

13. TRANSITION FROM ARCREADER TO ARCGIS ONLINE

The Secretary-Treasurer advised that the Planning Board staff have been working on a transition away from the ArcReader (mapping) program towards ArcGIS Online (mapping) program for the delivery of Geographic Information Systems (GIS) data to our member municipalities. The ArcReader software that is used for viewing the GIS data is no longer being supported by ESRI Canada and has become out of date.

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The following summary was provided:

ArcGIS Online is a web-based GIS program that is accessed through a web browser; no software is required to be installed on any computer accessing it, and no data needs to be stored locally. The GIS data is hosted online by ESRI Canada, with hosting costs covered by the Planning Board's ArcGIS Pro and ArcGIS Online licenses. Users can view maps prepared by Manitoulin Planning Board staff, and access the underlying database for information. Every user account for ArcGIS Online requires a paid license from ESRI Canada to access ArcGIS Online. There are different license types that allow viewing, editing or creating data. The Viewer license level is closest to ArcReader in capability, and allows viewing data and adding text and sketches to existing maps. ArcGIS Online maps are created and updated by a user with ArcGIS Pro. The Planning Board office has a license to install of ArcGIS Pro and has been testing ArcGIS Online with the maps created.

She further advised that it is anticipated that by the end of April 2026 the ArcGIS online mapping is to be provided to the eight (8) member municipalities as a replacement for ArcReader. Each of the municipalities have been contacted and they have advised the number of viewers they wish to have and the costs will be reflected as per the number of viewers requested by each municipality (250.00 for each viewer). They were all in agreement that the costs would be separate and not included with municipal requisitions.

Board Member, J. Van Every asked if the Robinson and Dawson Local Roads Board and Local Services Boards could be included as a viewer.

Staff member, J. Diebolt, is to look into to this request.

14. IN CAMERA SESSION

All Board Members were in agreement that the In Camera session was not required to discuss identifiable individuals.

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Application File No.: B03-26 No. of Members Present: 8
Date of Decision: March 24, 2026

Location of Property: Part Lot 24, Conc. 1, surveyed as Part 2, Plan 31R-2238 excepting Part 1, Plan 31R-2315, (also excepting Part 1, Plan 31R-2238 which was re-surveyed as Part 2, Plan 31R-2315), Township of Mills, Municipality of Burpee-Mills, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Dennis and Sheila Harper on behalf of Garry and Judy Middaugh is to provide for a lot addition from land surveyed as Part 2, Plan 31R-2238 having frontages of ± 23 M. along Highway No. 540, a provincially maintained highway and ± 23 M. along Campbell Bay of Lake Huron, and a depth of ± 49.8 M., thereby containing an area of ± 0.12 Hec. The lot addition is to be added to and consolidated with an existing lot, surveyed as Parts 1 and 2, Plan 31R-2315, containing a dwelling, garage and shed, having frontages of ± 50.6 M. along Highway No. 540, a provincially maintained highway & ± 88.2 M. along Campbell Bay of Lake Huron, and an average depth of ± 68 M., thereby containing an area of ± 0.42 Hec, which is owned by Mr. and Mrs. Harper. The lot addition will result in a new larger lot having an increased frontage of ± 73.6 M. along Highway No. 540, and an increased frontage of ± 111.2 M. along Campbell Bay of Lake Huron, and a northerly depth of ± 49.8 M. and a southerly depth of ± 86.1 M. along Twilight Isle Road, a private access road, thereby containing a total area of ± 0.54 Hec. Mr. and Mrs. Harper have advised that the shed, identified as item 'F' on the application sketch is entirely within their lot and that they are proposing to construct a boathouse within the lot additional land. Residential uses are proposed to continue.

The land to be retained has frontages of ± 123.8 M. along Highway No. 540, a provincially maintained highway and ± 108.1 M. along Campbell Bay of Lake Huron, and an average depth of 50.1 M., thereby containing an area of ± 0.6 Hec. The applicants' dwelling, garage and shed are located within this land. Residential uses are proposed to continue.

A Zoning Conformity Permit was issued in 1997, No. LC22/97, permitting a garage, accessory to a dwelling within Part 2, Plan 31R-2238. According to the application the existing dwelling was built in 1959 and there was an existing shed located within this land, built in 1960.

There has been an amendment application, File No. 9601ZBL-02-001, that permits a wine and beer brewing operation as a Home Industry in the existing garage within Part 2, Plan 31R-2238.

There has also been a previous application for Consent to Sever, File No. B88-91, that created a new lot (from Parts 1 and 2, Plan 31R-2238), surveyed as Parts 1 and 2, Plan 31R-2315, which is the land benefiting from the lot addition. The resulting retained parcel of land from that application is the land subject to the current application.

Mr. and Mrs. Harper, agents for the application, have been advised that a Cancellation Certificate will be required to nullify the previous Consent to Sever approval, File No. B88-91, in order for the lot addition to merge/consolidate with their property, surveyed as Parts 1 and 2, Plan 31R-2315.

The application was circulated on January 29th, 2026 to the Wiikwemkoong Unceded Territory and the United Chiefs and Councils of Mnidoo Mnising (UCCMM), as per Official Plan Policy F.5 – Consultation and Engagement. The Wiikwemkoong Unceded Territory UCCMM and the United Chiefs and Councils of Mnidoo Mnising (UCCMM) have not provided any comments or concerns or requested additional time to do so.

The subject land has been designated Shoreline Area in the Official Plan for the District of Manitoulin under the jurisdiction of the Manitoulin Planning Board and zoned Shoreline Residential (SR) by the Municipal Zoning By-law, No. 2025-03, for the Municipality of Burpee-Mills.

The property elevation varies between ± 176 and ± 181 metres above sea level. Portions of the land may be in an area of the 100 year flood risk. The Municipal Zoning By-law, No. 2025-03, under section 4.26.2a) states that:

'habitable structures may not be erected within 15 metres of the 100 year flood area.'

Mr. and Mrs. Harper were advised that there may be restrictions for the location of the proposed boathouse.

There is a Hydro Line identified along Highway No. 540, to the east of the subject land. Hydro One was circulated for comments as part of the preliminary review and they advised that they have no concerns with the application; that they have an unregistered easement over the property; that no new easement is required; that there are no poles on the property; and that there is a primary underground cable and a secondary underground cable and pad mounted transformers within the land, that belongs to Hydro One.

Services for the retained land and for the land benefiting from the lot addition, consist of private wells and private individual septic systems. A completion Notice from the Public Health Sudbury & District, dated December 2nd, 2019 accompanied the application for the retained land. A use permit from the Sudbury and District Health Unit, dated June 30th, 1992 was provided for the land benefiting from the lot addition. No new services are required as a result of this application for lot addition.

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Application File No. B03-26
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Access for the retained land, is via an existing entrance, #14906 Highway No. 540. Access for the land benefiting from the lot addition is via an existing entrance, #14932 Highway No. 540.

The Ontario Ministry of Transportation (MTO) was circulated for comments as part of the preliminary review and they provided the following comments, via email, on February 24th, 2026, which were copied to Mr. and Mrs. Harper:

- *No objection to the lot addition.*
- *All access to the lot addition shall be from the existing approved entrance location of the benefiting lot(14932 Highway 540). Interconnection is not permitted between the benefiting and retained lot.*
- *A single lot is only permitted a single entrance. There appears to be a second entrance on southerly portion of 14906 Highway 540. This access must be abandoned/removed.*
- *The owners should apply for a no-fee change of ownership entrance permit for the driveway locations to recognize the existing entrances. I am unable to locate any existing permits.*
- *A MTO Building and Land Use permit is required prior to any lot development or construction within 45m of the MTO property line and 180m from the centre point of an intersection.*
- *Any new highway entrances or the change of ownership/relocation/redesign of an existing entrance requires a MTO Entrance permit.*
- *For permit inquiries, please contact Michelle Lavallee, Corridor Management Officer (michelle.lavallee@ontario.ca, (705) 688-8387). Further information is available at: [Highway corridor management | ontario.ca](https://www.ontario.ca/highway-corridor-management)*

The existing structures within the subject land are located within the 'Moderate' category for Wildland Fire. From information and aerial photography (2021) available identifying areas of heavy tree cover, there appears to be sufficient land to provide building envelopes, site alteration, tree removal, and/or access routes, etc. with appropriate separation distances outside the Wildland Fire risk areas that would conform to the Natural Heritage Policies of the Provincial Planning Statement (PPS) 2024.

From information available, the subject proposal does not appear to have any natural heritage features or species at risk concerns. This proposal is considered to be in conformity with the PPS 2024.

The Growth Plan for Northern Ontario (OGPNO) 2011 states:

'Municipalities are encouraged to support and promote healthy living by providing for communities with a diverse mix of land uses, a range and mix of employment and housing types, high-quality public open spaces, and easy access to local stores and services.'

The planning application proposes the continuation of existing residential uses and a larger lot to accommodate a boathouse. There does not appear to be any conflicts with the policies of the OGPNO 2011.

The application was circulated on March 5th, 2026 to the Municipality of Burpee-Mills, Bell Canada, the Ontario Ministry of Transportation (MTO), and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality of Burpee-Mills recommend consent be granted with no specific conditions, and advised that they have no concerns with the existing structures as they have been in place for many years (1960).

Bell Canada advised they have no concerns with the application.

There were no inquiries or concerns received as a result of circulation to property owners within 60 metres and/or the posting of the notice.

There was no one in attendance who wished to speak in support or opposition to the application.

Board Member, D. Osborne, asked if fill could be put on the property to raise the elevation for construction of buildings/structures. He did not believe this was covered in the Building Code Act. The Secretary-Treasurer advised that she did not know the answer to his question and noted that the proposed boathouse is not considered to be a 'habitable' structure.

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Application File No. B03-26
March 24th, 2026 - Continued

Consent is tentatively granted subject to the following conditions:

The following documents must be submitted to the Secretary-Treasurer of the Board within two years from the date of the notice of decision for certification:

- a) The Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) A Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s) given conditional approval. This Schedule must also contain the names of the parties indicated on the Transfer of Land form and state this conveyance is a consolidation of the severed lands with lands identified by the property identification numbers (PINs) and confirmed by a copy of the Parcel Register.

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;
- ii) an undertaking from a Solicitor stating that the lot addition land being Part of Lot 24, Conc. I, surveyed as Part of Part 2, Plan 31R-2238 and described on a new deposited survey Plan, will be consolidated on title with land surveyed as Parts 1 and 2, Plan 31R-2315 and a copy of the resulting Land Transfer(s), and the new resulting Property Identification Number (PIN)(s) for the subject lands, will be provided to the Manitoulin Planning Board;
- iii) a written confirmation from the municipality that the land benefiting from the lot addition and the resulting retained land, are in conformity with the municipal zoning by-law, satisfactory to the municipality, i.e. location of structures, building permits;
- iv) confirmation of cancellation for the previous Consent to Sever approval, File No. B88-91 and a copy of the registered/deposited document provided to the Manitoulin Planning Board, satisfactory to the Manitoulin Planning Board;
- v) a written confirmation from the Ministry of Transportation (MTO) that the 2nd access within the proposed retained land has been abandoned/removed; that change of ownership applications have been received and/or issued by MTO for the severed and the retained lands; that a MTO Building and Land Use Permit has been received and/or issued if required by MTO for the proposed boathouse; and any other requirements of MTO have been satisfied, satisfactory to MTO;
- vi) a fee of \$170.00 for each Transfer of Land submitted for Certification; and
- vii) a written confirmation from the Municipality that all outstanding municipal taxes have been paid for the subject land.

Note: Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

Note: Any shoreline improvements shall be done only with the consultation of The Ministry of Natural Resources (MNR), the Department of Oceans and Fisheries of Canada, (DFO) and the Municipality.

Board Minutes

March 24th, 2026

Application File No.: B04-26 No. of Members Present: 8
Date of Decision: March 24, 2026
Location of Property: Lot 13, Conc. VII excepting Part 1, Plan 31R-1388, Township of Mills,
Municipality of Burpee-Mills, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Lyle and Shelley Honnes is to provide for the creation of a new lot having a frontage of ±324 M. along Union Road, a maintained municipal road, and a depth of ±200 M., thereby containing an area of 7.5 Hec. The applicants' dwelling, steel tarped shed and steel garden shed are located within this land. Mr. Honess confirmed via telephone on March 24th, 2026 that the garden shed is located in the front yard/in front of the dwelling (closer to Union Road) and that if required it can be moved. Residential uses are proposed to continue.

A building permit for the existing dwelling, No. BM-13-22, accompanied the application.

The land to be retained has a width of ±415.6 M. and a length of ±805 M., thereby containing an area of ±33.5 Hec. This land cannot remain as a resulting parcel of land as it does not have any frontage. It was explained to Mr. Honess that this land would need to be added to and consolidated with Lots 13 and 14, Conc. VIII and registered together under the same ownership. He was agreeable to have this done and proceeded with his application. There are no structures within this land.

There have been two previous applications for Consent to Sever involving the subject land.

File No. B42-83 created a new (±0.3 Hec.) lot located at the north west corner of Lot 13, Conc. VII, surveyed as Part 1, Plan 31R-4283. Amendment File No. 51Z0-00483-06 permits seasonal residential uses within this lot.

File No. B05-22, created a new (±39.7 Hec.) lot, which is the land subject to this current application (B04-26). Approval of the current application, will nullify the previous approval (File B05-22).

The resulting retained land of File No. B05-22, consists of Lots 13 & 14, Conc. VIII, which is the land that will benefit from the consolidation of the retained land of this current application.

The subject land has been designated as a Rural Area in the Official Plan for the District of Manitoulin under the jurisdiction of the Manitoulin Planning Board and zoned Rural (R) and Agriculture (A) according to the (updated) Municipal Zoning By-law No. 2025-03.

Services consist of a private well and a private individual septic system. A copy of the Completion Notice for the Sewage System from the Public Health Sudbury & District, dated June 22nd, 2026, accompanied the application. Mr. Honess also provided a copy of a paid bill from Wright's Well Drilling for the drilled well, dated September 13th, 2022. No new services are required at this time.

Access for the proposed new lot is via an existing entrance, #1317 Union Road. Access for the proposed retained land will be from an existing entrance, #230 Ocean Point Road, once consolidation with Lots 13 & 14, Conc. VIII occurs.

As part of the preliminary review the application was sent to the Ontario Ministry of Transportation (MTO). U. Akhtar advised via email on February 17th, 2026 that the site is outside of the MTO's permit control area and MTO has no comments to provide.

There are Hydro Lines identified along Union Road, to the north of the subject land. As part of the preliminary review the application was sent to Hydro One. Hydro One advised via email on March 3rd, 2026 that they have no concerns or conditions; that they do not have an easement or require one; and that there are no poles within the land.

There is a drain catchment area identified within the subject lands. The applicants were advised that Section 65 of the Drainage Act may apply and that a reassessment may be required.

There are three livestock facilities within the vicinity of the subject land. The farm related structures meet the requirements of the Minimum Distance Separation (MDS) Formulae as required by the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA).

A potential Wildland Fire Hazard was identified within the subject land. Much of the property contains 'moderate' and 'high' with pockets of 'extreme' classifications.

Board Minutes
March 24th, 2026

Application File No. B04-26
March 24th, 2026 - Continued

The Provincial Planning Statement (PPS) 2024 states under Section 5.2.9:

'Development shall generally be directed to areas outside of lands that are unsafe for development due to the presence of hazardous forest types for wildland fire.'

'Development may however be permitted in lands with hazardous forest types for wildland fire where the risk is mitigated in accordance with wildland fire assessment and mitigation standards.'

The PPS 2024, defines development as:

'means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act, but does not include:

- a) activities that create or maintain infrastructure authorized under an environmental assessment process or identified in provincial standards; or*
- b) works subject to the Drainage Act; or*
- c) for the purposes of policy 4.1.4.a), underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in Ecoregion 5E, where advance exploration has the same meaning as under the Mining Act. Instead, those matters shall be subject to policy 4.1.5.a).'*

The proposal for the creation of a new lot, if approved, will keep the existing land uses and will not result in a net increase in the number of lots. It could be interpreted that the proposal is not a 'new lot creation' and may not meet the definition of 'development' as defined within the PPS 2024 because of the end result.

There is a Deer Wintering Area identified at the north west corner of the subject land.

Technical advice was requested from the Ministry of Natural Resources (MNR) due to the presence of the Wildland Fire Risk within the identified Deer Wintering Area (significant wildlife habitat).

J. McFarling, MNR, provided a guidance manual (Wildland Fire Risk Assessment and Mitigation Reference Manual 2017) via email on February 26th, 2026 and advised via email on March 4th, 2026 that:

'MNR has provided technical advice in the form of a guidance document, but it is ultimately the responsibility of the planning authority to make the decisions regarding the application of the guidance and policies.'

The Manitoulin Planning Board staff requested additional technical advice to have some assurance that the policies have been interpreted correctly. However, Ms. McFarling did not respond to four additional emails sent on March 5th, March 10th, March 19th, and again on March 24th, 2026.

Due to the size of the severed and retained land, the existing dwelling and accessory structures, and areas outside the identified habitat (Deer Wintering Area) there would appear to be building sites outside the area of influence. The proposed new lot creation, if approved, will result in the consolidation of the resulting retained land with Lots 13 & 14, Conc. VIII. There is no new site alteration or change in use proposed as part of the application. Wildland Fire mitigation may not be required. However, Wildland fire mitigation may be required if/when new construction/development is proposed.

There does not appear to have any natural heritage features or species at risk (SAR) concerns or any conflicts with the policies of the PPS 2024. This proposal is considered to be in conformity with the PPS 2024.

The Growth Plan for Northern Ontario (OGPNO) 2011 states:

'Municipalities are encouraged to support and promote healthy living by providing for communities with a diverse mix of land uses, a range and mix of employment and housing types, high-quality public open spaces, and easy access to local stores and services.'

The planning application proposes the continuation of existing residential and agriculture (farm) uses. There does not appear to be any conflicts with the policies of the OGPNO 2011.

The application was circulated on March 5th, 2026 to the Municipality of Burpee-Mills, Bell Canada, the Ontario Ministry of Transportation (MTO), and to all property owners within 60 metres, and by the posting of a notice, clearly visible and legible form a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality of Burpee-Mills recommend consent be granted and noted that Section 65 of the Drainage Act will apply.

Board Minutes
March 24th, 2026

Application File No. B04-26
March 24th, 2026 - Continued

Bell Canada advised that they have no comments/concerns.

There were no inquiries or concerns received as a result of circulation to property owners within 60 metres or the posting of the notice.

Board Member, J. Van Every, asked what the minimum frontage would need to be for the retained land to become a separate lot and not consolidate with the southerly ±80 Hec. lot. The minimum frontage for a new lot in the Rural Zone is 30 metres.

Board Member, I. Anderson, asked when the small lot at the north west corner of Lot 13, Conc. VII was created. It was created in 1983, by Consent to Sever, File No. B42-83.

Board Member, K. Noland, explained Section 65 of the Drainage Act and that the cost of maintenance of municipal drains is prorated to landowners. A reassessment would apply for the severed and the retained land.

There was no one in attendance who wished to speak in support or opposition to the application.

Consent is tentatively granted subject to the following conditions:

The following documents must be submitted to the Secretary-Treasurer of the Board within two years from the date of the notice of decision for certification:

- a) the Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) a Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s), given conditional approval. This Schedule must also contain the names of the parties indicated on the Transfer of Land form.

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;
- ii) a written confirmation from the Municipality that all structures conform to Zoning By-law No. 2025-03, satisfactory to the municipality, i.e. accessory steel garden shed;
- iii) a written confirmation from the Municipality that any reassessment required for the subject lands as required by Section 65 of the Drainage Act has been completed by the landowner, satisfactory to the Municipality;
- iv) the certification fee of \$170.00 of each Transfer of Land submitted for Certification; and
- v) a written confirmation from the municipality that all outstanding municipal taxes have been paid for the subject land.

Note: Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall not apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

Note: The owner of the subject land should be aware that a reassessment under Section 65 of the Drainage Act will apply and the cost of maintenance of municipal drains is prorated to landowners.

Board Minutes
March 24th, 2026

Application File No.: B05-26 No. of Members Present: 8
Date of Decision: March 24, 2026
Location of Property: Lot 28, Conc. IX and Lot 29, Conc. IX, surveyed as Parts 3 and 4, Plan RR-109 excepting Part 1, Plan 31R-4069, Township of Gordon, Municipality of Gordon/Barrie Island, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Patrick Ramsey on behalf of Kevin and Donna Hazlett is to provide for an easement for an existing underground hydro line. The hydro line traverses through a proposed new (± 1.33 Hec.) lot, to be created by consent to sever, File No. B17-25, when completed. The easement has a width of ± 10.22 M. at the west end along Highway 540A, a provincially maintained highway and a width of ± 6.0 M. along the easterly end, and a length of ± 205 M., thereby containing an area of ± 0.12 Hec. (1230 Sq. M.). The hydro easement will be in favour of the resulting retained (± 37.2 Hec.) land.

The retained land will have frontages of ± 858.8 M. along Julia Bay of Lake Huron, and ± 786 M. along Highway No. 540A, and an irregular depth along the easterly boundary of ± 915 M., thereby containing an area of ± 37.2 Hec. The applicants' seasonal dwelling, garage, sewage lift station, two sheds and an outhouse are located within this land.

There have been three previous applications for Consent to Sever, involving Lot 29, Conc. IX, being part of Part 4, Plan RR-109, which is part of the (current) subject land.

File No. B22-16 provided for the creation of a new ± 0.4 Hec. lot, surveyed as Part 1, Plan 31R-4069;

File No. B16-25 proposes the creation of a new ± 0.75 Hec. lot which has not yet been completed or surveyed;

File No. B17-25 proposes the creation of a new ± 1.33 Hec. lot, which has not yet been completed or surveyed;

File No's. B16-25 and B17-25, were approved by the Manitoulin Planning Board on October 28th, 2025 and are pending completion. The previous application, File No. B17-25, must be completed before the current application (B05-26), as an easement cannot be conveyed to and from the same land owner. It was recommended to Mr. Ramsey, agent for the applications, that the previous application, File No. B16-25, be completed before the current application also.

The subject land has been designated Rural Area in the Official Plan for the District of Manitoulin under the jurisdiction of the Manitoulin Planning Board and zoned Rural (RU) by the Comprehensive Municipal Zoning By-law, No. 2022-16, for the Municipality of Gordon/Barrie Island.

The application was circulated on January 30th, 2026 to the Wiikwemkoong Unceded Territory and the United Chiefs and Councils of Mnidoo Mnising (UCCMM), as per Official Plan Policy F.5 – Consultation and Engagement.

The Wiikwemkoong Unceded Territory and the United Chiefs and Councils of Mnidoo Mnising (UCCMM) have advised they have no concerns with the application for hydro easement.

There is a Hydro Line identified along Highway No. 540A. Hydro One was circulated for comments as part of the preliminary review and they advised, via email on January 14th, 2026 that:

'Hydro One would not have any concerns because this doesn't belong to Hydro One and we have no interest in this private underground line.'

'If you are just looking for input on what we do at Hydro One I can provide that. In this type of situation if the wire belonged to Hydro One it would be 3 metres wide.'

Services for the subject land consist of a private individual septic system and water from Lake Huron. No new services are required as a result of this application for a hydro easement.

Access for the subject land, is via an existing entrance, #664 Highway No. 540A. Two new entrances will be required upon approval of the two lots proposed by Consent to Sever, File No's. B16-25 and B17-25.

The Ontario Ministry of Transportation (MTO) was circulated for comments as part of the preliminary review.

Board Minutes
March 24th, 2026

Application File No. B05-26
March 24th, 2026 - Continued

The following comments were received from U. Akhtar, via email, on February 24th, 2026:

' I have reviewed the application and have no comments or concerns. All access to the easement must be from the approved MTO entrance locations.

A MTO encroachment permit must be in place for the utility highway crossing and service. The permit would be issued to the utility company. For encroachment permit inquiries, please contact Eric Malette, Corridor Management Officer eric.malette@ontario.ca, (705) 492-5894.'

The comments received from MTO were provided to Mr. Ramsey, agent for the application.

From information available, the subject proposal does not appear to have any natural heritage features or species at risk concerns. This proposal for the hydro line easement does not appear to conflict with policies of the Provincial Planning Statement (PPS) 2024 and is considered to be in conformity with the PPS 2024.

The Growth Plan for Northern Ontario (OGPNO) 2011 is silent on the matter of hydro line easements. Therefore, there does not appear to be any conflicts with policies of the OGPNO 2011.

The application was circulated on March 5th, 2026 to the Municipality of Gordon/Barrie Island, Bell Canada, the Ontario Ministry of Transportation (MTO), and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality of Gordon/Barrie Island recommend consent be granted with the understanding that the underground line is to be marked clearly.

Bell Canada advised they have no comments with respect to the application.

There were no inquiries or concerns received as a result of circulation to property owners within 60 metres and/or the posting of the notice.

There was no one in attendance who wished to speak in support or opposition to the application.

Consent is tentatively granted subject to the following conditions:

The following documents must be submitted to the Secretary-Treasurer of the Board within two years from the date of the notice of decision for certification:

- a) The Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) A Schedule to the Transfer of Land form on which is set out the entire legal description of the hydro line easement, given conditional approval. This Schedule must also contain the names of the parties indicated on the Transfer of Land form.

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the easement for the underground hydro line having a minimum width of 6.0 metres, to which the consent approval relates;
- ii) confirmation that Consent to Sever, File No. B17-25, has been completed and registered/deposited with the Land Registry Office and a copy of the resulting Land Transfer(s), and the new resulting Property Identification Number (PIN)(s) for the subject land(s), will be provided to the Manitoulin Planning Board;
- iii) a written confirmation from the Ontario Ministry of Transportation (MTO) that all access/entrance locations to the easement have been approved by MTO and that a MTO encroachment permit is in place for the utility highway crossing and service and confirmation that the permit is issued to the utility company, and any other requirements of MTO, satisfactory to MTO;
- iv) a fee of \$170.00 for each Transfer of Land submitted for Certification; and
- v) a written confirmation from the Municipality that all outstanding municipal taxes have been paid for the subject land.

Note: Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall not apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

Note: Any shoreline improvements shall be done only with the consultation of The Ministry of Natural Resources (MNR), the Department of Oceans and Fisheries of Canada, (DFO) and the Municipality.

Board Minutes
March 24th, 2026

Application File No's: B06-26 No. of Members Present: 8
Date of Decision: March 24, 2026
Location of Property: Lot 7, Conc. X Excepting Part 1, Plan 31R-3108 and Excepting Parts 2, 3 and 4 Plan 31R-342 and Lot 8, Conc. X Excepting Part 1, Plan 31R-3724, Township of Sandfield, Municipality of Central Manitoulin, District of Manitoulin

DECISION

The Purpose of this application made under Section 53(1) of the Planning Act by Ron Vanraes on behalf of 1391432 Ontario Inc. is to provide for an irregular shaped lot addition having frontages of ± 91.4 M. and ± 12.2 M. along Maple Lane, a maintained municipal road and an average depth of ± 115.7 M., thereby containing an area of ± 1.32 Hec. This land is to be added to and consolidated with an abutting lot surveyed as Part 1, Plan 31R-3108, owned by Mr. Vanraes and his wife Christine Henderson, containing their dwelling, garage/storage building, garden shed, and horse barn. This lot addition will result in a lot having a frontage of ± 201.1 M. along Maple Lane and an average depth of ± 115.7 M., thereby containing a total area of ± 2.27 Hec. Farm related residential uses are proposed to continue.

The land being retained has frontages of ± 793.5 M. along Silver Bay Road, ± 1026.59 M. along the East Road and ± 151.3 M. & ± 145 M. along Maple Lane, all maintained municipal roads and an irregular depth along the easterly boundary and a depth of ± 1026.6 M. Along the westerly boundary, thereby containing an area of ± 72.47 Hec. The land owner's pole barn, barn, and stables, are located within this land. According to the application, a sugar shack is proposed to be constructed within this land, which appears to be located along the boundary between Lots 7 and 8, Conc. X. No building permit information is available. Farm related uses are proposed to continue.

There has been five applications for Consent to Sever involving the subject land.

File No. B05-91 provided for the creation of three new lots, within Lots 6 & 7, Conc. IX, surveyed as Parts 3, 4 and 5, Plan 31R-2263 together with a right-of-way over Parts 1 & 2, Plan 31R-2263;

File No. B91-92 provided for a lot addition of Part 1, Plan 31R-2509 to Part 1, Plan RR 51 and the creation of a new lot surveyed as Part 2, Plan 31R-2509 together with a right-of-way over Parts 1 & 2, Plan 31R-2263, within Lot 7, Conc. IX;

File No. B21-01 provided for the creation of a new lot, within Lot 7, Conc. X, surveyed as Part 1, Plan 31R-3108, which is the lot benefitting from the lot addition proposed by the current Consent to Sever application;

File No. B46-08 provided for the creation of a new lot being Lot 7, Conc. X excepting Part 1, Plan 31R-3108 and excepting Parts 2, 3 & 4, Plan 31R-342 and Lot 8, Conc. X excepting Part 1, Plan 31R-3724. This is the land subject to the current application for Consent to Sever; and

File No. B47-08 provided for the creation of a new lot within being Lot 6, Conc. IX excepting Part 1, Plan RR51, Parts 4 & 5, Plan 31R-2263 and Parts 1 & 2, Plan 31R-2509.

There have also been an amendment involving the subject.

File No. 2-07ZBL-22-005 proposed a rezoning for the additional use of a commercial business related to the selling of maple syrup and livestock, for the subject ± 72.47 Hec. parcel of land. However, no By-law was passed as the application was deemed unnecessary due to the Agriculture Zoning and Agricultural uses already permitted.

There have been two approved amendments involving the land benefitting from the lot addition.

By-law No. 2006-06 permits the use of an existing building to be used as a horse barn within Part 1, Plan 31R-3108; and

By-law No. 2017-12, by File No. 2-07ZBL-17-003, permits an accessory storage building having a maximum area of 187.6 sq. m. and a minimum front yard setback of 39.6 M. within Part 1, Plan 31R-3108.

Mr. Vanraes, agent for the application and the landowner benefitting from the lot addition, advised that he wishes to apply for an amendment application to the Municipality of Central Manitoulin to permit horses, as farm animals, within the lot addition land.

The subject land is designated Rural Area and Shoreline Area, in the Official Plan for the District of Manitoulin, under the jurisdiction of the Manitoulin Planning Board and is zoned Agriculture (A) and Shoreline Residential (SR). The land benefitting from the lot addition is designated Shoreline Area and zoned Shoreline Residential (SR).

Mr. Vanraes was advised that a Cancellation Certificate is required to nullify the previous Consent to Sever approval, File No. B21-01, in order for the lot addition land to merge and consolidate with his land, surveyed as Part 1, Plan 31R-3108.

The application was circulated on March 9th, 2026 to the United Chiefs and Councils of Mnidoo Mnising (UCCMM) and the Wiikwemkoong Unceded Territory, as per Official Plan Policy F.5 - Consultation and Engagement

The UCCMM and Wiikwemkoong Unceded Territory have not provided any comments or concerns regarding the application, or requested additional time to do so.

Board Minutes
March 24th, 2026

Consent to Sever File No. B06-26
March 24, 2026 - Continued

Services consist of a private individual septic system and private well for Part 1, Plan 31R-3108, the land benefitting from the lot addition land. A Completion Notice, dated October 23, 2001 and a Certification of Inspection, dated October 31, 2001 accompanied the application. There is no septic system or well within the retained land and none are proposed at this time.

There is a Hydro line identified along the north side of Silver Bay Road which also traverses across the north east corner of Lot 7, Conc. X including the lot addition land, to provide service to Mr. Vanraes's property.

Mr. Vanraes advised that the land owner may wish to have an agreement in place to have access to the Hydro Line that traverses through the proposed lot additional lands. Most easements having terms of less than twenty-one (21) years do not require consent to sever approval. Mr. Vanraes was advised to seek legal advice.

A request for comments was sent to Hydro One as part of the review and they advised they had no concerns with the severance application; that they have an unregistered easement to cover all plant (poles), within Lot 7, Conc. X.

Access for the retained land is via an existing entrance, #1030 Silver Bay Road, a maintained municipal road. Access for the land benefitting from the lot addition, is via an existing entrance, #40 Maple Lane, a legal right-of-way over Parts 3 & 4, Plan 31R-342 which has been conveyed to the Municipality of Central Manitoulin and which is now a maintained municipal owned road, known as Maple Lane.

The Ontario Ministry of Transportation (MTO) was circulated as part of the preliminary review. R. Debrun, MTO, advised via email on March 9th, 2026 that:

'I have reviewed the attached Consent to Sever Application - B06-26. I can confirm that the subject lot is not within the MTO's permit control area (PCA); therefore, we have no comments to provide at this time.'

Lake Manitou is considered to be an at-capacity lake under Official Plan Policy D.1.1. No new lots or new septic tile fields are proposed by the application. Therefore, the proposal satisfies the criteria for development adjacent to an at-capacity lake.

From information available, the subject land does not appear to have any natural heritage features or species at risk concerns. This proposal is considered to be in conformity with the Provincial Planning Statement 2024.

The Growth Plan for Northern Ontario (OGPNO) 2011 states:

'Municipalities are encouraged to support and promote healthy living by providing for communities with a diverse mix of land uses, a range and mix of employment and housing types, high-quality public open spaces, and easy access to local stores and services.'

The application proposes the continuation of existing residential uses and farm uses. There does not appear to be any conflicts with the OGPNO 2011.

The application was circulated on March 9th, 2026 to the Municipality of Central Manitoulin, Bell Canada, the Ministry of Transportation, and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality recommend approval of the application with no specific conditions.

Bell Canada advised that they have no concerns with respect to the application.

There were no inquiries or concerns received as a result of circulation to property owners within 60 metres or the posting of the notice.

There was no one in attendance who wished to speak in support of the application.

Consent is tentatively granted subject to the following conditions:

The following documents must be submitted to the Secretary-Treasurer of the Board within two years from the date of the notice of decision for certification:

- a) the Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) a Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s) given conditional approval. This Schedule must also contain the names of the parties indicated on the Transfer of Land form and state this conveyance is a consolidation of the severed lands with lands identified by the property identification number (PIN) and confirmed by a copy of the Parcel Register.

Consent to Sever File No. B06-26
March 24, 2026 - Continued

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;
- ii) an undertaking from a solicitor stating that the severed parcel(s) will be consolidated on title with the benefitting lands at the time of registration of the Transfer, and a copy of the resulting Transfer, and the new resulting Property Identification Number (PIN) will be provided to the Manitoulin Planning Board;
- iii) confirmation of cancellation for the previous Consent to Sever approval for File No. B21-01, satisfactory to the Manitoulin Planning Board, i.e. registered document;
- iv) a fee of \$170.00 for each Transfer of Land submitted for certification
- v) a written confirmation from the municipality that all outstanding municipal taxes have been paid

Note: Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

PRESENTATION OF APPLICATION FOR CONSENT TO SEVER

The Chair announced that the purpose of this phase of the meeting is:

- (a) to consider applications for consent under Section 53 of the Planning Act,
- (b) to make decision in regard to the applications scheduled to be heard, and, explained that this phase is open to the public and any interested parties will be given the opportunity to speak in support or oppose an application.

The Chair then asked if any Board Members have or wish to declare a "Conflict of Interest", at this meeting or previous meeting. There were none.

Following is the list of Applications for Consent considered at this meeting.

| | <u>Moved By</u> | <u>Seconded By</u> |
|-----------|---|--------------------|
| 1. B02-26 | D. Osborne | J. DeForge |
| | * That this application be adjourned, - Carried | |
| 2. B03-26 | I. Anderson | R. Stephens |
| 3. B04-26 | L. Hayden | D. Osborne |
| 4. B05-26 | D. McDowell | I. Anderson |

It was moved and seconded that the above applications be conditionally approved, subject to all conditions being fulfilled as stated in the Decision.

- Carried.

* The above motion applies to all applications excepting B02-26.

The time now being 9:29 P.M. and all business before the Board having been dealt with the Meeting was adjourned on a motion moved by D. McDowell and seconded by I. Anderson.

K. NOLAND, CHAIR



T.A. CARLISLE, SECRETARY-TREASURER



MANITOWISH PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0
☎ 705-282-2237 ☎ 705-282-3142

COMPARISON OF ACTUAL REVENUE AND EXPENDITURES 2022 TO 2025 DRAFT BUDGET 2026 - BUDGET COMMITTEE RECOMMENDATIONS MARCH 23 2026

COMPARISON OF ACTUAL REVENUE AND EXPENDITURES TO BUDGET

| | 2022 | 2023 | 2024 | 2025 | 2026 | 2025 | 2025 | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| REVENUE | ACTUAL | ACTUAL | ACTUAL | ESTIMATED | BUDGET | Budget | ESTIMATES | Variance |
| Official Plan 2012/13 Deferred Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Reserves Applied to Plotter Purchase 2026 | | | | | 4,800.00 | | | |
| 2022 Surplus applied to costs of new equipment | | 8,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Accumulated Surplus applied to Budget | | 11,000.00 | 18,090.24 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2021 Surplus to apply to outstanding costs of Natural Heritage System and 96-01 Zoning By-law Update | 12,972.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Req. To Municipalities - Operations | 114,439.00 | 116,603.00 | 120,101.09 | 127,391.37 | 132,471.14 | 127,391.37 | 127,391.37 | 0.00 Note 1 |
| Req. To Municipalities - ArcGIS Online | 0.00 | 0.00 | 0.00 | 0.00 | 2,530.00 | 0.00 | 0.00 | 0.00 |
| Interest Earned | 370.00 | 1,241.00 | 1,240.00 | 2,766.07 | 2,785.00 | 1,240.00 | 2,766.07 | 1,526.07 |
| Misc. Income (Copy fees, GIS Invoices) | 60.00 | 0.00 | 106.11 | 606.24 | 200.00 | 200.00 | 606.24 | 406.24 |
| Application Fees | 78,987.00 | 67,223.22 | 54,180.00 | 69,140.00 | 69,000.00 | 77,500.00 | 69,140.00 | -8,360.00 Note 2 |
| GRANTS | 0.00 | | | | | | | |
| Planning Administration Grants (Note 1) | 16,073.00 | 16,073.00 | 16,073.00 | 16,073.00 | 16,073.00 | 16,073.00 | 16,073.00 | 0.00 |
| Business Case Funding - Mailout and Body Camera | | | 1,198.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business Case Funding - Zoning Bylaw | 5,091.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NHS Business Case Deferred Revenue | 8,963.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business Case Funding - Zoning Meeting | 226.01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business Case Funding - COOP 2021 | 2,540.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business Case Funding - Computer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Zoning By-law update reimbursal | 0.00 | 11,036.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WSIB Surplus Rebates | 0.00 | 0.00 | 0.00 | 5,882.71 | 0.00 | 0.00 | 5,882.71 | 5,882.71 |
| NOHFC Internship Funding 2025 | | | | 3,256.99 | 35,260.16 | 18,111.78 | 3,256.99 | -14,854.79 Note 3 |
| TOTAL REVENUE | 239,721.21 | 231,176.22 | 210,988.44 | 225,116.38 | 263,119.30 | 240,516.15 | 225,116.38 | -15,399.77 |
| EXPENDITURES | | | | | | | | |
| Administration | | | | | | | | |
| Salaries | 109,187.97 | 134,400.00 | 138,842.97 | 146,167.76 | 167,145.32 | 154,244.86 | 146,167.76 | -8,077.10 |
| Contribution in Lieu of Benefits | 10,671.00 | 12,000.00 | 12,360.00 | 12,694.00 | 13,074.53 | 12,694.00 | 12,694.00 | 0.00 |
| Staff Bonus | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Payroll Expenses (Note 2) | 14,127.80 | 15,743.00 | 18,054.87 | 18,494.96 | 21,784.95 | 19,555.29 | 18,494.96 | -1,060.33 |
| Honorariums | 7,660.00 | 5,900.00 | 6,530.00 | 5,490.00 | 8,070.00 | 7,500.00 | 5,490.00 | -2,010.00 Note 4 |
| Travel Expense - Board Members | 2,193.87 | 3,009.91 | 2,661.43 | 1,884.90 | 4,000.00 | 2,600.00 | 1,884.90 | -715.10 Note 5 |
| - Office Staff | 758.88 | 586.29 | 548.39 | 582.84 | 1,000.00 | 1,000.00 | 582.84 | -417.16 |
| Office and Other Expenses | | | | | | | | |
| Property Insurance | 2,941.80 | 3,345.62 | 3,383.42 | 3,149.80 | 3,400.00 | 3,400.00 | 3,149.80 | -250.20 |
| Rent | 10,785.00 | 10,983.00 | 11,222.00 | 11,452.00 | 11,683.00 | 11,452.00 | 11,452.00 | 0.00 |
| Communications | 2,026.80 | 2,173.64 | 2,534.93 | 2,849.67 | 2,640.00 | 2,700.00 | 2,849.67 | 149.67 |
| Postage | 628.29 | 659.00 | 823.54 | 1,265.09 | 1,250.00 | 1,250.00 | 1,265.09 | 15.09 |
| Copying & Supplies | 4,755.54 | 3,290.70 | 4,028.83 | 4,480.15 | 5,000.00 | 4,000.00 | 4,480.15 | 480.15 Note 6 |
| Books, Publications & Memberships | 455.00 | 402.00 | 707.46 | 174.30 | 420.00 | 320.00 | 174.30 | -145.70 Note 7 |
| Advertising | 1,526.01 | 161.96 | 303.64 | 336.98 | 340.00 | 300.00 | 336.98 | 36.98 |
| Auditor's Fee | 4,620.00 | 9,299.90 | 9,426.00 | 10,086.50 | 10,600.00 | 10,000.00 | 10,086.50 | 86.50 |
| Conferences, Seminars & Workshops | 0.00 | 3,037.12 | 3,339.58 | 433.93 | 1,000.00 | 1,000.00 | 433.93 | -566.07 |
| Legal Fees | 0.00 | 41.20 | 0.00 | 9.00 | 0.00 | 0.00 | 9.00 | 9.00 |
| Professional Development | 0.00 | 0.00 | 0.00 | 0.00 | 425.00 | 500.00 | 0.00 | -500.00 Note 8 |
| Equipment | 0.00 | 5,677.63 | 140.00 | 462.08 | 5,100.00 | 600.00 | 462.08 | -137.92 Note 9 |
| Bank Fees (includes NSF fees) | 32.00 | 2.00 | 14.00 | 457.66 | 277.50 | 0.00 | 457.66 | 457.66 |
| Amortization | 1,000.00 | 1,021.00 | 1,000.00 | 1,299.00 | 1,299.00 | 1,000.00 | 1,299.00 | 299.00 Note 10 |
| SPECIAL PROJECTS | | | | | | | | |
| 96-01 Zoning By-law Update (By-law 2022-05) | 12,513.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Natural Heritage System Project | 14,515.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business Case Funding - Zoning Meeting | 226.01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business Case Funding - COOP 2021 | 2,540.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business Case Funding - Computer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Business Case Funding - Mailout and Body Camera | | | 980.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Official Plan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ArcGIS Online Licenses for Municipalities | | | | | 2,530.00 | | | |
| GIS Implementation/Maintenance Plan | 4,100.00 | 4,500.00 | 4,770.00 | 2,080.00 | 2,080.00 | 6,400.00 | 2,080.00 | -4,320.00 |
| TOTAL EXPENDITURES | 212,264.47 | 216,233.97 | 221,672.03 | 223,850.62 | 263,119.30 | 240,516.15 | 223,850.62 | -16,665.53 |
| Excess Revenue over Expenditures | 27,456.74 | 14,942.25 | -10,683.59 | 1,265.76 | 0.00 | 0.00 | 1,265.76 | |

Note 1: Represents a 4.0% increase in municipal requisitions

Note 2: Calculated average of previous 4 years, with an increase of \$20.00 to applications fees (representing approximately a 2% increase)

Note 3: Funding amount is 90% of Wages for intern up to \$35000 and 90% of payroll burden to the Board.

Note 4: Calculated with 8 meetings with full attendance plus January actual attendance and budget committee meeting

Note 5: Calculated with 8 meetings with full mileage plus January actual mileage

Note 6: Includes 15% increase in paper costs and 8% increase in copy costs based on past purchases of paper and calculated increases

Note 7: Includes book on Subdivision Control law in Ontario (new edition), Web hosting, and

Note 8: Includes cost of new pack of USB drives, 1 TB hard drive for backups, Fire Safe for onsite backup (+/- \$300.00), and estimated cost for 36" Plotter replacement (\$4800 cost). The cost of the plotter is to be offset by drawing from Reserves.

Note 9: Cost of Primer on Planning course for Intern

Note 10: Calculated amortization of assets and leasehold improvements based on 2025 value