



The Corporation of the Township of Billings

Council Meeting Agenda

March 19, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

Staff

Emily Dance, CAO/Clerk

Tiana Mills, Deputy Clerk

Harmony Hancock, Director of Financial Services/Treasurer

Todd Gordon, Municipal Project Manager

1. Call to Order

Mayor Bryan Barker to call the meeting to order.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

3. Disclosure of Pecuniary Interest

4. Delegation – Township of Billings Five-Year Strategic Plan

Steve Lichty, Capital Park Consulting will be presenting the Township of Billings Five-Year Strategic Plan.

5. Adoption of Minutes

Motion to adopt the minutes of the following meetings of Council:

5.1. Regular Council Meeting – March 5th, 2024

6. Committee Reports

6.1. Members of Council are provided with an opportunity to report on Committee and Board meetings.

6.1.1. Manitoulin Planning Board Meeting Minutes: February 27th, 2024

6.1.2. Building Systems Committee Meeting Minutes: March 6th, 2024

7. Staff Reports

7.1. CAO-2024-03-02 Township of Billings Five Year Strategic Plan

7.2. TR-2024-03-06 2024 Township of Billings Budget

8. Correspondence Requiring Direction

8.1. 2024 Elemental Festival Request



Motion

THAT the Township of Billings Council hereby receives the letter from 4elements dated March 12, 2024 AND authorizes in-kind support for the 2024 Elemental Festival organized by 4Elements Living Arts, in the form of free rental of the Park Centre and Old Church on the Hill for September 20-21, 2024 (value of \$904.00).

9. By-Laws and Agreements

- 9.1. By-Law No. 2024-19 Adopt Tax Ratio
- 9.2. By-Law No. 2024-20 Adopt 2024 Township of Billings Budget
- 9.3. By-Law No. 2024-21 Adopt 2024 Tax Rate

10. Notice of Motions

11. Confirmatory By-Law

- 11.1. By-Law No. 2024-22 Being the March 19th, 2024 Confirmatory By-Law

12. Adjournment

- 12.1. Motion to Adjourn

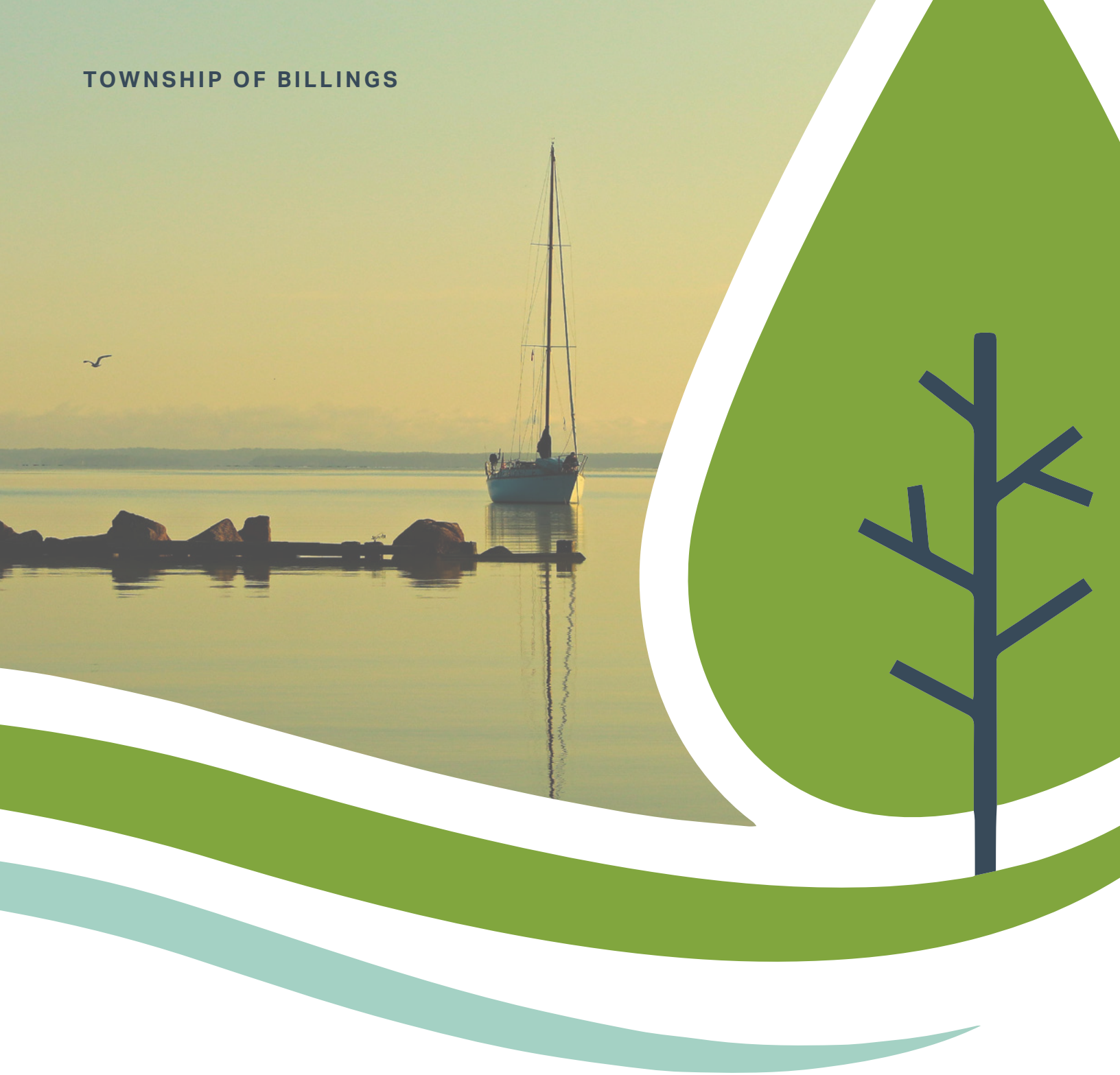
Document Accessibility

The Township of Billings is committed to providing information in the format that meets your needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty in recognizing all the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.

Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Billings. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from the third party.

For assistance or to make a request please call (705) 282-2611 or email tmills@billingstwp.ca

TOWNSHIP OF BILLINGS



Strategic Plan

2024 – 2028 and Beyond



Message from the Mayor, Council and Township Staff

We are honoured to introduce our new strategic plan, a roadmap that will guide the growth and development of our community over the coming years. We extend our heartfelt thanks to all the residents who participated in the survey, joined us for focus groups, and attended our public meetings. Your input has been invaluable in shaping this plan and ensuring it reflects the values and aspirations of our community.

One of the key priorities of our strategic plan is to maintain the rural character that makes Billings so special. We are committed to preserving the unique identity, rich history, and strong sense of tradition of our community. Our township is a place where neighbors know each other by name, where families have deep roots, and where newcomers are warmly welcomed. We will work tirelessly to uphold these values and ensure that Billings remains a welcoming and inclusive community for all.

We also recognize the importance of our natural environment and the role it plays in enhancing our quality of life. Billings is blessed with stunning natural beauty, from our pristine lakes and rivers to our lush forests and rolling hills. These natural attractions not only provide endless opportunities for recreation and relaxation for our residents but also draw visitors from far and wide. Protecting our natural environment will be a top priority as we move forward, ensuring that future generations can continue to enjoy the beauty here.

We are excited about the future of the Township of Billings and confident that our strategic plan will help us achieve our vision for a vibrant, sustainable, and inclusive community. We look forward to working together with all of you to make this vision a reality.



Billings Council: Michael Hunt, Ian Anderson, Vince Grogan, Mayor Bryan Barker, Deputy Mayor David Hillyard

Township of Billings At a Glance

Located on the northern shore of Manitoulin Island, the Township of Billings is a vibrant community with a rich history and a bright future. For centuries, this land has been home to Indigenous nations, including the Anishinaabe and the Odawa, who have lived here and continue to be an integral part of our community.

Billings was officially formed in 1887, named in honor of Sir William Billings, a prominent politician and businessman of the time. The township was legally established through the passage of the Billings Township Act, which formally recognized the area as a distinct municipality with its own government and administration.

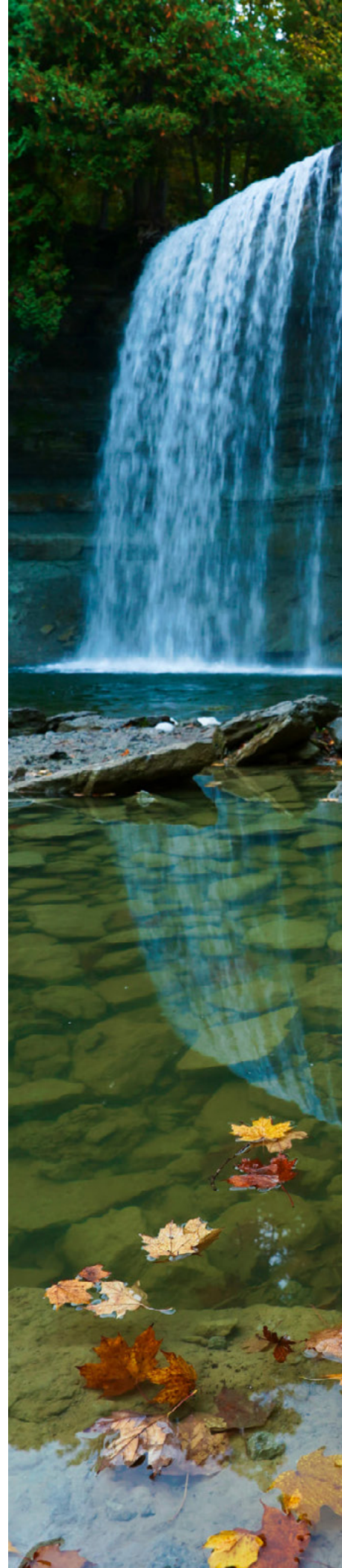
Present-day Billings is a dynamic and welcoming community, offering a wide range of activities and amenities for residents and visitors alike. Our township boasts a strong agricultural heritage, with many local farms producing a variety of crops and livestock. Outdoor enthusiasts will find plenty to enjoy, from hiking and biking trails to fishing and boating on Lake Huron.

One of the key attractions is our proximity to the Benjamin Islands, a renowned group of islands known for their rugged beauty and pristine waters. Boaters departing from the Kagawong marina have easy access to these islands, making it the closest harbour for those looking to explore this stunning natural wonder.

Bridal Veil Falls is the most popular tourist attraction in our region. Visitors can take a leisurely stroll along the well-maintained trail that leads to the base of the falls, where they can feel the mist on their faces and marvel at the natural beauty that surrounds them. Bridal Veil Falls is not only a popular spot for nature enthusiasts and photographers but also serves as a reminder of the awe-inspiring power and beauty of the natural world.

In addition to our natural attractions, the Township is also home to a vibrant arts and culture scene, with local artists, musicians, and artisans showcasing their talents throughout the year. Our community is proud of its heritage and celebrates it through our museum, events and festivals that highlight our history, traditions, and Indigenous cultures.

As we look to the future, we are committed to building on the strong foundation laid by those who came before us. We will continue to work together to ensure that Billings Township remains a place where everyone feels welcome, and where the natural beauty of our surroundings is preserved for generations to come.



OUR VISION

Inspiring a life well-lived. Naturally.

OUR MISSION

**Ensuring a progressive future,
while honouring our rich history.**

OUR VALUES

Progressive

Welcoming

Accountable

Heritage-minded

Sustainable

STRATEGIC PRIORITIES



Service Excellence



Community Wellbeing



Resilient Natural Environment



Infrastructure





Service Excellence

Service excellence demonstrates a commitment to meeting the diverse needs of our residents, builds trust, fosters civic pride, and bolsters our reputation for efficient and responsive governance.

Objective	Actions
Embrace modern technology to enhance citizen experience	<ul style="list-style-type: none"> ▶ Improve digital connectivity and technical services to strengthen citizen interaction and to increase capacity to deliver services in an accessible format. ▶ Enhance the township web site, social media accounts and apps.
Establish an adaptive organizational culture of continuous improvement	<ul style="list-style-type: none"> ▶ Establish Billings Township as an employer of choice to attract and retain top talent. ▶ Empower employees to be more proactive, innovative and collaborative. ▶ Increase cross-departmental collaboration. ▶ Research opportunities to be a more data-driven organization.
Enhance communications to promote engagement and accessibility	<ul style="list-style-type: none"> ▶ Provide strategically focused public engagement opportunities. ▶ Expand staff training in customer service standards for inclusivity and diversity.
Prioritize collaboration to improve customer service and increase efficiency	<ul style="list-style-type: none"> ▶ Foster partnerships and shared services. ▶ Enhance collaboration with community groups, volunteers and others.
Ensure good governance	<ul style="list-style-type: none"> ▶ Foster transparency, accountability, and engagement through clear policies and effective communication.



Community Wellbeing

Community well-being refers to the overall health, happiness, and quality of life experienced by the individuals and groups within our community. We commit to enhancing our residents' lives and fostering social cohesion, resilience, economic development and sustainability.

Objective	Actions
Provide community spaces that enrich the lives and encourage active lifestyles for all ages	<ul style="list-style-type: none"> ▶ Revitalize existing spaces where citizens of all ages naturally gather. ▶ Optimize experiences for users of our natural spaces. ▶ Incorporate our values including diversity, equity, inclusion and climate action into our policies, plans and initiatives. ▶ Determine strategic direction for underutilized municipal lands.
Ensure safety and security	<ul style="list-style-type: none"> ▶ Analyze road signage and upgrade to enhance road safety. ▶ Improve neighbourhood connections and identify unique neighbourhood needs. ▶ Prioritize implementation of climate action initiatives and education on emergency preparedness.
Improve overall health and foster social cohesion	<ul style="list-style-type: none"> ▶ Encourage and empower community groups to organize and manage events and activities.
Foster economic growth and development	<ul style="list-style-type: none"> ▶ Continue to explore funding opportunities to enhance economic development.
Facilitate support for seniors	<ul style="list-style-type: none"> ▶ Research options for providing supports for seniors, such as independent living facilities.



Resilient Natural Environment

Implementing strategies to preserve and enhance our natural environment is essential for Billings Township to foster resilience and sustainability for future generations.

Objective



Actions

Protect and enhance our natural assets

- ▶ Be good stewards of our streams, lakes, waterfalls and other natural assets.
- ▶ Continue to work with community partners to protect and expand our trail systems and open spaces.
- ▶ Prepare for, mitigate and adapt to changes in the natural environment.





Infrastructure

Infrastructure is the backbone of our community, providing the essential facilities and systems that enable our residents to lead safe, productive, and comfortable lives.

Objective



Actions

Ensure that current and future township assets are managed to be sustainable to meet our long-term needs

- ▶ Refine the Asset Management Plan to facilitate the preparation of capital and operating budgets.
- ▶ Determine strategic direction for existing facilities and other infrastructure.
- ▶ Prioritize infrastructure projects based on critical needs, aging systems, potential environmental risks, and community needs.
- ▶ Proactively prepare and plan projects and continue to identify and apply for additional funding opportunities.





Implementation of the Strategic Plan

The strategic plan will provide a framework for decision-making, with plan objectives and broad actions integrated into the development of annual operational plans. These, in turn, will identify strategic initiatives that are aligned with the strategic plan's priorities, and in harmony with our vision, mission and values statements.

The township's senior management team will be responsible for developing the annual operational plans and presenting them to council for discussion and approval. These annual plans will also be the primary instrument for monitoring progress, including providing the framework for reporting to council and the public.



Township of Billings

15 Old Mill Road, P.O. Box 1092
Kagawong, ON P0P 1J0

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Photos generously provided by Criag Jackson.



The Corporation of the Township of Billings

Council Meeting Minutes

March 5, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

Staff

Emily Dance, CAO/Clerk

Tiana Mills, Deputy Clerk

Arthur Moran, By-Law Enforcement, Health and Safety, Emergency Management

Martin Connell, Fire Chief

1. Call to Order

Mayor Bryan Barker called the meeting to order at 7:00 p.m.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

Motion 2024-98

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby approves the March 5, 2024 Council Meeting Agenda as presented.

Carried.

3. Delegation

None.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

Motion to adopt the minutes of the following meetings of Council:

5.1. Regular Council Meeting – February 20, 2024

5.2. Committee of the Whole Meeting – February 27, 2024



2024-99

Moved by Anderson Seconded by Grogan

THAT the Township of Billings Council hereby approves the February 20, 2024 Regular Council Meeting Minutes and the February 27, 2024 Committee of the Whole Meeting Minutes as presented.

Carried.

6. Committee Reports

6.1. Members of Council are provided with an opportunity to report on Committee and Board meetings.

No updates provided.

7. Staff Reports

7.1. BE-2024-03-01 – By-Law Enforcement Bi-monthly Report

2024-100

Moved by Hillyard Seconded by Hunt

THAT the Township of Billings Council hereby receives for information, Report Number BE-2024-03-01.

Carried.

7.2. BE-2024-03-02 – Open Air Burning By-Law Update

2024-101

Moved by Anderson Seconded by Hillyard

THAT the Township of Billings Council hereby approves Report Number BE-2024-03-02, regarding the review of the draft Open Air Burning By-Law AND FURTHER authorizes the amending By-Law coming forward.

Carried.

7.3. HS-2024-03-01-Health and Safety Bi-monthly Report

2024-102

Moved by Grogan Seconded by Anderson

THAT the Township of Billings Council hereby receives for information, Report No. HS-2024-03-01.

Carried.

7.4. BP-2024-03-02 – Proposed Land Exchange – Jerusalem Hill Road (2)

2024-103



Moved by Grogan Seconded by Hunt

THAT the Township of Billings Council hereby approves Report BP-2024-03-02 AND approves the request of Pete and Aimee Flikweert to amend the land exchange for Jerusalem Hill Road Allowance and Jerusalem Hill Road Travelled portion to permit the small triangle portion on the northwest adjacent to the creek bed be conveyed to the Flikweerts AND FURTHER the Flikweerts be responsible for any additional costs associated with the legal fees and survey costs to include the small portion on the reference plan AND FURTHER authorize entering into a land purchase and sale agreement with Pete and Aimee Flikweert AND FURTHER authorize the appropriate By-laws coming forward.

Carried.

7.5. CLK-2024-03-04-Island Wide Waste Management Resource Committee request
2024-104

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby approves report CLK-2024-03-04 AND

1. Provides support to the Island Wide Waste Management Resource Committee in the amount of \$5,000 (subject to conditions)
2. Supports the Committees Sic Sox initiative to place a bin for the collection of textiles to be located at the Park Centre parking lot
3. Supports the Committees' Call to recycle initiative for the collection of used batteries and continue with a small box to be located at the Township Office.

Carried.

8. Correspondence Requiring Direction

None.

9. Information

- 9.1. Ontario Trillium Foundation Funding Decision – Unsuccessful – Technological infrastructure upgrades (server, software and hardware)
- 9.2. Emergency Management Ontario Community Emergency Preparedness Grant (CEPG) Unsuccessful – (generator for public works, chainsaws, electric current detector and handheld radios)
- 9.3. Town of Plympton – Wyoming and Prince Edward County– Expanding the Life of Fire Apparatus
- 9.4. Prince Edward County – Review of Ontario Works and Ontario Disability Support Program Financial Assistance Rates
- 9.5. Township of Perry – Amend Blue Box Regulation for 'Ineligible' Sources



9.6. Ministry of Transportation – Licence Plate Renewal proposed changes

9.7. Ministry of the Environment Conservation and Parks – Ontario’s environmental assessment (EA) program

2024-105

Moved by Hunt Seconded by Grogan

THAT the Township of Billings Council hereby receives for information all items listed in Section 9 and FURTHER support items 9.3 and 9.5 on behalf of Billings Township and FURTHER directs staff to circulate as appropriate.

Carried.

10. Accounts for Payment

10.1. Accounts for Payment – February 28, 2024

2024-106

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby ratifies and confirms the accounts for payment dated February 28, 2024.

Carried.

11. By-Laws and Agreements

11.1. 2024-14-Annual Monitoring Reporting and Well Improvement Agreement – Pinchin

2024-107

Moved by Grogan Seconded by Hunt

THAT By-Law No. 2024-14 being the Annual Monitoring Reporting and Well Improvement Agreement – Pinchin By-Law be read a first, second and third time AND finally passed this 5th day of March 2024.

Carried.

11.2. 2024-15 – Old Mill Road Bridge Replacement Tender MCA By-Law

2024-108

Moved by Hunt Seconded by Anderson

THAT By-Law No. 2024-15 being the Old Mill Road Bridge Replacement Tender MCA By-Law be read a first, second and third time AND finally passed this 5th day of March, 2024.

Carried.

11.3. 2024-16 – Township of Billings Committee Appointment Amendment (2) By-Law
2024-109



Moved by Hunt Seconded by Hillyard

THAT By-Law No. 2024-16 being the Township of Billings Committee Appointment Amendment (2) By-Law be read a first, second and third time AND finally passed this 5th day of March, 2024.

Carried.

- 11.4. 2024-17 – Appoint Volunteer Firefighters By-Law Amendment (1) By-Law 2024-110

Moved by Anderson Seconded by Hunt

THAT By-Law No. 2024-17 being the Appoint Volunteer Firefighters By-Law Amendment (1) By-Law be read a first, second and third time AND finally passed this 5th day of March, 2024.

Carried.

12. Notice of Motions

- 12.1. Notice of Motion – Mayor Barker
2024-111

Moved by Barker Seconded by Grogan

WHEREAS the Township of Billings is looking to find ways to facilitate attainable housing options for our residents;

AND WHEREAS to realize our potential and protect the overall economic health and well-being of our community, we need to make space to welcome new community members AND provide alternative housing options for residents that wish to remain in the area;

AND WHEREAS the Township of Billings owns vacant land located off Old Mill Road being legally described as Concession 16 Part Lot 27 RP 31R-377 parts 1,2 and 4;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to engage with a consultant to bring back a report with available options for the development of the lands for residential use.

Carried.

13. Closed Session

- 13.1. Motion to move into Closed Session
2024-112

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby moves into Closed Session pursuant to [s. 239(3.1)] Educating or training members of the council, local board or committee – Council Code of Conduct AND FURTHER returns to open session upon completion.



Carried.

14. Report out of Closed Session

2024-116

Moved by Anderson Seconded by Hillyard

THAT Mayor Barker reported a closed meeting was held related to training members of Council on the Code of Conduct.

Carried.

15. Confirmatory By-Law

15.1. By-Law No. 2024-18 Being the March 5th 2024 Confirmatory By-Law
2024-117

Moved by Anderson Seconded by Hunt

THAT By-Law No. 2024-18 being the March 5th, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 5th day of March, 2024.

Carried.

16. Adjournment

16.1. Motion to Adjourn

2024-118

Moved by Hunt Seconded by Anderson

THAT the Township of Billings Council hereby adjourn at 10:25 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Emily Dance



MANITOULIN PLANNING BOARD

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

☎ 705-282-2237 ☎ 705-282-3142

February 28, 2024

MINUTES OF PUBLIC MEETING - FEBRUARY 27th, 2024

Consideration of Amending Zoning By-law No. 2022-05 for the Unincorporated Townships of Robinson and Dawson under the Provisions as set out by Section 39 of the Planning Act, Chapter p.13, R.S.O., as amended.

A public meeting, held at the Planning Board Office, 40 Water Street, Unit 1, Gore Bay, Ontario, was called to Order at 7:02 p.m. by Chair L. Hayden to hear and receive comments in support of or in opposition to an Application to Amend Zoning By-law No. 2022-05.

File No: 2022-05ZBL-24-001
Applicant: Todd Murray
Location: Part Lot 23, Conc. X
Lying Between Pt. 1, Plan 31R-185 and Instrument No. T-16283
(Located at #25548 Hwy 540)
Township of Dawson, District of Manitoulin

The Chair after calling the Meeting to Order declared the Board Members present constituted a quorum. The Board Members present were:

- | | | | |
|----|---------------|----|-------------|
| 1. | L. Hayden | 4. | K. Noland |
| 2. | D. Osborne | 5. | R. Stephens |
| 3. | Tim Mackinlay | 6. | D. McDowell |

Also in attendance for the meeting were:

T. Sasvari, reporter, Manitoulin Expositor;
T. Murray, applicant, for Amendment File No: 2022-05ZBL-24-001; and
J. Chandler, Member of the Public.

Chair L. Hayden

- advised he would preside over the Meeting and the Meeting would be conducted in accordance with Sections XI and XII of By-law No. 2019-01 (Procedural By-law);
- explained the purpose of the Meeting;
- instructed the Secretary-Treasurer to keep a record of proceedings;
- advised of the power of the Ontario Land Tribunal (OLT) to dismiss an appeal if an appellant has not provided the Planning Board with oral submissions at the public meeting or written submissions before the By-law is passed; and
- requested and received verification from the Secretary-Treasurer that all requirements of the Planning Act and prescribed procedures, including Public Notice, had been fulfilled for the application/File No. 2022-05ZBL-24-001 to be heard.

The Secretary-Treasurer explained that a Zoning Amendment Application was received from Todd Murray to permit an existing (RV) recreational vehicle (±8.2 m. X ±2.4 m.) and an existing tool shed (±3.7 m. X ±2.4 m.) attached to the RV, which are located in the front yard/in front of the dwelling which is under construction, to remain on a temporary basis for up to three years during the completion of the dwelling,

Zoning By-law No. 2022-05, Section 4.1.4 - Recreational Vehicles - states:

- '1. No recreational vehicle shall be used for habitable space, i.e. sleeping and/or eating, except temporarily in a campground for such use;*
2. Recreational vehicles are prohibited on vacant lots;
3. Recreational vehicles are only permitted to be parked and/or stored in the zones where residential uses are permitted as an accessory use on a lot that has a primary use;
4. Recreational vehicles must be stored appropriately and conform to the following provisions:
a) parking/storage is only permitted in the rear yard.'

Therefore, the amendment is required to permit the non-complying use(s) of the two structures placed on the property without permit(s).

The Chair advised submissions in favour or opposed to the following application would now be heard.

The Secretary-Treasurer read the following letter, received from Mr. Murray:

*'To whom it may concern,
I'm constructing a home at 25548 Hwy 540 in Dawson Township and require temporary eating/sleeping quarters and tool shed. Currently I have an RV and tool shed in my driveway until I have the plumbing and kitchen installed in the new home. The current location of these structures is on solid ground above the spring flood zone.*

*The build is progressing and I have all the plumbing/kitchen materials on site to complete the work. I expect to remove the RV/tool shed from the driveway in the summer of 2024, but no later than September 30th, 2024.
Thank you for your consideration on this amendment.'*

The Chair then requested comments from the applicant, Mr. Murray.

Mr. Murray, Applicant, passed around pictures of the RV tool shed and the dwelling which is under construction, and further explained his request.

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

The Public Meeting was declared closed by the Chair at 7:10 p.m.

L. Hayden, Chair

Theresa A Carlisle
T.A. Carlisle, Secretary-Treasurer



MANITOULIN PLANNING BOARD

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

☎ 705-282-2237 ☎ 705-282-3142

February 28, 2024

MINUTES OF PUBLIC MEETING - FEBRUARY 27th, 2024

Consideration of Amending Zoning By-law No. 2022-05 for the Unincorporated Townships of Robinson and Dawson under the Provisions as set out by Section 39 of the Planning Act, Chapter p.13, R.S.O., as amended.

A public meeting, held at the Planning Board Office, 40 Water Street, Unit 1, Gore Bay, Ontario, was called to Order at 7:10 p.m. by Chair L. Hayden to hear and receive comments in support of or in opposition to an Application to Amend Zoning By-law No. 2022-05.

File No.: 2022-05ZBL-24-002
Applicants: Jeremy and Jane Fuller
Location: Part Lot 22, Conc. X
Surveyed as Parts 1 to 4, Plan 31R-4074
(Located at #144 Kemp Lake Road)
Township of Robinson, District of Manitoulin

The Chair after calling the Meeting to Order declared the Board Members present constituted a quorum. The Board Members present were:

- | | | | |
|----|---------------|----|-------------|
| 1. | L. Hayden | 4. | K. Noland |
| 2. | D. Osborne | 5. | R. Stephens |
| 3. | Tim Mackinlay | 6. | D. McDowell |

Also in attendance for the meeting were:

T. Sasvari, reporter, Manitoulin Expositor;
T. Murray, applicant, for Amendment File No: 2022-05ZBL-24-001; and
J. Chandler, Member of the Public.

Chair L. Hayden

- advised he would preside over the Meeting and the Meeting would be conducted in accordance with Sections XI and XII of By-law No. 2019-01 (Procedural By-law);
- explained the purpose of the Meeting;
- instructed the Secretary-Treasurer to keep a record of proceedings;
- advised of the power of the Ontario Land Tribunal (OLT) to dismiss an appeal if an appellant has not provided the Planning Board with oral submissions at the public meeting or written submissions before the By-law is passed; and
- requested and received verification from the Secretary-Treasurer that all requirements of the Planning Act and prescribed procedures, including Public Notice, had been fulfilled for the application/File No. 2022-05ZBL-24-001 to be heard.

The Secretary-Treasurer explained that a Zoning Amendment Application was received from Jeremy and Jane Fuller to permit an existing portable storage container (±12.2 m. X ±2.5 m.) and an existing guest cabin (±5.0 m. X ±2.5 m.), which were placed on their property without permits, to remain on a temporary basis for up to three years during the construction of their dwelling,

On February 21st, 2024 it was discovered that there are three additional structures which were not identified on the application or the sketch, and were not part of the formal circulation. These three structures include an existing out house/privy (±1.2 m. X ±1.2 m.), an existing well house (±2.0 m. X ±2.0 m.), and an existing gazebo (±3.0 m. X ±3.0 m.). The application and the digital sketch should have included all five structures, as they were identified in the pictures taken during a Site Visit to the property in May 2023. Mr. and Mrs. Fuller amended their application on February 27th, 2024 and the Planning Board have amended the application sketch to identify all the structures.

An amendment is needed because a portable storage container is not a permitted use in the Rural (R) Zone; the other structures are not accessory to a dwelling as the dwelling has not been built; and the guest cabin and the out house/privy are located in the front yard/in front of the proposed dwelling.

The Chair advised submissions in favour or opposed to the following application would now be heard.

The Secretary-Treasurer read Section 11. of the Amendment Application:

'When we purchased the lot, there was a portable storage container already located in the place where it is sitting now on the property. We are requesting permission to leave it where it sits now temporarily, to be used for the storage of equipment and tools while we construct our residential dwelling.

We also require shelter, as we currently live over 500 km from the property. We have a small bunkie (guest cabin) that can be easily moved around the property that we would like to use as a place for shelter from the elements while we construct our residential dwelling.

Once the residential dwelling is constructed the bunkie (guest cabin) can be relocated and will conform to the regulations and the shipping container will be removed from the property.

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

The Public Meeting was declared closed by the Chair at 7:12 p.m.

L. Hayden, Chair

Theresa A Carlisle
T.A. Carlisle, Secretary-Treasurer



February 28, 2024

MINUTES OF PLANNING BOARD MEETING - February 27, 2024

At a Meeting of the Manitoulin Planning Board held at the Planning Board Office, Gore Bay, Ontario, on February 27th, 2024, the following Members of Planning Board were present:

- | | | | |
|----|--------------|----|-------------|
| 1. | L. Hayden | 4. | K. Noland |
| 2. | D. Osborne | 5. | R. Stephens |
| 3. | T. Mackinlay | 6. | D. McDowell |

Regrets: J. DeForge, D. Head, B. Barker, L. Chappell

Also in attendance for the meeting were:

T. Sasvari, reporter, Manitoulin Expositor;
T. Murray, applicant, for Amendment File No: 2022-05ZBL-24-001; and
J. Chandler, Request for Plan of Subdivision Extension.

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

The Meeting was called to Order after the two Public Meetings, at 7:12 P.M. 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 of January 30th, 2024. There were no conflicts declared.

1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

The Secretary-Treasurer requested two additions to the agenda of:

- i) Zoning Conformity Permit Application Fee Consideration; and
- ii) Planning Application Preconsultation Fee(s).

MOTION

It was moved by D. McDowell and seconded by T. Mackinlay that the Order of Business be adopted, as amended, with two additional items 12. and 13. after item 11.
- Carried.

2. MINUTES OF PREVIOUS BOARD MEETING - January 30th, 2024

The Chair announced that the Minutes of the Board Meeting held on January 30th, 2024 had been circulated to the Board Members and requested that any errors or omissions be stated.

There were none.

MOTION

It was moved by R. Stephens and seconded by T. Mackinlay that the Minutes of January 30th, 2024, be adopted,
- Carried.

**BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS BOARD MEETING
- January 30th, 2024**

There was none.

3. VARIABLE EXPENDITURES

Board Member K. Noland asked what the auditor's fee was for the 2022 audit.

The Secretary-Treasurer advised that the total audit cost for the 2022 audit was about \$9300.00. The interim bill received from KPMG to do the 2023 audit in the amount of \$8,475.00 is about \$825.00 less than the final cost to the Board for the 2022 Audit.

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

MOTION

It was moved by T. Mackinlay and seconded by D. Osborne that the variable expenditures be accepted as presented,
- Carried.

Board Minutes
February 27th, 2024

4. AMENDMENT FILE NO: 2022-05ZBL-24-001

- i) Applicant: Todd Murray
Location: Part Lot 23, Conc. X
Lying Between Pt. 1, Plan 31R-185 and Instrument No. T-16283
(Located at #25548 Hwy 540)
Township of Dawson, District of Manitoulin

A Zoning Amendment Application was received from Todd Murray to permit an existing (RV) recreational vehicle (± 8.2 m. X ± 2.4 m.) and an existing tool shed (± 3.7 m. X ± 2.4 m.) attached to the RV, which are located in the front yard/in front of the dwelling which is under construction, to remain on a temporary basis for up to three years during the completion of the dwelling,

The required Public Meeting was held by the Manitoulin Planning Board on Tuesday, February 27th, 2024 at 7:02 p.m. Mr. Murray was in attendance.

The following letter was received from Mr. Murray on December 8th, 2023:

'To whom it may concern,

I'm constructing a home at 25548 Hwy 540 in Dawson Township and require temporary eating/sleeping quarters and tool shed. Currently I have an RV and tool shed in my driveway until I have the plumbing and kitchen installed in the new home. The current location of these structures is on solid ground above the spring flood zone.

The build is progressing and I have all the plumbing/kitchen materials on site to complete the work. I expect to remove the RV/tool shed from the driveway in the summer of 2024, but no later than September 30th, 2024.

Thank you for your consideration on this amendment.'

Zoning By-law No. 2022-05, Section 4.1.4 - Recreational Vehicles - states:

- '1. No recreational vehicle shall be used for habitable space, i.e. sleeping and/or eating, except temporarily in a campground for such use;
2. Recreational vehicles are prohibited on vacant lots;
3. Recreational vehicles are only permitted to be parked and/or stored in the zones where residential uses are permitted as an accessory use on a lot that has a primary use;
4. Recreational vehicles must be stored appropriately and conform to the following provisions:
a) parking/storage is only permitted in the rear yard.'*

Therefore, this amendment is required to permit the non-complying use(s) of the two structures placed on the property without permit(s).

The subject land is an existing lot of record. The applicant has owned the property since January 15th, 2021.

Two Zoning Conformity Permits, No. LC05/15 (to the previous owner) and LC08/21 (to T. Murray) were issued but were void in place of LC05/22, due to the increased size of the proposed dwelling. LC05/22 was issued to Mr. Murray on April 07, 2022, for a dwelling (± 7.32 m. X ± 12.19 m.). No other permits have been issued by the Manitoulin Planning Board.

During a Site visit to the property in June 2022 the RV with the attached tool shed was discovered on the property. A Notice of Violation was posted on the property. Mr. Murray contacted the Planning Board Office and it was explained that the RV and tool shed would need to be moved or removed or that an amendment approved by the Manitoulin Planning Board would be required in order for the structures to remain and conform to the Zoning By-law. The application for Amendment was sent to Mr. Murray via email.

A 2nd site visit was conducted in October 2022.; the RV and tool shed were still present on the property; construction of the dwelling had been started; and another Notice was posted on the property with a request to contact the Planning Board Office.

A 3rd site visit was conducted in August 2023; the RV and tool shed were still present; the dwelling was now closed in; and another Notice was posted on the property with a request to contact the Planning Board Office to discuss bringing his property into conformity with the Zoning By-law.

A 'Temporary Use' By-law Amendment application was received from Mr. Murray on November 27th, 2023.

As part of the preconsultation process the application was sent to the Ontario Ministry of Transportation (MTO), as the lot fronts on Highway No. 540.

The Ontario Ministry of Transportation (MTO) have issued an entrance permit, No. EN-2021-54S-00000009 V1. They have advised that a Land Use Permit is also required for the dwelling. Mr. Murray was informed of the MTO comments and asked to contact MTO for the permit. Access is via an existing entrance, #25548 Hwy No. 540, a provincially maintained highway.

Hydro One was consulted as part of the preliminary review of the application as there appears to be a hydro line crossing the south east corner of the property. Hydro One advised on January 31st, 2024 that they have no concerns with the application; that they own the poles; and do not require an easement.

According to the application servicing will consist of private well and a grey water system with composting toilet.

Board Minutes
February 27th, 2024

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

i) File No.: 2022-05ZBL-24-001 - continued

The Sudbury and District Health Unit have advised that they do not conduct site visits for Amendment Applications.

Dawson Township has no fire protection. There is no garbage collection, but there is a transfer station open weekly.

The application to amend Zoning By-law No. 2022-05 was circulated on February 2nd, 2024 to the Township of Dawson Local Roads Board, Ontario Power Generation, Metis Nation of Ontario, the Rainbow and District School Board, Bell Canada, and to all property owners within 120 metres as required by Ontario Regulation 545/06.

John Van Every advised that from a Local Roads Board perspective, there are no concerns with regard to the specific request.

There have been no inquiries or concerns received from the agencies or the property owners circulated or from the posting of the signs on the property.

The subject land will remain designated as being within a Rural Area and all Official Plan (OP) Policies applicable thereto will continue to apply.

Section F.4.2.2 - Temporary Use By-laws states:

'The Planning Board and/or the municipality may pass a temporary use by-law to allow the temporary use of land, buildings or structures for a purpose otherwise not permitted by the Zoning By-law for a specific period of time not to exceed three (3) years.'

The subject land is within a Rural (R) Zone. If approved, this proposal will amend Zoning By-law No. 2022-05 to permit the use of the existing (RV) recreational vehicle and the existing tool shed attached to the RV, to be located in the front yard/in front of the dwelling which is under construction, on a temporary basis for up to three years during the completion of his dwelling,

From information available, the subject land does not appear to have any natural heritage features or species at risk concerns. Section 3 of the Planning Act requires that decisions affecting planning matters *'shall be consistent with'* policy statements issued under the Act. Planning decisions for the Manitoulin Planning Area must be consistent with Policies of the PPS.

The proposal is considered consistent with the PPS 2020.

Discussion among the Board included:

- site visit pictures and pictures provided by Mr. Murray (at the meeting) show that the dwelling is closed in and the kitchen and bathroom are near completion; Mr. Murray states that he hopes to move into the dwelling in September 2024; is three years necessary; would two years be long enough; would one year be long enough; is the RV road worthy; is the dwelling a permanent dwelling; is the tool shed moveable; are the RV and tool shed going to be removed from the property or moved to be behind the dwelling; is a zoning conformity permit required, if so is the fee \$525.00 or \$130.00.

Mr. Murray was present and provided pictures of the dwelling which is under construction. He advised that one year would probably be long enough as the dwelling is progressing, but that he would prefer two years; that he intends to live year round in the dwelling; there is no motor in the RV; and the RV and tool shed are to be removed from the property.

Mr. Murray was made aware that a Zoning Conformity permit application could include several structures accessory to his dwelling, to remain permanently on the property. Mr. Murray advised that he would give this some thought.

The Secretary-Treasurer read the following By-law:

BY-LAW NO. 2024-002

TEMPORARY USE PROVISIONS FOR SPECIFIC LANDS

Being a By-law of the Manitoulin Planning Board to amend By-law 2022-05, the comprehensive zoning By-law for the Townships of Dawson and Robinson.

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 By-law No. 2022-05 under the Temporary Use Provisions as set out by Section 39 of the Planning Act, Chapter p.13, R.S.O., as amended.

Board Minutes
February 27th, 2024

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

- i) File No.: 2022-05ZBL-24-001 - Bylaw No. 2024-002 - continued

Now Therefore, the Manitoulin Planning Board enacts the following:

- (1) Despite Section 14.0 - Rural (R) Zone - one existing (RV) recreational vehicle (± 8.2 m. X ± 2.4 m.) with attached tool shed (± 3.7 m. X ± 2.4 m.) placed on property without permits, may be located and used on lands described in Subsection (2) as a temporary use until the **27th Day of February 2026** in accordance with Section 39 of the Planning Act.
- (2) Subsection (1) applies to that parcel of land described as being Part Lot 23, Conc. X, Lying Between Part 1, Plan 31R-185 and Instrument No. T-16283, (Located at #25548 Hwy 540), Township of Dawson, District of Manitoulin, as deposited/registered in the Land Registry Office for the Registry Division of Manitoulin (31).
- (3) That it is hereby certified that this amending By-law is in conformity with the Official Plan for the District of Manitoulin.
- (4) Schedule "A" hereto attached shall be considered to be part of this By-law.
- (5) 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 Planning Board.

MOTION

It was moved by T. Mackinlay and seconded by K. Noland that By-law No. 2024-002 be approved, as read and that the Planning Board after careful consideration, will accept a Zoning Conformity Permit Application fee of \$130.00 in the circumstance,
- Carried.

4. AMENDMENT FILE NO: 2022-05ZBL-24-002

- ii) Applicants: Jeremy and Jane Fuller
File No.: 2022-05ZBL-24-002
Location: Part Lot 22, Conc. X
Surveyed as Parts 1 to 4, Plan 31R-4074
(Located at #144 Kemp Lake Road)
Township of Robinson, District of Manitoulin

A Zoning Amendment Application has been received from Jeremy and Jane Fuller to permit an existing portable storage container (± 12.2 m. X ± 2.5 m.) and an existing guest cabin (± 5.0 m. X ± 2.5 m.), which were placed on their property without permits, to remain on a temporary basis for up to three years during the construction of their dwelling,

The required Public Meeting was held by the Manitoulin Planning Board on Tuesday, February 27th, 2024 at 7:10 p.m.

Zoning By-law No. 2022-05, Section 4.1.6 - Portable Storage Containers states:

- ' 1. *Portable storage containers are only permitted in the General Industrial (M) Zone for storage purposes, only as an accessory use on a lot that has an established primary use.*

The application with a digital sketch prepared by the Planning Board Office, was circulated on February 2nd, 2024 to the Township of Robinson Local Roads Board, Ontario Power Generation, Metis Nation of Ontario, the Rainbow and District School Board, Bell Canada, and to all property owners within 120 metres as required by Ontario Regulation 545/06.

On February 21st, 2024 it was discovered that there are three additional structures which were not identified on the application or the sketch, and were not part of the formal circulation.

These three structures include an existing out house/privy (± 1.2 m. X ± 1.2 m.), an existing well house (± 2.0 m. X ± 2.0 m.), and an existing gazebo (± 3.0 m. X ± 3.0 m.).

The application and the digital sketch should have included all five structures, as they were identified in the pictures taken during a Site Visit to the property in May 2023.

Mr. and Mrs. Fuller amended their application on February 27th, 2024 and the Planning Board have amended the circulation sketch to identify all the structures.

Mr. and Mrs. Fuller were advised that a re-circulation of the application and sketch may be required, to provide notice with the correct information.

An amendment is needed because a portable storage container is not a permitted use in the Rural (R) Zone; the other structures are not accessory to a dwelling as the dwelling has not been built; and the guest cabin and the out house/privy are located in the front yard/in front of the proposed dwelling. Currently the property is in violation to Zoning By-law No. 2022-05 for the Unincorporated Townships of Robinson and Dawson.

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

ii) File No.: 2022-05ZBL-24-002 - continued

Section 11. of the Amendment Application states:

' When we purchased the lot, there was a portable storage container already located in the place where it is sitting now on the property. We are requesting permission to leave it where it sits now temporarily, to be used for the storage of equipment and tools while we construct our residential dwelling.

We also require shelter, as we currently live over 500 km from the property. We have a small bunkie (guest cabin) that can be easily moved around the property that we would like to use as a place for shelter from the elements while we construct our residential dwelling.

Once the residential dwelling is constructed the bunkie (guest cabin) can be relocated and will conform to the regulations and the shipping container will be removed from the property.'

The subject land is an existing lot of record. The applicants have owned the property since November 3rd, 2020.

By Amendment File No: 51ZO-00487-003 a seasonal dwelling is permitted within the subject land, in the Rural (R) Zone. The applicants have advised that there was an existing dwelling located within the property which was no longer habitable and was torn down.

Aerial Photography from 2016 does not identify the portable storage container but the Aerial photography from 2021 does.

Access is via an existing entrance, #144 Kemp Lake Road, a road that is maintained year round by the Robinson Local Roads Board.

Servicing will consist of private well and private individual septic system, when required.

The Sudbury and District Health Unit have advised that they do not conduct site visits for Amendment Applications.

There is a Hydro Line that crosses the property. Hydro One was consulted as part of the preliminary review of the application and they advised that they have no concerns; that they have an unregistered easement over the subject land; and that they own the poles.

Fire Protection is provided by the Robinson Township Volunteers.

Garbage Collection is available by the Robinson Local Services Board.

The Robinson Local Roads Board (RLRB) advised via email on February 24th, 2024 as follows:

' The Robinson LRB recognizes that travel trailers and portable storage containers are not a permitted use within the township in accordance to the MPB land use zoning by-law. In consideration that the portable storage container was located on the property at time of purchase, the LRB is in agreement with MPB's recommendation to permit the "temporary" use of the portable storage container, to be used only for the temporary storage of equipment and tools, for a maximum duration of 3 years, while the owners construct a residential dwelling.

The LRB would like to request that staff of MPB conduct regular site visits and communicate with the property owners to ensure that construction of the dwelling is progressing and will be completed within the 3 year time frame;

the permanent removal of the portable storage container from the property, once construction is complete; and

the permanent relocation of the existing Bunkie, is in conformity to all required yard setbacks.

As well, the LRB wishes to remind the property owner that they are to contact the Chair of the LRB (Eric Thiessen) regarding any drainage concerns or to discuss culvert installation off the municipally maintained road. Digging up the township road or installing a culvert without prior communication with the LRB is strictly prohibited.'

There have been no inquiries or concerns received from the agencies or the property owners circulated or from the posting of the signs on the property.

The subject land will remain designated as being within a Rural Area and all Official Plan (OP) Policies applicable thereto will continue to apply.

Official Plan Policy F.4.2.2 - Temporary Use By-laws states:

'The Planning Board and/or the municipality may pass a temporary use by-law to allow the temporary use of land, buildings or structures for a purpose otherwise not permitted by the Zoning By-law for a specific period of time not to exceed three (3) years.'

The subject land is within a Rural (R) Zone. If approved, this proposal will amend Zoning By-law No. 2022-05 to permit the 'temporary uses' as proposed and bring the property into conformity with the Zoning By-law.

February 27th, 2024

4. APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO. 2022-05
ii) File No.: 2022-05ZBL-24-002 - continued

There is a wetland identified on the eastern portion of the subject land, which is located within the Conservation (02) Zone. According to the applicants, no construction is proposed in this area.

There is an aggregate site, #616862, located to the north of the subject property. A minimum distance separation is not required for lots of record, for a residential use in the vicinity of the aggregate site.

There are portions of the subject property that are within a High Category for Wildland Fire. The applicants have advised that construction will be outside these areas.

From information available, the subject land does not appear to have any natural heritage features or species at risk concerns. Section 3 of the Planning Act requires that decisions affecting planning matters *'shall be consistent with'* policy statements issued under the Act. Planning decisions for the Manitoulin Planning Area must be consistent with Policies of the PPS. With approval of this proposed amendment, there does not appear to be any conflict or adverse impacts to policies expressed by the PPS 2020. The proposal is considered consistent with the PPS 2020.

Discussion among the Board included:

- appears the portable storage container was located on the property prior to their purchase; it was not identified in 2016 but was in 2021 according to the aerial photography; the structures do not have a Zoning Conformity permit; proper notice was not given as the sketch and Notice did not include all the structures; was this an honest mistake; in good planning should the application be re-circulated; is the correction considered minor; were there any inquiries or concerns received; does the intent of the application remain the same;

The Secretary-Treasurer advised that the error was made by both Planning Board and the applicant; that there is a re-circulation fee of \$370.00; and there have been no inquiries or concerns received.

The consensus of the Board was that the correction is considered to be minor and does not change the intent of the application, and a re-circulation would not be required for this application.

There was no one in attendance to speak on behalf of or in opposition to the application.

The Secretary-Treasurer read the following By-law:

BY-LAW NO. 2024-003

TEMPORARY USE PROVISIONS FOR SPECIFIC LANDS

Being a By-law of the Manitoulin Planning Board to amend By-law 2022-05, the comprehensive zoning By-law for the Townships of Dawson and Robinson.

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 By-law No. 2022-05 under the Temporary Use Provisions as set out by Section 39 of the Planning Act, Chapter p.13, R.S.O., as amended.

Now Therefore, the Manitoulin Planning Board enacts the following:

- (1) Despite Section 14.0 - Rural (R) Zone - one existing portable storage container (± 12.2 m. X ± 2.5 m.) and one existing guest cabin (± 5.0 m. X ± 2.5 m.) and one existing outhouse/privy (± 1.2 m. X ± 1.2 m.) placed on property without permits, may be located and used on lands described in Subsection (2) as a temporary use until the **27th Day of February 2027** in accordance with Section 39 of the Planning Act.
- (2) Subsection (1) applies to that parcel of land described as being Part of Lot 22, Conc. X, Surveyed as Parts 1 to 4, Plan 31R-4074, (Located at #144 Kemp Lake Road, Township of Robinson, District of Manitoulin, as deposited/registered in the Land Registry Office for the Registry Division of Manitoulin (31).
- (3) That it is hereby certified that this amending By-law is in conformity with the Official Plan for the District of Manitoulin.
- (4) Schedule "A" hereto attached shall be considered to be part of this By-law.
- (5) 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 Planning Board.

Discussion resulted in the following motion:

MOTION

It was moved by T. Mackinlay and seconded by K. Noland that By-law No. 2024-003 be approved, as read,

- Carried.

Board Minutes
February 27th, 2024

5. PRESENTATION OF APPLICATIONS FOR CONSENT

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.

MOTION

It was moved by T. Mackinlay and seconded by D. Osborne that item 6. be heard ahead of Item 5., as the applicant for item 6. was in attendance,
- Carried.

6. REQUEST FOR PLAN OF SUBDIVISION EXTENSION - FILE NO: SUB2021-001

Applicant: 5026911 Ontario Limited
Agent: Jordan Chandler
Location: Lot 22 and Part Lots 23 & 24 and
Lot 25, Conc. VII and Lots 22 thru 26, Conc. VIII
Township of Shegúandah, Municipality of Assiginack
District of Manitoulin

The Secretary-Treasurer reported that at the January Planning Board Meeting, the Board had passed a motion, approving a one year extension for File SUB2021-001. The reason for one year and not three years as requested was because the Municipality of Assiginack had not provided a Resolution of support or not and their next Council Meeting was not scheduled until February 6th, 2024 which was after the Planning Board Meeting. Without approval from the Manitoulin Planning Board at the January 30th, 2024 meeting, the Subdivision approval would have lapsed on February 23rd, 2024 which was before the next Planning Board Meeting of February 27th, 2024.

The Secretary-Treasurer read the following letter provided by agent, J. Chandler, received on February 27th, 2024:

'We are requesting a three-year extension of the draft conditions from 2021. I understand the Board provided a 1-year extension to my 3-year extension request that was submitted in December. This current request would be for an additional 2 years to that 1-year extension Decision.'

In addition, we ask that the Board waive our application fee for this extension since we feel our previous application was not handled correctly by the Township of Assiginack. They did not provide a council resolution to the planning board for our request. That township council can vote on important items via email if required. It appears as though they determined our multi-million dollar investment in their township was not of importance. If there is a fee to be paid to the board, perhaps the township should be responsible. Thank you.'

The Municipality of Assiginack advised on February 7th, 2024 of the following Resolution No: 25-02-2024:

'THAT we inform the Manitoulin Planing Board that we have no objections regarding the request for a one-year extension on the conditions of draft approval for the Sandy Point Subdivision.'

The Secretary-Treasurer requested that Council re-consider supporting a three-year extension, as requested by the applicant.

The Municipality of Assiginack advised on February 21st, 2024 of the following Resolution No:42-03-2024:

'THAT we inform the Manitoulin Planning Board that with respect of File SUB2021-001, 5026911 Ontario Limited, that we have no objection to a three-year extension of the completion date.'

AND that we ask the Board to consider a Standing Policy on such requests to govern both Council and the Board's response to future requests without the need for Special Meetings of either body.'

Discussion resulted in the following motion:

MOTION

It was moved by T. Mackinlay and seconded by K. Noland, that as per Section 51(33) of the Planning Act, Subdivision File No: SUB2021-001, Phase Two, be given an additional extension of two years, resulting in a new three year extension date now being February 23rd, 2027, and that the 2nd fee of \$315.00 for the extension be waived,
- Carried.

7. MUNICIPAL INTERIM REQUISITIONS

The Secretary-Treasurer and reported that five (5) of the eight (8) Municipal Interim Requisitions, have been received to date.

8. OFFICE INTERNET REVIEW

The Secretary-Treasurer gave an update from the January 30th, 2024 Board Meeting and provided the Board with six (6) comparable internet options that the Planning Board could consider for upgrading the current Bell Canada Internet Service for the Planning Board Office, which will be required by the end of the year to upgrade from the ArcGis Program to the ArcGisPro Program.

The consensus of the Board was to table the information and to have further discussion at Budget time, at a later Board Meeting.

9. TARIFF OF FEES

The Secretary-Treasurer explained that the Planning Board does not currently have a fee to remove a Holding Symbol for a Holding By-law. She requested an additional fee be added to the Tariff of Fees as "Removal of a Holding Symbol" similar to the 'Certification of Cancellation' fee of \$130.00.

Discussion, resulted in the following motion:

MOTION

It was moved by R. Stephens and seconded by T. Mackinlay that the Tariff of Fees be updated to include one addition fee of \$130.00 for a 'Removal of a Holding Symbol' from a Holding Zone By-law,
- Carried.

10. PROCEDURAL BY-LAW No. 2019-01 - Review

The Secretary-Treasurer informed the Board that the Procedural By-law was to be reviewed once a year and she was bringing it forward for discussion to see if any changes or additions were required.

Discussion among the Board resulted in the following motion:

MOTION

It was moved by D. Osborne and seconded by K. Noland that the Procedural By-law No. 2019-01, as amended, has been reviewed and there are no changes required to the By-law at this time,
- Carried.

11. STAFF HOLIDAYS

The Secretary-Treasurer informed the Board that she had accumulated thirty (30) extra days of Holidays in 2023 and requested the Board's support to carry them over to 2024.

Discussion among the Board included:

- taking several holidays on a month when there is no Board Meeting; closing the Office to the Public one day a week; offering the part time staff more hours; hiring another staff member; paying out the holidays,

The discussion resulted in the following motion:

MOTION

It was moved by R. Stephens and seconded by D. McDowell that the Planning Board has no objection to the Secretary-Treasurer carrying over her 2023 holidays into 2024 and that this topic will be discussed further at Budget time,
- Carried Unanimously.

12. ZONING CONFORMITY PERMIT APPLICATION FEE REQUEST

Applicant: Christopher Seguin
Location: Part Lot 19, Conc. VII
Surveyed as Part 1, Plan 31R-3754
(#20473 Hwy 540)
Township of Robinson, District of Manitoulin

The Secretary-Treasurer provided the following summary:

A Zoning Conformity Permit, No: LC21/22 had been issued on October 24, 2022, by the Planning Board to the previous owners for a dwelling with a stone patio. Mr. Seguin (current owner) had submitted an Amendment Application in March 2023 to permit a dwelling constructed of four (4) portable storage containers and this had been considered to conform to the Ontario Building Code and was approved on January 30th, 2024. During a site visit to the property of August 14th, 2023 it was discovered that a two-storey structure has been placed within the property. The applicant was contacted and he advised that the structure is a tool shed, placed within the property to be used during the construction of the dwelling. He was advised that if the structure is to be an accessory structure and remain permanently within the property, a Zoning Conformity Permit would be required and that the Zoning By-law allows a tool shed to be located on the property if construction of the dwelling has commenced and has not been abandoned.

Board Minutes
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12. ZONING CONFORMITY PERMIT APPLICATION FEE REQUEST - continued

The following sections from Zoning By-law No. 2022-05 for the Unincorporated Townships of Robinson and Dawson, were attached to the Board's agenda:

Section 4.1 Accessory Uses:

- c) An accessory building shall not be erected on a lot prior to the principal building to which it is to be accessory thereto.

Section 4.21 - Special Uses Permitted states:

- b) a tool shed, scaffold or other building or structure incidental to construction on the premises where it is situated and only as long as it is necessary for the work in progress and until the work is completed or abandoned.

"Abandoned" in this section shall mean the failure to proceed expeditiously with the construction work, specifically abeyance of construction for six (6) months.

Section 3.0 - Definitions:

CONSTRUCTION shall mean to do anything in the erection, installation or extension or material alteration or repair of a building or sign and includes the installation of a building unit or sign fabricated or moved from elsewhere.'

She then read the following letter, received from Mr. Seguin on February 22nd, 2024:

' Dear Board members:

I have submitted a revised zoning conformity permit for my property located at 20473 HWY 540 in Silver water. My original conformity permit was approved and issued on October 24th, 2022.

With this revised application, I have submitted (2) bank drafts in the amount of \$130.00 and \$525.00. The new conformity application and sketch now show my storage shed that was installed on the property after receiving my original approved permit.

I believed to be in the "Construction Phase" of this project while completing tasks not limited to land clearing/excavation/installing hydro service trenches & conduits/well water lines/septic system test holes/preparing gravel base for concrete slab/landscaping/etc.

Without prejudice I would appreciate it if the board would consider my position on the monetary amount due to process the revised application.'

The Secretary-Treasurer was asked if construction of the dwelling had started. She advised that she did not know for sure but thought it had not.

Discussion resulted in the following motion:

MOTION

It was moved by D. Osborne and seconded by R. Stephens that the Planning Board will give forgiveness to the \$525.00 application fee in this circumstance, and will support a Zoning Conformity Permit Application fee of \$130.00,

- Carried.

Further discussion was had that the \$525.00 application fee that is part of the Tariff of Fees, was introduced by the Planning Board for those land owners who placed structures on their property or built without permit(s) and is there for that reason. The general consensus of the Board is that the Planning Board Staff collect the \$525.00 fee, if it applies.

13. PRECONSULTATION OF PLANNING APPLICATIONS

The Secretary-Treasurer reported that the Planning Board requested at the January 30th, 2024 Board Meeting that staff review the Planning Act to see if it was possible to apply a pre-consultation fee as part of a planning application process. This was to recover costs for staff time incurred from lengthy consultation with applicants for proposals that did not end up being circulated, and for which no application fee was received. Under consideration was a requirement for a non-refundable deposit assessed to the applicant for a pre-consultation. If the application proceeded to circulation, the deposit would be applied to the application fee. If pre-consultation occurred and the application did not proceed, the deposit would not be returned.

She further reported that the Planning Act allows municipalities and Planning Boards to require pre-consultations for Official Plan Amendments (OPA), Zoning By-law amendments (ZBL), Plans of Subdivision (SUB), and Site Plan Agreements.

As an example, the City of Toronto has a recent by-law effective October 12 2023, requiring applicants to pay a non-refundable fee of \$700 for OPAs, ZBL's, SUBs, and Site Plan agreements. This fee acts as a deposit which is applied to the application fee if the proposal goes into circulation.

13. PRECONSULTATION OF PLANNING APPLICATIONS - continued

From the above information, it may be possible for the Planning Board or the Municipality (whichever is the approval authority) to pass a by-law requiring pre-consultation for OPAs, ZBLs and SUBs with a required non-refundable fee that would function as a deposit against the final application fee.

It appears to be 'all or nothing' – all applicants for those types of applications would have to do the pre-consultation, we could not do it for certain types of application only.

It does not appear possible to require pre-consultation for Consents under the Planning Act.

The consensus of the Board was to table this item for further discussion at Budget time, and to investigate if the Planning Board could collect a fee for the application form itself and if the application is processed, that the fee be included in the application fee.

Board Minutes
February 27th, 2024

Application File No's. B01-24, B02-24, B03-24 and B04-24 No. of Members Present: 6
Date of Decision: February 27, 2024
Location of Property: Lots 28, 29 and 30, Conc. I, Township of Carnarvon, Municipality of Central Manitoulin, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Harold (Hal) Love on behalf of himself and Frank, Edward, Ryan, and Mark Love is to provide for the creation of four (4) new lots for rural residential/recreational uses. There are no structures within the subject land.

Harold Love, agent for the application, requested support of the Manitoulin Planning Board at the November 28th, 2023 Board Meeting and the Board supported 'in principle' the creation of four new lots as proposed. Mr. Love had advised that the property is owned by five family members and the application is being made for Estate Planning purposes.

File No. B01-24 proposes to create a new ± 10 Hec. lot, consisting of all of Lot 30, Conc. I as originally surveyed, having frontages of ± 412 M. on Rockville Road and ± 975 M. on Gibraltar Road, both maintained municipal roads, and a depth of ± 975 M.

File No. B02-24 proposes to create a new lot being the west \pm half of Lot 28, Conc. I, having a frontage of ± 196.8 M. on Rockville Road, a maintained municipal road, and a depth of ± 933 M., thereby containing an area of ± 18.35 Hec.

File No. B03-24 proposes to create a new lot being the east \pm half of Lot 28, Conc. I excepting Part 1, Plan 31R-512 and Part 1, Plan 31R-569, having a frontage of ± 144 M. on Rockville Road, a maintained municipal road, and a depth of ± 933 M., thereby containing an area of ± 19.6 Hec.

File No. B04-24 proposes to create a new lot being the west \pm half of Lot 29, Conc. I, having a frontage of ± 201 M. on Rockville Road, a maintained municipal road, and an average depth of ± 954 M., thereby containing an area of ± 19.2 Hec.

The land to be retained, consisting of the east \pm half of Lot 29, Conc. I, has a frontage of ± 201 M. on Rockville Road, a maintained municipal road, and a depth of ± 975 M., thereby containing an area of ± 19.2 Hec.

There has been a previous application for Consent to Sever, File No. 04-51C-76-1106, approved by the Ministry of Housing in 1976 that created a new lot within Lot 28, Conc. I surveyed as Part 1, Plan 31R-512 and Part 1, Plan 31R-569.

The subject land has been designated Rural Area and zoned Rural (R) and Agriculture (A). Rural residential/recreational uses are proposed.

Mr. Love advised that the subject land is mostly bush covered and is used for deer hunting with about 8.0 Hec. (20 acres) used for pasture. Aerial photography (2021) identifies the areas of tree cover within the subject land. It appears that the Agriculture (A) Zone covers the northern 1/4 of the property land and the Rural (R) Zone covers the southern 3/4 of the property.

The soil classifications provided by Land Information Ontario (LIO) identifies mostly class 6 soils with some class 3 & 4 at the north of Lots 28 & 29, Conc. I.

Zoning By-law No. 2002-07 for the Municipality of Central Manitoulin permits residential uses in the Agriculture (A) Zone and the Rural (R) Zone. There are no land use changes proposed at this time.

Access is proposed from Rockville Road, a municipal road, jointly maintained between the Township of Billings and the Township of Central Manitoulin.

Services will consist of private well and private individual septic system when required. No new services are proposed at this time.

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 Policy Statement 2020.

The application was circulated on February 12th, 2024 to the Municipality of Central Manitoulin, the abutting Municipality of Billings, the abutting Municipality of the Town of Northeastern Manitoulin and the Islands, the M'Chigeeng First Nation, Bell Canada, 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.

Board Minutes
February 27th, 2024

Application File No's. B01-24 to B04-24
February 27, 2024 - continued

The Municipality of Central Manitoulin recommends that Consent be granted with no specific conditions.

The Municipality of Billings advised on February 14th, 2024 that they have reviewed the application and have no concerns.

The Town of Northeastern Manitoulin and the Islands advised via email on February 23rd, 2024 of the following motion:

'RESOLVED THAT the Council for the Corporation of the Town of Northeastern Manitoulin and the Islands has no comment or concern in regard to file number, B01-24, B02-24, B03-24, B04-24, application for consent as provided by the Manitoulin Planning Board.....Carried.'

The M'Chigeeng First Nation have not have not provided any comments or concerns or requested additional time to do so.

Charleyne Hall, Bell Canada, advised via email on February 12th, 2024 that Bell Canada has no facilities within the area covered by the consent application; therefore they have no concerns.

There was a telephone inquiry from T. Aljoe, an abutting land owner to the south (Lots 29 & 30, Conc. 2), requesting further explanation of the application. No written concerns have been received.

There have been no other 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 or opposition to the application.

Discussion among the Board was if a full survey should be required, as the Land Registry office may not accept a description for registration based on east half and west half and there is already an existing lot within Lot 28, Conc. 1.

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 identified 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;
or
a boundary line survey identifying the new lot lines resulting from the severance(s), that provides an acceptable legal description for registration by the Land Registry Office (31);
- ii) a written confirmation from the municipality(s) that any portion of the travelled roads (Rockville Road and Gibraltar Road) that encroaches onto the subject land(s), has been surveyed and conveyed to the municipality satisfactory to the municipality(s);
- iii) a written confirmation from the municipality that entrance permits for the proposed new lots have been issued or can be issued, satisfactory to the municipality;
- iv) a fee of \$130.00 for each Transfer of Land submitted for Certification; and
- v) a written confirmation from the municipality that all outstanding municipal taxes have been paid.

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: Further severances may be considered by a Plan of Subdivision.

Board Minutes
February 27th, 2024

Application File No's.: B05-24 and B06-24 No. of Members Present: 6
Date of Decision: February 27, 2024

Location of Property: Part Lot 15, Conc. XV, Being Part 2, Plan 31R-2408 excepting Subdivision Plan 31M-198, Township of Campbell, Municipality of Central Manitoulin, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Mark Fryer on behalf of Roger Fryer is to provide for the creation of two new lots for rural residential uses. According to the application, the applicant proposes to offer the new lots for sale.

File No. B05-24 proposes the creation of a new lot having a frontage of ± 200 M. on Lake Huron Drive, a maintained municipal road, and an average depth of ± 117 M., thereby containing an area of ± 2.4 Hec. There are no structures within this bush covered land.

File No. B06-24 proposes the creation of a new lot having a frontage of ± 100 M. on Lake Huron Drive, a maintained municipal road, and a depth of ± 112 M., thereby containing an area of ± 1.12 Hec. There are no structures within this bush covered land.

The retained land has a frontage of ± 106 M. on Lake Huron Drive, a maintained municipal road, and an average depth of ± 586.8 M., thereby containing an area of ± 22.9 Hec. The applicant's seasonal dwelling/hunt camp is located within this land.

There have been four (4) planning applications involving the subject land.

File No. 51T-90002 created a 37 lot Plan of Subdivision abutting the Lake Huron shoreline within Lots 15 and 16, Conc. XV;

Official Plan Amendment No. 49 redesignated the subdivision lands to Shoreline District;

Zoning By-law Amendment File No. 51ZO-00490-004 rezoned the subdivision lands to Shoreline Residential; and

Consent to Sever File No. B31-90 provided for a lot addition of Part 1, Plan 31R-2093 to Lot 14, Conc. XV (to the east) for the purposes of extending the subdivision road, known as Lake Huron Drive.

Access is via Lake Huron Drive, a maintained municipal road.

Services are proposed via private wells and private individual septic systems when required.

The Public Health Sudbury and District advised they have no concerns and it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

There is a hydro line identified along the south side of Lake Huron Drive and Hydro One was circulated as part of the preliminary review. Josh Waytowich advised via email on January 4th, 2024 that Hydro One has no concerns with the application; that Hydro One does not have a registered easement and does not require one; and that Hydro One owns the poles along the road.

The subject land has been designated Rural Area in the Official Plan for the District of Manitoulin and zoned Rural (R). Residential uses are proposed.

During the preliminary review of the application, a Deer Wintering Area was identified within the subject land. There was also a 'High' category Wildland Fire Hazard identified within the subject land.

Official Plan policy D.4.5.1.5 - Deer Wintering Areas states:

- ' 5. *In areas identified as Core Deer Yard or adjacent lands, shown on the land use schedules to this Official Plan, and outside of the identified urban areas and village areas, new development or site alteration may be permitted without an Environmental Impact Study provided:*
 - a) *The proposed new lots have a minimum of 90 metre frontage and 90 metre depth, and vegetation retention is maximized through the use of tools such as a development agreement or a subdivision agreement, miscellaneous notification agreement (and subject to other policies of this plan).'*

Official Plan Policy D.9.3 - Wildland Fire Hazards states:

- ' 2. *If development is proceeding where high to extreme risk for wildland fire is present, proponents are required to identify measures that outline how the risk will be mitigated, which will be implemented through Site Plan Control.*
4. *Wildland fire mitigation measures shall not be permitted in significant wildlife habitat, coastal wetlands, or significant areas of natural and scientific interest unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.'*

Board Minutes
February 27th, 2024

Application File No's. B05-24 and B06-24
February 27, 2024 - continued

Technical advice was requested from the Ontario Ministry of Natural Resources and Forestry (MNR) in January 2022 due to the concerns of the deer wintering area and possible wildland fire mitigation. General information including the 'Significant Wildlife Habitat Mitigation Support Tool' document was provided.

Staff Member, J. Diebolt, advised Mr. Fryer by letter dated August 31st, 2022 that:

' At this point, you are going to need a qualified professional to prepare a scoped environmental impact statement to determine that the development and the associated wildland fire mitigation would have no negative impacts on the deer wintering area. The report would also need to provide information to support the possible site plan control (e.g. identifying ideal sites for building to mitigate impacts, identifying what can be cleared and what must be retained, etc.). The outcome of that report is likely to have recommendations for lot configuration, lot areas, and other things that could substantially change the application.

Other possible concerns with the application are the existing severances along the shoreline by the previous plan of subdivision, and the rural residential development away from existing settlement areas, which the official plan only considers on a limited basis. Larger lot sizes to support rural recreational uses are generally more supported. Once you have the assessment done and make any required changes to your application, you may want to do a formal pre-consultation with the Board, though this is at your discretion.

My recommendation is to reach out to a professional biologist or consulting firm to see about obtaining the required report to support the application. If the person you contact has questions you cannot answer, or needs information from me, please have them reach out to me and I will try and assist. '

Mr. Fryer provided a scoped Environmental Impact Statement (sEIS) report completed by Western Ecological Services, dated July 6th, 2023.

The Conclusions and Recommendations of the sEIS report (in summary) are:

- The report concludes that the two severances can occur without negative impacts to the deer habitat or Wildland Fire risk.

- The development should be located near Lake Huron Drive where new openings in canopy would have no impact on deer use in the area. Development should be limited to 15% of the lot area (1.35 acres, 0.54 ha) on Lot A (File B05-24), while development in Lot B (File No. B06-24) should be limited to Calcareous Rock area.

To offset losses of habitat from development, the following is recommended:

-Clear an additional trail further north on the property to improve movement corridors and keep deer away from Lake Huron Drive where collisions are possible.

-Close off/plant trees on north-south oriented trails to direct deer away from Lake Huron drive.

-Thin densely wooded areas by removing 3-5 m or less healthy trees to allow deer easier movement and sight lines and improve browse, while also mitigating fire risk.

-The lot and Building envelope on Lot A should be oriented east-west along the road to keep development closer to the road. Landowner would demonstrate to the building inspector that the residential development can occur in the building envelope. A new owner may have to demonstrate through site plan approval that what they are building conforms to the envelope.

-Light-duty silt fence should be installed around the perimeter of the building envelope to show the limit of disturbance/construction. Applicant's land surveyor should prepare a site plan showing the lot configuration.

In review of the information provided, it appears that there are small building envelopes within the two proposed lots that would conform to the recommendations of the scoped EIS report.

A sketch was prepared by the Planning Board Office identifying building sites within the proposed two new lots that would be outside the area of influence and conform to the Policies of the Provincial Policy Statement (PPS) 2020.

Mr. Fryer reviewed the sketch and was advised that a Municipal Zoning By-law Amendment may be required to restrict the development to site specific areas within the two proposed lots. These areas are shown on the application sketch.

Board Minutes
February 27th, 2024

Application File No's. B05-24 and B06-24
February 27, 2024 - continued

The application was circulated on December 7th, 2023 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.

UCCMM have not provided any comments or concerns regarding the application, or requested additional time to do so.

John Manitowabi, Wiikwemkoong Unceded Territory provided the following comments, via email, on December 7th, 2023:

' I've quickly reviewed the application and the sEIS report. All looks good in regards to identifying the wintering deer yard habitat. Apart from the deer yard, does the Planning Board also look at Species at Risk during these applications. As I would believe that Dwarf Lake Iris, Houghton's Golden Rod and possibly Hill's Thistle may be found along this southern shoreline of Manitoulin. As Wiikwemkoong does have these species along our southern shorelines and have identified protection measures for these sensitive ecological species.'

The Secretary-Treasurer provided the following response to Mr. Manitowabi:

' The Planning Board does screen planning applications for Species at Risk (SAR) using the information we received from the Ministry of Natural Resources and Forestry (MNR). There is no documented SAR for the plants. Saying that, it is the landowner's responsibility to apply for any permits/permission from the Ministry of the Environment, Conservation and Parks (MECP) or MNR should this come up during any construction.'

The application was circulated on February 12th, 2024 to the Municipality of Central Manitoulin, Bell Canada, 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 Central Manitoulin recommends that Consent be granted with no specific conditions.

Charleyne Hall, Bell Canada, advised via email on February 12th, 2024 that they have no concerns or objections to the proposed application.

There was a telephone call to the Office from J. Janiga requesting information regarding the Meeting and advised he had no concerns and may attend the Planning Board Meeting.

There have been no other inquiries or comments 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.

Discussion among the Board included:

- should a survey be completed identifying the building sites; a survey needs to be done to identify the two new lots and the building sites could also be identified as a Part number on the survey plan; could attach this as a condition to the Consent to Sever approval; in good planning this should be done at this time; could leave this up to the building official at the time of a building permit but this could be missed; the owner(s) of the new lots need to know there are building restrictions; when was the hunt camp on the retained land constructed; is there a building permit for the hunt camp; it appears to be very close to the easterly lot line; Township should confirm that it conforms to their By-law.

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 identified on the Transfer of Land form.

*Board Minutes
February 27th, 2024*

Application File No's. B05-24 and B06-24
February 27, 2024 - 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) a copy of an approved amendment to the Municipal Zoning By-law which will restrict building sites, as identified on the application sketch, within the two proposed lots;
or
a written confirmation from the municipality that an Amendment is not required and the restricted building sites as identified on the application sketch, will be addressed at the building permit stage;
- iii) a written confirmation from the municipality that any portion of the travelled road (Lake Huron Drive) that encroaches onto the subject land(s), has been surveyed and conveyed to the municipality satisfactory to the municipality;
- iv) written confirmation from the municipality that the hunt camp located within the retained land conforms to the requirements of the municipal zoning by-law, satisfactory to the municipality;
- v) a written confirmation from the municipality that entrance permits for the proposed two new lots have been issued or can be issued, satisfactory to the municipality;
- vi) a fee of \$130.00 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 (severed and retained 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: Owner(s) of the subject land should be made aware that wildland fire hazard mitigations shall apply.

Note: Owner(s) of the subject land should be made aware that building permit restrictions shall apply.

Board Minutes
February 27th, 2024

Application File No: B07-24 No. of Members Present: 6
Date of Decision: February 27, 2024
Location of Property: Lot 20, Conc. III, Township of Tehkummah, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by Bruce and Nina Wahl is to provide for the creation of a new lot having a frontage of ± 404 M. on the 20th Side Road, a maintained municipal road, and a depth of ± 402 M., thereby containing an area of ± 16 Hec. There are no structures within this bush covered land.

The retained land has frontages of ± 601 M. on the 20th Side Road and ± 402 M. on Concession Road 2, both maintained municipal roads, and a depth of ± 402 M., thereby containing an area of ± 24 Hec. The applicants' dwelling, wood shed, garage, hay barn, and two barns currently used for storage are located within this land. The garage and the hay barn is located in the front yard/in front of the dwelling. The residential uses are proposed to continue.

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

File No. B01-94 created a new lot being Lot 19, Conc. III and retained Lot 20, Conc. III;

File No. B45-09 created a new lot being Lot 20, Conc. III and retained the north \pm half of Lot 20, Conc. IV.

Zoning By-law No 80-02 for the Township of Tehkummah under Section 6.3 - Accessory Uses - states:

- ' c) *Except as may be provided herein any accessory building which is not part of the main building shall be erected to the rear of the front line of the main building and shall comply with the yard requirements of the zone in which such building is situated and such accessory uses shall not occupy more than 10 per cent (10%) of the lot area.*

By approved By-law No. 97-07 an accessory structure to be used for Home Industry is permitted to be located within the front yard (in front of the dwelling) having a minimum front yard setback of nine (9) metres. According to the application this building is now used as a garage.

The applicant was advised that an Amendment to the Zoning By-law may be required as a condition of the Consent to Sever approval in order for the garage and/or the hay barn to be in conformity with the Municipal Zoning By-law.

Access is via an existing entrance, #208 the 20th Side Road for the retained land. Access will be via the 20th Side Road for the new lot, when required.

Services consist of private well and private individual septic system. Services for the new lot will consist of private well and private individual septic system when required.

The Public Health Sudbury and District advised they have no concerns and it appears that the proposed severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

There appears to be a Hydro line along the 20th Side Road. According to the applicants there is a buried line to the existing dwelling from the hydro pole along the 20th Side Road.

The subject land has been designated Rural Area in the Official Plan for the District of Manitoulin and zoned Rural (R) and Agriculture (A). The proposed new lot is zoned Rural (R) and Rural Residential/Recreational uses are proposed.

Official Plan Policy under C.5 - Rural Areas - under C.5.2.2. states:

'Development in Rural Areas will be subject to policies of Section E.2.'

Official Plan Policy E.2.3. - PRIVATE WATER AND SEWAGE SERVICES - under 6.states:

'Potable water for new development will be provided in accordance with the Province's guidelines'.

The Provincial D-5-5 Guidelines require a minimum flow rate of 13.7 litres/per minute of potable water to be available for a permanent (year round) residential use.

Board Minutes
February 27th, 2024

Application File No. B07-24
February 27, 2024 - continued

Official Plan Policy F.4.4.2.5 - Consents - states:

- ' 5. The following lot size policies will be used to evaluate consent applications in all designations of this Official Plan. In addition to other provisions of this Plan, which may be applicable to a particular application:
- c) the proposed lots (severed and retained) will comply with the provisions of the local zoning bylaw.'

And under Policy F.4.4.2:

- ' 9. The Planning Board may require the following conditions of approval of a consent application for the severed lot and/or retained lot where such a condition is appropriate:
- h) approval of Zoning By-law Amendment or minor variance.'

The application was circulated to the Township of Tehkummah on November 3rd, 2024 as part of the preliminary review due to the location of the hay barn and non-conformity to the Municipal Zoning By-law.

Barbara Griggs, Deputy Clerk-Administrator advised via email on November 10th, 2023 that:

*' Re the structure south of the main dwelling, the Township would require removal of the structure or a site specific bylaw.
Let me know what the Planning Board would approve.'*

She advised via email on November 15th, 2023 that:

' We're re-thinking our response re the Wahl property - the building is in conformance with the Zoning By-law under Section 7.1.1 permitted uses, as follows:

Section 7.1 Agriculture Zone, Section 7.2.1.1 any other agriculture use.

If the building is located in the Rural Zone it still conforms to the Zoning Bylaw under Section 7.2.2.2 Rural uses - any other agriculture use or enterprise carried on in the field of general agriculture.

The Township would require a letter in writing from the landowner that this building is used for agriculture uses - i.e. storage of equipment for agriculture use.

No need for removal of the structure or a site specific bylaw.'

She advised via email on November 24th, 2023 that:

' The Township is aware of the existing building which is on the retained land in this severance application and intend to rectify its non-conformance to the existing Zoning By-law 80-02 in the near future.'

Ms. Griggs also advised via email on February 26th, 2024 that:

' I am confirming that Gerry Strong (CBO) is issuing an Order to Comply on this property -that the hay barn storage barn building needs to be torn down.'

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 Provincial Policy Statement (PPS) 2020.

This application was circulated on February 12th, 2024 to the Township of Tehkummah, Bell Canada, 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 recommends consent be granted.

Charleyne Hall, Bell Canada, advised via email on February 12th, 2024 that Bell Canada has no facilities within the areas covered by the Consent to Sever application and therefore have no concerns with the application.

There have been no inquiries or comments received as a result of circulation to property owners within 60 metres and/or the posting of the Notice.

Board Minutes
February 27th, 2024

Application File No. B07-24
February 27, 2024 - continued

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 identified 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 there is conformity to the Municipal Zoning By-law for the location and use of all structures located within the retained land, i.e. garage, hay barn;
or
an approved application for Amendment to the Municipal Zoning By-law that will bring any non-complying structures into conformity with the municipal zoning By-law;
- iii) a written confirmation from the municipality(s) that any portion of the travelled road (20th Side Road or Concession Road 2) that encroaches onto the subject land(s), has been surveyed and conveyed to the municipality satisfactory to the municipality;
- iv) a written confirmation from the municipality that an entrance permit has been issued or can be issued for the proposed severed land, satisfactory to the municipality;
- v) a fee of \$130.00 for each Transfer of Land submitted for Certification; and
- vi) 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.

Board Minutes
February 27th, 2024

Application File No: B08-24 No. of Members Present: 6
Date of Decision: February 27, 2024
Location of Property: Part of Lots 18 and 19, Conc. IV, Surveyed as Parts 2 and 4,
Plan 31R-2095, located south of Government Road, Township of
Tehkummah, District of Manitoulin

DECISION

The purpose of this application made under Section 53(1) of the Planning Act by J. Marie Kirk is to provide for the creation of a new lot, surveyed as Part 2, Plan 31R-2095, having frontages of ± 404 M. on Government Road and ± 509 M. on Concession Road 4, both maintained municipal roads, and a depth of ± 509 M., thereby containing an area of ± 19 Hec. There are no structures within this bush covered land.

The retained land, surveyed as Part 4, Plan 31R-2095, has a frontage of ± 404.9 M. on Government Road, a maintained municipal road, and an average depth of ± 409.6 M., thereby containing an area of ± 16.4 Hec. There are no structures within this land.

There has been a previous application for Consent to Sever north of Government Road., File No. B41-15, made by Ms. Kirk that created a new ± 80 Hec. lot being Lots 17 and 18, Conc. III and retained Part of Lots 18 and 19, Conc. IV located north of Government Road.

Access will be via Government Road or the Concession Road 4, both maintained municipal roads, when required.

Services will consist of private well and private individual septic system, when required.

There are Hydro Lines along the eastern boundary of Lot 18, Conc. IV and along the concession allowance/road at the southerly part of the property. As part of the preliminary review of the application, comments were requested from Hydro One. They advised that:

- Hydro One does not have an easement; that they do not require an easement; and that they own the poles along the road allowance (at the south).

Additional comments were requested from Hydro One regarding the Hydro line along the easterly boundary of the retained land, surveyed as Part 4, Plan 31R-2095.

They advised that:

- Hydro One has an unregistered easement over the subject land; that Hydro One does not need any additional easements; and that Hydro One owns the poles along the road allowance and on the private property.

The Black Creek Drain appears to traverse the south west corner of the retained land, being Lot 18, Conc. IV. The Municipality of Tehkummah was contacted for information regarding the drain and Section 65 of the Drainage Act.

John Linley, drainage engineer, advised on February 23rd, 2024 that Lot 18, Conc. IV, south of Government Road, is not within the drain catchment for the Black Creek Drain. The lot is not assessed as part of the drain levy, but there are remarks in the drain report that the drain channel on the subject land may require maintenance to keep it flowing and the drain engineer would have the right to do work on the drain in the area.

The subject land has been designated Rural Area in the Official Plan for the District of Manitoulin and zoned Rural (R) and Agriculture (A) and Conservation (02). The proposed new lot is bush covered and within a Rural Zone and an Agriculture Zone. According to the application, hay removal is to continue for the retained land, which is within an Agriculture Zone and Conservation Zone. The Conservation Zone appears to follow the Black Creek Drain.

Official Plan Policy under C.5 - Rural Areas - under C.5.2.2. states:

'Development in Rural Areas will be subject to policies of Section E.2.'

Official Plan Policy E.2.3. - PRIVATE WATER AND SEWAGE SERVICES - under 6. states:

'Potable water for new development will be provided in accordance with the Province's guidelines.'

The Provincial D-5-5 Guidelines require a minimum flow rate of 13.7 litres/per minute of potable water to be available for a permanent (year round) residential use.

Board Minutes
February 27th, 2024

Application File No. B08-24
February 27, 2024 - continued

The soil mapping provided by Land Information Ontario (LIO) identifies the proposed severed land as being within a Class 6 category. The retained (± 16 Hec.) parcel of land is within Class 1, 3 and 6. This land is not identified as Prime Agricultural Land.

The applicant was advised that an amendment may be required for if non-farm related residential uses are proposed in the Agriculture (A) Zone.

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 Provincial Policy Statement (PPS) 2020.

This application was circulated on February 12th, 2024 to the Township of Tehkummah, Bell Canada, 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 recommends that Consent be granted with no specific conditions and that Section 65 of the Drainage Act does not apply.

Charleyne Hall, Bell Canada, advised via email on February 12th, 2024 that Bell Canada has no facilities within the areas covered by the Consent to Sever application and therefore have no concerns with the application.

There have been no inquiries or comments 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 parcel(s) given conditional approval. This Schedule must also contain the names of the parties identified 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 any portion of a travelled road (Concession Road 4) which is maintained by the municipality encroaching on the subject land, has been surveyed and conveyed to the Municipality satisfactory to the Municipality;
- iii) a written confirmation from the municipality that entrance permits have been issued or can be issued for the proposed severed and retained land, satisfactory to the municipality;
- iv) a fee of \$130.00 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: Owner(s) of the subject land(s) should be made aware that building permit restrictions may apply, i.e non-farm related residential uses

Board Minutes
February 27th, 2024

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.	B01-24 to B04-24	K. Noland	R. Stephens
2.	B05-24 and B06-24	D. Osborne	D. McDowell
3.	B07-24	D. McDowell	R. Stephens
4.	B08-24	R. Stephens	D. Osborne

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

The time now being 10:01 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by D. McDowell

<hr/>	
L. HAYDEN, CHAIR	T.A. CARLISLE, SECRETARY-TREASURER

Building Systems Committee Meeting
March 6 , 2024 @ 6:00 p.m.

Distribution: Burpee/Mills, Gordon/Barrie Island, Gore Bay, Billings,
Cockburn Island

AGENDA

- 1) Adoption Agenda and Additions if any
- 2) Disclosure of Pecuniary Interest
- 3) Review of Municipal Agreement
- 4) Review and compare Building Permit Fees By-Law
- 5) Review of Cost Sharing & Billing
- 6) Discussion regarding CBO Intern information
- 7) Other
- 8) Adjournment

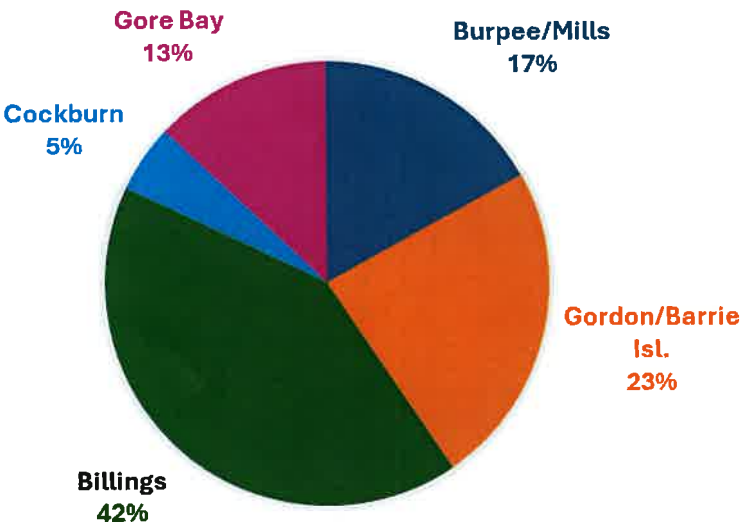
BUILDING SYSTEMS COMMITTEE

PERCENTAGE OF COST SHARING

YEAR 2024

Based on the last three years of Building Construction Values

YEARS	2021	2022	2023	Total	Percent
Burpee/Mills	1,614,975	2,983,060	1,230,660	5,828,695	16.96%
Gordon/Barrie Isl.	1,966,865	3,866,790	2,249,860	8,083,515	23.53%
Billings	3,811,581	4,461,185	6,016,300	14,289,066	41.59%
Cockburn Island	0	0	0	0	5.00 %
Gore Bay	1,167,228	1,655,400	1,617,150	4,439,778	12.92%



BUILDING SYSTEMS JOINT AGREEMENT

THIS AGREEMENT made the 1st day of July, 2022

BETWEEN THE MUNICIPALITY OF GORDON/BARRIE ISLAND

AND: THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF BURPEE/MILLS

AND THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF BILLINGS

AND THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF COCKBURN ISLAND

AND THE MUNICIPAL CORPORATION OF THE TOWN OF GORE BAY

(All hereinafter referred to as "THE MUNICIPAL CORPORATIONS")

WHEREAS the above-named parties are currently participating in the joint operation of a Building System Committee.

- 1) The Municipal Corporations shall participate and operate the Building System Committee until such time as it is no longer required.
- 2) The Municipal Corporations shall operate the committee in accordance with the requirements/standards and specifications from time to time set forth by the Building Code Act and the New Municipal Act 2001, or any other duly authorized provincial authority having jurisdiction in relation to such matters.
- 3) The Municipal Corporations agree each with the other to appoint a Committee, to be known as the "Building System Committee" consisting of persons as follows;

Township of Gordon/Barrie Island

1 Representative

Township of Burpee/Mills

1 Representative

Township of Billings

1 Representative

Township of Cockburn Island

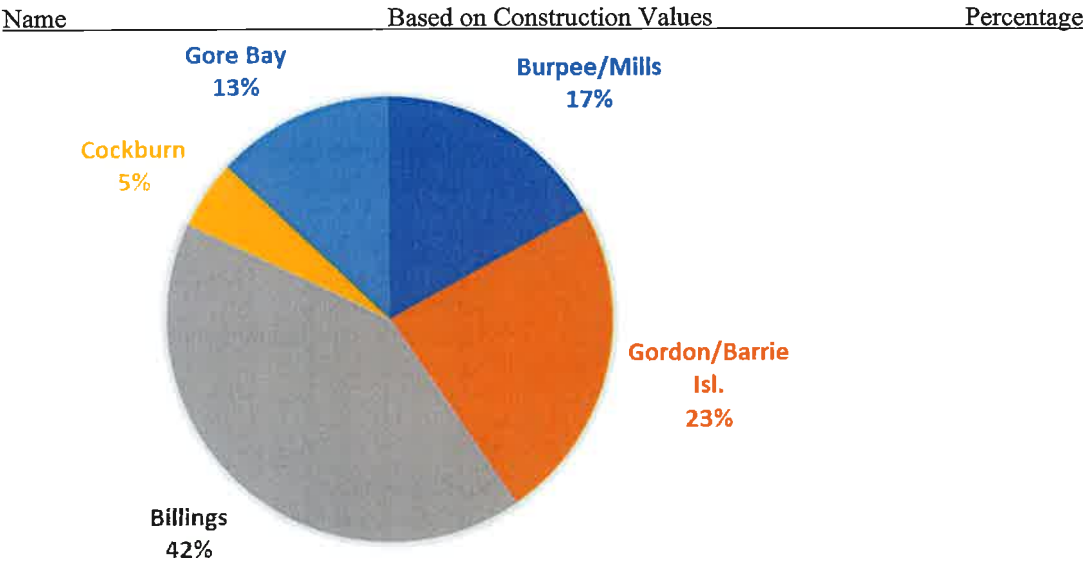
1 Representative

Town of Gore Bay

1 Representative

To handle all complaints, disputes, and operation of the Building System Committee; the members of the committee shall appoint or elect a Chairperson (usually from the Administering Municipality).

- 4) The Municipal Corporations agree, each with the other; that the same Chief Building Official and/or Building Inspector who shall be employed by and under supervision of The Municipality of Gordon/Barrie Island Corporation. The CBO will be performing work and providing services in each of the other Municipalities covered by this Joint Agreement which shall be in place for 3 years.
- 5) The Municipal Corporations covenant and agree, each with the other that each shall pay the total cost associated with the operation of the Building System Committee in the following proportions and amounts for the year. (Cost Sharing will be reviewed annually)



The Municipal Corporations further agree each with the other that these percentages are based on the past three years of Building Permit Values issued, and each year here after the percentages will be altered according to the current years numbers, then the contributions for each municipality will be adjusted accordingly, and the percentages for each municipality as herein determined shall be reviewed each year.

- 6) Effective September 2007, the municipalities agree to cost share the retainer fees for the CBO. This retainer will be paid by the administering municipality (Gordon) monthly and cost shared to each municipality by quarterly billing.
- 7) The Municipal corporations covenant and agree, each with the other that the Municipal Corporation of the Municipality of Gordon/Barrie Island shall be responsible for the administration. The Corporation of the Municipality of Gordon/Barrie Island shall be paid an administration fee of \$1,500.00 (one thousand , five hundred dollars) , to be shared by the Municipal Corporations as outlined in No. 5 above.

IN WITNESS WHEREOF the parties hereto have set the hands and corporate seals of the date first above written.

)
)	Carrie Lewis, Clerk
)	The Municipality of Gordon/Barrie Island
)	
)
)	Lee Hayden. Reeve
)	The Municipality of Gordon /Barrie Island
)	
)
)	Patsy Cress, Clerk
)	The Municipal Corporation of the Township
)	of Burpee/ Mills
)	
)
)	Ken Noland-Reeve
)	The Municipal Corporation of the Township
)	of Burpee/Mills
)	
)
)	Emily Dance, Clerk
)	The Municipal Corporation of the Township
)	of Billings
)	
)
)	Brian Barker, Mayor
)	The Municipal Corporation of the Township
)	of Billings
)	
)
)	Brent St.Denis, Clerk
)	The Municipal Corporation of the Township of
)	Cockburn Island
)	
)
)	Reeve
)	The Municipal Corporation of the Township of
)	Cockburn Island
)	
)
)	Stasia Carr, Clerk
)	The Municipal Corporation of the Town of Gore Bay
)	
)
)	Ron Lane, Mayor
)	The Municipal Corporation of the Town of Gore Bay

Overview

[Ontario Regulation 451/22](#) provides this new option for internships:

Municipalities that wish to establish a building inspector internship program under the new model introduced in 2022 must meet the requirements set out in Sentence 3.1.4.3.(2) in Division C of the [Building Code](#). Under the new model:

- the program (up to 18 months) must be administered by the Chief Building Official (CBO) and interns would be allowed to perform all duties of a qualified building inspector, subject to certain requirements
- the CBO must follow specific notice requirements to both the ministry and the public as well as submit program data to the ministry on an annual basis
- the ministry reserves the right to terminate a local municipal internship program if there are reasonable grounds that the program will result in a failure in construction or demolition.

Duration of the internship

Under this program, interns will have up to 18 months (may be extended under certain circumstances) to:

- work under the mentorship of a municipal building official
- develop an understanding of how to apply Ontario's Building Code
- develop skills and competencies in plans examination and inspections to become a qualified professional

Internships may last longer than 18 months if working with more than one type of building. For example, an intern could complete up to 18 months working with houses and small buildings, then work as an intern with one or more different types of buildings (for example, large buildings) for an additional period of up to 18 months. The types of buildings are described in Column 3 of Table 3.5.2.1. of Division C of the Building Code.

Interns may work in one or more municipalities throughout their internship period. These municipalities would collaborate to collectively supervise the tasks and responsibilities assigned to the intern.

Extensions

A Chief Building Official administering an internship program may request the ministry approve an extension to the 18-month time limit for an intern under extenuating circumstances. Extenuating circumstances may include matters such as:

- maternal or parental leave
- illness
- disability
- bereavement
- personal hardship

Chief Building Officials should contact the ministry at BuildingTransformation@ontario.ca with any questions about extensions.

Municipalities

All municipalities in Ontario are eligible to set up a local internship program for inspectors.

Municipalities interested in establishing an internship program should consider whether they have:

- support from municipal council and administration for hosting intern inspectors
- staff that have professional, supervisory and mentoring skills to be an effective supervisor for the intern inspectors
- the capacity to train intern inspectors in relevant areas of the Building Code to help them become qualified (pass the required exams) and registered with the ministry in the future
- the capacity to help intern inspectors in pursuing a career as a qualified building professional once they complete their internship

Minimum Qualifications

Under the new internship model, the Building Code does not require a minimum level of education or experience for persons to be an intern inspector. However, municipalities will need to establish minimum qualifications related to education and experience for applicants to apply to become an intern inspector in their local program.

Costs

The ministry does not charge interns or municipalities to establish or participate in a local intern building inspector program.

Municipalities are responsible for all costs associated with the development and operation of their intern building inspector programs, based on local needs and circumstances. Each local intern inspector program will be unique to the municipality.

Roles and responsibilities

Chief Building Officials (CBOs) in participating municipalities

- Establish the internship program, including creating and maintaining a written policy with respect to the program and ensuring the policy is brought to the attention of the public.
- Along with qualified building officials from the municipality, supervise the work of the interns during the internship in accordance with the written program policy.
- Submit the required annual program updates to the ministry (see key dates and reporting).

Qualified building inspectors in participating municipalities

- Along with the Chief Building Official for the municipality administering the internship program, support the supervision of interns during the program.

Participating municipalities

- Engage in planning activities related to program delivery, which include assessing service needs and staffing as required.
- Deliver services and administer the program in accordance with these program guidelines and the Building Code regulation.
- Submit initial and subsequent high-level annual updates related to the program.
- Ensure compliance with the requirements in the Building Code regulation.

Prospective applicants

- Contact municipalities to ask whether they offer any intern inspector positions, and to undertake any application process required by the municipality.

Intern inspectors

- Gain an understanding of the Building Code and how it is enforced within the local municipal building department for the classes of inspections they are performing (for example, houses, small buildings, etc.).
- Obtain knowledge and experience in preparation to take ministry technical and legal exams before being able to practise independently as building officials.

Ministry of Municipal Affairs and Housing

- Establish policy framework and program guidelines for intern inspectors.
 - Ensure administrative accountability by municipalities for the local internship programs.
 - Review updates submitted by participating municipalities, as well as monitor compliance with the program guidelines and Building Code regulation.
 - Take appropriate and progressive corrective action for non-compliance with the terms and conditions of the Building Code regulation.
 - Support the development of the building sector outside the provisions of the Building Code, such as the sharing of best practices of successful implementation of local internship programs, and collaboration with other municipalities, ministries and agencies to improve marketing and promotion of building trades recruitment.
-

COUNCIL REPORT

Department: Chief Administrative Officer

Date: March 19, 2024

Report Number: CAO-2024-03-02

File: Strategic Plan Township of Billings

Attachment: Five Year Strategic Plan – Township of Billings

Recommendation:

THAT the Township of Billings Council hereby adopts the 2024-2028 and Beyond Township of Billings Strategic Plan as presented by Capital Park Consulting AND FURTHER authorizes the appropriate By-Law coming forward.

Background:

On September 19, 2023, Council approved the proposal of Capital Park Consulting Inc to provide a five-year strategic plan for the Township of Billings.

The Strategic Planning process included multiple steps and various methods of engagement in formulating the plan.

Task	Comments
Kick-off meeting	The consultant met with staff following the approval of the proposal. This was an opportunity to provide background documents and data.
Review and Research	The consultant reviewed the background materials and researched sector precedents and trends.
Internal Stakeholder Engagement	The consultant met one-on-one with staff member and Council to review Interim Report No. 1
External Stakeholder Engagement	Survey Focus group virtual workshops (Parks, Recreation & Wellness, Museum Committee, Library Board, Climate Action Committee & Lake Kagawong Resource Committee) Two in-person Townhall Meetings
Planning Session	Two-day workshop with Council and Staff
Final Report Presentation	Townhall and Council Meeting

Discussion:

Capital Park Consulting has taken all the information gathered through out the planning process and provided a document that identifies what is important to Council, Staff and the Community.



This guiding document provides the four strategic priorities being

- Service Excellence
- Resilient, Natural Environment
- Community Wellbeing
- Infrastructure

The Strategic Plan will provide a framework for decision-making. It will be integrated into all township activities through the development of annual operational plans, that will identify strategic initiatives aligned with the strategic plan's priorities and aligned with our mission, vision and values statement.

Financial Impacts:

\$29,765 (carried over to 2024) Township of Billings budget for Consulting Services for a new Strategic Plan.

Alignment to Strategic Plan:

Part of the Strategic Plan process

Alignment to the CEEP:

The CEEP will be one of many important considerations influencing the 2024 to 2029 strategic planning process.

Respectfully Submitted By:

Emily Dance, CAO/Clerk



COUNCIL REPORT

Department: Treasury

Date: March 19, 2024

Report Number: TR-2024-03-06

File: Township of Billings 2024 Budget

Attachment: 2024 Township of Billings Annual Budget, 2024 Township of Billings Budget Booklet, Public Comments Ted Kilpatrick and Sandy Cook

Recommendation:

THAT the Township of Billings Council hereby approves the 2024 Township of Billings Municipal Budget as presented with a 4% increase to the tax rate over 2023 AND FURTHER approves the appropriate By-Law coming forward on tonight's agenda.

Background:

Section 290 and 291 of the Municipal Act, 2001 outlines the regulations for a municipality's yearly budget or multi-budget process. Billings operates on a single year budgeting process, while there are some larger municipalities that have adopted a multi-year budget.

Each year the Treasurer and staff review and revise their upcoming budget forecasts. They continue to sustain the level of services provided to residents with as little effect on the tax rate as possible.

Discussion:

On February 27, 2024, Council was first presented with the 2024 Draft budget at a Special Committee of the Whole Meeting. The budget proposed was at a 5% increase over 2023.

During deliberations, Council opted to reduce the tax rate to 4%. To allow for the 1% decrease a reduction in the capital budget for 91 Main Street investigation was reduced from \$30,000 to \$18,000 and the Cedar Maze revitalization was reduced from \$20,000 to \$10,000.

Notice of Intention to Adopt the Budget was published on February 29, 2024, on the Township website and on the Township's social media page. Members of the Public were given an opportunity to provide comments in writing to the Deputy Clerk until March 14, 2024, at noon. Comments attached.

Financial Impacts

As outlined in the 2024 Budget

Alignment to Strategic Plan:

The Strategic Plan provides a framework for decision-making.

Alignment to the CEEP:

The CEEP will be one of many important considerations influencing the 2024 (EV chargers)

Respectfully Submitted By:

Harmony Hancock Director of Finance/Treasurer and
Emily Dance, CAO/Clerk

Township of Billings 2024 Municipal Budget - Operating

Revenue	
Municipal & School Board Tax	2,503,520
Payments in LIEU	5,994
Federal Funding	58,249
Provincial Funding	588,904
Water Usage Revenue	312,783
Fees, Charges & Donation Revenue	227,450
License & Permit Revenue	45,329
Investment Income	198,200
Penalties & Interest Revenue	48,200
Other Revenue (Incl. Power Gen Stn.)	68,000
Total Revenue	\$ 4,056,629
Expense	
Wages & Benefits	987,710
Advertising	11,200
Auditing & Accounting	50,000
Bad Debt Expense	500
Bank Chgs. & Interest	11,850
Overpayments	1,500
Tower Communications	1,368
Election Expense	1,000
Fees & Licenses	7,635
Health & Safety	16,150
Insurance	67,552
Legal Expense	20,000
Loan Interest Expense	20,163
Postage	5,030
Professional Development	27,000
Property Assessment	35,790
Subscriptions & Memberships	16,975
Tax Registration	1,200
Travel	6,550
Transfer to Asset Reserve	529,210

Admin Expense	830,672
Total Building & Equipment	203,550
Contracts	342,172
Pound	250
Regulation Compliance Exp.	12,000
Project Expenses	88,300
Total Other Services	442,722
Ambulance	253,822
Contribution Expense	15,000
DSSAB Childcare	22,602
DSSAB Ontario Works	31,935
DSSAB Social Housing	84,963
Home for Aged	42,609
Levy School Boards - EP	300,000
Levy Schools Boards - FP	3,500
Levy Planning Board	20,000
Policing	208,101
Sudbury Dist. Health Unit	34,358
Total Public Services	1,016,889
Roads - Hard Top	201,000
Roads - Loose Top	80,000
Roads - Winter Control	45,000
Roads - Street Lights	3,000
Total Roads	329,000
Library - Book Acquisitions	6,000
Supplies	120,000
Marina - Purchases - Products	8,000
Marina - Purchases - Fuel	26,000
Total Supplies & Equipment	160,000
Hydro	61,950
Propane	10,200
Telephone & Internet	13,935
Total Utilities	86,085
Total Expense	4,056,629



Township of Billings 2024 Municipal Budget – Capital

Capital Funding Sources

EV funding	22,500
NORDS	384,000
OCIF Capital Funding	128,104
Water Reserve	109,415
NOHFC (Fire Hall)	18,000
Infrastructure Loan	425,000
General Reserve	451302
Deferred Revenue	-
Total Funding Sources	1,538,321
Capital Expenditures	
Buildings	48,000
Vehicles	80,000
Water Infrastructure	147,415
Roads & Bridges	1,252,906
Recreation	10,000
Total Expenses	1,538,321

2024 New Capital Projects

Tractor	80,000
Rink water line	15,000
91 Main St	18,000
EV Charging system	30,000
Water Treatment Plant (new equip.)	56,415
Old Mill Road Bridge	1,252,906
Bulk Water	15,000
Cedar Maze	10,000
Total New Capital Projects	1,477,321
2023 Carry Forward Projects	
Old Mill Road water line Holdback	38,000
Fire Hall	23,000
Total Carry Forward	61,000
Total Capital Budget	1,538,321



Township of
BILLINGS

Come experience Billings... Exceptional

2024 Draft Budget

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About the Township of Billings

The Heart of Manitoulin Island

The Township of Billings is formed from Billings Township and the Eastern half of adjacent Allan Township, and occupies the north central portion of Manitoulin Island. It contains part of Lake Kagawong, Lake Manitou, Otter Lake and Lake Mindemoya, and its northern boundary is Lake Huron. The extensive lake frontage explains the residence distribution, and the large portion of seasonal residences. The Kagawong River drains Lake Kagawong, flows over Bridal Veil Falls, and reaches Lake Huron in the Hamlet of Kagawong. The Harbour at Kagawong is directly south of the Benjamin Islands cruising grounds on the North Channel, and between the harbour towns of Little Current to the east, and Gore Bay to the west. The M'Chigeeng First Nation reserve is within the boundaries of Billings, with Mindemoya directly to the south.

The economy of Billings is driven more by tourism and service industries than by agriculture or logging as in the past.

Thousands of tourists annually visit the township and take in the natural beauty of the area as well as visiting one of Manitoulin's premier sites, Bridal Veil Falls.

Billings Township Boundaries



Township of Billings Council 2022-2026

The Township of Billings is governed by an elected Council of five members, the Mayor, Deputy Mayor and three Councillors who serve a four-year term.

The Mayor and Council are responsible for developing a long-range vision for the future of the community. Council establishes policies that affect the overall operation of the municipal services and are responsive to the needs and wishes of residents.



Top L-R, Councillor Michael Hunt, Councillor Ian Anderson (appointed February 2024), Councillor Vince Grogan
Bottom L-R, Mayor Bryan Barker, Deputy Mayor Dave Hillyard

Message from the Mayor

Council will pass the 2024 budget with a breakout of operating and capital. The budget takes into consideration the challenges of maintaining affordable services within the community, while also moving forward with Council approved priorities. There are similar budgetary challenges in 2024 as there were last year, such as higher

than normal inflation, the aging infrastructure, and keeping the tax rate low. Some of those challenges are areas over which Council does not have control, such as reduced provincial funding, increased insurance costs and the increased costs of materials. The cost of providing services, amenities and facilities is increasing, and it will be up to Council to determine the fiscally responsible path forward.

We all understand that there is an expectation to maintain services that our residents rely on, while prioritizing key investments to replace our aging infrastructure. Council must also look forward to the opportunities for growth and future development. There is no doubt that there are many challenges facing Council in how best to deal with maintaining our current service levels, including the issues associated with deferred maintenance and capital investments.

The public needs services from the Township and other levels of government but have limited resources for tax increases to cover increased servicing. Municipal staff have provided council with an excellent document that will guide our budget deliberations. It will provide information that will help Council establish a foundation to move forward for next year and beyond. On behalf of Council and staff, I wish you the best in the year 2024.

Mayor Bryan Barker

Message from Chief Administrative Officer / Clerk

Establishing the municipal budget is one of the most important tasks of staff and Council. 2024 is a challenging budget. With MPAC's assessment still based on the 2016 values and inflation at an all-time high there is a gap between revenues and increasing expenses.

The budget concentrates on asset management, maintaining current service levels, finding areas for efficiencies, leveraging grant and funding opportunities while acknowledging staff capacity and resources available.

We know our residents are feeling the effects of increased prices in all aspects of their lives. Unfortunately, the Township is experiencing the same inflationary pressures from all time high fuel, hydro and insurance prices along with the long-term borrowing for the firehall project and the Old Mill Road Bridge.

Throughout 2024 staff will continue to look for new funding opportunities and finding creative ways to engage our residents through timely and effective communications. We are continually looking to build and improve upon our existing strengths and engage residents, the business community, development community and our employees to expand and modernize our service delivery.

Emily Dance, CAO/Clerk

Tax Rate Effect

With increased operating costs and aging infrastructure both requiring additional funds, it has been challenging to continue to offer the same high level of services, address emergency infrastructure issues and include new projects.

During the previous term of Council, the Township of Billings continued to provide quality services to residents with as little impact on the tax rate as possible, but the investment in infrastructure was limited. During the 2022-2026 Council term, Council will be looking ahead and focusing on infrastructure needs; and strive to adopt budgets with a feasible tax rate increase to maintain services and infrastructure. This will put the Township in a better position moving forward as we have significant investments needed towards infrastructure in adopted asset management plan.

For 2024, a 1% increase on the municipal tax rate equals approximately \$20,990

Assessment

Property assessments are based on the current value of properties as of a legislated valuation date, which is currently January 1, 2016. The Ontario government has extended the current property assessment cycle and the valuation date through to the end of the 2024 taxation year. The Ontario government has announced its intention to conduct a review of the property taxation system, and therefore property reassessment will be deferred until this work has been completed.

Assessment growth results from property taxes are primarily due to the phased in assessment which is determined by MPAC as well as increases stemming from new development within Billings.

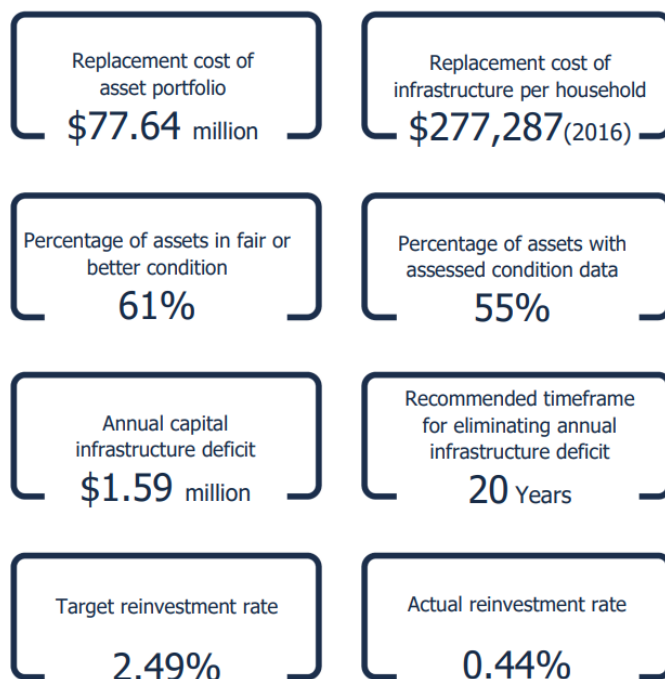
Asset Management Plan

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Following this regulation, every municipality shall prepare an Asset Management Plan (AMP) in respect of its core municipal infrastructure assets by July 1, 2021, the municipalities shall report on specific current levels of service being provided by core municipal infrastructure assets, determined in accordance with qualitative descriptions and technical metrics defined by the regulation. The data reported should be from at most the two calendar years prior to the year in which all information required is included in the asset management plan.

The Township of Billings has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2022. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2024 and 2025.

The 2021 Asset Management Plan identified the following key statics, specifically that the target reinvestment rate for the replacement and maintenance of our core infrastructure is 2.49% and Billings is only investing 0.44%.



2024 Goals and Objectives

The overall objective of the 2024 budget is to present Council with a budget that maintains the current service levels of the Township, recognizes the need to invest and plan for infrastructure projects. It leverages grant funding opportunities, identifies modernization initiatives, and considers the capacity of staff and current resources.

Reserves

Reserves and Reserve Funds are an essential part of the Township of Billings finances. The purpose of the reserves is to save for future infrastructure needs to avoid spikes and dips in the overall tax levy. By setting aside funds each year, we are able to spread out the cost for the maintenance or replacement of our assets.

Current Long Term Debt Commitments

Debt financing is one mechanism used for funding large capital projects, along with a capital levy and reserve funds. Generally, capital projects provide benefits to residents over a number of years and

therefore it is appropriate to spread the cost over the benefit period to achieve “intergenerational equity.”

In the Province of Ontario, municipalities have the authorization to incur long-term debt for municipal infrastructure as long as annual debt repayments do not exceed 25% of net revenues. The Province provides an annual statement for municipalities known as the Annual Repayment Limit (ARL) statement, outlining the revenue and debt servicing calculations. Billings 2023 ARL statement from the Province indicates an ARL of \$748,194 based off the consolidate financial statements.

The Township of Billings have used long-term debt financing sparingly in the past; however, with aging infrastructure and end of life assets the Township, the Township has had to rely on infrastructure debentures to assist in off-setting the significant costs to replace assets. In 2023, Council approved applying to Infrastructure Ontario for financing of the Firehall project for temporary borrowing until project completion when the financing will move to a debenture for long-term borrowing. Early 2024 Council entered into a debenture in the amount of \$890,198.93, at an interest rate of 4.53% p.a. (compounded semi-annually) for a term of 30 years for the firehall project.

The 2024 budget includes a recommendation to partially fund the Old Mill Road Bridge in the amount of \$425,000 to off-set the entire amount being funded by the tax rate.

Provincial Funding

Grant Funding Ontario Municipal Partnership Fund (OMPF)

The OMPF is the Province's main general assistance grant to municipalities. The program primarily supports northern and rural municipalities across the province. Its objectives are to:

- recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances;
- support areas with limited property assessment; and
- assist municipalities that are adjusting to year-over-year funding changes.

For 2024, the Township of Billings **OMPF funding is \$546,800** and increase of \$2,100 over 2023 of \$544,700

Ontario Community Infrastructure Fund (OCIF)

OCIF supports local infrastructure projects by providing stable and predictable funding for communities with populations under 100,000 along with all rural and northern communities. For 2024, the Township of Billings will receive **OCIF funding in the amount of \$128,104** an increase of \$14,611 over 2023 of \$113,493.

Northern Ontario Resource Development Support Fund (NORDS)

Ontario's Northern Ontario Resource Development Support (NORDS) Fund provides annual funding over five years (2021-2022 -2025-2026) to municipalities in Northern Ontario to support investments in local infrastructure.

For 2024, the Township of Billings will receive \$74,557.52. This is a reduction of \$2,275.75 to account for interest gained on the funding as the Township has saved the funds over the years for the Old Mill Road Bridge project. (Originally assigned to the Mud Creek Bridge)

Northern Ontario Heritage Fund Corporation (NOHFC)

Northern Ontario Heritage Fund is designed to help build strong and resilient Northern communities through infrastructure investments, to upgrade / repair existing assets to improve community quality of life, economic development infrastructure and strategic economic development initiatives.

The Township of Billings has been approved for funding in the amount of \$719,647 for the firehall project in 2023; however, there are no current projects for 2024.

Ontario Arts Council – Library

The Ontario Arts Council (OAC) provides an operating grant for the Billings Library. For 2024 the Library will receive a grant in the amount of **\$10,850**

Federal Funding

HRDC Canada Summer Jobs Grant / Grants in Lieu

Canada Summer Jobs (CSJ) provides wage subsidies to employers from not-for-profit organizations, the public sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

The Township of Billings anticipates approximately \$ 10,900 for student positions.

Canada Community-Building Fund (CCBF)former AMO Gas Tax

The Canada Community-Building Fund (CCBF) is a permanent source of funding provided up front, twice-a-year, to provinces and territories, who in turn flow this funding to their municipalities to support local infrastructure priorities.

The Township of Billings will receive in 2024 **\$47,349**

Total Revenue- Operating

Revenue	2024 Proposed
Municipal & School Board Tax	2,503,520
Payments in LIEU	5,994
Federal Funding	58,249
Provincial Funding	588,904
Water Usage Revenue	312,783
Fees, Charges & Donation Revenue	227,450
License & Permit Revenue	45,329
Investment Income	198,200
Penalties & Interest Revenue	48,200
Other Revenue	68,000
Total Revenue	4,056,629

Expenses- Operating

Expense	2024 Proposed
Wages & Benefits	987,710
Admin Expense	830,672
Building & Equipment	203,550
Other Services	442,722
Public Services	1,016,889
Roads	329,000
Supplies & Equipment	160,000
Utilities	86,085
Total	4,056,629

Capital Budget

Capital Funding Sources

EV funding	22,500
NORDS	384,000
OCIF Capital Funding	128,104
Water Reserve	109,415
NOHFC (Fire Hall)	18,000
Infrastructure Loan	425,000
General Reserve	451302
Deferred Revenue	-
Total Funding Sources	1,538,321
Capital Expenditures	
Buildings	48,000
Vehicles	80,000
Water Infrastructure	147,415
Roads & Bridges	1,252,906
Recreation	10,000
Total Expenses	1,538,321

2024 New Capital Projects

Tractor	80,000
Rink water line	15,000
91 Main St	18,000
EV Charging system	30,000
Water Treatment Plant (new equip.)	56,415
Old Mill Road Bridge	1,252,906
Bulk Water	15,000
Cedar Maze	10,000
Total New Capital Projects	1,477,321
2023 Carry Forward Projects	
Old Mill Road water line Holdback	38,000
Fire Hall	23,000
Total Carry Forward	61,000
Total Capital Budget	1,538,321

From: [Sandy Cook](#)
To: [Emily Dance](#); [Tiana Mills](#); [David Hillyard](#); [Bryan Barker](#); [Ian Anderson](#); [Vince Grogan](#); [Michael Hunt](#)
Subject: Budget proposal
Date: March 14, 2024 12:29:42 PM

Hello Everyone:)

We have a few comments on the proposed budget for your consideration:

1. Given that the township already investigated the status of our building infrastructure in 2018 and found the site at 91 Main in need of major upgrades, please do not spend more money repeating this. Our understanding is that this facility only generates \$4,000 in revenue per year. Please consider either selling it to get a new tax base or better yet, tear it down to provide parking for the firehall, which is woefully inadequate...or future expansion?
2. Please do not pass this budget until the reserve concerns brought forward by Moray Watson and others are resolved. If indeed the reserves have between 200k and 500k that should be in the water reserves, no budget can be contemplated until actual reserves are known. Hopefully your auditors can figure this out for you.
3. Please do not spend any money on the cedar maze. It is not an attraction that tourists come for. That \$25,000 would be better spent on something else.
4. Until the reserves are known, please also hold off on the roadside tractor purchase. Although this may be a possible savings in the long run, it may not be a capital purchase possible this year.
5. The 16 k proposed for security cameras. Is this needed? Have there been any thefts, break-ins, vandalism that require this? Will there be a break on insurance costs to offset this ? If not why now?

Sincerely

Ted Kilpatrick and Sandy Cook



Township of Billings
Mayor and Council

12 March 2024

Dear Mayor Barker and members of Council,

4elements Living Arts is planning for Elemental Festival 2024, to be held September 20-21, 2024. **New in 2024: 4elements Living Arts will collaborate with the Billings Library NorthWords Festival** to put on a joint event. We are excited to be working as partners and we anticipate a great event!

Elemental Festivals have been held in Kagawong over the past several years, and have always been a draw to the community, featuring artists, artisans, and musicians. Billings Township has always been a valued supporter of the Festival and we thank you for making it possible to feature community arts in this way. Our collaboration with NorthWords Festival will, no doubt, add to the reputation of Billings Township as a cultural hotspot on Manitoulin Island.

As we did in previous years, 4elements plans to submit a grant proposal to the "Building Communities Through Arts and Heritage--Local Festivals" fund from the Government of Canada/Canadian Heritage. We have received funding from this source every year since 2019, all of which supported the local costs of the Festival.

In order to complete our application for 2024, **4elements is requesting that the Township of Billings commit to providing in-kind support for Elemental Festival 2024 by allowing the use of the Kagawong Park Centre and Old Church on the Hill on September 20-21, 2024.** Municipal support for the Festival is required in order for 4elements Living Arts to complete a proposal, with a simple form to complete to show your willingness to support.

4elements Living Arts has been operating for more than 20 years, and has made significant contributions to Billings Township, including partnering on the Billings Connections Trail, which was recognized with the Lieutenant Governor's Ontario Heritage Award in 2018. Our mission is to nurture and inspire community engagement in land-based arts on Manitoulin Island. We will continue to develop the concept and programming for Elemental/ NorthWords Festival 2024, and will keep you informed as we proceed.

We would be happy to answer any questions you may have. With thanks for your consideration and support,

Sincerely,

A handwritten signature in black ink that reads "Susan Snelling".

Susan Snelling, on behalf of the Board of Directors, 4elements Living Arts

cc. Jill Ferguson, Librarian, Billings Public Library



Confirmation of Support from Municipal Government or Equivalent Authority

APPLICANT: 4elements Living Arts

Name of festival: Elemental Festival 2024

Funding by the Program is conditional upon confirmation of cash and/or in-kind support from the applicant's municipal government or equivalent authority (referred to below as - "the municipality").

For applications from a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support. Public organizations such as police, public transportation, waste management, or libraries, if directly under the municipal authority, can also provide municipal support. Financial support from the discretionary funds of elected officials is considered a donation from an individual and cannot constitute municipal support.

This form, once completed and signed, constitutes proof of support from the municipality. Support may also be confirmed in a letter that includes the cash and/or in-kind value of the municipal contribution for the event or activity. Should the municipality withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

Please complete this form, print it and have it signed by an authorized representative of your municipality or equivalent authority and submit with your application. Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.

CASH	
This amount must appear in the budget.	
Total:	\$0.00

IN-KIND (monetary value)	The in-kind support for this festival will be as described in the following table. (Use additional pages if necessary) Please itemize contributions of in-kind goods and services.
\$904.00	Use of Kagawong Park Centre and Old Church on the Hill
Total: \$904.00	

Name of authorized representative (required): Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.	Emily Dance, CAO/Clerk
Title and municipality (required):	The Township of Billings
Telephone number (required):	(705) 282-2611
Authorized representative's signature (required):	
Date YYYY-MM-DD (required):	



BY-LAW NO 2024-19

BEING A BY-LAW TO SET THE TAX RATIO FOR THE 2024 TAXATION YEAR FOR THE TOWNSHIP OF BILLINGS

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 308 provides that every municipality shall establish a set of tax ratios and shall pass a by-law in each year to establish the tax ratios for that year for the municipality;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 308 provides that the tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:

1.0 THAT for the 2024 taxation year the following tax ratios shall apply:

Tax Class	Tax Ratio
Residential	1.000
Commercial	1.000
Industrial	1.000
Farm	0.250
Managed Forest	0.250

2.0 THIS By-Law shall come into full force and effect upon final passage.

3.0 THIS By-Law may be cited as "2024 – Tax Ratio By-law"

READ a FIRST and SECOND TIME this 19th day of March, 2023

READ a THIRD TIME and FINALLY PASSED 19th day of March, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2024-20

BEING A BY-LAW TO ADOPT THE 2024 MUNICIPAL ANNUAL BUDGET FOR THE TOWNSHIP OF BILLINGS

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS Section 290 of the Municipal Act, 2002, s.o. 2001, C.25 as amended requires that a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS the Council of The Corporation of the Township of Billings deems it expedient to adopt the annual estimates for operating and capital purposes for the Township;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
BILLINGS ENACTS AS FOLLOWS:**

- 1.0 That the Corporation of the Township of Billings Council hereby adopts the 2024 Municipal Budgets as contained in the attached Schedule "A" and Schedule 'B' and forms part of this By-law.
- 2.0 THAT this By-Law shall come into effect upon final passage.
- 3.0 THIS By-Law may be cited as "2024 Budget By-law"

READ a FIRST and SECOND TIME this 19th day of March, 2023

READ a THIRD TIME and FINALLY PASSED 19th day of March, 2023

Bryan Barker, Mayor

Emily Dance, CAO/Clerk

SCHEDULE 'A' to By-Law No. 2024-20
Township of Billings 2024 Municipal Budget

Operating Budget 2024

Revenue	
Municipal & School Board Tax	2,503,520
Payments in LIEU	5,994
Federal Funding	58,249
Provincial Funding	588,904
Water Usage Revenue	312,783
Fees, Charges & Donation Revenue	227,450
License & Permit Revenue	45,329
Investment Income	198,200
Penalties & Interest Revenue	48,200
Other Revenue (Incl. Power Gen Stn.)	68,000
Total Revenue	\$ 4,056,629
Expense	
Wages & Benefits	987,710
Advertising	11,200
Auditing & Accounting	50,000
Bad Debt Expense	500
Bank Chgs. & Interest	11,850
Overpayments	1,500
Tower Communications	1,368
Election Expense	1,000
Fees & Licenses	7,635
Health & Safety	16,150
Insurance	67,552
Legal Expense	20,000
Loan Interest Expense	20,163
Postage	5,030
Professional Development	27,000
Property Assessment	35,790
Subscriptions & Memberships	16,975
Tax Registration	1,200
Travel	6,550
Transfer to Asset Reserve	529,210
Admin Expense	830,672
Total Building & Equipment	203,550
Contracts	342,172
Pound	250
Regulation Compliance Exp.	12,000
Project Expenses	88,300
Total Other Services	442,722
Ambulance	253,822
Contribution Expense	15,000
DSSAB Childcare	22,602
DSSAB Ontario Works	31,935
DSSAB Social Housing	84,963
Home for Aged	42,609
Levy School Boards - EP	300,000
Levy Schools Boards - FP	3,500
Levy Planning Board	20,000
Policing	208,101
Sudbury Dist. Health Unit	34,358
Total Public Services	1,016,889

Roads - Hard Top	201,000
Roads - Loose Top	80,000
Roads - Winter Control	45,000
Roads - Street Lights	3,000
Total Roads	329,000
Library - Book Acquisitions	6,000
Supplies	120,000
Marina - Purchases - Products	8,000
Marina - Purchases - Fuel	26,000
Total Supplies & Equipment	160,000
Hydro	61,950
Propane	10,200
Telephone & Internet	13,935
Total Utilities	86,085
Total Expense	4,056,629

SCHEDULE ‘B’ to By-Law No. 2024-20

Township of Billings 2024 Municipal Budget – Capital

Capital Funding Sources

EV funding	22,500
NORDS	384,000
OCIF Capital Funding	128,104
Water Reserve	109,415
NOHFC (Fire Hall)	18,000
Infrastructure Loan	425,000
General Reserve	451302
Deferred Revenue	-
Total Funding Sources	1,538,321
Capital Expenditures	
Buildings	48,000
Vehicles	80,000
Water Infrastructure	147,415
Roads & Bridges	1,252,906
Recreation	10,000
Total Expenses	1,538,321

2024 New Capital Projects

Tractor	80,000
Rink water line	15,000
91 Main St	18,000
EV Charging system	30,000
Water Treatment Plant (new equip.)	56,415
Old Mill Road Bridge	1,252,906
Bulk Water	15,000
Cedar Maze	10,000
Total New Capital Projects	1,477,321
2023 Carry Forward Projects	
Old Mill Road water line Holdback	38,000
Fire Hall	23,000
Total Carry Forward	61,000
Total Capital Budget	1,538,321



BY-LAW NO 2024-21

BEING A BY-LAW TO AUTHORIZE THE LEVYING OF TAX RATES AND COLLECTION OF TAXES FOR THE YEAR 2024

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Section 312 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the Council of a local Municipality shall, after the adoption of estimates for each year, pass a by-law to levy a separate tax rate on the assessment in each property class, including any adjustments made under the Assessment Act for the purposes of raising the general local municipal levy;

AND WHEREAS the Council of the Corporation of the Township of Billings has, in accordance with the Municipal Act, 2001, considered the estimates of the municipality and it is necessary that the following sums be raised by means of taxation for the year 2023;

Municipal Purposes: \$2,195,983.53
Education Purposes: \$309,893.11

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:

- 1.0 THAT for the 2024 taxation year the following tax ratio shall apply:

Tax Class	Municipal	Education
Residential	0.01191603	0.001530
Commercial	0.01191603	0.00644236
Industrial	0.01191603	0.008800
Farm	0.00297856	0.0003825
Managed Forest	0.00297856	0.0003825
PIL Residential	0.01191603	0.001530
PIL Commercial	0.01191603	0.00644236
PIL Landfill	0.00297856	0.0003825

- 2.0 THAT every owner shall be taxed according to the tax rates of this by-law and such tax shall become due and payable in two instalments as follows: 50% of the previous year's levy shall become due and payable on March 31, or the last working day in March; and that the balance of the final levy shall become due and payable on September 30, or the last working day in September.
- 3.0 THAT non-payment of this amount, as noted on the dates stated in accordance with this by-law constitutes default. On all taxes of the levy, which are in default after March 31, 2024 and after September 30, 2024, a penalty of 1.25 percent shall be added on the first day of each and every month, for each month or fraction thereof which arrears continues, until December 31, 2024.

- 4.0 THAT all taxes unpaid as of December 31, 2024 interest shall be added at the rate of 1.25 percent per month or fraction thereof in which arrears continue.
- 5.0 THAT the Treasurer is hereby authorized to mail or cause to be mailed the notice of taxes due to the address of the residence or place of residence of the person to whom such notice is required to be given, on or before September 9, 2024.
- 6.0 THAT the Treasurer shall proceed to collect the amount to be raised by the by-law together with all other sums on the tax roll in the manner as set forth in the Assessment Act and the Municipal Act and all other by-laws in force.
- 7.0 THAT this By-Law shall come into effect upon final passage.
- 8.0 THIS By-Law may be cited as “2024 – Tax Rate By-law”

READ a FIRST and SECOND TIME this 19th day of March, 2024

READ a THIRD TIME and FINALLY PASSED this 19th day of March, 2024

Bryan Barker, Mayor

Emily Dance, CAO/Clerk



BY-LAW NO 2024-22

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE TOWNSHIP OF BILLINGS

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9; shall be exercised by By-Law;

AND WHEREAS The Council for The Corporation of the Township of Billings deems it expedient that the proceedings of meetings of the Council be confirmed and adopted by By-Law;

NOW THEREFORE the Council of The Corporation of the Township of Billings enacts as follows:

1. THAT the actions of the Council of The Corporation of The Township of Billings at its Council Meeting held on March 19, 2024 in respect to each report, motion, resolution, or other actions recorded and taken by Council at its meetings, except where the prior approval of the Ontario Lands Tribunal is required is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. THAT the Mayor and CAO/Clerk, or such other official as deem appropriate are hereby authorized and directed to do all things necessary to give effect to the said action, of Council of the Township of Billings referred to in the proceeding section.
3. THAT the Mayor and CAO/Clerk are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of The Corporation of The Township of Billings to all such documents.
4. THIS By-Law shall come into full force and effect upon final passage.
5. THIS By-Law may be cited as the "March 19, 2024 Confirmatory By-Law"

READ a FIRST and SECOND TIME this 19th day of March 2024

READ a THIRD TIME and FINALLY PASSED this 19th day of March, 2024

Bryan Barker, Mayor

Emily Dance, CAO/Clerk