



MINUTES
Tuesday 10 December 2024

Adopted 30 January 2025
Resolution 2-2025

1. CALL TO ORDER – Dean Gates assumed Chairmanship and called this meeting to order at approximately 9:03am.

The **LAND ACKNOWLEDGMENT** was read as follows:

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care of, and teachings about, our earth and our relations. May we continue to honour these teachings.”

2. MEMBERS PRESENT(alphabetically)

VICE-CHAIRPERSON	John Borlase	(Unincorporated Townships, Ministry Appointee)
CHAIRPERSON	Dean Gates	(Unincorporated Townships, Ministry Appointee)
DIRECTOR	Roger Glabb	(Powassan Citizen appointee)
VICE SECRETARY-TREASURER	Randy Hall	(Councillor Powassan)

MEMBERS ABSENT(alphabetically)

SECRETARY-TREASURER	Dave Britton	(Councillor Powassan)
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3. ADOPTION OF AGENDA

On a verbal motion moved by Roger Glabb, seconded by John Borlase, the agenda for this meeting was adopted as presented.

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	

4. DISCLOSURE OF DIRECT OR INDIRECT PECUNIARY INTERST AND GENERAL NATURE THEREOF - Nil

5. CORRESPONDENCE

a) Notice of Meeting Rezoning of 44 Purdon Line, Powassan Ontario

RESOLUTION 62-2024 Moved by Randy Hall Seconded by Roger Glabb

THAT the following item of information received by the NAPBoard at its special telecom meeting, be received for information:

a) Notice of Meeting Rezoning of 44 Purdon Line, Powassan Ontario

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	



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6. BUSINESS ARISING FROM PREVIOUS MINUTES

(Items 11.4 & 11.6 of NAPBoard Meeting 9Oct2024)

1. Award of RFP for Processing an Official Plan for the NAPBoard Unincorporated Townships

PlanScope has responded to the RFP issued for planning services required to process an Official Plan for the six (6) unincorporated townships in the jurisdiction of the NAPBoard.

RECOMMENDATION

THAT the NAPBoard pass a motion to formally accept the proposal submitted by PlanScope (Bracebridge) and enact a by-law to enter into a contract for the respective planning services.

RESOLUTION 63-2024 Moved by Roger Glabb Seconded by John Borlase

THAT the NAPBoard hereby formally accepts the proposal submitted by PlanScope (Bracebridge);
AND THAT a by-law be enacted as a form of contract with PlanScope for planning services for the Uterr Official Plan project as set out in the proposal attached as Appendix A to this by-law submitted in response to the RFP attached as Appendix B to this by-law.

CARRIED - By-law 2-2024 enacted

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	

7. NEW BUSINESS

1. Annual Renewal of Liability Insurance for the NAPBoard – Year 2025

The broker emailed a quote for the premium for liability coverage for the year 2025.

RECOMMENDATION

That the quoted renewal premium for the liability policy for the year 2025 be approved and paid prior to end of year business hours (December 19, 2024).

RESOLUTION 64-2024 Moved by John Borlase Seconded by Randy Hall

THAT That the quoted renewal premium of \$3881.80 plus \$310.54 (8% GS) for a total of \$4,192.34, for the liability coverage of the NAPBoard and its Members for the year 2025, be approved;
AND THAT the noted policy premium be paid prior to end of year business hours (December 19, 2024).

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	



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(7.) NEW BUSINESS cont'd...

2. Seasonal NAPBoard Operation - Closure Dates

For the Christmas / New Year holiday period, staff recommend the NAPBoard operation cease on end of work day Thursday 19 December and re-commence on Tuesday 7 January 2025.

RESOLUTION 65-2024 Moved by Roger Glabb Seconded by John Borlase

THAT For the Christmas / New Year holiday period, staff recommend the NAPBoard operation cease the end of work day Wednesday 18 December and re-commence on Tuesday 7 January 2025.

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	

3. Annual Proprietary Directives

- a) Annual Community Donations
- b) Annual Gift Cards to Staff & Members

RESOLUTION 66-2025 Moved by John Borlase Seconded by Roger Glabb

THAT NAPBoard issue an annual community donation of \$100.00, respectively, to:

- (i) Powassan (Family Skate)
- (ii) Trout Creek (Family Skate)
- (iii) Powassan Food Bank

THAT a \$25.00 Gift Card be extended to each of the three (3) Powassan staff that provide reception services to the NAPBoard.

THAT a \$100.00 Gift Card be extended to each of the NAPBoard Members and the Administrative Director.

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	



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8. CLOSED SESSION*(Pursuant to subsection 239 (1) 3.1) of the Municipal Act) [IF REQUIRED]*

Subsection 239 (1):

(b) a matter involving identifiable individual(s)

(k) criteria or instruction to be applied to any negotiation by the board.

At approximately 9:25am, the NAPBoard resolved into a Closed Session.

RESOLUTION 67-2024 Moved by Roger Glabb Seconded by Randy Hall
THAT pursuant to subsection 239 (1) (3.1), the NAPBoard at its meeting on [meeting date] resolve into a Closed Session to consider:

Item (b): matter(s) about identifiable individual(s)

Item (k): matter(s) about criteria or instruction to be applied to any negotiation of the board.

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	

At approximately 9:28am, on a verbal motion moved by Roger Glabb, seconded by Randy Hall the NAPBoard returned to open session.

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	

RESOLUTION 68-2024 Moved by John Borlase Seconded by Roger Glabb
THAT the rate of pay to the NAPBoard Administrative Director, be increased by \$5.00 per hour for the year 2025;
AND THAT the vacation pay rate for the NAPBoard Administrative Director be at 9% to be paid semi-annually.

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BORLASE	X	
BRITTON	ABSENT	ABSENT
GATES	X	
GLABB	X	
HALL	X	

9. NEXT REGULAR PUBLIC MEETING – 29 or 30 January 2025 with direction to discuss meeting room allocations with Powassan staff and report back to the next regular meeting to set a schedule of public meetings for the year 2025.

10. ADJOURNMENT - 9:31am

CHAIRPERSON Dean Gates

VICE SECRETARY-TREASURER Randy Hall