



**MINUTES**      *Adopted 21 July 2022 Resolution 37-2022*  
**Thursday 19 May 2022**

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**1. CALL TO ORDER**

Dean Gates assumed Chairmanship and called this meeting to order at approximately 5:30pm in the Elm Room at 250 Clark Street, Powassan ON P0H 1Z0.

**2. MEMBERS PRESENT** (alphabetically)

John Borlase		(Unincorporated Townships, Ministry Appointee)
Dave Britton	SECRETARY-TREASURER	(Councillor Powassan)
Dean Gates	CHAIRPERSON	(Unincorporated Townships, Ministry Appointee)
Randy Hall		(Councillor Powassan)

**MEMBERS ABSENT**

Roger Glabb (Powassan Citizen appointee)

**OTHERS PRESENT**

Steve McArthur, NAPB Planner  
Karin Ann Brent, NAPB Administrative Director

**B5/PATTERSON/2022** (Agenda Item 7.3)

Dawn Stripe (Agent) in person  
Scott & Nicole Wilson (Applicants) by virtual media  
Joe Whitmell by virtual media  
Darrell Rogerson by virtual media

**B8/EAST MILLS/2022** (Agenda Item 7.1)

Jeffrey Knott & Darlene Walters (Applicants) in person

**Agenda Item 9**

Joe Whitmell (by virtual media)

**Agenda Item 10**

Darrell Rogerson (by virtual media)  
Joe Whitmell (by virtual media)

**Agenda Item 11**

Joe Whitmell (by virtual media)

**3. ADOPTION OF AGENDA**

On a verbal motion moved by John Borlase seconded by Dave Britton, the agenda was adopted as presented.

**4. DISCLOSURE OF DIRECT OR INDIRECT PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

NAPBoard Member (Chairperson) Dean Gates declared a conflict of interest in the matter subject in agenda item 7.3 regarding Consent application B5/PATTERSON/2022 advising he owns a lot that abuts the subject lands and recused himself from deliberation of this matter and Chairmanship of this part of the meeting, and voting on any motions put.



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**5. ADOPTION OF MINUTES**

RESOLUTION 22-2022    Moved by John Borlase                      Seconded by Dave Britton

THAT the Minutes of the following meeting of the North Almaguin Planning Board, be adopted as circulated:

a) 17 March 2022

CARRIED

Vice-Chairperson Dave Britton assumed Chairmanship for the deputations, deliberation and decision regarding Consent application B5/PATTERSON/2022 in place of Chairperson Dean Gates due to his recusal in respect of his declaration of conflict.

**6. PRESENTATIONS / DEPUTATIONS**

B5/PATTERSON/2022

Dawn Stripe (agent) was present in person and the applicants Scott and Nicole Wilson attended by virtual media. Mrs. Stripe questioned the Board whether the copies of emails between herself and Dean Gates in late summer of the year 2021 that were distributed by her husband George Stripe at the NAPBoard public meeting on 17 March 2022, were considered. Scott Wilson in attendance by virtual media advised his disappointment with the misinformation that he felt was issued during his private conversations with Dean Gates at his neighbouring property.

**7. 1. PUBLIC MEETINGS - CONSENTS**

*Presented for public input pursuant to subsection 53 (5b)*

<b>NAME</b>	<b>B File #</b>	<b>LOCALITY</b>	<b>CONSENT REQUESTED</b>
KNOTT Jeffrey WALTERS Darlene	8/2022	EAST MILLS	CREATE a new 4.06ha (10.4 acre) LOT fronting on East Mills Concession Road

The applicants were present to support their application B8/EAST MILLS/2022. No written submission or comments from members of the public were received at this meeting.

RESOLUTION 23-2022    Moved by Randy Hall                      Seconded by John Borlase

THAT the presentation of Consent Applications B8/EAST MILLS/2022 requesting a new 4.06ha (10.4 acre) lot fronting on East Mills Concession Road, and any and all comments and written submissions received at the statutory public meeting held on Thursday 19 May 2022 prescribed in the Planning Act, R.S.O. 1990, c. P.13, be received and referred to the NAPBoard Planner for a report.

AND THAT the requested Consent be referred to the next available public meeting of the NAPBoard for its disposition on the requested Consent.

CARRIED



(7.)

**2. PUBLIC MEETINGS - SUBDIVISION APPLICATIONS – Nil**

**3. REPORTS re CONSENT or SUBDIVISION APPLICATIONS presented at prior Public Meeting**

**B6 & B7 PRINGLE 2022**

This Consent application was presented at a public meeting on 17 March 2022 and referred to this meeting for disposition. No persons of the public attended nor submitted written submission on this matter.

A detailed Report dated 4 May 2022 was prepared by the NAPBoard Planner. The subject report was provided to the applicants and the Members of the North Almaguin Planning Board prior to the public meeting, by email on 10 May 2022.

Notices of Decision was issued for B6 and B7/PRINGLE/2022 to approve the requested new lots with conditions.

**B5/PATTERSON/2022**

This Consent application was presented at a public meeting on 10 February 2022 and referred to the 17 March 2022 meeting for disposition. No persons of the public attended nor submitted written submission on this matter.

A detailed Report dated 8 March 2022 was prepared by the NAPBoard Planner and distributed to the NAPBoard Members, the applicants and the agent for this matter prior to the 17 March 2022 meeting. The applicant, agent and solicitor for the applicant attended the meeting on 17 March 2022 and rebutted the Planner's report.

NAPBoard RESOLUTION 11-2022 was passed at the 17 March 2022 meeting, as follows:

- THAT the detailed Report dated 8 March 2022 regarding Consent application B5/PATTERSON/2022 prepared by the NAPBoard's contract Planner and distributed to the NAPBoard Members, the applicants and the agent for this matter, be received;
- AND THAT the deputations to the NAPBoard at its meeting on 17 March 2022 by the applicant Scott Wilson, the application agent Dawn Stripe and her husband George Stripe, and the applicant's solicitor Michael Hardy, be received for information;
- AND THAT rendering of the NAPBoard's disposition on the request for a new lot set out in Consent application B5/PATTERSON/2022 be deferred to its next scheduled meeting.

This matter was returned for disposition of the NAPBoard.

A Notice of Decision was issued for B5/PATTERSON2022 to refuse the requested new lot.

Subsequent to issuance of the Notice of Decision in this matter was issued, Mrs. Stripe addressed how she felt the subject lot should have been approved, based on her personal consultation with Dean Gates about this particular proposed new lot. Further, Ms. Stripe advised that she has historically approached the current and prior planning board representatives for support of requests for other new lots, and inter-personal consultation has been done with other persons contemplating consent proposals for land in the unincorporated townships.



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Dean Gates resumed Chairmanship for the remainder of this meeting.

**8. CORRESPONDENCE**

RESOLUTION 24-2022    Moved by Dave Britton                      Seconded by John Borlase

THAT the following item(s) of correspondence presented to the North Almaguin Planning Board at its meeting on Thursday 19 May 2022, be received:

- a) News Release from the Minister of Environment, Conservation and Parks “Ontario Government Boosts Experimental Lakes Area Research”.
- b) Notice dated 15 March 2022 from the Ministry of Northern Development, Mines, Natural Resources & Forestry providing the “Inspection of 2022-2023 Annual Work Schedule for the Nipissing Forest”.
- c) Announcement (undated) from the Ministry of Northern Development, Mines, Natural Resources & Forestry advising it is transitioning to digital distribution of the district mail-outs for Forest Management Planning notifications.
- d) Letter dated 7 April 2022 from Powassan Fire Chief Bill Cox thanking the NAPBoard for its monetary donation to the Powassan Fire Department and advising the funds were used to purchase training simulators for first aid, AED and CPR courses.

CARRIED

DIRECTION TO STAFF: Prepare correspondence with the Ministry of the Environment Conservation and Parks (MOECP) seeking an update regarding the lakes under review as per information item 8a) for information about water quality issues including phosphorus load.

**9. BUSINESS ARISING FROM PREVIOUS MINUTES**

- a) Request for Statistics of NAPBoard Activity from Almaguin Community Economic Development

This request was considered at the NAPBoard meeting held on 2 December 2021 and a response to the request deferred to this meeting pending more details on the request being obtained. An email was sent on 9 December 2021 seeking additional information on what statistics are being sought. No response was received as of the date this agenda was issued (1 February 2022). Mr. Gray sent a form by email on 7 February 2022.

Subsequently NAPBoard Resolution 15-2022 was passed on 17 March 2022:

THAT the statistics requested by Dave Gray, Director of Economic Development with the Almaguin Community Economic Development, regarding the Consents processed by the North Almaguin Planning Board be gathered and reported to the NAPBoard, then submitted to Almaguin Community Economic Development;  
AND THAT a maximum budget of \$200.00 be set for the labour costs for the task of gathering and reporting the requested data once this task is achieved.

The statistics project was completed and presented to the NAPBoard for receipt and report to the Almaguin Community Economic Development (ACED) organization.



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RESOLUTION 25-2022      Moved by Randy Hall      Seconded by Dave Britton

THAT the statistics prepared and presented to the NAPBoard at its meeting on 19 May 2022 in response to the request from the Almaguin Community Economic Development (ACED) organization, be received and reported to ACED.

CARRIED

**10.    NEW BUSINESS**

1.    Revisions to Clarify the Guiding Principles Document  
      titled "Considering Consent Applications in Unincorporated Townships"

Report dated 19 May 2022 to the NAPBoard meeting of 19 May 2022 in response to a current review of the NAPBoard Guiding Principles Document for considering Consent applications in the Unincorporated Townships in its jurisdiction

RECOMMENDATION

THAT the revisions presented for the NAPBoard's policy document titled "Guiding Principles for Considering Consent Applications in Unincorporated Townships" presented to the NAPBoard at its meeting on 19 May 2022, be approved.

RESOLUTION 26-2022    Moved by Randy Hall    Seconded by John Borlase

THAT the revisions presented for the NAPBoard's policy document titled "Guiding Principles for Considering Consent Applications in Unincorporated Townships" presented to the NAPBoard at its meeting on 19 May 2022, be referred back to staff for return after discussions with the Ministry of the Environment Conservation and Parks about lakes deemed at capacity for phosphorus load and the installation of tertiary septic systems on property adjacent to those lakes.

CARRIED

DIRECTION TO STAFF: Draft a letter to the regional Director of MOECP to obtain updated information about area lakes deemed at capacity for phosphorus load and to obtain information on which ministry is the approval authority for installing tertiary septic systems.

2.    Review of Fees: Amendment to Consent Application or  
      Revision to a Condition of Approval issued in a Notice of Decision

Report to the NAPBoard meeting on 19 May 2022 responding to requests for clarification of the respective fees enacted to offset the cost of processing amendments to Consent applications or revisions to condition(s) of approval issued in a Notice of Decision.



**(10.2) RECOMMENDATION**

THAT the Report to the NAPBoard at its meeting on 19 May 2022 presenting a review of the fees as to the respective circumstances involved with requests for amendment of a Consent application or a revision to condition(s) of approval, be received.

AND THAT the categories and the respective fee(s) for processing requests revision to a condition(s) of approval, be approved;

AND THAT an amending by-law be enacted to revise Schedule A of NAPBoard Financial By-law 2-2020, as amended, to implement the fee(s) for processing requests for revision to a condition(s) of approval set out in the subject Report;

AND THAT a process be developed for review of situations where a collected fee for revision to a condition(s) of approval might qualify for partial re-imbusement to the payee.

RESOLUTION 27-2022    Moved by John Borlase                      Seconded by Randy Hall

THAT the Report to the NAPBoard at its meeting on 19 May 2022 presenting a review of the fees as to the respective circumstances involved with requests for amendment of a Consent application or a revision to condition(s) of approval, be received.

AND THAT the categories and the respective fee(s) for processing requests revision to a condition(s) of approval, be approved;

AND THAT an amending by-law be enacted to revise Schedule A of NAPBoard Financial By-law 2-2020, as amended, to implement the fee(s) for processing requests for revision to a condition(s) of approval set out in the subject Report;

AND THAT a process be developed for review of situations where a fee for revision to a condition(s) of approval was collected and the revision processed prior to enactment of the aforementioned amending by-law, might qualify for partial re-imbusement to the payee.

CARRIED

(By-law to be presented at next scheduled meeting for readings and enactment)

**11. FINANCIAL REPORT**

1. Draft 2021 Audit Report

The NAPBoard auditors present the draft reports of the 2021 financial audit of the NAPBoard operation that is mandated by the Ministry of Municipal Affairs and Housing and required by 30 June 2022.

RESOLUTION 28-2022    Moved by Dave Britton                      Seconded by John Borlase

THAT the draft 2021 Audit Report prepared by Pahapill and Associates Chartered Professional Accountants and presented to the NAPBoard at its meeting on 19 May 2022, be received;

AND THAT the respective letters provided by Pahapill and Associates regarding the Objective and Scope of the Audit and related matters, be executed by the Chairperson and Secretary-Treasurer of the NAPBoard and returned to auditors with a copy of this Resolution.

AND THAT the final 2021 Auditor's Report be distributed to the NAPBoard Members and reported to the Ministry of Municipal Affairs and Housing (MMAH) Sudbury Office as required.

CARRIED



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**(11.)**

2. Financial Status Reports

- a) Report of the Financial Status of the NAPBoard as of 31 March 2022
- b) Report of the Financial Status of the NAPBoard as of 30 April 2022

RESOLUTION 29-2022    Moved by John Borlase                      Seconded by Randy Hall

THAT the respective Reports to the NAPBoard at its meeting on 19 May 2022 about the financial status of the NAPBoard as of:

31 March 2022, and  
30 April 2022,

be received for information.

CARRIED

3. Revised 2022 Budget

Since adoption of the 2022 budget, an expense has been announced that will impact the expenses for the years 2022. A revised Budget list and explanatory notes are presented for information and adoption and report to MMAH as required.

RESOLUTION 30-2022    Moved by Dave Britton                      Seconded by John Borlase

THAT the revised 2022 Budget presented to the NAPBoard at its meeting on 19 May 2022, be approved and reported to MMAH (Sudbury).

CARRIED

**12. CLOSED SESSION** *(Pursuant to Subsections 239(2)(a) (e) and (6) of the Municipal Act, 2001, S.O.2001, C.25)*

At approximately 6:58pm, the following Resolution was passed, and a Closed Session was commenced.

RESOLUTION 31-2022    Moved by Randy Hall                      Seconded by John Borlase

THAT pursuant to subsections 239(2) and (3.1) of the Municipal Act, 2001, S.O. 2001, C.25, that the North Almaguin Planning Board hereby resolves to close a portion of its meeting on 19 May 2022, to consider the following matters:

- Subsection 239 (2)
- (b) a matter involving identifiable individual(s)
- Subsection 239 (3.1)
- (k) criteria or instruction to be applied to any negotiation by the board

CARRIED

The NAPBoard moved out of Closed Session at approximately 7:53pm.



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Item 11.3 was re-opened after the Closed Session concluded and further discussion about future funding was held and the following Resolution was passed:

RESOLUTION 32-2022    Moved by John Borlase                      Seconded by Randy Hall

WHEREAS the North Almaguin Planning Board (NAPBoard) has been struck by the Ministry of Municipal Affairs and Housing (MMAH) to provide planning services under Section 53 of the Planning Act for land located in the unincorporated townships of East Mills, Hardy, McConkey, Patterson, Pringle and Wilson in the District of Parry Sound;

AND WHEREAS the MMAH has provided annual grants for NAPBoard operations related to the provision of Planning Services to the noted unincorporated townships;

AND WHEREAS the annual grant amount of \$23,597.00 has remained at that amount since 2009 without consideration of the impacts of inflation and cost of living increases over the past thirteen (13) years;

AND WHEREAS the cost of operating a local planning board under the funding provided requires a continuum of increase to application fees and hinders the hire of a sufficient number of qualified staff that is required to provide services to the unincorporated townships;

AND WHEREAS the NAPBoard has taken great effort to sustain a professional operation through which to provide planning services to the unincorporated townships in its jurisdiction, with the expertise of a Professional Planner and is attempting to have qualified administrative staff in place when the current Administrative Director returns to retirement;

AND WHEREAS the NAPBoard currently remains in operation through the funds on hand which will deplete before the end of the current term due to a reduction in the number of Consent applications in process to date this year;

AND WHEREAS circumstances have caused the NAPBoard to contemplate and adopt a deficit budget for the year 2022;

AND WHEREAS the former Town of Powassan, Township of Himsworth South and Town of Trout Creek (now amalgamated into the Municipality of Powassan) undertook the creation of a planning board which evolved to its current entity known as the North Almaguin Planning Board (NAPBoard) to provide the applicable planning services under Sections 51, 53 and 57 respectively for land in Powassan and under Section 53 for lands located in the unincorporated townships of East Mills, Hardy, McConkey, Patterson, Pringle and Wilson;

NOW THEREFORE BE IT RESOLVED THAT the Minister of Municipal Affairs and Housing be advised that the North Almaguin Planning Board respectfully requests:

- a) That the annual grant for the fiscal year 2022/2023 to fund the provision of planning services under Section 53 of the Planning Act for land located in the unincorporated townships of East Mills, Hardy, McConkey, Patterson, Pringle and Wilson be increased to at least \$36,000.00 per annum;
- b) That MMAH provide direction and assistance with documenting a reciprocal operating agreement between the Municipality of Powassan and the NAPBoard to clarify what is required of each party for the provision of planning services under Sections 51, 53 and 57 for the Municipality of Powassan.

CARRIED





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**(12.)**

The following Resolutions were subsequently passed out of Closed Session discussions.

RESOLUTION 33-2022    Moved by Dave Britton                      Seconded by Randy Hall

WHEREAS the NAPBoard requires an Administrative Assistant for its operations,  
AND WHEREAS an applicant with a sound knowledge base, excellent clerical skills and experience with convening meetings and processing certain planning processes has responded to the job posting for the subject position;  
THAT Ms Kimberley Bester be offered the regular part-time position of NAPBoard Administrative Assistant to work Wednesdays at the NAPBoard office or as otherwise assigned by the Administrative Director;  
AND THAT Ms. Bester be remunerated at \$20.00 per hour and 4% vacation pay and the set allowance for use of personal electronic equipment required to perform the required tasks.  
AND THAT this employment arrangement to commence on Wednesday 25 May 2022.

CARRIED

RESOLUTION 34-2022    Moved by Randy Hall                      Seconded by Dave Britton

THAT the resignation of the individual hired to the position of NAPBoard Administrative Assistant (Employee #004) in a probationary term commencing 12 January 2022, be received with the resignation to take effect as of 17 May 2022.

CARRIED

**13. NEXT MEETING**:- tentatively 21 July 2022

**14. ADJOURNMENT** – 08:01pm

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Chairperson Dean Gates

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Secretary-Treasurer Dave Britton