



**MINUTES**  
**Thursday 19 November 2020**

**Adopted 16 February 2021**

**1. CALL TO ORDER**

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

**2. MEMBERS PRESENT**

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

**OTHERS PRESENT**

Pauline Guzik, applicant for B35/POWASSAN/2020  
Linda and Bill Harman, recipients of the lot addition in B35/POWASSAN/2020  
Dawn Strip, agent for B36/PRINGLE/2020  
Ron Bowyer regarding Enquiry 11.1 for a propose new lot on Spur Road

**3. ADOPTION OF AGENDA**

On a verbal motion by Roger Glabb and seconded by Dave Britton, the agenda for this meeting was adopted with the addition of item 10.5 regarding the annual gift to Powassan.

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

**5. ADOPTION OF MINUTES**

a) 17 September 2020

RESOLUTION 51-2020 Moved by Randy Hall Seconded by Roger Glabb

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

a) 17 September 2020 (Regular Meeting)

CARRIED

**6. PRESENTATIONS / DELEGATIONS**

B37/EAST MILLS/2020

The request by resident Lorie Culin to speak to B37/EAST MILLS/2020 was withdrawn prior to the meeting.

B35/POWASSAN/2020

Pauline Guzik was present as the applicant in support of the request for a lot addition.  
Linda and Bill Harman were present as the recipients of the requested lot addition.



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B36/PRINGLE/2020

Dawn Stripe was present as agent for the applicant for the subject request for a new lot on Highway 522. Dave Britton questioned the status of the gravel pit on the proposed severed parcel. Dean Gates explained that the subject gravel pit will not impact development of the new lot. Dave Britton commended Dawn for quality of the sketch provided with the application.

Enquiry 11.1

Ron Bowyer explained his proposal to create a new 0.8757 ha lot fronting on Spur Road which was surveyed but not processed to date.

7. 1. CONSENT APPLICATIONS

TIME HEARD	NAME	B File #	LOCALITY	REQUEST	DISPOSITION
5:35pm to 5:40pm	Laurence Taylor & Debra Taylor-Wild	B32	EAST MILLS	NEW 28.73ha LOT fronting on Hwy 522	Conditional Approval
5:41pm To 5:43pm	Tonya Eckensviller	B33	POWASSAN	0.0975 ha LOT ADDITION to 219 Main Street West	Conditional Approval
5:45pm to 5:47pm	Tamara Matthews	B34	EAST MILLS	NEW 8.22 ha LOT fronting on East Road	Condition Approval
5:48pm To 5:50pm	Pauline & George Guzik	B35	POWASSAN	1.292 ha LOT ADDITION to 2089 Maple Hill Road	Conditional Approval
5:51pm To 5:53pm	Siegfried Rauch	B36	PRINGLE	NEW 2.912 ha LOT fronting on Hwy 522	Conditional Approval
5:54pm To 5:56pm	Richard Cook & Stephanie Cooper	B37	EAST MILLS	0.04 ha LOT ADDITION to 11622 Hwy 522	Conditional Approval

Receipt of Written submissions to the slated Consent applications:

B32/EAST MILLS/2020

1. MTO Northeastern Region Corridor Management Planner (A) email dated 21 October 2020 advising MTO does not object to the subject severance.

B33/POWASSAN/2020

1. Powassan Council Resolution 2020-329 passed 20 October 2020:

*That the Council of the Municipality of Powassan concurs with the request in Consent Application B33/POWASSAN/2020 for the lot additions on Main Street (223 Main St. W. and 219 Main St. W.) by applicant(s) Tonya and Jeff Eckensviller.*

*And requests that the North Almaguin Planning Board issue the following conditions for approval of the subject Consent application:*

1. *The lot must comply with the Municipality of Powassan Official Plan policies and Zoning By-law.*
2. *The applicant must ensure that both lot additions can legally merge with the neighbouring lots.*



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B35/POWASSAN/2020

1. Powassan Council Resolution 2020-328 passed 20 October 2020:

*That the Council of the Municipality of Powassan concurs with the request in Consent Application B35/POWASSAN/2020 for the lot addition on Maple Hill Road (2089 Maple Hill Road) by applicant(s) Pauline and George Guzik.*

*And requests that the North Almaguin Planning Board issued the following conditions for approval of the subject Consent application:*

1. *The lot must comply with the Municipality of Powassan Official Plan policies and Zoning By-law.*

B36/PRINGLE/2020

1. MTO Northeastern Region Corridor Management Planner (A) email dated 23 October 2020 advising MTO does not object to the subject severance.

B37/EAST MILLS/2020

1. MTO Northeastern Region Corridor Management Planner (A) email dated 21 October 2020 advising MTO does not object to the proposed lot addition.
2. Adjacent landowner Lorie Culin email dated 5 November 2020 objecting to the proposed lot addition and providing a history of prior surveys of the subject land, opining that the sketch provided with the subject application is incorrect.

7.2. SUBDIVISION APPLICATIONS – Nil

8. CORRESPONDENCE

- a) Thank you card from the Lavigne family for the bereavement donation to the Hec Lavigne Centennial Park Beautification Project In Callander Ontario.

RESOLUTION 52-2020 Moved by Randy Hall Seconded by Dave Britton

THAT the following item(s) of correspondence presented to the North Almaguin Planning Board at its meeting on Thursday 19 November 2020, be received for information:

- a) Thank you card from the Lavigne family for the bereavement donation to the Hec Lavigne Centennial Park Beautification Project In Callander Ontario.

CARRIED

9. BUSINESS ARISING FROM PREVIOUS MINUTES



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**10. NEW BUSINESS**

**1. 2021 Schedule and Operations**

Report dated 19 November 2020 presenting a draft schedule of dates for the regular public meetings of the NAPBoard in the year 2021.

**RECOMMENDATION**

THAT the following Schedule of Public Meeting dates be adopted:

<b>2021 Meeting Date / Time 5:30pm</b>	<b>Last Date to Receive Applications</b>
Thursday 28 January	18 December 2020
Thursday 25 March	4 February 2021
Thursday 20 May	1 April 2021
Thursday 22 July	3 June 2021
Thursday 23 September	5 August 2021
Thursday 18 November	7 October 2021

RESOLUTION 53-2020 Moved by Roger Glabb                      Seconded by John Borlase

THAT the following Schedule of Public Meeting dates be adopted:

<b>2021 Meeting Date / Time 5:30pm</b>	<b>Last Date to Receive Applications</b>
Thursday 28 January	18 December 2020
Thursday 25 March	4 February 2021
Thursday 20 May	1 April 2021
Thursday 22 July	3 June 2021
Thursday 23 September	5 August 2021
Thursday 18 November	7 October 2021

**CARRIED**

**2. Reimbursing the NAPBoard Members and Staff – Use of Personal Electronic Equipment**

Report dated 19 November 2020 seeking direction on reimbursing the NAPBoard Members and staff for use of personal computer equipment and mobile phones for NAPBoard business.

**RECOMMENDATION**

THAT the NAPBoard Members and staff be paid an allowance to offset the cost of using their personal electronic devices (computers, tablets, printers, mobile phones) for NAPBoard business, as follows:

- Members:        \$25.00 per month (mobile phone data and personal computer and printer)
- Staff:            \$75.00 per month (mobile phone, personal computer and printer during COVID containment)
- THEN \$50.00 per month (mobile phone and personal computer and printer, for workload offset);



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THAT payment of the subject allowance be paid in two (2) portions: on 30 June and 15 December annually.  
AND THAT the NAPBoard Financial By-law be amended to add a Schedule reflecting the subject reimbursement category.

RESOLUTION 54-2020    Moved by Dave Britton                      Seconded by Roger Glabb

THAT the NAPBoard Members and staff be paid an allowance to offset the cost of using their personal electronic devices (computers, tablets, printers, mobile phones) for NAPBoard business, as follows:

Members:        \$25.00 per month (mobile phone data and personal computer and printer)  
Staff:            \$75.00 per month (mobile phone, personal computer and printer during COVID containment)  
                  otherwise \$50.00 per month (mobile phone and personal computer and printer, for workload offset);

THAT payment of the subject allowance be paid in two (2) portions: on 30 June and 15 December annually.  
AND THAT the NAPBoard Financial By-law be amended to add a Schedule reflecting the subject reimbursement category.

CARRIED

3. MMAH Special Business Case Funding for the 2020-21 Term

Letter dated 15 September 2020 inviting submission for the Special Business Case funding offered by the Ministry of Municipal Affairs and Housing, by the deadline of 1st December 2020.

RECOMMENDATION

That the NAPBoard Administrator be authorized to make the appropriate application for Special Business Case funding for digitization of the 2015, 2016 and 2017 files.

RESOLUTION 55-2020    Moved by Randy Hall                      Seconded by Roger Glabb

WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) from time to time offers special funding for specific tasks of the planning boards it delegates the task of processing applications for Consents under Section 53 of the Planning Act;  
AND WHEREAS the NAPBoard received special funding to offset the labour expense of digitizing all of its Consent files up to the end of the operating year 2015;  
AND WHEREAS digitization of documents for the files considered in the year 2018 to date have been done within the processing protocol to preclude further back log in the digital files;  
AND WHEREAS the increase in Consent application activity has substantially increased since April 2018 precluding time to digitize the 2016 and 2017 consent files;  
NOW BE IT RESOLVED THAT the letter dated 15 September 2020 from the Ministry of Municipal Affairs and Housing, be received and that the NAPBoard Administrator be authorized to prepare a business case and apply for special funding from the Ministry of Municipal Affairs to offset the labour expense required to digitize the 2016 and 2017 files, to be submitted by 1st December 2020.

CARRIED



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4. Municipal Act 2001 Revisions to Allow Electronic Participation at Meetings

Letter dated 22 July 2020 and Bulletin from the Manager of Local Government and Housing, Ministry of Municipal Affairs and Housing, regarding amendments to the *Municipal Act, 2001* that would allow the planning board to amend its Procedure By-law to allow its Members to attend and be counted for quorum, and access to its public meetings by interested persons, via electronic (media) platforms. Proxy appointments by the planning board Members is also discussed in this submission, that would allow each Member to appoint a person as their proxy to attend a board meeting and vote on their behalf.

RECOMMENDATION

1. That an amending by-law be prepared and presented to the January 2021 meeting of the NAPBoard for its first, second and third readings and enactment, to implement provisions in its Procedure By-law 1-2019 that will allow Members to attend and be counted for quorum at its meetings through electronic (virtual) platform(s) aside from periods during a declared emergency, as well as participation by the public via electronic (virtual) platform(s).
2. That Member appointment of proxies to attend NAPBoard meetings and vote on behalf of the Member, not be implemented at this time.

Discussion addressed the issues related to allowing Members to attend meetings by virtual platform, including the limited internet service some of the Members experience and the lack of personal equipment through which to participate unless the NAPBoard was able to provide each Member with a device suitable for virtual meeting attendance.

RESOLUTION 56-2020   Moved by Roger Glabb                      Seconded by John Borlase

That amendment to the Procedure By-law to allow Members to attend and be counted for quorum at its meetings as well as participation via electronic (virtual) platform or the appointment of proxies to attend and vote on behalf of the Members, not be implemented at this time.

CARRIED

5. Annual Gift to the Municipality of Powassan

RESOLUTION 57-2020   Moved by Randy Hall                      Seconded by John Borlase

WHEREAS the municipality of Powassan has continued to provide services-in-kind to the NAPBoard despite the COVID 19 pandemic;  
AND WHEREAS the provision of a meeting room during the COVID pandemic involves added sanitizing expenses at the expense of the municipality;



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THEREFORE BE IT RESOLVED THAT the NAPBoard Administrator be authorised to purchase the annual seasonal gifts for Powassan reception staff and to the Municipality of its many services in kind to the NAPBoard operations, as follows:

- \*Gift Cards for the reception staff to thank them for their diligent service for the NAPBoard;
- \*A 180 foot drop down screen for the gymnasium at the Powassan municipal building at 250 Clark Street.

AND THAT a one-time budget of \$1500.00 be approved for the noted items.

CARRIED

**11. REVIEW OF ENQUIRIES FOR POSSIBLE APPLICATIONS**

**1. Proposed new 0.8757 ha Lot on Spur Road**

Mr. Ron Bowyer attended this meeting and explained his intention to create a new lot fronting on Spur Road for residential development, and explained that the proposed lot has been identified on a prior Reference Plan and therefore he would like to seek the lot as it is currently defined without the need for further surveying.

**2. Validation of Title request for 353-A Balsam Creek Road McConkey Twp.**

Information was presented regarding a request to make application for validation of title. It was noted that the Ministry of Municipal Affairs and Housing has not delegated authority to the NAPBoard to provide this consideration of property located in the unincorporated townships.

RESOLUTION 58-2020   Moved by Dave Britton                      Seconded by Roger Glabb

WHEREAS the North Almaguin Planning Board is subject to O. Regulation 697/98 which does not authorize the NAPBoard to deal with matters under Section 57 of the Planning Act at this time;

BE IT RESOLVED THAT the request to process a title validation for a property located in Mc Conkey Township be referred to the Ministry of Municipal Affairs and Housing (MMAH).

AND FURTHER THAT the Ministry of Municipal Affairs and Housing (MMAH) be requested to consider enacting an O. Regulation which will empower the NAPBoard to deal with matters under Section 51 and Section 57 respectively, in the unincorporated townships in its jurisdiction.

CARRIED

**3. Proposed new 0.405 ha lot on Highway 534**

Dean Gates requested that review of this enquiry be deferred until he has spoken with the property owner.



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**12. FINANCIAL REPORT**

**1. Current Financial Status to 5 November 2020**

RESOLUTION 59-2020    Moved by Dave Britton                      Seconded by Randy Hall

THAT the report to the NAPBoard at its meeting on 19 November 2020 regarding its financial status to 5 November 2020, be received for information.

CARRIED

**13. CLOSED SESSION Pursuant to Subsections 239(2)(a) and (6) of the *Municipal Act, 2001, S.O.2001, C.25*  
∞ (239 (2) (b) Personnel Matter re Identifiable Individual**

RESOLUTION 60-2020    Moved by Dave Britton                      Seconded by Randy Hall

THAT pursuant to subsections 239(2) and (6) of the Municipal Act, 2001, S.O. 2001, C.25, that the North Almaguin Planning Board at its meeting on 19 November 2020 resolve to close a portion of that meeting to consider:

- (239(2) (b)    A matter that involves an identifiable individual for a personnel matter.

CARRIED

Subsequently, the NAPBoard moved into a closed session at approximately 7:06pm.

On a verbal motion, the NAPBoard moved out of the closed session at approximately 7:20pm.

RESOLUTION 61-2020    Moved by Roger Glabb                      Seconded by John Borlase

THAT the updated job description and remuneration schedule attached as Appendix A to the report to the Closed Session of the NAPBoard meeting scheduled for 19 November 2020, be approved.

CARRIED

RESOLUTION 62-2020    Moved by Dave Britton                      Seconded by Randy Hall

THAT Karin Ann Brent received the following:

- 6% vacation pay rate based on 2020 earnings;
- Effective January 2021, \$35.00 per hours worked, charted and approved.

CARRIED





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RESOLUTION 63-2020 Moved by Roger Glabb Seconded by John Borlase

THAT Karin Ann Brent receive \$1,200.00 for additional work in 2020.

CARRIED

RESOLUTION 64-2020 Moved by Randy Hall Seconded by Roger Glabb

THAT a printer be purchased for use by the Administrative Director at her home office, and that a budget be determined by necessity of purchase.

CARRIED

DIRECTION

The NAPBoard Administrator was requested to research the availability of funding expenses incurred to continue operating during the COVID 19 pandemic.

14. NEXT MEETING: 28 January 2021

15. ADJOURNMENT – 7:26pm

\_\_\_\_\_  
Chairperson Dean Gates

\_\_\_\_\_  
Secretary-Treasurer Dave Britton