



MINUTES Thursday 19 September 2019

1. CALL TO ORDER

Dean Gates assumed Chairmanship and called this meeting to order at approximately 5:41pm in the Birch Room at 250 Clark Street, Powassan, ON P0H 1Z0.

2. ROLL CALL OF MEMBERS

SECRETARY-TREASURER	Dave Britton	(Councillor Powassan)
	Randy Hall	(Councillor Powassan)
CHAIRPERSON	Dean Gates	(Unincorporated Townships, Ministry Appointee)
	Tom Marchant	(Councillor Nipissing)
	Paul Lafrance	(Nipissing Appointee)
	Penelope Wallace	(Nipissing Appointee)

OTHERS PRESENT

B22 and B23/NIPISSING/2019

Rick Miller, OLS

B25/NIPISSING/2019

Sherry Milford and Yan Roberts

B26, B27 and B28/EAST MILLS/2019

B24 and B25/NIPISSING/2018

Paul Goodridge, OLS

Karin Ann Brent – NAPBoard Administrator

3. ADOPTION OF AGENDA

Adopted as presented.

Later in the meeting Paul Goodridge requested that Application B32/NIPISSING/2019 be heard and advised that the pending study was now available. It was explained that the matter could not be heard until proper notice was issued. Subsequent discussion resulted in direction that a special meeting be set for 6:00pm on Thursday 17 October 2019 to hear this matter ahead of the next slated meeting date of 21 November 2019.

DIRECTION

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

5. ADOPTION OF MINUTES

a) 18 July 2019



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RESOLUTION 37-2019

Moved by Paul Lafrance Seconded by Randy Hall

THAT the Minutes of the following meeting of the North Almaguin Planning Board, be adopted as circulated.
18 July 2019

CARRIED

6. PRESENTATIONS / DELEGATIONS - Nil

7. 1. CONSENT APPLICATIONS

TIME HEARD	NAME	B File #	LOCALITY	PURPOSE	DISPOSITION
5:42pm 5:44pm	IRWIN Josiah & Roberta	22/2019	NIPISSING	CREATE a NEW 14.3 ha (35 acre) LOT	Conditional Approval
5:44pm - 5:45pm	IRWIN Josiah & Roberta	23/2019	NIPISSING	CREATE a NEW 12.2 ha (30 acre) LOT	Conditional Approval
5:46pm – 5:47pm	CLUBINE Mabel & Estate of Clifford	24/2019	PATTERSON	CREATE a 0.302 ha (0.75 acre) LOT ADDITION to 34 Creekside Road	Conditional Approval
5:48pm – 6:00pm	MILFORD Sherry Lynne	25/2019	NIPISSING	CREATE a 1.6 ha (4 acre) LOT ADDITION to 113 Chapman’s Landing Road	Conditional Approval
6:00pm – 6:02pm	BAKKER Martin John	26/2019	EAST MILLS	CREATE a 5.26 ha (13 acre) LOT ADDITION to Lots 24 and 25 Concession 13 Trailaine Road	Conditional Approval
6:03pm – 6:04pm	BAKKER Martin John	27/2019	EAST MILLS	CREATE a PERMANENT EASEMENT from Clear Lake Road to access Lots 24 and 25 Conc 13	Conditional Approval
6:04pm - 6:05pm	BAKKER Martin John	28/2019	EAST MILLS	CREATE a NEW 10.82 ha (26.75 acre) LOT on Clear Lake Road	Conditional Approval
6:06pm – 6:08pm	TROUT CREEK PLANING MILL LIMITED	29/2019	POWASSAN	CREATE a 0.33 ha (0.85 acre) LOT ADDITION to abutting property on Hwy 522B	Conditional Approval



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Receipt of Written submissions to the slated Consent applications, as follows:

B22/NIPISSING/2019

1. Letter dated 3 September 2019 relaying the Township of Nipissing Council Resolution R2019-162 expressing concurrence with the subject consent subject to the following conditions of approval:
 - a. The lot must comply with the Township of Nipissing's Official Plan policies.
 - b. A Zoning By-law amendment will be required to recognize any Environmental Protection areas identified in the Ecological Site Assessment dated November 2017.
 - c. A copy of the decision of the North Almaguin Planning Board be forwarded to the Township of Nipissing.

B23/NIPISSING/2019

1. Letter dated 3 September 2019 relaying the Township of Nipissing Council Resolution R2019-163 expressing concurrence with the subject consent subject to the following conditions of approval:
 - a. The lot must comply with the Township of Nipissing's Official Plan policies.
 - b. A Zoning By-law amendment will be required to recognize any Environmental Protection areas identified in the Ecological Site Assessment dated November 2017.
 - c. A copy of the decision of the North Almaguin Planning Board be forwarded to the Township of Nipissing.

B24/PATTERSON/2019

1. Letter dated 27 August 2019 from the Corridor Management Planner, Provincial Highways Management, Northeastern Region of the Corridor Management Section of the Ministry of Transportation Ontario (MTO), advising MTO does not have any objection to the proposed lot addition provided all access to the subject properties continues to be obtained via the existing entrances on Creekside Road. Also, the proponent is advised that any proposed buildings, structures or site alterations including grading and wells within 45 metres of the highway property limit or within 180 metres of the centrepoint of the intersection of Creekside Road and Highway 534 may require permits from the MTO.

B25/NIPISSING/2019

1. Letter dated 3 September 2019 relaying the Township of Nipissing Council Resolution R2019-164 expressing concurrence with the requested lot addition subject to the following conditions:
 - a. The lot must comply with the Township of Nipissing Official Plan policies.
 - b. A copy of the decision of the North Almaguin Planning Board be forwarded to the Township of Nipissing.

B29/POWASSAN/2019



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1. Letter dated 3 September 2019 relaying the Municipality of Powassan Council Resolution 2019-300 advising its concurrence with the requested consent subject to the following condition of approval:
 - a. That the resultant lot be rezoned to recognize the existing uses of the lot which are not compliant with the Highway Commercial (CH) Zone.

2. SUBDIVISION APPLICATIONS – Nil

8. CORRESPONDENCE

- a. Municipality of Powassan Notice of Public Meeting for Zoning By-law Amendment To amend the Restricted Area (Zoning) in By-law 2003-38 as amended, for land located at 70 King Street (corner of Edward Street).

RESOLUTION 38-2019 Moved by Randy Hall Seconded by Paul Lafrance

THAT the following item(s) of correspondence presented to the North Almaguin Planning Board at its meeting on Thursday 19 September 2019, be received for information:

- a) Municipality of Powassan Notice of Public Meeting for Zoning By-law Amendment:

To amend the Restricted Area (Zoning) in By-law 2003-38 as amended, for land located at 70 King Street (corner of Edward Street).

CARRIED

9. BUSINESS ARISING FROM PREVIOUS MINUTES

Further to the resignation of the former Secretary-Treasurer on 18 July 2019:

1. Appointment of Vice-Secretary-Treasurer
2. Appointment of Third Signatory for Banking

RESOLUTION 39-2019 Moved by Dave Britton Seconded by Tom Marchant

WHEREAS the Members of the North Almaguin Planning Board are appointed volunteers, and have other time commitments and responsibilities that preclude availability from time to time;

BE IT RESOLVED THAT Randy Hall be appointed to the office of Vice-Secretary-Treasurer of the North Almaguin Planning Board for the remainder of the current term ending 30 November 2022.

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RESOLUTION 40-2019 Moved by Dave Britton Seconded by Tom Marchant

WHEREAS the signatories of the North Almaguin Planning Board are appointed volunteers and have other time commitments and responsibilities that preclude availability from time to time;

BE IT RESOLVED THAT Randy Hall be appointed as the Third Signatory for the North Almaguin Planning Board for the remainder of the current term ending 30 November 2022.

AND THAT this appointment of signatory be registered with the NAPBoard's bank.

CARRIED

10. NEW BUSINESS

1. Report re: B24/NIPISSING/2018 – Revision of Condition of Approval

Report dated 19 September 2019 from the NAPBoard Administrator regarding revision to a condition of approval in the Notice of Decision for B24/NIPISSING/2018, to correct notations and items in the legal description.

RECOMMENDATION

THAT the Notice of Decision issued on 22 November 2018 by the North Almaguin Planning Board from its consideration of Consent application B24/NIPISSING/2018 be amended in Condition of Approval 1., to read as follows:

1. "That this approval applies to the creation of a triangular parcel having an approximate frontage of 14.3m by depth of 17.64m and 18.34m comprising an area of 0.011 ha, to be added to lands municipally known as 44-B Lillian Court [PIN 52221-0018 NS Part Lot 8, Concession 19 and Parts 40 to 56 & 58 to 60 on Plan 42R-10580 Part REM PCL 15996 NS, including Parts 1,2,3,4,5 and 6 on Plan 42R-12757 Part of Parcel 15996 Parry Sound North Section which defines the portion of 44-B Lillian Court that is subject to Restrictive Covenant(s) registered on 7 October 1992 in Registry Number 1947]."

RESOLUTION 41-2019 Moved by Randy Hall Seconded by Paul Lafrance

THAT the Report dated 19 September 2019 from the NAPBoard Administrator regarding revision to a condition of approval in the Notice of Decision for B24/NIPISSING/2018, to correct notations and items in the legal description, be received.

AND THAT the Notice of Decision issued on 22 November 2018 by the North Almaguin Planning Board from its consideration of Consent application B24/NIPISSING/2018 be amended in Condition of Approval 1., to read as follows:



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“1. That this approval applies to the creation of a triangular parcel having an approximate frontage of 14.3m by depth of 17.64m and 18.34m comprising an area of 0.011 ha, to be added to lands municipally known as 44-B Lillian Court [PIN 52221-0018 NS Part Lot 8, Concession 19 and Parts 40 to 56 & 58 to 60 on Plan 42R-10580 Part REM PCL 15996 NS, including Parts 1,2,3,4,5 and 6 on Plan 42R-12757 Part of Parcel 15996 Parry Sound North Section which defines the portion of 44-B Lillian Court that is subject to Restrictive Covenant(s) registered on 7 October 1992 in Registry Number 1947].”

CARRIED

2. Report re: B25/NIPISSING/2018 – Revision of Condition of Approval

Report dated 19 September 2019 from the NAPBoard Administrator regarding revision to a condition of approval in the Notice of Decision for B25/NIPISSING/2018, to correct notations and items in the legal description.

RECOMMENDATION

THAT the Notice of Decision issued on 22 November 2018 by the North Almaguin Planning Board from its consideration of Consent application B25/NIPISSING/2018 be amended in Condition of Approval 1., to read as follows:

1. “That this approval applies to the creation of a parcel having an approximate frontage of 8.885m on Lillian Court, 60.27m depth, and 0.180 ha area (on lands described as Part 1, part of Parts 2 and 3 on Plan 42R-12757 and Parts 24, 25 and 26 on Plan 42R-12692 and part of Parts 53 on Plan 42R-10580) to be added to lands described as Part of Lots 7 and 8, Concession 19 in PIN 52221-0015 (44-A Lillian Court).”

RESOLUTION 42-2019 Moved by Randy Hall

Seconded by Paul Lafrance

THAT the Report dated 19 September 2019 from the NAPBoard Administrator regarding revision to a condition of approval in the Notice of Decision for B25/NIPISSING/2018, to correct notations and items in the legal description, be received.

AND THAT the Notice of Decision issued on 22 November 2018 by the North Almaguin Planning Board from its consideration of Consent application B25/NIPISSING/2018 be amended in Condition of Approval 1., to read as follows:

- “1. That this approval applies to the creation of a parcel having an approximate frontage of 8.885m on Lillian Court, 60.27m depth, and 0.180 ha area (on lands described as Part 1, part of Parts 2 and 3 on Plan 42R-12757 and Parts 24, 25 and 26 on Plan 42R-12692 and part of Parts 53 on Plan 42R-10580) to be added to lands described as Part of Lots 7 and 8, Concession 19 in PIN 52221-0015 (44-A Lillian Court).”

CARRIED



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3. REVIEW OF ENQUIRIES FOR POSSIBLE APPLICATIONS

11. FINANCIAL

1. Ministry of Municipal Affairs and Housing Annual Grant

Letter dated 7 August 2019 from the Assistant Deputy Minister, Municipal Services Division of the Ministry of Municipal Affairs and Housing announcing the allocation of a grant for delivery of planning services for the unincorporated townships in the NAPBoard jurisdiction for the term April 1, 2019 through March 31, 2020, seeking endorsement of the related Agreements.

RESOLUTION 43-2019 Moved by Dave Britton Seconded by Randy Hall

WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) provides an annual grant to local planning boards to fund the administration of processes prescribed in Section 53 of the Planning Act, in unincorporated townships;

AND WHEREAS the North Almaguin Planning Board will thereby receive funds in the form of a grant for its provision of administrative planning services to the unincorporated townships within its jurisdiction for the term running from April 1, 2019 to March 31, 2020, and requires the NAPBoard to enter into an agreement that outlines the term, conditions and reporting requirements for receipt of the subject provincial grant;

NOW THEREFORE BE IT RESOLVED THAT the agreement between the Ministry of Municipal Affairs and Housing and the North Almaguin Planning Board be executed by the NAPBoard signing officers;

AND THAT the executed agreement be sent to the Regional Director, Ministry of Municipal Affairs and Housing, Municipal Services Office (Sudbury).

CARRIED

2. Pink in the Rink Campaign – Jersey Sponsor

A request for sponsorship of a Pink in the Rink jersey 2019 campaign in memory of former NAPBoard planner Judy Gauthier is presented for consideration.

RESOLUTION 44-2019 Moved by Dave Britton Seconded by Tom Marchant

THAT the North Almaguin Planning Board sponsor the Powassan Voodoos “Pink in the Rink” campaign 2019, in the amount of \$150.00;

AND THAT the jersey bear the name of *Judy Gauthier in memory of her years of dedicated service to this Board. (*or a version of her name suitable for the lettering application).

CARRIED



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3. Current Financial Status

A chart of the NAPBoard's account status was displayed for information of those present at the meeting for review and discussion.

RESOLUTION 45-2019 Moved by Paul Lafrance Seconded by Randy Hall

THAT the chart of the NAPBoard's Financial account status presented at is meeting on Thursday 19 September 2019, be received for information.

CARRIED

4. Obtaining a ScotiaBank Credit Card for the NAPB

From time to time on-line purchase of software or other needs of the NAPBoard requires the use of a credit card. An application to ScotiaBank by the officers of the NAPBoard will be required.

RESOLUTION 46-2019 Moved by Tom Marchant Seconded by Penelope Wallace

THAT the signatories for the North Almaguin Planning Board (NAPBoard) whom are registered with the Bank of Nova Scotia (Powassan Branch) be hereby authorized to make application for a credit card with a balance limit of not more than \$1,000.00.

AND THAT if surety is required for the purpose of being approved for the noted credit card, the NAPBoard signatories hereby authorize emplacing a hold to the maximum of the approved balance limit from the NAPBoard chequing account.

CARRIED

5. Pre-Approval of Work Hours

The following tasks are pending from the NAPBoard's prior administration. Since May 2018, time to accomplish these tasks has yet to be found within the half day on Tuesday and full day Thursday due to the amount of enquiry activity and the number of applications being processed.

- Digitization of 2016 and 2017 Consent files (7 – 8 hours)
- Review toward securing the original Minutes for 2017 and first quarter of 2018 (3-4 hours)
- Filing of various documents from various dates (2015 to 2017, early 2018) (2 to 3 hours)

Pre-approval for the required additional hours to accomplish these tasks was requested, to provide for completion prior to the end of this year.



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RESOLUTION 47-2019 Moved by Paul Lafrance Seconded by Randy Hall

WHEREAS the following tasks are pending from the NAPBoard's prior administration since May 2018, as the time to accomplish these tasks has yet to be found within the half day on Tuesday and full day Thursday due to the amount of enquiry activity and the number of applications being processed:

- Digitization of 2016 and 2017 Consent files (7 – 8 hours)
- Review toward securing the original Minutes for 2017 and first quarter of 2018 (3-4 hours)
- Filing of various documents from various dates (2015 to 2017, early 2018) (2 to 3 hours)

BE IT HEREBY RESOLVED THAT the hours of work to a maximum of 20 hours to achieve the foregoing tasks be approved in order to achieve completion prior to the end of this year.

CARRIED

12. CLOSED SESSION - Nil

No qualifying matters were known at the time of issuing the agenda or during this meeting.

13. NEXT MEETING – 21 November 2019

14. ADJOURNMENT – 6:58pm

"Dean Gates"
Chairperson Dean Gates

"Dave Britton"
Secretary-Treasurer David J. Britton