



**MINUTES**  
**Thursday 28 May 2020**

*Adopted 23 July 2020*

**1. CALL TO ORDER**

Chairperson Dean Gates assumed Chairmanship and called this meeting to order via teleconference at approximately 5:32pm.

**2. MEMBERS PRESENT:**

SECRETARY-TREASURER	Dave Britton	(Councillor Powassan)
VICE-SECRETARY-TREASURER	Randy Hall	(Councillor Powassan)
CHAIRPERSON	Dean Gates	(Unincorporated Townships, Ministry Appointee)
	Tom Marchant	(Councillor Nipissing) [arrived 6:08pm Item 8.2]
	Paul Lafrance	(Nipissing Appointee)
	Penelope Wallace	(Nipissing Appointee)

MEMBERS ABSENT: - Nil

OTHERS PRESENT:

Karin Ann Brent – NAPBoard Administrator

**3. ADOPTION OF AGENDA**

Through a verbal motion by Randy Hall, seconded by Paul Lafrance the agenda for this meeting was adopted as presented.

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

**5. ADOPTION OF MINUTES**

a) 21 May 2020

RESOLUTION 31-2020 Moved by Paul Lafrance Seconded by Dave Britton

THAT the Minutes of the following meeting(s) of the North Almaguin Planning Board meetings, be adopted:

a) 21 May 2020

AND THAT an amendment to Resolution 27-2020 be processed for clarification.

CARRIED

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
HALL	ABSTAINED	ABSTAINED
LEFRANCE	X	
MARCHANT	ABSENT	ABSENT
WALLACE	X	
<i>vacancy</i>		



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RESOLUTION 32-2020 Moved by Penelope Wallace Seconded by Paul Lafrance

THAT Resolution 27-2020 passed at the NAPBoard meeting on 21 May 2020, be amended by adding the words “and Schedule F” after the words “Schedule A” to clarify the disposition of the proposed amendments to Schedule F were also referred back, to read as follows:

THAT the proposed amendments to Schedule A and Schedule F of the draft Financial By-law addressed in the Report to the 21 May 2020 meeting of the North Almaguin Planning Board be referred back to staff to determine fee amounts that will provide cost recovery.

**CARRIED**

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
HALL	ABSTAINED	ABSTAINED
LEFRANCE	X	
MARCHANT	ABSENT	ABSENT
WALLACE	X	
<i>vacancy</i>		

6. PRESENTATIONS / DELEGATIONS - Nil

7. CORRESPONDENCE - Nil

8. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Additional Fees for the Proposed Financial By-law

This matter was referred to this meeting by Resolution 27-2020 issued at the 21 May 2020 meeting, to allow review of the proposed fees toward achieving cost recovery for time taken to process revisions to Consent applications that are in progress.

The NAPBoard Administrator did a review of the time required to revise Consent applications in progress and finds the recommended fees will sufficiently offset the impact of revision. It was found that the fees recommended in the Report dated 4 May 2020 presented at the 21 May 2020 meeting will cover the cost impact of the time and materials depending on when the revision(s) occurs.

**REPORT RECOMMENDATION**

THAT the respective amendments addressed in the Report to the 21 May 2020 meeting of the North Almaguin Planning Board be approved and applied to the proposed Financial By-law Schedules approved in Resolution 15-2020 on April 16, 2020.

AND THAT the draft Financial By-law as amended by the recommendations in this Report, be put to the next available meeting for its first, second and final reading and enactment.



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(8.) (1.)

RESOLUTION 33-2020 Moved by Dave Britton

Seconded by Randy Hall

THAT the respective amendments addressed in the Report to the 21 May 2020 meeting of the North Almaguin Planning Board and referred back to staff to determine fee amounts that will provide cost recovery, be APPROVED and applied to the proposed Financial By-law Schedules approved in Resolution 15-2020 on April 16, 2020:

AMEND Schedule A

Consent Application	\$1200.00	Each requested Consent requires a separate fee. (More than one Consent may be submitted on one application form.)
[add] Revision to Consent Application	\$25.00	Revision to a Consent application prior to its distribution to agencies and Members for review and comment.
	\$30.00	Revision to a Consent application after it has been circulated for review and comment but prior to issuance of the Notice of Meeting.
	\$75.00	Revision to a Consent application after Notice of Meeting is issued but prior to being heard by the NAPBoard
		[updated wording only, refund amounts remain per draft Schedule A]
		Refund of a portion of a Consent Application Fee can be considered by the NAPBoard when the application is withdrawn due to unforeseen circumstances. Refunds rates set out below according to the following circumstances:
		(i)\$1100.00 prior to any administrative processing.
		(ii)\$750.00 after administrative processing is commenced but before the application is deemed complete and the Notice of Meeting issued
		(iii)\$200.00 after administrative processing and issuance of the Notice of Meeting but prior to listing on the agenda of the meeting.

AND THAT the draft Financial By-law as amended, be put to a future meeting for its first, second and final reading and enactment.

CARRIED



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(8.) (1.)

RECORDED VOTE (Resolution 33-2020)

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
HALL	X	
LEFRANCE	X	
MARCHANT	ABSENT	ABSENT
WALLACE	X	
<i>vacancy</i>		

Discussion was held regarding setting viable mileage reimbursement rates. The Canada Revenue Agency information for mileage rate claims was referenced. It was determined that further information would benefit the decision on the subject rate.

RESOLUTION 34-2020 Moved by Randy Hall Seconded by Paul Lafrance

THAT the following amendments to Schedule F addressed in the Report to the 21 May 2020 meeting of the North Almaguin Planning Board that were referred back to staff to determine fee amounts that will provide cost recovery, be DEFERRED to allow additional research about the rates for mileage reimbursement.

**AMEND Schedule F – Mileage Reimbursement**

Task	Mileage Reimbursement Rate
Travel via personal vehicle(s) for NAPBoard site visits to areas with rough roads/terrain in the Unincorporated Townships of East Mills, Hardy, McConkey, Patterson, Pringle and Wilson.	\$0.75 kilometre
add Use of ATV, snow machine or other specialized vehicle or watercraft to access a site for inspection.	\$1.50 kilometre

**CARRIED**

RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	ABSTAINED	ABSTAINED
HALL	X	
LEFRANCE	X	
MARCHANT	ABSENT	ABSENT
WALLACE	X	
<i>vacancy</i>		



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(8.)

2. Revisions to Appointments of NAPBoard Officials

This matter was deferred in Resolution 28-2020 passed on 21 May 2020, to allow review of the matter of the Chairperson signing Consent Certifications from time to time to provide coverage for the Secretary-Treasurer, with request that staff review the matter and draft a motion for consideration at this meeting.

Background

The subject item was put on the agenda for the NAPBoard meeting of 21 May 2020 without a formal report. Revision of the existing positions to which Members are appointed as signatories and officials of the NAPBoard was suggested.

<i>Chairperson</i>	<i>revise position to add Co-Vice-Secretary-Treasurer</i>
<i>Secretary-Treasurer</i>	<i>revise position to add Co-Vice-Chairperson</i>
<i>Vice-Secretary-Treasurer</i>	<i>revise position to Co-Vice-Secretary-Treasurer / Co-Vice Chairperson</i>

Discussion indicated that revision of the positions was not preferred and the matter was deferred in Resolution 282-2020 for further information.

The NAPBoard Administrator's subsequent review resulted in the following draft Motion for the NAPBoard's consideration:

Draft Motion

WHEREAS O. Regulation 197/96 prescribes Certificate Forms for certifying Consent applications and requires a signature of an 'Official' representing the approval authority, in this case the North Almaguin Planning Board (NAPBoard);  
AND WHEREAS the existing Chairperson, Secretary-Treasurer and the Vice-Secretary-Treasurer positions are held by Members that are duly appointed as the NAPBoard's signatories and Officials;  
NOW THEREFORE BE IT clarified that the Members appointed to the following positions as Signatories and Officials for the North Almaguin Planning Board (NAPBoard) have authority to sign Consent Certificates requested for Consents for which Notice of Decision has been rendered and all conditions of approval are met:

- Secretary-Treasurer
- Vice-Secretary-Treasurer
- Chairperson

RESOLUTION 35-2020 Moved by Dave Britton Seconded by Tom Marchant

WHEREAS O. Regulation 197/96 prescribes Certificate Forms for certifying Consent applications and requires a signature of an 'Official' representing the approval authority, in this case the North Almaguin Planning Board (NAPBoard);

AND WHEREAS the existing Secretary-Treasurer and Chairperson positions are each held by Members that are duly appointed as the NAPBoard's signatories and Officials;



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(8.) (2.)

NOW THEREFORE BE IT clarified that the Members appointed to the following positions as Signatories and Officials for the North Almaguin Planning Board (NAPBoard) have authority to sign Consent Certificates requested for Consents for which Notice of Decision has been rendered and all conditions of approval are met:

- Secretary-Treasurer
- Chairperson

CARRIED

RECORDED VOTE (Resolution 35-2020)

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
HALL	X	
LEFRANCE	X	
MARCHANT	X	
WALLACE	X	
<i>vacancy</i>		

9. FINANCIAL – Nil

10. CLOSED SESSION - Nil

11. NEXT MEETING – *tentatively* 25 June 2020 (pending suspension of COVID 19 Containment restrictions)

Discussion noted that holding a statutory public meeting to hear Consents cannot be managed due to the COVID 19 containment regulations prohibiting more than (5) persons from gathering with proviso that those persons practice social distancing while gathered.

The Administrator was requested to contact the Ministry of Municipal Affairs and Housing (MMAH) to enquire whether any new protocols are available through which a public meeting can be held to hear the Consent applications on hold since the COVID 19 containment regulations were implemented.

12. ADJOURNMENT – 6:38pm

“Dean Gates”

“Dave Britton”

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

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