



**MINUTES**  
**Thursday 23 January 2020**

**Adopted 16 April 2020**

**1. CALL TO ORDER**

Chairperson Dean Gates assumed Chairmanship and called this meeting to order at approximately 5:31pm in the Elm Room at 250 Clark Street, Powassan, ON POH 1Z0.

**2. ROLL CALL OF MEMBERS**

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)

MEMBERS ABSENT: Paul Lafrance (Nipissing Appointee)  
Penelope Wallace (Nipissing Appointee)

OTHERS PRESENT:

B3, B4, B5/MC CONKEY/2020

Antonio and Rose Marie DeSousa (applicants)  
Shawn Rhodes (abutting landowner)

Karin Ann Brent – NAPBoard Administrator

**3. ADOPTION OF AGENDA**

Verbal Motion: Moved by Dave Britton                      Seconded by Randy Hall

That the following items be added to this agenda:

9.2 – Revision to Condition of Approval for B9/POWASSAN/2019

11.4 – Direction to draft a financial by-law;

11.5 – Request to purchase a copy of “Rusty on Roads III”;

11.6 – Donation in remembrance of Hec Lavigne to the “Hec Lavigne Centennial Park Beautification Project”.

CARRIED

**4. DISCLOSURE OF DIRECT OR INDIRECT PECUNIARY INTEREST - Nil**

**5. ADOPTION OF MINUTES**

a) 21 November 2019 (Regular Meeting)

RESOLUTION 1-2020 Moved by Tom Marchant                      Seconded by Randy Hall

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

a) 21 November 2019 (Regular Meeting)

CARRIED



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**6. PRESENTATIONS / DELEGATIONS** – Nil

**7. 1. CONSENT APPLICATIONS**

<b>TIME HEARD</b>	<b>NAME</b>	<b>B File #</b>	<b>LOCALITY</b>	<b>PURPOSE</b>	<b>DISPOSITION</b>
5:36pm – 5:37	Rogersons' Enterprises Limited	1/2020	WILSON	NEW 0.93 ha (2.3 acre) LOT with water access on the Pickerel River	Conditional Approval
5:38- 5:39	Rogersons' Enterprises Limited	2/2020	WILSON	NEW 3.31 ha (8.18 acre) LOT on Maple Drive	Conditional Approval
5:40- 6:08	Antonio and Rose Marie DeSousa	3/2020	MC CONKEY	NEW 1.01 ha (2.5 acre) LOT to be accessed by Easement from Balsam Creek Road	Deferred with request for legal opinion on the existing easement
5:40-- 6:08	Antonio and Rose Marie DeSousa	4/2020	MC CONKEY	NEW 1.01 ha (2.5 acre) LOT to be accessed by Easement from Balsam Creek Road	Deferred with request for legal opinion on the existing easement
5:40 – 6:08	Antonio and Rose Marie DeSousa	5/2020	MC CONKEY	EASEMENT from Balsam Creek Road through Part Lot 32 Conc 1 to access new lots created in B3 and B4/2020	Deferred with request for legal opinion on the existing easement

**2. SUBDIVISION APPLICATIONS** – Nil

**8. CORRESPONDENCE**

RESOLUTION 2-2020      Moved by Dave Britton                      Seconded by Randy Hall

THAT the following item(s) of correspondence presented to the North Almaguin Planning Board at its meeting on Thursday 23 January 2020, be received for information:

- a) Copy of an email dated 23 January 2020 addressed to Mark Martin CBO for Powassan regarding the Ministry of the Environment, Conservation and Parks (MECP) having jurisdiction for private sewage systems with over 10,000 litre per day as addressed in the Water Resources Act.

CARRIED

**9. BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Schedule of 2020 Meeting Dates

A draft schedule of meeting dates and last date to submit applications for Consent was presented for approval at the November 21, 2019 meeting. However, the motion was not processed and therefore this item was re-represented for disposition.



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RESOLUTION 3-2020      Moved by Randy Hall                      Seconded by Tom Marchant

That the following meeting dates and last date to submit applications for Consent, for the year 2020, be approved:

<b>MEETING DATES 2020</b>	<b>Last Day to Submit Applications</b>
23 January	19 December 2019
19 March	6 February
21 May	9 April
23 July	11 June
17 September	6 August
19 November	8 October

CARRIED

2. Revision to Condition of Approval for Consent B9/POWASSAN/2019

This item was added to the agenda for this meeting to consider retracting a condition of approval from the Notice of Decision issued by the North Almaguin Planning Board (NAPB) at its meeting on March 21, 2019. The subject condition required that pre-approval for the septic systems permits for the respective sanitary sewer systems for both the severed and retained parcels be issued by the North Bay Mattawa Conservation Authority (NBMCA). The NAPBoard was recently advised by the NBMCA that such a pre-approval is not possible.

RESOLUTION B9/POWASSAN/2010

Moved by Randy Hall    Seconded by Dave Britton

WHEREAS Consent B9/POWASSAN/2019 was issued a conditional approval by the North Almaguin Planning Board at its meeting on 21 March 2019;  
AND WHEREAS condition 3.3 seeks “letters of pre-approval before septic systems permits for the respective sanitary sewer systems required for both the severed and retained parcels be issued by the North Bay Mattawa Conservation Authority”;  
AND WHEREAS the North Bay Mattawa Conservation Authority (NBMCA) advises that the Ministry of the Environment, Conservation and Parks (MECP) is the approval authority for the sanitary sewage disposal systems with capacity of 10,000 per day such as would be required for the proposed developments of the retained and severed lots subject in B9/POWASSAN/2019;  
AND WHEREAS the MECP approval for the required sanitary sewage systems for the respective projects will be dealt with through the development and Building Permit processes;  
NOW THEREFORE BE IT RESOLVED THAT condition 3.3 in the Notice of Decision for Consent application B9/POWASSAN/2019 be retracted, and a revised Notice of Decision issued.

CARRIED



## 10. NEW BUSINESS

### 1. SPECIAL PROJECT – File Digitization

At its meeting on 21 November 2019, the NAPBoard approved Resolution 50-2019 authorizing and directing the NAPBoard administrator to prepare a submission to the Ministry of Municipal Affairs and Housing for special business case funding for digitizing Consent files for the years 2016 and 2017. During the preparation of that submission, it came to light that digitization of the Consent files for the year 2015 is pending. Information on the number of files for 2015 was included in the submission to MMAH. This clarification will not impact the funding request but will clarify the scope of the project. It would be appropriate to pass a motion to amend Resolution 509-2019 for the inclusion of the 2015 files in the pending digitization project.

### RECOMMENDATION

That Resolution 50-2019 be amended to include the 2015 Consent files in the pending digitization project.

RESOLUTION 4-2020      Moved by Randy Hall                      Seconded by Dave Britton

WHEREAS at its meeting on 21 November 2019, the NAPBoard approved Resolution 50-2019 authorizing and directing the NAPBoard administrator to prepare a submission to the Ministry of Municipal Affairs and Housing for special business case funding for digitizing Consent files for the years 2016 and 2017;  
AND WHEREAS during the preparation of that submission, it came to light that digitization of the Consent files for the year 2015 is pending;  
AND WHEREAS although information on the number of files for 2015 was included in the submission to MMAH and therefore clarification will not impact the funding request but will clarify the scope of the project;  
NOW THEREFORE BE IT RESOLVED that the pending digitization project and Resolution 50-2019 be amended to include 2015 Consent files.

### CARRIED

### 2. REVIEW OF ENQUIRIES FOR POSSIBLE APPLICATIONS - Nil

## 11. FINANCIAL REPORT

### 1. 2019 Year End Report

A report of the 2019 financial activity of the NAPBoard is presented for receipt and referral to the auditor.

RESOLUTION 5-2020      Moved by Dave Britton                      Seconded by Randy Hall

WHEREAS in Schedule "E" of the Ontario Transfer Payment Agreement as represented by the Ministry of Municipal Affairs and Housing (MMAH) grants funds for the administration of Consents in six (6) unincorporated townships assigned by the Ministry to the jurisdiction of the North Almaguin Planning Board (NAPBoard);



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NOW THEREFORE BE IT RESOLVED THAT the NAPBoard's Financial Report for the year 2019 be received and referred to the auditor for preparation of the 2019 financial audit required out of the agreement;

AND THAT the auditor be requested to report the NAPBoard at its meeting on 21 May 2020 in order that the 2019 financial audit may be reported to the Ministry of Municipal Affairs and Housing (MMAH) before 30 June 2020.

CARRIED

2. Current Financial Status

A chart of the current financial status of the NAPBoard was distributed at the meeting.

RESOLUTION 6-2020      Moved by Dave Britton                      Seconded by Tom Marchant

THAT the report of the NAPBoard's Financial account status for January 2020 activity presented by the NAPBoard Administrator to the NAPBoard at its meeting on Thursday 23 January 2020, be received for information.

CARRIED

3. Budget for 2020 Operations

RESOLUTION 7-2020      Moved by Randy Hall                      Seconded by Dave Britton

THAT the interim budget for the business activity of the North Almaguin Planning Board (NAPBoard) during the year 2020 presented at the NAPBoard meeting of 23 January 2020, be approved.

CARRIED

4. New Financial Bylaw

RESOLUTION 8-2020      Moved by Dave Britton                      Seconded by Randy Hall

WHEREAS various financial processes are required to operate the business of the North Almaguin Planning Board (NAPBoard);

AND WHEREAS it would be beneficial to have the NAPBoard give its approval and direction on both the revenues and expenditures or those operations;

NOW THEREFORE BE IT RESOLVED THAT the NAPBoard Administrator prepare a Report and draft a financial by-law with schedules respectively setting out fees and charges and perimeters for expenditures, including definitions and direction for the following tasks:

- Honorarium for the Members of the NAPBoard related to the review of Consent applications and attendance at the regularly scheduled meetings as well as special meetings requested by a party making a detailed pre-consultation prior to submitting Consent application(s).



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- Honourarium for the tasks required of the appointed officers and signatories of the NAPBoard;
- Fees charged for processing the Consent applications and the tasks related to consultation, receipt of an application and certification of the Consent.

CARRIED

5. Request to purchase a copy of “Rusty on Roads III”

RESOLUTION 9-2020      Moved by Dave Britton                      Seconded by Randy Hall

WHEREAS information regarding the roads and trails in the northern areas of Ontario has been published as “Russell on Roads, Third Edition” by the late author W.D. (Rusty) Russell Russell, Christie Barristers and Solicitors;

NOW THEREFORE BE IT RESOLVED THAT a copy of this publication be purchased for reference by the NAPBoard Members;

AND THAT a budget of \$170.00 be approved for this purchase.

CARRIED

6. Donation to the “Hec Lavigne Centennial Park Beautification Project”

This item was added to the agenda in response to the recent passing away of the NAPBoard’s insurance broker.

RESOLUTION 10-2020      Moved by Dave Britton                      Seconded by Randy Hall

WHEREAS Hector (Hec) Lavigne was the contact for Rivet Insurance who provided liability insurance coverage for the North Almaguin Planning Board (NAPBoard) for many years in the past;

AND WHEREAS Hec was continuously willing to explain insurance needs and annually review the premium with the NAPBoard;

AND WHEREAS Hec passed away suddenly on 6 January 2020;

AND WHEREAS an article in the North Bay Nugget obituary mentioned Hec's last vision was to creation of a gazebo at the Callander Centennial Park (water park);

NOW THEREFORE BE IT RESOLVED that a \$150.00 donation be made by the NAPBoard to the “Hec Lavigne Centennial Park Beautification Project” via the RBC, 5 Main Street, Callander ON P0H 1H0.

CARRIED

**12. CLOSED SESSION** (Subsections 239 (2) and (6) Municipal Act, 2001, S.O. 2001 (C.25) - Nil

**13. NEXT MEETING** 19 March 2020 - 5:30pm

Chairman Dean Gates spoke to the need to keep in mind the requirements of the North Bay Mattawa Conservation Authority (NBMCA) and Ministry of the Environment, Conservation and Parks for new lots being created by Consent, in particular on lands fronting onto lakes deemed to be at capacity for phosphorus load.



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**14. ADJOURNMENT – 6:33pm**

“Dean Gates”

Chairperson Dean Gates

“Dave Britton

Secretary-Treasurer Dave Britton