



MINUTES
Thursday 21 May 2020

1. CALL TO ORDER

Chairperson Dean Gates assumed Chairmanship and called this meeting to order via teleconference at approximately 5:35pm.

2. MEMBERS PRESENT:

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

MEMBERS ABSENT:

VICE-SECRETARY-TREASURER	Randy Hall	(Councillor Powassan)
	Paul Lafrance	(Nipissing Appointee)

OTHERS PRESENT:

Karin Ann Brent – NAPBoard Administrator

3. ADOPTION OF AGENDA

The agenda was adopted through a verbal motion by Tom Marchant and seconded by Penelope Wallace, as amended to add item #9.5 regarding the MMAH annual grant for planning services delivered for property in the Unincorporated Townships in the NAPBoard’s jurisdiction.

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

5. ADOPTION OF MINUTES

- a) 16 April 2020
- b) 4 May 2020

RESOLUTION 22-2020 Moved by Dave Britton Seconded by Tom Marchant

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

- (a) 16 April 2020
- (b) 4 May 2020

CARRIED

RECORDED VOTE

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



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6. PRESENTATIONS / DELEGATIONS - Nil

7. CORRESPONDENCE

1. Email dated 21 April 2020 from Caitlin Carmichael, Planner, Ministry of Municipal Affairs and Housing (Sudbury) advising the NAPBoard application for special Business Case Funding for digital recording of Consent files 2015, 2016 and 2017 has been denied.

RESOLUTION 23-2020

Moved by Penelope Wallace

Seconded by Dave Britton

THAT the email dated 21 April 2020 from Caitlin Carmichael, Planner, Ministry of Municipal Affairs and Housing (Sudbury) advising the NAPBoard application for special Business Case Funding for digital recording of Consent files 2015, 2016 and 2017 has been denied, be received for information.

CARRIED

RECORDED VOTE

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

8. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Protocol for Processing Refunds

Report to 21 May 2020 teleconference meeting presenting a protocol through which refunds directed by NAPBoard Resolution will be processed. The subject protocol was requested by the NAPBoard at the 4 May 2020 teleconference meeting. A Financial By-law that includes directives on this matter is in process.

RECOMMENDATION

That the protocol for processing refunds directed by North Almaguin Planning Board (NAPBoard) Resolution attached as Appendix A to the Report to NAPBoard teleconference meeting on 21 May 2020, be approved and attached to the Policy document titled "Guiding Principles Regarding Fees for Consents".

RESOLUTION 24-2020

Move by Tom Marchant

Seconded by Dave Britton

That the protocol for processing refunds directed by North Almaguin Planning Board (NAPBoard) Resolution attached as Appendix A to the Report to NAPBoard teleconference meeting on 21 May 2020, be approved and attached to the Policy document titled "Guiding Principles Regarding Fees for Consents".

CARRIED



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RECORDED VOTE (Resolution 24-2020)

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

9. NEW BUSINESS

1. Receive Audited Financial Statements for 2019

The Financial Statements prepare by Pahapill Auditor Kacper Kraul were presented for discussion and receipt by the NAPBoard and direction to relay the 2019 Audit Report to the Ministry of Municipal Affairs and Housing (MMAH).

RECOMMENDATION

THAT the draft 2019 Financial Statements prepared by Kacper Kraul of Pahapill Accounting presented to the North Almaguin Planning Board at its meeting on Thursday 21 May 2020 be received and that once received from Pahapill, the Audit Report for the 2019 financials be reported to the Ministry of Municipal Affairs (MMAH) complete with the documentation prescribed in Schedule E “Report” of the Grant Agreement. During discussion it was requested that Pahapill Accounting be requested in future to apply watermarks that will not preclude reading the data in audit statements and other documents.

RESOLUTION 25-2020

Moved by Tom Marchant

Seconded by Dave Britton

THAT the draft 2019 Financial Statements prepared by Kacper Kraul of Pahapill Accounting presented to the North Almaguin Planning Board at its meeting on Thursday 21 May 2020 be received and endorsed;
AND THAT this Resolution be forwarded to Pahapill Accounting for its preparation of the 2019 Audit Reports;
AND THAT once received from Pahapill, the Audit Report for the 2019 financials be reported to the Ministry of Municipal Affairs (MMAH) complete with the documentation prescribed in Schedule E “Report” of the Grant Agreement.

CARRIED

RECORDED VOTE

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



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(9.)

2. Liability Insurance Renewal for July 2020 through June 2021

A quote has been requested from MIS Insurance through broker Hutcheson Insurance for renewal of the NAPBoard's liability insurance coverage for July 2020 through 30 June 2021. At the time of printing the agenda, the quote was not received and was therefore relayed by email to the Members. On 20 May 2020 a quote in the amount of \$3511.00 plus taxes was received by email from Hutcheson Insurance.

RESOLUTION 26-2020 Moved by Penelope Wallace Seconded by Dave Britton

THAT the quote in the amount of \$3511.00 plus 8% GST (\$280.88) for a total of \$3791.88 from MIS Insurance through broker Hutcheson Insurance for renewal of the NAPBoard's liability insurance coverage for July 2020 through 30 June 2021, be accepted.

CARRIED

RECORDED VOTE

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

3. Additional Fees for the Proposed Financial By-law

Report dated 4 May 2020 presenting additional fees to Schedules A and F of the proposed Financial By-law.

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.

During discussion it was requested that staff do further review of the proposed fees for revisions to Consent applications in progress to determine cost recovery of staff time and postage if re-mailing of Notices of Meeting is required. As a result, this item was referred back to staff for review of the proposed fee amounts.



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(9.) (3.)

RESOLUTION 27-2020 Moved by Dave Britton Seconded by Penelope Wallace

THAT the proposed amendments to Schedule A 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	ABSENT	ABSENT
LEFRANCE	ABSENT	ABSENT
MARCHANT	X	
WALLACE	X	
<i>vacancy</i>		

4. Revisions to Appointments of NAPBoard Officials

To assist with availability of a NAPBoard Official (ie Secretary-Treasurer) for Certification of Consents, the NAPBoard was presented with an opportunity to revise its positions of Chairperson and Secretary-Treasurer and Vice-Secretary-Treasurer. The following was suggested to better accommodate the personal schedules of the Members appointed to the official positions of the NAPBoard, while providing timely response to requests for Consent Certification.

Chairperson revise position to add Co-Vice-Secretary-Treasurer
Secretary-Treasurer revise position to add Co-Vice-Chairperson
Vice-Secretary-Treasurer revise position to Co-Vice-Secretary-Treasurer / Co-Vice Chairperson

Discussion indicated that revision of the positions was not preferred and the matter was deferred for further information, with request that a draft motion be prepared for consideration at the next meeting of the NAPBoard.

RESOLUTION 28-2020 Moved by Dave Britton Seconded by Penelope Wallace

THAT to the matter of providing for availability of a NAPBoard Official (ie Secretary-Treasurer) for processing Certification of Consents and other business of the NAPBoard, be deferred to the next meeting of the NAPBoard to allow staff to do further review and provide additional information on the question of authorizing the Chairperson to sign Certification documents on behalf of the Secretary-Treasurer from time to time.

CARRIED



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(9.) (4.)

RECORDED VOTE (Resolution 28-2020)

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

5. Ministry of Municipal Affairs and Housing Annual Grant for Unincorporated Township Services

A letter from the Assistant Deputy Minister Municipal Division of the Ministry of Municipal Affairs and Housing was received on 20 May 2020 by email from the MMAH Sudbury Office, offering grant funding for provision of planning services to the six (6) unincorporated townships in the NAPBoard’s jurisdiction. The required agreement was provided.

RESOLUTION 30-2020 Moved by Dave Britton Seconded by Tom Marchant

That the Chairperson and the Secretary-Treasurer for the current term of the North Almaguin Planning Board (NAPBoard) be authorized to execute the Grant Agreement with the Ministry of Municipal Affairs and Housing for receipt of Planning Board Funding Allocation Program (PBFAP) funds for the purpose of administering planning services the NAPBoard performs in the unincorporated townships within its jurisdiction for the term of 1 April 2020 through 31 March 2021.

CARRIED

RECORDED VOTE

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

10. FINANCIAL

1. Report of the Financial Status of the NAPBoard as of 8 May 2020

RESOLUTION 29-2020 Moved by Tom Marchant Seconded by Dave Britton

THAT the chart of the NAPBoard’s financial position as of 8 May 2020 as reported to its meeting on 21 May 2020, be received for information.

CARRIED



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(10.) (1.)

RECORDED VOTE (Resolution 29-2020)

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

11. CLOSED SESSION - Nil
12. NEXT MEETING – Thursday 28 May 2020 at 5:30pm to deal with unfinished business from this meeting.
Then tentatively 25 June 2020 (pending suspension of COVID 19 Containment restrictions)
13. ADJOURNMENT – 6:58pm

Chairperson Dean Gates

Secretary-Treasurer Dave Britton

These Minutes were adopted 28 May 2020

[Resolution 27-2020 amended in Resolution 32-2020 on 28 May 2020]