



**MINUTES**  
**Thursday 23 July 2020**

---

**1. CALL TO ORDER**

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

**2. MEMBERS PRESENT:**

SECRETARY-TREASURER	Dave Britton	(Councillor Powassan)
	Randy Hall	(Councillor Powassan)
CHAIRPERSON	Dean Gates	(Unincorporated Townships, Ministry Appointee)
	Roger Glabb	(Powassan Appointee)
	Penelope Wallace	(Nipissing Appointee) (via GoToMeeting virtual platform)

**MEMBERS ABSENT:**

	Tom Marchant	(Councillor Nipissing)
	Paul Lafrance	(Nipissing Appointee)

**OTHERS PRESENT:**

Karin Ann Brent, NAPBoard Administrator

**3. ADOPTION OF AGENDA**

On a verbal motion by Randy Hall, seconded by Dave Britton, the agenda was adopted as amended by the addition of Item 10.2 regarding an appeal of Consent Decisions B3 and B4/MC CONKEY/2020 and an enquiry for a future severance.

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

**5. ADOPTION OF MINUTES**

- a) 28 May 2020
- b) 25 June 2020

Penelope Wallace requested the vote on the question be split as she was not present at the 24 June 2020 meeting and abstained from voting on the adoption of those Minutes.

RESOLUTION 36-2020 (a)                      Moved by Dave Britton                      Seconded by Penelope Wallace

THAT the Minutes of the 28 May 2020 special Telecom meeting of the North Almaguin Planning Board be adopted as present.

**CARRIED**

RESOLUTION 36-2020 (b)                      Moved by Randy Hall                      Seconded by Dave Britton

THAT the Minutes of the 24 June 2020 regular meeting of the North Almaguin Planning Board be adopted as presented.

**CARRIED**



**MINUTES**  
**Thursday 23 July 2020**

---

-2-

6. PRESENTATIONS / DELEGATIONS- Nil

7. 1. CONSENT APPLICATIONS

TIME HEARD	NAME	B File #	LOCALITY	PURPOSE	DISPOSITION
5:33 pm– 5:34pm	Lawrence Bain	20/2020	HARDY	NEW 1.44 ha (3.55 acre) LOT on East Road	Conditional Approval
5:35pm – 5:36pm	Bas and Liliane Oorschot	21/2020	PRINGLE	NEW 40.47 ha (100 acre) LOT on Commanda Lake Road (Re-Establish Lot 27 Conc 12)	Conditional Approval

Receipt of Written submissions to the slated Consent applications.

[none received]

2. SUBDIVISION APPLICATIONS – Nil

8. CORRESPONDENCE

- (a) Letter dated 12 June 2020 from the Honourable Steve Clark, Minister of Municipal Affairs and Housing advising that the temporary suspension Planning Act timelines put in place due to the COVID 19 state of emergency, ends on 22 June 2020.

RESOLUTION 37-2020 Moved by Randy Hall Seconded by Roger Glabb

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

- (a) Letter dated 12 June 2020 from the Honourable Steve Clark, Minister of Municipal Affairs and Housing advising that the temporary suspension Planning Act timelines put in place due to the COVID 19 state of emergency, ends on 22 June 2020.

CARRIED

9. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Revisions to Schedule F of the Proposed Financial By-law

At its virtual meeting on 28 May 2020, the Board discussed 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.

Subsequently, the matter was deferred in Resolution 34-2020 to allow additional research about the rates for mileage reimbursement for consideration of revising Schedule F of the proposed Financial By-law.



**MINUTES**  
**Thursday 23 July 2020**

---

-3-

(9.1)

The following amendments to Schedule F addressed in the Report to the 21 May 2020 meeting of the North Almaguin Planning Board 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. Subsequently, this matter was returned to this meeting for further discussion. Related information was provided.

Proposed Amendments to Schedule F – Mileage Reimbursement that was approved 16 April 2020:

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
<b>[add]</b> *Use of ATV, snow machine or other specialized vehicle or watercraft to access a site for inspection.	<b>[add]</b> *increase to \$1.50 kilometre

Penelope Wallace referenced her understanding of the CRA mileage rates and reviewed the information provided in response to her comments at the previous meeting. Further, Mrs. Wallace suggested that mileage claims be submitted monthly to allow review for budget adjustments. Dean Gates advised that this would create additional paperwork for both he and the Administrator, and advised he is not willing to change the claim protocol.

Randy Hall advised that he is a mechanic and expressed support of the recommended reimbursement rate for use of the specialized vehicles required to access islands and rough land conditions in the unincorporated townships under jurisdiction of this board. Mr. Hall explained how the special equipment involves higher rates of fuel consumption than a regular motor vehicle, that maintenance costs are much higher, and that occasions of damage are more likely. Dave Britton expressed his support for the proposed rates of reimbursement noting that using the CRA vehicle allowance deduction would not balance the expenses incurred by Dean Gates by use of his personal vehicles and boat.

RESOLUTION 38-2020 Moved by Dave Britton Seconded by Randy Hall

WHEREAS amendments were presented in a Report to the 21 May 2020 meeting of the North Almaguin Planning Board and subsequently referred back for information on the CRA mileage rates;  
NOW THEREFORE BE IT RESOLVED THAT the following amendment be approved and a by-law prepared to apply the amendment to Financial By-law Schedule F.

Schedule F – Mileage Reimbursement

Task	Honorarium Rate
<u>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.</u>	<u>\$0.75 kilometre</u>
<b>[add]</b> Use of ATV, snow machine or other specialized vehicle or watercraft to access a site for inspection.	<b>[add]</b> *Increase to \$1.50 kilometre

AND THAT once the amending by-law is enacted, a consolidated version of the Financial By-law be prepared and distributed.

CARRIED

Penelope Wallace requested she be recorded as opposed to Resolution 38-2020.



**MINUTES**  
**Thursday 23 July 2020**

---

-4-

10. NEW BUSINESS

1. Financial By-law

A Financial By-law was prepared out of discussions and Resolutions of the Board passed respectively on 16 April (Resolution 15-2020) and 28 May 2020 (Resolution 33-2020). The Financial By-law was presented for its first, second and third readings and enactment.

RESOLUTION 39-2020

Moved by Roger Glabb

Seconded by Dave Britton

THAT the Financial By-law prepared out of discussions and Resolutions 15-2020 and 33-2020, receive its first, second and third reading and be enacted at this meeting of the NAPBoard.

CARRIED

BY-LAW 2-2020 was given First, Second and Third Readings and enacted.

2. Appeal of Decision for B3 and B4 / MC CONKEY/2020

A copy of the letter dated 15 July 2020 from Paul F. Gastaldi of Feehely, Gastaldi, Barristers and Solicitors of Alliston Ontario, submitted an appeal to the NAPBoard Decisions of 25 June 2020 for Consent files B3 and B4/MC CONKEY/2020 was provided to the NAPBoard.

RESOLUTION 40-2020

Moved by Randy Hall

Seconded by Roger Glabb

THAT the letter dated 15 July 2020 from Paul F. Gastaldi of Feehely, Gastaldi Barristers and Solicitors submitting appeals on behalf of Shawn Rhodes, of the respective Decisions of the North Almaguin Planning Board issued at its meeting on 25 June 2020 for Consents B3/MC CONKEY/2020 and B4/MC CONKEY/2020, be received;  
AND that the subject appeals be referred to the Local Planning Appeal Tribunal (LPAT).

CARRIED

11. REVIEW OF ENQUIRIES FOR POSSIBLE APPLICATIONS

Information on an enquiry by Peggy Whitehead re Hwy 522 property was distributed at the request of Dean Gates. It was requested that additional information be applied to the sketch including the dimensions of the parcels involved.



**MINUTES**  
**Thursday 23 July 2020**

---

-5-

**12. FINANCIAL REPORT**

**1. Current Financial Status to 13 July 2020**

RESOLUTION 41-2020 Moved by Randy Hall                      Seconded by Dave Britton

THAT the chart of the NAPBoard's Financial account status and activity to 13 July 2020 presented by the NAPBoard Administrator to the NAPBoard at its meeting on Thursday 23 July 2020, be received for information.

CARRIED

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

At approximately 6:15 pm, pursuant to Subsection 239 (2) (b) of the Municipal Act, the NAPBoard moved into a closed session, passing Resolution 042-2020, to consider (2) matters about Identifiable Individuals.

RESOLUTION 42-2020 Moved by Dave Britton                      Seconded by Rand 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 23 July 2020 resolve to close a portion of that meeting to consider:

- (239(2) Two (2) Respective Matters about identifiable individuals

CARRIED

At approximately 6:16 pm, on a verbal motion, the NAPBoard returned to open session and passed the following Resolutions:

RESOLUTION 43-2020 Moved by Dave Britton                      Seconded by Randy Hall

WHEREAS the Municipality of Powassan Chief Building Official Mark Martin lost his father suddenly during the COVID containment period;  
AND WHEREAS the North Almaguin Planning Board wishes to extend formal condolences;  
NOW THEREFORE BE IT RESOLVED THAT the NAPBoard Administrator be directed to provide a memorial gift to Mark Martin with condolences on the loss of his father.  
AND THAT budget of \$75.00 be set for that purpose.

CARRIED

**DIRECTION**

The NAPBoard Administrator was directed to draft a protocol for the purpose of direction on issuing condolences on future occasions.



**MINUTES**  
**Thursday 23 July 2020**

---

-6-

RESOLUTION 44-2020

Moved by Randy Hall

Seconded by Roger Glabb

WHEREAS the Ontario Regulations for COVID 19 containment were adjusted in June to allow ten (10) persons to congregate at any one time;

AND WHEREAS protocols were put in place to allow a public meeting to be held on 25 June 2020, including the monitor and management of access to 250 Clark and the Maple Room to ensure the number of attending persons was kept at or below the maximum;

AND WHEREAS Township of Nipissing resident Randy Lockhart voluntarily assisted with setting up the meeting room on Wednesday 22 June and also performed duties as the door monitor for the meeting held on 25 June 2020;

AND WHEREAS Mr. Lockhart offered to repeat this voluntarism at other meetings held during the COVID containment period;

NOW THEREFORE BE IT RESOLVED THAT Randy Lockhart be sincerely thanked for his efforts and a gift stipend of \$50.00 be issued for each event/meeting that he volunteers his time and efforts during the COVID containment period.

CARRIED

14. NEXT MEETING: 17 September 2020

15. ADJOURNMENT – 6:18pm

---

Chairperson Dean Gates

---

Secretary-Treasurer Dave Britton