



MINUTES
Thursday 21 November 2019

1. CALL TO ORDER

Chairperson Dean Gates assumed Chairmanship and called this meeting to order at approximately 5:33pm in the Elm Room at 250 Clark Street, Powassan, ON P0H 1Z0.

2. ROLL CALL OF MEMBERS

PRESENT:

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

ABSENT:

Paul Lafrance (Nipissing Appointee)

OTHERS PRESENT

B32/NIPISSING/2019

Paul Goodridge, OLS

B33/EAST MILLS/2019

Nancy Harris-Herr, OLS

John Izon

B34/EAST MILLS/2019

Chris Cudmore

B36/WILSON/2019

Tim Gehrke

B37, B38, B39/NIPISSING/2019

Janet and Randy Lockhart

B40, B41, B42, B43/PATTERSON/2019

Peter Minten

P.A. Blackburn, OLS

Lynn of Blackburn Surveying

B46/NIPISSING/2019

Leslee Straus

Rick Miller, OLS



MINUTES
Thursday 21 November 2019

-2-

3. ADOPTION OF AGENDA

A motion was moved by Tom Marchant and seconded by Penelope Wallace:

Whereas Item 8.3 (b) refers to a letter dated October 3, 2019 that was emailed and sent to the MMAH under the signatures of the Chairperson and Secretary-Treasurer:

As noted in its absence in the September 19, 2019 Minutes of the NAPBoard Special Meeting, the content of this letter was not discussed and duly authorized by the Board through a Motion that received disposition of the Board in the form of a Resolution and therefore does not represent the vote and will of the Board.

As such, this letter, is ‘New Business’ and should be removed from the Agenda item #8 ‘Correspondence’ and be reviewed by the Board under Agenda item #10 ‘New Business’.

Another motion was moved by Tom Marchant and seconded by Penelope Wallace:

Whereas Item 10.2 refers to a Motion that I forwarded to the Board for consideration:

“New Business” refers to business which has not been presented, reviewed or discussed at any prior meeting. Procedure By-law 1-2019 defined Meeting: as any regular, special, committee or other meeting of the Board”.

Items 1 through 5 contained in the Resolution I have forwarded to the Board for consideration were all discussed on September 19, 2019 at the Special meeting with Cara Holtby and Christopher Brown. This is reflected in the minutes of that meeting. As well, informal discussion of these items has occurred both at the July 18, 2019 and September 19, 2019 Regular meetings.

As such, this item, is “Business Arising from Previous Minutes” and should be removed from Agenda Item #10 “New Business” and be reviewed by the Board under Agenda item #9 “Business Arising from Previous Minutes”.

Motions Defeated

The Chairperson made the decision to leave the agenda as written.

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

5. ADOPTION OF MINUTES

a) 19 September 2019 (Regular Meeting)

b) 19 September 2019 (Special Meeting with MMAH)

RESOLUTION 48-2019 Moved by Dave Britton

Seconded by Tom Marchant

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

19 September 2019 (Regular Meeting)

19 September 2019 (Special Meeting)

CARRIED



MINUTES
Thursday 21 November 2019

-3-

6. PRESENTATIONS / DELEGATIONS – Nil

7. 1. CONSENT APPLICATIONS

TIME HEARD	NAME	B File #	LOCALITY	PURPOSE	DISPOSITION
5:40pm – 5:42	Sandra MACKENZIE	30/2019	EAST MILLS	NEW 0.75 ha (1.85 acre) LOT Boulder Dr	Conditional Approval
5:43-5:47	Pollyanna RUPERT	31/2019	WILSON	NEW 2.75 ha (6.79 acre) LOT Wilson Lake	Conditional Approval
5:48-5:55	Peter WALL	32/2019	NIPISSING	NEW 1.002 ha (1.002 acre) LOT Stonecutters Rd	Conditional Approval
5:457-5:59	Robert EICKMEYER James HORNE	33/2019	EAST MILLS	EASEMENT for pedestrian and vehicular traffic from LeGrou Lake Road through Lots 24 & 25 Conc 8	Conditional Approval
6:00-6:01	Doug CUDMORE Chris CUDMORE	34/2019	EAST MILLS	0.07 ha (0.17 acre) LOT ADDITION to Lot 13 Conc 12	Conditional Approval
6:01-6:02	Doug CUDMORE Chris CUDMORE	35/2019	EAST MILLS	EASEMENT for pedestrian and vehicular traffic through Lots 13 and 14 Conc 12	Conditional Approval
6:02-6:03	Timothy GEHRKE	36/2019	WILSON	EASEMENT for pedestrian and vehicular traffic from Hwy 522 to Part 2 on 42R6317 Gehrkes Golden Glade Rd	Conditional Approval
6:04-6:08	Randy and Janet LOCKHART	37/2019	NIPISSING	NEW 2.02 ha (4.99 acre) LOT fronting on Highway 534 and accessed by a shared driveway entrance (B39/2019).	Conditional Approval
6:09-6:11	Randy and Janet LOCKHART	38/2019	NIPISSING	NEW 2.02 ha (4.99 acre) LOT fronting on Highway 534 and accessed by a shared driveway entrance (B39/2019).	Conditional Approval
6:12-6:13	Randy and Janet LOCKHART	39/2019	NIPISSING	PERMANENT EASEMENT for mutual driveway to new lots in B37 and B38/NIPISSING/2019.	Conditional Approval



MINUTES
Thursday 21 November 2019

6:13-6:15	MINTEN HENDRIKSEN AARTS	40/2019	PATTERSON	NEW 2.205 ha (5.45 acre) LOT on Restoule Lake	Referred Back for Review to accommodate septic system requirements.
6:16-6:18	MINTEN HENDRIKSEN AARTS	41/2019	PATTERSON	NEW 2.381 ha (5.88 acre) LOT on Restoule Lake	Referred Back for Review to accommodate septic system requirements.
6:19-6:22	MINTEN HENDRIKSEN AARTS	42/2019	PATTERSON	NEW 2.654 ha (6.56 acre) LOT on Restoule Lake	Referred Back for Review to accommodate septic system requirements.
6:23-6:25	MINTEN HENDRIKSEN AARTS	43/2019	PATTERSON	NEW 2.060 ha (5.02 acre) LOT on Restoule Lake	Referred Back for Review to accommodate septic system requirements.
6:26-6:29	Philip STRAUS	46/2019	NIPISSING	PERMANENT EASEMENT from Alsace Road through Lot 24 Concession 2 for pedestrian and vehicular access (Balsam Lane)	Conditional Approved

DIRECTION: Dave Britton requested that in future, written submissions addressing applications for Consent be attached to the Notice of Decision for the purpose of checking for compliance with conditions of approval at the time of Certification.

Receipt of Written submissions to the slated Consent applications:

B32/NIPISSING/2019

1. Wetland Boundary Assessment dated September 2019 by FRICorp.
2. Township of Nipissing Council Resolution R2019-188 advising concurrence with the proposed consent with request for the following conditions of approval:
 1. The lot must comply with the Township of Nipissing Official Plan policies.
 2. A Zoning Bylaw amendment being approved by the Township of Nipissing to recognize any Environmental Protection area identified in the Wetland Boundary Assessment dated September 2019.
 3. A copy of the decision of the North Almaguin Planning Board being forwarded to the Township of Nipissing.

B37/B38/B39/NIPISSING/2019

1. Letter dated 11 September 2019 from the Ministry of Transportation Ontario Northeast Region Corridor Management Section acknowledging the applicants' intent to have one (1) driveway access from Highway 534 for access via a permanent mutual easement to access the two (2) new lots created [respectively in B37/NIPISSING/2019 and B38/NIPISSING/2019], and advising of the MTO requirement for an Entrance Permit and 45 metre setback for buildings, structure, site alterations and 180 metre setback from any intersection.



MINUTES
Thursday 21 November 2019

-5-

2. Letter dated 30 August 2019 from the North Bay-Mattawa Conservation Authority advising the site visit indicated adequate room for a Class 4 septic system for a 3 bedroom single family dwelling and noting approval of setback for the septic system will require MTO approval.
3. Letter dated 19 November 2019 relaying Township of Nipissing Council Resolution R2019-207 advising concurrence with the proposed consent with request for the following conditions of approval:
 1. The lot must comply with the Township of Nipissing Official Plan policies.
 2. A copy of the decision of the North Almaguin Planning Board being forwarded to the Township of Nipissing. (B37/NIPISSING/2019)
4. Letter dated 19 November 2019 relaying Township of Nipissing Council Resolution R2019-208 advising concurrence with the proposed consent with request for the following conditions of approval:
 1. The lot must comply with the Township of Nipissing Official Plan policies.
 2. A copy of the decision of the North Almaguin Planning Board being forwarded to the Township of Nipissing. (B38/NIPISSING/2019)
5. Letter dated 19 November 2019 relaying Township of Nipissing Council Resolution R2019-209 advising concurrence with the proposed consent with request for the following conditions of approval:
 1. The lot must comply with the Township of Nipissing Official Plan policies.
 2. A copy of the decision of the North Almaguin Planning Board being forwarded to the Township of Nipissing. (B39/NIPISSING/2019)

B40/B41/B42/B43/PATTERSON/2019

1. Email dated 31 October 2019 from the North Bay-Mattawa Conservation Authority regarding the Ontario Ministry of Environment Conservation and Parks (MECP) criteria for development on lakes deemed by the Ministry of the Environment and Climate Change (MOECC) to be at capacity for phosphorus load, including the requirement that tile fields be a minimum of 300m setback from the shoreline of an “at capacity” lake.

B46/NIPISSING/2019

1. Letter dated 19 November 2019 relaying Township of Nipissing Council Resolution R2019-210 advising concurrence with the proposed consent with request for the following conditions of approval:
 1. The lot must comply with the Township of Nipissing Official Plan policies.
 2. A copy of the decision of the North Almaguin Planning Board being forwarded to the Township of Nipissing.

2. SUBDIVISION APPLICATIONS – Nil

8. CORRESPONDENCE

1. Renewal of MPAC Municipal Connect License

Email and letter dated 21 October 2019 from the Regional Manager, Municipal & Stakeholder Relations of the Municipal Property Assessment Corporation regarding the renewal provisions for use of that system.

2. Letter dated 14 November 2019 from the Manager of Community Planning and Development Municipal Services – North (Sudbury) Ministry of Municipal Affairs and Housing inviting applications for special business case funding for the 2019 – 2020 year.



MINUTES
Thursday 21 November 2019

-6-

3. Redefining the NAPBoard Jurisdiction (Twp. of Nipissing request for withdrawal)

- (a) Letter dated 4 November 2019 from the Minister of Municipal Affairs and Housing (MMAH) responding to the NAPBoard Chairperson and Secretary-Treasurer letter 3 October 2019.
- (b) Letter dated 3 October 2019 from NAPBoard Chairperson and Secretary-Treasurer requesting the regulatory documentation provide retention of authority for the NAPBoard to certify the applications it approves.

RESOLUTION 49-2019 Moved by Tom Marchant Seconded by Penelope Wallace

THAT the following item(s) of correspondence presented to the North Almaguin Planning Board at its meeting on Thursday 21 November 2019, be received for information:

- 1. Letter dated 14 November 2019 from the Municipal Services Office North (Sudbury) of the Ministry of Municipal Affairs and Housing Manager of Community Planning and Development Victoria Kosny providing the opportunity to apply for special business case funding (2019-2020).
- 2. Letter dated 14 November 2019 from the Manager of Community Planning and Development Municipal Services – North (Sudbury) Ministry of Municipal Affairs and Housing inviting applications for special business case funding for the 2019 – 2020 year.
 - (a) Letter dated 4 November 2019 from the Minister of Municipal Affairs and Housing (MMAH) responding to the NAPBoard Chairperson and Secretary-Treasurer letter 3 October 2019.
 - (b) Letter dated 3 October 2019 from NAPBoard Chairperson and Secretary-Treasurer requesting the regulatory documentation provide retention of authority for the NAPBoard to certify the applications it approves.

CARRIED

RESOLUTION 50-2019 Moved by Penelope Wallace Seconded by Tom Marchant

WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) from time to time offers special funding for specific tasks of the planning boards it delegates the task of processing applications for Consents under Section 53 of the Planning Act and that MMAH staff advise there be an opportunity presented in December 2019 to apply for this funding;

AND WHEREAS the NAPBoard received special funding to offset the labour expense of digitizing all of its Consent files up to the end of the operating year 2015;

AND WHEREAS digitization of documents for the files considered in the year 2018 to date have been done within the processing protocol to preclude further back log in the digital files;

AND WHEREAS the increase in Consent application activity has substantially increased since April 2018 precluding time to digitize the 2016 and 2017 consent files;

NOW BE IT RESOLVED THAT the NAPBoard Administrator be authorized to prepare a business case and apply for special funding from the Ministry of Municipal Affairs to offset the labour expense required to digitize the 2016 and 2017 files.

CARRIED



MINUTES
Thursday 21 November 2019

-7-

9. BUSINESS ARISING FROM PREVIOUS MINUTES

1. Correction to Notice of Decision B27/EAST MILLS/2019

Report dated 21 November 2019 regarding an amendment to a Notice of Decision issued at the NAPBoard meeting of 19 September 2019, to clarify the lands that the subject easement will access.

RESOLUTION 51-2019 Moved Randy Hall Seconded by Dave Britton

THAT the Report dated 21 November 2019 from the NAPBoard Administrator regarding revision to a condition of approval in the Notice of Decision for B27/EAST MILLS/2019, to clarify the lands descriptions, be received. THAT the Notice of Decision issued on 19 September 2019 by the North Almaguin Planning Board from its consideration of Consent application B27/EAST MILLS/2019 be amended in Condition of Approval 3.1., to read as follows:

“3.1. That this approval applies to the creation of a permanent easement with approximate frontage of 15 metres on Clear Lake Road running an approximate depth of 450 metres through parcels respectively described as Part Lot 23 Concession 12 (6-018-00) and Lot 23 Concession 13 PCL 1176 NS, to provide vehicular and pedestrian access to those lands as well as the parcel described as Part Lot 24 Concession 12 (6-019-50) and also Lots 24 and 25 Concession 13 PCL 17325 (6-032-00).”

CARRIED

2. Referral of Approved Hours for Pending Administrative Tasks

Update on the tasks mentioned in Resolution 47-2019 passed at the NAPBoard meeting of 19 September 2019, with note that certain tasks will be accomplished in the year 2020. Chairman Dean Gates offered his assistant to assist with the outstanding tasks.

RESOLUTION 52-2019 Moved by Randy Hall Seconded by Dave Britton

WHEREAS the NAPBoard passed Resolution 47-2019 at its meeting on 19 September 2019 approving 20 extra work hours for the administrator to accomplish certain tasks for which regular work hours have yet to avail the opportunity due to the amount of enquiry activity and the number of applications being processed. NOW THEREFORE BE IT RESOLVED that the NAPBoard acknowledges that due to the numerous applications received in October for this meeting, the following tasks will be done as soon as time permits during December 2019, January and February 2020:

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 achieve the foregoing tasks be approved in order to achieve completion.

CARRIED

10. NEW BUSINESS

1. Schedule of 2020 Meeting Dates

A draft schedule of meeting dates and last date to submit applications for Consent was presented for approval.



MINUTES
Thursday 21 November 2019

-8-

2. Motion Presented by Member Tom Marchant (Twp. of Nipissing Councillor)

Tom Marchant requested that a motion be presented at this meeting for the Board's consideration that would address specific actions and timelines to be sent to the MMAH regarding the Township of Nipissing withdrawal from the NAPBoard jurisdiction.

Discussion resulted in friendly amendment to the suggested date put in the motion and removal of comments regarding the composition of the board after its revision for the removal of the Township of Nipissing from its jurisdiction.

RESOLUTION 53-2019 Moved by Tom Marchant Seconded by Penelope Wallace

Whereas the Minister of Municipal Affairs and Housing, in his letter of June 27, 2019 states: After carefully reviewing the information provided to me, I will happily consider redefining the planning area to exclude the Township, the effect of which will be that the Township will no longer be a member of the board. I will also consider delegating approval authority for land division applications to the Township and exempting the Township from Minister's approval of official plan amendments. I have directed staff to prepare the draft documents that would put in place these changes, for my review.

The NAPB hereby desires that it be known:

1. That the NAPB recognizes the withdrawal of the Township of Nipissing from the NAPB.
2. That the effective date be March 31, 2020 to coincide with the provincial fiscal year.
3. That any applications for consent received and approved by the current NAPB up to March 31, 2020 shall be administered by the new NAPB until they are certified and filed with the Ontario Land Registry or until they have lapsed.
4. That the Minister of Municipal Affairs and Housing, Cara Holtby, and Christopher Brown receive a copy of this resolution.

CARRIED

10.3. Review of Enquiries For Possible Applications - Nil

11. FINANCIAL REPORT

1. Current Financial Status

A chart of the NAPBoard's account status to 18 November 2019 was distributed at the meeting for review and discussion.

RESOLUTION 54-2019 Moved by Penelope Wallace Seconded by Tom Marchant

That the chart of the NAPBoard's Financial account status presented at is meeting on Thursday 21 November 2019, be received for information.

CARRIED

2. Auditor

Discussion by the NAPBoard looked at the cost of doing the annual audit required by the MMAH to receive the grant funding for the unincorporated townships. The Chairperson has reached out for comparison and the following letter dated 24 October 2019 from an accounting firm is offered for the NAPBoard's consideration.



MINUTES
Thursday 21 November 2019

-9-

RESOLUTION 55-2019 Moved by Tom Marchant Seconded by Penelope Wallace

WHEREAS the cost of the annual audit required by the Ministry of Municipal Affairs is approximately 5% of the annual revenues (based on 2018 data);

AND WHEREAS the NAPBoard is a not for profit entity and therefore requires to keep its operating costs at a minimum;

NOW THEREFORE BE IT RESOLVED THAT:

1. BDO Canada (North Bay) be advised that the NAPBoard will not be using their services for the 2019 audit;
2. Pahapill and Associates Chartered Accountants be requested to undertake the 2019 audit.

CARRIED

3. Annual Gift to the Municipality of Powassan

RESOLUTION 56-2019 Moved by Penelope Wallace Seconded by Tom Marchant

WHEREAS in addition to renting an office at 250 Clark Street for the administration of the North Almaguin Planning Board (NAPBoard), the Municipality of Powassan offers from time to time, use of the Birch Room and the staff provide reception duties that support the administration of the North Almaguin Planning Board;

NOW THEREFORE BE IT RESOLVED THAT thanks be expressed in the form of a seasonal gift of a catalogue case for use in transporting documentation to Council and other meetings that are convened at municipal venues other than 250 Clark Street;

BE IT RESOLVED THAT the NAPBoard purchase a large catalogue case on wheels as a gift to the Municipality of Powassan to thank the staff for its congeniality.

AND THAT a budget of \$200.00 be set for this purpose.

CARRIED

4. Honorarium for Administrative Coverage

RESOLUTION 57-2019 Moved by Tom Marchant Seconded by Penelope Wallace

WHEREAS the North Almaguin Planning Board has one (1) employee (the Board Administrator) who performs all the administrative tasks and client contact for this board on Tuesday and Thursday of each week at the NAPBoard office;

AND WHEREAS from time to time the employee (Administrator) is not available to attend the NAPBoard office to provide customer contact;

NOW THEREFORE BE IT RESOLVED THAT with notice from the NAPBoard Administrator, the Chairperson (or at the Chairperson's request another Member) of the NAPBoard, provide coverage to ensure the availability of client contact at the NAPBoard office;

AND THAT the Member providing this coverage be remunerated in the form of a special honorarium based on \$75.00 per half day and \$125.00 per full day in addition to the annual honorarium set by the NAPBoard for its appointed Members.

AND THAT this special honorarium be paid at the end of the calendar year.

CARRIED

5. Update Regarding Application for Credit Card for the NAPBoard

A verbal report was given by the Administrator advising that the types of credit card offered by ScotiaBank all require an annual fee and that the VISA supported debit card might be useable for certain online purchases.



MINUTES
Thursday 21 November 2019

-10-

Further, the Administrator explained the limitations of the current daily spending limit on the NAPBoard account has caused situations where the Administrator was required to personally fund the acquisition and process a request for reimbursement. Discussion concluded with direction that the daily spending limit on the NAPBoard's credit card be increased.

RESOLUTION 58-2019 Moved by Randy Hall Seconded by Dave Britton

WHEREAS certain purchases required by the North Almaguin Planning Board such as the annual appreciation gift cards and electronic equipment cost more than the current daily spending limit of \$500.00;

BE IT RESOLVED THAT the Scotia Bank be requested to increase the daily spending limit on the debit card held by the North Almaguin Planning Board to a maximum of \$1000.00.

CARRIED

12. CLOSED SESSION (Subsections 239(2) and (6) Municipal Act, 2001, S.O.2001 (C.25)
 ∞ (239 (2) (b) Personnel Matter re Identifiable Individual

At approximately 7:52pm, the NAPBoard resolved a part of this meeting into a closed session:

RESOLUTION 59-2019 Moved by Dave Britton Seconded by Randy 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 21 November 2019 resolve to close a portion of that meeting to consider:

- (239(2) (b) A matter that involves an identifiable individual for a personnel matter.

CARRIED

At approximately 8:02pm, the NAPBoard returned this meeting to open session.

RESOLUTION 60-2019 Moved by Penelope Wallace Seconded by Tom Marchant

THAT the current Administrator be acknowledged for the high level of service and extra efforts that have resulted in the current success of the North Almaguin Planning Board operations in 2018 and 2019;

AND THAT as suggested by the Administrator for further improvement to the NAPBoard's operations, the following items be purchased:

 Portable Duplex Scanner (2)

 Laptop

AND THAT a budget of \$1000.00 be set the year 2019 / 2020 for these purchases, plus \$500.00 in gift cards.

CARRIED

13. NEXT MEETING - 23 January 2019

14. ADJOURNMENT – 8:07pm

"Dean Gates"

Chairperson Dean Gates

"Dave Britton"

Secretary-Treasurer Dave Britton