



MINUTES
Monday 24 June 2019

1. CALL TO ORDER

Chairperson Dean Gates assumed Chairmanship and called this meeting to order at approximately 6:14pm in the Elm Room at 250 Clark Street, Powassan, ON POH 1Z0.

2. ROLL CALL OF MEMBERS

MEMBERS PRESENT:

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| SECRETARY-TREASURER | Richard Drinkwalter | (Powassan Appointee) |
| CHAIRPERSON | Dean Gates | (Unincorporated Townships, Ministry Appointee) |
| | Tom Marchant | (Councillor Nipissing) |
| | Paul Lafrance | (Nipissing Appointee) |

MEMBERS ABSENT:

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|--|------------------|-----------------------|
| | Dave Britton | (Councillor Powassan) |
| | Randy Hall | (Councillor Powassan) |
| | Penelope Wallace | (Nipissing Appointee) |

OTHERS PRESENT:

Hec Lavigne of Rivet Insurance (North Bay)
Karin Ann Brent, NAPBoard Administrator

3. ADOPTION OF AGENDA

Those present concurred with the agenda as presented and further concurred to bring Item 6.2 forward as the first item due to the absence of the auditor and to accommodate the representative of one of the quoting insurance brokers.

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

5. PRESENTATIONS / DELEGATIONS

No representative of BDO attended the meeting.

6. NEW BUSINESS

1. Receipt Of 2018 Audit Report

RECOMMENDATION

That the Audit Report for the 2018 fiscal year of the North Almaguin Planning Board by BDO Canada (North Bay) be received and reported to the Ministry of Municipal Affairs and Housing.

Those present concurred with deferring this matter to a meeting when the auditor will present its report. The NAPBoard Administrator was directed to contact the Auditor to query their absence at this meeting and to set another date/time when their report will be presented, and also to contact the Ministry of Municipal Affairs and Housing to request an extension in time for submitting the mandatory Audit Report.



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2. Renewal of Liability Insurance Policy (July 2019 to July 2020)

Quotes for liability insurance coverage were obtained from two (2) brokers.

Hec Lavigne of Rivet Insurance gave a presentation on the coverages available to the public sector, including municipal corporations and boards, in reference to the quote submitted by his brokerage, and answered questions of the Members, including the question of coverage after the age of 80 years.

RESOLUTION 29-2019 Moved by Paul Lafrance Seconded by Tom Marchant

THAT the quote from MIS Municipal Insurance Services in the amount of \$3,511.00 (plus GST 8% of \$280.88 for a total of \$3,791.88) for the Liability Insurance Policy covering the North Almaguin Planning Board (NAPBoard for the term of July 1, 2019 through July 1, 2020, be accepted.

AND THAT payment of this Policy be issued on or before 28 June 2019.

CARRIED

3. Protocol for Entry to NAPBoard Office

Those present discussed the benefits of providing the Chairperson and the Secretary-Treasurer with access to the NAPBoard office.

RESOLUTION 30-2019 Moved by Richard Drinkwalter Seconded by Paul Lafrance

THAT the Municipality of Powassan be requested to issue a fob for access to Suite #126 which houses the office of the North Almaguin Planning Board (NAPBoard) to each of the Members whom are appointed to the respective positions of Chairperson and Secretary-Treasurer of the NAPBoard;

AND THAT the Municipality of Powassan may require the appointed persons to identify themselves at the time the requested fobs are issued;

AND THAT the requested fobs be activated to provide access to Suite #126 via the rear entry door of 250 Clark Street (the same as is set for the NAPBoard Administrator);

AND THAT the NAPBoard be responsible for advising the Municipality of Powassan immediately when the appointment of NAPBoard Members changes to either/both of the above noted positions.

CARRIED

7. ADJOURNMENT – 6:55pm

“Original Signed by Chairperson”
Chairperson Dean Gates