



MINUTES
Thursday July 19, 2018

1. CALL TO ORDER

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

2. ROLL CALL

MEMBERS PRESENT:

Dave Britton	(Councillor Powassan)
Larry Ciglen	(Powassan Appointee)
Dean Gates	(Unincorporated Townships, Ministry of Municipal Affairs Appointee)
Tom Marchant	(Councillor Nipissing)
Leslee Straus	(Nipissing Appointee)
Doug Walli	(Nipissing Appointee)

MEMBERS ABSENT:

Richard Drinkwalter	(Powassan Appointee)
---------------------	----------------------

OTHERS PRESENT:

Chuck Fraleigh – Local Roads Board / Resident – B10/WILSON/2018
David Sheepway – Resident – B10/WILSON/2018 / B14/WILSON/2018 & B16/EAST MILLS/2018
Brian Eckensviller – Applicant B11/POWASSAN/2018
Tom Parkhill – Applicant B12/PRINGLE/2018
Marc Fournier – Agent – B14/WILSON/2018
Wayne Osborne - Applicant B15/NIPISSING/2018
Dawn Stripe – Agent B16/EAST MILLS/2018
Karin Ann Brent, NAPB Administrator

3. ADOPTION / REVISION OF AGENDA

The Agenda was adopted as amended to add three (3) items of Other Business: Documentation on the NAPB Operating Structure, a Job Description for the NPAPB Administrator position, and discussion regarding bank statement accessibility.

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

5. ADOPTION OF MINUTES

Moved by Dean Gates Seconded by Dave Britton

That the Minutes for the following meetings be adopted as presented:

- May 17, 2018
- June 20, 2018 (Special Meeting)

CARRIED

6. SUBDIVISION APPLICATIONS - Nil



MINUTES
Thursday July 19, 2018

7. CONSENT APPLICATIONS

TIME HEARD	NAME	B File #	LOCALITY	PURPOSE	DECISION
5:32pm 5:33pm	SOLES	B 9 2018	PRINGLE	NEW LOT	Deferred to allow re-process of corrected application. Moved by Dave Britton Seconded by Tom Marchant
5:34pm 5:36pm	DUCHARME	B 10 2018	WILSON	DIVIDE SHORE ALLOWANCE	Approved without conditions. Moved by Dave Britton Seconded by Tom Marchant
5:37pm 5:40pm	ECKENSVILLER	B 11 2018	POWASSAN	NEW LOT	Conditional Approval Moved by Larry Ciglen Seconded by Doug Walli
5:41pm 5:42pm	PARKHILL	B 12 2018	PRINGLE	NEW LOT	Approved without conditions. Moved by Dave Britton Seconded by Tom Marchant
5:43pm 5:44pm	PARKHILL	B 13 2018	PRINGLE	NEW LOT	Approved without conditions. Moved by Dean Gates Seconded by Dave Britton
5:45pm 5:46pm	MOORE	B 14 2018	WILSON	NEW LOT	Approved without conditions. Moved by Tom Marchant Seconded by Dave Britton
5:47pm 5:48pm	OSBORNE	B 15 2018	NIPISSING	NEW LOT	Conditional Approval. Moved by Larry Ciglen Seconded by Doug Walli
5:49pm 5:42pm	PARE	B 16 2018	EAST MILLS	EASEMENT (Existing Driveway)	Approved without conditions. Moved by Tom Marchant Seconded by Dave Britton

The following respective written submissions were received for information regarding:

B11/POWASSAN/2018:

- 1) A letter dated June 29, 2018 from TransCanada Pipelines Limited apprising the applicant of its regulatory and development requirements. (relayed to the applicants July 4, 2018)
- 2) A memorandum dated June 27, 2018 from K. Bester, Deputy Clerk Town of Powassan advising that the 30ha severed parcel will comply with Rural Zoning, and however the retained parcel will require a minor variance to legalize the side yard setback of the existing dwelling to Hummel Line. (relayed to the applicants July 5, 2018)

B15/NIPISSING/2018:

- 1) Township of Nipissing Resolution R-2018-129 passed July 10, 2018, requesting conditions.
- 2) An Extract of the Township of Nipissing Official Plan subsections 2.2, 3.3.27 and 3.3.28 and Section 5.
- 3) The Ecological Site Assessment Report by FRi Ecological Services (requested by Twp Nipissing)



MINUTES
Thursday July 19, 2018

8. CORRESPONDENCE

- a. Notice of Hearing by Local Planning Tribunal re: B/26/NIPISSING/2010 –OMB Case No. PL170898
11:00 am Thursday, August 30, 2018 – Council Chamber, Township of Nipissing Municipal Building,
45 Beatty Street, Nipissing, ON P0H 1W0

RECEIVED FOR INFORMATION

9. BUSINESS ARISING FROM PREVIOUS MINUTES - Nil

10. FINANCIAL REPORT

As requested by the NAPBoard, the Administrator provided a verbal update on the cash flow and bank balance to date.

The Administrator advised the Board that a nominal amount of money was owed the former late Administrator for certain purchases of postage and stationery paid for with her personal credit card, explaining that the Estate Trustee had provided a copy of the AMEX statement dated March 17 to April 16, 2018. Subsequently, the NAPBoard issued the following motion:

Moved by Larry Ciglen Seconded by Doug Walli

THAT the amount of \$332.95 for postage and stationery be re-imbursed to the Estate of Judy Gauthier re: the AMEX account at March 17 to April 16, 2018.

CARRIED

11. PRESENTATIONS / DELEGATIONS - Nil

12. CLOSED SESSION – Nil

13. OTHER BUSINESS ADDED

1) Bank Statement Accessibility

Dean Gates initiated discussion about the NAPBoard's bank statements taking about three (3) weeks into the next month to arrive by mail, and questioned the feasibility of getting on line access to allow staff and members to view the statement in the interim of its delivery by Canada Post. Dave Britton offered to speak with the bank staff to determine what might improve this situation.



MINUTES
Thursday July 19, 2018

(OTHER BUSINESS ADDED)

2) Job Description for the NAPB Administrator Position

The Administrator distributed copies of a draft document setting out a detailed job description for the NAPBoard's Administrator position for review and feedback. Subsequent to discussion, the following motion was put:

Moved by Dave Britton

Seconded by Tom Marchant

That the draft Job Description for the position of Board Administrator presented at the regular meeting of the North Almaguin Planning Board held on Thursday, July 19, 2018, be approved.
That a rate of pay of \$30.00 per hour be implemented for the subject Job Description, effective August 1, 2018.

CARRIED

3) North Almaguin Planning Board Operating Structure

The Administrator distributed copies of a draft document outlining the NAPBoard's Operating Structure. On a verbal motion, this was deferred to the next meeting of the NAPBoard to allow the Members time to review it and offer amendments for discussion.

DEFERRED TO NEXT MEETING

14. NEXT MEETING: September 20, 2018

15. ADJOURNMENT – 7:03pm