



**MINUTES**  
**November 22, 2018**

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1. CALL TO ORDER

Chairperson Leslee Straus assumed Chairmanship and called this meeting to order at approximately 5:31pm 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)
Richard Drinkwalter	(Powassan Appointee) Secretary-Treasurer
Dean Gates	(Unincorporated Townships, Ministry of Municipal Affairs Appointee)
Tom Marchant	(Councillor Nipissing)
Leslee Straus	(Nipissing Appointee) Chairperson
Doug Walli	(Nipissing Appointee)

MEMBERS ABSENT: - Nil

OTHERS PRESENT:

Paul Goodridge, OLS, Goodridge Goulet Planning Services and Surveying Ltd. addressing:

B22/PRINGLE/2018

B23/PRINGLE/2018

B24/NIPISSING/2018

B25/NIPISSING/2018

Marc Bennett and Dave Bennett, regarding:

B22/PRINGLE/2018

B23/PRINGLE/2018

Darlyne Beachey regarding:

B26/NIPISSING/2018 and B27/NIPISSING/2018

Karin Ann Brent, NAPB Administrator

3. ADOPTION / REVISION OF AGENDA

The Agenda was adopted as amended to add an item numbered 11.5 regarding web site revision fees requested by North Bay Computer Services.

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



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5. ADOPTION OF MINUTES

Moved by Larry Ciglen

Seconded by Dean Gates

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

- a) September 20, 2018
- b) October 25, 2018

CARRIED

6. SUBDIVISION APPLICATIONS – Nil

7. CONSENT APPLICATIONS

TIME HEARD	NAME	B FILE #	LOCALITY	PURPOSE	DECISION
5:33 - 6:00	BENNETTs	B22/2018	PRINGLE	NEW LOT ON BENNETT ROAD	REFERRED BACK TO APPLICANT FOR REVISION
6:01 – 6:02	BENNETTs	B23/2018	PRINGLE	NEW LOT ON BENNETT ROAD	APPROVED WITH CONDITIONS
6:03 - 6:12	MARCHANT	B24/2018	NIPISSING	LOT ADDITION 44A LILLIAN COURT	APPROVED WITH CONDITIONS
6:13 – 6:18	MARCHANT / YEMMs	B25/2018	NIPISSING	LOT ADDITION 44B LILLIAN COURT	APPROVED WITH CONDITIONS
6:20 – 6:26	BEACHY	B26/2018	NIPISSING	NEW LOT ON ALSACE ROAD	APPROVED WITH CONDITIONS
6:27 – 6:29	BEACHY	B27/2018	NIPISSING	NEW LOT ON BARRETT ROAD	APPROVED WITH CONDITIONS
6:32 – 6:34	SANTOS	B28/2018	EAST MILLS	EASEMENT OVER LOT 17 CONC 10	APPROVED.
6:35 – 6:36	COOK / ACKERT	B29/2018	EAST MILLS	EASEMENT OVER LOT 16 CONC 10	APPROVED.

Written Submissions Received:

- 1) Re: B24/NIPISSING/2018 & B25/NIPISSING/2018

An email dated November 15, 2018 from Dr. Ronald Smart, the owner of property adjacent to the lands subject of these respective applications, along with a copy of a Restrictive Covenant registered on title of the subject lands in September 1992, requesting a copy of the Notices of Decision for these applications.



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2) Re: B24/NIPISSING/2018

A letter dated November 20, 2018 from the Township of Nipissing providing its Council Resolution R2018-189 recommending approval of the consent requested in Application B24/NIPISSING/2018 with conditions:

1. The lot must comply with the Township of Nipissing's Official Plan policies.
2. A copy of the decision of the North Almaguin Planning Board be forwarded to the Township of Nipissing.

3) Re: B25/NIPISSING/2018

A letter dated November 20, 2018 from the Township of Nipissing providing its Council Resolution R2018-190 recommending approval of the consent requested in Application B25/NIPISSING/2018 with conditions:

1. The lot must comply with the Township of Nipissing's Official Plan policies.
2. The severed lands should be rezoned from RU to LSR.
3. The Board requires some form of guarantee that the 'severed' parcel will be consolidated with the 'lands to be added to'.
4. A copy of the decision of the North Almaguin Planning Board be forwarded to the Township of Nipissing.

4) Re: B25/NIPISSING/2018

A sketch provided by Paul Goodridge, OLS, agent for the applicants, depicting the lands affected by the Restrictive Covenant transmitted with the email from Dr. Ronald Smart in his email dated 15 November 2018.

5) Re: B26/NIPISSING/2018

A letter dated November 20, 2018 from the Township of Nipissing providing its Council Resolution R218-191 recommending approval of the consent requested in Application B26/NIPISSING/2018 with conditions:

1. The lot must comply with the Township of Nipissing's Official Plan policies.
2. That the applicant provide a lawyer's letter to undertaking to register a consolidation application on title agreeing to Consolidate Parcels (PINS) including the severance land and the abutting lands. The resultant severed lot will have one PIN. The resultant retained lot will have one PIN, and to provide the Board with a copy of the registered consolidation application as evidence that the consolidation was accomplished.
3. A copy of the decision of the North Almaguin Planning Board be forwarded to the Township of Nipissing.



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6) Re: B27/NIPISSING/2018

A letter dated November 20, 2018 from the Township of Nipissing providing its Council Resolution R218-192 recommending approval of the consent requested in Application B27/NIPISSING/2018 with conditions:

1. The lot must comply with the Township of Nipissing's Official Plan policies.
2. That the applicant provide a lawyer's letter to undertaking to register a consolidation application on title agreeing to Consolidate Parcels (PINS) including the severance land and the abutting lands. The resultant severed lot will have one PIN. The resultant retained lot will have one PIN, and to provide the Board with a copy of the registered consolidation application as evidence that the consolidation was accomplished.
3. A copy of the decision of the North Almaguin Planning Board be forwarded to the Township of Nipissing.

8. CORRESPONDENCE

1. Letter dated September 20, 2018 from Member Larry Ciglen submitting his notice of resignation from this Board, effective December 31, 2018.

Moved by Tom Marchant          Seconded by Doug Walli

That the letter dated September 20, 2018 from Member Larry Ciglen submitting his notice of resignation from this Board, be received.

CARRIED

9. BUSINESS ARISING FROM PREVIOUS MINUTES

1. North Almaguin Planning Board Information Piece

This information piece is revised since the Board's approval of it on September 20, 2018. Further revision was done out of information received from the Ministry of Municipal Affairs and Housing responding to the Board's question of feasibility for a Member providing occasional coverage for the Board's Administrator and being remunerated. As well, the hours of work per month required to perform the required tasks are revised on that document.

Moved by Larry Ciglen          Seconded by Dean Gates

That the North Almaguin Planning Board information Piece as presented to the Board at its meeting on November 22, 2018, be deferred.

CARRIED



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### 2. Annual Board Member Appreciation

Discussion at the October 25, 2018 meeting resulted in direction for a survey of the Members for their respective preference for an annual member appreciation occasion. The results indicate that the majority of the current Members prefer gift cards to use at their respective leisure and a pot-luck BBQ in late summer. Direction for 2019 and future years will assist financial and administrative planning.

Moved by Richard Drinkwalter                      Seconded by Doug Walli

That the North Almaguin Planning Board practice annual Board Member Appreciation through:

- 1) the gifting of a \$100.00 gift card to each appointed Member and the Administrator (at the end of each year); and
- 2) an annual pot luck barbeque be held in the late summer (date to be determined for an evening in August), with the NAPBoard funding the purchase of meat products and the Members and Administrator providing side dishes, etc.

AND THAT a budget of \$1,000.00 per annum be set for the foregoing Annual Board Member Appreciation activities.

CARRIED

### 10. FINANCIAL REPORT

#### 1. Detailed Budget for 2018

A revised budget detailing the revenues and expenses for the year 2018 was presented.

Moved by Richard Drinkwalter                      Seconded by Doug Walli

That the revised 2018 Budge (using financial information available as of 31 October 2018) for the North Almaguin Planning Board, be approved.

CARRIED

#### 3. Current Financial Status as of November 2018

As requested by the NAPBoard, the Administrator provided a verbal update on the cash flow and bank balance to date. The NAPB Administrator advised that based on the estimated expenses for payroll, the 2017 audit, Member 2018 mileage and Honorariums and the rent for six (6) months in 2018, the bank balance would be approximately \$12,000. at the end of 2018. It was noted there are fees for new Consents in progress for the first public meeting in January that will be deposited the first week of January 2019, and that the after payment of rent for the first three (3) months of 2019, the balance should be approximately \$20,000.

RECEIVED FOR INFORMATION



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11. NEW BUSINESS

1. Achievements of the NAPBoard in 2018

Report dated November 22, 2018 from the NAPBoard Administrator reviewing the achievements of the Board during 2018 to date.

Moved by Larry Ciglen                      Seconded by Dean Gates

That the Report dated November 22, 2018 titled “Achievements of the NAPBoard in 2018” from the NAPBoard Administrator, be received.

CARRIED

2. Policy Documents

The following draft documents were presented for the Board’s consideration:

1. NAPB Policy – Guiding Principles for Consent Applications
2. NAPB Policy – Guiding Principles for Considering Consent Applications in Unincorporated Townships
3. NAPB Policy – Guiding Principles Regarding Fees for Consents
4. NAPB Policy – Authorization of Payments

Moved by Dean Gates                      Seconded by Dave Britton

That the following Policy documents presented to the North Almaguin Planning Board at its meeting on November 22, 2018, be deferred for review and return in 2019:

1. NAPB Policy – Guiding Principles for Consent Applications
2. NAPB Policy – Guiding Principles for Considering Consent Applications in Unincorporated Townships
3. NAPB Policy – Guiding Principles Regarding Fees for Consents
4. NAPB Policy – Authorization of Payments

CARRIED

The Board directed that the policies regarding fees for consents and authorization of payment be targeted for discussion at the next regular meeting scheduled for 17 January 2019.



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3. Seasonal Office Hours

Closure of the NAPBoard office on 25 and 27 December 2018 and January 1, 2019 was recommended, and that notice be posted on the NAPBoard's website.

Moved by Doug Walli                      Seconded by Tom Marchant

That the office of the North Almaguin Planning Board be closed on 25 December, 27 December and 1<sup>st</sup> January 2019 for Christmas and Statutory Holidays.

CARRIED

4. BDO Letter of Retention for Audit Services

BDO has offered to undertake the Audit services for upcoming years and has provided an Agreement for this purpose.

Moved by Richard Drinkwalter                      Seconded by Doug Walli

That BDO Canada LLP be retained to provide the North Almaguin Planning Board with annual audit services, for the years 2018 and 2019.

AND THAT the NAPB Administrator be authorized to request a letter of agreement for this purpose.

CARRIED

5. Website

The NAPB Administrator explained that the current hosting provider has advised that any updates to the Board's website will incur a cost beyond the annual hosting fee of \$75.00 per annum. Further, it was explained that the website could be revised to allow updates and revisions by the NAPB administrator, and that the capital cost of creating a new website would require funding of approximately \$600.00 along with annual hosting fees of approximately 250.00 and possibly licensing costs. The Administrator suggested a budget of \$1,000.00 for the 2019 budget.

Discussion resulted in the following motion:

Moved by Richard Drinkwalter                      Seconded by Doug Walli

WHEREAS the web site <https://napb.ca> is currently hosted by North Bay Computer Services and requires continuous consult for revisions that arise and posting of agendas and minutes;



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AND WHEREAS the cost of maintaining and managing the website through the current provider is beyond affordability of this not-for-profit Board;

BE IT RESOLVED THAT the Administrator be authorized to retain Terry Lang Consulting for the re-design and hosting of the North Almaguin Planning Board's web site in order that the NAPB Administrator can maintain and update the website as required;

AND THAT a budget of \$1,000.00 be included in the 2019 draft budget for the initial site re-design and annual hosting fee for 2019.

CARRIED

12. PRESENTATIONS / DELEGATIONS – Nil

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

- 239(2)(a) A matter that involves the security of property of the municipality or local board.

Moved by Dean Gates                      Seconded by Dave Britton

That pursuant to Subsection 239(2) of the *Municipal Act, 2001, S.O. 2001, C.25* the North Almaguin Planning Board be hereby authorized to move into a Closed Session to consider a matter that involves the security of the property of the municipality or local board.

CARRIED

Subsequently, the Board moved into a Closed Session at approximately 7:23pm.

Moved by Dean Gates                      Seconded by Dave Britton

That the North Almaguin Planning Board move out of Closed Session at approximately 7:25pm.

CARRIED

The following motion was presented out of the closed session:

Moved by Dave Britton                      Seconded by Dean Gates

That the North Almaguin Planning Board enter into a Lease Agreement with The Corporation of the Municipality of Powassan for the Board's tenancy of Suite 126 at 250 Clark Street, Powassan, Ontario P0H 1Z0 effective June 18, 2018.

THAT the subject Lease Agreement be duly executed by the Chairperson Leslee Straus and the Secretary-Treasurer Richard Drinkwalter on behalf of the North Almaguin Planning Board.

CARRIED





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14. REVIEW OF ENQUIRIES – Nil

15. NEXT MEETING:

The NAPB Administrator requested that the Board set a meeting date for an Inaugural Meeting of the Board for its new term of 1<sup>st</sup> December 2018 through 30<sup>TH</sup> November 2022.

Discussion concluded with direction that the NAPBoard Administrator survey the Members appointed for that term seeking a meeting date in 2019.

16. ADJOURNMENT – 7:27pm

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Chairperson Dean Gates