



MINUTES
Thursday 24 June 2021

Adopted 29 July 2021

1. CALL TO ORDER

Chairperson Dean Gates assumed Chairmanship and called this meeting to order at approximately 8:31am via Telecom.

2. MEMBERS PRESENT (alphabetically)

SECRETARY-TREASURER	John Borlase	(Unincorporated Townships, Ministry Appointee)
CHAIRPERSON	Dave Britton	(Councillor Powassan)
	Dean Gates	(Unincorporated Townships, Ministry Appointee)
	Roger Glabb	(Powassan Citizen appointee)
	Randy Hall	(Councillor Powassan) <i>(arrived 8:36am at item 6.1)</i>

OTHERS PRESENT

Item 7.3, 7.5, 7.6

Darrell Rogerson
Joe Whitmell

Item 7.5

Mark Ramsay

Item 7.6

Joe Whitmell
Roxie Brooks

Administrative Director Karin Ann Brent

3. ADOPTION OF AGENDA

On a verbal motion by Roger Glabb, seconded by John Borlase, the agenda for this meeting was adopted as presented.

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	ABSENT	ABSENT
BORLASE	X	

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



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5. ADOPTION OF MINUTES

a) 17 May 2021

RESOLUTION 26-2021 Moved by Roger Glabb

Seconded by John Borlase

THAT the Minutes of the following meeting of the North Almaguin Planning Board, be adopted as circulated
a) 17 May 2021 (Telecom Meeting)

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	ABSENT	ABSENT
BORLASE	X	

6. UNFINISHED BUSINESS

1. Contract for Ricoh Copy/Printer Unit

This matter was deferred from the NAPBoard meeting on 17 May 2021 with request for additional information. The contract with Northern Business Solutions for maintenance of the Ricoh copier/printer unit automatically renewed on 26 March 2021. The NAPBoard’s direction was requested, on whether it wishes to continue this contract now that a secondary printer/copier has been purchased. The contract can be cancelled with thirty (30) days written notice.

RESOLUTION 27-2021 Moved by Dave Britton

Seconded by Roger Glabb

WHEREAS the contract with Northern Business Solutions for maintenance of the Ricoh copier/printer unit automatically renewed on 26 March 2021;

BE IT RESOLVED THAT the Northern Business Solution Maintenance Contract for the Ricoh copier, printer, scanner unit not be continued.

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	



7. NEW BUSINESS

1. Amendment to Section 17.2 of Procedure By-law 1-2019 as amended (Recorded Vote)

Report to the NAPBoard meeting on 24 June 2021, requesting a housekeeping update to clarify how Recorded Votes are to be processed and recorded.

RECOMMENDATION

1. THAT Section 17.2 of the NAPBoard Procedure By-law 2019 as amended, be revised according to the draft by-law attached to this Report as Appendix A.
2. THAT the amending by-law be given its first, second and third and final reading and enacted.
3. THAT revised Section 17.2 as set out in Appendix A to the Report to the North Almaguin Planning Board (NAPBoard) meeting on 24 June 2021 be implemented into the Consolidated Version of Procedure By-law 1-2019 as amended.

RESOLUTION 28-2021 Moved by John Borlase Seconded by Randy Hall

1. THAT Section 17.2 of the NAPBoard Procedure By-law 2019 as amended, be revised according to the draft by-law attached Appendix A to the Report to the NAPBoard meeting of 24 June 2021.
2. THAT the amending by-law be given its first, second and third and final reading and enacted.
3. THAT revised Section 17.2 as set out in Appendix A to the Report to the North Almaguin Planning Board (NAPBoard) meeting on 24 June 2021 be implemented into the Consolidated Version of Procedure By-law 1-2019 as amended.

CARRIED (By-law 5-2021) RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	

2. Proposed File Retention By-law

Report to the NAPBoard meeting on 24 June 2021, about enacting a File Retention By-law for the NAPBoard.

RECOMMENDATION

THAT a File Retention By-law as set out in Appendix A to the Report to the North Almaguin Planning Board (NAPB) at its meeting on 24 June 2021, be given its first, second and third reading and be enacted.



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(7.2)

RESOLUTION 29-2021 Moved by Roger Glabb Seconded by Randy Hall

THAT a File Retention By-law as set out in Appendix A to the Report to the North Almaguin Planning Board (NAPB) at its meeting on 24 June 2021, be given its first, second and third reading and be enacted.

CARRIED (By-law 6-2021) RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	

3. OMAFRA MDS I and MDS II Work Sheet – Optional Service

Report to the NAPBoard meeting on 24 June 2021 about offering an optional service to the applicant(s) / agent for Consent applications involving land which requires MDS review.

1. THAT the NAPBoard offer applicant(s) or their agent, the service of reviewing a site and preparing OMAFRA MDS I and II work sheets required for a Consent application that involves:
 - land that is developed with barn(s) which are occupied or could shelter livestock; and/or
 - pasture lands with current activity or used for pasture in the past; and/or
 - land that is within 750m (or 1500m as determined by OMAFRA) of adjacent land that is developed with barn(s) that is/are currently or could be used, to shelter livestock; and/or
 - land used for pasturing livestock or which has pastured livestock.
2. THAT an amending by-law be given its first, second and third reading and be enacted to implement a \$60.00 fee for the optional service of preparing OMAFRA MDS I and/or MDS II work sheets into Schedule A of NAPBoard Finance Bylaw 2-2020, as amended.
3. THAT an Honorarium for each site review and related OMAFRA work sheet preparation be set at \$50.00 and an amending by-law be given its first, second and third reading and be enacted to implement this Honorarium into Schedule C of NAPBoard Financial By-law 2-2020, as amended.

Joe Whitmell questioned how the OMAFRA MDS I or MDS II worksheet requirement can be required for unincorporated townships where there is no Official Plan nor Zoning By-law. Chairperson Dean Gates explained that the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) calls for this requirement.

The motion was split and voted upon in two (2) parts:



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(7.3.) RESOLUTION 30-2021 Moved by Roger Glabb Seconded by John Borlase

THAT the NAPBoard offer applicant(s) or their agent, the service of reviewing a site and preparing OMAFRA MDS I and II work sheets required for a Consent application that involves:

- land that is developed with barn(s) which are occupied or could shelter livestock; and/or
- pasture lands with current activity or used for pasture in the past; and/or
- land that is within 750m (or 1500m as determined by OMAFRA) of adjacent land that is developed with barn(s) that is/are currently or could be used, to shelter livestock; and/or
- land used for pasturing livestock or which has pastured livestock.

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	

RESOLUTION 31-2001 Moved by Randy Hall Seconded by John Borlase

1. THAT an amending by-law be given its first, second and third reading and be enacted to implement a \$60.00 fee for the optional service of preparing OMAFRA MDS I and/or MDS II work sheets into Schedule A of NAPBoard Finance Bylaw 2-2020, as amended.
2. THAT an Honorarium for each site review and related OMAFRA work sheet preparation be set at \$50.00 and an amending by-law be given its first, second and third reading and be enacted to implement this Honorarium into Schedule C of NAPBoard Financial By-law 2-2020, as amended.

CARRIED (By-law 7-2021) RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	



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(7.) 4. Permission to Enter Form

Report to the NAPBoard meeting on 24 June 2021, about implementing a Permission to Enter form to be distributed with the Consent application form.

RECOMMENDATION

THAT the Permission to Enter Form depicted in Appendix A to this Report to the North Almaguin Planning Board at its meeting on 24 June 2021 be implemented, and that it be:

- 1) distributed as part of the Consent application package,
- 2) available to the Members to obtain permission to enter a property they are invited by the property owner(s) to attend to review as part of an enquiry.

Darrell Rogerson was given permission to speak on this matter, and questioned the purpose and also certain wording on the subject Form. The Administrative Director advised that the subject form is similar to what municipalities use to ensure property owners are given notice that a staff person or Committee/Board Member would be visiting a site and the opportunity to express their permission to enter private property. The Administrative Director also clarified that the Form provides for information about locality of a property that does not have a civic address or posted 911 number.

John Borlase explained the benefits the subject form will provide to both the property owners involved and the Members of the NAPBoard. Dave Britton spoke to the benefit of implementing the subject form for NAPBoard site visits related to processing Consent applications and the notice to the respective property owners that it will provide. Randy Hall questioned how the property subject to the form could be identified if there is no assigned 911 number of civic address posted. Roger Glabb advised his concurrence.

Randy Hall explained the processes involved with Consent applications and addressed his concern with the continuum of disruptive behaviour issued by Misters Rogerson and Whitmell.

RESOLUTION 32-2021 Moved by Roger Glabb Seconded by Dave Britton

THAT the Permission to Enter Form depicted in Appendix A to this Report to the North Almaguin Planning Board at its meeting on 24 June 2021 be implemented, and that it be:

- distributed as part of the Consent application package,
- available to the Members to obtain permission to enter a property they are invited by the property owner(s) to attend to review as part of an enquiry.

CARRIED) RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	



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(7.) 5. On Shore Parking for Water Access Only (WAO) Lots

Report to the NAPBoard meeting on 24 June 2021 regarding the requirement for On Shore Parking to be assured for new Water Access Only lots and the Letter of Agreement Form.

RECOMMENDATION

THAT the Report to the North Almaguin Planning Board (NAPBoard) at its meeting on 24 June 2021 regarding on-shore parking for Water Access Only (WAO) lots, be received.

Joe Whitmell was given permission to speak to this item. Mr. Whitmell requested a copy of the public input about the public parking lots gathered from the property owners and opined that public parking must be allowed for the owners of new Water Access Only lots, acknowledging that the parking lots at public boat launches are busy at certain seasons. Dean Gates noted that the Muskoka area is experiencing on-shore parking problems as well at the unincorporated townships in the NAPBoard jurisdiction, and that a solution is being undertaken to offset the negative impacts on surrounding development. Dean Gates explained that the protocol requires the property owner creating a new WAO lot to identify where the on-shore parking will be provided to service that new lot and that this is issued as a condition of approval of any new WAO since 2019.

Mr. Whitmell opined that eco-development would be shut down if WAO lots are precluded and referred to the MNRF response to his recommendation put at the NAPBoard meeting on 1st April 2021. Dean Gates advised that the LRB and LSB are not able to fund expansion and improvements to the MNRF Pine Grove public boat launch. John Borlase referenced the Provincial Policy Statement (PPS) May 2020 directives to practice proper planning in the unincorporated townships.

Darrell Rogerson was given permission to speak, and opined that the creation of WAO lots has increased and so has creation of land access lots. Mr. Rogerson referred to his applications B7/WILSON/2021 and B28/WILSON/2020 and expressed his objection to the condition of approval requiring on-shore parking be assured for those new lots, and his dislike for the wording of the On Shore Parking Letter of Agreement offered by the NAPBoard.

The NAPBoard subsequently directed that staff review the On Shore Parking Letter of Agreement toward clarifying its wording.

RESOLUTION 32-2021 Moved by John Borlase Seconded by Randy Hall

THAT the Report to the North Almaguin Planning Board (NAPBoard) at its meeting on 24 June 2021 regarding on-shore parking for Water Access Only (WAO) lots, be received.

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	



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(7.) 6. B31/WILSON/2020 – Request for Revision to Notice of Decision Condition(s)

Report to the NAPBoard meeting on 24 June 2021 regarding Notice of Decision B31/WILSON/2020.

RECOMMENDATION

1. THAT the Report to the North Almaguin Planning Board (NAPBoard) regarding variable requests for revision to the conditions of approval in the Notice of Decision issued on 17 September 2020 for Consent application B31/WILSON/2020, be received.
2. AND THAT the request for conveyance of the retained parcel via Undertakings as suggested by the agent for the subject applicants, be referred to a solicitor of the NAPBoard’s choice for a legal opinion on the question of validity of title being achieved;
3. AND THAT that the expense for the noted legal opinion will be borne by the applicants, with a deposit of \$500.00 required up front.
4. FURTHER, THAT any request for revision to condition 3.1 to identify the backlot parcel as a lot addition to the abutting property on Highway 522 for which there is a current Agreement of Purchase and Sale, be re-circulated to the respective agencies, then returned to the NAPBoard for its determination on that request and housekeeping retraction of any redundant conditions that might result.

Discussion resulted in a motion to defer this matter pending a meeting between the NAPBoard Members and the applicants to determine exactly what revision they would like to process.

RESOLUTION 34-2001 Moved by Dave Britton Seconded by Roger Glabb

THAT the Report to the North Almaguin Planning Board (NAPBoard) regarding variable requests for revision to the conditions of approval in the Notice of Decision issued on 17 September 2020 for Consent application B31/WILSON/2020, be received for information, and the matter deferred pending discussion with the applicants and their agent to determine a specific request for revision.

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY*
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	

8. INFORMATION ITEMS

1. A copy of the Volunteer Agreement offered by the MNRF for persons/groups who wish to perform minor maintenance to boat launch sites. This was submitted by Joe Whitmell as follow up to his statement at the 1st April 2021 NAPBoard meeting that he would meet with MNRF to discuss providing on shore parking for water access only lots.



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2. Notice dated 12 May 2021 from ScotiaBank advising an increase to the annual interest rate for overdrafts to 21%.
3. Notice of Public Meeting for Municipality of Powassan Application for Rezoning a property on Main Street (Trout Creek) comprising merged lots, and three (3) of those lots are to be re-established by a Consent (B13/POWASSAN/2021) in progress, and rezoned from BP (Business Park) to M1 (General Industrial).
4. Notice of Public Meeting for Municipality of Powassan Application for Rezoning a property at 461 Main Street from CV1 (Village Commercial) to CV1-5 (Village Commercial – Exception Five) to allow two (2) more residential units with a minimum of eleven (11) parking spaces required.
5. Letter dated 6 June 2021 received by email directed to Chairperson Dean Gates, from Joe Whitmell complaining about the fees enacted by the NAPBoard for revisions to applications in progress versus a revision to a condition of approval issued on a Notice of Decision; and also requesting a \$50.00 rebate of the Certification fee for file B30/WILSON/2020, which he did not recognize on the Notice of Decision to be \$250.00 and remitted the current fee of \$300.00.

RESOLUTION 35-2021 Moved by Roger Glabb Seconded by John Borlase

THAT the following item(s) of correspondence presented to the North Almaguin Planning Board at its meeting on Thursday 24 June 2021, be received for information:

1. A copy of the Volunteer Agreement offered by the MNRF for persons/groups who wish to perform minor maintenance to boat launch sites. This was submitted by Joe Whitmell as follow up to his statement at the 1st April 2021 NAPBoard meeting that he would meet with MNRF to discuss providing on shore parking for water access only lots.
2. Notice dated 12 May 2021 from ScotiaBank advising an increase to the annual interest rate for overdrafts to 21%.
3. Notice of Public Meeting for Municipality of Powassan Application for Rezoning a property on Main Street (Trout Creek) comprising merged lots, and three (3) of those lots are to be re-established by a Consent (B13/POWASSAN/2021) in progress, and rezoned from BP (Business Park) to M1 (General Industrial).
4. Notice of Public Meeting for Municipality of Powassan Application for Rezoning a property at 461 Main Street from CV1 (Village Commercial) to CV1-5 (Village Commercial – Exception Five) to allow two (2) more residential units with a minimum of eleven (11) parking spaces required.
5. Letter dated 6 June 2021 received by email directed to Chairperson Dean Gates, from Joe Whitmell complaining about the fees enacted by the NAPBoard for revisions to applications in progress versus a revision to a condition of approval issued on a Notice of Decision; and also requesting a \$50.00 rebate of the Certification fee for file B30/WILSON/2020, which he did not recognize on the Notice of Decision to be \$250.00 and remitted the current fee of \$300.00.

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	



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RESOLUTION 36-2021 Moved by John Borlase Seconded by Dave Britton

WHEREAS the applicant(s) of file B30/WILSON/2020 remitted an amount of \$300.00 being the current Certification fee set by the NAPBoard;
AND WHEREAS the Notice of Decision for B30/WILSON/2020 listed a Certification fee of \$250.00;
AND WHEREAS the application remitted \$300.00 without referencing the Notice of Decision;
BE IT RESOLVED THAT a refund of \$50.00 be issued to the applicants of B30/WILSON/2020.

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	

9. FINANCIAL REPORT

A report of the financial activity to 31 May 2021 comparable to the adopted 2021 budget.

RESOLUTION 37-2021 Moved by Roger Glabb Seconded by Dave Britton

THAT the report of the financial activity to 31 May 2021 comparable to the adopted 2021 budget, presented at the NAPBoard meeting on 24 June 2021, be received for information.

CARRIED RECORDED VOTE

MEMBER NAME	YEAH	NAY
BRITTON	X	
GATES	X	
GLABB	X	
HALL	X	
BORLASE	X	

10. NEXT MEETING: *pending COVID Stage 3 and restrictions being lifted to allow 10 persons to meeting indoors*

11. ADJOURNMENT – 9:53am

"Dean Gates"

Chairperson Dean Gates

"Dave Britton"

Secretary-Treasurer Dave Britton