

## 1. CALL TO ORDER

Chairperson Dean Gates 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)

SECRETARY-TREASURER Richard Drinkwalter (Powassan Appointee)

Randy Hall (Councillor Powassan) (arrived 5:34pm)

CHAIRPERSON Dean Gates (Unincorporated Townships, Ministry Appointee)

Tom Marchant (Councillor Nipissing)
Penelope Wallace (Nipissing Appointee)

**MEMBERS ABSENT:** 

Paul Lafrance (Nipissing Appointee)

#### OTHERS PRESENT:

B30/EAST MILLS/2018

Ron and Celia Bowyer, applicants

B1/EAST MILLS/2019

Bob Eickmeyer, applicant Jim Horner, applicant

Nancy Harris-Herr of TULLOCH Geomatics Inc., agent

Dan Salter, adjacent landowner Tim Salter, adjacent landowner Dick Raycroft, adjacent landowner

B2/NIPISSING/2019

John Kuehni, adjacent landowner

B3/PATTERSON/2019

Dawn Stripe, agent

B4/WILSON/2019

Lynn Brown, agent

B7/PRINGLE/2019

B8/PRINGLE/2019

Paul Goodridge, OLS, Goodridge Goulet Planning Services and Surveying Ltd., agent

Karin Ann Brent, NAPB Administrator



## 3. ADOPTION / REVISION OF AGENDA

No revisions were requested.

## 4. DISCLOSURE OF DIRECT OR INDIRECT PECUNIARY INTERST AND GENERAL NATURE THEREOF - NII

## 5. ADOPTION OF MINUTES

RESOLUTION 6-2019 Moved by Richard Drinkwalter

Seconded by Penelope J Wallace

THAT the Minutes from the following meetings of the North Almaguin Planning Board presented at its meeting of 17 January 2019, be adopted as circulated:

- a) November 22, 2018
- b) January 3, 2019

## **CARRIED**

## 6. **SUBDIVISION APPLICATIONS** - Nil

## 7. CONSENT APPLICATIONS

TIME HEARD	NAME	B File #	LOCALITY	PURPOSE	DECISION
5:32 - 5:34	BOWYER RONALD & CELIA	B30/2018	EAST MILLS	EASEMENT EXTENDING BOWYER ROAD (CONDITION OF APPROVAL OF B4/EAST MILLS/2018)	APPROVED
5:41 – 5:51	EICKMEYER ROBERT / HORNER JAMES	B1 / 2019	EAST MILLS	NEW LOT LE GROU LAKE ROAD	APPROVED WITH CONDITIONS
5:52 – 5:58	KINGSMILL JOHN AND DONNA	B2 / 2019	NIPISSING	NEW LOT PILGERS ROAD	APPROVED WITH CONDITIONS
5:59 - 6:01	JONES RAYMOND AND DEBORAH	B3 / 2019	PATTERSON	NEW LOT HWY 534	APPROVED WITH CONDITIONS
6:02 – 6:04	BROWN JOHN MORGAN	B4 / 2019	WILSON	NEW LOT HWY 522 (PRIOR B4/WILSON/2017 LAPSED)	APPROVED
6:05- 6:07	HALSTEAD FARMS LIMITED	B5 / 2019	POWASSAN	NEW LOT HWY 522 (UNMERGE LOT 32)	APPROVED WITH CONDITIONS



6:08 – 6:09	HALSTEAD FARMS LIMITED	B6 / 2019	POWASSAN	NEW LOT HWY 522 (UNMERGE LOT 34)	APPROVED
6:10 – 6:11	BENNETT MARK, DAVE, DONALD & DARLENE	B7/ 2019	PRINGLE	NEW LOT BENNETT ROAD	APPROVED
6:12- 6:13	ODORIZZI, FERNE	B8 / 2019	PRINGLE	LOT ADDITION TO 386 ODORIZZI ROAD	APPROVED

Subsequent to the Board hearing the matter in Consent Application B30/EAST MILLS/2018, Mr. Bowyer asked to address the Board. Mr. Bowyer explained that he had submitted an application for the easement required as a condition in Application B4/EAST MILLS/2018 and \$900.00 fee on 21 March 2018. Mr. Bowyer advised that the application was not processed, nor was his cheque for that application fee ever cashed. Mr. Bowyer explained that his enquiry to NAPBoard staff in early December 2018 resulted in his re-submission of the easement application dealt with at this meeting under file B30/EAST MILLS/2018.

Discussion by the NAPBoard resulted in the following:

**RESOLUTION 7-2019** 

Moved by Dave Britton

Seconded by Randy Hall

THAT Ron and Celia Bowyer be refunded \$300.00 for the difference of fee between their \$900.00 submission on 21 March 2018 and the current \$1200.00 fee, due to mitigating circumstances of the application from 21 March 2018 not being processed and not found in any file records (B30/EAST MILLS/2018).

## **CARRIED**

Written submissions were received for the following Consent applications and recorded in the respective Notice of Decision:

#### a) Re: B1/EAST MILLS/2019

- 1. Email dated 11 January 2019 from James Kelly of Long Swamp Camp requesting that the private trail shown on the application sketch, be deemed a public trail to provide access to their camp on lands adjacent to the subject severed parcel.
- 2. Email dated 14 January 2019 from Dan Salter, owner of Lots 26 and 27, Concession 8 East Mills Twp., requesting that access to his land via the private trail shown on the application sketch, attaching a copy of an email from Paul Kennedy of the Ministry of Natural Resources and Forestry opining that the subject private trail has the status of a forced road.
- 3. Email dated 14 January 2019 from Deb and Herb Leeming questioning the proposed use of the parcel to be severed in this application.
- 4. Email dated 15 January 2019 from Deb and Herb Leeming requesting a copy of the Notice of Decision for the subject Consent.



5. Email dated 15 January 2019 from Tammy Girard – Treasurer for the Tin Can Shooters Hunt Club requesting a permanent easement along the private trail indicated on the application sketch to ensure continued vehicular and pedestrian access to their hunt camp.

### b) Re: B2/NIPISSING/2019

A letter dated 18 December 2018 from the Township of Nipissing submitting its Council Resolution R2018-228 recommending approval subject to 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.

### c) Re: B5/POWASSAN/2019

A memorandum dated 12 December 2018 from Kimberly Bester, Deputy Clerk for the Municipality of Powassan advising it has no concerns with the request to re-establish the subject 40 hectare lots that have merge on title and suggesting that the applicants prepare a sketch showing the location of the buildings on the lot subject of Application B5/POWASSAN/2019 to determine compliance with setback requirements.

#### d) Re: B6/POWASSAN/2019

A memorandum dated 12 December 2018 from Kimberly Bester, Deputy Clerk for the Municipality of Powassan advising it has no concerns with the request to re-establish the subject 40 hectare lot [Lot 34, Concession 2 that have merged on title to the adjacent lot.

#### 8. CORRESPONDENCE

**RESOLUTION 8-2019** 

Moved by Dave Britton

Seconded by Tom Marchant

That the following correspondence presented in the agenda for 17 January 2019 meeting of the North Almaguin Planning Board be received for information:

- a) Letter (undated) from the Canadian Cancer Society acknowledging the NAPBoard's support of the Powassan Voodoos 2018 Pink in the Rink game as part of the 2018 Breast Cancer Awareness Campaign.
- b) Email dated 28 November 2018 from the Ministry of Municipal Affairs and Housing seeking participation through submissions with views on how to expand the supply of ownership and rental housing in Ontario.

## **CARRIED**



#### 9. BUSINESS ARISING FROM PREVIOUS MINUTES

### 1. Update of the NAPBoard Procedure By-law

The Notice of Revision prescribed in Section 19.1 of the NAPBoard's Procedure By-law 1-2015, was issued at a meeting on 3 January 2019 by submission of a Report dated 3 January 2019 from the NAPB Administrator regarding updates to the Procedure By-law. An appendix to that Report presented a draft by-law that includes for the following:

- additional definitions for clarification,
- a streamlined order of business for agendas,
- verbal motions for operational motions,
   (call to order, moving out of closed session, adjournment, etc.),
- a list of matters permitted by the Municipal Act to be discussed in closed session, and
- various text improvements for readability.

RESOLUTION 9-2019 Moved by Penelope Wallace Seconded by Tom Marchant

THAT the Report dated 3 January 2019 presenting updates for the NAPBoard's Procedure By-law be received;

AND THAT the draft Procedure By-law attached to that Report be considered and read a first and second time by the North Almaguin Planning Board;

AND THAT the draft Procedure By-law attached to the Report dated 3 January 2019 be referred to the next regular meeting of the North Almaguin Planning Board scheduled for 21 March 2019 for Third and Final Reading and enactment.

#### **CARRIED**

## 2. Policy Documents

The following draft Policy documents were presented to the Board on November 22, 2018 and deferred for review and return for discussion in 2019.

- Guiding Principles Regarding Fees for Consents
- Authorization of Payments

A synopsis of the comments and input received from the Members was distributed by email prior to the meeting and paper copy provided at the meeting.

RESOLUTION 10-2019 Moved by Richard Drinkwalter Seconded by Randy Hall

THAT the document dated 14 January 2019 titled Synopsis of NAPBoard Comments on the draft Policy titled "Guiding Principles Regarding Fees for Consents" be received;



AND THAT the draft Policy titled "Guiding Principles Regarding Fees for Consents" as amended according to those comments and presented to the North Almaguin Planning Board at its meeting on 17 January 2019, be adopted.

#### **CARRIED**

RESOLUTION 11-2019

Moved by Randy Hall

Seconded by Richard Drinkwalter

THAT the document dated 14 January 2019 titled Synopsis of NAPBoard Comments on the draft Policy titled "Payment Authorization Policy" be received;

AND THAT the draft Policy titled "Payment Authorization Policy" as amended according to those comments and presented to the North Almaguin Planning Board at its meeting on 17 January 2019, be adopted.

AND THAT the draft Policy titled "Mileage Reimbursement" drafted to address applicable comments outlined in the Synopsis document dated January 14, 2019 and presented to the North Almaguin Planning Board at its meeting on 17 January 2019, be adopted.

### **CARRIED**

## 10. FINANCIAL REPORT

### 1. <u>Draft 2019 Budget</u>

The draft Budget for the fiscal year 2019 was presented for approval.

RESOLUTION 12-2019

Moved by Dave Britton

Seconded by Randy Hall

THAT the draft Budget for the fiscal year of 2019 (1st January through 31st December) presented to the North Almaguin Planning Board at its meeting of 17 January 2019, be adopted.

## **CARRIED**

#### 2. Current Financial Status (verbal report)

The NAPBoard Administrator gave a verbal updated on the financial status of the Board's account advising that the balance was currently approximately \$20,000.00 as anticipated.

#### 11. NEW BUSINESS - Nil



## PRESENTATIONS / DELEGATIONS - Nil

- 12. REVIEW OF ENQUIRIES FOR POSSIBLE APPLICATIONS Nil
- 13. CLOSED SESSION (Subsections 239(2) and (6) Municipal Act, 2001, S.O.2001 C.25)

At approximately 6:38pm, the Board passed the following Resolution:

**RESOLUTION 13-2019** 

Moved by Richard Drinkwalter

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 17 January 2019 resolve to close a portion of that meeting to consider:

(239(2) (e)) A matter that involves potential litigation affecting the Board

(239(6) (b)) Direction to staff of the NAPBoard on responding to a related written request

Verbal direction was given to the NAPBoard Administrator to respond to the written request.

At approximately 7:15pm, the Board moved out of this Closed Session.

14. NEXT MEETING(s):

Regular Meeting: 5:30pm Thursday 21 March 2019

Business Meetings: 9:30am Tuesday 29 January 2019

9:30am Tuesday 12 February 2019

(working meetings re: draft Policy Documents)

15. ADJOURNMENT - 7:20pm

<u>'Original signed by Chairperson'</u> Chairperson Dean Gates