



MINUTES
Thursday 2 December 2021

Adopted 10 February 2022

1. CALL TO ORDER

Dean Gates assumed Chairmanship and called this meeting to order at approximately 5:32pm in the Maple Room at 250 Clark Street, Powassan ON P0H 1Z0.

2. MEMBERS PRESENT (alphabetically)

John Borlase		(Unincorporated Townships, Ministry Appointee)
Dave Britton	SECRETARY-TREASURER	(Councillor Powassan)
Dean Gates	CHAIRPERSON	(Unincorporated Townships, Ministry Appointee)
Roger Glabb		(Powassan Citizen appointee)

MEMBERS ABSENT

Randy Hall (Councillor Powassan)

OTHERS PRESENT:

B21/POWASSAN/2021

Peter & Bernice Mechefske (applicants)

B22 & B23/POWASSAN/2021

Rick Miller OLS, agent (by virtual platform)

B25 & B26/POWASSAN/2021

Jane McRae Piercey (applicant)
James Hildebrandt (agent) (by virtual platform)
Diana VanOosten (area landowner)

B30 & B31/EAST MILLS/2021

Julie Rainville & Paul Hellquist (applicants) (by virtual platform)
Tanya & Mike Buchanan (area landowners) (by virtual platform)

B33/PATERSON/2021

Paul Goodridge OLS (agent) (by virtual platform)
Leslie Braden & Dave Buchberger (area landowners) (by virtual platform)

B34 & B35/HARDY/2021

Jeff Aldrich (agent) (by virtual platform)
Ronna Hoogstraten (daughter of the applicants) (by virtual platform)
Sara & Tony Forsyth (area landowners) (by virtual platform)
Andrew MacDonald (area landowner) (by virtual platform)
Randy Read (representative of an adjacent landowner) (by virtual platform)
William Timpano (area landowner) (by virtual platform)

Staff

Steve McArthur, NAPB Planner
Karin Ann Brent, NAPB Administrative Director



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3. ADOPTION OF AGENDA

On a verbal motion moved by Dave Britton and seconded by Roger Glabb, the agenda was adopted as amended to add an item 10.6 to correct a typo found on the application sketch for the Part number in the first Reference Plan 42r-21366 and revise the Notice of Decision for Consent B10/POWASSAN/2021.

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

5. ADOPTION OF MINUTES

a) 7th October 2021

RESOLUTION 61-2021 Moved by John Borlase Seconded by Dave Britton

THAT the Minutes of the following meeting of the North Almaguin Planning Board, be adopted as circulated.

(a) 7 October 2021

CARRIED

6. PRESENTATIONS / DEPUTATIONS

B22 & B23/POWASSAN/2021

Rick Miller OLS, agent, attended by virtual platform and explained the subject Consent applications for a new lot and a lot addition to that new lot will require rezoning to Highway Commercial, and that the subject lot is proposed for the relocation of the Powassan Home Hardware Building Centre. Mr. Miller advised that the Ministry of Transportation Ontario (MTO) will be contacted for the required highway entrance permit as part of the commercial site design. Further, Mr. Miller advised that the municipality will be required to provide municipal water supply through an extension of the service that ends at the adjacent catholic school, and that an application will be made to the North Bay Mattawa Conservation Authority (NBMCA) for a Class 4 septic system for private sewage disposal for the lavatories required for the proposed building. During discussion Dean Gates questioned the time lines involved with the proposed development of the requested new lot. Dave Britton advised that he favours the development of the requested lot for a building supply business, noting that the timelines are unknown at this time. Mr. Miller concluded his comments advising that provisional approval of the subject Consent applications is requested at this time prior to moving forward with MTO and NBMCA permit applications.

B25 & B26/POWASSAN/2021

Jane McRae Piercey (applicant) was present along with James Hildebrandt (agent) attending by virtual platform. Dave Britton advised the proposed Consents will comply with the Powassan Official Plan and Zoning By-law and that the North Bay Mattawa Conservation Authority (NBMCA). Dean Gates advised that the subject new lots are adjacent to farmland across the road and therefore OMAFRA MDS work sheets will be required during the Building Permit process. In response to the question by Mr. Hildebrandt about where dwellings could be sited on the requested new lots, John Borlase advised that siting of a new dwelling on either lot will be dependant on the OMAFRA MDS review and other site plan requirements addressed during the Building Permit process.

Diana VanOosten (area landowner) advised she was present to observe the proceedings of this public meeting.



B30 & B31/EAST MILLS/2021

Area landowner Tanya Buchanan questioned the proposed creation of new lots based on the original 100 acre lot already having been severed, and questioned how many lots can be taken from one concession lot. Ms. Buchanan expressed concern for the creek in regard to future septic system location, and expressed concern the increase in population to the subject area as a result of the requested new lots. John Borlase advised that the North Bay Mattawa Conservation Authority (NBMCA) is the authority that issues septic system permits and that its comments included with the subject Consent applications indicate there is sufficient room to locate a new septic system on each of the proposed new lots. Further Mr. Borlase explained that a viable setback from the creek would be required by the NBMCA.

Ms. Buchanan enquired about the restrictions on the number of severances done by the previous owner of the subject land, to which Dean Gates explained that this would depend on how many years ago the prior severances were processed. John Borlase advised that this Planning Board has adopted guiding principles that suggest a new lot be contemplated after fifteen (15) years from the creation of the primary property, noting that the Minister of Ministry of Municipal Affairs and Housing (MMAH) has delegated the approval authority of the Ministry to this planning board.

NAPBoard Planner Steve McArthur noted that the Reference Plan for the primary property in these applications was registered in 2009, and also explained that there is a difference between regulated waterways versus seasonal creeks, and noted that the comments from the NBMCA for the subject applications did not identify the noted creek as a regulated body of water.

B33/PATERSON/2021

Paul Goodridge OLS (agent) was present by virtual platform and explained the requested lot addition will benefit the subject land, leaving the retained parcel at 1.01ha for development of a new residence for the landowners to allow them to age in place. Further Mr. Goodridge acknowledged the concerns and confusion expressed by the area property owners about the subject lot addition and the status of Block A on Registered Plan M-334. Further, Mr. Goodridge explained that the proposed lot addition to Block A will bring that parcel to a larger size than its current state, and confirmed that Block A is owned by the applicants and was never been community property.

B34 & B35/HARDY/2021

Andrew MacDonald (area landowner) attended by virtual platform and questioned the right of way shown on the sketch for application B34/HARDY/2021 and questioned what other parcels might be accessed through it. Jeff Aldrich (agent) attended by virtual platform advised that the right-of-way is registered and will provide access to the new lot proposed in application B34/2021. NAPBoard Planner Steve McArthur confirmed that the right of way in question provides access to the parcel in B34/2021.

Randy Read (representative of an adjacent landowner) attended by virtual platform, and questioned whether the creation of the new lot in application B35/2021 will pre-empt access to the adjacent 300 acre hunt camp parcel via the North Road. Agent Jeff Aldrich explained that he understands that the right-of-way to the hunt camp property is located north of the applicants' land and that the survey for the new lots will confirm the access location. NAPBoard Planner Steve McArthur advised that maps of the area indicate the hunt camp is accessed via a road allowance. Jeff Aldrich noted that it is only seasonal access. Mr. Read advised that the hunt camp has a verbal agreement to cross the lands subject in B34 and B35 /2021. Mr. MacDonald advised his understanding that the road allowance mentioned in this discussion does not cross the Aldrich lands.



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7. 1. CONSENT APPLICATIONS

Time Heard	APPLICANT(S)	B File #	LOCALITY	REQUESTED CONSENT	DECISION
5:35 – 5:36	MECHEFSKE Peter	21/2021	POWASSAN	RE-ESTABLISH LOT 9 Concession 5 Hummel Line	Approved with conditions
5:37 – 5:39	HUGHES Evan	22/2021	POWASSAN	CREATE a NEW 2.0 LOT fronting on Highway 534	Approved with conditions
5:39 – 5:40	HUGHES Evan	23/2021	POWASSAN	CREATE a 0.8 ha PARCEL as a REAR LOT ADDITION to the new LOT requested in B22/2021	Approved with conditions
5:42 – 5:44	McRAE-PIERCEY	25/2021	POWASSAN	CREATE a NEW 1.1 ha LOT fronting on Hemlock Road	Approved with conditions
5:44 – 5:47	McRAE-PIERCEY	26/2021	POWASSAN	CREATE a NEW 2.87 ha LOT fronting on Hemlock Road	Approved with conditions
5:48 – 5:49	RAINVILLE Julie HELLQUIST Paul	30/2021	EAST MILLS	CREATE a NEW 1.5 ha LOT fronting on Highway 522	Approved with conditions
5:49 – 5:50	RAINVILLE Julie HELLQUIST Paul	31/2021	EAST MILLS	CREATE a NEW 3.7 ha LOT fronting on Highway 522	Approved with conditions
5:51 6:04	WITT Michael R	33/2021	PATTERSON	CREATE a 0.38 PARCEL to convey as a LOT ADDITION to Block A Reg. Plan M-334 Limberlost Point Road	Approved with conditions
6:06 – 6:10	ALDRICH David & Lois	34/2021	HARDY	CREATE a NEW 4.6 ha LOT fronting on North Road	Approved with conditions
6:10 – 6:16	ALDRICH David & Lois	35/2021	HARDY	CREATE a NEW 9.8 ha LOT fronting on North Road	Approved with conditions

2. SUBDIVISION APPLICATIONS - Nil

8. CORRESPONDENCE

1. Notice of Meeting 7 December 2021 - Amendment to Powassan Zoning Bylaw for Housekeeping Purposes (Applies to all lands Zoned “Rural” (RU) to allow a detached private garage or any other accessory structure to be located within the front yard provided the minimum required setback from the front line is met.)

RESOLUTION 62-2021 Moved by Dave Britton Seconded by Roger Glabb

THAT the following item(s) of correspondence presented to the North Almaguin Planning Board at its meeting on Thursday 2 December 2021, be received for information:

- a) Notice of Meeting 7 December 2021 - Amendment to Powassan Zoning Bylaw for Housekeeping Purposes. This rezoning applies to all lands Zoned “Rural” (RU) to allow a detached private garage or any other accessory structure to be located within the front yard provided the minimum required setback from the front line is met.)

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9. BUSINESS ARISING FROM PREVIOUS MINUTES - Nil

10. NEW BUSINESS

1. FORM to Assist with Applicant/Agent/Solicitor Requests for Revision(s) to Condition(s) of Approval

Report to the NAPBoard meeting of 2 December 2021 providing a draft FORM to assist with applicant/agent/solicitor requests for revision(s) to condition(s) of approval.

RECOMMENDATION

THAT the Form attached as Appendix A to the Report to the NAPBoard meeting scheduled for 2 December 2021, to assist Applicant(s)/Agent or Solicitor to submit a detailed request for revision to a condition of approval issued by the NAPBoard in a bona fide Notice of Decision, be approved and made available in PDF format on the NAPBoard website.

RESOLUTION 63-2021 Moved by Dave Britton Seconded by John Borlase

THAT the Form attached as Appendix A to the Report to the NAPBoard meeting on 2 December 2021, to assist Applicant(s)/Agent or Solicitor to submit a detailed request for revision to a condition of approval issued by the NAPBoard in a bona fide Notice of Decision, be approved and made available in PDF format on the NAPBoard website.

CARRIED

2. Revision to Consent Application and Certification Fees

Report to the NAPBoard meeting of 2 December 2021 responding to requests of certain NAPBoard Members to increase the Consent application fee and the Certification fee. This Report also presents a fee for re-processing Consents that have lapsed due to COVID shut down impacts on the survey, legal and land registration processes required to complete the Consent process.

RECOMMENDATION

1. THAT the revised Consent application, Certification fees and the related Honorarium fee set out in APPENDIX A to this report to the NAPBoard at its meeting on 2 December 2021, be approved.
2. THAT the draft qualification protocol set out in APPENDIX B to the Report to the NAPBoard at its meeting on 2 December 2021, for determining eligibility for a reduced fee to process a Consent request anew, due to lapse of a conditional approval as a result of the COVID 19 pandemic regulated shut downs and resultant manpower impacts during the years 2020 and 2021, be approved.
3. THAT a by-law be enacted to amend the NAPBoard Financial Bylaw in the Schedules A and D to implement to the fees set out in APPENDIX A to the Report to the NAPBoard at its meeting on 2 December 2021, to take effect 1st January 2022.

DIRECTION

The NAPBoard concurred with the direction suggested by Dave Britton that requests for the reduced fee be restricted to receipt of a repeat Consent application within one (1) year from the date the original Consent application lapsed.



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(10.) (2.)

RESOLUTION 64-2021 Moved by Roger Glabb Seconded by John Borlase

1. THAT the revised Consent application, Certification fees and the related Honorarium fee set out in APPENDIX A to the report to the NAPBoard at its meeting on 2 December 2021, be approved as amended to implement the following fees:
 - \$1350.00 Consent Application
 - \$ 675.00 Consent Application Re Process due to COVID 19 delays
 - \$ 500.00 Certification Fee
2. THAT the draft qualification protocol set out in APPENDIX B to the Report to the NAPBoard at its meeting on 2 December 2021, for determining eligibility for a reduced fee to process a Consent request anew due to lapse of a conditional approval as a result of the COVID 19 pandemic regulated shut downs and resultant manpower impacts during the years 2020 and 2021, be approved.
3. THAT a by-law be enacted to amend the NAPBoard Financial Bylaw in the Schedules A as amended and D to implement to the fees set out in APPENDIX A to the Report to the NAPBoard at its meeting on 2 December 2021, to take effect 1st January 2022.

CARRIED [By-law 8-2021 enacted 14 December 2021]

3. Scheduling Public Meetings 2022 & Review of Processing Consents

Report to the NAPBoard meeting on 2 December 2021 presenting a roster of meeting dates for the year 2022 and reviewing how Consent applications are presented to public meetings.

RECOMMENDATION

1. THAT the schedule of 2022 public meetings set out in APPENDIX A to this Report to the NAPBoard at its meeting on 2 December 2021, be approved.
2. THAT the NAPBoard give its direction on implementing the protocols for public meetings to receive public input on the requests for Consents and referral for the Planner's Report and consideration at the next public meeting for decision, as set out in this Report to the NAPBoard at its meeting on 2 December 2021.

RESOLUTION 65-2021 Moved by John Borlase Seconded by Roger Glabb

1. THAT the schedule of 2022 public meetings set out in APPENDIX A to the Report to the NAPBoard at its meeting on 2 December 2021, be approved as amended to change the March meeting date to 31st March.

27 January	(Last day for Notice of Meeting is 13 January)
31 March	(Last day for Notice of Meeting is 17 March)
19 May	(Last day for Notice of Meeting is 5 May)
21 July	(Last day for Notice of Meeting is 7 July)
22 September	(Last day for Notice of Meeting is 8 September)
17 November	(Last day for Notice of Meeting is 3 November)



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2. THAT the protocols for public meetings to receive public input on the requests for Consents and referral for the Planner's Report and consideration at the next public meeting for decision, as set out in this Report to the NAPBoard at its meeting on 2 December 2021, be implemented.

CARRIED

4. MPAC Licence Agreement Renewal

Email dated 15 November 2021 from MPAC Judy Sauder Account Support Coordinator, Municipal Stakeholder Relations, Valuation and Customer Relations, advising that the Municipal Connect Licence is due for renewal before the end of this calendar year. As this is the last meeting for 2021, it would be prudent for the NAPBoard to issue a Resolution authorizing the Chairperson and Secretary-Treasurer to execute that licence agreement when it becomes available.

RESOLUTION 66-2021 Moved by Dave Britton Seconded by John Borlase

THAT the NAPBoard Chairperson and Secretary-Treasurer be hereby authorized to review and execute the Municipal Connect licence agreement to come into effect 1st January 2022.

CARRIED

5. Request for Statistics from Almaguin Community Economic Development

Email dated 10 November 2021 from Dave Gray, Ec.D. Director of Economic Development, Almaguin Community Economic Development, seeking statistics of the NAPBoard Consent application activity over the past 10 years. As this will require staff time to fulfill, the request is put to the NAPBoard for its direction to staff to undertake the collation of the requested statistics. The estimated time to perform this task is 15 hours.

RESOLUTION 67-2021 Moved by John Borlase Seconded by Dave Britton

THAT the request received by email dated 10 November 2021 from Dave Gray, Ec.D. Director of Economic Development, Almaguin Community Economic Development, seeking statistics of the NAPBoard Consent application activity over the past 10 years, be deferred to the next regular meeting of the NAPBoard and that staff be directed to contact Mr. Gray to obtain more details about the requested statistics.

CARRIED

6. B10/POWASSAN/2021 Correction of Typo in Legal Description on Sketch/Notice of Decision

Report to the NAPBoard meeting on 2 December 2021 seeking a revised a revision to the Notice of Decision issued on 1st April 2021 to correct a typo discovered on the application sketch that relayed to the Notice of Decision.

RECOMMENDATION

That the B10/POWASSAN/2021 Notice of Decision issued on Thursday 1st April 2021, be revised in section 3.1 to correct the legal description of the parcel recipient of the subject lot addition, as follows:

NORTH ALMAGUIN PLANNING BOARD P.O. Box 57 Powassan ON P0H 1Z0

Phone: 705-724-6758 Email: northalmaguinplanningboard2018@gmail.com Website: <https://napb.ca>



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3.1

That this approval applies to the creation of a 10.2 ha (27.7 acre) parcel from land described as Part 3 PSR-921 PIN 52206-0492LT to be conveyed as a lot addition to abutting land described as Part Lot 15 Concession 15 Part 1 on Plan 42R-21366 PIN 52206-0490 LT.

RESOLUTION 68-2021 Moved by Dave Britton Seconded by Roger Glabb

THAT the B10/POWASSAN/2021 Notice of Decision issued on Thursday 1st April 2021, be revised in section 3.1 to correct the legal description of the parcel recipient of the subject lot addition, as follows:

3.1

That this approval applies to the creation of a 10.2 ha (27.7 acre) parcel from land described as Part 3 PSR-921 PIN 52206-0492LT to be conveyed as a lot addition to abutting land described as Part Lot 15 Concession 15 Part 1 on Plan 42R-21366 PIN 52206-0490 LT.

CARRIED

11. FINANCIAL REPORT

Chart of the financial status of the NAPBoard to 31 October 2021

RESOLUTION 69-2021 Moved by John Borlase Seconded by Roger Glabb

THAT the chart of the NAPBoard's financial status to 31 October 2021 presented to the NAPBoard at its meeting on 2 December 2021, be received for information.

CARRIED

12. CLOSED SESSION (Pursuant to Subsections 239(2)(a) (e) and (6) of the *Municipal Act, 2001, S.O.2001, C.25*)

At approximately 7:06pm, the NAPBoard resolved into a closed session, calling for a recess from 7:07pm to 7:18pm to allow the audio visual equipment for streaming the public portion of the meeting to be removed.

RESOLUTION 70-2021 Moved by Dave Britton Seconded by John Borlase

THAT pursuant to subsections 239(2) and (6) of the Municipal Act, 2001, S.O. 2001, C.25, that the North Almaguin Planning Board hereby resolves to close a portion of its meeting on 2 December 2021, to consider the following matters:

- Subsection 239 (2):
 - (b) a matter involving identifiable individual(s)
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

At approximately 7:45pm, on a verbal motion, the NAPBoard moved out of its closed session and returned to open session and passed the following resolutions:



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RESOLUTION 71-2021 Moved by Roger Glabb Seconded by John Borlase

WHEREAS the NAPBoard has become aware of situations where a property that does not exist has been listed for sale;
AND WHEREAS the NAPBoard has been approached by several persons who indicate they have a purchase of land in progress, where the parcel of land has yet to be approved or conditionally approved under Section 53 of the Planning Act;
AND WHEREAS the NAPBoard has been contacted by persons who complain that their purchase of a parcel of land that is subject to a Consent application yet to be Certified due to the conditions of approval issued by the NAPBoard not being met by the applicant(s);
NOW THEREFORE BE IT RESOLVED THAT any and all instances where a parcel of land is offered for sale and a listing posted by a Realtor without at least notice on that listing that the land is subject to severance approval, be reported to the Ontario Real Estate Association (OREA) as a means of protecting the general public from inappropriate or fraudulent advertisement of land sale.
AND THAT OREA be provided with a copy of this Resolution.

CARRIED

RESOLUTION 72-2021 Moved by Roger Glabb Seconded by John Borlase

WHEREAS the person hired to the position of NAPBoard Administrator has vacated that position effective 3 November 2021;

AND WHEREAS as a result of that resignation, the NAPBoard Administrative Director has offered to delay retirement in order that the NAPBoard operations can continue in the interim of hiring a person for the vacated position of NAPBoard Administrator;

BE IT RESOLVED THAT the NAPBoard Administrative Director be hereby authorized to:

- 1) contact the applicants who applied for the NAPBoard Administrator position to determine their current interest in that position; and
- 2) re-post the position on the NAPBoard website and FaceBook page for new interest in the NAPBoard Administrator position; and
- 3) organize and deploy a series of training sessions for those persons interested in learning the administrative process involved with issuing Consents under Section 53 of the Planning Act.

AND THAT the NAPBoard Administrative Director report back to apprise the NAPBoard Members on the progress of the foregoing tasks.

CARRIED



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RESOLUTION 73-2021 Moved by Roger Glabb Seconded by John Borlase

WHEREAS the administration of the NAPBoard involves several skill sets;
AND WHEREAS having one (1) part time administrative employee leaves the NAPBoard administrative operation vulnerable to future resignations or sick leave and precludes the employee from having any proper vacation time;
AND WHEREAS the administrative staff are remunerated at an hourly rate;
THEREFORE BE IT RESOLVED THAT the NAPBoard administrative structure be revised to employ two (2) administrative personnel on the basis of continuous coverage and sharing of skill sets.

CARRIED

RESOLUTION 74-2021 Moved by Roger Glabb Seconded by John Borlase

WHEREAS the current NAPBoard Administrative Director has continuously improved the operations of the NAPBoard since April 2018;
AND WHEREAS the current NAPBoard Administrative Director commenced the tasks at a voluntary nominal rate of remuneration due to the fiscally unsound state of the NAPBoard in April 2018;
AND WHEREAS the NAPBoard has expressed appreciation and increased the rate of remuneration in 2019, 2020 and 2021 to a level which is a third of the worth of the skills and expertise at the rate in 2010;
AND WHEREAS the additional tasks required to seek and train a replacement staff to perform the NAPBoard's administration requires a high level of another skill set beyond administration and Planning delivery;
NOW THEREFORE BE IT RESOLVED that the NAPBoard Administrative Director be remunerated at a rate of \$45.00 per hour, being the top of the remuneration band the NAPBoard adopted in 3 July 2018.

CARRIED

RESOLUTION 75-2021 Moved by Dave Britton Seconded by Roger Glabb

WHEREAS the Municipality of Powassan provides in-kind services to the operation of the North Almaguin Planning Board (NAPBoard);
AND WHEREAS annually, the NAPB gives a gift of appreciation to the Municipality of Powassan;
BE IT RESOLVED THAT a budget of \$500.00 be set for the annual appreciation gift for the year 2021.

CARRIED

RESOLUTION 76-2021 Moved by John Borlase Seconded by Roger Glabb

WHEREAS the current NAPBoard Administrative Director has provided exemplary service to the NAPBoard during the year 2021;
BE IT RESOLVED that Karin Ann Brent be rewarded for her efforts with a bonus of \$2,000.00 for the year 2021.

CARRIED



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13. NEXT MEETING – *tentatively 27 January 2022 (subject to COVID restrictions)*

14. ADJOURNMENT – 8:03pm

“Dean Gate”

Chairperson Dean Gates

“Dave Britton”

Secretary-Treasurer Dave Britton