



MINUTES Thursday 29 November 2023

1. CALL TO ORDER

John Borlase assumed Chairmanship and called this meeting to order at approximately 6:05pm. Dean Gates assumed chairmanship upon his arrival to the meeting at 6:15pm.

2. MEMBERS PRESENT (alphabetically)

VICE-CHAIRPERSON	John Borlase	(Unincorporated Townships, Ministry Appointee)
SECRETARY-TREASURER	Dave Britton	(Councillor Powassan)
CHAIRPERSON	Dean Gates (vacated 9:18am)	(Unincorporated Townships, Ministry Appointee)
DIRECTOR	Roger Glabb	(Powassan Citizen appointee)
VICE SECRETARY-TREASURER	Randy Hall	(Councillor Powassan)

MEMBERS ABSENT - Nil

OTHERS PRESENT

Karin Ann Brent – Administrative Director

Item 7.1

B28 & B29 EAST MILLS 2023

Rod Hampel, applicant

Greg Haley, agent for the applicant

B30 WILSON 2023

Steve McArthur, Planner Tulloch (North Bay)– agent for the applicant

Rick & Lori Bishop, adjacent landowners

B31 PATTERSON 2023

Steve McArthur, Planner Tulloch (North Bay)– agent for the applicants

B32 PATTERSON 2023

Steve McArthur, Planner Tulloch (North Bay)– agent for the applicants

B33 PATTERSON 2023

Steve McArthur, Planner Tulloch (North Bay)– agent for the applicants

B34 POWASSAN 2023

Steve McArthur, Planner Tulloch (North Bay) - agent for the applicants

B35 TO B39 PRINGLE 2023

Dennis Bennett, applicant

Jason Bennett

Mike Bennett

Kevin Bennett

Paul Goodridge, OLS – agent for the applicants



MINUTES
Thursday 29 November 2023

(2)

OTHERS PRESENT cont'd...

Item 9

B26 & B27/MC CONKEY/2023

Jim McIvor, applicant

Rob Greene, Planner, Tulloch (Huntsville) – agent for the applicants

3. ADOPTION OF AGENDA

On a verbal motion moved by Dave Britton and seconded by Roger Glabb, the agenda was adopted as circulated.

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

ADOPTION OF MINUTES

- a) 5 October 2023 (statutory public meeting)
- b) 13 October 2023 (special telecom meeting)
- c) 2 November 2023 (special telecom meeting)

RESOLUTION 76-2023 Moved by Dave Britton Seconded by Randy Hall

THAT the Minutes of the following meetings of the North Almaguin Planning Board, be adopted as circulated:

- a) 5 October 2023 (regular public meeting)
- b) 13 October 2023 (special meeting)
- c) 2 November 2023 (special meeting)

CARRIED

5. PRESENTATIONS / DEPUTATIONS

6. CONSENTS & SUBDIVISIONS

1. PUBLIC MEETINGS - CONSENTS

Time Heard	APPLICANT(S) NAME(S)	B File #	LOCALITY	CONSENT REQUESTED	DISPOSITION
6:10 to 6:12	Rod Hampel Theresa Haley	B28/2023	EAST MILLS	NEW 1ha (2.47 ac) LOT developed residential as 505 Clear Lake Rd	Conditional approval Resolution 77-2023
6:13 to 6:14	Rod Hampel Theresa Haley	B29/2023	EAST MILLS	Sideyard 0.28ha (0.69ac) LOT ADDITION to 479 Clear Lake Rd	Conditional approval Resolution 78-2023
6:15 to 6:28	Rogerson's Enterprises Limited	B30/2023	WILSON	NEW 1.2 ha (2.97ac) LOT fronting on Maple Drive	Conditional approval Resolution 79-2023
6:29 to 6:50	Philip & Bethany Peters	B31/2023	PATTERSON	NEW 28ha (69.25ac) LOT fronting on Sand Lake Rd	Conditional approval Resolution 80-2023
6:50 to 6:53	Jennifer Roosen & Alex Clarke	B32/2023	PATTERSON	NEW 6.3ha (15.5ac) LOT fronting on Highway 534	Conditional approval Resolution 81-2023



MINUTES Thursday 29 November 2023

6:55 to 7:01	Glenn & Jane Schuyler	B33/2023	PATTERSON	PERMANENT EASEMENT 57.5m across 668 Porters Landing Rd	Conditional approval Resolution 82-2023
7:02 to 7:04	Edward & Pamela Kunkel	B34/2023	POWASSAN	NEW 2ha (4.82ac) LOT Hunt Line Road	Conditional approval Resolution 83-2023
7:07 to 7:25	Dennis & Marie Bennett	B35/2023	PRINGLE	NEW 21.3 ha (52.5ac) LOT accessed by Permanent Easement B38	Conditional approval Resolution 84-2023
7:26 to 7:28	Dennis & Marie Bennett	B36/2023	PRINGLE	NEW 20.8ha (51.5ac) LOT transected by and access to Bennett Road	Conditional approval Resolution 85-2023
7:29 to 7:31	Dennis & Marie Bennett	B37/2023	PRINGLE	NEW 20.8ha (51.5ac) LOT transected by and access to Bennett Road	Conditional approval Resolution 86-2023
7:32 to 7:33	Dennis & Marie Bennett	B38/2023	PRINGLE	PERMANENT EASEMENT across new lot B37/2023, to new lot B35	Conditional approval Resolution 87-2023
7:33 to 7:34	Dennis & Marie Bennett	B39/2023	PRINGLE	PERMANENT EASEMENT across new lot B35/2023, to retained	Conditional approval Resolution 88-2023
7:35 to 7:38	Lorne Byers	B40/2023	POWASSAN	NEW 1ha (2.47ac) LOT [?infill] fronting on Maple Hill Road	Deferral pending Powassan Council support of the requested lot Resolution 89-2023 Abstained Vote Recorded

RESOLUTION 77-2023

Moved by John Borlase

Seconded by Roger Glabb

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B28/EAST MILLS/2023 seeking approval of a new 1.2ha (2.97ac) lot developed as 505 Clear Lake Road.

THAT the following written submissions regarding B28/EAST MILLS/2023 be received for the record:

- Letter dated 3 September 2023 from the Mills & Hardy Local Roads Board (LRB) advising the existing driveway at 505 Clear Lake Road meets its specifications;
- Letter dated 25 November 2023 from the North Bay Mattawa Conservation Authority (NBMCA) advising there is no record of a Sewage System Permit for the existing dwelling at 505 Clear Lake Road, however the system is wholly contained on the proposed new lot; and that there is sufficient room on the retained lands to accommodate a Class 4R sewage system for a 3 bedroom single family dwelling with a floor area of 200m² and 20 fixtures.

THAT provisional approval of Consent application B28/EAST MILLS/2023 be issued with the following condition(s):

- That this Consent approval applies to the creation of a new 1.2 ha (2.97ac) lot developed as 505 Clear Lake Road as depicted in the sketch provided with the subject Consent application, severed from lands known as Part Lot 20 Concession 12 East Mills Township.
- That the applicant(s) enter into a Consent Agreement for registration on title of the new lot that states that development and use of the severed parcel will comply with Section 1.1.6. of the Provincial Policy Statement May 2020.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.



MINUTES Thursday 29 November 2023

(4)

RESOLUTION 78-2023 Moved by John Borlase Seconded by Randy Hall

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B29/EAST MILLS/2023 seeking approval of a 0.28ha (0.69acre) parcel to be conveyed as a side yard lot addition to 479 Clear Lake Road.

THAT the following written submissions regarding B29/EAST MILLS/2023 be received for the record:

- a) Letter dated 21 November 2023 from the Mills & Hardy Local Roads Board (LRB) advising the existing driveway at 479 Clear Lake Road meets MTO and LRB specifications.

THAT provisional approval of Consent application B29/EAST MILLS/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of 0.28ha (0.69 acre) parcel to be conveyed as a side yard lot addition to 479 Clear Lake Road as depicted in the sketch provided with the subject Consent application, severed from lands known as Part Lot 20 Concession 12 East Mills Township.
2. That the applicant(s) enter into a Consent Agreement for registration on title of the enlarged lot that states that development and use of the severed parcel will comply with Section 1.1.6. of the Provincial Policy Statement May 2020.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

CARRIED

RESOLUTION 79-2023 Moved by Roger Glabb Seconded by Randy Hall

THAT the public input received at the statutory public meeting on 29 November 2023 regarding Consent application B30/WILSON/2023 seeking approval of a new 1.2ha (2.97ac) lot fronting on Maple Drive, be received for the record:
-Rick and Lori Bishop adjacent landowners

THAT the following written submissions regarding B30/WILSON/2023 be received for the record:

- a) Planning Justification Briefing prepared by Planner Steve McArthur as agent for the applicant of the Consent application B30/WILSON/2023.
- b) Letter dated 3 October 2023 from the North Bay Mattawa Conservation Authority advising that the proposed new lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures.
- c) Letter dated 7 November 2023 from Bell Canada advising that they require at the cost of the landowner, a 3m wide easement from the shoreline to a minimum of 1m past the pedestal installation to be measured 1.5m either side of the buried installation on the subject lands to sustain their service.
- d) Email dated 20 November 2023 from the Wilson and McConkey Local Roads Board (LRB) advising that a driveway entrance permit for the proposed new lot may be approved.



MINUTES Thursday 29 November 2023

(5)

(Resolution 79-2023 continued)

THAT provisional approval of Consent application B30/WILSON/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 1.2 ha (2.97ac) lot fronting on Maple Drive as depicted in the sketch provided with the subject Consent application, severed from lands known as Part Lot 22 Concession 14 Wilson Township.
2. That the applicant(s) enter into a Consent Agreement for registration on title of the new lot that states that development and use of the severed parcel will comply with Section 1.1.6. of the Provincial Policy Statement May 2020.
3. That at the cost of the applicant landowner, a 3m wide easement be processed to allow access by Bell Canada across the subject lands from the shoreline to a minimum of 1m past the pedestal installation to be measured 1.5m either side of the buried installation on the subject lands to sustain its service.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

CARRIED

RESOLUTION 80-2023

Moved by John Borlase

Seconded by Roger Glabb

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B31/PATTERSON/2023 seeking approval of a new 28ha (69.25ac) lot fronting on Sand Lake Road.

THAT the following written submissions regarding B31/PATTERSON/2023 be received for the record:

- a) Planning Justification Briefing prepared by Planner Steve McArthur as agent for the applicant of the Consent application B31/PATTERSON/2023.
- b) Letter dated 17 October 2023 from the North Bay Mattawa Conservation Authority advising that the proposed new lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures; and that 2 Sewage System Permits have been issued for the development on the retained land.
- c) Email dated 26 October 2023 from Bell Canada advising it has no concerns with the proposed new lot.
- d) Email dated 24 November 2023 from the Patterson Local Roads Board (LRB) requesting this matter be deferred for further investigation of the status of Sand Lake Road as a year round maintained road.

THAT provisional approval of Consent application B31/PATTERSON/2023 be issued with the following condition(s):

1. That this Consent approval applies to re-establishing a 28ha (69.25ac) lot fronting on Sand Lake Road as depicted in the sketch provided with the subject Consent application, being described as Part Lot 28 Concession 7 and Part 1 on Plan 42R-4223 in Patterson Township.
2. That the Patterson Local Roads Board (LRB) confirm that Sand Lake Road is maintained year round along the frontage of Lot 29 Concession 7 for access into Lot 28 Concession 7 via a registered permanent easement (ROW) described as Part 2 on Plan 42R-4223 which provides access to Part 1 on Plan 42R-4223 and registered for access to a property north of the subject lands on Brimson Lake.
3. That the applicant(s) enter into a Consent Agreement for registration on title of the new lot that states that development and use of the severed parcel will comply with Section 1.1.6. of the Provincial Policy Statement May 2020.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

CARRIED



MINUTES Thursday 29 November 2023

(6)

RESOLUTION 81-2023 Moved by Dave Britton Seconded by Randy Hall

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B32/PATTERSON/2023 seeking approval of a new 6.3ha (15.5 ac) lot fronting on Highway 534.

THAT the following written submissions regarding B32/PATTERSON/2023 be received for the record:

- a) Planning Justification Briefing prepared by Planner Steve McArthur as agent for the applicant of the Consent application B32/PATTERSON/2023.
- b) Letter dated 17 October 2023 from the North Bay Mattawa Conservation Authority advising that the proposed new lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures; and that a Sewage System Permit has been issued for the development on the retained land.
- c) Email dated 26 October 2023 from Bell Canada advising it has no concerns with the proposed new lot.
- d) Email dated 12 October 2023 from the MTO Corridor Management Northeast Region, advising that a driveway entrance permit onto Highway 534 is feasible for the proposed lot.

THAT provisional approval of Consent application B32/PATTERSON/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 6.3ha (15.5ac) lot fronting on Highway 534 as depicted in the sketch provided with the subject Consent application, severed from lands known as Lot 34 Concession 1 Patterson Township.
2. That the applicant(s) enter into a Consent Agreement for registration on title of the new lot that states that development and use of the severed parcel will comply with Section 1.1.6. of the Provincial Policy Statement May 2020.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

CARRIED

RESOLUTION 82-2023 Moved by Rober Glabb Seconded by Dave Britton

THAT the record indicate there as no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B33/PATTERSON/2023 seeking approval of a 57.5m long permanent easement across 668 Porters Land Road for access to the waterfront on Restoule Lake.

THAT the following written submissions regarding B33/PATTERSON/2023 be received for the record:

- a) Planning Justification Briefing prepared by Planner Steve McArthur as agent for the applicant of the Consent application B33/PATTERSON/2023.
- b) Email dated 24 November 2023 from the Patterson Local Roads Board (LRB) requesting this matter be deferred for further investigation of the requested easement.

THAT provisional approval of Consent application B33/PATTERSON/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 57.5m long easement across 668 Porters Landing Road depicted in the sketch provided with the subject Consent application, for access to the waterfront of Restoule Lake.
2. That the Patterson Local Roads Board (LRB) confirm its concurrence with the proposed easement entering from Porters Landing Road traversing the property known as 668 Porters Landing Road for access to the waterfront at Restoule Lake.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

CARRIED



MINUTES Thursday 29 November 2023

(7)

RESOLUTION 83-2023 Moved by Dave Britton Seconded by Randy Hall

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B34/POWASSAN/2023 seeking approval of a new 2ha (4.82ac) lot fronting on Hunt Line Road.

THAT the following written submissions regarding B34/POWASSAN/2023 be received for the record:

- a) Planning Justification Briefing prepared by Planner Steve McArthur as agent for the applicant of the Consent application B34/POWASSAN/2023.
- b) Letter dated 3 November 2023 from the North Bay Mattawa Conservation Authority advising that the proposed new lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures; and a future Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures can be accommodated on the retained land.
- c) Email dated 27 October 2023 from Bell Canada advising it has no concerns with the proposed new lot.
- d) Report dated 27 October 2023 from PlanScape to Powassan Council recommending approval subject to standard conditions.

THAT provisional approval of Consent application B34/POWASSAN/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 2ha (4.82ac) lot fronting on Hunt Line Road as depicted in the sketch provided with the subject Consent application, severed from lands known as 230 Hunt Line Road in the Municipality of Powassan.
2. That the applicant provide proof from the Municipality of Powassan that the municipal taxes, any local improvement or servicing charges are paid to date.
3. That a driveway entrance permit for the new lot fronting on Hunt Line Road be obtained from the Municipality of Powassan.
4. Confirmation from the local school boards that school bus service is available at the subject location.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

CARRIED

RESOLUTION 84-2023 Moved by John Borlase Seconded by Randy Hall

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B35/PRINGLE/2023 seeking approval of a new 21.3ha (52.5 ac) to be accessed by a permanent easement contemplated in Consent Application B38/PRINGLE/2023.

THAT the following written submissions regarding B35/PRINGLE/2023 be received for the record:

- a) Letter dated 18 October 2023 from the North Bay Mattawa Conservation Authority advising that it does not have record of any Sewage System Permit(s) for the existing cottages on the subject property; and that the proposed new lots and the retained parcel can accommodate a Class 4F sewage systems based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures.
- b) Email dated 19 October 2023 from the Pringle Township Local Roads Board (LRB) advising concurrence with the proposed easement access subject to any required entrance permits for entry onto Bennett Road being obtained.
- c) Email dated 7 November 2023 from Hydro One advising they have no comments on the proposed severance.



MINUTES Thursday 29 November 2023

(8)

(Resolution 84-2023 continued)

THAT provisional approval of Consent application B35/PRINGLE/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 21.3ha (52.5ac) lot severed from lands known as Lot 30 Concession 8 Pringle Township as depicted in the sketch provided with the subject Consent application, to be accessed by a permanent easement travelling northward from Bennett Road contemplated in Consent application B38/PRINGLE/2023.
2. That the applicant(s) enter into a Consent Agreement for registration on title of the new lot that states that development and use of the severed parcel will comply with Section 1.1.6. of the Provincial Policy Statement May 2020.
3. That information be provided from the North Bay Mattawa Conservation Authority (NBMCA) regarding whether there is a Sewage System Permit for the septic system servicing the existing cottage located on the retained lands subject in Consent application B35/PRINGLE/2023.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

CARRIED

RESOLUTION 85-2023

Moved by John Borlase

Seconded by Roger Glabb

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B36/PRINGLE/2023 seeking approval of a new 20.8ha (51.5ac) transected by Bennett Road providing access.

THAT the following written submissions regarding B36/PRINGLE/2023 be received for the record:

- a) Letter dated 18 October 2023 from the North Bay Mattawa Conservation Authority advising that the proposed new lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures.
- b) Email dated 19 October 2023 from the Pringle Township Local Roads Board (LRB) advising concurrence with the proposed easement access subject to any required entrance permits for entry onto Bennett Road being obtained.
- c) Email dated 7 November 2023 from Hydro One advising they have no comments on the proposed severance.

THAT provisional approval of Consent application B36/PRINGLE/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 20.8ha (51.5ac) lot severed from lands known as Lot 30 Concession 7 Pringle Township as depicted in the sketch provided with the subject Consent application, to be accessed via Bennett Road which transects the proposed new lot.
2. That the applicant(s) enter into a Consent Agreement for registration on title of the new lot that states that development and use of the severed parcel will comply with Section 1.1.6. of the Provincial Policy Statement May 2020.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.



MINUTES Thursday 29 November 2023

(9)

RESOLUTION 86-2023 Moved by Dave Britton Seconded by Randy Hall

THAT the record indicate there as no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B37/PRINGLE/2023 seeking approval of a new 20.8ha (51.5ac) transected by Bennett Road providing access.

THAT the following written submissions regarding B37/PRINGLE/2023 be received for the record:

- a) Letter dated 18 October 2023 from the North Bay Mattawa Conservation Authority advising that the proposed new lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures.
- b) Email dated 19 October 2023 from the Pringle Township Local Roads Board (LRB) advising concurrence with the proposed easement access subject to any required entrance permits for entry onto Bennett Road being obtained.
- c) Email dated 7 November 2023 from Hydro One advising they have no comments on the proposed severance.

THAT provisional approval of Consent application B37/PRINGLE/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 20.8ha (51.5ac) lot severed from lands known as Lot 30 Concession 7 Pringle Township as depicted in the sketch provided with the subject Consent application, to be accessed via Bennett Road which transects the proposed new lot.
2. That the applicant(s) enter into a Consent Agreement for registration on title of the new lot that states that development and use of the severed parcel will comply with Section 1.1.6. of the Provincial Policy Statement May 2020.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

RESOLUTION 87-2023 Moved by Roger Glabb Seconded by John Borlase

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B38/PRINGLE/2023 seeking approval of a permanent easement traversing northbound from Bennett Road through a new lot severed from Lot 30 Concession 8 contemplated in Consent Application B35/PRINGLE/2023.

THAT the following written submissions regarding B39/PRINGLE/2023 be received for the record:

- a) Letter dated 18 October 2023 from the North Bay Mattawa Conservation Authority advising that the proposed new lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures.
- b) Email dated 19 October 2023 from the Pringle Township Local Roads Board (LRB) advising concurrence with the proposed easement access subject to any required entrance permits for entry onto Bennett Road being obtained.
- c) Email dated 7 November 2023 from Hydro One advising they have no comments on the proposed severance.

THAT provisional approval of Consent application B38/PRINGLE/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a permanent easement traversing northbound from Bennett Road through the new lot severed from Lot 30 Concession 7 contemplated in Consent Application B37/PRINGLE/2023, to adjunct to the permanent easement contemplated in Consent Application B39/PRINGLE/2023.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.



MINUTES Thursday 29 November 2023

(10)

RESOLUTION 88-2023 Moved by John Borlase Seconded by Randy Hall

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B39/PRINGLE/2023 seeking approval of a permanent easement traversing northbound from Bennett Road through a new lot severed from Lot 30 Concession 8 contemplated in Consent Application B35/PRINGLE/2023.

THAT the following written submissions regarding B39/PRINGLE/2023 be received for the record:

- a) Letter dated 18 October 2023 from the North Bay Mattawa Conservation Authority advising that the proposed new lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area less than 200m² and 20 fixtures.
- b) Email dated 19 October 2023 from the Pringle Township Local Roads Board (LRB) advising concurrence with the proposed easement access subject to any required entrance permits for entry onto Bennett Road being obtained.
- c) Email dated 7 November 2023 from Hydro One advising they have no comments on the proposed severance.

THAT provisional approval of Consent application B39/PRINGLE/2023 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a permanent easement for access to the retained lands by traversing the new lot severed from Lot 30 Concession 8 contemplated in Consent Application B35/PRINGLE/2023, with this easement being a continuation of the easement across Lot 30 Concession 7 contemplated in Consent Application B38/PRINGLE/2023 to achieve access to Bennett Road.

AND THAT a Notice of Decision be issued for the above-noted provisional approval.

CARRIED

RESOLUTION 89-2023 Moved by Dave Britton Seconded by Randy Hall

THAT the record indicate there was no public input received at the statutory public meeting on 29 November 2023 regarding Consent application B40/POWASSAN/2023 seeking approval of a new 1ha (2.47 acre) lot fronting on Maple Hill Road.

THAT the following written submissions regarding B40/POWASSAN/2023 be received for the record:

- a) Letter dated 8 November 2023 from the North Bay Mattawa Conservation Authority (NBMCA) advising that the proposed lot can accommodate a Class 4F sewage system based on a 3 bedroom single family dwelling with a floor area of less than 200m² with 20 fixtures.
- b) Email dated 16 November 2023 from Hydro One advise it has no issues with the proposed new lot.
- c) Report dated 10 November 2023 to Powassan Council from PlanScape advising that the proposed new lot is not supported by the Powassan Official Plan and therefore any approval of Consent application B40/POWASSAN/2023 would require an Official Plan Amendment.
- d) Copy of Powassan Council Resolution 2023-368 deferring comment and advising its position that an Official Plan Amendment must be completed prior to Powassan Council providing support of the new lot requested in Consent application B40/POWASSAN/2023.

THAT disposition of Consent application B40/POWASSAN/2023 be deferred until Powassan Council has issued its comments in support of the requested new lot.

CARRIED [NAPBoard Member Roger Glabb requested to be recorded as ABSTAINING to VOTE ON THIS MOTION]



MINUTES Thursday 29 November 2023

(11)

(7.) **2. PUBLIC MEETINGS - SUBDIVISION APPLICATIONS** – Nil

3. REPORTS re CONSENT or SUBDIVISION APPLICATIONS presented at prior Public Meeting - Nil

8. CORRESPONDENCE

- a) Municipality of Powassan Notice of Passing a Zoning Bylaw amendment re 137 Main Street

RESOLUTION 90-2023 Moved by Dave Britton Seconded by Roger Glabb

That the following items of information presented to the NAPBoard at its meeting on 29 November 2023, be received for information:

- a) Municipality of Powassan Notice of Passing a Zoning Bylaw amendment re 137 Main Street
CARRIED

9. BUSINESS ARISING FROM PREVIOUS MINUTES

1. **B26 & B27/MC CONKEY 2023**

Consent applications B26 and B27/MC CONKEY 2023 were presented at the statutory public meeting held on 5 October 2023 and referred to this meeting for disposition at the request of the NAPBoard to allow its Members the opportunity to review the subject request and visit the site.

Resolution 66-2023 passed on 5 October 2023:

THAT the record indicate there was no comments from interested persons nor written submissions received at the statutory public meeting on 5 October 2023 regarding Consent application B26/MC CONKEY/2023 seeking approval of a new 0.29ha (0.72 ac) lot developed and assigned civic number 142-127 Brooks Lane, and/or Consent application B27/MC CONKEY/2023 seeking extension of the permanent easement for access to the proposed lot for access to the retained parcel (B26/MC CONKEY/2023) assigned civic number 142-140.

Resolution 67-2023 passed on 5 October 2023:

THAT disposition of requests in Consent applications B26/MC CONKEY/2023 and B27/MC CONKEY/2023 respectively, be referred for consideration at the next scheduled meeting of the NAPBoard (29 November 2023).

The subject Consent applications were returned on this agenda, for disposition of the NAPBoard.

A written submission dated 24 November 2023 was submitted and distributed to the NAPBoard Members. This submission provided information about comparable lot sizes on Caribou Lake and in the vicinity of the subject site.

NAPBoard Members representing the unincorporated townships in the jurisdiction of the NAPBoard, John Borlase and Dean Gates, did a site inspection on 12 October 2023. Vice-Chair John Borlase gave a verbal review of the findings of the site inspection of the subject site.



MINUTES
Thursday 29 November 2023

(12)

(9.)

NAPBoard Member Dean Gates questioned the number of septic systems that exist on the primary property from which a new lot is requested to be severed and the number of electrical power services. Applicant Jim McIvor responded that there are 2 separate septic systems and 2 separate power services.

NAPBoard Member John Borlase advised that the site inspection on 12 October 2023 found one of the septic weeping beds to be less than 15m from the shore line of the lake and explained that this does not meet the Ontario Building Code (OBC) setback requirements and that there is no room on either the requested new lot or the retained to install a replacement septic system to meet the OBC. Responding to prior comments from the agent and applicant that the North Bay Mattawa Conservation Authority (NBMCA) has approved the existing septic systems, John Borlase clarified that the NBMCA does not inspect existing septic systems and that an NBMCA septic installation permit. John Borlase advised he could not therefore vote to approve the request to split the property into two (2) lots.

Agent for the applicants Rob Greene of Tulloch Geomatics argued that the proposal involves existing development. John Borlase responded that the subject property is part of a former cottage camp that was split into separate lots, noting that the NAPBoard and several other jurisdictions require lots with lake frontage to be at least 1ha in size, noting the Provincial policy documents that address safeguarding northern lakes as they are the headwaters for the southern Ontario great lakes.

RESOLUTION 91-2023 Moved by Dave Britton Seconded by John Borlase
THAT the written submission dated 24 November 2023 from agent Robert Greene of Tulloch (Huntsville ON) presented to the NAPBoard at its meeting 29 November 2023 providing information about comparable lot sizes on and in the vicinity Big Caribou Lake, be received.
THAT Consent application B26/MC CONKEY/2023 seeking approval of a new 0.29ha (0.72 ac) lot developed and assigned civic number 142-127 Brooks Lane;
and Consent application B27/MC CONKEY/2023 seeking extension of the permanent easement for access to the proposed lot;
be REFUSED for the following reasons:
1) That the minimum lot size for new lots in unincorporated townships under the jurisdiction of the North Almaguin Planning Board are expected to be a minimum 1ha in area (2.47 acres), and the primary lands subject in Consent applications B26/MC CONKEY/2023 and B27/MC CONKEY/2023 developed with 2 cottages and ancillary buildings assigned with civic addresses 142-127 and 142-140 Brooks Lane are sub-standard to the expected 1 hectare lot (2.47 acres) size.
2) Splitting a sub-standard parcel into two (2) lots is not good land use planning.
AND THAT Notice of Decisions be issued for the above noted files.

CARRIED

RECORDED VOTE

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



MINUTES Thursday 29 November 2023

(13)

10. NEW BUSINESS

1. Review of NAPBoard Permission to Enter Form

Report to the NAPBoard meeting of 29 November 2023 seeking approval of revisions to clarify that the property owner(s) or their legal representative (Power of Attorney or Trustee) are the signatories for the NAPBoard Permission to Enter Form that is distributed with new Consent Applications to provide permission for the NAPBoard Members to enter the property subject in the Consent application.

RECOMMENDATION

THAT the NAPBoard Permission to Enter Form as revised to indicate that a representative of a property owner(s) may sign and offer permission to enter a private property, be approved;
AND THAT a PDF be posted on the NAPBoard website for printing and use in conjunction with the completion of future applications for Consent.
AND THAT the revised Permission to Enter Form be provided with the Consent Application package.

RESOLUTION 92-2023 Moved by Roger Glabb Seconded by John Borlase

THAT WHEREAS a review of the NAPBoard Permission to Enter (PoE) Form implemented in 2021, has been undertaken in response to questions about this document being required as part of the Consent application process, and a misunderstanding that the agent appointed to act for the property owner(s)/applicant(s) to process a particular Consent application could sign the PoE form on behalf of the applicant landowner(s);

BE IT RESOLVED THAT the NAPBoard Permission to Enter (PoE) Form presented to the NAPBoard at its meeting 29 November 2023 be approved as revised to clarify that the party that may execute a PoE form on behalf of the applicant(s)/property owner(s) submitting a Consent application under Section 53 of the Planning Act, would be a Power of Attorney or Trustee duly appointed by the property owner(s) offering permission to enter the property subject in the Consent application;

AND THAT a PDF of the revised NAPBoard Permission to Enter Form be posted on the NAPBoard website for printing and submission as part of a complete application for Consent.

AND THAT the revised NAPBoard Permission to Enter Form be implemented into the Consent Application package, as a mandatory document to be submitted with a Consent application.

CARRIED

2. Proposed 2024 Meeting Schedule

A schedule of statutory public meeting dates is presented for the NAPBoard's approval. Powassan staff have been consulted about the availability of the Maple Room for use by the NAPBoard for a public meeting on the proposed dates.



MINUTES
Thursday 29 November 2023

(14)

(10.) (2.)

RECOMMENDATION

THAT the following meeting dates be scheduled through the year 2024 for hearing Consent applications and other NAPBoard business, and the meeting days be on a WEDNESDAY at 6:00pm, unless otherwise directed by the NAPBoard:

MEETING DATE 6:00 pm	LAST DAY TO RECEIVE APPLICATIONS FOR THE MEETING DATE
Wednesday 7th February 2024	13 December 2023
Wednesday 3rd April 2024	13 February 2024
Wednesday 5th June 2024	24 April 2024
Wednesday 3rd July 2024	22 May 2024
Wednesday 9th October 2024	3 September 2024
Wednesday 4th December 2024	16 October 2024

AND THAT the Maple Room be booked with the Municipality of Powassan, and that those bookings be confirmed pursuant to the Lease Agreement the with Municipality of Powassan for the NAPBoard’s office and reception services at 250 Clark Street.

RESOLUTION 93-2023 Moved by Randy Hall Seconded by Roger Glabb

THAT the following meeting dates be scheduled through the year 2024 for hearing Consent applications and other NAPBoard business, and the meeting days be on a WEDNESDAY at 6:00pm, unless otherwise directed by the NAPBoard:

MEETING DATE 6:00 pm	LAST DAY TO RECEIVE APPLICATIONS FOR THE MEETING DATE
Wednesday 7 th February 2024	13 December 2023
Wednesday 3 rd April 2024	13 February 2024
Wednesday 5 th June 2024	24 April 2024
Wednesday 3 rd July 2024	22 May 2024
Wednesday 9 th October 2024	3 September 2024
Wednesday 4 th December 2024	16 October 2024

AND THAT the Maple Room be booked with the Municipality of Powassan, and that those bookings be confirmed pursuant to the Lease Agreement the with Municipality of Powassan for the NAPBoard’s office and reception services at 250 Clark Street.

CARRIED

3. Review the NAPBoard Fee Schedule and proposed amendments of NAPB Financial Bylaw 1-2023

Report to the NAPBoard meeting of 29 November 2023 presenting a review of its fees for the planning services it provides and the honorariums issued to the its appointed Board Members. An amending by-law is required to amend the NAPBoard’s Financial By-law 1-2023 enacted for its current term.



MINUTES Thursday 29 November 2023

(15)

(10.) (3.)

RECOMMENDATION

1. That an amending by-law be enacted to amend the NAPBoard Financial By-law 1-2023 to implement the fees set out in Appendix A to this report presented to the NAPBoard at its meeting on 29 November 2023, with the approved fees to be effective the day of the amending by-law is enacted.
2. That a consolidated version of the NAPBoard Financial By-law 1-2023 be prepared to cite the fees enacted pursuant to the amending by-law enacted out of paragraph 1 of this motion.

RESOLUTION 94-2023 Moved by John Borlase Seconded by Roger Glabb

1. That an amending by-law be enacted to amend the NAPBoard Financial By-law 1-2023 to implement the fees set out in Appendix A to the report presented to the NAPBoard at its meeting on 29 November 2023, with the approved fees to be effective the day of the amending by-law is enacted.
2. That a consolidated version of the NAPBoard Financial By-law 1-2023 be prepared to cite the fees enacted pursuant to the amending by-law enacted out of paragraph 1 of this motion.

CARRIED (By-law 2-2023 enacted)

11. FINANCIAL REPORT

- a) Report of the Financial Activity to 31 October 2023

RESOLUTION 95-2023 Moved by Dave Britton Seconded by Randy Hall

THAT the report of the NAPBoard's financial activity to 31 October 2023 presented to the NAPBoard at its meeting on 29 November 2023, be received for information.

CARRIED

At approximately 9:10pm, the NAPBoard resolved into a closed session.

12. CLOSED SESSION (*Pursuant to subsection 239 (1) 3.1 of the Municipal Act*)

Subsection 239 (1):

(b) a matter involving identifiable individual(s)

(k) criteria or instruction to be applied to any negotiation by the board.

RESOLUTION 96-2023 Moved by John Borlase Seconded by Roger Glabb

THAT pursuant to subsection 239 (1) (3.1), the NAPBoard at its meeting on 29 November 2023 resolve into a Closed Session to consider:

Item (b): matter(s) about identifiable individual(s)

Item (k): matter(s) about criteria or instruction to be applied to any negotiation of the board.

CARRIED

At approximately 9:18pm, on a verbal motion by John Borlase, seconded by Roger Glabb, the NAPBoard returned to open session.



MINUTES Thursday 29 November 2023

(16)

(12.) (Motions out of Closed Session Discussion)

RESOLUTION 97-2023 Moved by Dave Britton Seconded by John Borlase

WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) Municipal Services Office North (Sudbury) issued its letter dated 1st November 2023 inviting submissions for the 2023/24 Special Business Case Funding for projects related to planning service delivery in the unincorporated townships, with a deadline to submit a request for 2023/24 Business Case Funding is 15 December 2023;

AND WHEREAS the implementation of a digital mapping system will provide cost savings related to the response to enquiries on lands located in the unincorporated townships of East Mills, Hardy, McConkey, Patterson, Pringle and Wilson, as well as the research and preparation of mailing Notices of Meeting for the statutory public meetings prescribed in the Planning Act as part of processing applications for Consents under Section 53 of the Planning Act;

AND WHEREAS a digital mapping system affords an opportunity to obtain data from other agencies involved with land use planning, and also the opportunity to share data on the Municipality of Powassan's digital mapping system for use in processing Powassan located Consent applications;

BE IT RESOLVED:

THAT, based on the information gathered to date and sufficient funding being available within the 2023 approved budget, implementation of a digital mapping system is hereby approved, subject to a maximum implementation cost of \$5,000.00;

THAT NAPBoard staff is hereby directed to negotiate a contract with CGIS for this purpose and report back to the NAPBoard for its approval and signatory;

THAT staff be directed to prepare a Request for Proposal (RFP) for the hire of a contract Planner to write and process the implementation of an Official Plan for the unincorporated townships, to be prepared for submission of a future MMAH Business Case Funding application.

CARRIED

RESOLUTION 98-2023 Moved by Roger Glabb Seconded by Randy Hall

THAT the NAPBoard hereby authorizes the following annual year-end expenditures:

- 1) \$100.00 gift card each for the NAPBoard Members and NAPBoard staff, Powassan reception staff and the Powassan Deputy Clerk (Planning);
- 2) \$200.00 donation to the community programs for youth and seniors coordinated by Powassan staff;
- 3) \$200.00 donation to the Trout Creek Booster Club for its community programs for youth and seniors.
- 4) \$100.00 donation to the Powassan Food Bank.

AND THAT these proprietary gifts be issued in the month of December 2023.

CARRIED



MINUTES
Thursday 29 November 2023

(17)

(12.) (Motions out of Closed Session Discussion) cont'd...

RESOLUTION 99-2023 Moved by Dave Britton Seconded by Roger Glabb
THAT the remuneration band for the position of NAPBoard Administrative Director be revised to be \$40.00 to \$75.00 per hour;

THAT for the diligent efforts applied to their work during the year 2023, Employee #002 be awarded an hourly rate of \$65.00 to be effective 1st December 2023, and a vacation pay rate of 8% retroactive to 1st July 2023.

CARRIED

13. NEXT MEETING: - 7 February 2024 (public meeting)

14. ADJOURNMENT

On a verbal motion by John Borlase, seconded by Roger Glabb, this meeting adjourned at approximately 9:24pm.

"Dean Gates"

CHAIRPERSON Dean Gates

"Dave Britton"

SECRETARY-TREASURER Dave Britton