



MINUTES
Wednesday 7 February 2024

Adopted 3 April 2024
Resolution 13-2024

1. CALL TO ORDER

Dean Gates assumed Chairmanship and called this meeting to order at approximately 6:02pm in the Maple Room at 250 Clark Street Powassan Ontario.

Chairman Gates read the following LAND ACKNOWLEDGMENT

“We respectfully acknowledge that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario and show respect to the neighbouring Indigenous communities. We offer our gratitude for their care of, and teachings about, our earth and our relations. May we continue to honour these teachings.”

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

B1 & B2 MC CONKEY 2024

Steve Mc Arthur, Sr Planner Tulloch North Bay ON (agent)
Mackenzie Van Horn, Planner Tulloch North Bay ON (agent)
Tracy Swaile-Chalmers, adjacent landowner

Observation of a Planning Board Meeting

Tara Michauville, M.Sc., Planner
J.L. Richards & Associates (Architects, Engineers, Planners) Limited, North Bay

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 10.3 regarding the Municipality of Powassan discussion about seeking delegation of authority to process Consent and Subdivision applications.

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



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5. ADOPTION OF MINUTES

- a) 29 November 2023 (statutory public meeting)
- b) 5 December 2023 (special telecom meeting)

RESOLUTION 1-2024 Moved by John Borlase Seconded by Randy Hall
 THAT the Minutes of the following meeting of the North Almaguin Planning Board, be adopted as circulated:

- a) 29 November 2023 (statutory public meeting)
- b) 5 December 2023 (special telecom meeting)

CARRIED

6. PRESENTATIONS / DEPUTATIONS - Nil

7. CONSENTS & SUBDIVISIONS

1. PUBLIC MEETINGS - CONSENTS

Time Heard	NAME	B File #	LOCALITY	CONSENT REQUESTED	DISPOSITION
6:06pm	2841061 Ontario Inc.(Khurana)	1/2024	MC CONKEY	NEW 12.1ha (30ac) LOT with 303.4m frontage on 20 th Side Road	Resolution 2-2024 to defer the matter to next meeting
6:06pm	2841061 Ontario Inc.(Khurana)	2/2024	MC CONKEY	NEW 12.1ha (30ac) LOT with 308.9m fronting on 20 th Side Road	Resolution 2-2024 to defer the matter to next meeting
6:20pm	Richard CURRY/Sandra MACKENZIE	3/2024	EAST MILLS	NEW 1.2 (3ac) LOT fronting on Meadowland Road	Resolution 3-2024 for provisional approval
6:23pm	Stephanie BARRY/Richard COOK	4/2024	EAST MILLS	0.4ha LOT ADDITION to side yard 11622 Hwy 522 (correct encroachment)	Resolution 4-2024 for provisional approval
6:23pm	Stephanie BARRY/Richard COOK	5/2024	EAST MILLS	PERMANENT EASEMENT in favour of #11612 Hwy (access to water well located at #11622 Hwy 522)	Resolution 4-2024 for provisional approval

B1 & B2/MCCONKEY/2024

Adjacent landowner Tracy Swaile-Chalmers attended this public meeting and expressed concern with the proposed new lots in regarding protection of the wetlands on the subject land and prevention of any leaching from a septic system installed for development of the new lots, and referred to the email issued 29 January 2024 submitting these concerns of the herself and her husband.

NAPB Member John Borlase expressed concern with the wording of the comments received from the North Bay Mattawa Conservation Authority advising that the new lots *may* be viable for private septic system installation. Further, John Borlase questioned the lot boundary in relation to the location of the road shown on the application sketch and questioned if the proposed lot might need adjustment in regard to the side road.

Sr. Planner Steve McArthur of Tulloch North Bay Ontario, agent for the applicant, advised that he has discussed the concerns presented by the Swaile-Chalmers family with his clients.



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RESOLUTION 2-2024 Moved by Dave Britton Seconded by Roger Glabb

THAT the public input received at the statutory public meeting on 7 February 2024 regarding Consent applications B1/MC CONKEY/2024 and B2/MC CONKEY/2024 each seeking approval of a NEW 12.1ha (30ac) LOT with 303.4m frontage on 20th Side Road, be received for the record:
Tracy Swaile-Chalmers (adjacent landowner)

THAT the following written submissions regarding B1/MC CONKEY/2024, be received for the record:

- a) Email dated 12 October 2023 from Aide Zarkovich, Corridor Management Planner, Operations Division of the North East Region, Ministry of Transportation Ontario (MTO) advising MTO support provided no new access connections are proposed onto Highway 522 and frontage for the new lot and retained will be onto Side Road 20;
- b) Letter dated 29 November 2023 from the North Bay Mattawa Conservation Authority (NBMCA) acknowledging constraint on the proposed new lot in B1 MC CONKEY 2024 by the tributary and large wetland area, and advising that there is sufficient room on the subject proposed lot for installation of a Class 4F sewage system or future replacement system, based on a three bedroom dwelling with a floor area of 200m² and 20 fixture units either south or north of the noted wetland; as well as room on the proposed lot in B2 MC CONKEY 2024 for installation of a Class 4F sewage system or future replacement system, based on a three bedroom dwelling with a floor area of 200m² and 20 fixture units; and advising Sewage System Permit 01-MC-02 was issued for the sewage system for the dwelling located on the proposed retained parcel;
- c) Email dated 25 January 2024 from Jamie Gavreau, Corridor Management Planner, Operations Division of the North East Region, Ministry of Transportation Ontario (MTO) advising MTO support provided no new access connections are proposed onto Highway 522 and frontage for the new lot and retained will be onto Side Road 20;
- d) Email dated 29 January 2024 from Michael Chalmers and Tracy Swaile-Chalmers requesting information about the proposed new lots in B1 and B2/MC CONKEY/2024, and expressing concern for the impact on the wetlands, watershed and environmentally protected lands involved;
- e) Email dated 29 January 2024 from Tulloch Planner Steve McArthur as the agent for the applicants, providing mapping showing the location of wetlands areas of the subject lands in B1 and B2/MC CONKEY/2024.

AND WHEREAS comments from Local Roads Board for the Township of McConkey are required to address the frontage of the proposed new lots on Side Road 20 and driveway entrance locations;

BE IT RESOLVED THAT the subject Consent applications B1/MC CONKEY/2024 and B2/MC CONKEY/2024 be referred to the next scheduled meeting of the NAPBoard for further consideration once the LRB comments and confirmation of access to Side Road 20 for frontage and access are available.

CARRIED



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(4)

(7.1)

RESOLUTION 3-2024 Moved by Roger Glabb Seconded by John Borlase

THAT the record indicate that no public input was received at the statutory public meeting on 7 February 2024 regarding Consent application B3/EAST MILLS/2024 seeking approval of a NEW 1.2 (3ac) LOT fronting on Meadowland Road;

THAT the following written submissions regarding B3/EAST MILLS/2024 be received for the record:

- a) Letter dated 12 December 2023 from the North Bay Mattawa Conservation Authority (NBMCA) advising the new lot proposed in Consent application B3/EAST MILLS/2024 has sufficient room for installation of a Class 4F sewage system or future replacement system, based on a three bedroom dwelling with a floor area of 200m² and 20 fixture units;
- b) Email dated 17 January 2024 from the East Mills Local Roads Board (LRB) advising that 0.85km of Meadowland Road from its intersection of Clear Lake Road, is maintained by the LRB, and that Boulder Drive is not a maintained road.
- c) Email from Hydro One Networks Inc. advising the creation of the proposed new lot in B3/EAST MILLS/2024 does not appear to create any issues affecting its high voltage and corridor lands.

THAT provisional approval of Consent application B3/EAST MILLS/2024 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 1.2 (3ac) LOT fronting on Meadowland Road;
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 4-2024 Moved by John Borlase Seconded by Dave Britton

THAT the record indicate there was no public input received at the statutory public meeting on 7 February 2024 regarding Consent application B4/EAST MILLS/2024 seeking approval of a 0.4ha lot addition to side yard 11622 Hwy 522 to correct encroachment of the existing dwelling, nor Consent Application B5/EAST MILLS/2024 seeking approval of a permanent easement in favour of #11612 Hwy to provide access to the water well located at #11622 Hwy 522.

THAT the record indicate there were no written submissions received regarding Consent Applications B4/EAST MILLS/2024 and/or B5/EAST MILLS/2024.

THAT provisional approval of Consent application B4/EAST MILLS/2024 and respectively B5/EAST MILLS/2024 be issued with the following respective conditions:

1. That approval of Consent application B4/EAST MILLS/2024 applies to the creation of a 0.4ha parcel of land to be conveyed as a lot addition to the side yard of abutting property identified with civic address #11622 Hwy 522, to correct encroachment of the existing dwelling.
2. That approval of Consent application B5/EAST MILLS/2024 applies to the creation of a permanent easement in favour of the property with civic address #11612 Hwy to provide continuous access to the water well located at #11622 Hwy 522.

AND THAT Notices of Decision be issued for the above-noted provisional approvals.

CARRIED



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(7.)

2. PUBLIC MEETINGS - SUBDIVISION APPLICATIONS – Nil

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

8. CORRESPONDENCE

a) Extract of Ontario Building Code Information re Clearances for Class 4 or 5 Private Sewage Systems

RESOLUTION 5-2024

Moved by Roger Glabb

Seconded by John Borlase

THAT the following item(s) of information presented on the agenda issued for the North Almaguin Planning Board (NAPBoard) meeting on 7 February 2024, be received for information:

a) Extract of Ontario Building Code Information re Clearances for Class 4 or 5 Private Sewage Systems

CARRIED

9. BUSINESS ARISING FROM PREVIOUS MINUTES – Nil

10. NEW BUSINESS

1. Proposed New Official Plan for the Municipality of Powassan

Notice of Open House presenting the proposed new Official Plan for the Municipality of Powassan scheduled for Wednesday 31 January 2024. The proposed Official Plan is presented to the NAPBoard for its comments and questions to the Powassan Planner and staff, to be reported 8 February 2024.

NAPBoard Member Dave Britton explained that the draft official plan presented at the public meeting on 31 January 2024 requires corrections to certain information and omitted information and that it will be re-presented in a due course.

RESOLUTION 6-2024

Moved by Dave Britton

Seconded by John Borlase

THAT the Notice of Open House presenting the proposed new Official Plan for the Municipality of Powassan scheduled for Wednesday 31 January 2024, and the draft proposed Official Plan, be received for information. AND THAT the NAPBoard reserve issuing its comments and questions to the Powassan Planner and staff at a future time.

CARRIED

2. Repeal and Replacement of the NAPBoard Financial By-law for the Current Term of Office

Report to the NAPBoard at its meeting 7 February 2024 presenting some housekeeping revisions to its Financial By-law 2-2023, as set out in Appendix A to this Report. Staff suggested that the NAPBoard may also wish to contemplate revision to the Consent Application fee structure for multiple requests presented in tandem.



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(10.2) RECOMMENDATION

That an amending by-law be enacted to repeal and replace NAPBoard Financial By-law 2-2023 according to Appendix A to the Report presented to the NAPBoard meeting of 7 February 2024.

RESOLUTION 7-2024 Moved by Roger Glabb Seconded by Dave Britton
WHEREAS a Report was presented to the NAPBoard at its meeting 7 February 2024 seeking approval of some housekeeping revisions to its Financial By-law 2-2023, as set out in Appendix A to that Report;
BE IT RESOLVED THAT a by-law be enacted to repeal and replace NAPBoard Financial By-law 2-2023 according to Appendix A to the Report presented to the NAPBoard meeting of 7 February 2024, and that the by-law come into force and effect the date of its enactment.
CARRIED (By-law 1-2024)

3. Possible Change to NAPBoard via Delegation of Authority to Powassan

NAPBoard Member Councillor Dave Britton advised that the Council of the Municipality of Powassan has been reviewing its administrative operations and has discussed directing its staff to review and report back on the viability of requesting the Minister of Municipal Affairs and Housing to delegate authority to Powassan to process planning applications in Section 51, 53 and 57 currently under the authority of the North Almaguin Planning Board.

RESOLUTION 8-2024 Moved by Randy Hall Seconded by John Borlase
THAT the verbal announcement by Councillor Dave Britton to the NAPBoard at its meeting on 7 February 2024 advising that the Municipality of Powassan will be considering a direction to its staff to review the feasibility of seeking delegation of authority from the Ministry of Municipal Affairs and Housing to process planning matters under Section 51, 53 and 57 of the Ontario Planning Act, as part of its ongoing review of administrative operations, be received for information.
CARRIED

11. FINANCIAL REPORT

a) 2023 Year End Financial Report to 31 December 2023

RESOLUTION 9-2024 Moved by Dave Britton Seconded by John Borlase
THAT the 2023 Year End Financial Report to 31 December 2023, presented to the North Almaguin Planning Board (NAPBoard) at its meeting on 7 February 2024, be received and referred to the NAPBoard auditor to prepare the annual audit required as a condition of the operating grant issued by the Ministry of Municipal Affairs and Housing (MMAH).
CARRIED



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(11.)

b) Draft 2024 Budget

RESOLUTION 10-2024 Moved by Dave Britton Seconded by Randy Hall
THAT the draft 2024 Budget for the operation of the North Almaguin Planning Board (NAPBoard) presented at its meeting on 7 February 2024, be approved.
CARRIED

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

At approximately 7:43pm, the NAPBoard issued the following Resolution to move into a Closed Session:

RESOLUTION 11-2024 Moved by John Borlase Seconded by Roger Glabb
THAT pursuant to Subsection 239 (1) of the Ontario Municipal Act, the NAPBoard resolve into a closed session at this meeting, to consider matters qualified in items thereof:
(b) a matter involving identifiable individual(s)
(k) criteria or instruction to be applied to any negotiation by the board.
CARRIED

Subsequently, at approximately 8:17pm, the NAPBoard moved out of its closed session and resumed its meeting.

No motions were put as a result of closed session discussions.

13. NEXT MEETING – scheduled for 3 April 2024

14. ADJOURNMENT – 8:18pm

“Dean Gates”

CHAIRPERSON Dean Gates

“Dave Britton”

SECRETARY-TREASURER Dave Britton