



MINUTES
Thursday 30 January 2025

Adopted 3 April 2025
Resolution 14-2025

1. CALL TO ORDER

Vice-Chairperson John Borlase assumed chairmanship and called this meeting to order at approximately 6:05pm.

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 (arrived 6:36pm)	(Unincorporated Townships, Ministry Appointee)
DIRECTOR	Roger Glabb	(Powassan Citizen appointee)

MEMBERS ABSENT

VICE SECRETARY-TREASURER	Randy Hall	(Councillor Powassan)
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OTHERS PRESENT

Karin Ann Brent – NAPB Administrative Director

(B1/EAST MILLS/2025)

Mitch and Coral Raven (tenants of subject new lot - prospective purchasers)

Wayne Simpson, Planner, Tulloch (Huntsville) agent for the applicants

(B7 & B8 /WILSON/2025)

Mackenzie Van Horn, Planner with Tulloch (North Bay) (agent)

Russ Woodruff (adjacent landowner)

Sharon Boyd (adjacent landowner)

(B9 /WILSON/2025)

Mackenzie Van Horn, Planner with Tulloch (North Bay) (agent)

3. ADOPTION OF AGENDA

On a verbal motion by Roger Glabb, seconded by Dave Britton, a Report was added as Item 10.2.

The Report presents a clerical correction to condition 3.1 in the Notice of Decision for each of Consents B25 and B26/POWASSAN/2024 to reflect the size of the respective lot addition parcels as confirmed by the current survey.

CARRIED

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



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5. ADOPTION OF MINUTES

- a) 3 July 2024 (Public Meeting)
- b) 10 July 2024 (Special Telecom Meeting)
- c) 24 January 2025 (Special Telecom Meeting)

RESOLUTION 2-2025 Moved by Dave Britton
 Moved by Roger Glabb

Seconded by John Borlase (Items a & c)
Seconded by John Borlase (Item b)

THAT the Minutes of the following meeting(s) of the North Almaguin Planning Board, be adopted as presented:

- (a) 9 October 2024 – Regular Public Meeting
- (b) 10 December 2024 – Special Telecom Meeting
- (c) 24 January 2025 – Special Telecom Meeting

CARRIED

6. PRESENTATIONS / DEPUTATIONS - Nil

7. CONSENTS & SUBDIVISIONS

1. PUBLIC MEETINGS – CONSENTS-

Time Heard	NAME	B File #	LOCALITY	CONSENT REQUESTED	DISPOSITION
06:10pm- - 06:15pm	BOWYER Ron & Celia	1/2025	EAST MILLS	NEW 9.2ha (22.7ac) developed LOT via easement to Spur Rd (PtLot24Con14)	Resolution 3-2025 issued conditional approval
06:16pm	2088921 Ont Ltd (Brandt)	2/2025	MC CONKEY	NEW 4.0ha Water Access Only LOT Big Caribou Lake (Lot 21 Con5)	Resolution 4-2025 to refer this matter to next meeting
06:16pm	2088921 Ont Ltd (Brandt)	3/2025	MC CONKEY	NEW 4.0ha Water Access Only LOT Big Caribou Lake (Lot 21 Con5)	Resolution 4-2025 to refer this matter to next meeting
06:16pm	2088921 Ont Ltd (Brandt)	4/2025	MC CONKEY	NEW 2.0ha Water Access Only LOT Big Caribou Lake(Lot 21 Con5)	Resolution 4-2025 to refer this matter to next meeting
06:16pm	2088921 Ont Ltd (Brandt)	5/2025	MC CONKEY	NEW 2.0ha Water Access Only LOT Big Caribou Lake(Lot 21 Con5)	Resolution 4-2025 to refer this matter to next meeting
06:25pm – 06:27pm	HORDYK Duane & Juliette	6/2025	EAST MILLS	NEW 1.92ha LOT Clear Lake Rd (north part Lot 22 & 23 Conc 12)	Resolution 5-2025 issued conditional approval
06:28pm – 06:30pm	WHITMELL Joe & Carrie	7/2025	WILSON	NEW 13.61ha LOT Hwy 522 (Pt Lot6 Con 14)	Resolution 6-2025 issued conditional approval
06:32pm – 06:34pm	WHITMELL Joe & Carrie	8/2025	WILSON	NEW 13.58ha LOT Hwy 522 ((Pt Lot6 Con 14)	Resolution 7-2025 issued conditional approval
06:36 – 06:39pm	WILDING / WHITMELL	9/2025	WILSON	NEW 3.63ha Water Access Only LOT Little Long Lake (south Pt Lot 11 Con13)	Resolution 8-2025 issued provisional approval



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RESOLUTION 3-2025

Moved by Dave Britton

Seconded by Roger Glabb

THAT the record indicate attendance by the following person(s) at the statutory public meeting on 30 January 2025 regarding Consent application B1/EAST MILLS/2025 seeking approval to create a NEW 9.2ha (22.7ac) Lot from Pt Lot 24 Conc 14 East Mills, currently developed for year round residential occupancy, to be accessed a permanent easement from Spur Road via Bowyers Road:

- Wayne Simpson, Tulloch (Huntsville), agent for the applicants
- Mitch and Coral Raven, lease tenants and proposed purchasers of the new lot

THAT the following written submissions regarding B1/EAST MILLS/2025, be received for the record:

- a) North Bay Mattawa Conservation Authority (NBMCA) Permit #10-EM-22 dated 16 August 2023 (submitted with the Consent application).
- b) Email dated 14 January 2025 from Hydro One advising has not comments or concerns with creating the request new lot.

THAT provisional approval of Consent application B1/EAST MILLS/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 9.2 ha lot located in the interior of Part Lot 24 Concession 14;
2. That a permanent easement be processed and registered on title of the new lot, to provide permanent vehicular and pedestrian access to Spur Road.

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

CARRIED

RESOLUTION 4-2025

Moved by John Borlase

Seconded by Dave Britton

THAT the record indicate that no persons were in attendance at the statutory public meeting on 30 January 2025 regarding Consent applications B2 through B5/MC CONKEY/2025 respectively seeking approval to create four (4) new Water Access Only lots on Lot 21 Concession 5 McConkey Twp fronting on Big Caribou Lake.

THAT the following written submissions regarding B2 through B5/MCCONKEY/2025, be received for the record:

- (a) Letter dated 2 January 2025 from the North Bay Mattawa Conservation Authority advising that each of the two (2) new 4ha (9.88 acre) lots, and the 15.5ha (9.88ac) retained parcel, appear to have locations to accommodate a sanitary sewage system.
- (b) Letter dated 2 January 2025 from the North Bay Mattawa Conservation Authority advising that each of the new 2.20ha (5.44) and 2.40ha (5.90ac) lots and the 4ha (9.88ac) retained, parcel appear to have locations to accommodate a sanitary sewage system.
- (c) Email dated 14 January 2025 from Hydro One advising that at this time it has no concerns or comments for hydro service to the new lots.

THAT Consent applications B2 through B5/MC CONKEY/2025, respectively requesting:

- (B2/MCCONKEY/2025) a NEW 4.0ha (9.88ac) Water Access Only LOT Big Caribou Lake (Lot 21 Con5);
- (B3/MCCONKEY/2025) a NEW 4.0ha (9.88ac) Water Access Only LOT Big Caribou Lake (Lot 21 Con5);
- (B4/MCCONKEY/2025) a NEW 2.2ha (5.40ac) Water Access Only LOT Big Caribou Lake (Lot 21 Conc5); and
- (B5/MCCONKEY/2025) A NEW 2.4HA (5.90AC) WATER ACCESS ONLY LOT BIG CARIBOU LAKE (LOT 21 CONCS).

BE REFERRED to the NEXT MEETING OF THE NAPBOARD scheduled for THURSDAY 3 APRIL 2025, pending receipt of a legal opinion and title report from the applicant or their agent, that clarifies the natural severance of Concession Lot 21 Concession 5 McConkey Township by Big Caribou Lake into 2 separate properties, on the basis that the requested new lots respectively in B2 to B5 MC CONKEY 2025 identify 2 primary properties that are each a portion of Concession Lot 21 on Big Caribou Lake, and further, that if each portion has its own PIN, the NAPBoard could then consider that each of the primary parcels could have 2 newly severed lots and a retained.

CARRIED



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RESOLUTION 5-2025 Moved by Roger Glabb Seconded by Dave Britton

THAT the record indicate attendance by the following person(s) at the statutory public meeting on 30 January 2025 regarding Consent application B6/EAST MILLS/2025 seeking approval to create a new 1.921ha (4.748 ac) Lot from the north ½ of Part Lot 22 Concession 12 East Mills, with approximately 91.6m frontage on Clear Lake Road:

- Mackenzie Van Horn, Planner, Tulloch (North Bay) as agent for the applicants

THAT the following written submissions regarding B6/EAST MILLS/2025, be received for the record:

(a) Letter dated 4 December 2024 from the North Bay Mattawa Conservation Authority advising :

- (i) the retained lot has a dwelling serviced by an existing sewage system and there is adequate room for a replacement system and the new lot lines do not appear to encroach on the existing system setbacks;
- (ii) the new lot has 2 suitable locations to accommodate a sewage system.

(b) Email dated 23 January 2025 from a neighbouring landowner regarding an existing driveway to his farm that runs through the proposed severed lot, and the applicant has expressed concurrence to create an easement for the existing driveway and continued access to the abutting land.

THAT provisional approval of Consent applications B6/EAST MILLS/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 1.921ha (4.74ac) lot fronting on Clear Lake Road.
2. That an OMAFRA MDF review and report be submitted to address the existing barn on the adjacent farm property and also a property across Clear Lake Road on which construction of a new barn is in progress.

AND THAT the applicants are hereby requested to undertake discussion about processing a prescriptive or registered permanent easement across the new lot for continuance of the existing driveway access to the abutting farm land.

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

CARRIED

RESOLUTION 6-2025 Moved by Dave Britton Seconded by Roger Glabb

THAT the record indicate attendance and comments received from the following persons at the statutory public meeting on 30 January 2025 regarding Consent application B7/WILSON/2025 seeking approval to create a NEW 13.608ha (33.626ac) LOT from Part Lot 6 Concession 14 Wilson Twp:

- Russ Woodruff and Sharon Boyd, adjacent property owners;
- Mackenzie Van Horn, Planner, Tulloch (North Bay) as agent for the applicants

THAT the following written submissions regarding B7/WILSON/2025, be received for the record:

- (a) Letter dated 4 December 2024 from the North Bay Mattawa Conservation Authority advising 2 sewage system sites should be available due the size of the proposed new lot.
- (b) Email dated 16 January 2025 from neighbouring landowner questioning the intent of use of the existing private road (Bowers Road) and any attempt to open the road allowance.
- (c) Email dated 17 January 2025 from the Wilson LRB and MTO about the status of Bowers Road, advising it is a private road known locally as 'Bowers Road'.
- (d) Email dated 14 January 2025 from Hydro One advising it has no comments or concerns with the proposed new lot.

THAT provisional approval of Consent applications B7/WILSON MILLS/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 13.608ha (33.626ac) lot from Part Lot 6 Concession 14 Wilson Twp. fronting on Highway 522.

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

CARRIED



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RESOLUTION 7-2025 Moved by Roger Glabb Seconded by Dave Britton

THAT the following persons were in attendance at the statutory public meeting on 30 January 2025 regarding Consent application B8/WILSON/2025 seeking approval to create a NEW 13.575ha (33.544ac) LOT from Part Lot 6 Concession 14 Wilson Twp, fronting on Hwy 522 be received for the record:

- Russ Woodruff and Sharon Boyd, adjacent property owners;
- Mackenzie Van Horn, Planner, Tulloch (North Bay) as agent for the applicants

THAT the following written submissions regarding B8/WILSON/2025, be received for the record:

- (a) Letter dated 4 December 2024 from the North Bay Mattawa Conservation Authority advising 2 sewage system sites should be available due the size of the proposed new lot.
- (b) Email dated 16 January 2025 from neighbouring landowner questioning the intent of use of the existing private road (Bowers Road) and any attempt to open the road allowance.
- (c) Email dated 17 January 2025 from the Wilson LRB and MTO about the status of Bowers Road, advising it is a private road known locally as 'Bowers Road'.
- (d) Email dated 14 January 2025 from Hydro One advising it has no comments or concerns with the proposed new lot.

THAT provisional approval of Consent applications B8/WILSON MILLS/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 13.575ha (33.544ac) lot from Part Lot 6 Concession 14 Wilson Twp. fronting on Highway 522.

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

CARRIED

RESOLUTION 8-2025 Moved by Dean Gates Seconded by Roger Glabb

THAT the following person was in attendance at the statutory public meeting on 30 January 2025 regarding Consent application B9/WILSON/2025 seeking approval to create a NEW 3.631ha (8.972ac) Water Access Only LOT on Little Long Lake from lands described as Part Lot 11 Concession 13 Wilson Twp.

- Mackenzie Van Horn, Planner, Tulloch (North Bay) as agent for the applicants

THAT the following written submissions regarding B9/WILSON/2025, be received for the record:

- (a) Email dated 14 January 2025 from Ontario Hydro advising it has no comments or concerns for providing service to the new lot;
- (b) Email received 30 January 2025 from neighbouring landowner expressing opposition to the proposed severance based on concern for the negative environmental impact of more boat traffic on Little Long Lake in particular at the shallow narrows approached the subject lot and also the lack of boat launch facilities for that lake.

THAT provisional approval of Consent applications B9/WILSON MILLS/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a NEW 3.631ha (8.972ac) Water Access Only LOT on Little Long Lake from lands described as Part Lot 11 Concession 13 Wilson Twp.
2. That comments from the North Bay Mattawa Conservation Authority (NBMCA) be provided to confirm the feasibility of installing a sewage system on the new lot.
3. That a Consent Agreement be processed to provide an On Shore Parking Agreement to be registered on the title of the new lot.

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

CARRIED



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2. PUBLIC MEETINGS - SUBDIVISION APPLICATIONS – Nil

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

8. CORRESPONDENCE – Nil

9. BUSINESS ARISING FROM PREVIOUS MINUTES - Nil

10. NEW BUSINESS

1. Schedule of Public Meeting for the Year 2025

	MEETING DATE 2025 – THURSDAY 6pm	LAST DAY (Wednesday) to Submit New Consent Applications
1	30 January	17 December 2024
2	3 April	12 February
3	29 May	9 April
4	26 June	7 May
6	18 September	6 August
7	6 November	18 September
8	11 December	29 October

RESOLUTION 9-2025 Moved by Roger Glabb

Seconded by Dean Gates

THAT the roster of 2025 meeting dates for regular public meetings of the NAPBoard as set out in the report presented to the NAPB at its meeting 30 January 2025 be approved.

	MEETING DATE 2025 – THURSDAY 6pm	LAST DAY (Wednesday) to Submit New Consent Applications
1	30 January	17 December 2024
2	3 April	12 February
3	29 May	9 April
4	26 June	7 May
6	18 September	6 August
7	6 November	18 September
8	11 December	29 October

CARRIED



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(10.)

**2. Correction of Lot Area cited in Condition 3.1 Notices of Decision
Consent Files B25 & B26 POWASSAN 2024 respectively**

Report presented to the NAPBoard at its meeting on 30 January 2025 to consider a clerical correction to condition 3.1 in the Notices of Decision issued for Consent files B25/POWASSAN/2024 and B26/POWASSAN/2024.

RECOMMENDATION

THAT a clerical correction to the lot area set out in Condition 3.1 in the respective Notices of Decision for Consent applications B25 and B26/POWASSAN/2024, issued on 3 July 2024, be applied as follows:

B25 POWASSAN 2024:

3.1 That this Consent approval applies to the creation of a 0.08373ha (0.2069 ac) parcel of land described as Parts 2 and 3 on Reference Plan 42R-22650 to be conveyed as a lot addition to the abutting vacant building lot described as Parts 3, 6 & 9 on Reference Plan 42R19680 (PIN 52207-0597 LT).

B26 POWASSAN 2024:

3.1 That this Consent approval applies to the creation of a 0.30601ha (0.756) parcel of land from the rear portion of land municipally known as #754-756 Chiswick Line, described as Part 1 on Reference Plan 42R-22650 to be conveyed as a lot addition to the abutting vacant building Lot described as Parts 3, 6 & 9 on Reference Plan 42R-19680 (PIN 52207-0597 LT).

RESOLUTION 10-2025 Moved by Dave Britton Seconded by Roger Glabb

THAT a clerical correction to the lot area set out in Condition 3.1 in the respective Notices of Decision for Consent applications B25 and B26/POWASSAN/2024, issued on 3 July 2024, be applied as follows:

B25/POWASSAN/2024:

3.1 That this Consent approval applies to the creation of a 0.08373ha (0.2069 ac) parcel of land described as Parts 2 and 3 on Reference Plan 42R-22650 to be conveyed as a lot addition to the abutting vacant building lot described as Parts 3, 6 & 9 on Reference Plan 42R19680 (PIN 52207-0597 LT).

B26/POWASSAN/2024:

3.2 That this Consent approval applies to the creation of a 0.30601ha (0.756) parcel of land from the rear portion of land municipally known as #754-756 Chiswick Line, described as Part 1 on Reference Plan 42R-22650 to be conveyed as a lot addition to the abutting vacant building Lot described as Parts 3, 6 & 9 on Reference Plan 42R-19680 (PIN 52207-0597 LT).

CARRIED



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11. FINANCIAL REPORT

1. Review and Update Fee Bylaw 2025

Report to the NAPBoard at its meeting on 30 January 2025 to set the fees for planning services and honorariums for the fiscal year 2025.

RECOMMENDATION

That a by-law be enacted to repeal and replace the NAPBoard Financial By-law 1-2024 enacted 7 February 2024, to implement the fees set out in Appendix A of this report presented to the NAPBoard at its meeting on 30 January 2025; and that the approved fee schedules be grandfathered to become effective the 1st business day of January 2025.

RESOLUTION 11-2025 Moved by Dean Gates

Seconded by Roger Glabb

THAT a by-law be enacted to repeal and replace the NAPBoard Financial By-law 1-2024 enacted 7 February 2024, to implement the fees set out in Appendix A of the subject report presented to the NAPBoard at its meeting on 30 January 2025;

and that the approved fee schedules become effective the 1st business day of January 2025.

CARRIED (By-law 1-2025 enacted)

2. Year End Financial Report 2024

RESOLUTION 12-2025 Moved by Dean Gates

Seconded by Dave Britton

1. THAT the General Ledger for the year 2024 financial activity of the NAPBoard presented at its meeting on 30 January 2025, be received and forwarded to the auditor.

2. THAT Pahapill & Associates Chartered Accountants be requested to perform the 2024 fiscal year audit for reporting to the Ministry of Municipal Affairs and Housing by 30 June 2025.

CARRIED

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

Subsection 239 (1):

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

and/or

Item (e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

and/or

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

At approximately 7:45pm, the NAPBoard moved into Closed Session.

RESOLUTION 13-2025 Moved by Roger Glabb

Seconded by Dean Gates

THAT pursuant to subsection 239 (1) (3.1), the NAPBoard at its meeting on 30 January 2025 resolve into a Closed Session to consider:

Item (b): matter(s) about identifiable individual(s); and/

Item (e): litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and

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

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At approximately 7:50pm, the NAPBoard moved out of the Closed Session.

There were no Resolutions resulting from the discussions in the Closed Session.

13. NEXT REGULAR PUBLIC MEETING – 3 April 2025

14. ADJOURNMENT – 8:00pm

“John Borlase”

“Dave Britton”

VICE CHAIRPERSON John Borlase

SECRETARY-TREASURER Dave Britton