



MINUTES
Thursday 3 April 2025

Adopted 19 June 2025
Resolution 27-2025

1. CALL TO ORDER

Dean Gates assumed Chairmanship and called this meeting to order at approximately 6:03pm in the Elm Room at 250 Clark Street, Powassan Ontario.

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	(Unincorporated Townships, Ministry Appointee)
VICE SECRETARY-TREASURER	Randy Hall	(Councillor Powassan)

MEMBERS ABSENT

DIRECTOR	Roger Glabb	(Powassan Citizen appointee)
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OTHERS PRESENT

Karin Ann Brent – NAPB Administrative Director

(Item 7.1.1)

(B10/PRINGLE/2025 & B11/PRINGLE/2025)

Mackenzie VanHorn, Planner, Tulloch (agent)

Earl Reading, adjacent landowner

(B12/POWASSAN/2025)

Larry Nadrofsky, applicant

(B13/POWASSAN/2025)

Paul Goodridge, OLS, Goodridge & Goulet Planning Services (agent)

(B14/POWASSAN/2025)

Paul Goodridge, OLS, Goodridge & Goulet Planning Services (agent)

(Item 7.1.3)

(B2 to B5/MCCONKEY/2025)

John Jackson, Planner (agent)

3. ADOPTION OF AGENDA

On a VERBAL MOTION by John Borlase, seconded by Randy Hall, the agenda was adopted as circulated, with direction that the presentation in Item #6 be delayed until after consideration of the Consent applications presented in Item 7.

CARRIED



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

5. ADOPTION OF MINUTES

a) 30 January 2025 (Regular Public Meeting)

RESOLUTION 14-2025 Moved by Dave Britton Seconded by John Borlase
THAT the Minutes of the following meeting of the North Almaguin Planning Board, be adopted as circulated:

a) 30 January 2025 – Regular Public Meeting

CARRIED

6. PRESENTATIONS / DEPUTATIONS

As directed in item 3 for adoption of the agenda, the presentations were delayed until after consideration of the Consent applications presented Item 7 of this agenda

A) Stefan Szczerbak, MCIP, RPP, Principal Planner, **PLANSCAPE INC.**

1) Review of the Ontario Provincial Policy Statement

2) Review of the Ontario Official Plan Process

RESOLUTION 21-2025 Moved by John Borlase Seconded by Randy Hall

THAT the following presentations by Stefan Szczerbak, MCIP, RPP Senior Planner with PlanScape Inc., be received for information:

1) Ontario Provincial Policy Statement (PPS 2024)

2) Ontario – Official Policy process (proposed O Plan – Uterr Twps)

CARRIED

7. CONSENTS & SUBDIVISIONS

1. PUBLIC MEETINGS – CONSENTS-

Time Heard	NAME	B File #	LOCALITY	CONSENT REQUESTED	DISPOSITION
06:10 -06:20pm	STRIPE George H	B10/2025	PRINGLE	NEW 8.2ha (20.3ac) LOT on south side Hwy 522	Resolution 15-2025 issued conditional approval
06:10 -06:20pm	STRIPE George H	B11/2025	PRINGLE	NEW 2.2ha (5.4 ac) LOT on north side Hwy 522	Resolution 16-2025 issued conditional approval
06:21-6:23pm	NADROFSKY Larry & Cynthia	B12/2025	POWASSAN	NEW 4.05ha (10ac) LOT on Hummel Line	Resolution 17-2025 issued conditional approval
06:24-6:26pm	DIVER Daniel	B13/2025	POWASSAN	LOT ADDITION 11.12ha (27.48ac) from 1324 Genesse Lake Rd	Resolution 18-2025 issued conditional approval
06:27-6:29pm	BYERS Gilbert & Vera Jean	B14/2025	POWASSAN	RE ESTABLISH MERGED PROPERTY 100 Park Lane / 309 Alsace Rd	Resolution 19-2025 issued conditional approval



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RESOLUTION 15-2025 Moved by John Borlase Seconded by Randy Hall

THAT the public input received at the statutory public meeting on 30 January 2025 regarding Consent application B10/PRINGLE/2025 respectively seeking approval to create a NEW 8.2ha (20.3 acre) LOT on the south side of Hwy 522, be received for the record:

- Earl Reading, area landowner, expressing concern for residential development of agricultural land

3April 2025 Attendance Roster recorded -Mackenzie VanHorn, Planner, Tulloch (North Bay), agent for the applicant

THAT the following written submissions regarding B10/PRINGLE/2025, received for the record:

- a) Email received 23 January 2025 from MTO Highway Corridor Management (North Bay) advising MTO has not conditions, and noting that an entrance permit from Hwy 522 will be required to be constructed the MTO standards.
- b) Email received 24 March 2025 from Hydro One advising no concerns with the proposed new lot.
- c) Letter dated 18 February 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising the proposed severed and retained parcels are each over 4ha and that the existing septic systems appear to not encroach the proposed new lot line.
- d) AgriSuite MDS1 report prepared by Planner Mackenzie Van Horn of Tulloch, was submitted with the application
- e) Email received 28 March 2025 from a neighbouring landowner questioning the size of the proposed new 8.2ha (20.3) acre lot from agricultural land and questioning feasibility of septic system, and questioning if these new lots count as one of the 2 allowed new lots on each of the subject lots.

THAT PROVISIONAL APPROVAL of Consent applications B10/PRINGLE/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 8.2ha (20.3ac) lot fronting on the south side of Highway 522.

AND THAT a Notice of Decision be issued accordingly.

RESOLUTION 16-2025 Moved by Dave Britton Seconded by John Borlase

THAT the public input received at the statutory public meeting on 3 April 2025 regarding Consent application B11/PRINGLE/2025 seeking approval to create a NEW 2.2ha (5.4 acre) LOT on the north side of Hwy 522, be received be received for the record:

- Earl Reading, area landowner, expressing concern for residential development of agricultural land.

3April 2025 Attendance Roster recorded -Mackenzie VanHorn, Planner, Tulloch (North Bay), agent for the applicant

THAT the following written submissions regarding B11/PRINGLE/2025, received for the record:

- a) Email received 23 January 2025 from MTO Highway Corridor Management (North Bay) advising MTO has not conditions, and noting that an entrance permit from Hwy 522 will be required to be constructed the MTO standards.
- b) Email received 24 March 2025 from Hydro One advising no concerns with the proposed new lot.
- c) Letter dated 24 March 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising the retained lot has an existing septic system (no permit) for a hunt camp use, and the proposed severed lot has two (2) suitable locations that can accommodate a private sewage system.
- d) AgriSuite MDS1 report prepared by Planner Mackenzie Van Horn of Tulloch, was submitted with the application
- e) Email received 28 March 2025 from neighbouring landowner questioning the size of the proposed new 8.2ha (20.3) acre lot from agricultural land and questioning feasibility of septic system, and questioning if Hwy 522 counts as one of the 2 allowed new lots.

THAT PROVISIONAL APPROVAL of Consent applications B11/PRINGLE/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 2.2ha (5.4ac) lot fronting on the north side of Highway 522.

AND THAT a Notice of Decision be issued accordingly.

CARRIED



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RESOLUTION 17-2025 Moved by Dave Britton Seconded by John Borlase

THAT the record indicate there were no persons from the public present at the statutory public meeting on 3 April 2025 regarding Consent application B12/POWASSAN/2025 seeking approval to create a NEW 4.05ha (10 acre) LOT fronting on Hummel Line.

3April 2025 Attendance Roster recorded : Larry Nadrofsky, applicant

THAT the following written submissions regarding B12/POWASSAN/2025, received for the record:

- a) Letter dated 6 March 2025 from Nipissing Parry Sound Student Transportation Services advising school bus service is available for the proposed new lot.
- b) Email received 24 March 2025 from Hydro One advising no concerns with the proposed new lot.
- c) AgriSuite MDS1 Report prepared by Tulloch (North Bay) 26 March 2025 and information from the applicant about the livestock being pastured and penned on abutting Lot 34, Concession 5 South Himsworth.
- d) Planning Report dated 24 March 2025 from PlanScape to Powassan Council and Resolution 101-2025 from the Council meeting on 1st April 2025 advising concurrence with the proposed new lot and requesting the following conditions of approval:
 1. Confirmation from the local school boards that school bus service is available at the subject location.
 2. Confirmation that the new lot can provide a 0.5 building envelope outside of the MDS calculation OR removal of the barn if no MDS calculation is submitted for the barn on the retained lot.

THAT PROVISIONAL APPROVAL of Consent applications B12/POWASSAN/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a new 4.05ha (10ac) lot fronting on Hummel Line.
2. That it be confirmed that the new lot can provide a 0.5ha building envelope outside of the MDS calculation.

AND THAT a Notice of Decision be issued accordingly.

CARRIED

RESOLUTION 18-2025 Moved by Dave Britton Seconded by Randy Hall

THAT the record indicate there was no public input received at the statutory public meeting on 3 April 2025 regarding Consent application B13/POWASSAN/2025 seeking approval to create a NEW 11.12ha (27.48ac) PARCEL to be conveyed as a LOT ADDITION to abutting land to the south.

3April 2025 NAPBoard Attendance Roster recorded : Paul Goodridge of Goodridge Goulet Planning Services Inc., as agent for the applicant.

THAT the following written submissions regarding B13/POWASSAN/2025, received for the record:

- a) Planning Report dated 24 March 2025 from PlanScape to Powassan Council and Resolution 102-2025 from the Council meeting on 1st April 2025 advising its concurrence with approving the proposed parcel to be conveyed as a lot addition to the abutting land to the south, and requesting the following conditions of approval:
 - (i) Legal merge of the severed lot with the abutting parcel as described.

THAT PROVISIONAL APPROVAL of Consent applications B13/POWASSAN/2025 be issued with the following condition(s):

1. That this Consent approval applies to the creation of a 11.12ha (27.48ac) PARCEL from 1324 Genessee Lake Road to be conveyed as a LOT ADDITION to abutting land (Part Lot 5 Conc South Himsworth) as shown on the Consent application sketch.
2. That that after registration of the lot addition, the titles of the recipient property and lot addition parcel be consolidated.

AND THAT a Notice of Decision be issued accordingly.

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RESOLUTION 19-2025 Moved by John Borlase Seconded by Randy Hall

THAT the record indicate there was no public input received at the statutory public meeting on 3 April 2025 regarding Consent application B14/POWASSAN/2025 seeking approval to RE-ESTABLISH merged properties respectively known, municipally, as 101 Park Line and 309 Alsace Road;

3 April 2025 NAPBoard Attendance Roster recorded : Paul Goodridge of Goodridge Goulet Planning Services Inc., as agent for the applicant.

THAT the following written submissions regarding B14/POWASSAN/2025, received for the record:

- a) Planning Report dated 24 March 2025 from PlanScape to Powassan Council and Resolution 103-2025 from the Council meeting on 1st April 2025 advising its concurrence with creation of the proposed new lot and requesting the following conditions of approval:
1. That a driveway entrance permit for a new lot fronting on Park Line be obtained from the Municipality of Powassan.
 2. Confirmation from local school boards that school bus service is available at the subject location.
 3. That the applicants enter into a formal agreement with the Municipality to be added on title [regarding access to the severed parcel is through a seasonally maintained portion of Park Line].

THAT PROVISIONAL APPROVAL of Consent applications B14/POWASSAN/2025 be issued with the following condition(s):

1. That this Consent approval applies to the re-establishment of merged properties municipally known respectively, as 309 Alsace Road (Part Lot 28 Concession 11 Twp of Himsworth) PIN52208-0040(LT), and 100 Park Line (Part Lot 27 Concession 11 Twp of Himsworth) PIN52208-0527(LT).
2. That the applicant/owners of 100 Park Line obtain a driveway entrance permit for the existing access to the property municipally known as 100 Park Line.
3. That the landowners enter into a Consent Agreement to be registered on title that gives notice to the current and future owners of 100 Park Line of the Agreement with the Municipality of Powassan regarding the road along its frontage, that cites:
 - (i) 51.65m of Park Line (from the boundary of 100 Park Lane southerly to the curve of the road westbound), is municipally maintained year round; and
 - (ii) all liability for travel and use of the un-assumed portion of Park Line is at the onus of the property owner(s) of 100 Park Lane (Part Lot 27 Concession 11 Twp of Himsworth) PIN52208-0527(LT); and
 - (ii) all maintenance of the portion of the road known as Park Line that is not municipally maintained, will be at the effort and expense of the owner(s) of 100 Park Line.

AND THAT a Notice of Decision be issued accordingly.

CARRIED

2. PUBLIC MEETINGS - SUBDIVISION APPLICATIONS – Nil

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

1. B2 through B5 MC CONKEY 2025 – NEW LOTS on Concession Lot that comprises 2 parcels

Consent applications B2 through B5/MC CONKEY 2024 were presented at the statutory public meeting held on January 2025 for public input, and referred to this meeting for disposition at the request of the NAPBoard to allow its Members the review information regarding the creation of 2 new lots on each parcel created by the transection of the subject Concession Lot by a lake.



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Information regarding survey practices involving land transected by a lake (or other body of water) was emailed by the applicant's agent and also attached to this agenda for this item.

NAME	B File #	LOCALITY	CONSENT REQUESTED
2088921 Ont Ltd (Brandt)	2/2025	MC CONKEY	NEW 4.0ha Water Access Only LOT Big Caribou Lake (Lot 21 Con5)
2088921 Ont Ltd (Brandt)	3/2025	MC CONKEY	NEW 4.0ha Water Access Only LOT Big Caribou Lake (Lot 21 Con5)
2088921 Ont Ltd (Brandt)	4/2025	MC CONKEY	NEW 2.0ha Water Access Only LOT Big Caribou Lake(Lot 21 Con5)
2088921 Ont Ltd (Brandt)	5/2025	MC CONKEY	NEW 2.0ha Water Access Only LOT Big Caribou Lake(Lot 21 Con5)

RESOLUTION 20-2025 Moved by John Borlase Seconded by Dave Britton

THAT the record indicate there was no public input received at the statutory public meeting on 30 January 2025 regarding Consent applications B2 through B5/MC CONKEY/2025 respectively seeking approval to create 4 new Water Access Only lots on Lot 21 Concession 5 McConkey Twp at Big Caribou Lake;

3April 2025 NAPBoard Attendance Roster recorded : John Jackson, Planner (agent for the applicant)

THAT the following written submissions regarding B2 through B4/MCCONKEY/2025, received for the record:
(30 January 2025 public meeting)

- a) Letter dated 2 January 2025 from the North Bay Mattawa Conservation Authority advising that each of the 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 or 5.93ac) 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.

(3 April 2025 public meeting)

- d) Information regarding the status of the 2 primary properties that comprise Lot 21 Concession 5 by being dissected by Big Caribou Lake.

THAT PROVISIONAL APPROVAL of Consent applications B2/MC CONKEY 2025 through B5/MC CONKEY/2025 be issued with the following condition(s):

1. That the following Consent approvals respectively apply to the creation of:
(B2/MCCONKEY/2025) a NEW 4.0ha (9.88ac) Water Access Only LOT Big Caribou Lake (Pt Lot 21 Con5);
(B3/MCCONKEY/2025) a NEW 4.0ha (9.88ac) Water Access Only LOT Big Caribou Lake (Pt Lot 21 Con5);
(B4/MCCONKEY/2025) a NEW 2.2ha (5.40ac) Water Access Only LOT Big Caribou Lake (Pt Lot 21 Conc5); and
(B5/MCCONKEY/2025) a NEW 2.4ha (5.90ac) Water Access Only Lot Big Caribou Lake (Pt Lot 21 Conc5).
2. THAT a Consent Agreement providing an On-Shore Parking Agreement be registered on title for each of the new lots set out in paragraph 1.

AND THAT a Notice of Decision be issued for the respective new lots, accordingly.

CARRIED



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8. CORRESPONDENCE

- a) Email 26 February 2025 issuing a Notice of Meeting scheduled for 17 March 2025 to consider a Rezoning Application for property municipally known as #49 Highway 522.
- b) Email 11 March 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising its service delivery for the year 2025 (OBC Clearance, File Reviews, Lands to be Sold/Developed, Planning Act Proposals)
- c) Letter dated 15 March 2025 from the North Bay Office – Ministry of Natural Resources regarding its 2025-2026 fiscal year Work Schedule for the Nipissing Forest.
- d) Letter (undated) from the Powassan and District Foodbank thanking the NAPBoard for its support (donation).

RESOLUTION 22-2025 Moved by Dave Britton Seconded by Randy Hall

That the following items of information presented to the NAPBoard at its meeting on 3 April 2025, be received for information:

- a) Email 26 February 2025 issuing a Notice of Meeting scheduled for 17 March 2025 to consider a Rezoning Application for property municipally known as #49 Highway 522 (Powassan, Trout Creek).
- b) Email 11 March 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising its service delivery for the year 2025 (OBC Clearance, File Reviews, Lands to be Sold/Developed, Planning Act Proposals).
- c) Letter dated 15 March 2025 from the North Bay Office – Ministry of Natural Resources regarding its 2025-2026 fiscal year Work Schedule for the Nipissing Forest.
- d) Letter (undated) from the Powassan and District Foodbank thanking the NAPBoard for its support (donation).

CARRIED

9. BUSINESS ARISING FROM PREVIOUS MINUTES - Nil

10. NEW BUSINESS

1. Review and Updates Recommended for the NAPBoard Procedure Bylaw

The Procedure Bylaw is regularly reviewed toward implementing directives that will improve the operation of the NAPBoard meetings and administrative processing of resolutions and decisions issued.

RECOMMENDATION

- 1. That the draft Procedure Bylaw attached as Appendix A to the Report to NAPBoard at its meeting on 3 April 2025, addressing improvements to NAPBoard operations, be enacted to repeal and replace the current by-law, including the following new provisions:
 - a) Identification of a new appointed position of a “Presiding Officer” aside from the offices of Chairperson and Secretary-Treasurer and respective Vice positions, in subsection 5.1.
 - b) Direction to the Administrative Director to apply e-signature of the attending Presiding Officer or Chairperson or Vice-Chairperson as well as the attending Secretary-Treasurer or Vice Secretary-Treasurer, to routine documentation, specifically and only Resolutions and Notices of Decisions issued by the NAPBoard and adopted Minutes and enacted By-laws, in subsection 5.1.



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(10.1)

2. That the new Procedure By-law identified in paragraph 1. of this Recommendation be given its first, second and third reading and enacted at the 3 April 2025 for its implementation effective 3 April 2025.

RESOLUTION 23-2025 Moved by Dave Britton Seconded by Randy Hall

That the draft Procedure Bylaw attached as Appendix A to the Report to NAPBoard at its meeting on 3 April 2025, addressing improvements to NAPBoard operations, be referred back to staff with direction to revise the draft by-law to retract the following suggested provisions:

- a) *Identification of a new appointed position of a "Presiding Officer" aside from the offices of Chairperson and Secretary-Treasurer and respective Vice positions, in subsection 5.1.*
- b) *Direction to the Administrative Director to apply e-signature of the attending Presiding Officer or Chairperson or Vice-Chairperson as well as the attending Secretary-Treasurer or Vice Secretary-Treasurer, to routine documentation, specifically and only Resolutions and Notices of Decisions issued by the NAPBoard and adopted Minutes and enacted By-laws, in subsection 5.1.*

And that that a draft of an updated Procedure By-law be presented to a future meeting of the NAPBoard for consideration.

CARRIED

2. Report Regarding a New Fee Proposed for Fee Schedule A of the NAPB Financial Bylaw

Report dated 30 January 2025 presenting a new fee for cost recovery when a substantive revision to an application for a plan of subdivision requires re-review by the Municipality and applicable agencies, and re-issuance of the Notice of Meeting as prescribed in O. Regulation 544/06.

RECOMMENDATION

That a by-law be enacted to amend NAPBoard Financial Bylaw 1-2025, to add a new fee to Schedule A for subdivision application processes, in the amount of \$4,000.00 to recover the cost of agency recirculation and fulfilling the prescribed issuance of the notice of the public statutory meeting to consider the revised application for a plan of subdivision.

RESOLUTION 24-2025 Moved by Dave Britton Seconded by Randy Hall

That a by-law be enacted to amend NAPBoard Financial Bylaw 1-2025, to add a new fee to Schedule A for subdivision application processes, in the amount of \$4,000.00 to recover the cost of agency recirculation and fulfilling the prescribed issuance of the notice of the public statutory meeting to consider the revised application for a plan of subdivision.

CARRIED (By-law 1-2025 enacted)

11. FINANCIAL

1. Draft Budget for Fiscal Year 2025

RESOLUTION 25-2025 Moved by John Borlase Seconded by Dave Britton

That the draft Budget for Fiscal Year 2025 presented to the NAPBoard at its meeting on 3 April 2025, be adopted.

CARRIED



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12. CLOSED SESSION *(Pursuant to subsection 239 (1) and 239(2) of the Municipal Act of the Municipal Act)*

The NAPBoard Members present at this meeting determined that a Closed Session was not required.

13. NEXT REGULAR PUBLIC MEETING – *tentatively scheduled for 29 May 2025*

14. ADJOURNMENT – 8:22pm

“John Borlase”

*Vice-Chairperson John Borlase

*[*Chairperson Dean Gates resigned prior to adoption of these Minutes]*

“Dave Britton”

Secretary-Treasurer Dave Britton