



MINUTES
Thursday 19 June 2025

Adopted 11 September 2025
Resolution 40-2025

1. CALL TO ORDER

John Borlase assumed Chairmanship and called this meeting to order at approximately 6:02pm in the Maple Room at 250 Clark Street, Powassan ON P0H 1Z0.

The LAND ACKNOWLEDGMENT was read: *"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)

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

MEMBERS ABSENT

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

Karin Ann Brent, NAPB Administrative Director
Christine Lynn (citizen at large, attending to observe the process)

(B15/WILSON/2025)
MacKenzie Van Horn, Planner, Tulloch North Bay

(B16/WILSON/2025)
MacKenzie Van Horn, Planner, Tulloch North Bay

(B17/EAST MILLS/2025)
MacKenzie Van Horn, Planner, Tulloch North Bay
Robin Dicy, new owner of primary property

(B18/EAST MILLS/2025 & B19/EAST MILLS/2025)
MacKenzie Van Horn, Planner, Tulloch North Bay
Rick Thomas, adjacent landowner

3. ADOPTION OF AGENDA

On a verbal motion moved by Roger Glabb and seconded by Dave Britton, the agenda was adopted as amended to add Item 11.2 presenting the 2024 Audit Report for receipt and referral to the Ministry of Municipal Affairs and Housing (MMAH).

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



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5. ADOPTION OF MINUTES

- a) 3 April 2025 – Regular Public Meeting
- b) 9 April 2025 – Special Telecom Meeting

RESOLUTION 27-2025 Moved by Dave Britton Seconded by Roger Glabb
THAT the Minutes of the following meeting of the North Almaguin Planning Board, be adopted as circulated:
3 April 2025 – Regular Public Meeting
9 April 2025 – Special Telecom Meeting
CARRIED

6. PRESENTATIONS / DEPUTATIONS - Nil

7. 1. PUBLIC MEETINGS - CONSENTS

Time Heard	NAME	B File #	LOCALITY	CONSENT REQUESTED	DISPOSITION
06:15 – 06:18	Rogersons Enterprises Limited	15/2025	WILSON	0.148ha (0.37ac) Lot Addition to 275 Pinegrove Road	Resolution 28-2025 for provisional approval
06:18 – 06:19	Meyer Wm & Patricia ESTATE	16/2025	WILSON	24.9m ² Lot Addition to 275 Pinegrove Road	Resolution 29-2025 for provisional approval
06:20 – 06:21	Hordyk Duane & Juliette	17/2025	EAST MILLS	0.085ha Permanent Easement access to Lot 21,22 Conc 13	Resolution 30-2025 for refusal
06:22 – 06:25	Golden Valley Holdings	18/2025	EAST MILLS	NEW 0.995ha (2.5ac) Water Access Only LOT 3 Jack's Lake	Resolution 31-2025 to refer back to the applicant for revision
06:22 – 06:25	Golden Valley Holdings	19/2025	EAST MILLS	NEW 0.996ha (2.5ac) Water Access Only LOT 3 Jack's Lake	Resolution 31-2025 to refer back to the applicant for revision

RESOLUTION 28-2025 Moved by Dave Britton Seconded by Roger Glabb
THAT the record indicate that no persons of the general public attended the statutory public meeting on 19 June 2025 regarding Consent applications B15/WILSON/2025 seeking approval of a lot addition; and the 19 June 2025 NAPBoard Attendance Roster recorded the presence of Mackenzie Van Horn, Planner, Tulloch (North Bay), agent for the applicant.

THAT the following written submissions regarding B15/WILSON/2025 be received for the record:
(a) Planning Report dated 13 May 2025 from Mackenzie Van Horn, RPP, MCIP, Planner & Project Manager with Tulloch (North Bay ON) providing information about the requested lot addition.

THAT PROVISIONAL APPROVAL of Consent application B15/WILSON/2025 be granted with the following condition(s):

1. That this Consent approval applies to the creation of a 0.148ha (0.37ac) PARCEL to be conveyed as a LOT ADDITION to abutting property described as Part 1 on Ref Plan 42R-17223 (275 Pinegrove Road) to correct an encroachment of an existing garage.

And a Notice of Decision be issued accordingly.

CARRIED



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(7.1)

RESOLUTION 29-2025 Moved by Dave Britton Seconded by Roger Glabb

THAT the record indicate that no persons of the general public attended the statutory public meeting on 19 June 2025 regarding Consent applications B16/WILSON/2025 seeking approval of a lot addition; and the 19 June 2025 NAPBoard Attendance Roster recorded the presence of Mackenzie Van Horn, Planner, Tulloch (North Bay), agent for the applicant.

THAT the following written submissions regarding B16/WILSON/2025 be received for the record:

(a)Planning Report dated 13 May 2025 from Mackenzie Van Horn, RPP, MCIP, Planner & Project Manager with Tulloch (North Bay ON) providing information about the requested lot addition.

THAT PROVISIONAL APPROVAL of Consent application B16/WILSON/2025 be granted with the following condition(s):

1. THAT this Consent approval applies to the creation of a NEW 24.9m² (0.00249ha) (0.00615292 ac) PARCEL to be conveyed as a LOT ADDITION to the abutting parcel being created in Lot Addition Consent B15 WILSON 2025 (to complete the correction of an encroachment of an existing garage for the property at 275 Pinegrove Road).

And a Notice of Decision be issued accordingly.

CARRIED

RESOLUTION 30-2025 Moved by Roger Glabb Seconded by Dave Britton

THAT the public input received at the statutory public meeting on 19 June 2025 regarding Consent application B17/EAST MILLS/2025 seeking approval of a permanent easement through the new lot created in B6/EAST MILLS/2025 to provide vehicular and pedestrian access to Clear Lake Road, be received for the record:

(a)Robbin Dicy, new owner of the lot created in Consent Application B6/EAST MILLS/2025 (Certified on 3 June 2025) was present and questioned the impact of the requested permanent easement for perpetual vehicular and pedestrian access from Clear Lake Road to abutting lands in Lots 21-22 Concession 13; and advised his preference to consult with his abutting neighbour who requests the subject easement across his property, toward negotiating a prescriptive right-of-way and an agreement for maintenance and perimeters of use of that easement.

(b)The 19 June 2025 NAPBoard Attendance Roster recorded the presence of Mackenzie Van Horn, Planner, Tulloch (North Bay), agent for the applicants.

THAT the record indicate there were no written submissions regarding B17/EAST MILLS/2025 received for the record of this Consent application.

THAT Consent application B17/EAST MILLS/2025 seeking creation of a 0.085ha (0.210ac) permanent easement for access to abutting land described as Lot 21-22 Concession 13 (across new lot on Clear Lake Road created in B6 EAST MILLS 2025), be REFUSED for the following reasons:

(a)The applicants of B17/EAST MILLS/2025 no longer own the servient property and therefore cannot execute the transfer documents to register the subject permanent easement, nor encumber the subject land.

(b)The new owner of the servient lands of the requested easement attended the 19 June 2025 public meeting and verbally expressed his preference to not encumber his property with a registered permanent easement; and further, advised his preference to consult with the abutting landowner (proposed dominant recipient of the requested easement), toward negotiating a prescriptive right-of-way for access to Clear Lake Road, along with an agreement for maintenance and determine the perimeters for use of the proposed right-of-way.

And a Notice of Decision be issued accordingly.

CARRIED



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(7.1)

RESOLUTION 31-2025 Moved by Roger Glabb Seconded by Dave Britton

THAT the public input received at the statutory public meeting on 19 June 2025 regarding Consent applications B18/EAST MILLS/2025 seeking a new 0.995ha(2.459ac) Water Access Only lot & B19/EAST MILLS/2025 seeking approval of a NEW 0.0996ha (2.462ac) Water Access Only lot, each from property known as 3 Jack's Lake, be received for the record:

a) An owner of adjacent property on Jack's Lake expressing concern for boat and vehicle traffic the requested lots will create.

b) The 19 June 2025 NAPBoard Attendance Roster recorded the presence of Mackenzie Van Horn, Planner, Tulloch (North Bay), agent for the applicant.

THAT the following written submissions regarding B18/EAST MILLS/2025 and B19/EAST MILLS/2025, be received for the record:

	Date Emailed	Brief on Comments Submitted
1	27 May 2025 10:56am	Oppose New Lots re lack of onshore parking, disrespect by AirBnB renters, concern for local wildlife
2	10 June 2025 1:23pm	Oppose New Lots re concern for additional users of Govt Dock for on shore parking
3	11 June 2025 3:39pm	Oppose New Lots re limited public parking at local boat launch, concern for road safety
4	13 June 2025 9:04am	Oppose New Lots re concern for impact on Jack's Lake environment, concern for Air BnB renter activity and limited public parking at local boat launch, concern for road safety
5	14 June 2025 9:36am	Oppose New Lots re concern for impact on lake environment (fish), boat launch traffic and on shore parking
6	16 June 2025 11:31am	Submitted copy of the Subdivision survey and copy of MMAH conditions
7	16 June 2025 12:25pm	Concern for new lots re Air BnB development and impact on the environment and onshore parking
8	16 June 2025 1:53pm	Oppose new lots re concern for increase of traffic on lake, the local public launch and vehicle traffic
9	16 June 2025 16:00pm	Petition bearing 41 signatures of persons opposing the proposed new lots re lot size, environmental impact, on shore parking congestion and boat launch and lake traffic
10	16 June 2025 6:03pm	Oppose new lots re concern for boat launch congestion and on shore parking and traffic safety, environmental impact on the lake
11	16 June 2025 8:10pm	Oppose new lots re concern for Air BnB impact on onshore parking and traffic congestion and potential restriction on EMS access
12	16 June 2025 9:22pm	Oppose new lots re concern for negative impacts of Air BnB activity on the lake environment, on shore parking and boat launch traffic
13	16 June 2025 11:46pm	Oppose new lots re concern for negative impact of Air BnB activity on the lake (fish), congestion of traffic at the boat launch and local roads, concern for lack of septic service for WAO lot systems

(b) Email dated 18 June 2025 from the East Mills Local Roads Board advising that MTO has no concern for extra traffic and they are of the opinion that there is room at the public boat launch for parking.

THAT Consent applications B18/EAST MILLS/2025 AND B19/EAST MILLS/2025 be REFERRED BACK TO THE APPLICANT to determine whether the proposed new lots will be 1ha (2.47ac) in area, or to reconsider the number of new lots requested.

CARRIED

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



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10. NEW BUSINESS

1. Revised Public Meeting Dates

Memo presented to the NAPBoard meeting held 19 June 2025 presenting revised dates for its regular public meetings in the fall month of 2025, toward having quorum of its Members available to attend.

RECOMMENDATION

1. THAT the NAPBoard office be closed for the months of July and August 2025, except to process requests for certification of active Consent applications.
2. THAT the regular public meetings of the NAPBoard for the fall months of 2025, be scheduled for:

11 September

23 October

4 December

RECOMMEND APPROVAL

RESOLUTION 32-2025 Moved by Roger Glabb Seconded by Dave Britton

THAT the NAPBoard office be closed for the months of July and August 2025, except to process requests for certification of active Consent applications.

THAT the regular public meetings of the NAPBoard for the fall months of 2025, be scheduled for:

11 September

23 October

4 December

THAT Powassan staff and Council be advised that the NAPBoard respectfully requests that its statutory public meetings to be scheduled to commence at 2:00pm and be convened in the (Council Chamber) at the training room of the 255 Clarke Street Powassan Fire Hall.

CARRIED

11. FINANCIAL REPORT

1. Updated NAPBoard 2025 Budget Projections

Report presented to the NAPBoard meeting held 19 June 2025 presenting updated 2025 budget projections and a chart of operating expense projections related to the Consent application fee and the Certification fee.

RECOMMENDATION

1. THAT the updated 2025 Budget Projections attached as Appendix A to this report presented to the NAPBoard at its regular public meeting on 19 June 2025, be adopted.
2. THAT the chart of Consent application and certification fees providing data on the percentile of the 2025 Budget projections, as attached to this Report as Appendix B, be received for information.

RECOMMEND ADOPTION (1.) / RECOMMEND RECEIPT FOR INFORMATION (2.)



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(6)

(11)

(1.)

RESOLUTION 33-2025 Moved by Dave Britton Seconded by Roger Glabb

THAT the updated 2025 Budget Projections attached as Appendix A to the Report presented to the NAPBoard at its regular public meeting on 19 June 2025, be adopted.

THAT the chart of the Consent Application fee and the Certification fee providing data on the percentile of the 2025 Budget projections, as attached as Appendix B to the Report presented to the NAPBoard at its regular public meeting on 19 June 2025, be received for information.

CARRIED

2. NAPB Financial Status Report 1st January to 31 May 2025

RESOLUTION 34-2025 Moved by Roger Glabb Seconded by Dave Britton

THAT the NAPBoard Financial Status Report for the period January 1st through May 31st 2025, be received for information.

CARRIED

3. 2024 Financial Audit to Report to MMAH re Schedule E of the Operating Grant

This matter was added to the agenda in item 3 of this agenda.

RECOMMENDATION

THAT the 2024 Financial Audit Report prepared by Pahapill CPA (Huntsville) be received and reported to the Ministry of Municipal Affairs and Housing with the (Schedule E) report for the annual grant funding.

RECOMMEND RECEIPT & REFERRAL

RESOLUTION 35-2025 Moved by Roger Glabb Seconded by Dave Britton

THAT the 2024 Financial Audit Report prepared by Pahapill CPA (Huntsville) be received and reported to the Ministry of Municipal Affairs and Housing with the (Schedule E) report for the annual grant funding.

CARRIED

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

At approximately 7:05, this meeting moved into a Closed Session.

Subsection 239(1) and 239(2)

(b) a matter involving identifiable individual(s)

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



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(12.)

RESOLUTION 36-2025 Moved by Roger Glabb Seconded by Dave Britton
THAT pursuant to subsection 239 (1) and 239 (2) of the Municipal Act, the NAPBoard at its meeting on 19 June 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.

CARRIED

On a Verbal Motion at approximately 7:40pm, the meeting returned to open session and the following Resolutions were passed:

RESOLUTION 37-2025 Moved by Dave Britton Seconded by Roger Glabb
THAT the letter dated 23 May 2025 from Dean Gates rendering his resignation from the North Almaguin Planning Board (NAPBoard), be received and his resignation accepted with thanks for his years of service.
AND THAT the Ministry of Municipal Affairs and Housing be advised of Dean Gates' resignation, with request for appointment of a person to represent the unincorporated townships in the jurisdiction of the NAPBoard in tandem with John Borlase.
AND THAT the Scotia Bank be advised to retract Dean Gates' signatory from the NAPBoard account.

CARRIED

RESOLUTION 38-2025 Moved by Dave Britton Seconded by Roger Glabb
THAT the nominations for the appointment of NAPBoard Members be received, and there being no contest for the respective positions, the following Members of the North Almaguin Planning Board (NAPBoard) be appointed as Officers and signatories of the NAPBoard, to be effective immediately:

John Borlase (MMAH appointee for the Unincorporated Townships)	Chairperson
Roger Glabb (Powassan Council citizen appointment)	Vice-Chairperson
Dave Britton (Powassan Councillor appointment)	Secretary-Treasurer
Randy Hall (Powassan Councillor appointment)	Vice-Secretary-Treasurer

AND THAT the MMAH (Sudbury) be advised of the new appointments to the respective officers for the NAPBoard;

AND THAT the Scotia Bank (Powassan) be advised of the new signatory roster of the NAPBoard.

CARRIED

13. NEXT REGULAR PUBLIC MEETING – 11 September 2025

14. ADJOURNMENT – 7:48pm

"John Borlase"

"Dave Britton"

CHAIRPERSON John Borlase

SECRETARY-TREASURER Dave Britton