



**MINUTES  
4 December 2025**

*Adopted on 5 February 2026  
Resolution 4-2026*

**1. CALL TO ORDER**

John Borlase assumed Chairmanship and call this meeting to order at approximately 2:00pm, and 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**

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

**MEMBER ABSENT**

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

Karin Ann Brent, AMCT, BMS – NAPBoard Administrative Director

(B29 WILSON 2025)

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

(B30 PATTERSON 2025)

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

Wayde and Marielle Odd (adjacent land owners)

Stephane Odd (with the adjacent landowners)

(B31 WILSON 2025)

Robert Lee, applicant

Claudette Wiebes, agent for the applicant (recipient of the proposed lot)

Daniel Wiebes (recipient of the proposed lot)

(B32 & B33 POWASSAN 2025)

Dean Harrington, applicant

Markus Odd, agent for the applicant

(B34 POWASSAN 2025)

Charles McCready, applicant

Mike Simpson, Surveyor, Callon Dietz (North Bay)

George & Lauri Pearson (abutting landowners, recipients of the proposed lot addition)

**3. ADOPTION OF AGENDA**

On a verbal motion by Roger Glabb, seconded by Dave Britton the agenda for this meeting was adopted as amended to bring Item 10 forward to accommodate the Planner, ADD Item 8(a) OLT Decision B26 B27 MC CONKEY 2023 and ADD Item 10.5 to set the seasonal office closure 22December 2025 to 7 January 2026.

**CARRIED**



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

**5. ADOPTION OF MINUTES**

RESOLUTION 55-2025 Moved by Dave Britton Seconded by Roger Glabb  
THAT the Minutes of the following meeting of the North Almaguin Planning Board, be adopted as presented:  
a) 11 September 2025 Regular Statutory Public Meeting  
b) 29 September 2025 Special Telecom Meeting  
c) 23 October 2025 Special Telecom Meeting  
CARRIED

**6. PRESENTATIONS / DEPUTATIONS**

Stefan Szczerbak, MCIP, RPP Principal Planner with PlanScape Inc. presented an updated of the draft “Uterr” Official Plan – Public Engagement Plan 2025

The NAPBoard concurred to bring Item 10.1 forward to this point in the meeting in conjunction with the presentation by Stefan Szczerbak, MCIP, RPP Principal Planner with PlanScape Inc.

RESOLUTION 56-2025 Moved by Roger Glabb Seconded by Dave Britton  
THAT the presentation by Stefan Szczerbak, MCIP, RPP Principal Planner with PlanScape Inc. to the NAPBoard at its meeting on 4 December 2025 to update the NAPBoard on the progress of the proposed Official Plan for the unincorporated townships in the jurisdiction of the NAPBoard, as well as a Public Engagement Plan 2025/2026, be received and implemented.  
CARRIED

**7. CONSENTS & SUBDIVISIONS**

**1. PUBLIC MEETINGS – CONSENTS-**

TIME HEARD	NAME	B File #	LOCALITY	CONSENT REQUESTED	DISPOSITION
2:06pm to 2:07pm	Hallstead Farms (Jerry Newall)	B23/2025	POWASSAN	NEW 5ha (12.4ac) LOT on Highway 522	Provisional approval Resolution 57-2025
2:07pm to 2:08pm	Hallstead Farms (Jerry Newall)	B28/2025	POWASSAN	NEW 1ha (2.47ac) LOT on Highway 522	Provisional approval Resolution 58-2025
2:09pm to 2:10pm	Rogerson’s Enterprises Limited	B29/2025	WILSON	PERMANENT EASEMENT over Part 1 42R-17223	Provisional approval Resolution 59-2025
2:12pm to 2:13pm	Kuehni Paul, Mark Zeleny, Laurie	B30/2025	PATTERSON	NEW 15.98ha (39.49ac) LOT fronting on Highway 534	Provisional approval Resolution 60-2025
2:14pm to 2:18pm	Lee Robert Lee-Rhodes Peggy	31/2025	WILSON	NEW 1ha (2.47ac) LOT on Duck Lake Road	Provisional approval Resolution 61-2025
2:19pm to 2:21pm	Harrington Dean & Judith	32/2025	POWASSAN	NEW 1ha (2.47ac) LOT on Golf Course Line	Provisional approval Resolution 62-2025
2:19pm to 2:21pm	Harrington Dean & Judith	33/2025	POWASSAN	NEW 1.5ha (3.7ac) LOT on Golf Course Line	Provisional approval Resolution 62-2025
2:22pm to 2:24pm	McCready Charles & Christopher	34/2025	POWASSAN	Rear LOT ADDITION to Lot on Hwy 522 (PIN 52212-0036 LT)	Provisional approval Resolution 63-2025



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(7.1)

RESOLUTION 57-2025      Moved by Dave Britton      Seconded by Roger Glabb

THAT the record indicate no persons attended or presented public input at the statutory public meeting on 4 December 2025 regarding Consent application B23/POWASSAN/2025 seeking approval to create a NEW 5ha (12.4ac) LOT on Highway 522.

THAT the following written submissions regarding B23/POWASSAN/2025, be received for the record:

- a) Email dated 6 August 2025 from MTO Corridor Management advising it has no objection to the new lot;
- b) Letter dated 14 July 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising there is suitable location for a private septic system;
- c) Letter dated 27 June 2025 from Nipissing Parrys Sound Student Transportation Services (NPSSTS) advising school bus service is available for the new lot.
- d) Email dated 11 August 2025 from Planner Mackenzie VanHorn of Tulloch that an MDS calculation is not required for the new lot as there is no barn nor population of cattle on adjacent lands.
- e) PlanScape Report dated 9 September 2025 advising the requested new lot is consistent with the 2024 Provincial Policy Statement and the Growth Plan for Northern Ontario and complies the current and updated Powassan Official Plans.
- f) Powassan Council Resolution 2025-287 issued 16 September 2025 advising its concurrence with Consent application B23/POWASSAN/2025 subject to:
  - i) That a driveway entrance permit for a new lot fronting on Highway 522 be obtained from the Ministry of Transportation Ontario (MTO).
  - ii) Confirmation from the local school boards that school bus service is available at the subject location.

THAT PROVISIONAL APPROVAL of Consent application B23/POWASSAN/2025 be issued with the following condition(s):

1. THAT this Consent approval applies to the creation of a NEW 5ha (12.4ac) LOT fronting on Highway 522.

AND THAT a Notice of Decision be issued.

CARRIED

RESOLUTION 58-2025      Moved by Dave Britton      Seconded by Roger Glabb

THAT the record indicate no persons attended or presented public input at the statutory public meeting on 4 December 2025 regarding Consent applications B28/POWASSAN/2025 seeking approval to create a NEW 1ha (2.5ac) LOT on Highway 522

THAT the following written submissions regarding B28/POWASSAN/2025, be received for the record:

- a) Email dated 7 August 2025 from MTO Corridor Management advising it has no objection to the new lot;
- b) Letter dated 14 July 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising there is suitable location for a private septic system;
- c) Letter dated 27 June 2025 from Nipissing Parry Sound Student Transportation Services (NPSSTS) advising school bus service is available for the new lot.
- d) Email dated 11 August 2025 from Planner Mackenzie VanHorn of Tulloch that an MDS calculation is not required for the new lot as there is no barn nor population of cattle on adjacent lands.
- e) PlanScape Report dated 24 October 2025 advising the requested new lot is consistent with the 2024 Provincial Policy Statement and the Growth Plan for Northern Ontario and complies the current and updated Powassan Official Plans.



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(7.1) (RESOLUTION 58-2025 cont'd...)

f) Powassan Council Resolution 2025-337 issued 18 November 2025 advising its concurrence with Consent application B23/POWASSAN/2025 subject to:

i) That a driveway entrance permit for a new lot fronting on Highway 522 be obtained from the Ministry of Transportation Ontario (MTO).

ii) Confirmation from the local school boards that school bus service is available at the subject location.

(iii) That a Zoning Amendment be processed to require future development to be a setback of 30m from the top of the bank on the severed and retained lands.

THAT PROVISIONAL APPROVAL of Consent application B28/POWASSAN/2025 be issued with the following condition(s):

1. THAT this Consent approval applies to the creation of a NEW 1ha (2.5ac) LOT fronting on Highway 522.

2. THAT a Zoning Amendment be processed to require future development to be a setback of 30m from the top of the bank on the severed and retained lands.

AND THAT a Notice of Decision be issued.

CARRIED

RESOLUTION 59-2025      Moved by Roger Glabb      Seconded by Dave Britton

1. THAT the record indicate no persons attended or presented public input at the statutory public meeting on 4 December 2025 regarding Consent application B29/WILSON/2025 seeking approval to CREATE a NEW PERMANENT EASEMENT over Part 1 Ref Plan 42R17223 for vehicular and pedestrian access to lots previously created and described as Part 8 and Part 9 Ref Plan 42R17223 respectively (Toad Lake), and the following person(s) were present at the meeting:

- Steve McArthur, Sr Planner, Tulloch Engineering (North Bay) being the agent for the applicant.

2. That the record indicate there were no written submissions received regarding the subject proposed easement.

THAT PROVISIONAL APPROVAL of Consent application B29/WILSON/2025 be issued with the following condition(s):

THAT this approval applies to the creation of a permanent easement over Part 1 on Ref Plan 42R-17223 to be registered on title of the dominant and servient parties, for vehicular and pedestrian access from Pinegrove road to the new lots described respectively as Parts 8 and 9 on Ref Plan 42R-17223.

AND THAT a Notice of Decision be issued.

CARRIED

RESOLUTION 60-2025      Moved by Dave Britton      Seconded by Roger Glabb

1. THAT the record indicate no persons attended or presented public input at the statutory public meeting on 4 December 2025 regarding Consent application B30/PATTERSON/2025 seeking approval to create a NEW 15.98ha (39.49ac) LOT fronting on Highway 534), and the following person(s) were present at the meeting:

- Steve McArthur, Sr Planner, Tulloch Engineering (North Bay) being the agent for the applicants.

- Wayde and Marielle Odd, adjacent landowners along with Stephane Odd

2. THAT the record indicate the following written submissions were received regarding 30/PATTERSON/2025:

a) Letter dated 7 November 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising there are suitable locations for a private septic system on both the proposed severed and retained parcels;

b) Email dated 19 November 2025 expressing that there is an acceptable entrance location on Highway 534, noting that light brushing by the landowner will improve visibility to oncoming motorists.

c) Planning Justification Briefing dated November 2025 from agent Sr. Planner Steve McArthur of Tulloch Engineering opining that creation of the new lot and retained parcel are consistent with the Provincial Policy Statement 2024 and represent good planning.



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(7.1) (RESOLUTION 60-2025 cont'd...)

THAT PROVISIONAL APPROVAL of Consent application B30/PATTERSON/2025 be issued with the following condition(s):

THAT this Consent approval applies to the creation of a NEW 15.98ha (39.49ac) LOT fronting on Highway 534.

AND THAT a Notice of Decision be issued.

CARRIED

RESOLUTION 61-2025      Moved by Roger Glabb      Seconded by Dave Britton

THAT the record indicate no persons presented public input at the statutory public meeting on 4 December 2025 regarding Consent application B31/WILSON/2025, and the following person(s) were present at the meeting:

Robert Lee, applicant

Claudette Wiebes, agent for the applicant

Daniel Wiebes, family member in support of the applicant

THAT the following adjacent landowners submitted emails and phone calls expressing concern with the requested new lot in Consent application B31/WILSON/2025, be received for the record:

Request for clarification of actual location of the proposed new lot on the primary property, she is next door	Kate Howes
Request for better sketch of the actual location of the new lot	Ken Flieger
Concern for the legal ROW to their and other properties west of the of the proposed new lot; wants better sketch / opposed to new lot	Elenore Block Richard Block
Request for clarification of exact boundaries of the new lot	Chris Marshall
Request for better sketch of propose new lot location and questioned current O Plan designation and any rezoning	Nancy Hind
Request for better sketch	Brian Hind
Request for better sketch	Tom Marshall
Request for clearer sketch	Jim Husser
Concern for impact on the ROW to their property	Herbert Allan Crowthe III
Concern for impact on the ROW to their property	Richard Todd Free
Request for better sketch and mapping for location of the proposed new lot	Mark Wilson

AND FURTHER THAT the record indicate the following written submissions were received regarding B31/WILSON/2025:

a) Environmental Information regarding chloride, nitrate and phosphorus measurements in Duck Lake.

b) An OMFA AgriSuite report (on line by the agent for the applicants);

THAT PROVISIONAL APPROVAL of Consent application B31/WILSON/2025 be issued with the following condition(s):

1. THAT this Consent approval applies to the creation of a NEW 1ha (2.5ac) LOT with 60m frontage on Duck Lake Road.

2. THAT Consents be processed to create permanent easements to be registered on title of the servient primary property and the new lot, and the respective dominant landlocked properties located on the peninsula, to provide perpetual vehicular and pedestrian access from the termination point of Duck Lake Road (LRB jurisdiction) to those respective properties

AND THAT a Notice of Decision be issued.

CARRIED



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(7.1)

RESOLUTION 62-2025      Moved by Dave Britton      Seconded by Roger Glabb

THAT the record indicate no persons presented public input at the statutory public meeting on 4 December 2025 regarding Consent applications B32 or B33/POWASSAN/2025 at the statutory public meeting on 4 December 2025, and the following person(s) were present at the meeting:

-Dean Harrington (applicant)

-Markus Odd (agent)

THAT the record indicate the following written submissions were received regarding B32/POWASSAN/2025 and B33/POWASSAN/2025:

a) Letter dated 24 September 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising there appears to be 2 suitable locations on each of the proposed lots to site a private septic system.

b) Email dated 10 November 2025 from the Ministry of Transportation Ontario Highway Corridor Management advising that the proposed new lots are within MTO's permit control area.

c) Environmental Report dated 10 November 2025 from RiverStone Environmental Solutions Inc. providing their recommendations for environmental protection on the proposed new lots.

d) PlanScape Report dated 14 October 2025 requesting a scoped environmental impact study to the wildlife habitat and the Blanding's Turtles on site; pre-consultation with MTO including a potential feasibility report; a proposed building envelope and justification for the severed lots, NBMCA comments regarding on site private septic systems; and removal of the accessory shed on proposed lot (B33 POW 2025) or an amendment to the Zoning Bylaw.

e) Powassan Council Resolution 339-2025 receiving the PlanScape Report dated 14 October 2025, and expressing approval subject to the following conditions:

i) That a driveway entrance permit for each of the new lots fronting on Golf Course Line be obtained from the Municipality of Powassan.

ii) That the following requirements be set in an Agreement between the landowners and the Municipality of Powassan, and further to the Scoped Environmental Impact Study by Riverstone Environmental Solutions Inc.: Tree removals required to accommodate development to take place outside of the season in which endangered bats may be actively roosting (1st April to Sept 30th);

If construction occurs within the turtle nesting period (June to early July) exclusion fencing be installed around active construction areas with sand and gravel to prevent turtles from accessing those areas;

If Blanding's Turtles or Spotted Turtles are observed during construction, a professional ecologist be contacted to provide direction on how to proceed, noting that the Ministry of the Environment Conservation and Parks (MOECP) may need to be contacted if a nest is discovered.

(iii) Pre-consultation with MTO is required to confirm any of its requirements including a noise feasibility report [prior to development].

(iv) That a proposed building envelope and justification for proposed lot 2 (B33/POW/2025) be provided.

(v) That removal of the accessory shed on proposed lot 2 (B33 POW 2025) be done OR a Zoning Bylaw amendment be processed for retention of that shed.

THAT PROVISIONAL APPROVAL of Consent application B32/POWASSAN/2025 and B33/POWASSAN/2025 respectively, be issued with the following condition(s):

1. THAT Consent approval for file B32/POWASSAN/2025 applies to the creation of a NEW 1ha (2.5ac) LOT on Golf Course Line.
2. THAT Consent approval for file B33/POWASSAN/2025 applies to the creation of a NEW 1.5ha (3.7ac) LOT on Golf Course Line.





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**(7.1) (RESOLUTION 62-205 cont'd...)**

3. THAT the conditions of approval for Consents B32 and B33 POWASSAN/2025 cited in [Powassan Council] Resolution 2023-339 be implemented in an agreement between the applicant landowners and the Municipality of Powassan. AND THAT a Notice of Decision be issued for each of respective Consent files B32/POWASSAN/2025 and B33/POWASSAN/2025.

CARRIED

RESOLUTION 63-2025      Moved by Roger Glabb      Seconded by Dave Britton

1. THAT the record indicate no persons presented input at the statutory public meeting on 4 December 2025 regarding Consent application B34/POWASSAN/2025, and the following person(s) were present at the meeting:

-Mike Simpson, Surveyor, Callon Dietz (North Bay) (agent)

-Charles McCready (applicant)

-George & Lauri-Ann Pearson (recipients of the lot addition parcel)

2. THAT the record indicate the following written submissions were received regarding B34/POWASSAN/2025:

a) Letter dated 6 November 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising it is satisfied with the existing septic systems on the subject lands.

b) PlanScape Report dated 30 October 2025 advising the proposed lot addition generally meets the intentions of the 2024 Provincial Planning Statement and the Growth Plan for Northern Ontario and conforms with the current and updated Municipal Official Plans and applicable zoning standards and represents good planning.

c) Powassan Council Resolution 2025-338 recommending approval of the requested lot addition subject to the following condition:

(i) That title of the severed parcel be consolidated with the title of the recipient property described as Parcel 10521 (PSNS (PIN 52212-0036) with civic address 1000 Highway 522.

THAT PROVISIONAL APPROVAL of Consent application B34/POWASSAN/2025 be issued with the following condition(s):

1. THAT this Consent approval applies to the creation of a 15.3ha (37.8ac) parcel to be conveyed as a rear lot addition to the residential lot described as Parcel 10521 (PSNS (PIN 52212-0036) with civic address 1000 Highway 522.

2. THAT the title of the severed parcel be consolidated with the title of the recipient property with civic address 1000 Highway 522.

AND THAT a Notice of Decision be issued for each of the Consent files B34/POWASSAN/2025.

CARRIED

**2. PUBLIC MEETINGS - SUBDIVISION APPLICATIONS – Nil**

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

**8. CORRESPONDENCE**

a) OLT Notice of Decision B26 and B27 MC CONKEY 2023 (94-B Caribou Lake Road) (*added to the agenda due to its receipt after the agenda was issued*).

RESOLUTION 64-2025      Moved by Dave Britton      Seconded by Roger Glabb

That the following item(s) of information presented to the NAPBoard at its meeting[*date*], be received for information:

a) OLT Notice of Decision B26 and B27 MC CONKEY 2023 (94-B Caribou Lake Road). CARRIED



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**9. BUSINESS ARISING FROM PREVIOUS MINUTES - Nil**

**10. NEW BUSINESS**

1. Communications Plan – Proposed Official Plan for Unincorporated Townships  
(East Mills, Hardy, McConkey, Patterson, Pringle & Wilson)  
Stefan Szczerbak, MCIP, RPP – Principal of PLANSCAPE INC. presented the draft communications plan for processing the proposed Official Plan for the unincorporated townships in the NAPBoard's jurisdiction.

**RECOMMENDATION**

THAT the Communications Plan presented at the NAPBoard meeting on 4 December 2025, for processing the proposed Official Plan for the unincorporated townships of the East Mills, Hardy, McConkey, Patterson, Pringle and Wilson, be approved for implementation by PlanScape and NAPBoard staff.

RESOLUTION 65-2025      Moved by Roger Glabb      Seconded by Dave Britton

THAT the presentation by Stefan Szczerbak, MCIP, RPP Principal Planner with PlanScape Inc. to the NAPBoard at its meeting on 4 December 2025 to update the NAPBoard on the progress of the proposed Official Plan for the unincorporated townships in the jurisdiction of the NAPBoard, as well as a Public Engagement Plan 2025/2026, be received and implemented.

**CARRIED**

2. Renewal of Liability Insurance for the NAPBoard 2026 Operating Year  
Andrew Machan, Commercial Lines Account Manager, RIBO, MIS Insurance/ Knox Hutchison Insurance (A Division of McDougall Insurance Brokers Limited) has provided a quote for renewal of the NAPBoard's liability insurance for the 2026 operating year. The quote indicates an overall decrease of approximately 2.5% from the prior year's policy cost.

**RECOMMENDATION**

THAT the quote from Marsh insurance in the amount of \$3,016.80 be accepted and paid in the month of December 2025 to instate the NAPBoard's liability policy as of 1<sup>st</sup> January 2026 through 31<sup>st</sup> December 2026.

The NAPBoard requested that information be obtained from the broker regarding coverage for electronic signature and further, whether liabilities related to travel for Board business are covered.

RESOLUTION 66-2025      Moved by Dave Britton      Seconded by Roger Glabb

THAT the quote of \$3,016.80 [subject to GST] by Marsh Insurance for the NAPBoard's liability insurance policy for its fiscal year of January 1, 2026 through December 31, 2026, be accepted and payment remitted in December 2025 (prior to seasonal closure from 22 December through 6 January 2026).

**CARRIED**





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(10.)

3. Process Revisions for Efficiency and Operational Cost Savings

Report to the NAPBoard at its meeting on 4 December 2025 seeking confirmation of the following process revisions required to improve efficiency and related cost savings for operation of the NAPBoard for 2026.

**RECOMMENDATIONS**

1. The date on which a *complete* Consent application will be assigned to a particular statutory public meeting will be strictly enforced (no exceptions).
2. NAPBoard staff will not act as agent of the applicant(s) for the purpose of completing the Consent application form.
3. Section 10 of the Consent Application **MUST** be signed in person by the applicant.
4. To be considered complete, all Consent applications seeking the creation of a new lot **MUST** contain the following:
  - A Consent Form (up to 2 Consent requests in each form) **only typed for legibility** (available on the [napb.ca](http://napb.ca) website with written instructions) [NO hand written forms will be accepted]
  - The set fee for each Consent being requested (each new lot requested, a permanent easement or other process prescribed in Section 53 or 57) **payable only by personal cheque or money order (NO CASH will be accepted)**
  - An OPPI Planner's Report (Powassan Contract Planner) or a hired Planner for unincorporated townships [often the survey firm doing the sketch will have OPPI Planner(s) to act as agent]
  - A sketch prepared by a registered Surveyor, which depicts the new lot **AND** the primary property and adjacent lands
  - Either Local Roads Board (LRB) confirming frontage on a year round maintained road for lands located in the unincorporated townships OR MTO comments for land with highway frontage
  - North Bay Mattawa Conservation Authority (NBMCA) comments for feasibility of septic (unless in the serviced area of Powassan)
  - Ontario Ministry of Agriculture comments if the new lot is within 750m of land with livestock activity
  - *Any other* agency comments particular to the land in the area of the proposed new lot
  - Title Report confirming ownership of the land by the applicant(s) and any relative encumbrance of easement etc., and/or copy of a Bona Fide Agreement of Purchase and Sale if the applicant is a potential purchase of the land (per subsection 53(1) of the *Planning Act*).

RESOLUTION 67-2025 Moved by Dave Britton Seconded by Roger Glabb

THAT the process revisions presented in the report to the NAPBoard at its meeting on 4 December 2025, be implemented, as follows:

1. The date on which a complete Consent application will be assigned to a particular statutory public meeting will be strictly enforced (no exceptions).
2. NAPBoard staff will not act as agent of the applicant(s) for the purpose of completing the Consent application form.
3. Section 10 of the Consent Application **MUST** be signed in person by the applicant.
4. To be considered complete, all Consent applications seeking the creation of a new lot **MUST** contain the following:

-A Consent Form (up to 2 Consent requests in each form) **only typed for legibility** (available on the [napb.ca](http://napb.ca) website with written instructions) [NO hand written forms will be accepted]



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(10.3) (RESOLUTION 67-2025 cont'd...)

- The set fee for each Consent being requested (each new lot requested; a permanent easement or other process prescribed in Section 53 or 57) payable only by personal cheque or money order (NO CASH will be accepted)
- An OPPI Planner's Report (Powassan Contract Planner) or a hired Planner for unincorporated townships [often the survey firm doing the sketch will have OPPI Planner(s) to act as agent]
- A sketch prepared by a registered Surveyor, which depicts the new lot AND the primary property and adjacent lands
- Either Local Roads Board (LRB) confirming frontage on a year round maintained road for lands located in the unincorporated townships OR MTO comments for land with highway frontage
- North Bay Mattawa Conservation Authority (NBMCA) comments for feasibility of septic (unless in the serviced area of Powassan)
- Ontario Ministry of Agriculture comments if the new lot is within 750m of land with livestock activity
- Any other agency comments particular to the land in the area of the proposed new lot
- Title Report confirming ownership of the land by the applicant(s) and any relative encumbrance of easement etc., and/or copy of a Bona Fide Agreement of Purchase and Sale if the applicant is a potential purchase of the land (per subsection 53(1) of the Planning Act).

CARRIED

**4. Roster of Dates for the NAPBoards' 2026 Statutory Public Meeting Dates**

A draft Roster of dates on which the NAPBoard could hold its 2026 Statutory Public Meetings is presented below, along with the last date to receive complete applications for Consents for the respective meeting date. (Note that incomplete applications cannot be processed to a particular meeting date until the application is deemed complete.) The subject Roster of Meeting Dates may be altered at the direction of the NAPBoard throughout the year.

**RECOMMENDED ROSTER**

	<b>Tentative 2026 MEETING DATE</b> <b>Thursday @ 2pm (within the 1<sup>st</sup> December 2022 to 30 Nov 2026 Term)</b>	<b>LAST DAY TO SUBMIT <i>COMPLETE</i> APPLICATIONS</b>
1	<b>January 29</b>	<b>Thursday 11 December 2025</b>
2	<b>April 2</b>	Thursday 26 February 2026
3	<b>June 18</b>	Thursday 7 May 2026
4	<b>September 17</b>	Thursday 27 August 2026
5	<b>October 29</b>	Thursday 24 September 2026
6	<b>December 17 INAUGURAL</b> (NEW 1st Dec to 30 Nov 2030 Term)	Thursday 29 October 2026



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(10.4)

RESOLUTION 68-2025      Moved by Roger Glabb      Seconded by Dave Britton

1. THAT the roster of 2026 Statutory Public Meeting dates *[presented in the chart presented in the subject report]*, be approved with that will allow staff to process incoming Consent applications and issue the statutory Notice of Meeting for the noted date, noting that Special Meetings may be added by the NAPBoard at direction of the Chairperson and/or Secretary-Treasurer.

2026 TENTATIVE MEETING DATES on Thursday @ 2pm (within the 1st December 2022 to 30 Nov 2026 Term)	LAST DAY TO SUBMIT COMPLETE APPLICATIONS
January 29	Thursday 11 December 2025
April 2	Thursday 26 February 2026
June 18	Thursday 7 May 2026
September 17	Thursday 27 August 2026
October 29	Thursday 24 September 2026
December 17 INAUGURAL (NEW 1st Dec to 30 Nov 2030 Term)	Thursday 29 October 2026

2. THAT the 2026 Statutory Public Meeting dates be listed on the **napb.ca** website.
3. THAT the seasonal closure of NAPBoard operations commence on 22 December 2025 to re-commence on Wednesday 7 January 2026.

CARRIED

**11. FINANCIAL REPORT – Nil**

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

Subsection 239(1) and 239(2)

(b) a matter involving identifiable individual(s); and/or

(e ) litigation or potential litigation, including matters before administrative tribunal; and/or

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

At approximately 03:25pm, the following motion was processed to move into a Closed Session.

RESOLUTION 69-2025      Moved by Dave Britton      Seconded by Roger Glabb

THAT pursuant to subsection 239 (1) (3.1), the NAPBoard at its meeting on 4 December 2025, resolved into a Closed Session to consider:

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

CARRIED

On a verbal motion, the NAPBoard returned to open session at approximately 3:38pm

RESOLUTION 70-2025      Moved by Dave Britton      Seconded by Roger Glabb

WHEREAS Resolution 68-2024 authorized the most recent increase to the remuneration to the NAPBoard Administrative Director;

AND WHEREAS in the years 2024 and 2025, the cost of living and the complexities involved with processing of the Consent applications and responding to enquiries, as well as the reporting requirements to the Ministry of Municipal Affairs and Housing (Sudbury), have become substantive;

BE IT RESOLVED THAT a \$10.00 per hour increase be applied to the rate of pay for the NAPBoard's administrative Director be approved, effective January 1, 2026 and the vacation pay allotment remain at 9% per annum.

CARRIED



**MINUTES  
4 December 2025**

*Adopted on 5 February 2026  
Resolution 4-2026*

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(12)

**13. NEXT REGULAR STATUTORY PUBLIC MEETING** – 29 January 2026 pending adoption of 2026 draft roster of public meeting dates

**14. ADJOURNMENT** – 3:40pm

*“John Borlase”*

*“Dave Britton”*

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**Chairperson John Borlase**

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**Secretary-Treasurer Dave Britton**