



**MINUTES**  
**Statutory Public Meeting**  
**Thursday 5 February 2026**

*Adopted in Resolution 17-2026*  
*16 April 2026*

**1. CALL TO ORDER**

Chairperson John Borlase assumed Chairmanship of this meeting 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**

|  |              |  |
|--|--------------|--|
| CHAIRPERSON                              | John Borlase | (Unincorporated Townships, Ministry Appointee) |
| SECRETARY-TREASURER                      | Dave Britton | (Councillor Powassan)                          |
| 2 <sup>nd</sup> VICE SECRETARY-TREASURER | Roger Glabb  | (Powassan Citizen appointee)                   |

**MEMBER ABSENT**

|                          |            |                       |
|--------------------------|------------|-----------------------|
| VICE SECRETARY-TREASURER | Randy Hall | (Councillor Powassan) |
|--------------------------|------------|-----------------------|

**OTHERS PRESENT**

Karin Ann Brent, NAPB Administrative Director

(Item 7.1 B1/POWASSAN/2026)

Steve McArthur, Sr. Planner, Tulloch Engineering (North Bay)

Drew Sinclair, Planning Student, Tulloch Engineering (North Bay)

(Item 7.1 B2/EAST MILLS/2026)

Laurie Macpherson 2804867 Ontario Inc. (applicant)

Tom Brake 2804867 Ontario Inc. (applicant)

(Item 7.3 B14 & B15 WILSON 2022)

Steve McArthur, Sr. Planner, Tulloch Engineering (North Bay)

Drew Sinclair, Planning Student, Tulloch Engineering (North Bay)

(Item 10.1 Correct Data Error - Condition 3.1 B24/PATTERSON/2025)

Paul Goodridge, Goodridge & Goulet Planning Services

Dale McConnell, recipient of subject lot addition

**3. ADOPTION OF AGENDA**

On a verbal motion by Roger Glabb, seconded by Dave Britton, the agenda of this meeting was adopted as amended to addition item 11.4 to revise Resolution 71-2025 and issue a new Resolution to adjust the timing for donation to the Powassan Food Bank to the NAPBoard fiscal year of 2026.

CARRIED

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



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**5. ADOPTION OF MINUTES**

- a) 4 December 2025 (Regular Statutory Public Meeting)
- b) 18 December 2026 (Special Meeting)
- c) 6 January 2026 (Special Telecom Meeting)

RESOLUTION 4-2026      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:

- a) 4 December 2025 – (Regular Statutory Public Meeting)
- b) 18 December 2025 (Special Meeting)
- c) 6 January 2026 (Special Telecom Meeting)

CARRIED

**6. PRESENTATIONS / DEPUTATIONS**

**7. CONSENTS & SUBDIVISIONS**

**1. PUBLIC MEETINGS - CONSENTS**

| Time Heard       | APPLICANT NAME                         | B File # | LOCALITY   | CONSENT REQUESTED  | DISPOSITION   |
|------------------|--|----------|------------|--|---|
| 2:04pm to 2:08pm | HUGHES, Evan Wm                        | 1/2026   | POWASSAN   | CREATE a NEW 8.1ha (20ac) LOT on Hwy 534 (developed site)          | Provisional Approval Resolution 5-2026  |
| 2:09pm To 2:50pm | 2804867 Ontario Inc (Brake,MacPherson) | 2/2026   | EAST MILLS | CREATE 2.12ha (5.2ac) Back Lot access by easement to Clear Lake Rd | Referred back Resolution 6-2026 to process a revision to lot size and to submit an application for permanent easement |

RESOLUTION 5-2026                      Moved by Dave Britton                      Seconded by Roger Glabb  
 THAT the record indicate there was no person present to public input at the statutory public meeting on 5 February 2026 regarding Consent application B1/POWASSAN/2026 seeking approval to sever an 8.1ha (20ac) LOT fronting on Hwy 534 developed with a industrial/commercial use;

And that Steve McArthur, Sr Planner Tulloch Engineering (North Bay) was present as agent for the applicants.

THAT the following written submissions regarding B1/POWASSAN/2026, be received for the record:

- a) Letter dated 31 October 2025 from the On-Site Sewage System Program Manager of the North Bay-Mattawa Conservation Authority confirming the severed site has a permitted septic system and the retained lands will require a septic system permit during the development process.
- b) Letter dated 17 November 2025 from the MTO Highway Corridor Management Section (North Bay office) for the Driveway Entrance Permit dated 17 November 2025 (access to the retained lands).
- c) Planning Justification Briefing dated November 2025 from Steve McArthur, Sr Planner with Tulloch Engineering (North Bay).

Cont'd...



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(7.1) Resolution 5-2026 cont'd...

d) Resolution 2025-356 of Powassan Council 9 December 2025 and PlanScope Report 3 December 2025 regarding the proposed severance, advising concurrence with the proposed severance, and requesting the following conditions of approval:

- i) submission of a Zoning Amendment application to rescind By-law 2009-44 and Re-Zone the severed and retained lots to recognize the existing uses;
- ii) an agreement being registered on title pursuant to Section 51(26) of the Planning Act on the benefiting (retained) lots to recognize the general industrial use of the adjacent (severed) lot; and
- iii) that titles of the two (2) retained parcels (22.9ha) Pt Lot 19 Conc 13 and (9.9ha) Part 1 Plan 42R-19103 PIN 52207-0288 (LT) ) be consolidated .

THAT PROVISIONAL APPROVAL of Consent application B1/POWASSAN/2026 be issued with the following condition(s):

1. That this consent approval applies to the creation of an 8.1ha (20ac) LOT fronting on Highway 534 (Civic #118 Hwy 534) developed with an industrial/commercial business.
2. That a Zoning Amendment Application to rescind By-law 2009-44 and re-zone the severed and retained lots to recognize the existing uses, be processed.
3. That an Agreement be registered on title pursuant to Section 51(26) of the Planning Act on the benefiting (retained) lots, to recognize the general industrial use of the adjacent (severed) lot;
4. That the titles of the two (2) retained parcels (22.9ha) Pt Lot 19 Conc 13 and (9.9ha) Part 1 Plan 42R-19103 PIN 52207-0288 (LT) ) be consolidated .

AND THAT a Notice of Decision be issued.

CARRIED

RESOLUTION 6-2026                      Moved by Roger Glabb                      Seconded by Dave Britton

THAT the record for the statutory public meeting on 5 February 2026 regarding Consent application B2/EAST MILLS/2026 seeking approval to sever a 2.12ha (5.2ac) BACK LOT to be accessed by a Permanent Easement entering from Clear Lake Road, indicate there were no public persons in attendance, and that the applicants Terry Brake and Laurie MacPherson for 2804867 Ontario Inc. were present at the meeting.

THAT the following written submissions regarding B2/EAST MILLS/2026 and the sketch depicting a reduced lot size for the proposed back lot, be received for the record:

- a) Letter dated 26 September 2025 from the North Bay Mattawa Conservation Authority (NBMCA) advising there are 2 feasible locations for a septic system on the proposed severed lot.
- b) Report dated 16 December 2025 from Plan Muskoka recommending approval of the requested new lot.
- c) Email dated 12 September 2025 from the Mills & Hardy Local Roads Board (LRB) confirming #791 has an existing driveway entrance and that the Clear Lake Road is maintained for 5.9km from Hwy 522 and winter maintenance for 5km from Hwy 522.
- d) A revised sketch depicting a proposed new back lot 1.907ha (4.711ac) and clarifying the location of the proposed permanent easement for access from Clear Lake Road.



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(7.1) Resolution 6-2026 cont'd...

THAT the request for creation of a 2.12ha (5.2ac) BACK LOT to be accessed by a Permanent Easement entering from Clear Lake Road, be REFERRED BACK TO THE APPLICANTS to:

1. process a revision to Section 4.1 (page 2) of Consent Application B2/EAST MILLS/2026 to describe the proposed reduced lot size to 1.907ha (4.711ac) [as depicted in a sketch presented at the statutory public meeting on 6 February 2026]; and
2. allow submission of a Consent application seeking approval of the permanent easement required for pedestrian and vehicular access to the proposed new back lot.

AND THAT Notice of Meeting be re-issued pursuant to Section 53 of the Planning Act, of the revised Consent Application B2/EAST MILLS/2026 in tandem with Notice of Meeting for the Consent Application seeking approval of a permanent easement for vehicular and pedestrian access from Clear Lake Road to be registered on title of the proposed new lot.

CARRIED

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

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

| Time Heard       | APPLICANT NAME                                  | B File # | LOCALITY | CONSENT REQUESTED                             | DISPOSITION                               |
|------------------|---|----------|----------|---|---|
| 2:51pm to 2:54pm | MALLARI-NAZAREO, Encarnacion<br>ABARILLA, Mirma | B14/2022 | WILSON   | CREATE a NEW 5.22ha (12.89ac) LOT on Hwy 522  | Provisional Approval<br>Resolution 7-2026 |
| 2:51pm to 2:54pm | MALLARI-NAZAREO, Encarnacion<br>ABARILLA, Mirma | B15/2022 | WILSON   | CREATE a NEW 15.80ha (39.04ac) LOT on Hwy 522 | Provisional Approval<br>Resolution 7-2026 |

These matters were presented at the NAPBoard Statutory Public Meeting on 21 July 2022. The following Resolution was passed:

RESOLUTION 43-2022

*Moved by Dave Britton*

*Seconded by Roger Glabb*

*THAT the presentation of Consent Applications:*

*B14/WILSON/2022 requesting a new 5.22ha (12.9 acre) lot with 214.27m (702.99 ft) frontage on Highway 522; and respectively,*

*B15/WILSON/2022 requesting a new 15.8ha (39.04 acre) lot with 96.92m (317.98 ft) frontage on Highway 522,*

*and any and all comments and written submissions received at the statutory public meeting held on Thursday 21 July 2022 as prescribed in the Planning Act, R.S.O. 1990, c. P.13, be received and referred to the NAPBoard Planner for reports.*

*AND THAT the requested Consents be referred to the next available public meeting of the NAPBoard once the Planner's Reports are available, for disposition on the respective requests.*

CARRIED

These matters were subsequently reported to the NAPBoard Statutory Public Meeting on 25 August 2022:

B14 & 15/WILSON/2022

Consent applications B14 & 15/WILSON/2022 presented at a public meeting on 21 July 2022 and referred to this meeting for disposition. No persons of the public attended nor submitted written submission on this matter.

A detailed Report dated 9 August 2022 was prepared by Steve McArthur, MCIP, RPP for the North Almaguin Planning Board. The subject planning report was provided to the applicants and NAPBoard Members by email sent 17 August 2022. The matter was returned to the NAPBoard regular meeting on 25 August 2022. The following Resolution was passed referring the matters back to the applicants with request for addition information.



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(7.3) cont'd...

*RESOLUTION 61-2022*

*Moved by John Borlase*

*Seconded by Roger Glabb*

*THAT the Consent applications B14 and B15/WILSON/2022 be referred back to the applicants to address the concerns raised by the Ministry of Transportation Ontario (MTO) and the North Bay Mattawa Conservation Authority (NBMCA) regarding multi-unit development in progress as was observed on the subject property during a site visit the first week of August 2022 for septic system requirements. AND THAT prior to further consideration of the subject Consent applications:*

*1) a site plan of the proposed multi-unit development proposed for Lot 11 Concession 14 Wilson Township be provided to the NAPBoard, the MTO and the NBMCA.*

*2) updated comments from MTO and NBMCA be provided prior to further consideration of the subject Consent applications.*

*3) MMAH be provided with the foregoing information for its review and comment.*

*CARRIED*

The noted Consent applications were returned along with information from MTO identifying a location where a driveway entrance permit may be issued for vehicular and pedestrian access to the requested new lots and retained lands via permanent easements registered respectively on title of each of the requested new lots and the retained parcel.

**RESOLUTION 7-2026**

**Moved by Dave Britton**

**Seconded by Roger Glabb**

THAT the public record of the statutory public meeting on 21 July 2022 regarding Consent applications B14/WILSON/120902022, seeking approval to sever a 5.22ha (12.9ac) LOT fronting on Hwy 522 indicate there were no persons of the public attending to present comment.

AND that Neng Nazareno (applicant) attended the public meeting on 21 July 2022 by virtual media and Noah Perron and Rick Miller of Miller & Urso Surveying Inc. were present as agents for the applicants.

THAT the following written submissions regarding B14/WILSON/2022, be received for the record in the Minutes of the public meeting on 21 July 2022:

1. Email dated 15 June 2022 from the Ministry of Transportation Ontario (MTO) stating that there is currently an entrance built to standard for this lot.
2. Email dated 17 August 2022 from MTO advising it does not support back lot development and the retained parcel would be considered a back lot. MTO does not have any valid entrance permits for either Lot 11 or Lot 12, Concession 14 at this time and wishes to consult with the property owners prior to any development.
3. Letter dated 19 May 2022 from the North Bay Mattawa Conservation Authority (NBMCA) advising that there is adequate room for one (1) Class 4F sewage system for a 3 bedroom single family dwelling with a floor area of less than 200 m<sup>2</sup> and 20 fixture units.
4. Email dated 9 August 2022 from the North Bay Mattawa Conservation Authority (NBMCA) advising that a site visit has found locations for multiple units being developed on the site.
5. Email dated 17 August 2022 from the Ministry of Transportation Ontario (MTO) advising that MTO does not support back lot development and that they do not have any valid driveway entrance permit(s) that meet MTO requirements.

THAT the record of the NAPBoard meeting on 25 August 2022 indicated receipt of the detailed Report dated 9 August 2022 prepared by Steve McArthur, MCIP, RPP for the North Almaguin Planning Board, and provided to the applicants and NAPBoard Members by email 17 August 2022, and the Consent request was presented to this meeting for disposition.

cont'd...



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(7.3) (RESOLUTION 7-2026 cont'd...)

FURTHER THAT record for the NAPBoard meeting on 5 February 2026 indicate: attendance of Steve McArthur Sr Planner and Drew Sinclair, Planning Student with Tulloch Engineering (North Bay) as agent for the applicants. And that the documents issued for the NAPBoard meeting on 5 February 2026, be received:

- MTO email advising that a location for a driveway entrance onto Hwy 522 has been identified, along with a surveyor's sketch depicting that location and where permanent easements would be located to provide pedestrian and vehicular access to the new lots in Consent applications B14 and B15/WILSON/2022 and the retained parcel.
- Copy of Resolution 61-2022 from the NAPBoard meeting of 25 August 2022 referring these Consent requests back to the applicants.

3. THAT PROVISIONAL APPROVAL of Consent applications be issued with the following condition(s):

1. That Consent approvals apply respectively, to the creation of:

(B14/WILSON/2022) a NEW 5.22ha (12.9ac) LOT fronting on Hwy 522 to be accessed by a permanent easement to be registered on title; and

(B15/WILSON/2022) a NEW 15.8ha(39ac) LOT fronting on Hwy 522 to be accessed by a permanent easement to be registered on title;

2. That a Consent application be processed to create a mutual permanent easement for pedestrian and vehicular access from a common driveway approved by MTO, to be registered on the titles of each of the new lots created respectively in Consent B14/WILSON/2022 and B15/WILSON/2022 and the retained parcel.

AND THAT a Notice of Decision be issued for each of Consents B14/WILSON/2022 and B15/WILSON/2022.

CARRIED

**8. CORRESPONDENCE - Nil**

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

**10. NEW BUSINESS**

1. Correction of Error in Application Section 4.1 Proposed Severed Parcel Size  
And Revision of Condition 3.1 in Notice of Decision 24/PATTERSON/2025

Report to the NAPBoard at its meeting on 5 February 2026 reporting a request for correction of data in the application form prepared and submitted by the agent for the applicants, and also revision of the Notice of Decision issued 11 November 2025 to cite the correct size of the lot addition described as Part 1 on Reference Plan 42R-22885 deposite4d in the Land Registry Office (LRO) on 27 November 2025.

RECOMMENDATION

1. THAT Section 4.1 of the Consent Application B24/PATTERSON/2025 be corrected to cite the dimensions of the retained and severed parcels as shown in deposited Reference Plan 42R-22885, reportedly as requested by the applicants and the recipients of the lot addition parcel.



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(10.1)

2. THAT condition 3.1 in the Notice of Decision issued by the NAPBoard at its meeting on 11 September 2025, be revised to cite an area of 15.241ha as depicted for Part 1 on Reference Plan 42R-22885 deposited in the Land Registry Office (LRO) on 27 November 2025 describing the severed parcel to be conveyed as a lot addition to 120 Hawthorne Drive (PIN 52225-0504(LT) in the Township of Patterson, District of Parry Sound, Ontario.

Paul Goodridge, agent for the applicants explained that the data reported in the subject application form was incorrect due to use of MNR mapping, and requested discussion about waiving the correction fee.

RESOLUTION 8-2026    Moved by Dave Britton                      Seconded by Roger Glabb

1. THAT Section 4.1 of the Consent Application B24/PATTERSON/2025 be corrected to cite the dimensions of the retained and severed parcels as shown in deposited Reference Plan 42R-22885, reportedly as requested by the applicants and the recipients of the lot addition parcel.
2. THAT condition 3.1 in the Notice of Decision issued by the NAPBoard at its meeting on 11 September 2025, be revised to cite an area of 15.241ha as depicted for Part 1 on Reference Plan 42R-22885 deposited in the Land Registry Office (LRO) on 27 November 2025 describing the severed parcel to be conveyed as a lot addition to 120 Hawthorne Drive (PIN 52225-0504(LT) in the Township of Patterson, District of Parry Sound, Ontario.

CARRIED

RESOLUTION 9-2026    Moved by Dave Britton                      Seconded by Roger Glabb

WHEREAS the agent for the applicants in Consent B24/PATTERSON/2025 submitted an application for Consent to create a parcel to be conveyed as a lot addition to abutting lands (120 Hawthorne Road Restoule); AND WHEREAS Section 4.1 presented a lot size that was incorrect, further complicated by providing an illegible aerial photograph instead of a surveyor's sketch to depict and provide dimensions and lot area of the proposed lot addition parcel;

AND WHEREAS said agent was present at the NAPBoard meeting on 5 February 2026 in support of his request for correct the error in his detailed letter dated 27 January 2026 stating this his use of MNR mapping that did not provide accurate measurement of the primary property nor the proposed lot addition area; and requested that the correction fee of \$600.00 be waived;

BE IT RESOLVED that the correction fee of \$600.00 set in Schedule A of Bylaw 1-2025, be hereby waived.

CARRIED

## **11. FINANCIAL REPORT**

### **1. Financial Report – Year End 2025**

RESOLUTION 10-2026    Moved by Roger Glabb                      Seconded by Dave Britton

That Financial Report for the fiscal year 2025 (January 1 through December 31) presented to the NAPBoard at its meeting on 5 February 2026, be received.

AND THAT the NAPBoard Administrative Director be directed to prepare for and obtain an Auditor's Report to remit to MMAH by 30 June 2026 according to Schedule E of the agreement for the MMAH Operating Grant for planning services provided to the six (6) unorganized townships. CARRIED



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(11.)

2. Draft Budget 2026

RESOLUTION 11-2026                      Moved by Roger Glabb                      Seconded by Dave Britton  
THAT the draft Budget for the NAPBoard's operating year of 2026 presented at its meeting on 5 February 2026 be received for information.  
CARRIED

3. Financial By-law 2026

RESOLUTION 12-2026                      Moved by Roger Glabb                      Seconded by Dave Britton  
THAT a NAPBoard Financial By-law presented to the NAPBoard at its meeting on 5 February 2026 be enacted in a form that reflects the 2026 budget presented to the NAPBoard at its meeting on 5 February 2026, as amended in Schedule A to add a statement that fees may be waived or adjusted by Resolution of the NAPBoard; the by-law being considered as read its first, second and third time and enacted.  
CARRIED (By-law 1-2026)

4. Revision to Resolution 71-2025

RESOLUTION 13-2026                      Moved by Roger Glabb                      Seconded by Dave Britton  
WHEREAS after Resolution 71-2025 was passed on 18 December 2025, the Members present directed that the donation to the Powassan Food Bank be held and issued in the spring of the year 2026.  
THAT Resolution 71-2025 be hereby amended to retract that particular directive in item 1).  
AND THAT staff be directed to issue the annual proprietary donation the Powassan Food Bank in the amount of \$100.00 payable on or about 30 April 2026.  
CARRIED

**12. CLOSED SESSION**

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.

RESOLUTION 14-2026                      Moved by Roger Glabb                      Seconded by Dave Britton

THAT pursuant to subsection 239 (1) (3.1), the NAPBoard at its meeting on 5 February 2026 resolve into a Closed Session to consider:

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

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

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

CARRIED



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(12.)

RESOLUTION 15-2026 Moved by Roger Glabb Seconded by Dave Britton  
WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) has advised in its letters dated 18 December 2025 that the North Almaguin Planning Board (NAPBoard) has been awarded:  
A funding allocation \$23,597.00 for planning services to the six unincorporated townships of East Mills, Hardy, McConkey, Patterson, Pringle and Wilson in the jurisdiction of the NAPBoard; and  
A business case funding allocation of \$10,000.00 for the Official Plan project for those unincorporated townships.  
AND WHEREAS receipt of the noted grant funds has yet to be received as of 2 February 2026;  
THAT the project for the Official Plan for the Unincorporated Townships in the jurisdiction of the NAPBoard be suspended pending receipt of the Ministry of Municipal Affairs and Housing (MMAH) business case funding for the fiscal year 2025/26 and the annual operating grant for planning services in the unincorporated townships in the jurisdiction of the NAPBoard.  
CARRIED

**13. NEXT MEETING** *(tentatively scheduled for 2 April 2026)*

**14. ADJOURNMENT** – 4:12pm

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Chairperson John Borlase

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Secretary-Treasurer Dave Britton