

Central Almaguin Planning Board
MINUTES
Wednesday, October 1, 2025
At the Village of South River Municipal Office located at
63 Marie Street, South River

Attending:

| | | | |
|--------------|-----------------------------------|-------------------|------------------------------------|
| Chair | South River Member Jim Coleman | Vice Chair | Machar Member Lynda Carleton |
| | Provincial Member John MacLachlan | | Sundridge Member Fraser Williamson |
| | Joly Member Chris Nicholson | | Strong Member Tim Bryson |

Secretary-Treasurer: Christine Hickey

Public - Dave McAlister, Katherine Rankin, Marlin Cox, Brenda Cox

1. Call to order at 5:30 p.m.

The Chair called the meeting to order at 5:31 p.m.

2. Approval of Agenda

Resolution #1

Moved by: Fraser Williamson

Seconded by: Lynda Carleton

BE IT RESOLVED THAT this Board does hereby approve the October 1, 2025 agenda as amended. **CARRIED**

3. Declaration of Pecuniary Interests - None
4. Minutes – September 3, 2025 Meeting

Resolution #2

Moved by: John MacLachlan

Seconded by: Chris Nicholson

BE IT RESOLVED THAT this Board does hereby adopt the minutes of Wednesday, September 3, 2025; as written **CARRIED**

5. Payment of October Accounts:

5.1 Payment of Accounts by e-transfer (added item)

Resolution #3

Moved by: Tim Bryson

Seconded by: John MacLachlan

BE IT RESOLVED THAT this Board does hereby authorize the payment of accounts by e-transfer as necessary. **CARRIED**

5.2 Payment of October Accounts

Resolution #4

Moved by: Lynda Carleton

Seconded by: Fraser Williamson

BE IT RESOLVED THAT this Board does hereby approve payment of the October Accounts:

Ch# 667 - Village of South River – Rent for October 2025 - \$363.78

Ch# 668 - Christine Hickey – Wages (September 1, 2025 – September 30, 2025 – 30.5 hours)

Ch# 669 – Client First Canada – Invoice 2763 - \$474.60

Online CRA Payments for September (\$176.67)

Online Visa Payment for September (\$18.65)

CARRIED

6. Public Meetings/Decisions on the following Files

6.1 B015/25 Strong – Concession 4, Lot 32 – 67 Gibbons Road

The meeting time for this application was approximately 5:33 p.m. to 5:35 p.m.

The Secretary-Treasurer confirmed that the required circulation was completed and there were no written or electronic comments received. The Chair confirmed if there were any questions or comments from those attending electronically or in person, there were no further comments or discussion from the Board.

Resolution #5

Moved by: Tim Bryson

Seconded by: Jim MacLachlan

BE IT RESOLVED THAT this Board does hereby approve File B015/25 Strong

This approval applies to create one (1) new lot which will have:

90m (+/-) Frontage on Gibbons Road, with a depth of 445m (+/-) and an area of 4.00ha (+/-).

Retained Lot will be 36ha (+/-).

THE SUBJECT LANDS ARE LOCATED at Concession 4, Lot 32, with a municipal address of 67 Gibbons Road, Township of Strong, District of Parry Sound.

The Board requires that all conditions of draft approval from the Central Almaguin Planning Board and the Township of Strong be met before the deeds can be stamped and final approval given.

CARRIED

7. New Files

7.1 B016/25 Machar – Concession 4, Part Lot 22,23,24 – 2035 Eagle Lake Road

The Secretary-Treasurer was directed to proceed with a Notice of Public Meeting

7.2 S002/25 Strong – Concession 8, Lot 18 - 151 Sunny Ridge Road

Discussion ensued on the proposed application and the location of the subject lands. The applicant was in attendance and was able to answer questions that the Board had related to the application.

The Secretary-Treasurer was directed to proceed with a Notice of Public Meeting

Discussion ensued on the posting of the notices for all applications with the pending mail strike, if needed the Secretary-Treasurer can look into the possibility of a courier company to send the notices. Each notice will also be posted on the applicable websites.

8. Follow-up/New Items

8.1 B003/24 and B004/24 Lount – Concession A, Lot 148 and 149 - 977 Rye Road

Discussion ensued on the application, the Secretary-Treasurer to advise the applicant to provide in writing the setback for the pit to each of the development and provide a copy of the aggregate site plan that is readable before a final decision can be made.

- The Secretary-Treasurer was directed to proceed with a Notice of Public Meeting
- 8.2 2025 Estimated Budget

Resolution #6

Moved by: Chris Nicholson

Seconded by: Tim Bryson

BE IT RESOLVED THAT the Central Almaguin Planning Board receive the 2025 estimated budget.

CARRIED

- 8.3 Pahaphill and Associates – 2024 Audit - Revised
Re: 2024 Draft Financial Statements

The Secretary-Treasurer advised that the Auditor is finalizing the draft audit statements. It is anticipated that the files will be brought to the November meeting. The Ministry requests the financial statements as part of the funding agreement, Secretary Treasurer to confirm with the Ministry if November will be satisfactory.

Resolution #7

Moved by: Lynda Carleton

Seconded by: Fraser Williamson

BE IT RESOLVED THAT the Central Almaguin Planning Board discuss the 2024 Draft Audit Documents;

AND THAT the Chair and Secretary-Treasurer be authorized to work with the Ministry to provide to them requested information

AND THAT the 2024 Draft Audit Documents be brought to a future meeting for approval.

CARRIED

- 8.4 Office Closure – Wednesday October 15, 2025

The Secretary-Treasurer requested that the CAPB office be closed on Wednesday October 15 due to training. Staff will ensure that necessary work and follow-up is managed.

Resolution #8

Moved by: John MacLachlan

Seconded by: Lynda Carleton

BE IT RESOLVED THAT the Central Almaguin Planning Board approve the closure of the Office on Wednesday October 15, 2025. Staff will work remotely to ensure work is completed.

CARRIED

9. Correspondence/Updates

The Secretary advised that the Ministry of Municipal Affairs and Housing is holding a Planning Training Session in November, depending on the agenda items, the Secretary-Treasurer requested permission to attend. The Board was in support of the request.

10. By-Laws

Resolution #9

Moved by: Fraser Williamson

Seconded by: John MacLachlan

BE IT RESOLVED THAT the Central Almaguin Planning Board approve By-Law 2025-001 being a By-law to Govern the calling, place and proceedings of meetings of the Central Almaguin Planning Board. **CARRIED**

11. Closed Session - None

12. Adjournment

Resolution #10

Moved by: Tim Bryson

Seconded by: Chris Nicholson

BE IT RESOLVED THAT the Central Almaguin Planning Board adjourn at 6:20 p.m. until Wednesday November 5, 2025 or at the call of the Chair.

CARRIED

Jim Coleman, Chair

Christine Hickey, Secretary-Treasurer