

**Agenda**  
**The Township of Cavan Monaghan**  
**Municipal Revitalization and Heritage Advisory Committee Meeting**

September 17, 2020

9:00 a.m.

Cavan Monaghan Community Centre  
986 County Rd. 10, Millbrook, ON L0A 1G0

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

**Pages**

1. Open Session
2. Call to Order
3. Approval of the Agenda
4. Disclosure of Pecuniary Interest and the General Nature Thereof
5. Closed Session
6. Minutes
  - 6.1 Minutes of the meeting held February 20, 2020 3 - 6
7. Business Arising from the Minutes
8. Reports
  - 8.1 Community Improvement Plan Update - Brigid Ayotte
9. General Business
  - 9.1 Budget Preparation 2021
  - 9.2 Work Plan Review 2020 7 - 7
  - 9.3 Downtown Mural
  - 9.4 How do we get there...

## 10. Adjournment

**Minutes**  
**The Township of Cavan Monaghan**  
**Municipal Revitalization and Heritage Advisory Committee Meeting**  
**Thursday, February 20, 2020**  
**9:00 a.m.**  
**Committee Room**

**Those members in attendance:**

Peter Ramsay  
Ashley Stewart  
Bruce Lepper  
Tim Belch  
Kathie Lycett  
David Franco  
Ryan Huntley  
Bill Shields (9:11 a.m.)

**Those members absent:**

Heather Candler (with regrets)  
Robert Ross (with regrets)

**Staff members in attendance:**

Brigid Ayotte	Economic Development Coordinator
Cindy Page	Deputy Clerk
Karen Ellis	Director of Planning

**1. Open Session**

**2. Call to Order**

Councillor Belch called the meeting to order. (9:02 a.m.)

**3. Approval of the Agenda**

Moved by: Franco

Seconded by: Lepper

That the Municipal Revitalization and Heritage Advisory Committee agenda be approved as presented.

**Carried**

**4. Disclosure of Pecuniary Interest and the General Nature Thereof**

There were no pecuniary interests noted.

**5. Closed Session**

There were no closed session items.

**6. Minutes**

**6.1 Minutes of the meeting held January 16, 2020**

Moved by: Huntley

Seconded by: Franco

That the minutes of the meeting held January 16, 2020 be approved as presented.

**Carried**

**7. Business Arising from the Minutes**

**7.1 Doors Open Peterborough Update**

There are no updates from Doors Open Peterborough for Bruce to provide.

**7.2 Heritage Awards**

The Committee discussed nominations for the 2020 Heritage Awards and the potential of hosting a Heritage Celebration in collaboration with the Historical Society. The celebration will allow for the Heritage Award presentations, local groups to showcase what their groups offer and the Municipal Revitalization and Heritage Advisory Committee to speak to our mandate and accomplishments.

Moved by: Huntley

Seconded by: Lepper

Bruce Lepper will discuss with the Historical Society the option to work in collaboration with the Municipal Revitalization and Heritage Advisory Committee to host a Heritage Celebration in 2020 to showcase the accomplishments “then and now” with an emphasis on Heritage and report back to the Committee.

**Carried**

**8. Reports**

**8.1 BIA Update – Kathie Lycett**

Ms. Lycett was in attendance and provided an update on the meeting held at the Community Hall on February 19<sup>th</sup> to discuss the possibilities of making King Street one way through the downtown. Ms. Lycett noted the main objective for the meeting was to gather feedback and to see if there was an interest to move forward with this initiative which would allow for sidewalk retail, patios and to “create a downtown destination”.

Ms. Lycett spoke to the Career Fair that is being held in April in collaboration with the Millbrook Chamber. Ms. Lycett said they presented the “Doors Open Peterborough” concept to the BIA and they are interested in the concept.

## **9. General Business**

### **9.1 2020 Approved Budget**

Brigid Ayotte provided an update on the approved 2020 budget outlining that the items approved including the Heritage By-laws contract position \$13,000, Rolling Dinner \$10,000, the Deyell Parkette Planters \$2,500 and the Heritage Awards \$500. Staff will request that \$2,500 be transferred from the Springville and Ebenezer Cemeteries reserves into the Clerk’s budget to cover the maintenance and restoration work that is to be completed in 2020. Ms. Ayotte noted there was \$25,000 allocated to the Public Works Capital budget for a King Street Alleyway Improvement Study, which falls within the Community Improvement Plan Area.

#### **9.1.1 CIP 2020 Update**

Ms. Ayotte noted there was \$25,000 allocated in the budget for the Community Improvement Plan (CIP) and provided the Committee an update on the three projects that have been completed to date and the ones that are still underway. Ms. Ayotte tasked the Committee with thinking about what programs we want to open for the CIP in 2020 to maintain momentum. Ms. Ayotte noted there is an opportunity to utilize funds to coincide with the King Street Alleyway Improvement Study being led by the Public Works Department as an option.

Moved by: Huntley

Seconded by: Franco

The Municipal Revitalization and Heritage Advisory Committee request that Ms. Ayotte bring back a report with updates on the programs that were opened for the Community Improvement Plan and the status of the projects to date for a one-year review.

**Carried**

#### **9.1.2 Rolling Dinner**

Councillor Huntley spoke to the Rolling Dinner being approved in the 2020 budget and noted the need to get started on planning the event. Councillor Huntley explained the vision being a Rolling Dinner either having one or multiple locations in the hamlets over the summer months. The first step is to contact partners to help facilitate this initiative such as Peterborough Economic Development, the Women’s Institute, the BIA and various other organizations. The thought is to create an environment around food where vendors and organizations within the Township can come and display what they are about or what they sell, and provide an opportunity to discuss the CIP benefits and the mandate of the Committee with an emphasis on Heritage and Revitalization.

## **9.2 60 King Street West – Karen Ellis**

Ms. Ellis was in attendance to speak to the request from the Heritage property at 60 King Street West. The property owner was in discussion with Ms. Ellis regarding the need to replace his cedar shingle roof, Ms. Ellis explained the options to the Committee for consideration, however noted there is nothing in the designated by-law that addresses the roof.

Moved by: Stewart

Seconded by: Shields

Although the roof material is not noted in By-law 86-32, the Municipal Revitalization and Heritage Advisory Committee recommends to the property owners of 60 King Street West select a roofing material that is in keeping with the heritage structure and the shape, size, colouring and patterning of the existing shingles and the Committee is available for direction if needed.

**Carried**

## **10. Adjournment**

Moved by: Lepper

Seconded by: Ramsay

That the Municipal Revitalization and Heritage Advisory Committee adjourn. (10:14 a.m.)

**Carried**

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Tim Belch  
Chair

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Cindy Page  
Deputy Clerk

<b>Municipal Revitalization and Heritage Advisory Committee Work Plan - 2020</b>				
<b>Item</b>	<b>Budget</b>	<b>Sub-Committee</b>	<b>Tasks/Progress</b>	<b>Completion Date</b>
Deyell Parkette – Bench	\$2500.00		Install bench at Deyell Parkette – Brigid to order the bench	
Deyell Parkette – Landscaping	\$1300.00	Peter Ramsay Bruce Lepper Bill Shields Karen Ellis	Landscaping at the Deyell Parkette Karen work w Gerry on creating flower boxes Or investigate Taylors' (BIA) – Peter went to Taylors waiting for a quote back.	
Springville and Ebenezer Cemetery Restoration	\$2500.00 Clerk's Budget	Contracted to Campbell Monuments		
Review and update to current Heritage By-laws	\$13,000.00		Create a job description for contract employee to research, review and strengthen the current Heritage By-laws to reflect the intent and protection of heritage attributes.	2020
Rolling Dinner	\$10,000.00		Need to create a subcommittee	2020
Deyell Parkette Planter Boxes	\$2500.00	Peter Ramsay Bruce Lepper Bill Shields Karen Ellis	Peter is waiting for quote from Taylors for planter	