



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, September 21, 2020

1:00 p.m.

The Municipal Office is currently closed to the public, attendance in the Council Chambers will not be permitted. A link to the livestreaming of this meeting will be available through our website at

www.cavanmonaghan.net

Council Members may be participating remotely.

	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. Delegations	
7. Minutes	
7.1 Minutes of the Regular Meeting held September 8, 2020	3 - 17
8. Reports	
8.1 Report - Planning-2020-30 Sandford and Simmons Severance Application B-42-20 (KE)	18 - 29
8.2 Report - Planning-2020-31 Sandford and Simmons Severance Application B-43-20 (KE)	30 - 41
8.3 Report - ECD-2020-06 Request for Proposal Website and IT Service Delivery and Modernization Review (BA)	42 - 43
8.4 Report - Corporate Services-2020-19 Ward Boundary Review Proposal (EA)	44 - 89

8.5	Report - Corporate Services-2020-20 Off-Road Vehicle Route and Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways (EA)	90 - 106
8.6	Report CAO/Parks and Facilities 2020-05 COVID-19 Re-opening Cavan Monaghan Community Centre (CA)	107 - 113
8.7	Report - CAO-2020-Report and Capital Project Status (YH)	114 - 116
8.8	Council/Committee Verbal Reports	
9.	General Business	
9.1	Lifting the State of Emergency	117 - 118
10.	Correspondence for Information	
11.	Correspondence for Action	
12.	By-laws	
13.	Unfinished Business	
14.	Notice of Motion	
15.	Confirming By-law	
15.1	By-law No. 2020-54 being a by-law to confirm the proceedings of the meeting held September 21, 2020	119 - 119
16.	Upcoming Events/Meetings	
16.1	Monday, September 28 - Millbrook Valley Trails Advisory Committee - 6:00 p.m.	
17.	Adjournment	

Minutes
The Township of Cavan Monaghan
Regular Council Meeting

Tuesday, September 8,
11:00 a.m.
Council Chambers

Those members in attendance remotely were:

Council	Scott McFadden	Mayor
	Matthew Graham	Deputy Mayor
	Tim Belch	Councillor
	Ryan Huntley	Councillor
	Cathy Moore	Councillor
Staff	Yvette Hurley	CAO
	Elana Arthurs	Clerk
	Cindy Page	Deputy Clerk
	Kimberley Pope	Director of Finance/Treasurer
	Karen Ellis	Director of Planning
	Wayne Hancock	Director of Public Works
	John Connolly	Executive Director of Planning & Development
	Kyle Phillips	Chief Building Official / By-law Enforcement Officer
	Chris Allison	Parks and Facilities Supervisor

1. Open Session

2. Call to Order

Mayor McFadden called the meeting to order at 11:00 a.m.

3. Approval of the Agenda

R/08/09/20/01

Moved by: Graham

Seconded by: Belch

That the agenda for the Regular Council meeting be approved as presented.

Recorded

For

Belch

X

Huntley

X

Moore

X

Graham	X
McFadden	X
Results	5

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

5.1 Resolution to move into Closed Session

R/08/09/20/02

Moved by: Huntley

Seconded by: Moore

That the Council for the Township of Cavan Monaghan move into Closed Session under Section 239(2) of the Municipal Act (2001), as amended, to consider:

litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Recorded	For
Huntley	X
Belch	X
Moore	X
Graham	X
McFadden	X
Results	5

Carried

5.2 Minutes of the Closed Session held June 15, 2020

5.3 Letter from Cassels Brock & Blackwell LLP Re: Township of Cavan Monaghan Growth Management Strategy 2020/County of Peterborough Official Plan

Mayor McFadden called for a recess until 1:00 p.m. (11:18 a.m.)

The Regular Council meeting reconvene. (1:00 p.m.)

6. Moment of Silence in recognition of former Reeve and Warden Dave Nelson - 1:00 p.m.

Mayor McFadden requested that a moment of silence be observed in recognition of former Reeve and Warden Dave Nelson.

7. Report from Closed Session

There was no report from Closed Session.

8. Public Meeting

Councillor Belch left the meeting. (1:12 p.m.)

8.1 Resolution to open the Public Meeting

R/08/09/20/03

Moved by: Graham

Seconded by: Moore

That the Public Meeting be opened pursuant to Section 17 of the Planning Act, R.S.O. 1990 P.13, as amended.

Recorded	For	Against
Graham	X	
Huntley	X	
Moore	X	
McFadden	X	
Results	4	0

Carried

Councillor Belch returned to the meeting. (1:14 p.m.)

8.2 Report - Planning-2020-26 Proposed Housekeeping Zoning By-law Amendment re: Ebenezer Cemetery

Ms. Ellis spoke to the need for the housekeeping Zoning By-law Amendment regarding the Ebenezer Cemetery.

8.3 Questions/Comments from members of Council

Council discussed the size of the property and sought clarification.

8.4 Questions/Comments from members of the public

There were no questions or comments from members of the public.

8.5 Consideration of the Report

R/08/09/20/04

Moved by: Graham

Seconded by: Moore

That Council review and consider all public and agency comments

received regarding this application; and
That By-law No. 2020-52 be approved.

Recorded	For	Against
Huntley	X	
Graham	X	
Moore	X	
Belch	X	
McFadden	X	
Results	5	0

Carried

8.6 Resolution to close the Public Meeting

R/08/09/20/05

Moved by: Graham

Seconded by: Huntley

That the public meeting be closed.

Recorded	For	Against
Moore	X	
Huntley	X	
Graham	X	
Belch	X	
McFadden	X	
Results	5	0

Carried

9. Delegations

9.1 Woodleigh Farms Ltd, Norm Lamothe - Leaf and Yard Waste Diversion Opportunity

R/08/09/20/06

Moved by: Graham

Seconded by: Huntley

That Council direct staff to work with Norm Lamothe in exploring a further commitment with regard to leaf and yard waste material and that the

technologies being explored are reviewed to be permitted in an agricultural zone.

Recorded	For	Against
Graham	X	
Moore	X	
Huntley	X	
Belch	X	
McFadden	X	
Results	5	0

Carried

10. Minutes

10.1 Minutes of the Regular Meeting held August 4, 2020

R/08/09/20/07

Moved by: Graham

Seconded by: Huntley

That the minutes of the Regular Council meeting held August 4, 2020 be approved as presented.

Recorded	For	Against
Belch	X	
Moore	X	
Graham	X	
Huntley	X	
McFadden	X	
Results	5	0

Carried

11. Minutes from Committees and Boards

There were no minutes from Committees or Boards.

12. Reports

12.1 Report - Finance 2020-19 - 2018-2020 Actual to Budget Comparison up to July 31, 2020

R/08/09/20/08

Moved by: Huntley

Seconded by: Moore

That Council receives the 2018-2020 Actual to Budget Comparison Report, for the period from January 1 to July 31 for each fiscal year.

Recorded	For	Against
Huntley	X	
Belch	X	
Graham	X	
Moore	X	
McFadden	X	
Results	5	0

Carried

12.2 Report - Finance-2020-18 COVID-19 Update No. 3, Waiving of Penalty/Interest Charges and loss of Revenues (April 1 to August 31, 2020)

R/08/09/20/09

Moved by: Belch

Seconded by: Moore

That Council extend the delegated authority to Yvette Hurley, CAO and Kimberley Pope, Director of Finance/Treasurer to waive user fees and charges until October 31, 2020;

That Council direct Staff to advertise through the Township website, social media and the Millbrook Times that the municipality has extended the waiving of user fees and charges until October 31, 2020 and will reactivate user fees and charges, including interest and penalty, effective November 1, 2020; and

That Council direct staff to send a letter of thanks to Doug Ford, Premier of Ontario and Laurie Scott, MPP for Haliburton-Kawartha Lakes-Brock for the \$217,000 under Phase 1 of the Safe Restart funding allocated to the municipality.

Deputy Mayor Graham declared a pecuniary interest due to his relationship to the owner of the Millbrook Times.

Recorded	For	Against
Huntley	X	
Belch	X	
Moore	X	
McFadden	X	
Results	4	0

Carried

12.3 Report - Planning-2020-28 County Official Plan Project Status Report

R/08/09/20/10

Moved by: Graham

Seconded by: Huntley

That Report Planning 2020-28 be received for information.

Recorded	For	Against
Graham	X	
Belch	X	
Huntley	X	
Moore	X	
McFadden	X	
Results	5	0

Carried

12.4 Report - Planning-2020-27 Pristine Homes Part Lot Control Exemption By-law - Block 131, Plan 45M-256

R/08/09/20/11

Moved by: Graham

Seconded by: Huntley

That By-law No. 2020-51 be approved to temporarily remove Part Lot Control from Block 131 on Plan 45 M-256 as permitted under Section 50(7) of the Planning Act; and

That By-law No. 2020-51 be forwarded to Peterborough County for approval.

Recorded	For	Against
Huntley	X	
Belch	X	
Moore	X	
Graham	X	
McFadden	X	
Results	5	0

Carried

12.5 Report - Planning-2020-29 Jack & Lorna Scriver Severance Application B-34-20

R/08/09/20/12

Moved by: Moore

Seconded by: Belch

That the Township of Cavan Monaghan support severance application B-34-20 because it conforms to the Township's Official Plan; and

That the completed Municipal Appraisal Form be forwarded to the Peterborough County Land Division Department.

Recorded	For	Against
Huntley	X	
Belch	X	
Moore	X	
Graham	X	
McFadden	X	
Results	5	0

Carried

12.6 Report - Planning-2020-30 Sandford and Simmons Severance Application B-42-20

R/08/09/20/13

Moved by: Belch

Seconded by: Huntley

That this report be deferred until the September 21, 2020 Regular Council meeting pending additional information.

Recorded	For	Against
Moore	X	
Huntley	X	
Graham	X	
Belch	X	
McFadden	X	
Results	5	0

Carried

12.7 Report - Planning-2020-31 Sandford and Simmons Severance Application B-43-20

R/08/09/20/14

Moved by: Huntley

Seconded by: Graham

That this report be deferred until the September 21, 2020 Regular Council meeting pending additional information.

Recorded	For	Against
Huntley	X	
Graham	X	
Moore	X	
Belch	X	
McFadden	X	
Results	5	0

Carried

12.8 Report - Public Works-2020-18 Water Wastewater Master Servicing Study RFP

R/08/09/20/15

Moved by: Graham

Seconded by: Moore

That Council authorize Staff to retain the professional consulting services of R.V. Anderson Associates Limited (RVA) for the completion of a Water and Wastewater Master Servicing Study in the amount of \$149,958.85 plus net municipal H.S.T. in the amount of \$ 2,639.28. The upset amount would be \$167,857.94 which includes a 10% contingency in the amount of \$15,259.82 for additional work that may be required; and

That Council preapprove the amount of \$ 118,000.00 in the 2021 water/wastewater capital budget to complete this project and provide funding. Funds are to be provided through Development Charges.

Recorded	For	Against
Graham	X	
Belch	X	
Moore	X	

Huntley	X	
McFadden	X	
Results	5	0

Carried

12.9 Report - Building-2020-03 Building Inspector Appointment By-law

R/08/09/20/16

Moved by: Huntley

Seconded by: Graham

That Council appoint Jonathan Reece as a Building Inspector for the Township of Cavan Monaghan.

Recorded	For	Against
Moore	X	
Belch	X	
Huntley	X	
Graham	X	
McFadden	X	
Results	5	0

Carried

12.10 Report - Corporate Services-2020-17 Cavan Monaghan Task Force on Policing

R/08/09/20/17

Moved by: Graham

Seconded by: Belch

That Council approve the Terms of Reference for the Cavan Monaghan Task Force on Policing; and

That Council appoint Mayor McFadden as the Chair of the Task Force and Councillor Huntley as an additional member of the Task Force; and

That Council direct Staff to recruit four (4) additional members to fulfill the required compliment of the Task Force.

Recorded	For	Against
Huntley	X	
Belch	X	
Moore	X	

Graham	X	
McFadden	X	
Results	5	0

Carried

12.11 Report - Corporate Services-2020-18 Ward Boundary Review

R/08/09/20/18

Moved by: Graham

Seconded by: Huntley

That Council direct staff to request a formal proposal from Watson and Associates Economists Ltd., in association with Dr. Robert J. Williams, to conduct a Ward Boundary Review for the Township of Cavan Monaghan in preparation of the 2022 Municipal Election; and

That it be requested that the consultant include consideration in aligning the Millbrook Ward with the boundaries applied in the planning documents.

Recorded	For	Against
Belch	X	
Moore	X	
Graham	X	
Huntley	X	
McFadden	X	
Results	5	0

Carried

12.12 Report - CAO/Parks and Facilities 2020-04 - Cavan Monaghan Community Centre Outdoor Fitness Project

R/08/09/20/19

Moved by: Graham

Seconded by: Huntley

That Council authorizes an addition to the Cavan Monaghan Community Centre of the installation of an outdoor fitness area located in conjunction with the existing playground structure and surrounding concrete boardwalk;

That Council send a letter thanking the Orange Lodge Millbrook Branch for its legacy fund contribution to the community; and

That the letter include that a steel label be affixed to each of the pieces of

equipment acknowledging the generosity of the Orange Lodge Millbrook Branch.

Recorded	For	Against
Graham	X	
Huntley	X	
Moore	X	
Belch	X	
McFadden	X	
Results	5	0

Carried

12.13 Report - CAO-2020 Report and Capital Project Status

R/08/09/20/20

Moved by: Graham

Seconded by: Moore

That R/15/06/20/11 be amended by removing “and That Council direct Staff to research a comprehensive COVID-19 recovery strategy and report back to Council.”

Recorded	For	Against
Belch	X	
Moore	X	
Graham	X	
Huntley	X	
McFadden	X	
Results	5	0

Carried

R/08/09/20/21

Moved by: Graham

Seconded by: Belch

That Council receive Report-CAO-2020 Report and Capital Project Status for information.

Recorded	For	Against
Huntley	X	

Belch	X	
Moore	X	
Graham	X	
McFadden	X	
Results	5	0

Carried

12.14 Council/Committee Verbal Reports

Councillor Belch spoke to September Ganaraska Conservation Authority meeting still to be scheduled.

Councillor Huntley spoke to the upcoming BIA social event on September 11th and the upcoming Municipal Revitalization and Heritage Advisory Committee meeting on September 17th.

R/08/09/20/22

Moved by: Belch

Seconded by: Graham

That Council receive the Council/Committee verbal reports for information.

Recorded	For	Against
Moore	X	
Graham	X	
Huntley	X	
Belch	X	
McFadden	X	
Results	5	0

Carried

13. General Business

There was no General Business.

14. Correspondence for Information

There was no correspondence for information brought forward.

15. Correspondence for Action

There was no correspondence for action.

16. By-laws

- 16.1 By-law No. 2020-50 being a by-law to appoint Jonathan Reece as a Building Inspector for the Township of Cavan Monaghan**
- 16.2 By-law No. 2020-51 being a by-law to temporarily exempt certain lands within Registered Plan 45M-256 for the Township of Cavan Monaghan from Part Lot Control**
- 16.3 By-law No. 2020-52 being a by-law to amend By-law No. 2018, as amended, otherwise known as The Township of Cavan Monaghan Zoning By-law**

R/08/09/20/23

Moved by: Graham

Seconded by: Huntley

That By-law No. 2020-50 being a by-law to appoint Jonathan Reece as a Building Inspector for the Township of Cavan Monaghan; and that By-law No. 2020-51 being a by-law to temporarily exempt certain lands within Registered Plan 45M-256 for the Township of Cavan Monaghan from Part Lot Control; and that By-law No. 2020-52 being a by-law to amend By-law No. 2018, as amended, otherwise known as the Township of Cavan Monaghan Zoning By-law be read a first, second and third time this 8th day of September, 2020 signed by the Mayor and Clerk and the corporate seal attached.

Recorded	For	Against
Belch	X	
Moore	X	
Huntley	X	
Graham	X	
McFadden	X	
Results	5	0

Carried

17. Unfinished Business

There was no unfinished business.

18. Notice of Motion

There were no notices of motion.

19. Confirming By-law

- 19.1 By-law No. 2020-53 being a by-law to confirm the proceedings of the meeting held September 8, 2020**

R/08/09/20/24

Moved by: Graham

Seconded by: Moore

That By-law No. 2020-53 being a by-law to confirm the proceedings of the meeting held September 8, 2020 be read a first, second and third time and passed this 8th day of September signed by the Mayor and Clerk and the Corporate Seal attached.

Recorded	For	Against
Graham	X	
Huntley	X	
Moore	X	
Belch	X	
McFadden	X	
Results	5	0

Carried

20. Adjournment

R/08/09/20/25

Moved by: Huntley

Seconded by: Graham

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:36 p.m.

Recorded	For	Against
Huntley	X	
Belch	X	
Graham	X	
Moore	X	
McFadden	X	
Results	5	0

Carried

Scott McFadden
Mayor

Elana Arthurs
Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	September 8, 2020
From:	Karen Ellis, Director of Planning
Report Number:	Planning 2020-30
Subject:	Sandford and Simmons Severance Application B-42-20

Recommendations:

1. That the Township of Cavan Monaghan support severance application B-42-20 because it conforms to the Township's Official Plan;
2. That the completed Municipal Appraisal Form be forwarded to the Peterborough County Land Division Department; and
3. That the following conditions of approval be applied to Application B-42-20:
 - i. The lot area be increased to a minimum of 2100 square metres (0.52 acres);
 - ii. The payment of \$1,200.00 cash-in-lieu of parkland to the Township; and
 - iii. The rezoning of the severed and retained parcels to the satisfaction of the Township.

Overview:

Sean Sandford and Jamie-Lynn Simmons applied to the Peterborough County Land Division Department for approval to create a new residential lot (Application B-42-20) from the property located at 162 County Road 28 in part of Lot 23, Concession 1 of the Cavan Ward. The location and lot configuration of the severed and retained lots is shown on the map provided as Attachment No. 1 to this Report.

The proposed severed parcel is approximately 1150.88 square metres (0.28 acres) in size with approximately 32 metres (105 feet) of frontage on Kalman Drive. The severed parcel is currently vacant pasture land. The proposed use is residential on private well and septic systems.

The retained parcel is approximately 15.71 hectares (38.82 acres) in size with approximately 363 metres (1191 feet) of frontage on County Road 28. The retained parcel is currently developed with a house and barn on private well and septic systems. No change in use is proposed.

A Preliminary Severance Review (PSR) was completed by the Peterborough County Planning Department on October 22, 2019. The review found that the proposal appeared to conform to the County and Township Official Plan policies. The PSR is provided as Attachment No. 2 to this Report.

Public Inquiries

There have been no inquiries regarding this application from members of the public receiving the notice circulated by the County of Peterborough Land Division Committee.

Township of Cavan Monaghan Official Plan

The subject property is currently designated Hamlet and Agricultural in the Township's Official Plan. The severed lot is located within the Hamlet designation for Bailieboro as shown on Schedule F - Map 7 to the Township Official Plan.

Single detached dwellings are permitted in the Hamlet designation (S. 4.9.2(a)).

Within the Hamlet designation, residential development shall generally take place by plan of subdivision. However, infilling or minor expansions within the Hamlet boundary through the creation of lots by severance may be permitted subject to the approval of sewage and water services (S. 4.9.3 (b)). While the proposal does not meet the definition of infilling found in Appendix 1 of the Official Plan, the severance may be considered a minor expansion of the existing residential development in Bailieboro as shown on Attachment No. 3 to this Report.

All new lots created by consent are required to meet the Minimum Distance Separation Formulae (MDS) as outlined in Section 3.27 of the Official Plan (S. 3.14.1 (a)(xiv)). Section 3.27 (a)(i) of the Cavan Monaghan Official Plan confirms that MDS I does not apply to lands designated Hamlet.

Any new lots created by consent are required to meet the provisions of Section 3 of the Official Plan. Sections 3.1(c) & (d) and 3.14.1(a)(iv) & (v) require that development front onto a road that is maintained year-round by a public authority and that no lots should be created which would create a traffic hazard because of excess traffic generation or limited sight lines on curves or grades. Kalman Drive is a municipally owned and year-round maintained road. Through correspondence dated August 17, 2020, Cavan Monaghan Township Public Works Staff indicated that an entrance permit for the proposed lot is available.

Section 3.14.1(a)(ii) provides that the number of additional lots created from a land holding is generally not more than two new lots, in addition to the retained parcel. A land holding is defined in Appendix 1 as “a conveyable parcel of land held in distinct ownership from the abutting parcels as of January 1, 2012.” Peterborough County has confirmed that a search of the County Land Division records indicates that the subject lands have not been severed since January 1, 2012 and are therefore eligible for the creation of two new lots.

Section 3.14.1(a)(ix) of the OP requires that the size of the residential lot shall not exceed 0.8 hectares (2 acres) unless certain site conditions require a larger lot size. The severed parcel is proposed to be 1,150.85 square metres (0.28 acres) in size and therefore conforms to this Section of the OP.

The lot size is, however, too small to satisfy the minimum lot area requirement of the Hamlet Residential (HR) Zone. As such, Township Staff recommend that the lot area be increased to a minimum of 2100 square metres (0.52 acres) so that it is a suitable size for residential development on private services and is compatible with the existing residential development on Kalman Drive. A schematic showing the potential lot configuration and lot area is provided as Attachment No. 4.

With the increase in lot size, the lots will extend beyond the Hamlet designation boundary. In accordance with Section 9.1 of the Official Plan, the land use designation boundaries are approximate except where they meet roads, railway lines, river, pipeline routes, transmission lines, lot lines or other clearly defined physical features. In this case, there is no hard boundary for the designation; the limits of the Hamlet designation are flexible.

Peterborough County Official Plan

The subject lands are described as Settlement Area and Agricultural Area in the County Official Plan. The severed parcel is located entirely within the Settlement Area.

Section 2.6.3.2 of the Plan states that severances may be permitted in Settlement Areas provided Health Unit and road frontage and access requirements can be met (Ss. 2.6.3.2 (A) and (C)). Section 4.2.3 of the Plan states that “...growth should be directed to those settlement areas that currently have servicing systems or can reasonably expect to obtain them in the future. Where the use of public communal services is not feasible, and where site conditions permit, development may be serviced by individual on-site systems.”

Baillieboro is a rural settlement area; the lot is located in an area designated for development and in an area of existing residential development. Kalman Drive can accommodate any increase in traffic associated with the proposed severance.

The Application conforms to the County Official Plan.

Provincial Policy Statement (2020) (PPS)

Policy 1.1.3.1 of the PPS indicates that settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted. Policy 1.1.3.3 of the PPS requires that planning authorities identify appropriate locations and promote opportunities for intensification and redevelopment. The PPS defines intensification as “the development of a property, site or area at a higher density than currently exists through:

- a) redevelopment, including the reuse of brownfield sites;
- b) the development of vacant and/or underutilized lots within previously developed areas;
- c) infill development; and
- d) the expansion or conversion of existing buildings.”

The portion of the subject property where the severance is proposed is located within the hamlet of Bailieboro and the severance application proposes the creation of a new residential lot in an area identified for development. The new lot will be compatible with the existing development in the area.

The Application is consistent with the PPS.

A Place to Grow, Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan)

Policy 2.2.1 (a) of the Growth Plan states that the vast majority of growth will be directed to settlement areas that have a delineated built boundary; have existing or planned municipal water and wastewater systems; and can support the achievement of complete communities, for example the Millbrook Urban Settlement Area. Policy 2.2.1 (b) states that growth will be limited in settlement areas, like Bailieboro, that are undelineated built-up areas and not serviced by existing or planned municipal water and wastewater systems.

The proposed severed lot represents limited growth in the Bailieboro settlement area as identified by the Township Official Plan.

The Application conforms to the Growth Plan.

Township of Cavan Monaghan Zoning By-law

The subject lands are zoned Agricultural (A) in the Township of Cavan Monaghan Zoning By-law. A single detached dwelling is permitted in the (A) Zone (Table 7A) provided the parcel has a minimum lot area of 40 hectares (99 acres) and a minimum lot frontage of 130 metres (427 feet) (Table 7B).

The proposed severed parcel does not have enough lot area or lot frontage to satisfy the minimum requirements of the (A) Zone. A rezoning will be required.

As proposed, the severed lot will not have enough lot area to satisfy the minimum lot area requirement of the Hamlet Residential (HR) Zone. Staff recommends that the lot area be increased to a minimum of 2100 square metres (0.52 acres) to be compatible with the existing residential development on Kalman Drive.

The retained parcel will have less lot area that required in the (A) Zone. As a result, a rezoning will be required.

Financial Impact:

None at this time.

Attachments:

- Attachment No. 1: Key Map and Lot Configuration
- Attachment No. 2: Preliminary Severance Review prepared by the Peterborough County Planning Department
- Attachment No. 3: Bailieboro Hamlet Designation Boundary
- Attachment No. 4: Schematic of Potential Lot Configuration and Area Schematic B-42-20 and B-43-20

Respectfully Submitted by,

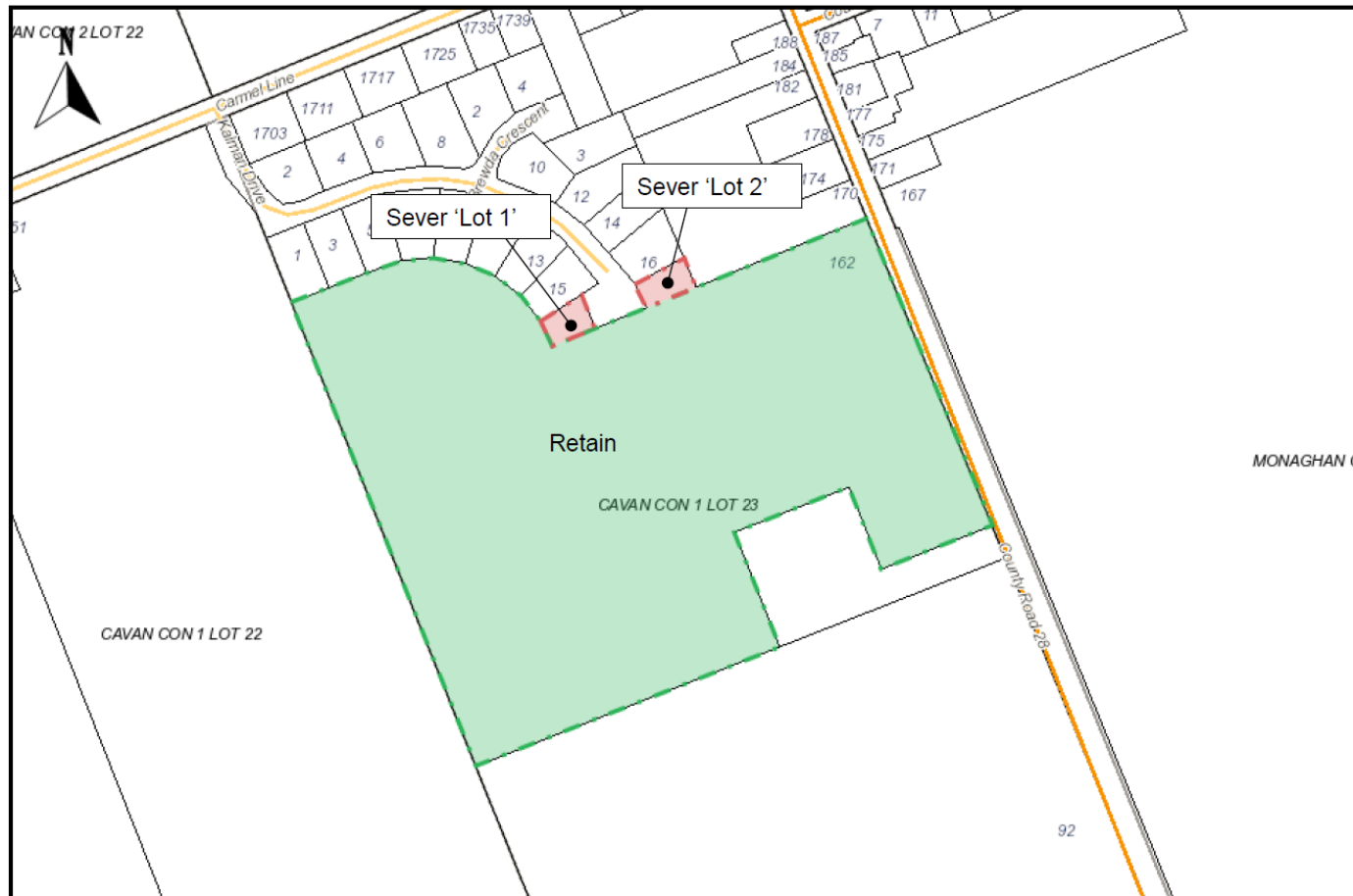
Reviewed by,

Karen Ellis,
Director of Planning

Yvette Hurley
Chief Administrative Officer

Attachment No.1: Key Map

Roll # 1509-010-010-03600
Part Lot 23, Concession 1 (Cavan)
(Sanford & Simmons)
Severance Sketch



Scale 1:4800 (1"=400')

Attachment No. 2: County of Peterborough Preliminary Severance Review

Preliminary Severance Review

Prepared by the Peterborough County
Planning Department



Name: Sean Sanford &
Jaime-Lynn Simmons

Agent:

Date: October 22, 2019

Lot: 23

Concession: 1

Municipality: Cavan Ward
Township of Cavan Monaghan

Description: 162 County Road 28

Phone: 705.939.1969

Email: ssanford@bell.net

Office Phone:
416.879.7200

Communication Sent To: Owner: ☒

Agent: ☐

	Severed	Retained
County O.P. Description	Settlement Area	Agricultural Area
Municipal O.P. Designation (effective January 2015)	Hamlet	Agricultural
Municipal Zoning (By-Law No. 2018-58)	(A)	(A)
Area/Lot Dimensions	Lot 1 ±0.11 hectares with ±32 m of frontage on Kalman Drive Lot 2 ±0.12 hectares with ±23 m of frontage on Kalman Drive	±16.05 hectares with ±48 m of frontage on Kalman Drive
Existing Use/Buildings	Vacant	Agricultural/Single detached dwelling & barn

Intent: To sever more than one residential lot. Roll No.(s) 1509-010-010-03600.

Note: The submitted severance proposal has been revised from that submitted by the applicant in order to keep the severed parcels within the settlement area boundary of Bailieboro. The applicant is advised to confirm with the Township of Cavan Monaghan that the cul-de-sac fronting the two proposed new lots is indeed a publicly assumed roadway.

County Official Plan Policy Review: The subject property is described as Agricultural Areas and Settlement Areas in the County of Peterborough Official Plan. The proposed severed parcels are in a Settlement Area. Section 2.6.3.2 of the Plan suggests that severances may be permitted in Settlement Areas provided Health Unit and road frontage and access requirements can be met (Ss.2.6.3.2 (A) & (C)). Section 4.2.3 of the Plan states that "...growth should be directed to those settlement areas that currently have servicing systems or can reasonably expect to obtain them in the future. Where the use of public communal services is not feasible, and where site conditions permit, development may be serviced by individual on-site systems."

Additional Notes:

*The lands appear to be located within the watershed of the Otonabee Region Conservation Authority, and may be regulated by Regulation 167/06, the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation of the Otonabee Conservation Authority. Therefore, the proposal should be discussed with Matt Wilkinson at (705) 745-5791 x213 to determine what, if any permits may be necessary.

*The applicant and any prospective owners are advised that endangered and/or threatened species exist in the area and may exist on the site. It is the responsibility of the landowner to identify endangered and threatened species and their habitat within the property prior to undertaking work, and to ensure that the work/activity will not result in negative impacts. Landowners are encouraged to consult with the Ministry of Environment, Conservation and Parks (MECP) if they have questions about the *Endangered Species Act, 2007 (ESA)*. Any sightings of a threatened or endangered species during development and construction on the property must be reported in accordance with the ESA.

Agencies Contacted by Planning Department (marked with an X):

- ☒ This Preliminary Severance Review has been circulated to the local Municipality of Cavan Monaghan
- ☒ County Infrastructure Services (i.e. Roads) ;
- ☐ Conservation Authority ;
- ☐ First Nations ;
- ☐ Other

Agencies to be Contacted by Owner/Agent (marked with an X):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Township | <input checked="" type="checkbox"/> Health Unit |
| <input checked="" type="checkbox"/> Conservation Authority | <input type="checkbox"/> Trent-Severn Waterway |
| <input type="checkbox"/> Source Water Risk Management Officer | <input type="checkbox"/> First Nations |
| <input type="checkbox"/> Ministry of Environment, Conservation and Parks | <input type="checkbox"/> Other |

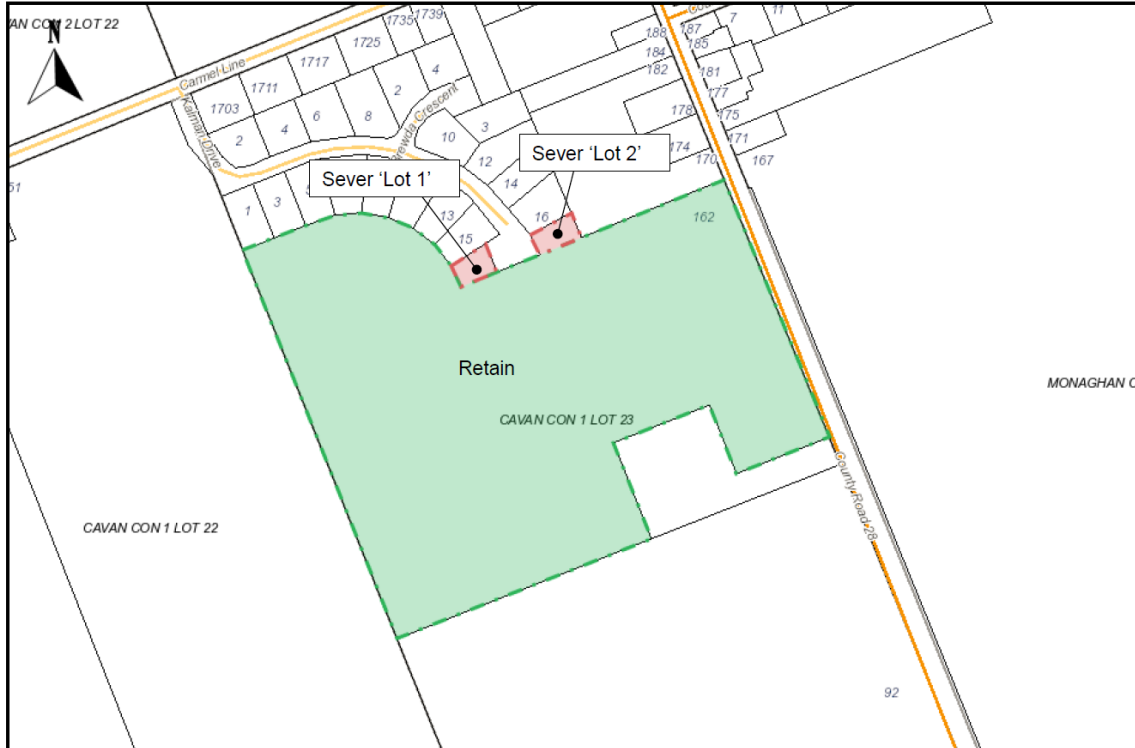
Proposal appears to conform to the Growth Plan for the Greater Golden Horseshoe (2019) and/or Provincial Policy Statement (2014) policies.

The severance proposal appears to conform to the applicable Provincial Plan(s).

Proposal appears to conform to County Official Plan policies.

The severance proposal appears to conform to the County Official Plan. Section 2.6.3.2 of the Plan suggests that severances may be permitted in Settlement Areas provided Health Unit and road frontage and access requirements can be met (Ss.2.6.3.2 (A) & (C)).

Roll # 1509-010-010-03600
Part Lot 23, Concession 1 (Cavan)
(Sanford & Simmons)
Severance Sketch



Scale 1:4800 (1"=400')



**Infrastructure Services
Engineering & Design**

Kyle Darling
Engineering Technician

Location:
310 Armour Road
Peterborough, Ontario
K9H 1Y6

Mailing Address:
470 Water Street
Peterborough, Ontario
K9H 3M3

Ph: (705) 775-2737 ext.
3203
Fax: (705) 749-2551

kdarling@ptbocounty.ca

www.ptbocounty.ca



Severance Review Form

Applicant: Sanford and Simmons

File No.:
Date: 2019-10-18

County Road: 28

Speed limit in front of subject property: 50km/hr and 60km/hr.

Conditions:

	Yes	No
Traffic Study required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Road Widening required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Length/Width/Location of Widening: N.A.		

	Yes	No
Entrance meets County spacing requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Permits:	Yes	No
Single Entrance Permit required for Severed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Single Entrance Permit required for Retained	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mutual Drive Entrance Permit required	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notes / further comments:

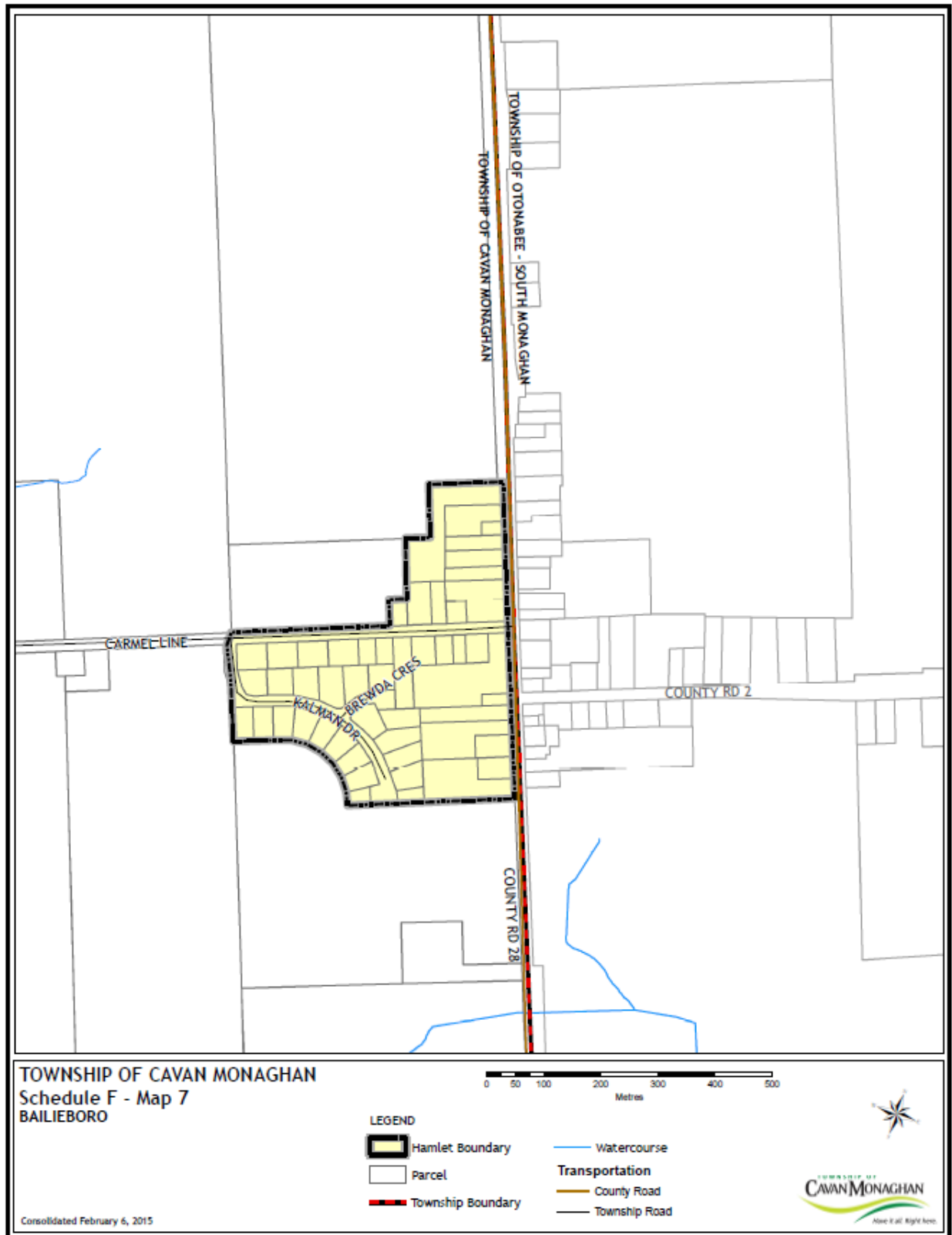
The existing entrance from County Road 28 onto the proposed retained parcel meets the requirements for an entrance under the County of Peterborough's Entrance By-Law #2012-26 (No entrance permit is required).

The proposed severed parcels do not front onto a County of Peterborough road. Therefore the County of Peterborough's Engineering and Design Division has no comment.

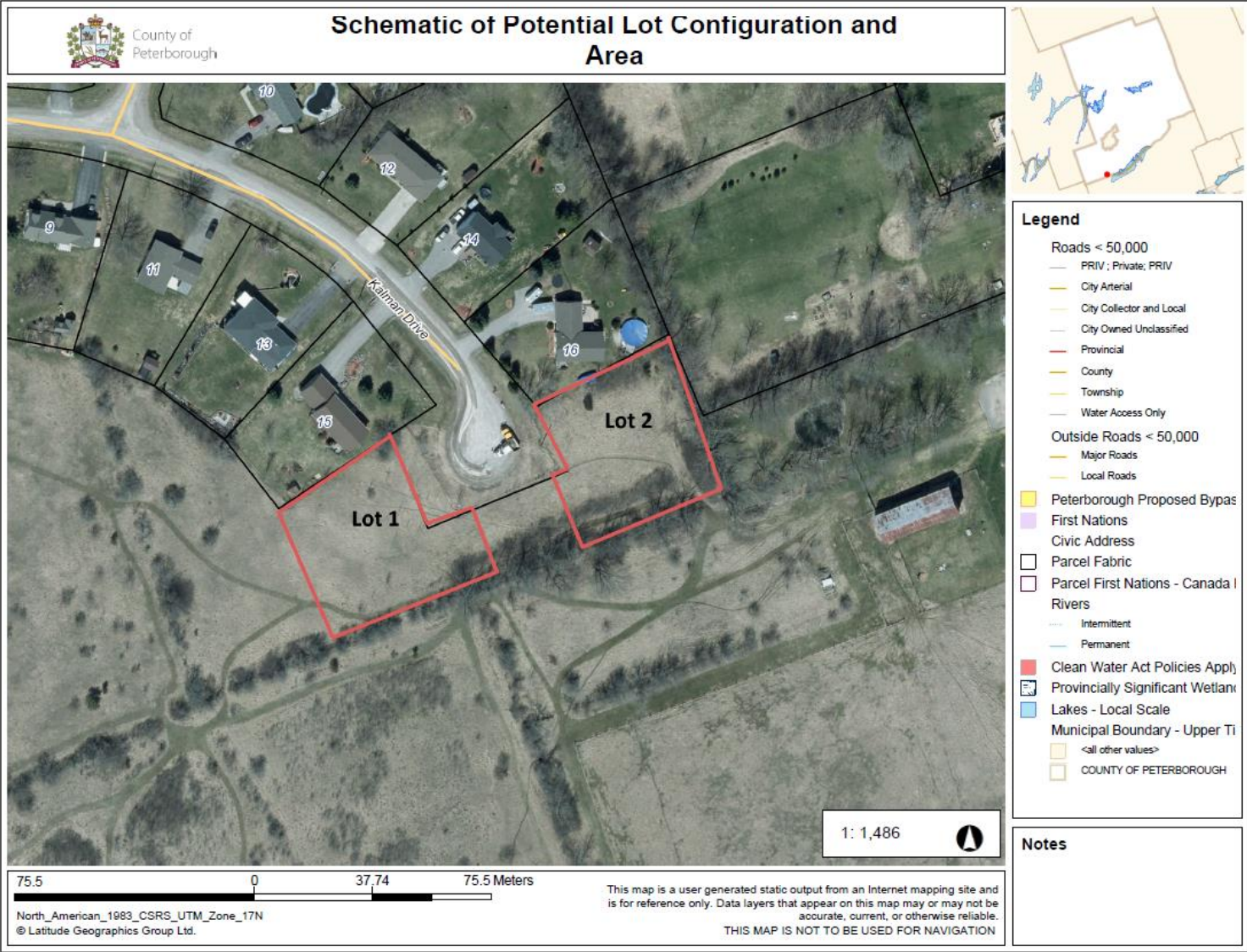
If you have any questions/concerns please contact Kyle Darling at 705-775-2737 Ext. 3203.

Kyle Darling
Engineering Technician
Engineering & Design Division,
Infrastructure Services

Attachment No. 3: Schedule F – Map 7 – Bailieboro



Attachment No. 4: Proposed Lot Configuration and Area Schematic B-42-20 and B-43-20





Regular Council Meeting

To:	Mayor and Council
Date:	September 8, 2020
From:	Karen Ellis, Director of Planning
Report Number:	Planning 2020-31
Subject:	Sandford and Simmons Severance Application B-43-20

Recommendations:

1. That the Township of Cavan Monaghan support severance application B-43-20 because it conforms to the Township's Official Plan;
2. That the completed Municipal Appraisal Form be forwarded to the Peterborough County Land Division Department; and
3. That the following conditions of approval be applied to Application B-43-20:
 - i. The lot area be increased to a minimum of 2100 square metres (0.52 acres);
 - ii. The payment of \$1,200.00 cash-in-lieu of parkland to the Township; and
 - iii. The rezoning of the severed and retained parcels to the satisfaction of the Township.

Overview:

Sean Sandford and Jamie-Lynn Simmons applied to the Peterborough County Land Division Department for approval to create a new residential lot (Application B-43-20) from the property located at 162 County Road 28 in part of Lot 23, Concession 1 of the Cavan Ward. The location and lot configuration of the severed and retained lots is shown on the map provided as Attachment No. 1 to this Report.

The proposed severed parcel is approximately 1212.14 square metres (0.30 acres) in size with approximately 23 metres (76 feet) of frontage on Kalman Drive. The severed parcel is currently vacant pasture land. The proposed use is residential on private well and septic systems.

The retained parcel is approximately 15.71 hectares (38.82 acres) in size with approximately 363 metres (1191 feet) of frontage on County Road 28. The retained parcel is currently developed with a house and barn on private well and septic systems. No change in use is proposed.

A Preliminary Severance Review (PSR) was completed by the Peterborough County Planning Department on October 22, 2019. The review found that the proposal appeared to conform to the County and Township Official Plan policies. The PSR is provided as Attachment No. 2 to this Report.

Public Inquiries

There have been no inquiries regarding this application from members of the public receiving the notice circulated by the County of Peterborough Land Division Committee.

Township of Cavan Monaghan Official Plan

The subject property is currently designated Hamlet and Agricultural in the Township's Official Plan. The severed lot is located within the Hamlet designation for Bailieboro as shown on Schedule F - Map 7 to the Township Official Plan.

Single detached dwellings are permitted in the Hamlet designation (S. 4.9.2(a)).

Within the Hamlet designation, residential development shall generally take place by plan of subdivision. However, infilling or minor expansions within the Hamlet boundary through the creation of lots by severance may be permitted subject to the approval of sewage and water services (S. 4.9.3 (b)). While the proposal does not meet the definition of infilling found in Appendix 1 of the Official Plan, the severance may be considered a minor expansion of the existing residential development in Bailieboro as shown on Attachment No. 3 to this Report.

All new lots created by consent are required to meet the Minimum Distance Separation Formulae (MDS) as outlined in Section 3.27 of the Official Plan (S. 3.14.1 (a)(xiv)). Section 3.27 (a)(i) of the Cavan Monaghan Official Plan confirms that MDS I does not apply to lands designated Hamlet.

Any new lots created by consent are required to meet the provisions of Section 3 of the Official Plan. Sections 3.1(c) & (d) and 3.14.1(a)(iv) & (v) require that development front onto a road that is maintained year-round by a public authority and that no lots should be created which would create a traffic hazard because of excess traffic generation or limited sight lines on curves or grades. Kalman Drive is a municipally owned and year-round maintained road. Through correspondence dated August 17, 2020, Cavan Monaghan Township Public Works Staff indicated that an entrance permit for the proposed lot is available.

Section 3.14.1(a)(ii) provides that the number of additional lots created from a land holding is generally not more than two new lots, in addition to the retained parcel. A land holding is defined in Appendix 1 as “a conveyable parcel of land held in distinct ownership from the abutting parcels as of January 1, 2012.” Peterborough County has confirmed that a search of the County Land Division records indicates that the subject lands have not been severed since January 1, 2012 and are therefore eligible for the creation of two new lots.

Section 3.14.1(a)(ix) of the OP requires that the size of the residential lot shall not exceed 0.8 hectares (2 acres) unless certain site conditions require a larger lot size. The severed parcel is proposed to be 1,212.14 square metres (0.30 acres) in size and therefore conforms to this Section of the OP.

The lot size is, however, too small to satisfy the minimum lot area requirement of the Hamlet Residential (HR) Zone. As such, Township Staff recommend that the lot area be increased to a minimum of 2100 square metres (0.52 acres) so that it is a suitable size for residential development on private services and is compatible with the existing residential development on Kalman Drive. A schematic showing the potential lot configuration and lot area is provided as Attachment No. 4.

With the increase in lot size, the lots will extend beyond the Hamlet designation boundary. In accordance with Section 9.1 of the Official Plan, the land use designation boundaries are approximate except where they meet roads, railway lines, river, pipeline routes, transmission lines, lot lines or other clearly defined physical features. In this case, there is no hard boundary for the designation; the limits of the Hamlet designation are flexible.

Peterborough County Official Plan

The subject lands are described as Settlement Area and Agricultural Area in the County Official Plan. The severed parcel is located entirely within the Settlement Area.

Section 2.6.3.2 of the Plan states that severances may be permitted in Settlement Areas provided Health Unit and road frontage and access requirements can be met (Ss. 2.6.3.2 (A) and (C)). Section 4.2.3 of the Plan states that “...growth should be directed to those settlement areas that currently have servicing systems or can reasonably expect to obtain them in the future. Where the use of public communal services is not feasible, and where site conditions permit, development may be serviced by individual on-site systems.”

Bailieboro is a rural settlement area; the lot is located in an area designated for development and in an area of existing residential development. Kalman Drive can accommodate any increase in traffic associated with the proposed severance.

The Application conforms to the County Official Plan.

Provincial Policy Statement (2020) (PPS)

Policy 1.1.3.1 of the PPS indicates that settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted. Policy 1.1.3.3 of the PPS requires that planning authorities identify appropriate locations and promote opportunities for intensification and redevelopment. The PPS defines intensification as “the development of a property, site or area at a higher density than currently exists through:

- a) redevelopment, including the reuse of brownfield sites;
- b) the development of vacant and/or underutilized lots within previously developed areas;
- c) infill development; and
- d) the expansion or conversion of existing buildings.”

The portion of the subject property where the severance is proposed is located within the hamlet of Bailieboro and the severance application proposes the creation of a new residential lot in an area identified for development. The new lot will be compatible with the existing development in the area.

The Application is consistent with the PPS.

A Place to Grow, Growth Plan for the Greater Golden Horseshoe, 2019 (Growth Plan)

Policy 2.2.1 (a) of the Growth Plan states that the vast majority of growth will be directed to settlement areas that have a delineated built boundary; have existing or planned municipal water and wastewater systems; and can support the achievement of complete communities, for example the Millbrook Urban Settlement Area. Policy 2.2.1 (b) states that growth will be limited in settlement areas, like Bailieboro, that are undelineated built-up areas and not serviced by existing or planned municipal water and wastewater systems.

The proposed severed lot represents limited growth in the Bailieboro settlement area as identified by the Township Official Plan.

The Application conforms to the Growth Plan.

Township of Cavan Monaghan Zoning By-law

The subject lands are zoned Agricultural (A) in the Township of Cavan Monaghan Zoning By-law. A single detached dwelling is permitted in the (A) Zone (Table 7A) provided the parcel has a minimum lot area of 40 hectares (99 acres) and a minimum lot frontage of 130 metres (427 feet) (Table 7B).

The proposed severed parcel does not have enough lot area or lot frontage to satisfy the minimum requirements of the (A) Zone. A rezoning will be required.

As proposed, the severed lot will not have enough lot area to satisfy the minimum lot area requirement of the Hamlet Residential (HR) Zone. Staff recommends that the lot area be increased to a minimum of 2100 square metres (0.52 acres) to be compatible with the existing residential development on Kalman Drive.

The retained parcel will have less lot area that required in the (A) Zone. As a result, a rezoning will be required.

Financial Impact:

None at this time.

Attachments:

- Attachment No. 1: Key Map and Lot Configuration
- Attachment No. 2: Preliminary Severance Review prepared by the Peterborough County Planning Department
- Attachment No. 3: Bailieboro Hamlet Designation Boundary
- Attachment No. 4: Schematic of Potential Lot Configuration and Area Schematic B-42-20 and B-43-20

Respectfully Submitted by,

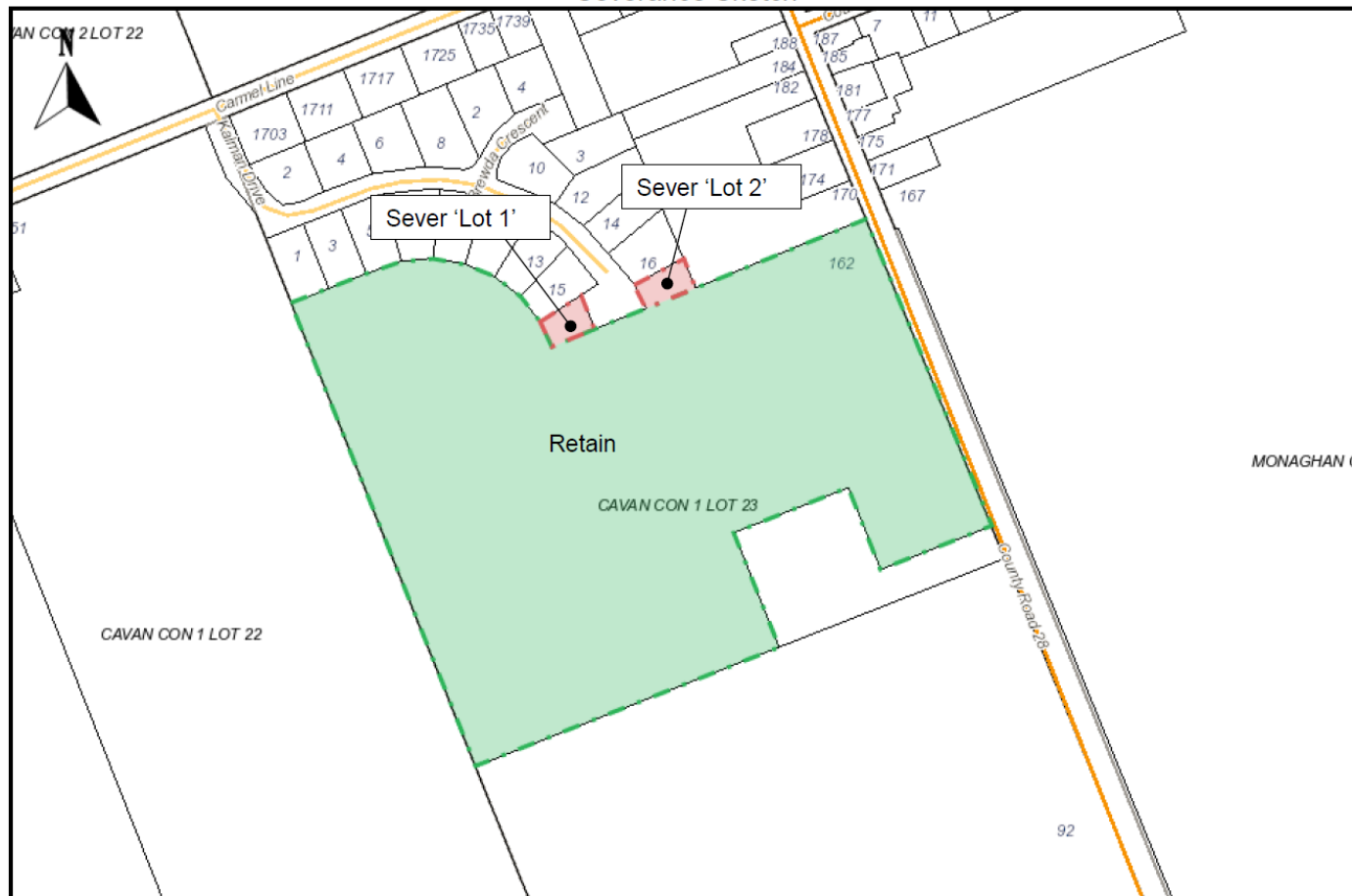
Reviewed by,

Karen Ellis,
Director of Planning

Yvette Hurley
Chief Administrative Officer

Attachment No.1: Key Map

Roll # 1509-010-010-03600
Part Lot 23, Concession 1 (Cavan)
(Sanford & Simmons)
Severance Sketch



Scale 1:4800 (1"=400')

Attachment No. 2: County of Peterborough Preliminary Severance Review

Preliminary Severance Review

Prepared by the Peterborough County
Planning Department



Name: Sean Sanford &
Jaime-Lynn Simmons

Agent:

Date: October 22, 2019

Lot: 23

Concession: 1

Municipality: Cavan Ward
Township of Cavan Monaghan

Description: 162 County Road 28

Phone: 705.939.1969

Email: ssanford@bell.net

Office Phone:
416.879.7200

Communication Sent To: Owner: ☒

Agent: ☐

	Severed	Retained
County O.P. Description	Settlement Area	Agricultural Area
Municipal O.P. Designation (effective January 2015)	Hamlet	Agricultural
Municipal Zoning (By-Law No. 2018-58)	(A)	(A)
Area/Lot Dimensions	Lot 1 ±0.11 hectares with ±32 m of frontage on Kalman Drive Lot 2 ±0.12 hectares with ±23 m of frontage on Kalman Drive	±16.05 hectares with ±48 m of frontage on Kalman Drive
Existing Use/Buildings	Vacant	Agricultural/Single detached dwelling & barn

Intent: To sever more than one residential lot. Roll No.(s) 1509-010-010-03600.

Note: The submitted severance proposal has been revised from that submitted by the applicant in order to keep the severed parcels within the settlement area boundary of Bailieboro. The applicant is advised to confirm with the Township of Cavan Monaghan that the cul-de-sac fronting the two proposed new lots is indeed a publicly assumed roadway.

County Official Plan Policy Review: The subject property is described as Agricultural Areas and Settlement Areas in the County of Peterborough Official Plan. The proposed severed parcels are in a Settlement Area. Section 2.6.3.2 of the Plan suggests that severances may be permitted in Settlement Areas provided Health Unit and road frontage and access requirements can be met (Ss.2.6.3.2 (A) & (C)). Section 4.2.3 of the Plan states that "...growth should be directed to those settlement areas that currently have servicing systems or can reasonably expect to obtain them in the future. Where the use of public communal services is not feasible, and where site conditions permit, development may be serviced by individual on-site systems."

Additional Notes:

*The lands appear to be located within the watershed of the Otonabee Region Conservation Authority, and may be regulated by Regulation 167/06, the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation of the Otonabee Conservation Authority. Therefore, the proposal should be discussed with Matt Wilkinson at (705) 745-5791 x213 to determine what, if any permits may be necessary.

*The applicant and any prospective owners are advised that endangered and/or threatened species exist in the area and may exist on the site. It is the responsibility of the landowner to identify endangered and threatened species and their habitat within the property prior to undertaking work, and to ensure that the work/activity will not result in negative impacts. Landowners are encouraged to consult with the Ministry of Environment, Conservation and Parks (MECP) if they have questions about the *Endangered Species Act, 2007 (ESA)*. Any sightings of a threatened or endangered species during development and construction on the property must be reported in accordance with the ESA.

Agencies Contacted by Planning Department (marked with an X):

- ☒ This Preliminary Severance Review has been circulated to the local Municipality of Cavan Monaghan
- ☒ County Infrastructure Services (i.e. Roads) ;
- ☐ Conservation Authority ;
- ☐ First Nations ;
- ☐ Other

Agencies to be Contacted by Owner/Agent (marked with an X):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Township | <input checked="" type="checkbox"/> Health Unit |
| <input checked="" type="checkbox"/> Conservation Authority | <input type="checkbox"/> Trent-Severn Waterway |
| <input type="checkbox"/> Source Water Risk Management Officer | <input type="checkbox"/> First Nations |
| <input type="checkbox"/> Ministry of Environment, Conservation and Parks | <input type="checkbox"/> Other |

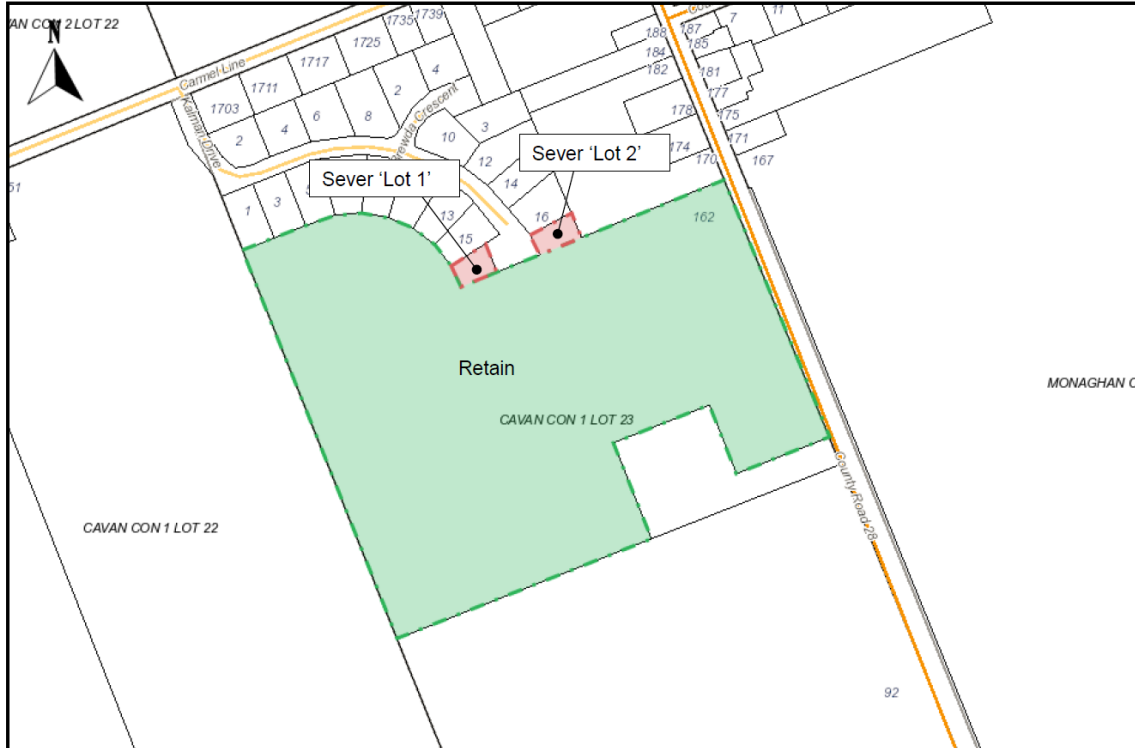
Proposal appears to conform to the Growth Plan for the Greater Golden Horseshoe (2019) and/or Provincial Policy Statement (2014) policies.

The severance proposal appears to conform to the applicable Provincial Plan(s).

Proposal appears to conform to County Official Plan policies.

The severance proposal appears to conform to the County Official Plan. Section 2.6.3.2 of the Plan suggests that severances may be permitted in Settlement Areas provided Health Unit and road frontage and access requirements can be met (Ss.2.6.3.2 (A) & (C)).

Roll # 1509-010-010-03600
Part Lot 23, Concession 1 (Cavan)
(Sanford & Simmons)
Severance Sketch



Scale 1:4800 (1"=400')



**Infrastructure Services
Engineering & Design**

Kyle Darling
Engineering Technician

Location:
310 Armour Road
Peterborough, Ontario
K9H 1Y6

Mailing Address:
470 Water Street
Peterborough, Ontario
K9H 3M3

Ph: (705) 775-2737 ext.
3203
Fax: (705) 749-2551

kdarling@ptbocounty.ca

www.ptbocounty.ca



Severance Review Form

Applicant: Sanford and Simmons

File No.:

Date: 2019-10-18

County Road: 28

Speed limit in front of subject property: 50km/hr and 60km/hr.

Conditions:

	Yes	No
Traffic Study required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Road Widening required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Length/Width/Location of Widening: N.A.		

	Yes	No
Entrance meets County spacing requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Permits:	Yes	No
Single Entrance Permit required for Severed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Single Entrance Permit required for Retained	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mutual Drive Entrance Permit required	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Notes / further comments:

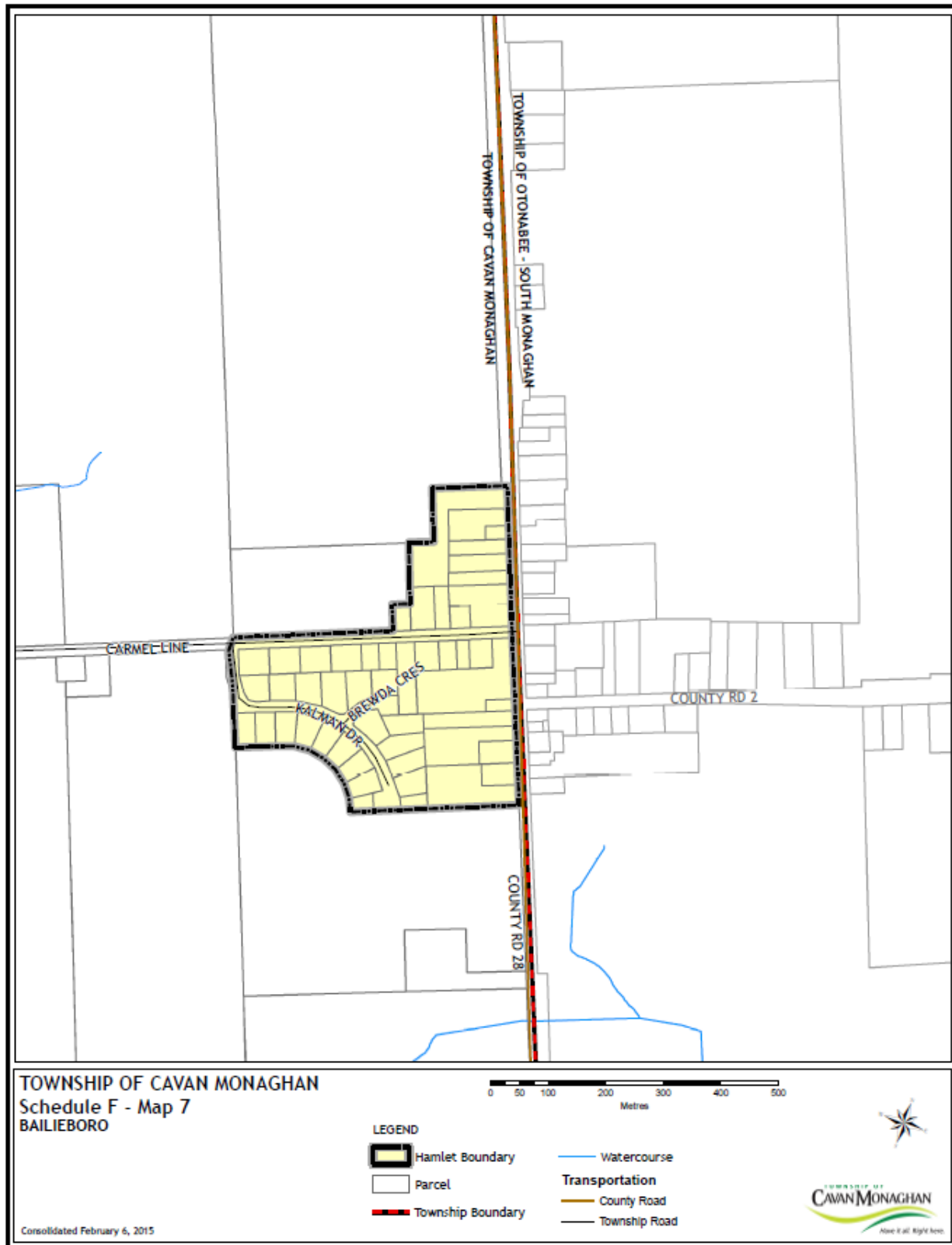
The existing entrance from County Road 28 onto the proposed retained parcel meets the requirements for an entrance under the County of Peterborough's Entrance By-Law #2012-26 (No entrance permit is required).

The proposed severed parcels do not front onto a County of Peterborough road. Therefore the County of Peterborough's Engineering and Design Division has no comment.

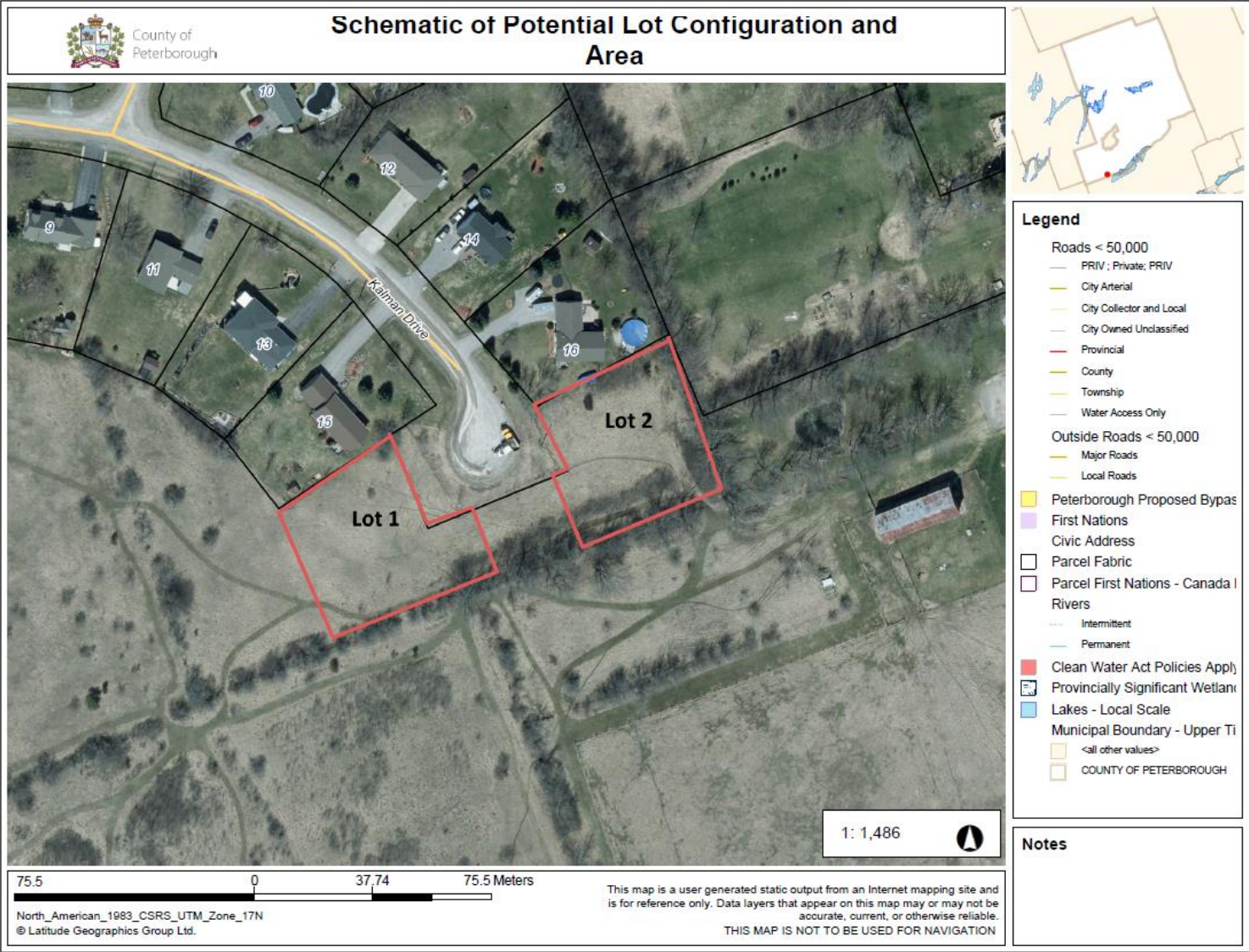
If you have any questions/concerns please contact Kyle Darling at 705-775-2737 Ext. 3203.

Kyle Darling
Engineering Technician
Engineering & Design Division,
Infrastructure Services

Attachment No. 3: Schedule F – Map 7 – Bailieboro



Attachment No. 4: Proposed Lot Configuration and Area Schematic B-42-20 and B-43-20





Regular Council Meeting

To:	Mayor and Council
Date:	September 21, 2020
From:	Brigid Ayotte – Economic Development
Report Number:	ECD 2020-06
Subject:	Request for Proposal Website and IT Service Delivery and Modernization Review

Recommendation:

That Council award Request for Proposal 2020-06 to MNP to conduct a service delivery and modernization review of the Township's website and IT services for a total project cost of \$22,000 plus HST (\$2,860). The total net cost of the project including HST after municipal rebate will be \$22,387.20

Overview:

At the December 2, 2019 Regular Meeting, Council authorized Staff to submit an Expression of Interest application to the Provincial Municipal Modernization Program (MMP) for a Website & IT Modernization Plan.

Staff prepared an application with the objective of having a third-party consultant review the Township's existing operations relating to finance, complaint resolution, and fleet management with the goal of identifying opportunities to streamline processes and enable online self-serve options on the Township's website.

The application was successful and the Township was awarded \$25,000 for the project. In July of 2020 a Request for Proposal was issued. Staff received two proposals in response. The Evaluation Committee, composed of the Executive Director of Planning and Development, the Director of Finance/Treasurer and the Economic & Community Development Co-ordinator, evaluated the proposals based on the experience of the project team, their proposed work plan, and their proposed schedule/timeline. MNP came in within the proposed budget of \$25,000 including the non-rebateable HST.

MNP scored the highest in all categories as noted in the chart below.

Evaluation Criteria	Maximum Points	MNP	Perry Group Consulting
----------------------------	-----------------------	------------	-------------------------------

Experience of Project Team Direct company, principal staff assigned to the project and references for past performance with other municipalities preferably in the Ontario marketplace, in providing similar services within the last three years.	15	15	9
Proposed Work plan • Quality • Completeness • Unique/innovative approaches	30	24.3	19
Schedule/Timetable • Is the schedule realistic	5	4.7	4.7
Total Score	50	44	32.7
Cost before HST		\$22,000.00	\$24,750
HST		\$2,860.00	\$3,217.50
Total		\$24,860.00	\$27,967.50
Total cost to Township including non-rebateable HST		\$22,387.20	\$25,185.60

Financial Impact:

The total cost of the project was estimated at \$25,000 inclusive of HST. The total cost of the project including HST after municipal rebate will be \$22,387.20. The funds awarded by the MMP is \$25,000.00.

Respectfully Submitted by,

Reviewed by,

Brigid Ayotte
Economic & Community Development Co.

John F. Connolly
Executive Director Planning/Dev.

Reviewed by,

Kimberley Pope
Director of Finance/Treasurer

Yvette Hurley
Chief Administrative Officer



Regular Council Meeting

To:	Mayor and Council
Date:	September 21, 2020
From:	Elana Arthurs, Clerk
Report Number:	Corporate Services 2020-19
Subject:	Ward Boundary Review Proposal

Recommendations:

1. That Council receive the proposal from Watson and Associates Economists Ltd., in association with Dr. Robert J. Williams, to conduct a Ward Boundary Review for the Township of Cavan Monaghan in preparation of the 2022 Municipal Election; and
2. That Council pre-approve the cost of \$44,010 plus H.S.T. for the Ward Boundary Review in the 2021 Capital Budget and borrow an upset limit of \$25,000 from the General Reserve in 2020 to be repaid back into the reserve in 2021.

Overview:

At the Regular Council Meeting held September 8, 2020, the following resolution was adopted:

That Council direct staff to request a formal proposal from Watson and Associates Economists Ltd., in association with Dr. Robert J. Williams, to conduct a Ward Boundary Review for the Township of Cavan Monaghan in preparation of the 2022 Municipal Election; and

That it be requested that the consultant include consideration in aligning the Millbrook Ward with the boundaries applied in the planning documents.

Attached to this report is the proposal submitted by Jack Ammendolia of Watson & Associates Economists Ltd. in association with Dr. Robert J. Williams.

The total project cost in the proposal for the Ward Boundary Review is \$44,010.00 with an estimated completion date of March 2021.

Financial Impact:

Based on the timelines, the project needs to begin as soon as possible. Staff is requesting that Council pre-approve the total cost of \$44,010.00 plus H.S.T. in the 2021 budget to keep the full cost reported in 2021 and that \$25,000 be borrowed from General Reserves to cover costs in 2020 and returned in 2021.

Attachment:

Watson & Associates Economists Ltd. Proposal –
Township of Cavan Monaghan Ward Boundary Review

Respectfully submitted by,

Reviewed by,

Elana Arthurs
Clerk

Yvette Hurley
Chief Administrative Officer



Proposal

Township of Cavan Monaghan

Ward Boundary Review

Watson & Associates Economists Ltd.
Jack Ammendolia
905-272-3600 ext. 230
ammendolia@watsonecon.ca

In association with Dr. Robert J. Williams

Ms. Elana Arthurs
Clerk
Township of Cavan Monaghan
988 Peterborough County Road 10
Millbrook, Ontario
L0A 1G0

Dear Ms. Arthurs:

Re: Township of Cavan Monaghan Ward Boundary Review

Further to your request for proposal, Watson & Associates Economists Ltd. (Watson), in association with Dr. Robert J. Williams, is pleased to submit our proposal for the above-referenced assignment.

Our Consultant Team has a diverse combination of skills and experience related to the subject study, which we are most interested in carrying out on behalf of the Township of Cavan Monaghan. Our team's work experience in ward boundary reviews across Ontario over the past decade provides considerable added value to this project.

We look forward to the opportunity of working with you on this important assignment.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.



Jack Ammendolia, BES, PLE
Director



Table of Contents

	Page
1. Corporate Profile.....	1
2. Project Experience.....	2
3. Work Program	5
3.1 Understanding of Project Scope	5
3.2 Quality of Strategy and Approach	5
3.3 Work Plan	9
3.4 Deliverables	12
4. Schedule	13
5. Cost Estimate	13
6. Consultant Team	16
7. Conflicts of Interest.....	18
8. References	18
Appendix A Corporate Profile.....	A-1
Appendix B Relevant Project Experience.....	B-1
Appendix C Curricula Vitae.....	C-1



1. Corporate Profile

For this proposal submission, we have assembled a multi-disciplinary Consultant Team comprised of staff from Watson & Associates Economists Ltd. (Watson) and Dr. Robert J. Williams to conduct a Ward Boundary Review for the Township of Cavan Monaghan.

The Consultant Team brings extensive experience and expertise related to ward boundary designs, council composition reviews, electoral system evaluations, population forecasting, growth modelling, and public/multi-stakeholder consultation and engagement across the Province and beyond.

Watson & Associates Economists Ltd. (Lead Consultant)

Watson & Associates Economists Ltd. (Watson) was established in 1982 and is now one of Canada's leading economic consulting firms. Our unique and dynamic team of specialists has assisted clients from over 250 municipalities, utilities, and school boards, as well as private industry and senior levels of government, to frame their financial and economic strategies. We have extensive experience in electoral and ward boundary reviews, housing and population forecasting, demographic and socio-economic analysis, and growth management studies, which provides direct experience to the subject proposal.

Consultation is a component of the majority of projects undertaken by our firm. Over the past three decades, Watson has conducted public meetings, stakeholder consultations, open houses, and workshops for a variety of municipal studies throughout Ontario and beyond.

Watson will serve as the Lead Consultant on the assignment. The assignment will be managed and coordinated through the firm's Mississauga office, which houses 25 consultants and four support staff. The office operates within standard business hours and is fully equipped in terms of computer hardware/software and publication printing/binding capabilities, and teleconference and boardroom facilities required for the purposes of this assignment. Moreover, we have fully adapted to the new demands for remote work – we have effectively coordinated with clients and continue to produce quality products, despite the disruption posed by the coronavirus disease (COVID-19) pandemic.

Watson's address and contact information are provided below:

Watson & Associates Economists Ltd.
Plaza Three, 101-2000 Argentia Road
Mississauga, Ontario L5N 1V9
Tel: (905) 272-3600 Fax: (905) 272-3602

A more detailed corporate profile is provided in Appendix A.



Robert J. Williams, Ph.D.

Dr. Robert J. Williams is an independent public affairs consultant and a leading Ontario authority on municipal electoral systems. Robert was a faculty member in the Department of Political Science at the University of Waterloo from 1971 until he took early retirement in 2006, and he has been an independent consultant on municipal electoral systems for more than a decade. Robert has participated in various roles in more than twenty electoral and ward boundary reviews in Ontario, either independently or in collaboration with Watson. Robert has appeared as an expert witness at numerous Ontario Municipal Board (O.M.B.) (now known as the Local Planning Appeal Tribunal or LPAT) hearings on municipal electoral arrangements.

2. Project Experience

Our Consultant Team has the expertise and proven experience needed to meet the challenges posed by this assignment. More specifically, we offer the following:

- **Strong track record and experience in conducting electoral and ward boundary reviews in Ontario.** Since 2008, the Consultant Team has collectively completed over a dozen ward boundary reviews in Ontario, including assignments for the Township of Scugog, City of Orillia, Town of Essex, Township of Severn, Town of Milton, and the City of Oshawa. The Consultant Team has developed a strong approach/methodology to completing electoral and ward boundary reviews, which has proven to be highly successful in terms of developing alternatives that have been strongly endorsed by the Councils involved. The studies have encompassed the assessment of the status quo, and the development and evaluation of effective and equitable alternative systems of representation, based on guiding principles that incorporate the overriding principle of effective representation as described by the Supreme Court of Canada in its decision in the 1991 Carter case.¹
- **Technical expertise and experience in population growth forecasting, demographic/socio-economic analysis, and planning.** Over the past three decades, the Consultant Team has prepared hundreds of population forecasts for upper- and single/lower-tier municipalities across Ontario in support of a range of studies, including official plan reviews, growth management strategies and development charge background studies. The Consultant Team has significant experience in assessing seasonal population, and forecasting population growth on a sub-municipal level utilizing geographic information systems (G.I.S.)-based data modelling. The Consultant Team has extensive knowledge of the population growth and demographic and socio-economic trends

¹ Reference re: Provincial Electoral Boundaries (Saskatchewan) [1991] 2 S.C.R. This is often cited as the Carter decision.



and patterns that are affecting the County of Peterborough and the Township of Cavan Monaghan.

- **Extensive experience in public/stakeholder consultation.** The Consultant Team has over 30 years of diverse experience in sensitive public and stakeholder consultation.
- **Extensive experience before the O.M.B./LPAT.** In the event that Council's decision is appealed, Dr. Robert J. Williams has appeared as an expert witness before the O.M.B./LPAT and would be available to provide evidence in support of the review process and the recommendations placed before Council.

Watson and Dr. Robert J. Williams have successfully collaborated on thirteen electoral reviews in municipalities across Ontario since 2009, including assignments for the Cities of Barrie, Hamilton, Orillia, and Oshawa, the Towns of Milton, Essex, Pelham, Bradford West Gwillimbury, and Gravenhurst and the Townships of Clearview, Georgina, Severn, and Scugog. None of our recommended proposals was appealed to the O.M.B.¹ This experience is critical in understanding the needs of Cavan Monaghan and its ability to move forward with a comprehensive and defensible ward boundary review.

Watson, in association with Dr. Robert J. Williams, is currently undertaking ward boundary reviews for numerous municipalities throughout Ontario, including the Cities of Pickering and Guelph, the Municipalities of Central Elgin, Trent Hills, Clarington, and The Nation, as well as the Towns of Caledon and Whitchurch-Stouffville, and the Township of Brock.

Council composition and ward boundary studies completed by our Consultant Team over the past decade (either jointly or independently) are summarized in Figure 1 below. Select project abstracts are provided in Appendix B.

Figure 1 – Relevant Project Experience

Project	Council Composition	Ward Boundary Review
Municipality of Clarington (2020 – in progress)		✓
Town of Caledon (2020 – in progress)		✓
Township of Brock (2020 – in progress)		✓
City of Pickering (2020 – in progress)		✓
Municipality of Trent Hills (2020 – in progress)		✓

¹ With respect to the City of Hamilton Ward Boundary Review, it should be noted that a ward boundary configuration devised by Hamilton City Council itself was appealed to the O.M.B. and set aside. The City was ordered to implement a recommended option developed by Watson and Dr. Robert J. Williams.



Project	Council Composition	Ward Boundary Review
Municipality of Central Elgin (2020 – in progress)		✓
Town of Whitchurch-Stouffville (2020 – in progress)		✓
The Nation Municipality (2020)		✓
City of Guelph (2019 – in progress)	✓	✓
Town of Essex Council and Ward Structure Review (2017)	✓	✓
City of Orillia Ward Boundary Review (2017)		✓
Township of Scugog Ward Boundary Review (2017)		✓
City of Oshawa Ward Boundary Review (2017)	✓	✓
Town of Georgina Review of Council Composition and Electoral Boundaries (2017)	✓	✓
City of Hamilton Ward Boundary Review (2017)	✓	✓
Town of Milton Council Composition and Electoral Structure Review (2016)	✓	✓
Township of Severn Ward Boundary Review (2016)		✓
Township of West Lincoln Ward Boundary Review (2016)		✓
Report for Durham Regional Council Composition Review Committee (2015)	✓	
City of Barrie Ward Boundary Review (2013)		✓
Township of Georgian Bay Ward Boundary Review (2013)		✓
Township of Clearview Electoral Review (2013)		✓
City of Markham Ward Boundary Review (2013)		✓
Town of Pelham Ward Boundary Review (2013)		✓
Town of Oakville Ward Boundary Review (2013)		✓
Town of Bradford West Gwillimbury Ward Boundary Review (2009)		✓
Town of Gravenhurst Ward Boundary Review (2009)		✓
Town of Whitchurch-Stouffville Ward Boundary Review (2009)		✓
City of Windsor Ward Boundary Review (2009)		✓
City of Kitchener Ward Boundary Review (2008)		✓



3. Work Program

3.1 Understanding of Project Scope

Since municipalities experience demographic shifts as a result of new residential development and changes in the composition of their population, electoral arrangements need to be reviewed periodically to ensure that representation remains fair and that electors have an opportunity to select candidates they feel can truly represent them and their neighbours.

The ward boundary review has a number of key tasks, identified in accordance with our understanding of the assignment and past project experience related to similar projects, outlined as follows:

- Develop a clear understanding of the present ward structure in the Township of Cavan Monaghan, and how it compares to those in similar municipalities and to best practices identified in academic and applied research;
- Evaluate the strengths and weaknesses of the present arrangements based on Cavan Monaghan's experiences as identified through information gathered from all members of Township Council and senior staff, and relevant research;
- Develop and conduct an appropriate consultation process in accordance with Cavan Monaghan's public engagement practices to ensure community support for the study and its outcome;
- Prepare population projections to 2030 for the development and evaluation of alternative ward boundaries for the municipal election in 2022, as well as subsequent elections in 2026 and 2030, that achieve the maximum degree of parity possible in each case;
- Identify plausible ward boundary options for the Township based on the results of the consultation process and the technical analysis; and
- Write and deliver reports that will set out alternative ward boundaries to ensure effective and equitable electoral arrangements for the Township of Cavan Monaghan for the 2022 municipal election, based on the principles identified, and that are defensible at the LPAT.

3.2 Quality of Strategy and Approach

The Township of Cavan Monaghan is embarking on a comprehensive and complex study that requires a diverse combination of skills and experience related to this assignment. The key challenge associated with the assignment relates to the ability of the Consultant Team to effectively assemble, analyze, and synthesize research and statistics in a manner that clearly identifies issues with respect to the existing ward boundaries and potential deficiencies. Ultimately, the analysis carried out under this assignment must be used to develop a set of alternative ward boundaries, one of which will be acceptable to Council and the community and, if necessary, the LPAT.



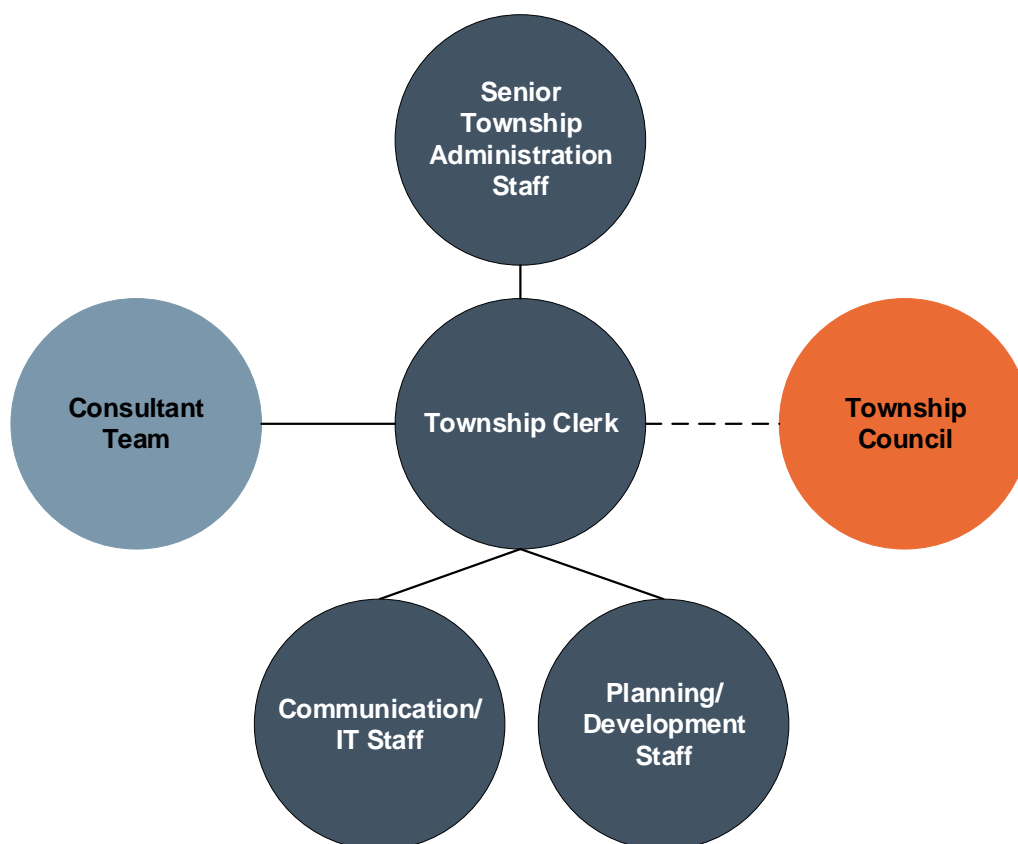
We are sensitive to the high-profile nature of this assignment and the interest that it will generate. As such, we are committed to the successful collaboration with the Township of Cavan Monaghan and relevant stakeholders to ensure that all those involved in the process are confident that the process will be independent and the results acceptable.

The Consultant Team will be responsible for all aspects of the assignment including research, technical analysis, G.I.S. mapping and map exhibit outputs, public/stakeholder facilitation/consultation, the development of ward boundary options and the preparation of reports. The Consultant Team will work with the Township Clerk to ensure that necessary project objectives and timelines are met in accordance with Township policies.

The Consultant Team will rely on the Township (via staff) to provide available background data to support growth modelling work, to oversee the provision of communications and correspondence as required for the study, to maintain a web page on the Township's website devoted to the study, and, if physical-distancing guidelines permit, to provide meeting space for interviews with elected officials and senior staff, and for public consultation.

An organizational chart is provided in Figure 2, below.

Figure 2 – Organizational Chart





Project and Risk Management

We are committed to ensuring the successful delivery of this project on-time and on-budget.

Jack Ammendolia, as the Project Manager, will be responsible for developing and overseeing compliance with the project work plan, ensuring that the Township is informed of all project activities. The plan will include project reporting milestones, schedules, deliverables, quality control measures, communication protocols, budgets, and task assignments.

As with any large, high-profile study, there are several risks that may be encountered that can influence the ability for the process to be completed. As the study progresses, new issues may emerge that can present unforeseen challenges not anticipated by the scope of work. Our approach in this circumstance is to work with the Township Clerk to identify an appropriate path forward.

Quality Control

Our team is committed to ensuring high-quality deliverables and will ensure that Watson's quality assurance processes are applied to all project deliverables. In doing so, deliverables will be reviewed internally by a senior Consultant Team member prior to being submitted to the Township for review.

Watson is committed to producing quality products for our clients and has developed a four-component approach to implementing this commitment. Our quality management program includes the project scope, project schedule, project budget and quality control of deliverables.

Quality control relies on the timely, accurate and complete delivery of client background materials to Watson. Information received will be reviewed with the client relative to underlying assumptions significant to the project deliverables. It is acknowledged that draft reports or advice, whether oral or written, may be subject to further work, revisions, and other factors, which may mean that such drafts are substantially different from any final report or advice issued. Project modelling and reports will be reviewed internally by Watson staff to ensure quality control of final project deliverables.



Public Engagement Strategy

The Consultant Team recognizes the importance of community engagement. Working with Township staff, the Consultant Team will develop a public engagement strategy that will describe key aspects of the engagement process, including purpose, objectives, key stakeholders, key messages, types of notification and communication tools, and timelines.

The purpose of the public engagement component is to engage the people of Cavan Monaghan in a manner that provides valuable input to the evaluation of the status quo and the development of alternative approaches. Throughout the process, residents will also gain knowledge on the study context/background and the key factors that are being considered in the review.

Working collaboratively with Township staff, the Consultant Team will deploy a range of engagement tools to develop awareness and interest in the study. The proposed communication and engagement tools include:

- News releases and advertisements (primary responsibility of Township staff with input from the Consultant Team);
- A dedicated project web page and information to be placed on the Township's website along with a dedicated email address (web page setup and maintenance by Township staff with content input by the Consultant Team). Study reports, maps, and findings are to be posted to the web page as the study progresses. The Township is also expected to use online survey tools to facilitate public/stakeholder input/feedback;
- Public open houses, to be held virtually, if necessary;
- Social media (e.g. Twitter, Facebook), to be used by Township staff with input from the Consultant Team to promote the study;
- Email contact, initiated by Township staff with support from the Consultant Team, to reach out to local residents and business/community associations; and
- Local media to be encouraged to participate in public consultation sessions and report on the study.



Examples of Electoral/Ward Boundary Review Public Consultation Sessions



City of Hamilton
Ward Boundary Review



Township of Clearview
Ward Boundary Review



Town of Milton Council Composition
and Electoral Structure Review



Town of Essex Council and Ward
Structure Review

3.3 Work Plan

We have broken the assignment down into several tasks in accordance with our understanding of the study, as well as our experiences from similar projects. The key tasks of the ward boundary review are detailed below.

Task 1: Project Initiation, Information Gathering and Research

At the outset of the study process, key members of the Consultant Team will meet with the Township Clerk and key municipal staff to discuss details of the proposed



consultation approach and methodology, the scope of the project activities, deliverables and the draft schedule for the project, and will, as well, identify key contacts and establish data collection responsibilities.

Working with Township staff, the Consultant Team will develop a public engagement process that is compatible with the Township of Cavan Monaghan's current practices. The public engagement plan will describe all aspects of the engagement process, including purpose, objectives, key stakeholders, key messages, types of notification and communication materials, creative strategies, and timelines.

The Consultant Team will obtain from the Township relevant documents and information to assist in understanding the context, scope, and issues related to the study as it pertains to technical analysis, public communications, and engagement. The Consultant Team will also undertake research on the present and historical electoral arrangements in the Township of Cavan Monaghan, as well as relevant academic and public policy research on representation.

Task 2: Interviews with the Mayor and Council

The Consultant Team will conduct interviews with the Mayor, deputy mayor, and members of Council. The interviews will be semi-structured, allowing for free-flowing discussion on the issues and opportunities. The discussions are designed to understand and evaluate the operation of the present ward system and to determine what directions might be considered in developing options for the future. Interviews with senior staff at the two main school boards will also be undertaken to understand the implications of changes to the electoral structure.

Interviews are estimated to be no more than one-hour long each.

Task 3: Existing Population and Growth Forecast

One of the basic premises of representative democracy in Canada is the notion that the geographic areas used to elect a representative should be reasonably balanced with one another in terms of population, as an important component of the study will be the assessment of equity. Consistent with past studies of a similar nature, the Consultant Team will make representation by population the starting point for evaluating ward boundary alternatives.

The Township is expected to undergo moderate population growth and population shifts and, for this reason, it is important that the ward boundary review assess not only representation by population under existing conditions (i.e. 2020), but also over the longer-term horizon.

Further, it is suggested that, given the longer-term growth prospects for the Township, the study assess not only representation by population for the municipal election in 2022, but also for at least two additional municipal elections (i.e. 2026 and 2030).



In order to evaluate possible ward structures in terms of representation by population in future years (2022 through 2030), the Consultant Team will develop a detailed population forecast for the Township and its respective wards, settlement areas, and communities using Watson's "household formation" model. The forecast will be derived from local and Peterborough County long-term growth forecasts, updated to reflect recent growth trends.

In order to evaluate the existing ward structure and subsequent alternatives in terms of representation by population in future years, the Consultant Team will develop detailed forecast population growth estimates for the Township's communities through G.I.S.-based data modelling, based on anticipated distribution of housing growth over the forecast period.

The forecast sub-municipal housing and corresponding population growth will be guided by a review of residential development opportunities. It is expected that housing and corresponding population growth will be largely accommodated in new residential development through units in the development approvals process (registered not built, approved, draft approved, and proposed). The location of this development will be plotted spatially in G.I.S., based on data provided by the Township. The timing/phasing of development will be estimated based on a review of the project status and discussions with Township planning staff. The corresponding population, based on the number of housing units anticipated to be constructed during the forecast period and persons per unit by housing type, will be derived and reflected spatially in G.I.S.

The Consultant Team will utilize G.I.S. (ArcGIS 10.6) software to present the existing population (2020), forecast growth (2020 to 2030) and future year 2022, 2026, and 2030 population in a spatial format. G.I.S. will then be utilized to generate ward boundary configuration options and estimate future year populations under each alternative.

Spatial data analysis querying and output, as required in the study, will be communicated in a format that can be easily interpreted by the Township and the public through tables, charts, and map exhibits.

Task 4: Development of Preliminary Ward Boundary Options

Based on the direction of Council, the Consultant Team will develop multiple alternative configurations for Cavan Monaghan, evaluated in terms of the principles identified.

Task 5: Public Consultation

The Consultant Team will consult the public on ward boundary options as possible alternatives, through one public open house held either in the Township, or virtually using a digital communication platform such as Microsoft Teams. Further, through a Township-initiated website, information materials regarding the study will be made available by the Consultant Team and feedback solicited. The Consultant Team will



compile and review the input received from the consultation process, which will inform the development of recommended options.

The public open house is estimated to be two hours in length. The Consultant Team will rely on Township staff to organize the meeting and make logistical arrangements. The Consultant Team will ensure that at least one senior Consultant Team member is present at this session to moderate/facilitate the event.

During the open house component (potentially online), display boards/slides will convey background, process, and contextual information, while the Consultant Team will encourage questions to be raised for either detailed information or basic clarification.

The Consultant Team assumes that the Township will take responsibility in providing Real Time Captioners, American Sign Language Interpreters, Interveners, etc., assistive devices or making documents available in Braille or large print (Clear and Large Print Guidelines), if required.

Task 6: Finalization of Alternatives and Preparation of Final Report

Based on the public consultation feedback, the Consultant Team will finalize the alternatives and will prepare a final report that presents the finalized options, including recommended alternatives. It is anticipated that the findings of the report and recommendations will be presented to Township Council. Once Council has made its decision, a final set of maps will be provided to the Township in support of the necessary by-law.

3.4 Deliverables

The Consultant Team will provide a Detailed Options Report in February 2021, in Microsoft Word and PDF formats. The report findings, along with the final recommendations, will be presented by the Consultant Team to Township Council through a PowerPoint presentation slide deck.

Watson is committed to producing accessible documents that comply with municipal and A.O.D.A. (*Accessibility for Ontarians with Disabilities Act, 2005*) guidelines, including adherence to C.N.I.B. (Canadian National Institute for the Blind) Clear Print guidelines. Watson can provide reports as PDF files that pass the Adobe Acrobat DC Pro Accessibility Checker. In cases where complex data tables are being provided as part of our reports, however, we will discuss any special circumstances with the Township. Often, these complex data tables are included as a separate appendix so that they can be separated from the main document when being published in the public domain (e.g. municipal website) where accessibility is required.



4. Schedule

The project is anticipated to commence in September 2020 and be completed in February 2021. Should this not align with the Township's objectives, we would be pleased to modify the timelines as needed.

Figure 3 summarizes the schedule of project activities, including timelines for proposed meetings with Township staff and stakeholders, and the public open house. Two meetings with Township staff have been scheduled, including an initial start-up meeting in September 2020, and a second meeting in February 2021 to review the draft report. In addition, monthly conference calls between the Consultant Team and key Township staff representatives are anticipated throughout the study process. A final presentation to Council outlining ward boundary options and recommendations can be scheduled in March 2021.

5. Cost Estimate

Based on the work program and deliverables identified, our upset budget estimate for completing a ward boundary review for the Township of Cavan Monaghan is **\$44,010**, inclusive of disbursements but excluding H.S.T. Figure 4 provides the daily/hourly rates for Consultant Team members and an hourly breakdown by project task and team member, including an estimate for disbursements.

Disbursements are invoiced at cost. Billings will be prepared monthly based on work activity for the prior month, with payment anticipated within thirty days.



Figure 3 – Township of Cavan Monaghan Ward Boundary Review Study Schedule

Study Task	September 2020				October				November				December				January 2021				February				March			
1.0 Project Initiation, Information Gathering and Research																												
2.0 Interviews with the Mayor and Council																												
3.0 Existing Population and Growth Forecast																												
4.0 Development of Preliminary Ward Boundary Options																												
5.0 Public Consultation																												
6.0 Finalization of Alternatives and Preparation of Final Report																												
Municipal Staff Meeting	★				☆				☆				☆				☆				☆			★				
Public Open House																												
Deliverables																												

Note: Timeline subject to receipt of all requested data and information at the beginning of the study process.

Meetings

- In-Person Municipal Staff Meeting
- Conference Call with Municipal Staff
- Public Open House



Deliverables

- Draft Report
- Final Report

DR
FR



Figure 4 – Township of Cavan Monaghan Ward Boundary Review Budget¹

Project Item		Watson & Associates Economists Ltd.				Dr. Robert J. Williams	Total Resources by Study Component (Hours)	Total Resources by Study Component (Fees)
		Jack Ammendolia, Director	Erik Karvinen, Manager	Josh Valenti, Consultant	Richard Stassen, Analyst			
Hourly Rates		\$225	\$220	\$145	\$135	\$225		
1.0	Project Initiation, Information Gathering and Research	10.0	2.0	8.0	2.0	10.0	32.0	\$6,370
2.0	Interviews with the Mayor and Council	2.0	-	-	-	10.0	12.0	\$2,700
3.0	Existing Population and Growth Forecast	2.0	6.0	16.0	16.0	-	40.0	\$6,250
4.0	Development of Preliminary Ward Boundary Options	8.0	4.0	14.0	2.0	14.0	42.0	\$8,130
5.0	Public Consultation	18.0	-	4.0	4.0	14.0	40.0	\$8,320
6.0	Finalization of Alternatives and Preparation of Final Report	16.0	2.0	8.0	4.0	20.0	50.0	\$10,240
PROJECT TOTAL	TOTAL HOURS	56.0	14.0	50.0	28.0	68.0	216.0	
	TOTAL FEES (excluding disbursements)	\$12,600	\$3,080	\$7,250	\$3,780	\$15,300		\$42,010
	DISBURSEMENTS (for travel, printing, mapping, long distance and courier)							2,000
	TOTAL FEES AND DISBURSEMENTS (excluding applicable taxes)							\$44,010
	WARD BOUNDARY REVIEW TOTAL FEES AND DISBURSEMENTS (excluding applicable taxes) ROUNDED							\$44,000

¹ Additional meetings and public/Council presentations beyond those identified would be billed on a per diem basis above and beyond the upset budget limit.



6. Consultant Team

To undertake this assignment, we have assembled a Consultant Team that includes proven senior management expertise complemented by technical leads and support staff. The workload of our Consultant Team is appropriately balanced to meet the required timelines of the study.

Our Consultant Team is comprised of staff from Watson and Dr. Robert J. Williams. The core technical team will consist of Jack Ammendolia, Erik Karvinen, and Dr. Robert J. Williams, with support from Josh Valenti and Richard Stassen. As well, should any matters be appealed to the LPAT, senior members of the Consultant Team would be available to serve as expert witnesses in this regard.

The Consultant Team members' qualifications, roles, and responsibilities are detailed below. A curriculum vitae for each Consultant Team member identified below is provided in Appendix C.

Jack Ammendolia, BES, PLE, is a Director at Watson and has been involved in school board planning matters for almost 20 years. He has worked closely with over 40 school boards in Ontario as well as school boards and First Nations reserves across Canada. Jack has managed public engagement processes for a variety of clients and often speaks and presents at community meetings and conferences. Jack is currently co-managing ward boundary reviews for municipalities across Ontario, including the City of Pickering and the Municipalities of Trent Hills, Central Elgin, and The Nation.

Jack will serve as the project manager for the assignment and will oversee all aspects of this assignment.

Erik Karvinen, MCIP, RPP, PLE, is a Manager with Watson. Erik has extensive experience in electoral and ward boundary reviews, demographic and economic forecasting, demographic analysis, growth management studies, employment land strategies and a range of economic studies. He also has a strong background in G.I.S. and has developed innovative approaches to using G.I.S.-based applications in population growth modelling and querying spatial data for the purposes of ward boundary reviews.

Erik has led or has been a key contributor on over one dozen electoral and ward boundary reviews across Ontario since 2009. Erik has served as project manager on seven electoral/ward boundary reviews including a number of high-profile assignments such as the City of Oshawa Ward Boundary Review (2017), City of Orillia Ward Boundary Review (2017), and the Town of Milton Council Composition and Electoral Structure Review (2016). He was also a project coordinator on four ward boundary reviews, including the City of Hamilton Ward Boundary Review (2017) and the City of Barrie Ward Boundary Review (2013).



Erik holds a Master of Urban Planning degree and a Bachelor of Commerce (Honours) degree. He is a registered professional planner and a professional land economist.

Erik will have a pivotal role in the development of electoral and ward boundary alternatives, and will oversee the existing population and demographics analysis, as well as the growth analysis of the assignment.

Robert J. Williams, Ph.D., is a leading Ontario authority in municipal electoral systems. Robert was a faculty member in the Department of Political Science at the University of Waterloo from 1971 until he took early retirement in 2006 and has been an independent consultant on municipal electoral systems ever since. Robert has participated in various roles in more than twenty electoral and ward boundary reviews in Ontario, either independently or in collaboration with Watson.

Robert has independently designed and evaluated electoral systems in nine municipalities and has worked in collaboration with Watson on ward boundary reviews in a further thirteen. He has served in an advisory capacity in several other Ontario municipalities on electoral boundary reviews and has appeared as an expert witness on representation issues at seven O.M.B./LPAT hearings since 2009.

Robert will undertake relevant academic and public policy research on representation and will participate in meetings and interviews with Township staff and Council to gather perspectives for use in the development of alternatives. He will work with Watson to design these alternatives. Robert, in concert with the Consultant Team, will prepare reports and recommendations and will present them to Council.

Josh Valenti, BSc (Hons), GIS (PG), is a Consultant with Watson, primarily in the areas of school board planning and accommodation, demographic forecasting, and growth management studies. Josh has assisted in multiple electoral and ward boundary review assignments for municipalities including the City of Orillia, Town of Essex, and Township of Scugog. He brings strong experience in spatial analysis and G.I.S.-based applications in population growth modelling. Josh's role will be focused around growth forecasting and growth modelling components, along with the preparation of required mapping outputs.

Richard Stassen, MSc., B.A. (Hons), B.F.A., is an Analyst at Watson, supporting our clients in the areas of school board planning and accommodation, demographic forecasting, and growth management studies. He holds a Master of Science degree in Sustainable Urban Planning and Design as well as a Bachelor of Arts (Honours) degree in Economics, and a Bachelor of Fine Arts degree in Music Studies, and has recently published original research in scientific journals. Since joining Watson, Richard has worked on multiple growth and school enrolment forecasting projects and has contributed to our ward boundary reviews for The Nation, the Municipality of Trent Hills, the Township of Brock, and others.



7. Conflicts of Interest

We have reviewed our current projects and confirm that none of the Consultant Team members has a conflict of interest.

8. References

References for the Consultant Team are detailed below. These are projects that were completed during the previous election cycle; more recent references from ongoing projects are available upon request.

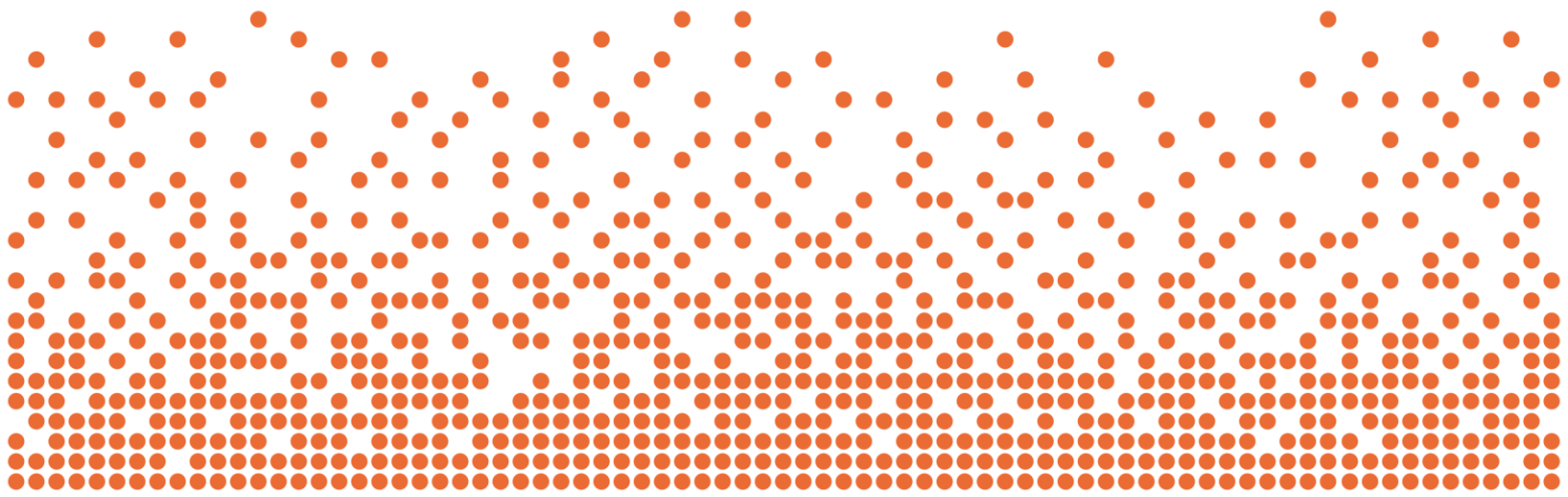
Reference #1	
Client Name	Town of Milton
Project Name	Milton Council Composition and Electoral Structure Review
Project Date and Duration	June to December, 2016
Contact Name and Contact Information	Troy McHarg, Town Clerk 150 Mary Street, Milton, ON L9T 6Z5 T: 905-878-7252 X 2132; E: troy.mcharg@milton.ca
Description of Services Provided	<ul style="list-style-type: none">• Conducted the project in two phases: Phase 1 – Council Composition Review, and Phase 2 – Ward Boundary Review;• Reviewed the existing council composition and recommended an option for Milton Council to accommodate two additional Regional Councillors in accordance with the <i>Municipal Act, 2001</i>;• Evaluated the strengths and weaknesses of the present system based on the principles;• Developed and conducted an extensive consultation process in accordance with the Town of Milton's public engagement practices;• Prepared population projections for the development and evaluation of alternative ward boundaries for the 2018 and 2022 Municipal Elections; and• Prepared a series of reports that set out potential council composition arrangements and alternative ward boundaries to ensure effective and equitable electoral arrangements for the Town of Milton, based on the principles identified.
Value of Project	\$64,000 (excluding H.S.T.)



Reference #2	
Client Name	Township of Severn
Project Name	Township of Severn Ward Boundary Review
Project Date and Duration	March to October, 2016
Contact Name and Contact Information	Sharon Goerke, Clerk 1024 Hurlwood Ln, Orillia, ON L3V 6H4 T: 705-325-2315 X 232; E: SGoerke@townshipofsevern.com
Description of Services Provided	<ul style="list-style-type: none">• Evaluated the strengths and weaknesses of the present system based on the guiding principles adopted for study;• Developed and conducted a consultation process in accordance with the Township of Severn's public engagement practices;• Prepared population projections (including seasonal population) for the development and evaluation of alternative ward boundaries for the 2018, 2022, and 2026 Municipal Elections; and• Prepared a series of reports that set out alternative ward boundaries to ensure effective and equitable electoral arrangements for the Township of Severn, based on the principles identified.
Value of Project	<ul style="list-style-type: none">• \$30,000 (excluding H.S.T.)



Reference #3	
Client Name	Town of Essex
Project Name	Town of Essex Council and Ward Structure Review
Project Date and Duration	October 2016 to August 2017
Contact Name and Contact Information	Robert Auger, Manager of Legislative Services/Clerk 33 Talbot St. S., Essex, ON N8M 1A8 T: 519-776-7336 X 1132; E: rauger@essex.ca
Description of Services Provided	<ul style="list-style-type: none">• Conducted the project in two phases: Phase 1 – Council Composition Review, and Phase 2 – Ward Boundary Review;• Reviewed and confirmed the method of election for the position of Deputy Mayor, size of Council and continued use of a ward system;• Evaluated the strengths and weaknesses of the present system based on the principles;• Developed and conducted an extensive consultation process in accordance with the Town of Essex's public engagement practices;• Prepared population projections for the development and evaluation of alternative ward boundaries for the 2018, 2022, and 2026 Municipal Elections; and• Prepared a series of reports that set out potential council composition arrangements and alternative ward boundaries to ensure effective and equitable electoral arrangements for the Town of Essex, based on the principles identified.
Value of Project	\$49,000 (excluding H.S.T.)



Appendix A

Corporate Profile

CORPORATE PROFILE

Watson & Associates Economists Ltd. (Watson) is one of Canada's leading economic consulting firms. Established in 1982, we offer a comprehensive range of fiscal planning and policy services to clients in government and the private sector throughout Ontario and beyond.

Our unique and dynamic team of specialists has assisted clients from over 250 municipalities, utilities and school boards, as well as private industry, and senior levels of government, to frame their financial and economic strategies.

Watson is widely recognized as a leading authority on the fiscal aspects of the municipal government sector. The firm has earned its reputation for quality of analysis, as well as pragmatic and insightful interpretation of the issues we manage. We are well known for achieving results that translate into successful outcomes for our clients.

“We are well known for achieving results that translate into successful outcomes for our clients.”

OUR PHILOSOPHY

At Watson, we firmly believe that professional expertise, wide experience with local issues and the provincial legislative environment, and an understanding of client expectations are the basic fundamentals for analyzing issues and securing the desired results.

With every assignment, we strive to identify the strategies that are best suited to meeting the challenges facing our clients. Since 1982, our integrated team of financial and economic specialists has provided quality research and analytical expertise to clients. In that time, we have built long-term relationships with a broad range of municipal, provincial and school board clients, who value our judgment and advice.

Also, Watson has numerous working relationships with major law firms, planning and engineering companies, with whom we also work on multi-disciplinary assignments.

“We strive to identify the strategies that are best suited to meeting the challenges facing our clients.”



OUR SERVICES

We offer our clients a broad range of economic forecasting and financial planning services to help them plan for their future. Our main areas of specialization include:

MUNICIPAL, SCHOOL BOARD AND UTILITY FINANCIAL POLICY STUDIES

- Financial and economic impact assessment for major projects and new development areas
- Municipal capital and operating budget policy
- User rate studies (i.e. water, wastewater, stormwater, solid waste, development processing and building permits)
- Long range planning for school accommodation
- Asset management and PSAB
- Water and wastewater financial plans (O.Reg.453/07)

DEVELOPMENT CHARGE POLICY

- Municipal, utility and education development charges, including research and calculation of the charge, by-law adoption process, expert witness testimony, front-end financing, subdivision agreement links and implementation matters

DEVELOPMENT MARKET AND DEMOGRAPHIC FORECASTING STUDIES

- Forecasts, feasibility studies and land needs assessment for a variety of land uses
- Population, household, non-residential space and employment forecasts
- Growth management studies

SERVICE MASTERPLANNING AND ECONOMIC ASSESSMENT

- Assessment of long-term service needs
- Present value costing and financial affordability evaluation for major undertakings
- Property value impact and compensation policy
- Business, employment and other economic impacts

LOCAL GOVERNMENT RESTRUCTURING AND GOVERNANCE

- Assessment of options and strategies
- Service evaluation and financial impact analysis
- Benchmarking and performance measurement
- Asset and liability distribution
- Ward boundary reviews

Our goal is to do the very best for our clients. We are determined to produce outstanding results by taking advantage of the most appropriate computer modelling, analytical techniques and up-to-date databases and research available. At Watson, our vision is to continue to strive for excellence. We endeavour to go beyond our clients' expectations of service and establish ourselves as the leading provider of top-quality economic consulting services in our selected markets.



Electoral and Ward Boundary Reviews

Background

How does the electoral arrangement in your municipality measure up?

Does it deliver fair representation conducive to good government?

Is the electoral system aligned with the size, diversity and complexity of your municipality?

A municipal electoral review may be warranted if the population of a municipality has changed by more than ten percent since the present ward boundaries were established or the population of at least one of the wards varies by more than 25% from the average population per ward. Electoral arrangements may also need to be reviewed if the present ward boundaries were set as part of an amalgamation and may no longer be relevant as the municipality has matured.

Expertise

Conducting an independent electoral review will help mitigate the politicization of the study and maximize the potential for a successful outcome.

Watson, in association with Dr. Robert J. Williams, a leading authority in municipal electoral systems, has the expertise and experience to deliver a comprehensive electoral review for your municipality.



Expertise cont'd

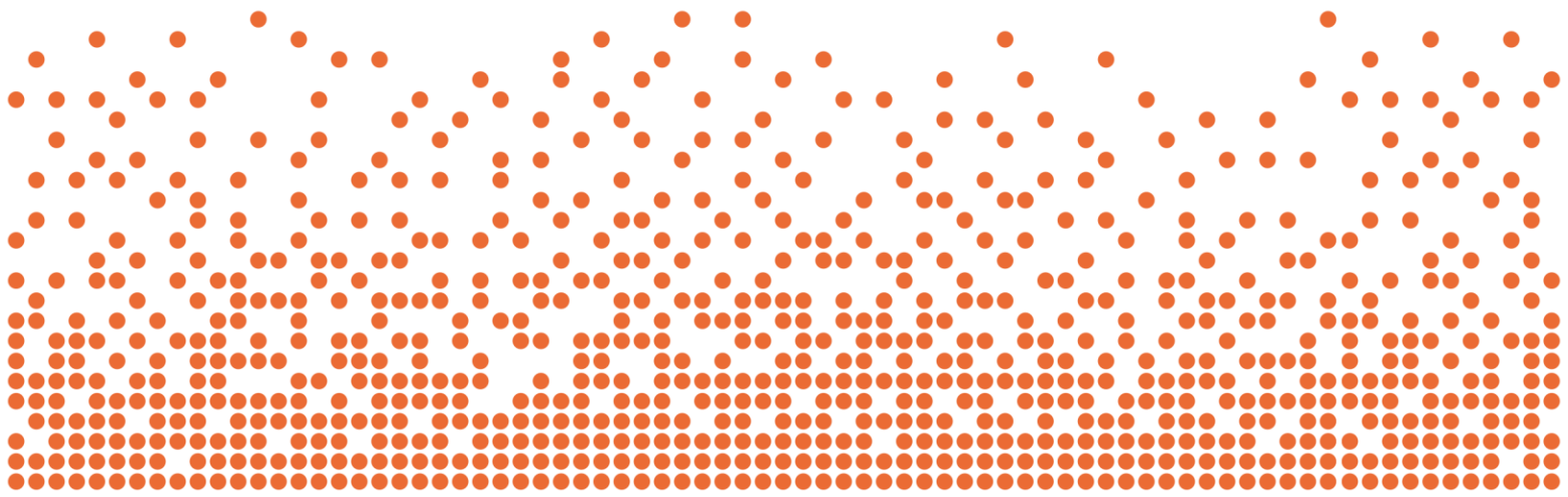
Contrary to popular belief, neither the Ministry of Municipal Affairs nor LPAT (formerly the OMB) has established criteria for conducting an electoral review.

Our Team has developed a proven framework and process for conducting electoral reviews which is guided through case law.

Team

Our electoral and ward boundary review specialists include:

- Gary Scandlan, Managing Partner & Director
- Jack Ammendolia, Managing Partner & Director
- Erik Karvinen, Manager
- Byron Tan, Senior Consultant
- Josh Valenti, Consultant



Appendix B

Relevant Project Experience

Project Experience

Council Composition and Electoral Structure Review

Client: **Town of Milton**

Contact: **Troy McHarg**, Town Clerk
Tel. (905) 878-7252

Budget: \$64,000

Duration: August 2016 to December 2016

Project Manager: Erik Karvinen
Watson & Associates Economists Ltd.

Sub-Consultant: Dr. Robert J. Williams



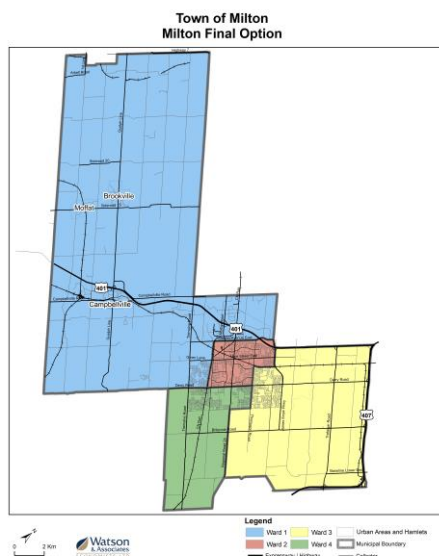
Watson & Associates Economists Ltd., in association with Dr. Robert J. Williams, was retained by the Town of Milton to conduct a Council Composition and Electoral Structure Review.

The study has been organized into two phases:

- Phase 1 – Council Composition Review; and
- Phase 2 – Electoral Structure Review.

Phase 1 of the study examined the existing Council composition, and presented and evaluated several alternatives for Milton Council to accommodate two additional Halton Regional Councillors in accordance with the Municipal Act. Council reached a decision on this matter in June, 2016.

Phase 2 of the project explored alternative ward boundary options in the search for effective and equitable electoral arrangements for the Town of Milton, based on the guiding principles endorsed for the study. This included interviews with members of Town Council, population and growth forecasting and data modelling to 2022, development of preliminary ward boundary options, and public consultation. Four ward boundary options were developed including one recommended option which, along with a final report, was presented to Council for their consideration.



Work Performed

- Population trends analysis and growth modelling for wards
- Development of Council composition and ward boundary options and recommendations
- Public and stakeholder consultation



Watson & Associates
ECONOMISTS LTD.



Plaza Three
101-2000 Argentia Rd.
Mississauga, Ontario L5N 1V9
Office: (905) 272-3600
Fax: (905) 272-3602
www.watsonecon.ca

Project Experience

Ward Boundary Review

Client:	Township of Severn
Contact:	Sharon Goerke, Clerk Tel. (705) 325-2315 X 232
Budget:	\$30,000
Duration:	2016 to 2017
Project Manager:	Erik Karvinen Watson & Associates Economists Ltd.
Sub-Consultant:	Dr. Robert J. Williams



Watson and Associates Economists Ltd., in association with Dr. Robert J. Williams, was retained to undertake a Ward Boundary Review for the Township of Severn. The Review was initiated to assist Council in evaluating the strengths and weakness of its current wards system and to identify plausible modifications to that system to ensure effective and equitable electoral arrangements for the Township, based on a set of seven identified principles.

Severn's ward system was established when the Township was created in 1994 within the restructured County of Simcoe. Council is comprised of seven members, including the Mayor and Deputy Mayor elected at-large, and five Councillors elected in five wards.

Severn Township's permanent population increased by 39% between 2011 and 2016, along with moderate growth in seasonal population. This population growth created some inequalities in ward-to-ward populations which are expected to be exacerbated through future residential development in settlement areas in the southern part of the Township.

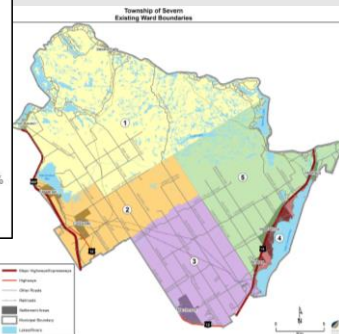
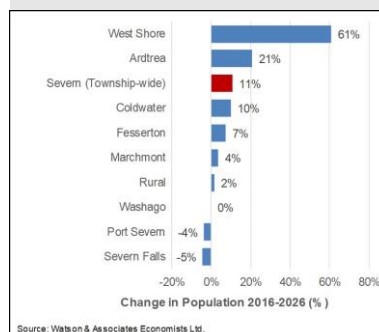
Baseline population and ten-year population forecasts and a G.I.S.-based growth modelling analysis were prepared by the Consultant Team, and a number of draft ward boundary configuration alternatives were developed and tested in the light of the population outputs. Four preliminary ward alternatives were presented and discussed at two public engagement open houses in August, 2016 where comments from the community were solicited.

The evidence collected strongly suggested that the existing ward boundary configuration does not meet the expectations of the guiding principles and is less workable in the future. The Review concluded that the Township would be better served by an alternative configuration.

Two Options were presented to Council that successfully addressed shortcomings identified in the present system by providing wards that are better balanced in population now and over the next three elections and offer better effective representation than the current ward structure.

Work Performed

- Permanent and seasonal population trends analysis and growth modelling
- Development of ward boundary options and recommendations
- Public and stakeholder consultation



Project Experience

Council and Ward Structure Review, 2017

Client: **Town of Essex**

Contact: Robert Auger, Manager of Legislative Services/Clerk
Tel. (519) 776-7336 X 1132

Budget: \$49,000

Duration: 2017

Project Manager: Erik Karvinen
Watson & Associates Economists Ltd.

Sub-Consultant: Dr. Robert J. Williams



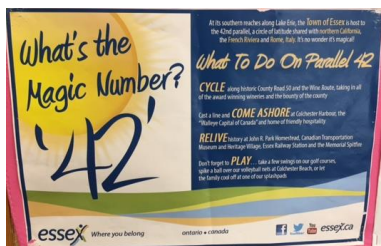
Watson & Associates Economists Ltd., in association with Dr. Robert J. Williams, was retained to undertake a Council Composition and Ward Boundary Review for the Town of Essex. The Review was initiated to assist Council in determining (a) how to fill the position of Deputy Mayor; (b) whether to change the composition of Town Council; and (c) whether to maintain the existing ward structure (established when the municipality was created by Ministerial order in 1997) or to adopt an alternative arrangement.

The Review included extensive research on the alternatives for electing a Deputy Mayor in place across Ontario, interviews with all members of Council and a public consultation process to solicit input on the electoral system in Essex.

A Background Paper was prepared for the first round of public consultation that set out potential directions for the structure of Town Council and an Interim Report set out the information collected from the public. Council decided that the position of Deputy Mayor would, in future, be determined by a vote of electors and that the composition of Council and method of election (in wards) would not be changed.

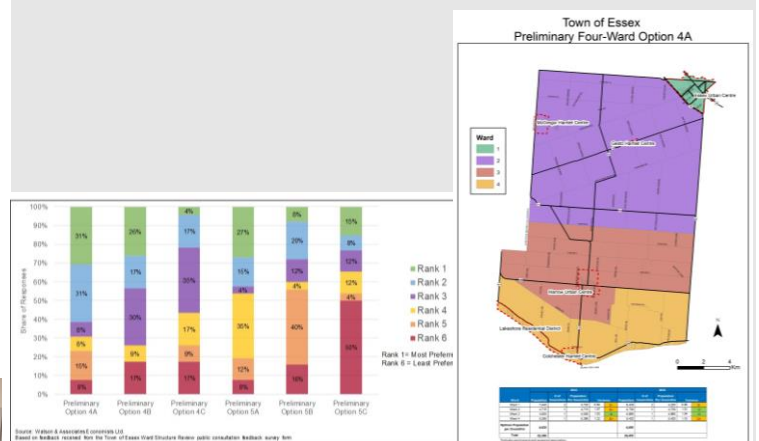
Preliminary alternative options for five and four wards were developed and taken to the public for assessment. These alternatives were developed around guiding principles adopted by Council and reflected the present and future distribution of the Town's permanent and seasonal populations. A Final Report placed two options before Council based on the feedback received through public consultation, technical analysis and further refinement. The Consultant Team believed that either choice would be defensible in the event of an appeal to the Ontario Municipal Board.

Ultimately, Council determined not to implement new ward boundaries.



Work Performed

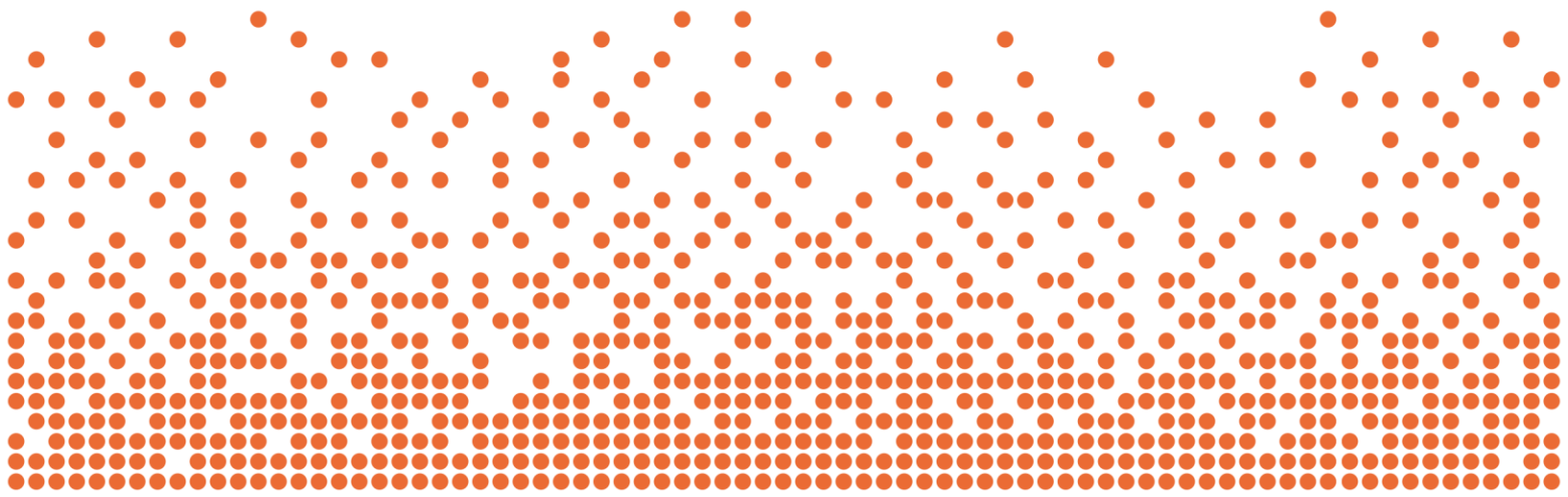
- Council composition review
- Population trends analysis and growth modelling
- Development of ward boundary options and recommendations
- Public and stakeholder consultation



Watson & Associates
ECONOMISTS LTD.



Plaza Three
101-2000 Argentia Rd.
Mississauga, Ontario L5N 1V9
Office: (905) 272-3600
Fax: (905) 272-3602
www.watsonecon.ca



Appendix C

Curricula Vitae

Jack Ammendolia, BES, PLE

Managing Partner and Director, Education



Jack specializes in school board planning and the study of school-age demographics, including facility and capital planning, education development charges, pupil accommodation reviews, capital priority business case submissions and enrolment forecasting. He regularly leads seminars and facilitates discussion around school board funding and education matters.

Since 1999, Jack has worked with school boards across Ontario and Canada, as well as First Nations communities and federal agencies like Indigenous and Northern Affairs Canada. He is also involved with community-based social services, such as Bruce Grey Child and Family Services, and Community Foundation Grey Bruce.

In addition, Jack manages ward boundary reviews for municipalities across Ontario, which requires him to coordinate a multi-disciplinary team consisting of demographers, planners, political/social scientists, public engagement specialists and other staff.

In 2018, Jack and Jamie Cook, Director of Land Economics at Watson, developed the Research, Data Collection & Analysis course for Seneca's Sustainable Planning & Development program. The course is foundational for students interested in starting or advancing a career in sustainable land-use planning and community development.

EDUCATION

1997, University of Waterloo, School of Urban and Regional Planning, Faculty of Environmental Studies
Bachelor of Environmental Studies (Honours)



EMPLOYMENT HISTORY

Current

Managing Partner and Director, Watson & Associates Economists Ltd.

- Involved in school board planning and the study of school-age demographics
- Leads community meetings and workshops related to pupil accommodation reviews
- Manages and coordinates ward boundary reviews, and participates in the public consultation process

Part-Time Faculty, Seneca College, York University Campus

- Research, Data Collection & Analysis course for the *Sustainable Planning & Development* program

2007-2012

Founder and President, The Ammendolia Group (acquired by Watson in 2012)

- Specialized in school board facility and capital planning, education development charges, demographic analysis and enrolment forecasting for school boards throughout Ontario.

1999-2007

Senior Consultant and Project Manager, Watson & Associates Economists Ltd.

- Supported the areas of school board planning and accommodation.

PROFESSIONAL CERTIFICATIONS

- Professional Land Economist (PLE)

PROFESSIONAL AFFILIATIONS

- Member, Council for Educational Facilities Planners International (CEFPI)
- Member, Ontario Land Economist Association
- Member, Urban Land Institute
- Past Member, Canadian Institute of Planners

EXPERTISE

- Long term accommodation planning
- Education development charges (EDC)
- Pupil accommodation reviews (PAR)
- Capital priority business case submission
- Enrolment projections and demographic studies
- Ward boundary reviews

Erik Karvinen, MCIP, RPP, PLE Manager



Erik is a Professional Land Economist and Registered Professional Planner with Watson & Associates Economists Ltd.

Erik has extensive experience in demographic and economic growth studies, growth management strategies, industrial/employment studies, ward boundary reviews, real estate market studies, economic impact assessments and feasibility analysis.

Over the past decade, Erik has played a pivotal role in a range of economic and planning studies completed for municipal clients across Canada. These studies have explored issues related to long-term residential and non-residential land needs, market trends, competitiveness, financial feasibility and strategic policy recommendations.

EDUCATION

2000, McGill University

Master of Urban Planning, Transportation and Land Use Planning

1997, Queen's University

Bachelor of Commerce (Honours), Marketing and Economics

EMPLOYMENT HISTORY

Current

Manager, Watson & Associates Economists Ltd.

- Manages and coordinates a broad range of projects including growth management studies, employment lands strategies, real estate market studies and economic impact assessments.
- Engages in demographics and economic forecasting, technical analysis and data modelling.

2006-2008

Partner and Co-founder, Magnus Minerals Ltd.

- Managed GIS mapping, database management and marketing.



EMPLOYMENT HISTORY cont'd

2004-2006

Self-employed Consultant

Provided transportation planning and GIS-based mapping services.

2002-2004

Transportation Planner, David Plummer & Associates

- Managed and prepared traffic impact studies, due diligence reports and travel surveys.

PROFESSIONAL CERTIFICATIONS

- Canadian Institute of Planners (CIP)
- Professional Land Economist (PLE)
- Registered Professional Planner (RPP)

PROFESSIONAL AFFILIATIONS

- Member, Association of Ontario Land Economists
- Member, Canadian Institute of Planners
- Member, Ontario Professional Planners Institute

EXPERTISE

- DC growth forecasts
- Economic impact of development
- EDC growth forecasts
- Employment lands strategies
- Enrolment projections and demographic studies
- Feasibility studies
- Intensification studies
- Municipal competitiveness
- Municipal financial planning and policy
- Real estate market studies
- Ward boundary reviews

Josh Valenti, BSc. (Hons), GIS (PG) Consultant



Josh joined Watson in 2017 after several years of education and work experience refining his knowledge of data management and spatial analysis techniques.

He is an asset to Watson and our clients in the areas of school board planning and accommodation, demographic forecasting and growth management studies.

EDUCATION

2015, Niagara College

GIS: Geospatial Management, Post-Graduate Certificate

2014, Brock University

Bachelor of Science (Honours), Physical Geography

EMPLOYMENT HISTORY

Current

Consultant, Watson & Associates Economists Ltd.

- Supports the areas of school board planning and accommodation, demographic forecasting and growth management studies.

2015-2017

Asset Management and GIS Analyst, Urban and Environmental Management Inc.

- Developed and managed spatial and non-spatial databases for all ongoing projects.
- Analyzed environmental/spatial data to help inform decision-making processes.
- Developed detailed maps, reports and methodologies.

2014-2015

Project Manager and GIS Analyst, Niagara College Thesis

- Analyzed meteorological and environmental data within the Holland Marsh and surrounding areas to identify trends in variables.
- Used geospatial techniques in the Holland Marsh River to identify potential areas of increased nutrient loading, and watershed areas with an excess or deficit of water.



EMPLOYMENT HISTORY cont'd

2013-2015

Geospatial Research Assistant, Brock University

- Researched and analyzed water quality and the effects of beneficial management practices (BMPs) on the surrounding watershed.
- Used GIS software to conduct spatial analysis of BMP trends across the watershed to determine their relation to water quality issues.

ACADEMIC JOURNALS

- Baird, J., Jollineau, M., Plummer, R., Valenti, J. (2016). Exploring agricultural advice networks, beneficial management practices and water quality on the landscape: A geospatial social-ecological systems analysis. *Land Use Policy*, 51236-243.

EXPERTISE

- Business cases
- Education financial and capital planning
- Pupil accommodation reviews
- Education development charges
- EDC growth forecasts
- Employment lands strategies
- Enrolment projections and demographic studies
- Growth management studies
- Intensification studies
- Municipal competitiveness
- Municipal comprehensive reviews
- Office market studies
- Official Plan reviews
- Retail market studies
- Secondary Plan growth forecasts
- Ward boundary reviews

Richard Stassen, M.Sc.

Analyst



Richard joined Watson in 2019 with a strong background in market and retail location analysis, GIS, urban planning and demographics.

Richards's capabilities make him an asset to Watson and our clients in the areas of school board planning and accommodation, demographic forecasting, ward boundary reviews and growth management studies.

EDUCATION

2018, Royal Institute of Technology (KTH), Stockholm, Sweden
Master of Science, Sustainable Urban Planning and Design

2016, Concordia University, Montreal
Bachelor of Fine Arts, Integrative Music Studies

2011, Concordia University, Montreal
Bachelor of Arts, Economics (Honours)

EMPLOYMENT HISTORY

Current

Analyst, Watson & Associates Economists Ltd.

- Supports the areas of school board planning and accommodation, demographic forecasting, ward boundary reviews, and growth management studies.

2017-2019

Freelance Consultant: Research, Analytics, and Urban Planning

- Provided research and analysis for a realty advisor, a development corporation, an architectural firm and a Canadian non-profit organization.
- Prepared proposals and presentations.
- Completed a planning justification report that facilitated a development proposal, proving it was consistent with planning objectives laid out in government and municipal legislation.
- Solved logistic problems and effectively coordinated with colleagues in other countries.



EMPLOYMENT HISTORY cont'd

2018

Academic Research, Royal Institute of Technology (KTH), Stockholm, Sweden

- Assisted an associate professor with various research-related and administrative tasks.
- Collected, prepared, and analyzed research data.
- Edited academic papers and compiled literature reviews.

2009-2016

Market Analyst, Loblaw Properties Ltd. – Provigo Quebec – Real Estate

- Worked with data collected through customer surveys to produce maps depicting trade areas and network market shares.
- Implemented market studies to help assess the viability of proposed projects. Produced sales estimates comparing prospective projects to existing stores.
- Maintained a market database.
- Presented store and market data clearly using Excel and MapInfo.
- Prepared PowerPoint slides for meetings.

ACADEMIC JOURNALS

- Stassen, R. & Ceccato, V. (2020). Environmental and Wildlife Crime in Sweden from 2000 to 2017. *Journal of Contemporary Criminal Justice*.
- Stassen, R. & Ceccato, V. (2019). Police Accessibility in Sweden: An Analysis of the Spatial Arrangement of Police Services. *Policing: A Journal of Policy and Practice*.

EXPERTISE

- School board financial and accommodation planning
- Pupil accommodation reviews
- Capital Priorities Funding business cases
- Education development charges
- Employment lands strategies
- Enrolment projections and demographic studies
- Growth management studies
- Intensification studies
- Official Plan reviews
- Retail market studies
- Secondary Plan growth forecasts
- Ward boundary reviews

Robert J. Williams, PhD

Consultant

Robert J. Williams was an active member of the Department of Political Science, University of Waterloo, from 1971 until his early retirement at the end of 2006. During that time, he primarily taught courses in the Canadian politics field with emphasis on parliament and parties, plus courses on provincial, Ontario and municipal government and politics.

In retirement, Dr. Williams has been engaged independently or with Watson & Associates Economists Ltd. to conduct or advise on ward boundary and electoral system reviews in more than twenty-five Ontario municipalities. He has testified as an expert witness before the Ontario Municipal Board (now known as the Local Planning Appeal Tribunal) in fifteen cases involving electoral arrangements.

Robert has served as Municipal Integrity Commissioner for the Township of Wilmot since 2013 and for the Town of Erin from 2014 to 2018 and was appointed to the Region of Waterloo Municipal Elections Compliance Audit Committee in 2006, 2010, 2014 and 2018.

EDUCATION

1973, University of Toronto
PhD, Political Science

1967, McMaster University
M.A., Political Science

1966, McMaster University
Honours B.A. Economics and Political Science

EMPLOYMENT

1971-2006
Department of Political Science, University of Waterloo,

2007 to present
Professor Emeritus, Department of Political Science, University of Waterloo

RELEVANT PROFESSIONAL ACTIVITIES

2006-2007

Member, Academic Reference Group, Ontario Citizens' Assembly on Electoral Reform

2008-2018

Consultant on municipal representation

- Independent ward boundary reviews: Kitchener, Markham, Milton, New Tecumseth, Oakville, Uxbridge, West Lincoln, Whitchurch-Stouffville, Windsor
- Ward boundary reviews in conjunction with Watson: Barrie, Bradford West Gwillimbury, Clearview, Essex, Georgina, Gravenhurst, Hamilton, Milton, Orillia, Oshawa, Pelham, Scugog, Severn
- Advisor to municipal clerk on ward boundary matters: Ajax, Brantford, Georgian Bay, Kawartha Lakes, Kingston, Wilmot
- Advisor to private citizens: East Gwillimbury, Kearney, Killarney, Prince Edward County, Vaughan
- Advisor to Nova Scotia Utility and Review Board to provide an analysis of political representation issues in Halifax and Cape Breton Regional Municipalities
- Advisor to Regional Council Composition Review Committee, Region of Durham
- Expert Witness, Ontario Municipal Board Hearings, on fourteen occasions between 1982 and 2017 and once before the Local Planning Appeal Tribunal (2018)

PUBLICATIONS

- "Governance: Report to the Working Group on Local Government Reform," Regional Municipality of Waterloo, June 1996. (with T.J. Downey)
- "Provincial agendas, local responses: the 'common sense' restructuring of Ontario's municipal governments," *Canadian Public Administration*, 41:2 (Spring 1998), 210-238. (with T.J. Downey)
- "Reforming Rural Ontario," *Canadian Public Administration*, 42:2 (Spring 1999), 160-192. (with T.J. Downey)
- "Democratic Renewal: Time to start taking municipal elections seriously," *Municipal World*, March 2005, 31-33, 44.
- "Report to the Nova Scotia Utility and Review Board in relation to the Cape Breton Regional Municipality Boundary Review Application," November 24, 2010.
- "Report to the Nova Scotia Utility and Review Board in relation to the Halifax Regional Municipality Boundary Review Application," December 29, 2010.
- "The Problem of 'Future Population Trends' in Designing Ward Systems in Ontario," *Municipal Monitor* (Association of Municipal Managers, Clerks and Treasurers of Ontario), Fall 2012, 16-19.
- ". . . we think it is the last time" *Municipal World*, November 2012, 39-42.
- "Vote Early and Vote Often: Asymmetrical representation and the concept of electoral equality" (Part 1), *Municipal World*, November 2014, 31-32.

- “Vote Early and Vote Often: Asymmetrical representation and the concept of electoral equality” (Part 2), *Municipal World*, December 2014, 23–24, 36.
- Report for Durham Regional Council Composition Review Committee, September 2015.

EXPERTISE

- Municipal electoral systems
- Municipal council composition
- Ward boundary reviews



Regular Council Meeting

To:	Mayor and Council
Date:	September 21, 2020
From:	Elana Arthurs, Corporate Services Department
Report Number:	Corporate Services 2020-20
Subject:	Off-Road Vehicle Route and Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways

Recommendations:

1. That Council provide direction to Staff on the proposed route from the Victoria Rail Trail to the Ganaraska Forest; and
2. That Council provide direction to Staff on how to proceed with addressing the changes to Regulation 316/03 in the Township of Cavan Monaghan.

Overview:

At the Regular Council Meeting held on January 13, 2020 Council passed the following resolutions:

1. That Council direct staff to send a letter to the Council of the City of Kawartha Lakes requesting a formal position on using boundary roads for the off-road vehicle route from the Victoria Rail Trail to the Ganaraska Forest.
2. That Council direct staff to send a letter to the Ministry of Transportation requesting a formal position on off-road vehicles crossing over Highway 115 as identified in the route from the Victoria Rail Trail to the Ganaraska Forest.

The City of Kawartha Lakes

Staff received a response from the City of Kawartha Lakes on September 1, 2020 indicating they adopted the following resolution:

That Report RD2020-007, Use of Off Road Vehicles on Boundary Roads, be received;

That Council supports the request from the Township of Cavan Monaghan to allow the use of ATV's on designated sections of Dranoel Road and Glamorgan Road based on a one year pilot project for the 2020-2021 season; and

That if chosen as the final route by the Township of Cavan Monaghan, that By-law 2019-077 be amended and brought forward to Council for adoption.

The Ministry of Transportation (MTO)

Staff contacted the Ministry of Transportation requesting a position on the portion of the route that crosses Highway 115, and received an email indicating the following;

“For a highway freeway corridor such as Highway 115, as you know, MTO does not permit ATVs on the highway, nor would we permit this scenario if the proposal was to come through a freeway interchange.

As your proposal is asking about the ATV using a freeway flyover and since the ATV would have no access to the freeway, MTO does not have concerns with this request provided that it has municipal support. Although owns the flyover structure, the flyover is maintained by the municipality. No permit is required by MTO for this.”

The County of Peterborough

Staff consulted with the County of Peterborough on their current position with off-road vehicle use on County Roads. We were advised of the following:

1. Currently there are no County Roads within the Township of Cavan Monaghan where off-road vehicles are permitted.
2. There would be no authority at this time to cross over a County Road as part of an identified route in the Township.
3. They are currently undertaking an update of the County's Transportation Master Plan. Paradigm Transportation Solutions Ltd. has been engaged by the County to assist with this update, with the intent to complete the study by June 2021.

Township Staff were advised by County Staff that a component of the County's Transportation Master Plan update is to review the use of off-road vehicles on County Roads. The review process will involve public information centers and presentations to the eight (8) lower tier Municipal Councils in relation to the use of off-road vehicles on County Roads.

County Staff recommended that Cavan Monaghan defer any request to use or cross County Roads in the Township of Cavan Monaghan to permit the completion of the Transportation Master Plan update.

A link to the County of Peterborough Transportation Master Plan is provided below for your information.

<https://www.ptbocounty.ca/en/living/transportation-master-plan.aspx#>

Legislative Changes

On June 6, 2019 Bill 107 - Getting Ontario Moving Act, received Royal Assent, a portion of that Bill deals with changes to Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways.

These changes have two effective dates: one set of changes became effective as of July 1, 2020 and the second set of changes are proposed to take effect January 1, 2021.

In addition to making a decision on the proposed route, Staff is requesting that Council provide direction on addressing the legislative changes as outlined below.

Effective July 1, 2020, the province expanded the type of ORVs permitted on-road. The change includes:

- Allowing Extreme Terrain Vehicles (XTVs), as well as Off-Road Motorcycles (ORMs) on the shoulder of public roads, where permitted.
- XTVs are off road vehicles with six or eight wheels all in contact with the ground -
- ORM's are off road vehicles with two wheels in contact with the ground.

Additional information is provided for further explanation in Attachments #3, #4 & #5 to this report.

Effective January 1, 2021, in municipalities listed in Ontario Regulation 8/03, which does include the Township of Cavan Monaghan, off-road vehicles will automatically be allowed on municipal roads unless the municipality creates a by-law to prohibit or restrict their use.

The Township of Cavan Monaghan will be affected by this future change. Should the Township wish to restrict or prohibit ORV use on the roads once provincial regulations are enacted, a by-law would need to be adopted.

It is imperative that Council determine the direction they wish to go, and if a by-law is required, so staff can prepare one and have it adopted prior to January 1, 2021.

Financial Impact:

There is no financial impact at this time.

Attachments:

1. Report – Corporate Services 2020-02-Update-Off Road Vehicle Route from the Victoria Rail Trail to the Ganaraska Forest
2. Map of Off-Road Vehicle route connecting the Victoria Rail Trail to the Ganaraska Forest along the west side of the Township of Cavan Monaghan
3. Letter Off-Road Vehicle Changes
4. Off-Road Vehicle Guidance
5. Off-Road Vehicle Placemat

Respectfully submitted by,

Reviewed by,

Elana Arthurs
Clerk

Yvette Hurley
Chief Administrative Officer



Regular Council Meeting

To:	Mayor and Council
Date:	January 13, 2020
From:	Elana Arthurs, Corporate Services Department
Report Number:	Corporate Services 2020-02
Subject:	Update - Off Road Vehicle Route from the Victoria Rail Trail to the Ganaraska Forest

Recommendations:

1. That Council direct staff to send a letter to the Council of the City of Kawartha Lakes requesting a formal position on using boundary roads for the off-road vehicle route from the Victoria Rail Trail to the Ganaraska Forest.
2. That Council direct staff to send a letter to the Ministry of Transportation requesting a formal position on off-road vehicles crossing over Highway 115 as identified in the route from the Victoria Rail Trail to the Ganaraska Forest.

Overview:

At the Regular Council Meeting held on July 2, 2019 Council passed the following resolution:

That Council direct staff to schedule an evening Public Meeting no later than the end of September to gather public input and consultation on the proposed north/south off-road vehicle route connecting the Victoria Rail Trail to the Ganaraska Forest along the west side of the Township of Cavan Monaghan.

A Special Council meeting was held on September 17, 2019 where Council and the public received a presentation from Staff on a proposed off road vehicle route connecting the Victoria Rail Trail out of Bethany to the Ganaraska Forest along the west side of the Township. The meeting was open for the public to speak on the proposed route and approximately 300 people were in attendance.

Council received comments from approximately 50 speakers with about half being in favour and half opposed. Those that spoke addressed issues of concern including traffic, speed, safety and noise and those in favour spoke to the enjoyment of the trails, increased property values and economic benefits to the Township.

Since the meeting comments and questions have been received via email with the majority of the submissions being opposed to allowing off road vehicles on the proposed route. A variety of questions were submitted, many of which had similar themes, so they

have been grouped together, where appropriate, and staff have answered and summarized them in the chart below.

	Questions	Answers
1.	Has the Township taken into consideration the effect of home values of those with homes on a designated ATV route within the Township?	There has been information received from both sides those that believe a trail will increase the value and those that do not. Staff have not identified any research or numbers to confirm whether either is accurate as staff are not qualified real estate experts.
2.	Has the Township considered just completely opening up ATV use within the Township, so not just some residents take on all the ATV use?	Future information will be provided to Council as the legislative and regulatory amendments are established in Bill 107, as identified in this report. Additional information on the legislation may be provided as it becomes available.
3.	Who is taking on the liability of a collision?	All legal off road vehicles are licensed and individually insured and liability will fall to the at fault driver. Similar to auto collisions, if it is determined that the conditions contributed to the accident the municipality could held partially liable.
4.	Does the Township have any concerns for pedestrian traffic to and from the trail systems off of Carveth/4 th Line	Multi-use trails are becoming common in other areas, including pedestrian and motorized vehicle traffic. The proposed off road vehicle route does not intersect with this pedestrian trail, although staff has requested comments from our insurance broker and our municipal solicitor to ensure that all risks are brought to the attention of Council for consideration.
5.	Where are the studies to support that off road vehicles would bring in tourism?	Staff have contacted other municipalities and were told there was some economic benefit as would be when you bring people into an area that would not normally be there. Staff were not able to find any quantifiable numbers on the economic benefits of this type of traffic.
6.	Has Council considered the losses in jobs and revenues that would result from the demise of the 4 th Line Theatre.	The proposed off road vehicle route does not impact the 4 th Line Theatre.
7.	Is this a money making venture for you?	There is no expected financial benefit to the Township in allowing the proposed route for off road vehicles by Council.
8.	Is there no other course these riders could use?	Staff was directed to establish a route from the Victoria Rail Trail in Bethany to the Ganaraska Forest along the westerly limits of Cavan Monaghan. Based on the research and recommendation of staff, the proposed route was provided to Council. Council could direct staff to do some additional research on an

		alternative route at which time a report would be provided to Council on those options.
9.	Who is responsible for damages (personal or property) or injury to the rider occurring on one's private property?	The proposed off road vehicle route is solely restricted to municipal road allowances, roads and County roads. There is no recommendation to access private property.
10.	Who will enforce speed limits for off road vehicles?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce speed limits for all vehicles.
11.	Who will maintain road maintenance?	Township staff would be required to maintain the proposed off road vehicle route.
12.	Glamorgan Road is a boundary road between Cavan Monaghan and City of Kawartha Lakes, therefore does any extra maintenance fall on a particular Township?	Currently Glamorgan Road is maintained by the City of Kawartha Lakes in a Township Boundary Road Agreement.
13.	Who will enforce the use of ATV's and dirt bikes on our roadways?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce use of off road vehicles.
14.	Who will ensure that operators of these vehicles have the necessary insurance.	The Peterborough Police are contracted to provide Police Services in the Township and would be required to enforce insurance requirements of off road vehicles.
15.	How many more vehicles does Council anticipate?	Staff is not able to effectively respond to this question.
16.	Will you investigate whether this is part of a bigger plan supported by the Province or the Province and off-road vehicle associations?	This would require Council direction.
17.	How much is the Province committing to this type of recreation?	Potential funding and/or grants have not been announced at this time.
18.	How much will Council budget for adequate policing and other acts of due diligence related to Cavan Monaghan roads with increased use by off road vehicle on this route?	The Peterborough Police are contracted to provide Police Services in the Township and would be required to include off road vehicle to comply with the laws within their existing contract.

The recently passed Bill 107 – Getting Ontario Moving Act makes changes to permitting off road vehicles on municipal roads unless a by-law is adopted to restrict off road vehicles by Council. Bill 107 received Royal Assent in 2019 although additional legislative and regulatory amendments are required to implement changes to off road vehicle use in the province. Representatives from the Ministry of Transportation indicated amendments to Highway Traffic Act (HTA) Regulation 316/03 and Off-Road Vehicle Act Regulation 863 still need to be prepared and filed to allow off-road vehicle access to roads within certain municipalities (where the 80 km/h default speed limit

applies). An 18 to 24-month transition period is necessary to allow time for the regulations to be developed and, more importantly, allow municipalities that wish to restrict or prohibit off-road vehicle access on roads within their jurisdictions the time needed to study the issue and prepare by-laws accordingly. It was also noted that such by-laws cannot take effect until the regulatory amendments are proclaimed into force. This is anticipated to be on January 1, 2021.

Staff contacted the Ministry of Transportation requesting a position on the portion of the route that crosses Highway 115, although no response had been received at the time of this report.

Staff contacted the City of Kawartha Lakes requesting a position on the use of boundary roads, although no response had been received at the time of this report.

On October 25, 2019 Staff met with Robin McCleave, Senior Vice President-Risk Manager of JLT Canada Inc., the Township's Insurance Broker, and drove the proposed route for her review and comments which are provided below.

"There were two roads in particular that did raise some concern from a risk management perspective and they are:

1. The public road the off-road vehicle group would like to use to get to the entrance of the Unopened Road Allowance / Fire Route that stops at the railway tracks and into the Ganaraska Forest. For reference purposes please see my comments below – "Dranoel Road".
2. Travelling from a Township road onto a County road, including a bridge over 115 and a long curve before turning right onto a Township road. For reference purposes please see my comments below "ROAD B".

Dranoel Road

Based on there being no shoulders and limited sight lines, it would be difficult from a risk management perspective to recommend the use of this section of Dranoel Road as a route for off-road vehicle users. My suggestion would be to consider looking at potential alternate routes for off-road vehicle users to get to this section of the forest. However, if it was decided to move forward and allow the use of off road vehicles on Dranoel Road, at a minimum my recommendation would be to erect –

- warning signs advising drivers they are sharing the road with off-road vehicles;
- curve signs;
- signs advising what the speed limit should be; and
- ensure that the trail identified as needing to be cleared of brush be completed on an ongoing basis.

Road B

This section of road forms part of a snowmobile trail signed by a snowmobile club, and therefore an assumption was made that an off-road vehicle user would consider using the same section of road because it is already being used by snowmobilers.

At this section there are no shoulders and if there were two vehicles coming from different directions, and an off-road vehicle on the bridge at the same time, there would be limited room for each vehicle to safely manoeuvre while travelling on the bridge. Any

oncoming vehicles would have to slow down, it would not be safe to pass due to reduced sight lines.

To conclude, this may not be an issue for the Township because the section of the road that causes the most concern is a County Road. However, the off-road vehicle driver will be leaving your road to go onto the County Road, and if there was a loss at that intersection it is likely that the Township would be named in a suit. Therefore the Township may wish to not allow off-road vehicles on the Township road that would take the driver to the County Road. Potentially it may be possible work with the snowmobile and off-road vehicle clubs to try and find an alternate route that is safer all users.

Considerations when deciding which roads to allow the use of off-road vehicles

Anytime a municipality is considering which roads are best suited for off-road vehicle use, it is our recommendation that the following be taken into consideration:

- Does your municipality have the staff to manage their increased maintenance responsibilities? If there is a loss the courts would look to maintenance/inspection records to see what standards were being met at the time of the accident.
- How safe is the roadway that is being contemplated for this use:
 - a. Is it flat with no curves, does it have clear sight lines.
 - b. The distance that the off-road vehicles are allowed to travel.
 - c. Type of road e.g. paved or gravel.
 - d. How busy is the roadway?
 - e. Based on the type of road which minimum maintenance standards (MMS) apply.
 - f. off-road vehicles are to travel on the shoulder unless it is deemed by the driver of the off-road vehicle that the shoulder is unsafe. Depending on the speed the off-road vehicle is travelling at, and how quickly a judgement call needs to be made by the driver of the off-road vehicle, the off-road vehicle could suddenly be on a roadway with little warning to other vehicles travelling on the road. Therefore it is important that the shoulders on the road are wide enough and properly maintained to reduce any need for the driver of the off-road vehicle to move from the shoulder to the road.

For information purposes below is the link to the MMS and the section that pertains to shoulders:

<http://www.canlii.org/en/on/laws/regu/o-reg-239-02/latest/o-reg-239-02.html>

Unopened Road Allowances also designated as Fire Routes

Below is a synopsis of my observations while travelling through the various sections of the Ganaraska Forest located on Township property:

- There were Township signs advising the public “Fire Route 101, Unopened Road Allowance, Use at Own Risk”.
- I did not see any signage advising/warning the public that along with the URA being a Fire Route, it was also a multi-use recreational trail used by:
 - snowmobilers,
 - off-road vehicles,
 - motorbikes,

- horseback riders
 - pedestrians
 - cyclists
- There was a section of the unopened road allowance / fire route being used by two private property owners to get to their sites. One of these sites is used for horses, their horse trailer and camping.
 - A logging company is using the unopened road allowance/fire route for their vehicles and equipment to get to sites where they are cutting down trees and parking their equipment.
 - Private passenger vehicles (PPV) have also been known to travel on the unopened road allowance/fire route – there was no signage stating PPV's were prohibited.
 - Sections of the forest are being used for hunting and any signage –
 - was not consistent;
 - at times difficult to read;
 - did it articulate where you could and could not hunt; and
 - did not articulate what times during the year the forest could be used for hunting.

From a risk management perspective my recommendation would be to set up a meeting with yourself, other pertinent municipal staff members, if feasible legal counsel and myself early in the new year to discuss:

1. Does additional signage needs to be erected? If yes, what should it say and where should the additional signage be erected.
2. Should consideration be given to erecting signage for information purposes. For example:
 - advising users to stay on the trail – to protect the environment, sensitive plants and wildlife;
 - directional signs;
 - create a trail map, naming the trails and number of kilometers;
 - warn users that cellular service is limited.
3. If the message on the current unopened road allowance/fire route signs needs verbiage added advising only designated vehicles are allowed to travel on the unopened road allowance/fire route.
4. How best to address the issue of PPV's vehicles using the unopened road allowance/fire route. In particular should consideration be given to widen the section of the unopened road allowance/fire route that is being used by the two property owners?
5. How best to address the sections of the unopened road allowance/fire route that are being used by commercial vehicles, including parking of vehicles and equipment (the logging company). For example widen those sections of the unopened road allowance/fire route and build a designated parking lot. Would it make sense/would it be possible to limit the sections of the unopened road allowance/fire route that can be used by their commercial vehicles.

6. Should action be taken to try and prevent the use of motorbikes on the unopened road allowance/fire route e.g. using signage and better enforcement by the Peterborough Police?
7. To try and prevent the use of unauthorized vehicles on the unopened road allowance/fire route should gates be installed with fire staff having access to the keys or cutters in the event of an emergency? This may not be feasible if other users of the unopened road allowance/fire route cannot get around the gates. The use of the unopened road allowance/fire route by the logging company would also need to be addressed.
8. Build parking lots at specific entrances to the forest where individuals who want to use the forest for recreational purposes can park their cars. This would also create an opportunity to erect an informational sign."

In addition to the comments from the insurance company above, comments were requested from the Ed Veldboom, Municipal Solicitor which have been provided below:

"The same general principle has been carried through from the last major changes to the legislation concerning ATV/UTV (Off Road Vehicles) use on public highways. Province has opened the door to allow more types of vehicles to be used, but has given the municipalities the final say in their jurisdiction by allowing municipalities to restrict and/or prohibit use by by-law

The key aspect is that the authority and rules/regulations under the *Highway Traffic Act* are tied to the existence of a "highway". In this case it appears that the connection being considered could involve both maintained (but lightly used) roads and unopened road allowances; both are "highways" and as such the *Highway Traffic Act* does apply; however if unopened road allowances were actually closed by by-law, then the *Highway Traffic Act* would not apply (that could also apply to any opened section of highway along the boundary).

The other key aspect that must be considered is the fact that it is a boundary road/road that is being considered. Thus any by-law passed to address the issue of Off Road Vehicle Use (that affects a boundary road allowance) must be passed by both municipalities to have any effect. In that regard, boundary road allowances are subject to joint jurisdiction (i.e. boundary municipalities are "joint owners" and do not simply own its half of the boundary road allowance).

With respect to Robin McCleave's comments I agree with her cautionary remarks and recommendations. I think that further and specific consideration of the roads/road allowances at issue is required. For example some consideration of how winter maintenance is conducted must be factored into the equation. This gives rise to the question should any by-law that is passed include prohibitions on use during the winter maintenance period?"

Staff are requesting that with the information provided in this report that further direction be provided as to next steps with the proposed route as attached.

Financial Impact:

There is no financial impact at this time.

Attachment:

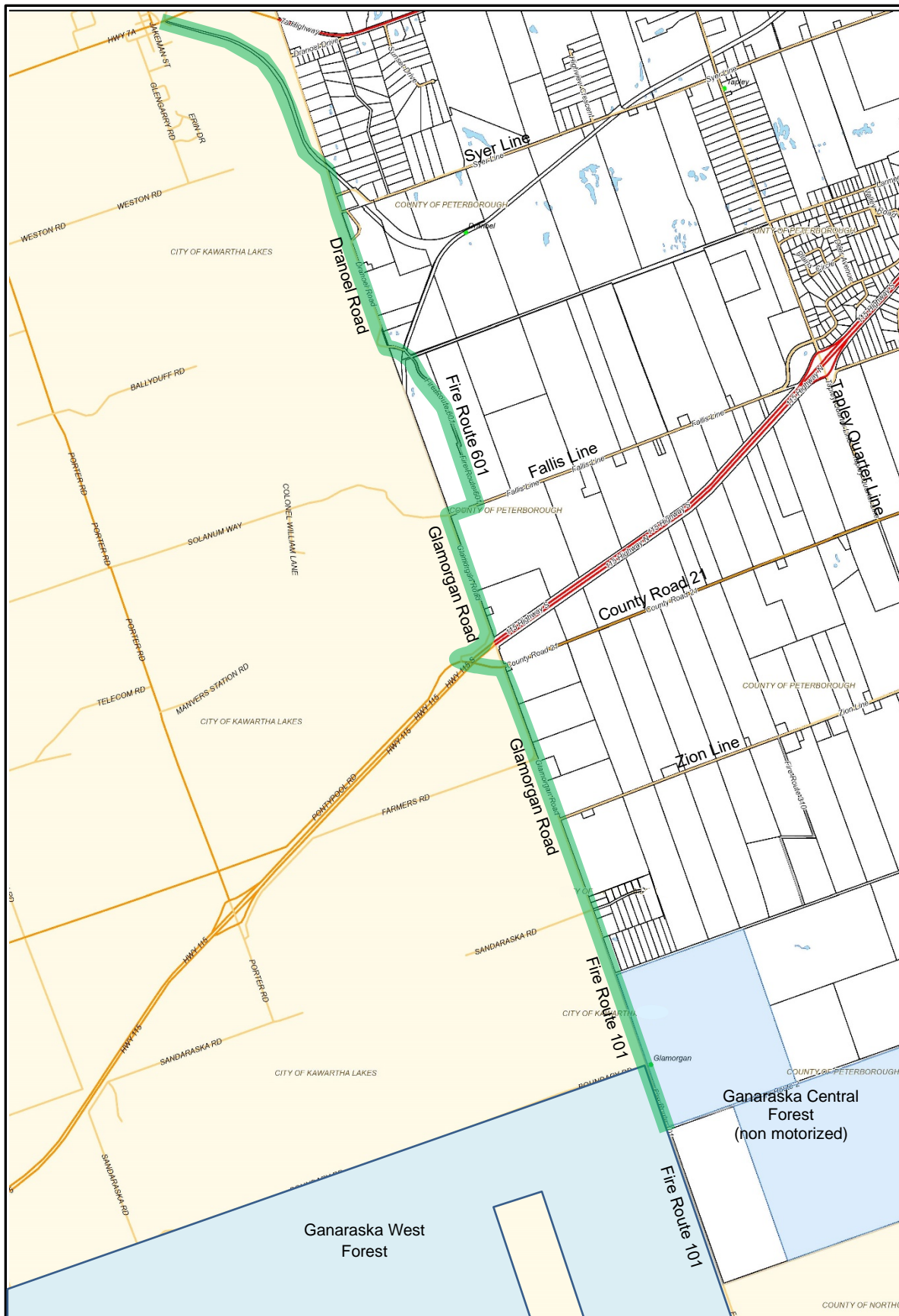
Map of off-road vehicle route connecting the Victoria Rail Trail to the Ganaraska Forest along the west side of the Township of Cavan Monaghan.

Respectfully submitted by,

Reviewed by,

Elana Arthurs
Clerk

Yvette Hurley
Chief Administrative Officer



July 10, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **July 1, 2020** the province expanded the types of off-road vehicles permitted on-road to two new additional types: off-road motorcycles commonly known as dirt bikes; and, extreme terrain vehicles, which are semi-amphibious vehicles with six or more wheels. This updated regulation can be found at <https://www.ontario.ca/laws/regulation/030316>.

It is important to note that the same on-road access rules for existing off-road vehicles continue to apply for these new vehicles on provincial roadways (Please see Schedule B of *Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways*). Similarly to the previously permitted vehicle types, municipalities may permit the use of off-road motorcycles and extreme terrain vehicles in their local jurisdiction through by-law. However, municipalities with existing by-laws permitting off-road vehicles will need to amend their by-law after July 1, 2020 if they want to allow these the new types of vehicles on their local roads. By-laws created before July 1, 2020 apply only to those classes of off-road vehicle which were permitted to operate on-road at the time: all-terrain vehicles, two-up all-terrain vehicles, and side by sides (utility terrain-vehicles, recreational off highway vehicles).

To support municipalities with these changes, the ministry has developed guidance documents to help municipalities decide whether to permit these new vehicles on their local roadways. These documents also provide guidance for proposed, yet to be proclaimed, changes for municipalities listed in Ontario Regulation 8/03 which will amend the way off-road vehicles are permitted on-road access to municipal roads. In municipalities listed in Ontario Regulation 8/03, off-road vehicles will automatically be allowed on municipal roads unless the municipality creates a by-law to prohibit or restrict their use. These new provisions have a target implementation date of January 1, 2021 and will replace the current requirement that those municipalities listed in Ontario Regulation 8/03 must enact a by-law to permit off-road vehicles to operate on identified municipal roads. If you have any questions regarding these future changes, please contact the general inquiry line for the Safety and Information Management office of the Operations Division at 905-704-2960.

For reference, the guidance documents are attached.

I would ask that you please forward this notice and enclosed guidance material to the attention of municipal staff in charge of traffic safety and those responsible for enforcing off-road vehicle laws in your area. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or erik.thomsen@ontario.ca.

.../2

-2-

Thank you for your assistance in communicating this change.

Sincerely,







A handwritten signature in black ink, appearing to read "Angela Litrenta". The script is cursive and fluid.

Angela Litrenta
A/Director
Safety Program Development Branch
Ministry of Transportation

Attachment – Municipal Guidance Materials

Additional Off-road Vehicles Allowed On-road

Effective July 1, 2020, the Ministry of Transportation (MTO) is making changes to add off-road motorcycles (ORM) and extreme terrain vehicles (XTV) to the existing list of off-road vehicles (ORV) permitted on-road. These two new ORV types will be in addition to the currently permitted 4 wheeled ORV types.

Municipal Considerations	<p>Municipalities will continue to have the authority and make decisions about ORVs by way of by-law to:</p> <ul style="list-style-type: none">▶ Permit ORVs▶ Only allow specific ORVs on road▶ Only allow ORVs at specific hours of the day▶ Impose additional speed limits <p>ORV is a general term used to capture several different vehicles designed for off-road, however, only certain off-road vehicles that meet the requirements in Ontario Regulation 316/03 are permitted on-road:</p>	
All-Terrain Vehicles	<p>“A “single-rider” all-terrain vehicle (ATV) is designed to travel on four low-pressure tires, having a seat designed to be straddled by the operator, handlebars for steering control and it must be designed by the manufacturer to carry a driver only and no passengers.</p> <p>A two-up ATV is designed and intended for use by an operator or an operator and a passenger. It is equipped with straddle-style seating and designed to carry only one passenger.</p>	 
Side-by-Sides	<p>A recreational off-highway vehicle (ROV) has two abreast seats, typically built with a hood, and uses a steering wheel instead of a motorcycle steering handlebar.</p> <p>A utility terrain vehicle (UTV) has similar characteristics to an ROV but typically also features a box bed. UTVs are generally designed for utility rather than for recreational purposes.</p>	 
New Off-Road Vehicle Types	<p>Extreme Terrain Vehicles (XTVs), commonly referred to as Argos are 6+ wheeled off-road vehicles capable of riding in multiple terrains, including through water. These vehicles sometimes come with tracks, however, tracked versions are not being permitted on road and are restricted to off-road use only.</p> <p>Off-Road Motorcycles (ORMs) are 2 wheeled off-road vehicles that come in varying configurations such as, but not limited to: Recreational ORM, Trail ORM, Competition ORM, Dual sport ORM.</p>	 
July 1, 2020	<p>Vehicles permitted on any municipal road where a by-law is created to enable their use will continue to be permitted.</p> <p>MUNICIPAL BY-LAWS: Effective July 1, 2020, additional types of ORVs can be permitted on municipal roads and provincial roadways where local municipalities create new by-laws to enable their use (existing ORV by-laws granting access will not automatically permit new types; a new by-law will need to be passed after July 1, 2020).</p> <p>LICENCE REQUIREMENT: These new vehicle types will require at least a G2 or M2 licence, the same as other off-road vehicles. These vehicles do not come with lights so they are restricted from operating at night or when the weather is poor unless equipped with proper aftermarket lighting. Also, no passengers are allowed on ORMs.</p>	
Proposed for January 1, 2021	<p>Proposed for January 1, 2021, in municipalities listed in Regulation 8/03, all ORV vehicle types, including new vehicle types, will be permitted on municipal roads. Municipalities must create a by-law to restrict or prohibit their use.</p>	
More Information	<p>With respect to the enforcement of these laws, the police act independently when carrying out their duties. Any issues with the day-to-day operations of police services and the actions of its officers should be raised with the local chief of police or his/her representative. All set fines can be found on the Ontario Court of Justice website.</p> <p>This document is a guide only. For official purposes, please refer to the <i>Highway Traffic Act</i> and regulations. For more information, please visit Ontario.ca/ATV.</p>	

Additional Off-road Vehicles Allowed On-road (continued)



Existing Types permitted:
ATVs, Two-Up ATVs,
ROVs, UTVs



New Types:
ORMs and XTVs

Operator
Requirements

- Existing rider safety requirements:
- ▶ Must be at least 16 years old
 - ▶ Must hold at least a valid G2 or M2 licence
 - ▶ Wear an approved motorcycle helmet
 - ▶ Wear a seat belt, where provided
 - ▶ Travel at speeds less than the posted speed limit
 - ▶ Travel only on shoulder, and where unavailable, right most portion of the roadway
 - ▶ Be driven in the same direction as traffic
 - ▶ Carry the ATV/ORV's registration permit

- Rider safety requirements:
- ▶ Must hold at least a valid G2 or M2 licence (same as existing ORV types)
 - ▶ Must be at least 16 years old
 - ▶ Wear an approved motorcycle helmet
 - ▶ Wear a seat belt, where provided
 - ▶ Travel at speeds less than the posted speed limit
 - ▶ Travel only on shoulder, and where unavailable, right most portion of the
 - ▶ Be driven in the same direction as traffic
 - ▶ Carry the ATV/ORV's registration permit

Passenger
Safety
Requirements

- Existing passenger safety requirements:
- ▶ If the vehicle was manufactured with seat belts, everyone must buckle up
 - ▶ If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests
 - ▶ The number of occupants is limited to the number of available seating positions
 - ▶ No passengers under the age of 8 are allowed and additional passenger restrictions apply if the driver is a young and novice driver with a minimum G2 or M2 licence
 - ▶ All riders – drivers and passengers – must wear an approved motorcycle helmet

- Passenger safety requirements
- ▶ **NEW** No passengers are permitted on ORM's while operating on-road
 - ▶ If the vehicle was manufactured with seat belts, everyone must buckle up
 - ▶ If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests
 - ▶ The number of occupants is limited to the number of available seating positions
 - ▶ No passengers under the age of 8 are allowed and additional passenger restrictions apply if the driver is a young and novice driver with a minimum G2 or M2 licence
 - ▶ All riders – drivers and passengers – must wear an approved motorcycle helmet







Vehicle
Requirements











- ▶ Be registered and plated
- ▶ Be insured
- ▶ Must have wheels in contact with the ground
- ▶ Be compliant with one of the ANSI/COHV standards listed in s.10 of Ontario Regulation 316/03 (certification label commonly found near footrest)
- ▶ Have headlights and taillights on at all times

- ▶ **NEW** Exempted from the standards listed in s.10
- ▶ **NEW** As an alternative to the standards listed in s.10 of Ontario Regulation 316/03 XTVs must comply with sections 7.2, 7.3, 7.4, 7.5 (other than section 7.5.1), 7.6, 7.7, 7.8 and 7.9 of the Society of Automotive Engineers Standard J2258, entitled “Light Utility Vehicles” (braking ability, lighting, rollover protection)
- ▶ **NEW** XTVs that are tracked are not permitted on-road
- ▶ **NEW** Have headlights and taillights on between sunset and sunrise (nighttime riding) or when the weather is unfavourable
- ▶ **NEW** ORM's must have a minimum wheel rim diameter of 250 mm, and has a minimum wheelbase of 1 016 mm (to prevent pocket bikes)
- ▶ **NEW** ORM's may meet federal definition for Restricted Use Motorcycles, and would need to meet federal standards, or may be Competition Vehicles, for which no federal standards apply
- ▶ Be registered and plated
- ▶ Be insured
- ▶ Must have wheels in contact with the ground

Off-Road Vehicles

During 2019, the Ministry of Transportation made two legislative amendments to the *Highway Traffic Act* to improve the experience of off-road vehicle (ORV) riding in the province. These changes, outlined within this infographic, have two effective dates: One set of changes became effective as of July 1, 2020 and the second set of changes are proposed to take effect January 1, 2021.

Common ORV Types	All Terrain Vehicles (ATVs)		Side-by-Sides		New ORV Types	
						
	“single-rider” all-terrain vehicle (ATV)	two-up all-terrain vehicle (two-up ATV)	recreational off-highway vehicle (ROV)	utility terrain vehicle (UTV)	off-road motorcycle (ORM)	extreme terrain vehicle (XTV)

	Municipality A Default speed limit less than 80km/h	Better for People, Smarter for Business Act	Getting Ontario Moving Act	
Municipality B Municipalities listed in Regulation 8/03)	<p>Current vehicles permitted on road</p>  <p>Permitted on ANY municipal road where a by-law is created to enable their use</p> <p>Not permitted on road Restricted to off road use</p> 	 <p>Where a by-law is/was created to enable their use, these vehicles types or vehicles will continue to be permitted on any municipal road</p> <p><u>Additional by-law/amended existing by-law is required</u> to permit new vehicle types</p>  <p>By-laws made before July 1, 2020 will not automatically permit these vehicles</p>	 <p>No changes</p> <p>Where a by-law is/was created to enable their use, these vehicles types or vehicles will continue to be permitted on any municipal road</p> <p><u>Additional by-law/amended existing by-law is required</u> to permit new vehicle types</p>  <p>No changes</p> <p>By-laws made before July 1, 2020 will not automatically permit these vehicles</p>	
	<p>Current vehicles permitted on road</p>  <p>Permitted on ANY municipal road where a by-law is created to enable their use</p> <p>Not permitted on road Restricted to off road use</p> 	 <p>Where a by-law is/was created to enable their use, these vehicles types will continue to be permitted on any municipal road</p> <p><u>Additional by-law/amended existing by-law is required</u> to permit new vehicle types</p>  <p>By-laws made before July 1, 2020 will not automatically permit these vehicles</p>	<p>In municipalities listed in Regulation 8/03, all ORV vehicle types, including new vehicle types, will be permitted on municipal roads.</p> <p>Municipalities must create a by-law to restrict or prohibit their use</p>	<p>OPT - IN ←</p> <p>→ OPT - OUT</p>



Regular Council Meeting

To:	Mayor and Council
Date:	September 21, 2020
From:	Chris Allison, Supervisor Parks and Facilities
Report Number:	CAO/Parks and Facilities 2020-05
Subject:	COVID-19 Re-Opening Cavan Monaghan Community Centre

Recommendations:

1. That Council support two phased re-opening approach for the Cavan Monaghan Community Centre, and
2. That Council support October 13th 2020 as the re-opening date for the ice surface and walking track appointment based as Phase One, and
3. That Phase Two will include the additional bookable spaces; Community Hall, Studio Room, Meeting Room and Overlook Room.

Overview:

In March of 2020, under the direction of the Province of Ontario, Peterborough Public Health Unit and the Township of Cavan Monaghan coordinated a shutdown of the Cavan Monaghan Community Centre due to the COVID-19 Pandemic.

As of July 17th, 2020, the Peterborough Public Health Unit moved into Stage Three of the Provinces re-opening plan. In this stage multi-use recreational centres were permitted to re-open.

In preparation for the Cavan Monaghan Community Centres re-opening plans, correspondence was sent to regular ice allocation user groups providing them with preliminary COVID-19 restrictions and their newly assigned ice allocation times based on COVID-19 required cleaning procedures. The purpose was to gather information and commitment to see if a re-opening was fiscally practical.

Estimated revenues for the 2020-2021 season are based off of current requests for ice from ice allocation users only. Individual/one-time requests were not taken into consideration for this report however, the ice could be booked for specific use. In response, three groups totaling 4.5 hours of Prime -Time Ice at the rate of \$182.00/hour were unable to commit. These groups noted the later start time, insurance requirements and reduced time in the change rooms as some of the reasons they are unable to commit for the 2020-2021 season.

Phase One of the Cavan Monaghan Community Centres re-opening would include the use of ice for permitted use only and the walking track by appointment only. This also includes cancellation of public skating/puck and stick as per provincial regulations. The rest of the bookable spaces including the Community Hall, Studio, Meeting Room and Overlook Room are not being considered to re-open until Phase Two.

Financial Impact

CMCC 2019/2020 Season

	2019	2020	2019/2020
<u>Revenues</u>	<u>Sept. - Dec.</u>	<u>Jan. - Apr.</u>	<u>SEASON</u>
Community Hall Rental	\$ 1,015.00	\$ 3,620.00	\$ 4,635.00
Kitchen Hall Rental	\$ 100.00	\$ 100.00	\$ 200.00
Meeting Room Rental	\$ 300.00	\$ 190.00	\$ 490.00
Studio / Gym Rental	\$ 1,800.00	\$ 1,815.00	\$ 3,615.00
Rents and Franchises (General)	\$ 62,906.04	\$ 94,480.62	\$ 157,386.66
Donations		\$ 1,600.00	\$ 1,600.00
Users Fees and Charges	\$ 4,960.90	\$ 5,037.36	\$ 9,998.26
CMCC Sponsorship	\$ -	\$ -	\$ -
Total Revenues	\$ 71,081.94	\$ 106,842.98	\$ 177,924.92
<u>Expenses</u>			\$ -
Gross Wages – full time	\$ 27,498.42	\$ 41,860.14	\$ 69,358.56
Gross Wages - Part Time	\$ 41,630.64	\$ 47,611.69	\$ 89,242.33
Gross Wages – Vacation Pay	\$ 2,127.90	\$ 1,903.27	\$ 4,031.17
Benefits – OMERS	\$ 4,026.97	\$ 6,181.51	\$ 10,208.48
Benefits – EI Premium	\$ 975.54	\$ 1,095.25	\$ 2,070.79
Benefits – EI Reduced Premium	\$ 508.76	\$ 781.06	\$ 1,289.82
Benefits – CPP	\$ 3,269.13	\$ 4,207.01	\$ 7,476.14
Benefits – EHT	\$ 1,383.01	\$ 1,791.31	\$ 3,174.32
Benefits – WSIB	\$ 2,082.65	\$ 2,892.79	\$ 4,975.44
Manulife Group Benefits	\$ 3,278.97	\$ 7,325.73	\$ 10,604.70
Staff Training & Development	\$ -	\$ 39.67	\$ 39.67
Uniforms/Clothing	\$ 825.23	\$ 3,268.64	\$ 4,093.87
Memberships	\$ -	\$ 488.46	\$ 488.46
Marketing and Promotion Costs	\$ -	\$ 1,092.73	\$ 1,092.73
Building Repair and Maintenance	\$ 1,066.02	\$ 11,374.34	\$ 12,440.36
Mat Rentals	\$ 141.33	\$ 379.87	\$ 521.20
Equipment Maintenance	\$ 1,113.45	\$ 1,424.76	\$ 2,538.21
Elevator Line	\$ 145.02	\$ 167.34	\$ 312.36
Cleaning Supplies	\$ 2,655.42	\$ 977.33	\$ 3,632.75
Office Supplies	\$ 1,829.83	\$ 341.05	\$ 2,170.88
Toner/Toner Contracts	\$ -	\$ 358.97	\$ 358.97
Concession Supplies	\$ 132.37	\$ -	\$ 132.37
Materials and Supplies	\$ 6,874.63	\$ 4,956.02	\$ 11,830.65
Voip Telephone	\$ 498.20	\$ 562.83	\$ 1,061.03
Managed Router/Internet Services	\$ 382.53	\$ -	\$ 382.53
WiFi Network Services	\$ 1,363.53	\$ 2,014.62	\$ 3,378.15
Courier	\$ 50.83	\$ 4.14	\$ 54.97
Security Services	\$ 113.49	\$ 539.69	\$ 653.18
Hydro	\$ 63,077.58	\$ 45,995.53	\$ 109,073.11
Gas - Heating	\$ 9,792.19	\$ 11,936.58	\$ 21,728.77
Contracted Services	\$ 2,059.42	\$ 355.55	\$ 2,414.97
Water & Sewer	\$ 14,400.00	\$ 14,400.00	\$ 28,800.00
Total Expenses	\$ 193,303.06	\$ 216,327.88	\$ 409,630.94
Net Revenue (Loss) @ CMCC			(\$231,706.02)

Note:

* Removed CMCC Sponsorship Revenue (relates to CMCC Capital Infrastructure)

* Added Water/Sewer billings per historical consumption estimates

CMCC 2019-2020 Ice Season

- Started in mid-September until mid-March when the facility was closed due to COVID-19 (26 weeks).
- Revenue sources from all bookable spaces are reflected, including Public Skating.
- Public skating revenue totaled \$9,998.26.

- Hydro was billed at a shared cost for September as part of capital infrastructure between the general contractor.

CMCC 2020/2021 Season

	2020	2021	2020/2021
<u>Revenues</u>	<u>Sept. - Dec.</u>	<u>Jan. - Apr.</u>	<u>SEASON</u>
Community Hall Rental			
Kitchen Hall Rental			
Meeting Room Rental			
Studio / Gym Rental			
Rents and Franchises (General)	\$ 69,718.00	\$ 69,718.00	\$ 139,436.00
Donations			
Users Fees and Charges			
CMCC Sponsorship			
Total Revenues	\$ 69,718.00	\$ 69,718.00	\$ 139,436.00
<u>Expenses</u>			
Gross Wages – full time	\$ 28,048.39	\$ 42,697.34	\$ 70,745.73
Gross Wages - Part Time	\$ 42,463.25	\$ 48,563.92	\$ 91,027.17
Gross Wages – Vacation Pay	\$ 2,170.46	\$ 1,941.34	\$ 4,111.80
Benefits – OMERS	\$ 4,107.51	\$ 6,305.14	\$ 10,412.65
Benefits – EI Premium	\$ 995.05	\$ 1,117.16	\$ 2,112.21
Benefits – EI Reduced Premium	\$ 518.94	\$ 796.68	\$ 1,315.62
Benefits – CPP	\$ 3,334.51	\$ 4,291.15	\$ 7,625.66
Benefits – EHT	\$ 1,410.67	\$ 1,827.14	\$ 3,237.81
Benefits – WSIB	\$ 2,124.30	\$ 2,950.65	\$ 5,074.95
Manulife Group Benefits	\$ 6,332.00	\$ 6,332.00	\$ 12,664.00
Staff Training & Development		\$ 40.46	\$ 40.46
Uniforms/Clothing	\$ 841.73	\$ 3,334.01	\$ 4,175.74
Memberships		\$ 498.23	\$ 498.23
Marketing and Promotion Costs		\$ 1,092.73	\$ 1,092.73
Building Repair and Maintenance	\$ 6,344.00	\$ 6,344.00	\$ 12,688.00
Mat Rentals	\$ 144.16	\$ 387.47	\$ 531.63
Equipment Maintenance	\$ 1,135.72	\$ 1,453.26	\$ 2,588.98
Elevator Line	\$ 147.92	\$ 170.69	\$ 318.61
Cleaning Supplies	\$ 2,179.65	\$ 2,179.65	\$ 4,359.30
Office Supplies	\$ 1,866.43	\$ 347.87	\$ 2,214.30
Toner/Toner Contracts	\$ -	\$ 366.15	\$ 366.15
Concession Supplies			
Materials and Supplies	\$ 7,012.12	\$ 5,055.14	\$ 12,067.26
Voip Telephone	\$ 508.16	\$ 547.09	\$ 1,055.25
Managed Router/Internet Services	\$ 390.18		\$ 390.18
WiFi Network Services	\$ 139.80	\$ 2,054.91	\$ 2,194.71
Courier	\$ 51.85	\$ 4.22	\$ 56.07
Security Services	\$ 115.76	\$ 550.48	\$ 666.24
Hydro	\$ 68,695.27	\$ 68,695.27	\$ 137,390.54
Gas - Heating	\$ 9,988.03	\$ 11,936.58	\$ 21,924.61
Contracted Services	\$ 4,100.61	\$ 362.66	\$ 4,463.27
Water & Sewer	\$ 14,688.00	\$ 14,688.00	\$ 29,376.00
Total Expenses	\$ 209,854.47	\$ 236,931.39	\$ 446,785.86
Net Revenue (Loss) @ CMCC			\$ (307,349.86)

Note:

* Removed CMCC Sponsorship Revenue (relates to CMCC Capital Infrastructure)

* Added Water/Sewer billings per historical consumption estimates

* 20% was added to overall cost for covid cleaning supplies and increased cleaning schedule requirements

*\$2,000.00 Was added for cost of CIMCO refrigeration ice plant start up

CMCC 2020-2021 Ice Season

- Anticipated Phase One opening date of October 13th 2020 until the end of March (22 weeks).
- Revenue sources from all bookable spaces are not reflected as they are not included in Phase One of the Re-Opening Plan.
- Potential for increased revenue in Stage Two, if other spaces are open for bookings.
- A 2% cost of living increase was added to all expenses for the new season
- A 20% overall cost was added to cleaning supplies for COVID-19 cleaning supplies increased cleaning requirements.
- \$2,000.00 was added to contracted services for the cost of CIMCO Refrigeration Ice Plant start up. This cost was not seen in 2019-2020 as it was included in part of the new build under the general contractor.
- Loss of potential public skating/stick and puck revenues.
- Concessions will not be in operation as part of Phase One.

Estimated Revenue based on current bookings 2020-2021 Season

Rate	Cost	Hours Per Week	Total Estimated Revenue Per Week	Total Estimated Revenue 2020-2021 Season (22 Weeks)
Non-Prime Time	\$90.00/hr	4	\$360.00	\$7,920.00
Minor Sports	\$140.00/hr	24.5	\$3,430	\$75,460.00
Prime Time	\$182.00	14	\$2,548	\$56,056.00
Total Estimated Revenue				\$139,436.00

Comparison of Ice Surface Revenue and Total Expenses Per Season

Comparison Summary	2019/2020	2020/2021 (Estimated)	Variance
Total Ice Revenue Per Season (Not including Public Skating)	\$157,386.66	\$139,436.00	\$17,950.66
Total Expenses	\$409,630.94	\$446,785.86	\$49,957.50
Net Loss	-\$231,706.02	-\$307,349.86	\$75,643.84

***Estimated numbers based on historical and projected numbers**

Comparison charts 2019/2020 and 2020/2021 Ice Schedule

2019-2020 Ice Schedule							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
1:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
1:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
2:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
2:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
3:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
3:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
5:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
5:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total daily hours of Ice used	8	8	7.5	8.5	8	14.5	16
Total Unused Ice	8	8	8.5	7.5	8	1.5	0
Total # of hours per day	16	16	16	16	16	16	16

- White represents unused ice
- Grey represents ice usage

2020-2021 COVID-19 Ice Schedule							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11:00 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11:30 AM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
1:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
1:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
2:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
2:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
3:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
3:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
4:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
5:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
5:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
6:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
7:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
8:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
9:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:00 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10:30 PM	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total daily hours of Ice used	4	5	4	5	5	11	8.5
Total Unused Ice	8	6.5	8	6.5	6.5	0	3.5
NEW Covid Cleaning	4	4.5	4	4.5	4.5	5	4
Total # of hours per day	16	16	16	16	16	16	16

- White represents unused ice
- Grey represents ice usage
- Yellow represents COVID-19 cleaning

Comparison Summary 2019-2020 and 2020-2021 Ice Schedule

Comparison Summary	2019/2020	2020/2021	Variance
Total hours of Ice used Weekly	70.5	42.5	28
Total hours of Ice unused Weekly	41.5	39	2.5
Total Hours of COVID Cleaning Weekly	0	30.5	30.5
Total Ice Hours of Operation Weekly	112	112	0

- 28 Hours less are being used in 2020-2021 compared to 2019-2020
- 30.5 Hours have been dedicated to COVID-19 required cleaning procedures and to allow time between each user group
- Building hours of operation have not changed

It is important to recognize that Community Centres rates are subsidized. Staff and Council try to secure rentals for these facilities and Ice rentals are the largest revenue source at the CMCC. This upcoming season will be difficult to judge given COVID-19 guidelines, staging openings will be important. Municipalities across the region are all trying to make the best decision pertaining to opening their facilities.

Respectfully Submitted by,

Reviewed by,

Chris Allison
Supervisor Parks and Facilities

Yvette Hurley
Chief Administrative Officer

Township of Cavan Monaghan

Report and Capital Project Status

- Directed by Council and/or CAO
- Directed by the Province/legislation
- Directed by an Agency
- Priority Projects and Reports

Report Status

Name	Date Requested	Directed By	Resolution/Direction	Est. Report Date
E. Arthurs	September 17, 2019	Council	Off Road Vehicle Route from the Victoria Rail Trail to the Ganaraska Report	April 2020 July 2020 September 2020
W. Hancock	March 2, 2020	Council	Sign By-law & Artwork on Township Property	June 2020 August 2020 Pending approval of the County Sign By-law
W. Hancock	Sept. 8, 2020	Council	Leaf and Yard Waste Opportunities	November 2020
B. Ayotte	February 18, 2020	Council	Municipal Modernization RFP (\$25,000 Grant) Website and IT Modernization Plan	November 2020
W. Hancock	August 4, 2020	Council	Organic Waste Collection	November 2020
J. Connolly	July 6, 2020	Council	ZB & OP policies, planning tools and amendments re: Cannabis	December 2020
J. Connolly	June 30, 2020	CAO	Peterborough Airport Noise Exposure Forecast	December 2020
K. Ellis / J. Connolly	April 1, 2019	Council	Township OPA & ZBA to consider changes to employment lands (opportunities to permit recreational uses)	December 2020

Y. Hurley	February 19, 2019	Council	Design for the remaining lands at the new Community Center	June 2020 September 2020 April 2021
Y. Hurley	April 1, 2019	Council	Millbrook Arena Feasibility Study	June 2020 September 2020 April 2021

Capital Project Status

Department	Capital Project List 2019	Status
Finance	Asset Management Policy and Reporting	July 2019 (Policy) – ongoing
Information Technology/Clerk	Filehold Management Software	Ongoing
Information Technology/Clerk	TOMRMS Records Management System	Ongoing
Fire	Fire Hall #1 Preliminary Design	Ongoing
Fire	Master Fire Plan	Ongoing
Fire	Diesel Generator Municipal Office	Transferred to Reserves
Public Works	County Road 10 Widening	Ongoing
Public Works	Sidewalk – Brookside to Municipal Office	Ongoing

Public Works	Cavan Works Depot Preliminary Design	Ongoing
Planning	Baxter Creek – Floodplain Mapping	Funding Rec'd – March 2020
Planning	Jackson Creek-Floodplain Mapping	Funding Rec'd – March 2020
Planning	Employment Land Strategy	Completed – May 2020
ECD	Website & IT Modernization	Grant received February - ongoing
CAO/Public Works	Millbrook Correctional Facility – Contamination Update	Legal letter sent - waiting on meeting with MOE
CAO	Future Municipal Building Plans – Assigned by Council Nov. 6, 2017	Ongoing
Planning/Public Works/CAO	Towerhill North Development	Ongoing

This list does not include the day to day operations, including ongoing research and compliance requirements with provincial and federal legislation and other Council directed initiatives.



September 14, 2020

For Immediate Release

Township of Cavan Monaghan Lifts State of Emergency

Mayor Scott McFadden has officially lifted the State of Emergency in the Township of Cavan Monaghan effective Monday September 14, 2020 at 12:00 p.m. The State of Emergency was originally declared on March 26, 2020 in accordance with the Emergency Management and Civil Protection Act, 1990 in response to the COVID-19 (Coronavirus) outbreak in Ontario.

The State of Emergency in the Province of Ontario expired on July 24, 2020.

It is very important to understand that lifting the State of Emergency does not mean that the COVID-19 pandemic is over. Everyone must continue to be vigilant and follow the guidelines as outlined by Public Health Officials.

- Practice physical distancing (stay at least 2 meters apart).
- Sneeze or cough into your sleeve or into a tissue.
- Wash hands frequently or use hand sanitizer.
- Wear a face covering when physical distancing is a challenge.

It is recommended that residents continue to monitor official resources for COVID-19 updates.

- Peterborough Public Health: www.peterboroughpublichealth.ca
- Ontario Ministry of Health: www.ontario.ca/coronavirus
- Township of Cavan Monaghan: www.cavanmonaghan.net
- Telehealth: 1-866-797-0000
- Public Health Ontario: www.ontario.ca/page/2019-novel-coronavirus
- Public Health Canada: www.canada.ca/en/public-health/service/diseases/coronavirus-disease-covid-19.html

The Township of Cavan Monaghan's Municipal Office has re-opened to the public with strict guidelines to ensure the safety of residents, staff and members of Council. Some facilities and room rentals remain closed to the public. A complete list of what

is open and what is closed is available on our website at:
<https://www.cavanmonaghan.net/en/live-here/covid-19.aspx#Municipal-Operations>.

-30-

For additional information, members of the media are invited to contact:

Yvette Hurley, Chief Administrative Officer
Township of Cavan Monaghan
705-932-9328
Email: yhurley@cavanmonaghan.net

Scott McFadden, Mayor
Township of Cavan Monaghan
705-772-0360
Email: mayor@cavanmonaghan.net

Municipal Office:
Phone: 705-932-2929
Fax: 705-932-3458
Email: services@cavanmonaghan.net
Website: www.cavanmonaghan.net

The Township of Cavan Monaghan

By-law No. 2020-54

Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 21st day of September, 2020

Whereas the Municipal Act, 2001, S.O., 2001, c.25, S.5, S. 8 and S. 11 authorizes Council to pass by-laws;

Now Therefore the Council of the Township of Cavan Monaghan hereby enacts as follows:

1. That the actions of the Council at its regular meeting held on the 21st day of September, 2020 in respect to each recommendation and action by the Council at its said meetings except where prior approval of the Local Planning Appeal Tribunal, or other statutory authority is required are hereby adopted ratified and confirmed.
2. That the Mayor and Clerk of the Township of Cavan Monaghan are hereby authorized and directed to do all things necessary to give effect to the said actions or obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

Read a first, second and third time and passed this 21st day of September, 2020.

Scott McFadden
Mayor

Elana Arthurs
Clerk