

**Minutes**  
**The Township of Cavan Monaghan**  
**Regular Council Meeting**

**Monday, March 18, 2024**  
**1:00 p.m.**  
**Council Chambers**

**Those members in attendance were:**

Council	Matthew Graham	Mayor
	Ryan Huntley	Deputy Mayor
	Nelson Edgerton	Councillor
	Gerry Byrne	Councillor
	Lance Nachoff	Councillor
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Karlle Hartman	Deputy Clerk
	Karen Ellis	Director of Planning
	Matt Wilkinson	Planner
	Kyle Phillips	Chief Building Official/By-law Enforcement Officer
	Wayne Hancock	Director of Public Works
	Jessica Fradley	Water & Wastewater Technician
	Kimberley Pope	Director of Finance/Treasurer

**1. Call to Order**

Mayor Graham called the meeting to order at 1:00 p.m.

**2. Land Acknowledgement**

Mayor Graham recited the land acknowledgement.

**3. Approval of the Agenda**

R-2024-76

Moved by: Byrne

Seconded by: Nachoff

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

**Carried**

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

There were no pecuniary interests noted.

**5. Closed Session**

There was no Closed Session.

**6. Minutes**

**6.1 Minutes of the Regular Meeting held March 4, 2024**

R-2024-77

Moved by: Huntley

Seconded by: Byrne

That the minutes of the Regular Meeting held March 4, 2024 be approved as presented.

**Carried**

**7. Reports**

**7.1 Report - Finance 2024-03 2023 Statement of Remuneration and Expenses Report**

R-2024-78

Moved by: Bryne

Seconded by: Edgerton

That Council receives the 2023 Statement of Council Remuneration and Expense Report.

**Carried**

**7.2 Report - PEB 2024-13 Peterborough County Official Plan Update Report**

R-2024-79

Moved by: Huntley

Seconded by: Nachoff

That Report PEB 2024-13 be received for information.

**Carried**

**7.3 Report - PEB 2024-14 Proposed Telecommunication Tower – 574 Carmel Line-Follow up**

R-2024-80

Moved by: Huntley

Seconded by: Edgerton

That Council receive Report PEB 2024-14 for information; and  
That Council direct Planning Staff to issue a statement of concurrence to Spectra Point Inc. on behalf of Rogers Communication Inc. for the construction of a 90.0 metres (295 feet) guyed tower communications structure with the associated radio equipment cabinet on lands located at



574 Carmel Line as the project satisfies the requirements of the Township of Cavan Monaghan Policy for Antenna Systems 2018-01 with regard to the siting of new telecommunication facilities; and

That the statement of concurrence include the following matters for consideration by the Proponent and Innovation, Science and Economic Development Canada (ISED):

a) the proposed road works on Carmel Line be completed to the satisfaction of the Township Public Works Department, and the extension of Carmel Line is assumed into the Township road system;

b) a sediment and erosion control plan, prepared by a qualified professional, is submitted to and accepted by the Township prior to any on-site activities;

c) the use of tower lighting that reduces harm to migratory birds (i.e. the use of flashing lights instead of steady burning lights); and

d) that the letter of concurrence has a three (3) year expiration date.

**Carried**

**7.4 Report - PEB 2024-15 Building Inspector Appointment By-law – Sewage Systems**

R-2024-81

Moved by: Byrne

Seconded by: Edgerton

That Council appoint Kathleen Shepherd as a Building Inspector for the Township of Cavan Monaghan.

**Carried**

**7.5 Report - Public Works 2024-01 Annual MECP Drinking Water Reports**

R-2024-82

Moved by: Nachoff

Seconded by: Huntley

That Council receives Public Works Report 2024-01 Annual MECP Drinking Water Reports for information.

**Carried**

**7.6 Report - Public Works 2024-02 Millbrook Wastewater Treatment Plant Wet Well Upgrades**

R-2024-83

Moved by: Byrne

Seconded by: Nachoff

That Council receive for information that staff proceeded with the purchase of four (4) submersible Flygt sewage pumps for the Millbrook Wastewater Treatment Plant as per Section 5.6.2 Single Source of the Township Purchasing By-law No. 2020-22, by Xylem Canada Ltd in the amount of \$66,980.00 net Municipal H.S.T. in the amount of \$1,178.85 for a total amount of \$68,158.85; and

Funds were approved in the 2024 Capital Budget under Water Wastewater

(0475-000-10011-6153) with an estimate of \$115,000.

**Carried**

**7.7 Report Public Works - 2024-03 Millbrook Wastewater Treatment Plant Sand Filter Replacement**

R-2024-84

Moved by: Byrne

Seconded by: Huntley

That Council receive for information that staff proceed with the purchase of replacement silica sand for the Millbrook Wastewater Treatment Plant as per Section 5.6.2 Single Source of the Township Purchasing By-law No. 2020-22, by C&M Environmental Technologies Inc in the amount of \$71,536.50 net Municipal H.S.T. in the amount of \$1,259.04 for a total amount of \$72,795.54; and

Funds were approved in the 2024 Capital Budget under Water Wastewater (0475-000-10011-6152) with an estimate of \$175,000.

**Carried**

**7.8 Report - Corporate Services 2024-03 173rd Millbrook Fair – Community Festival Designation**

R-2024-85

Moved by: Byrne

Seconded by: Nachoff

That the Township of Cavan Monaghan designate the 173rd Millbrook Fair as a Community Festival and municipally significant; and

That the Millbrook Agricultural Society be responsible for policing costs during the hours of operation of the Beer Barn and Trackside Lounge; and

That the Community Festival Designation be conditional upon the minimum police presence on the Fairgrounds being as follows:

Two (2) Officers on June 6th from 5:00 p.m. to 1:00 a.m.

Four (4) Officers on June 7th from 5:00 p.m. to 1:00 a.m.

Four (4) Officers on June 8th from 12:00 p.m. to 2:00 a.m.

Two (2) Officers on June 9th from 12:00 p.m. to 5:00 p.m.

**Carried**

**7.9 Report - CAO Report and Capital Status**

R-2024-86

Moved by: Edgerton

Seconded by: Nachoff

That Council receive report CAO Report and Capital Status for information.

**Carried**

**7.10 Council/Committee Verbal Reports**

Councillor Byrne spoke to his attendance and experience at the St. Patrick's Day parade in Peterborough.



R-2024-87

Moved by: Byrne

Seconded by: Nachoff

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

**Carried**

**8. General Business**

There was no General Business.

**9. Correspondence for Information**

There was no Correspondence for Information

**10. Correspondence for Action**

There was no Correspondence for Action.

**11. By-laws**

**11.1 By-law No. 2024-16 being a by-law to appoint Building Inspectors for the Township of Cavan Monaghan**

R-2024-88

Moved by: Huntley

Seconded by: Nachoff

That By-law No. 2024-16 being a by-law to appoint Building Inspectors for the Township of Cavan Monaghan be read a first, second and third time and passed this 18<sup>th</sup> day of March signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**12. Unfinished Business**

There was no Unfinished Business.

**13. Notice of Motion**

There were no Notices of Motion.

**14. Confirming By-law**

**14.1 By-law No. 2024-17 being a by-law to confirm the proceedings of the meeting held March 18, 2024**

R-2024-89

Moved by: Edgerton

Seconded by: Nachoff

That By-law No. 2024-17 being a by-law to confirm the proceedings of the meeting held March 18, 2024 be read a first, second and third time and passed this 18<sup>th</sup> day of March signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**15. Adjournment**


R-2024-90

Moved by: Nachoff

Seconded by: Huntley

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn  
at 1:46 p.m.

**Carried**

  
\_\_\_\_\_  
**Matthew Graham**  
**Mayor**  
\_\_\_\_\_  
**Cindy Page**  
**Clerk**