



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

Monday, November 18, 2024

1:00 p.m.

Council Chambers

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. A link to the livestreaming is available at [www.cavanmonaghan.net](http://www.cavanmonaghan.net). Council Members may be participating remotely.

**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

**3. Approval of the Agenda**

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

**5. Closed Session**

**6. Presentation**

**6.1 Staff Recognition**

Justin Crapp, Parks and Facilities Operator, 10 years

Ryan Sheppard, Mechanic Operator, 10 years

**7. Minutes**

**7.1 Minutes of the Regular Meeting held November 4, 2024**

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**8. Minutes from Committees and Boards**

**8.1 Millbrook Downtown BIA Board of Management Meeting Minutes of July 25, 2024 and August 8, 2024**

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<b>9.</b>	<b>Reports</b>	
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9.2	Report - PEB 2024-50 Third Quarter Activity Report – Planning, Economic Development and Building (KP)	33 - 36
9.3	Report - PEB 2024-51 Veltri and Son Ltd. (Coldbrook Drive) Part Lot Control Exemption By-law – Lots 2, 3, 9, 10, 11, 12 and 13 and Block 14, Plan 45M-259 and Part of Blocks 19 and 20, Plan 9M-733 (KE)	37 - 41
9.4	Report - PEB 2024-52 1066 Syer Line - Plan of Condominium Application 15CD-23001 and Plan of Subdivision Application 15T-23004 (KE)	42 - 63
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9.6	Report - PEB 2024-54 Telecommunication Structures Procedure Policy (MW)	66 - 92
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9.8	Council/Committee Verbal Reports	
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<b>11.</b>	<b>Correspondence for Information</b>	
<b>12.</b>	<b>Correspondence for Action</b>	
12.1	County of Peterborough Council - Solve the Crisis Motion	95 - 95
<b>13.</b>	<b>By-laws</b>	
13.1	By-law No. 2024-58 being a by-law to adopt a Telecommunications Structures Procedure Policy	96 - 118
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<b>14.</b>	<b>Unfinished Business</b>	
<b>15.</b>	<b>Notice of Motion</b>	

**16. Confirming By-law**

- 16.1 By-law No. 2024-61 being a by-law to confirm the proceedings of the meeting held November 18, 2024** 121 - 121

**17. Adjournment**

**18. Upcoming Events/Meetings**

- 18.1 Landscape Planning Limited - Public Information Session, Tuesday, November 19, 2024 at 4:00 p.m. CMCC 986 County Road 10, Millbrook**
- 18.2 Cavan Monaghan Public Library Board Meeting Tuesday, November 19, 2024 at 7:00 p.m., Millbrook Branch Library**
- 18.3 Special Budget Meeting Thursday, November 21, 2024 at 9:00 a.m.**
- 18.4 Millbrook Valley Trails Advisory Committee Meeting Monday, November 25, 2024 at 4:00 p.m.**
- 18.5 Peterborough County's 911 on Local Healthcare - Town Hall Meeting for Cavan Monaghan Residents, Monday, November 25 at 7:00 p.m.**
- 18.6 Regular Council Meeting Monday, December 2, 2024 at 1:00 p.m.**
- 18.7 Sustainability Advisory Committee Meeting Friday, December 13, 2024 at 1:00 p.m.**
- 18.8 Regular Council Meeting Monday, December 16, 2024 at 1:00 p.m.**



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

**Monday, November 4, 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
	Mark Froment	Deputy Clerk
	Kimberley Pope	Director of Finance/Treasurer (virtual)
	Karen Ellis	Director of Planning
	Matthew Wilkinson	Planner

**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-2024-285

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. Presentation**

**6.1 Joanna Park, Baker Tilly – Auditors**

Joanna Park of Baker Tilly presented to Council the Comparative Analysis, 2023 Financial Statements and a review of the Audit they conducted.

R-2024-286

Moved by: Huntley

Seconded by: Byrne

That Council receive the presentation from Joanna Park of Baker Tilly for information; and

That Council for the Township of Cavan Monaghan approves the 2023 Consolidated Financial Statements and authorize the Mayor and Director of Finance to sign the Management Report for the year ending December 31, 2023.

**Carried**

**7. Delegations**

**7.1 John Fallis - Suggestions related to the 2025 Budget and the Strategic Plan**

R-2024-287

Moved by: Huntley

Seconded by: Byrne

That Council approve adding the additional material to John Fallis's delegation on suggestions related to the 2025 Budget and Strategic Plan.

**Carried**

R-2024-288

Moved by: Nachoff

Seconded by: Edgerton

That Council receive the delegation from John Fallis for information; and  
That Council request that Staff bring back the motion passed by County of Peterborough on Solve the Crisis.

**Carried**

**8. Minutes**

**8.1 Minutes of the Regular Meeting held October 21, 2024**

R-2024-289

Moved by: Byrne

Seconded by: Nachoff

That the minutes of the Regular Meeting held October 21, 2024 be approved as presented.

**Carried**

**9. Minutes from Committees and Boards**

**9.1 Millbrook Valley Trails Advisory Committee Meeting Minutes of September 23, 2024**

R-2024-290

Moved by: Byrne

Seconded by: Nachoff

That the minutes of the Millbrook Valley Trails Advisory Committee Meeting held September 23, 2024 be approved as presented.

**Carried**

**9.2 Emergency Management Program Committee (EMPC) Meeting Minutes of October 17, 2024**

R-2024-291

Moved by: Huntley

Seconded by: Nachoff

That the minutes of the Emergency Management Program Committee meeting held on October 17, 2024 be approved as presented.

**Carried**

**10. Reports**

**10.1 Report - Finance 2024-12 2023 Reserves and Development Charge Reserve Funds**

R-2024-292

Moved by: Huntley

Seconded by: Edgerton

That Council receives and approve the 2023 Consolidated Financial Statements as prepared by Baker Tilly KDN LLP; and  
That Council receive for information the audited 2023 Reserves & Development Charges Reserve Funds that balance to the audited Financial Statements.

**Carried**

**10.2 Report - PEB 2024-48 Telecommunication Structures Procedure Policy**

R-2024-293

Moved by: Edgerton

Seconded by: Nachoff

That Council defer until the next Regular Council meeting By-law No. 2024-58 to repeal the Township Policy for Antenna Systems and adopt Policy No. 2024-04 being a Telecommunication Structures Procedure Policy; and

That Council request Staff to change the radius to 360 meters and include requirements for signage to be posted on the proponent's property.

**Carried**

### **10.3 Council/Committee Verbal Reports**

Councillor Edgerton spoke to his attendance at the Special Meeting held October 28 for the Municipal Revitalization and Heritage Advisory Committee noting they finalized the 2025 Budget proposal.

Councillor Nachoff spoke to his attendance at the Millbrook Valley Trails Advisory Committee meeting noting the Committee finalized the 2025 Budget proposal.

R-2024-294

Moved by: Byrne

Seconded by: Nachoff

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

**Carried**

### **11. General Business**

There was no General Business.

### **12. Correspondence for Information**

There was no Correspondence for Information.

### **13. Correspondence for Action**

There was no Correspondence for Action.

### **14. By-laws**

#### **14.1 By-law No. 2024-58 being a by-law to adopt a Telecommunications Structures Procedure Policy**

Council deferred the By-law.

### **15. Unfinished Business**

There was no Unfinished Business.

### **16. Notice of Motion**

There were no Notices of Motion.

### **17. Confirming By-law**

#### **17.1 By-law No. 2024-59 being a by-law to confirm the proceedings of the meeting held November 4, 2024**

R-2024-295

Moved by: Byrne

Seconded by: Edgerton

That By-law No. 2024-59 being a by-law to confirm the proceedings of the meeting held November 4, 2024 be read a first, second and third time and passed this 4<sup>th</sup> day of November signed by the Mayor and Clerk and the

Corporate Seal attached.

**Carried**

**18. Adjournment**

R-2024-296

Moved by: Byrne

Seconded by: Edgerton

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

**Carried**

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**



**Minutes  
The Township of Cavan Monaghan  
Millbrook Downtown BIA Board of Management**

~~July 11, 2024~~ July 25, 2024  
8:00 a.m. – 10:00 a.m.

**Council Chambers Meeting Room**



**Those members in attendance were:**

Committee:	Kathie Lycett:	Chair
	Sarah Cooling:	Vice Chair
	Timmi Brady	
	Zack Thibaudeau	
Council:	Ryan Huntley:	Council Representative

**1. Open Session**

**2. Call to Order & Land Acknowledgement**

The Chair called the meeting to order at 8:03 a.m.

**3. Welcome new Director on Board Zack Thibaudeau**

Motion for Zack Thibaudeau to be appointed Treasurer.

Moved by: Timmi Brady

Seconded by: Kathie Lycett

**4. Approval of the Agenda:**

Motion to Approve the amended Agenda with the deferral of Janette MacDonald.

Moved by: Ryan Huntley  
Seconded by: Timmi Brady

**Carried**

**5. Disclosure of Pecuniary Interest and the General Nature Thereof:**

There were no pecuniary interests noted.

**6. Closed Session:**

There was no closed session.

**7. Delegations/Presentations**

There were no Delegations.

**8. Minutes**

**8.1. Minutes of the Meeting held Thursday June 12, 2024**

Moved by: Zack Thibaudeau

Seconded by: Ryan Huntley

**Carried**

**9. Business arising from the Minutes**

None

**10. Reports**

**1. Treasury Report (Kathie)**

**9.1 Bank Account Activity as of June 30, 2024 (Kathie)**

Opening Balance as of June 1, 2024 = \$59, 136.91

Cheques cleared - \$737.76 (OBIAA Conference)

Deposits = 0

Balance as of June 30, 2024 = \$58, 399. 15

**9.1.2 Cheque Requisitions**

- Mark Brooks: \$125.00. Ladies Night Contracted Services GL 01-25-299-29003-6150
- Madge Enthart Enterprises \$125.00 Ladies Night Contracted Services GL 01-25-299-29003-6150
- Kawartha Now \$734.50 Ladies Night Advertising GL 01-25-299-29003-6126

Motion for Cheque Requisitions.

Moved by: Timmi Brady

Seconded by: Zack Thibaudeau

**Carried**

## **10. General Business**

### **10.1 Decorating Committee Update (Ryan)**

The planters look wonderful. Thanks to the Town staff for watering them. The Decorating Committee did a fabulous job on the Ladies Night Décor.

### **10.2 Marketing Committee Update (Timmi)**

The Marketing Committee has not met lately. Door Knockers no longer make sense for this year as it is too late in the year. We will try to get them out as soon as we can after the dates are set for Events next year.

### **10.3.Events (All)**

#### **10.3.1 Ladies Night**

Deferred until the next meeting

#### **10.3.2 Fall Festival**

Deferred until the next meeting

#### **10.3.3 Christmas in the Village**

Deferred until the next meeting.

### **10.4 BIA Associate Membership Program (Kathie)**

No new applications 1 renewal (Cove Antiques and Art) paid in July \$200.00 for 2024

Motion to Receive the Reports.

Moved by: Zack Thibaudeau

Seconded by: Timmi Brady

**Carried**

**11. Correspondence**

None.

**12. Adjournment**

Motion to adjourn at 8:42 a.m. by Ryan Huntley

Seconded by: Kathie Lycett

**Carried**

X *Kathie Lycett*  
TinhpkqUmq37MeHhMECzdQ==

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Kathie Lycett

Chair

Sep 30, 2024, 10:24 AM EDT

**Next Meeting Date – August 8, 2024 at 8:00 a.m.**

X *Sarah Cooling*  
qd8Yk1+hjx4IMqVRsoZg==

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Sarah Cooling

Co-Chair

Sep 30, 2024, 10:33 AM EDT





**Minutes  
The Township of Cavan Monaghan  
Millbrook Downtown BIA Board of Management**

**Thursday, August 8, 2024  
8:00 a.m. – 10:00 a.m.  
Council Chambers Meeting Room**

**Members in attendance are Kathie Lycett, Ryan Huntley, Zack Thibaudeau , Brigid Ayotte and Timmi Brady. Regrets: Sarah Cooling and Stacey Knight**

1. Open Session
2. Call to Order & Land Acknowledgement – **Kathie at 8:02am**

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

3. Approval of the Agenda – **Moved by Zack, seconded by Ryan**
4. Disclosure of Pecuniary Interest and the General Nature thereof - **none**
5. Delegations – Janette MacDonald, Downtown Gift cards via Zoom – **Janette made her presentation to us see notes at end, motion to receive – Ryan, second by Zack**
6. Minutes
  - 6.1. Minutes of the Meeting held Thursday July 25, 2024 - **deferred to September 12, 2024 meeting**
7. Business arising from the Minutes - **none**
8. Reports
  - 8.1. Treasury Report (Kathie & Zack)
    - Bank Account Activity as of July 31, 2024:
      - Opening Balance as of July 1, 2024 = \$58,399.15
      - Deposits
        - July 3: \$200.00 e-transfer, Associate Membership dues (Cove Antiques) GL 01-25-299-00000-4503 (Conditional Grant)
        - July 25: \$4,000.00 Cavan Monaghan MSP, (Reacher Revenue) GL-25-299-00000-4700 (Misc Revenue)
        - July 25: \$90.00 e-transfer Ladies Night Vendor Revenue (3 x \$30) GL 01-25-299-29003-4808 (Other Revenue - Gov't Bus)

- July 30: \$932.79 Eventbright Canada MSP Ladies Night Vendor Revenue GL 01-25-299-29003-4808 (Other Revenue - Gov't Bus)
    - July 31: \$180.00 e-transfer Ladies Night Vendor Revenue GL 01-25-299-29003-4808 (Other Revenue - Gov't Bus)
    - **Total Deposits: \$5402.79 - Motion to receive Ryan, seconded by Zack**
  - Cheque Requisitions;
    - Susan Rice, \$172.00, (Ladies' Night Decor) GL 01-25-299-00000-6224 (Decorating Committee) - **Motion to approve Zack, Second - Ryan**
- 8.2. Filming Revenue – **Brigid is taking care of the paperwork for this on behalf of the BIA, about \$1,000 expected**
- 8.3. Budget 2025 – need Finance Meeting. - **Date to be determined when Sarah returns**
9. General Business
- 9.1. Decorating Committee Update (Ryan) - **Planters look great but we would like to see something more grand in them next year, like canna lilies. Also coordinate hanging baskets**
- 9.2. Marketing Committee Update (Timmi) - **waiting on a bill from Brad and we can pay for kawarthaNOW advertising from Marketing budget. We will schedule a meeting soon to create a budget. Other topics to cover, when and where to advertise and do you pay for events marketing or does that come from their budget? A reach report was requested from kawarthaNOW and has been forwarded to BIA board**
- 9.3. Events (All) - **We have 2 interested community volunteers. We need to create events check list. Brigid will let us know what the township needs from us when planning an event. Vendors are not guaranteed an indoor space, they can negotiate an indoor space with a specific business (BIA will have no part in this)**
- 9.3.1. Ladies' Night - **Went well even though it was put together very quickly. Struggled with vendor recruitment. Next time, more lead time.**
- 9.3.2. Fall Festival – **Kathie on this committee, need to get promo material as soon as possible**
- 9.3.3. AGM - **\$500 budget, looking for location, Zack has offered the funeral home reception area**
- 9.3.4. Christmas in the Village – **Create team, December 7<sup>th</sup> (parade 1-2:30), possibly Zack on this team**
- 9.4. Associate Membership
- 9.4.1. Application of John Stewart, videographer – **motion to accept John as an associate member moved by Ryan, seconded by Zack**
10. Correspondence - **none**
11. Adjournment – **by Ryan at 9:52am, seconded by Zack**

**Next Meeting Date – September 12, 2024 at 8:00 a.m.**

**Notes from Janette:**

- **Company is called Miconex**
- **Been around since 2015**
- **Downtown Gift Cards program**
- **Possibility to share with another BIA such as Lindsay (this would not happen until 2026 as they have set their budget already)**
- **Private label VISA gift card**
- **\$11,800 launch fee**
- **\$600/m for the first 3 years (this price is a deal they are offering, the actual monthly cost currently is \$900)**
- **Cards never expire**
- **E-commerce site that sells the cards, can also set up local businesses to sell them or can sell at pop up shops**
- **Members have to sign in to participate as a valid store for patrons to use the card at**

*Kathie Lycett*  
 TlnhpkqUmq37MeHhMECZdQ==

Sep 30, 2024, 10:24 AM EDT

*Sarah Cooling*  
 qd8Ykl1+jx4lMqVRsoZRg==

Sep 30, 2024, 10:33 AM EDT



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	November 18, 2024
<b>From:</b>	Jessica Fradley, Water Wastewater Technician Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2024-24
<b>Subject:</b>	Structural Assessment of Former Millbrook Standpipe

**Recommendation:**

That Council receive Report Public Works 2024-24 for information.

**Overview:**

The 2024 Capital Water & Wastewater budget had included funds for staff to complete a structural assessment of the former Millbrook standpipe which was decommissioned when the new standpipe came online in 2016.

Since that date, the Township has elected to not demolish this structure. The primary reasons for keeping the structure is a lease agreement between the Township and Rogers Communications for the rental of space on the roof of this standpipe and the standpipe’s costs for removal. The Township receives an annual amount of \$9,800.00 through the agreement with Rogers. Rogers have completed upgrades on their antenna over the last year and have no immediate plans to change this location. The Township does however retain the right for Rogers to remove this antenna by giving them twelve months notice to remove the equipment. The lease will continue until June 30, 2030, unless we give notice.

Attachment No. 1 is the Millbrook Standpipe Condition Assessment Report prepared by Quan Tan, P.Eng. of Q & E Engineering Inc. On Page 13 of this report, the consultant outlines an estimate for full demolition at \$385,000.00 as well as an estimate of \$10,000 for a Designated Substance Survey (DSS) which would proceed any demolition.

Should Council wish to recondition the standpipe, the estimated costs for remedial repairs which involve: replacing damaged siding panels at \$4,550.00, parging exposed insulation at \$30,700.00 and replacing the roof membrane at \$8,550.00 are also estimated in the report.

It is important to note the standpipe is structurally sound and safe. Staff do not recommend any remedial works at this time and would ultimately plan for demolition. Staff would propose the future demolition in the ten-year forecast.

**Financial Impact:**

The estimated cost for demolition and removal of this standpipe is \$385,000.00 and \$10,000 for a DSS plus additional engineering & contingency costs. Staff will propose this in our Water & Wastewater 10-Year Forecasting and wish to continue its current leased use at this time.

**Attachment:**

Millbrook Standpipe Structural Assessment Report – Q & E Engineering Inc.

Respectfully Submitted by,

Jessica Fradley,  
Water Wastewater Technician

Wayne Hancock,  
Director of Public Works

Reviewed by,

Yvette Hurley  
Chief Administrative Officer



# STANDPIPE WATER TOWER CONDITION ASSESSMENT REPORT



## Prepared for:

Jessica Fradley, C.Tech  
Public Works  
Township of Cavan Monaghan  
988 Peterborough Country Rd 10  
Millbrook, ON L0A 1G0

## Submitted by:

Q&E ENGINEERING INC.  
157 Front Street  
Belleville, ON  
T: (613) 707-0706  
[www.qe-engineering.com](http://www.qe-engineering.com)

Date: October 23, 2024

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## EXECUTIVE SUMMARY

The Township of Cavan Monaghan (Township) retained Q&E Engineering Inc. (Q&E) to complete a structural condition assessment of a decommissioned standpipe water tower, located in Millbrook, Ontario.

Assessment of the standpipe found that it is in overall in good condition and has been well maintained throughout its service life. The recommended actions on the structure are limited to replacement of deformed siding panels, parging of the exposed insulation, and replacement of the roof membrane. These construction items are estimated to cost \$4,550.00 and \$30,700.00, and \$8,550.00 respectively, as preliminary construction cost estimates.

The budgetary construction cost estimate for the demolition and site restoration of the standpipe and all associated infrastructure is \$385,000.00, with a recommended designated substances survey (DSS) prior to demolition budgeted at \$10,000.00.

All the aforementioned cost estimates do not include soft costs, such as engineering services, which are estimated at 15-20% of the construction estimates.



## 1. BACKGROUND AND INTRODUCTION

Q&E was retained by the Township to complete a structural condition assessment of a decommissioned standpipe water tower in Millbrook, Ontario.

The tower, understood to have been decommissioned for the last 10 years, is a 75' tall, 33' inside diameter concrete tower founded on a raft slab foundation at least 4 feet below grade.

The tower is complete with an adjacent valve chamber, ladder for roof access, and adjoining structure for cellular utility access. It is understood that the tower is presently used as a mount for cellular infrastructure.

The condition assessment is limited to the structural makeup of the standpipe and valve chamber only and does not encompass review of the mechanical or electrical infrastructure, or the cellular infrastructure building in its entirety.

### 1.1 Glossary of Terms

Refer to the below glossary to assist in referring to technical structural terms mentioned within this report.

Term	Definition
Scaling	The local flaking, or loss of the surface portion of concrete or mortar as a result of the freeze-thaw deterioration of concrete.
Erosion	The deterioration of concrete brought about by water-borne sand and gravel particles scrubbing against concrete surfaces.
Corrosion (Reinforced Concrete)	The deterioration of reinforcement by electrolysis. Chloride ions above a certain concentration are dissolved in water and penetrate through the concrete to the reinforcement this protection breaks down and initiates corrosion.
Delamination	A discontinuity of the surface concrete which is substantially separated but not completely detached from concrete below or above it.
Spall	A fragment which has been detached from a larger concrete mass.
Spalling	The continuation of the delamination process whereby the actions of external loads, pressure exerted by the corrosion of reinforcement or by the formation of ice in the delaminated area results in the breaking off of the delaminated concrete.
Crack	A linear fracture in concrete which extends partly or completely through the member
Honeycombing	Produced due to the improper or incomplete vibration of the concrete which results in voids being left in the concrete where the mortar failed to completely fill the spaces between the coarse aggregate particles.
Pop-Outs	Shallow, typically conical depressions, resulting from the breaking away of small portions of the concrete surface, due to the expansion of some aggregates or due to frost action.
Corrosion (Structural Steel)	The deterioration of steel by chemical or electro-chemical reaction resulting from exposure to air, moisture, de-icing salts, industrial fumes and other chemicals and contaminants in the environment in which it is placed.
Efflorescence	A type of deposit due to percolation of water through concrete, leaching chemicals from the concrete and depositing them on the surface. Efflorescence is a deposit of salts, usually white and powdery.

## 2. SCOPE OF WORK

Q&E's scope of work comprised of visual review of the valve chamber and standpipe tower, specifically all structural components visible for inspection. The interior of both these structures are confined spaces under applicable regulations.

The principal inspection of the standpipe was completed on Thursday, August 29, 2024, by Mr. Jamie Aiello, Sr. architectural technologist, and Mr. Abdul Rahman Stott, Jr. Designer.

During this inspection, the Q&E team was assisted by OnSite Rescue Inc. (OnSite), who provided supervision and rescue services.

Follow up inspections to collect additional information were completed by other Q&E staff members.

### 3. STRUCTURAL DESCRIPTION

The structural descriptions of the standpipe and the valve chamber is derived from the original design drawings by Totten Sims Hubicki Associates Ltd. as well as site review of modern conditions. It was noted that the wall assembly of the standpipe was modified at a certain time to meet modern standards.

#### 3.1 Standpipe Foundation

It is understood from a review of the design drawings that the standpipe is founded on a raft foundation slab, founded at least 4' below grade to account for frost protection. It is presumed the slab was founded on either engineered backfill or suitable native backfill.

#### 3.2 Standpipe Tower

At the time of the inspection, approximately 17-18" of standing water was present in the tower, limiting visual inspection of the tower floor/foundation slab and use of the rebar scanner on the foundation slab.

The wall assembly of the standpipe is presently comprised of 8" thick concrete wall of the tower, 3" air gap continuing into the subgrade with steel stand off stabs at 24 inches on center horizontally and 7 feet on center vertically. The stand off tabs extend through 3 inches of rigid insulation and bend 90 degrees against the face of the insulation. A bolt through a 1/4"x2" steel strap and the bent tab fastens the insulation in place. The steel strapping is spaced at 7' on center vertically. The exterior of the tower is finished with metal cladding. A ladder with vertical rail are fastened to the south side of the tower.



*Photo 1 – Wall Assembly at Steel Access Door*

4 interior concrete pilasters are present in the tower. Vertical reinforcement was measured in the pilasters and is presumed in the walls as per the drawing specifications which indicate either prestressed or reinforced construction.



*Photo 2 – Interior of Standpipe Tower*

A steel round access door is present on the south side of the tower behind the cladding to enable access to the tower.



*Photo 3 – Access Door Behind Siding*

Various utilities and structural mounts were noted around the exterior of the tower as part of the existing cellular infrastructure.

A drainpipe was noted to exist on the southern side of the tower. It was noted that at some point, the pipe was shortened to terminate at a much higher elevation and a bracket/collar for the pipe was removed.

### 3.3 Valve Chamber

The existing valve chamber is a 12' long by 8.5' wide reinforced concrete chamber that extends 9.5' below grade, with 9" thick walls. The walls, ceiling slab, and foundation slab are all reinforced with 2 matres of rebar. The walls are reinforced with No. 4 rebar at 12" on center, the ceiling is reinforced with no. 5 rebar at 6" on center, and the walls are reinforced with No. 4 rebar at 12" on center.

The valve chamber is complete with a steel access hatch and aluminum ladder rungs for access.



*Photo 4 – Valve Chamber Interior*

### 3.4 Standpipe Roof Structure

The roof structure has been modernized; roof membrane is presently in place, presumably underlain with insulation, covering the original concrete roof structure as indicated in the design drawings. A steel access hatch and mounts for electrical infrastructure were also present. The concrete roof structure could not be directly inspected.

As tie-offs were not accessible on the roof, the inspection of the roof was limited to what was visible from the top of the access ladder.





*Photo 5 – Roof Structure as seen from Access Ladder*

## 4. STRUCTURAL OBSERVATIONS

### 4.1 Valve Chamber

The structure of the valve chamber was found to be in good condition. Water accumulation was noted at north-western quadrant at the recessed area of the foundation slab.



*Photo 6 – Moisture Accumulation in Valve Chamber*

Narrow to medium cracking with efflorescence staining was noted on the chamber soffit proximate to the location of the access hatch due to moisture ingress.



*Photo 7 – Cracking with Efflorescence on Valve Chamber Soffit*

Rebound hammer testing of ceiling of the chamber indicated a compressive strength of 40 Megapascals (MPa), which exceeds the base requirements of modern design codes.

#### 4.2 Standpipe Tower

The interior of the standpipe tower, including the walls, floor/foundation slab, and roof structure were all noted to be generally good condition and without signs of major structural defects or deficiencies.

Moisture staining and accumulation was noted all around the inside walls near the roof of the tower. This is speculated to be due to the construction joints present near the concrete compression ring, which may be enabling moisture ingress and staining of the reinforcement in the compression ring. Localized staining through cracks below the roof was also noted, likely due to moisture ingress permitted by failing roof membrane.



*Photo 8 – Corrosion Staining at Compression Ring*

The steel access door to the standpipe was noted to be in fair to poor condition with medium to severe corrosion. A large patch on the inside wall, approximately 8' wide by 4' tall, centered around the access door was noted. It is speculated that the wall proximate to the door received moisture and delaminated and/or spalled over time. The patch appeared to be reinforced with continuous metal reinforcement, such as wire mesh, based upon the use of the rebar scanner. Hammer sounding off the patched area indicated that it was performing adequately.





*Photo 9 – Corrosion on Steel Access Door*



*Photo 10 – Patch Around Access Door*

Rebound hammer testing at the exposed exterior face of the concrete wall near the steel hatch indicated a compressive strength of 50 MPa, which exceeds the base requirements for modern design standards.

Around the exterior of the structure, several pieces of siding were noted to be deformed and damaged. Organic growth was noted to be growing on the siding. It was also noted that the existing insulation that extended below grade was not parged. **It is recommended that the damaged siding be replaced, organics be removed as**

part of a maintenance program, and that the necessary excavation be completed to facilitate parging of the exposed insulation.



*Photo 11 – Deformed Cladding*



*Photo 12 – Exposed Insulation*





*Photo 13 – Organic Propagation on Cladding*

#### 4.3 Standpipe Roof Structure

The roof membrane was noted to be in poor condition with localized tearing, deterioration, and evident wear. As such, it has reached the end of its service life and it is **recommended that the roof membrane be replaced.**



*Table 14 – Wear in Roof Membrane*

## 5. CONCLUSIONS AND RECOMMENDATIONS

Overall, the standpipe and valve chamber structures are in good condition and have been well maintained throughout their service life.

As a part of the current assignment, a preliminary range for budget construction cost estimates are provided to assist the Township with financial planning for the future use of the water tower. Estimates are based on Q&E's experience in the construction industry and knowledge of the current market.

It is understood that the Township may prefer to demolish the structure in its entirety. Demolition would comprise of removal of the existing tower, valve chamber, utility structure, any defunct subgrade utilities, and backfilling and site restoration. Demolition is considered a major capital item. To facilitate demolition, a designated substances survey (DSS) should be carried out on the structure to determine the extents of hazardous materials within the standpipe and surrounding infrastructure.

Please find a summary of budgetary construction cost estimates below based upon the recommendations within the report. Some of the items comprise of minor capital/maintenance work. As these estimates are budgetary in nature, they should not be construed as accurate figures.

Major/Minor Capital Item	Construction Item	Est. Construction Cost Estimate (\$)
Major	Demolition of Standpipe and Associated Infrastructure	385,000.00
Minor	Designated Substances Survey (DSS)	10,000.00
Minor	Replace Damaged Siding Panels	4,550.00
Major	Parge Exposed Insulation	30,700.00
Minor	Replace Roof Membrane	8,550.00

Where applicable, soft costs, including engineering services, contract administration and inspection, project management, etc., 15% to 20% of the hard costs should be assumed.

If there are any questions, please contact the undersigned.

Respectfully Submitted,

Q&E Engineering Inc.



Quan Tan, P.Eng  
Structural Engineer



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	November 18, 2024
<b>From:</b>	Kyle Phillips, Chief Building Official
<b>Report Number:</b>	PEB 2024-50
<b>Subject:</b>	Third Quarter Activity Report 2024 - Planning, Economic Development and Building

**Recommendation:**

That Council receive Report PEB 2024-50 Third Quarter Activity Report for Planning, Economic Development & Building (PEB) for information.

**Overview**

This Report outlines the third quarter of 2024 Planning, Economic Development and Building activity. It is part of a series of quarterly reports providing Council with a summary of departmental activity including monitoring active planning applications on a consolidated basis.

**Building Permits**

Attachment No. 1 provides a summary of building statistics for the third quarter of 2024 as compared to the same quarter of 2023. In addition, the summary also provides the number of building permits and specifically the number of new Single Family Dwelling permits issued for the months July, August and September of 2024 as compared to the same time period of 2023.

For the third quarter of 2024, the number of building permits issued (61) increased from the number (39) as compared to the same third quarter of 2023 (an increase of 56%). In the third quarter of 2024, permits for 5 new Single Family Dwellings (SFD) were issued, which is 2 less than the same period in 2023.

Building permit applications fees for the third quarter for 2024 have increased, totaling \$72,248.72 as compared to \$53,275.00 for the same period of 2023. There has been an increase in Township DC totaling \$46,944.00 for the third quarter, however direct DC comparisons are skewed due to the multiple changes due to Bill 23.

The building permit revenue is tracking slightly lower for third quarter of 2024 than the estimated \$345,000 for the fiscal year. This is due to the first permits for Towerhill North being delayed as well as a slower construction year than forecasted.

## Economic Development & Planning Inquiries

Since 2019, Staff have been preparing quarterly economic development reports that summarizes both planning applications and economic development inquiries.

Table No. 1 (below) provides a summary of Land Use Inquiries, Legal Requests and Preliminary Severance Reviews.

**Table No. 1 – Planning Activity Summary**

Activity	2023 Q3 Total	2024 Q3 Total
Land Use Inquiries	71	86
Legal Requests	10	6
Preliminary Severance Reviews	3	3

Table No. 1 also provides a statistical breakdown of inquiries/requests/reviews for the third quarter of 2024 as compared to the third quarter of 2023. This table allows Council and Staff to monitor activity throughout the year as well as how this is tracking against last year’s total activity to distinguish any overall trends – quarter over quarter and year over year. Looking at year over year comparison of the third quarter of 2024 versus the same time in 2023 there is an upward trend in land use inquiries, however legal requests are down and preliminary severance reviews have remained the same.

## Planning Applications

Table No. 2 (below) shows a comparison from 2023 to 2024 for key planning application activity.

**Table No. 2 – Time Series: Active Planning Applications**

Application Type	2023 Total	2024 – Q3
Zoning By-law Amendments	7	2
Minor Variance	3	5
Plan of Subdivision	11	0
Official Plan Amendment	2	0
Site Plan Approval	4	1
Severance Applications	7	0
Minister Zoning Orders	1	0
Part Lot Control	0	0

This table (and its metrics) has been included because it captures another aspect of the Department’s work when it comes to various Planning Act applications and the focus of Staff efforts and resources which is not always reported. Table No. 2

identifies active applications for Zoning By-law Amendments, Minor Variances, Plans of Subdivision, Official Plan Amendments, Site Plan Approvals, Severance Applications and Part Lot Control.

**Financial Impact:**

Building permit applications for the third quarter for 2024 are up totaling as \$72,248.72 compared to \$53,275.00 for the same period of 2023. In addition, Township Development Charges increased to \$46,944.00 for the third quarter.

**Attachment:**

Attachment No. 1 – Third Quarter Building Statistics.

Respectfully Submitted by,

Reviewed by,

Kyle Phillips  
Chief Building Official

Yvette Hurley  
Chief Administrative Officer

**Attachment No. 1 – Third Quarter Building Statistics 2024**

2024 3rd Quarter Building Department Statistics						
	2023 - 3rd Quarter	2024 - 3rd Quarter	%	2023- YTD	2024- YTD	%
Development Fees						
County Development Charges	\$64,596.00	\$64,135.00	-1.00%	\$177,784.80	\$230,213.00	29.00%
Township Development Charges	\$46,377.60	\$46,944.00	1.00%	\$135,644.80	\$186,776.00	38.00%
Water	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
Sewer	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0.00%
Eductaion	\$4,416.00	\$5,180.00	17.00%	\$12,156.00	\$17,450.00	44.00%
Total Dev. Fees	\$115,389.60	\$116,259.00	1.00%	\$325,585.60	\$434,439.00	33.00%
Revenue						
Permits	39	61	56%	109	138	27%
Building Permit Fee	\$53,275	\$72,248.72	36%	\$125,354.68	\$237,682.56	90.00%
Residential Category (New SFD)	7	5	29%	17	17	0.00%
Value of Construction	\$12,102,302	\$57,030,617	371%	\$29,381,754.00	\$82,484,926	180.00%

**Notes:**

Any Development Charges collected through subdivision agreements are not reflected here





**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	November 18, 2024
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	PEB 2024-51
<b>Subject:</b>	Veltri and Son Ltd. (Coldbrook Drive) Part Lot Control Exemption By-law – Lots 2, 3, 9, 10, 11, 12 and 13 and Block 14, Plan 45M-259 and Part of Blocks 19 and 20, Plan 9M-733

**Recommendations:**

1. That By-law No. 2024-60 be approved to temporarily lift Part Lot Control from Lots 2, 3, 9, 10, 11, 12 and 13 and Block 14, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive) as permitted under Section 50(7) of the Planning Act; and
2. That By-law No. 2024-60 be forwarded to Peterborough County for approval.

**Overview:**

On behalf of Veltri and Son Ltd., Diana Chambers of Titlers Profesional Corporation applied to the Township of Cavan Monaghan for an extension to the exemption of part lot control as it applies to part of Lots 2, 3, 9, 10, 11, 12 and 13 and Block 14, Plan 45M-259 and part of Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive). A key map showing the location of the Blocks subject to the Application is provided as Attachment No. 1 to this Report.

Part Lot Control (Section 50(5) of the Planning Act) prohibits the conveyance of a portion of a lot on a registered plan of subdivision without consent issued from the County Land Division Committee. To exempt the property from Part Lot Control, Council can pass a part lot control exemption by-law.

On December 6, 2021, Council approved By-law No. 2021-72 to temporarily exempt Lots 1, 2, 3, 9, 10, 11, 12 and 13 and Blocks 14 and 15, Plan 45M-259 and part of Blocks 19 and 20, Plan 9M-733 from Part Lot Control. By-law No. 2021-72 has an expiry date of December 31, 2024.

By exempting Lots 1, 2, 3, 9, 10, 11, 12 and 13 and Blocks 14 and 15 (Plan 45M-259) and part of Blocks 19 and 20 (Plan 9M-733) from Part Lot Control, the parcel of land associated with each dwelling unit can be registered as an individual lot in Land Titles.

The expiration date of December 31, 2024 was intended to allow the owner time to construct the dwelling units, confirm the property lines, and register and convey ownership of each individual parcel. After December 31, 2024, Part Lot Control will be in effect on the land and consent will be required for the division of the land.

As of October 2024, all of the proposed lot conveyances have not been completed by Veltri and Son Ltd. and are unlikely to be completed by the December 31, 2024 deadline. As such, Veltri and Son Ltd. have applied to the Township for permission to extend the part lot control exemption for Lots, 2, 3, 9, 10, 11, 12 and 13, and Block 14, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive).

By-law No. 2024-60 has been drafted to provide part lot control exemption to the subject lands for an additional 3 years. As drafted, the By-law will expire on December 31, 2027. A copy of By-law No. 2024-60 is provided as Attachment No. 2 to this Report.

The Planning Act requires the Authority for subdivision approval to authorize Part Lot Control Exemption By-laws passed by the local Municipality. As Peterborough County is the approval authority for subdivisions in the Township of Cavan Monaghan, the County must approve the By-law before it becomes effective.

**Financial Impact:**

None at this time. The required application fee has been received by the Township.

**Attachments:**

- Attachment No. 1: Key Map
- Attachment No. 2: By-law No. 2024-60

Respectfully Submitted by,

Reviewed by,

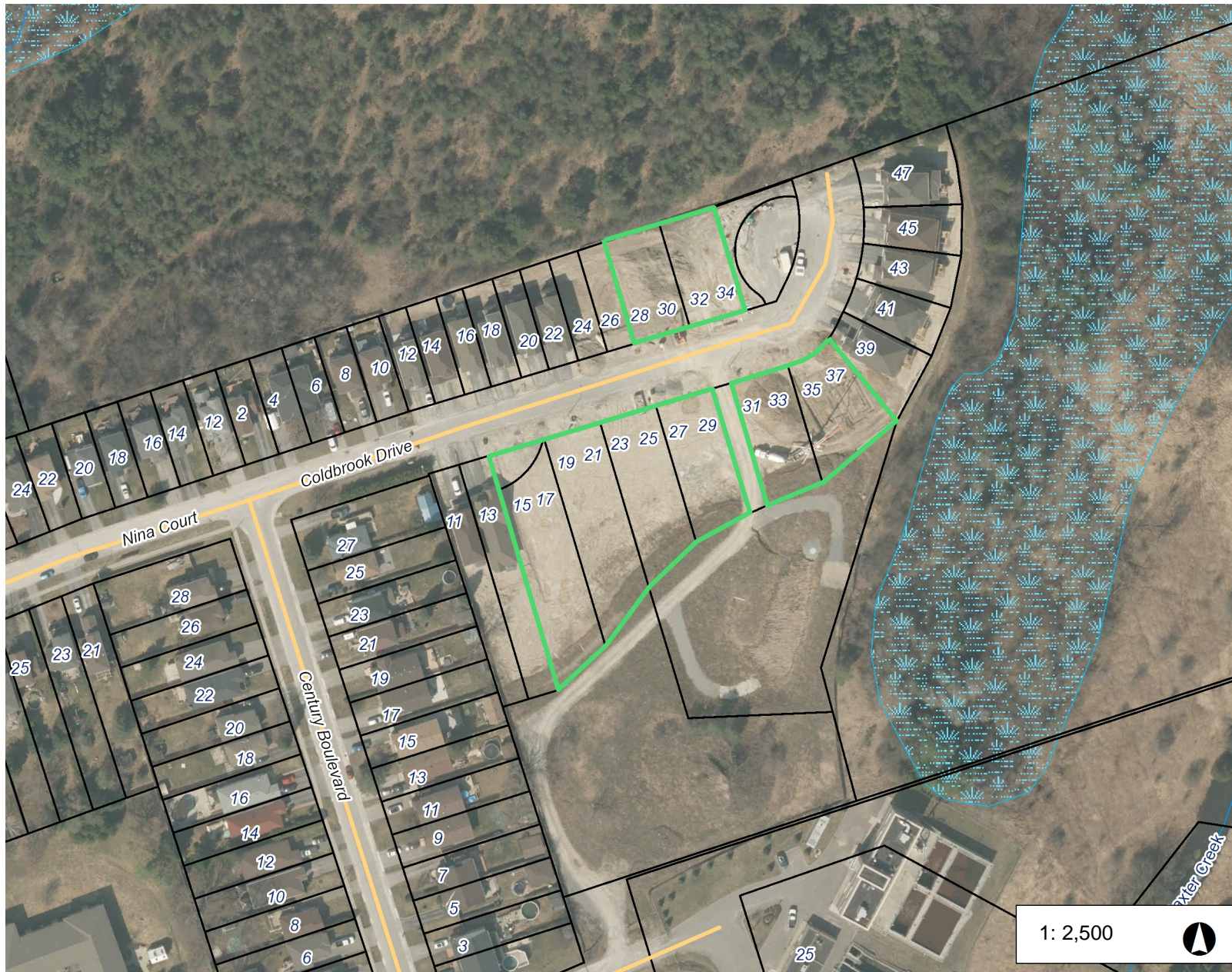
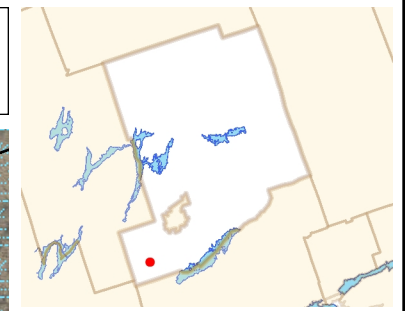
Karen Ellis, B.A.A.  
Director of Planning

Yvette Hurley  
Chief Administrative Officer





# By-law No. 2024-60 Part Lot Control Exemption By-law Lands



### Legend

- Roads < 50,000**
  - PRIV ; Private; PRIV
  - City Arterial
  - City Collector and Local
  - City Owned Unclassified
  - Provincial
  - County
  - Township
  - Water Access Only
- Outside Roads < 50,000**
  - Major Roads
  - Local Roads
- Peterborough Proposed Bypass
- First Nations
- Civic Address
- Parcel Fabric
- Parcel First Nations - Canada I
- Rivers
  - Intermittent
  - Permanent
- Clean Water Act Policies Apply
- Provincially Significant Wetland
- Locally Significant Wetlands
- Non-evaluated Wetlands
- Lakes - Local Scale
- Municipal Boundary - Upper Ti
  - <all other values>
  - COUNTY OF PETERBOROUGH

**Notes**

THIS MAP IS NOT TO BE USED FOR NAVIGATION

127.0 0 63.50 127.0 Meters

## **The Township of Cavan Monaghan**

### **By-law No. 2024-60**

#### **Being a by-law to temporarily exempt certain lands within Registered Plans 45M-259 and 9M-733 (Coldbrook Drive) for the Township of Cavan Monaghan from Part Lot Control**

**Whereas** pursuant to subsection 50(7) of the Act, Council may designate lands within a plan of subdivision that are not subject to the “part lot control provisions” set out in subsection 50(5) of the Act;

**And Whereas** Veltri and Son Limited applied to Council to exercise its discretion under subsection 50(7) to “lift part lot control” as it relates to Lots 1, 2, 3, 9, 10, 11, 12 and 13 and Blocks 14 and 15, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive);

**And Whereas** Council approved By-law No. 2021-72 on December 6, 2021 to “lift part lot control” as it relates to Lots 1, 2, 3, 9, 10, 11, 12 and 13 and Blocks 14 and 15, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive);

**And Whereas** By-law No. 2021-72 imposed an expiry date of December 31, 2024;

**And Whereas** Veltri and Son Limited applied in October 2024 to Council to exercise its discretion under subsection 50(7) to “lift part lot control” as it relates to Lots 2, 3, 9, 10, 11, 12 and 13 and Block 14, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive);

**And Whereas** Veltri and Son Limited entered into a subdivision agreement with the Township wherein it is contemplated that the above-referenced blocks would be further subdivided for the purpose of accommodating linked semi-detached dwelling units through the lifting of part lot control.

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

1. That subsection 50(5) of the Planning Act, R.S.O. 1990 as amended, shall not apply to Lots 2, 3, 9, 10, 11, 12 and 13 and Block 14, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive) for the purposes of creating separately conveyable parcels of land, as described in sections 2 and 3 below.
2. Lots 2, 3, 9, 10, 11, 12 and 13, Plan 45M-259 are each to be divided into two separately conveyable parcels having similar lot frontages and lot areas that comply with the applicable zoning as it existed on the date this By-law was passed.

3. Block 14, Plan 45M-259 and the portions of Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive) conveyed by the Township to Veltri and Son Limited, cumulatively, are to be divided into a total of two separately conveyable parcels having similar lot frontages and lot areas that comply with the applicable zoning as it existed on the date this By-law was passed.
4. This By-law shall come into force and effect upon the approval of the Council of the Corporation of the County of Peterborough or designate and shall continue in full force and effect until December 31, 2027, upon which date this By-law is being repealed.

Read a first, second and third time and passed this 18<sup>th</sup> day of November 2024.

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Matthew Graham  
Mayor

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Cindy Page  
Clerk





**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	November 18, 2024
<b>From:</b>	Karen Ellis, Planning Department
<b>Report Number:</b>	Planning 2024-52
<b>Subject:</b>	1066 Syer Line – Plan of Condominium Application 15CD-23001 and Plan of Subdivision Application 15T-23004

**Recommendations:**

1. That Council support the approval of Applications 15T-23004 and 15CD-23001;
2. That the plan of subdivision approval be subject to the draft plan conditions provided in Attachment No. 5 to this Report;
3. That the plan of condominium approval be subject to the draft plan conditions provided in Attachment No. 6 to this Report; and
4. That the draft plan conditions be forwarded to the Peterborough County Planning Department.

**Overview:**

On behalf of Slip Development Corporation, Kent Randall of EcoVue Consulting Services applied to Peterborough County for approval of a three (3) block plan of subdivision and a two (2) block plan of condominium (Application 15CD-23001) on lands at 1066 Syer Line in part of Lot 14, Concession 8 (Cavan).

A key map showing the location of the subject lands is provided as Attachment No. 1 to this Report. The draft plan of subdivision and the draft plan of condominium are provided as Attachment Nos. 2 and 3 to this Report.

In May of 2022, the Township approved official plan and zoning by-law amendments for the property. A portion of the property was redesignated from Agricultural to Rural Employment and portions of the property were rezoned from the Agricultural (A) Zone to the Rural Employment (M2) Zone and the Natural Linkage (NL) Zone. In July of 2022, the official plan amendment was approved by Peterborough County.

## Application Details

The Plan of Subdivision and Plan of Condominium Application forms indicate that the property is approximately 29.34 hectares (72.5 acres) in size with approximately 585.28 metres (1920 feet) of frontage on Syer Line. The plan of subdivision includes three (3) blocks for industrial uses. The plan of condominium includes one (1) road block and one (1) stormwater/environmental constraint block.

The plan of subdivision includes blocks that are to be used for industrial land uses. The blocks are to be further divided through the part lot control exemption process so that the lots are appropriately sized for individual purchasers.

To support the Applications, EcoVue Consulting Services submitted the following documents/studies:

- Draft Plan of Subdivision prepared by EcoVue Consulting Services, dated June 10, 2024;
- Draft Plan of Condominium prepared by EcoVue Consulting Services, dated June 10, 2024;
- Planning Justification Report prepared by EcoVue Consulting Services, dated October 30, 2023;
- Stage 1 and 2 Archaeological Assessments prepared by Earthworks Archaeological Services, dated November 2, 2023;
- Stage 3 Archaeological Assessment prepared by Earthworks Archaeological Services, dated December 20, 2023;
- Traffic Impact Study prepared by JD Northcote Engineering Inc., revised date October 30, 2023; and
- Preliminary Stormwater Management Report prepared by Engage Engineering, dated September 2023;

All of this information, excepting the archaeological assessments, is available for review in the County Planning Department Office, the Township Planning Department Office and on the County website. The Link to the County website is:

<https://www.ptbocounty.ca/Modules/News/index.aspx?FeedId=29a3fecc-631e-49e2-998c-635bcda7fd55&page=2&newsId=57b1c036-98cb-473c-8c79-fe5dc7ac0cd0>

In addition to the plan of subdivision and plan of subdivision applications, the applicants applied to Peterborough County Land Division for the approval of two (2) consent applications to create rural employment lots (Applications B-63-23 and B-64-23). Both applications were approved by the County with conditions. Application B-64-23 is now finalized and the property has been sold. All the conditions for the approval of Application B-63-23 have not yet been satisfied by the Applicant. A map showing the locations of the severed lots is provided as Attachment No. 4 to this Report.

## **Policy Framework**

The Applications are subject to the policies of the Provincial Planning Statement (2024), the Peterborough County Official Plan and the Township of Cavan Monaghan Official Plan. A discussion of the merits of the applications within this policy framework is provided below.

### **Provincial Planning Statement 2024 (PPS)**

The Provincial Planning Statement (PPS) became effective October 20, 2024. The PPS provides policy direction on matters of provincial interest related to land use planning and development. The PPS is issued by the Province under Section 3 of the Planning Act. All decisions affecting planning matters “shall be consistent with” policy statements issued under the Act.

The property is part of the Rural Area in the Township of Cavan Monaghan. Rural areas include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and resource areas. Rural lands are those lands located outside settlement areas and prime agricultural areas.

The PPS supports healthy, integrated and viable rural areas (S. 2.5) and building upon rural character and leveraging rural amenities and assets; using rural infrastructure and public service facilities efficiently; and promoting the diversification of the economic base and employment opportunities through goods and services.

Rural land uses are permitted on rural lands (S. 2.6). Development that can be sustained by rural service levels should be promoted. Development must be appropriate to the infrastructure that is planned or available and avoid the need for the uneconomical expansion of this infrastructure.

The proposed applications provide an opportunity to diversify the economic base and increase employment opportunities in the Township. The Planning Justification Report indicates that the proposed development will be sustained by existing municipal service levels including municipal garbage and recycling collections, hydro, and telephone. Township Staff are aware that hydro service to the area is limited. Through on-going discussions with Ontario Hydro Staff, Township Staff anticipate that increased hydro service will be provided to the area.

Section 2.8.1 of the PPS requires planning authorities to promote economic development and competitiveness by providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses that support a wide range of economic activities and ancillary uses and take into account the needs of existing and future businesses.



In accordance with Section 2.8.2 Employment Areas, planning authorities must plan for, protect and preserve employment areas for current and future uses, and ensure that the necessary infrastructure is provided to support current and projected needs.

The subject lands are located in an employment area located in close proximity to Highway 115. The lands are lands designated and zoned to permit rural employment uses and the proposed development will be compatible with existing and proposed development in the area. The provision of more opportunities for employment uses will help achieve the Township's targets for employment growth.

Section 3.6 of the PPS addresses planning for sewage, water and stormwater facilities. The use of individual on-site sewage and water services may be considered where site conditions are suitable and where municipal or private communal services are not available (Section 3.6 #3). Neither municipal nor private communal services are available to the subject lands. As such, private services are proposed. Planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity (3.6 #7).

A hydrogeological study was prepared at the time the site was redesignated and rezoned. Further hydrogeological information will be required when specific uses are proposed for individual sites within the subdivision. The proposed draft plan conditions for each application include the requirement for additional hydrogeological information at the time of development.

The planning requirements for stormwater management are outlined in section 3.6 #8 of the PPS. A stormwater management report was submitted with the applications. The Report indicates that stormwater quality and quantity can be adequately accommodated on site. The Township does not generally support the proposed drainage easement shown on the draft plan. The issue will be further addressed during the review of detailed engineering plans for the internal road and site plans for each individual lot or block.

Section 4.1 of the PPS addresses natural heritage features and areas. Natural features and areas are to be protected for the long term. The natural features on the subject property have been identified and zoned to protect the feature and the associated buffer.

Section 4.6 of the PPS speaks to cultural heritage and archaeology. Development and site alteration are not permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.

Earthworks Archaeological Services completed a Stage 1 & 2 archaeological assessment. The authors of the assessment concluded that a Stage 3 Assessment was required. Based on the results of the Stage 3 Assessment, a Stage 4 archaeological mitigation is recommended.

The draft plan conditions for each application include the completion of the Stage 4 archaeological mitigation. The conditions also include a condition requiring temporary construction fencing at 20 metres (66 feet) around the archaeological site recommended for Stage 4 archaeological mitigation.

Natural and human-made hazards are the subject of Section 5.2 of the PPS. The subject property contains floodplains associated with the watercourses on site. Given the relatively small size of the drainage area of these watercourses, potential flood hazards are not anticipated. All development is to be located outside of the floodplain areas.

The plan of subdivision and plan of condominium applications are consistent with the policies in the PPS.

### **Peterborough County Official Plan**

The subject lands are described as Rural Areas in the County Official Plan. Rural areas are generally the focus of resource activity, resource based recreational activity and other rural land uses. Recognizing the need for growth on a limited basis, the County Official Plan permits non-agricultural related uses in the rural community outside prime agricultural areas and other agricultural areas designated in local official plans (S.4.3.3.1). The non-agricultural uses should reflect the cultural and rural character of the area, promote a variety of living and employment opportunities for the rural community and not negatively impact the natural environment.

New land uses, including the creation of lots, must comply with the minimum distance separation formulae and the Source Water Protection policies (S. 4.3.3.1). The Agricultural Assessment by Clark Consulting Services for the official plan and zoning by-law amendment applications confirmed that development of the property can comply with current minimum distance separation requirements. The subject lands are not located within a vulnerable area as per the Source Protection Plan.

The County Official Plan promotes and directs the location of industrial and commercial uses to the four serviced settlement areas in the County or to commercial and industrial areas established and designated in local official plans (S. 4.6.3.2). The County recognizes the contributions of the commercial and industrial sectors to the County economy and encourages the protection of existing industrial areas and the provision of new, high-quality development through local Official Plans and their use of Employment Area designations and zoning (S. 4.6.3.2).

The plan of condominium and plan of subdivision are located on lands designated in the Township's Official plan for employment uses. Development of the lands will be regulated through the Township zoning by-law regulations and the site plan approval process.

Section 2.4.1.2 of the Plan speaks to land division policies. A plan of subdivision is required when more than 3 lots from a land holding are being created unless the local Official Plan contains policies regarding the number of lots required for a plan of subdivision or adequate land use planning justification and rationale are provided to permit otherwise. The Township Official Plan requires a plan of subdivision application when more than two (2) new lots are being created.

Township staff are of the opinion that the Application conforms to the County Official Plan.

### **Township of Cavan Monaghan Official Plan**

The Official Plan provides detailed policies to govern development in the Township.

With the approval of Amendment No. 10 to the Township of Cavan Monaghan Official Plan, the subject property is designated Rural Employment and Natural Linkage Area.

Lands designated Rural Employment are intended to provide opportunities for those uses which, by their nature may involve outdoor operations and generally provide goods and services to the rural community and businesses, are space intensive uses requiring limited water or sanitary services or are transportation related uses in the vicinity of Highway 115 and the Peterborough Airport. This designation also recognizes existing employment uses outside of Millbrook (S. 5.4).

The permitted uses in the Rural Employment designation include light manufacturing, processing of semi-manufactured goods, assembly of manufactured goods, warehousing, wholesale distribution centres, transportation terminals, accessory professional or business offices and research facilities. Commercial uses that are intended to primarily service the Rural Employment Areas and must be in proximity to those uses are also permitted. These uses must be limited to uses that generate less than 10,000 litres of domestic sewage effluent per day (Section 5.4.2).

The proposed land use for each block is not confirmed at this time. The Planning Justification Report submitted with the Applications indicates that the future land uses will conform with the permitted uses within Section 5.4.2 of the Official Plan.

Section 5.4.3 of the Official Plan contains the general development policies for rural employment uses.

The development of rural employment uses shall generally proceed by registered plans of subdivision or condominium.

Rural employment uses must be developed in a manner that they maximize their proximity to major transportation corridors while having regard for sensitive land uses. The subject property has direct exposure to Highway 115, is located close to County Road 10 and is in an area of existing employment uses. The environmental features of the site are being protected with suitable buffers between the features and the developable areas. Mitigation measures for other sensitive land uses (i.e. residential

uses) will be considered during the site plan approval process for individual development proposals.

Rural employment uses are encouraged to be developed on the basis of private water and sanitary sewage disposal systems based on the conclusions of a detailed hydrogeologic report. The hydrogeological assessment completed by Cambium in support of the official plan and zoning by-law amendment applications confirmed that the development of the site can occur with private water and sanitary sewage systems. Additional, site specific hydrogeologic assessments will be required prior to the development of each lot or block within the subdivision. As indicated earlier in this Report, a draft plan condition is included to require additional hydrogeological information prior to the development of the individual sites.

The more intensive activities of the Rural Employment designation should generally be separated from adjoining sensitive land uses by a minimum of 90 metres (295 feet). There are two (2) existing residential lots adjacent to the subdivision lands. Specific land uses for the subdivision lands have not yet been identified. During the development of the subdivision lands, Township Staff will encourage the location of less intense employment uses on the lands closest to the existing residential uses.

Outdoor storage, parking and loading areas must be located and designed in a manner to provide visual screening from the travelling public and sensitive uses. The location, design and screening of outdoor storage, parking and loading areas will be considered at the time of site plan approval.

Uses must be developed in such a manner developments must have regard for and follow proper design, location and performance standards including consideration of open storage, landscaping and buffering, off-street parking and loading areas, and signage. Open storage cannot exceed 25% of the lot area. Landscaping, buffering and fencing is required to ensure visual compatibility with adjacent residential land uses, Provincial Highways or County Roads to ensure safety.

The design of each parcel of land within the subdivision will be evaluated during the site plan approval process.

Lot Creation policies for plans of subdivision and plans of condominium are included in Section 3.14.6 of the Township Official Plan. The creation of new lots by plan of subdivision or condominium outside of Millbrook or the hamlet designation are not permitted unless specifically provided for in the Official Plan. When more than two (2) new lots are being created, a plan of subdivision or condominium is required.

Section 5.4.3 (d) of the Plan, encourages the development of rural employment uses by plan of subdivision or condominium.

Part (c) of the section requires Council to consider the following items when evaluating a plan of subdivision/plan or condominium application:

- i) The approval of the development is not premature and is in the public interest;

- ii) The lands will be appropriately serviced with infrastructure, schools, parkland and open space, community facilities and other amenities, as required;
- iii) The density of the development is appropriate for the area;
- iv) The subdivision or condominium, when developed, will be easily integrated and connected with existing development in the area;
- v) The subdivision or condominium conforms with the environmental protection and growth management policies of the Plan;
- vi) The proposal conforms to Section 51(24) of the Planning Act, as amended; and
- vii) The applicable criteria in Section 3.14.1 are satisfied.

The Township acquired the subject property and changed the official plan designation and zoning of the subject lands to permit the development of rural employment uses. The lands are intended to address the Township's goal of improving the economy of the Township by encouraging improved opportunities for employment in the commercial and industrial sectors.

Most infrastructure and community facilities are available to service the proposed employment uses. As indicated earlier in the Report, the adequate supply of hydro remains an issue but work is ongoing to resolve the issue.

The density of the proposed development is compatible with existing development in the area and is supported by technical studies with regard to private water and wastewater servicing capabilities.

Environmental features of the property are being protected with the implementation of the buffers recommended by the Environmental Impact Study prepared by Cambium.

A thorough review of the requirements of Section 51(24) of the Planning Act, as amended, is included in Section 2.1 of the Planning Justification Report (PJR). Generally, the Planning Act requires planning authorities to consider matter of provincial interest like the protection of ecological systems, the protection of agricultural land, the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest, the adequate provision of services, the adequate provision of employment opportunities, the protection of public health and safety, and the promotion of sustainable development. Staff agree with the analysis contained within Section 2.1 of the PJR.

Applicable policies in Section 3.14.1 of the Township Official Plan include the requirement for appropriate and adequate water and wastewater servicing, frontage on a public road, access to the property not creating a traffic hazard, no negative impacts on natural heritage features and related ecological functions in the area, and compliance with minimum distance separation requirements.

As discussed earlier in the Report, private water and wastewater servicing is proposed. Additional hydrogeological assessment information will be required to support individual development proposals. The adequacy of the site for the proposed use and associated services will be assessed at that time. The proposed internal private road has direct access to Syer Line. The Traffic Impact Study prepared in support of the applications confirms that the development will not cause any operational issues and will not add significant delay or congestion to the local roadway network.

The proposed plans include appropriate buffers for the identified environmental features and the development complies with minimum distance separation requirements. The Agricultural Assessment confirmed that development of the property can comply with current minimum distance separation requirements.

Township Staff are satisfied that the Applications conform to the applicable policies of the Cavan Monaghan Township Official Plan.

### **Township of Cavan Monaghan Zoning By-law No. 2018-58, as amended**

The lands subject to the proposed plan of condominium and plan of subdivision are currently zoned Rural Employment (M2) and Natural Linkage (NL) in the Township of Cavan Monaghan Zoning By-law No. 2018-58, as amended.

Permitted uses in the M2 Zone include a variety of employment uses such as agricultural service and supply establishments, brewery/winery, business offices, feed mill, industrial use, industrial equipment rental establishment, warehouse, and transport terminal.

The Planning Justification Report indicates that although the proposed uses for the subject lands are not determined at this time, the uses will comply with the permitted uses in Section 6.2 of the Zoning By-law. In addition, the proposed lots will comply with the zoning regulations for the M2 Zone as per Section 6.3 of the Zoning By-law.

The Natural Linkage (NL) Zone reflects the natural features on site and the associated buffers. No development is planned for the NL Zone lands.

### **Public and Agency Comment**

There is no summary of public and agency comments in this Report because there is no longer a requirement for a public meeting for plan of subdivision and plan of condominium applications. The applications were filed with Peterborough County and all circulation to agencies was completed by the County.

**Financial Impact:**

The Township received the required application fees for the plan of subdivision and plan of condominium applications. The proposed draft plan conditions contain a requirement that the Developer/Owner agrees to satisfy all development requirements of the Township, financial and otherwise, concerning the provision of roads, installation of services, drainage and landscaping.

**Attachments:**

- Attachment No. 1: Key Map
- Attachment No. 2: Draft Plan of Subdivision
- Attachment No. 3: Draft Plan of Condominium
- Attachment No. 4: Location Map for Severed Lots
- Attachment No. 5: Proposed Draft Plan Conditions – Application No. 15T-23004
- Attachment No. 6: Proposed Draft Plan Conditions – Application No. 15CD-23001

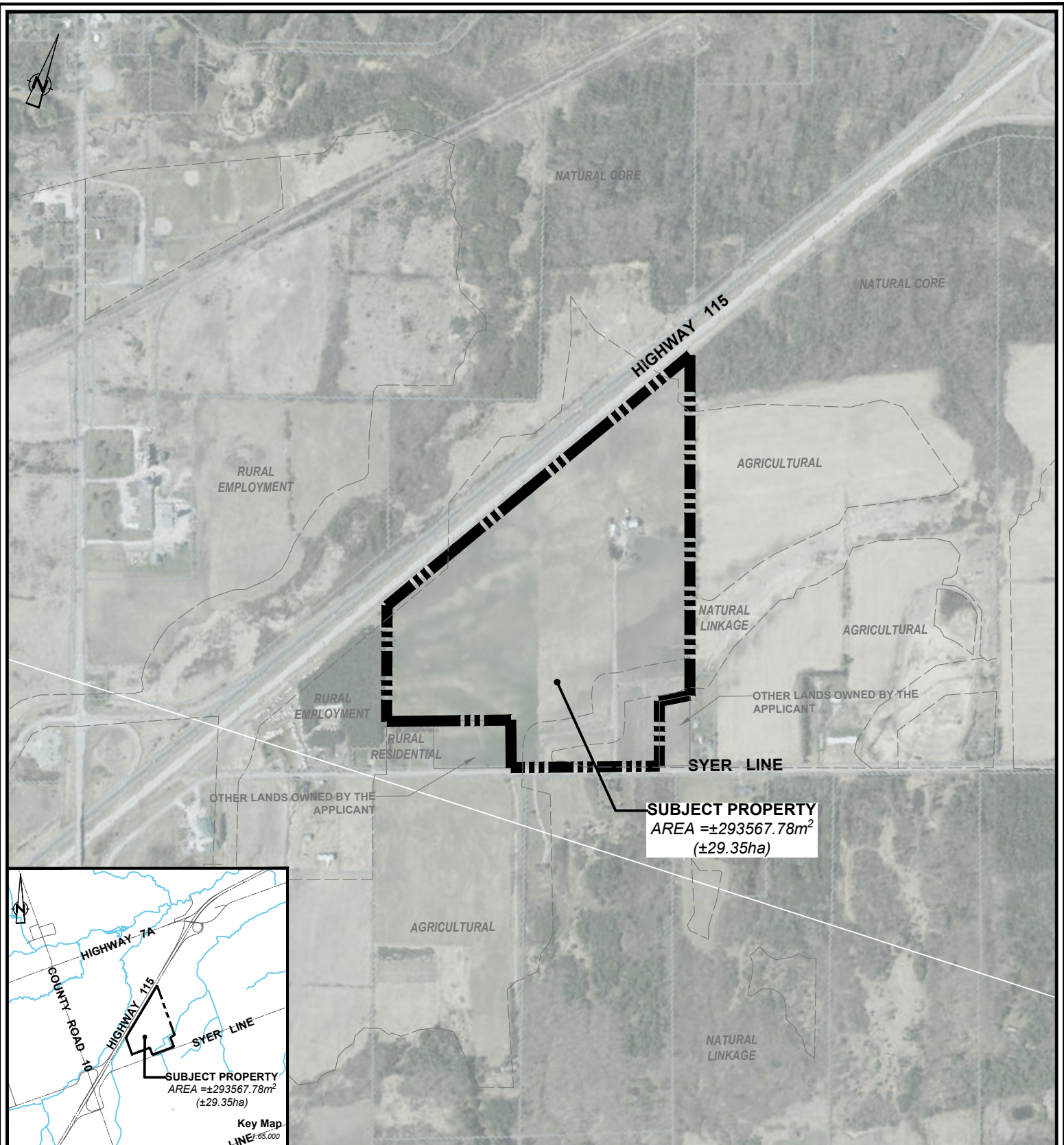
Respectfully Submitted by,

Reviewed by,

Karen Ellis  
Director of Planning

Yvette Hurley  
Chief Administrative Officer





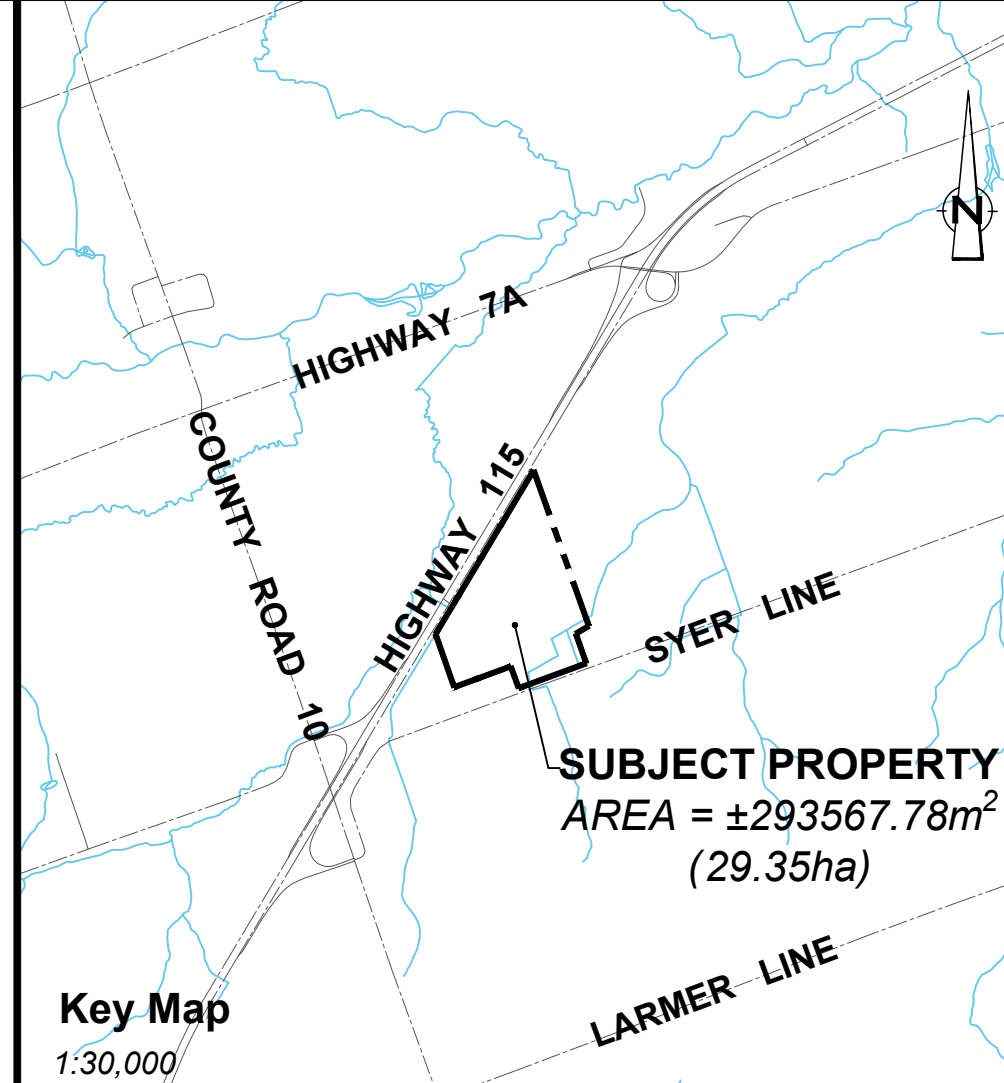
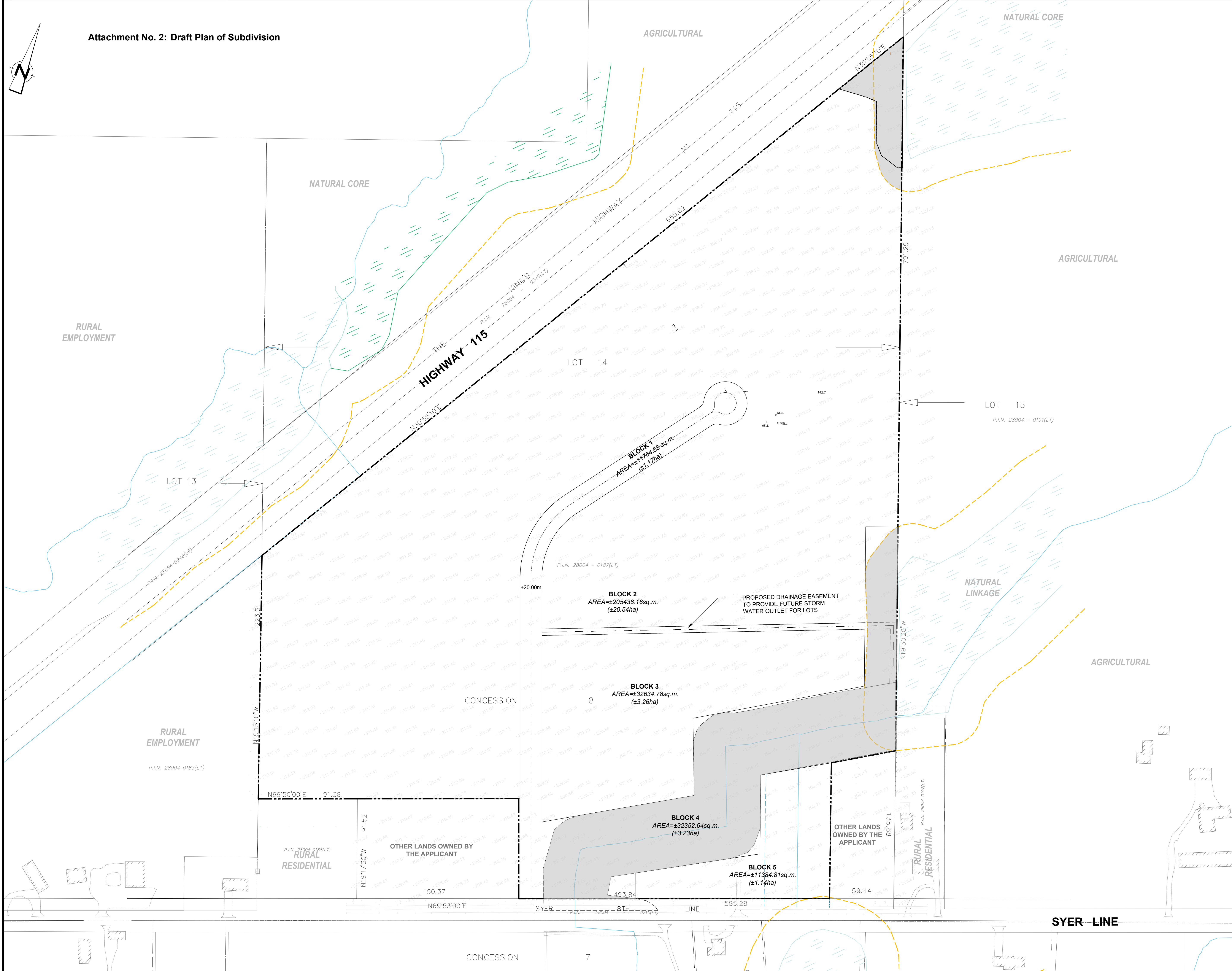
**FIGURE 1 - SITE LOCATION**



PROJECT NO: 23-2530  
 DATE: September 29 2023  
 HORIZ. SCALE: 1:10,000

**Syer Line Industrial Subdivision**  
*Slip DevCo Inc.*  
 1066 SYER LINE  
 PART OF LOT 14, CONCESSION 08  
 GEOG. TWP. OF CAVAN  
 NOW IN THE TOWNSHIP OF CAVAN - MONAGHAN  
 COUNTY OF PETERBOROUGH





**LEGEND**

- SUBJECT BOUNDARY
- EXISTING PARCEL
- EXISTING ROAD
- ENVIRONMENTAL CONSTRAINTS
- EXISTING WETLANDS
- WETLAND BUFFER (30m)
- WATERCOURSE
- WATERCOURSE BUFFER (30m)

**SITE STATISTICS**

BLOCK/LOT #	AREA (ha)	DESCRIPTION
BLOCK 1	1.17	Common Element (20 mt Right of Way)
BLOCK 2	20.54	Rural Industrial Area
BLOCK 3	3.26	Rural Industrial Area
BLOCK 4	3.23	Common Element (Environmental Constraints and Drainage Easement)
BLOCK 5	1.14	Rural Industrial Area
TOTAL	29.34	

- Submission Requirements**
- ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51-17 (a-1) THE PLANNING ACT
- As shown on this Draft Plan
  - As shown on this Draft Plan
  - As shown on this Draft Plan
  - Rural Employment
  - Agricultural
  - As shown on this Draft Plan
  - N/A
  - As shown on this Draft Plan
  - 
  - As shown on this Draft Plan
  - None
  - As shown on this Draft Plan

**OWNER'S CERTIFICATE**

I hereby authorize EcoVue Consulting Services Inc. to prepare and submit this plan to the County of Hastings

*Branka Dzeladzija* June 12, 24  
Slip DevCo Inc. Date

**SURVEYOR'S CERTIFICATE**

This Draft Plan accurately shows the boundaries of all lands proposed to be subdivided.

Certified by: *[Signature]* Date **7/30/24**

Elliott and Parr (Peterborough) LTD.

**EcoVue Consulting Services Inc.**

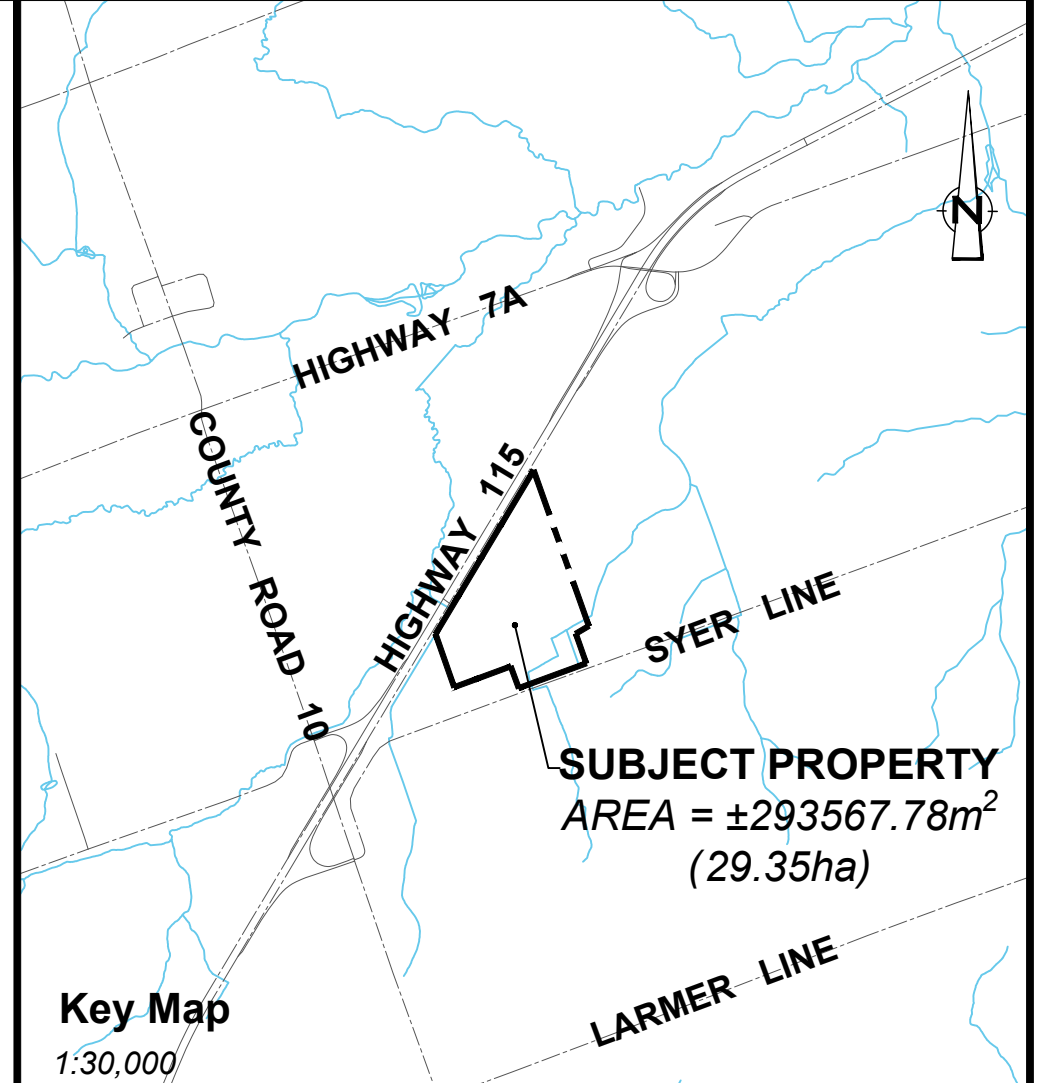
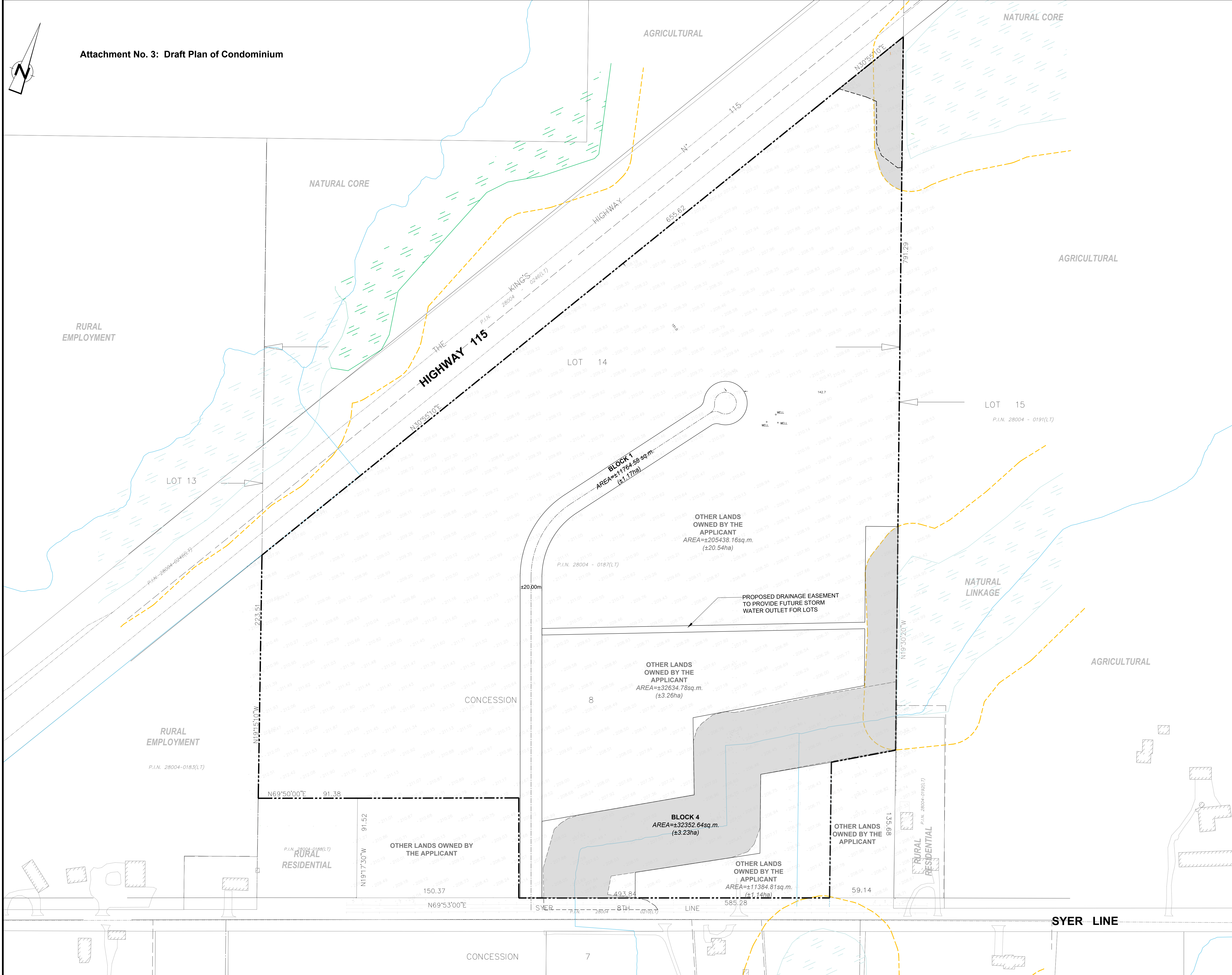
**ECOVUE** consulting services inc.

311 George St. N., Suite 200  
Peterborough ON K9J 3H3  
Tel: 705-876-8340 Fax: 705-742-8343  
www.ecovueconsulting.com

DRAWN BY: PP	PROJECT No.: 23-2530
APPROVED BY:	HORIZ. SCALE: 1:1,500
REVISION DATE: JUNE 10, 2024	PLOT DATE: JUNE 10, 2024

**Syer Line Industrial Subdivision**  
Slip DevCo Inc.  
1068 SYER LINE  
PART OF LOT 14, CONCESSION 08  
GEN. TWP. OF CAVAN  
NOW IN THE TOWNSHIP OF CAVAN - MONAGHAN  
COUNTY OF PETERBOROUGH





**LEGEND**

- SUBJECT BOUNDARY
- EXISTING PARCEL
- EXISTING ROAD
- ENVIRONMENTAL CONSTRAINTS
- EXISTING WETLANDS
- WETLAND BUFFER (30m)
- WATERCOURSE
- WATERCOURSE BUFFER (30m)

**SITE STATISTICS**

BLOCK/LOT #	AREA (ha)	DESCRIPTION
BLOCK 1	1.17	Common Element (20 mt Right of Way)
BLOCK 4	3.23	Common Element (Environmental Constraints and Drainage Easement)

**Submission Requirements**

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51-17 (a-1) THE PLANNING ACT

- As shown on this Draft Plan
- As shown on this Draft Plan
- As shown on this Draft Plan
- Rural Employment
- Agricultural
- As shown on this Draft Plan
- N/A
- As shown on this Draft Plan
- 
- 
- As shown on this Draft Plan
- None
- As shown on this Draft Plan

**OWNER'S CERTIFICATE**

I hereby authorize EcoVue Consulting Services Inc. to prepare and submit this plan to the County of Hastings

*Branka Dzelagljeja* June 12, 24

Slip DevCo Inc. Date

**SURVEYOR'S CERTIFICATE**

This Draft Plan accurately shows the boundaries of all lands proposed to be subdivided.

Certified by:

Elliott and Parr Date **7/30/24**  
(Peterborough) LTD.

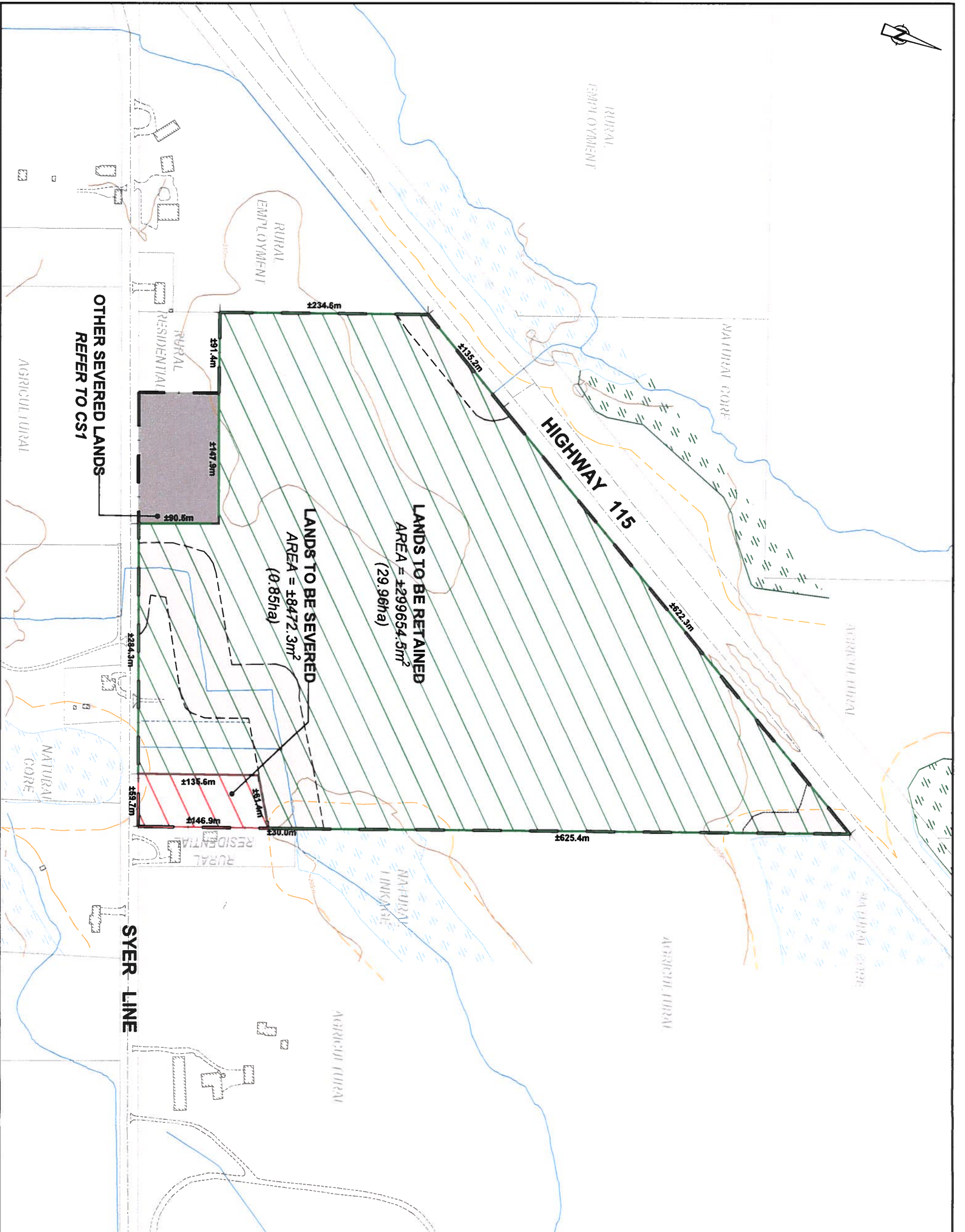
**EcoVue Consulting Services Inc.**

311 George St. N., Suite 200  
Peterborough ON K9J 3H3  
Tel: 705-876-8340 Fax: 705-742-8343  
www.ecovueconsulting.com

<b>DRAWN BY:</b>	PROJECT No.:
PP	23-2530
<b>APPROVED BY:</b>	HORIZ. SCALE:
	1:1,500
<b>REVISION DATE:</b>	PLOT DATE:
JUNE 10, 2024	JUNE 10, 2024

**Syer Line Industrial Subdivision**  
Slip DevCo Inc.  
1069 SYER LINE  
PART OF LOT 14, CONCESSION 08  
GEN. TWP. OF CAVAN  
NOW IN THE TOWNSHIP OF CAVAN - MONAGHAN  
COUNTY OF PETERBOROUGH





OTHER SEVERED LANDS  
REFER TO CS1

SYER LINE

**LEGEND**

- SUBJECT PROPERTY
- EXISTING PARCEL
- EXISTING STRUCTURES
- EXISTING DRIVEWAY
- EXISTING UNEVALUATED WETLAND
- EXISTING PROVINCIAL SIGNIFICANT WETLAND
- 30m WETLAND BUFFER
- EXISTING CONTOUR ELEVATION LINE (5m Interval, Retrieved from L.I.O.)
- EXISTING WATERCOURSE
- 30m WATERCOURSE BUFFER
- EXISTING NATURAL LINKAGE ZONE
- LANDS TO BE RETAINED
- LANDS TO BE SEVERED
- OTHER SEVERED LANDS REFER TO CS1

**KEY MAP**  
1:80,000

**NOTES:**

- Property Boundaries are approximate

**DRAWN BY:** MC PROJECT No.: 23-2530

**APPROVED BY:** HORIZ. SCALE: 1:4000

**REVISION DATE:** JUNE 19, 2023 **PLOT DATE:** JUNE 19, 2023

**Syer Line Industrial Subdivision**  
Slip Dev'Co Inc.  
PART OF THE TOWNSHIP OF CANTON, MONTGOMERY COUNTY, ONTARIO

**CONSENT SKETCH (2)** **CS2**

**Proposed Draft Plan Conditions  
1066 Syer Line (Slip Devco Inc.) Plan of Subdivision  
Application No. 15T-23004**

- 1) That this approval and conditions apply to the draft plan of subdivision (File Name 1066 Syer Line (Slip Devco Inc.) Drawing No. DP1, Dated June 10, 2024, prepared by EcoVue Consulting Services Inc. showing a total of three (3) industrial blocks (Blocks 2, 3 and 5).
- 2) Prior to final approval and registration of the Plan, the lands within this Draft Plan of Condominium shall be appropriately zoned by a Zoning By-law that has come into effect in accordance with the provisions of the Planning Act.

The Developer/Owner shall agree in the Subdivision Agreement that minor modifications to the Plan of Subdivision may be necessary to ensure compliance with the implementing Zoning By-law and the service standards of the Township of Cavan Monaghan.

- 3) The Developer/Owner shall agree in the Subdivision Agreement to convey cash-in-lieu to the Township of Cavan Monaghan for parkland purposes, in accordance with Planning Act requirements.
- 4) The Developer/Owner shall agree in the Subdivision Agreement to provide full engineering drawings with plan and profile for the road, general services plan, utility plan, above ground services plan, overall grading plan and stormwater management plan. The detailed engineering drawings must outline the works required at the intersection of Syer Line and Block 1.
- 5) The Developer/Owner shall agree in the Subdivision Agreement to implement the mitigation, compensation and best practice recommendations contained in Section 6 of the Environmental Impact Study prepared by Cambium Inc. and dated October 12, 2021.
- 6) The Developer/Owner shall agree in the Subdivision Agreement that prior to any site alteration, construction or final approval of the Plan, the Developer/Owner shall prepare, to the satisfaction of the Township of Cavan Monaghan and the Otonabee Region Conservation Authority, the following:
  - i. A sediment and erosion control plan that details the measures that will be implemented before, during and after construction to minimize soil erosion and sedimentation, to reduce potential post construction slope failures and/or erosion effects. The Sediment and Erosion Control Plan should also include measures for re-vegetation of disturbed soils immediately following site disturbance;

- ii. A Dust Control Plan indicating how dust will be controlled during construction for existing residents on Syer Line; and
  - iii. A Final Grading Plan indicating elevations and lot drainage patterns.
- 7) The Developer/Owner shall agree in the Subdivision Agreement to construct and install all erosion and siltation control devices prior to the commencement of any building construction or the stripping of any soil on any lot. Erosion and siltation control devices shall be installed in accordance with Plans approved by the Township of Cavan Monaghan in consultation with the Otonabee Region Conservation Authority.
- 8) The Developer/Owner shall agree in the Subdivision Agreement to inspect and repair such control devices at the end of each day to ensure that such devices remain in good repair during the construction period to the satisfaction of the Township of Cavan Monaghan.
- 9) The Developer/Owner shall agree in the Subdivision Agreement that prior to any site alteration, construction or final approval of the Plan whichever occurs first, the Developer/Owner shall prepare, to the satisfaction of the Township of Cavan Monaghan and the Otonabee Region Conservation Authority, the following detailed design items pertaining to stormwater management:
  - i. A detailed design submission of the proposed stormwater management system that will include predevelopment versus post development flows, storage for 100-year storm, major overland flood routing, siltation and erosion control and any proposed infiltrations systems; and
  - ii. A complete drainage design plan including lot grading and drainage plans.
- 10) The Developer/Owner shall agree in the Subdivision Agreement to engage the services of a Landscape Architect to prepare comprehensive drawings/plans including but not limited to streetscape, landscape, tree preservation, entrance features, stormwater management facilities and outlet channels, fencing, restoration, naturalization, details and specifications, all to the satisfaction of the Township of Cavan Monaghan. Landscaping plans shall only employ native species.
- 11) The Developer/Owner shall agree in the Subdivision Agreement to provide dark sky compliant LED street lighting in accordance with Township standards. The height of streetlights should reflect a pedestrian scale.
- 12) The Developer/Owner shall agree in the Subdivision Agreement to retain the services of a qualified professional to complete a hydrogeological assessment(s) for the proposed uses. The Developer/Owner shall abide by all recommendations of such report(s).

- 13)The Developer/Owner shall agree in the Subdivision Agreement to provide water well reports for each well drilled on the subdivision lands.
- 14)The Developer/Owner shall agree in the Condominium Agreement to retain the services of a qualified professional to complete a Stage 4 archaeological mitigation in accordance with the findings of the Stage 3 Archaeological Assessment prepared by Earthworks Archaeological Services Inc. (dated December 20, 2023, with PIF Number: P1037-0193-2023).
- 15)Prior to pre-grading, servicing or registration, the Developer/Owner shall erect and maintain a temporary high visibility construction fence at a 20 metre buffer around the archaeological site recommended for Stage 4 archaeological mitigation within the Stage 3 Archaeological Assessment prepared by Earthworks Archaeological Services Inc. (dated December 20, 2023, with PIF Number: P1037-0193-2023).
- 16)Prior to final approval the Owner/Developer shall provide a letter from the Ministry of Citizenship and Multiculturalism indicating the reports have been entered into the public register.
- 17)The Developer/Owner agrees to be responsible for posting signage on the property addressing Emergency Services Assistance and posting all other required municipal signage to the satisfaction of the Township of Cavan Monaghan.
- 18)The Developer/Owner shall coordinate the preparation of an overall utility distribution plan to the satisfaction of all affected authorities and the Township of Cavan Monaghan.
- 19)The Developer/Owner agrees to provide to the Township of Cavan Monaghan, the registered Plan of Subdivision, and all other associated plans, referring to horizontal control surveys UTM (Zone 17) NAD83. These plans are to be provided in both hard copy (3 copies) and digital format.

The Developer/Owner shall submit complete and detailed engineering drawings, design and accompanying reports for review by the Township of Cavan Monaghan.

- 20)The Developer/Owner agrees that the Subdivision Agreement will contain provisions that development charges, processing and administration fees be paid in accordance with the current Township of Cavan Monaghan policies and By-law.

The Subdivision Agreement between the Developer/Owner and the Township of Cavan Monaghan shall include provisions whereby all Offers of Purchase and Sale will include information with respect to the County of Peterborough development charges and the Township of Cavan Monaghan development charges that will include information that satisfies Subsection 59(4) of the Development Charges Act.

- 21)The Developer/Owner shall agree in the Subdivision Agreement to satisfy all development requirements of the Township, financial and otherwise, concerning the



provision of roads, installation of services, drainage and landscaping. Without limiting the generality of the foregoing, the Developer/Owner shall provide such securities, in a form acceptable to the Township, as the Township may require securing the performance of the obligations imposed by these conditions and the Condominium Agreement.

The Developer/Owner shall agree to register the subdivision agreement on title at the Developer /Owner's expense.

## **Attachment No. 6: Proposed Draft Plan Conditions (Condominium)**

### **Proposed Draft Plan Conditions 1066 Syer Line (Slip Devco Inc.) Plan of Condominium Application No. 15CD-23001**

- 1) That this approval and conditions apply to the draft plan of common element condominium (File Name 1066 Syer Line (Slip Devco Inc.) Drawing No. DP1, Dated June 10, 2024, prepared by EcoVue Consulting Services Inc. showing a total of:
  - One (1) roadblock (Block 1); and
  - One (1) stormwater culvert and environmental constraint block (Block 4).
- 1) That Blocks 2, 3 and 5 on Draft Plan of Subdivision 15T-23004 will be parcels of tied lands to the common elements condominium.
- 2) Prior to final approval and registration of the Plan, the lands within this Draft Plan of Condominium shall be appropriately zoned by a Zoning By-law that has come into effect in accordance with the provisions of the Planning Act.

The Developer/Owner shall agree in the Condominium Agreement that minor modifications to the Plan of Condominium may be necessary to ensure compliance with the implementing Zoning By-law and the service standards of the Township of Cavan Monaghan.

- 3) The Developer/Owner shall agree in the Condominium Agreement to complete the following at the Developer /Owner's expense and to the satisfaction of the Township's Director of Public Works or designate:
  - i) the road allowance included in this draft plan be shown on the final plan;
  - ii) the Block 1 road allowance include a cul de sac at the northerly end of the street;
  - iii) the internal road will be constructed in accordance with the Township Servicing Standards and/or the latest Ontario Provincial Standard.
- 4) The Developer/Owner shall agree in the Condominium Agreement to convey cash-in-lieu to the Township of Cavan Monaghan for parkland purposes, in accordance with Planning Act requirements.
- 5) The Developer/Owner shall agree in the Condominium Agreement to include a 1.5 metres (5 feet) wide paved shoulder on the new road allowance and that the paved shoulder must be continuous.
- 6) The Developer/Owner shall agree in the Condominium Agreement to provide dark sky compliant LED street lighting in accordance with Township standards. The height of streetlights should reflect a pedestrian scale.

- 7) The Developer/Owner shall agree in the Condominium Agreement to provide details about perimeter fencing to minimize the effects of noise, dust and lights on the adjacent uses.
- 8) The Developer/Owner shall agree in the Condominium Agreement to provide full engineering drawings with plan and profile for the road, general services plan, utility plan, above ground services plan, overall grading plan and stormwater management plan. The detailed engineering drawings must outline the works required at the intersection of Syer Line and Block 1.
- 9) The Developer/Owner shall agree in the Condominium Agreement that the costs of intersection improvements will be the responsibility of the Developer.
- 10) The Developer/Owner shall agree in the Condominium Agreement to implement the mitigation, compensation and best practice recommendations contained in Section 6 of the Environmental Impact Study prepared by Cambium Inc. and dated October 12, 2021.
- 11) The Developer/Owner shall agree in the Condominium Agreement that prior to any site alteration, construction or final approval of the Plan, the Developer/Owner shall prepare, to the satisfaction of the Township of Cavan Monaghan and the Otonabee Region Conservation Authority, the following:
  - i. A sediment and erosion control plan that details the measures that will be implemented before, during and after construction to minimize soil erosion and sedimentation, to reduce potential post construction slope failures and/or erosion effects. The Sediment and Erosion Control Plan should also include measures for re-vegetation of disturbed soils immediately following site disturbance;
  - ii. A Dust Control Plan indicating how dust will be controlled during construction for existing residents on Syer Line; and
  - iii. A Final Grading Plan indicating elevations and lot drainage patterns.
- 12) The Developer/Owner shall agree in the Condominium Agreement to construct and install all erosion and siltation control devices prior to the commencement of any building construction or the stripping of any soil on any lot. Erosion and siltation control devices shall be installed in accordance with Plans approved by the Township of Cavan Monaghan in consultation with the Otonabee Region Conservation Authority.
- 13) The Developer/Owner shall agree in the Condominium Agreement to inspect and repair such control devices at the end of each day to ensure that such devices remain in good repair during the construction period to the satisfaction of the Township of Cavan Monaghan.

- 14) The Developer/Owner shall agree in the Condominium Agreement that prior to any site alteration, construction or final approval of the Plan whichever occurs first, the Developer/Owner shall prepare, to the satisfaction of the Township of Cavan Monaghan and the Otonabee Region Conservation Authority, the following detailed design items pertaining to stormwater management:
  - i. A detailed design submission of the proposed stormwater management system that will include predevelopment versus post development flows, storage for 100-year storm, major overland flood routing, siltation and erosion control and any proposed infiltrations systems; and
  - ii. A complete drainage design plan including lot grading and drainage plans.
- 15) The Developer/Owner shall agree in the Condominium Agreement to engage the services of a Landscape Architect to prepare comprehensive drawings/plans including but not limited to streetscape, landscape, tree preservation, entrance features, stormwater management facility and outlet channel, fencing, restoration, naturalization, details and specifications, all to the satisfaction of the Township of Cavan Monaghan. Landscaping plans shall only employ native species.
- 16) The Developer/Owner shall agree in the Condominium Agreement to retain the services of a qualified professional to complete a Stage 4 archaeological mitigation in accordance with the findings of the Stage 3 Archaeological Assessment prepared by Earthworks Archaeological Services Inc. (dated December 20, 2023, with PIF Number: P1037-0193-2023).
- 17) Prior to pre-grading, servicing or registration, the Developer/Owner shall erect and maintain a temporary high visibility construction fence at a 20 metre buffer around the archaeological site recommended for Stage 4 archaeological mitigation within the Stage 3 Archaeological Assessment prepared by Earthworks Archaeological Services Inc. (dated December 20, 2023, with PIF Number: P1037-0193-2023).
- 18) Prior to final approval the Owner/Developer shall provide a letter from the Ministry of Citizenship and Multiculturalism indicating the reports have been entered into the public register.
- 19) The Developer/Owner agrees to be responsible for posting signage on the property addressing Emergency Services Assistance and posting all other required municipal signage to the satisfaction of the Township of Cavan Monaghan.
- 20) The Developer/Owner shall coordinate the preparation of an overall utility distribution plan to the satisfaction of all affected authorities and the Township of Cavan Monaghan.
- 21) The Developer/Owner agrees to provide to the Township of Cavan Monaghan, the registered Plan of Condominium, and all other associated plans, referring to horizontal control surveys UTM (Zone 17) NAD83. These plans are to be provided in both hard copy (3 copies) and digital format.

The Developer/Owner shall submit complete and detailed engineering drawings, design and accompanying reports for review by the Township of Cavan Monaghan.

22) The Developer/Owner shall agree in the Condominium Agreement to satisfy all development requirements of the Township, financial and otherwise, concerning the provision of roads, installation of services, drainage and landscaping. Without limiting the generality of the foregoing, the Developer/Owner shall provide such securities, in a form acceptable to the Township, as the Township may require securing the performance of the obligations imposed by these conditions and the Condominium Agreement.

The Developer/Owner shall agree to register the condominium agreement on title at the Developer /Owner's expense.



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	November 18, 2024
<b>From:</b>	Brigid Ayotte, Economic Development & Communications Officer
<b>Report Number:</b>	PEB 2024-53
<b>Subject:</b>	Amended Road Occupancy Permits for Christmas In The Village

### Recommendations:

1. That Council amend the schedule for Road Occupancy Permits for Special Events on County Roads to occupy roads in the Township for events/festivals for December 7<sup>th</sup>, 2024 Christmas in the Village – A Merry Millbrook Christmas to 8:00 a.m. to 7:00 p.m. outlined in Table 1 below; and
2. That the Township of Cavan Monaghan provides a Certificate of Insurance to the County of Peterborough for the amended 2024 Events/Festivals.

### Overview:

Staff brought report PEB 2024-04 to Council on February 5, 2024. Amendments to some locations/closures were brought forward to Council in May. A further amendment came forward in October.

The Millbrook BIA has requested an amendment to the road closure to accommodate activities as part of Christmas In the Village event being held December 7, 2024. They are requesting the extension of an existing road closure (King St. from Tupper St. to Union Street and a portion of Needler’s Lane from Hay Street to the edge of the Millbrook Arena building.) to include all of Needler’s Lane from Hay Street to the intersection of King Street and Tupper Street. They are also requesting that the start time of the closure commence at 8:00 a.m. as opposed to 9:00 a.m.

The revised closure is to accommodate horse drawn wagon rides as part of the morning events. The wagon route will follow King Street west to Allen Lane, south on Allen Lane to Needler’s Lane, north east on Needler’s Lane back to King Street. The route requires the closure of an intersection (King Street at Tupper). Paid Duty Officers police officers (PDOs) are required for such a closure. The BIA has hired PDOs for this portion of the event.

The amended report must match the Certificate of Insurance; therefore, Staff is bringing forward an amended table for Council’s approval.

**Table 1:**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location/Closures</b>
June 8	9:00 a.m. – 3:00 p.m.	Millbrook Fair Parade	Marshalling at the Old Millbrook Arena, north on Needler’s Lane, West on King Street (County Road 21) to Main Street, south on Main Street to Frederick Street, east on Frederick Street to the Millbrook Fairgrounds.
July 6	6:00 a.m. – 6:00 p.m.	Millbrook Lions Car Show	King Street from Tupper to Union St., Distillery Street from Anne to King Street, Hay Street
July 25	12:00 p.m. – 10:00 p.m.	Ladies Night	King St. from Tupper St. to Union St.
September 13, 2024	9:00 a.m. – 9:00 p.m.	Harvest Table Dinner	Needler’s Lane from King Street to Hay Street.
October 5	9:00 a.m. – 9:00 p.m.	Fall Festival (BIA)	King Street from Tupper St. to Union St.
November 11	9:00 a.m. – 1:00 p.m.	Remembrance Day Parade	King Street from Tupper St to Union St.
December 7	8:00 a.m. – 7:00 p.m.	Christmas In the Village – A Merry Millbrook Christmas	King St. from Tupper St. to Union St. Needler’s Lane from Hay Street to the King Street and Tupper Street intersection.
December 14	11:00 am – 2:00 pm	Santa Claus Parade	Marshals at the Millbrook Christian Assembly, travels east on King Street to the Millbrook Arena on Needler’s Lane in behind the arena

**Financial Impact:**

There is no cost to issue road occupancy permits.

Respectively Submitted by:

Reviewed by:

Brigid Ayotte  
Economic Development & Comm. Officer

Yvette Hurley  
Chief Administrative Officer





## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	November 18, 2024
<b>From:</b>	Matt Wilkinson, Planner and Karen Ellis, Director of Planning
<b>Report Number:</b>	PEB 2024-54
<b>Subject:</b>	Telecommunication Structures Procedure Policy

**Recommendation:**

That Council approve By-law No. 2024-58 to repeal the Township Policy for Antenna Systems and adopt Policy No. 2024-04 being a Telecommunication Structures Procedure Policy.

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**Overview:**

At the November 4, 2024, Regular Council Meeting, Township Council carried motion R-2024-293 to defer By-law No. 2024-58 until the next Regular Council Meeting and requested Staff change the public notification radius to 360 metres and include requirements for signage to be posted on the proponent’s property. Federal guidelines provide the Township the authority to state preferences for the siting, site design, and size of telecommunication structures.

As directed, Staff revised Policy 2024-04 increasing the public notification radius from 240 metres (800 feet) to 360 metres (1200 feet). A requirement and procedure to design and install a public notice sign(s) is also included. The public notice sign requirements can be found in Appendix H of the policy. The placement of the public notice sign meets the requirements of the Township Sign By-law.

As drafted, By-law No. 2024-58 will repeal the Township Policy for Antenna Systems and adopt Policy No. 2024-04 being a Telecommunication Structures Procedure Policy. Report PEB 2024-48, as presented on November 4, 2024, is provided as Attachment No. 1 to this Report. By-law No. 2024-58 is provided as Attachment No. 2 to this Report. The full policy is provided in Schedule ‘A’ to By-law No. 2024-58.

**Attachments:**

- Attachment No. 1: Report PEB 2024-48
- Attachment No. 2: By-law No. 2024-58

Respectfully Submitted by,

Matt Wilkinson  
Planner

Approved by,

Yvette Hurley  
CAO

Respectfully Submitted by,

Karen Ellis  
Director of Planning

**Attachment No. 1 Report PEB 2024-48**

<b>To:</b>	Mayor and Council
<b>Date:</b>	November 4, 2024
<b>From:</b>	Matt Wilkinson, Planner and Karen Ellis, Director of Planning
<b>Report Number:</b>	PEB 2024-48
<b>Subject:</b>	Telecommunication Structures Procedure Policy

**Recommendation:**

That Council approve By-law No. 2024-58 to repeal the Township Policy for Antenna Systems and adopt Policy No. 2024-04 being a Telecommunication Structures Procedure Policy.

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**Overview:**

The Township Antenna Systems Policy became effective in July of 2018. Since then, Township Council and Staff have used this policy when evaluating applications for federally regulated telecommunication towers and antennas.

A policy review was prompted to address inconsistencies with application submissions, submission review criteria and to provide clarity for policy interpretation. The policy review included a jurisdictional scan of over ten similar sized municipalities.

The purpose of the updated policy is to provide clearer guidance for proponents, Staff and Council when considering proposals regarding telecommunications structures. The updated policy also provides additional opportunity for public engagement.

As drafted, By-law No. 2024-58 will repeal the Township Policy for Antenna Systems and adopt Policy No. 2024-04 being a Telecommunication Structures Procedure Policy. By-law No. 2024-58 is provided as Attachment No. 1 to this Report. The full policy is provided in Schedule 'A' to By-law No. 2024-58.

The policy updates include:

- Doubling the public notification radius for certain applications. The proponent will now be required to provide public notice to property owners within 240 metres or three times the height on the tower.
- Adding the requirement that the proponent shall hold an in-person public information session for certain applications.
- An environmental impact statement is now required for certain applications.

## **Township of Cavan Monaghan Official Plan**

Section 3.21 of the Township Official Plan provides high-level guidance for Township Council and Staff when considering Telecommunication facilities including telecommunication antennas, towers and related structures which are Federally regulated and are not subject to the requirements of the Planning Act.

This policy conforms to the Township Official Plan.

### **Financial Impact**

The policy directs the proponent to pay the Application for Telecommunication Tower Consultation and Review fee as per the Township User Fee Schedule. Currently, the user fee is set at \$2,500.

### **Attachment:**

Attachment No. 1: By-law No. 2024-58

Respectfully Submitted by,

Matt Wilkinson  
Planner

Approved by,

Yvette Hurley  
CAO

Respectfully Submitted by,

Karen Ellis  
Director of Planning

**Attachment No.2 By-law No. 2024-58**

**The Township of Cavan Monaghan**

**By-law No. 2024-58**

**Being a by-law to adopt a Telecommunications Structures Procedure Policy**

**Whereas** pursuant to Section 5(1) of the Municipal Act, S.O., 2001, as amended, the powers of a municipality shall be exercised by its Council.

**And Whereas** pursuant to Section 5(3) of the Municipal Act, S.O., 2001, as amended, a municipal power, including a municipality's capacity, rights, powers, and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

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

1. That the Council of the Township of Cavan Monaghan hereby adopts a Telecommunication Structures Procedure Policy, as in Schedule "A", attached hereto and forming part of this By-law.
2. That this By-law shall become in effect the 18<sup>th</sup> day of November, 2024

Read a first, second and third time and passed in open Council this 18<sup>th</sup> day of November, 2024.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

**Schedule “A” to By-law No. 2024-58**

 <p align="center">Telecommunication Structures Procedure Policy</p>			
<b>Policy Title:</b>	Telecommunication Structures Procedure Policy	<b>Policy Number:</b>	2024-04
<b>Effective Date:</b>	November 2024	<b>Replaces:</b>	Antenna Systems Policy
<b>Prepared By:</b>	Planning Department	<b>Approved By:</b>	Council

**Policy Statement:**

1. This policy implements the Township of Cavan Monaghan’s Telecommunication Structures Procedure Policy. The purpose of this policy is to provide a procedural framework to guide proponents and the Township for the siting and design of telecommunication structures in a manner that is meant to adhere to federal and local land use requirements and provide opportunity for the public to provide feedback. This procedure applies to all:
  - Township Staff, elected officials, and committees that support or are involved in the facilitation of any process regarding telecommunication structures;
  - Proponents proposing to install a telecommunication structure as defined within this policy;
  - Existing and new support structures within the Township; and,
  - Lands for which the Township is the land use authority.
  
2. Consultation must respect the Federal Government’s exclusive jurisdiction over radiocommunication and broadcasting but does not give a municipality the right to prevent any Antenna System proposal.
  
3. The Township, in its capacity as the local land use authority, has the authority to state preferences for the siting, site design, and size of telecommunication structures.

## **Definitions:**

**“Co-location”** shall mean an installation of a telecommunication structure used by two or more proponents or the installation of multiple telecommunication structures on a support structure by two or more proponents.

**“CPC-2-0-03”** shall mean the Innovation Science and Economic Development (ISED) Canada’s Client Procedures Circular, CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems, or any subsequent amendments.

**“Designated Official”** shall mean the Director of Planning, or their designate, as delegated by the Council of the Township of Cavan Monaghan.

**“Installation”** shall mean the construction, erection, or modification of a telecommunication structure by a proponent.

**“ISED”** shall mean Innovation, Science and Economic Development Canada, or any of its successor organizations having jurisdiction over telecommunications system approval.

**“Proponent”** shall mean a company, organization or person that is subject to ISED’s CPC-2-0-03.

**“Proposal”** shall mean a suggestion by a proponent to install a telecommunication structure.

**“Site”** shall mean the location or the proposed location of a telecommunication structure.

**“Sensitive Land Use”** shall mean buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses maybe a part of the natural or built environment. Examples may include but are not limited to residences, day care centers, educational and health facilities.

**“Support Structure”** shall mean a structure, including a building or water tower, upon which a telecommunication structure may be installed.

**“Telecommunication Structure”** shall mean an antenna, tower, and/ or equipment shelter installed, or proposed to be installed, by a proponent as part of a federally regulated telecommunication undertaking.

**“Township”** shall mean The Corporation of the Township of Cavan Monaghan also known as the land-use authority (LUA).



### **Exclusions from the Requirement of Public Consultation:**

4. Proposals that meet the exclusion criteria identified in ISED's CPC-2-0-03 or this procedure may be excluded from the requirement of public consultation.
5. Exclusions are identified because, they generally represent the least contentious alternative for installing a telecommunication structure.
6. For telecommunication structures exempted from consultation by ISED, proponents are requested to provide notification to the Township of the installation within a reasonable period of time following such installation, for the Township's records.

### **Township Exclusions from the Requirement of Public Consultation:**

7. In addition to ISED's listed exclusions, set out in Appendix G, the following proposals are excluded from the requirement for public consultation:
  - Proposals to co-locate on an existing telecommunication structure.
  - Proposals to co-locate a telecommunication structure on a support structure.
  - Proposals to construct an additional equipment shelter in conjunction with a co-location.

### **Principles for Site Selection:**

8. Proposals for new telecommunication structures that are designed to serve only a single provider will be discouraged by the Township.
9. In determining an appropriate site for a telecommunication structure, the proponent shall adhere to the following principles:
10. Sites should be selected to minimize the total number of telecommunication structures required in the Township.
11. The construction of a new telecommunication structure is discouraged and should only be considered by the proponent when all other options to accommodate the telecommunication structure have been demonstrated as not being viable.
12. Locations on existing structures or buildings or co-locations on existing telecommunication structures are strongly encouraged.
13. Opportunities to incorporate a telecommunication structure into the design of a new building or structure should be explored by the proponent.
14. New telecommunication structures are strongly encouraged to be more than

120 metres, or three times the tower height, whichever is greater, from any lands zoned to permit residential or sensitive land uses. The distance is to be measured from the base of the tower or the outside perimeter of the supporting structure, whichever is greater.

15. If a new telecommunication structure is to be located within 120 metres of lands zoned to permit residential use or sensitive land uses, a detailed rationale for the necessity of this location must be provided in the Site Selection and Justification Report.

#### **Considerations for Site Selection:**

16. When selecting a site for a new telecommunication structure, subject to engineering and network objectives, proponents are required to demonstrate they have considered:
  - a) Minimizing the overall number of sites required within the Township;
  - b) Utilizing existing support structures;
  - c) Landscaping and setback standards for the zone in which the structure is proposed;
  - d) Maximizing the distance from lands zoned which permit residential uses or sensitive land uses;
  - e) Maximizing the distance from environmentally sensitive lands;
  - f) Maximizing the distance from listed heritage buildings and sites;
  - g) Avoiding sites that would obscure public views and vistas of important natural or cultural significance;
  - h) Avoiding natural hazards;
  - i) Ensuring compatibility with adjacent uses; and
  - j) Access for maintenance purposes.

#### **Design and Landscaping:**

17. The choice and design of structure type will affect the ability of the structure to be used for co-location in the future, proponents are required to apply design techniques that will mitigate the presence of a telecommunication structure to achieve a less obtrusive design. Any reasonable measure to blend the installation with its surroundings should be taken. Mitigation design techniques should be applied to the following features:
  - Structure type (e.g., architectural style).
  - Colour (e.g., neutral or blending colour unless specified by Transport Canada and Navigation Canada).
  - Materials (e.g., non-reflective surfaces).
  - Landscaping (e.g., buffering).
  - Lighting (e.g., design that reduces harm to migratory birds).
  - Fencing (e.g., screening).

**Parking:**

18. One parking space will be provided at each new site with access from a public right-of-way at a location acceptable to the Township. Any parking space provided at a telecommunications structure must not be located within the public highway or road right-of-way. Driveway access is subject to a Township entrance permit to ensure conformity with applicable driveway and entrance by-laws, policies, and design standards.

**Lighting:**

19. All lighting on a telecommunication structure is prohibited unless required by Transport Canada, Navigation Canada, or for the health and safety of the proponents' employees. Lighting will utilize a design that reduces harm to migratory birds (i.e. the use of flashing lights instead of steady burning lights), whenever feasible.
20. The use of dark-sky compliant lighting is required, where appropriate.

**Signage and Other Uses of a Telecommunication Structure:**

21. A telecommunication structure shall only accommodate structures specifically designed for telecommunication purposes. Only identification or information signs or other material directly related to the identification or safe operation of the equipment will be permitted on the telecommunication structure. A small up-to-date plaque must be installed and maintained at the base of the structure (or at the main entrance to the site where the site is not accessible under normal circumstances), identifying the owner/operator of the structure and a contact telephone number. Third party advertising of the proponent or the proponent's services shall not be permitted.
22. Notwithstanding the foregoing, where the signage is the telecommunication structure, it shall be permitted provided the sign complies with the Township of Cavan Monaghan Sign By-law.

**Telecommunication Structures Sited Upon a Support Structure (e.g., Building or Water Tower):**

23. A telecommunication structure sited upon a support structure which shall have a maximum projection beyond the exterior wall of the support structure, will generally not exceed 2.0 metres. Equipment shelters are encouraged to maintain a minimum setback from the roof edge of 3.0 metres and a maximum height of 4.0 metres.

**Preliminary Notification:**

- 24. Preliminary notification shall occur between the proponent and Township Staff for all proposals. The proponent shall provide notification to the Township's Land Use Inquiry Portal.
- 25. The proponent shall provide sufficient information and materials needed to effectively discuss the proposal.

**Submission Requirements:**

- 26. Submission requirements shall be provided following preliminary consultation with Township Planning Staff.
- 27. All proposals are subject to submission requirements. For complete lists of submission requirements, see Appendices A, B, C, D, E, F and H.

**Fees:**

- 28. A fee equal to the Application for Telecommunication Tower Consultation and Review fee in the Township's User Fee and Charges By-law will apply. Other fees and expenses may be applicable.
- 29. If the proposal requires public consultation, the proponent shall be responsible for all costs associated with the public consultation process, which includes public notice and any public information sessions. The Township shall not incur any expense resulting from a proposal.
- 30. The proponent shall pay the fee for a building permit, as required.

**Municipal Notification:**

- 31. All proponents must consult the land-use authority and the public unless a proposal is specifically excluded as per the ISED's CPC-2-0-03 document. Individual circumstances vary with each telecommunication system installation and modification, and the exclusion criteria in Appendix G should be applied in consideration of local circumstances. Consequently, it is prudent for the proponent to consult the municipality even if the proposal meets an exclusion criterion.

Therefore, if the proponent is applying the criteria for exclusion as identified in ISED's CPC-2-0-03, the proponent shall submit the materials listed in Appendix A to the Township within a reasonable period of time following the installation of the structure for Township records.

### **Municipal Consultation:**

32. For proposals that do not meet ISED's or the Township's exclusions criteria, a complete municipal consultation package is required to be submitted to the Township containing all information and materials identified in Appendix B for requests including proposals for new telecommunication structures.

### **Public Consultation:**

33. The public consultation process includes providing public notice and organizing an in-person public information session. A complete public consultation process is required for proposals that require public consultation in accordance with this procedure.
34. For proposals that do not meet the exclusions identified in Appendix G, the process requires the proponent providing public notice (Appendix B), an in-person public information session (Appendix D) and a public notice sign (Appendix H).

### **Public Notice:**

35. The proponent shall submit Public Notice Information Packages to the Township, containing all information and materials identified in Appendix D.
36. Public Notice Information Packages shall:
  - a) Be prepared to the satisfaction of the Township;
  - b) Be addressed and mailed by the Township in Township envelopes;
  - c) Include a covering letter prepared by the proponent to be reviewed by the Township;
  - d) Be mailed by the Township as pre-paid first-class mail at the expense of the proponent;
  - e) Be mailed a minimum of 21 days prior to the date of the public information session;
  - f) Be posted to the Township website;
  - g) Provide a copy of the notice posted in a local newspaper, as directed by the Township. The proponent shall, at their expense, prepare and advertise such notice in accordance with the requirements of ISED's CPC-2-0-03. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents shall contact the local Township office for guidance; and,
  - h) The Township shall mail the Public Notice Information Packages, on behalf of the proponent, to:
    - i. All property owners located within 360 metres or three times the height of the telecommunication structure measured from the base of the structure whichever is greater;
    - ii. Innovation Science and Economic Development (ISED) Canada;

- iii. Township of Cavan Monaghan Mayor and Councillors;
- iv. The Clerk of any adjacent municipality within the greater of 120 metres or three times the height of the telecommunication structure measured from the property line of the proposed site.

**Documentation of Public Comments:**

- 37. Industry Canada's "Client Procedure Circular", CPC-2-0-03, Section 4.2, Default Public Consultation Process - Responding to the Public and Public Reply Comments - details the responses required by the Proponent to the public and the public's reply in kind.
- 38. The Proponent shall document the public consultation process including:
  - a) The names, addresses, phone numbers and E-mail addresses of respondents; and
  - b) The Proponent shall provide a follow-up letter to the Township indicating the Proponent's formal response to the concerns and/ or comments received from the Public on the proposal.

**Public Information Session:**

- 39. At the public information session, the proponent shall provide the materials and information identified in Appendix E.
- 40. The proponent, in consultation with Township Staff shall schedule an appropriate date, time, and location for the public information session which shall be conducted in-person.
- 41. The proponent shall be responsible for organizing and chairing the public information session.
- 42. The proponent shall be responsible for designing and installing a public notice sign as identified in Appendix H.
- 43. Following the public information session, the proponent shall submit a record to the Township that contains the materials identified in Appendix F.

**Confirmation of Local Land Use Authority Consultation:**

- 44. Township Staff will submit a report to Council indicating whether the proponent has complied with the Township's Telecommunication Structures Procedure Policy and request from Council direction concerning whether ISED should be provided with a letter of concurrence or non-concurrence.
- 45. The Township's response to the proponent and ISED will take into consideration

all responses from the municipal consultation process and, when applicable, the public consultation process. The Township will forward comments raised during the public consultation process to ISED.

### **Application Process Timeline:**

- a) The Township will endeavour to expedite the local land-use authority consultation within 60 days.
- b) For proposals that require public consultation, a time period of up to 120 days may be required.
- c) In the event of unavoidable delays preventing the completion of the application process within the 120 days period, the Township shall identify such delays to the proponent and indicate when the completion is expected to occur.

### **Related Forms:**

Appendix A: Municipal notification requirements for proposals that meet Innovation, Science and Economic Development Canada (ISED) exclusions criteria.

Appendix B: Municipal notification requirements for proposals that do not meet Innovation, Science and Economic Development Canada (ISED) exclusions criteria.

Appendix C: Submission requirements for proposals that require public consultation.

Appendix D: Public Notice requirements.

Appendix E: Public information session requirements.

Appendix F: Requirements following a public information session.

Appendix G: Innovation, Science and Economic Development Canada (ISED) Exclusions.

Appendix H: Township public signage requirements for proposals that require public consultation.



**Appendix A: Municipal notification requirements for proposals that meet Innovation, Science and Economic Development Canada (ISED) exclusions criteria.**

If a proposal meets the exclusions identified by the ISED, the Township requests that the proponent submit the following to the Township within a reasonable period of time following the installation of the structure:

- a) A letter demonstrating compliance with exclusion criteria identified in ISED's CPC-2-0-03.
- b) Supporting drawings.
- c) Engineered stamped drawing if altering existing structure.
- d) Maps illustrating structure location and surrounding land uses.
- e) A site plan.
- f) General Review Commitment Certificate.
- g) Letter of Substantial Completion.

## **Appendix B: Municipal notification requirements for proposals that do not meet Innovation, Science and Economic Development Canada (ISED) exclusions criteria.**

For proposals that do not meet ISED's exclusions, the proponent shall submit to the Township, concurrently with submission requirements in Appendix C and Appendix D when applicable, a complete package containing the following:

- a) A hard copy and a digital version of a Site Selection and Justification Report prepared by a professional engineer or land use planner. In recognition of the sensitive nature of information contained in the Site Selection and Justification Report, Township Staff will, subject to the requirements of this procedure, the Municipal Freedom of Information and Protection of Privacy Act, and other applicable law, maintain confidentiality of information where reasonably requested by the proponent. The report shall include:
- b) The record of pre-consultation meeting with the Township's Designated Official.
- c) A location map and inventory of co-location site options that have been considered.
- d) An evaluation of site alternatives and the rationale for the selection of the preferred option, including a description of why co-location options have not been arranged as directed by ISED.
- e) Confirmation of the need for a new telecommunication structure at the proposed location.
- f) A description of the design elements proposed to minimize the visual impact of the telecommunication structure, considering the Township's preferences identified in this procedure.
- g) A signed agreement stating that the proponent will allow co-location, subject to standard industry financial compensation arrangements to the owner of the telecommunication structure and provided all safety, structural, and technological requirements are met.
- h) One full-size hard copy and a digital version of a site plan drawn to a metric scale showing site grading, location of existing property lines or leased area, existing or proposed buildings, fences, lighting fixtures, parking facilities, existing and proposed landscaping, access, type, height of the proposed telecommunication structure, and any other item as reasonably requested by the Township.
- i) One full-size hard copy and a digital version of scaled elevation drawings.

- j) Agreement to submit a General Review Commitment Certificate prior to construction.
- k) Agreement to submit a Letter of Substantial Completion following construction.
- l) Agreement to submit a Building Permit prior to construction, limited to matters within the Township's jurisdiction.
- m) A map indicating the horizontal distance between the structure and the nearest lands zoned to permit residential uses, sensitive lands uses and the nearest environmentally sensitive lands.
- n) Agreement to submit proof of compliance with Transport Canada and Navigation Canada's regulations prior to construction.
- o) A statement acceptable to the Township, regarding the removal of the telecommunication structure in the event that the structure is no longer being used for a telecommunication purpose.
- p) A Property Identification Number (PIN) printout.
- q) A legal survey of the property identifying the leased area, if any.
- r) Colour photographs with the telecommunication structure superimposed.
- s) An Environmental Impact Statement.
- t) Agreement to submit confirmation of utility locates for ground-mounted structures prior to construction.
- u) All applicable fees and related costs.
- v) Agreement to provide notice in a local newspaper for proposed structures with a height of 30 metres or more. When notice in a local newspaper is required, the proponent shall, at their expense, prepare and advertise such notice in accordance with the requirements of ISED's CPC-2-0-03. The timing of the notice must be synchronized with the distribution of the Public Notice Information Packages. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents shall contact the local Township office for guidance.
- w) The proponent is required to erect and maintain in a structurally sound condition, the required sign (or signs) to inform that an application has been filed for the subject property. 20 days in advance of a public open house, the applicant shall submit written proof indicating that a sign has been erected in accordance with the Township's requirements and agreeing to other obligations regarding sign maintenance and sign removal (see Appendix H for sign specifications).

- x) The proponent's formal response to the concerns and/or comments received from all the public consultation

## **Appendix C: Submission requirements for proposals that require public consultation.**

For proposals that require municipal consultation and public consultation, proponents shall concurrently submit the following materials to the Township:

- a) Public Notice Information Packages, containing the materials and information identified in Appendix D; and,
- b) Municipal Notification requirements as identified in Appendix B of this Procedure.

## **Appendix D: Public Notice requirements.**

Proponents are required to submit Public Notice Information Packages to the Township that comprise the following materials and information:

- a) Date, time, location, and agenda for the public information session.
- b) The purpose of the proposed telecommunication structure, the reasons why an existing telecommunication structure or other infrastructure cannot be used, a list of other telecommunication structures that were considered unsuitable and future co-location possibilities for the proposed telecommunication structure.
- c) The proposed site within the community, the geographic co-ordinates, and the specific property or support structure (e.g. rooftop).
- d) A site plan printed on standard letter-size paper.
- e) Identification of areas accessible to the public and the access/demarcation measures to control public access.
- f) A description of the proposed telecommunication structure including its height and dimensions, type, design, and colour.
- g) Superimposed images of the proposed telecommunication structure at the site.
- h) Transport Canada's and Navigation Canada's aeronautical obstruction marking requirements, if applicable.
- i) The proponent's expectation of Transport Canada's and Navigation Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available.
- j) An Environmental Impact Statement.
- k) Written confirmation that the installation shall conform with accepted engineering practices including structural adequacy.
- l) Written confirmation containing details of compliance with Health Canada's Safety Code 6.
- m) The name and telephone number of a contact person for the proponent, ISED, and Health Canada.
- n) Reference to compliance with this procedure.
- o) Notice that general information relating to antenna systems is available on

ISED's Spectrum Management and Telecommunications website (<http://strategis.ic.gc.ca/antenna>).

- p) Closing date for submission of written public comments (not less than 20 days from the date of the public information session).

## **Appendix E: Public information requirements**

The Township will advise the proponent of the number of copies of the following materials to be made available for each public information session:

- a) An appropriate visual display, including at a minimum, a display-size (61cm x 92cm) colour photograph of the proposed site/subject property with a superimposed image of the proposed telecommunication structure.
- b) Public Notice Information Packages, as outlined in Appendix D, containing all materials included in the public notice mailing.
- c) Copies of all materials listed under the applicable Appendix B of this procedure. Confidential information contained in the Site Selection and Justification Report may be removed.
- d) A hard copy of Health Canada's Safety Code 6 and other related Health Canada public information materials that discuss Safety Code 6 as it pertains to Telecommunication Structures.



## **Appendix F: Requirements following a public information session.**

Following each public information session, the proponent shall provide the Township with a record that contains the following:

- a) Complete list of attendees, including names, and addresses.
- b) Minutes indicating the topics discussed, concerns, issues raised, resolutions and any outstanding issues.
- c) Copies of letters or other communications received from the public.
- d) A follow-up letter of response provided to the Township within 40 days of the information session outlining:
- e) How the concerns and issues raised at the information session and in any letters received prior to, at, or up to 20 days following the information session will be addressed; or
- f) Clearly setting out the reasons why the raised concerns cannot be addressed.

## **Appendix G: Innovation, Science and Economic Development Canada (ISED) Exclusions**

### **(Excerpt from CPC-2-0-03 - Exclusions)**

For the following types of installations, proponents are excluded from the requirement to consult with the LUA and the public, but must still fulfill the General Requirements outlined in Section 7 of CPC-2-0-03.

- a) New antenna systems: where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners.
- b) Existing antenna systems: where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation.
- c) Non-tower structures: including antennas on buildings, water towers, lamp posts, etc. These may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%.
- d) Temporary antenna systems: used for special events or emergency operations. Temporary antenna systems must be removed within three months after the start of the emergency or special event.
- e) No consultation is required prior to performing maintenance on an existing antenna system.
- f) Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponents to consult the LUA and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, proponents should consider such things as:
  - g) The antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
  - h) The location of the proposed antenna system on the property and its proximity to neighbouring residents;
  - i) The likelihood of an area being a community or in a sensitive land use
  - j) Transport Canada marking and lighting requirements for the proposed structure.

- k) Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or ISED for guidance.

## **Appendix H: Township public notice sign requirements for proposals that require public consultation.**

The proponent is required to create, erect and maintain a public notice sign in structurally sound condition.

Before installing the sign, the applicant shall contact the Township designate to confirm the design, wording and location of the public notice sign.

20 days in advance of a public open house the applicant shall submit written proof indicating that a sign has been erected in accordance with the Township's requirements and agreeing to other obligations regarding sign maintenance and sign removal.

All aspects of the preparation and installation of the public notice sign shall be done in a professional manner. Basic details required to be included on the public notice sign as listed below and subject to the approval of the Township designate.

### **Wording:**

The basic wording details on the attached example must be adhered to, including:

- proposal details (type of structure, height, location, etc.);
- an image of the tower superimposed on the landscape;
- identification of the proponent;
- public open house information; and
- a note identifying a method to contact the proponent for more information.

### **Size and Height:**

- Size: 1.93 metres (6 feet) wide by 1.22 metres (4 feet) high.
- Ground clearance: The sign shall be mounted so the text is at a height between 1.2 and 1.5 metres above the ground.

### **Sign Supports:**

- The sign supports must be able to sustain the weight of the application sign for a considerable period of time and through various climatic conditions (i.e. heavy winds) so as to ensure that the sign does not fall over as approved by Township designate.

### **Materials:**

- 2 cm (3/4") exterior grade plywood panel; or
- 10-12 mm (1/2') corrugated plastic; or as approved by Township designate.

**Paint:**

- If painted, the sign panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd paint over a suitable primer, or as approved by Township designate.



**Lettering:**

- The sign is to be professionally lettered or silk-screened with dark blue or black lettering on a white background. Typefaces to be Arial and in upper and lower case.
- The sign is to be “glare free’ with a high colour contrast.

**Location:**

- One sign shall be erected along each street frontage of the property so as to be clearly visible from the highway or other place to which the public has access.
- The location of the public notice sign shall be confirmed by the Township designate.

**Example Public Notice Sign:**

	File No. 2024-XX:	<h1>Notice</h1>
	<p><b>A new telecommunication tower is proposed for this property.</b></p>	
<p><b>The Tower will be <u>XX metres</u> (<u>XXX feet</u>) tall and approximately <u>XXX metres</u> (<u>direction</u>) of (<u>Street St.</u>).</b></p>		
<p>Proposed Site Location: XXX Monaghan Line</p>	<p><b>For more information contact:</b>  <b>Name of Contact, Job Title</b>  <b>Email@email.com</b>  <b>Phone (XXX) XXX-XXXX</b></p>	
<p><b>A Public Open House will be at the (location) (Month XX, 20XX) (Time).</b></p>		

# Report and Capital Project Status

## Report Status

Priority	Directed By	Date Requested	Resolution or Direction	Staff Responsible	Est. Report Date	Status
Normal	Council		ICIP Update Millbrook Arena	K. Pope	2024	Scope Under Review, Fall
Normal	Council		Tree Canopy	K.Ellis	2024	
Normal	Council		Consideration for plaque of Fire Hall letter	B. Balfour	2024	
Normal	Council		Review of User Fees and Charges	K. Pope	2024	December 2024
Normal	C.A.O.		Township Design Options for 3 and 5 Centre Street	Y. Hurley	2025	March 2025

# Report and Capital Project Status

## Capital Project Status

Project List	Department	Status	Est. Report Date	% Complete
Corporate Strategic Plan Update	C.A.O.	In Progress	2024	January 2025
Downtown Mural (Station Park Signage)	ECD	In Progress	2024	Ongoing
2023 CIP Incentives - Expanded	ECD	In Progress	2024	Ongoing
2024 CIP Incentives	ECD	In Progress	2024	Ongoing
Baxter Creek Floodplain SSA (Special Study Area)	Planning	In Progress	2024	Ongoing
Official Plan	Planning		2024	County OP being revised to align with the draft PPS. Township OP will follow
Parks and Recreation Plan Phase Three - Renaming Downtown Park/CMCC Lands	Parks and Facilities	In Progress	2024	Awarded - Ongoing
Fire Station No. 1	Protective Services	In Progress	2024	Ongoing
Fire Hoses	Protective Services	In Progress	Summer 2024	Ordered
Public Works Ops Centre Generator, Fuel System	Public Works	In Progress	Summer 2024	Generator - On site Fuel System - Ongoing
Cross Road Culvert (Larmer Line)	Public Works	In Progress	Fall 2024	Ongoing
Brookside Street Reconstruction	Public Works	In Progress	Fall 2024	Ongoing

**Operating duties are not included**

**Committee of Councils - MVT, MRHAC, BIA, SUSTAINABILITY**

## **County of Peterborough – Motion**

**Whereas** in 2022 Ontario’s Big City Mayors (OBCM) along with the Mayors and Regional Chairs of Ontario (MARCO) called on the province for an emergency meeting to address the chronic homelessness, mental health, safety and addictions crisis overwhelming our communities; and

**Whereas** this crisis continues to grow with 3432 drug related deaths in Ontario in 2023 as well as over 1,400 homeless encampments across Ontario communities in 2023; and

**Whereas** the province has provided additional funding for mental health, addictions and homelessness programs, the funding does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and

**Whereas** municipalities are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues; and

**Whereas** there is no provincial lead focused on this crisis leading to unanswered questions, and a lack of support to manage the increasing needs of those who are unhoused.

**Therefore be it resolved that** the Corporation of the County of Peterborough calls on the province to officially make Homelessness a Health Priority;

**That** the provincial government acknowledge the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health and addictions grows exponentially;

**That** the province be requested to appoint a responsible ministry and Minister with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

**That** the province be requested to strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a Made in Ontario Action Plan; and

**That** this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis;

**Carried**



**The Township of Cavan Monaghan**

**By-law No. 2024-58**

**Being a by-law to adopt a Telecommunications Structures Procedure Policy**

**Whereas** pursuant to Section 5(1) of the Municipal Act, S.O., 2001, as amended, the powers of a municipality shall be exercised by its Council.

**And Whereas** pursuant to Section 5(3) of the Municipal Act, S.O., 2001, as amended, a municipal power, including a municipality's capacity, rights, powers, and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

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

1. That the Council of the Township of Cavan Monaghan hereby adopts a Telecommunication Structures Procedure Policy, as in Schedule "A", attached hereto and forming part of this By-law.
2. That this By-law shall become in effect the 18<sup>th</sup> day of November, 2024

Read a first, second and third time and passed in open Council this 18<sup>th</sup> day of November, 2024.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

**Schedule “A” to By-law No. 2024-58**

 <p align="center">Telecommunication Structures Procedure Policy</p>			
<b>Policy Title:</b>	Telecommunication Structures Procedure Policy	<b>Policy Number:</b>	2024-04
<b>Effective Date:</b>	November 2024	<b>Replaces:</b>	Antenna Systems Policy
<b>Prepared By:</b>	Planning Department	<b>Approved By:</b>	Council

**Policy Statement:**

1. This policy implements the Township of Cavan Monaghan’s Telecommunication Structures Procedure Policy. The purpose of this policy is to provide a procedural framework to guide proponents and the Township for the siting and design of telecommunication structures in a manner that is meant to adhere to federal and local land use requirements and provide opportunity for the public to provide feedback. This procedure applies to all:
  - Township Staff, elected officials, and committees that support or are involved in the facilitation of any process regarding telecommunication structures;
  - Proponents proposing to install a telecommunication structure as defined within this policy;
  - Existing and new support structures within the Township; and,
  - Lands for which the Township is the land use authority.
  
2. Consultation must respect the Federal Government’s exclusive jurisdiction over radiocommunication and broadcasting but does not give a municipality the right to prevent any Antenna System proposal.
  
3. The Township, in its capacity as the local land use authority, has the authority to state preferences for the siting, site design, and size of telecommunication structures.

**Definitions:**

**“Co-location”** shall mean an installation of a telecommunication structure used by two or more proponents or the installation of multiple telecommunication structures on a support structure by two or more proponents.

**“CPC-2-0-03”** shall mean the Innovation Science and Economic Development (ISED) Canada’s Client Procedures Circular, CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems, or any subsequent amendments.

**“Designated Official”** shall mean the Director of Planning, or their designate, as delegated by the Council of the Township of Cavan Monaghan.

**“Installation”** shall mean the construction, erection, or modification of a telecommunication structure by a proponent.

**“ISED”** shall mean Innovation, Science and Economic Development Canada, or any of its successor organizations having jurisdiction over telecommunications system approval.

**“Proponent”** shall mean a company, organization or person that is subject to ISED’s CPC-2-0-03.

**“Proposal”** shall mean a suggestion by a proponent to install a telecommunication structure.

**“Site”** shall mean the location or the proposed location of a telecommunication structure.

**“Sensitive Land Use”** shall mean buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses maybe a part of the natural or built environment. Examples may include but are not limited to residences, day care centers, educational and health facilities.

**“Support Structure”** shall mean a structure, including a building or water tower, upon which a telecommunication structure may be installed.

**“Telecommunication Structure”** shall mean an antenna, tower, and/ or equipment shelter installed, or proposed to be installed, by a proponent as part of a federally regulated telecommunication undertaking.

**“Township”** shall mean The Corporation of the Township of Cavan Monaghan also known as the land-use authority (LUA).

### **Exclusions from the Requirement of Public Consultation:**

4. Proposals that meet the exclusion criteria identified in ISED's CPC-2-0-03 or this procedure may be excluded from the requirement of public consultation.
5. Exclusions are identified because, they generally represent the least contentious alternative for installing a telecommunication structure.
6. For telecommunication structures exempted from consultation by ISED, proponents are requested to provide notification to the Township of the installation within a reasonable period of time following such installation, for the Township's records.

### **Township Exclusions from the Requirement of Public Consultation:**

7. In addition to ISED's listed exclusions, set out in Appendix G, the following proposals are excluded from the requirement for public consultation:
  - Proposals to co-locate on an existing telecommunication structure.
  - Proposals to co-locate a telecommunication structure on a support structure.
  - Proposals to construct an additional equipment shelter in conjunction with a co-location.

### **Principles for Site Selection:**

8. Proposals for new telecommunication structures that are designed to serve only a single provider will be discouraged by the Township.
9. In determining an appropriate site for a telecommunication structure, the proponent shall adhere to the following principles:
10. Sites should be selected to minimize the total number of telecommunication structures required in the Township.
11. The construction of a new telecommunication structure is discouraged and should only be considered by the proponent when all other options to accommodate the telecommunication structure have been demonstrated as not being viable.
12. Locations on existing structures or buildings or co-locations on existing telecommunication structures are strongly encouraged.
13. Opportunities to incorporate a telecommunication structure into the design of a new building or structure should be explored by the proponent.
14. New telecommunication structures are strongly encouraged to be more than

120 metres, or three times the tower height, whichever is greater, from any lands zoned to permit residential or sensitive land uses. The distance is to be measured from the base of the tower or the outside perimeter of the supporting structure, whichever is greater.

15. If a new telecommunication structure is to be located within 120 metres of lands zoned to permit residential use or sensitive land uses, a detailed rationale for the necessity of this location must be provided in the Site Selection and Justification Report.

**Considerations for Site Selection:**

16. When selecting a site for a new telecommunication structure, subject to engineering and network objectives, proponents are required to demonstrate they have considered:
  - a) Minimizing the overall number of sites required within the Township;
  - b) Utilizing existing support structures;
  - c) Landscaping and setback standards for the zone in which the structure is proposed;
  - d) Maximizing the distance from lands zoned which permit residential uses or sensitive land uses;
  - e) Maximizing the distance from environmentally sensitive lands;
  - f) Maximizing the distance from listed heritage buildings and sites;
  - g) Avoiding sites that would obscure public views and vistas of important natural or cultural significance;
  - h) Avoiding natural hazards;
  - i) Ensuring compatibility with adjacent uses; and
  - j) Access for maintenance purposes.

**Design and Landscaping:**

17. The choice and design of structure type will affect the ability of the structure to be used for co-location in the future, proponents are required to apply design techniques that will mitigate the presence of a telecommunication structure to achieve a less obtrusive design. Any reasonable measure to blend the installation with its surroundings should be taken. Mitigation design techniques should be applied to the following features:
  - Structure type (e.g., architectural style).
  - Colour (e.g., neutral or blending colour unless specified by Transport Canada and Navigation Canada).
  - Materials (e.g., non-reflective surfaces).
  - Landscaping (e.g., buffering).
  - Lighting (e.g., design that reduces harm to migratory birds).
  - Fencing (e.g., screening).

### **Parking:**

18. One parking space will be provided at each new site with access from a public right-of-way at a location acceptable to the Township. Any parking space provided at a telecommunications structure must not be located within the public highway or road right-of-way. Driveway access is subject to a Township entrance permit to ensure conformity with applicable driveway and entrance by-laws, policies, and design standards.

### **Lighting:**

19. All lighting on a telecommunication structure is prohibited unless required by Transport Canada, Navigation Canada, or for the health and safety of the proponents' employees. Lighting will utilize a design that reduces harm to migratory birds (i.e. the use of flashing lights instead of steady burning lights), whenever feasible.
20. The use of dark-sky compliant lighting is required, where appropriate.

### **Signage and Other Uses of a Telecommunication Structure:**

21. A telecommunication structure shall only accommodate structures specifically designed for telecommunication purposes. Only identification or information signs or other material directly related to the identification or safe operation of the equipment will be permitted on the telecommunication structure. A small up-to-date plaque must be installed and maintained at the base of the structure (or at the main entrance to the site where the site is not accessible under normal circumstances), identifying the owner/operator of the structure and a contact telephone number. Third party advertising of the proponent or the proponent's services shall not be permitted.
22. Notwithstanding the foregoing, where the signage is the telecommunication structure, it shall be permitted provided the sign complies with the Township of Cavan Monaghan Sign By-law.

### **Telecommunication Structures Sited Upon a Support Structure (e.g., Building or Water Tower):**

23. A telecommunication structure sited upon a support structure which shall have a maximum projection beyond the exterior wall of the support structure, will generally not exceed 2.0 metres. Equipment shelters are encouraged to maintain a minimum setback from the roof edge of 3.0 metres and a maximum height of 4.0 metres.

**Preliminary Notification:**

24. Preliminary notification shall occur between the proponent and Township Staff for all proposals. The proponent shall provide notification to the Township's Land Use Inquiry Portal.
25. The proponent shall provide sufficient information and materials needed to effectively discuss the proposal.

**Submission Requirements:**

26. Submission requirements shall be provided following preliminary consultation with Township Planning Staff.
27. All proposals are subject to submission requirements. For complete lists of submission requirements, see Appendices A, B, C, D, E, F and H.

**Fees:**

28. A fee equal to the Application for Telecommunication Tower Consultation and Review fee in the Township's User Fee and Charges By-law will apply. Other fees and expenses may be applicable.
29. If the proposal requires public consultation, the proponent shall be responsible for all costs associated with the public consultation process, which includes public notice and any public information sessions. The Township shall not incur any expense resulting from a proposal.
30. The proponent shall pay the fee for a building permit, as required.

**Municipal Notification:**

31. All proponents must consult the land-use authority and the public unless a proposal is specifically excluded as per the ISED's CPC-2-0-03 document. Individual circumstances vary with each telecommunication system installation and modification, and the exclusion criteria in Appendix G should be applied in consideration of local circumstances. Consequently, it is prudent for the proponent to consult the municipality even if the proposal meets an exclusion criterion.

Therefore, if the proponent is applying the criteria for exclusion as identified in ISED's CPC-2-0-03, the proponent shall submit the materials listed in Appendix A to the Township within a reasonable period of time following the installation of the structure for Township records.

**Municipal Consultation:**

32. For proposals that do not meet ISED's or the Township's exclusions criteria, a complete municipal consultation package is required to be submitted to the Township containing all information and materials identified in Appendix B for requests including proposals for new telecommunication structures.

**Public Consultation:**

33. The public consultation process includes providing public notice and organizing an in-person public information session. A complete public consultation process is required for proposals that require public consultation in accordance with this procedure.
34. For proposals that do not meet the exclusions identified in Appendix G, the process requires the proponent providing public notice (Appendix B), an in-person public information session (Appendix D) and a public notice sign (Appendix H).

**Public Notice:**

35. The proponent shall submit Public Notice Information Packages to the Township, containing all information and materials identified in Appendix D.
36. Public Notice Information Packages shall:
  - a) Be prepared to the satisfaction of the Township;
  - b) Be addressed and mailed by the Township in Township envelopes;
  - c) Include a covering letter prepared by the proponent to be reviewed by the Township;
  - d) Be mailed by the Township as pre-paid first-class mail at the expense of the proponent;
  - e) Be mailed a minimum of 21 days prior to the date of the public information session;
  - f) Be posted to the Township website;
  - g) Provide a copy of the notice posted in a local newspaper, as directed by the Township. The proponent shall, at their expense, prepare and advertise such notice in accordance with the requirements of ISED's CPC-2-0-03. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents shall contact the local Township office for guidance; and,
  - h) The Township shall mail the Public Notice Information Packages, on behalf of the proponent, to:
    - i. All property owners located within 360 metres or three times the height of the telecommunication structure measured from the base of the structure whichever is greater;
    - ii. Innovation Science and Economic Development (ISED) Canada;



- iii. Township of Cavan Monaghan Mayor and Councillors;
- iv. The Clerk of any adjacent municipality within the greater of 120 metres or three times the height of the telecommunication structure measured from the property line of the proposed site.

**Documentation of Public Comments:**

- 37. Industry Canada's "Client Procedure Circular", CPC-2-0-03, Section 4.2, Default Public Consultation Process - Responding to the Public and Public Reply Comments - details the responses required by the Proponent to the public and the public's reply in kind.
- 38. The Proponent shall document the public consultation process including:
  - a) The names, addresses, phone numbers and E-mail addresses of respondents; and
  - b) The Proponent shall provide a follow-up letter to the Township indicating the Proponent's formal response to the concerns and/ or comments received from the Public on the proposal.

**Public Information Session:**

- 39. At the public information session, the proponent shall provide the materials and information identified in Appendix E.
- 40. The proponent, in consultation with Township Staff shall schedule an appropriate date, time, and location for the public information session which shall be conducted in-person.
- 41. The proponent shall be responsible for organizing and chairing the public information session.
- 42. The proponent shall be responsible for designing and installing a public notice sign as identified in Appendix H.
- 43. Following the public information session, the proponent shall submit a record to the Township that contains the materials identified in Appendix F.

**Confirmation of Local Land Use Authority Consultation:**

- 44. Township Staff will submit a report to Council indicating whether the proponent has complied with the Township's Telecommunication Structures Procedure Policy and request from Council direction concerning whether ISED should be provided with a letter of concurrence or non-concurrence.
- 45. The Township's response to the proponent and ISED will take into consideration

all responses from the municipal consultation process and, when applicable, the public consultation process. The Township will forward comments raised during the public consultation process to ISED.

**Application Process Timeline:**

- a) The Township will endeavour to expedite the local land-use authority consultation within 60 days.
- b) For proposals that require public consultation, a time period of up to 120 days may be required.
- c) In the event of unavoidable delays preventing the completion of the application process within the 120 days period, the Township shall identify such delays to the proponent and indicate when the completion is expected to occur.

**Related Forms:**

Appendix A: Municipal notification requirements for proposals that meet Innovation, Science and Economic Development Canada (ISED) exclusions criteria.

Appendix B: Municipal notification requirements for proposals that do not meet Innovation, Science and Economic Development Canada (ISED) exclusions criteria.

Appendix C: Submission requirements for proposals that require public consultation.

Appendix D: Public Notice requirements.

Appendix E: Public information session requirements.

Appendix F: Requirements following a public information session.

Appendix G: Innovation, Science and Economic Development Canada (ISED) Exclusions.

Appendix H: Township public signage requirements for proposals that require public consultation.

**Appendix A: Municipal notification requirements for proposals that meet Innovation, Science and Economic Development Canada (ISED) exclusions criteria.**

If a proposal meets the exclusions identified by the ISED, the Township requests that the proponent submit the following to the Township within a reasonable period of time following the installation of the structure:

- a) A letter demonstrating compliance with exclusion criteria identified in ISED's CPC-2-0-03.
- b) Supporting drawings.
- c) Engineered stamped drawing if altering existing structure.
- d) Maps illustrating structure location and surrounding land uses.
- e) A site plan.
- f) General Review Commitment Certificate.
- g) Letter of Substantial Completion.

## **Appendix B: Municipal notification requirements for proposals that do not meet Innovation, Science and Economic Development Canada (ISED) exclusions criteria.**

For proposals that do not meet ISED's exclusions, the proponent shall submit to the Township, concurrently with submission requirements in Appendix C and Appendix D when applicable, a complete package containing the following:

- a) A hard copy and a digital version of a Site Selection and Justification Report prepared by a professional engineer or land use planner. In recognition of the sensitive nature of information contained in the Site Selection and Justification Report, Township Staff will, subject to the requirements of this procedure, the Municipal Freedom of Information and Protection of Privacy Act, and other applicable law, maintain confidentiality of information where reasonably requested by the proponent. The report shall include:
- b) The record of pre-consultation meeting with the Township's Designated Official.
- c) A location map and inventory of co-location site options that have been considered.
- d) An evaluation of site alternatives and the rationale for the selection of the preferred option, including a description of why co-location options have not been arranged as directed by ISED.
- e) Confirmation of the need for a new telecommunication structure at the proposed location.
- f) A description of the design elements proposed to minimize the visual impact of the telecommunication structure, considering the Township's preferences identified in this procedure.
- g) A signed agreement stating that the proponent will allow co-location, subject to standard industry financial compensation arrangements to the owner of the telecommunication structure and provided all safety, structural, and technological requirements are met.
- h) One full-size hard copy and a digital version of a site plan drawn to a metric scale showing site grading, location of existing property lines or leased area, existing or proposed buildings, fences, lighting fixtures, parking facilities, existing and proposed landscaping, access, type, height of the proposed telecommunication structure, and any other item as reasonably requested by the Township.
- i) One full-size hard copy and a digital version of scaled elevation drawings.

- j) Agreement to submit a General Review Commitment Certificate prior to construction.
- k) Agreement to submit a Letter of Substantial Completion following construction.
- l) Agreement to submit a Building Permit prior to construction, limited to matters within the Township's jurisdiction.
- m) A map indicating the horizontal distance between the structure and the nearest lands zoned to permit residential uses, sensitive lands uses and the nearest environmentally sensitive lands.
- n) Agreement to submit proof of compliance with Transport Canada and Navigation Canada's regulations prior to construction.
- o) A statement acceptable to the Township, regarding the removal of the telecommunication structure in the event that the structure is no longer being used for a telecommunication purpose.
- p) A Property Identification Number (PIN) printout.
- q) A legal survey of the property identifying the leased area, if any.
- r) Colour photographs with the telecommunication structure superimposed.
- s) An Environmental Impact Statement.
- t) Agreement to submit confirmation of utility locates for ground-mounted structures prior to construction.
- u) All applicable fees and related costs.
- v) Agreement to provide notice in a local newspaper for proposed structures with a height of 30 metres or more. When notice in a local newspaper is required, the proponent shall, at their expense, prepare and advertise such notice in accordance with the requirements of ISED's CPC-2-0-03. The timing of the notice must be synchronized with the distribution of the Public Notice Information Packages. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents shall contact the local Township office for guidance.
- w) The proponent is required to erect and maintain in a structurally sound condition, the required sign (or signs) to inform that an application has been filed for the subject property. 20 days in advance of a public open house, the applicant shall submit written proof indicating that a sign has been erected in accordance with the Township's requirements and agreeing to other obligations regarding sign maintenance and sign removal (see Appendix H for sign specifications).

- x) The proponent's formal response to the concerns and/or comments received from all the public consultation

## **Appendix C: Submission requirements for proposals that require public consultation.**

For proposals that require municipal consultation and public consultation, proponents shall concurrently submit the following materials to the Township:

- a) Public Notice Information Packages, containing the materials and information identified in Appendix D; and,
- b) Municipal Notification requirements as identified in Appendix B of this Procedure.

## **Appendix D: Public Notice requirements.**

Proponents are required to submit Public Notice Information Packages to the Township that comprise the following materials and information:

- a) Date, time, location, and agenda for the public information session.
- b) The purpose of the proposed telecommunication structure, the reasons why an existing telecommunication structure or other infrastructure cannot be used, a list of other telecommunication structures that were considered unsuitable and future co-location possibilities for the proposed telecommunication structure.
- c) The proposed site within the community, the geographic co-ordinates, and the specific property or support structure (e.g. rooftop).
- d) A site plan printed on standard letter-size paper.
- e) Identification of areas accessible to the public and the access/demarcation measures to control public access.
- f) A description of the proposed telecommunication structure including its height and dimensions, type, design, and colour.
- g) Superimposed images of the proposed telecommunication structure at the site.
- h) Transport Canada's and Navigation Canada's aeronautical obstruction marking requirements, if applicable.
- i) The proponent's expectation of Transport Canada's and Navigation Canada's requirements together with an undertaking to provide Transport Canada's requirements once they become available.
- j) An Environmental Impact Statement.
- k) Written confirmation that the installation shall conform with accepted engineering practices including structural adequacy.
- l) Written confirmation containing details of compliance with Health Canada's Safety Code 6.
- m) The name and telephone number of a contact person for the proponent, ISED, and Health Canada.
- n) Reference to compliance with this procedure.
- o) Notice that general information relating to antenna systems is available on



ISED's Spectrum Management and Telecommunications website (<http://strategis.ic.gc.ca/antenna>).

- p) Closing date for submission of written public comments (not less than 20 days from the date of the public information session).

## **Appendix E: Public information requirements**

The Township will advise the proponent of the number of copies of the following materials to be made available for each public information session:

- a) An appropriate visual display, including at a minimum, a display-size (61cm x 92cm) colour photograph of the proposed site/subject property with a superimposed image of the proposed telecommunication structure.
- b) Public Notice Information Packages, as outlined in Appendix D, containing all materials included in the public notice mailing.
- c) Copies of all materials listed under the applicable Appendix B of this procedure. Confidential information contained in the Site Selection and Justification Report may be removed.
- d) A hard copy of Health Canada's Safety Code 6 and other related Health Canada public information materials that discuss Safety Code 6 as it pertains to Telecommunication Structures.

## **Appendix F: Requirements following a public information session.**

Following each public information session, the proponent shall provide the Township with a record that contains the following:

- a) Complete list of attendees, including names, and addresses.
- b) Minutes indicating the topics discussed, concerns, issues raised, resolutions and any outstanding issues.
- c) Copies of letters or other communications received from the public.
- d) A follow-up letter of response provided to the Township within 40 days of the information session outlining:
- e) How the concerns and issues raised at the information session and in any letters received prior to, at, or up to 20 days following the information session will be addressed; or
- f) Clearly setting out the reasons why the raised concerns cannot be addressed.

## **Appendix G: Innovation, Science and Economic Development Canada (ISED) Exclusions**

### **(Excerpt from CPC-2-0-03 - Exclusions)**

For the following types of installations, proponents are excluded from the requirement to consult with the LUA and the public, but must still fulfill the General Requirements outlined in Section 7 of CPC-2-0-03.

- a) New antenna systems: where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners.
- b) Existing antenna systems: where modifications are made, antennas added or the tower replaced, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation.
- c) Non-tower structures: including antennas on buildings, water towers, lamp posts, etc. These may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%.
- d) Temporary antenna systems: used for special events or emergency operations. Temporary antenna systems must be removed within three months after the start of the emergency or special event.
- e) No consultation is required prior to performing maintenance on an existing antenna system.
- f) Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponents to consult the LUA and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, proponents should consider such things as:
  - g) The antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
  - h) The location of the proposed antenna system on the property and its proximity to neighbouring residents;
  - i) The likelihood of an area being a community or in a sensitive land use
  - j) Transport Canada marking and lighting requirements for the proposed structure.

- k) Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or ISED for guidance.

## **Appendix H: Township public notice sign requirements for proposals that require public consultation.**

The proponent is required to create, erect and maintain a public notice sign in structurally sound condition.

Before installing the sign, the applicant shall contact the Township designate to confirm the design, wording and location of the public notice sign.

20 days in advance of a public open house the applicant shall submit written proof indicating that a sign has been erected in accordance with the Township's requirements and agreeing to other obligations regarding sign maintenance and sign removal.

All aspects of the preparation and installation of the public notice sign shall be done in a professional manner. Basic details required to be included on the public notice sign as listed below and subject to the approval of the Township designate.

### **Wording:**

The basic wording details on the attached example must be adhered to, including:

- proposal details (type of structure, height, location, etc.);
- an image of the tower superimposed on the landscape;
- identification of the proponent;
- public open house information; and
- a note identifying a method to contact the proponent for more information.

### **Size and Height:**

- Size: 1.93 metres (6 feet) wide by 1.22 metres (4 feet) high.
- Ground clearance: The sign shall be mounted so the text is at a height between 1.2 and 1.5 metres above the ground.

### **Sign Supports:**

- The sign supports must be able to sustain the weight of the application sign for a considerable period of time and through various climatic conditions (i.e. heavy winds) so as to ensure that the sign does not fall over as approved by Township designate.

### **Materials:**

- 2 cm (3/4") exterior grade plywood panel; or
- 10-12 mm (1/2') corrugated plastic; or as approved by Township designate.

**Paint:**

- If painted, the sign panels and all structural members shall be painted on all sides and edges with two coats of white exterior type matte finish alkyd paint over a suitable primer, or as approved by Township designate.



**Lettering:**

- The sign is to be professionally lettered or silk-screened with dark blue or black lettering on a white background. Typefaces to be Arial and in upper and lower case.
- The sign is to be “glare free’ with a high colour contrast.

**Location:**

- One sign shall be erected along each street frontage of the property so as to be clearly visible from the highway or other place to which the public has access.
- The location of the public notice sign shall be confirmed by the Township designate.

**Example Public Notice Sign:**

	<p>File No. 2024-XX:</p>	<h1>Notice</h1>
	<p><b>A new telecommunication tower is proposed for this property.</b></p> <p><b>The Tower will be XX metres (XXX feet) tall and approximately XXX metres (direction) of (Street St.).</b></p>	
<p>Proposed Site Location: XXX Monaghan Line</p> <p><b>A Public Open House will be at the (location) (Month XX, 20XX) (Time).</b></p>	<p><b>For more information contact:</b>  <b>Name of Contact, Job Title</b>  <b>Email@email.com</b>  <b>Phone (XXX) XXX-XXXX</b></p>	

## **The Township of Cavan Monaghan**

### **By-law No. 2024-60**

#### **Being a by-law to temporarily exempt certain lands within Registered Plans 45M-259 and 9M-733 (Coldbrook Drive) for the Township of Cavan Monaghan from Part Lot Control**

**Whereas** pursuant to subsection 50(7) of the Act, Council may designate lands within a plan of subdivision that are not subject to the “part lot control provisions” set out in subsection 50(5) of the Act;

**And Whereas** Veltri and Son Limited applied to Council to exercise its discretion under subsection 50(7) to “lift part lot control” as it relates to Lots 1, 2, 3, 9, 10, 11, 12 and 13 and Blocks 14 and 15, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive);

**And Whereas** Council approved By-law No. 2021-72 on December 6, 2021 to “lift part lot control” as it relates to Lots 1, 2, 3, 9, 10, 11, 12 and 13 and Blocks 14 and 15, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive);

**And Whereas** By-law No. 2021-72 imposed an expiry date of December 31, 2024;

**And Whereas** Veltri and Son Limited applied in October 2024 to Council to exercise its discretion under subsection 50(7) to “lift part lot control” as it relates to Lots 2, 3, 9, 10, 11, 12 and 13 and Block 14, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive);

**And Whereas** Veltri and Son Limited entered into a subdivision agreement with the Township wherein it is contemplated that the above-referenced blocks would be further subdivided for the purpose of accommodating linked semi-detached dwelling units through the lifting of part lot control.

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

1. That subsection 50(5) of the Planning Act, R.S.O. 1990 as amended, shall not apply to Lots 2, 3, 9, 10, 11, 12 and 13 and Block 14, Plan 45M-259 and Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive) for the purposes of creating separately conveyable parcels of land, as described in sections 2 and 3 below.
2. Lots 2, 3, 9, 10, 11, 12 and 13, Plan 45M-259 are each to be divided into two separately conveyable parcels having similar lot frontages and lot areas that comply with the applicable zoning as it existed on the date this By-law was passed.



3. Block 14, Plan 45M-259 and the portions of Blocks 19 and 20, Plan 9M-733 (Coldbrook Drive) conveyed by the Township to Veltri and Son Limited, cumulatively, are to be divided into a total of two separately conveyable parcels having similar lot frontages and lot areas that comply with the applicable zoning as it existed on the date this By-law was passed.
4. This By-law shall come into force and effect upon the approval of the Council of the Corporation of the County of Peterborough or designate and shall continue in full force and effect until December 31, 2027, upon which date this By-law is being repealed.

Read a first, second and third time and passed this 18<sup>th</sup> day of November 2024.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

**The Township of Cavan Monaghan**

**By-law No. 2024-61**

**Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 18th day of November 2024**

**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 18th day of November 2024 in respect to each recommendation and action by the Council at its said meetings except where prior approval of the Ontario Land 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 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 18th day of November 2024.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**