



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, December 2, 2024

12:00 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. 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

5.1 Resolution to move into Closed Session

5.2 Minutes of the Closed Session held October 21, 2024

**5.3 Aird & Berlis LLP Re: Kawartha Pine Ridge District School Board -
Deferral of Decision on Accommodation Planning Concepts**

advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**5.4 Report - Corporate Services 2024-07 Millbrook Valley Trails Advisory
Committee Appointment (CP)**

personal matters about an identifiable individual, including municipal or local board employees

- 6. **Reconvene Open Session 1:00 p.m.**
- 7. **Report from Closed Session**
- 8. **Public Meeting**
 - 8.1 **Resolution to open the Public Meeting**
 - 8.2 **Report - PEB 2024-55 Zoning By-law Amendment (ZBA-08-24) (MW)** 5 - 11
 - 8.3 **Questions/Comments from members of Council**
 - 8.4 **Questions/Comments from members of the public**
 - 8.5 **Consideration of the Report**
 - 8.6 **Resolution to close the Pubic Meeting**
- 9. **Presentation**
 - 9.1 **Cheque Presentation**
 - Susan Petch, Secretary - Millbrook and District Foodshare
 - Al Lang, President - Millbrook Agricultural Society
- 10. **Minutes**
 - 10.1 **Minutes of the Regular Meeting held November 18, 2024** 12 - 18
 - 10.2 **Minutes of the Special Meeting held November 21, 2024** 19 - 23
- 11. **Minutes from Committees and Boards**
 - 11.1 **Cavan Monaghan Public Library Board Meeting Minutes of October 15, 2024** 24 - 26
 - 11.2 **Millbrook Valley Trails Advisory Committee Meeting Minutes of October 28, 2024** 27 - 30
- 12. **Reports**
 - 12.1 **Council/Committee Verbal Reports**
- 13. **General Business**

14.	Correspondence for Information	
14.1	Letter from the Ministry of Municipal Affairs and Housing Re: Minister's Zoning Order Regulation 5/23 in the Township of Cavan Monaghan (1840 Brown Line Road)	31 - 32
15.	Correspondence for Action	
16.	By-laws	
16.1	By-law No. 2024-63 being a by-law to amend By-law No. 2018-58, as amended, otherwise known as "The Township of Cavan Monaghan Zoning By-law" (ZBA 08-24)	33 - 35
16.2	By-law No. 2024-64 being a by-law authorizing the temporary borrowing of funds to offset the current expenditures of the Township of Cavan Monaghan	36 - 37
16.3	By-law No. 2024-65 to provide for the levy and collection of 2024 interim realty taxes and penalties for non-payment thereof	38 - 41
17.	Unfinished Business	
18.	Notice of Motion	
19.	Confirming By-law	
19.1	By-law No. 2024-66 being a by-law to confirm the proceedings of the meeting held December 2, 2024	42 - 42
20.	Adjournment	
21.	Upcoming Events/Meetings	
21.1	Sustainability Advisory Committee Meeting Friday, December 13, 2024 at 1:00 p.m.	
21.2	Regular Council Meeting Monday, December 16, 2024 at 1:00 p.m.	
21.3	Special Council Budget Meeting Thursday, January 9, 2025 at 1:00 p.m.	
21.4	Special Council Budget Meeting Thursday, January 9, 2025 at 5:00 p.m.	
21.5	Municipal Revitalization and Heritage Advisory Committee Meeting Thursday, January 16, 2025 at 9:00 a.m.	

21.6 Regular Council Meeting Monday, January 27, 2025 at 1:00 p.m.

21.7 Millbrook Valley Trails Advisory Committee Meeting Monday, January 27, 2025 at 4:00 p.m.



Regular Council Meeting

To:	Mayor and Council
Date:	December 2, 2024
From:	Matt Wilkinson, Planner
Report Number:	PEB 2024-55
Subject:	Zoning By-law Amendment (ZBA-08-24)

Recommendations:

1. That Council receive and consider any public comments received on December 2nd, 2024; and
2. That By-law No. 2024-63 be approved to rezone a portion of the subject lands from the Institutional Exception One (I-1) Zone to the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone.

Overview:

Township Council passed motion R-2024-262 directing Staff to proceed with rezoning the identified portion in the northwest corner of the subject property to permit the development of single residential dwellings. The subject property is located in part Lot 12, Concession 6 (Cavan) known municipally as 988 County Road 10. A key map showing the location of the lands to be rezoned and subject property is provided as Attachment No. 1 to this Report.

Response to Notice:

Notice of the Zoning By-law Amendment application was circulated, by first class prepaid mail, to all assessed persons within 120 metres (400 feet) of the lands affected by the Zoning By-law Amendment application. Notice was provided by email to all Township Department Directors, Ministries and Agencies requesting notice by email. A sign was posted on the County Road 10 frontage of the subject property and the Notice of Public Meeting was posted on the Township website. The Notice complies with the requirements of the Planning Act.

To date, Township Staff have not received any comments from the public.

Township Staff have received comments from the County of Peterborough Public Works Department, Enbridge Gas, the Kawartha Pine Ridge District School Board (KPRDSB) and the Ministry of Transportation (MTO). None of the agencies had any objection to the application.

Township Fire, Building and Public Works Departments do not have any objection to the proposed amendment.

As of the date of drafting this Report, Township Staff have not received comments from Otonabee Conservation.

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

As drafted, By-law No. 2024-63 will rezone the identified portion of the subject lands from the Institutional Exception One (I-1) Zone to the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone to permit residential uses consistent with the neighbouring residential parcels. By-law No. 2024-63 is provided as Attachment No. 2 to this Report.

The holding provision attached to the UR1-A-6-H13 Zone will be removed upon approval of an official plan amendment to permit the residential use.

With the approval of the Zoning By-law Amendment residential uses will be permitted in accordance with the regulations in By-law No. 2018-58, as amended.

Township of Cavan Monaghan Official Plan

The subject lands are designated Institutional in the Township of Cavan Monaghan Official Plan as shown on Schedule 'A' to the Township's Official Plan.

The listed permitted uses in the Institutional designation include Municipal offices and administration facilities, recreation and open space, public services such as emergency services and public works operations. Single detached residential uses are not permitted in the Institutional designation.

An official plan amendment (OPA) will be prepared to permit residential uses on the area to be rezoned. The residential development will not proceed until the OPA is approved and the holding provision is removed.

By implementing the holding provision, the Application conforms to the Township Official Plan.

Peterborough County Official Plan

The subject lands are described as Settlement Area in the County Official Plan.

Section 4.2.1 of the County Official Plan states that it is the goal for Settlement Areas to provide a form of growth that is consistent with the need to conserve energy resources, preserve and enhance the natural environment, encourage an efficient and economic use of infrastructure and space and to maintain County unity and retain local community identity.

It is the opinion of Township Staff that the Application conforms to the County Official Plan.

Provincial Policy Statement (2024) (PPS)

Policy 2.3.1.1 of the PPS indicates that settlement areas shall be the focus of growth and development. Section 2.3.1.3 states planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

The proposed residential use supports the general intensification of the neighbouring residential subdivision is locally appropriate and permitted.

The Application is consistent with the PPS.

Financial Impact:

The costs associated with the zoning by-law and official plan amendments are covered through PEB operating budget.

Attachments:

- Attachment No. 1: Key Map
- Attachment No. 2: By-law No. 2024-63

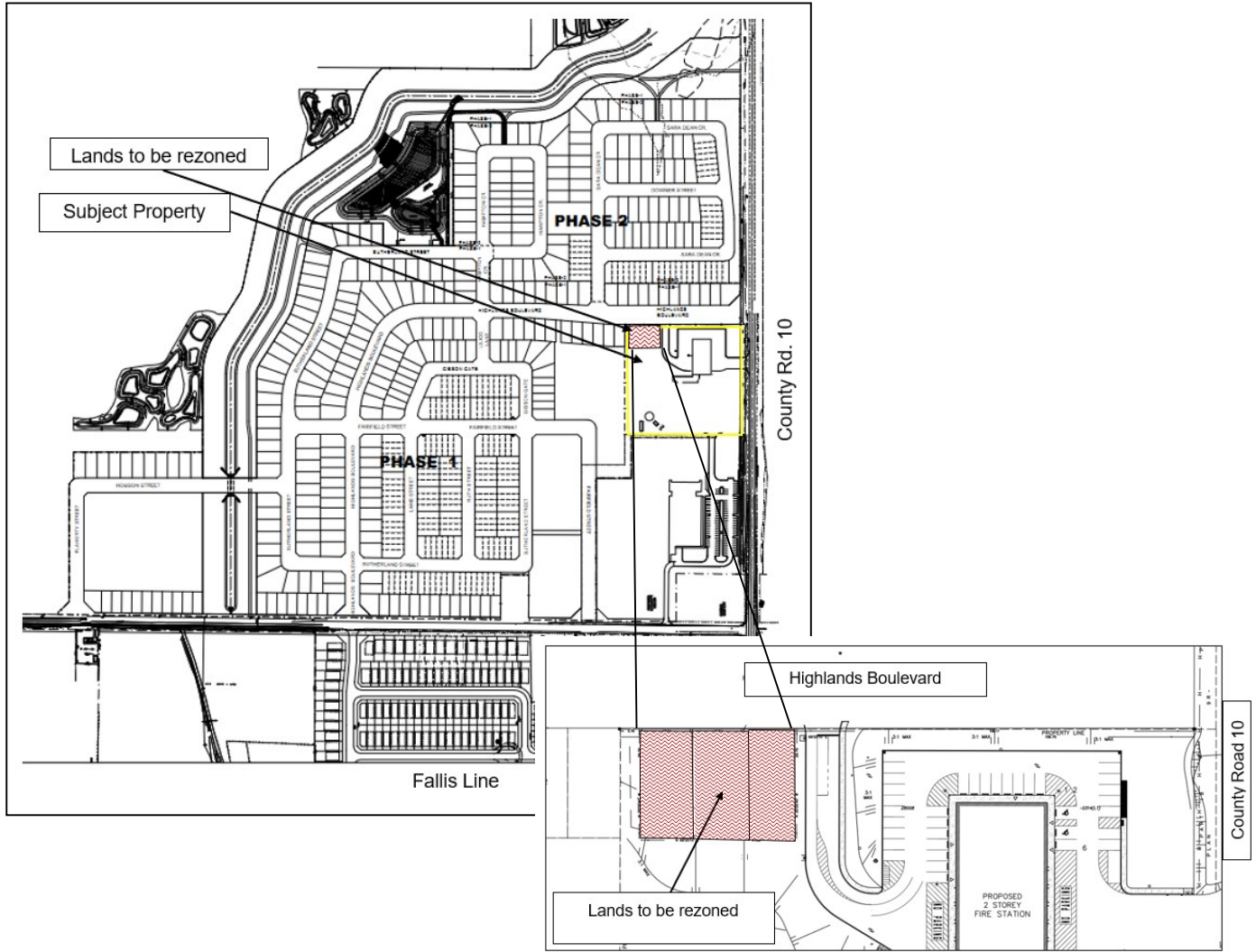
Respectfully Submitted by,

Reviewed by,

Matt Wilkinson
Planner

Yvette Hurley
Chief Administrative Officer

Attachment No.1: Key Map



Attachment No. 2: By-law No. 2024-63

The Township of Cavan Monaghan

By-law No. 2024-63

**Being a by-law to amend By-law No. 2018-58, as amended, otherwise known as
“The Township of Cavan Monaghan Zoning By-law”**

Whereas Township Council passed motion R-2024-262 directing Staff to proceed with a zoning by-law amendment to permit residential uses consistent with the neighbouring residential parcels.

And Whereas the Council of the Township of Cavan Monaghan reviewed the proposed rezoning and now deems it advisable to further amend By-law No. 2018-58, as amended.

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

1. Maps E-2 and E-2C of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by changing the zone category on a portion of the subject lands described as part Lot 12, Concession 6 (Cavan) known municipality as 988 County Road 10 from the Institutional Exception One (I-1) Zone to the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone.
2. Section 14.0, Table 14A of By-law No. 2018-58, as amended is further amended by the addition of a new Hold Number, namely Hold Number H13, immediately following Hold Number H12 that shall read as follows:

Table 14A Holding Zones			
Hold Number	Conditions of Hold Removal	Enacting By-law	By-law Removing “H”
H13	Upon approval of an Official Plan Amendment which permits the residential use.	2024-63	

3. All other relevant provisions of By-law No. 2018-58, as amended, shall apply.

If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing.

If a notice of objection is filed with the Clerk, this By-law shall become effective on the

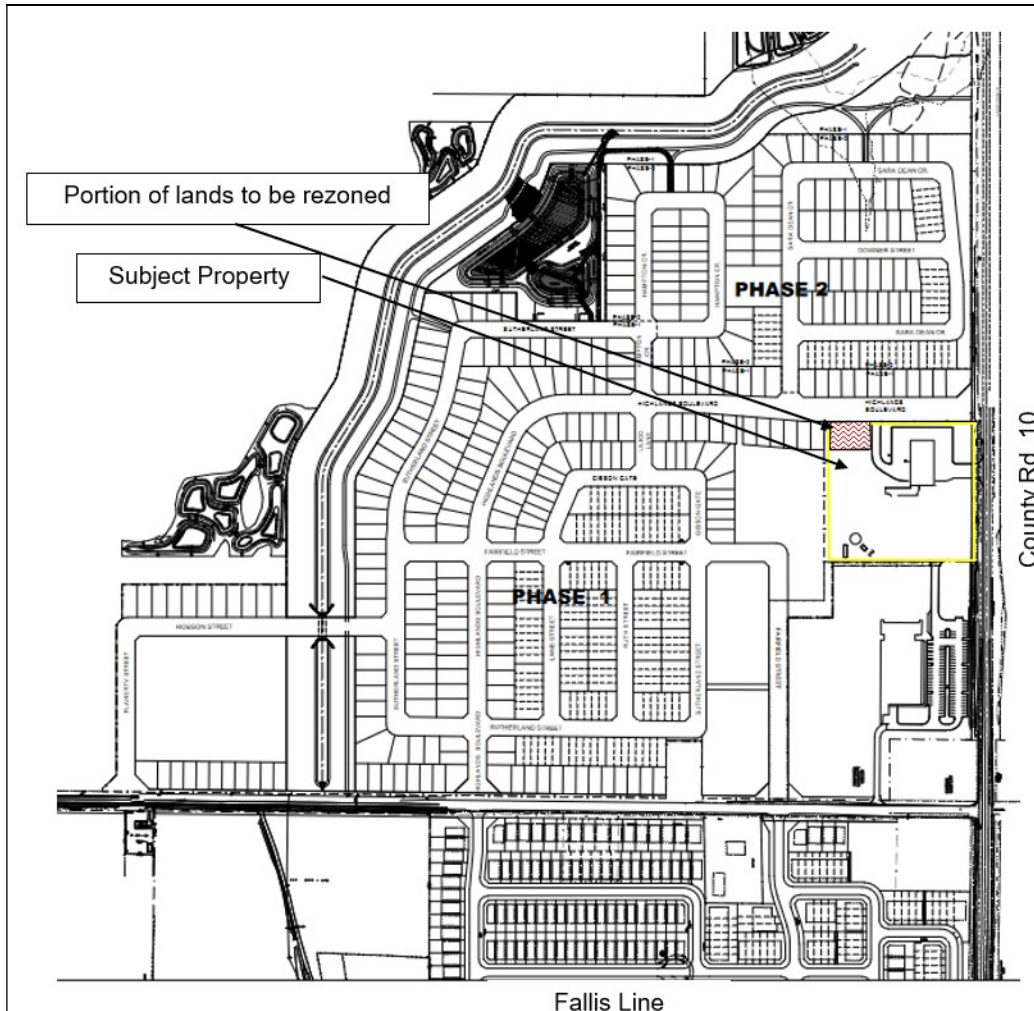
date of passing hereof subject to the disposition of any appeals.

Read a first, second and third time and passed this 2nd day of December, 2024.

Matthew Graham
Mayor

Cindy Page
Clerk

Schedule "1" to By-Law No. 2024-63



Area Affected by this By-law
 988 County Road 10
 Part Lot 12, Concession 6 (Cavan)
 Township of Cavan Monaghan

Certificate of Authentication
 This is Schedule "1" to By-law
 No. 2024-63 passed this 2nd
 day of December, 2024.



Rezone the 'Institutional Exception One (I-1) Zone' to the 'Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone'.

Matthew Graham
 Mayor

Cindy Page
 Clerk



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

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

Those members in attendance were:

Council	Matthew Graham	Mayor
	Ryan Huntley	Deputy Mayor
	Nelson Edgerton	Councillor
	Gerry Byrne	Councillor
	Lance Nachoff	Councillor
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Karen Ellis	Director of Planning
	Matthew Wilkinson	Planner
	Jessica Fradley	Water & Wastewater Technician
	Kyle Phillips	Chief Building Official/By-law Enforcement Officer
	Brigid Ayotte	Economic Development/Communications Officer

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-2024-297

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 Staff Recognition

Mayor Graham acknowledged the below list of employees and their years of service and thanked them for their hard work and dedication to the Township of Cavan Monaghan.

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

R-2024-298

Moved by: Huntley

Seconded by: Nachoff

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

Carried

8. Minutes from Committees and Boards

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

R-2024-299

Moved by: Byrne

Seconded by: Huntley

That the minutes of the Millbrook Downtown BIA Board of Management meetings held July 25, 2024 and August 8, 2024 be received for information.

Carried

9. Reports

9.1 Report - Public Works 2024-24 Structural Assessment of Former Millbrook Standpipe

R-2024-300

Moved by: Huntley

Seconded by: Edgerton

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

Carried

9.2 Report - PEB 2024-50 Third Quarter Activity Report – Planning, Economic Development and Building

R-2024-301

Moved by: Edgerton

Seconded by: Huntley

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

Carried

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

R-2024-302

Moved by: Huntley

Seconded by: Nachoff

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

That By-law No. 2024-60 be forwarded to Peterborough County for approval.

Carried

9.4 Report - PEB 2024-52 1066 Syer Line - Plan of Condominium Application 15CD-23001 and Plan of Subdivision Application 15T-23004

R-2024-303

Moved by: Huntley

Seconded by: Nachoff

That Council support the approval of Applications 15T-23004 and 15CD-23001; and

That the plan of subdivision approval be subject to the draft plan conditions provided in Attachment No. 5 to this Report; and

That the plan of condominium approval be subject to the draft plan conditions provided in Attachment No. 6 to this Report; and

That the draft plan conditions be forwarded to the Peterborough County Planning Department.

Carried

9.5 Report - PEB 2024-53 Amended Road Occupancy Permits for Christmas in the Village

R-2024-304

Moved by: Nachoff

Seconded by: Huntley

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 7th, 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

That the Township of Cavan Monaghan provides a Certificate of Insurance to the County of Peterborough for the amended 2024 Events/Festivals.

Carried

9.6 Report - PEB 2024-54 Telecommunication Structures Procedure Policy

R-2024-305

Moved by: Nachoff

Seconded by: Edgerton

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

Carried

9.7 Report - CAO Report and Capital Status

R-2024-306

Moved by: Byrne

Seconded by: Huntley

That Council direct Staff to work with the Legion to explore the opportunities to enhance the crosswalk on King Street near the Cenotaph for the Remembrance Day ceremony and report back to Council.

Carried

R-2024-307

Moved by: Byrne

Seconded by: Huntley

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

Carried

9.8 Council/Committee Verbal Reports

Deputy Mayor Huntley spoke to the upcoming BIA Event on December 7th "A Merry Millbrook Christmas" and noted on December 14th there will be the Santa Claus Parade starting at 1:00 p.m.

Mayor Graham thanked the Millbrook Legion and the attendees at the cenotaph for the Remembrance Day Celebration. Mayor Graham provided an updated from the Police Services Board meeting noting they are working on Community Chats with the Chief and there will be an upcoming "Meet and Greet" with the Chief in the New Year. Mayor Graham thanked the Millbrook/South Cavan Public School for inviting him to speak Thursday, alongside the Warden, and Friday, alongside the Deputy Mayor, about the roles and responsibilities of local government.

R-2024-308

Moved by: Byrne

Seconded by: Nachoff

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

Carried

10. General Business

There was no General Business.

11. Correspondence for Information

There was no Correspondence for Information.

12. Correspondence for Action

12.1 County of Peterborough Council - Solve the Crisis Motion

R-2024-309

Moved by: Nachoff

Seconded by: Huntley

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 Township of Cavan Monaghan 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

13. By-laws

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

13.2 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

R-2024-310

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2024-58 being a by-law to adopt a Telecommunications Structures Procedure Policy and 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 be read a first, second and third time and passed this 18th day of November signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

14. Unfinished Business

There was no Unfinished Business.

15. Notice of Motion

There were no Notices of Motion.

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

R-2024-311

Moved by: Nachoff

Seconded by: Edgerton

That By-law No. 2024-61 being a by-law to confirm the proceedings of the meeting held November 18, 2024 be read a first, second and third time and passed this 18th day of November signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

17. Adjournment

R-2024-312

Moved by: Edgerton

Seconded by: Nachoff

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:40 p.m.

Carried

Matthew Graham
Mayor

Cindy Page
Clerk



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

**Thursday, November 21, 2024
9:00 a.m.
Council Chambers**

Those members in attendance were:

Council	Matthew Graham	Mayor
	Gerry Byrne	Councillor
	Lance Nachoff	Councillor
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Kimberley Pope	Director of Finance
	Megan Lytle	Finance Clerk
	Karen Ellis	Director of Planning
	Chris Allison	Parks and Facilities Manager
	Wayne Hancock	Director of Public Works
	Kyle Phillips	Chief Building Official/By-law Enforcement
	Megan Lytle	Finance Clerk
	Bill Balfour	Fire Chief
	Brigid Ayotte	Economic Development and Communications Officer
	Drew Hutchison	Engineering Technician

Those members absent:

Council	Ryan Huntley	Deputy Mayor
	Nelson Edgerton	Councillor

1. Call to Order

Mayor Graham called the meeting to order at 9:00 a.m.

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2024-313

Moved by: Byrne

Seconded by: Nachoff

That the agenda for the Special 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 MPAC Updates - Sarah Groves, Account Manager

R-2024-314

Moved by: Byrne

Seconded by: Nachoff

That Council receive the MPAC Updates presentation from Sarah Groves, Account Manager for information.

Carried

6.2 Cavan Monaghan Public Library Board - Karla Buckborough, CEO/Chief Librarian and Earl McLeod, Chair

R-2024-315

Moved by: Nachoff

Seconded by: Byrne

That Council receive the presentation from Karla Buckborough, CEO/Chief Librarian for Cavan Monaghan Public Libraries for information.

Carried

6.3 Millbrook Downtown Business Improvement Area Board of Management - Deputy Mayor Ryan Huntley

R-2024-316

Moved by: Byrne

Seconded by: Nachoff

That Council defer the presentation for the Millbrook Downtown Business Improvement Area Board of Management until the 2nd Draft 2025 Budget Meeting.

Carried

6.4 Robert Jackson, Chair - Millbrook Valley Trails Advisory Committee

R-2024-317

Moved by: Nachoff

Seconded by: Byrne

That Council receive the presentation from Robert Jackson, Chair of the Millbrook Valley Trails Advisory Committee for information.

Carried

6.5 Ashley Stewart, Chair, and John Collver, Vice Chair - Municipal Revitalization and Heritage Advisory Committee

R-2024-318

Moved by: Nachoff

Seconded by: Byrne

That Council support the addition of the revised presentation from Ashley Stewart, Chair and John Collver, Vice Chair of the Municipal Revitalization and Heritage Advisory Committee.

Carried

R-2024-319

Moved by: Byrne

Seconded by: Nachoff

That Council direct staff to have a follow-up meeting with MRHAC to clarify the operating and capital budgets; and

That Council receive the presentation from Ashley Stewart, Chair and John Collver, Vice Chair of the Municipal Revitalization and Heritage Advisory Committee for information.

Carried

6.6 Lisa Crawford, Vice Chair - Sustainability Advisory Committee

R-2024-320

Moved by: Byrne

Seconded by: Nachoff

That Council receive the presentation from Lisa Crawford, Vice Chair of the Sustainability Advisory Committee for information.

Carried

Mayor Graham called for a recess 10:48 a.m. to 11:00 a.m.

7.1 Report - Finance 2024-13 1st Draft 2025 Budget Presentation

Kimberley Pope, Director of Finance/Treasurer prepared a presentation to provide Council with an overview of the proposed Operating and Capital Budgets. The first draft of the 2025 Operating and Capital Budgets was presented for review, discussion and education purposes between

management and Council. This budget does not include any changes to service levels that the municipality currently provides.

R-2024-321

Moved by: Graham

Seconded by: Nachoff

That Council direct Staff to allocate the equivalent of a 1% Municipal Residential Tax Levy increase to a new designated Parkland General Reserve Fund in the 2025 Capital Budget.

Carried

R-2024-322

Moved by: Nachoff

Seconded by: Byrne

That Council direct Staff to close the Municipal Council Grant Reserve and transfer the balance of \$57,050 to the new Parkland General Reserve Fund; and

That Council direct Staff to close the committed Parkland Reserve Fund (City of Peterborough) and transfer the balance of \$42,875 to the new Parkland General Reserve Fund.

Carried

R-2024-323

Moved by: Nachoff

Seconded by: Byrne

That Council receive the 1st Draft 2025 Budget for discussion and education purposes; and

That Council direct Staff to come back with a revised 2025 Budget in January 2025.

Carried

8. Confirming By-law

8.1 By-law No. 2024-62 being a by-law to confirm the proceedings of the special meeting held November 21, 2024

R-2024-324

Moved by: Nachoff

Seconded by: Byrne

That By-law No. 2024-62 being a by-law to confirm the proceedings of special council meeting held on November 21, 2024 be read a first, second and third time and passed this 21st day of November signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

9. Adjournment

R-2024-325

Moved by: Nachoff

Seconded by: Byrne

That the Special Council Meeting of the Township of Cavan Monaghan adjourn at 12:03 p.m.

Carried

Matthew Graham
Mayor

Cindy Page
Clerk

CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: October 15th, 2024

Place: Millbrook Branch @ 7:00pm (meeting may be recorded)

Mission Statement:

Empowering residents to read, learn and connect through quality resources, safe and welcoming spaces, innovative programs, and creative services.

Vision:

Enriching the lives of residents through books and beyond.

PRESENT: Karen Graham
 Earl McLeod Chair
 Tony Parks
 Monica Schjott
 Karla Buckborough CEO/Librarian
 Erin Stewart Branch Librarian/Secretary

ABSENT: Matthew Graham, Chandra Tremblay, Rachel Finnie

1. Earl called the meeting to order at 6:56pm.
2. Earl read the Land Acknowledgement.
3. Disclosure of pecuniary interest and the general nature thereof - none
4. Agenda
Motion: 40/24 Moved by: Monica
Approve amended agenda with the addition of:
12b. Board member resignation/dismissal
Carried.
5. Minutes
Motion: 41/24 Moved by: Karen
Approve minutes of the Library Board meeting September 17th, 2024.
Carried.
6. Library Activity Highlights and Statistics
All staff took part in mental health training on Monday, September 30 with Jack Veitch from the Canadian Mental Association.
A large crowd gathered in the Harry Williams Room to listen to Millbrook resident Ron Gosbee read from his book *No escape: witness to a Canadian genocide* on Tuesday, October 1st. This book details his experience as the only white child (along with his two sisters) at the infamous St. Anne's Indian Residential school in Fort Albany, Ontario. Library staff shared a table with the Historical Society at the BIA Fall Festival on Saturday, October 5th.
On Tuesday, October 8th the Millbrook Branch hosted a display of artwork from the Kitchen Krafters, a local group that has been meeting for many years. Approximately 75 people came through to see the art!

Motion: 42/24 Moved by: Karen
Accept the Library Activity Highlights and Statistics as presented.
Carried.
7. Strategic Plan
 - a. CMLibraries Strategic Plan - October Updates
 - i. Karla is meeting with a vendor in November regarding shelving for the rearrangement of the Millbrook Branch

8. Marketing Committee
 - a. Update - none
9. Human Resources
 - a. Update - none
10. Finance
 - a. September Operating and September Capital
 - b. Purchasing Update - October 11

Motion: 43/24 Moved by: Monica

To use Donation Reserve funds to purchase the 2025 Forest of Reading books with an upset limit of \$2500.
Carried.

- c. 2025 Budget - Operating, Capital, 2025 Budget Update

Motion: 44/24 Moved by: Monica

To use Donation Reserve funds to purchase a new projector with an upset limit of \$1700 plus applicable taxes.
Carried.

- d. IT Plan - Draft - with tie-in to County findings
- e. Donation reserve update
- f. Programming data

Motion: 45/24 Moved by: Karen

Receive financial reports as presented.
Carried.

11. Correspondence for action/information
 - a. None

12. Business Arising/Old Business
 - a. Library monitoring tool

Karen presented the Board with a monitoring tool that tracks item, lead, task, completion target, and status of ongoing projects. Karla will add it to the next agenda as a new section.

- b. Board member resignation/dismissal

Motion: 46/24 Moved by: Karen

That a Library Board member, who has missed three consecutive meetings without explanation, be dismissed from the Library Board, as per the Public Library Act. That a request be sent to the Township identifying the vacancy.
Carried.

13. Take-aways for Council – none at this time.

14. Next meeting: November 19th @ 7pm, unless otherwise called by the Chair

15. Adjournment – Karen adjourned at 8:25pm.

Signature: _____
Chair

Date: _____

Signature: _____
Secretary

Date: _____

Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, October 28, 2024
4:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Robert Jackson	Chair
Maureen McDonald	Vice Chair
John Fallis	
David D'Agostino	
Gary Wall	
Lance Nachoff	Councillor
Meredith Carter	ORCA

Those members absent:

Kirk Hillsley
Griffen Brown

Those members in attendance:

Yvette Hurley	CAO
Mark Froment	Deputy Clerk
Chris Allison	Parks and Facilities Manager

1. Call to Order

Chair Robert Jackson called the meeting to order at 4:04 p.m.

2. Land Acknowledgement

Chair Robert Jackson recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Fallis

Seconded by: Nachoff

That the agenda for the Millbrook Valley Trails Advisory Committee meeting held October 28, 2024, be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Minutes

5.1 Minutes of the meeting held September 23, 2024

Moved by: Nachoff

Seconded by: Fallis

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

Carried

6. Reports

6.1 Financial Report – Chris Allison

Chris Allison provided the Financial Report update.

Moved by: Wall

Seconded by: D'Agostino

That the Millbrook Valley Trails Advisory Committee receive the Financial Report for information.

Carried

6.2 ORCA Update - Meredith Carter

Meredith Carter provided an update from ORCA.

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee receive the ORCA Update for information.

Carried

6.3 Trail Report – Wall/D'Agostino

Gary Wall and Dave D'Agostino provided the Trail Report to the Committee. They noted that there was a fallen tree partially obstructing the Grand Trunk pathway and that another tree was leaning over the trail west of where it meets the Grand Trunk. They also observed that there were signs of heavy vehicles traversing some of the routes leading to the trails including ruts on the trails and some of the brush limiting access to them being pushed back.

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee receive the Trail Report for information.

Carried

6.4 Report – Parks and Facilities Millbrook Valley Trails Advisory Committee Roles and Responsibilities

Moved by: McDonald

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee receive the Parks and Facilities Report on Millbrook Valley Trails Advisory Committee Roles and Responsibilities for information; and

That the Committee add an additional item to the Work Plan to work with Staff to develop a Millbrook Valley Trails Advisory Committee Trails Construction and Maintenance Policy.

Carried

7. General Business

7.1 2025 Budget Discussion

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee approve an upset limit of \$500 from Materials and Supplies for the purchase of wood and other materials for two new trail signs.

Carried

Moved by: Nachoff

Seconded by: D'Agostino

That the Millbrook Valley Trails Advisory Committee approve an upset limit of \$1,000 from Materials and Supplies for the design and creation of new trailhead signs.

Carried

Moved by: Fallis

Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee request for the 2025 Operating Budget \$4,800 for Materials and Supplies and \$2,000 for Contracted Services; and

That the Committee request for the 2025 Capital Budget one new capital project being \$15,000 to replace the bridge near the Old Millbrook School.

Carried

7.2 Bridge Dedication

The Committee discussed dedicating a portion of the Millbrook Valley Trails in honour of a member of the community.

Moved by: Fallis
Seconded by: Nachoff
That the Millbrook Valley Trails Advisory Committee add an additional item to the Work Plan to develop a policy on dedicating portions of the Millbrook Valley Trails to members of the community.

Carried

7.3 Work Plan

Gary Wall left the meeting at 5:37 p.m.

Moved by: Fallis
Seconded by: Nachoff
That the Millbrook Valley Trails Advisory Committee approve the updates for the work plan.

Carried

7.4 Items for next meeting

There were no new items for next meeting.

8. Adjournment

Moved by: Fallis
Seconded by: D'Agostino
That the Millbrook Valley Trails Advisory Committee adjourn at 5:49 p.m.

Carried



Robert Jackson
Chair



Mark Froment
Deputy Clerk

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2024-5433

November 26, 2024

Mayor Matthew Graham
Township of Cavan Monaghan
988 Peterborough County Rd. 10
Millbrook, ON L0A 1G0
mgraham@cavanmonaghan.net

Subject: Minister's Zoning Order Regulation 5/23 in the Township of Cavan Monaghan (1840 Brown Line Road)

Dear Mayor Graham,

On August 30, 2024, the Ministry of Municipal Affairs and Housing initiated consultation to potentially revoke Ontario Regulation 5/23 in the Township of Cavan Monaghan involving lands located at 1840 Brown Line Road. The regulation was proposed to be revoked based on limited progress being made on the subsequent approvals needed for project implementation.

The consultation was open for 45-days to provide an opportunity for municipalities, project proponents, stakeholders, Indigenous communities and the public to provide feedback and comments. Based on the information received, further progress has not been demonstrated and Ontario Regulation 5/23 has been revoked.

In the Fall of 2023, I announced a review of the approach to zoning orders to ensure decisions are made in a transparent manner and support government priorities. As part of that commitment, I have introduced a zoning order framework that will help guide how zoning order requests are received and considered. The new zoning order framework is available online [on our website](#). Moving forward, I will only be considering requests that have been submitted in accordance with the new zoning order framework.

.../2

We are proud of the partnerships we have developed with local governments, and we will continue to work with them to utilize the tools we have provided to build more homes faster and address local challenges in their communities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a stylized flourish at the end.

Hon. Paul Calandra
Minister of Municipal Affairs and Housing

C: Sean Fraser, Assistant Deputy Minister, Municipal Services Division
Jen Liptrot, Regional Director, Municipal Services Office - East

The Township of Cavan Monaghan

By-law No. 2024-63

**Being a by-law to amend By-law No. 2018-58, as amended, otherwise known as
“The Township of Cavan Monaghan Zoning By-law”**

Whereas Township Council passed motion R-2024-262 directing Staff to proceed with a zoning by-law amendment to permit residential uses consistent with the neighbouring residential parcels.

And Whereas the Council of the Township of Cavan Monaghan reviewed the proposed rezoning and now deems it advisable to further amend By-law No. 2018-58, as amended.

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

1. Maps E-2 and E-2C of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by changing the zone category on a portion of the subject lands described as part Lot 12, Concession 6 (Cavan) known municipality as 988 County Road 10 from the Institutional Exception One (I-1) Zone to the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone.
2. Section 14.0, Table 14A of By-law No. 2018-58, as amended is further amended by the addition of a new Hold Number, namely Hold Number H13, immediately following Hold Number H12 that shall read as follows:

Table 14A Holding Zones			
Hold Number	Conditions of Hold Removal	Enacting By-law	By-law Removing “H”
H13	Upon approval of an Official Plan Amendment which permits the residential use.	2024-63	

3. All other relevant provisions of By-law No. 2018-58, as amended, shall apply.

If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing.

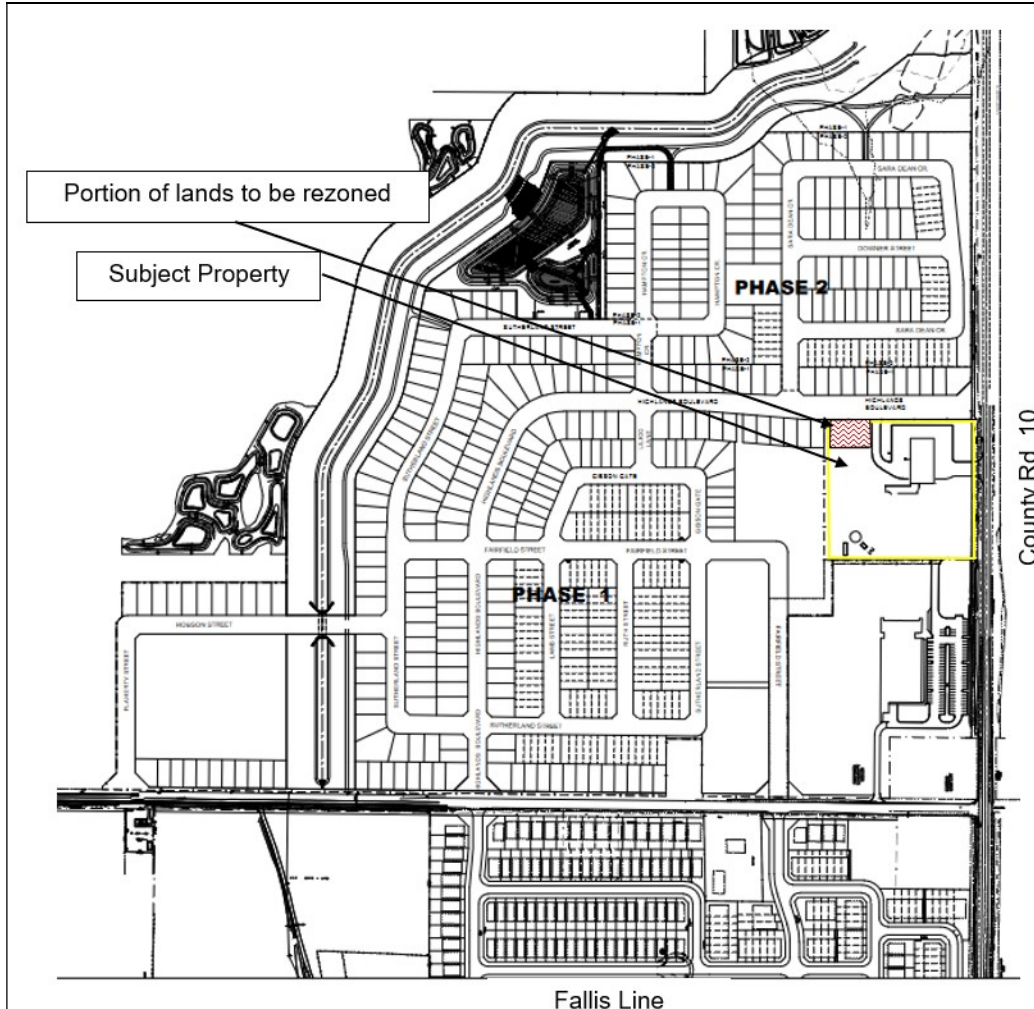
If a notice of objection is filed with the Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a first, second and third time and passed this 2nd day of December, 2024.

Matthew Graham
Mayor

Cindy Page
Clerk

Schedule "1" to By-Law No. 2024-63



Area Affected by this By-law
 988 County Road 10
 Part Lot 12, Concession 6 (Cavan)
 Township of Cavan Monaghan

Certificate of Authentication
 This is Schedule "1" to By-law
 No. 2024-63 passed this 2nd
 day of December, 2024.



Rezone the 'Institutional Exception One (I-1) Zone' to the 'Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone'.

Matthew Graham
 Mayor

Cindy Page
 Clerk

The Township of Cavan Monaghan

By-law No. 2024-64

Being a by-law authorizing the temporary borrowing of funds to offset the current expenditures of the Township of Cavan Monaghan

Whereas in accordance with subsection 407(1) of the Municipal Act, R.S.O. 2001, c. 25, as amended, and herein referred to as “the Act”, the Municipality considers it necessary to borrow the amount of \$1,500,000 to meet, until taxes are collected, the current expenditures of the Municipality for the year 2025.

And Whereas pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this by-law together with the total of any similar borrowings is not to exceed the limits set forth in that subsection.

And Whereas the total amount previously borrowed by the Municipality pursuant to section 407 that has not been repaid is \$0.00.

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

1. The Mayor and the Treasurer are authorized on behalf of the Municipality to borrow from time to time by way of promissory note or bankers' acceptance from TD Canada Trust a sum or sums not exceeding in the aggregate \$1,500,000 to meet, until taxes are collected, the current expenditures of the Municipality for the year (including the amounts required for purposes mentioned in subsection 407(1) of the Act) and to give TD Canada Trust promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Municipality and signed by the Mayor and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with TD Canada Trust.
2. All sums borrowed pursuant to this By-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from TD Canada Trust from any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect of taxes levied for the current year and preceding years or from any source which may lawfully be applied for this purpose.
4. The Treasurer is authorized to furnish TD Canada Trust a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts

borrowed that have not been repaid.

Read a first, second and third time and passed this 2nd day of December, 2024.

Matthew Graham
Mayor

Cindy Page
Clerk

The Township of Cavan Monaghan

By-law No. 2024-65

To provide for the levy and collection of 2025 interim realty taxes and penalties for non-payment thereof

Whereas subsection 317(1) of the Municipal Act, 2001 (the “Act”) provides that the council of a local municipality, before the adoption of the estimates for the year under section 290 of the Act, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes (the “taxes”);

And Whereas subsection 317(3) of the Act provides that the amounts to be levied are subject to the following rules:

1. The amount levied on a property shall not exceed the prescribed percentage or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year;
2. The percentage under paragraph one (1) may be different for different property classes but shall be the same for all properties in a property class;
3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year; and, no percentages have been prescribed for the purposes of paragraph 1 of subsection 317(3);

And Whereas subsection 317(4) of the Act provides that if a by-law is passed under subsection 317(1), before the assessment roll for taxation in the current year is returned, the amounts under subsection (1) shall be levied on the assessment according to:

- (a) the tax roll for taxation in the previous year as most recently revised before the by-law is passed; or
- (b) a preliminary assessment roll provided by the assessment corporation for that purpose;

And Whereas subsection 317(5) of the Act provides that a by-law under subsection 317(1) may provide for the levying of amounts on assessment added, after the by-law is passed, to the tax roll for the current year that was not on the assessment roll upon which the amounts are levied.

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

1. In this By-law:

“Treasurer” means the Director of Finance/Treasurer of the Township of Cavan Monaghan.

2. (1) Before the adoption of the estimates for 2025, there shall be levied as taxes on the assessment of property in the Township of Cavan Monaghan rateable for local municipality purposes in amounts calculated for each property so that the taxes for each property are limited to 50% of the total 2024 taxes for that property.

(2) Amounts under subsection (1) shall be levied on the assessment according to:

(a) the tax roll for taxation in the previous year as most recently revised before this by-law is passed; or

(b) a preliminary assessment roll provided by the assessment corporation for that purpose.

(3) For the purposes of calculating the total amount of taxes referred to in subsection (1), if any taxes for municipal purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.

(4) Amounts under subsection (1) shall be levied in respect of assessment added, after the coming into force of this by-law, to the tax roll for the current year that was not on the assessment roll upon which the amounts are levied.

3. Subject to section 4, the taxes levied by subsection 2(1) as adjusted by subsections 2(3) and 2(4) shall be paid in two instalments which shall be equal or as nearly equal as practicable, and shall be due and payable on or before the respective dates set out below:

Instalment 1 – February 28, 2025

Instalment 2 – May 31, 2025

4. Under the Township’s pre-authorized property tax payment program, and provided the Treasurer has received and approved a taxpayer’s request to use the alternative instalments and due dates under that program, the payment of the taxes levied by subsection 2(1) as adjusted by subsection 2(3) and 2(4) shall be

paid in six instalments which shall be equal or as nearly equal as practicable, and shall be due and payable on or before the respective dates set out below:

- Instalment 1 - January 15, 2025
- Instalment 2 - February 15, 2025
- Instalment 3 - March 15, 2025
- Instalment 4 - April 15, 2025
- Instalment 5 - May 15, 2025
- Instalment 6 - June 15, 2025

5. The payment of taxes, or any instalment thereof, may be made at the following location:

988 County Road 10, Millbrook, Ontario L0A 1G0

6. Taxes shall be payable to the Township of Cavan Monaghan.

7. When not in default, the payment of taxes or any instalment may also be made at any financial institution permitted by the Act, and the Treasurer is authorized to determine, in accordance with the provisions of the Act, the financial institutions where payments may be made.

8. When in default of payment of such instalment of taxes or any part of any instalment by the date for payment set out in section 3 or section 4 hereof, the remaining instalment or instalments shall become due and payable immediately.

9. The Treasurer may mail, or cause to be mailed, all notices of taxes required in accordance with the provisions of the Act, to the address of the residence or place of business of the person taxed pursuant to this by-law. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.

10. The Treasurer shall be and is authorized to accept part payment from time to time on account of any taxes due, and to give a receipt for such part payment provided that acceptance of any such part payment does not affect the collection of any interest charge imposed or collectable under section 11 in respect to non-payment of any taxes or any class of taxes or of any instalment.

11. Interest charges for non-payment of taxes shall be added at the rate of 1.25 percent on the 1st day of default, and on the 1st day of each calendar month thereafter in which default continues.

12. Except in the case of taxes payable under sections 33 and 34 of the Assessment Act, as amended, the interest charge imposed by section 11 for non-payment of taxes and monies payable as taxes shall be added to every tax or assessment, rent or rate or any instalment of part thereof remaining unpaid on

the first day of default and on the first day of each calendar month thereafter in which such default continues; and it shall be the duty of the Treasurer, immediately after the several dates named in section 3 or in section 4 as appropriate, to collect at once, by distress or otherwise under the provisions of the applicable statutes all such taxes, assessments, rents, rates or instalments or parts thereof as shall not have been paid on or before the several dates named in section 3 and section 4 as appropriate, together with the said interest charges as they are incurred.

13. In respect of taxes payable under sections 33 and 34 of the Assessment Act, as amended, the interest charge imposed by section 11 for non-payment of taxes and monies payable as taxes shall be added to every amount of taxes so payable remaining unpaid on the first day after thirty days from the mailing by the Treasurer of a demand for payment and on the first day of each calendar month thereafter in which default continues; and it shall be the duty of the Treasurer immediately after the expiration of the said thirty days to collect at once by distress or otherwise under the provisions of the applicable statutes, all such taxes as shall not have been paid on or before the expiration of the thirty day period, together with the said percentage charges as they are incurred.

14. Nothing herein contained shall prevent the Treasurer from proceeding at any time with the collection of any rate, tax or assessment, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.

15. All moneys raised, levied or collected under the authority of this By-law shall be paid into the hands of the Treasurer, to be applied and paid to such persons and in such manner as the laws of Ontario and the by-laws or resolutions of the Council direct.

16. This By-law shall come into force on the day of passing.

Read a first, second and third time and passed this 2nd day of December, 2024.

Matthew Graham
Mayor

Cindy Page
Clerk

The Township of Cavan Monaghan

By-law No. 2024-66

Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 2nd day of December 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 2nd day of December 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 2nd day of December 2024.

Matthew Graham
Mayor

Cindy Page
Clerk