



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

Monday, January 27, 2025

12:30 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**

**5.1 Resolution to move into Closed Session**

**5.2 Minutes of the Closed Session held December 16, 2024**

**5.3 Report - Corporate Services 2025-01 Cavan Monaghan Public Library Board and Municipal Revitalization and Heritage Advisory Committee Vacancy Appointments (CP)**

**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 2025-03 OPA-03-24, 988 County Road 10, Official Plan Amendment No. 17 Report (MW)	4 - 21
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 Public Meeting	
9.	Delegation	
9.1	Raymond Prince, Ganaraska Snowmobile Club - Snowmobile Use Agreement Request	22 - 37
10.	Minutes	
10.1	Minutes of the Regular Meeting held December 16, 2024	38 - 44
10.2	Minutes of the Special Budget Meeting held January 9, 2025 at 1:00 p.m.	45 - 48
10.3	Minutes of the Special Budget Meeting held January 9, 2025 at 5:00 p.m.	49 - 52
11.	Minutes from Committees and Boards	
11.1	Sustainability Advisory Committee Meeting Minutes of September 20, 2024	53 - 56
11.2	Cavan Monaghan Public Library Board Meeting Minutes of November 19, 2024	57 - 59
12.	Reports	
12.1	Report - Finance 2025-02 Final Draft 2025 Budget Presentation (K. Pope)	60 - 101
12.2	Report - PEB 2025-01 Township Surplus Lands (BA/WH)	102 - 111
12.3	Report - PEB 2025-02 Peterborough County Official Plan Status Report (KE)	112 - 118
12.4	Report - PEB 2025-04 Fourth Quarter Activity Report - Planning, Economic Development and Building (KP)	119 - 122

12.5	Report - CAO Report and Capital Status (YH)	123 - 123
12.6	Council/Committee Verbal Reports	
13.	General Business	
14.	Correspondence for Information	
15.	Correspondence for Action	
16.	By-laws	
16.1	By-law No. 2025-03 being a by-law to appoint a Deputy Treasurer for the Township of Cavan Monaghan	124 - 124
16.2	By-law No. 2025-04 Adoption By-law for Official Plan Amendment No. 17 (988 County Road 10, Cavan)	125 - 125
17.	Unfinished Business	
18.	Notice of Motion	
19.	Confirming By-law	
19.1	By-law No. 2025-05 being a by-law to confirm the proceedings of the meeting held January 27, 2025	126 - 126
20.	Adjournment	
21.	Upcoming Events/Meetings	
21.1	Millbrook Valley Trails Advisory Meeting Monday, January 27, 2025 at 4:00 p.m.	
21.2	Sustainability Advisory Committee Meeting Thursday, January 30, 2025 at 1:00 p.m.	
21.3	Regular Council Meeting Monday, February 3, 2025 at 1:00 p.m.	
21.4	Millbrook Downtown BIA Board of Management Meeting Thursday, February 13 , 2025 at 8:00 a.m.	
21.5	Regular Council Meeting Tuesday, February 18, 2025 at 1:00 p.m.	



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	January 27, 2025
<b>From:</b>	Matt Wilkinson, Planner
<b>Report Number:</b>	PEB 2025-03
<b>Subject:</b>	OPA-03-24, 988 County Road 10, Official Plan Amendment No. 17 Report

### Recommendations:

1. That Council receive and consider any public comments received at the Public Meeting; and
2. That Council approve By-law No. 2025-04 to adopt Official Plan Amendment No. 17 to the Township of Cavan Monaghan Official Plan; and
3. That Council authorize the submission of the adopted Official Plan Amendment to Peterborough County for review and approval.

### Overview:

The Township of Cavan Monaghan seeks to change the designation from Institutional to Residential on a portion of the property known as 988 County Road 10, described as part of Lot 12, Concession 6 (Cavan) and more specifically known as Parts 1, 2 and 3 of Plan 45R-17774. The Residential designation will permit residential development on three (3) future lots. A key map showing the location of the subject lands is provided as Attachment No. 1 to this Report.

On October 7, 2024, Township Council approved resolution R-2024-262 declaring a portion of the property at 988 County Road 10 to be surplus. Council also directed Staff to proceed with rezoning the portion of the property to permit the development of three (3) single detached residential lots for sale. Council also directed staff to provide Towerhill Developments with the first right of refusal on the purchase of these lots.

### Zoning By-law:

On December 2, 2024, Township Council approved Zoning By-law No. 2024-63 changing the zoning on a portion of the subject property from the Institutional Exception One (I-1)

Zone to the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone.

The UR1-A-6-H13 Zone permits a single detached dwelling, an accessory apartment, a bed and breakfast, a group home, home business, private home daycare, and public park.

The holding provision can be lifted after the approval of an Official Plan Amendment to redesignate the subject lands to permit residential uses by the County of Peterborough.

The Zoning By-law conforms to the Township Official Plan.

### **Official Plan Amendment:**

As drafted, Official Plan Amendment No. 17 changes the designation from Institutional to Residential on a portion of the subject property. The Residential designation will apply to approximately 0.12 hectares (0.3 acres) of the subject property.

A complete copy of Official Plan Amendment No. 17 is provided as Attachment No. 2 to this Report.

### **Response to Notice**

Notice of the Official Plan Amendment application was circulated, by first class prepaid mail, to all assessed persons within 120 metres (400 feet) of the lands affected by the Application, to all required ministries and agencies and to all Township Department Directors. A sign was posted on the property. The Notice of Public Meeting was posted on the Township website. The notice complies with the requirements of the Planning Act.

As of the date of the writing of this Report, Township Staff has not received any public comments about or objections to the Official Plan Amendment.

Township Staff have no objections to the Application.

As of the date of writing this Report, comments from Enbridge Gas Distribution, Peterborough Public Health and the Kawartha Pine Ridge District School Board were not received for this Application. However, these agencies did provide comment for the Zoning By-law Amendment and had no objection to the Application at that time.

Otonabee Region Conservation Authority comments confirmed they are satisfied that the Application conforms to Section 5 of the Provincial Policy Statement (PPS) related to natural hazards, that a permit is not required under Ontario Regulation 686/21, and the lands are not within a vulnerable area under the source water protection plan.

### **Analysis**

A Planning Justification Report (PJR) was written by Township Planning Staff in support of the Official Plan Amendment. The PJR details the applicable policies of the Provincial

Policy Statement (2024), the Peterborough County Official Plan, the Township of Cavan Monaghan Official Plan and the Township Zoning By-law. The PJR is provided as Attachment No. 3 to this Report.

**Financial Impact:**

None at this time.

**Attachments:**

- Attachment No. 1: Key Map
- Attachment No. 2: Official Plan Amendment No. 17
- Attachment No. 3: Planning Justification Report

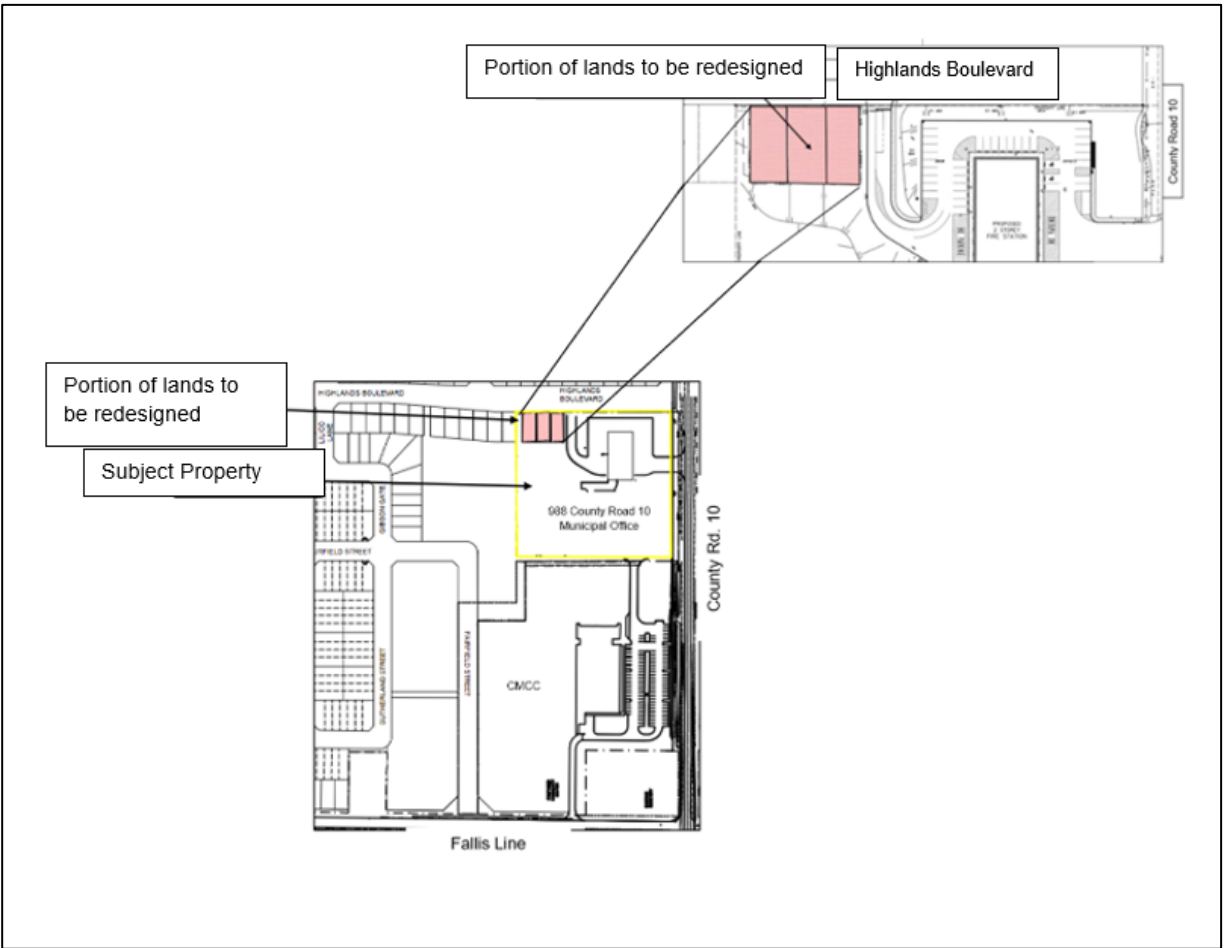
Respectfully Submitted by,

Reviewed by,

Matt Wilkinson  
Planner

Yvette Hurley  
Chief Administrative Officer

**Attachment No. 1 Key Map**



**Attachment No. 2 Official Plan Amendment No. 17**

Official Plan Amendment No. 17  
(988 County Road 10)

to the

Official Plan for the Township of Cavan Monaghan

Prepared by the Township Planning Department  
January 2025



**Certificate**

**Official Plan Amendment No. 17  
Township of Cavan Monaghan Official Plan**

The attached map, constituting Amendment No. 17 to the Township of Cavan Monaghan Official Plan was prepared for the Council of the Township of Cavan Monaghan and was adopted by the Township of Cavan Monaghan by By-law No. 2025-04 in accordance with the provisions of Section 21 of the Planning Act, R.S.O., 1990, as amended, on the 27<sup>th</sup> day of January, 2025.

---

**Matthew Graham, Mayor**

**Corporate Seal  
of Municipality**

---

**Cindy Page, Clerk**

This Amendment to the Township of Cavan Monaghan Official Plan which has been prepared and adopted by the Council of the Township of Cavan Monaghan is hereby approved in accordance with the provisions of Section 17 of the Planning Act, R.S.O., 1990, as amended, as Amendment No. 17 to the Township of Cavan Monaghan Official Plan.

---

**Date**

---

**Iain Mudd  
Director of Planning, Development  
and Public Works  
County of Peterborough**

**Adoption By-law for Official Plan Amendment No. 17**

**By-law No. 2025-04**

The Council of the Township of Cavan Monaghan, in accordance with the provisions of Section 17 of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:

1. Amendment No. 17 to the Township of Cavan Monaghan Official Plan consisting of the attached map (Schedule "1") is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to the Peterborough County Planning Department for approval of the aforementioned Amendment No. 17 to the Township of Cavan Monaghan Official Plan.
3. This By-law shall come into force and take effect on the day of the final passing thereof, subject to the approval of the Peterborough County Council.

Enacted and passed this 27<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Matthew Graham  
Mayor

\_\_\_\_\_  
Cindy Page  
Clerk

## **The Statement of Components**

**Part A – The Preamble** does not constitute part of this Amendment.

**Part B – The Amendment** constitutes Amendment No. 17 to the Township of Cavan Monaghan Official Plan.

**Part C – The Appendices** do not form part of this Amendment. These appendices contain the record of the public involvement associated with the Amendment, including agency comments.

## Part A – The Preamble

### 1. Purpose:

The purpose of Amendment No. 17 to the Official Plan for the Township of Cavan Monaghan is to change the designation from Institutional to Residential on a portion of the subject property.

### 2. Location:

The Amendment applies to a portion of the property located at 988 County Road 10 in part of Lot 12, Concession 6 (Cavan), more specifically known as Parts 1, 2 and 3 of Plan 45R-17774, as shown on the Key Map attached hereto.

### 3. Basis:

#### i) Proposal

The portion of land subject to the Official Plan Amendment is located in the northwest corner of the subject property. The three (3) future lots will each have approximately 13.94 metres (47.7 feet) of frontage on Highlands Boulevard and will be approximately 415 square metres (0.1 acres) in size.

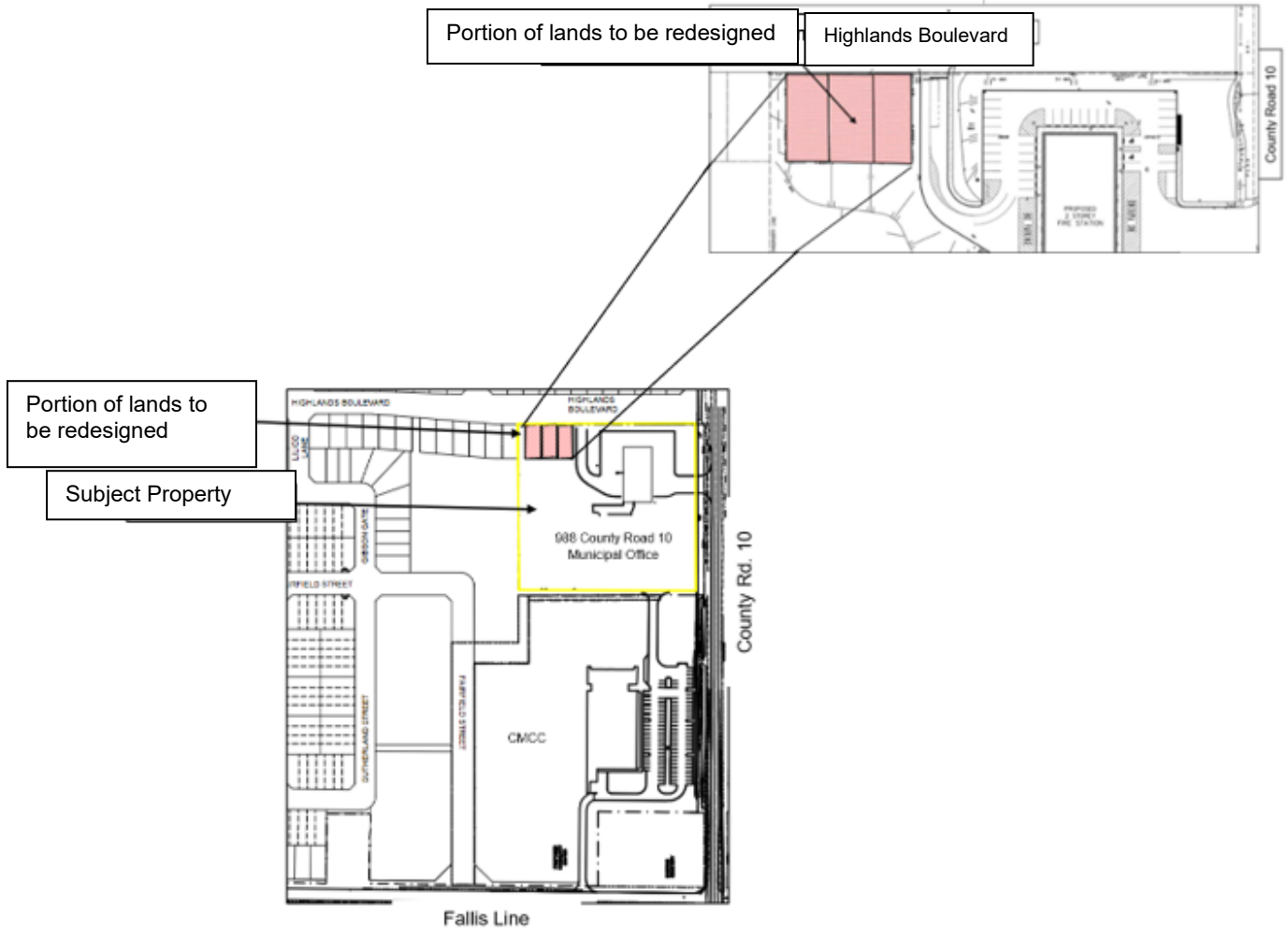
The portion of the property is currently vacant.

Official Plan Amendment No. 17 amends the designation from Institutional to Residential to permit residential uses on each of the three future lots.

#### ii) Public Consultation

A public meeting is required to be held under Sections 17 and 22(b) of the Planning Act, R.S.O. 1990, as amended, as a minimum toward the fulfillment of the requirements for public consultation. The public meeting was held January 27, 2025.

# Key Map



## **Part “B” – The Amendment**

### Introductory Statement

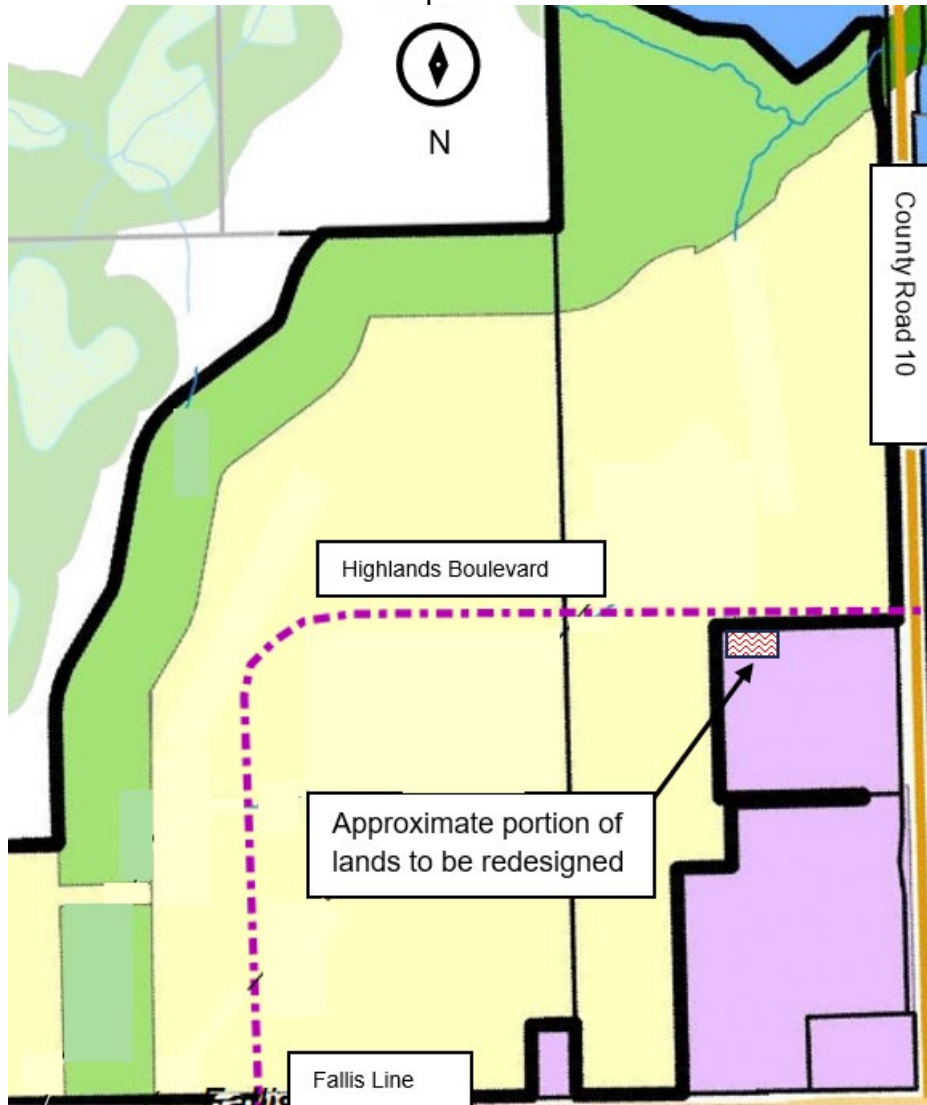
All of this part of the document entitled Part “B” – The Amendment consisting of the attached map designated as Schedule “1” constitute Amendment No. 17 to the Official Plan for the Township of Cavan Monaghan.

### Details of the Amendment

The Official Plan for the Township of Cavan Monaghan is amended as follows:




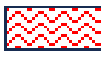
1. Schedule A-1 to the Official Plan for the Township of Cavan Monaghan is amended as it applies to a portion of the lands located at 988 County Road 10 in part of Lot 12, Concession 6 (Cavan), more specifically Parts 1, 2 and 3 of Plan 45R-17774 as shown on Schedule “1”, attached.

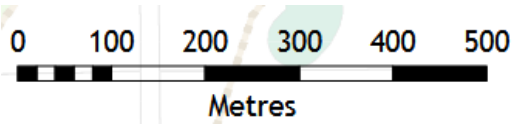
Schedule 1 to Township Official Plan Schedule 'A-1'



Legend

Land Use

-  Institutional
-  Residential
-  Natural Core Area
-  Lands to be redesigned from Institutional to Residential



**Attachment No. 3 Planning Justification Report**

Planning Justification Report

Prepared in support of an Official Plan Amendment  
For a portion of 988 County Road 10

Prepared by Township Cavan Monaghan Planning Staff  
January 2025



## 1. Introduction

The proposed Official Plan Amendment (OPA) seeks to change the designation on a portion of 988 County Road 10 from Institutional to Residential. This designation will permit residential uses on the future three (3) lots to be consistent with the surrounding residential parcels.

On October 7, 2024, Township Council approved resolution R-2024-262 declaring a portion of the property at 988 County Road 10 to be surplus. Council also directed staff to proceed with rezoning the portion of the property to develop three single detached residential lots for sale on this property and that Council direct staff to provide Towerhill Developments with the first right of refusal on the purchase of these lots.

On December 2, 2024, Township Council approved Zoning By-law No. 2024-63 changing the zoning on a portion of the subject property from the Institutional Exception One (I-1) Zone to the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone. The holding provision can be lifted after the approval of an OPA to redesignate the subject lands to permit residential uses. The holding provision will be lifted pending the approval of the OPA by the County of Peterborough.

## 2. Site Description

The subject property is located on a portion of the lands described as part of Lot 12, Concession 6 (Cavan), known municipally as 988 County Road 10 and more specifically as Parts 1, 2 and 3 of Plan 45R-17774. The portion of the property is currently vacant. And three lots are to be severed from the property in the future. A residential subdivision is being developed to the north and west and a township fire hall is to the east of the subject property. The Township municipal office is to the southeast on the same property. A key map showing the subject property and the location of the lands to be redesigned is provided as figure No. 1.

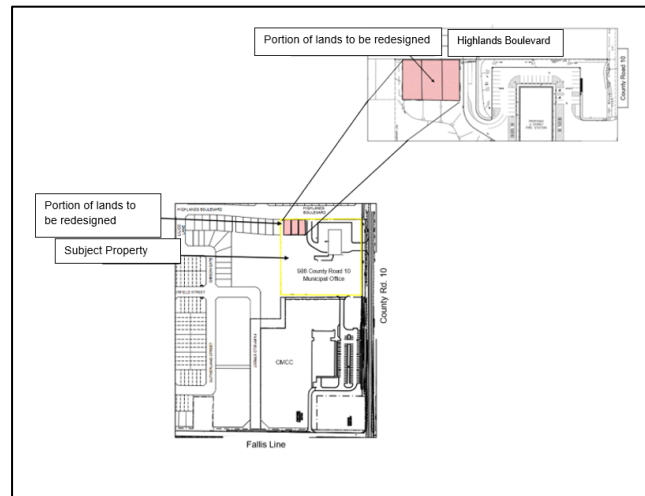


Figure 1-Key Map

## 3. Planning Policy and Analysis

Land use policies and regulations affecting the subject lands include the 2024 Provincial Planning Statement (PPS), the County of Peterborough Official Plan, the Township of Cavan Monaghan Official Plan and the Township of Cavan Monaghan Zoning By-law No. 2018-58, as amended. In this section of the Report, the proposed OPA is reviewed in the context of the polices and provisions contained within these documents.

### 3.2 The Provincial Planning Statement (PPS 2024)

The Provincial Planning Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. It is the responsibility of the County of Peterborough and the Township of Cavan Monaghan to uphold the policies of the PPS pertaining to land use planning and development. The planning authorities must ensure their decisions are consistent with the policies of the PPS.

#### 3.2.1 Settlement Areas

The lands affected by the proposed amendment are located within the Settlement Area of Millbrook. Therefore, policies in Section 2.3.1.1 (General Policies for Settlement Area) of the PPS apply to this amendment. "Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas."

The future three (3) lots will contribute to the growth and development of a residential settlement area. Each property will be designated to permit the development of a single detached dwelling. This designation will be consistent with the designations of the surrounding residential parcels.

Section 2.3.1.2 of the PPS seeks to achieve efficient land use patterns that sustain healthy, livable and safe communities. Specifically, section 2.3.1.2 emphasizes the efficient use of land and resources, optimizing existing and planned infrastructure and public service facilities.

This policy aligns with the proposed redesignation of a portion of the subject property to be consistent with the designation of the neighbouring residential parcels. The development is being created in a compact fashion which is an efficient use of land and optimizes existing and planned infrastructure and public service facilities.

Therefore, it is the opinion of Township Planning Staff that the proposed Amendment is consistent with the PPS.

### 3.3 County of Peterborough Official Plan

The County of Peterborough Official Plan (CPOP) is a high-level policy document intended to direct all forms of development to appropriate lands within the County, while protecting important natural features, such as lakes, rivers woodlands, and species habitat. The Plan is also intended to provide opportunities for future growth and development within the County of Peterborough and the lower-tier municipalities, that includes Cavan Monaghan.

The Millbrook Settlement Area has been planned to accommodate growth that ensures natural resources are being protected and infrastructure and space are being used efficiently while a local community identity is maintained. The proposed development supports the CPOP direction for Settlement Areas.

Therefore, it is the opinion of Township Planning Staff that the proposed Amendment conforms to the County of Peterborough Official Plan.

### 3.4 Cavan Monaghan Official Plan

The subject lands affected by the proposed Amendment are designated Institutional as shown on Schedule 'A-1' to the Township Official Plan.

The Amendment proposes to amend Schedule A-1 to the Official Plan for the Township of Cavan Monaghan as shown on Schedule "1" to this Report.

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

The objectives of the Residential designation include maintaining and enhancing the character and identity of existing residential areas, the promotion of efficient use of existing and planned infrastructure by creating the opportunity for various forms of residential intensification and ensuring a range of housing types are provided throughout the Township.

The proposed Amendment supports the objectives of the Residential designation including enhancing the character and identity of existing residential areas and promote the efficient use of existing and planned infrastructure by creating the opportunity for various forms of residential intensification (4.1.1 a) & c)).

Therefore, if approved, the proposed Amendment will conform to the Cavan Monaghan Official Plan.

### 3.5 Township of Cavan Monaghan Zoning By-law

The lands affected by the proposed Amendment were rezoned Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone through By-law No. 2024-63, on December 2, 2024.

The UR1-A-6-H13 Zone permits a single detached dwelling, an accessory apartment, a bed and breakfast a group home, home business, private home daycare, and public park. The holding provision can be lifted after the approval of an Official Plan Amendment (OPA) to redesignate the subject lands to permit residential uses by the County of Peterborough.

The proposed Amendment complies with By-law No. 2018-58, as amended.

### 4.0 Conclusion

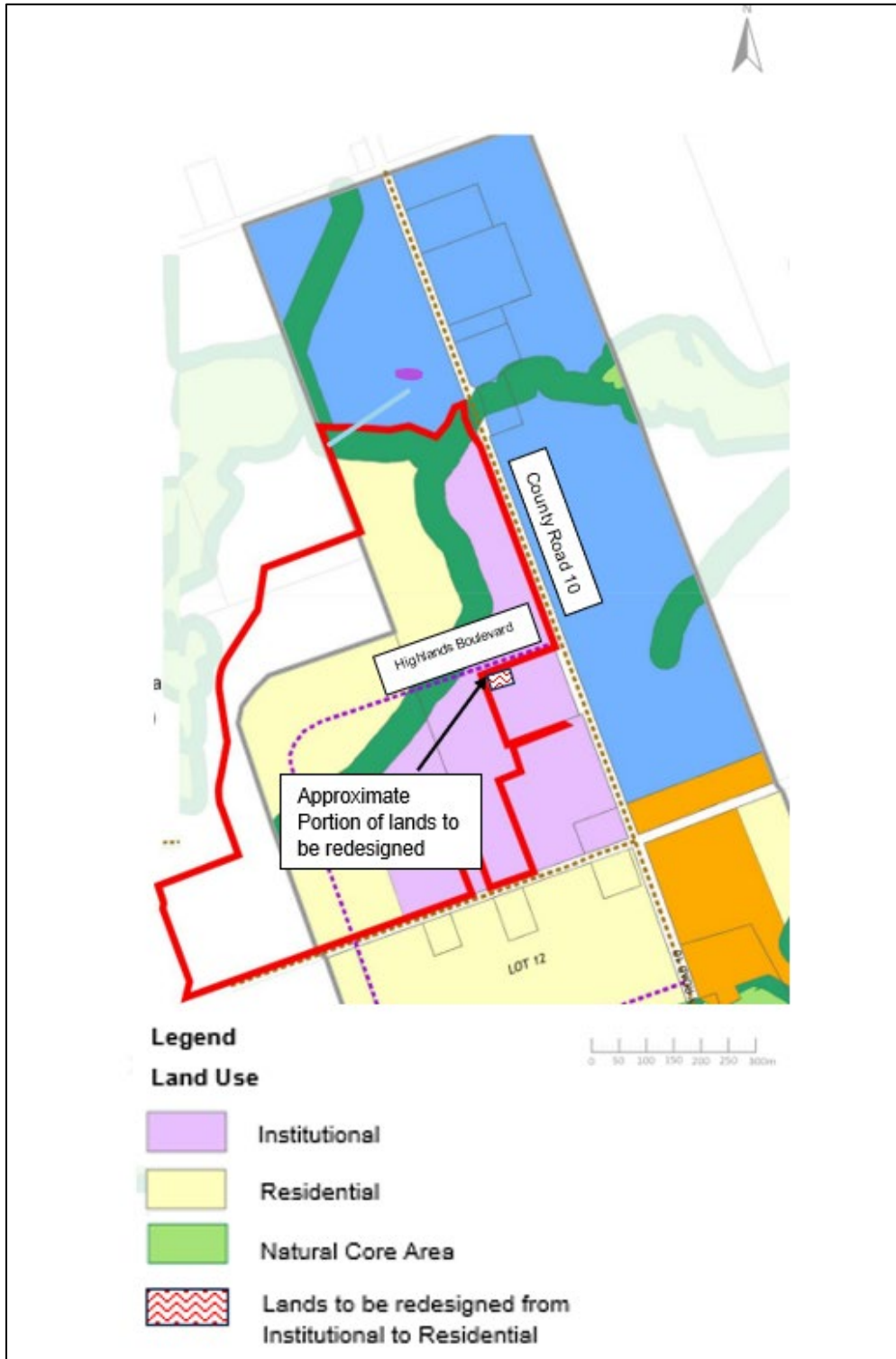
The Planning Report describes the proposed Amendment to the Township Official Plan.

The Planning Report provides the support to amend the Official Plan to permit residential uses on the subject lands.

It is the opinion of the Township Planning Staff that:

- The proposed Amendment is consistent with the 2024 Provincial Policy Statement (PPS).
- The proposed Amendment conforms to the policies of the County of Peterborough Official Plan.
- The proposed OPA to amend Schedule 'A-1' of the Township Official Plan is appropriate and conforms to the Township Official Plan.
- The proposed Amendment to the Official Plan supports the zoning on the subject property.
- The Amendment represents good planning and is in the public interest.

Schedule "1"



# Ganaraska Snowmobile Club

Cavan Monaghan Presentation



ONTARIO FEDERATION OF  
SNOWMOBILE CLUBS  
[www.ofsc.on.ca](http://www.ofsc.on.ca)

# Snowmobiling in Ontario

- Prior to the inception of the Ontario Federation of Snowmobile Clubs in 1967, snowmobile clubs across the province operated independently from one another. This is an overview of the many historical milestones that have contributed to the growth and sustainability of snowmobiling in Ontario today.



# Snowmobiling in Ontario

- The Ontario Federation of Snowmobile Clubs (OFSC) is a volunteer led not for profit association that provides the voice for organized snowmobiling in the Province of Ontario.
- Our **Mission** is to:
- Provide leadership to member organizations in our commitment to enable exceptional snowmobile trails and rider experiences throughout the province.
- Our **Vision** is that:
- Snowmobiling is recognized and celebrated as Ontario's premier winter recreation and tourism experience.
- As a provincial federation, the OFSC succeeds when our members succeed. Consequently, we strive to fully understand and consistently meet the needs and expectations of all our various members. Our decision-making processes are accountable, transparent, inclusive, timely, provincial in perspective, and respectful of local interests and priorities.





# Landowners

- Landowners are a critical pillar in the delivery of Ontario's premier recreational snowmobile trails each winter and as volunteers, we work year-round to foster and cultivate these critical relationships and secure trails into the future.
- It's essential that we maintain partnerships with our local municipalities to ensure the safe and continued operation of snowmobile trails in the province.
- We are here seeking Council's approval for the continued operation of snowmobile trails in the Township of Cavan Monaghan.



# Trails in Cavan Monaghan

- The snowmobile trails have existed in the township in one form or another for decades.
- There were past agreements between the local snowmobile club but over the years it seems to have become a hindsight.
- The OFSC has a new mandate that agreements are to be in place for any property that is used in order for the property and trail to be covered by the OFSC Liability insurance.
- Signs are installed to a standard as per the provincial sign guide which is approved by the MTO.



# Provincial Sign Guide

**OFSC ONTARIO FEDERATION OF SNOWMOBILE CLUBS**  
www.ofsc.on.ca  
Version 10, January 9, 2018  
SIGN GUIDE SUPPLEMENT Side A

**INTERSECTIONS & STOPS**

**Cautionary and Regulatory Signs**

- STOP** (Red octagon)
- STOP AHEAD** (Yellow diamond with red border)
- SLOW** (Yellow diamond)
- DIRECTION ARROW** (Yellow diamond with arrow)
- ICE CROSSING** (Yellow diamond with truck and snow)
- RAILROAD CROSSING** (Yellow diamond with train)
- BRIDGE HAZARD MARKERS** (Yellow diamond with bridge)
- TRAIL ENDS** (Red octagon)
- TRAIL CLOSED** (Red octagon)
- TRAIL ENTRY** (Yellow diamond)
- MAXIMUM 50 km/h** (White square with black border)
- PREScribed TRAIL** (Blue rectangular sign)

**STOP AHEAD**  
Place 10m to 12m before the stopping point. If two stop signs are less than 10m apart then a second stop ahead is not required if an unobstructed view exists between the two.

**STOP**  
For use at all intersections where other motorized vehicle use occurs, including driveway. No other signs mounted at the same location as the stop sign. No signs on the reverse.

**TRAIL ENTRY SIGNS**  
Signs advise riders of a trespassing on private property without a permit. Erected at entrance to trail and at ground portion of the trail.

**50 km/h SIGNS**  
Mounted on the right side of the trail close to significant entrance points. One sign every 10km.

**INFORMATION SIGNS**  
Any sign not shown in this guide is to be considered an information sign. No information signs to have a primary background of red or white.

**TRAIL ENTRY SIGNS**  
All information signs to be erected well off the ground portion of the trail and cannot be in the exact sight line of OFSC approved cautionary and regulatory signs.

**PREScribed TRAIL SIGNS**  
OFSC approved cautionary and regulatory signage installed at every intersection with another trail, highway, railway or another crossing.

**USE AT YOUR OWN RISK**  
To be installed on the right hand side of the trail at trail entrance points & road crossings 20 to 30m from the end portion of the intersection. No other signs to be mounted at this same location.

**GENERAL SIGN INSTRUCTIONS**

- Cautionary and regulatory signs take precedence over all other signs.
- No sign shall interfere with the sightlines of OFSC approved cautionary and regulatory signs.
- Signs 1.2m or 2m above ground and 1m to 1.5m to the right of the trail.
- Cautionary and regulatory signs are to be mounted ONE per post with NO signs mounted on the REVERSE side.
- Tree or other natural obstructions to be used ONLY when a post is NOT an option and location is CLEARLY visible to the trail.
- Trail signage guidelines apply unless regulated by law.

**DEVELOPED FOR MEMBER USE**

**OFSC ONTARIO FEDERATION OF SNOWMOBILE CLUBS**  
www.ofsc.on.ca  
Version 10, Jan 9, 2018  
SIGN GUIDE SUPPLEMENT Side B

**SLOW SIGNS**  
Slow signs are mounted to give advanced warning of potential hazards and are required to be installed 100m to 120m before all hazards such as sharp turns, bridges etc.

No signs between the sign and the hazard if less than 100m. Between hazards a second slow is not needed if unobstructed view between hazards.

**BRIDGE HAZARD MARKERS**  
Mount on posts above the bridge surface on bridge abutment and below any mandated bridge weight signs.

**NOTE:** this drawing shows only one side coming at the bridge. The opposite side is to be signed this same way.

**DIRECTION ARROW**  
Use to mark the direction of a curve where additional guidance is required. Only one sign shall be mounted in a horizontal position (as shown) at the apex of the corner in a location that is visible to the approaching operator.

Directional arrow sign is intended for use in curves only and may not be used for any other purpose. Install a slow sign 100m to 120m before the directional arrow sign.

**RAILROAD CROSSING SIGNS**  
A stop sign will be placed 5 to 10m prior to the railroad crossing. Railroad crossing sign to be installed 100 to 120m prior to railroad crossing.

No signs between the crossing sign and the stop sign if less than 120m between two railway crossings, a second crossing sign is not needed if unobstructed view between the two crossings.

**ICE CROSSING SIGNS**  
Use 5m to 10m prior to ice surface. Install a slow sign 100m to 120m before ice crossing. (per approved standards)

**TRAIL CLOSED**  
USE FOR TEMPORARY AND PERMANENT CLOSURES

**TRAIL ENDS**

**DEVELOPED FOR MEMBER USE**

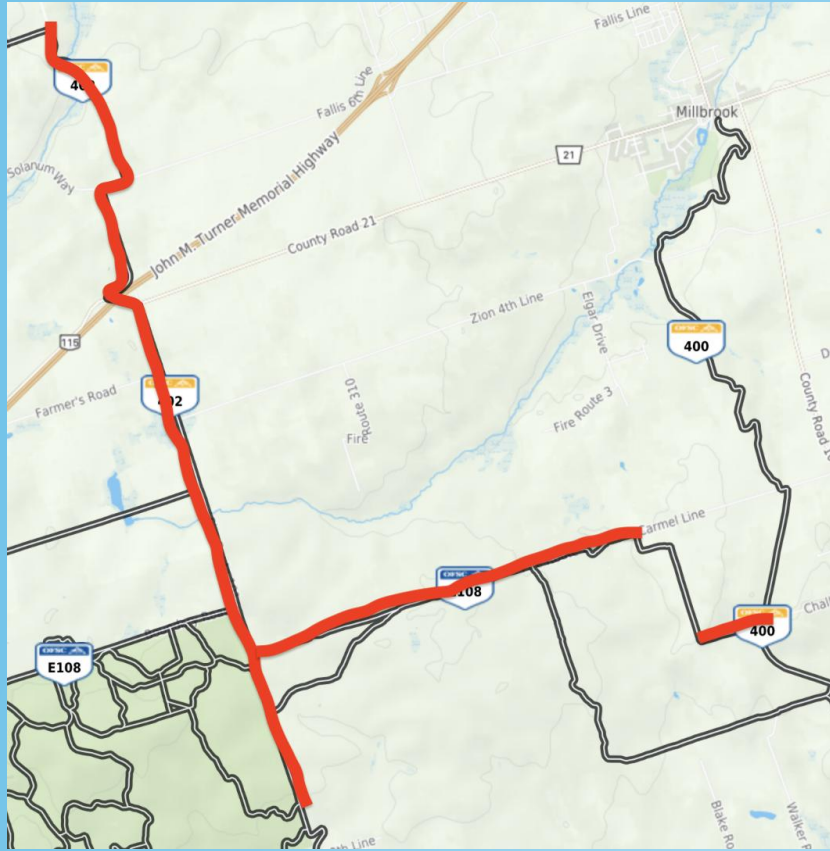


# Snowmobile Use Agreement

- We seeking approval to travel along the sides of roads in the township where we have no option of travelling across a property. Some of the roads are shared with regular vehicles and some are fire access roads
- For the most part the snowmobiles will travel along the frozen shoulder of the roadways and will always travel in the same direction as other vehicles. They are to obey all highway traffic laws and speed limits as specified in the Ontario Motorized Snow Vehicle Act.



# Roads of Interest - Overview



- There is already an agreement in place with the City of Kawartha Lakes for use of the west side of Glamorgan Road north and south of Hwy 115



# Roads of Interest

- Overview

Road	From	To	Distance (KM)	Trail#
Dranoel Road	Ballyduff Road	Fallis 6th Line	1.41	402
Fallis 6th Line	Dranoel Road	Glamorgan Road	0.28	402
Glamorgan Road	Fallis 6th Line	Pontypool Road	1.09	402
Glamorgan Road	Boundary Road	Pontypool Road	2.4	402
Challice Line	Along road		0.63	400
Fire Route 2	Cold Springs Camp Road	Traveled portion of carmel Line	4.1	e108
Cold Springs Camp Road	10th line	Traveled portion of Glamorgan Road	3.12	e108

- Some of these roads are boundary roads that are shared with the City of Kawartha Lake, which already have an approved agreement.



# Roads of Interest



- Dranoel Road between Ballyduff Road and Fallis 6<sup>th</sup> Line
- This is approximately 1.41 KM of unused road allowance

# Roads of Interest

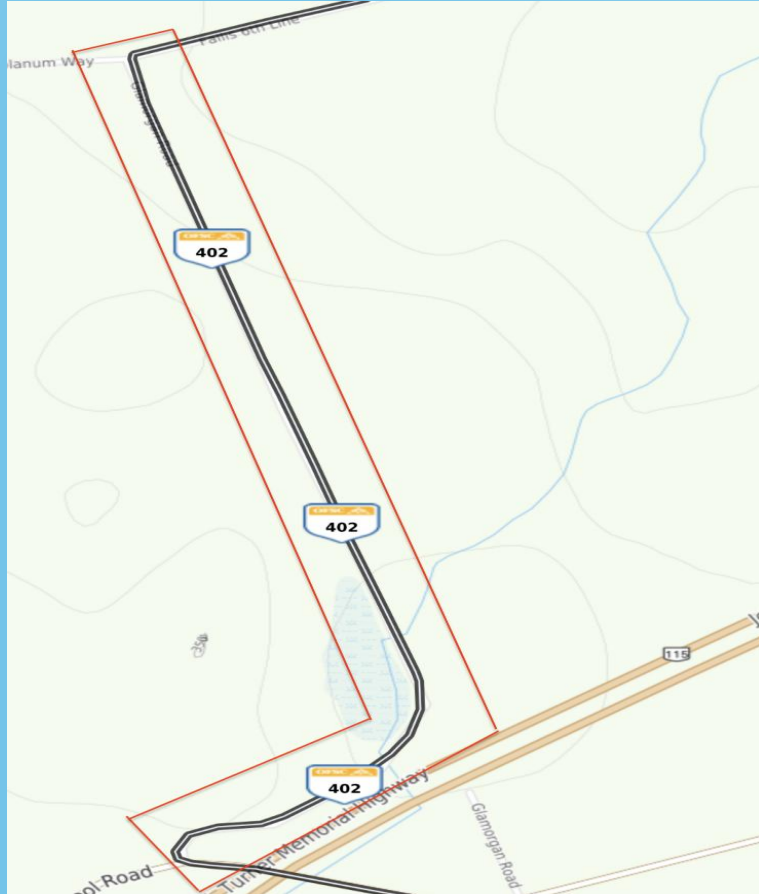


- Fallis 6<sup>th</sup> Line between Dranoel Road and Glamorgan Road
- This is approximately 0.28. km along the side of the road





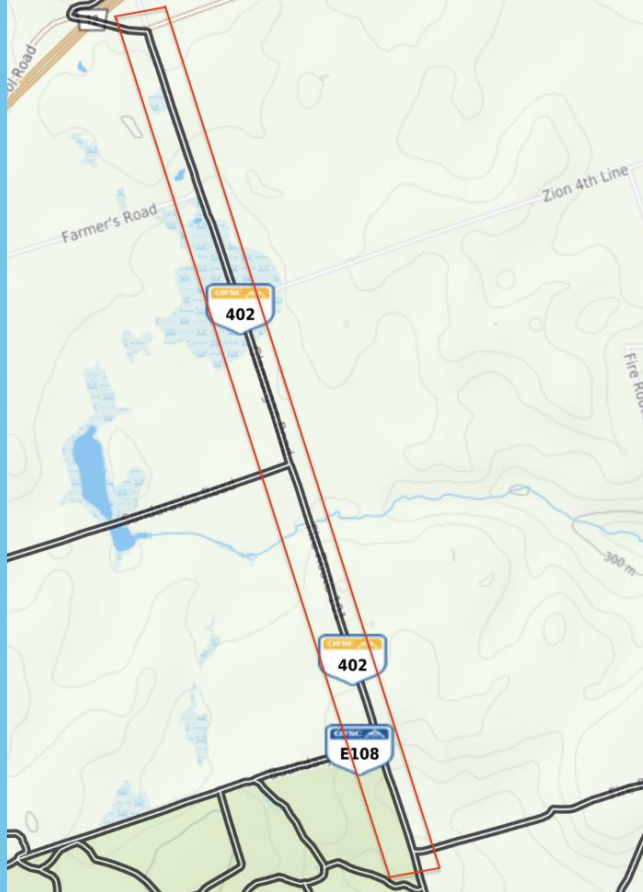
# Roads of Interest



- Glamorgan Road between Fallis 6<sup>th</sup> line and Pontypool Road
- This is approximately 1.09 km along the side of the road



# Roads of Interest



- Glamorgan Road between Pontypool Road to Boundary Road and along Cold Springs Camp Road
- This is approximately 2.04 km along the side of the road and 3.12 km from the travelled portion of Glamorgan Road to Fire Route 2 on the unmaintained fire access road



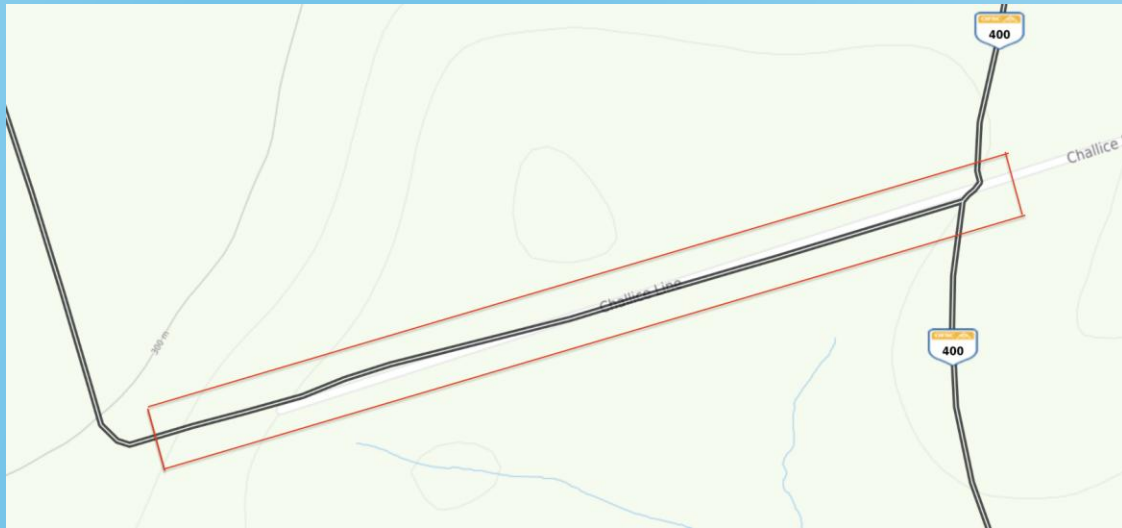
# Roads of Interest



- Fire Route 2 between Cold Springs Camp Road and the travelled portion of Carmel Line
- This is approximately 4.01 km along the unmaintained fire access road



# Roads of Interest



- Challice Line Along the road from where the trail exits to the west end of the travelled portion of the road
- This is approximately 0.63 km along the side of the road



# Thank You

- Thank you for your consideration of continued snowmobile trails in the Municipality of Cavan Monaghan
- QUESTIONS?





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

**Monday, December 16, 2024  
11:00 a.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 (joined at 1:00 p.m.)
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Karen Ellis	Director of Planning
	Chris Allison	Parks and Facilities Manager
	Kimberley Pope	Director of Finance/Treasurer
	Wayne Hancock	Director of Public Works
	Drew Hutchinson	Engineering Technician
	Bill Balfour	Fire Chief

**1. Call to Order**

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

**2. Land Acknowledgement**

Mayor Graham recited the land acknowledgement.

**3. Approval of the Agenda**

R-2024-340

Moved by: Byrne

Seconded by: Edgerton

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**

**5.1 Resolution to move into Closed Session**

R-2024-341

Moved by: Huntley

Seconded by: Byrne

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

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

**Carried**

**5.2 Minutes of the Closed Session held December 2, 2024**

**5.3 Aird & Berlis LLP and Cambium Inc. Re: Millbrook Arena Update**

Mayor Graham recessed at 11:57 a.m.

**6. Reconvene Open Session 1:00 p.m.**

Mayor Graham reconvened the meeting at 1:00 p.m.

**7. Report from Closed Session**

R-2024-342

Moved by: Byrne

Seconded by: Huntley

That Council direct Staff to make public Report: Parks and Facilities 2024-05 Mould Assessment Results and Required Remediation Millbrook Arena.

**Carried**

**8. Delegation**

**8.1 Ilmar Simanovskis, City of Peterborough Commissioner, Municipal Operations - Re: Peterborough Regional Airport Community Update**

R-2024-343

Moved by: Huntley

Seconded by: Byrne

That Council allow Kyle Bruce, City of Peterborough Airport Administration Manager, to participate in the delegation.

**Carried**

R-2024-344

Moved by: Nachoff

Seconded by: Byrne

That Council receive the presentation from Kyle Bruce, City of Peterborough Airport Administration Manager, providing an update on the

Peterborough Regional Airport for information.

**Carried**

**9. Minutes**

**9.1 Minutes of the Regular Meeting held December 2, 2024**

R-2024-345

Moved by: Huntley

Seconded by: Byrne

That the minutes of the Regular Council Meeting held December 2, 2024 be approved as presented.

**Carried**

**10. Reports**

**10.1 Report - Finance 2024-14 2025 User Fees and Charges By-law Update**

R-2024-346

Moved by: Nachoff

Seconded by: Huntley

That Council approves By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges, effective January 1, 2025.

**Carried**

**10.2 Report - PEB 2024-57 Cavan Monaghan Township Pre-consultation By-law**

R-2024-347

Moved by: Huntley

Seconded by: Nachoff

That Report PEB 2024-57 be received for information; and  
That By-law No. 2023-37 (Pre-consultation By-law) be repealed in its entirety; and  
That By-law No. 2024-67 (Pre-consultation By-law) be approved.

**Carried**

**10.3 Report - Public Works 2024-25 Kennedy Drive Subdivision Assumption**

R-2024-348

Moved by: Byrne

Seconded by: Nachoff

That Council approve By-law No. 2024-69, being a by-law to assume and dedicate Kennedy Drive, as shown on Plans 45M-249, as a public highway.

**Carried**

**10.4 Report - Public Works 2024-26 Recommended Updates to the Municipal Addressing By-law No. 99-86**



R-2024-349  
 Moved by: Huntley  
 Seconded by: Nachoff  
 That Council adopt By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any public roadways in the Township of Cavan Monaghan.

**Carried**

**10.5 Report - Fire 2024-03 Training Officer**

R-2024-350  
 Moved by: Nachoff  
 Seconded by: Huntley  
 That Council approve the hiring of a full-time Training Officer to ensure compliance with Ontario Regulation 343/22; and  
 That adjustments to the Fire Department's 2025 operating budget be made to accommodate the position for the second budget presentation.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Edgerton		X
Nachoff	X	
Graham	X	
Byrne		X
Huntley	X	
<b>Results</b>	<b>3</b>	<b>2</b>

**Carried**

**10.6 Report - CAO Report and Capital Status**

R-2024-351  
 Moved by: Nachoff  
 Seconded by: Huntley  
 That Council direct Staff to investigate the potential for the lands around the existing Fire Hall at 52 King Street East, Millbrook to be used for additional downtown parking once the facility is no longer in use by the Fire Service and report back to Council.

**Carried**

R-2024-352  
 Moved by: Byrne  
 Seconded by: Nachoff  
 That Council direct Staff to investigate if the Mental Health and Wellness Mobile Unit would be interested in utilizing the space of the existing Fire Hall at 52 King Street East, Millbrook once the facility is no longer in use by the Fire Service and report back to Council.

**Carried**

R-2024-353  
Moved by: Huntley  
Seconded by: Nachoff  
That Council receive Report CAO Report and Capital Status for information.

**Carried**

**10.7 Council/Committee Verbal Reports**

Councillor Byrne noted the Santa Claus Parade was very nice and thanked the Volunteer Firefighters for their support and the banquet on Saturday Night.

Mayor Graham noted the winners for the Santa Claus Parade and thanked the volunteers, Staff and the Legion for another great Parade noting every year gets better. The first place float was Otonabee Massage and Wellness, the second place was The Friendship Forces and third place was Eagleson Construction. Mayor Graham attended the Annual Firefighters Award Banquet and thanked the Fire Chief and Volunteer Firefighters for all their great work.

R-2024-354  
Moved by: Byrne  
Seconded by: Huntley  
That Council receive the Council/Committee verbal reports for information.

**Carried**

**11. General Business**

There was no General Business.

**12. Correspondence for Information**

**12.1 Media Release - The Merger of HKPR District Health Unit and Peterborough Public Health Moves Forward**

R-2024-355  
Moved by: Byrne  
Seconded by: Nachoff  
That Council receive the media release on the Merger of HKPR District Health Unit and Peterborough Public Health for information.

**Carried**

**13. Correspondence for Action**

There was no Correspondence for Action.

**14. By-laws**

**14.1 By-law No. 2024-67 being a by-law to encourage development proponents to consult with the Township of Cavan Monaghan prior**

**to submission of a complete application titled “Pre-consultation By-law”**

- 14.2 By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges**
- 14.3 By-law No. 2024-69 being a by-law to assume and dedicate Kennedy Drive as a Public Highway**
- 14.4 By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan**

R-2024-356

Moved by: Byrne

Seconded by: Huntley

That By-law No. 2024-67 being a by-law to encourage development proponents to consult with the Township of Cavan Monaghan prior to submission of a complete application titled “Pre-consultation By-law” and that By-law No. 2024-68 being a by-law to Impose and Consolidate User Fees and Charges and that By-law No. 2024-69 being a by-law to assume and dedicate Kennedy Drive as a Public Highway and that By-law No. 2024-70 being a by-law to regulate municipal addressing for buildings and lots along any highway in the Township of Cavan Monaghan be read a first, second and third time and passed this 16<sup>th</sup> day of December signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**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. 2024-71 being a by-law to confirm the proceedings of the meeting held December 16, 2024**

R-2024-357

Moved by: Nachoff

Seconded by: Byrne

That By-law No. 2024-71 being a by-law to confirm the proceedings of the meeting held December 16, 2024 be read a first, second and third time and passed this 16<sup>th</sup> day of December signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**18. Adjournment**

R-2024-358

Moved by: Huntley

Seconded by: Nachoff

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:06 p.m.

---

**Matthew Graham**  
**Mayor**

---

**Cindy Page**  
**Clerk**



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

**Thursday, January 9, 2025  
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
	Kyle Phillips	Chief Building Official/By-law Enforcement Officer
	Bill Balfour	Fire Chief
	Chris Allison	Manager of Parks and Facilities
	Kimberley Pope	Director of Finance/Treasurer
	Megan Lytle	Finance Clerk
	Drew Hutchison	Engineering Technician
	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-2025-01

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 Cavan Monaghan Public Library Board Budget - Karla Buckborough and Earl McLeod**

R-2025-02

Moved by: Nachoff

Seconded by: Byrne

That Council approve adding the revised 2025 Operating and Capital Budget presentation from the Cavan Monaghan Public Library Board.

**Carried**

R-2025-03

Moved by: Byrne

Seconded by: Nachoff

That the updated 2025 Operating and Capital Budget requests from the Cavan Monaghan Public Library Board be received for information.

**Carried**

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

Deputy Mayor Huntley spoke on behalf of the BIA to the proposed Millbrook Downtown Business Improvement Area proposed 2025 Budget and 12.5% levy increase.

R-2025-04

Moved by: Byrne

Seconded by: Nachoff

That the proposed 2025 budget and levy update from Deputy Mayor Huntley for the Millbrook Downtown Business Improvement Area be received for information.

**Carried**

## 7. Report

### 7.1 Report - Finance 2025-01 2nd Draft 2025 Budget Presentation

Kimberley Pope, Director of Finance/Treasurer reviewed the 2nd Draft of the 2025 Operating and Capital Budget and outlined the options for consideration before Council to approve a Municipal Residential Tax Rate or provide staff direction on the further budget reductions to fund a final budget report for January 27, 2025.

Mayor Graham recessed at 2:07 p.m. until 2:15 p.m.

R-2025-05

Moved by: Huntley

Seconded by: Edgerton

That Council direct to reduce the Capital Budget by \$5,000.00 to remove the David Suzuki Foundation's Butterfly Project and allocate \$1,000.00 into the Parks and Facilities Operating Budget for Gardens, as amended.

**Carried**

R-2025-06

Moved by: Graham

Seconded by: Edgerton

That Council direct to reduce the Capital Budget by \$7,000.00 to amend the Station Park Sign project to \$7,000.00 total.

**Carried**

Mayor Graham recessed at 3:49 p.m. until 3:56 p.m.

R-2025-07

Moved by: Nachoff

Seconded by: Huntley

That Council receive the 2<sup>nd</sup> Draft 2025 Budget Presentation for information; and

That Council direct Staff to make the changes provided and bring the updated report for tonight's public meeting at 5:00 p.m.

**Carried**

## 8. Confirming By-law

### 8.1 By-law No. 2025-01 being a by-law to confirm the proceeding of the special meeting held January 9, 2025 at 1:00 p.m.

R-2025-08

Moved by: Edgerton

Seconded by: Nachoff

That By-law No. 2025-01 being a by-law to confirm the proceeding of the special meeting held January 9, 2025 at 1:00 p.m. be read a first, second

and third time and passed this 9<sup>th</sup> day of January signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**9. Adjournment**

R-2025-09

Moved by: Edgerton

Seconded by: Huntley

That the Special Council Meeting of the Township of Cavan Monaghan adjourn at 4:07 p.m.

**Carried**

---

**Matthew Graham**  
**Mayor**

---

**Cindy Page**  
**Clerk**





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

**Thursday, January 9, 2025  
5:00 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
	Kyle Phillips	Chief Building Official/By-law Enforcement Officer
	Bill Balfour	Fire Chief
	Chris Allison	Manager of Parks and Facilities
	Kimberley Pope	Director of Finance/Treasurer
	Megan Lytle	Finance Clerk
	Drew Hutchison	Engineering Technician
	Brigid Ayotte	Economic Development/Communications Officer

**1. Call to Order**

Mayor Graham called the meeting to order at 5:00 p.m.

**2. Land Acknowledgement**

Mayor Graham recited the Land Acknowledgement.

**3. Approval of the Agenda**

R-2025-10

Moved by: Byrne

Seconded by: Huntley

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. Report**

**6.1 Report - Finance 2025-01 2nd Draft 2025 Budget Presentation**

R-2025-11

Moved by: Byrne

Seconded by: Edgerton

That Council approve adding the amended 2025 Presentation with the updated information regarding the 2<sup>nd</sup> Draft 2025 Budget from the January 9, 2025, 1:00 p.m. Special Council Meeting.

**Carried**

Kimberley Pope, Director of Finance/Treasurer reviewed for the public the 2nd Draft of the 2025 Operating and Capital Budget and outlined the budget cuts made during the 1:00 p.m. Special Council Meeting. Ms. Pope noted the reductions change the proposed 4.99% Municipal Residential Tax Rate increase to a 4.9% to fund the Operating and Capital budgets for the final budget report on January 27, 2025.

**7. Public Meeting**

**7.1 Resolution to open the meeting for public input**

R-2025-12

Moved by: Huntley

Seconded by: Edgerton

That the meeting be opened to the public for input.

**Carried**

**7.2 Members of the public wishing to speak**

Stephen Fisher, 1757 Mount Pleasant Road, Cavan  
Scott Walkowicz, 1380 Vista Crescent, Fraserville  
Al Steel, 1622 Tapley ¼ Line, Cavan  
Lynda Allair, 981 Sharpe Line, Cavan

### **7.3 Resolution to close the meeting for public input**

R-2025-13

Moved by: Huntley

Seconded by: Nachoff

That the meeting be closed for public input.

**Carried**

Council reconvened the discussion on the proposed 2025 Operating and Capital Budget.

R-2025-14

Moved by: Graham

Seconded by: Huntley

That Council direct the creation of a new Health and Medical Centre Reserve and to transfer ½ of 1% tax levy or \$58,550.00 in the 2025 Capital Budget to this reserve.

**Carried**

R-2025-15

Moved by: Nachoff

Seconded by: Huntley

That Council direct the transfer to the Asset Replacement Reserve be reduced by approximately \$232,000.00 or the specific amount required to establish a municipal residential tax rate increase of up to 3.4% in the Final Budget Report on January 27, 2025.

**Carried**

## **8. Confirming By-law**

### **8.1 By-law No. 2025-02 being a by-law to confirm the proceedings of the special meeting held January 9, 2025 at 5:00 p.m.**

R-2025-16

Moved by: Huntley

Seconded by: Nachoff

That By-law No. 2025-02 being a by-law to confirm the proceeding of the special meeting held January 9, 2025 at 5:00 p.m. be read a first, second and third time and passed this 9<sup>th</sup> day of January signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**9. Adjournment**

R-2025-17

Moved by: Byrne

Seconded by: Huntley

That the Special Council Meeting of the Township of Cavan Monaghan adjourn at 6:43 p.m.

**Carried**

---

**Matthew Graham**  
**Mayor**

---

**Cindy Page**  
**Clerk**

**Minutes**  
**The Township of Cavan Monaghan**  
**Sustainability Advisory Committee Meeting**  
**Friday, September 20, 2024**  
**1:00 p.m.**  
**Council Chambers – Hybrid Room**

**Those members in attendance:**

Leslie Bilcox                      Chair (remotely)  
 Amanda Newell  
 Craig Onafrychuk  
 Lisa Crawford  
 Ryan Huntley                      Deputy Mayor

**Those members absent:**

Manny Borges  
 Joanne Key

**Staff members in attendance:**

Mark Froment                      Deputy Clerk  
 Kyle Phillips                      Chief Building Official/By-law Enforcement Officer  
 Chris Allison                      Parks and Facilities Manager

**1. Call to Order**

Chair Leslie Bilcox called the meeting to order at 1:02 p.m.

**2. Land Acknowledgement**

Chair Leslie Bilcox recited the land acknowledgement.

**3. Approval of the Agenda**

Moved by: Huntley

Seconded by: Newell

That the agenda for the Sustainability Advisory Committee be approved as presented.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Bilcox	X	
Newell	X	
Huntley	X	
Onafrychuk	X	
Crawford	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**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 July 19, 2024**

Moved by: Newell

Seconded by: Huntley

That the minutes of the Sustainability Advisory Committee meeting held July 19, 2024, be approved as presented.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Crawford	X	
Onafrychuk	X	
Bilcox	X	
Newell	X	
Huntley	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**6. General Business**

**6.1 2025 Budget Discussion**

Kyle Phillips provided the Committee with a financial report.

**6.1.1 Community Tree Planting Project Samples**

Moved by: Crawford

Seconded by: Newell

That the Sustainability Advisory Committee request for the 2025 Budget \$10,000 for Sustainable Community Initiatives and the addition of one (1) new initiative for 2025 being the Rain Barrel Program requesting \$5,000.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Crawford	X	
Onafrychuk	X	
Bilcox	X	
Newell	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**6.2 2024 Work Plan**

Moved by: Huntley

Seconded by: Crawford

That the Sustainability Advisory Committee approve the additional materials for the work plan.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Crawford	X	
Newell	X	
Huntley	X	
Onafrychuk	X	
Bilcox	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

Moved by: Crawford

Seconded by: Onafrychuk

That the Sustainability Advisory Committee approve the updates for the work plan and add one new item being the Community Tree Planting Project.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Bilcox	X	
Crawford	X	
Newell	X	
Huntley	X	
Onafrychuk	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

**7. Adjournment**

Moved by: Huntley

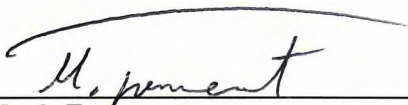
Seconded by: Newell

That the Sustainability Advisory Committee adjourn at 2:12 p.m.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Onafrychuk	X	
Bilcox	X	
Crawford	X	
Newell	X	
Huntley	X	
<b>Results</b>	<b>5</b>	<b>0</b>

**Carried**

  
Leslie Bilcox (Dec. 14, 2024 11:08 EST)  
\_\_\_\_\_  
**Leslie Bilcox**  
**Chair**

  
\_\_\_\_\_  
**Mark Froment**  
**Deputy Clerk**



# CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: November 19th, 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:	Matthew Graham	Council Representative
	Earl McLeod	Chair
	Tony Parks	
	Monica Schjott	
	Chandra Tremblay	
	Karla Buckborough	CEO/Librarian
	Erin Stewart	Branch Librarian/Secretary

ABSENT: Karen Graham

1. Earl called the meeting to order at 7pm.
2. Earl read the Land Acknowledgement.
3. Disclosure of pecuniary interest and the general nature thereof - none

## 4. Agenda

**Motion: 47/24**                      **Moved by: Monica**

Approve agenda as presented.  
Carried.

## 5. Minutes

**Motion: 48/24**                      **Moved by: Monica**

Approve minutes of the Library Board meeting October 15<sup>th</sup>, 2024.  
Carried.

## 6. Library Activity Highlights and Statistics - Motion to accept

### a. Library Activity Highlights

To kick off Ontario Public Library Week, the Millbrook Branch hosted a Tea Party and Silent Auction on Saturday, October 19<sup>th</sup>. Staff had a table at the Volunteer Fair at the CMCC on Wednesday, October 23<sup>rd</sup> from 3:00-7:30pm. Friday, October 25<sup>th</sup> was a P.A. Day and thanks to a generous donation of pumpkins from Cody and Kelsie's Veggy Patch we hosted pumpkin decorating. The rearranging of the Millbrook Branch has begun.

### b. Statistics

i. Following the discussion at the October meeting, the statistics no longer contain the social media counts.

**Motion: 49/24**                      **Moved by: Chandra**

Accept the Library Activity Highlights and Statistics as presented.  
Carried.

## 7. Strategic Plan

### a. CMLibraries Strategic Plan - November Updates

i. Karla is meeting with a vendor in November regarding shelving for the rearrangement of the Millbrook Branch.

b. Library monitoring tool presented by Karen at the October Board meeting – a few updates added. Start using in January 2025.

8. Marketing Committee

- a. Update - verbal update from Chandra and Karla  
Meet in January 2025 to map out the year. Two-year Annual Report – use images from the photo shoot. Money has been spent from the marketing budget on business cards and new magnets from Vista Print. A new canopy will need to be purchased for events with a fire code rating.

9. Human Resources

- a. Update - verbal update from Chandra  
Karla’s 2023 Performance Review has been finalized. Karla’s 2024 Performance Review will be finalized at the end of December.

10. Finance - Motion to receive

- a. October Operating and October Capital, Seniors Community Grant
- b. Purchasing Update - November 8

**Motion: 50/24**                      **Moved by: Chandra**

Move upset limit of \$1,000 from Donation Reserve to cover purchase of circulating materials (beyond the Forest of Reading discussed at last month’s meeting).  
Carried.

- c. Salary increases for staff
- d. 2025 Budget Presentation; 4200 Operating Details

**Motion: 51/24**                      **Moved by: Monica**

Accept report on staff increases and updated 2025 Budget.  
Carried.

**Motion: 52/24**                      **Moved by: Tony**

Receive financial reports as presented.  
Carried.

- e. IT Report Update
  - i. Overview\_IT Report\_Nov192024
  - ii. CMLibraries Technology Plan\_Nov14

Document IT improvements by taking photos and piece by piece summary.

**Motion: 53/24**                      **Moved by: Chandra**

Receive and approve the IT Plan by Karla and move forward with her 2024 Technology Plan.  
Carried.

11. Library monitoring tool - moved to 7b.

12. Correspondence for action/information

- a. None

13. Business Arising/Old Business

- a. Board Assembly Report – Chandra gave a verbal report. Part of the meeting was more beneficial for larger libraries.
  - i. Fall 2024 Board Assembly Meeting

ii. Board Assembly Policy Handout Fall 2024

14. Take-aways for Council

- a) Budget ready for council
- b) IT Plan moving forward
- c)

15. Next meeting: December 17th @ 7pm, unless otherwise called by the Chair

16. Adjournment – Monica adjourned at 8:42pm.

Signature: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Secretary:

Date: \_\_\_\_\_



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	January 27, 2025
<b>From:</b>	Kimberley Pope, Finance Department
<b>Report Number:</b>	Finance 2025-02
<b>Subject:</b>	Final Draft 2025 Budget Presentation

### Recommendations:

1. That Council receives the Final 2025 Budget Presentation for adoption; and
2. That Council approves the 2025 Operating Budget of \$11,496,430; and that Council approves the 2025 Capital Budget of \$10,758,121; and
3. That Council approves the 2025 Environmental Budget of \$519,290; and
4. That Council approves the 2025 Water & Wastewater Operating Budget of \$975,217 and a Capital Budget of \$1,075,000; and
5. That Council approves a 3.4% Municipal Residential Tax Rate increase to fund the 2025 Operating & Capital budgets.

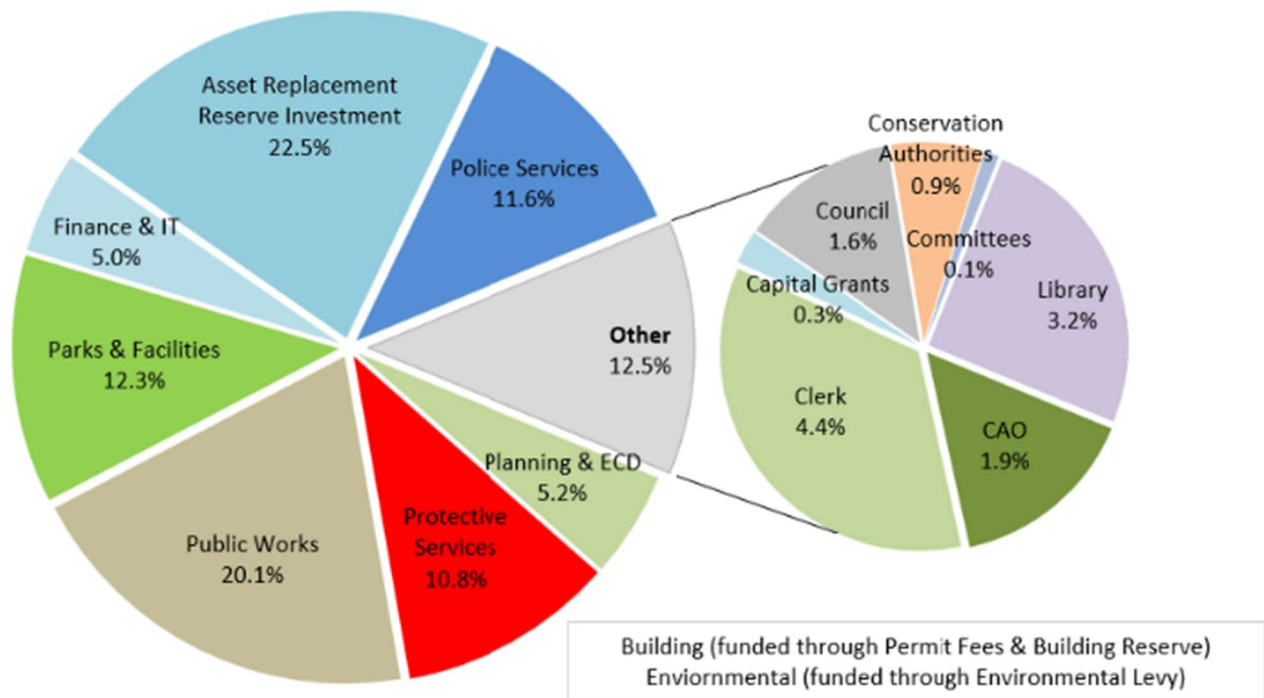
### Overview:

The Special Budget Council meetings have facilitated discussions and provided direction for the development of the 2025 Operating and Capital Budgets. This budget proposes a 3.4% increase in the Municipal Residential Tax Rate, which is essential for financing balanced budgets for the 2025 fiscal year. A total of \$12,111,854 in property tax revenue will be generated through this year's municipal tax levy.

A summary of the reductions made between the second draft budget meetings and this final report, updated estimates and rollovers are provided below;

+\$58,550	Allocate ½ of a 1% tax levy to a new Health and Medical Centre Reserve,
-\$7,000	Reduce the Station Park Sign (ECD) Capital project from \$14K to \$7K utilizing 2024 rollover,
-\$5,000	Remove the David Suzuki Foundation Butterfly Capital project,
+\$1,000	Add \$1K to the Parks & Facilities Operating Budget, in lieu of the butterfly project, to enhance existing municipal gardens,
-\$5,000	Remove the Postage Machine Capital expense,
-\$228,613	Reduce the transfer to the Asset Management Reserve from 100% to 92% to balance the budget at a 3.4% municipal residential tax rate,

The following is a detailed breakdown of how the total municipal property tax revenue of \$12,111,854 is allocated among various departments through this year's tax levy. Each department plays a crucial role in delivering essential services to the community, and this allocation reflects the financial commitment to support those services effectively.



Of the \$12,111,854 in property tax revenues raised through the 2025 municipal tax levy, a total of \$3,187,939 is transferred to reserves for **future infrastructure projects**. This amount represents 26.3% of the total property tax revenues and is itemized below.

<u>Department</u>	<u>Reserve or Project</u>	<u>Reserve</u>	<u>+ 2025 Contribution</u>
Finance	Asset Management Reserve (Infrastructure)	\$19,264,308	\$2,724,289
Planning	Zoning By-Law	\$126,000	\$5,000
	Official Plan	\$145,000	\$10,000
Parks and Facilities	Parkland General Reserve	<i>new</i>	\$117,100
	Health and Medical Center Reserve	<i>new</i>	\$58,550
	Arena Demolition	\$100,000	\$100,000
	2014 Dodge Ram replacement	\$20,000	\$10,000
	Olympia Ice Resurfacer	\$20,000	\$10,000
	Bell Restoration	<i>new</i>	\$1,000
Protective Services (Fire)	SCBA Units	\$86	\$27,000
	SRU Team Training	\$40,000	\$5,000
	F550 Rescue Truck replacement	\$128,000	\$20,000
Roads and Enviro Services	Roadside Mower	<i>new</i>	\$100,000
		<b>TOTAL</b>	<b>\$3,187,939</b>

The budget committee consists of the Mayor, the Chief Administrative Officer, and the Director of Finance. Management and senior staff submitted initial budget estimates, which were revised through discussions within the budget committee. Staff continued to seek additional opportunities to reduce budget expenditures. Furthermore, a review was conducted to ensure all remaining unspent funds from the Ontario Community Infrastructure Fund (OCIF) are fully utilized for eligible capital projects.

The public had the opportunity to offer comments on January 9, 2025. This report presents the final draft of the 2025 Operating and Capital Budgets for the Council's approval and adoption.

Approximately every 1% municipal residential tax rate increase equals an additional \$117,100 in revenue towards the Operating & Capital budgets.

**The year-to-date actuals within this second draft provide expenditures up to and including November 30, 2024 as received by the municipality.** The estimated surplus for 2024 is projected at \$250,000, pending the submission of additional expenditures and year-end reconciliations. It's important to clarify that municipal budgets are based on estimated costs.

**Tax Levy Comparison**

The table below presents a four year history of the Municipal Property Assessment Corporation (MPAC) weighted assessments for the Township of Cavan Monaghan, along with the corresponding final tax rates for each year.

	<b>Tax Rate and Assessment Comparison</b>				
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025 Final Draft</u>
Amount to be raised by Taxes	\$9,806,049	\$10,488,045	\$11,012,885	\$11,501,035	\$12,111,854
Weighted Assessment	\$1,431,048,372	\$1,488,177,140	\$1,517,338,016	\$1,533,673,199	\$1,561,547,234
Increase in CVA year over year	1.5%	4.0%	2.0%	1.1%	1.8%
Taxes per 100,000 Residential	\$685.24	\$704.76	\$725.80	\$750.20	\$775.63
<b>Increase in Tax Levy %</b>	<b>1.0%</b>	<b>2.85%</b>	<b>3.00%</b>	<b>3.37%</b>	<b>3.40%</b>

The growth in the municipal roll current values estimate that for every 1% municipal tax increase in the 2025 budget will result in \$117,100 of municipal tax revenues.

- An estimated 1% municipal tax levy increase equals a property tax increase of;
- \$7.44 per \$100,000 current value assessment, based on the current MPAC Assessment Roll Total (2016 phased-in values),
  - \$29.94 per \$400,000 current value assessment, based on the median MPAC Assessment Roll Total (2016 phased-in values).

## **2025 Ontario Municipal Partnership Fund (OMPF)**

The Ontario Municipal Partnership Fund (OMPF) provides unconditional operating support to 390 municipal governments throughout the province. This fund employs an allocation method to address challenges in rural and northern communities, allocating funding based on fiscal health indicators. The province oversees the OMPF's structure and program funding, which will increase by \$50 million, resulting in a total of \$550 million available in 2025.

In 2025, the province is allocating \$580,400 in funding to the Township of Cavan Monaghan through the Ontario Municipal Partnership Fund (OMPF). This amount is higher than the previous OMPF allocations, which were \$542,500 in 2024 and at least \$502,300 in 2020. The OMPF funds are used to help reduce costs in the Operating Budget, thereby easing the burden on the municipal property tax rate.

## **Ontario Community Infrastructure Fund (OCIF)**

The province will allocate \$400 million to 423 small, rural, and northern communities across Ontario in 2025. The Township of Cavan Monaghan is set to receive \$314,191 through this year's allocation. The 2025 year end balance of funds remaining is expected to be \$0 (zero), as current budget is utilizing the full allocation and historical carry forward balances through the Public Works projects.

The Ontario Community Infrastructure Fund (OCIF) supports capital expenditures on core infrastructure projects in an asset management plan. Eligible projects include:

- Construction of new core infrastructure to address health or safety issues.
- Maintenance for the renewal, rehabilitation, and replacement of core infrastructure.
- Debt-financing charges related to the capital construction and maintenance of core infrastructure.

## **Canada Community-Building Fund (CCBF)**

formerly known as Federal Gas Tax

Canadian municipalities receive over \$2 billion from the Canada Community-Building Fund each year; Ontario's municipalities receive over \$800 million. Funds are allocated to municipalities across the province on a per-capita basis.

The Township of Cavan Monaghan is set to receive \$328,025 through this year's allocation. The 2025 year-end balance of funds remaining is expected to be \$369,550, as there will be approximately \$41K remaining from historical carry forward balances. Staff recommends to retain these funds to be considered towards the capital construction of the new Fire Station.

The Canada Community-Building Fund (CCBF) is a stable, predictable, and indexed source of funding provided up front to provinces and territories who, in turn, flow this funding to their communities. The funding allows local communities to make strategic investments in essential infrastructure, across 19 different project categories: public transit, wastewater infrastructure, drinking water, solid waste management, community energy systems, local roads and bridges, capacity building, highways, local and regional airports, short-line rail, short-sea shipping, resilience, broadband and connectivity, culture, tourism, sport, recreation, fire halls and brownfield redevelopment.

## MPAC Provincial Property Assessment Update

On August 16, 2023, the Ontario Government announced a regulation to amend the Assessment Act, extending the postponement of province-wide property reassessments through the end of the 2021-2024 cycle. Property assessments for 2025 will continue to be based on the MPAC January 1, 2016 values.

The 2025 MPAC estimated roll total has risen by approximately 1.8% due to new development and growth within the Township in 2024, which is anticipated to generate an additional \$213,695 in municipal tax revenues for the 2025 property tax year.

The MPAC median current value assessment (CVA) in Cavan Monaghan is estimated at \$400,000 (2016 phased-in values). As MPAC assessments continue to rely on 2016 values, they do not reflect the current market values assigned by real estate professionals when a property is listed for sale.

### Example:

**A property valued at \$228,000 on January 1, 2016 will continue to be valued at \$228,000 for the 2025 property tax year.**

This same property with a previous valuation of \$162,000 (2012) experienced a valuation increase of \$66,000 over the four-year phase in cycle from 2017-2020. The difference between the 2012 value and 2016 value is divided by four to determine the phase in value for each tax year.

- $\$228,000 - \$162,000 = \$66,000$
- $\$66,000 / 4 \text{ years} = \$16,500$





## Financial Impact:

### Operating

The Operating budget has a consolidated net increase of 4.4% across all departments. This increase accounts for rising expenditures, efforts to maintain efficiency, and initiatives to enhance online access and service delivery, in accordance with the requirements set by the Council, policy, by-law, and provincial legislation. The summary below outlines each department's efforts to sustain operations while managing inflation and responding to the challenges of delivering products and services.

Operating Budget	2024	2025	Variance	
	Final Budget	Final Draft		
Planning & ECD	\$611,200	\$456,000	-\$155,200	-25.4%
Building (funded through Building Reserve)	\$619,944	\$590,940	-\$29,004	-4.7%
By-law Enforcement	\$0	\$0	\$0	0.0%
Protective Services	\$1,005,078	\$1,149,305	\$144,227	14.3%
Public Works	\$2,270,954	\$2,402,380	\$131,426	5.8%
Public Works - Environmental	\$520,745	\$519,290	-\$1,455	-0.3%
Parks & Facilities	\$1,128,927	\$1,197,135	\$68,208	6.0%
Office of the CAO	\$239,550	\$256,480	\$16,930	7.1%
Office of the Clerk	\$555,783	\$589,863	\$34,080	6.1%
Finance & Information Technology	\$523,423	\$643,632	\$120,209	23.0%
<b>Consolidated Department Net Changes</b>	<b>\$7,475,604</b>	<b>\$7,805,025</b>	<b>\$329,420</b>	<b>4.4%</b>
Council	\$215,500	\$215,515	\$15	0.0%
Library Board Operating Levy	\$320,396	\$333,486	\$13,090	4.1%
Library Allocated Expenses	\$17,327	\$20,263	\$2,936	16.9%
Library Board Capital Levy	\$22,000	\$28,000	\$6,000	0.0%
Ganaraska, Kawartha & Otonabee Conservation	\$116,901	\$125,087	\$8,186	7.0%
Committees of Council	\$49,500	\$19,250	-\$30,250	-61.1%
Police Contract & Services	\$1,510,657	\$1,557,516	\$46,859	3.1%
<b>Consolidated Other Services/Levy Changes</b>	<b>\$2,252,281</b>	<b>\$2,299,117</b>	<b>\$46,837</b>	<b>2.1%</b>
<b>Total Department &amp; Other Services/Levy</b>	<b>\$9,727,885</b>	<b>\$10,104,142</b>	<b>\$376,257</b>	<b>3.9%</b>
Water & Wastewater Expenses	\$1,650,148	\$1,650,456	\$308	0.0%
<b>Consolidated Other Services/Levy Changes</b>	<b>\$11,378,033</b>	<b>\$11,754,598</b>	<b>\$376,565</b>	<b>3.3%</b>

The Canadian Union of Public Employees Local 1306.2/1306.8 collective agreements renewed in 2022 on By-law No. 2022-48 (Parks) and 2022-34 (Public Works) with a 5.25% wage increase over a three-year term (2022-2024).

The Consumer Price Index rose 2% in the 12 months to August; on the September 2024 notice from Statistics Canada and the municipal wage grid indexed as per Personnel Policy By-law No. 2020-12, Section 12.1.4.

The Construction Price Index rose 3.3% year over year (Q3 2023 to Q3 2024) and the 2025 Development Charges will be indexed as per By-law No. 2019-18, Section 5.1.

On December 16, 2024 Council approved the annual User Fees & Charges By-law, Finance Report 2024-14, to ensure municipal revenues for services reduce the impact of the cost of services on the municipal property tax rate.

## Departmental Summary

A summary of changes within the 2025 Draft Operating Budget Proposal are provided during the budget committee meetings with department management staff, as indicated below. The following adjustments have been applied across all departments;

- Align all staff wages with primary departments, removing allocations between departments and adjusting wages according to the Gallagher Pay Equity Review dated October 21, 2024,
- Update source deductions and benefit rates (including OMERS, EI, CPP, EHT, WSIB, Manulife, etc.) to reflect the rates for 2025,
- 2% CPI wage grid indexing applied as per By-law No. 2020-12, Section 12.1.4,
- 2% increase to Hydro, Gas & Fuel and Telecommunication services,
- 2% increase to internal “allocation” expense lines across departments.

The **Planning & Economic Development Department** has a decrease of 25.4% (-\$155,200) which is primarily attributed to the following:

- Planning revenues have increased due to a higher volume of applications.

The **Building Department** budget is funded through building permit revenues and therefore does not affect the municipal tax rate. The Building Department has a decrease of 4.7% (-\$29,004) which is primarily attributed building permits and revenues with increased volume of applications.

The **By-law Department** has net \$0 impact as the 2024 rollover funds are sufficient to fund the 2025 reduced by-law budget of \$2,000 without additional funds required from the 2025 municipal levy.

The **Protective Services (Fire) Department** has a consolidated increase of 14.3% (+\$144,227) which is attributed to the following;

- Alignment with the Master Fire Plan (Fire 2020-03) and the addition of a new Training Officer position (Fire 2024-03),
- Increase in the volume of calls, incident responses, and training sessions,
- Renewal of the Fire Dispatch services agreement as based on the increasing number of households.

The **Public Works Department** has a consolidated increase of 5.8% (+\$131,426) which is primarily attributed to the following;

- Completion of the Solar loan program in 2024, with no principal/interest payments thereafter,
- Indexing of costs of materials (cold mix, gravel, calcium chloride) and services.

The **Parks & Facilities Department** has an increase of 6.0% (+\$68,208) which is primarily attributed to the following;

- Increase in Rental, Concession, Sport Drop-In and Programming revenues,
- Increase in staffing hours due to the addition of new programs and higher rental revenues to help offset programming costs.

The **Office of the CAO** has an increase of 7.1% (+\$16,930) which is primarily attributed to corporate services, legal and human resources administration expenditures.

The **Office of the Clerk** has an increase of 6.1% (\$34,080) which is primarily attributed to the following;

- Increase of 6% for municipal Corporate Insurance for all tax funded departments,
- Increase of 20% towards Cemeteries.

The **Finance Department & Information Technology** has an increase of 23% (\$120,209) which is primarily attributed to the following;

- Debenture estimates for: Parks and Public Works Millbrook Depot, Cavan Public Works Operation Center, and Fire Station No. 1 with Ambulance Station,
- An increase in the cost of software licensing and support, accompanied by a reduction in IT reserves.

The **Council** budget has an increase of 0.01% (+\$15) which is established by the Council Remuneration By-law No. 2023-30 and indexing.

The **Conservation and Authorities** budget has a consolidated increase of 7% (\$8,186) as per budgets and levy requests.

The **Committees of Council** budget has a decrease of 61% (-\$30,250) as consolidated from all committees; Millbrook Valley Trails (MVT), Committee of Adjustment, MRHAC and the Sustainability Advisory Committee (SAC). The Chairs presented their proposed budget requests to Council during the draft budget discussions.

The **Millbrook Business Improvement Area (BIA)** board proposed a 12.5% increase (+\$2,000) to the BIA levy. This proposal was approved at a special BIA Budget Meeting held during the November 28, 2024 Annual General Meeting (AGM).

The **Police Contract & Services** budget has an increase of 3.1% (\$46,859) primarily attributed to the increase in Police Contract and Insurance Premiums.

### **Environmental Tax Rate**

The 2025 Environmental Budget has a \$1,455 decrease in operational costs for municipal waste programs and transfer station expenses. Council approved Public Works Report 2022-18, extending the service contract with Wither's Waste Management. In 2025, the municipality will continue to receive revenue from Circular Materials Ontario for Blue Box materials collected at the Transfer Station. This results in a reduced environmental tax rate by \$1.42 per \$100,000 of current value assessment.

### **Water and Wastewater**

The Water and Wastewater Operating Budget is based on the Water & Wastewater Financial Plan, the Rate Study, User Fees and Charges By-law No. 2020-66, and the 2022 Watson & Associates Rate Study Analysis (By-law No. 2022-67). Remaining funds at year-end are transferred to the Water & Wastewater Reserve for future capital projects or operational costs. Water services are funded by user fees; therefore, they do not impact the municipal tax rate.

**Capital**

The 2025 Capital Budget presented contains \$12,048,601 total Capital Requests including the estimated 2024 capital rollovers. The proposed projects align with the Corporate Strategic Plan and are included within the draft municipal tax levy increase.

A summary of the 2025 draft Capital Budget is provided below;

Total Capital Requests	\$12,048,601
Less: 2024 Capital Roll Over	(\$993,290)
Less: Future Year pre-approvals	(\$297,190)
<b>Total 2025 Capital Expenditures</b>	<b>\$10,758,121</b>
Less: Asset Replacement Reserve Funding	(\$910,050)
Less: Reserves and/or Other Funding	(\$4,544,406)
Less: Grant Applications (pending)	(\$1,355,330)
<b>Net 2025 Capital Expenditures</b>	<b>\$3,948,335</b>
<i>Net 2024 Capital Expenditures</i>	<i>\$3,877,540</i>

**Funding Sources:**

Asset Replacement Reserve funded through the Municipal Tax Levy	\$2,724,289
Capital Requests funded through the Municipal Tax Levy	\$1,224,046
<b>Total Capital Funded through Municipal Tax Levy</b>	<b>\$3,948,335</b>

**Capital Infrastructure Projects**

On July 5, 2021, Council directed staff to begin the tendering process for three capital infrastructure buildings. All projects have now been completed, with the final construction being the new Fire Station #1, finished in January 2025. Council had directed staff “to report back with alternative financial options” R-2024-264 (October 7, 2024) and therefore staff will provide a comprehensive report on all three projects after all final invoices are received and processed. This approach will allow Council to evaluate funding options for all three projects together.

**Fire Station #1 and Ambulance Station (Fire 2022-02)**

County Road 10 – completed January 2025  
 The total budget for the project was \$7,979,510 and to be funded; \$1.86M Development Charge debenture, \$3.2M Township debenture and \$2.9M Reserves. The tender to build the new Fire and Ambulance Station was awarded to Gay Company Limited at the August 2, 2023 Council Meeting.

**Cavan Public Works Operation Center (PW 2022-12)**

1470 County 10 - completed November 2023  
 The total budget for the project was \$3,089,631 and to be funded; \$1.36M Development Charge debenture, \$1.1M Township debenture and balance from Reserves. The tender for the building construction was awarded to Mortlock Construction at the May 19, 2023 Council Meeting.

**Parks and Public Works Millbrook Depot (PW 2022-01)**

70 King St. West - completed October 2022  
 The total budget for the project was \$872,104 and funded; \$488K Development Charge debenture and \$384K Township debenture.  
 The tender for building re-construction was awarded to Mortlock Construction Inc. at the January 17, 2023 Council Meeting.

## **2020 Grant Applications approved (rollover into 2025)**

### **Investing in Canada Infrastructure Program (ICIP) Community Culture and Recreation Stream Grant Applications (2)**

Funding Program; 26.67% Municipal + 33.33% Provincial + 40% Federal.

#### **Parks & Facilities Report 2019-15 (grant approved March 2022)**

1. \$966,000 Renovation of the Millbrook Arena to a multipurpose community hub was amended by Council on June 5, 2023, P&F Report 2023-03. "That staff be directed to commence planning for the creation of a community park on the Millbrook arena lands; and That the existing users of the Millbrook arena be permitted to use the existing facility in its current state, until the final plans for the community park are approved by Council, or that the facility becomes a health and safety concern; and That Council's direction be carried forward in Phase 2 of the Parks and Recreation Plan – Vision 2035."

The mould assessment (December 6, 2024) was provided to Council (P&F Report 2024-05) and to protect the health and safety of the public and Township employees, the Millbrook Arena (on Needler's Lane) will remain closed.

A scope change request was submitted in early 2024 to the Ministry of Infrastructure and the results/outcome are unknown at the date of this report. A total Municipal Contribution of \$244,750 commitment has been raised over four municipal budgets (2022-2025) with project completion required by 2026.

#### **Council Motion R/04/11/19/13 (grant approved August 2022)**

2. \$511,750 Rehabilitation of the historically designated Old Millbrook School  
Total Municipal Contribution of \$129,660 commitment has been raised over four municipal budgets (2022-2025) with project completion required by 2026.

### **Stabilized Taxation and Asset Replacement (Background)**

The recommendations outlined in the "Potential Impact of Loss of OLG Funding Report" (2012) and the "Modified Service Delivery Review" (2013) were incorporated into historical budgets. This was done to align Cavan Monaghan's tax levels with those of comparable municipalities and to eliminate the use of OLG revenues to subsidize the municipal tax rate.

To achieve this goal, the recommendations were organized into three phases, allowing the municipality to reduce its dependence on OLG revenues.

- Phase 1: Removal of OLG Revenues from the Operating Budget, completed in 2013, eliminating \$1.4 million OLG dependency from the annual budget (as per 2011)
- Phase 2: Removal of OLG Revenues from Capital Budget, completed in 2015, maintaining a minimum \$1.1 million contribution through the municipal levy

Phase 3: Removal of OLG Revenues as the primary source of Revenues for investment to the Asset Replacement Reserve (ARR). Since 2016 the municipality has transferred approximately 77% of the annual audited depreciation to the ARR with a cumulative total contributions of \$23M. In 2025, \$2.7M (92% of 2023 audited depreciation) is approved for transfer into the Asset Replacement Reserve.

It is essential that the municipality continues towards independent financial sustainability and maintains a priority to invest in Asset Replacement Reserve for future infrastructure replacement.

## **Reserve and Reserve Funds**

The estimated 2024 Year End Reserve and Reserve Fund balances (unaudited) are attached pending year end adjustments and audit.

### **Attachments:**

- No. 1 Final Draft - 2025 Tax Rate calculation
- No. 2 Final Draft - 2025 Environmental Tax Rate calculation
- No. 3 Final Draft - 2025 Budget Summary
- No. 4 Final Draft - 2025 Operating Budget Summary Reports
- No. 5 Final Draft - 2025 WWW Operating Budget Summary Report
- No. 6 Final Draft - 2025 Township Capital Requests
- No. 7 Final Draft - 2025 WWW Capital Requests
- No. 8 2024 Year End Reserves & Reserve Fund balances (unaudited)

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer

## 2025 Municipal Tax Rates

Final Draft (3.4% increase)

Property Class Description	RTC	RTQ	2025 MPAC Roll Total	Tax Ratio	Tax Rate Reduction	Weighted Assessment	Final Draft Tax Rate	Final Draft 2025 Taxes
Commercial, , Exempt From Taxation, But Eligible For Payment-In-Lieu Of Taxes At The Full Rate.	C	F	2,690,700	1.0986	1	2,956,003	0.00852109	22,928
Commercial, Payment In Lieu, Full, Excess Land (No School Rates).	C	V	105,000	1.0986	0.7	80,747	0.00596477	626
Commercial, Taxable vacant land shared, Subject To Payment-In-Lieu Of Taxes At The Full Rate.	C	G	1,161,000	1.0986	1	1,275,475	0.00852109	9,893
Commercial, Taxable At The Full Rate.	C	J	112,000	1.0986	0.7	86,130	0.00596477	668
Commercial taxable: Excess land	C	T	99,348,944	1.0986	1	109,144,750	0.00852109	846,562
Commercial, Taxable At The Vacant Land Rate.	C	U	3,356,507	1.0986	0.7	2,581,221	0.00596477	20,021
Commercial payment in lieu full vacan land	C	X	3,772,300	1.0986	0.7	2,900,974	0.00596477	22,501
Commercial payment in lieu general vacant land	C	Y	136,000	1.0986	0.7	104,587	0.00596477	811
New Construction Commercial: Full No Support Exempt	C	Z	-	1.0986	0.7	-	0.00596477	0
Farmland, Taxable At The Full Rate.	X	T	-	1.0986	1	-	0.00852109	0
Industrial, Taxable, Shared Payment-In-Lieu (Not Pil But Shared As If It Was)	E	T	86,288,565	0	0	-	-	0
Industrial, Taxable, Excess Land, Shared Payment in Lieu	F	T	217,946,900	1	0.25	54,486,725	0.00193908	422,616
Industrial, Taxable At The Full Rate.	I	H	117,300	1.5432	1	181,017	0.01196955	1,404
Industrial, Taxable At The Vacant Land Rate. Excess Land	I	K	57,200	1.5432	0.65	57,376	0.00778021	445
Industrial, Taxable At The Vacant Land Rate.	I	T	6,719,700	1.5432	1	10,369,841	0.01196955	80,432
Industrial, Taxable At The Vacant Land Rate.	I	U	411,300	1.5432	0.65	412,567	0.00778021	3,200
New Construction Industrial, Taxable At The Full Rate.	I	X	3,834,900	1.5432	0.65	3,846,711	0.00778021	29,836
Pipeline Taxable: Full	J	T	-	1.5432	1	-	0.01196955	0
Multi-Residential Taxable: Full School Rates).	P	T	8,135,000	1	0.9386	7,635,511	0.00728008	59,223
Rate.	M	T	4,009,000	1	1	4,009,000	0.00775632	31,095
Residential, Taxable At The Full Rate.	R	G	2,117,000	1	1	2,117,000	0.00775632	16,420
Managed Forest, Taxable At The Full Rate.	R	P	-	1	1	-	0.00775632	0
Aggregate Extraction	R	T	1,356,835,884	1	1	1,356,835,884	0.00775632	10,524,053
	T	T	8,729,200	1	0.25	2,182,300	0.00193908	16,927
	V	T	225,700	1.255712	1	283,414	0.00973970	2,198
			<b>\$ 1,806,110,100</b>			<b>1,561,547,234</b>		<b>12,111,859</b>

2025 Estimated Budget Require	12,111,854
Amount to be raised by taxes	12,111,854
Weighted Assessment	1,561,547,234
Tax Rate	0.00775632
Taxes per 100,000 Residential Assessment	775.63

Estimated Break-even, with 0% TAX INCREASE, equals \$213,695 of additional tax revenue

**2025 \$775.63**

**2024 \$750.20**

**Estimated increase in Residential Tax Rate % 3.40%**

**\$ Value of increase per 100,000 Residential CVA \$25.43**

Approximately every 1% residential tax rate increase equals \$117,100

## 2025 Environmental Tax Rates

Final Draft (5% decrease)

Property Class Description	RTC	RTQ	2025 MPAC Roll Total	Tax Ratio	Tax Rate Reduction	Weighted Assessment	Final Draft Tax Rate	Final Draft 2025 Taxes
Commercial, , Exempt From Taxation, But Eligible For Payment-In-Lieu Of Taxes At The Full Rate.	C	F	2,690,700	1.0986	1	2,956,003	0.00029921	805
Commercial, Payment In Lieu, Full, Excess Land (No School Rates).	C	V	105,000	1.0986	0.7	80,747	0.00020944	22
Commercial, Taxable vacan land shared, Subject To Payment-In-Lieu Of Taxes At The Full Rate.	C	G	1,161,000	1.0986	1	1,275,475	0.00029921	347
Commercial, Taxable At The Full Rate.	C	J	112,000	1.0986	0.7	86,130	0.00020944	23
Commercial, Taxable At The Full Rate.	C	T	99,348,944	1.0986	1	109,144,750	0.00029921	29,726
Commercial taxable: Excess land	C	U	3,356,507	1.0986	0.7	2,581,221	0.00020944	703
Commercial, Taxable At The Vacant Land Rate.	C	X	3,772,300	1.0986	0.7	2,900,974	0.00020944	790
Commerical payment in lieu full vacan land	C	Y	136,000	1.0986	0.7	104,587	0.00020944	28
Commercial payment in lieu general vacant land	C	Z	-	1.0986	0.7	-	0.00020944	-
New Construction Commercial: Full No Support Exempt	X	T	-	1.0986	1	-	0.00029921	-
Exempt	E	0	86,288,565	0	0	-	-	-
Farmland, Taxable At The Full Rate.	F	T	217,946,900	1	0.25	54,486,725	0.00006809	14,840
Industrial, Taxable, Shared Payment-In-Lieu (Not Pil But Shared As If It Was)	I	H	117,300	1.5432	1	181,017	0.00042029	49
Industrial, Taxable, Excess Land, Shared Payment in Lieu	I	K	57,200	1.5432	0.65	57,376	0.00027319	16
Industrial, Taxable At The Full Rate.	I	T	6,719,700	1.5432	1	10,369,841	0.00042029	2,824
Industrial, Taxable At The Vacant Land Rate. Excess Land	I	U	411,300	1.5432	0.65	412,567	0.00027319	112
Industrial, Taxable At The Vacant Land Rate.	I	X	3,834,900	1.5432	0.65	3,846,711	0.00027319	1,048
New Construction Industrial, Taxable At The Full Rate.	J	T	-	1.5432	1	-	0.00042029	-
Pipeline Taxable: Full	P	T	8,135,000	1	0.9386	7,635,511	0.00025563	2,080
Multi-Residential Taxable: Full	M	T	4,009,000	1	1	4,009,000	0.00027235	1,092
School Rates).	R	G	2,117,000	1	1	2,117,000	0.00027235	577
Rate.	R	P	-	1	1	-	0.00027235	-
Residential, Taxable At The Full Rate.	R	T	1,356,835,884	1	1	1,356,835,884	0.00027235	369,537
Managed Forest, Taxable At The Full Rate.	T	T	8,729,200	1	0.25	2,182,300	0.00006809	594
Aggregate Extraction	V	T	225,700	1.255712	1	283,414	0.00034200	77
			<b>\$ 1,806,110,100</b>			<b>1,561,547,234</b>		<b>425,213</b>

2025 Estimated Budget Require	425,290
Amount to be raised by taxes	425,290
Weighted Assessment	1,561,547,234
Tax Rate	0.00027235
Environmental Taxes per 100,000 Residential	27.25

**2025 \$27.25**  
**2024 \$28.67**  
**Estimated increase in Residential Tax Rate % -5.0%**  
**\$ Value of increase per 100,000 Residential CVA -\$1.42**





**2025 Budget Summary  
Final Draft (3.4% increase)**

Summary 2025 Budget	Operating % Net change over 2024	Operating	Capital	Total	Tax Levy	Prov/Fed Grant	DC's and/or Reserve Funds	User Fees & Other Revenue	Total
Planning & ECD	-25.4%	478,800	306,693	785,493	757,693		5,000	22,800	785,493
Building	-4.7%	590,940		590,940	-		240,940	350,000	590,940
By-Law Enforcement	0.0%	2,000		2,000	-		2,000		2,000
Protective Services (Fire)	12.5%	1,284,430	1,652,000	2,936,430	1,671,514		1,174,291	90,625	2,936,430
Public Works	5.5%	2,519,080	2,599,769	5,118,849	2,972,693		2,049,456	96,700	5,118,849
Parks & Facilities Department	5.7%	1,669,405	1,855,861	3,525,266	1,969,362	1,083,634		472,270	3,525,266
Office of the CAO	7.1%	510,480	26,000	536,480	282,480		29,000	225,000	536,480
Office of the Clerk	6.1%	620,737		620,737	589,863		11,740	19,134	620,737
Finance & Information Technology	6.1%	1,692,112	2,940,183	4,632,295	3,549,115		424,258	658,922	4,632,295
Capital Grant Applications (pending)	-		2,668,095	2,668,095	140,890	1,355,330	1,171,875		2,668,095
<b>Consolidated Department Net Changes</b>	<b>4.4%</b>								
Council	0.0%	215,515		215,515	215,515				215,515
Library Board Levies & Allocated Expenses	4.1%	389,749		389,749	381,749		8,000		389,749
Ganaraska, Kawartha & Otonabee Conservation	7.0%	125,087		125,087	125,087				125,087
Committee's of Council	-61.1%	65,940		65,940	19,250		25,000	21,690	65,940
Police Service Contract, Board & Community Policing	3.1%	1,582,155		1,582,155	1,557,516			24,639	1,582,155
<b>Consolidated Other Services/Levy Changes</b>	<b>2.1%</b>								
<b>Sub total: Projected Budget</b>		<b>11,746,430</b>	<b>12,048,601</b>	<b>23,795,031</b>					
Less: 2024 Capital Roll Overs			(993,290)	(993,290)					(993,290)
Less: Future Budget pre-approvals			(297,190)	(297,190)					(297,190)
Less: 2024 Operating Surplus (estimated)		(250,000)		(250,000)	(250,000)				(250,000)
<b>Total Budget</b>		<b>11,496,430</b>	<b>10,758,121</b>	<b>22,254,551</b>					
Unfunded Budget to be removed (Capital)									
Contribution from Casino Reserve Rate Stabilization		-	-	-	-				-
Contribution from Casino Reserve for Capital Requests		-	-	-	-				-
Provincial Grants (OMPF)		-	-	-	(580,400)	580,400			-
Provincial Grants (OCIF-Formula-Based Funding)					(314,191)				(314,191)
Contribution to Future Infrastructure Reserve					314,191				314,191
Ontario Lottery & Gaming Corp. (OLG) Revenues, 150 Slots (estimated)					(350,000)				(350,000)
Contributions to Asset Replacement Reserve Loan					350,000				350,000
Canada Community Building Fund (prev FedGasTax Grant)					(328,025)				(328,025)
Contributions to Capital Roads Projects					328,025				328,025
Special Charges; Environmental Services and BIA Levy		540,510		540,510	443,290			97,220	540,510
<b>Total (including Casino, Fed Gas Tax &amp; BIA)</b>		<b>12,036,940</b>	<b>10,758,121</b>	<b>22,795,068</b>	<b>13,845,617</b>	<b>3,019,364</b>	<b>5,141,560</b>	<b>2,079,000</b>	<b>22,795,068</b>
<b>Revenues</b>		<b>Operating</b>	<b>Capital</b>	<b>Total</b>	3.4% Residential Tax Rate Increase Approximately every 1% residential tax rate increase equals \$117,100				
General Tax Levy		8,163,511	3,948,335	12,111,854					
Special Charges; Environmental Services and BIA Levy		443,290	-	443,290					
Provincial/Federal Grants		(357,599)	3,376,963	3,019,364					
Development Charges & Reserve Funds		1,692,737	3,448,823	5,141,560					
User Fees & Other Revenue		2,079,000		2,079,000					
<b>Total</b>		<b>12,020,939</b>	<b>10,774,121</b>	<b>22,795,068</b>					
<b>Special Charges</b>									
Environmental Levy		519,290	-	519,290	425,290			94,000	519,290
Millbrook BIA		21,220		21,220	18,000			3,220	21,220
<b>Total</b>		<b>540,510</b>	<b>-</b>	<b>540,510</b>	<b>443,290</b>	<b>-</b>	<b>-</b>	<b>97,220</b>	<b>540,510</b>

1/20/2025  
12:29 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Planning and ECD**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PLANNING &amp; ECD</b>				
Economic Development Administration	143,850.00	121,981.55	167,625.00	16.53%
Planning Administration	454,850.00	276,432.51	274,450.00	(39.66%)
Plan of Subdivision Applications	0.00	11,907.18	0.00	-
Site Plan Approval Applications	0.00	(9,166.65)	0.00	-
Source Water Protection	<u>12,500.00</u>	<u>12,500.00</u>	<u>13,925.00</u>	<u>11.40%</u>
<b>Total Revenues:</b>	<b>(43,950.00)</b>	<b>(83,068.73)</b>	<b>(22,800.00)</b>	<b>(48.12%)</b>
<b>Total Expenses:</b>	<b><u>655,150.00</u></b>	<b><u>496,723.32</u></b>	<b><u>478,800.00</u></b>	<b><u>(26.92%)</u></b>
<b>Report Net</b>	<b><u>611,200.00</u></b>	<b><u>413,654.59</u></b>	<b><u>456,000.00</u></b>	<b><u>(25.39%)</u></b>

1/20/2025  
12:14 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Building and Bylaw**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY BUILDING</b>				
Building Services Administration	(54,650.00)	(11,132.69)	(8,300.00)	(84.81%)
Ford Ranger (B1-11)	6,500.00	1,098.81	4,150.00	(36.15%)
Chevy Colorado Truck (B2-20)	3,150.00	2,349.89	4,150.00	31.75%
ON Building Code Act, Enforcement	<u>45,000.00</u>	<u>7,683.99</u>	<u>0.00</u>	<u>-</u>
<b>Total Revenues:</b>	<b>(619,944.00)</b>	<b>(535,998.57)</b>	<b>(590,939.52)</b>	<b>(4.68%)</b>
<b>Total Expenses:</b>	<b><u>619,944.00</u></b>	<b><u>535,998.57</u></b>	<b><u>590,939.52</u></b>	<b><u>(4.68%)</u></b>

1/20/2025  
12:14 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Building and Bylaw**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY BYLAW</b>				
By-law Enforcement	0.00	409.82	0.00	-
<b>Total Revenues:</b>	<b>(6,000.00)</b>	<b>0.00</b>	<b>(2,000.00)</b>	<b>(66.67%)</b>
<b>Total Expenses:</b>	<b>6,000.00</b>	<b>409.82</b>	<b>2,000.00</b>	<b>(66.67%)</b>
<b>Report Net</b>	<b>0.00</b>	<b>409.82</b>	<b>0.00</b>	<b>-</b>

1/20/2025  
12:15 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Building and Bylaw**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY BUILDING &amp; BYLAW</b>				
Total Bylaw	0.00	409.82	0.00	-
<b>Total Revenues:</b>	<b>(625,944.00)</b>	<b>(535,998.57)</b>	<b>(592,939.52)</b>	<b>(5.27%)</b>
<b>Total Expenses:</b>	<b>625,944.00</b>	<b>536,408.39</b>	<b>592,939.52</b>	<b>(5.27%)</b>
<b>Report Net</b>	<b>0.00</b>	<b>409.82</b>	<b>0.00</b>	<b>-</b>

1/20/2025  
12:30 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Protective Services**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PROTECTIVE SERVICES</b>				
Fire Services Administration	499,710.00	458,407.86	599,980.00	20.07%
Fire Services Communication	37,384.00	37,935.49	64,625.00	72.87%
Fire Suppression	224,700.00	229,853.32	247,400.00	10.10%
Fire Servcies Training	89,950.00	68,927.90	96,350.00	7.12%
Fire Servcies Work Hours	121,200.00	58,728.34	87,100.00	(28.14%)
Fire Prevention/Public Education	4,850.00	4,270.42	4,850.00	-
New Fire Hall #1 (est. 2024)	0.00	0.00	28,875.00	-
52 King St. (Storage)	8,600.00	23,514.56	13,960.00	62.33%
Fire Hall #2 Maintenance	16,050.00	18,199.29	16,150.00	0.62%
Equipment Reserves	(60,716.00)	(61,332.16)	(80,715.00)	32.94%
Emergency Preparedness	5,350.00	3,146.17	4,530.00	(15.33%)
<b>Total Revenues:</b>	<b>(137,450.00)</b>	<b>(89,259.46)</b>	<b>(135,125.00)</b>	<b>(1.69%)</b>
<b>Total Expenses:</b>	<b>1,084,528.00</b>	<b>930,910.65</b>	<b>1,218,230.00</b>	<b>12.33%</b>
<b>Report Net</b>	<b>947,078.00</b>	<b>841,651.19</b>	<b>1,083,105.00</b>	<b>14.36%</b>

1/20/2025  
12:30 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Protective Services**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PROTECTIVE SERVICES</b>				
Pumper 1 - 2017 (P1-17)	9,500.00	12,248.84	9,500.00	-
Pumper 2 - 2009 Class A (P2-09)	8,300.00	13,376.67	8,300.00	-
Tanker 4 - 2015 Tandem (T4-15)	5,600.00	12,079.79	6,100.00	8.93%
Tanker 1 - 2000 (T1-00)	4,300.00	2,446.05	5,500.00	27.91%
Rescue 1 - 2003 Van (R1-03)	7,000.00	9,566.84	7,500.00	7.14%
Unit 5 - 1988 Half Ton Truck (U5-89)	2,000.00	1,062.34	2,500.00	25.00%
Rescue 2 - 2000 Rapid Response (R2-00)	8,000.00	7,854.22	8,000.00	-
Car 1 - 2017 Ford Support Unit (C1-17)	4,900.00	5,967.35	5,900.00	20.41%
Tanker 2 - 2013 (T2-13)	2,500.00	15,405.75	6,500.00	160.00%
2016 UTV & Trailer	500.00	2,721.94	500.00	-
Car 3 - GMC Support Unit (C3-21)	5,400.00	4,824.97	5,900.00	9.26%
<b>Total Revenues:</b>	<b>(50,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>
<b>Total Expenses:</b>	<b>108,000.00</b>	<b>87,554.76</b>	<b>66,200.00</b>	<b>(38.70%)</b>
<b>Report Net</b>	<b>58,000.00</b>	<b>87,554.76</b>	<b>66,200.00</b>	<b>14.14%</b>

1/20/2025  
12:30 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Protective Services**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PROTECTIVE SERVICES</b>				
Protective Services Net	947,078.00	841,651.19	1,083,105.00	14.36%
Protective Services Fleet Net	<u>58,000.00</u>	<u>87,554.76</u>	<u>66,200.00</u>	<u>14.14%</u>
<b>Report Net</b>	<b><u>1,005,078.00</u></b>	<b><u>929,205.95</u></b>	<b><u>1,149,305.00</u></b>	<b><u>14.35%</u></b>



1/20/2025  
12:57 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Public Works**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PW SOLAR</b>				
Solar - 920 Larmer Line	(2,305.87)	(471.36)	(4,180.00)	81.28%
Solar - 1256 Syer Line	(2,105.87)	(2,350.14)	(3,980.00)	89.00%
Solar - 1470 County Rd. 10	(855.87)	(2,762.80)	(2,730.00)	218.97%
Solar - 25 Centennial Lane	(1,455.87)	(2,199.65)	(3,330.00)	128.73%
Solar - 988 County Rd. 10	(1,855.87)	(2,987.46)	(3,730.00)	100.98%
Solar - 415 County Rd. 21	(1,955.87)	(2,259.50)	(3,830.00)	95.82%
Solar - Tapley 1/4 Line	(1,355.87)	4,336.78	(3,230.00)	138.22%
Solar - 1047 Mouny Pleasant Rd.	<u>(1,655.87)</u>	<u>(2,910.81)</u>	<u>(3,490.00)</u>	<u>110.77%</u>
<b>Total Revenues:</b>	<b>(44,700.00)</b>	<b>(44,985.68)</b>	<b>(44,700.00)</b>	-
<b>Total Expenses:</b>	<u><b>31,153.04</b></u>	<u><b>33,380.74</b></u>	<u><b>16,200.00</b></u>	<u><b>(48.00%)</b></u>
<b>Report Net</b>	<u><b>(13,546.96)</b></u>	<u><b>(11,604.94)</b></u>	<u><b>(28,500.00)</b></u>	<u><b>110.38%</b></u>

1/20/2025  
12:57 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Public Works**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PW OPERATING</b>				
Non-Residential Well Protective Inspection/Control	1,300.00	91.59	1,300.00	-
Roads and Environmental Services Administration	1,282,427.00	595,754.99	1,423,375.00	10.99%
PW Operations Center & Storage (est. 2023)	44,724.00	55,385.05	43,825.00	(2.01%)
Bridges and Culverts	15,000.00	19,604.28	17,000.00	13.33%
Road-side Maintenance	52,000.00	295,862.88	62,000.00	19.23%
Road Hard Top Maintenance	156,000.00	211,490.35	153,500.00	(1.60%)
Road Loose Top Maintenance	95,000.00	148,653.56	115,000.00	21.05%
Road Safety Devices and Signs	46,500.00	60,842.49	39,500.00	(15.05%)
Winter Control	223,150.00	243,150.00	208,300.00	(6.65%)
Street Lighting	24,000.00	29,949.26	31,950.00	33.13%
Storm Water Management Ponds (5)	15,000.00	3,907.58	15,000.00	-
Township Pit #1 (Larmer Line)	3,000.00	0.00	3,000.00	-
Wilson's Pit	3,500.00	(1,039.93)	3,500.00	-
Township Pit #2 (Millbrook)	500.00	0.00	500.00	-
Crossing Guards	27,000.00	24,269.01	30,100.00	11.48%
Site Alternation Applications	0.00	(3,600.00)	0.00	-
<b>Total Revenues:</b>	<b>(65,000.00)</b>	<b>(8,352.44)</b>	<b>(72,000.00)</b>	<b>10.77%</b>
<b>Total Expenses:</b>	<b>2,054,101.00</b>	<b>1,692,673.55</b>	<b>2,219,850.00</b>	<b>8.07%</b>
<b>Report Net</b>	<b>1,989,101.00</b>	<b>1,684,321.11</b>	<b>2,147,850.00</b>	<b>7.98%</b>

1/20/2025  
12:57 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Public Works**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PW VEHICLES</b>				
General Public Works Fleet	170,000.00	243,963.21	135,000.00	(20.59%)
JD Backhoe (37-15)	5,580.00	4,714.65	6,000.00	7.53%
2012 Dodge Truck @ Cavan Yard (4-12)	2,350.00	381.20	1,000.00	(57.45%)
International Dump (WATER TRUCK) (11-05)	4,950.00	1,418.63	5,000.00	1.01%
International Dump Plow & Wing (14-18)	15,990.00	17,860.90	11,650.00	(27.14%)
International Tandem Dump/Plow/Sander (18-20)	8,465.00	9,293.32	10,190.00	20.38%
Culver Steamer	650.00	0.00	650.00	-
2002 J.C. Float	2,920.00	2,275.48	2,600.00	(10.96%)
International Tandem Dump/Plow/Sander (15-20)	5,900.00	13,795.14	9,090.00	54.07%
Dodge Ram 1500 Truck (2-16)	2,190.00	3,765.23	4,590.00	109.59%
John Deere Grader (31-10)	0.00	499.33	0.00	-
JCB Loader (36-20)	5,900.00	7,479.20	5,700.00	(3.39%)
MT7 Trackless Plow (35-18)	7,180.00	2,461.26	7,090.00	(1.25%)
2012 Brush Chipper	4,870.00	2,275.63	4,600.00	(5.54%)
International Tandem Truck (17-22)	2,850.00	4,991.56	5,850.00	105.26%
International Tandem Plow (19-07)	3,895.00	4,877.02	4,650.00	19.38%
Single Axle International Truck (10-17)	6,690.00	3,240.45	7,350.00	9.87%
2021 Chev Silverado Truck (1-21)	1,590.00	2,082.33	4,890.00	207.55%
International Dump Plow & Wing (16-13)	10,400.00	10,280.60	7,400.00	(28.85%)
Rubber Tire Excavator (34-21)	13,270.00	13,383.13	15,800.00	19.07%
International Tandem Truck (20-17)	6,940.00	21,538.55	14,150.00	103.89%
Ford F-250 Pick Up (3-19)	6,740.00	5,894.29	7,790.00	15.58%
2022 Chev Silverado @ Cavan Yard (5-22)	1,090.00	260.69	1,600.00	46.79%
Caterpillar Grader (31-23)	3,170.00	6,162.32	3,340.00	5.36%
MT7 Trackless Plow & Sander (38-23)	1,820.00	1,024.56	2,300.00	26.37%

1/20/2025  
12:57 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Public Works**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
New International Tandem (16-25)	0.00	0.00	4,750.00	-
<b>Total Revenues:</b>				
<b>Total Expenses:</b>	<b>295,400.00</b>	<b>383,918.68</b>	<b>283,030.00</b>	<b>(4.19%)</b>
<b>Report Net</b>	<b>295,400.00</b>	<b>383,918.68</b>	<b>283,030.00</b>	<b>(4.19%)</b>

1/20/2025  
12:57 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Public Works**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PW ENVIRONMENTAL</b>				
Case Backhoe (33-91)	1,800.00	414.22	2,340.00	30.00%
Environmental Services	(111,600.00)	(69,080.63)	(93,525.00)	(16.20%)
Organic Kitchen Waste Program	<u>109,800.00</u>	<u>68,666.41</u>	<u>91,185.00</u>	<u>(16.95%)</u>
<b>Total Revenues:</b>	<b>(520,745.00)</b>	<b>(451,731.73)</b>	<b>(519,290.00)</b>	<b>(0.28%)</b>
<b>Total Expenses:</b>	<u><b>520,745.00</b></u>	<u><b>451,731.73</b></u>	<u><b>519,290.00</b></u>	<u><b>(0.28%)</b></u>

1/20/2025  
12:57 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Public Works**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PUBLIC WORKS DEPARTMENT</b>				
Public Works Solar	(13,546.96)	(11,604.94)	(28,500.00)	110.38%
Public Works Operations	1,989,101.00	1,684,321.11	2,147,850.00	7.98%
Public Works Vehicles	<u>295,400.00</u>	<u>383,918.68</u>	<u>283,030.00</u>	<u>(4.19%)</u>
<b>Total Revenues:</b>	<b>(630,445.00)</b>	<b>(505,069.85)</b>	<b>(635,990.00)</b>	<b>0.88%</b>
<b>Total Expenses:</b>	<b><u>2,901,399.04</u></b>	<b><u>2,561,704.70</u></b>	<b><u>3,038,370.00</u></b>	<b><u>4.72%</u></b>
<b>Report Net</b>	<b><u>2,270,954.04</u></b>	<b><u>2,056,634.85</u></b>	<b><u>2,402,380.00</u></b>	<b><u>5.79%</u></b>

1/20/2025  
12:28 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Parks and Facilities**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PARKS AND FACILITIES</b>				
Health and Safety	18,000.00	11,373.82	18,000.00	-
Municipal Office Building	223,680.00	223,231.66	228,385.00	2.10%
Maple Leaf Park	16,250.00	17,801.80	16,250.00	-
Parks and Property	228,740.00	246,788.03	220,415.00	(3.64%)
Whitfield Landing	1,000.00	814.51	1,000.00	-
1256 Syer Line	2,100.00	481.87	2,100.00	-
Moncrief Line	0.00	238.36	(3,570.00)	-
3 & 5 Centre Street	0.00	(4,000.00)	0.00	-
Parks (& Public Works) Millbrook Depot	12,699.00	9,542.87	12,780.00	0.64%
Bruce Johnston Library	17,450.00	15,896.76	14,990.00	(14.10%)
Old Millbrook School	38,670.00	34,068.63	36,000.00	(6.90%)
Lions Den	9,000.00	6,317.42	9,135.00	1.50%
Millbrook Arena	18,440.00	7,426.99	20,730.00	12.42%
New Community Center (est. 2019)	<u>509,558.00</u>	<u>399,173.93</u>	<u>586,680.00</u>	<u>15.14%</u>
<b>Total Revenues:</b>	<b>(525,900.00)</b>	<b>(608,735.48)</b>	<b>(472,270.00)</b>	<b>(10.20%)</b>
<b>Total Expenses:</b>	<b><u>1,621,487.00</u></b>	<b><u>1,577,892.13</u></b>	<b><u>1,635,165.00</u></b>	<b><u>0.84%</u></b>
<b>Report Net</b>	<b><u><u>1,095,587.00</u></u></b>	<b><u><u>969,156.65</u></u></b>	<b><u><u>1,162,895.00</u></u></b>	<b><u><u>6.14%</u></u></b>

1/20/2025  
12:28 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Parks and Facilities**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PARKS AND FACILITIES VEHICLES</b>				
Bobcat (prev. PW 40-01)	1,000.00	698.13	1,000.00	-
2021 GMC Sierra (3-02)	6,660.00	7,663.86	7,160.00	7.51%
2021 Ford F150 (3-03)	6,660.00	3,897.24	6,660.00	-
Massey 23GL Tractor	1,000.00	630.11	1,400.00	40.00%
2014 Dodge Ram (3-04)	6,360.00	3,870.73	6,360.00	-
2022 Chev Silverado (3-05)	6,660.00	6,259.20	6,660.00	-
Olympia Resurfacers	<u>5,000.00</u>	<u>6,454.01</u>	<u>5,000.00</u>	<u>-</u>
<b>Total Revenues:</b>				
<b>Total Expenses:</b>	<u><b>33,340.00</b></u>	<u><b>29,473.28</b></u>	<u><b>34,240.00</b></u>	<u><b>2.70%</b></u>
<b>Report Net</b>	<u><u><b>33,340.00</b></u></u>	<u><u><b>29,473.28</b></u></u>	<u><u><b>34,240.00</b></u></u>	<u><u><b>2.70%</b></u></u>



1/20/2025  
12:28 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Parks and Facilities**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY PARKS AND FACILITIES</b>				
Parks and Facilities Operating	1,095,587.00	969,156.65	1,162,895.00	6.14%
Parks and Facilities Vehicles	<u>33,340.00</u>	<u>29,473.28</u>	<u>34,240.00</u>	<u>2.70%</u>
<b>Total Revenues:</b>	<b>(525,900.00)</b>	<b>(608,735.48)</b>	<b>(472,270.00)</b>	<b>(10.20%)</b>
<b>Total Expenses:</b>	<b><u>1,654,827.00</u></b>	<b><u>1,607,365.41</u></b>	<b><u>1,669,405.00</u></b>	<b><u>0.88%</u></b>
<b>Report Net</b>	<b><u>1,128,927.00</u></b>	<b><u>998,629.93</u></b>	<b><u>1,197,135.00</u></b>	<b><u>6.04%</u></b>

1/20/2025  
12:21 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Chief Administrative Officer**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY CAO</b>				
Human Resources	18,600.00	37,587.19	30,375.00	63.31%
Investment & Capital Gains	(205,000.00)	(185,349.47)	(225,000.00)	9.76%
CAO Administration	420,950.00	424,454.25	446,105.00	5.98%
Millbrook & District Food Share	2,500.00	2,500.00	2,500.00	-
Millbrook Fair	<u>2,500.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>-</u>
<b>Total Revenues:</b>	<b>(250,000.00)</b>	<b>(205,000.00)</b>	<b>(254,000.00)</b>	<b>1.60%</b>
<b>Total Expenses:</b>	<b><u>489,550.00</u></b>	<b><u>486,691.97</u></b>	<b><u>510,480.00</u></b>	<b><u>4.28%</u></b>
<b>Report Net</b>	<b><u>239,550.00</u></b>	<b><u>281,691.97</u></b>	<b><u>256,480.00</u></b>	<b><u>7.07%</u></b>

1/20/2025  
12:22 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

	<b>Clerks</b>			
	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY CLERKS</b>				
Corporate Insurance	201,853.00	199,465.27	213,963.00	6.00%
Cavan Monaghan Self Insurance	10,000.00	5,243.54	10,000.00	-
User Group Insurance	80.00	(4,478.90)	0.00	-
Clerk Administration	304,410.00	318,465.66	330,930.00	8.71%
Freedom of Information (FOI)	6,000.00	6,295.11	0.00	-
Marriage/Civil Licencing	(2,000.00)	(11,001.06)	(3,500.00)	75.00%
Elections	5,000.00	0.00	5,000.00	-
Cemeteries	15,000.00	15,000.00	18,000.00	20.00%
Dog Control	12,840.00	6,449.31	12,870.00	0.23%
Livestock Loss	1,600.00	1,352.92	1,600.00	-
Accessibility Plan	1,000.00	0.00	1,000.00	-
<b>Total Revenues:</b>	<b>(31,740.00)</b>	<b>(36,605.23)</b>	<b>(30,874.00)</b>	<b>(2.73%)</b>
<b>Total Expenses:</b>	<b>587,523.00</b>	<b>573,397.08</b>	<b>620,737.00</b>	<b>5.65%</b>
<b>Report Net</b>	<b>555,783.00</b>	<b>536,791.85</b>	<b>589,863.00</b>	<b>6.13%</b>

1/20/2025  
12:23 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

	<b>Council</b>			
	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY COUNCIL</b>				
Council Governance	5,000.00	73.34	2,000.00	(60.00%)
Council - Mayor	64,600.00	60,028.26	65,900.00	2.01%
Council - Deputy Mayor	43,800.00	45,685.58	44,120.00	0.73%
Council - Ward 1	30,000.00	25,309.67	30,200.00	0.67%
Council - Ward 2	34,700.00	32,322.42	34,970.00	0.78%
Council - Ward 3	<u>37,400.00</u>	<u>36,784.41</u>	<u>38,325.00</u>	<u>2.47%</u>
<b>Total Expenses:</b>	<u><b>215,500.00</b></u>	<u><b>200,203.68</b></u>	<u><b>215,515.00</b></u>	<u><b>0.01%</b></u>
<b>Report Net</b>	<u><b>215,500.00</b></u>	<u><b>200,203.68</b></u>	<u><b>215,515.00</b></u>	<u><b>0.01%</b></u>

1/20/2025  
12:22 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Committee, Boards and Authorities**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY COMMITTEE, BOARDS AND</b>				
Library Board Requisition	359,723.00	362,378.98	381,749.44	6.12%
Ganaraska Conservation Authority Requisition	4,865.56	4,865.56	4,992.00	2.60%
Kawartha Conservation Authority Requisition	6,943.00	6,942.99	7,174.00	3.33%
Otonabee Region Conservation Authority Requisition	105,092.00	102,478.65	112,921.00	7.45%
Millbrook Valley Trails	6,500.00	4,965.42	6,800.00	4.62%
Committee of Adjustment	2,000.00	1,125.00	2,000.00	-
MRHAC Revitalization & Heritage Advisory	6,000.00	162.82	3,450.00	(42.50%)
Sustainability Advisory Committee	35,000.00	22,066.59	15,000.00	(57.14%)
Millbrook Business Improvement Area	<u>0.00</u>	<u>4,070.20</u>	<u>0.00</u>	<u>-</u>
<b>Total Revenue:</b>	<b>(62,550.00)</b>	<b>(17,510.20)</b>	<b>(54,690.00)</b>	<b>(12.57%)</b>
<b>Total Expenses:</b>	<b><u>588,673.56</u></b>	<b><u>533,306.41</u></b>	<b><u>580,776.44</u></b>	<b><u>(1.34%)</u></b>
<b>Report Net</b>	<b><u><u>526,123.56</u></u></b>	<b><u><u>515,796.21</u></u></b>	<b><u><u>526,086.44</u></u></b>	<b><u><u>(0.01%)</u></u></b>

1/20/2025  
12:28 PM

**Township of Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Finance and IT**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY FINANCE &amp; IT</b>				
Information Technology/Telecommunication	146,863.00	160,624.79	149,779.00	1.99%
Low Income Disabled Refund	1,800.00	993.30	1,800.00	-
Working Capital Interest	(65,210.00)	(45,840.11)	(64,200.00)	(1.55%)
Retirement - Corporate Administered Benefits	400.00	750.09	0.00	-
Corporate Administration	3,800.00	3,654.81	3,880.00	2.11%
Finance	621,080.00	667,436.92	665,580.00	7.16%
Tax Collections, Arrears & Doubtful Accounts	200.00	(360.24)	220.00	10.00%
Cavan Monaghan Own Taxation	(384,000.00)	(417,812.39)	(413,800.00)	7.76%
Public Works & Parks Millbrook Depot (est. 2022)	24,640.00	56,000.00	28,588.00	16.02%
PW Operations Centre & Storage (est. 2023)	72,200.00	159,500.00	83,785.00	16.05%
Fire Station #1 (est. 2024)	101,650.00	0.00	188,000.00	84.95%
<b>Total Revenue:</b>	<b>(776,397.00)</b>	<b>(590,157.24)</b>	<b>(1,048,480.00)</b>	<b>35.04%</b>
<b>Total Expenses:</b>	<b>1,299,820.00</b>	<b>1,175,104.41</b>	<b>1,692,112.00</b>	<b>30.18%</b>
<b>Report Net</b>	<b>523,423.00</b>	<b>584,947.17</b>	<b>643,632.00</b>	<b>22.97%</b>

1/20/2025  
12:29 PM

**Township and Cavan Monaghan  
2025 Budget Proposals - Revenue and Expense  
For the Twelve Months Ending**

**Police Services Contract**

	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY POLICE SERVICES</b>				
Police Services Contract	1,508,657.00	1,490,206.80	1,555,516.00	3.11%
Community (Policing) Safety Volunteers	<u>2,000.00</u>	<u>60.24</u>	<u>2,000.00</u>	<u>-</u>
<b>Total Revenue:</b>	<b>(6,243.00)</b>	<b>(5,713.00)</b>	<b>(24,639.00)</b>	<b>294.67%</b>
<b>Total Expenses:</b>	<b><u>1,516,900.00</u></b>	<b><u>1,495,980.04</u></b>	<b><u>1,582,155.00</u></b>	<b><u>4.30%</u></b>
<b>Report Net</b>	<b><u>1,510,657.00</u></b>	<b><u>1,490,267.04</u></b>	<b><u>1,557,516.00</u></b>	<b><u>3.10%</u></b>

**Township of Cavan Monaghan**  
**2025 Actual to Budget - Revenue and Expense**  
**For the Twelve Months Ending**

	<b>Water/Wastewater</b>			
	2024 Approved Budget	2024 YTD Actual	2025 Proposed Budget	Budget Net Increase %
<b>SUMMARY WATER/WASTEWATER</b>				
Water Wastewater Administration	234,526.00	129,504.81	436,372.96	86.07%
Water & Wastewater Debentures	180,000.00	179,681.52	180,000.00	-
Pumping Station	8,600.00	18,337.40	10,255.00	19.24%
Millbrook Wastewater Plant	517,855.00	510,983.89	382,575.00	(26.12%)
Wastewater Collection System	10,000.00	0.00	10,150.00	1.50%
Contribution to/from Water Revenue	0.00	464,425.73	0.00	-
Contribution to/from Wastewater Revenue	628,672.00	529,502.30	677,838.87	7.82%
Wastewater Revenue	(1,133,656.00)	(1,221,942.37)	(1,150,675.00)	1.50%
Water Revenue	(701,664.00)	(787,209.61)	(731,416.83)	4.24%
Water & Wastewater Other Income	0.00	(3,780.00)	(1,375.00)	-
Millbrook Water - Distribution System	35,000.00	20,325.36	32,450.00	(7.29%)
Millbrook Water - Treatment & Supply	143,567.00	121,991.90	63,475.00	(55.79%)
Millbrook Water - Standpipe Tower	8,675.00	8,375.81	11,650.00	34.29%
Sysco Oper. Wastewater Agreement	0.00	6,207.50	0.00	-
Booster Pumping Station	20,125.00	19,377.78	21,825.00	8.45%
Kawartha Downs Wastewater Agreement	0.00	11,622.23	0.00	-
Water and Wastewater Capacity Monitoring	60,000.00	9,522.48	60,000.00	-
WWW 1/2 Ton Truck (1-24)	3,700.00	664.58	3,725.00	0.68%
2025 New 1/2 Ton Truck (2-25)	0.00	0.00	3,725.00	-
Bulk Water Sale	(15,400.00)	(17,591.31)	(10,575.00)	(31.33%)
<b>Total Revenues:</b>	<b>(1,650,148.00)</b>	<b>(1,985,156.51)</b>	<b>(1,653,055.96)</b>	<b>0.18%</b>
<b>Total Expenses:</b>	<b>1,650,148.00</b>	<b>1,985,156.51</b>	<b>1,653,055.96</b>	<b>0.18%</b>





**The Township of Cavan Monaghan  
Capital Requests in 2025  
Final Draft (including 2024 roll-overs)**

Capital Item Requested	Requested Purchases	Reserve/ Other Funding Available	Transfers Specific Reserves	2024 Roll Overs	Transfers Asset Replacement Reserve	Future Budget pre-approvals	Adjusted Total
<b>Chief Administrative Officer</b>							
Corporate Strategic Plan (50k RSV), rollover	\$26,000			(\$26,000)			\$0
<b>Total Chief Administrative Officer</b>	<b>\$26,000</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$26,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
				<i>2024 Capital Request Adjusted Total (Chief Administrative Officer)</i>			
							\$0
<b>Finance</b>							
Asset Management, Policy & Reporting - Bill 6, O.Reg 588/17, rollover	\$22,332			(\$22,332)			\$0
Asset Management Reserve, O.Reg 588/17 (Municipal Infrastructure)					\$2,724,289	92% YE2023 Depreciation	\$2,724,289
Development Charges Study, 5 year update	\$33,200	(\$33,200) DC					\$0
<b>Total Finance</b>	<b>\$55,532</b>	<b>(\$33,200)</b>	<b>\$0</b>	<b>(\$22,332)</b>	<b>\$2,724,289</b>		<b>\$0</b>
							<i>2024 Capital Request Adjusted Total (Finance)</i>
							\$2,583,057
<b>Information Technology</b>							
Network, Server, Switches & IT Infrastructure, rollover	\$56,028			(\$56,028)			\$0
IT Modernization Plan, MMP Grant II (MNP), rollover	\$30,579			(\$30,579)			\$0
IT & Service Modernization Plan, MMP Grant I (MNP), rollover	\$25,000			(\$25,000)			\$0
Hardware Replacement Program & Upgrades	\$41,455			(\$19,367)			\$22,088
Facility Recreation Management Software	\$7,300	(\$1,500) MMAH RSV					\$5,800
<b>Total Information Technology</b>	<b>\$160,362</b>	<b>(\$1,500)</b>	<b>\$0</b>	<b>(\$130,974)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$27,888</b>
							<i>2024 Capital Request Adjusted Total (IT)</i>
							\$13,325
<b>Planning, Building &amp; ECD (Economic Community Development)</b>							
2019-2022 CIP Incentives, rollover	\$31,543			(\$31,543)			\$0
CIP Incentives, rollover	\$40,000			(\$15,000)			\$25,000
Baxter Creek Floodplain SPA (Special Policy Area)	\$40,000			(\$24,321)			\$15,679
Planning and Engineering Studies (Employment Lands)	\$150,000						\$150,000
Station Park Sign	\$7,000			(\$7,000)			\$0
Website Gov Stack Migration	\$23,150	(\$5,000) MMAH RSV					\$18,150
TSF to RSV - Cavan Monaghan Zoning By-Law (126k RSV, FPD 2027)			\$5,000				\$5,000
TSF to RSV - Official Plan (145k RSV, FPD 2026)			\$10,000				\$10,000
<b>Total Planning, Building &amp; ECD</b>	<b>\$291,693</b>	<b>(\$5,000)</b>	<b>\$15,000</b>	<b>(\$77,864)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$223,829</b>
							<i>2024 Capital Request Adjusted Total (Planning, Building &amp; ECD)</i>
							\$40,000
<b>Parks and Facilities</b>							
Tsf to RSV - Parkland General Reserve Fund			\$117,100				\$117,100
Tsf to RSV - Health and Medical Center Reserve			\$58,550				\$58,550
Old Millbrook School - 2020 ICIP Grant approved Aug 2021 (R/04/11/19/13)	\$511,750	(\$375,266) ICIP		(\$104,084)			\$32,400
Millbrook Arena - 2020 ICIP Grant approved March 2021 (P&F 2019-15)	\$966,000	(\$708,368) ICIP		(\$196,452)			\$61,180
Community Center Furniture, Fixtures & Equipment (CMCC), rollover	\$46,655			(\$46,655)			\$0
Parks and Recreation Plan Phase Three, rollover	\$19,806			(\$19,806)			\$0
Tsf to RSV - Demolition of the Millbrook Arena (100k RSV)			\$100,000				\$100,000
Tsf to RSV - 2014 Dodge Ram PR-03 replacement, (10k RSV, FPD 2028)			\$10,000				\$10,000
Tsf to RSV - Olympia Ice Resurfacers, (10k RSV, FPD 2029)			\$10,000				\$10,000
Tsf to RSV - Bell Restoration (FPD 2028)			\$1,000				\$1,000
MVT Bridge @ OMS	\$15,000						\$15,000
<b>Total Parks &amp; Facilities</b>	<b>\$1,559,211</b>	<b>(\$1,083,634)</b>	<b>\$296,650</b>	<b>(\$366,997)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$405,230</b>
							<i>2024 Capital Request Adjusted Total (Parks &amp; Facilities)</i>
							\$464,971

RSV - All Reserve balances as of YE2024  
FPD - Future Purchase Date



**The Township of Cavan Monaghan  
Capital Requests in 2025  
Final Draft (including 2024 roll-overs)**

Capital Item Requested	Requested Purchases	Reserve/ Other Funding Available	Transfers Specific Reserves	2024 Roll Overs	Transfers Asset Replacement Reserve	Future Budget pre-approvals	Adjusted Total
<b>Protective Services (Fire)</b>							
Replace-1989 Chev 1/2 Ton Grass Fire Unit U5-89 (80k RSV, R/O 2024)	\$135,000	(\$80,000)	EE	(\$44,418)	(\$10,582)		\$0
Repeater and Communication Upgrades, (47k RSV, FPD 2025)	\$75,000	(\$75,000)	EE F				\$0
NEW-Station 2 Exhaust System (FPG), (55k RSV, FPD 2025)	\$31,000	(\$15,000)		(\$16,000)			\$0
Bunker Gear	\$35,000				(\$26,950)		\$8,050
Back Up Generator Station 2	\$17,000				(\$13,090)		\$3,910
Fire Hoses	\$15,000				(\$11,550)		\$3,450
Tsf to RSV-SCBA Units			\$27,000				\$27,000
Replace-2000 GMC Tanker #T1-00, (482k RSV, FPD 2026) preapproved PW2004-XX	\$842,000	(\$482,000)	EE		(\$75,314)	(\$142,343)	\$142,343
Replace-2003 Chevy C5500 Rescue Truck #R1-03, (267k RSV, FPD 2026) preap	\$450,000	(\$267,000)	EE		(\$73,305)	(\$54,847)	\$54,848
Tsf to RSV-SRU Team Training, (40k RSV, FPD 2026)			\$5,000				\$5,000
Tsf to RSV-2000 Ford F550 Rescue Truck #R2-00, (128k RSV, FPD 2027)			\$20,000				\$20,000
<b>Total Protective Services</b>	<b>\$1,600,000</b>	<b>(\$919,000)</b>	<b>\$52,000</b>	<b>(\$60,418)</b>	<b>(\$210,791)</b>	<b>(\$197,190)</b>	<b>\$264,601</b>
<i>2024 Capital Request Adjusted Total (Protective Services - Fire)</i>							<b>\$255,818</b>
<b>Roads and Environmental Services</b>							
Public Works Operation Centre, Fuel System, rollover	\$5,514			(\$5,514)			\$0
Street Light Replacement, rollover	\$72,120	(\$20,000)	DC	(\$52,120)			\$0
International Tandem, PW2023-04 (pre-approved, delivery Spring/Summer 2025)	\$365,135	(\$120,000)	CCBF	(\$245,135)			\$0
Pre-Engineering Cost	\$30,000						\$30,000
Hot Mix Paving (Various Roads)	\$300,000	(\$84,400)	OCIF+ CCBF		(\$215,600)		\$0
Sharpe Line (Surface Treatment)	\$54,202	(\$15,249)	OCIF		(\$38,953)		\$0
Wilson Line (Surface Treatment)	\$90,336	(\$25,415)	OCIF		(\$64,921)		\$0
Hutchison Line (Surface Treatment)	\$48,556	(\$13,660)	OCIF		(\$34,896)		\$0
Hillview Drive (Surface Treatment) w Cty of Ptbo	\$60,977	(\$39,066)	\$27k w County + OCIF		(\$21,911)		\$0
Skiview Road (Surface Treatment)	\$24,842	(\$6,989)	OCIF		(\$17,853)		\$0
Zion Line (Surface Treatment)	\$60,975	(\$17,154)	OCIF		(\$43,821)		\$0
Howden 1/4 Line (Surface Treatment)	\$42,910	(\$12,072)	OCIF		(\$30,838)		\$0
Brown Line (Surface Treatment)	\$54,202	(\$15,249)	OCIF		(\$38,953)		\$0
Slurry Seal (extend road life 5 yrs)	\$360,000	(\$360,000)	OCIF				\$0
Frederick Street Reconstruction	\$300,000	(\$300,000)	OCIF				\$0
Sidewalks (Fredrick Street)	\$90,000	(\$65,745)	OCIF		(\$24,255)		\$0
Intersection Replacement w Cty of Ptbo (TBD)	\$50,000	(\$25,000)	CCBF	(\$5,936)			\$19,064
Brookside Street Reconstruction (Phase II) (preapproved PW-2024-22)	\$125,000		50% w/County		(\$89,833)		\$35,167
Crack Seal	\$25,000						\$25,000
County Road 10 EA, Traffic Modelling (collab w County)	\$25,000	(\$25,000)	DC				\$0
Replace - 1991 Case Backhoe 33-91 (DC 5.3.1 T5-5 #3)	\$240,000	(\$185,198)	DC		(\$54,802)		\$0
Replace - Pickup Truck 4-12	\$75,000				(\$22,623)		\$52,377
Tsf to RSV - Roadside Mower (FPD 2028)			\$100,000				\$100,000
<b>Total Roads and Environmental</b>	<b>\$2,499,769</b>	<b>(\$1,330,197)</b>	<b>\$100,000</b>	<b>(\$308,705)</b>	<b>(\$699,259)</b>	<b>\$0</b>	<b>\$261,608</b>
<i>2024 Capital Request Adjusted Total (Roads &amp; Environmental Services)</i>							<b>\$523,694</b>



**The Township of Cavan Monaghan  
Capital Requests in 2025  
Final Draft (including 2024 roll-overs)**

Capital Item Requested	Requested Purchases	Reserve/ Other Funding Available	Transfers Specific Reserves	2024 Roll Overs	Transfers Asset Replacement Reserve	Future Budget pre-approvals	Adjusted Total
	Total Project Cost	Reserve/ Other Funding Available	Transfers Specific Reserves	Grant Application (pending)	Transfers Asset Replacement Reserve	Future Budget pre-approvals	Adjusted Total
<b>Grant Applications submitted</b> (pending approval)							
Active Living and Wellbeing program for Seniors (SALC)	\$80,000			(\$50,010)			\$29,990
Connection to Community Amenities @ OMS (EAF)	\$44,345			(\$33,445)			\$10,900
Fallis Line East Road Extension (HECSS) (DC 5.3.1 T5-4 #9) FPD 2026	\$2,543,750	(\$1,171,875)	DC + Developer	(\$1,271,875)		(\$100,000)	\$0
<b>Total Grant Applications</b>	<b>\$2,668,095</b>	<b>(\$1,171,875)</b>		<b>\$0</b>	<b>\$0</b>	<b>(\$100,000)</b>	<b>\$40,890</b>

In 2025, approximately every 1% residential tax rate increase equals \$117,100

Total Capital Requests	\$12,048,601
Less: 2024 Capital Roll Over	(\$993,290)
Less: Future Year pre-approvals	(\$297,190)
<b>Total 2025 Capital Expenditures</b>	<b>\$10,758,121</b>
Less: Asset Replacement Reserve Funding	(\$910,050)
Less: Reserves and/or Other Funding	(\$4,544,406)
Less: Grant Applications (pending)	(\$1,355,330)
<b>Net 2025 Capital Expenditures</b>	<b>\$3,948,335</b>
<i>Net 2024 Capital Expenditures</i>	<i>\$3,877,540</i>

**Funding Sources:**

Asset Replacement Reserve funded through the Municipal Tax Levy	\$2,724,289
Capital Requests funded through the Municipal Tax Levy	\$1,224,046
<b>Total Capital Funded through Municipal Tax Levy</b>	<b>\$3,948,335</b>



**The Township of Cavan Monaghan**  
**Water & Wastewater**  
**Capital Requests in 2025**  
**Final Draft**

Capital Item Requested	Requested Purchases	Reserve/ Other Funding Available	2024 Roll Overs	Future Budget	Transfer to/from W & WW Reserve
<b>Water Distribution System</b>					
Booster Station Pump Upgrades, DC 11, rollover	\$ 50,000		(\$50,000)		\$ -
Advanced Metering Infrastructure Software, DC 3, rollover	\$ 140,000	(\$140,000)			\$ -
Hydrogeological Study for 4th Drinking Well (78 King St W), DC 6, rollove	\$ 149,002	(\$149,002)			\$ -
Bulk Water Station Upgrade, rollover	\$ 60,000		(\$60,000)		\$ -
Booster Station Fence, rollover	\$ 25,000		(\$25,000)		\$ -
Booster Station Generator repair	\$ 13,000				\$ 13,000
Reconstruction of watermain - Frederick Street	\$ 450,000				\$ 450,000
Water Rates Study User Fees	\$ 15,000				\$ 15,000
Tools and Equipment	\$ 15,000				\$ 15,000
PSD CityWide Maintenance Manager	\$ 50,000				\$ 50,000
Pickup Truck (50% Water, 50% WWW)	\$ 34,000				\$ 34,000
Water Meter Replacement Program	\$ 20,000				\$ 20,000
<b>Total Water Distribution System</b>	<b>\$ 1,021,002</b>	<b>(\$289,002)</b>	<b>(\$135,000)</b>	<b>\$0</b>	<b>\$ 597,000</b>
<b>Total Water Capital</b>	<b>\$ 1,021,002</b>	<b>(\$289,002)</b>	<b>(\$135,000)</b>	<b>\$0</b>	<b>\$ 597,000</b>
<b>Wastewater Collection System</b>					
Sewer Flow Monitoring, rollover	\$ 50,000		(\$50,000)		\$ -
Collection System Maintenance, rollover	\$ 50,000		(\$50,000)		\$ -
Sump Pump Program, rollover	\$ 50,000		(\$50,000)		\$ -
Wet Well Flow Meter Upgrades	\$ 40,000				\$ 40,000
Sand Filter Replacement - WWTP	\$ 25,000				\$ 25,000
WWW Rates Study User Fees	\$ 15,000				\$ 15,000
Replacement Portable Generator	\$ 100,000				\$ 100,000
Sewer Needs Study	\$ 20,000				\$ 20,000
Pickup Truck (50% Water, 50% WWW)	\$ 34,000				\$ 34,000
Tools and Equipment	\$ 15,000				\$ 15,000
Sanitary Lateral Replacement - Frederick St	\$ 100,000				\$ 100,000
<b>Wastewater Collection System</b>	<b>\$ 499,000</b>	<b>\$0</b>	<b>(\$150,000)</b>	<b>\$0</b>	<b>\$ 349,000</b>
<b>Total Wastewater Capital</b>	<b>\$ 499,000</b>	<b>\$0</b>	<b>(\$150,000)</b>	<b>\$0</b>	<b>\$ 349,000</b>
<b>Total Water and Wastewater Capital</b>	<b>\$ 1,520,002</b>	<b>(\$289,002)</b>	<b>(\$285,000)</b>	<b>\$0</b>	<b>\$ 946,000</b>
<b>Grant Applications submitted (pending approval)</b>					
	<b>Total Project Cost</b>	<b>Reserve/ Other Funding Available</b>	<b>Grant Application (pending)</b>	<b>Future Budget</b>	<b>Transfer to/from W &amp; WW Reserve</b>
New Water Storage Pipe and Distribution (HEWSF-r2)	\$ 18,395,000		(\$13,428,350)	(\$4,837,650)	\$ 129,000
<b>Total Grant Applications</b>	<b>\$ 18,395,000</b>	<b>\$0</b>	<b>(\$13,428,350)</b>	<b>(\$4,837,650)</b>	<b>\$ 129,000</b>
Total Capital Requests \$ 19,915,002 Less: 2024 Capital Roll Over (\$285,000) Less: Future Year pre-approvals (\$4,837,650) <b>Total 2025 Capital Expenditures \$ 14,792,352</b> Reserve/Other Funding to Offset Capital (\$289,002) Less: Grant Applications (pending) (\$13,428,350) <b>Net 2025 Capital Expenditures \$ 1,075,000</b>					

**The Township of Cavan Monaghan**  
**Summary of Use of Reserve and Reserve Funds**  
**2024 Estimate Year End Balance (un-audited)**

<b>Reserves &amp; Reserve Funds</b>	Audited	Budget		Estimated
	Dec 31-23	Additions	Withdrawals	Dec 31-24
<b><u>Committed Reserves</u></b>				
1907 Building Services Reserve (Building Code Act, 1992)	\$526,967		-\$249,816	\$277,151
1929 Capital Roll Over (Prior Year)	\$1,496,214		-\$1,496,214	\$0
1930 Operating Roll Over (Prior Year)	\$609,501	\$250,000	-\$609,501	\$250,000
1902 Springville & Ebenezer Cemetery Reserve	\$26,030			\$26,030
1913 Solar Disposal	\$26,500	\$2,500		\$29,000
1935 Fire Recovery Reserve	\$9,312			\$9,312
1938 Water Reserve (SWSSA, 2002)	\$2,141,338	\$169,741	-\$579,739	\$1,731,340
1939 Wastewater Reserve (SWSSA, 2002)	\$2,105,033	\$458,931	-\$760,563	\$1,803,400
1943 Parkland Reserve Fund (City of Peterborough)	\$42,875	\$79,800		\$122,675
<b>Total Committed Reserves</b>	<b>\$6,983,769</b>	<b>\$960,972</b>	<b>-\$3,695,833</b>	<b>\$4,248,908</b>
<b><u>Designated Reserves</u></b>				
1900 General Working Fund	\$588,809		-\$265,540	\$323,269
1951 Asset Replacement Reserve	\$18,328,305	\$2,567,017	-\$539,959	\$20,355,363
Less: Infrastructure Loan (Solar Units)	-\$16,273	\$16,273		\$0
Less: Loan (\$1M CMCC Community Fundraising)	-\$181,005			-\$181,005
Net Asset Replacement Reserve	<u>\$18,131,027</u>			<u>\$20,174,358</u>
1950 Lottery Funds (OLG) Reserve	\$0	\$307,769	-\$307,769	\$0
Less: CMCC Internal Loan (\$2.4M Construction)	-\$1,298,989	\$307,769		-\$991,220
Net Lottery Funds Reserve	<u>-\$1,298,989</u>			<u>-\$991,220</u>
1906 Police Stabilization Reserve	\$58,333		-\$6,243	\$52,090
1919 MMAH Service Delivery (2019 Grant)	\$106,132		-\$101,132	\$5,000
1910 Election Reserve	\$25,169	\$5,000		\$30,169
1915 Municipal Council Grant Reserve	\$57,050			\$57,050
1926 Millbrook Valley Trails (Donation)	\$7,198		-\$7,198	\$0
1927 Infrastructure & Technology (IT) Reserve	\$13,854		-\$5,100	\$8,754
1941 Legal Reserve	\$27,735			\$27,735
1972 Corporate Strategic Plan	\$25,000		-\$1,000	\$24,000
1949 Contingency Reserve	\$160,860			\$160,860
1973 Parks & Facilities Equipment	\$184,000	\$120,000	-\$90,000	\$214,000
1975 Millbrook Mural Fund (tsf from bank acct 2023)	\$445			\$445
1921 Fire Dept HWY Funds	\$62,930			\$62,930
1931 Fire Ground Hours	\$11,204			\$11,204
1932 Fire Training Reserve (Special Rescue)	\$35,183	\$5,000	-\$5,500	\$34,683
1933 Superior Tank Shuttle Res - Fire	\$20,385			\$20,385
1934 Emergency Equipment	\$1,446,195	\$273,090	-\$164,427	\$1,554,858
1923 Official Plan	\$145,472	\$25,000		\$170,472
1924 Zoning By-law Update	\$101,347			\$101,347
1976 Heritage Conservation District Plan (Millbrook)	\$15,000			\$15,000
1936 Fill Mgmt (Site Alt By-Law)	\$26,026			\$26,026
1920 Millbrook Landfill	\$25,959			\$25,959
1970 Pits & Quarries	\$34,783			\$34,783
1937 Winter Control	\$11,271	\$26,704		\$37,976
1940 Source Water Protection	\$20,219			\$20,219
<b>Total Designated Reserves</b>	<b>\$20,042,596</b>	<b>\$3,653,622</b>	<b>-\$1,493,869</b>	<b>\$22,202,350</b>
<b><u>Obligatory Reserves</u></b>				
1974 Ontario Community Infrastructure Fund (OCIF)	\$480,484	\$369,637	-\$369,637	\$480,484
1908 Canada Community Building Fund (FedGasTax)	\$458,348	\$314,904	-\$571,404	\$201,849
1909 Parkland (Cash In Lieu) Reserve	\$351,838	\$79,800		\$431,638
<b>Total Obligatory Reserves</b>	<b>\$1,290,671</b>	<b>\$764,341</b>	<b>-\$941,041</b>	<b>\$1,113,971</b>
<b>Total Reserves &amp; Reserve Funds</b>	<b>\$28,317,036</b>	<b>\$5,378,936</b>	<b>-\$6,130,742</b>	<b>\$27,565,229</b>
<b><u>Development Charges</u></b>				
<b><u>Development Charges - Cavan Monaghan By-Law</u></b>				
1960 DCRF - Water Services	-\$287,507	\$8,457	-\$340,000	-\$619,050
1961 DCRF- Wastewater Services	-\$335,230	\$17,893	-\$326,421	-\$643,758
1962 DCRF - Stormwater Management Services	\$5,671			\$5,671
1963 DCRF - Roads and Related	-\$2,423,946	\$76,272	-\$272,230	-\$2,619,904
1964 DCRF - Fire Protection Services	-\$104,128	\$33,315	-\$3,204,476	-\$3,275,290
1965 DCRF - Police Services	\$41,628	\$944		\$42,571
1966 DCRF - Library	\$342,154	\$23,877	-\$6,500	\$359,531
1967 DCRF - Parks Reserve Fund	-\$2,980,269	\$67,217	-\$60,219	-\$2,973,271
1969 DCRF - Administration (Studies)	\$79,005	\$5,127		\$84,132
<b>Total Development Charges</b>	<b>-\$5,662,623</b>	<b>\$233,102</b>	<b>-\$4,209,846</b>	<b>-\$9,639,367</b>
<b>TOTAL Reserves &amp; Development Charges</b>	<b>\$22,654,414</b>	<b>\$5,612,037</b>	<b>-\$10,340,588</b>	<b>\$17,925,862</b>



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	January 27, 2025
<b>From:</b>	Brigid Ayotte – Economic Development & Communications Officer and Wayne Hancock, Director of Public Works
<b>Report Number:</b>	PEB 2025-01
<b>Subject:</b>	Township Surplus Lands

### Recommendations:

1. That Council declare lands surplus identified as the Elmdale Road Property 15-09-030-001-09800, Lot 2, Concession 10 North Monaghan Ward and Bailieboro Property 15-09-010-010-00700, Lot 23, Concession 1, Cavan; and
2. That Council direct Staff to dispose of surplus land in accordance with the Disposition of Land By-law No. 2016-07.

### Overview:

Staff have been reviewing Township owned properties and determining if there are any future uses that the Municipality may have for these lands. In discussions with staff, we do not believe there is a future need and therefore we are seeking Council's support to declare them surplus with the intent to sell.

The two below properties have been owned by the Township for many years and have been vacant.

Under the Township's Disposition of Land By-law No. 2016-07, Section 6.1: "Prior to disposing of any viable property, Council shall pass a resolution at a meeting open to the public; declare the land to be surplus to the needs of the Municipality."

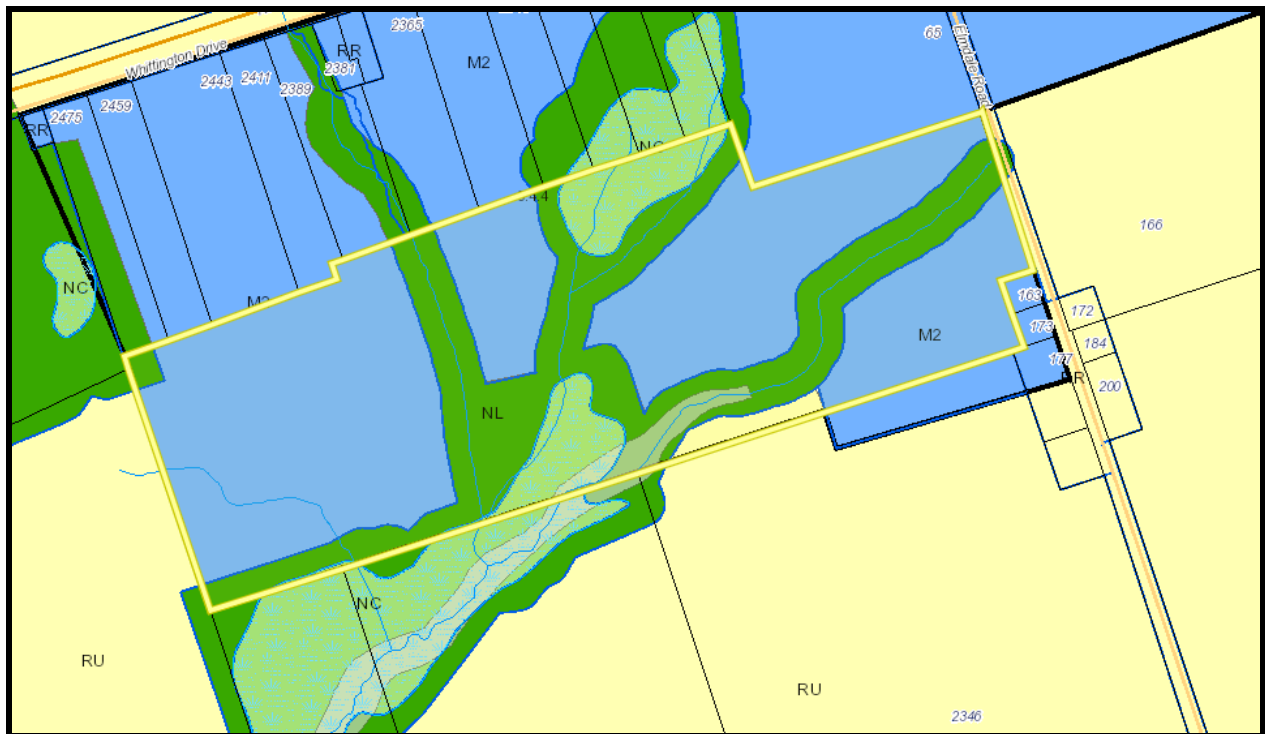
Roll #	Working Title	Acreage	Zoning	OP
15-09-030-001-09800	Elmdale Road Property	106	Rural Employment (M2) and Natural Linkage (NL) Natural	Rural Employment and Natural Heritage

			Core (NC)	
15-09-010-010-00700	Baillieboro Property	3.59	Open Space (OS)	Agricultural

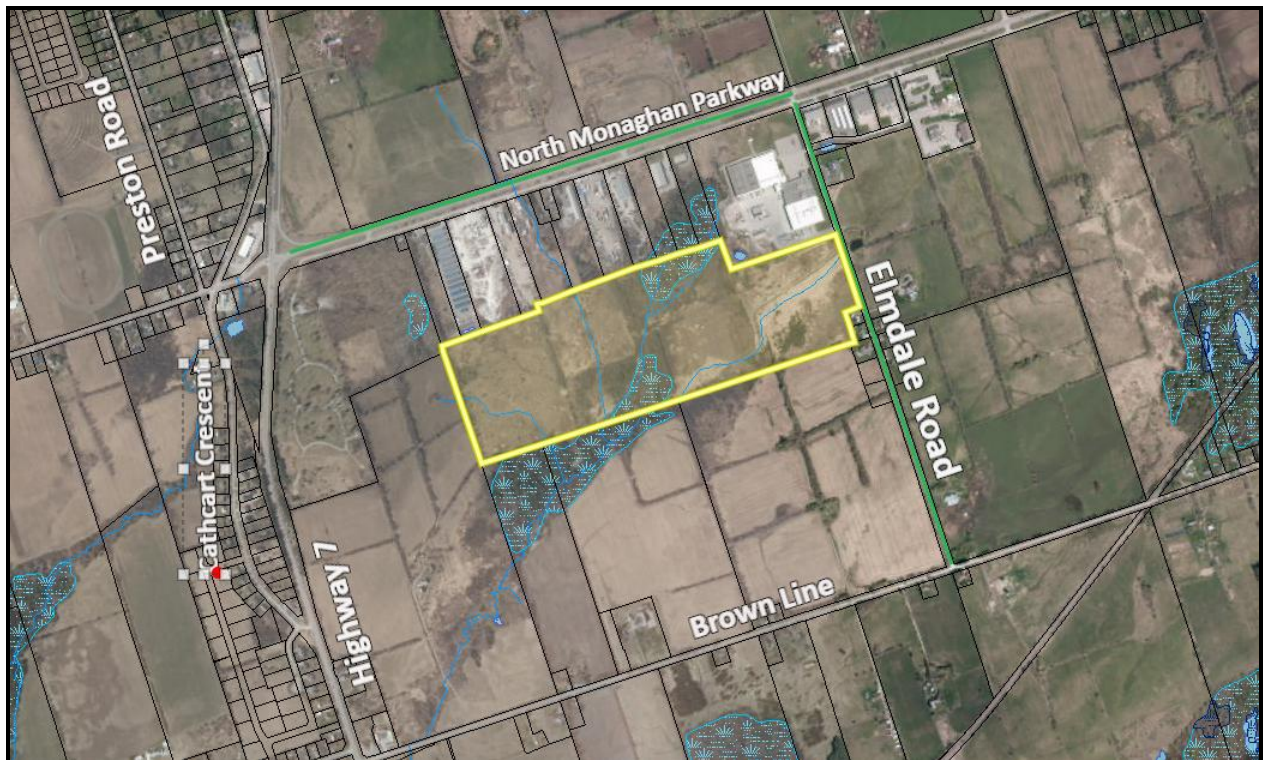
### Elmdale Road Property

The Township acquired this property in June 2002 for \$400,000. The original intent was that this parcel be developed and sold for employment lands. In the Council approved 2020 Growth Management Strategy (GMS), the property was identified as one that could be removed from the Rural Employment Land inventory however, given the delay of the Township’s Official Plan these lands remain as Rural Employment. Recently, there have been inquiries about this property given its location and that the zoning is in place rural employment there is an opportunity for these lands to be sold for development. This property has natural core linkages however, there is also a buildable area that could be developed close to Elmdale Road. Last year the Township installed a culvert and entrance.

**Figure 1 (a): Elmdale Road Property (Lot 2, Concession 10 North Monaghan Ward)**



**Figure 1 (b): Elmdale Road Property (Lot 2, Concession 10 North Monaghan Ward)**

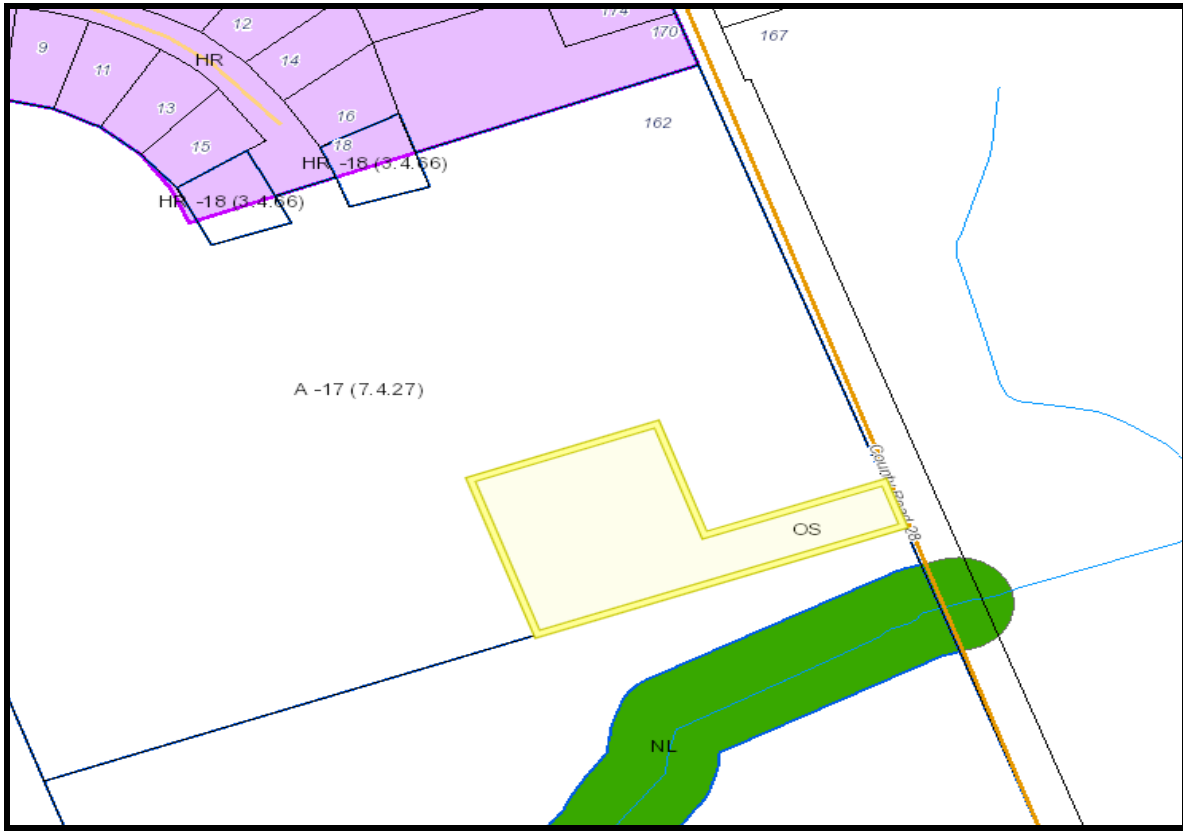


**Bailieboro Property (Brewda Park)**

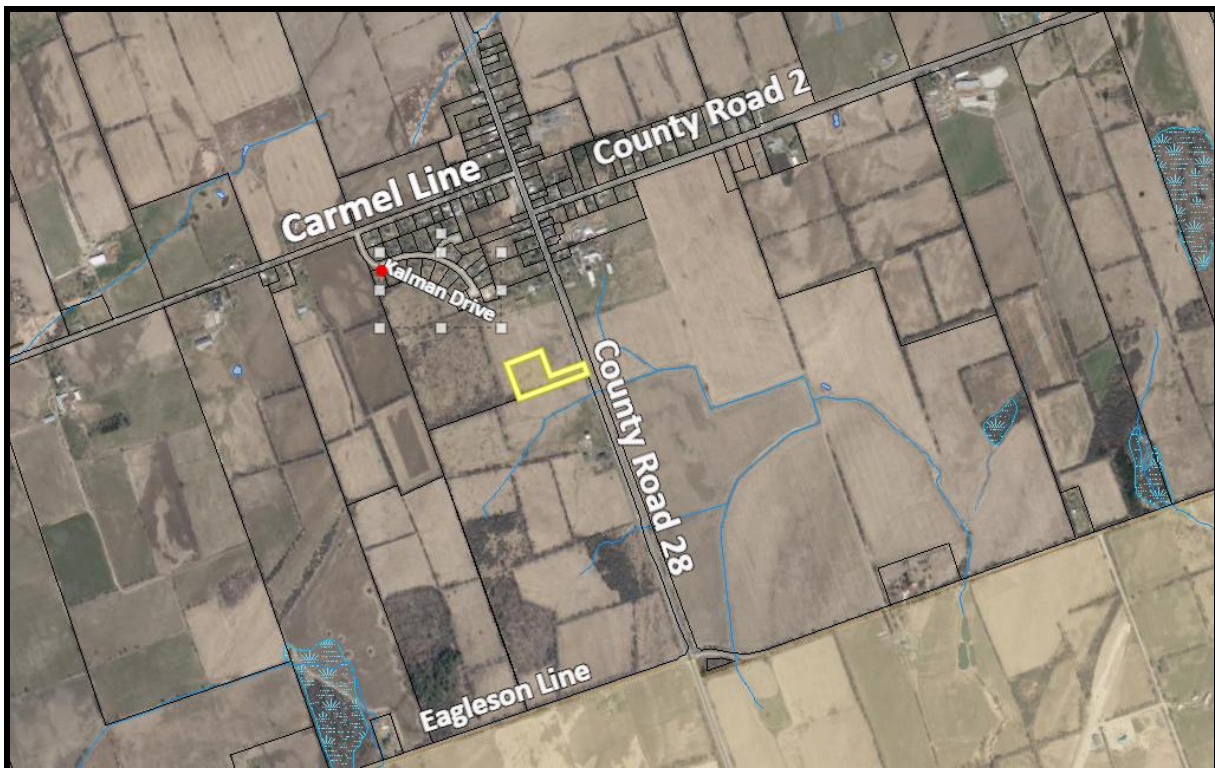
This parcel of land was originally dedicated parkland as part of a subdivision (Plan 9M736). A park has not been developed on the site given the location and access. It is currently zoned Open Space (OS) which permits a number of uses particularly a private or public park and/or a public use. The property fronts on to a major roadway (County Road 28) and could be rezoned as a residential lot and there valuable for development. There are no outside inquiries on this property at this. Staff are recommending this property be declared surplus and rezoned rural residential prior to selling the property.



**Figure 2 (a): Bailieboro Property (Lot 23, Concession 1, Cavan Ward)**



**Figure 2 (b): Bailieboro Property (Lot 23, Concession 1, Cavan Ward)**



**Financial Impact:**

No costs at this time.

**Attachment:**

Disposition of Land By-law No.2016-07

Respectfully Submitted by,

Reviewed by,

Brigid Ayotte  
Economic Development & Communications Officer

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer

## The Township of Cavan Monaghan

### By-law No. 2016-07

#### Being a by-law to establish a policy and procedure for the sale and other disposition of land

**Whereas** the Municipal Act, 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**And Whereas** the Municipal Act, 2001, as amended, stipulates that a municipality shall adopt and maintain policies with respect to the sale and other disposition of land;

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

#### 1. Purpose:

This By-law is enacted for the purpose of establishing a policy and procedures, including the giving of notice, governing the disposition of land that is surplus to the Corporation of the Township of Cavan Monaghan and to foster the following principles in order that the best interests of the Municipality are advanced and maintained when the disposition or potential disposition of land is considered:

- i. Consistency and due process,
- ii. Transparency and accountability, and
- iii. Flexibility and responsiveness.

In addition to disposing of land that has been declared surplus to the needs of the Municipality to meet its current or future program and operational requirements, Council also acknowledges that the disposition of land may be required or deemed in the best interests of the Municipality for other reasons such as economic growth, income, job creation, community development, and to correct title/ownership issues.

#### 2. Definitions:

**Abutting land** means land that has a common boundary with the land owned by the Township of Cavan Monaghan.

**Act** means the Municipal Act 2001, as amended.

**Appraisal** means an independent written fair market evaluation of land (and including any improvements thereon) by a certified real estate appraiser (CRA).

**Chief Administrative Officer** means the Chief Administrative Officer of the Township of Cavan Monaghan.

**Clerk** means the Clerk of the Township of Cavan Monaghan.

**Council** means the Council of the Township of Cavan Monaghan.

**Disposition, Disposal and Dispose** means the sale, transfer, conveyance or exchange of land, or the granting of a lease for a term of twenty-one (21) years or longer, but does not include the granting of an easement or right of way.

**Licensed Realtor** means a realtor licensed and in good standing with the Real Estate Council of Ontario and who has experience in the Township of Cavan Monaghan.

**Non-Viable Property** means a parcel(s) of land for which a building permit cannot be granted because either it is landlocked, or because it is of insufficient size and shape to permit development unless developed in conjunction with abutting land.

**Surplus Land** means land and structure(s) which the municipality does not require ownership of to meet its current or future program and operational requirements and has been declared surplus under this by-law.

**Viable Property** means a parcel of land, which, on its own, would be eligible for a building permit, or can be assembled with other land to increase the development or redevelopment potential of the whole, and includes any parkland or part of any park.

### **3. Request to Purchase Land**

- 3.1** All inquiries regarding the possible purchase and sale of municipally owned land shall be directed and kept in the Clerks Department.
- 3.2** Individual persons or corporations interested in acquiring land owned by the Township, shall provide a letter of request to the Clerk. The letter of request shall contain:
  - a) the municipal address of the individual, contact information of the person or corporation making the request;
  - b) the reasons for or the purpose of the request to purchase the land including the proposed or intended use and whether the applicant owns abutting land;
  - c) the address and/or legal description;
  - d) a survey, map or location sketch of the said lands;
  - e) the dollar amount or lands proposed to be exchanged as consideration.
- 3.3** The Clerk shall verify that the land in question is owned by the municipality, and shall circulate the request to the Township's Department Heads/Directors for feedback, to determine if it is appropriate to dispose of

the land, or if there are reasons why the Municipality should not dispose of the land at this time. Staff may recommend conditions to the sale of the land.

- 3.4** Recommendations from Department Heads/Directors and any conditions that should be imposed on the disposition shall be made to the Clerk.
- 3.5** If it is the consensus of the Department Heads/Directors that staff will not support the sale of land, the Clerk shall inform the requester of this decision. The requester may then address as a delegation at a Regular Council meeting if they wish to seek an alternate outcome.
- 3.6** The requester, upon receipt of comments provided under section **3.5** above, if unsatisfied may then appear as a delegation at a Regular Council meeting if they wish to seek an alternative outcome.

#### **4. Appraisal**

- 4.1** Prior to offering any surplus land for disposal, the Clerk shall obtain an appraisal of the land. The appraisal shall be deemed a confidential document to be used solely as a guide to Council.
- 4.2** Notwithstanding the above requirement, the Municipality shall not be required to obtain an appraisal where staff direction is provided by Council resolution, that an appraisal is not warranted for a particular parcel of land.

#### **5. Costs of Disposal**

- 5.1** All of the Municipality's costs associated with the disposition of viable property, including the transfer for a nominal amount, shall be borne by the party or parties acquiring the land, unless otherwise directed by Council.
- 5.2** All of the Municipality's costs with respect to the disposition of non-viable property save and except a land exchange for municipal purposes, shall be recovered from the purchaser or lessee, unless, in the sole opinion of the Municipality, it is desirable to waive this requirement. In addition, the applicant may be required to enter into an agreement to the satisfaction of the Municipality and pay a deposit toward the expected costs to be incurred by the Municipality.

#### **6. Declaration of Surplus Land**

- 6.1** Prior to disposing of any viable property, Council shall pass a resolution at a meeting open to the public; declare the land to be surplus to the needs of the Municipality.

## **7. Notice**

**7.1** Council shall, in the resolution indicating its intent to dispose of real property, direct that notice be provided to the public at least fourteen (14) days prior to the passage of the by-law approving the disposal of the property. The methods of notice may include the following:

- a)** Publication in a local newspaper or newspapers;
- b)** Publication on the Municipal website;
- c)** Publication on other professional websites which may include; Realty.ca and/or MLS.ca, should a licensed realtor be secured;
- d)** Posting a sign on the property indicating the Municipality's intent to sell;
- e)** Any other means of communication acting reasonably and in good faith that is deemed to be appropriate in the circumstances, in order to give notice to the public.

## **8. Disposal of Land**

**8.1** Viable property shall be disposed of, or receive offers to purchase solicited by, one or more of the following methods:

- a)** Public auction
- b)** Public tender
- c)** Direct negotiation and sale
- d)** Listing with a licensed realtor
- e)** Land exchange
- f)** Call for proposal (RFP)

**8.2** Where the Chief Administrative Officer chooses to list the land for sale with a licensed realtor, the said realtor shall be determined through a competitive process for purchasing services in accordance with the Corporation's procurement policies.

**8.3** Where the Chief Administrative Officer receives a reasonable offer, he/she shall either:

- a)** Reject the offer;
- b)** Make a counteroffer;
- c)** Make a recommendation to the Council to accept, reject or make any counteroffer.

**8.4** The Council may, on its own initiative or on the recommendation of the Chief Administrative Officer, agree to dispose of land on any terms.

## **9. Exempt Classes of Land**

**9.1** The following classes of land are exempt from the requirements of sections 3 to 8 inclusive:

- a) All cemetery plots;
- b) Any land transferred to the Municipality for security or for temporary roads or other works in connection with any agreement to which the Municipality is party under the Planning Act, as amended;
- c) Land 0.3 metres or less in width acquired in connection with an approval or decision under the Planning Act, as amended;
- d) Property being repurchased by an owner in accordance with the Expropriations Act, as amended.

**9.2** All classes of land listed in section **9.1**, except property owned by the Municipality that is zoned for industrial uses, shall be disposed by the Municipality on any terms as approved by the Chief Administrative Officer or Council.

## **10. Terms of Disposition and Exemptions**


**10.1** Notwithstanding that the public notice of the intended disposition has been given and that one or more interested parties may present to Council an Offer to Purchase the real property, nothing shall restrict the absolute discretion of Council to retain the land or to dispose of the land on such terms and conditions as may be fixed by Council, which shall include the power to sell the real property for nominal consideration (subject to the anti-bonusing provisions of the Municipal Act, 2001 as it may be amended from time to time), and to whomever it wishes, regardless of whether the disposition is to the party which apparently has presented the best offer.

**10.2** Notwithstanding sections **6** and **7**, non-viable properties are exempt from the declaration of surplus land and notice provisions of this By-law, and can therefore be sold by the Municipality without the need to declare intent to sell or give notice, unless otherwise directed by Council.

## **11. Repeal of Previous By-law**

**11.1** That By-law Number 2007-64 being a by-law to establish policies for the sale and other disposition of land be repealed in its entirety.

Read a first, second and third time and passed this 18<sup>th</sup> day of January, 2016.

  
\_\_\_\_\_  
**Scott McFadden**  
Mayor

  
\_\_\_\_\_  
**Elana Arthurs**  
Clerk



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	January 27, 2025
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	PEB 2025-02
<b>Subject:</b>	Peterborough County Official Plan Status Report

**Recommendations:**

1. That Report PEB 2025-02 be received for information; and
2. That Township Staff continue to monitor and participate in the consultation process for the revised County Official Plan.

**Overview:**

The new County of Peterborough Official Plan was adopted by County Council in June 2022. The document was then sent to the Ministry of Municipal Affairs and Housing (MMAH) for review and approval.

Before the Province made any decision on the new Official Plan, the Ministry released a draft Provincial Planning Statement. The Planning Statement proposed to replace the Provincial Policy Statement (PPS) and the Growth Plan for the Greater Golden Horseshoe. Given the expected changes in policy direction with the new PPS, Peterborough County asked the Minister to defer a decision on the new Official Plan until the PPS was approved. The new PPS became effective October 20, 2024.

Between the release of the draft PPS and the October 20, 2024, PPS approval, the County Official Plan Technical Advisory Committee (TAC) spent time reviewing and amending the policies of the County Official Plan to reflect the draft PPS policies. A redlined version of the Plan was created.

County Planning Staff shared the revised version of the Plan with Provincial Ministry of Municipal Affairs and Housing (MMAH) Staff. The Province confirmed they generally support the direction of the proposed changes but suggested that the County complete additional public and First Nations consultations.

The Province also indicated that no mapping or schedule changes are to be proposed to the adopted Official Plan. Mapping/schedule changes are to go ahead via official plan amendment(s) after Ministerial approval.



Given the direction of the Province, County Planning Staff formulated a work plan and presented that plan to County Council on December 18, 2024, with Report PPW 2024-24. The proposed work plan was approved by County Council with resolution No. 227-2024.

The revised Official Plan was posted on the Peterborough County website on Monday, January 13, 2025. The County Communications Department posted to the County social media accounts on Wednesday, January 15, 2025, and asked the local social media managers to share the information. Brigid Ayotte, the Township's Communications Officer has shared the information and the revised Official Plan is posted on the Township website.

A date for a virtual Open House will be advertised later. At the Open House, County Staff will go over the major changes to the Official Plan and outline a process for submitting comments for consideration. County Planning Staff will clearly state that the consultation involves the proposed changes only. The entire Official Plan is not up for discussion.

A Public Meeting before County Council will be held after a minimum 30-day commenting period.

County Planning Staff will consult directly with First Nations. Comments received from First Nations will be summarized for Council's review and consideration.

County Staff propose the open consultation period for January and February 2025 (inclusive of the Open House and Public Meeting). At the conclusion of the consultation processes, County Staff will present a report to County Council (March 2025) summarizing the input received.

Changes to the revised Plan, recommended by Council, will be completed by County Staff. The revised Official Plan will be sent to the Minister of Municipal Affairs and Housing and MMAH Staff for consideration and a decision.

A complete copy of Report PPW 2024-24 is provided as Attachment No. 1.

**Financial Impact:**

None at this time.

**Attachments:**

Attachment No. 1: Report PPW 2024-24

Respectfully Submitted by,

Reviewed by,

Karen Ellis  
Director of Planning

Yvette Hurley  
Chief Administrative Officer



## Staff Report

**Meeting Date:** December 18, 2024

**To:** County Council

**Report Number:** PPW 2024-24

**Title:** Official Plan Red-Line Revision Process Report

**Author:** Iain Mudd, Director of Planning, Development and Public Works

**Approved by:** Sheridan Graham, CAO/Deputy Clerk/Deputy Treasurer

**Recommendation:** That report PPW 2024-24 Official Plan Red-Line Revision Process Report be received;

That staff be directed to proceed with public and First Nations consultation on proposed Provincial Planning Statement revisions to the new Official Plan:

That staff bring a report back for consideration at the conclusion of the consultation process.

---

### Overview

The Minister of Municipal Affairs is willing to consider approving the new County Official Plan with modifications reflecting the new Provincial Planning Statement (PPS) subject to the County undertaking a consultation process on the proposed changes with the public and First Nations. This report lays out a process for Council's consideration.

### Background

The County's new Official Plan (OP) was adopted by Council in June 2022 and forwarded to the Ministry of Municipal Affairs for approval shortly thereafter. In 2023 the Ministry released a draft Provincial Planning Statement which proposed to replace both the Provincial Policy Statement and the Growth Plan for the Greater Golden Horseshoe which had been legislation applicable to Peterborough County since 2006.

Council requested that the Minister defer approval of the new County OP until the PPS was approved, and, that the new OP be modified to reflect the new PPS policy environment.



## Council Report

On September 6, 2024, the County received a letter from the Minister of Municipal Affairs asking that we consider repealing the new OP and look to revisit the document to align with the new PPS.

At the September meeting of Council the following recommendation was approved through the consent agenda:

“That the correspondence from the Ministry of Municipal Affairs and Housing regarding the Official Plan be received; and,

That staff be directed to bring a report to a future Council meeting.”

Following that meeting, through MPP Smith’s office we were able to schedule a meeting with Minister Calandra and his staff to discuss our work on red-line revisions to the OP which has been undertaken by our Technical Advisory Committee (TAC). In attendance at the meeting was the Warden, Deputy Warden and planning staff. MPP Smith and MPP Scott also attended the meeting in support.

The Minister advised he would be willing to consider modifying the new OP to align with the new PPS subject to 3 criteria:

1. Transparency in the process (public consultation at the County level);
2. First Nation consultation being undertaken regarding the proposed changes;
3. No mapping or schedule changes – only consideration of textual policy changes reflective of the new PPS.

### **Analysis**

The County’s TAC was reformed after the release of the first draft of the PPS. The Committee has worked to develop a red-line revised version of the Official Plan which reflects the policies of the new PPS. This draft document has been shared with Ministry staff to garner their input/views on the proposed changes. Staff have advised that they are generally supportive of the changes and that the red-line revised OP document could be utilised by Ministry staff to develop the proposed modifications for the Minister’s consideration.

County Planning staff have followed up with 2 meetings with Provincial staff since the meeting with the Minister. The purpose of those meetings was to discuss a process that the Province would deem appropriate in order to recommend the Minister proceed with approving the new OP subject to modifications reflecting the new PPS.

Provincial staff have reiterated the 3 points raised by Minister Calandra that they suggest the County follow:



## Council Report

1. Transparency – that the public be afforded an opportunity to review and comment on the proposed PPS red-line changes to the adopted Official Plan and that County Council consider the public comments when making its decision to support any red-line changes to the OP.
2. First Nation Consultation – that the County undertake consultation with First Nations on the proposed PPS changes to the OP and that County Council consider First Nation comments in making its decision.
3. That no mapping or schedule changes be proposed to the adopted OP. Any mapping/schedule changes should proceed via an amendment to the OP post-Ministerial approval.

To proceed with this process, staff are recommending the following consultation processes:

### Public Consultation:

The red-lined revised Official Plan will be placed on the County's dedicated New Official Plan Project webpage. This webpage is set up to send out an email to anyone that has subscribed to our webpage. This will allow people to review the red-lined document. A date for a virtual Open House will also be advertised. The Open House will provide staff the opportunity to go over the major changes to the document and outline a process for submitting comments for consideration. It is also recommended that a public meeting before County Council be conducted after a minimum 30 day commenting period.

### First Nation Consultation:

County Planning staff will consult with First Nations. This process will provide First Nations with an opportunity to review and comment on the proposed red-line changes to the OP. County staff will summarize any comments for Council's review and consideration.

At the conclusion of the consultation processes a staff report will be brought back to Council summarizing the input received. Staff will undertake any recommended PPS changes to the red-lined plan as directed by Council. The red-lined revised OP would then be forwarded to the Minister and staff for consideration to develop appropriate modifications. Generally, draft modifications are provided back to the County for review and consideration prior to the Minister proceeding with a decision on the matter.



## Council Report

Staff see this approach as an opportunity to have a very focused review and input only on the sections of the plan that are proposed to be red-line revised. We propose to open the consultation period for January and February (inclusive of the Open House and Public meeting). This should focus discussion and make it clear that the OP is not being reopened in its entirety for review and comment. In turn it is hoped that this directed approach will allow for a timelier approval as opposed to repealing the OP and starting the process over from scratch. A staff report would be brought back to Council in March providing an update on the consultation process and recommendation for next steps. The goal is to have the new OP approved under the more relaxed PPS policy environment, while still affording an accountable policy framework for the protection of prime agricultural and environmentally sensitive lands.

### **Financial Impact**

Not applicable

### **Anticipated Impacts on Local and/or First Nations Communities**

As noted in the body of this report the First Nations and public will be consulted through this process.

### **In consultation with:**

1. Keziah Holden, General Manager of Planning
2. Sheridan Graham, CAO

### **Communication Completed/required:**

Notification of the review and comment period for the public and First Nations as well as advertising of the Open House and Public Meeting.

Respectfully submitted,

Iain Mudd  
Director of Planning, Development and Public Works

## Council Report

### MISSION

Peterborough County is an upper tier municipal government serving residents, visitors, and eight townships to meet the needs of our community, in consultation with First Nations. The County provides paramedic services (emergency and community); public works and land use planning services as well as partnered services including public health, economic development and tourism, municipal long-term care, social and children's services, and housing support.

### VISION

Working together with our townships and service delivery partners to provide high quality municipal services to our communities.





## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	January 27, 2025
<b>From:</b>	Kyle Phillips, Chief Building Official
<b>Report Number:</b>	PEB 2025-04
<b>Subject:</b>	Fourth Quarter Activity Report - Planning, Economic Development and Building

**Recommendation:**

That Council receive Report PEB 2025-05 Fourth Quarter Activity Report for Planning, Economic Development & Building (PEB) for information.

**Overview**

This Report outlines the fourth 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 fourth 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 October, November and December of 2024 as compared to the same time period of 2023.

For the fourth quarter of 2024, the number of building permits issued (34) increased from the number (21) as compared to the same fourth quarter of 2023 (an increase of 62%). In the fourth quarter of 2024, permits for 4 new Single Family Dwellings (SFD) were issued, 3 more than the same period in 2023. "Additional Dwelling Units" has been added to the chart to help track accessory units issued in order to observe the additional population growth.

Building permit application fees for the fourth quarter for 2024 have decreased, totaling \$44,714.57 as compared to \$73,153.89 for the same period of 2023. There has been an increase in Township DC totaling \$39,952.00 for the fourth quarter.

The building permit revenue totaled 22% lower for 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 Q4 Total	2024 Q4 Total
Land Use Inquiries	71	60
Legal Requests	10	5
Preliminary Severance Reviews	3	3

Table No. 1 also provides a statistical breakdown of inquiries/requests/reviews for the fourth quarter of 2024 as compared to fourth 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 fourth quarter of 2024 versus the same time in 2023 there is a downward trend in land use inquiries, and legal requests, however 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 Total
Zoning By-law Amendments	7	13
Minor Variance	3	9
Plan of Subdivision	11	1
Official Plan Amendment	2	4
Site Plan Approval	4	6
Severance Applications	7	2
Minister Zoning Orders	1	0
Part Lot Control	0	1

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 2024 are up totaling \$269,373.78 compared to \$186,851.74 for 2023. In addition, Township Development Charges increased to \$235,102.00 including Water/Wastewater DC's.

**Attachment:**

Attachment No. 1 – Fourth Quarter Building Statistics.

Respectfully Submitted by,

Reviewed by,

Kyle Phillips  
Chief Building Official

Yvette Hurley  
Chief Administrative Officer

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

2024 4th Quarter Building Department Statistics						
	2023 - 4th Quarter	2024 - 4th Quarter	%	2023- YTD	2024- YTD	%
Development Fees						
County Development Charges	\$0.00	\$54,008.00	N/A	\$171,210.60	\$284,221.00	66.00%
Township Development Charges	\$0.00	<b>\$39,952.00</b>	N/A	\$130,781.80	<b>\$208,752.00</b>	60.00%
Water	\$0.00	\$8,457.00	N/A	\$0.00	\$8,457.00	N/A
Sewer	\$0.00	\$17,893.00	N/A	\$0.00	\$17,893.00	N/A
Education	\$13,227.00	\$4,144.00	-69.00%	\$23,639.84	\$22,358.00	-5.00%
Total Dev. Fees	\$13,227.00	\$124,454.00	840.00%	\$325,632.24	\$541,681.00	66.00%
Revenue						
Permits	21	34	62%	138	175	30%
Building Permit Fee	\$73,153.89	<b>\$44,714.57</b>	-39%	\$186,851.74	<b>\$269,373.78</b>	44.00%
New Single Family Dwellings *	1	<b>4</b>	300%	17	<b>24</b>	41.00%
Additional Dwelling Units*	N/A	<b>0</b>	N/A	N/A	7	N/A
Value of Construction	\$1,637,524	\$4,523,931	176%	\$80,718,246.50	\$87,052,857	8.00%
<b>Budgeted Building Permit Revenue 2024</b>					<b>\$345,000.00</b>	<b>-22%</b>

**Notes:**

Any development charges collected through subdivision agreements are not reflected here

New Single family dwellings *	Principal buildings - subject to DC's
Additional dwelling units*	Accessory units - exempt from DC's Started tracking Q4 2024

# Report and Capital Project Status

## Report Status

Priority	Directed By	Date Requested	Resolution or Direction	Staff Responsible	Est. Report Date	Status
Urgent	Council	2024	ICIP Update Millbrook Arena	K. Pope	2025	Scope Under Review - discussions taking place with the province
Normal	Council	2024	Tree Canopy	K.Ellis	2025	Reviewing material - Report 1st Quarter
Normal	Council	2024	Consideration for plaque of Fire Hall letter	B. Balfour	2025	Report 1st Quarter
Normal	C.A.O.	2024	Township Design Options for 3 and 5 Centre Street	K. Phillips	2025	Report 1st Quarter-RFQ drafted for concept plans
Normal	Council	2024-11-18	Cenotaph Crosswalk Enhancement	W. Hancock	2025	Report 1st Quarter
Normal	Council	2024-12-16	Investigate use of land at 52 King Street East for parking	W. Hancock/B. Balfour	2025	Review property - Report 1st Quarter
Normal	Council	2024-12-16	Investigate Mental Health/Wellness Mobile Unit use of 52 King Street East	Y. Hurley	2025	Completed email sent out to Council
Normal	Mayor	2024	Work with the Medical Board on future governance considerations	Y. Hurley	2025	Reviewing options and by-law considerations for a long term plan

**The Township of Cavan Monaghan**

**By-law No. 2025-03**

**Being a by-law to appoint a Deputy Treasurer for the Township of Cavan Monaghan**

**Whereas** Section 286 (2) of the Municipal Act, 2001, as amended, states that a municipality may appoint a Deputy Treasurer who shall have all the powers and duties of the Treasurer under this and any other Act;

**And Whereas** the Council of the Township of Cavan Monaghan deems it desirable to appoint a Deputy Treasurer;

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

1. That Megan Lytle is hereby appointed Deputy Treasurer of the Township of Cavan Monaghan.
2. That By-law No. 2012-17 appointing a Deputy Treasurer be repealed in its entirety.
3. That this By-law shall become effective the 27<sup>th</sup> day of January, 2025.

Read a first, second and third time and passed this 27<sup>th</sup> day of January, 2025.

---

**Matthew Graham**  
Mayor

---

**Cindy Page**  
Clerk

**Adoption By-law for Official Plan Amendment No. 17**

**By-law No. 2025-04**

The Council of the Township of Cavan Monaghan, in accordance with the provisions of Section 17 of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:

1. Amendment No. 17 to the Township of Cavan Monaghan Official Plan consisting of the attached map (Schedule "1") is hereby adopted.
2. That the Clerk is hereby authorized and directed to make application to the Peterborough County Planning Department for approval of the aforementioned Amendment No. 17 to the Township of Cavan Monaghan Official Plan.
3. This By-law shall come into force and take effect on the day of the final passing thereof, subject to the approval of the Peterborough County Council.

Enacted and passed this 27<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Matthew Graham  
Mayor

\_\_\_\_\_  
Cindy Page  
Clerk

**The Township of Cavan Monaghan**

**By-law No. 2025-05**

**Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 27th day of January 2025**

**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 meeting held on the 27th day of January 2025 in respect to each recommendation and action by the Council, 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 said actions or obtain approvals where required, 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 27th day of January 2025.

---

**Matthew Graham**  
**Mayor**

---

**Cindy Page**  
**Clerk**