



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

Tuesday, February 18, 2025

1:00 p.m.

Council Chambers

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

**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

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

**3. Approval of the Agenda**

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

**5. Closed Session**

**6. Public Meeting**

**6.1 Resolution to open the Public Meeting**

**6.2 Report - PEB 2025-09 Official Plan and Zoning By-law Amendments (1702 Cedar Valley Road) Report File Nos. OPA-04-24 and ZBA-11-24 (MW)**

4 - 58

**6.3 Questions/Comments from members of Council**

**6.4 Questions/Comments from members of the public**

**6.5 Consideration of the Report**

**6.6 Resolution to close the Public Meeting**

<b>7.</b>	<b>Minutes</b>	
7.1	Minutes of the Regular Meeting held February 3, 2025	59 - 64
<b>8.</b>	<b>Minutes from Committees and Boards</b>	
8.1	Sustainability Advisory Committee Meeting Minutes of December 13, 2024	65 - 68
<b>9.</b>	<b>Reports</b>	
9.1	Report - Public Works 2025-01 Drinking Water Quality Management System (DWQMS) - Millbrook Water System (JF/WH)	69 - 94
9.2	Report - Public Works 2025-02 Annual MECP Drinking Water Reports (JF)	95 - 117
9.3	Report - CAO Report and Capital Status (YH)	118 - 121
9.4	Council/Committee Verbal Reports	
<b>10.</b>	<b>General Business</b>	
<b>11.</b>	<b>Correspondence for Information</b>	
<b>12.</b>	<b>Correspondence for Action</b>	
<b>13.</b>	<b>By-laws</b>	
13.1	By-law No. 2025-09 Adoption of Official Plan Amendment No. 19 - 1702 Cedar Valley Road	122 - 122
13.2	By-law No. 2025-10 Adoption of Zoning By-law Amendment - 1702 Cedar Valley Road	123 - 125
13.3	By-law No. 2025-11 being a by-law to execute an agreement between the Ontario Federation of Snowmobile Clubs - District 3 and the Township of Cavan Monaghan to authorize the use of snowmobiles on selected Township roads	126 - 136
<b>14.</b>	<b>Unfinished Business</b>	
<b>15.</b>	<b>Notice of Motion</b>	
<b>16.</b>	<b>Confirming By-law</b>	

16.1 By-law No. 2025-12 being a by-law to confirm the proceedings of the meeting held February 18, 2025

137 - 137

17. Adjournment

18. Upcoming Events/Meetings

18.1 Municipal Revitalization and Heritage Advisory Committee Meeting Thursday, February 20, 2025 at 9:00 a.m.

18.2 Millbrook Valley Trails Advisory Meeting Monday, February 24, 2025 at 4:00 p.m.

18.3 Regular Council Meeting Monday, March 3, 2025 at 1:00 p.m.

18.4 Millbrook Downtown BIA Board of Management Meeting Thursday, March 13, 2025 at 8:00 a.m.

18.5 Regular Council Meeting Monday, March 17, 2025 at 1:00 p.m.

18.6 Sustainability Advisory Committee Meeting Thursday, March 27, 2025 at 1:00 p.m.



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	February 18 <sup>th</sup> , 2025
<b>From:</b>	Matt Wilkinson, Planner
<b>Report Number:</b>	PEB 2025-09
<b>Subject:</b>	Official Plan and Zoning By-law Amendments (1702 Cedar Valley Road) Report-File Nos. OPA-04-24 and ZBA-11-24

### Recommendations:

1. That Council review and consider all verbal and written comments received at the public meeting;
2. That Council approve By-law No. 2025-09 to adopt Official Plan Amendment No. 19 to the Township of Cavan Monaghan Official Plan;
3. That Council authorize the submission of the adopted Official Plan Amendment to Peterborough County for review and approval; and
4. That Council approve By-law No. 2025-10 to change the zoning regulations to implement the policies of Official Plan Amendment No. 19, as presented.

### Overview:

On behalf of Daryl Paxton (Owner of Baxter Creek Golf Course), Marnie Saunders of D. M. Wills Associates Limited, submitted Official Plan and Zoning By-law Amendment Applications to the Township of Cavan Monaghan. The Applications pertain to a portion of an existing lot of record at 1702 Cedar Valley Road in Part of Lot 23, Concession 6 (Cavan). A key map showing the location of the subject property and an aerial image of the surrounding area are provided as Attachment Nos. 1 and 2 to this Report.

The Amendments are required to redesignate and rezone a portion of the property to permit the consideration of a severance of the existing dwelling at 988 County Road 28 from the golf course. The Amendments will also remove the required setback for Minimum Distance Separation (MDS).

## **Background:**

The property subject to the Applications is approximately 68 hectares (167.2 acres) in size with approximately 465 metres (1525 feet) of frontage on Cedar Valley Road, 1,325 metres (4350 feet) of frontage on County Road 28 and 1,175 metres (3850 feet) of frontage on Larmer Line.

Approximately 0.63 hectare (1.55 acres) of land with approximately 80 metres (262 feet) of frontage on County Road 28 is proposed to be severed. The proposed severance currently contains one (1) existing detached residential dwelling connected to private individual well and septic system and one (1) driveway attached to the dwelling. The residential dwelling is set back approximately 50 metres (164 feet) from the centerline of County Road 28. A proposed consent plan is provided as Attachment No. 3 to this Report.

The portion of the property to be retained is developed for use as a commercial 18-hole golf course (Baxter Creek Golf Club). There are several existing buildings associated with the golf course, including a clubhouse, maintenance buildings, and several small accessory structures. The main access to the subject property is provided by an existing entrance from Cedar Valley Road. Additionally, the property can be accessed by several accessory driveways from County Road 28 located to the east of the proposed severance and from Larmer Line to the north.

The retained land will have an approximate area of 67.04 hectares (165.64 acres) and will maintain all other existing frontages. The maintenance driveway for the golf course abuts the proposed northern interior lot line of the severed parcel.

The mandatory pre-consultation meeting was held in July 2024 with Otonabee Conversation, Township Planning, Building and Public Works Department Staff in attendance.

A desktop review of the Subject Property identified some natural heritage features, including a creek that runs through the property, several small sized water bodies associated with the Golf Course and an unevaluated wetland on the northern part of the property. These areas will make up the retained portion of the property. No new development is proposed on the retained portion of the property at this time.

A Planning justification report was prepared by D.M. Wills Associates Inc. in support of the Applications and is provided as Attachment No. 4 to this Report.

## **Official Plan Amendment**

Official Plan Amendment No. 19 amends a portion of the Recreational designation to a Rural designation and provides relief from the Minimum Distance Separation (MDS) setback requirement for the lands where the new lot is proposed.

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

1. Schedule A to the Official Plan for the Township of Cavan Monaghan is amended by changing the designation on a portion of the property located at 1702 Cedar Valley Road in part of Lot 23, Concession 6 (Cavan) from Recreational to Rural as shown on Schedule “1”, attached.
2. Schedule A to the Official Plan for the Township of Cavan Monaghan is amended by adding a text box reference for Section 5.3.4 c) as it applies to a portion of the property located at 1702 Cedar Valley Road part of Lot 23, Concession 6 (Cavan) as shown on Schedule “1”, attached.
3. Section 5.3.4 of the Official Plan for the Township of Cavan Monaghan is amended by adding a new subsection, namely subsection 5.3.4 c), that shall read as follows:
  - “ c)                    1702 Cedar Valley Road  
                           Part of Lot 23, Concession 6 (Cavan)
  - i)        Notwithstanding the policies of Section 5.1.3, the severance of the existing dwelling may be considered.
  - ii)       Notwithstanding any policies to contrary, Minimum Distance Separation One (MDS I) requirements do not apply.”

A complete copy of Official Plan Amendment No. 19 is provided as Attachment No. 5 to this Report.

### **Zoning By-law Amendment**

The Zoning By-law Amendment (ZBA) will apply to both the retained and severed parcels.

The ZBA proposes to rezone a portion of the property from the Recreational Commercial Exception Two (C3-2) Zone to the Rural Residential Exception Twenty-Eight (RR-28) Zone. The RR-28 Zone recognizes a 0-metre minimum northern interior side yard to the existing driveshed. All future redevelopment on the property shall comply with the standard 6 metre (19.68 foot) interior side yard setback. The Minimum Distance Separation One (MDS I) setback shall not apply in the RR-28 Zone.

The ZBA will also remove ‘single detached dwelling’ as a permitted use on the golf course lands.

As drafted, Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 3.4.73 that shall read as follows:

- “3.4.73        **RR-28    Map E-4 on Schedule A (2025-10 988 County Road 28)**
- a) Minimum northern side yard for the existing building    0 metres
  - b) All future redevelopment on the property shall comply with the standard 6 metre (19.68 feet) interior side yard.
  - c) Notwithstanding Section 11.22 of By-law No. 2018-58, as amended,

the Minimum Distance Separation One (MDS I) requirements shall not apply.”

Section 5.4.8 of By-law No. 2018-58, as amended, is further amended by removing an accessory single detached dwelling as a permitted use on the property. A drafted, Section 5.4.8 shall read as follows:

**“5.4.8 C3-2 Map E-4 on Schedule A (2025-10 1702 Cedar Valley Rd.)**

- a) Permitted uses are limited to: a golf course, miniature golf course, golf driving range, and any buildings and structures accessory thereto.
- b) Minimum front yard 15 metres
- c) Minimum interior side yard 15 metres
- d) All other relevant provisions of By-law No. 2018-58, as amended, shall apply.”

A copy of By-law No. 2025-10 (1702 Cedar Valley Road and 988 County Road 28) is provided as Attachment No. 6 to this Report.

**Notice**

Notice of the Amendment Applications was circulated, by first class prepaid mail, to all assessed persons within 120 metres (400 feet) of the lands affected by the Official Plan Amendment and Zoning By-law Amendment Applications, to all required ministries and agencies and to all Township Department Directors. A sign was posted on the County Road 28 frontage of the property. The Notice of Public Meeting was posted on the Township website. The notice complies with the requirements of the Planning Act.

**Comments Received**

Township Fire and Building Departments have no objection to the Applications.

Canada Post has no objection to the Applications.

Peterborough County Public Works has no objection to the Applications. County Staff confirmed that a transfer of land measuring 18 metres (59 feet) from the centreline of County Road 28 in front of severed parcel is required through the consent application. The existing house will then be setback approximately 32 metres (105 feet) from the front lot line.

The existing entrance is permitted to remain however no new entrance from County Road 28 is permitted for the severed or retained parcels.

As of the date of drafting this Report, comments from Otonabee Conservation had not been received.

## Analysis

Land use policies that affect the subject lands including, the 2024 Provincial Planning Statement, the County of Peterborough Official Plan (CPOP), Township of Cavan Monaghan Official Plan (OP) and the regulations of the Township of Cavan Monaghan Comprehensive Zoning By-law No. 2018-58 were reviewed.

The Provincial Policy Statement, 2024 (PPS)

The Provincial Policy Statement, 2024 (PPS) provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Planning Statement sets the policy foundation for regulating the development and use of land province-wide, helping achieve the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians.

Section 2 of the PPS contains policies designed to build strong and healthy communities in the Province of Ontario. According to Section 2.1.4 (Planning for People and Homes) of the PPS, municipalities are to provide for an appropriate range and mix of housing options and densities to meet the projected requirements of current and future residents of the regional market area.

The Applications propose to recognize the existing residential dwelling as a freehold property. The result will add a housing option to the area.

Therefore, the Applications are consistent with Section 2.2 of the PPS.

Section 2.5.1 (a) states that: healthy, integrated and viable rural areas should be supported by...building upon rural character and leveraging rural amenities and assets.

The subject lands currently contain an existing residential dwelling. The proposed Amendments will permit the severance of the existing single detached residential dwelling on private individual well and septic that will build upon the existing rural character of the area.

Therefore, the Applications are consistent with Section 2.5 of the PPS.

Section 2.6 of the PPS speaks to Rural Lands in Municipalities. Rural Lands are defined as lands which are located outside settlement areas and outside prime agricultural areas.

Residential development, where site conditions are suitable, is permitted in rural lands (S. 2.6.1) provided the development can:

- be sustained by rural services (S. 2.6.2),
- is appropriate to the infrastructure which is planned or available, and avoids the need for the uneconomical expansion of this infrastructure (S. 2.6.3),

- support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses (S. 2.6.4).

The proposed Amendments will permit the consideration of a severance of an existing single detached dwelling where site conditions are suitable. The development is serviced with a private well and septic sewage system.

Section 2.6.5 states that new land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the Minimum Distance Separation (MDS) formulae. The Planning Justification Report notes there is a barn housing livestock to the east of the lot proposed to be severed. The MDS Implementation Guideline Publication 707, Guideline No. 8 (pg.11) can be used when MDS I is being applied to a proposed lot, vacant or with existing structures. It states that:

“Where a new lot is proposed with an existing dwelling, and that dwelling is already located on a lot separate from the subject livestock facility, MDS I is not applied as the potential odour conflict is already present between the neighbouring livestock facility and the existing dwelling. However, municipalities may choose to apply MDS I from the neighbouring livestock facility to a proposed lot with an existing dwelling.”

As a future application will propose to sever a new lot with an existing dwelling, the Minimum Distance Separation One (MDS I) formula does not have to be applied. Therefore, the Applications are consistent with Section 2.6 of the PPS.

Section 4 of the PPS outlines policies regarding the wise use and management of resources. Specifically, Section 4.1.8 speaks to land adjacent to natural heritage features. Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

The proposed Applications do not involve any site alteration, nor do they affect significant natural heritage features including Baxter Creek or the unevaluated wetland on the northern part of the property. The lands subject to the Applications are outside any hazardous areas. The retention of the golf course use ensures that there will be no further encroachment on these sensitive areas. The Applications are consistent with Section 4.1 of the PPS.

Section 5.1 of the PPS presents the general policies for natural and human-made hazards. The subject property is not within an area of flooding or erosion. The Applications are consistent with Section 5 of the PPS.

Township Planning Staff are of the opinion that the Applications are consistent with the PPS.

## **County of Peterborough Official Plan (CPOP)**

Section 2.6.3.5 (Rural Areas) contains the policies regarding severance applications for land holdings not located in any of the following:

- a) Lands located within the boundaries of any Settlement Area identified on Map 'A';
- b) Prime agricultural lands; or
- c) Shoreland Areas as described in Section 4.4 of the CPOP.

Residential severances for land holdings located in the Rural Area should be discouraged in favour of development in Settlement Areas in an effort to promote orderly growth and development. However, severances in the rural area may be considered if private services are feasible and appropriate, lots shall direct frontage to a publicly maintained roads, and consent applications shall comply with Minimum Distance Separation One (MDS I) formula.

The Applications will permit the consideration of a severance of the existing residential use from the golf course. The proposed residential lot has frontage on a publicly maintained road. As referenced above, the Minimum Distance Separation One (MDS I) formula does not need to apply to the existing residential use. The Applications conform with Section 2.6.3.5 of the CPOP.

Section 5.1 of the CPOP speaks to the goals and objectives of housing being to provide opportunities for a range of housing by type and density to be built throughout the County and maximize the efficient use of land, buildings and services and is consistent with good planning principles. The Applications propose to permit the consideration of the severance of an existing single detached dwelling from an established golf course. The proposed Applications conform to Section 5.1.2 of the CPOP.

Township Planning Staff are of the opinion that the Applications conform to the County of Peterborough Official Plan.

## **Cavan Monaghan Official Plan (OP)**

The subject property is designated Recreational, Natural Core and Natural Linkage as shown on Schedule 'A' to the Cavan Monaghan Official Plan (OP). The proposed development (i.e., lot creation) is in the Recreational designation. Policies applicable to the Recreational designation are contained in Section 5.3 of the OP.

Accessory uses, including a residence of the owner or caretaker are permitted, a single detached dwelling as a primary use is not permitted in the Recreational designation. The proposed Official Plan Amendment will amend the Recreational designation on a portion of the subject property to the Rural designation. A single detached dwelling is permitted in the Rural designation. The Official Plan Amendment (OPA) will permit the consideration of the severance.

Section 3.27 of the OP echoes PPS policy regarding Minimum Distance Separation (MDS) setbacks. New land uses, including the creation of lots, and new or expanding livestock operations shall comply with the Minimum Distance Separation Formulae contained in the publication Minimum Distance Separation (MDS) Document.

As stated earlier in the Report, the MDS Implementation Guidelines Publication 707, General Rule and Application of the Minimum Distance Separation Guideline No. 8 (pg.11) applies to a proposed lot, vacant or with existing structures. The Guideline states that:

“Where a new lot is proposed with an existing dwelling, and that dwelling is already located on a lot separate from the subject livestock facility, MDS I is not applied as the potential odour conflict is already present between the neighbouring livestock facility and the existing dwelling. However, municipalities may choose to apply MDS I from the neighbouring livestock facility to a proposed lot with an existing dwelling.”

As the Applications propose a new lot with an existing dwelling, and that dwelling is already located on a lot separate from the subject livestock facility, the Minimum Distance Separation One (MDS I) formula does not have to be applied.

The Applications conform to the Cavan Monaghan Official Plan.

### **Township Zoning By-law**

The Zoning By-law Amendment proposes to rezone a portion of the property from the Recreational Commercial Exception Two (C3-2) Zone to the Rural Residential Exception Twenty-Eight (RR-28) Zone. A single detached dwelling will be permitted in the RR-28 Zone. The minimum northern side yard for the existing building will permit a 0 metre setback to recognize the location of the existing dwelling and attached driveshed. All future redevelopment on the property shall comply with the standard 6 metre (19.68 foot) interior side yard setback. The RR-28 Zone also states that the setback for minimum distance separation (MDS) shall not apply.

The proposed lot will have sufficient lot frontage and area to comply with the standard RR Zone requirements.

### **Financial Impact:**

The Applicant paid the Official Plan Amendment and Zoning By-law Amendment fees as per the User Fee and Charges By-law.

**Attachments:**

- Attachment No. 1: Key Map
- Attachment No. 2: Aerial Image
- Attachment No. 3: Proposed Consent Plan
- Attachment No. 4: Planning Justification Report (D.M. Wills)
- Attachment No. 5: Draft Official Plan Amendment No. 19
- Attachment No. 6: Draft By-law No. 2025-10

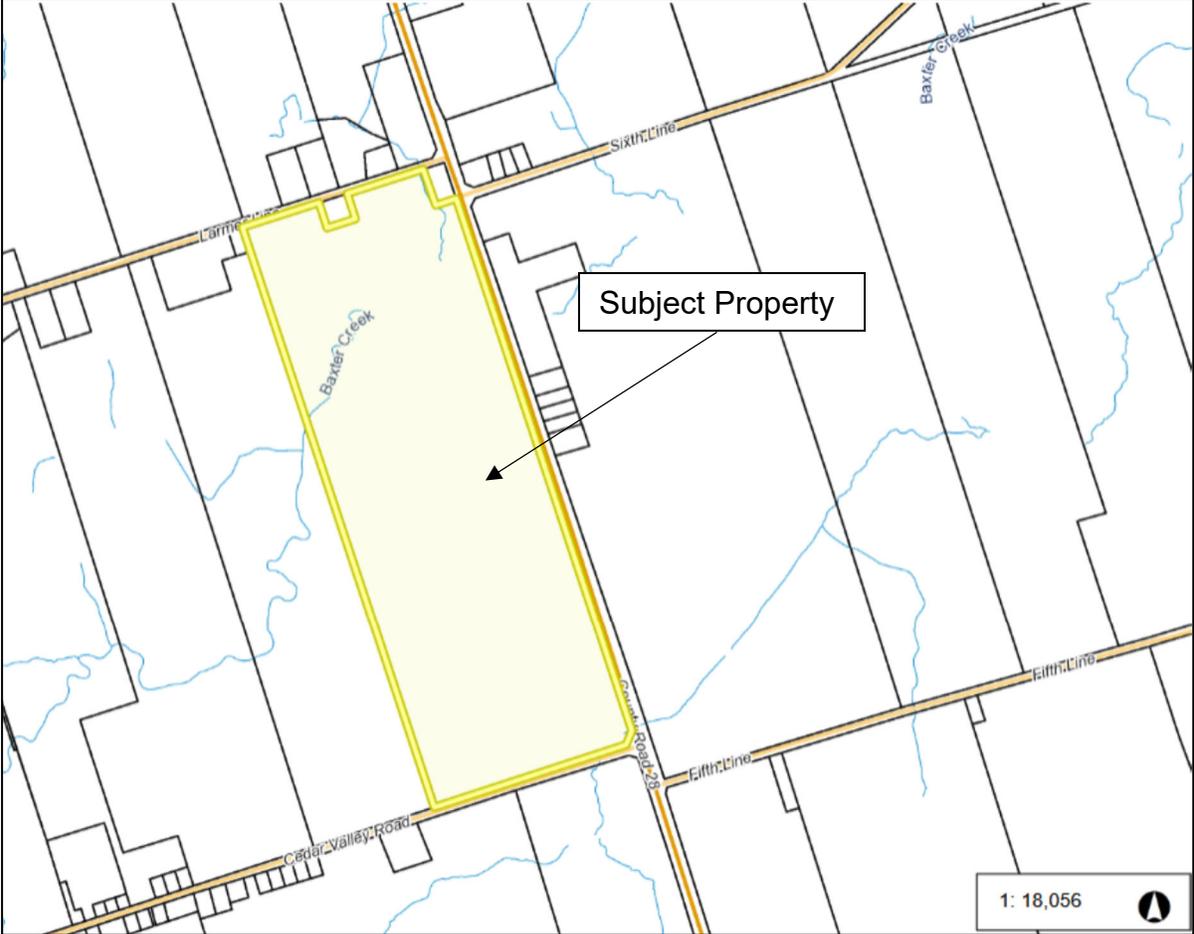
Respectfully Submitted by,

Reviewed by,

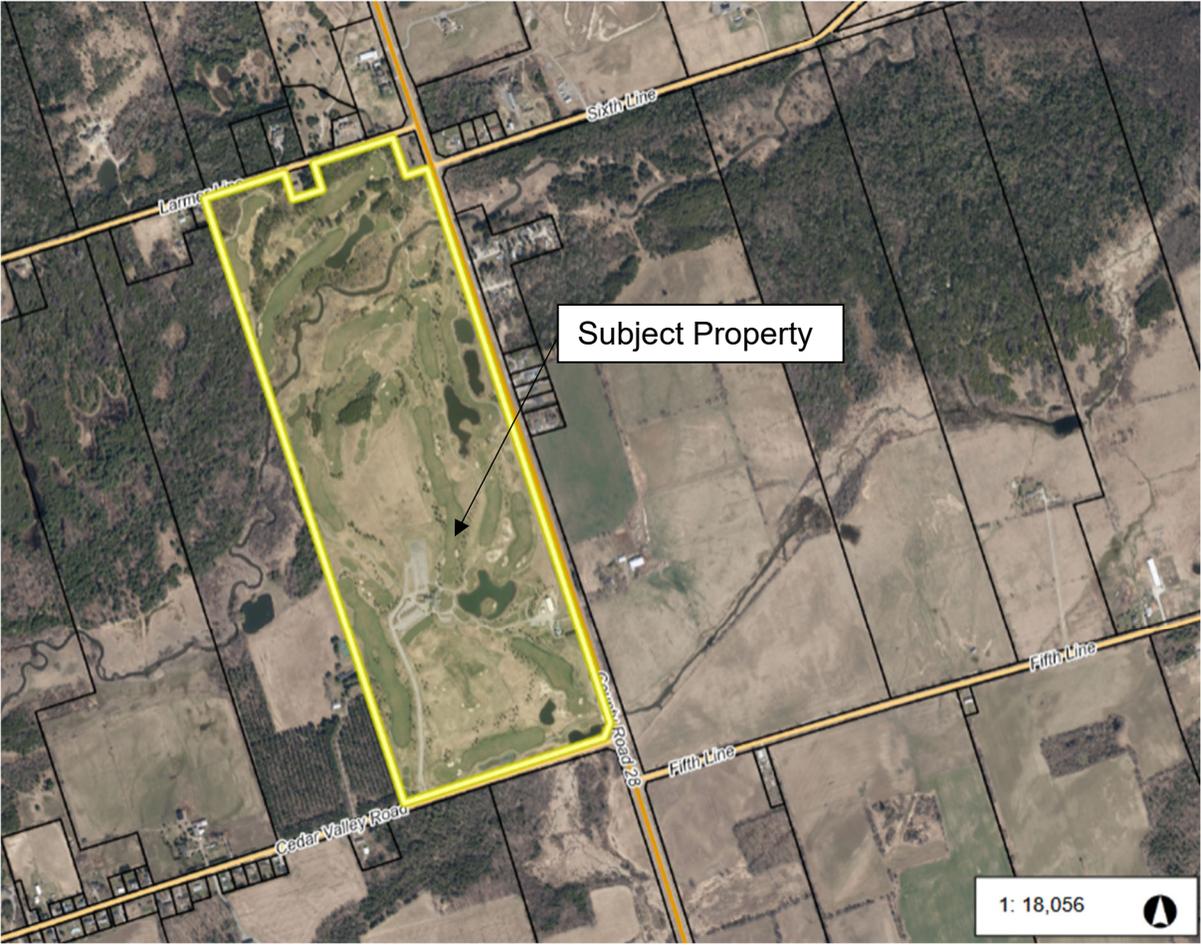
Matt Wilkinson  
Planner

Yvette Hurley  
Chief Administrative Officer

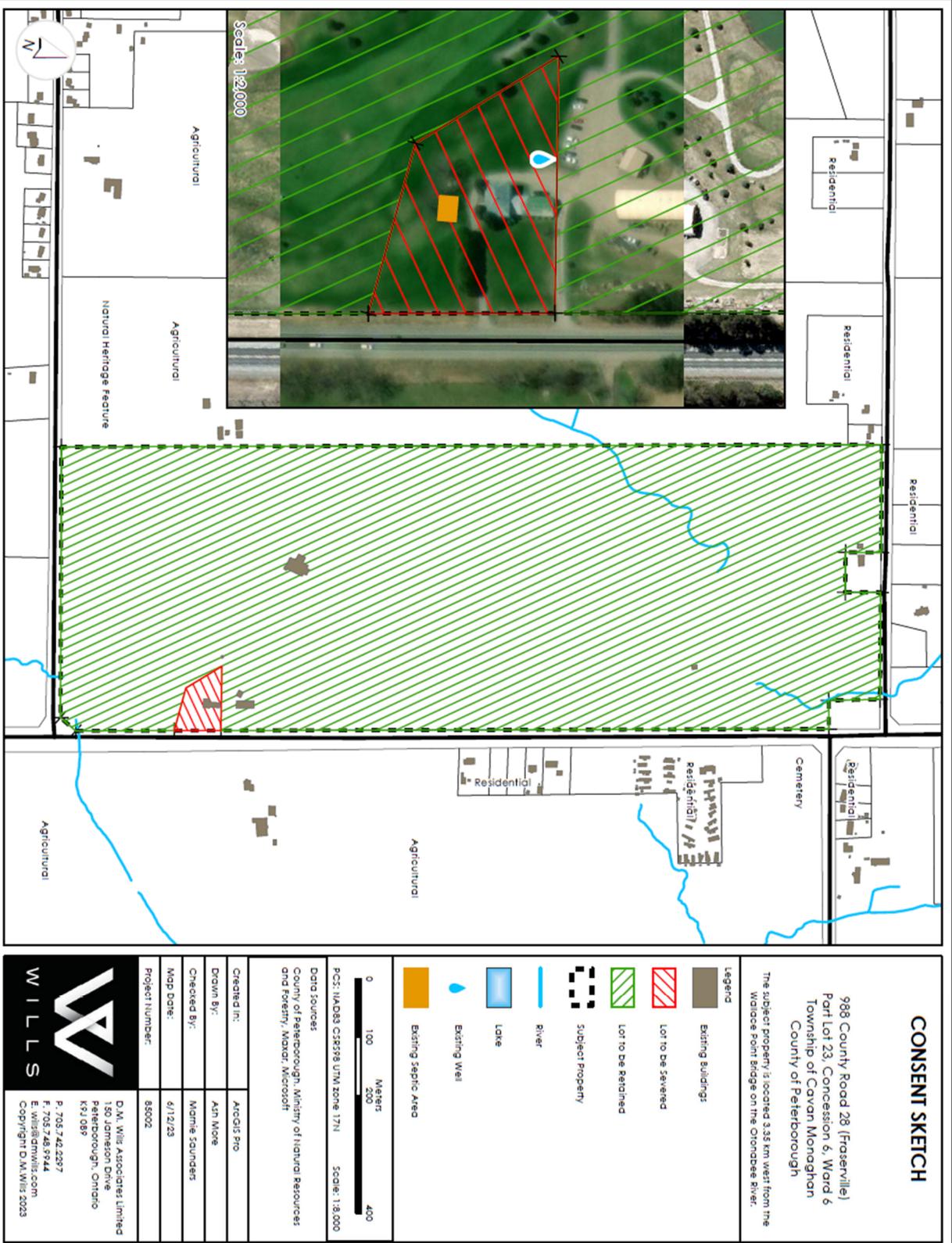
**Attachment No. 1: Key Map**



**Attachment No. 2: Aerial Image of the Surrounding Area**



**Attachment No. 3: Proposed Consent Plan**



**Planning Justification Report**

**1702 Cedar Valley Road  
Township Cavan Monaghan**

**Official Plan Amendment and  
Zoning By-law Amendment  
Application**

**D.M. Wills Project Number 21-85002**

**D.M. Wills Associates Limited**

Partners in Engineering,  
Planning & Environmental Services

Peterborough

**October 2024**

**Prepared for:  
Jerrold Paxton**



## Table of Contents

<b>1.0</b>	<b>Introduction and Objectives</b> .....	<b>1</b>
1.1	Project Objectives .....	1
1.2	Purpose of Planning Justification Report .....	1
<b>2.0</b>	<b>Property Description</b> .....	<b>1</b>
2.1	Site Location .....	1
2.2	Surrounding Land Uses .....	4
2.3	Proposed Development.....	6
2.4	Pre-Consultation .....	8
<b>3.0</b>	<b>Policy Framework</b> .....	<b>8</b>
3.1	Provincial.....	9
3.1.1	Provincial Policy Statement (2024).....	9
3.2	Municipal.....	12
3.2.1	Peterborough County Official Plan (1994, consolidated 2020) .....	12
3.2.2	Cavan Monaghan Official Plan (2015, Amended 2021) .....	14
3.2.3	Township of Cavan Monaghan Zoning By-law No. 2018-058 .....	22
<b>4.0</b>	<b>Planning Rationale</b> .....	<b>24</b>
<b>5.0</b>	<b>Proposed Official Plan Amendment</b> .....	<b>25</b>
<b>6.0</b>	<b>Proposed Zoning By-law Amendment</b> .....	<b>26</b>
<b>7.0</b>	<b>Closing</b> .....	<b>29</b>

## Figures

Figure 1 – Key Map .....	3
Figure 2 – Surrounding Land Use.....	5
Figure 3 – Consent Sketch.....	7
Figure 4 – TOP Official Plan Schedule ‘A’ .....	21
Figure 5 – Township of Cavan Monaghan Zoning Map E-4 .....	23
Figure 6 – Proposed Schedule Zoning By-law Amendment .....	27
Figure 7 – Proposed Schedule Zoning By-law Amendment .....	28

## **1.0 Introduction and Objectives**

D.M. Wills Associates Limited (Wills) has been retained by Baxter Creek Golf Club care of Jerrold Paxton (Client) to prepare this Planning Justification Report (Report) in support of an Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) applications to permit the creation of one new lot and one retained lot. The proposed OPA and ZBA is to apply to the lands municipally known as 1702 Cedar Valley Road (Subject Property) in the Township of Cavan Monaghan (Township), in the County of Peterborough (County).

### **1.1 Project Objectives**

Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) applications are required to permit the creation of a new lot for residential use.

The OPA will provide relief from the Minimum Distance Separation (MDS) setback requirement and amend the current recreational designation to a residential designation on the lands where the new lot is proposed. The ZBA will apply to both the retained and severed parcels; for the retained lands, it will remove the single detached dwelling as a permitted use under the existing zoning. The proposed severed parcel is proposed to be rezoned to an appropriate residential zone to permit the existing single detached dwelling.

The lands subject to the future consent application have an existing single detached dwelling, and private individual septic and well water services; therefore, no new construction or site alteration is proposed. The proposed amendments are intended to allow for the future proposed severance on the Subject Property, for residential use.

### **1.2 Purpose of Planning Justification Report**

The purpose of this Report is to outline the nature of the proposed OPA and ZBA while evaluating the applications in the context of provincial and municipal policy including the Provincial Policy Statement, 2024 (PPS), the County of Peterborough Official Plan, 1994 (COP) the Cavan Monaghan Official Plan, 2015 (MOP); and the Cavan Monaghan Comprehensive Zoning By-law, 2018-58 (ZBL).

## **2.0 Property Description**

### **2.1 Site Location**

The Subject Property is located at 1702 Cedar Valley Road, and legally described as Part Lot 23, Concession 6 in the Township of Cavan Monaghan (Cavan Ward), in the County of Peterborough (County). The property comprises an area of approximately 167.2 acres, with a frontage of approximately 465 m on Cedar Valley Road, 1275 m on County Road 28 and 371 m on Larmer Line. The Subject Property is located 3.35 km west from the Wallace Point Bridge on the Otonabee River.

At present, the property is developed for use as an 18-hole championship golf course, Baxter Creek Golf Club. There are several existing buildings associated with the golf course on the Subject Property, including a Clubhouse, Single Detached Dwelling, Maintenance Buildings, and several small accessory structures. The main access to the Subject Property is provided by an existing entrance from Cedar Valley Road. Additionally, the property can also be accessed by several accessory driveways from Highway 28 located to the east and off Larmer Line to the north.

A desktop review of the Subject Property identified some natural heritage features, including a creek that runs through the property, several small sized water bodies as well as an unevaluated wetland on the northern part of the property.

The use of the property as a golf course was established through a Zoning By-law Amendment and subsequent Site Plan, approved by the Township in 2002. However, plans for development of the property as a golf course date back to the 1980s, and original plans for development of the property also included a resort residential community. Prior to the establishment of the golf course, the Subject Property was an agricultural farm. The original farm house associated with the agricultural operation was preserved and still remains on the golf course. Refer to **Figure 1 – Key Map**.



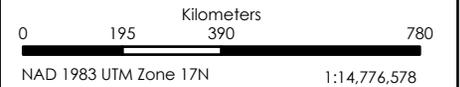
## KEY MAP

988 County Road 28 (Fraserville)  
 Part Lot 23, Concession 6, Ward 6  
 Township of Cavan Monaghan  
 County of Peterborough

Figure 1

## Legend

 Subject Property



Data Sources  
 County of Peterborough, Ministry of Natural Resources  
 and Forestry

Created In:	ArcMap 10.7
Drawn By:	aroy
Checked By:	MS
Map Date:	2024-09-23
Project Number:	85002



D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9

P. 705.742.2297  
 F. 705.748.9944  
 E. wills@dmwills.com  
 Copy Right D.M.Wills 20

Earthstar Geographics, Province of Ontario, Esri, TomTom,  
 Garmin, SafeGraph, GeoTechnologies, Inc, MET/NASA, USGS, EPA, NPS,  
 USDA, NRCam, Parks Canada

## 2.2 Surrounding Land Uses

The lands in the immediate vicinity of the Subject Property are primarily characterized by rural and rural residential land uses, including a mix of agricultural activities, rural lands, open space and single detached dwellings. To the north, east, and west, there are areas of low-density residential development interspersed with large expanses of rural land and open spaces. The landscape is generally less developed, contributing to a predominantly rural character. Additionally, several natural features are present in the surrounding area. These include both Provincially Significant Wetlands and other non-evaluated wetland areas, which are primarily concentrated to the east and west of the property. Refer to **Figure 2 – Surrounding Land Use**.



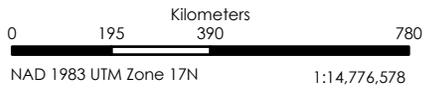
### SURROUNDING USES

988 County Road 28 (Fraserville)  
 Part Lot 23, Concession 6, Ward 6  
 Township of Cavan Monaghan  
 County of Peterborough

Figure 2

### Legend

- Subject Property
- Roads



Data Sources  
 County of Peterborough, Ministry of Natural Resources and Forestry, Maxar

Created In:	ArcMap 10.7
Drawn By:	aroy
Checked By:	ms
Map Date:	2024-09-23
Project Number:	85002



D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9  
 P. 705.742.2297  
 F. 705.748.9944  
 E. wills@dmwills.com  
 Copy Right D.M.Wills 2024

### **2.3 Proposed Development**

The applicant is proposing to sever a lot with frontage on County Road 28 to remove an existing underutilized residential dwelling on the Subject Property. The proposed severed lot will have an approximate area of 0.63 hectares (1.55 acres) with an 80 m frontage on County Road 28. The retained land will have an approximate area of 67.04 hectares (165.64 acres) and will maintain all other existing frontages. The proposed severed lot is currently developed with a single detached dwelling and is serviced by existing well and septic systems. One of the family members will reside in the house once the lot is created.

There is no development or site alteration proposed as part of the severance as the rural residential use and single detached dwelling are existing on the Subject Property and will be maintained. Accordingly, no additional driveway access, services or construction is proposed as part of the proposed consent.

A preliminary severance review was undertaken with the County of Peterborough in 2020 and indicated the County of Peterborough would support the severance given justification for a reduced MDS calculation from livestock barn across County Road 28, contingent on obtaining approvals for proposed OPA and ZBA applications. Refer to **Figure 3 – Consent Sketch**.

# CONSENT SKETCH

Figure 3

988 County Road 28 (Fraserville)  
Part Lot 23, Concession 6, Ward 6  
Township of Cavan Monaghan  
County of Peterborough

The subject property is located 3.35 km west from the  
Wallace Point Bridge on the Otonabee River.

### Legend

-  Existing Buildings
-  Lot to be Severed
-  Lot to be Retained
-  Subject Property
-  River
-  Lake
-  Existing Well
-  Existing Septic Area



PCS: NAD83 CSRS98 UTM zone 17N Scale: 1:8,000

### Data Sources

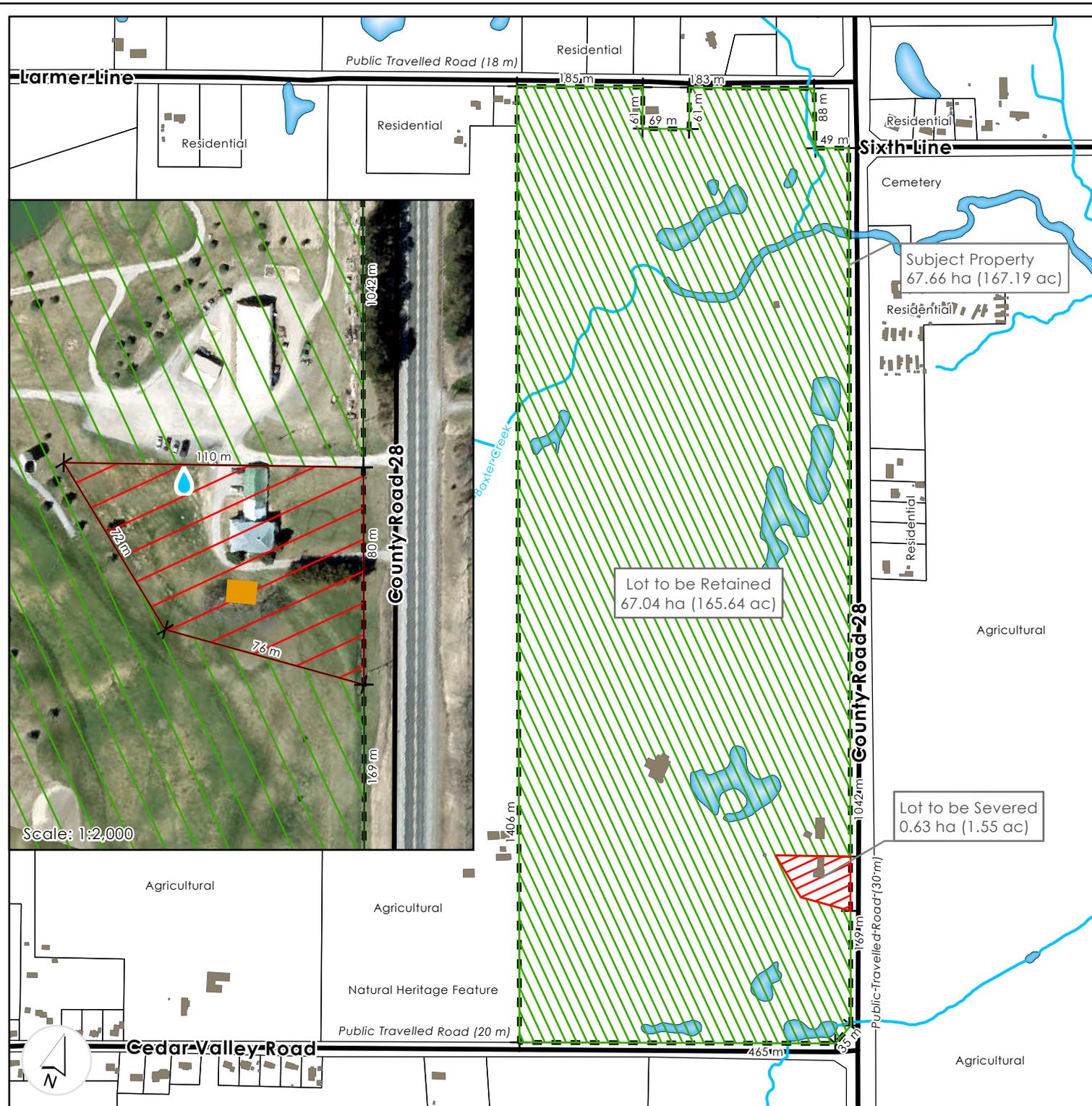
County of Peterborough, Ministry of Natural Resources and Forestry, Maxar, Microsoft

Created In:	ArcGIS Pro
Drawn By:	Ash More
Checked By:	Marnie Saunders
Map Date:	6/12/23
Project Number:	85002



D.M. Wills Associates Limited  
150 Jameson Drive  
Peterborough, Ontario  
K9J 0B9

P. 705.742.2297  
F. 705.748.9944  
E. wills@dmwills.com  
Copyright D.M.Wills 2022



Scale: 1:2,000



## 2.4 Pre-Consultation

The mandatory Pre-consultation meeting was held in July 2024 with Township staff to discuss the project, required studies and consultation efforts. In August 2024, a Summary Report was provided by the Township. The following key items were identified during the meeting:

- Township Planning:
  - An Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) are required for the lot creation and proposed residential use.
  - The OPA needs to address a reduced Minimum Distance Separation (MDS) and permit residential use on land currently designated for recreational purposes.
- County Planning:
  - It is recommended that the ZBA provide relief for the reduced MDS setback.
- Public Works:
  - Waste pickup services will be available for the residential lot.
  - Road widening is required, with 18 m to be conveyed to the County for County Road 28.
- Building:
  - There is enough space on the proposed lot to replace the existing sewage system, when necessary.
- Otonabee Conservation (ORCA):
  - The property is within the Otonabee Conservation Watershed.
  - The severed lot is outside any hazardous areas, though the property includes an unevaluated wetland and Baxter Creek.
  - No additional studies are required for the severance application.
  - A minor severance review fee of \$455 applies.

## 3.0 Policy Framework

The following provincial and municipal land use policy documents contain policies that relate to the proposed OPA and ZBA and future development of the Subject Lands. The policy documents include the Provincial Policy Statement, 2024 (PPS), the County of Peterborough Official Plan, 1994 (COP), the Cavan Monaghan Official Plan, 2015 (MOP); and the Cavan Monaghan Comprehensive Zoning By-law, 2018-58 (ZBL).

### 3.1 Provincial

#### 3.1.1 Provincial Policy Statement (2024)

The 2024 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Section 3 of the Planning Act requires that decisions affecting planning matters “shall be consistent with” policy statements issued under the Act. In general, the PPS seeks to promote the development of communities that are socially, economically, and environmentally resilient. The Provincial Planning Statement (PPS), 2024 is a streamlined province-wide land use planning policy framework that replaces both the PPS, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 while building upon housing-supportive policies from both documents.

Applicable policies of the PPS 2024 as they relate to the Subject Property and proposed development are provided below.

The Subject Property is located in a Rural Area. Section 2.5.1 of the PPS speaks to the permitted uses of Rural Areas, noting that *“Healthy, integrated and viable rural areas should be supported by:*

- “a) building upon rural character, and leveraging rural amenities and assets;*
- b) promoting regeneration, including the redevelopment of brownfield sites;*
- c) accommodating an appropriate range and mix of housing in rural settlement areas;*
- d) encouraging the conservation and redevelopment of existing rural housing stock on rural lands;*
- e) using rural infrastructure and public service facilities efficiently;*
- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;*
- g) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;*
- h) conserving biodiversity and considering the ecological benefits provided by nature; and...*

#### 2.6 Rural Lands in Municipalities

1. On rural lands located in municipalities, permitted uses are:

- a) the management or use of resources;*

b) resource-based recreational uses (including recreational dwellings);

**c) residential development, including lot creation, that is locally appropriate;**

d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;

e) home occupations and home industries;

f) cemeteries; and

g) other rural land uses.

2. Development that can be sustained by rural service levels should be promoted.

3. Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the uneconomical expansion of this infrastructure.

4. Planning authorities should support a diversified rural economy by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

5. New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the minimum distance separation formulae."

Sections 4.1 of the PPS establishes policies regarding the protection of Natural Heritage Features and Water, respectively:

"4.1 Natural Heritage

1. Natural features and areas shall be protected for the long term.
2. The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.
4. Development and site alteration shall not be permitted in:
  - a) Significant wetlands in Ecoregions 5E, 6E and 7E<sup>1</sup>;
5. Development and site alteration shall not be permitted in: ...
  - d) significant wildlife habitat; ...

unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

6. *Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.*
7. *Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.*
8. *Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions."*

Section 5.2 of the PPS provides the following policy direction regarding development and Natural Hazards:

*"5.2 Natural Hazards*

1. *Planning authorities shall, in collaboration with conservation authorities where they exist, identify hazardous lands and hazardous sites and manage development in these areas, in accordance with provincial guidance.*
2. *Development shall generally be directed to areas outside of:*
  - b) *hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and*
  - c) *hazardous sites.*
3. *Development and site alteration shall not be permitted within:*
  - c) *areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard; and*
  - d) *a floodway regardless of whether the area of inundation contains high points of land not subject to flooding.*
8. *Further to policy 5.2.7, and except as prohibited in policies 5.2.3 and 5.2.6, development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:*
  - a) *development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;*
  - b) *vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;*
  - c) *new hazards are not created and existing hazards are not aggravated; and*
  - d) *no adverse environmental impacts will result."*

## 3.2 Municipal

### 3.2.1 Peterborough County Official Plan (1994, consolidated 2020)

The Peterborough County Official Plan (COP) directs and guides the actions of local municipalities and the County in policy planning and physical planning on a very broad basis. The COP “establishes a vision in which planning and stewardship protect and enhance a diverse landscape, lifestyle and sense of community for the County”. As a requirement of the *Planning Act*, the COP must conform to the PPS and the Growth Plan. Additionally, local official plans shall conform to the COP and be one of the primary means of implementing its policies.

The Subject Property is described as Rural and Cultural Landscape under the COP. The COP policies applicable to the Subject Property are also provided below.

#### “4.3 RURAL AND CULTURAL LANDSCAPE

##### 4.3.1 - Goal

- to preserve and enhance the rural character of the County as a cultural resource and ensure the viability of the agricultural industry.

##### 4.3.2 - Objectives

- to permit an amount and type of development in the rural area consistent with maintaining its rural and cultural landscape;
- to reinforce the historical relationship between settlement areas and the surrounding farm community to which the settlement areas provide basic services;
- to provide for limited rural development and to ensure that such development does not threaten the quality or quantity of ground and surface water;
- to ensure that the agricultural industry remains viable;
- to preserve prime agricultural soils and protect farms, where possible, from activities and land uses which would limit productivity or efficiency;
- to encourage compatible economic diversification including greater flexibility for on-farm activities, home-based businesses and agri-tourism;
- to preserve the farm community as an important social resource;
- to encourage local municipalities within similar watersheds to participate, coordinate and carry out sound land use and environmental management practices.

#### 4.3.3.1 – General

- Rural areas will generally be the focus of resource activity, resource based recreational activity and other rural land uses. The County, recognizing the need for growth on a limited basis, will permit non-agricultural related uses in the rural community outside prime agricultural areas and other agricultural areas designated in local plans in accordance with Section 4.3.3.2 which reflect the cultural and rural character of the area, promote a variety of living and employment opportunities for the rural community and do not negatively impact on the natural environment that cannot be located in settlement areas;
- Development shall be appropriate to the infrastructure which is planned or available, and shall avoid the need for unjustified and/or uneconomical expansion of this infrastructure;
- **New land uses, including the creation of lots, and new or expanding land use facilities, shall comply with the minimum distance separation formulae.**
- New land uses, including the creation of lots, shall comply with the Source Water Protection policies of Section 5.7 where applicable;

The Subject Property is also defined as 'Recreational and Open Space' in the County of Peterborough Official Plan.

### 4.5 RECREATION AND OPEN SPACE

#### 4.5.1 Goal

- to ensure that the residents and visitors of the County have access to parkland, natural areas and a range of recreational activities;

#### 4.5.2 – Objectives

- to establish an integrated system of areas and corridors across the County for recreation and open space functions;
- to recognize and promote linkages between natural areas within a watershed and adjacent watershed areas.

#### 4.5.3 – Policies

- The County encourages local municipalities in establishing open space linkages between local municipalities in similar and adjacent watersheds via parks, trail systems and natural environment areas;
- Local municipalities will be encouraged to prepare and implement comprehensive recreation and open space plans;

#### 4.6 ECONOMIC DEVELOPMENT

Economic development is of vital interest to the County of Peterborough. The County will support economic growth through means where possible such as provision of infrastructure, transportation and public facilities and through protection of natural resources vital to the continued success of key sectors including agriculture, aggregates and tourism. The County will direct and guide development in keeping with economic goals as established from time to time and will promote and market economic development accordingly.

##### 4.6.1 - Goal

- to fully develop Peterborough County's economic potential by ensuring the continuing expansion of economic opportunities and diversification of the economic base.
- to support and promote the creation of wealth through a sustained effort of marketing, planning and development accomplished in partnership with local municipalities and businesses, the City of Peterborough, and economic development or tourism agencies among other means."

### 3.2.2 Cavan Monaghan Official Plan (2015, Amended 2021)

The Subject Property is designated 'Recreational', 'Natural Core Area' and 'Natural Linkage Area' in the Official Plan for the Township of Cavan Monaghan. **Refer to Figure 4 – TOP Official Plan Schedule 'A'.**

Section 5.3 of the CMOP outlines policies related to recreational designation.

5.3.1 Objectives It is the objective of this designation to:

- a) Identify areas where major recreation and cultural facilities may develop in the Township;
- b) Provide criteria on which to consider new major recreation facilities; and,
- c) Ensure that new major recreational uses are compatible with other lands uses, agriculture and the environment.

##### 5.3.2 Permitted Uses

Uses permitted within the Recreation designation are primarily oriented to activities related to recreation and conservation.

Uses may also include cultural or social retreats that focus on natural themes. Uses may include, but shall not be limited to conservation, recreation, forestry, agriculture or similar uses, such as private or public parks, existing race tracks, golf courses, ski resorts, shooting ranges, **limited lodges** and associated recreational activities. Recreational activities shall be of an extensive nature such as hiking trails, camps, and may include **accessory uses such as tent and trailer**

***camps, lodges and chalets*** together with accessory uses which may include the residence of the owner or caretaker.

New Recreational uses will only be permitted through an amendment to the Official Plan.

### 5.3.3 General Development Policies

b) The following may be required in support of any application to amend the Official Plan;

- i) a justification for the proposed use which identifies any potential impacts on other similar uses in the Township or in adjacent municipalities;*
- ii) a traffic impact and site access analysis which addresses the additional vehicular traffic and turning movements generated by the proposed land-uses;*
- iii) an agricultural impact report including Minimum Distance Separation Formulae (MDS) as outlined in Section 3.27;*
- iv) a conceptual site development plan in support of an Official Plan amendment; and*
- v) a detailed site development plan in support of a Zoning By-law amendment."*

Section 3.27 of the CMOP outlines policies related to Minimum Distance Separation (MDS):

#### *"3.27 Minimum Distance Separation (MDS) Formulae*

*New land uses, including the creation of lots, and new or expanding livestock operations, shall comply with the Minimum Distance Separation I (MDS I) and the Minimum Distance Separation II (MDS II) Formulae contained in the publication Minimum Distance Separation (MDS) Document – Formulae and Guidelines for Livestock Facility and Anaerobic Digester Odour Setbacks, Publication 853, Ministry of Agriculture, Food and Rural Affairs, as amended from time to time (the MDS Document). Unless specifically identified, the default approach to the application of MDS as outlined in the MDS Document shall apply.*

*a) For clarity, (MDS I) shall not apply in the following situations: to lands designated as Hamlet or Millbrook Urban Settlement Area on Schedules "A" and "A-1" of this Plan; to lots that existed prior to March 1, 2017 subject to the provisions of the implementing Zoning By-law. for a severed or retained lot for agriculture-related uses;*

*b) For clarity, (MDS I) is always required in the following situations:*

i) for all proposed amendments to rezone or redesignate land to permit development in prime agricultural areas and rural lands presently zoned or designated for agricultural use.

c) For clarity, (MDS II) is applicable:

i) to all existing cemeteries. However, certain cemeteries may be treated as a Type A land use. These cemeteries, if any exist, will be clearly identified in the implementing Zoning By-law. All other cemeteries will be treated as Type B land uses.

**d) MDS setbacks should not be reduced except in limited site specific circumstances that meet the intent of the MDS Document. Examples include circumstances that mitigate environmental or public health and safety impacts, or avoid natural or human-made hazards. If deemed appropriate by the Township, the processes by which a reduction to MDS may be considered include a minor variance to the local zoning by-law provisions, a site-specific zoning by-law amendment or an official plan amendment introducing a site-specific policy area.**

e) The implementing Zoning By-law may establish regulations for the application of the Minimum Distance Separation I (MDS I) Formulae to existing lots, from surrounding livestock facilities that are already on different lots than a residence proposed to be severed as surplus to a farming operation, and from proposals, including lot creation, to permit certain types of new or expanding agriculture-related uses and on-farm diversified uses.

f) The implementing Zoning By-law may establish regulations for the application of the Minimum Distance Separation II (MDS II) Formulae to permit certain types of first or altered livestock facilities or anaerobic digesters and certain types of existing agriculture-related uses and on farm diversified uses, and by treating specified cemeteries as Type A land uses, rather than Type B land uses."

Section 6 of the CMOP outlines policies related to the Natural Heritage System, including Natural Core Areas (Section 6.3), and Natural Linkage Areas (Section 6.4).

Objectives of the Natural Heritage System include:

- a) *Establishing a balanced relationship between development and the environment, by preserving natural features and ecological systems;*
- b) *Maintaining, and improving the health, diversity size and connectivity of natural heritage features;*
- c) *Maintain natural stream form and integrity of watercourses;*
- d) *Ensure that only land uses that maintain, improve or restore the ecological and hydrological functions of the Natural Heritage System;*

- e) *Ensure that the Natural Heritage System is maintained as a series of interconnected natural features for the benefit of present and future generations;*
- f) *Encouraging acquisition of land with natural heritage features for conservation purposes;*
- g) *Provide policies to assess development applications located in close proximity to natural heritage features;*
- h) *Ensuring that development is appropriately set back from significant natural heritage features;*
- i) *Eliminate potential loss and fragmentation of wetlands and habitats;*
- j) *Provide opportunities for passive outdoor recreational activities;*
- k) *Prevent development on hazardous lands, including floodplains and organic soils.*

General development policies for natural heritage systems under Section 6.2 include:

- a) *Development will not be approved until an Environmental Impact Study, Natural Heritage Evaluation or a Hydrogeological evaluation. The EIS may identify a Vegetative Protection Zone (VPZ).*

Section 6.3 of the Official Plan outlines policies for Natural Core Areas. It emphasizes that this designation applies to lands that form part of the 30 metre vegetative protection zone, and that the following are included within the Natural Core Areas:

- *Significant habitat of endangered species, threatened species and special concern species;*
- *Fish habitat and fish spawning area;*
- *Wetlands;*
- *Life Science Areas of Natural and Scientific Interest (ANSIs);*
- *Significant valley lands;*
- *Earth Science Areas of Natural and Scientific Interest (ANSI);*
- *Significant woodlands;*
- *Significant wildlife habitat;*
- *Sand barrens, savannahs and tall grass prairies; and alvars;*
- *Permanent and intermittent streams;*
- *Lakes;*
- *Seepage areas and springs, and wetlands; and*

- A 30 metre vegetative buffer around these features

The objectives of the Natural Core designation as per Section 6.3.1 is to:

- Prohibit development and site alteration in Key Natural Heritage Features and Key Hydrologic Features; and;*
- Preserve and maintain environmental features and functions of the 30 metre vegetative protective buffer area.*

The permitted uses within the Natural Core Area, as per Section 6.3.2 include:

- Existing agricultural operations;*
- Forest, wildlife and fisheries management;*
- Watershed management and flood and erosion control projects carried out or supervised by a public agency but only if they have been demonstrated to be necessary in the public interest after all alternatives have been considered;*
- Transportation, infrastructure, and utilities, but only if the need for the project has been demonstrated and there is no reasonable alternative;*
- Passive low intensity recreational uses, such as nature viewing and pedestrian trail activities;*
- Archaeological activities;*
- Single detached dwellings and accessory uses on existing lots of record if it is demonstrated that:*
  - There is no alternative and the expansion, alteration or establishment is directed away from the feature to the maximum extent possible;*
  - The impact of the expansion or alteration on the feature and its functions is minimized to the maximum extent possible; and;*
  - The expansion or alteration is not located in a floodplain or erosion hazard area.*
- Home-based business as an accessory use; and;*
- Existing agricultural operations and expansions to existing agricultural buildings and structures and accessory uses within Key Natural Heritage Features and Key Hydrologic Features if it is demonstrated that:*
  - There is no alternative and the expansion, alteration or establishment is directed away from the feature to the maximum extent possible; and,*
  - The impact of the expansion or alteration on the feature and its functions is minimized to the maximum extent possible.*

Policies of the Natural Linkage Area are outlined in Section 6.4 of the Cavan Monaghan Official Plan. Objectives are outlined in Section 6.4.1 and include:

- a) *Preserving and maintaining the environmental features and functions of the linkages;*
- b) *Continue with stewardship, remediation and appropriate park and trail initiatives that maintain and enhance ecological features and functions;*
- c) *Prohibit development unless an EIS is conducted and approved by the Township and Conservation Authority."*

Permitted uses are outlined under Section 6.4.2, and include:

- a) *Agriculture, agriculture related and secondary uses;*
- b) *Forest, wildlife and fisheries management;*
- c) *Watershed management and flood and erosion control projects carried out or supervised by a public agency but only if they have been demonstrated to be necessary in the public interest after all alternatives have been considered;*
- d) *Transportation, infrastructure, and utilities, but only if the need for the project has been demonstrated and there is no reasonable alternative;*
- e) *Passive low intensity recreational uses, such as nature viewing and pedestrian trail activities;*
- f) *Archaeological activities;*
- g) *Single-detached dwellings and accessory uses on existing lots of record if it is demonstrated that:*
  - a. *There is no alternative and the expansion, alteration or establishment is directed away from the feature to the maximum extent possible;*
  - b. *The impact of the expansion or alteration on the feature and its functions is minimized to the maximum extent possible; and,*
  - c. *The expansion or alteration is not located in a flood plain or erosion hazard areas.*
- h) *Home-based business as an accessory use;*
- i) *Small-scale home industry as an accessory use; Township of Cavan Monaghan Official Plan Note Sections Under Appeal Page 114;*
- j) *Bed and breakfast establishments as an accessory use to a single-detached dwelling;*
- k) *Farm vacation homes as an accessory use within a single-detached dwelling;*
- l) *Existing agricultural operations and expansions to existing agricultural buildings and structures and accessory uses if it is demonstrated that:*
  - a. *There is no alternative and the expansion, alteration or establishment is directed away from the feature to the maximum extent possible; and,*

- b. The impact of the expansion or alteration on the feature and its functions is minimized to the maximum extent possible.*
- m) New aggregate operations and wayside pits by Official Plan Amendment only as outlined in Section 5.5.3."*

# CAVAN MONAGHAN OFFICIAL PLAN SCHEDULE 'A'

988 County Road 28 (Fraserville)  
Part Lot 23, Concession 6, Ward 6  
Township of Cavan Monaghan  
County of Peterborough

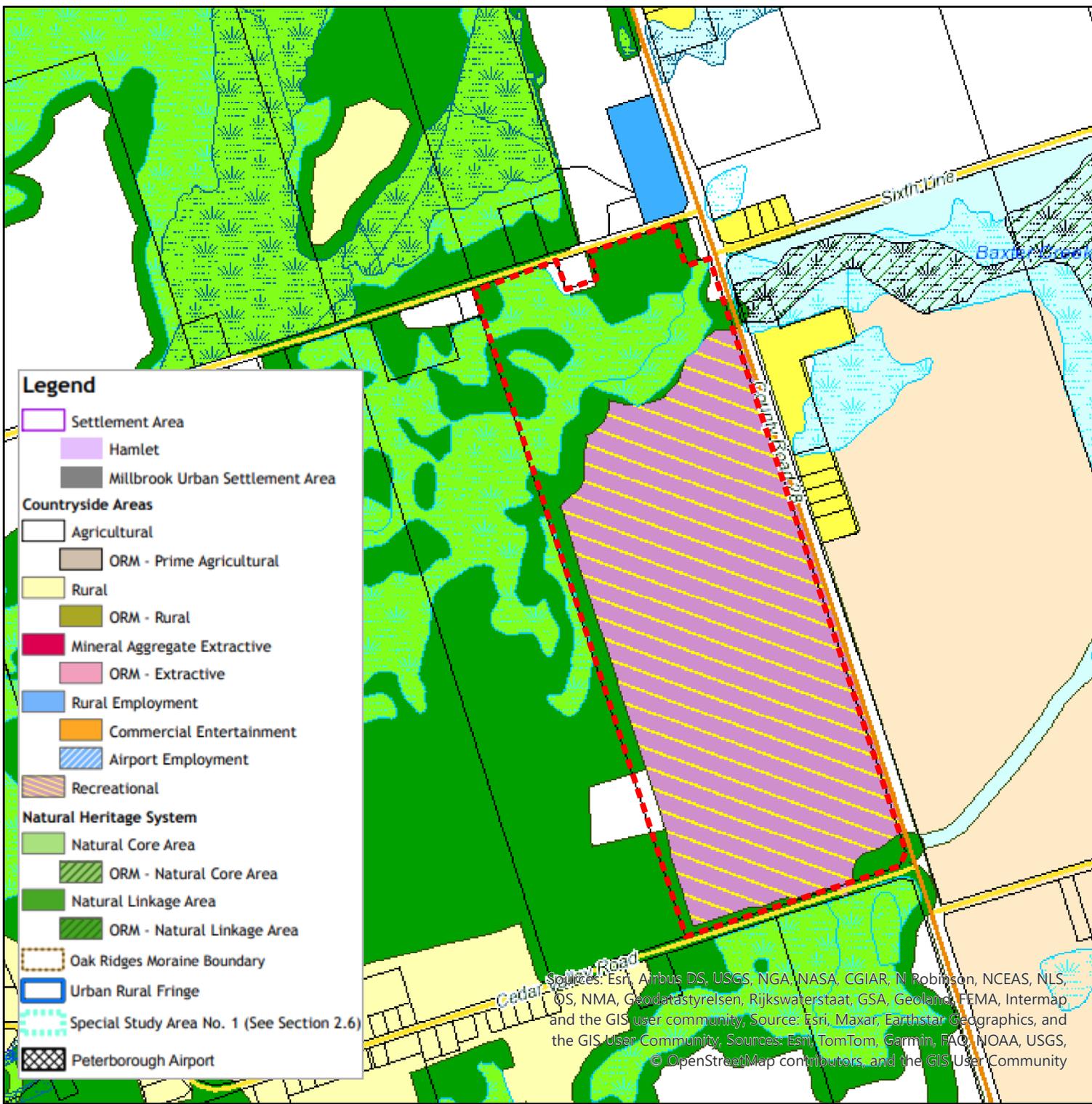
Figure 4

## Legend

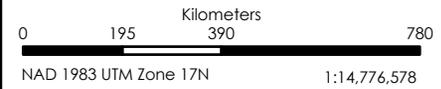
 Subject Property

### Legend

-  Settlement Area
-  Hamlet
-  Millbrook Urban Settlement Area
- Countryside Areas**
-  Agricultural
-  ORM - Prime Agricultural
-  Rural
-  ORM - Rural
-  Mineral Aggregate Extractive
-  ORM - Extractive
-  Rural Employment
-  Commercial Entertainment
-  Airport Employment
-  Recreational
- Natural Heritage System**
-  Natural Core Area
-  ORM - Natural Core Area
-  Natural Linkage Area
-  ORM - Natural Linkage Area
-  Oak Ridges Moraine Boundary
-  Urban Rural Fringe
-  Special Study Area No. 1 (See Section 2.6)
-  Peterborough Airport



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N. Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



Data Sources  
County of Peterborough GIS

Created In:	ArcMap 10.7
Drawn By:	aroy
Checked By:	ms
Map Date:	2024-09-23
Project Number:	85002



D.M. Wills Associates Limited  
150 Jameson Drive  
Peterborough, Ontario  
K9J 0B9

P. 705.742.2297  
F. 705.748.9944  
E. wills@dmwills.com  
Copy Right D.M.Wills 38

### 3.2.3 Township of Cavan Monaghan Zoning By-law No. 2018-058

Within the Comprehensive Zoning By-law for the Township of Cavan Monaghan, the subject property is zoned 'Agricultural (A) Zone', 'Natural Core (NC) Zone', 'Natural Linkage (NL) Zone' and 'Commercial (C3-2) Zone'. A 'Flood prone Overlay' also applies to portions of the Subject Property. The portion of the Subject Property to be severed is zoned C3-2. **Refer to Figure 5 – Township of Cavan Monaghan Zoning Map E-4.**

In accordance with Section 4.4.8 of the Zoning By-law, permitted uses within the Commercial (C3-2) Zone are limited to:

- "An accessory single detached dwelling
- A golf course, miniature golf course, golf driving range, and any buildings and structures accessory thereto.

#### 5.3 Zone Standards

- Minimum Lot Area (m<sup>2</sup>) - 6000
- Minimum Lot Frontage (m)- 30
- Minimum Front Yard (m) - 12
- Minimum Interior Side Yard (m) - 6
- Minimum Interior Side Yard if adjacent to a Residential Zone Boundary (m)- 15
- Minimum Exterior Side Yard (m) - 15
- Minimum Rear Yard (m)- 9
- Minimum Rear Yard if adjacent to any Residential Zone boundary (m) - 15
- Maximum Building Height (m) - 10
- Maximum Lot Coverage (%)- 40"

The retained lot is proposed to be rezoned to remove an accessory single detached dwelling as a permitted use, restricting the permitted uses to a golf course, miniature golf course, golf driving range, and any buildings and structures accessory thereto. The severed lot is proposed to be rezoned from Commercial (C3-2) to Rural Residential (RR) to allow for residential use.

In accordance with Section 3.2 of the Zoning By-law, permitted uses within the Rural Residential (RR) include a single detached dwelling. Residential Zone Standards are as follows:

#### "3.3 Zone Standards

- Lots Serviced by a Private Water and Private Sanitary Sewer System – 4000
- Lots Serviced by a Private Water and Private Sanitary Sewer System – 35
- Minimum Front Yard (m)- 9
- Minimum Interior Side Yard (m)- 6
- Minimum Exterior Side Yard (m)- 6
- Minimum Rear Yard (m)- 9
- Maximum Lot Coverage (%) - 35
- Maximum Building Height (m)- 11"

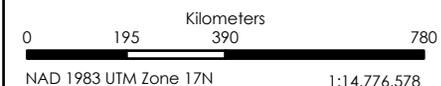
# CAVAN MONAGHAN ZONING BY-LAW MAP E-4

988 County Road 28 (Fraserville)  
Part Lot 23, Concession 6, Ward 6  
Township of Cavan Monaghan  
County of Peterborough

Figure 5

## Legend

 Subject Property



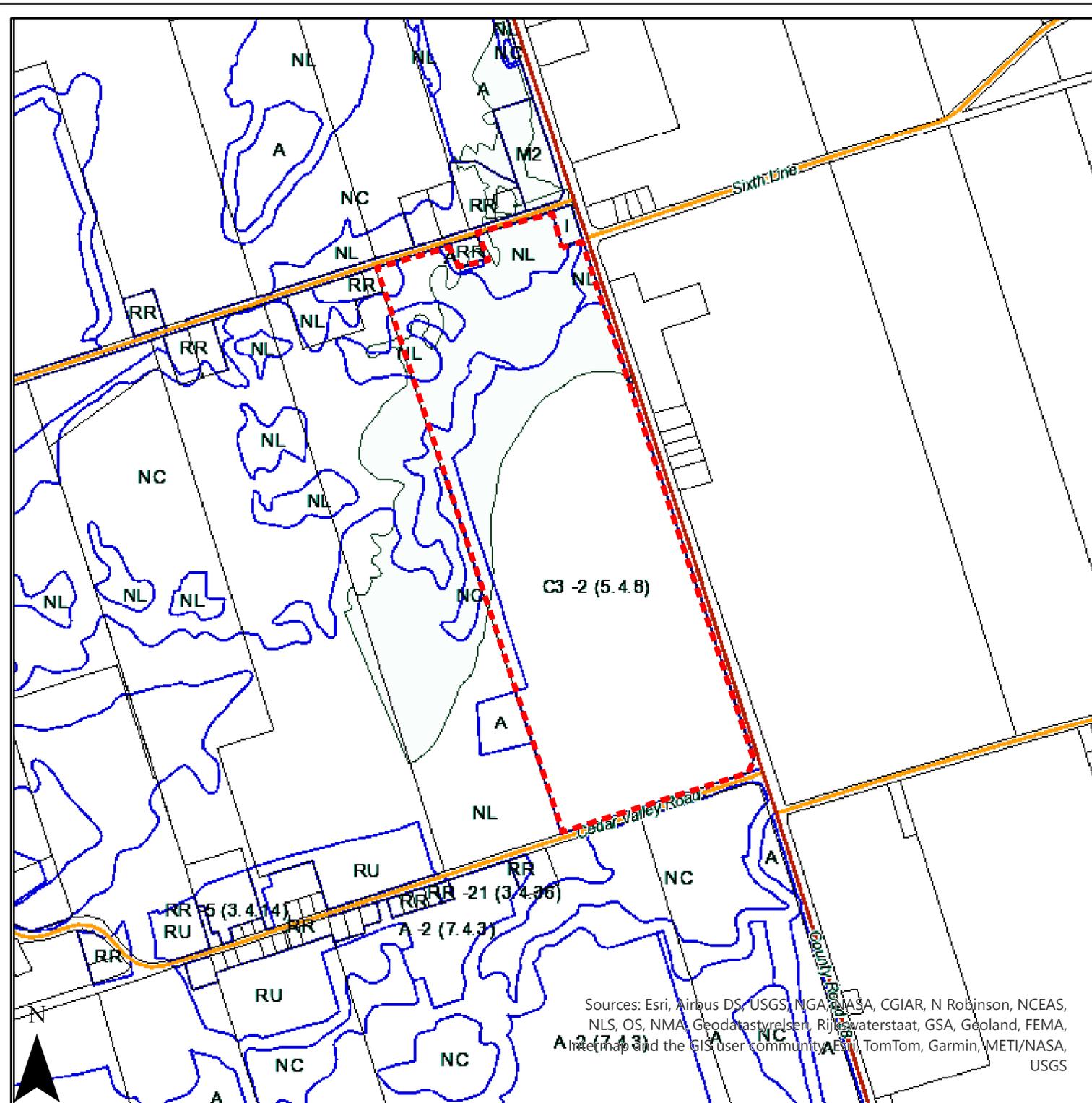
Data Sources  
County of Peterborough, GIS

Created In:	ArcMap 10.7
Drawn By:	aroy
Checked By:	ms
Map Date:	2024-09-23
Project Number:	85002



D.M. Wills Associates Limited  
150 Jameson Drive  
Peterborough, Ontario  
K9J 0B9

P. 705.742.2297  
F. 705.748.9944  
E. wills@dmwills.com  
Copy Right D.M.Wills



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri, TomTom, Garmin, METI/NASA, USGS

## 4.0 Planning Rationale

The Official Plan Amendment and Zoning By-law Amendment proposed for 1702 Cedar Valley Road are necessary to facilitate the creation of one new residential lot and one retained lot, while ensuring the retained parcel remains dedicated to its existing use as a golf course.

This proposed amendments are consistent with the Provincial Policy Statement (PPS) 2024 which emphasizes efficient land use and development compatible with rural and recreational character. The severance of the underutilized residential dwelling from the golf course promotes efficient use of existing rural residential infrastructure, while conforming to the goals of protecting rural character, as outlined in the PPS Section 2.5.

Environmental considerations have been addressed in the report. The proposed severance does not involve any site alteration nor does it affect significant natural heritage features such as Baxter Creek or the unevaluated wetland on the northern part of the property. The severance is outside any hazardous areas, and the retention of the golf course use ensures that there will be no further encroachment on these sensitive areas. The OPA and ZBA comply with the PPS Section 4.1, which emphasizes the protection of natural heritage features over the long term.

The County of Peterborough Official plan allows for the creation of lots in the Rural area, where it complies with the minimum distance separation formulae. The Official Plan Amendment (OPA) to the Township OP is essential for addressing the Minimum Distance Separation (MDS) setback requirement, which pertains to the proximity of the proposed residential lot to a livestock barn across County Road 28. The current MDS setback is 248 m, which cannot be achieved with the proposed lot severance. Through the OPA, relief from the required MDS will be recognized. This relief ensures that the development does not impede agricultural operations, while also enabling the severance of the underutilized dwelling from the rest of the property. There is no negative impact anticipated by this relief as no new development is being proposed on the Subject Property.

The OP allows the reduction of MDS setbacks in limited site-specific circumstances, where the intent of the MDS Document is met. If deemed appropriate by the Township, the processes by which a reduction to MDS may be considered include a site-specific zoning by-law amendment and/or an official plan amendment introducing a site-specific policy area. Both the Township and The County of Peterborough have indicated support for this modification given that it maintains a balance between rural residential and agricultural uses.

The proposed OPA will also redesignate the lands subject to the proposed severance to allow for the residential use of the lands and remove the commercial recreational designation from the proposed new lot. The proposed amendments are therefore consistent with the policies of the County and Township Official Plans.

The ZBA, on the other hand, is required to rezone the severed parcel from its current "Commercial C3-2" designation to "Rural Residential (RR)," allowing for the proposed residential use. The retained parcel will continue to be zoned for recreational use, ensuring that the golf course remains the primary activity on the lands. By removing the accessory residential use from the retained lands, the ZBA provides clarity in land use and ensures that the golf course remains a distinct and protected recreational asset for the community. The proposed residential use will not alter the existing rural landscape or character of the area, thereby aligning with the Official Plan's objectives to protect and preserve rural land uses.

From a municipal services perspective, the proposed development is aligned with the Township's infrastructure capabilities. The severed lot is already serviced by existing well and septic systems, and no additional driveway access is required. The Township's public works department has confirmed that waste pickup services will be available for the severed lot, and a road widening on County Road 28 will be provided as a condition of consent. These provisions ensure that the development is fully integrated with the existing rural infrastructure, as required by both provincial and municipal planning policies.

The proposed amendments align with the Township of Cavan Monaghan's Official Plan, which aims to protect rural character while encouraging appropriate development. The OPA and ZBA will formalize the existing residential use on the severed parcel while safeguarding the integrity of the retained golf course. This balance between recreational and residential uses aligns with the Official Plan's objectives of supporting rural amenities without undermining the viability of recreational or agricultural lands.

## 5.0 Proposed Official Plan Amendment

**Purpose and Effect:** The purpose and effect of this Amendment is to amend the Township of Cavan Monaghan Official Plan to include a special policy area for the property known municipally as 1702 Cedar Valley Road. The effect of this change would permit a reduction in Minimum Distance Separation (MDS) setbacks.

**Location:** The Subject Property has a lot area of approximately 167.2 acres and is located at 1702 Cedar Valley Road, in Cavan Monaghan, and legally described as Part Lot 23, Concession 6 in the Township of Cavan Monaghan (Cavan Ward), in the County of Peterborough.

**Basis:** Council has enacted this Official Plan Amendment in response to an application submitted by Wills on behalf of the Owner to reduce the Minimum Distance Separation (MDS) Setbacks. The land subject to this amendment is designated currently "Recreational" as shown on Schedule A of the Township of Cavan Monaghan Official Plan Official Plan. The designation of these lands is proposed to be amended to the Rural Designation.

**Details of the Amendment:** The Township of Cavan Monaghan Official Plan and hereby amend Schedule A by redesignating the Subject Property from Recreational as illustrated on Schedule A to Rural and amend the following section:

3.27 XX - Notwithstanding any policies to the contrary, on lands located in Part Lot 23, Concession 6 in the Township of Cavan Monaghan (Cavan Ward), County of Peterborough, not required to meet the required Minimum Distance Separation (MDS) setback of 248 metres.

**Implementation:** The provisions set forth in the Township of Cavan Monaghan Official Plan, as amended, regarding the implementation of the Plan shall apply in regard to this Amendment.

**Interpretation:** The provisions set forth in the Township of Cavan Monaghan Official Plan, as amended, regarding the interpretation of the Plan shall apply in regard to this Amendment.

**Refer to Figure 6** for the proposed Schedule Amendment to the Township of Cavan Monaghan Official Plan.

## 6.0 Proposed Zoning By-law Amendment

A By-law to amend the Township of Cavan Monaghan Zoning By-law 2018-58 for the lands known as 1702 Cedar Valley Road.

Whereas Section 34(1) of the Planning Act, R.S.O. 1990, c. P. 13, as amended, states that Zoning By-laws may be passed by the councils of local municipalities;

The Township of Cavan Monaghan by the Council thereof hereby enacts as follows:

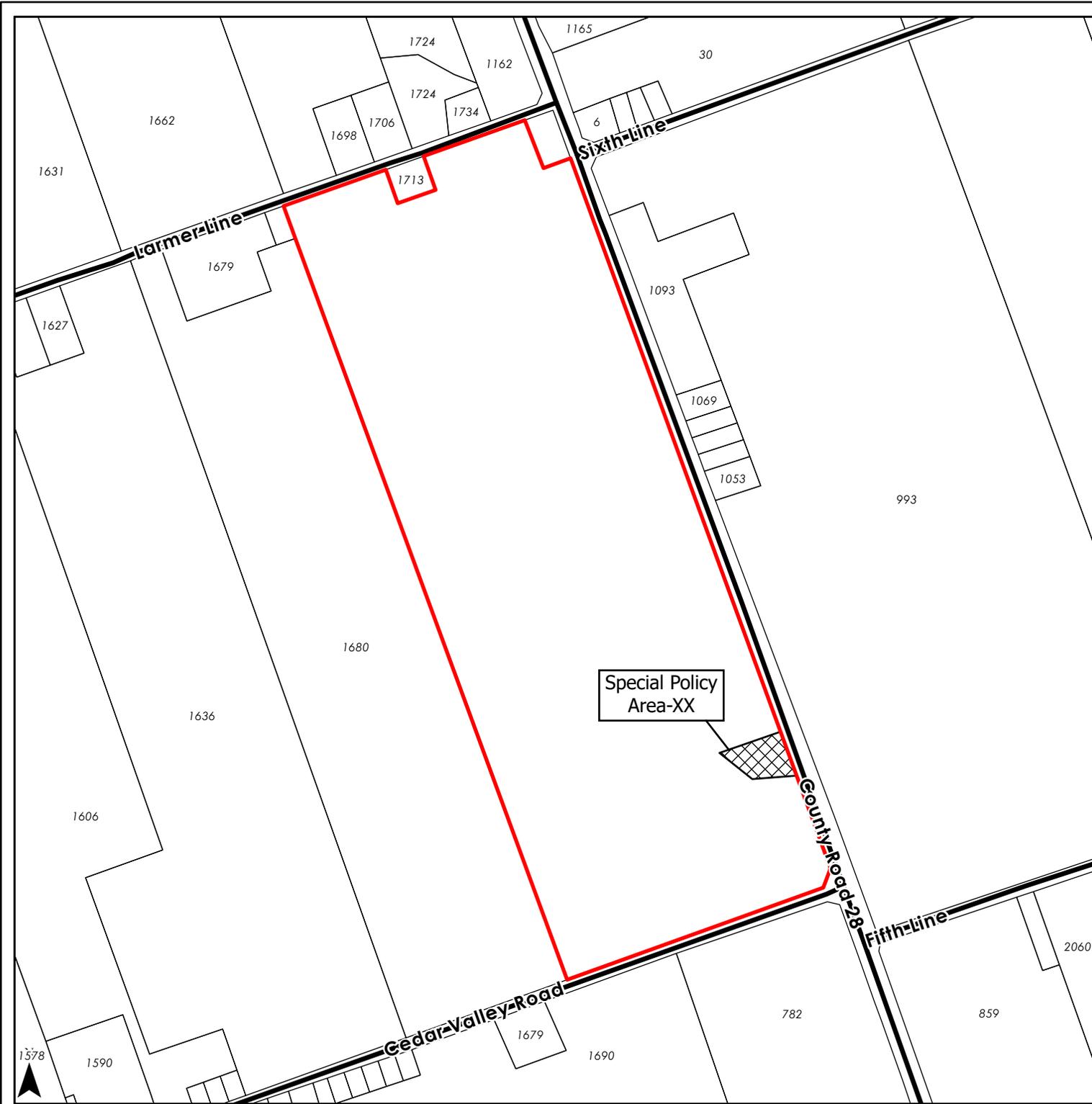
1. Zoning Map E-4 to By-law 2018-58 is hereby amended as shown on Schedule "1" attached hereto.
2. That the lands zoned on Map E-4 attached hereto are hereby rezoned from "C3-2" to "RR.XX".
3. That By-law Number 2018-58, as amended, is hereby further amended by:
  - a) Amending Sections 4.4.8 Commercial (C3-2), to maintain existing zoning and removing 'accessory single detached dwelling' as a permitted use.

**Permitted Uses:**

No person shall within an C3-2 use any land or erect, alter or use any building or part thereof for any reason other than:

- (i) a golf course, miniature golf course, golf driving range, and any buildings and structures accessory thereto.

**Refer to Figure 7** – Proposed Schedule Amendment to the Township of Cavan Monaghan Zoning By-law.

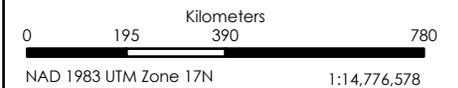


## PROPOSED OPA SCHEDULE

988 County Road 28 (Fraserville)  
 Part Lot 23, Concession 6, Ward 6  
 Township of Cavan Monaghan  
 County of Peterborough

### Legend

-  Special Policy Area
-  Subject Property
-  Parcel Fabric
-  Roads

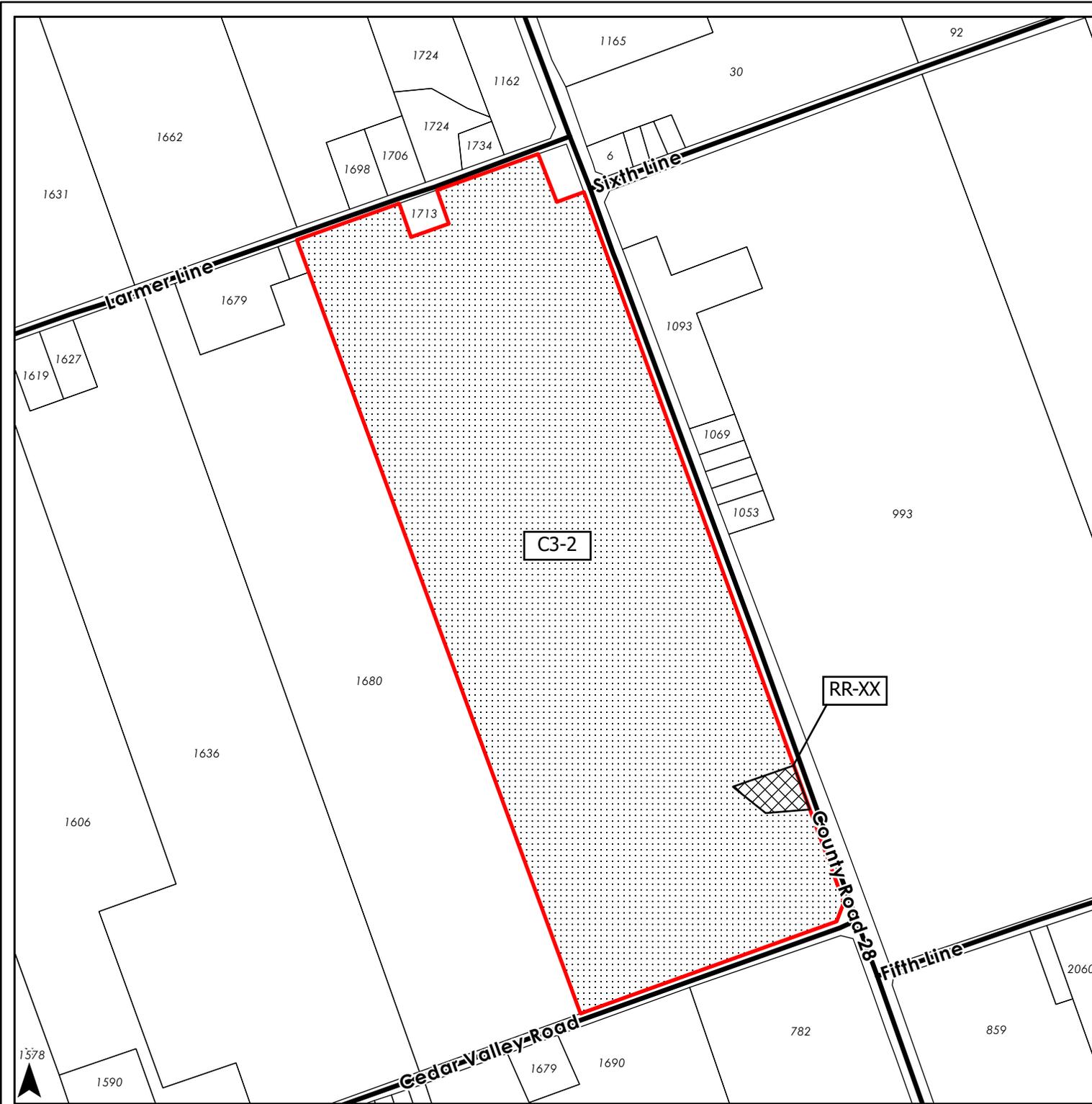


Data Sources  
 County of Peterborough, Ministry of Natural Resources and Forestry

Created In:	ArcMap 10.7
Drawn By:	aroy
Checked By:	MS
Map Date:	2024-09-23
Project Number:	85002



D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9  
 P. 705.742.2297  
 F. 705.748.9944  
 E. wills@dmwills.com  
 Copy Right D.M.Wills

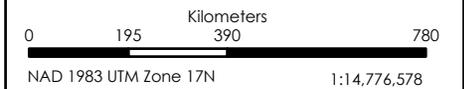


## PROPOSED ZBA SCHEDULE

988 County Road 28 (Fraserville)  
 Part Lot 23, Concession 6, Ward 6  
 Township of Cavan Monaghan  
 County of Peterborough

### Legend

- Lands to be Rezoned to Rural Residential (RR)
- Lands to be Rezoned to C3-2
- Subject Property
- Parcel Fabric
- Roads



Data Sources  
 County of Peterborough, Ministry of Natural Resources and Forestry

Created In:	ArcMap 10.7
Drawn By:	aroy
Checked By:	ms
Map Date:	2024-10-16
Project Number:	85002



D.M. Wills Associates Limited  
 150 Jameson Drive  
 Peterborough, Ontario  
 K9J 0B9  
 P. 705.742.2297  
 F. 705.748.9944  
 E. wills@dmwills.com  
 Copy Right D.M.Wills

## 7.0 Closing

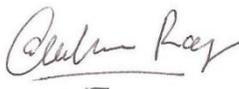
The proposed OPA and ZBA for 1702 Cedar Valley Road are consistent with provincial and municipal policies, ensuring the responsible use of rural land while preserving its recreational character. The OPA addresses the necessary reduction in the MDS setback, allowing the severance of the residential lot without compromising nearby agricultural operations. It also redesignates the Subject Property as from Recreational to Rural in order to permit the existing single detached dwelling and implement the appropriate OP designation for the residential use of land.

Meanwhile, the ZBA ensures the proper zoning of both the severed and retained lands, maintaining the recreational use of the golf course on the retained lands, while formalizing the residential use on the severed lot. These amendments are an appropriate balance between rural residential development and recreational land use.

The proposed amendments support the long-term sustainability of the Subject Lands by efficiently utilizing existing infrastructure and avoiding unnecessary expansion. Additionally, they contribute to the economic vitality of the area by preserving the recreational use of the golf course, a key asset to the community, while providing a modest residential opportunity that complements the surrounding rural landscape. As such, the OPA and ZBA are both practical and consistent with sound planning principles, representing good land use planning in the Township of Cavan Monaghan.

Respectfully Submitted,

Reviewed by:



Aishwarya Roy, B.URPI  
Junior Land Use Planner



Marnie Saunders, BES, CPT  
Senior Land Use Planner

AR/jh

Official Plan Amendment No. 19  
(1702 Cedar Valley Road)

to the

Official Plan for the Township of Cavan Monaghan

February 2025

**Certificate**

**Official Plan Amendment No. 19  
Township of Cavan Monaghan Official Plan**

The attached map and explanatory text, constituting Amendment No. 19 to the Township of Cavan Monaghan Official Plan was prepared by the Council of the Township of Cavan Monaghan and was adopted by the Township of Cavan Monaghan by By-law No. 2025-09 in accordance with the provisions of Section 21 of the Planning Act, R.S.O., 1990, as amended, on the 18<sup>th</sup> day of February, 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. 19 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. 19**

**By-law No. 2025-09**

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. 9 to the Township of Cavan Monaghan Official Plan consisting of the attached text and maps (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. 19 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 18<sup>th</sup> day of February, 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. 19 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 Official Plan Amendment No. 19 is to redesignate a portion of the property to permit the consideration of a severance of the existing dwelling at 988 County Road 28 from the golf course. The Amendment will also remove the required setback for Minimum Distance Separation (MDS).

### 2. Location:

The Amendment applies to a portion of the property located at 1702 Cedar Valley Road in part of Lot 23, Concession 6 (Cavan) as shown on the Key Map attached hereto.

### 3. Basis:

#### i) Proposal

The property subject to the Applications is approximately 67.6 hectares (167.2 acres) in size with a frontage of approximately 465 metres (1,525 feet) on Cedar Valley Road, 1,325 metres (4350 feet) of frontage on County Road 28 and 1,175 metres (3850 feet) of frontage on Larmer Line.

Approximately 0.63 hectare (1.55 acres) of land with approximately 80 metres (262 feet) of frontage on County Road 28 is proposed to be severed. The proposed severance currently contains one (1) existing detached residential dwelling connected to private individual well and septic system and one (1) driveshed attached to the dwelling. The residential dwelling is set back approximately 50 metres (164 feet) from the centerline of County Road 28.

The portion of the property to be retained is developed for use as a commercial 18-hole golf course (Baxter Creek Golf Club). There are several existing buildings associated with the golf course, including a clubhouse, maintenance buildings, and several small accessory structures. The main access to the subject property is provided by an existing entrance from Cedar Valley Road. Additionally, the property can be accessed by several accessory driveways from County Road 28 located to the east of the proposed severance and from Larmer Line to the north.

The property is developed for use as a commercial 18-hole golf course (Baxter Creek Golf Club). There are several existing buildings associated with the golf course on the Subject Property, including a single detached dwelling, clubhouse, maintenance buildings, and several small accessory structures. The main access to the Subject Property is provided by an existing entrance from Cedar Valley Road. Additionally, the property can be accessed by several

accessory driveways from County Road 28 located to the east and off Larmer Line to the north.

A desktop review of the Subject Property identified some natural heritage features, including a creek that runs through the property, several small sized water bodies area associated with the Golf Course, as well as an unevaluated wetland on the northern part of the property. These areas will make up the retained portion of the property. No development is proposed on the retained portion of the property.

Official Plan Amendment No. 19 will redesignate a portion of the property to permit the consideration of a severance of the existing dwelling at 988 County Road 28 from the golf course. The Amendment will also remove the required setback for Minimum Distance Separation (MDS).

A Planning Justification Report was prepared by D.M. Wills Associates Inc. in support of the Application. The justification report is provided as Attachment No. 1 to this Amendment.

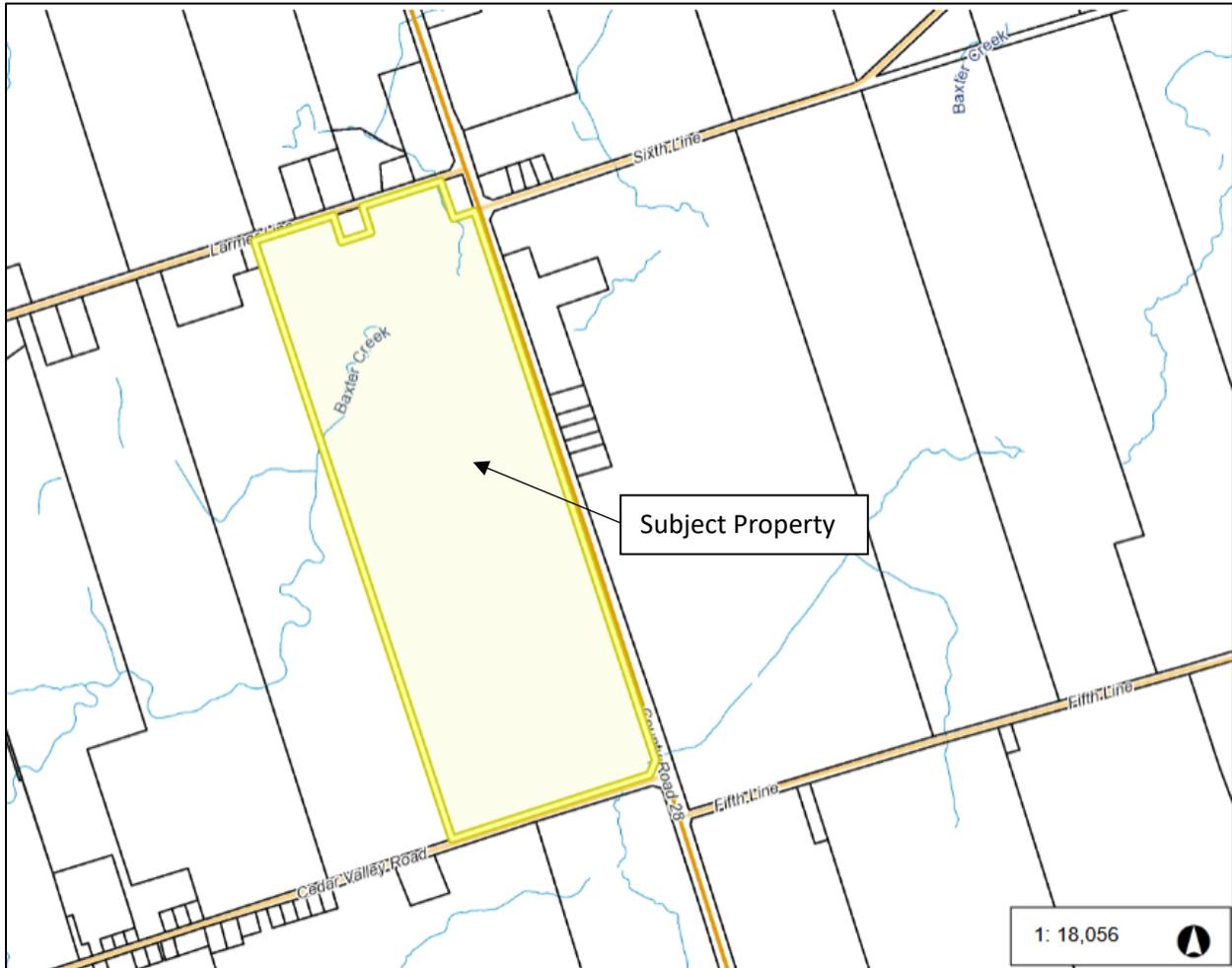
#### ii) Public Consultation

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 on the 18<sup>th</sup> day of February, 2025.

#### iii) Agency Review

All agency comments received are included in the Appendix.

# Key Map



## Part “B” – The Amendment

### Introductory Statement

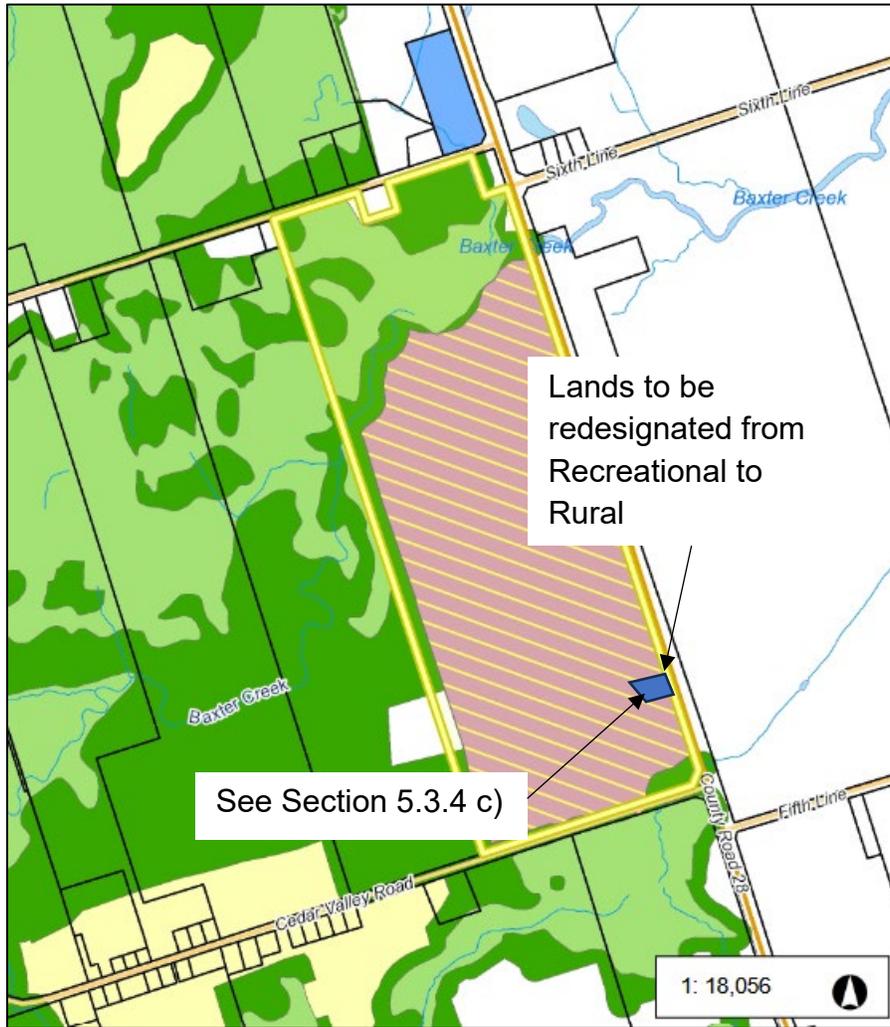
All of this part of the document entitled Part “B” – The Amendment consisting of the following text and attached map designated as Schedule “1” constitute Amendment No. 19 to the Official Plan for the Township of Cavan Monaghan.

### Details of the Amendment

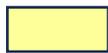
The Official Plan for the Township of Cavan Monaghan is amended as follows:

1. Schedule A to the Official Plan for the Township of Cavan Monaghan is amended by changing the designation on a portion of the property located at 1702 Cedar Valley Road in part of Lot 23, Concession 6 (Cavan) from Recreational to Rural as shown on Schedule “1”, attached.
2. Schedule A to the Official Plan for the Township of Cavan Monaghan is amended by adding a text box reference for Section 5.3.4 c) as it applies to a portion of the property located at 1702 Cedar Valley Road part of Lot 23, Concession 6 (Cavan) as shown on Schedule “1”, attached.
3. Section 5.3.4 of the Official Plan for the Township of Cavan Monaghan is amended by adding a new subsection, namely subsection 5.3.4 c) that shall read as follows:
  - “ c)                   1702 Cedar Valley Road  
                          Part of Lot 23, Concession 6 (Cavan)  
                          (1702 Cedar Valley Road)
    - i)                   Notwithstanding the policies of Section 5.1.3, the severance of the existing dwelling may be considered; and
    - ii)                  Notwithstanding any policies to the contrary, the Minimum Distance Separation One (MDS I) requirements do not apply.”

Schedule '1'



**Legend**

-  Rural
-  Employment
-  Recreational
-  Natural Linkage Area
-  Natural Core Area
-  Lands to be redesignated from Recreational to Rural

**The Township of Cavan Monaghan**

**By-law No. 2025-10**

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

**Whereas** the Township of Cavan Monaghan received an application to amend Zoning By-law No. 2018-58, as amended;

**And Whereas**, the Council of the Township of Cavan Monaghan adopted Official Plan Amendment No. 19 to the Township of Cavan Monaghan Official Plan to set the policy context for the proposed rezoning;

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

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

1. Map E-4 of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by rezoning certain lands in part of Lot 23, Concession 6 (Cavan), from the Recreational Commercial Exception Two (C3-2) Zone to the Rural Residential Exception Twenty-Eight (RR-28) Zone as shown on Schedule “1” attached hereto and forming part of the By-law.
2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 3.4.73 that shall read as follows:

**“3.4.73 RR-28 Map E-4 on Schedule A (2025-10 988 County Road 28)**

- a) Minimum northern side yard for the existing building 0 metres
- b) All future redevelopment on the property shall comply with the standard 6 metre (19.68 feet) interior side yard.
- c) Notwithstanding Section 11.22 of By-law No. 2018-58, as amended, the setback for Minimum Distance Separation One (MDS I) shall not apply.”

3. Section 5.4.8 of By-law No. 2018-58, as amended, is further amended by removing an accessory single detached dwelling as a permitted use on the property. Section 5.4.8 shall read as follows:

**“5.4.8 C3-2 Map E-4 on Schedule A (2025-10 1702 Cedar Valley Road)**

- a) Permitted uses are limited to: a golf course, miniature golf course, golf driving range, and any buildings and structures accessory thereto.
- b) Minimum front yard 15 metres
- c) Minimum interior side yard 15 metres”

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

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

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

Read a first, second and third time and passed this 18<sup>th</sup> day of February 2025.

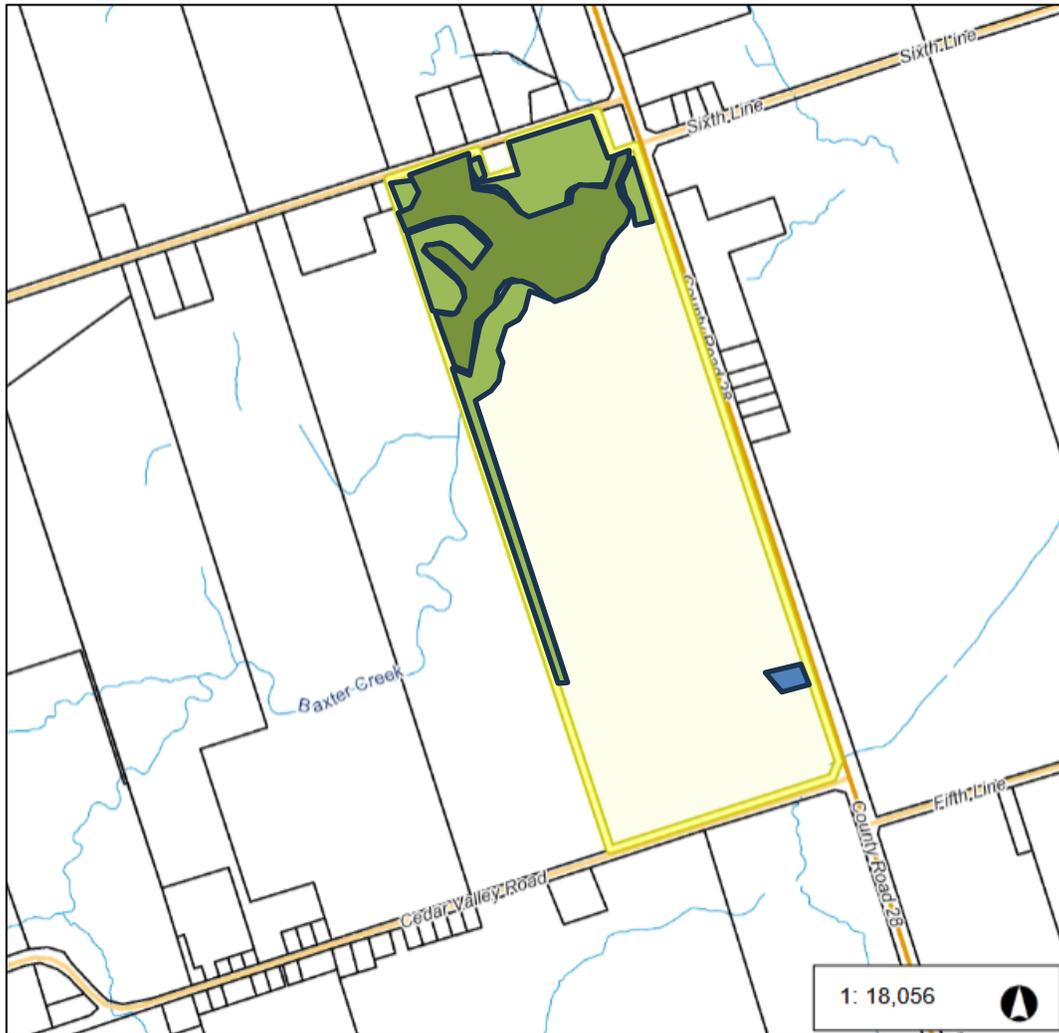
---

Matthew Graham  
Mayor

---

Cindy Page  
Clerk

Schedule "1"



**Area Affected by this By-law**  
1702 Cedar Valley Road,  
Part of Lot 23, Concession 6 (Cavan)  
Township of Cavan Monaghan

**Certificate of Authentication**  
This is Schedule "1" to By-law  
No. 2025-10 passed this 18<sup>th</sup>  
day of February, 2025.



Rezone from the 'Recreational Commercial Exception Two (C3-2) Zone' to the 'Rural Residential Exception Twenty-Eight (RR-28) Zone'.



Natural Linkage (NL) Zone to remain.



Natural Core (NC) Zone to remain.



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

**Monday, February 3, 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
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Matthew Wilkinson	Planner
	Bill Balfour	Fire Chief

**Those members absent were:**

Lance Nachoff                      Councillor

**1. Call to Order**

Mayor Graham called the meeting to order at 1:04 p.m.

**2. Land Acknowledgement**

Mayor Graham recited the land acknowledgement.

**3. Approval of the Agenda**

R-2025-37

Moved by: Edgerton

Seconded by: Byrne

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

**Carried**

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

There were no pecuniary interests noted.

**5. Closed Session**

There was no Closed Session.

## **6. Public Meeting**

### **6.1 Resolution to open the Public Meeting**

R-2025-38

Moved by: Byrne

Seconded by: Huntley

That the Public Meeting be opened in accordance with Section 17 and 34 of the Planning Act, R.S.O., 1990.

**Carried**

### **6.2 Report - PEB 2025-05 Official Plan and Zoning By-law Amendments (2166 North Monaghan Parkway) Report File Nos. OPA-02-24 and ZBA-10-24**

R-2025-39

Moved by: Byrne

Seconded by: Edgerton

That Council approve the addition of revised Report – PEB 2025-05 Official Plan and Zoning By-law Amendments (2166 North Monaghan Parkway) Report File Nos. OPA-02-24 and ZBA-10-24 with the inclusion of the Part B Amendment for OPA-02-24.

**Carried**

Matt Wilkinson, Planner spoke to the applications received on behalf of Robb Bennett from Jessica Rae Reid of Ecovue Consulting Services Inc., for an Official Plan and Zoning By-law Amendment. The Applications pertain to an existing lot of record at 2166 North Monaghan Parkway in Part of Lot 4, Concession 11 (North Monaghan). The property subject to the Applications is approximately 28 hectares (69 acres) in size with approximately 385 metres (1,263 feet) of lot frontage on North Monaghan Parkway. The property currently contains one (1) existing detached dwelling connected to a private well and septic system and one (1) accessory detached garage. The dwelling is set back approximately 370 metres (1210 feet) from North Monaghan Parkway. The approximately 4 hectares (10 acres) of land immediately surrounding the residential dwelling are grassed and/or landscaped. The balance of the property (approximately 24 hectares (60 acres)) is used for agricultural purposes.

An Official Plan Amendment is required to permit a second detached dwelling on the property, a single detached dwelling is permitted in the RU Zone, the rezoning is also required to permit a second dwelling on the property.

### **6.3 Questions/Comments from members of Council**

There were no questions from members of Council.

### **6.4 Questions/Comments from members of the public**

Jessica Rae Reid, Ecovue Consulting Services Inc.

**6.5 Consideration of the Report**

R-2025-40

Moved by: Huntley

Seconded by: Edgerton

That Council review and consider all verbal and written comments received at the public meeting;

That Council approve By-law No. 2025-06 to adopt Official Plan Amendment No. 18 to the Township of Cavan Monaghan Official Plan;

That Council authorize the submission of the adopted Official Plan Amendment to Peterborough County for review and approval; and

That Council approve By-law No. 2025-07 to implement the policies of Official Plan Amendment No. 18, as presented.

**Carried**

**6.6 Resolution to close the Public Meeting**

R-2025-41

Moved by: Huntley

Seconded by: Edgerton

That the Public Meeting be closed.

**Carried**

**7. Minutes**

**7.1 Minutes of the Regular Meeting held January 27, 2025**

R-2025-42

Moved by: Byrne

Seconded by: Huntley

That the minutes of the Regular Council Meeting held January 27, 2025 be approved as presented.

**Carried**

Mayor Graham recessed 1:12 p.m. until 1:22 p.m. to address technical issues with the livestream in Council Chambers.

**8. Minutes from Committees and Boards**

**8.1 Millbrook Valley Trails Advisory Committee Meeting Minutes of November 25, 2024**

R-2025-43

Moved by: Edgerton

Seconded by: Huntley

That the minutes of the Millbrook Valley Trails Advisory Committee Meeting held November 25, 2024 be approved as presented.

**Carried**

**8.2 Cavan Monaghan Public Library Board Meeting Minutes of December 17, 2024**

R-2025-44

Moved by: Huntley

Seconded by: Edgerton

That the minutes of the Cavan Monaghan Public Library Board Meeting held December 17, 2024 be received for information.

**Carried**

**9. Reports**

**9.1 Report - Corporate Services 2025-02 Community Safety and Well-Being Plan Update**

R-2025-45

Moved by: Edgerton

Seconded by: Byrne

That Council receive Report Corporate Services 2025-02 Community Safety and Well-being Plan 2024 Update for information.

**Carried**

**9.2 Council/Committee Verbal Reports**

Councillor Byrne spoke the Annual Review prepared by the Kawartha Conservation Authority outlining the progress to date, noting he left a copy at reception.

Deputy Mayor Huntley spoke to the initiatives underway by the Sustainability Advisory Committee including tree planting and the preparations for Earth Day Awareness.

Mayor Graham thanked Chief Carr for the invitation to attend the swearing in ceremony stating it was a pleasure to attend and an honour to be included.

R-2025-46

Moved by: Byrne

Seconded by: Huntley

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

**Carried**

**10. General Business**

There was no General Business.

**11. Correspondence for Information**

There was no Correspondence for Information.

**12. Correspondence for Action**

There was no Correspondence for Action.

**13. By-laws**

**13.1 By-law No. 2025-06 Official Plan Amendment No. 18 - 2166 North Monaghan Parkway**

**13.2 By-law No. 2025-07 Zoning By-law Amendment - 2166 North Monaghan Parkway**

R-2025-47

Moved by: Byrne

Seconded by: Edgerton

That By-law No. 2025-06 Official Plan Amendment No. 18 - 2166 North Monaghan Parkway and By-law No. 2025-07 Zoning By-law Amendment - 2166 North Monaghan Parkway be read a first, second and third time and passed this 3<sup>rd</sup> day of February signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**14. Unfinished Business**

There was no Unfinished Business.

**15. Notice of Motion**

There were no Notices of Motion.

**16. Confirming By-law**

**16.1 By-law No. 2025-08 being a by-law to confirm the proceedings of the meeting held February 3, 2025**

R-2025-48

Moved by: Edgerton

Seconded by: Byrne

That By-law No. 2025-08 being a by-law to confirm the proceedings of the meeting held February 3, 2025 be read a first, second and third time and passed this 3<sup>rd</sup> day of February signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**17. Adjournment**

R-2025-49

Moved by: Huntley

Seconded by: Byrne

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:28 p.m.

**Carried**

---

**Matthew Graham**  
**Mayor**

---

**Cindy Page**  
**Clerk**

**Minutes**  
**The Township of Cavan Monaghan**  
**Sustainability Advisory Committee Meeting**  
**Friday, December 13, 2024**  
**1:00 p.m.**  
**Council Chambers – Hybrid Room**

**Those members in attendance:**

Leslie Bilcox                      Chair (remotely)  
Amanda Newell  
Lisa Crawford  
Craig Onafrychuk                (joined at 1:19 p.m.)  
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  
Brigid Ayotte                      Economic Development and Communications Officer

**1. Call to Order**

Chair Leslie Bilcox called the meeting to order at 1:04 p.m.

**2. Land Acknowledgement**

Chair Leslie Bilcox recited the land acknowledgement.

**3. Approval of the Agenda**

Moved by: Huntley

Seconded by: Crawford

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	
Crawford	X	
<b>Results</b>	<b>4</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 September 20, 2024**

Moved by: Newell

Seconded by: Crawford

That the minutes of the Sustainability Advisory Committee meeting held September 20, 2024, be approved as presented.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Crawford	X	
Bilcox	X	
Newell	X	
Huntley	X	
<b>Results</b>	<b>4</b>	<b>0</b>

Carried

**6. Presentations**

Moved by: Crawford

Seconded by: Huntley

That the presentation by Norm Lamothe be deferred until he arrives.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Bilcox	X	
Crawford	X	
Newell	X	
Huntley	X	
<b>Results</b>	<b>4</b>	<b>0</b>

Carried

Craig Onafrychuk joined the meeting at 1:19 p.m.

**6.2 Amanda Newell – 30 by 30 Nature Conservation Initiative**

Moved by: Huntley

Seconded by: Crawford

That the Sustainability Advisory Committee receive the presentation from Amanda Newell on the 30 by 30 Nature Conservation Initiative for information.

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

**Carried**

**6.1 Norm Lamothe – Soil Regeneration and Agricultural Biochar Processing**

Moved by: Newell

Seconded by: Huntley

That the Sustainability Advisory Committee receive the presentation from Norm Lamothe on Soil Regeneration and Agricultural Biochar Processing for information.

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

**Carried**

**7. General Business**

**7.1 2024 Work Plan**

Moved by: Newell

Seconded by: Crawford

That the Sustainability Advisory Committee approve the updates for the Work Plan.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Bilcox	X	
Newell	X	
Huntley	X	
Crawford	X	
<b>Results</b>	<b>4</b>	<b>0</b>

**Carried**

Craig Onafrychuk left the meeting at 2:45 p.m.

**7.2 2025 Meeting Schedule Discussion**

Moved by: Huntley

Seconded by: Newell

That the Sustainability Advisory Committee approve the 2025 Meeting Schedule.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Crawford	X	
Bilcox	X	
Newell	X	
Huntley	X	
<b>Results</b>	<b>4</b>	<b>0</b>

**Carried**

**8. Adjournment**

Moved by: Huntley

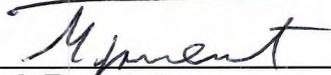
Seconded by: Crawford

That the Sustainability Advisory Committee adjourn at 3:00 p.m.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Huntley	X	
Crawford	X	
Bilcox	X	
Newell	X	
<b>Results</b>	<b>4</b>	<b>0</b>

**Carried**

  
 \_\_\_\_\_  
**Leslie Bilcox**  
 Chair

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



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	February 18, 2025
<b>From:</b>	Jessica Fradley, Water Wastewater Technician Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2025-01
<b>Subject:</b>	Drinking Water Quality Management System (DWQMS) - Millbrook Water System

### Recommendations:

1. That Council endorse the contents of the Limited Scope DWQMS Operational Plan for the Millbrook Water System as step one of the Accreditation process; and
2. That Top Management, as defined in the Operational Plan, be delegated authority to endorse changes to the Operational Plan of minor or administrative nature.

### Overview:

The Ontario Safe Drinking Water Act, 2002 mandates that an Accredited Operating authority oversee all municipal residential drinking water systems. To become an Operating Authority the municipality must implement an Operational Plan that follows the Ministry of Environment’s Ontario Drinking Water Quality Management Standards (DWQMS).

The Accreditation process consists of two (2) steps. Step one is to obtain Limited Scope Accreditation, which involves creating and reviewing an initial limited version of the Operational Plan. This enables authorities to begin operating while the Full Scope Operational Plan is being developed. Step two is to complete the Full Scope Operational Plan within six (6) months of obtaining Limited Scope Accreditation. The following chart outlines the requirements between Limited Scope Accreditation, and Full Scope. The elements in bold are the nine (9) required for Limited Scope Accreditation:

DWQMS elements	Operational plans contents: <b>limited scope—transitional</b>	Operational plans contents: <b>full scope—entire DWQMS</b>
1. Quality Management System	N/A	Yes
2. Quality Management System Policy	N/A	Yes
<b>3. Commitment and Endorsement</b>	<b>Yes</b>	Yes

<b>4. Quality Management System Representative</b>	<b>Yes</b>	Yes
5. Document and Records Control	N/A	Yes
<b>6. Drinking Water System</b>	<b>Yes</b>	Yes
7. Risk Assessment	N/A	Yes
8. Risk Assessment Outcomes	N/A	Yes
<b>9. Organizational Structure, Roles, Responsibilities and Authorities</b>	<b>Yes</b>	Yes
10. Competencies	N/A	Yes
<b>11. Personnel Coverage</b>	<b>Yes</b>	Yes
12. Communications	N/A	Yes
<b>13. Essential Supplies and Services</b>	<b>Yes</b>	Yes
14. Review and Provision of Infrastructure	N/A	Yes
15. Infrastructure Maintenance, Rehabilitation and Renewal	N/A	Yes
<b>16. Sampling, Testing and Monitoring</b>	<b>Yes</b>	Yes
<b>17. Measurement and Recording Equipment Calibration and Maintenance</b>	<b>Yes</b>	Yes
<b>18. Emergency Management</b>	<b>Yes</b>	Yes
19. Internal Audits	N/A	Yes
20. Management Review	N/A	Yes
21. Continual Improvement	N/A	Yes

As water and wastewater services transition from The City of Peterborough to the Township on April 1, 2025, the Township will assume the role of the Operating Authority. Accreditation is granted following an audit of the DWQMS Operational Plan by an approved third-party Accreditation Body. The Township has enlisted NSF International Strategic Registrations (NSF-ISR) for this audit process. NSF-ISR has previously audited the City of Peterborough and is already familiar with the Township’s systems and current Operational Plan. The Township’s new Operational Plan closely mirrors the existing one for the system in place.

The auditor will evaluate nine (9) of the twenty-one (21) elements in the Operational Plan for compliance with DWQMS requirements, issuing a Certificate of Accreditation (Limited Scope Transitional). Within six (6) months of receiving this certificate, the Township will apply for full-scope accreditation, which will involve a systems audit and on-site verification of all 21 DWQMS elements.

NSF-ISR is scheduled to conduct the limited scope audit of the Township’s Operational Plan on February 24, 2025. Element three (3) of the Ontario DWQMS, titled "Commitment and Endorsement," requires confirmation, through a Council resolution. Additionally, this Commitment and Endorsement must be signed by the Top Management of the Operating Authority, which includes the Chief Administrative Officer, Director of Finance/Treasurer and the Director of Public Works. It is recommended that the authority approve minor and administrative changes to the Operational Plan be delegated to Top Management, allowing for prompt updates when necessary.

A subsequent report will be presented to Council in the coming months to seek endorsement of the remaining DWQMS elements in preparation for the Full Scope Accreditation audit.

**Financial Impact:**

Costs associated with the Accreditation audits are accounted for within the 2025 Water and Wastewater Operational Budget.

**Attachment:**

1. DWQMS Limited Scope Operational Plan – Millbrook Drinking Water System

Respectfully Submitted by,

Jessica Fradley,  
Water Wastewater Technician

Wayne Hancock  
Director of Public Works

Reviewed by,

Yvette Hurley  
Chief Administrative Officer



## **Drinking Water Quality Management System**

### **Operational Plan**

#### **Limited Scope**

#### **Millbrook Drinking Water System**

**February 2025, Version 1**

# DWQMS Operational Plan



## Table of Revisions

<b>Revisions #</b>	<b>Date</b>	<b>Section</b>	<b>Change</b>	<b>Approved By</b>
0	February 2025	3,4,6,7,11,13, 16,17,18	Developed Operational Plan for Limited Scope Transitional (LST) Audit	W. Hancock

**Table of Contents**

**3. Commitment and Endorsement .....4**

**4. Quality Management System Representative .....5**

**6. Drinking Water System .....6**

**9. Organizational Structure, Role, Responsibilities and Authorities .....8**

**11. Personnel Coverage ..... 12**

**13. Essential Supplies and Services ..... 13**

**16. Sampling, Testing and Monitoring ..... 15**

**17. Measurement and Recording Equipment Calibration and Maintenance ..... 18**

**18. Emergency Management ..... 20**

### 3. Commitment and Endorsement

#### 1. Purpose

To communicate the Owner and Top Management's commitment to and enforcement of the Quality Management System described in this operational plan.

#### 2. Commitment and Endorsement

In accordance with Element 3 of the Drinking Water Quality Management Standard, the Township of Cavan Monaghan, as the Owner and Top Management, supports the implementation and maintenance of the Drinking Water Quality Management System (DWQMS), as documented in this Operational Plan. This Commitment by Top Management extends beyond agreement in principle to active participation in the development and/or review of policies that promote continual improvement. Endorsement by the Owner and Top Management acknowledged the need for and supports the provision of sufficient resources to maintain the DWQMS.

#### Top Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer  
Yvette Hurley

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Public Works  
Wayne Hancock

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance/Treasurer  
Kimberley Pope

## **4. Quality Management System Representative**

### **1. Purpose**

To identify the role of the Quality Management System (QMS) Representative for the Township of Cavan Monaghan and describe the specific responsibilities and authorities placed upon the Representative.

### **2. Quality Management System Representative**

The Water Wastewater Technician, Township of Cavan Monaghan, was appointed by Top Management to the role of QMS Representative for the Millbrook Municipal Water System.

The QMS Representative holds the following responsibilities and authorities (irrespective of other responsibilities):

- Administers the QMS by ensuring that processes and procedures needed for the QMS are established and maintained.
- Report to Top Management on the performance of the QMS and any need for improvement.
- Ensure that the current version of documents required by the QMS are being used at all times.
- Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the drinking water system.
- Promote awareness of the QMS throughout the operating authority.
- The Director of Public Works, Township of Cavan Monaghan shall be designated as the alternate QMS Representative.

### **3. Related Documents**

Drinking Water Quality Management Standard – Element 4

## 6. Drinking Water System

### 1. Purpose

To describe the Millbrook drinking water system owned and operated by the Township of Cavan Monaghan. It is the responsibility of the Quality Management System (QMS) Representative to ensure that this procedure is kept current.

### 2. Name of Owner and Operating Authority

The Corporation of the Township of Cavan Monaghan owns and operates the Millbrook Drinking Water System. Mayor and Members of Council are the Owners of the Drinking Water System (DWS) and the Public Works Department is the Operating Authority.

### 3. Description of Drinking Water System

The Millbrook municipal water system obtains its water from three (3) drilled municipal wells; Well No. 1, Well No. 2 and Well No. 3. The 3 wells are not under the direct influence of surface water.

#### Well No. 1

A 250 mm Diameter 30 m deep ground water production well, located approximately 40m north of King Street at a point approximately 33 meters west of George Street intersection (NAD 17:UTM Zone 17:0703038.00E, 4891261.00 N). Equipped with a submersible vertical turbine well pump capable of delivering 1500L/min at a Total Dynamic Head (TDH) of 64m, driven by a 30HP electric motor, discharging to a well pump house. Well No. 1 is equipped with a magnetic flow meter, a flow control valve and a 150mm diameter gated/valved overflow line installed in the existing pumphouse.

#### Well No. 2

A 250 mm Diameter 30 m deep ground water production well, located in a 1.75 m by 2.06 m pump chamber (NAD 17:UTM Zone 17:070344.00 E, 4891258.00 N) equipped with a submersible vertical turbine well pump capable of delivering 1500 L/min at a THD of 64 m, driven by a 30 HP electric motor, discharging header complete with a magnetic flow meter, a flow control valve and a 150 mm diameter gated/valved overflow line installed in the existing pumphouse.

#### Well No. 3

A 254 mm Diameter 31 m deep ground water production well, located outside the main pumping station (NAD 17:UTM Zone 17:4891250.00 E, 703060.00 N) housed in a 1.75 m by 2.06 m concrete chamber. Equipped with a submersible vertical turbine well pump capable of delivering 1500L/min at a TDH of 64 m, driven by a 22.5 kW electric motor. There is a 150 mm diameter discharge header provided from Well No. 3 pump chamber to the existing 150 mm common discharge header in the existing Well No. 1 pumping station, complete with a flow control valve, magnetic flow meter and a 150 mm diameter gated/valved overflow line installed in the existing pumphouse.

In 2023, Well No. 3 was re-lined due to a faulty casing found during routine cleaning and inspection. The liner is a 200mm, 304 stainless steel liner lowered to a depth of 25.2m and grouted in place.

### **Pumphouse**

A 5.5 m by 5.5 m well pumphouse is located over Well No. 1 (NAD 17:UTM Zone 17:0703038.00 E, 4891261.00 N) housing a submersible vertical turbine well pump, a 150 mm discharge header, treatment and control facilities include.

### **Disinfection**

The chlorination system uses sodium hypochlorite solution and consists of one 400 L chemical solution tank. The chemical feed system includes 2 paced-to-flow chemical metering pumps (1 duty, 1 standby) each rated at 291 L/day, complete with related instrumentation, piping, valves, mechanical and electrical equipment, and appurtenances, auto switch-over capability, 4- 20 mA signal flow meter on common treated water discharge line, a turbidity analyzer, and a chlorine residual analyzer, complete with related sampling lines connecting from the 250 mm diameter common discharge header. The system is equipped with a low chlorine residual alarm and pump shut off mechanism to prevent low chlorine or unchlorinated water to be distributed to consumers.

The chlorine contact serpentine includes 71 m of 900 mm diameter watermain at the pumphouse site, complete with a 25 mm diameter air release line to the air release valve within the pumphouse, all associated appurtenances and sample lines to the chlorine residual analyzer.

### **Water Distribution**

The water distribution system is comprised of the watermains having diameters of 150 mm, 200 mm, and 250 mm. There is a 2600 m<sup>3</sup> capacity standpipe beside the Booster Pumping Station located behind the Township office on County Road 10 that provides fire water storage and maintains pressure in the distribution system. The Booster pumping station office provides operational and emergency water pressure to the North portion of Millbrook. Fire hydrants and isolating valves are located throughout the distribution network. The distribution system consists of looped water mains as well as branched connections with several dead ends. Water mains are flushed once annually.

### **Operational Challenges and Threats**

Use of distribution system for firefighting may result in increased flows. Contact times may be reduced if flows exceed Contact Time (CT) calculation parameters.

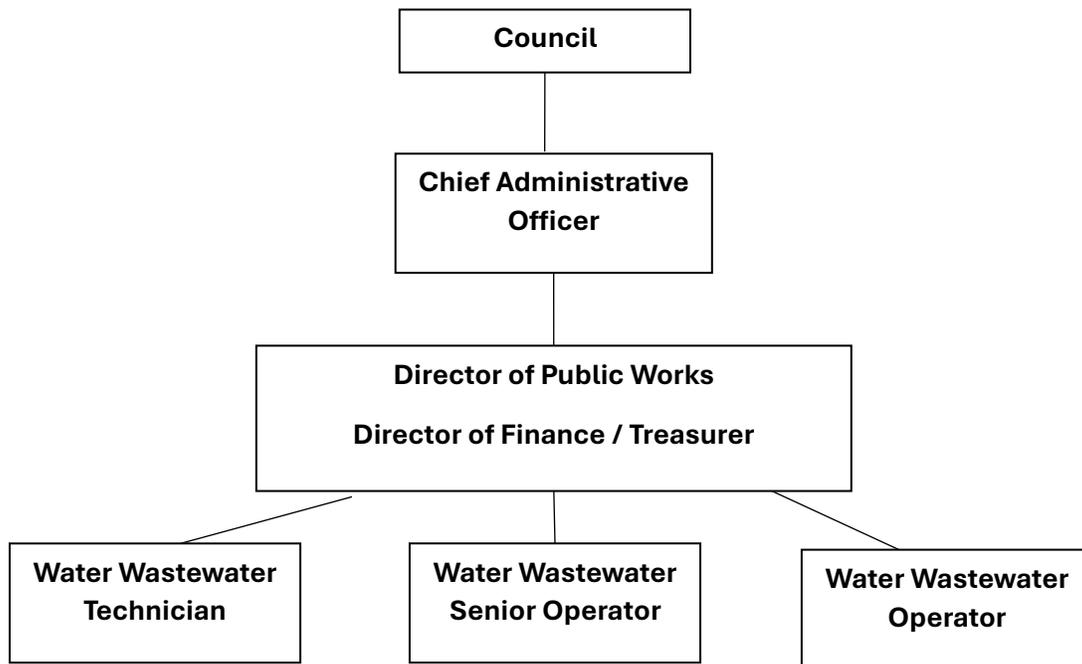
## 9. Organizational Structure, Role, Responsibilities and Authorities

### 1. Purpose

To document a procedure ensuring that the Owner, Operating Authority and Top Management are defined. The organizational structure of the Operating Authority is described as well as the roles, responsibilities and authorities of Top Management and key Positions within the Operating Authority.

### 2. Organizational Structure, Roles, Responsibilities and Authorities

<b>Owner</b>	Mayor and Members of the Township of Cavan Monaghan Council
<b>Operating Authority</b>	Public Works Department
<b>Top Management</b>	Chief Administrative Officer, Director of Public Works, Director of Finance/ Treasurer
<b>QMS Representative</b>	Water Wastewater Technician



## DWQMS Operational Plan



Title	Responsibility	Authority
<p><b>Mayor and Members of Council (Owner)</b></p>	<ul style="list-style-type: none"> <li>• Endorse and support the DWQMS Operational Plan and related documentation.</li> <li>• Provide resources and system infrastructure, as necessary, to provide safe drinking water in compliance with all applicable legislation.</li> <li>• Represent the drinking water system to the end users.</li> <li>• Prescribe requirements and monitor operations of the drinking water system to ensure safe clean drinking water is provided to all consumers.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide and maintain financial integrity, accountability and transparency.</li> <li>• Ensure competent personnel manage the drinking water system.</li> </ul>
<p><b>Chief Administrative Officer (Top Management)</b></p>	<ul style="list-style-type: none"> <li>• Endorse and support the DWQMS Operational Plan and related documentation.</li> <li>• Ensuring the QMS is implemented and maintained, and the Operating Authority is accredited.</li> <li>• Leadership and general management of the Township, acting as key advisor and liaison to Council.</li> <li>• Ensure competent Management is in place to run and oversee the system.</li> <li>• Obtaining resources or infrastructure as necessary from the Owner.</li> <li>• Owner representative during emergency situations.</li> <li>• Lead for providing information to the public and media, if required, during emergency situation.</li> <li>• Required to attend Management Review meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Recommend and/or implement improvements/changes to the drinking water system.</li> <li>• Designate responsibilities as appropriate.</li> </ul>
<p><b>Director of Public Works (Top Management)</b></p>	<ul style="list-style-type: none"> <li>• Endorse and support the DWQMS Operational Plan and related documentation.</li> <li>• Overall responsibility for the Public Works Department.</li> <li>• Reporting the DWS performance and operations status to the Owner.</li> <li>• Obtain resources or infrastructure as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Designate responsibilities as appropriate.</li> <li>• Allocation of resources provided</li> <li>• Approval of hiring all personnel staff for the Public Works Department.</li> <li>• Approve and implement standard operating procedures, policies and</li> </ul>

## DWQMS Operational Plan

	<ul style="list-style-type: none"> <li>• Leads general and financial management of the Public Works Department.</li> <li>• Assess road, water, wastewater, environmental, and transportation infrastructure needs.</li> <li>• Oversees preparation of and recommends annual operating and capital budgets.</li> <li>• Communicate emergencies to CAO as required.</li> <li>• Overall responsibility for staff safety.</li> <li>• Lead for managing emergencies.</li> <li>• Required to attend Management Review meetings.</li> <li>• Alternate QMS Representative.</li> </ul>	<p>related documentation within the department.</p>
<p style="text-align: center;"><b>Water Wastewater Technician (QMS Representative)</b></p>	<ul style="list-style-type: none"> <li>• Development of drinking water operational plans and procedures.</li> <li>• Update and maintain Operational Plan.</li> <li>• Maintain regulatory compliance within the Public Works Department.</li> <li>• Budget development for the DWS.</li> <li>• Training and development of staff.</li> <li>• Complete Internal Audit process.</li> <li>• Annual Risk Assessment procedure review</li> <li>• Appointed QMS Representative by Top Management through job description.</li> <li>• Develop, implement, and maintain the QMS in accordance with the DWQMS.</li> <li>• Report on the effectiveness of the QMS to Top Management.</li> <li>• Promote the QMS throughout the DWS.</li> <li>• Chair the Management Review meetings.</li> <li>• Maintaining compliance in the DWS.</li> <li>• Complete regulatory reporting under the SDWA and all other applicable legislation/ regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting any adverse water quality incidents to regulatory agencies, and Top Management.</li> <li>• Development and implement policies and procedures.</li> <li>• To perform all defined responsibilities in the QMS.</li> <li>• Chair the Management Review meetings.</li> </ul>
<p style="text-align: center;"><b>Water Wastewater Senior Operator</b></p>	<ul style="list-style-type: none"> <li>• Designated Overall Responsible Operator (ORO) for the Township's DWS.</li> <li>• Schedule work assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Designate responsibilities as required.</li> </ul>

## DWQMS Operational Plan

	<ul style="list-style-type: none"> <li>• Ensure water quality and quantity to consumers.</li> <li>• Monitor water quality and demand.</li> <li>• Supervision of operations and maintenance staff.</li> <li>• Coordinates and directs the day-to-day operations and maintenance of the drinking water system.</li> <li>• Maintain operational parameters of the DWS.</li> </ul>	
<b>Water Wastewater Operator</b>	<ul style="list-style-type: none"> <li>• Perform specified duties as directed as per training and/or directed by superiors.</li> <li>• Maintain operational parameters of the DWS.</li> <li>• Maintain or repair machinery and equipment where qualified.</li> <li>• Designated operator in charge (OIC) where appropriate.</li> <li>• Follows duties as assigned in the QMS.</li> <li>• Maintain operator’s license and training as per MECP requirements.</li> <li>• Report and act upon nonconformance’s and corrective actions.</li> <li>• To perform response and recovery activities as directed.</li> <li>• Alternate ORO as assigned by the Foreman.</li> </ul>	<ul style="list-style-type: none"> <li>• Operate and maintain the DWS under direction of the Director of Public Works and Senior Operator.</li> <li>• Identify problems within the DWS.</li> <li>• To perform all defined responsibilities in the QMS.</li> </ul>

## 11. Personnel Coverage

### 1. Purpose

To ensure the continuous coverage and availability of personnel for the Millbrook Water System to address all issues that directly affect drinking water quality.

### 2. Personnel Coverage During Normal Working Hours

Staff coverage is aligned with the requirements of the Safe Drinking Water Act, 2002, O. Reg 128/04 Certification of Drinking Water System Operators and Water Quality Analysts and O Reg. 170/03 Drinking Water Systems.

The Millbrook Drinking Water System is a Class II Water Distribution and Supply system, and therefore the overall responsible operator (ORO) must also hold a minimum Class II Certificate or higher. An operator with a certificate one class lower than the class of the system may assume the ORO responsibility for up to 150 days a year as a back-up when the ORO with the required qualifications is absent or unable to act. If required, a third-party ORO may be contracted.

The ORO must always be available by phone.

Regular hours are 7:00am-5:00pm Monday - Friday. There is a minimum of one operator designated to the water system at any given time.

### 3. Afterhours, Weekends and Holidays

Operators with Operator-in-Training (OIT) Water Distribution and Supply licenses are on a rotating on-call schedule to cover after hours, weekends and holidays. All on-call operators will carry a Township provided cell phone. The schedule will be determined by the Director of Public Works. If the on-call operator requires regulatory or technical support they are to call the ORO.

### 4. Callout Sequence and Back-up Plan

After-hours calls are fielded by an answering service and sent to the appropriate on-call operator. If the on-call operator cannot be reached, a call will be made to staff in the following order:

- a. ORO, if not the operator on call
- b. DWQMS Representative
- c. Director of Public Works

### 5. Staff Shortages

In the event of a staff shortage due to unforeseen circumstances, other staff with the proper level of certification may operate the water system. In certain Emergency Situations, certain people not holding an applicable operators certificate may be able to temporarily operate the system as outlines in O.Reg 128/04 Section 13.

### 13. Essential Supplies and Services

#### 1. Purpose

To ensure that all suppliers and service providers used by the Township of Cavan Monaghan for the Millbrook Water System meet all quality and regulatory requirements to provide safe and reliable drinking water to all customers.

#### 2. Essential Supplies and Services

The information related to the essential suppliers and service providers is reviewed annually as part of the Operational Plan review. This ensures that information is current and that any updates to the essential supplies and services plan are communicated to appropriate personnel.

All process chemicals must meet applicable National Sanitation Foundation (NSF), American Water Work Association (AWWA) and American National Institute (ANSI) standards. Proof of chemical products must be provided to the operator upon delivery.

All testing conducted at laboratories must be done at laboratories that are accredited to ISO17025 standards.

Staff verify on an on-going basis, that product shipments meet the quality requirements. When deliveries from suppliers are non-conforming, they are not accepted and returned to the supplier.

The following table lists some of the essential supplies and service providers along with quality requirements:

Essential Supply or Service	Method for Procurement	Quality Requirements
Laboratory Services	<ul style="list-style-type: none"> <li>• Sample containers and chain of custody (C of C) provided by the lab</li> <li>• Water samples taken by operator with completed C of C</li> <li>• Results provided to Township</li> </ul>	<ul style="list-style-type: none"> <li>• Lab accredited to ISO 17025 and licenses by MECP</li> </ul>
Parts and Equipment	<ul style="list-style-type: none"> <li>• Rental, back-up and replacement equipment and parts</li> </ul>	<ul style="list-style-type: none"> <li>• Township staff confirms quality prior to receiving delivery</li> <li>• NSF 61 Certification</li> <li>• Packing slips confirming products delivered meet requirements</li> </ul>

## DWQMS Operational Plan



Treatment Chemicals	<ul style="list-style-type: none"> <li>• Minimum quantity of chemicals at all times</li> <li>• Delivery schedule set and agreed to by supplier and Township</li> <li>• Proper delivery and transport following all health and safety protocols Certificate of Analysis (c of A)</li> </ul>	<ul style="list-style-type: none"> <li>• C of A confirming chemical composition and concentration</li> <li>• NSF 60 certification</li> <li>• Operator verifies conformity prior to receiving chemicals</li> </ul>
Calibration Services	<ul style="list-style-type: none"> <li>• Scheduled annually</li> </ul>	<ul style="list-style-type: none"> <li>• Authorized to service manufacturer's equipment</li> <li>• Certificate of calibration/service provided</li> </ul>

### 3. Related documents

Drinking Water Management Standard – Element 13

## 16. Sampling, Testing and Monitoring

### 1. Purpose

The purpose of this procedure is to ensure that sampling, testing, and monitoring conducted for the Millbrook Drinking Water System (DWS) is performed in a manner that meets and/or exceeds regulatory requirements.

### 2. Sampling, Testing and Monitoring

Sampling and analysis of the drinking water falls under two categories:

- a. Regulatory Sampling
- b. Operational or process monitoring and control

All sampling programs, including frequency, sampling, testing, and monitoring meet the requirements of the Safe Drinking Water Act (SDWA). All samples collected under O.Reg 170/03 shall only be analyzed by an accredited laboratory. Approved laboratories are found in the list of Essential Suppliers and Services found within the Emergency and Contingency List. regulatory drinking water testing must be performed by a laboratory that is licensed by the Ministry of Environment Conservation, and Parks (MECP). The water quality sampling program is to be reviewed on an annual basis to ensure the legally required number of samples are being taken based on population.

### 3. Sampling Protocol

- a. All samples collected within the DWS are to be collected by a Township operator or a Township approved qualified professional.
- b. Samples for Treated Water are to be taken from the point at which water enters the drinking water system's distribution system following full treatment.
- c. Samples for Raw Water are to be taken from a point prior to the addition of chlorine.
- d. Bacteriological sampling, including chlorine residuals, are completed weekly throughout the distribution system by the Township's operators. Locations are outlined in the table below.
- e. All samples taken for laboratory analysis are grab samples.
- f. Each sample taken for microbiological analysis, another sample must be taken at the same time and location immediately and tested for free residual chlorine.
- g. When samples are taken, the following information must be recorded on the Chain of Custody form: date, time, location, name of sampler.
- h. If an on-site operational check is performed, this result is also to be recorded on the form.
- i. All instructions provided by the laboratory must be followed for sampling, storage, preservation, and transportation. These instructions follow the MECP

## DWQMS Operational Plan

protocol titled "Practices for the Collection and Handling of Drinking Water Samples".

- j. All tests that are recorded by continuous monitoring equipment must be examined by a certified operator within 72 hours after the tests are conducted.

### Sampling Schedule

Location	Regulatory Testing	Operational Testing
<b>Raw Well</b> <ul style="list-style-type: none"> <li>• Well 1</li> <li>• Well 2</li> <li>• Well 3</li> </ul>	<b>Weekly</b> <ul style="list-style-type: none"> <li>• Total Coliforms</li> <li>• E. coli</li> <li>• Heterotrophic Plate Count</li> </ul>	<b>Weekly</b> <ul style="list-style-type: none"> <li>• Turbidity</li> </ul>
<b>Treated Water</b>	<b>Continuous</b> <ul style="list-style-type: none"> <li>• Free Choline</li> </ul> <b>Weekly</b> <ul style="list-style-type: none"> <li>• Total Coliforms</li> <li>• E. coli</li> <li>• Heterotrophic Plate Count</li> </ul> <b>Quarterly</b> <ul style="list-style-type: none"> <li>• Nitrite</li> <li>• Nitrate</li> <li>• THM</li> <li>• HAA</li> </ul> <b>Annually</b> <ul style="list-style-type: none"> <li>• Sodium</li> <li>• Schedule 23 Reg 170/03</li> <li>• Schedule 24 Reg 170/03</li> </ul> <b>Every 5 years</b> <ul style="list-style-type: none"> <li>• Floride</li> </ul>	<b>Continuous</b> <ul style="list-style-type: none"> <li>• Turbidity</li> </ul>
<b>Distribution System</b> <ul style="list-style-type: none"> <li>• Tupper St</li> <li>• Huston St</li> <li>• Brookside St</li> <li>• Gravel Rd</li> </ul>	<b>Weekly</b> <ul style="list-style-type: none"> <li>• Total Coliforms</li> <li>• E. coli</li> <li>• Heterotrophic Plate Count</li> </ul>	<b>Weekly</b> <ul style="list-style-type: none"> <li>• Free chlorine</li> </ul>

### 4. Monitoring

The Millbrook DWS is operated by a supervisory control and data acquisition (SCADA) system. This system will instantaneously send an alarm to notify the on-call operator of any occurrences requiring attention.

## **5. Challenging Conditions**

Increased water quality sampling and/or testing may occur during times of adverse conditions (i.e., during corrective actions associated with adverse test results) or during periods which may increase risks to the drinking water system (i.e., during system repairs). Additional sampling and testing in these conditions may include sampling for microbiological parameters or conducting field tests for free chloring residual, pH and/or turbidity.

When and existing watermain has been repaired, operators shall complete sampling, testing and monitoring to the discretion of the ORO.

## **6. Adverse Sample Results**

The licensed laboratory that is contracted to provide testing shall provide immediate verbal notification to the Township in the event of an adverse test result. The Township then provides immediate verbal notification to Peterborough Public Health, the MECP Spills Action Centre and the owner.

## **7. Sampling of New Watermains**

Operators or approved qualified professionals conduct all the sampling of new watermains within Millbrook. All samples will be collected as per O.Reg 170/03 and are collected after the watermain has been cleaned and disinfected as outlined in the Watermain Disinfection Procedure published by the MECP.

## **8. Records**

All laboratory results are sent directly from the lab to the Township and stored electronically. Free residual chlorine, pH alkalinity, turbidity and /or temperature test results may be recorded in logbooks, within lab results or on Chains of Custody. Sampling, testing, and monitoring results are reviewed regularly by Management and communicated with the Owner through regular quarterly updates as well as the Annual Report for the drinking water system. All sampling and testing records are managed in accordance with QMS-05 (Document and Record Control System Procedure).

## **9. Related Documents**

Drinking Water Management Standard - Element 16

Standard Operating Procedure- Reporting Adverse Water Quality Results

## 17. Measurement and Recording Equipment Calibration and Maintenance

### 1. Purpose

To ensure the calibration and maintenance of measurement and recording equipment. Measuring accuracy of this equipment is essential to provide quality drinking water to consumers while meeting or exceeding regulatory requirements.

### 2. Scope

This procedure is applicable to measuring and recording equipment used at the Millbrook drinking water system. This procedure covers the following equipment:

- Flow meters
- Level Transmitters
- On-line Chlorine residual analyzer
- On-line turbidimeter
- Portable colorimeter
- Portable turbidimeter

### 3. Responsibilities

The QMS Representative is responsible for creating and maintaining the verification, calibration, and maintenance schedule. Staff with the appropriate license are responsible for performing routine maintenance and calibration. Certified technicians shall be used for certain annual calibrations and for non-routine repairs. All maintenance and calibrations performed are recorded in the appropriate logbook.

### 4. Procedure

The frequency of calibration shall be at least that which is required by 0. Reg 170/03 or suggested by the manufacturer, whichever is most frequent. If monitoring equipment is dropped or damaged, the equipment shall be verified and/or calibrated and repaired if required before being put back into service.

All calibration and maintenance shall be performed according to manufacturer's instructions and shall be recorded in the applicable logbook.

**5. List of equipment**

<b>Monitoring Parameter and Location</b>	<b>Equipment</b>	<b>Calibrations Schedule</b>	<b>Calibration Technician</b>	<b>Calibration Method</b>
<b>Free Chlorine Residual x2</b> Wellhouse	On-line	Daily Annually	Operator Certified Technician	Comparative
<b>Turbidity</b> Wellhouse	On-line	Quarterly Annually	Operator Certified Technician	Comparative
<b>Flow</b> Well 1 Well 2 Well 3	Magnetic Flow Meter	Annually	Certified Technician	
<b>Flow</b> Wellhouse	Flow Meter	Annually	Certified Technician	
<b>Free Chlorine Residual</b> Distribution System	Portable Colorimeter	Quarterly Annually	Operator Certified Technician	Comparative
<b>pH</b>	Portable pH Meter	Daily	Operator	According to manufacturer directions
<b>Turbidity</b>	Portable Turbidimeter	Quarterly Annually	Operator Certified Technician	Comparative

**6. Related Documents**

Drinking Water Management Standard - Element 17

Associated equipment manuals

## 18. Emergency Management

### 1. Purpose

To document a procedure to maintain a state of emergency preparedness, including:

- A list of potential emergency situations or service interruptions
- A process for emergency response and recovery
- Emergency response training and testing requirements
- Owner and Operating Authority responsibilities during emergency situations
- References to municipal emergency planning measures
- An emergency communication protocol and an up-to-date list of emergency contacts.

This procedure shall include all potential emergency situations or service interruptions for the Township of Cavan Monaghan DWS.

Should a drinking water-related emergency go beyond the scope of this procedure, the Township of Cavan Monaghan Emergency Response Plan shall take precedence.

### 2. Procedure

1. The Risk Assessment Procedure shall be used for identifying potential emergency situations that may arise.
2. Sources of information for identifying potential emergencies may include but are not limited to:
  - Ministry of the Environment and Parks (MECP) inspections
  - DWQMS Internal/External Audits
  - Records of past emergencies
  - Health and Safety reviews
  - Water Operator observations

### Potential Emergencies

3. The ability to respond rapidly and correctly in the event of an emergency will assist in protecting users of the system, prevent additional complications, and reduce costs. Both the Director of Public Works and the Water Wastewater Technician shall have certification in basic emergency management training.

<b>Potential Emergency or Service Interruptions</b>
Loss of raw water supply
Fire at Water Treatment Plant
Loss of essential supply
Terrorism, vandalism, security of infrastructure (cybersecurity)
Pandemic or staff shortage

## DWQMS Operational Plan

Severe Storm
SCADA and communication failure
Loss of power, generator failure (extended)
Low pressure in distribution system
Adverse water quality advisory
Flood
Drought
Well pump failure
Improper disinfection
Major/minor watermain break
Loss of standpipe supply

Response and contingencies to all the above-mentioned potential emergency or service interruptions may be referenced or found within the Risk Assessment Outcomes table.

### Emergency Response and Recovery

4. Overall emergency response and recovery shall be the responsibility of the Overall Responsible Operator (ORO). The Owner shall be notified in the event that water quality poses a health risk to consumers and a boil/drinking water advisory of drinking water must be issued.
5. The ORO shall communicate all adverse water quality event(s)/result(s) to the Director of Public Works and the CAO (Top Management) by email indicating the nature of the event and corrective action(s) taken. Within a twenty-four (24) hour period or when reasonably possible, both the Director of Public Works and CAO (Top Management) shall respond to the ORO confirming that they have received the notification of adverse water quality. All sampling, testing and monitoring results are available to the Owner upon request at the Municipal Office.

### Township of Cavan Monaghan Emergency Response Plan:

6. The Township emergency plan takes effect when the emergency is defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude require a controlled and coordinated response by a number of agencies under the direction of the Municipal Control Group (MCG). These are distinct from normal, day-to-day operations carried out by the first response agencies or municipal agencies.

### Emergency Contacts

7. The Emergency and Contingency Phone Number list can be found electronically on the Township’s shared drive and a hard copy can be found in the Public Works Department.
8. A copy of The Cavan Monaghan’s Emergency Response Plan can be found on the shared drive or a hard copy at the Municipal Office.

**Responsibilities During Emergencies**

Below illustrates the responsibilities of each position during emergencies within the drinking water system:

Title	Responsibilities
Chief Administrative Officer	<ul style="list-style-type: none"> <li>• Owner representative during emergency situations.</li> <li>• Chief liaison between operating authority and the Owner (Council)</li> <li>• The lead for providing information to the public and media if required.</li> </ul>
Director of Public Works	<ul style="list-style-type: none"> <li>• Communicate emergencies to the Town Manager as required.</li> <li>• Overall safety of staff.</li> <li>• Lead for managing the emergency.</li> </ul>
Water Wastewater Technician	<ul style="list-style-type: none"> <li>• Ensure water quality and quantity to consumers.</li> <li>• Communicate emergencies to Top Management when required.</li> </ul>
Senior Water Wastewater Operator	<ul style="list-style-type: none"> <li>• ORO of the DWS.</li> <li>• Communicate emergencies to Top Management when required.</li> </ul>
Water Wastewater Operator	<ul style="list-style-type: none"> <li>• To perform response and recovery activities as directed.</li> </ul>

**Emergency Response Training**

9. All Public Works staff shall receive general emergency training annually. This training shall include but not limited to:
  - a. A review and discussion of emergencies that occurred since the previous training.
  - b. A review of the Emergency Management Procedure.
10. Any recommended revisions to the Emergency Management Procedure or emergency response procedures shall be completed as per the Document Control Procedure.
11. Debriefing shall occur after every emergency or service interruption and recorded through meeting minutes.

**Emergency Response Testing**

12. At a minimum, at least one (1) emergency response procedure shall be tested with staff annually. Testing may be either practical or a table-top exercise. This testing shall be managed, arranged, and recorded. The validity of the emergency response procedure shall be tested by discussing the emergencies that have occurred since the previous training.

**Municipal Emergency**

13. In the event of a Municipal Emergency, all planning measures, communication protocols, roles and responsibilities and a list of emergency contacts can be found within the Township of Cavan Monaghan Emergency Response Plan. The Emergency Response Plan is found electronically on the shared drive or hardcopy at the Municipal Office.



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	February 18, 2025
<b>From:</b>	Jessica Fradley, Water Wastewater Technician
<b>Report Number:</b>	Public Works 2025-02
<b>Subject:</b>	Annual MECP Drinking Water Reports

**Recommendation:**

That Council receives Public Works Report 2025-02 Annual MECP Drinking Water Reports for information.

---

**Overview:**

The purpose of the report is to provide council and members of the public information about the Millbrook Drinking Water System for the 2024 reporting year.

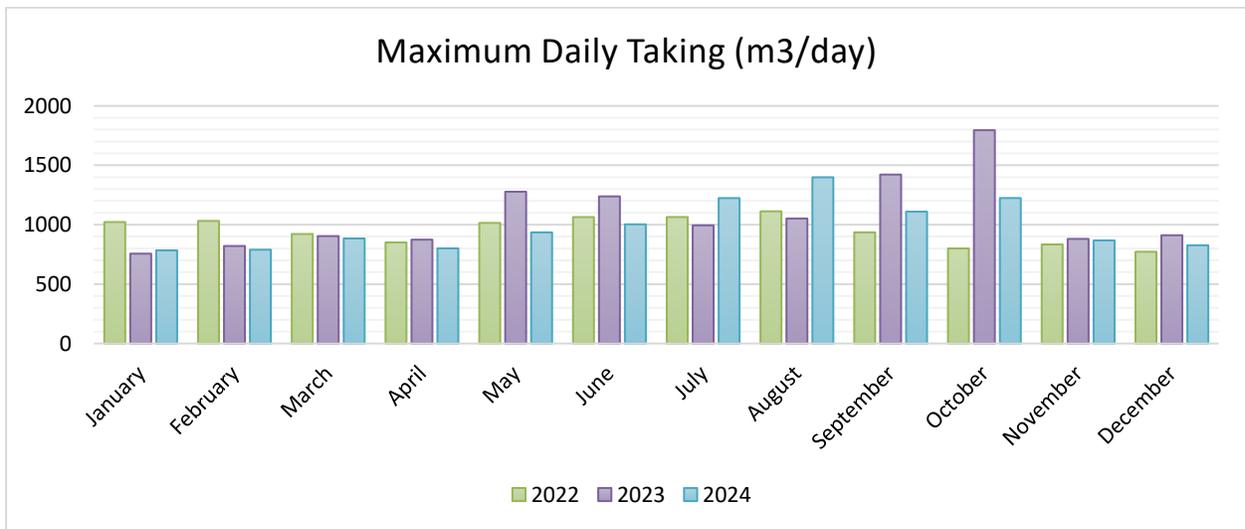
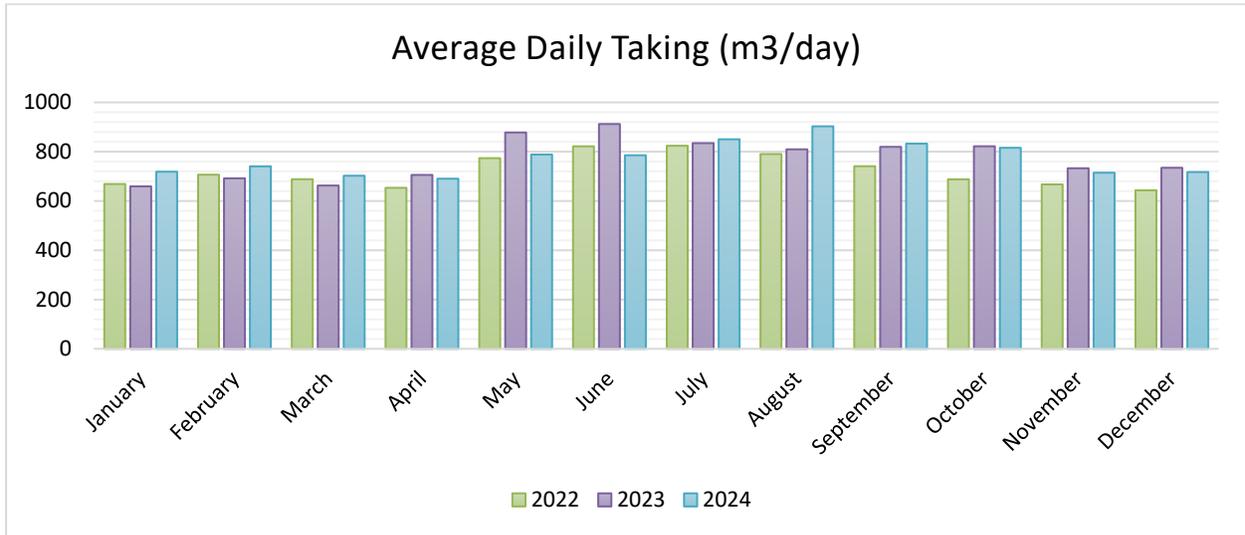
The Ontario Ministry of Environment Conservation and Parks (MECP) regulates and enforces the production and delivery of safe potable water to consumers under the *Safe Drinking Water Act (SDWA), 2002* and associated regulations. Most notably is the *Ontario Drinking Water System Regulation (O. Reg. 170/03)* which outlines treatment and testing parameters.

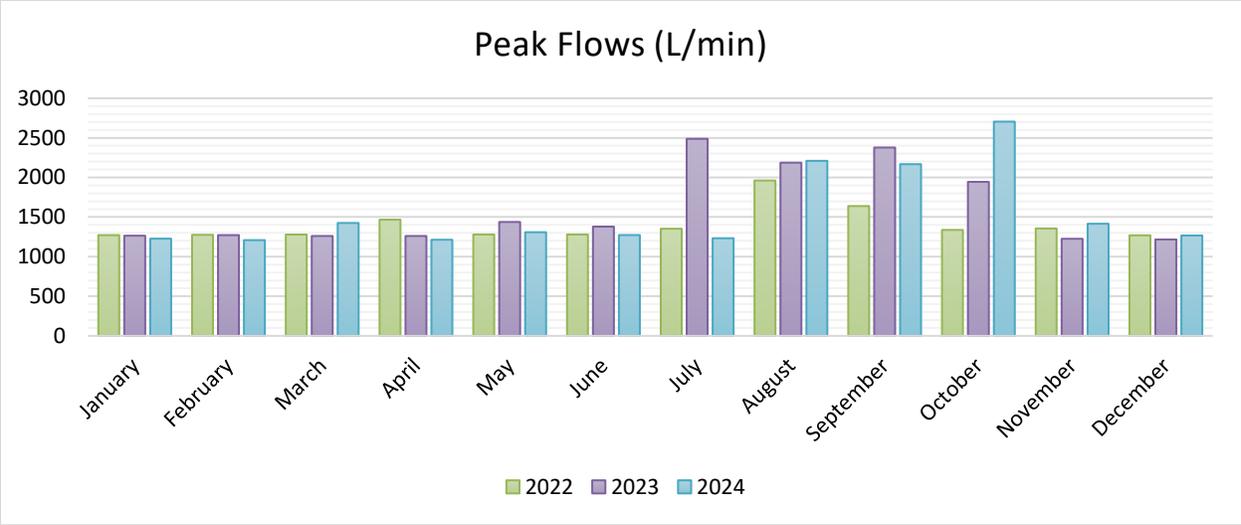
Each year it is a requirement under *O. Reg. 170/03 – Schedule 22* that the Owner of a Drinking Water Subsystem produce a Summary Report. The purpose of this summary report is to keep Council (the Owner) and the public informed regarding the quality of their drinking water. This report must be presented to Council no later than March 31, for the previous year. Contained within the report is a summary of quantities and flow rates for the water supplied during the reporting period including monthly averages, maximum daily flow, and instantaneous peak flow rates with a comparison to the Permit to Take Water and the Municipal Drinking Water License.

Additionally, under *O. Reg. 170/03 - Section 11*, it requires owners of Drinking Water systems to ensure an Annual Report is also prepared. The Annual Report must contain a brief description of the system including the treatment chemicals used, summarizes the test results from samples taken, describe any corrective actions taken, and any major expenses incurred during the reporting period.

The City of Peterborough has completed the Summary Report and Annual Report on behalf of the Township as they are presently the Operating Authority of the Millbrook Drinking Water System. In 2024 the Township and Operating Authority were in full compliance with the SDWA.

Below are graphs comparing the water usage from 2022-2024:





The reports are available for the public on the Township website.

**Financial Impact:**

Not applicable.

**Attachments:**

1. 2024 Summary Report – Millbrook Drinking Water System
2. 2024 Annual Report – Millbrook Municipal Well House

Respectfully Submitted by,

Jessica Fradley,  
Water Wastewater Technician

Wayne Hancock  
Director of Public Works

Reviewed by,

Yvette Hurley  
Chief Administrative Officer

**2024**

**SUMMARY REPORT  
FOR MUNICIPALITIES**

**Millbrook Municipal Well House**

**PERIOD: JANUARY 1, 2024 – DECEMBER 31, 2024**



**Municipal Drinking Water Licence: 136-101, Issue No. 7**

**Municipal Waterworks No: 220000781**

February 17th, 2025

## Executive Summary

The Ontario Ministry of Environment Conservation and Parks (MECP) regulates and enforces the production and delivery of safe potable water to consumers under the *Safe Drinking Water Act, (SDWA) 2002* and associated regulations. Most notably is the *Ontario Drinking Water System Regulation (O. Reg.) 170/03* which outlines treatment and testing parameters.

Each year it is a requirement under *O. Reg. 170/03 – Schedule 22* that the owner of a Drinking Water Subsystem produce a summary report. The purpose of this summary report is to keep Municipal Council (the Owner) and the public informed regarding the quality of their drinking water.

This report is submitted annually for the previous calendar year and is required to contain the following information:

- Council must receive the report no later than March 31<sup>st</sup> for the previous calendar year.
- List the requirements of the SDWA, the regulations, and the system's approval.
- Any order(s) from the MECP that the system failed to meet at any time during the period covered by the report, specify the duration of the failure and describe the measures that were taken to correct the failure.
- Summary of quantities and flow rates of the water supplied during the period covered including monthly averages, maximum daily flows and daily instantaneous peak flow rates.
- A comparison of the summary of quantities and flow rates to the system's approved Permit to Take Water and Municipal Drinking Water Licence.
- Any additional data or other information that may be useful for Council.

## **1.0 Introduction**

This summary report is a requirement of the Drinking Water Systems Regulation; O. Reg. 170/03 specifically Schedule 22. This report must be submitted no later than March 31<sup>st</sup> to members of the Municipal Council. The contents must list the requirements of the Safe Drinking Water Act, 2002, the regulations, the system's approval, drinking water works permit, municipal drinking water Licence and any orders that the system failed to meet at any time during the reporting period covered along with specifying the duration of the failure and the correct measures taken to correct the failure.

The report will include a summary of the quantities and the flow rates of the water supplied during the reporting period, including monthly averages, maximum daily flows and daily instantaneous peak flows. The summary shall be compared to the rated capacity and flows provided in the system's Permit To Take Water (PTTW) and Municipal Drinking Water Licence (MDWL).

This summary report is for the period from January 1<sup>st</sup> to December 31<sup>st</sup>, 2024. This report is available to the public free of charge. It is available on the Township of Cavan Monaghan web site (<https://www.cavanmonaghan.net>). A copy can also be obtained from the Cavan Monaghan Municipal Office upon request.

### **1.1 Plant Description and Treatment Process**

The Millbrook Drinking Water System consists of three (3) wells, a pump house with treatment and control facilities, chlorine contact pipe, water storage tank, booster pumping station and approximately 9.554 kilometers of distribution water mains with diameters of 150mm, 200mm and 250mm.

### **1.2 Source Water (Raw Water)**

The raw water source for the Millbrook Drinking Water System consists of three (3) drilled wells (30m deep). These wells are non-GUDI wells, meaning the raw well water quality is not influenced by surface waters.

### **1.3 Raw Water Intake Facilities**

Raw water is drawn from the three wells via submersible vertical turbine pump (one per well) rated at 1,500 Litres per minute. The three pumps discharge into a common discharge header and the pumping rate of each pump is controlled by a variable frequency drive.

## 1.4 Disinfection

### Primary Disinfection – Pre-contact pipe

At the common discharge header sodium hypochlorite is added prior to the oversized chlorine contact pipe. Sodium Hypochlorite is added to ensure that any potential harmful organisms (pathogens) are destroyed prior to distribution.

The contact pipe ensures sufficient contact time to achieve the pathogen destruction. Free Available Chlorine (FAC) residual is continuously measured after the contact pipe to ensure that the required residual is being discharged to the distribution system.

### Secondary Disinfection – Distribution System and Standpipe

Secondary disinfection is accomplished by adding sufficient sodium hypochlorite at the pumphouse to maintain an appropriate chlorine residual in the distribution system and storage tank. This residual is intended to control microbiological re-contamination, bacterial regrowth, biofilm formation and serve as an indicator of system integrity. FAC residual is routinely measured at the storage tank inlet and outlet to ensure that the required residual is being maintained and applied to the distribution system. There are also four sampling stations throughout the distribution system that are routinely checked for adequate FAC residual.

## 1.5 Standpipe and Booster Pumping Station

A 2,600 m<sup>3</sup> glass-fused-to-steel standpipe located at 988 County Road 10 (behind the Township Municipal Office) provides storage and maintains pressure in the distribution network. The site contains a bulk water loading station for truck filling, and a booster pumping station that provides water to a separate pressure zone in Millbrook (north of Brookside Street and west of County Road 10). The Booster station serviced by three (3) vertical in-line centrifugal booster pumps each with a capacity of 11 Litres per second and two (2) vertical in-line centrifugal high flow pumps each with a capacity of 120 litres per second.

## 1.6 Sample Analysis

Provincial regulations and the current Municipal Drinking Water Licence (MDWL), dictate the sampling and monitoring requirements for the system. Water quality is tested throughout the treatment process from four dedicated sampling locations throughout the distribution system. Distribution system samples are collected once per week from each location. Where required by regulation, samples are submitted to an accredited laboratory for analyses.

## 2.0 Compliance

The Ministry conducted the annual Drinking Water System Inspection (Event Number 1-377444183) on July 25, 2024, with the final inspection report being received September 25, 2024. No compliance issues were noted in the inspection and the drinking water system received an Inspection Report Rating (IRR) of 100%.

## 3.0 Summary of Flows and Quantities

In 2024 the DWS was operated under two different Permits to Take Water (PTTW). The existing permit (Number 7704- AW7HJF) had an expiration date of March 31, 2024, and was replaced by a new permit (Number 1150-CZXQTQ) on March 22, 2024.

Both permits allow for a maximum water taking of 3,000m<sup>3</sup>/day and a peak flow rate of 1,500 L/minute. The volume of water delivered in 2024 was within the limits stipulated in the Municipal Drinking Water Licence and the PTTW.

In August, September and October, due to a combination of flow and pressure testing of hydrants and other maintenance activities, the peak flow rate exceeded the PTTW limit. However, paragraph 3.4 of the PTTW (Number: 1150-CZXQTQ) allows for the temporary exceedance of the peak flow rate when necessary for maintenance activities.

Table 1 provides a summary of the volume of water delivered to the Millbrook Drinking Water System in 2024.

**Table 1 – Volumer of Water Delivered**

Month	Average Daily (m <sup>3</sup> /day)	Maximum Daily (m <sup>3</sup> /day)	Peak Flows (L/min)
January	718.55	783.99	1227.00
February	740.47	789.30	1208.40
March	702.31	884.05	1425.00
April	690.20	800.60	1213.20
May	788.37	935.15	1308.45
June	785.35	1003.30	1272.13
July	850.12	1224.05	1232.57
August	902.76	1399.16	2209.44*
September	832.52	1109.92	2167.62*
October	815.66	1224.39	2704.60*
November	714.50	867.64	1415.25
December	717.19	826.66	1267.26

**Table 2 – Licence and Permit Limits**

	Maximum Daily (m <sup>3</sup> /day)	Peak Flows (L/min)
Municipal Drinking Water Licence: Number: 136-101 Expires June 24, 2026	3,000 m <sup>3</sup> /day	----
Permit to Take Water Number: 7704-AW7HJF (Jan. 1 thru Mar. 22, 2024)	3,000 m <sup>3</sup> /day	1,500 L/min
Permit to Take Water Number: 1150-CZXQTQ Expires March 22, 2034	3,000 m <sup>3</sup> /day	1,500 L/min

**4.0 Annual Report**

Raw and Finished water are sampled and tested for chemical, physical and microbiological parameters in accordance with the requirements of O. Reg. 170/03. This annual report must be completed for the previous year by February 28<sup>th</sup> and also made available to the public free of charge. The annual report will be posted to the Township website by February 17<sup>th</sup>, 2025, along with a public notice indicating where the report can be located.

**5.0 Drinking Water Quality Management Standard**

This section provides an up-date on the Drinking Water Quality Management Standard (DWQMS).

**Licence and Permit**

The current Municipal Drinking Water Licence (MDWL) and Drinking Water Works Permit (DWWP) were issued on June 25<sup>th</sup>, 2021, and are valid until June 24<sup>th</sup>, 2026, with the application for renewal due December 21<sup>st</sup>, 2025.

In 2024 a new Permit to Take Water (PTTW) was issued and is valid until March 22, 2034.

**Accreditation 3<sup>rd</sup> Party –Certification Audit:**

The objective of the certification audit is to determine whether the Drinking Water Quality Management System (QMS) is conforming to the requirements of the MECP DWQMS. The audit of the Millbrook Drinking Water System Operational Plan was conducted by an NSF auditor on August 16, 2024. This audit found that there was a minor non-conformance in relation to how the internal audit was performed. Specifically, the internal audit records did not show that two elements of the DWQMS were included in the internal audit. To rectify this a new audit

checklist was developed to ensure all elements were documented in the internal audit.

**Risk Assessment (Element 7) and Risk Assessment Outcomes (Element 8):**

The 12-month risk assessment review was conducted August 6, 2024. The team reviewed the previous risk assessment table and found it suitable for the current date.

**Internal Audit (Element 19):**

An internal audit was conducted July 10-11, 2024 for the period of June 23, 2023 to July 1, 2024. There were two (2) opportunities for improvement noted which will be included on the next Operational Plan review and update.

**Management Review (Element 20):**

A Management Review was conducted on August 6, 2024, for the period of January 1 to August 5, 2024, with top management, which included the Manager, Laboratory and Water Services Operations Foreman and Manager, Environmental Protection Services.

## Appendix A – Legislative Requirements and Applicable Legislation

## **A.0 Legislated Requirements**

### **A.1 Acts and Regulations**

Systems regulated in Ontario must meet the requirements of the *Safe Drinking Water Act, 2002* and its regulations. Most notably, the *Drinking Water Systems Regulation* which sets out the treatment and testing requirements for all categories of regulated water systems.

In Part Two of the Walkerton Inquiry Report, Justice Dennis O'Connor recommended that the Ontario government enact a *Safe Drinking Water Act, 2002* to deal with matters related to treatment and distribution of drinking water. As expressed by Justice O'Connor, the purpose of the *Safe Drinking Water Act, 2002* is to gather in one place all legislation and regulations relating to the treatment and distribution of drinking water.

As recommended by Justice O'Connor, the government passed the *Safe Drinking Water Act, 2002* which expands on existing policy and practice and introduces new features to protect drinking water in Ontario. The act's purpose is to protect human health through the control and regulation of drinking water systems and drinking water testing. The act also provides legislative authority to implement 50 of the 93 recommendations made in Justice O'Connor's Part Two Report.

### **A.2 Safe Drinking Water Act, 2002**

The SDWA states that the people of Ontario are entitled to expect their drinking water to be safe. It provides for the protection of human health and prevents drinking water health hazards through the control and regulation of drinking water systems and drinking water testing.

The SDWA along with its associated regulations specifies the requirements for drinking water systems, testing services, and certification of system operators. It also sets out quality standards and mechanisms for compliance and enforcement.

The two sections of the SDWA that are important for Municipal Councilors and Top Managers/Directors are Section 11: Duties of Owners and Operating Authorities and Section 19: Statutory Standard of Care, Municipal Drinking Water Systems.

### **A.3 Safe Drinking Water Act, 2002 Section 11 Duties of Owners and Operating Authorities**

Section 11 of the Act describes the legal responsibilities of the owners and operating authorities of regulated drinking water systems.

Owners and operating authorities are responsible for ensuring their drinking water system:

1. Provides water that meets all the prescribed drinking water quality standards.
2. Operate in accordance with the Act, regulations and are kept in a fit state of repair.
3. Appropriately staffed and supervised by qualified persons.
4. Comply with all sampling, testing, and monitoring requirements.
5. Meet all reporting requirements.

#### **A.4 Safe Drinking Water Act, 2002 Section 19 Statutory Standard of Care**

Section 19 of the Act, requires that anyone in a position of oversight to the municipal water system applies a statutory standard of care to their oversight activities. This section extends the legal responsibilities to those who are in the position to oversee the municipal drinking water systems. Specifically, the people with decision making authority over the drinking water system. This section requires they exercise the level of care, diligence, and skill with regard to a municipal drinking water system that a reasonably sensible person would be expected to exercise in a similar situation and that they exercise this due diligence honestly, competently and with integrity.

Section 19 Standard of Care applies to the owner of the system, where the drinking water system is owned by a municipality this includes:

- Every person who oversees the accredited operating authority (Millbrook Drinking Water System) for the system.
- Every person who exercises decision making authority over the system.

This does not require that everyone involved in the oversight be an expert, but they must exercise a level of care, diligence and skill in respect of the drinking water system. Part of this diligence would include engaging persons who would have the expertise to operate a drinking water system.

Failure to comply with the SDWA, Section 19 of the Act or its regulations is an offense and has serious consequences for non-compliance which could result in the prosecution of an individual, corporation, or both.

A conviction under Section 19 could result in financial penalties worth \$20,000 per each day or part day the offence occurred, imprisonment or both. If the breach of section 19 is severe enough a fine as much as \$4,000,000 for each day or part day the offence occurred, or imprisonment or both could occur.

To better meet the responsibilities of the Standard of Care everyone in a position of oversight should become and stay informed. Staying informed is best done by:

- Becoming acquainted with drinking water legislation and regulations,

- Understanding the roles and responsibilities of councilors, senior management and other officials who exercise decision making authority,
- Becoming familiar with your drinking water system,
- Hire competent senior management,
- Reading and asking questions about any reports or information,
- Being satisfied that appropriate steps are taken to address any issues and hiring industry experts when required.

### **A.5 Summary of Provincial Drinking Water Legislation**

ACT	REGULATIONS
<i>Water Opportunities Act, 2010</i> <ul style="list-style-type: none"> <li>• Water Technology Acceleration Project</li> </ul>	O. Reg. 40/11
<i>Clean Water Act, 2006</i> <ul style="list-style-type: none"> <li>• Source Protection Areas and Regions</li> <li>• Source Protection Committee</li> <li>• General</li> <li>• Service of Documents</li> </ul>	O. Reg. 284/07 O. Reg. 288/07 O. Reg. 287/07 O. Reg. 231/07
<i>Safe Drinking Water Act, 2002</i> <ul style="list-style-type: none"> <li>• Municipal Residential Drinking Water Systems in Source Protection Areas</li> <li>• Financial Plans</li> <li>• Schools, private schools and day nurseries</li> <li>• Service of Documents</li> <li>• Licensing of Municipal Drinking Water Systems</li> <li>• Compliance and Enforcement</li> <li>• Certification of Drinking Water System Operators and Water Quality Analysts</li> <li>• Drinking Water Testing Services</li> <li>• Definitions of Deficiency and Municipal Drinking Water Systems</li> <li>• Definitions of Words and Expressions Used in the Act</li> <li>• Drinking Water Systems</li> <li>• Ontario Drinking Water Quality Standards</li> </ul>	O. Reg. 205/18 O. Reg. 453/07 O. Reg. 243/07 O. Reg. 229/07 O. Reg. 188/07 O. Reg. 242/05 O. Reg. 128/04  O. Reg. 248/03 O. Reg. 172/03 O. Reg. 171/03 O. Reg. 170/03 O. Reg. 169/03
<i>Ontario Water Resources Act, 1990</i> <ul style="list-style-type: none"> <li>• Charges For Taking Ground Water to Produce Bottled Water</li> <li>• Taking Ground Water to Produce Bottled Water</li> <li>• Experimental Lakes Area (Water Resources)</li> </ul>	O. Reg. 176/17 O. Reg. 463/16 O. Reg. 61/14

**2024 Millbrook Drinking Water System Summary Report**

---

<ul style="list-style-type: none"> <li>• Charges for Industrial and Commercial Water Users</li> <li>• Service of Documents</li> <li>• Environmental Penalties</li> <li>• Water Taking and Transfer</li> <li>• Secured Creditors, Receivers, Trustees in Bankruptcy</li> <li>• Approval Exemptions</li> <li>• Transitional Provisions Relating to the Repeal of Part VIII of the Environmental Protection Act</li> <li>• Additional Charges</li> <li>• Wells</li> </ul>	<p>O. Reg. 450/07  O. Reg. 226/07  O. Reg. 223/07  O. Reg. 387/04  O. Reg. 299/02  O. Reg. 525/98    O. Reg. 155/98  O. Reg. 157/93  R.R.O. 1990, Reg. 903</p>
<p><i>Environmental Protection Act, 1990</i>  <i>Along with 81 supporting regulations</i></p> <ul style="list-style-type: none"> <li>• Applications for Environmental Compliance Approvals</li> <li>• Environmental Compliance Approvals – Exemptions from Section 9 of the Act</li> </ul>	<p>O. Reg. 255/11  O. Reg. 524/98</p>

## Appendix B – Acronyms and Definitions

## List of Acronyms

AQWI	Adverse Water Quality Incidents
DWWP	Drinking Water Works Permit
FAC	Free Available Chlorine
GUDI	Ground Water Under Direct Influence of Surface Water
MDWL	Municipal Drinking Water Licence
MECP	Ministry of the Environment Conservation and Parks
MOH	Medical Officer of Health
PTTW	Permit To Take Water
R.R.O	Revised Regulations Ontario (1990)
RWW	Raw Water Well
SDWA	Safe Drinking Water Act
WDS	Water Distribution System
WTP	Water Treatment Plant

## List of Definitions

“Director” - reference to the director appointed under the Safe Drinking Water Act, 2002

“Owner” - Municipal drinking water system is often the municipality as a corporate entity. Members of municipal councils and municipal officials who provide oversight to this corporate entity also provide oversight or exercise decision making authority in respect of the drinking water systems it owns. They are responsible for having policies, management tools and processes in place so that the municipality meets all its legislative and regulatory requirements under the SDWA.

“Operator or Operating Authority” – The Operating Authority is the person or entity that is given responsibility by the owner for the day-to-day operations of the drinking water system, its management, maintenance or alternation. A municipality may take on this operational role through its own staff or it may choose to contract it out to a third party.

# ANNUAL REPORT

FOR

## MILLBROOK DRINKING WATER SYSTEM

**PERIOD: January 1, 2024 – December 31, 2024**

TOWNSHIP OF  
**CAVAN MONAGHAN**



  
peterborough

MECP Waterworks # 220000781  
February 17, 2025

<b>Drinking-Water System Number:</b>	220000781
<b>Drinking-Water System Name:</b>	Millbrook Drinking Water System
<b>Drinking-Water System Owner:</b>	Township of Cavan Monaghan
<b>Drinking-Water System Category:</b>	Water Distribution and Supply Class II
<b>Period being reported:</b>	January 1, 2024 to December 31, 2024

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p><b>Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [X ]</b></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X ] No [ ]</b></p> <p><b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Township of Cavan Monaghan            988 County Road 10            Millbrook, ON L0A 1G0  <a href="http://www.cavanmonaghan.net">www.cavanmonaghan.net</a></p> </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p><b>Number of Designated Facilities served:</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">N/A</div> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</b></p> <p><b>Number of Interested Authorities you report to:</b></p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">N/A</div> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [ ] No [ ]</b></p>
--	---

**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
N/A	

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**  
 Yes [ ] No [ ] N/A

Indicate how you notified system users that your annual report is available, and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request
- Public access/notice via a Public Library
- Public access/notice via other method - Social Media (Twitter Facebook or Instagram)

**Describe your Drinking-Water System**

The Millbrook Drinking Water System and distribution system is operated by The City of Peterborough, Environmental Services Division, under contract with the Township of Cavan Monaghan.

The Millbrook Drinking Water System municipal water system consists of the following:

- Three non-GUDI groundwater
- Sodium hypochlorite disinfection feed system with metering pumps
- 71 m of 900 mm oversized contact pipe
- Continuous on-line chlorine analyzers
- Continuous on-line flow meters
- Standpipe with 2,600 m<sup>3</sup> of storage

**List all water treatment chemicals used over this reporting period**

Sodium Hypochlorite (Chlorine)

**Were any significant expenses incurred to?**

- Install required equipment
- Repair required equipment
- Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

Rehabilitation of Well 2.

**Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None					

**Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.**

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw RW1	52	0 – 0	0 – 0	52	0 – 32
Raw RW2	52	0 – 0	0 - 4	52	0 – 105
Raw RW3	52	0 – 0	0 - 0	52	0 – 19
Treated	52	0 – 0	0 - 0	52	0 – 21
Distribution	210	0 – 0	0 - 3	209	0 – 7

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
<b>Turbidity</b>			
Well 1	52	0.24 – 0.88	NTU
Well 2	51	0.22 – 0.88	
Well 3	52	0.18 – 1.90	
Chlorine - Free Treated Water	8760	1.27 – 2.58	mg/L
Chlorine – Free Distribution	210	1.32 – 2.08	mg/L
Fluoride (If the DWS provides fluoridation)			

**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	nit of Measure	Exceedance
Antimony	Jan 16	0.6<MDL	µg/L	No
Arsenic	Jan 16	0.6	µg/L	No
Barium	Jan 16	130	µg/L	No
Boron	Jan 16	10	µg/L	No
Cadmium	Jan 16	0.003	µg/L	No
Chromium	Jan 16	0.33	µg/L	No
Mercury	Jan 16	0.01<MDL	µg/L	No
Selenium	Jan 16	0.15	µg/L	No
Uranium	Jan 16	0.92	µg/L	No

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Fluoride	May 7	0.1<MDL	mg/L	No
Nitrite	Jan 9	0.05<MDL	mg/L	No
	April 9	0.05<MDL		
	July 9	0.05<MDL		
	October 8	0.05<MDL		
Nitrate	Jan 9	1.29	mg/L	No
	April 9	1.09		
	July 9	1.66		
	October 8	1.69		

**Summary of lead testing under Schedule 15.1 during this reporting period**

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	0	0	µg/L	0
Distribution	4	0.5<MDL	µg/L	0

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	Jan16	0.02<MDL	µg/L	No
Atrazine + N-dealkylated metabolites	Jan16	0.01<MDL	µg/L	No
Atrazine	Jan16	0.01<MDL	µg/L	No
Azinphos-methyl	Jan16	0.05<MDL	µg/L	No
Benzene	Jan16	0.32<MDL	µg/L	No
Benzo(a)pyrene	Jan16	0.004<MDL	µg/L	No
Bromoxynil	Jan16	0.33<MDL	µg/L	No
Carbaryl	Jan16	0.05<MDL	µg/L	No
Carbofuran	Jan16	0.01<MDL	µg/L	No
Carbon Tetrachloride	Jan16	0.17<MDL	µg/L	No
Chlorpyrifos	Jan16	0.02<MDL	µg/L	No
Diazinon	Jan16	0.02<MDL	µg/L	No
Dicamba	Jan16	0.20<MDL	µg/L	No
1,2-Dichlorobenzene	Jan16	0.41<MDL	µg/L	No
1,4-Dichlorobenzene	Jan16	0.36<MDL	µg/L	No
1,2-Dichloroethane	Jan16	0.35<MDL	µg/L	No
Dichloromethane	Jan16	0.35<MDL	µg/L	No
2-4 Dichlorophenol	Jan16	0.15<MDL	µg/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan16	0.19<MDL	µg/L	No
Diclofop-methyl	Jan16	0.40<MDL	µg/L	No
Dimethoate	Jan16	0.06<MDL	µg/L	No
Diquat	Jan16	1<MDL	µg/L	No
Diuron	Jan16	0.03<MDL	µg/L	No
Glyphosate	Jan16	1<MDL	µg/L	No

Parameter	Sample Date	Results Value	Unit of Measure	Exceedance
HAA (NOTE: show latest annual average)	Average	5.3<MDL	µg/L	No
Malathion	Jan16	0.02<MDL	µg/L	No
Metolachlor	Jan16	0.01<MDL	µg/L	No
Metribuzin	Jan16	0.02<MDL	µg/L	No
Monochlorobenzene	Jan16	0.30<MDL	µg/L	No
Paraquat	Jan16	1<MDL	µg/L	No
Pentachlorophenol	Jan16	0.15<MDL	µg/L	No
Phorate	Jan16	0.01<MDL	µg/L	No
Picloram	Jan16	1<MDL	µg/L	No
Polychlorinated Biphenyls(PCB)	Jan16	0.04<MDL	µg/L	No
Prometryne	Jan16	0.03<MDL	µg/L	No
Simazine	Jan16	0.01<MDL	µg/L	No
THM (NOTE: show latest annual average)	Average	4.688	µg/L	No
Terbufos	Jan16	0.01<MDL	µg/L	No
Tetrachloroethylene	Jan16	0.35<MDL	µg/L	No
2,3,4,6-Tetrachlorophenol	Jan16	0.20<MDL	µg/L	No
Triallate	Jan16	0.01<MDL	µg/L	No
Trichloroethylene	Jan16	0.44<MDL	µg/L	No
2,4,6-Trichlorophenol	Jan16	0.25<MDL	µg/L	No
Trifluralin	Jan16	0.02<MDL	µg/L	No
Vinyl Chloride	Jan16	0.17<MDL	µg/L	No

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
None			

# 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

# Report and Capital Project Status

## Capital Project Status

Project List	Department	Status	Est. Report Date	% Complete
Corporate Strategic Plan Update	C.A.O.	In Progress	2025	March 3
Station Park Signage	ECD	In Progress	2025	Ongoing
2024 CIP Incentives	ECD	In Progress	2025	Ongoing
Website Gov Stack Migration	ECD/Finance	In Progress	2025	Ongoing
Development Charges Study, 5 year update	Finance	In Progress	2025	April to Sept
Parks and Recreation Plan Phase Three - Renaming Downtown Park/CMCC Lands	Parks and Facilities	In Progress	2025	March
Millbrook Valley Trails bridge replacement near Old Millbrook School	Parks and Facilities/MVT	In Progress	2025	June
Millbrook Arena - 2020 ICIP Grant	Parks and Facilities	In Progress	2025	
Old Millbrook School - 2020 CIP Grant	Parks and Facilities	In Progress	2025	Q4 2025
Baxter Creek Floodplain SSA (Special Study Area)	Planning	In Progress	2025	Ongoing
Official Plan	Planning	In Progress	2025	Q3 2025
Station Park Signage	Planning/MRHAC	In Progress	2025	Ongoing

Project List	Department	Status	Est. Report Date	% Complete
Fire Station No. 1	Protective Services	In Progress	2025	Completed
Replacement of 2000 GMC Tanker #T1-00	Protective Services	In Progress	2025	Pre-approved in 2024, Q3 2025
Replacement of 2003 Chevy C5500 Rescue Truck #R1-03	Protective Services	In Progress	2025	Pre-approved in 2024, Q3 2025
Replacement of 1989 Chevy 1/2 Ton Grass Fire Unit U5-89	Protective Services	In Progress	2025	Q3 2025
Back Up Generator for Station 2	Protective Services	In Progress	2025	Q4 2025
New Station 2 Exhaust System	Protective Services	In Progress	2025	Q3 2025
Repeater and Communication Upgrades	Protective Services	In Progress	2025	Q2 2025
Public Works Ops Centre Generator, Fuel System	Public Works	In Progress	2025	Generator - Completed Fuel System - Ongoing
County Road 10 Environmental Assessment and Traffic Modelling	Public Works	In Progress	2026	In collaboration with Peterborough County, 2026
Hot Mix Paving (various roads)	Public Works		2025	Q3 2025
Surface Treatment (various roads)	Public Works		2025	Q3 2025
Slurry Seal	Public Works		2025	Q3 2025
Frederick Street Reconstruction and Sidewalks	Public Works		2025	2025
Brookside Street Reconstruction (Phase II)	Public Works	In Progress	2025	Pre-approved in 2024
Replacement of 1991 Case Backhoe 33-91	Public Works	In Progress	2025	Ongoing

Project List	Department	Status	Est. Report Date	% Complete
Replacement of Pickup Truck 4-12	Public Works	In Progress	2025	Tender set to go out in Q1 2025
International Tandem (pre-approved)	Public Works	In Progress	2025	Estimated delivery of Spring/Summer 2025

**Operating duties are not included**

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

**Adoption By-law for Official Plan Amendment No. 19**

**By-law No. 2025-09**

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. 9 to the Township of Cavan Monaghan Official Plan consisting of the attached text and maps (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. 19 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 18<sup>th</sup> day of February, 2025.

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

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

## The Township of Cavan Monaghan

### By-law No. 2025-10

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

**Whereas** the Township of Cavan Monaghan received an application to amend Zoning By-law No. 2018-58, as amended;

**And Whereas**, the Council of the Township of Cavan Monaghan adopted Official Plan Amendment No. 19 to the Township of Cavan Monaghan Official Plan to set the policy context for the proposed rezoning;

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

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

1. Map E-4 of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by rezoning certain lands in part of Lot 23, Concession 6 (Cavan), from the Recreational Commercial Exception Two (C3-2) Zone to the Rural Residential Exception Twenty-Eight (RR-28) Zone as shown on Schedule “1” attached hereto and forming part of the By-law.
2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 3.4.73 that shall read as follows:

**“3.4.73 RR-28 Map E-4 on Schedule A (2025-10 988 County Road 28)**

- a) Minimum northern side yard for the existing building 0 metres
- b) All future redevelopment on the property shall comply with the standard 6 metre (19.68 feet) interior side yard.
- c) Notwithstanding Section 11.22 of By-law No. 2018-58, as amended, the setback for Minimum Distance Separation One (MDS I) shall not apply.”

3. Section 5.4.8 of By-law No. 2018-58, as amended, is further amended by removing an accessory single detached dwelling as a permitted use on the property. Section 5.4.8 shall read as follows:

**“5.4.8 C3-2 Map E-4 on Schedule A (2025-10 1702 Cedar Valley Road)**

- a) Permitted uses are limited to: a golf course, miniature golf course, golf driving range, and any buildings and structures accessory thereto.
- b) Minimum front yard 15 metres
- c) Minimum interior side yard 15 metres”

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

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

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

Read a first, second and third time and passed this 18<sup>th</sup> day of February 2025.

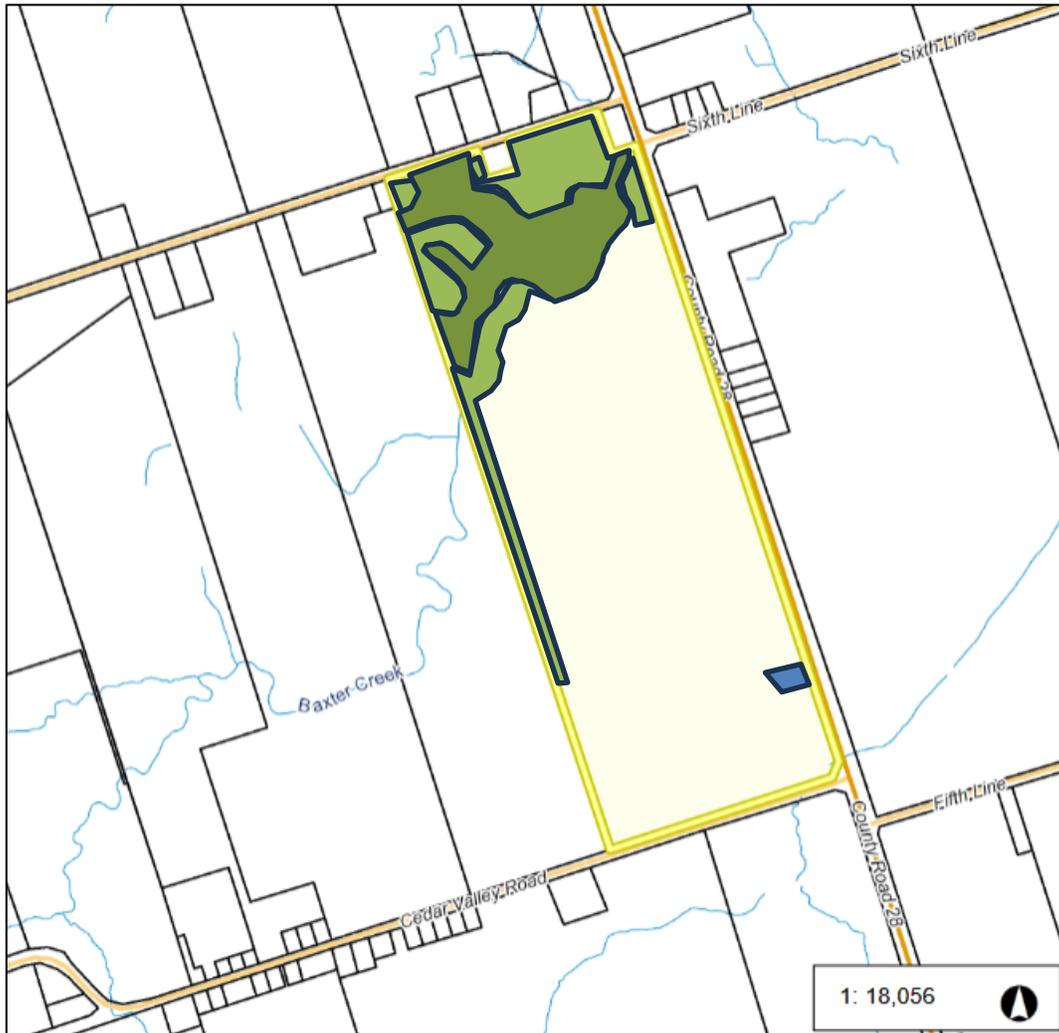
---

Matthew Graham  
Mayor

---

Cindy Page  
Clerk

Schedule "1"



**Area Affected by this By-law**  
1702 Cedar Valley Road,  
Part of Lot 23, Concession 6 (Cavan)  
Township of Cavan Monaghan

**Certificate of Authentication**  
This is Schedule "1" to By-law  
No. 2025-10 passed this 18<sup>th</sup>  
day of February, 2025.



Rezone from the 'Recreational Commercial Exception Two (C3-2) Zone' to the 'Rural Residential Exception Twenty-Eight (RR-28) Zone'.



Natural Linkage (NL) Zone to remain.



Natural Core (NC) Zone to remain.

## The Township of Cavan Monaghan

### By-law No. 2025-11

**Being a by-law to execute an agreement between the Ontario Federation of Snowmobile Clubs – District 3 and the Township of Cavan Monaghan to authorize the use of snowmobiles on selected Township roads.**

**Whereas** Section 11 of the Municipal Act, 2001, as amended, states that a lower-tier municipality may pass by-laws respecting matters within their spheres of jurisdiction;

**And Whereas** Section 7 (2) of the Motorized Snow Vehicles Act, 1990, states that a council of a local municipality may pass by-laws regulating, governing or prohibiting the operation of motorized snow vehicles within the municipality including any highways therein or any part or parts thereof;

**And Whereas** the Council of the Township of Cavan Monaghan deems it desirable to enter into an agreement with the Ontario Federation of Snowmobile Clubs – District 3 to allow for the use of snowmobiles on selected Township roads as detailed within the agreement;

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

1. That the Mayor and Clerk are hereby authorized and directed to execute the agreement with the Ontario Federation of Snowmobile Clubs – District 3.
2. That the agreement is attached as Schedule 'A' to this By-law.
3. That By-law No. 2000-5 be repealed in its entirety.

Read a first, second and third time and passed this 18<sup>th</sup> day of February, 2025.

---

**Matthew Graham**  
Mayor

---

**Cindy Page**  
Clerk

**RIGHT OF USE MAINTENANCE AGREEMENT**

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

BETWEEN:

**THE TOWNSHIP OF CAVAN MONAGHAN**  
(hereinafter called the "Township")

OF THE FIRST PART

- and -

**ONTARIO FEDERATION OF  
SNOWMOBILE CLUBS – DISTRICT 3**  
(hereinafter called the "User")

OF THE SECOND PART

WHEREAS the User is a member in good standing of the Ontario Federation of Snowmobile Clubs (OFSC);

AND WHEREAS the User intends to provide services on Right of Way (ROW) owned by the Township on the terms agreed between the parties, and have a right to use and maintain the Township's ROW for that purpose;

AND WHEREAS the parties have negotiated and agreed as to the terms upon which said right to use and maintain will be granted to the User by the Township.

THE PARTIES HERETO HAVE AGREED AS FOLLOWS:

## 1. Grant of User

1.1 The Township hereby grants to the User permission to legally enter, establish, groom, maintain, enforce, sign and use that portion of the premises herein designated by the Township as road crossings and ROW as identified on Appendix A, for the sole purpose of allowing fully licensed snowmobiles and their riders to use said designated premises for snowmobiling, subject to the terms, conditions and covenants in this Agreement.

1.2 No changes shall be made to Appendix A without the written consent of both parties. The User is NOT authorized to use Township properties not listed on Appendix A or B.

## 2. Term

2.1 The term of this Agreement shall terminate as of December 1<sup>st</sup>, 2026 with the option to renew after review by Council, unless earlier terminated as per Section 3.

2.2 During the Term, the right to use and the obligation to maintain will be in force and effect for the period of time between November 1 of one year to May 1 of the following year (the “winter season”).

## 3. Termination

3.1 Notwithstanding anything to the contrary contained herein, the parties acknowledge and agree that this Agreement shall terminate as per Section 2 or upon receipt of written notification of termination from either party with Sixty (60) days notice or in the Event of Default.

3.2 In this Agreement, an Event of Default includes any of the following:

- (i) if either party substantially fails to satisfy any of its undertakings and agreements herein and subsequently fails to remedy such default within a period of not more than Thirty (30) business days from delivery of notice by the non-defaulting party to cure or remedy such default;
- (ii) the User does not maintain membership in good standing of the OFSC and/or it is not able to verify this to the Township with a current OFSC certificate within Fifteen (15) days of request.
- (iii) the User fails to secure, maintain or provide evidence of the insurance required as detailed in this Agreement.

3.3 Upon the occurrence of any Event of Default, the non-defaulting party shall have available to it the following remedies which shall be in addition to, and not in substitution for, any remedies generally available to it at law:

- (i) the non-defaulting party may claim and recover damages suffered by it by reason of such Event of Default; and
- (ii) the non-defaulting party may terminate the Agreement either with or without notice to the defaulting party, but in no event without providing any period of notice of default required under this Agreement.

3.4 No remedy granted herein or otherwise available to the non-defaulting party at law shall be exclusive of any other remedy and all remedies of the non-defaulting party shall be cumulative.

#### **4. Covenants of the User**

4.1 All costs associated with the ongoing operation, maintenance, enforcement and use of the Township's property (ROW) as designated herein shall be at the User's expense. The User shall be responsible for providing all needed equipment, labour and materials to maintain the property to ensure reasonably good condition for snowmobiling purposes only.

4.2 During the period of the agreement the User shall be authorized to be the Township's agent(s) to cooperate with local law enforcement agencies in their efforts to supervise and enforce the uses defined hereunder with respect to the designated premises in accordance with the Trespass to Property Act R.S.O. 1990 c. T.21; the Motorized Snow Vehicles Act R.S.O. 1990 c. M.44; and the Occupiers Liability Act R.S.O. 1990 c. O-2, as amended.

4.3 The User shall comply with all applicable laws, regulations, Township By-Laws or requirements.

4.4 The User shall undertake to post appropriate signage in compliance with all applicable laws, regulations and Township requirements with respect to signage. All trail signage shall be installed in a manner as to not conflict with regulatory or warning signs controlling vehicular traffic traveling on the serviced roadway. Trail signs found in conflict with serviced roadway signs and/or in a state of disrepair and/or deficient shall be relocated, replaced, or added immediately upon notification by the Township, verbal or written. Changes within the ROW that may require additional signage such as a new property entrance will be reviewed by the user prior to the commencement of each snowmobiling season and sufficient signage installed by the user. The User shall provide to the Township a list of all sign locations: the list shall include the type and size of each sign, its location including GPS coordinates, and the direction the sign is facing. At no time shall the Township be held responsible for or held liable for signage related to snowmobile trails or

activities in this agreement, except to the extent that the Township has directed the User to place signs elsewhere other than where the User proposed to put the signs.

4.5 In the event of damage to the designated premises caused by valid permitted and exempted snowmobiles and their riders on that portion of the designated property used for snowmobiling, separate from usual wear that would be caused by vehicles travelling or using the road platform, as determined by the Township in its sole discretion, the User shall be responsible for restoring and repairing damage caused by valid permitted and exempted snowmobiles and their riders or caused by trail grooming equipment, on that portion of the designated property used for snowmobiling. In this agreement 'vehicle' has the same meaning as defined in the Highway Traffic Act, R.S.O. 1990, c. H. 8 Section 1 (1). For greater clarity and not to limit the generality of the foregoing, should damage be occasioned to the road crossings as a result of the use by the User, caused by valid permitted and exempted snowmobiles and their riders or caused by trail grooming equipment, such as sinking of the road bed or damage to the hardtop surface of the road, or snow packing in roadside ditches and culverts, the User shall be responsible to pay the Township's reasonable costs within 30 days of receipt of invoice for same. The User is not responsible for damage caused outside the term of this agreement unless said damage is caused by the User.

4.6 The User acknowledges that snow packing in the ditch and culverts as a result of snowmobile travel in the ditches causes a maintenance issue for the Township. It will communicate to its invitees that they must remain out of the ditches. In the event that the Township determines that a maintenance issue has occurred as a result of the User's activities, the Township has the option to notify the User of same, and invoice the User the Township's costs respecting the resulting necessary maintenance. The User will pay the invoiced amount within 30 days of receipt of same.

4.7 Any work conducted on Township property outside of routine trail grooming shall require an annual Road Occupancy Permit (ROP). ROP's are available through the Public Works Department.

4.8 Any use other than regular snowmobile travel and trail grooming requires written permission from the Township prior to commencement of said use.

4.9 Trail grooming activities shall not occur within the public road allowance. For greater clarity, trail grooming is not permitted on the shoulder of the road, ditch or on the travelled portion of any road within the Township boundaries. If trail grooming equipment is crossing a travelled Township road, the trail groomer shall raise all grooming equipment before crossing the road. Grooming activity shall not

place, drag, pull, or otherwise cause to be placed snow or any other type of debris or substance onto the travelled surface of any roadway.

## **5. Covenants of the Township of Cavan Monaghan**

5.1 The Township shall permit the User during the term of this Agreement, at only the property(ies) as specified in Appendix A herein and shall allow the User and its agents access to the Township owned properties for such purpose.

5.2 Appendix A shall consist of a current attached map and list indicating the location of trails on Township property(ies)(ROW) And shall be initialed by both parties hereto and attached to this Agreement.

5.3 At each approved Township property (ROW and road crossings) detailed in Appendix A, the Township shall permit the User to access the property on an “as is” basis, prior to and after the winter months for the purpose of opening and closing, upgrading and maintaining the property when there is no snow cover. It is understood that the User will provide a detailed scope of work to the Township and shall obtain written approval and apply for any necessary permits prior to commencement of any work on an annual basis in a reasonable time frame. See section 4.7.

## **6. Force Majeure**

6.1 Neither party to this Agreement shall be responsible or liable in any way for its failure to perform or delay in performance of its obligations under this Agreement during any period in which performance is prevented or hindered by conditions reasonably beyond its control, including but not limited to, acts of God, fire flood, failure of public utilities, war, embargo, strikes, labour, disturbances explosions, riots, and laws, rules regulations and orders of any governmental authority. Upon the occurrence of any such event, and notwithstanding same, the User shall:

- (i) use all reasonable efforts to notify the Township of the nature and extent of any such conditions, and
- (ii) use all reasonable efforts to ensure continuity of service.

## **7. Insurance and Risk of Loss**

7.1 The User shall provide and maintain during the term of this Agreement and any renewals thereof, Commercial General Liability Insurance including but not limited to bodily injury including death, personal injury and property damage, including loss of use thereof, contractual liability and contain a cross liability/severability of interest clause. This insurance shall be written with an

insurance company authorized by law to underwrite such insurance in the Province of Ontario. The amount of insurance shall be not less than five million (\$5,000,000.00) dollars per occurrence and The Township of Cavan Monaghan shall be named as an additional insured on the policy. The policy shall include a provision that the Township shall be provided thirty (30) days written notice in advance by registered mail of any cancellation or expiration of the policy. If the User receives actual notice during the term of this Agreement that the insurance policy limits are reduced to less than \$5,000,000.00, the User shall notify the Township of Cavan Monaghan the reduction in policy limits.

7.2 The User agrees that it shall at all times indemnify and save harmless the Township, its employees and Members of Council from and against any and all manner of claims, demands, losses, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Township in respect of any loss, damage or injury to any person or property, which are occasioned by or attributable to the operations usual to a snowmobile trail, except for the negligence or willful misconduct of the Township.

7.3 The User shall provide the Township with a Certificate of Insurance as well as a Workplace Safety and Insurance Board clearance certificate in advance of signing the Agreement and any renewals thereafter.

7.4 The User shall request approval to make any additions of new properties or deletions of approved Township properties from the list of approved Township properties (ROW) as specified in Appendix A.

## **8. End of Term**

8.1 Upon expiration or termination of this Agreement, the User shall remove all Equipment (including signs and sign posts) owned by the User at any Township owned property and shall restore or repair any damage to the property caused by such removal at the expense of the User and to the satisfaction of the Township of Cavan Monaghan.

8.2 The User covenants that any properties owned by the Township which are the subject of this Agreement shall, upon the expiration or termination of this Agreement, be left in the same condition in which they are found upon the commencement of this Agreement with the exception of any clearing or grading work previously approved by the Township in writing. This includes but is not limited to the removal of all signage and any apparatus placed for trail use unless otherwise advised in writing by the Township, restoring/replacing any gates or apparatus in place upon commencement of this agreement, removal of any litter, restore, repair or replace damaged property. The User further covenants that it shall be responsible for restoring the properties as is necessary to ensure compliance with this provision, and that such obligation shall survive the termination or expiration of this Agreement.

## 9. Notice

9.1 Any notice or communications between the parties regarding this Agreement shall be in writing and forwarded to the addresses set out below. If forwarded by mail, notice will be deemed received on the third business day after mailing or if by fax or e-mail prior to 4:30 pm, the same business day:

The Township of Cavan Monaghan  
988 County Road 10  
Millbrook, Ontario, L0A 1C0  
Contact Name: : Cindy Page  
Tel: (705) 932-2929  
Fax: (705) 932-3458  
e-mail: [cpage@cavanmonaghan.net](mailto:cpage@cavanmonaghan.net)

Ontario Federation of Snowmobile Clubs – District 3  
Governor Ken Bertrand  
454 Bolivar Street, Peterborough, Ontario, K9J 4R4  
e-mail: [ofscd3@gmail.com](mailto:ofscd3@gmail.com)

OFSC District 3  
Additional Contact Name: Katherine Johnston  
Tel: 705-312-0551

Or as amended from time to time upon advance notice in writing to the other party.

## 10. Governing Law

10.1 This Agreement shall be governed by the laws of Ontario and the federal laws of Canada which are applicable therein. The User and the Township shall comply with all applicable laws and regulations.

## 11. Severability

11.1 If any provision contained in this Agreement shall, to any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected except to the extent that such invalid or unenforceable provision is properly construed as a condition for the benefit of any party hereto or part of the fundamental consideration for the agreement herein contained, and, subject to the above, each provision of this Agreement shall be separately valid and enforceable to the fullest extent provided by law.

**12. Assignment**

12.1 The User agrees that it may not assign nor transfer their rights and status under this Agreement without the prior written consent of the Township, which consent may be withheld at the sole discretion of the Township.

**13. Survivability**

13.1 The obligations of the parties to conduct an Annual Review as per section 14 and that of the User to compensate the Township for any costs associated with road repair and maintenance per sections 4.5 and 4.6 survive the termination of this Agreement.

**14. Annual Review**

14.1 On an annual basis, on or around May 1, the Township and the User will review the ROW and all road crossings identified on Appendix A to determine any necessary repairs to be conducted by the User.

In Witness Whereof, the parties hereto have signed and sealed by their proper officers this Agreement. If a seal is not affixed, have a witness date, print and sign their name below.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

The Township of Cavan Monaghan

\_\_\_\_\_

\_\_\_\_\_

Ontario Federation of Snowmobile Clubs – District 3

\_\_\_\_\_

Ken Bertrand

---

Date

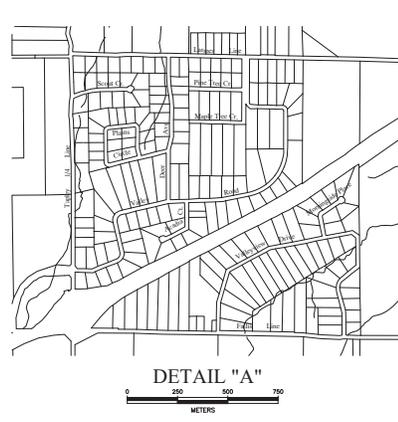
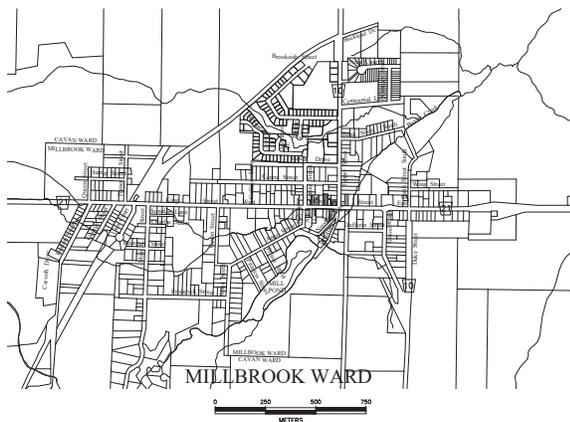
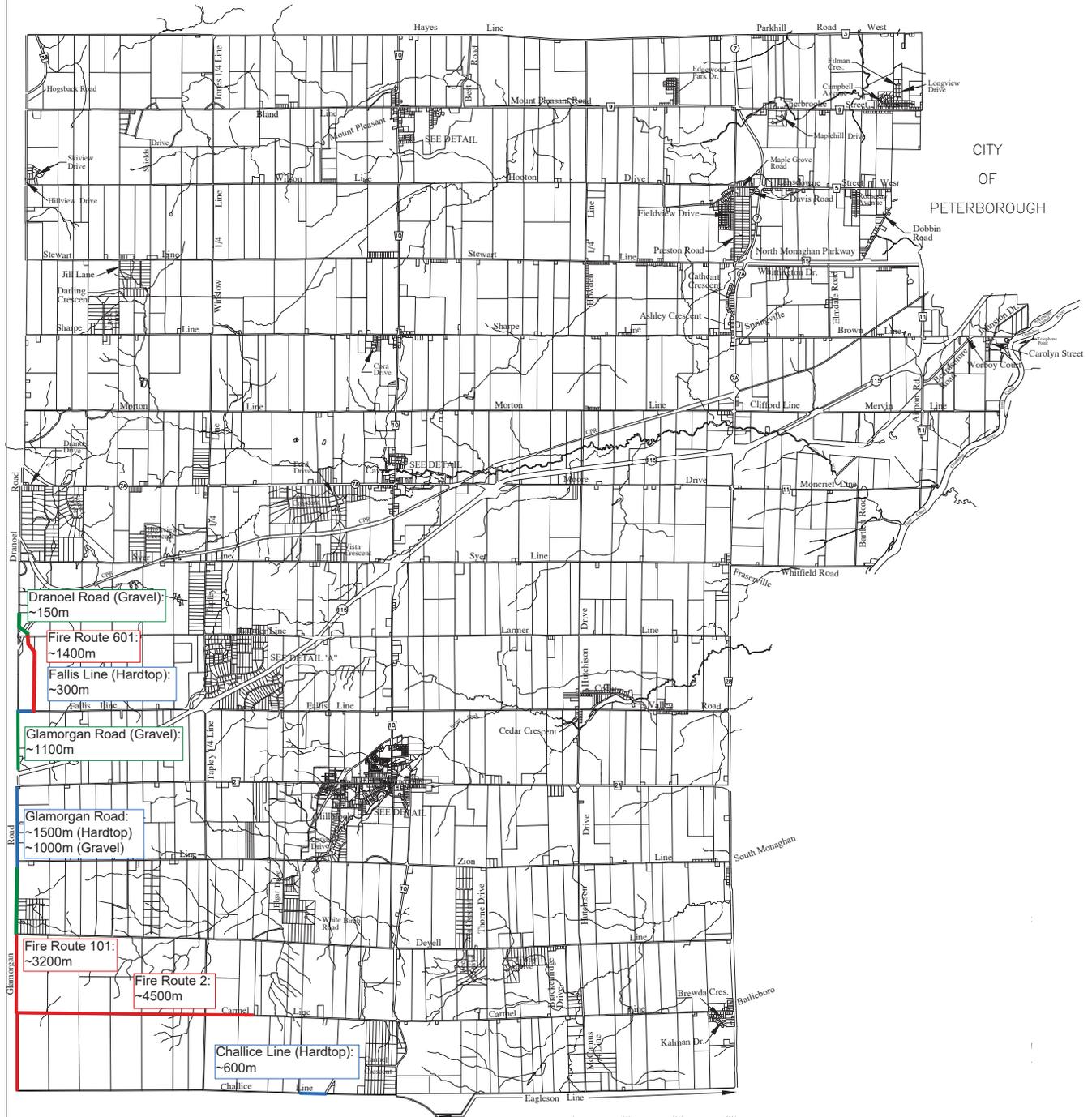
---

Witness Name

---

Witness Signature

# TOWNSHIP OF CAVAN MONAGHAN



- Fire Route/ Unopened Road Allowance
- Hardtop Surface
- Gravel Surface

**The Township of Cavan Monaghan**

**By-law No. 2025-12**

**Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 18th day of February 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 18th day of February 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 18th day of February 2025.

---

**Matthew Graham**  
**Mayor**

---

**Cindy Page**  
**Clerk**