



Agenda
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting

Thursday, February 20, 2025

9:00 a.m.

Council Chambers - Hybrid Room

Members in attendance are asked to please turn off all electronic devices during the Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. Please be reminded meeting are livestreamed and recorded. 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. Minutes

5.1 Minutes of the meeting held September 12, 2024 3 - 5

5.2 Minutes of the meeting held October 28, 2024 6 - 7

5.3 Minutes of the meeting held December 20, 2024 8 - 9

6. Reports

7. General Business

7.1 Review of Proposed Draft Heritage By-laws

7.1.1 By-law No. 2025-XX 7 Prince Street 10 - 13

7.1.2 By-law No. 2025-XX 8 Dufferin Street 14 - 17

7.2 Work Plan

18 - 18

8. Adjournment

8.1 Next meeting date is March 20, 2025 at 9:00 a.m.



Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Thursday, September 12, 2024
9:00 a.m.
Council Chambers – Hybrid Room

Those members in attendance:

Nelson Edgerton	Councillor
Ashley Stewart	Chair
Nancy Davis	
John Collver	

Those members absent:

Deborah Luchuk

Staff members in attendance:

Mark Froment	Deputy Clerk
Karen Ellis	Director of Planning
Brigid Ayotte	Economic Development and Communications Officer

1. Call to Order

Chair Ashley Stewart called the meeting to order at 9:22 a.m.

2. Land Acknowledgement

Chair Ashley Stewart recited the Land Acknowledgement.

3. Approval of the Agenda

Moved by: Davis

Seconded by: Collver

That the agenda for the Municipal Revitalization and Heritage Advisory Committee be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

There was no closed session.

6. Minutes

6.1 Minutes of the meeting held June 20, 2024

Moved by: Collver

Seconded by: Davis

That the minutes of the meeting held June 20, 2024, be approved as presented.

Carried

7. Report

7.1 Financial Report – Karen Ellis

Karen Ellis provided the Committee with the Financial Report.

Moved by: Davis

Seconded by: Collver

That the Municipal Revitalization and Heritage Advisory Committee receive the Financial Report for information.

Carried

8. General Business

8.1 2025 Budget Discussion

Moved by: Collver

Seconded by: Davis

That the Municipal Revitalization and Heritage Advisory Committee 2025 Budget request for the 2025 Operating Budget include the Heritage Awards for \$500, Contracted Services for Mural Restoration for \$1,500, Landscaping at Station Park for \$1,000, the Restoration of Springville and Ebenezer Cemeteries for \$740, and the addition of two (2) new initiatives for 2025 being a Signage Project requesting \$7,000 and funding for a summer student for the Cultural Mapping Project.

Carried

8.2 Workplan

The Committee reviewed the workplan and discussed the updates and projects for 2024

8.3 2025 Meeting Schedule

Moved by: Davis

Seconded by: Collver

That the Municipal Revitalization and Heritage Advisory Committee adopt the 2025 Meeting Schedule as proposed.

Carried

9. Adjournment

Moved by: Davis

Seconded by: Collver

That the Municipal Revitalization and Heritage Advisory Committee adjourn at 10:18 a.m.

Carried

Ashley Stewart
Chair

Mark Froment
Clerk



Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Monday, October 28, 2024
9:00 a.m.
Council Chambers – Hybrid Room

Those members in attendance:

Nelson Edgerton	Councillor
Ashley Stewart	Chair
Nancy Davis	
John Collver	
Deborah Luchuk	

Staff members in attendance:

Mark Froment	Deputy Clerk
Karen Ellis	Director of Planning
Brigid Ayotte	Economic Development and Communications Officer

1. Call to Order

Chair Ashley Stewart called the meeting to order at 9:03 a.m.

2. Land Acknowledgement

Chair Ashley Stewart recited the Land Acknowledgement.

3. Approval of the Agenda

Moved by: Luchuk

Seconded by: Collver

That the agenda for the Municipal Revitalization and Heritage Advisory Committee be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. General Business

5.1 2025 Proposed Budget Discussion Update

Moved by: Luchuk

Seconded by: Collver

That the Municipal Revitalization and Heritage Advisory Committee revise its 2025 Budget request to include one (1) item for the 2025 Capital Budget being the Station Park Signage Project; And

That the Committee request a rollover of the \$7,000 in previously approved funding for the Station Park Signage Project; And
That the Committee request an additional \$7,000 from 2025 Capital Budget for the Station Park Signage Project.

Carried

6. Adjournment

Moved by: Collver

Seconded by: Luchuk

That the Municipal Revitalization and Heritage Advisory Committee adjourn at 10:07.

Carried

Ashley Stewart
Chair

Mark Froment
Clerk



Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Friday, December 20, 2024
9:00 a.m.
Council Chambers – Hybrid Room

Those members in attendance:

Matthew Graham Mayor
 Ashley Stewart Chair (virtually)
 Nancy Davis
 Deborah Luchuk

Those members absent:

Nelson Edgerton Councillor
 John Collver

Staff members in attendance:

Mark Froment Deputy Clerk
 Karen Ellis Director of Planning (virtually)

1. Call to Order

Chair Ashley Stewart called the meeting to order at 9:03 a.m.

2. Land Acknowledgement

Chair Ashley Stewart recited the Land Acknowledgement.

3. Approval of the Agenda

Moved by: Davis

Seconded by: Luchuk

That the agenda for the Municipal Revitalization and Heritage Advisory Committee be approved as presented.

Recorded	For	Against
Graham	X	
Stewart	X	
Davis	X	
Luchuk	X	
Results	4	0

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. General Business

5.1 Revision of 2025 Budget Request

Moved by: Davis

Seconded by: Luchuk

That the Municipal Revitalization and Heritage Advisory Committee withdraw the budget requests from the September 12, 2024, and October 28, 2024, meetings and submit a revised budget request; and

That the Committee request for the 2025 Operating Budget \$500 for the Heritage Awards, \$1,500 for Contracted Services for Mural Restoration, \$1,000 for Landscaping at Station Park, \$3,000 for Signage at Springville and Ebenezer Cemeteries, and the addition of one (1) new request for 2025 being funding for a summer student for the Cultural Mapping Project; and

That the Committee request for the 2025 Capital Budget of \$14,000 with a rollover of the \$7,000 in previously approved funding for the Station Park Signage Project.

Recorded	For	Against
Stewart	X	
Davis	X	
Luchuk	X	
Graham		Abstain
Results	3	1
		Carried

6. Adjournment

Moved by: Luchuk

Seconded by: Davis

That the Municipal Revitalization and Heritage Advisory Committee adjourn at 9:30 a.m.

Recorded	For	Against
Davis	X	
Luchuk	X	
Graham	X	
Stewart	X	
Results	4	0
		Carried

Ashley Stewart
Chair

Mark Froment
Deputy Clerk

The Township of Cavan Monaghan

By-law No. 2025-XX

Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law Number 85-26, Designating 7 Prince Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act*

Whereas Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

And Whereas a Notice of Intention to Repeal sections of Village of Millbrook By-Law Number 85-26 designating 7 Prince Street, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

And Whereas no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

And Whereas Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

And Whereas a Notice of Intention to Designate 7 Prince Street, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

And Whereas no objection to the proposed designation has been served on the Clerk of the municipality;

And Whereas Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

And Whereas the reasons for designation are set out in Schedule A;

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

1. The property located at 7 Prince Street is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property

affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.

2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law Number 85-26 are hereby repealed:
 - 1) "2. 7 Prince Street"
 - 2) "(2) '7 Prince Street' being more particularly described in Schedule 'A-2' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-2' attached hereto and forming part of this By-Law."
 - 3) Schedule A-2
 - 4) Schedule B-2
5. All other relevant provision of By-Law 85-26, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this [DAY] day of [MONTH], 2025.

Matthew Graham
Mayor

Cindy Page
Clerk

Schedule A to By-law No. 2025-XX

Section 1: Description of Property

7 Prince Street, Township of Cavan Monaghan

Section 2: Location of Property

Located on the West side of Prince Street, South of Anne Street.

Section 3: Legal Description

Part of Park Lot 16, Concession 4, East of Princess Street, Part 1 on Reference Plan 9P1178, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

Section 4: Reasons for Designation

The property at 7 Prince Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19th century architectural style and is important in supporting the character of the surrounding area.

Section 5: Statement of Cultural Heritage Value or Interest

The house located at 7 Prince Street in Millbrook, also known as the Wilgar House, stands as the only example of a Homestead Style house in the Millbrook area. The original house is large and rectangular in shape, with a medium pitch gable roof. The front façade features a large bay with three narrow 1-over-1 window panes, a verandah with decorative wood brackets and inverse clover detailing, as well as plain bargeboard and corner boards. There are buff brick lintels above the windows and doorways, contrasting the red brick construction of the rest of the house. Generally, the brick and wood features are in good condition and have been well maintained. The house features a window with the carving "Clarence Wilgar" in one of the panes as well as the initials "WW" and date 1886 carved into the brick under said window.

The house occupies land sold to Margaret Wilgar in 1877 and was built in 1878. There is a large tree in front yard which is one of a handful of historic trees along Prince Street.

The Wilgar House is a unique red and buff brick late 19th century home in excellent condition. It merits designation for its connection to Clarence and Margaret Wilgar as well as its contribution to the historic streetscape along Prince Street and throughout the Millbrook area.

Section 6: Heritage Attributes

- Placement and orientation of the building on west side of Prince Street
- Scale, form, massing, of the building with a rectangular plan
- Red brick construction with contrasting buff brick lintels
- Fenestration pattern and style including hung style windows
- Prince Street facing brick bay with 3 slender masonry openings
- Masonry openings for front door and transom window above
- Window and brick carvings indicating connection to Wilgar family
- Wood verandah with railing and decorative detailing with inverse clover pattern in the brackets
- Brick chimney

The Township of Cavan Monaghan

By-law No. 2025-XX

Being a by-law to Repeal and Replace sections of Village of Millbrook By-Law Number 85-26, Designating 8 Dufferin Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act*

Whereas Section 31 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may repeal a by-law passed under Section 29 of the Act designating a property within the boundaries of the municipality at Council's initiative;

And Whereas a Notice of Intention to Repeal sections of Village of Millbrook By-Law Number 85-26 designating 8 Dufferin Street, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

And Whereas no objection to the proposed repeal of sections of the designating by-law has been served on the Clerk of the municipality within the prescribed time under the *Ontario Heritage Act*;

And Whereas Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, provides that the Council of a municipality may pass a by-law to designate a property within the boundaries of the municipality as being of cultural heritage value or interest;

And Whereas a Notice of Intention to Designate 8 Dufferin Street, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

And Whereas no objection to the proposed designation has been served on the Clerk of the municipality;

And Whereas Council has consulted with its Municipal Revitalization and Heritage Advisory Committee;

And Whereas the reasons for designation are set out in Schedule A;

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

1. The property located at 8 Dufferin Street is designated as being of cultural heritage value or interest, as described further in Schedule A. This designation shall not preclude alterations to the property but that any and all alterations shall be in keeping with the original and present character of the property and that no alterations to the property

affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.

2. The Township is hereby authorized to have a copy of this by-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this by-law in a newspaper having general circulation in the municipality.
4. The following excerpts from By-Law Number 85-26 are hereby repealed:
 - 1) "1. 8 Dufferin Street";
 - 2) "(1) '8 Dufferin Street' being more particularly described in Schedule 'A-1' attached hereto and forming part of the By-Law. The reasons for the designation of this property are set out in Schedule 'B-1' attached hereto and forming part of this By-Law.";
 - 3) Schedule A-1; and
 - 4) Schedule B-1.
5. All other relevant provision of By-Law Number 85-26, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this [DAY] day of [MONTH], 2025.

Matthew Graham
Mayor

Cindy Page
Clerk

Schedule A to By-law No. 2025-XX

Section 1: Description of Property

8 Dufferin Street, Township of Cavan Monaghan

Section 2: Location of Property

Located on the North side of Dufferin Street, West of Gravel Road.

Section 3: Legal Description

Lot 2 and Part of Lot 3, North side of Dufferin Street, West of Gravel Road, being Part of Lot 13, Concession 4, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

Section 4: Reasons for Designation

The property at 8 Dufferin Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value, and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value, historical/associative value, as well as contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19th century architectural style, has direct association with a notable person who is significant to the community, and is important in supporting the character of the surrounding area.

Section 5: Statement of Cultural Heritage Value or Interest

The house located at 8 Dufferin Street in Millbrook, Ontario, known locally as the Alexander Armstrong House, holds historic significance in the community, being one of very few Italianate Style Townhouses in the area. The two-storey red brick house features ornate brackets under the eaves, contrasting buff brick quoins, a wraparound verandah, and arched French windows on the ground level. These features are well-preserved examples of the Italianate Style design popular throughout the mid to late nineteenth century.

The house was built in 1880 by horticulturist and implement merchant, Alexander Thomas Armstrong, who married Rebecca O'Brian. The house remained in the Armstrong family for over 100 years until 1986.

The Alexander Armstrong House is historically significant for its longstanding connection to Millbrook's early families. The house is also of great architectural significance as it is a unique and well-preserved example of fine 19th-Century Italianate residential architecture.

Section 6: Heritage Attributes

Exterior:

- Placement and orientation of the building on north side of Dufferin Street
- Scale, form, massing, of the 2-storey red and contrasting buff brick building with a rectangular plan
- Contrasting buff brick quoining
- Decorative corbels under second storey eaves
- Wood frieze boards, soffits and integrated venting, associated wood detailing and trim
- Arched and slender masonry openings including buff brick arches and wood sills
- Fenestration pattern and style including slender arched upper window panes (first and second storey) and arched transoms (first storey)
- Large ground floor wood doors with wood storm windows with wood transoms and storm transom above
- Large arched 2 over 2 single hung wood windows
- Arched shutters
- Wood front door, sidelites, and arched transom including decorative moulding and brackets
- Wraparound verandah with intricate wood detailing and decorative brackets

Interior:

- Wood doors and associated door hardware
- Door surrounds and trim
- Wood baseboards
- Wood window surrounds, trim and sills
- Wood newel posts and railing (second floor)
- Wood floors
- Wood surrounds, trim and decorative corner brackets for openings between rooms

**Municipal Revitalization and Heritage Advisory Committee
Work Plan 2025**

Item	Budget	Sub-Committee	Tasks/ Progress	Completion Date
1. Station Parkette by the Mural Landscaping	\$1,000 Landscaping		Landscaping at Station Parkette by the Train Station Signage. To be determined in conjunction with signage project.	2025
2. Springville and Ebenezer Cemetery Restoration	\$740 Clerk's Budget	Contracted to Campbell Monuments	Annual review to be completed in summer 2025. Volunteers required.	Ongoing
3. Review and update current Heritage By-laws		Karen Ellis Brigid Ayotte	Reviews of Heritage By-laws ongoing. By-laws for 7 Prince St. and 8 Dufferin St. presented for review at February meeting.	Ongoing
4. Heritage Awards	\$500 Awards	Karen Ellis Brigid Ayotte	2025 – No nominees for 2024. Advertisement will be published in the Millbrook Times to encourage nominations.	Ongoing
5. Train Station Signage	\$7,000 Planning, Building and ECD Budget	Brigid Ayotte Karen Ellis	Concept for pylon sign presented to Council in August 2024. Budget limited to \$7,000. Discussion required regarding the future of the project.	2025 Project Roll-over
6. Existing Mural restoration and maintenance	\$1,500 Contracted Services	Brigid Ayotte	The Mural needs some touching up. Original artist contacted to conduct maintenance.	2025 - Ongoing
7. Deyell, Springville and Ebenezer cemetery signage	\$3,000 Special Equipment/ Materials	Karen Ellis	Create verbiage for signage for the Springville and Ebenezer cemeteries. Progress is being made finding information for cemeteries. Draft wording for Springville ready for review at March 2025 meeting. Ebenezer wording to be ready for review in June 2025.	Ongoing
8. Cultural Mapping Review Project	\$29,300 for a Summer Student	John Collver	The Historical Society willing to be involved in this project. They will be provided a list of culturally significant locations to pull information for them. Funding for a summer student for the project was approved in the 2025 Operating Budget on January 27, 2025.	Ongoing

February 20, 2025