



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, March 17, 2025

11:30 a.m.

Council Chambers

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

Pages

1. Call to Order

2. Land Acknowledgement

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

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Closed Session

5.1 Resolution to move into Closed Session

5.2 Minutes of the Closed Session held March 3, 2025

5.3 Acquisition Proposal: Elmdale Road Property, 15-09-030-001-09800 (YH)

a proposed or pending acquisition or disposition of land by the municipality or local board employees

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

7. Report from Closed Session

8. Presentation

8.1	Rika Law and Darika Sharma, R.V. Anderson Associates - Water Storage Municipal Class Environmental Assessment	4 - 22
8.2	John Shank and Greg Baskin, Landscape Planning Limited - Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre	23 - 49
9.	Minutes	
9.1	Minutes of the Regular Meeting held March 3, 2025	50 - 58
10.	Reports	
10.1	Report - Public Works 2025-05 Water Storage Municipal Class Environmental Assessment Report (WH/JF)	59 - 79
10.2	Report - CAO 2025-04 Concept Designs and Site Plans for a Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre (YH/CA)	80 - 136
10.3	Report - Public Works 2025-04 Dedication of Parts 1 & 2, 45R-17799 as a Municipal Easement (DH/WH)	137 - 140
10.4	Report - CAO Report and Capital Status (YH)	141 - 143
10.5	Council/Committee Verbal Reports	
11.	General Business	
12.	Correspondence for Information	
13.	Correspondence for Action	
14.	By-laws	
14.1	By-law No. 2025-17 being a by-law to authorize the acquisition and registration of a drainage easement over Part Lot 10, Concession 4 being Parts 1 & 2 on Plan 45R-17799	144 - 144
15.	Unfinished Business	
16.	Notice of Motion	
17.	Confirming By-law	
17.1	By-law No. 2025-18 being a by-law to confirm the proceedings of the meeting held March 17, 2025	145 - 145

18. Adjournment

19. Upcoming Events/Meetings

- 19.1 Cavan Monaghan Public Library Board Meeting Tuesday, March 18, 2025 at 7:00 p.m., Millbrook Branch Library**
- 19.2 Municipal Revitalization and Heritage Advisory Committee Meeting Thursday, March 20, 2025 at 9:00 a.m.**
- 19.3 Millbrook Valley Trails Advisory Committee Meeting Monday, March 24, 2025 at 4:00 p.m.**
- 19.4 Regular Council Meeting Monday, April 7, 2025 at 1:00 p.m.**
- 19.5 Community Safety Open House with Police Chief Betts and Mayor Graham Tuesday, April 8, 2025 at 7:00 p.m., CMCC - Community Hall**
- 19.6 Regular Council Meeting Tuesday, April 22, 2025 at 1:00 p.m.**



PREPARED FOR THE TOWNSHIP OF
CAVAN MONAGHAN

Water Storage Update

Water Storage Municipal Class
Environmental Assessment

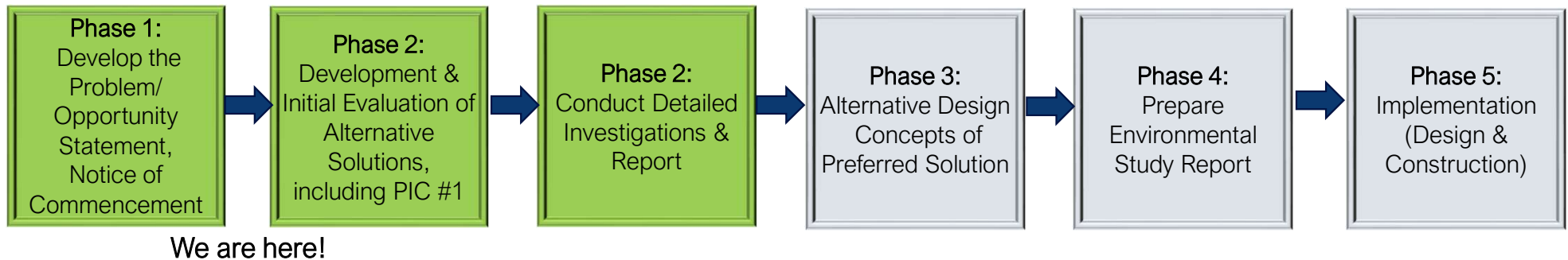
March 17, 2025.



1. Municipal Class EA Planning Process
2. Schedule
3. Review Past Findings
4. Drinking Water Storage Types
5. Shortlisted Locations for Proposed Storage Facility
6. Proposed Hydraulic Grade Lines
7. Project Fact Sheet Comparison

MUNICIPAL CLASS EA PLANNING PROCESS

This Schedule B Class EA project will complete Phase 1 and Phase 2 of the environmental assessment process.



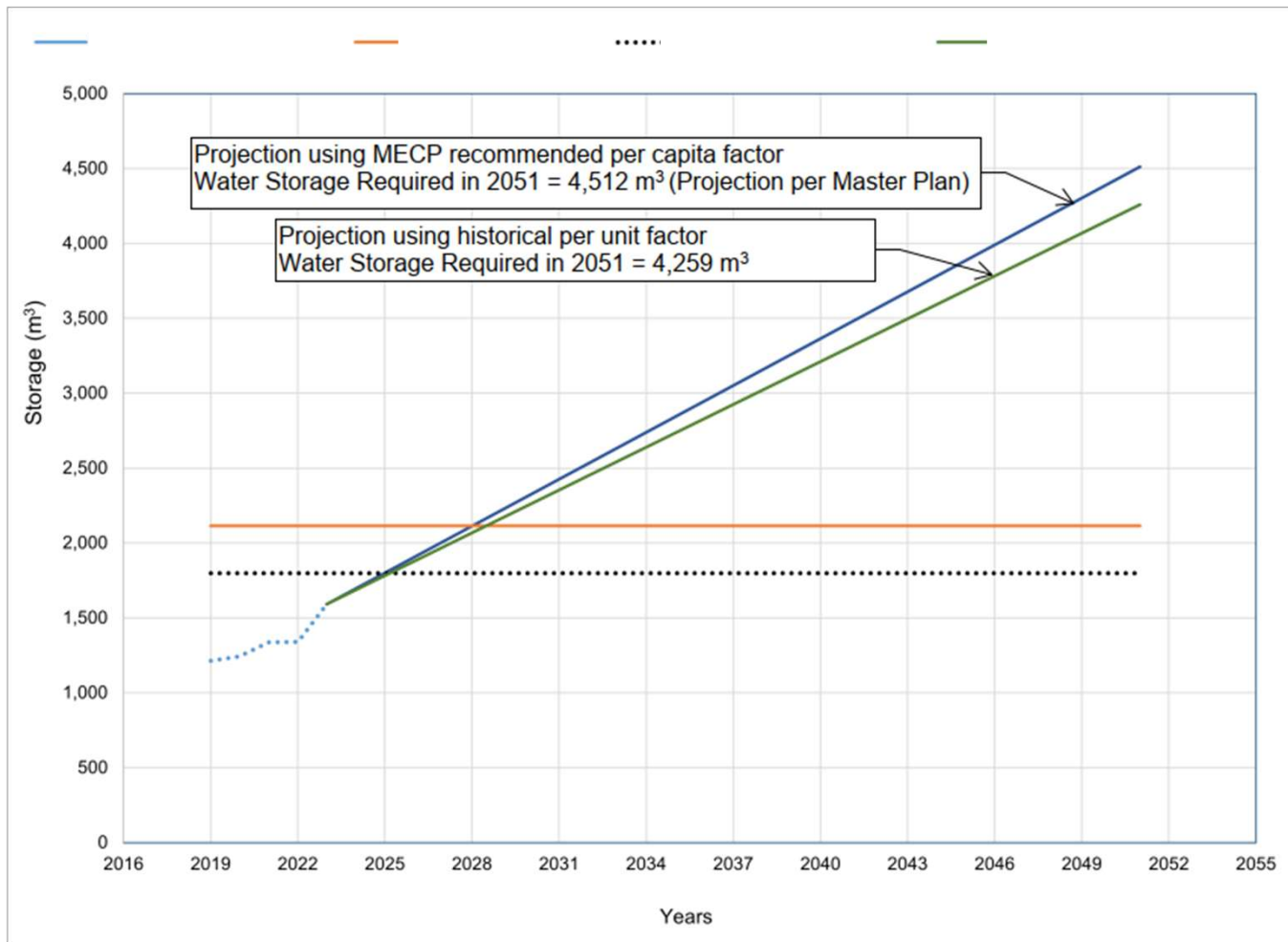
Millbrook Water Storage Class Environmental Assessment

The purpose of the study is to take the next step after the Master Servicing Study (MSS) with a Class Environmental Assessment to confirm the location, capacity, and storage type for the new water storage solution (i.e. standpipe, elevated tank or storage reservoir) which will service the anticipated growth in the Millbrook Settlement Area as identified in the previously completed Growth Management Study and Master Servicing Study (MSS).

SCHEDULE



TM#1 FINDINGS – FORCASTED STORAGE REQUIREMENTS TO 2051



TM#1 FINDINGS – COMMITTED DEVELOPMENT AREAS



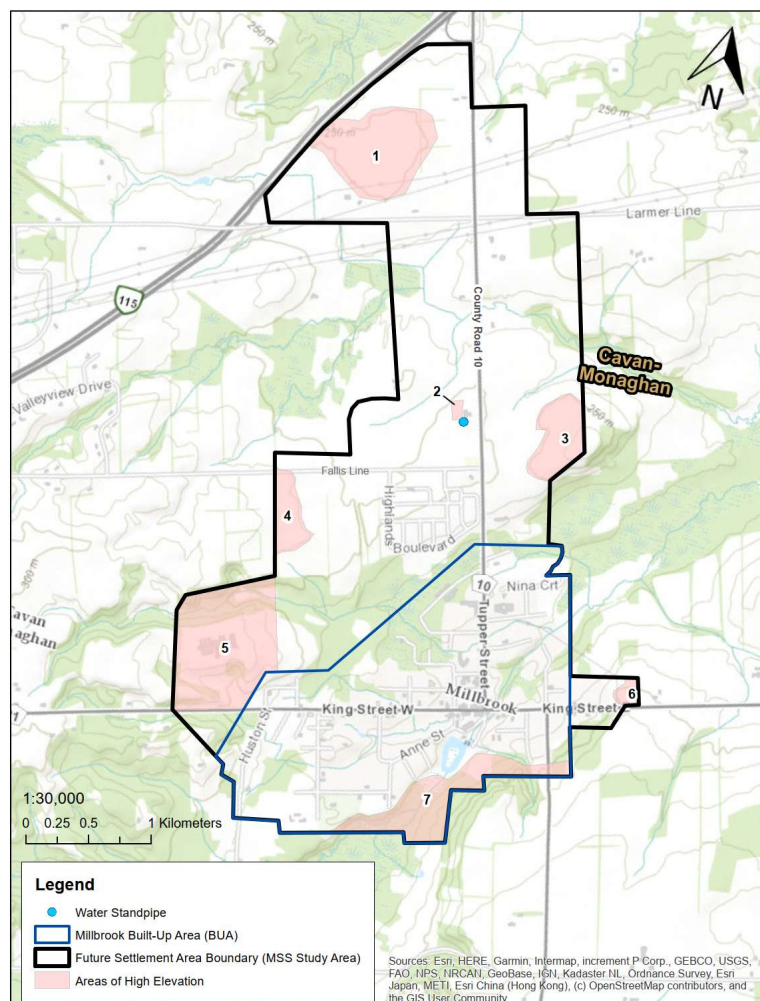
The depicted areas were considered for future water demands and need connection to the new water storage.

TM#1 FINDINGS – DESIGN CRITERIA

- › Consider maintaining separation between new water storage facility and residential areas or other non-compatible land uses.
- › Consider suitability of subsurface and soil conditions.
- › Consider adequacy for future expansion.
- › Consider functional aspects of new water storage reservoir layout including access roads, site grading, and site drainage.
- › Location on the highest point of the serviced (study) area is preferred to help provide a portion of the height needed to provide the required pressure.
- › Storage tanks spaced apart in the distribution system creating system resiliency is preferred, but not on the extreme ends of the distribution system.
- › The elevation of the water storage tower (or equivalent output of a reservoir plus booster pumping station) should be selected to maintain the following pressures in the distribution system:
 - >14 m (20 PSI) for Maximum Day Demand + Fire Flow
 - > 28 m (40 PSI) for Peak Hour Demand
 - 35m to 56m (50 PSI to 80 PSI) under Normal Conditions
 - <70m (100 PSI) under All conditions.

SHORTLISTED LOCATIONS FOR PROPOSED STORAGE FACILITY

- › Location 1: Shortlisted
- › Location 2: Screened out
- › Location 3: Shortlisted
- › Location 4: Screened out
- › Location 5: Screened out
- › Location 6: Screened out
- › Location 7: Screened out



Note: Reusing old decommissioned Standpipe at the southeast end of King St (volume = 1,527 m³) is **not** a viable solution:

- Is in poor condition and will likely require complete structural rehabilitation;
- It is at the edge of the distribution network far from the new growth areas that need the water; and
- Located at a lower elevation compared to other viable locations. This will require a dedicated high-pressure transmission main through the low-lying downtown core to get to new growth areas located at higher elevation.

› Location 1: **Shortlisted**

- Located at far part of settlement area to provide storage in future employment area. Property acquisition required.

› Location 3: **Shortlisted**

- Non-residential area, close to the existing distribution network, and close to immediate development areas. Property acquisition required.

- › Location 2: **Screened Out**
 - Not enough property for a second storage facility within Township owned property.
- › Location 4: **Screened Out**
 - Not centralized to the future anticipated commercial, residential, and industrial areas. May not have enough space for water storage tank/reservoir. Property acquisition required.
- › Location 5: **Screened Out**
 - Within Millbrook's Natural Heritage System which will be impacted by construction, may require extensive environmental investigations and mitigations, and may have several construction limitations imposed to protect the natural area. Property acquisition required.
- › Location 6: **Screened Out**
 - Not centralized to the future anticipated commercial, residential, and industrial areas. Will require a dedicated high-pressure transmission main to get the boosted water to the growth areas. May not have enough space for water storage tank/reservoir. Property acquisition required.
- › Location 7: **Screened Out**
 - At a much lower elevation than the areas north of the Millbrook Built-Up area and, therefore, cannot provide the high ground elevation needed for a gravity-based system.
 - Has Natural Core Areas as part of the Millbrook Natural Heritage System within its delineated boundary which will be impacted by construction.

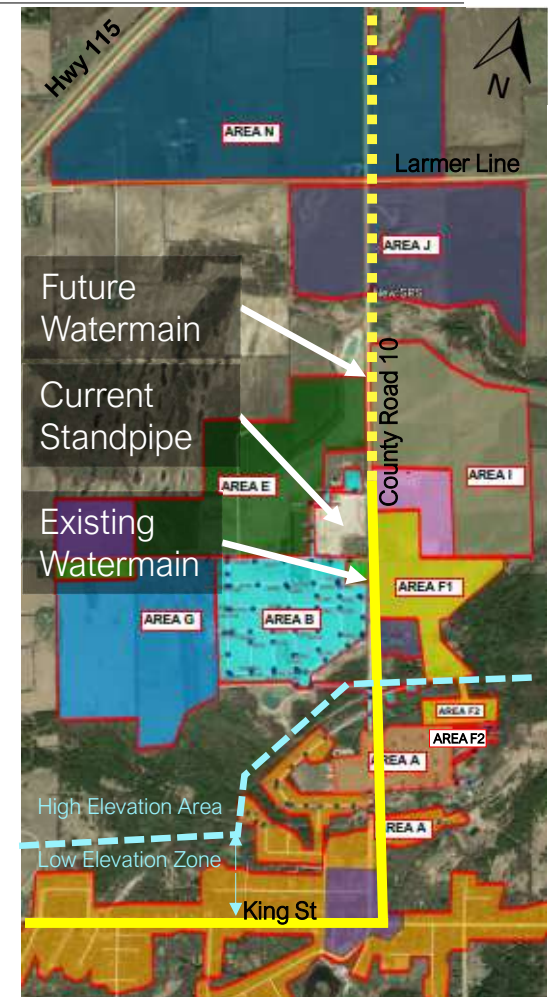
	Location 1	Location 3
Advantages	<ol style="list-style-type: none"> 1. Aesthetic advantage, as a water tower showing the Township's name may be visible from the highway. 2. Having storage on opposite end of water distribution network allows for better redundancy coverage via the different storage tanks in case there is a key watermain break in the network. 	<ol style="list-style-type: none"> 1. Reduced short-mid term costs from shorter watermain route from the BPS than Location 1; 2. Near the immediate development areas; 3. Provides options for in-ground reservoir with BPS, new standpipe or elevated tank. These options will be explored further in Class EA.
Disadvantages	<p>Growth to this immediate area not anticipated until well after the need for additional storage. Township will have to front end the cost for extending distribution network to this location before development occurs here.</p>	<p>As Millbrook continuous to grow beyond 2051, further boundary expansions may occur in the northwest and northeast areas, in which case Location 1 may become more centralized than Location 3.</p>

Therefore, shortlisted strategies are:

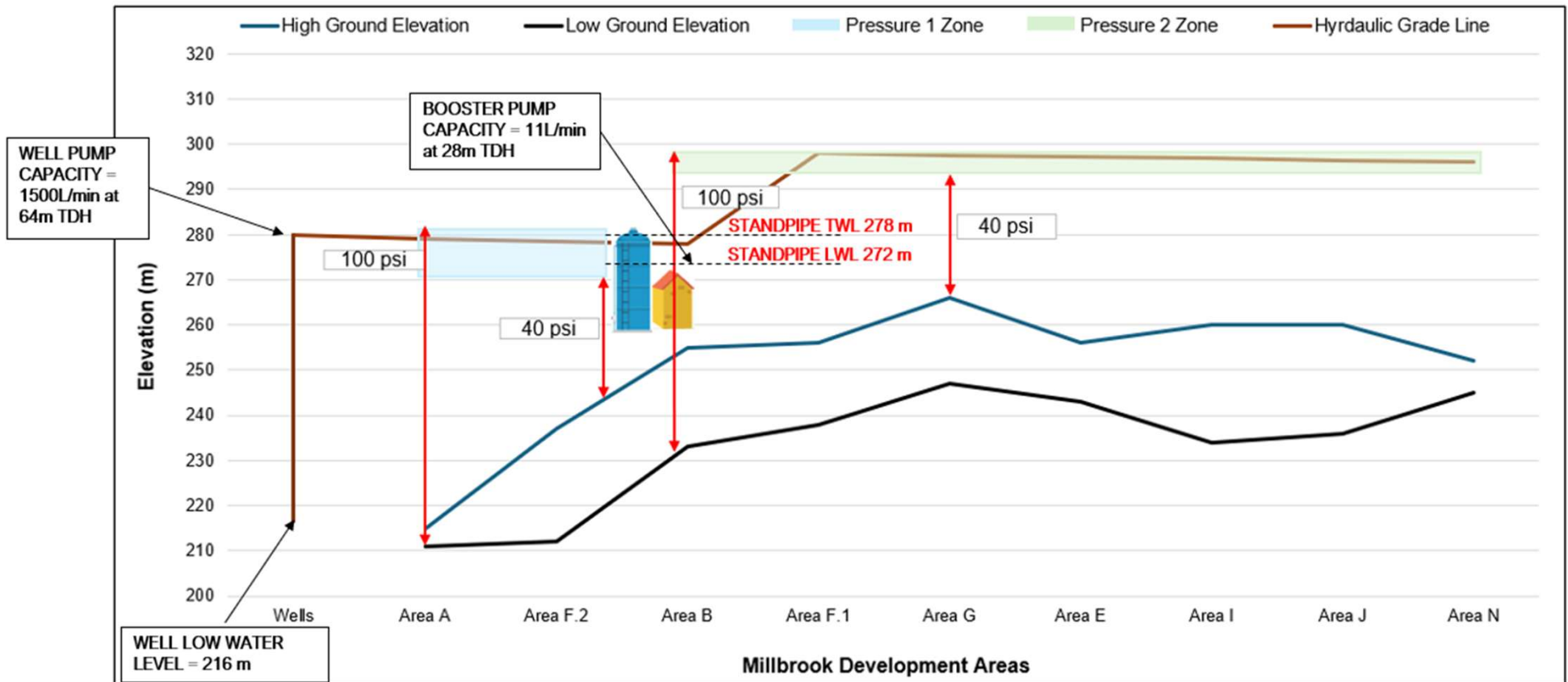
1. Elevated Tank at Location 1;
2. In-Ground Reservoir and new separate BPS at Location 3; and
3. Standpipe at Location 3 (with upgrades at existing BPS)
4. Elevated Tank at Location 3 (with upgrades at existing BPS)

HYDRAULIC GRADE LINE - METHODOLOGY

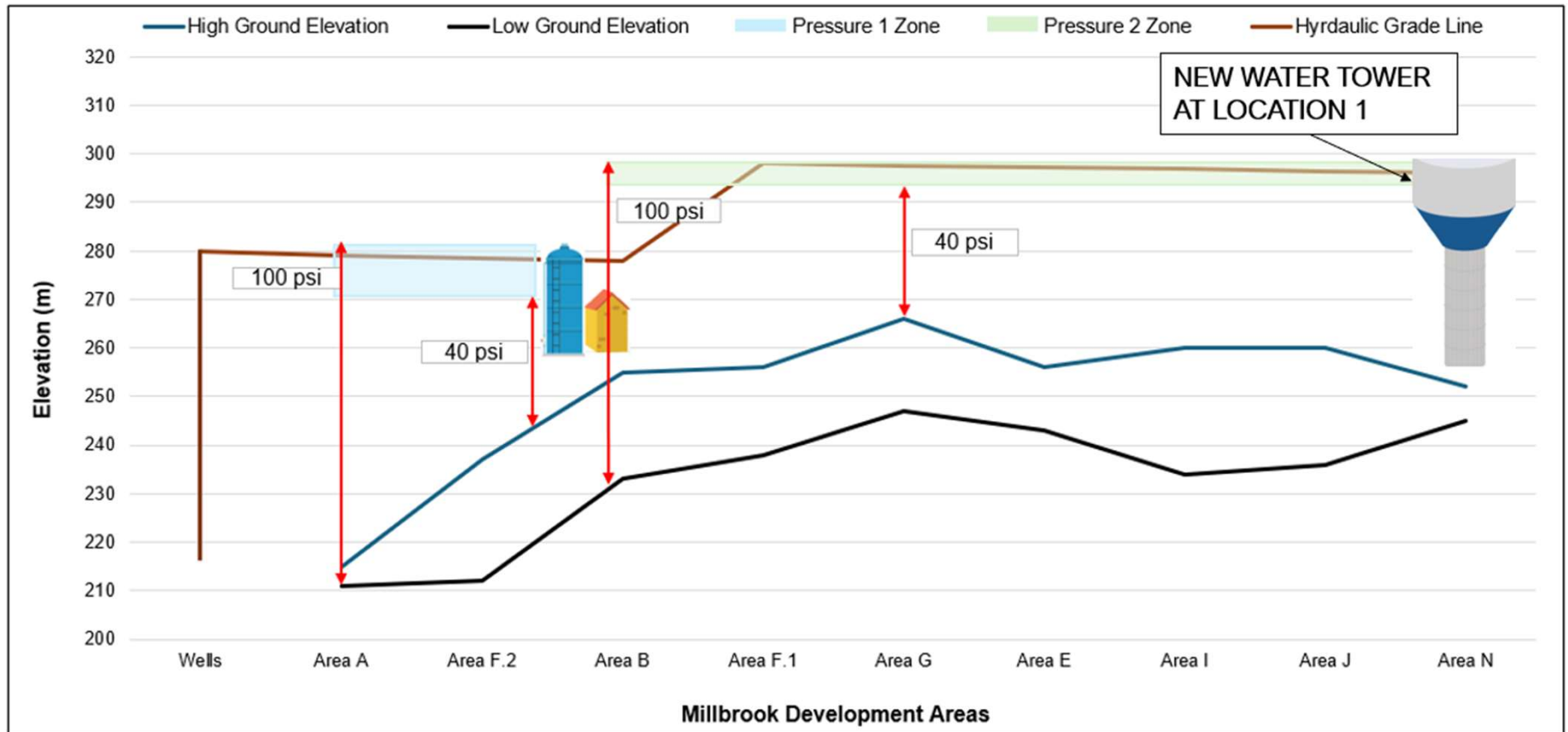
- › The existing 250 mm watermain from the supply wells to the current Standpipe (at Township Office property) travels along King Street and County Road 10. To service future developments north of (new) Highlands Boulevard up to the Hwy 115, it is assumed that the watermain will be extended along Tupper Street as shown in the map.
- › The Millbrook Drinking Water System (DWS) has two pressure zones: a low elevation area in the existing urban built area and a high elevation area that is supplied by the BPS.
- › The water supply Hydraulic Grade Line (HGL) for the existing and future development areas were developed and graphed as shown in the following slides.
- › To maintain the existing two pressure zones, the graphs in the following slides show that the existing high-elevation zone maintained by the existing BPS maybe sufficient to service all these future areas.
- › However, the hydraulic water model to be completed as part of this project will confirm the above analysis.



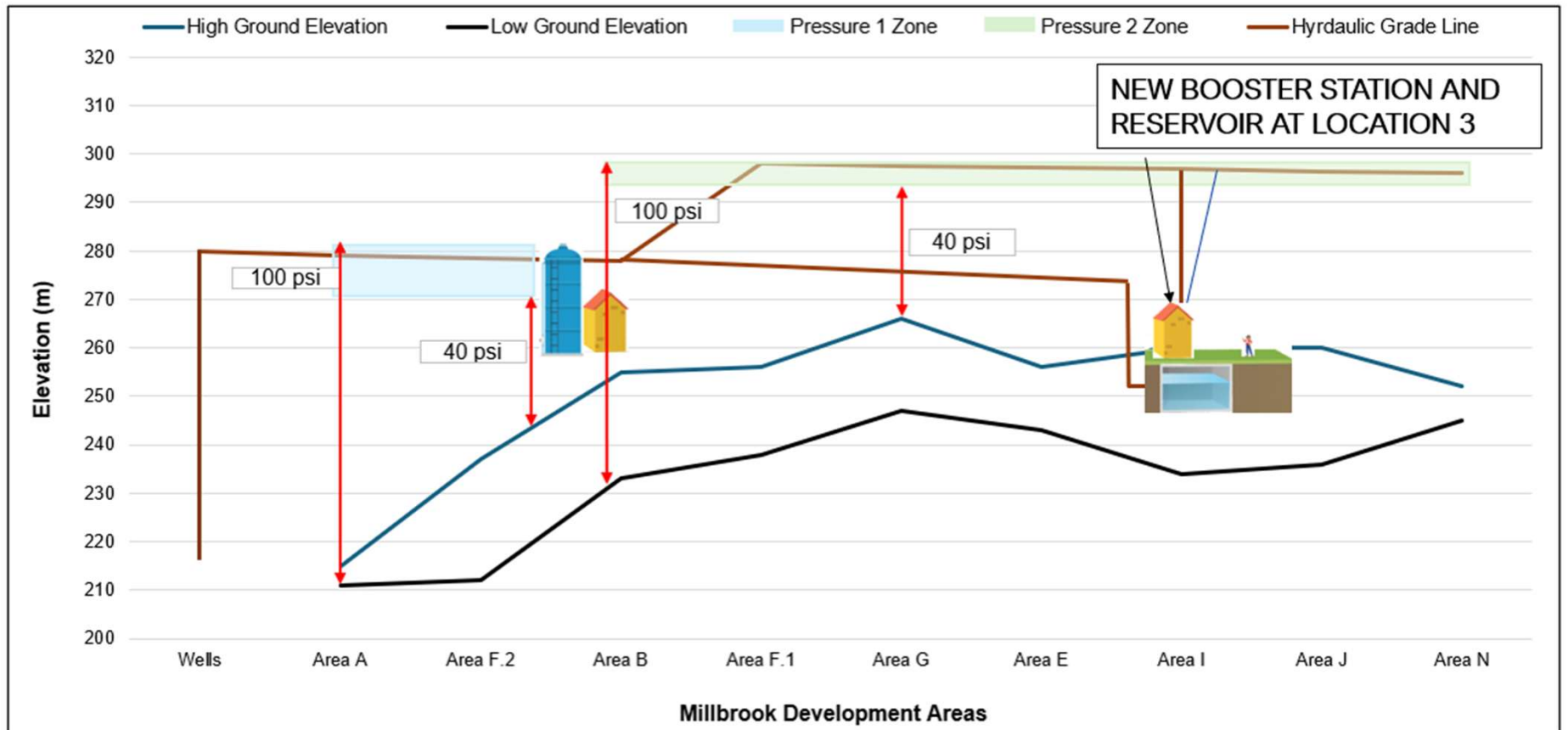
HYDRAULIC PRESSURE ZONE IN EXISTING AND NEW AREAS



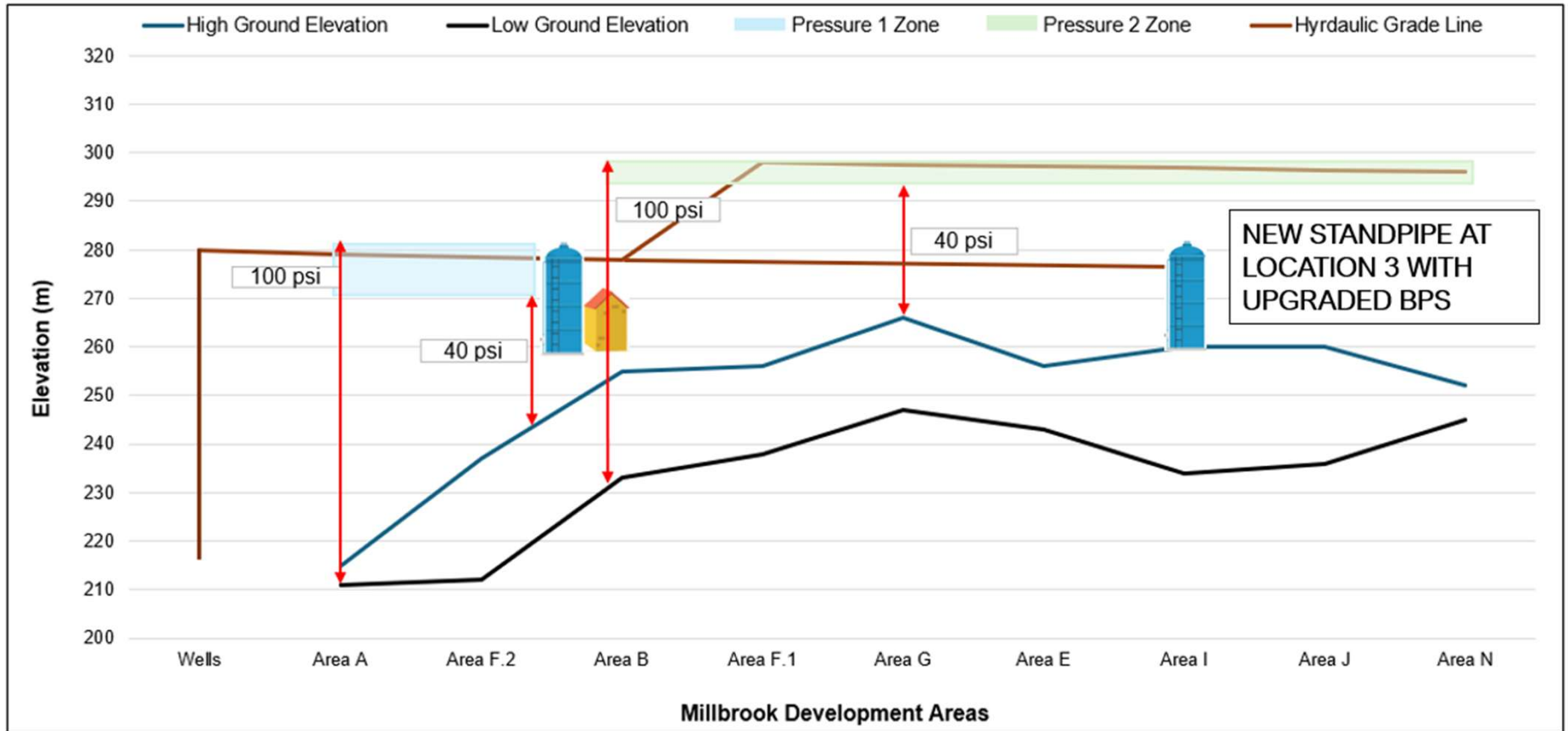
HYDRAULIC GRAPH: ALTERNATIVE STRATEGY 1



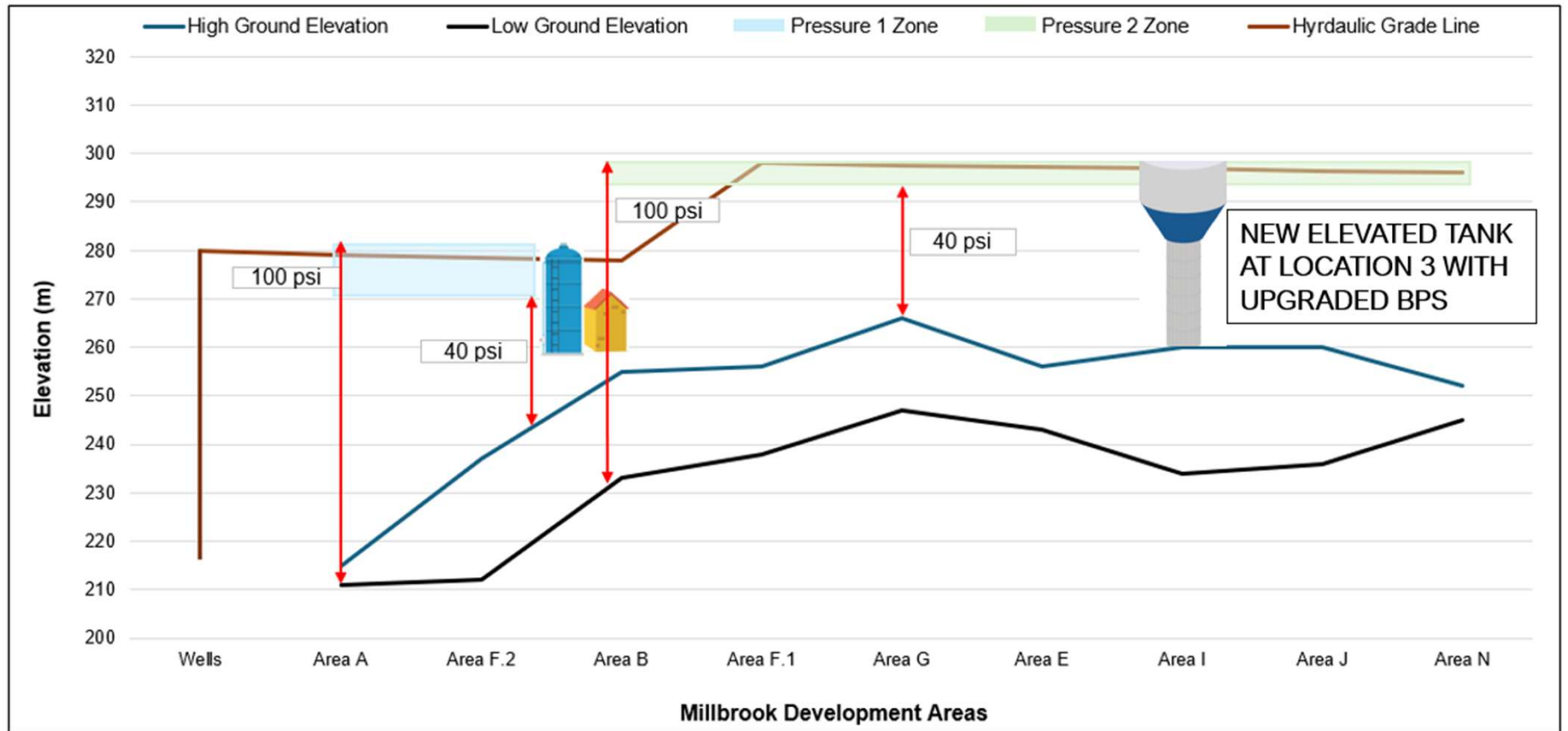
HYDRAULIC GRAPH: ALTERNATIVE STRATEGY 2



HYDRAULIC GRAPH: ALTERNATIVE STRATEGY 3



HYDRAULIC GRAPH: ALTERNATIVE STRATEGY 4



PROJECT FACT SHEET COMPARISON

Alt. #	Project Title	Project Description	Cost (Construction only)
1	Elevated Tank at Location 1 with Ex. BPS Upgrades	<ul style="list-style-type: none"> ➤ Watermain (300mm) from existing BPS to Location 1 (distance is approx. 2,250 m); ➤ Elevated Tank (quote obtained in 2024). Geotech/hydrogeo investigations needed to confirm price for site works ➤ Upsizing of pumps at existing BPS; 	Storage & Watermain: \$11,000,000 Booster Station: \$900,000 Contingency (50%): \$5,950,000 Total approximate: \$17,850,000
2	New Booster Pump Station and In-Ground Reservoir at Location 3	<ul style="list-style-type: none"> ➤ Watermain from County Road 10 to Location 3 and new BPS to Pressure Zone 2 distribution system (distance is 800 m); ➤ Watermain from new BPS to Area N (this is a delayed cost and not included, as the watermain extension to that area will only be required when development in that area commences). ➤ New in-ground reservoir. Geotech/hydrogeo investigations needed to confirm price for site works ➤ New BPS building with dedicated high flow pumps for fire, and regular booster pumps, piping and appurtenances; associated architectural and structural works, operating in conjunction with existing BPS by Municipal Office. 	Storage & Watermain: \$3,000,000 Booster Station: \$2,400,000 Contingency (50%): \$2,700,000 Total approximate: \$8,100,000
3	New Standpipe at Location 3 with Existing BPS Upgrades	<ul style="list-style-type: none"> ➤ Watermain from County Road 10 to Location 3 (distance is 400 m); ➤ Watermain to Area N (this is a delayed cost and not included, as the watermain extension to that area will only be required when development in that area commences). ➤ New Standpipe (quote obtained in 2024). Geotech/hydrogeo investigations needed to confirm price for site works ➤ Upgrades to existing Booster Pumping Station (by Municipal Office) 	Storage & Watermain: \$3,700,000 Booster Station: \$900,000 Contingency (50%): \$2,250,000 Total approximate: \$6,850,000
4	New Elevated Tank at Location 3 with Ex. BPS Upgrades	<ul style="list-style-type: none"> ➤ Watermain from existing BPS to Location 3 (distance is 550 m), and Elevated Tank to Pressure Zone 2 (400m); ➤ Watermain to Area N (this is a delayed cost and not included, as the watermain extension to that area will only be required when development in that area commences). ➤ New Elevated Tank (quote obtained in 2024). Geotech/hydrogeo investigations needed to confirm price for site works ➤ Upgrades to existing Booster Pumping Station (by Municipal Office) 	Storage & Watermain: \$9,200,000 Booster Station: \$900,000 Contingency (50%): \$5,000,000 Total approximate: \$15,100,000

Notes: 1. Land acquisition costs not included in any of construction cost estimates
 2. Contingency at 50% to account for economic and tariff uncertainties

NEXT STEPS

1. Identify and evaluate water storage options with the technical, economical, environmental, social and cultural criteria
2. Water model updates
3. Continue with sending out project notices, undertake public consultation and Indigenous engagement
4. Prepare and conduct a Public Information Centre (PIC)
5. Prepare and finalize Project File Report



Township of Cavan Monaghan



Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre

Council Presentation

TOWNSHIP OF
CAVAN MONAGHAN

Have it all. Right here.

 landscape planning
LANDSCAPE ARCHITECTS

Agenda



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.



Project Objectives

Request for Proposal (PF-02-2024): Supporting Vision 2035 - Parks and Recreation Strategic Plan, Landscape Planning Ltd. was retained to create two separate concept designs and site plans for the Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre (CMCC). This direction was the next steps that were highlighted in the Section 6.4 and 6.5 of the plan adopted by Council in December 2023. The RFP included the following:

- Analysis of existing conditions of both sites.
- Analysis of existing locations to identify constraints and opportunities.
- Review and gather feedback from the public, Township staff, and Council
- Consultation with stakeholders including agencies such as ORCA
- Estimated full build out costs
- Presentation of conceptual plans to Council
- Preparation of refined conceptual plans, including final estimated capital costs, phasing, and implementation recommendations.



Purpose of Meeting

This session aims to provide the Township of Cavan Monaghan Council with a summary of the feedback received for the Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre projects, as part of the public engagement process and present the preferred site plans for each site prepared in response to the feedback to date, phasing and implementation recommendations.

The Process to Date



Prior Documents & Consultation

Reference Documents:

- 1) Vision 2035, Parks and Recreation Strategic Plan (2023)
- 2) Millbrook Arena Emanating from the Parks and Recreation Plan (2023)
- 3) Downtown Millbrook Revitalization Strategy (2013)

Online Survey

An online survey "Downtown Park Survey" was made available to community members to assist with community engagement.

The survey was conducted from July 25, 2024 – August 30, 2024, and received a total of 523 complete responses.

The results of the survey were presented in the Downtown Park Survey Summary Report and presented to Council at a Special Council Meeting on September 16, 2024.

Stakeholder Consultation

Targeted stakeholder consultation meetings have been conducted with the following groups:

- Otonabee Regional Conservation Authority (ORCA)
- Baxter Creek Watershed Alliance
- Millbrook and Cavan Historical Society

Targeted right-holder consultation meetings have been conducted with the following group:

- Hiawatha First Nation

Township Council

On September 16, 2024, Township Council hears report from Landscape Planning summarizing the public survey results. The results from the public survey were used to determine what amenities should be considered for the Downtown Park Conceptual Plans.

After Council input, Landscape started preparing conceptual designs.

The Process to Date



Concept Design

Landscape Planning developed several conceptual designs along with associated cost estimates. These designs incorporated the original Strategic Direction as laid out in section 6.4 and 6.5 in Vision 2035, Parks and Recreation Strategic Plan, the Township staff and Council's objectives and the public's vision, as expressed in the online survey.

Open House

On November 19, 2024, from 4:00 pm to 7:00 pm, Landscape Planning and the Township of Cavan Monaghan hosted a public open house to present and discuss preliminary park designs, answer questions, and gather feedback to refine the designs for each park. Mayor Matthew Graham, Deputy Mayor Ryan Huntley, councillors, and Township staff were in attendance.

Participants submitted paper comment forms, affixed stickers to their preferred amenities on printed copies of the conceptual plans or provide online comments until December 3, 2024.

Concept Updates

Based on the priority ranking of amenities from the Public Survey, the summary feedback received at the Open House, the online voting and paper comments and taking into consideration the conservation restrictions, a preferred concept emerged.

Landscape Planning refined the preferred concept and developed additional supporting graphics for each site plan.

Further refinements were made to address phasing, budgeting, and conservation limits.

Report Back to Council

On March 17th, 2025, Landscape Planning will present the preferred site plans for each park, with estimated costs, phasing and implementation recommendations.

Downtown Park – Concept 3



Concept 3

Program Elements:

- Parking Lot (33 Parking Spaces)
- Park Pathways
- Picnic Area
- Great Lawn / Event Space
- Washroom Building (2 Universal)
- Civic Plaza
- Shade Structures (2)
- Playground
- Relocated Bell
- Opportunities For Public Art
- Bridge Crossings
- Pedestrian Connections

Estimated Project Cost:

\$ 4,600,000.00

Downtown Park – General Feedback

1. Many respondents expressed excitement about the park development for day-to-day gatherings and special events.
2. Stronger connections (main gateway) to King Street East.
3. The width of interior pathways should be increased to accommodate outdoor markets and maintenance vehicles.
4. Provide a turnaround at the end of Distillery Street and limit parking that may disturb adjacent residents.
5. A larger plaza area in front of Needler's Mill, as it is the focal point, should be considered.
6. More facilities geared towards accessibility should be included to accommodate the aging population of Millbrook.
7. The idea of a large shade shelter for protection against weather (rain and sun) and for community events was well-received.
8. Impervious paving should be considered, especially due to the floodplain.
9. Washroom facilities are greatly needed, especially with the addition of outdoor event space in the Downtown core.
10. Some respondents questioned the logic of investing \$4.6 million in the park and requested a cost-benefit analysis.

Downtown Park – Preferred Site Plan

Key Revisions:

- Reconfigured plaza layout and location
- Increased passive open space
- Reduced size of the playground
- Removed parking stalls at the end of Distillery St.
- Reduced the amount of hardscaping
- Modified bridge alignments over Little Creek
- Created a focal seating plaza in front of Needler's Mill
- Utilizes existing alignment of road for emergency access
- Achieved overall cost reduction





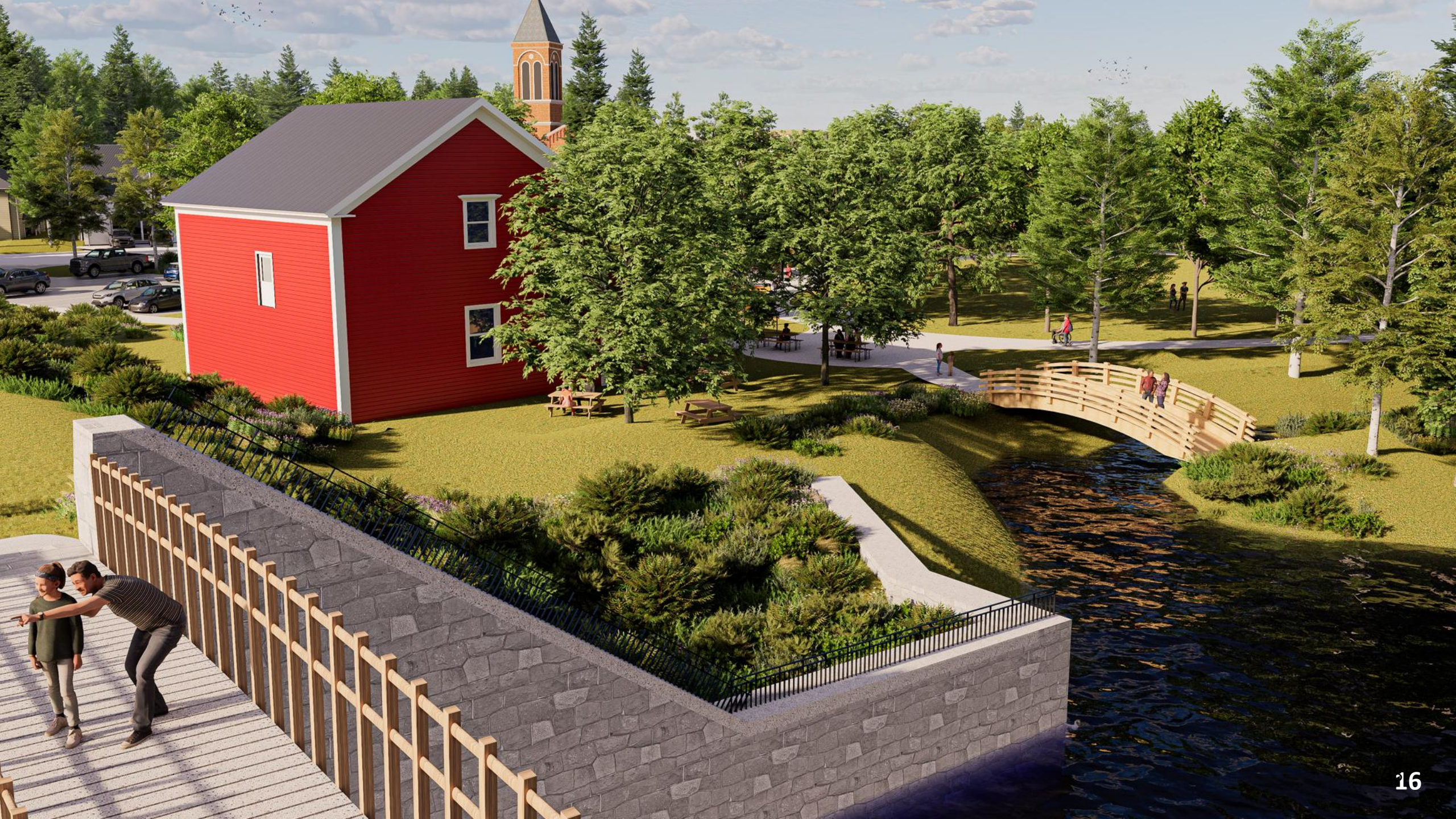






'NEEDLER'S MUSEUM'





Downtown Park – Phase 1

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls, demolitions)	\$212,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$286,000.00
Site Electrical (general requirements, washroom building)	\$30,000.00
Hardscape (primary walkways, parking lot, curbs)	\$343,000.00
Furnishings (benches, wood privacy fence)	\$68,000.00
Washroom Building (2 universal washrooms)	\$425,000.00
Softscape (sod)	\$115,000.00
Soft Costs (consulting fees, contingency, permits)	\$339,830.40
Estimated Phase 1 Cost: \$1,818,830.40	



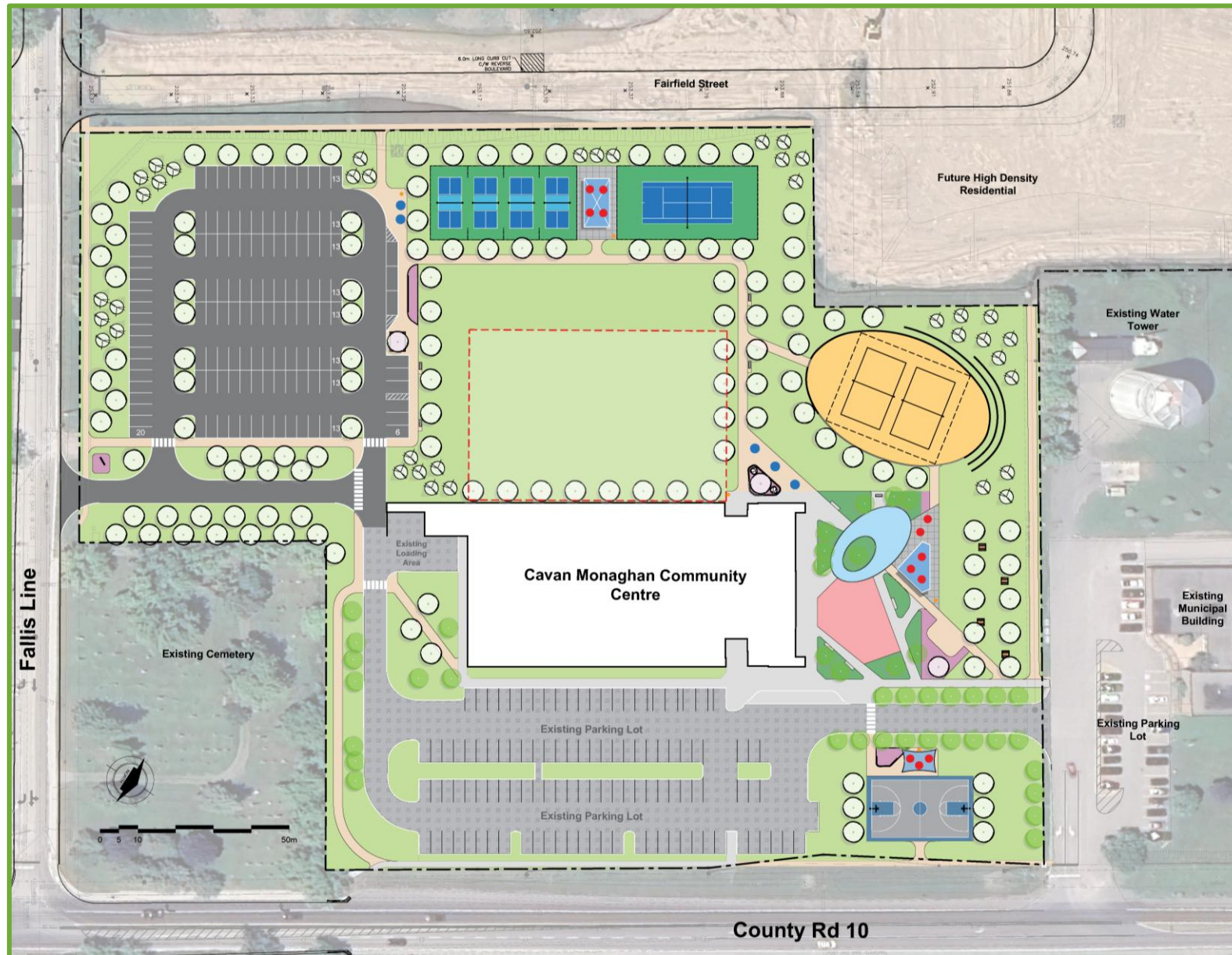
 = Provisional (not included in estimated Phase 1 cost)

Downtown Park – Phase 2

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls, demolitions, remedial work)	\$223,000.00
Site Servicing and Grading (site preparation, oil grit separator)	\$48,500.00
Site Electrical (parking lot, shade structure, and pathway lighting)	\$204,000.00
Hardscape (plaza concrete, seatwalls /planter curbs)	\$143,475.00
Playground (playground surfacing, play curb, equipment, playground subdrain)	\$204,850.00
Furnishings (shade structures, signage, bike parking, benches, gathering tables, litter receptacle, decorative elements, stage, pedestrian bridges)	\$1,008,650.00
Softscape (sod, trees, shrubs, naturalization)	\$138,280.00
Distillery Street Remedial Works (line painting, signage, plantings, curbs)	\$298,545.00
Soft Costs (consulting fees, contingency, permits)	\$580,398.75
Estimated Phase 2 Cost: \$2,849,148.75	



CMCC – Concept 1



Concept 1

Program Elements:

- Parking Lot (130 Parking Spaces)
- Park Pathways
- Picnic Area
- Multi-Use Court
- Pedestrian Plaza
- Shade Structures (2)
- Shade Sail
- Beach Volleyball Courts (2)
- Pickleball Courts (4)
- Tennis Court (1)

Estimated Project Cost:

\$ 5,700,000.00

CMCC – General Feedback

1. Concept 1 allows for potential building expansion.
2. The beach volleyball area may be underutilized, requiring significant maintenance and potentially attracting issues like dog messes.
3. Tennis facilities might not see high usage like pickleball.
4. Due to the proximity of County Road 10 and the separation caused by the parking area, there should be no programmed features at the entrance corner as shown. This area should be reserved for additional parking and stormwater management features.
5. More open space should be preserved.

CMCC – Preferred Site Plan

Key Revisions:

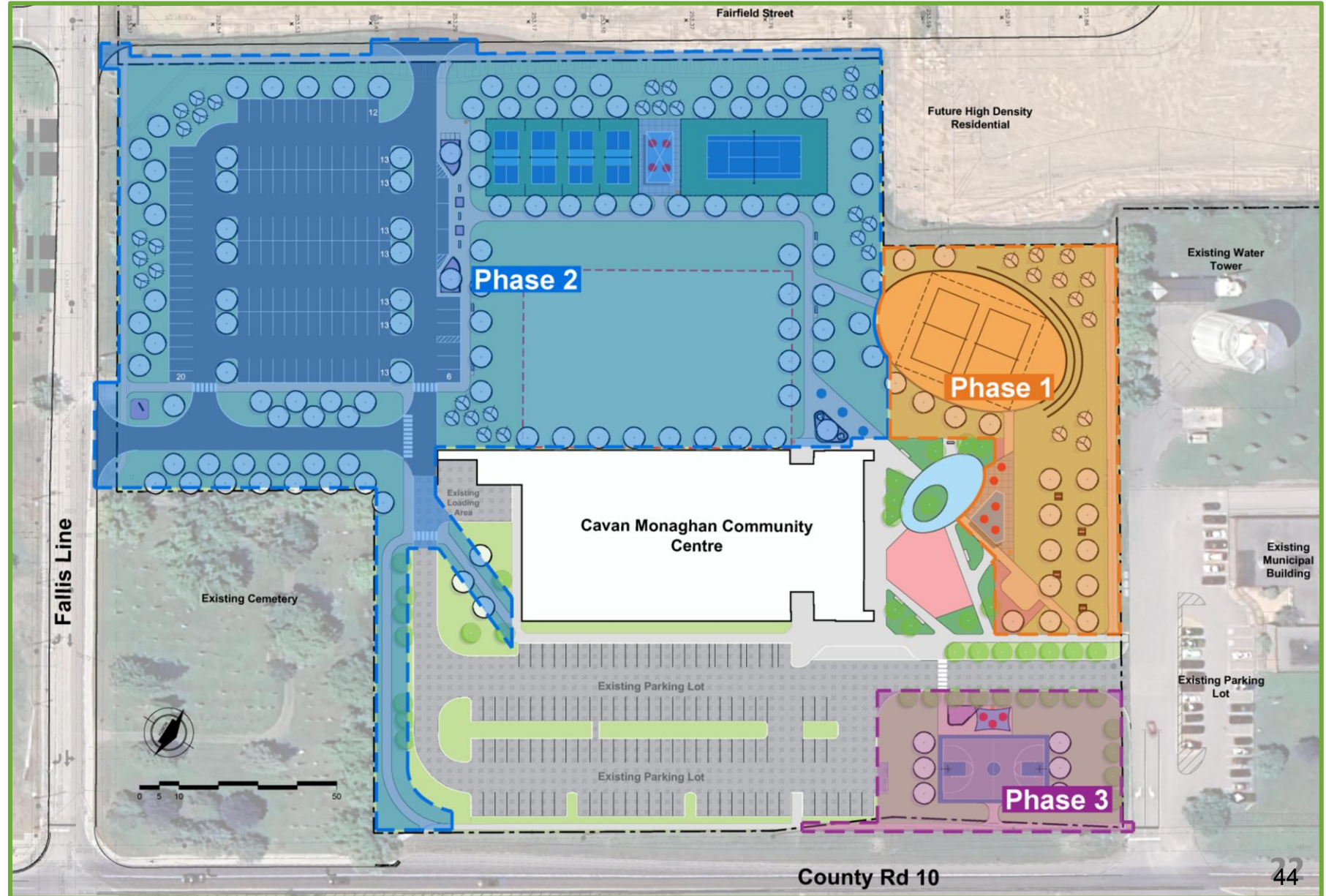
- Added a parking lot entrance along Fairfield St.
- Reconfigured the plaza layout at the vehicular drop off area.
- Shifted the pickleball/tennis hub northeast, away from the future residential area on Fairfield St.



CMCC – Phasing

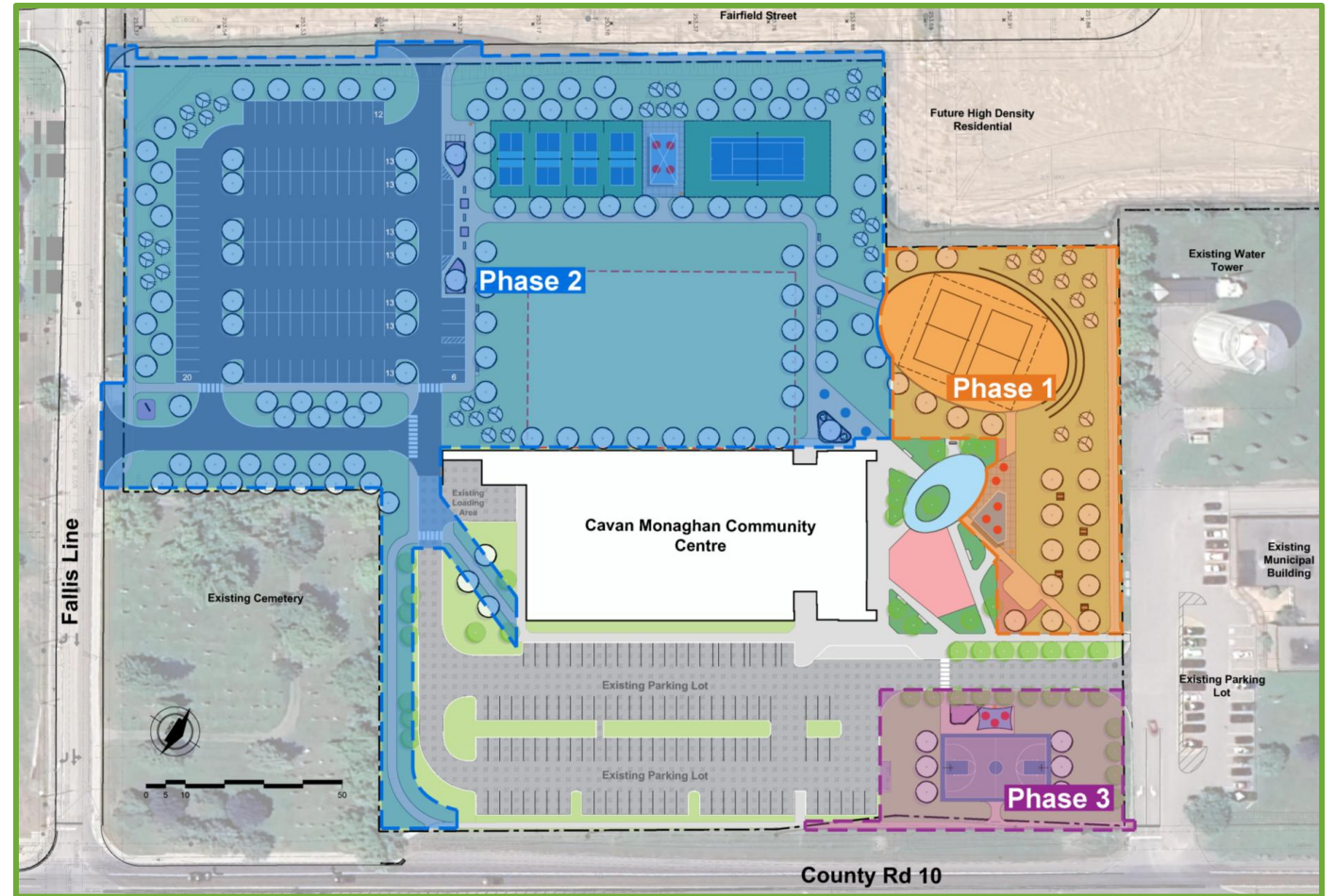
Phasing

- Phase 1**
Estimated Project Cost: \$1,530,000.00
- Phase 2**
Estimated Project Cost: \$3,545,000.00
- Phase 3**
Estimated Project Cost: \$855,000.00



CMCC – Phase 1

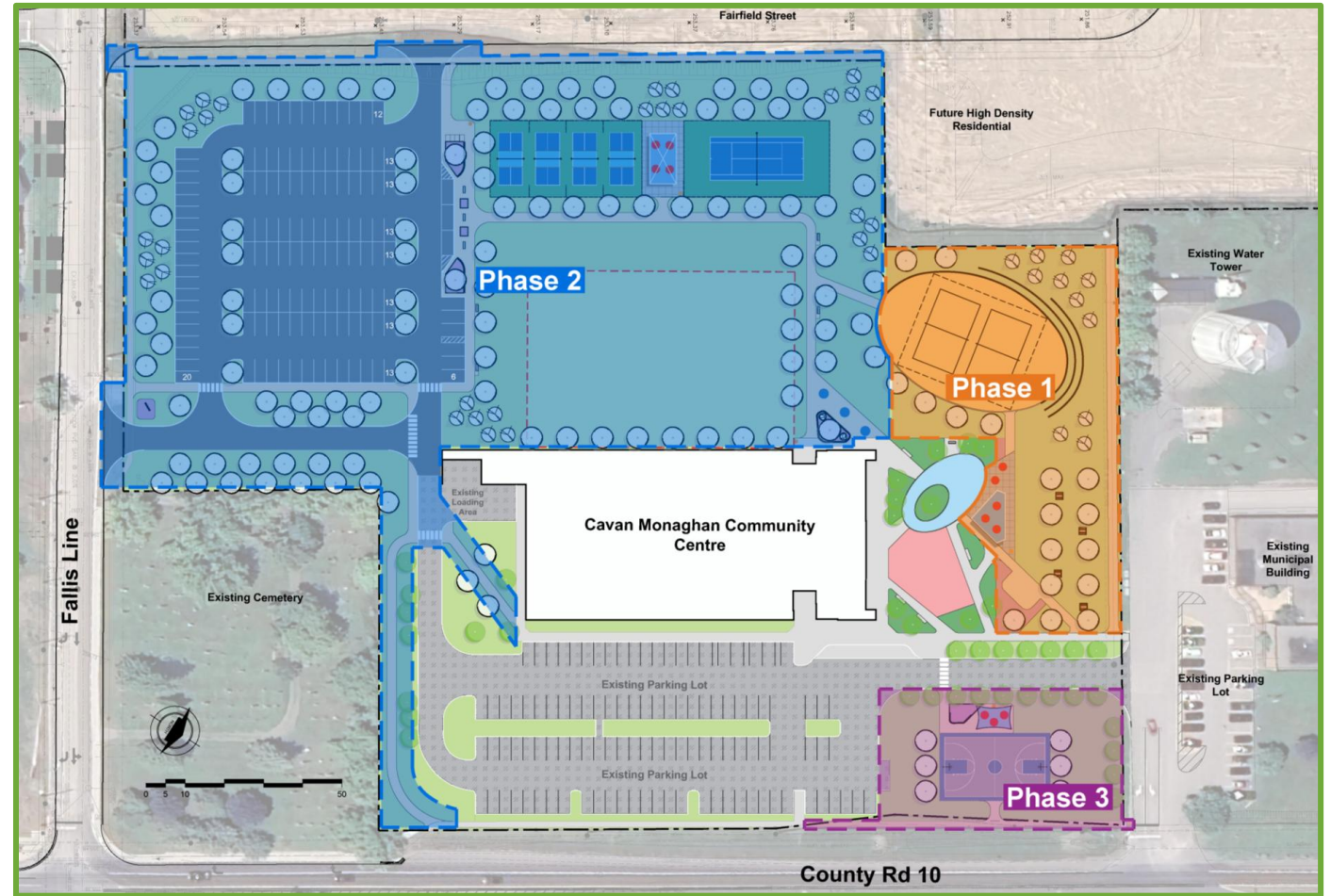
Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$265,000.00
Site Electrical (general requirements, volleyball and pathway lighting)	\$196,000.00
Hardscape (primary walkways, retaining walls)	\$260,750.00
Beach Volleyball – 2 Courts (sand, nets, curb)	\$175,000.00
Furnishings (benches, gathering tables, shade structure, litter receptacles, fitness equipment relocation)	\$203,950.00
Softscape (sod, trees, shrubs)	\$56,200.00
Soft Costs (consulting fees, contingency, permits)	\$298,100.00
Estimated Phase 1 Cost: \$ 1,530,000.00	



CMCC – Phase 2

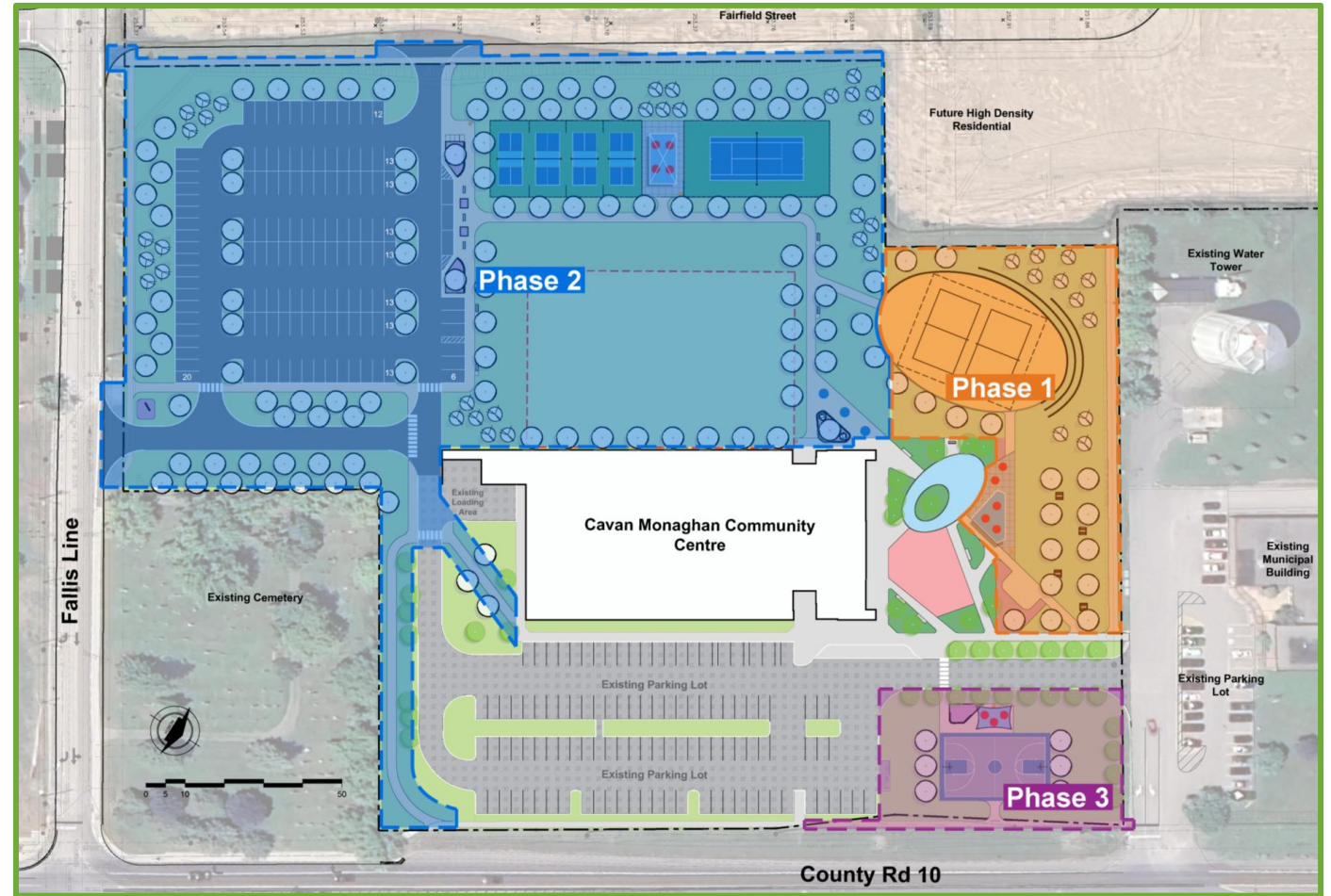
Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$300,000.00
Site Electrical (general requirements, parking lot, pickleball/tennis and pathway lighting)	\$416,000.00
Hardscape (primary walkways, line paint, parking lot/ curb, planter curbs, seatwalls)	\$1,091,575.00
Pickleball Courts (4) Tennis Courts (2) – (acrylic surface, benches, fencing, nets, signage)	\$325,000.00
Furnishings (benches, gathering tables, shade structure, litter receptacles, signage)	\$410,250.00
Softscape (sod, trees, shrubs)	\$267,450.00
Soft Costs (consulting fees, contingency, permits)	\$659,725.00

Estimated Phase 2 Cost: \$ 3,545,000.00



CMCC – Phase 3

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$110,000.00
Site Electrical (general requirements, multi-use court and pathway lighting)	\$177,000.00
Hardscape (primary walkways, planter curbs, seatwalls)	\$55,000.00
Multi-use Court (asphalt/ acrylic surface, goal nets, line paint, curb)	\$136,000.00
Furnishings (benches, gathering tables, shade sail, litter receptacles)	\$96,400.00
Softscape (sod, trees, shrubs)	\$26,000.00
Soft Costs (consulting fees, contingency, permits)	\$179,600.00
Estimated Phase 3 Cost: \$855,000.00	





Next Steps / Discussion

1. For Council to receive the two Preferred Site Plans for the Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre
2. For Council to consider establishing a Downtown Park and Remaining CMCC Lands Task Force that will work with the Preferred Site Plans and prioritize the phases and funding opportunities for Council consideration.

The intent is that these concept designs will work as a tool to guide and prioritize future recreational needs in Cavan Monaghan.

[Link to the Parks & Recreation Strategic Plan – Vision 2030](#)



Thank You





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

**Monday, March 3, 2025
11:30 a.m.
Council Chambers**

Those members in attendance were:

Council	Matthew Graham	Mayor
	Ryan Huntley	Deputy Mayor
	Nelson Edgerton	Councillor
	Gerry Byrne	Councillor
	Lance Nachoff	Councillor
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Karen Ellis	Director of Planning
	Kimberley Pope	Director of Finance/Treasurer
	Matthew Wilkinson	Planner
	Wayne Hancock	Director of Public Works
	Brigid Ayotte	Economic Development/Communications Officer
	Bill Balfour	Fire Chief
	Jessica Auchterlonie	Planning, Building and By-law Administrator

1. Call to Order

Mayor Graham called the meeting to order at 11:30 a.m.

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2025-63

Moved by: Byrne

Seconded by: Edgerton

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

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

5.1 Resolution to move into Closed Session

R-2025-64

Moved by: Byrne

Seconded by: Huntley

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

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

litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

5.2 Minutes of the Closed Session held January 27, 2025

5.3 Report - Corporate Services 2025-03 Committee and Board Vacancy Appointments

5.4 Report - Fire 2025-01 Fire Station Completion

Mayor Graham recessed at 12:04 p.m. until 1:00 p.m.

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

7. Report from Closed Session

R-2025-65

Moved by: Byrne

Seconded by: Nachoff

That Council appoint Doug Wilson to the Municipal Revitalization and Heritage Advisory Committee for the 2022-2026 term of Council; and

That Council support the temporary appointment of Kim Blackwell to the Downtown Millbrook B.I.A. Board of Management during Timmi Brady's absence.

Carried

8. Public Meeting

8.1 Resolution to open the Public Meeting

R-2025-66

Moved by: Byrne

Seconded by: Nachoff

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

Carried

8.2 Report - PEB 2025-13 Zoning By-law Amendment (ZBA-09-24), 347 Sharpe Line

Matthew Wilkinson, Planner, outlined that the owner of 347 Sharpe Line, Mark Travers, wishes to amend the zoning on the subject lands to permit an accessory apartment in a detached agricultural accessory building. Township Planning Staff deemed the Application complete November 4, 2024. The Application was placed on hold at the request of the Applicant until early 2025. The Application applies to an existing lot of record located at 347 Sharpe Line as Part of Lot 5, Concession 10 (Cavan). The subject lands are approximately 40.5 hectares (100 acres) in size with approximately 510 metres (1,700 feet) of lot frontage on Sharpe Line. The property is currently developed with a single detached dwelling approximately 743 square metres (4,688 square feet) in size. The house is serviced with a private well and septic system. The Applicant wishes to construct an accessory apartment, approximately 185 square metres (2000 square feet) in size, attached to a 185 square metre (2000 square foot) accessory building on private services within the residential cluster on the subject property. The lands subject to the Application are zoned Agricultural (A) and Natural Linkage (NL) as shown on Map C-1 to By-law No. 2018-58, as amended. A Zoning By-law Amendment is required to permit an accessory apartment in an accessory building. The purpose and effect of the Zoning By-law Amendment is to rezone a portion of the property from the Agricultural (A) Zone to the Agricultural Exception Nineteen (A-19) Zone. The A-19 Zone will permit a detached accessory apartment attached to an accessory building. The By-law will also define 'residential cluster' for this property.

8.3 Questions/Comments from members of Council

There were no questions from members of Council.

8.4 Questions/Comments from members of the public

There were no questions from members of the public.

8.5 Consideration of the Report

R-2025-67

Moved by: Byrne

Seconded by: Huntley

That Council receive and consider all comments related to Zoning By-law Amendment Application ZBA-09-24; and

That By-law No. 2025-13 be approved to rezone a portion of the subject lands from the Agricultural (A) Zone to the Agricultural Exception Nineteen (A-19) Zone.

Carried

8.6 Resolution to close the Public Meeting

R-2025-68

Moved by: Byrne

Seconded by: Huntley

That the Public Meeting be closed.

Carried

9. Presentation

9.1 Rob Adams, Town Hall Consulting: Corporate Strategic Plan 2025 – 2030

R-2025-69

Moved by: Nachoff

Seconded by: Huntley

That Council receive the presentation from Rob Adam of Town Hall Consulting: Corporate Strategic Plan 2025 – 2030 for information.

Carried

10. Minutes

10.1 Minutes of the Regular Meeting held February 18, 2025

R-2025-70

Moved by: Byrne

Seconded by: Nachoff

That the minutes of the Regular Council Meeting held February 18, 2025 be approved as presented.

Carried

11. Minutes from Committees and Boards

11.1 Municipal Revitalization and Heritage Advisory Committee Meeting Minutes of September 13, 2024, October 28, 2024, and December 20, 2024

R-2025-71

Moved by: Nachoff

Seconded by: Edgerton

That the minutes of the Municipal Revitalization and Heritage Advisory Committee Meetings of September 13, 2024, October 28, 2024, and December 20, 2024 be approved as presented.

Carried

11.2 Millbrook Downtown BIA Board of Management Meeting Minutes of January 9, 2025

R-2025-72

Moved by: Huntley

Seconded by: Byrne

That the minutes of the Millbrook Downtown BIA Board of Management

Meeting of January 9, 2025 be received for information.

Carried

12. Reports

12.1 Report - CAO 2025-03 Corporate Strategic Plan 2025 - 2030

R-2025-73

Moved by: Huntley

Seconded by: Nachoff

That Council adopt the Corporate Strategic Plan 2025-2030 prepared by Town Hall Consulting Inc.

Carried

12.2 Report - Fire 2025-02 Fire Station Completion and Revised Lease Agreement

R-2025-74

Moved by: Edgerton

Seconded by: Nachoff

That Council receive Fire Department 2025-02 regarding the final cost for new Fire Station No. 1 Project; and

That Council execute the attached revised lease agreement, for paramedic emergency services located at the New Fire and Ambulance Station, between the County of Peterborough and the Township of Cavan Monaghan; and

That Council sign By-law No. 2025-14 to authorize the execution of the revised lease agreement between the County of Peterborough and the Township of Cavan Monaghan.

Carried

Mayor Graham recessed from 1:45 p.m. to 1:50 p.m.

12.3 Report - Finance 2025-03 Capital Project Financing Options

R-2025-75

Moved by: Huntley

Seconded by: Edgerton

That Council approve internal borrowing of \$5,052,854 from the Asset Replacement Reserve (ARR) for the Parks & Public Works Depot, Public Works Operations Center, and Fire Station, for the growth related Development Charge loan at Bank of Canada (BoC) lending rate of 3.25%, over a 15 year term; and

That Council approve internal borrowing of \$5,405,471 from the Asset Replacement Reserve (ARR) for the Parks & Public Works Depot, Public Works Operations Center, and Fire Station, for the non-growth related Township Capital loan at Consumer Price Index (CPI) of 1.9%, over a 15 year term.

That Council approve the transfer of \$369,550 from the Canada Community Building Fund (CCBF) reserve towards the Fire Station Capital project.

Recorded	For	Against
Nachoff	X	
Edgerton	X	
Graham	X	
Byrne	X	
Huntley	X	
Results	5	0

Carried

12.4 Report - Finance 2025-04 2024 Statement of Council Remuneration and Expenses Report

R-2025-76

Moved by: Byrne

Seconded by: Huntley

That Council approve the addition to the agenda of the amended Attachment #1 to Finance Report 2025-04 2024 Statement of Council Remuneration and Expense Report for information.

Carried

R-2025-77

Moved by: Byrne

Seconded by: Nachoff

That Council receives the 2024 Statement of Council Remuneration and Expense Report.

Carried

12.5 Report - Public Works 2025-03 Acquisition and Dedication of Parts 1 & 2, 45R-17724 as Part of Public Road Allowance for Fallis Line

R-2025-78

Moved by: Edgerton

Seconded by: Huntley

That Council approve the acquisition of Part 1 & 2, 45R-17724 as part of the public road allowance for Fallis Line at the total price of \$5000.00; and That Council dedicate this portion of Fallis Line which is Part 1 & 2, 45R-17724 as public road allowance after purchase is finalized; and That the Mayor and Clerk be authorized to execute By-law No. 2025-15 being a By-law to dedicate Parts 1 & 2 on Plan 45R-17724 as part of the public road allowance for Fallis Line after purchase is finalized.

Carried

12.6 Report - PEB 2025-06 2024 Community Improvement Plan Recipients - 2nd Intake

R-2025-79

Moved by: Byrne

Seconded by: Nachoff

That Council accept the proposed 2024 Community Improvement Plan (CIP) Grant Recipient St. Paul's Cemetery & Chapel – 2nd Intake as presented and \$3,000.00 be allocated from the Community Improvement Plan Incentives Capital Budget; and

That applications be received on a first come, first serve basis to the limit of the available funding for this year.

Carried

12.7 Report - Corporate Services 2025-04 174th Millbrook Fair – Community Festival Designation

R-2025-80

Moved by: Huntley

Seconded by: Byrne

That the Township of Cavan Monaghan designate the 174th Millbrook Fair as a Community Festival and municipally significant event; and

That the Millbrook Agricultural Society is responsible for policing costs during the hours of operation of the Beer Barn and Trackside Lounge; and

That the Community Festival Designation be conditional upon the minimum police presence on the Fairgrounds being as follows:

Two (2) Officers on June 12 from 5:00 p.m. to 12:00 a.m.

Four (4) Officers on June 13 from 5:00 p.m. to 1:00 a.m.

Four (4) Officers on June 14 from 12:00 p.m. to 1:00 a.m.

Carried

12.8 Council/Committee Verbal Reports

Councillor Nachoff spoke to the GRCA's Annual General Meeting where they appointed a new President and Vice President. He noted the budget was passed and he will maintain his appointment to the Recreational Users Committee as the Board Member Representative.

Councillor Byrne noted there is plenty of public skating hours available for the kids during March Break at the CMCC.

Mayor Graham noted there were no updates as the Library Board meeting was cancelled.

R-2025-81

Moved by: Byrne

Seconded by: Huntley

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

Carried

13. General Business

There was no General Business.

14. Correspondence for Information

There was no Correspondence for Information.

15. Correspondence for Action

There was no Correspondence for Action.

16. By-laws

16.1 By-law No. 2025-13 Zoning By-law Amendment 347 Sharpe Line

16.2 By-law No. 2025-14 being a by-law to execute a revised Lease Agreement between the Township of Cavan Monaghan and the County of Peterborough

16.3 By-law No. 2025-15 being a by-law to dedicate as part of public road allowance a portion of Fallis Line described as Part of Lot 12 in Concession 6, Geographic Township of Cavan being Parts 1 and 2, Plan 45R-17724; Township of Cavan Monaghan

R-2025-82

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2025-13 Zoning By-law Amendment 347 Sharpe Line and By-law No. 2025-14 being a by-law to execute a revised Lease Agreement between the Township of Cavan Monaghan and the County of Peterborough and By-law No. 2025-15 being a by-law to dedicate as part of public road allowance a portion of Fallis Line described as Part of Lot 12 in Concession 6, Geographic Township of Cavan being Parts 1 and 2, Plan 45R-17724; Township of Cavan Monaghan be read a first, second and third time and passed this 3rd day of March signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

17. Unfinished Business

There was no Unfinished Business.

18. Notice of Motion

There were no Notices of Motion.

19. Confirming By-law

19.1 By-law No. 2025-16 being a by-law to confirm the proceedings of the meeting held March 3, 2025

R-2025-83

Moved by: Byrne

Seconded by: Edgerton
That By-law No. 2025-16 being a by-law to confirm the proceedings of the meeting held March 3, 2025 be read a first, second and third time and passed this 3rd day of March signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

20. Adjournment

R-2025-84

Moved by: Nachoff

Seconded by: Edgerton

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:53 p.m.

Carried

Matthew Graham
Mayor

Cindy Page
Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	March 17,2025
From:	Wayne Hancock, Director of Public Works
Report Number:	Public Works 2025-05
Subject:	Water Storage Municipal Class Environmental Assessment Report

Recommendation:

That Council receives Public Works Report 2025-05 for information.

The purpose of this report is to provide Council an update on the status of the water storage municipal class EA process.

R.V. Anderson Associates Limited was approved by Council in late 2020 to complete the Water and Wastewater Master Servicing Study (MSS). This study was completed in conjunction with the Growth Management Strategy (GMS) undertaken by Watson & Associates. The updated GMS outlined the growth areas of the Township through a comprehensive assessment of the Township’s long-term population, housing and employment growth to the year 2051. The MSS provided the details of the water/wastewater infrastructure required to support this growth and the projected timeline for each section of the upgrades in order of priority. This Study was completed, adopted by Council and the final report was filed with the Ministry of Environment, Conservation & Parks. The Ministry has confirmed this study is complete and all findings are acceptable.

In the MSS, it was identified that the first key part was to complete an environmental assessment as it related to water storage. This was noted as our next step in our process before moving forward with any detailed design or proposed capital project.

Our Consultant, R.V. Anderson has provided a presentation to Council (Attachment No. 1) which outlines the status of this environmental assessment process, the alternatives that are being considered and the next steps.

Financial Impact:

Funding for all works included in this study are accounted for in the Township’s Development Charge By-law update (approved by Council August 2, 2022) and all works are expected to be paid through Development Charges. This specific project was approved in our water/wastewater capital budget for 2025.

Attachment:

Attachment No. 1 – Water Storage Municipal Class Environmental Assessment Update Presentation

Respectfully Submitted by,

Reviewed by,

Wayne Hancock
Director of Public Works

Yvette Hurley
Chief Administrative Officer



PREPARED FOR THE TOWNSHIP OF
CAVAN MONAGHAN

Water Storage Update

Water Storage Municipal Class
Environmental Assessment

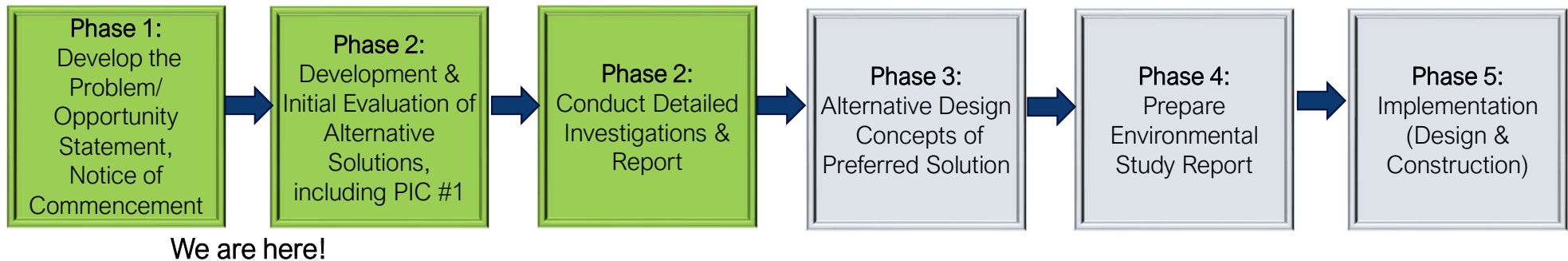
March 17, 2025.



1. Municipal Class EA Planning Process
2. Schedule
3. Review Past Findings
4. Drinking Water Storage Types
5. Shortlisted Locations for Proposed Storage Facility
6. Proposed Hydraulic Grade Lines
7. Project Fact Sheet Comparison

MUNICIPAL CLASS EA PLANNING PROCESS

This Schedule B Class EA project will complete Phase 1 and Phase 2 of the environmental assessment process.



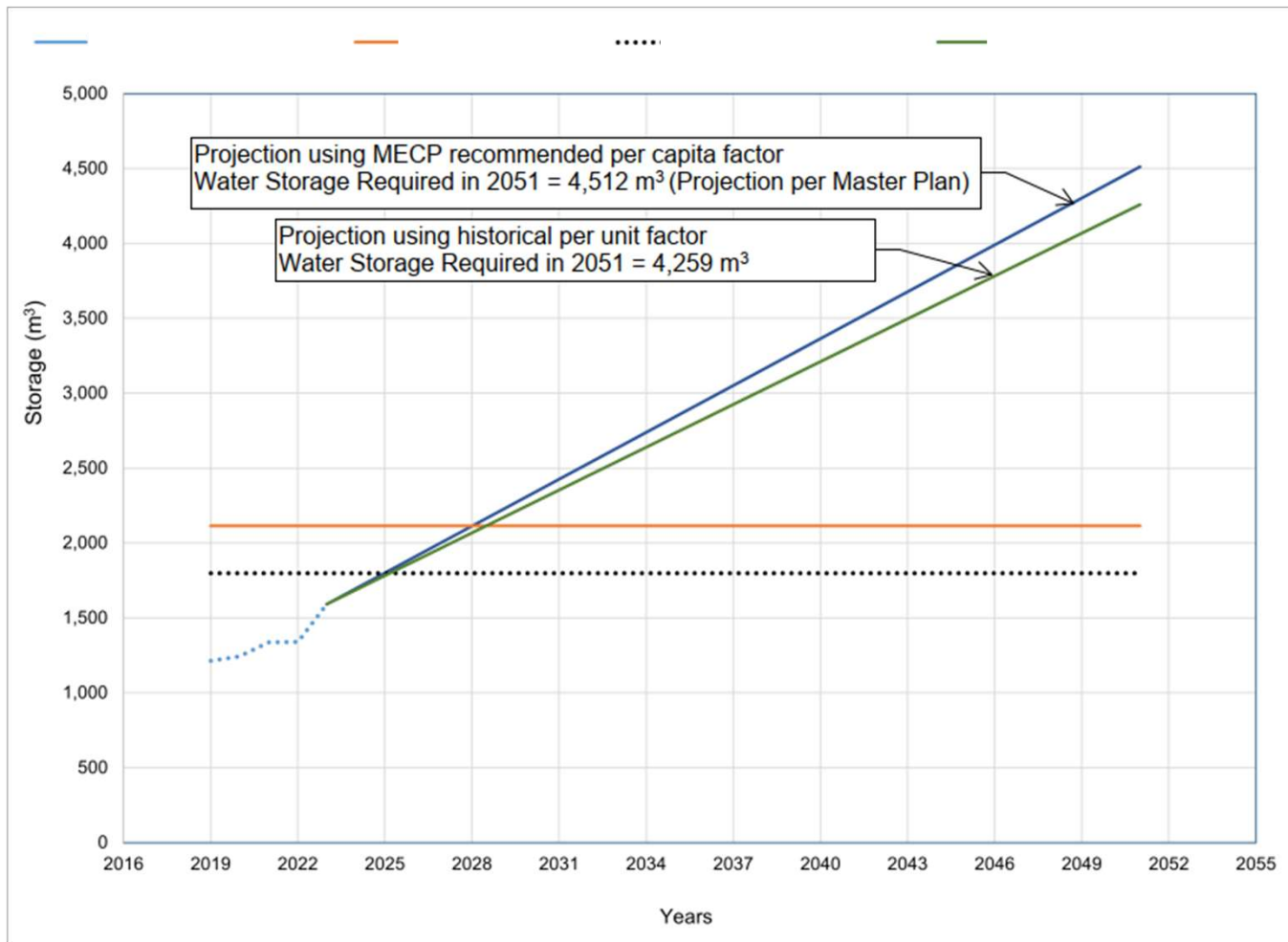
Millbrook Water Storage Class Environmental Assessment

The purpose of the study is to take the next step after the Master Servicing Study (MSS) with a Class Environmental Assessment to confirm the location, capacity, and storage type for the new water storage solution (i.e. standpipe, elevated tank or storage reservoir) which will service the anticipated growth in the Millbrook Settlement Area as identified in the previously completed Growth Management Study and Master Servicing Study (MSS).

SCHEDULE



TM#1 FINDINGS – FORCASTED STORAGE REQUIREMENTS TO 2051



TM#1 FINDINGS – COMMITTED DEVELOPMENT AREAS



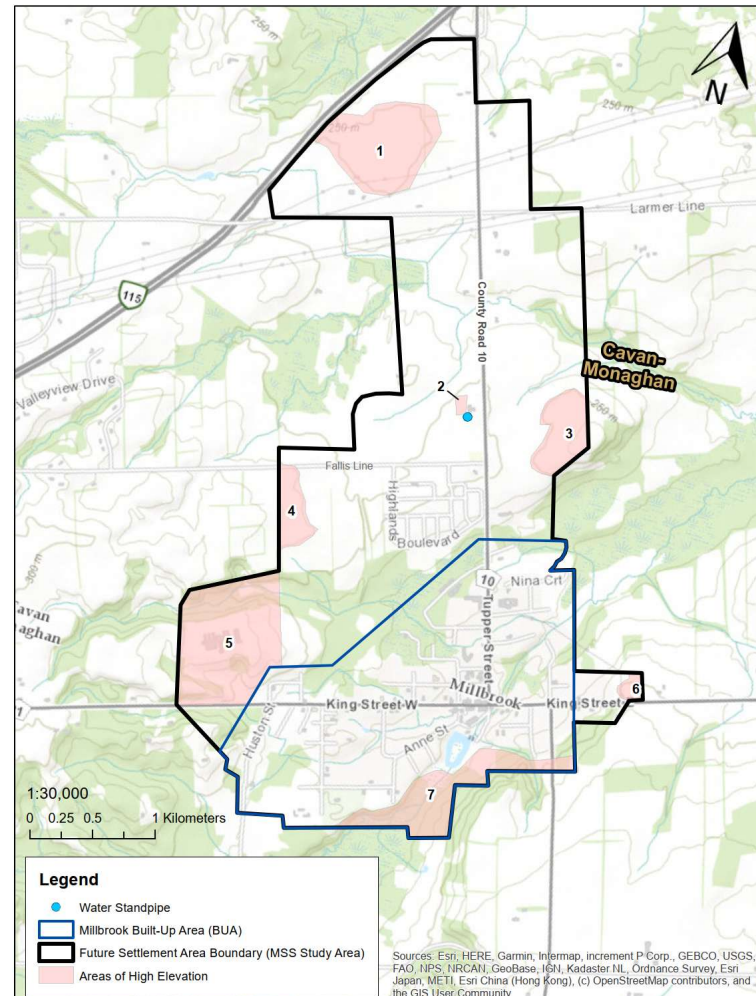
The depicted areas were considered for future water demands and need connection to the new water storage.

TM#1 FINDINGS – DESIGN CRITERIA

- › Consider maintaining separation between new water storage facility and residential areas or other non-compatible land uses.
- › Consider suitability of subsurface and soil conditions.
- › Consider adequacy for future expansion.
- › Consider functional aspects of new water storage reservoir layout including access roads, site grading, and site drainage.
- › Location on the highest point of the serviced (study) area is preferred to help provide a portion of the height needed to provide the required pressure.
- › Storage tanks spaced apart in the distribution system creating system resiliency is preferred, but not on the extreme ends of the distribution system.
- › The elevation of the water storage tower (or equivalent output of a reservoir plus booster pumping station) should be selected to maintain the following pressures in the distribution system:
 - >14 m (20 PSI) for Maximum Day Demand + Fire Flow
 - > 28 m (40 PSI) for Peak Hour Demand
 - 35m to 56m (50 PSI to 80 PSI) under Normal Conditions
 - <70m (100 PSI) under All conditions.

SHORTLISTED LOCATIONS FOR PROPOSED STORAGE FACILITY

- › Location 1: Shortlisted
- › Location 2: Screened out
- › Location 3: Shortlisted
- › Location 4: Screened out
- › Location 5: Screened out
- › Location 6: Screened out
- › Location 7: Screened out



Note: Reusing old decommissioned Standpipe at the southeast end of King St (volume = 1,527 m³) is **not** a viable solution:

- Is in poor condition and will likely require complete structural rehabilitation;
- It is at the edge of the distribution network far from the new growth areas that need the water; and
- Located at a lower elevation compared to other viable locations. This will require a dedicated high-pressure transmission main through the low-lying downtown core to get to new growth areas located at higher elevation.

› Location 1: **Shortlisted**

- Located at far part of settlement area to provide storage in future employment area. Property acquisition required.

› Location 3: **Shortlisted**

- Non-residential area, close to the existing distribution network, and close to immediate development areas. Property acquisition required.

- › Location 2: **Screened Out**
 - Not enough property for a second storage facility within Township owned property.
- › Location 4: **Screened Out**
 - Not centralized to the future anticipated commercial, residential, and industrial areas. May not have enough space for water storage tank/reservoir. Property acquisition required.
- › Location 5: **Screened Out**
 - Within Millbrook's Natural Heritage System which will be impacted by construction, may require extensive environmental investigations and mitigations, and may have several construction limitations imposed to protect the natural area. Property acquisition required.
- › Location 6: **Screened Out**
 - Not centralized to the future anticipated commercial, residential, and industrial areas. Will require a dedicated high-pressure transmission main to get the boosted water to the growth areas. May not have enough space for water storage tank/reservoir. Property acquisition required.
- › Location 7: **Screened Out**
 - At a much lower elevation than the areas north of the Millbrook Built-Up area and, therefore, cannot provide the high ground elevation needed for a gravity-based system.
 - Has Natural Core Areas as part of the Millbrook Natural Heritage System within its delineated boundary which will be impacted by construction.

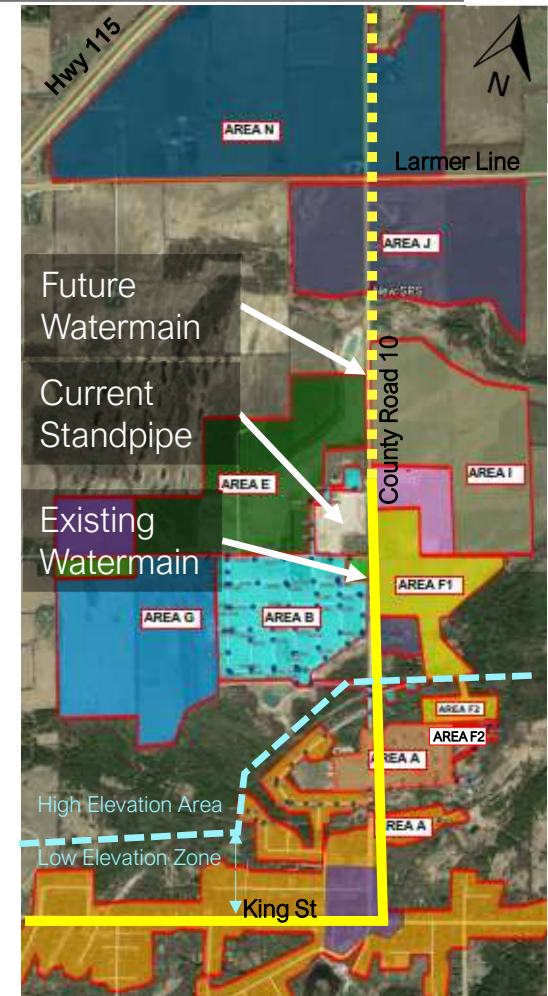
	Location 1	Location 3
Advantages	<ol style="list-style-type: none"> 1. Aesthetic advantage, as a water tower showing the Township's name may be visible from the highway. 2. Having storage on opposite end of water distribution network allows for better redundancy coverage via the different storage tanks in case there is a key watermain break in the network. 	<ol style="list-style-type: none"> 1. Reduced short-mid term costs from shorter watermain route from the BPS than Location 1; 2. Near the immediate development areas; 3. Provides options for in-ground reservoir with BPS, new standpipe or elevated tank. These options will be explored further in Class EA.
Disadvantages	<p>Growth to this immediate area not anticipated until well after the need for additional storage. Township will have to front end the cost for extending distribution network to this location before development occurs here.</p>	<p>As Millbrook continuous to grow beyond 2051, further boundary expansions may occur in the northwest and northeast areas, in which case Location 1 may become more centralized than Location 3.</p>

Therefore, shortlisted strategies are:

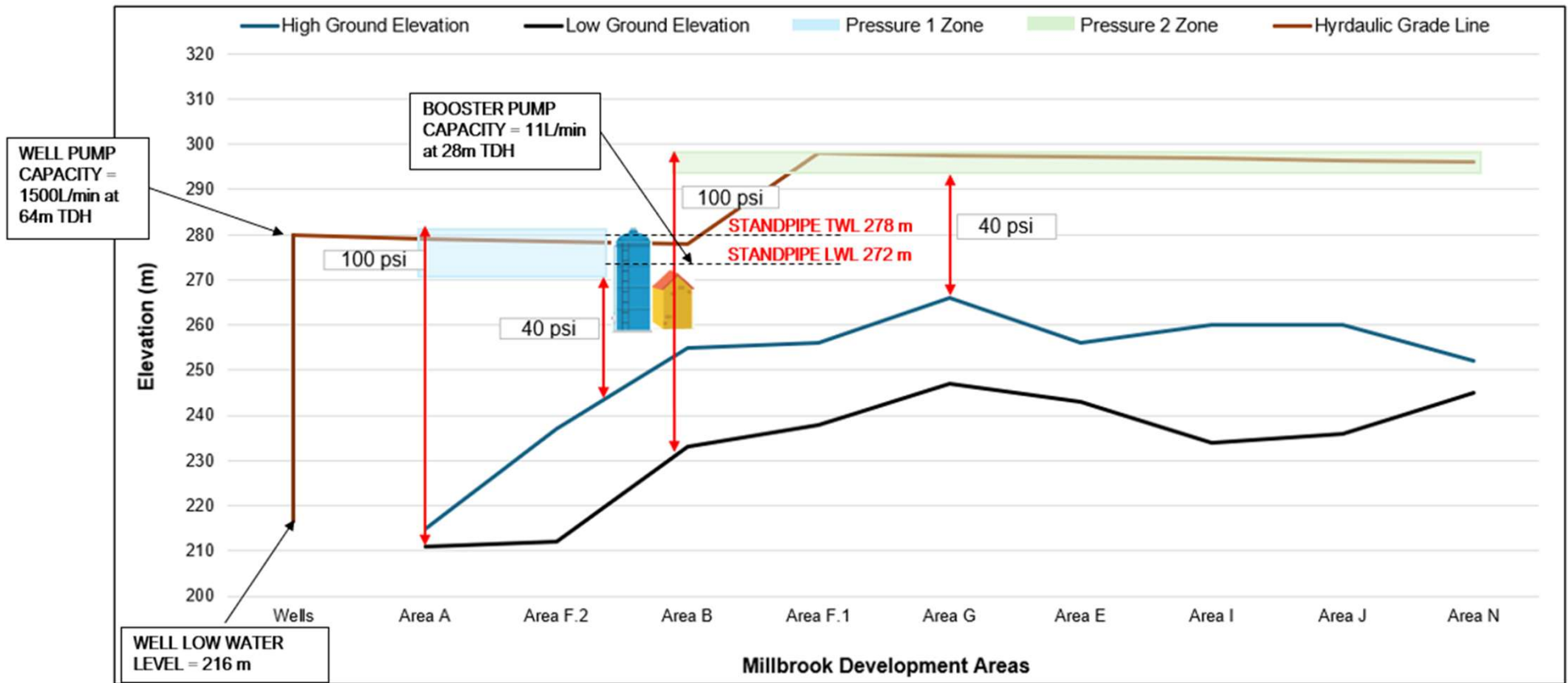
1. Elevated Tank at Location 1;
2. In-Ground Reservoir and new separate BPS at Location 3; and
3. Standpipe at Location 3 (with upgrades at existing BPS)
4. Elevated Tank at Location 3 (with upgrades at existing BPS)

HYDRAULIC GRADE LINE - METHODOLOGY

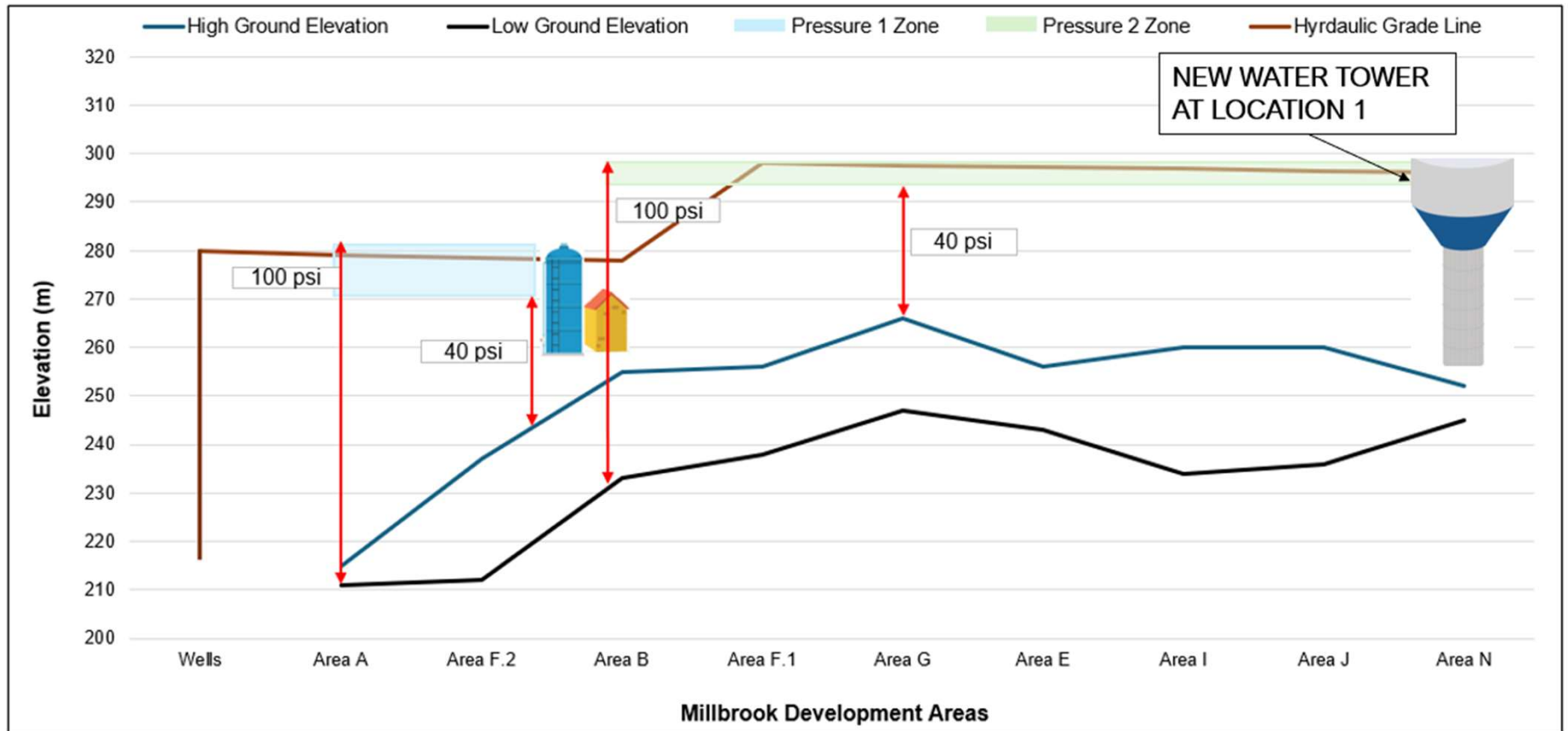
- › The existing 250 mm watermain from the supply wells to the current Standpipe (at Township Office property) travels along King Street and County Road 10. To service future developments north of (new) Highlands Boulevard up to the Hwy 115, it is assumed that the watermain will be extended along Tupper Street as shown in the map.
- › The Millbrook Drinking Water System (DWS) has two pressure zones: a low elevation area in the existing urban built area and a high elevation area that is supplied by the BPS.
- › The water supply Hydraulic Grade Line (HGL) for the existing and future development areas were developed and graphed as shown in the following slides.
- › To maintain the existing two pressure zones, the graphs in the following slides show that the existing high-elevation zone maintained by the existing BPS maybe sufficient to service all these future areas.
- › However, the hydraulic water model to be completed as part of this project will confirm the above analysis.



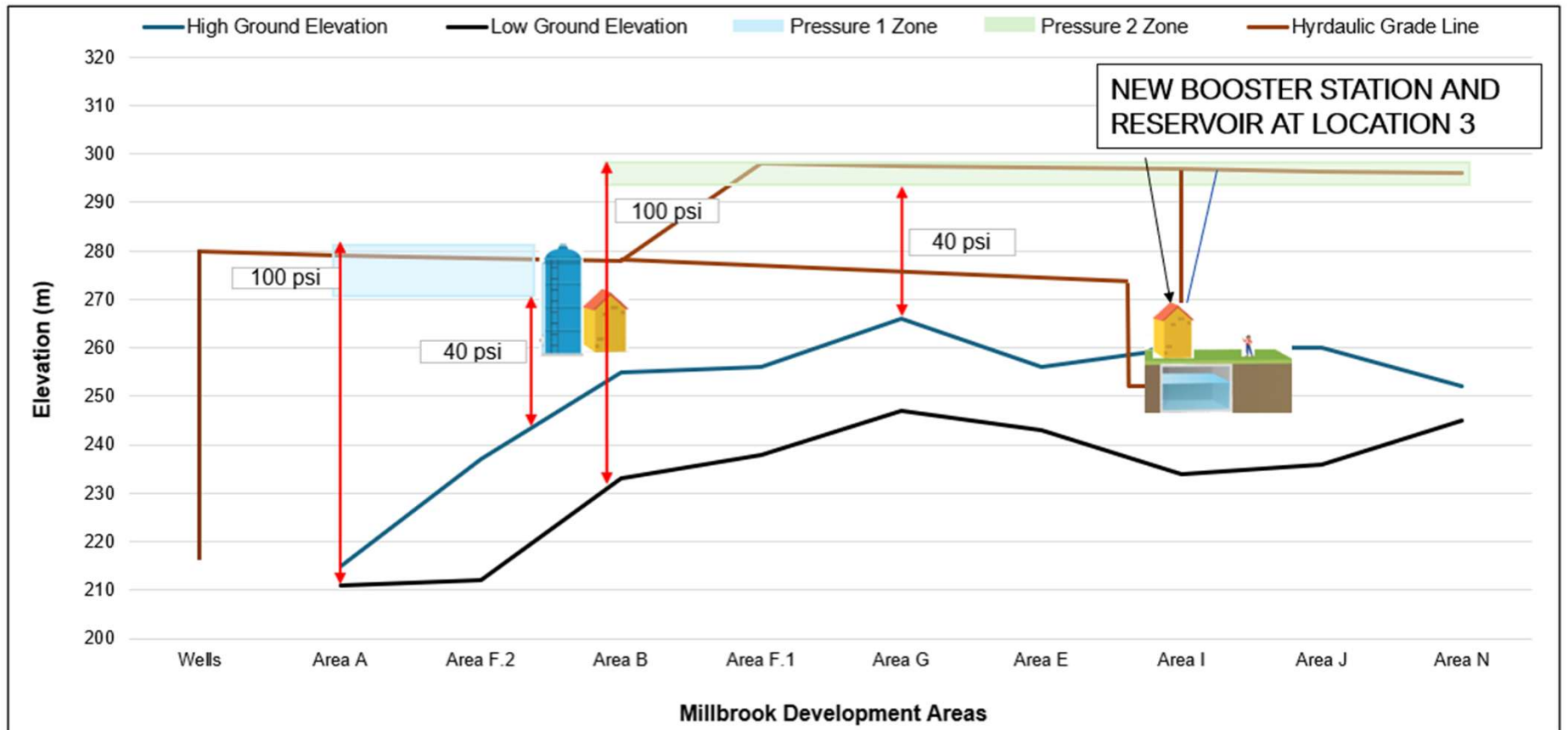
HYDRAULIC PRESSURE ZONE IN EXISTING AND NEW AREAS



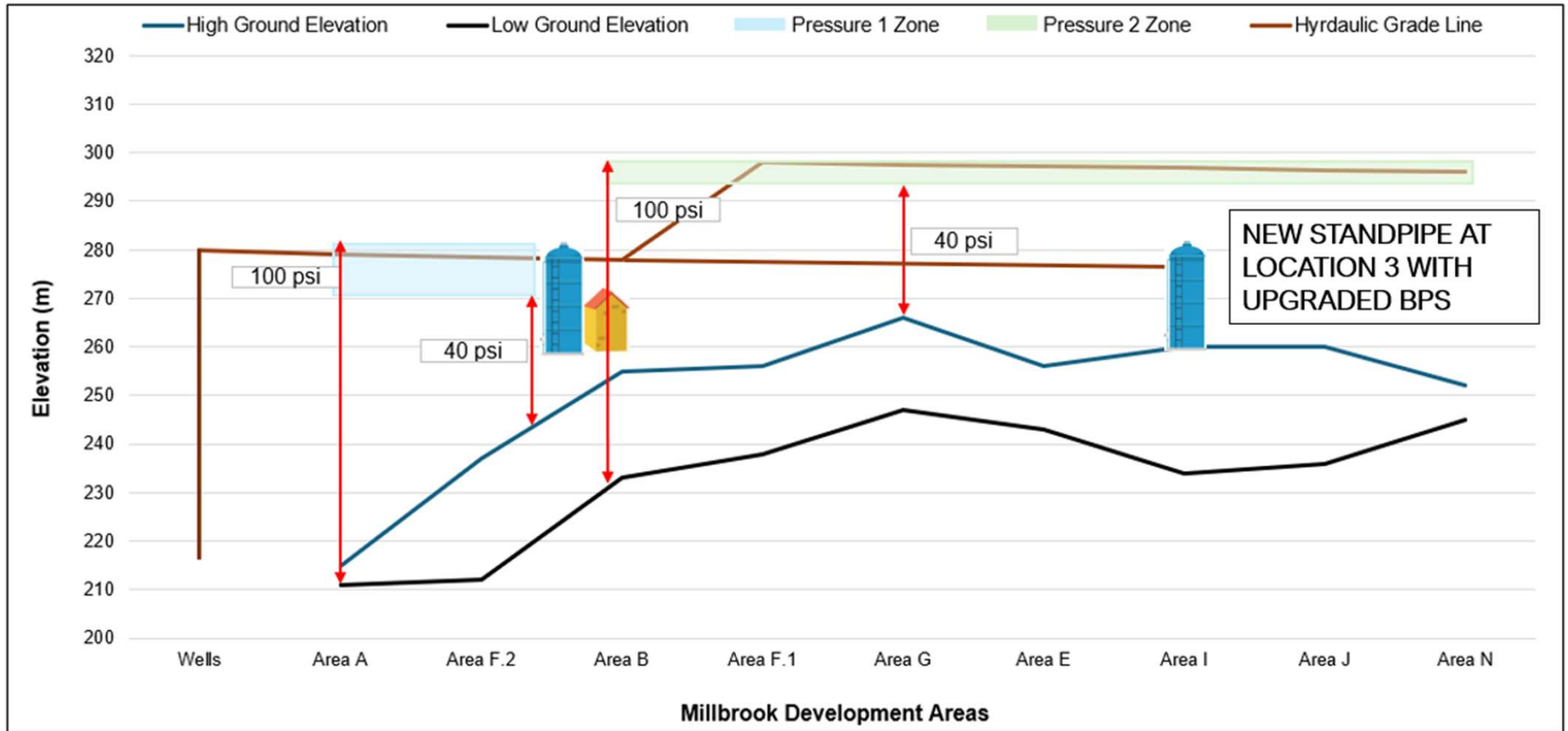
HYDRAULIC GRAPH: ALTERNATIVE STRATEGY 1



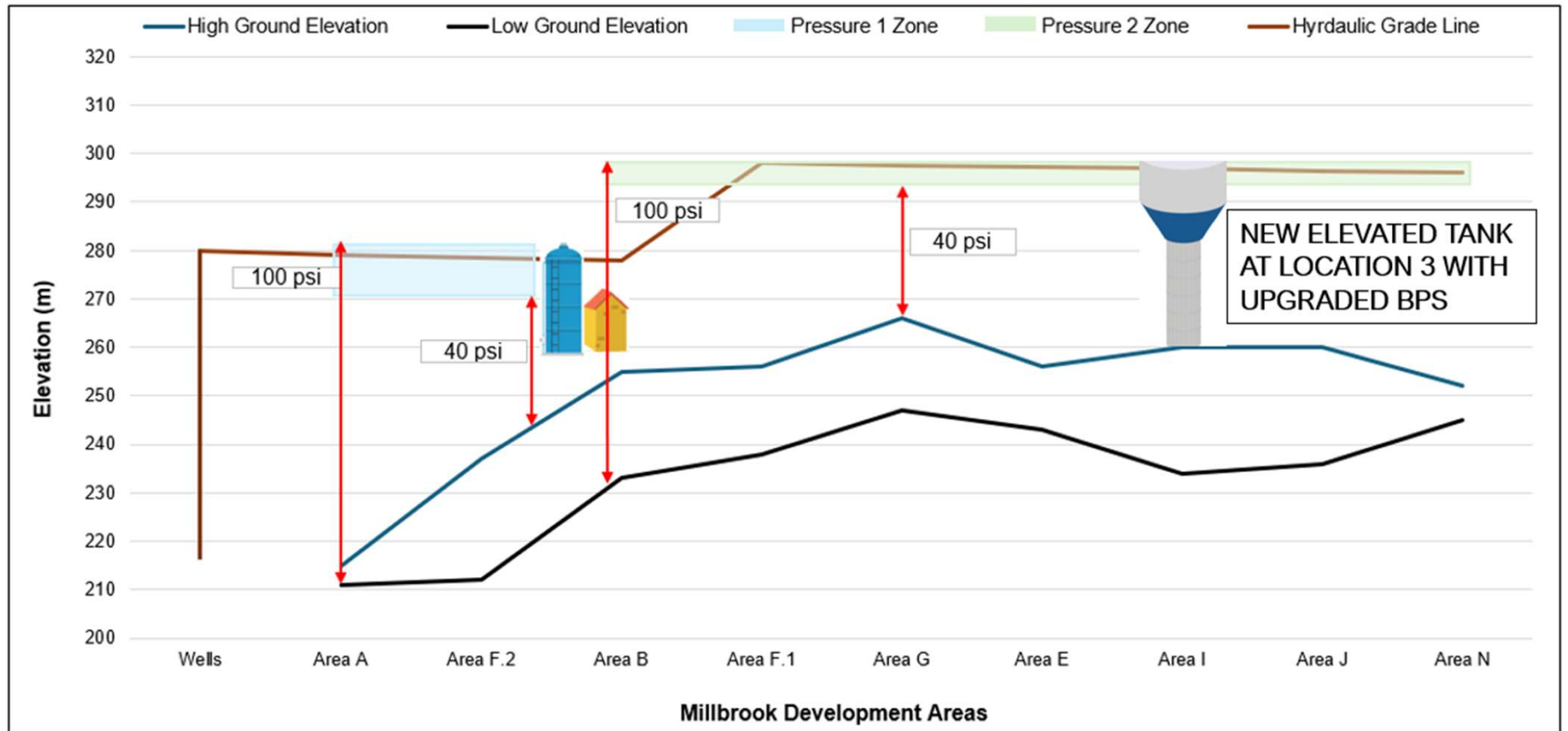
HYDRAULIC GRAPH: ALTERNATIVE STRATEGY 2



HYDRAULIC GRAPH: ALTERNATIVE STRATEGY 3



HYDRAULIC GRAPH: ALTERNATIVE STRATEGY 4



PROJECT FACT SHEET COMPARISON

Alt. #	Project Title	Project Description	Cost (Construction only)
1	Elevated Tank at Location 1 with Ex. BPS Upgrades	<ul style="list-style-type: none"> ➤ Watermain (300mm) from existing BPS to Location 1 (distance is approx. 2,250 m); ➤ Elevated Tank (quote obtained in 2024). Geotech/hydrogeo investigations needed to confirm price for site works ➤ Upsizing of pumps at existing BPS; 	Storage & Watermain: \$11,000,000 Booster Station: \$900,000 Contingency (50%): \$5,950,000 Total approximate: \$17,850,000
2	New Booster Pump Station and In-Ground Reservoir at Location 3	<ul style="list-style-type: none"> ➤ Watermain from County Road 10 to Location 3 and new BPS to Pressure Zone 2 distribution system (distance is 800 m); ➤ Watermain from new BPS to Area N (this is a delayed cost and not included, as the watermain extension to that area will only be required when development in that area commences). ➤ New in-ground reservoir. Geotech/hydrogeo investigations needed to confirm price for site works ➤ New BPS building with dedicated high flow pumps for fire, and regular booster pumps, piping and appurtenances; associated architectural and structural works, operating in conjunction with existing BPS by Municipal Office. 	Storage & Watermain: \$3,000,000 Booster Station: \$2,400,000 Contingency (50%): \$2,700,000 Total approximate: \$8,100,000
3	New Standpipe at Location 3 with Existing BPS Upgrades	<ul style="list-style-type: none"> ➤ Watermain from County Road 10 to Location 3 (distance is 400 m); ➤ Watermain to Area N (this is a delayed cost and not included, as the watermain extension to that area will only be required when development in that area commences). ➤ New Standpipe (quote obtained in 2024). Geotech/hydrogeo investigations needed to confirm price for site works ➤ Upgrades to existing Booster Pumping Station (by Municipal Office) 	Storage & Watermain: \$3,700,000 Booster Station: \$900,000 Contingency (50%): \$2,250,000 Total approximate: \$6,850,000
4	New Elevated Tank at Location 3 with Ex. BPS Upgrades	<ul style="list-style-type: none"> ➤ Watermain from existing BPS to Location 3 (distance is 550 m), and Elevated Tank to Pressure Zone 2 (400m); ➤ Watermain to Area N (this is a delayed cost and not included, as the watermain extension to that area will only be required when development in that area commences). ➤ New Elevated Tank (quote obtained in 2024). Geotech/hydrogeo investigations needed to confirm price for site works ➤ Upgrades to existing Booster Pumping Station (by Municipal Office) 	Storage & Watermain: \$9,200,000 Booster Station: \$900,000 Contingency (50%): \$5,000,000 Total approximate: \$15,100,000

Notes: 1. Land acquisition costs not included in any of construction cost estimates
 2. Contingency at 50% to account for economic and tariff uncertainties

NEXT STEPS

1. Identify and evaluate water storage options with the technical, economical, environmental, social and cultural criteria
2. Water model updates
3. Continue with sending out project notices, undertake public consultation and Indigenous engagement
4. Prepare and conduct a Public Information Centre (PIC)
5. Prepare and finalize Project File Report



Regular Council Meeting

To:	Mayor and Council
Date:	March 17, 2025
From:	Yvette Hurley, Chief Administrative Officer Chris Allison, Parks & Facilities Manager
Report Number:	CAO 2025-04
Subject:	Concept Designs and Site Plans for a Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre

Recommendations:

1. That Council receive for information the Preferred Site Plan for the Downtown Park and the Preferred Site Plan for the Remaining Lands at the Cavan Monaghan Community Centre (CMCC) prepared by Landscape Planning Ltd. and that these site plans be used as a guide to prioritize future recreational needs as funding and resources become available; and
2. That Council direct staff to establish a Downtown Park and Remaining CMCC Lands Task Force, that will work with the Preferred Site Plans as a guide to prioritize the phases and funding opportunities for future recreational needs; and
3. That staff report back to Council with the Task Force Terms of Reference.

Overview:

Council directed staff to carryout Parks and Recreation Strategic Plan – Vision 2035 Strategic Direction #3 (Provide Quality Recreation and Culture Facilities to Meet Growing and Changing Need), Phase 3 of the planning process to develop a concept design and site plan for a Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre (CMCC), section 6.4 and 6.5 of the Parks and Recreation Strategic Plan – Vision 2035. Staff issued the Request for Proposal (RFP) PF-02-2024 on May 13, 2024, and Landscape Planning Ltd. was awarded the proposal to develop two concept designs and site plans for a Downtown Park and the Remaining Lands at the CMCC at the June 24th, 2024 Regular Council meeting.

Since June, Landscape Planning Ltd. have been reviewing all prior documentation, consulting with the public, stakeholders and agencies, staff, and Council to develop several conceptual designs along with associated cost estimates. These designs were further refined then presented to the public at an Open House on November 19, 2024, to gather feedback and further refine the designs for each site. The public were also

invited to submit their paper comment forms in person at various locations throughout the Township or provide online feedback until December 3, 2024.

Based on the feedback collected during the public open house, the paper comment forms, and online comments, Landscape Planning Ltd. took the preferred site plans and further refined them to address phasing, budgeting and conservation restrictions. The results of the above work are the conceptual design and Preferred Site Plans for a Downtown Park and the Remaining Lands at the CMCC that include phasing and implementation recommendations. The intent is that these concept designs will work as a tool to guide and prioritize future recreational needs in Cavan Monaghan.

The first presentation on the initial findings was presented to Council on September 16th, 2024 and the presentation today dated March 17th, 2025 is the final document which identifies the final site plans and possible phasing options.

Staff is seeking Council's support in establishing a Downtown Park and Remaining CMCC Lands Task Force that will work with these preferred site plans and prioritize the phases and funding opportunities for Council's consideration.

Financial Impact:

The cost for the development of the Concept Designs and Site Plans for a Downtown Park and Remaining Lands at the CMCC was included in the 2024/2025 Capital budget. Any costs associated with the preparation of refined conceptual plans, phasing and implementation will be identified in future budget proposals and reports to Council.

Linkage to the Strategic Plan

This report aligns with Strategic Priority #2 Community Vitality, Objective 1. Enhance and optimize recreation in the Township, Objective 2. Develop a Downtown Park and Objective. 4 Build upon existing indoor and outdoor spaces to promote health and wellness.

Attachments:

Attachment No. 1 – Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre Council Presentation March 17, 2025

Attachment No. 2 – Final Report Vision 2035 – Parks and Recreation Strategic Plan Section 6.4 and 6.5.

Attachment No. 3 – Downtown Park Council Education Session Landscape Planning Presentation September 16, 2024

Respectfully Submitted by,

Yvette Hurley
Chief Administrative Officer



Township of Cavan Monaghan

Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre

Council Presentation



Agenda



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.



Project Objectives

Request for Proposal (PF-02-2024): Supporting Vision 2035 - Parks and Recreation Strategic Plan, Landscape Planning Ltd. was retained to create two separate concept designs and site plans for the Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre (CMCC). This direction was the next steps that were highlighted in the Section 6.4 and 6.5 of the plan adopted by Council in December 2023. The RFP included the following:

- Analysis of existing conditions of both sites.
- Analysis of existing locations to identify constraints and opportunities.
- Review and gather feedback from the public, Township staff, and Council
- Consultation with stakeholders including agencies such as ORCA
- Estimated full build out costs
- Presentation of conceptual plans to Council
- Preparation of refined conceptual plans, including final estimated capital costs, phasing, and implementation recommendations.



Purpose of Meeting

This session aims to provide the Township of Cavan Monaghan Council with a summary of the feedback received for the Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre projects, as part of the public engagement process and present the preferred site plans for each site prepared in response to the feedback to date, phasing and implementation recommendations.

The Process to Date



Prior Documents & Consultation

Reference Documents:

- 1) Vision 2035, Parks and Recreation Strategic Plan (2023)
- 2) Millbrook Arena Emanating from the Parks and Recreation Plan (2023)
- 3) Downtown Millbrook Revitalization Strategy (2013)

Online Survey

An online survey "Downtown Park Survey" was made available to community members to assist with community engagement.

The survey was conducted from July 25, 2024 – August 30, 2024, and received a total of 523 complete responses.

The results of the survey were presented in the Downtown Park Survey Summary Report and presented to Council at a Special Council Meeting on September 16, 2024.

Stakeholder Consultation

Targeted stakeholder consultation meetings have been conducted with the following groups:

- Otonabee Regional Conservation Authority (ORCA)
- Baxter Creek Watershed Alliance
- Millbrook and Cavan Historical Society

Targeted right-holder consultation meetings have been conducted with the following group:

- Hiawatha First Nation

Township Council

On September 16, 2024, Township Council hears report from Landscape Planning summarizing the public survey results. The results from the public survey were used to determine what amenities should be considered for the Downtown Park Conceptual Plans.

After Council input, Landscape started preparing conceptual designs.

The Process to Date



Concept Design

Landscape Planning developed several conceptual designs along with associated cost estimates. These designs incorporated the original Strategic Direction as laid out in section 6.4 and 6.5 in Vision 2035, Parks and Recreation Strategic Plan, the Township staff and Council's objectives and the public's vision, as expressed in the online survey.

Open House

On November 19, 2024, from 4:00 pm to 7:00 pm, Landscape Planning and the Township of Cavan Monaghan hosted a public open house to present and discuss preliminary park designs, answer questions, and gather feedback to refine the designs for each park. Mayor Matthew Graham, Deputy Mayor Ryan Huntley, councillors, and Township staff were in attendance.

Participants submitted paper comment forms, affixed stickers to their preferred amenities on printed copies of the conceptual plans or provide online comments until December 3, 2024.

Concept Updates

Based on the priority ranking of amenities from the Public Survey, the summary feedback received at the Open House, the online voting and paper comments and taking into consideration the conservation restrictions, a preferred concept emerged.

Landscape Planning refined the preferred concept and developed additional supporting graphics for each site plan.

Further refinements were made to address phasing, budgeting, and conservation limits.

Report Back to Council

On March 17th, 2025, Landscape Planning will present the preferred site plans for each park, with estimated costs, phasing and implementation recommendations.

Downtown Park – Concept 3



Concept 3

Program Elements:

- Parking Lot (33 Parking Spaces)
- Park Pathways
- Picnic Area
- Great Lawn / Event Space
- Washroom Building (2 Universal)
- Civic Plaza
- Shade Structures (2)
- Playground
- Relocated Bell
- Opportunities For Public Art
- Bridge Crossings
- Pedestrian Connections

Estimated Project Cost:

\$ 4,600,000.00

Downtown Park – General Feedback

1. Many respondents expressed excitement about the park development for day-to-day gatherings and special events.
2. Stronger connections (main gateway) to King Street East.
3. The width of interior pathways should be increased to accommodate outdoor markets and maintenance vehicles.
4. Provide a turnaround at the end of Distillery Street and limit parking that may disturb adjacent residents.
5. A larger plaza area in front of Needler's Mill, as it is the focal point, should be considered.
6. More facilities geared towards accessibility should be included to accommodate the aging population of Millbrook.
7. The idea of a large shade shelter for protection against weather (rain and sun) and for community events was well-received.
8. Impervious paving should be considered, especially due to the floodplain.
9. Washroom facilities are greatly needed, especially with the addition of outdoor event space in the Downtown core.
10. Some respondents questioned the logic of investing \$4.6 million in the park and requested a cost-benefit analysis.

Downtown Park – Preferred Site Plan

Key Revisions:

- Reconfigured plaza layout and location
- Increased passive open space
- Reduced size of the playground
- Removed parking stalls at the end of Distillery St.
- Reduced the amount of hardscaping
- Modified bridge alignments over Little Creek
- Created a focal seating plaza in front of Needler's Mill
- Utilizes existing alignment of road for emergency access
- Achieved overall cost reduction





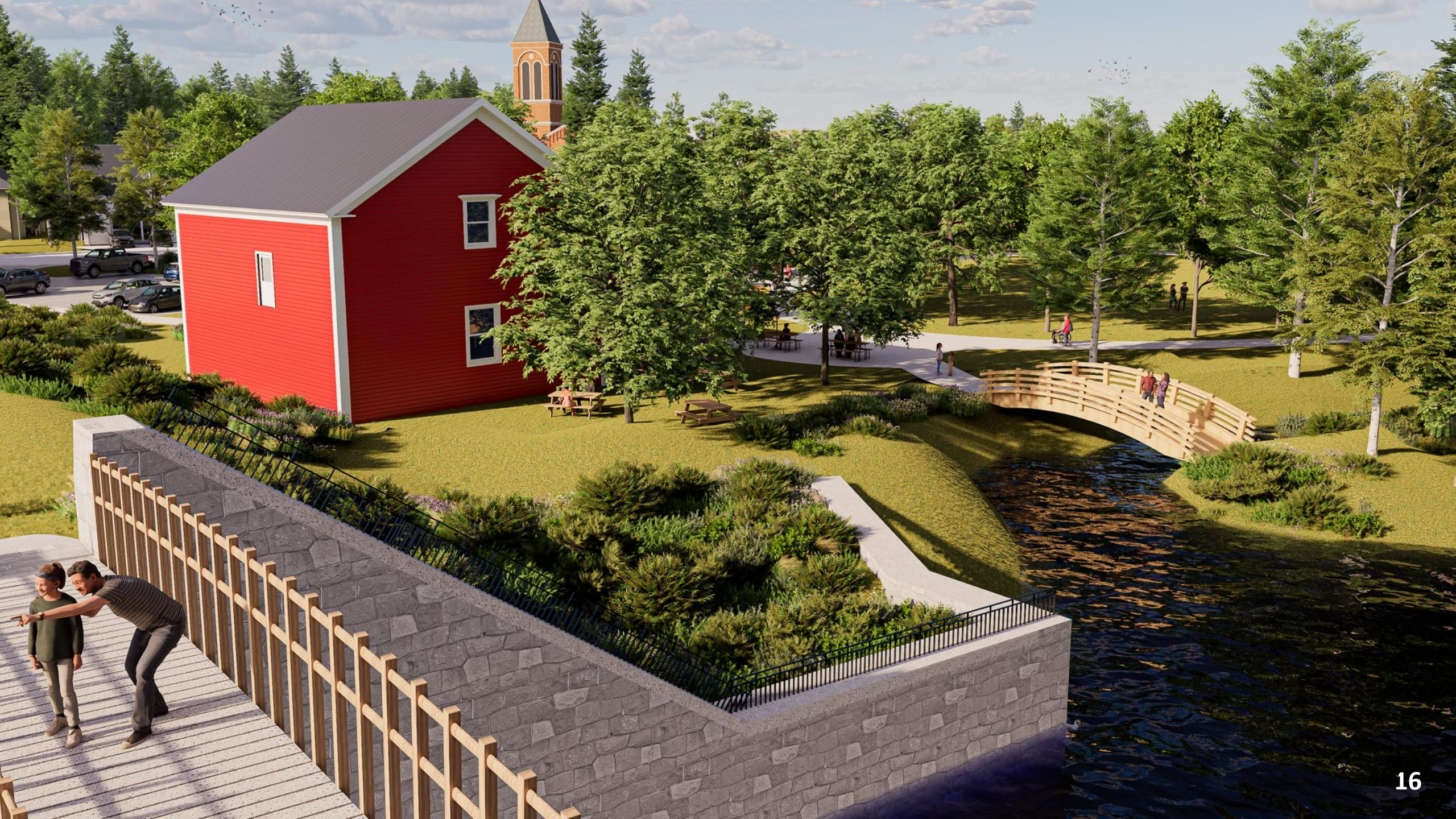






'NEEDLER'S MUSEUM'





Downtown Park – Phase 1

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls, demolitions)	\$212,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$286,000.00
Site Electrical (general requirements, washroom building)	\$30,000.00
Hardscape (primary walkways, parking lot, curbs)	\$343,000.00
Furnishings (benches, wood privacy fence)	\$68,000.00
Washroom Building (2 universal washrooms)	\$425,000.00
Softscape (sod)	\$115,000.00
Soft Costs (consulting fees, contingency, permits)	\$339,830.40
Estimated Phase 1 Cost: \$1,818,830.40	



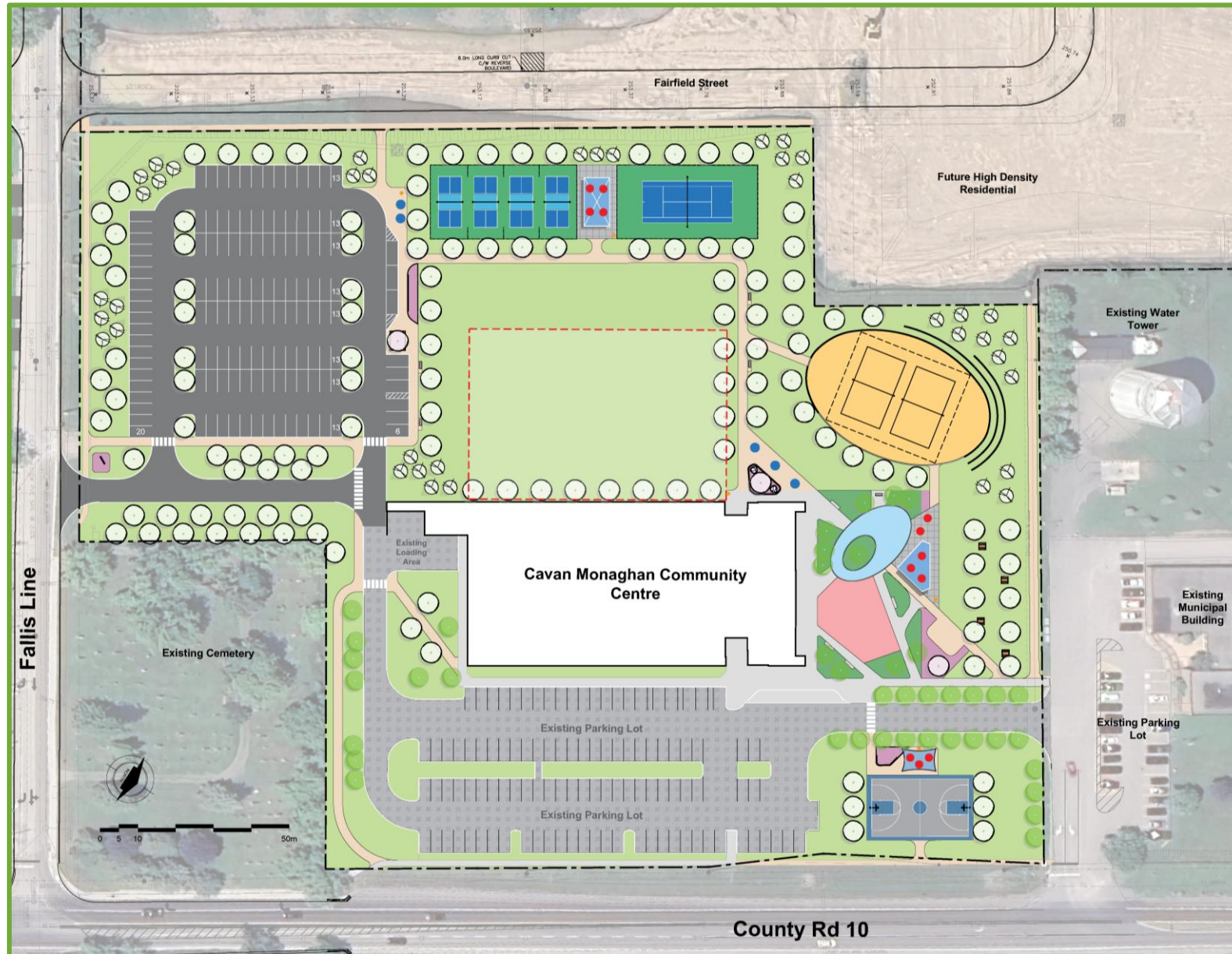
 = Provisional (not included in estimated Phase 1 cost)

Downtown Park – Phase 2

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls, demolitions, remedial work)	\$223,000.00
Site Servicing and Grading (site preparation, oil grit separator)	\$48,500.00
Site Electrical (parking lot, shade structure, and pathway lighting)	\$204,000.00
Hardscape (plaza concrete, seatwalls /planter curbs)	\$143,475.00
Playground (playground surfacing, play curb, equipment, playground subdrain)	\$204,850.00
Furnishings (shade structures, signage, bike parking, benches, gathering tables, litter receptacle, decorative elements, stage, pedestrian bridges)	\$1,008,650.00
Softscape (sod, trees, shrubs, naturalization)	\$138,280.00
Distillery Street Remedial Works (line painting, signage, plantings, curbs)	\$298,545.00
Soft Costs (consulting fees, contingency, permits)	\$580,398.75
Estimated Phase 2 Cost: \$2,849,148.75	



CMCC – Concept 1



Concept 1

Program Elements:

- Parking Lot (130 Parking Spaces)
- Park Pathways
- Picnic Area
- Multi-Use Court
- Pedestrian Plaza
- Shade Structures (2)
- Shade Sail
- Beach Volleyball Courts (2)
- Pickleball Courts (4)
- Tennis Court (1)

Estimated Project Cost:

\$ 5,700,000.00

CMCC – General Feedback

1. Concept 1 allows for potential building expansion.
2. The beach volleyball area may be underutilized, requiring significant maintenance and potentially attracting issues like dog messes.
3. Tennis facilities might not see high usage like pickleball.
4. Due to the proximity of County Road 10 and the separation caused by the parking area, there should be no programmed features at the entrance corner as shown. This area should be reserved for additional parking and stormwater management features.
5. More open space should be preserved.

CMCC – Preferred Site Plan

Key Revisions:

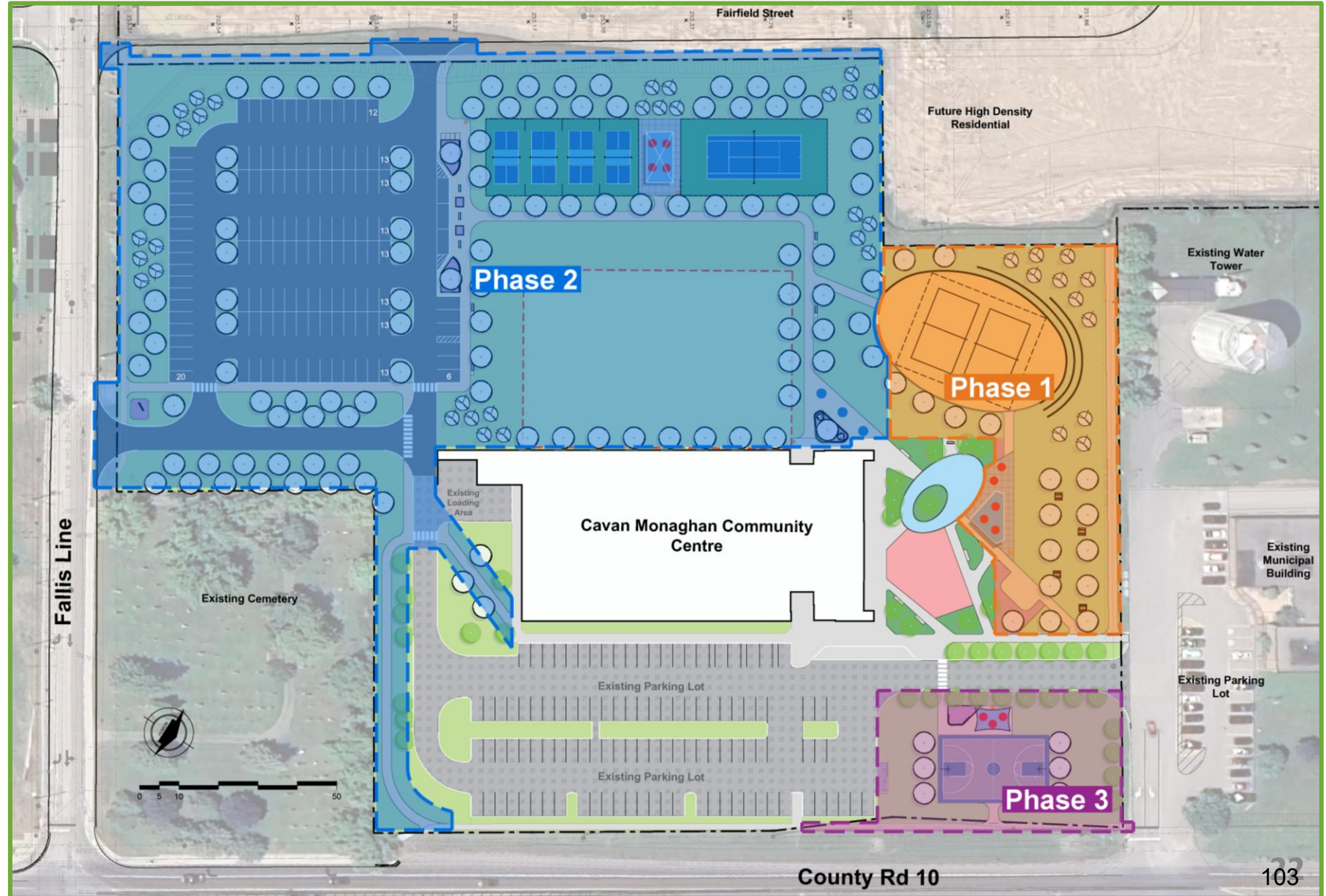
- Added a parking lot entrance along Fairfield St.
- Reconfigured the plaza layout at the vehicular drop off area.
- Shifted the pickleball/tennis hub northeast, away from the future residential area on Fairfield St.



CMCC – Phasing

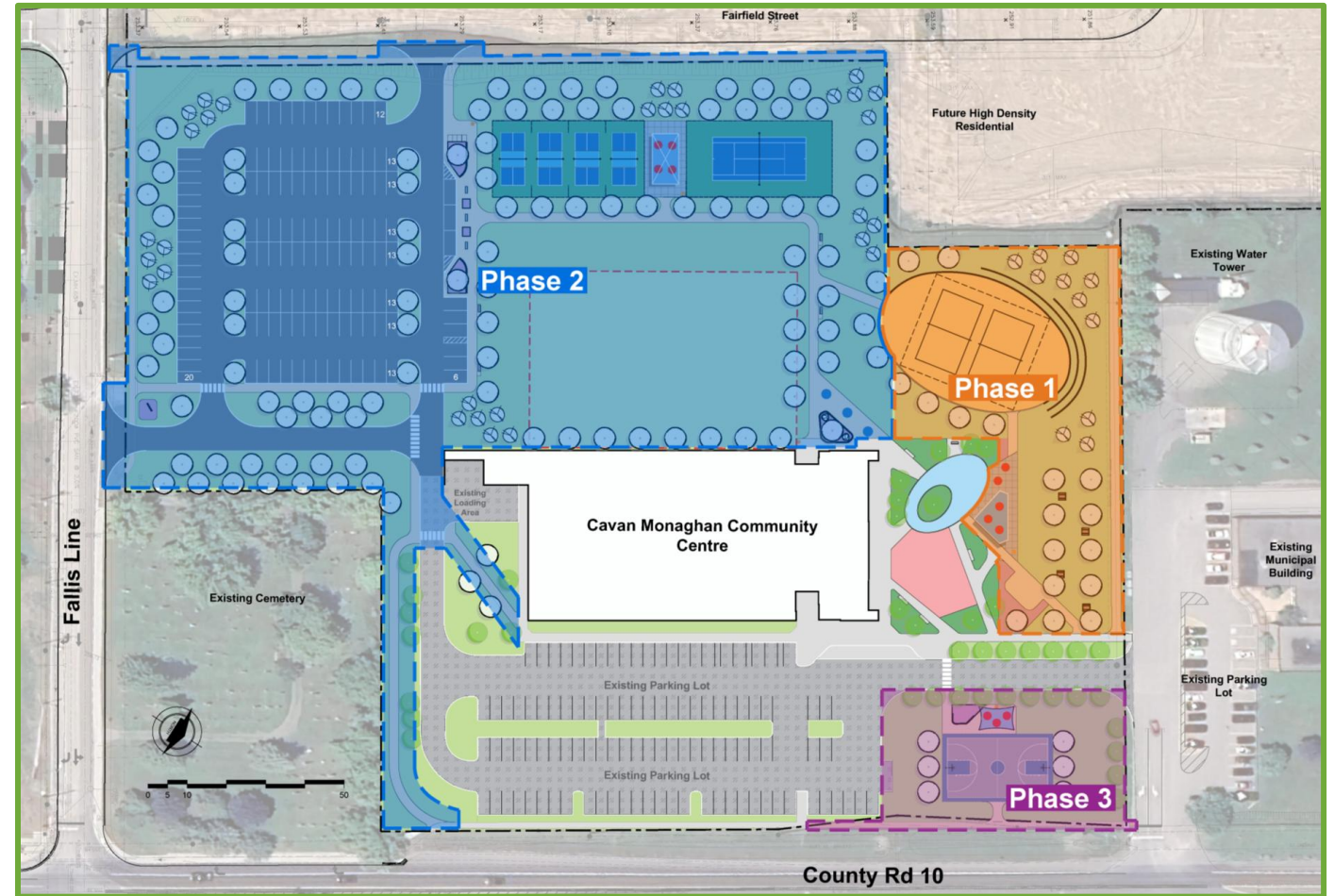
Phasing

- Phase 1**
Estimated Project Cost: \$1,530,000.00
- Phase 2**
Estimated Project Cost: \$3,545,000.00
- Phase 3**
Estimated Project Cost: \$855,000.00



CMCC – Phase 1

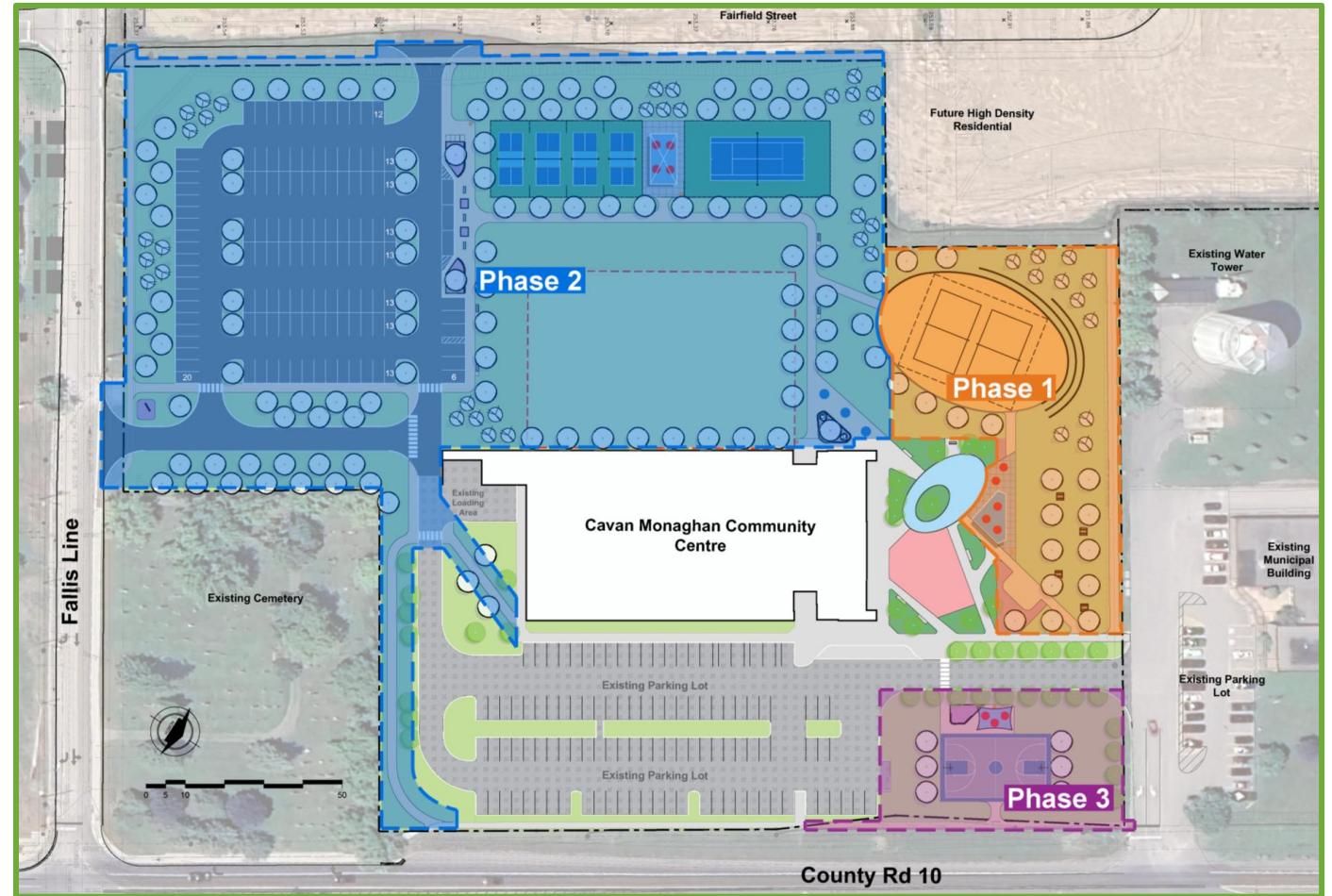
Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$265,000.00
Site Electrical (general requirements, volleyball and pathway lighting)	\$196,000.00
Hardscape (primary walkways, retaining walls)	\$260,750.00
Beach Volleyball – 2 Courts (sand, nets, curb)	\$175,000.00
Furnishings (benches, gathering tables, shade structure, litter receptacles, fitness equipment relocation)	\$203,950.00
Softscape (sod, trees, shrubs)	\$56,200.00
Soft Costs (consulting fees, contingency, permits)	\$298,100.00
Estimated Phase 1 Cost: \$ 1,530,000.00	



CMCC – Phase 2

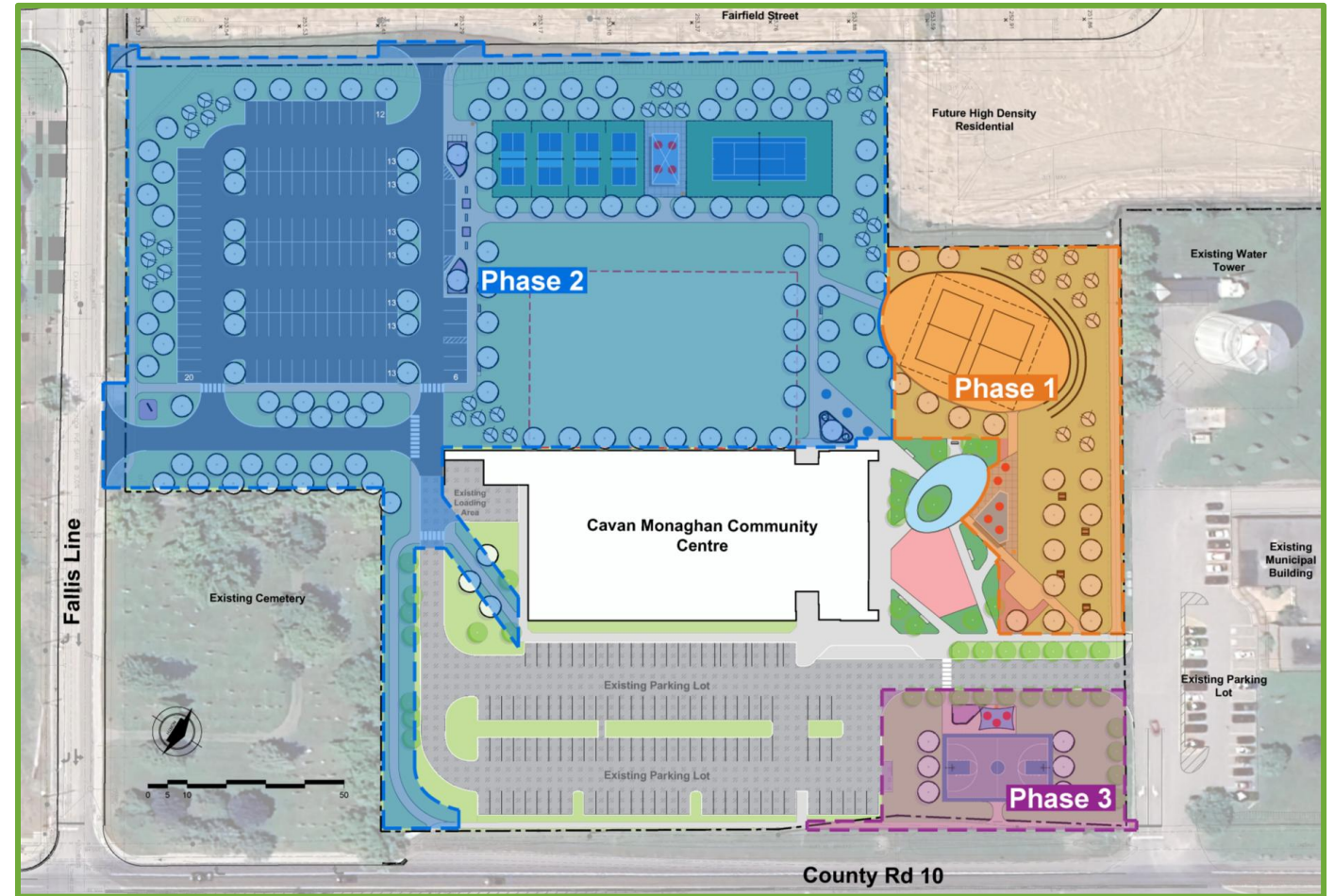
Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$300,000.00
Site Electrical (general requirements, parking lot, pickleball/tennis and pathway lighting)	\$416,000.00
Hardscape (primary walkways, line paint, parking lot/ curb, planter curbs, seatwalls)	\$1,091,575.00
Pickleball Courts (4) Tennis Courts (2) – (acrylic surface, benches, fencing, nets, signage)	\$325,000.00
Furnishings (benches, gathering tables, shade structure, litter receptacles, signage)	\$410,250.00
Softscape (sod, trees, shrubs)	\$267,450.00
Soft Costs (consulting fees, contingency, permits)	\$659,725.00

Estimated Phase 2 Cost: \$ 3,545,000.00



CMCC – Phase 3

Section Elements	Section Total
General Construction requirements (mobilization, construction fencing, sediment controls)	\$75,000.00
Site Servicing and Grading (site preparation, storm and water connections)	\$110,000.00
Site Electrical (general requirements, multi-use court and pathway lighting)	\$177,000.00
Hardscape (primary walkways, planter curbs, seatwalls)	\$55,000.00
Multi-use Court (asphalt/ acrylic surface, goal nets, line paint, curb)	\$136,000.00
Furnishings (benches, gathering tables, shade sail, litter receptacles)	\$96,400.00
Softscape (sod, trees, shrubs)	\$26,000.00
Soft Costs (consulting fees, contingency, permits)	\$179,600.00
Estimated Phase 3 Cost: \$855,000.00	





Next Steps / Discussion

1. For Council to receive the two Preferred Site Plans for the Downtown Park and Remaining Lands at the Cavan Monaghan Community Centre
2. For Council to consider establishing a Downtown Park and Remaining CMCC Lands Task Force that will work with the Preferred Site Plans and prioritize the phases and funding opportunities for Council consideration.

The intent is that these concept designs will work as a tool to guide and prioritize future recreational needs in Cavan Monaghan.

[Link to the Parks & Recreation Strategic Plan – Vision 2030](#)



Thank You



6.4 Strategic Direction for the Future of the Millbrook Arena and Associated Lands

As noted earlier, as part of this Plan and through separate studies, an in-depth assessment of the structural, electrical, mechanical aspects of the building, a designated substance survey, and a functionality assessment of the 50+ year old Millbrook Arena were completed between 2019 and 2023. The results of these studies are included in the Background Report and under separate cover.

Considerable community engagement associated with this Plan (household survey, user group surveys, a Community Forum and second survey, and follow-up discussions with user groups) concluded that the preferred option of about 75% of those engaged in the process favoured decommissioning the arena and replacing it with a downtown park or civic square. A critical consideration of one third of Forum delegates was that an appropriate opportunity to accommodate existing uses of the arena be found before the building is decommissioned.

On June 5, 2023, Cavan Monaghan Council passed the following resolution:

- That staff be directed to commence planning for the creation of a community park on the Millbrook Arena lands; and
- That the existing users of the Millbrook Arena be permitted to use the existing facility in its current state until the final plans for the community park are approved by Council or that the facility becomes a health and safety concern; and
- That Council's direction be carried forward in Phase Two of the Parks and Recreation Plan – Vision 2035.

Within **Strategic Direction #3 (Provide Quality Recreation and Culture Facilities to Meet Growing and Changing Needs)**, various facilities were identified as potential candidates for this park/civic square. That emerging list of facilities and features will need to be fully vetted in Phase Three of this planning process. It was decided not to list candidate facilities in Vision 2035 so as not to overly influence the upcoming community engagement and planning/visioning process in 2024.

The 2013 Millbrook Revitalization Study also provided some general directions regarding the nature of this park/civic square. See **Figure 6-3** on the next page for the broad concept for this property that was contained in that study. The graphic illustrates the potential lands that may be associated with the park/civic square. The design concept was left intentionally vague to allow for further demand assessment and community engagement regarding its purpose and composition.

An analysis of the site and adjacent lands will identify the exact extent of the park/civic square. Opportunities and constraints will have to be researched before deciding about potential facilities and designing the space.

The Vision: Create a signature downtown park or civic square that will become a focal point and gathering place for the community. The park will be largely passive in nature and will connect to the downtown commercial area, Old Millbrook School Park and Public Library, the Millbrook Conservation Area, and the Millbrook Valley Trail network - to create an inspiring open space campus within the centre of Millbrook.

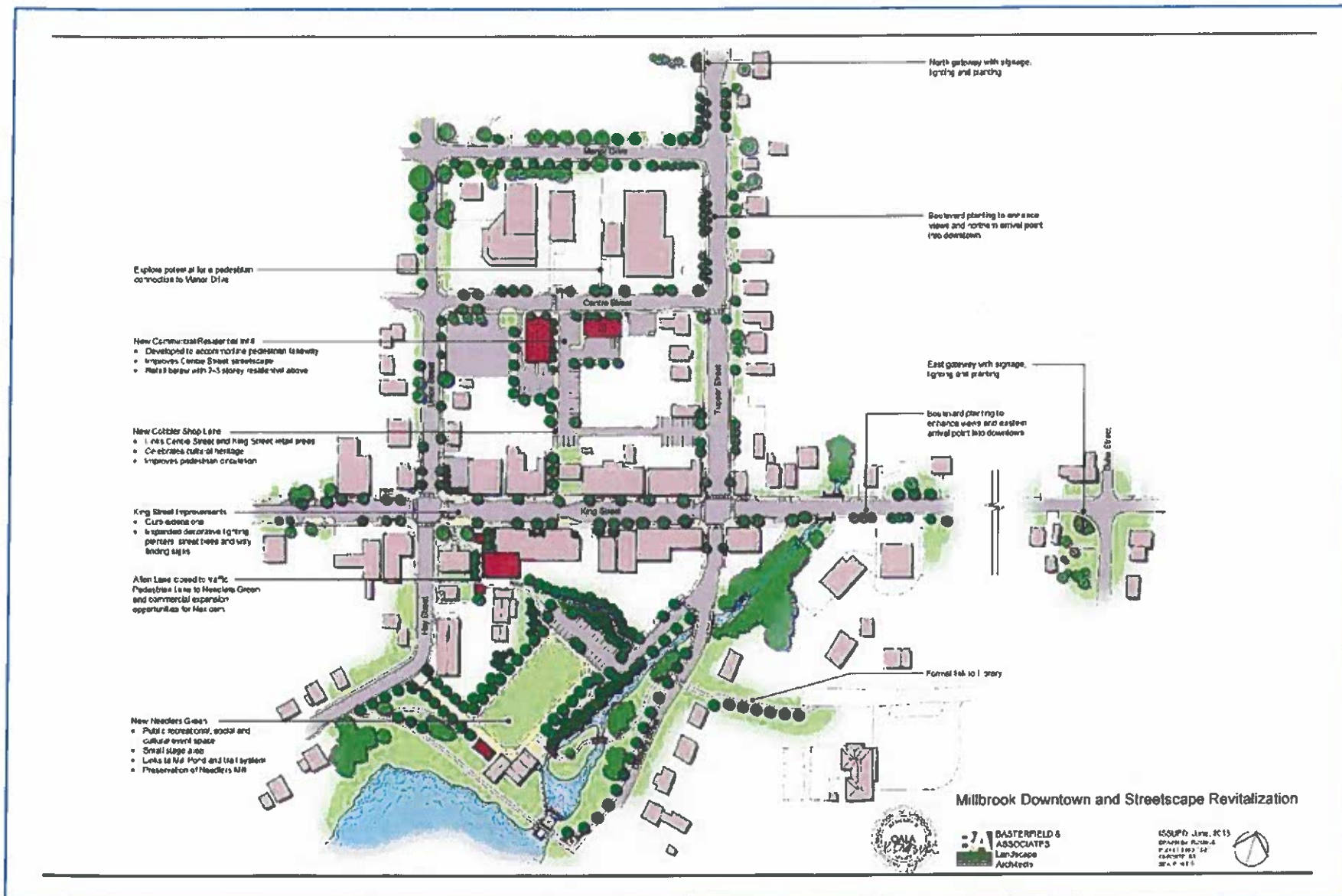


Figure 6-3: From the Millbrook Downtown and Streetscape Revitalization, 2013

6.5 Strategic Direction for the Cavan Monaghan Community Centre and Associated Lands

Introduction

The community engagement, demand research and preliminary site and facility analysis from Vision 2035 recommends the following strategic direction for the Cavan Monaghan Community Centre (CMCC) and associated undeveloped lands.

This current list of indoor and outdoor facilities and features will be further detailed as part of proposed Phase Three of this planning project (2024).

The main deliverables will include at least the following:

- Further detail for the indoor facilities;
- A high-level block layout for an enlarged community centre;
- A conceptual site plan for the remaining portion of the property;
- A capital cost estimate, and
- An implementation strategy.

Potential Building Expansion

As demand warrants over the next ten years and beyond, expand the Cavan Monaghan Community Centre. It may be necessary to phase the expansion - with one or the other main component proceeding first. Regardless of which anchor facility is provided first, changerooms and some of the other common elements will be required in Phase One.

At this time, the following components are the most likely candidates to expand the CMCC. Although a second ice surface was indicated in the initial design of the CMCC and there will likely be sufficient demand for a second ice surface by the time the target population of 18,000 is reached, current community opinion suggests that other types of facilities will provide more value to a wider segment of the community in the medium term. Therefore, other facilities have been given priority over a second ice pad at the CMCC. Opportunities for additional indoor ice may become available within the region, likely through a partnership(s), or a second ice pad could be provided at the proposed active recreation/sports park. See **Action 3.1.1**.

Candidate Indoor Facility Components to be Considered:

- **Single or double gymnasium** – modified to also be a public assembly space and occasional performance facility. To support the performance facility, improved acoustics, a portable stage, enhanced/specialized lighting and sound, a ‘green room’, and other features to be determined will be required).
- **Fitness/wellness centre** (size and features TBD in Phase Three)
- **Changerooms** to support the proposed gymnasium, the strength and conditioning gym, and the aerobics studio.
- **Flexible, multi-purpose spaces** to support culture and recreation activities and meetings (contiguous/dividable – number and size TBD in Phase Three).
- **A dedicated space for older adults** (who will also use the other components at the CMCC). See **Action 3.20.3**.
- **Additional public space** (e.g., washrooms, food services, expanded foyer)
- **Additional office space** (administration, program and maintenance staff).

- **Storage** to support the original building and all new facilities and their uses.
- **Additional parking** will be required to support existing and new uses.

Candidate Outdoor Facilities

Since the CMCC is a signature facility serving the entire Township, the outdoor facilities located there should be scaled accordingly and have community-wide appeal. However, because the developing residential community to the west (Towerhill North) does not have any neighbourhood parkland within the southern half of the development area, the outdoor area associated with the community centre building will have to double as a Neighbourhood and a Community park. Therefore, facilities typical of a Neighbourhood park and a Community park should be included.

Fortunately, some of the facilities typical of a Neighbourhood park have already been provided as part of the community centre development to date:

- playground,
- small-scale outdoor fitness gym,
- sitting areas, and
- display garden.

It is recommended that the remaining area north, northwest and west of the proposed expanded community centre building be designated for additional recreation facilities to meet both neighbourhood and Township-wide needs.

To create sufficient level land in the area directly south of the water tower, it is likely that a retaining wall be required along the northwestern edge/corner of the park property.

The following types of **additional** facilities should be considered for this area (if the eventual building footprint permits):

- a waterplay facility
- 4 pickleball courts with room set aside to expand to 6 and then 8 if demand warrants
- a basketball/multi-sport court
- a tennis court (with room to add another later and light)
- 4 beach volleyball courts (phased 2+2)
- A 4,000 sf² skateboard facility, with room allocated to expand to 7,000 ft² in future
- a gazebo/shade structure/picnic pavilion
- pathways that connect the facilities (limestone screenings or paved)
- benches located strategically along the pathways, each bench with a shade tree
- other shade trees

Pedestrian Link - It will be essential to provide a lit, hard-surface pedestrian/bicycle link from the facilities at the CMCC to the residential community of approximately 2,000 people that is planned for the area directly adjacent to the community centre on the west (Towerhill North).

Based on the above and any other input, prepare a conceptual plan for the remaining lands at the Cavan Monaghan Community Centre and the proposed expansion of the community centre.

This task is proposed for 2024 as Phase Three of this planning process.

See **Figure 6-4** for a graphic illustration of the initial thinking about the possible configuration of additional outdoor facilities at the CMCC and an approximate footprint for building expansion. The proposed 2024 planning and design process will determine the size and orientation of the indoor facilities which will adjust the generalized building footprint that is shown in **Figure 6-6**. The eventual building footprint and required parking to support existing and new uses will determine the area remaining for outdoor facilities. That may impact what is proposed for outdoor facilities.

Note: As first introduced under **Actions 2.5.2** and **3.3.12**, when development of this property commences, it is recommended that the entire outdoor space be graded and seeded to provide a temporary space for the Maple Leaf Cavan FC to operate part of their soccer program, utilizing temporary portable nets and smaller pitches. When the proposed sports park is acquired and additional soccer pitches are provided there, and addition facilities and expanded parking are scheduled at the CMCC, the temporary area available for the minor soccer program will have to be reduced and eventually eliminated.



Photos of the remaining lands associated with the Cavan Monaghan Community Centre

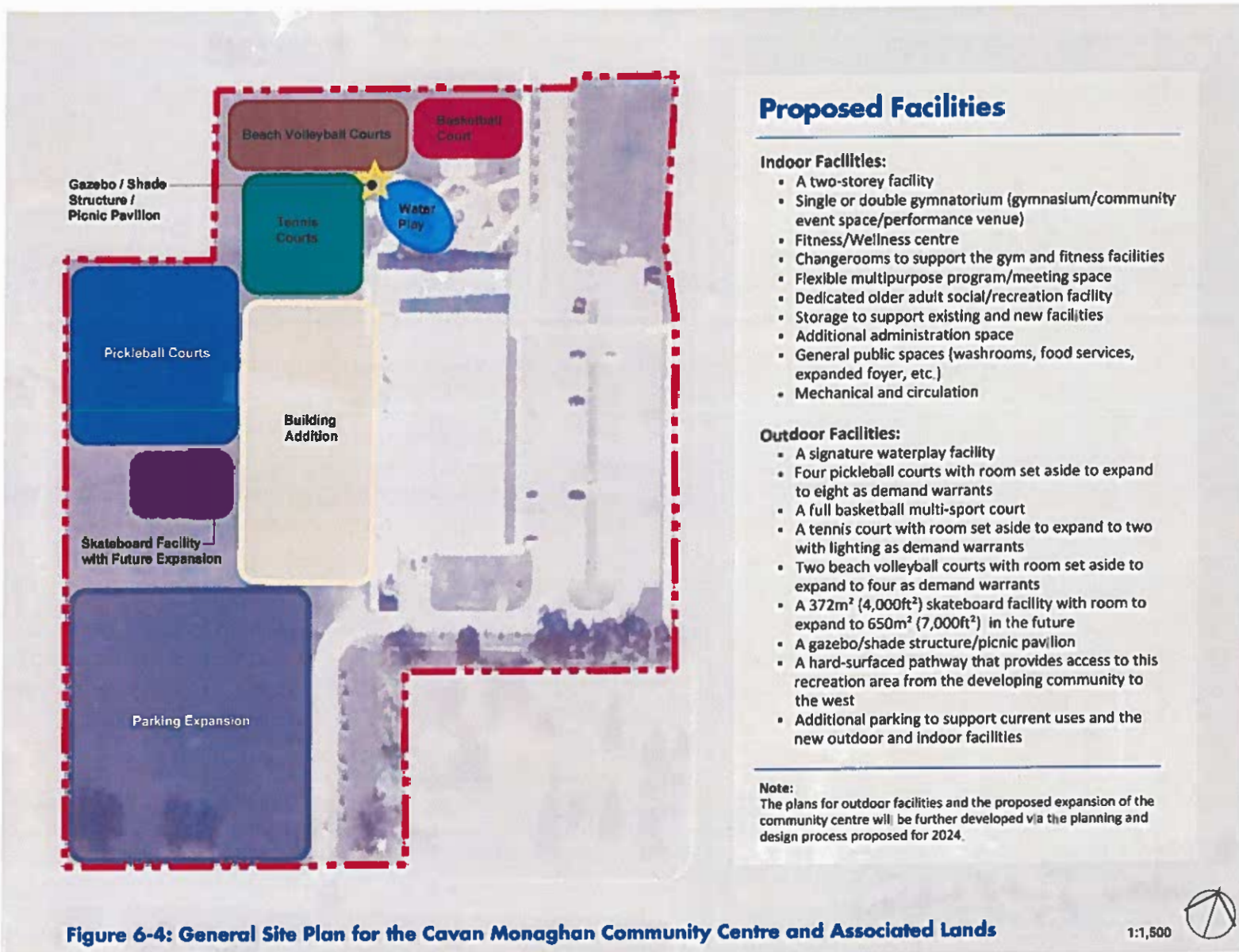


Figure 6-4: General Site Plan for the Cavan Monaghan Community Centre and Associated Lands



Township of Cavan Monaghan

Downtown Park

Council Educational Session

Agenda



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

Introductions



Township of Cavan Monaghan Project Team:

Yvette Hurley, Chief Administrative Officer/Deputy Clerk/Deputy Treasurer

Chris Allison, Parks & Facilities Manager

Jennifer Steen, Executive Assistance to Corporate Services

Landscape Planning Limited (Consultant):

John Shank, Principal

Greg Baskin, Senior Associate

Holly MacAlpine, Landscape Architectural Designer



Purpose of Meeting



Council education session to provide the Township of Cavan Monaghan Council with a summary of the feedback received from the public survey for a community park in Downtown Millbrook on the lands of the Millbrook Arena.



Pedestrian bridge and island



Mixed-use building parking lot



Needlers Lane



Connection to Old Millbrook School and Library



Millbrook Arena

Project Overview



- R-2023-1 68, Moved by: Graham Seconded by: Huntley That Staff be directed to commence planning for the creation of a community park on the Millbrook Arena lands; and That the existing users of the Millbrook Arena be permitted to use the existing facility in its current state until the final plans for the community park are approved by Council or that the facility becomes a health and safety concern; and That Council’s direction be carried forward in Phase Two of the Parks and Recreation Plan — Vision 2035.

- The creation of a signature downtown park or civic square will become a focal point and gathering space for the community in the centre of Millbrook.
- Landscape Planning was retained by the Township in June 2024 through an RFP process.



Project Overview

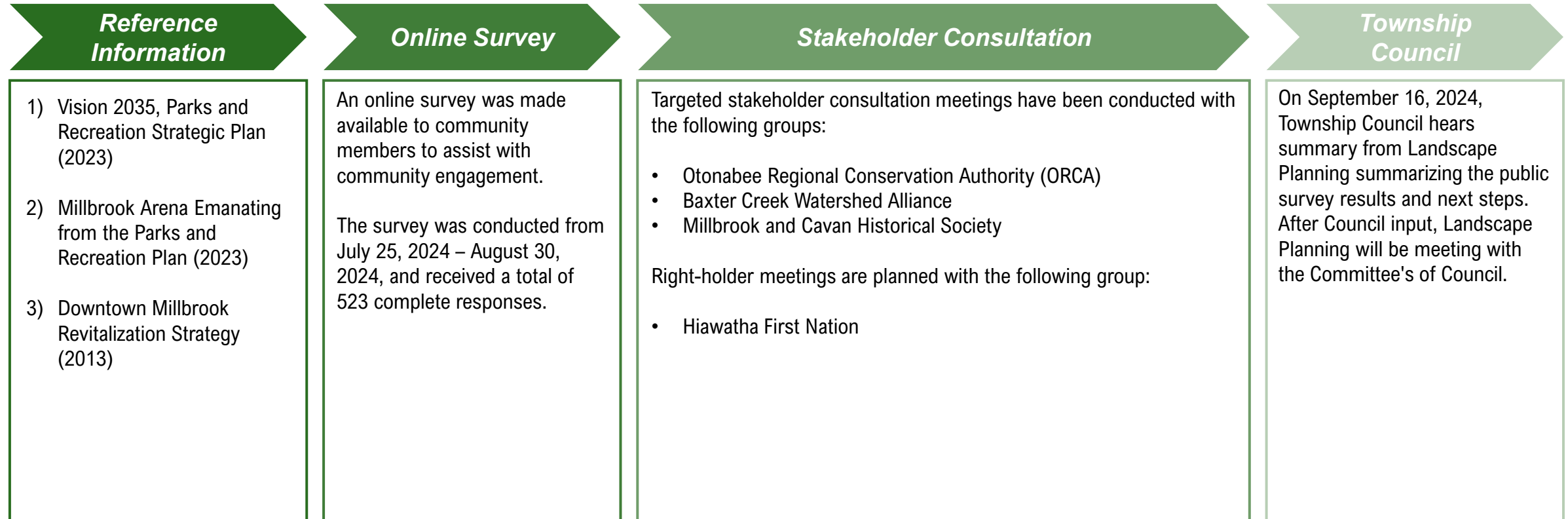


- Located at 4 Needler's Lane, Millbrook
- Designated as Community Core and Natural Linkage in the Township Official Plan, zoned as Future Development and Natural Linkage.
- Approximately 1 acre in size, the parcel is bound by Needler's Lane, Baxter Creek, Little Creek, Commercial Properties and Mill Pond.
- Adjacent to Otonabee Conservation (ORCA) lands and situated within the floodplain.



--- Approximate Boundary
of Arena Lands 121

The Process to Date



Public Survey – Overview

- Public Survey Opened: **July 25, 2024**
- Public Survey Closed: **August 30, 2024**
- Community informed through post cards distributed at community events, Township project page, social media posts on Instagram and Facebook, and the Millbrook Times.
- Paper copies also distributed at the Municipal Office, Cavan Monaghan Community Centre, Millbrook Library, and Bruce Johnston Library
- A total of **523** complete survey responses!



Give us your Feedback!

Tell us what you would like to see! Complete the online survey:

www.cavanmonaghan.net/downtownpark

Or visit any of the locations below and pick up a paper copy of the survey:

- Municipal Office
- Cavan Monaghan Community Centre
- Millbrook Library
- Bruce Johnston Library



Visit the website:

cavanmonaghan.net/downtownpark

Subscribe to the page and stay up-to-date on the project!



Give us your Feedback!

Landscape Planning Architects have been hired to develop a conceptual design and site plan for a Downtown Park in Millbrook.



Contact Us →

Visit the website:

cavanmonaghan.net/downtownpark

Subscribe now and find out how you can participate!

Public Survey – Summary Outline

Survey Summary Report prepared outlining:

- Introduction
- Survey notices
- Summary of findings
- Analysis of results
- Conclusion

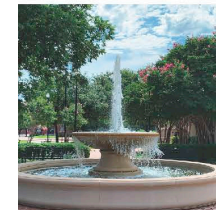
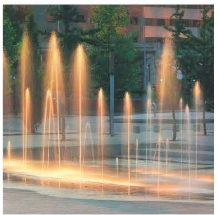
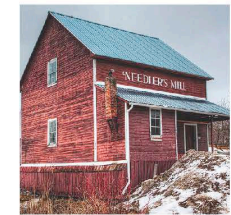


DOWNTOWN PARK

SURVEY SUMMARY REPORT

September 2024

Prepared for:



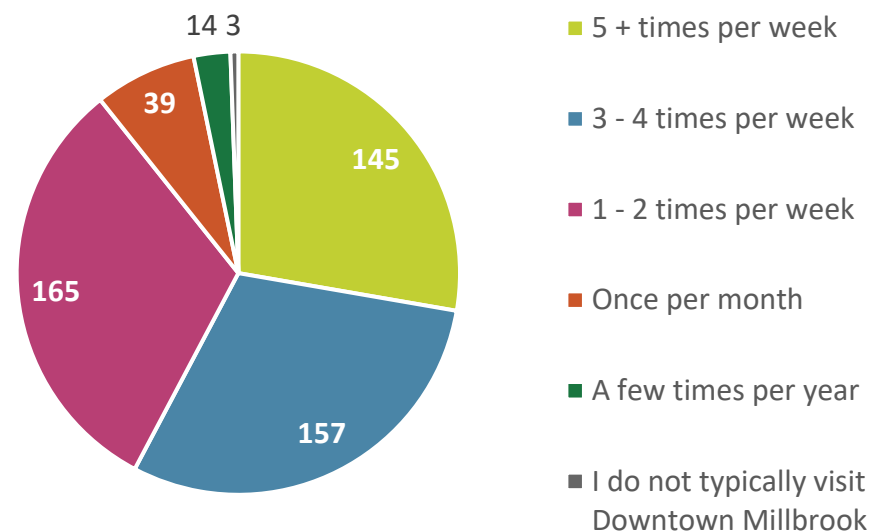
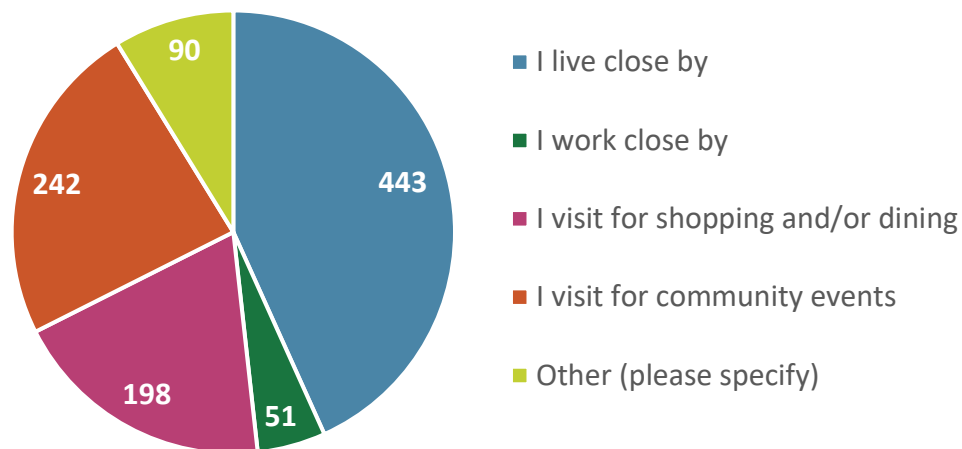
Prepared by:





Public Survey – Summary

- 443 respondents live close to the Downtown
- 318 respondents visit the Downtown on Weekends
- 145 respondents visit the Downtown 5 + times per week
- 157 respondents visit the Downtown 3-4 times per week
- 371 respondents visit the Downtown for recreational purposes (parks, trail system, etc.)
- 358 respondents visit the Downtown for shopping
- 89 respondents indicated they visit the Downtown to use the arena

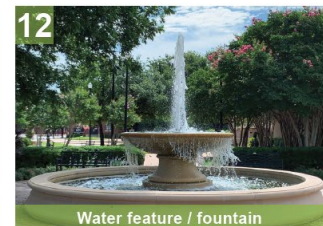
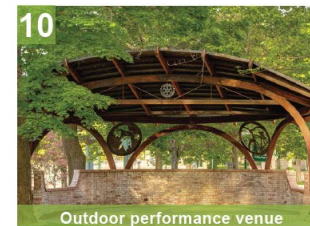


Public Survey – Summary



Priority ranking of the facilities the public would like to see in the Downtown Park:

1. Washroom Facilities (**2.90** weighted rank)
2. Natural Ice Skating Trail (**2.76** weighted rank)
3. Playground Equipment (**2.55** weighted rank)
4. Walking Pathways with lighted rest stations and connections to adjacent trails (**2.51** weighted rank)
5. Pollinator / display gardens (**2.48** weighted rank)
6. Viewing areas for the pond, creek and Medds Mountain (**2.47** weighted rank)
7. Water Play (**2.33** weighted rank)
8. Open Lawn / Passive Area for Activities (**2.31** weighted rank)
9. Shade Structure / Picnic Pavilion (**2.27** weighted rank)
10. Outdoor Performance Venue (**2.24** weighted rank)
11. Community Square / Gathering Space (**2.21** weighted rank)
12. Water Feature (**1.58** weighted rank)
13. Other: Parking facilities

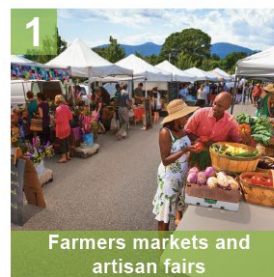




Public Survey – Summary

Priority ranking of the activities / events the public would like to see hosted in the Downtown Park:

1. Farmers Markets and Artisan Fairs (**308**)
2. Seasonal Events (winter festivals / holiday markets) (**305**)
3. Children's play and family activities (**247**)
4. Outdoor concerts and music festivals (**239**)
5. Movie nights and outdoor film screenings (**188**)
6. Cultural celebrations and community events (**181**)
7. Fitness sessions (**140**)
8. Art exhibitions and sculptural displays (**110**)

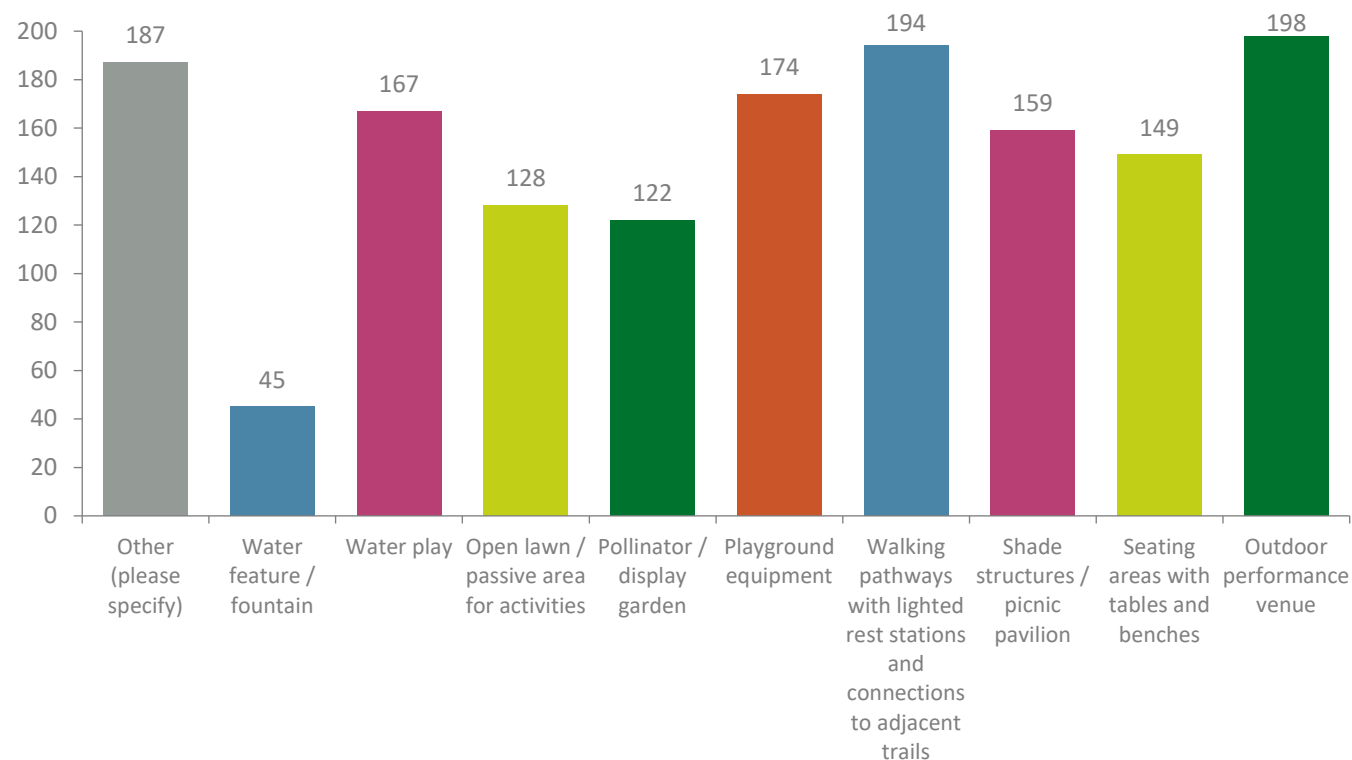




Public Survey – Summary

Respondents expressed interest in the following **summer** amenities:

1. Outdoor Performance Venue (**198**)
2. Walking Pathways with lighted rest stations and connections to trails (**194**)
3. Play equipment (**174**)
4. Water Play (**167**)
5. Shade Structure / Pavilion (**159**)
6. Seating Areas with tables and benches (**149**)
7. Other: respondents suggested retaining the existing arena for indoor sports

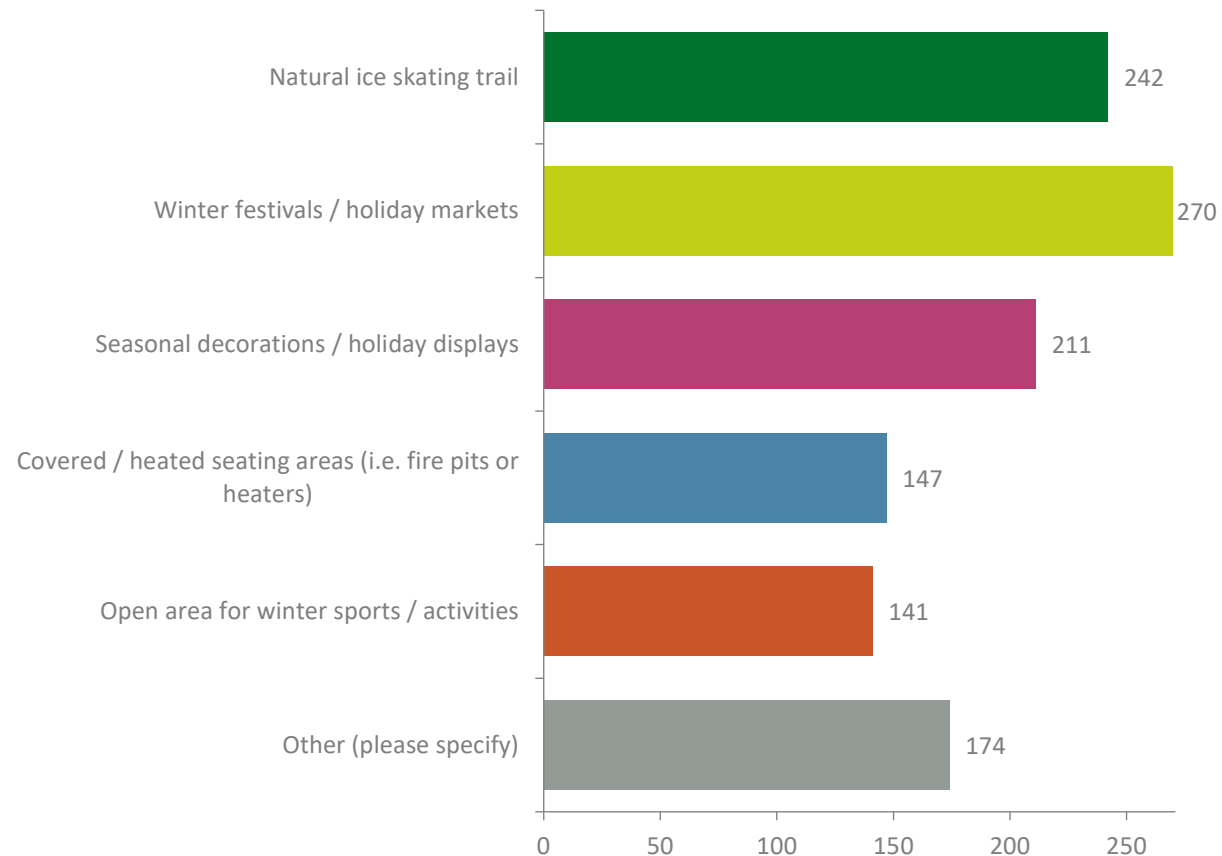




Public Survey – Summary

Respondents expressed interest in the following **winter** activities:

1. Winter Festivals / Holiday Markets (**270**)
2. Natural Ice Skating Trail (**242**)
3. Seasonal Decorations / Holiday Displays (**211**)
4. Covered / heated seating areas (**147**)
5. Open Areas for winter sports / activities (**141**)
6. Other: respondents suggested retaining the existing arena for indoor sports

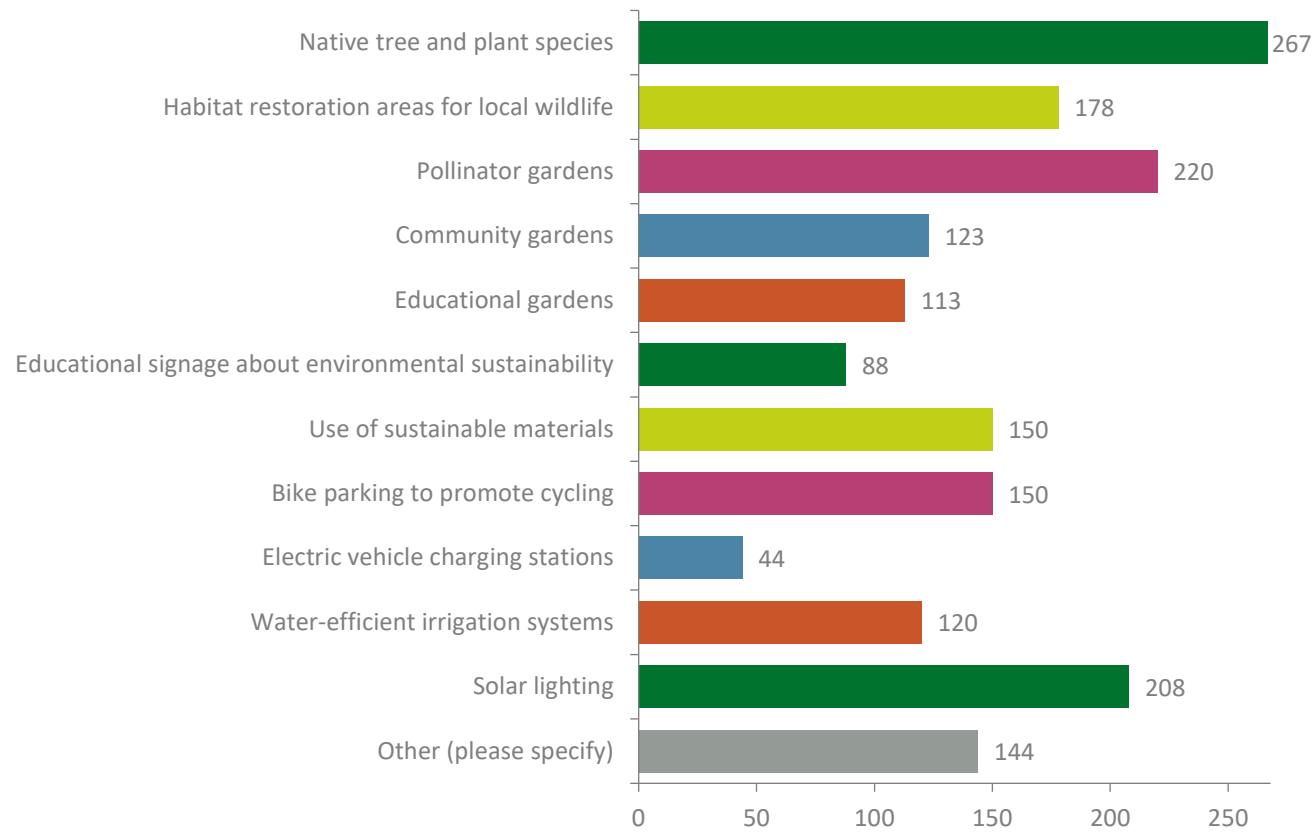




Public Survey – Summary

Respondents expressed interest in the following **sustainability initiatives**:

1. Native Tree and plant species (**267**)
2. Pollinator Gardens (**220**)
3. Solar Lighting (**208**)
4. Habitat restoration (**178**)
5. Use of sustainable materials (**150**)
6. Bike parking to promote cycling (**150**)
7. Community Gardens (**123**)
8. Water efficient irrigation systems (**120**)
9. Educational Gardens (**113**)
10. Educational Signage (**88**)
11. Electric Vehicle Charging Stations (**44**)
12. Other: respondents suggested retaining the existing arena

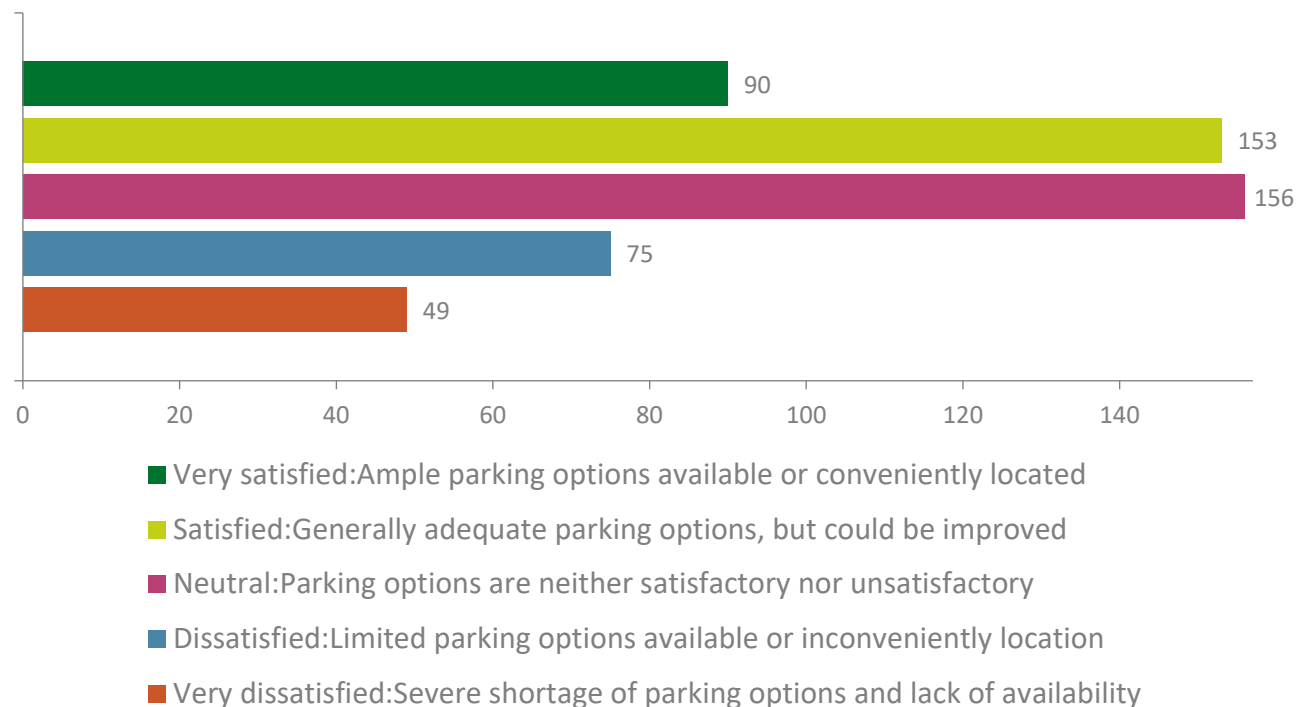




Public Survey – Conclusions

Respondents expressed the following about parking options near the Downtown Park:

1. Very Satisfied: **17.2%**
2. Satisfied but could be improved: **29.3%**
3. Neutral: **29.8%**
4. Dissatisfied: **14.3%**
5. Very Dissatisfied: **9.3%**





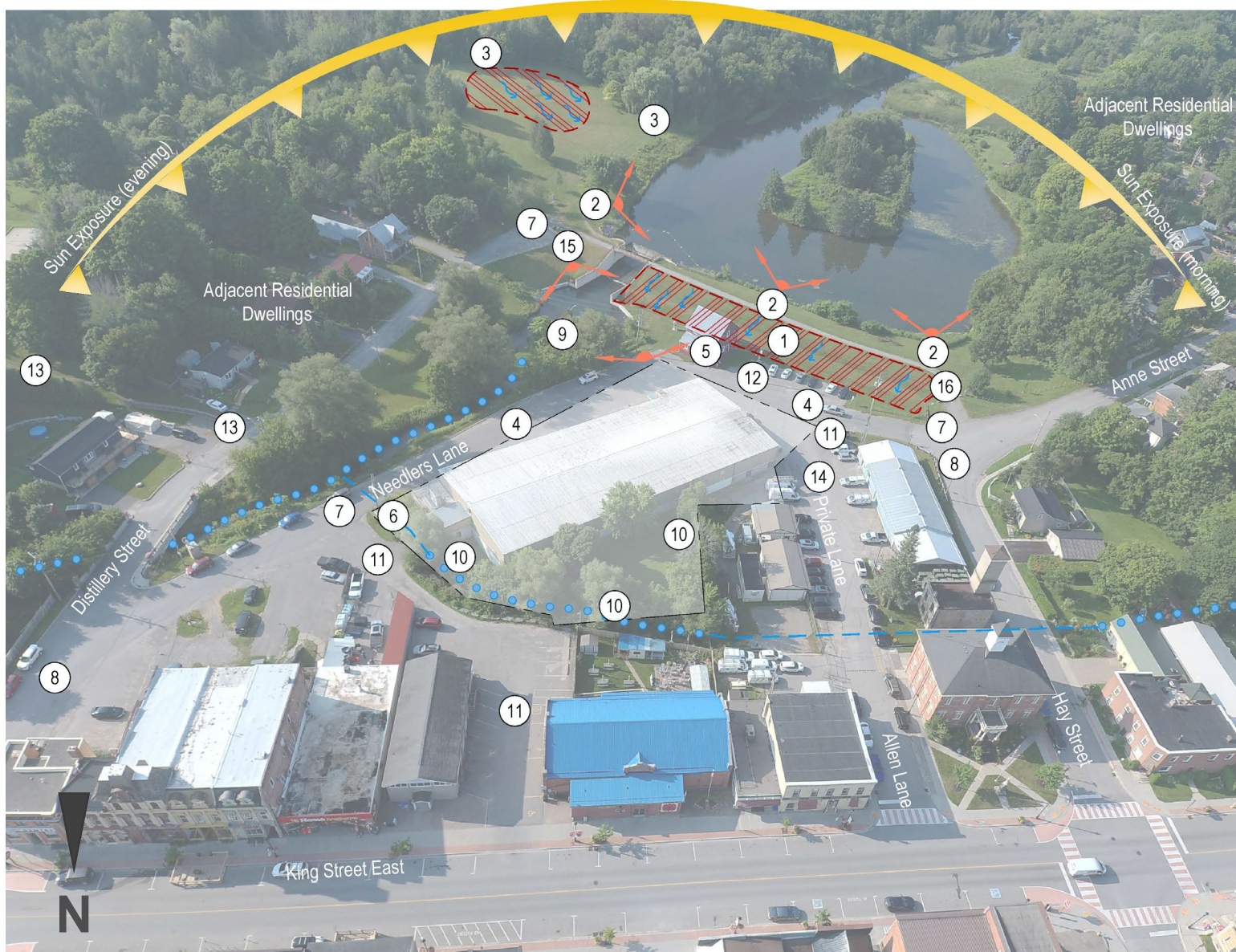
Public Survey – Conclusions

The following amenities should be considered for the Downtown Park Conceptual Plans:

- Picnic pavilion & washroom facilities
- Reconfigured parking lot to accommodate both park users and businesses in the downtown core.
- Playground
- Versatile plaza with an elevated stage for events, gatherings, and everyday use
- Open lawn for passive activities
- Shade elements adjacent to the water's edge
- Consistent site furnishings, including litter/recycling receptacles, benches, gathering tables, etc.
- Display/pollinator gardens at focal points and main entrances of the park.
- Lit pedestrian connections to the existing trail network, old school/library, and downtown.
- Pedestrian bridge connecting the island (below dam) to Distillery St.
- Wayfinding and interpretive signage providing historical and nature-based context.
- Observation decks overlooking the spillway, Baxter Creek, and Mill Pond.



Opportunities and Constraints – Conclusions



Opportunities and Constraints

	Existing Feature	Opportunities	Constraints
①	Sloped Area	Opportunity to use grade change as a vantage point (views to new park).	Potential grading constraints as related to accessible connection.
②	Mill Pond	Opportunity to enhance pedestrian connection and education to the water through lookouts and interpretive signage. Consider opportunity to locate area for fishing derby.	No swimming and recreational use; swallow water.
③	Trail System	Opportunity to connect proposed park walkways to trails.	-
④	Circulation	Opportunity to redefine safe pedestrian circulation.	Lack of safe pedestrian circulation separate from vehicular circulation.
⑤	Needler's Mill	Repurpose building for tourism and commercial uses.	The building cannot be used while on ORCA lands.
⑥	Little Creek	Opportunity to daylight more of the creek to improve wildlife habitat, increase groundwater infiltration, and elevate the park user experience.	Private ownership and costly.
⑦	Primary Park Entrances	Integrate placemaking elements and gateway / wayfinding features.	-
⑧	Connectivity to Downtown	Establish safe and accessible pedestrian linkages between King St E and the park.	Lack of connectivity to Downtown core (King St E).
⑨	Island	Enhance the use of the island; venue location, seating opportunities, and connection to Distillery St.	Located within the floodplain; redevelopment requires ORCA approvals and further review of storm flow.
⑩	Mature Vegetation	Opportunity to maintain and enhance buffer to commercial uses.	Land ownership
⑪	Private Parking	Opportunity to redefine the park edge with planting to reduce undesirable views.	Undesirable views of commercial buildings from future park land.
⑫	Overhead Utilities	Opportunity to relocate utilities underground to mitigate undesirable views.	Costly and approvals.
⑬	Walkway to Old Millbrook School	Opportunity to enhance connection to the future park with a safe and accessible walkway.	Existing slope does not meet accessible standards. No existing defined pedestrian crossing at Distillery St.
⑭	Private Lane / Commercial Buildings	-	No pedestrian access to King St E.
⑮	Sloped Green Space	Opportunity to capture vistas of the park from the high point and develop gathering and seating areas.	ORCA approvals and possible engineering considerations.
⑯	Granular Walkway	Opportunity to improve upon accessibility.	Existing topography would require switch back, ORCA approvals, consideration for engineer embankment.

Legend

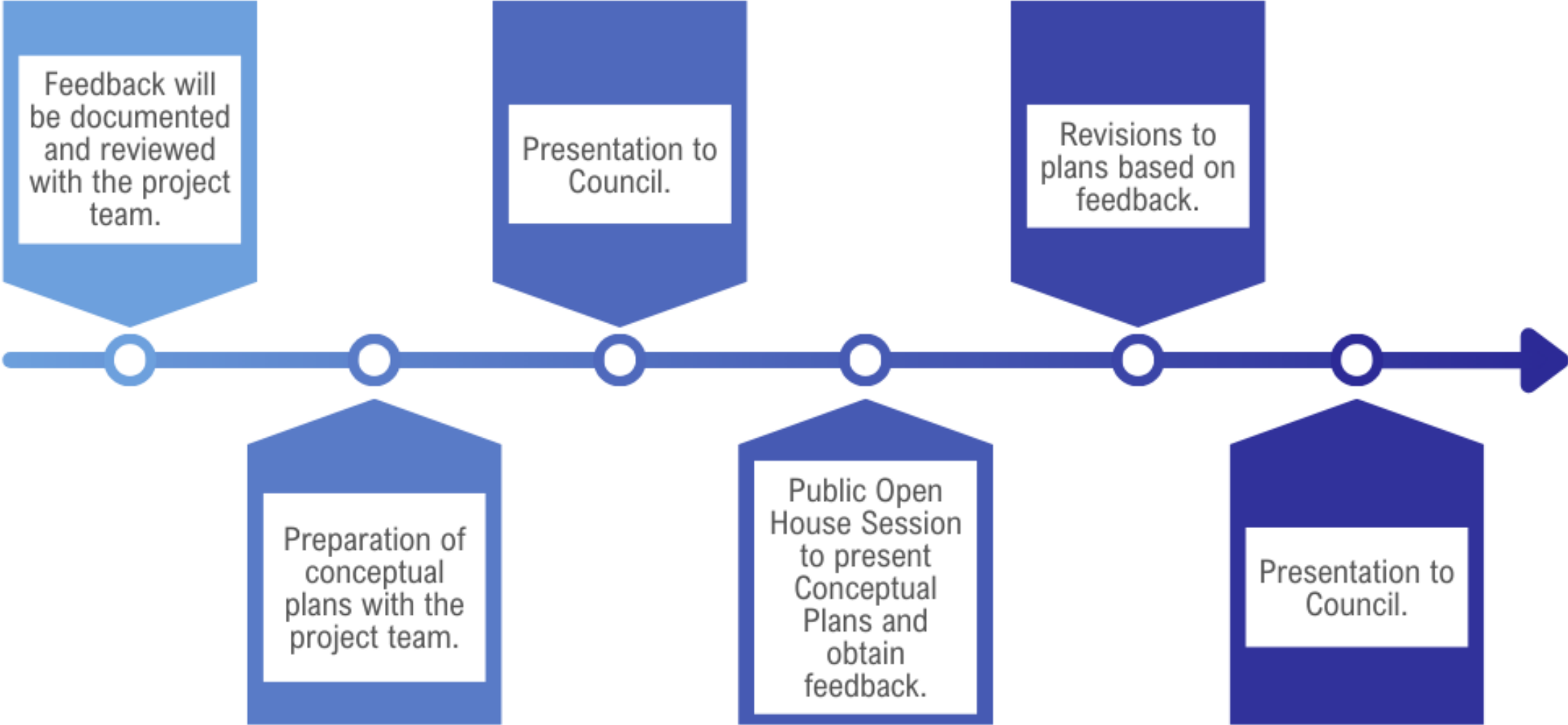
- Existing creek / water course (below grade)
- Existing creek / water course (daylight)
- Approximate boundary of existing arena
- Direction of drainage
- Sloped area (ORCA Lands)
- Key vista locations



Discussion



Next Steps





Thank You



Regular Council Meeting

To:	Mayor and Council
Date:	March 17, 2025
From:	Wayne Hancock, Director of Public Works Drew Hutchison, Engineering Technician
Report Number:	Public Works 2025-04
Subject:	Dedication of Parts 1 & 2, 45R-17799 as a Municipal Easement

Recommendations:

1. That Council authorize the acquisition and registration of a drainage easement over Part lot 10, Concession 4 being Part 1 & 2, 45R-17799; and
2. That the Mayor and Clerk be authorized to execute By-law No. 2025-17 and all such related registration documentation being a By-law for the foregoing purposes.

Overview:

During the 2024 Lisa Court Reconstruction project design phase, staff were investigating the existing infrastructure design and found a documented easement across lot 12 Lisa Court and lot 13 Lisa Court. Due to the elevations of the creek and the design requirements, staff were unable to satisfy the design along the existing easement. Staff met with the Property Owners of 12 Lisa Court and 13 Lisa Court to discuss realigning the easement moving it downstream to a more favorable location.

Both homeowners agreed to the proposed realignment of the easement and staff requested J.D. Barnes to provide the Township with a legal survey of the realigned easement. During the investigation of the land titles, it was found that the easement was not registered on title during the subdivision assumption in 1978.

The Registered Plan 45R-17799 (Attachment 1) shows the realigned easement. Within this easement is the storm sewer infrastructure for Lisa Court providing an outlet to the Baxter Creek tributary running through the rear yard.

To complete the registration of this easement, staff consulted with legal counsel, Ed Veldboom and are recommending that Council execute By-law No. 2025-17 being a By-

law to dedicate the registration Part lot 10, Concession 4 being Parts 1 & 2 on Plan 45R-17799 as a Municipal Easement.

Financial Impact:

The Township will be paying legal survey costs and legal fees, which include the property owner's legal costs, to complete the transfer which is estimated to be \$5,000.00. These costs, totaling an estimated \$5,000.00 plus any net municipal H.S.T. on applicable items, will be paid through the Operational Budget account for legal fees, 01-15-100-00000-6100.

Attachments:

Attachment No. 1 - Registered Plan 45R-17799

Attachment No. 2 - By-law No. 2025-17 being a By-law to dedicate the registration Part lot 10, Concession 4 being Parts 1 & 2 on Plan 45R-17799 as a Municipal Easement.

Respectfully Submitted by,

Reviewed by,

Wayne Hancock,
Director of Public Works

Yvette Hurley
Chief Administrative Officer

Drew Hutchison,
Engineering Technician

SCHEDULE

PART	LOT	CONCESSION	PIN	AREA
1	PART OF	4	PART OF 28014-0254	319.9 sq. m.
2	LOT 10		PART OF 28014-0255	14.8 sq. m.

PLAN 45R-17799

Received and deposited

January 23rd, 2025

Todd Bondy

Representative for the
Land Registrar for the
Land Titles Division of
Peterborough (No.45)

PLAN OF SURVEY OF
**PART OF LOT 10,
CONCESSION 4**
NOW IN THE
GEOGRAPHIC VILLAGE OF MILLBROOK
TOWNSHIP OF CAVAN-MONAGHAN
COUNTY OF PETERBOROUGH

J.D. BARNES LIMITED
DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN
METRIC METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
SCALE 1 : 250
THE INTENDED PLOT SIZE OF THIS PLAN IS 610mm IN WIDTH BY 919mm IN HEIGHT
WHEN PLOTTED AT A SCALE OF 1:250

NOTES
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B,
BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS)
(2010.0).
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY
THE COMBINED SCALE FACTOR OF 1.000070.
FOR BEARING COMPARISONS, A ROTATION OF 1°48'50" COUNTER-CLOCKWISE WAS
APPLIED TO BEARINGS ON P1, P2, AND P3.

INTEGRATION DATA

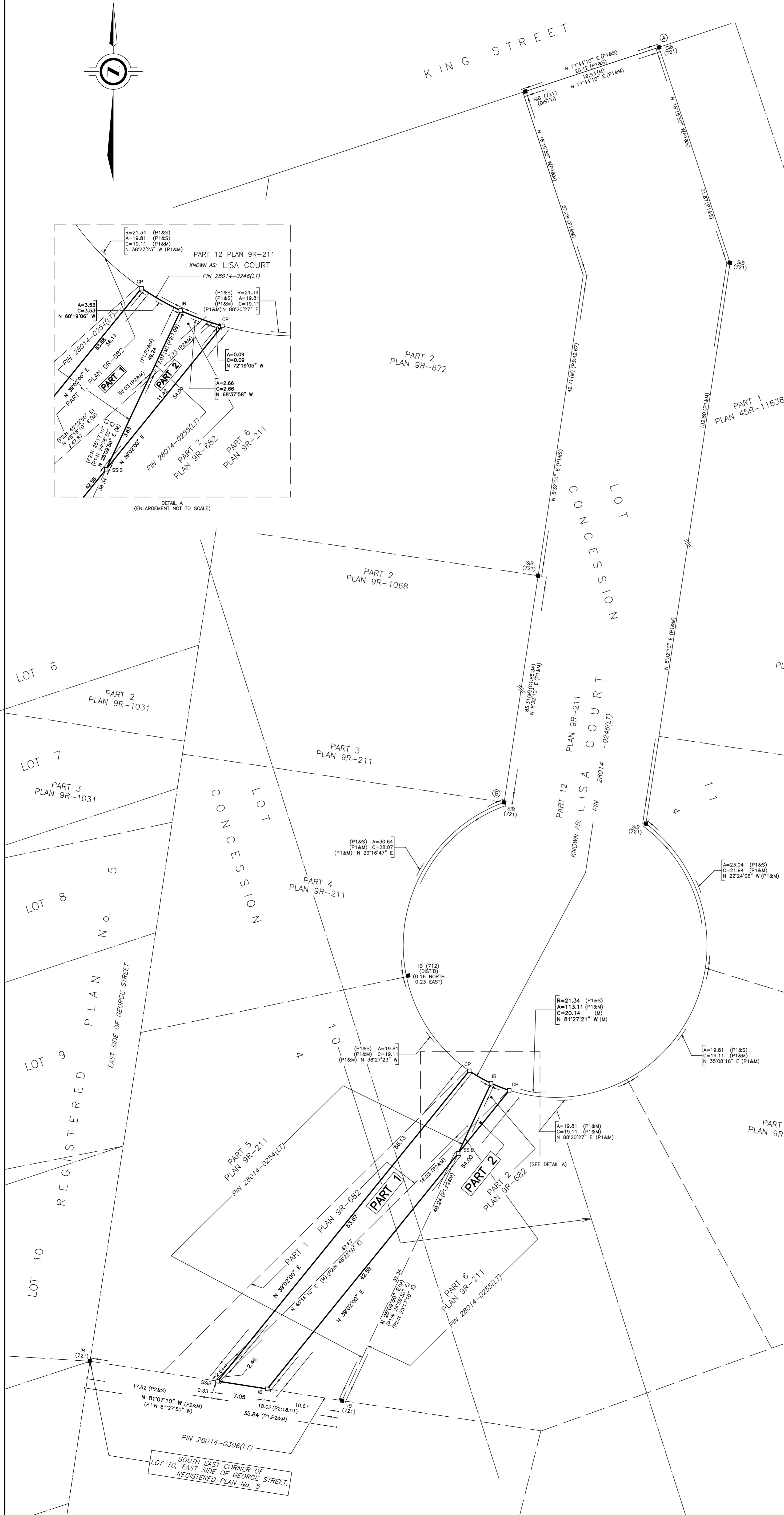
POINT ID	NORTHING	EASTING
ORP (A)	4 891 466.87	703 202.69
ORP (B)	4 891 308.24	703 173.02

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH
CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
THE RESULTANT TIE BETWEEN ORP (A) AND ORP (B) IS 161.37 N 10°35'40" E

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SSIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- CP DENOTES CONCRETE PIN
- WIT. DENOTES WITNESS
- JDB DENOTES J.D. BARNES Ltd.
- E&P DENOTES ELLIOTT AND PARR (PETERBOROUGH) LTD.
- M DENOTES MEASURED
- S DENOTES SET
- P1 DENOTES PLAN 9R-211
- P2 DENOTES PLAN 45R-682
- P3 DENOTES PLAN 9R-872
- C1 DENOTES CALCULATED FROM P1 AND P3

ALL SET SSIB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN
AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH
SECTION 11 (4) OF OREG. 529/91.



SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS
ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS
MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON NOVEMBER 28, 2024.

JANUARY 16, 2025
DATE
SHAWN M. O'CONNOR
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-92112

Elliott and Parr
(PETERBOROUGH) SURVEYING
MAPPING
GIS
A Division of
J. D. Barnes Limited
211 SHERBROOKE ST PETERBOROUGH, ON K9J 2N2
T: (705) 745-8444 F: (705) 745-5314 www.jdbarnes.com

DRAWN BY: JK CHECKED BY: SMO REFERENCE NO.: 24-19-020-01
FILE: E&P MILLBROOK 18 DATED: 01/16/2024 PLOTTED: 01/16/2024

The Township of Cavan Monaghan

By-law No. 2025-17

Being a by-law to authorize the acquisition and registration of a drainage easement over Part Lot 10, Concession 4 being Parts 1 & 2 on Plan 45R-17799

Whereas the former Village of Millbrook initiated a process to obtain an easement over Part of Lot 10, Concession 4 in the geographic Township of Cavan described as Part 1, 9R682;

And Whereas the drainage works were constructed, however, the formal easement documents were not registered;

And Whereas the Township sought to replace, improve and adjust the location of such services for purposes of, among other things, realigning the outlet and avoiding damage to existing trees on the properties;

And Whereas the foregoing work has been substantially completed and the owners of Parts 1 and 2, 45R-17799 have agreed to the grant the formal easements;

Now Therefore, be it enacted as a By-law of the Township of Cavan Monaghan as follows:

1. That the acquisition and registration of a drainage easement over Part lot 10, Concession 4 being Parts 1 & 2 on Plan 45R-17799 is hereby authorized; and
2. That the Mayor and Clerk are hereby authorized to execute all such documentation to effect the registration of the drainage easement.

Read a First, Second and Third Time and passed this 17th day of March 2025.

Matthew Graham
Mayor

Cindy Page
Clerk

Report and Capital Project Status

Report Status

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

Report and Capital Project Status

Capital Project Status

Project List	Department	Status Update	Timeline
Corporate Strategic Plan Update	C.A.O.	Completed	Completed
2025 CIP Incentives	ECD	2025 program approved by Council on March 3	2024 program completed
Station Park Signage	ECD/MRHAC	MRHAC is exploring options to complete the final design for the project	Fall 2025
Website Gov Stack Migration	ECD/Finance	In queue with service provider to start transition	Pending service provider starting transition
Development Charges Study, 5 year update	Finance	Confirmed timelines for start of studies with the consultant	Water/Wastewater Study to start in March 2025, DC Study in April 2025
Parks and Recreation Plan Phase Three - Remaining Downtown Park/CMCC Lands	Parks and Facilities	Presentation to be delivered at March 17 Council meeting	Pending recommendation of Council
Millbrook Valley Trails bridge replacement near Old Millbrook School	Parks and Facilities	Replacement bridge in the process of being ordered	Bridge to be installed in Summer 2025
Old Millbrook School - 2020 ICIP Grant	Parks and Facilities	Energy audit currently in progress	Energy audit to be completed in April 2025, work to be carried out throughout year
Baxter Creek Floodplain SSA (Special Study Area)	Planning	Sent to the MMAH and MNR for review	Pending comments from Ministries
Official Plan	Planning	RFP for Official Plan will be prepared once County Official Plan has been approved	Pending County OP
Fire Station No. 1	Protective Services	Completed	Completed
Replacement of 2000 GMC Tanker #T1-00	Protective Services	RFP is being prepared	RFP expected to be issued by Q3 2025
Replacement of 2003 Chevy C5500 Rescue Truck #R1-03	Protective Services	RFP is being prepared	RFP expected to be issued by Q3 2025

Project List	Department	Status Update	Timeline
Replacement of 1989 Chevy 1/2 Ton Grass Fire Unit U5-89	Protective Services	Quotation is being prepared	RFP expected to be issued by Q3 2025
Back Up Generator for Fire Station No. 2	Protective Services	In the process of attaining quotes for the generator.	Delivery expected by Q4 2025
New Exhaust System for Fire Station No. 2	Protective Services	Exploring options for sourcing of system	Installation expected to be complete by Q3 2025
Repeater and Communication Upgrades	Protective Services	Currently communicating with multiple vendors to procure the various components for upgrades	Expected to be finished by Q2 2025
Public Works Ops Centre Generator, Fuel System	Public Works	Staff are working to acquire quotes for the fuel system	Generator - Completed Fuel System - Installation expected by Fall 2025
County Road 10 Environmental Assessment and Traffic Modelling	Public Works	Collaborating on project with Peterborough County	2026
Hot Mix Paving (various roads)	Public Works	Tenders being prepared for issue in Spring 2025	Work to be completed in Summer 2025
Surface Treatment (various roads)	Public Works	Tenders being prepared for issue in Spring 2025	Work to be completed in Summer 2025
Slurry Seal	Public Works	Tenders being prepared for issue in Spring 2025	Work to be completed in Summer 2025
Frederick Street Reconstruction and Sidewalks	Public Works	Design stage in progress, tender expected to be ready by April and work to start in Summer	Work to be completed in Fall 2025
Brookside Street Reconstruction (Phase II)	Public Works	Completed	Pre-approved in 2024, completed
Replacement of 1991 Case Backhoe 33-91	Public Works	Tender to go out in April	Estimated delivery in Fall 2025
Replacement of Pickup Truck 4-12	Public Works	Quotation going out in April	Estimated delivery in Fall 2025
International Tandem (pre-approved)	Public Works	Order has been completed, awaiting delivery	Estimated delivery in Summer 2025

Operating duties are not included

Committee of Councils - MVT, MRHAC, BIA, SUSTAINABILITY

The Township of Cavan Monaghan

By-law No. 2025-17

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Now Therefore, be it enacted as a By-law of the Township of Cavan Monaghan as follows:

1. That the acquisition and registration of a drainage easement over Part lot 10, Concession 4 being Parts 1 & 2 on Plan 45R-17799 is hereby authorized; and
2. That the Mayor and Clerk are hereby authorized to execute all such documentation to effect the registration of the drainage easement.

Read a First, Second and Third Time and passed this 17th day of March 2025.

Matthew Graham
Mayor

Cindy Page
Clerk

The Township of Cavan Monaghan

By-law No. 2025-18

Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 17th day of March 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 17th day of March 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 17th day of March 2025.

Matthew Graham
Mayor

Cindy Page
Clerk