



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

Tuesday, April 22, 2025

1:00 p.m.

Council Chambers

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

**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

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

**3. Approval of the Agenda**

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

**5. Closed Session**

**6. Minutes**

**6.1 Minutes of the Regular Meeting held April 7, 2025** 3 - 12

**7. Reports**

**7.1 Report - Public Works 2025-08 New Backhoe Purchase (DH/WH)** 13 - 15

**7.2 Report - Corporate Services 2025-07 4th Line Theatre Designation (CP)** 16 - 22

**7.3 Report - CAO Report and Capital Status Update (YH)** 23 - 26

**7.4 Council/Committee Verbal Reports**

**8. General Business**

9. Correspondence for Information
10. Correspondence for Action
11. By-laws
12. Unfinished Business
13. Notice of Motion
14. Confirming By-law
  - 14.1 By-law No. 2025-24 being a by-law to confirm the proceedings of the meeting held April 22, 2025 27 - 27
15. Adjournment
16. Upcoming Events/Meetings
  - 16.1 Earth Day, Tuesday, April 22, 2025, 5:00 p.m. to 7:00 p.m. at CMCC, Community Hall
  - 16.2 Millbrook Valley Trails Advisory Committee Meeting Monday, April 28, 2025 at 4:00 p.m.
  - 16.3 Millbrook Valley Trails Work Day Saturday May 3, 2025 from 9:00 a.m. to 12:00 p.m.
  - 16.4 Regular Council Meeting Monday, May 5, 2025 at 1:00 p.m.
  - 16.5 Regular Council Meeting Tuesday, May 20, 2025 at 1:00 p.m.

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

**Monday, April 7, 2025  
12:30 p.m.  
Council Chambers**

**Those members in attendance were:**

|         |                 |   |
|---------|-----------------|---|
| Council | Matthew Graham  | Mayor                                       |
|         | Ryan Huntley    | Deputy Mayor                                |
|         | Nelson Edgerton | Councillor                                  |
|         | Gerry Byrne     | Councillor                                  |
|         | Lance Nachoff   | Councillor                                  |
| Staff   | Yvette Hurley   | CAO   |
|         | Cindy Page      | Clerk                                       |
|         | Mark Froment    | Deputy Clerk                                |
|         | Drew Hutchison  | Engineering Technician                      |
|         | Matt Wilkinson  | Planner                                     |
|         | Bill Balfour    | Fire Chief                                  |
|         | Brigid Ayotte   | Economic Development/Communications Officer |
|         | Kyle Phillips   | Chief Building Official/By-law Enforcement  |

**1. Call to Order**

Mayor Graham called the meeting to order at 12:30 p.m.

**2. Land Acknowledgement**

Mayor Graham recited the land acknowledgement.

**3. Approval of the Agenda**

R-2025-99

Moved by: Byrne

Seconded by: Nachoff

That the agenda for the Regular Council Meeting be approved as amended to add **Item 14.1** Request from the Ministry of the Solicitor General Re: Fire Protection Grant (2024-2025) - Additional Grant Allocation Approval.

**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-2025-100

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

**Carried**

**5.2 Minutes of the Closed Session held March 17, 2025**

**5.3 Report - Corporate Services 2025-05 Advisory Committee Vacancy Appointments**

**5.4 Acquisition Proposal Update: Elmdale Road Property, 15-09-030-001-09800**

Mayor Graham recessed at 12:40 p.m. until 1:00 p.m.

**6. Report from Closed Session**

R-2025-101

Moved by: Byrne

Seconded by: Huntley

That Council appoint Mary Preston, Michael Kohl and Mike Ryan to the Sustainability Advisory Committee for the 2022- 2026 Term of Council.

**Carried**

**7. Public Meeting**

**7.1 Resolution to open the Public Meeting**

R-2025-102

Moved by: Byrne

Seconded by: Edgerton

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

**Carried**

**7.2 Report - Planning 2025-16 2097 Whittington Drive - Zoning By-law Amendment (ZBA-01-25) Temporary Use**

Matt Wilkinson, Planner spoke to the application received from the agent Roman Trippel, for the property owner, J.K.R. Realty, for a Temporary Use Zoning By-law Amendment for lands located in part of Lot 4, Concession 10 (North Monaghan), described as Lot 4, Plan 45M185, and known municipally as 2097 Whittington Drive. The Zoning By-law Amendment is required to temporarily permit a commercial recreation use (pickleball courts) on a portion of the property.

The lands subject to the Zoning By-law Amendment are approximately 0.88 hectares (2.17 acres) in size with approximately 68 metres (224 feet) of frontage on Whittington Drive. The property is developed with a building approximately 2,880 square metres (31,000 square feet) in size. Within the building is approximately 2,045 square metres (22,012 square feet) of warehouse space, 242 square metres (2,600 square feet) of office space and a golf simulator approximately 120.75 square metres (1,300 square feet) in size. No change to the exterior footprint of the building is proposed as part of the Application.

Minor interior renovations and the reorganization of the established parking area will be required. The lands subject to the Application are zoned Rural Employment Exception Nine (M2-9). The property was rezoned through the approval of By-law No. 2024-43 in August of 2024. The existing golf simulator, warehouse and office space are permitted in the M2-9 Zone. A commercial recreational use is not a permitted use in the M2-9 Zone. As such, a zoning by-law amendment is required.

The purpose of the Application is to rezone the subject property to permit a temporary commercial recreational use (pickleball courts) within a portion of the warehouse space for a period of up to three (3) years.

By-law No. 2018-58, as amended, defines Commercial Recreation Use as “a privately owned indoor sports or recreation premises operated for use by private members and/or the general public and includes uses such as a pool hall, bowling alley, paint ball facility, curling rink, rock climbing facility and miniature golf.” This definition can be used to capture the proposed pickleball use. Official plan amendment and zoning by-law amendments are required to permit a permanent commercial recreation use on the property.

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

Deputy Mayor Huntley questioned why the rezoning was so specific to pickleball and not more generic.

Councillor Byrne commented that he has no concerns with the rezoning and that it will meet the current demand for pickleball.

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

There were no questions from members of the public.

## **7.5 Consideration of the Report**

R-2025-103

Moved by: Byrne

Seconded by: Nachoff

That Council receive and consider all comments related to Zoning By-law Amendment Application ZBA-01-25; and

That By-law No. 2025-19 be approved to rezone the subject lands from the Rural Employment Exception Nine (M2-9) Zone to the Rural Employment Exception Ten Temporary Use Seven (M2-10-T7) Zone.

**Carried**

## **7.6 Resolution to close the Public Meeting**

R-2025-104

Moved by: Byrne

Seconded by: Huntley

That the Public Meeting be closed.

**Carried**

## **8. Presentation**

### **8.1 Taylor Wilson, Aladaco Consulting Inc. Corporate and Community Energy and Emissions Report (CCER)**

R-2025-105

Moved by: Nachoff

Seconded by: Byrne

That Council receive the presentation from Taylor Wilson of Aladaco Consulting Inc. regarding the Corporate and Community Energy and Emissions Report (CCER) for information.

**Carried**

## **9. Minutes**

### **9.1 Minutes of the Regular Meeting held March 17, 2025**

R-2025-106

Moved by: Byrne

Seconded by: Huntley

That the minutes of the Regular Council Meeting held March 17, 2025 be approved as presented.

**Carried**

## **10. Minutes from Committees and Boards**

### **10.1 Millbrook Valley Trails Advisory Committee Meeting Minutes of January 27, 2025 and February 24, 2025**

R-2025-107

Moved by: Byrne

Seconded by: Edgerton

That the minutes of the Millbrook Valley Trails Advisory Committee Meetings of January 27 and February 24, 2025 be approved as presented.  
**Carried**

**10.2 Cavan Monaghan Public Library Board Meeting Minutes of January 21, 2025**

R-2025-108

Moved by: Nachoff

Seconded by: Huntley

That the minutes of the Cavan Monaghan Public Library Board Meeting of January 21, 2025 be received for information.

**Carried**

**10.3 Municipal Revitalization and Heritage Advisory Committee Meeting Minutes of February 20, 2025**

R-2025-109

Moved by: Edgerton

Seconded by: Byrne

That the minutes of the Municipal Revitalization and Heritage Advisory Committee Meeting of February 20, 2025 be approved as presented.

**Carried**

**11. Reports**

**11.1 Report - Building 2025-14 Development Statistics – First Quarter 2025**

R-2025-110

Moved by: Byrne

Seconded by: Nachoff

That Council receive Building Report 2025-14, Development Statistics - First Quarter 2025 for information.

**Carried**

**11.2 Report - Building 2025-15 Corporate and Community Energy and Emissions Report**

R-2025-111

Moved by: Byrne

Seconded by: Nachoff

That Council approve the addition of attachment - Township of Cavan Monaghan Corporate and Community Energy and Emissions Report to Building Report 2025-15.

**Carried**

R-2025-112

Moved by: Byrne

Seconded by: Huntley

That Council receive Building Report 2025-15, Corporate and Community Energy and Emissions Report for information.

**Carried**

**11.3 Report - Planning 2025-17 J.K.R Realty–Temporary Use Agreement-Pickleball Courts**

R-2025-113

Moved by: Byrne

Seconded by: Huntley

That By-law No. 2025-20 be approved to authorize the execution of a Temporary Use Agreement between J.K.R. Realty Limited and the Corporation of the Township of Cavan Monaghan.

**Carried**

**11.4 Report - Planning 2025-18 988 County Road 10 – Removal of Holding Symbol from the UR1-A-6-H13 Zone**

R-2025-114

Moved by: Huntley

Seconded by: Nachoff

That By-law No. 2025-21 be approved to remove holding symbol (H13) from the Urban Residential One Subzone A Exception Six Holding Thirteen (UR1-A-6-H13) Zone as it pertains to Parts 1, 2 and 3 of Plan 45R-17774 in part of Lot 12, Concession 6 (Cavan).

**Carried**

**11.5 Report - Planning 2025-19 Station Park Signage Project**

R-2025-115

Moved by: Huntley

Seconded by: Edgerton

That Council authorize the Municipal Revitalization and Heritage Advisory Committee (MRHAC) to proceed with a railway switch signal design concept for Station Park.

**Carried**

**11.6 Report - Public Works 2025-06 Tender T-PW-25-01 Slurry Seal**

R-2025-116

Moved by: Edgerton

Seconded by: Huntley

That Council award the Slurry Seal Tender T-PW-25-01 to Miller Paving Limited, at the tender amount of \$277,748.00 with H.S.T. of \$36,107.24. The total tender amount with net municipal H.S.T. is \$282,636.36; and That Council approve a 10 % Contingency in the amount of \$28,263.64 for this project. The total amount for approval including contingencies is \$310,900.00. The Slurry Seal program of \$360,000.00 was approved in the 2025 Capital Budget and is funded through the Ontario Community



Infrastructure Fund (OCIF).

**Carried**

**11.7 Report - Public Works 2025-07 T-PW-25-02 Surface Treatment Tender**

R-2025-117

Moved by: Huntley

Seconded by: Byrne

That Council award the Surface Treatment Tender T-PW-25-02 to Dufferin Construction Company at the tender amount of \$348,992.00 with H.S.T. of \$45,368.96. The total tender amount with the net municipal H.S.T. is \$355,134.26; and

That Council approves a 10% Contingency in the amount of \$35,513.43 for this project. The total amount for approval including contingencies is \$390,647.69. The Surface Treatment program of \$437,000.00 was approved in the 2025 Capital Budget.

**Carried**

**11.8 Report - ECD 2025-02 Road Occupancy Permits for 2025 Special Events**

R-2025-118

Moved by: Huntley

Seconded by: Nachoff

That Council authorize staff to issue Road Occupancy Permits for Special Events on County Roads in the Township for Events/Festivals in 2025 as outlined;

| <b>Date</b> | <b>Time</b>                | <b>Event</b>                       | <b>Location/Closures</b>   |
|-------------|----------------------------|------------------------------------|--|
| April 26    | 6:00 a.m. –<br>2:00 p.m.   | Lions Club Annual<br>Fishing Derby | Needlers Lane from King<br>Street to Anne Street   |
| June 14     | 9:00 a.m. –<br>3:00 p.m.   | Millbrook Fair Parade              | King Street from Tupper<br>Street to Main Street,<br>South on Main Street to<br>Frederick Street, East on<br>Frederick to Fairgrounds. |
| July 24     | 12:00 p.m. –<br>10:00 p.m. | Millbrook BIA Ladies<br>Night      | King Street from Tupper<br>Street to Union Street  |
| November 11 | 9:00 a.m. –<br>1:00 p.m.   | Remembrance Day<br>Parade          | King Street from Tupper<br>Street to Union Street  |
| December 6  | 8:00 a.m. –<br>7:00 p.m.   | Christmas In the Village           | King Street from Tupper<br>Street to Union Street;<br>Needler's Lane from King<br>Street to Anne Street and                            |

Hay Street from Anne Street to King Street

December 13 11:00 a.m. – Santa Claus Parade  
2:00 p.m.

King Street from Tupper to Turner Street; Lisa Court and Main Street from Charles to King. Needler's Lane from King Street to Hay Street. Gathers at the Millbrook Christian Assembly, travels East on King Street to Needler's Lane. Offloads on Needler's Lane.

and

That the Township of Cavan Monaghan provide a Certificate of Insurance to the County of Peterborough for the scheduled 2025 Events/Festivals listed in this Report.

**Carried**

#### **11.9 Report - Corporate Services 2025-06 Lease Agreement with the Millbrook Cavan Firefighter's Association**

R-2025-119

Moved by: Edgerton

Seconded by: Huntley

That By-law No. 2025-22 being a by-law to authorize the Mayor and Clerk to execute a ten (10) year lease agreement, with an option to renew for an additional ten (10) years, between the Township of Cavan Monaghan and the Millbrook Cavan Firefighter's Association for the property known municipally as 2 Hay Street, Millbrook, Ontario.

**Carried**

#### **11.10 Council/Committee Verbal Reports**

Councillor Byrne spoke to the impact of the storm and the disruption it has specifically caused to local maple syrup producers, noting some scheduled events had to be cancelled.

Deputy Mayor Huntley spoke to the upcoming Earth Day in collaboration with the Sustainability Advisory Committee event being held on April 22 at the Community Centre.

Mayor Graham spoke to the Cavan Monaghan Public Library Board Meeting noting they are reviewing the Strategic Plan priorities, programming collaborations with the Early ON Center and Human Resources matters.

R-2025-120

Moved by: Byrne

Seconded by: Nachoff

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

**Carried**

**12. General Business**

There was no General Business.

**13. Correspondence for Information**

There was no Correspondence for Information.

**14. Correspondence for Action**

**14.1 Request from the Ministry of the Solicitor General Re: Fire Protection Grant (2024-2025) - Additional Grant Allocation Approval**

R-2025-121

Moved by: Edgerton

Seconded by: Huntley

That Council support and approve the use of the additional grant funding from the Ministry of the Solicitor General for the Fire Protection Grant (2024-2025) in the amount of \$361.73 to support the approved project being the funding request for the Installation of Diesel Exhaust Extractors for our Station 1 and Station 2.

**Carried**

**15. By-laws**

**15.1 By-law No. 2025-19 Zoning By-law Amendment 2097 Whittington Drive (ZBA-01-25)**

**15.2 By-law No. 2025-20 being a by-law to authorize the execution of a Temporary Use Agreement between J.K.R. Realty Limited and the Corporation of the Township of Cavan Monaghan**

**15.3 By-law No. 2025-21 being a by-law to Remove the Holding (H) Symbol from By-law No. 2018-58, as amended, related to the Lands Described as Parts 1, 2 and 3 of Plan 45R-17774 in part of Lot 12, Concession 6, Geographic Township of Cavan, Township of Cavan Monaghan**

**15.4 By-law No. 2025-22 being a by-law to authorize the Mayor and Clerk to execute a Lease Agreement between The Township of Cavan Monaghan and the Millbrook Firefighter's Association**

R-2025-122

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2025-19 Zoning By-law Amendment for 2097 Whittington

Drive (ZBA-01-25) and By-law No. 2025-20 being a by-law to authorize the execution of a Temporary Use Agreement between J.K.R. Realty Limited and the Corporation of the Township of Cavan Monaghan and By-law No. 2025-21 being a by-law to Remove the Holding (H) Symbol from By-law No. 2018-58, as amended, related to the Lands Described as Parts 1, 2 and 3 of Plan 45R-17774 in part of Lot 12, Concession 6, Geographic Township of Cavan, Township of Cavan Monaghan and By-law No. 2025-22 being a by-law to authorize the Mayor and Clerk to execute a Lease Agreement between The Township of Cavan Monaghan and the Millbrook Firefighter's Association be read a first, second and third time and passed this 7th day of April signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**16. Unfinished Business**

There was no Unfinished Business.

**17. Notice of Motion**

There were no Notices of Motion.

**18. Confirming By-law**

**18.1 By-law No. 2025-23 being a by-law to confirm the proceedings of the meeting held April 7, 2025**

R-2025-123

Moved by: Huntley

Seconded by: Edgerton

That By-law No. 2025-23 being a by-law to confirm the proceedings of the meeting held April 7, 2025 be read a first, second and third time and passed this 7<sup>th</sup> day of April signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**19. Adjournment**

R-2025-124

Moved by: Huntley

Seconded by: Nachoff

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:27 p.m.

**Carried**

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**Matthew Graham**  
Mayor

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**Cindy Page**  
Clerk



## Regular Council Meeting

|                       |  |
|-----------------------|--|
| <b>To:</b>            | Mayor and Council  |
| <b>Date:</b>          | April 22, 2025   |
| <b>From:</b>          | Wayne Hancock, Director of Public Works<br>Drew Hutchison, Public Works Engineering Technologist |
| <b>Report Number:</b> | Public Works 2025-08   |
| <b>Subject:</b>       | New Backhoe Purchase   |

### Recommendations:

1. That Council approve the purchase of a 2025 John Deere 320P Backhoe from Brandt Tractors for \$208,599.00 plus H.S.T. in the amount of \$27,117.87 for a total purchase price of \$235,716.87. After the net Municipal H.S.T. rebate, the total amount is \$212,270.34, and;
2. That Council approve the purchase of the provisional item, which is John Deere PC10 Plate Compactor Attachment at the additional amount of \$13,500.00 with H.S.T. of \$1,755.00 for a total amount of \$15,255.00. After the net Municipal rebate, the total amount for the provisional item is \$13,737.60, and;
3. That the existing 1991 Case Backhoe (33-91) be declared surplus and sold under the Tangible Capital Asset Policy, Disposal of Real Property or Tangible Capital Asset.

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### Overview:

In the 2025 Capital Budget, Council approved the amount of \$240,000.00 for the purchase of a new Backhoe. The 1991 Case Backhoe is being used at the Transfer Station to pack the bins. This aging Backhoe does not have a rear hoe attachment and is limited in the ways it can be utilized due to the lack of mobility. Due to the age of the machine it is nearing its end of useful life. The Roads Department currently has a 2015 John Deere Backhoe which is utilized for a variety of situations such as ditching, culvert replacement, loading material, snow removal and unplugging frozen culverts.

During the 2025 Budget process, staff proposed to budget funds to replace the 1991 Case Backhoe. Staff's proposal was to purchase a new Backhoe that would be utilized by the Roads Department, the 2015 John Deere Backhoe currently at the Roads Department would then be transferred from the General Public Works Fleet Operational Budget to the Public Works Environmental Operational Budget and be utilized at the transfer station to assist packing the bins. The 1991 Case Backhoe shall be deemed surplus and sold through Gov Deals.

Purchasing Policy, By-law No. 2024-54, states under Request for Tender; 5.3.1 “The Department Head shall not order goods and services equal to or exceeding \$100,000 without requesting and obtaining sealed tendered (hardcopy) or electric tenders for the goods and services and receiving Council approval of the tender. At least three (3) bids shall be obtained whenever possible.”

Typically, a purchase of this amount would go through a public tender process for procurement as mentioned above. Due to the recent announcements regarding tariffs being placed on imported goods to Canada, staff are concerned that if a public tender is required then the availability and cost of the Backhoe will be severely impacted by the tariffs. Staff have contacted local Backhoe suppliers to source a unit currently in stock, which would not be subject to tariffs. The local suppliers contacted were Brandt Tractors and Toromont CAT.

Two bids were received as outlined below:

- |                       |  |
|-----------------------|--|
| 1. Brandt Tractor LTD | \$208,599.00 (excluding applicable H.S.T.) |
| 2. Toromont CAT       | \$218,218.00 (excluding applicable H.S.T.) |

Brandt Tractor has confirmed the John Deere 320P Backhoe is at their local dealership, and with Councils approval on this purchase, the expected delivery would be completed within the next two weeks. Additionally, by purchasing this Backhoe from Brandt Tractor, it will ensure the Township receives the machine without an extended procurement period at a cost not affected by tariffs.

Staff are recommending the purchase of the provisional item which is a John Deere PC10 Plate Compactor attachment. This is an attachment for the rear hoe of the backhoe and is utilized during culvert replacement projects to compact the aggregate around the new culverts. The Roads Department currently does not have a compactor unit and need to rent a small walk-behind vibratory plate compactor when completing culvert replacements each year.

### **Financial Impact:**

The amount of \$240,000.00 was approved in the 2025 Capital Budget (Final Budget Approval, Finance 2025-02) for the replacement of the 1991 Case Backhoe (33-91).

The new 2025 John Deere 320P Backhoe from Brandt Tractor totals \$208,599.00 plus H.S.T. in the amount of \$27,117.87 for a total purchase amount of \$235,716.87. After the net Municipal H.S.T. rebate, the total amount is \$212,270.34.

The provisional item, which is John Deere PC10 Plate Compactor Attachment at the additional amount of \$13,500.00 with H.S.T. of \$1,755.00 for a total amount of \$15,255.00. After the net Municipal rebate, the total amount for the provisional item is \$13,737.60.

The total cost of the new backhoe plus the attachment is \$212,270.34 plus \$13,737.60 which totals \$226,007.94. This is within the total budget amount of \$240,000.00.

Respectfully Submitted by,

Wayne Hancock  
Director of Public Works

Drew Hutchison  
Engineering Technologist

Reviewed by,

Yvette Hurley  
Chief Administrative Officer



## Regular Council Meeting

|                       |  |
|-----------------------|--|
| <b>To:</b>            | Mayor and Council  |
| <b>Date:</b>          | April 22, 2025   |
| <b>From:</b>          | Cindy Page, Clerk  |
| <b>Report Number:</b> | Corporate Services 2025-07   |
| <b>Subject:</b>       | 4th Line Theatre 2025 Summer Season - Community Festival Designation |

### Recommendations:

1. That Council for the Township of Cavan Monaghan designate the 4th Line Theatre's 2025 Summer Season as a Community Festival and municipally significant; and
2. That Council direct staff to send a letter with the following information included; 4th Line Theatre Company is a not-for-profit summer theatre company whose summer season events have attracted thousands of tourists to our municipality, a number which has grown every year since 1992, when 4th Line Theatre was founded. 4th Line Theatre is requesting more than 12 days of special occasion permits from the Alcohol and Gaming Commission in order to serve alcohol for all 42 performances this 2025 Summer Season at the Winslow farm, as they have successfully secured and managed more than 12 special occasion permits without fault each summer season for several years running. The proceeds raised by the sale of alcohol during 4th Line Theatre's 2025 Summer Season event is crucial to the financial success of the event, and ultimately, the company itself, which, in turn, directly affects the economic growth of our municipality. 4th Line Theatre's 2025 Summer Season event consists of 42 performance dates, which are: July 1, July 2, July 3, July 4, July 5, July 8, July 9, July 10, July 11, July 12, July 14, July 15, July 16, July 17, July 18, July 19, July 29, July 30, July 31, August 1, August 2, August 5, August 6, August 7, August 8, August 9, August 12, August 13, August 14, August 15, August 16, August 19, August 20, August 21, August 22, August 23, August 25, August 26, August 27, August 28, August 29, August 30.

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### Overview:

As in previous years, the Township of Cavan Monaghan has received a request to designate the 4th Line Theatre's 2025 Summer Season as a "Community Festival" and municipally significant.



The 4th Line Theatre is applying to the Alcohol and Gaming Commission of Ontario (AGCO) for a Special Occasion Permit to sell alcohol during the summer theatre season and as part of the application a resolution of Council is required.

The 4th Line Theatre has provided some of the AGCO required supporting documentation to accompany their request as attached. By Council designating the 4th Line Theatre's 2025 Summer Season as a "Community Festival" and an event of municipal significance one more of the requirements of their application are met.

**Financial Impact:**

None at this time.

**Attachments:**

Attachment No. 1: Registered Charitable Status number

Attachment No. 2: Confirmation of portable washroom facilities

Attachment No. 3: Certificate of Insurance

Attachment No. 4: Letter from the Peterborough Police Service

Attachment No. 5: Letter from the Cavan Monaghan Fire Chief

Respectfully submitted by,

Reviewed by,

Cindy Page  
Clerk

Yvette Hurley  
Chief Administrative Officer



9 TUPPER STREET  
P.O. BOX 403  
MILLBROOK, ON  
L0A 1G0

ADMINISTRATION  
T: 705-932-4448  
admin@4thlinetheatre.on.ca

BOX OFFICE  
705-932-4445

MANAGING ARTISTIC DIRECTOR  
*Kim Blackwell*

BOARD OF DIRECTORS

CHAIR  
*John May*

VICE CHAIR  
*Ally Pyle*

SECRETARY/TREASURER  
*Richard Plant*

MEMBERS  
*Brian Bedwell*  
*Dane Bland*  
*Anne Coughlan*  
*Brian Field*  
*Kristina Goodwin*  
*Cody McMabon*  
*Andrew Pyle*

EX OFFICIO  
*Kim Blackwell*  
*Robert Winslow, FOUNDER*

SEASON SPONSOR  
*Nexicom*

MAJOR SPONSOR  
*Exit Realty Liftlock, Brokerage*  
*Miskin Law*

Charitable Registration Number:  
13762-2866-RR0001

April 14, 2025

To Whom it May Concern,

4th Line Theatre's charitable registration number is 13762 2866 RR0001.

Sincerely,

Lindy Finlan  
General Manager

Johnny on the Spot Portable Toilet Company  
1700 5th Line  
Selwyn ON K9J 6X5  
7057411504  
johnnytoilets@gmail.com  
GST/HST Registration No.: 792633679

Quote

ADDRESS

4th Line Theatre  
779 Zion Line  
Millbrook ON

QUOTE # 4L032725  
DATE 27/03/2025

PO NUMBER

779 Zion Line

| QTY                         | DESCRIPTION   | RATE      | AMOUNT    |
|-----------------------------|---|-----------|-----------|
| 1                           | Stage #1 - 1 Reg Unit<br>Date: May 23/25<br>Including double service Date: June 30/25 - August 29/25          | 678.20    | 678.20    |
| 1                           | Stage #2 - 1 Reg Unit<br>Date: May 30/25<br>Including double service Date: June 30/25 - August 29/25          | 591.05    | 591.05    |
| 1                           | Stage # 3 - 15 Reg Units & 1 H/C<br>Date: June 28<br>Including double service Date: June 30/25 - August 29/25 | 10,360.48 | 10,360.48 |
| Pick Up All: September 5/25 |   |           |           |

|               |                |             |
|---------------|----------------|-------------|
| Date:_____    | SUBTOTAL       | 11,629.73   |
| By:_____      | HST (ON) @ 13% | 1,511.87    |
| Toilet #_____ | TOTAL          | \$13,141.60 |
| Toilet #_____ |                |             |

Accepted By

Accepted Date



# CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer.  
This certificate does not amend, extend or alter the coverage afforded by the policies below.

| 1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS |  |  | 2. INSURED'S FULL NAME AND MAILING ADDRESS |  |  |
|--|--|--|--|--|--|
| Township of Cavan Monaghan                       |  |  | 4th Line Theatre Company of Peterborough   |  |  |
| 988 Peterborough County Rd 10                    |  |  | 9 Tupper Street                            |  |  |
| Millbrook ON                                     |  |  | Millbrook ON                               |  |  |
| POSTAL CODE L0A 1G0                              |  |  | POSTAL CODE L0A 1G0                        |  |  |

| 3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured) |
|---|
| Live Summer outdoor theatre.  |

| 4. COVERAGES   |
|--|
| This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies. |


## LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

| TYPE OF INSURANCE  | INSURANCE COMPANY AND POLICY NUMBER | EFFECTIVE DATE<br>YYYY/MM/DD | EXPIRY DATE<br>YYYY/MM/DD | LIMITS OF LIABILITY<br>(Canadian dollars unless indicated otherwise)  |         |                     |
|--|-------------------------------------|------------------------------|---------------------------|---|---------|---------------------|
|  |                                     |                              |                           | COVERAGE  | DED.    | AMOUNT OF INSURANCE |
| <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS MADE <b>OR</b> <input checked="" type="checkbox"/> OCCURRENCE<br><input checked="" type="checkbox"/> PRODUCTS AND / OR COMPLETED OPERATIONS<br><input checked="" type="checkbox"/> EMPLOYER'S LIABILITY<br><input checked="" type="checkbox"/> CROSS LIABILITY<br><br><input type="checkbox"/> WAIVER OF SUBROGATION<br><br><input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY<br><input type="checkbox"/> POLLUTION LIABILITY EXTENSION<br><input type="checkbox"/> | Travelers Canada<br>CCP0884057      | 2024/12/22                   | 2025/12/22                | COMMERCIAL GENERAL LIABILITY<br>BODILY INJURY AND PROPERTY DAMAGE<br>LIABILITY<br>- GENERAL AGGREGATE                             | \$1,000 | \$5,000,000         |
|  |                                     |                              |                           | - EACH OCCURRENCE   |         | \$5,000,000         |
|  |                                     |                              |                           | PRODUCTS AND COMPLETED OPERATIONS<br>AGGREGATE  |         | \$5,000,000         |
|  |                                     |                              |                           | <input type="checkbox"/> PERSONAL INJURY LIABILITY<br>OR<br><input type="checkbox"/> PERSONAL AND ADVERTISING INJURY<br>LIABILITY |         | \$5,000,000         |
|  |                                     |                              |                           | MEDICAL PAYMENTS  | \$1,000 | \$10,000            |
|  |                                     |                              |                           | TENANTS LEGAL LIABILITY   | \$1,000 | \$250,000           |
|  |                                     |                              |                           | POLLUTION LIABILITY EXTENSION   |         |                     |
|  |                                     |                              |                           |   |         |                     |
|  |                                     |                              |                           |   |         |                     |
|  |                                     |                              |                           |   |         |                     |
| <input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES<br><input type="checkbox"/> HIRED AUTOMOBILES  | Travelers Canada<br>CCP0884057      | 2024/12/22                   | 2025/12/22                | NON-OWNED AUTOMOBILES<br>HIRED AUTOMOBILES  |         | \$5,000,000         |
| <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> DESCRIBED AUTOMOBILES<br><input type="checkbox"/> ALL OWNED AUTOMOBILES<br><input type="checkbox"/> LEASED AUTOMOBILES **<br>** ALL AUTOMOBILES LEASED IN EXCESS OF<br>30 DAYS WHERE THE INSURED IS REQUIRED<br>TO PROVIDE INSURANCE   |                                     |                              |                           | BODILY INJURY AND PROPERTY<br>DAMAGE COMBINED   |         |                     |
|  |                                     |                              |                           | BODILY INJURY (PER PERSON)  |         |                     |
|  |                                     |                              |                           | BODILY INJURY (PER ACCIDENT)  |         |                     |
|  |                                     |                              |                           | PROPERTY DAMAGE   |         |                     |
|  |                                     |                              |                           |   |         |                     |
| <b>EXCESS LIABILITY</b><br><input type="checkbox"/> UMBRELLA FORM<br><input type="checkbox"/>  |                                     |                              |                           | EACH OCCURRENCE   |         |                     |
|  |                                     |                              |                           | AGGREGATE   |         |                     |
| <b>OTHER LIABILITY (SPECIFY)</b><br><input type="checkbox"/>   |                                     |                              |                           |   |         |                     |
| <input type="checkbox"/>   |                                     |                              |                           |   |         |                     |

| 5. CANCELLATION |
|-----------------|
|-----------------|

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

| 6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS | 7. ADDITIONAL INSURED NAME AND MAILING ADDRESS<br>(Commercial General Liability- but only with respect to the operations of the Named Insured) |
|---|--|
| McDougall Insurance Brokers Limited               | Township of Cavan Monaghan   |
| 261 George St North                               | 988 Peterborough County Rd 10  |
| Peterborough ON                                   |  |
| POSTAL CODE K9J 3G9                               |  |
| BROKER CLIENT ID:                                 | Millbrook ON   |
|   | POSTAL CODE L0A 1G0  |

| 8. CERTIFICATE AUTHORIZATION   |  |                   |  |
|--|--|-------------------|--|
| ISSUER Sandra Arroyo   |  | CONTACT NUMBER(S) |  |
| AUTHORIZED REPRESENTATIVE David Smith  |  | TYPE Phone        | NO. 705-742-8863                             |
|  |  | TYPE Fax          | NO.  |
| SIGNATURE OF AUTHORIZED REPRESENTATIVE  |  | DATE 2025/03/24   | EMAIL ADDRESS sarroyo@mcdougallinsurance.com |



**Stuart Betts, Chief of Police**  
**Jamie Hartnett, Deputy Chief of Police**

500 Water Street, PO Box 2050  
Peterborough, Ontario, K9J 7Y4  
Main Phone 705 876-1122  
Executive Fax 705 876-6005  
Operations Fax 705 743-1540  
Website – [www.peterboroughpolice.com](http://www.peterboroughpolice.com)

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13 March 2025

Lindy Finlan  
General Manager  
4<sup>th</sup> Line Theatre  
4 Tupper Street, P.O. Box 403  
Millbrook, ON L0A 1G0

Dear Lindy:

**Re: 4<sup>th</sup> Line Theatre's Community Festival Designation**

In response to your email dated March 11, 2025, the Peterborough Police Service has been requested to assist with your application to the Township of Cavan-Monaghan to be designated as a Community Festival. The performances would be at Winslow Farm at 779 Zion Line from July 01<sup>st</sup> until August 30<sup>th</sup>, 2025.

I have reviewed information contained in our Records Management System and can report that there are no problems or concerns that were found from that search pertaining to the performances or alcohol being served at the performances.

The Peterborough Police Service supports your request to be designated a Community Festival to acquire a liquor license from the AGCO for the sale of alcohol during your scheduled performances during the dates noted above. Congratulations on 33 years that 4<sup>th</sup> Line Theatre has been preserving and promoting Canadian cultural heritage through the development and presentation of regionally-based, environmentally-staged historical dramas!

Best regards and my wish for a successful season!

Sincerely,

Craig Ralph, Inspector  
Peterborough Police Service



## Fire Department

988 County Road 10  
Millbrook, Ontario  
L0A 1G0

**Tel:** 705-932-2765  
**Fax:** 705-932-3458

[www.cavanmonaghan.net](http://www.cavanmonaghan.net)

March 13, 2025

Robert Winslow, Founder/Creative Director  
4th Line Theatre  
9 Tupper St.  
P.O. Box 403  
Millbrook, ON L0A 1G0

Lindy Finlan, General Manager  
4th Line Theatre  
9 Tupper St.  
P.O. Box 403  
Millbrook, ON L0A 1G0

**Sent Via Email:** [lindy@4thlinetheatre.on.ca](mailto:lindy@4thlinetheatre.on.ca), [robertw@nexicom.net](mailto:robertw@nexicom.net)

### **Re: Request for Support of Community Festival Designation**

Dear Mr. Winslow & Ms. Finlan,

The Township of Cavan Monaghan Fire Department has received your request for support for your 2025 Community Festival Designation and are in support of this application. Your request will be forwarded to our Clerk's Department, as Council's approval will be required.

As in previous years, all we ask is to conduct a Fire Inspection and Fire Safety Plan Review of the premises prior to being opened to the public. For scheduling, please contact Luca Paltrinieri, Fire Prevention Officer at [fpo@cavanmonaghan.net](mailto:fpo@cavanmonaghan.net) or (705) 932-9344.

Thank you for your co-operation in this matter, should you have any questions or concerns please don't hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Balfour", is written over a horizontal line. Below the signature, the name "Bill Balfour" and the title "Fire Chief" are printed in a bold, black, sans-serif font.

**Bill Balfour**  
**Fire Chief**

Cc: \ Cindy Page, Clerk, [cpage@cavanmonaghan.net](mailto:cpage@cavanmonaghan.net)

# 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              | Drafting of policy in progress   |
| 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 2nd Quarter-RFQ drafted for concept plans   |
| Normal   | Council     | 2024-11-18     | Cenotaph Crosswalk Enhancement   | W. Hancock                | Arranging line-marking and getting estimate of costs - Early summer 2025 for completion        |
| Normal   | Council     | 2024-12-16     | Investigate use of land at 52 King Street East for parking                   | W. Hancock/B. Balfour     | Property currently being used for parking - Completed  |
| 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        |
| Normal   | Council     | 2025-04-07     | Update on contractor remedying deficiencies for Brookside St. reconstruction | W. Hancock                | Deficiencies (driveway approaches and surface landscaping) to be remedied once weather permits |

# 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                | Updated design approved by Council on April 7                                      | 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                  | Awaiting completion of audit   | Water/Wastewater Study and DC Study to start pending completion of audit     |
| Parks and Recreation Plan Phase Three - Remaining Downtown Park/CMCC Lands | Parks and Facilities/CAO | Terms of reference for Task Force being prepared                                   | Q2 2025  |
| Millbrook Valley Trails bridge replacement near Old Millbrook School       | Parks and Facilities     | Bridge has been ordered and permit from ORCA being acquired                        | Bridge to be installed in Summer 2025  |
| Old Millbrook School - 2020 ICIP Grant                                     | Parks and Facilities     | Energy audit has been completed. Upgrades are being explored and identified        | Energy audit 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   |



| Project List  | Department          | Status Update  | Timeline  |
|---|---------------------|--|---|
| Replacement of 2003 Chevy C5500 Rescue Truck #R1-03           | Protective Services | RFP is being prepared  | RFP expected to be issued by Q3 2025                                      |
| 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<br>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        | Tender being prepared for issue in Spring 2025   | Work to be completed in Summer 2025                                       |
| Surface Treatment (various roads)                             | Public Works        | Tender PW-25-02 approved by Council at April 7 Council meeting                               | Work to be completed in Summer 2025                                       |
| Slurry Seal   | Public Works        | Tender PW-25-01 approved by Council at April 7 Council meeting                               | 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        | Work completed, deficiencies being remedied by contractor                                    | Completed   |
| Replacement of 1991 Case Backhoe 33-91                        | Public Works        | Report for tender to be delivered at April 22 meeting  | Estimated delivery in Fall 2025   |
| Replacement of Pickup Truck 4-12                              | Public Works        | Truck delivered  | Completed   |
| International Tandem (pre-approved)                           | Public Works        | Order has been completed, awaiting delivery  | Estimated delivery in Summer 2025   |

| Project List | Department | Status Update | Timeline |
|--------------|------------|---------------|----------|
|--------------|------------|---------------|----------|

Operating duties are not included

Committee of Councils - MVT, MRHAC, BIA, SUSTAINABILITY

## **The Township of Cavan Monaghan**

### **By-law No. 2025-24**

**Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 22nd day of April 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 22nd day of April 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 22nd day of April 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**