



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, May 5, 2025

12:00 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. 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 April 7, 2025

5.3 Hydro One Networks Inc. Re: Access Agreement (YH/WH)

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

5.4 Report - Corporate Services 2025-08 Advisory Committee Appointment (CP)

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

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

7.	Report from Closed Session	
8.	Minutes	
8.1	Minutes of the Regular Meeting held April 22, 2025	4 - 7
9.	Minutes from Committees and Boards	
9.1	Cavan Monaghan Public Library Board Meeting Minutes March 18, 2025	8 - 10
9.2	Millbrook Valley Trails Advisory Committee Meeting Minutes of March 24, 2025	11 - 13
10.	Reports	
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10.2	Report - Corporate Services 2025-09 Telephone and Internet Voting in the 2026 Municipal Election (CP)	18 - 21
10.3	Report - Corporate Services 2025-10 Integrity Commissioner Services - Annual Report– 2024 (CP)	22 - 26
10.4	Council/Committee Verbal Reports	
11.	General Business	
12.	Correspondence for Information	
13.	Correspondence for Action	
14.	By-laws	
14.1	By-law No. 2025-25 being a by-law to provide for alternative voting methods for the 2026 municipal election	27 - 28
15.	Unfinished Business	
16.	Notice of Motion	
17.	Confirming By-law	
17.1	By-law No. 2025-26 being a by-law to confirm the proceedings of the meeting held May 5, 2025	29 - 29
18.	Adjournment	

19. Upcoming Events/Meetings

- 19.1 Regular Council Meeting Tuesday, May 20, 2025 at 1:00 p.m.**
- 19.2 Cavan Monaghan Public Library Board Meeting Tuesday, May 20, 2025 at 7:00 p.m., Bruce Johnston Branch Library**
- 19.3 Millbrook Valley Trails Advisory Meeting Monday, May 26, 2025 at 4:00 p.m.**
- 19.4 Regular Council Meeting Monday, June 2, 2025 at 1:00 p.m.**

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

**Tuesday, April 22, 2025
1:00 p.m.
Council Chambers**

Those members in attendance were:

Council	Matthew Graham	Mayor
	Ryan Huntley	Deputy Mayor (virtual)
	Nelson Edgerton	Councillor
	Gerry Byrne	Councillor
	Lance Nachoff	Councillor
Staff	Yvette Hurley	CAO
	Cindy Page	Clerk
	Mark Froment	Deputy Clerk
	Drew Hutchison	Engineering Technician
	Wayne Hancock	Director of Public Works

1. Call to Order

Mayor Graham called the meeting to order at 1:00 p.m.

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2025-125

Moved by: Byrne

Seconded by: Nachoff

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

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

There was no Closed Session.

6. Minutes

6.1 Minutes of the Regular Meeting held April 7, 2025

R-2025-126

Moved by: Byrne

Seconded by: Edgerton

That the minutes of the Regular Council Meeting held April 7, 2025 be approved as presented.

Carried

7. Reports

7.1 Report - Public Works 2025-08 New Backhoe Purchase

R-2025-127

Moved by: Nachoff

Seconded by: Byrne

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

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

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.

Carried

7.2 Report - Corporate Services 2025-07 4th Line Theatre Designation

R-2025-128

Moved by: Byrne

Seconded by: Nachoff

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

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.

Carried

7.3 Report - CAO Report and Capital Status Update

R-2025-129

Moved by: Byrne

Seconded by: Edgerton

That Council receive CAO Report and Capital Status for information.

Carried

7.4 Council/Committee Verbal Reports

Mayor Graham spoke to his attendance at the Library Board meeting where they discussed the Strategic Plan, sponsorship opportunities, and the arrival of six new computers for the Public to be deployed shortly.

Councillor Nachoff spoke to his attendance last week at the Ganaraska Conservation Authority Board monthly meeting, noting the ice storm caused minimal damage.

Mayor Graham thanked Peterborough Police Chief Betts for the open forum held in the Township on Tuesday, April 8.

R-2025-130

Moved by: Nachoff

Seconded by: Byrne

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

Carried

8. General Business

There was no General Business.

9. Correspondence for Information

There was no Correspondence for Information.

10. Correspondence for Action

There was no Correspondence for Action.

11. By-laws

There were no By-laws for review.

12. Unfinished Business

There was no Unfinished Business.

13. Notice of Motion

There were no Notices 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

R-2025-131

Moved by: Byrne

Seconded by: Huntley

That By-law No. 2025-24 being a by-law to confirm the proceedings of the meeting held April 22, 2025 be read a first, second and third time and passed this 22nd day of April signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

15. Adjournment

R-2025-132

Moved by: Edgerton

Seconded by: Nachoff

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:08 p.m.

Carried

Matthew Graham
Mayor

Cindy Page
Clerk

CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: March 18th, 2025

Place: Millbrook Branch @ 7:00pm (meeting may be recorded)

Mission Statement:

Empowering residents to read, learn and connect through quality resources, safe and welcoming spaces, innovative programs, and creative services.

Vision:

Enriching the lives of residents through books and beyond.

PRESENT:	Karen Graham	
	Matthew Graham	Council Representative
	Earl McLeod	Chair
	Tony Parks	
	Monica Schjott	
	Rob Swaffield	
	Chandra Tremblay	Vice Chair
	Denise Williams	
	Karla Buckborough	CEO/Librarian
	Erin Stewart	Branch Librarian/Secretary

1. Earl called the meeting to order at 7:02pm.
2. Earl read the Land Acknowledgement.
3. Disclosure of pecuniary interest and the general nature thereof – none
4. Agenda
Motion: 09/25 Moved by: Karen
Approve agenda as presented.
Carried.
5. Minutes
Motion: 10/25 Moved by: Chandra
Approve minutes of the Library Board meeting January 21st, 2025.
Carried.
6. Introduction of new board members - Rob Swaffield and Denise Williams
7. Library Activity Highlights and Statistics
 - a. Library Activity Highlights
Our Seniors Community Grant continued throughout the spring with armchair travel, art therapy, learning about frauds and scams, and a storytelling workshop. March Break was busy with lots of programming taking place. New shelving was purchased for the Bruce Johnston Branch to hold craft supplies. Both branches will close on Thursday, May 22nd for a staff training day. The morning will be spent recertifying first aid and CPR. The afternoon will be spent as a staff meeting/planning session finalizing plans for the summer.
 - b. 2025 Statistics
Bruce Johnston Branch circulation is up.

Motion: 11/25 Moved by: Monica
Accept the Library Activity Highlights and Statistics as presented.
Carried.

8. Strategic Plan

- a. CMLibraries Strategic Plan - March Updates
 - i. Discussion of current goals - add new goals for 2025. Remove strat plan from monthly agenda - replace with the Project Status Report Tool. Include matrix to show priority and time frames. Main areas of focus: space, IT, and program evaluation.
 - ii. 2025 Library Project Status Report tool - see above
 - iii. Fundraising Policies - FR-01_Donations; Goal #3 - 3.3.1

Motion: 12/25 Moved by: Tony
Accept changes to Donation Policy.
Carried.

Motion: 13/25 Moved by: Monica
Accept Donation Policy as amended.
Carried.

9. Marketing Committee

- a. Nothing to report.

10. Human Resources

- a. Chandra and Karen met with Karla to discuss her Performance Appraisal.

11. Finance - Motion to receive

- a. Budget to Actual January-March 13, 2025 -
 - i. Operating, Capital, Grants reports from Quickbooks Online
 - ii. Notes
- b. IT Update - March 2025. Karla had to replace the hard drive in her laptop. New public computers have been ordered.
- c. Donation Reserve - Black out blinds have been purchased and installed in the Dorothy Stevens Room.

Motion: 14/25 Moved by: Denise
Receive the Financials Reports as presented.
Carried.

12. Correspondence for action/information

- a. None.

13. Business Arising/Old Business

- a. HR Support through BrightHR
The Board has concerns regarding an outside agency providing human resources policies for the libraries.
Hold off at this time. Karla to contact Township staff regarding their HR policies.

14. Take-aways for Council

- a) Timeline for installation of public use computers – June
- b) Donation Policy finalized
- c) Revise Strategic Plan for 2025

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

16. Adjournment – Monica adjourned at 8:35pm.

Signature: _____ Date: _____
Chair

Signature: _____ Date: _____
Secretary

Minutes
The Township of Cavan Monaghan
Millbrook Valley Trails Advisory Committee
Monday, March 24, 2025
4:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Robert Jackson	Chair
Maureen McDonald	Vice Chair
Griffen Brown	
John Fallis	
Kirk Hillsley	
Saskia Mattern	
Lance Nachoff	Councillor

Those members absent:

Gary Wall	
David D'Agostino	
Meredith Carter	ORCA

Staff members in attendance:

Mark Froment	Deputy Clerk
Chris Allison	Parks and Facilities Manager

1. Call to Order

Chair Robert Jackson called the meeting to order at 4:03 p.m.

2. Land Acknowledgement

Chair Robert Jackson recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Fallis

Seconded by: Brown

That the agenda for the Millbrook Valley Trails Advisory Committee meeting be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

John Fallis disclosed a pecuniary interest for Item 7.2 – Work Plan Item #2 North Trail Expansion.

5. Minutes

5.1 Minutes of the meeting held February 24, 2025

Moved by: McDonald

Seconded by: Nachoff

That the minutes for the Millbrook Valley Trails Advisory Committee meeting held February 24, 2025, be approved as presented.

Carried

6. Reports

6.1 Financial Report – Chris Allison

Chris Allison provided the Financial Report update.

Moved by: Fallis

Seconded by: Brown

That the Millbrook Valley Trails Advisory Committee receive the Financial Report for information.

Carried

6.2 ORCA Update – Meredith Carter

Mark Froment read out an update provided by Meredith Carter.

Moved by: Fallis

Seconded by: Brown

That the Millbrook Valley Trails Advisory Committee receive the ORCA Update for information.

Carried

6.3 Trail Report – Jackson/Hillsley

Trail conditions have fluctuated depending on the weather with them varying from snow covered, to icy, to muddy recently. No major issues detected on the trails. There were some small branches strewn across trails caused by high winds.

Moved by: Fallis

Seconded by: Mattern

That the Millbrook Valley Trails Advisory Committee receive the Trail Report for information.

Carried

7. General Business

7.1 Work Day Planning

The Committee discussed plans for the upcoming Work Day.

Moved by: Nachoff

Seconded by: McDonald

That the Millbrook Valley Trails Advisory Committee set the upcoming Work Day for the Trails as Saturday, May 3.

Carried

7.2 Work Plan

John Fallis left the meeting at 4:43 p.m.

John Fallis returned to the meeting at 4:48 p.m.

Moved by: Brown

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee approve the updates to the Work Plan.

Carried

7.3 Items for next meeting

- Work Day Planning

Moved by: Fallis

Seconded by: Mattern

That the Millbrook Valley Trails Advisory Committee add one (1) item, being Work Day Planning, to the agenda for the April 28, 2025, Millbrook Valley Trails Advisory Committee meeting.

Carried

8. Adjournment

Moved by: Fallis

Seconded by: Nachoff

That the Millbrook Valley Trails Advisory Committee adjourn at 5:34 p.m.

Carried

8.1 Next meeting date is April 28, 2025 at 4:00 p.m. Trail Report by Mattern/Brown.



Robert Jackson
Chair



Mark Froment
Deputy Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	May 5, 2025
From:	Yvette Hurley, Chief Administrative Officer
Report Number:	CAO 2025-05
Subject:	Downtown Park and Remaining CMCC Lands Task Force

Recommendations:

1. That Council approve the terms of reference for the Downtown Park and Remaining Cavan Monaghan Community Centre (CMCC) Lands Task Force and;
2. That Council appoint two (2) members of Council to the Task Force; and
3. That Council direct staff to recruit for three (3) additional members to fulfill the required complement of the Task Force.

Overview:

At the March 17th, 2025, Regular Council meeting, Council directed staff to establish a Downtown Park and Remaining CMCC Lands Task Force to work with the Preferred Site Plans to prioritize the phases and funding opportunities for future recreational needs and to report back to Council with a Task Force Terms of Reference. The Task Force is not a Committee of Council and only established for a specific topic and for a period of time as directed by Council. The Task Force will not be live streamed.

The Task Force Terms of Reference are attached and we have provided a summary of their responsibilities below.

The work of the Task Force will be to:

1. Establish a good understanding of Vision 2035 Parks and Recreation Strategic Plan, the Preferred Site Plans, and the current state of recreation in the Township of Cavan Monaghan.
2. Receive and assess the recommendations for the phasing of the Preferred Site Plans of the Downtown Park and CMCC Remaining Lands.

3. Establish criteria for evaluating recreational components and phasing priorities including a review of levels of service, cost comparisons, long-term financial implications and impact on the community.
4. Review and refine cost estimates presented in each phase of both Preferred Site Plans.
5. Develop a fundraising and financing strategy.
6. Explore grant opportunities.
7. Report to Council as required.

The composition of the Task Force will be comprised of two (2) Cavan Monaghan Council members, two (2) staff members, one of whom will act as recording secretary, and three (3) individuals with varied experience in areas such as urban planning and design, landscape design, recreation, creative sectors such as art, design, and heritage, etc.

Should Council support this report staff will advertise for three members of the public to complete the committee complement.

Financial Impact:

There is currently no financial impact.

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.

Attachment:

Attachment No. 1 – Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre Task Force Terms of Reference

Respectfully Submitted by,

Yvette Hurley
Chief Administrative Officer

Cavan Monaghan Task Force on Downtown Park and Remaining CMCC Lands

Terms of Reference

Mandate

The Cavan Monaghan Task Force on the Downtown Park and Remaining CMCC Lands will work with the Preferred Site Plans to prioritize phases and funding opportunities for future recreational needs of the Township of Cavan Monaghan.

The Task Force will use the Preferred Site Plans for the Downtown Park and Remaining CMCC Lands and consider all components and costing included in the phasing in order to provide a practical set of recommendations designed to guide Council as it makes decisions on the priorities of the recreational needs in Cavan Monaghan. It will rely on:

1. Vision 2035 Parks and Recreation Strategic Plan.
2. Preferred Site Plans for Downtown Park and Remaining CMCC Lands presented to Council on March 17, 2025, by Landscape Planning Limited.
3. An analysis of the summary reports of the community and stakeholder feedback.
4. Relevant legislation including the Township Official Plan and or development requirements.
5. The application of best practices and principles from other municipalities.

Scope

The work of the Task Force will be to:

1. Establish a good understanding of Vision 2035 Parks and Recreation Strategic Plan, the Preferred Site Plans, and the current state of recreation in the Township of Cavan Monaghan.
2. Assess and prioritize the recommendations for the phasing of the Preferred Site Plans of the Downtown Park and CMCC Remaining Lands.
3. Establish criteria for evaluating recreational components and phasing priorities including a review of levels of service, cost comparisons, long-term financial implications and impact on the community.

4. Review and refine cost estimates presented in each phase of both Preferred Site Plans and make a recommendation moving forward.
5. Develop a fundraising and financing strategy.
6. Explore grant opportunities and future budget directions.
7. Report to Council as required.

Composition

The composition of the Task Force will be comprised of two (2) Cavan Monaghan Council members, two (2) staff members, one of whom will act as recording secretary, and three (3) individuals with varied experience in areas such as urban planning and design, landscape design, recreation, and creative sectors such as art, design, and heritage, etc.

At the first meeting of the Task Force the members shall appoint, from among their membership, a Chair and Vice-Chair.

Meetings

Meetings will occur on a date and time agreed to by the Task Force or at the call of the Chair. Meeting agendas will be developed in consultation with the Chair and additional records including minutes and other documents will be maintained by staff members and provided to the members as requested.

The meetings will take place between Monday – Friday between 8:30 a.m. and 4:30 p.m.

Code of Conduct and Conflict of Interest

All members of the Task Force are expected to abide by the code of conduct provisions as established by the Township of Cavan Monaghan.

Purchasing Policy:

This Task Force has no purchasing or procurement responsibilities or permissions under the Township's Purchasing Policy.

Timeline for the Task Force

Until the final report is presented before Council or as Council directs.



Regular Council Meeting

To:	Mayor and Council
Date:	May 5, 2025
From:	Cindy Page, Clerk
Report Number:	Corporate Services 2025-09
Subject:	Telephone and Internet Voting in the 2026 Municipal Election

Recommendations:

1. That Council authorize the use of telephone and internet voting as the only means of casting a ballot in the 2026 Municipal and School Board Election; and
2. That Council adopt By-law No. 2025-25 being a by-law to provide for the alternative voting methods for the 2026 Municipal and School Board Election.

Overview:

The next Municipal and School Board Election will be held on October 26, 2026, and as part of the preparation Staff are seeking direction as outlined in the Municipal Elections Act, Section 42, for alternative voting methods to be used in the 2026 Municipal Election and the passing of the required By-law. (Attachment No.1)

In the 2014, 2018 and 2022 Municipal Elections, Council authorized the use of telephone and internet voting as the sole means of casting a ballot.

Election statistics for the 2014, 2018 and 2022 Municipal and School Board Elections:

Year	2014	2018	2022
Eligible Electors	7400	7098	8117
Voter Turnout	47.2%	47.9%	43.9%
Total Cost	\$28,757.35	\$26,296.17	\$25,899.56

Based on the data from previous elections, total costs, and voter feedback, telephone and internet voting have proven to be effective alternative options for voting that align with other key considerations when preparing for a Municipal Election. These other considerations include improving accessibility and convenience of the voting process, attempting to increase voter participation, ensuring the security and accuracy of the vote, and reducing environmental footprints. As the population of the Township continues to grow, there will be a similar growth in the costs for conducting elections. Furthermore, electors are increasingly used to accessing key government services in their day-to-day lives through electronic means. Telephone and internet voting will allow

for better management of the costs for running an election while meeting the growing demand for accessibility from electors. Staff are anticipating the increase in costs will be minimal, mostly pertaining to the rise in postage rates and potential of expanding the voter Help Centers during voting period to be set up in each ward. Therefore, staff are recommending the Township continue to use the alternative voting methods of internet and telephone voting for the 2026 Municipal and School Board Election.

Staff are holding preliminary discussions with the other Peterborough County Townships to follow the same process that was used in the 2022 elections for the 2026 Municipal and School Board Election and are collaborating on an RFP to retain a service provider for the internet and telephone voting method. Staff will provide a subsequent report to Council to select a provider.

Financial Impact:

There is no financial impact at this time. Staff will report back to Council with a recommended service provider and the associated costs later in 2025.

Attachment:

By-law No. 2025-25 being a by-law to provide for alternative voting methods for the 2026 municipal election.

Respectfully submitted by,

Reviewed by,

Cindy Page
Clerk

Yvette Hurley
Chief Administrative
Officer

The Township of Cavan Monaghan

By-law No. 2025-25

Being a by-law to authorize the use of the alternative voting methods for the 2026 Municipal Election

Whereas Section 42(1)(a) of the Municipal Elections Act, 1996, as amended provides that a council of a municipality may pass by-laws authorizing the use of voting and vote-counting equipment for Municipal Elections;

And Whereas 42(1)(b) of the Municipal Elections Act, 1996, as amended, provides that a council of a municipality may pass by-laws and authorize electors to use an alternative voting method that does not require electors to attend at a voting place in order to vote;

And Whereas 42(2) of the Municipal Elections Act, 1996, as amended, provides that a by-law passed related to vote and vote-counting equipment and alternative voting methods applies to a regular election if the by-law is passed on or before May 1 in the year of the election;

And Whereas 42(5) of the Municipal Elections Act, 1996, as amended, provides when a by-law authorizing the use of an alternative voting method is in effect, section 43 and 44 apply only if the by-law so specifies; and

And Whereas the Council of the Township of Cavan Monaghan deems it desirable and in the public interest to conduct the 2026 municipal election using telephone and internet voting as an alternative voting method;

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

1. That the use of voting and vote-counting equipment shall be authorized for the 2026 Municipal election and for any by-election required thereafter.
2. The use of telephone and internet voting shall be authorized for the 2026 municipal election and for any by-election required thereafter.
3. That in accordance with section 43(2) for the Municipal Elections Act, 1996, as amended, the Clerk shall determine the dates, times and locations at which the advance vote is held.
4. That this By-law shall come into force and effect on the date it is passed.

Read a first, second and third time and passed this 5th day of May, 2025

Matthew Graham
Mayor

Cindy Page
Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	May 5, 2025
From:	Cindy Page, Clerk
Report Number:	Corporate Services 2025-10
Subject:	Integrity Commissioner Services - Annual Report – 2024

Recommendation:

That Council for the Township of Cavan Monaghan receive the 2024 Annual Report of the Office of the Integrity Commissioner for information.

Overview:

The Integrity Commissioner reports annually to the Township of Cavan Monaghan, the annual report summarizes the services provided by the Integrity Commissioner to the Township of Cavan Monaghan in 2024, in accordance with section 223.6 (1) of the *Act*.

The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the *Act* that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

Financial Impact:

None at this time.

Attachment:

Integrity Commissioner Services - Annual Report – 2024

Respectfully submitted by,

Reviewed by,

Cindy Page
Clerk

Yvette Hurley
Chief Administrative Officer

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

April 4, 2025

BY E-MAIL: cpage@cavanmonaghan.net

Township of Cavan Monaghan
988 County Rd. 10
Millbrook, Ontario
L0A 1G0

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2024
Our File No. 34971-1**

This report summarizes the services provided by the Integrity Commissioner to the Township of Cavan Monaghan in 2024, in accordance with section 223.6 (1) of the *Act*. The purpose of this report is to highlight the mandate of the Integrity Commissioner and to inform Council and the public about changes to the Act that affect the process of the Integrity Commissioner and subsequently, Councils and Local Boards.

Role of the Integrity Commissioner

The Act mandates that the Integrity Commissioner is responsible for providing the following functions:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* (“MCIA”) to members of council and of local boards.

{01273166.DOCX;}

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
WEB: WWW.CSWAN.COM

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the MCIA.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's codes of conduct for members of council and members of local boards and about the MCIA.¹

Integrity Commissioner Activity

If Council requires ongoing training under the Code of Conduct and the MCIA, Mr. Fleming is available upon request. Individual members may request advice from the Integrity Commissioner at any time. Council or members may contact Mr. Fleming in the following ways:

- 1) Council may pose a question to the Integrity Commissioner in writing regarding the broad obligations of all members (not specific to any one member);
- 2) Individual members may request advice in writing from the Integrity Commissioner in accordance with the Act.

Requests for Advice

We received no requests for advice in 2024 under the Code of Conduct, relating to potential conflicts of interests either general or under the *Municipal Conflict of Interest Act*.

We continue to encourage members of Council and Local Boards for the Township of Cavan Monaghan to contact us in writing should they find themselves unsure of their obligations under the Code or the *Municipal Conflict of Interest Act*. If a member requests and follows our advice, that advice may be relied on should there be a complaint to the Integrity Commissioner on the same facts in the future.

Complaints/Applications for Inquiry

There was one complaint submitted to the Integrity Commissioner for the Township of Cavan Monaghan in 2024.

¹ *Municipal Act*, section 223.3(1).

Reports were submitted to Council for the complaint, and there were no complaints dismissed without undertaking an investigation. The reason for dismissing a complaint varies, but can include complaints that are not within the jurisdiction of the Integrity Commissioner, or that despite being within the Integrity Commissioner's jurisdiction, allegations that do not amount to a breach after undertaking a preliminary review of the facts.

With respect to the advice and investigations:

1. Costs associated with Advice provided was \$0; and
2. Costs associated with Complaints was \$2,542.50.

Closing Remarks

As Council is no doubt aware, prior to calling a Provincial election, the government was proposing changes to the *Municipal Act* to significantly change the Integrity Commissioner regime. While we cannot predict the election or whether these amendments will be re-introduced, it is interesting to consider what aspects of this regime the province was considering for amendment.

One of the changes that would impact elected officials most is the proposal to impose a province-wide code of conduct. No details were available, but we encourage all municipalities to participate in consultation on any amendments that might be implemented so that you have some input should this be re-introduced.

The proposal would also create an Ontario Integrity Commissioner whose role would be to provide advice to municipalities about removing a member from council in certain circumstances.

The ability to remove a member from council is the other significant change that members of Council should be aware of if this legislation is reintroduced. If it is re-introduced, this amendment would establish rules to allow the new Ontario Integrity Commissioner to recommend to Council that it remove a member if they meet four criteria:

1. The member must contravene the Code;
2. The contravention must be of a serious nature;
3. The conduct resulted in harm to health, safety or well-being of persons; and
4. Existing penalties are insufficient to address the contravention or ensure that it is not repeated.

We thank the Township of Cavan Monaghan for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations. We note that this service

provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:sw

The Township of Cavan Monaghan

By-law No. 2025-25

Being a by-law to authorize the use of the alternative voting methods for the 2026 Municipal Election

Whereas Section 42(1)(a) of the Municipal Elections Act, 1996, as amended provides that a council of a municipality may pass by-laws authorizing the use of voting and vote-counting equipment for Municipal Elections;

And Whereas 42(1)(b) of the Municipal Elections Act, 1996, as amended, provides that a council of a municipality may pass by-laws and authorize electors to use an alternative voting method that does not require electors to attend at a voting place in order to vote;

And Whereas 42(2) of the Municipal Elections Act, 1996, as amended, provides that a by-law passed related to vote and vote-counting equipment and alternative voting methods applies to a regular election if the by-law is passed on or before May 1 in the year of the election;

And Whereas 42(5) of the Municipal Elections Act, 1996, as amended, provides when a by-law authorizing the use of an alternative voting method is in effect, section 43 and 44 apply only if the by-law so specifies; and

And Whereas the Council of the Township of Cavan Monaghan deems it desirable and in the public interest to conduct the 2026 municipal election using telephone and internet voting as an alternative voting method;

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

1. That the use of voting and vote-counting equipment shall be authorized for the 2026 Municipal election and for any by-election required thereafter.
2. The use of telephone and internet voting shall be authorized for the 2026 municipal election and for any by-election required thereafter.
3. That in accordance with section 43(2) for the Municipal Elections Act, 1996, as amended, the Clerk shall determine the dates, times and locations at which the advance vote is held.
4. That this By-law shall come into force and effect on the date it is passed.

Read a first, second and third time and passed this 5th day of May, 2025

Matthew Graham
Mayor

Cindy Page
Clerk

The Township of Cavan Monaghan

By-law No. 2025-26

Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 5th day of May 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 5th day of May 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 5th day of May 2025.

Matthew Graham
Mayor

Cindy Page
Clerk