



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

Tuesday, May 20, 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](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**

**5.1 Resolution to move into Closed Session**

**5.2 Minutes of the Closed Session held May 5, 2025**

**5.3 Report - CAO 2025-06 Collective Agreement CUPE 1306-8 (Parks) (YH)**

labour relations or employee negotiations

**5.4 Report - CAO 2025-07 Collective Agreement CUPE 1306-2 (Public Works) (YH)**

labour relations or employee negotiations

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

**7. Report from Closed Session**

8.	Public Meeting	
8.1	Resolution to open the Public Meeting	
8.2	Report - Planning 2025-27 Zoning By-law Amendment (ZBA-03-25) 1253 Tapley Quarter Line (MW)	4 - 14
8.3	Questions/Comments from members of Council	
8.4	Questions/Comments from members of the public	
8.5	Consideration of the Report	
8.6	Resolution to close the Public Meeting	
9.	Minutes	
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11.	General Business	
12.	Correspondence for Information	
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13.1	2025 AMO Conference Delegation Request Form	32 - 32
14.	By-laws	
14.1	By-law No. 2025-27 Zoning By-law Amendment ZBA-03-25, 1253 Tapley Quarter Line	33 - 34
15.	Unfinished Business	
16.	Notice of Motion	
17.	Confirming By-law	

- 17.1 By-law No. 2025-28 being a by-law to confirm the proceedings of the meeting held May 20, 2025

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18. Adjournment

19. Upcoming Events/Meetings

19.1 Cavan Monaghan Public Library Board Meeting Tuesday, May 20, 2025 at 7:00 p.m., Bruce Johnston Branch Library

19.2 Millbrook Valley Trails Advisory Meeting Monday, May 26, 2025 at 4:00 p.m.

19.3 Regular Council Meeting Monday, June 2, 2025 at 1:00 p.m.

19.4 Millbrook Downtown BIA Board of Management Meeting Thursday, June 12, 2025 at 9:00 a.m.

19.5 Municipal Revitalization and Heritage Advisory Committee Meeting Thursday, June 19, 2025 at 9:00 a.m.

19.6 Sustainability Advisory Committee Meeting Thursday, June 26 at 1:00 p.m.



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	May 20, 2025
<b>From:</b>	Matt Wilkinson, Planner
<b>Report Number:</b>	Planning Department Report 2025-27
<b>Subject:</b>	Zoning By-law Amendment (ZBA-03-25), 1253 Tapley Quarter Line

### Recommendations:

1. That Council receive and consider all comments related to Zoning By-law Amendment Application ZBA-03-25; and
2. That By-law No. 2025-27 be approved to rezone a portion of the subject lands from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty-Nine (RR-29) Zone.

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### Overview:

On behalf of David DeVries of 1253 Tapley Quarter Line, Aditya Srinivas, of Ecovue Consulting, filed an application to amend the zoning on the subject lands to permit a detached accessory apartment in an existing accessory building.

The Application applies to a portion of an existing lot of record located at 1253 Tapley Quarter Line in Part of Lot 7, Concession 7 (Cavan). The subject lands are approximately 2 hectares (5 acres) in size with approximately 69 metres (226 feet) of lot frontage on Tapley Quarter Line. The property is currently developed with a single detached dwelling approximately 337 square metres (3,627 square feet), an existing accessory structure (garage) 91.1 square metres (980 square feet) in size and two storage sheds approximately 20 square metres (200 square feet). The principal dwelling is serviced with a private well and septic system.

A key map and aerial image showing the location and surrounding area of the subject lands are provided as Attachment Nos. 1 and 2 to this Report.

The Applicant wishes to convert the existing 91.1 square metre (980 square foot) accessory structure (front yard garage) to a detached accessory apartment. The submitted site plan is provided as Attachment No. 3 to this Report.

## **Zoning By-law Amendment**

The lands subject to the Application are zoned Rural Residential (RR), Natural Linkage (NL) and Natural Core (NC) as shown on Map D-2 to By-law No. 2018-58, as amended.

Although By-law No. 2018-58, as amended, permits accessory apartments located within the main building, the Township By-law does not contemplate accessory apartments within detached accessory buildings. A Zoning By-law Amendment is required to permit a detached accessory apartment.

The purpose and effect of the Zoning By-law Amendment is to rezone a portion of the property from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty-Nine (RR-29) Zone. The RR-29 Zone will permit an accessory apartment in the existing accessory building. The By-law will also establish the minimum front yard and southern side yard setbacks to recognize the existing location of the accessory structure.

A complete copy of draft By-law No. 2025-27 is provided as Attachment No. 4 to this Report.

## **Response to Notice**

Notice of the Zoning By-law Amendment Application was circulated, by first class prepaid mail, to all assessed persons within 120 metres (400 feet) of the lands affected by the Application. Notice was provided by email to applicable Ministries and Agencies who requested notice by email and to all Township Department Directors. A sign was posted on the Tapley Quarter Line frontage of the subject property and the Notice of Public Meeting was posted on the Township website. The Notice complies with the requirements of the Planning Act.

To date, Township Staff have not received any written or verbal comments about the proposed Amendment from members of the public.

The Township Building Department noted that the property will need to be reviewed to ensure an appropriate sewage system is in place to service both the main house and the accessory apartment as part of the Building Permit Application.

The Township Public Works Department noted that the property owner is required to request an update to the municipal addressing to recognize the accessory apartment.

Canada Post has no objection to the Application.

Comments from Otonabee Conservation have not yet been received.

## **Township of Cavan Monaghan Official Plan**

The subject lands are currently designated Rural, Natural Core and Natural Linkage as shown on Schedule 'A' to the Township's Official Plan. The proposed development is located in the Rural designation.

Policies applicable to the Rural designation are contained in Section 5.2 of the Township's Official Plan. The Rural designation represents soils within Classes 4 and higher according to the Canada Land Inventory of Soil Capability for Agriculture, and organic soils; Class 1 to 3 soils which are adjacent to the Classes listed above and form part of a large and contiguous block of poorer agricultural land and, areas where previous non-farm development and lot creation has effectively limited the future of intensive farm activity.

A single detached dwelling and an accessory apartment provided it is in conjunction with a single-detached dwelling is permitted in the Rural designation.

The general development criteria, as stated in Section 3.1, states that prior to development occurring, and before any subdivision or a provisional consent is permitted, or any amendment to a Zoning By-law is made, it shall be established to the satisfaction of the Township and all other bodies having jurisdiction, that:

- a) Soil and drainage conditions are suitable to permit the proper siting of buildings and other site improvements such as driveways, parking, and accessory structures and meet any applicable requirements of this Plan including Source Water Protection policies;
  - As proposed, the change of use of the existing accessory building will not alter any of the existing soils and or the existing drainage conditions.
- b) Suitable arrangements have or can be made for water supply, sewage disposal, storm drainage and all other necessary public services;
  - The submitted Planning Justification Report (PJR) states that the proposed detached accessory apartment will depend on the existing well for water. The Applicant submitted a Water Supply Assessment in support of the Application. The Assessment reviewed ten (10) wells in the surrounding area. The Assessment confirmed there is a sufficient water supply available without any requirement for water storage to support the addition of the proposed accessory apartment without impacting the available groundwater supply of the surrounding residential neighbourhood.
  - The PJR states that the existing septic system will be upgraded to accommodate the new development. A new septic sewage system will be reviewed as part of the building permit application.
- c) No traffic hazards will ensue because of excess traffic generation, or limited sight lines on curves or grades;
  - Tapley Quarter Line is a year-round publicly maintained roadway that can accept the additional traffic.
- d) The development fronts on a road that is maintained year-round and meets standards of design and safety established by the Township or authority having jurisdiction over the road;

- The development fronts Tapley Quarter Line which is a year-round publicly maintained roadway.
- e) The potential impact of the proposed use on adjacent lands and uses has been considered, and adequate mitigation, including design, buffers and setbacks are provided between the proposed use and adjacent uses in accordance with the policies of the Plan;
- As proposed, the detached accessory apartment will not have an impact to the adjacent lands.
- f) The Minimum Distance Separation formulae are complied with, if required as outlined in Section 3.27.
- New land uses, including residential development shall comply with the Minimum Distance Separation Formulae (MDS) as outlined in Section 3.27 of the Official Plan. Using the Peterborough County GIS, a barn capable of housing livestock appears to be located on 513 Syer Line, approximately 660 metres (2165 feet) northeast of the development area.
  - Township Staff contacted the owner of 513 Syer Line who confirmed that no livestock are in the barn. The MDS 1 calculation was completed for the unoccupied barn. The proposed development complies with the MDS 1 requirements.
- g) There will be no negative impacts on significant natural features or their ecological functions;
- As proposed, there is no new construction or alteration of the soils. Therefore, there will be no negative impacts on significant natural features or their ecological functions as part of this Application.
- h) The potential impact on public health and public safety from water related hazards such as flooding and erosion have been considered.
- There is no known flooding or erosion hazard on the subject property.

The Application conforms to Section 3.1 of the Township Official Plan

The Application conforms to Section 3.9 of the Township Official Plan which permits accessory apartments in all designations that permit residential units. As proposed, the accessory apartment is in conjunction with a single-detached dwelling. There is adequate sewage disposal and water service capacity available to service the unit, Tapley Quarter Line can accommodate the increased use, parking is available and the development will not adversely affect the character of the area.

## **Peterborough County Official Plan**

The subject property is part of the Rural and Cultural Landscape in the County of Peterborough Official Plan (County OP). The goal of the Rural and Cultural Landscape is to preserve and enhance the rural character of the County as a cultural resource and ensure the viability of the agricultural industry.

The Objectives of the Rural and Cultural Landscape area include:

- to permit an amount and type of development in the rural area consistent with maintaining its rural and cultural landscape; and
- to provide for limited rural development and to ensure that such development does not threaten the quality or quantity of ground and surface water.

As proposed, an existing accessory structure is proposed to be renovated as an accessory apartment consistent with the objectives of the Rural and Cultural Landscape area. The accessory structure will be within 15 metres (49 feet) of the principal dwelling.

The Application conforms to the County Official Plan.

## **Provincial Planning Statement (2024) (PPS)**

Section 2.6 of the PPS speaks to Rural Lands located in municipalities. Section 2.6.1 states that the permitted uses within the Rural Lands shall include:

- a) the management or use of resources;
- b) resource-based recreational uses (including recreational dwellings);
- c) residential development, including lot creation, that is locally appropriate;
- d) agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;
- e) home occupations and home industries;
- f) cemeteries; and
- g) other rural land uses.

The Zoning By-law Amendment will permit residential development that is locally appropriate and not interfere with the management of resources or other rural land uses. The Application is consistent with Section 2.6 of the PPS.

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

A desktop review of the property indicates there are mapped wetlands approximately 100 metres (330 feet) north and east of the proposed apartment. The Application does not involve any significant exterior construction or site alteration. Therefore, the Application will not affect any significant natural heritage features or unevaluated wetland. The Application is consistent with Section 4 of the PPS.



Section 5.1 of the PPS outline the general policies regarding development within an area of natural and/ or human-made hazards. The subject property is not within an area of any known flooding or erosion hazard. The Application is consistent with Section 5 of the PPS.

**Financial Impact:**

The Applicant has paid the required Zoning By-law Amendment fee.

**Attachments:**

Attachment No. 1:	Key Map
Attachment No. 2	Aerial Image of the Development and the Surrounding Areas
Attachment No. 3:	Site Plan
Attachment No. 4:	By-law No. 2025-27

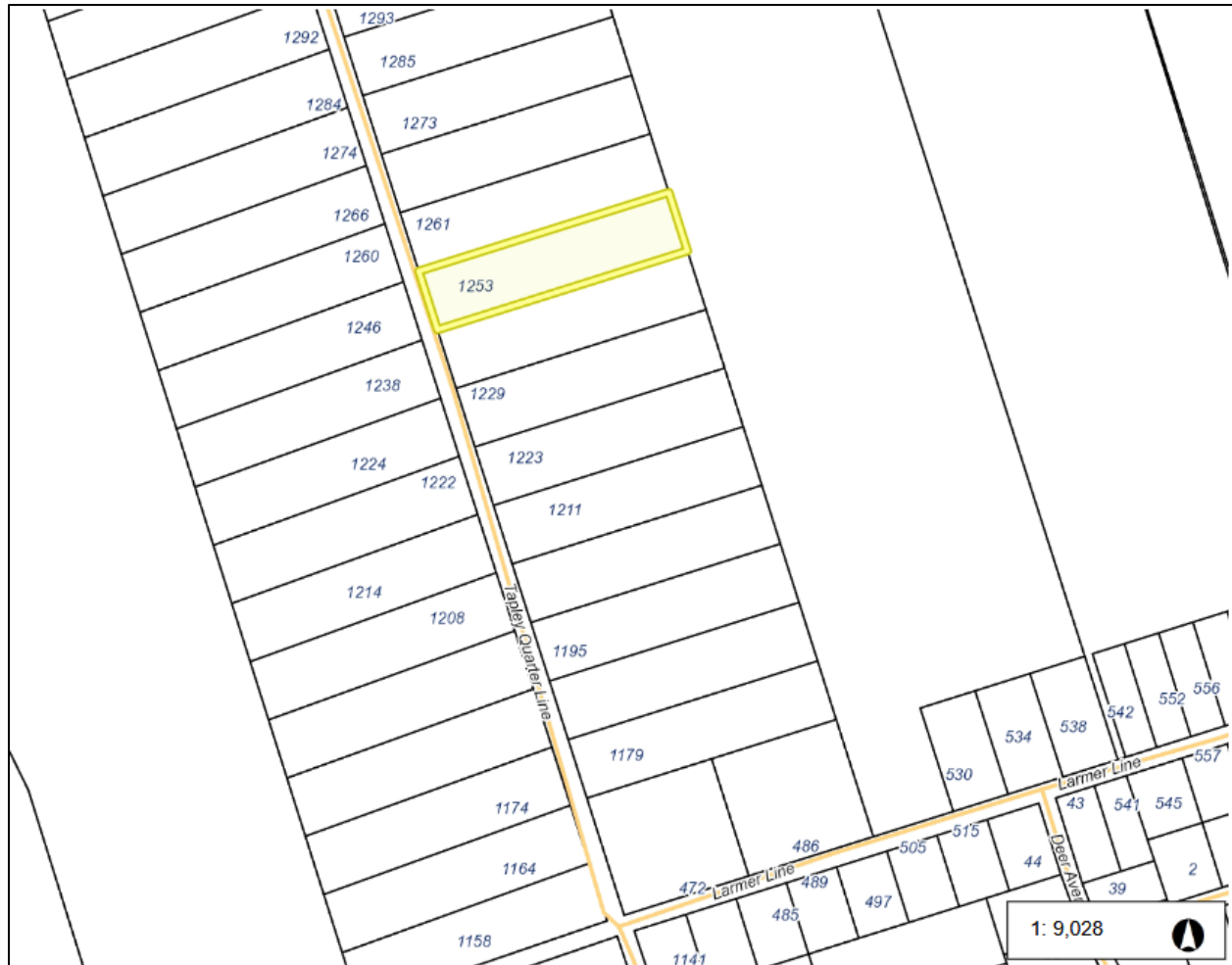
Respectfully Submitted by,

Reviewed by,

Matt Wilkinson  
Planner

Yvette Hurley,  
Chief Administrative Officer

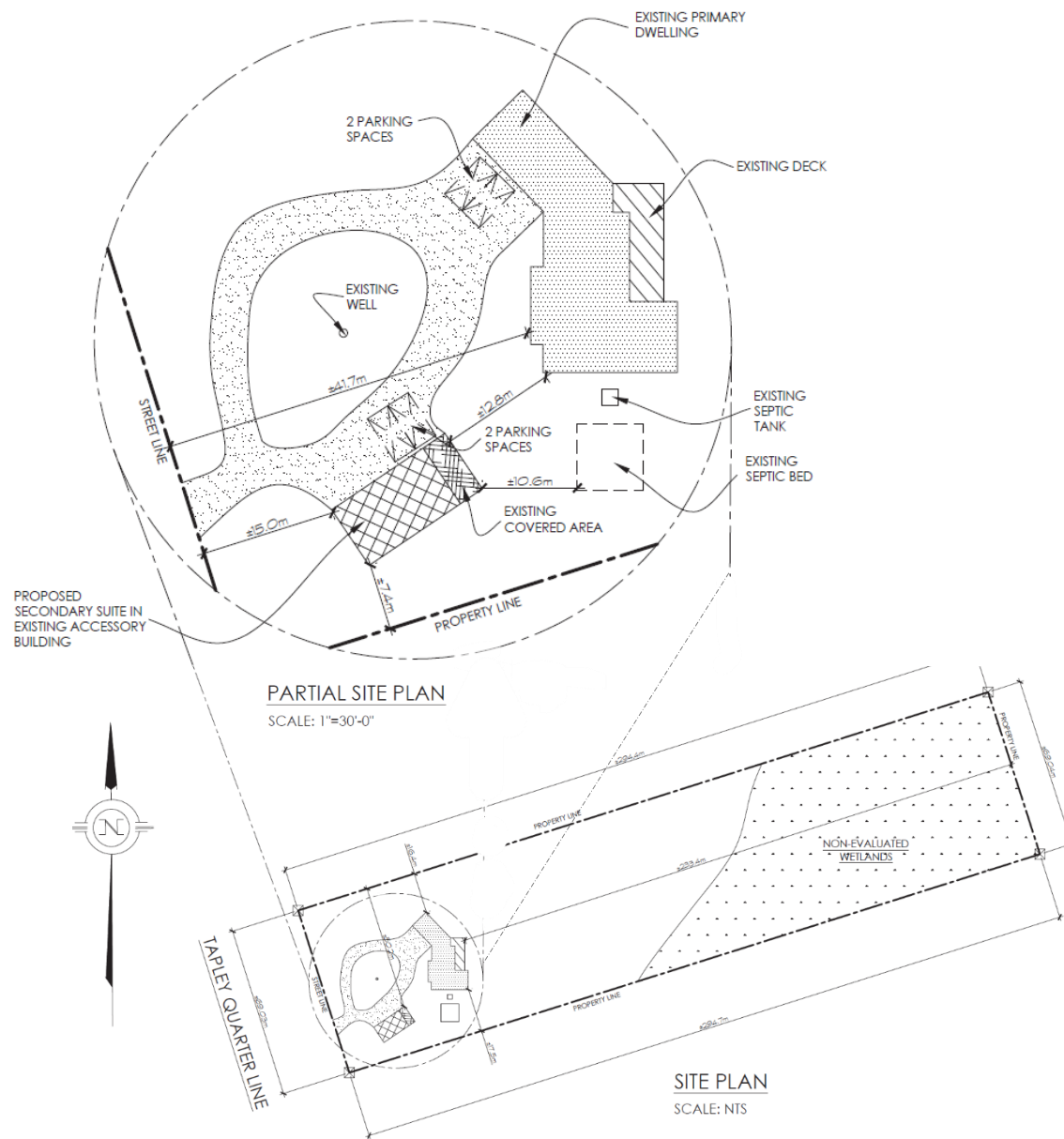
## Attachment No. 1: Key Map



## Attachment No. 2: Aerial Image of the Development and the Surrounding Areas



## Attachment No. 3: Site Plan



## Attachment No. 4: By-law

### The Township of Cavan Monaghan

#### By-law No. 2025-27

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

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

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

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

1. Map D-2 of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by rezoning a portion of the lands on Lot 7, Concession 7 (Cavan), known municipally as 1253 Tapley Quarter Line, being property assessment roll number 1509-010-030-131-11, from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty-Nine (RR-29) Zone as shown on Schedule “1” attached hereto and forming part of the By-law.
2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 3.4.74 that shall read as follows:

**“3.4.74 RR-29 Map D-2 on Schedule A (2025-27 1253 Tapley 1/4 Line)**

- a) A single accessory apartment shall be permitted within the existing detached accessory building.
- b) Minimum southern side yard for the accessory apartment 7 metres.
- c) Minimum front yard for the accessory apartment 15 metres”

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

If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing. If a notice of objection is filed with the Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a first, second and third time and passed this 20<sup>th</sup> day of May 2025.

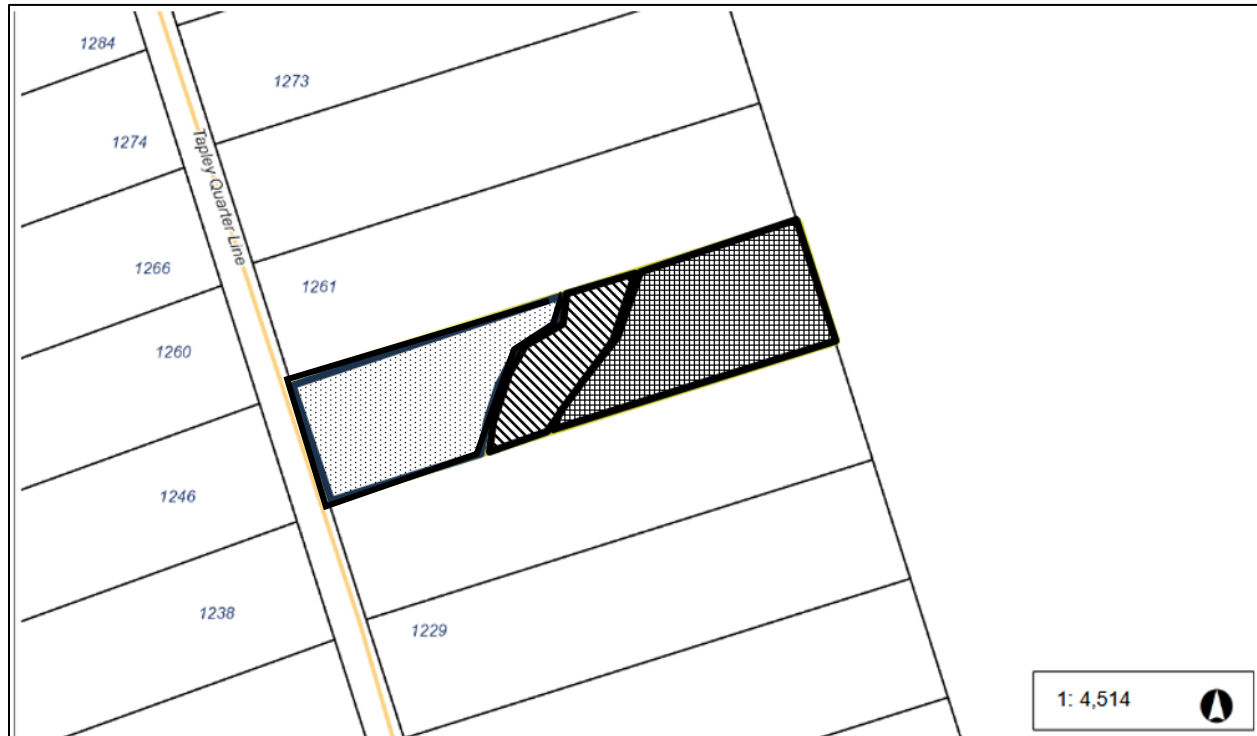
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Matthew Graham  
Mayor

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Cindy Page  
Clerk

## Schedule "1" to By-law No. 2025-27



**Area Affected by this By-law**  
 1253 Tapley Quarter Line  
 Part Lot 7, Concession 7 (Cavan)  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "1" to By-law  
 No. 2025-27 passed this 20<sup>th</sup>  
 day of May, 2025.



Rezone from the 'Rural Residential (RR) Zone' to the  
 'Rural Residential Exception Twenty-Nine (RR-29) Zone'.



'Natural Linkage (NL) Zone' to remain.



'Natural Core (NC) Zone' to remain.

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Matthew Graham  
 Mayor

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Cindy Page  
 Clerk

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

**Monday, May 5, 2025  
12:00 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
	Wayne Hancock	Director of Public Works

**1. Call to Order**

Mayor Graham called the meeting to order at 12:00 p.m.

**2. Land Acknowledgement**

Mayor Graham recited the land acknowledgement.

**3. Approval of the Agenda**

R-2025-133

Moved by: Byrne

Seconded by: Huntley

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-2025-134

Moved by: Byrne

Seconded by: Nachoff

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:

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

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

**Carried**

**5.2 Minutes of the Closed Session held April 7, 2025**

**5.3 Hydro One Networks Inc. Re: Access Agreement - Yvette Hurley/Wayne Hancock**

**5.4 Report - Corporate Services 2025-08 Advisory Committee Appointment**

Mayor Graham recessed at 12:27 p.m. until 1:00 p.m.

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

**7. Report from Closed Session**

R-2025-135

Moved by: Byrne

Seconded by: Huntley

That Council appoint Guillermo Arevalo, Leslie Bilcox, Paul Black and Lucy Danford to the Cavan Monaghan Accessibility Advisory Committee for the 2022-2026 Term of Council; and

That Council appoint Councillor Byrne as the Council Representative to the Cavan Monaghan Accessibility Advisory Committee for the 2022-2026 Term of Council.

**Carried**

**8. Minutes**

**8.1 Minutes of the Regular Meeting held April 22, 2025**

R-2025-136

Moved by: Nachoff

Seconded by: Byrne

That the minutes of the Regular Council Meeting held April 22, 2025 be approved as presented.

**Carried**

**9. Minutes from Committees and Boards**

**9.1 Cavan Monaghan Public Library Board Meeting Minutes March 18, 2025**



R-2025-137

Moved by: Huntley

Seconded by: Nachoff

That the minutes of the Cavan Monaghan Public Library Board Meeting of March 18, 2025 be received for information.

**Carried**

**9.2 Millbrook Valley Trails Advisory Committee Meeting Minutes of March 24, 2025**

R-2025-138

Moved by: Byrne

Seconded by: Nachoff

That the minutes of the Millbrook Valley Trails Advisory Committee Meeting of March 24, 2025 be approved as presented.

**Carried**

**10. Reports**

**10.1 Report - CAO 2025-05 Terms of Reference for Task Force**

R-2025-139

Moved by: Nachoff

Seconded by: Huntley

That Council approve the terms of reference for the Downtown Park and Remaining Cavan Monaghan Community Centre (CMCC) Lands Task Force; and

That Council appoint Mayor Graham and Deputy Mayor Huntley as the Council Representatives to the Task Force; and

That Council direct staff to recruit for three (3) additional members to fulfill the required complement of the Task Force.

**Carried**

**10.2 Report - Corporate Services 2025-09 Telephone and Internet Voting in the 2026 Municipal Election**

R-2025-140

Moved by: Byrne

Seconded by: Edgerton

As amended, That Council authorize the use of telephone and internet and;

That staff report back about the potential for in person paper ballot as a tertiary form of voting at a later date.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Byrne	X	
Huntley		X
Nachoff		X
Edgerton	X	
Graham		X
<b>Results</b>	<b>2</b>	<b>3</b>
		<b>Defeated</b>

R-2025-141

Moved by: Nachoff

Seconded by: Huntley

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

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.

<b>Recorded</b>	<b>For</b>	<b>Against</b>
Graham	X	
Edgerton		X
Nachoff	X	
Huntley	X	
Byrne		X
<b>Results</b>	<b>3</b>	<b>2</b>
		<b>Carried</b>

### **10.3 Report - Corporate Services 2025-10 Integrity Commissioner Services - Annual Report– 2024**

R-2025-142

Moved by: Edgerton

Seconded by: Byrne

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

**Carried**

### **10.4 Council/Committee Verbal Reports**

Councillor Edgerton spoke to the Municipal Revitalization and Heritage Advisory Committee Special Meeting that was held on April 30 to discuss the renovations to the Old Millbrook School as part of the ICIP Grant, noting a report is coming forward to Council at a later date.

Councillor Nachoff spoke about the Work Day for the Millbrook Valley Trails on Saturday, May 3, noting over 50 volunteers of various local groups joined the Committee with cleaning up the trails and thanked Chris

Allison and the Parks and Recreation Staff for their ongoing assistance in keeping the trails in good order.

Deputy Mayor Huntley spoke to a very successful Earth Day event sponsored by the Sustainability Advisory Committee and offered a special thank you to the Committee, Chair Leslie Bilcox, and Staff including Brigid Ayotte, Chris Allison and Kyle Phillips. He noted that over 400 trees were sold at the event, with another 200 ordered afterwards, and 100 rain barrels were purchased by residents. Participating groups included Green Up, EVE Charging Company, Repair Company, For our Grandchildren, ORCA, etc.

Councillor Byrne spoke to the update from the Kawartha Conservation Authority Board noting the storm has caused damage and they are working on cleaning up the facility, noting to please call ahead to the ensure the office is opened.

Mayor Graham congratulated MP Jamie Schmale on winning the Haliburton-Kawartha Lakes-Brock riding again and is looking forward to continuing to work with him.

R-2025-143

Moved by: Byrne

Seconded by: Nachoff

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

**Carried**

**11. General Business**

There was no General Business.

**12. Correspondence for Information**

There was no Correspondence for Information.

**13. Correspondence for Action**

There was no 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**

R-2025-144

Moved by: Nachoff

Seconded by: Huntley

That By-law No. 2025-25 being a by-law to authorize the use of the alternative voting methods for the 2026 Municipal Election be read a first, second and third time and passed this 5<sup>th</sup> day of May signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**15. Unfinished Business**

There was no Unfinished Business.

**16. Notice of Motion**

There were no Notices 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**

R-2025-145

Moved by: Nachoff

Seconded by: Edgerton

That By-law No. 2025-26 being a by-law to confirm the proceedings of the meeting held May 5, 2025 be read a first, second and third time and passed this 5<sup>th</sup> day of May signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**18. Adjournment**

R-2025-146

Moved by: Huntley

Seconded by: Edgerton

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:25 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>	May 20, 2025
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	Planning 2025-22
<b>Subject:</b>	ICIP Grant - Old Millbrook School (OMS) Rehabilitation Project

### Recommendations:

1. That Council accepts the recommendation of the Municipal Revitalization and Heritage Advisory Committee (MRHAC); and
2. That Council authorizes the proposed rehabilitation projects for the Old Millbrook School (OMS) in accordance with the direction of the MRHAC and the approved budget of \$511,750.00.

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### Overview:

On November 4, 2019, Council directed Staff to apply for any grant opportunity with the Community Culture and Recreation Stream of the Investing in Canada Infrastructure Program (ICIP) to improve the condition of the Old Millbrook School (OMS) under the rehabilitation and renovation category (Motion R/04/11/19/13). The application was submitted, and the Township was successful in obtaining grant funding for \$375,266.28. With the Municipal contribution of \$136,483.72, the rehabilitation project has a total budget of \$511,750.00.

The proposed rehabilitation projects include upgrading accessibility, replacement of aging building components such as doors, windows, roofing, mechanicals and the restoration of flooring. Building Department and Parks and Facility Department Staff are receiving quotations for the identified works.

An energy audit of the OMS was completed in January of 2025 and lighting was identified as the main component to be updated to streamlined LED alternatives. Lighting upgrades are not part of the grant funding. Replacement of the lighting will depend on the budget.

The OMS is a designated heritage building (By-law No. 2024-27 (Attachment No. 1)). In accordance with the Ontario Heritage Act, an owner of a property designated under

Section 29 of the Act can alter the property or permit the alteration of the property if the alteration is likely to affect the property's heritage attributes, as set out in the description of the property's heritage attributes in the by-law unless the owner applies to Council and receives consent in writing to the alteration.

Council must consult with the Municipal Revitalization and Heritage Advisory Committee (MRHAC) prior to making a decision. Council may:

- consent to the projects;
- consent to the projects under certain terms and conditions; or
- refuse to permit the project.

Building Department and Parks and Facilities Staff attended a meeting of the MRHAC on April 30, 2025. Staff presented the following projects to the MRHAC:

- Sanding and sealing of existing hardwood floors;
- Replacement of exterior doors (in kind);
- Mechanical upgrades;
- Light fixture upgrades (as budget permits);
- Sanding and painting of exterior railing on accessibility ramp; and
- Replacement of roofing shingles (colour to be determined).

After the presentation of the project scopes, a review of photographs, the review of By-law No. 2024-27, and a thorough discussion, the MRHAC endorsed the planned rehabilitation for the OMS because the projects are consistent with the heritage attributes of the property. The MRHAC recommended that light fixtures be replaced with fixtures that are in keeping with the heritage attributes of the building.

If additional clarification on the planned rehabilitation projects is required, Building Department and Parks and Facilities Department Staff will consult with the MRHAC. Committee members will be working with Township Staff regarding a recommendation on roofing shingle colour.

### **Financial Impact:**

The rehabilitation project is proceeding under the approved capital budget of \$511,750.00.

### **Linkage to the Strategic Plan:**

The Application aligns with Strategic Priority #3 Environmental Sustainability, Objective 1 to promote the preservation and conservation of heritage buildings.

### **Attachment:**

Attachment No. 1: By-law No. 2024-27

Respectfully Submitted by,

Karen Ellis, B.A.A.  
Director of Planning

Reviewed by,

Yvette Hurley  
Chief Administrative Officer

**The Township of Cavan Monaghan**

**By-law No. 2024-27**

**Being a by-law to Repeal and Replace sections of Village of Millbrook By-law 85-17, Designating 1 Dufferin Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the *Ontario Heritage Act***

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

**And Whereas** a Notice of Intention to Repeal sections of Village of Millbrook By-law 85-17 designating 1 Dufferin Street, Township of Cavan Monaghan (formerly Village of Millbrook), described further in Schedule A, has been given in accordance with Section 31 of the *Ontario Heritage Act*;

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

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

**And Whereas** a Notice of Intention to Designate 1 Dufferin Street, Township of Cavan Monaghan has been given in accordance with Section 29 of the *Ontario Heritage Act*;

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

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

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

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


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

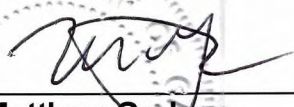


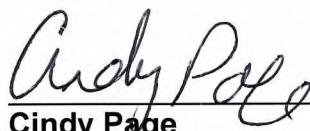
affecting its heritage attributes as outlined in Schedule A shall be made without written consent from the Township.

2. The Township is hereby authorized to have a copy of this By-law registered against the property described above in the Land Registry Office.
3. The Clerk is hereby authorized to serve a copy of this By-law to the owner of the property and to the Ontario Heritage Trust and to provide notice of the passing of this By-law in a newspaper having general circulation in the Municipality.
4. The following excerpts from By-law 85-17 are hereby repealed:
  - 1) "2. 1 Dufferin Street";
  - 2) "(2) '1 Dufferin Street' being more particularly described in Schedule 'A-2' attached hereto and forming part of the By-law. The reasons for the designation of this property are set out in Schedule 'B-2' attached hereto and forming part of this By-law.";
  - 3) Schedule A-2; and
  - 4) Schedule B-2.
5. All other relevant provision of By-law 85-17, as amended, shall apply unless previously amended.

Read a first, second, and third time and passed this 21<sup>st</sup> day of May, 2024.



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

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

## **Schedule A to By-law No. 2024-27**

### **Section 1: Description of Property**

1 Dufferin Street, Township of Cavan Monaghan

### **Section 2: Location of Property**

Located on the south side of Dufferin Street, west of Gravel Road.

### **Section 3: Legal Description**

Lots 1 to 5, South side of Dufferin Street, West side of Gravel Road, Being Part of Lot 13, Concession 4, Formerly in the Village of Millbrook, Now Township of Cavan Monaghan, Geographic Village of Millbrook, County of Peterborough.

### **Section 4: Reasons for Designation**

The property at 1 Dufferin Street is worthy of designation under Part IV, Section 29 of the *Ontario Heritage Act* for its cultural heritage value and meets Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation under the categories of design/physical value, historical/associative value, and contextual value within the Township of Cavan Monaghan. The property is a representative example of a 19<sup>th</sup> century architectural style, has direct association with an important institution significant to the community, and is important in supporting the character of the surrounding area.

### **Section 5: Statement of Cultural Heritage Value or Interest**

The building located at 1 Dufferin Street, Millbrook is the only remaining 19th century school building in Millbrook. The Millbrook Public School building is located atop a hill between natural conservation land and residential land. The building served as a schoolhouse and was originally built in 1889 on lands purchased by the Trustees of School Section 11 from Thomas Medd for a total of \$618.75. The grounds of the property are thought to have originally been an indigenous gathering site. The school officially opened in 1890 after a fire destroyed the previous largest school in the area in 1887.

The original building consisted of just four classrooms on the north side of the site. An architecturally compatible addition was constructed in 1922 on the south side of the site containing another four classrooms. The two symmetrical sections are joined with a central staircase between them. While most entrances to the building have been modified, some of the original details on the north and west façades remain intact. The original windows have been replaced with compatible modern assemblies reflective of the original heritage patterning.



The schoolhouse presents significant historical importance to the community, standing as a physical representation of Millbrook's growth throughout the late 19th and early 20th centuries. Today, the building continues to serve the community, housing the Millbrook branch of the Public Library, the Old Millbrook EarlyOn Child and Family Centre, Community Policing offices and the Millbrook and District Foodshare. The building is a well-preserved example of 19th century Ontario schoolhouse architecture and merits designation for its service to the Millbrook community for over 130 years.

## **Section 6: Heritage Attributes**

### **Exterior**

- Placement and orientation of the large building on the south side of Dufferin Street
- Unobstructed views around the building
- Scale, form, and massing of the 2-storey building with a rectangular plan and 2-storey entrance wing
- Original buff brick construction, split fieldstone foundation and cut stone window sills and lintels
- Split stone wing wall for the former east entrance staircase
- Brick trim detailing between storeys, decorative brick frieze and weather brick course
- Combination of rectangular with flat and semi-circle arches masonry openings
- Fenestration pattern and style reflective of original windows
- Masonry openings of 2 large arched windows in east and west stair wells
- Rectangular 4 over 3 wood transom on east elevation
- Arched window transom and wood doors on west elevation complete with decorative wood arch above
- Protruding brick dormer on north elevation of entrance wing including brick detailing below the windows, semi circle carved stone in gable, semi circle brick arches, brick keystone, and decorative metal including corner posts, capping, centre post and horizontal decorative rails
- Stair tower at 1920s connection on west elevation with arched openings with wood vents, decorative brick parapet with cap stone, brick detailing around the door masonry opening, brick pilasters and stone insets at upper corners
- 1920s east entrance brick detailing around the door masonry opening, stone insets at upper corners
- Brick chimneys

### **Interior**

- Wood trim surrounds of windows and doors
- Wood window sills and depth of window casements

- Metal grilles
- Wood floor
- Entrance wing wood staircase and associated decorative trim
- Wainscoting on walls and ceiling at main library entrance
- Exposed interior brick
- Interior wood windows (former exterior windows) and associated window hardware
- Wood doors
- Stucco walls with curved detailing
- Miscellaneous wood detailing including baseboards and trim
- East and west wood staircase and associated decorative trim
- Wood threshold and transoms in east and west side entrance/stair wells

# 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 change approved May 9
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	Staff are looking design options and working with Legion
Normal	Council	2024-12-16	Investigate use of land at 52 King Street East for parking	W. Hancock/B. Balfour	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	Landscaping has been completed, driveway approaches pending opening of asphalt plants
Normal	Council	2025-04-07	Update on outstanding works for new Fire Station	B. Balfour	Landscaping - In progress, purchasing almost completed Asphalt and grading - In progress purchasing almost completed, Bollards - In progress, Sidewalk Railing - Pending paving and landscaping, Furnace - In progress, ordered

# 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	Onboarding process has begun and content migration to start in Summer 2025	Content migration to start in Summer 2025
Development Charges Study, 5 year update	Finance	Audit completed and meetings for study starting in May 2025	Study and report to be completed in Fall 2025
Parks and Recreation Plan Phase Three - Remaining Downtown Park/CMCC Lands	Parks and Facilities/CAO	Terms of Reference for task force approved by Council	Pending approval of new Task Force members
Millbrook Valley Trails bridge replacement near Old Millbrook School	Parks and Facilities	Bridge has been ordered and permit from ORCA being acquired	Installation to be completed in May 2025
Old Millbrook School - 2020 ICIP Grant	Parks and Facilities	Proposed renovations brought to Municipal Revitalization and Heritage Advisory Committee.	Report on planned renovations being prepared for May 20 Council meeting
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 is being prepared
Replacement of 2003 Chevy C5500 Rescue Truck #R1-03	Protective Services	RFP is being prepared	RFP is being prepared

Project List	Department	Status Update	Timeline
Replacement of 1989 Chevy 1/2 Ton Grass Fire Unit U5-89	Protective Services	Purchase complete and commissioning of vehicle to be done in next 2 to 3 months	Vehicle to be commissioned in next 2 to 3 months
Back Up Generator for Fire Station No. 2	Protective Services	Unit has been ordered and awaiting permit from Hydro One before installing	Pending issue of permit
New Exhaust System for Fire Station No. 2	Protective Services	Work will commence once Hydro One permit issued	Pending issue of permit
Repeater and Communication Upgrades	Protective Services	Repeater units ordered and work will begin once delivered	Pending delivery in 6 to 8 weeks
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	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	Purchase of 2025 John Deere 320P Backhoe approved at April 22 Council meeting	Estimated delivery in Spring 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

**Operating duties are not included**

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

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## 2025 Association of Municipalities of Ontario (AMO) Live Form

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From Delegations (MMAH) <Delegations@ontario.ca>

Date Thu 5/1/2025 11:11 AM

Hello

We'd like to inform you that the Municipal Delegation Request Form for the 2025 Association of Municipalities of Ontario (AMO) Annual Conference is now available: [Single Delegation Submission Form](#)

The request form will also be posted on AMO's website. You can select either French or English using the global icon in the top right corner of the form. The deadline for submitting requests is **Friday May 30th, at 5:00 PM EST.**

Thank you!

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Bonjour

Nous souhaitons vous informer que le formulaire de demande de délégation municipale pour le congrès annuel 2025 de l'Association of Municipalités of Ontario (AMO) est maintenant disponible: [Single Delegation Submission Form](#)

Le formulaire de demande sera aussi affiché sur le site Web de l'AMO. Vous pouvez sélectionner le français ou l'anglais au moyen de l'icône de globe située dans la partie supérieure droite du formulaire. La demande doit être envoyée au plus tard, **le Vendredi 30 mai, à 17 h 00 (HNE).**

Merci



## **The Township of Cavan Monaghan**

### **By-law No. 2025-27**

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

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

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

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

1. Map D-2 of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by rezoning a portion of the lands on Lot 7, Concession 7 (Cavan), known municipally as 1253 Tapley Quarter Line, being property assessment roll number 1509-010-030-131-11, from the Rural Residential (RR) Zone to the Rural Residential Exception Twenty-Nine (RR-29) Zone as shown on Schedule “1” attached hereto and forming part of the By-law.
2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 3.4.74 that shall read as follows:

**“3.4.74 RR-29 Map D-2 on Schedule A (2025-27 1253 Tapley 1/4 Line)**

- a) A single accessory apartment shall be permitted within the existing detached accessory building.
- b) Minimum southern side yard for the accessory apartment 7 metres.
- c) Minimum front yard for the accessory apartment 15 metres.”

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

If no notice of objection is filed with the Clerk within the time provided, this By-law shall become effective on the date of passing. If a notice of objection is filed with the Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a first, second and third time and passed this 20<sup>th</sup> day of May 2025.

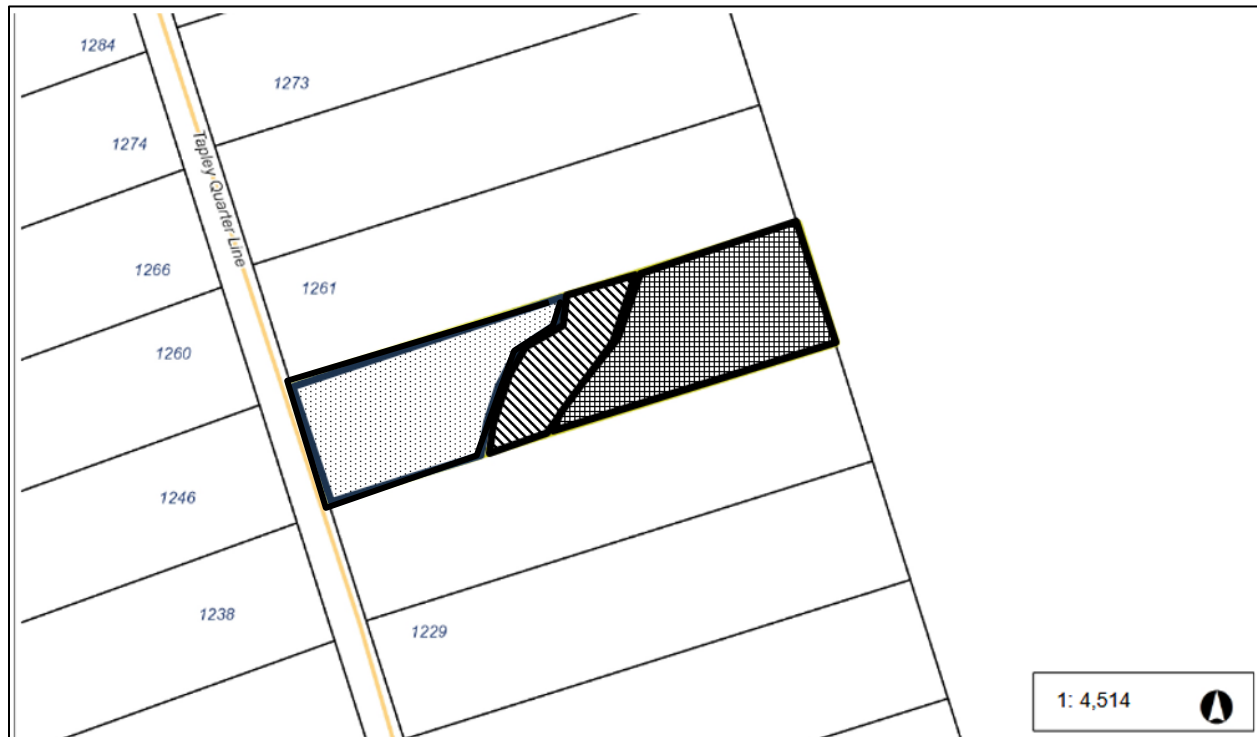
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Matthew Graham  
Mayor

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Cindy Page  
Clerk

## Schedule "1" to By-law No. 2025-27



**Area Affected by this By-law**  
1253 Tapley Quarter Line  
Part Lot 7, Concession 7 (Cavan)  
Township of Cavan Monaghan

**Certificate of Authentication**  
This is Schedule "1" to By-law  
No. 2025-27 passed this 20<sup>th</sup>  
day of May, 2025.



Rezone from the 'Rural Residential (RR) Zone' to the  
'Rural Residential Exception Twenty-Nine (RR-29) Zone'.



'Natural Linkage (NL) Zone' to remain.



'Natural Core (NC) Zone' to remain.

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Matthew Graham  
Mayor

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Cindy Page  
Clerk

## **The Township of Cavan Monaghan**

### **By-law No. 2025-28**

**Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 20th 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 20th 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 20th day of May 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**