



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

Monday, June 23, 2025

10:30 a.m.

Council Chambers

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. A link to the livestreaming is available at [www.cavanmonaghan.net](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 20, 2025**

**5.3 Report - Parks & Facilities 2025-02 Downtown Park and Remaining CMCC Lands Task Force Appointments (CA)**

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

**5.4 Report - CAO 2025-08 3 and 5 Center Street (YH)**

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

**6. Report from Closed Session**

<b>7.</b>	<b>Presentations</b>	
7.1	Shawn Morey, Executive Director Peterborough Humane Society - Services Overview for the Township of Cavan Monaghan	5 - 14
<b>8.</b>	<b>Delegations</b>	
8.1	Keri-Ann Templeton, Land Manager and Stephanie Landers, Origination Manager of Boralex Re: Renewable Energy Development	15 - 15
8.2	Rob Coulbeck and Yogesh Kumar, Nexus Energy Re: Discussion on proposed Battery Energy Storage Systems (BESS) project in Cavan Monaghan	16 - 31
<b>9.</b>	<b>Minutes</b>	
9.1	Minutes of the Regular Meeting held June 2, 2025	32 - 36
<b>10.</b>	<b>Reports</b>	
10.1	Report - Finance 2025-05 Actual to Budget January to March 2025 (K.Pope)	37 - 60
10.2	Report - Finance 2025-06 Tax levy, special services levy and BIA by-laws (KP)	61 - 72
10.3	Report - Finance 2025-07 2026 Capital and Operating Budget Timetable and 2026 Council Meeting Schedule (KP/CP)	73 - 78
10.4	Report - Public Works 2025-10 Tender T-PW-25-03 Frederick Street Reconstruction (WH/DH)	79 - 80
10.5	Report - Public Works 2025-11 Tender T-PW-25-04 Hot Mix Asphalt (WH/DH)	81 - 85
10.6	Report - CAO Report and Capital Status (YH)	86 - 88
10.7	Council/Committee Verbal Reports	
<b>11.</b>	<b>General Business</b>	
<b>12.</b>	<b>Correspondence for Information</b>	
<b>13.</b>	<b>Correspondence for Action</b>	
13.1	Peterborough County Plowmen's Association - Letter of Request	89 - 89

<b>14.</b>	<b>By-laws</b>	
14.1	By-law No. 2025-29 being a by-law to authorize the execution of a Collective Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees and its Local 1306-8 (Parks)	90 - 114
14.2	By-law No. 2025-30 being a by-law to authorize the execution of a Collective Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees and its Local 1306-02 (Public Works)	115 - 142
14.3	By-law No. 2025-34 being a by-law to provide for the adoption of the levy and to provide for the adoption of tax rates and to further provide for penalty and interest in default of payment thereof for 2025	143 - 146
14.4	By-law No. 2025-35 being a by-law to provide for the adoption of special services levy	147 - 149
14.5	By-law No. 2025-36 being a by-law to provide for the levy and collection of special charges for the year 2025 in respect of the Business Improvement Area	150 - 152
<b>15.</b>	<b>Unfinished Business</b>	
<b>16.</b>	<b>Notice of Motion</b>	
<b>17.</b>	<b>Confirming By-law</b>	
17.1	By-law No. 2025-37 being a by-law to confirm the proceedings of the meeting held June 23, 2025	153 - 153
<b>18.</b>	<b>Adjournment</b>	
<b>19.</b>	<b>Upcoming Events/Meetings</b>	
19.1	Millbrook Valley Trails Advisory Meeting Monday, June 23, 2025 at 4:00 p.m.	
19.2	Sustainability Advisory Committee Meeting Thursday, June 26, 2025 at 1:00 p.m.	
19.3	Celebrate Canada Day, Tuesday, July 1, 2025 from 11:00 a.m. - 2:00 p.m., CMCC 986 County Road 10, Millbrook	
19.4	Cavan Monaghan Derby Saturday, July 26, 2025 4:00 p.m. to 10:00 p.m., 1382 County Road 28, Fraserville	

19.5 Regular Council Meeting Monday, August 11, 2025 at 1:00 p.m.





# Peterborough Humane Society

## Services Overview for the Township of Cavan Monaghan

# Who We Are

- Established in **1941** as a volunteer animal rescue organization
- Serving the community for **over 80 years**
- Evolved into a **full-service organization** providing animal care, shelter, education, and community support

# Our Mission

To be the voice for animals through community outreach, humane education, and adoption; **to keep animals and humans together through enhanced care and support;** and to reduce pet overpopulation through accessible services.



# Our Vision

Peterborough Humane Society envisions a world where **compassion for animals** and their well-being is ingrained in the fabric of society.

# Our Values | We C-A-R-E

## Community

- Foster connection & inclusivity
- Collaborate with local stakeholders
- Empower residents to support animal well-being

## Animal Well-being

- Promote highest standards of care
- Provide safe, nurturing environments
- Encourage responsible pet ownership

## Respect

- Honour all individuals with empathy
- Value diversity and open dialogue
- Build trust within our organization & community

## Excellence in Care and Service

- Deliver high-quality animal care
- Continually learn and improve
- Offer compassionate, tailored services

# Our Services for the Township

- Animal Intake & Support
- Adoptions
- SNooPy Program
- Spay/Neuter Services
- Affordable Wellness Clinics
- Care & Compassion Program
- Humane Education & Outreach
- Emergency Animal Support Services

# 2024 Stats | Township Impact

- 58 stray animals brought in (12 dogs, 47 cats)
- 8 surrenders for rehoming
- 312 residents accessed spay/neuter services
- 75 animal owners used our wellness clinic for:
  - Rabies
  - Flea & Tick
  - Heartworm
  - Parvo
  - Giardia
  - Other vaccines and diagnostics

# Where Your Investment Goes

- Staffing & animal care
- Facility operations and utilities
- Veterinary services
- Community outreach & education
- Infrastructure improvements



# Building a Stronger Future Together

PHS is proud to continue to serve the residents of Cavan Monaghan, building a compassionate, safer community for animals and their people

Thank you for your continued investment in PHS to provide a safe, caring and supportive place for animals in your community.



# Delegation Request

Please complete the following form. You may submit to the Township of Cavan Monaghan by either:

\* Printing and **faxing a copy to 705-932-3458**

\* Saving this file to your computer and **emailing it to [cpage@cavanmonaghan.net](mailto:cpage@cavanmonaghan.net)**

Once your delegation request is received, the Clerk's Department will contact you to confirm receipt.

Date	<input type="text" value="June 4, 2025"/>	Meeting date	<input type="text" value="June 23, 2025"/>
Subject	<input type="text" value="Renewable Energy Development"/>		
Name	<input type="text" value="Boralex"/>		
Address	<input type="text" value="174 Mill Street, Suite 201"/>		
Town / City	<input type="text" value="Milton"/>		
Province	<input type="text" value="Ontario"/>	Postal Code	<input type="text" value="L9T 1S2"/>
Phone (daytime)	<input type="text" value="905-867-3537"/>	Phone (evening)	<input type="text" value="905-867-3537"/>
Fax number	<input type="text" value="N/A"/>	Email address	<input type="text" value="keri-ann.templeton@boralex.com"/>

Do you require any Accessibility Accommodation? ☐ Yes ☒ No

<b>Name of group or person(s) being represented, if applicable:</b>
<input type="text" value="Origination Manager: Stephanie Landers&lt;br/&gt;Land Manager: Keri-Ann Templeton"/>
<b>Brief statement of issue or purpose of deputation:</b>
<input type="text" value="Introduction of Boralex and presentation to council on municipal renewable energy economic opportunities, including Battery Storage and Solar technologies."/>

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Township Clerk, Township of Cavan Monaghan 988 County Road 10, Millbrook, ON L0A 1G0 [www.cavanmonaghan.net](http://www.cavanmonaghan.net) 705-932-9326

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\* Saving this file to your computer and **emailing it to [cpage@cavanmonaghan.net](mailto:cpage@cavanmonaghan.net)**

**Once your delegation request is received, the Clerk's Department will contact you to confirm receipt.**

Date	<input type="text" value="9 June 2025"/>	Meeting date	<input type="text" value="23 June 2025"/>
Subject	<input type="text" value="Discussion on proposed BESS project in Township of Cavan Mohaghan"/>		
Name	<input type="text" value="Nexus Energy"/>		
Address	<input type="text" value="4789 Yonge Street, Suite 916"/>		
Town / City	<input type="text" value="Toronto"/>		
Province	<input type="text" value="Ontario"/>	Postal Code	<input type="text" value="L1V 2W2"/>
Phone (daytime)	<input type="text" value="6475730706"/>	Phone (evening)	<input type="text" value="6475730706"/>
Fax number	<input type="text"/>	Email address	<input type="text" value="yogesh.kumar@nexusenergy.com"/>

Do you require any Accessibility Accommodation? ☐ Yes ☒ No

**Name of group or person(s) being represented, if applicable:**

Rob Coulbeck, Yogesh Kumar

**Brief statement of issue or purpose of deputation:**

Introducing the members to th proposed plan to develop, construct, and operate a BESS project in Township of Cavan Mohanghan. The proposed plan is to develop a 5 to 10MW (40 to 80MWhr) BESS project. The project footprint will be less than 1 acre. The project will interconnect with the local distribution line.

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Township Clerk, Township of Cavan Monaghan 988 County Road 10, Millbrook, ON L0A 1G0 [www.cavanmonaghan.net](http://www.cavanmonaghan.net) 705-932-9326



# Battery Energy Storage Systems (BESS)

Fulfilling Energy needs for the future.

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PRESENTATION BY  
Nexus Energy



ABOUT US

# Philosophy and History



Nexus Energy is Canadian Company providing diversified energy solutions business.

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Our mission: to shield customers from the adverse effects of energy market volatility.

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Headquartered in Toronto, Canada. Nexus Energy has demonstrated expertise and success in renewable energy through its subsidiary projects, which span planning, development, acquisition and RDP participation.

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Managed 108MW across various renewable technologies.

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Delivered 193MWh of Energy Storage Capacity.

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# Highlights

**17+**

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Number of facilities  
developed

**\$500M+**

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Total CAPAX of projects  
developed

**1 MW – 20 MW**

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Size of projects

**110 MW**

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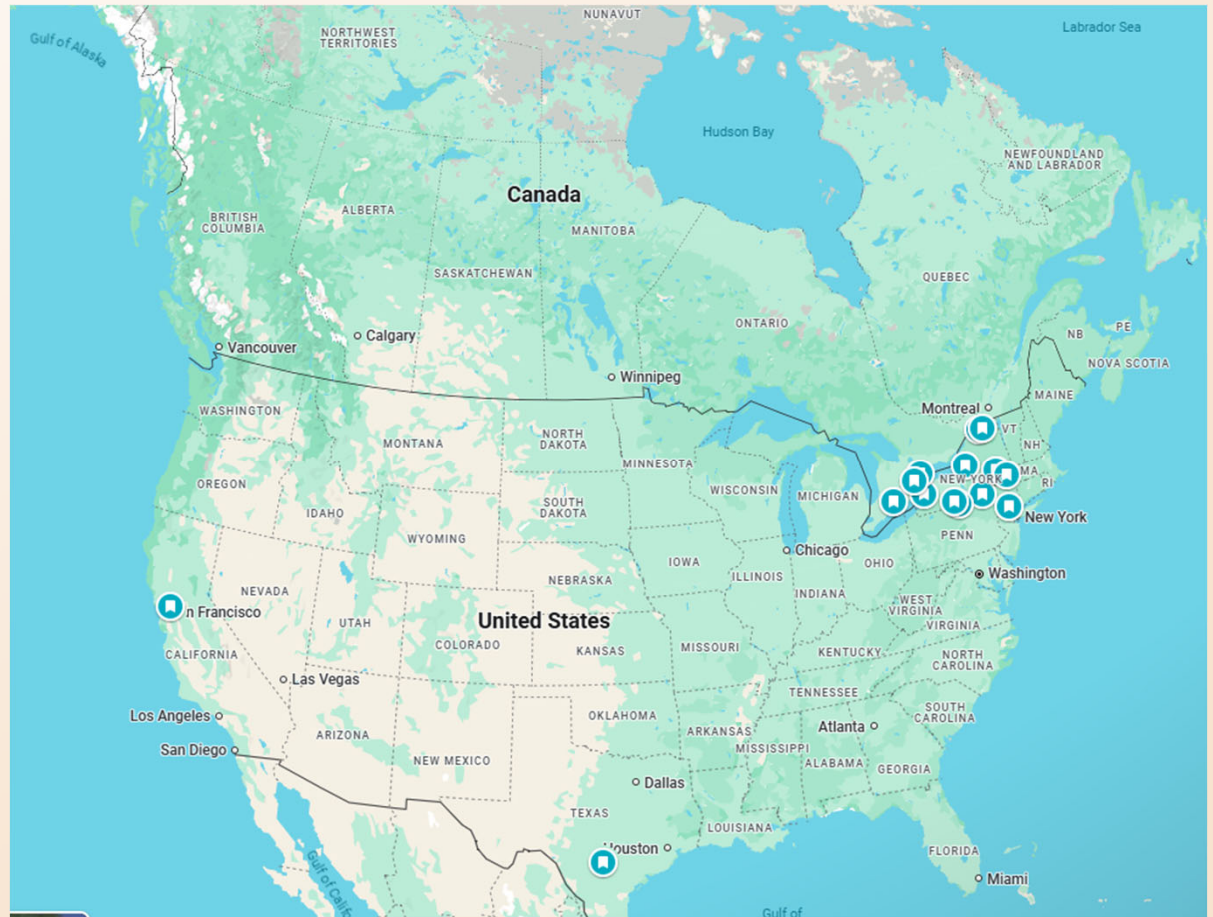
Total MW Developed



WHAT WE DO

# Projects Location

- Ontario, Canada
- New York, US
- California, US
- Texas, US





## ENERGY REQUIREMENT

# Need for the project

Independent Electricity System Operator (IESO) forecasts demand in electricity supply and ensure Ontario rate payers have an affordable and reliable supply.

Demand for electricity is increasing due to population growth, economic growth, electrification of certain industries and vehicles.

Supply of electricity will be reduced in near term due to refurbishment of nuclear Generation plants.

IESO initiated Long term 2 Request for Proposals (LTR2 RFP) to secure new electricity and storage resources to meet the growing demand.

LTR 2 targets procurement of 600MW of year-round capacity service from new built resources larger than 1MW delivering electricity for at least 8 consecutive hours.

## ENERGY REQUIREMENT

### 1600MW

IESO is seeking to acquire total of 1600MW of new capacity by 2029 to help meet anticipated capacity shortfall.

## LONG TERM 2 REQUEST FOR PROPOSALS (LTR2 RFP)

### 600MW

IESO targeting 600MW of year-round capacity from newbuilt in LTR2 RFP.

## PROJECT SIZE

### Minimum 1 MW with 8hr continuous dispatch

IESO require new built resource larger than 1 MW delivering for at least 8hrs consecutively.

## OUR SOLUTION

# Battery Energy Storage System

BESS facility help balance electricity demand by charging when demand is low and dispatch electricity when demand is high.

BESS facilities are becoming vital to the effort of moving to lower-carbon source of power. Global installation is expected to reach 80,000MW by 2030.

BESS enables electricity to be stored during times of excess supply and released when the electric grid needs it more.

Federal government and all provincial governments are working to enable power storage development to help transition to net-zero.

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**Use lithium-ion batteries.**

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**Support grid stability.**

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**Reduces the cost for rate payers by reducing the reliance on natural gas and discharging energy when it is most needed and increasing emphasis on the reduction of carbon emissions and sustainability**

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**Provides an alternative to building new transmission lines**

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**Reduce Greenhouse gas emission**

HOW IT WORKS

# BESS



## Charging

Energy is generated from sources including Wind, Solar, Natural Gas, hydro and nuclear. Batteries charge from the grid when the energy is surplus.

## Storage

The energy is stored, and the battery management system continuously monitors and controls the flow of energy and optimizes how batteries are charged and discharged.

## Discharge

When there is a need for more energy on the grid, energy is discharged from the BESS and converted from DC to AC to feed back into the grid.

# BESS Lifecycle

## 1. Land Acquisition

The project will require 0.5 to 1 acres of land. Due to the smaller size, the project will not have any impact on the permissible activities as per the Zoning By Law.

## 2. Municipal Support Letter

IESO requires Project to procure Municipal Support letter from the Municipality. The project will follow all the guidelines provided by the Municipality Planner/Board and will satisfy all requirements to successfully receive their support letter.

Pre-Agricultural Assessment will be conducted and submitted to the Municipalities for their review if sited on Ag Land as per IESO guidelines.

## 3. Interconnection

The project plan to connect to the Distribution line coming out of the Distribution Substation.

## 4. RFP Submission

The project will be submitted to the IESO LRT2 RFP. Project will progress on winning the RFP.

## 5. Municipal and Environmental Permitting

The project will apply to the Municipality for approval. It will follow all necessary steps provided by the Planner and Municipality to complete municipal permitting.

Project will follow all Environmental Permitting process including Ministry of the Environment, Conservation and Parks and other Provincial, Federal agencies .

## 6. Construction and Operation

The project will engage a leading EPC to construct the project. Operations can be in-house or a leading O&M entity to oversee long term care for the project.

# Major BESS Components

## Battery Rack

Battery Rack consists of multiple battery packs and 1 high-voltage box. High Voltage box is placed at the bottom of the battery frame. High Voltage box contains Battery management Unit and electrical components for the management and protection of the entire battery rack.

## Battery Pack

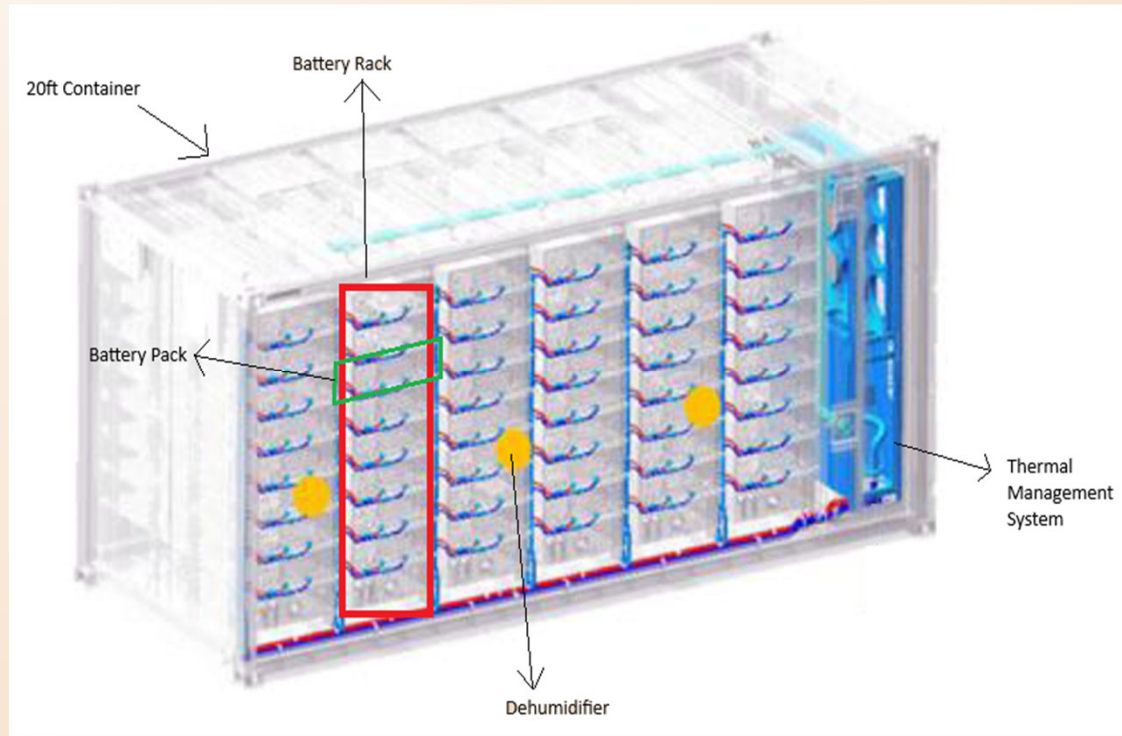
Battery pack consists of columns of Battery cells.

## Thermal Management System

The Thermal management System consists of liquid cooling plate, a chiller, pipeline and dehumidifier.

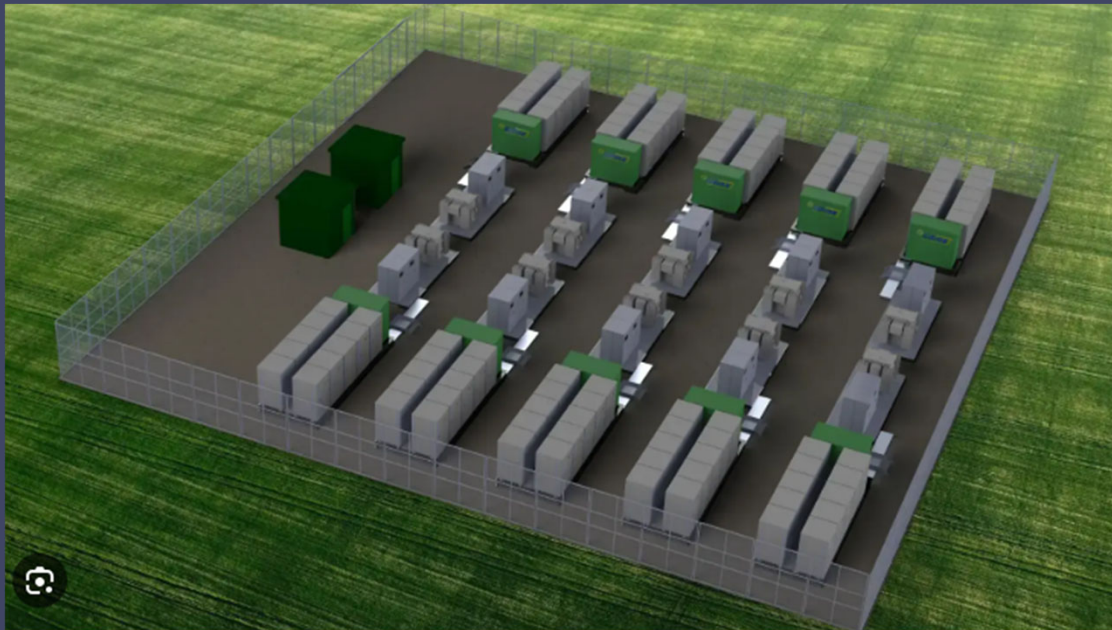
## Fire Suppression System

Fire suppression system consists of various detectors (gas, smoke, temperature, sound and light), aerosols and water pipes and sprinkler system.



BESS

# About the Project



## Project Info:

Project size b/w 5MW to 10MW (40MWhr to 80MWhr)

Project will require 0.5 to 1 acres of footprint.

Project plans to interconnect to the local distribution line.

COD to meet IESO deadline of 2030.

## Project Components

Battery energy storage systems consist of 30 to 40 modular, outdoor-rated enclosures roughly the size of a shipping container that hold thousands of batteries.

In addition to the BESS Containers, major equipment the project will use are Medium Voltage transformer, Inverters.

## Safety

Battery energy storage systems are considered to be very safe with very low risk of fire and explosion. BESS are manufactured with various hardware and software safety features that are designed and tested to help prevent system errors and contain fires from escalating in the unlikely event one does occur.

## ENERGY REQUIREMENT

# Need for the project

Independent Electricity System Operator (IESO) forecasts demand in electricity supply and ensure Ontario rate payers have an affordable and reliable supply.

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Demand for electricity is increasing due to population growth, economic growth, electrification of certain industries and vehicles.

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Supply of electricity will be reduced in near term due to refurbishment of nuclear Generation plants.

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IESO initiated Long term 2 Request for Proposals (LTR2 RFP) to secure new electricity and storage resources to meet the growing demand.

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LTR 2 targets procurement of 600MW of year-round capacity service from new built resources larger than 1MW delivering electricity for at least 8 consecutive hours.



OUR SOLUTION

# Community Engagement Plan

The project is committed to an open, inclusive, and transparent public engagement process.

Nexus Energy will implement a community engagement plan by consulting with the local municipality and residents. Community Plan will involve consultations with Municipalities, neighbors or any stakeholder defined by IESO.

**Project Website hosting Project details, status of development activities, regular updated FAQ section.**

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**Notice of Public Community Meeting posted on Project website and mailed to mandatory stakeholders as defined by IESO.**

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**In-person Public Community Meeting**

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**Public Community Meeting minutes posted on the project Website.**

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**Project Contact info on Project website for feedback and provide responses.**

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## OUR SOLUTION

# Fire Protection System

The project will fulfill all requirements of BESS Fire Protection Risks & Response Assessment Standard prepared by Hydro One.

Fire protection system design will be in according to NFPA 855 Standard for the Installation of Stationary Energy Storage System, which serves as a guideline for Canadian fire departments.

Water is the most used fire suppression medium. Firefighters water supplies are essential for the BESS installation life cycle. The project plans to install Water storage tank with capacity as per Hydro One Standard. An DN65 interface will be installed externally for the firefighters.

Thermal runaway occurs when cells enter an uncontrollable, self-heating state resulting in high temperatures, gas (i.e. CO<sub>2</sub>, CO, H<sub>2</sub> and hydrocarbons) and/or electrolyte venting, smoke, fire or a combination of reactions. The BESS system employees Aerosol to extinguish thermal runaway mitigating risks associated with thermal runaway.

The project will develop an Emergency Response Plan and will engage with the Fire department for emergency planning and training as per NFPA 855

## Heat detector - 2

Detection of temperature in the Battery Compartment.

## Smoke detector - 3

Detection of smoke particles, 2 in Battery Compartment, and one in Electrical Compartment.

## Combustible gas detector - 2

Detection of hydrogen in the battery compartment.

## Aerosol - 6

When activated, the aerosol will be released rapidly to extinguish thermal runaway.

## Fire Control Panel - 1

Receive detector signal and control fire extinguishing system and smoke exhaust ventilation system in the electrical compartment.

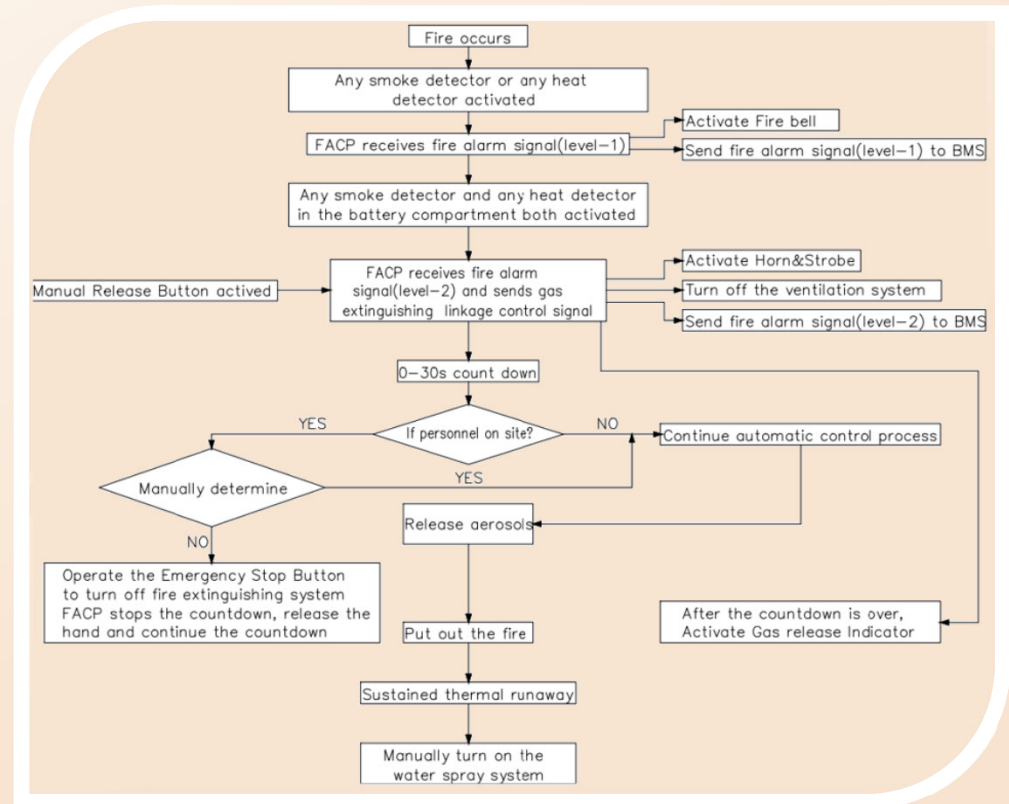
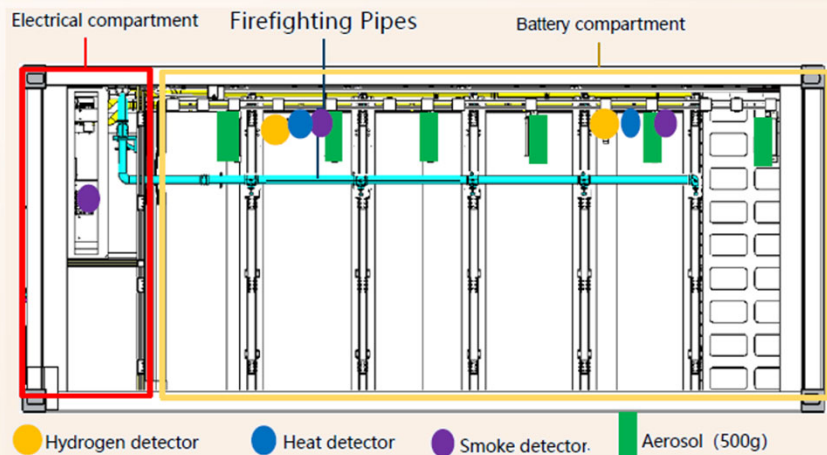
## Firefighter Pipe - 1

The DN65 interface is installed externally

## Combined aural and visual alarm - 1

Sound and light are generated when an alarm is generated.

# Automatic Fire Suppression System



# Question & Answers

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

**Monday June 2, 2025  
1:00 p.m.  
Council Chambers**

**Those members in attendance were:**

Council	Matthew Graham Ryan Huntley Nelson Edgerton Gerry Byrne Lance Nachoff	Mayor Deputy Mayor Councillor Councillor Councillor
Staff	Yvette Hurley Cindy Page Mark Froment Bill Balfour Karen Ellis Chris Allison	CAO Clerk Deputy Clerk Fire Chief Director of Planning Parks and Facilities Manager

**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-2025-162

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**

There was no Closed Session.

**6. Minutes**

**6.1 Minutes of the Regular Meeting held May 20, 2025**

R-2025-163

Moved by: Huntley

Seconded by: Byrne

That the minutes of the Regular Council Meeting held May 20, 2025 be approved as presented.

**Carried**

**7. Minutes of Committees and Boards**

**7.1 Cavan Monaghan Public Library Board Meeting Minutes of April 15, 2025**

R-2025-164

Moved by: Huntley

Seconded by: Nachoff

That the Cavan Monaghan Public Library Board Meeting minutes of April 15, 2025 be received for information.

**Carried**

**7.2 Millbrook Valley Trails Advisory Committee Meeting Minutes of April 28, 2025**

R-2025-165

Moved by: Byrne

Seconded by: Huntley

That the Millbrook Valley Trails Advisory Committee Meeting minutes of April 28, 2025 be approved as presented.

**Carried**

**8. Reports**

**8.1 Report - PEB 2025-24 Intention to Repeal and Replace sections of Village of Millbrook By-law Number 85-26 Designating Properties under Part IV of the Ontario Heritage Act**

R-2025-166

Moved by: Byrne

Seconded by: Edgerton

That Council approve By-law No. 2025-31 and By-law No. 2025-32 being By-laws to Repeal and Replace sections of Village of Millbrook By-law Number 85-26, Designating 7 Prince Street and 8 Dufferin Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act.

**Carried**

**8.2 Report - Park 2025-01 Ice Logo Installation**

R-2025-167

Moved by: Nachoff

Seconded by: Huntley

That Council approve an amendment to the User Fees and Charges By-law No. 2024-68 Recreational Services Advertising, to include Ice Surface Logo Installation, \$600 per ice season plus production costs.

**Carried**

**8.3 Report - Fire 2025-03 Fire Station Naming Request**

R-2025-168

Moved by: Huntley

Seconded by: Nachoff

That Council's contributions be recognized to the Fire Station Project by approving the installation of a commemorative plaque at Fire Station No. 1; and

That Council approve an upset limit of \$2,500.00 for the purchase of a commemorative plaque with funds from CAO Contracted Services operating budget.

**Carried**

**8.4 Report - Fire 2025-04 Fire Department Line of Duty Death Policy**

R-2025-169

Moved by: Graham

Seconded by: Edgerton

As amended, that Council support the Fire Department Policy regarding Line of Duty Deaths, in alignment with Ontario's Presumptive Legislation under the Workplace Safety and Insurance Act; and

That Council approves an upset limit of \$6,000.00 from the Emergency Equipment Reserve for the installation of the Memorial Monument at Fire Station No. 1.

**Carried**

**8.5 Council/Committee Verbal Reports**

Councillor Byrne thanked the Decoration Committee for their hard work decorating Downtown Millbrook.

Mayor Graham thanked staff including Brigid Ayotte and Chris Allison for the successful Resilient Retailer Session and thanked Councillor Nachoff's partner Bernadette for her contributions as well.

R-2025-170

Moved by: Byrne

Seconded by: Nachoff

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

**Carried**

**9. General Business**

There was no General Business.

**10. Correspondence for Information**

There was no Correspondence for Information.

**11. Correspondence for Action**

There was no Correspondence for Action.

**12. By-laws**

**12.1 By-law No. 2025-29 being a by-law to authorize the execution of a Collective Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees and its Local 1306-8 (Parks)**

Deferred - Collective Agreement not available at time of post

**12.2 By-law No. 2025-30 being a by-law to authorize the execution of a Collective Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees and its Local 1306-2 (Public Works)**

Deferred - Collective Agreement not available at time of post

**12.3 By-law No. 2025-31 – 7 Prince Street**

**12.4 By-law No. 2025-32 – 8 Dufferin Street**

R-2025-171

Moved by: Byrne

Seconded by: Edgerton

That By-law No. 2025-31 being a by-law to Repeal and Replace sections of Village of Millbrook By-Law Number 85-26, Designating 7 Prince Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act and By-law No. 2025-32 being a by-law to Repeal and Replace sections of Village of Millbrook By-Law Number 85-26, Designating 8 Dufferin Street in the Township of Cavan Monaghan (formerly Village of Millbrook) as being of Cultural Heritage Value or Interest under Part IV of the Ontario Heritage Act be read a first, second and third time and passed this 2<sup>nd</sup> day of June signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**13. Unfinished Business**

There was no Unfinished Business.

**14. Notice of Motion**

There were no Notices of Motion.

**15. Confirming By-law**

**15.1 By-law No. 2025-33 being a by-law to confirm the proceedings of the meeting held June 2, 2025**

R-2025-172

Moved by: Byrne

Seconded by: Nachoff

That By-law No. 2025-33 being a by-law to confirm the proceedings of the meeting held June 2, 2025 be read a first, second and third time and passed this 2<sup>nd</sup> day of June signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**16. Adjournment**

R-2025-173

Moved by: Edgerton

Seconded by: Huntley

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 1:26 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>	June 23, 2025
<b>From:</b>	Kimberley Pope, Finance Department
<b>Report Number:</b>	Finance 2025-05
<b>Subject:</b>	Actual to Budget, January to March 2025

### Recommendation:

That Council receives the Actual to Budget Report, for the period of January 1 to March 31, 2025.

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### Overview:

The purpose of this report is to provide Council with an Actual to Budget Report in accordance with the authorization for procurement and payment as outlined in the Purchasing Policy By-law No. 2024-54, and the adoption of estimates in the 2025 Operating Budget, approved by Council on January 27, 2025 (Finance Report 2025-02).

The Purchasing Policy ensures fair, transparent procurement in the Township of Cavan Monaghan, protecting Council, vendors, and staff through clear roles and procedures. This by-law ensures:

- An open and honest procurement process
- Transparency in decision-making
- Integrity and accountability for all stakeholders involved

Council is responsible for setting procurement policy, approving expenditures through the annual budget, and ensuring transparency and accountability in financial decisions. Department Heads oversee procurement within approved budgets, ensuring policy compliance, proper documentation, and effective vendor management.

All procurements of \$100,000 or more must follow a formal approval process to ensure oversight and alignment:

- Treasurer: Confirms financial compliance
- CAO: Ensures strategic alignment
- Council: Provides final approval and transparency

This report is submitted in compliance with the Township's purchasing policy and budgetary procedures. It ensures that Council is informed of the financial status and procurement activities, maintaining transparency and accountability in municipal operations.

## Financial Summary:

Overall departmental expenditures remain within the approved 2025 budget. The Year-to-Date (YTD) Actuals are summarized in the Operating Budget chart below, with detailed Q1 Actual to Budget Reports attached by department.

It's important to note that revenues and expenses are not evenly distributed throughout the fiscal year. Some costs—such as corporate insurance, memberships, and library levies—are paid annually in advance. Conversely, certain revenues (e.g., park rentals, user fees, permits) are recognized later in the year, which may affect the timing of financial reporting.

	2025 Budget				2024 Budget
	Q1 Actual	Budget	Remaining Funds		Q1 Comparison
<b>Operating Budget</b>					
<i>Building (funded through Building Reserve)</i>	\$85,902	\$590,940	\$505,038	85.5%	78.7%
By-law Enforcement	\$0	\$0	\$0	0.0%	0.0%
CAO	\$69,623	\$256,480	\$186,857	72.9%	103.7%
Clerks Department	\$308,623	\$589,863	\$281,240	47.7%	45.4%
Finance & Information Technology	\$131,204	\$643,632	\$512,428	79.6%	79.3%
Parks & Facilities	\$171,574	\$1,197,135	\$1,025,561	85.7%	87.1%
Planning & ECD	\$54,149	\$456,000	\$401,851	88.1%	77.2%
Protective Services	\$287,624	\$1,149,305	\$861,681	75.0%	82.0%
Public Works	\$617,151	\$2,402,380	\$1,785,229	74.3%	80.1%
<b>Consolidated Department Net Changes</b>	<b>\$1,725,850</b>	<b>\$7,285,735</b>	<b>\$5,559,884</b>	<b>76.3%</b>	<b>79.6%</b>
Library Board Operating Levy & Allocated Exp's	\$333,486	\$353,749	\$20,263	5.7%	1.2%
Library Board Capital Levy	\$28,000	\$28,000	\$0	0.0%	0.0%
Ganaraska, Kawartha & Otonabee Conservation	\$30,726	\$125,087	\$94,361	75.4%	75.4%
Committees of Council	\$3,764	\$19,250	\$15,486	80.4%	98.9%
Council	\$50,971	\$215,515	\$164,544	76.3%	73.4%
Police Contract & Services	\$413,611	\$1,557,516	\$1,143,905	73.4%	74.0%
<b>Consolidated Other Services/Levy Changes</b>	<b>\$860,558</b>	<b>\$2,299,117</b>	<b>\$1,438,559</b>	<b>62.6%</b>	<b>62.9%</b>
<b>Total Department &amp; Other Services/Levy</b>	<b>\$2,586,408</b>	<b>\$9,584,852</b>	<b>\$6,998,444</b>	<b>73.0%</b>	<b>75.5%</b>
<i>Water &amp; Wastewater (funded through User Fees)</i>	<i>\$309,128</i>	<i>\$1,653,056</i>	<i>\$1,343,928</i>	<i>81.3%</i>	<i>78.6%</i>
<b>Consolidated Other Services/Levy Changes</b>	<b>\$2,895,536</b>	<b>\$11,237,907</b>	<b>\$8,342,372</b>	<b>74.2%</b>	<b>76.0%</b>

## Financial Impact:

None.

## Attachment:

Merged Q1 Actual to Budget Summary Reports, by Department

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>BIA</b>				
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY BIA</b>					
BIA Administration	407.06	(17,592.94)	(10,200.00)	7,392.94	(72.5%)
Car Show (BIA)	0.00	0.00	200.00	200.00	100.0%
Christmas in the Village (BIA)	0.00	0.00	3,600.00	3,600.00	100.0%
Ladies Night (BIA)	0.00	0.00	500.00	500.00	100.0%
Fall Festival (Outdoor Arts)	<u>0.00</u>	<u>0.00</u>	<u>5,900.00</u>	<u>5,900.00</u>	<u>100.0%</u>
<b>Total Revenue:</b>	<b>0.00</b>	<b>(18,000.00)</b>	<b>(34,540.00)</b>	<b>(16,540.00)</b>	<b>47.9%</b>
<b>Total Expenses:</b>	<u><b>407.06</b></u>	<u><b>407.06</b></u>	<u><b>34,540.00</b></u>	<u><b>34,132.94</b></u>	<u><b>98.8%</b></u>
<b>Report Net</b>	<u><u><b>407.06</b></u></u>	<u><u><b>(17,592.94)</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>17,592.94</b></u></u>	<u><u><b>-</b></u></u>

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Building and Bylaw</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY BUILDING</b>					
Building Services Administration	43,996.89	80,083.37	(8,300.00)	(88,383.37)	1064.9%
Ford Ranger (B1-11)	0.00	0.00	4,150.00	4,150.00	100.0%
Chevy Colorado Truck (B2-20)	165.58	874.21	4,150.00	3,275.79	78.9%
ON Building Code Act, Enforcement	<u>2,838.82</u>	<u>4,945.04</u>	<u>0.00</u>	<u>(4,945.04)</u>	<u>-</u>
<b>Total Revenues:</b>	<b>500.00</b>	<b>(18,898.22)</b>	<b>(590,939.52)</b>	<b>(572,041.30)</b>	<b>96.8%</b>
<b>Total Expenses:</b>	<b><u>46,501.29</u></b>	<b><u>104,800.84</u></b>	<b><u>590,939.52</u></b>	<b><u>486,138.68</u></b>	<b><u>82.3%</u></b>
<b>Report Net</b>	<b><u>47,001.29</u></b>	<b><u>85,902.62</u></b>	<b><u>0.00</u></b>	<b><u>(85,902.62)</u></b>	<b><u>-</u></b>

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**Township of Cavan Monaghan**  
**Budget Comparison - Revenue and Expense**  
**For the period ending Monday, March 31, 2025**

	<b>Building and Bylaw</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY BUILDING &amp; BYLAW</b>					
Total Building	47,001.29	85,902.62	0.00	(85,902.62)	-
Total Revenues:	500.00	(18,898.22)	(592,939.52)	(574,041.30)	96.8%
Total Expenses:	46,501.29	104,800.84	592,939.52	488,138.68	82.3%
Report Net	47,001.29	85,902.62	0.00	(85,902.62)	-

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

**Chief Administrative Officer**

	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY CAO</b>					
Human Resources	1,577.28	5,150.06	30,375.00	25,224.94	83.0%
Investment & Capital Gains	3,036.84	(56,250.00)	(225,000.00)	(168,750.00)	75.0%
CAO Administration	54,547.94	100,496.10	446,105.00	345,608.90	77.5%
Millbrook & District Food Share	0.00	0.00	2,500.00	2,500.00	100.0%
Millbrook Fair	0.00	0.00	2,500.00	2,500.00	100.0%
<b>Total Revenues:</b>	<b>3,036.84</b>	<b>(56,250.00)</b>	<b>(254,000.00)</b>	<b>(197,750.00)</b>	<b>77.9%</b>
<b>Total Expenses:</b>	<b>56,125.22</b>	<b>105,646.16</b>	<b>510,480.00</b>	<b>404,833.84</b>	<b>79.3%</b>
<b>Report Net</b>	<b>59,162.06</b>	<b>49,396.16</b>	<b>256,480.00</b>	<b>207,083.84</b>	<b>80.7%</b>

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Clerks</b>				
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY CLERKS</b>					
Corporate Insurance	(105,590.00)	237,207.40	213,963.00	(23,244.40)	(10.9%)
Cavan Monaghan Self Insurance	0.00	2,526.80	10,000.00	7,473.20	74.7%
User Group Insurance	(319.42)	51.12	0.00	(51.12)	-
Clerk Administration	24,415.35	63,900.20	330,930.00	267,029.80	80.7%
Freedom of Information (FOI)	(5.80)	(20.80)	0.00	20.80	-
Marriage/Civil Licencing	(1,460.00)	(1,805.00)	(3,500.00)	(1,695.00)	48.4%
Elections	0.00	0.00	5,000.00	5,000.00	100.0%
Cemeteries	0.00	12,904.00	18,000.00	5,096.00	28.3%
Dog Control	1,497.60	(3,756.99)	12,870.00	16,626.99	129.2%
Livestock Loss	(405.00)	(2,118.67)	1,600.00	3,718.67	232.4%
Accessibility Plan	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>100.0%</u>
<b>Total Revenues:</b>	<b>(3,822.72)</b>	<b>(16,981.62)</b>	<b>(30,874.00)</b>	<b>(13,892.38)</b>	<b>45.0%</b>
<b>Total Expenses:</b>	<b><u>(78,044.55)</u></b>	<b><u>325,869.68</u></b>	<b><u>620,737.00</u></b>	<b><u>294,867.32</u></b>	<b><u>47.5%</u></b>
<b>Report Net</b>	<b><u>(81,867.27)</u></b>	<b><u>308,888.06</u></b>	<b><u>589,863.00</u></b>	<b><u>280,974.94</u></b>	<b><u>47.6%</u></b>

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Committee, Boards and Authorities</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY COMMITTEE, BOARDS AND AUTHORITIES</b>					
Library Board Requisition	0.00	361,486.00	381,749.44	20,263.44	5.3%
Ganaraska Conservation Authority Requisition	2,496.00	2,496.00	4,992.00	2,496.00	50.0%
Kawartha Conservation Authority Requisition	0.00	0.00	7,174.00	7,174.00	100.0%
Otonabee Region Conservation Authority Requisition	0.00	28,230.25	112,921.00	84,690.75	75.0%
Millbrook Valley Trails	257.21	257.21	6,800.00	6,542.79	96.2%
Committee of Adjustment	0.00	225.00	2,000.00	1,775.00	88.8%
MRHAC Revitalization & Heritage Advisory	0.00	81.41	3,450.00	3,368.59	97.6%
Sustainability Advisory Committee	3,523.83	3,605.24	15,000.00	11,394.76	76.0%
Millbrook Business Improvement Area	0.00	18,000.00	0.00	(18,000.00)	-
<b>Total Revenue:</b>	<b>(60.00)</b>	<b>(8,405.00)</b>	<b>(54,690.00)</b>	<b>(46,285.00)</b>	<b>84.6%</b>
<b>Total Expenses:</b>	<b>6,277.04</b>	<b>422,381.11</b>	<b>580,776.44</b>	<b>158,395.33</b>	<b>27.3%</b>
<b>Report Net</b>	<b>6,217.04</b>	<b>413,976.11</b>	<b>526,086.44</b>	<b>112,110.33</b>	<b>21.3%</b>



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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Council</b>				
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY COUNCIL</b>					
Council Governance	0.00	0.00	2,000.00	2,000.00	100.0%
Council - Mayor	5,441.99	15,543.37	65,900.00	50,356.63	76.4%
Council - Deputy Mayor	4,103.33	11,939.58	44,120.00	32,180.42	72.9%
Council - Ward 1	2,071.41	6,256.01	30,200.00	23,943.99	79.3%
Council - Ward 2	2,381.86	7,182.98	34,970.00	27,787.02	79.5%
Council - Ward 3	<u>3,615.06</u>	<u>10,048.58</u>	<u>38,325.00</u>	<u>28,276.42</u>	<u>73.8%</u>
<b>Total Expenses:</b>	<u><b>17,613.65</b></u>	<u><b>50,970.52</b></u>	<u><b>215,515.00</b></u>	<u><b>164,544.48</b></u>	<u><b>76.3%</b></u>
<b>Report Net</b>	<u><b>17,613.65</b></u>	<u><b>50,970.52</b></u>	<u><b>215,515.00</b></u>	<u><b>164,544.48</b></u>	<u><b>76.3%</b></u>

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Finance and IT</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY FINANCE &amp; IT</b>					
Information Technology/Telecommunication	73,431.13	131,023.56	149,779.00	18,755.44	12.5%
Low Income Disabled Refund	0.00	0.00	1,800.00	1,800.00	100.0%
Working Capital Interest	(9,941.72)	(27,842.75)	(64,200.00)	(36,357.25)	56.6%
Retirement - Corporate Administered Benefits	1,133.99	3,401.97	0.00	(3,401.97)	-
Corporate Administration	0.00	3,965.11	3,880.00	(85.11)	(2.2%)
Finance	42,560.60	129,054.23	665,580.00	536,525.77	80.6%
Tax Collections, Arrears & Doubtful Accounts	0.00	0.00	220.00	220.00	100.0%
Cavan Monaghan Own Taxation	(40,763.64)	(108,397.94)	(413,800.00)	(305,402.06)	73.8%
Public Works & Parks Millbrook Depot (est. 2022)	0.00	0.00	28,588.00	28,588.00	100.0%
PW Operations Centre & Storage (est. 2023)	0.00	0.00	83,785.00	83,785.00	100.0%
Fire Station #1 (est. 2024)	0.00	0.00	188,000.00	188,000.00	100.0%
<b>Total Revenue:</b>	<b>(56,501.30)</b>	<b>(153,780.47)</b>	<b>(1,048,480.00)</b>	<b>(894,699.53)</b>	<b>85.3%</b>
<b>Total Expenses:</b>	<b>122,921.66</b>	<b>284,984.65</b>	<b>1,692,112.00</b>	<b>1,407,127.35</b>	<b>83.2%</b>
<b>Report Net</b>	<b>66,420.36</b>	<b>131,204.18</b>	<b>643,632.00</b>	<b>512,427.82</b>	<b>79.6%</b>

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Parks and Facilities</b>				
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY PARKS AND FACILITIES</b>					
Health and Safety	336.81	4,692.86	18,000.00	13,307.14	73.9%
Municipal Office Building	16,505.66	51,097.96	228,385.00	177,287.04	77.6%
Maple Leaf Park	360.53	585.58	16,250.00	15,664.42	96.4%
Parks and Property	11,819.03	26,831.98	220,415.00	193,583.02	87.8%
Whitfield Landing	0.00	0.00	1,000.00	1,000.00	100.0%
1256 Syer Line	52.99	140.66	2,100.00	1,959.34	93.3%
Moncrief Line	0.00	0.00	(3,570.00)	(3,570.00)	100.0%
Parks (& Public Works) Millbrook Depot	773.98	2,843.26	12,780.00	9,936.74	77.8%
Bruce Johnston Library	1,802.96	3,842.12	14,990.00	11,147.88	74.4%
Old Millbrook School	3,783.82	12,468.72	36,000.00	23,531.28	65.4%
Lions Den	624.09	4,577.15	9,135.00	4,557.85	49.9%
Millbrook Arena	2,861.42	13,834.11	20,730.00	6,895.89	33.3%
New Community Center (est. 2019)	<u>(10,022.76)</u>	<u>44,798.92</u>	<u>586,680.00</u>	<u>541,881.08</u>	<u>92.4%</u>
<b>Total Revenues:</b>	<b>(84,050.22)</b>	<b>(214,791.86)</b>	<b>(472,270.00)</b>	<b>(257,478.14)</b>	<b>54.5%</b>
<b>Total Expenses:</b>	<b><u>112,948.75</u></b>	<b><u>380,505.18</u></b>	<b><u>1,635,165.00</u></b>	<b><u>1,254,659.82</u></b>	<b><u>76.7%</u></b>
<b>Report Net</b>	<b><u>28,898.53</u></b>	<b><u>165,713.32</u></b>	<b><u>1,162,895.00</u></b>	<b><u>997,181.68</u></b>	<b><u>85.7%</u></b>

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

<b>Parks and Facilities</b>					
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY PARKS AND FACILITIES VEHICLES</b>					
Bobcat (prev. PW 40-01)	45.67	91.34	1,000.00	908.66	90.9%
2021 GMC Sierra (3-02)	887.79	1,337.46	7,160.00	5,822.54	81.3%
2021 Ford F150 (3-03)	586.74	752.38	6,660.00	5,907.62	88.7%
Massey 23GL Tractor	0.00	0.00	1,400.00	1,400.00	100.0%
2014 Dodge Ram (3-04)	0.00	0.00	6,360.00	6,360.00	100.0%
2022 Chev Silverado (3-05)	271.15	487.92	6,660.00	6,172.08	92.7%
Olympia Resurfacers	<u>366.33</u>	<u>3,191.60</u>	<u>5,000.00</u>	<u>1,808.40</u>	<u>36.2%</u>
<b>Total Revenues:</b>					
<b>Total Expenses:</b>	<u>2,157.68</u>	<u>5,860.70</u>	<u>34,240.00</u>	<u>28,379.30</u>	<u>82.9%</u>
<b>Report Net</b>	<u>2,157.68</u>	<u>5,860.70</u>	<u>34,240.00</u>	<u>28,379.30</u>	<u>82.9%</u>

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Parks and Facilities</b>				
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY PARKS AND FACILITIES</b>					
Parks and Facilities Operating	28,898.53	165,713.32	1,162,895.00	997,181.68	85.7%
Parks and Facilities Vehicles	<u>2,157.68</u>	<u>5,860.70</u>	<u>34,240.00</u>	<u>28,379.30</u>	<u>82.9%</u>
<b>Total Revenues:</b>	<b>(84,050.22)</b>	<b>(214,791.86)</b>	<b>(472,270.00)</b>	<b>(257,478.14)</b>	<b>54.5%</b>
<b>Total Expenses:</b>	<b><u>115,106.43</u></b>	<b><u>386,365.88</u></b>	<b><u>1,669,405.00</u></b>	<b><u>1,283,039.12</u></b>	<b><u>76.9%</u></b>
<b>Report Net</b>	<b><u>31,056.21</u></b>	<b><u>171,574.02</u></b>	<b><u>1,197,135.00</u></b>	<b><u>1,025,560.98</u></b>	<b><u>85.7%</u></b>

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**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Planning and ECD</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PLANNING &amp; ECD</b>					
Economic Development Administration	10,916.11	31,152.82	167,625.00	136,472.18	81.4%
Planning Administration	16,291.15	44,314.39	274,450.00	230,135.61	83.9%
Plan of Subdivision Applications	2,681.52	2,681.52	0.00	(2,681.52)	-
Site Plan Approval Applications	(5,000.00)	(24,000.00)	0.00	24,000.00	-
Source Water Protection	<u>0.00</u>	<u>0.00</u>	<u>13,925.00</u>	<u>13,925.00</u>	<u>100.0%</u>
<b>Total Revenues:</b>	<b>(11,200.00)</b>	<b>(37,830.00)</b>	<b>(22,800.00)</b>	<b>15,030.00</b>	<b>(65.9%)</b>
<b>Total Expenses:</b>	<b><u>36,088.78</u></b>	<b><u>91,978.73</u></b>	<b><u>478,800.00</u></b>	<b><u>386,821.27</u></b>	<b><u>80.8%</u></b>
<b>Report Net</b>	<b><u>24,888.78</u></b>	<b><u>54,148.73</u></b>	<b><u>456,000.00</u></b>	<b><u>401,851.27</u></b>	<b><u>88.1%</u></b>

6/13/2025  
8:51 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Police Services Contract</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY POLICE SERVICES</b>					
Police Services Contract	139,936.86	413,610.90	1,555,516.00	1,141,905.10	73.4%
Community (Policing) Safety Volunteers	0.00	0.00	2,000.00	2,000.00	100.0%
<b>Total Revenue:</b>	<b>0.00</b>	<b>(5,563.00)</b>	<b>(24,639.00)</b>	<b>(19,076.00)</b>	<b>77.4%</b>
<b>Total Expenses:</b>	<b>139,936.86</b>	<b>419,173.90</b>	<b>1,582,155.00</b>	<b>1,162,981.10</b>	<b>73.5%</b>
<b>Report Net</b>	<b>139,936.86</b>	<b>413,610.90</b>	<b>1,557,516.00</b>	<b>1,143,905.10</b>	<b>73.4%</b>

6/13/2025  
9:04 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Protective Services</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PROTECTIVE SERVICES</b>					
Fire Services Administration	39,738.63	113,984.42	599,980.00	485,995.58	81.0%
Fire Services Communication	1,081.65	11,581.10	64,625.00	53,043.90	82.1%
Fire Suppression	20,520.27	63,997.62	247,400.00	183,402.38	74.1%
Fire Services Training	9,376.87	31,072.10	96,350.00	65,277.90	67.8%
Fire Services Work Hours	2,785.29	12,630.37	87,100.00	74,469.63	85.5%
Fire Prevention/Public Education	0.00	936.70	4,850.00	3,913.30	80.7%
New Fire Hall #1 (est. 2024)	7,475.60	16,250.75	28,875.00	12,624.25	43.7%
52 King St. (Storage)	943.70	7,515.17	13,960.00	6,444.83	46.2%
Fire Hall #2 Maintenance	2,199.26	8,852.07	16,150.00	7,297.93	45.2%
Equipment Reserves	(1,005.54)	(1,960.91)	(80,715.00)	(78,754.09)	97.6%
Emergency Preparedness	<u>196.75</u>	<u>727.25</u>	<u>4,530.00</u>	<u>3,802.75</u>	<u>83.9%</u>
<b>Total Revenues:</b>	<b>(1,027.93)</b>	<b>(2,097.80)</b>	<b>(135,125.00)</b>	<b>(133,027.20)</b>	<b>98.4%</b>
<b>Total Expenses:</b>	<b><u>84,340.41</u></b>	<b><u>267,684.44</u></b>	<b><u>1,218,230.00</u></b>	<b><u>950,545.56</u></b>	<b><u>78.0%</u></b>
<b>Report Net</b>	<b><u>83,312.48</u></b>	<b><u>265,586.64</u></b>	<b><u>1,083,105.00</u></b>	<b><u>817,518.36</u></b>	<b><u>75.5%</u></b>



6/13/2025  
9:04 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Protective Services</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PROTECTIVE SERVICES VEHICLES</b>					
Pumper 1 - 2017 (P1-17)	9,824.28	10,407.91	9,500.00	(907.91)	(9.6%)
Pumper 2 - 2009 Class A (P2-09)	148.59	636.99	8,300.00	7,663.01	92.3%
Tanker 4 - 2015 Tandem (T4-15)	220.63	220.63	6,100.00	5,879.37	96.4%
Tanker 1 - 2000 (T1-00)	0.00	260.16	5,500.00	5,239.84	95.3%
Rescue 1 - 2003 Van (R1-03)	1,875.39	2,215.48	7,500.00	5,284.52	70.5%
Unit 5 - 1988 Half Ton Truck (U5-89)	2,338.73	2,497.87	2,500.00	2.13	0.1%
Rescue 2 - 2000 Rapid Response (R2-00)	2,192.89	2,644.17	8,000.00	5,355.83	66.9%
Car 1 - 2017 Ford Support Unit (C1-17)	212.53	831.45	5,900.00	5,068.55	85.9%
Tanker 2 - 2013 (T2-13)	298.96	1,330.64	6,500.00	5,169.36	79.5%
2016 UTV & Trailer	353.62	353.62	500.00	146.38	29.3%
Car 3 - GMC Support Unit (C3-21)	<u>460.18</u>	<u>638.19</u>	<u>5,900.00</u>	<u>5,261.81</u>	<u>89.2%</u>
<b>Total Expenses:</b>	<u><b>17,925.80</b></u>	<u><b>22,037.11</b></u>	<u><b>66,200.00</b></u>	<u><b>44,162.89</b></u>	<u><b>66.7%</b></u>
<b>Report Net</b>	<u><b>17,925.80</b></u>	<u><b>22,037.11</b></u>	<u><b>66,200.00</b></u>	<u><b>44,162.89</b></u>	<u><b>66.7%</b></u>

6/13/2025  
9:04 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Protective Services</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PROTECTIVE SERVICES</b>					
Protective Services Net	83,312.48	265,586.64	1,083,105.00	817,518.36	75.5%
Protective Services Fleet Net	<u>17,925.80</u>	<u>22,037.11</u>	<u>66,200.00</u>	<u>44,162.89</u>	<u>66.7%</u>
<b>Report Net</b>	<u><b>101,238.28</b></u>	<u><b>287,623.75</b></u>	<u><b>1,149,305.00</b></u>	<u><b>861,681.25</b></u>	<u><b>75.0%</b></u>

6/16/2025  
11:08 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Public Works</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PW SOLAR</b>					
Solar - 920 Larmer Line	6.11	611.99	(4,180.00)	(4,791.99)	114.6%
Solar - 1256 Syer Line	(39.73)	605.30	(3,980.00)	(4,585.30)	115.2%
Solar - 1470 County Rd. 10	(206.73)	325.69	(2,730.00)	(3,055.69)	111.9%
Solar - 25 Centennial Lane	10.88	846.71	(3,330.00)	(4,176.71)	125.4%
Solar - 988 County Rd. 10	(189.37)	361.78	(3,730.00)	(4,091.78)	109.7%
Solar - 415 County Rd. 21	(199.61)	313.26	(3,830.00)	(4,143.26)	108.2%
Solar - Tapley 1/4 Line	(127.07)	557.81	(3,230.00)	(3,787.81)	117.3%
Solar - 1047 Mount Pleasant Rd.	<u>(179.58)</u>	<u>343.37</u>	<u>(3,490.00)</u>	<u>(3,833.37)</u>	<u>109.8%</u>
<b>Total Revenues:</b>	<b>(1,002.60)</b>	<b>(3,330.96)</b>	<b>(44,700.00)</b>	<b>(41,369.04)</b>	<b>92.5%</b>
<b>Total Expenses:</b>	<b><u>77.50</u></b>	<b><u>7,296.87</u></b>	<b><u>16,200.00</u></b>	<b><u>8,903.13</u></b>	<b><u>55.0%</u></b>
<b>Report Net</b>	<b><u>(925.10)</u></b>	<b><u>3,965.91</u></b>	<b><u>(28,500.00)</u></b>	<b><u>(32,465.91)</u></b>	<b><u>113.9%</u></b>

6/16/2025  
11:08 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Public Works</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PW OPERATING</b>					
Non-Residential Well Protective Inspection/Control	0.00	0.00	1,300.00	1,300.00	100.0%
Roads and Environmental Services Administration	22,295.83	126,004.03	1,423,375.00	1,297,370.97	91.1%
PW Operations Center & Storage (est. 2023)	5,100.94	18,502.34	43,825.00	25,322.66	57.8%
Bridges and Culverts	0.00	(750.00)	17,000.00	17,750.00	104.4%
Road-side Maintenance	2,107.18	11,424.31	62,000.00	50,575.69	81.6%
Road Hard Top Maintenance	8,818.48	8,845.41	153,500.00	144,654.59	94.2%
Road Loose Top Maintenance	0.00	52.83	115,000.00	114,947.17	100.0%
Road Safety Devices and Signs	3,994.16	5,406.88	39,500.00	34,093.12	86.3%
Winter Control	57,613.67	256,691.82	208,300.00	(48,391.82)	(23.2%)
Street Lighting	2,665.28	7,894.50	31,950.00	24,055.50	75.3%
Storm Water Management Ponds (5)	0.00	0.00	15,000.00	15,000.00	100.0%
Township Pit #1 (Larmer Line)	0.00	0.00	3,000.00	3,000.00	100.0%
Wilson's Pit	3,345.49	3,345.49	3,500.00	154.51	4.4%
Township Pit #2 (Millbrook)	0.00	0.00	500.00	500.00	100.0%
Crossing Guards	<u>2,063.82</u>	<u>5,617.60</u>	<u>30,100.00</u>	<u>24,482.40</u>	<u>81.3%</u>
<b>Total Revenues:</b>	<b>(25,000.00)</b>	<b>(25,750.00)</b>	<b>(72,000.00)</b>	<b>(46,250.00)</b>	<b>64.2%</b>
<b>Total Expenses:</b>	<b><u>133,004.85</u></b>	<b><u>468,785.21</u></b>	<b><u>2,219,850.00</u></b>	<b><u>1,751,064.79</u></b>	<b><u>78.9%</u></b>
<b>Report Net</b>	<b><u>108,004.85</u></b>	<b><u>443,035.21</u></b>	<b><u>2,147,850.00</u></b>	<b><u>1,704,814.79</u></b>	<b><u>79.4%</u></b>

6/16/2025  
11:08 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Public Works</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PW VEHICLES</b>					
General Public Works Fleet	17,183.37	84,010.75	135,000.00	50,989.25	37.8%
JD Backhoe (37-15)	0.00	2,296.37	6,000.00	3,703.63	61.7%
2012 Dodge Truck @ Cavan Yard (4-12)	0.00	309.26	1,000.00	690.74	69.1%
International Dump (WATER TRUCK) (11-05)	0.00	0.00	5,000.00	5,000.00	100.0%
International Dump Plow & Wing (14-18)	49.75	912.62	11,650.00	10,737.38	92.2%
International Tandem Dump/Plow/Sander (18-20)	411.10	4,577.44	10,190.00	5,612.56	55.1%
Culver Steamer	0.00	0.00	650.00	650.00	100.0%
2002 J.C. Float	0.00	0.00	2,600.00	2,600.00	100.0%
International Tandem Dump/Plow/Sander (15-20)	411.10	1,589.38	9,090.00	7,500.62	82.5%
Dodge Ram 1500 Truck (2-16)	45.68	91.37	4,590.00	4,498.63	98.0%
John Deere Grader (31-10)	45.68	91.37	0.00	(91.37)	-
JCB Loader (36-20)	0.00	0.00	5,700.00	5,700.00	100.0%
MT7 Trackless Plow (35-18)	260.79	2,658.13	7,090.00	4,431.87	62.5%
2012 Brush Chipper	0.00	0.00	4,600.00	4,600.00	100.0%
International Tandem Truck (17-22)	182.07	1,086.67	5,850.00	4,763.33	81.4%
International Tandem Plow (19-07)	49.75	99.49	4,650.00	4,550.51	97.9%
Single Axle International Truck (10-17)	49.75	414.89	7,350.00	6,935.11	94.4%
2021 Chev Silverado Truck (1-21)	49.75	260.32	4,890.00	4,629.68	94.7%
International Dump Plow & Wing (16-13)	965.58	1,509.25	7,400.00	5,890.75	79.6%
Rubber Tire Excavator (34-21)	296.58	296.58	15,800.00	15,503.42	98.1%
International Tandem Truck (20-17)	332.62	252.18	14,150.00	13,897.82	98.2%
Ford F-250 Pick Up (3-19)	45.68	1,073.68	7,790.00	6,716.32	86.2%
2022 Chev Silverado @ Cavan Yard (5-22)	0.00	0.00	1,600.00	1,600.00	100.0%
Caterpillar Grader (31-23)	314.97	2,840.61	3,340.00	499.39	15.0%
MT7 Trackless Plow & Sander (38-23)	2,641.59	2,744.55	2,300.00	(444.55)	(19.3%)
New International Tandem (16-25)	0.00	0.00	4,750.00	4,750.00	100.0%
<b>Total Revenues:</b>	<u>0.00</u>	<u>0.00</u>	<u>4,750.00</u>	<u>4,750.00</u>	<u>100.0%</u>
<b>Total Expenses:</b>	<u>23,335.81</u>	<u>107,114.91</u>	<u>283,030.00</u>	<u>175,915.09</u>	<u>62.2%</u>
<b>Report Net</b>	<u>23,335.81</u>	<u>107,114.91</u>	<u>283,030.00</u>	<u>175,915.09</u>	<u>62.2%</u>

6/16/2025  
11:08 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Public Works</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PW ENVIRONMENTAL</b>					
Case Backhoe (33-91)	0.00	0.00	2,340.00	2,340.00	100.0%
Environmental Services	24,383.46	49,729.91	(93,525.00)	(143,254.91)	153.2%
Organic Kitchen Waste Program	5,704.89	13,618.40	91,185.00	77,566.60	85.1%
<b>Total Revenues:</b>	<b>(7,976.22)</b>	<b>(26,087.70)</b>	<b>(519,290.00)</b>	<b>(493,202.30)</b>	<b>95.0%</b>
<b>Total Expenses:</b>	<b>38,064.57</b>	<b>89,436.01</b>	<b>519,290.00</b>	<b>429,853.99</b>	<b>82.8%</b>
<b>Report Net</b>	<b>30,088.35</b>	<b>63,348.31</b>	<b>0.00</b>	<b>(63,348.31)</b>	<b>-</b>

6/16/2025  
11:08 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

	<b>Public Works</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PUBLIC WORKS DEPARTMENT</b>					
Public Works Solar	(925.10)	3,965.91	(28,500.00)	(32,465.91)	113.9%
Public Works Operations	108,004.85	443,035.21	2,147,850.00	1,704,814.79	79.4%
Public Works Vehicles	23,335.81	107,114.91	283,030.00	175,915.09	62.2%
Public Works Environmental	<u>30,088.35</u>	<u>63,348.31</u>	<u>0.00</u>	<u>(63,348.31)</u>	<u>-</u>
<b>Total Revenues:</b>	<b>(33,978.82)</b>	<b>(55,168.66)</b>	<b>(635,990.00)</b>	<b>(580,821.34)</b>	<b>91.3%</b>
<b>Total Expenses:</b>	<b><u>194,482.73</u></b>	<b><u>672,633.00</u></b>	<b><u>3,038,370.00</u></b>	<b><u>2,365,737.00</u></b>	<b><u>77.9%</u></b>
<b>Report Net</b>	<b><u>160,503.91</u></b>	<b><u>617,464.34</u></b>	<b><u>2,402,380.00</u></b>	<b><u>1,784,915.66</u></b>	<b><u>74.3%</u></b>

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11:18 AM

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, March 31, 2025**

<b>Water and Wastewater</b>					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY WATER/WASTEWATER</b>					
Water Wastewater Administration	11,605.71	27,496.67	420,372.96	392,876.29	93.5%
Water & Wastewater Debentures	42,175.19	126,525.57	180,000.00	53,474.43	29.7%
Pumping Station	3,356.21	5,328.50	10,255.00	4,926.50	48.0%
Millbrook Wastewater Plant	18,314.99	85,316.11	382,575.00	297,258.89	77.7%
Wastewater Collection System	0.00	0.00	10,150.00	10,150.00	100.0%
Contribution to/from Wastewater Revenue	0.00	0.00	693,838.87	693,838.87	100.0%
Wastewater Revenue	0.00	(202,577.51)	(1,150,675.00)	(948,097.49)	82.4%
Water Revenue	(899.29)	(127,489.52)	(731,416.83)	(603,927.31)	82.6%
Water & Wastewater Other Income	0.00	(300.00)	(1,375.00)	(1,075.00)	78.2%
Millbrook Water - Distribution System	0.00	130.30	32,450.00	32,319.70	99.6%
Millbrook Water - Treatment & Supply	4,336.80	16,974.40	63,475.00	46,500.60	73.3%
Millbrook Water - Standpipe Tower	378.39	3,456.07	11,650.00	8,193.93	70.3%
Sysco Oper. Wastewater Agreement	2,921.25	5,274.73	0.00	(5,274.73)	-
Booster Pumping Station	2,031.95	5,027.46	21,825.00	16,797.54	77.0%
Kawartha Downs Wastewater Agreement	2,696.61	4,927.20	0.00	(4,927.20)	-
Water and Wastewater Capacity Monitoring	6,756.86	8,995.58	60,000.00	51,004.42	85.0%
WWW 1/2 Ton Truck (1-24)	207.13	207.13	3,725.00	3,517.87	94.4%
2025 New 1/2 Ton Truck (2-25)	0.00	0.00	3,725.00	3,725.00	100.0%
Bulk Water Sale	(733.12)	8,602.80	(10,575.00)	(19,177.80)	181.4%
<b>Total Revenues:</b>	<b>(3,645.17)</b>	<b>(341,287.49)</b>	<b>(1,637,055.96)</b>	<b>(1,295,768.47)</b>	<b>79.2%</b>
<b>Total Expenses:</b>	<b>96,793.85</b>	<b>309,182.98</b>	<b>1,637,055.96</b>	<b>1,327,872.98</b>	<b>81.1%</b>
<b>Report Net</b>	<b>93,148.68</b>	<b>(32,104.51)</b>	<b>0.00</b>	<b>32,104.51</b>	<b>-</b>





## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	June 23, 2025
<b>From:</b>	Kimberley Pope, Finance Department
<b>Report Number:</b>	Finance 2025-06
<b>Subject:</b>	Tax levy, special services levy and BIA by-laws

### Recommendation:

That Council receives for information and approves the tax rate levy, special services levy and BIA by-laws, including schedules as attached, as per the Municipal Act, 2001.

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### Overview:

This report presents the municipal levy schedules for the 2025 budget year, in accordance with Section 290 of the Municipal Act, 2001. The schedules apply to all ratable properties within the municipality and reflect the tax rates established through the annual budget process. These rates are designed to ensure a fair distribution of municipal costs across property classes, supporting essential services and infrastructure.

As per the Municipal Act, 2001, S.O. 2001, c. 25, s. 312 (2)1 "A local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property class in the local municipality rateable for local municipality purposes."

In chapter 25, s. 312(4), "A local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on all or part of the assessment, as specified in the by-law, in each property class in the local municipality rateable for local municipality purposes."

As per chapter 25, s. 326(1) 1, "A municipality may, by by-law:

- a) identify a special service;
- b) determine which of the costs, including capital costs, debenture charges, charges for depreciation or a reserve fund, of the municipality are related to that special service;

- c) designate the area of the municipality in which the residents and property owners receive or will receive an additional benefit from the special service that is not received or will not be received in other areas of the municipality;
- d) determine the portion and set out the method of determining the portion of the costs determined in clause (b) which represent the additional costs to the municipality of providing the additional benefit in the area designated in clause (c);
- e) determine whether all or a specified portion of the additional costs determined in clause (d) shall be raised under subsection (4)."

**Financial Impact:**

This report outlines the municipal levy schedules resulting from the 2025 budget, in accordance with Section 290 of the Municipal Act, 2001. There is no financial impact associated with this report.

**Attachments:**

- 1. By-law No. 2025-34 Tax Levy
- 2. 2025 Tax Rates – Schedule A
- 3. By-law No. 2025-35 Special Services Levy
- 4. Special Services Rates – Environmental
- 5. By-law No. 2025-36 BIA Levy
- 6. BIA – Schedule A

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer

## **The Township of Cavan Monaghan**

### **By-law No. 2025-34**

**Being a by-law to provide for the adoption of the levy and to provide for the adoption of tax rates and to further provide for penalty and interest in default of payment thereof for 2025**

**Whereas** subsection 290 of the Municipal Act, 2001 as amended, provides for a local municipality in each year to prepare and adopt a budget including estimates of all sums required during the year for the purpose of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year, amounts required to be raised for sinking funds or retirement funds and amounts required for any board, commission or other body;

**And Whereas** subsection 312 of the Act provides that the general local municipal levy is the amount the local municipality decided to raise in its' budget for the year under section 290 on all rateable property in the municipality;

**And Whereas** subsection 312(2) of the Act provides that for the purposes of raising the general local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property calls in the local municipality rateable for local municipality purpose;

**And Whereas** subsection 312(4) of the Act provides that for the purposes of raising a special local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on all or part of the assessment, as specified in the by-law, in each property class in the local municipality rateable for the local municipality purposes;

**And Whereas** certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

**And Whereas** the Province of Ontario has prescribed the education tax rates for the various classes of assessable property within the municipality;

**And Whereas** the Council of the Township of Cavan Monaghan approved the 2025 budget document;

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

1. That the following sums be and are hereby levied for the year 2025

General Municipal Purposes (including Special Services Levy)	\$12,537,148
Education Purposes	\$3,307,052

2. That the attached tax rates be hereby adopted to be applied against the whole of the assessment for real property as per the attached Schedule "A" forming part of this by-law.

Every owner shall be taxed according to the tax rates in this by-law and such tax shall become due and payable in two installments as follows:

(a) The regular installment dates by the last days of August and October;

(b) For taxpayers who are enrolled in the monthly pre-authorized property tax payment program, the installment dates be the 15<sup>th</sup>, or first business day thereafter, of each of the months of July to November;

(c) For taxpayers who are enrolled in the pre-authorized installment program, the final installment dates shall be August 31 and October 31;

3. A percentage charge of 1.25 percent of taxes due and unpaid be imposed as a penalty for non-payment of taxes, or any installment thereof, and shall be added to any tax or installment remaining unpaid on the first day of default.

4. Interest charges shall be imposed for the non-payment of taxes at the rate of 1.25 percent per month of taxes due and unpaid and shall start to accrue on the first day of default.

5. The due dates set out therein shall apply to the Commercial, Shopping Center, Industrial and Multi-Residential property classes. The final property taxes for 2025 on properties in "capped" classes (properties assessed as commercial, industrial or multi-residential) shall be levied in accordance with the ratio established by the County of Peterborough and Township by-laws.

6. The Treasurer may mail or cause to be mailed, all notices of taxes required in accordance with the provisions of the Act, to the address of the residence or place of business of the person taxes pursuant to this by-law. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.

7. The taxes are payable at the Township of Cavan Monaghan Municipal Office, by mail, telephone banking, Interac, web/online banking and direct withdrawal.

8. The Treasurer and designate(s) are hereby empowered to accept part payment from time to time on account of any taxes due. Payments shall be credited first to all penalties and interest, and then to the oldest tax arrears.

Read a first, second and third time and passed this 23<sup>rd</sup> day of June, 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

Summary of Taxation  
For the Taxation Year 2025

Summary of Taxation  
Township of Cavan Monaghan  
Summary of Taxation  
For the Taxation Year 2025

Township of Cavan Monaghan (All Wards)								For the Taxation Year 2025							
Schedule "A"															
Assessment	Ratio	General	Environment	Total Ward	General County	Total County	Education	Total Rate	Property Class	Township	County	Education	Total Levy	Environmental Area Levy	
				(Column A)		(Column B)	(Column C)	(Column D)							
Res/Farm RTEP	1,274,883,970	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm RTEP	10,235,623	5,623,870	1,950,572	17,810,065	347,215
Res/Farm RTES	76,890,001	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm RTES	617,324	339,183	117,642	1,074,149	20,941
Res/Farm no sup RTN	50,700	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm no sup RTN	407	224	78	709	14
Res/Farm RTFP	1,936,220	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm RTFP	15,545	8,541	2,962	27,048	527
Res/Farm RTFS	3,074,993	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm RTFS	24,688	13,565	4,705	42,958	837
Multi-Res MTEP	4,009,000	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Multi-Res MTEP	32,187	17,685	6,134	56,006	1,092
Multi-Res MTFS		1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Multi-Res MTFS	0	0	0	0	0
Res/Farm I R1EP		0.35000	0.00271471	0.00009532	0.00281003	0.00154395	0.00154395	0.00153000	0.00588398	Res/Farm I R1EP	0	0	0	0	0
MF TTEP	8,006,147	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	MF TTEP	16,070	8,829	3,062	27,961	545
MF TTES	698,699	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	MF TTES	1,402	771	267	2,440	48
MF TTFP	15,844	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	MF TTFP	32	17	6	55	1
MF TTFS	8,510	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	MF TTFS	17	9	3	29	1
AGG EXT VT	225,700	1.25571	0.00973970	0.00034199	0.01008170	0.00553930	0.00553930	0.00511000	0.02073100	Indust ITN	2,275	1,250	1,153	4,678	77
Farm FTEP	215,951,900	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm FTEP	433,452	238,156	82,602	754,210	14,704
Farm FTES	1,995,000	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm FTES	4,004	2,200	763	6,967	136
Farm full no sup FTN		0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm full no sup FTN	0	0	0	0	0
Farm FTFP		0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm FTFP	0	0	0	0	0
Farm FTFS		0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm FTFS	0	0	0	0	0
Comm CTN	99,348,944	1.09860	0.00852109	0.00029920	0.00882030	0.00484623	0.00484623	0.00880000	0.02246653	Comm CTN	876,287	481,468	874,271	2,232,026	29,726
comm vac/EXC CUN	3,356,507	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00880000	0.01836656	comm vac/EXC CUN	20,724	11,386	29,537	61,647	703
comm vacant CXN	3,772,300	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00880000	0.01836656	comm vacant CXN	23,291	12,797	33,196	69,284	790
comm vac land shared C.JN	112,000	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00980000	0.01936656	comm vac land shared C.JN	692	380	1,098	2,170	23
New Construction Commercial Full XT		1.09860	0.00852109	0.00029920	0.00882030	0.00484623	0.00484623	0.00880000	0.02246653	Comm New XT	0	0	0	0	0
Indust ITN	6,719,700	1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.00880000	0.02799733	Indust ITN	83,256	45,744	59,133	188,133	2,824
Ind shared PIL IHN	117,300	1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.01250000	0.03169733	Ind shared PIL IHN	1,453	799	1,466	3,718	49
Indust vac/exc IUN	411,300	1.00308	0.00778021	0.00027319	0.00805340	0.00442487	0.00442487	0.00880000	0.02127827	Indust vac/exc IUN	3,312	1,820	3,619	8,751	112
Ind vac/exc shared PIL IK	57,200	1.00308	0.00778021	0.00027319	0.00805340	0.00442487	0.00442487	0.01250000	0.02497827	Indust vac/exc IUN	461	253	715	1,429	16
Indust - Vac IXN	3,834,900	1.00308	0.00778021	0.00027319	0.00805340	0.00442487	0.00442487	0.00880000	0.02127827	Indust - Vac IXN	30,884	16,969	33,747	81,600	1,048
New Industrial Taxable JTN		1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.00880000	0.02799733	New Industrial Taxable JTN	0	0	0	0	0
Large Ind LTN	0	1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.00880000	0.02799733	Large Ind LTN	0	0	0	0	0
Lge Ind vac LUN	0	1.00308	0.00778021	0.00027319	0.00805340	0.00442487	0.00442487	0.00880000	0.02127827	Lge Ind vac LUN	0	0	0	0	0
Pipeline PTN	8,135,000	0.93860	0.00728008	0.00025563	0.00753571	0.00414043	0.00414043	0.00880000	0.02047614	Pipeline PTN	61,303	33,682	71,588	166,573	2079.53
Total taxable	1,713,611,835									Total taxable	12,484,689	6,859,598	3,278,319	22,622,606	423,508
PILs															
Comm-full-no sup CFN	2,690,700	1.09860	0.00852109	0.00029920	0.00882030	0.00484623	0.00484623	0.00980000	0.02346653	Comm-full-no sup CFN	23,733	13,040	26,369	63,142	805
Comm-Gen-no sup CGN	1,161,000	1.09860	0.00852109	0.00029920	0.00882030	0.00484623	0.00484623	0.00000000	0.01366653	Comm-gen-no sup CGN	10,240	5,626	0	15,866	347
CommVacGenNo SUP CZN	0	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00000000	0.00956656	CommVacGenNo SUP CZN	0	0	0	0	0
Comm Full Excess Land CV	105,000	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00980000	0.01936656	Comm-vac-no SUP CVN	648	356	1,029	2,033	22
Comm-vac-no SUP CYN	136,000	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00980000	0.01936656	Comm-vac-no SUP CYN	840	461	1,333	2,634	28
Farm-full-EP	0	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm-full-EP	0	0	0	0	0
Indust-full-no sup	0	1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.00880000	0.02799733	Indust-full-no sup	0	0	0	0	0
Res/FarmGenNoSup RGN	2,117,000	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00000000	0.01243995	Res/FarmGenNoSup RGN	16,997	9,339	0	26,336	577
Res/Farm-full-EP RPEP (R1?)	0	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm-full-EP RPEP	0	0	0	0	0
ResFarmProvTen RPEP	0	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	ResFarmProvTen RPEP	0	0	0	0	0
ResFarmProvTen RPES	0	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	ResFarmProvTen RPES	0	0	0	0	0
Total P.I.L.	6,209,700									Total P.I.L.	52,458	28,822	28,731	110,011	1,779
Exempt	86,288,565									Total Levy	12,537,147	6,888,420	3,307,050	22,732,617	425,287
Assessment Total	1,806,110,100														
Total CVA (All Wards)	1,806,110,100	2025 Municipal Assessment Roll Total													

## **The Township of Cavan Monaghan**

### **By-law No. 2025-35**

#### **Being a by-law to provide for the adoption of special services levy**

**Whereas** subsection 326 of the Ontario Municipal Act, 2001 as amended, provides for a local municipality to levy special services and

- (a) identify a prescribed special service;
- (b) determine which of the costs, including capital costs, debenture charges, charges for depreciation or a reserve fund, of the municipality are related to that special service;
- (c) designate the area of the municipality in which the residents and property owners receive or will receive an additional benefit from the special service that is not received or will not be received in other areas of the municipality
- (d) determine the portion and set out the method of determining the portion of the costs determined in clause (b) which represent the additional costs to the municipality of providing the additional benefit in the area designated in clause (c);
- (e) determine whether all or a specified portion of the additional costs determined in clause (d) shall be raised under subsection (4).

**And Whereas** by definition “benefit” means a direct or indirect benefit that is currently available or will be available in the future; “special service” means a service or activity of a municipality or a local board of the municipality that is,

- (a) not being provided or undertaken generally throughout the municipality, or
- (b) being provided or undertaken at different levels or in a different manner in different parts of the municipality.

**And Whereas** certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

**And Whereas** subsection 307 of the Act provides that the tax rates be established in the same proportion to tax ratios;

**And Whereas** certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

**And Whereas** the Council of the County of Peterborough, being the upper tier municipality, has approved a by-law to set the tax ratios for the County of Peterborough and its respective lower tier municipalities;

**And Whereas** the Council of the Township of Cavan Monaghan approved the 2025 budget document.

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

1. That the following sums be and are hereby levied for the year 2025:

Environmental Charges (All Wards)      \$ 425,290.00

**That** the attached tax rates for special charges be hereby adopted to be applied against the whole of the assessment for real property in all applicable classes as per the attached Schedule, Environmental Tax Rates, All Wards forming part of this by-law.

**That** interest charges shall be imposed for the non-payment of taxes at the rate of 1.25 percent per month of taxes due and unpaid and shall start to accrue on the first day of default.

**That** the due dates set out therein shall apply to the Commercial, Shopping Center, Industrial and Multi-Residential property classes. The final property taxes for 2025 on properties in “capped” classes (properties assessed as commercial, industrial or multi-residential) shall be levied in accordance with the ratio established by the County of Peterborough and Township by-laws.

**That** the Treasurer may mail or cause to be mailed, all notices of taxes required in accordance with the provisions of the Act, to the address of the residence or place of business of the person taxes pursuant to this by-law. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.

**That** the taxes are payable at the Township of Cavan Monaghan Municipal Office, by mail, telephone banking, Interac, web/online banking and direct withdrawal.

**That** the Treasurer and designate(s) are hereby empowered to accept part payment from time to time on account of any taxes due. Payments shall be credited first to all penalties and interest, and then to the oldest tax arrears.

Read a first, second and third time and passed this 23<sup>rd</sup> day of June, 2025.

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**Matthew Graham**  
Mayor

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**Cindy Page**  
Clerk



## 2025 Environmental Tax Rates

Final Draft (5% decrease)

Property Class Description	RTC	RTQ	2025 MPAC Roll Total	Tax Ratio	Tax Rate Reduction	Weighted Assessment	Final Draft Tax Rate	Final Draft 2025 Taxes
Commercial, , Exempt From Taxation, But Eligible For Payment-In-Lieu Of Taxes At The Full Rate.	C	F	2,690,700	1.0986	1	2,956,003	0.00029920	805
Commercial, Payment In Lieu, Full, Excess Land	C	V	105,000	1.0986	0.7	80,747	0.00020944	22
(No School Rates).	C	G	1,161,000	1.0986	1	1,275,475	0.00029920	347
Commercial, Taxable vacan land shared, Subject To Payment-In-Lieu Of Taxes At The Full Rate.	C	J	112,000	1.0986	0.7	86,130	0.00020944	23
Commercial, Taxable At The Full Rate.	C	T	99,348,944	1.0986	1	109,144,750	0.00029920	29,725
Commercial taxable: Excess land	C	U	3,356,507	1.0986	0.7	2,581,221	0.00020944	703
Commercial, Taxable At The Vacant Land Rate.	C	X	3,772,300	1.0986	0.7	2,900,974	0.00020944	790
Commerical payment in lieu full vacan land	C	Y	136,000	1.0986	0.7	104,587	0.00020944	28
Commercial payment in lieu general vacant land	C	Z	-	1.0986	0.7	-	0.00020944	-
New Construction Commercial: Full No Support	X	T	-	1.0986	1	-	0.00029920	-
Exempt	E	O	86,288,565	0	0	-	-	-
Farmland, Taxable At The Full Rate.	F	T	217,946,900	1	0.25	54,486,725	0.00006809	14,840
Industrial, Taxable, Shared Payment-In-Lieu (Not Pil But Shared As If It Was)	I	H	117,300	1.5432	1	181,017	0.00042029	49
Industrial, Taxable, Excess Land, Shared Payment in Lieu	I	K	57,200	1.5432	0.65	57,376	0.00027319	16
Industrial, Taxable At The Full Rate.	I	T	6,719,700	1.5432	1	10,369,841	0.00042029	2,824
Industrial, Taxable At The Vacant Land Rate. Excess Land	I	U	411,300	1.5432	0.65	412,567	0.00027319	112
Industrial, Taxable At The Vacant Land Rate.	I	X	3,834,900	1.5432	0.65	3,846,711	0.00027319	1,048
New Construction Industrial, Taxable At The Full Rate.	J	T	-	1.5432	1	-	0.00042029	-
Pipeline Taxable: Full	P	T	8,135,000	1	0.9386	7,635,511	0.00025563	2,080
Multi-Residential Taxable: Full	M	T	4,009,000	1	1	4,009,000	0.00027235	1,092
School Rates).	R	G	2,117,000	1	1	2,117,000	0.00027235	577
Rate.	R	P	-	1	1	-	0.00027235	-
Residential, Taxable At The Full Rate.	R	T	1,356,835,884	1	1	1,356,835,884	0.00027235	369,537
Managed Forest, Taxable At The Full Rate.	T	T	8,729,200	1	0.25	2,182,300	0.00006809	594
Aggregate Extraction	V	T	225,700	1.255712	1	283,414	0.00034199	77
			<b>\$ 1,806,110,100</b>			<b>1,561,547,234</b>		<b>425,212</b>

**2025 \$27.25**  
**2024 \$28.67**  
**Estimated increase in Residential Tax Rate % -5.0%**  
**\$ Value of increase per 100,000 Residential CVA -\$1.42**

2025 Estimated Budget Require	425,290
Amount to be raised by taxes	425,290
Weighted Assessment	1,561,547,234
Tax Rate	0.00027235
100,000 Residential Assessment	27.25

## The Township of Cavan Monaghan

### By-law No. 2025-36

#### Being a by-law to provide for the levy and collection of special charges for the year 2025 in respect of the Business Improvement Area

**Whereas** Section 208 of the Municipal Act, 2001 as amended, provides that a municipality shall annually raise the amount required for the purposes of a business improvement area board of management, including any interest payable by the municipality on money borrowed by it, and that a municipality may establish a special charge to raise such an amount by levying such special charge upon rateable property in the improvement area that is in a prescribed business property class;

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

1. There shall be levied and collected for the purposes of the Board of Management of the business improvement area as summarized by property code on the attached Special Area Rate Verification, in amounts calculated for each prescribed business property tax class and qualifier, on the amount of the Board of Management's annual approved Budget, the flat dollar amount for each prescribed business property class as set out as the rate which shall produce the total special charge for the business improvement area as set out under the amount to be collect below by class:

Class	No. of Properties	Rate	Total Charge for Class
Industrial			
Taxable Full	I T 1	\$ 400.00	\$ 400.00
		-	\$ -
Commercial			
Taxable Full	C T 40	\$ 400.00	\$ 16,000.00
Taxable Vacant Land	C X 4	\$ 400.00	\$ 1,600.00
Commercial (New Construction)			
Taxable Full	X T -	\$ 400.00	\$ -
	45		\$ 18,000.00

2. That every property owner shall be levied the special charge amount accordingly and the installment due dates shall be the same as they are for the final billing for all classes of properties.
3. Non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
4. Interest charges shall be imposed for the non-payment of taxes at the rate of 1.25 percent per month of taxes due and unpaid and shall start to accrue on the first day of default.
5. The due dates set out therein shall apply to the Commercial, Shopping Center, Industrial and Multi-Residential property classes. The final property taxes for 2025 on properties in “capped” classes (properties assessed as commercial, industrial or multi-residential) shall be levied in accordance with the ratio established by the County of Peterborough and Township by-laws.
6. The Treasurer may mail or cause to be mailed, all notices of taxes required in accordance with the provisions of the Municipal Act, 2001 as amended, to the address of the residence or place of business of the person taxes pursuant to this by-law. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.
7. The taxes are payable at the Township of Cavan Monaghan Municipal Office, by mail, telephone banking, Interac, web/online banking and direct withdrawal.
8. The Treasurer and designate(s) are hereby empowered to accept part payment from time to time on account of any taxes due. Payments shall be credited first to all penalties and interest, and then to the oldest tax arrears.

Read a first, second and third time and passed this 23<sup>rd</sup> day of June 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

Run Date: 2025-05-31  
Business Date: 2025-05-31

## Special Area Rate Verification

Township Of Cavan Monaghan

For Tax Year 2025 By Tax Class

County: 15 Municipality: 09

Page: 1

Roll	Owner	Assessment	Class	Special Area	Amount
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### Special Area Code Summary

Code	Tax Class	Assessment	Total Charges
B	CT	8,815,000	16,000.00
B	CX	463,000	1,600.00
B	IT	88,000	400.00

Report Total:	9,366,000	18,000.00
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## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	June 23, 2025
<b>From:</b>	Kimberley Pope, Finance Department Cindy Page, Clerks Department
<b>Report Number:</b>	Finance 2025-07
<b>Subject:</b>	2026 Capital and Operating Budget Timetable & 2026 Council Meeting Schedule

### Recommendations:

1. That Council approves the 2026 Capital and Operating Budget Timetable; and
2. That Council approves the 2026 Council Meeting Schedule; and
3. That Council approves the amendment to the 2025 Council Meeting Schedule to add the Special Budget Meeting for Thursday, December 11, 2025, starting at 9:00 a.m.

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### Overview:

As per the Ontario Municipal Act, O.Reg. 290/01 "For each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality."

The 2026 budget timetable provides for two draft presentations to Council, for review and discussion commencing on December 4, 2025, with the 2<sup>nd</sup> draft available for public comment on January 15, 2026 @ 5:00 p.m. The Final Budget for Council approval has been scheduled for February 2, 2026, during the Regular Council meeting.

As per Purchasing By-law No. 2024-54, section 13.3, "prior to the approval of the current budget a department may incur normal operating expenditures (up to 50% of the previous years' operating budget) and normal roads network capital expenditures (up to 75% of the Asset Management Plan annual funding required for sustainability plus annual indexing) and expenses for capital projects carried forward from the previous year. Annual licensing, membership and insurance renewals may incur normal operating expenditures up to 100% of the previous year's operating budget."

The annual budget utilizes the Consumer Price Index (CPI) for Grid Indexing as per section 12.1.3 of the Personnel Policy By-law No. 2015-65. The 2026 Budget will use the Consumer Price Index for the 12 months to August: on the September notice from Statistics Canada.

The Municipal Budget is a powerful management tool that assists staff and Council to define levels of municipal services and identify how revenues are to fund expenditures. Budgeting involves a process of prioritizing projects, estimating costs, programs and service levels considering limited financial resources.

Budgeting contains three key elements: planning, co-ordination and control.

1. Planning is the development of broad statements of your municipality's needs and what it hopes to accomplish for several years ahead. This is defined as thinking strategically, clarifying the challenges facing the municipality and setting priorities.
2. Co-ordination is the inclusion of staff expertise in combination with financial budgeting assistance to evaluate departmental budgets to produce the Operating and Capital budgets for Council's review and consideration.
3. Control is the internal audit regulation and reporting which indicate the actual expenditures and revenues and their adherence to the budget. Once adopted, the budget serves multiple purposes such as a municipal policy document, an operations guide, a financial plan and a communications tool.

The Township is continually reviewing opportunities to reduce expenditures and revenue losses, maintaining our current service levels while achieving expenditure savings, growth opportunities and other measures to mitigate a tax rate increase.

The purpose of this report is to provide a reasonable timetable of the 2026 budget process for Council's approval.

**Financial Impact:**

There is no financial impact at this time.

**Attachments:**

1. 2026 Budget Timetable
2. 2026 Council Meeting Schedule
3. 2025 Council Meeting Schedule

Respectfully Submitted by,

Kimberley Pope  
Director of Finance/Treasurer

Cindy Page  
Clerk

Reviewed by,

Yvette Hurley  
Chief Administrative Officer

## 2026 Budget Timetable

Action	Deadlines
<p><b>Capital Budget Forecast &amp; Template:</b> Finance to provide 10 year Capital Plan and templates to Management for completion.</p> <p><b>Operating Budget Report &amp; Working Papers:</b> Finance to provide Operating Budget working papers to Management, Library Board and BIA for completion.</p>	<b>August 15, 2025</b>
<p><b>Completed 2026 Capital Budget &amp; updated 10 year Capital Plan:</b> The Budget and 10 year updated Capital Plan to be submitted to the Director of Finance, from each Manager, by the deadline. This shall include consideration of Master Plans, Studies, Development Charges, Policies, Current Asset Replacement Policy, By-Laws and the Asset Management Plan.</p> <p><b>Completed 2026 Operating Budget &amp; worksheets:</b> Budget to be submitted to the Director of Finance, from each Manager, by the deadline. The Operating budget includes both the Budget Report containing proposed budget values and working papers which are to be forwarded to Director of Finance by each Manager by the deadline. The working papers include details of contracted services, vehicle maintenance, staffing compliments, employee training/conferences, etc.</p>	<b>September 15, 2025</b>
<p><b>CAO &amp; Director of Finance Internal Review of Capital and Operating Budgets submitted by:</b> Management, Library Board and BIA. (Meetings will be scheduled upon request and/or if needed for further information/clarification)</p>	<b>October 6, 2025 to October 17, 2025</b>
<p><b>CAO, Director of Finance review with Mayor the Capital and Operating Budgets</b> Meetings may be scheduled if needed for further information/clarification</p>	<b>October 20, 2025 to October 31, 2025</b>

<p><b>1<sup>st</sup> Draft - Operating &amp; Capital Budget (estimated)</b>  <b>Presentation to Council:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1<sup>st</sup> Draft Operating, Capital and Water &amp; Wastewater Budgets (estimated costs) presented to Council</li> <li><input type="checkbox"/> Updated 2026 Tax Rate summary based on estimated Current Value Assessment</li> <li><input type="checkbox"/> 2026 Tax Rate increase estimate presented to Council and value of investment in Capital and Operating</li> <li><input type="checkbox"/> Municipal Wage Grid Indexing, CPI index up to September</li> </ul> <p><b>Boards and Committees (1<sup>st</sup> Draft):</b>  Each board must hold at least one public meeting to discuss and approve its proposed budget, with a formal motion, before presenting its budget request to the Council.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Library Board Chair &amp; CEO budget request &amp; presentation</li> <li><input type="checkbox"/> BIA Chair budget request &amp; presentation</li> </ul> <p>All committees must approve the proposed budget, supported by a formal motion, prior to submitting a budget request to Council</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advisory Committee's Chair budget request &amp; presentation</li> </ul>	<p>Special Budget Meeting  <b>Thursday December 11, 2025</b>  9:00 a.m. – 3:00 p.m.</p>
<p><b>Meetings with CAO &amp; Director of Finance:</b>  Council members may schedule a meeting for further clarification/review with the CAO &amp; Director of Finance, upon request.</p>	<p><b>December 8, 2025</b>  to  <b>December 12, 2025</b></p>
<p><b>2<sup>nd</sup> Draft - Operating &amp; Capital Budget</b>  <b>Presentation to Council:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of 2<sup>nd</sup> Draft Operating, Capital and Water &amp; Wastewater Budgets, containing amendments from 1<sup>st</sup> draft budgets if applicable.</li> <li><input type="checkbox"/> Evaluate affordability, service levels and needs</li> </ul> <p><b>2026 Tax Rate Summary:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Updated 2026 Tax Rate Summary based on MPAC released Total Current Value Assessment data (Dec. 9, 2025).</li> </ul> <p><b>Boards and Committees (2<sup>nd</sup> Draft):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 2<sup>nd</sup> Draft budget request &amp; presentation, if requested</li> </ul> <p>The public are welcome to comment, in person, at the 5:00pm evening budget meeting.</p>	<p>Special Budget Meeting  <b>Thursday January 15, 2026</b>  1:00 p.m. – 3:00 p.m.</p> <p>and</p> <p>Special Budget Meeting  <b>(for Public Comment)</b>  <b>Thursday January 15, 2026</b>  @ 5:00 p.m.</p>
<p><b>Final Operating &amp; Capital Budget Meeting:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Presentation and approval of the Municipal Operating and Capital Budgets and the Water &amp; Wastewater Operating and Capital Budgets</li> </ul>	<p>Regular Council Meeting  <b>(Final Budget Approval)</b>  <b>Monday February 2, 2026</b>  @ 1:00 p.m.</p>
<p><b>1<sup>st</sup> Draft (2027) - Operating &amp; Capital Budgets</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1<sup>st</sup> Draft Budgets (estimated costs) presented to Council</li> <li><input type="checkbox"/> BIA Chair, Library Board Chair &amp; EDO and committee budget requests &amp; presentations to Council</li> </ul>	<p>Special Budget Meeting  <b>Thursday December 17, 2026</b>  9:00 a.m. – 3:00 p.m.</p>



## **Township of Cavan Monaghan 2026 Council Meeting Schedule**

<b>Thursday, January 15, 2026</b>	<b>1:00 p.m. – Special Budget Meeting</b>
<b>Thursday, January 15, 2026</b>	<b>5:00 p.m. – Special Budget Meeting – Public</b>
<b>Monday, February 2, 2026</b>	<b>1:00 p.m. – Regular Council Meeting – Final Budget</b>
<b>Tuesday, February 17, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, March 2, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, March 16, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Tuesday, April 7, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, April 20, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, May 4, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Tuesday, May 19, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, June 1, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, June 22, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday , August 10, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Tuesday, September 8, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, September 21, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, October 5, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, November 2, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Monday, November 16, 2026</b>	<b>7:00 p.m. – Inaugural Meeting</b>
<b>Monday, November 23, 2026</b>	<b>1:00 p.m. – Council Orientation</b>
<b>Monday, December 7, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>
<b>Thursday, December 10, 2026</b>	<b>9:00 a.m. – Roads and Facilities Tour</b>
<b>Thursday, December 17, 2026</b>	<b>9:00 a.m. – Special Budget Meeting</b>
<b>Monday, December 21, 2026</b>	<b>1:00 p.m. – Regular Council Meeting</b>

# Township of Cavan Monaghan 2025 Council Meeting Schedule

Thursday, January 9, 2025  
Thursday, January 9, 2025

1:00 p.m. – Special Budget Meeting  
5:00 p.m. – Special Budget Meeting – Public

Monday, January 27, 2025

1:00 p.m. – Regular Council Meeting – Final Budget

Monday, February 3, 2025

1:00 p.m. – Regular Council Meeting

Tuesday, February 18, 2025

1:00 p.m. – Regular Council Meeting

Monday, March 3, 2025

1:00 p.m. – Regular Council Meeting

Monday, March 17, 2025

1:00 p.m. – Regular Council Meeting

Monday, April 7, 2025

1:00 p.m. – Regular Council Meeting

Tuesday, April 22, 2025

1:00 p.m. – Regular Council Meeting

Monday, May 5, 2025

1:00 p.m. – Regular Council Meeting

Tuesday, May 20, 2025

1:00 p.m. – Regular Council Meeting

Monday, June 2, 2025

1:00 p.m. – Regular Council Meeting

Monday, June 23, 2025

1:00 p.m. – Regular Council Meeting

Monday, August 11, 2025

1:00 p.m. – Regular Council Meeting

Tuesday, September 2, 2025

1:00 p.m. – Regular Council Meeting

Monday, September 15, 2025

1:00 p.m. – Regular Council Meeting

Monday, October 6, 2025

1:00 p.m. – Regular Council Meeting

Monday, October 20, 2025

1:00 p.m. – Regular Council Meeting

Monday, November 3, 2025

1:00 p.m. – Regular Council Meeting

Monday, November 17, 2025

1:00 p.m. – Regular Council Meeting

Monday, December 1, 2025

1:00 p.m. – Regular Council Meeting

Thursday, December 11, 2025

9:00 a.m. – Special Budget Meeting

Monday, December 15, 2025

1:00 p.m. – Regular Council Meeting



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	June 23, 2025
<b>From:</b>	Wayne Hancock, Director of Public Works Drew Hutchison, Engineering Technologist
<b>Report Number:</b>	Public Works 2025-10
<b>Subject:</b>	Tender T-PW-25-03 Frederick Street Reconstruction

### Recommendations:

1. That Council reject all tenders and terminate the tender procurement process for the T-PW-25-03 Frederick Street Reconstruction; and
2. That Council approve the rollover of the funds allocated in the 2025 Public Works Capital Budget for the Frederick Street Reconstruction Project to be used for future road reconstruction in the 2026 Public Works Capital Budget.

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### Overview:

Township staff called the Tender for the Frederick Street Reconstruction project and posted the tender on Biddingo on May 27<sup>th</sup>, 2025, with the closing date of June 11<sup>th</sup>, 2025 at 11:00 a.m. The Tender was opened the same day with Yvette Hurley, Wayne Hancock and Drew Hutchison representing the Township.

Three bids (excluding H.S.T.) were received as outlined below:

- |                                     |                |
|-------------------------------------|----------------|
| 1. Behan Construction Limited       | \$1,659,920.33 |
| 2. Hard-Co Construction Ltd.        | \$1,890,230.29 |
| 3. Nick Carchidi Excavating Limited | \$2,153,918.99 |

The bids provided are significantly higher than the allocated funds that are identified in the 2025 Public Works Capital Budget for the Frederick Street Reconstruction Project. The proposal call includes a clause that the Municipality retains the right to accept or reject any proposal.

Staff are recommending that Council rejects all tenders and terminate the tender procurement process for T-PW-25-03. This project will be cancelled for 2025 given the budgeted funds would not cover the projected tender costs.

**Financial Impact:**

The Frederick Street Reconstruction Capital Project utilizes funds from The Public Works Capital Budget, which is funded through the property tax rate, and the Water and Wastewater Capital Works Budget, which is funded through the W&WW user fees and charges by-law. Both Capital Budgets were approved by Council in the 2025 Budget proceedings. Currently, there is a total amount of \$940,000.00 in the Public Works Capital Budget with a split with an amount of \$550,000.00 in the Water & Wastewater Budget and an amount of \$390,000.00 in the Public Works Roads Capital Budget earmarked for this project.

Staff are recommending that Council rejects all tenders and terminate the tender procurement process for the T-PW-25-03. Staff also recommends the roll over of these allocated funds to the 2026 Public Works Capital Budget. Reallocation of these funds to another reconstruction project would be discussed in the 2026 Budget proceedings if necessary.

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer

Drew Hutchison  
Engineering Technologist



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	June 23, 2025
<b>From:</b>	Wayne Hancock, Director of Public Works Drew Hutchison, Public Works Engineering Technologist
<b>Report Number:</b>	Public Works 2025-11
<b>Subject:</b>	Tender T-PW-25-04 Hot Mix Asphalt

### Recommendations:

1. That Council award the Hot Mix Asphalt Tender T-PW-25-04 to 2618018 Ontario Inc o/a D Rock Paving, for the amount of \$173,196.00 with H.S.T. of \$22,515.48. The total tender amount with the net municipal H.S.T. is \$176,244.25; and
2. That Council approve the provisional item Wilson Line overlay and curb replacement for the amount of \$57,400.00 with H.S.T. of \$7,462.00. The total amount with net municipal H.S.T. is \$58,410.24; and
3. That Council approve a 10% Contingency in the amount of \$23,465.45 for this project. The total amount for approval including contingencies is \$258,119.93.

---

### Overview:

The Tender for Hot Mix Asphalt was called and posted to Biddingo and the Township website on May 27, 2025. The closing date was June 11, 2025 at 11:00 a.m. The Tender was opened at 11:05 a.m. the same day with Yvette Hurley, Wayne Hancock, and Drew Hutchison representing the Township.

Three bids (excluding HST) were received as outlined below:

- |   |               |
|---|---------------|
| 1. 2618018 Ontario Inc. o/a D Rock Paving | \$ 230,596.00 |
| 2. Dufferin Construction Company          | \$ 248,772.00 |
| 3. Trison Contracting Inc.                | \$ 377,120.00 |

In this tender, the sections outlined to be completed include Hayes Line, Bland Line and Wilson Line, maps of which can be observed in Attachment No 1. These sections are scheduled to be completed this year.

**Financial Impact:**

The amount of \$300,000.00 was allocated in the 2025 Hot Mix Asphalt Capital Budget, account 02-60-625-62534-6150. This program is funded through the Canada Community-Building Fund (CCBF) and the Asset Replacement Reserve.

The tender came in at a price of \$173,196.00 plus H.S.T. in the amount of \$22,515.48 for a total of \$195,711.48. The total amount with the net municipal H.S.T. is \$176,244.25.

The provisional item for the Wilson Line overlay and curb replacement came in at the price of \$57,400.00 plus H.S.T. in the amount of \$7,462.00 for a total of \$64,862.00. The total amount with net municipal H.S.T. is \$58,410.24.

After the municipal H.S.T. rebate and the addition of a 10% contingency amount, the total tender price would be \$258,119.93. Staff recommend the surplus funds from the allocated Hot Mix Asphalt budget will remain available in the 2025 fiscal year to be used towards other Public Works Capital projects if needed.

**Attachment:**

Attachment No. 1 – Hot Mix Location Maps 2025

Respectfully Submitted by,

Reviewed by,

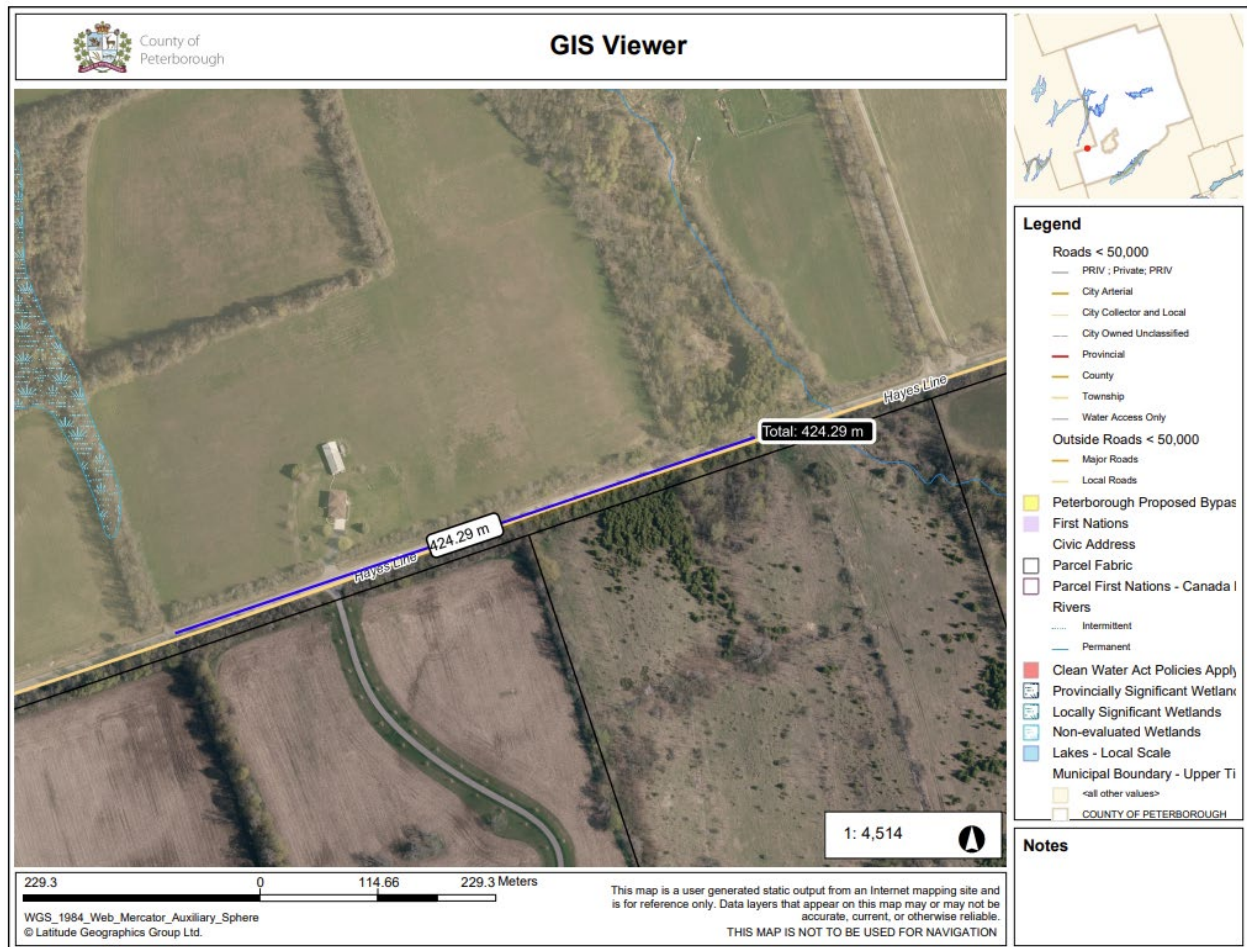
Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer

Drew Hutchison  
Public Works Engineering Technologist

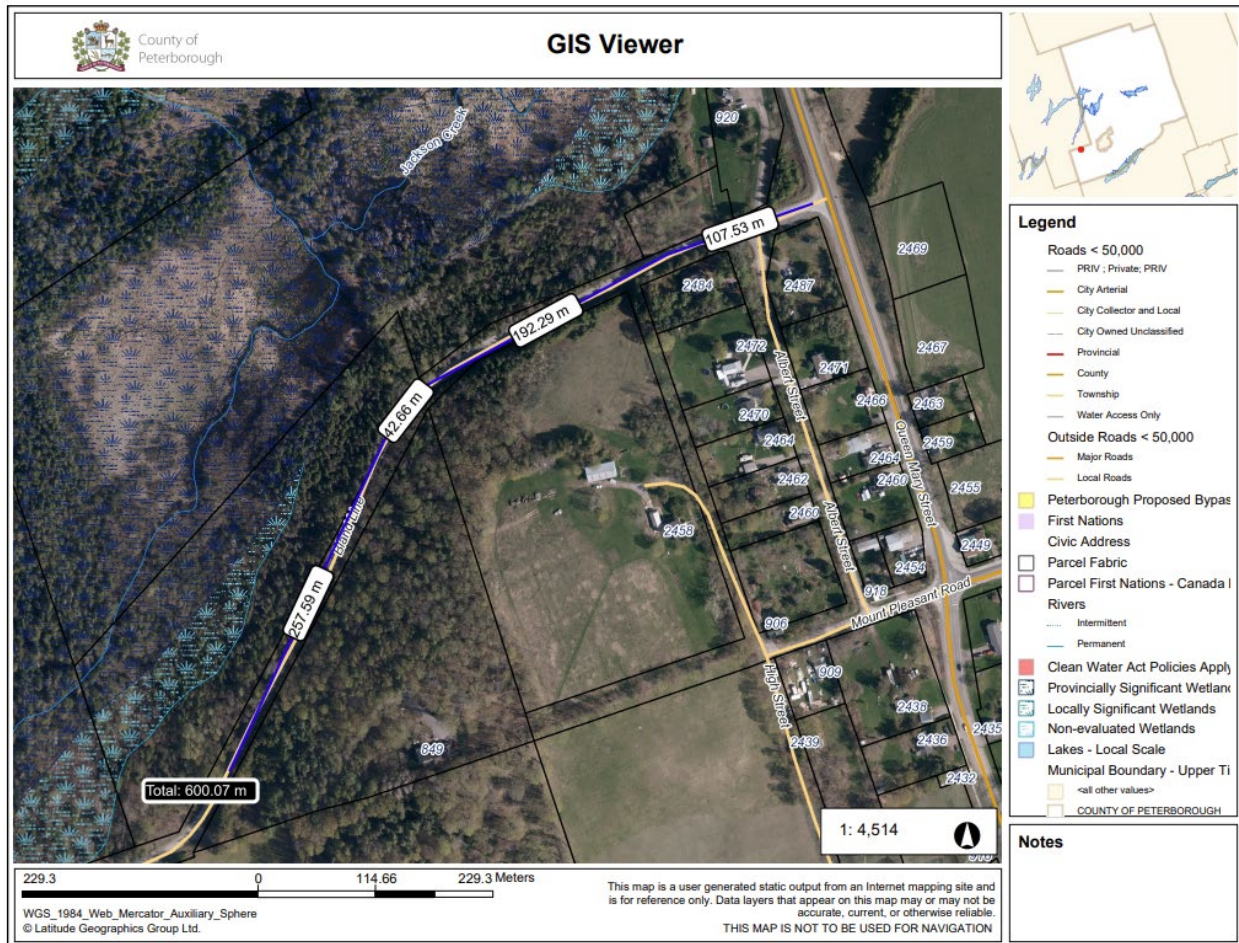
## Attachment No. 1: Hot Mix Location Maps 2025

### Hayes Line – 425m



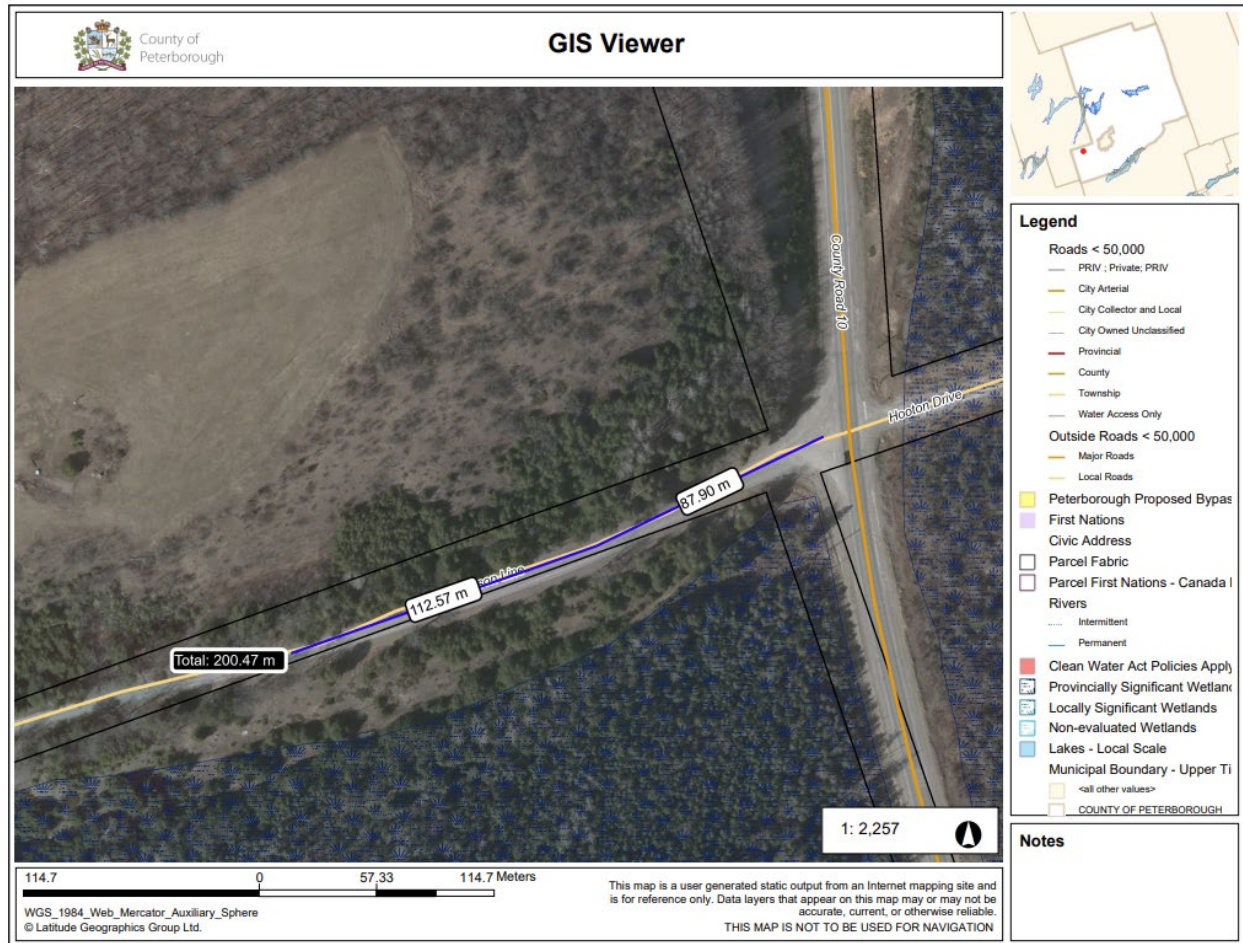


## Bland Line – 600m





## Wilson Line – 200m



# 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	C. Allison	Scope change approved May 9, staff are drafting an RFP
Normal	Council	2024	Woodland Management By-law	M. Wilkinson	First draft of By-law completed, sent to departments for comment
Normal	C.A.O.	2024	Township design options for 3 and 5 Centre Street	Y. Hurley and K. Phillips	Report delivered to Council
Normal	Council	2024-11-18	Cenotaph Crosswalk enhancement	W. Hancock	Design finished, staff are seeking quotes for project
Normal	Council	2024-12-16	Investigate use of land at 52 King Street East for parking	W. Hancock/B. Balfour	Completed 10 parking spaces
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, start of work on driveway approaches pending
Normal	Council	2025-04-07	Update on outstanding works for new Fire Station	B. Balfour	Landscaping - Completed, Asphalt and grading - In progress, vendor secured, Sidewalk railing - Pending paving and landscaping, Furnace roof access- In progress, ordered
Normal	Council	2025-05-20	Report on parking in downtown	D. Hutchinson	Q3 2025

# 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, procurement of rail switch in progress. Site visit to Station Park completed in June 2025	Fall 2025
Website Gov Stack Migration	ECD	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/ All Departments	Water/Wastewater Study report to be ready in September 2025, Development Charges Study work to continue through Fall 2025	Studies and reports to be completed in Fall 2025
Parks and Recreation Plan Phase Three - Remaining Downtown Park/CMCC Lands	Parks and Facilities/CAO	Applications for Task Force to close in June 2025	Pending approval of new Task Force members
Millbrook Valley Trails bridge replacement near Old Millbrook School	Parks and Facilities	Installation of bridge completed	Completed
Old Millbrook School - 2020 ICIP Grant	Parks and Facilities	Site visit of Old Millbrook School completed by MRHAC and consultation on changes ongoing	Proposed rehabilitation projects approved by Council on May 20
Baxter Creek Floodplain SSA (Special Study Area)	Planning	Comments have been received from Ministries and are being reviewed alongside ORCA	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	Tender has been posted	Pending close of tender in July
Replacement of 2003 Chevy C5500 Rescue Truck #R1-03	Protective Services	Tender is being prepared	Tender 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 vehicle being readied for commissioning	Vehicle expected to be operational by end of June
Back Up Generator for Fire Station No. 2	Protective Services	Unit has been installed, hook-up to be completed in August	August 2025
New Exhaust System for Fire Station No. 2	Protective Services	System ordered, delivery expected in 1.5 months	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	Report for tender to be presented to Council at June 23 meeting	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 has started	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 begin late June	Work to be completed in Summer 2025
Frederick Street Reconstruction and Sidewalks	Public Works	Report for tender to be presented to Council at June 23 meeting	Report to Council in June
Brookside Street Reconstruction (Phase II)	Public Works	Work completed, deficiencies being remedied by contractor	Completed
Replacement of 1991 Case Backhoe 33-91	Public Works	Backhoe has been delivered	Completed
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**



Peterborough County Plowmen's Association  
25 Alexander Avenue  
Peterborough, ON  
K9J 6B3  
705 760-5590  
Denisehumphries675@yahoo.ca



Dear Township of Cavan Monaghan,

On behalf of the Peterborough County Plowmen's Association, I would like to take this opportunity to 'Thank You' for your financial support over the past few years. With your assistance, we promote our County's Heritage "The Art of Plowing" by hosting our annual Plowing Match at various townships throughout Peterborough County showcasing a variety of plowing techniques to our urban and rural visitors.

As we are a non-profit organization, we depend on donations to fund this county event. Our organization would greatly appreciate any financial assistance to make our 2025 Plowing Match a success. We will ensure your donation and name will be posted in our advertisement flyers and on the day of our Plowing Match.

We proudly announce that this year's match will be held in the Township of Cavan-Monaghan, on the farm of Susan & John French, 1031 Zion Line, Millbrook, east of County Road 10, on Saturday, September 27<sup>th</sup>, 2025.

We thank you again for your continued support!

Warm Regards,

Denise Humphries  
(Secretary / Treasurer)



## **The Township of Cavan Monaghan**

### **By-law No. 2025-29**

#### **Being a by-law to authorize the execution of a Collective Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees and its Local 1306-8 (Parks)**

**Whereas** the Council of the Township of Cavan Monaghan deems it desirable to enter into a Collective Agreement with the Canadian Union of Public Employees and its Local 1306-8 (Parks)

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

1. That Yvette Hurley, Chief Administrative Officer, Chris Allison, Parks and Facilities Manager, and Jennifer Steen, Executive Assistant to Corporate Services, are hereby authorized and directed to execute the Collective Agreement with the Canadian Union of Public Employees and its Local 1306-8 (Parks).
2. That the Collective Agreement is attached as Schedule 'A' to this By-law.

Read a first, second and third time and passed this 23<sup>rd</sup> day of June 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**



## **COLLECTIVE AGREEMENT**

**Between**

**THE CORPORATION OF THE TOWNSHIP OF CAVAN MONAGHAN**  
**(hereinafter referred to as the “Employer”)**

**And**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES**  
**AND ITS LOCAL 1306.8 (PARKS UNIT)**  
**(hereinafter referred to as the “Union”)**

**EXPIRES March 31, 2028**

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## **ARTICLE 1      PREAMBLE**

- 1.01 It is the intent and purpose of this Collective Agreement, which has been negotiated in good faith:
- (a) To establish collective bargaining relations between the Employer and the Union with respect to the employees outlined in Article 2.01, defined as the Parks, Recreation and Facilities employees. ("Parks Unit")
  - (b) To provide an orderly procedure for the equitable disposition of grievances.
  - (c) To establish mutually satisfactory working conditions, hours of work and wages for all employees subject to the provisions of this Collective Agreement.
  - (d) To recognize the rights of the Employer and the functions of the Union.

## **ARTICLE 2      DEFINITION OF EMPLOYEE STATUS**

- 2.01 For the purpose of this Collective Agreement, the terms "temporary", "probationary", and "permanent" employees shall be interpreted to mean:

**(a) Temporary Employees.**

The term temporary employee applies to employees who are hired by the Employer on a seasonal basis for a limited duration. A temporary employee shall not work beyond a total of one hundred and thirty (130) calendar days in any consecutive twelve (12) month period; however, the same temporary employee may be rehired more than once during twelve (12) consecutive months, provided their specific assignment is to a different position within the Employer organization.

**(b) Probationary Employees.**

The term probationary employee applies to employees who are hired by the Employer as part of the permanent establishment, and will be designated as permanent employees after satisfactorily completing their probationary period.

**(c) Permanent Employees.**

The term permanent employee applies to either full-time or part-time employees who have satisfactorily completed their probationary period and who are considered as part of the permanent establishment of the Employer. Full-time and part-time employees shall be defined as:

Full-time Permanent Employee.

Means any employee who is engaged for an indefinite period of time and has successfully completed their probationary period, and are considered part of the permanent establishment of the Employer.

Part-time Permanent Employee.

Means any employee who is engaged for an undetermined duration on a regular year round basis and has successfully completed their probationary period, are considered part of the permanent establishment of the Employer.

- 2.02 Any temporary or probationary employee, for any reason not contrary to the law, may be terminated by the Employer and there shall be no recourse against the Employer on the part of the employee, the Grievance Committee of the Union or the Union. For the sake of clarity probationary employees do not have the just cause provisions under this Collective Agreement.
- 2.03 A probationary period means a period of time that covers four hundred (400) hours worked for part-time employees and one hundred and eighty (180) calendar days for full-time employees from the commencement of employment.

### **ARTICLE 3      MANAGEMENT RIGHTS**

- 3.01 The Union recognizes and acknowledges that the management of the Corporation and the direction of the working force are the exclusive function of the Employer and, without restricting the generality of the foregoing; the Union acknowledges that it is the exclusive function of the Employer:
- (a) To maintain order and efficiency.
  - (b) To hire, promote, classify, transfer, suspend and retire Employees and to discipline or to discharge any employee provided that a claim by an employee who has acquired seniority that they have been discharged or disciplined without just cause may be the subject of a grievance and dealt with as hereinafter provided.
  - (c) To make, enforce and alter, from time to time, rules and regulations to be observed by the employees, such rules and regulations to be posted upon all bulletin boards.
  - (d) To determine the nature and kind of operations conducted by the Employer, the kind and locations of depots, equipment, and materials to be used, the control of materials and parts, the methods and techniques of work, the content of jobs, the schedules of work, the number of employees to be employed, the extension, limitation, curtailment or cessation of operations or any part thereof, and to determine and exercise all other functions and prerogatives which shall remain solely with the Employer.
- 3.02 The Union recognizes that at times and for varying reasons, the Employer shall deem it necessary and practical for certain work to be done by persons outside the bargaining unit.

As in the past, the Employer must therefore reserve the right to decide how and by whom any work is to be performed and nothing in this Collective Agreement is to be construed as limiting that right. However, the Employer shall not exercise any of its rights under this section contrary to the intent of this Collective Agreement.

## **ARTICLE 4      UNION RECOGNITION**

- 4.01 The Employer recognizes the Canadian Union of Public Employees and its Local 1306-2 (Parks Unit) as the sole and exclusive collective bargaining agent for all employees employed of The Township of Cavan Monaghan in the County of Peterborough save and except Treasurer, C.A.O./Clerk, Directors, Supervisors, Office and Clerical Employees, Dog Control Officer, Crossing Guards, Students and those employees for which bargaining rights already exist.
- 4.02 No Discrimination  
The Employer and the Union will continue the practice of no discrimination, interference, restriction or coercion being exercised or practiced with respect to any employee by reason of any of the protected grounds set out in the *Ontario Human Rights Code* or by reason of an employee's membership in or activities on behalf of the Union.

## **ARTICLE 5      UNION SECURITY**

- 5.01 All bargaining unit employees of the Employer, as a condition of continuing employment, shall become and remain members in good standing of the Union, according to the constitution and bylaws of the Union. All future employees of the Employer shall, as a condition of continued employment, become and remain members in good standing in the Union.
- 5.02 The Employer shall deduct from every, temporary, probationary, and permanent employee any monthly dues, initiations, or assessments levied in accordance with the Union constitution and/or bylaws, and owing by them to the Union. All such deductions shall commence the first month of employment provided that the employment date is prior to the fifteenth (15th).
- 5.03 All deductions shall be made from the payroll and shall be forwarded to the Secretary-Treasurer of the Union not later than the 15th day of the following month.
- 5.04 If an employee is absent from the payroll due to a serious illness, Workers Safety & Insurance accident or leave of absence without pay, it is not the Employer's responsibility to deduct or in any way attempt to retrieve union dues from the employee for this period.
- 5.05 T-4 Slips  
The Employer will provide each employee with a T-4 supplementary slip showing the dues deducted in the previous year for income tax purposes.
- 5.06 Employee Interview  
A new employee will have the opportunity to meet with a representative of the Union in the employ of the Employer for a period of up to fifteen (15) minutes without loss of regular earnings. The purpose of the meeting will be to acquaint the employee with a representative of the Union and with the Collective Agreement. Time away from the job for both the Union representative and the new employee shall be at a time agreed to by the Employer.

## **ARTICLE 6      CORRESPONDENCE**

- 6.01 Except as herein provided, all correspondence between the parties, arising out of this Collective Agreement, or incidental thereto, shall pass to and from the Chief Administrative Officer or designate and the Chairperson of the Unit with copies to the CUPE National Representative.

## **ARTICLE 7      LABOUR MANAGEMENT RELATIONS**

### **7.01      Representation**

No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union shall supply the Employer with the names of its officers. Similarly, the Employer shall, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

### **7.02      Labour Management Committee**

There shall be a Labour Management Committee composed of two (2) representatives of the Union and two (2) representatives of the Employer. The function of this committee shall be to discuss matters of mutual concern to the parties, but it is understood and agreed that the committee will not discuss grievances. It is also understood that committee discussions shall not give rise to grievance or discipline.

The committee will meet on an as needed basis. Such meeting to be convened within seven (7) working days of the request by either party.

Minutes shall be recorded and a copy sent to each of the members as soon as possible.

Union committee members will be allowed time off with pay to attend such meetings.

### **7.03      Bargaining Committee**

The Bargaining Committee shall be appointed by the Union and consist of not more than three (3) members of the Union including one part time employee. The Union will advise the Employer as to the Union nominees on the Committee at least seven (7) days before bargaining commences. The Employer will pay a maximum of two (2) days of the normal earning for the 3 committee members. For any further days the Employer shall maintain the normal earning of all the employees of the Employer on the Union's bargaining committee through to the completion of conciliation and send an invoice to the Union for payment of all earnings.

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer. The Employer shall have the right at any time to have the assistance of legal advisers when dealing or negotiating with the Union.

### **7.04      Technical Information**

The Employer shall make available to the Union, upon request, information requested by the Union as to job descriptions, positions in the bargaining unit, job classifications and wage rates.

7.05 Election of Union Representatives

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint two (2) representatives, whose duties shall be to assist any employee (which the steward represents) in preparing and presenting their grievance in accordance with the grievance procedure.

Names of Union Representatives

The Union shall notify the Employer, in writing, of the names of the Representatives before the Employer shall be required to recognize them.

7.06 Permission to Leave Work

The Union understands and agrees that each Union Representative is employed to perform work for the Employer. A Union Representative will not leave their work during the working hours except to perform their duties under this Collective Agreement. A Union Representative shall not leave their work without obtaining the permission of their supervisor. Such permission shall not be unreasonably withheld. When resuming their regular work, they shall again report to their supervisor. The Employer shall maintain the normal earnings of all the employees of the Employer who are conducting the work of the Union as per above and send an invoice to the Union for payment of all earnings.

## **ARTICLE 8      GRIEVANCE PROCEDURE**

8.01 A grievance under this Collective Agreement shall be defined as a difference or dispute between the Employer and any employee(s) or the Union. The Union and Employer agree that it is the mutual desire of the parties that grievances should be dealt with as quickly as possible.

8.02 Complaint Procedure

If an employee has a complaint, he/she shall discuss it with the Manager of Parks and Facilities. Failing settlement, the complaint may be filed as a grievance.

8.03 Grievances properly arising under this Collective Agreement shall be adjudicated and settled as follows;

Step One

If the Union considers the complaint of the employee justified to be a grievance it shall file a grievance within ten (10) working days of giving rise to the occurrence to the Director or designate. The Chairperson/Steward, the President of the Local Union, the employee(s) concerned and a representative of the National Union, if desired by the Local Union, shall meet as promptly as possible but within five (5) working days with the Director or their designate and such other persons as the Director may desire, to consider the grievance. The Director shall render, in writing to the Union, the decision of the Employer with regard to the grievance within five (5) working days following the meeting. If the decision is not satisfactory to the Union, the grievance shall be presented at Step Two as follows:

### Step Two

Within ten (10) working days after the decision is given under Step One, the Union must submit the grievance, in writing, providing all details to the Chief Administrative Officer or designate. The Chairperson/Steward, the President of the Local Union, the employee(s) concerned and a representative of the National Union, if desired by the Local Union, shall meet as promptly as possible, but within ten (10) working days with the Chief Administrative Officer or designate to consider the grievance. The Employer will within ten (10) working days following the meeting provide a written response to the Union.

If the Union is not satisfied with the response of the Employer, it shall within ten (10) working days following receipt of the Employer's response notify the Employer in writing should it want to submit the grievance to arbitration.

- 8.04 Despite the above outlined grievance procedure, a grievance by an employee, other than a probationary employee as outlined in Article 2.02, that they have been discharged without just cause shall be delivered to the Chief Administrative Officer or designate, at Step 2 of the grievance procedure within five (5) full days after the employee is discharged.
- 8.05 Where a dispute involving a question of the application or interpretation of this Collective Agreement occurs, a grievance may be submitted in writing to the Chief Administrative Officer or their designate by a representative of the Union or vice versa. The parties shall meet within ten (10) working days to consider the grievance and failing settlement of the grievance either party may submit it to arbitration within ten (10) days following the meeting.
- 8.06 The Union and Employer agree that the time limits mentioned in the grievance procedure shall only be extended by written agreement between the parties.
- 8.07 Any reference to days in this Article shall exclude Saturdays, Sundays and Statutory Holidays.

## **ARTICLE 9      ARBITRATION**

### 9.01      Composition of Board of Arbitration

If either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party to the Collective Agreement indicating the name of its nominee to the Arbitration Board. Within five (5) days thereafter the other party shall answer by registered mail indicating the name and address of its nominee to the Arbitration Board. Such notices shall be sent to the Chief Administrative Officer in the case of the Employer and to the Chairperson of the Unit with a copy to the CUPE National Representative.

### 9.02      Single Arbitration Process

A single arbitrator process will be used unless either party requests to proceed with a Board of Arbitration as outlined in this Article. In such event, the parties will provide each other with proposed arbitrators within the time limit set out in Article 9.01 above.

### 9.03      Failure to Appoint

If the recipient of the notice fails to nominate an Arbitrator, or if the two (2) nominees fail to agree upon a chairperson within seven (7) days of appointment, the appointment shall be made by the Minister of Labour, upon the request of either party.

9.04 Board Procedure

The procedures of the Board of Arbitration shall be as determined by the Ontario Labour Relations Act.

9.05 Expense of the Board

Each party shall pay the expenses of the Board as follows:

- (a) The fees and expenses of the arbitrator it appoints.
- (b) One half the fees and expenses of the Chairperson.

9.06 The Union and Employer agree that the time limits mentioned in the arbitration procedure shall only be extended by written agreement between the parties.

9.07 The Arbitrator shall not have the jurisdiction to alter or change any provision of this Agreement, or substitute any new provision in lieu thereof.

9.08 At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses and all reasonable arrangements will be made to permit the arbitrator(s) to have access to the Employer's premises to view any working conditions which may be relevant

9.09 to the grievance.

## **ARTICLE 10 DISCHARGE AND PERSONNEL RECORDS**

10.01 An employee has the right to review their personnel file within five (5) working days of requesting same in writing to the Chief Administrative Officer or designate. Employees reviewing their files shall do so in the presence of the Employer.

10.02 An employee who has been terminated by the Employer may view their file within ten (10) working days of their termination date. Employees reviewing their files shall do so in the presence of the Employer.

10.03 (a) Disciplinary Action

The Employer may take disciplinary action against an employee within twenty (20) working days of the Employer having knowledge of the incident giving rise to the discipline. For discipline of written warning, suspension or discharge, the employee and the Union shall then be promptly notified in writing of the disciplinary action.

- (b) An employee who is called to a meeting by Management for the purpose of receiving any written warning, suspension and/or discharge shall be advised of the purpose of the meeting and shall have the right to request the presence of a Union representative. The employee will be responsible for securing their own Union representation.

10.04 The length of duration that any letter of reprimand, suspension or other sanction remains on a personal file will be subject to discussion between the parties during the grievance procedure. If no grievance is filed at no time shall a reprimand, suspension or other sanction remain on an employee's personal file beyond twenty-four (24) months after the date of incident.

## **ARTICLE 11 NO STRIKES OR LOCKOUTS**

- 11.01 The parties agree that there shall be no strikes or lockouts during the term of this Collective Agreement.

## **ARTICLE 12 SENIORITY**

- 12.01 Seniority for full-time and part-time employees is defined as the length of service of the employee in the employment of the Employer.
- 12.02 The Employer shall maintain a seniority list showing the date upon which each employee's service commenced as well as their accumulated service credit hours. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

- 12.03 Every new employee shall serve a probationary period and on completion of the said period, their seniority shall date on the day on which they commenced their permanent employment.

During the probationary period, employees will be entitled to all rights and privileges of this Collective Agreement except as with respect to discharge and additional training as provided herein.

- 12.04 An employee's seniority right shall cease and their name shall be removed from the seniority list for any of the following reasons:

- (a) If the employee resigns;
- (b) If the employee is discharged for just cause and is not reinstated;
- (c) If the employee is absent from work for three (3) consecutive workdays without authorized leave of absence and without an explanation acceptable to the CAO in which case the employee shall be deemed to have resigned;
- (d) If an employee fails to report for work within five (5) working days following a lay-off after being notified of recall by registered mail at their last known address on the records of the Employer;
- (e) If an employee is laid off for a period longer than twenty four (24) months.

- 12.05 Temporary employees, as defined in Article 2.01, are not entitled to seniority rights or any of the other rights under the provisions of this Collective Agreement except with respect to:

- |                                       |             |
|---------------------------------------|-------------|
| 1) Statutory Holidays (article 15.03) | 4) Mileage  |
| 2) Overtime                           | 5) Jury Pay |
| 3) Bereavement pay                    |             |

- 12.06 A temporary employee need not serve the probationary period provided if the probationary period as defined in article 2.03 is satisfied.



#### 12.07 Temporary to Permanent Status

Effective May 5, 2016. When a temporary employee is put on permanent staff, their seniority shall be effective from the date that they commenced permanent employment with the Employer providing there was no break in employment of more than six (6) weeks.

#### **SERVICE CREDIT**

Full-time employees who were hired initially as full-time employees, shall be credited with all service based on the date the employee was hired.

Part-time employees will accumulate service credit on the basis of one (1) year's service for each nineteen hundred and fifty (1950) hours paid prior to becoming full-time the bargaining unit as of the last date of hire. At no time shall a part-time employee accumulate more than one (1) calendar year of seniority in one (1) calendar year.

#### Service Credit Transfer from Full-time to Part-time Status

If an employee transfers from full-time to part-time status, the following method shall be used to calculate the employee's service credit from one group to another: one (1) year equals nineteen hundred and fifty (1950) hours paid.

#### Service Credit Transfer from Part-time to Full-time

If an employee transfers from part-time to full-time, the following method shall be used to calculate the employee's service from one group to another: nineteen hundred and fifty (1950) hours paid equals one (1) year.

Effective May 5, 2016. The parties agree that the hours used for the calculation of service credit transfers shall be retroactive to the first pay period following the execution of the minutes of settlement for the first collective agreement dated August 26<sup>th</sup>, 2013. For further clarity, no employee will get any service credit transfer for any work performed prior to the first pay period following the minutes of settlement dated August 26<sup>th</sup>, 2013.

### **ARTICLE 13 PROMOTIONS, TRANSFERS, LAY-OFFS AND RECALLS**

- 13.01 If the Employer determines that a vacancy occurs inside the bargaining unit the Employer may post the position for both internal and external candidates. For internal candidates, the Employer will notify the employees by posting a notice on the bulletin board for five (5) working days and shall also send notice to the Union. If the Employer does not intend to fill a vacancy, it shall advise the Union of its decision.

In evaluating applicants for a vacancy, the Employer shall consider skill, ability, and qualifications and the availability to work day, afternoon, weekends and evening shifts. Where, in the judgement of the Employer, which shall not be exercised in an arbitrary or unfairly discriminatory manner, the skill, ability and qualifications are relatively equal the most senior candidate shall be awarded the position. The Employer shall not make a decision relating any external candidates until all internal candidates have been deemed not qualified.

- 13.02 No employee shall be transferred to a position outside of the bargaining unit without their consent. If an employee consents to a transfer to a position outside of the bargaining unit, they shall lose their seniority. If a permanent employee accepts a temporary transfer to a position outside the bargaining unit, they shall retain their seniority acquired at the date leaving the unit, but will not accumulate any further seniority until they return to their full-time position.

- 13.03 When a permanent employee receives a promotion or transfer, there shall be a thirty (30) calendar day trial period during which performance may be assessed. Should the promoted or transferred employee not successfully complete the trial period, they shall have the option of returning to their former position and status. Any other employee promoted or transferred because of the re-arrangement of the positions shall also be returned to their former position and status.
- 13.04 In the event of a lay-off, employees shall be laid off in the reverse order of their seniority provided that no employee shall be permitted to bump another employee unless they have proven qualifications and ability to do the work available.
- 13.05 In the event of a recall, employees shall be recalled in the order of their seniority provided they have the proven ability and qualifications to do the work available.
- 13.06 The Employer shall notify employees who are to be laid off ten (10) days before the lay-off is to be effective. Such notice shall be sent registered mail to the last known address of the employee(s) on the records of the Employer or shall be hand delivered by the Employer.

## **ARTICLE 14 HOURS OF WORK AND OVERTIME**

### **14.01 Full-time Employees:**

The normal hours of work and overtime for full time employees shall consist of forty (40) hours per week, which shall include a half (1/2) hour paid lunch. This shall not be construed as a guarantee of hours of work per day or per week, or of days of work per week.

Full time employees scheduled outside of facilities will be scheduled 8.5 hours per day or 10.5 hours per day inclusive of a 30 minute unpaid lunch.

### **14.02 Part-time Employees**

The following shall not be construed as a guarantee of hours of work per day or per week, or of days of work per week.

The workweek for part-time employees shall vary week to week and shall consist of no more than thirty (30) regularly scheduled hours per week.

The Employer agrees that scheduled hours shall be divided as equally as possible among those qualified to perform the work.

A half (1/2) hour lunch shall be paid to only those employees assigned to the facility and unable to leave during their shift.

All shifts shall be a minimum of four (4) hours.

- 14.03 All employees shall be permitted a fifteen (15) minute rest period for every four hour period while at work.

### **14.04 Overtime Rates**

- (a) For Full-Time and Part-Time employees, all hours worked in excess of eighty (80) hours in a pay period shall be paid at the rate of time and one-half, provided that there shall be no duplication or pyramiding of overtime pay.

In addition, part-time employees who work in excess of eight (8) hours in a day or their normal hours for that day, if greater than eight (8) hours shall be paid at the rate of time and one-half. For clarity, if an employee is regularly scheduled to work ten (10) hours in a day, overtime would not occur until after ten (10) hours.

The Employer agrees that for work on Christmas Day, Boxing Day and New Years Day shall receive 2.0 times their regular rate for all hours worked. For work on any other statutory holiday outlined in paragraph 15.01, full-time employees shall be paid 1.5 times their regular rate.

- (b) When a statutory holiday falls on a Saturday the preceding Friday shall be deemed the holiday closure or if the holiday falls on a Sunday the following Monday shall be deemed the holiday closure for the purpose of this section.
- (c) The Employer shall make every effort to distribute overtime and call back opportunities as equitably as possible amongst the staff who are qualified and are available and willing to do the work subject to the operational requirements of the Employer.

#### 14.05 Bank Time

All permanent employees may transfer overtime hours to be taken in lieu at a time mutually agreed to between the Employer and the employee. Overtime hours shall be calculated and transferred at the overtime rates which would apply to those hours worked. The maximum number of calculated straight time hours, which may be transferred, is forty (40) hours. Any unused overtime banked will be paid out on the last pay period in November of each year. Employees wishing to bank overtime must notify the Employer of their desire to bank overtime hours in advance. Banking of overtime will not take place during the month of December.

#### 14.06 Stand-by Pay (On-Call)

A stand-by pay of thirty dollars (\$30.00) per day shall be paid to the Lead Hand that is required to be on stand-by via cell phone.

14.07 Employees shall not lose regular scheduled hours in order to avoid paying for overtime.

14.08 An employee who is called in and required to work outside their regular working hours shall be paid for a minimum of three (3) hours at the applicable rate. This section shall not apply to call in before the beginning of a regular workday if working time is less than three (3) hours.

### **ARTICLE 15     HOLIDAYS**

15.01 The Employer recognizes the following as paid holidays for Full-time employees:

NEW YEAR'S DAY	LABOUR DAY
GOOD FRIDAY	THANKSGIVING DAY
EASTER MONDAY	VICTORIA DAY
CHRISTMAS DAY	CANADA DAY
CIVIC HOLIDAY	BOXING DAY
REMEMBRANCE DAY	FAMILY DAY

- 15.02 Full-time employees who are not required to work on the above holidays shall receive holiday pay equal to the average one (1) normal day's pay.
- 15.03 Temporary and Part-time employees are paid holiday pay as per Employment Standards Act provisions as it relates to statutory holidays and statutory holiday pay.
- 15.04 Employees who are required to work shall be paid at the overtime rate as described in Article 14.04 b).
- 15.05 In order for a full-time employee to be paid for a statutory holiday they must have worked at least their regularly scheduled workday before and after the holiday.

## **ARTICLE 16 VACATIONS**

- 16.01 Permanent full-time employees shall receive an annual vacation with pay during the vacation year (January 1 to December 31) based on their credited service in accordance with the following:

One year or more	3 weeks
Five years or more	4 weeks
Twelve years or more	5 weeks
Twenty years or more	6 weeks
Twenty-eight years or more	7 weeks

Employees shall submit their vacation requests for full week vacations by March 1st of each year. The Employer shall post the approved vacation schedule by April 1st of each year. Full-week vacation requests shall be awarded by seniority. Additional vacation days will require approval from the Employer and shall be granted based on seniority and needs of the Employer.

Employees requesting vacation leave must submit their request for pre-approval a minimum of one week in advance prior to commencement of requested vacation. Approvals will be subject to operational requirements and management discretion. The Employer will notify the employee within 24 hours of the request if approved. If requests are submitted on a Friday, Saturday or Sunday, the employer will notify the employee within 24 hours of their next scheduled workday.

Progression in the schedule shall occur in the calendar year in which the employee's anniversary date falls.

### **Permanent Part-time Vacation**

Vacation time for part-time employees shall be in accordance to the appropriate schedule listed above. Vacation pay earnings shall be paid on a bi-weekly basis in accordance with the following:

Up to 9,749 hours paid	4%
9,750 to 19,499 hours	6%
19,500 or more	8%

No more than two (2) operators will be permitted off at one time.

No more than three (3) attendants will be permitted off at one time

16.02 If a paid holiday falls on or is observed during an employee's vacation period, they shall be granted an additional day's vacation for each holiday, in addition to their regular vacation time.

16.03 Pay for each week shall be paid at the current hourly rate and in accordance with the normal pay schedule.

An employee who becomes permanent full-time shall be entitled to vacation in the first year of their employment on a pro-rated basis. An employee terminating employment at any time shall be entitled to payment, which is pro-rated according to time worked in the calendar year and the vacation schedule.

16.04 Temporary part-time employees shall receive vacation pay in accordance to the Employment Standards Act for the Province of Ontario.

16.05 Probationary full time employees are not entitled to take paid vacation time during their probationary period.

16.06 Sick Leave During Vacation

While on vacation, or if an employee's scheduled vacation is interrupted due to accident or a serious illness, the time period of illness as verified by a doctor's certificate and accepted by the employer, shall be considered sick leave

In such an event, the employee may re-schedule their vacation at a time mutually agreeable to the employee and their supervisor.

16.07 Fifty percent of any employee's annual vacation may be carried over into the following year but vacation cannot be accumulated in subsequent years. The Employer may direct an employee to utilize their vacation prior to the end of the calendar year.

## **ARTICLE 17     SICK LEAVE**

17.01 The following sick leave plan shall apply to permanent full-time employees only.

17.02 Sick leave means the period of time an employee is permitted to be absent from work with pay by virtue of being sick or disabled, exposed to contagious disease, or because of an accident for which compensation is not payable under the Workers Safety and Insurance Board.

17.03 Employers shall provide to each permanent employee a maximum of eighty (80) hours sick/personal leave annually (January 1<sup>st</sup> to December 31<sup>st</sup>) with pay. These days may not be accumulated from year to year and shall have no cash value on termination of employment.

New, permanent employees who have worked less than one (1) calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>) shall be provided sick/personal days pro-rated to the nearest whole day based on the number of months worked from date of employment to December 31<sup>st</sup>.

Personal days are to be used in the event of a family illness or for any personal/family appointments. Sick/personal days will not be used to augment vacation days.

- 17.04 Absence on account of illness for less than half a day shall be deducted as one-half a day. Absence for more than half a day and less than a full day shall be deducted as a full day.
- 17.05 An employee may be required by the Employer to produce proof of illness in the form of a medical certificate from a qualified medical practitioner for any absence due to illness in excess of three (3) working days or more; or for the third (3<sup>rd</sup>) or subsequent illness in the calendar year certifying that such employee is unable to carry out their duties due to illness. Failure to produce a certificate, if required, will result in loss of pay for the period in question.
- 17.06 Where the Employer requires an employee to obtain a medical certificate of health or to have a physical, the Employer shall pay all related fees for the required examination and report.
- 17.07 When an employee is given leave of absence without pay for any reason, or is laid off on account of lack of work and returns to work upon expiration of such leave of absence or lay-off, they shall not receive sick leave credit for the period of such absence and any credits at the end of such absence shall be pro-rated considering the time away from work. At no time shall the employee be requested to reimburse for sick time taken.
- 17.08 If an employee is approved for Weekly Income Insurance Program and does not have sufficient days on credit to pay for the necessary qualifying period, the Employer will continue to pay the employee until the Weekly Income Insurance Program qualifying period expires. For sake of clarity any sick days used to bridge shall count towards the employees annual entitlement and will not be refunded.
- 17.09 Employees shall be entitled to accumulate up to five (5) days per calendar year of unused sick time at the end of each calendar year for the sole purpose of creating a maximum ten (10) day reserve of time to be used exclusively for the purpose of bridging the qualifying period for the Weekly Income Insurance Program.
- The accumulated days shall be used only for this purpose and shall not be transferable for any other purpose. In the event that some or all of the time accumulated days are used, the employee shall be entitled to re-commence accumulating unused sick days as per the previous paragraph.
- The accumulated time for this provision shall have no other value and will not be paid out in cash at any time.

## **ARTICLE 18     BEREAVEMENT LEAVE**

- 18.01 Employees shall be permitted time off with pay in the event that a death in their family requires the employee to be absent from work. The following provision shall apply:
- (a) Five (5) working days will be permitted on the death of a spouse /life partner, son or daughter, parent, brother or sister including spouse/life partners son or daughter, parent, brother or sister.
  - (b) Three (3) working days will be permitted on the death of a son-in-law, daughter-in-law, grandparents or grandchildren, aunt, uncle, niece or nephew including spouse/life partners aunt, uncle, niece, nephew cousin or grandchildren.
  - (c) One (1) working day will be permitted on the death of a current brother-in-law or sister-in-law shall also include the employee's brother or sister spouse/life partner

and the employee's spouse/life partner's brother or sister, current mother-in-law or father-in-law, for the day.

- (d) Despite the above, upon written request, at their sole discretion the Chief Administrative Officer may grant leave of absence without pay to any employee upon special or compassionate grounds.

18.02 Where an employee's scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave. The portion of the employee's vacation which is deemed bereavement leave under the above provisions will not be counted against the employee's vacation credits.

## **ARTICLE 19 LEAVE OF ABSENCE**

19.01 Leave of absence for a maximum of seven (7) days without pay and without loss of seniority shall be granted to officers or duly appointed representatives of the Union for Union activities. Employees on leave of absence for Union activities will receive their regular pay and benefits for such period of absence and the Employer shall bill the Treasurer of the Local for all wages and benefits received during such absence.

19.02 Requests for Union leave shall not be unreasonably refused provided such request is received in writing by the Chief Administrative Officer least five (5) days in advance of such requirement

19.03 Employees shall be allowed three (3) consecutive hours off before the closing of polls, in order to vote, in any federal, provincial or municipal election or referendum, in which the employee resides, without deduction from normal daily pay.

19.04 The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or witness in any court in the Province of Ontario. The Employer shall pay such an employee the difference between their normal earnings and the payment they receive for jury service or court witness, excluding payment for travelling, meals, or other expenses. The employee will present proof of service and the amount of pay received.

19.05 At the Employer's discretion it may grant leave of absence without pay and without loss of seniority to any employee who makes a request. The request shall be made in writing to the Chief Administrative Officer and shall specify the length of the absence and such reason for the request.

19.06 Pregnancy/Parental and Adoption Leave shall be granted in accordance to the Employment Standards Act for the Province of Ontario.

## **ARTICLE 20 PAYMENT OF WAGES**

20.01 The Employer shall pay salaries and wages bi-weekly in accordance with Schedule "A" attached hereto and forming part of this Collective Agreement. Every employee shall be provided with an itemized statement of their wages and deductions with each pay cheque.

20.02 When an Employer temporarily schedules an employee to perform the duties of a higher paying position, they shall receive the higher rate only when performing those duties. This higher rate shall not apply in the instance when another employee requests an employee to perform the duties without prior agreement by the Director or the Chief Administrative Officer.

- 20.03 When an Employer temporarily assigns an employee to perform the duties of a lower paying position, they shall receive their usual rate of pay.
- 20.04 Mileage rates are paid to employees using their own automobiles for attendance at training and/or conferences approved by the Employer. Mileage shall be paid at the rate as established by Township Council from time to time. Mileage shall be paid from the normal place of work to the location and return or as otherwise agreed upon by the Director and the employee.

## **ARTICLE 21      EMPLOYEE BENEFITS**

- 21.01 In addition to the Canada Pension Plan, every full-time employee shall join the Ontario Municipal Employees Retirement System (OMERS) as provided by the *Act*. Part-time employees may join the plan at their option. The Employer and employee shall make contributions in accordance with the provisions of the Plan.
- 21.02 The Employer shall arrange to pay the required premiums for each full-time permanent employee, except as provided in Article 21.03, for the following:
- (a) The Employer's Health Tax;
  - (b) Manulife semi-private hospital care;
  - (c) Manulife Extended Health Benefits Plan \$10.00/single and \$20.00/family deductible; Chiropractor - \$500 maximum per year; Massage - \$500 maximum per year; Physio - \$500 maximum per year; Podiatrist, Naturopath and Osteopath - \$400 maximum per year. Employer agrees that benefit coverage shall also include the cost of smoking cessation prescriptions to a maximum of \$500 lifetime.
  - (d) A dental plan equivalent to the plan known as "Manulife Plan #9" at the current O.D.A. fee schedule, by a carrier acceptable to the parties to this Collective Agreement;
  - (e) Group Life Insurance at two (2) times annual earnings and accidental death and dismemberment insurance;
  - (f) A weekly income disability plan equal to seventy-five (75) percent of weekly earnings to a maximum of one thousand (1000) dollars per week with disability benefits payable from the 15th day of disability due to an accident or sickness to a maximum of seventeen (17) weeks;
  - (g) A long term disability plan equal to seventy-five (75) percent of normal basic earnings to a maximum of five thousand (5000) dollars per month commencing on the one hundred and nineteenth (119th) day of disability;
  - (h) Vision care equal to three hundred and fifty (350) dollars in a twenty-four (24) month period for prescription glasses or contacts, and/or toward the cost of laser surgery. Coverage for Optometry Exam equal to one hundred and twenty-five (125) dollars in a twenty-four (24) month period;
  - (i) Manulife Deluxe Travel Plan.
  - (j) Hearing aids – Benefits paid at a maximum of five hundred dollars (\$500.00) coverage every five years.
- 21.03 The Employer shall continue to provide the said benefits for a period of twelve (12) months after an employee leaves the active work force due to illness or accident. At the end of



twelve (12) months, the employee may request the Employer to continue the group benefits provided the employee reimburses the Employer for the cost of the premiums.

If no request is made by the employee to continue coverage through the Employer's Plan, the benefit package will be discontinued.

- 21.04 The Employer shall continue 100% premium payment benefits listed in Article 21.02 (except the following Employer's Health Tax, Group Life Insurance, Weekly Indemnity Disability Plan, and Long Term Disability): from the date of normal retirement up to age sixty-five (65) provided that the employee has worked for the Employer for a minimum of twenty (20) years:

Normal retirement for the purpose of this article shall mean on or after age fifty- five (55), to age sixty five (65), and as defined by Ontario Municipal Employees Retirement System.

After age sixty-five (65) and until age seventy (70), the Employer will provide a self-administered program for dental and vision care being \$500.00 per year for dental benefits and \$300 every two (2) years for prescription eye wear.

21.05 Change of Carrier

It is understood that the Employer may at any time substitute another carrier for the benefits outlined in this Article provided that there is no reduction in the benefits provided. Upon a request by the Union, the Employer shall provide to the Union, full specifications of the benefits programs contracted for and in effect for employees covered herein. The Employer shall notify the Local Union in writing of any changes in carriers.

- 21.06 An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift. In the circumstance above, transportation to the nearest physician or hospital for employees requiring medical care as a result of such injury shall be at the expense of the Employer.

## **ARTICLE 22 SAFETY CLOTHING AND UNIFORMS**

- 22.01 The Employer shall supply approved safety helmets and reflective vest for all employees who require them under the Occupational Health and Safety Act.

22.02 Boot Allowance

The allowance to assist in the purchase of appropriate C.S.A. approved safety footwear for each permanent employee will be up to two hundred and fifty dollars (\$250.00) annually and employees will be paid this allowance once per year following submission of a bona fide receipt.

22.03 Uniforms

The Employer shall continue its present practice of supplying employees with uniforms. Uniforms shall be replaced as required. Employees requesting such replacement shall present the worn out garment(s) to their Manager.

Each staff member shall be issued one (1) clothing voucher and one (1) boot voucher annually in the month of January. Both vouchers must be redeemed in full by April 1 of each year. Any unused vouchers will expire, and subsequent vouchers will not be issued for the same calendar year.

No carry over or accumulation of points into subsequent years shall be permitted for either voucher.

Full-time employees shall be entitled to twenty-two (22) points per year to purchase uniforms. Part-time employees shall be entitled to fifteen (15) points per year to purchase uniforms. This list is exclusive of additional safety wear provided by the Employer. The employee must wear their uniform at work as outlined in the chart below and their uniform must be the outer layer of clothing.

The point allocation shall be as follows:

1 Point Each: Safety Shirt/Long Sleeve Shirt
2 Points Each: Work Pants, Safety Sweatshirt, Hoodie
3 Points Each: Coolwork Pant, Safety Bomber Jacket (shell)
4 Points Each: Insulated Safety Winter Jacket

## **ARTICLE 23 GENERAL**

23.01 The Employer shall provide Bulletin Boards which shall be placed so that all employees shall have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees. The Chief Administrative Officer or designate shall approve all notices and shall signify their approval by initialling them. Such approval shall not be unreasonably withheld.

### **23.02 Driver's Licence**

All employees shall provide the Employer with a copy of their current and up-to-date driver's license and shall immediately inform the Employer of any charges or convictions that may affect their driving status or legal ability to operate motor vehicle. All employees must have, upon request, but not exceeding on an annual basis, a successful police check and a vulnerable sector screening. All costs shall be incurred by the Employer.

### **23.03 Certification, Membership Training and Upgrading**

The Employer will pay the cost of maintaining the ORFA membership as part of the CIT re-certification for qualified full-time employees. In addition, all costs associated with any further training or upgrading which the Employer deems to be beneficial to the Parks and Facilities Operations shall be paid by the Employer. The employee shall reimburse the Employer for any and all courses which are not successfully completed.

### **23.04 Accident and Safety**

- a) An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift.

- b) Transportation to the nearest physician or hospital for employees requiring medical care as a result of an accident shall be at the expense of the Employer.
- c) The Employer shall supply approved safety helmets, including but not limited to personal hockey helmets, for all employees who require them. It is mandatory for employees to wear these hockey helmets at all times while on the ice surface. When not in use these helmets must remain in the staff room and shall not be used for the employee's personal use.
- d) Joint Health and Safety Committee  
A Joint Health & Safety Committee shall be in place and will consist of equal representatives of both the Employer and the Union. This Committee shall use as its guide the Occupational Health & Safety Act for the Province of Ontario. The Union agrees to appoint its representative and advise the employer the name of the individuals

## **ARTICLE 24     JOB SECURITY**

- 24.01 If the Employer or Council recommends sub-contracting out of bargaining unit work, the Employer agrees to meet with the Union in advance of implementation and discuss and provide a verbal rationale for sub-contracting out this work. The Employer further agrees to discuss with the Union any possible alternatives. For the purpose of clarity the agreement to discuss does not fetter the Employer's ability to sub-contract out the work whatsoever. The Employer shall provide to the Union any public report discussing such decision.
- 24.02 In the event that the Employer seeks or is compelled to merge or amalgamate with another Employer, the Employer will attempt to secure the following conditions for all employees falling within the bargaining unit:
- (a) seniority rights
  - (b) service credits relating to vacations, benefits and sick leave;
  - (c) conditions of their employment and wage rates

## **ARTICLE 25     INTERPRETATION**

- 25.01 Wherever the singular or masculine is used in this agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.

## **ARTICLE 26     NEW JOB CLASSIFICATIONS**

- 26.01 If a new job is established, the Employer will set a rate for the job and immediately notify the Union. If this rate is acceptable to the Union it becomes the rate for the job. If the rate is not acceptable to the Union, the Union will advise the Employer concerned, and negotiations will then take place between the parties in an effort to establish a rate, which is mutually satisfactory. If these negotiations fail to produce a satisfactory rate, the Union shall have the right to have a rate fixed by a Board of Arbitration in a similar manner as outlined in the grievance procedure with respect to arbitration.

**ARTICLE 27 TERM OF THE COLLECTIVE AGREEMENT**

27.01 This Collective Agreement shall be binding and remain in effect from April 1, 2025 to March 31, 2028.

27.02 In the event either party desiring to propose changes or amendments to this Collective Agreement shall, within the period of ninety (90) days prior to the termination date, give notice in writing to the other party of the changes or amendments proposed. Within fifteen (15) working days of receipt of such notice by one party, that party is required to enter into negotiations for a renewal or revision of the Collective Agreement, and both parties shall thereupon enter into such negotiations in good faith and make every reasonable effort to negotiate a revised or new Collective Agreement.

Dated and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

For the Corporation of the Township  
Of Cavan Monaghan (Parks)

For the Canadian Union of Public  
Employees and its Local 1306.08

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**SCHEDULE “A” (HOURLY RATES)**

Classifications	April 1, 2024	April 1, 2025 4.00%	April 1, 2026 3.00%	April 1, 2027 3.00%
Operator (part-time) Operators (full-time)	\$26.07	\$27.11	\$27.93	\$28.76
Attendance (level 1) with Valid G License	\$17.91	\$18.63	\$19.19	\$19.77
Attendant (level 2) Per ESA min wage	ESA	ESA	ESA	ESA
Lead Hand	\$32.73	\$34.04	\$35.06	\$36.11

**Notes;**

Probation employees will be the greater of seventy-five (75) percent of the regular rate of pay or minimum wage as per the ESA. After completion of the probation period, the employee shall be paid at 100% of the regular rate of pay.

**SCHEDULE "B"** - Full-Time Operator hours April to November (3 Operators)

Operators shall be on a three (3) week rotating schedule as follows.

Full-Time Operator	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1	4pm-12am	OFF	OFF	4pm-12am	4pm-12am	4pm-12am	4pm-12am
2	OFF	OFF	OFF	7am-5pm	7am-5pm	7am-5pm	7am-5pm
3	OFF	6am-4pm	6am-4pm	7am-5:30pm	7am-5:30pm	OFF	OFF

Lead Hand hours April to November

Lead Hand	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1	7am-3:30pm			7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm

Full-Time Operator hours November to April (3 Operators, 1 Lead Hand) and shall be on a 4 week rotating schedule as follows.

Day shifts start and end times may range between 6am and 5:30pm

Night shifts start and end times may range between 2pm and 12am

Full-Time Operator, Lead Hand	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
1	7am-3pm	OFF	OFF	4pm-12am	4pm-12am	4pm-12am	4pm-12am
2	7am-3:30pm	OFF	OFF	7am-3:30pm	7am-3:30pm	7am-3:30pm	7am-3:30pm
3	OFF	6am-4pm	6am-4pm	7am-5pm	7am-5pm	OFF	OFF
4	2pm-12am	2pm-12am	OFF	OFF	OFF	7am-5pm	7am-5pm

CMCC Shifts

Parks Shifts

KG/COPE491

## **The Township of Cavan Monaghan**

### **By-law No. 2025-30**

#### **Being a by-law to authorize the execution of a Collective Agreement between the Township of Cavan Monaghan and the Canadian Union of Public Employees and its Local 1306-02 (Public Works)**

**Whereas** the Council of the Township of Cavan Monaghan deems it desirable to enter into a Collective Agreement with the Canadian Union of Public Employees and its Local 1306-02 (Public Works)

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

1. That Yvette Hurley, Chief Administrative Officer, Wayne Hancock, Director of Public Works, Drew Hutchison, Engineering Technologist, and Jennifer Steen, Executive Assistant to Corporate Services, are hereby authorized and directed to execute the Collective Agreement with the Canadian Union of Public Employees and its Local 1306-02 (Public Works).
2. That the Collective Agreement is attached as Schedule 'A' to this By-law.

Read a first, second and third time and passed this 23<sup>rd</sup> day of June 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**



## **COLLECTIVE AGREEMENT**

**Between**

**THE TOWNSHIP OF CAVAN MONAGHAN**  
(hereinafter referred to as the "Employer")

**and**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
AND ITS LOCAL 1306.02 (PUBLIC WORKS)**  
(hereinafter referred to as the "Union")

**EXPIRES March 31<sup>st</sup> 2028**



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## ARTICLE 1 - PREAMBLE

- 1.01 It is the intent and purpose of this Collective Agreement, which has been negotiated in good faith:
- 1) To establish collective bargaining relations between the Employer and the Union.
  - 2) To provide an orderly procedure for the equitable disposition of grievances.
  - 3) To establish mutually satisfactory working conditions, hours of work and wages for all employees subject to the provisions of this Collective Agreement.
  - 4) To recognize the rights of the Employer and the functions of the Union.
- 1.02 For the purpose of this Collective Agreement, the terms "temporary" "probationary", "student" and "permanent" employees shall be interpreted to mean:
- 1) Temporary Employees. The term temporary employee applies to employees who are hired by the Employer for a specific job for a limited duration. A temporary employee shall not work beyond a total of one hundred and thirty (130) calendar days in any consecutive twelve (12) month period on a specific assignment; however, the same temporary employee may be rehired more than once during twelve (12) consecutive months, provided each assignment is to a different position within the Employer organization.
  - 2) Probationary Employees. The term probationary employee applies to employees who are hired by the Employer as part of the permanent establishment, and will be designated as permanent employees after satisfactorily completing their probationary period.
  - 3) Permanent Employees. The term permanent employee applies to either full-time or part-time employees who have satisfactorily completed their probationary period and who are considered as part of the permanent establishment of the Employer. Full-time and part-time employees shall be defined as:  
  
Full-time Employee. Means any employee who is engaged for an indefinite period of time and has successfully completed their probationary period, and are considered part of the permanent establishment of the Employer and regularly scheduled to work forty (40) hours per week.  
  
Part-time Employee. Means any employee who is engaged for an undetermined duration on a regular year round basis and has successfully completed their probationary period, are considered part of the permanent establishment of the Employer and are regularly scheduled to work not more than twenty-six (26) hours per week.
  - 4) Temporary or probationary employment, for any reason not contrary to the law, may be terminated by the Employer and there shall be no recourse thereto on the part of the employee, the Grievance Committee of the Union or the Union.

- 5) Student Employees. The term student employee applies to employees who are hired by the Employer during the summer vacation period, which is defined as being May 1<sup>st</sup> to October 15<sup>th</sup>, Christmas Break and/or March Break. Such employee's shall pay union dues in accordance to Article 4 – Union Security and shall not be entitled to any other rights or provisions of this Collective Agreement. Notwithstanding the above, students may be re-hired on an annual basis, and, the Employer agrees that they will be re-hired based on length of service, with those with longer service being re-hired first, provided they have the proven ability and qualifications to do the work available. The terms and conditions of employment for these employees shall be in accordance with the Employment Standards Act.

- 1.03 A probationary period means a period of time that covers four hundred (400) hours for part-time employees and one hundred and eighty (180) calendar days for full-time employees from the commencement of employment.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

- 2.01 The Union recognizes and acknowledges that the management of the Corporation and the direction of the working force are the exclusive function of the Employer and, without restricting the generality of the foregoing; the Union acknowledges that it is the exclusive function of the Employer:

- a) To maintain order and efficiency.
- b) To hire, promote, classify, transfer, suspend and retire Employees and to discipline or to discharge any employee provided that a claim by an employee who has acquired seniority that they have been discharged or disciplined without just cause may be the subject of a grievance and dealt with as hereinafter provided.
- c) To make, enforce and alter, from time to time, rules and regulations to be observed by the employees, such rules and regulations to be posted upon all bulletin boards.
- d) To determine the nature and kind of operations conducted by the Employer, the kind and locations of depots, equipment, and materials to be used, the control of materials and parts, the methods and techniques of work, the content of jobs, the schedules of work, the number of employees to be employed, the extension, limitation, curtailment or cessation of operations or any part thereof, and to determine and exercise all other functions and prerogatives which shall remain solely with the Employer.

- 2.02 The Union recognizes that at times and for varying reasons, the Employer shall deem it necessary and practical for certain work to be done by persons outside the bargaining unit.

As in the past, the Employer must therefore reserve the right to decide how and by whom any work is to be performed and nothing in this Collective Agreement is to be construed as limiting that right. However, the Employer shall not exercise any of its rights under this section contrary to the intent of this Collective Agreement.

## **ARTICLE 3 - UNION RECOGNITION**

- 3.01 The Employer recognizes the Canadian Union of Public Employees and its Local 1306-2 as the sole and exclusive collective bargaining agent for all employees engaged in the public works department of The Township of Cavan Monaghan save and except Supervisor and above the rank of Supervisor, Office and Clerical Staff, Crossing Guard and Students employed during the summer vacation period, which is defined as being May 1st to October 15th, Christmas Break and/or March Break.
- 3.02 **No Discrimination**  
The Employer and the Union will continue the practice of no discrimination, interference, restriction or coercion being exercised or practiced with respect to any employee by reason of any of the protected grounds set out in the Ontario Human Rights Code or by reason of an employee's membership in or activities on behalf of the Union.

## **ARTICLE 4 - UNION SECURITY**

- 4.01 All bargaining unit employees of the Employer, as a condition of continuing employment, shall become and remain members in good standing of the Union, according to the constitution and bylaws of the Union. All future employees of the Employer shall, as a condition of continued employment, become and remain members in good standing in the Union.
- 4.02 The Employer shall deduct from every temporary, probationary, student (hired under Article 1.02 (5) only) and permanent employee any monthly dues, initiations, or assessments levied in accordance with the Union constitution and/or bylaws, and owing by them to the Union. All such deductions shall commence the first month of employment provided that the employment date is prior to the fifteenth (15th).
- 4.03 All deductions shall be made from the payroll at the end of each month and shall be forwarded to the Secretary-Treasurer of the Union not later than the 15th day of the following month.
- 4.04 If an employee is absent from the payroll due to a serious illness, Workers Safety & Insurance accident or leave of absence without pay, it is not the Employer's responsibility to deduct or in any way attempt to retrieve union dues from the employee for this period.
- 4.05 **T-4 Slips**  
The Employer will provide each employee with a T-4 supplementary slip showing the dues deducted in the previous year for income tax purposes.

#### **4.06 Employee Interview**

A new employee will have the opportunity to meet with a representative of the Union in the employ of the Employer for a period of up to fifteen (15) minutes without loss of regular earnings. The purpose of the meeting will be to acquaint the employee with a representative of the Union and with the Collective Agreement.

Time away from the job for both the Union representative and the new employee shall be at a time agreed to by the Employer.

### **ARTICLE 5 - CORRESPONDENCE**

- 5.01 Except as herein provided, all correspondence between the parties, arising out of this Collective Agreement, or incidental thereto, shall pass to and from the C.A.O. and the Chairperson of the Unit with copies to the CUPE National Representative.

### **ARTICLE 6 - LABOUR MANAGEMENT RELATIONS**

#### **6.01 Representation**

- a) No individual employee or group of employees shall undertake to represent the Union at meetings with the Employer without proper authorization of the Union. In order that this may be carried out, the Union shall supply the Employer with the names of its officers. Similarly, the Employer shall, if requested, supply the Union with a list of its supervisory or other personnel with whom the Union may be required to transact business.

#### **6.02 Labour Management Committee**

There shall be a Labour Management Committee composed of two (2) representatives of the Union and two (2) representatives of the Employer. The function of this committee shall be to discuss matters of mutual concern to the parties, but it is understood and agreed that the committee will not discuss grievances. It is also understood that committee discussions shall not give rise to grievance or discipline.

The committee will meet on an as needed. Such meeting to be convened within seven (7) working days of the request by either party.

Minutes shall be recorded and a copy sent to each of the members as soon as possible.

Union committee members will be allowed time off with pay to attend such meetings.

#### **6.03 Bargaining Committee**

A Bargaining Committee shall be appointed by the Union and consist of not more than three (3) members of the Union. The Union will advise the Employer as to the Union nominees on the Committee at least seven (7) days before bargaining commences.

The Employer shall maintain the normal earnings of all the employees of the Employer on the Union's bargaining committee through to the completion of conciliation.

**6.04 Representation**

The Union shall have the right at any time to have the assistance of representatives of the Canadian Union of Public Employees when dealing or negotiating with the Employer.

The Employer shall have the right at any time to have the assistance of legal advisers when dealing or negotiating with the Union.

**6.05 Technical Information**

The Employer shall make available to the Union, upon request, information requested by the Union as to job descriptions, positions in the bargaining unit, job classifications and wage rates.

## **ARTICLE 7 - GRIEVANCE PROCEDURE**

**7.01 Election of Stewards**

In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint or elect stewards, whose duties shall be to assist any employee (which the steward represents) in preparing and presenting their grievance in accordance with the grievance procedure.

**7.02 Names of Stewards**

The Union shall notify the Employer, in writing, of the names of the stewards before the Employer shall be required to recognize them.

**7.03 Permission to Leave Work**

The Union understands and agrees that each Union Representative is employed to perform work for the Employer. A Union Representative will not leave their work during the working hours except to perform their duties under this Collective Agreement. A Union Representative shall not leave their work without obtaining the permission of their supervisor. Such permission shall not be unreasonably withheld. When resuming their regular work, they shall again report to their supervisor.

Time away from the job by a Union Representative shall be with pay if during normal working hours and if such time has been granted.

**7.04 Definition of Grievance**

A grievance under this Collective Agreement shall be defined as a difference or dispute between the Employer and any employee(s) or the Union. The Union and Employer agree that it is the mutual desire of the parties that grievances should be dealt with as quickly as possible.

**7.05 Time Limit**

Despite the below outlined grievance procedure, a grievance by an employee, other than a probationary employee as outlined in Article 1.02 2), that they have been discharged without just cause shall be delivered to the Chief Administrative Officer or designate, at Step 2 of the grievance procedure within two full days after the employee is discharged.

**7.06 Complaint Procedure**

If an employee has a complaint he/she may discuss it with the Director of Public Works. Failing settlement, the complaint may be proceed through the grievance procedure as set out below.

**7.07 Grievances properly arising under this Collective Agreement shall be adjudicated and settled as follows;**

**Step One**

If the Union considers the complaint of the employee justified to be a grievance it shall file a grievance within 10 working days of giving rise to the occurrence to the Director or designate. The Chairperson/Steward, the President of the Local Union, the employee(s) concerned and a representative of the National Union, if desired by the Local Union, shall meet as promptly as possible but within five (5) working days with the Director or their designate and such other persons as the Director may desire, to consider the grievance. The Director shall render, in writing to the Union, the decision of the Employer with regard to the grievance within five (5) working days following the meeting. If the decision is not satisfactory to the Union, the grievance shall be presented at Step Two as follows:

**Step Two**

Within ten (10) working days after the decision is given under Step One, the Union must submit the grievance, in writing, providing all details to the Chief Administrative Officer or designate. The Chairperson/Steward, the President of the Local Union, the employee(s) concerned and a representative of the National Union, if desired by the Local Union, shall meet as promptly as possible, but within ten (10) working days with the Chief Administrative Officer or designate to consider the grievance. The Employer will within ten (10) working days following the meeting provide a written response to the Union.

If the Union is not satisfied with the response of the Employer, it shall within ten (10) working days following receipt of the Employer's response notify the Employer in writing should it want to submit the grievance to arbitration.

**7.08 Policy Grievance**

Where a dispute involving a question of the application or interpretation of this Collective Agreement occurs, a grievance may be submitted in writing to the C.A.O. or their designate by a representative of the Union or vice versa. The parties shall meet within seven (7) working days to consider the grievance and failing settlement of the grievance either party may submit it to arbitration within ten (10) working days following the meeting.

- 7.09 Any reference to days in this Article shall mean working days, Saturdays, Sundays and Statutory Holidays are not working days.

## **ARTICLE 8 - ARBITRATION**

### **8.01 Composition of Board of Arbitration**

If either party requests that a grievance be submitted to arbitration, the request shall be made by registered mail addressed to the other party to the Collective Agreement indicating the name of its nominee to the Arbitration Board. Within five (5) days thereafter the other party shall answer by registered mail indicating the name and address of its nominee to the Arbitration Board. Such notices shall be sent to the Chief Administrative Officer in the case of the Employer and to the Chairperson of the Unit with a copy to the CUPE National Representative.

### **8.02 Single Arbitration Process**

A single arbitrator process will be used unless either party request to proceed with a Board of Arbitration as outlined in this Article.

In such event, the parties will provide each other with proposed arbitrators within the time limit set out in Article 8.01 above.

### **8.03 Failure to Appoint**

If the recipient of the notice fails to nominate an Arbitrator, or if the two (2) nominees fail to agree upon a chairperson within seven (7) days of appointment, the appointment shall be made by the Minister of Labour, upon the request of either party.

### **8.04 Board Procedure**

The procedures of the Board of Arbitration shall be as determined by the *Ontario Labour Relations Act*.

### **8.05 Expenses of the Board**

Each party shall pay:

- 1) The fees and expenses of the arbitrator it appoints.
- 2) One half the fees and expenses of the Chairperson.

### **8.06 Amending the Time Limits**

The time limits fixed in both the grievance and arbitration procedure may be extended by the consent in writing of the parties to this Collective Agreement.

### **8.07 Witnesses**

At any stage of the grievance or arbitration procedure, the parties may have the assistance of the employee(s) concerned as witnesses and any other witnesses and all reasonable arrangements will be made to permit the arbitrator(s) to have access to the Employer's premises to view any working conditions which may be relevant to the grievance.



## **ARTICLE 9 - DISCHARGE AND PERSONNEL RECORDS**

- 9.01 An employee has the right to review their personnel file within five (5) working days of requesting same in writing to the C.A.O. or their designate. An employee who has been terminated by the Employer may view their file within ten (10) working days of their termination date. Employees reviewing their files shall do so in the presence of the Employer.
- 9.02 The length of duration that any letter of reprimand, suspension or other sanction remains on a personnel file will be subject to discussions between the parties during the grievance procedure. If no grievance is filed at no time shall a reprimand, suspension or other sanction remain on an employees personnel file beyond eighteen (18) months after the date of the incident.
- 9.03 a) Disciplinary Action:  
The Employer may take disciplinary action against an employee within twenty (20) working days of the Employer having knowledge of the incident giving rise to the discipline. The employee and the Union shall then be promptly notified in writing of the disciplinary action.
- b) An employee who is called to a meeting by Management for the purpose of receiving written disciplinary action a disciplinary suspension or discharge shall be advised of the purpose of the meeting and shall have the right to request the presence of a Union representative. The employee will be responsible for securing their own Union representation. Any and all discipline provided to the employee shall be deemed null and void unless a Union representative is present unless the employee waives in writing their Union representation.
- c) The Employer shall notify an employee in writing of any expression of dissatisfaction concerning his/her work within twenty (20) working days of the event of the complaint, with copies to the Union. This notice shall include particulars of the work performance, which led to such dissatisfaction. If this procedure is not followed, such expression of dissatisfaction shall not become part of his/her record for use against him/her in regards to discharge, discipline, promotion, demotion, or other related matters. This Article shall be applicable to any complaint or accusation, which may be detrimental to an employee's advancement or standing with the Employer whether or not it relates to his/her work. The employee's reply to such complaint, accusation or expression of dissatisfaction shall become part of his/her record.

## **ARTICLE 10 - NO STRIKES OR LOCKOUTS**

- 10.01 The parties agree that there shall be no strikes or lockouts during the term of this Collective Agreement.

## ARTICLE 11 - SENIORITY

11.01 Seniority for full-time employees is defined as the length of service of the employee in the employment of the Employer.

Seniority for part-time employees is defined as the length of service of the employee in the employment of the Employer based on hours paid exclusive of overtime.

11.02 The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. An up-to-date seniority list shall be sent to the Union and posted on all bulletin boards in January of each year.

11.03 Every new employee shall serve a probationary period and on completion of the said period, their seniority shall date on the day on which they commenced their permanent employment. During the probationary period, employees will be entitled to all rights and privileges of this Collective Agreement except as with respect to discharge and as provided herein.

11.04 An employee's seniority right shall cease and their name shall be removed from the seniority list for any of the following reasons:

- 1) If the employee resigns;
- 2) If the employee is discharged for just cause and is not reinstated;
- 3) If the employee is absent from work for three (3) consecutive workdays without authorized leave of absence and without reasonable excuse in which case the employee shall be deemed to have resigned;
- 4) If an employee fails to report for work within five (5) working days following a lay-off after being notified of recall by registered mail at their last known address on the records of the Employer;
- 5) If an employee is laid off for a period longer than twenty-four (24) months.

11.05 Temporary employees, as defined in Article 1.02, are not entitled to seniority rights or any of the other rights under the provisions of this Collective Agreement except with respect to:

- |                         |             |
|-------------------------|-------------|
| 1) Statutory holidays * | 4) Mileage  |
| 2) Overtime             | 5) Jury Pay |
| 3) Bereavement Pay      |             |

\* A temporary employee who works twenty (20) hours or more within the last fourteen (14) days prior to the holidays listed in 14.01 and those in the Letter of Agreement RE: Christmas Shutdown and who are not required to work on said holidays shall receive holiday pay equal to one (1) normal day's pay. A temporary employee who works less than twenty (20) hours as per above shall receive pay for the holidays referenced above as per the Employment Standards Act (ESA).

- 11.06 When a temporary employee is put on permanent staff, their seniority shall be effective from the date that they commenced permanent employment with the Employer providing there was no break in employment of more than six (6) weeks. A temporary employee need not serve a probationary period if they have been employed by the Employer for the previous twelve (12) month period.

## **ARTICLE 12 - PROMOTIONS, TRANSFERS, LAY-OFFS AND RECALLS**

- 12.01 A vacancy occurs when;

- a) A new full-time position is created
- b) It is determined by the Employer that an employee who has been absent, due to accident or illness for a twenty-four (24) month period as approved by the Employer and is not able to return to their position.

An employee, who is absent from work due to illness or accident, may return to their former position if they have the seniority, ability, skill and qualifications for the position provided the above time has not expired.

Article 12.01 b) shall be a temporary vacancy for the first twenty-four (24) month, and a permanent vacancy thereafter. All other vacancies shall be considered to be temporary vacancies

- 12.02 When a vacancy occurs inside the bargaining unit the Employer shall notify the employees by posting a notice on the bulletin board.

When the Employer does not intend to fill the vacancy, it shall advise the Union of its decision.

- 12.03 The Employer reserves the right to hire persons outside of the bargaining unit in the event that:

- 1) No employee applies for the position within six (6) working days of the posting;
- 2) No employee who applies for the position demonstrates to the satisfaction of the Employer their ability and qualifications for the position within ten (10) days of the posting, or within such further time as the Employer may allow.

- 12.04 When considering employee applications for promotions or transfers to higher paying jobs, or to jobs of equal rating, the applicant will be considered, using the following criteria:

- 1) Seniority;
- 2) Ability and qualifications for the job;
- 3) Disciplinary record.

- 12.05 No employee shall be transferred to a position outside of the bargaining unit without their consent. If an employee is transferred to a position outside of the bargaining unit, they shall retain their seniority acquired at the date of leaving the unit, but will not accumulate any further seniority. If such an employee returns to the bargaining unit, such return shall not result in the lay-off or bumping of any employee holding greater seniority.

- 12.06 Any employee returning to the bargaining unit shall be assigned as a labourer unless there is posted vacancy and no one from the bargaining unit had applied.
- 12.07 When a permanent employee receives a promotion or transfer, there shall be a thirty (30) day trial period during which performance may be assessed. Should the promoted or transferred employee not successfully complete the trial period, they shall have the option of returning to their former position and status. Any other employee promoted or transferred because of the re-arrangement of the positions shall also be returned to their former position and status.
- 12.08 In the event of a lay-off, employees shall be laid off in the reverse order of their seniority provided that no employee shall be permitted to bump another employee unless they have proven qualifications and ability to do the work available.
- 12.09 In the event of a recall, employees shall be recalled in the order of their seniority provided they have the proven ability and qualifications to do the work available.
- 12.10 The Employer shall notify employees who are to be laid off due to lack of work ten (10) working days before the lay-off is to be effective. Such notice shall be sent by registered mail to the last known address of the employee(s) on the records of the Employer or shall be hand delivered by the Employer.
- 12.11 When a temporary vacancy occurs inside the bargaining unit due to accident or illness, the Employer will post the temporary position within ninety (90) calendar days or it will advise the Union that the vacancy will not be filled.

## **ARTICLE 13 - HOURS OF WORK AND OVERTIME**

- 13.01 The following paragraphs are intended to define the normal hours of work and overtime for employees and shall not be construed as a guarantee of hours of work per day or per week, or of days of work per week. All provisions to this Collective Agreement and all agreements made regarding hours of work shall not violate any of the provisions of the Employment Standards Act.

### **Roads Employees**

The standard workweek shall consist of forty (40) hours per week, as follows:

#### **Summer Hours - April 15th to October 15th**

Monday to Thursday – 6:00 a.m. to 4:30 p.m. with a half hour unpaid lunch

(Not more than two persons off during a scheduled week)

#### **Winter Hours - October 16th to April 14th**

Monday to Friday inclusive - 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour unpaid lunch break.

It is agreed that during the winter hours, if an employee is called in to work prior to their normal start time, all hours worked during such time shall be at the appropriate overtime rate. The Employer may direct an employee to cease work after a total of eight (8) hours has been worked and will not be paid over the eight (8) hours.

The hours of work for part-time Employees shall be as determined by the Employer.

### **Transfer Station Employees**

#### **Hours of Operation**

The hours of work for part-time employees employed in the Transfer Station shall be assigned hours as determined by the Employer.

Monday	9:00 a.m. to 5:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.

Transfer station employees employed on their regularly scheduled Saturday shift shall not receive the overtime rate as outlined in Article 13.03 (d).

No less than two (2) employees shall be scheduled to work at the Transfer Station at any one time.

Notwithstanding the above, in the event that an employee calls in the morning of his/her shift stating that he/she is unable to attend work, the Employer may open the Transfer Station with only one (1) staff on site. The Employer shall contact all Transfer Station employees who are currently available to work to come in and fill the shift. The Employer shall call in Part-time Labourers at either straight time or overtime. In the event that no Part-time Labourer agrees to accept the call in shift, the Employer shall call in any other employee who is a member of this bargaining unit and ask that they fill the shift. If the Employer is unable to secure a second employee, the employee on shift shall be provided with a paid lunch.

- 13.02 All employees shall be permitted a fifteen (15) minute rest period in the morning and in the afternoon.

#### **13.03 Overtime Rates**

- a) All hours worked in excess of the schedule of hours as referred to in Article 13.01 and/or eighty (80) hours in a pay period shall be paid at the rate of time and one-half, provided that there shall be no duplication or pyramiding of overtime pay.
- b) Employees who work on the following paid holidays, as described in Article 14.01, shall receive pay as follows: Rate for Each Hour

<u>Holiday</u>	<u>Pay</u>	<u>Worked At</u>
Good Friday	1 day at regular rate + 1.5 times regular rate	
Victoria Day	1 day at regular rate + 1.5 times regular rate	
Easter Monday	1 day at regular rate + 1.5 times regular rate	
Canada Day	1 day at regular rate + 1.5 times regular rate	
Civic Holiday	1 day at regular rate + 1.5 times regular rate	
Labour Day	1 day at regular rate + 1.5 times regular rate	
Thanksgiving Day	1 day at regular rate + 1.5 times regular rate	
Remembrance Day	1 day at regular rate + 1.5 times regular rate	
Christmas Day	1 day at regular rate + 2.0 times regular rate	
Boxing Day	1 day at regular rate + 2.0 times regular rate	
New Year's Day	1 day at regular rate + 2.0 times regular rate	
Family Day	1 day at regular rate + 2.0 times regular rate	

- c) Christmas Day shall be December 25th, Boxing Day shall be December 26th and New Year's Day shall be January 1st. Rates of pay will be that as set out in Article 13.03.

Except where a public holiday falls on a Monday, which is an employee's regular day off, the employee will be entitled to either one (1) days pay or one (1) day off with pay. Any employee off work on a bona fide leave of absence the day before and the day after a public holiday will be entitled to be paid for the public holiday.

Except in cases of emergency, employees who are scheduled to work on Christmas Eve Day or New Year's Eve Day shall be entitled to one-half (1/2) day off without loss of pay. All hours worked in excess of eight (8) hours on Christmas Eve Day or New Year's Eve Day will be paid at 1.5 times the regular rate. It shall be the exclusive right of the Employer to determine what constitutes an emergency.

- d) Employees who work on the following days shall receive pay as follows:

Saturday - 1.5 times regular rate for hours worked;

Sunday - 2 times regular rate for hours worked.

- e) The Employer shall make every effort to distribute overtime and call back opportunities as equitably as possible amongst the staff who are qualified and are available and willing to do the work subject to the operational requirements of the Employer.

13.04 Employees shall not be required to lay-off during regular hours to equalize any overtime worked.

13.05 An employee who is called in and required to work outside their regular working hours shall be paid for a minimum of three (3) hours at overtime rates. This section shall not apply to call in before the beginning of a regular workday if working time is less than three (3) hours.

13.06 All permanent employees may transfer overtime hours to be taken in lieu at a time mutually agreed to between the Employer and the employee. Overtime hours shall be calculated and transferred at the overtime rates, which would apply to those hours worked. The maximum number of calculated straight time hours, which may be transferred, is eighty (80) hours. Any unused overtime banked will be paid out on the last pay period in November of each year. Employees wishing to bank overtime must notify the Employer of their desire to bank overtime hours in advance. Banking of overtime will not take place during the month of December.

13.07 **Stand-by Pay (On-Call)**

A stand-by pay shall be paid to employees that are required on a rotating basis to be on stand-by by the Director of Public Works for any stand-by period. The daily stand-by amount, to be available, and to carry a phone, and be provided with a Township vehicle will be in addition to the regular hourly pay and will be at

the rate of pay of \$30.00 per day or \$210.00 per week. The rate of pay if called in shall be in accordance with 13.05 and 18.02.

- 13.08 Where the Employer wishes to use qualified part-time employees to work on a call-in basis in the Roads Department, the Employer will offer such work to the most senior part-time employee who is readily available to perform the work. It is understood that all hours worked as call-in in this instance are not to be used to entitle a part-time employee to full-time status.

## **ARTICLE 14 - HOLIDAYS**

- 14.01 The Employer recognizes the following as paid holidays:

NEW YEAR'S DAY	LABOUR DAY
GOOD FRIDAY	THANKSGIVING DAY
EASTER MONDAY	VICTORIA DAY
CHRISTMAS DAY	CANADA DAY
CIVIC HOLIDAY	BOXING DAY
REMEMBRANCE DAY	FAMILY DAY

- 14.02 When any of the above noted holidays fall on a Saturday or Sunday and are not proclaimed as being observed on some other day, the following Monday or preceding Friday shall be deemed holidays for the purpose of this Collective Agreement.

- 14.03 Full-time employees who are not required to work on the above holidays and/or any of the holidays referred to in the Letter of Agreement RE: Christmas Shutdown shall receive holiday pay equal to one (1) normal day's pay.

Part-time employees who work twenty (20) hours or more within the last fourteen (14) days prior to the holidays listed in 14.01 and those in the Letter of Agreement RE: Christmas Shutdown who are not required to work on said holidays shall receive holiday pay equal to one (1) normal day's pay. A part-time employee who works less than twenty (20) hours as per above shall receive pay for the holidays referenced above as per the Employment Standards Act (ESA).

Employees who are required to work shall be paid at the overtime rate as described in Article 13.03.

Notwithstanding the above, all part-time employees who are scheduled to work the Christmas Eve Day and/or New Years Eve shall receive their regular day's pay even in the event the Director of Public Works agrees that the transfer station may close earlier than is scheduled on that day.

- 14.04 In order for an employee to be paid for a statutory holiday they must have worked their regularly scheduled workday before and after the holiday.

## ARTICLE 15 - VACATIONS

- 15.01 Permanent full-time employees shall receive an annual vacation with pay during the vacation year (January 1 to December 31) based on their service which would include all authorized leaves of absence, in accordance with the following:

One year or more	3 weeks
Five years or more	4 weeks
Twelve years or more	5 weeks
Twenty years or more	6 weeks
Twenty-eight years or more	7 weeks

Employees shall submit their vacation requests by March 1st of each year. The Employer shall post the approved vacation schedule by April 1st of each year. Full-week vacation requests shall be awarded by seniority.

Progression in the schedule shall occur in the calendar year in which the employee's anniversary date falls.

### **Part-time Vacation**

Vacation time for part-time employees shall be in accordance to the appropriate schedule listed above. Vacation pay earnings shall be paid on a bi-weekly basis in accordance with the following:

Up to Five years	4%
Five years or more	6%
Ten years or more	8%

- 15.02 If a paid holiday falls on or is observed during an employee's vacation period, they shall be granted an additional day's vacation for each holiday, in addition to their regular vacation time.
- 15.03 Pay for each week shall be paid at the current hourly rate and in accordance with the normal pay schedule. Employees may, upon giving at least ten (10) days' notice, receive any cheques, which would fall during the period of their vacation. The cheques will be issued on the last office day prior to the commencement of their vacation.
- 15.04 An employee who becomes permanent, shall be entitled to vacation in the first year of their employment on a pro-rated basis. An employee terminating employment at any time shall be entitled to payment, which is pro-rated according to time worked in the calendar year and the vacation schedule. (Article 15.01)
- 15.05 **Sick Leave During Vacation**
- While on vacation, or if an employee's scheduled vacation is interrupted due to accident or a serious illness, the time period of illness as verified by a doctor's certificate, shall be considered sick leave.

In such an event, the employee may re-schedule their vacation at a time mutually



agreeable to the employee and their supervisor.

**15.06 Bereavement During Vacation**

Where an employee's scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave in accordance with Article 17.02.

The portion of the employee's vacation which is deemed to be bereavement leave under the above provisions will not be counted against the employee's vacation credits.

**15.07 Vacation Roll-over**

Fifty percent (50%) of any employee's annual vacation may be carried over into the following year but vacation cannot be accumulated in subsequent years. The Employer may direct an employee to utilize their vacation prior to the end of the calendar year.

## **ARTICLE 16 - SICK LEAVE**

16.01 The following sick leave plan shall apply to permanent full-time employees only.

16.02 Sick leave means the period of time an employee is permitted to be absent from work with pay by virtue of being sick or disabled, exposed to contagious disease, or because of an accident for which compensation is not payable under the Workers Safety and Insurance Board.

16.03 Employers shall provide to each permanent employee a maximum of eighty (80) hours sick/personal leave annually (January 1st to December 31st) with pay. These days may not be accumulated from year to year and shall have no cash value on termination of employment.

New, permanent employees who have worked less than one (1) calendar year (January 1st to December 31st) shall be provided sick/personal days pro-rated to the nearest whole day based on the number of months worked from date of employment to December 31st.

Personal days are to be used in the event of a family illness or for any personal/family appointments. Sick/personal days will not be used to augment vacation days.

16.04 A deduction shall be made from the sick/personal leave credits as defined in Article 16.01. Absence on account of illness/personal time shall be deducted in hours.

- 16.05 An employee will be required to produce a certificate from a qualified medical practitioner for any illness in excess of three (3) consecutive working days, certifying that such employee is unable to carry out their duties due to illness. Failure to produce a certificate, if required, will result in loss of pay for the period in question. Where the Employer requires an employee to obtain a medical certificate of health or to have a physical, the Employer shall pay all related fees for the required examination and report.
- 16.06 When an employee is given leave of absence without pay for any reason, or is laid off on account of lack of work and returns to work upon expiration of such leave of absence or lay-off, they shall not receive sick leave credit for the period of such absence, but shall retain their credit, if any, existing at the time of such leave or lay-off.
- 16.07 If an employee is approved for Weekly Income Insurance Program and does not have sufficient days on credit to pay for the necessary qualifying period, the Employer will continue to pay the employee until the Weekly Income Insurance Program qualifying period expires.
- 16.08 Employees shall be entitled to accumulate up to five (5) days per calendar year of unused sick time at the end of each calendar year for the sole purpose of creating a maximum ten (10) day reserve of time to be used exclusively for the purpose of bridging the qualifying period for the Weekly Income Insurance Program.
- The accumulated days shall be used only for this purpose and shall not be transferable for any other purpose. In the event that some or all of the time accumulated days are used, the employee shall be entitled to re-commence accumulating unused sick days as per the previous paragraph.
- The accumulated time for this provision shall have no other value and will not be paid out in cash at any time.

## **ARTICLE 17 - LEAVE OF ABSENCE**

- 17.01 Leave of absence for a maximum of seven (7) days without pay and without loss of seniority shall be granted to officers or duly appointed representatives of the Union for Union activities.
- Employees on leave of absence for Union activities will receive their regular pay and benefits for such period of absence and the Employer shall bill the Treasurer of the Local for all wages and benefits received during such absence.
- Requests for Union leave shall not be unreasonably refused provided such request is received in writing by the Superintendent of Public Works at least five (5) working days in advance of such requirement.

## 17.02 **Bereavement Leave**

a) A part-time employee shall be granted a maximum of:

Three (3) days leave in the case of a death of a spouse including common-law and life partner, son or daughter, parent, brother or sister including spouse/life partners son or daughter, parent, brother or sister.

b) A full-time employee shall be granted a maximum of:

Five (5) days leave in the case of the death of a spouse including common-law spouse and life partner, son or daughter, parent, brother or sister including spouse/life partners son or daughter, parent, brother or sister.

Three (3) days leave in case of the death of a son-in-law, daughter-in-law, aunt, uncle, niece, nephew, cousin or grandchildren, including spouse/life partners aunt, uncle, niece, nephew, cousin or grandchildren.

Leave for the day of the funeral in the case of the death of a father-in-law, mother-in-law, grandparents, a fellow member of the Local 1306.02 (Public Works) of the Canadian Union of Public Employees, or a spouse of a brother or sister, provided the funeral falls on a normal working day.

These days shall be granted with pay.

Where an employee's scheduled vacation is interrupted due to bereavement, the employee shall be entitled to bereavement leave. The portion of the employee's vacation which is deemed bereavement leave under the above provisions will not be counted against employee's vacation credits.

- 17.03 Employees shall be allowed four (4) consecutive hours off before the closing of polls, in order to vote, in any federal, provincial or municipal election or referendum, in which the employee resides, without deduction from normal daily pay.
- 17.04 The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or witness in any court in the Province of Ontario. The Employer shall pay such an employee the difference between their normal earnings and the payment they receive for jury service or court witness, excluding payment for travelling, meals, or other expenses. The employee will present proof of service and the amount of pay received.
- 17.05 The Employer may grant leave of absence without pay and without loss of seniority to any employee who requests it for good and sufficient cause. The request shall be made in writing to the Director of Public Works and shall specify the length of the absence. Such leave shall not be unreasonably withheld.
- 17.06 Pregnancy/Parental and Adoption Leave shall be granted in accordance to the Employment Standards Act for the Province of Ontario.

## **ARTICLE 18 - PAYMENT OF WAGES**

- 18.01 The Employer shall pay salaries and wages bi-weekly in accordance with Schedule "A" attached hereto and forming part of this Collective Agreement. Every employee shall be provided with an itemized statement of their wages and deductions with each pay cheque.
- 18.02 When an Employer temporarily assigns an employee to perform the duties of a higher paying position, they shall receive the higher rate.
- 18.03 When an Employer temporarily assigns an employee to perform the duties of a lower paying position, they shall receive their usual rate of pay.
- 18.04 Mileage rates paid to employees using their own automobiles for the Employer's business shall be paid at the rate as established by Township Council from time to time. Mileage shall be paid from the normal place of work to the job and return or as otherwise agreed upon by the Superintendent of Public Works and the employee.

## **ARTICLE 19 - EMPLOYEE BENEFITS**

- 19.01 In addition to the Canada Pension Plan, every full-time employee shall join the Ontario Municipal Employees Retirement System (OMERS) as provided by the Act. Part-time employees may join the plan at their option. The Employer and employee shall make contributions in accordance with the provisions of the Plan.
- 19.02 The Employer shall arrange to pay the required premiums for each full-time permanent employee, except as provided in Article 19.03, for the following:
- 1) The Employer's Health Tax;
  - 2) Manulife semi-private hospital care;
  - 3) Manulife Extended Health Benefits Plan \$10.00/single and \$20.00/family deductible; Chiropractor - \$500 maximum per year; Massage - \$500 maximum per year; Physio - \$500 maximum per year; Podiatrist, Naturopath and Osteopath - \$400 maximum per year. Employer agrees that benefit coverage shall also include the cost of smoking cessation prescriptions to a maximum of \$500 lifetime.
  - 4) A dental plan equivalent to the plan known as "Manulife Plan #9" at the current O.D.A. fee schedule, by a carrier acceptable to the parties to this Collective Agreement;
  - 5) Group Life Insurance at two (2) times annual earnings and accidental death and dismemberment insurance;
  - 6) A weekly income disability plan equal to seventy-five (75) percent of weekly earnings to a maximum of one thousand (\$1000) dollars per week with

disability benefits payable from the 15th day of disability due to an accident or sickness to a maximum of seventeen (17) weeks;

- 7) A long term disability plan equal to seventy-five (75) percent of normal basic earnings to a maximum of five thousand (\$5,000) dollars per month commencing on the one hundred and nineteenth (119th) day of disability;
- 8) Vision care equal to six hundred (\$600) dollars in a twenty-four (24) month period for prescription glasses or contacts, and/or toward the cost of laser surgery. Coverage for Optometry Exam equal to one hundred and fifty (\$150) dollars in a twenty-four (24) month period;
- 9) Manulife Deluxe Travel Plan.
- 10) Hearing aids – Benefits paid at a maximum of five hundred dollars (\$500.00) coverage every five years.

- 19.03 The Employer shall continue to provide the said benefits for a period of twelve (12) months after an employee leaves the active work force due to illness or accident. At the end of twelve (12) months, the employee may request the Employer to continue the group benefits provided the employee reimburse the Employer for the cost of the premiums.

If no request is made by the employee to continue coverage through the Employer's Plan, the benefit package will be discontinued.

- 19.04 The Employer shall continue 100% premium payment benefits listed in Article 19.02 (except the following Employer's Health Tax, Group Life Insurance, Weekly Indemnity Disability Plan, and Long Term Disability): from the date of normal retirement up to age sixty-five (65) provided that the employee has worked for the Employer for a minimum of twenty (20) years:

Normal retirement for the purpose of this article shall mean on or after age fifty-five (55), to age sixty-five (65), and as defined by Ontario Municipal Employees Retirement System.

After age sixty-five (65) and until age seventy (70), the Employer will provide a self-administered program for dental and vision care being \$500.00 per year for dental benefits and \$300 every two (2) years for prescription eyewear.

**19.05 Change of Carrier**

It is understood that the Employer may at any time substitute another carrier for the benefits outlined in this Article provided that there is no reduction in the benefits provided. Upon a request by the Union, the Employer shall provide to the Union, full specifications of the benefits programs contracted for and in effect for employees covered herein. The Employer shall notify the Local Union in writing of any changes in carriers.

## ARTICLE 20 - ACCIDENTS AND SAFETY

- 20.01 An employee who is injured during working hours and is required to leave for treatment or is sent home for such injury shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave, unless a doctor or nurse states that the employee is fit for further work on that shift.
- 20.02 Transportation to the nearest physician or hospital for employees requiring medical care as a result of an accident shall be at the expense of the Employer.
- 20.03 The Employer shall supply approved safety helmets for all employees who require them under the Construction Safety Act.
- 20.04 The allowance to assist in the purchase of appropriate C.S.A. approved safety footwear for each permanent employee will be up to three hundred and twenty-five (\$325) dollars annually and employees will be paid this allowance once per year following submission of a bona fide receipt.
- 20.05 The Employer shall continue its present practice of supplying employees with uniforms. Uniforms shall be replaced as required. Employees requesting such replacement shall present the worn out garment(s) to the Director of Public Works.
- Full-time employees shall be entitled to twenty-two (22) points per year to purchase uniforms. Part-time employees shall be entitled to eleven (11) points per year to purchase uniforms. Employees who are regularly scheduled to work one (1) shift per week shall be entitled to five (5) points per year. This list is exclusive of additional safety wear provided by the Employer. The employee must wear their uniform at work and their uniform must be the outer layer of clothing. The point allocation shall be as follows:

1 Point Each: Safety Shirt
2 Points Each: Work Pants, Coveralls
3 Points Each: Safety Coverall, Jacket (shell)
4 Points Each: Insulated Safety Jacket, Spring Jacket

## ARTICLE 21 - GENERAL

- 21.01 The Employer shall provide Bulletin Boards which shall be placed so that all employees shall have access to them and upon which the Union shall have the right to post notices of meetings and such other notices as may be of interest to the employees. The Director of Public Works shall approve all notices and shall signify their approval by initialling them. Such approval shall not be unreasonably withheld.
- 21.02 The Employer shall provide all tools and equipment required by employees in the performance of their duties.

### **21.03 Driver's Licence**

Where it is a requirement of the position that an employee holds a drivers licence, the Employer shall pay the cost for the employee's medical examination conditional upon the employee submitting a receipt from the doctor.

In addition, the Employer shall pay the license fee renewal for the employee's AZ license.

All employees shall provide the Employer with a copy of their current and up-to-date driver's license and shall immediately inform the Employer of any charges or convictions that may affect their driving status or legal ability to operate motor vehicle.

### **21.04 Mechanic's Licence**

Where it is a requirement of the position that an employee holds a Mechanic's Licence 310T and/or 310S, the Employer will pay the cost of maintaining the licence fee(s).

In the event an employee who is applying for a licence renewal is required to take a test and the employee fails the test, subsequent tests will be at the expense of the employee.

21.05 When the employee is called in to work in advance of their normal shift and agrees to work beyond the end of their normal shift and this overtime exceeds four (4) hours in total, he/she shall be provided a meal, or, in lieu of a meal, reimbursement for a meal with appropriate receipts to a maximum of ten (\$10) dollars per day for each occurrence.

### **21.06 Criminal Background Check**

Employees shall be required, upon request by the Employer, on an annual basis, to sign a waiver indicating whether they have been found guilty of any criminal offence within the previous year.

## **ARTICLE 22 - JOB SECURITY**

22.01 In order to provide job security for the members of the bargaining unit, the Employer agrees that no employee shall be laid off as a result of the sub-contracting out of any work.

22.02 No permanent full-time position within the bargaining unit shall be declared redundant nor shall any permanent positions within the bargaining unit be laid off by reason of their duties being assigned to one or more part-time employees.

22.03 Except in cases of emergency, or where it is necessary for the purpose of instruction or experimentation, persons not in the bargaining unit shall not perform work normally performed by members of the bargaining unit. It shall be the exclusive right of management to determine what constitutes an emergency.

22.04 In the event that the Employer seeks or is compelled to merge or amalgamate with another Employer, the Employer will attempt to secure the following conditions for

all employees falling within the bargaining unit:

- (a) seniority rights;
- (b) service credits relating to vacations, benefits and sick leave;
- (c) conditions of their employment and wage rates.

## **ARTICLE 23 - INTERPRETATION**

23.01 Wherever the singular or masculine is used in this agreement, it shall be considered as if the plural or feminine has been used where the context of the party or parties hereto so require.

### **23.02 Training Course**

The employer shall post any training courses and experimental programs for which employees may be selected. The bulletin shall contain the following information:

- (a) Type of course (subject and material covered).
- (b) Time, duration and location of course.
- (c) Minimum qualifications required for the applicant.

This bulletin shall be posted for a period of one (1) week on bulletin boards in all departments to offer all interested employees an opportunity to apply for such training.

Time spent in such training shall be considered to be time worked. Overtime is not applicable.

Training shall be offered on a seniority basis in the following priority order:

1. For re-certification and/or for legislative requirements.
2. To employees currently holding a permanent work assignment in the activity related to the training and who are not already deemed qualified and trained in the area.
3. To employees not trained in the activity related to the training.

## **ARTICLE 24 - NEW JOB CLASSIFICATIONS**

24.01 If a new job is established, the Employer will set a rate for the job and immediately notify the Union. If this rate is acceptable to the Union it becomes the rate for the job. If the rate is not acceptable to the Union, the Union will advise the Employer concerned, and negotiations will then take place between the parties in an effort to establish a rate, which is mutually satisfactory. If these negotiations fail to produce a satisfactory rate, the Union shall have the right to have a rate fixed by a Board of Arbitration in a similar manner as outlined in the grievance procedure with respect to arbitration.



## ARTICLE 25 - TERM OF THE COLLECTIVE AGREEMENT

25.01 This Collective Agreement shall be binding and remain in effect from April 1st, 2025 to March 31st, 2028

25.02 Either party desiring to propose changes or amendments to this Collective Agreement shall, within the period of ninety (90) days prior to the termination date, give notice in writing to the other party of the changes or amendments proposed. Within fifteen (15) working days of receipt of such notice by one party, that party is required to enter into negotiations for a renewal or revision of the Collective Agreement, and both parties shall thereupon enter into such negotiations in good faith and make every reasonable effort to negotiate a revised or new Collective Agreement.

Dated in \_\_\_\_\_, Ontario this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

FOR THE CORPORATION  
OF THE TOWNSHIP OF  
CAVAN MONAGHAN

FOR THE CANADIAN UNION  
OF PUBLIC EMPLOYEES AND  
ITS LOCAL 1306.02

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KG/COPE491

## SCHEDULE "A" (Hourly Rates)

Position	April 1, 2024	April 1, 2025 4.00%	April 1, 2026 3.00%	April 1, 2027 3.00%
Working Roads Foreperson	\$32.72	\$34.04	\$35.06	\$36.11
Equipment Operator	\$28.24	\$29.37	\$30.25	\$31.16
Mechanic Operator	\$31.31	\$32.56	\$33.54	\$34.55
Transfer Station Foreperson	\$28.24	\$29.37	\$30.25	\$31.16
Part-time Labourer	\$23.48	\$24.42	\$25.15	\$25.91
Student	\$16.13	\$16.77	\$17.28	\$17.80

KG/COPE491

## **The Township of Cavan Monaghan**

### **By-law No. 2025-34**

**Being a by-law to provide for the adoption of the levy and to provide for the adoption of tax rates and to further provide for penalty and interest in default of payment thereof for 2025**

**Whereas** subsection 290 of the Municipal Act, 2001 as amended, provides for a local municipality in each year to prepare and adopt a budget including estimates of all sums required during the year for the purpose of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year, amounts required to be raised for sinking funds or retirement funds and amounts required for any board, commission or other body;

**And Whereas** subsection 312 of the Act provides that the general local municipal levy is the amount the local municipality decided to raise in its' budget for the year under section 290 on all rateable property in the municipality;

**And Whereas** subsection 312(2) of the Act provides that for the purposes of raising the general local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on the assessment in each property calls in the local municipality rateable for local municipality purpose;

**And Whereas** subsection 312(4) of the Act provides that for the purposes of raising a special local municipality levy, a local municipality shall, each year, pass a by-law levying a separate tax rate, as specified in the by-law, on all or part of the assessment, as specified in the by-law, in each property class in the local municipality rateable for the local municipality purposes;

**And Whereas** certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

**And Whereas** the Province of Ontario has prescribed the education tax rates for the various classes of assessable property within the municipality;

**And Whereas** the Council of the Township of Cavan Monaghan approved the 2025 budget document;

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

1. That the following sums be and are hereby levied for the year 2025

General Municipal Purposes	\$12,537,148
<i>(including Special Services Levy)</i>	
Education Purposes	\$3,307,052

2. That the attached tax rates be hereby adopted to be applied against the whole of the assessment for real property as per the attached Schedule "A" forming part of this by-law.

Every owner shall be taxed according to the tax rates in this by-law and such tax shall become due and payable in two installments as follows:

(a) The regular installment dates by the last days of August and October;

(b) For taxpayers who are enrolled in the monthly pre-authorized property tax payment program, the installment dates be the 15<sup>th</sup>, or first business day thereafter, of each of the months of July to November;

(c) For taxpayers who are enrolled in the pre-authorized installment program, the final installment dates shall be August 31 and October 31;

3. A percentage charge of 1.25 percent of taxes due and unpaid be imposed as a penalty for non-payment of taxes, or any installment thereof, and shall be added to any tax or installment remaining unpaid on the first day of default.

4. Interest charges shall be imposed for the non-payment of taxes at the rate of 1.25 percent per month of taxes due and unpaid and shall start to accrue on the first day of default.

5. The due dates set out therein shall apply to the Commercial, Shopping Center, Industrial and Multi-Residential property classes. The final property taxes for 2025 on properties in "capped" classes (properties assessed as commercial, industrial or multi-residential) shall be levied in accordance with the ratio established by the County of Peterborough and Township by-laws.

6. The Treasurer may mail or cause to be mailed, all notices of taxes required in accordance with the provisions of the Act, to the address of the residence or place of business of the person taxes pursuant to this by-law. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.

7. The taxes are payable at the Township of Cavan Monaghan Municipal Office, by mail, telephone banking, Interac, web/online banking and direct withdrawal.

8. The Treasurer and designate(s) are hereby empowered to accept part payment from time to time on account of any taxes due. Payments shall be credited first to all penalties and interest, and then to the oldest tax arrears.

Read a first, second and third time and passed this 23<sup>rd</sup> day of June, 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

Summary of Taxation  
For the Taxation Year 2025

Summary of Taxation  
Township of Cavan Monaghan  
Summary of Taxation  
For the Taxation Year 2025

Township of Cavan Monaghan (All Wards)								For the Taxation Year 2025							
Schedule "A"															
Assessment	Ratio	General	Environment	Total Ward	General County	Total County	Education	Total Rate	Property Class	Township	County	Education	Total Levy	Environmental Area Levy	
(Column A)															
(Column B)															
(Column C)															
(Column D)															
Res/Farm RTEP	1,274,883,970	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm RTEP	10,235,623	5,623,870	1,950,572	17,810,065	347,215
Res/Farm RTES	76,890,001	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm RTES	617,324	339,183	117,642	1,074,149	20,941
Res/Farm no sup RTN	50,700	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm no sup RTN	407	224	78	709	14
Res/Farm RTFP	1,936,220	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm RTFP	15,545	8,541	2,962	27,048	527
Res/Farm RTFS	3,074,993	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm RTFS	24,688	13,565	4,705	42,958	837
Multi-Res MTEP	4,009,000	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Multi-Res MTEP	32,187	17,685	6,134	56,006	1,092
Multi-Res MTFS		1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Multi-Res MTFS	0	0	0	0	0
Res/Farm I R1EP		0.35000	0.00271471	0.00009532	0.00281003	0.00154395	0.00154395	0.00153000	0.00588398	Res/Farm I R1EP	0	0	0	0	0
MF TTEP	8,006,147	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	MF TTEP	16,070	8,829	3,062	27,961	545
MF TTES	698,699	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	MF TTES	1,402	771	267	2,440	48
MF TTFP	15,844	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	MF TTFP	32	17	6	55	1
MF TTFS	8,510	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	MF TTFS	17	9	3	29	1
AGG EXT VT	225,700	1.25571	0.00973970	0.00034199	0.01008170	0.00553930	0.00553930	0.00511000	0.02073100	Indust ITN	2,275	1,250	1,153	4,678	77
Farm FTEP	215,951,900	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm FTEP	433,452	238,156	82,602	754,210	14,704
Farm FTES	1,995,000	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm FTES	4,004	2,200	763	6,967	136
Farm full no sup FTN		0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm full no sup FTN	0	0	0	0	0
Farm FTFP		0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm FTFP	0	0	0	0	0
Farm FTFS		0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm FTFS	0	0	0	0	0
Comm CTN	99,348,944	1.09860	0.00852109	0.00029920	0.00882030	0.00484623	0.00484623	0.00880000	0.02246653	Comm CTN	876,287	481,468	874,271	2,232,026	29,726
comm vac/EXC CUN	3,356,507	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00880000	0.01836656	comm vac/EXC CUN	20,724	11,386	29,537	61,647	703
comm vacant CXN	3,772,300	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00880000	0.01836656	comm vacant CXN	23,291	12,797	33,196	69,284	790
comm vac land shared C.JN	112,000	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00980000	0.01936656	comm vac land shared C.JN	692	380	1,098	2,170	23
New Construction Commercial Full XT		1.09860	0.00852109	0.00029920	0.00882030	0.00484623	0.00484623	0.00880000	0.02246653	Comm New XT	0	0	0	0	0
Indust ITN	6,719,700	1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.00880000	0.02799733	Indust ITN	83,256	45,744	59,133	188,133	2,824
Ind shared PIL IHN	117,300	1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.01250000	0.03169733	Ind shared PIL IHN	1,453	799	1,466	3,718	49
Indust vac/exc IUN	411,300	1.00308	0.00778021	0.00027319	0.00805340	0.00442487	0.00442487	0.00880000	0.02127827	Indust vac/exc IUN	3,312	1,820	3,619	8,751	112
Ind vac/exc shared PIL IK	57,200	1.00308	0.00778021	0.00027319	0.00805340	0.00442487	0.00442487	0.01250000	0.02497827	Indust vac/exc IUN	461	253	715	1,429	16
Indust - Vac IXN	3,834,900	1.00308	0.00778021	0.00027319	0.00805340	0.00442487	0.00442487	0.00880000	0.02127827	Indust - Vac IXN	30,884	16,969	33,747	81,600	1,048
New Industrial Taxable JTN		1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.00880000	0.02799733	New Industrial Taxable JTN	0	0	0	0	0
Large Ind LTN	0	1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.00880000	0.02799733	Large Ind LTN	0	0	0	0	0
Lge Ind vac LUN	0	1.00308	0.00778021	0.00027319	0.00805340	0.00442487	0.00442487	0.00880000	0.02127827	Lge Ind vac LUN	0	0	0	0	0
Pipeline PTN	8,135,000	0.93860	0.00728008	0.00025563	0.00753571	0.00414043	0.00414043	0.00880000	0.02047614	Pipeline PTN	61,303	33,682	71,588	166,573	2079.53
Total taxable	1,713,611,835									Total taxable	12,484,689	6,859,598	3,278,319	22,622,606	423,508
PILs															
Comm-full-no sup CFN	2,690,700	1.09860	0.00852109	0.00029920	0.00882030	0.00484623	0.00484623	0.00980000	0.02346653	Comm-full-no sup CFN	23,733	13,040	26,369	63,142	805
Comm-Gen-no sup CGN	1,161,000	1.09860	0.00852109	0.00029920	0.00882030	0.00484623	0.00484623	0.00000000	0.01366653	Comm-gen-no sup CGN	10,240	5,626	0	15,866	347
CommVacGenNo SUP CZN	0	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00000000	0.00956656	CommVacGenNo SUP CZN	0	0	0	0	0
Comm Full Excess Land CV	105,000	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00980000	0.01936656	Comm-vac-no SUP CVN	648	356	1,029	2,033	22
Comm-vac-no SUP CYN	136,000	0.76902	0.00596477	0.00020943	0.00617420	0.00339236	0.00339236	0.00980000	0.01936656	Comm-vac-no SUP CYN	840	461	1,333	2,634	28
Farm-full-EP	0	0.25000	0.00193908	0.00006809	0.00200717	0.00110282	0.00110282	0.00038250	0.00349249	Farm-full-EP	0	0	0	0	0
Indust-full-no sup	0	1.54320	0.01196955	0.00042029	0.01238984	0.00680749	0.00680749	0.00880000	0.02799733	Indust-full-no sup	0	0	0	0	0
Res/FarmGenNoSup RGN	2,117,000	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00000000	0.01243995	Res/FarmGenNoSup RGN	16,997	9,339	0	26,336	577
Res/Farm-full-EP RPEP (R1?)	0	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	Res/Farm-full-EP RPEP	0	0	0	0	0
ResFarmProvTen RPEP	0	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	ResFarmProvTen RPEP	0	0	0	0	0
ResFarmProvTen RPES	0	1.00000	0.00775632	0.00027235	0.00802867	0.00441128	0.00441128	0.00153000	0.01396995	ResFarmProvTen RPES	0	0	0	0	0
Total P.I.L.	6,209,700									Total P.I.L.	52,458	28,822	28,731	110,011	1,779
Exempt	86,288,565									Total Levy	12,537,147	6,888,420	3,307,050	22,732,617	425,287
Assessment Total	1,806,110,100														
Total CVA (All Wards)	1,806,110,100	2025 Municipal Assessment Roll Total													

## **The Township of Cavan Monaghan**

### **By-law No. 2025-35**

#### **Being a by-law to provide for the adoption of special services levy**

**Whereas** subsection 326 of the Ontario Municipal Act, 2001 as amended, provides for a local municipality to levy special services and

- (a) identify a prescribed special service;
- (b) determine which of the costs, including capital costs, debenture charges, charges for depreciation or a reserve fund, of the municipality are related to that special service;
- (c) designate the area of the municipality in which the residents and property owners receive or will receive an additional benefit from the special service that is not received or will not be received in other areas of the municipality
- (d) determine the portion and set out the method of determining the portion of the costs determined in clause (b) which represent the additional costs to the municipality of providing the additional benefit in the area designated in clause (c);
- (e) determine whether all or a specified portion of the additional costs determined in clause (d) shall be raised under subsection (4).

**And Whereas** by definition “benefit” means a direct or indirect benefit that is currently available or will be available in the future; “special service” means a service or activity of a municipality or a local board of the municipality that is,

- (a) not being provided or undertaken generally throughout the municipality, or
- (b) being provided or undertaken at different levels or in a different manner in different parts of the municipality.

**And Whereas** certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

**And Whereas** subsection 307 of the Act provides that the tax rates be established in the same proportion to tax ratios;

**And Whereas** certain regulations require reductions in certain tax rates for certain classes or subclasses of property;

**And Whereas** the Council of the County of Peterborough, being the upper tier municipality, has approved a by-law to set the tax ratios for the County of Peterborough and its respective lower tier municipalities;

**And Whereas** the Council of the Township of Cavan Monaghan approved the 2025 budget document.

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

1. That the following sums be and are hereby levied for the year 2025:

Environmental Charges (All Wards)      \$ 425,290.00

**That** the attached tax rates for special charges be hereby adopted to be applied against the whole of the assessment for real property in all applicable classes as per the attached Schedule, Environmental Tax Rates, All Wards forming part of this by-law.

**That** interest charges shall be imposed for the non-payment of taxes at the rate of 1.25 percent per month of taxes due and unpaid and shall start to accrue on the first day of default.

**That** the due dates set out therein shall apply to the Commercial, Shopping Center, Industrial and Multi-Residential property classes. The final property taxes for 2025 on properties in “capped” classes (properties assessed as commercial, industrial or multi-residential) shall be levied in accordance with the ratio established by the County of Peterborough and Township by-laws.

**That** the Treasurer may mail or cause to be mailed, all notices of taxes required in accordance with the provisions of the Act, to the address of the residence or place of business of the person taxes pursuant to this by-law. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.

**That** the taxes are payable at the Township of Cavan Monaghan Municipal Office, by mail, telephone banking, Interac, web/online banking and direct withdrawal.

**That** the Treasurer and designate(s) are hereby empowered to accept part payment from time to time on account of any taxes due. Payments shall be credited first to all penalties and interest, and then to the oldest tax arrears.

Read a first, second and third time and passed this 23<sup>rd</sup> day of June, 2025.

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**Matthew Graham**  
Mayor

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**Cindy Page**  
Clerk



## 2025 Environmental Tax Rates

Final Draft (5% decrease)

Property Class Description	RTC	RTQ	2025 MPAC Roll Total	Tax Ratio	Tax Rate Reduction	Weighted Assessment	Final Draft Tax Rate	Final Draft 2025 Taxes
Commercial, , Exempt From Taxation, But Eligible For Payment-In-Lieu Of Taxes At The Full Rate.	C	F	2,690,700	1.0986	1	2,956,003	0.00029920	805
Commercial, Payment In Lieu, Full, Excess Land	C	V	105,000	1.0986	0.7	80,747	0.00020944	22
(No School Rates).	C	G	1,161,000	1.0986	1	1,275,475	0.00029920	347
Commercial, Taxable vacan land shared, Subject To Payment-In-Lieu Of Taxes At The Full Rate.	C	J	112,000	1.0986	0.7	86,130	0.00020944	23
Commercial, Taxable At The Full Rate.	C	T	99,348,944	1.0986	1	109,144,750	0.00029920	29,725
Commercial taxable: Excess land	C	U	3,356,507	1.0986	0.7	2,581,221	0.00020944	703
Commercial, Taxable At The Vacant Land Rate.	C	X	3,772,300	1.0986	0.7	2,900,974	0.00020944	790
Commercal payment in lieu full vacan land	C	Y	136,000	1.0986	0.7	104,587	0.00020944	28
Commercial payment in lieu general vacant land	C	Z	-	1.0986	0.7	-	0.00020944	-
New Construction Commercial: Full No Support	X	T	-	1.0986	1	-	0.00029920	-
Exempt	E	O	86,288,565	0	0	-	-	-
Farmland, Taxable At The Full Rate.	F	T	217,946,900	1	0.25	54,486,725	0.00006809	14,840
Industrial, Taxable, Shared Payment-In-Lieu (Not Pil But Shared As If It Was)	I	H	117,300	1.5432	1	181,017	0.00042029	49
Industrial, Taxable, Excess Land, Shared Payment in Lieu	I	K	57,200	1.5432	0.65	57,376	0.00027319	16
Industrial, Taxable At The Full Rate.	I	T	6,719,700	1.5432	1	10,369,841	0.00042029	2,824
Industrial, Taxable At The Vacant Land Rate. Excess Land	I	U	411,300	1.5432	0.65	412,567	0.00027319	112
Industrial, Taxable At The Vacant Land Rate.	I	X	3,834,900	1.5432	0.65	3,846,711	0.00027319	1,048
New Construction Industrial, Taxable At The Full Rate.	J	T	-	1.5432	1	-	0.00042029	-
Pipeline Taxable: Full	P	T	8,135,000	1	0.9386	7,635,511	0.00025563	2,080
Multi-Residential Taxable: Full	M	T	4,009,000	1	1	4,009,000	0.00027235	1,092
School Rates).	R	G	2,117,000	1	1	2,117,000	0.00027235	577
Rate.	R	P	-	1	1	-	0.00027235	-
Residential, Taxable At The Full Rate.	R	T	1,356,835,884	1	1	1,356,835,884	0.00027235	369,537
Managed Forest, Taxable At The Full Rate.	T	T	8,729,200	1	0.25	2,182,300	0.00006809	594
Aggregate Extraction	V	T	225,700	1.255712	1	283,414	0.00034199	77
			<b>\$ 1,806,110,100</b>			<b>1,561,547,234</b>		<b>425,212</b>

**2025 \$27.25**  
**2024 \$28.67**  
**Estimated increase in Residential Tax Rate % -5.0%**  
**\$ Value of increase per 100,000 Residential CVA -\$1.42**

2025 Estimated Budget Require	425,290
Amount to be raised by taxes	425,290
Weighted Assessment	1,561,547,234
Tax Rate	0.00027235
100,000 Residential Assessment	27.25

## The Township of Cavan Monaghan

### By-law No. 2025-36

#### Being a by-law to provide for the levy and collection of special charges for the year 2025 in respect of the Business Improvement Area

**Whereas** Section 208 of the Municipal Act, 2001 as amended, provides that a municipality shall annually raise the amount required for the purposes of a business improvement area board of management, including any interest payable by the municipality on money borrowed by it, and that a municipality may establish a special charge to raise such an amount by levying such special charge upon rateable property in the improvement area that is in a prescribed business property class;

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

1. There shall be levied and collected for the purposes of the Board of Management of the business improvement area as summarized by property code on the attached Special Area Rate Verification, in amounts calculated for each prescribed business property tax class and qualifier, on the amount of the Board of Management's annual approved Budget, the flat dollar amount for each prescribed business property class as set out as the rate which shall produce the total special charge for the business improvement area as set out under the amount to be collect below by class:

Class	No. of Properties	Rate	Total Charge for Class
Industrial			
Taxable Full	I T 1	\$ 400.00	\$ 400.00
		-	\$ -
Commercial			
Taxable Full	C T 40	\$ 400.00	\$ 16,000.00
Taxable Vacant Land	C X 4	\$ 400.00	\$ 1,600.00
Commercial (New Construction)			
Taxable Full	X T -	\$ 400.00	\$ -
	45		\$ 18,000.00

2. That every property owner shall be levied the special charge amount accordingly and the installment due dates shall be the same as they are for the final billing for all classes of properties.
3. Non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
4. Interest charges shall be imposed for the non-payment of taxes at the rate of 1.25 percent per month of taxes due and unpaid and shall start to accrue on the first day of default.
5. The due dates set out therein shall apply to the Commercial, Shopping Center, Industrial and Multi-Residential property classes. The final property taxes for 2025 on properties in “capped” classes (properties assessed as commercial, industrial or multi-residential) shall be levied in accordance with the ratio established by the County of Peterborough and Township by-laws.
6. The Treasurer may mail or cause to be mailed, all notices of taxes required in accordance with the provisions of the Municipal Act, 2001 as amended, to the address of the residence or place of business of the person taxes pursuant to this by-law. Notices will not be mailed to tenants. It is the responsibility of the person taxed to notify and collect taxes from tenants or other persons.
7. The taxes are payable at the Township of Cavan Monaghan Municipal Office, by mail, telephone banking, Interac, web/online banking and direct withdrawal.
8. The Treasurer and designate(s) are hereby empowered to accept part payment from time to time on account of any taxes due. Payments shall be credited first to all penalties and interest, and then to the oldest tax arrears.

Read a first, second and third time and passed this 23<sup>rd</sup> day of June 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**

Run Date: 2025-05-31  
Business Date: 2025-05-31

## Special Area Rate Verification

Township Of Cavan Monaghan

For Tax Year 2025 By Tax Class

County: 15 Municipality: 09

Page: 1

Roll	Owner	Assessment	Class	Special Area	Amount
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### Special Area Code Summary

Code	Tax Class	Assessment	Total Charges
B	CT	8,815,000	16,000.00
B	CX	463,000	1,600.00
B	IT	88,000	400.00

Report Total:	9,366,000	18,000.00
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## **The Township of Cavan Monaghan**

### **By-law No. 2025-37**

**Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 23rd day of June 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 23rd day of June 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 23rd day of June 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**