



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, August 11, 2025

10:00 a.m.

Council Chambers

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

Pages

1. Call to Order

2. Land Acknowledgement

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

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Closed Session

5.1 Resolution to move into Closed Session

5.2 Minutes of the Closed Session held June 23, 2025

5.3 Jeremy Burke, Aird Berlis Re: Millbrook Medical Center Discussion

a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

5.4 Provincial Development Facilitation (YH)

information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them

5.5	Report - ECD 2025-07 Disposition of Land - 1 Union Street (BA)	
	a proposed or pending acquisition or disposition of land by the municipality or local board	
6.	Reconvene Open Session 1:00 p.m.	
7.	Report from Closed Session	
8.	Presentation	
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12.6	Council/Committee Verbal Reports	
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18.	Notice of Motion	
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20.	Adjournment	
21.	Upcoming Events/Meetings	
21.1	Cavan Monaghan Accessibility Advisory Committee Meeting Thursday, August 28, 2025 at 1:00 p.m.	
21.2	Regular Council Meeting Tuesday, September 2 , 2025 at 1:00 p.m.	
21.3	Cavan Monaghan Public Library Board Meeting Tuesday, September 9, 2025 at 7:00 p.m., Millbrook Branch Library	
21.4	Regular Council Meeting Monday, September 15 , 2025 at 1:00 p.m.	
21.5	Municipal Revitalization and Heritage Advisory Committee Meeting Thursday, September 18, 2025 at 9:00 a.m.	
21.6	Millbrook Valley Trails Advisory Meeting Monday, September 22, 2025 at 4:00 p.m.	
21.7	Sustainability Advisory Committee Meeting Thursday, September 25, 2025 at 1:00 p.m.	



Cultural Resource Mapping Project

Maxim Tandon

Heritage Coordinator

August 11, 2025

Contents

- Who Am I?
- Purpose
- Premise
- Project Goals
- Methods
 - ❑ Properties of Interest
 - ❑ Research
 - ❑ Site visits
 - ❑ Field Maps
- Public Reception
- Highlighted Findings



Purpose

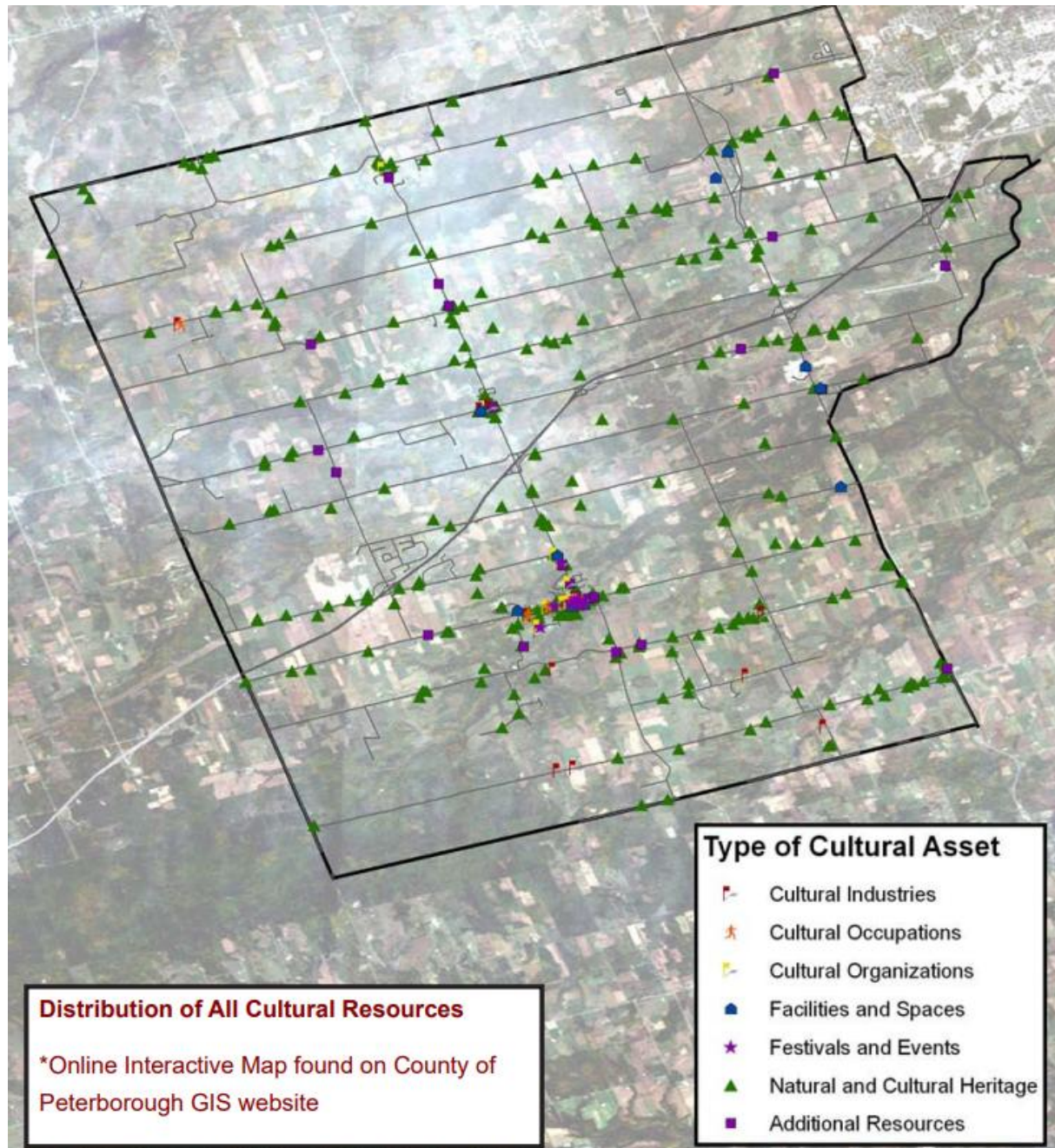
- Place-based Approach to Planning
- Recognizing Community Assets and Resources
- Implementing Assets and Resources into Municipal Planning Decisions

Direct Uses Include...

- Tourism
- Education
- Heritage & Historical Preservation
 - ❑ Possible Historical Designation Under the Ontario Heritage Act
 - ❑ Working Record of Existing Built Heritage

Premise

- Previous Cultural Resource Mapping Project Completed in 2011
- An interactive Online Map of the Following Assets...
 - ❑ Natural & Cultural Heritage
 - ❑ Cultural Industries, Occupations & Organizations
 - ❑ Facilities & Spaces
 - ❑ Festivals & Events
 - ❑ Additional Resources
- Natural & Cultural Heritage: “Areas of environmental, historical, and cultural significance.”
 - ❑ Focus on Built Heritage
 - Barns, Churches, Houses, & Mills



Project Goals

- Aim to Update, Revise, and Improve Upon 2011 Map
 - ❑ Take New Photographs
 - ❑ Update Building Condition
 - ❑ Add Historical Context
 - ❑ Remove Demolished or Collapsed Buildings
 - ❑ Add Potentially Significant Buildings to Map

Methods

- Determine Properties of Interest
- Research
 - ❑ This Green & Pleasant Land
 - ❑ Personal Communication
 - ❑ OnLand.ca
 - ❑ Other Internet Sources
 - ❑ Millbrook and Cavan Historical Society



Methods

- Site visits
 - ❑ Photography
 - ❑ Condition Update
- FieldMaps



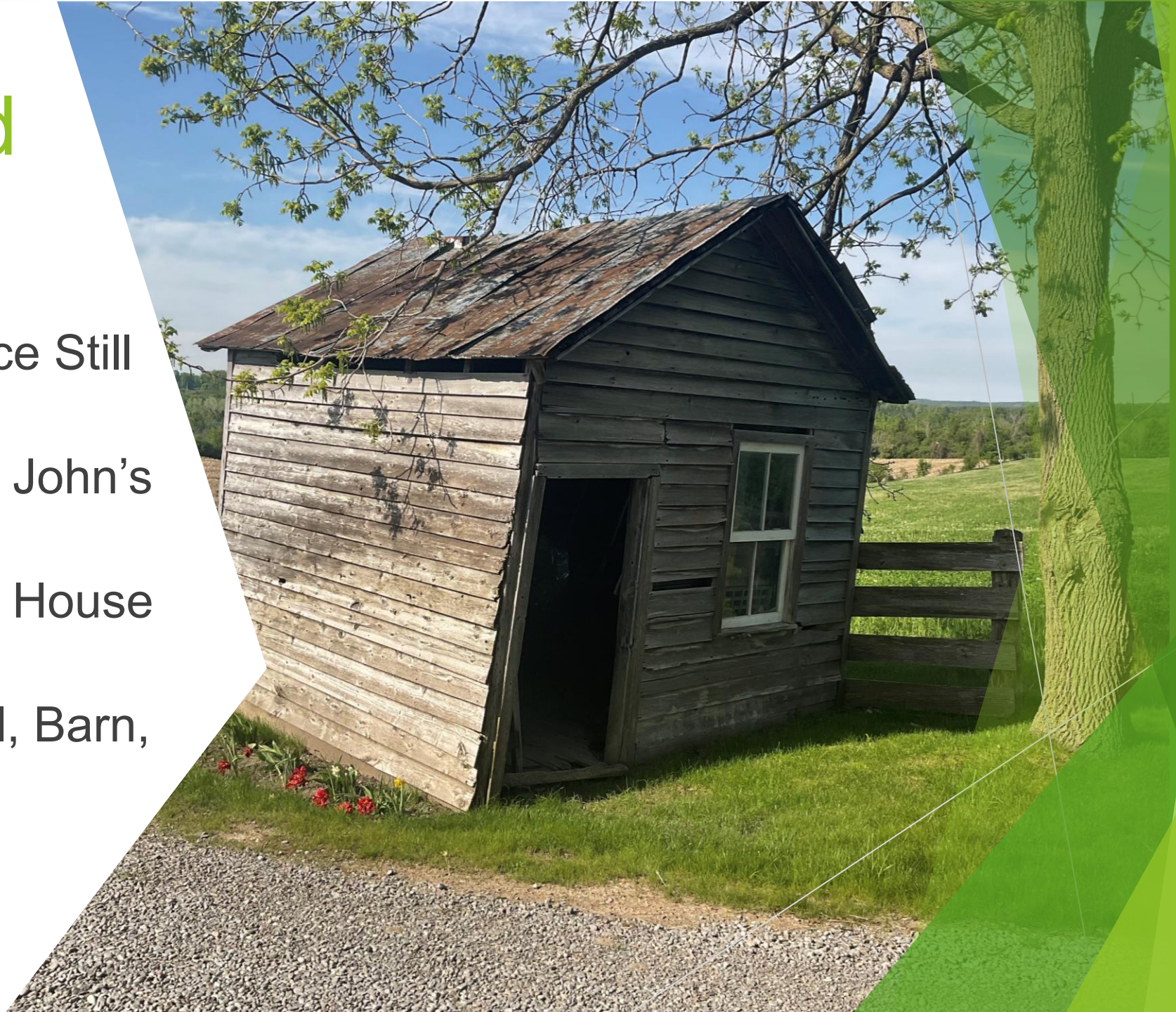
Public Reception

- Willingness to Share
- Newfound Interest
- New Discoveries



Highlighted Findings

- ▶ Oldest J.P. Office Still Standing
- ▶ 1867 Bell at St. John's Ida still in use
- ▶ Squire Sowden House Remnants
- ▶ Adam Scott Mill, Barn, House
- ▶ Many More





Acknowledgements

- Karen Ellis and Township Staff
- Tammy Sikma and Peterborough County GIS Staff
- Kim McLeod, Millbrook and Cavan Historical Society
- Cavan Monaghan Council
- Property Owners





Thank You!

New Response Completed for Council Delegation Form

From noreply@esolutionsgroup.ca <noreply@esolutionsgroup.ca>

Date Fri 8/1/2025 11:22 AM

To Cindy Page <cpage@cavanmonaghan.net>; Karlie Hartman <khartman@cavanmonaghan.net>

Hello,

Please note the following response to Council Delegation Form has been submitted at Friday August 1st 2025 11:18 AM with reference number 2025-08-01-001.

- **Date:**
8/1/2025
- **Meeting Date:**
8/11/2025
- **Subject:**
Ganny Enduro mountain bike race delegation
- **Name of Delegate:**
Alex Schmidt
- **Address:**
482 Paterson st
- **City:**
Peterborough
- **Province:**
On
- **Postal Code:**
K9J 4p7
- **Phone Daytime:**
226-979-7447
- **Email:**
Schmidt.alex93@gmail.com

- **Do you require any Accessibility Accommodation?**

No

- **Detailed statement of what you are seeking from Council.**

Seeking permission from council for the use of the Millbrook Valley Trails, Elgar dr, Zion In, fire route 310 for a mountain bike race.

- **Do you have any documentation (i.e. Powerpoint presentation, letter, memo, photo etc.) that you would like to provide/make to Council**

Yes

- **Please include any documentation/presentation (i.e. images, brochures, correspondence etc.) material that will be attached to your deputation.**

1. [Ganny Enduro Delegation Request.pdf \[926.4 KB\]](#)

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Ganny Enduro Delegation Request



Overview

- Enduro mountain bike race (Oct. 5th)
 - 6 timed stages
 - 42km race
 - Starting from Agricultural Fairgrounds, 13 Frederick st.
 - 2 course: Long and Short course with a BBQ at the finish
- Insured through OASIS Outdoor Adventure & Sport Insurance
- Final race in the Ontario Enduro Series
- First ever Ontario Enduro Provincial Championships
- Participants

2024: 145 racers, with a large increase in female participation!

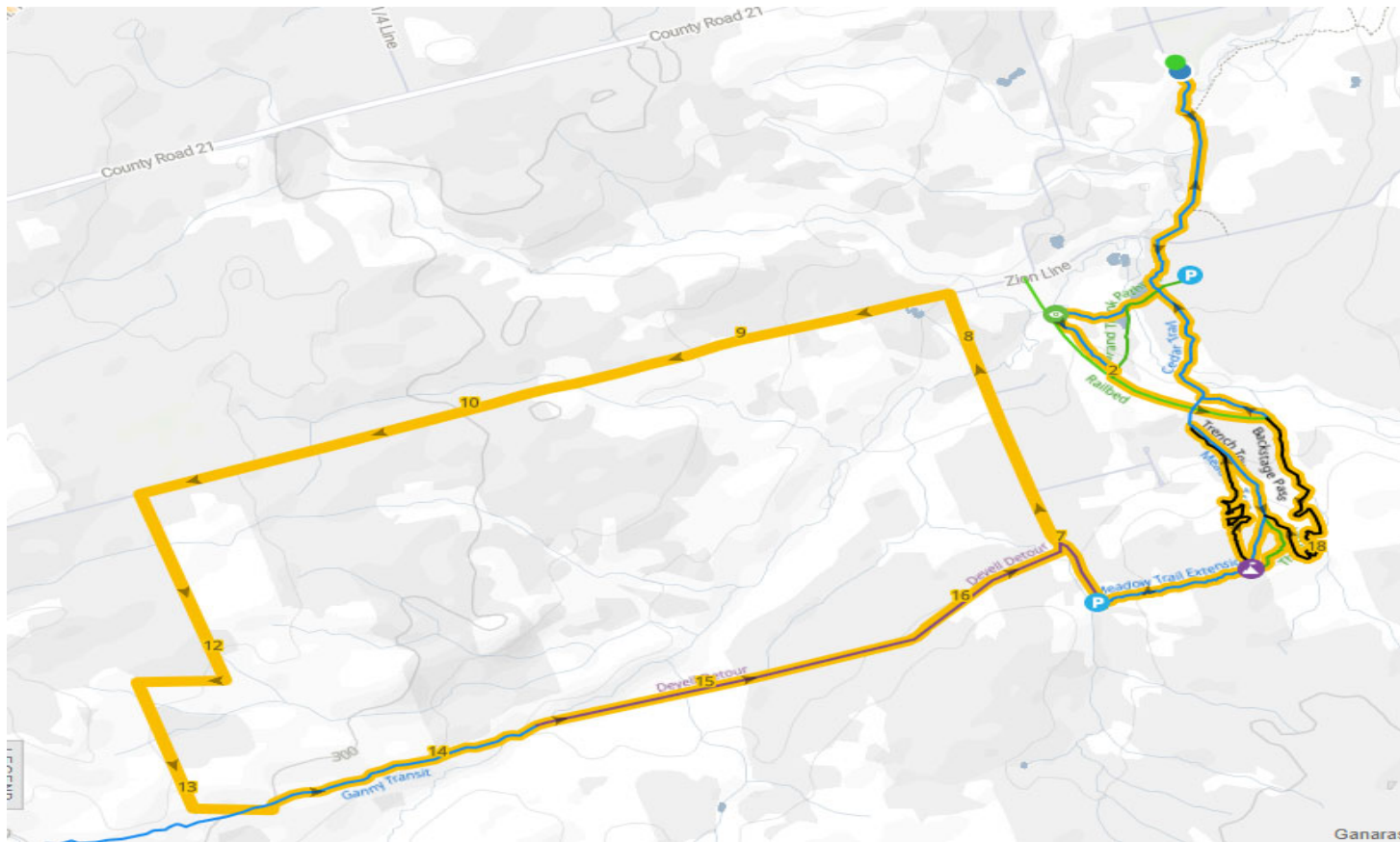
2025 goal: 150-160 racers, with the new provincial championships and returning to the Ganaraska forest we expect some growth

Objective: Seeking council permission to utilize the MVT trail network and use Zion line, Fire Route 310 and Elgar dr.

The Long Course



The Short Course



The Race

- Two race starts
 - Long Course (42km) - 10am
 - Short Course (21km) - 11:00am
- Race starts will send riders off in groups of 10 at a time, 2mins apart
- Each stage is completed individually - time trial
- Volunteer course marshalls placed at the beginning and end of each stage - Arrows and tape along course to guide participants through the race - Two qualified first aid volunteers on site/course all day

Road Usage: Fire route 310, Zion Line and Elgar dr. Participants are not “racing” on the road, they are in transition to the next stage. Signs will be placed on the roads to warn traffic of cyclists.

Benefit to the Community

- Local businesses
 - Food
 - Lodging
- Trails exposure to a greater MTB community -
 - More return riders
 - Millbrook mtb memberships
- Community health
 - more local participants
 - health of the community at large increases as this race is part of a series

New Response Completed for Council Delegation Form

From noreply@esolutionsgroup.ca <noreply@esolutionsgroup.ca>

Date Fri 8/1/2025 11:47 AM

To Cindy Page <cpage@cavanmonaghan.net>; Karlie Hartman <khartman@cavanmonaghan.net>

Hello,

Please note the following response to Council Delegation Form has been submitted at Friday August 1st 2025 11:43 AM with reference number 2025-08-01-002.

- **Date:**
8/1/2025
- **Meeting Date:**
8/11/2025
- **Subject:**
Request for a moratorium and revision of Bylaw 2022-21 re outdoor, projected music (noise) in downtown Millbrook
- **Name of Delegate:**
Deborah Luchuk
- **Name of the Community Group/Organization:**
Residents and business owners affected by externally projected noise (music) in downtown Millbrook
- **Address:**
27 McGuire Drive
- **City:**
Millbrook
- **Province:**
ON
- **Postal Code:**
L0A 1G0
- **Phone Daytime:**
[REDACTED]

- **Phone Evening:**

- **Email:**

- **Do you require any Accessibility Accommodation?**

No

- **Detailed statement of what you are seeking from Council.**

I am seeking a five-month moratorium (stoppage) of all externally projected music (noise) from any business or residence on King Street, between Tupper and Hay and Union Streets in downtown Millbrook. Currently, per the Cavan-Monaghan noise bylaw, downtown businesses are permitted to project their music out to the street and beyond between 9 am and 9 pm, with no specifics to regulate volume. No downtown residents nor many businesses were consulted directly before the bylaw was approved in April 2022. The purpose of the moratorium is to permit Council and staff to conduct research and review best practices in municipal noise bylaws; conduct and review research into the health, wellness, and financial/business effects of unwanted noise; and from that, revise the noise bylaw to eliminate the exception for downtown businesses to project their music (noise) to other businesses and residents. The timeline and dates are to ensure this work is completed as soon as possible so resolution of the noise issue is not delayed or prolonged. NOTE: I will be making a PowerPoint presentation but will need to send this separately as only one document can be uploaded with this request.

- **Do you have any documentation (i.e. Powerpoint presentation, letter, memo, photo etc.) that you would like to provide/make to Council**

Yes

- **Please include any documentation/presentation (i.e. images, brochures, correspondence etc.) material that will be attached to your deputation.**

1. [Background Notes Moratorium on Downtown Music.docx \[34.1 KB\]](#)

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PROPOSAL

A MORATORIUM ON MUSIC OUTSIDE OF DOWNTOWN MILLBROOK BUSINESSES

PRESENTER: Deborah Luchuk

Monday, August 11, 1:00 pm Council Meeting

Purpose of Presentation

To propose a temporary noise moratorium:

- To protect residents/businesses from negative impacts of unwanted noise
- To allow for proper, direct consultation with those affected
- To modernize the Municipality of Cavan-Monaghan's current noise bylaw to prohibit unwanted noise projecting from the outside of any business or residence on King Street between Tupper and Hay and Union Streets

Effects on Health, Wellbeing, and Business Operations

Unwanted noise is affecting residents, business owners, employees' mental health, concentration, sleep, and the ability to work — especially for home-based businesses

Lack of soundproofing in heritage buildings

- Older buildings in downtown Millbrook (by nature of being heritage) lack soundproofing; residents can't escape daily projected noise even with windows closed.
- To ask landlords or building owners to change windows with same/similar newer windows to replace the original heritage ones is cost-prohibitive, negatively affecting these stakeholders

Fairness & Equity

- One or more businesses should not be allowed to project music that negatively impacts many others' physical and mental health, enjoyment of residences, pursuit of livelihood, or business operations

Lack of Public Consultation

- Prior to approving bylaw with music exception, no consultations nor direct conversations with residents/many businesses to obtain opinions or impact of unwanted noise
- Council considered opinions of visitors to or shoppers in downtown Millbrook, with no effort to speak directly with **each resident** and **business owner/operator** directly affected
- Many residents affected by unwanted noise feared speaking out due to social or safety concerns - following online abuse and threats directed to resident who made presentation in May 2021

Moratorium Proposal

- Propose full moratorium on all outdoor projected noise (music) from any business or residence in downtown Millbrook for five months between September 1, 2025 (12:01 am) to and including January 31, 2026 to 11:59 pm – specifically on King Street between Tupper and Union and Hay Streets

Rationale for Timeline

- Sufficient time for confidential, direct consultation with all downtown residents and business owners/operators
- Enough time to research/assess scientific articles and business/financial implications re the effects of noise
- To allow for research/review of best municipal practices re noise bylaws
- Council may extend the moratorium beyond five months if additional time required
- Affords residents and businesses much needed quiet, improving enjoyment of residences and the ability to conduct business without distraction

Council's Role

- To protect those most affected by unwanted, projected noise from downtown Millbrook businesses — residents, other businesses, property owners
- To not favour less important opinions of infrequent or temporary visitors, or desire of one or two businesses to play music outside of their premises
- To stop unwanted noise from any downtown business or residence affecting residents or businesses alike

Recommended Action by Council

- Adopt full moratorium as proposed or for longer period as needed
- Conduct thorough, in-person consultation with all residents/businesses affected negatively by projected music (noise) from businesses
- Build a fair and enforceable bylaw that ensures no resident, business owner or operator, landlord, or property owner is subjected to unwanted noise

PROPOSED MORATORIUM ON NOISE: BACKGROUND NOTES

Presentation by Deborah Luchuk

Past and recent history

To support friends living in downtown Millbrook who experience unwanted noise, I met with Millbrook Councillor Lance Nachoff in June 2025 to raise my concerns about the suffering of downtown residents and business owners due to unwanted noise projected outward from one and now two businesses, supported by an exception for projected music in the municipal bylaw.

Before the current bylaw was decided and approved in April 2022, residents concerned made a delegation and/or wrote letters to Council opposing the proposed noise exception – the projected music already had a negative physical and mental health impact on many. Several businesses were affected by unwanted noise projected toward their premises.

I wrote and sent a registered letter myself in support of those affected and did not receive a response. One person who presented their concerns to Council subsequently suffered threats and were called out online to the point where they didn't feel safe leaving their apartment.

Despite this individual's presentation, and the letters written by residents to Council, nothing was done about the problem. The business projecting music for many hours a day continued to do so. Individuals approached the business owner and politely asked if he could turn down his music. Instead, residents noticed an increase in volume after such encounters.

Now there's a 24/7 business downtown who has also set up exterior speakers and music is concurrent to the other businesses', and equally as loud and for longer hours. The residents who are affected are afraid to go to Council for fear of what happened last time. With their assent and at their request, I have decided to speak on their behalf. If you are not accustomed to making presentations or lecturing, it's a lot of work to prepare. Not many people are comfortable speaking to a group.

I'm here because I care about my neighbours - and because what is happening is unjust and illogical. I care about my community, and want everyone to have the same quality of life I have (or better!) in my house in Millbrook – not assaulted by unwanted noise for up to 12 hours a day, most days a week.

It does not make logical sense that the desire of one, now two business owners (and possibly more) should be allowed to project their music outside to be heard far from King Street at the expense and suffering of many more business owners/operators and residents. These two business owners would not be damaged by revision of the noise bylaw to retract the music exception for downtown businesses. But many others are negatively affected by keeping the exception as part of the current noise bylaw.

Some residents have attested that their front windows facing the businesses in question vibrate with the volume of the music – they cannot open those windows, even on hot days because the unwanted noise would further affect them negatively. Considering the heritage nature of downtown Millbrook and many building owners’ attempts to retain heritage features, windows of apartments and often, businesses on the main floor are often original and/or single-paned glass. The angle of the speakers and the volume of music projected outside of the two businesses ensures the noise blasts directly into residents’ front windows, regardless of whether the windows are open or not.

I have visited a few of those apartments to see for myself and can attest to the constant blasting of unwanted noise. There is no way I’d be able to conduct business in my own company, or take a nap, or otherwise focus on anything else in one of those apartments.

The vast majority of other business owners do not play music outside of their facilities. They choose the music they play inside their stores or offices and many smart entrepreneurs know that with the right music, shoppers will linger and buy more. A door to a business opens and you can briefly hear a bit of what’s playing inside.

Some businesses may have windows open during the summer, but their interior music is only heard when you walk immediately in front of their building. That’s to be expected and no downtown resident would have a problem with that. When my family moved here in 1971, there was no music projected onto the street. One could see a neighbour while out doing errands and have a good chat on the sidewalk - without being overwhelmed by noise coming from one or two businesses. However, those of us out shopping or visiting a service-based business were only on the street for a few minutes up to a couple of hours, and were popping in and out of various shops and offices.

Visitors’ opinions should not count in determination of whether music (noise) is projected on the street. Those who live, work, or otherwise pursue a livelihood on that part of King Street are the ones impacted hours a day, several days a week.

Before a downtown resident made a presentation to Council about the impact of unwanted noise on themselves and others on May 3, 2021, apparently several visitors to/shoppers downtown got wind of the proposed noise bylaw potentially shutting down exterior projected music from the only business doing so. Online and through social media these people stated they liked the music, how quaint it was and charming – at worst, these people made ignorant remarks about the people most affected by the noise. Many contacted councillors to give their opinion. Unfortunately, Council of the day was swayed by this group’s often rabid opinions about how the business owner was doing a service and that he should be grandfathered to continue projecting his music. Make no mistake – the exception to the bylaw allowing businesses to project their music outside was made to please that business owner. No one else was projecting music on the street at that time.

In deliberations about the proposed bylaw, no one at the municipality went door-to-door to talk to residents and businesses most impacted by projected music (noise) – so their input was not heard or given the higher consideration it should have. While the noise bylaw was being developed

during COVID lockdowns and restrictions, it appears no effort was made to identify all the residents or businesses downtown nor acquire at least contact numbers to phone those who would be potentially affected by an exception for projected music.

I have acquired some of the social media postings on Town Hoopla from around that time. I didn't see any posted comments or messages from anyone who lived downtown at the time supporting exterior projected noise. There were many comments from people who *didn't* live or work downtown – many ignorant and aggressive in expression and tone. I have screenshots of many of these messages if any of Council would like to see these. These are dated as well.

Given the vociferous, often threatening nature of comments on social media I'm sure many residents and business owners were too intimidated to speak publicly about the impact of unwanted noise at the May 3 meeting.

As mentioned previously, the person who did make a presentation regarding the impact of unwanted noise was subjected to verbal threats and abuse online in social media forums (like Town Hoopla). For several weeks, the individual was afraid to leave their house due to threats received after they made the presentation to Council about unwanted noise effects. Those residents and business owners who submitted letters to Council opposing any exception for downtown, projected music received little to no response, as mentioned earlier in this document.

In short, it appears Council of the day decided to ignore the letter and the presentation, favouring opinions of visitors – and mostly from social media posts. It would be good to know what was behind the decision making.

Despite the presentation and letters sent to Council by residents and businesses affected by the noise, Council of the day went ahead with approving a noise bylaw on April 19, 2022 with the exception for outdoor, projected music from businesses downtown.

Municipality of Cavan-Monaghan Noise Bylaw (No. 2022-21)

The noise bylaw approved by Council in April 2022 was virtually the same as the City of Peterborough's **but with a specific exception for music from downtown Millbrook businesses**. I have been told by staff that Council of the day thought the Peterborough bylaw was straightforward and clear, and good to emulate in Cavan Monaghan's noise bylaw.

In addition to unavoidable sources of noise – such as farm equipment or sirens – or noise permitted by Council approval – Cavan Monaghan made an exception for music projected from external loudspeakers to be played between 9 am and 9 pm: “The noise caused by music in the area of King Street from the limits of Tupper Street westerly to Union Street and Hay Street between the hours of 9: 00 am to 9: 00 pm.”

The City of Peterborough's noise bylaw makes no such exception – it does not allow noise (music) to be projected from any business or residence on downtown streets.

It appears the City of Peterborough vigorously enforces their noise bylaw in downtown Peterborough. For example, all you hear even from an outdoor patio is very low volume music

projected at the sidewalk or property outside of the business, if that. Apparently, the City assigns substantial fines to anyone who projects their noise and/or projects it by virtue of volume and speakers facing the street. If a fine is too low, the parties projecting the music see no reason not to continue blasting their music at a volume that negatively affects others.

Both the Cavan-Millbrook and Peterborough noise bylaws list some logical exceptions to the noise bylaw that are either *unavoidable* or that are *controllable by Council*.

Cavan-Millbrook's noise bylaw exceptions include, as noted from the CM bylaw:

- Farm animals and machinery (unavoidable in a rural area)
- Parades (if approved by Council – and usually everyone in the area is notified)
- Outdoor concert (if approved by Council)
- Church bells/chimes
- Public utility work
- Traffic control devices
- Warning safety devices – vehicles (i.e. back-up alarm)
- Snow removal equipment
- Emergency vehicle sirens
- Municipal parks (recreational activities)
- The annual Millbrook Fair
- Filming (if approved by Council)

All these exceptions are *temporary*, occurring for only a few minutes or seconds through to a few days for the Fair or filming. These exceptions do not produce noise year-round, for most hours of the day into the evening, several days a week.

Downtown residents are aware there will be unavoidable noise by virtue of living in a commercial district. When they move into an apartment, it is evident there will be road noise, parades, or downtown business community events. In other words, they have to accept that where they live can be noisy at times, at least during business hours.

However, I'm told that many move into apartments unaware of the constant barrage of "music" noise coming from across the street or next door. In fact, absentee landlords may not be aware of the noise to advise possible renters – or not want to share the information so a potential tenant will sign a lease. Until they move in and live there for a while, tenants might not notice. But it's not long before these residents realise the noise is not temporary.

Historically, there has been a revolving door of resident tenants in most buildings and I am told by current residents that many have left because of the constant noise. For example, many who left had home-based businesses they couldn't operate because of the constant noise. Others engaged in shift work could not sleep during the day because of the music noise. These people were not able to experience peace and quiet in their homes.

At least four of the current residents downtown are seriously considering moving because the noise has a negative effect causing stress, headaches and mental health issues and interferes with

conduct of their home businesses. It's important to note these residents are invested in this community, contributing much to their neighbourhood and the village. They love living in Millbrook. According to some residents downtown, businesses that have moved have cited the noise from the one, and now two businesses as the reason for moving out.

What one person thinks is noise another may love. It is subjective. Same goes for volume. Some like their music loud, some not, because there are physical repercussions in their bodies from unwanted noise. Measuring decibels at one moment in the day might assess the volume of noise at that moment, but it does not measure the cumulative effect of loud noise over hours and days on those who can't avoid hearing it.

Outside of downtown Millbrook, if any resident is experiencing unwanted noise, they call the police and the party projecting unwanted noise is told to turn it down or off. It is unreasonable to one person would be allowed to project unwanted noise outside of their home for hours a day, several days a week.

Downtown is, de facto and historically, a mixed zoning area – commercial and residential. People have lived in downtown apartments for decades now. The rent they pay helps landlords to maintain their buildings – heritage buildings we are now trying to protect. If tenants who cannot handle the noise move out – building owners and/or landlords have to go through the whole process again of screening potential renters to hopefully find someone who won't destroy an apartment. Good tenants are hard to find and mostly landlords want to keep the good ones, who often assist with property maintenance and snow removal.

Building owners are also greatly affected if a business moves into their commercial space, only to leave because of the noise affecting customers and employees alike. Residents in downtown Millbrook have told me on several occasions about storefront business owners leaving Millbrook because they can't handle the constant, entirely preventable noise.

For example, if you own a dining establishment and have an outdoor patio, patrons may not choose to eat there, or be so annoyed by the noise they won't come back and the negative review will be online for everyone to see. Businesses rely on repeat customers and good reviews, particularly in a small village economy. Personally, I can't sit on the patio at the Pastry Peddler because of the unwanted noise (music). It's annoying when a large panel truck drives by with crashing sounds, but that's only a few seconds.

If a landlord has a hard time keeping or generating rental income, most often owners will sell their property. This can have negative consequences for the heritage buildings, as many are not designated and therefore somewhat protected from inappropriate "renovations". The next owner of the building may not care about the heritage nature of downtown, seeing the premises as merely an investment to make money.

Keeping property owners, landlords, businesses and residents comfortable and happy is essential to economic development downtown. Having stable, long-time building owners, businesses and tenants maintains the area as a safe, welcoming place. People who are happy to live and work downtown will have a greater stake and interest in their neighbourhood. When the neighbourhood

is welcoming and appealing, more businesses (of the retail or dining variety, not services) set up shop, thereby generating more foot traffic and repeat sales.

The definition of noise and local effects

Noise is any sound that is unwanted, regardless of type, like music, loud car horns, traffic noise, etc. that has a negative effect on those hearing the noise.

To reiterate, while most of the noise in a busy downtown is unavoidably generated by traffic, deliveries, people coming in and out of businesses, etc., sources of noise that can be stopped or strictly regulated (like music projected from outside a business or from a window of a residence) can and should be stopped if the noise interferes with the reasonable enjoyment of one's residence or engagement in a livelihood or business.

It is not about the *number* of people experiencing negative effects of constant noise – what needs to be considered is the health and safety of **ALL** residents and stakeholders in any area of a municipality. When someone who lives and works downtown comes to Council to ask for their help in shutting down unwanted noise, it is Council's responsibility to act.

While Council has to balance the wants and needs of all residents, sometimes they have to consider the nature and persistence of harm to the many vs. one or two parties. Who is the most affected by projected noise vs. those who decide to project their music into the street and buildings across from it?

In modifying the noise bylaw to **prohibit** externally projected music emanating from businesses and residences on King Street between Tupper and Hay and Union Streets – everyone can live and work in a healthy environment.

There is no harm incurred on those who want to project their music by shutting externally projected noise from their businesses. They can still play what they want inside their premises. Others are being harmed.

However, I know that to make changes to a bylaw, Council and staff may need to acquire and study information about the nature of noise and to look at other municipalities' noise bylaws. It would be top priority for councillors and/or staff to go door to door to speak with residents of each apartment and business owners/operators downtown. Due diligence must be evident so Council can assure all residents they have considered all the factors in a problem – and that takes time.

For this reason, I propose a **moratorium (temporary stoppage) of externally projected, preventable noise from any business, landlord, or resident – at any time of the day or night for five months from 12: 01 am Monday, September 1, 2025 to 11: 59 pm Saturday, January 31, 2026** – or a longer time should Council deem it appropriate to have more time to determine changes to the music exception in the noise bylaw.

Description and definition of requested moratorium on externally projected noise

Representing myself and several residents and business operators of King Street between Tupper and Hay and Union Streets, we request:

A moratorium (temporary stoppage) on all externally projected noise (including music) from any residence (apartment) or business located on King Street between Tupper Street and Hay and Union Streets for five months, between 12: 01 am Monday, September 1 and 11: 59 pm, Saturday, January 31.

The five-month moratorium is to allow Council and staff enough time to fully research and review other jurisdictions' noise bylaws; conduct and analyze research on the effect of unwanted noise on individuals, businesses, and commercial areas; and determine a noise bylaw without an exception for outwardly projected music (noise) from businesses.

The moratorium on externally projected noise will also give those most affected a break for a few months to enjoy their residences or pursue their livelihoods without assault by noise while you research and determine the changes to be made re the downtown music exception to the noise bylaw.

The Township of Cavan Monaghan

By-law No. 2022-21

Being a by-law to Prohibit or Regulate Noises within the Township of Cavan Monaghan

“Otherwise known as the Noise By-law”

Whereas Sections 9 and 129 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that the Councils of local municipalities may pass By-laws to prohibit and regulate with respect to noise, vibration, odour, dust and outdoor illumination, including indoor lighting that can be seen outdoors;

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

1. In this By-law:

(a) Corporation

“Corporation” shall mean the Corporation of the Township of Cavan Monaghan.

(b) Dwelling Unit

A “dwelling unit” means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking eating, living, sleeping and sanitary facilities.

(c) Emergency Vehicle

An “emergency vehicle” includes a police car, ambulance, fire truck or other vehicle and/or watercraft responding to an emergency call pursuant to a call for service.

(d) Person

A “person” includes a corporation.

2. General – Likely to Disturb

(a) No person shall, within the limits of the Corporation, shout, make or permit an unusual noise, or a noise likely to disturb the inhabitants thereof.

(b) No owner shall emit, cause or permit the emission from the owner's property of noise likely to disturb the inhabitants of the Corporation.

3. Noises – Likely to Disturb

Without limiting the generality of Section 2, the following noises or sounds set out in this Section shall be deemed to be noises likely to disturb the inhabitants of the Corporation:

(a) Radio – Loud Speaker

The noises or sound made or created by any radio, phonograph, public address system, sound equipment, loud speaker, musical instrument or other sound-producing equipment, when the equipment is played or operated in such a manner that the sound or noise made or created thereby disturbs the peace, comfort, or repose of any person in a dwelling unit, or a police officer acting in accordance with their duties pursuant to the *Police Act*, or successor legislation shall be deemed to be noises likely to disturb.

(b) Animal – Bird

The sound made by an animal or bird under the care of an individual and/or individuals which disturbs the peace, comfort, or repose of any person in another dwelling unit shall be deemed to be noises likely to disturb.

(c) Exhaust – Without Muffler

The noise or sound caused by the discharge into the open air of the exhaust from any steam engine, boiler or stationary internal combustion engine, otherwise than through a muffler or other device which effectively prevents unnecessary noise shall be deemed to be noises likely to disturb.

(d) Tire Noise – Squealing, Acceleration, Braking

The wheel or tire noise caused by the deliberate and unnecessary acceleration, rapid turning or rapid braking of a motor vehicle shall be deemed to be noises likely to disturb.

(e) Motor Racing – Standing/Stationary Motor Vehicle

The noise caused by the unnecessary racing of the motor of a standing/stationary motor vehicle shall be deemed to be noises likely to disturb.

(f) Motor Vehicle Racing – Permitted by By-law

The noise caused by motor vehicle racing in an area zoned and permitted for such use shall be deemed to be noises likely to disturb when such motor vehicle racing occurs before 8:00 a.m. and/or after 11:30 p.m.

(g) Construction – Demolition, Repair, Restrictions

The noise caused by the erection, demolition, alteration or repair of a building or equipment or by construction of earth-moving equipment working upon such site situated within 500 feet of an occupied dwelling unit on any day, between the hours of 7:00 p.m. and 7:00 a.m. of the following day, shall be deemed to be noises likely to disturb.

(h) Lawnmower – Times of day

The noise made by a power lawn mower within 100 feet of an occupied dwelling on any day between the hours of 10:00 p.m. and 8:00 a.m. of the following day shall be deemed to be noises likely to disturb.

(i) Unmuffled Engine Brakes

The noise or sound caused by the use of truck and heavy equipment engine brakes other than through a muffler or other device which effectively prevents unnecessary noise shall be deemed to be noise likely to disturb.

4. Exceptions

None of the provisions of this By-law shall apply to prevent:

(a) Farm Machinery/Animals

The noise caused by any machines of husbandry, corn dryers or other farm machinery, being used to put in crops or remove crops, or being used for any other normal farming practices. Any noise caused by livestock permitted by the Township Zoning By-law.

(b) Parades

The noise caused by a lawful parade which has been approved by Council.

(c) Outdoor Concert

The noise caused by an outdoor concert or outdoor band which has been approved by Council.

(d) Church Bells - Chimes

The noise caused by the sound of a church bell or chime.

(e) Public Utility Work

The noise caused by works done upon a site or highway when such work is undertaken by the Corporation, the County of Peterborough, Hydro One, the Ministry of Transportation, any other public utility, or

any Contractor providing services on their behalf, within the Corporation.

(f) Traffic Control Devices

The noise created as part of traffic control devices, including those at traffic signal locations and railway crossings.

(g) Warning Safety Devices - Vehicles

The noise created as part of a vehicle's warning devices where required or authorized by law or in accordance with good safety practices, including a vehicle's back-up alarm.

(h) Snow Removal Equipment

The noise created by the operation of snow removal equipment while in the operation of snow removal.

(i) Emergency Vehicle Sirens

The noise created by the sound of a siren on an emergency vehicle.

(j) Municipal Parks

The noise caused by recreational activities at any Municipally owned property designated as a park.

(k) Music

The noise caused by music in the area of King Street East from the limits of Tupper Street Westerly to Union Street and Hay Street, between the hours of 9:00 a.m. – 9:00 p.m. An area map is attached as Appendix 1.

(l) Annual Millbrook Fair

The noise created by the annual Millbrook Fair.

(j) Filming

The noise created by a film production company that has obtained a valid permit as required within the Guidelines for Filming in the Township of Cavan Monaghan.

5. Grant of Exceptions by Council

(a) Exceptions

Notwithstanding anything contained in this By-law, any person may make application to Council to be granted an exemption from any of the provisions of this By-law with respect to any sources of sound for which he/she might be prosecuted and Council, by resolution, may refuse to grant any exemption or may grant the exception applied for or any exemption of lesser effect and any exemption granted shall

specify the time period, not in excess of 6 months, during which it is effective and may contain such terms and conditions as Council sees fit.

(b) Breach

Breach by the applicant of any of the terms or conditions of any exemption shall render the exemption null and void.

6. Penalties and Enforcement

(a) Penalties

Any person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33 as amended.

(b) Enforcement

This By-law shall be enforceable twenty-four (24) hours a day unless otherwise specified. This By-law shall be enforced by Township of Cavan Monaghan By-law Enforcement Officer(s) and members of the Peterborough Police Service Department.

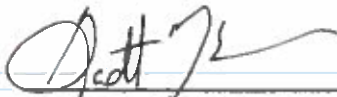
7. Effective Date and Maximum Fine

This By-law shall come into force and effect on the date of passing thereof.

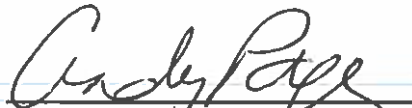
The maximum fines shall be as per Schedule "A"

By-law No. 2017-50, By-law No. 2018-08 and By-law No. 2018-11 are hereby repealed in their entirety.

Read a first, second and third time and passed this 19th day of April, 2022.



Scott McFadden
Mayor



Cindy Page
Clerk

The Township of Cavan Monaghan

By-law No. 2022-21

**Being a by-law to Prohibit or Regulate Noises within the Township of
Cavan Monaghan**

Schedule "A"

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Shout, make or permit an unusual noise or noise likely to disturb	s. 2(a)	\$150
2	Emit, cause or permit the emission of noise likely to disturb	s. 2(b)	\$150

**Note: The general penalty provision for the offences listed above is Section
6 of this By-law No. 2022-21. A certified copy of which has been filed.**

The Township of Cavan Monaghan

By-law No. 2022-21

**Being a by-law to Prohibit or Regulate Noises within the Township of
Cavan Monaghan**

Appendix 1



PROTECTION

Chapter 691 NOISE

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- 691.4.3 Stereo - motor vehicle - not audible - limitation
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- 691.4.6 Church bells - chimes
- 691.4.7 City works - public utility work
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- 691.5.1 Fine - for contravention

Article 6 REPEAL - ENACTMENT

- 691.6.1 By-laws - previous
 - 691.6.2 Effective date
-

Article 1 INTERPRETATION

691.1.1 Construction - defined

"construction" includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit, whether above or below ground level, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and includes any work in connection therewith.

691.1.2 Construction equipment - defined

"construction equipment" means any equipment or device designed and intended for use in construction, or material handling, including, but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment.

691.1.3 Dwelling house - defined

"dwelling house" means the whole or any part of a building or structure that is kept or occupied as a permanent or temporary residence and includes:

- (a) a building within the curtilage of a dwelling house that is connected to it by a doorway or by a covered and enclosed passageway; and
- (b) a unit that is designed to be mobile and to be used as a permanent or temporary residence that is being used as such a residence.

691.1.4 Emergency vehicle - defined

"emergency vehicle" means a police car, ambulance, fire truck or other vehicle responding to an emergency call pursuant to a statutory duty.

691.1.5 Person - defined

"person" includes a corporation.

Article 2 GENERAL PROVISION

691.2.1 Noise - unusual - likely to disturb - prohibited

No person shall, within the limits of The Corporation of the City of Peterborough, ring any bell, blow any horn, shout or make or permit an unusual noise, or a noise likely to disturb the inhabitants thereof.

"691.2.2 Noise - unusual - likely to disturb - prohibited – owner
No owner shall emit, cause or permit the emission from the owner's property of noise likely to disturb the inhabitants of the City of Peterborough."

Article 3 NOISES - PROHIBITED

691.3.1 Noises - likely to disturb - set out

Without limiting the generality of Article 2, the noises or sounds set out in this Article shall be deemed to be noises likely to disturb the inhabitants of the Corporation.

691.3.2 Radio - loud speaker - disturbing peace - comfort

The noise or sound made or created by any radio, phonograph, public address system, sound equipment, loud speaker, musical instrument or other sound-producing equipment, when the equipment is played or operated in such a manner that the sound or noise made or created thereby disturbs the peace, comfort or repose of any person in a dwelling house, or a police officer acting in accordance with their duties pursuant to the *Police Act*, or successor legislation shall be deemed to be noises likely to disturb.

691.3.3 Amplifier - loud speaker - in vehicle - on highway

The noise or sound caused or made by an amplifier or loud speaker carried in or attached to a motor vehicle being operated or standing on a public highway shall be deemed to be noises likely to disturb.

691.3.4 Animal - bird - disturbing peace - comfort

The sound made by an animal, or bird, under the care, custody, or control of a person which disturbs the peace, comfort or repose of any person in another occupied dwelling house shall be deemed to be noises likely to disturb.

691.3.5 Exhaust - without muffler

The noise or sound caused by the discharge into the open air or the exhaust from any steam engine, boiler or stationary internal combustion engine, otherwise than through a muffler or other device which effectively prevents unnecessary noise shall be deemed to be noises likely to disturb.

691.3.6 Tire noise - squealing - acceleration - braking

The wheel, or tire noise, caused by the deliberate and unnecessary acceleration, rapid turning or rapid braking of a motor vehicle shall be deemed to be noises likely to disturb.

691.3.7 Motor - racing - standing motor vehicle

The noise caused by the unnecessary racing of the motor of a standing motor vehicle shall be deemed to be noises likely to disturb.

691.3.8 Construction - demolition - repair - restrictions

The noise caused by the erection, demolition, alteration or repair of a building or by construction or earth-moving equipment working upon such a site situate within 500 feet of an occupied dwelling house on any day between the hours of 9:00 o'clock in the afternoon and 7:00 o'clock in the forenoon of the next following day, excepting Sundays, when no such noise shall be created before the hour of 12:00 noon and no such noise shall be made after 9:00 o'clock in the afternoon on a Sunday shall be deemed to be noises likely to disturb.

691.3.9 Lawn mower - times - days

The noise made by a power lawn mower within 100 feet of an occupied dwelling unit shall be deemed to be noises likely to disturb:

- (a) except for the hours as recited in Sections 691.3.9(b) and 691.3.9(c), between the hours of 9:00 p.m. and 7:00 a.m. of any succeeding day from Sunday at 9:00 p.m. until Friday at 7:00 a.m., inclusive;
- (b) between 9:00 p.m. on a Friday and 9:00 a.m. of the succeeding Saturday; and
- (c) between 9:00 p.m. on a Saturday and 12:00 noon of the succeeding Sunday.

691.3.10 Air conditioning equipment - disturbing peace

The noise made or created by air conditioning equipment which is likely to disturb the peace, comfort, or repose of any person in a dwelling house shall be deemed to be noises likely to disturb.

691.3.11 Watercraft noise - not incidental to shipping

The noise emanating from a source found on any houseboat or other watercraft not associated with the operation of the said houseboat or other watercraft nor to any other incidental shipping activity which is of such a volume or duration that it is likely to disturb inhabitants in a dwelling house shall be deemed to be noises likely to disturb.

691.3.12 Disturbance - police officer - investigation

The noise which disturbs a police officer investigating complaints which are received in regard to enforcement of this Chapter shall be deemed to be noises likely to disturb.

"691.3.13 Unmuffled Engine Brakes

The noise or sound caused by the use of truck and heavy equipment engine brakes other than through a muffler or other device which effectively prevents unnecessary noise shall be deemed to be noise likely to disturb."

**Article 4
EXCEPTIONS****691.4.1 Parade**

None of the provisions of this Chapter shall apply to prevent the noise made by a parade.

691.4.2 Newsboy - peddler - plying his/her calling

None of the provisions of this Chapter shall apply to prevent the call of a newsboy, peddler, hawker or tradesman plying his/her calling.

691.4.3 Stereo - motor vehicle - not audible - limitation

None of the provisions of this Chapter shall apply to prevent the sound from a radio or tape recorder in a motor vehicle if such sound is not audible at a distance of more than 25 feet from such vehicle.

691.4.4 Outdoor hymn - carolling

None of the provisions of this Chapter shall apply to prevent an outdoor hymn sing or carolling performance.

691.4.5 Outdoor concert - approved by Council

None of the provisions of this Chapter shall apply to prevent an outdoor concert or outdoor band approved by Council.

691.4.6 Church bells - chimes

None of the provisions of this Chapter shall apply to prevent the sound of a church bell or chime.

691.4.7 City works - public utility work

None of the provisions of this Chapter shall apply to prevent the noise caused by the erection, demolition, alteration or repair of a building or by construction or earth-moving equipment working upon a site or highway when such work is undertaken by forces of The Corporation of the City of Peterborough, the Public Utilities Commission, any other public utility, or their agents or servants.

691.4.8 Emergency vehicles - sirens

None of the provisions of this Chapter shall apply to prevent the siren of an emergency vehicle. By-law 90-273, 15 October, 1990.

Article 5 ENFORCEMENT

691.5.1 Fine - for contravention

Every person who contravenes this Chapter is guilty of an offence and is liable to the penalty, as prescribed by applicable law, for each offence. By-law 91-116, 22 April, 1991.

Article 6 REPEAL - ENACTMENT

691.6.1 By-laws - previous

This Chapter hereby repeals By-laws 1970-110, 1973-19, 1982-3, section 8, 1986-149, 1986-188, and 1988-38, for The Corporation of the City of Peterborough, and this Chapter is deemed to be a consolidation of all such by-laws, with amendments, *mutatis mutandis*, as recited in this Chapter, and all of the same are reflected in this one Chapter.

691.6.2 Effective date

This Chapter shall come into force on the day that the enabling by-law receives third reading of the Council for The Corporation of the City of Peterborough. By-law 90-273, 15 October, 1990.

Note: Except where otherwise expressly provided in this Chapter, and pursuant to other provincial statutes, such as the *Planning Act*, the maximum fine for violation of the Code is specified in section 62 of the *Provincial Offences Act*, R.S.O. 1980, c. 400, which indicates that a party guilty of an offence is liable to a fine of not more than five thousand dollars (\$5000.00).

APPENDIX A

The Corporation of the City of Peterborough

Part I *Provincial Offences Act*

By-law 90-273 being a by-law to prohibit or regulate noise

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Permit noise likely to disturb	Section 2	\$100.00

NOTE: The penalty provisions for the offence indicated above is Section 5 of By-law 90-273, a certified copy of which is attached and Section 61 of the ***Provincial Offences Act***, R.S.O. 1990, c.P.33.

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

**Monday, June 23, 2025
10:30 a.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 Wayne Hancock Drew Hutchison Kimberley Pope Kyle Phillips Chris Allison	CAO Clerk Deputy Clerk Director of Public Works Engineering Technologist Director of Finance/Treasurer Manager of Development Services Parks and Facilities Manager

1. Call to Order

Mayor Graham called the meeting to order at 10:31 a.m.

2. Land Acknowledgement

Mayor Graham recited the land acknowledgement.

3. Approval of the Agenda

R-2025-174

Moved by: Byrne

Seconded by: Huntley

That the agenda for the Regular Council Meeting be approved as amended to add **Item 5.5** Letter from Honourable Rob Flack, Minister of Municipal Affairs and Housing, under Section 239(2)(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

5.1 Resolution to move into Closed Session

R-2025-175

Moved by: Byrne

Seconded by: Edgerton

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

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

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

information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

Carried

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

5.4 Report - CAO 2025-08 3 and 5 Center Street

5.5 Item 5.5 Letter from Honourable Rob Flack, Minister of Municipal Affairs and Housing

Mayor Graham recessed at 12:29 p.m. until 1:00 p.m.

6. Report from Closed Session

R-2025-176

Moved by: Byrne

Seconded by: Huntley

That Council amend the Terms of Reference for the Task Force to allow the complement to be increased to four (4) members of the public; and

That Council appoint John Collver, David Lundrigan, Stephaine Gorman and Bill Slavin to fulfill the complement to form the Downtown Park and Remaining CMCC Lands Task Force.

Carried

7. Presentations

7.1 Shawn Morey, Executive Director Peterborough Humane Society - Services Overview for the Township of Cavan Monaghan

R-2025-177

Moved by: Byrne

Seconded by: Nachoff

That Council receive the presentation from Shawn Morey, Executive Director of the Peterborough Humane Society outlining a Services Overview for the Township of Cavan Monaghan for information.

Carried

8. Delegations

8.1 Keri-Ann Templeton, Land Manager and Stephanie Landers, Origination Manager of Boralex Re: Renewable Energy Development

Delegation withdrawn.

8.2 Rob Coulbeck and Yogesh Kumar, Nexus Energy Re: Discussion on proposed Battery Energy Storage Systems (BESS) project in Cavan Monaghan

Rob Coulbeck was not in attendance.

R-2025-178

Moved by: Byrne

Seconded by: Nachoff

That Council receive the delegation from Yogesh Kumar, Nexus Energy regarding Battery Energy Storage Systems (BESS) for information.

Carried

9. Minutes

9.1 Minutes of the Regular Meeting held June 2, 2025

R-2025-179

Moved by: Byrne

Seconded by: Edgerton

That the minutes of the Regular Council Meeting held June 2, 2025 be approved as presented.

Carried

10. Reports

10.1 Report - Finance 2025-05 Actual to Budget January to March 2025

R-2025-180

Moved by: Byrne

Seconded by: Edgerton

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

Carried

10.2 Report - Finance 2025-06 Tax levy, special services levy and BIA by-laws

R-2025-181

Moved by: Huntley

Seconded by: Byrne

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.

Carried

10.3 Report - Finance 2025-07 2026 Capital and Operating Budget Timetable and 2026 Council Meeting Schedule

R-2025-182

Moved by: Huntley

Seconded by: Byrne

That Council approves the 2026 Capital and Operating Budget Timetable; and

That Council approves the 2026 Council Meeting Schedule; and

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.

Carried

10.4 Report - Public Works 2025-10 Tender T-PW-25-03 Frederick Street Reconstruction

R-2025-183

Moved by: Huntley

Seconded by: Nachoff

That Council reject all tenders and terminate the tender procurement process for the T-PW-25-03 Frederick Street Reconstruction; and

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.

Carried

10.5 Report - Public Works 2025-11 Tender T-PW-25-04 Hot Mix Asphalt

R-2025-184

Moved by: Edgerton

Seconded by: Byrne

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

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
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.

Carried

10.6 Report - CAO Report and Capital Status

R-2025-185

Moved by: Byrne

Seconded by: Nachoff

That Council receive Report - CAO Report and Capital Status for information.

Carried

10.7 Council/Committee Verbal Reports

Councillor Byrne inquired about whether there was a report for the Millbrook Fair. Mayor Graham noted there was no report, but there was good weather and participation and that planning is underway for next year's 175th Fair.

Councillor Edgerton spoke to the MRHAC meeting held on June 19 that discussed the renovations at the Old Millbrook School and discussed display options for the items from the Springville Church.

Mayor Graham spoke to the Library Board Meeting on June 15 noting they discussed the work schedule to replace the fixtures and flooring at the Millbrook Branch, are reviewing their programing, and noted that Kimberly Lackie is retiring after 20 years of service.

R-2025-186

Moved by: Byrne

Seconded by: Nachoff

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

Carried

11. General Business

There was no General Business.

12. Correspondence for Information

There was no Correspondence for Information.

13. Correspondence for Action

13.1 Peterborough County Plowmen's Association - Letter of Request

R-2025-187

Moved by: Byrne

Seconded by: Edgerton

That Council support the success of the Peterborough County Plowmen's Association 2025 Plowing Match and make a donation of \$200.

Carried

14. By-laws

- 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)**
- 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)**
- 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**
- 14.4 By-law No. 2025-35 being a by-law to provide for the adoption of special services levy**
- 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**

R-2025-188

Moved by: Byrne

Seconded by: Nachoff

That 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) and that 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) and that 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 and that By-law No. 2025-35 being a by-law to provide for the adoption of special services levy and that 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 be read a first, second and third time and passed this 23rd day of June signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

15. Unfinished Business

There was no Unfinished Business.

16. Notice of Motion

There were no Notices of Motion.

17. Confirming By-law

17.1 By-law No. 2025-37 being a by-law to confirm the proceedings of the meeting held June 23, 2025

R-2025-189

Moved by: Huntley

Seconded by: Nachoff

That By-law No. 2025-37 being a by-law to confirm the proceedings of the meeting held June 23, 2025 be read a first, second and third time and passed this 23rd day of June signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

18. Adjournment

R-2025-190

Moved by: Huntley

Seconded by: Nachoff

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:19 p.m.

Carried

Matthew Graham
Mayor

Cindy Page
Clerk

Minutes
The Township of Cavan Monaghan
Sustainability Advisory Committee Meeting
Thursday, January 30, 2025
1:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Leslie Bilcox	Chair
Amanda Newell	
Lisa Crawford	
Ryan Huntley	Deputy Mayor

Those members absent:

Manny Borges
Joanne Key
Craig Onafrychuk

Staff members in attendance:

Mark Froment	Deputy Clerk
Kyle Phillips	Chief Building Official/By-law Enforcement Officer
Brigid Ayotte	Economic Development and Communications Officer
Chris Allison	Parks and Facilities Manager

1. Call to Order

Chair Leslie Bilcox called the meeting to order at 1:04 p.m.

2. Land Acknowledgement

Chair Leslie Bilcox recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Crawford

Seconded by: Newell

That the agenda for the Sustainability Advisory Committee be approved as amended to include item 6.2 the Resignation of Craig Onafrychuk.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Minutes

5.1 Minutes of the meeting held December 13, 2024

Moved by: Huntley
Seconded by: Newell
That the minutes of the Sustainability Advisory Committee meeting held December 13, 2024, be approved as presented.

Carried

6. General Business

6.1 Work Plan

Moved by: Crawford
Seconded by: Newell
That the Sustainability Advisory Committee approve an upset limit of \$5,000 for the purchase of trees and the promotion of the Community Tree Planting Program.

Carried

Moved by: Huntley
Seconded by: Newell
That the Sustainability Advisory Committee approve the updates to the Work Plan.

Carried

6.1.1 Draft Corporate and Community Energy and Emissions Report - Aladaco Consulting

Moved by: Crawford
Seconded by: Newell
That the Sustainability Advisory Committee approve the Revised Draft Corporate and Community Energy and Emissions Report by Aladaco Consulting as additional materials to the agenda.

Carried

Moved by: Newell
Seconded by: Crawford
That the Sustainability Advisory Committee receive the Draft Corporate and Community Energy and Emissions Report by Aladaco Consulting for information.

Carried

6.2 Resignation of Craig Onafrychuk

Moved by: Crawford
Seconded by: Newell

That the Sustainability Advisory Committee accept the resignation of Craig Onafrychuk and send a letter of thanks.

Carried

7. Adjournment

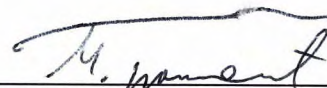
Moved by: Crawford

Seconded by: Newell

That the Sustainability Advisory Committee adjourn at 2:13 p.m.

Carried


Leslie Bilcox (Jun 26, 2025 16:45 EDT)
Leslie Bilcox
Chair


Mark Froment
Deputy Clerk

Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Thursday, March 20, 2025
9:00 a.m.
Council Chambers – Hybrid Room

Those members in attendance:

Nelson Edgerton	Councillor
Ashley Stewart	Chair
John Collver	
Deborah Luchuk	
Chanelle Courville	
Doug Wilson	

Those members absent:

Nancy Davis

Staff members in attendance:

Mark Froment	Deputy Clerk
Karen Ellis	Director of Planning
Brigid Ayotte	Economic Development and Communications Officer

1. Call to Order

Chair Ashley Stewart called the meeting to order at 9:15 a.m.

2. Land Acknowledgement

Chair Ashley Stewart recited the Land Acknowledgement.

3. Approval of the Agenda

Moved by: Collver

Seconded by: Luchuk

That the agenda for the Municipal Revitalization and Heritage Advisory Committee be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Minutes

5.1 Minutes of the meeting held February 20, 2025

Moved by: Luchuk

Seconded by: Collver

That the minutes of the meeting held February 20, 2025, be approved as amended.

Carried

6. Report

There were no reports.

7. General Business

7.1 Work Plan

Moved by: Courville

Seconded by: Stewart

That the Municipal Revitalization and Heritage Advisory Committee approve the Station Park Signage Rail Switch Design Concept provided by John Collver as an additional item to the agenda

Carried

Moved by: Collver

Seconded by: Stewart

That the Municipal Revitalization and Heritage Advisory Committee approve the updates to the Work Plan.

Carried

8. Adjournment

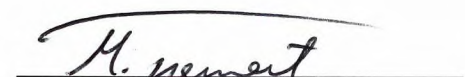
Moved by: Luchuk

Seconded by: Courville

That the Municipal Revitalization and Heritage Advisory Committee adjourn at 10:00 a.m.

Carried


Ashley Stewart
Chair


Mark Froment
Deputy Clerk

Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Wednesday, April 30, 2025
1:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Nelson Edgerton	Councillor
Ashley Stewart	Chair
Nancy Davis	
Doug Wilson	
Chanelle Courville	

Those members absent:

John Collver
Deborah Luchuk

Staff members in attendance:

Mark Froment	Deputy Clerk
Karen Ellis	Director of Planning
Brigid Ayotte	Economic Development and Communications Officer
Kyle Phillips	Chief Building Official/By-law Enforcement Officer
Chris Allison	Parks and Facilities Manager

1. Call to Order

Chair Ashley Stewart called the meeting to order at 1:05 p.m.

2. Land Acknowledgement

Chair Ashley Stewart recited the Land Acknowledgement.

3. Approval of the Agenda

Moved by: Davis

Seconded by: Courville

That the agenda for the Municipal Revitalization and Heritage Advisory Committee be approved as presented.

Carried

Moved by: Davis

Seconded by: Courville

That the Municipal Revitalization and Heritage Advisory Committee approve the addition of By-law No. 2024-27, being the Heritage By-law for 1 Dufferin Street, as additional materials.

Carried

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

There were no pecuniary interests noted.

5. **Report**

5.1 **Report - Building 2025-16 Old Millbrook School ICIP 2025 Project**

Moved by: Courville

Seconded by: Wilson

That the Municipal Revitalization and Heritage Advisory Committee endorse the planned renovations, as presented, for 1 Dufferin Street, the Old Millbrook School, as being consistent with the heritage attributes of the property; and That staff will continue to engage with the Municipal Revitalization and Heritage Advisory Committee on the specifics of the planned changes to the doors, roof, floor, and lighting of the Old Millbrook School.

Carried

6. **Adjournment**

Moved by: Wilson

Seconded by: Stewart

That the Municipal Revitalization and Heritage Advisory Committee adjourn at 2:03 p.m.

Carried



Ashley Stewart
Chair



Mark Froment
Deputy Clerk

Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Thursday, June 5, 2025
9:00 a.m.
Council Chambers – Hybrid Room

Those members in attendance:

Matthew Graham	Mayor
Ashley Stewart	Chair
Nancy Davis	
John Collver	
Chanelle Courville	
Deborah Luchuk	(joined at 9:13 a.m.)
Doug Wilson	

Those members absent:

Nelson Edgerton	Councillor
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Staff members in attendance:

Mark Froment	Deputy Clerk
Karen Ellis	Director of Planning
Brigid Ayotte	Economic Development and Communications Officer
Kyle Phillips	Manager of Development Services/CBO
Chris Allison	Parks and Facilities Manager

1. Call to Order

Chair Ashley Stewart called the meeting to order at 9:03 a.m.

2. Land Acknowledgement

Chair Ashley Stewart recited the Land Acknowledgement.

3. Approval of the Agenda

Moved by: Collver

Seconded by: Davis

That the agenda for the Municipal Revitalization and Heritage Advisory Committee be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

Chair Ashley Stewart recessed the meeting at 9:05 a.m. until 9:13 a.m.

Deborah Luchuk joined the meeting at 9:13 a.m.

5. Site Visit - Old Millbrook School, 1 Dufferin Street, Millbrook

John Collver left the meeting at 10:03 a.m.

Randy Wood and Andrew Payne from Enter Sandman were at the Old Millbrook School and answered questions from the Committee about staining.

Moved by: Luchuk

Seconded by: Courville

That the Municipal Revitalization and Heritage Advisory Committee advise that the lights on the main floor and second floor be replaced with lights and fixtures consistent with the style in the Dorothy Stevens room; and

That staff consider any operational requirements when replacing any lights and fixtures; and

That basement lights be replaced with a similar style to the lights already in place.

Carried

Moved by: Wilson

Seconded by: Courville

That the Municipal Revitalization and Heritage Advisory Committee support the use of a BONA product, water-based finish with a colour to match the oil-based sample provided to the Committee

Carried

6. Adjournment

Moved by: Luchuk

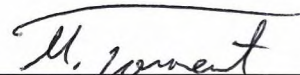
Seconded by: Davis

That the Municipal Revitalization and Heritage Advisory Committee adjourn at 10:27 a.m.

Carried



Ashley Stewart
Chair



Mark Froment
Deputy Clerk

CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: May 20th, 2025

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

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

Vision: Enriching the lives of residents through books and beyond.

PRESENT:	Karen Graham	Financial Oversight Officer
	Tony Parks	
	Monica Schjott	
	Rob Swaffield	
	Chandra Tremblay	Vice Chair (arrived at 7:30)
	Denise Williams	
	Karla Buckborough	CEO/Librarian
	Erin Stewart	Branch Librarian/Secretary

REGRETS: Matthew Graham, Earl McLeod

1. Karla called the meeting to order at 7:08pm.
2. Karla read the Land Acknowledgement.
3. Disclosure of pecuniary interest and the general nature thereof - none
4. Meeting
Motion: 20/25 Moved by: Karen
Karla will chair the meeting in the absence of Earl and Chandra
Carried.
5. Agenda
Motion: 21/25 Moved by: Monica
Approve agenda as presented.
Carried.
6. Minutes
Motion: 22/25 Moved by: Monica
Approve minutes of the Library Board meeting April 15, 2025.
Carried.
7. Library Activity Highlights and Statistics
 - a. Library Activity Highlights
We have been adding items to our library of things. One of our most recent additions was a family pass to the Canadian Canoe Museum. This pass provides complimentary admission to the museum for 2 adults and up to 4 youth. The library did not receive any summer student grants.
 - b. 2025 Statistics

Motion: 23/25 Moved by: Denise
Receive Library Activity Highlights and 2025 Statistics.
Carried.

Chandra arrived and took over as Chair of the meeting (7:30pm)

8. 2025 Library Project Status Report
Karla to meet with CAO Yvette Hurley regarding HR Policies.

Action Items:

- 1) As a member of the HR Committee, Karen will attend the meeting with Karla and the CAO.
- 2) HR Committee to meet with Karla to go over PA objectives.

Motion: 24/25 Moved by: Monica
Receive the Library Project Status Report as presented.
Carried.

Motion: 25/25 Moved by: Denise
To create Terms of Reference for the HR Committee with responsibility for CEO Appraisal.
Carried.

9. Marketing Committee
a. Nothing to report but committee is planning to meet before next Board meeting

10. Human Resources
a.

11. Finance
a. Budget to Actual January-April 30, 2025 - run on May 13th
i. Operating, Capital, Grants reports from Quickbooks Online
ii. Notes/IT update

Motion: 26/25 Moved by: Monica
Receive Financial Reports as presented.
Carried.

- b. Fundraising opportunity - Tony to speak about
Tony has spoken with local author and illustrator Bill Slavin. Bill has agreed to provide his drawings to be used in a calendar for a fundraiser for the library. Karla to check on printing prices at Vistaprint and Staples

12. Correspondence for action/information
a. Millbrook & District Lions Club President Janet Kennedy presented Karla with a donation of \$1000.

13. Business Arising/Old Business
a. Committee composition

Motion: 27/25 Moved by: Denise
Approve the Committee composition with the addition of Rob to the Marketing committee and Denise to the Human Resources committee.
Carried.

14. Take-aways for Council – with Matthew away, none at this time.
15. Next meeting: June 17th @ 7pm, unless otherwise called by the Chair
16. Adjournment – Tony adjourned at 8:20pm.

Signature: _____ Date: _____
Chair

Signature: _____ Date: _____
Secretary



Regular Council Meeting

To:	Mayor and Council
Date:	August 11, 2025
From:	Karen Ellis, Director of Planning
Report Number:	Planning Department Report 2025-26
Subject:	Cultural Mapping Update

Recommendation:

That Report Planning Department 2025-26 be received for information.

Overview:

In 2010, the Township of Cavan Monaghan received funding from the Ministry of Culture's Creative Communities Partnership Fund to complete a Cultural Resource Map for the Township. The project was completed in 2011.

Cultural planning is a "place-based" approach to planning and development that's undertaken by a local governing authority, such as a municipality. The cultural planning process begins with identifying and mapping a community's cultural resources, then proceeds to developing a plan for managing those resources. The process outlines how cultural resources will be integrated across local government planning and decision making, to achieve the community's goals.

The Mapping Project is the first step toward developing a municipal strategy for incorporating culture into local decision-making.

There are two kinds of cultural resources that are the focus of the Township's cultural mapping. Tangible Cultural Assets include natural and built heritage, cultural organizations, spaces and facilities, festivals, and events, etc. Intangible Cultural Assets include the unique stories and traditions of a community. Together tangible and intangible cultural assets fuel cultural vitality and contribute to defining the unique cultural identity and sense of place of a community.

With the original project, the Township compiled a baseline database of natural and cultural heritage assets, cultural industries, occupations and organizations, facilities and festivals and events. The project also captured some unique stories, values, and aspirations. The baseline inventory of cultural assets in Cavan Monaghan totalled 508 assets.

The mapping confirmed that cultural activities tend to be concentrated in Millbrook and other hamlet areas. Heritage features and assets are spread across the Township.

The cultural mapping information is hosted on the Peterborough County GIS site. The Cultural Mapping Project Report is available on the Township website.

Discussion:

The 2011 Cultural Mapping project captured the breadth of cultural resources in the Township. Given the significant changes in the Township over the past years, the mapping needs updating. With operating funds in the MRHAC budget and a financial boost from the Canada Summer Jobs fund, Maxim Tandon was hired for 16 weeks to complete the research and field work needed to update the built heritage component of the mapping.

Peterborough County GIS personnel customized an application called field maps to allow Township Staff to update existing information, review and edit the changes. The Millbrook Cavan Historical Society is participating with the Township in the project by providing information and guidance relative to the necessary research.

Significant effort has been made to add more detailed descriptions and information to the assets identified on the map. Site visits to all built heritage sites have been or will be completed this summer. Architectural features of the sites, assessments of current building conditions, interesting details and stories about properties, buildings and people are being added to the mapping. Updated photos of most sites are also being added to the mapping.

Additional updating of cultural assets like festivals, events, spaces and organizations will need to be completed after the completion of the summer student project. The County GIS application will remain live so that Township Staff can continue to update the information as schedules and workloads permit. Work to update the Cultural Mapping Project Report has not yet been scheduled.

Financial Impact:

The project is being completed in accordance with the approved operating budget of the Municipal Revitalization and Heritage Advisory Committee (MRHAC). Canada Summer Jobs (CSJ) funding was received.

Linkage to the Strategic Plan:

The Cultural Mapping project aligns with the Vision Statement and Strategic Priority #3 Environmental Sustainability, Objective 1 to promote the preservation and conservation of heritage buildings.

Respectfully Submitted by,

Karen Ellis,
Director of Planning

Reviewed by,

Yvette Hurley,
Chief Administrative Officer



Regular Council Meeting

To:	Mayor and Council
Date:	August 11, 2025
From:	Kyle Phillips – Manager of Development Services
Report Number:	Building and Planning 2025-27
Subject:	Development Statistics – Second Quarter 2025

Recommendation:

That Council receive Building Department Report 2025-27, Development Statistics – Second Quarter 2025 for information.

Overview:

This report outlines the development statistics of the Building and Planning Departments in the second quarter of 2025. It is part of a series of quarterly reports providing Council with a summary of departmental activity including building permits, planning applications and inquiries.

Building

Table No. 1 provides a summary of building statistics for the second quarter (Q2) and year to date (YTD) of 2025 as compared to the second quarter and year to date (YTD) of 2024. The summary provides the number of building permits, building permit revenue, development charges collected, new single family dwellings, additional dwelling units and cost of construction for the noted period.

Q2 of 2025 had 76 building permits issued, an increase from 2024 (43). 24 new single family dwelling building permits were issued, an increase over the same period in 2024.

Building permit revenue for the first quarter for 2025 is up totaling \$162,824.24, as compared to \$46,179.17 for the same period of 2024. This is due in large part to the new homes in Towerhill North starting. There has been an increase in development charge revenues totaling \$805,736.63 collected from new single family dwelling permits.

The building permit revenue is tracking well for Q2 of 2025 at 54% of target compared to the estimated \$350,000 for the fiscal year.

Table No.1

2025 2nd Quarter Building Department Statistics						
	2024 Q2	2025 - Q2	%	2024- YTD	2025- YTD	%
Development Fees						
County Development Charges	\$120,170.00	\$289,139.00	140.00%	\$166,078.00	\$330,537.00	99.00%
Township Development Charges	\$51,455.20	\$190,814.00	270.00%	\$139,832.00	\$221,446.00	58.00%
Water	\$0.00	\$91,631.00	n/a	\$0.00	\$100,088.00	n/a
Wastewater	\$0.00	\$193,876.00	n/a	\$0.00	\$211,769.00	n/a
Education	\$5,996.00	\$40,276.63	572.00%	\$13,034.00	\$43,384.00	233.00%
Total Dev. Fees	\$126,812.00	\$805,736.63	535.00%	\$318,944.00	\$907,224.00	184.00%
Revenue						
Permits	43	76	76%	65	97	49%
Building Permit Fee	\$46,179.17	\$162,824.24	252%	\$93,243.17	\$189,541.64	103.00%
New Single Family Dwellings *	7	24	243%	11	29	163.00%
Additional Dwelling Units*	n/a	0	n/a	n/a	0	n/a
Value of Construction	\$12,897,401	\$11,962,733	-6%	\$16,484,353.00	\$15,500,230	-6.00%
Budgeted Building Permit Revenue 2025					\$350,000.00	54%
Notes:						
Any development charges collected through subdivision agreements are not reflected here						
New Single family dwellings *	Principal buildings - subject to DC's					
Additional dwelling units*	Accessory units - exempt from DC's Started tracking Q4 2024					

Planning

Table No. 2 provides a statistical breakdown of activity for the functions of the Planning Department for Q2 of 2025 as compared to 2024. This table allows Council and Staff to monitor activity throughout the year as well as understand how this is tracking against last year's activity.

Table No. 2 Planning Applications and Activity

Application Type	2024 – Q2	2025 – Q2
Pre-Cons	n/a	3
Land Use Inquiries	86	71
Preliminary Severance Reviews	3	2
Zoning By-law Amendments	1	4
Minor Variance	5	5
Plan of Subdivision	0	1
Official Plan Amendment	1	0
Site Plan Approval	0	0
Severance Applications	0	4
Minister Zoning Orders	0	0
Part Lot Control	0	0

Financial Impact:

Building permit revenue for Q2 of 2025 totals \$162,824.24. Township development charge revenue totaled \$476,321.00 inclusive of water/wastewater development charges.

Attachments:

None.

Respectfully Submitted by,

Reviewed by,

Kyle Phillips
Chief Building Official

Yvette Hurley
Chief Administrative Officer



Regular Council Meeting

To:	Mayor and Council
Date:	August 11, 2025
From:	Jessica Fradley, Water Wastewater Compliance Coordinator Wayne Hancock, Director of Public Works
Report Number:	Public Works 2025-12
Subject:	Full Scope Accreditation of the Drinking Water Quality Management System (DWQMS) Operational Plan - Millbrook Water System

Recommendations:

1. That Council endorse the contents of the Full Scope DWQMS Operational Plan for the Millbrook Water System as presented; and
2. That Top Management, as defined in the Operational Plan, be delegated authority to endorse changes to the Operational Plan of minor or administrative nature.

Overview:

The Ontario Safe Drinking Water Act, 2002 mandates that an Accredited Operating Authority oversee all municipal residential drinking water systems. To become an Operating Authority the municipality must implement an Operational Plan that follows the Ministry of Environment's Ontario Drinking Water Quality Management Standards (DWQMS).

The Accreditation process consists of two (2) steps. Step one is to obtain Limited Scope Accreditation, which staff completed in February 2025. Step two is to complete the Full Scope Operational Plan within six (6) months of obtaining Limited Scope Accreditation. NSF-ISR is scheduled to complete the full scope Audit of the Operational Plan on August 22, 2025. The auditor will evaluate the entire Operational Plan which includes all twenty-one (21) elements, for compliance with DWQMS requirements.

As of April 1, 2025 the Township is the accredited Operating Authority of the Millbrook Drinking Water System. The Township continues to maintain a quality management system (QMS) that meets the requirements of the Ontario Drinking Water Quality Management Standard.

The following chart outlines the requirements between Limited Scope Accreditation, and Full Scope:

DWQMS elements	Operational plans contents: limited scope—transitional	Operational plans contents: full scope—entire DWQMS
1. Quality Management System	N/A	Yes
2. Quality Management System Policy	N/A	Yes
3. Commitment and Endorsement	Yes	Yes
4. Quality Management System Representative	Yes	Yes
5. Document and Records Control	N/A	Yes
6. Drinking Water System	Yes	Yes
7. Risk Assessment	N/A	Yes
8. Risk Assessment Outcomes	N/A	Yes
9. Organizational Structure, Roles, Responsibilities and Authorities	Yes	Yes
10. Competencies	N/A	Yes
11. Personnel Coverage	Yes	Yes
12. Communications	N/A	Yes
13. Essential Supplies and Services	Yes	Yes
14. Review and Provision of Infrastructure	N/A	Yes
15. Infrastructure Maintenance, Rehabilitation and Renewal	N/A	Yes
16. Sampling, Testing and Monitoring	Yes	Yes
17. Measurement and Recording Equipment Calibration and Maintenance	Yes	Yes
18. Emergency Management	Yes	Yes
19. Internal Audits	N/A	Yes
20. Management Review	N/A	Yes
21. Continual Improvement	N/A	Yes

Element three (3) of the Ontario DWQMS, titled "Commitment and Endorsement," requires confirmation, through a Council resolution. Council endorsed the Limited Scope Operational Plan at the Regular Council Meeting held Tuesday February 18, 2025. Additionally, this Commitment and Endorsement must be signed by the Top Management of the Operating Authority, which includes the Chief Administrative Officer, Director of Finance/Treasurer and the Director of Public Works.

It is recommended that the authority approve minor and administrative changes to the Operational Plan be delegated to Top Management, allowing for prompt updates when necessary.

Financial Impact:

Costs associated with the Accreditation audits are accounted for within the 2025 Water and Wastewater Operational Budget.

Attachment:

1. DWQMS Operational Plan – Millbrook Drinking Water System

Respectfully Submitted by,

Jessica Fradley,
Water Wastewater Compliance Coordinator

Wayne Hancock
Director of Public Works

Reviewed by,

Yvette Hurley
Chief Administrative Officer



Drinking Water Quality Management System

Operational Plan

Operating Authority # 0841261

Millbrook Drinking Water System

August 2025, Revision No. 1

Table of Revisions

Revisions #	Date	Section	Change	Approved By
0	February 2025	3,4,6,9,11,13,16,17,18	Developed Operational Plan for Limited Scope Transitional (LST) Audit	W. Hancock
1	August 2025	1,2,5,7,8,9,10,12,13,14,15,19,20,21	Completed Full Scope Operational Plan	W. Hancock
		6	Add the length of the three different sizes of watermain in the distribution system.	
		13	Revised to focus on supplies and services, rather than the suppliers and service providers.	
		18	Updated Emergency Response Training section to specify training should be provided for potential emergencies or service interruptions. Included reference to the potential emergency or service interruption under the Emergency Response Training section.	

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Introduction

The Ministry of Environment, Conservation and Parks require owners of municipal water systems to obtain a Municipal Drinking Water Licence. To obtain a licence, the owner must have the following components:

1. **Drinking Water Works Permit**– covers establishment or alteration of a system.
2. **Permit to Take Water** – required if the system withdraws $\geq 50,000$ litres/day.
3. **Operational Plan** – based on the Drinking Water Quality Management Standard.
4. **Accredited Operating Authority** – an independent third-party audit must confirm that the operating body meets DWQMS requirements.
5. **Financial Plan** – a long-term capital and operating funding forecast. It must be approved by the municipal council and submitted to the Ministry.

Municipal Drinking Water Licence

The Township of Cavan Monaghan's licence, #136-101, requires renewal every five years; the current one, issued June 2021, will expire June 2026. The licence itself is comprised of the following:

Schedule A – Drinking Water System Information

This includes pertinent dates and permit numbers for the licence, permit, financial plans and accredited operating authority.

Schedule B – General Conditions

This section outlines the requirements for the licence such as, but not limited to, the renewal date, compliance components, availability of documents, a financial plan, records retention, chemicals and materials standards, updating drawings, operations and maintenance manual. For the complete list and details of each, refer to the current licence.

Schedule C – System-Specific Conditions

System specific conditions include the requirements for additional sampling, testing and monitoring, and the allowance of environmental discharges under very specific circumstances so as to not cause adverse effects in association with maintenance and repair of the drinking water system.

Schedule D – Conditions for Relief from Regulatory Requirements

Under Schedule D, The Township of Cavan Monaghan does not have any forms of relief outlined.

Schedule E – Pathogen Log Removal/Inactivation Credits

Under this section outlined is the type and requirements of disinfection for the raw water supply.

Drinking Water Works Permit

The Township of Cavan Monaghan's permit, #136-201, does not expire; however, the Ministry may issue an updated permit if it made any changes to the provincially issued permit template. The most recent permit was issued June 2021. The permit itself is comprised of the following:

Schedule A – Drinking Water System Description

This section identifies the length of the distribution system, references the map(s) that comprise the distribution system and specifies that any addition, modification, replacement or extension documented in Schedule C or authorized by the Director is included as the distribution system.

Schedule B – General

This section identifies pre-approved alterations to the system by means of addition, modification, replacement and extension; exemptions from pre-authorization; requirements for minor modifications of system components; and requirements for notification of alterations and modifications.

Schedule C – Authorized Alterations to the Drinking Water System

All completed and approved MECP forms – Forms 1, 2 and 3 and Director Notification: Alterations to a Drinking Water System, become part of the permit as Schedule C and are subject to the same terms of the permit and the licence.

Schedule D – Process Flow Diagrams

This section illustrates the Millbrook Pumphouse flow diagram.

Permit to Take Water

The Township of Cavan Monaghan has a Permit to Take Water #1150-CZXQTQ and is valid until March 2034. This Permit allows the Township to withdraw a total of 3,000,000 litres of water per day from the three groundwater wells.

Financial Plan

As per Ontario Regulation 453/07, the financial plan must be approved by Council prior to its submission for renewal; it must include the renewal year plus a five-year forecast, for a total of a six-year period.

Accreditation

All drinking water systems are required to be operated and maintained by an accredited operating authority. Accreditation is granted and verified by a third-party accreditation body where the operating authority has documented and implemented a QMS that meets the requirements of the Standard. The Township of Cavan Monaghan's QMS is

documented within this Operational Plan. The Township is currently hold a limited scope accreditation, and is working towards obtaining full scope accreditation in August 2025.

Operational Plan

This document serves to satisfy the requirement of having an Operational Plan. All 21 elements prescribed in the Drinking Water Quality Management Standard are documented within.

Definitions and Acronyms

SDWA – Safe Drinking Water Act, 2002; or the “Act”

Director – means the director appointed for the purposes of s.15 of the Act

Distribution – means the part of a drinking water system that is used in the distribution, storage or supply of water and that is not part of a treatment system, e.g., watermains and related assets (hydrants, valves)

Municipal Drinking Water System – a drinking water system or part of a drinking water system, as defined in s.2(1) of the Act

Township – The Township of Cavan Monaghan

SOP – Standard Operating Procedure

DWQMS – Drinking Water Quality Management Standard

DWWP – Drinking Water Works Permit

MDWL – Municipal Drinking Water Licence

MECP – Ontario Ministry of the Environment, Conservation and Parks

ORO – Overall Responsible Operator

Owner – means the municipality or municipalities that are responsible for the establishment or operation of the system, this includes Council.

QMS – Quality Management System

DWQMS - Drinking Water Quality Management Standard

Quality Management System Policy – means the policy described in Element 2 developed for the Subject System

Top Management – a person, or persons or a group of people at the highest management levels within an operating authority that makes decisions about the QMS and makes recommendations to the owner about the subject system or subject systems

1. Quality Management System

1. Purpose

To describe in detail the Drinking Water Quality Management Standard that was developed and implemented by the Township of Cavan Monaghan, as the Owner and Operating Authority, of the operation of the Millbrook Drinking Water System. The policies and procedures outlined in this Operational Plan are in accordance with the requirements of the Ministry of Environment, Conservation and Parks Municipal Drinking Water Licensing Program for all Drinking Water Systems in the province of Ontario.

2. Procedure

The Operational Plan documents twenty-one (21) elements of the DWQMS and provides an understanding of the Drinking Water system, the responsibilities of the Owner and Operating Authority of the water system, and a commitment to the provision of safe drinking water. This allows the Township of Cavan Monaghan to plan, implement, check, and continually improve the Millbrook Drinking Water System, thereby ensuring ongoing confidence and security in the quality of the drinking water.

3. Related Documents

Drinking Water Quality Management Standard – Element 1

Safe Drinking Water Act – 2002

2. Quality Management System Policy

1. Purpose

To demonstrate the Township's commitment to managing the DWS by effectively establishing, maintaining and continually improving the Quality Management System to help ensure its customers are provided with safe drinking water at all times. Customer confidence in the drinking water quality shall be accomplished through the proactive approach to meet or exceed applicable drinking water legislation, regulations and standards.

2. Quality Management System Policy

The Township's QMS Policy is:

- Maintain and continually improve the QMS for the Millbrook DWS;
- Comply with all applicable legislation, regulations, permits and licences; and
- Provide safe drinking water for all customers.

3. Related Documents

Drinking Water Quality Management Standard – Element 2

3. Commitment and Endorsement

1. Purpose

To communicate the Owner and Top Management's commitment to and enforcement of the Quality Management System described in this operational plan.

2. Commitment and Endorsement

In accordance with Element 3 of the Drinking Water Quality Management Standard, the Township of Cavan Monaghan, as the Owner and Top Management, supports the implementation and maintenance of the Drinking Water Quality Management System, as documented in this Operational Plan. This Commitment by Top Management extends beyond agreement in principle to active participation in the development and/or review of policies that promote continual improvement. Endorsement by the Owner and Top Management acknowledged the need for and supports the provision of sufficient resources to maintain the DWQMS.

Top Management

Date

Chief Administrative Officer
Yvette Hurley

Date

Director of Public Works
Wayne Hancock

Date

Director of Finance/Treasurer
Kimberley Pope

4. Quality Management System Representative

1. Purpose

To identify the role of the Quality Management System Representative for the Township of Cavan Monaghan and describe the specific responsibilities and authorities placed upon the Representative.

2. Quality Management System Representative

The Water Wastewater Compliance Coordinator, Township of Cavan Monaghan, was appointed by Top Management to the role of QMS Representative for the Millbrook Municipal Water System.

The QMS Representative holds the following responsibilities and authorities (irrespective of other responsibilities):

- Administers the QMS by ensuring that processes and procedures needed for the QMS are established and maintained.
- Report to Top Management on the performance of the QMS and any need for improvement.
- Ensure that the current version of documents required by the QMS are being used at all times.
- Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the drinking water system.
- Promote awareness of the QMS throughout the operating authority.
- The Director of Public Works, Township of Cavan Monaghan shall be designated as the alternate QMS Representative.

3. Related Documents

Drinking Water Quality Management Standard – Element 4

5. Document and Record Control

1. Purpose

To outline and define the process of managing, maintaining, and protecting documents and records for the Millbrook DWS.

2. Procedure

Records are maintained as objective evidence that the requirements of the DWQMS, applicable legislation, and regulations are effectively met, which demonstrates the suitability, adequacy and effectiveness of the QMS.

Requirements

1. All components of each record shall be clearly visible and legible.
2. Pencil, marker, whiteout, or any other erasable marker shall not be used to record process or product information or data.
3. QMS records shall be stored and made available at the Municipal Office unless otherwise states in the Townships' Records Retention By-law.
4. For QMS records, staff shall ensure that all official records under their control are protected from inadvertent damage or destruction.
5. Records may be retained in either hard copy or electronic.
6. Where required by legislation, records shall be made available for public viewing through the Township's website or by other practical means necessary.
7. QMS Rep shall ensure that all official records under their control are stored in a manner that makes them accessible for review if they are required to retrieve them for legal, auditory, or other purposes.

Creating new or Updating Existing Documents

8. The Documents Master List shall show the documents that are currently controlled under the QMS and their location.
9. Any employee from the Public Works Department whose activities may affect drinking water quality may recommend the creation or the amendment of a QMS document. All recommendations will be captured either through scheduled meeting minutes or forwarded to the QMS Representative by email for consideration.
10. The QMS Representative is responsible for ensuring consistency, applicability, legibility and relevance of information in each document.
11. All revisions made to the Operational Plan and associated procedures are summarized in the revision history table of each document. All internal forms, schedules, logs, and policies are exempt from this formatting.
12. All QMS documents can be readily identifiable by its title block, revision date, revision number and revision table (if applicable).

Distribution and Protection of Documents

13. All QMS documents are controlled by the QMS Representative. Only the QMS Representative and or their designate will have access to the original QMS documents. The QMS Representative is responsible for keeping all documentation current and up-to-date.
14. Electronic versions of documents are found on the Township's corporate drive.

15. Obsolete versions that are kept must be removed from general access.
16. The distribution section of each document indicates the locations where controlled versions of documents are found. All internal forms, schedules, logs, and policies/procedures are exempt from this formatting.
17. It is the responsibility of the QMS Representative to ensure that current versions of documents are located in the appropriate locations to ensure the effective planning, operation and control of operations.
18. The QMS Representative shall advise the Water Wastewater Staff and all other applicable staff by email that a new or revised document has been updated to the QMS. Staff are also advised to remove any old revisions of documents they may obtain. Once a QMS document is printed it is designated as uncontrolled. It is up to staff to ensure that only the newest revisions are used.

Retention

19. All records that are required to comply with applicable legislation requirements shall be maintained as per the regulations.
20. Retention times shall conform to the Records Retention By-law.
21. The Township's IT service provider is responsible for backing up the municipal servers.

Filing

22. All records shall be filed as per Records Retention By-law and O.Reg 170/03.

Disposal

23. Records that have exceeded the minimum retention times shall be removed and destroyed as per the Records Retention By-law.

Operational Plan Distribution

Copy	Location
Hard Copy	Wastewater Treatment Plant
Electronic	Corporate Drive

3. Related Documents

Drinking Water Quality Management Standard – Element 5

Document Master List

SOP-006 Document and Record Control

6. Drinking Water System

1. Purpose

The purpose of this procedure is to describe the Millbrook drinking water system owned and operated by the Township of Cavan Monaghan. It is the responsibility of the QMS Representative to ensure that this procedure is kept current.

2. Name of Owner and Operating Authority

The Corporation of the Township of Cavan Monaghan owns and operates the Millbrook Drinking Water System. Mayor and Members of Council are the Owners of the DWS and the Public Works Department is the Operating Authority.

3. Description of Drinking Water System

The Millbrook municipal water system obtains its water from three (3) drilled municipal wells Well No. 1, Well No. 2 and Well No. 3. Based on hydrogeologist's report and subsequent peer review of that report, it was concluded that the production wells are considered not to be under the direct influence of surface water.

The existing waterworks consists of three wells with the following components (Schematic A):

Well No. 1

A 250 mm Diameter 30 m deep ground water production well located approximately 40m north of King Street at a point approximately 33 meters west of George Street intersection (NAD 17:UTM Zone 17:0703038.00E, 4891261.00 N) equipped with a submersible vertical turbine well pump capable of delivering 1500L/min at a Total Dynamic Head (TDH) of 64m, driven by a 30HP electric motor, discharging to a well pump house. Well No. 1 is equipped with a magnetic flow meter, a flow control valve and a 150mm diameter gated/valved overflow line installed in the existing pumphouse.

Well No. 2

A 250 mm Diameter 30 m deep ground water production well located in a 1.75 m by 2.06 m pump chamber (NAD 17:UTM Zone 17:070344.00 E, 4891258.00 N) equipped with a submersible vertical turbine well pump capable of delivering 1500 L/min at a THD of 64 m, driven by a 30 HP electric motor, discharging header complete with a magnetic flow meter, a flow control valve and a 150 mm diameter gated/valved overflow line installed in the existing pumphouse.

Well No. 3

A 254 mm Diameter 31 m deep ground water production well located outside the main pumping station (NAD 17:UTM Zone 17:4891250.00 E, 703060.00 N) housed in a 1.75 m by 2.06 m concrete chamber, equipped with a submersible vertical turbine well pump capable of delivering 1500L/min at a TDH of 64 m, driven by a 22.5 kW electric motor. A

150 mm diameter discharge header provided from Well No. 3 pump chamber to the existing 150 mm common discharge header in the existing Well No. 1 pumping station complete with a flow control valve, magnetic flow meter and a 150 mm diameter gated/valved overflow line installed in the existing pumphouse.

In 2023, Well No. 3 was re-lined due to a faulty casing found during routine cleaning and inspection. The liner is a 200mm, 304 stainless steel liner lowered to a depth of 25.2m and grouted in place.

Pumphouse

A 5.5 m by 5.5 m well pumphouse is located over Well No. 1 (NAD 17:UTM Zone 17:0703038.00 E, 4891261.00 N) housing a submersible vertical turbine well pump, a 150 mm discharge header, treatment and control facilities include.

Disinfection

The chlorination system uses sodium hypochlorite solution and consists of one 400 L chemical solution tank. The chemical feed system includes 2 paced-to-flow chemical metering pumps (1 duty, 1 standby) each rated at 291 L/day, complete with related instrumentation, piping, valves, mechanical and electrical equipment, and appurtenances, auto switch-over capability, 4- 20 mA signal flow meter on common treated water discharge line, a turbidity analyzer, and a chlorine residual analyzer, complete with related sampling lines connecting from the 250 mm diameter common discharge header. The system is equipped with a low chlorine residual alarm and pump shut off mechanism to prevent low chlorine or unchlorinated water to be distributed to consumers.

The chlorine contact serpentine includes 71 m of 900 mm diameter watermain at the pumphouse site complete with a 25 mm diameter air release line to the air release valve within the pumphouse, all associated appurtenances and sample lines to the chlorine residual analyzer within the pumphouse.

Water Distribution

The water distribution system consists of water mains with diameters and corresponding approximate lengths of 150 mm (11,524 metres), 200 mm (100 metres), and 250 mm (3,857 metres). There is a 2600 m³ capacity standpipe located at the Township office on County Road 10 that provides storage and maintains pressure in the distribution system. A booster pumping station also located at the Township office provides pressure to the North portion of Millbrook. Fire hydrants and isolating valves are located at several locations in the distribution network. The distribution system consists of looped water mains as well as branched connections with several dead ends. Water mains are flushed once annually during spring and fall.

Operational Challenges and Threats

Use of distribution system for firefighting may result in increased flows. Contact times may be reduced if flows exceed CT calculation parameters.

Loss of standpipe communication when the standpipe is to be put out of service can be an operational challenge.

7. Risk Assessment

1. Purpose

To define the methodology used for identifying any potential hazardous events, assessing the level of risk for each and identifying the critical control points within the drinking water system (DWS).

2. Definitions

Risk – is the probability of identified hazards causing harm, including the magnitude of the harm.

Risk Assessment – is an orderly methodology of identifying hazards or hazardous events that may affect the safety of drinking water and evaluating their significance.

Hazard – is a source of danger or property that may cause drinking water to be unsafe for human consumption. The hazard may be biological, chemical, physical or radiological in nature.

Hazardous Event – is an incident or situation that can lead to the presence of a hazard. Hazards and hazardous events can result from natural or technological causes, or from human activities.

Monitoring – includes any checks or systems that are available to detect hazards or the potential for hazards.

Control Measure – includes any processes, physical steps, or other contingencies that have been put in place to prevent or reduce a hazard before it occurs.

Critical Control Point (CCP) – is an essential step or point in the system where a control is in place to prevent or eliminate a drinking water health hazard or to reduce it to an acceptable level.

Critical Control Limit (CCL) – the point at which the CCP response procedure is initiated.

3. Procedure

1. The Risk Assessment Outcomes table shall be used to document the risk assessment process. The QMS Representative is responsible for maintaining, reviewing and updating the Risk Assessment Outcomes table.

Hazardous Events and Associated Hazards Identification

2. The Risk Assessment Team will be comprised of personnel that have knowledge of the DWS. At a minimum the team shall be comprised of the following:
 - a. Director of Public Works
 - b. ORO/Foreman
 - c. QMS Representative
3. Each activity or process step of the DWS shall be reviewed to identify potential hazards/hazardous events and shall be recorded on the Risk Assessment Outcomes table.
4. For each hazard/hazardous event, control measures (if any) shall be identified.

Ranking Risks

5. Each hazard/hazardous event identified shall be ranked by the risk assessment team according to the following criteria:
 - a. Likelihood –is the probability of a hazard or hazardous event occurring
 - b. Consequence – is the potential impact to health or impact on operations if the hazard or hazardous event occurs
 - c. Detectability – is a measure of the ability to detect presence of hazard or hazardous event

Description	Likelihood of Harad/Hazardous Even Occurring	Rating
Rare	May occur in exceptional circumstances, and has not occurred in past.	1
Unlikely	Could occur at some time, historically has occurred less than once every five (5) or ten (10) years.	2
Possible	Has occurred or may occur once or more per year.	3
Likely	Has occurred on a monthly to quarterly basis.	4
Very Likely	One (1) or more occurrences on a monthly or more frequent basis.	5

Description	Consequence of Hazard/Hazardous Event Occurring	Rating
Insignificant	Insignificant impact, little public exposure, little or no health risk.	1
Minor	Limited public exposure, minor health risk.	2

Moderate	Minor public exposure, health impact on small part of the population.	3
Major	Large part of population at risk.	4
Catastrophic	Major impact for large part of the population, complete failure of systems.	5

Description	Detectability of Hazard/Hazardous Event	Rating
Very Detectable	Easy to detect, on-line monitoring through SCADA.	1
Moderately Detectable	Moderately detectable, alarm present but not in SCADA, may require operator to walk by and notice alarm; problem is indicated promptly by in-house lab test results.	2
Normally Detectable	Normally detectable, visually detectable on rounds or through regular maintenance.	3
Poorly Detectable	Poorly detectable, visually detectable but not inspected on a regular basis; not normally detected before problem becomes evident, lab tests are not done on a regular basis (e.g. Quarterly).	4
Undetectable	Cannot be detected.	5

6. The reliability and redundancy of equipment shall be considered in this ranking.
7. The control measures, monitoring and response procedures shall be identified and considered when assigning rating to the hazards/hazardous events.
8. During the risk assessment process the following materials may be used to identify hazards/hazardous events within the DWS:
 - a. Normal and abnormal activities
 - b. Emergency situations
 - c. Historical data
 - d. Process flow diagrams
 - e. Adverse conditions
 - f. Maintenance process
 - g. Available equipment
 - h. Preventative maintenance schedule
 - i. Records of accidents, spills, and any other upset conditions
 - j. MECP Document "Potential Hazardous Events for Municipal Residential Drinking Water Systems" as updated from time to time.

9. The total risk shall be determined by adding the individual scores for the likelihood, consequence, and detectability, as defined in the table above.

• **Likelihood + Consequence + Detectability = TOTAL Risk Rating**

Critical Control Points

10. All hazards/hazardous events which have an overall risk rating of nine (9) or greater shall be identified as a CCP on the Risk Assessment Outcomes table. At a minimum, the recommended CCPs required by regulation are to meet minimum treatment requirements outline in O.Reg.170/03.
11. The Risk Assessment Team may add or remove CCPs upon discussion, depending on level of control and internal decisions. These changes shall be noted in the 'Comments' column.
12. For each CCP, the following information shall be recorded on the Risk Assessment Outcomes table:
- a. Reference to monitoring measures to describe what is monitored to indicate that the process step is within specified CCL
 - b. Reference to response procedures to describe the response to deviation from CCL
13. If the risk is not a CCP, a response procedure needs to be outlined in the 'Response Procedure to Non CCP' column.
14. The Risk Assessment process shall be completed at least once every thirty-six (36) months or whenever there is a change to the facility or process steps, the list of activities or process steps and potential hazards will be reviewed and updated accordingly.

Annual Review

15. The Director of Public Works, Foreman/ORO and QMS Representative shall review the Risk Assessment Outcomes table at least once every calendar year to ensure the assessment is complete and that the information and assumptions remain current and valid.

4. Related Documents

Drinking Water Quality Management Standard – Element 7

Drinking Water Quality Management Standard – Element 8

Millbrook Drinking Water System Risk Assessment Outcomes Table

8. Risk Assessment Outcomes

1. Purpose

The Operating Authority shall perform a risk assessment consistent with the documented process, and document:

- The identified potential hazardous events and associated hazards,
- The assessed risks associated with the occurrence of hazardous events,
- The ranked hazardous events,
- The identified control measures to address the potential hazards and hazardous events,
- The identified critical control points and their respective critical control limits (CCL's),
- Procedures and/or processes to monitor the CCL's,
- Procedures to respond to deviations from the CCL's, and
- Procedures for reporting and recording deviations from the CCL's

2. Procedure

QMS-07 Risk Assessment and Risk Assessment Outcomes table documents the hazard identification exercise conducted for the Millbrook Drinking Water System. All hazards were identified, assessed and ranked according to the procedure.

The Risk Assessment Outcome Table identifies the control measures in place to address potential hazards and hazardous events, identifies critical control points and their respective critical control limits along with the processes and/or procedures in place to monitor critical control limits.

3. Related Documents

Drinking Water Quality Management Standard – Element 8

QMS -07 Risk Assessment

Millbrook Drinking Water System Risk Assessment Outcomes Table

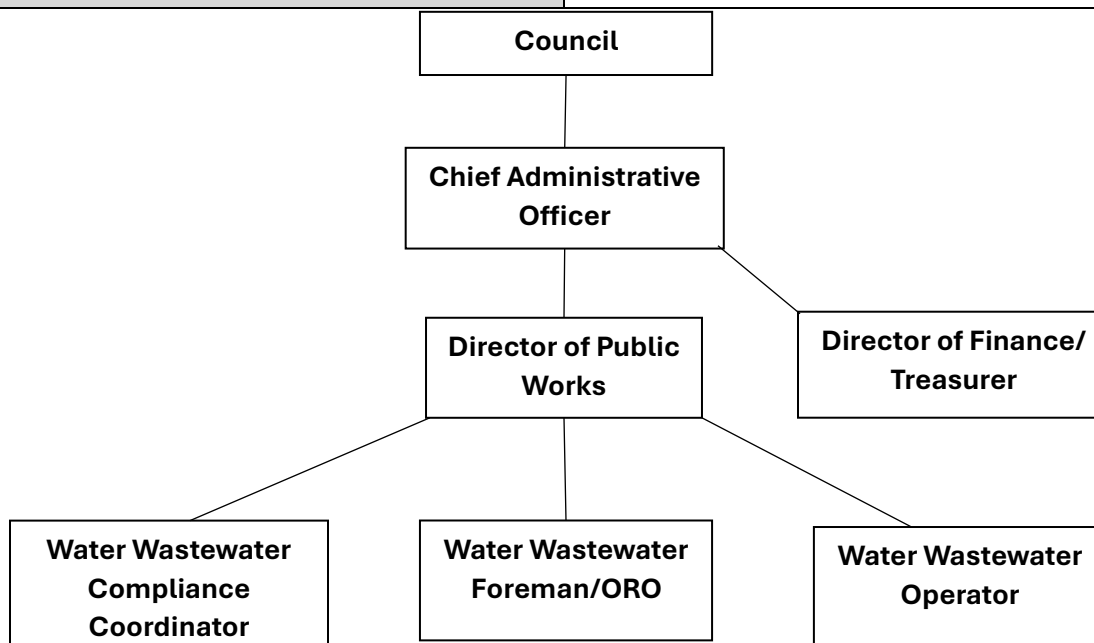
9. Organizational Structure, Role, Responsibilities and Authorities

1. Purpose

To document a procedure ensuring that the Owner, Operating Authority and Top Management are defined. The organizational structure of the Operating Authority is described as well as the roles, responsibilities and authorities of Top Management and key Positions within the Operating Authority.

2. Organizational Structure, Roles, Responsibilities and Authorities

Owner	Mayor and Members of the Township of Cavan Monaghan Council
Operating Authority	Public Works Department
Top Management	Chief Administrative Officer, Director of Public Works, Director of Finance/ Treasurer
QMS Representative	Water Wastewater Compliance Coordinator



Title	Responsibility	Authority
Mayor and Members of Council (Owner)	<ul style="list-style-type: none"> Endorse and support the DWQMS Operational Plan and related documentation. Provide resources and system infrastructure, as necessary, to provide safe drinking water in compliance with all applicable legislation. Represent the drinking water system to the end users. Prescribe requirements and monitor operations of the drinking water system to ensure safe clean drinking water is provided to all consumers. 	<ul style="list-style-type: none"> Provide and maintain financial integrity, accountability and transparency. Ensure competent personnel manage the drinking water system.

Chief Administrative Officer (Top Management)	<ul style="list-style-type: none"> • Endorse and support the DWQMS Operational Plan and related documentation. • Ensuring the QMS is implemented and maintained, and the Operating Authority is accredited. • Leadership and general management of the Township, acting as key advisor and liaison to Council. • Ensure competent Management is in place to run and oversee the system. • Obtaining resources or infrastructure as necessary from the Owner. • Owner representative during emergency situations. • Lead for providing information to the public and media, if required, during emergency situation. • Required to perform the management review and attend Management Review meetings 	<ul style="list-style-type: none"> • Recommend and/or implement improvements/changes to the drinking water system. • Designate responsibilities as appropriate. • Designated signing authority for the Township.
Director of Public Works (Top Management)	<ul style="list-style-type: none"> • Endorse and support the DWQMS Operational Plan and related documentation. • Overall responsibility for the Public Works Department. • Reporting the DWS performance and operations status to the Owner. • Obtain resources or infrastructure as necessary. • Leads general and financial management of the Public Works Department. • Assess road, water, wastewater, environmental, and transportation infrastructure needs. • Oversees preparation of and recommends annual operating and capital budgets. • Communicate emergencies to CAO as required. • Overall responsibility for staff safety. • Lead for managing emergencies. • Required to perform the management review and attend Management Review meetings. 	<ul style="list-style-type: none"> • Designate responsibilities as appropriate. • Allocation of resources provided • Approval of hiring all personnel staff for the Public Works Department. • Approve and implement standard operating procedures, policies and related documentation within the department.

	<ul style="list-style-type: none"> • Alternate QMS Representative. 	
Director of Finance/ Treasurer (Top Management)	<ul style="list-style-type: none"> • Endorse and support the DWQMS Operational Plan and related documentation. • Review annual operating and capital budgets. • Provide guidance with the Water Wastewater Rates Study and Financial Plan. • Required to perform the management review and attend Management Review meetings 	<ul style="list-style-type: none"> • Provide and maintain financial integrity, accountability and transparency. • Designated signing authority for the Township.
Water Wastewater Compliance Coordinator (QMS Representative)	<ul style="list-style-type: none"> • Development of drinking water operational plans and procedures. • Update and maintain Operational Plan. • Maintain regulatory compliance within the Public Works Department. • Budget development for the DWS. • Training and development of staff. • Complete Internal Audit process. • Annual Risk Assessment procedure review • Appointed QMS Representative by Top Management. • Develop, implement, and maintain the QMS in accordance with the DWQMS. • Report on the effectiveness of the QMS to Top Management. • Promote the QMS throughout the DWS. • Chair the Management Review meetings. • Maintaining compliance in the DWS. • Complete regulatory reporting under the SDWA and all other applicable legislation/ regulations. 	<ul style="list-style-type: none"> • Reporting any adverse water quality incidents to regulatory agencies, and Top Management. • Development and implement policies and procedures. • To perform all defined responsibilities in the QMS. • Chair the Management Review meetings.
Water Wastewater Foreman/ORO	<ul style="list-style-type: none"> • Designated Overall Responsible Operator (ORO) for the Township's DWS. • Schedule work assignments. • Ensure water quality and quantity to consumers. • Monitor water quality and demand. • Supervision of operations and maintenance staff. 	<ul style="list-style-type: none"> • Designate responsibilities as required.

	<ul style="list-style-type: none"> Coordinates and directs the day-to-day operations and maintenance of the drinking water system. Maintain operational parameters of the DWS. 	
Water Wastewater Operator	<ul style="list-style-type: none"> Perform specified duties as directed as per training and/or directed by superiors. Maintain operational parameters of the DWS. Maintain or repair machinery and equipment where qualified. Designated operator in charge (OIC) where appropriate. Follows duties as assigned in the QMS. Maintain operator's license and training as per MECP requirements. Report and act upon nonconformance's and corrective actions. To perform response and recovery activities as directed. Alternate ORO as assigned by the Foreman. 	<ul style="list-style-type: none"> Operate and maintain the DWS under direction of the Director of Public Works and Senior Operator. Identify problems within the DWS. To perform all defined responsibilities in the QMS.

10. Competencies

1. Purpose

To describe the competencies of personnel whose job activities directly affect drinking water quality.

2. Procedure

The following table lists the required competencies for trained staff whose performance will have a direct impact on drinking water quality.

Position	Required Competency
Water Wastewater Compliance Coordinator	<ul style="list-style-type: none"> Advanced knowledge of the DWQMS standards, procedures, and documentation Advanced knowledge of water regulations Minimum OIT level water distribution and supply certificate, backup operator Valid Driver's License
Water Wastewater Foreman/ORO	<ul style="list-style-type: none"> Minimum Class II water distribution and supply certificate

	<ul style="list-style-type: none"> • An understanding of the DWQMS, water treatment and distribution processes, SCADA systems, water regulations • Supervisory experience • Thorough knowledge of emergency procedures and workplace safety • Valid Driver's License
Water Wastewater Operator	<ul style="list-style-type: none"> • Minimum OIT level water distribution and supply certificate, working towards a Class II water distribution and supply certificate • An understanding of the DWQMS, water treatment process, SCADA systems, water regulations • Valid Driver's License • Alternate ORO
Director of Public Works	<ul style="list-style-type: none"> • Advanced written and verbal communications • Supervisory, scheduling, planning skills • Experience in budget preparation / analysis • Thorough knowledge of emergency procedures and workplace safety • Thorough understanding of the DWQMS, water treatment process, SCADA systems, water regulations

3. Meeting and Maintaining Competencies

The competency requirements identified in the above table are developed, maintained, and confirmed by the following:

- Candidates considered for hire must present proof of relevant education, licensing and required competencies through the Township's Human Resources third party contractor.
- New employees undergo comprehensive on-the-job training by experienced staff.
- All employees receive training in such topics as safety, processes operations, regulatory requirements, equipment operation, new treatment technologies and DWQMS procedures.
- Training is provided using a variety of methods including experienced in-house staff, technical experts, or contracted professional trainers
- All training records are kept on the server.
- Water Wastewater operations employees are trained to recognize the importance of their duties and how they affect safe drinking water. Continual improvement and due diligence are emphasized.

4. Related Documents

Drinking Water Quality Management Standard – Element 10

11. Personnel Coverage

1. Purpose

To ensure the continuous coverage and availability of personnel for the Millbrook Water System to address all issues that directly affect drinking water quality.

2. Personnel Coverage During Normal Working Hours

Staff coverage is aligned with the requirements of the Safe Drinking Water Act, 2002, O. Reg 128/04 Certification of Drinking Water System Operators and Water Quality Analysts and O Reg. 170/03 Drinking Water Systems.

The Millbrook Drinking Water System is a Class II Water Distribution and Supply system, and therefore the overall responsible operator (ORO) must also hold a minimum Class II Certificate or higher. An operator with a certificate one class lower than the class of the system may assume the ORO responsibility for up to 150 days a year as a back-up when the ORO with the required qualifications is absent or unable to act. If required, a third-party ORO may be contracted.

The ORO must always be available by phone.

Regular hours are 7:00am-5:00pm Monday - Friday. There is a minimum of one operator designated to the water system at any given time.

3. Afterhours, Weekends and Holidays

Operators with Operator-in-Training (OIT) Water Distribution and Supply licenses are on a rotating on-call schedule to cover after hours, weekends and holidays. All on-call operators will carry a Township provided cell phone. The schedule will be determined by the Director of Public Works. If the on-call operator requires regulatory or technical support they are to call the ORO.

4. Callout Sequence and Back-up Plan

After-hours calls are fielded by an answering service and sent to the appropriate on-call operator. If the on-call operator cannot be reached, a call will be made to staff in the following order:

- a. ORO, if not the operator on call
- b. DWQMS Representative
- c. Director of Public Works

5. Staff Shortages

In the event of a staff shortage due to unforeseen circumstances, other staff with the proper level of certification may operate the water system. In certain Emergency Situations, certain people not holding an applicable operators certificate may be able to temporarily operate the system as outlines in O.Reg 128/04 Section 13.

6. Related Documents

Drinking Water Management Standard – Element 11

12. Communications

1. Purpose

The purpose of this procedure is to identify the method for communicating the Quality Management System to all stakeholders.

2. Procedure

Internal Communications

Information related to the DWS is communicated using several methods, including:

- Physical logbooks
- Staff meetings and training sessions
- Emails

Information that is communicated internally may include, but is not limited to:

- Emerging and existing regulations and legal requirements
- Original and new versions of policies, procedures, or other instructional documents
- Equipment installations or replacement
- Process changes

External Communications

There are a variety of methods used to communicate drinking water information to customers.

- Utilizing the platforms and procedures outline in the Township's Communications Policy.
- In person door-to-door communications regarding water service disruptions and other distribution system maintenance.
- Printed and/or digital information may be included with customer water and sewer bills.
- Annual reports containing summaries of drinking water system description, condition, and performance are available on website and upon request

- Current water quality results are available upon request from the Township.

Customer Complaints

- Customers can contact staff directly with any concerns or complaints about the system. Staff contact information is available on the Township website under the Water and Wastewater Services Page.
- Complaints received by staff via website, phone or email are communicated to the Water Wastewater Foreman or alternate.
- After-hours calls are received by the Township's contracted answering service and forwarded to the on-call operator.
- All customer complaints are recorded in the Water and Wastewater Customer Complaint log located on the shared server.

Communication to Owner

- The QMS representative shall provide the owner with a current copy of the Operational Plan to ensure the Owner's endorsement and approval of the Operational Plan.
- The QMS rep can make minor administrative changes to the Operational Plan without requiring re-endorsement by the Owner and Top Management. It is recommended to re-endorse by council and Top Management after a significant change to the Operational Plan.
- The QMS rep shall keep the Owner informed of any major changes to the QMS, the adequacy of infrastructure requirements, internal and external audit results, the outcome of on-going activities as a result of Management review and any other issues pertaining to the QMS.
- Meeting minutes will be maintained by the QMS rep and filed in accordance with the Document and Records Control procedure.
- The QMS rep will provide updates on the QMS through the Drinking Water System Summary Report and Annual Report, which is presented to the Owner every year prior to the annual March 31th deadline as stated in Ontario Regulation 170/03.

Communication to Suppliers

- The quality, legislative requirements and standards for essential supplies are communicated to all suppliers and service providers through the purchasing process (request for tenders, proposals, etc.)

3. Related Documents

Drinking Water Quality Management Standard – Element 12

Township's Communications Policy

13. Essential Supplies and Services

1. Purpose

This procedure will ensure that all suppliers and service providers used by the Township of Cavan Monaghan for the Millbrook Water System meet all quality and regulatory requirements to provide safe and reliable drinking water for all customers.

2. Essential Supplies and Services

The information related to the essential suppliers and service providers is reviewed annually as part of the Operational Plan review. This ensures that information is current and that any updates to the essential supplies and services plan are communicated to appropriate personnel.

All process chemicals must meet applicable NSF, AWWA and ANSI standards. Proof of chemical products must be provided to the operator upon delivery.

All testing conducted at laboratories must be done at laboratories that are accredited to ISO17025 standards.

Staff verify on an on-going basis that product shipments meet the quality requirements. When deliveries from suppliers are non-conforming, they are not accepted and returned to supplier.

The following table lists some of the essential supplies and services along with quality requirements.

Essential Supply or Service	Method for Procurement	Quality Requirements
Laboratory Services	<ul style="list-style-type: none"> Sample containers and chain of custody (C of C) provided by the lab Water samples taken by operator with completed C of C Results provided to Township 	<ul style="list-style-type: none"> Lab accredited to ISO 17025 and licenses by MECP
Parts and Equipment	<ul style="list-style-type: none"> Rental, back-up and replacement equipment and parts 	<ul style="list-style-type: none"> Township staff confirms quality prior to receiving delivery NSF 61 Certification Packing slips confirming products delivered meet requirements
Treatment Chemicals	<ul style="list-style-type: none"> Minimum quantity of chemicals at all times 	<ul style="list-style-type: none"> C of A confirming chemical composition and concentration

	<ul style="list-style-type: none"> • Delivery schedule set and agreed to by supplier and Township • Proper delivery and transport following all health and safety protocols Certificate of Analysis (c of A) 	<ul style="list-style-type: none"> • NSF 60 certification • Operator verifies conformity prior to receiving chemicals
Calibration Services	<ul style="list-style-type: none"> • Scheduled annually 	<ul style="list-style-type: none"> • Authorized to service manufacturer's equipment • Certificate of calibration/service provided

3. Related documents

Drinking Water Management Standard – Element 13

Essential Supplier List

14. Review and Provision of Infrastructure

1. Purpose

The Operational Plan shall document a procedure for reviewing the adequacy of the infrastructure necessary to operate and maintain the System that:

- Considered the outcomes of the risk assessment documented under Element 8, and
- Ensures that the adequacy of the infrastructure necessary to operate and maintain the System is reviewed at least once every calendar year.

The Operating Authority shall implement and conform to the procedure and communicate the findings of the review to the Owner. This procedure also describes how the findings of the review are communicated to the owner.

2. Procedure

Review of Infrastructure Needs

1. Watermain lifecycle activities that include installation, maintenance, rehabilitation, reconstruction and abandonment are developed as part of the Asset Management Plan. A number of variables such as watermain breaks, consumer inquiries, water quality trends and age of infrastructure are taken into consideration of the plan.
2. An infrastructure review is taken into consideration in coordination with other assets to maximize cross asset integration opportunities that incorporate other parameters outside of the drinking water system such as road and sewer.
3. At least once every calendar year a documented review will be held by the Director of Public Works (at a minimum) to ensure the adequacy of the

infrastructure necessary to operate and maintain the drinking water system. This review includes consideration of the outcomes of the risk assessment documented in QMS-08 – Risk Assessment Outcomes.

4. During preparation of the upcoming budget approval process, costs and benefits are weighed to best determine which infrastructure projects take priority.
5. The replacement recommendations are then used to adjust the Water Wastewater Department's capital plan (replacement forecast) and subsequently the proposed annual operating and capital budget.
6. The capital and operating budgets are provided to the Owner for approval, removal, or adjustment.
7. The capital plan (replacement forecast) is maintained dependent on the budget approval projects that are selected.
8. Operating budgets are based on maintenance, operations and compliance issues that may result from maintenance performed and maintenance planned, MECP inspection results, staff suggestions, consultant report recommendations, and considers the outcomes of the risk assessment documented in QMS-08 – Risk Assessment Outcomes.

New Infrastructure

9. New infrastructure must meet the current design standards while maintaining the minimum level of requirements set out in the Municipal Drinking Water License and Drinking Water Works Permit.
10. The results of the growth related drinking water infrastructure needs review are documented in the following:
 - a. Official Plan (OP)
 - b. Growth Management Plan (GMP)
 - c. Master Servicing Study (MSS)
 - d. Development Charges Study (DC Study)
11. Long term planning for growth related infrastructure starts with development and updating of the OP, which provides the policy framework to guide the provision of infrastructure within Millbrook. The OP focuses on population projections, land use and infrastructure development policies.
12. The MSS was completed in order to determine the specific needs and timing for drinking water infrastructure to supply the specific serviced area (Millbrook).
13. The development of the OP and MSS provides an opportunity for projections over new development projects.

Provision of Infrastructure

14. The Public Works Department, including the Water and Wastewater Department, develops a list of priority projects that is needed to maintain the drinking water system based on the review of infrastructure, other infrastructure projects, and considers the risk assessment as documented in the QMS-08- Risk Assessment Outcomes. The projects are documented through the Asset Management Plan.
15. The Director of Public Works takes the list of priority projects, applies detailed costs to the projects, and then carries the list forward through the capital works budget process.
16. Annual operating budgets are also used to provide infrastructure needs and maintenance. Budgets can be increased if new initiatives occur.

Communication to the Owner

17. The required maintenance, rehabilitation and renewal of work are communicated to Council annually through the budgetary process. The operating and capital budgets are the primary means of communication between the Water Wastewater Department and the Owner concerning the findings from the review of the infrastructure needs. The proposed budgets will be provided to Council for approval as per the municipal budgeting process.

3. Related Documents

Drinking Water Quality Management Standard – Element 14

15. Infrastructure Maintenance Rehabilitation and Renewal**1. Purpose**

To document a procedure for infrastructure maintenance, rehabilitation and renewal programs for the DWS. This procedure is a continuation from the review and provision of infrastructure procedure and is a summary of the infrastructure rehabilitation, renewal, and maintenance programs and activities that are undertaken.

2. Procedure**Infrastructure Maintenance Program**

The Director of Public Works develops and trends maintenance programs to ensure the functionality of the infrastructure in the distribution and water treatment systems. The program includes both planned and unplanned maintenance.

1. Distribution Valve Maintenance
 - a. The distribution valve maintenance is completed annually in the summer or fall months. The Operator will copy the system map page and identify

which valves were exercised and any repairs required. Once complete, all information is transferred to the Valve Maintenance logbook.

2. Hydrant Maintenance
 - a. Hydrant maintenance is completed at a minimum once annually. Records of maintenance are maintained in the Hydrant Maintenance Logbook.
3. Dead End Flushing
 - a. Dead end flushing is performed in the spring and fall each year. Additional flushing of hydrants may be completed as required. Records of flushing are maintained in the Hydrant Flushing Logbook.
4. Water Treatment Plant Maintenance
 - a. Maintenance is scheduled either based on time elapsed or hours of use. The following is a list of the equipment maintenance programs at the WTP:
 - i. Pump maintenance - annually
 - ii. Standpipe maintenance - every 5 years
 - iii. Booster pumping station - as required
 - iv. Flow meters and on-line monitors - as required, at minimum annually
 - v. Back up generators – monthly
5. Unplanned Maintenance
 - a. Water main breaks, leaking service or broken water service are all examples of unplanned maintenance in the water distribution system. A customer complaint will be handled following procedure in QMS-12 Section 5. Any action taken is recorded in the appropriate Logbook. After normal working hours, Operators that are on call are called by the contracted answering service.

Program Effectiveness and Communication

The maintenance program effectiveness is captured annually during the Management Review Process.

3. Related Documents

Drinking Water Quality Management Standard – Element 15

16. Sampling, Testing and Monitoring

1. Purpose

The purpose of this procedure is to ensure that sampling, testing, and monitoring conducted for the Millbrook Drinking Water System is performed in a manner that meets and/or exceeds regulatory requirements.

2. Sampling, Testing and Monitoring

Sampling and analysis of the drinking water falls under two categories:

- a. Regulatory Sampling
- b. Operational or process monitoring and control

All sampling programs, including frequency, sampling, testing, and monitoring meet the requirements of the SDWA. All samples collected under O.Reg 170/03 shall only be analyzed by an accredited laboratory. Approved laboratories are found in the list of Essential Suppliers and Services found within the Emergency and Contingency List. regulatory drinking water testing must be performed by a laboratory that is licensed by the MECP. The water quality sampling program is to be reviewed on an annual basis to ensure the legally required number of samples are being taken based on population.

3. Sampling Protocol

- a. All samples collected within the DWS are to be collected by a Township operator or a Township approved qualified professional.
- b. Samples for Treated Water are to be taken from the point at which water enters the drinking water system's distribution system following full treatment.
- c. Samples for Raw Water are to be taken from a point prior to the addition of chlorine.
- d. Bacteriological sampling, including chlorine residuals, are completed weekly throughout the distribution system by the Township's operators. Locations are outlined in the table below.
- e. All samples taken for laboratory analysis are grab samples.
- f. Each sample taken for microbiological analysis, another sample must be taken at the same time and location immediately and tested for free residual chlorine.
- g. When samples are taken, the following information must be recorded on the Chain of Custody form: date, time, location, name of sampler.
- h. If an on-site operational check is performed, this result is also to be recorded on the form.
- i. All instructions provided by the laboratory must be followed for sampling, storage, preservation, and transportation. These instructions follow the MECP protocol titled "Practices for the Collection and Handling of Drinking Water Samples".
- j. All tests that are recorded by continuous monitoring equipment must be examined by a certified operator within 72 hours after the tests are conducted.

Sampling Frequency

Location	Regulatory Testing	Operational Testing
Raw Well <ul style="list-style-type: none"> Well 1 Well 2 Well 3 	Weekly <ul style="list-style-type: none"> Total Coliforms E. coli Heterotrophic Plate Count 	Weekly <ul style="list-style-type: none"> Turbidity
Treated Water	Continuous <ul style="list-style-type: none"> Free Choline Weekly <ul style="list-style-type: none"> Total Coliforms E. coli Heterotrophic Plate Count Quarterly <ul style="list-style-type: none"> Nitrite Nitrate THM HAA Annually <ul style="list-style-type: none"> Sodium Schedule 23 Reg 170/03 Schedule 24 Reg 170/03 Every 5 years <ul style="list-style-type: none"> Floride 	Continuous <ul style="list-style-type: none"> Turbidity
Distribution System <ul style="list-style-type: none"> Tupper St Huston St Brookside St Gravel Rd 	Weekly <ul style="list-style-type: none"> Total Coliforms E. coli Heterotrophic Plate Count 	Weekly <ul style="list-style-type: none"> Free chlorine

Monitoring

The Millbrook DWS is operated by a supervisory control and data acquisition (SCADA) system. This system will instantaneously send an alarm to notify the on-call operator of any occurrences requiring attention.

Challenging Conditions

Increased water quality sampling and/or testing may occur during times of adverse conditions (i.e., during corrective actions associated with adverse test results) or during periods which may increase risks to the drinking water system (i.e., during system repairs). Additional sampling and testing in these conditions may include sampling for microbiological parameters or conducting field tests for free chloring residual, pH and/or turbidity.

When an existing watermain has been repaired, operators shall complete sampling, testing and monitoring to the discretion of the ORO.

Adverse Sample Results

The licensed laboratory that is contracted to provide testing shall provide immediate verbal notification to the Township in the event of an adverse test result. The Township then provides immediate verbal notification to Peterborough Public Health, the MECP Spills Action Centre and the owner.

Sampling of New Watermains

Operators or approved qualified professionals conduct all the sampling of new watermains within Millbrook. All samples will be collected as per O.Reg 170/03 and are collected after the watermain has been cleaned and disinfected as outlined in the Watermain Disinfection Procedure published by the MECP.

Records

All laboratory results are sent directly from the lab to the Township and stored electronically. Free residual chlorine, pH alkalinity, turbidity and /or temperature test results may be recorded in logbooks, within lab results or on Chains of Custody. Sampling, testing, and monitoring results are reviewed regularly by Management and communicated with the Owner through regular quarterly updates as well as the Annual Report for the drinking water system. All sampling and testing records are managed in accordance with QMS-05 – Document and Record Control.

4. Related Documents

Drinking Water Management Standard - Element 16

SOP- 001 Adverse Water Quality

17. Measurement and Recording Equipment Calibration and Maintenance

1. Purpose

To ensure the calibration and maintenance of measurement and recording equipment. Measuring accuracy of this equipment is essential to provide quality drinking water to consumers while meeting or exceeding regulatory requirements.

2. Scope

This procedure is applicable to measuring and recording equipment used at the Millbrook drinking water system. This procedure covers the following equipment:

- Flow meters
- Level Transmitters

- On-line Chlorine residual analyzer
- On-line turbidimeter
- Portable colorimeter
- Portable turbidimeter

3. Responsibilities

The QMS Representative is responsible for creating and maintaining the verification, calibration, and maintenance schedule. Staff with the appropriate license are responsible for performing routine maintenance and calibration. Certified technicians shall be used for certain annual calibrations and for non-routine repairs. All maintenance and calibrations performed are recorded in the appropriate logbook.

4. Procedure

The frequency of calibration shall be at least that which is required by O. Reg 170/03 or suggested by the manufacturer, whichever is most frequent. If monitoring equipment is dropped or damaged, the equipment shall be verified and/or calibrated and repaired if required before being put back into service.

All calibration and maintenance shall be performed according to manufacturer's instructions and shall be recorded in the applicable logbook.

List of equipment

Monitoring Parameter and Location	Equipment	Calibrations Schedule	Calibration Technician	Calibration Method
Free Chlorine Residual x2 Pumphouse	On-line	Daily Annually	Operator Certified Technician	Comparative
Turbidity Pumphouse	On-line	Quarterly Annually	Operator Certified Technician	Comparative
Flow Well 1 Well 2 Well 3	Magnetic Flow Meter	Annually	Certified Technician	
Flow Pumphouse	Flow Meter	Annually	Certified Technician	
Free Chlorine Residual	Portable Colorimeter	Quarterly	Operator	Comparative

Distribution System		Annually	Certified Technician	
pH	Portable pH Meter	Daily	Operator	According to manufacturer directions
Turbidity	Portable Turbidimeter	Quarterly Annually	Operator Certified Technician	Comparative

5. Related Documents

Drinking Water Management Standard - Element 17

Associated equipment manuals

18. Emergency Management

1. Purpose

To document a procedure to maintain a state of emergency preparedness, including:

- A list of potential emergency situations or service interruptions
- A process for emergency response and recovery
- Emergency response training and testing requirements
- Owner and Operating Authority responsibilities during emergency situations
- References to municipal emergency planning measures
- An emergency communication protocol and an up-to-date list of emergency contacts.

This procedure shall include all potential emergency situations or service interruptions for the DWS.

Should a drinking water-related emergency go beyond the scope of this procedure, the Township of Cavan Monaghan Emergency Response Plan shall take precedence.

2. Procedure

1. The Risk Assessment Procedure shall be used for identifying potential emergency situations that may arise.
2. Sources of information for identifying potential emergencies may include but are not limited to:
 - MECP inspections
 - DWQMS Internal/External Audits
 - Records of past emergencies
 - Health and Safety reviews

- Operator observations

Potential Emergencies

3. The ability to respond rapidly and correctly in the event of an emergency will assist in protecting users of the system, prevent additional complications, and reduce costs. Both the Director of Public Works and the Water Wastewater Technician shall have certification in basic emergency management training.

Potential Emergency or Service Interruptions
Loss of raw water supply
Fire at Water Treatment Plant
Loss of essential supply
Terrorism, vandalism, security of infrastructure (cybersecurity)
Pandemic or staff shortage
Severe Storm
SCADA and communication failure
Loss of power, generator failure (extended)
Low pressure in distribution system
Adverse water quality advisory
Flood
Drought
Well pump failure
Improper disinfection
Major/minor watermain break
Loss of standpipe supply

Response and contingencies to all the above-mentioned potential emergency or service interruptions may be referenced or found within the Risk Assessment Outcomes table.

Emergency Response and Recovery

4. Overall emergency response and recovery shall be the responsibility of the ORO. The Owner shall be notified in the event that water quality poses a health risk to consumers and a boil/drinking water advisory of drinking water must be issued.
5. The ORO shall communicate all adverse water quality event(s)/result(s) to the Director of Public Works and the CAO (Top Management) by email indicating the nature of the event and corrective action(s) taken. Within a twenty-four (24) hour period or when reasonably possible, both the Director of Public Works and CAO (Top Management) shall respond to the ORO confirming that they have received the notification of adverse water quality. All sampling, testing and monitoring results are available to the Owner upon request at the Municipal Office.

Township of Cavan Monaghan Emergency Response Plan:

6. The Township emergency plan takes effect when the emergency is defined as situations or the threat of impending situations abnormally affecting property and the health, safety and welfare of a community, which by their nature or magnitude require a controlled and coordinated response by a number of agencies under the direction of the Municipal Control Group. These are distinct from normal, day-to-day operations carried out by the first response agencies or municipal agencies.

Emergency Contacts

7. The Emergency and Contingency Phone Number list can be found electronically on the Township's shared drive and a hard copy can be found in the Public Works Department.
8. A copy of The Cavan Monaghan's Emergency Response Plan can be found on the shared drive or a hard copy at the Municipal Office.

Responsibilities During Emergencies

Below illustrates the responsibilities of each position during emergencies within the drinking water system:

Title	Responsibilities
Chief Administrative Officer	<ul style="list-style-type: none"> • Owner representative during emergency situations. • Chief liaison between operating authority and the Owner (Council) • The lead for providing information to the public and media if required.
Director of Public Works	<ul style="list-style-type: none"> • Communicate emergencies to the Town Manager as required. • Overall safety of staff. • Lead for managing the emergency.
Water Wastewater Compliance Coordinator	<ul style="list-style-type: none"> • Ensure water quality and quantity to consumers. • Communicate emergencies to Top Management when required.
Water Wastewater Foreman/ORO	<ul style="list-style-type: none"> • ORO of the DWS. • Communicate emergencies to Top Management when required.
Water Wastewater Operator	<ul style="list-style-type: none"> • To perform response and recovery activities as directed.

Emergency Response Training

9. All Public Works staff shall receive emergency training on potential emergencies or service interruptions annually. This training shall include but not limited to:
 - a. A review and discussion of emergencies that occurred since the previous training.
 - b. A review of the Emergency Management Procedure.
10. Any recommended revisions to the Emergency Management Procedure or emergency response procedures shall be completed as per the Document Control Procedure.
11. Debriefing shall occur after every emergency or service interruption and recorded through meeting minutes.

Emergency Response Testing

12. At a minimum, at least one (1) emergency response procedure related to potential emergencies or service interruption identified in the table above, shall be tested with staff annually. Testing may be either practical or a table-top exercise. This testing shall be managed, arranged, and recorded. The validity of the emergency response procedure shall be tested by discussing the emergencies that have occurred since the previous training.

Municipal Emergency

13. In the event of a Municipal Emergency, all planning measures, communication protocols, roles and responsibilities and a list of emergency contacts can be found within the Township of Cavan Monaghan Emergency Response Plan. The Emergency Response Plan is found electronically on the shared drive or hardcopy at the Municipal Office.

19. Internal Audit

1. Purpose

This procedure describes the internal audit process to ensure conformity with the DWQMS and to improve the suitability, adequacy, and effectiveness of the QMS. The procedure will document a procedure that:

- a. Evaluates conformity of the Quality Management System with the requirements of the DWQMS,
- b. Identifies internal audit criteria, frequency, scope, methodology and record-keeping requirements,
- c. Considers previous internal and external audit results, and
- d. Describes how quality management system corrective actions are identified and initiated.

2. Procedure

Roles and Responsibilities

The QMS Representative is responsible for selecting the audit lead. The Auditor must have completed an applicable Internal Audit Training Course to be qualified to conduct the Internal Audit.

Alternately, an Auditor may be sourced from an internal personal, or different municipality, consultant, etc., if evidence of their qualifications is made available to the QMS Representative.

Audit Frequency

Each section of the DWQMS Operational Plan shall be audited according to the process audit plan. By following this plan, all elements will be audited at least once in a three-year cycle.

The Auditor shall notify the appropriate drinking water system personnel at least one week prior to the audit.

Audit Preparation

The Auditor will prepare an internal audit schedule and assign processes to be audited to team members. The internal audit checklist will be prepared after reviewing the most recent version of the DWQMS Operation Plan.

The checklist shall be used by the Auditor as a guideline for conducting interviews and document review during the audit.

The Auditor shall also reviews any findings from previous Internal audits or Third-party audits.

The Auditor shall obtain evidence of compliance with the Operational Plan, applicable SOP's and with the DWQMS. All evidence shall be documented on the checklists.

Conducting the Audit

The audit shall determine conformance to procedures and to the DWQMS by conducting interviews and reviewing documentation.

Documentation to be reviewed includes the Operational Plan, SOP's, and logbooks.

Any findings found during the audit shall be communicated verbally to the Director of Public Works or employee before the end of the audit.

Reporting the Audit Results

The Auditor submits a complete written report to Top Management. The findings shall be categorized as:

- a. Non-conformance-discrepancy between the QMS and the DWQMS or between the QMS and how it is implemented in the system.
- b. Positive findings
- c. Opportunities for improvement

The audit report should include references to procedures; previous audit findings and documents reviewed during the audit.

Corrective or preventive actions shall be issued by the auditor according to Element 21 of the Operational Plan.

The audit report shall contain a statement about the overall compliance to the Operational Plan, effectiveness of implementations and be distributed to Top Management for review.

Post Audit Activities

Any non-conformances found during the audit shall be followed up through the Continual Improvement Procedure contained in Element 21 of the Operational Plan.

Copies of the audit report, checklist and corrective actions shall be maintained by the QMS Representative.

3. Related Documents

Drinking Water Quality Management Standard – Element 19

Internal Audit Checklist

Process Audit Plan

20. Management Review

1. Purpose

This procedure defines the process for the review of the effectiveness of the QMS. Management reviews are conducted to assess and ensure the continuing suitability, adequacy, and effectiveness of the QMS.

2. Procedure

1. The Management Review shall be conducted at least once every calendar year. Following completion and documentation of the internal audit and prior to the next scheduled third-party audit.
2. Management reviews shall be conducted through a meeting with the following participants at a minimum:
 - a. CAO (Top Management)

- b. Director of Public Works (Top Management)
 - c. Director of Finance/Treasurer (Top Management)
 - d. QMS Representative
3. At least a week prior to the Management Review meeting, the QMS Representative shall provide a meeting agenda with the topics to be reviewed to all management review meeting attendees. Topics include the following:
- a. Incidents of regulatory non-compliance
 - b. Incidents of adverse drinking-water tests
 - c. Deviations from critical control-point limits and response actions
 - d. The efficacy of the risk assessment process
 - e. Internal and third-party audit results
 - f. Results of emergency response testing
 - g. Operational performance
 - h. Raw water supply and drinking water quality trends
 - i. Follow-up on action items from previous management reviews
 - j. The status of management action items identified between reviews
 - k. Changes that could affect the QMS
 - l. Consumer feedback
 - m. The resources needed to maintain the QMS
 - n. The results of the infrastructure review
 - o. Operational plan currency, content and updates
 - p. Staff suggestions
4. After review of the information presented, the management review participants shall identify any deficiencies related to the effectiveness of the QMS and its procedures, implementation of the QMS, provision of adequate resources, and consumer's satisfaction level.
5. Management review participants shall identify action items for all deficiencies identified, timelines and responsible personnel for action items shall be determined.
6. Records of management reviews, suggestions, deficiencies, timelines and personnel responsibilities of action items shall be forwarded to the Management Review participants when completed.
7. The QMS Representative shall retain records of the management review as per the QMS – 05 Document and Record Control procedure.

3. Related Documents

Drinking Water Quality Management Standard – Element 20

21. Continual Improvement

1. Purpose

The purpose of this procedure is to describe the system used to continually improve the effectiveness of the Quality Management System by processes identified by preventative and corrective actions.

2. Procedure

1. Continual improvement opportunities may be the result of employee suggestions or ideas, internal/external audits, preventative actions, corrective actions, preventative maintenance activities, management and infrastructure reviews, customer comments, changes in process technology, best management practices, and Owner input.
2. Applicable Best Management practices (including any published by the MECP) will be reviewed and considered at least once every thirty-six (36) months. The following personnel will take part in the review at a minimum:
 - a. Director of Public Works
 - b. Operation Foreman/ORO
 - c. QMS Representative
3. The review of the applicable Best Management practices will be undertaken during the thirty-six (36) month Risk Assessment.

Employees may submit suggestions and ideas to the QMS Representative through email, during scheduled meetings or internal training sessions. These suggestions shall be recorded in meeting minutes.

Each suggestion or idea (which may also be considered as Preventive Actions) will be reviewed for its value adding applicability. Those that are initially accepted will be divided into one of three categories:

- a. Process improvement opportunity
 - b. Infrastructure improvement opportunity
 - c. QMS improvement opportunity
4. Each accepted suggestion or idea will then be assigned to a responsible designate (may or may not be the original suggestion or idea provider). The responsible designate shall provide, in written format to the QMS Representative:
 - a. Describe the process, QMS and/or infrastructure improvement opportunity
 - b. Estimate the cost associated with the improvement

- c. Provide a basic project timeline for the implementation and verification of the effectiveness of the implementation
5. The QMS Representative shall, along with the responsible designate, present the opportunity to the Director of Public Works for approval. The presentation may be in the form of a discussion, or a more formal presentation method. The information generated in the above-mentioned steps of this procedure shall form the basis of the presentation.
6. Process improvement ideas, if accepted by the Director of Public Works, shall be implemented and verified as per the timeline provided.
7. Infrastructure improvement ideas, if accepted by the Director, shall be raised during the review and provision of infrastructure. If however, the suggestion or idea merits more immediate consideration, the Director may choose to immediately approve the Improvement Opportunity if within budgetary, operational and contract boundaries.
8. The QMS Representative shall keep track of all Continual Improvement opportunities.
9. The Continual Improvement opportunity shall be part of the audit within 12 months of implementation to determine its overall effectiveness.
10. Handling nonconformities and taking corrective or preventive action involve identifying root causes and taking measures to eliminate causes of identified nonconformances of the QMS. Corrective action may be initiated because of the following indicators:
 - a. Internal and external audits
 - b. Management reviews, infrastructure reviews and risk assessment reviews
 - c. Customer complaints
 - d. Staff suggestions
 - e. Regulatory inspection results
 - f. Unexpected problems or issues

Any employee can initiate corrective actions by informing the QMS Representative, who will then issue a Continual Improvement Form. This form will identify:

- a. Corrective immediate short-term action to be taken
- b. Root cause of identified non-conformity
- c. Actions taken to correct the non-conformity and prevent the non-conformity from re-occurring
- d. Description of follow-up

All corrective actions taken to correct non-conformities will be documented in the Continual Improvement Form and reviewed at the annual Management Review Meeting.

3. Related Documents

Drinking Water Quality Management Standard – Element 21

Continual Improvement Form



Regular Council Meeting

To:	Mayor and Council
Date:	August 11, 2025
From:	Wayne Hancock, Director of Public Works Drew Hutchison, Public Works Engineering Technologist
Report Number:	Public Works 2025-13
Subject:	Commemorative Cenotaph Crosswalk

Recommendations:

1. That Council receive this report regarding the Commemorative Cenotaph Crosswalk on Allen Lane as information, and
2. That Council provides staff direction on the options presented for the crosswalk enhancement project.

Overview:

During the Regular Council Meeting held on November 18th, 2024, Council passed a motion directing staff to work with the Legion to explore the opportunities to enhance the crosswalk on King Street near the Cenotaph for the Remembrance Day Ceremony and Report Back to Council.

Staff met with members of the Legion to discuss the opportunity to incorporate an enhanced commemorative crosswalk design leading to the Cenotaph. Through this discussion it was agreed upon that the proposed location of the enhanced crosswalk would be the crosswalk on Allen Lane leading from the Legion to the Cenotaph. The proposed design for the commemorative crosswalk can be found in Attachment No. 1.

Staff have been in contact with local contractors exploring various methods to be used for the crosswalk application and have received cost estimates. Each proposed application can incorporate the design for the commemorative crosswalk, but they vary in cost and life expectancy.

The three options for application options are as follows:

Commemorative Crosswalk Options		
Application Options	Cost (excluding HST)	Durability
Traffic Paint	\$4,260.00	Annual painting required
MMA Paint	\$6,500.00	3-5 years
Thermoplastic Sheets	\$16,640.00	3-5+ years

Financial Impact:

There was not an allocated budget in the 2025 Public Works operational budget for the commemorative crosswalk enhancement project. Staff recommend completing this project in 2026 given the costs and creating a capital allocation through the 2026 budget proceeding.

Attachments:

Attachment No. 1 – Commemorative Crosswalk Design

Respectfully Submitted by,

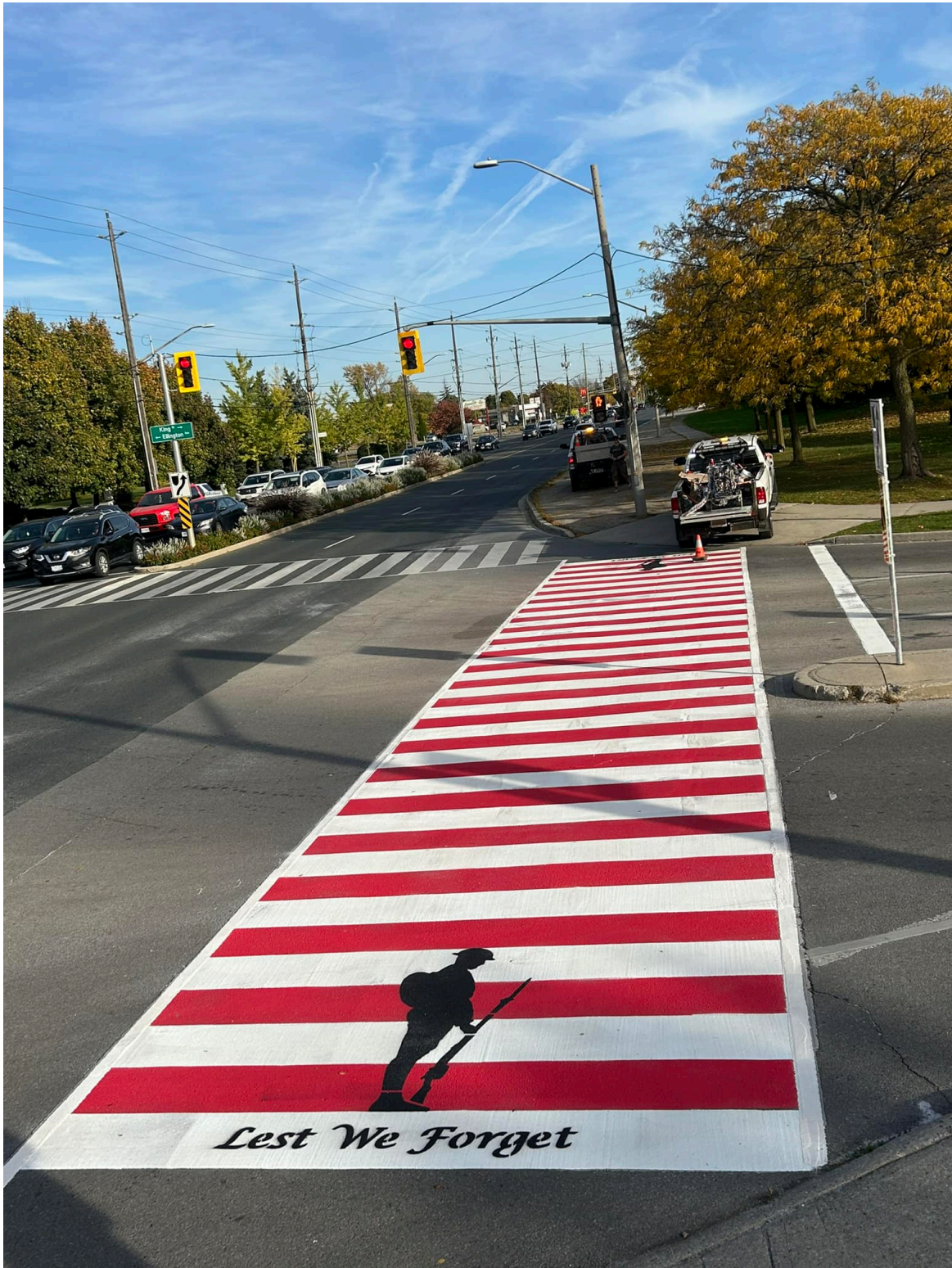
Reviewed by,

Wayne Hancock
Director of Public Works

Yvette Hurley
Chief Administrative Officer

Drew Hutchison
Engineering Technologist

Attachment No. 1
Crosswalk Design



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, RFP to be posted in August
Normal	Council	2024	Woodland Management By-law	M. Wilkinson	Comments received by Departments, updating By-law with recommendations
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 and quotes received, report to be delivered to Council in August
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 - Completed, Sidewalk railing - Completed, 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	Receiving and reviewing applications for the 2025 program	2025 program in progress
Station Park Signage	ECD/MRHAC	Updated design approved by Council on April 7. Site visit to Station Park completed in June 2025. Procurement of rail switch in progress	Fall 2025
Website Gov Stack Migration	ECD	Content migration has begun	Fall 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	First meeting of Task Force held in July 2025	Ongoing
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	Staff had meeting with Ministries and ORCA, awaiting further information from ORCA	Pending follow up from ORCA
Official Plan	Planning	County OP has been posted on July 10 to Environmental Registry of Ontario for review and comment	Pending County OP
Fire Station No. 1	Protective Services	Completed	Completed
Replacement of 2000 GMC Tanker #T1-00	Protective Services	Resubmitting as an RFP	Resubmitting as an RFP
Replacement of 2003 Chevy C5500 Rescue Truck #R1-03	Protective Services	Tender process in progress	Tender process in progress

Project List	Department	Status Update	Timeline
Replacement of 1989 Chevy 1/2 Ton Grass Fire Unit U5-89	Protective Services	Vehicle in service	Completed
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 delivered, installation to be completed in August	August 2025
Repeater and Communication Upgrades	Protective Services	Antenna installed, 80% of work completed	80% of work completed
Public Works Ops Centre Generator, Fuel System	Public Works	Staff are working to acquire quotes for the fuel system	Generator - Completed Fuel System - Installation expected by Fall 2025
County Road 10 Environmental Assessment and Traffic Modelling	Public Works	Collaborating on project with Peterborough County	2026
Hot Mix Paving (various roads)	Public Works	Tender PW-25-04 approved by Council at June 23 Council meeting, work to start in August	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 been completed	Completed
Slurry Seal	Public Works	Tender PW-25-01 approved by Council at April 7 Council meeting, work has been completed	Completed
Frederick Street Reconstruction and Sidewalks	Public Works	Tender PW-25-03 rejected by Council at June 23 Council meeting, to be revisited in 2026 budget	Deferred until 2026
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

The Township of Cavan Monaghan

By-law No. 2025-38

Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 11th day of August 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 11th day of August 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 11th day of August 2025.

Matthew Graham
Mayor

Cindy Page
Clerk