



Agenda
The Township of Cavan Monaghan
Accessibility Advisory Committee Meeting

Thursday, August 28, 2025

1:00 p.m.

Council Chambers - Hybrid Room

Members in attendance are asked to please turn off all electronic devices during the Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting. Please be reminded meeting are livestreamed and recorded. Members may be participating remotely.

Pages

1. Call to Order

2. Land Acknowledgement

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

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Closed Session

6. Minutes

6.1 Minutes of the meeting held July 23, 2025

2 - 3

7. General Business

**7.1 Site Plan Review Process 101 - Karen Ellis, Director of Planning and
Matt Wilkinson, Planner**

4 - 6

8. Adjournment

8.1 Next Meeting Date

Minutes
The Township of Cavan Monaghan
Cavan Monaghan Accessibility Advisory Committee Meeting
Wednesday, July 23, 2025
1:00 p.m.
Council Chambers – Hybrid Room

Those members in attendance:

Gerry Byrne	Councillor
Paul Buck	Chair
Leslie Bilcox	Vice-Chair
Guillermo Arevalo	
Lucy Danford	

Staff members in attendance:

Cindy Page	Clerk
Mark Froment	Deputy Clerk
Yvette Hurley	CAO
Karen Ellis	Director of Planning

1. Call to Order

Cindy Page, Clerk called the meeting to order at 1:00 p.m.

2. Land Acknowledgement

Ms. Page recited the land acknowledgement.

3. Approval of the Agenda

Moved by: Buck

Seconded by: Bilcox

That the agenda for the Accessibility Advisory Committee be approved as presented.

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

Ms. Page spoke to the disclosure of the pecuniary interest process.

5. Committee Orientation

5.1 John George Pappas, Aird Berlis - Township of Cavan Monaghan Accessibility Advisory Committee Orientation and Training

5.1.1 Cavan Monaghan Accessibility Advisory Committee Terms of Reference

5.1.2 Confidentiality Agreement

5.1.3 Procedural By-law No. 2023-08

5.1.4 Respect in the Workplace Policy (Violence and Harassment)

John George Pappas of Aird Berlis provided the Accessibility Advisory Committee with orientation and training including a review of the legislation and roles and responsibilities for Council, Staff and the Committee.

Moved by: Buck

Seconded by: Bilcox

That the Accessibility Advisory Committee receive the Orientation and Training presentation for information.

Carried

6. Election of Officers

6.1 Appointment of Chair

Paul Buck put his name forward to be Chair.

Moved by: Bilcox

Seconded by: Danford

That the Accessibility Advisory Committee appoint Paul Buck as Chair for the 2022-2026 term.

Carried

6.2 Appointment of Vice-Chair

Leslie Bilcox put her name forward to be Vice-Chair.

Moved by: Buck

Seconded by: Danford

That the Accessibility Advisory Committee appoint Leslie Bilcox as Vice-Chair for the 2022-2026 term.

Carried

7. Next meeting date

Ms. Page will circulate the next meeting date.

8. Adjournment

Moved by: Buck

Seconded by: Bilcox

That the Accessibility Advisory Committee Meeting adjourn at 2:05 p.m.

Carried

Paul Buck
Chair

Cindy Page
Clerk

PARKING SCHEDULE				
Parking Use	Type	Comments	Zoning Requirements	Count
BICYCLE	Standard	BICYCLE PARKING	2	2
BICYCLE PARKING: 2				
STAFF / VISITOR	Accessible	STAFF / VISITOR	11	12
STAFF / VISITOR	Standard	STAFF / VISITOR	12	21
STAFF / VISITOR: 33				
ADDITIONAL FLOAT	Standard	YARD		2
BACK HOE	Standard	YARD		2
DUMP AND FLOAT	Standard	YARD		3
DUMP TRUCK	Standard	YARD		2
EQUIPMENT TRAILER	Standard	YARD		4
EXCAVATOR	Standard	YARD		3
FITTER VAN	Standard	YARD		2
GROWTH	Standard	YARD		1
HIAB TRUCK	Standard	YARD		1
LIGHT DUTY	Standard	YARD		3
ON CALL EMPLOYEES	Standard	YARD		3
PIPE TRAILER	Standard	YARD		1
TAG ALONG COMPRESSOR	Standard	YARD		1
UTILITY CREW TRUCK	Standard	YARD		5
YARD: 33				

AREAS SCHEDULE		
Name	Area	% of Total Developed Site
GFA		
STORAGE SHED	19.51 m²	0.1%
BUILDING	1089.75 m²	3.6%
	1109.27 m²	3.7%
HARD LANDSCAPE		
PAVING	11078.52 m²	36.9%
	11078.52 m²	36.9%
SOFT LANDSCAPE		
LANDSCAPE	423.10 m²	1.4%
LANDSCAPE	54.13 m²	0.2%
LANDSCAPE	25.28 m²	0.1%
LANDSCAPE	25.56 m²	0.1%
LANDSCAPE	17268.30 m²	57.6%
	17796.37 m²	59.4%
TOTAL DEVELOPED SITE	29984.16 m²	100.0%

LOT COVERAGE	
Name	Area
GFA	
STORAGE SHED	19.51 m²
BUILDING	1121.40 m²
	1140.91 m²

TOWNSHIP OF CAVAN MONAGHAN ZONING BY LAW 2018-58	REQUIRED	PROVIDED
12.2.2. PARKING SPACES REQUIRED TABLE 12C, NON-RESIDENTIAL, INDUSTRIAL USE	1 PER 100 SQ M OF FLOOR AREA, AND 1 PER 200 SQ M FOR ANY FLOOR AREA AFTER THE FIRST 10,000 SQ M = 12	33
12.2.14. BARRIER FREE PARKING TABLE 12E	26-100 PARKING: 1+30% OF TOTAL NUMBER OF PARKING SPACES ON A LOT= 1+ 0.3*33= 11	12
12.2.15. BICYCLE PARKING TABLE 12F	INDUSTRIAL: 2 PER 1000 SQM OF FLOOR AREA	2

SITE PLAN LEGEND

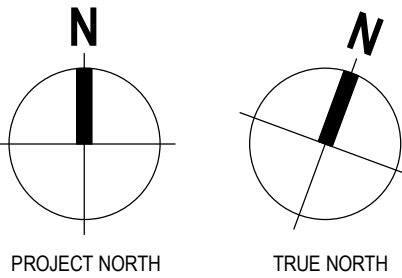
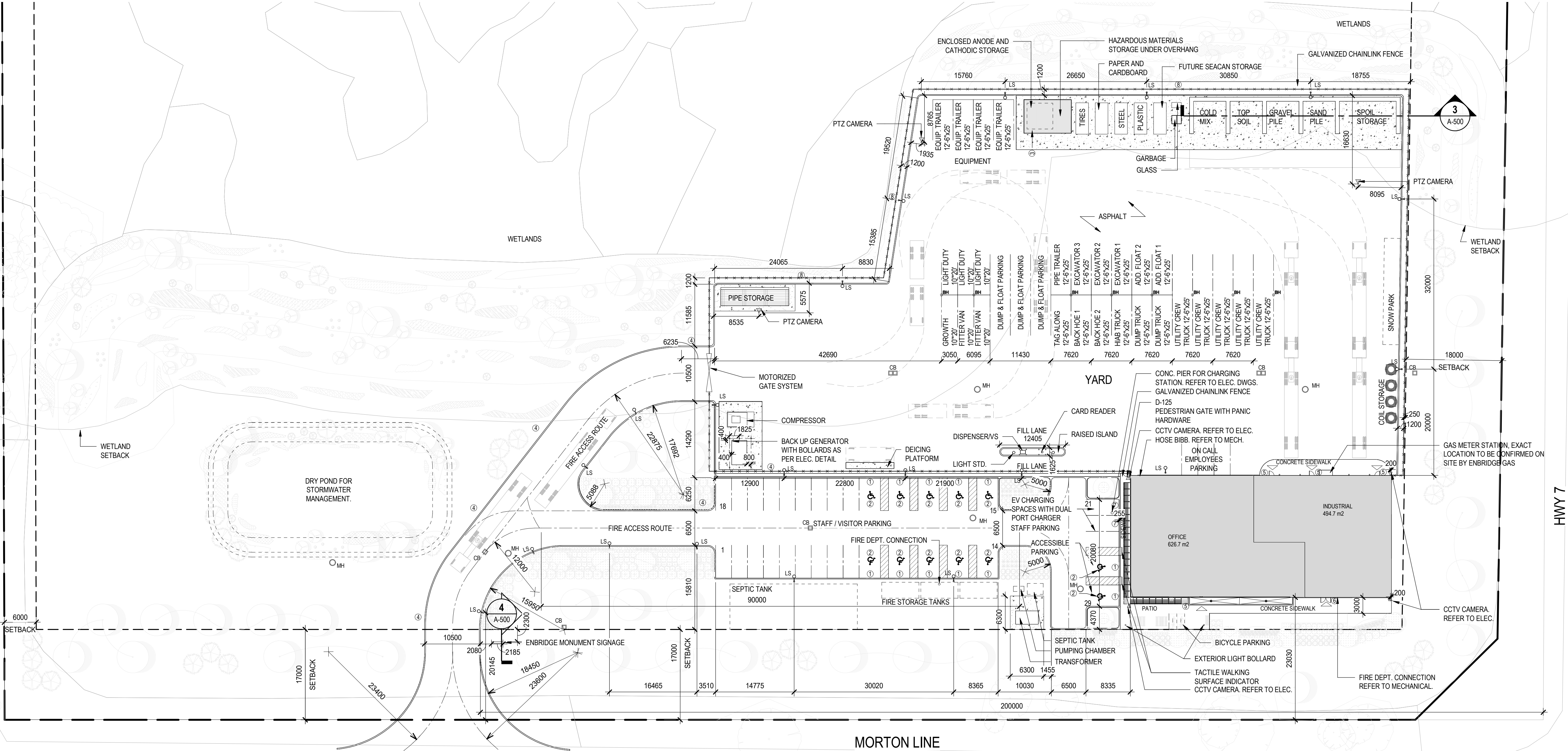
- ENTRANCE / EXIT / DOOR
- BOLLARD
- LIGHT BOLLARD
- LIGHT STANDARD
- BLOCK HEATER (REFER TO ELEC. DWGS. FOR DETAILS)
- PROPERTY LINE
- GALVANIZED CHAIN LINK FENCE
- FENCE GATE
- CATCH BASIN
- MANHOLE

SIGNAGE LEGEND

- 1 ACCESSIBLE PARKING SIGNAGE
- 2 ACCESSIBLE PARKING PAVEMENT MARKING
- 3 MAGNESIUM ROD
- 4 FIRE ACCESS ROUTE SIGNAGE
- 5 NO SMOKING SIGNAGE
- 6 FIRE DEPARTMENT CONNECTION SIGNAGE
- 7 ELECTRIC VEHICLE PARKING
- 8 NO DUMPING SIGNAGE

SITE PLAN NOTES

- REFER TO CIVIL AND LANDSCAPE DRAWINGS FOR EXTENT OF CIVIL STREET FURNITURE AND SITE WORK
- WASTE MANAGEMENT: ENBRIDGE WILL USE THIRD-PARTY VENDOR (KLEENWAY) FOR WASTE MANAGEMENT, INCLUDING PICK-UP
- NO DUMPING SIGNAGE IS AFFIXED TO FENCING AT THE REAR OF THE LOT TO REDUCE LITTERING, DUMPING AND OTHER DISCOURAGED ACTIVITIES BEYOND FENCED LIMIT
- THE FENCING FOR FREEWAY IS PLACED 0.3 METRES (1 FOOT) INSIDE THE RIGHT-OF-WAY.
- FOR FUEL TANK AND FUEL ISLAND REFER TO ENBRIDGE SPECIFICATIONS.



8	2022-12-21	ISSUED FOR SPA RESUBMISSION
7	2022-11-30	ISSUED FOR BUILDING PERMIT
6	2022-11-30	ISSUED FOR TENDER
5	2022-11-28	ISSUED FOR SPA RESUBMISSION
4	2022-11-15	ISSUED FOR 90% CONSTRUCTION DRAWINGS
3	2022-10-26	ISSUED FOR SPA RESUBMISSION
2	2022-08-04	ISSUED FOR DESIGN DEVELOPMENT
1	2022-06-14	ISSUED FOR SITE PLAN APPLICATION

REV	YYYY-MM-DD	REVISION / DRAWING ISSUE	REVIEW
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CONSULTANT

PERMIT STAMP

SEAL



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PROJECT

ENBRIDGE OPERATIONS CENTRE
HWY 7 AND MORTEN LINE, PETERBOROUGH, ONTARIO,
CANADA

DRAWING TITLE

SITE PLAN

DRAWING ISSUE

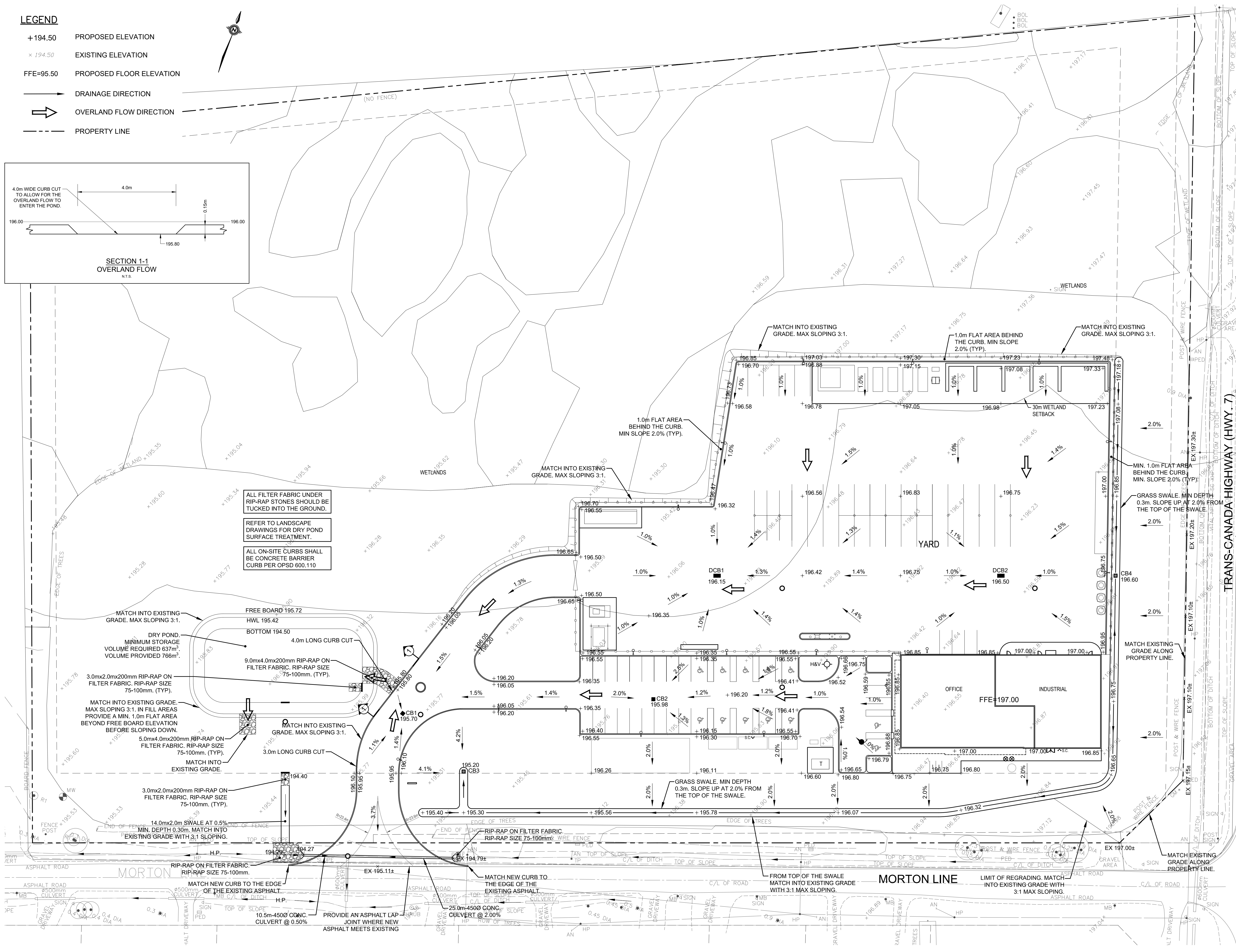
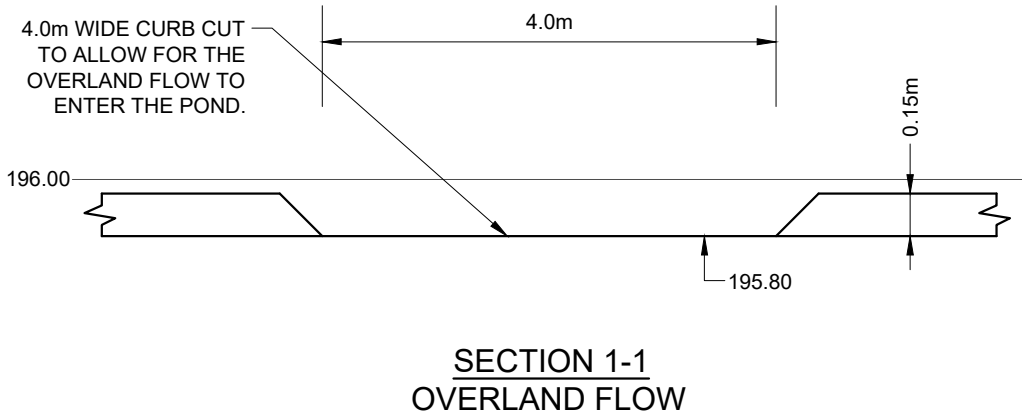
ISSUED FOR SPA RESUBMISSION

PROJECT NO.	PLOT DATE	2022-12-21	DRAWN	R.SP.
240130	SCALE	As indicated	REVIEWED	S.N.
DRAWING NO.	A-101		REVISION	8

FILE NAME: X:\DIVID\221-04362 - Peterborough Enbridge\Engineering Dwg\221-04362-SG1-SSI-ERI.dwg_SG1 PRINTED ON: Wednesday 12/21/2022

LEGEND

- +194.50 PROPOSED ELEVATION
× 194.50 EXISTING ELEVATION
FFE=95.50 PROPOSED FLOOR ELEVATION
→ DRAINAGE DIRECTION
➔ OVERLAND FLOW DIRECTION
--- PROPERTY LINE

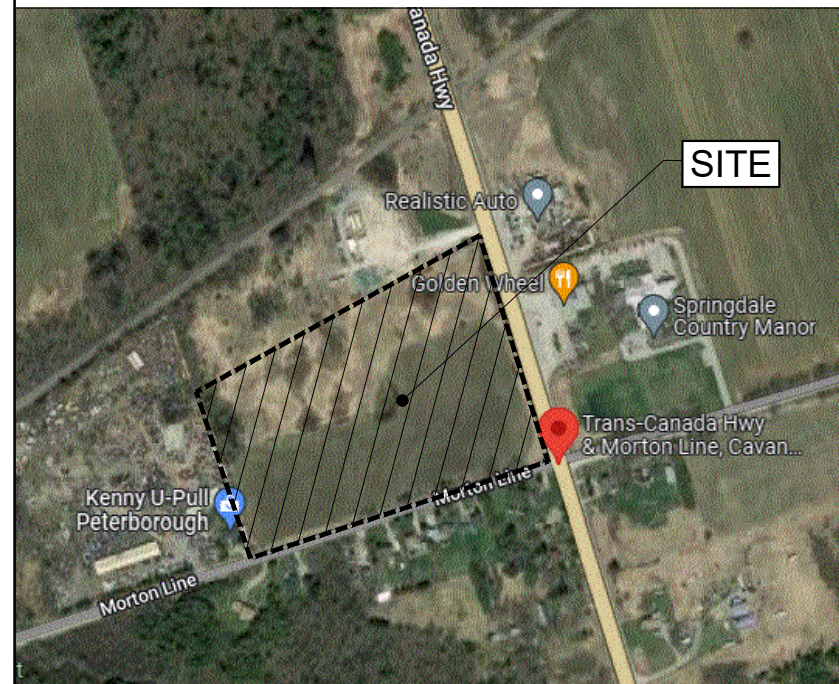


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ENBRIDGE



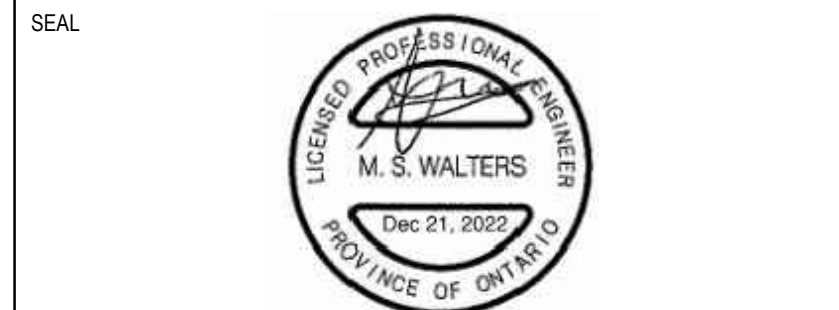
7	2022-12-21	ISSUED FOR SPA RESUBMISSION	M.S.W.
6	2022-11-30	ISSUED FOR BUILDING PERMIT	M.S.W.
5	2022-11-30	ISSUED FOR TENDER	M.S.W.
4	2022-11-15	ISSUED FOR 90% CONSTRUCTION DRAWINGS	M.S.W.
3	2022-10-25	RE-ISSUED FOR SPA	M.S.W.
2	2022-08-04	ISSUED FOR DESIGN DEVELOPMENT	M.S.W.
1	2022-06-14	ISSUED FOR SPA	M.S.W.
REV.	YYYY-MM-DD	REVISION / DRAWING ISSUE	REVIEW

CONSULTANT

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PROJECT

ENBRIDGE OPERATION CENTRE

TOWNSHIP OF CAVAN MONAGHAN, PETERBOROUGH COUNTY
PETERBOROUGH, ONTARIO, CANADA

DRAWING TITLE

SITE GRADING PLAN

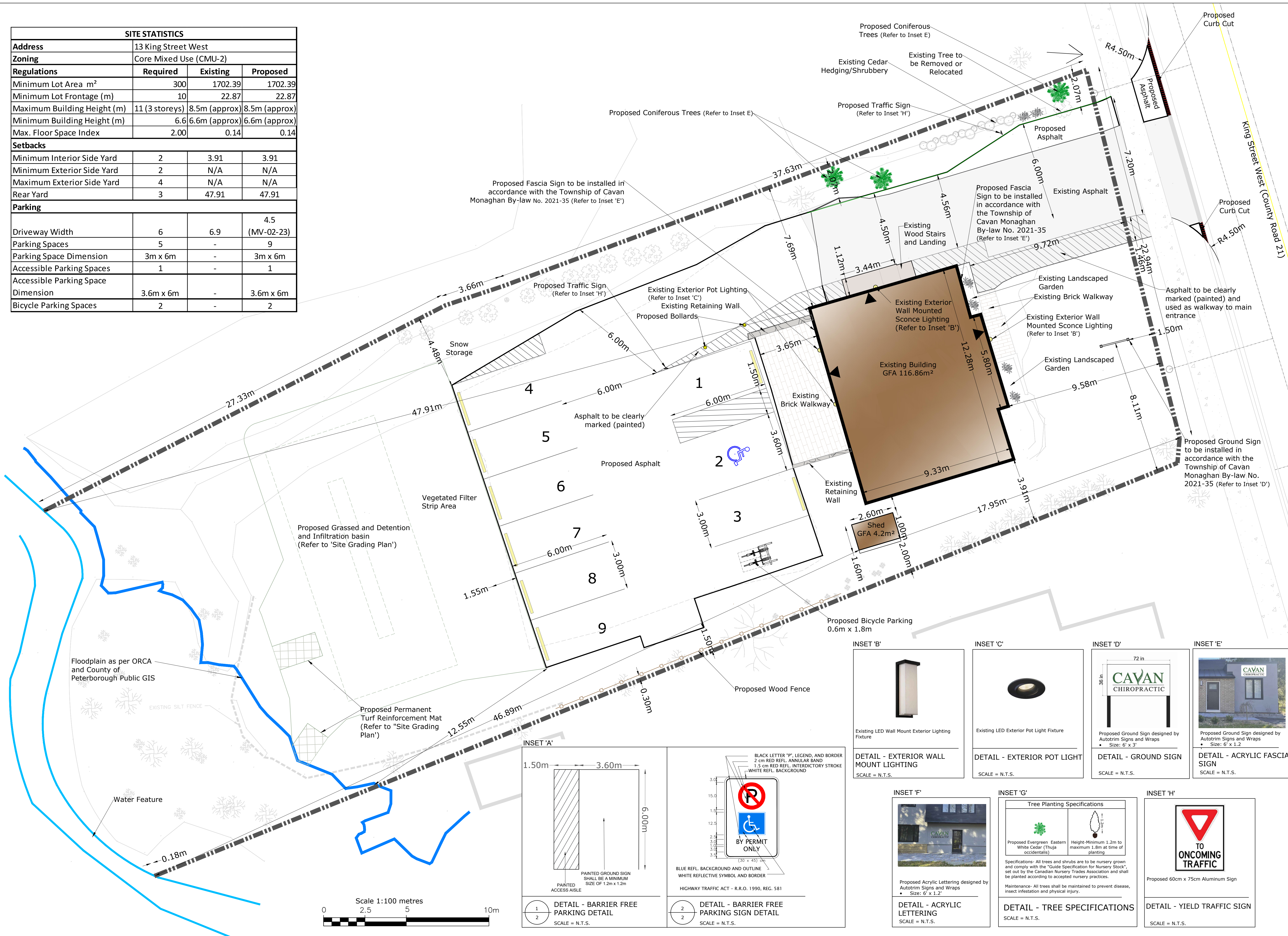
DRAWING ISSUE

ISSUED FOR SPA RESUBMISSION

PROJECT NO.	PLOT DATE	DRAWN	P.Q.A.
221-04362	DEC 21, 2022		
DRAWING NO.	SCALE	REVIEWED	M.S.W.
	1:400		
		REVISION	
		SG1	7

Site Plan Review Sample

SITE STATISTICS			
Address	13 King Street West		
Zoning	Core Mixed Use (CMU-2)		
Regulations	Required	Existing	Proposed
Minimum Lot Area m²	300	1702.39	1702.39
Minimum Lot Frontage (m)	10	22.87	22.87
Maximum Building Height (m)	11 (3 storeys)	8.5m (approx)	8.5m (approx)
Minimum Building Height (m)	6.6	6.6m (approx)	6.6m (approx)
Max. Floor Space Index	2.00	0.14	0.14
Setbacks			
Minimum Interior Side Yard	2	3.91	3.91
Minimum Exterior Side Yard	2	N/A	N/A
Maximum Exterior Side Yard	4	N/A	N/A
Rear Yard	3	47.91	47.91
Parking			
Driveway Width	6	6.9	4.5 (MV-02-23)
Parking Spaces	5	-	9
Parking Space Dimension	3m x 6m	-	3m x 6m
Accessible Parking Spaces	1	-	1
Accessible Parking Space Dimension	3.6m x 6m	-	3.6m x 6m
Bicycle Parking Spaces	2	-	2



BM#1 —

BM#2 —

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