



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

Tuesday, September 2, 2025

1:00 p.m.

Council Chambers

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

**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

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

**3. Approval of the Agenda**

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

**5. Closed Session**

**6. Public Meeting**

**6.1 Resolution to open the Public Meeting**

**6.2 Report - Planning 2025-30 Zoning By-law Amendment (ZBA-04-25) 838  
Rothesay Avenue (MW)**

4 - 14

**6.3 Questions/Comments from members of Council**

**6.4 Questions/Comments from members of the public**

**6.5 Consideration of the Report**

**6.6 Resolution to close the Public Meeting**

<b>7.</b>	<b>Delegations</b>	
7.1	AI Steel Re: Community Engagement and The Township's Strategic Plan	15 - 32
<b>8.</b>	<b>Minutes</b>	
8.1	Minutes of the Regular Meeting held August 11, 2025	33 - 38
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9.1	Report - Finance 2025-08 Actual to Budget, January to June 2025 (KP/ML)	39 - 62
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9.4	Report - Corporate Services 2025-11 Updated Integrated Accessibility Standards Regulation Policy (CP/MF)	78 - 93
9.5	Council/Committee Verbal Reports	
<b>10.</b>	<b>General Business</b>	
<b>11.</b>	<b>Correspondence for Information</b>	
<b>12.</b>	<b>Correspondence for Action</b>	
12.1	Independent Electricity System Operator (IESO) Re: Battery Storage Information Follow-up	94 - 113
<b>13.</b>	<b>By-laws</b>	
13.1	By-law No. 2025-39 Zoning By-law Amendment ZBA-04-25, 838 Rothesay Avenue	114 - 115
13.2	By-law No. 2025-40  being a by-law to execute an Unassumed Subdivision Road Winter Maintenance Agreement between the Township of Cavan Monaghan and Towerhill Developments Inc., for winter maintenance services of unassumed subdivision roads within the Towerhill North Subdivision	116 - 123
<b>14.</b>	<b>Unfinished Business</b>	

15. Notice of Motion
16. Confirming By-law
  - 16.1 By-law No. 2025-41 being a by-law to confirm the proceedings of the meeting held September 2, 2025 124 - 124
17. Adjournment
18. Upcoming Events/Meetings
  - 18.1 Cavan Monaghan Public Library Board Meeting Tuesday, September 9, 2025 at 7:00 p.m., Millbrook Branch Library
  - 18.2 Regular Council Meeting Monday, September 15, 2025 at 1:00 p.m.
  - 18.3 Municipal Revitalization and Heritage Advisory Committee Meeting Thursday, September 18, 2025 at 9:00 a.m.
  - 18.4 Millbrook Valley Trails Advisory Meeting Monday, September 22, 2025 at 4:00 p.m.
  - 18.5 Millbrook Water Storage Class Environmental Public Information Center Wednesday, September 24, 2025 from 4:00 p.m. to 6:00 p.m., Township Office, 988 County Road 10, Millbrook
  - 18.6 Sustainability Advisory Committee Meeting Thursday, September 25, 2025 at 1:00 p.m.
  - 18.7 Your Township. Your Team. Wednesday, October 8, 2025 from 3:00 p.m. to 6:00 p.m., CMCC Community Hall 986 County Road 10, Millbrook



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	September 2, 2025
<b>From:</b>	Matt Wilkinson, Planner
<b>Report Number:</b>	Planning Department Report 2025-30
<b>Subject:</b>	Zoning By-law Amendment (ZBA-04-25) 838 Rothesay Ave.

### Recommendations:

1. That Council receive and consider all comments related to Zoning By-law Amendment Application ZBA-04-25; and
2. That By-law No. 2025-39 be approved to rezone the subject lands from the Rural Residential (RR) Zone to the Rural Residential Exception Thirty (RR-30) Zone.

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### Overview:

Byron MacLean filed an application on behalf of the property owner, Deanna Gardener, of 838 Rothesay Avenue, to amend the zoning to permit a detached accessory apartment on the subject property.

The lands subject to the Zoning By-law Amendment are approximately 0.19 hectares (0.48 acres) in size with approximately 32 metres (105 feet) of lot frontage on Rothesay Avenue. The property is currently developed with a 104 square metre (1,119.51 square foot) single detached dwelling and four (4) detached accessory structures. Two (2) of the accessory structures are to be removed. The property is serviced by a private well and septic system.

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

The Applicant wishes to construct an 81.7 square metre (879.63 square foot) detached accessory apartment located within 12 metres (39 feet) of the principal dwelling at the rear of the property. The detached apartment will be serviced by connecting to the well and septic system shared with the principal dwelling. The submitted site plan is provided as Attachment No. 3 to this Report.

### Zoning By-law Amendment

The lands subject to the Application are zoned Rural Residential (RR) as shown on Map B-5 to By-law No. 2018-58, as amended.



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

The purpose and effect of the Zoning By-law Amendment is to rezone the property from the Rural Residential (RR) Zone to the Rural Residential Exception Thirty (RR-30) Zone. The RR-30 Zone will permit a detached accessory apartment that is limited to 45% of the gross floor area of the principal dwelling and establish suitable setbacks to the neighbouring properties.

A complete copy of draft By-law No. 2025-39 is provided as Attachment No. 4 to this Report.

### **Response to Notice**

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

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

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

The Township Fire Department has no objection to the Application.

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

Canada Post, Enbridge Gas, the City of Peterborough and the County of Peterborough Public Works Department have no objection to the Application.

Comments from Otonabee Conservation have not yet been received.

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

The subject lands are currently designated Rural as shown on Schedule 'A' to the Township's Official Plan.

Policies applicable to the Rural designation are contained in Section 5.2 of the Township's Official Plan. The Rural designation represents soils within Classes 4 and higher according to the Canada Land Inventory of Soil Capability for Agriculture, and organic

soils; Class 1 to 3 soils which are adjacent to the Classes listed above and form part of a large and contiguous block of poorer agricultural land and, areas where previous non-farm development and lot creation has effectively limited the future of intensive farm activity.

A single detached dwelling and an accessory apartment in conjunction with a permitted use are permitted in the Rural designation.

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

- a) Soil and drainage conditions are suitable to permit the proper siting of buildings and other site improvements such as driveways, parking, and accessory structures and meet any applicable requirements of this Plan including Source Water Protection policies;

- A grading plan will be required at the building permit stage to ensure the construction of the detached accessory apartment will not alter any of the existing soils and or the existing drainage conditions.

The subject property is not in an area subject to the Source Water Protection policies.

- b) Suitable arrangements have or can be made for water supply, sewage disposal, storm drainage and all other necessary public services;

- The proposed detached accessory apartment will depend on the existing well to supply water. The Applicant has submitted a Hydrogeologic Study completed by a licenced professional engineer from ASC Environmental (Dated August 8, 2025). The Hydrogeologic Study concluded that potential water quantity problems resulting from mutual well interference are not expected. The water levels measured in the observation well during the pumping test showed no positive response during the pumping test. Therefore, issues related to unacceptable interference with the well are unlikely.
- The existing septic system will be upgraded to accommodate the new development. The soils and contact area for a new septic system has been accepted by the Township Building Department. A new septic sewage system will be reviewed as part of the building permit application.

- c) No traffic hazards will ensue because of excess traffic generation, or limited sight lines on curves or grades;

- Rothesay Avenue can accept the expected additional traffic from an accessory apartment.

- d) The development fronts on a road that is maintained year-round and meets standards of design and safety established by the Township or authority having jurisdiction over the road;
- The development fronts Rothesay Avenue which is a year-round publicly maintained roadway.
- e) The potential impact of the proposed use on adjacent lands and uses has been considered, and adequate mitigation, including design, buffers and setbacks are provided between the proposed use and adjacent uses in accordance with the policies of the Plan;
- As proposed, the detached accessory apartment is within the required setback for a residential dwelling. As such, the structure will not have an impact to the adjacent lands.
- f) The Minimum Distance Separation (MDS) formulae are complied with, if required as outlined in Section 3.27.
- A review of aerial mapping shows there may be a barn capable of housing livestock within 1000 metres of the subject property. However, guideline #12 of the MDS Implementation Guidelines states that MDS I is applied to new proposed development, even though there may be existing non-agricultural uses that do not conform to MDS I requirements. Where there are four, or more, existing non-farm uses closer to the subject livestock facility and in immediate proximity to the current application, MDS I will not be applied. The current application must not be located closer to the livestock facility than the four, or more, existing non-farm uses.
  - The subject property is located within a rural subdivision. The current application is not located closer to the livestock facility than four, or more, existing non-farm uses.
- g) There will be no negative impacts on significant natural features or their ecological functions;
- There are no known significant natural features within 120 metres of the site. Therefore, the proposed development will have no negative impacts to significant natural features or their ecological function.
- h) The potential impact on public health and public safety from water related hazards such as flooding and erosion have been considered.
- There is no known flooding or erosion hazard on the subject property.

The Application conforms to Section 3.1 of the Township Official Plan

The Application conforms to Section 3.9 of the Township Official Plan which permits accessory apartments in all designations that permit residential units. As proposed, the

accessory apartment is in conjunction with a single-detached dwelling. There is adequate sewage disposal and water service capacity available to service the unit, Rothesay Avenue can accommodate the increased traffic, parking is available on the site and the development will not adversely affect the character of the area.

### **Peterborough County Official Plan**

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

The Objectives of the Rural and Cultural Landscape area include:

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

As proposed, an accessory apartment consistent with the objectives of the Rural and Cultural Landscape area is proposed to be constructed. The accessory structure will be within 12 metres (39 feet) of the principal dwelling.

The Application conforms to the County Official Plan.

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

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

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

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

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

A desktop review of the property indicates there are there are no known significant natural features within 120 metres of the subject property. Therefore, the proposed development will have no negative impacts to significant natural features or their ecological function. The Application is consistent with Section 4 of the PPS.

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

**Financial Impact:**

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

**Attachments:**

Attachment No. 1:	Key Map
Attachment No. 2	Aerial Image of the Development and the Surrounding Area
Attachment No. 3:	Site Plan
Attachment No. 4:	By-law No. 2025-39

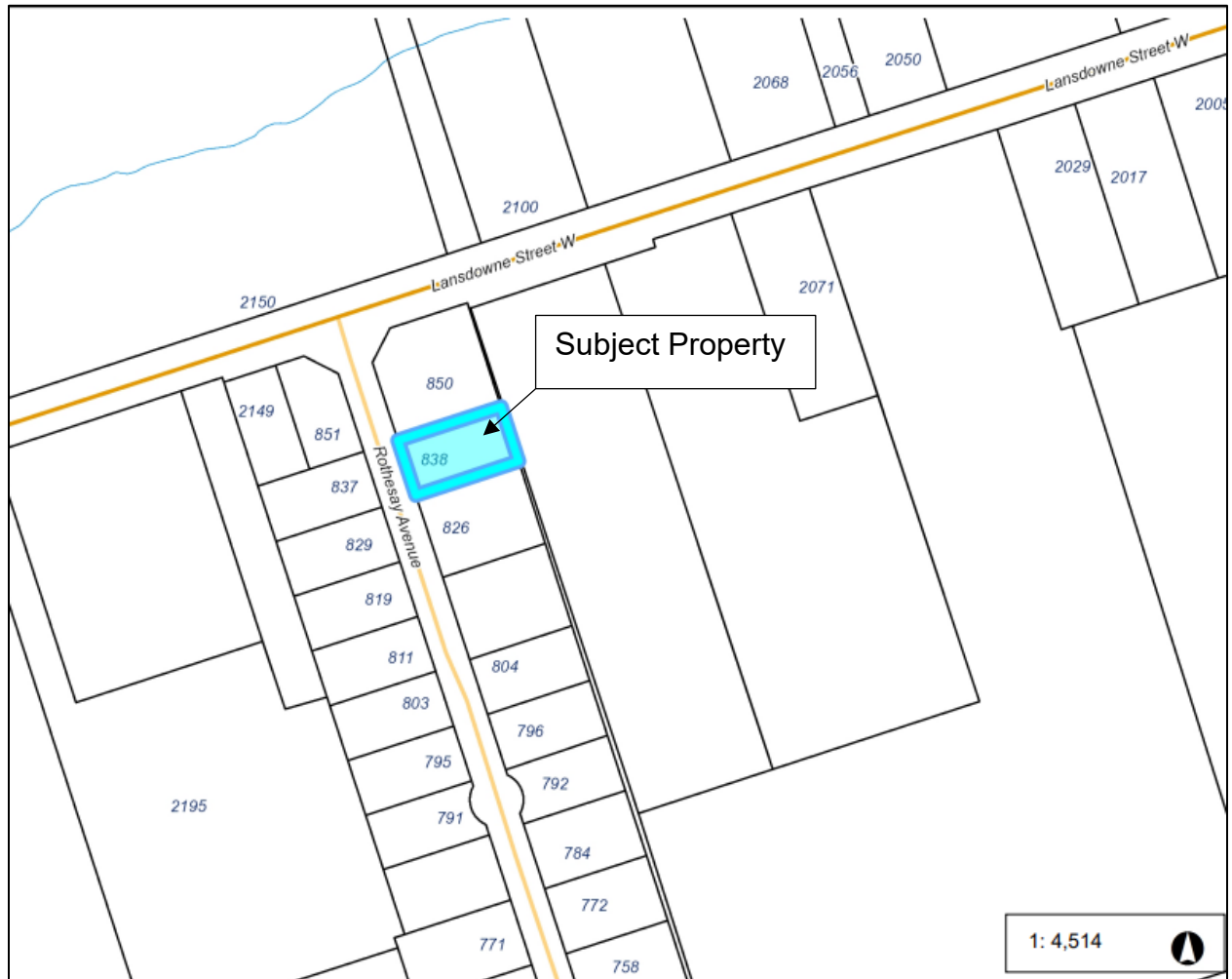
Respectfully Submitted by,

Reviewed by,

Matt Wilkinson  
Planner

Yvette Hurley,  
Chief Administrative Officer

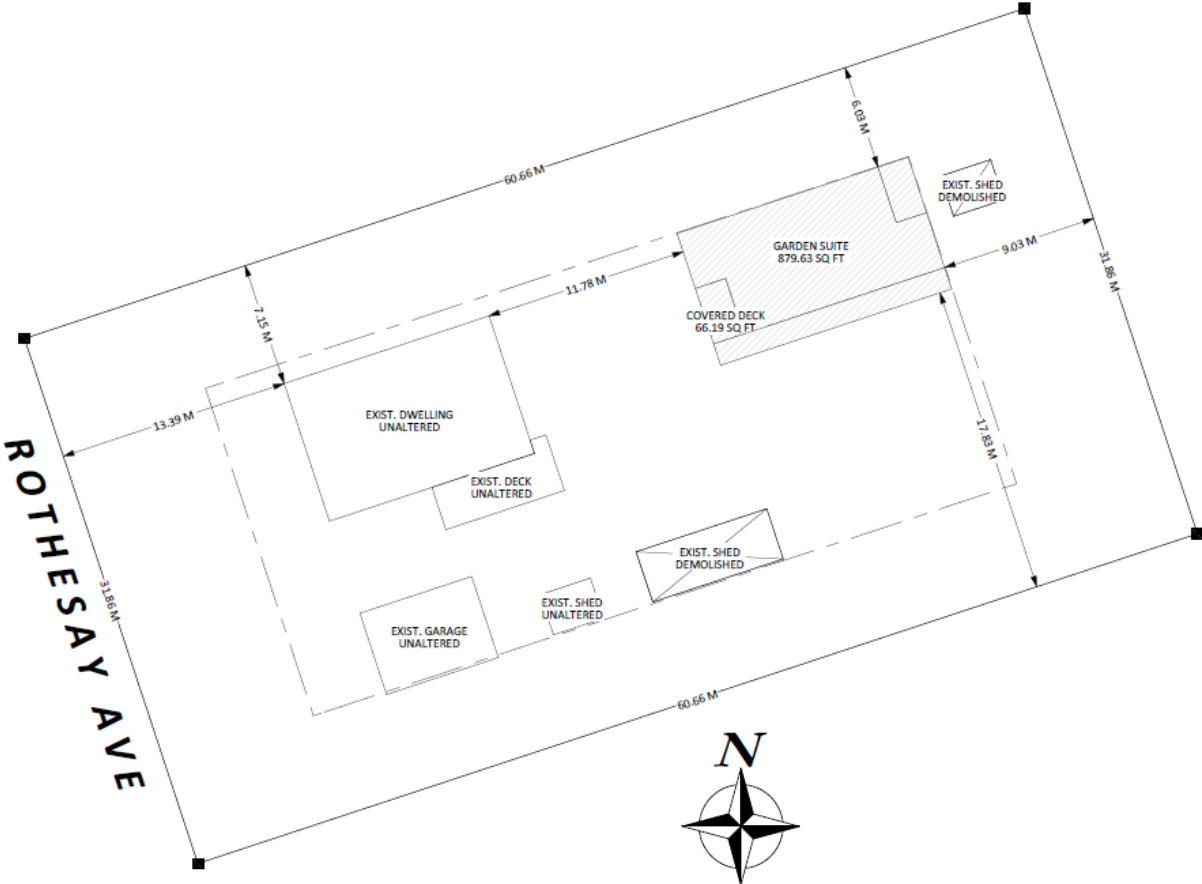
## Attachment No. 1: Key Map



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



Attachment No. 3: Site Plan



**838 ROTHESAY AVE, CAVAN MONOGHAN**  
**ZONING COMPLIANCE (RR)**  
(Table 3B - RESIDENTIAL ZONE STANDARDS)

LOT AREA	-	1932.63 Sqm
ALLOWABLE LOT COVERAGE (35%)	-	676.42 Sqm
*EXISTING DWELLING GFA	-	182.01 Sqm
ALLOWABLE ADU GFA (45%)	-	81.90 Sqm
ACTUAL ADU DWELLING GFA	-	81.72 Sqm
*PROPOSED TOTAL DWELLING GFA	-	272.31 Sqm
EXISTING LOT COVERAGE	-	195.67 Sqm
PROPOSED LOT COVERAGE	-	276.27 Sqm
MAXIMUM ALLOWABLE BUILDING HEIGHT	-	11.0 m
PROPOSED HIGHEST BUILDING POINT	-	AS PER EXIST.

SETBACKS	(m)
FRONT:	9.0
EXTERIOR SIDE:	6.0
INTERIOR SIDE:	6.0
REAR:	9.0

EXISTING SITE DATA FROM PETERBOROUGH COUNTY ARCGIS ONLINE MAPPING

\* DWELLING GFA INCLUDES ALL HABITABLE SPACE, INCLUDING USABLE BASEMENT LIVING SPACE



**Attachment No. 4: By-law No. 2025-39**

**The Township of Cavan Monaghan**

**By-law No. 2025-39**

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

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

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

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

1. Map B-5 of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by rezoning the lands on Lot 4, Concession 11 (North Monaghan), known municipally as 838 Rothesay Avenue, being property assessment roll number 1509-030-001-239-00, from the Rural Residential (RR) Zone to the Rural Residential Exception Thirty (RR-30) Zone as shown on Schedule “1” attached hereto and forming part of the By-law.
2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 3.4.75 that shall read as follows:

**“3.4.75 RR-30 Map B-5 on Schedule A (2025-39 838 Rothesay Ave)**

- a) Additional permitted use: single detached accessory apartment.
- b) Minimum side yard for the detached accessory apartment 6 metres
- c) Minimum rear yard for the detached accessory apartment 9 metres”

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

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

Read a first, second and third time and passed this 2<sup>nd</sup> day of September 2025.

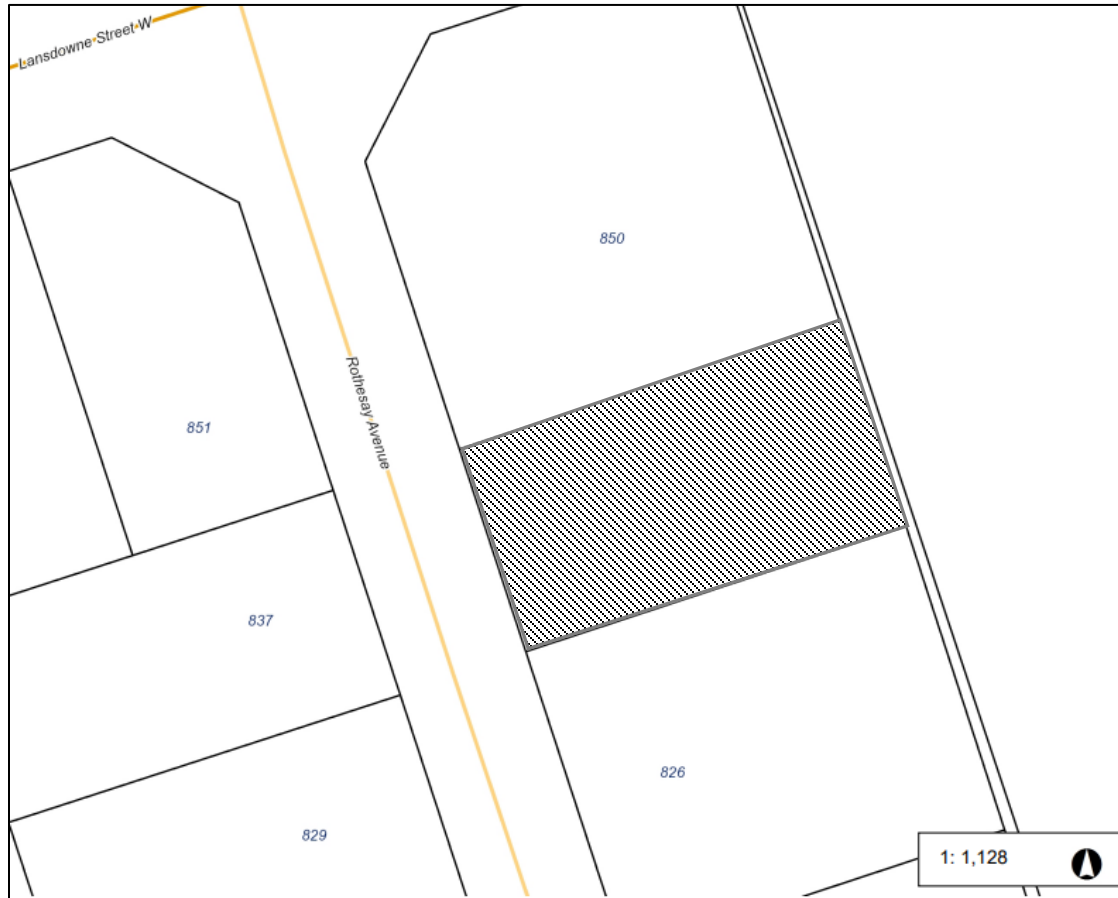
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Matthew Graham  
Mayor

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Cindy Page  
Clerk

## Schedule "1" to By-law No. 2025-39



**Area Affected by this By-law**  
838 Rothesay Avenue  
Part Lot 4, Concession 11 (North Monaghan)  
Township of Cavan Monaghan

### Certificate of Authentication

This is Schedule "1" to By-law  
No. 2025-39 passed this 2<sup>nd</sup>  
day of September, 2025.



Rezone from the 'Rural Residential (RR) Zone' to the  
'Rural Residential Exception Thirty (RR-30) Zone'.

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Matthew Graham  
Mayor

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Cindy Page  
Clerk

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## New Response Completed for Council Delegation Form

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

Date Sun 8/24/2025 10:27 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 Sunday August 24th 2025 10:26 AM with reference number 2025-08-24-001.

- **Date:**  
8/24/2025
- **Meeting Date:**  
9/2/2025
- **Subject:**  
Community Engagement and The Township's Strategic Plan
- **Name of Delegate:**  
Al Steel
- **Name of the Community Group/Organization:**  
Self
- **Address:**  
1622 Tapley 1/4 Line
- **City:**  
Cavan
- **Province:**  
ON
- **Postal Code:**  
L0A 1C0
- **Phone Daytime:**  
705-944-5411

- **Phone Evening:**  
705-944-5411
- **Email:**  
alsteel@nexicom.net
- **Do you require any Accessibility Accommodation?**  
No
- **Detailed statement of what you are seeking from Council.**  
Asking Council for the Township to:
  - Conduct an in person public meeting to explain the new Strategic Plan; take and answer questions about it at the meeting; and receive comments about it.
  - In addition to the above, at least 2 more in person public meetings to update the public on the affairs of the Township; and take and answer questions; and receiver comments; before the start of the election cycle next year.
- **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. [Township Strategic Plan.pdf \[709.7 KB\]](#)

[This is an automated email notification -- please do not respond]



## Corporate Strategic Plan

Prepared by:  
TOWN HALL  
CONSULTING INC.

2025 - 2030

## 4. Community Engagement

Community engagement is essential to building trust, fostering connections, and ensuring residents feel informed and involved in Township initiatives. This priority emphasizes the importance of open communication, diverse outreach methods, and meaningful in-person interactions to strengthen relationships with the community. By prioritizing accessibility, education, and clear information-sharing, the Township aims to create an inclusive and informed environment where residents can actively participate and contribute to its future.

How will we achieve this?

Objective	Action
Expand the role of the Communications Officer to a full-time position.	<ul style="list-style-type: none"> <li>Secure budget approval for the expanded role.</li> </ul>
Expand and diversify communication channels to ensure residents access key information.	<ul style="list-style-type: none"> <li>Implement and optimize engagement software.</li> <li>Promote subscriptions and newsletters.</li> <li>Utilize Community billboards in strategic locations.</li> <li>Enhance social media strategies to increase online followers and views. Use KPIs to track these metrics.</li> <li>Utilize non-digital communications such as printed newsletters.</li> <li>Utilize community feedback as part of the decision-making process.</li> <li>Consider funds through the annual budget process.</li> </ul>
Increase in-person engagement opportunities with the community.	<ul style="list-style-type: none"> <li>Organize pop-ups and booths at community events and public spaces.</li> <li>Identify opportunities to enhance community participation and information sharing (ex, town hall meetings, open houses, education sessions, etc.)</li> </ul>
Establish wayfinding signage and information systems.	<ul style="list-style-type: none"> <li>Install consistent wayfinding signs in key locations across the community.</li> <li>Incorporate QR codes on signage for access to maps and details.</li> </ul>

Township of Cavan Monaghan | Town Hall Consulting Inc.

# WHY AM I HERE:

- To ask Council to have the Township explain to the Public the Township's new Strategic Plan; focusing on 'Who, What, Why, When', what are the desired results/benefits (quantitatively, timeframe and estimated costs); and allow in person/written questions and comments to improve this document.
- To ask Council to have the Township hold 3 Town Halls during its last year of the current Term.

## Specifically:

- October 2025 (not during hunting season) - focused on the Strategic Plan
- January 2025 – 2024 in review and 2025 preview
- June 2025 – 2025 year to date, focus to the end of the year; and what the next Councils challenges will be and areas of needed focus

***Meetings Need To Held In The Evening (> 7:00pm)***

# Why Now?


- Start of the Budget planning cycle
- The last year of this Council's Term

# Link To Township's Strategic Plan

<https://www.cavanmonaghan.net/en/local-government/resources/Strategic-Plan-2025-2030v2.pdf>




## ✦ AI Overview


A strategic plan is a document that outlines an organization's long-term goals and the strategies to achieve them. It serves as a roadmap, guiding the organization's direction, resource allocation, and actions over a specific period (typically 3-5 years). This plan ensures alignment and focus across the organization, enabling it to adapt to changing conditions and achieve its desired future state. 

## Purpose of a Strategic Plan:


### **Provides Direction:**

A strategic plan clarifies the organization's purpose and desired future, guiding decision-making and resource allocation. 


### **Fosters Alignment:**

It ensures that all parts of the organization are working towards the same goals, promoting synergy and efficiency. 


### **Enables Adaptability:**


Strategic planning helps organizations anticipate and respond to changes in the market, industry, or other external factors. 

### **Enhances Accountability:**

By setting clear goals and performance metrics, a strategic plan helps to hold individuals and teams accountable for their contributions. 


### **Facilitates Communication:**

The strategic plan serves as a communication tool, informing stakeholders (employees, investors, customers, etc.) about the organization's direction and priorities. 


In essence, a strategic plan is not just a document, but a dynamic process that guides an organization towards achieving its long-term goals. 

## Key Components of a Strategic Plan:

### **Vision, Mission, and Values:**

These define the organization's purpose, desired future, and guiding principles. 

### **Goals and Objectives:**

Specific, measurable, achievable, relevant, and time-bound (SMART) targets that the organization aims to achieve. 

### **Strategies and Tactics:**

The approaches and actions the organization will take to reach its goals. 


### **Resource Allocation:**

How the organization will distribute its financial, human, and other resources to support its strategies. 

### **Performance Measurement:**

Metrics and indicators to track progress and assess the effectiveness of the plan. 

### **Implementation and Monitoring:**

A process for putting the plan into action and regularly reviewing its progress and making adjustments as needed. 

# Mission

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The Township of Cavan Monaghan is committed to delivering responsive and cost-effective services that provide for the economic, social and environmental well-being of our ratepayers now and into the future.

**“keep the door open and  
the lights on”**

# Vision

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Cavan Monaghan is a strong, sustainable rural community. We celebrate, protect and promote our unique history and natural heritage and value the contribution and interests of all ratepayers in building a prosperous future.

**?**

# How Does This Rate?

Objective	Action
Increase housing for seniors.	<ul style="list-style-type: none"><li>• Research community needs, trends and partnership opportunities.</li><li>• Identify seniors housing providers, establish relationships, and collaborate on opportunities.</li></ul>

## Goals and Objectives:

Specific, measurable, achievable, relevant, and time-bound (SMART) targets that the organization aims to achieve. ⓘ

## Strategies and Tactics:

The approaches and actions the organization will take to reach its goals. ⓘ

# My Take

- No Clear Vision
- No Clear Direction
- No Time Boundaries
- Most Objectives listed are not S.M.A.R.T. Objectives/Goals. Many of the listed Objectives/Actions are already in job descriptions.
- The document is more of an ideas/wish list than a plan.

## 4. Community Engagement

Community engagement is essential to building trust, fostering connections, and ensuring residents feel informed and involved in Township initiatives. This priority emphasizes the importance of open communication, diverse outreach methods, and meaningful in-person interactions to strengthen relationships with the community. By prioritizing accessibility, education, and clear information-sharing, the Township aims to create an inclusive and informed environment where residents can actively participate and contribute to its future.

**How will we achieve this?**

Objective	Action
Expand the role of the Communications Officer to a full-time position.	<ul style="list-style-type: none"> <li>Secure budget approval for the expanded role.</li> </ul>
Expand and diversify communication channels to ensure residents access key information.	<ul style="list-style-type: none"> <li>Implement and optimize engagement software.</li> <li>Promote subscriptions and newsletters.</li> <li>Utilize Community billboards in strategic locations.</li> <li>Enhance social media strategies to increase online followers and views. Use KPIs to track these metrics.</li> <li>Utilize non-digital communications such as printed newsletters.</li> <li>Utilize community feedback as part of the decision-making process.</li> <li>Consider funds through the annual budget process.</li> </ul>
Increase in-person engagement opportunities with the community.	<ul style="list-style-type: none"> <li>Organize pop-ups and booths at community events and public spaces.</li> <li>Identify opportunities to enhance community participation and information sharing (ex, town hall meetings, open houses, education sessions, etc.)</li> </ul>
Establish wayfinding signage and information systems.	<ul style="list-style-type: none"> <li>Install consistent wayfinding signs in key locations across the community.</li> <li>Incorporate QR codes on signage for access to maps and details.</li> </ul>

# What was the Resident Engagement on the Strategic Plan?

- 79 for the Online Survey
- 29 for Monopoly Night
- 108 Total
- 3.6% of roughly 3,000 active households!!!!



## 4. Community Engagement

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Community engagement is essential to building trust, fostering connections, and ensuring residents feel informed and involved in Township initiatives. This priority emphasizes the importance of open communication, diverse outreach methods, and meaningful in-person interactions to strengthen relationships with the community. By prioritizing accessibility, education, and clear information-sharing, the Township aims to create an inclusive and informed environment where residents can actively participate and contribute to its future.

**How will we achieve this?**

Objective	Action
Expand the role of the Communications Officer to a full-time position.	<ul style="list-style-type: none"> <li>• Secure budget approval for the expanded role.</li> </ul>
Expand and diversify communication channels to ensure residents access key information.	<ul style="list-style-type: none"> <li>• Implement and optimize engagement software.</li> <li>• Promote subscriptions and newsletters.</li> <li>• Utilize Community billboards in strategic locations.</li> <li>• Enhance social media strategies to increase online followers and views. Use KPIs to track these metrics.</li> <li>• Utilize non-digital communications such as printed newsletters.</li> <li>• Utilize community feedback as part of the decision-making process.</li> <li>• Consider funds through the annual budget process.</li> </ul>
Increase in-person engagement opportunities with the community.	<ul style="list-style-type: none"> <li>• Organize pop-ups and booths at community events and public spaces.</li> <li>• Identify opportunities to enhance community participation and information sharing (ex, town hall meetings, open houses, education sessions, etc.)</li> </ul>
Establish wayfinding signage and information systems.	<ul style="list-style-type: none"> <li>• Install consistent wayfinding signs in key locations across the community.</li> <li>• Incorporate QR codes on signage for access to maps and details.</li> </ul>

# My Ask

- To ask Council to have the Township hold 3 Town Halls during its last year of the current Term.

## Specifically:

- October 2025 (not during hunting season) - focused on the Strategic Plan
- January 2025 – 2024 in review and 2025 preview
- June 2025 – 2025 year to date, focus to the end of the year; and what the next Councils challenges will be and areas of needed focus

***Meetings Need To Held In The Evening (> 7:00pm)***

***Two-way Dialogue***

***Summary Of The Meetings Posted To Facebook For Sharing***

***Follow-up Public Meetings If Needed***

# Thank You & Questions

<https://www.cavanmonaghan.net/en/local-government/resources/Strategic-Plan-2025-2030v2.pdf>

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

**Monday, August 11, 2025  
10:00 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 Jessica Fradley Kyle Phillips Chris Allison Karen Ellis	CAO Clerk Deputy Clerk Director of Public Works Engineering Technologist Water & Wastewater Compliance Coordinator Manager of Development Services Parks and Facilities Manager Director of Planning

**1. Call to Order**

Mayor Graham called the meeting to order at 10:04 a.m.

**2. Land Acknowledgement**

Mayor Graham recited the land acknowledgement.

**3. Approval of the Agenda**

R-2025-191

Moved by: Byrne

Seconded by: Huntley

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

**Carried**

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

There were no pecuniary interests noted.

**5. Closed Session**

**5.1 Resolution to move into Closed Session**

R-2025-192

Moved by: Byrne

Seconded by: Nachoff

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

a 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; 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; and

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

**Carried**

**5.2 Minutes of the Closed Session held June 23, 2025**

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

**5.4 Provincial Development Facilitation**

**5.5 Report - ECD 2025-07 Disposition of Land - 1 Union Street**

Mayor Graham recessed at 11:55 a.m. until 1:00 p.m.

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

**7. Report from Closed Session**

R-2025-193

Moved by: Byrne

Seconded by: Huntley

That Council direct staff to draft a report for the establishment of a new governance structure for the Millbrook District Medical Centre Board of Directors under the Corporation of the Township of Cavan Monaghan.

**Carried**

**8. Presentation**

**8.1 Maxim Tandon, Heritage Coordinator Re: Cultural Resource Mapping Project**

R-2025-194

Moved by: Byrne

Seconded by: Nachoff

That Council receive the presentation from Maxim Tandon regarding the

Cultural Resource Mapping Project for information.

**Carried**

**9. Delegation**

**9.1 Alex Schmidt - Ganny Enduro 2025, Request for use of the Millbrook Valley Trails**

R-2025-195

Moved by: Huntley

Seconded by: Nachoff

That Council support the delegation from Alex Schmidt in principle for the Enduro Mountain Bike 2025 Race being held on October 5, 2025 utilizing the Millbrook Valley Trails network and the use of Zion Lion, Fire Route 310 and Elgar Drive; and

That Council direct staff to work with Mr. Schmidt on the requirements for insurance and the Ministry of Northern Development, Mines, Natural Resources and Forestry to utilize their lands.

**Carried**

**9.2 Deborah Luchuk - Request for a moratorium and revision of By-law 2022-21 re outdoor, projected music (noise) in downtown Millbrook**

R-2025-196

Moved by: Nachoff

Seconded by: Byrne

That Council receive the delegation from Deborah Luchuk - Request for a moratorium and revision of By-law No. 2022-21 re outdoor, projected music (noise) in downtown Millbrook; and

That Council direct staff to investigate and review the Noise By-law and report back at a later date.

**Carried**

**10. Minutes**

**10.1 Minutes of the Regular Meeting held June 23, 2025**

R-2025-197

Moved by: Byrne

Seconded by: Huntley

That the minutes of the Regular Meeting held June 23, 2025 be approved as presented.

**Carried**

**11. Minutes from Committees and Boards**

**11.1 Sustainability Advisory Committee Meeting Minutes of January 30, 2025**

**11.2 Municipal Revitalization and Heritage Advisory Committee Meeting Minutes of March 20, 2025, April 30, 2025, and June 5, 2025**

R-2025-198

Moved by: Byrne

Seconded by: Edgerton

That the Sustainability Advisory Committee Meeting minutes of January 30, 2025 and the Municipal Revitalization and Heritage Advisory Committee Meeting minutes of March 20, 2025, April 30, 2025, and June 5, 2025 be approved as presented.

**Carried**

**11.3 Cavan Monaghan Public Library Board Meeting Minutes of May 20, 2025**

R-2025-199

Moved by: Nachoff

Seconded by: Huntley

That the Cavan Monaghan Public Library Board Meeting minutes of May 20, 2025 be received for information.

**Carried**

**12. Reports**

**12.1 Report - Planning Department 2025-26 Cultural Mapping Update –**

R-2025-200

Moved by: Huntley

Seconded by: Nachoff

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

**Carried**

**12.2 Report - Building Department 2025-27 Development Statistics – Second Quarter 2025**

R-2025-201

Moved by: Huntley

Seconded by: Edgerton

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

**Carried**

**12.3 Report - Public Works 2025-12 Full Scope Accreditation of the Drinking Water Quality Management System (DWQMS) Operational Plan - Millbrook Water System**

R-2025-202

Moved by: Huntley

Seconded by: Nachoff

That Council endorse the contents of the Full Scope DWQMS Operational Plan for the Millbrook Water System as presented; and

That Top Management, as defined in the Operational Plan, be delegated authority to endorse changes to the Operational Plan of minor or



administrative nature.

**Carried**

**12.4 Report- Public Works 2025-13 Commemorative Cenotaph Crosswalk**

R-2025-203

Moved by: Nachoff

Seconded by: Huntley

That Council receive this report regarding the Commemorative Cenotaph Crosswalk on Allen Lane as information, and

That Council direct staff to use the option of MMA Paint for the surface of the crosswalk enhancement project; and

That the required funds come from the Asset Management Reserve.

**Carried**

**12.5 Report - CAO Report and Capital Status**

R-2025-204

Moved by: Edgerton

Seconded by: Nachoff

That Council receive CAO Report and Capital Status for information.

**Carried**

**12.6 Council/Committee Verbal Reports**

Mayor Graham spoke to the first meeting of the Task Force for the Downtown Park and Remaining CMCC Lands that he and Deputy Mayor Huntley attended. There is a follow up meeting to make urgent decisions on funding opportunities on Monday, August 18, 2025.

Councillor Byrne noted the next Accessibility Advisory Committee meeting will be on August 28 at 1:00 p.m. and on August 14 the Kawartha Lakes Conservation Authority is hosting a free guided tour through Durham Easy Cross Forest at 9:00 a.m. More information can be found on the Kawartha Lakes Conservation Authority website.

Deputy Mayor Huntley thanked staff for the very successful Cavan Monaghan Kawartha Downs Derby event held on July 26, it was well attended, looked fantastic, and was a great way to showcase our Township.

Mayor Graham spoke to the loss of a long serving resident Marian Corfe and expressed his condolences to George and the Corfe family that have been a big part of the community in many ways.

R-2025-205

Moved by: Edgerton

Seconded by: Huntley

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

**Carried**

**13. General Business**

There was no General Business.

**14. Correspondence for Information**

There was no Correspondence for Information.

**15. Correspondence for Action**

There was no Correspondence for Action.

**16. By-laws**

There were no By-laws for review.

**17. Unfinished Business**

There was no Unfinished Business.

**18. Notice of Motion**

There were no Notices of Motion.

**19. Confirming By-law**

**19.1 By-law No. 2025-38 being a by-law to confirm the proceedings of the meeting held August 11, 2025**

R-2025-206

Moved by: Edgerton

Seconded by: Nachoff

That By-law No. 2025-38 being a by-law to confirm the proceedings of the meeting held August 11, 2025 be read a first, second and third time and passed this 11th day of August signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**20. Adjournment**

R-2025-207

Moved by: Nachoff

Seconded by: Huntley

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:33 p.m.

**Carried**

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	September 2, 2025
<b>From:</b>	Kimberley Pope, Finance Department Megan Lytle, Finance Department
<b>Report Number:</b>	Finance 2025-08
<b>Subject:</b>	Actual to Budget, January to June 2025

### Recommendation:

That Council receives the Actual to Budget Report, for the period of January 1 to June 30, 2025.

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### Overview:

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

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

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

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

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

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

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

## Financial Summary:

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

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

Operating Budget	2025 Budget				2024 Budget
	Q2 Actual	Budget	Remaining Funds		Q2 Comparison
<i>Building (funded through Building Reserve)</i>	\$262,647	\$590,940	\$328,293	55.6%	52.3%
By-law Enforcement	\$0	\$0	\$0	0.0%	84.6%
CAO	\$84,173	\$256,480	\$172,307	67.2%	62.5%
Clerks Department	\$391,091	\$589,863	\$198,772	33.7%	24.0%
Finance & Information Technology	\$112,574	\$643,632	\$531,058	82.5%	40.9%
Parks & Facilities	\$538,119	\$1,197,135	\$659,016	55.0%	49.9%
Planning & ECD	\$135,872	\$456,000	\$320,128	70.2%	58.5%
Protective Services	\$576,835	\$1,149,305	\$572,470	49.8%	52.0%
Public Works	\$1,094,205	\$2,402,380	\$1,308,175	54.5%	44.3%
<b>Consolidated Department Net Changes</b>	<b>\$3,195,517</b>	<b>\$7,285,735</b>	<b>\$4,090,218</b>	<b>56.1%</b>	<b>47.7%</b>
Library Board Operating Levy & Allocated Exp's	\$342,370	\$353,749	\$11,379	3.2%	1.2%
Library Board Capital Levy	\$28,000	\$28,000	\$0	0.0%	0.0%
Ganaraska, Kawartha & Otonabee Conservation	\$58,957	\$125,087	\$66,131	52.9%	28.8%
Committees of Council	\$11,126	\$19,250	\$8,124	42.2%	93.1%
Council	\$93,430	\$215,515	\$122,085	56.6%	45.2%
Police Contract & Services	\$803,503	\$1,557,516	\$754,013	48.4%	43.0%
<b>Consolidated Other Services/Levy Changes</b>	<b>\$1,337,385</b>	<b>\$2,299,117</b>	<b>\$961,732</b>	<b>41.8%</b>	<b>36.8%</b>
<b>Total Department &amp; Other Services/Levy</b>	<b>\$4,532,902</b>	<b>\$9,584,852</b>	<b>\$5,051,950</b>	<b>52.7%</b>	<b>45.1%</b>
<i>Water &amp; Wastewater (funded through User Fees)</i>	<i>\$909,958</i>	<i>\$1,637,056</i>	<i>\$727,098</i>	<i>44.4%</i>	<i>50.5%</i>
<b>Consolidated Other Services/Levy Changes</b>	<b>\$5,442,860</b>	<b>\$11,221,907</b>	<b>\$5,779,047</b>	<b>51.5%</b>	<b>45.9%</b>

## Financial Impact:

None.

## Attachment:

Merged Q2 Actual to Budget Summary Reports, by Department

Respectfully Submitted by,

Reviewed by,

Kimberley Pope  
Director of Finance/Treasurer

Yvette Hurley  
Chief Administrative Officer

Megan Lytle  
Deputy Treasurer

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	<b>BIA</b>				
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY BIA</b>					
BIA Administration	391.35	(13,576.85)	(10,200.00)	3,376.85	(33.1%)
Car Show (BIA)	0.00	200.00	200.00	0.00	-
Christmas in the Village (BIA)	0.00	0.00	3,600.00	3,600.00	100.0%
Ladies Night (BIA)	0.00	0.00	500.00	500.00	100.0%
Fall Festival (Outdoor Arts)	<u>0.00</u>	<u>457.52</u>	<u>5,900.00</u>	<u>5,442.48</u>	<u>92.2%</u>
<b>Total Revenue:</b>	<b>0.00</b>	<b>(18,000.00)</b>	<b>(34,540.00)</b>	<b>(16,540.00)</b>	<b>47.9%</b>
<b>Total Expenses:</b>	<u><b>391.35</b></u>	<u><b>5,080.67</b></u>	<u><b>34,540.00</b></u>	<u><b>29,459.33</b></u>	<u><b>85.3%</b></u>
<b>Report Net</b>	<u><u><b>391.35</b></u></u>	<u><u><b>(12,919.33)</b></u></u>	<u><u><b>0.00</b></u></u>	<u><u><b>12,919.33</b></u></u>	<u><u><b>-</b></u></u>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	<b>Building and Bylaw</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY BUILDING</b>					
Building Services Administration	(102,299.38)	(14,663.14)	(8,300.00)	6,363.14	(76.7%)
Ford Ranger (B1-11)	0.00	0.00	4,150.00	4,150.00	100.0%
Chevy Colorado Truck (B2-20)	120.14	1,384.75	4,150.00	2,765.25	66.6%
ON Building Code Act, Enforcement	5,769.24	13,278.39	0.00	(13,278.39)	-
<b>Total Revenues:</b>	<b>(135,808.38)</b>	<b>(262,646.70)</b>	<b>(590,939.52)</b>	<b>(328,292.82)</b>	<b>55.6%</b>
<b>Total Expenses:</b>	<b>39,398.38</b>	<b>262,646.70</b>	<b>590,939.52</b>	<b>328,292.82</b>	<b>55.6%</b>
<b>Report Net</b>	<b>(96,410.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	<b>Building and Bylaw</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY BUILDING &amp; BYLAW</b>					
Total Building	(96,410.00)	0.00	0.00	0.00	-
<b>Total Revenues:</b>	<b>(135,808.38)</b>	<b>(262,646.70)</b>	<b>(592,939.52)</b>	<b>(330,292.82)</b>	<b>55.7%</b>
<b>Total Expenses:</b>	<b>39,398.38</b>	<b>262,646.70</b>	<b>592,939.52</b>	<b>330,292.82</b>	<b>55.7%</b>
<b>Report Net</b>	<b>(96,410.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

**Chief Administrative Officer**

	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY CAO</b>					
Human Resources	3,567.28	12,930.30	30,375.00	17,444.70	57.4%
Investment & Capital Gains	(29,034.85)	(132,669.07)	(225,000.00)	(92,330.93)	41.0%
CAO Administration	38,864.32	203,912.01	446,105.00	242,192.99	54.3%
Millbrook & District Food Share	0.00	0.00	2,500.00	2,500.00	100.0%
Millbrook Fair	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>100.0%</u>
<b>Total Revenues:</b>	<b>(30,588.39)</b>	<b>(141,721.22)</b>	<b>(254,000.00)</b>	<b>(112,278.78)</b>	<b>44.2%</b>
<b>Total Expenses:</b>	<b><u>43,985.14</u></b>	<b><u>225,894.46</u></b>	<b><u>510,480.00</u></b>	<b><u>284,585.54</u></b>	<b><u>55.7%</u></b>
<b>Report Net</b>	<b><u>13,396.75</u></b>	<b><u>84,173.24</u></b>	<b><u>256,480.00</u></b>	<b><u>172,306.76</u></b>	<b><u>67.2%</u></b>



**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	<b>Clerks</b>				
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY CLERKS</b>					
Corporate Insurance	0.00	237,207.40	213,963.00	(23,244.40)	(10.9%)
Cavan Monaghan Self Insurance	0.00	3,455.91	10,000.00	6,544.09	65.4%
User Group Insurance	(259.79)	(541.35)	0.00	541.35	-
Clerk Administration	22,323.47	143,441.95	330,930.00	187,488.05	56.7%
Freedom of Information (FOI)	0.00	(20.80)	0.00	20.80	-
Marriage/Civil Licencing	(1,515.00)	(5,330.36)	(3,500.00)	1,830.36	(52.3%)
Elections	0.00	0.00	5,000.00	5,000.00	100.0%
Cemeteries	0.00	14,404.00	18,000.00	3,596.00	20.0%
Dog Control	1,039.43	503.93	12,870.00	12,366.07	96.1%
Livestock Loss	89.45	(2,029.22)	1,600.00	3,629.22	226.8%
Accessibility Plan	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>1,000.00</u>	<u>100.0%</u>
<b>Total Revenues:</b>	<b>(1,859.79)</b>	<b>(22,949.09)</b>	<b>(30,874.00)</b>	<b>(7,924.91)</b>	<b>25.7%</b>
<b>Total Expenses:</b>	<u><b>23,537.35</b></u>	<u><b>414,040.55</b></u>	<u><b>620,737.00</b></u>	<u><b>206,696.45</b></u>	<u><b>33.3%</b></u>
<b>Report Net</b>	<u><u><b>21,677.56</b></u></u>	<u><u><b>391,091.46</b></u></u>	<u><u><b>589,863.00</b></u></u>	<u><u><b>198,771.54</b></u></u>	<u><u><b>33.7%</b></u></u>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

<b>Committee, Boards and Authorities</b>					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY COMMITTEE, BOARDS AND AUTHORITIES</b>					
Library Board Requisition	0.00	370,370.00	381,749.44	11,379.44	3.0%
Ganaraska Conservation Authority Requisition	0.00	2,496.00	4,992.00	2,496.00	50.0%
Kawartha Conservation Authority Requisition	0.00	0.00	7,174.00	7,174.00	100.0%
Otonabee Region Conservation Authority Requisition	0.00	56,460.50	112,921.00	56,460.50	50.0%
Millbrook Valley Trails	97.62	1,078.70	6,800.00	5,721.30	84.1%
Committee of Adjustment	0.00	375.00	2,000.00	1,625.00	81.3%
MRHAC Revitalization & Heritage Advisory	0.00	244.23	3,450.00	3,205.77	92.9%
Sustainability Advisory Committee	2,145.18	19,752.60	15,000.00	(4,752.60)	(31.7%)
Millbrook Business Improvement Area	(18,000.00)	0.00	0.00	0.00	-
<b>Total Revenue:</b>	<b>(27,120.00)</b>	<b>(36,325.00)</b>	<b>(54,690.00)</b>	<b>(18,365.00)</b>	<b>33.6%</b>
<b>Total Expenses:</b>	<b>2,242.80</b>	<b>476,777.03</b>	<b>580,776.44</b>	<b>103,999.41</b>	<b>17.9%</b>
<b>Report Net</b>	<b>(24,877.20)</b>	<b>440,452.03</b>	<b>526,086.44</b>	<b>85,634.41</b>	<b>16.3%</b>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	<b>Council</b>				
	<u>Actual Period to date</u>	<u>Actual YTD</u>	<u>Budget Approved 2025</u>	<u>Budget Remaining 2025</u>	<u>Budget Available %</u>
<b>SUMMARY COUNCIL</b>					
Council Governance	0.00	82.86	2,000.00	1,917.14	95.9%
Council - Mayor	4,417.10	28,794.67	65,900.00	37,105.33	56.3%
Council - Deputy Mayor	3,729.57	21,510.32	44,120.00	22,609.68	51.2%
Council - Ward 1	2,092.40	12,531.50	30,200.00	17,668.50	58.5%
Council - Ward 2	2,196.12	13,771.32	34,970.00	21,198.68	60.6%
Council - Ward 3	<u>2,230.27</u>	<u>16,739.39</u>	<u>38,325.00</u>	<u>21,585.61</u>	<u>56.3%</u>
<b>Total Expenses:</b>	<u><b>14,665.46</b></u>	<u><b>93,430.06</b></u>	<u><b>215,515.00</b></u>	<u><b>122,084.94</b></u>	<u><b>56.6%</b></u>
<b>Report Net</b>	<u><b>14,665.46</b></u>	<u><b>93,430.06</b></u>	<u><b>215,515.00</b></u>	<u><b>122,084.94</b></u>	<u><b>56.6%</b></u>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

<b>Finance and IT</b>					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY FINANCE &amp; IT</b>					
Information Technology/Telecommunication	13,622.25	133,643.33	149,779.00	16,135.67	10.8%
Low Income Disabled Refund	0.00	0.00	1,800.00	1,800.00	100.0%
Working Capital Interest	(7,928.79)	(51,799.25)	(64,200.00)	(12,400.75)	19.3%
Retirement - Corporate Administered Benefits	0.00	3,401.97	0.00	(3,401.97)	-
Corporate Administration	0.00	3,965.11	3,880.00	(85.11)	(2.2%)
Finance	34,714.41	268,747.75	665,580.00	396,832.25	59.6%
Tax Collections, Arrears & Doubtful Accounts	0.00	0.00	220.00	220.00	100.0%
Cavan Monaghan Own Taxation	(42,035.11)	(217,924.68)	(413,800.00)	(195,875.32)	47.3%
Cavan Monaghan Own Taxation Write-Off	0.00	4,379.15	0.00	(4,379.15)	-
Public Works & Parks Millbrook Depot (est. 2022)	0.00	0.00	28,588.00	28,588.00	100.0%
PW Operations Centre & Storage (est. 2023)	0.00	0.00	83,785.00	83,785.00	100.0%
Fire Station #1 (est. 2024)	(31,839.10)	(31,839.10)	188,000.00	219,839.10	116.9%
<b>Total Revenue:</b>	<b>(89,790.31)</b>	<b>(333,737.47)</b>	<b>(1,048,480.00)</b>	<b>(714,742.53)</b>	<b>68.2%</b>
<b>Total Expenses:</b>	<b>56,323.97</b>	<b>446,311.75</b>	<b>1,692,112.00</b>	<b>1,245,800.25</b>	<b>73.6%</b>
<b>Report Net</b>	<b>(33,466.34)</b>	<b>112,574.28</b>	<b>643,632.00</b>	<b>531,057.72</b>	<b>82.5%</b>

Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025

	Planning and ECD				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PLANNING &amp; ECD</b>					
Economic Development Administration	8,672.68	61,333.58	167,625.00	106,291.42	63.4%
Planning Administration	21,414.00	116,394.27	274,450.00	158,055.73	57.6%
Plan of Subdivision Applications	0.00	(17,318.48)	0.00	17,318.48	-
Site Plan Approval Applications	0.00	(31,500.00)	0.00	31,500.00	-
Source Water Protection	<u>6,963.00</u>	<u>6,963.00</u>	<u>13,925.00</u>	<u>6,962.00</u>	<u>50.0%</u>
<b>Total Revenues:</b>	<b>(2,073.75)</b>	<b>(50,280.00)</b>	<b>(22,800.00)</b>	<b>27,480.00</b>	<b>(120.5%)</b>
<b>Total Expenses:</b>	<u><b>39,123.43</b></u>	<u><b>186,152.37</b></u>	<u><b>478,800.00</b></u>	<u><b>292,647.63</b></u>	<u><b>61.1%</b></u>
<b>Report Net</b>	<u><u><b>37,049.68</b></u></u>	<u><u><b>135,872.37</b></u></u>	<u><u><b>456,000.00</b></u></u>	<u><u><b>320,127.63</b></u></u>	<u><u><b>70.2%</b></u></u>

Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025

Parks and Facilities					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PARKS AND FACILITIES</b>					
Health and Safety	381.60	5,769.67	18,000.00	12,230.33	67.9%
Municipal Office Building	20,153.20	137,106.83	228,385.00	91,278.17	40.0%
Maple Leaf Park	116.20	2,927.53	16,250.00	13,322.47	82.0%
Parks and Property	20,661.75	80,556.33	220,415.00	139,858.67	63.5%
Whitfield Landing	0.00	0.00	1,000.00	1,000.00	100.0%
1256 Syer Line	22,778.85	23,014.60	2,100.00	(20,914.60)	(995.9%)
Moncrief Line	(1,785.00)	(1,534.35)	(3,570.00)	(2,035.65)	57.0%
Parks (& Public Works) Millbrook Depot	294.43	5,181.73	12,780.00	7,598.27	59.5%
Bruce Johnston Library	533.18	7,803.30	14,990.00	7,186.70	47.9%
Old Millbrook School	2,888.22	22,663.44	36,000.00	13,336.56	37.0%
Lions Den	(4,505.20)	2,024.89	9,135.00	7,110.11	77.8%
Millbrook Arena	1,578.29	20,097.66	20,730.00	632.34	3.1%
New Community Center (est. 2019)	39,398.79	218,747.08	586,680.00	367,932.92	62.7%
<b>Total Revenues:</b>	<b>(22,619.11)</b>	<b>(275,702.64)</b>	<b>(472,270.00)</b>	<b>(196,567.36)</b>	<b>41.6%</b>
<b>Total Expenses:</b>	<b>125,113.42</b>	<b>800,061.35</b>	<b>1,635,165.00</b>	<b>835,103.65</b>	<b>51.1%</b>
<b>Report Net</b>	<b>102,494.31</b>	<b>524,358.71</b>	<b>1,162,895.00</b>	<b>638,536.29</b>	<b>54.9%</b>

Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025

Parks and Facilities					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PARKS AND FACILITIES VEHICLES</b>					
Bobcat (prev. PW 40-01)	0.00	408.57	1,000.00	591.43	59.1%
2021 GMC Sierra (3-02)	2,341.27	4,296.81	7,160.00	2,863.19	40.0%
2021 Ford F150 (3-03)	296.15	3,897.05	6,660.00	2,762.95	41.5%
Massey 23GL Tractor	20.35	20.35	1,400.00	1,379.65	98.5%
2014 Dodge Ram (3-04)	192.06	334.88	6,360.00	6,025.12	94.7%
2022 Chev Silverado (3-05)	267.33	1,484.00	6,660.00	5,176.00	77.7%
Olympia Resurfacers	50.73	3,318.65	5,000.00	1,681.35	33.6%
<b>Total Revenues:</b>					
<b>Total Expenses:</b>	<b>3,167.89</b>	<b>13,760.31</b>	<b>34,240.00</b>	<b>20,479.69</b>	<b>59.8%</b>
<b>Report Net</b>	<b>3,167.89</b>	<b>13,760.31</b>	<b>34,240.00</b>	<b>20,479.69</b>	<b>59.8%</b>

Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025

Parks and Facilities					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PARKS AND FACILITIES</b>					
Parks and Facilities Operating	102,494.31	524,358.71	1,162,895.00	638,536.29	54.9%
Parks and Facilities Vehicles	3,167.89	13,760.31	34,240.00	20,479.69	59.8%
<b>Total Revenues:</b>	<b>(22,619.11)</b>	<b>(275,702.64)</b>	<b>(472,270.00)</b>	<b>(196,567.36)</b>	<b>41.6%</b>
<b>Total Expenses:</b>	<b>128,281.31</b>	<b>813,821.66</b>	<b>1,669,405.00</b>	<b>855,583.34</b>	<b>51.3%</b>
<b>Report Net</b>	<b>105,662.20</b>	<b>538,119.02</b>	<b>1,197,135.00</b>	<b>659,015.98</b>	<b>55.0%</b>



**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

<b>Police Services Contract</b>					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY POLICE SERVICES</b>					
Police Services Contract	129,936.86	803,421.48	1,555,516.00	752,094.52	48.4%
Community (Policing) Safety Volunteers	0.00	81.41	2,000.00	1,918.59	95.9%
<b>Total Revenue:</b>	<b>0.00</b>	<b>(5,563.00)</b>	<b>(24,639.00)</b>	<b>(19,076.00)</b>	<b>77.4%</b>
<b>Total Expenses:</b>	<b>129,936.86</b>	<b>809,065.89</b>	<b>1,582,155.00</b>	<b>773,089.11</b>	<b>48.9%</b>
<b>Report Net</b>	<b>129,936.86</b>	<b>803,502.89</b>	<b>1,557,516.00</b>	<b>754,013.11</b>	<b>48.4%</b>

**Township of Cavan Monaghan**  
**Budget Comparison - Revenue and Expense**  
**For the period ending Monday, June 30, 2025**

<b>Protective Services</b>					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PROTECTIVE SERVICES</b>					
Fire Services Administration	42,683.16	277,365.75	599,980.00	322,614.25	53.8%
Fire Services Communication	11,951.59	37,589.36	64,625.00	27,035.64	41.8%
Fire Suppression	21,741.05	131,218.46	247,400.00	116,181.54	47.0%
Fire Services Training	10,336.46	52,697.09	96,350.00	43,652.91	45.3%
Fire Services Work Hours	5,945.96	34,245.35	87,100.00	52,854.65	60.7%
Fire Prevention/Public Education	144.00	1,855.53	4,850.00	2,994.47	61.7%
New Fire Hall #1 (est. 2024)	(1,254.24)	31,300.63	28,875.00	(2,425.63)	(8.4%)
52 King St. (Storage)	460.66	5,284.44	13,960.00	8,675.56	62.1%
Fire Hall #2 Maintenance	1,613.53	14,116.56	16,150.00	2,033.44	12.6%
Equipment Reserves	(2,300.96)	(51,407.25)	(80,715.00)	(29,307.75)	36.3%
Emergency Preparedness	196.75	1,317.50	4,530.00	3,212.50	70.9%
<b>Total Revenues:</b>	<b>(5,695.70)</b>	<b>(55,217.48)</b>	<b>(135,125.00)</b>	<b>(79,907.52)</b>	<b>59.1%</b>
<b>Total Expenses:</b>	<b>97,213.66</b>	<b>590,800.90</b>	<b>1,218,230.00</b>	<b>627,429.10</b>	<b>51.5%</b>
<b>Report Net</b>	<b>91,517.96</b>	<b>535,583.42</b>	<b>1,083,105.00</b>	<b>547,521.58</b>	<b>50.6%</b>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

<b>Protective Services</b>					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PROTECTIVE SERVICES VEHICLES</b>					
Pumper 1 - 2017 (P1-17)	175.91	14,946.47	9,500.00	(5,446.47)	(57.3%)
Pumper 2 - 2009 Class A (P2-09)	0.00	5,409.80	8,300.00	2,890.20	34.8%
Tanker 4 - 2015 Tandem (T4-15)	116.88	3,037.51	6,100.00	3,062.49	50.2%
Tanker 1 - 2000 (T1-00)	68.48	2,831.26	5,500.00	2,668.74	48.5%
Rescue 1 - 2003 Van (R1-03)	253.12	2,843.66	7,500.00	4,656.34	62.1%
Unit 5 - 1988 Half Ton Truck (U5-89)	632.48	4,088.26	2,500.00	(1,588.26)	(63.5%)
Rescue 2 - 2000 Rapid Response (R2-00)	44.31	2,959.83	8,000.00	5,040.17	63.0%
Car 1 - 2017 Ford Support Unit (C1-17)	207.12	1,315.04	5,900.00	4,584.96	77.7%
Tanker 2 - 2013 (T2-13)	74.74	2,406.77	6,500.00	4,093.23	63.0%
2016 UTV & Trailer	0.00	353.62	500.00	146.38	29.3%
Car 3 - GMC Support Unit (C3-21)	<u>129.04</u>	<u>1,059.25</u>	<u>5,900.00</u>	<u>4,840.75</u>	<u>82.0%</u>
<b>Total Expenses:</b>	<u><b>1,702.08</b></u>	<u><b>41,251.47</b></u>	<u><b>66,200.00</b></u>	<u><b>24,948.53</b></u>	<u><b>37.7%</b></u>
<b>Report Net</b>	<u><b>1,702.08</b></u>	<u><b>41,251.47</b></u>	<u><b>66,200.00</b></u>	<u><b>24,948.53</b></u>	<u><b>37.7%</b></u>

**Township of Cavan Monaghan**  
**Budget Comparison - Revenue and Expense**  
**For the period ending Monday, June 30, 2025**

<b>Protective Services</b>					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PROTECTIVE SERVICES</b>					
Protective Services Net	91,517.96	535,583.42	1,083,105.00	547,521.58	50.6%
Protective Services Fleet Net	<u>1,702.08</u>	<u>41,251.47</u>	<u>66,200.00</u>	<u>24,948.53</u>	<u>37.7%</u>
<b>Report Net</b>	<u><b>93,220.04</b></u>	<u><b>576,834.89</b></u>	<u><b>1,149,305.00</b></u>	<u><b>572,470.11</b></u>	<u><b>49.8%</b></u>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	<b>Public Works</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PW SOLAR</b>					
Solar - 920 Larmer Line	(744.06)	(798.03)	(4,180.00)	(3,381.97)	80.9%
Solar - 1256 Syer Line	(704.45)	702.08	(3,980.00)	(4,682.08)	117.6%
Solar - 1470 County Rd. 10	(675.08)	(1,042.37)	(2,730.00)	(1,687.63)	61.8%
Solar - 25 Centennial Lane	(567.39)	(511.86)	(3,330.00)	(2,818.14)	84.6%
Solar - 988 County Rd. 10	(634.14)	(1,100.17)	(3,730.00)	(2,629.83)	70.5%
Solar - 415 County Rd. 21	(538.47)	(884.46)	(3,830.00)	(2,945.54)	76.9%
Solar - Tapley 1/4 Line	(540.25)	(710.57)	(3,230.00)	(2,519.43)	78.0%
Solar - 1047 Mount Pleasant Rd.	<u>(791.67)</u>	<u>(501.82)</u>	<u>(3,490.00)</u>	<u>(2,988.18)</u>	<u>85.6%</u>
<b>Total Revenues:</b>	<b>(5,284.39)</b>	<b>(14,692.29)</b>	<b>(44,700.00)</b>	<b>(30,007.71)</b>	<b>67.1%</b>
<b>Total Expenses:</b>	<b><u>88.88</u></b>	<b><u>9,845.09</u></b>	<b><u>16,200.00</u></b>	<b><u>6,354.91</u></b>	<b><u>39.2%</u></b>
<b>Report Net</b>	<b><u>(5,195.51)</u></b>	<b><u>(4,847.20)</u></b>	<b><u>(28,500.00)</u></b>	<b><u>(23,652.80)</u></b>	<b><u>83.0%</u></b>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	Public Works				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PW OPERATING</b>					
Non-Residential Well Protective Inspection/Control	0.00	67.16	1,300.00	1,232.84	94.8%
Roads and Environmental Services Administration	57,148.29	244,351.09	1,423,375.00	1,179,023.91	82.8%
PW Operations Center & Storage (est. 2023)	3,289.34	50,746.69	43,825.00	(6,921.69)	(15.8%)
Bridges and Culverts	(75.00)	9,880.29	17,000.00	7,119.71	41.9%
Road-side Maintenance	21,506.24	94,564.55	62,000.00	(32,564.55)	(52.5%)
Road Hard Top Maintenance	102,658.28	130,305.90	153,500.00	23,194.10	15.1%
Road Loose Top Maintenance	53,131.64	55,060.42	115,000.00	59,939.58	52.1%
Road Safety Devices and Signs	12,304.22	25,207.39	39,500.00	14,292.61	36.2%
Winter Control	92.85	270,837.85	208,300.00	(62,537.85)	(30.0%)
Street Lighting	1,623.44	13,781.42	31,950.00	18,168.58	56.9%
Storm Water Management Ponds (5)	0.00	0.00	15,000.00	15,000.00	100.0%
Township Pit #1 (Larmer Line)	0.00	6,029.29	3,000.00	(3,029.29)	(101.0%)
Wilson's Pit	0.00	4,159.97	3,500.00	(659.97)	(18.9%)
Township Pit #2 (Millbrook)	0.00	0.00	500.00	500.00	100.0%
Crossing Guards	<u>2,500.04</u>	<u>14,198.89</u>	<u>30,100.00</u>	<u>15,901.11</u>	<u>52.8%</u>
<b>Total Revenues:</b>	<b>(75.00)</b>	<b>(76,075.00)</b>	<b>(72,000.00)</b>	<b>4,075.00</b>	<b>(5.7%)</b>
<b>Total Expenses:</b>	<b><u>254,254.34</u></b>	<b><u>995,265.91</u></b>	<b><u>2,219,850.00</u></b>	<b><u>1,224,584.09</u></b>	<b><u>55.2%</u></b>
<b>Report Net</b>	<b><u>254,179.34</u></b>	<b><u>919,190.91</u></b>	<b><u>2,147,850.00</u></b>	<b><u>1,228,659.09</u></b>	<b><u>57.2%</u></b>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	Public Works				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PW VEHICLES</b>					
General Public Works Fleet	20,377.62	130,065.65	135,000.00	4,934.35	3.7%
JD Backhoe (37-15)	0.00	2,296.37	6,000.00	3,703.63	61.7%
2012 Dodge Truck @ Cavan Yard (4-12)	0.00	309.26	1,000.00	690.74	69.1%
International Dump (WATER TRUCK) (11-05)	815.84	5,806.93	5,000.00	(806.93)	(16.1%)
International Dump Plow & Wing (14-18)	2,928.67	4,107.63	11,650.00	7,542.37	64.7%
International Tandem Dump/Plow/Sander (18-20)	0.00	4,759.46	10,190.00	5,430.54	53.3%
Culver Steamer	0.00	0.00	650.00	650.00	100.0%
2002 J.C. Float	0.00	0.00	2,600.00	2,600.00	100.0%
International Tandem Dump/Plow/Sander (15-20)	1,173.89	3,086.73	9,090.00	6,003.27	66.0%
Dodge Ram 1500 Truck (2-16)	0.00	273.42	4,590.00	4,316.58	94.0%
John Deere Grader (31-10)	0.00	273.42	0.00	(273.42)	-
JCB Loader (36-20)	0.00	1,797.73	5,700.00	3,902.27	68.5%
MT7 Trackless Plow (35-18)	0.00	2,840.18	7,090.00	4,249.82	59.9%
2012 Brush Chipper	0.00	0.00	4,600.00	4,600.00	100.0%
International Tandem Truck (17-22)	172.98	1,610.51	5,850.00	4,239.49	72.5%
International Tandem Plow (19-07)	294.24	2,615.55	4,650.00	2,034.45	43.8%
Single Axle International Truck (10-17)	0.00	613.20	7,350.00	6,736.80	91.7%
2021 Chev Silverado Truck (1-21)	90.21	683.51	4,890.00	4,206.49	86.0%
International Dump Plow & Wing (16-13)	0.00	2,320.62	7,400.00	5,079.38	68.6%
Rubber Tire Excavator (34-21)	0.00	296.58	15,800.00	15,503.42	98.1%
International Tandem Truck (20-17)	736.84	4,035.89	14,150.00	10,114.11	71.5%
Ford F-250 Pick Up (3-19)	72.51	1,328.24	7,790.00	6,461.76	82.9%
2022 Chev Silverado @ Cavan Yard (5-22)	0.00	17.68	1,600.00	1,582.32	98.9%
Caterpillar Grader (31-23)	0.00	7,655.07	3,340.00	(4,315.07)	(129.2%)
MT7 Trackless Plow & Sander (38-23)	0.00	2,744.55	2,300.00	(444.55)	(19.3%)
Chevrolet Silverado 1500 Truck (4-25)	232.31	322.99	0.00	(322.99)	-
New International Tandem (16-25)	0.00	0.00	4,750.00	4,750.00	100.0%
<b>Total Revenues:</b>					
<b>Total Expenses:</b>	<b>26,895.11</b>	<b>179,861.17</b>	<b>283,030.00</b>	<b>103,168.83</b>	<b>36.5%</b>
<b>Report Net</b>	<b>26,895.11</b>	<b>179,861.17</b>	<b>283,030.00</b>	<b>103,168.83</b>	<b>36.5%</b>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	<b>Public Works</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PW ENVIRONMENTAL</b>					
Case Backhoe (33-91)	0.00	0.00	2,340.00	2,340.00	100.0%
Environmental Services	(144,422.42)	(32,342.43)	(93,525.00)	(61,182.57)	65.4%
Organic Kitchen Waste Program	7,126.69	32,342.43	91,185.00	58,842.57	64.5%
<b>Total Revenues:</b>	<b>(181,726.06)</b>	<b>(228,717.41)</b>	<b>(519,290.00)</b>	<b>(290,572.59)</b>	<b>56.0%</b>
<b>Total Expenses:</b>	<b>44,430.33</b>	<b>228,717.41</b>	<b>519,290.00</b>	<b>290,572.59</b>	<b>56.0%</b>
<b>Report Net</b>	<b>(137,295.73)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>



**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

	<b>Public Works</b>				
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY PUBLIC WORKS DEPARTMENT</b>					
Public Works Solar	(5,195.51)	(4,847.20)	(28,500.00)	(23,652.80)	83.0%
Public Works Operations	254,179.34	919,190.91	2,147,850.00	1,228,659.09	57.2%
Public Works Vehicles	26,895.11	179,861.17	283,030.00	103,168.83	36.5%
Public Works Environmental	<u>(137,295.73)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-</u>
<b>Total Revenues:</b>	<b>(187,085.45)</b>	<b>(319,484.70)</b>	<b>(635,990.00)</b>	<b>(316,505.30)</b>	<b>49.8%</b>
<b>Total Expenses:</b>	<b><u>325,668.66</u></b>	<b><u>1,413,689.58</u></b>	<b><u>3,038,370.00</u></b>	<b><u>1,624,680.42</u></b>	<b><u>53.5%</u></b>
<b>Report Net</b>	<b><u>138,583.21</u></b>	<b><u>1,094,204.88</u></b>	<b><u>2,402,380.00</u></b>	<b><u>1,308,175.12</u></b>	<b><u>54.5%</u></b>

**Township of Cavan Monaghan  
Budget Comparison - Revenue and Expense  
For the period ending Monday, June 30, 2025**

<b>Water and Wastewater</b>					
	Actual Period to date	Actual YTD	Budget Approved 2025	Budget Remaining 2025	Budget Available %
<b>SUMMARY WATER/WASTEWATER</b>					
Water Wastewater Administration	38,552.99	211,313.89	420,372.96	209,059.07	49.7%
Water & Wastewater Debentures	42,175.19	253,051.15	180,000.00	(73,051.15)	(40.6%)
Pumping Station	504.05	7,637.43	10,255.00	2,617.57	25.5%
Millbrook Wastewater Plant	24,835.29	203,247.13	382,575.00	179,327.87	46.9%
Wastewater Collection System	0.00	1,849.80	10,150.00	8,300.20	81.8%
Contribution to/from Water Revenue	72,569.36	72,569.36	0.00	(72,569.36)	-
Contribution to/from Wastewater Revenue	196,206.05	196,206.05	693,838.87	497,632.82	71.7%
Wastewater Revenue	(223,675.07)	(632,036.48)	(1,150,675.00)	(518,638.52)	45.1%
Water Revenue	(142,262.01)	(398,133.57)	(731,416.83)	(333,283.26)	45.6%
Water & Wastewater Other Income	(360.00)	(960.00)	(1,375.00)	(415.00)	30.2%
Millbrook Water - Distribution System	4,900.18	18,095.92	32,450.00	14,354.08	44.2%
Millbrook Water - Treatment & Supply	6,326.47	37,869.73	63,475.00	25,605.27	40.3%
Millbrook Water - Standpipe Tower	614.07	9,382.91	11,650.00	2,267.09	19.5%
Sysco Oper. Wastewater Agreement	6,413.21	(579.48)	0.00	579.48	-
Booster Pumping Station	875.16	10,334.05	21,825.00	11,490.95	52.7%
Kawartha Downs Wastewater Agreement	6,202.07	1,321.62	0.00	(1,321.62)	-
Water and Wastewater Capacity Monitoring	0.00	8,995.58	60,000.00	51,004.42	85.0%
WWW 1/2 Ton Truck (1-24)	84.13	612.61	3,725.00	3,112.39	83.6%
2025 New 1/2 Ton Truck (2-25)	565.73	1,926.83	3,725.00	1,798.17	48.3%
Bulk Water Sale	(4,941.44)	(2,704.53)	(10,575.00)	(7,870.47)	74.4%
<b>Total Revenues:</b>	<b>(179,389.70)</b>	<b>(909,958.25)</b>	<b>(1,637,055.96)</b>	<b>(727,097.71)</b>	<b>44.4%</b>
<b>Total Expenses:</b>	<b>208,975.13</b>	<b>909,958.25</b>	<b>1,637,055.96</b>	<b>727,097.71</b>	<b>44.4%</b>
<b>Report Net</b>	<b>29,585.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-</b>



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	September 2, 2025
<b>From:</b>	Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2025-09
<b>Subject:</b>	Unassumed Subdivision Road Winter Maintenance Agreement 2025 – Towerhill North

### Recommendations:

1. That Council support the agreement between the Township of Cavan Monaghan and Towerhill Developments Inc. to complete road winter maintenance services as outlined in the attached Unassumed Subdivision Road Winter Maintenance Agreement 2025 on the Plan of Subdivision 45M-266; and
2. That Council authorize the Mayor and Clerk to sign the Unassumed Subdivision Road Winter Maintenance Agreement By-law No. 2025-40; and
3. That Council direct the CAO and Senior Staff to do an annual review of the Unassumed Subdivision Road Winter Maintenance Agreement for the Towerhill North Subdivision and make administrative changes until the subdivision is fully assumed by the Township.

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### Overview:

Towerhill Developments Inc. (the Subdivider) has requested that the Municipality provide certain maintenance on the unassumed roads within the Towerhill North Plan of Subdivision when occupancy occurs. These activities are outlined in the attached Unassumed Subdivision Road Winter Maintenance Agreement 2025 (Attachment No. 1) but are primarily related to winter maintenance. The Subdivider has indicated that it is difficult to hire Contractors for this work as it is seasonal and insurance requirements for Contractors have become expensive and difficult to obtain. They have also indicated that as new homes are occupied and start paying taxes, the Municipality starts receiving payment for this type of service.

In addition, the main entrance to the Township's new fire station is off Highlands Boulevard which is part of this subdivision. In order to maintain a reasonable level of service for this entrance, we believe this should be maintained by the Township.

In discussions with our solicitor, Ed Veldboom of Russell, Christie, LLP, he has indicated that some municipalities are entering into similar agreements and are completing winter maintenance in subdivisions before the subdivisions are assumed.

The Agreement sets out the terms of the winter maintenance to be provided and the Subdivider is required to pay an annual amount for this service. The amount is reviewed each year to determine the number of roads that will be serviced and the amount paid will be updated accordingly.

The attached Agreement has been drafted by our solicitor and has been reviewed by our insurance broker. Regarding insurance, the Township is co-insured in the Development as an additional party, and this will remain the same for this agreement.

The streets to be cleared will be based on occupancy of homes which will be confirmed by the Subdivider, the Builders and our Building Department each year. If the streets are not passable due to builder materials or otherwise, the service will be temporarily withdrawn on those impassable sections until they are deemed passable. The Subdivider would be responsible for winter maintenance on these impassable sections until the Township would be able to resume winter maintenance activities.

The term of the Agreement is the length of our standard winter operations season being from November 1<sup>st</sup> to April 30<sup>th</sup> of the following year. Annual changes with specific identification of the applicable streets identified in Schedule A and the cost of the service for that term would be required each year and would be evaluated and authorized by the CAO and senior staff prior to the start of the winter operations season.

**Financial Impact:**

Based on historical winter maintenance costs, the total estimated cost of winter control of the roadway sections outlined in Schedule 'B' of the Agreement is \$7,900.00. Due to the requirement of the Township to maintain the section of Highlands Boulevard from County Road 10 to the Fire Station entrance, a credit of \$800.00 has been given to the Subdivider. The amount of \$7,100.00 shall be paid by the Subdivider for the winter maintenance agreement beginning November 1<sup>st</sup>, 2025 and ending April 30<sup>th</sup>, 2026.

**Attachments:**

Attachment No. 1 - Unassumed Subdivision Road Winter Maintenance Agreement 2025  
Attachment No. 2 - By-law No. 2025-40

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2025.

**UNASSUMED SUBDIVISION ROAD WINTER MAINTENANCE AGREEMENT 2025**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF CAVAN MONAGHAN

hereinafter called the “the Municipality”

- and -

TOWERHILL DEVELOPMENTS INC.

hereinafter called the “Subdivider”

**WHEREAS** under the subdivision agreement entered into between the Municipality and the Subdivider and registered as instrument PE432693 (hereinafter the “Subdivision Agreement”) and upon the registration of Plan 45M-266 (the Plan), the Subdivider is obliged to undertake all maintenance upon the public highways laid out in such Plan until such time as the Municipality has assumed such public highways;

**AND WHEREAS** the Subdivider wishes to enter into an agreement for the Municipality to undertake the certain road maintenance services on behalf of the Subdivider as set out herein;

**NOW THEREFORE** the parties hereby covenant and agree with one another as follows:

**Subject lands**

1. This agreement applies to those portions of the public highways within Plan 45M-266 which are specifically identified in Schedule B. For ease of reference the list of all public highways within Plan 45M-266 are identified in Schedule A.

**Subdivider’s Obligation**

2. The Subdivider acknowledges and agrees that under the Subdivision Agreement the Subdivider is obliged to undertake all maintenance of the public highways laid out in the Plan until such time as the Municipality has assumed such public highways. The Subdivider acknowledges and agrees that save and except for those portions of the public highways identified in Schedule “B”, the Subdivider remains obliged to maintain the public highways in Plan 45M-266 as provided for in the Subdivision Agreement.

**Winterizing of Subdivision**

3. In order to minimise repairs to new subdivision roads and snow plowing

equipment, the Township requires the following works to be carried out prior to November 1st of each year:

- a) Manhole tops, catchbasin frames and valves on roads with base asphalt shall be set at the level of the base course asphalt.
- b) Settlements in roadways shall be repaired, particularly adjacent to manhole tops and catchbasin frames.
- c) Sidewalk bays, which have settled and created a lip greater than 10mm shall be repaired.
- d) All asphalt roads, emergency accesses and loose surface roads identified by the Fire Department and / or the Director of Public Works shall be cleared of mud and debris, have a minimum of one full lane open at all times and maintained in this manner throughout the maintenance period.
- e) Inlet manholes, catchbasins, ditches or channel shall be cleared of debris to prevent blockages during winter and spring thaws.
- f) All Fire Hydrants shall be kept clear of snow, debris and soils and a Hydrant Marker shall be affixed for location identification.

#### **Municipality to Provide Winter Maintenance**

4. The parties agree that active winter maintenance activities will be undertaken by the Municipality as a contractor for the Subdivider on those portions of the public highways that are specifically identified in Schedule "B" and that such maintenance will be conducted in the same manner as it does for its assumed public highways.

#### **Rates Payable by Subdivider**

5. The Subdivider agrees to pay the Municipality for the conduct of the winter maintenance activities the amount of Seven Thousand and One Hundred dollars (\$7,100.00) payable prior to execution of this Agreement by the Township. This amount will be reassessed with each subsequent agreement dependent on the portions of public highways set out to receive winter maintenance, as per Schedule B.

#### **Term**

6. This Agreement shall be effective upon November 1<sup>st</sup> and shall remain in effect until April 30<sup>th</sup> the following calendar year.

#### **No Liability for Damage to Infrastructure**

7. The Subdivider acknowledges and agrees that the Municipality shall not be liable for any damage sustained to the subject highways, including any works constructed by the Subdivider thereon, arising from the conduct of winter maintenance activities under this agreement by the Municipality. In addition to the foregoing, the Subdivider further acknowledges that the Municipality shall not be liable for damage to any materials stored or placed upon the subject highways nor any vehicles/equipment parked thereon.

#### **Temporary Suspension of Service**

8. The Subdivider acknowledges and agrees that the portion of the public highways that are subject to this agreement may be deemed impassable to the Township's

winter maintenance equipment due to the presence of materials and/or vehicles and/or equipment stored or placed upon the subject highways. The Municipality retains the sole right and discretion to deem a highway impassable. If said portion of highway is deemed as impassable, winter maintenance for that section of road will be suspended until obstacles are removed and the highway is deemed passable by the Municipality. During the time that any such portions are deemed impassable, the Subdivider's obligations as identified in section 2 apply and the Municipality shall not be obliged to provide winter maintenance activities to such portions. The Subdivider acknowledges and agrees that the Municipality may provide notice (of impassability or that obstacles have been removed) to the Subdivider by giving oral or written notice to the site superintendent.

### **No Assumption**

9. The Subdivider acknowledges and agrees that the Municipality's conduct of winter maintenance activities hereunder does not constitute the Municipality's final acceptance or assumption of the public highways. Such assumption may only be evidenced by the enactment of a by-law assuming such public highways.

### **Indemnification and Release**

10. The Subdivider covenants and agrees with the Municipality, on behalf of itself, its successors and assigns, to indemnify and save harmless the Municipality, its servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of any work performed by the Municipality in connection with the carrying out of the provisions of this Agreement.

### **Insurance**

11. Prior to the execution of this Agreement by the Municipality, the Subdivider shall provide to the Municipality, a copy of an insurance certificate confirming that the Subdivider has an insurance policy as described in section 17 of the Subdivision Agreement.

### **Termination**

12. The Municipality retains the sole right and discretion to terminate this Agreement and to cease the provision of any winter maintenance services hereunder by giving 60 days notice in writing to the Subdivider.

IN WITNESS WHEREOF the Subdivider has hereunto set its hands and seals this  
\_\_ day of \_\_\_\_\_, 2025.

**TOWERHILL DEVELOPMENTS INC.**

Per: \_\_\_\_\_

Name:

Title:

I have authority to bind the Corporation.

IN WITNESS WHEREOF the Municipality as hereunto sets its hands and seals this  
\_\_ day of \_\_\_\_\_, 2025.

**THE CORPORATION OF THE  
TOWNSHIP OF CAVAN MONAGHAN**

Per: \_\_\_\_\_

CAO: Yvette Hurley

Per: \_\_\_\_\_

Clerk: Cindy Page



**Schedule A to the  
UNASSUMED SUBDIVISION ROAD WINTER MAINTENANCE AGREEMENT**

Listing All Portions of the Public Highways within Plan 45M-266

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Distance (km)</b>
Highlands Boulevard	Fallis Line	County Road 10	0.90
Sutherland Street	Highlands Boulevard	Robson Street	0.19
Sutherland Street	Robson Street	Fairfield Street (Lots 93 & 94)	0.08
Sutherland Street	Fairfield Street (Lots 93 & 94)	Hampton Drive	0.44
Hampton Drive	Sutherland Street	Highlands Boulevard	0.08
Hampton Drive	Highlands Boulevard	Gibson Gate	0.08
Gibson Gate	Fairfield Street (Lot 187)	Hampton Drive	0.16
Gibson Gate	Hampton Drive	Fairfield Street (Lot 188)	0.13
Lamb Street	Sutherland Street	Fairfield Street	0.19
Ruth Street	Sutherland Street	Fairfield Street	0.19
Fairfield Street	Sutherland Street (Lots 93 & 94)	Highlands Boulevard	0.09
Fairfield Street	Highlands Boulevard	Lamb Street	0.08
Fairfield Street	Lamb Street	Ruth Street	0.08
Fairfield Street	Ruth Street	Gibson Gate (Lot 188)	0.08
Fairfield Street	Gibson Gate (Lot 188)	Fallis Line	0.35
Sutherland Street	Highlands Boulevard	Lamb Street	0.08
Sutherland Street	Lamb Street	Ruth Street	0.08
Sutherland Street	Ruth Street	Fairfield Street	0.26
Robson Street	Flaherty Street	Sutherland Street	0.28
Flaherty Street	Fallis Line	Robson Street	0.18

**Schedule B to the  
UNASSUMED SUBDIVISION ROAD WINTER MAINTENANCE AGREEMENT**

Listing Portions of the Public Highways Therein to Receive  
Winter Maintenance under this Agreement

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Distance (km)</b>
Highlands Boulevard	Fallis Line	County Road 10	0.90
Hampton Drive	Highlands Boulevard	Gibson Gate	0.08
Gibson Gate	Fairfield Street (Lot 187)	Hampton Drive	0.16
Lamb Street	Sutherland Street	Fairfield Street	0.19
Fairfield Street	Highlands Boulevard	Lamb Street	0.08
Sutherland Street	Lamb Street	Ruth Street	0.08
<b>Total</b>			<b>1.49</b>

***NOTE: Contents of Schedule B to be determined annually by Public Works Director, Chief Administrative Officer and Clerk (jointly).***

## **The Township of Cavan Monaghan**

### **By-law No. 2025-40**

#### **Being a by-law to execute an Unassumed Subdivision Road Winter Maintenance Agreement between the Township of Cavan Monaghan and Towerhill Developments Inc., for winter maintenance services of unassumed subdivision roads within the Towerhill North Subdivision**

**Whereas** the Municipal Act, 2001, S.O. c.25, s.11(3) as amended, provides that a lower tier and upper tier municipality may pass a by-law authorizing the approval of by-laws regarding matters within the spheres of jurisdiction;

**And Whereas** the Township of Cavan Monaghan deems it desirable to enter into and execute an Agreement with Towerhill Developments Inc., for winter maintenance services of unassumed subdivision roads within the Towerhill North Subdivision named within the Agreement;

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

1. That the Unassumed Subdivision Road Winter Maintenance Agreement attached hereto is hereby adopted for use in connection with the Towerhill North Subdivision, being Plan 45M-266.
2. That Council authorizes the CAO and Clerk to execute the Unassumed Subdivision Road Winter Maintenance Agreement in the form attached hereto, subject to the annual update of:
  - a. The applicable annual charge for the services set out Section 5 of the agreement;
  - b. The applicable public highways and associated distances/length identified in Schedule "B" of the agreement.
3. That the Public Works Director, CAO and Clerk, are hereby jointly authorized to establish the foregoing applicable annual charge and applicable public highways and associated distances.
4. That the authorizations in section 1, 2 and 3 are valid until and including November 1<sup>st</sup>, 2029. For clarity, commencing upon November 2<sup>nd</sup>, 2029 whereupon the Subdivider continues to require or request the provision of Winter Maintenance services by the Township under the Unassumed Subdivision Road Winter Maintenance Agreement, such request must be approved by Council.

Read a first, second and third time and finally passed this 2nd day of September, 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	September 2, 2025
<b>From:</b>	Brigid Ayotte, Economic Development & Communications Officer
<b>Report Number:</b>	ECD 2025-08
<b>Subject:</b>	Road Occupancy Permits for BIA Fall Festival

### Recommendations:

1. That Council authorize staff to issue Road Occupancy Permits for the Millbrook Business Improvement Area (BIA) Fall Festival Event, October 4<sup>th</sup>, 2025, and
2. That the Township of Cavan Monaghan provide a Certificate of Insurance to the County of Peterborough for above noted road occupancy.

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### Overview:

On April 7<sup>th</sup>, 2025, Staff brought Report ECD-2025-01 Road Occupancy Permits for 2025 Special Events. A copy of that report is provided as Attachment 1.

Unfortunately, the Millbrook BIA was unable to host the annual Ladies Night event (July 24<sup>th</sup>, 2025) due to a lack of volunteers to help organize the event.

The BIA Board has opted to host a Fall Festival Event on Saturday October 4<sup>th</sup>, 2025, and are requesting a Road Occupancy Permit for a portion of King Street from Tupper Street to Union Street from 12:00 p.m. to 9:00 p.m.

As part of the permit process, Staff circulates a copy of this report along with a Certificate of Insurance (COI) (for the road occupancy) and a traffic management plan to the County Public Works Department, Peterborough Police, Peterborough County Emergency Management System (EMS), and the Fire Department for information ahead of these events. A copy of the plan is provided as Attachment 2.

Events that operate within a road closure within intersections may request the services of Parks and Facilities Staff and/or Community Policing. Closures that incorporate an intersection or are serving alcohol will require Paid Duty Officers (PDOs). It is the responsibility of the organization hosting the event to secure PDOs when required and to secure the Special Occasions Permit (SOP) from the Alcohol and Gaming Corporation of Ontario. A separate Certificate of Insurance is required as part of the SOP application process. The host organization is required to secure that insurance separately. The COI provided by the Township to the County of Peterborough is for the road occupancy only.

Staff will work with the Millbrook BIA and Community Volunteers to facilitate the road closure on the day of the event.

**Financial Impact:**

Road occupancy permits are issued at no cost.

**Linkage to the Strategic Plan:**

Staff will set up a booth at this event which aligns with Strategic Priority #4 Community Engagement, Objective 3: Increase in-person engagement opportunities with the community.

**Attachments:**

- Attachment 1 – Report ECD-2025-01 Road Occupancy Permits for 2025 Special Events
- Attachment 2 – Millbrook BIA Fall Event Traffic Management Plan

Respectively Submitted by:

Reviewed by:

Brigid Ayotte  
Economic Development & Comm. Officer

Yvette Hurley  
Chief Administrative Officer



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 7, 2025
<b>From:</b>	Brigid Ayotte, Economic Development & Communications Officer
<b>Report Number:</b>	ECD 2025-02
<b>Subject:</b>	Road Occupancy Permits for 2025 Special Events

### Recommendations:

1. That Council authorize staff to issue Road Occupancy Permits for Special Events on County Roads in the Township for Events/Festivals in 2025 as outlined in the Table below; and
2. That the Township of Cavan Monaghan provide a Certificate of Insurance to the County of Peterborough for the scheduled 2025 Events/Festivals listed in this Report.

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### Overview:

Traditionally Council requests that all road closure/occupancy dates be presented at one time so that Council and the public are made aware of the events and activities being hosted throughout the year in the Township.

This allows for maximum exposure and advertisement of events in the downtown as well as the numerous social activities for participants and vendors scheduled throughout the year. Staff have consulted with the various organizers and supports the events, dates, and road occupancies listed in the table below. Maps of the individual event street closures are attached to this report.

Staff will continue to assist with these events as resources permit.

### Table:

Date	Time	Event	Location/Closures
April 26	6:00 a.m. to 2:00 p.m.	Lions Club Annual Fishing Derby	Needlers Lane from King Street to Anne Street ( <b>Attachment 1</b> )
June 14	9:00 a.m. – 3:00 p.m.	Millbrook Fair Parade	King Street from Tupper Street to Main Street, South on Main Street to Frederick St., East on Frederick to Fairgrounds.

			<b>(Attachment 2)</b>
July 24	12:00 p.m. – 10:00 p.m.	Millbrook BIA Ladies Night	King St. from Tupper St. to Union St. <b>(Attachment 3)</b>
November 11	9:00 a.m. – 1:00 p.m.	Remembrance Day Parade	King Street from Tupper St to Union Street <b>(Attachment 4)</b>
December 6	8:00 a.m. to 7:00 p.m.	Christmas In the Village	King St. from Tupper St. to Union Street; Needler's Lane from King Street to Anne Street and Hay Street from Anne Street to King Street <b>(Attachment 5)</b>
December 13	11:00 a.m. – 2:00 p.m.	Santa Claus Parade	King Street from Tupper to Turner Street; Lisa Court and Main Street from Charles to King. Needler's Lane from King Street to Hay Street. Gathers at the Millbrook Christian Assembly, travels east on King Street to Needler's Lane. Offloads on Needler's Lane <b>(Attachment 6)</b>

### **Background:**

As part of the permit process, Staff circulates a copy of this report along with a Certificate of Insurance and a traffic management plan to the County Public Works Department, Peterborough Police, Peterborough County Emergency Management System (EMS), and the Fire Department for information ahead of these events.

Events that operate under a road closure within intersections can use the services of Parks and Facilities Staff and/or Community Safety Volunteers. Closures that incorporate an intersection or are serving alcohol will require Paid Duty Officers (PDOs). It is the responsibility of the organization hosting the event to secure PDOs where required. PDOs are noted on the attached maps.

Where access to a street is temporarily impeded by the road closure (i.e. Santa Claus Parade and Millbrook Fair Parade), organizers will provide notification to residents.

Allen Lane in Downtown Millbrook is not owned by the Township. As such, events that utilize this street must secure approval from the land owner.

Staff will continue to work with organizations hosting the events and Community Safety Volunteers to facilitate the road closures on the day of the event.

### **Financial Impact:**

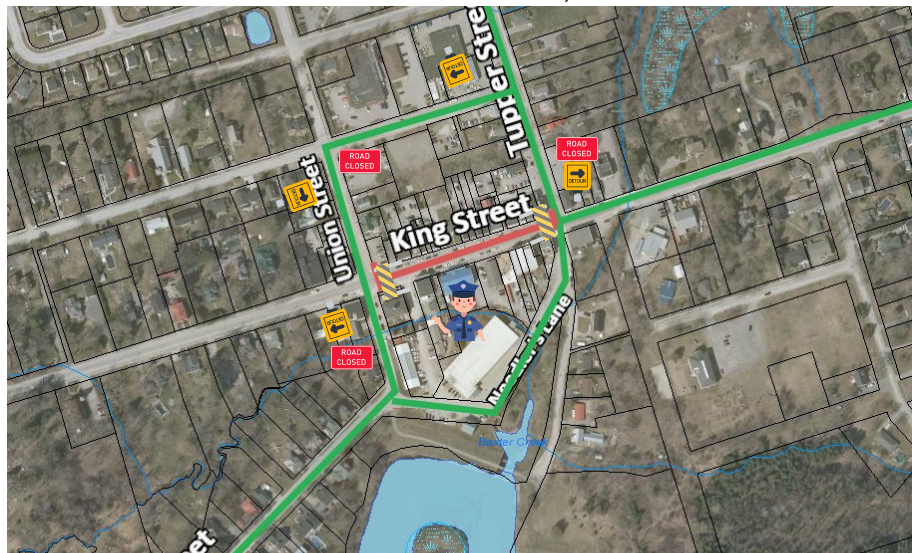
Road occupancy permits are issued at no cost.

### **Attachments:**

- Attachment 1 – Lions Club Annual Fishing Derby
- Attachment 2 – Millbrook Fair Parade



## Attachment 2: Road Occupancy Map: Millbrook BIA Fall Event: October 4, 2025



Paid Duty Officer (roaming)



Road Closure Barricade



Detour Signage



Road Closure Sign

Road Closure

Detour Route



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	September 2, 2025
<b>From:</b>	Cindy Page, Clerk Mark Froment, Deputy Clerk
<b>Report Number:</b>	Corporate Services 2025-11
<b>Subject:</b>	Updated Integrated Accessibility Standards Regulation Policy

### Recommendation:

That Council adopt the updated Integrated Accessibility Standards Regulation Policy.

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### Overview:

Under Ontario Regulation 191/11 (O. Reg. 191/11), Integrated Accessibility Standards, as a designated public sector organization the Township of Cavan Monaghan is required to meet various accessibility standards for communication materials, employment and training, the design of public spaces, and customer service. As part of these standards, the Township is required to develop, implement, and maintain policies governing how it is achieving accessibility by meeting the standards in O. Reg. 191/11. The Township met this requirement in December 2013 when Council approved the Integrated Accessibility Standards Regulation (IASR) Policy.

Since Council first adopted the Policy, there have been significant changes to O. Reg. 191/11. Ontario Regulation 429/07, Accessibility Standards for Customer Service, was revoked in July 2016 and many of the standards for customer service are now found in O. Reg. 191/11. There are also standards for the design of public spaces included in the Regulation that lay out accessibility requirements for various pieces of public infrastructure including recreational trails, parking, playgrounds, and exterior paths of travel. Moreover, the Township is required to consult its Accessibility Advisory Committee when constructing or redeveloping some of these public spaces.

The Township's IASR Policy has been overhauled to reflect these changes in accessibility standards. The Policy identifies the legal requirements in O. Reg. 191/11 and states generally how the Township is meeting them. These are broken out into sections that reflect the various standards in O. Reg. 191/11 including:

- Training
- Information and Communication
- Employment
- Transportation

- Design of Public Spaces
- Customer Service

The Township is also required to establish, implement, and maintain a Multi-Year Accessibility Plan outlining a more specific strategy on how it is meeting the requirements under O. Reg. 191/11. Staff are currently developing an updated draft of its Multi-Year Plan that it will first bring to the Accessibility Advisory Committee for consultation, as required under O. Reg. 191/11, before presenting a report on it to Council. Staff will continue to review how the Township provides services and gives access to its facilities to people with disabilities to ensure it is compliant with the Regulation and the IASR Policy so that it achieves accessibility for all Ontarians.

**Financial Impact:**

None at this time.

**Linkage to the Strategic Plan:**

This Policy supports the value of inclusivity in the Strategic Plan by ensuring services, opportunities, and resources are accessible to everyone. It aligns with Strategic Priority #2, Community Vitality, Objective 1: Enhance and optimize recreation in the Township and Objective 4: Build upon indoor & outdoor spaces to promote health and wellness.

**Attachments:**

Attachment No. 1 – Updated Integrated Accessibility Standards Regulation Policy  
Attachment No. 2 – Integrated Accessibility Standards Regulation Policy – 2013

Respectfully Submitted by,

Reviewed by,

Cindy Page  
Clerk

Yvette Hurley  
Chief Administrative Officer

Mark Froment  
Deputy Clerk

 <p style="text-align: center;"><b>Integrated Accessibility Standards Regulation (IASR) Policy</b></p>			
<b>Policy Title:</b>	Integrated Accessibility Standards Regulation	<b>Policy Number</b>	2025-XX
<b>Effective Date:</b>	December 2, 2013	<b>Revision Date:</b>	September 2, 2025
<b>Prepared By:</b>	Corporate Services	<b>Approved By:</b>	Council

### **Integrated Accessibility Standards Regulation (IASR) Policy**

#### **Policy Statement:**

The Integrated Accessibility Standards Regulation Policy is meant to guide the Township in meeting the requirements laid out under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and Ontario Regulation 191/11, Integrated Accessibility Standards (O. Reg. 191/11). Moreover, it seeks to create a more accessible environment for people with disabilities when utilizing the Township's facilities and accessing the goods and services the Township provides to residents. The ultimate aim of this policy is to assist the Township in aspiring to create barrier free conditions for people with disabilities so that there is equal opportunity for everyone to access what the Township offers. This will be done by consulting with people with disabilities and incorporating accessibility when constructing or renovating Township facilities, when going through the procurement process, and in designing and reviewing the delivery of goods and services.

#### **Background:**

Under O. Reg. 191/11, there are a series of accessibility standards for information and communications, employment, transportation, the design of public spaces, and customer service. As a designated public sector organization under the regulation, the Township is required to meet these standards. The Township is also required to create and maintain policies governing how it will achieve these accessibility standards. When Ontario Regulation 429/07, Accessibility Standards for Customer Service, was revoked in July 2016, many of the standards in that regulation were incorporated into O. Reg. 191/11. This policy has been updated to reflect that change. The Township continues to maintain a separate Accessible Customer Service Standards Policy as is required under the regulations.

## 1.0 Definitions:

**“Accessible Formats”** may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities.

**“Communication Supports”** may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language and other supports that facilitate effective communications;

**“Disability or Disabilities”** shall mean

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997;

**“Multi-Year Accessibility Plan or Plan”** shall mean the plan required under section 4(1) of Ontario Regulation 191/11, Integrated Accessibility Standards, that requires all designated public sector organizations establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;

**“Off-street Parking Facilities”** shall mean open area parking lots and structures intended for the temporary parking of vehicles by the public, whether or not the payment of a fee is charged and includes visitor parking spaces in parking facilities;

**“On-street Parking”** shall mean parking spaces located on highways, as defined in subsection 1 (1) of the *Highway Traffic Act*, that provide direct access to shops, offices and other facilities whether or not the payment of a fee is charged;

**“O. Reg. 191/11”** shall mean Ontario Regulation 191/11, Integrated Accessibility Standards, under the Accessibility for Ontarians with Disabilities Act, 2005, as amended, and any succeeding regulations that fall under a different name.

**“Recreational Trails”** shall mean public pedestrian trails that are intended for recreational and leisure purposes;

**“Rest Area”** shall mean, in respect to recreational trails and exterior paths of travel, a dedicated level area that is intended for public use to allow persons to stop or sit;

**“Self-service Kiosk”** shall mean an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both

**“Service Animal”** shall mean an animal whose purpose is to support a person with a disability, can be readily identified as a service animal through visual indicators such as a vest or harness, is supported by documentation from a regulated health professional, and follows the definition under O. Reg. 191/11;

**“Services”** shall mean any goods or services provided by the Township including those provided when accessing Township buildings, facilities, and premises.

**“Township”** shall mean The Corporation of the Township of Cavan Monaghan;

**“Web Content Accessibility Guidelines or WCAG”** shall mean the World Wide Web Consortium’s recommendations for websites on the internet.

## **2.0 Multi-Year Accessibility Plan:**

- 2.1** Township of Cavan Monaghan will maintain and update a Multi-Year Accessibility Plan that outlines the Township’s strategy to prevent and remove barriers to meet the requirements under O. Reg. 191/11.
- 2.2** The Plan will be made available on the Township’s website.
- 2.3** The Plan will be provided in a timely manner in an accessible format if requested.
- 2.4** The Township shall prepare an annual status report on the progress of measures taken to implement the Plan, present it to Council, and post that status report on its website.
- 2.5** The Plan shall be reviewed, and if necessary, updated, at least once every five (5) years.
- 2.6** The Township’s Accessibility Advisory Committee will be consulted for any review, updates, and the annual status reports of the Plan.
- 2.7** The Plan will include procedures for the preventative and emergency maintenance of the accessible elements in public spaces required under O. Reg. 191/11 as well as procedures for dealing with temporary disruptions to the use of them when not in working order.

- 2.8** If a public transit service is being developed or operated in the Township or a taxicab service is licenced, the Plan will contain the required components for transportation service providers and taxicabs in O. Reg. 191/11.

**3.0 Procurement or Acquisition of Goods, Services, or Facilities:**

- 3.1** The Township will incorporate accessibility design, criteria, and features when procuring or acquiring goods, services, or facilities, except where it is not practicable to do so.
- 3.2** When it is not practicable to incorporate accessibility design, criteria, and features into the procurement of goods, the Township will provide an explanation when requested.

**4.0 Information and Communication:**

- 4.1** Staff will continue to review the Township website, any internal websites and operational systems, and any other websites used by the Township to deliver services, receive or respond to feedback, or communicate with the public so that they conform with the WCAG 2.0 Level AA standards.
- 4.2** The Township will continue to review all forms, applications, and other means for delivering services, receiving or responding to feedback, and communicating with the public to ensure they are formatted to meet accessibility standards.
- 4.3** The Township will provide in a timely manner records under its control that are required to be available in accessible format including the Emergency Response and Management Plan. If the Township is unable to provide or convert any of the items requested in an accessible format, an explanation of why it is unconvertible and a summary of the contents will be provided.
- 4.4** Communication supports for people with disabilities will be maintained by the Township and provided in a timely manner when requested.
- 4.5** The Township website will indicate how to request records and feedback forms in accessible formats and what communication supports are available.

**5.0 Training:**

- 5.1** The Township shall provide training on the standards of O. Reg. 191/11, the Human Rights Code, and its accessibility policies to all staff and volunteers for the Township, all persons who develop Township policies, and any other person who provides good, services, or facilities for the Township.

- 5.2** Any training conducted to meet the criteria set out in section 5.1 shall align with the responsibilities and duties for the Township of the person being trained.
- 5.3** If a public transit service is being developed or operated in the Township, the Township will provide training to all employees and volunteers that are providing transportation services, as required under O. Reg. 191/11.
- 5.4** If the Township's accessibility policies or other regulations change, the Township will provide training on the updated policies as soon as is practicable.
- 5.5** The Township will maintain records of all training provided that will be retained according to the retention period identified in the Township's Records Retention By-law.
- 6.0 Employment:**
- 6.1** During the recruiting process, the Township will notify employees and the public about the availability of accommodations for applicants and those selected for further assessment.
- 6.2** As part of the offer of employment, the Township will notify the successful applicant of its policies for accommodating employees with disabilities.
- 6.3** All employees will be informed of policies used to support employees with disabilities and provide updated information for any new or amended policies.
- 6.4** The Township will maintain and review its written process for the creation of documented individual accommodation plans for employees with disabilities and for those returning to work from a disability who require accommodation.
- 6.5** The Township will take into account the accessibility needs of employees with disabilities and individual accommodation plans when conducting performance reviews, for career development and advancement, or when reassigning them to another position.
- 6.6** The Township shall consult with any employee that requires accessible formats or communication supports to conduct their job on how to provision and arrange them.
- 6.7** The Township will provide individualized emergency response information for any employee that would require accommodation in an emergency due to a disability as well as any person designated by the employer to provide assistance to the employee.



## **7.0 Transportation:**

- 7.1** The Township will ensure that all requirements under O. Reg. 191/11 are met if a public transit service is being developed or operated by the Township.
- 7.2** The Township's Accessibility Advisory Committee will be consulted on the development of accessible design criteria to be considered in the construction, renovation, or replacement of bus stops and shelters for any public transit service provided by the Township.
- 7.3** If the Township licences taxicabs within its jurisdiction, the Township shall consult the Accessibility Advisory Committee on the proportion of on-demand accessible taxicabs required and will ensure that all requirements under O. Reg. 191/11 are met.

## **8.0 Design of Public Spaces:**

### **Consultation:**

- 8.1** The Township will consult the Accessibility Advisory Committee on the following components in the design of public spaces within it:
  - 8.1.1** On the slope and need, location, and design of ramps, rest areas, passing areas, viewing areas, amenities on the trail, and any other pertinent features when constructing or redeveloping recreational trails that it intends to maintain.

Trails solely intended for cross-country skiing, mountain biking, motorized snow vehicles, and off-road vehicles and those that are deemed wilderness trails, backcountry trails, or portage routes are exempted from this requirement;
  - 8.1.2** On the needs of children and caregivers with various disabilities when constructing or redeveloping outdoor play spaces including parks, playgrounds, and splash pads;
  - 8.1.3** On the design and placement of rest areas when constructing or developing exterior paths of travel including sidewalks and street crossings;
  - 8.1.4** On the need, location, and design of accessible on-street parking spaces when constructing or redeveloping on-street parking.

### **Design, Construction, and Review of Public Spaces:**

- 8.2** The Township will ensure that the accessible design standards are met for the following public spaces and any other items subject to accessible design standards under O. Reg. 191/11:

- 8.2.1 Recreational trails except for trails solely intended for cross-country skiing, mountain biking, motorized snow vehicles, and off-road vehicles and those that are deemed wilderness trails, backcountry trails, or portage routes;
- 8.2.2 Outdoor public use eating areas consisting of tables in public areas, such as public parks, which are specifically intended for use by the public as a place to consume food;
- 8.2.3 Outdoor play spaces including areas that have play equipment, such as swings or features such as logs, rocks, sand, or water, where the equipment or features are designed and placed to provide play opportunities and experiences for children and caregivers;
- 8.2.4 Exterior paths of travel inclusive of sidewalks, ramps, connecting stairs, curbs, and pedestrian control signals, except for those regulated under O. Reg. 350/06, the Building Code, or any other exemptions under O. Reg. 191/11;
- 8.2.5 Off-street parking facilities;
- 8.2.6 Service counters, fixed queuing guides, and waiting areas.
- 8.3 Council shall seek the advice from the Accessibility Advisory Committee on the accessibility for persons with disabilities during the design stage of any building, structure, or premises or part thereof that the Township is seeking to purchase, construct, renovate, or enter into a lease for.
- 8.4 The Township will continue to conduct audits for accessibility of Township buildings, structures, or premises, taking into account the typical resource and technical restraints the Township operates under, and will consult the Accessibility Advisory Committee and any relevant staff when carrying out the audits.
- 8.5 The Township will maintain a procedure for the review of site plans the Committee selects during the Site Plan Control approval process to ensure their advice is received in a timely manner.
- 9.0 **Customer Service:**
- 9.1 **Accessible Customer Service Standards Policy:**
- 9.1.1 The Township shall maintain and review at least every five (5) years its Accessible Customer Service Standards Policy governing the provision of services to persons with disabilities.
- 9.1.2 The Policy must cover the use of assisted devices by persons with disabilities to obtain, use, or benefit from services or facilities provided by the Township.

- 9.1.3** The Policy shall be consistent with the principles laid out in O. Reg. 191/11 including respecting the dignity and independence of persons with disabilities, that processes for the provision of services be integrated into their general provision and provide for opportunity equal to others in them, and that any communication take into account a person's disability.
- 9.1.4** The Policy shall describe the process for accessible customer service training, summarize the content of the training, and specify when the training is provided.
- 9.1.5** The Policy will ensure the maintenance of a process for receiving and responding to feedback about the manner in which it provides goods, services, or facilities to persons with disabilities.
- 9.1.6** The Policy will be provided upon request in a timely manner in an accessible format that accounts for a person's accessibility needs.
- 9.1.7** The Policy or a summary of it will be made available on the Township's website and the Township will seek to post it in locations within Township buildings, facilities, and premises where services are regularly provided.

**Accessible Customer Service Standards:**

- 9.2** The Township will maintain and review a procedure for providing services to members of the public who are accompanied by a guide dog or other service animal.
- 9.3** If a service animal is prohibited by law from entering a Township building, facility, or premise, then other measures must be available to enable the person with a disability to use the facility or be provided the service.
- 9.4** Support persons will be allowed to accompany any person with disabilities in any Township building, facility, or premise unless otherwise prohibited by law.
- 9.5** The Township will incorporate accessibility features when designing, procuring or acquiring self-service kiosks.



## **Integrated Accessibility Standards Regulation (IASR) Policy**

### **Purpose:**

Under the Accessibility for Ontarians with Disabilities Act, 2005 all public and private sector organizations must meet the requirements of accessibility standards established by regulation. This policy establishes the Integrated Accessibility Standards Regulation in the areas of Employment, Information and Communications and Transportation for the Township of Cavan Monaghan in accordance with Ontario Regulation 191/11 and with the Ministry of Community and Social Services intent to “streamline, align and phase-in accessibility requirements and allow for progress on accessibility and reduce the regulatory burden for obligated organizations”. This regulation came into force July 1, 2011.

### **Scope and Responsibilities:**

This policy has been drafted in accordance with the Regulation and addresses how the Township of Cavan Monaghan achieves accessibility through meeting the Regulation’s requirements. It provides the overall strategic direction that we will follow to provide accessibility supports to Ontarians with disabilities.

The requirements of the Regulation include the establishment, implementation, maintenance and documentation of a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under the Regulation.

### **Statement of Organizational Commitment:**

The Township of Cavan Monaghan is committed and guided by the four core principles;

- Dignity
- Independence
- Integration
- Equal Opportunity

and supports the full inclusion of persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act, 2005 . The Township of Cavan Monaghan shall use every effort to ensure that we meet the needs of people with disabilities, in a timely manner, through the implementation of this policy.

## Definitions:

- **Accessible Formats** – may include, but are not limited to, large print, recorded audio and electronic formats, braille and other formats usable by persons with disabilities
- **Accommodation** – means the special arrangements made or assistance provided so that customers, volunteers and employees with disabilities can participate in the experiences available to customers, volunteers, and employees without disabilities; accommodation will vary depending on unique needs
- **Communications** – means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received
- **Designated Public Sector** – means every municipality and every person or organization listed in Column 1 of Table 1 of Ontario Regulation 146/10 (Public Bodies and Commission Public Bodies – Definitions) made under the Public Service of Ontario Act, 2006
- **Individual Accommodation Plan (IAP)** – means a document which outlines the details of individual accommodations for an employee with a disability
- **Mobility Aid** – means a device to assist or otherwise improve the mobility of individuals
- **Mobility Assistive Device** – means a piece of equipment that assists an individual in coping with effects of their disability
- **Web Content Accessibility Guidelines** – means the world wide web consortium recommendation, dated December 2008, entitled “Web Content Accessibility Guidelines (WCAG) 2.0

## General Provisions:

### Multi-Year Accessibility Plan:

The Township of Cavan Monaghan’s Multi-Year Accessibility Plan outlines a phased-in strategy to prevent and remove barriers and addresses the current and future requirements of Accessibility for Ontarians with Disabilities Act (AODA). We will report annually on the progress and implementation of the plan, post the information on our website and will provide it in alternative formats upon request. The plan will be reviewed and updated at least once every five years.

**Procuring or Acquiring Goods, Services or Facilities:**

We will use accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practical to do so, in which case, if requested we will provide an explanation.

**Training:**

The Township of Cavan Monaghan will ensure that training is provided to all employees and regular fee-for-service staff on the requirements of the accessibility standards referred to in the regulation and on the Human Rights Code as it pertains to persons with disabilities. Training will be provided as soon as practicable. If any changes are made to this policy or the requirements, training will be provided. We shall maintain a record of the dates when training is provided and the number of individuals to whom it was provided.

**Information and Communications Standard:**

The Township of Cavan Monaghan will create, provide and receive information and communications in ways that are accessible to people with disabilities. If it is determined that it is not technically feasible to convert the information or communications or the technology to convert the information or communication is not readily available, we will be obligated to provide the person that requires the information with:

- i) an explanation as to why the information or communications are unconvertible;
- ii) a summary of the unconvertible information or communications.

**Emergency Information:**

The Township of Cavan Monaghan will provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports, as soon as practicable, upon request any information that is currently available to the public.

**Feedback:**

The Township of Cavan Monaghan has a process in place for receiving and responding to feedback and will ensure that those processes are provided in accessible formats and with communication supports upon request. We will notify the public about the availability of accessible formats and communication supports.

## **Accessible Formats and Communication Supports:**

The Township of Cavan Monaghan shall be obligated to provide or arrange for accessible formats and communication supports for persons with disabilities:

- Upon request in a timely manner that takes into account the persons' accessibility needs due to a disability;
- At a cost that is no more than the regular cost charged to other persons;
- Consult with the person making the request and determine suitability of an accessible format or communication support;
- Notify the public about the availability of accessible formats and communication supports.

## **Website Accessibility:**

The Township of Cavan Monaghan website conforms with World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 initially at Level A and increasing to Level AA. By January 1, 2014, any new web content will conform with WCAG 2.0 Level A. By January 1, 2021 all internet website and web content will conform with WCAG 2.0 Level AA.

## **Education, Training and Materials:**

### **Public Libraries:**

- Public Libraries shall provide access to or arrange for the provision of access to accessible materials where they exist.
- Public Libraries shall make information about the availability of accessible materials publicly available and shall provide information in accessible format or with appropriate communication supports, upon request.
- Public Library Boards may provide accessible formats for archival materials, special collections and rare books.

## **Employment Standards:**

The Employment Standard builds upon the existing requirements under the Ontario Human Rights Code in relation to how to accommodate individuals with disabilities throughout the job application process and the employment relationship. It applies with respect to employees and does not apply to volunteers and other unpaid individuals. The requirements of the Employment Standard shall be met by the Township of Cavan Monaghan by January 1, 2014 unless otherwise specified.

### **Recruitment and Retention:**

We shall notify employees and the public about the availability of accommodations for applications with disabilities:

- During the recruitment process when job applicants are individually selected to participate in an assessment or selection process;
- If a selected applicant requests an accommodation that takes into account the person's accessibility needs.

### **Employee Notification:**

The municipality shall inform its employees of its policies used to support its; employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability:

- As required to new employees as soon as practicable after they begin their employment.
- Whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

### **Accessible Formats:**

In addition and where an employee with a disability requests it, we will consult with the employee to provide or arrange for the provision of accessible formats and communication supports for:

- Information that is needed in order to perform the employee's job.
- Information that is generally available to employees in the workplace.
- Consultation with employees making the request in determining the suitability of an accessible format or communication support.

### **Individual Accommodation Plan:**

We shall have in place a written process for the developing of a documented individual accommodation plan for employees with a disability. Process to include:

- The employee's participation in the development of the IAP;
- Assessment on an individual basis;
- Identification of the accommodations;
- We may request an evaluation by an outside medical or other expert at our expense, to assist with determining accommodation and how to achieve accommodation.
- Employees may request the participation of a representative from his/her bargaining agent, where represented, or otherwise a representative from the workplace where an employee is not represented by a bargaining agent;
- Steps taken to protect the privacy of the employee's personal information;



- Frequency with which the IAP will be reviewed and updated and the manner in which it will be done;
- If denied, the reasons are to be provided to the employee;
- A format that takes into account the employees disability needs;
- If requested, any information regarding accessible formats and communication supports provided;
- Identification of any other accommodation that is to be provided.

### **Return to Work:**

The Township of Cavan Monaghan will have in place a return to work process for employees who have been absent from work due to a disability and require disability-related accommodation in order to return to work. Such processes must be documented and must outline the steps that the Township will take to facilitate the return to work and include an Individual Accommodation plan.

### **Performance Management, Career Development and Advancement, Redeployment:**

The Township of Cavan Monaghan will take into account the accommodation needs and/or individual accommodation plans of employees when:

- Using performance management processes;
- Providing career development and advancement information;
- Using redeployment procedures.

### **Workplace Emergency Response Information:**

The Township of Cavan Monaghan shall provide individualized workplace emergency response information to employees who have a disability:

- If the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability;
- If the employee who receives an individual workplace emergency response information requires assistance and with the employee's consent, the Township will provide the workplace emergency information to the person designated by the Township to provide assistance to the employee;
- As soon as practicable after becoming aware of the need for accommodation due to the employee's disability;
- Review the individualized workplace emergency response information when the employee moves to a different location in the organization, when overall accommodation needs or plans are reviewed and when the employer reviews its general emergency response policies.

Via Email Only: [communityengagement@ieso.ca](mailto:communityengagement@ieso.ca)

July 25, 2025

Independent Electricity System Operator  
1600 120 Adelaide Street West  
Toronto ON M5H 1T1

**Re: Questions About IESO's LT2 RFP**

**To Whom it May Concern:**

The Township of Cavan Monaghan has received interest from a number of companies looking to participate in the LT2 RFP process. Council has some questions about the eligible projects and the process.

1. Why is such a large footprint required for projects. Can the units be stacked?
2. How do Proponents enter into land ownership agreement (i.e. ownership/ lease)?
3. Other than the passing of a Council resolution, what are the expectations for the Township from IESO (i.e., municipal support)?
4. What are the requirements for a site-e.g. proximity to power lines?
5. What are the impacts on and/or permissions required for projects on agricultural lands?
6. What is the anticipated time frame for projects between the award of contracts and the operation of the site?
7. What is the closest battery storage operation to the Township?
8. Once the energy is stored, how long does it take to deplete it?

9. Is there a preferred type of location for projects?
10. Can battery storage operations be located in urban settlements or do they need to be located in rural settings?
11. What are the maintenance requirements for battery storage infrastructure?
12. How does the system know when the grid needs extra power? At what point does the battery storage operation return to power storage?
13. How does a BESS function in a power failure? What powers the heating/cooling units at that time?
14. What is the anticipated energy costs of heating and cooling the unit on an annual basis?
15. How much energy is required to operate a site?
16. What is the expected lifetime of batteries?
17. Are Fire Department personnel provided special training to deal with incidents at a battery storage facility? If so, who does the training and who pays the cost of the training?
18. How are the batteries different from EV cars and scooters?
19. What is the expected liability to the Township with battery storage facilities? Who pays for the cost of any required environmental clean up and restoration?
20. How will ground water and air quality be protected if there is a fire?
21. Is there a standard required setback between battery storage facilities and residential uses?
22. What is the required proximity to existing hydro transmission lines?
23. Can solar panels be fixed to the roof of the units?

Sincerely

*Karen Ellis*

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

## IESO Response to LT2 RFP Questions:

To best support the Township in understanding answers to the below remaining questions please review the shared resources. You are also welcome to connect directly with each corresponding organization using the contact information below.

Question #	Resource	Organization/Contact Information
1, 7, 8, 9, 10, 11, 13, 14, 18, 21, 23	The Ontario Association of Fire Chiefs, the Canadian Renewable Energy Association and Energy Storage Canada's <a href="#">Solar Electricity and Battery Storage Systems Safety Handbook for Firefighters</a> regarding battery energy storage.	<a href="#">Energy Storage Canada</a> <b>Email Address:</b> <a href="mailto:information@energystoragecanada.org">information@energystoragecanada.org</a>  <b>Phone Number:</b> 416-997-3095.
4, 22	All Battery Energy Storage System (BESS) connections in the proximity to any Hydro One transmission infrastructure/facilities will need to comply with setback requirements in <a href="#">Hydro One's BESS Fire Protection Risk &amp; Response Assessment Standard</a>	Hydro One Networks Inc.  <b>Email address:</b> <a href="mailto:largeaccounts@hydroone.com">largeaccounts@hydroone.com</a>  Please use the subject line "BESS Setback Enquiry"
5	The Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA) ensures the sustainability of agriculture by providing guidelines on permitted uses in Ontario's Prime Agricultural Areas. To	Ministry of Agriculture, Food and Agribusiness  <b>Email Address:</b> <a href="mailto:ag.info.omafra@ontario.ca">ag.info.omafra@ontario.ca</a>

learn more please  
review the following  
resources:

- [OMAFA  
Guidelines for  
the AIA  
Component  
One  
Requirement](#)
- [LT2 Agricultural  
Impact  
Assessment  
Q&A V3](#)

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# Municipal Guide

## Role of Municipalities in the IESO's Second Long-Term Request for Proposals (LT2 RFP)

Version 1

July 16, 2025

## Disclaimer

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## Document Change History

Version	Reason for Change	Date
1	Municipal Guide	July 16, 2025

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# Background

The Independent Electricity System Operator (IESO) is committed to sharing information to support community participation in the ongoing Second Long-Term Request for Proposals (LT2 RFP) procurement process.

This guidance document provides an overview of the province's need for increased electricity supply and details of the IESO's LT2 RFP with a specific focus on the important role of municipalities in ensuring Ontario continues to have a reliable, affordable and sustainable electricity system. This document will be reviewed and updated as required to reflect community feedback and other matters such as evolving system needs. Capitalized terms used but not defined in this document have the meaning given to them in the LT2 RFP and Contract.

## Ontario's Demand for Electricity is Significantly Increasing

As the province's electricity system operator and planner, the IESO is responsible for ensuring there is enough power to meet the province's electricity needs reliably and cost-effectively today and in the future. In April 2025, the IESO released the [2025 Annual Planning Outlook](#) that forecasts annual electricity demand will grow by 75 per cent by 2050. Key drivers for this significant growth in electricity demand include economic growth, population increase, new technology, and electrification of industries. Ontario will outgrow the electricity system if expansion efforts are not accelerated.

To ensure reliable and affordable electricity is available where and when it is needed into the future, the IESO is moving forward with ambitious plans to procure a significant amount of new supply and transmission infrastructure, as well as expand energy efficiency programs through [Save on Energy](#). As part of its [Resource Adequacy Framework](#), the IESO has implemented a multi-pronged approach to ensure the necessary resources are in place to meet Ontario's rapidly growing electricity needs. Alongside planning new transmission lines and investing in energy efficiency, a key pillar of our strategy is the procurement of new electricity generating resources.

[In November 2024](#), the Ontario government issued a Directive to the IESO to launch the Second Long-Term Request for Proposals (LT2 RFP). On [June 26, 2025](#), the Ontario government issued an amendment to the Directive that directs the IESO to recognize Proponents who have and retain, Canadian status, for the purposes of the first LT2 RFP submission window.

## Supply Mix and Generation

Ontario's demand for electricity varies throughout the day, requiring a diverse supply mix — including hydroelectric, nuclear, natural gas, energy storage, and renewables — to perform different roles to maintain reliability. Each resource generates electricity differently and has unique operating characteristics. Because no single resource can always meet all of the system's needs, maintaining a diverse supply mix is an effective way to ensure the ongoing reliability of Ontario's electricity system. Refer to Appendix A for more information on the different types of resources.

## Second Long-Term Request for Proposals

The Second Long-Term Request for Proposals (LT2 RFP) will be the largest competitive electricity procurement for electricity generation in the province's history as the IESO seeks to procure 14 terawatt-hours (TWh) of annual generation from energy producing resources<sup>1</sup> and 1,600 megawatts (MW) of capacity resources<sup>2</sup> to meet electricity needs emerging from 2029–2034. To achieve this, the LT2 RFP will be structured to include multiple proposal submission windows run on an annual basis. Final documents for the first window were posted on June 27, 2025, with proposal submission in Q4 2025.

The LT2 RFP will take an “all of the above” approach to resource eligibility as a variety of resource types are required to ensure the ongoing reliability of Ontario's electricity system. For the first LT2 RFP proposal submission window, resources that are eligible to participate include, but are not limited to, wind, solar, bioenergy, energy storage, combined heat and power facilities, hydroelectric, and natural gas. These resources must be New Build resources that are 1 MW or greater and capable of achieving commercial operation by May 1, 2030, or earlier. Resources that are successful in the RFP evaluation process will be awarded a 20-year contract term.

The final documents for the first window of both the Long-Term 2 Energy RFP (LT2(e-1) RFP) and the Long-Term 2 Capacity RFP (LT2(c-1) RFP) have been posted. As this competitive procurement is now underway, it is important that we all observe the communication protocols described in the RFPs so as to maintain the integrity and fairness of the procurement process.

During this period, the IESO remains committed to collaborating with communities and we encourage communities to email [communityengagement@ieso.ca](mailto:communityengagement@ieso.ca) if you have any general questions around the purpose of the procurement, the IESO's role and that of Municipalities. Engagement activities, such as information sessions, will be held with municipalities and Indigenous communities as required during this period as well. While we endeavour to engage and respond to inquiries expeditiously, the speed of response and availability of information may change now that the procurement has launched, and during the Proposal evaluation stage, to ensure fairness in the procurement process. During this period, the IESO may have limited ability to communicate directly with communities; however, the IESO will endeavour to continue supporting through general communications and public webinars.

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<sup>1</sup> Energy-producing resources are focused on the total amount of electricity it can produce over time, measured in megawatt-hours (MWh). These resources are essential for meeting the ongoing, day-to-day electricity needs of consumers. Examples include, bioenergy facilities, solar facilities, wind facilities and cogeneration facilities. Their value lies in how much energy they contribute over hours, days, and seasons, rather than their instant availability during peak demand.

<sup>2</sup> A capacity resource is one that can reliably provide power when it's most needed, typically during peak demand periods. Capacity is measured in megawatts and represents the maximum output a resource can deliver on short notice to ensure the electricity grid has enough supply to avoid blackouts. Examples include, hydro storage facilities, electricity storage facilities, gas facilities and bioenergy facilities. These resources are valued for being available when system reliability is at risk and not for how much energy they produce over time.

Any questions specific to a Proponent, Proposal, or the content of the LT2(e-1 & c-1) RFPs and Contracts, should be submitted to [LT2.RFP@ieso.ca](mailto:LT2.RFP@ieso.ca) so as to be answered as part of the Question and Comment Period.

# Role of Municipalities

## A Part to Play for Everyone

Municipalities play a critical role in Ontario's energy transition and local decisions are shaping the future of Ontario's electricity system. Municipal governments determine whether their community will be a willing host of electricity projects, and they also oversee local development approvals. Without municipal support, the province may be unable to procure enough electricity generating resources to meet growing demand. It is critical that municipalities remain engaged and informed on the importance of securing our shared energy future.

Municipalities can expect to be approached by developers to discuss potential projects and are encouraged to set expectations and minimum community engagement standards with developers directly. This allows municipalities to determine what is sufficient community engagement and allows the IESO to rely on a Municipal Support Confirmation as a confirmation that engagement has been completed in a satisfactory manner and that the municipality supports the developer submitting their Proposal to the IESO for evaluation under the procurement process.

## Step 1: Engagement with Developers

Except for the form of Pre-Engagement Confirmation Notice, the LT2 RFP does not prescribe specific engagement requirements; we recognize that community engagement is not "one size fits all". Instead, the IESO encourages the Local Municipality to set expectations and minimum community engagement standards with developers directly. This allows the Local Municipality to determine what is sufficient engagement for their community and allows the IESO to rely on a Municipal Support Confirmation (MSC) as a confirmation that engagement has been completed in a satisfactory manner.

The IESO requires developers to provide the municipality with a Pre-Engagement Confirmation Notice at least 60 days prior to the Proposal Submission Deadline. This form serves the purpose of sharing preliminary project details, including a request that the **Local Municipality confirms the land use designation of the proposed project site**, and begins the collaborative work between the Local Municipality and the developer to establish an agreed-upon engagement plan.

As all developers are required under the LT2 RFP to provide the Local Municipality with a Pre-Engagement Confirmation Notice at least 60 days prior to Proposal Submission Deadline, this may be the first form of formal engagement. A sample Pre-Engagement Confirmation Notice is provided within the Prescribed Form: Evidence of Municipal Support [LT2\(e-1\) PF-MS100](#) and [LT2\(c-1\) PF-MS100](#).

## Step 2: Protections for Agriculture – applicable to Project Sites located in Prime Agricultural Areas as defined by the Provincial Planning Statement, 2024 and designated in the Local Municipality’s Official Plan

Municipalities can expect to be asked by the developer to confirm the land use designation(s) of the proposed project site. There are additional requirements and restrictions if the project is proposed to locate entirely, or partially in a Prime Agricultural Area.

On [June 6, 2024](#), the IESO received a letter from the Minister of Energy and Mines (formerly known as the Ministry of Energy) and the Ontario Ministry of Agriculture, Food, and Agribusiness (formerly known as the Ontario Ministry of Agriculture, Food, and Rural Affairs) outlining policy considerations for developing projects in agricultural areas. These policy considerations were reinforced by the Directive that states all new electricity projects are prohibited in Speciality Crop Areas, and all new ground-mounted solar projects are prohibited in Prime Agricultural Areas. All other eligible projects that are proposed in Prime Agricultural Areas (as designated by the Local Municipality’s Official Plan) require the completion of an Agricultural Impact Assessment (AIA). There are three components of an AIA (avoid, minimize, and mitigate), which may be completed in two different stages for projects proposed under the LT2 RFP:

- The AIA Component One Requirement considers ways to avoid potential impacts (i.e., prevent impacts, where possible, through a project siting process that considers options outside prime agricultural areas and lower priority soils, if necessary).
- The AIA Components Two and Three Requirement considers strategies to minimize potential impacts (i.e., keep impacts to a minimum by incorporating specific measures in the design of a project or via the project’s operational plan) and approaches to mitigate potential impacts (i.e., implement measures to reduce the severity of impacts such as noise, dust and traffic).

The AIA Component One Requirement must be met as of the Proposal Submission Deadline and the AIA Components Two and Three Requirement must be met within 18 months of the IESO awarding a Contract. These requirements are completed by the developer and reviewed to the satisfaction of the Local Municipality. To support the completion and review of the AIA requirements, the Ontario Ministry of Agriculture, Food, and Agribusiness has published guidelines documents here: [OMAFA Guidelines for the LT2 AIA Component One Requirement](#). Once the OMAFA Guidelines for the LT2 AIA Component Two and Three Requirement are published this document will be updated with the hyperlink. Additionally, the IESO in conjunction with OMAFA, has published an AIA Questions and Answers document; an updated version was published in the “General LT2 Documents” section of the [LT2 RFP webpage](#) on July 9, 2025.

Confirmation that the AIA Component One Requirement has been completed to the satisfaction of the Local Municipality is built into the Municipal Support Confirmation process (see below) via the Prescribed Form: Evidence of Municipal Support [LT2\(e-1\) PF-MS100](#) and [LT2\(c-1\) PF-MS100](#).

Confirmation that the AIA Components Two and Three Requirement has been completed to the satisfaction of the Local Municipality is evidenced via Exhibit T: Form of AIA Confirmation Certificate of the [LT2\(e-1\) Contract](#) and [LT2\(c-1\) Contract](#).

### Step 3: Municipal Support Confirmations

Once a developer has completed, (or has committed to completing) the agreed upon community engagement plan, the developer will ask the Local Municipality to issue a **Municipal Support Confirmation**.

Per the Ministerial Directive, all projects coming forth under the LT2 RFP that are being proposed on Municipal Project Lands must include an **MSC** as part of the Proposal submission. The MSC is the instrument used by the IESO to confirm that the developer has undertaken (or is committed to undertake) engagement activities to the satisfaction of the Local Municipality and that the Local Municipality supports the submission of the Proposal.

During this stage, municipalities and developers can negotiate community engagement requirements and community benefit agreements.

Developing a decommissioning plan is a key component of the Ministry of Environment, Conservation and Parks' Renewable Energy Approval (REA) process under O. Reg. 359/09 of the *Environmental Protection Act*. While the REA, which applies to most facility types, must be obtained prior to a facility injecting electricity into the grid, the decommissioning activities themselves would take place after the LT2 Contract has concluded. Accordingly, while no conditions have been included in the LT2 RFPs regarding decommissioning, under the LT2 Contracts: (a) all applicable laws and regulations, including those pertaining to decommissioning, must be adhered to by a Supplier in order for the Contract to remain in good standing; and (b) the proponent must agree to assume all risk and provide an indemnity in respect of all damages or costs arising out of (among other things) any legal requirements relating to decommissioning.

The MSC does not guarantee that the project will be awarded an IESO Contract and does not supersede any applicable permits or approvals (zoning, etc.) under applicable Laws and Regulations. The MSC can be in the form of a **Municipal Resolution in Support of Proposal Submission** or a **Blanket Municipal Support Resolution** provided together with a Blanket Municipal Support Confirmation Letter.

Municipalities are welcome to develop their own resolution, however, a writable form that includes all necessary information has been posted to assist as part of the LT2 RFP Prescribed Form: Evidence of Municipal Support [LT2\(e-1\) PF-MS100](#) and [LT2\(c-1\) PF-MS100](#).

Municipalities can work with the proponent on filling in the relevant details. As there are minimum requirements that must be included, municipalities developing their own resolution should follow the guidance for municipalities provided within the LT2 RFP Prescribed Form: Evidence of Municipal Support (linked above).



## Step 4: Contract Award and Beyond

Proposals submitted to the IESO are evaluated in accordance with the requirements set out in the LT2 RFPs. The Proposals that meet the LT2 RFP requirements are then allocated rated criteria points (as applicable) prior to being evaluated based on price, and only those Proposals that do not exceed the maximum price threshold will move on to the deliverability assessment stage. During the deliverability assessment the IESO evaluates Proposals in order from lowest price to highest price to ensure that the proposed projects are deliverable, meaning that proposed project can connect to Ontario's electricity grid; this assessment is done to ensure that submitted projects can contribute effectively to addressing emerging reliability needs. Projects assessed to be "deliverable" are added to the offer list for LT2 Contracts until such point as the procurement target is reached.

Projects that are unsuccessful in the LT2 RFP and are not awarded a Contract may participate in subsequent procurement windows (each window is a standalone procurement), if the Municipality and developer are interested. This would require further engagement between the two parties to ensure compliance with the LT2 RFP issued in the applicable window.

Over the course of the project's development, municipalities engage directly with project developers to ensure compliance with all applicable laws, regulations and local requirements.

Before construction, successful projects must obtain several permits and approvals from various entities, including but not limited to:

- confirmation of appropriate zoning (including, if needed, an Official Plan and/or zoning by-law amendment or minor variance) and site plan approval (if required);
- environmental approvals (including engagement and consultation requirements with Indigenous communities);
- Regulatory approvals;
- grid-connection approvals;
- permits for new roads and other infrastructure; and
- satisfying the AIA Components Two and Three Requirement (if applicable)

The following government organizations (and others) play an oversight role to ensure projects are safe and appropriately sited. Some examples include:

Topic	Government Organizations
<a href="#">Environmental Assessments</a>	<p>The Ontario Ministry of the Environment, Conservation and Parks provides guidance on environmental approval requirements and enforces compliance with environmental laws. Most solar, wind or bio-energy projects in Ontario will require a <a href="#">Renewable Energy Approval</a> (REA) and smaller renewable projects may be eligible to register through the <a href="#">Environmental Activity Sector Registry</a> (EASR). Waterpower facilities and natural gas facilities may require a <a href="#">comprehensive or streamlined Environmental Assessment (EA)</a>, followed by subsequent permissions including <a href="#">Environmental Compliance Approvals</a> or registration on the EASR depending on the impacts of the projects. Stand-alone battery energy storage systems (BESS) may be eligible to register through the EASR process; however, associated components may trigger additional environmental approvals. If integrated with generation facilities, BESS components may be incorporated into existing approvals for the overall facility. All projects may need to obtain an <a href="#">authorization under the Endangered Species Act</a>. For questions about environmental approval requirements, please contact the ministry at:</p> <ul style="list-style-type: none"> <li>• <a href="mailto:REAprogramdelivery@ontario.ca">REAprogramdelivery@ontario.ca</a> (renewable energy projects and BESS)</li> <li>• <a href="mailto:enviopermissions@ontario.ca">enviopermissions@ontario.ca</a> (non-renewable energy projects)</li> <li>• <a href="mailto:SAROntario@ontario.ca">SAROntario@ontario.ca</a> (projects with protected species)</li> </ul>
<a href="#">Land Use and Municipal Requirements</a>	<p>The Ontario Ministry of Municipal Affairs and Housing is responsible for the <i>Planning Act</i>, which provides the legislative framework for land use planning in Ontario, and the PPS, which provides province-wide policy direction on the province's interests in land use planning. Municipalities and planning authorities are required to be consistent with the PPS in their official plans, zoning by-laws, and day-to-day decisions on land use planning matters.</p>
<a href="#">Agricultural Land</a>	<p>The Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA) has published a <a href="#">draft guidance document</a> for Agricultural Impact Assessments (AIAs). For general inquiries, please contact them at <a href="mailto:ag.info.omafra@ontario.ca">ag.info.omafra@ontario.ca</a></p>
<a href="#">Crown Land</a>	<p>The Ontario Ministry of Natural Resources (MNR) is responsible for managing Ontario's public lands, which includes authorizing the occupation of public lands to enable the development of renewable energy projects. For general inquiries, please contact them at <a href="mailto:MNRFRenewableEnergySupport@ontario.ca">MNRFRenewableEnergySupport@ontario.ca</a></p>



Topic	Government Organizations
Fire and Safety	Third parties such as the Electrical Safety Authority and Technical Standards and Safety Authority ensure that project proposals and development comply with all applicable laws and regulations.

# Appendices

Additional information on resources and IESO initiatives can be found below.

## Appendix A: Electricity Supply Resources in Ontario

Ontario has a clean electricity grid with a range of diverse resources. Each resource generates electricity differently and has unique operating characteristics. Because no single resource can meet all of the system's needs, maintaining a diverse supply mix is an effective way to ensure the ongoing reliability of Ontario's electricity system.

### Natural Gas

Natural gas plays a crucial role in maintaining the reliability of our system. There is no other technology available today that can provide the same level of operational flexibility needed to respond to changing electricity needs throughout the day and across the province. And while the province is making significant investments in new non-emitting generation that will eventually reduce reliance on natural gas generation, those investments will take time to come into service. For example, Ontario is currently making significant investments to refurbish and expand its fleet of nuclear generators. In the interim, we must continue to rely on natural gas as an important contributor to our diverse supply mix to ensure we can maintain a reliable and affordable system.

While the IESO continues to work toward reducing emissions in our electricity system, there is potential for significantly greater emissions reductions in the broader economy including the electrification of transportation. These broader economy-wide emissions reductions can only be achieved if our electricity system remains reliable and affordable and grows in parallel with demand growth.

### Energy Storage

Energy storage facilities can act as a form of both supply and demand, drawing energy from the grid during off-peak hours when demand is low and injecting that energy back into the grid when it is needed most. Energy storage is particularly useful in supporting the wide-scale integration of renewable resources, such as wind and solar, because it can help smooth out changes in energy output caused by unpredictable weather.

Several government agencies and authorities determine environmental assessment processes and standards for the safe maintenance and operation of electrical equipment. Proponents/Suppliers are required to obtain and comply with all existing permits and processes, including obtaining an OEB license, before a facility can officially operate. Additional resources include:

- A [video](#) and a [webpage](#) explaining the benefits of energy storage for communities, such as supporting the integration of renewable resources, spurring economic development and providing back-up power during emergencies.

- The Ontario Association of Fire Chiefs, the Canadian Renewable Energy Association and Energy Storage Canada released the [Solar Electricity and Battery Storage Systems Safety Handbook for Firefighters](#). More information can be found in the press release [here](#).

## Wind and Solar Photovoltaic

New wind and solar projects are well-suited to participate in long-term procurements as they can be developed in four to five years once a contract has been issued. Variable generation will become more valuable to the system as electricity consumption patterns change. The province's peak demand periods are expected to shift from summer to winter as home heating electrifies; this is when wind output is generally much higher. Additional Ministry of the Environment, Conservation and Parks resources include:

- [Location/Site Considerations Checklist for Renewable Energy Projects](#).
- [Technical Guide to Renewable Energy Approvals](#) that provides information on land use planning, siting considerations and decommissioning.

## Hydroelectricity

Hydroelectricity is generated by falling or moving water. Hydro is expected to contribute to meeting emerging energy needs both through existing and incremental energy. These resources require significant time for new-build development and/or significant expansions. The cadenced procurement approaches, coupled together with some flexibility on in-service dates, should provide options for hydroelectric resources to emerge in the mid-2030s.

## Biofuels

Ontario has many sources of biofuel such as residual materials from forestry, waste matter from agriculture, by-products from food processing, and waste from municipal landfills, compost and water treatment facilities. The LT2 RFP provides an opportunity for biofuels to compete for contracts.

## Appendix B: Resources

In addition to engaging with developers, additional resources to help inform important decisions can be found below:

- A dedicated [community engagement webpage](#) for the IESO's procurements, featuring webinar recordings with updates and joint session with other ministries, as well as posted feedback and our written responses.
- A [video presentation](#) to learn more about the IESO's approach to meet electricity needs, and the important role of municipalities.
- A hub for municipalities to access at [www.ieso.ca/community](http://www.ieso.ca/community) including a webpage explaining [how electricity projects are developed](#).
- A [frequently asked questions \(FAQ\) document](#) created by the Ministry of Energy and Mines
- A toolkit created by the Association of Municipalities of Ontario (AMO) to guide municipalities on the [development of electricity projects](#).

## Appendix C: Willing Hosts

Given the competitive nature of the procurement process, the IESO is prevented from speaking about projects to ensure fairness. To proactively indicate to the sector that your municipality is a willing host to developers, you may wish to:

- Connect with Energy Storage Canada, Association of Power Producers of Ontario (APPrO) and the Canadian Renewable Energy Association (CanREA) on ways they can share your municipality's interest in hosting a facility with their members as part of the IESO's ongoing long-term procurements.
- Consider engaging your Council to pass a motion that your municipality is a willing host to new energy facilities.

## Appendix D: Long-Term Procurement Results Summary

The results from previous Long-Term Procurements are summarized below:

Timing	Activity	Result
May 2023	Expedited Long-Term 1 RFP (E-LT1 RFP)	1,177 MW <ul style="list-style-type: none"><li>• 882 MW energy storage</li><li>• 295 MW non-storage</li></ul>
May 2023	Same Technology Upgrades Solicitation (Same Tech)	286 MW
May 2024	Long-Term 1 RFP (LT1 RFP)	2,195 MW <ul style="list-style-type: none"><li>• 1,784 MW energy storage</li><li>• 411 MW non-storage</li></ul>

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**Independent Electricity  
System Operator**

1600 120 Adelaide Street West  
Toronto, Ontario M5H 1T1

Phone: 905.403.6900

Toll free: 1.888.448.7777

E mail: [communityengagement@ieso.ca](mailto:communityengagement@ieso.ca)

**ieso.ca**



[@IESO Tweets](https://twitter.com/IESO)



[linkedin.com/company/IESO](https://www.linkedin.com/company/IESO)

## **The Township of Cavan Monaghan**

### **By-law No. 2025-39**

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

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

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

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

1. Map B-5 of Schedule “A” to By-law No. 2018-58, as amended, is hereby amended by rezoning the lands in part of Lot 4, Concession 11 (North Monaghan), known municipally as 838 Rothesay Avenue, being property assessment roll number 1509-030-001-239-00, from the Rural Residential (RR) Zone to the Rural Residential Exception Thirty (RR-30) Zone as shown on Schedule “1” attached hereto and forming part of the By-law.
2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 3.4.75 that shall read as follows:

#### **“3.4.75 RR-30      Map B-5 on Schedule A (2025-39 838 Rothesay Ave)**

- a) Additional permitted use: single detached accessory apartment.
- b) Minimum side yard for the detached accessory apartment    6 metres
- c) Minimum rear yard for the detached accessory apartment    9 metres”

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

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

Read a first, second and third time and passed this 2<sup>nd</sup> day of September 2025.

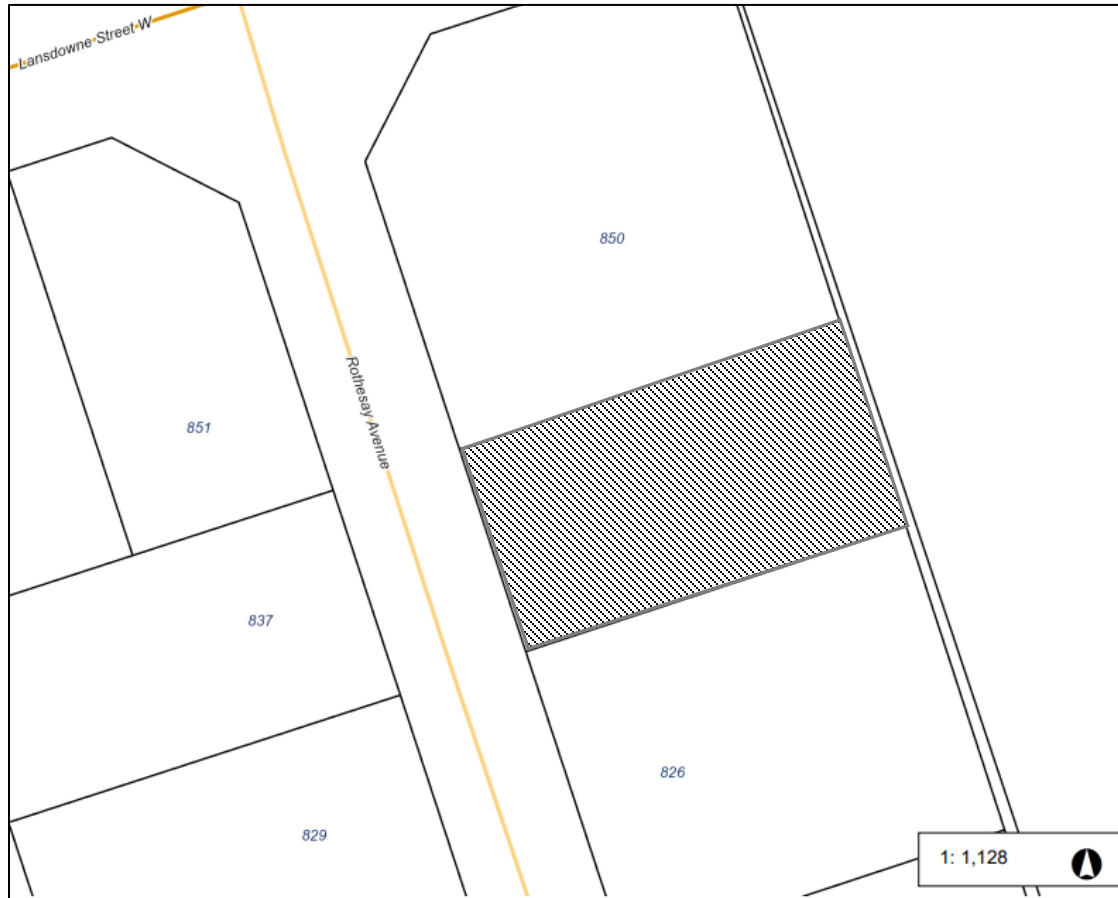
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Matthew Graham  
Mayor

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Cindy Page  
Clerk

## Schedule "1" to By-law No. 2025-39



**Area Affected by this By-law**  
838 Rothessay Avenue  
Part Lot 4, Concession 11 (North  
Monaghan)

**Certificate of Authentication**  
This is Schedule "1" to By-law  
No. 2025-39 passed this 2<sup>nd</sup>  
day of September, 2025.



Rezone from the 'Rural Residential (RR) Zone' to the  
'Rural Residential Exception Thirty (RR-30) Zone'.

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Matthew Graham  
Mayor

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Cindy Page  
Clerk

## **The Township of Cavan Monaghan**

### **By-law No. 2025-40**

**Being a by-law to execute an Unassumed Subdivision Road Winter Maintenance Agreement between the Township of Cavan Monaghan and Towerhill Developments Inc., for winter maintenance services of unassumed subdivision roads within the Towerhill North Subdivision**

**Whereas** the Municipal Act, 2001, S.O. c.25, s.11(3) as amended, provides that a lower tier and upper tier municipality may pass a by-law authorizing the approval of by-laws regarding matters within the spheres of jurisdiction;

**And Whereas** the Township of Cavan Monaghan deems it desirable to enter into and execute an Agreement with Towerhill Developments Inc., for winter maintenance services of unassumed subdivision roads within the Towerhill North Subdivision named within the Agreement;

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

1. That the Unassumed Subdivision Road Winter Maintenance Agreement attached hereto is hereby adopted for use in connection with the Towerhill North Subdivision, being Plan 45M-266.
2. That Council authorizes the CAO and Clerk to execute the Unassumed Subdivision Road Winter Maintenance Agreement in the form attached hereto, subject to the annual update of:
  - a. The applicable annual charge for the services set out Section 5 of the agreement;
  - b. The applicable public highways and associated distances/length identified in Schedule "B" of the agreement.
3. That the Public Works Director, CAO and Clerk, are hereby jointly authorized to establish the foregoing applicable annual charge and applicable public highways and associated distances.
4. That the authorizations in section 1, 2 and 3 are valid until and including November 1<sup>st</sup>, 2029. For clarity, commencing upon November 2<sup>nd</sup>, 2029 whereupon the Subdivider continues to require or request the provision of Winter Maintenance services by the Township under the Unassumed Subdivision Road Winter Maintenance Agreement, such request must be approved by Council.



Read a first, second and third time and finally passed this 2nd day of September, 2025.

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**Matthew Graham**  
**Mayor**

---

**Cindy Page**  
**Clerk**

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2025.

## **UNASSUMED SUBDIVISION ROAD WINTER MAINTENANCE AGREEMENT 2025**

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF CAVAN MONAGHAN

hereinafter called the “the Municipality”

- and -

TOWERHILL DEVELOPMENTS INC.

hereinafter called the “Subdivider”

**WHEREAS** under the subdivision agreement entered into between the Municipality and the Subdivider and registered as instrument PE432693 (hereinafter the “Subdivision Agreement”) and upon the registration of Plan 45M-266 (the Plan), the Subdivider is obliged to undertake all maintenance upon the public highways laid out in such Plan until such time as the Municipality has assumed such public highways;

**AND WHEREAS** the Subdivider wishes to enter into an agreement for the Municipality to undertake the certain road maintenance services on behalf of the Subdivider as set out herein;

**NOW THEREFORE** the parties hereby covenant and agree with one another as follows:

### **Subject lands**

1. This agreement applies to those portions of the public highways within Plan 45M-266 which are specifically identified in Schedule B. For ease of reference the list of all public highways within Plan 45M-266 are identified in Schedule A.

### **Subdivider’s Obligation**

2. The Subdivider acknowledges and agrees that under the Subdivision Agreement the Subdivider is obliged to undertake all maintenance of the public highways laid out in the Plan until such time as the Municipality has assumed such public highways. The Subdivider acknowledges and agrees that save and except for those portions of the public highways identified in Schedule “B”, the Subdivider remains obliged to maintain the public highways in Plan 45M-266 as provided for in the Subdivision Agreement.

### **Winterizing of Subdivision**

3. In order to minimise repairs to new subdivision roads and snow plowing

equipment, the Township requires the following works to be carried out prior to November 1st of each year:

- a) Manhole tops, catchbasin frames and valves on roads with base asphalt shall be set at the level of the base course asphalt.
- b) Settlements in roadways shall be repaired, particularly adjacent to manhole tops and catchbasin frames.
- c) Sidewalk bays, which have settled and created a lip greater than 10mm shall be repaired.
- d) All asphalt roads, emergency accesses and loose surface roads identified by the Fire Department and / or the Director of Public Works shall be cleared of mud and debris, have a minimum of one full lane open at all times and maintained in this manner throughout the maintenance period.
- e) Inlet manholes, catchbasins, ditches or channel shall be cleared of debris to prevent blockages during winter and spring thaws.
- f) All Fire Hydrants shall be kept clear of snow, debris and soils and a Hydrant Marker shall be affixed for location identification.

#### **Municipality to Provide Winter Maintenance**

4. The parties agree that active winter maintenance activities will be undertaken by the Municipality as a contractor for the Subdivider on those portions of the public highways that are specifically identified in Schedule "B" and that such maintenance will be conducted in the same manner as it does for its assumed public highways.

#### **Rates Payable by Subdivider**

5. The Subdivider agrees to pay the Municipality for the conduct of the winter maintenance activities the amount of Seven Thousand and One Hundred dollars (\$7,100.00) payable prior to execution of this Agreement by the Township. This amount will be reassessed with each subsequent agreement dependent on the portions of public highways set out to receive winter maintenance, as per Schedule B.

#### **Term**

6. This Agreement shall be effective upon November 1<sup>st</sup> and shall remain in effect until April 30<sup>th</sup> the following calendar year.

#### **No Liability for Damage to Infrastructure**

7. The Subdivider acknowledges and agrees that the Municipality shall not be liable for any damage sustained to the subject highways, including any works constructed by the Subdivider thereon, arising from the conduct of winter maintenance activities under this agreement by the Municipality. In addition to the foregoing, the Subdivider further acknowledges that the Municipality shall not be liable for damage to any materials stored or placed upon the subject highways nor any vehicles/equipment parked thereon.

#### **Temporary Suspension of Service**

8. The Subdivider acknowledges and agrees that the portion of the public highways that are subject to this agreement may be deemed impassable to the Township's

winter maintenance equipment due to the presence of materials and/or vehicles and/or equipment stored or placed upon the subject highways. The Municipality retains the sole right and discretion to deem a highway impassable. If said portion of highway is deemed as impassable, winter maintenance for that section of road will be suspended until obstacles are removed and the highway is deemed passable by the Municipality. During the time that any such portions are deemed impassable, the Subdivider's obligations as identified in section 2 apply and the Municipality shall not be obliged to provide winter maintenance activities to such portions. The Subdivider acknowledges and agrees that the Municipality may provide notice (of impassability or that obstacles have been removed) to the Subdivider by giving oral or written notice to the site superintendent.

### **No Assumption**

9. The Subdivider acknowledges and agrees that the Municipality's conduct of winter maintenance activities hereunder does not constitute the Municipality's final acceptance or assumption of the public highways. Such assumption may only be evidenced by the enactment of a by-law assuming such public highways.

### **Indemnification and Release**

10. The Subdivider covenants and agrees with the Municipality, on behalf of itself, its successors and assigns, to indemnify and save harmless the Municipality, its servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason of any work performed by the Municipality in connection with the carrying out of the provisions of this Agreement.

### **Insurance**

11. Prior to the execution of this Agreement by the Municipality, the Subdivider shall provide to the Municipality, a copy of an insurance certificate confirming that the Subdivider has an insurance policy as described in section 17 of the Subdivision Agreement.

### **Termination**

12. The Municipality retains the sole right and discretion to terminate this Agreement and to cease the provision of any winter maintenance services hereunder by giving 60 days notice in writing to the Subdivider.

IN WITNESS WHEREOF the Subdivider has hereunto set its hands and seals this  
\_\_ day of \_\_\_\_\_, 2025.

**TOWERHILL DEVELOPMENTS INC.**

Per: \_\_\_\_\_

Name:

Title:

I have authority to bind the Corporation.

IN WITNESS WHEREOF the Municipality as hereunto sets its hands and seals this  
\_\_ day of \_\_\_\_\_, 2025.

**THE CORPORATION OF THE  
TOWNSHIP OF CAVAN MONAGHAN**

Per: \_\_\_\_\_

CAO: Yvette Hurley

Per: \_\_\_\_\_

Clerk: Cindy Page

**Schedule A to the  
UNASSUMED SUBDIVISION ROAD WINTER MAINTENANCE AGREEMENT**

Listing All Portions of the Public Highways within Plan 45M-266

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Distance (km)</b>
Highlands Boulevard	Fallis Line	County Road 10	0.90
Sutherland Street	Highlands Boulevard	Robson Street	0.19
Sutherland Street	Robson Street	Fairfield Street (Lots 93 & 94)	0.08
Sutherland Street	Fairfield Street (Lots 93 & 94)	Hampton Drive	0.44
Hampton Drive	Sutherland Street	Highlands Boulevard	0.08
Hampton Drive	Highlands Boulevard	Gibson Gate	0.08
Gibson Gate	Fairfield Street (Lot 187)	Hampton Drive	0.16
Gibson Gate	Hampton Drive	Fairfield Street (Lot 188)	0.13
Lamb Street	Sutherland Street	Fairfield Street	0.19
Ruth Street	Sutherland Street	Fairfield Street	0.19
Fairfield Street	Sutherland Street (Lots 93 & 94)	Highlands Boulevard	0.09
Fairfield Street	Highlands Boulevard	Lamb Street	0.08
Fairfield Street	Lamb Street	Ruth Street	0.08
Fairfield Street	Ruth Street	Gibson Gate (Lot 188)	0.08
Fairfield Street	Gibson Gate (Lot 188)	Fallis Line	0.35
Sutherland Street	Highlands Boulevard	Lamb Street	0.08
Sutherland Street	Lamb Street	Ruth Street	0.08
Sutherland Street	Ruth Street	Fairfield Street	0.26
Robson Street	Flaherty Street	Sutherland Street	0.28
Flaherty Street	Fallis Line	Robson Street	0.18

**Schedule B to the  
UNASSUMED SUBDIVISION ROAD WINTER MAINTENANCE AGREEMENT**

Listing Portions of the Public Highways Therein to Receive  
Winter Maintenance under this Agreement

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Distance (km)</b>
Highlands Boulevard	Fallis Line	County Road 10	0.90
Hampton Drive	Highlands Boulevard	Gibson Gate	0.08
Gibson Gate	Fairfield Street (Lot 187)	Hampton Drive	0.16
Lamb Street	Sutherland Street	Fairfield Street	0.19
Fairfield Street	Highlands Boulevard	Lamb Street	0.08
Sutherland Street	Lamb Street	Ruth Street	0.08
<b>Total</b>			<b>1.49</b>

***NOTE: Contents of Schedule B to be determined annually by Public Works Director, Chief Administrative Officer and Clerk (jointly).***

## **The Township of Cavan Monaghan**

### **By-law No. 2025-41**

**Being a by-law to confirm the proceedings of the regular meeting of the Council of the Township of Cavan Monaghan held on the 2nd day of September 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 2nd day of September 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 2nd day of September 2025.

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**Matthew Graham**  
**Mayor**

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**Cindy Page**  
**Clerk**