

Agenda
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting

Thursday, September 18, 2025

9:00 a.m.

Council Chambers - Hybrid Room

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

Pages

1. Call to Order

2. Land Acknowledgement

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

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Minutes

5.1 Minutes of the meeting held June 19, 2025

2 - 6

6. General Business

6.1 Old Millbrook School, 1 Dufferin Street - Renovations Update (Kyle Phillips)

6.2 2026 Budget Discussion

6.3 Work Plan

7 - 12

6.4 2026 Meeting Schedule

13 - 13

7. Adjournment

Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Thursday, June 19, 2025
9:00 a.m.
Council Chambers – Hybrid Room

Those members in attendance:

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

Those members absent:

John Colver

Staff members in attendance:

Mark Froment	Deputy Clerk
Karen Ellis	Director of Planning
Brigid Ayotte	Economic Development and Communications Officer
Chris Allison	Parks and Facilities Manager
Maxim Tandon	Heritage Coordinator

1. Call to Order

Chair Ashley Stewart called the meeting to order at 9:05 a.m.

2. Land Acknowledgement

Chair Ashley Stewart recited the Land Acknowledgement.

3. Approval of the Agenda

Moved by: Courville

Seconded by: Davis

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

Carried

Moved by: Davis

Seconded by: Courville

That the Municipal Revitalization and Heritage Advisory Committee approve the Cultural Mapping Project Demonstration Presentation to be added to item 6.1

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

Chanelle Courville disclosed a pecuniary interest for item 7.2 – 10 Prince Street – Proposed Porch Repairs

5. Minutes

5.1 Minutes of the meeting held March 20, 2025

5.2 Minutes of the meeting held April 30, 2025

5.3 Minutes of the meeting held June 5, 2025

Moved by: Luchuk

Seconded by: Davis

That the minutes of the meetings held March 20, 2025, April 30, 2025, and June 5, 2025 be approved as presented.

Carried

6. Presentations

6.1 Cultural Mapping Project Demonstration (Maxim Tandon)

Moved by: Wilson

Seconded by: Luchuk

That the Municipal Revitalization and Heritage Advisory Committee receive the presentation on the Cultural Mapping Project by Maxim Tandon for information.

Carried

7. General Business

7.1 Old Millbrook School, 1 Dufferin Street – Planned Renovations (Kyle Phillips)

Moved by: Davis

Seconded by: Courville

That the Municipal Revitalization and Heritage Advisory Committee recommend the use of colonial slate tiles for any planned renovations on the roof of the Old Millbrook School.

Carried

Chanelle Courville left the meeting at 9:34 a.m.

7.2 10 Prince Street – Proposed Porch Repairs (Karen Ellis)

Moved by: Davis

Seconded by: Luchuk

That the Municipal Revitalization and Heritage Advisory Committee

approve the images of proposed porch repairs provided to Karen Ellis as an addition to item 7.2.

Carried

Moved by: Luchuk

Seconded by: Davis

That the Municipal Revitalization and Heritage Advisory Committee advise that the proposed porch repairs as outlined in correspondence from June 9, 2025 are consistent with the heritage attributes listed in By-law No. 2023-20; and

That the Committee recommend the use of the colour palette in the Detailed Streetscape and Design Guidelines for Downtown Millbrook as a reference with a preference for the colour tope.

Carried

Chanelle Courville returned to the meeting at 9:48 a.m.

7.3 Review of Proposed Draft Heritage By-laws

7.3.1 By-law No. 2025-XX 8 King Street

7.3.2 By-law No. 2025-XX 11 King Street

7.3.3 By-law No. 2025-XX 13 Anne Street

Moved by: Luchuk

Seconded by: Davis

That the Municipal Revitalization and Heritage Advisory Committee support the proposed draft Heritage By-laws as presented.

Carried

7.4 Work Plan

Moved by: Courville

Seconded by: Wilson

That the Municipal Revitalization and Heritage Advisory Committee endorse the following wording for the sign at the Ebenezer Cemetery;

In 1869, Robert and Mary Lee transferred a parcel of land in part of Lot 1, Concession 11 (Lee's Corners, Cavan) to Amberson Murphy, James Stuart and Thomas Pritchard et al Trustees of the Canada Presbyterian Church for twenty-five cents. In 1897 the property was fenced.

The building of a church and burying grounds was planned for the ½ acre parcel. There is no record of a church being built on site.

This cemetery is not connected to the former Ebenezer New Connexion Church property in Part of Lot 4, Concession 11 (Cavan).

The cemetery is marked in the current landscape by a cairn surrounded by Johnson, Saunders, Bray, Moore, Shoaler, Pethick, Huchen, Thompson and Jacobs grave markers.

Carried

Chanelle Courville left the meeting at 9:59 a.m.

Moved by: Luchuk

Seconded by: Davis

That the Municipal Revitalization and Heritage Advisory Committee support the proposal of having the stain glass window from Springville Church being displayed at the Centreville Church.

Carried

Moved by: Davis

Seconded by: Luchuk

That the Municipal Revitalization and Heritage Advisory Committee recommend that staff investigate the long-term storage options for the bricks, hitching post, and attached boards until an option for their display is decided upon; and

That preference is given to a location nearby Springville Church for any possible display of the artifacts.

Carried

Moved by: Davis

Seconded by: Wilson

That the Municipal Revitalization and Heritage Advisory Committee recommend staff investigate the costs and options for the transport, short-term storage, and the installation of the bell tower window from Springville Church inside a publicly or privately owned building; and

That staff investigate the costs for the erection of a plaque as part of the installation.

Carried

Moved by: Davis

Seconded by: Luchuk

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

Carried

8. Adjournment

Moved by: Davis

Seconded by: Wilson

That the Municipal Revitalization and Heritage Advisory Committee adjourn at 10:32 a.m.

Carried

Ashley Stewart
Chair

Mark Froment
Deputy Clerk

**Municipal Revitalization and Heritage Advisory Committee
Work Plan 2025**

Item	Budget	Sub-Committee	Tasks/ Progress	Completion Date
1. Landscaping around the Station Parkette	\$1,000 Landscaping		Landscaping at Station Parkette for the Train Station Signage to be determined once signage has been completed.	Pending the completion of the new sign
2. Restoration of Springville and Ebenezer Cemeteries	\$740 Clerk's Budget	Contracted to Campbell Monuments	Yearly inspection completed on June 12, 2025. Some work was identified for Ebenezer cemetery.	Fall 2025
3. Review and update current Heritage By-laws	None	Karen Ellis Ashley Stewart	Reviews of Heritage By-laws ongoing.	Ongoing
4. Heritage Awards	\$500 Awards	Karen Ellis Brigid Ayotte	2025 – Advertisement has been sent out for publication. No nominations received to date.	Ongoing
5. Train Station Signage	\$14,000	Brigid Ayotte Karen Ellis John Collver	New rail switch design concept approved by Council at April 7 meeting. Rail switch sign picked up by Township. Preparation for sign base and installation in progress.	Fall 2025
6. Existing Mural restoration and maintenance	\$1,500 Contracted Services	Brigid Ayotte	Maintenance of Mural has been completed by the artist in the summer.	Ongoing
7. Deyell, Springville and Ebenezer cemetery signage	\$3,000 Special Equipment/ Materials	Karen Ellis	Wording for signs reviewed and approved by the Committee. Staff seeking quotes for sign preparation and installation.	Draft of signage wording ready by summer 2025
8. Cultural Mapping Project	\$29,300 for a Summer Student	John Collver	Work ongoing. Summer student has completed input. Senior staff review ongoing.	2025
9. Update on Wayfinding Signage Policy	None	Staff	Research underway on policy.	Ongoing
10. Springville Church Artifacts	None	Karen Ellis	Stain glass window to be donated to Centreville Church for storage and display. Decisions required for other artifacts.	Ongoing

September 18, 2025



Millbrook Junction

The Station was built in 1854-55.

By 1858, Millbrook was connected to Peterborough, Port Hope and Lindsay by rail.

The Station first gained prominence because there was no direct route by rail from Peterborough to Toronto. In the 1890s, there were 6 passenger trains a day passing through Millbrook Junction. The line was also used to move timber, wheat, potash, flour and manufactured goods.

The Millbrook Junction was a busy stop on the railway. Millbrook, a village of 250 people, was soon home to more than 1000 residents. Four hotels and taverns supplying food and drink to visitors and villagers were established.

Employment at the Millbrook Junction included cutting and splitting wood to fuel the locomotives, overseeing stockyards of cattle and pigs heading to market, tending the storage buildings and grain warehouses, and loading or unloading freight onto the railcars. The station master's crew also included the telegraphist and porters to assist passengers with their luggage.

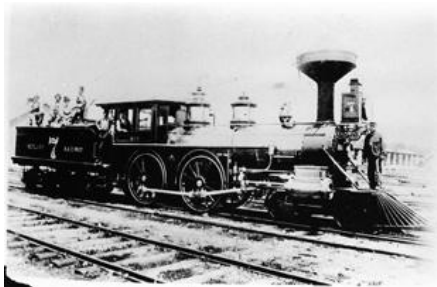
Famous visitors to Millbrook, arriving by train, include the Prince of Wales (later Edward VII) and Prime Minister John A. Macdonald.

The railway started to experience financial difficulties in 1872. The construction of a direct line from Peterborough to Omemee in 1883, the Great Depression of the 1930s and the flexibility and efficiency of the car added to the financial troubles of the railway.

The last train from Port Hope to Millbrook was on May 31, 1951. The tracks were removed. The tracks to Peterborough were removed later in the 1950s.

Source Material: Millbrook and Cavan Historical Society, This Green and Pleasant Land, and the Millbrook Times

Photograph Options Available for Station Park Sign Project
(Photos Courtesy of the Millbrook and Cavan Historical Society)











**Municipal Revitalization and Heritage
Advisory Committee
Meeting Schedule for 2026**

January 15

March 19

June 18

September 17