



Agenda
The Township of Cavan Monaghan
Regular Council Meeting

Monday, November 4, 2019

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.

	Pages
1. Open Session	
2. Call to Order	
3. Approval of the Agenda	
4. Disclosure of Pecuniary Interest and the General Nature Thereof	
5. Closed Session	
6. Delegations	
6.1 Elizabeth Deleff - Mount Pleasant Women's Institute - Funding	4 - 4
6.2 Derek & Bonnie Moore - Kawartha Eco Paving	5 - 5
6.3 Jim Slavin - Trout Unlimited Canada	6 - 15
6.4 Grahame Soley - Cogeco	16 - 34
7. Minutes	
7.1 Minutes of the Regular Meeting held October 21, 2019	35 - 43
8. Minutes from Committees and Boards	
8.1 Minutes of the Emergency Management Program Committee meeting held September 23, 2019	44 - 48
8.2 Minutes of the Municipal Revitalization and Heritage Advisory Committee meeting held October 17, 2019	49 - 51

9.	Reports	
9.1	Report - Planning-2019-44 Veltri Court (Nina Court Extension) ZBA-02-17 (KE)	52 - 80
9.2	Report - Planning-2019-45 Employment Land Strategy Expanded Scope and Budget (KE)	81 - 83
9.3	Report - Parks & Facilities-2019-15 Structural Assessment Report and Potential Use for the Existing Millbrook Arena (GB)	84 - 188
9.4	Report & Capital Project Status (YH)	189 - 193
9.5	Council/Committee Verbal Reports	
10.	General Business	
11.	Correspondence for Information	
12.	Correspondence for Action	
12.1	Eastern Ontario Regional Network Re: Cogeco's Letters of Support to CRTC	194 - 196
13.	By-laws	
13.1	By-law No. 2019-43 being a by-law to amend By-law No. 2018-58, as amended, otherwise known as The Township of Cavan Monaghan Zoning By-law	197 - 200
13.2	By-law No. 2019-72 being a by-law to amend By-law No. 2019-25 to regulate traffic and parking within the limits of the Township of Cavan Monaghan	201 - 201
14.	Unfinished Business	
15.	Notice of Motion	
16.	Confirming By-law	
16.1	By-law No. 2019-73 being a by-law to confirm the proceedings of the meeting held November 4, 2019	202 - 202
17.	Upcoming Events/Meetings	

17.1 Thursday, November 21 - Municipal Revitalization and Heritage
Advisory Committee - 9:00 a.m. Municipal Office

17.2 Monday, November 25 - Millbrook Valley Trails Advisory Committee -
6:00 p.m. Municipal Office

18. Adjournment

Delegation Request

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

- * Printing and [submitting to the Township](#)
- * Saving this file to your computer and [emailing it to earthurs@cavanmonaghan.net](mailto:earthurs@cavanmonaghan.net)

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

Date	<u>Oct. 15, 2019</u>	Meeting date	<u>Oct. 21, 2019</u>
Subject	<u>Mount Pleasant Women's Institute - Funding</u>		
Name	<u>Elizabeth Deleff</u>		
Address	<u>96 Grassy Rd.,</u>		
Town / City	<u>Ormelee</u>		
Province	<u>ON</u>	Postal Code	<u>K0L 2W0</u>
Phone (daytime)	<u>705 - 768 - 5039</u>	Phone (evening)	<u>same</u>
Fax number	<u>/</u>	Email address	<u>edeleff@sympatico.ca</u>

Do you require any Accessibility Accommodation? Yes No

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

Mount Pleasant Women's Institute.

Brief statement of issue or purpose of deputation:

The Mount Pleasant Women's Institute is facing repairs and upgrades to our Hall in Mount Pleasant. We are applying to government funding programs and exploring other possible sources. We are hoping that the township may be able to assist us with some funding to put toward these upgrades.

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



RECEIVED
OCT 22 2019
BY: 10:46 am
CM

Delegation Request

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

- * Printing and faxing a copy to 705-932-3458
- * Saving this file to your computer and emailing it to earthurs@cavanmonaghan.net

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

Date Oct 15/2019 Meeting date Nov. 4.

Subject Ecorastor.

Name Kawartha Eco Paving (Derek Moore)

Address 51 Valley View Dr

Town / City Millbrook

Province On Postal Code L0A 1G0

Phone (daytime) 905 717-7937 Phone (evening) 705 932 3331

Fax number N/A. Email address Kawarthaecopaving@gmail.com

Do you require any Accessibility Accommodation? Yes No

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

Derek & Bonnie Moore
Kawartha Eco Paving

Brief statement of issue or purpose of deputation:

to educate / inform council on a newly offered permeable paving application. Environmentally friendly product that allows for

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storm water management

Trout Unlimited Canada



Truite Illimitée Canada

Who We Are

- ▶ National not-for-profit organization
- ▶ Science-based and volunteer driven
- ▶ Chapters across Canada
- ▶ Professional staff in Calgary and Guelph
- ▶ Broad base of members, supporters, and partners





Our Priorities

- Water Quality
- Water Quantity
- Habitat
- Aquatic
Community

National Results: highlights 2018

- CONSERVATION
 - Repaired over 25 kilometers of Canada's streams and rivers, increasing animal habitat and protecting and enhancing fish populations, while dramatically improving water quality
- EDUCATION
 - over 60,000 engaged, mainly children
- ADVOCACY
 - Played a critical role in 21 provincial and regional working groups and committees improving fisheries management, habitat protection, pathogen and environmental threat management.
- FINANCIALS
 - REVENUE
 - Donations & grants 65%
 - Fundraising 26%
 - Other 9%
 - EXPENDITURE
 - Conservation 78%
 - Administration 15%
 - Education 7%

The Millbrook Chapter

First Chapter of Trout Unlimited Canada

east of Toronto

~ since August, 2019 ~

The Millbrook Chapter: We Are

- ▶ Local volunteers, who live on the watersheds of various creeks and streams (Cavan, Squirrel, Little, Little Baxter, etc.)
- ▶ Committed to a healthy environment
- ▶ Willing partners with other township and area organizations sharing similar values
- ▶ Here to support and influence “best practices”, in and around our streams
- ▶ New and growing
- ▶ Self-funded





Our Priorities

- Water Quality
- Habitat
- Education
- Partnership
- Fun!

Local Results: highlights 2019

- SCIENCE

- Data gathering using stream temperature monitors

- CONSERVATION

- Helped with planting over 250 trees near the Millbrook Pond (September 2019)

- PARTNERSHIP

- Working with ORCA, Fleming College and Millbrook Valley Trails to coordinate cold water scientific data and maintain and enhance riparian health

- EDUCATION

- Supporting ORCA to deliver the Yellowfish Road project in Millbrook

Millbrook Chapter Vision:

We actively support and carry out best practices to maintain and enhance the environmental health and quality of the Baxter Creek Watershed, and beyond



Millbrook Chapter
Trout Unlimited Canada
~ since 2019!! ~

Thank You!

Delegation Request

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

- * Printing and faxing a copy to 705-932-3458
- * Saving this file to your computer and emailing it to earthurs@cavanmonaghan.net

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

Date	<input type="text" value="October 30th, 2019"/>	Meeting date	<input type="text" value="November 4th, 2019"/>
Subject	<input type="text" value="Cogeco Broadband Expansion in Cavan Monaghan"/>		
Name	<input type="text" value="Cogeco Connexion"/>		
Address	<input type="text" value="970 Syscon Road"/>		
Town / City	<input type="text" value="Burlington"/>		
Province	<input type="text" value="Ontario"/>	Postal Code	<input type="text" value="L7L5S2"/>
Phone (daytime)	<input type="text" value="289-337-7360"/>	Phone (evening)	<input type="text" value="905-220-7682"/>
Fax number	<input type="text"/>	Email address	<input type="text" value="grahame.soley@cogeco.com"/>

Do you require any Accessibility Accommodation? Yes No

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

Brief statement of issue or purpose of deputation:

Cogeco will be bidding for funding from both the Federal and Provincial governments (as early as this fall) to expand our broadband network to connect unserved and underserved areas (as identified by the CRTC hexagon mapping). Based on our initial costing and analysis of Cavan Monaghan, Cogeco has prioritized the township as part of our expansion project and we would like to bid for funding to expand our network to connect more of your residents. To ensure Cavan Monaghan is included in our project and to increase our chances of obtaining funding, Cogeco is asking for a letter of support from the township that we would include in our bids. Your support will greatly enhance our chances of winning and will ensure that we prioritize and bid for areas the CRTC have identified for Cavan Monaghan. In order to work together we would also request that a Non Disclosure agreement is signed as we will be sharing our bid strategy, target areas and investments required as part of this project.

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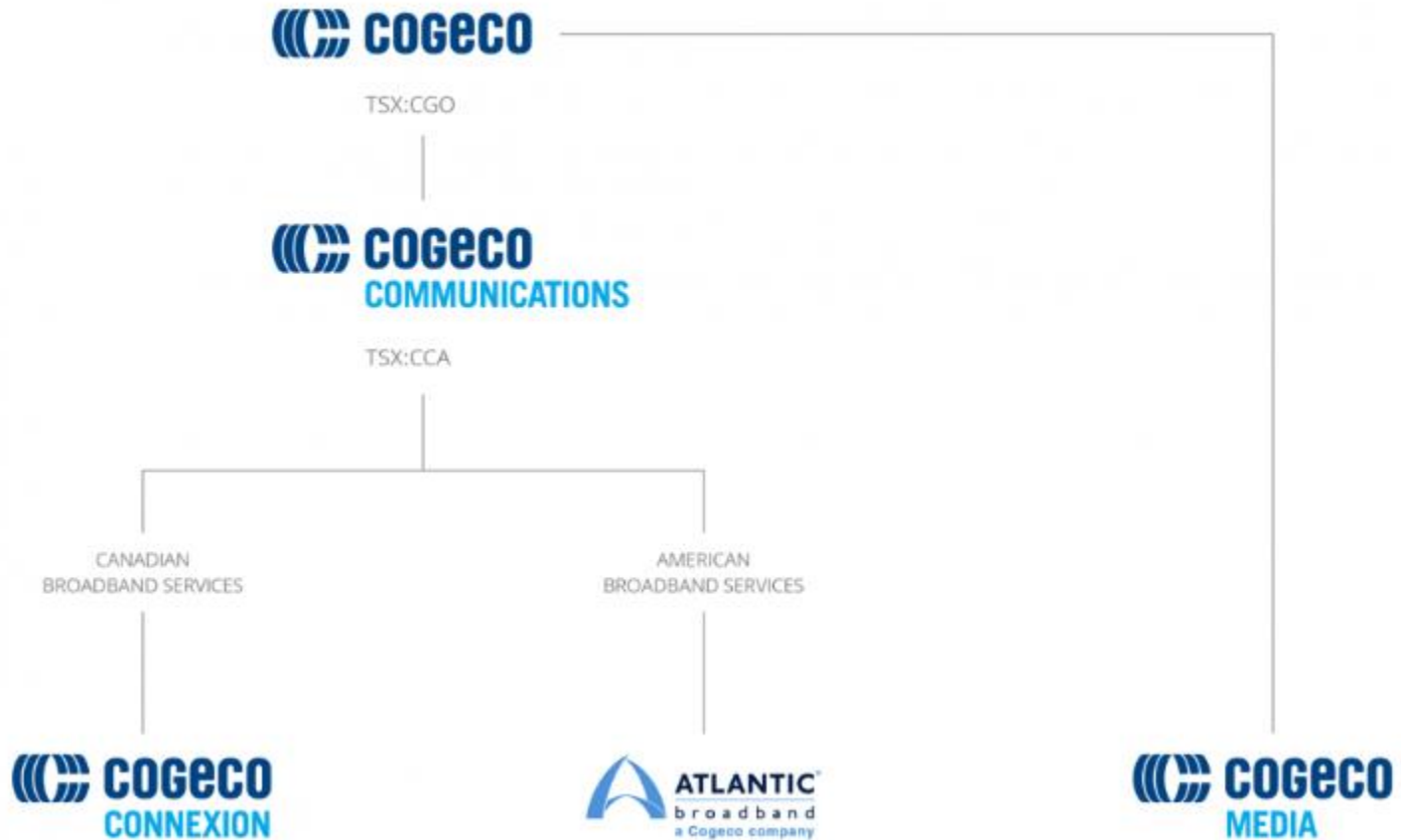
Let's connect your citizens

Presentation to the County of Essex

October 2019

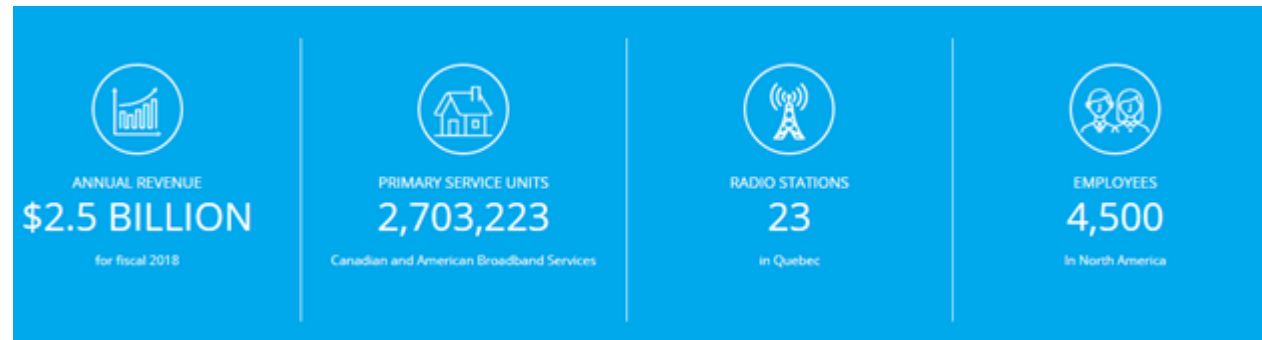
This is Cogeco

A Leading Communications Company



Cogeco Connexion in a few words

Second largest cable operator in Ontario and Québec*



- Invested more than \$1 billion dollars in network infrastructure (over the last 5 years)
 - Expanding and updating the hybrid (Coax/Fibre) network
 - Launching new products and services, such as
 - DOCSIS 3.1 protocol offering internet capabilities up to 1 000 Mb/s (1 Gb/s)
 - IPTV (Internet Protocol based television) - to come
- Internet Speeds higher than 120 Mb/s
 - Offered to 98 % of the subscriber base
 - In more than 400 municipalities in Quebec and Ontario

* based on the number of basic cable service customers served

Cogeco Connexion: Dedicated and committed teams, active in your community

- Experienced employees focused on common values of respect, teamwork, innovation, trust, and commitment to customer service
- A customer service & support team located in Burlington, Ontario:
 - Recognized by the Service Quality Measurement Group (SQM)
 - Awarded numerous North American call centre awards (8 times over a 12 year period)
- \$2 million a year in donations and sponsorships in Ontario to support local causes and initiatives within the community we serve
- A network of 18 community television stations in Ontario and 15 in Quebec
 - Producing more than 12,000 hours of local programming a year
 - Activating over 1,000 volunteers to contribute

More than 2,000 Ontario Employees in our HQ in Burlington



Our presence in the community



United Way charity BBQ hosted by Cogeco



Appleby Street Festival



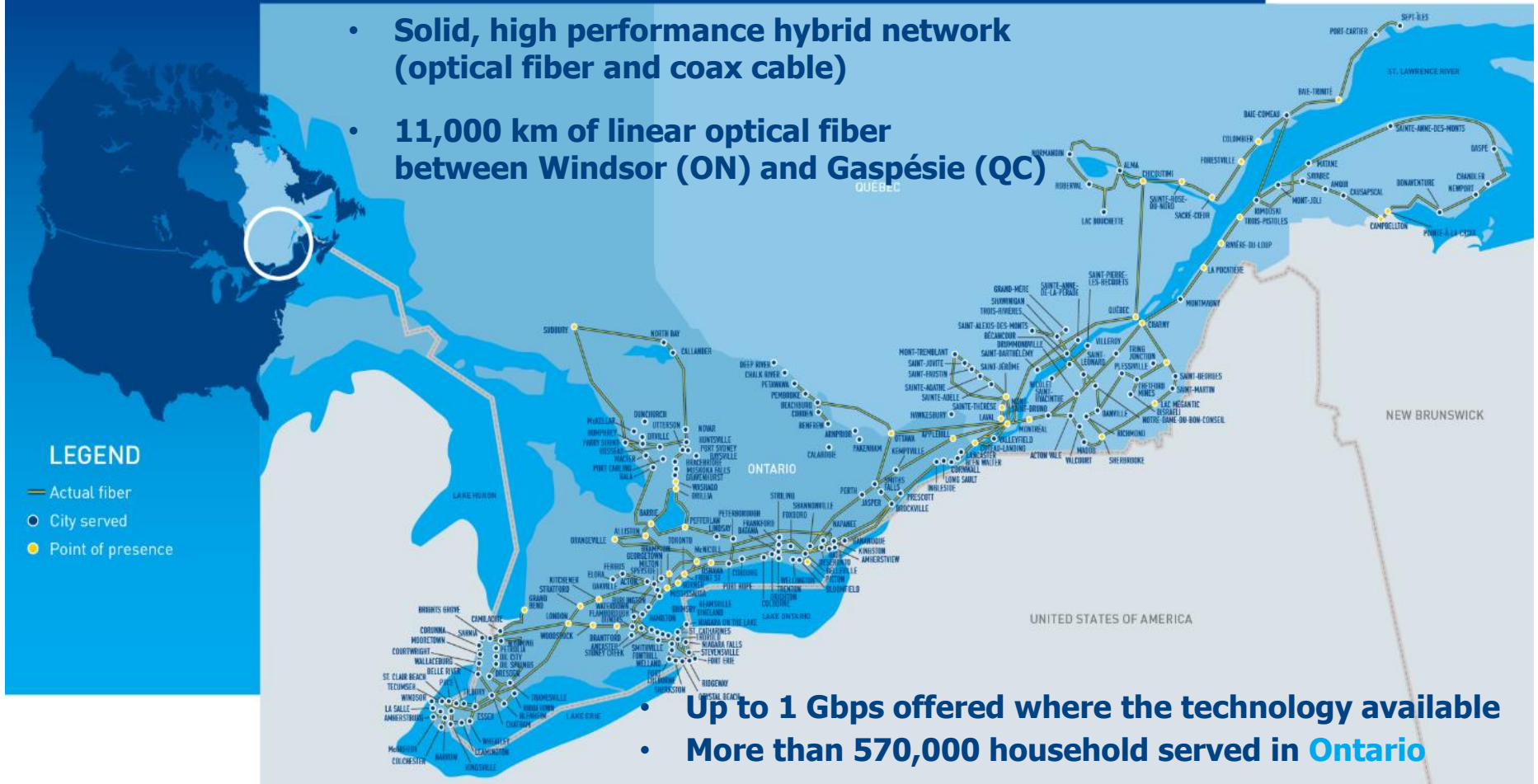
"Bring your kids to work" day

A reliable and growing network in Ontario

SECOND LARGEST CABLE DISTRIBUTOR IN ONTARIO AND QUÉBEC



- Solid, high performance hybrid network (optical fiber and coax cable)
- 11,000 km of linear optical fiber between Windsor (ON) and Gaspésie (QC)

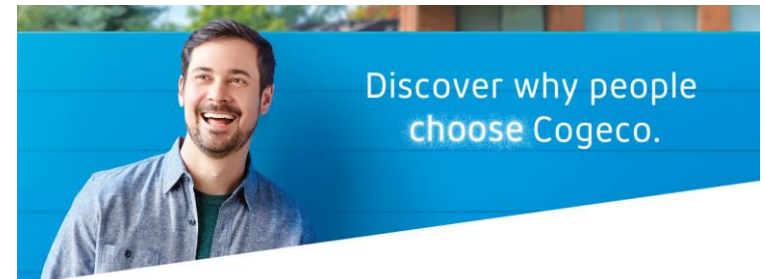
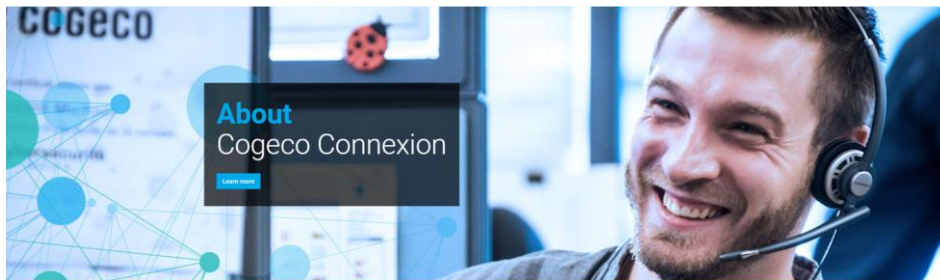


- Up to 1 Gbps offered where the technology available
- More than 570,000 household served in Ontario

Cogeco Connexion: 60 years of telecommunication and network experience



- Recognized expertise in network technology, broadband cable and fibre infrastructure, and technology equipment
- Dedicated expert teams to cover all network aspects
 - Network design and construction
 - Service provisioning and end to end installation
 - Customer service and technical support
 - Network monitoring 24/7



Federal and Provincial Programs

Overview of Governmental Infrastructure Programs

Programs

Budget

Estimated Launch



Broadband Subsidy Program (CRTC)

- \$750 million
- 5 year program

Fall 2019

Universal Broadband Funds (ISED)

- \$717 million
- 13 year program

2020



Ontario Broadband and Cellular Strategy

- \$315 million
- 5 year program

2020

Current and future steps to successfully connect your citizens

1. First steps to keep going

- a. Signature of a mutual Non Disclosure Agreement
- b. Signature of a Letter of Support to assist in our application for your Township

1. We are ready to help you

- a. Cogeco can help you in identifying areas currently not or poorly served in your municipality using an online speed test for your citizens
- b. We will provide a summary of the government programs once they have been disclosed
- c. We will provide an analysis of the necessary investments
- d. Cogeco will propose a project outline to connect your citizens
- e. With your support, we will complete the applications for the various funding initiatives

1. Other opportunities

Possibility to partner for areas that are not eligible for government grants

Thank you



October 21, 2019

To:

EOWC Members
Local Municipalities

Re: Cogeco's Letters of Support to CRTC

On behalf of the EORN Board of Directors and the members of the EOWC, I am writing to you regarding the recent requests by Cogeco to send letters of support to the CRTC relative to their proposals involving broadband funding and mobile wireless policies in Canada. The letters are designed to be endorsed by members of the EOWC and local municipalities for transmission to the CRTC.

One letter requests municipalities to support their call for more funding for projects through programs like the Universal Broadband Fund or the CRTC's Broadband Fund. EORN fully endorses the call for more funding through the various programs like the Universal Broadband Fund. Supporting Cogeco's desire to expand their networks, or the networks of other providers, is a worthy action for municipalities to endorse. To assist our member municipalities we are providing draft wording (see Appendix A) for a letter of support should they wish to do so.

Two additional letters ask for municipal council's to endorse policy and regulatory changes for mobile wireless services as part of the CRTC's Telecom Notice of Consultation (CRTC 2019-57).

EORN is concerned about Cogeco's request for letters of support around changing Mobile Wireless Services as part of the CRTC's Notice of Consultation (CRTC 2019-57). As most municipalities will be aware EORN very recently received official approval to move ahead with its \$213 mobile cell gap project. EORN is currently in the midst of its Request for Proposal stage in which we will be seeking private sector partners to help us build the necessary mobile wireless infrastructure that will close cell gaps and boost network capacities across eastern Ontario.

EORN's policies, along with those contained in the Federal and Provincial Contribution Agreement, require it to take all necessary measures to ensure a fair, open and transparent procurement process. To that end, EORN is concerned that endorsing the Cogeco's proposals, at this time, could affect our RFP process. EORN has therefore, in the abundance of caution, advised Internet Service Providers (ISPs), mobile carriers and other interested parties that it would not be engaging in any matter that might reflect on our procurement policies. To be specific, EORN is not prepared to support any specific ISP request for changes to Federal Telecom policy and regulations related to mobile services.

Both the EORN Board of Directors and the EOWC agree that providing letters of support on proposals like those being advanced by Cogeco under the CRTC's *Telecom Notice of Consultation (CRTC 2019-57)* be deferred at least until the RFP process is complete by the spring of next year. We hope that this will give all municipal councils some guidance on this matter and is the purpose of this letter.

EORN of course has in the past made its own submissions to the CRTC, the Federal Government and other stakeholders on a wide range of connectivity issues. EORN will continue to undertake advocacy efforts at the appropriate times. If you are interested in what we have done to date please go to our website at www.eorn.ca

If you should have any questions please contact either David Fell, CEO (dfell@eorn.ca) or Lisa Severson, Director of Communications (lseverson@eorn.ca).

Thank you for your consideration.

Yours truly,



J. Murray Jones
EORN Chair

cc. EORN Board Members
EOWC members

Appendix A

Dear:

We are writing to confirm the support of (municipality name) for Cogeco Connexion's project(s) and Governmental funding application(s) intended to ensure that all residents of our community have access to Broadband connectivity.

Cogeco Connexion has demonstrated its:

- interest in (municipality name) by seeking meaningful consultation to proactively discuss opportunities for providing broadband internet and mobility services within our community;
- desire for mutual collaboration by sharing data, maps, speed test facilities and project relevant information;
- understanding of (municipality name) connectivity gap and proposing a plan to address it;
- interest to provide the necessary broadband access to the East Hawkesbury's anchor institutions.

As a municipality, we seek to collaborate with private operators, like Cogeco Connexion, to improve access to broadband services at affordable rates for our residents and ensure they can access essential services at any time. The economic development of our township depends on the availability of the services that Cogeco has proposed. Specifically, we support Cogeco Connexion to:

- propose projects to significantly increase the overall connectivity within the East Hawkesbury .
- jointly identify key anchor institutions, currently underserved or unserved, to be prioritized within our community.
- submit these projects for funding to all relevant broadband and/or infrastructure funding programs.
- actively collaborate with the (municipality name) and its residents, to improve access to telecommunication services in our community, in particular to high speed internet services as well as mobility services.

East Hawkesbury strongly encourages the governments of Canada and Ontario, including the CRTC, through funding programs such as the Universal Broadband Fund, the CRTC Broadband Fund and the Broadband and Cellular Infrastructure Program, to consider Cogeco Connexion's proposed projects as a means for our community to fully engage with other municipalities, the rest of Canada, and the global economy.

We look forward to working in mutual collaboration with Cogeco Connexion.

Kind regards,

Mayor

NON-DISCLOSURE AGREEMENT

Non-Disclosure Agreement (the “**Agreement**”), made and effective as of July 8, 2019.

BETWEEN : **COGECO CONNEXION INC.**, a corporation incorporated under the laws of Canada and having its registered office at 5, Place Ville Marie, suite 1700, Montréal (Québec) H3B 0B3, represented hereto by the signatory identified below, duly authorized, as he so declares, hereinafter referred to as: « **Cogeco** »

AND : **CITY OF XXX** with its City Hall located at XXX, represented hereto by XXX Mayor, duly authorized as he so declares, hereinafter designated the:

« **Potential Partner** »

WHEREAS the parties wish to undertake discussions regarding construction and expansion of a high-speed fiber optic network (the “**Permitted Use**”) whereby, Confidential Information belonging to the party disclosing it or is under its control (the “**Disclosing Party**”), is transmitted to the other party (the “**Receiving Party**”).

NOW, THEREFORE, the Parties agree as follows:

1. **Definition.** “**Confidential Information**” includes all documents, reports, plans, designs, processes, know-how, lists, accounts, computer data as well as business, technical and other information, of Disclosing Party, communicated to Receiving Party, in writing, orally, through visual observation or in any other tangible or intangible form, whether or not marked “confidential”, including the fact that this Agreement has been entered into between the Parties and that negotiations are underway.

2. **Disclosure.** Each party undertakes to respect the confidential nature of Confidential Information communicated or otherwise disclosed and Receiving Party will not, directly or indirectly, use the Confidential Information, other than in accordance with Permitted Use. Notwithstanding the foregoing, Receiving Party may disclose Confidential Information to its directors, officers, employees, contractors, professional advisors and consultants (its “**Representatives**”) and Representatives of any of its subsidiaries, affiliates or controlled entities (“**Affiliate**”), who have a need to know such Confidential Information for the purposes of the Permitted Use, fulfilling Receiving Party’s obligations or exercising its rights under this Agreement and, who have assumed obligations of confidentiality no less restrictive than the obligations of Receiving Party under the terms of this Agreement. Receiving Party shall use the same degree of care as it uses to protect its own Confidential Information, but not less than reasonable care, to prevent the unauthorized use, dissemination or publication of Confidential Information.

3. **Copies.** Receiving Party, its Representatives and Affiliates, will not make any copies, notes, files or databases or any other reproduction (the “**Copies**”) of any of the Confidential Information, except for the purpose and to the extent reasonably required to carry out the Permitted Use.

4. **Exceptions.** Confidential Information shall not include: (a) information which is or becomes known to the general public without fault or breach by Receiving Party, its Representatives or Affiliates; or (b) information independently developed by Receiving Party, as to which it can reasonably demonstrate that such development did not involve any Confidential Information; or (c) information which is rightfully received from a third party without restriction on disclosure and without breach of this Agreement; or (d) information which was within the possession of Receiving Party prior to being provided by or on behalf of Disclosing Party, provided that such information was validly disclosed. If Receiving Party is required by law to disclose

Confidential Information, it shall provide Disclosing Party with prompt notice of such requirement and reasonably cooperate to enable Disclosing Party to seek a protective order or other appropriate remedy and shall limit disclosure to portion of Confidential Information which it is legally required to disclose.

5. **Return of Confidential Information.** Upon request from Disclosing Party, Receiving Party shall cease to use and either, immediately: (a) return to Disclosing Party all Confidential Information and Copies; or (b) delete or destroy all Confidential Information and Copies and provide written confirmation thereof. The Parties acknowledge that computers and data storage and retrieval systems or networks of the Receiving Party may automatically back up Confidential Information stored in electronic form. To the extent that such back-up procedures automatically create electronic copies of Confidential Information (“**Secondary Information**”), Receiving Party may, despite any requirement under this Agreement, retain Secondary Information in its archival storage for the period that it would normally archive electronic data, provided that it is periodically and systematically overwritten or otherwise destroyed. Secondary Information is subject to the provisions of this Agreement until destroyed and may not be accessed by Receiving Party during its archival storage period.

6. **Effect.** The Parties agree that neither the execution hereof nor the disclosure or receipt of Confidential Information shall be construed as constituting a binding commitment to negotiate, complete a transaction or to disclose Confidential Information to the other Party.

7. **Accuracy.** Receiving Party acknowledges that Disclosing Party makes no representations or warranties, express or implied, as to the accuracy or completeness of Confidential Information. Disclosing Party will not incur any liability, whatsoever, resulting from the use of or reliance on any information, whether or not confidential. Only those representations and warranties included in a final, binding and validly executed written agreement between the Parties will have legal effect.

8. **Property.** All Confidential Information disclosed shall remain the exclusive property of the Disclosing Party. Receiving Party shall have no rights, by license or otherwise, to use Confidential Information except as expressly provided herein. No patent, copyright, trademark or other proprietary right is licensed, granted or otherwise conveyed as a result of this Agreement.

9. **Inappropriate Use.** Each Party shall notify the other upon discovery of any unauthorized or improper use or disclosure

of Confidential Information, or any other breach of this Agreement, and, will offer all reasonable cooperation to regain possession or to prevent further unauthorized use or disclosure of Confidential Information.

10. **Injunctive and Other Relief.** Any breach of this Agreement, in whole or in part, may cause serious and irreparable harm to the other Party that monetary damages cannot adequately remedy. Accordingly, Receiving Party agrees that, in addition to all other remedies available at law or equity, Disclosing Party shall be entitled to seek equitable relief, including injunction and specific performance, as a remedy for any such breach or threatened breach of the Agreement (without bond or proof of damages).

11. **Termination.** Either Party may immediately terminate this Agreement at any time by providing written notice to the other Party. Each Party's non-disclosure and non-use covenants set forth herein will remain in effect for a period of two (2) years following the effective date of termination; provided, however, that with respect to any Confidential Information that constitutes

a "trade secret" under applicable law, these covenants will apply for the life of the trade secret.

12. **General Terms.** (a) Preamble. The preamble forms an integral part of this Agreement. (b) Headings. Titles and headings are inserted for reference purposes only and may not serve in interpretation of this Agreement. (c) Waiver. The failure of a Party to enforce any of the provisions of this Agreement shall not constitute a waiver of such provisions or the right of that Party to enforce each and every provision. (d) Successors and assigns. This Agreement shall enure to the benefit of and shall be binding upon the successors and permitted assigns of the Parties, but none of the rights or benefits hereunder shall be transferable or assignable by either party without the prior written consent of the other, unless if to an Affiliate, upon any deconsolidation, reorganization or corporate restructuring of such Party. (e) Governing Law. This Agreement is governed by applicable laws in the province of Quebec.

IN LIEU OF WHICH, the Parties have signed the Agreement on the date indicated in the heading.

For: **xxx**

Name: _____
Title: **XXX Mayor**

For: **COGECO CONNEXION INC.**

Name: _____
Title: **Antoine Shiu Vice President, Business Solutions**

s



Minutes
The Township of Cavan Monaghan
Regular Council Meeting

Monday, October 21, 2019
10:30 a.m.
Council Chambers

Those members in attendance were:

Council	Scott McFadden	Mayor
	Matthew Graham	Deputy Mayor
	Tim Belch	Councillor
	Ryan Huntley	Councillor
	Cathy Moore	Councillor
Staff	Elana Arthurs	Clerk
	Cindy Page	Deputy Clerk
	Kimberley Pope	Director of Finance/Treasurer
	Wayne Hancock	Director of Public Works
	Karen Ellis	Director of Planning
	Brigid Ayotte	Economic and Community Development Co-ordinator
	Bill Balfour	Fire Chief

1. Open Session

2. Call to Order

Mayor McFadden called the meeting to order at 10:30 a.m.

3. Approval of the Agenda

3.1 Remove 10.3 Elizabeth Deleff - Mount Pleasant Women's Institute - Funding

R/21/10/19/01

Moved by: Graham

Seconded by: Huntley

That the agenda for the Regular Council meeting be approved as amended.

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/21/10/19/02

Moved by: Graham

Seconded by: Belch

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

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.

Carried

5.2 Minutes of the Closed Session held September 3, 2019

5.3 Acquisition of Property

5.4 Veltri Court (Nina Court Extension) ZBA-02-17

6. Report from Closed Session - 1:00 p.m.

R/21/10/19/03

Moved by: Graham

Seconded by: Huntley

That staff be directed to bring back By-law No. 2019-43 for consideration at the November 4th Regular Council meeting.

Carried

7. Public Meeting #1

7.1 Resolution to open the Public Meeting

R/21/10/19/04

Moved by: Graham

Seconded by: Belch

That Public Meeting #1 be opened pursuant to the Development charges Act.

Carried

7.2 Report - Finance-2019-18 2019 Development Charges Background Study Report & By-law

Ms. Pope provided a history on the Development Charges Background Study and proposed By-law for the Township of Cavan Monaghan.

7.3 Daryl Abbs - Watson and Associates Economists Ltd. - Development Charges By-law

Mr. Abbs provided an overview of the Development Charges Background Study and highlighted areas of the proposed By-law.

7.4 Questions/Comments from Members of Council

7.5 Questions/Comments from Members of the Public

7.6 Resolution to close Public Meeting #1

R/21/10/19/05

Moved by: Huntley

Seconded by: Graham

That Public Meeting #1 be closed.

Carried

8. Consideration of Report - Finance-2019-18, 2019 Development Charges Background Study Report & By-law

R/21/10/19/06

Moved by: Belch

Seconded by: Graham

That Council adopt the Township of Cavan Monaghan 2019 Development Charges Update Study, dated June 28, 2019, as presented on August 6, 2019 at the Public Council meeting by Watson & Associates Economists Ltd. including Addendum #1 to the June 28, 2019 DC Background Study dated September 6, 2019 as presented of Council on September 3, 2019; and

Carried

9. Public Meeting #2

9.1 Resolution to open the Public Meeting

R/21/10/19/07

Moved by: Huntley

Seconded by: Moore

That the Public Meeting be opened pursuant to Section 17 of the Planning Act, R.S.O. 1990 P.13, as amended, be opened.

Carried

9.2 Report - Planning-2019-43 J.K.R. Realty Zoning By-law Amendment

Ms. Coulter reviewed the report and the request for the rezoning on the property.

- 9.3 Questions/Comments from Members of Council**
- 9.4 Questions/Comments from Members of the Public**
- 9.5 Consideration of the Report**

R/21/10/19/08

Moved by: Huntley

Seconded by: Graham

That Council review and consider all verbal and written comments received at the public meeting; and

That the draft Zoning By-law Amendment be approved at this meeting.

Carried

- 9.6 Resolution to close Public Meeting #2**

R/21/10/19/09

Moved by: Belch

Seconded by: Moore

That the Public Meeting be closed.

Carried

10. Delegations

- 10.1 Tracie Bertrand and Peter Neilsen, County of Peterborough - Tourism Wayfinding Phase 2**

R/21/10/19/10

Moved by: Huntley

Seconded by: Moore

That the presentation on Tourism Wayfinding Phase 2 be received.

Carried

Item 14.2 was moved up on the agenda to allow the Kawartha Pine Ridge District School Board, Angela Lloyd, the opportunity to speak to the letter.

- 14.2 Kawartha Pine Ridge District School Board - Grade 7 & 8 Program at Crestwood - Mayor McFadden**

Ms. Angela Lloyd spoke to letter received regarding moving the South Cavan Public School the proposed grade 7 & 8 program at Crestwood.

R/21/10/19/11

Moved by: Graham

Seconded by: Huntley

That the letter and presentation from Angela Lloyd be received.

Carried

10.2 Gaitree Gillen, JA Peterborough, Lakeland, Muskoka - Back to Basics: Financial Literacy & Entrepreneurship

R/21/10/19/12

Moved by: Huntley

Seconded by: Moore

That Council receive the presentation from JA Peterborough, Lakeland, Muskoka for information.

Carried

10.3 Elizabeth Deleff - Mount Pleasant Women's Institute – Funding

The presenter was not able to attend the meeting and the delegation has been rescheduled for the next meeting.

Mayor McFadden called for a recess. (2:21 p.m.)

The meeting reconvened. (2:27 p.m.)

11. Minutes

11.1 Minutes of the Regular Meeting held October 7, 2019

R/21/10/19/13

Moved by: Graham

Seconded by: Moore

That the minutes of the Regular Council meeting held October 7, 2019 be approved as presented.

Carried

12. Minutes from Committees and Boards

There were no minutes from Committees and Boards.

13. Reports

13.1 Report - Parks & Facilities-2019-14 Structural Assessment Report and Potential Use for the Existing Millbrook Arena

Mr. Barker spoke to new information that had been received during his absence and the need for initializing a public process prior to making any decision on the existing Millbrook Arena and requested the report be deferred to the next regular Council meeting.

R/21/10/19/14

Moved by: Graham

Seconded by: Belch

That this report be deferred to the next regular Council meeting on November 4, 2019 to include additional information.

Carried

13.2 Report - Public Works-2019-24 Speed Limit on Sharpe Line

R/21/10/19/15

Moved by: Belch

Seconded by: Moore

That Council approve and direct staff to amend the Traffic and Parking By-law No. 2019-25 to indicate that the speed limit for Sharpe Line, from Winslow 1/4 Line, be considered for reduction due to safety concerns.

Carried

13.3 Council/Committee Verbal Reports

Councillor Moore spoke to the Library Board meeting and the renovations required at Bruce Johnson library. She noted the library will be celebrating 100 years this Saturday.

Councillor Huntley spoke to his attendance at the Municipal Revitalization and Heritage Advisory Committee and the discussion they had about the 2020 budget and the Committee looking for new initiatives. He noted the Otonabee Region Conservation Authority ribbon cutting scheduled for November 1st.

Councillor Belch spoke to his attendance at the Ganaraska Region Conservation Authority meeting and the discussion surrounding ATV's in the Ganaraska Forest.

Deputy Mayor Graham spoke to his attendance at the special MVT meeting held to discuss signage and the updated GIS mapping. He spoke to the passing of Allan Bigelow and expressed his condolences to the family.

Mayor McFadden spoke to the City of Peterborough proposal of an arena including a twin pad at Fleming.

R/21/10/19/16

Moved by: Belch

Seconded by: Graham

That Council directed Staff to draft a letter to the City of Peterborough regarding increased traffic at Dobbin Road and request that The Township be consulted on any traffic studies that are required for access to the facility.

Carried

R/21/10/19/17

Moved by: Graham

Seconded by: Huntley

That Council be provided with an update on the deficiencies at the new Community Centre at the next meeting.

Carried

R/21/10/19/18

Moved by: Belch

Seconded by: Moore

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

Carried

14. General Business

14.1 AMO - Ontario Gas Tax for Transit Program Review and the Ontario Community Infrastructure Fund - Mayor McFadden

Mayor McFadden spoke to the Gas Tax funding program from the Province and the lack of funding for our municipality.

R/21/10/19/19

Moved by: Moore

Seconded by: Graham

That Council receive the correspondence and continue to advocate for gas tax funding from Provincial Government Representatives.

Carried

15. Correspondence for Information

16. Correspondence for Action

16.1 ORCA - Acceptance of Nomination for Municipal Representative form the Otonabee-Peterborough Source Protection Area for the Trent Conservation Coalition Source Protection Committee

R/21/10/19/20

Moved by: Belch

Seconded by: Graham

That Council approve the nomination of Deputy Mayor Lori Burt as the Municipal Representative from the Otonabee-Peterborough Source Protection Area for the Trent Conservation Coalition Source Protection Committee.

Carried

17. By-laws

17.1 By-law No. 2019-69 being a by-law to establish development charges for the Corporation of the Township of Cavan Monaghan

R/21/10/19/21

Moved by: Belch

Seconded by: Moore

That the chart referred to in Section 3.12.2 of By-law No. 2019-69 being a by-law to establish development charges for the Corporation of the Township of Cavan Monaghan be modified to reduce the Township Wide Services from 100% to 0%.

Carried

R/21/10/19/22

Moved by: Belch

Seconded by: Moore

By-law No. 2019-69 being a by-law to establish development charges for the Corporation of the Township of Cavan Monaghan as previously amended be read a first, second and third time and passed this 21st day of October, signed by the Mayor and Clerk and the corporate seal attached.

Carried

R/21/10/19/23

Moved by: Huntley

Seconded by: Graham

That By-law No. 2019-70 being a by-law to amend By-law No. 2018-58, as amended, otherwise known as The Township of Cavan Monaghan Zoning By-law be read a first, second and third time and passed this 21st day of October, signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

18. Unfinished Business

There was no unfinished business.

19. Notice of Motion

There were no notices of motion.

20. Confirming By-law

20.1 By-law No. 2019-70 being a by-law to confirm the proceedings of the meeting held October 21, 2019

R/21/101/9/24

Moved by: Graham

Seconded by: Moore

That By-law No. 2019-71 being a by-law to confirm the proceedings of the meeting held October 21, 2019 be read a first, second and third time and passed this 21st day of October, signed by the Mayor and Clerk and the Corporate Seal attached.

Carried

21. Adjournment

R/21/10/19/25

Moved by: Huntley

Seconded by: Belch

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 2:54 p.m.

Carried

Scott McFadden
Mayor

Elana Arthurs
Clerk



Fire Department

988 County Road 10
Millbrook, Ontario
LOA 1G0

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Fax: 705-932-3458
www.cavanmonaghan.net

Minutes The Township of Cavan Monaghan Emergency Management Program Committee Held on Monday, September 23, 2019

Present: Bill Balfour, Fire Chief
Scott McFadden, Mayor
Elana Arthurs, Clerk
Maria David, Fire Administrator
Adam Bennett, Fire Fighter/Emergency Management Assistant

Call to Order

The meeting was called to order at 1:01 p.m.

R/23/09/19/01

Moved by: Elana Arthurs

Seconded by: Scott McFadden

That the minutes of the Municipal Emergency Control Group held on Tuesday, November 27, 2018 be approved as prepared.

Carried

Arising out of the minutes from November 27, 2018 with regards to item No. 14 Mayor Scott McFadden requested that Fire Chief Balfour resend the letter that is referenced in the Review Vulnerable Area Hazard Information Sheets regarding Fire Chief Balfour's letter to the Ministry of Transportation (MTO) with regards to a request for an emergency access route off of Highway 115 regarding Springdale Country Manor, as they are now located within the new hazard zone and are on a dead-end street with no alternate access.

Action Item: Fire Chief Balfour will send follow up letter to MTO for an update.

Training

- 2019 Emergency Exercise - Tabletop exercise was conducted on June 14, 2019 along with a tour of the Emergency Social Services Team (E.S.S.T.) which was set up at the Evinrude Centre in Peterborough.
- 2019 Emergency Exercise - After Action Report (AAR). (Attached Item 1)
- 2019 Emergency Exercise - Good question brought up from the Emergency Exercise this year by the policy group (Scott McFadden) asking if there was extra



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GL Codes besides the *77* code for tracking expenses in an emergency event. i.e., tornado has hit Millbrook and two (2) days later an earthquake hits Ida. There would be two (2) major events going on at the same time in the Township. Kimberley Pope has stated that Finance and Administration can create more special GL Codes if and when needed.

- MCG member training was conducted on August 16, 2019 for the new hires and Fire Department personnel, there were 6 participants.
- Issues that were identified were on the IMS forms. On IMS form 207 MOC Organization Chart, boxes for the Policy Group and DRO are missing. On the IMS 211-B Check-In form is missing #5. Jumps from 4 to 6 on the form.

Public Education Completed in 2019

- Farm Fires and Farm Emergency OMAFRA – put on Township of Cavan Monaghan website
- Farm Emergency Safety at Millbrook Fair Public Education Booth – OMAFRA Representative on hand for farmers to ask questions and get information.
- Managing Cattle Transportation Truck Rollovers - Website
- Flood Recovery Resources – Website
- Emergency Preparedness - Millbrook Fair Public Education Booth
- Station Tour
- Emergency Management Public Education – 72hr Preparedness kits
- Walk for Dog Guides
- Relay for Life
- Swimming Safety – Swim to Survive Grade 3 School Program (by Red Cross in conjunction with Police, Fire and EMS)
- Lion's Den Road Clean-up

Township Website Updated

- Emergency Preparedness Week (May 5-11, 2019)
- Ministry of Community Safety and Correctional Services – Flood Recovery Resources
- Farm Fire and Emergency Resource

Emergency Response Plan (ERP)

- There were administrative changes only to the ERP
- Confirmed and updated names, phone numbers and email information.
- Documented on Revisions form.
- Updates in Emergency Plan Binders 1&2

1. Updated the Pandemic Influenza Contingency Plan.
2. Updated the Provincial Nuclear Emergency Response Plan (PNERP).

R/23/09/19/02

Moved by: Scott McFadden

Seconded by: Elana Arthurs

Changes and proposed changes to the Emergency Plan Binders 1 & 2, the CEMC would like to recommend to the committee that, the Wildland Plan, have the rates and equipment moved from within the plan to an appendix within the plan.

Also, the number of Emergency Binders in the cabinet have been decreased from Ten (10) to Three (3):

1. One (1) set of binders for Mayor/CAO;
2. Two (2) sets of binders for Operations/Planning/Logistics and a full copy of the Business Continuity Plan (BCP) has been added to Binder 2 and is the first tab in the Binder.

A folder is being created on the shared drive so that all Emergency Control Group (ECG) members can access the Emergency Response Plan (ERP).

The ERP is being converted to a word searchable pdf on a shared drive for the ECG members.

Carried

Emergency Operations Centre (MOC) Communications

- A phone review was conducted by CEMC Bill Balfour and Adam Bennett the week of May 13 – May 17, 2019. It was found that two (2) phone lines were not working. Nexicom determined that one (1) phone jack was disconnected at the phone rack and the other one (1) the pins were broken in the wall plate.
- Nexicom fixed the two (2) emergency phone lines.
- A solution for this reoccurring issue has been created and implemented. All of the emergency phone lines on the phone rack have been changed to red cables so that they will stand out from the rest of the blue phone lines. A note was laminated and attached to the phone rack listing all of the emergency phone pins and noted that the red cables are not to be touched.

Updates the Committee needs to be aware of

- Odra (Ontario Disaster Relief Assistance) funding program has been replaced with the Disaster Recovery Assistance for Ontario.

HIRA Updates

- Hazard Identification Risk Assessment (HIRA) rankings have been updated for 2018.
- Decrease the number of books from Four (4) to Two (2).
 1. One (1) binder will be for Mayor/CAO to share
 2. One (1) binder will be for Operations/Planning/Logistics to share.
- Review the HIRA for changes

Peterborough Police Services

Mayor McFadden requested the email address for Peterborough Police Services for use by Council members only, be updated in the Emergency Plan. The contact list in Appendix B - First Line of Response.

Critical Infrastructure Identification Chart (Appendix 8) as per committee direction November 27, 2018.

- Under “Public Safety and Security” changed the term Evacuation Centre to Reception Centre
- Under “Food and Water” changed the name Calhoun’s Foodland to Millbrook Foodland
- Under “Public Safety and Security” changed the address for Life Labs Blood Services to 988 County Road 10
- Under “Public Safety and Security” it was purposed that the contact information for Peterborough Police Services be changed to reflect the current Operator – Neil Collins. Neil Collins is no longer in that position. It has been updated with current position holder, John Lyons
- Under “Public Safety and Security” changed the address for the Cavan Monaghan Community Centre to 986 County Road 10

HIRA 2019

- Review of Hazards for any changes to Probability and consequence that would increase or decrease the Risk Score
- Most current incidents:
 1. Pig farm fire July 2018.
 2. Major rollover on Hwy 115 February 2019
 3. Whiteouts through Township February 2019 - Major Pileup on Hwy 115.
- New Sheet of Department Resources for New Arena to be complete in the near future once arena is fully functional.



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- The Committee reviewed the 34 hazards from the Hazard Identification & Risk Assessment Ranking Annual Update. The committee was in agreement that the rankings stay the same for 2019.

Business Continuity Plan (BCP)

Appendix G – Department Recovery Time Objectives with Criticality Rating amendment

- Under “Fire Department” non-residential wells was removed and replaced with “Water Services Department”
- Committee to review Recovery Time Objective (RTO)

Entire Business Continuity Plan was reviewed. In the plan regarding Recovery Time Objective (RTO). Appendix G Clerks Department, we added a rating for elections during an election year < 24 hours critical.

R/23/09/19/03

Moved by: Elana Arthurs

Seconded by: Scott McFadden

By-law No. 2018-25 has been reviewed and be accepted as prepared no changes to be made.

Carried

R/23/09/19/04

Moved by: Elana Arthurs

Seconded by: Scott McFadden

That the meeting of the Emergency Management Program Committee adjourn at 1:52 p.m.

Carried



Minutes
The Township of Cavan Monaghan
Municipal Revitalization and Heritage Advisory Committee Meeting
Thursday, October 17, 2019
9:00 a.m.
Committee Room

Those members in attendance:

Robert Ross
Peter Ramsay
Ashley Stewart
Kathie Lycett
Bruce Lepper
Ryan Huntley
Tim Belch
David Franco

Those members absent:

Bill Shields (with regrets)
Heather Candler (with regrets)

Staff members in attendance:

Brigid Ayotte Economic Development Coordinator
Cindy Page Deputy Clerk

Guest

Kristy O'Sullivan, Cavan Monaghan Barn Quilt Trail Committee Communications Representative

1. Open Session

2. Call to Order

Rob Ross called the meeting to order. (9:03 a.m.)

3. Approval of the Agenda

Moved by: Huntley

Seconded by: Franco

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

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof

There were no pecuniary interests noted.

5. Closed Session

There were no closed session items.

6. Minutes

6.1 Minutes of the meeting held September 19, 2019

Moved by: Huntley

Seconded by: Lepper

That the minutes of the meeting held September 19, 2019 be approved as presented.

Carried

7. Business Arising from the Minutes

8. Reports

8.1 BIA Update – Kathie Lycett

Ms. Lycett provided an update on the BIA. They received a delegation from 4th Line Theatre looking for cross promotional support for the play being held the first two weeks in December. The AGM will be held in the new Community Hall on November 22 from 6:00 p.m. to 9:00 p.m. and be catered by the three local companies Pastry Peddler, Moody's and the Millbrook Valley Chocolate and live music by a local jazz band. The Stop Gap program is finally underway with the first ramp installed at Millbrook Valley Chocolates. The BIA Web Design is underway with assistance from Brigid Ayotte and the BIA has allocated \$4000.00. Karen Morton was appointed to The Age Friendly Peterborough group on behalf of BIA. The Moving Media Sign in Peterborough is going well and the BIA has received a joint application from three businesses in the BIA.

9. General Business

9.1 Cavan Monaghan Barn Quilt Trails Committee – Celebrating the Legacy of the Old School Presentation

Kristy O'Sullivan, Communications Representative from the Cavan Monaghan Barn Quilt Trails Committee was in attendance to present the proposal to erect a barn quilt on the property to reflect the 125 year anniversary for the Library. Ms. O'Sullivan spoke to the design of the quilt being a pineapple which is a sign of "Welcome" to align with how people feel when they stop by the Library and come to the Old Millbrook School property.

Moved by: Lepper

Seconded by: Lycett

That the Municipal Revitalization and Heritage Advisory Committee support in principle the double-sided quilt at the Old Millbrook School called "A Legacy of

Welcome” with the location is to be determined in consultation with Staff, then a final report will be presented to Council once the final details are determined.

Carried

9.2 2020 Budget Discussion and Work Plan

Ms. Ayotte spoke to the requests for the 2020 budget which included: A position to update the Heritage By-laws \$13,000, F.I.C.E findings \$10,000, Rolling Dinner \$10,000, Deyell Parkette Planters \$2,500 and the Heritage Awards \$500. Staff will request that \$2500 be transferred from the Springville and Ebenezer Cemeteries reserves into the budget to cover the maintenance and restoration work that is to be completed in 2020.

Moved by: Huntley

Seconded by: Lepper

That the Municipal Revitalization and Heritage Advisory Committee supports the 2020 budget requests including a position to update the Heritage By-laws \$13,000, F.I.C.E findings \$10,000, a Rolling Dinner \$10,000, the Deyell Parkette Planters \$2,500 and the Heritage Awards \$500. Staff will request that \$2,500 be transferred from the Springville and Ebenezer Cemeteries reserves into the Clerk’s budget to cover the maintenance and restoration work that is to be completed in 2020.

Carried

9.3 F.I.C.E. Status Update

The Committee discussed the F.I.C.E. program and experiences that some of the members had completed the survey and visit to Tweed. The next steps will be a summary report to the Public once it is finalized.

10. Adjournment

Moved by: Belch

Seconded by: Lepper

That the Municipal Revitalization and Heritage Advisory Committee adjourn. (10:20 a.m.)

Carried

Rob Ross
Chair

Cindy Page
Deputy Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	November 4, 2019
From:	Karen Ellis, Director of Planning
Report Number:	Planning 2019-44
Subject:	Veltri Court (Nina Court Extension) ZBA-02-17

Recommendation:

That By-law No. 2019-43 be approved to amend By-law No. 2018-58, as amended, with regard to the lands subject to Draft Plan of Subdivision 15T-16001 in part of Lot 5, Concession 13 of the Cavan Ward.

Overview:

On behalf of the The Veltri Group, D.G. Biddle & Associates Ltd. applied to Peterborough County for approval of a 28 residential lot/block plan of subdivision (Application 15T-16001) and to the Township of Cavan Monaghan for approval of the associated zoning by-law amendment. The lands subject to the applications are located at the east end of Nina Court in part of Lot 13, Concession 5 of the Cavan Ward and comprise approximately 5.515 hectares (13.627 acres) of land. A key map showing the location of the lands subject to the Applications is provided as Attachment No. 1 to this Report.

The proposed Plan of Subdivision consists of five (5) detached dwellings, twenty-six (26) link semi-detached dwellings, one (1) block for a walkway, one (1) block for stormwater management, one (1) block for open space and two (2) blocks to be retained by the owner. A copy of the Plan of Subdivision is provided as Attachment No. 2 to this Report.

Lots 4 to 8 will be developed with single detached dwellings. Lots 1 to 3 and 9 to 13 will be developed for 16 linked semi-detached dwellings. Blocks 19 to 23 will be combined with Blocks 14 to 18 to create 5 new development lots. These five lots will be developed with 10 linked semi-detached dwellings. Blocks 24, 27, 28 and 29 are to be transferred to the Township of Cavan Monaghan for road, stormwater management and open space purposes. The natural features of the property are contained within Block 30. There will be no development activity in Block 30.

The development is proposed to be serviced by full municipal services. Access to the subdivision will be via an extension to Nina Court.

With the review of Report Planning 2017-46, Council supported the proposed plan of subdivision with a number of conditions. Motion R/02/10/17/10 reads as follows:

“That Council support the approval of Application 15T-16001 in principle;
That the plan of subdivision be revised to include a cul-de-sac with a minimum of 16.8 radius;
That Block 26 be transferred to the Township of Cavan Monaghan for stormwater management purposes;
That Block 27 be transferred to the Township for use as landscaped open space;
That the subdivision be subject to the draft plan conditions provided in Attachment No. 3 to this Report; and
That the zoning by-law amendment be considered by Council after draft plan approval.”

A complete copy of Report Planning 2017-46 is provided as Attachment No. 3 to this Report.

The plan of subdivision was approved by Peterborough County on November 28, 2018 with a number of draft plan conditions. Condition No. 5 requires the lands within the Draft Plan of Subdivision be appropriately zoned by a Zoning By-law that has come into effect in accordance with the provisions of the Planning Act.

The zoning by-law amendment application was received by the Township on January 5, 2016 and deemed complete on February 4, 2016. A public meeting for the plan of subdivision and the zoning by-law amendment was held on March 20, 2017. A summary of the public comments received at the meeting is provided in Report Planning 2017-46.

Since the time of the public meeting, the Township passed a new comprehensive zoning by-law. The draft by-law presented in this Report reflects the format of the Zoning By-law No. 2018-58, as amended.

As drafted, By-law No. 2019-43 will amend Map E-3 of Schedule “A” to By-law No. 2018-58, as amended, by changing the zone category on the subject lands from:

- the Future Development (FD) Zone to the Open Space (OS) Zone;
- the Natural Linkage (NL) Zone to the Urban Residential One Subzone B Exception Three (UR1-B-3) Zone;
- the Future Development (FD) Zone to the Urban Residential One Subzone B Exception Three (UR1-B-3) Zone;
- the Natural Linkage (NL) Zone to the Urban Residential Two Exception Three (UR2-3) Zone;
- the Future Development (FD) Zone to the Urban Residential Two Exception Three (UR2-3) Zone;

- the Future Development (FD) Zone to the Urban Residential Two Exception Four (UR2-4) Zone; and
- the Future Development (FD) Zone to the Urban Residential One Subzone C Holding Eight (UR1-C-H8) Zone as shown on Schedule "1" attached hereto and forming part of this By-law.

In the Urban Residential One Subzone B Exception Three (UR-1-B-3) Zone, stoops, decks, porches, patios, verandahs, balconies on top of porches or verandahs, uncovered terraces and exterior steps providing access between finished grade and either the basement or the first storey of a building, may project no more than 2.5 metres into a required rear yard. In addition, stairs that access any part of the principal building at or above grade and that are not associated with a deck or porch, may encroach into the required rear yard by no more than 2.5 metres. Stairs that access the principal building below grade are permitted to encroach into the required rear yard by no more than 2.5 metres.

This exception zone provides relief from subsection 11.41.1(f) and 11.41.1(h) which permit encroachment into the rear yard of only 1.5 metres. All other provisions of subsection 11.41.1(f) and (h) will continue to apply.

In the Urban Residential Two Exception Three (UR2-3) Zone the minimum lot area and lot frontage requirements for lots serviced by public water and sanitary sewer systems will be 280 square metres per dwelling unit and 8 metres per dwelling unit respectively.

This exception zone provides relief from Table 3B which requires a minimum lot area of 325 square metres and a minimum lot frontage of 10 metres for lots serviced by public water and sanitary sewer systems.

For property zoned the Urban Residential Two Exception Four (UR2-4) Zone, the lot will be considered an interior lot for the purposes of applying yard setbacks.

This exception zone provides clarity that although Lot 3 in Draft Plan Approved Subdivision 15T-16001 will abut a temporary cul-de-sac in Block 24 of the Plan, it can be considered an interior lot for the purposes of applying yard setbacks since the intent of Block 24 is for a possible future road connection to the north.

Lastly, Section 14.0, Table 14A of By-law No. 2018-58, as amended will be further amended by the addition of a new Hold Number, namely Hold Number H8, immediately following Hold Number H7 that shall read as follows:

Table 14A Holding Zones			
Hold Number	Conditions of Hold Removal	Enacting By-law	By-law Removing "H"
H8	<ul style="list-style-type: none"> • Nina Court (Coldbrook Street) is extended and the turning circle is deemed by Council not to be part of the public road allowance. 	2019-43	

A complete copy of By-law No. 2019-43 is provided as Attachment No. 4.

The remainder of the subject lands will retain the Natural Core (NC) and Natural Linkage (NL) Zone as identified on Schedule “1” to By-law No. 2019-43 as well as the Floodplain Overlay identified on Map E-3 to By-law No. 2018-58, as amended.

The application conforms to the Township of Cavan Monaghan Official Plan, the Peterborough County Official Plan, the Provincial Policy Statement 2014 (PPS) and A Place to Grow, Growth Plan for the Greater Golden Horseshoe (2019 Growth Plan).

Financial Impact:

None at this time.

Attachments:

- Attachment No. 1: Key Map
- Attachment No. 2: Draft Plan of Subdivision 15T-16001
- Attachment No. 3: Report Planning 2017-46
- Attachment No. 4: By-law No. 2019-43

Respectfully Submitted by,

Reviewed by,

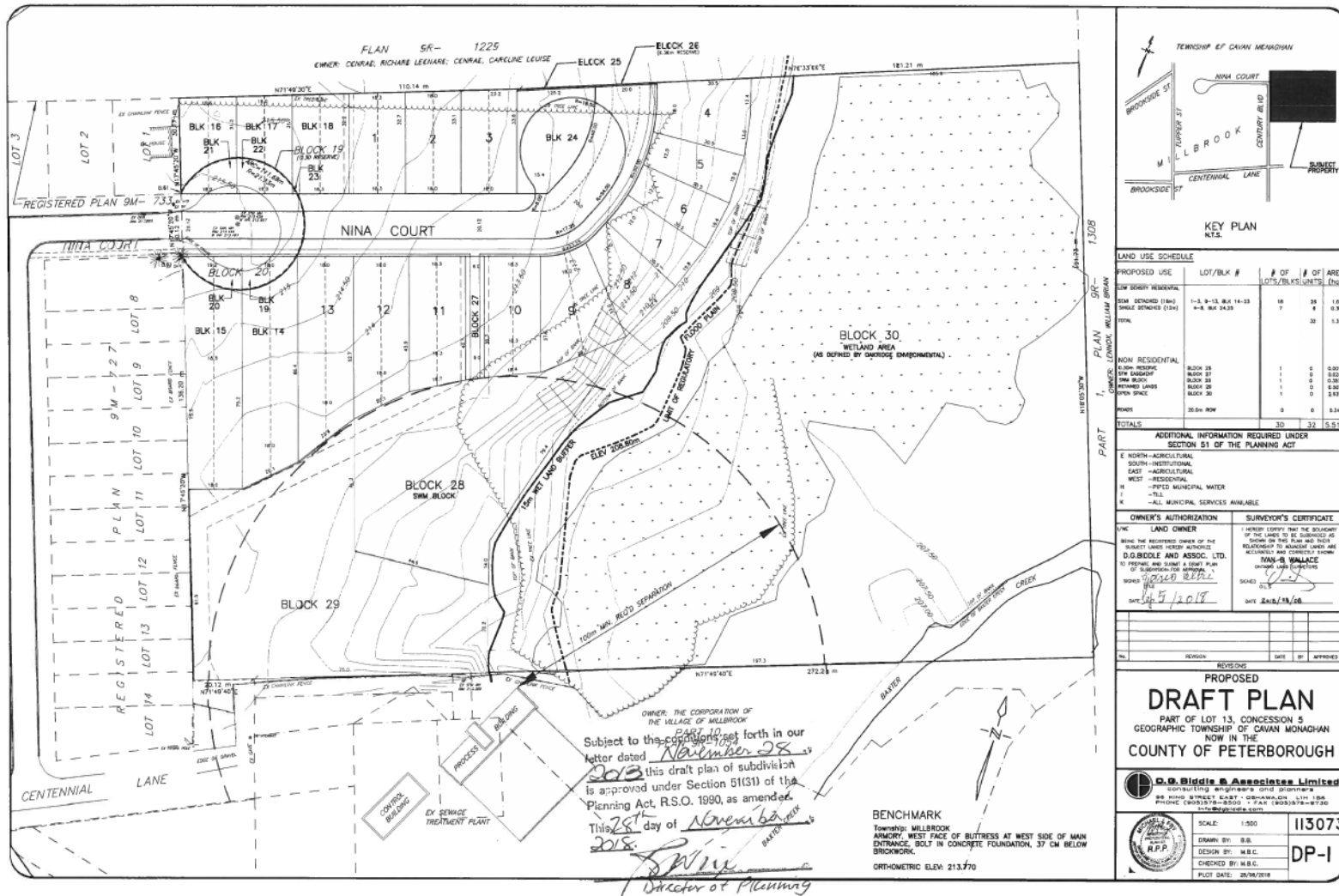
Karen Ellis,
Director of Planning

Yvette Hurley
Chief Administrative Officer

Attachment No. 1: Key Map



Attachment No. 2: Draft Plan of Subdivision 15T-16001



Subject to the conditions set forth in our letter dated November 28, 2018, this draft plan of subdivision is approved under Section 51(31) of the Planning Act, R.S.O. 1990, as amended. This 28th day of November, 2018.

S. W. [Signature]
Director of Planning

BENCHMARK
Township: MILLBROOK
ANCHOR: WEST FACE OF BUTTRESS AT WEST SIDE OF MAIN ENTRANCE, BOLT IN CONCRETE FOUNDATION, 37 CM BELOW BRICKWORK.
ORTHOMETRIC ELEV: 213.770

Attachment No. 3: Report Planning 2017-46



Regular Council Meeting

To:	Mayor and Council
Date:	October 2, 2017
From:	Karen Ellis, Planning Department
Report Number:	Planning 2017-46
Subject:	The Veltri Group – Nina Court Extension Subdivision Application

Recommendations:

1. That Council support the approval of Application 15T-16001 in principle;
2. That the plan of subdivision be revised to include a cul-de-sac with a minimum 16.8 m radius;
3. That Block 26 be transferred to the Township of Cavan Monaghan for stormwater management purposes;
4. That Block 27 be transferred to the Township for use as landscaped open space;
5. That the subdivision be subject to the draft plan conditions provided in Attachment No. 3 to this Report; and
6. That the zoning by-law amendment be considered by Council after draft plan approval.

Overview:

On behalf of the The Veltri Group, D.G. Biddle & Associates Ltd. applied to Peterborough County for approval of a 28 residential lot/block plan of subdivision (Application 15T-16001). The plan was subsequently revised in March of 2017. The revised Plan proposes 32 residential units.

The lands subject to the application are located at the east end of Nina Court in part of Lot 13, Concession 5 of the Cavan Ward and comprise approximately 5.515 hectares (13.627 acres) of land. A key map showing the location of the lands subject to the Applications is provided as Attachment No. 1 to this Report.

The proposed Plan of Subdivision consists of six (6) detached dwellings, twenty-six (26) link semi-detached dwellings, one (1) block for stormwater management easement, one (1) block for a stormwater management facility, one (1) block for open space, one (1) block for a 0.30 metre (1 foot) reserve, and one (1) block to be retained by the owner. A copy of the Plan of Subdivision is provided as Attachment No. 2 to this Report.

Lots 4 to 8 and Bloc 24/25 will be developed with single detached dwellings. Lots 1 to 3 and 9 to 13 will be developed for 16 linked semi-detached dwellings. Blocks 19 to 23 will be combined with Blocks 14 to 18 to create 5 new development lots. These five lots will be developed with 10 linked semi-detached dwellings. Block 26 is the 0.30 metre (1 foot) reserve. Block 27 and Block 28 will be the stormwater management easement and stormwater management facility respectively. Block 29 is to be retained by the Owner for future development considerations. Block 30 includes natural heritage features and is intended to be conveyed to the Township as open space.

The development is proposed to be serviced by full municipal services. Access to the subdivision will be via an extension to Nina Court.

Supporting Documentation

The Applicant submitted a Planning Justification Report (original and revised), a Natural Heritage Evaluation, a Stormwater Management Functional Servicing Report, a Stage 1 Archaeological Assessment, and a Traffic Impact Assessment with the Application. All of this information is available for review in the County Planning Department Office and the Township Planning Department Office.

The Planning Report describes the proposed development, provides commentary on the site and neighbourhood context, the proposed development, the planning context, the required planning approvals, pertinent planning policy, the Township's Zoning By-law, site servicing, grading and stormwater management.

The Natural Heritage Evaluation discusses the physical setting of the subdivision, provides background data, details the completed site inspections, assesses and evaluates the proposed development relative to the natural heritage features and species at risk, and provides recommendations. The subject property contains the non-provincially significant Millbrook Northeast Wetland and significant woodland. As such, the main concern with respect to developing the subdivision is the potential for impacts on these sensitive features. The features can be protected by applying setbacks and/or mitigation protocols to reduce impacts.

The Stormwater Drainage and Functional Servicing Report was prepared to review the infrastructure requirements to provide services for the proposed Plan of Subdivision. The Report addresses sanitary sewer services, water main services, stormwater drainage works and a road network required to proceed with the development. The Report also discusses the stormwater quality and quantity control objectives for Baxter Creek relative to the requirements of the Otonabee Region Conservation Authority

(ORCA). Conventional piped service systems (i.e. water, sanitary sewer and storm sewer) will service the entire development. Enhanced water quality protection for Baxter Creek can be provided through the implementation of a treatment train process, including lot level controls, quality control grassed swales and a dry pond facility.

The Stage 1 Archaeological Assessment provides information about the property's geography, history, previous archaeological fieldwork and current land condition. The Stage 1 background study found that the property exhibits potential for the recovery of archaeological resources of cultural heritage value and recommends that a Stage 2 archaeological assessment be completed.

The Traffic Impact Statement was prepared to provide a detailed examination of the anticipated impacts of future background and site-generated traffic for the proposed development. The study considered the weekday morning and afternoon peak hours vehicular volumes generated by the proposed development. The intersection capacity analysis indicates that no mitigation measures are required at the Tupper Street/Centennial Lake, Centennial Lane/Century Boulevard and Century Boulevard/Nina Court intersections to accommodate future increase in the background traffic or the traffic from the proposed development. A southbound left turn storage lane is not warranted on Tupper Street at Centennial Lane.

Planning Context

1. Provincial Policy Statement (PPS)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The PPS focuses growth and development within urban and rural settlement areas while supporting the viability of rural areas. The PPS encourages the development of healthy, livable and safe communities.

Section 3 of the Planning Act requires that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act. The County and Township Official Plans must be consistent with the direction of the PPS.

Settlement areas are defined as urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- a) built up areas where development is concentrated and which have a mix of land uses; and
- b) lands which have been designated in an official plan for development over the longer term planning horizon provided for in policy 1.1.2.

Millbrook has been identified as the primary settlement area for Cavan Monaghan Township because of its historic role as the centre of commerce for the area, the ability

to create a complete community and the existing piped water and sanitary sewer system.

Section 1.1.2 of the PPS requires that sufficient land be made available to accommodate an appropriate range and mix of land uses to meet project needs for a time horizon of up to 20 years. Within settlement areas, sufficient land must be made available through intensification and redevelopment and, if necessary, designated growth areas. Settlement areas are the focus of growth and development and their vitality and regeneration must be promoted.

Section 1.4.1 of the PPS requires the Township to provide for an appropriate range of and mix of housing type and densities required to meet project requirements of current and future residents. Planning authorities must:

- a) maintain, at all times, the ability to accommodate residential growth for a minimum of 10 years through residential intensification and redevelopment and, if necessary, lands designated and available for residential development;
- b) maintain at all times, where new development is to occur, land with servicing capacity sufficient to provide at least a 3 year supply of residential units available through land suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.

Municipal sewage services and municipal water services are the preferred form of servicing for settlement areas.

The PPS also includes policy direction on the wise use and management of resources including natural heritage features and water. Natural features and areas must be protected for the long term.

2. Growth Plan for the Greater Golden Horseshoe (GGH)

The Growth Plan for the Greater Golden Horseshoe (GGH) was enacted by the Province of Ontario in 2006 and updated in 2017. The document builds on the PPS to establish a unique land use planning framework for the GGH that supports the achievement of complete communities, a thriving economy, a clean and healthy environment, and social equity. The Plan informs decision-making regarding growth management and environmental protection in the GGH.

The PPS and the GGH are about complete communities and protecting agriculture, water resources and natural areas. Growth is directed to built-up areas where the capacity exists to best accommodate the expected population and employment growth while providing strict criteria for settlement area boundary expansions. Municipalities must plan for community infrastructure to support growth. Sustainable water and wastewater services must be available to support the future growth.

In this regard, new multiple lots for residential development are directed to settlement areas. The Plan speaks to the need for multi-unit residential developments that incorporate a mix of unit sizes to accommodate a diverse range of household sizes and incomes. The proposed plan of subdivision provides for 6 single detached residential units and 26 link semi-detached dwellings in an area designated for residential development and adjacent to existing residential development. The proposal will add to the supply of residential lots in the Township, in a designated settlement area. The lots will be developed on municipal piped water and sewer services in accordance with Township requirements and standards.

The wetland area and the Baxter Creek valley, together with a 15 metre (50 feet) wetland buffer, are proposed to be conveyed to the Township as an environmental protection block. These lands are identified as Block 30 on the concept draft plan of subdivision.

Peterborough County Official Plan

Millbrook is identified as a settlement area in the Peterborough County Official Plan. The objectives of the County Plan include:

- a) the identification of settlement areas across the County that can accommodate future growth and to promote serviced settlement areas as the preferred growth areas;
- b) the encouragement of a full range of living and employment opportunities by the creation of complete communities;
- c) the promotion of settlement areas as the primary employment centres and location for commercial and industrial uses and to plan for related land and infrastructure requirements;
- d) the promotion of the efficient utilization of existing services and facilities and reduce the need for new infrastructure development, where possible;
- e) the encouragement of the achievement of minimum population thresholds in selected settlement areas to attract and sustain a variety of commercial uses.

Lower tier municipalities must designate a sufficient supply of land for residential, industrial, commercial, recreational/open space and institutional uses in their municipalities to accommodate their projected growth over a minimum 20 year time-frame. To efficiently utilize existing and potential services and facilities, achieve minimum population thresholds to support commercial activities, and to protect and conserve natural resources and features, future growth must be directed to those settlement areas that currently have servicing systems or can reasonably expect to obtain them in the future.

Township of Cavan Monaghan Official Plan

An important purpose of the new Official Plan is to build a sense of community throughout the Township, with the Plan guiding the future of the Township as a single entity, with a common purpose and common objectives.

The population of the Township is forecast to reach 11,560 by the year 2031. This growth represents approximately 2,730 people between 2006 and 2031. The Official Plan has been drafted to allocate approximately 70% of the Township's growth to the Millbrook Urban Settlement Area.

The lands subject to the plan of subdivision applications are currently designated Residential, Institutional Special Policy Area #2, Natural Core Area and Natural Linkage Area in the Township of Cavan Monaghan Official Plan.

The permitted uses in the Residential designation include single detached, semi-detached, duplex, three-plex, four-plex, street, block and stacked townhouses, apartment dwellings, long term care facilities, retirement home and special needs housing. Approximately 30 percent of new housing within the designation must be multiple unit buildings including semi-detached, townhouses or apartments to provide a variety of housing choices. The maximum density permitted is 35 units per gross net hectare with a maximum height of 3 storeys above grade.

The draft plan of subdivision proposes two types of lot configurations to improve housing choice and accessibility. There will be 6 single detached residential units and 26 link semi-detached units. The density of the development and the height of the dwellings will conform to Official Plan policy.

The Township may impose architectural control for residential developments with more than 8 units. Architectural design guidelines are prepared to ensure that there is a variety of housing types and styles to avoid replication of similar housing designs. The draft plan conditions include a condition for the submission of architectural design guidelines.

Official plan policy requires indigenous trees to be planted on both sides of new streets with a minimum spacing of 10 metres. Street lighting must be dark sky compliant, limited in height to a pedestrian scale and should be spaced between 18 and 20 metres apart. Condition Nos. 7 and 15 speak to these requirements.

The Natural Heritage System that was applied to lands on the Oak Ridges Moraine has been adapted to apply to all lands in the Township of Cavan Monaghan. The Natural Heritage System designation includes significant wildlife habitat, wetlands, woodlands, areas of natural and scientific interest, buffer areas around these features and lands that link the areas.

A portion of the property contains significant wetlands and woodlands and is part of the Baxter Creek valley. These areas are included in the Natural Heritage designation of the Official Plan. Proponents of development within the Natural Heritage designation must demonstrate that the proposed development will not:

- Lead to a reduction of the size of or fragment significant woodlands;
- Have a negative impact on significant natural heritage features and related ecological functions; and
- Lead to species loss or negative impacts on endangered, threatened or rare species and/or their habitat.

Otonabee Conservation (ORCA) Staff reviewed the Natural Heritage Evaluation on behalf of the Township of Cavan Monaghan. ORCA staff identified a number of draft plan conditions required to protect the integrity of the natural heritage features.

The Institutional Special Policy Area #2 constitutes the required buffer area of the waste water treatment plant. Permitted uses may include limited vehicle parking and landscaping associated with the waste water treatment plant.

Township of Cavan-Millbrook-North Monaghan Zoning By-law

The subject property is currently zoned the Rural (RU) and Hazard Lands (H) Zones in the Township of Cavan-Millbrook-North Monaghan Zoning By-law No. 2004-62, as amended. A zoning by-law amendment is required to implement the proposed plan of subdivision. The zoning by-law amendment will reflect the proposed residential uses of the new lots, permit the proposed stormwater management facility and prohibit development activity with the wetland land area and Baxter Creek valley lands (Block 30).

The proposed draft plan conditions identify the rezoning requirement.

Department and Agency Comments

Chief Administrative Officer

The Chief Administrative Officer has requested that the street infrastructure (i.e. light standards and signage) match the existing style within Millbrook. A proper cul-de-sac should be provided. There is a need for a small park in this area. Architectural controls are required. Clarification is required for the proposed future development given the location of the wastewater treatment plant.

Fire Department

The Township's Fire Chief would prefer a through road because it is the optimal road pattern for the provision of emergency services. However, he recognizes that the

environmental features in the area preclude consideration of a through road. A cul-de-sac with a radius suitable for turning emergency vehicles is required.

Public Works

The Director of Public Works has confirmed that the plan of subdivision is generally acceptable. The construction of all infrastructure and facilities must be in accordance with approved Township standards and accepted engineering drawings.

A full cul-de-sac is required at the east limit of Nina Court. The existing cul-de-sac will be altered such that portions of the road will become part of several lots for the link semi-detached homes.

Township Staff are requesting that Block 29 be deeded to the Township. The majority of the Block is located within the 100 metres separation from the Wastewater Treatment Plan. Public Works would like to see a 3.0 metre wide walkway through the Block to connect to the new sidewalk on Nina Court to the sidewalk on Centennial Lane. Some emergency vehicles could access the subdivision from the walkway if access to the subdivision from Nina Court was compromised.

Fencing is required between the new development and the private property to the north. Fencing requirements for the stormwater management facility will be considered during the detailed design stage of the project.

There are a number of issues with the stormwater management plan. Additional and/or revised information is required.

Chief Building Official

The Chief Building Official has no issue with the proposed density and type of dwelling. The design of the cul-de-sac needs to meet Township standards. The stormwater management plan is quite preliminary. Should Block 29 be dedicated to the Township as part of the 100 metres wastewater treatment plan buffer?

Manager of Parks and Facilities

There are no concerns with the proposed plan of subdivision from the Parks and Facilities Department. The Manager did, however, verbally confirm that portions of Block 29, if dedicated to the Township, could be used for passive recreation in the short term. Over the longer term, the installation of some playground equipment may be appropriate.

Kawartha Pine Ridge District School Board

Students generated by the proposed development will be accommodated at Millbrook/South Cavan Public School (JK-8) and Crestwood Secondary School. The proposed

development is within walking distance to Millbrook/South Cavan School. Sidewalks should form a part of all proposed streets within the development.

Hydro One

They have reviewed the documents concerning the proposed plan of subdivision and have no comments or concerns at this phase.

Enbridge

Enbridge Gas Distribution does not object to the Application.

Nexicom

Nexicom is familiar with the location of the planned subdivision and has confirmed availability of its facilities at the site for the provision of telephone, internet, digital TV, and home security services using fiber optic facilities. To provide the foregoing services, Nexicom needs to work with the developer in the placement of ducts to permit the installation of facilities to each home.

Otonabee Region Conservation Authority (ORCA)

ORCA staff reviewed the available information in accordance with their mandate and policies. Draft plan conditions have been submitted to the Peterborough County Planning Department. The conditions include the provision of:

- additional stormwater management information;
- an erosion and sediment control plan;
- a grading plan; and
- a tree compensation and landscaping plan for the sloped areas backing lots 4 to 9 and the stormwater pond backing lots 10 to 13.

The zoning of the flood plain of Baxter Creek to the Hazard Lands (H) Zone and the fencing of the rear of Lots 4 through 13 (excepting access to stormwater management facility) is required.

Public Comments

The statutory public meeting was held on Monday, March 20, 2017. At that meeting, six (6) area residents spoke in opposition to the Application. Michael Fry, of D.G. Biddle & Associates spoke in favour of the Application. The issues identified by opponents to the Subdivision included:

1. increase in traffic on Centennial Lane and Nina Court and the ability access Tupper Street from Centennial Lane at peak times;
2. one way in and one way out design;

3. construction traffic and noise; and
4. the loss of use of adjacent land for recreation purposes.

The issue of traffic was addressed in the Traffic Impact Assessment. The Assessment concluded that the intersection capacity analysis indicates that no mitigation measures are required at the Tupper Street/Centennial Lane, Centennial Lane/Century Boulevard and century Boulevard/Nina Court intersections to accommodate the future increase in background traffic or the traffic from the proposed development. In addition, a southbound left turn storage lane is not warranted on Tupper Street at Centennial Lane.

Staff did look at options for improving the design by planning for a through road to an extension of Buckland Drive. The significant woodland and wetland environmental constraints on the lands required for a road connection would make a road connection extremely challenging and costly. As such, Staff determined that the proposed cul-de-sac design is the most realistic. Provision for some emergency access to the subdivision through Block 29 is being planned.

Construction noise and traffic was an issue in the neighbourhood with the construction activities associated with the wastewater treatment plant. There is no denying there will be construction noise and traffic associated with the development. The Township will, however, require the Developer to provide a construction staging site plan so that the disruption to existing residents will be minimized as much as possible. The timeframe for construction activities will be regulated by the Township's Noise By-law.

The loss of use of the adjacent lands for recreation purposes is an interesting issue. Existing residents are currently using private property to recreate. Technically, they are trespassing. There is an obvious need for recreation space in the area. Township Staff are recommending that Block 29 be dedicated to the Township and a portion of the Block be developed for passive recreational use (i.e. walking). The provision of access gates between the existing residential development and the passive recreation space should be considered where possible.

One of the neighbours followed up their public meeting comments with a request for the Developer to consider a number of options. They requested that a 7.6 metres (25 feet) buffer area be maintained between the existing development and the proposed development. The second request included leaving a 7.6 metre (25 feet) walkway between 2 Nina Court (the existing property on the north side of Nina Court and the proposed subdivision) to provide a potential walkway for potential future development on the lands to the north. The third request involved the purchase of approximately 6 metres (20 feet) to 10 metres (30 feet) of land from the Developer to provide a buffer between their home and the new development. The Developer has indicated that they are not prepared to consider any of the options.

The applicant held a neighbourhood meeting on June 15, 2017 at the Millbrook South Cavan Public School. Township Staff attended a portion of the meeting. Staff is not

aware on any additional issues or concerns raised by residents at the neighbourhood meeting.

Financial Impact:

Applicable application fees have been submitted with the draft plan of subdivision application. The proposed draft plan conditions contain a requirement that the Developer/Owner agree to satisfy all development requirements of the Township, financial and otherwise, concerning the provision of roads, installation of services, drainage and landscaping.

Attachments:

- Attachment No. 1: Key Map
- Attachment No. 2: Draft Plan of Subdivision
- Attachment No. 3: Proposed Draft Plan Conditions

Respectfully Submitted by,

Reviewed by,

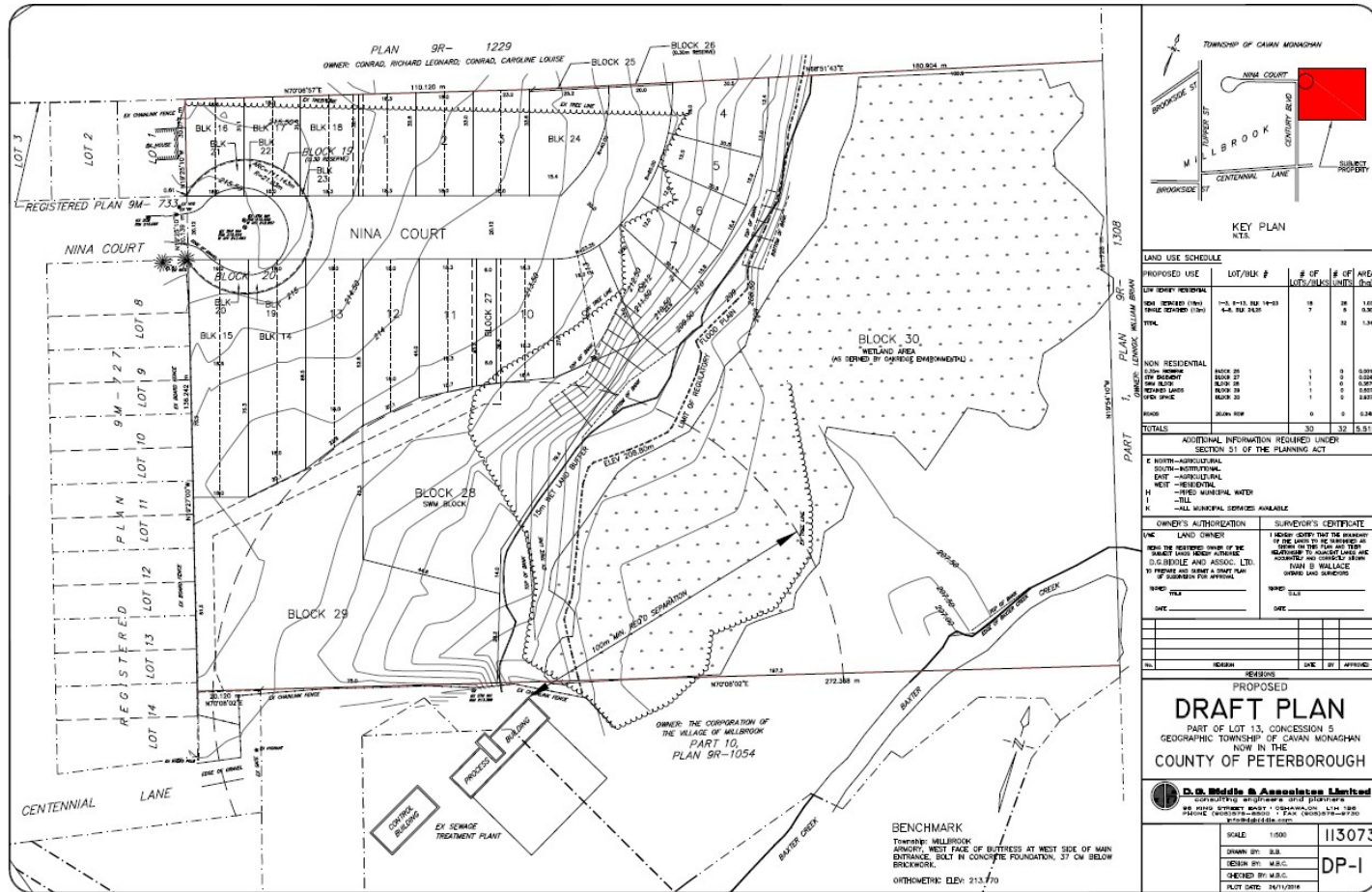
Karen Ellis
Director of Planning

Yvette Hurley
Chief Administrative Officer

Attachment No. 1: Key Map



Attachment No. 2: Draft Plan of Subdivision



Attachment No. 3: Proposed Draft Plan Conditions

1) Draft Plan

That this approval and conditions apply to the draft plan of subdivision (File Name 113073 – DP-1, Plot Date: April 24, 2016), prepared by D.G. Biddle & Associates Limited showing a total of:

- Thirty-two (32 lots (Lots 1-13 inclusive and Blocks 14 -25 inclusive)
- One (1) 0.3 Metre Reserve (Block 26)
- One Stormwater Easement (Block 27)
- One (1) Stormwater Block (Block 28)
- Two Municipal Land Blocks (Blocks 26 and 29); and
- One (1) Environmental Protection Block (Block 30)

2) Water Allocation

- a) The Developer/Owner shall acknowledge in the Subdivision Agreement that draft plan approval does not in itself constitute a commitment by the Township of Cavan Monaghan to provide servicing access to the Township's water supply. Plans may proceed to registration provided that there is sufficient residual capacity and capability to service the development. The Owner/Developer shall acknowledge in the Subdivision Agreement that plant capacity may be allocated for new development on a priority basis at the time of payment of Development Charges in accordance with the Act.
- b) At all times, the granting of service allocation and the acceptance of a Development Charge payment is conditional on the continued availability of service capacity and the ability of the Township to provide same. Should service capacity no longer be available to commit to the development, in whole or in part, through whatever circumstances, the Township may remove or adjust the quantity of service allocation to this development, up to the time of registration of the Plan, by advising the Developer/Owner and refunding the applicable Development Charges.
- c) Prior to final approval and registration of the Plan or any Phase thereof, the Township shall confirm to the Approval Authority, in writing, that there is sufficient water capacity available to service the entire plan of subdivision or phase based on existing commitments, allocations, and actual usage as determined by the Township's monitoring of water flows.

3) Sanitary Sewage Services

- a) Prior to final approval and registration of the Plan, the Developer/Owner agrees to provide for an appropriate sanitary conveyance system to the satisfaction of the Township's Director of Public Works.

4) Zoning

- a) Prior to final approval and registration of the Plan, the lands within this Draft Plan of Subdivision shall be appropriately zoned by a Zoning By-law that has come into effect in accordance with the provisions of the Planning Act. The Approval Authority is to be advised, in writing, by the Township of Cavan Monaghan that the property has been rezoned with appropriate restrictions with the holding provision, where applicable, for the lands within the plan of subdivision.
- b) The Developer/Owner shall agree in the Subdivision Agreement that minor modifications to the Plan of Subdivision may be necessary to ensure compliance with the implementing Zoning By-law and the service standards of the Township of Cavan Monaghan, which may result in the reduction in the number of lots or their reconfiguration.
- c) The flood plain of Baxter Creek, the wetland and the 15 metre buffer from the wetland and the sloped areas at the rear of Lots 4-9 shall be zoned the Hazard Lands (H) Zone and shall be used exclusively for conservation and passive recreation uses.

5) Internal Roads

The Developer/Owner shall agree in the Subdivision Agreement to complete the following at the Developer's/Owner's expense and to the satisfaction of the Township's Director of Public Works or designate:

- a) the road allowance included in this draft plan be shown and dedicated as public highways on the final plan.
- b) the road allowance included in this draft plan be named to the satisfaction of the Township of Cavan Monaghan.
- c) any easements required to provide municipal services to the development shall be granted to the Township of Cavan Monaghan and these easements shall be in locations and of such widths as determined by the Township.
- d) any dead ends and open side of road allowance created by this draft plan be terminated in 0.3 metre reserves to be conveyed to the Township of Cavan Monaghan at no cost.

6) Sidewalks and Walkways

- a) The Developer/Owner shall agree in the Subdivision Agreement to install concrete sidewalks on the street and along Centennial Lane from Nina Court to the walkway in Block 29. The sidewalk network must be continuous and connect to the existing sidewalk network.
- b) The Developer/Owner shall agree in the Subdivision Agreement to install a 3.0 metre walkway through Block 29 to connect to the new sidewalk along Nina Court to sidewalk on Centennial Lane.

7) Street Lighting

The Developer/Owner shall agree in the Subdivision Agreement to provide dark sky compliant LED street lighting. The street lighting standards shall be in accordance with the Township of Cavan Monaghan standards.

8) Fencing

The Developer/Owner shall agree in the Subdivision Agreement to provide fencing in accordance with the Township of Cavan Monaghan standards.

11) Sediment and Erosion Control

- a) Prior to any site alteration, construction or final approval of the Plan, the Developer/Owner shall prepare, to the satisfaction of the Township of Cavan Monaghan, the Otonabee Region Conservation Authority and the County of Peterborough, the following:
 - i. A sediment and erosion control plan that details the measures that will be implemented before, during and after construction to minimize soil erosion and sedimentation, to reduce potential post construction slope failures and/or erosion effects. The Sediment and Erosion Control Plan should also include measures for re-vegetation of disturbed soils immediately following site disturbance;
 - ii. A Final Grading Plan indicating elevations and lot drainage patterns;
- b) The Developer/Owner shall agree to construct and install all erosion and siltation control devices prior to the commencement of any building construction or the stripping of any soil on any lot. Erosion and siltation control devices shall be installed in accordance with Plans approved by the Township of Cavan Monaghan in consultation with the Otonabee Region Conservation Authority.
- c) The Developer/Owner shall inspect and repair such control devices at the end of each day to ensure that such devices remain in good repair during the construction period, to the satisfaction of the Township of Cavan Monaghan.

- d) The Developer/Owner agrees to provide the final lot grading plan, to the Township Director of Public Works and Chief Building Official or designates, prior to the issuance of any building permits.
- e) The Developer/Owner agrees to provide lot grading plans for each lot at the time of building permit issuance and certification that the individual lot grading plans conform to the overall grading plan to the Township Director of Public Works and Chief Building Official or designates.

12) Stormwater Management

- a) Prior to any site alteration, construction or final approval of the Plan whichever occurs first, the Developer/Owner shall prepare, to the satisfaction of the Township of Cavan Monaghan, the Otonabee Region Conservation Authority and Peterborough County, the following detailed design items pertaining to stormwater management:
 - i. A detailed design submission of the proposed stormwater management system;
 - ii. A complete drainage design plan including lot grading and drainage plans.
- b) The Developer/Owner agrees to transfer Blocks 27 and 28 to the Township at no cost at the time of registration.

13) Architectural Control

Prior to final approval and registration of the development, the Developer/Owner agrees to submit Architectural Control Guidelines for the development, prepared by a qualified professional. The Developer/Owner shall agree in the subdivision agreement to the implementation of the approved Architectural Control Guidelines to ensure that municipal design objectives are achieved, including, but not limited to, the objective that a variety of dwellings are constructed within the Plan. The primary purpose of the Guidelines is to promote Millbrook's community values and expectations for housing design. Such designs are to be consistent with the policies of the Township of Cavan Monaghan Official Plan and have regard to existing residential development in the surrounding area.

14) Health and Safety

- a) The Developer/Owner agrees to ensure that access routes for the proposed buildings comply with articles 3.2.5.5 and 3.2.5.6 of the Ontario Building Code.
- b) The Developer/Owner agrees to satisfy the Township Fire Chief as to the requirements for fire breaks during building construction.

15) Landscape Plans

- a) The Developer/Owner agrees to engage the services of a Landscape Architect to prepare comprehensive drawings including but not limited to streetscape, landscape, entrance features, fencing, restoration, naturalization, details and specifications, all to the satisfaction of the Township of Cavan Monaghan.
- b) The Developer/Owner shall convey Block 29 to the Township of Cavan Monaghan for buffer and recreational purposes in accordance with the provisions of the Planning Act.
- c) The Developer/Owner agrees to provide indigenous trees on both sides of new streets with a minimum spacing of 10 metres.

16) Signage

The Developer/Owner agrees to be responsible for posting signage on the property addressing Emergency Services Assistance, and posting all other required municipal signage to the satisfaction of the Township of Cavan Monaghan

17) Utility Distribution Plan

The Developer/Owner shall coordinate the preparation of an overall utility distribution plan to the satisfaction of all affected authorities and the Township of Cavan Monaghan.

18) Development Charges

- a) The Developer/Owner agrees that the Subdivision Agreement will contain provisions that development charges, processing and administration fees be paid in accordance with the current Township of Cavan Monaghan policies and By-law.
- b) The Subdivision Agreement between the Developer/Owner and the Township of Cavan Monaghan shall include provisions whereby all Offers of Purchase and Sale will include information that satisfies Subsection 59(4) of the Development Charges Act.

19) Final Plans

- a) The Developer/Owner agrees to provide to the Township of Cavan Monaghan, the registered Plan of Subdivision, and all other associated plans, referring to horizontal control surveys UTM (Zone 17) NAD83. These plans are to be provided in both hard copy (3 copies) and digital format.

- b) The Developer/Owner shall submit complete and detailed engineering drawings, design and accompanying reports for review by the Township of Cavan Monaghan.

22) Model Home Agreement

The Developer/Owner shall agree to enter into a Model Home Agreement with the Township of Cavan Monaghan, if required.

21) Financial

- a) The Developer/Owner shall agree in writing to satisfy all development requirements of the Township, financial and otherwise, concerning the provision of roads, installation of services, drainage and landscaping. Without limiting the generality of the foregoing, the Developer/Owner shall provide such securities, in a form acceptable to the Township, as the Township may require to secure the performance of the obligations imposed by these conditions and the Subdivision Agreement.
- b) The Developer/Owner shall agree to register the subdivision agreement on title at the Developer's/Owner's expense.

Attachment No. 4: By-law No. 2019-43

The Township of Cavan Monaghan

By-law No. 2019-43

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 Township required the rezoning of the subject property as a condition of Draft Plan of Subdivision 15T-16001.

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 E-3 of Schedule “A” to By-law No. 2018-58, as amended, is hereby further amended by changing the zone category on lands in part of Lot 13, Concession 5 of the Cavan Ward from:
 - the Future Development (FD) Zone to the Open Space (OS) Zone;
 - the Natural Linkage (NL) Zone to the Urban Residential One Subzone B Exception Three (UR1-B-3) Zone;
 - the Future Development (FD) Zone to the Urban Residential One Subzone B Exception Three (UR1-B-3) Zone;
 - the Natural Linkage (NL) Zone to the Urban Residential Two Exception Three (UR2-3) Zone;
 - the Future Development (FD) Zone to the Urban Residential Two Exception Three (UR2-3) Zone;
 - the Future Development (FD) Zone to the Urban Residential Two Exception Four (UR2-4) Zone; and
 - the Future Development (FD) Zone to the Urban Residential One Subzone C Holding Eight (UR1-C-H8) Zone as shown on Schedule "1" attached hereto and forming part of this By-law.

2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Sections 3.4.58, 3.4.59 and 3.4.60 immediately following Section 3.4.57 that shall read as follows:

“3.4.58 **UR1-B-3 Map E-3 on Schedule A (2019-43 Veltri/Nina Crt)**

- a) Stoops, decks, porches, patios, verandahs, balconies on top of porches or verandahs, uncovered terraces and exterior steps providing access between finished grade and either the basement or the first storey of a building, may project no more than 2.5 metres into a required rear yard.
- b) Stairs that access any part of the principal building at or above grade and which are not associated with a deck or porch, may encroach into the required rear yard by no more than 2.5 metres. Stairs that access the principal building below grade are permitted to encroach into the required rear yard by no more than 2.5 metres.

3.4.59 **UR2-3 Map E-3 on Schedule A (2019-43 Veltri/Nina Crt)**

- a) Minimum lot area for lots serviced by a public water and sanitary sewer system 280 m²
(per each dwelling unit)
- b) Minimum lot frontage for lots serviced by a public water and sanitary sewer system where a dwelling unit is attached to an adjoining dwelling unit 8 m
(per each dwelling unit)

3.4.60 **UR2-4 Map E-3 on Schedule A (2019-43 Veltri/Nina Crt)**

- a) The lot shall be considered an interior lot for the purposes of applying yard setbacks.

3. Section 14.0, Table 14A of By-law No. 2018-58, as amended is further amended by the addition of a new Hold Number, namely Hold Number H8, immediately following Hold Number H7 that shall read as follows:

Table 14A Holding Zones			
Hold Number	Conditions of Hold Removal	Enacting By-law	By-law Removing “H”
H8	<ul style="list-style-type: none"> • Nina Court (Coldbrook Street) is extended and the turning circle is deemed by Council not to be part of the public road allowance. 	2019-43	

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.

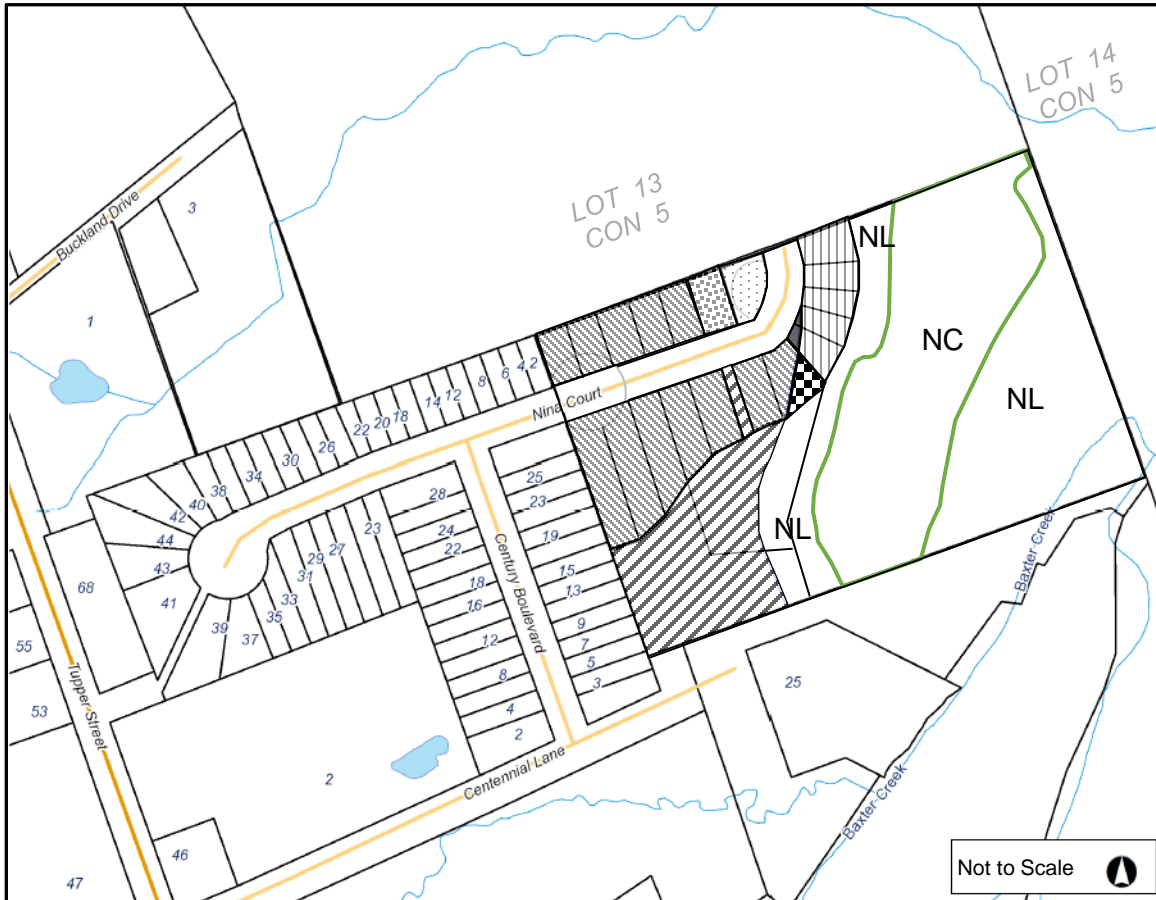
If a notice of objection is filed with the Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a first, second and third time and passed this 4th day of November, 2019.

Scott McFadden
Mayor








Elana Arthurs
Clerk

Schedule "1" to By-Law No.2019-43



Area Affected By This By-Law
 Part Lot 13, Con. 5,
 Cavan Ward
 Township of Cavan Monaghan

Certificate of Authentication
 This is Schedule "1" to By-Law
 No. 2019-43 passed this
 4th day of November, 2019.

-  Rezone from the 'Future Development (FD) Zone' to the 'Open Space (OS) Zone'
-  Rezone from the 'Natural Linkage (NL) Zone' to the 'Urban Residential One Subzone B Exception Three (UR1-B-3) Zone'
-  Rezone from the 'Future Development (FD) Zone' to the 'Urban Residential One Subzone B Exception Three (UR1-B-3) Zone'
-  Rezone from the 'Natural Linkage (NL) Zone' to the 'Urban Residential Two Exception Three (UR2-3) Zone'
-  Rezone from the 'Future Development (FD) Zone' to the 'Urban Residential Two Exception Three (UR2-3) Zone'
-  Rezone from the 'Future Development (FD) Zone' to the 'Urban Residential Two Exception Four (UR2-4) Zone'
-  Rezone from the 'Future Development (FD) Zone' to the 'Urban Residential One Subzone C Holding Eight (UR1-C-H8) Zone'

 Mayor

 Clerk



Regular Council Meeting

To:	Mayor and Council
Date:	November 4, 2019
From:	Karen Ellis, Director of Planning
Report Number:	Planning 2019-45
Subject:	Employment Lands Strategy Expanded Scope and Budget

Recommendations:

1. That Council pre-approve an expenditure of \$56,000.00 to be levied in the 2020 draft Capital Budget for an expanded scope of work for the Employment Lands Strategy;
2. That Council authorize Staff to extend the professional consulting services of Watson & Associates Economists Ltd. (Report Planning 2019-32) for the expanded scope of work as outlined in the proposal dated October 10, 2019; and
3. That the schedule for the completion of the Employment Lands Strategy be extended to the end of March 2020.

Overview:

The Township of Cavan Monaghan is currently developing an Employment Lands Strategy for the Township. As part of the Strategy development, a Technical Advisory Committee (TAC) was established. At the September 3, 2019 TAC meeting, the Committee discussed adding to the scope of the work to support the current work on the Employment Lands Strategy. Following the Committee's direction, Watson & Associates put together a proposal letter for the additional work.

The work plan includes the following tasks:

- A Community Structure Analysis;
- Population and Housing Forecast;
- Residential Intensification and Greenfield Land Needs Analysis;
- Commercial Land Needs Analysis; and
- Broad Locations Options Analysis for Urban Expansion of Community Lands.

Community Structure Analysis

The Community Structure Analysis will include a review and evaluation of the existing community structure to determine if it still provides the appropriate foundation to meet the growth and economic objectives of the Township and the requirements of the Growth Plan, 2019. The analysis will include:

- Incorporating the review of demographic and economic trends from the ongoing employment Lands Strategy;
- Identification of strategic growth areas;
- Review of the designated lands within the Township's urban settlement areas; and
- Consideration of excess designated lands, as per the requirements of the Growth Plan, 2019.

Population and Housing Forecast

The population and housing forecast work will help the Township understand the Township's residential and non-residential land needs. The work includes a Township-wide population forecast by age-cohort based on approved provincial methodologies. The results of this task can be used to support input into the County of Peterborough Official Plan as it pertains to population growth allocations to the Township of Cavan Monaghan.

Residential Intensification and Greenfield Lands Needs Analysis

The Consultant Team will review and update the supply and demand analysis regarding potential intensification in the Township's settlement areas. This analysis will be conducted to provide direction regarding the phasing/timing of intensification opportunities within the settlement areas with a particular focus on the built-up area within the Millbrook Urban Settlement Area. The analysis will include the following:

- An analysis of the short, medium and long-term intensification opportunities (i.e. remaining vacant lots in registered, draft approved plans, infill and redevelopment) to accommodate future residential, and mixed-use development within identified intensification nodes and corridors;
- A review of recent residential density trends by structure type and built form;
- A review of potential demand and development opportunities regarding residential second suites; and
- A recommended annual housing intensification target to the year 2041.

Using the results of the population and housing forecast, a greenfield land needs analysis will be prepared to the year 2041. The analysis will provide direction with respect to the timing of greenfield residential demand from 2019 to 2041 in accordance with the anticipated density trends with the designated greenfield area of Millbrook. A gap analysis will be prepared to compare the overall residential land needs determined through this analysis against the Township's Official Plan residential land needs and housing policies. The gap analysis will be used to inform how the Township moves forward with addressing designated greenfield area targets to 2041.

Commercial Land Needs Analysis

With a focus on the Millbrook Settlement Area, the Commercial Lands Needs Analysis will determine the retail space that may be needed in the Township by 2041. The analysis will be based on a high-level review of the current inventory of retail and personal service space in the Township. It will also be based on an inventory of inactive

commercial designations within the settlement areas and an inventory of active and potential commercial designations in the development approval process.

The findings of this analysis will be used to provide a commercial land needs forecast in 5-year increments from 2019 to 2041. This analysis will also be used to inform employment growth and non-residential designated greenfield area land needs in Millbrook.

Broad Location Options for Future Residential Expansion

Location options for community expansion lands (if deemed necessary) will be broadly evaluated using the findings of the Study regarding designated greenfield area land needs for the Township. The evaluation will be based on a review of identified physical opportunities and constraints as well as established planning and land economic criteria developed by the Consultant Team and Township Staff.

Meetings and Schedule

The proposed work program includes an additional Technical Advisory Committee meeting. The completion date for the work will be extended until the end of March 2020.

Financial Impact:

On July 2, 2019 Council authorized Staff (Report Planning 2019-32) to retain the professional consulting services of Watson & Associates Economists Ltd. for the preparation of an employment lands strategy, as outlined in the proposal submitted June 12, 2019, for an upset fee of \$50,580.00 (including municipal HST) as funded through the 2019 Capital Budget.

The first draft of the 2020 Capital Budget will include a pre-approval request, pending Council's decision, of \$56,000.00 (including municipal HST) for additional growth management work to support the development of the Employment Lands Strategy.

Respectfully Submitted by,

Reviewed by,

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

Yvette Hurley
Chief Administrative Officer

Kimberley Pope
Director of Finance/Treasurer



Regular Council Meeting

To:	Mayor and Council
Date:	November 4, 2019
From:	Gerry Barker, Parks and Facilities Manager
Report Number:	Parks and Facilities 2019-15
Subject:	Structural Assessment Report and Potential Use for the Existing Millbrook Arena

Recommendations:

1. That Council receive the “Structural Investigation and Report for the Millbrook Arena”; and
2. That Council support the conversion of the existing Millbrook Arena to a non-ice recreational facility for the short term; and
3. That Council pre-approve the \$55,000 in the 2020 Capital Budget to commence work immediately and proceed with the purchase and install of portable artificial turf on the cement floor, heaters for the players benches and spectator stands so as to convert the Millbrook Arena to a non-ice facility for the short- term; and
4. That Council approve a new arena floor hourly rate of \$75.00 per hour; and
5. That Council direct staff to apply for a grant opportunity through the Community Culture and Recreation Stream of the Investing in Canada Infrastructure Program (ICIP) to improve the condition of the existing Millbrook Arena under the rehabilitation and renovation category; and
6. That staff will budget for a consultant in the 2020 Capital Budget to engage the public, private residents, and businesses in a review of the long-term plans and opportunities for the building and property of the existing Millbrook Arena located a 4 Needlers Lane, Millbrook, ON

Overview:

The existing Millbrook Arena located at 4 Needler’s Lane was built in the early 1950’s and served the community and residents of the Township over many decades. It was a

central point of contact for recreation over the many years of operations. However, the age of the facility, and the fact that it is located on a flood plain, limited growth and new development of the existing structure.

Over the course of the last many months, as the Township prepared to move into the new Community Centre, there has been much discussion within the community as to the use and opportunities available for the existing Millbrook Arena and property. At the June 17th, 2019 Council discussed some of these uses and opportunities. As a first step in the process to reposition the facility, Council passed the following resolution in order to complete a structural assessment of the existing Millbrook Arena:

“That Council authorize Staff to proceed with Barry Bryan Associates of Whitby, Ontario, to complete a Structural Condition Audit and prepare a report on the Structural Condition, including the mechanical and electrical systems (excluding refrigeration) for the existing Millbrook Arena; and that the funds of \$7,500.00 plus H.S.T. of \$132.00 be transferred from the Contingency Reserves.”

Following this meeting, staff made arrangements with the engineering company to complete a structural assessment. Staff from Barry Bryan’s were on site in early August to complete the initial structural investigation. Later in August their sub-contractor Kirkland Engineering from Peterborough were on site to complete the review and assessment of the mechanical and electrical systems in the facility.

The Assessment Report was received in September. (Attachment #1 – Structural Investigation and Report for the Millbrook Arena).

The engineering report broke down the noted repairs in two categories – Immediate and Recommended. Immediate repairs were identified as repairs required in the next 6 months to 1 year so as to avoid any further deterioration. Recommended repairs were identified as work that should be completed in the next 2 to 5 years in order to maintain the structural integrity of the facility. Staff asked the engineering firm if any of the noted “immediate or recommended repairs presented a Health and Safety risk”. The contact from Barry Bryan’s office responded “No”.

The firm also noted that if the uses of the building changed then several of the repairs they noted could be substantially reduced and/or eliminated. For example, they advised that the repairs to the metal siding, arena pad, and bleachers would not be an immediate concern, if we were making program changes in the facility, or could be completed at a later date if the municipality was applying for grant funds.

We also noted in these discussions that the arena ice plant would be decommissioned and that there was no intention to ever put the ice plant back into operations. As a result, it was noted that repairs to the back of the arena, notably the ice plant room, Olympia room, and storage areas and walls could be removed from the required repairs list.

Staff then reviewed the report with Kyle Phillips, Chief Building Official. Mr. Phillips noted that many of the reported deficiencies are due to the age of the facility, and many of the items simply do not conform to today's Building Code. He noted that this does not mean that the building isn't safe, or that we couldn't continue with operations in the building. He did note that if we were to continue to operate the facility in the long term, then consideration should be considered to install a new ventilation system in the dressing rooms and lobby area to improve air quality in the facility.

Therefore, based on there information there is an opportunity to convert the existing Millbrook arena to a non-ice facility with some minor upgrades. This would offer a short-term solution for use of the existing facility.

Community Landmark Proposal

From the beginning of the new Community Centre project, staff and Council have had inquiries from the public and user groups concerning the existing arena. This permitted staff the opportunity to discuss potential options with these groups. During some of these discussions there was interest expressed by the local soccer club, and lacrosse organizations, including the Peterborough Timbermen, to convert the Millbrook Arena to a non-ice facility. As the interest and discussions grew, it was clear there was a shortage of indoor space for the growing interest in non-ice activities. Staff met with the interested groups separately to review their needs and determine if a plan could be developed which would offer an opportunity to convert the existing Millbrook Arena to a non-ice facility for short-term use. Considering this option would not limit other user groups to come forward and utilize the facility.

The groups met privately and prepared a report and presented this to Township staff. (Attachment #2 – Repurposing a Community Landmark).

The report noted that the existing arena can be converted to a non-ice facility, for these organizations with the addition of 2 main items.

One is turf. Management from the Peterborough Timbermen met with the Parks and Facilities Manager and noted that they presently have available "used" artificial turf. This used turf is portable so it can be removed if the solid concrete pad is required; it fits the dimensions of arena pad, and it is held together in sections by way of Velcro siding. They would agree to sell this to the Township at a price of \$25,000. Staff investigated the price of new turf and it was approximately \$150,000.

The second item for the conversion is heating for the soccer players in the bench area, penalty boxes, and spectator seating areas. The local soccer organization had completed some research and found that there are infrared heating systems available that will meet their requirements. Staff contacted Voltage Tech and completed an onsite visit. They advised that they could use the electrical panels from the ice plant (as they will no longer be required to operate the compressors) and arrange infrared heat in

the spectator area and the players benches. This cost was estimated at approximately \$20,000.

Staff also wish to note that a TSSA inspector visited the existing Millbrook Arena in September and advised that if the ice plant was not going to be used again, then we must take immediate steps to remove the ammonia from the ice plant. Staff made arrangements with CIMCO Refrigeration and the ammonia was removed on Monday October 21st. The cost for this service was approximately \$14,000 and staff notes that we can cover approximately \$6,000 of this cost through the Parks and Facilities 2019 operating budget.

Therefore, the initial costs to convert the existing arena to a non-ice facility will be approximately \$53,000. This one-time investment would convert the existing arena to a non-ice recreation facility which could provide a home for the non-ice users and organizations for the short term. These costs would not be included in the grant application.

Grant Funding Opportunity

Staff reviewed a new grant opportunity with the Director of Finance. Earlier this year there was a formal announcement of a Community Culture and Recreation Fund. This project category focuses on maximizing the funding impact of small-scale projects that would improve the condition of existing facilities. Eligible projects consist of:

- renovation and rehabilitations to address functionality and use of existing facilities
- Small-scale improvements to address accessibility (e.g., hand rails, ramps, accessible doors/parking/elevators, wayfinding and signage etc.)
- Small new build/ construction projects of recreation, cultural or community centre infrastructure (e.g., playing fields, tennis courts, small community squares)

The application deadline is Nov. 12th, 2019. Successful applicants will be notified sometime in the spring or summer of 2020 at which time further supporting documentation will be required, and the projects must be substantially completed by March 31st, 2027. This would provide ample time for staff and Council to research the long-term options and opportunities for the building and property, and conduct public process to gather feedback. If the grant is successful, and Council decide to continue with a non-ice facility in the long-term, then staff would be able to plan the necessary repairs and upgrades over a number of years. A non-ice facility could include a large variety of uses including recreation, car shows, auctions, dances, live music, etc.

The funding requirements from Municipalities is 26.7%. The remaining monies will come from the provincial and federal governments.

In reviewing the list of immediate and possible long-term renovations including the recommend repairs noted in the “Structural Investigation and Report for the Millbrook

Arena”, Staff are recommending that no action on capital upgrades commence at this time, and that a grant application is prepared and submitted through the Community Culture and Recreation Fund. Contracts awarded before approval of funding are not eligible for reimbursement under the ICIP. Staff will identify the interior and exterior areas that require repairs or upgrades and submit the application by Nov. 12th, 2019. At the same time, staff will budget for a consultant in the 2020 Capital Budget to secure the public’s input into the long-term plans for the Millbrook Arena. Should the outcome of the public process be different that what the grant criteria supports the grant application could be withdrawn at that time.

Long Term Plans for the Millbrook Arena

In reviewing the process that the Township followed to create the new Community Centre, it is noted that Council constantly sought the public’s opinion in the design, planning, and building of the facility. Starting in 2014 there were numerous public meetings held, trips were organized and taken to recently opened facilities, user groups and organizations were consulted, and we received numerous ideas, suggestions, and correspondences from township residents and businesses.

This same process should be mirrored in developing a long-term plan for the existing Millbrook Arena.

As a result, staff are recommending that a consultant be hired in the early 2020 in order to plan a series of public discussions, including but not limited to reviewing the Township’s Strategic Plan, Street Scape Design, Parks Master Plan and other supporting documentation in order to secure public input into the opportunities and plans for the existing Millbrook Arena. With Council’s approval, Parks and Facilities staff will include a consultant’s fee in the 2020 capital budget of \$20,000 for Needs Assessment and Feasibility Study, plus \$5,000 for a fiscal evaluation of alternative opportunities once an option is identified. These funds would not be included in the grant application.

Operational Budget

Staff undertook a review of potential revenues and expenses to operate a non-ice facility in the short-term.

As noted in the Repurposing a Community Landmark Report (Addendum #2), the soccer and lacrosse groups are committed to 44 hours per week from October until the end of March, which is 26 weeks. There is also an opportunity for rental bookings in the spring-summer season of approximately 12 hours per week for this 26-week time period. The revenue from this was then calculated at three different rates;

-present rate for Non-Ice Ports Rental	\$70.50/hr
-increased rate by 6.4%	\$75.00/hr
-increased rate by 13.5%	\$80.00/hr

Historically the Parks and Facilities has increased rates approximately 3% a year. If this was maintained for 2020 the new hourly rental rate would be \$72.61. As well, earlier this year staff completed a comprehensive study of rental rates from other local townships and municipalities. We compared these rates against the data we received and found that at \$75.00/hour, the rate would be slightly higher than the rates charged by Hamilton, Otonabee-South Monaghan, and North Kawartha townships; but it would be on average or just slightly below the rates charged by City of Kawartha Lakes, City of Peterborough, and the Townships of Douro-Dummer, and Selwyn.

The reviewed the 2018 expenses from the Millbrook Arena. We then eliminated costs associated with operating the ice plant and ice pad facility, and we adjusted several other expense accounts to reflect operations as a non-ice facility.

Some of the 2018 expenses were eliminated and many were reduced as the ice plant will not be in operations. The cost of electricity will see a substantial decrease as the ice plant compressors will not be operating, but some of the savings will be eroded with the use of forced air infrared heating. The other point to note is staffing. Again, as the ice plant will not be in operations, we will not require operators to staff the facility, as staffing requirements can be completed by part-time attendants. However, there will be a need to increase the number of attendants by 2 so as to have staff available to maintain the facility when it is open.

Based on the estimated revenues and expenses we were then able to determine that the Parks and Facilities Department can operate this facility as a non-ice facility at a break-even level or produce a small excess which will assist to offset the initial capital costs.

(Attachment #3 – Estimated Revenues and Expenses)

Conclusions

Based on the information noted above staff is recommending the following for Council's consideration;

- Receive the "Structural Investigation and Report for the Millbrook Arena" published by Barry Bryan Associates; and
- Endorse the "Repurposing a Community Landmark" proposal put forward by Maple leaf Cavan Football Club and the Peterborough Timbermen of the Arena Lacrosse League, for short-term use; and that Council pre-approve 2020 capital expenditures of \$55,000, so as to immediately convert the Millbrook Arena to a non-ice facility which could begin rentals in January 2020; and

- That Council endorse the hourly rental rate of \$75.00 per hour for the arena floor for the 2020 year; and
- Staff prepare and apply for grant funding from the “Community Culture and Recreation Fund” by November 12, 2019 for the enterer and exterior capital works; and
- Authorize staff to budget for a consultant in the 2020 Capital Budget to secure the public’s input into the long-term plans for the Millbrook Arena.

Financial Impact:

The estimated financial impact to complete repairs and upgrades necessary to convert the existing Millbrook Arena to a non-ice recreation facility is \$53,000 plus a contingency fund of \$2,000 for a total budget of \$55,000. Additional staffing will be presented in the 2020 Operating Budget.

The Finance and Parks and Facilities Department, will prepare the grant application for enterer and exterior renovation through the “Community Culture and Recreation Fund” and will then plan the municipal 26.7% contribution over several years in order to complete the required work by March 31, 2027. This will a very high-level submission and once the public process takes place, we will provide the supporting documentation through the ICIP application as received. If grant funding is not approved the project will be re-evaluated and staff will report to Council.

A capital budget of \$25,000 will be established in 2020 to hire a consultant to complete a comprehensive “Needs Assessment and Feasibility Study and a Fiscal Evaluations” for the long-term plans of the existing Millbrook Arena.

Attachments:

- #1. Structural Condition Assessment Report January 2011
- #2. Repurposing a Community Landmark Report
- #3. Projected Revenues and Expense of the Non-Ice Recreational Faculty for 2020

Respectfully Submitted by,

Reviewed by,

Gerry Barker
Parks and Facilities Manager

Yvette Hurley
Chief Administrative Officer

Structural Investigation and Report for the

MILLBROOK ARENA

Township of Cavan Monaghan



BBA PROJECT NO. 19167

AUGUST 7, 2019



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PART 1 – INTRODUCTION

1.1 AUTHORIZATION

This structural condition audit has been undertaken by Barry Bryan Associates, Architects, Engineers, and Project Managers, for the Millbrook Arena, on behalf of the Township of Cavan Monaghan. Authorization to undertake this study was received from Mr. Gerry Barker, Park and Facilities Manager for the Township of Cavan Monaghan.

1.2 OBJECTIVES

The objective of the structural review, as outlined in Barry Bryan Associates proposal for Structural Investigation and Report, dated June 3, 2019 are as follows:

1. Gather and review all previous structural audit reports and existing building plans for Millbrook Arena.
2. Visit the building and perform a visual inspection of all accessible areas of the buildings structure and note the condition and status of the items observed. The reviews will be completed in accordance with the “Guidelines for the Investigation and Repair of Arena Structures” published by the Association of Professional Engineers of Ontario in cooperation with the Safety and Technical Services Division of the Ministry of Labour. We may require some assistance during our onsite review by a member of the staff from the Township. In order to complete a thorough review, we will require that the Township provide us with safe access to the building structure. This will require the rental of lifting equipment and the provision of qualified operators to assist in our review. We have not included the costs for equipment rental in our proposal.
3. Identify any items observed during the visual review which are of concern.
4. Prepare a summary report on the structural condition of the building based on the visual review. The report will include recommendations for remedial work as required for the building to remain in service.

1.3 REVIEW METHODOLOGY

Barry Bryan Associates completed a visual inspection of the building on August 7, 2019. During our inspection we undertook a detailed visual review of the various building structural components, and photographed areas reviewed including any areas of concern.

During the review we checked for evidence of deterioration and/or distress within the structural framing. In general, the structural review included looking for evidence of the following signs of distress:

- Surface deterioration on structural framing
- Deterioration/cracking of concrete
- Deterioration/cracking of concrete masonry block walls
- Excessively deflected structural framing

Complete reference drawings of the existing building structure were not available at the time of our review.

Where reference is made in this report to a Code or other standard, the most recent edition of that referenced material was used.

1.4 STATEMENT OF LIMITATION

All comments and observations contained in this report are based on visual observations made during the inspection on August 7, 2019.

No destructive testing or opening of the building systems was completed during the inspection. Further we did not review the structural steel connections.

We are unable to comment or access structure which is not exposed to view.

Any design and/or construction deficiencies not recorded herein were not evident at the time of the inspection.

PART 2 – BUILDING DESCRIPTION

The Millbrook Arena consists of a single pad arena, an ice re-surfacing room, changerooms, washrooms, furnace room, a foyer, and a compressor room. The second storey consists of a community gathering room, storage rooms, washrooms, a kitchen area and a small gathering room.

The original arena was constructed circa 1950's. In the mid-1970s there was an explosion in Millbrook which damaged one of the exterior walls and required that portion of the facility to be rebuilt. The building structure consists of metal decking cold form steel Z-purlins, pre-engineered steel frames, concrete masonry block walls, metal siding, precast concrete slabs and concrete slabs-on-grade.

PART 3 - OBSERVATIONS

BBA attended a site visit on August 7, 2019 to visually review the condition of the structural building components and exterior building façade.

We observed areas of minor to moderate deterioration and cracking at several locations. We have summarized our observations below:

3.1 BUILDING INTERIOR

3.1.1 Roof Deck and Purlins

The roof framing above the ice pad consists of steel roof deck spanning across cold formed steel z-purlins. We were unable to complete a detailed review of the steel roof deck or purlins directly above the ice rink as this framing was enclosed by the existing insulation system within the arena. However, there was one (1) localized area where the purlins and roof deck was visible for our review. Our observations at localized areas are as follows:

- The roof deck generally appeared to be in fair condition with no evidence of water/moisture damage (Photo 001). However, at the area exposed behind the net, there were visible minor damage due to puck impacts. For aesthetics purposes, we recommend that the damaged areas are cleaned and painted as required to match original conditions.
- The cold formed steel z-purlins was generally observed to be in fair to good condition.

Generally, the roof deck and purlins appeared to be in fair to good condition.

3.1.2 Pre-Engineered Frames

The main structure of the arena consists of a pre-engineered structural frame system with tapered steel girders supporting the steel purlins. The steel frames span approximately 90'-0" and are spaced at approximately 21'-1" centre to centre. We were unable to complete a detailed review of the entire extents of the tapered girders as this framing was enclosed by the existing insulation system (Photo 002). Our observations are as follows:

- Minor damage was observed at the surface of the frames resulting from repeated puck impacts (Photo 003). For aesthetics purposes, we recommend that the damaged area is cleaned and painted as required to match original conditions.
- Minor localized surface rusting was observed along several bracing members (Photo 004). This is likely due to condensation and high humidity during occupancy. We recommend for the rusted area to be wire brushed clean to bare metal and an epoxy protective coating is applied.
- Bolted connections at the braces appeared to be bent at several locations, effectively causing the nut to be displaced (Photo 005). This appears to be an original condition from the fabrication of the braced connections. Further, minor surface rusting was observed at several bolted connection locations (Photo 006). We recommend for the rusted areas be wire brushed clean to bare metal and an epoxy protective coating is applied.

- Insufficient anchor bolt thread protrusion was observed at several locations. The threads at several bolted connection was not observed to extend past the nuts at the pre-engineered frame base connections (Photo 007). As this condition does not meet the minimum code requirements for thread protrusion past the nut, we recommend that the locations be plug welded to ensure connection to the foundation below is adequate.
- The lower set of braces were observed to be missing along the bleachers (Photo 008). This appears to be an as-built condition as the braces would interfere with the bleacher seating area. A single brace at the south side of the arena appears to be experiencing some deflection, this appears to be an as-built condition (Photo 009).

Generally, the pre-engineered frames appeared to be in fair to good condition. The minor observations noted above are recommended to be addressed to maintain the original condition of the building structure.

3.1.3 Bleacher Seating Area

There are three (3) rows of bleacher seating along the East side of the existing arena. The bleachers are constructed with precast concrete slabs complete with a concrete topping supported on concrete masonry block walls at each end. Our observations are as follows:

- The concrete topping was observed to experience localized minor cracking and paint chipping at localized locations (Photo 010). We recommend that all loose paint to be scraped and repainted to match existing conditions.
- Minor cracking was observed at the precast concrete joint location (Photo 011). This cracking is typical for concrete joint locations and is not a structural concern. We recommend for the joints to be routed out and infilled with a flexible calking material.

The precast concrete bleacher seating area was generally observed to be in fair to good condition.

3.1.4 Metal Siding

The building structure at the arena consists of concrete masonry block wall with partial metal cladding along the North, East and West elevations. Our observations are as follows:

- Minor damage to the metal siding at the North-East corner was observed (Photo 012). This damage is likely a result of repeated impacts from pucks/balls within the arena. For aesthetics purposes, we recommend that the cladding is cleaned and painted as required to match original conditions.
- Significant damage to the metal cladding at the North Wall was observed (Photo 013). The cause of the damage is unclear. However, we recommend that the cladding be replaced at this location to restore to original conditions.
- The metal cladding at roof level along the North elevation appears to be separating from the adjacent cladding. We recommend that the cladding at the roof level be re-secured to match the existing conditions (Photo 014).

- Metal cladding appears to be separating from the wall at one of the frames along the west side of the arena (Photo 015). We recommend that the panel be re-secured to match the existing conditions.

The metal cladding reviewed at the interior of the building generally appeared to be in fair condition.

3.1.5 Concrete Rink Slab

The reinforced concrete rink slab was exposed at the time of our site visit to complete our structural review. The concrete rink slab was approximately 200'-0"(L)x80'-0"(W). Our observations are as follows:

- Thermal cracking was observed throughout the entirety of the rink slab, the North side of the rink slab appeared to experience more cracking than the south side (Photo 016). This cracking is typical with age of concrete after years of pulldowns and thawing of the monolithic concrete slab.

The concrete rink slab generally appeared to be in fair condition.

3.1.6 Concrete Apron Slab

The reinforced concrete apron slab extends around the concrete rink slab at the base of the bleacher seating area and at the perimeter of the arena. The apron slab was exposed on the North side of the arena at the bleachers and wraps around to the benches at the opposite end. Our observations are as follows:

- Moderate cracking was observed near the entrance of the compressor room (Photo 017). We recommend to infill the void space with suitable mortar to match existing conditions.
- Moderate cracking and spalling were observed underneath the exterior garage door on the East side of the building (Photo 018). We recommend for all loose and unsound concrete to be chipped out and removed and patched with a suitable repair mortar.
- Significant cracking was observed adjacent to the ice-surfacing room (Photo 019). This is likely due to previous differential settlement of the structure. We recommend for the slab to be repaired and patched with a suitable repair mortar to prevent further deterioration.
- Rutting was observed in the ice-resurfacing room (Photo 020). This is likely due to driving on the slab prior to the concrete completely curing after the original pour, as well as the fatigue of the concrete over the decades of repeated loading.
- Significant cracking was observed in the ice-resurfacing room extending outwards towards the dasher boards of the pad (Photos 021 and 022). This is likely due to repeated water/salts brought through the room by the resurfacing equipment over the years. We recommend for all loose and unsound concrete to be chipped out and removed and patched with a suitable repair mortar.
- Two (2) separate cracks were observed at the base of two (2) of the steel columns at the North side of the arena (Photos 023 and 024). This is likely due to the absence of slab saw cuts at the column locations. This is a serviceability issue and not a structural concern at this time.
- Cracking was observed underneath the mechanical equipment stand supports at the North-West side of the arena (Photo 025). It appears as though a concrete levelling product has been implemented in the past, resulting in a slight transition between the floor elevations. We recommend that the transition be leveled, and the cracks be infilled with suitable mortar.

The concrete apron slab generally observed to be to fair condition, with several localized areas with cracking concerns. We recommend for all cracks to be cleaned and toured out, loose and unsound concrete be removed and infilled with a suitable repair mortar. with suitable mortar.

3.1.7 Concrete Masonry Block Walls

The concrete masonry walls within the complex were typically constructed of 8" and 12" thick concrete masonry blocks at the exterior and interior of the arena. Our observations are as follows:

- Significant moisture accumulation during the winter months was reported in the compressor room located at the North-East corner of the building. At the time of the review, rusting and evidence of moisture was observed on the masonry block wall (Photo 026). We recommend that the rusted sections be wire brushed clean and repainted to match the existing condition.
- Minor to moderate step cracking was observed at several localized areas within the arena (Photos 027, 028, 029, 030, 031, 032, 033 and 034). This is typical under the serviceability conditions for this type of structure and does not pose a structural concern. We recommend that all open/cracked joints be routed out and infilled with suitable mortar to prevent moisture from entering the building.
- Paint chipping and localized damage to masonry blocks was observed in the corridor leading to the compressor room. A section of one (1) masonry block appeared to be removed and infilled with wooden blocking (Photo 035). We recommend that this section be removed and replaced with new concrete masonry block to match existing and all joints be infilled with suitable mortar.
- Previous differential settlement was observed in the ice resurfacing room (Photo 036). The separation appeared to be infilled with spray foam insulation (Photo 037). This does not appear to be a new condition and does not pose structural concern. At this time we recommend that joint filler be removed and replaced with suitable mortar.
- Deterioration and displacement at the base of the concrete masonry block was observed at a localized area (Photo 038). We recommend that the deteriorated blocks be removed and replaced with concrete masonry blocks to match the existing condition.
- Minor step-cracking along at the north side exit was observed (Photo 039). The wall at this location appeared to be slightly displaced from the original location at the base (Photo 040). We recommend that the displaced section of the wall be temporarily shored to facilitate the removal and rebuilding of the wall to restore to original conditions.
- The block wall along the west elevation of the arena appeared to be in fair to good condition (Photo 041).
- Block walls within changerooms 1 through 4 appeared to be in good condition (Photo 042). Minor localized damage was observed in changeroom 3 (Photo 043).
- The bricks enclosing the steel columns within the lobby area appeared to be in good condition (Photo 044).
- The west stairwell was observed to experience minor moisture damage (Photo 045). This is exemplified by the paint chipping at the base of the stairs (Photo 046).
- Localized block failure was observed under the load bearing beam spanning into the wall on the West side of the stairwell (Photo 047). We recommend that all loose and unsound blocks be replaced, and an adequate bearing plate be implemented.
- A steel lintel in the mechanical room adjacent to changeroom 3 was observed to be bearing on a single masonry block experiencing localized cracking (Photo 048). We recommend replacing the steel lintel with a new, longer lintel with a minimum of 6" bearing on each side of the opening.

- Wall separation was observed in the storage room on the second floor (Photo 049). We recommend in filling this void space with suitable flexible mortar.
- The remainder of the south stairwell walls appeared to be in good condition (Photo050).

3.1.8 Concrete Slabs-On-Grade

The reinforced concrete slabs on grade were exposed for our review in the compressor room at the north-east end of the building as well as in the west stairwell. Our observations are as follows:

- The concrete slab within the compressor room appeared to be separated from the building structure locally at the north-east corner of the building (Photo 051). We recommend that this gap be infilled with an appropriate mortar to ensure that no moisture can accumulate at the base of the wall and cause further damage.
- Staining of the concrete surface was observed below the ammonia pump (Photo 052). This is not a structural concern at this time, however we recommend that the concrete surface is cleaned and an appropriate protective coating is applied to the concrete surface to prevent furthermore advanced deterioration in the future.
- Cracking and minor rusting was observed on the slab where the electrical conduits appear to be partially embedded in the concrete slab on grade. It appears that there may not be sufficient concrete cover around the embedded conduit (Photo 053). We recommend that the slab be cut and removed at this location and the conduit be adequately embedded within the concrete.
- Cracking and separation were observed at the base of the door in the west-side stairwell location (Photo 054). We recommend that the cracks be routed and infilled with a suitable repair mortar.

The concrete slab-on-grade generally appeared to be in fair to good condition.

3.1.9 Partial Second Floor Space

The partial second floor area is located along the South side of the arena above the changeroom areas and consists of storage rooms, community gathering room, lounge room, kitchen, bar and bathrooms (Photos 055 and 056). The roof structure consists of wood and steel decking spanning across structural steel beams supported on concrete masonry block walls (Photo 057). We reviewed the roof structure within the suspended ceiling spaces at select locations. Insulation along with plastic covering the roof framing prevented visual access to review the majority of the roof structure (Photo 058). Our observations are as follows:

- Moisture damage was observed at the underside of the insulation. (Photos 059 and 060). This moisture is possibly damaging the roof framing system. We recommend that further intrusive testing be done to inspect the condition of the roof framing system.
- Numerous signs of moisture damage was observed by the water stains and plastic breakthroughs of the ceiling tiles (Photos 061 and 062).

The steel beams and concrete masonry block walls generally appeared to be in fair to good condition. Signs of Moisture were found throughout the entire second floor roofing system.

3.2 BUILDING EXTERIOR

3.2.1 SOUTH ELEVATION

The exterior South wall elevation is generally constructed with prefinished metal siding above a load bearing block wall. Our observations are as follows:

- The foundation wall at the south-west corner of the building appeared to be experiencing localized cracking and spalling at the concrete surface (Photos 063 and 064). Cracking at the centre foundation wall was also observed. We recommend for the cracks to be routed out and infilled with a suitable repair mortar to restore original conditions.
- Minor cracking of the mortar joints was observed along the architectural precast concrete wall panels at localized areas (Photo 065).
- Localized damage to single brick in the architectural precast concrete wall panels was observed (Photo 066). We recommend for the architectural precast concrete wall panels to be repaired and patched with a suitable repair mortar to prevent further deterioration of the architectural wall.
- Localized block damage was observed near the roof at the South-East Corner (Photo 067). We recommend for the architectural precast concrete wall panels to be repaired and patched with suitable repair mortar to prevent further deterioration of the architectural wall.
- The architectural precast concrete wall panels at the South Wall was observed to be in fair to good condition (Photo 068).
- The metal cladding above the Architectural block walls generally appeared to be in fair condition (Photo 069).
- Localized minor cracking was observed at the concrete walkway adjacent to the south elevation (Photo 070). This cracking appears to be a result of freeze and thaw cycles and heaving below the slab. This is not a structural concern.

The architectural precast concrete wall panels and metal cladding generally appeared to be in fair to good condition. However, some of the areas of concern observed on site and noted above require immediate attention to help stabilize the wall structure and prevent deterioration to the point of structural instability.

3.2.2 EAST ELEVATION

The exterior East wall elevation is generally constructed of prefinished metal siding above a architectural precast concrete wall panels. Our observations are as follows:

- The foundation wall near the lobby has a significant gap, and the surrounding paved area is experiences minor deterioration (Photo 071). This is likely due to the damaged eaves that is leaking water onto the wall (Photo 072). We recommend that the crack in the foundation be repointed.
- Moss was observed to be growing along the east side wall (Photo 073). This is a sign of moisture accumulation and has resulted in deterioration of the precast concrete wall panels (Photo 074). We recommend for the architectural precast concrete wall panels to be cleaned at these locations and to prevent further more advanced damage to the wall system.

- Caulked panel joints along architectural precast concrete wall panels appear to be in good condition (Photo 075).
- Metal cladding above architectural precast concrete wall panels appears to be in good condition (Photo 076).
- Minor damage to the metal was observed above the garage door opening near the North side (Photo 077). A section of the steel lintel enclosed by the metal was visible at the damaged location and the lintel was observed to be in poor condition with significant rust accumulation and loss of cross-sectional area (Photo 078). We recommend that this lintel be exposed, removed and replaced with a new lintel to match existing conditions, and the damaged metal siding be repaired/replaced to restore to original conditions. to match the surrounding area.

The architectural precast concrete wall panels and metal cladding generally appeared to be in fair to good condition. However, some of the areas of concern observed on site and noted above require immediate attention to help stabilize the wall structure and prevent deterioration to the point of structural instability.

3.2.3 NORTH ELEVATION

The exterior North wall elevation consists of a low roof and high roof area. The north elevation of the low roof area generally consists of full height concrete masonry block while the high roof consists of partial concrete masonry block and prefinished metal siding. Our observations are as follows:

- Localized step Cracking and paint-peeling was observed along the north elevation (Photos 079, 080 and 081). We recommend for all cracked mortar joints to be routed and re-pointed to restore to original conditions. All areas of peeled paint should be cleaned, and new paint applied to match adjacent wall areas.
- Honeycombing at the foundation wall and mould growth was observed on the exterior of the ice-resurfacing room (Photos 082 and 083). We recommend for the block walls to be cleaned, mould accumulation to be removed at these locations. The honeycombing is likely a result from the pouring of the concrete at the time of construction and does not pose a structural concern.
- The metal cladding was observed to be in fair to good condition (Photo 084).
- Minor damage to the base of the exterior of the garage door overhead jambs was observed (Photos 085 and 086). This is likely due to Zamboni impact while travelling in and out of the ice resurfacing room. We recommend that the enclosures are repaired to ensure more advanced damage does not occur.
- Minor damage to the metal header covers was observed above the overhead door location (087). We recommend that the enclosures are repaired to ensure more advanced damage does not occur.
- Moisture accumulation was observed along the north elevation (Photo 088). We recommend for the block walls to be cleaned to restore the original building condition.

The concrete masonry block and metal cladding generally appeared to be in fair to good condition. However, some of the areas of concern observed on site and noted above require immediate attention to help stabilize the wall structure and prevent deterioration to the point of structural instability.

3.2.4 WEST ELEVATION

The exterior west wall elevation generally consists of prefinished metal siding above a load bearing concrete masonry block wall. Our observations are as follows:

- An open joint was observed between foundation walls and concrete pier at the north-west corner of the building (Photo 089). We recommend that the gap be cleaned and filled with suitable joint filler material to ensure that moisture cannot penetrate into the structure causing more advanced deterioration.
- Mould accumulation was observed at the top of the foundation wall along the entire extents of the west elevation (Photo 090). We recommend that the base of the masonry wall/top of the foundation wall be cleaned and mould to be removed at these locations to prevent future more advanced deterioration.
- One (1) of the masonry control joint locations was observed to be open (Photo 091). We recommend that this joint be cleaned and infilled with a suitable joint filler material to ensure moisture does not penetrate into the existing building envelope.
- Localized deterioration at the top of the foundation wall behind a rainwater leader location was observed (Photo 092). We recommend that this area be fixed with suitable repair mortar to ensure no further damage can be done to the structure.
- An opening was observed at the top of the masonry block wall near the south side of the wall (Photo 093). We recommend that the damaged concrete block at this location is removed and replaced with new block to match existing condition to ensure further, more advanced deterioration does not occur to the building system.

The concrete masonry block, architectural block and metal cladding generally appeared to be in fair to good condition. However, some of the areas of concern observed on site and noted above require immediate attention to help stabilize the wall structure and prevent deterioration to the point of structural instability.

PART 4 – CONCLUSION AND RECOMMENDATIONS

We completed a structural condition review of the existing building framing and exterior building façade where safe access was available for our review. Our general review of the building interior and exterior identified several issues which should be addressed to improve the long term serviceability of the building structure. We have summarized our remedial recommendations as follows:

RECOMMENDED IMMEDIATE REPAIRS: (Recommended to be completed within next 6 months – 1 year)

1. All deteriorated/open/cracked mortar joints should be routed and infilled with a suitable repair mortar to restore the integrity of the existing building envelop.
2. The efflorescence and mould accumulation on the building exterior should be cleaned from the structural systems and an adequate protective coating applied.
3. Patch any locations of spalled concrete masonry block and/or brick with a suitable repair mortar to restore the integrity of the existing building envelop. Replace any damaged/cracked concrete masonry block or brick with new block/brick to match existing as required.
4. Any rust accumulation on the existing roof framing should be wire brushed to bare metal and epoxy painted to prevent further deterioration of the structural framing.
5. Rout out existing cracked mortar joint locations and repoint with new mortar to match original conditions.
6. Replace lintels at the 1st floor mechanical room, and above the east overhead door location.
7. Remove and replace the wooden block within the compressor room entrance way with concrete block to match the existing condition.
8. Plug weld the bolts along the base of the pre-engineered frames.

RECOMMENDED REPAIRS: (Recommended to be completed within next 2 – 5 years)

1. Clean existing exterior wall and chip off all locations of peeled paint. Provide new paint suitable for exterior applications to match existing building colour scheme.
2. All damaged metal cladding locations in the interior of the building should be repaired or replaced.
3. Minor cracking in the concrete slab-on-grade should be routed out and infilled with a suitable epoxy injection mortar.

All masonry repairs noted above must be completed using techniques which best match the original construction of the existing building.

The structural framing and exterior walls are in fair to good condition, however remedial repair work is required to preserve the integrity of the existing building structure and restore the building envelop to original conditions.

PART 5 – CONSTRUCTION BUDGET ESTIMATES

We provided an opinion of the order of magnitude costs for both the immediate remedial work and recommended remedial work. The budgets have been developed based on our observations from the site and our recommendations for the remedial repair work for each item. Detailed designs, drawings, and specifications regarding the repairs will need to be developed to confirm the actual project costs.

We have provided our opinion of the budget for the remedial scopes of work below. The budgets do not include HST, permitting, testing and inspection:

IMMEDIATE REPAIRS:

1. Mobilization/General Conditions	\$10,000
2. Masonry Repairs/Cleaning	\$40,000
3. Prepping of Structural Steel	\$15,000
4. Painting Structural Steel	\$15,000
5. Lintel Replacement	\$30,000
6. Miscellaneous Repairs	\$5,000
7. Mechanical/Electrical Upgrades	TBD
Sub-total	\$115,000
15% Contingency	\$17,250
8% Engineering	\$9,200
Total	\$141,540

RECOMMENDED REPAIRS:

1. Mobilization/General Conditions	\$5,000
2. Masonry Cleaning	\$30,000
3. Metal Cladding Repairs	\$10,000
4. Crack Repairs	\$10,000
5. Mechanical/Electrical Upgrades	TBD
Sub-total	\$55,000
15% Contingency	\$8,250
8% Engineering	\$4,400
Total	\$67,650

**Structural Investigation and Report for the
MILLBROOK ARENA
BBA PROJECT 19167**

We trust the above information meets your requirements. Should you have any further questions, please do not hesitate to contact our office.

Yours very truly,

BARRY BRYAN ASSOCIATES
Architects, Engineers, Project Managers

Logan Haupt, EIT

David Bovill, P.E., P. Eng.

LH/gs

APPENDIX A

PHOTOGRAPHS

Structural Investigation and Report for the
MILLBROOK ARENA
BBA PROJECT 19167



Photo 001 Hidden Roof Deck & Z-Purlins

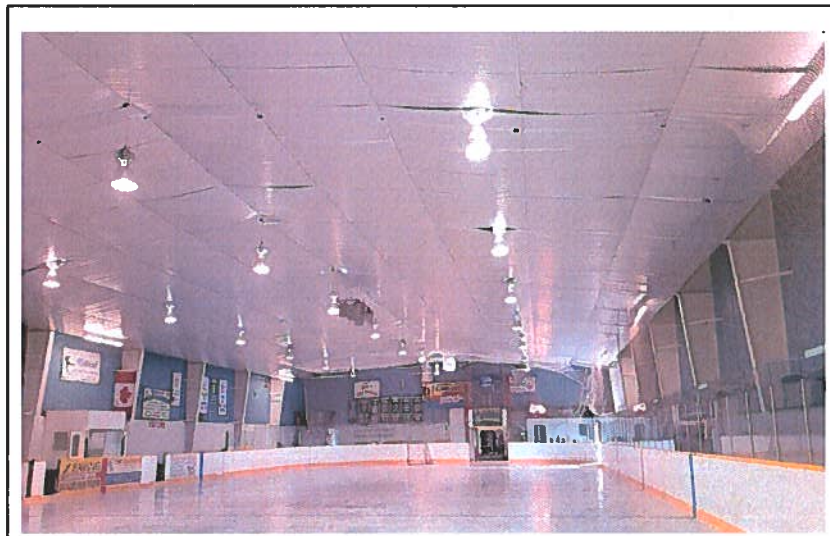


Photo 002 Roof Deck Insulation covering Pre-Engineered Frames



Photo 003 Pre-Engineered Frame



Photo 004 Rust on Frame Brace

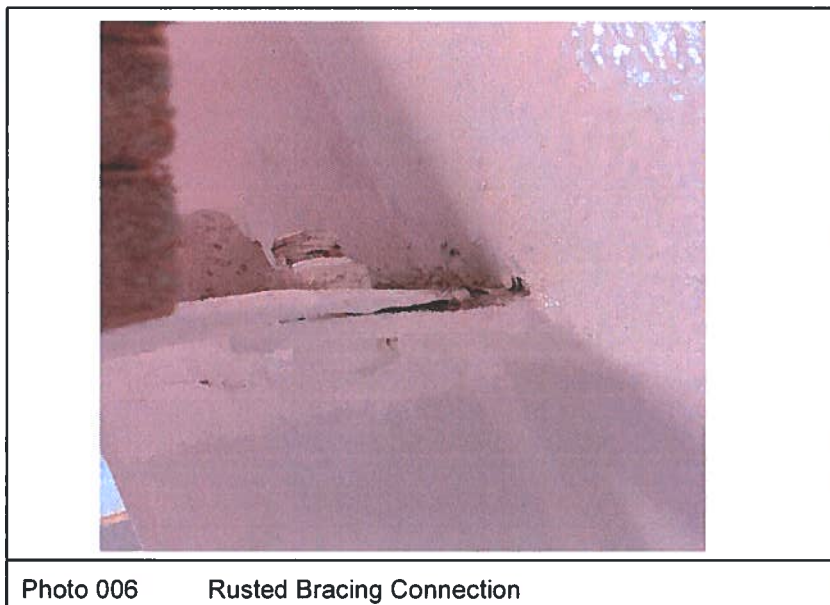
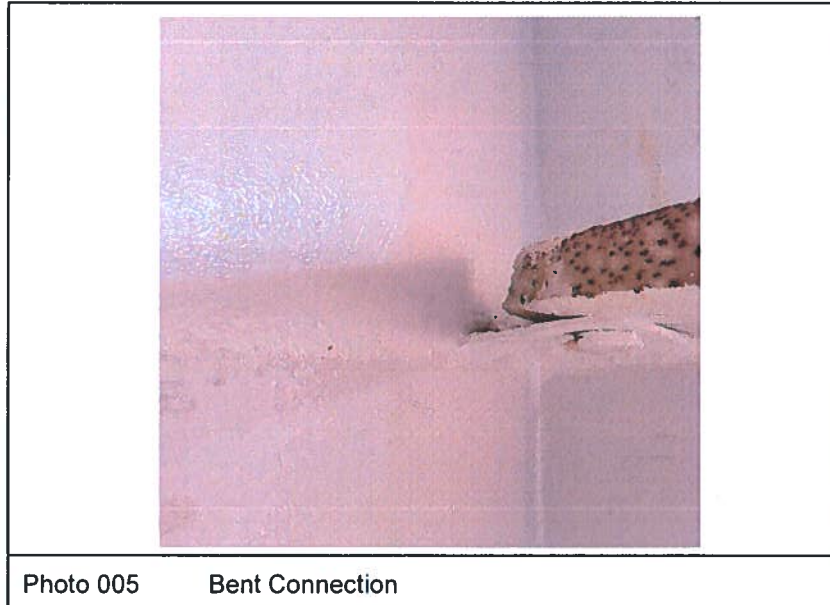




Photo 007 Pre-Eng Frame Base Connections

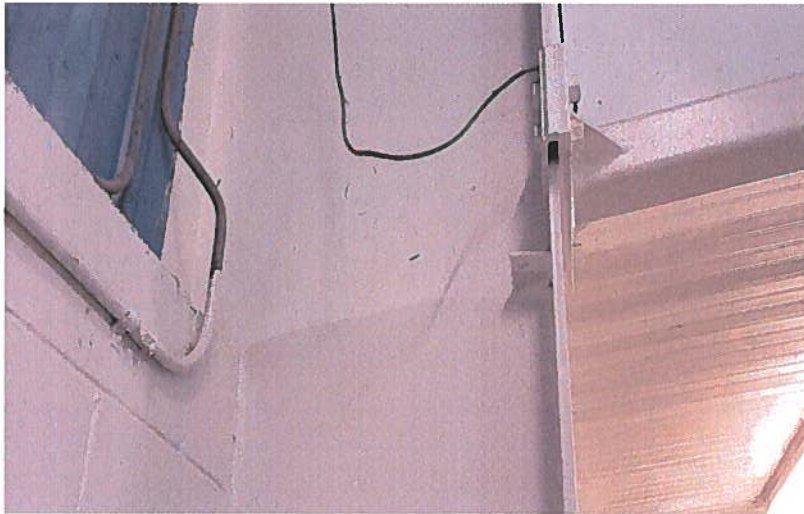


Photo 008 Missing Brace at Southmost Frame

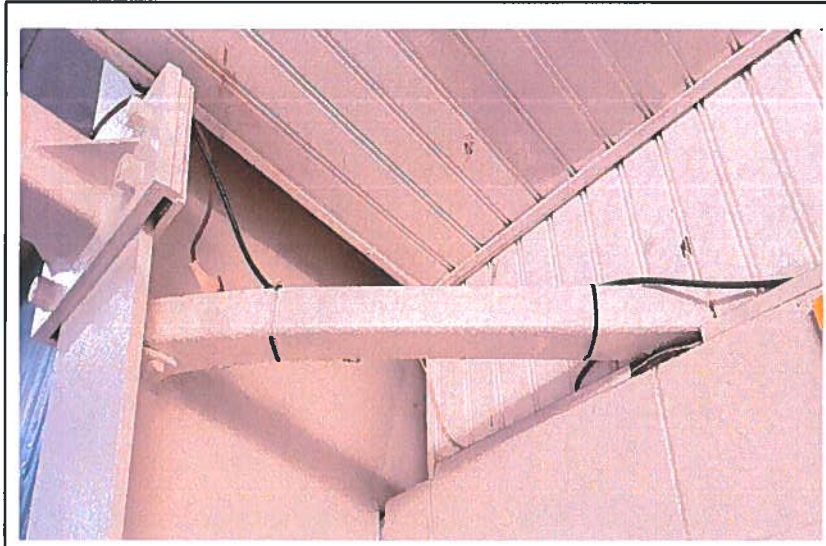


Photo 009 Bent Braced member



Photo 010 Paint Chipping and Crack on Bleachers



Photo 011 Bleacher Crack at Joint Location

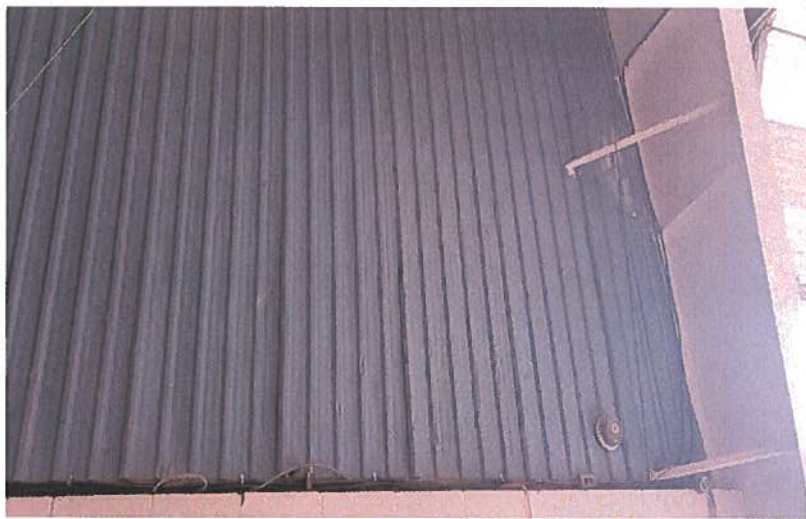


Photo 012 Localized damage to Metal Cladding

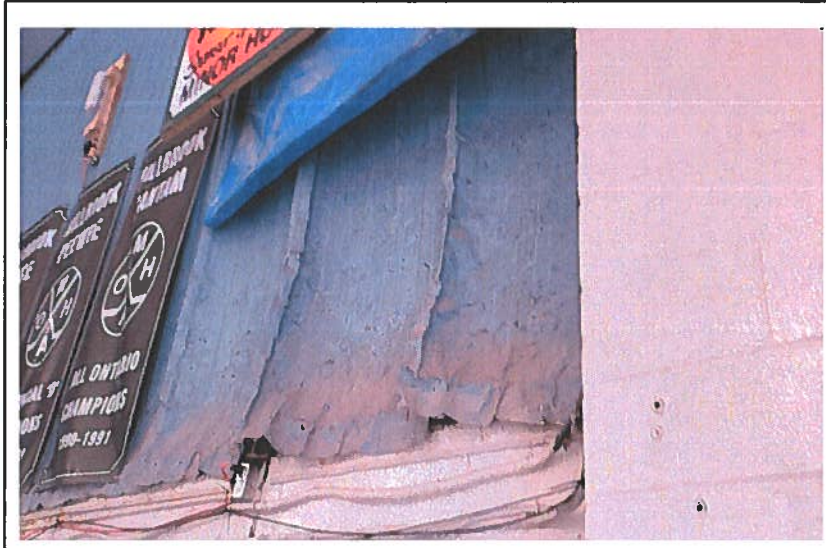


Photo 013 Significant Damage to Metal Cladding

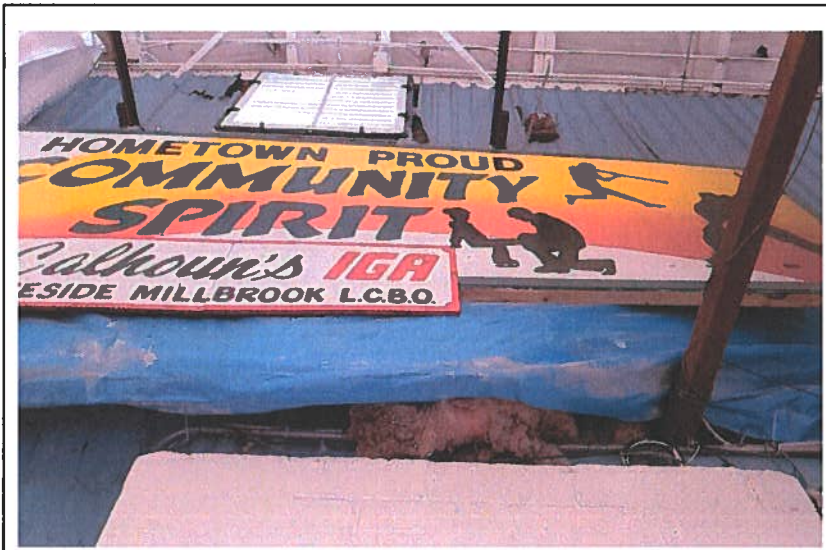


Photo 014 Metal Cladding Damage

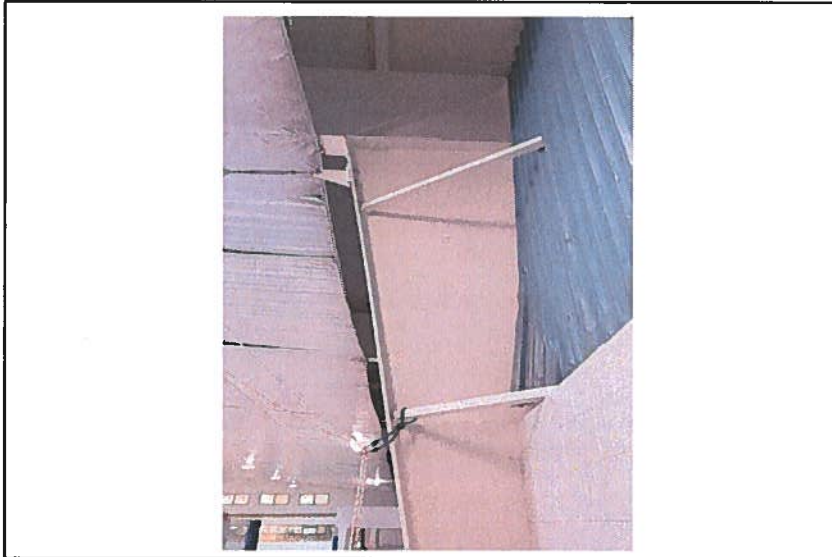


Photo 015 Metal Cladding Along West Side

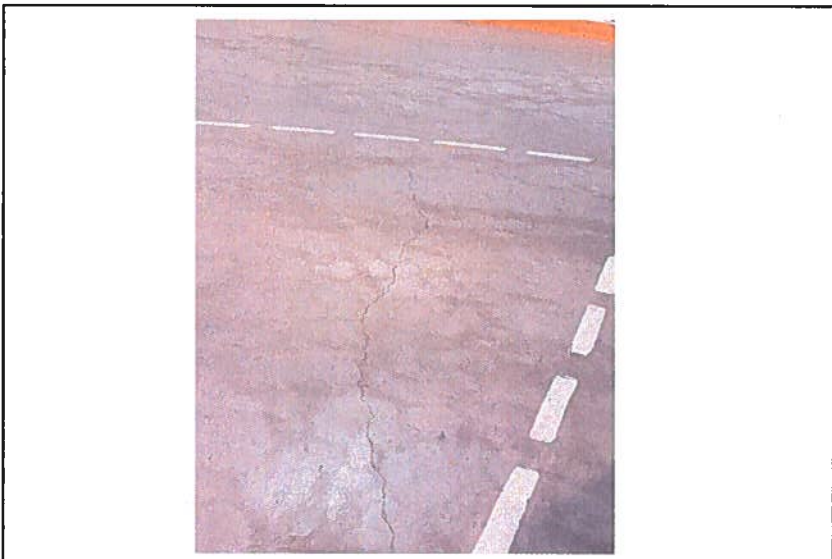


Photo 016 Thermal Cracking on Rink Slab

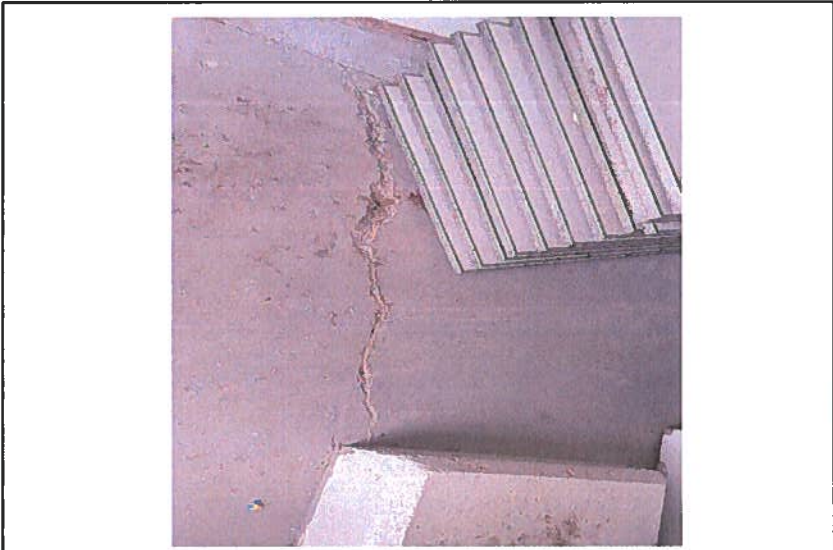


Photo 017 Cracking Outside of Compressor Room



Photo 018 Apron Slab Under Garage Door

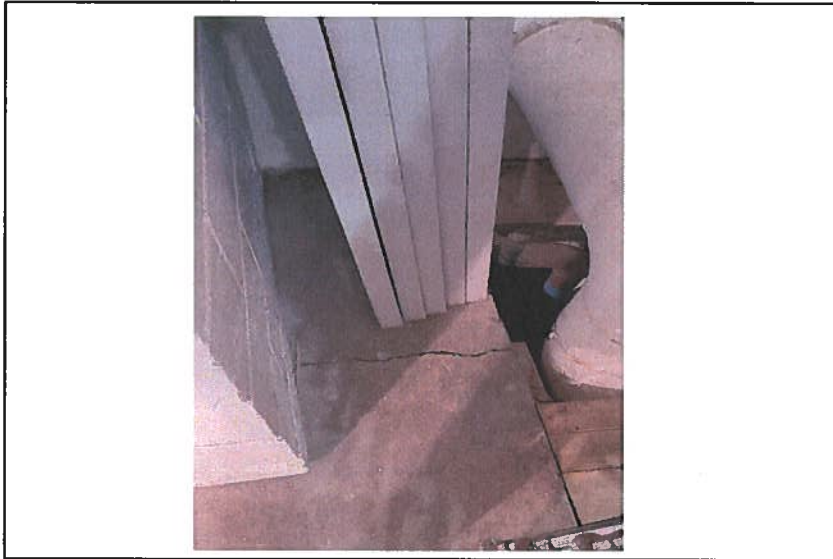


Photo 019 Major Crack in Apron Slab

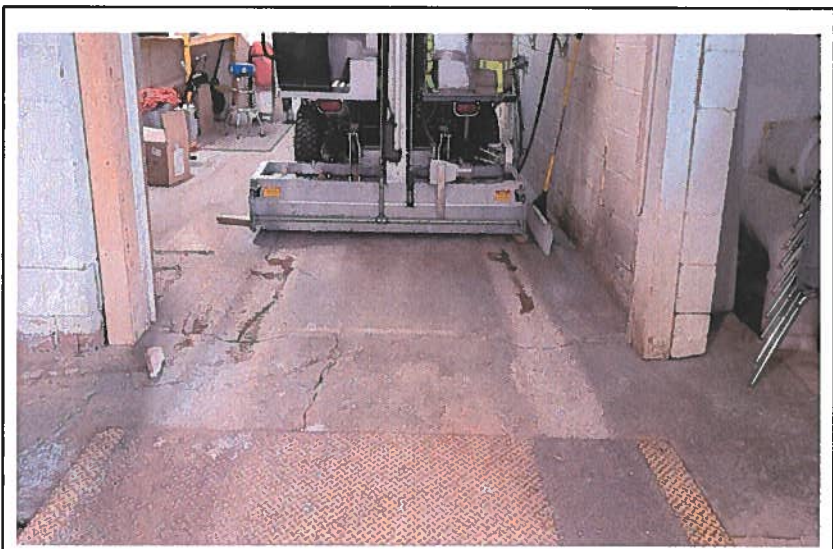


Photo 020 Resurfacing Room Rutting

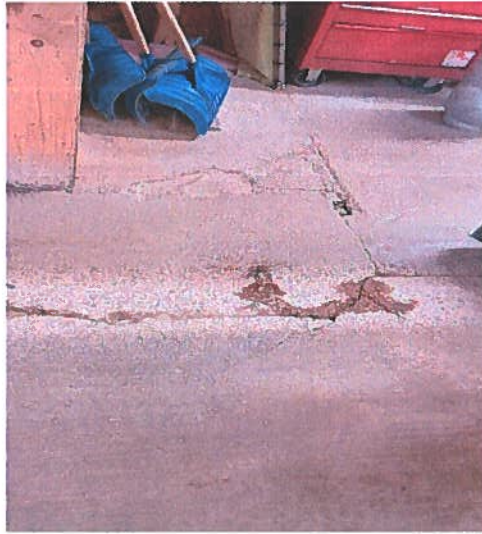


Photo 021 Cracking Starting in Resurfacing Room



Photo 022 Extents of Resurfacing Room Cracking



Photo 023 Cracking Under North-Side Column



Photo 024 Cracking Under North-Side Column



Photo 025 Crack Underneath Mechanical Equipment Stand

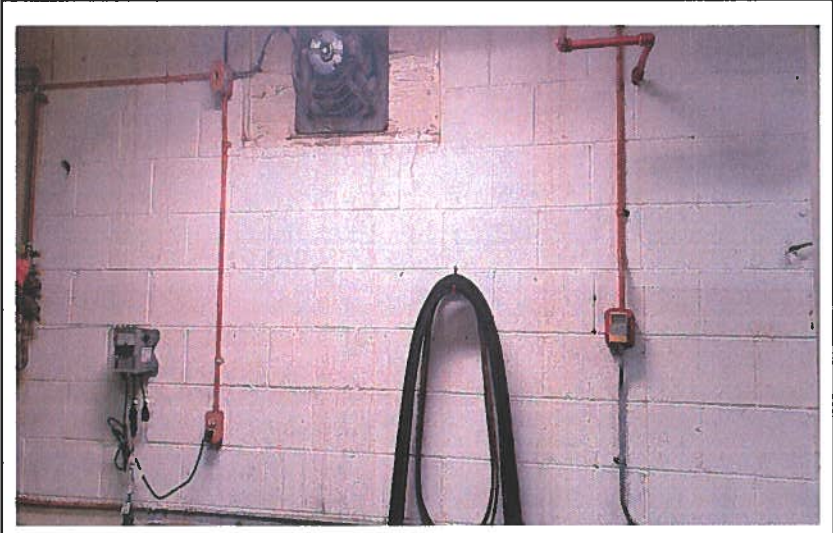


Photo 026 Block Wall in Compressor Room

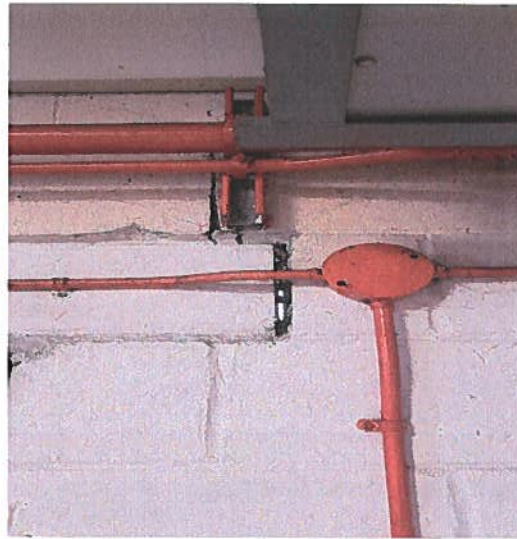


Photo 027 Step Cracking and Block Gapping



Photo 028 Multiple Step Cracks Behind Water Tank

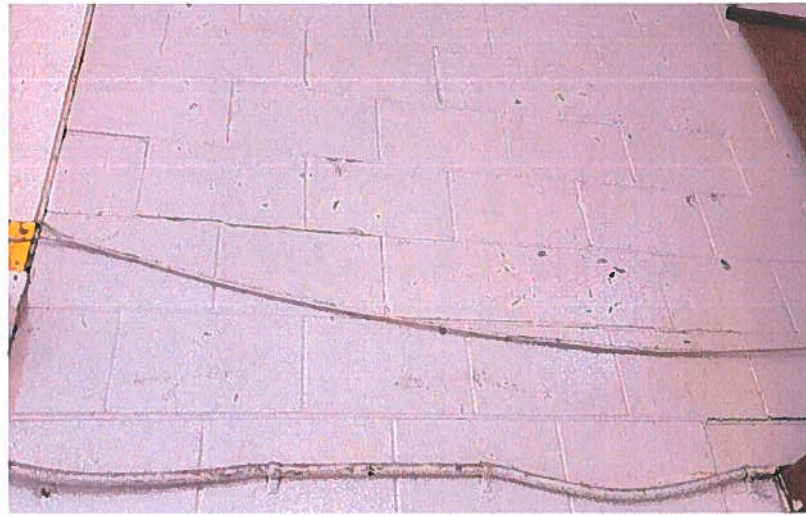


Photo 029 Step Cracking Along South-Face Wall



Photo 030 Step Cracking in Lobby



Photo 031 Minor Step Cracking in West-Side Stairwell

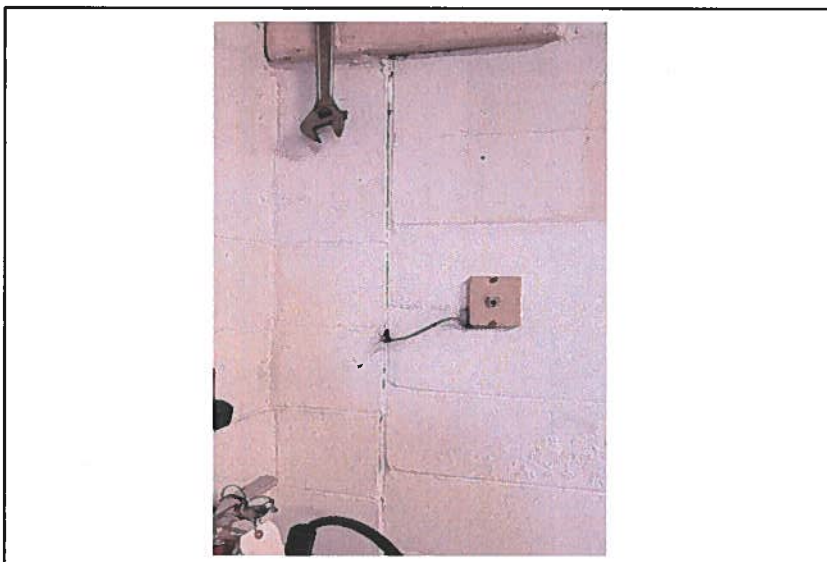


Photo 032 Mortar Joint Cracking in Compressor Room

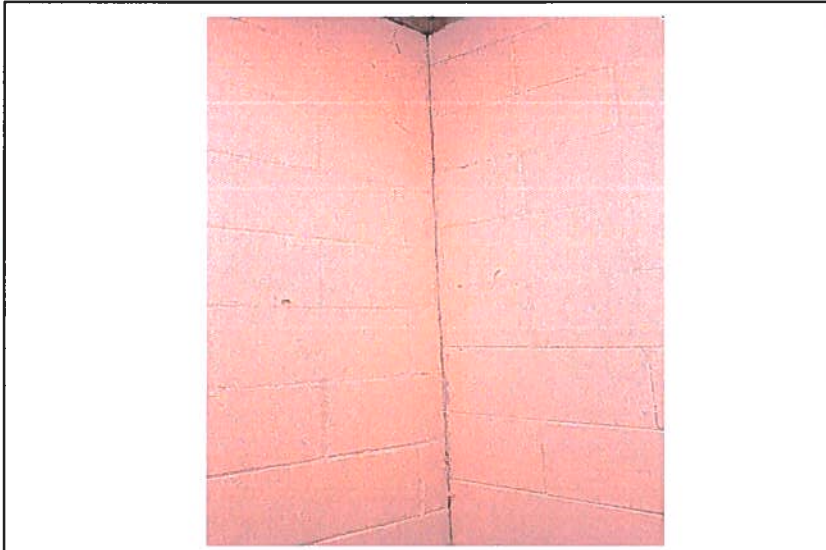


Photo 033 Mortar Joint Cracking in West-Side Stairwell



Photo 034 South-Side Stairwell Mortar Joint Cracking

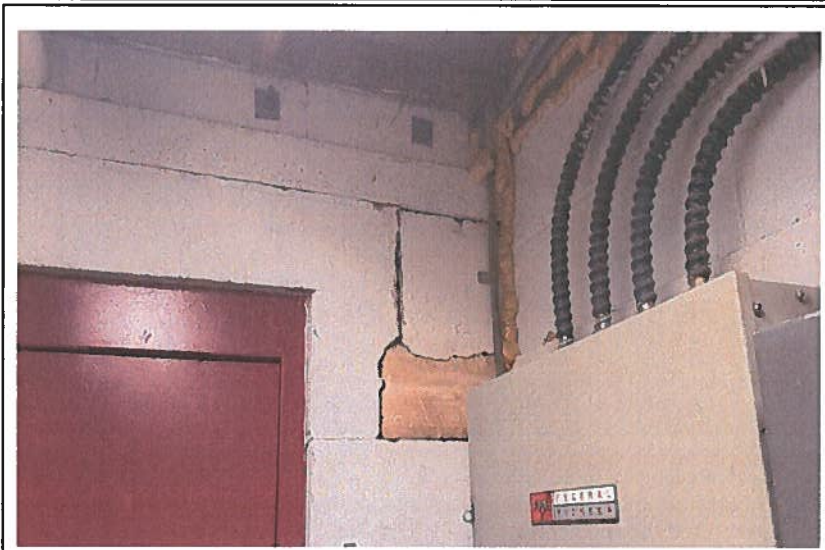


Photo 035 Wooden Block Replacement and Cracking



Photo 036 Differential Settlement in Ice-Resurfacing Room



Photo 037 Existing Block Separation Repairs



Photo 038 Block and Joint Damage



Photo 039 Step Cracking and Damage to West-Side Exit



Photo 040 Wall Separation at West-Side Exit

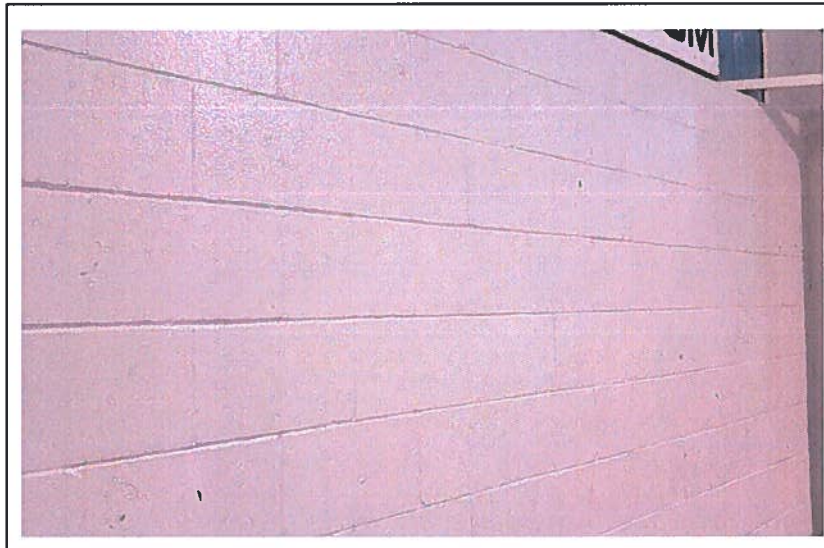


Photo 041 West-Side Wall

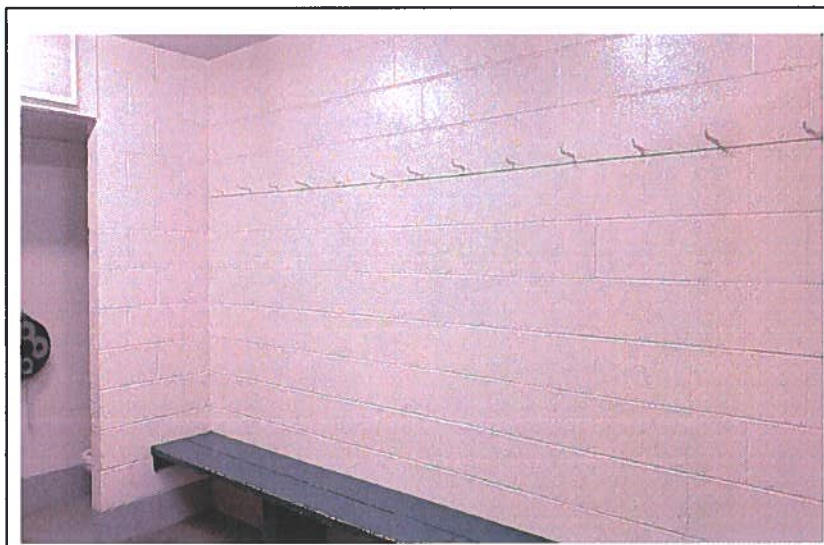


Photo 042 Block Wall Within Changerooms



Photo 043 Localized Damage in Changeroom 3



Photo 044 Columns in Lobby



Photo 045 West-Side Stairwell

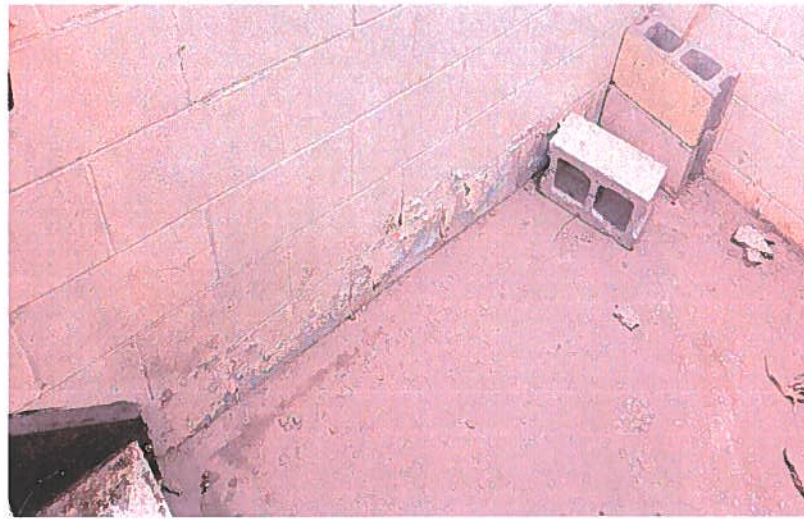


Photo 046 Paint Chipping and Moisture Damage



Photo 047 Localized Block Failure

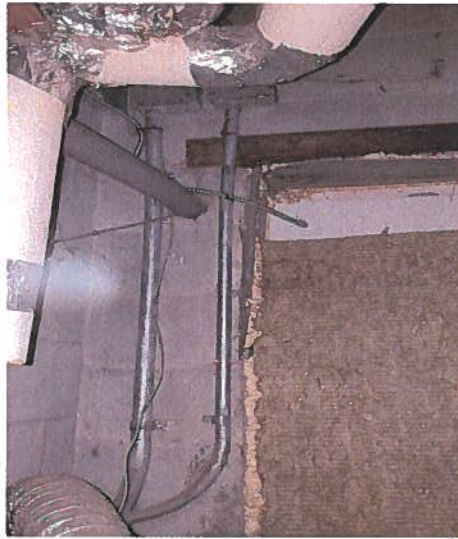


Photo 048 Localized Block Failure



Photo 049 Wall Separation in Second-Floor Storage Room

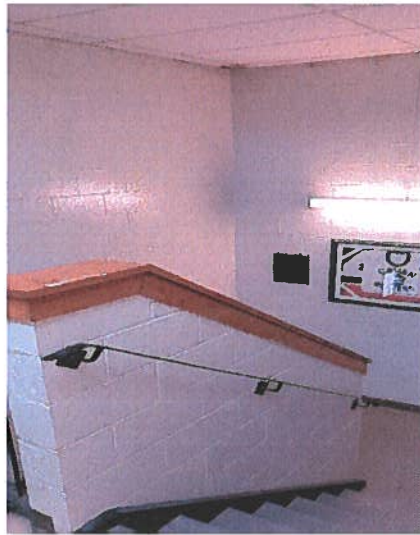


Photo 050 South-Side Stairwell Walls



Photo 051 Slab-On-Grade to Wall Separation in Compressor Room



Photo 052 Concrete Staining in Compressor Room



Photo 053 Concrete Damage at Electrical Equipment in Compressor Room

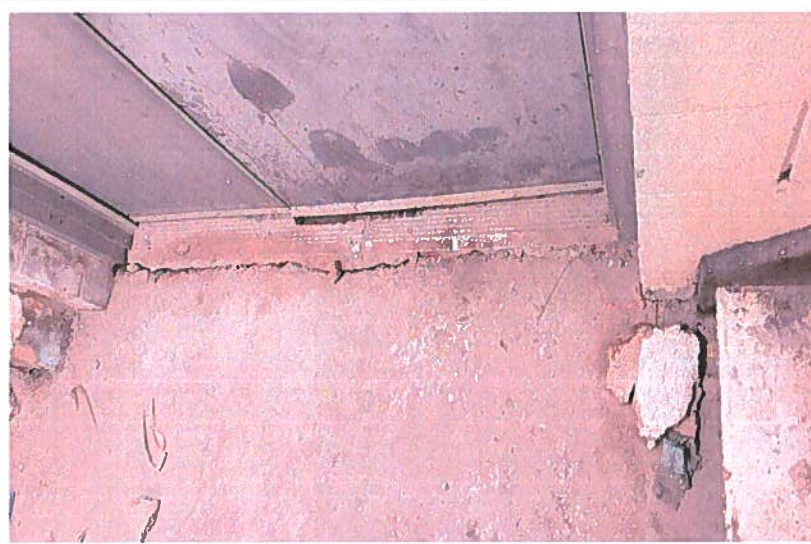


Photo 054 Slab-On-Grade Damage in West-Side Stairwell

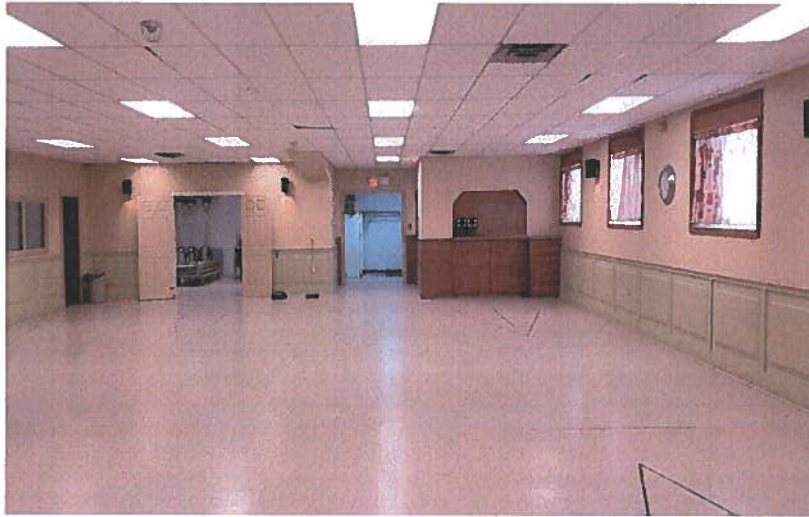


Photo 055 Partial Second Floor Space



Photo 056 Second Floor Kitchen

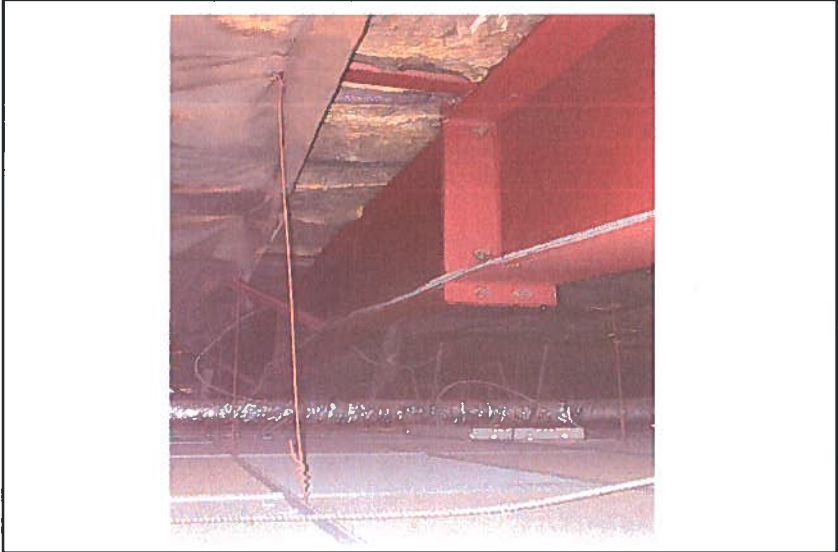


Photo 057 Partial Second-Floor Roof Framing



Photo 058 Insulation and Plastic Covering



Photo 059 Moisture in Roofing System



Photo 060 Moisture in Roofing System



Photo 061 Signs of Moisture Damage



Photo 062 Signs of Moisture Damage

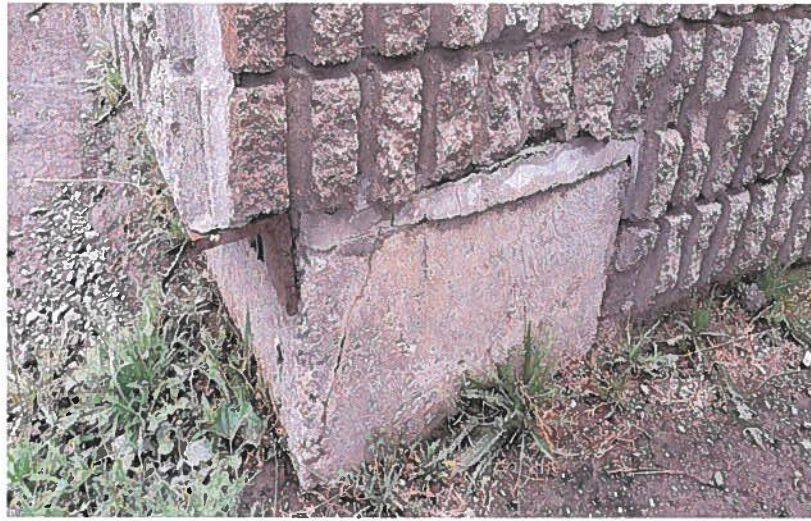


Photo 063 South-West Corner Foundation

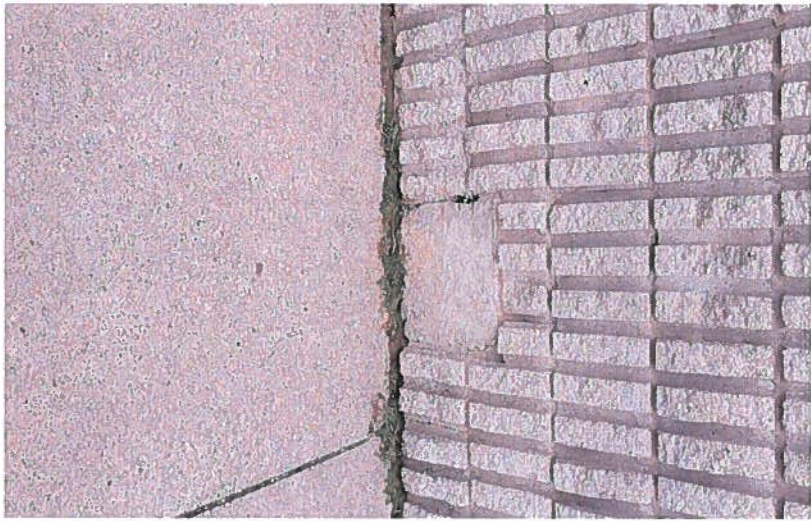


Photo 064 Cracking at Centre Foundation Wall



Photo 065 Architectural Block Mortar Cracks

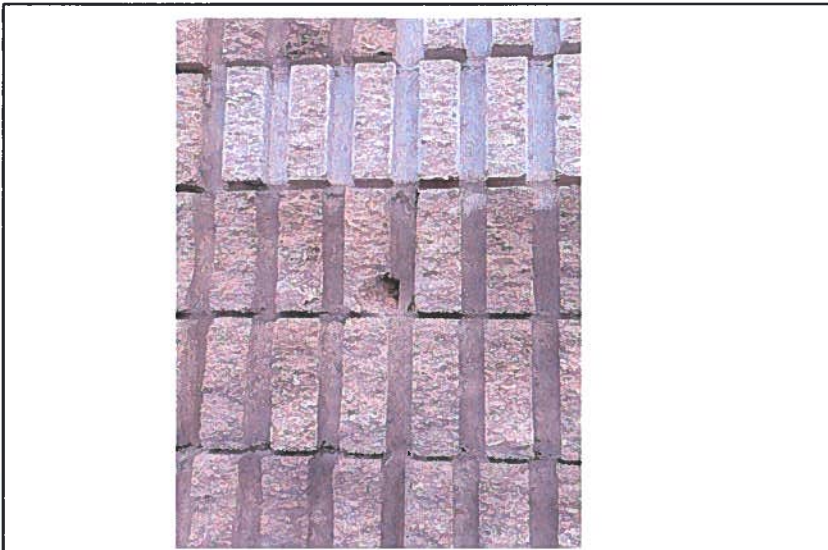


Photo 066 Localized Brick Damage

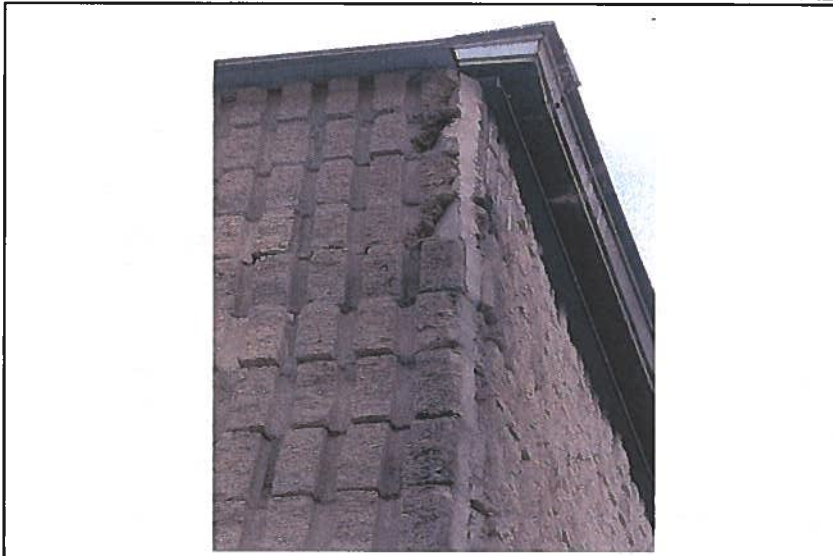


Photo 067 Localized Block Damage at South-East Corner



Photo 068 Architectural Precast Concrete Wall Panels



Photo 069 Metal Siding Along South Side



Photo 070 Damage to Sidewalk



Photo 071 Gap in Foundation Wall



Photo 072 Damaged Eaves

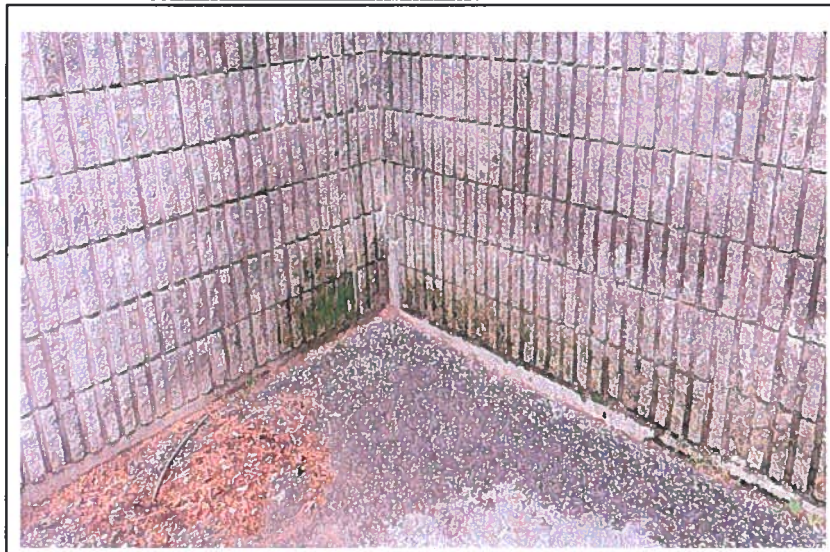


Photo 073 Moss Along East Side Wall

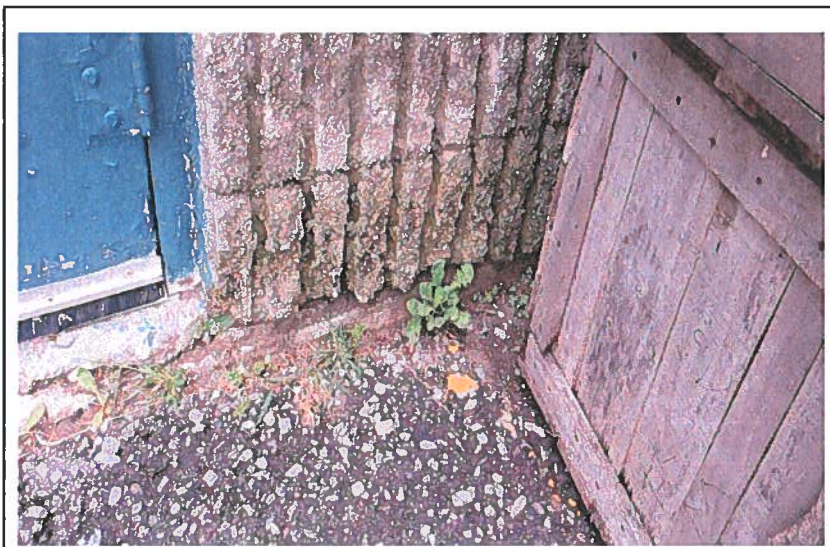


Photo 074 Deterioration of Blocks

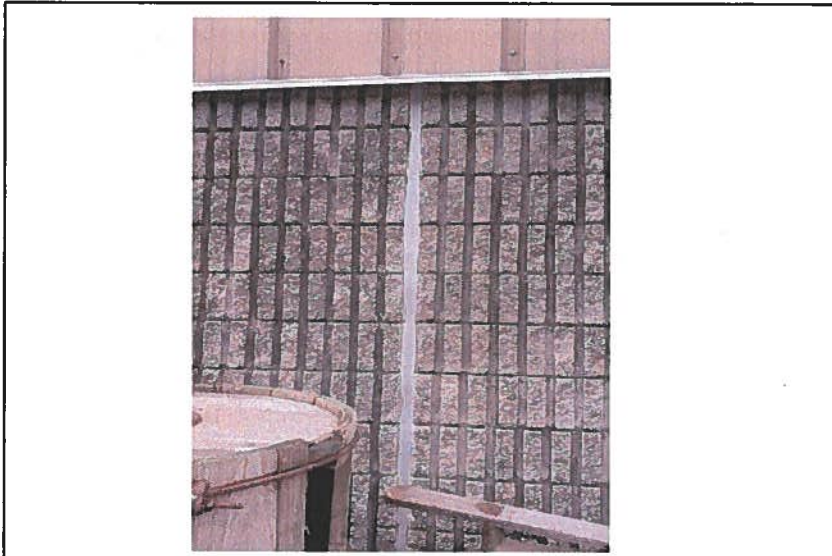


Photo 075 Wall Joint

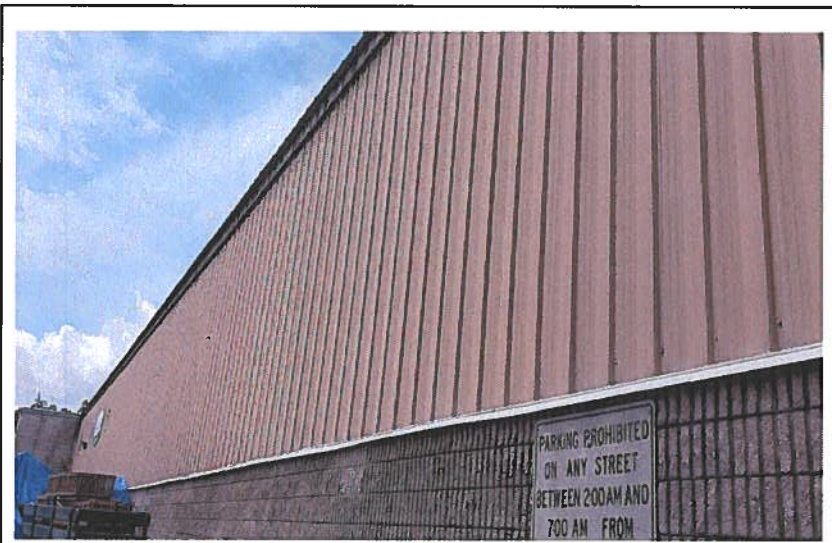


Photo 076 East Side Metal Cladding



Photo 077 Damage to Garage Door Opening



Photo 078 Close Up of Damage Garage Door



Photo 079 Step Cracking and Paint Peeling



Photo 080 Step Cracking and Paint Peeling



Photo 081 Step Cracking and Block Failure



Photo 082 Honeycombing and Mould Growth

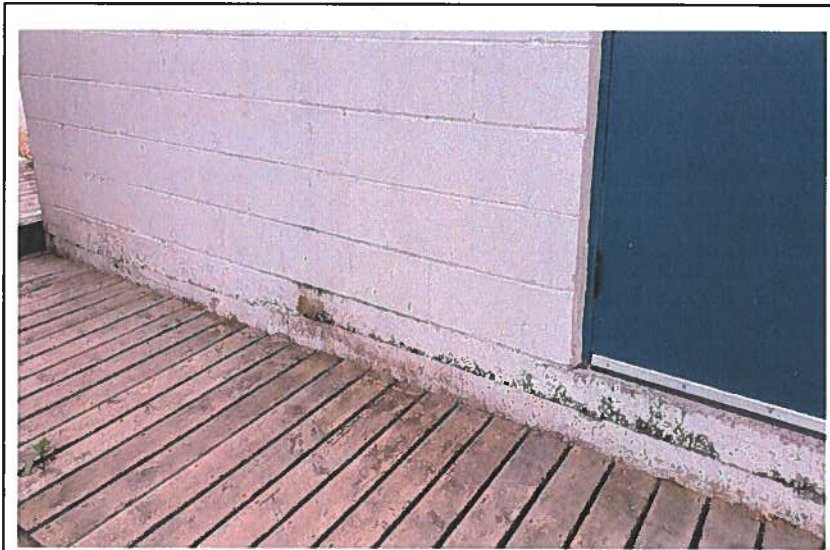


Photo 083 Honeycombing and Mould at Eastside of Ice-resurfacing Room

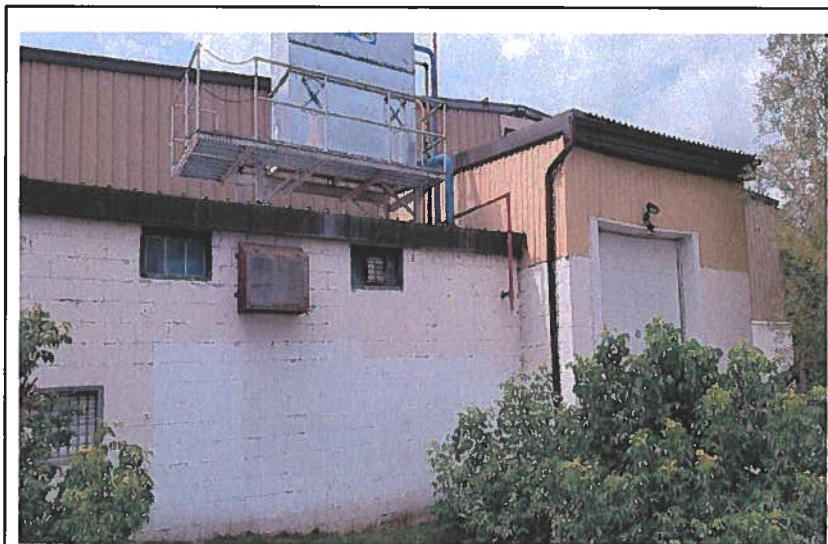


Photo 084 Metal Cladding



Photo 085 Damage to Garage Door Entrance



Photo 086 Damage to Garage Door Entrance



Photo 087 Damage to Garage Door Seal

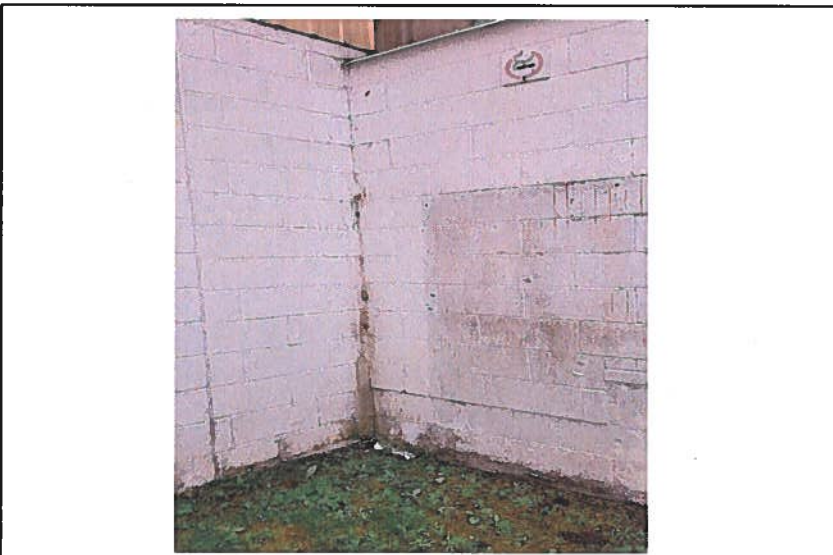


Photo 088 Mould and Moisture on Block Wal



Photo 089 North-West Corner



Photo 090 Mould Along West Side



Photo 091 Damaged Wall Joint



Photo 092 Localized Foundation Wall Damage



Photo 093 Hole in Masonry Block

APPENDIX B

ELECTRICAL SITE CONDITION ASSESSMENT

September 3, 2019
Project: 6461

Township of Cavan Monaghan
988 County Rd. 10,
Millbrook, ON
L0A 1G0

Attention: **Yvette Hurley**
Chief Administrative Officer

Electrical Site Condition Assessment Report

Project: Millbrook Arena
4 Needler's Lane
Millbrook, ON
L0A 1G0

Review Date: Tuesday August 27th, 2019 at 2:00 pm
Reviewed by: David Millen, P.Eng. Electrical

1. General Comments

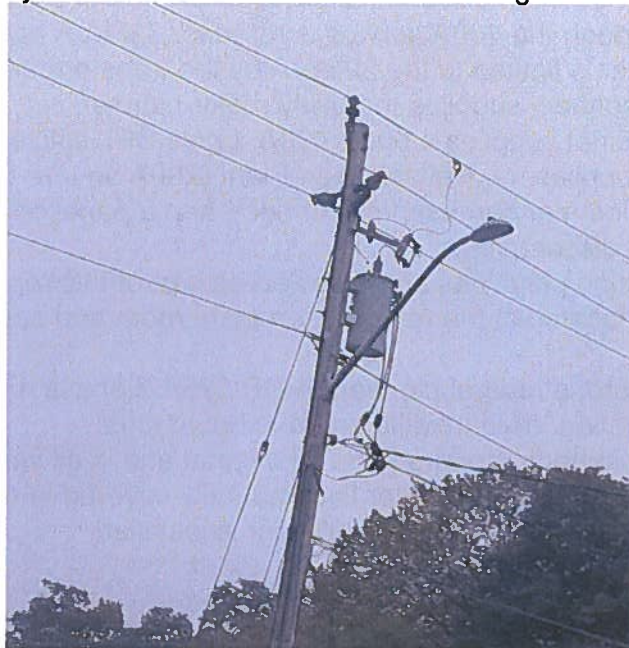
- 1.1 A visual review of the electrical systems at the Millbrook Arena was conducted for inspection of equipment conditional and standards of good practice.
- 1.2 Photographs were taken as part of the site review.

2. Utility Service

- 2.1 The facility is powered by two separate utility services. The 120/240V 200A service that supplies the front of the building (Front Service) and the 600V/347V 400A service that supplies the rear of the building and ice plant (Rear Service).
- 2.2 A set of three pole mounted 75kVA pole mounted transformers supply the Rear Service used primarily for the ice plant. The transformers are configured as a solidly grounded 4 wire 347/600V supply at 225kVA.
 - 2.2.1 The transformers and pole assembly appear in decent condition.
 - 2.2.2 The secondary conductors run overhead individually from the service pole to the arena wall where they transition to core flex and run down the exterior wall and into the rear electrical area and the 600V main disconnect.



- 2.3 A single pole mounted 50kVA pole mounted transformers supply the Front Service used to supply front of the building, including hall, canteen changerooms and washrooms.
- 2.3.1 The transformer appears in good condition. The transformer also supplies the street lighting to the west.
- 2.3.2 The secondary conductors run overhead individually from the service pole to a wall mounted cable termination rack. The cables enter a raceway via a weather-head and drop to the utility meter on the exterior of the building.



2.4 Gauge and material of the entry cables was not determined.



3. Rear Service

- 3.1 The Rear Service main disconnect is a federal pioneer 347/600V rated at 400A.
- 3.2 Note that although the 400A service is rated for 333kVA at 80% de-rating the available power is limited to the 225kVA by the transformer bank
- 3.3 The Main disconnect supplies the utility meter cabinet.
- 3.4 The Meter cabinet supplies a 600V 400A 4 pole BEL splitter.
- 3.5 This splitter supplies the Refrigeration Plant (200A square D fused disconnect), a heater (30A Commander fused disconnect) and a panel board (100A federal pioneer fused disconnect).
- 3.6 The Refrigeration plant was not reviewed as part of this report.
- 3.7 The heater is located in the refrigeration plant room and appears to be in good shape.
- 3.8 The Panel board, a federal pioneer NHDP 225A 3 phase 4 pole model, supplies the ice surface lighting, de-humidifiers and exhaust fans.
- 3.9 The 600V equipment appears to be all original and is all very dated with signs of many years of wear. The splitter is completely covered in rust caused by the high humidity in the area where the equipment is installed.

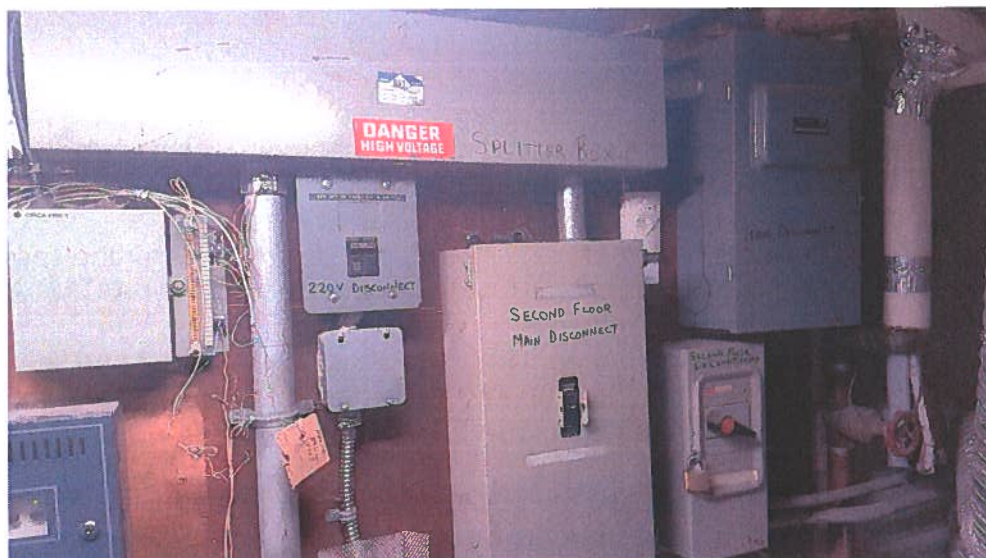
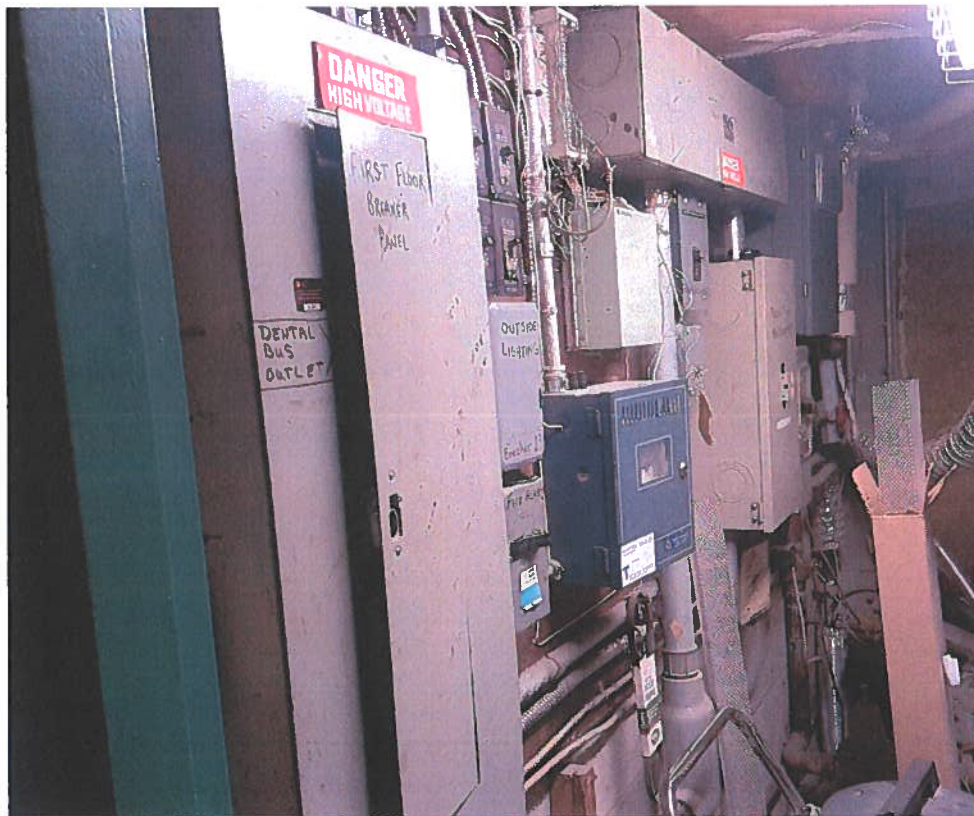


- 3.10 A 100A 120/240V panel is installed at the rear of the facility that is supplied from the Front Service for exit lights, lighting, receptacles, small fans and the timeclock.
- 3.11 It is recommended to conduct an inspection and preventative maintenance of the interior.

4. Front Service

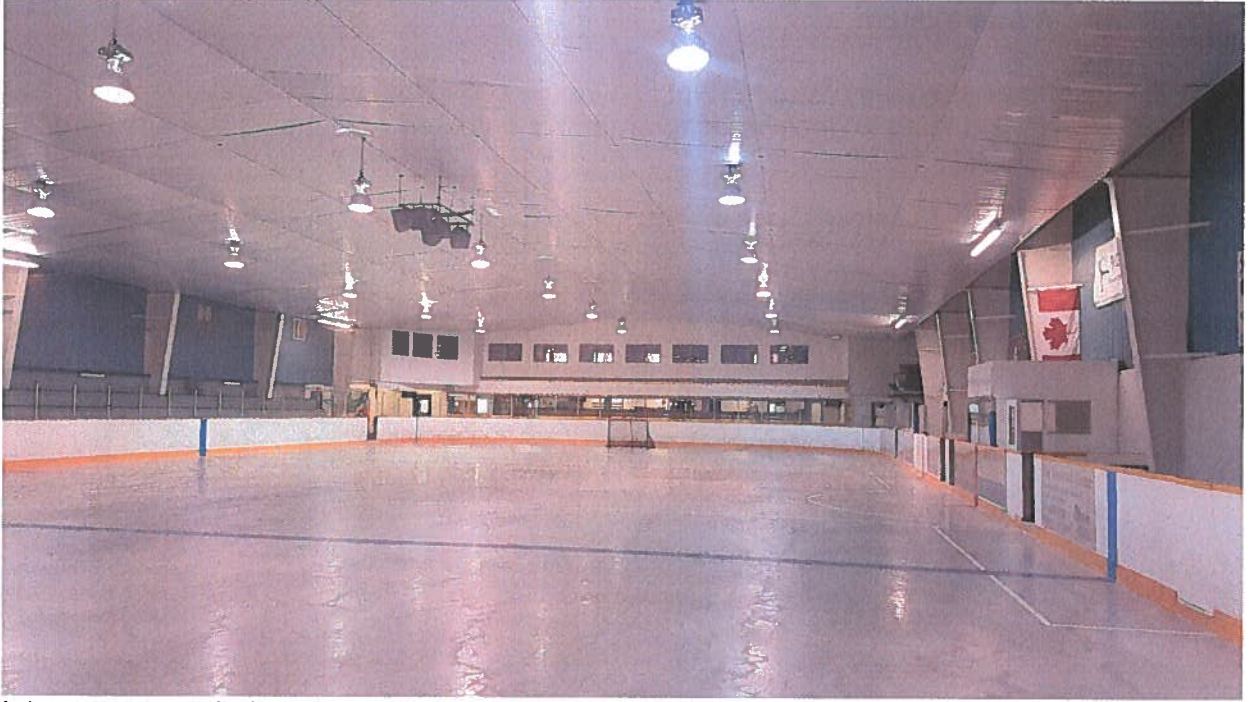
- 4.1 The Front Service main disconnect is rated 120/240V at 200A complete with 200A fuses and is located in the front electrical/mechanical room which is also the location of 4 furnaces and the incoming water service.
- 4.2 The Main disconnect supplies a BEL 600V 3 pole 225A splitter.
- 4.3 This splitter supplies the first-floor panel board, and disconnects for the second-floor panel (125A breaker), office panel (50A breaker) and second floor A/C (30A fused disconnect) that is off and locked shut.
- 4.4 The first-floor panel, Federal Pioneer NBLP-32-3L, supplies power and lighting to the changerooms, offices, washrooms and lobby on the first floor as well as the furnaces and the canteen sub panel (50A 2P). There is a 2P 50A breaker for the Dental Bus outlet.
- 4.5 The Second Floor Panel supplies the power and lighting to the hall, warm up kitchen, laundry room, and washrooms on the second floor.
- 4.6 The office panel was not accessible for review.

- 4.7 The canteen panel, (Square D 16 CCT) supplies the receptacles and equipment in the canteen (refrigerator, coffee makers, popcorn machine, cash register)
- 4.8 The 240V equipment appears to be all original but is in good condition.



5. Lighting, Emergency Lighting and Egress Signage

5.1 The ice surface lighting is 400W 347V Metal halide.



5.2 It is recommended to replace the existing metal halide fixtures with LED for improved control, instant on capability and longevity.

5.3 Most of the existing 120V lighting fixtures are tubular fluorescent fixtures. Some incandescent fixtures have been upgraded to CFL lamps.



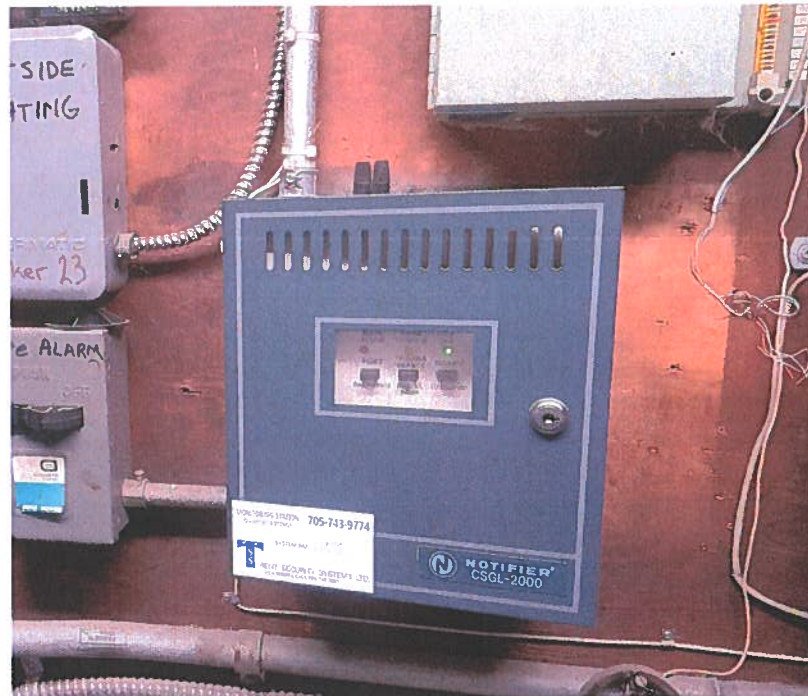
5.4 It is recommended to replace the existing fluorescent fixtures with LED, not just replace the lamps with LED equivalents.

5.5 Existing emergency lights and battery packs appear at end of life. They should be replaced with new battery packs and LED lamps.

- 5.6 Existing exit signs should be replaced with self-powered green running man signs consistent with current OBC requirements.

6. Fire Alarm system

- 6.1 The existing fire alarm system is a single zone Notifier CSGL-2000. While it appears to be in good working order it is outdated and should be considered for upgrade.



- 6.2 The fire alarm devices appear to be original and should be considered for replacement.
- 6.3 The notification devices are bells. Consider adding strobe coverage for improved notification.

Prepared by:

David Millen, P.Eng.

APPENDIX C

MECHANICAL SITE CONDITION ASSESSMENT

September 3, 2019
Project: 6461

Township of Cavan Monaghan
988 County Rd. 10,
Millbrook, ON
L0A 1G0

Attention: **Yvette Hurley**
Chief Administrative Officer

Mechanical Site Condition Assessment Report

Project: Millbrook Arena
4 Needler's Lane
Millbrook, ON
L0A 1G0

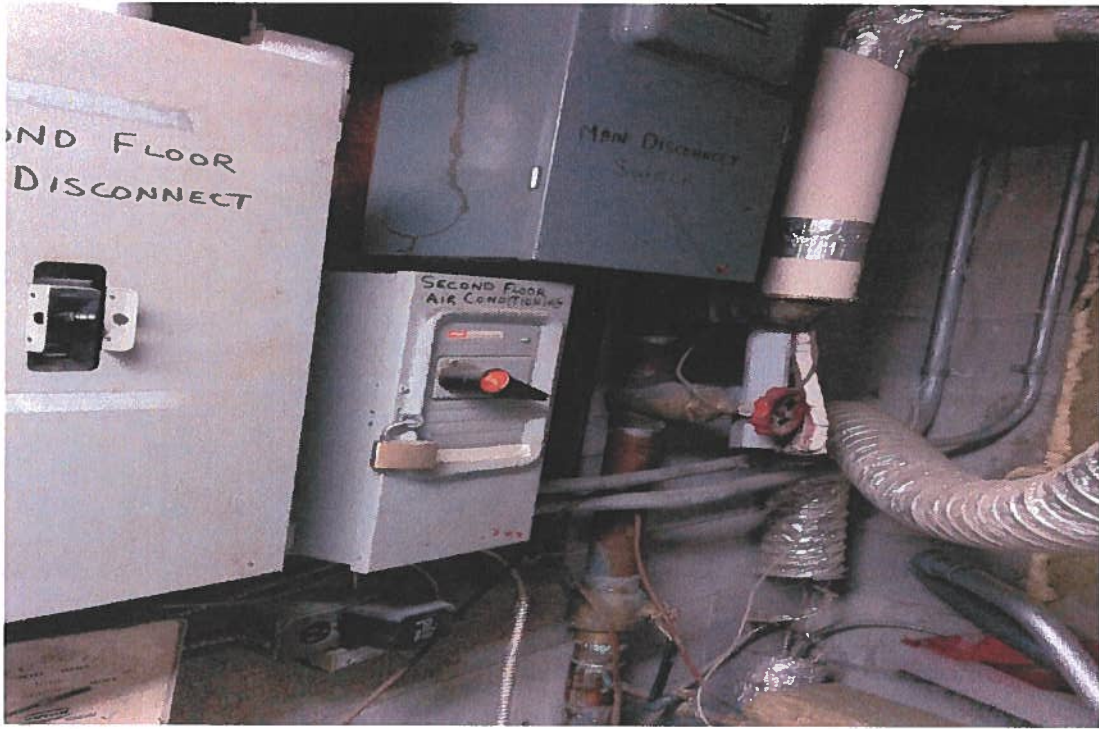
Review Date: Tuesday August 27th, 2019 at 2:00 pm
Reviewed by: Abdulfaraj Alyas MSc, P.Eng. Mechanical Engineer

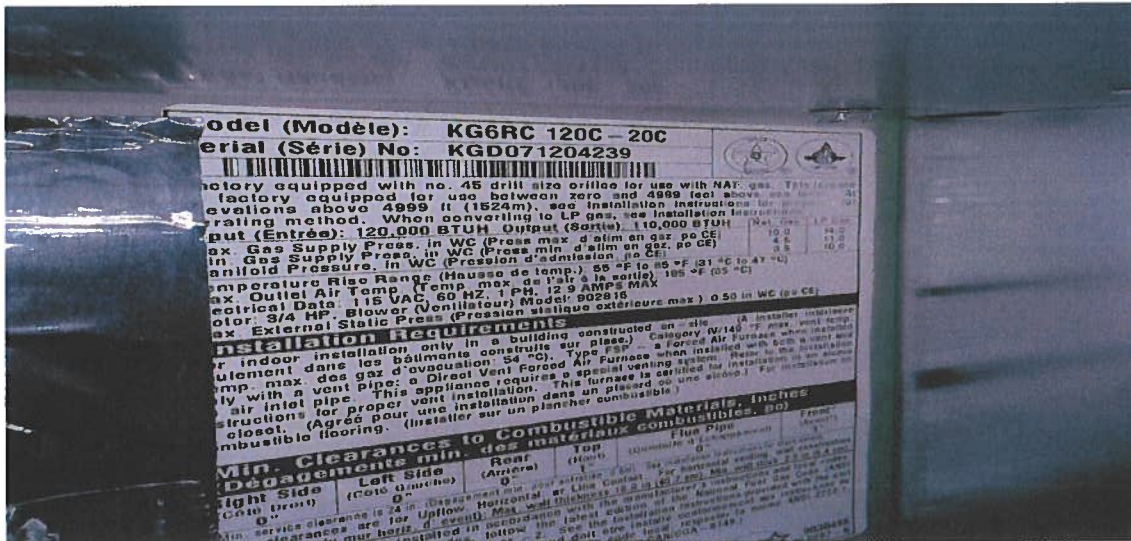
1. General Comments

- 1.1 A visual review of the Mechanical systems at the Millbrook Arena was conducted for inspection of equipment conditional and standards of good practice.
- 1.2 Photographs were taken as part of the site review.

2. Heating / Cooling / Ventilation Systems

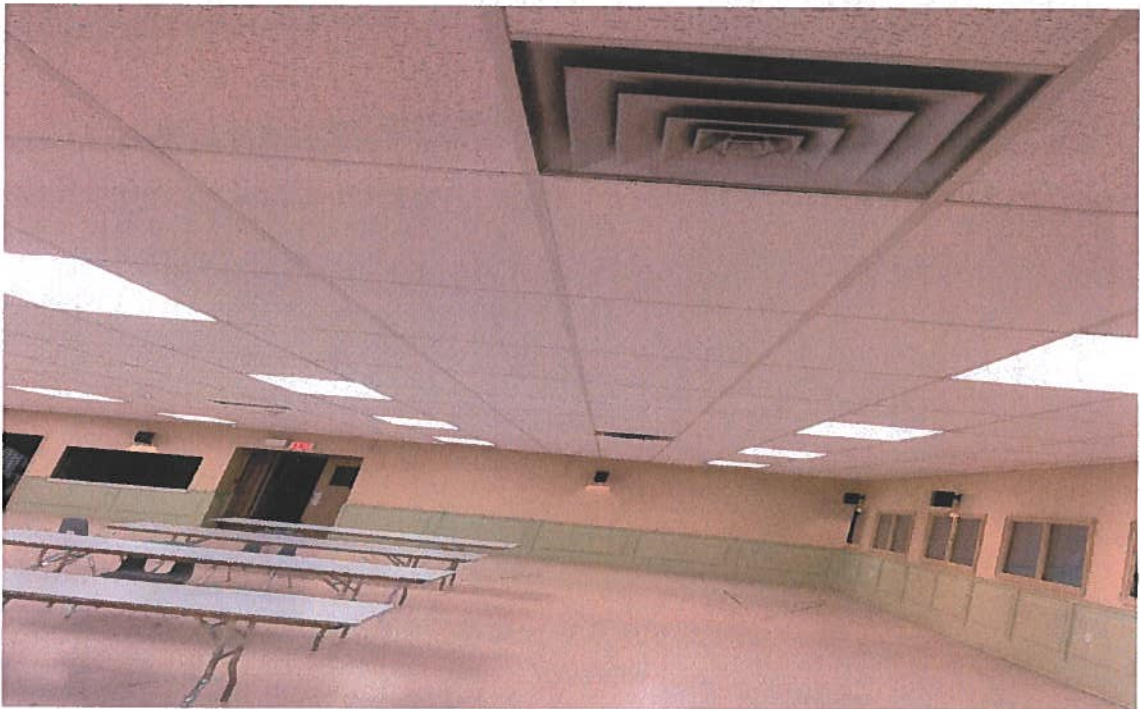
- 2.1 The building has four Gibson furnaces for heating only, each has a capacity of 110,000 Btu/hour with efficiency of more than 90%, natural gas fueled.
- 2.2 The building has no cooling as there is no direct expansion coils above the furnaces and a roof top unit could not be verified on the roof.
- 2.3 The building has no ventilation, no heat recovery or energy recovery units, no ventilation ducts and no exhaust duct from the ducting system.
- 2.4 There are no heating, cooling or ventilation calculations to verify if the furnaces are covering the heating load or the cooling capacity required and ventilation or outside fresh air required for the whole building.
- 2.5 The mechanical room is cramped, cluttered and very small for all the equipment in it.





- 2.6 The ducting system had no access panels to verify if there are balancing dampers or any other dampers. The ducting was not accessible to verify how the fittings were done or if they were insulated.
- 2.7 The diffusers are in bad condition; there is very poor air and temperature distribution in the second floor. The diffusers were separated from each other by a long distance without return grills in the same space.





- 2.8 The supply diffusers were in a space and the return grills were in a different space.
- 2.9 Some other spaces had no supply diffusers nor return grills.
- 2.10 There is no heating, ventilation and cooling in the rink lobby as required by codes and standards. The whole corridor in the first floor had no diffusers or grills, which means no heating, cooling or ventilation.





3.0 Sanitary drainage system

3.1 The fixtures as shown in the photos are in bad conditions and old.

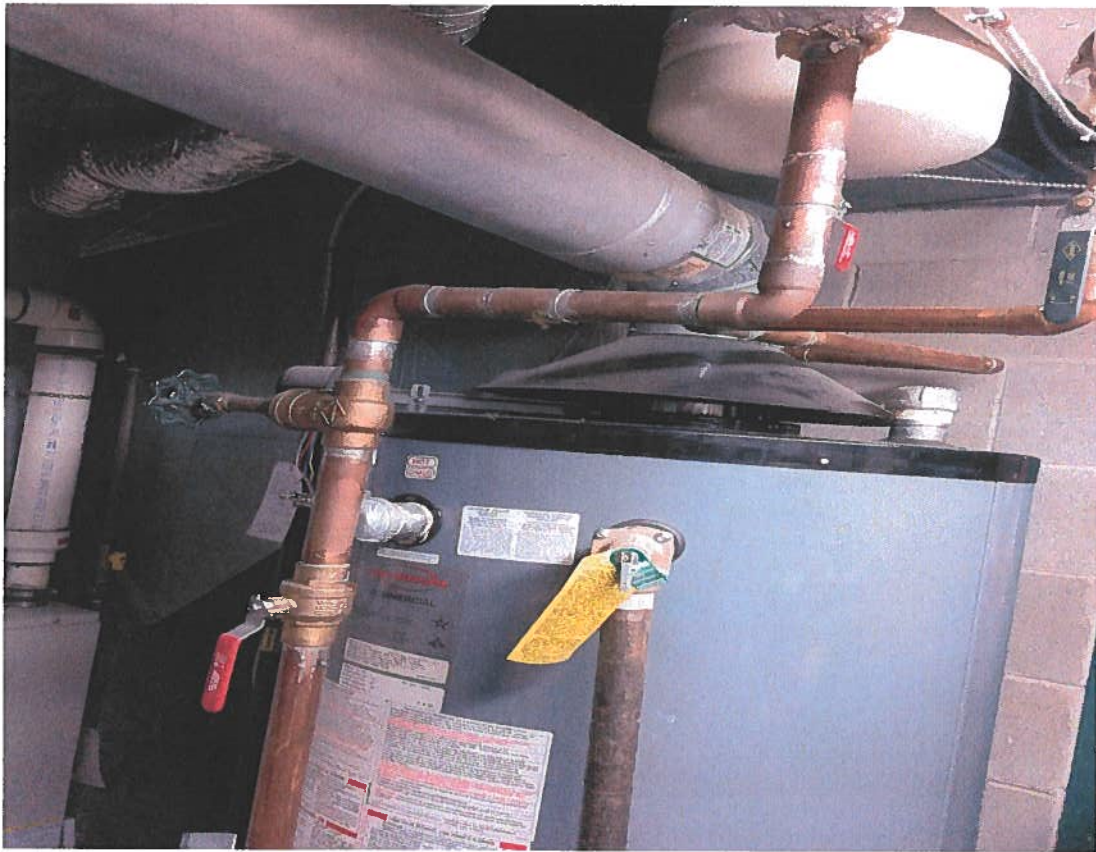




- 3.2 The piping system could not be verified as it is under ground.
- 3.3 The venting piping system for the sanitary piping system could not be verified.
- 3.4 The seal trap primer could not be verified also as it is underground.
- 3.5 The size of the pipes could not be verified as they are under ground.

4.0 Domestic water system

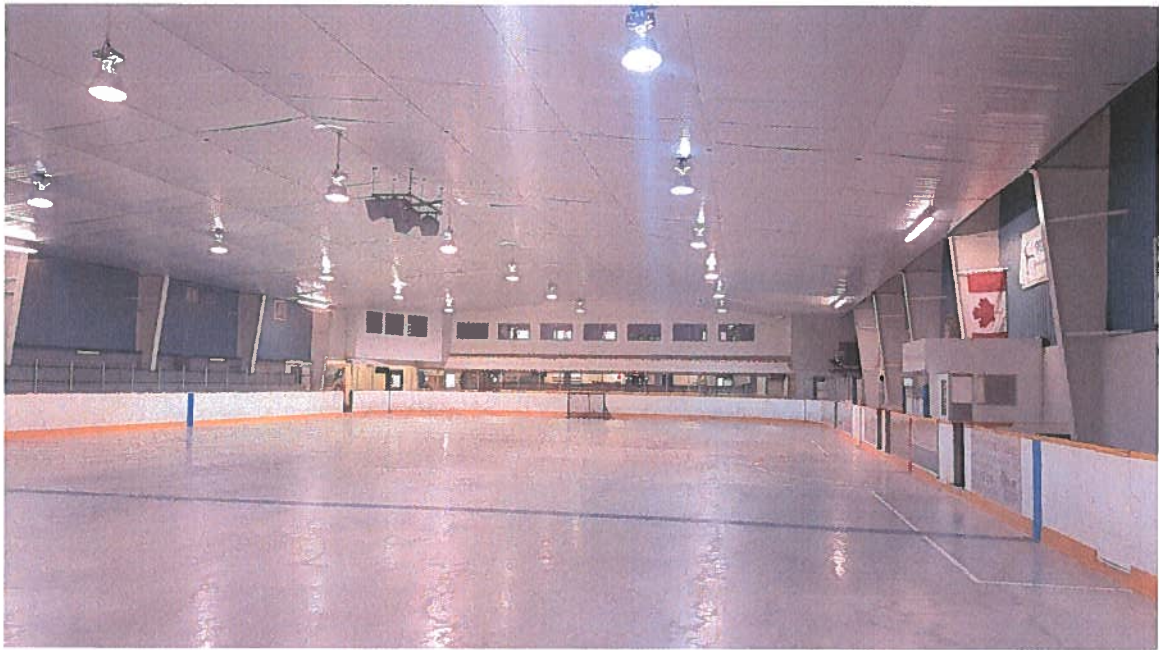
- 4.1 The fixtures are old, low efficiency and at the end of their life.
- 4.2 The pipe system could not be verified as most of it were in the ceiling space or inside walls.
- 4.3 The hot water tank is a good condition and the pipes inside the mechanical room are copper and in a good condition.
- 4.4 The incoming main domestic water pipe, valves and the meter are old, no back-flow meter was noticed.
- 4.5 No insulation on hot water pipes noticed in the whole building except some pipes in the mechanical room.
- 4.6 There was an expansion tank installed above the hot water tank.
- 4.7 No ventilation in the mechanical room and no recirculating pump.
- 4.8 No clearances around all equipment.



5.0 Other mechanical systems

- 5.1** The exhaust air systems from washrooms, change rooms were not provided with exhaust fans or ducts as required by codes.
- 5.2** There is no heat recovery system for ventilation in the mechanical room.
- 5.3** The building roof is in bad condition with many leaks so that the mechanical system cannot work efficiently.
- 5.4** The range hood for the stove is not installed as required by codes and standards.
- 5.5** The Second-Floor room was heated with a base board electrical heater without any ventilation or exhaust fan.
- 5.6** The building has no fire suppression system.
- 5.7** The building has no automated control system for the mechanical or electrical system.
- 5.8** There are many spaces in the building that have no heating, cooling or ventilation.
- 5.9** No water treatment for the water in the mechanical room.





Prepared by:

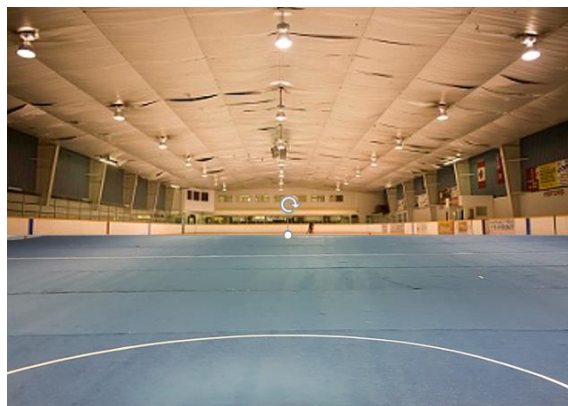
Abdulfaraj
Abdulfaraj Alyas MSc, P.Eng.

Repurposing a Community Landmark



MILLBROOK COMMUNITY CENTRE

TO



MILLBROOK FIELD HOUSE

Proposal to Township of Cavan Monaghan

Presented by:



ARENA LACROSSE LEAGUE



Millbrook Field House

In conjunction with the Arena Lacrosse League (ALL), we would like to set forth this proposal to repurpose the Cavan Monaghan Community Centre at 4 Needler's Lane from a dry pad into a full time Field House with a year round artificial turf; rebranding the arena as the Millbrook Field House.

The majority of you are familiar with Maple Leaf Cavan FC (MLCFC), a local soccer organization that has called Millbrook home for over 30 years. I would like to introduce you to the Arena Lacrosse League (ALL), a winter indoor lacrosse league that is preparing for its upcoming fourth season. The Arena Lacrosse League is a 7 team men's league that includes the Peterborough Timbermen. The Timbermen currently play their home games in Oshawa due to a lack of venues in the Peterborough area that can convert to a turf playing surface, the Timbermen will call the Field House home.

As a user of township facilities, MLCFC has an excellent history. The Club represents the township proudly and respectfully and has a positive track record working cooperatively to ensure high quality fields and facilities maintained to the highest standards during the spring, summer and fall months. The ALL has also shown an excellent history with townships and cities that include Oshawa, Peterborough, Oakville, Toronto, Six Nations and Paris, Ont.

The Arena Lacrosse League and Maple Leaf Cavan FC has partnered together to present to you this proposal with the intention of maintaining a Community Landmark and ensuring it can generate revenue for the Township of Cavan Monaghan. We are confident that together we can strive to utilize the Millbrook Field House to its maximum capabilities and provide other groups in the area with a high quality indoor facility that is available during the winter months when they would normally "close down" for the season.

We look forward to your thoughts on this proposal. We welcome your ideas and suggestions on what is required to make the Millbrook Field House come to fruition. We are hopeful that a decision can be made before the end of September so we can install a full time turf and get both our soccer and lacrosse programs operating. We are also aware that significant infrastructure funding has become available from senior levels of government that could be used for refurbishment and upgrading of the facility. We are prepared to partner with the township to develop a proposal that would be of benefit to all parties, including the citizens of the Township of Cavan Monaghan.

Respectively submitted on behalf of MLCFC and ALL,

Scott Poser
President
Maple Leaf Cavan FC

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Arena Lacrosse League Profile
- Page 5 Why the Need for an Indoor Turf Arena
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- Page 6 First Year (2019-2020) Committed Hours
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Field House Operations



- Page 8 Turf Options
- Page 9 Cost Analysis
- Page 10 Artificial Turf Quote
- Page 11 Superior Radiant Products pg 1
- Page 12 Superior Radiant Products pg 2
- Page 13 Recap

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Maple Leaf Cavan Football Club (MLCFC) Profile

- Has been providing high quality recreational opportunities to the Cavan Monaghan community and surrounding area for 30+ years.
- Operates 12 months/year.
- Maple Leaf Soccer - 1200 recreational players (U4-U16) during the spring summer months (registration capped given playing fields available).
- Cavan FC - 14 youth teams, 250 competitive players (Long Term Player Development & REP).
- Men's Team (Regional Champions & Cup Winners, 2018).
- Women's Team (inaugural season - 2019 Regional Champions).
- Not-for-profit organization.
- Sponsorship driven to keep player costs down.
- Volunteer Board of Directors make MLCFC "the place to play".

Arena Lacrosse League (ALL) Company Profile

- Amateur winter lacrosse league.
- 7 men's teams partnered with the National Lacrosse League, providing players to the pro's.
- Teams Currently located in Oshawa, Oakville, Six Nations and Paris, Ontario as well as practice facilities in Toronto and Baltimore.
- Peterborough Timbermen plays their home games at Oshawa Children's Arena. (Would like to call Millbrook Field House their permanent home).
- Junior ALL youth divisions for players 11 to 21.
- Women's Division.
- Operates December to April.
- Plays in venues with artificial turf.
- Volunteer Board of Directors.
- Currently the fastest growing winter league(s) in Ontario.

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Why the Need for an Indoor Turf Arena

- Competition with other sports for limited available gym time.
- Some training facilities too small for soccer.
- Lack of indoor turf fields makes training difficult during winter months.
- Gym floors are not optimal for soccer training.
- Access to training facility in winter season is required.
- Arena Lacrosse League plays on turf, a standard requirement for arena (indoor) lacrosse.
- Other indoor turf arenas (Paris Syl Apps Community Centre, the TRAC in Oakville, Iroquois Lacrosse Arena) have high rate of usage throughout year.

Cavan FC teams currently rent school gyms and other facilities for winter training and development, the majority of these gyms and facilities are in other towns or cities. Currently MLCFC uses between 13 and 25 hours a week from November to April in these gyms and facilities. The need for a local indoor facility that is suitable for soccer and lacrosse is clearly established.

Potential Users – Imagine the Possibilities!

- Maple Leaf Cavan FC for training and indoor Youth and Adult leagues.
- Peterborough Timbermen (Arena Lacrosse League - ALL)
- Arena Lacrosse League (Junior ALL & Women's Division)
- Christmas, March Break and PA Day Camps (both MLCFC and ALL)
- Peterborough Minor Lacrosse Association
- Kawartha Lakes Minor Lacrosse Association
- Evolve Lacrosse Academy
- Schools (during and after school)
- Seniors' Groups
- Boys and girls clubs
- And More

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First Year (2019-2020) Committed Hours

If the Township of Cavan Monaghan approves the proposed Millbrook Field House, Maple Leaf Cavan FC and the Arena Lacrosse League will commit 35 hours per week from October 2019 to March 2020 (24 weeks) generating \$33,600- \$58,800* in revenue for the Township.

Prime time hours are usually 6pm to 10pm on weeknights and 9am to 9pm on weekends, 44 total hours. We are confident that by January 2020, all prime time hours will be utilized. We are also confident that many of the non prime time hours will be used by schools and local senior groups/boy or girl clubs, etc.

Maple Leaf Cavan FC and the Peterborough Timbermen of the Arena Lacrosse League will operate a week long Christmas Break and March Break camp as well as individual PA Day camps.



Maple Leaf Cavan FC and the Arena Lacrosse League will also commit hours from April to September to operate soccer and lacrosse camps and possible summer leagues. By year two and beyond, the committed hours along with other groups should easily exceed 44 hours per week.

Maple Leaf Cavan FC, the Arena Lacrosse League as well as the Peterborough Timbermen are committed to a five year agreement with the Township.

*Based on usage rates (to be negotiated) of \$40-70/hour. MLCFC rates account for costing of school gym rentals.

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Millbrook Field House Requirements

Maple Leaf Cavan FC and the Arena Lacrosse League are requesting the following:

- Name change to Millbrook Field House.
- Outside sign replaced with new “Millbrook Field House” sign.
- Outside sign/banner, “home of the Peterborough Timbermen”.
- Artificial turf with shock absorbing underpad.
- Superior Tube Heating System for seating area.
- Heating for player benches and penalty boxes (smaller version of Superior Tube Heating System).
- Heating systems to maintain temperatures of 12-15 degrees Celsius.
- Wifi internet connections to allow live scoring and webcasting (Nexicom?).
- Access to operate snack bar.
- MLCFC banners/displays inside arena area.
- Club meeting, event and storage space.

Field House Operations

As a user of township facilities Maple Leaf Cavan FC has an excellent history, we have assisted in operating and maintaining the local fields and snack bar. If requested, we will assist along with the Arena Lacrosse League in designating attendants to supervise the Field House to reduce Township staffing costs.



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Turf Options

Option 1

The Arena Lacrosse League own 2 used turfs both with a 5mm shock absorbing underpad. Both turfs have limited seasonal use. The Township of Cavan Monaghan can purchase one of the turfs for \$25,000 (plus HST). This turf will provide the Field House with a minimum of 3 to 4 years of use with proper maintenance. This option will give the Township ample time to research new turf and to do a case study of Field House usage hours and cost.



Option 2



The Township of Cavan Monaghan would purchase a new turf, with the cost in the vicinity of \$150,000 and above depending on type of turf, size of underpad and company used to purchase from. We have included a quote from FieldTurf for your viewing.

Option 3

The Arena Lacrosse League would consider 800 Usage Hours* in lieu of a cash payment for the turf. At the end of the agreement the Arena Lacrosse League would pay regular Field House rental rates.



*Based on usage rates (to be negotiated) of \$40/hour.

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Cost Analysis

The cost to turn the Millbrook Community Centre into a full time Field House could be done for as little as \$50,000 as the main components would be indoor turf and a heating system to heat main pad seating area and players benches. The Arena Lacrosse League own turfs which would save the Township tens of thousands of dollars during the first 3 to 4 years of the conversion to a Field House.

Millbrook Field House Cost Analysis*

Key Components Required	Option #1	Option #2	Option #3
Turf for playing surface	\$25,000 includes delivery	\$150,000 includes delivery	800 User Hours (based on \$40 PH)
Turf Installation	\$2,000	\$5,000	\$2,000
Superior tube heating for seating area (estimate)	\$20,000	\$20,000	\$20,000
Superior Tube Heating for Player's Bench & Penalty Box	\$7,500	\$7,500	\$7,500
Nexicom Internet (Estimate)	\$2,500	\$2,500	\$2,500
Outside Millbrook Field House Sign	\$5,000	\$5,000	\$5,000
Outside Home of the Peterborough Timbermen sign	\$500	\$500	\$500
Miscellaneous Costs	\$12,500	\$12,500	\$12,500
Projected Cash layout to convert to Field House	\$75,000	\$203,000	\$50,000 (plus user hours)

The above Cost Analysis is an estimate based on quotes and actuals. The next page is an actual quote from Field Turf and the following pages is a brochure for Superior Tube Heating from Superior Radiant Products a company located in Stoney Creek, Ont. We did not get an actual quote from Superior Radiant Products but used online pricing taken from similar products.

*This estimate does not take into account any renovations and rehabilitation identified in the 2019 engineering review and report commissioned by the township.

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Artificial Turf Quote



February 11, 2019

PRICING PROPOSAL FOR EASYFIELD – FC CAVAN INDOOR ARENA

FieldTurf is pleased to offer to supply the following high performance artificial grass surface.

Field Name	FC Cavan Indoor Arena
Turf System	FieldTurf EasyField*
Square Footage	13,125 SF/ 748 Panels
Field Markings	No markings
Turf Price	CAD\$ 150,700.07 (Excl. 13% HST Sales Tax)

***Please allow a lead time of 12 weeks of delivering materials.**

Product Details

FieldTurf, the worldwide leader in artificial turf, is pleased to offer the FieldTurf EasyField system, with the following product characteristics:

Pile Height: 1.125"
 Pile Weight: 72 oz/yd²
 Total System Weight: 99 oz/yd²

The FieldTurf Quality Guarantee

To achieve unmatched quality and level of performance, we have invested heavily in modernizing our plants with the latest fiber manufacturing, coating and tufting technologies along with top manufacturing talent, and specialized installation equipment. Our dedicated CAD-based design department supports customization for each client, and our experts ensure timely delivery and installation on every project.

The world leader in artificial turf innovation is ISO 9001, ISO 14001 and OHSAS 18001 certified for its leadership in quality, environment and safety management systems. FieldTurf's Calhoun facility represents the only artificial turf manufacturing operation in North America to have received these ISO certifications.

FieldTurf has taken the necessary steps to ensure that your project will run smoothly and that the quality promised will be the quality delivered.



7445 Côte-de-Liesse Road Suite 200, Montreal, QC, Canada H4T 1G2 • Toll Free: 1-800-724-2969 • Website: <http://www.fieldturf.com>

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TWO STAGE INFRARED HEATERS



SUPERIOR
RADIANT PRODUCTS



**QUICK
HEAT RECOVERY
ON HIGH FIRE**

SERIES TA/TX/TXR TWO STAGE LOW INTENSITY INFRARED HEATERS

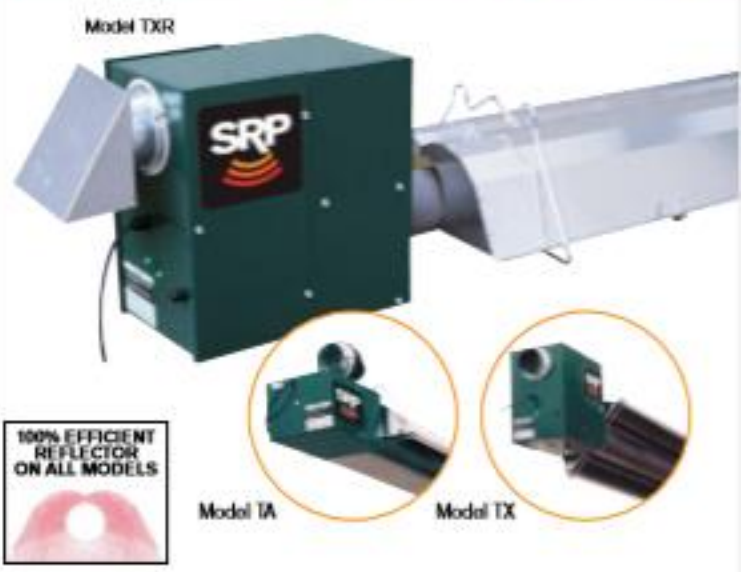
Series T heaters feature optimal comfort and energy savings with SRP's two-stage technology. High-low capability allows for quicker recovery on the high fire and economical steady operation on the low fire.

Model TA - Heavy duty industrial/commercial two stage infrared heater.

Model TX - Enclosed burner design further enhancing all of the great features of the TA for hard service applications.

Model TXR - As the Model TX with extra features for harsh and outdoor environments. TXR includes a potted module, sealed burner housing and heat-treated aluminum. Stainless steel available.

- Rates 40,000 to 220,000 BTU/HR
- Separated Controls Compartment
- Self-diagnostic Ignition module
- Parabolic Aluminum Reflectors
- Heavy Duty Couplings
- Direct Spark Ignition
- 24v Direct Wire for Thermostat
- Jet Stream Burner
- Vented or Unvented



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WWW.SUPERIORRADIANT.COM

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SPECIFICATIONS

SERIES TA / TX / TXR TWO STAGE INFRARED HEATERS

MODEL NG OR LPG	HIGH FIRE RATE BTU/HR	LOW FIRE RATE BTU/HR	MIN. LENGTH FEET	MAX. LENGTH FEET	ELECTRICAL RATING 120 VAC 60 Hz 1A plug connector	GAS CONNECTION 1/2" NPT	
TA/TX/TXR-40	40,000	30,000	10	20			TUBE DIAMETER Combustion air 4" Flue 4"
TA/TX/TXR-60	60,000	45,000	15*	30			
TA/TX/TXR-80	80,000	60,000	20	40			
TA/TX/TXR-100	100,000	75,000	20	50			
TA/TX/TXR-125	125,000	95,000	30	50	Includes special configurations, please see I/O manual for complete details.		
TA/TX/TXR-150	150,000	115,000	40	60			
TA/TX/TXR-175	175,000	130,000	50	60			
TA/TX/TXR-205	205,000	160,000	50	70			
TA/TX/TXR-220	220,000	165,000	60	70		*NG only	

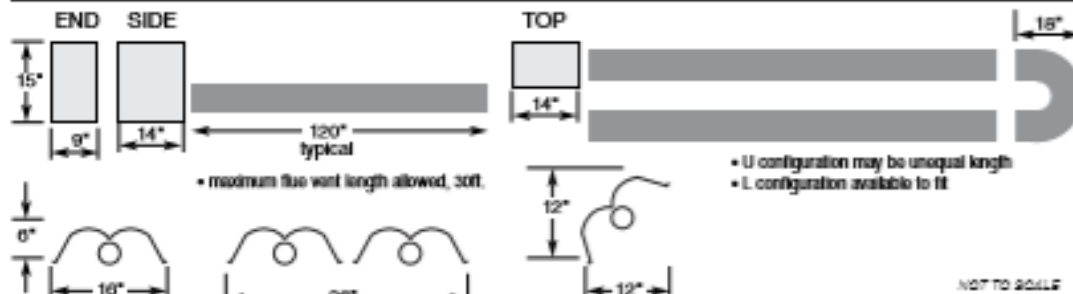
STANDARD EQUIPMENT INCLUDES

- Burner housing assembly
- Aluminized combustion tube with gasket
- Combustion air inlet collar
- Turbulators when required
- All tube, reflectors, couplings, end caps and hanging accessories per specified length

OPTIONAL EQUIPMENT

- U or L bends for specific layouts
- Side reflector and brackets
- Lower shield and brackets
- Thermostats, 24v or 120v
- Termination vent
- Hot rolled, aluminized or stainless steel tube

DIMENSIONS (Inches)



CLEARANCES TO COMBUSTIBLES (Inches)

MODEL	TA/TX/TXR 60			TA/TX/TXR 100			TA/TX/TXR 125			TA/TX/TXR 175			TA/TX/TXR 205			TA/TX/TXR 220		
	Top	Side	Below	Top	Side	Below	Top	Side	Below	Top	Side	Below	Top	Side	Below	Top	Side	Below
Straight - Horizontal	2	25	58	2	30	67	4	33	71	6	40	78	6	44	80	6	46	83
Straight - 45° Tilt	4	4-46	50	4	4-58	67	6	4-63	70	8	4-67	74	8	4-72	78	8	4-77	81
U-Tube Horizontal	2	25	59	2	30	71	4	34	74	6	40	78	6	45	82	6	46	88

- Other layout configurations are approved
- Side reflectors and lower shields are available
- Lower clearances are allowable at 25' from burner
- See installation manual for complete information

Go to website for I/O manuals, specifications, submittal data and weights.



SUPERIOR
RADIANT PRODUCTS

Superior Radiant Products Ltd.
583 Barton Street
Stoney Creek, ON L8E 5S1 Canada

1 800 527 HEAT(4328) | tel 1 905 664 8274 | fax 1 905 664 8846
sales@superiorradiant.com | www.superiorradiant.com

SUPERIOR TECHNOLOGY SUPERIOR PERFORMANCE



Superior Radiant Products Inc.
100 - 980 Cobb Place Blvd. NW
Kennesaw, GA 30144-6801 USA

DISTRIBUTOR

Scott Workman, President
901-571-0036 (T) | 901-571-1202 (F)
getheat@man.com | Infraredinfo.com

INFRA-RED PRODUCTS
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I3065W96

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Recap

The Arena Lacrosse League and Maple Leaf Cavan FC are proposing that the Township of Cavan Monaghan convert the old Millbrook Community Centre into a full-time arena with turf appropriately named the Millbrook Field House.

Maple Leaf Cavan FC and the Arena Lacrosse League are committed to ensuring a minimum of 35 hours of field house usage between October 2019 and March 2020, generating rental revenue of more than \$34,000 for the township. Both organizations will work to utilize more hours, but anticipate other potential users in the community will use additional time raising usage to ~50 hours per week.

The Peterborough Timbermen of the Arena Lacrosse League will call the Millbrook Field House their permanent home for both their men's team and their Junior Timbermen youth groups. These teams will practice and play their home games at the Field House.

Maple Leaf Cavan FC will use the Field House as its primary winter training facility. It will be the primary user of the facility for winter training, winter indoor youth and adult leagues. Both groups will also utilize the Field House for Christmas, March Break and PA Day Camps.

Maple Leaf Cavan FC, the Peterborough Timbermen and the Arena Lacrosse League will work together to staff the Millbrook Field House if the Township would prefer to lease the property to the groups.

The conversion of the Millbrook Community Centre into a full-time field house will require several improvements including the installation of a new or used turf and a heating system in the player benches and arena seating area.

Our organizations are prepared to begin using the Millbrook Field House on or before October 1st. We are also prepared to partner with the township to seek available grants for the restoration and refurbishment of the facility.

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**Estimated Operating Expenses and Revenues of Non-Ice Recreational Facility
for the Existing Millbrook Arena**

Revenue	\$70.50	Hourly Rate	
		\$75.00	\$80.00
Winter Hours 44 hours @ 26 weeks	\$80,652.00	\$85,800.00	\$91,520.00
Summer Hours 12 hours @ 22 weeks	\$18,612.00	\$19,800.00	\$21,120.00
Total Revenue	\$99,264.00	\$105,600.00	\$112,640.00
Expenses			
Wages	\$36,250.00	\$36,250.00	\$36,250.00
Building Rpr & Main	\$4,475.00	\$4,475.00	\$4,475.00
Equipment Maintenance	\$2,925.00	\$2,925.00	\$2,925.00
Cleaning Supplies	\$1,125.00	\$1,125.00	\$1,125.00
Materials and Supplies	\$1,250.00	\$1,250.00	\$1,250.00
Land Telephone	\$2,475.00	\$2,475.00	\$2,475.00
Security Services	\$775.00	\$775.00	\$775.00
Hydro	\$33,794.00	\$33,794.00	\$33,794.00
Gas - Heating	\$3,920.00	\$3,920.00	\$3,920.00
Contracted Services	\$600.00	\$600.00	\$600.00
Interdepartmental Charge	\$1,200.00	\$1,200.00	\$1,200.00
Total Expense	\$88,789.00	\$88,789.00	\$88,789.00
Net Surplus	<u>\$10,475.00</u>	<u>\$16,811.00</u>	<u>\$23,851.00</u>

Township of Cavan Monaghan

Report and Capital Project Status

- Directed by Council and/or CAO
- Directed by the Province/legislation
- Directed by an Agency
- Priority Projects and Reports

Report Status

Name	Date Requested	Directed By	Resolution/Direction	Est. Report Date
K. Ellis	June 17, 2019	Council	Tree Cutting By-law	December 2019
K. Ellis	August 2019	Province	Provincial Employment Land – Timeline Report	Complete

Capital Project Status

Department	Capital Project List 2019	Status
Finance	Asset Management Policy and Reporting	July 2019 (Policy) – other req beyond
Finance	Development Charges Study	Watson currently meeting with Staff
Information Technology	New Contract RFP – Computer Services	Contract with the County - Completed
Information Technology/Clerk	Filehold Management Software	Priority
Information Technology/Clerk	TOMRMS Records Management System	Priority
Fire	Fire Hall #1 Preliminary Design	RFP Issued
Fire	Master Fire Plan	RFP Issued
Fire	Diesel Generator Municipal Office	Transferred to Reserves
Public Works	County Road 10 Widening	Staff finalizing design
Public Works	GPS Fleet System	Complete

Public Works	Cross Road Culvert (Hay Street)	Material Ordered
Public Works	3 Culverts – Syer Line	Material Ordered
Public Works	Sidewalk – Brookside to Municipal Office	Currently being worked on
Public Works	Pedestrian Crossing- Sherbrooke Street	Material Arrived
Public Works	Cavan Works Depot Preliminary Design	RFP issued
Public Works	Slurry Seal – Various Roads	Tender Closed
Public Works	Surface Treatment – Various Roads	Cooperative Tender with County Closed/Report
Public Works	Hot Mix Paving – Various Roads	Tender Closed/Report
Public Works	Tender – 2003 Inter. Tandem	Tender Closed - Ordered
Public Works	Tender – 2003 Inter. Tandem	Tender Closed - Ordered
Public Works	Quotation – 2008 Dodge	Complete
Public Works	Transfer Station Renovations	Complete

Planning	Baxter Creek – Floodplain Mapping	Waiting for funding
Planning	Jackson Creek-Floodplain Mapping	Waiting for funding
Planning	Planning Consultant (Employment)- RFP	RFP drafted and sent out
Planning/Public Works	Veltri Development(s)	Nina Court – servicing agreement currently being drafted – subdivision agreement will be required
Parks & Facilities/CAO	Community Centre Construction	Construction – September Ongoing/daily – priority
Parks & Facilities	Maple Leaf Park – Lights/Solar	Completed
Parks & Facilities	Edgewood Park – Upgrades	In progress
Parks & Facilities	Toro Replacement – Quotation	Quotations received
Parks & Facilities – Planning providing assistance	ATV Group	Assist on trail development
CAO	Strategic Plan – Priority Listing	Completed – template design and priority list being completed
CAO/Public Works	Millbrook Correctional Facility – Contamination Update	Report drafted – with legal
CAO	Future Municipal Building Plans – Assigned by Council Nov. 6, 2017	

CAO	CUPE Negotiations	Ongoing review – June dates
Planning/Public Works/CAO	Towerhill North Development	Ongoing – agencies reviewing and providing comments

This list does not include the day to day operations, including ongoing research and compliance requirements with provincial and federal legislation and other Council directed initiatives.



October 21, 2019

To:

EOWC Members
Local Municipalities

Re: Cogeco's Letters of Support to CRTC

On behalf of the EORN Board of Directors and the members of the EOWC, I am writing to you regarding the recent requests by Cogeco to send letters of support to the CRTC relative to their proposals involving broadband funding and mobile wireless policies in Canada. The letters are designed to be endorsed by members of the EOWC and local municipalities for transmission to the CRTC.

One letter requests municipalities to support their call for more funding for projects through programs like the Universal Broadband Fund or the CRTC's Broadband Fund. EORN fully endorses the call for more funding through the various programs like the Universal Broadband Fund. Supporting Cogeco's desire to expand their networks, or the networks of other providers, is a worthy action for municipalities to endorse. To assist our member municipalities we are providing draft wording (see Appendix A) for a letter of support should they wish to do so.

Two additional letters ask for municipal council's to endorse policy and regulatory changes for mobile wireless services as part of the CRTC's Telecom Notice of Consultation (CRTC 2019-57).

EORN is concerned about Cogeco's request for letters of support around changing Mobile Wireless Services as part of the CRTC's Notice of Consultation (CRTC 2019-57). As most municipalities will be aware EORN very recently received official approval to move ahead with its \$213 mobile cell gap project. EORN is currently in the midst of its Request for Proposal stage in which we will be seeking private sector partners to help us build the necessary mobile wireless infrastructure that will close cell gaps and boost network capacities across eastern Ontario.

EORN's policies, along with those contained in the Federal and Provincial Contribution Agreement, require it to take all necessary measures to ensure a fair, open and transparent procurement process. To that end, EORN is concerned that endorsing the Cogeco's proposals, at this time, could affect our RFP process. EORN has therefore, in the abundance of caution, advised Internet Service Providers (ISPs), mobile carriers and other interested parties that it would not be engaging in any matter that might reflect on our procurement policies. To be specific, EORN is not prepared to support any specific ISP request for changes to Federal Telecom policy and regulations related to mobile services.

Both the EORN Board of Directors and the EOWC agree that providing letters of support on proposals like those being advanced by Cogeco under the CRTC's *Telecom Notice of Consultation (CRTC 2019-57)* be deferred at least until the RFP process is complete by the spring of next year. We hope that this will give all municipal councils some guidance on this matter and is the purpose of this letter.

EORN of course has in the past made its own submissions to the CRTC, the Federal Government and other stakeholders on a wide range of connectivity issues. EORN will continue to undertake advocacy efforts at the appropriate times. If you are interested in what we have done to date please go to our website at www.eorn.ca

If you should have any questions please contact either David Fell, CEO (dfell@eorn.ca) or Lisa Severson, Director of Communications (lseverson@eorn.ca).

Thank you for your consideration.

Yours truly,



J. Murray Jones
EORN Chair

cc. EORN Board Members
EOWC members

Appendix A

Dear:

We are writing to confirm the support of (municipality name) for Cogeco Connexion's project(s) and Governmental funding application(s) intended to ensure that all residents of our community have access to Broadband connectivity.

Cogeco Connexion has demonstrated its:

- interest in (municipality name) by seeking meaningful consultation to proactively discuss opportunities for providing broadband internet and mobility services within our community;
- desire for mutual collaboration by sharing data, maps, speed test facilities and project relevant information;
- understanding of (municipality name) connectivity gap and proposing a plan to address it;
- interest to provide the necessary broadband access to the East Hawkesbury's anchor institutions.

As a municipality, we seek to collaborate with private operators, like Cogeco Connexion, to improve access to broadband services at affordable rates for our residents and ensure they can access essential services at any time. The economic development of our township depends on the availability of the services that Cogeco has proposed. Specifically, we support Cogeco Connexion to:

- propose projects to significantly increase the overall connectivity within the East Hawkesbury .
- jointly identify key anchor institutions, currently underserved or unserved, to be prioritized within our community.
- submit these projects for funding to all relevant broadband and/or infrastructure funding programs.
- actively collaborate with the (municipality name) and its residents, to improve access to telecommunication services in our community, in particular to high speed internet services as well as mobility services.

East Hawkesbury strongly encourages the governments of Canada and Ontario, including the CRTC, through funding programs such as the Universal Broadband Fund, the CRTC Broadband Fund and the Broadband and Cellular Infrastructure Program, to consider Cogeco Connexion's proposed projects as a means for our community to fully engage with other municipalities, the rest of Canada, and the global economy.

We look forward to working in mutual collaboration with Cogeco Connexion.

Kind regards,

Mayor

The Township of Cavan Monaghan

By-law No. 2019-43

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 Township required the rezoning of the subject property as a condition of Draft Plan of Subdivision 15T-16001.

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 E-3 of Schedule “A” to By-law No. 2018-58, as amended, is hereby further amended by changing the zone category on lands in part of Lot 13, Concession 5 of the Cavan Ward from:
 - the Future Development (FD) Zone to the Open Space (OS) Zone;
 - the Natural Linkage (NL) Zone to the Urban Residential One Subzone B Exception Three (UR1-B-3) Zone;
 - the Future Development (FD) Zone to the Urban Residential One Subzone B Exception Three (UR1-B-3) Zone;
 - the Natural Linkage (NL) Zone to the Urban Residential Two Exception Three (UR2-3) Zone;
 - the Future Development (FD) Zone to the Urban Residential Two Exception Three (UR2-3) Zone;
 - the Future Development (FD) Zone to the Urban Residential Two Exception Four (UR2-4) Zone; and
 - the Future Development (FD) Zone to the Urban Residential One Subzone C Holding Eight (UR1-C-H8) Zone as shown on Schedule "1" attached hereto and forming part of this By-law.

2. Section 3.4 of By-law No. 2018-58, as amended, is further amended by the addition of Sections 3.4.58, 3.4.59 and 3.4.60 immediately following Section 3.4.57 that shall read as follows:

“3.4.58 UR1-B-3 Map E-3 on Schedule A (2019-43 Veltri/Nina Crt)

- a) Stoops, decks, porches, patios, verandahs, balconies on top of porches or verandahs, uncovered terraces and exterior steps providing access between finished grade and either the basement or the first storey of a building, may project no more than 2.5 metres into a required rear yard.
- b) Stairs that access any part of the principal building at or above grade and which are not associated with a deck or porch, may encroach into the required rear yard by no more than 2.5 metres. Stairs that access the principal building below grade are permitted to encroach into the required rear yard by no more than 2.5 metres.

3.4.59 UR2-3 Map E-3 on Schedule A (2019-43 Veltri/Nina Crt)

- a) Minimum lot area for lots serviced by a public water and sanitary sewer system 280 m²
(per each dwelling unit)
- b) Minimum lot frontage for lots serviced by a public water and sanitary sewer system where a dwelling unit is attached to an adjoining dwelling unit 8 m
(per each dwelling unit)

3.4.60 UR2-4 Map E-3 on Schedule A (2019-43 Veltri/Nina Crt)

- a) The lot shall be considered an interior lot for the purposes of applying yard setbacks.

3. Section 14.0, Table 14A of By-law No. 2018-58, as amended is further amended by the addition of a new Hold Number, namely Hold Number H8, immediately following Hold Number H7 that shall read as follows:

Table 14A Holding Zones			
Hold Number	Conditions of Hold Removal	Enacting By-law	By-law Removing "H"
H8	<ul style="list-style-type: none"> Nina Court (Coldbrook Street) is extended and the turning circle is deemed by Council not to be part of the public road allowance. 	2019-43	

4. 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.

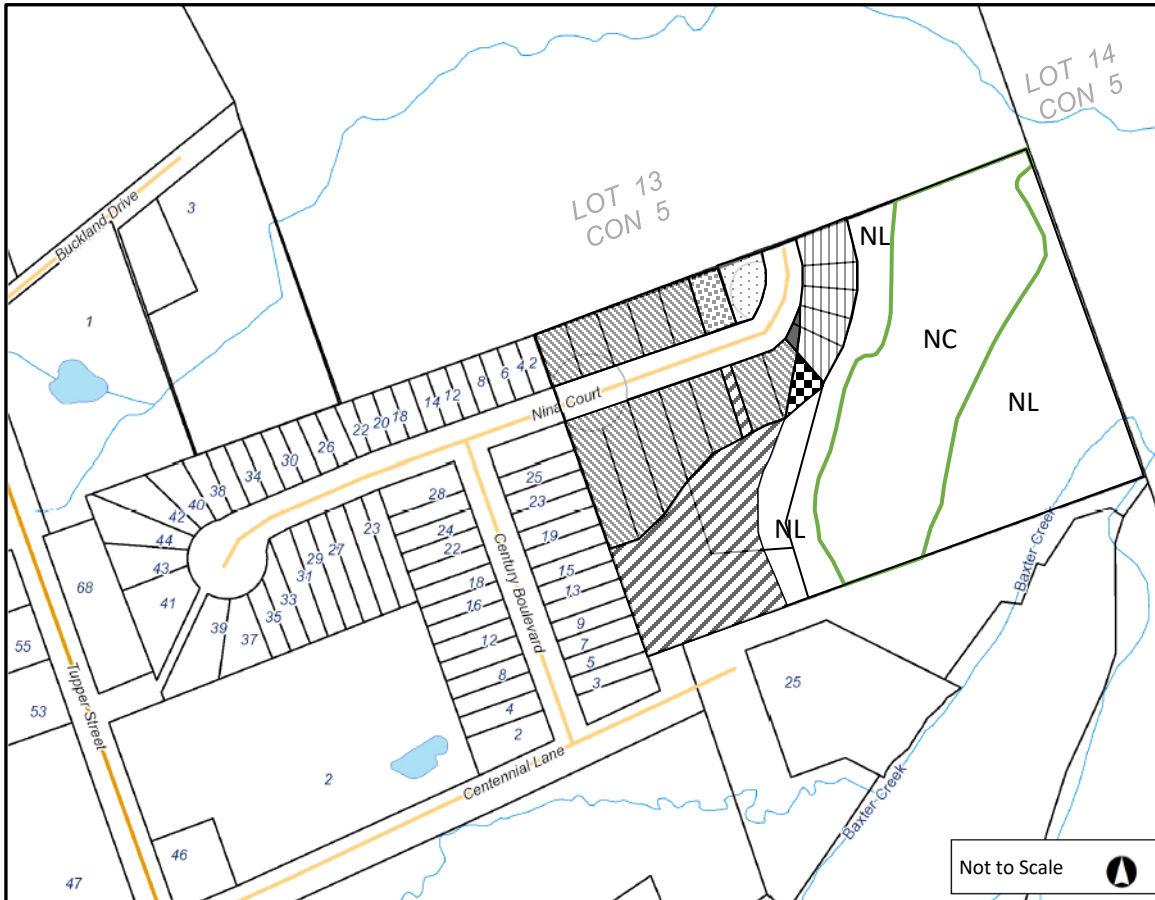
If a notice of objection is filed with the Clerk, this By-law shall become effective on the date of passing hereof subject to the disposition of any appeals.

Read a first, second and third time and passed this 4th day of November, 2019.

Scott McFadden
Mayor








Elana Arthurs
Clerk

Schedule "1" to By-Law No. 2019-43



Area Affected By This By-Law
 Part Lot 13, Con. 5,
 Cavan Ward
 Township of Cavan Monaghan

Certificate of Authentication
 This is Schedule "1" to By-Law
 No. 2019-43 passed this
 4th day of November, 2019.

-  Rezone from the 'Future Development (FD) Zone' to the 'Open Space (OS) Zone'
-  Rezone from the 'Natural Linkage (NL) Zone' to the 'Urban Residential One Subzone B Exception Three (UR1-B-3) Zone'
-  Rezone from the 'Future Development (FD) Zone' to the 'Urban Residential One Subzone B Exception Three (UR1-B-3) Zone'
-  Rezone from the 'Natural Linkage (NL) Zone' to the 'Urban Residential Two Exception Three (UR2-3) Zone'
-  Rezone from the 'Future Development (FD) Zone' to the 'Urban Residential Two Exception Three (UR2-3) Zone'
-  Rezone from the 'Future Development (FD) Zone' to the 'Urban Residential Two Exception Four (UR2-4) Zone'
-  Rezone from the 'Future Development (FD) Zone' to the 'Urban Residential One Subzone C Holding Eight (UR1-C-H8) Zone'

The Township of Cavan Monaghan

By-law No. 2019-72

Being a by-law to amend By-law No. 2019-25 to regulate traffic and parking within the limits of the Township of Cavan Monaghan

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 amend the current Traffic and Parking By-law No. 2019-25;

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

1. That Schedule "I" be amended to include Sharpe Line from Winslow ¼ Line east to 850 Sharpe Line.
2. That the Mayor and Clerk are hereby authorized to execute the Amendment to By-law No. 2019-25.

Read a first, second and third time and passed this 4th day of November 2019.

Scott McFadden
Mayor

Elana Arthurs
Clerk

The Township of Cavan Monaghan

By-law No. 2019-73

Being a by-law to confirm the proceedings of the meeting of the Council of the Township of Cavan Monaghan held on the 4th day of November, 2019

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 regular meeting held on the 4th day of November, 2019 in respect to each recommendation and action by the Council at its said meetings except where prior approval of the Ontario Municipal Board 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 the said actions or obtain approvals where required, and to execute all documents as may be necessary in that behalf 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 4th day of November, 2019.

Scott McFadden
Mayor

Elana Arthurs
Clerk