



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

Monday, April 1, 2019

11:00 a.m.

Council Chambers

Members in attendance are asked to please turn off all electronic devices during the Council Meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

	<b>Pages</b>
<b>1. Open Session</b>	
<b>2. Call to Order</b>	
<b>3. Approval of the Agenda</b>	
<b>4. Disclosure of Pecuniary Interest and the General Nature Thereof</b>	
<b>5. Closed Session</b>	
<b>5.1 Resolution to move into Closed Session</b>	
<b>5.2 Minutes of the Closed Session held January 14, 2019</b>	
<b>5.3 Personnel Matter</b>	
personal matters about an identifiable individual, including municipal or local board employee	
<b>6. Delegations</b>	
<b>6.1 Richard Taylor Re: Cross Border Servicing Agreement</b>	4 - 4
<b>7. Minutes</b>	
<b>7.1 Minutes of the Regular Meeting held March 18, 2019</b>	5 - 14
<b>8. Minutes from Committees and Boards</b>	
<b>8.1 Cavan Monaghan Public Library Board Minutes of the meeting held February 19, 2019</b>	15 - 17

## 9. Reports

9.1	Report - Planning-2019-16 Cavan Hills Vet Clinic (KE)	18 - 30
9.2	Report - Planning-2019-17 Zoning By-law Housekeeping Amendment (KE)	31 - 61
9.3	Report - Parks and Facilities-2019-06 Ice Allocation Policy (GB)	62 - 68
9.4	Report - Parks and Facilities-2019-07 Analysis of the existing Millbrook Arena (GB)	69 - 324
9.5	Report - Public Works-2019-02 Slurry Seal Tender (WH)	325 - 326
9.6	Report - Public Works-2019-03 Traffic and Parking (WH)	327 - 383
9.7	Report - Public Works-2019-04 2010 John Deere Grader Repairs (WH)	384 - 389
9.8	Report - Public Works-2019-05 Tender Approval for Road Sweeping (WH)	390 - 391
9.9	Report - Public Works-2019-06 Proposed Waste Management Program Changes - 2019 (WH)	392 - 421
9.10	Report - Fire-2019-01 Fire Communications Services Agreement (BB)	422 - 450
9.11	Report - Corporate Services-2019-07 Recognition Policy (EA)	451 - 454
9.12	Report - CAO-2019-05 Council Facilitation and Strategic Priority Report (YH)	455 - 463
9.13	Council/Committee Verbal Reports	

## 10. General Business

10.1	2019 Council Meeting Schedule Addition - April 11, 2019 Millbrook Water & Wastewater Rates Public Meeting	
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## 11. Correspondence for Information

## 12. Correspondence for Action

12.1	City of Quinte Resolution Re: Bottled Water	464 - 465
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- 13. **By-laws**
  - 13.1 **By-law No. 2019-22 being a by-law to appoint Municipal Weed Inspectors for 2019** 467 - 467
  - 13.2 **By-law No. 2019-23 Amendment to Zoning By-law No. 2018-58** 468 - 485
  - 13.3 **By-law No. 2019-24 Fire Communications Services Agreement** 486 - 487
  - 13.4 **By-law No. 2019-25 Traffic By-law Amendment** 488 - 510
  - 13.5 **By-law No. 2019-26 Community Centre User Fees** 511 - 527
- 14. **Unfinished Business**
- 15. **Notice of Motion**
- 16. **Confirming By-law**
  - 16.1 **By-law No. 2019-27 being a by-law to confirm the proceedings of the meeting held April 1, 2019** 528 - 528
- 17. **Upcoming Events/Meetings**
  - 17.1 **Thursday, April 4 - Millbrook Business Improvement Area - 8:00 a.m. Municipal Office**
  - 17.2 **Thursday, April 11 - Millbrook Water & Wastewater Rates Public Meeting - 6:00 p.m. Municipal Office**
  - 17.3 **Thursday, April 18 - Municipal Revitalization and Heritage Advisory Committee - 9:00 a.m. Municipal Office**
  - 17.4 **Monday, April 29 - Millbrook Valley Trails Advisory Committee - 6:00 p.m. Municipal Office**
- 18. **Adjournment**

**RICHARD J. TAYLOR, B.A. LL.B.**  
BARRISTER, SOLICITOR, NOTARY PUBLIC

193 Dalhousie Street  
Peterborough, ON K9J 2M1  
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Peterborough, ON K9J 7X7  
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March 26, 2019

**VIA EMAIL: [earthurs@cavanmonaghan.net](mailto:earthurs@cavanmonaghan.net)**  
Township of Cavan Monaghan  
988 County Road 10, R.R. #3  
Millbrook, ON L0A 1G0

**VIA EMAIL: [yhurley@cavanmonaghan.net](mailto:yhurley@cavanmonaghan.net)**  
Township of Cavan Monaghan  
988 County Road 10, R.R. #3  
Millbrook, ON L0A 1G0

Attention: Elana Arthurs, Clerk

Attention: Yvette Hurley, CAO

Dear Madam:

**Re: My Client: 2340981 Ontario Inc.**  
**Re: Cross Border Servicing Agreement**

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It would be appreciated if you would list me as a delegation for your Regular Council Meeting scheduled for April 1, 2019 at 4:30pm in reference to the subject of the Cross Border Servicing Agreement.

Please provide confirmation in reference to the foregoing. I will be reviewing with Township staff the need for any documentation associated with the delegation in due course.

Yours very truly,



Richard J. Taylor  
RJT/st



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

**Monday, March 18, 2019  
1:00 p.m.  
Council Chambers**

Those members in attendance were:

Council	Scott McFadden Matthew Graham Tim Belch Cathy Moore	Mayor Deputy Mayor Councillor Councillor
Staff	Yvette Hurley Elana Arthurs Cindy Page Kimberley Pope  Wayne Hancock Bill Balfour Gerry Barker	CAO Clerk Deputy Clerk Director of Finance/ Treasurer Director of Public Works Fire Chief Manager of Parks and Facilities

Those members who sent regrets were:

Council	Ryan Huntley	Councillor
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- 1. Open Session**
- 2. Call to Order**

Mayor McFadden called the meeting to order at 1:08 p.m.

- 3. Approval of the Agenda**

R/18/03/19/01

Moved by: Graham

Seconded by: Moore

That the agenda for the meeting be approved as presented.

**Carried**

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

Mayor McFadden declared an indirect pecuniary interest with the following:

**Item 12.1 Report - Planning-2019-12 11 Prince Street Heritage Renovations**

Deputy Mayor Graham declared an indirect pecuniary interest with the following:

**Item 12.1 Report - Planning-2019-12 11 Prince Street Heritage Renovations**

**5. Closed Session**

There was no Closed Session.

**6. Report from Closed Session**

There was no report from Closed Session.

**7. Public Meeting**

**7.1 Resolution to open the Public Meeting**

R/18/03/19/02

Moved by: Moore

Seconded by: Belch

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

**Carried**

**7.2 Report - Planning-2019-15 Zoning By-law No. 2018-58, as amended - Proposed Housekeeping Amendment**

Ms. Ellis identified and spoke to each of the proposed housekeeping amendments to the Cavan Monaghan Zoning By-law No. 2018-58.

**Carried**

**7.3 Questions from Council members**

R/18/03/19/03

Moved by: Graham

Seconded by: Belch

That, following the response from the comments made to the Province regarding the growth plan on February 28<sup>th</sup>, Staff be directed to initiate an OPA along with a ZBA to support the amendment and include consideration for recreational uses within the industrial/commercial designations as identified in the OP and corresponding Zoning.

**Carried**

**7.4 Members wishing to speak in support**

There were no members wishing to speak in support.

**7.5 Members wishing to speak in opposition**

There were no members wishing to speak in opposition.

**7.6 Consideration of the Report**

R/18/03/19/04

Moved by: Graham

Seconded by: Belch

That Council review and consider all public and agency comments received regarding this application; and

That the draft By-law be presented to Council for consideration at the April 1, 2019 Council meeting.

**Carried**

**7.7 Resolution to close the Public Meeting**

R/18/03/19/05

Moved by: Belch

Seconded by: Moore

That the Public Meeting be closed.

**Carried**

**8. Presentations**

**8.1 Report - Finance 2019-06 Non-Residential Development Charges review and discussion with Watson & Associates**

R/18/03/19/06

Moved by: Belch

Seconded by: Graham

That Council receives Finance Report No. 2019-06 for information and discussion with Gary Scandlan of Watson & Associates.

**Carried**

**8.2 Report - Finance 2019-07 Water & Wastewater review and discussion with Watson & Associates**

R/18/03/19/07  
Moved by: Belch  
Seconded by: Graham

That Council receives Finance Report No. 2019-07 for information and discussion with Gary Scandlan of Watson & Associates.

**Carried**

R/18/03/19/08  
Moved by: Graham  
Seconded by: Belch

That the revised reports provided by Watson and Associates be received.

**Carried**

### **8.3 Watson and Associates - Gary Scandlan and Daryl Abbs**

#### **8.3.1 Non-Residential Development Charges**

Mr. Scandlan reviewed the process and options for making changes to the Development Charges By-law.

R/18/03/19/09  
Moved by: Belch  
Seconded by: Moore

That Council approve the use of Delayed Payment Agreements for industrial classifications, as per section 27 of the Development Charges Act, for the immediate payment of water and sewer Development Charges with a delay of the remaining charges until December 1, 2019.

**Carried**

#### **8.3.2 Water/Wastewater Rate Review**

Mr. Scandlan spoke to the presentation provided to Council in July 2018 and the updates to the presentation to Council at this meeting.

Mr. Scandlan reviewed the options provided to Council last year and the option selected by Council at that time. He continued with the options for further review indicating this municipality does not have sufficient funds to reduce the rates by 25% without borrowing or sourcing alternative revenues.

Mayor McFadden called for a recess of the Regular Council meeting. (3:24 p.m.)



The Regular Council meeting reconvened. (3:36 p.m.)

R/18/03/19/10

Moved by: Belch

Seconded by: Graham

That Council direct Staff to coordinate with Watson and Associates an appropriate date to hold a Public Meeting with regard to the Water and Wastewater charges including the history of the development and costs of the current system.

**Carried**

R/18/03/19/11

Moved by: Graham

Seconded by: Belch

That Council approve an upset limit of \$7,000 from reserves to allow for costs associated with the Public Meeting on the Water and Wastewater systems and rates.

**Carried**

**9. Delegations**

There were no Delegations.

**10. Minutes**

**10.1 Minutes of the Regular Meeting held March 4, 2019**

R/18/03/19/12

Moved by: Graham

Seconded by: Belch

That the minutes of the Regular Meeting held March 4, 2019 be approved as presented.

**Carried**

**11. Minutes from Committees and Boards**

**11.1 Minutes of the Millbrook Valley Trails Advisory Committee meeting held March 4, 2019**

Deputy Mayor Graham noted he was not in attendance at the meeting.

R/18/03/19/13

Moved by: Graham

Seconded by: Belch

That the minutes of the Millbrook Valley Trails Advisory Committee meeting held March 4, 2019 be approved as amended.

**Carried**

Mayor McFadden and Deputy Mayor Graham left the meeting. (3:54 p.m.)

**12. Reports**

**12.1 Report - Planning-2019-12 11 Prince Street Heritage Renovations**

Mayor McFadden declared a pecuniary interest on this item.

Deputy Mayor Graham declared a pecuniary interest on this item.

R/18/03/19/14

Moved by: Moore

Seconded by: Belch

That Council accepts and authorizes the construction of the proposed alterations to the designated structure at 11 Prince Street in Millbrook Ward, as per the Plans prepared by Kavan Residential Design dated December 2018 and received by the Township on February 28, 2019.

**Carried**

Mayor McFadden and Deputy Mayor Graham returned to the meeting. (3:56 p.m.)

**12.2 Report - Planning-2019-13 Estate of Kurt Heinze Severance Application B-6-19**

R/18/03/19/15

Moved by: Graham

Seconded by: Belch

That the Township of Cavan Monaghan support severance application B-6-19 because it conforms to the Township's Official Plan; and

That the completed Municipal Appraisal Form be forwarded to the Peterborough County Land Division Department.

**Carried**

**12.3 Report - Planning-2019-14 Victory Baptist Church Severance Application B-4-19**

R/18/03/19/16

Moved by: Moore

Seconded by: Belch

That the Township of Cavan Monaghan support severance application B-4-19 because it conforms to the Township of Cavan Monaghan Official Plan;

That the completed Municipal Appraisal Form be forwarded to the Peterborough County Land Division Department; and

That the completion of a zoning by-law amendment for the severed and retained parcels be recommended as a condition of approval of Application B-4-19.

**Carried**

#### **12.4 Report - Parks and Facilities-2019-05 Cavan Monaghan Community Centre User Fees**

Mr. Barker spoke to a correction on page 2 under the area regarding arena rental rates and removing the reference to “school hockey”.

R/18/03/19/17

Moved by: Graham

Seconded by: Moore

That Staff make the following modifications to the New Community Centre Fees and Charges effective September 1, 2019.

**Prime Time Ice – Minor should read Prime Time Ice – Millbrook and District Minor Hockey and Millbrook Figure Skating (excluding tournament ice time)**

**Non-Prime Time Ice – Minor and Adult should read Non-Prime Time Ice**

**Arena Floor – Minor and Adult should read Arena Floor (non-ice surface)**

**Public/Rec. Skating**

**Child/Youth should read Child/Youth (12 & under)**

The reference to the **Walking/Running Track** should be removed entirely.

A definition should be included for Prime Time Ice in the User Fees Schedule.

**Carried**

R/18/03/19/18

Moved by: Moore

Seconded by: Belch

That Council direct Staff to review and revise the Ice Allocation Policy and bring it back to Council based on the initial requests of the User Groups.

**Carried**

R/18/03/19/19  
Moved by: Graham  
Seconded by: Belch

That Council accept the User Fees chart as amended.

**Carried**

**12.5 Report - CAO-2019 Report & Capital Project Status**

R/18/03/19/20  
Moved by: Belch  
Seconded by: Graham

That Council receive Report - CAO-2019 Report & Capital Project Status for information.

**Carried**

**12.6 Council/Committee Verbal Reports**

Councillor Moore spoke to the upcoming Library Board meeting.

Councillor Belch attended orientation for the Ganaraska Conservation Authority and noted he will attend the first official meeting this Thursday. He spoke to the upcoming Municipal Revitalization and Heritage Advisory Committee meeting on the 21st.

Deputy Mayor Graham spoke the need for caution on the trail network due to flooding.

R/18/03/19/21  
Moved by: Belch  
Seconded by: Moore

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

**Carried**

**13. General Business**

**13.1 AMO - Rural and Northern Infrastructure Projects - Intake Announced and Will Open for Eight Weeks**

Mayor McFadden spoke to a seminar on the housing crisis.

R/18/03/19/22  
Moved by: Graham  
Seconded by: Moore

That Staff be directed to investigate the funding opportunity and report back to Council.

**Carried**

R/18/03/19/23  
Moved by: Graham  
Seconded by: Belch

That Council direct staff to investigate and bring back a report in securing funding for a rent geared to income and long term care housing project similar to that in Havelock.

**Carried**

**14. Correspondence for Information**

**15. Correspondence for Action**

**15.1 Town of Saugeen Shores Re: Requests to Governments of Canada and Province of Ontario to open the application process for the Bi-lateral "Investing in Canada Infrastructure Program" that was signed on March 14, 2017**

R/18/03/19/24  
Moved by: Graham  
Seconded by: Belch

That Council receive the resolution from the Town of Saugeen Shores.

**Carried**

**15.2 Town of Newmarket Re: Bill 66, Restoring Ontario's Competiveness Act, 2018**

R/18/03/19/25  
Moved by: Belch  
Seconded by: Graham

That Council receive the resolution from the Town of Newmarket.

**Carried**

**16. By-laws**

There were no by-laws.

**17. Unfinished Business**

There was no unfinished business.

**18. Notice of Motion**

There were no notices of motion.

**19. Confirming By-law**

**19.1 By-law No. 2019-20 being a by-law to confirm the proceedings of the meeting held March 18, 2019**

R/18/03/19/26

Moved by: Graham

Seconded by: Moore

That By-law No. 2019-20 being a by-law to confirm the proceedings of the meeting held March 18, 2019 be read a first, second and third time and passed this 18th day of March, 2019 signed by the Mayor and Clerk and the Corporate Seal attached.

**Carried**

**20. Adjournment**

R/18/03/19/27

Moved by: Belch

Seconded by: Moore

That the Regular Council Meeting of the Township of Cavan Monaghan adjourn at 4:29 p.m.

**Carried**

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Scott McFadden  
Mayor

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Elana Arthurs  
Clerk

# CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Minutes of the Monthly Board Meeting, February 19, 2019

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DATE: Tuesday, February 19, 2019 at 7:00pm

PLACE: **Millbrook Branch**

PRESENT: Lynda Allair Board Chair  
Fiona Maarhuis  
Cathy Moore Council Representative  
Sally Potts  
Glen Spurrell Vice Chair  
Jennifer Steen  
Michelle Watson  
Karla Buckborough CEO/Librarian  
Erin Stewart Branch Librarian/Secretary

ABSENT:

**1. The meeting was called to order at 7:01pm by Lynda Allair, Board Chair.**

**2. Disclosure of pecuniary interest and the general nature thereof- None.**

**3. AGENDA:**

**Motion: 04/19 Moved by: Glen**

that the agenda be accepted as presented.

**CARRIED.**

**4. ELECTION OF OFFICERS:**

Karla assumes Chair of meeting for election of officers. Board members discussed the election of officers.

**Motion: 05/19 Moved by: Glen**

move to close nominations.

**CARRIED.**

a. Chair

**Motion: 06/19 Moved by: Sally**

that Lynda stand as Board Chair.

**CARRIED.**

b. Vice Chair

**Motion: 07/19 Moved by: Fiona**

that Glen stand as Vice Chair.

**CARRIED.**

# CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Minutes of the Monthly Board Meeting, February 19, 2019

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c. Financial Oversight officer

**Motion: 08/19 Moved by: Glen**

that Fiona stand as Financial Oversight officer.

**CARRIED.**

## 5. CONSENT AGENDA:

a. Minutes of the January 15, 2019 meeting

b. CEO/Librarians' Report

c. Statistics

**Motion: 09/19 Moved by: Glen**

that the consent agenda be accepted as presented.

**CARRIED.**

## 6. CORRESPONDENCE:

a. Information – none

b. Action – Use of OMS parking lot

Karla will draft a letter to the Township regarding the movie crew using the OMS parking lot. The library does not have a tenancy agreement with the Township. Lynda will source a sample tenancy agreement to use as a starting point. Karla will contact the EarlyON Centre to determine if they have a tenancy agreement.

## 7. FINANCIAL REPORTS:

a. Report from Financial Oversight Officer (F. Maarhuis)

**Motion: 10/19 Moved by: Fiona**

to accept the Financial Reports as presented.

**CARRIED.**

b. 2019 YTD

c. Revised Budget

**Motion: 11/19 Moved by: Michelle**

to approve the revised 2019 budget.

**CARRIED.**

i. 2019 Strategies

ii. Discussion – Policy re working alone

Karla will develop a safety plan for working alone. Board members wondered if the police would be able to conduct a safety audit on the library buildings.

## 8. COMMITTEE REPORTS:

a. Create Committees

i. Budget/Finance Committee

ii. Policy Committee

iii. HR committee

**Motion: 12/19 Moved by: Glen**

that the HR Committee also acts as the CEO Performance Appraisal Committee.

**CARRIED.**



**CAVAN MONAGHAN PUBLIC LIBRARY BOARD**

**Motion: 13/19 Moved by: Sally**

that the HR and Policy Committees both be standing committees.

**CARRIED.**

**Motion: 14/19 Moved by: Sally**

that the following Board members be appointed to the following committees:

Budget/Finance Committee – Jen, Fiona and Michelle

Policy Committee – Michelle and Sally

HR Committee – Glen, Sally, Lynda

**CARRIED.**

**9. BUSINESS ARISING/OLD BUSINESS:**

- a. Michelle – report on attending OLA
- b. Vacation Liability update – Karla distributed a written report
- c. Board evaluation meeting – February 12 – cancelled

Erin will participate in a teleconference call on Monday, February 25, facilitated by SOLS. Sally asked Erin to bring back information from participating CEO's about challenges they are facing.

Cathy asked for three things she could take back to discuss with Council. This will be an agenda item going forward.

**10. NEXT REGULARLY SCHEDULED MEETING:**

Tuesday, March 19 at 7:00pm at the Millbrook Branch

**11. ADJOURNMENT:**

Glen declared the meeting be adjourned at 9:19pm

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	Planning 2018-16
<b>Subject:</b>	Cavan Hills Vet Clinic Site Plan Approval Application

### Recommendation:

That the site plan submission of Cavan Hills Veterinary Services Professional Corporation Inc. for the development of a new animal clinic building, a new storage building, and the associated parking and loading areas and stormwater management facility on property located at 303 Highway 7A in part of Lots 4 and 5, Concession 8 of the Cavan Ward be accepted.

### Overview:

On behalf of Cavan Hills Veterinary Services Professional Corporation Inc., Rob Ward of Independent Project Managers submitted a site plan approval application for the development of a new animal clinic, a new storage building, parking and loading areas, and stormwater management facility on property located at 303 Highway 7A in part of Lots 4 and 5, Concession 8 of the Cavan Ward. A key map showing the location of the subject lands is provided as Attachment No. 1 to this Report.

With the completed site plan approval application, the Applicant submitted the following information:

- A Site Plan
- A Site Details Plan;
- Main and 2<sup>nd</sup> Floor Plans;
- North and East Elevations;
- South and West Elevations;
- Topographic Survey;
- Geotechnical Investigation Report;
- Phase 1 Environmental Site Assessment;
- Stormwater Management Report;
- Site Lighting Photometric Plan;
- Soil Percolation Assessment;
- Site Grading and Servicing Plan;
- Erosion and Sediment Control Plan;

- Environmental Impact Study; and
- A Restoration/Enhancement Plan.

## **Site Details**

The property at 303 Highway 7A is an existing lot of record developed with an animal clinic, a garage and associated gravel parking lot. The property is approximately 4.5 hectares (11.09 acres) in size and has approximately 360 metres (1181 feet) of frontage on Highway 7A. The existing clinic has approximately 308 square metres (3315 square feet) of floor space and is serviced with private well and septic systems. Access to the property is from Highway 7A.

## **Development Proposal**

The Applicant wishes to construct a new animal clinic and storage building on the property. The existing clinic is proposed to remain on site but the existing garage will be demolished. A copy of the Site Plan is provided as Attachment No. 2 to this Report.

The new animal clinic will be two (2) storeys in height and will have a building area of approximately 748.9 square metres (8061 square feet). Of that total, the ground floor area will be approximately 591 square metres (6362 square feet) in size. The future storage building will be approximately 36 square metres (387.5 square feet) in size. Elevations of the new clinic are provided as Attachment Nos. 3 and 4 to this Report.

Fifty-seven (57) parking spaces and two (2) loading space are proposed. The entrance to the parking lot (apron) will be asphalt but the remainder of the parking lot will be gravel. Three (3) pole lights will be installed in the parking lot. The proposed lighting is dark sky compliant.

The existing sign is to remain in place.

A new septic system will be installed to service the new clinic building and the existing building. The existing drilled well will service the existing clinic building and the new clinic building.

A Restoration/Enhancement Plan has been prepared for the subject lands. The Plan prescribes plantings and seeding within the "Proposed Enhancement Area". The enhancement area is estimated to be about 2608 square metres (0.64 acres) in size and applies to the area surrounding the proposed stormwater management facility, the area at the base of the retaining wall and portions of the wetland buffer, and the area surrounding the proposed septic system. Tailored restoration/enhancement prescriptions are proposed for each area, based on its size and site-specific conditions.

## **Planning Review**

The subject property is currently designated Agricultural in the Township of Cavan Monaghan Official Plan. The Agricultural designation applies to lands that have a high capability for agriculture. Lands generally have soil classes 1 to 3 and are predominantly used for agriculture. The permitted uses in the Agricultural designation

include the growing of crops, the raising of livestock, raising of other animals, aquaculture, apiaries, agro-forestry, maple syrup production and associated on-farm buildings and structures.

Agriculture-related uses are also permitted. Agriculture-related uses include those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. Staff considers an animal clinic as an agriculture-related use because it provides a needed service to the farming community.

The subject property is currently zoned the Agricultural (A) Zone. An animal clinic is not a permitted use in the Agricultural (A) Zone. However, the clinic has been established on the property for many years and has been involved in the site plan approval process to permit the new building and associated amenities since January 2018. The previous zoning (Rural) permitted the animal clinic. With the approval of By-law No. 2018-58, the zoning on the property was changed to Agricultural (A).

To address the zoning issue, Staff included an exception zone in the “housekeeping zoning by-law amendment” to recognize the animal clinic use on the property and to recognize the special regulations recently approved through the Committee of Adjustment. With the approval of the housekeeping zoning by-law amendment, the proposed development will be in compliance with the Zoning By-law regulations.

Off-street parking and loading spaces are proposed. The number and size of the parking and loading spaces satisfy current Zoning By-law requirements. The Zoning By-law also requires that all parking areas and driveways be provided and maintained with a stable surface, treated so as to prevent the raising of dust or loose particles. The Plans indicate that the entrance to the site will be paved in accordance with Ministry of Transportation standards. The remainder of the parking lot will be gravel. Over time, the gravel surface may change to asphalt.

With parking areas that have more than 20 parking spaces, a minimum of 5% of the area must provide some landscaping. With this proposal, the landscaping is provided on the perimeter of the parking areas. The area between the front property line and the parking lot will contain the existing grass and vegetation. There will be sod along the western edge of the parking lot and around the new building. Significant plantings are proposed for the area around the stormwater management facility and the areas between the development and the wetland buffer. The restoration/enhancement details are provided in Attachment Nos. 5 and 6.

## Review Comments

The Site Plan and supporting documentation were circulated to the Township Director of Public Works, the Township Fire Chief, the Township Chief Building Official, Otonabee Conservation and the Ministry of Transportation for review and comment. A summary of the comments is provided below.

## Otonabee Region Conservation Authority (ORCA)

The Conservation Authority confirmed, in writing, that the proposed site development is compliant with Section 3.1 (Natural Hazards) of the Provincial Policy Statement (PPS). With regard to the natural heritage system, the proposed development conforms to Section 4.2.3 (Key Hydrologic Features, Key Hydrologic Areas and Key Natural Heritage Features) and Section 4.2.4 (Lands Adjacent to Key Hydrologic Features and Key Natural Heritage Features) of the Growth Plan for the Greater Golden Horseshoe and Section 2.1.8 (Natural Heritage) of the PPS.

The Application was also reviewed in consideration of the Trent Source Protection Plan (SPP). The subject property is not located within an area that is subject to the policies contained in the SPP.

The Authority recommends that the Restoration/Enhancement Plan be implemented and that Section 9.0 Summary of Recommendations from the Scoped Environmental Impact Study be observed throughout the construction phases. Township Staff will include references to this information in the site plan agreement for the project.

A complete copy of the ORCA comments is provided as Attachment No. 7 to this Report.

## Ministry of Transportation (MTO)

In a letter dated December 5, 2018, the Ministry of Transportation indicated that their comments of October 9, 2018 have been addressed to the Ministry's satisfaction. The Ministry is prepared to issue a Building and Land Use Permit to allow for the development.

## Township

The Chief Building Official, the Fire Chief and the Director of Public Works have all confirmed that the site plan approval application submission is acceptable.

## **Financial Impact:**

None at this time. The Application Fee covers the cost of the site plan review process. Additional fees for the planning, engineering and legal costs may be collected at the time of signing of the Site Plan Agreement.

## **Attachments:**

- Attachment No. 1: Key Map
- Attachment No. 2: Site Plan
- Attachment No. 3: North and East Elevations
- Attachment No. 4: South and West Elevations
- Attachment No. 5: Restoration/Enhancement Concept Plan Area 1
- Attachment No. 6: Restoration/Enhancement Concept Plan Area 2
- Attachment No. 7: Otonabee Region Conservation Authority Comments (March 25, 2019)

Respectfully Submitted by,

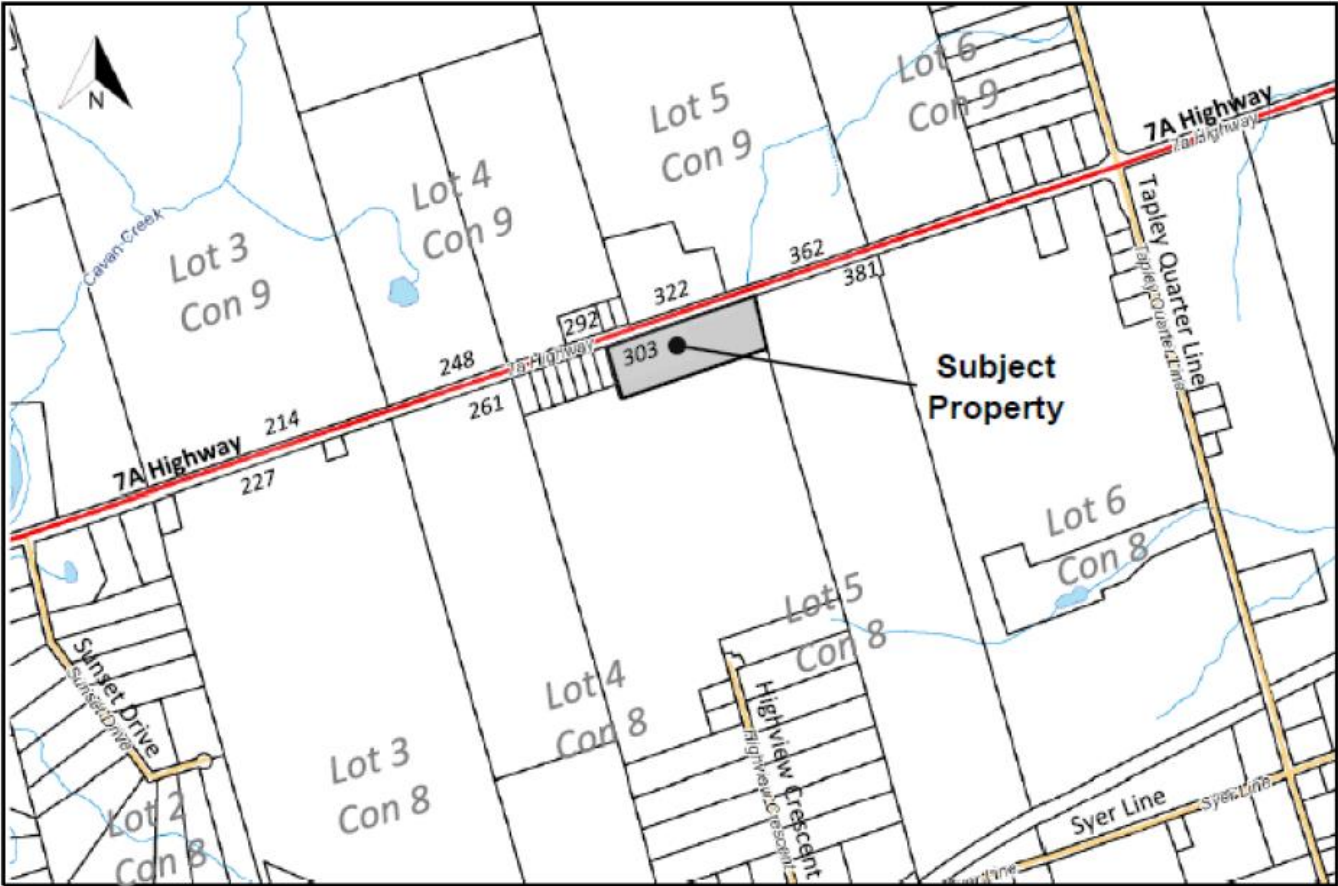
Karen Ellis, B.A.A.  
Director of Planning

Reviewed by,

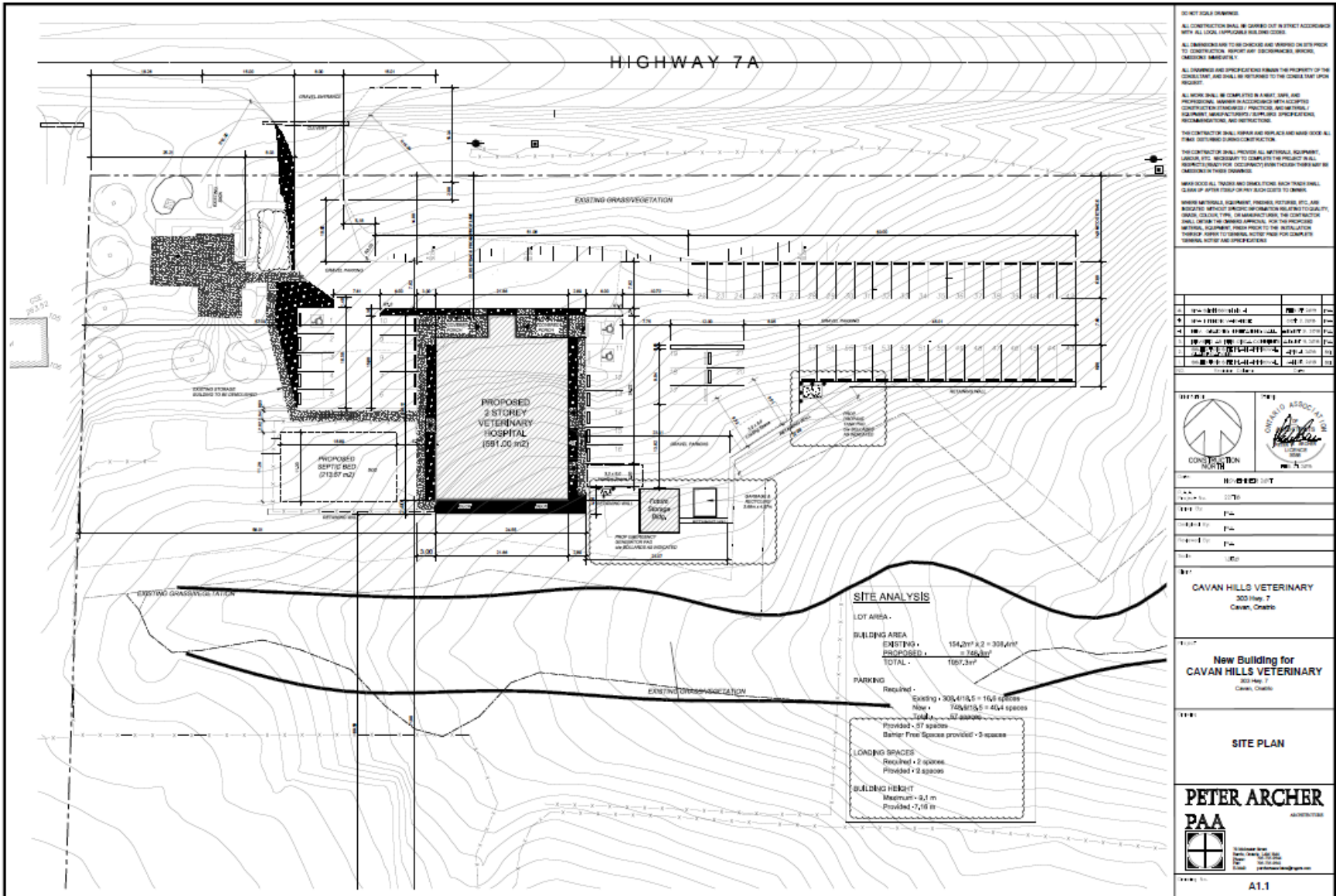
Yvette Hurley  
Chief Administrative Officer

Attachment No. 1: Key Map

Key Map



# Attachment No. 2: Site Plan







# Attachment No. 4: South and West Elevations

**SOUTH ELEVATION**

**WEST ELEVATION**

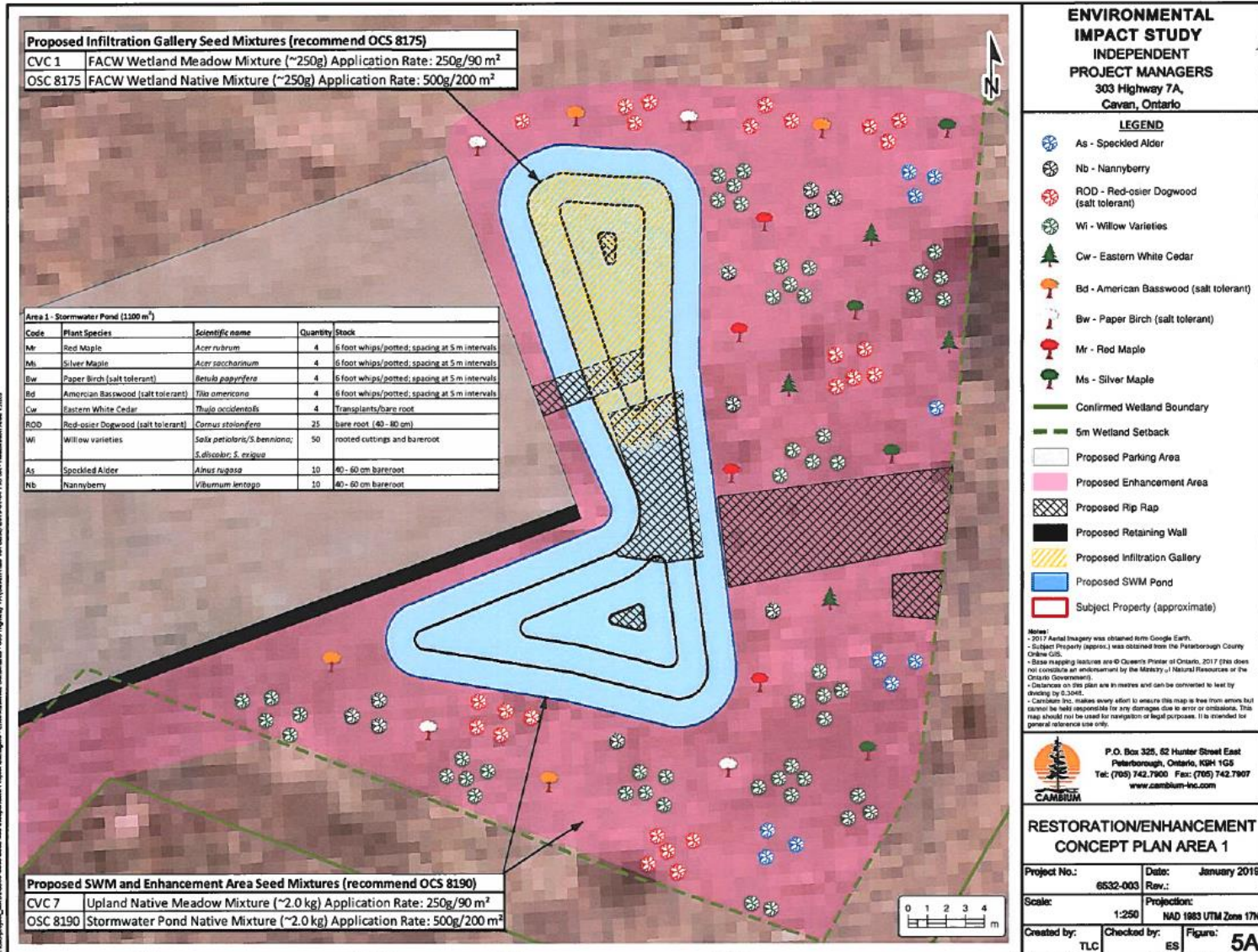
**SCHEMATIC REQUIREMENTS:**  
 ALL CONSTRUCTION SHALL BE CARRIED OUT IN STRICT ACCORDANCE WITH ALL LOCAL, APPLICABLE REGULATIONS.  
 ALL DIMENSIONS ARE TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION. REPORT ANY DISCREPANCIES, ERRORS, OMISSIONS IMMEDIATELY.  
 ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF THE CONSULTANT AND SHALL BE REFERENCED TO THE CONSULTANT UPON REQUEST.  
 ALL WORK SHALL BE COMPLETED IN A NEAT, SAFE, AND PROFESSIONAL MANNER IN ACCORDANCE WITH ACCEPTED CONSTRUCTION STANDARDS, PRACTICES, AND NATIONAL EQUIPMENT MANUFACTURERS' GUIDELINES, RECOMMENDATIONS, AND INSTRUCTIONS.  
 THE CONTRACTOR SHALL REPAIR AND REPLACE ANY WORK DONE AT THE SITE BY THE CONSULTANT.  
 THE CONTRACTOR SHALL PROVIDE ALL NECESSARY EQUIPMENT, LABOR, ETC. NECESSARY TO COMPLETE THE PROJECT IN ALL RESPECTS UNLESS OTHERWISE SPECIFIED OTHERWISE IN THESE DRAWINGS.  
 UNLESS OTHERWISE SPECIFIED, ALL TRADES AND CONTRACTORS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.  
 UNLESS OTHERWISE SPECIFIED, ALL MATERIALS, EQUIPMENT, FINISHES, FITTINGS, ETC. ARE INDICATED BY THE DRAWINGS. THE CONTRACTOR SHALL OBTAIN THE NECESSARY APPROVALS FOR THE PROPOSED MATERIALS, EQUIPMENT, FINISHES, FITTINGS, ETC. PRIOR TO INSTALLATION THROUGH ADEQUATE TESTING, TESTING REPORTS FOR COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND SPECIFICATIONS.

DATE	2023
PROJECT NO.	2023
CLIENT	CAVAN HILLS VETERINARY
PROJECT NAME	New Building for CAVAN HILLS VETERINARY
PROJECT ADDRESS	303 Hwy 7, Cavan, Ontario
PROJECT DESCRIPTION	SOUTH & WEST ELEVATIONS
PROJECT ARCHITECT	PETER ARCHER P.A.A.

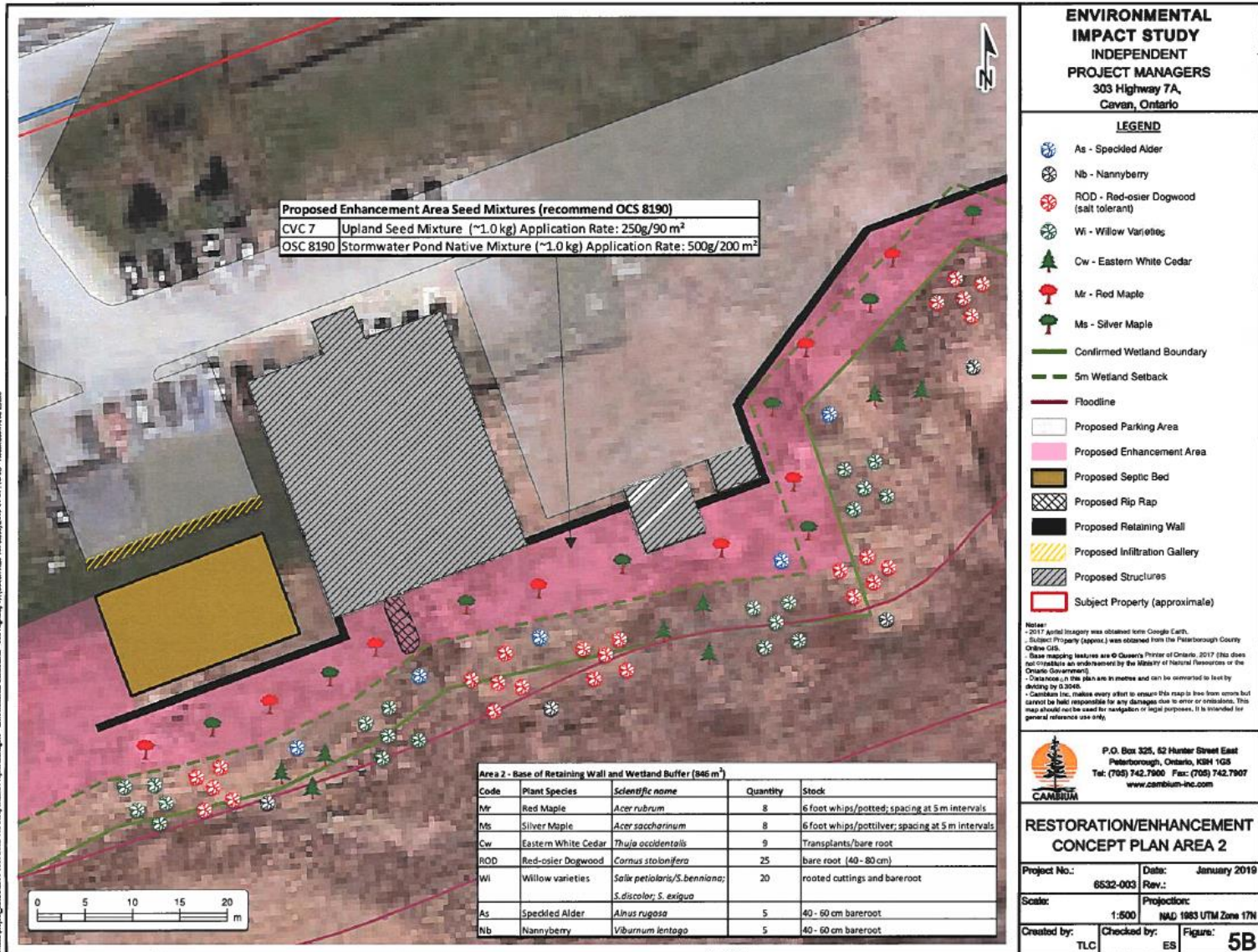
**PETER ARCHER P.A.A.**  
 ARCHITECTS  
 1111 Main Street, Cavan, Ontario  
 Phone: (705) 251-1111  
 Fax: (705) 251-1112  
 Email: peter.archer@paa.ca

AS.2

# Attachment No. 5: Restoration/Enhancement Concept Plan Area 1



# Attachment No. 6: Restoration/Enhancement Concept Plan Area 2



**Attachment No. 7:** Otonabee Region Conservation Authority Comments  
(March 25, 2019)



March 25, 2019

Ms. Elana Arthurs, Clerk  
Township of Cavan Monaghan  
988 County Road 10  
Millbrook, ON  
L0A 1G0

Dear Ms. Arthurs

**RE: SPA-03-18 Cavan Hills Vet Clinic, Site Plan Application, 303 Hwy 7A, Part Lots 4 & 5 Con 8,  
Township of Cavan Monaghan Roll # 1509 010 030 25515, ORCA file: PPLD- 2138**

The Otonabee Region Conservation Authority (Otonabee Conservation) has received the notice concerning the proposed Site Plan Approval application for the above noted property. Otonabee Conservation staff has reviewed the available information in accordance with our mandate and polices and now offer the following comments.

The property is currently developed with a two storey building used by the veterinary practice. Site Plan approval is required to permit the construction of a new two story veterinary hospital and the associated parking, loading, and service areas.

Otonabee Conservation has received the third circulation of supporting documentation for the Site Plan application at the subject property. Technical staff have completed the review of such documents ("Storm water Management Report, Proposed Veterinary Clinic, 303 Highway 7A, Cavan, Ontario File 116536" Revised February 22, 2019 version and accompanying drawings-February 27, 2019) and have found them to be satisfactory. Thus, indicating that the proposed site development is compliant with Section 3.1 of the Provincial Policy Statement.

Provincial mapping indicates that the property does not fall within the Natural Heritage System; however, there are key hydrologic features (an unevaluated wetland and headwater feature) within 120 metres of the development. A Scoped Environmental Impact Study (September 6<sup>th</sup>, 2018) - and Restoration/ Enhancement Plan (Cambium File 6532-003 January 8<sup>th</sup>, 2019) have been submitted and reviewed in support of the development, which have together confirmed that the development conforms to the Growth Plan for the Greater Golden Horseshoe policy (4.2.3 & 4.2.4), and the Provincial Policy Statement (2.1.8).

The Otonabee Region Conservation Authority  
250 Milroy Drive, Peterborough, ON K9H 7M9  
Phone: 705-745-5791 Fax: 705-745-7488  
Email: [otonabeeca@otonabeeconservation.com](mailto:otonabeeca@otonabeeconservation.com)

[www.otonabeeconservation.com](http://www.otonabeeconservation.com)



It is recommended that in proceeding with site works, the proponent ensure that the "Restoration/ Enhancement Plan – Cavan Hills Vet Clinic" (January 8, 2019 Cambium) is implemented, and that "Section 9.0 Summary of Recommendations- in the Scoped Environmental Impact Study- 303 Highway 7A Cavan Hills Vet Clinic (September 6, 2018 Cambium) are observed throughout the construction phases.

As per the identified hydrologic features, portions of the property are regulated by Otonabee Conservation. These portions are subject to Ontario Regulation 167/06, Tonabee Conservation's "development, interference with wetlands and alterations to shorelines and watercourses" regulation. A permit from this office will be required prior to any fill placement, grade alterations or construction activity taking place in the regulated area.

The application was also reviewed in consideration of the Trent Source Protection Plan (SPP) which was prepared under the 2006 *Clean Water Act*. It was determined that the subject property is not located within an area that is subject to the policies contained in the SPP.

Please call if you have any questions or concerns.

Sincerely,



Alex Bradburn,  
Planner

Cc: Ryan Huntley, Otonabee Conservation Board Member



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Karen Ellis, Director of Planning
<b>Report Number:</b>	Planning 2019-17
<b>Subject:</b>	By-law No. 2019- 23 - Proposed Housekeeping Amendment

**Recommendation:**

That Council approve By-law No. 2019-23.

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**Overview:**

On October 1, 2018, Council approved a new Zoning By-law for the Township of Cavan Monaghan. In the approval of the Township Zoning By-law No. 2018-58, the zoning on a number of properties were changed. The changes made were based on official plan designations, property characteristics (i.e. existing use, lot size, location, environmental features etc.), public comment and planning principles.

Since implementing the new By-law, Staff noted several mapping errors and some regulations that would benefit from some minor revisions to improve the interpretation and readability of the By-law. In addition, there is recognition that Goal 3 of the Strategic Plan – Creating an Environment that Supports Local Business and Attractions to the Community needs to be addressed in terms of protecting and promoting employment opportunities within the Township.

By-law No. 2019-23 has been prepared to address the noted errors and omissions. A complete copy of By-law No. 2019-23 is provided as Attachment No. 1 to this Report.

Since the public meeting, Staff has amended the zoning category on lands located at 906 Highway 7A, 918 Highway 7A and 920 Highway 7A. The zoning category has been changed from the Hamlet Commercial (C2) Zone to the Hamlet Commercial Exception 11 (C2-11) Zone. The change was made to ensure that many of the commercial uses permitted in By-law No. 2004-62, as amended, continue to be permitted in By-law No. 2018-58, as amended. The change will also permit an accessory dwelling unit in a portion of a commercial building or a single detached dwelling accessory to a permitted use if occupied by the owner, caretaker, watchman or other similar person employed on the lot on which the dwelling or dwelling unit is located.

Please note that since the approval of the 2004 By-law, the Township adopted a new Official Plan. In the Official Plan, the properties are designated Hamlet. In the Hamlet designation, the permitted commercial uses are limited to small scale commercial and industrial uses serving the Hamlet, surrounding rural areas and supporting tourism in the area (Section 4.9.2 d)). The permitted uses in the Hamlet Commercial (C2) Zone of By-law No. 2018-058, as amended, conform to these policies. A complete list of the permitted uses in the Hamlet Commercial (C2) Zone is provided as Attachment No. 2 to this Report.

Zoning by-laws and amendments thereto must conform to the Official Plan (Section 27(1) of the Planning Act). Not all of the commercial uses permitted in the Highway Commercial (HC) Zone of By-law No. 2004-62, as amended, conform to the current Official Plan policies for the Hamlet designation because they are not compatible with the land uses in a hamlet and/or are not considered small scale. As such, uses such as a cheese factory, a farm implement dealer, a place of entertainment, motor vehicle or horse race courses, a motor vehicle body shop, a motor vehicle or boat dealership, a commercial plaza and motel/hotel have not been included in the list of permitted uses in the Hamlet Commercial Exception Eleven (C2-11) Zone. However, if Council, as the approval authority, is of the opinion that the above-noted uses do conform to the Hamlet designation policies in the Official Plan, the By-law can be amended to include the uses in the Hamlet Commercial Exception Eleven (C2-11) Zone.

On another matter, Staff noted that a holding symbol is attached to the property at 2135 Whittington Drive. This property is one of four (4) lots created by an industrial plan of subdivision in the mid to late 1990s. There are no regulations in By-law No. 2018-58, as amended, that pertain to the lifting of the holding symbol on this property. As such, Staff recommends that the holding symbol be removed from the property.

### **Public Consultation**

Notice of the zoning by-law amendment application was advertised in Peterborough This Week on Wednesday, February 27, 2019 and in the Millbrook Times in the March 2019 edition.

For those properties affected by mapping changes, notices were sent by prepaid, first class mail to the property owners and to all assessed persons within 120 metres (400 feet) of the lands to be rezoned. Notices were also mailed to all required ministries and agencies and to all Township Department Directors. The Notice of Public Meeting was posted on the Township website. The notice complies with the requirements of the Planning Act.

The statutory public meeting was held on March 18, 2019. There were no public comments made at the meeting either in support or objection to the proposed By-law.

### **Public and Agency Comments**

Enbridge Gas Inc. has no objections to the proposed Amendment.



A summary of public comments is provided below. Complete copies of the comments are provided as Attachment No. 3 to this Report.

Christine Jones per Bill Jones wants to appeal the zoning of her property at 1501 County Road 10. She is concerned that only a pie shaped piece of the property can be developed and doesn't think this is reasonable.

The proposed amendment does not affect the property at 1501 County Road 10. The zoning on that property was approved on October 1, 2018. There were no appeals to that approval. There are no appeal rights now.

The zoning on the property reflects the fact that a provincially significant wetland is located on a portion of the property. Development and site alteration are not permitted in a provincially significant wetland (Section 2.1.4 of the Provincial Policy Statement (PPS)). Further, development and site alteration is not permitted on adjacent lands (within 120 metres of the wetland) unless the ecological function of the adjacent lands has been evaluated and it is demonstrated that there will be no negative impacts on the natural features or on their ecological functions (Section 2.1.8 of the PPS). The Growth Plan for the Greater Golden Horseshoe (Growth Plan) requires the protection of natural heritage features in a manner that is consistent with the PPS (Section 4.2.2.6 a)). This demonstration usually involves the preparation of an environmental impact study or natural heritage evaluation.

A pre-consultation session was held with the property owner and an associate on August 27, 2018 regarding a storage unit proposal. At that time, the owner and the associate were advised that the zoning on the property did not permit the proposed use. A zoning by-law amendment and site plan approval would be required to permit the proposed development. The type and nature of documentation required to support the applications and anticipated time frames for approval were identified. A second pre-consultation session was recommended. There was no follow up from the owner or associate.

The original commercial zoning was placed on the subject lands via a zoning by-law amendment approved in 1989. There has been a significant change in the provincial planning framework since 1989. The Ontario Planning Act requires that zoning by-laws conform to the Official Plan (Section 27(1)). The Official Plan must be consistent with the PPS and the Growth Plan. The Cavan Monaghan Official Plan designates a large portion of the subject lands as Natural Core Area because of the provincially significant wetland. The zoning implemented in the 2018 By-law conforms to the Township's Official Plan.

Dave and Robin Campbell requested clarification as to how the amendment affected properties in part of Lot 10, Concession 4 of the Cavan Ward. Mr. Campbell visited the Township Office for an explanation and confirmed, via email, that Staff were very helpful, he understands the proposal and does not have a concern.

Mac Crossman asked if the proposed amendment affected any of the three (3) properties he owns in the North Monaghan Ward. Staff confirmed that two (2) of the properties are affected by the proposed amendment.

Jeff Schwartz asked if there are any notes on the zoning changes that he can look at. Staff provided Mr. Schwartz with a complete copy of the draft by-law, a copy of the commercial zone regulations and a link to the whole of By-law No. 2018-58, as amended.

### **Planning Comments**

Amendments to the Township of Cavan Monaghan Zoning By-law No. 2018-58, as amended are required to be consistent with the Provincial Policy Statement, the Growth Plan for the Greater Golden Horseshoe, the Peterborough County Official Plan and the Township of Cavan Monaghan Official Plan. The proposed changes are consistent with the above-noted documents.

### **Conclusion:**

The Zoning By-law Amendment has been revised to address Council comments, where appropriate and in conformity with the Township Official Plan and Provincial legislation. The modifications were minor in nature and primarily involved site specific mapping issues. As such, no further public notice and/or public meeting is recommended.

### **Financial Impact:**

Costs associated with the processing of the proposed amendment will be covered in the 2019 Operating Budget of the Planning Department.

### **Attachments:**

- Attachment No. 1: By-law No. 2019-23
- Attachment No. 2: Table 5A Commercial Zones – Permitted Uses
- Attachment No. 2: Public Comments - written

Respectfully Submitted by,

Reviewed by,

Karen Ellis,  
Director of Planning

Yvette Hurley  
Chief Administrative Officer

**Attachment No. 1: By-law No. 2019-23**

**The Township of Cavan Monaghan**

**By-law No. 2019-23**

**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 recently approved Comprehensive Zoning By-law No. 2018-58, as amended for all lands in the Township of Cavan Monaghan;

**And Whereas** the Township recognized that there are a number of errors and omissions in By-law No. 2018-58, as amended;

**And Whereas** the Township now wishes to correct those errors and omissions;

**And Whereas** Section 34 of the Planning Act permits the Council of the Township of Cavan Monaghan to pass an amending Zoning By-law;

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

1. Schedule A, Map B-4 to By-law 2018-58, as amended is hereby amended by changing the zone category on a portion of lands identified as Roll No. 1509-010-040-25000 in part Lot 23, Concession 11 of the Cavan Ward from the 'Rural Exception Nine (RU-9) Zone' to the 'Hamlet Residential (HR) Zone' as shown on Schedule "1" attached hereto and forming part of this this By-law.
2. Schedule A, Map B-5 to By-law No. 2018-58, as amended is hereby amended by removing the holding symbol on lands known municipally as 2135 Whittington Drive in part of Lot 4, Concession 10 of the North Monaghan Ward.
3. Schedule A, Map C-2 to By-law 2018-58, as amended is hereby amended by changing the zone category on lands known municipally as 906 Highway 7A (Roll No. 1509-010-040-05200), 918 Highway 7A (Roll No. 1509-010-040-05000) and 920 Highway 7A (Roll No. 1509-010-040-04900) in part Lot 12, Concession 9 of the Cavan Ward from the 'Hamlet Residential (HR) Zone' to the 'Hamlet Commercial Exception Eleven (C2-11) Zone' as shown on Schedule "2" attached hereto and forming part of this this By-law.
4. Schedule A, Map C-5 to By-law 2018-58, as amended is hereby amended by changing the zone category on lands identified as Roll No.'s 1509-030-001-07902 and 1509-030-001-08200 in part Lot 6, Concession 9 of the North Monaghan Ward from the 'Natural Linkage (NL) Zone' to the 'Rural Employment Holding Seven (M2-H7) Zone' and from the 'Airport Industrial (M5) Zone' to the 'Rural Employment (M2) Zone' as shown on Schedule "3" attached hereto and forming part of this this By-law.

5. Schedule A, Map C-6 to By-law 2018-58, as amended is hereby amended by changing the zone category on a portion of lands known municipally as 1776 Mervin Line (Roll No. 1509-030-001-08300) in part Lot 7, Concession 9 of the North Monaghan Ward from the 'Rural Residential Exception Twenty-four (RR-24) Zone' to the 'Rural (RU) Zone' as shown on Schedule "4" attached hereto and forming part of this this By-law.
6. Schedule A, Map D-1 to By-law 2018-58, as amended is hereby amended by changing the zone category on lands known municipally as 303 Highway 7A (Roll No. 1509-010-030-25515) in part Lots 4 and 5, Concession 8 of the Cavan Ward from the 'Agricultural (A) Zone' to the 'Agricultural Exception Fourteen (A-14) Zone' as shown on Schedule "5" attached hereto and forming part of this this By-law.
7. Schedule A, Map E-2A to By-law 2018-58, as amended is hereby amended by changing the zone category on lands known municipally as 6 King Street West (Roll No. 1509-020-020-04600) in part Lot 12, Concession 5 of the Millbrook Ward from the 'Core Mixed-Use Two (CMU2) Zone' to the 'Urban Residential 4 (UR4) Zone' as shown on Schedule "6" attached hereto and forming part of this this By-law.
8. Schedule A, Map F-2 to By-law 2018-58, as amended is hereby amended by changing the zone category on portions of the lands known municipally as 661 County Road 21 (Roll No. 1509-010-020-13600), 710 Carveth Drive (Roll No. 1509-010-020-09701) and 714 Carveth Drive (Roll No. 1509-010-020-09700) in part Lots 9 and 10, Concession 4 of the Cavan Ward from the 'Agricultural (A) Zone' to the 'Oak Ridges Moraine Countryside (ORMCO) Zone' as shown on Schedule "7" attached hereto and forming part of this this By-law.
9. Schedule A, Map F-2A to By-law 2018-58, as amended is hereby amended by changing the zone category on lands identified as Roll No.'s 1509-020-010-18600 and 1509-020-010-19900 in part Lot 10, Concession 4 of the Millbrook Ward from the 'Urban Residential One (UR1) Zone' to the 'Natural Linkage (NL) Zone', from the 'Urban Residential One Exception Six (UR1-6) Zone' to the 'Natural Linkage (NL) Zone' and from the from the 'Urban Residential One (UR1) Zone' to the 'Urban Residential One Exception Six (UR1-6) Zone' as shown on Schedule "8" attached hereto and forming part of this this By-law.
10. Section 1.2.5 – Zone Boundaries of By-law No. 2018-58, as amended, is further amended by revising subsection b) to add the words "and lot coverage" such that subsection b) shall now read as follows:
  - "b) In no case is a Zone boundary dividing a lot into two or more Zone categories intended to function as a property boundary for the purposes of calculating yards, setbacks and lot coverage. In all cases, the property line must be used for the purposes of calculating setbacks and lot coverage, unless otherwise specified by this By-law."

11. Section 1.2.5 – Zone Boundaries of By-law No. 2018-58, as amended, is further amended by the addition of a new namely subsection c), immediately following subsection 1.2.5 b) that shall read as follows:

"c) In no case shall a new lot be created unless the lot created and the remnant lot comply with the minimum lot area and lot frontage requirements of the applicable Zone. Where any part of a lot is divided into two or more zones and one of those zones is the Natural Core (NC) and/or Natural Linkage (NL) Zone, such part may be included in any minimum lot area or lot frontage determination. For further clarity, where the new lot and/or the remnant lot contain areas Zoned (NC) or (NL) those portions are not required to meet the minimum lot area or minimum lot frontage requirements for the (NC) and (NL) Zones, provided the lot as a whole has sufficient lot area and lot frontage to meet the minimum requirements of the remaining zone."

12. Section 2.0 – Classification of Zones of By-law No. 2018-58, as amended, is further amended by removing the words "Prime Agricultural lands" from the Agricultural Zone Description in the Agricultural and Rural Zones Section of Table 2.1 and replacing them with the word "Agricultural" so that the Agricultural Zone Description shall read as follows:

"Provides for and regulates agricultural uses, normal farm practices, secondary agricultural, and on-farm diversified uses on lands designated Agricultural in the Township."

13. Section 2.0 – Classification of Zones of By-law No. 2018-58, as amended, is further amended by deleting the ORM Environmental Plan Review row from the Oak Ridges Moraine Zones Section of Table 2.1.

14. Section 2.0 – Classification of Zones of By-law No. 2018-58, as amended, is further amended by removing the words "Zone" and "zone" from the Oak Ridges Moraine Environmental Plan Review Zone and Zone Symbol Column and the Zone Description column in the Overlays Section of Table 2.1 so that the Oak Ridges Moraine Environmental Plan Review Overlay row shall read as follows:

Zones and Zone Symbols		Zone Description
Oak Ridges Moraine Environmental Plan Review Overlay <del>Zone</del>		An overlay <del>zone</del> which identifies the area of influence from a key natural heritage feature or a hydrologically sensitive area and its associated vegetative protection zone.

15. Section 3.4 – Residential Zone Exceptions, Section 4.4 – Mixed-Use Zone Exceptions, Section 5.4 – Commercial Zone Exceptions, Section 6.4 – Industrial Zone Exceptions, Section 7.4 - Agricultural and Rural Zone Exceptions, Section 8.4 – Natural System Zone Exceptions and Section 10.4 - Other Zones Exceptions of By-law No. 2018-58, as amended, is further amended by deleting all references to “current” as it applies to the bracketed description of the original exception zone and replacing them with the word “former”.
16. Section 5.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 5.4.18 immediately following Section 5.4.17 that shall read as follows:
- “5.4.18 C2-11 Map C-2 on Schedule A (906, 918 and 920 Hwy 7A)**
- a) Additional permitted uses:
- (i) a dwelling unit in a portion of a commercial building if occupied by the owner, caretaker, watchman or other similar person employed on the lot on which such dwelling unit is located, except in the case of a motor vehicle repair garage, such dwelling unit shall not be permitted;
- (ii) a single detached dwelling accessory to a permitted use, if occupied by the owner, caretaker, watchman or other similar person employed on the lot on which such single detached dwelling is located except that in the case of a motor vehicle repair garage, such single detached dwelling shall not be permitted.”
17. Section 6.0, Table 6A – Industrial Zones - Permitted Uses of By-law No. 2018-58, as amended, is further amended by adding “Outdoor display and sales area” and by adding “Outdoor power products sales and service establishment” to the list of permitted uses for the Urban Employment (M1) Zone and the Rural Employment (M2) Zone immediately following “Motor vehicle washing establishment”.
18. Section 6.0, Table 6A – Industrial Zones - Permitted Uses of By-law No. 2018-58, as amended, is further amended by removing the word “accessory” from the “Retail store” use and by adding footnotes (5) and (6) to the “Retail store” use for the Urban Employment (M1) Zone, the Rural Employment (M2) Zone and by adding footnote (6) to the Airport Industrial (M5) Zone, such that the row shall now read as follows:

Table 6A Industrial Zones – Permitted Uses					
Use	M1	M2	M3	M4	M5
Retail store	✓(5)(6)	✓(5)(6)			✓(2)(6)





24. Section 8.0, Table 8A Natural Core and Natural Linkage Zones – Permitted Uses of By-law No. 2018-58, as amended, is further amended by adding a footnote (4) to the “Dwelling, single detached” use for the Natural Core (NC) Zone and the Natural Linkage (NL) Zone, such that the row shall now read as follows:

Table 8A Natural Core and Natural Linkage Zones – Permitted Uses		
USE	NC	NL
Agricultural uses	✓ (1)	✓ (3)
Agriculture-related uses		
Agri-tourism use		
Bed and breakfast establishment		
Conservation use	✓	
Dwelling, single detached	✓ (2)(4)	✓ (2)(3)(4)

25. Section 9.1 List of Applicable Zones of By-law No. 2018-58, as amended, is further amended by deleting the words “ORM Environmental Plan Review (ORMEPR)” from the list of applicable zones.
26. Section 11.2 Accessory Apartments of By-law No. 2018-58, as amended, is further amended by adding the following sentence to the end of the paragraph “The accessory apartment must be located in the main building.”, such that the paragraph shall now read as follows:

**“11.2 Accessory Apartments**

Where permitted, a maximum of one accessory apartment is permitted per dwelling provided that the maximum floor area used for an accessory apartment shall not exceed 45 percent of the gross floor area of the building in which it is located. The accessory apartment must be located in the main building.”

27. Section 11.8.1 Maximum Number of Dwelling Units Per Lot of By-law No. 2018-58, as amended, is further amended by adding a new subsection c) immediately following subsection b) which shall read as follows:
- “c) in a Core Mixed-Use Zone, the maximum number of dwelling units permitted shall be based upon the minimum floor area requirements of the Ontario Building Code.”
28. Section 11.21.1 Buildings and Structures of By-law No. 2018-58, as amended, is further amended by adding the word “previous” and deleting the words “in accordance with Section 34 of the Planning Act, as amended,” in the first

paragraph , such that the paragraph shall now read as follows:

**"11.21.1 Buildings and Structures**

A building or structure that does not comply with this By-law, but which was legally erected/alterd in accordance with a previous by-law that was in effect at the time of construction and/or alteration may be enlarged, repaired or renovated provided that the enlargement, repair or renovation does not further reduce the existing yard(s), and all other provisions of this By-law are met."

29. Section 11.22 Minimum Distance Separation of By-law No. 2018-58, as amended, is further amended by adding subsections c) and d) which shall read as follows:

**"c) Application for Agriculture-related uses and on-farm diversified uses (MDS1)**

MDS 1 setbacks from existing livestock facilities and anaerobic digesters will be required for proposed agriculture-related uses and on-farm diversified uses characterized by a higher density of human occupancy or activity or uses that may generate significant visitation by the broader public to an agricultural area. Examples include, but are not limited to: food service, accommodation, agri-tourism uses and retail operations.

In these circumstances, agriculture-related uses and on-farm diversified uses shall be considered as Type A land uses. The measurement of MDS 1 setbacks from existing livestock facilities and anaerobic digesters shall be to the lot line.

**d) Application for Agriculture-related uses and on-farm diversified uses (MDS 2)**

MDS 2 setbacks will be required for first or altered livestock facilities and anaerobic digesters to existing agriculture-related uses and on-farm diversified uses characterized by a higher density of human occupancy or activity or uses that generate significant visitation by the broader public to an agricultural area. Examples include, but are not limited to: food service, accommodation, agri-tourism uses and retail operations.

In these circumstances, agriculture-related uses and on-farm diversified uses shall be considered as Type A land uses. The measurement of MDS 2 setbacks to existing livestock facilities and anaerobic digesters shall be to the facility.

30. Section 13.0 Definitions "Lot frontage" of By-law No. 2018-58, as amended, is further amended by removing the words "a point" and replacing them with the words "the mid-point" in the second last line such that the definition now reads as follows:

**"Lot frontage:** the horizontal distance between two side lot lines with such distance being measured perpendicularly to the line joining the mid-point of the front lot line with the mid-point of the rear lot line at the mid-point on that line from the front lot line."

31. Section 13.0 Definitions "Lot line, exterior side" of By-law No. 2018-58, as amended, is further amended by adding the words "or the rear lot line" such that the definition now reads as follows:

**"Lot line, exterior side:** the lot line of a corner lot, other than the front lot line or the rear lot line, which divides the lot from a public street."

32. Section 13.0 Definitions of By-law No. 2018-58, as amended, is further amended by deleting the definition of "Manufacturing, light" immediately following the definition of "Major development".

33. Section 13.0 Definitions "On-farm diversified uses" of By-law No. 2018-58, as amended, is further amended by deleting the definition of on-farm diversified uses and replacing it with the following:

**"On-farm diversified use:** a use that is secondary to the principal agricultural use of the property, and is limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products."

34. Section 13.0 Definitions of By-law No. 2018-58, as amended, is further amended by adding a new definition namely "Outdoor power products sales and service" immediately following the definition of "Outdoor display and sales area" which shall read as follows:

**"Outdoor power products sales and service:** lands, buildings, or structures used for the purpose of the sale, maintenance or repair of equipment such as, but not limited to snowmobiles, utility vehicles, side by sides, ATV's, generators, grass trimmers, chainsaws, and leaf blowers."

35. Section 13.0 Definitions of By-law No. 2018-58, as amended, is further amended by deleting the definition of "Retail store, accessory" immediately following the definition of "Retail store".

36. All other relevant provisions of By-Law 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 1<sup>st</sup> day of April, 2019.

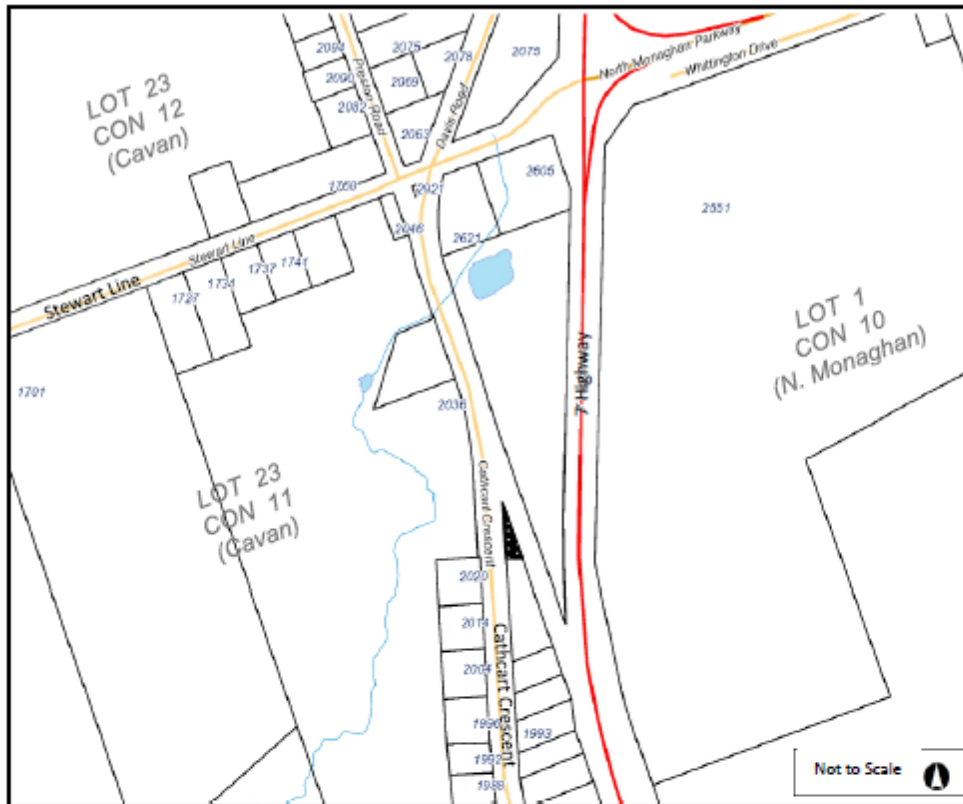
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Scott McFadden  
Mayor

---


Elana Arthurs  
Clerk

**Schedule "1" to By-law No. 2019-23**



**Area Affected by this By-law**  
 Roll No. 1509-010-040-25000  
 Part Lot 23, Con. 11, Cavan Ward  
 Township of Cavan Monaghan

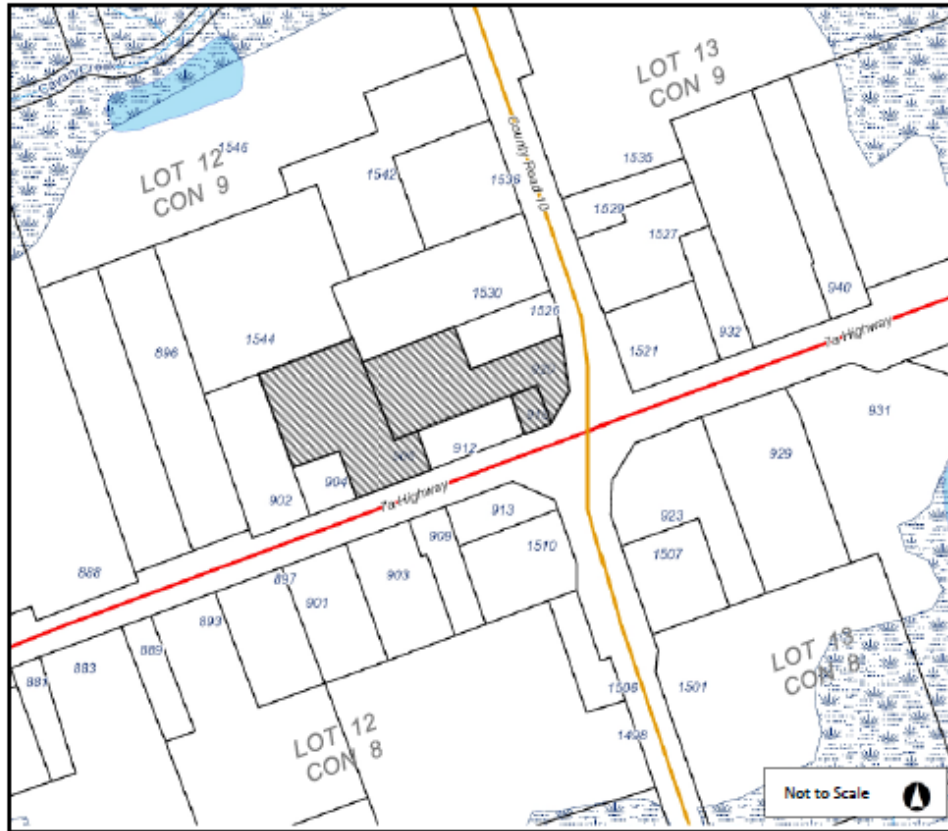
**Certificate of Authentication**  
 This is Schedule "1" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

 **Rezone from the Rural Exception Nine (RU-9) Zone  
 to the Hamlet Residential (HR) Zone**

\_\_\_\_\_  
 Mayor


\_\_\_\_\_  
 Clerk

**Schedule "2" to By-law No. 2019-23**



**Areas Affected by this By-law**  
 906 Highway 7A  
 (Roll No. 1509-010-040-05200)  
 918 Highway 7A  
 (Roll No. 1509-010-040-05000)  
 920 Highway 7A  
 (Roll No. 1509-010-040-04900)  
 Part Lot 12, Con. 9, Cavan Ward  
 Township of Cavan Monaghan

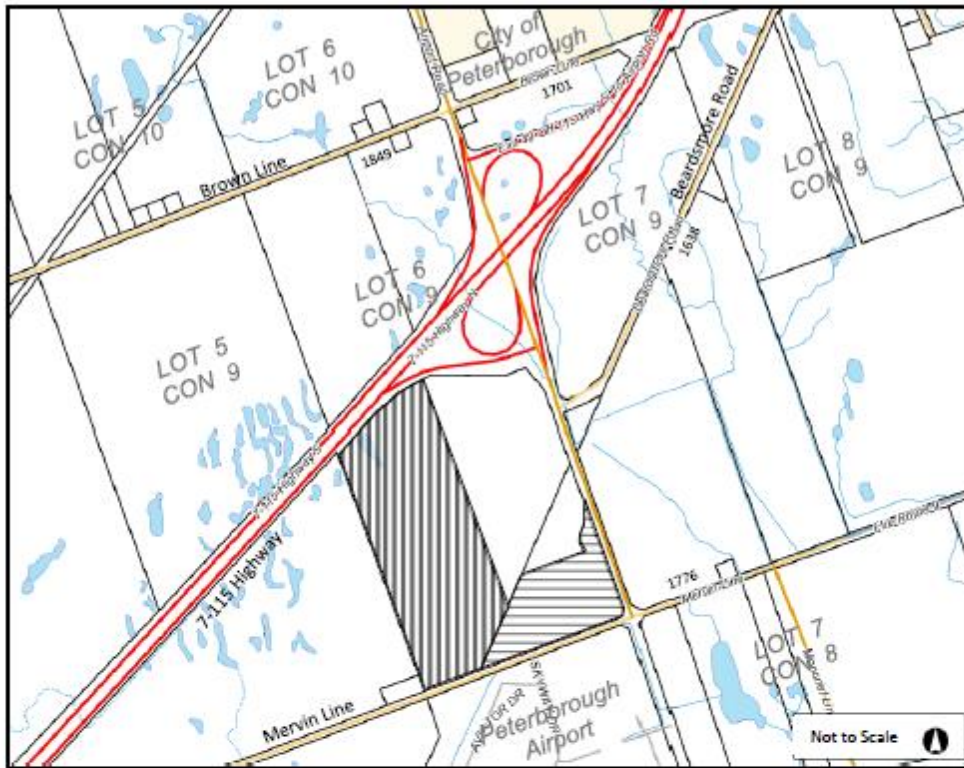
**Certificate of Authentication**  
 This is Schedule "2" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

 Rezone from the Hamlet Residential (HR) Zone to the  
 Hamlet Commercial Exception Eleven (C2-11) Zone

\_\_\_\_\_  
 Mayor


\_\_\_\_\_  
 Clerk

**Schedule "3" to By-law No. 2019-23**



**Areas Affected by this By-law**  
 Roll No.'s 1509-030-001-07902 and  
 1509-030-001-08200  
 Part Lot 6, Con. 9  
 North Monaghan Ward  
 Township of Cavan Monaghan

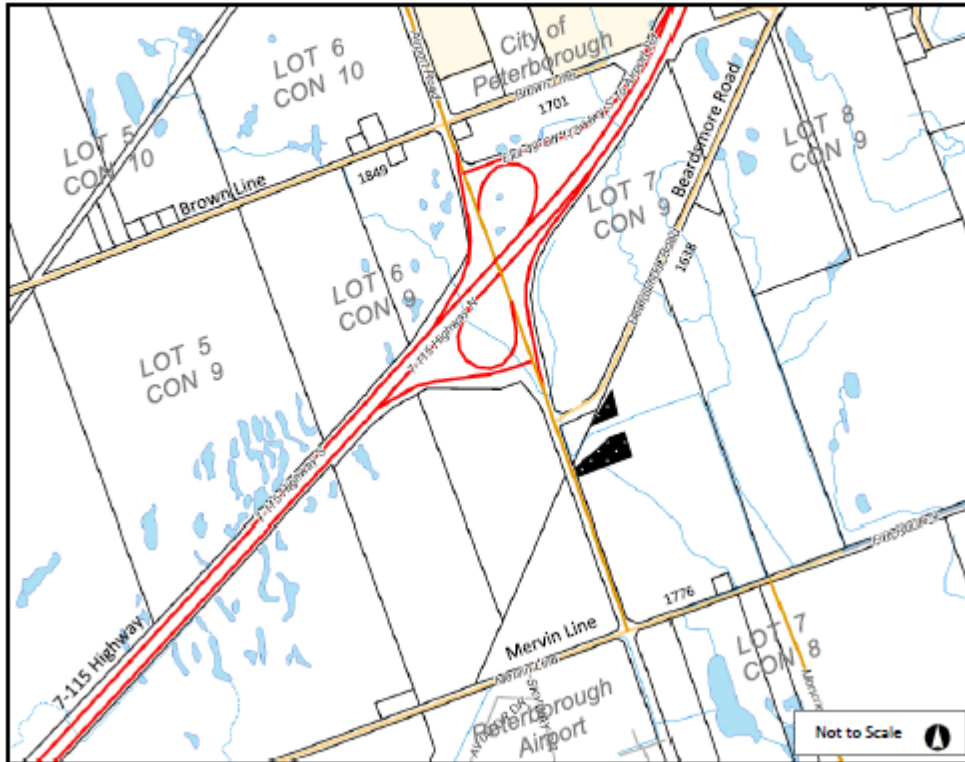
**Certificate of Authentication**  
 This is Schedule "3" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

-  Rezone from the Natural Linkage (NL) Zone  
to the Rural Employment Holding Seven (M2-H7) Zone
-  Rezone from the Airport Industrial (M5) Zone  
to the Rural Employment (M2) Zone

\_\_\_\_\_  
 Mayor


\_\_\_\_\_  
 Clerk

**Schedule "4" to By-law No. 2019-23**



**Area Affected by this By-law**  
 1776 Mervin Line  
 Roll No. 1509-030-001-08300  
 Part Lot 7, Con. 9  
 North Monaghan Ward  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "4" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

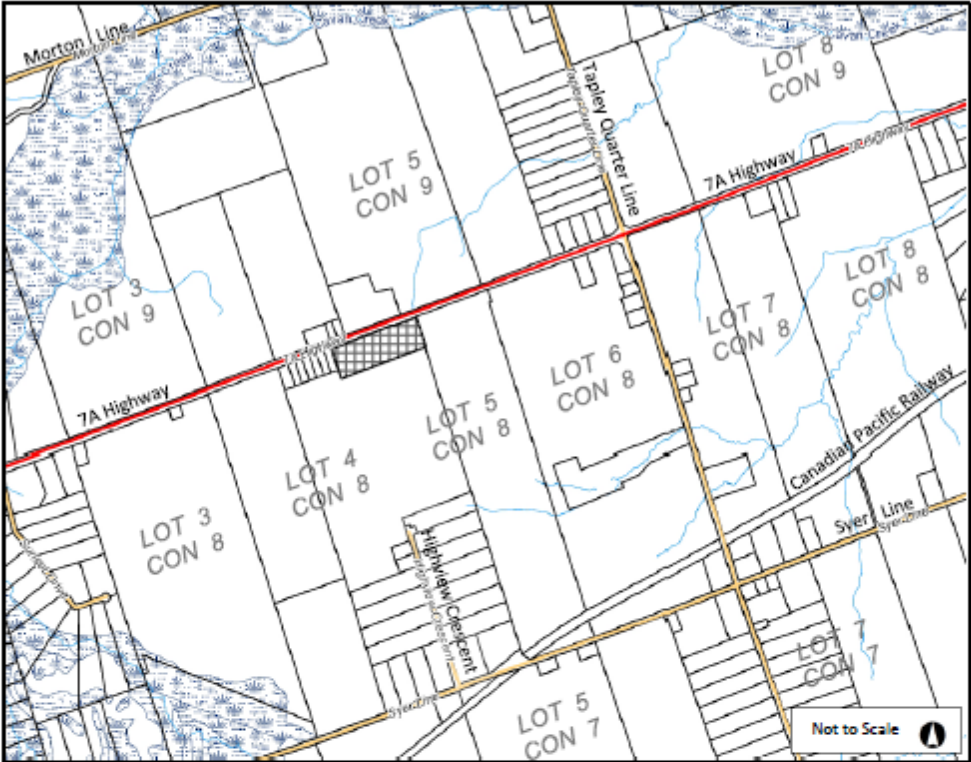
 **Rezone from the Rural Residential Exception  
 Twenty-four (RR-24) Zone to the Rural (RU) Zone**

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk




**Schedule "5" to By-law No. 2019-23**



**Areas Affected by this By-law**  
 303 Highway 7A  
 Roll No. 1509-010-030-25515  
 Part Lots 4 & 5, Con. 8, Cavan Ward  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "5" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

 Rezone from the Agricultural (A) Zone  
 to the Agricultural Exception Fourteen (A-14) Zone

\_\_\_\_\_  
 Mayor


\_\_\_\_\_  
 Clerk

**Schedule "6" to By-law No. 2019-23**



**Area Affected by this By-law**  
 6 King Street West  
 Roll No. 1509-020-020-04600  
 Part Lot 12, Con. 5, Millbrook Ward  
 Township of Cavan Monaghan

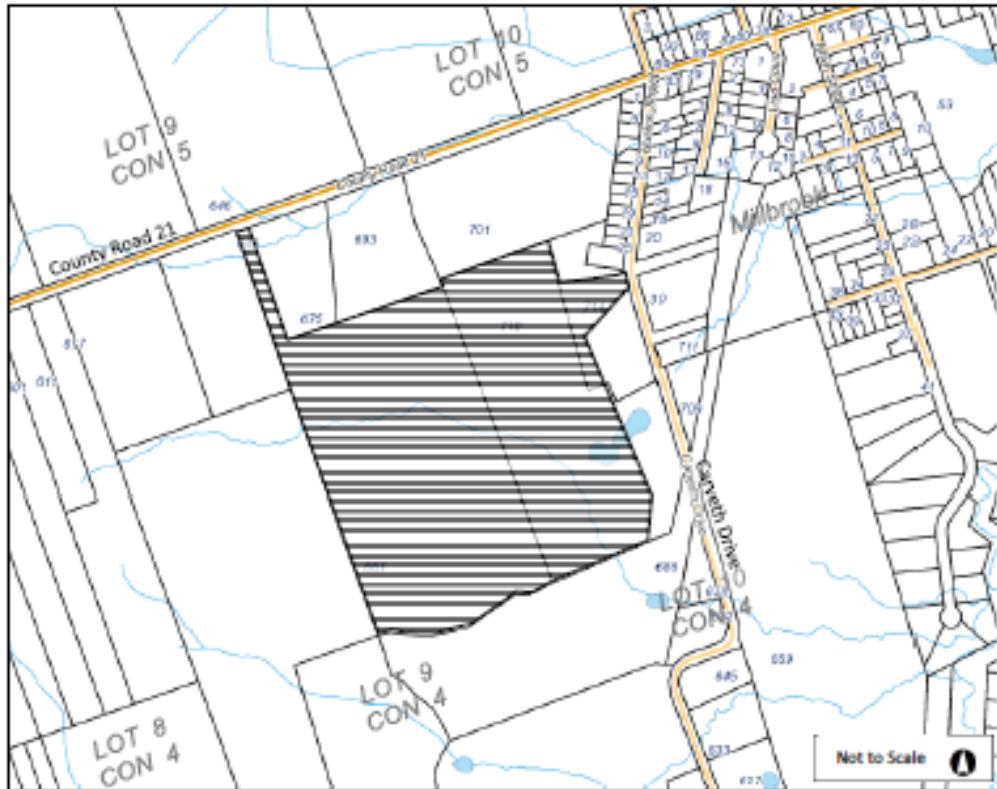
**Certificate of Authentication**  
 This is Schedule "6" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

 Rezone from the Core Mixed-Use Two (CMU2) Zone  
 to the Urban Residential Four (UR4) Zone

\_\_\_\_\_  
 Mayor


\_\_\_\_\_  
 Clerk

**Schedule "7" to By-law No. 2019-23**



**Areas Affected by this By-law**  
 661 County Road 21  
 Roll No. 1509-010-020-13600  
 710 Carveth Drive  
 Roll No. 1509-010-020-0970  
 714 Carveth Drive  
 Roll No. 1509-010-020-09700  
 Part Lots 9 & 10, Con. 4  
 Cavan Ward  
 Township of Cavan Monaghan

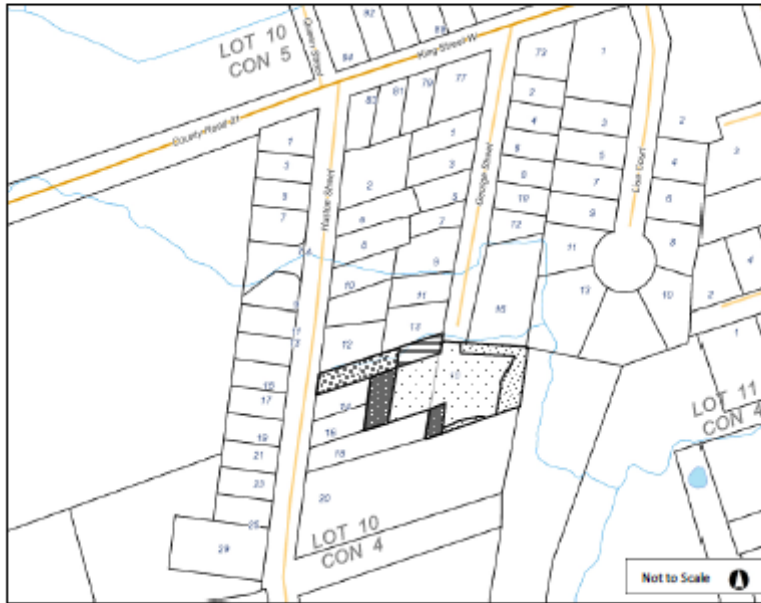
**Certificate of Authentication**  
 This is Schedule "7" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

 **Rezone from the Agricultural (A) Zone to the  
 Oak Ridges Moraine Countryside (ORMCO) Zone**

\_\_\_\_\_  
 Mayor






\_\_\_\_\_  
 Clerk

**Schedule "8" to By-law No. 2019-23**



**Area Affected by this By-law**  
 Roll No.'s 1509-020-010-18600  
 and 1509-020-010-19900  
 Part Lot 10, Con. 4, Millbrook Ward  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "8" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

-  Rezone from the Urban Residential One (UR1) Zone to the Natural Linkage (NL) Zone
-  Rezone from the Urban Residential One Exception Six (UR1-6) Zone to the Natural Linkage (NL) Zone
-  Rezone from the Urban Residential One (UR1) Zone to the Urban Residential One Exception Six (UR1-6) Zone
-  Area to remain zoned the Urban Residential One Exception Six (UR1-6) Zone
-  Areas to remain zoned the Natural Linkage (NL) Zone

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk

**Attachment No. 2: Table 5A – Permitted Uses**

## 5.0 Commercial Zones

### 5.1 List of Applicable Zones

Local Commercial	C1
Hamlet Commercial	C2
Recreational Commercial	C3
Entertainment Commercial	C4
Community Commercial	C5

### 5.2 Permitted Uses

Uses permitted in a Commercial Zone are denoted by the symbol '✓' in the column applicable to the Zone and corresponding with the row for a specific permitted use in Table 5A. A number(s) following the symbol '✓' or identified permitted use indicates that one or more special provisions apply, which are listed below Table 5A.

Notwithstanding the permitted uses and applicable regulations of this section, permitted uses may be restricted by General Provisions (Section 11) and Parking and Loading Regulations (Section 12).

Table 5A Commercial Zones – Permitted Uses					
Use	C1	C2	C3	C4	C5
Agricultural use			✓		
Animal clinic	✓	✓			✓
Animal daycare centre	✓	✓			✓
Antique store	✓	✓			✓
Art gallery	✓	✓			
Artisan studio	✓	✓			
Assembly hall		✓			✓
Banquet hall					✓
Building supply store		✓			
Business office		✓			✓(1)
Campground			✓		
Caterer's establishment		✓			
Commercial fitness centre				✓	✓
Commercial greenhouse		✓			✓
Commercial recreation use	✓	✓		✓	✓
Commercial school or studio	✓	✓			✓
Conservation use			✓		
Craft brewery	✓	✓			✓

<b>Table 5A Commercial Zones – Permitted Uses</b>					
<b>Use</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>
Day care centre	✓	✓			✓
Drive-through service facility					✓
Dry cleaning depot	✓	✓			✓
Dwelling units in mixed-use building	✓	✓			
Equipment rental establishment	✓	✓			✓
Existing motor vehicle and horse racing facilities				✓	
Financial institution	✓	✓			
Forest management			✓		
Funeral establishment		✓			✓
Gaming facility				✓	
Golf course			✓		
Golf course, miniature			✓		
Golf driving range			✓		
Low intensity recreational uses			✓		
Hotel / motel			✓	✓	✓
Industrial equipment rental establishment		✓			✓
Laundromat	✓	✓			✓
Marina			✓		
Mobile canteen	✓	✓	✓	✓	✓
Mobile refreshment vehicle	✓	✓	✓	✓	
Medical office	✓	✓			✓
Motor vehicle gas bar	✓	✓		✓	✓
Motor vehicle repair garage		✓			
Motor vehicle sales and rental establishment					✓
Personal service establishment	✓	✓			
Place of entertainment				✓	✓
Place of worship		✓			
Postal or courier outlet	✓	✓			
Private club		✓	✓		✓
Public park	✓	✓	✓		✓
Private school		✓			✓
Public school	✓	✓	✓	✓	✓
Repair or service shop	✓	✓			✓
Restaurant	✓	✓		✓	✓
Retail store	✓	✓			✓(2)

<b>Table 5A Commercial Zones – Permitted Uses</b>					
<b>Use</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>
Shopping centre					✓
Ski resort			✓		
Theatre		✓		✓	✓
Trade and convention centre				✓	✓

**Table 5A Additional Regulations:**

- (1) Only permitted as an accessory use.
- (2) A liquor store is not a permitted use.

**5.3 Zone Standards**

No person shall, within any Commercial Zone, use any lot or erect, alter or use any building or structure except in accordance with the Zone standards set out in Table 5B. A number(s) following the Zone standards, Zone heading, or the standard, indicates that one or more special provisions apply, which are listed below Table 5B.

<b>Table 5B Commercial Zone Standards</b>					
<b>Standard</b>	<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>
Minimum Lot Area (m <sup>2</sup> )	500	2000	6000	1000	4000
Minimum Lot Frontage (m)	20	10	30	35	20
Minimum Front Yard (m)	3	6	12	6	3
Minimum Interior Side Yard (m)	3		6		3
Minimum Interior Side Yard if adjacent to a Residential Zone Boundary (m)	6		15	7.5	
Minimum Exterior Side Yard (m)	3	15		9	3
Minimum Rear Yard (m)	3		9	6	
Minimum Rear Yard if adjacent to any Residential Zone boundary (m)	6		15	7.5	
Maximum Building Height (m)	12.5	10		12.5	10
Maximum Lot Coverage (%)	50	45	40		N/A



## Attachment No. 3: Public Comments

**Karen Ellis**

---

**From:** Scott McFadden  
**Sent:** February 27, 2019 10:17 AM  
**To:** Karen Ellis; Yvette Hurley  
**Subject:** Fwd: 1501 County Road 10  
**Attachments:** 8x13 image003 (1).jpg; ATT00001.htm; 8x20 image002 (1) (1).jpg; ATT00002.htm; Sample Storage Units for the Self Storage Industry - Steel Storage Buildings.pdf; ATT00003.htm; Sample Storage.com.pdf; ATT00004.htm

Scott McFadden  
Mayor  
Township of Cavan Monaghan  
(705) 201-1026  
[mayor@cavanmonaghan.net](mailto:mayor@cavanmonaghan.net)

Begin forwarded message:

**From:** [REDACTED]  
**Date:** February 27, 2019 at 10:12:32 AM EST  
**To:** <[smcfadden@cavanmonaghan.net](mailto:smcfadden@cavanmonaghan.net)>, <[mgraham@cavanmonaghan.net](mailto:mgraham@cavanmonaghan.net)>, <[cmoore@cavanmonaghan.net](mailto:cmoore@cavanmonaghan.net)>, <[rhuntley@cavanmonaghan.net](mailto:rhuntley@cavanmonaghan.net)>, <[belch@cavanmonaghan.net](mailto:belch@cavanmonaghan.net)>  
**Subject:** RE: 1501 County Road 10

Mayor and Council Members Meeting March 4, 2019

I understand that there is going to be discussion at the Council Meeting regarding the new Official Plan Designations.

I would like to appeal the rezoning of my 5 acre property at 1501 County Road 10, Cavan. Once the new Official Plan is in place there will be only a pie shape piece of my property that can be developed. I hardly think that this is reasonable. This property is commercial and is in the hamlet.

I met with Karen Ellis and other members at the Cavan Monaghan Township on August 30, 2018 at 330pm to discuss a possible use for the property located at 1501 County Road 10 in Cavan.

This use was to have Portable Storage Containers 20x40 in length. These units would be refurbished into separate smaller self contained units that would be rented monthly to customers. The discussion with the Cavan members included diagrams, and pictures of what the units would look like.

This seemed like a great idea that would compliment the development of over 300 new homes in Millbrook.

Home owners would have the convenience of local storage of their excess property on a monthly/yearly basis.

On that note, the meeting on August 30, 2018 was very disappointing. The requirements for this idea to be even considered by the members at the meeting were extensive. Listed below are some of the requirements mentioned at that meeting.

1. Traffic Study on County Road 10
2. Phase 1 and Phase 2 Environmental
3. Change of Zoning

This is not the first time that Cavan Monaghan has discouraged any kind of development on my property. An example of this is when a potential interested party wanted to put a Bakery on that property that would potentially create 6-8 job opportunities for the local residents. This inquiry was not encouraged, even though this property has a bakery zoning.

The original zoning on this property was for a 10,000 sq foot plaza at the time pre year 1990 all the zoning requirements were met. Since that time the requirements change on a yearly basis with the Cavan Monaghan Township. Why or how is that allowed to happen. We applied for the zoning and uses so that we could in the future develop the property. We have had several interested parties wanting to develop the property, buy they could never satisfy the requirements by the township.

We would appreciate your consideration on our attempt to create employment and development, and also to increase the tax base in Cavan Monaghan Township. Please see the attached pictures of the storage units. The pictures were also sent to Christine Coulter originally back in August of 2018.

Christine Jones per Bill Jones

**From:** [Dave Campbell](#)  
**To:** [Christina Coulter](#)  
**Cc:** [Elana Arthurs](#)  
**Subject:** RE: File No. ZBA-02-19  
**Date:** March 4, 2019 9:27:13 AM

---

I dropped by the planning department and it was all explained to myself by a very knowledgeable and pleasant lady. She was very helpful to explain so I now understand and do not have a concern. She explained it has nothing to do with the adjoining property to myself.

Thanks in advance.

Dave Campbell.

---

**From:** Dave Campbell [REDACTED]  
**Sent:** Sunday, March 3, 2019 8:05 PM  
**To:** 'ccoulter@cavanmonaghan.net' <ccoulter@cavanmonaghan.net>  
**Cc:** 'earthurs@cavanmonaghan.net' <earthurs@cavanmonaghan.net>  
**Subject:** File No. ZBA-02-19

Good day

Our names are David and Robin Campbell and we reside at 29 Huston Street in Millbrook.

We received a letter in the mail pertaining to File No. ZBA-02-19 .

One of the affected properties, part lot 10, Concession 4 of the Millbrook Ward, is a common property border in which I share.

Can you please explain to me in more details what the amended zonal boundary changes are to be implemented with respect to Section 1.2.5-Zonal Boundaries.

What does " add new subsection to indicate that a lot area and lot frontage of a Natural Core (NC) and Natural linkage (NL) Zones can be included in a minimum lot area and/or lot frontage requirements for a property" mean. I do not understand what this change really means. Please explain this in a lot more detail. What is a Natural Core and Natural linkage mean? Could you please tell us who and why this amendment is to be implemented.

I know that this above mentioned property has a lot road allowance of 10 feet, to Huston street, and the owner has tried and failed to get a driveway put in on this frontage. Does this amendment give him the right to apply for a driveway entrance to this property again. (i.e. change the lot frontage requirements to permit this) . I do have a real concern, if this is the case, as this land currently provides natural water runoff from the much elevated property in behind and prevents our property from flooding and water erosion. There are a lot more concerns I do have but do not feel that this is prevalent at this time.

I would like to fully understand what this amendment means well before the meeting on the 18<sup>th</sup> of this month. Any information that you could provide would be greatly appreciated.

Email response is fine.

Thanks in advance

Dave and Robin Campbell.

**From:** [Mac Crossman](#)  
**To:** [Christina Coulter](#)  
**Subject:** Notice of Public Meeting Proposed Zoning By-law Amendment  
**Date:** March 3, 2019 10:16:25 AM

---

Hi Christina,

I received the e-mail regarding Notice of Public Meeting Proposed Zoning By-law Amendment.

I am presently in Florida until the end of this month. Could you please e-mail me back if there are any changes to our properties:

1. 1509-030-001-07900
2. 1509-030-001-08200
3. 1509-030-001-07902

Thank you so much.

**Mac Crossman**  
Sales Representative

Royal LePage Parkway Realty  
885 Clonsilla Ave.  
Peterborough, ON K9J 5Y2

705-743-3636  
1-800-278-7032

[www.MacCrossman.ca](http://www.MacCrossman.ca)



**Karen Ellis**

---

**From:** jeff schwartz [REDACTED]  
**Sent:** March 19, 2019 2:31 PM  
**To:** Karen Ellis  
**Subject:** Notes on Zoning Changes Cavan

Karen

are there any notes on the zoning changes 2019-15 2018-58 That I can have a look at  
'''

Respectfully ,

Jeff Schwartz  
Woodland Property Service  
[REDACTED]  
Peterborough On  
[REDACTED]  
[REDACTED]



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Gerry Barker, Parks and Facilities Manager, Mary Gallop, Consultant
<b>Report Number:</b>	Parks and Facilities 2019-06
<b>Subject:</b>	Cavan Monaghan Ice Allocation Policy

### Recommendation:

That Council endorse the revised Cavan Monaghan Ice Allocation Policy.

---

### Overview:

At the Council Meeting on March 18, 2019, staff were instructed to review and update the Ice Allocation Policy in preparation for the opening of the new Community Centre.

This new facility will offer many amenities for patrons including a community hall, meeting room, studio, and walking track. It will also have an NHL size arena, 6 spacious and accessible dressing rooms, and seating area for nearly 280 spectators.

The Community Centre will be a major attraction for Township residents and non-local customers. This should result in increased demand for ice rentals and more opportunities to maximize our ice rentals. Discussions with some groups and associations that historically have not rented ice from our Township, have already commenced.

Therefore, the attached Ice Allocation Policy (see attachment A), has been modified to reflect this increased demand. It will provide staff the flexibility to take advantage of some additional rental opportunities, which will help to reduce the projected operating deficit.

### Financial Impact:

The updated policy will not have an immediate impact on the Parks and Facilities operating budget, but will allow staff the flexibility to take advantage of improved revenue generations during the next ice season

**Attachments:**


- A. Ice Rental Allocation Policy
- B. Terms and Conditions of Facility Ice Rental Contracts

Respectfully Submitted by:

Reviewed by:

Gerry Barker  
Parks and Facilities Manager

Yvette Hurley  
Chief Administrative Officer

 <p style="text-align: center;"><b>The Township of Cavan Monaghan – Ice Rental Allocation Policy</b></p>			
<b>Policy Title:</b>	Ice Rental Allocation Policy	<b>Policy Number</b>	2019-XX
<b>Effective Date:</b>		<b>Revision Number:</b> <b>Replaces:</b>	New Policy
<b>Prepared By:</b>	Parks and Facilities Department	<b>Approved By:</b>	

## Policy for Ice Rental Allocation

### Policy Statement:

The Township of Cavan Monaghan values and encourages local residents to adopt and participate in an active lifestyle that includes our local parks and recreation facilities.

This policy has been developed to manage the Township of Cavan Monaghan ice venue(s) and facilities to ensure fair and equitable distribution of ice times among all interested user groups. It has also been established to meet the present ice usage needs; to be flexible in order to meet the shifting demographics and changing utilization patterns of all user groups, and to provide a framework which will support a best business model for the municipality.

### Purpose:

The purpose of this policy is to provide direction and support for ice allocation for all community user groups and associations within the Township of Cavan Monaghan. The policy outlines clear direction for staff in determining the seasonal allocation of ice and it provides the responsibility and liability of the contract renters.

### Application:

The application of this policy applies to all staff and departments responsible for the distribution and booking of ice rentals.



### **Prime Time Ice:**

The ice rental season normally runs from September through the end of March the following year. Consideration will be given to extend the ice season through April, and start the ice season earlier in August, should the demand warrant.

Prime Time Ice is defined as follows:

Monday through Friday	5:00 p.m. to 11:00 p.m.
Weekends	7:00 a.m. to 11:00 p.m.

Non-Prime Time Ice is defined as follows:

Monday through Friday	8:00 a.m. to 5:00 p.m.
-----------------------	------------------------

### **Ice Allocation Priorities:**

The following is a list of user groups and the priority sequence:

Priority 1:	Township of Cavan Monaghan programs and services
Priority 2:	Millbrook and District Minor Hockey Association and Millbrook Figure Skating Club
Priority 3:	Standard/Tournament Prime Time Users
Priority 4:	Kawartha Pine Ridge District School Board/Peterborough Victoria Northumberland and Clarington Catholic District Board
Priority 5:	All Other Users

The following factors will also be part of the Ice Allocation Priority Process:

- Maximizing Ice Rental opportunities including tournaments and special events.
- Historical scheduling of an existing user groups.
- New ice renters that assume specific weekly cancelled ice rentals will be deemed to have historical value for future year ice seasons.

### **Allocation Process:**

Each year on or before May 10<sup>th</sup> an Ice Allocation Request package is prepared and sent to each ice user group or association. The package contains:

- A covering letter outlining the allocation process, a time table for completion of the ice schedule and the signed contracts return to the municipality;
- An Allocation Request Form for ice rental for tournaments and special events;
- An Allocation Request Form for normal weekly ice rentals;
- The current Ice Rental Allocation Policy;
- The returned Ice Contract signed and dated to the municipal office.

The Ice Allocation Request form is to be returned to the Parks and Facilities Office by the last Friday in May. Staff will then prepare an internal master ice schedule for the ice

rentals requested by all groups. At the same time, ice rental contracts are prepared and forwarded to each user group. This is completed on or before June 15<sup>th</sup>.

During the final week of June the Parks and Facilities Manager will host an ice allocation meeting which is open to any and all user groups. User groups can review their contracts and discuss issues and/or opportunities for additional or returned ice rental times and dates.

User groups, associations, and individuals are to review their issued contracts, make any necessary changes to the dates and times and return the signed and dated contract to the Parks and Facilities Department no later than July 15<sup>th</sup>.

### **Ice Renter Contracts:**

Any additional rentals must have a signed and dated copy of the Ice Rental Contract must be returned to the Parks and Facilities Department before the first ice rental date.

### **Cancelation of Ice:**

Renters of the Township ice assume full responsibility and liability for their rentals once a signed contract is submitted to the Parks and Facilities Department. If such renter wishes to cancel any booked time, as per the Contract, they may contact the Department and provide written notice of the rental date(s) and times they wish to terminate. The Parks and Facilities Department will assist the original renter in trying to find a new renter to assume the date(s) and times. However, if a new renter is not found then the original ice renter remains responsible and liable for the full ice rental fee. There will be no exceptions.

### **Ice Rental Transfers/Trades/Sub-Leasing:**

The Township of Cavan Monaghan is the sole permit authority for the allocation of ice. The Township must receive written notification of any transfers, trades, or information on sub-leasing. The Township has the authority to authorize or cancel any requested transfer, trade or sub-lease. In all cases, the proper ice rental fee as per the current User Fees and Charges By-law will apply to the end user group.

### **Terms and Conditions:**

The current Terms and Conditions apply to each ice rental contract.

## Terms and Conditions of Facility Ice Rental Contracts

Rentals of Township of Cavan Monaghan facilities are scheduled by Township staff when they do not interrupt or interfere with Township events or requirements. Deviation from the stated conditions, guidelines, and agreement will immediately negate rental use. If there is a violation of the terms the Township reserves the right to suspend, discontinue, terminate and/or add restrictions/deposits to existing/future contracts. The Township will not refund accounts if terms are violated. For specific pricing, refer to the current User Fees and Charges By-law dated 2019-13

1. The organizations and/or persons using Township facilities and/or properties specified on the facility rental contract (the "Contract") are herein referred to as the "Renter".
2. The Township may terminate the Contract at any time.
3. As per the Ice Rental Allocation Policy, renters of the Township of Cavan Monaghan Community Centre ice assume full responsibility and liability for their rental fees once a signed contract is submitted to the Parks and Facilities Department.
4. The Township reserves the right to apply new rates for user fees and charges at any time during the Contract period. The new rates will be endorsed by Council and come into effect as a new or updated User Fees and Charges By-law. The new and/or updated User Fees and Charges By-law will be posted on the Township website.
5. All Renters must have a signed copy of their Contract on hand the day of the rental.
6. The Renter using any of the Township facilities remains liable and responsible for the condition of the facility. Any and all property damages caused by the Renter will be invoiced directly to the party causing the damage.
7. It is agreed that the Contract shall be governed by, construed, and enforced in accordance with all Township by-laws and policies, as well as all Provincial, and Federal laws.
8. Any notice provided for or concerning the Contract shall be in writing.
9. The rights of the Renter under the Contract are personal to that party and may **not** be assigned or transferred to any other person, firm, corporation,

or other entity without the prior, express, and written consent of the Township.

10. The Renter shall use only the designated part of the building, entrance(s) and the equipment specified in the Contract.
11. The Township will not be liable for personal injury of any person invited or permitted to enter the facility and/or property. Liability insurance for the Renter and his/her/its group is the responsibility of the Renter.
12. The Renter shall not nail, tack, screw, tape, glue, or in any way attach materials to the facility walls, ceiling, or any part of the facility, inside or out. The Renter shall not damage any plants, trees, or shrubs located within the facility or property. (Please ask staff for decorating protocol).
13. No alcohol is allowed on the premises at any time as per the Municipal Alcohol Policy.
14. Smoking is not permitted at any Township facility or property.
15. The Renter will respect the times outlined in the Contract and will ensure facilities are vacated at the designated times.
16. For all ice rentals the Renter will have access to the change rooms thirty minutes prior to, and thirty minutes after the rental. The Renter will vacate the area at the end of the use period specified in the Contract.
17. For renters of the Community Centre Hall and Kitchen only, the Renter shall not cook in the facility, but may reheat food on the stove or in the oven. The Renter of the Hall may use the services of a caterer.
18. The Renter is responsible for the security of objects, materials, or supplies not belonging to the Township. The Township will not be held responsible for damages or losses.
19. The Renter is responsible for reviewing the enclosed Emergency Procedures, and reviewing the procedures with all occupants. As well, they need to communicate the location of the Emergency Exits in Case of Fire and/or when Alarm Sounds. The Renter must adhere to occupant load as posted.



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Gerry Barker, Parks and Facilities Manager, Mary Gallop, Consultant
<b>Report Number:</b>	Parks and Facilities 2019-07
<b>Subject:</b>	Analysis of the existing Millbrook Arena

### Recommendation:

That Council direct staff to make an application for funding if a grant becomes available in the fall of 2019 in order to complete a needs and feasibility study for the present Millbrook Arena.

---

### Overview:

The ice season will end on Sunday March 31<sup>st</sup>, 2019, and only the new Community Centre will have ice for the 2019 – 2020 season moving forward. This summer the Millbrook Arena will operate for both women and youth ball hockey. We anticipate floor rentals on Monday, Tuesday, and Wednesday nights. If the youth registration grows, we could also have floor rentals on Thursday and Friday evenings.

Presently, the arena floor rental rate is \$70.50/hour. Part-time staff are scheduled to work shifts that begin 1 hour prior to the first booking and finish one hour after the end of the last game. This permits staff time to prepare and clean the facility, and user groups a chance to change and shower in the dressing rooms. The Millbrook Arena normally remains closed during weekdays and evenings in the summer months when there are no rentals booked. Therefore, staff are not scheduled during these closed times.

As noted in Parks and Facilities Report 2019-04, the new Community Centre Operational Plan, staff met and discussed opportunities with many of our user groups. (see Attachment # 1) The Maple Leaf Cavan Football Club (MLCFC), and Peterborough Minor Lacrosse showed interest in developing and using the Millbrook Arena in the winter months for indoor soccer and for tryouts, practices, and skills school. While the lacrosse organization didn't have a preference with regards to the type of playing surface, soccer indicated that they would require a turf surface. Soccer also indicated that they would require the temperature to range from 15 to 18 degrees C should they be interested.

The President of MLCFC sent a series of documents to the Parks and Facilities Dept. This included a letter of interest dated February 14, 2019, (see Attachment # 2); information on artificial turf, (see Attachment # 3); pricing for a turf floor, (see Attachment # 4); and a Millbrook Field House proposal, (see Attachment # 5).

As noted in the attachments the cost of a turf floor is \$150,700.00. There will also be an additional cost to insulate the walls and ceiling of the existing arena pad, and to purchase and install heating units for the facility. These costs are unknown at this time, but the capital expenditure could easily be in the \$400,000.00 to \$500,000.00 range. There would also be operating expenses for electricity, water, maintenance, and staff. MLCFC are proposing a 5-year commitment to the facility with revenues in the range from \$30,240 to \$47,040 per year.

Should this option be considered a structural engineer would be required as the last study was carried out in 2011. (attachment # 6)

### **Other Options:**

Staff discussed other potential uses with other Directors and Managers of the Township. We inquired as to storage opportunities for equipment of Parks and Facilities, Public Works, and Fire.

Staff also addressed the potential to close down the facility after the final rental of ball hockey on August 19<sup>th</sup>. Water lines can be drained with the exception of specific rooms; electricity can be turned off in most of the facility; and heating vented to only specific areas of the facility. We contacted and discussed this option with several contractors. While there would be some initial costs in order to change some of the infrastructure, the operating savings over the course of the winter months should offset these charges.

The Downtown Millbrook Revitalization Strategy (see attachment # 7) was completed and adopted by Council in 2017. Section 5.2 of the study identifies the Arena/Community Centre Lands;

It is understood that sometime in the future the arena will need to be replaced and relocated, when this happens, there will be an opportunity to repurpose the site. From the public consultation process there was a clear desire to develop a large common green space on the arena site. The Concept Plan illustrates an option that provides a large lawn area appropriately named "Needler's Green". This space could be a venue for a variety of social and cultural events such as small concerts, outdoor movies, arts and craft shows, auto shows, etc. It should also support the future use of a small stage and food-service building which would be designed in keeping with the historic architecture of Needler's Mill. Controlled vehicular access through the site would be provided for emergencies and servicing, but otherwise the site would only have a modest parking area to the north which would be accessed by Needler's Lane. Entry Gates into the common would be designed at the west end on Hay Street. This new common green would form an important new cultural and recreation space within the downtown. This would be directly connected to the historic mill, the mill pond,

and the Township trail system.

Township staff have received inquiries as to the possibility of the building being leased or sold to support future economic development opportunities for the downtown.

### **Structural Condition Assessment:**

Should Council wish to keep the facility open for public use, the first step would be to have a Structural Condition Assessment completed. As noted earlier, the most recent report was completed in 2011 and in discussions with the engineers at AECOM Architects. In discussions with the firm, they recommended an assessment be completed prior to any new uses or commitments to the building. This same firm also completed the Condition Assessment for the Millbrook Arena in 2002.

They were unable to provide an exact price for this service as they were unable to determine what precise work would be needed to complete the report. They indicated that provided they didn't have to bring in other contractors to assist with the assessment it could be in the \$12,000.00 to \$15,000.00 range, but if additional work was needed or they needed to bring in other 3<sup>rd</sup> party contractors the report could be closer to \$20,000.00 or more.

### **Conclusions:**

The use of the Millbrook Arena site is of great interest to residents in the Community. The Downtown Millbrook Revitalization Strategy provided a conceptual design and suggested that further public engagement including agencies and community stakeholders and Staff be done. Funding is available for applied research and analysis to support planning and priority setting through the Ontario Ministry of Agriculture Food & Rural Affairs' Rural Economic Development Program. This would include a feasibility study. Currently intake for the program is closed but it is anticipated for some time later in 2019 pending Provincial review. Staff are recommending that we wait until Fall to make any decisions about moving forward with any research/analysis for the site to see if funding for such a study is available.

In addition, staff is recommending that the Millbrook Arena not be available for public use pass September 2019 until a feasibility study is completed and Council provides direction for the future plan of the facility and/or land.

### **Financial Impact:**

There is no financial impact at this time.

**Attachments:**

1. Consultation with User Groups for Amenities in the Existing and New Community Centre
2. MLCFC Field House Letter
3. Artificial Turf Information
4. Estimate for Artificial Turf for the Millbrook Arena
5. Millbrook Filed House Proposal
6. Structural Condition Assessment Report 2011
7. Downtown Millbrook Revitalization Strategy 2017

Respectfully Submitted by:

Reviewed by:

Gerry Barker  
Parks and Facilities Manager

Yvette Hurley  
Chief Administrative Officer



## **Consultation with User Groups for Amenities in the Existing and New Community Centre**

### **Millbrook Minor Hockey**

-reviewed ice rates 2018 charges were \$111.04/hr + HST; 2019 rates are \$114.50/hr + HST; recommended rates as per Re-Think Group report \$135.00/hr + HST. -the association noted that rates in Bewdley remain at \$110.00/hr + HST. -when asked if they would pay a higher rate (i.e. \$150.00/hr) they advised that the executive would have to vote on this issue

-tournaments were discussed -presently they book 6 tournament weekends a year; they acknowledge difficulty in filling all the dates; they advised they are reviewing their policy which may result in fewer tournaments each year. -we discussed the possibility that the Township may book up to 6 tournaments a year with organizations from outside the municipalities - Minor Hockey felt this was too many; they presently book a bulk of their weekly ice times on Fridays through Sundays; may be able to give up 1 to 2 weekends

-they asked about using the Banquet Room during tournaments; presently have the upstairs hall free of charge on the day of the tournament; advised them that no decisions have been made

-new Cancellation Policy is an issue; frequently they have registrations up to Sept. 1 so ice requirements are not finalized when contract is established. **Minor Ball Hockey**

-operations are going into 3<sup>rd</sup> year; for 2019 they have booked the Millbrook Arena Tues., Wed., and Thurs. evenings, 6 to 8pm;

-the association is growing and are hoping to have 6 rep teams by 2020; for 2019 should have 4 rep teams

-need storage facilities; are hoping to have some available when they move into the new community centre

### **Peterborough Minor Lacrosse**

-they booked some practise/tryout times in the Millbrook Arena for this April.

-would definitely be interested in additional bookings in 2020; their biggest need is to have a facility available in January through March; they do practises, tryouts, skills camp etc.

-would enjoy the opportunity to use the old Millbrook arena once the new community centre is opened -heat isn't a big concern as players are constantly running; but heaters would help.

### **Ladies Ball Hockey**

-presently they book ball hockey Monday evenings from 6 to 10pm

-they don't anticipate any additional growth; league is well established and there is very little player turnover

### **Millbrook Figure Skating**

- organization admits that they are struggling; lowest registration in years; they are reviewing operations with an eye at attracting new skaters; more advertising; presently 46 skaters
- Reviewed their fees for skaters and the cost of programming - would consider the use of amenities in the facility depending on need and charges;
- reviewed ice rental rates; asked if they support a rate higher than the recommended rate of \$135.00/hr.; no response other than to say they would have to complete a full review

### **Maple Leaf Cavan Football Club**

- asked if there was interest in either the old or new facility; indicated there was definitely interest in turning the old Millbrook arena into a soccer field house; would be able to move their outdoor operations, which end about Oct. 1<sup>st</sup> immediately into old facility
- presently they rent space at various centres throughout the region; Peterborough, Hastings, school gyms, Baltimore, etc.
- would require an artificial turf pad and heating; -they would be able to share with lacrosse; other uses of facility could be frisbee leagues, badminton, etc.

### **Peterborough Ice Kats**

- girls hockey organization would consider using the old arena as a major centre for their club
- major issue is that an ice resurfacers would not be available to maintain ice



## MAPLE LEAF - Cavan FC

www.MLCFC.com  
www.facebook.com/MLCFC  
P.O. Box 274, Millbrook, ON, L0A 1G0

February 14, 2019

Gerry Barker  
Parks and Facilities Manager  
Township of Cavan Monaghan  
Cavan Monaghan Municipal Office  
988 County Rd 10  
Millbrook, ON L0A 1G0

Dear Gerry:

Thank you very much for meeting with Angela Penello and me several weeks ago to talk about the Millbrook Arena and the interest of Maple Leaf Cavan FC (MLCFC) in working together to develop an indoor field house.

Our board of directors has been discussing this idea over the past several weeks and I can attest to a great deal of interest and excitement at the prospect of having a large indoor soccer facility in the Township. As we mentioned, the Club rents school gyms for both its club development program and team practices. While these arrangements are satisfactory and very economical, the benefits offered by an arena-sized indoor turf facility would be significant to our players and our Club.

Our board has put together a concept plan (attached) outlining our interest, desired specifications and potential use of an indoor facility. I have also consulted and obtained a quote from an industry-leading supplier of a portable artificial turf system (attached) that would offer a safe playing surface for soccer while also being versatile, given it is easy to install and uninstall and store.

As briefly outlined in the concept plan, MLCFC is also interested in partnering with the Township to develop soccer fields in the greenfield area of the new Community Centre. As you are aware, even with the improvements to Maple Leaf Park, the Club is still in need of additional soccer fields. New fields purposefully geared toward younger recreational players would reduce use and scheduling issues at Maple Leaf Park. They would also bring families to the Community Centre in Spring and Summer. Optimally, it would be great to have 3 or 4 U10 pitches (35 x 50 metres) and 3 U12 pitches (50 x 75 metres), but these details would need further discussion and analysis of the physical

space. We understand these fields would be an interim use awaiting future expansion of the Community Centre, though the Club would hope they would be available until additional soccer fields are developed in the Township.

The Club looks forward to meeting with you to discuss both the field house and the development of new soccer fields at your earliest convenience. Maple Leaf Cavan FC and the Township of Cavan Monaghan have a positive and constructive history of working together and we are eager to continue building this relationship and supporting high quality recreational opportunities in the community.

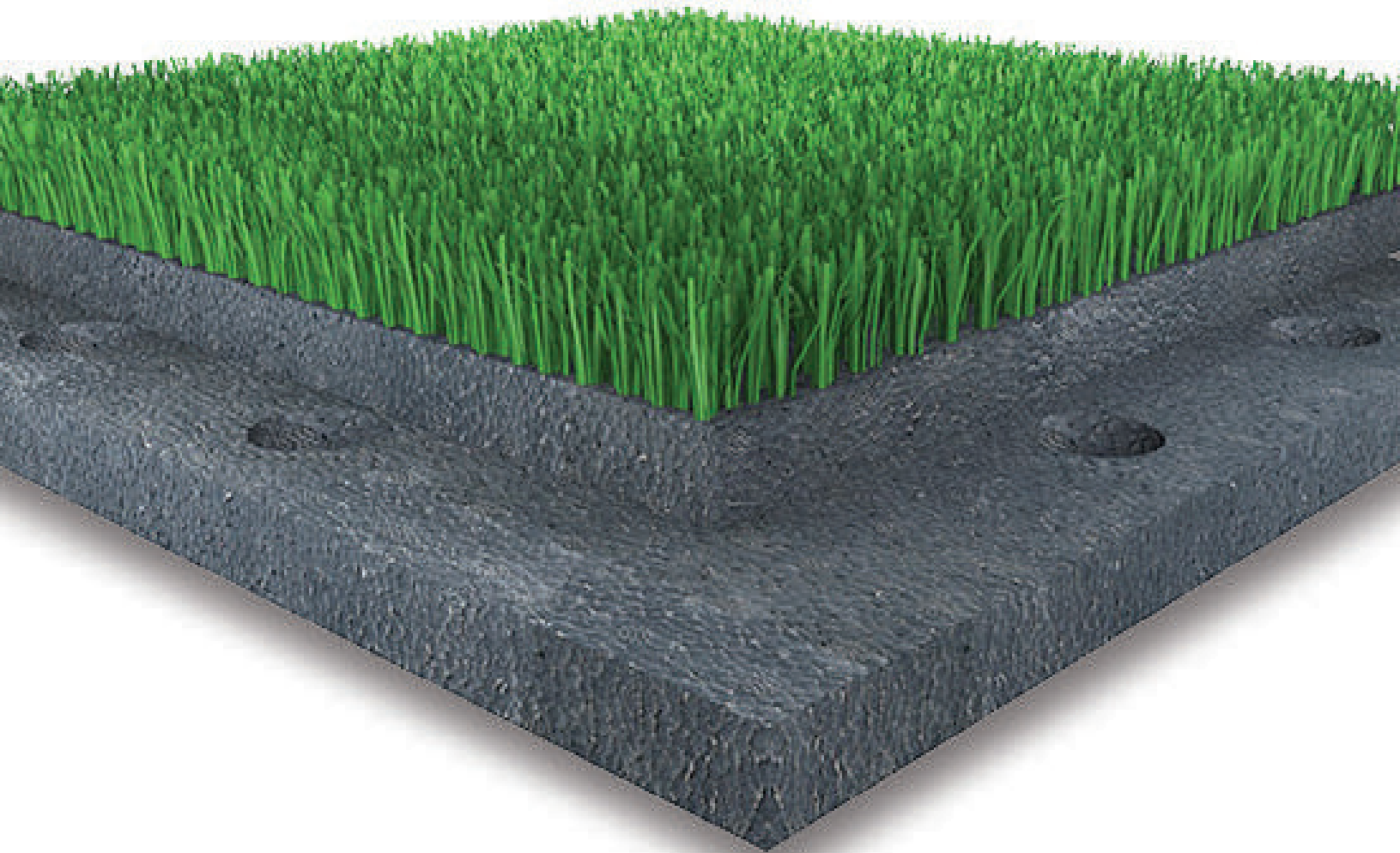
On behalf of the Board of Directors,

Scott Poser  
President  
Maple Leaf Cavan FC

THE ULTIMATE PORTABLE FIELD

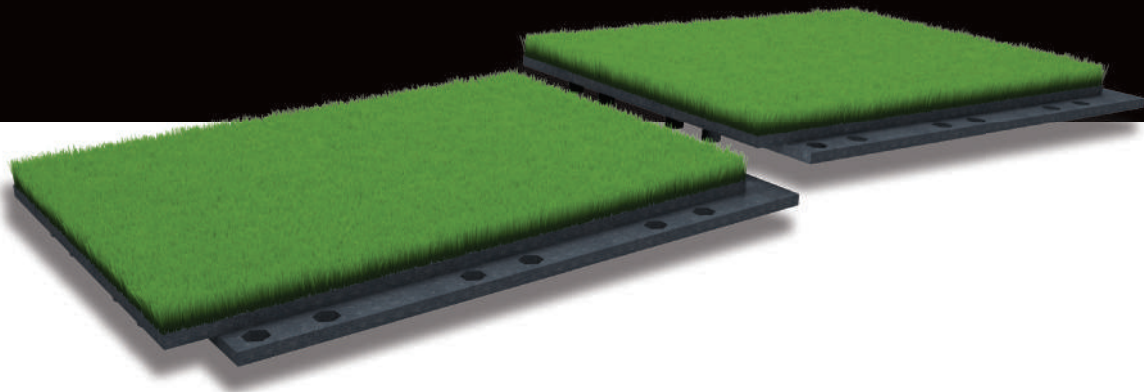
# EASYFIELD

Easy, Durable, High Performing  
...and Portable!





# The **EASIEST** way to convert your surface **into a playing field**



## **EasyLock Interlocking System**

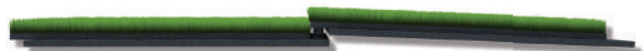
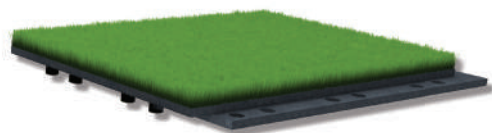
FieldTurf engineered the easiest, fastest and most secure way of locking your portable field panels together. Easylock is a simple male-female interlock system that fits your panels together perfectly for a seamless feel.

## **The Perfect Panel Size**

The turf area of each panel has a dimension of 5.17 ft x 3.44 ft. At just 21 pounds, each panel is extremely light weight for easy carrying, maneuvering and installation.

## **From Floor to Field in Just Hours**

Installing a good sports field has never been this easy. Our do-it-yourself system is so simple, a small crew of people can install a full size field (17,000 sq ft) in less than a day. No special equipment. No heavy lifting.



THE ULTIMATE PORTABLE FIELD



# The **ULTIMATE** in **DURABILITY** for a **portable field**

### Durable Turf

EasyField has best tested under rigorous conditions and has been designed to outlast any portable system under the harshest use. After 20,000 cycles on the Lisport Wear Machine, the turf still looks and plays great.

### Durable Connectors

Dismantle and assemble your field with confidence - your field can take it! The innovative panels have been tested to keep their shape and properties through rigorous simulated durability testing

### Durable Safety

EasyField's 45mm compressed foam pad provides excellent Gmax and shock absorption. Engineering has been designed to ensure little variation even after years of use.

## THE HIGH PERFORMING **PORTABLE SURFACE.**

Property	Standard	Result	Ideal Range	What It Means For Your Athletes
<b>Gmax</b> (shock absorption)	ASTM F355	83G	< 220G	Excellent shock absorption for every athlete on your field.
<b>Force Reduction</b>	EN 14808	61%	60-70%	The surface absorbs the right amount of force and provides optimal spring for safety.
<b>Deformation</b>	EN 14809	7.5mm	4-10mm	Optimal deformation. A surface that deforms too much will result in overstretching of ligaments.
<b>Energy Restitution</b>	IRB	37%	30%-45%	Excellent return of energy to the athletes' legs to keep them energized and safe.
<b>Ball Rebound</b>	FIFA 08	0.64m	0.6m-0.85m	The ball bounce is reflective of that found on natural grass, as per FIFA's standards.
<b>Ball Roll</b>	EN 12234	6.5mm	4-8m	The ball roll is within the globally accepted range defined by FIFA to provide a realistic roll.



THE ULTIMATE PORTABLE FIELD





# EasyField MADE FOR YOU!



## **Design Your Field**

Curved corners? Oddly shaped areas? No problem!  
We can design your custom field to fit your surface perfectly.



## **Be Flexible - Generate Revenue**

Convert your area from floor to field and back to floor to  
increase the use of your surfaces and revenue generation.



## **Stack 'em up**

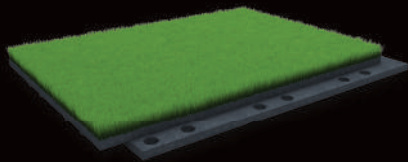
The EasyField panels can be easily stacked and stored to  
provide long-lasting portable performance.



For more information visit: [easy-field.com](http://easy-field.com)

# Don't just get panels **GET A REAL FIELD!**

EasyField was designed with your facility in mind. It's a quick, convenient, portable, high performing indoor turf system.



EasyField is a modular turf system that provides indoor facility owners with the ultimate in versatility – a durable, impact-absorbing turf system that can be easily removed and installed thanks to its EasyLock interlock method.



# EASYFIELD

Easy, Durable, High Performing  
...and Portable!

## Information

(800) 724-2969  
info@fieldturf.com  
www.fieldturf.com



THE ULTIMATE  
SURFACE EXPERIENCE

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.

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

**\*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/yd<sup>2</sup>  
 Total System Weight: 99 oz/yd<sup>2</sup>

### **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.





**Price Includes:**

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- a) Supply and delivery of the EasyField artificial turf panels;
- b) A one year manufacturer's warranty on the FieldTurf artificial turf surface materials (for indoor use only);

**Price does not Include:**

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- a) The base upon which the FieldTurf field will be placed. FieldTurf shall not be responsible for the planarity, the stability, the porosity, nor the approval of the base upon which the FieldTurf surface will be installed, the drainage system, nor any construction or modification of existing installations around the fields.
- b) FieldTurf shall not be responsible for the installation of the EasyField Panels.
- c) Any costs associated with necessary changes relating to delineation of the field.
- d) Unless otherwise specified, does not include any G-max testing.
- e) The supply of manholes or clean-outs or grates, or supply of the manhole covers.
- f) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- g) Site security.
- h) FieldTurf maintenance equipment.
- i) Small vehicle to tow FieldTurf maintenance equipment.
- j) All applicable taxes, bonding fees, union labor or other labor law levies.
- k) Pricing is based on the installation of a rectangular area devoid of poles, beams, pillars, supports, or/and any constructive or architectural system.

*The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction.*





Please feel free to reach out to any member of our project team with questions about our offer:

**Fannie Wilson**  
Project Administrator  
(514) 375 2649  
[fannie.wilson@fieldturf.com](mailto:fannie.wilson@fieldturf.com)

**Colin Doyle**  
Consultant  
1-519-616-1250  
[Colin.Doyle7@gmail.com](mailto:Colin.Doyle7@gmail.com)

Thank you again for your interest in FieldTurf, we look forward to working with you.

Per: \_\_\_\_\_  
Marie-Christine Raymond, Director of Operations  
FieldTurf, Inc

### **Conditions**

---

Notwithstanding any other document or agreement entered into by FieldTurf in connection with the supply and installation only of its product pursuant to the present bid proposal, the following shall apply:

- a) This bid proposal and its acceptance is subject to strikes, accidents, delays beyond our control and *force majeure*;
- b) Final payment shall be upon the substantial completion of FieldTurf's obligations;
- c) Accounts overdue beyond 30 days of invoice date will be charged at an interest rate of 10% per annum.
- d) FieldTurf requires a minimum of 56 days after receiving final approvals on shop drawings to manufacture, coordinate delivery and schedule arrival of installation crew. Under typical field size and scenario, FieldTurf further requires 28 days per field to install the Product subject to weather and *force majeure*.
- e) FieldTurf requires a suitable staging area. Staging area must be square footage of field x 0.12, have a minimum access of 15 feet wide by 15 feet high, and, no more than 100ft from the site. A 25 foot wide by 25 foot long hard or paved clean surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of infill material. Access to any field will include suitable bridging over curbs from the staging area to permit suitable access to the field by low clearance vehicles.





- f) This proposal is based on a single mobilization. If the site is not ready and additional mobilizations are necessary, additional charges will apply.
- g) FieldTurf shall be accountable for its negligence but shall not be bound by any penalty clauses.
- h) FieldTurf shall be entitled to recover all costs and expenses, including attorney fees, associated with collection procedures in the event that FieldTurf pursues collection of payment of any past due invoice.
- i) All colors are to be chosen from FieldTurf's standard EasyField colors.





# Millbrook Field House: Repurposing a Community Asset

Proposal to Township of Cavan Monaghan

**Maple Leaf Cavan FC**



# Club Profile



## Maple Leaf Cavan FC (MLCFC)

- Providing high quality recreational opportunities to the Cavan Monaghan community and surrounding area for 30+ years
- Volunteer Board of Directors make MLCFC “*the place to play*”
- Operates 12 months/year

## Maple Leaf Soccer

- 1200 recreational players\* (U4-U16)

## Cavan FC

- 14 youth teams, 250 competitive players (Long Term Player Development & REP)
- Men’s Team (Regional Champions & Cup Winners, 2018)
- Women’s Team (*new 2019*)

# Background: Winter Training Season



- Club and teams currently rent school gyms and other facilities for winter training and development
  1. Club Technical Training:
    - All teams, November to April, 13 hours/week, 21 weeks
  2. Team Training:
    - 16 teams
    - Some teams train from October tryouts to May outdoor season
    - All teams train a minimum of 1/week from January
    - Competition with other sports limits available gym time: some training in facilities too small for soccer
    - Gym floors are not optimal for soccer training
- Access to training facility in winter season is required
  - Ontario Soccer - Standards based league: a requirement for higher level competitive soccer U13+

# Proposal: Repurpose Millbrook Arena to *Millbrook Field House*

- Club would use Field House October to April
- Bring Club's winter training into the community
- Team practices in the community
- New Opportunities:
  - Indoor soccer leagues (youth and adults\*)
  - Camps (Christmas, March Break)
  - After school program
  - Winter tournaments

\*New or existing leagues



# Field House Requirements



- Surface
  - Artificial turf with shock absorbing under surface
  - Preferred option: Portable turf system, versatility for different users and to maximize facility use year-round (concrete surface for other sports and activities)
- Optimal temperature for training: 15-18 Celsius
- Club meeting, event and storage space
- Operations
  - As a user of township facilities, MLCFC has an excellent history. Would designate attendant to supervise facility to reduce Township staffing costs.

# MLCFC Commitment



- Season, October to April
  - Minimum 24 weeks
  - 28 hours/week (weekends 16 hours, weeknights 12 hours)
  - Rental rates: \$45-70/hour (\$30240 – \$47040/year)
  - Additional hours anticipated in year 2
- 5-year commitment
  - MLCFC foresees use far into the future, but current board cannot commit Club to a longer term obligation
- Investment
  - MLCFC will supply field/training equipment meeting current safety standards
  - MLCFC will support applications for additional funding (grants etc.) for building repurposing
- Open to partnering with other sports organizations to develop a year round operations plan to ensure viability of Field House as a community recreation venue

# *Millbrook Field House: Imagine the Possibilities*



# Conclusion



- MLCFC is interested in partnering with Township to develop outdoor fields on greenspace at new Community Centre:
  - Age specific fields with prescribed dimensions for U10 and U12 players
  - Design to maximize number of playing fields while minimizing total footprint
  - Help to relieve scheduling pressures/heavy use at Maple Leaf Park
  - Bring people to the Community Centre in Spring/Summer
- MLCFC looks forward to discussing field development and the Field House concept further with the Township:
  - *working together to supply high quality recreational activities - outdoors and indoors - in the community.*





**Structural Condition Assessment  
Cavan Monaghan Community Centre  
Township of Cavan Monaghan**

---

Prepared by:

**AECOM Canada Architects Ltd.**

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Date:

Jan 25, 2011

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**Josh Nichols R.G.P**  
*Parks & Facilities Supervisor*

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

Dear Josh:

**Regarding: Cavan Monaghan Community Centre Structural Assessment**

AECOM appreciate having the opportunity to assist the Town of Cavan Monaghan in conducting inspections and undertaking a structural assessment of the Memorial Cavan Community Centre.

The building assessments were completed February 19, 2011 with the aid of a man lift to allow us adequate close up investigations of the existing structural framing systems. Our initial findings were discussed following our investigations.

Recommendations for restoration or upgrade items are identified within the report and prioritised with respect to the time frame for completing the work.

Please do not hesitate to call if you have any questions or wish to discuss our findings in further detail.

Sincerely,



Tom Kara, P. Eng  
AECOM Canada Ltd.

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**Disclaimer**

**Letter of Transmittal**

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<b>6. Structural Inspection Report December 2002 .....</b>	<b>16</b>

## 1. Executive Summary

AECOM was commissioned by Josh Nichols R.G.P, *Parks & Facilities Supervisor*, to complete a Structural Building Condition Assessment of the Cavan Monaghan Community Centre. The building assessment was completed Feb 09, 2011 in accordance with the Ministry of Labour requirements and Guidelines for the Investigation and Repair of Arena Structures (A.P.E.O. 1971). Investigations were also undertaken to identify interior and exterior building components for deteriorations and possible problem areas requiring maintenance.

It is understood that the existing arena structural components have been checked and verified to have been designed to meet the requirements of the 1970 National Building code or later editions.

The observations and comments are based on visually apparent conditions in areas accessible for inspection. No intrusive investigations were employed to complete our investigations. AECOM have strived to identify potential issues of significance in areas not accessible for inspection if inferable from the general conditions observed.

**Based on our visual inspection and limited review of the components of the Arena it is concluded that the existing structures are in fair to good condition.**

The following recommendations with regards to repairs and building upgrades should be completed to improve conditions and extend the building's life expectancy.

- Restore rainwater leader connections to the sub-grade drainage piping at the front of the building to reduce freezing and site hazards.
- Caulk entrance canopy framing connection to masonry wall.
- Clean and paint the corroded roof steel framing above the low E ceiling to prevent further deterioration and costly repair work.
- Restore damaged exterior masonry caused by salt and moisture penetration.
- Caulk all joints in the siding base flashing to reduce moisture penetration and subsequent damage.
- Modify the dehumidifier drain piping to eliminate further damage to the exterior masonry wall.
- Repair the exterior intake wall louver dampers to reduce infiltration of unwanted humid air during the shoulder seasons.

It is recommended that the future structural inspections be carried out in 5 years. Site photographs are also included for reference. A copy of the previous report is also attached for reference.

## **2. Objectives**

Structural inspection services were carried out based on the following work program:

Conduct a close-up examination of all of the exposed components of the roof, walls and floor framing elements of the Arenas areas. A man lift was used in order to facilitate a close up inspection of the roof framing elements.

Special attention was paid to items of concern which were identified on the past report completed Dec 2002. Photographs were taken to help establish the rate of deterioration and make comparisons with previous and future conditions.

A general inspection was conducted on various building envelope elements, which may be in need of repair or cause structural deteriorations if not addressed.

Preparation of a Structural Report for the Arena summarizing our observations, conclusions and recommendations as well as assigning priorities and time lines with respect to repair works. The report also includes recommendations with regard to intervals for future inspections.

### 3. Building Condition Assessment

The following chart identifies observations and recommendations with respect to various structural and non structural elements.

BUILDING COMPONENT	REMARKS	REPAIR PRIORITY
Site	<ul style="list-style-type: none"> <li>▪ Site grading is adequate; however proximity to the creek subjects the arena to fluctuating ground water conditions. Grades around the building should all slope away in order to prevent moisture collection and frost damage.</li> <li>▪ The rain water leader connection to the catch basin at the front entrance should be restored to reduce slipping hazards from freezing ponded water. Heavy gauge steel pipe will be required to resist vandalism.</li> </ul>	1 year
Foundation Concrete Block	<ul style="list-style-type: none"> <li>▪ There was no evidence of any foundation settlements or detrimental movements.</li> <li>▪ Previous settlements near the creek at the Zamboni entrance appear to be stable at present.</li> <li>▪ Foundations should be monitored annually for any significant changes.</li> <li>▪ Significant deterioration of the foundation blocks was noted along the west end next to the double man door. Deterioration can be attributed to salt, moisture infiltration and freeze thaw cycles. Replacement of the deteriorated masonry is recommended ASAP and blocks grouted solid. Refer to Photo</li> <li>▪ The foundation wall may not have a damp proof course of masonry which is grouted solid. This grouted row of blocks is meant to reduce wicking of moisture from the ground up to the wall above. Excessive moisture will freeze and cause spalling of the masonry.</li> </ul>	Annually  1 year

BUILDING COMPONENT	REMARKS	REPAIR PRIORITY	
Exterior Walls	Masonry	▪ The exterior concrete block masonry was found to be in fair condition.	
	Concrete	▪ Minor cracking noted along various masonry joints are caused by thermal movements. Cracks found in line with the masonry joints should be re-pointed. Cracks noted cutting across masonry blocks have formed to relieve thermal movements. These cracks should be caulked to allow cyclic movements but resist moisture infiltration. Refer to Photos	1 Year
	Block	▪ Significant deterioration of the masonry wall is being caused by continual wetting by condensate drains from the dehumidifiers. Condensate drains should be run internal to the building and exit the building just above grade. The drains should also be provided with an immersion heater to prevent against freezing. Refer to photo	1 year
		▪ Salt attack on the masonry wall along the west end of the building is excessive. Pre-cast concrete curbs are recommended to reduce the ability to salt up against the building while also keeping vehicles at a safe distance.	1 year
		▪ Excessive moisture on the exterior masonry was also noted at most gutter joints along the roof eave. Sealing of the joints should be completed to prevent further deterioration of the masonry wall.	1 year
		▪ Spalling of block ribs were noted at the entrance canopy framing caused by an excessive number of anchors. Caulking of the entrance canopy framing connection to masonry wall is recommended.	1 year
Metal Siding	▪ The existing metal siding appeared to be in fair condition.		
	▪ The joints in the metal flashing at the base of siding	1 year	



BUILDING COMPONENT	REMARKS	REPAIR PRIORITY
	<p>every 20 feet or so must be sealed. Significant deterioration of the masonry wall is caused by moisture infiltration at these locations. Refer to photo</p> <ul style="list-style-type: none"> <li>▪ The exterior wall intake louver dampers are not closing properly and allow significant amounts of humid air during the shoulder seasons to enter the building. Repairs are recommended.</li> </ul>	1 year
Interior Walls	<ul style="list-style-type: none"> <li>▪ All interior walls appeared to be in good condition.</li> </ul>	
Roof Framing	<ul style="list-style-type: none"> <li>▪ The existing tapered steel frames were noted in good condition.</li> <li>▪ There was no evidence of any significant deterioration or distress.</li> <li>▪ Corrosion of the steel above the Low E Ceiling is significant and should be addressed ASAP to avoid any loss of structural capacity.</li> </ul>	2 year
Connections	<ul style="list-style-type: none"> <li>▪ All bolted connections inspected were tight with no signs of distress.</li> <li>▪ All welds inspected appeared to be in good condition with no signs of distress</li> </ul>	
Brace Rods	<ul style="list-style-type: none"> <li>▪ The roof brace rods appeared in good condition exhibiting only minor surface corrosion.</li> </ul>	
Purlins	<ul style="list-style-type: none"> <li>▪ The painted steel cold rolled purlins appeared to be in fair condition but heavily laden with surface corrosion. Hand tool cleaning and painting is strongly recommended ASAP to avoid costly surface preparation if deferred along with material loss and reduction in</li> </ul>	2 years

BUILDING COMPONENT	REMARKS	REPAIR PRIORITY
	<p>structural capacity.</p> <ul style="list-style-type: none"> <li>The Low E Ceiling will need to be removed to allow for painting of the steel elements. Refer to Photo</li> </ul>	
Roof Deck	<ul style="list-style-type: none"> <li>The existing roof deck was not accessible for inspection.</li> <li>High humidity levels causing mildew were noted above the roof insulation at the upper hall area where roof leaks were reported. The roof deck and fasteners should be sealed to prevent further deterioration of the deck and purlins.</li> </ul>	1 year
Floors	<p>Interior concrete</p> <ul style="list-style-type: none"> <li>The existing interior concrete floor slabs appeared to be in fair condition with no significant signs of distress or deterioration.</li> </ul>	
	<p>Ice Slab</p> <ul style="list-style-type: none"> <li>The existing ice slab was covered with ice and could not be inspected for condition. Since the slab was replaced about 5 years ago, it is assumed to be in good condition. There were no reported issues noted.</li> </ul>	
Bleachers	<ul style="list-style-type: none"> <li>The existing concrete bleachers were noted in good condition with no significant signs of deterioration or distress.</li> </ul>	

## 4. Structural Assessment

This inspection of the Cavan Monaghan Community Centre Arena was completed in accordance with the Ministry of Labour requirements and Guidelines for the Investigation and Repair of Arena Structures (A.P.E.O. 1971). It is understood that since the Arenas were previously inspected and upgrades completed as well as evaluated with respect to the design requirements of the 1970 National Building Code, a detailed structural analysis has not been completed at this time.

Based on our visual inspection and limited review of the components of the Arena it is concluded that the existing structure is in fair to good condition. Recommendations with regards to repairs and building upgrades should be completed to improve conditions and extend the building's life expectancy.

It is recommended that the future structural inspections be carried out in 5 years.

**PREPARED BY:**



**Tom Kara P. Eng.**

**AECOM**

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## 5. Site Photos



**South Elevation**

Note: General condition and water stains at gutter joints.



**South Elevation Memorial Arena**

Note: condition of metal siding



**East Elevation**

Note: Proximity to Creek



**North East corner**

Note: Stability of foundations. Joints should be caulked to prevent moisture infiltration.



**North Elevation**

Note: Moisture and algae growth due to condensation lack of sun and splash from roof drainage



**West Elevation**

Note: Deterioration of masonry due to salt attack at grade.



**Building Entrance**

Note: Missing pipe connection between rainwater leader connection to the catch basin causing slippery conditions



**North Elevation**

Note: Deterioration of masonry wall due to continual saturation at dehumidification unit condensate drainage



**South Elevation**

Note: Moisture saturation of wall at flashing joints



**Steel Roof Framing Above Low E Ceiling**

Note: General condition and corrosion





**Steel Roof Framing Above Low E Ceiling**

Note: General condition of Bolted Joint and corrosion



**Steel Frame Eave Connection**

Note: General condition of Bolted Joint



**Entrance Canopy**

Note: Spalling of block rib due to excessive number of anchors



**Interior View**

Note: General Condition Low E Ceiling



**Roof Insulation Above Hall**

Note: Moisture staining and condition of underside deck

## **6. Structural Inspection Report December 2002**



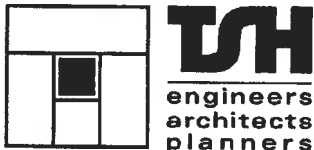
Township of Cavan - Millbrook - North Monaghan

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**CONDITION ASSESSMENT  
MILLBROOK CAVAN NORTH MONAGHAN  
COMMUNITY CENTRE**

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TSH PROJECT NO. 42-70327



DECEMBER 2002

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1.0	INTRODUCTION
2.0	CONDITION ASSESSMENTS
APPENDIX A	SITE PHOTOS

Josh  
Nichols  
95. 932 9331  
. 760. 3569.

## **1.0 INTRODUCTION**

Totten Sims Hubicki Associates have been commissioned by the Township of Cavan Millbrook North Monaghan to complete a Structural Condition Assessment of the Cavan Millbrook North Monaghan Community Centre. The assessments of the arenas was completed in accordance with the Ministry of Labour requirements and Guidelines for the Investigation and Repair of Arena Structures ( A.P.E.O. 1971).

In addition to the proposed scope of work, TSH have inspected the facility with regard to interior and exterior building components for deteriorations and possible problem areas requiring upgrade or maintenance.

It is understood that the existing arena facility components have been checked and verified to have been designed to meet the requirements of the 1970 National Building code or later editions.

Recommendations for restoration or upgrade items are identified and prioritised with respect to the time frame for completing the work.

Site photographs are included in Appendix A.

## 2.0 STRUCTURAL CONDITION ASSESSMENTS

BUILDING	COMPONENT	CONDITION		REMARKS	Repair Priority
		Poor	Fair Good		
Site	Various	F		<ul style="list-style-type: none"> <li>Asphalt areas appear to be in fair to good condition.</li> <li>Site grading is adequate, however, the proximity of the creek subjects the arena to fluctuating ground water conditions.</li> <li>Settlements along the rear Zamboni entrance are an ongoing problem.</li> </ul>	
Foundation	Cast Concrete	F		<ul style="list-style-type: none"> <li>There is no evidence of any foundation settlements or detrimental movements on the front area of the arena, however, settlements appear to have taken place along the rear of the facility. The settlements can be directly attributed to the proximity of the creek. More extensive problems will become evident in the future.</li> </ul>	
	Concrete Block	F		<ul style="list-style-type: none"> <li>Minor deterioration of the foundation block wall along the north face was noted due to saturation with moisture and frost damage. Constant moisture has propagated the growth of mold along the base of the walls.</li> <li>Foundation settlements adjacent to the Zamboni and refrigeration room have caused cracking of the interior block walls. These cracks will become a structural concern in the near future.</li> </ul>	
	Metal Siding	F		<ul style="list-style-type: none"> <li>The existing upper wall siding is in fair condition with only minor deterioration due</li> </ul>	



BUILDING	COMPONENT	CONDITION	REMARKS	Repair Priority
		Poor Fair Good		
			to wind blown dust.	
			<ul style="list-style-type: none"> <li>The metal flashing installed between the siding and block masonry is not properly sealed and as a result moisture is causing frost damage to the masonry. The current flashing detail must be altered to provide a proper seal for the masonry block wall below. Refer to photos.</li> </ul>	1 Year
Exterior Walls	Brick Masonry		<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	
	Block	P	<ul style="list-style-type: none"> <li>The exterior masonry blocks are in fair to poor condition. Replacements of large areas of masonry have been completed recently to restore damaged areas. They include the north east corner and west elevation.</li> <li>Frost damage on the arena walls has caused by moisture infiltration at flashing details and a poor weeper system. Significant deterioration was noted on several areas including the north west corner of the building. Significant repairs will be required within 2 years.</li> <li>The installation of splash pads at the exterior rain water downspouts is recommended.</li> </ul>	2 Years
	Control Joints	P	<ul style="list-style-type: none"> <li>The existing caulked control joints are in poor condition. Joints will need to be restored soon to minimize moisture and air infiltration into the facility.</li> </ul>	2 Years
Interior Walls	Concrete Block	G	<ul style="list-style-type: none"> <li>In general the interior block walls appeared to be in good condition.</li> </ul>	
Arena Frame		F	<ul style="list-style-type: none"> <li>Roof framing is achieved through Pre-</li> </ul>	

BUILDING	COMPONENT	CONDITION		REMARKS	Repair Priority
		Poor	Fair Good		
Members				<p>Engineered roof frames.</p> <ul style="list-style-type: none"> <li>All trusses appeared to be straight and true with no signs of excessive deflections or deteriorations.</li> <li>Corrosion of the steel was noted. This condition is not critical at present, however, removal of the low E ceiling and painting of all exposed steel framing should be completed within 3 years</li> </ul>	3 years
	Columns		G	<ul style="list-style-type: none"> <li>All columns inspected appeared in good condition.</li> </ul>	
	Connections		G	<ul style="list-style-type: none"> <li>All bolted connections inspected were tight with no signs of excessive loading. All welds inspected did not exhibit any signs of material distress.</li> </ul>	
	Bridging		G	<ul style="list-style-type: none"> <li>Steel framing elements appeared to be in good condition.</li> </ul>	
	Purlins & Girts		F	<ul style="list-style-type: none"> <li>The painted steel framing elements appeared to be in fair condition with moderate signs of corrosion.</li> </ul>	
	Roof Bracing		G	<ul style="list-style-type: none"> <li>Steel framing elements appeared to be in good condition.</li> </ul>	
	Wall Bracing		G	<ul style="list-style-type: none"> <li>Wall brace rods are in good condition.</li> </ul>	
	Low Emissive Ceiling			<ul style="list-style-type: none"> <li>The low-E ceiling installed within the facility will assist in controlling condensation and consequently corrosion.</li> </ul>	
	Steel Roof Deck		G	<ul style="list-style-type: none"> <li>The existing metal roof deck is in good condition with only minor corrosion noted along the exterior surfaces . Some minor</li> </ul>	

BUILDING	COMPONENT	CONDITION		REMARKS	Repair Priority
		Poor	Fair Good		
				leaks may be a result of loose fasteners on the system. Refer to Photo	
Interior Floors			G	<ul style="list-style-type: none"> <li>All interior floor slabs appeared to be in good condition</li> </ul>	
Ice Rink Floor Slab		P		<ul style="list-style-type: none"> <li>The existing ice rink floor slab is in poor condition with significant cracking in excess of 1/2", exposing refrigeration piping and differential movements taking place.</li> <li>Frost heave due to proximity of ground water as well as the movement of ground water has resulted in a slab beyond repair and must be replaced as soon as possible. The existing slab is an environmental hazard with respect to the strong possibility of leaks in the refrigeration system. In fact current monitoring of the charge indicates some loss is occurring.</li> </ul>	Summer 2003
Dasherboard Glazing			F	<ul style="list-style-type: none"> <li>The existing glass height along the spectator side is lower than current standards.</li> <li>It is recommended that the glazing along the viewing side of the arena be increased in height to protect spectators sitting or standing along the back row.</li> </ul>	1 year
Viewing Bleachers			F	<ul style="list-style-type: none"> <li>The viewing bleachers are in fair condition, however, pose a safety hazard with respect to exiting. The walkway aisle along the base of the bleachers is excessively small. Refer to Photos</li> <li>For safety reasons, it is strongly recommended that modification be made to</li> </ul>	1 year

BUILDING	COMPONENT	CONDITION		REMARKS	Repair Priority
		Poor	Fair Good		
				improve the exit passage from the bleachers.	
Interior	Finishes		F	<ul style="list-style-type: none"> <li>The existing interior finishes are in fair condition. Good housekeeping has maintained the facility, however, are in need of general upgrading.</li> <li>The interior steel liner panels on the exterior walls of the arena are in poor condition and damaged in many areas. The panels are unsightly and detract from the interior appearance of the facility. Replacement of the panels is recommended.</li> </ul>	3 years
Exterior	Doors		P	<ul style="list-style-type: none"> <li>Many of the exterior doors are in poor condition, binding and require repairs and maintenance to hardware. Many doors will need to be replaced to improve safety and security.</li> </ul>	1 years
Mechanical	Systems		F	<ul style="list-style-type: none"> <li>The existing 16-year-old heating system is in fair condition and has several years of life remaining.</li> <li>Ventilation of the dressing rooms is poor to non-existent. Upgrades are recommended to improve the air quality.</li> <li>The plumbing fixtures are in fair condition. Several of the vanity wash basins are showing signs of corrosion and deterioration. Replacement of all fixtures is recommended within 5 years.</li> </ul>	1 year 5 years
Electrical	Service		F	<ul style="list-style-type: none"> <li>The existing facility currently has two services. There is a 400 amp 600V service at the rear of the facility and 200 amp</li> </ul>	

BUILDING	COMPONENT	CONDITION	REMARKS	Repair Priority
		Poor Fair Good		
			<p>120/240V services at the front of the building. This condition is acceptable, however, proper labelling is required to identify the location of power feeds within the building.</p> <ul style="list-style-type: none"> <li>▪ Many panels are poorly marked which makes identifying circuits difficult.</li> <li>▪ Proper labelling as required by the Ontario Electrical safety Code should be completed.</li> <li>▪ In general the light fixtures were found to be in fair to good condition.</li> <li>▪ The existing mercury vapour lamps over the arena are slowly being replaced with much more energy efficient metal halide lamps. Repairs to the fixtures are made difficult since parts are not readily available. All fixtures should be replaced within 5 years.</li> </ul>	<p>Immediate</p> <p>5 years</p>
Refrigeration System			<ul style="list-style-type: none"> <li>▪ Components of the existing refrigeration system have been replaced over the past 10 years, some new and some using rebuilt or used equipment.</li> <li>▪ The system is operating, however, has experienced severe problems including the complete loss of ammonia charge for two years in a row. The cause of this condition has still not been resolved and as such poses concerns over the operating life and safety of the system. Immediate attention is required.</li> </ul>	Immediate
	Chiller	P	<ul style="list-style-type: none"> <li>▪ The existing chiller was purchased as used and is now showing signs of deterioration as</li> </ul>	

BUILDING	COMPONENT	CONDITION		REMARKS	Repair Priority
		Poor	Fair Good		
				can be seen through the brine samples taken.	
				<ul style="list-style-type: none"> <li>Based on the ongoing problems associated with the system, It is recommended that the chiller be replaced within 1 year.</li> </ul>	1 year
	Evaporative Condenser	F		<ul style="list-style-type: none"> <li>The existing tower is in good condition except for significant water leakage during operation. This condition should be addressed as soon as possible.</li> </ul>	Immediate
	Compressors		G	<ul style="list-style-type: none"> <li>There are two existing Mycom compressors which have been replaced 8 years ago. ( 50 hp N6WA and 30 hp. N4WA) The compressors are in good condition, however, both still are equipped with the original motors which should be replaced within 5 years.</li> <li>The compressors are cooled with water directly fed from the town water with no treatment, conditioning or re-circulation. It is recommended that the cooling system be modified for energy efficiency and to ensure long life of the compressors.</li> </ul>	5 years  2 years
	Brine Pump		P	<ul style="list-style-type: none"> <li>The existing brine pump and motor are original ( 25 years old ) and should be considered for replacement at any time. Failure of the pump may result in undesirable down time of the rink while replacement is carried out.</li> </ul>	1 - 2 years
	Brine Solution		P	<ul style="list-style-type: none"> <li>The existing brine solution indicates some contamination.</li> </ul>	

## CONDITION ASSESSMENT

This inspection of the Millbrook Cavan North Monaghan Community Centre was completed in accordance with the Ministry of Labour requirements and Guidelines for the Investigation and Repair of Arena Structures (A.P.E.O. 1971 ). It is understood that since the Arena was previously inspected and upgrades completed as well as evaluated with respect to the design requirements of the 1970 National Building Code or later issue, a detailed structural analysis has not been completed at this time.

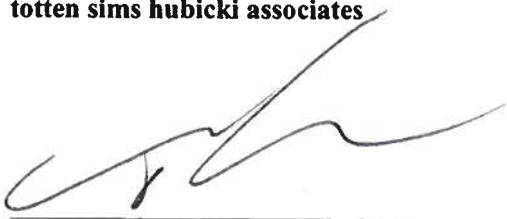
Based on our visual inspection and review of the components of the Arena, it is concluded that the existing structural framing and support system is in good condition and adequate to support the loading as specified by the Ontario Building Code at time of construction and at least the 1970 National Building Code. It is recommended that a follow up structural inspection of the arena be carried out in Three (3) years.

Significant concerns with respect to the condition of the rink floor slab and refrigeration system have been identified. It is strongly recommended that floor be replaced and refrigeration system upgraded in order to ensure facility operations and safety.

Considering the number of critical issues and anticipated costs to bring the facility to good repair, a cost benefit analysis would be suggested to assist in long term planning.

### PREPARED BY:

**totten sims hubicki associates**

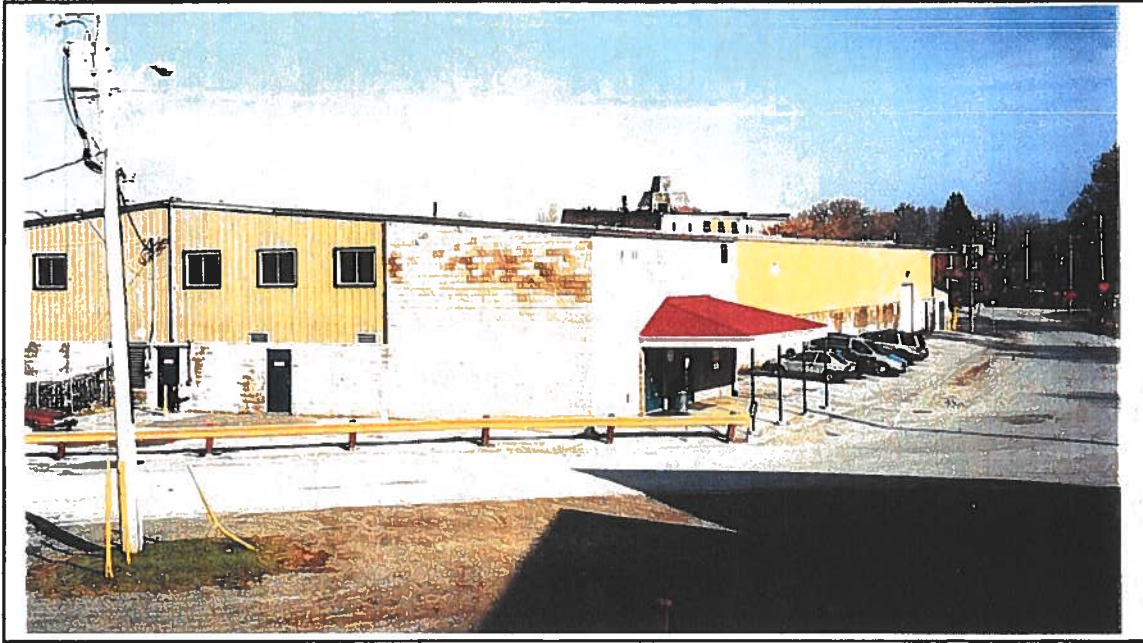


Tom Kara P. Eng. Associate

December 2002

**APPENDIX A**  
**SITE PHOTOGRAPHS**





**EXTERIOR VIEW**

Note: General condition and moisture saturated blocks



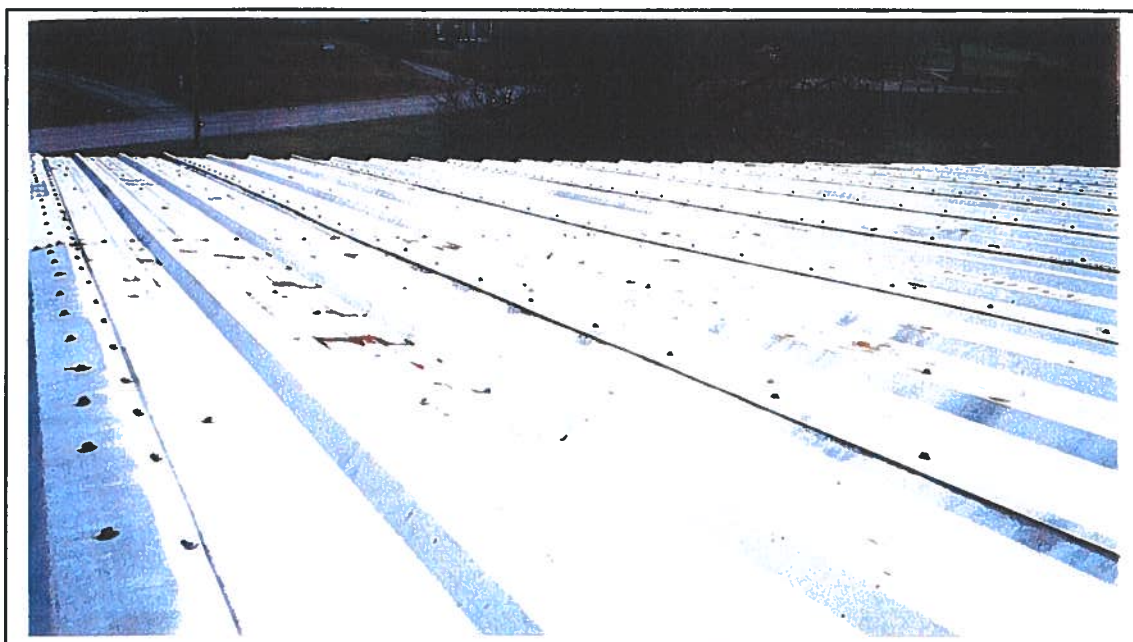
**EXTERIOR VIEW**

Note: Proximity to creek



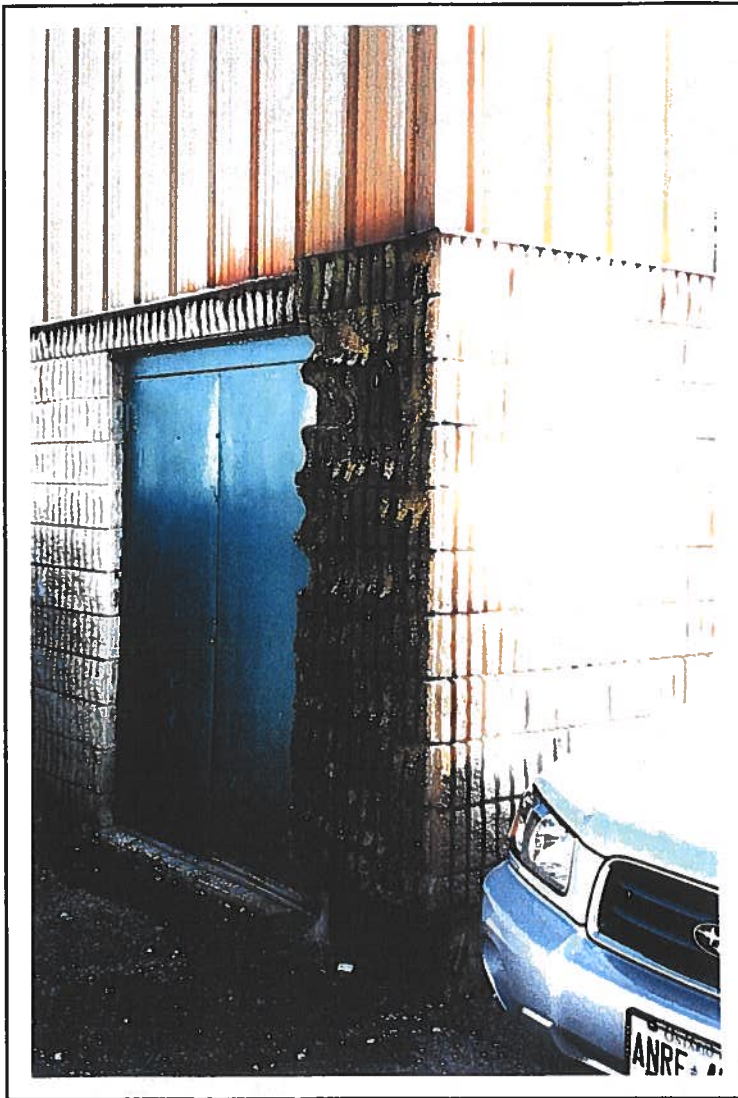
**EXTERIOR VIEW**

Note: Site grading and creek location



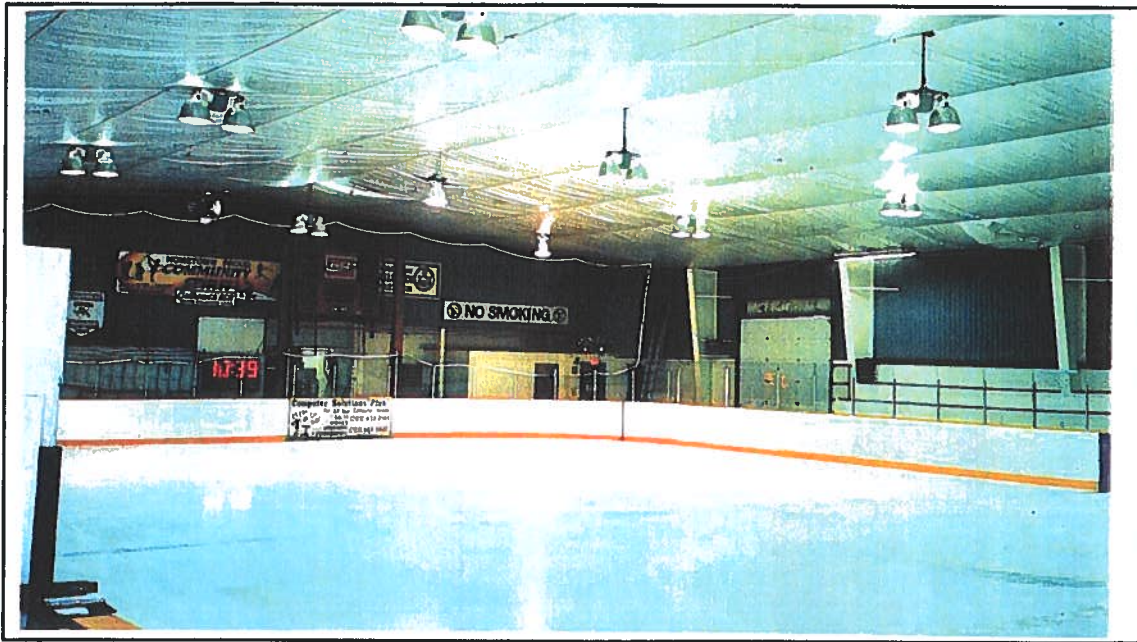
**VIEW OF ROOF**

Note: Minor corrosion



**EXTERIOR VIEW**

Note: Deterioration of block and growth due to constant moisture



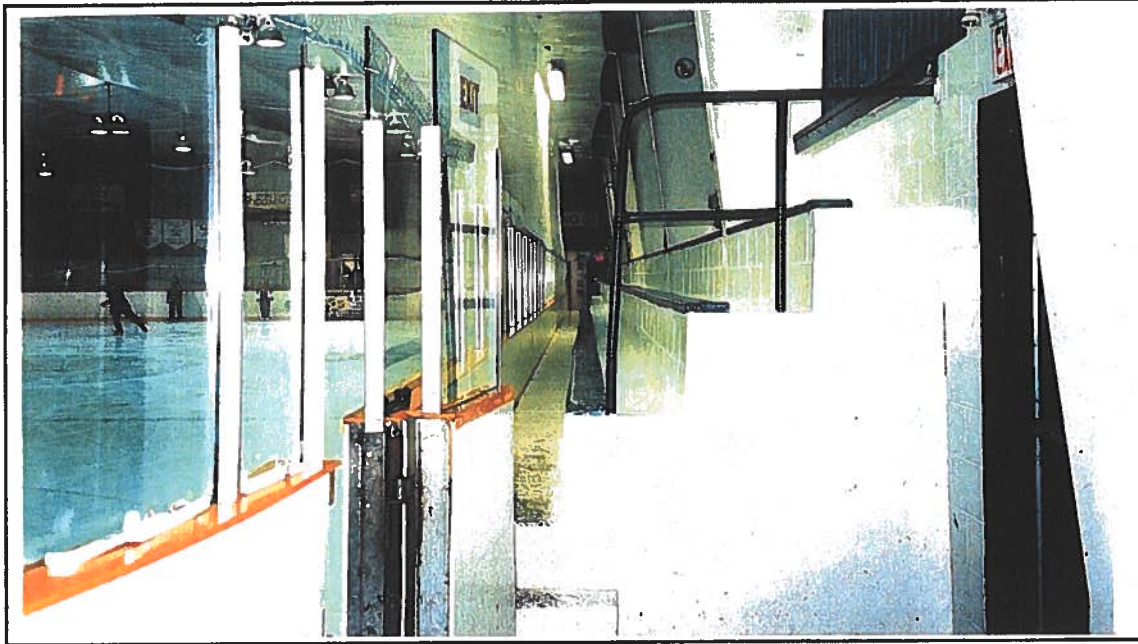
**INTERIOR VIEW**

Note: General conditions and dasherboard glass height



**INTERIOR VIEW OF LOBBY**

Note: General condition



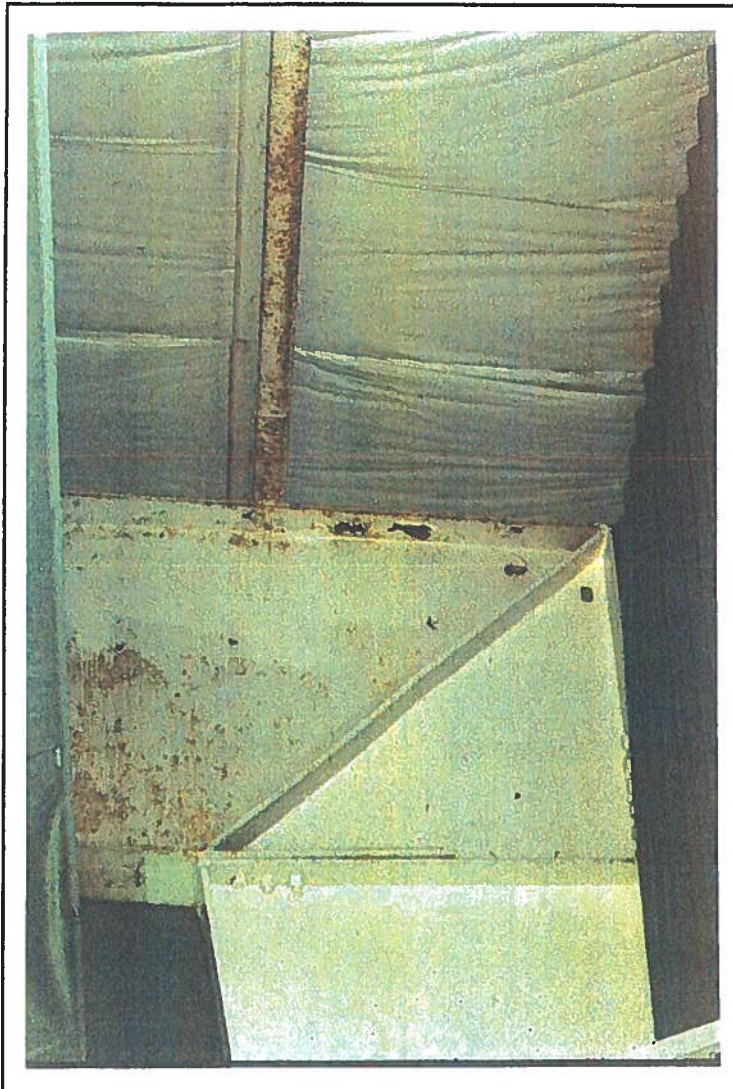
**INTERIOR VIEW OF BLEACHER ACCESS**

Note: Width of walkway at base of bleachers



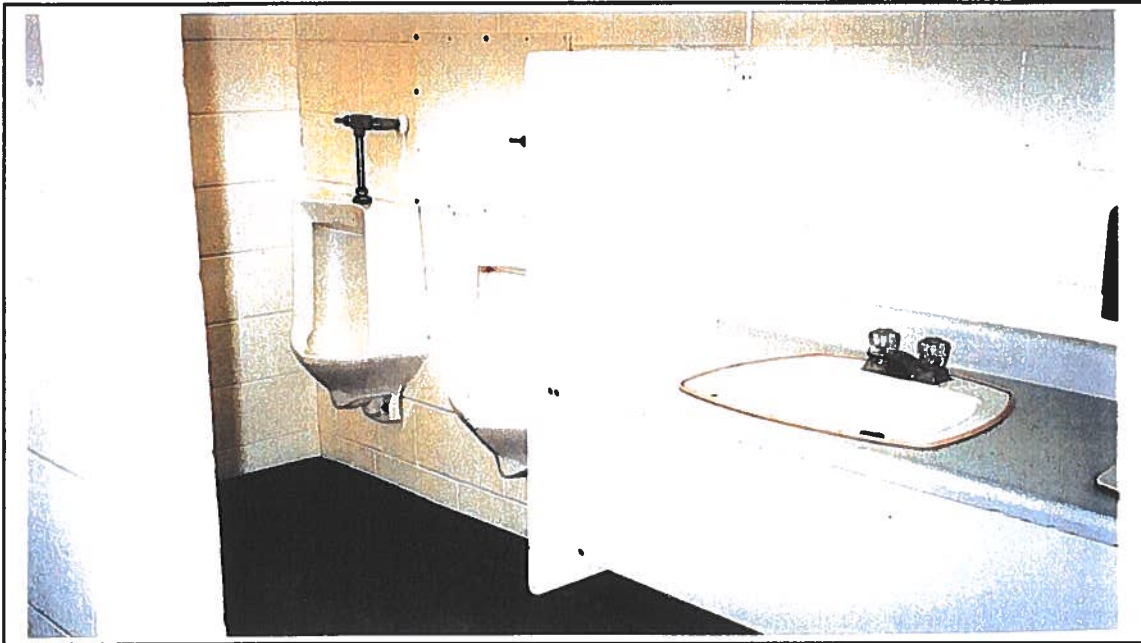
**INTERIOR VIEW**

Note: Condition of interior metal liner panels



**VIEW OF ARENA MAIN FRAMING**

**Note:** Corrosion of steel framing



**INTERIOR VIEW**

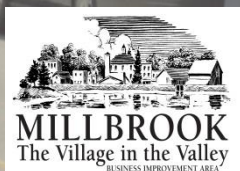
**Note:** General condition of finishes and fixtures





# Township of Cavan Monaghan Downtown Millbrook Revitalization Strategy

Prepared and Compiled By  
Paul Nopper Honours B.Sc.  
Downtown Revitalization Coordinator  
July, 2013



## Acknowledgements

The Downtown Millbrook Revitalization Strategy was produced in association with the Downtown Millbrook Revitalization Management Committee and Township of Cavan Monaghan staff. Committee members included local champions Rachel Crawford, Brayden Lloyd, Jenn Smith, Matt Smith, Chair Rob Ross, Karen Jopling Greater Peterborough Area Economic Development Corporation, Judy Coward Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs, Lynda Todd Millbrook Ward Township Councillor, Bonnie McQuarrie Chair Millbrook Business Improvement Area, Peter Ramsey Municipal Heritage Committee, Karen Ellis Director of Planning, Brenda Whitehead Director of Economic and Community Development, Nancy Young Planning Clerk and Paul Nopper Downtown Revitalization Coordinator.

The revitalization strategy was based on the Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs` (OMAF/MRA) Downtown Revitalization Manual.

Financial support for this project was provided by Peterborough Community Futures Development Corporation (CFDC), Millbrook Business Improvement Area (MBIA) and the Township of Cavan Monaghan.

Design Consultant Services were provided by Basterfield & Associates Inc.

## Developing the Work Plan

Special thanks to the Downtown Millbrook Revitalization Management Committee for taking time from their busy schedules to volunteer with this project. The Management Committee consisted of local champions, community organizations, government agencies, business owners and Township of Cavan Monaghan staff. They provided ideas, thoughts and opinions on the future of Millbrook.

The Downtown Millbrook Revitalization Management Committee worked with the Downtown Revitalization Coordinator to complete the strategic plan and action plan for the project. The Management Committee provided contrasting views and multiple unique perspectives on Downtown Millbrook. Through a variety of meetings, workshops and public consultations, the Management Committee was able to develop a strategy and action plan that will address key concerns and guide the future of the Downtown Millbrook Revitalization Strategy.

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## **Vision Statement**

Downtown Millbrook is a vibrant community in the rolling hills of Cavan Monaghan that celebrates and protects our unique heritage while promoting economic, cultural and community opportunities.

## **Mission Statement**

The Downtown Millbrook Revitalization Strategy supports existing and new business opportunities, promotes culture, heritage and the environment and fosters an attractive and active downtown, while strengthening partnerships for the community.

## **Market Position Statement**

Downtown Millbrook is the one heritage shopping area that provides residents and visitors with a unique experience because of its picturesque streetscape, walkable environment and friendly service.

## **Unique Selling Point**

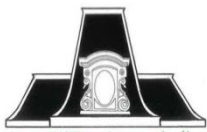
Escape to Millbrook

## Summary of Recommendations

The following list was developed from the Downtown Millbrook Revitalization Management Committee's strategic goals as priorities to be completed. Goals with brackets are in conjunction with the Township of Cavan Monaghan Corporate Strategic Plan.

1. Ensure the Downtown Millbrook Management Committee acts as a Committee of Council to implement the Downtown Millbrook Revitalization Strategy.
2. Engage all stakeholders in the implementation of the Downtown Millbrook Revitalization Strategy. These stakeholders include, but are not limited to, the Township of Cavan Monaghan, the Millbrook Business Improvement Area, the Millbrook Times, the Millbrook Lions Club, the Millbrook Royal Canadian Legion, the Millbrook and Cavan Historical Society, the Municipal Heritage Committee and other Committees of Council.
3. Adopt the recommendations of Basterfield & Associates Inc. on the Streetscape and Design Guidelines of Downtown Millbrook.
4. Create an implementation plan for the Streetscape and Design Guidelines that will be incorporated into future projects that affect the physical environment of Downtown Millbrook.
5. Development and/or review of comprehensive By-laws and/or standards required for the purposes of ensuring the Downtown Millbrook Revitalization Strategy creates a cohesive downtown environment. These By-laws may include but are not limited to signs, property standards, trees, waste management and site plan control.
6. Partner with senior levels of government, community organizations and the private sector to plan and finance expenses and improvements. (Goal 2, Action 1)
7. Initiate a business retention and expansion program focused on Downtown Millbrook's potential business opportunities and primary industry sectors. (Goal 3, Action 10)
8. Review and update the Millbrook Marketing Plan.
9. Develop media communication tools and relationships with local media to assist marketing and promoting Downtown Millbrook. These tools reflect community information and engagement, economic development opportunities and business resources. (Goal 4, Actions 1 and 3)

**Note:** Goals and actions in brackets refer to the Township of Cavan Monaghan Corporate Strategic Plan. The Plan can be referenced on the Township of Cavan Monaghan website at [www.cavanmonaghan.net](http://www.cavanmonaghan.net)



## 1.0 Introduction

The Downtown Millbrook Revitalization Strategy was created as a long-term plan with short, medium and long-term goals. The strategy was designed to provide guidance to the Township of Cavan Monaghan and its partners in the revitalization of Millbrook. Goals from the strategic plan may be subject to change over time depending on current Township projects, regulations, strategic direction, financing and viability.

## 1.1 Strategic Direction

The Downtown Millbrook Revitalization Strategy was established on the basis of the Township of Cavan Monaghan Corporate Strategic Plan Goal 3, Action 5 and the Township of Cavan Monaghan Official Plan Sections 2, 3, 4, 7 and 8.



## 1.2 Background – History of Millbrook

Through the rolling hills of the Township of Cavan Monaghan lies the small community of Millbrook, with an approximate population of 1600. Millbrook began in 1816 with the construction of the first saw mill by John Deyell<sup>1</sup>. John migrated from Ireland and landed in a stream filled area with plenty of forest, which made this an ideal area for construction of a saw mill. The original mill once stood at the current site of Needler’s Mill which can be found today at 1 Needler’s Lane. Prior to the 1880’s, Millbrook blossomed as an agriculture rich community to an astounding 1700 inhabitants. The decade following 1880 saw nearly half the population of Millbrook move to Manitoba and Western Canada with the extension of the Canadian Pacific Railway and new settlement opportunities<sup>2</sup>. It has taken almost a century for Millbrook to recover the population lost.



Photos Courtesy of Larry Lamb.

1,2. Brown, Quentin. 1990. This Green and Pleasant Land: Chronicles of Cavan Township. Millbrook and Cavan Historical Society. Ontario, Canada.



Downtown Millbrook...revitalization

# Downtown Millbrook Revitalization Strategy



Millbrook is unique, culturally diverse and is rich in heritage. It boasts an amazing 45 historically designated buildings. Millbrook has the most historically designated buildings, per capita, than any other town in Ontario and recently in Canada. Downtown Millbrook has some of the most prominent historic buildings in the area. In 1875, a tragic fire known as The Great Fire, destroyed most of Millbrook's buildings along Tupper and King Street<sup>3</sup>. This fire forced the community to rebuild with a variety of different architectural styles. Some of the more prominent buildings in the area were built in the late 1880's to the early 1900's. In 1881, construction of the Old Fire Hall, located on Hay Street, began in a rare Tuscan style with a tower<sup>4</sup>. It was designed to allow for the drying of fire hoses on the building. In 1889, the Old Millbrook School, located on Dufferin Street, was constructed on the top of a hill overlooking the community. It was constructed in the 19<sup>th</sup> century school style. This location is presumed to be an old native campsite<sup>5</sup>. One of the most notable historical buildings in Millbrook is Needler's Mill. Located on Needler's Lane, it officially made its debut in 1909 as it replaced two previous mills. The mill was moved from Cedar Valley and was restored, by citizens from the area, in 1982<sup>6</sup>. It currently resides as one of the most important heritage buildings in Millbrook.

In 1974, the Township of Cavan and the Village of Millbrook became part of the Greater Peterborough County. In 1998, North Monaghan Township, Cavan Township and the Village of Millbrook amalgamated to become the Township of Cavan-Millbrook-North Monaghan. In 2007, the Township changed its name again to the Township of Cavan Monaghan. Millbrook provides many services to those living in the area.



Photos Courtesy of Larry Lamb.

3,4,5,6: Brown, Quentin. 1990. *This Green and Pleasant Land: Chronicles of Cavan Township. Millbrook and Cavan Historical Society.* Ontario, Canada.



## 1.3 Location: Where is Millbrook?

Millbrook is located 15 minutes south west of Peterborough and only 60 minutes east of Toronto. The community is centrally located 4 km off of Highway 115 in the Township of Cavan Monaghan. Millbrook has a permanent population of approximately 1600 residents. It has a variety of goods and services to offer to the community and the population of Cavan Monaghan. The area of revitalization includes Manor Drive, Tupper Street, King Street East and West, Needler's Lane and Distillery Street.

**Figure 1: South Millbrook Aerial Photo  
1951**



**Figure 2: North Millbrook Aerial Photo  
1951**

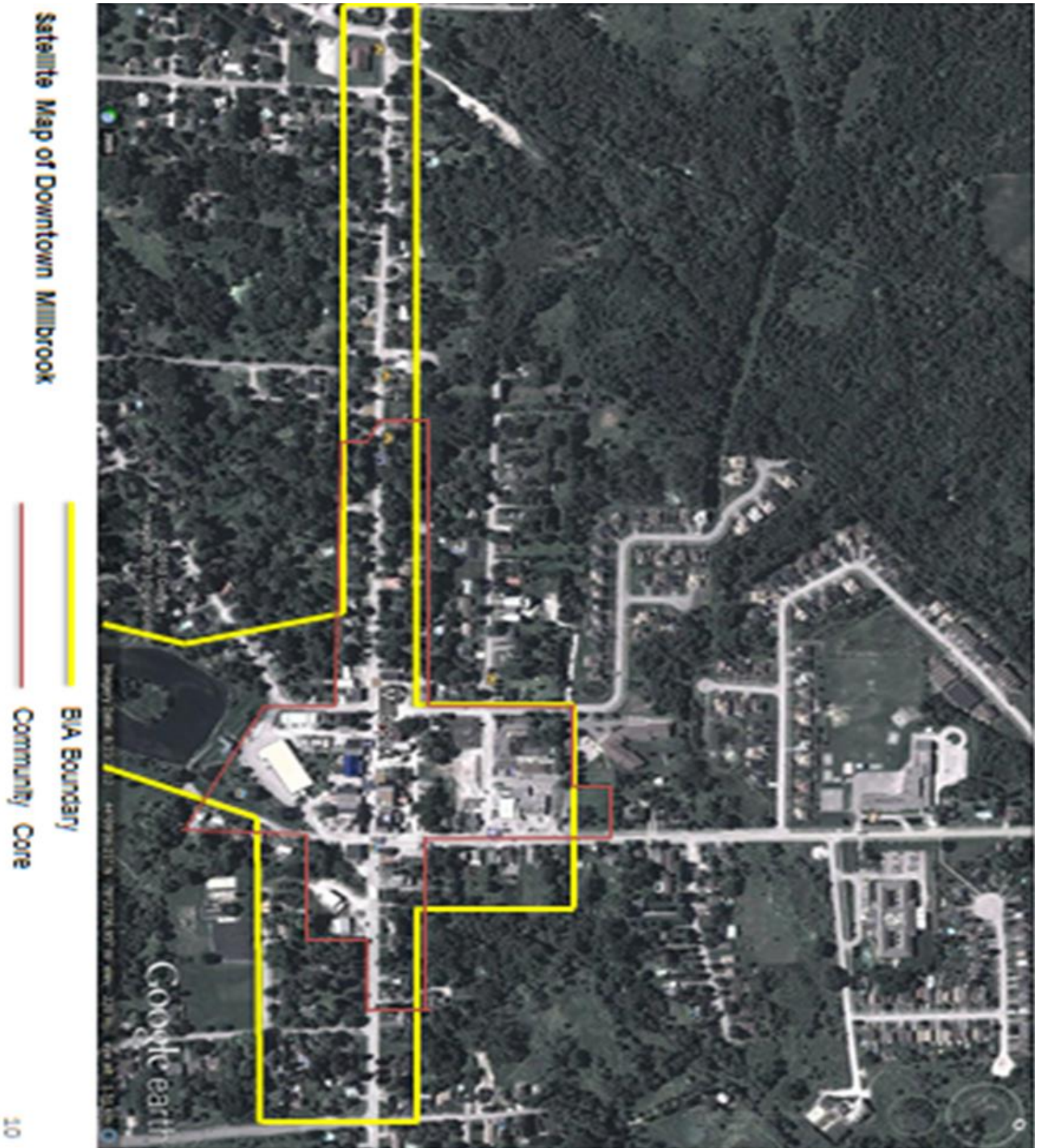


Photos Courtesy of Larry Lamb.





**Figure 3: Satellite Map of Downtown Millbrook with BIA and Community Core Boundaries**

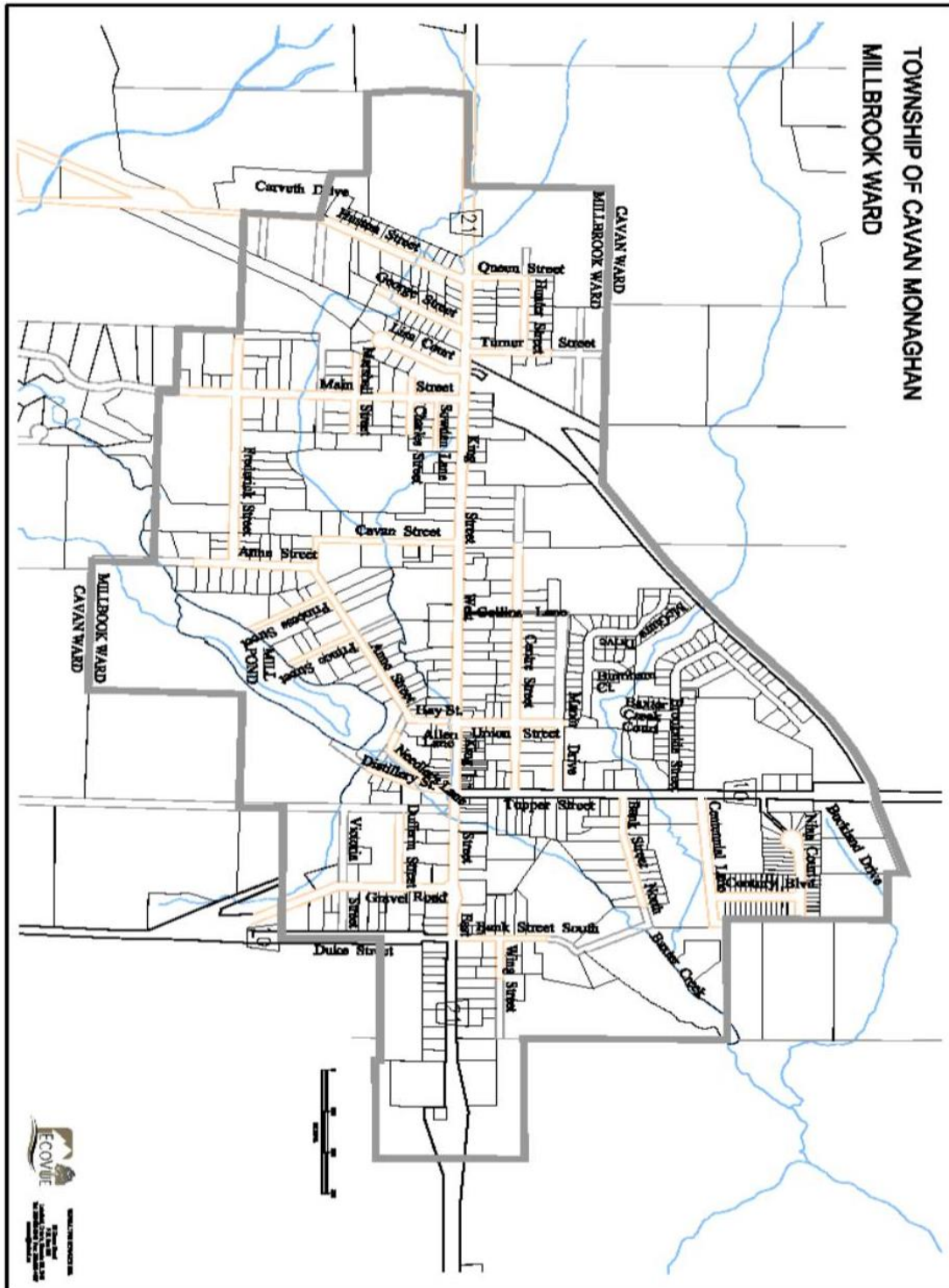


Source: Google Earth 2013.



# Downtown Millbrook Revitalization Strategy

Figure 4: Millbrook Ward

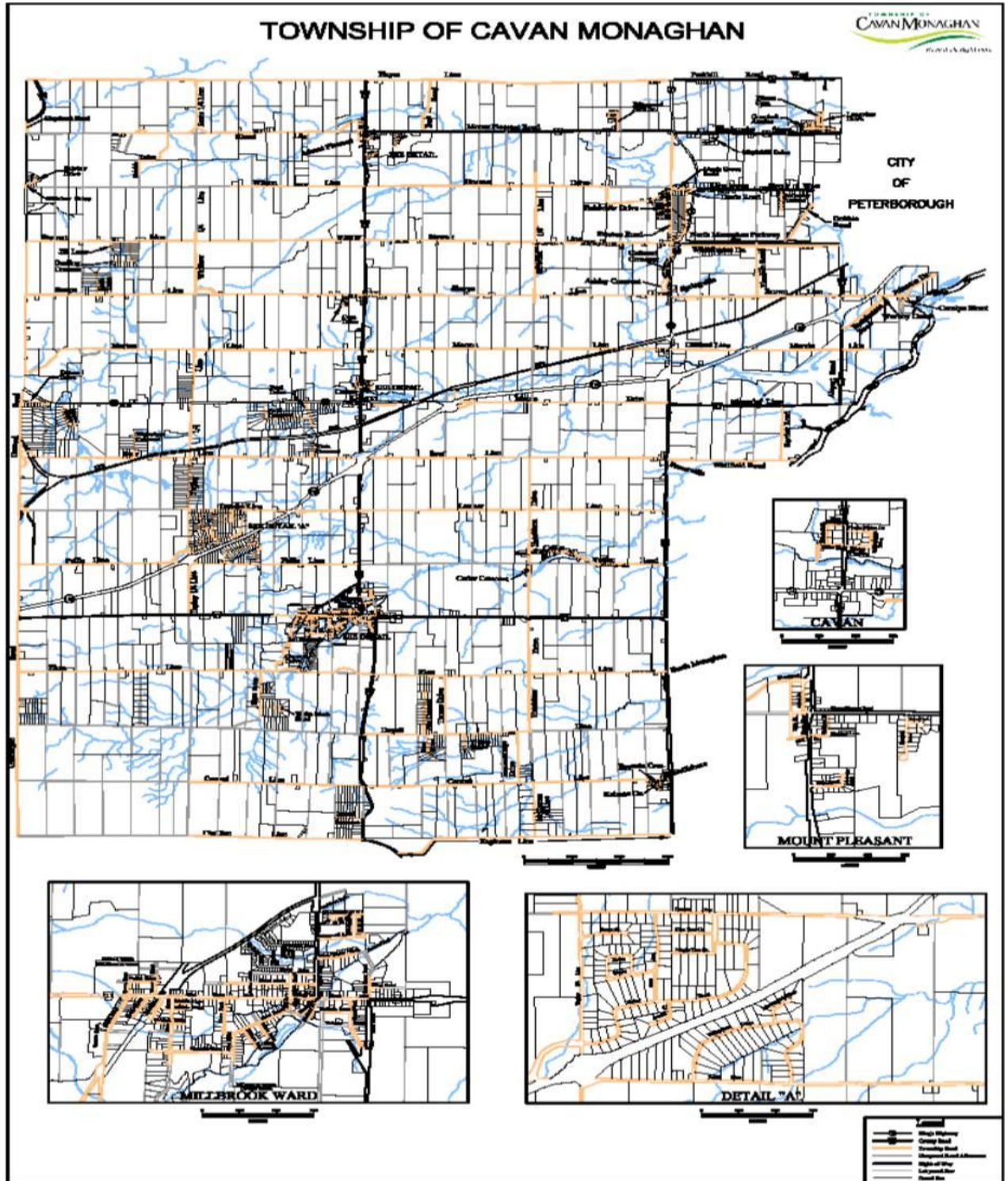


Source: Township of Cavan Monaghan Planning Department.



# Downtown Millbrook Revitalization Strategy

Figure 5: Township of Cavan Monaghan



Source: Township of Cavan Monaghan Planning Department.





## 1.4 Background – Downtown Revitalization

Downtowns play a significant role in supporting a community. They are a representation of the heritage and heart of a community. The downtown is a reflection of a community's prosperity, image and pride. For a downtown to be successful and thrive, it needs to create a positive image of the community, establish itself as a destination for tourism, provide opportunities for a wide range of employment, strong tax base, acts as an incubator for business growth, create community meeting places, enhance the surrounding areas and provide a feeling of community pride. An active and attractive downtown will leave residents and tourists with a positive feeling about the municipality.

Downtown Revitalization is based on a United States concept known as The Main Street Revitalization Initiative<sup>7</sup>. This program was developed in the late 1970's, by the National Trust for Historic Preservation, to help preserve the historic built environment by engaging in the preservation of historically significant areas and buildings<sup>8</sup>. Many downtown cores, in North America, are experiencing a trend of declining traffic and economic growth. Thus, towns started to turn to the revitalization program to help turn their downtowns into a thriving area for business while providing a safe and pleasant place to attend.



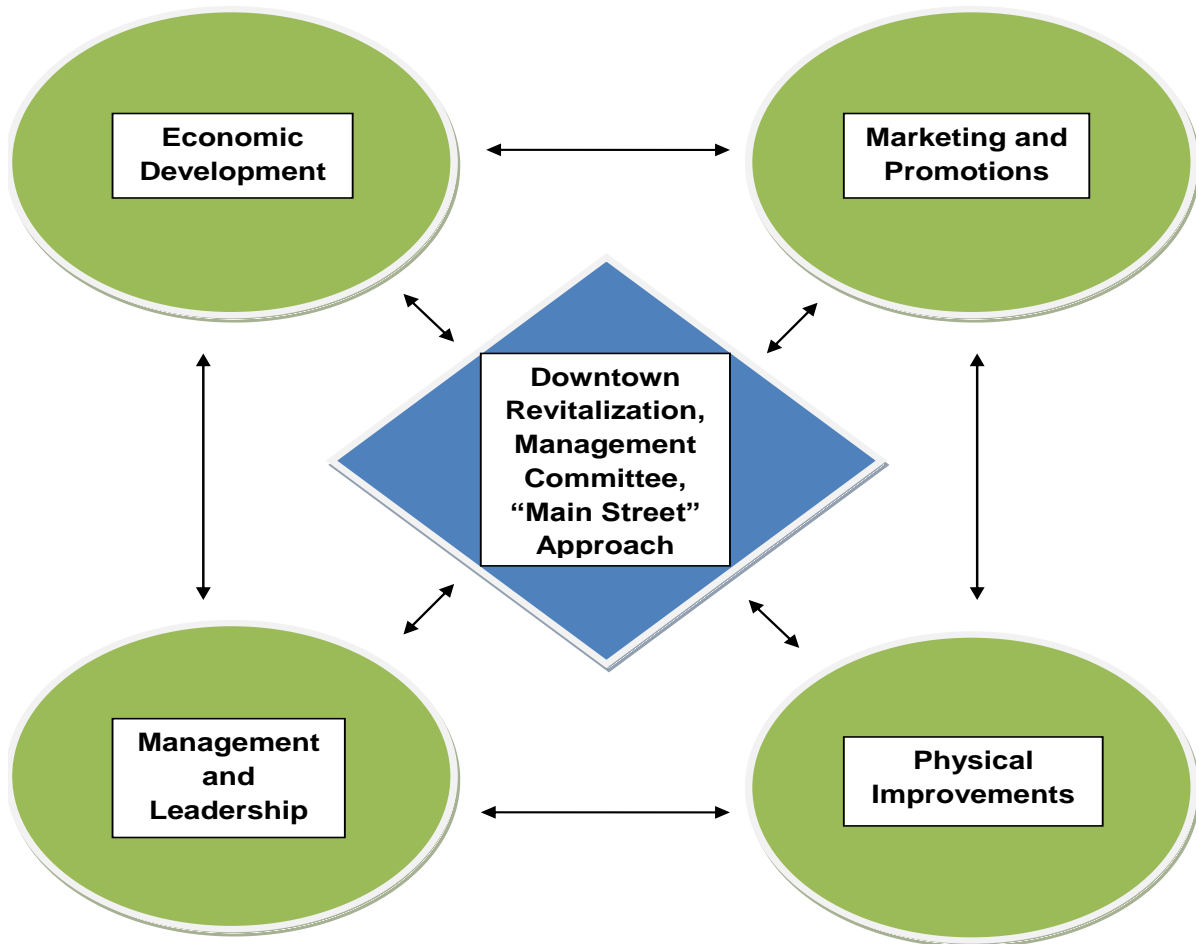
Photos Courtesy of the Township of Cavan Monaghan.

7,8: The National Trust for Historic Preservation. 2013. A Brief history of the National Trust. The Natural Trust for Historic Preservation. <http://www.preservationnation.org/who-we-are/history.html>



The Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs (OMAF/MRA) took the model of the Main Street initiative and moulded it into a feasible product for communities in Ontario. The program is based on a four points approach used in the Main Street Revitalization Initiative. The four points of Downtown Revitalization are Economic Development, Management and Leadership, Marketing and Promotions, and Physical Improvements.

**Figure 7: Integrated Elements of the Main Street Approach**





**Economic Development** – aims to use development strategies to attract new investments and businesses to the community while retaining/expanding existing local businesses;

**Marketing and Promotions** – develops, markets and promotes what Millbrook has to offer to residents and tourists. Its purpose is to draw people to the downtown core, enhance the image of the downtown to make it a destination, while hosting a variety of events and activities;

**Management and Leadership** – forming partnerships with businesses, individuals, organizations and the Township that engages and manages the community revitalization program; and

**Physical Improvements** – enhancing the physical environmental attractiveness of streetscapes, existing buildings, public space and function of Downtown Millbrook.



Photos Courtesy of the Township of Cavan Monaghan.

The four points are critical elements undertaken to implement a successful downtown revitalization. This is a widely used and successful format, with many communities across the United States, Ontario, Quebec and Alberta participating in this method of revitalizing downtown cores. Millbrook has worked with the OMAF/MRA to adapt the principles and methods of the “Main Street” approach to meet the needs of Downtown Millbrook and the community of Cavan Monaghan.



## 1.5 The Planning Process

The Downtown Millbrook Revitalization Project kicked off in July of 2012 with the hiring of a Downtown Revitalization Coordinator. A Management Committee was then created consisting of stakeholders from the Township of Cavan Monaghan and the Greater Peterborough Area. Surveys, market threshold analysis, focus groups, business inventories and community design workshops were all methods used to gain community feedback on revitalization. These methods were used to gain a better understanding of the positives and negatives of Downtown Millbrook, from a community perspective. This information helped identify the current needs for improvement while creating future opportunities for improvement.



Photos Courtesy of the Township of Cavan Monaghan.

A number of documents were reviewed for the purpose of the Downtown Millbrook Revitalization Project. The following documents were used in the findings and recommendations for the project:

- The Township of Cavan Monaghan Draft Official Plan (2012)
- The Township of Cavan Monaghan Corporate Strategic Plan (2012)
- A Plan for Heritage Conservation in the Township of Cavan Monaghan (2011)
- Canada Census Data (2011)
- Peterborough Sustainability Plan (2011)
- The Township of Cavan Monaghan Culture Mapping Project (2011)
- The Township of Cavan Monaghan Parks and Recreation Master Plan (2011)
- The Township of Cavan Monaghan Trail Master Plan (2010)
- The Township of Cavan Monaghan Property Standards By-laws (2008)
- The Township of Cavan Monaghan Accessibility Plan Draft (2007)
- Millbrook Ward Marketing Plan (2007)
- Significant Architecture of Millbrook (2007)
- The Township of Cavan Monaghan Growth Analysis Study (2006)
- Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs Downtown Revitalization Project (2005)
- Oak Ridge Moraine Conservation Plan (2002)
- The Township of Cavan Monaghan Filming Package (2001)
- A Green and Pleasant Land (1990)





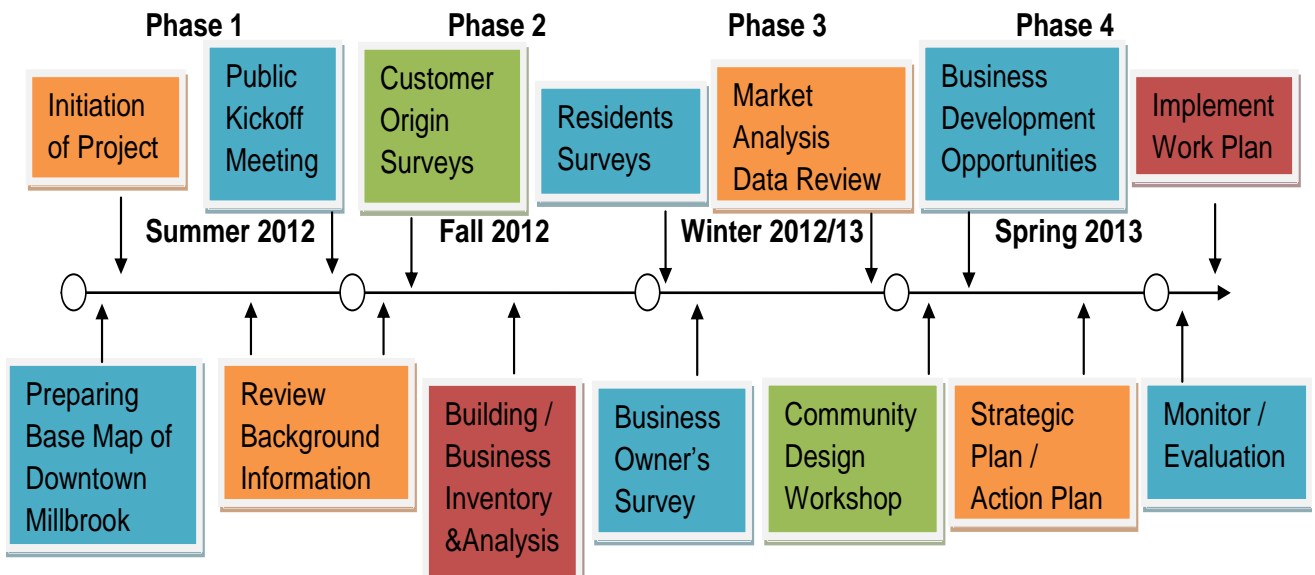
**Phase 1** of the Downtown Millbrook Revitalization Strategy, organized and identified the scope of the project. This phase evaluated background information, plans and the existing Downtown Millbrook.

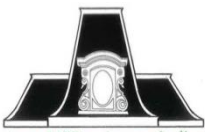
**Phase 2** of the project consisted of market analysis, collecting and assessing survey information and providing the community with workshop opportunities to assess the future vision of Downtown Millbrook.

**Phase 3** of the project involved reviewing all data gathered from the methodologies used. This information highlighted the needs and wants of the community regarding the downtown.

**Phase 4** of the project provided community design workshops to help guide the Physical Improvements point of revitalization. The information gathered helped generate a strategic plan and action plan to revitalize Downtown Millbrook. Upon completion of the strategic plan, a monitoring, implementing and evaluating plan will be used to gauge the progress on the revitalization.

**Figure 6: Visual Representation of the Revitalization Project in Phases**





Downtown Millbrook...revitalization

# Downtown Millbrook Revitalization Strategy



## 1.6 Downtown Millbrook Revitalization Management Committee

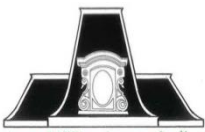
A Management Committee of representatives from the Township of Cavan Monaghan, Greater Peterborough Area Economic Development Corporation (GPAEDC), the Municipal Heritage Committee, the Millbrook Business Improvement Area (MBIA), the Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs (OMAF/MRA), Millbrook business owners and local champions were responsible for overseeing the Downtown Millbrook Revitalization Project. Community members were encouraged to participate within the Management Committee to ensure that residents had a voice in the planning process. The Management Committee was established in September 2012.



Photos Courtesy of the Township of Cavan Monaghan.

### **The Management Committee worked together to:**

- Identify the current issues affecting the downtown core and how they impact the local economy and community;
- Coordinate the revitalization project and guide the project coordinator in carrying out the work;
- Maintain commitment, cooperation and confidence among the community organizations that have a stake in the revitalization process;
- Follow an incremental approach to planning and make informed choices on the direction, goals and overall vision of the downtown revitalization; and
- Pinpoint common community objectives that can achieve long lasting workable results.



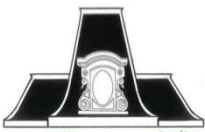
For this project to become a success, there must be a sustainable partnership and collaboration between local groups, community members and businesses. The Downtown Millbrook Revitalization Strategy is about driving economic development for the community, marketing and promoting all aspects of the community, promoting leadership within the community and providing a physical design transformation to make the downtown a destination for the community.



Photos Courtesy of the Township of Cavan Monaghan.

## 1.7 Why Should We Revitalize Downtown Millbrook?

The downtown core of a community is traditionally the main area for economic development and community pride. A healthy downtown core, generally represents a healthy community. Revitalization of a downtown can play an important role within a community. Upgrading buildings and the physical environment of a downtown, creating new business while expanding existing businesses, increasing tourism and making use of existing buildings and services, can provide the community with new living and working opportunities. A downtown will thrive and bustle when there is a dynamic interchange between public space, civic/social uses and commercial activity. Maintaining a healthy and vibrant downtown is an investment in the future of the community.



Downtown Millbrook... revitalization

# Downtown Millbrook Revitalization Strategy



## Benefits for revitalization include:

- Greater opportunity for growth and expansion;
- Improved facades, buildings and the physical environment to make them more attractive;
- Development of the economic base, of the downtown, to support new businesses and expand existing business;
- Improved quality of life, community pride and capacity to undertake similar projects is boosted;
- Increased occupancy rates and improved marketability of properties;
- Expanded tax base;
- Keep community dollars within the community; and
- Heritage preservation for future generations.



Photos Courtesy of the Township of Cavan Monaghan & Larry Lamb.

## 1.8 Essential Ingredients for Success

A solid foundational framework is critical to the success of the revitalization. There are nine concepts that must be developed to provide the best possible revitalization.

### **Strong Local Leadership**

It is imperative that the leaders of this project, such as the Management Committee, local governments, local businesses and the community come together to stay focused on the end goals and believe in a shared vision for the community. Having a wide leadership base allows for obstacles and barriers to be overcome using the knowledge and tools at hand.

### **Shared Vision**

A common project vision must be in place for revitalization to have any chance of success. The leaders, public, and levels of government must be on the same page and understand the vision of the finished project. The shared vision will help alleviate doubts, obstacles and controversy.

### **Public Involvement**

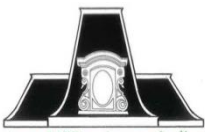
The public must be part of the planning process from day one to the final day of the project. Revitalization of a downtown is for the community, about the community and to improve upon the existing community. The public plays an important part by generating new ideas, providing feedback, creating awareness and being open to change.

### **Community Base**

With a community based project, it builds on the existing unique characteristics and values of the downtown. It can help to identify the needs and desires of residents and identify the community's unique identity by focusing on history, economy and man-made features.

### **Partnerships**

Revitalization projects rely on the strengths of partnerships throughout the community. Public-Private Partnerships are an essential aspect to the success of a project. They can occur between local businesses, governing bodies, community groups and private companies. These partnerships can help the project financially, through federal and provincial grants, gifts and foundation programs. The capital costs of the project can be reduced by using volunteers, new technologies, compensation arrangements and maintenance.



## Financial Responsibility

The community needs to understand that the strategy's success is based on the financial stability and remaining responsible to the budget. It is critical to use the resources available within the community to keep the financial situation under control. Potential resources that could be utilized from the community are partnerships to help provide financial stability, donations of supplies and equipment, volunteers as workers and researching other funding opportunities such as grants.

## Dynamic Process

The strategies that are put into place must be able to respond to challenges and be flexible enough to overcome unique and unexpected barriers that may arise. Not having a dynamic process in place, may lead to compromising the strength of the project's vision. The process needs to be clear and manageable for the participants to understand the steps needed to complete a project of this magnitude.



Photos Courtesy of the Township of Cavan Monaghan.

## Policy Base

A project's success must reflect the communities existing policies while complementing the policies at all levels of government. Efforts that support initiatives from other agencies, organizations and other levels of government are more likely to obtain funding for the revitalization project. There must be a common strategy followed in order to help reduce costs, easily overcome barriers and increase the benefits of the project.

## Continuous Monitoring

Changing the physical dynamic of the downtown will not alone make revitalization in the community a success. A monitoring system must be put in place for the long-term, to ensure that economic development, leadership, promotion and the physical environment are maintained and the momentum of success is continued.

## 2.0 The Analysis

The information compiled in this report provides background and research data to support the development of the Downtown Millbrook Revitalization Strategy. The Downtown Millbrook Revitalization Management Committee, in association with the Township of Cavan Monaghan and the OMAF/MRA, conducted, over a one year term, a series of surveys for businesses and residents, economic analysis activities, visioning exercises and community design input workshops. Reports were developed from these activities and were provided to the Downtown Millbrook Revitalization Management Committee to develop realistic recommendations and action plans for the revitalization of Downtown Millbrook.



Photos Courtesy of the Township of Cavan Monaghan.

Data collection consisted of both primary source data (surveys, visioning sessions, contact with the community) and secondary source data (Census Canada data, past revitalization projects, books, journal articles). Extensive planning and design went into the development of the Business Owner's Survey, Resident Survey, Customer Origin Survey, Community Visioning Exercises and Community Design Input Workshops. The reports were successfully developed with thanks to the business owners for taking the time to participate, the residents for providing their thoughts and opinions and the committees and volunteers for taking the time to provide comments. The project was made possible with funding from the Township of Cavan Monaghan, Peterborough Community Futures Development Corporation and the Millbrook Business Improvement Area. Technical support and expertise was provided by the OMAF/MRA.



The reports and the analysis represent the factors that influence the functionality and dynamics of Downtown Millbrook. Some of the factors address the economic stability of the local business climate, demographics and shopping habits of residents in the Trade Area, people’s viewpoints on the physical aspects of the downtown, issues currently faced by businesses in the downtown and the comments from residents within the Township of Cavan Monaghan.

**Figure 8: Visual Breakdown of the Strategic Plan and Action Plan Process Followed by the Downtown Millbrook Revitalization Management Committee.**

## Organization

### Downtown Millbrook Revitalization Management Committee Formation



### Survey Data Collection/Visioning/Community Design



### Vision/Mission/Strategic Plan Development



### Action Plan and Implementation



**Economic  
Development**



**Marketing and  
Promotions**



**Leadership and  
Management**



**Physical  
Improvement**



The purpose of the data gathering and report development is to generate goals for a strategic plan and actions associated with the strategy. These goals are meant to address the four points of downtown revitalization; Economic Development, Marketing and Promotions, Management and Leadership and Physical Improvements. In the spring of 2013, the Downtown Millbrook Revitalization Management Committee hosted Strategic Planning Sessions to produce a series of goals essential to providing a strong and successful revitalization strategy.

## 2.1 Available Background Reports

The following are brief outlines of the reports created summarizing the results that were produced:



Photos Courtesy of the Township of Cavan Monaghan.

### **Business Owner's Survey**

The survey was developed to collect information on the attitudes and opinions of business operators in the downtown. It measured the current business needs, marketing and sales information and the perception of the downtown. It provided businesses with an opportunity to have their voice heard in the hope of strengthening relationships between stakeholders. It identified current issues faced by business owners, new retail and service opportunities for the existing business climate, how the downtown could benefit from physical improvements and gauge the willingness of business owners to participate in joint marketing and promotions.





## Customer Origin Survey

This survey was developed to provide information about the size and composition of the local market, where downtown shoppers live and characteristics of downtown consumers. A Trade Area map was developed from street addresses and postal codes to provide demographic information about the respondents. The information obtained from the report will assist in marketing and promotion efforts by determining the target markets. The report will also aid with economic development efforts by providing information on potential business opportunities while supporting the growth and retention of current businesses.

## Resident Survey

This survey collected information on the attitudes and opinions of community residents in the Township of Cavan Monaghan. The information provided data on shopping patterns, retail and service needs and residents' perceptions on the current status of Downtown Millbrook. The data will assist economic development by identifying potential new retail and service businesses while aiding in the marketing and promotions of the downtown. Physical design improvements are adapted based on comments from the report.



Photos Courtesy of the Township of Cavan Monaghan.

## Market Threshold Analysis / Business Mix Analysis

This analysis provided theoretical estimates of businesses that a community should be capable of supporting based on the Trade Area population and business numbers. More information on the estimates of business was produced through demographic data, housing, salaries, education, employment rate and projected future populations. The report provides information on the downtown's current function, the commercial structure and potential business opportunities.

These reports are provided as Appendices to this document. For further information regarding these reports, contact the Economic and Community Development Department of the Township of Cavan Monaghan.



## 2.2 The Community Design

The Township of Cavan Monaghan hired Basterfield & Associates Inc. to provide Streetscape and Design Guidelines for the Downtown Millbrook Revitalization Strategy as part of the Physical Improvements point to Downtown Revitalization. Basterfield & Associates Inc. have previously worked with OMAF/MRA on revitalization programs in other small rural communities. Background information from the Resident Survey, Customer Origin Survey, Business Owner's Survey and a Visioning Exercise from November 14, 2012 were provided to the consultants. Streetscape and Design Guidelines for Downtown Millbrook can be found at the end of this document under Appendix E.



Photos Courtesy of the Township of Cavan Monaghan.

Basterfield & Associates Inc. met with a small group of representatives from the Municipal Heritage Committee, Township of Cavan Monaghan Council, Downtown Millbrook Revitalization Management Committee and the Millbrook and Cavan Historical Society on April 29, 2013. The meeting provided a platform for brainstorming about potential directions for the streetscape work and what the current perception of Millbrook was. The consultants conducted a site walk through Downtown Millbrook. This walk involved photographing potential development areas, key points and linkages, areas for opportunity and areas of concern.



# Downtown Millbrook Revitalization Strategy

On May 6, 2013 the Township of Cavan Monaghan, in association with Basterfield & Associates Inc., hosted the first Community Design Input Session for the Streetscape and Design Guidelines. Members of the community, business owners, building owners and ratepayers were invited to participate in this brainstorming session. The consultants led the discussion by creating zones of focus in Millbrook. In small groups, the community had the opportunity to provide feedback on what concepts they would like to see developed and how to improve the physical environment. At the end of the session, all information was gathered for analysis.



On May 15, 2013, Basterfield & Associates Inc. provided an update on the developments from the first Community Design Input Session to the Downtown Millbrook Revitalization Management Committee. Information provided included, summaries of the main points from the previous community meeting, concept plan drawings of potential green space, linkages within the downtown and physical design elements like street furniture, lighting and information signs. The Management Committee provided critical feedback on the Streetscape Designs.



Photos Courtesy of the Township of Cavan Monaghan.



On May 28, 2013, the Township of Cavan Monaghan, in association with Basterfield & Associates Inc., conducted the second Community Design Input Session for Streetscape and Design Guidelines. The community was invited to continue to provide feedback and input into the concept plans that had been developed. The community members were led through a small group session allowing for critical thought and comment on the current concept plans. Near the end of the session, comments were discussed in a large group forum. All information was recorded and gathered at the end of the session for further analysis.

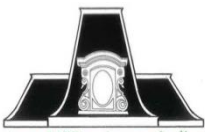


On June 5, 2013, the Township of Cavan Monaghan, in association with Basterfield & Associates Inc., hosted an Open House for the community to see the newly developed Streetscape and Design Guidelines plan for Downtown Millbrook. Community members were encouraged to continue making suggestions and provide feedback on the plan that was developed. Plans were posted around the Township of Cavan Monaghan gymnasium and the community was free to observe each plan in detail.



Photos Courtesy of the Township of Cavan Monaghan.

On June 17, 2013, Basterfield & Associates Inc. presented the Streetscape and Design Guidelines to the Township of Cavan Monaghan Council. The presentation provided the Physical Improvements section of the Downtown Millbrook Revitalization Strategy. The Streetscape and Design Guidelines were added to the Downtown Millbrook Revitalization Strategy following the delegation to Township Council.



## 3.0 Developing the Revitalization Strategy and Action Plans

The Downtown Millbrook Revitalization Management Committee hosted two Strategic Planning Sessions to develop goals, action plans and recommendations that coincide with the priorities identified for Downtown Millbrook. The first Strategic Planning Session was used to construct a vision statement, mission statement, market position statement and a unique selling point. These statements provide grounding for the construction of the goals and action plans.



Photos Courtesy of the Township of Cavan Monaghan.

The second Strategic Planning Session involved brainstorming goals for the strategy and prioritizing the goals generated. Each member of the committee was given the opportunity to vote on the goals they believed to be of highest priority. Once the priorities were established, consensus was reached by the Management Committee. The committee then brainstormed possible actions to the prioritized goals.

Not all goals and actions that were generated in the Strategic Planning Sessions can be accomplished in one year. The Downtown Millbrook Revitalization Strategy was developed with flexibility in mind. Putting an action plan in place, while providing prioritization of the goals, allows for a timeline of potential development. The strategy is meant to be completed over a 10 – 20 year period.



The Strategy provides the Township of Cavan Monaghan and stakeholders associated with the Downtown Millbrook Revitalization Project a starting point for revitalizing Downtown Millbrook. There is plenty of work to be done to accomplish all goals identified. The strategy provides solid structure, based on community input, to guide the successful continuation of the project.

## 3.1 Recommendation and Actions Summary

The following recommendations were developed by the Downtown Millbrook Revitalization Management Committee during the Strategic Planning session on June 11, 2013. The recommendations that appear in **bold** have been selected as priorities for this strategy. Some goals developed by the Management Committee reflect and emphasize the goals of the Township of Cavan Monaghan Corporate Strategic Plan and the Peterborough Sustainability Plan.

Timelines for the goals of the Downtown Millbrook Revitalization Strategy are identified as short, medium and long-term. Short-term represents 0 to 5 years, medium-term 6 to 10 years and long-term 11+ years.



Photos Courtesy of the Township of Cavan Monaghan.

## Priorities

The following list was developed from the Downtown Millbrook Revitalization Management Committee's strategic goals as priorities to be completed. Goals with brackets are in conjunction with the Township of Cavan Monaghan Corporate Strategic Plan.

1. Ensure the Downtown Millbrook Management Committee acts as a Committee of Council to implement the Downtown Millbrook Revitalization Strategy.
2. Engage all stakeholders in the implementation of the Downtown Millbrook Revitalization Strategy. These stakeholders include, but are not limited to, the Township of Cavan Monaghan, the Millbrook Business Improvement Area, the Millbrook Times, the Millbrook Lions Club, the Millbrook Royal Canadian Legion, the Millbrook and Cavan Historical Society, the Municipal Heritage Committee and other Committees of Council.
3. Adopt the recommendations of Basterfield & Associates Inc. on the Streetscape and Design Guidelines of Downtown Millbrook.
4. Create an implementation plan for the Streetscape and Design Guidelines that will be incorporated into future projects that affect the physical environment of Downtown Millbrook.
5. Development and/or review of comprehensive By-laws and/or standards required for the purposes of ensuring the Downtown Millbrook Revitalization Strategy creates a cohesive downtown environment. These By-laws may include but are not limited to signs, property standards, trees, waste management and site plan control.
6. Partner with senior levels of government, community organizations and the private sector to plan and finance expenses and improvements. (Goal 2, Action 1)
7. Initiate a business retention and expansion program focused on Downtown Millbrook's potential business opportunities and primary industry sectors. (Goal 3, Action 10)
8. Review and update the Millbrook Marketing Plan.
9. Develop media communication tools and relationships with local media to assist marketing and promoting Downtown Millbrook. These tools reflect community information and engagement, economic development opportunities and business resources. (Goal 4, Actions 1 and 3)

**Note:** Goals and actions in brackets refer to the Township of Cavan Monaghan Corporate Strategic Plan. The Plan can be referenced on the Township of Cavan Monaghan website at [www.cavanmonaghan.net](http://www.cavanmonaghan.net)





## Economic Development

1. Determine businesses that will be an asset to Downtown Millbrook and that represent the Market Position Statement and Unique Selling Point.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Peterborough Community Futures Development Corporation and Economic Development Advisory Committee.

**Actions:** Use the short list of potential business opportunities as a starting point for determining specific businesses to target. Fill vacancies in the downtown with asset businesses.

**Timeline:** Short-Term, Ongoing

**Evaluation:** Determine two businesses that are considered assets to the downtown and attempt to attract them to Downtown Millbrook.



Photos Courtesy of the Township of Cavan Monaghan.



2. Work with local partners, organizations and the Municipality to promote entrepreneurial opportunities in Downtown Millbrook, including gaps identified in the mix of businesses and services and external markets for local enterprises. (Goal 3, Action 3)

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Peterborough Community Futures Development Corporation and Economic Development Advisory Committee.

**Actions:** Fill vacancies in downtown buildings. Reach out to potential businesses that would fit the Market Position Statement and Unique Selling Point. Identify professional resources that are available to provide assistance to the local business climate of Downtown Millbrook. Clarify on the roles of stakeholders associated in the business retention and expansion program

**Timeline:** Short-Term, Ongoing

**Evaluation:** Provide professional resources that can assist businesses in the downtown. Have roles of stakeholders clarified in association to business retention and expansion.



Photo Courtesy of the Township of Cavan Monaghan.



### 3. Initiate a business retention and expansion program focused on Downtown Millbrook's potential business opportunities and primary industry sectors. (Goal 3, Action 10)

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Peterborough Community Futures Development Corporation and Economic Development Advisory Committee.

**Actions:** Training opportunities for businesses in Downtown Millbrook related to customer service, business management, succession, business and marketing planning. Development of small business support system initiatives. Education of businesses regarding the Township Official Plan, By-laws, banking information and relevant documentation. Focus the expansion program on potential business opportunities. Clarify the roles of stakeholders associated in the business retention and expansion program.

**Timeline:** Short-Term, Ongoing

**Evaluation:** Completion of the business retention and expansion program with a minimum of four training sessions completed.



Photo Courtesy of the Township of Cavan Monaghan.



Downtown Millbrook...revitalization

# Downtown Millbrook Revitalization Strategy



4. Encourage upgrading, improvements and additions to the tourism industry of Downtown Millbrook.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Peterborough Community Futures Development Corporation and Economic Development Advisory Committee

**Actions:** Leverage the natural environment and green space in Downtown Millbrook. Promote the tourism assets within the downtown such as heritage buildings, specialty businesses, natural recreation and the theatre experience. Link current tourism initiatives to local, county and provincial tourism businesses such as Regional Tourism Organization 8 and Peterborough and the Kawarthas Tourism.

**Timeline:** Medium-Term, Ongoing

**Evaluation:** Events, festivals and tourism attractions are updated and linked to tourism initiative.



Photos Courtesy of the Township of Cavan Monaghan.



5. Ensure that heritage preservation is protected and enhanced as a priority development in partnerships, economics, planning documents, community revitalization and other municipal considerations.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Millbrook and Cavan Historical Society, Kawartha Heritage Conservancy, Peterborough Community Futures Development Corporation, Municipal Heritage Committee and Economic Development Advisory Committee.

**Actions:** Develop Downtown Millbrook into a Heritage Conservation District. Review and update the Film Industry package to focus on the heritage of Downtown Millbrook. Ensure that local heritage protection and preservation is established in municipal documents. Develop and strengthen partnerships between stakeholders associated with heritage and heritage conservation. Document heritage assets in Downtown Millbrook and update the Cultural Mapping Document.

**Timeline:** Long-Term, Ongoing

**Evaluation:** Have a list of historical assets prioritized, developed and updated in the Cultural Mapping Plan. Updated version of the Film Industry package. Have the designation of a Heritage District of Downtown Millbrook.



Photos Courtesy of the Township of Cavan Monaghan.



6. Create and retain prosperity by providing investment and employment opportunities within a sustainable local economy. (Peterborough Sustainability Plan)

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Transition Town Millbrook, Peterborough Community Futures Development Corporation and Economic Development Advisory Committee.

**Actions:** Inform, promote and encourage residents and visitors to purchase local products at businesses in Downtown Millbrook and the local farmer's market. Collaborate with local stakeholders to encourage the use of provincial programming and legislation. Identify resources that inform residents and Trade Area how to shop local.

**Timeline:** Long-Term, Ongoing

**Evaluation:** Distribution of information through media, social media, mail outs, trade shows and newsletters.



Photos Courtesy of the Township of Cavan Monaghan.



## 7. Partner with senior levels of government, community organizations and the private sector to plan and finance expenses and improvements. (Goal 2, Action 1)

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, County of Peterborough, Peterborough Community Futures Development Corporation and Economic Development Advisory Committee.

**Actions:** Develop timelines for improvements to economic development practices. Create budgetary lines in the municipal capital budget for the purposes of developing and sustaining economic development initiatives. Partner with business organizations to investigate possible economic and business funding and opportunities. Investigate loan and tax incentive programs to stimulate local business growth and expansion.

**Timelines:** Short-Term, Ongoing

**Evaluation:** That during the budget process, the municipality takes into recommendation funding for economic development initiatives. Develop a united shared cost system, through partnerships, for economic development programs in Downtown Millbrook.



Photo Courtesy of the Township of Cavan Monaghan.



## Marketing and Promotions

1. In partnership with local stakeholders, identify cooperative opportunities to develop new potential marketing and promotion activities to draw residents and out-of-town visitors to Downtown Millbrook. (Goal 3, Action 8)

**Responsibility:** Township of Cavan Monaghan, Greater Peterborough Area Economic Development Corporation, Downtown Millbrook Revitalization Management Committee, Millbrook Chamber of Commerce, Municipal Heritage Committee, Millbrook and Cavan Historic Society and Millbrook Business Improvement Area.

**Actions:** Identify stakeholders responsible for marketing and promotions in Downtown Millbrook, Peterborough County and the Province of Ontario. Bring together stakeholders under a united cooperative marketing and promotions initiative for Downtown Millbrook. Identify resources available for the purposes of marketing and promotions.

**Timelines:** Medium-Term, Ongoing

**Evaluation:** Identify stakeholders, host marketing meetings and have tangible recourses prepared for use in marketing and promotions.



Photo Courtesy of the Township of Cavan Monaghan.





## 2. Review and update of the Millbrook Marketing Plan.

**Responsibility:** Township of Cavan Monaghan, Greater Peterborough Area Economic Development Corporation, Millbrook Chamber of Commerce, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area and Millbrook Business Improvement Area Marketing Committee.

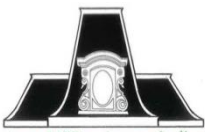
**Actions:** Create a positive slant to Downtown Millbrook highlighting business, tourism, leadership and quality of life. Bring to life the Market Position Statement and the Unique Selling Point as part of the updated marketing plan. Unite all stakeholders in the downtown under the new marketing plan. Educate stakeholders on the benefits of cooperative marketing and working towards the common goals to support Downtown Millbrook.

**Timeline:** Short-Term

**Evaluation:** Have Township Council approve the updated Millbrook Marketing Plan. Start implementing the updated Millbrook Marketing Plan.



Photo Courtesy of the Township of Cavan Monaghan.



3. Develop a marketing campaign schedule/program of Downtown Millbrook assets.

**Responsibility:** Township of Cavan Monaghan, Greater Peterborough Area Economic Development Corporation, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce and Millbrook Business Improvement Area Marketing Committee.

**Actions:** Using the Millbrook Marketing Plan, implement strategies identified while incorporating Market Position Statement and Unique Selling Point. Emphasize shopping local to residents and Trade Area through media outlets such as newsletters, emails, newspaper, social media, mail outs, television and radio. Develop a schedule for the release of weekly, monthly and quarterly advertising campaigns. Promote the assets of Downtown Millbrook such as the Millbrook Valley Trails, 4<sup>th</sup> Line Theatre, unique shopping experience and community events and festivals. Encourage all community groups and stakeholders to buy into the schedule and promotion of Downtown Millbrook by educating them on the importance of a constant and up to date promotion program.

**Timeline:** Medium-Term, Ongoing

**Evaluation:** Complete a schedule for the implementation of mediums for information publication to the public, businesses and organizations. Start implementation of the marketing and promotions campaign schedule.



Photos Courtesy of the Township of Cavan Monaghan.



**4. Develop media communications tools and relationship with local media to assist marketing and promoting Downtown Millbrook. These tools reflect community information and engagement, economic development opportunities and business resources. (Goal 4, Action 1) (Goal 4, Action 3)**

**Responsibility:** Township of Cavan Monaghan, Greater Peterborough Area Economic Development Corporation, Millbrook Chamber of Commerce, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Times and Millbrook Business Improvement Area Marketing Committee.

**Actions:** Develop partnerships with local media outlets and county media outlets to promote the positive image of Downtown Millbrook. Create quick wins for the public to remain engaged in the revitalization project through the media outlets. Some quick wins may include photo contests, highlighting a business of the month, provide information on bettering business in the downtown, volunteer of the month and providing updates on current downtown revitalization projects. Ensure that a positive image is being portrayed of Downtown Millbrook through all avenues of media.

**Timeline:** Short-Term, Ongoing

**Evaluation:** Work with the local media to promote the revitalization, business of the month and contests for the public to participate in. Ensure that social media initiatives are included.

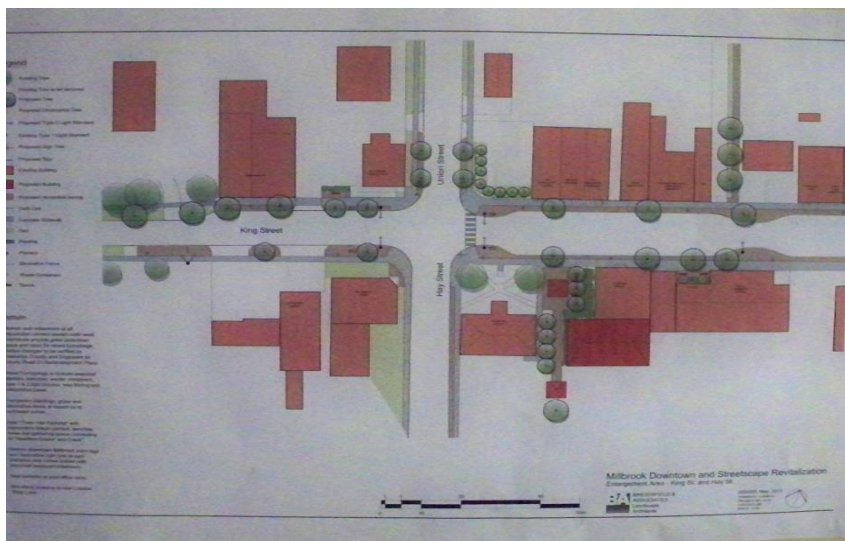


Photo Courtesy of the Township of Cavan Monaghan.



5. To support a sustainable promotion and marketing initiative that will compliment the vision, goals and strategy of the Downtown Millbrook Revitalization Strategy.

**Responsibility:** Township of Cavan Monaghan, Greater Peterborough Area Economic Development Corporation, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce and Millbrook Business Improvement Area Marketing Committee.

**Actions:** Maintain positive relationships with stakeholders and media when promoting Downtown Millbrook. Educate the stakeholders of changes or updates to media campaigns. Provide a single point of contact for responses, questions and comments on the promotions of the downtown.

**Timeline:** Long-Term, Ongoing

**Evaluation:** Have a meeting with stakeholders every six months to review the past media campaigns and prepare for the next six months of campaigns. Once a year provide a survey to the residents and Trade Area to see how effective the campaign has been.



Photo Courtesy of the Township of Cavan Monaghan.



## 6. Partner with senior levels of government, community organizations and the private sector to plan and finance expenses related to marketing and promotions. (Goal 2, Action 1)

**Responsibility:** Township of Cavan Monaghan, Greater Peterborough Area Economic Development Corporation, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce and Millbrook Business Improvement Area Marketing Committee.

**Actions:** Stakeholders in the Millbrook Marketing Plan are to share the cost responsibility for the promotion and marketing of Downtown Millbrook. Look for sponsorships from local organizations and businesses to help reduce the cost of marketing and promotions. Sell advertising space on newsletters, handouts and brochures for help support the cost of promotions. Identify any free sources of advertising space. Research grant opportunities for promotions and marketing.

**Timeline:** Short-Term, Ongoing

**Evaluation:** That during the budget process, the municipality takes into recommendation marketing and promotions funding initiatives. Develop a united shared cost system for promoting Downtown Millbrook.



Photos Courtesy of the Township of Cavan Monaghan.



## Leadership and Management

**1. Development and or review of comprehensive By-laws and/or standards required for the purposes of ensuring the Downtown Millbrook Revitalization Strategy creates a cohesive downtown environment. These By-laws may include but are not limited to signs, property standards, trees, waste management and site plan control.**

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Municipal Heritage Committee, Millbrook and Cavan Historical Society, Greater Peterborough Area Economic Development Corporation, Millbrook Chamber of Commerce and the Millbrook Business Improvement Area.

**Actions:** Review of all current By-law documents to ensure all information is up to date. Develop new By-laws that do not exist that are necessary for ensuring a cohesive downtown environment. Educate the stakeholders in the downtown about changes to the By-laws, implementation of new By-laws and the processes of ensuring By-laws are enforced.

**Timeline:** Short-Term, Ongoing

**Evaluation:** Council approval of updated and new By-laws generated for creating a cohesive downtown environment.



Photo Courtesy of the Township of Cavan Monaghan.



2. Provide information from a single point of contact for investors and entrepreneurs regarding property availability, zoning provisions, By-law guidelines, required planning process and approvals.(Goal 3, Action 5)

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area and Greater Peterborough Area Economic Development Corporation and Millbrook Chamber of Commerce.

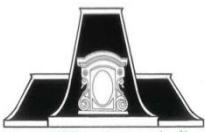
**Actions:** Designate a single location where potential investors and entrepreneurs can find information about business requirements and governing policies for Downtown Millbrook. Educate local businesses about where to find information on governing policies and business requirements. Create partnerships with stakeholders to promote and distribute information on policies and business requirements.

**Timeline:** Medium-Term, Ongoing

**Evaluation:** The municipality, in cooperation with partners, provide professional resources at a single designated point of contact for investors and entrepreneurs. Promotion of this information through media outlets.



Photo Courtesy of the Township of Cavan Monaghan.



**3. Engage all stakeholders in the implementation of the Downtown Millbrook Revitalization Strategy. These include, but are not limited to, Township of Cavan Monaghan, Millbrook Business Improvement Area, Millbrook Times, Millbrook Lions Club, Millbrook Royal Canadian Legion, Millbrook and Cavan Historical Society, Municipal Heritage Committee and other Committees of Council.**

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee and Millbrook Business Improvement Area.

**Actions:** Host meetings every four months to provide updates on current revitalization projects and future projects. Have an opportunity for stakeholders to provide thoughts on new goals and approaches to current goals being implemented. Conduct speaking tours to all stakeholders to educate them about the Strategy and encourage current and future partnership opportunities.

**Timeline:** Short-Term, Ongoing

**Evaluation:** Have stakeholders provide feedback on projects progress. Conduct speaking tours to all stakeholders to educate them about the Strategy and encourage partnership opportunities.



Photo Courtesy of the Township of Cavan Monaghan.





#### **4. Ensure the Downtown Millbrook Management Committee acts as a Committee of Council to implement the Downtown Millbrook Revitalization Strategy.**

**Responsibility:** Township of Cavan Monaghan and the Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area and Millbrook Chamber of Commerce.

**Actions:** Have the Downtown Millbrook Revitalization Management Committee accepted as a Committee of Council. Empower the Committee, while working with Township staff, to proceed with the Downtown Millbrook Revitalization Strategy. Identify champions to be involved in the Management Committee. Create implementation plan to work through goals of the strategy. Identify where support will be needed for implementation of the strategy. Ensure that there is continued input from the community during each step of the process. Confirm the Millbrook Business Improvement Area's continued support for the revitalization of Downtown Millbrook. Identify the roles of the Management Committee members. Educate the stakeholders and public on the progress of the revitalization. Foster and develop new partnerships to strengthen the revitalization process and strategy.

**Timeline:** Short-Term, Ongoing

**Evaluation:** The Downtown Millbrook Revitalization Management Committee is enlisted as a Committee of Council, following the standard procedures of the municipality to be retained as a Committee of Council, and empowering the committee to move forward with the revitalization strategy.



Photo Courtesy of the Township of Cavan Monaghan.



5. Support a sustainable leadership and management initiative that will reinforce and implement the Downtown Millbrook Revitalization Strategy.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce and Greater Peterborough Area Economic Development Corporation.

**Actions:** Maintain a positive relationship between all stakeholders associated with the Downtown Millbrook Revitalization Management Committee. Provide an opportunity for review and comments on the partnerships developed and the management of the project. Educate the stakeholders on how to increase and strengthen the leadership and management for the revitalization strategy.

**Timeline:** Long-Term, Ongoing

**Evaluation:** The Township of Cavan Monaghan and the Management Committee are engaging in sustainable leadership and management practices. Provide the public with the opportunity to be a part of the committee and avoiding volunteer fatigue.



Photo Courtesy of the Township of Cavan Monaghan.



## 6. Partner with senior levels of government, community organizations and the private sector to plan and finance expenses related to leadership and management. (Goal 2, Action 1)

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce and Greater Peterborough Area Economic Development Corporation.

**Actions:** Partner with local business organizations, the municipality and other community organizations to develop a funding plan for ensuring leadership and management is maintained. Identify funding opportunities that would better the leadership and management of the revitalization strategy. Explore funding opportunities through grants, donations and other forms of funding opportunities to help with the continuation of the revitalization strategy. Develop a fund for furthering the education of the leaders to ensure that the performance and management of the revitalization remains at a high level.

**Timeline:** Short-Term, Ongoing

**Evaluation:** The municipality, during the budgetary process, considers a funding support system for opportunities to educate and enhance the leadership and management of the Downtown Millbrook Revitalization Strategy. Develop a united shared cost system, through partnerships, for leadership and management Downtown Millbrook.



Photo Courtesy of the Township of Cavan Monaghan.



## Physical Improvements

### 1. Adopt the recommendations of Basterfield & Associates Inc. on the Streetscape and Design Guidelines of Downtown Millbrook.

**Responsibility:** Township of Cavan Monaghan and the Downtown Millbrook Revitalization Management Committee.

**Actions:** Have the Township of Cavan Monaghan Council approve and adopt the recommendations of the Streetscape and Design Guidelines for Downtown Millbrook.

**Timeline:** Short-Term

**Evaluation:** Council adopts the recommendations and is recorded in the minutes of the Council Meeting.



Photo Courtesy of the Township of Cavan Monaghan.



## 2. Create an implementation plan for the Streetscape and Design Guidelines that will be incorporated into future projects that affect the physical environment of Downtown Millbrook.

**Responsibility:** Township of Cavan Monaghan and the Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce and Greater Peterborough Area Economic Development Corporation.

**Actions:** Develop a full implementation plan, based on the action items presented in the Streetscape and Design Guidelines by Basterfield & Associates Inc. that coincides with other municipal plans for Downtown Millbrook. Identify partners that will be involved in the implementation process. Develop a budget that will identify costs of physical improvements provided in the Streetscape and Design Guidelines. Continue with the approval process with Township Council for the implementation of the Streetscape and Design Guidelines. Establish quick wins for the downtown, including but not limited to, three gateways into the historic downtown, numerous boulevard improvement areas to be prioritized with Township staff, parking lot at King and Union Street, Back lane driveway screening at rear of Daisy Mart and improved access lane from Distillery Street to Library.

**Timeline:** Short-Term

**Evaluation:** Have a preliminary implementation plan established for the Streetscape and Design Guidelines of Downtown Millbrook. Start to implement plan.



Photos Courtesy of the Township of Cavan Monaghan.



3. Investigate the use of incentives (e.g. façade improvements) for property owners and tenants within Downtown Millbrook, that encourage them to invest in their storefronts, creating an appealing, vibrant downtown atmosphere that will be attractive to citizens and tourists alike. (Goal 3, Action 5).

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Business Improvement Area, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Peterborough Community Futures Development Corporation, Municipal Heritage Committee and Millbrook and Cavan Historical Society.

**Actions:** Investigate different incentive programs for property owners and business owners to improve their buildings and storefronts. Some incentives may include, but are not limited to, façade improvement grants, loans and tax breaks, municipal tax incentives, loans and partnerships, heritage refurbishing grants, energy savings grants and building code grants. Develop incentive programs within the municipality for renovation purposes. Educate property owners and business owners on the available resources for improving their current buildings and storefronts.

**Timeline:** Long-Term, Ongoing

**Evaluation:** Have a list of incentive programs that could be used in future improvements to the downtown core. Identify loans and grants that can be currently used to update downtown properties. Provide education seminars on ways to fund repairs and what guidelines to follow.



Photo Courtesy of the Township of Cavan Monaghan.



4. Develop a maintenance program to maintain a clean streets initiative in Downtown Millbrook.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Chamber of Commerce and Millbrook Business Improvement Area.

**Actions:** Develop a Downtown Millbrook maintenance program for the purposes of street cleaning, weed control and general tidiness of the downtown core. Create partnerships with local stakeholders and promote the benefits of having a clean downtown. Promote and initiate annual clean up the street days with local stakeholders such as schools, community organizations and local businesses. The municipality, in association with partners, hire a part time student in the summer to maintain the cleanliness of the downtown streets. Institute new sitting areas within the downtown core such as picnic tables and benches. Review and update of the waste management plan for downtown garbage and waste pick up. Explore partnerships with Sir Sanford Fleming College for landscape and tree maintenance.

**Timeline:** Medium-Term, Ongoing

**Evaluation:** Host a community clean up day. Hire a part time student to specifically clean and maintain the downtown core.



Photo Courtesy of the Township of Cavan Monaghan.



## 5. Development of a comprehensive Sign By-law.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation and Millbrook Business Improvement Area.

**Actions:** Development and implementation of a Sign By-law that takes into account the Market Position Statement and Unique Selling Point. Education of the new Sign By-law to local businesses and stakeholders.

**Timeline:** Short-Term

**Evaluation:** Completion and adoption of a Sign By-law by Township Council.



Photo Courtesy of the Township of Cavan Monaghan.





Downtown Millbrook...revitalization

## Downtown Millbrook Revitalization Strategy



6. Support the building of a sustainable, healthy and diverse natural environment and downtown through preservation, planning policies, municipal decision making and community input that are developed and made in a transparent, open and accessible manner. (Peterborough Sustainability Plan)

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation and Millbrook Business Improvement Area.

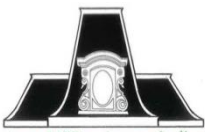
**Actions:** Develop and implement a sustainable timeline to support the Streetscape and Design Guidelines. Partner with local organizations to collaborate with implementation initiatives. Identify key sustainable quick wins to continue momentum with the revitalization strategy. Ensure that actions to preserve the natural environment and the downtown are in line with the Market Position Statement of the strategy.

**Timeline:** Medium-Term, Ongoing

**Evaluation:** That a minimum of 5 sustainable physical environment quick wins are achieved.



Photo Courtesy of the Township of Cavan Monaghan.



**7. Partner with senior levels of government, community organizations and the private sector to plan and finance expenses related to physical improvements. (Goal 2, Action 1).**

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation, Municipal Heritage Committee, Millbrook and Cavan Historic Society and Millbrook Business Improvement Area.

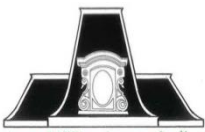
**Actions:** Develop partnerships with local organizations, the municipality and businesses to create funding avenues for the Streetscape and Design Guidelines. Investigate possible funding initiatives such as sponsorships, grants, donations, loans, tax breaks and capital funding. Based on timelines and priorities identified, select practical portions of the Streetscape and Design Guidelines to complete over time.

**Timeline:** Short-Term, Ongoing

**Evaluation:** The municipality recommends funding to be allocated towards physical improvements of Downtown Millbrook in the municipal budget starting in 2014. Develop a united shared cost system, through partnerships, for physical improvements in Downtown Millbrook.



Photo Courtesy of the Township of Cavan Monaghan.



8. Meet with County of Peterborough and coordinate the scope of streetscape work to be included in County Road 21 improvements. Prepare budget cost estimate and begin detailed design for inclusion in road tender.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation and Millbrook Business Improvement Area.

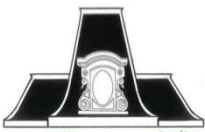
**Actions:** Continue open negotiations with the County of Peterborough engineers and staff to coordinate the implementation of the Streetscape and Design Guidelines. Have representatives from responsible parties attend public meetings and consultations to promote the Streetscape Design.

**Timeline:** Short-Term, Ongoing

**Evaluation:** Implementation of the Streetscape and Design Guidelines into the County of Peterborough redevelopment of County Road 21.



Photo Courtesy of the Township of Cavan Monaghan.



9. Take planning action to establish special zoning for the Tinney property and negotiate and easement through the property between King and Centre Streets.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation and Millbrook Business Improvement Area.

**Actions:** Develop or include in By-laws established practices for the Tinney property. Negotiate with developers of the Tinney property an easement through the property to ensure connection to Centre Street. Ensure there is a focus on heritage concepts in the development of the property.

**Timeline:** Short-Term, Ongoing

**Evaluation:** Additions to current By-laws or the creation of new By-laws with emphasis on creating a pedestrian easement through the downtown. Have ongoing consultation with developers regarding Tinney property.



Photo Courtesy of the Township of Cavan Monaghan.



10. Based on staff and council discussions, arrange a meeting with local stakeholders to discuss possible modifications to public and private properties prior to County Road 21 design and construction.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Chamber of Commerce, Greater Peterborough Area Economic Development Corporation and Millbrook Business Improvement Area.

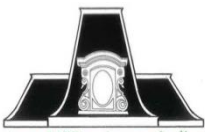
**Actions:** Have open negotiations with key stakeholders in Downtown Millbrook to discuss possible modifications to the downtown landscape prior to the County Road 21 redevelopment. Highly recommend the Streetscape and Design Guidelines recommendations. Emphasize the potential sitting area and benefits to green space in the downtown.

**Timeline:** Short-Term, Ongoing

**Evaluation:** Successful negotiation with property owners to modify the landscape prior to the redevelopment of County Road 21.



Photo Courtesy of the Township of Cavan Monaghan.



11. Establish a staff and citizens Vest Pocket Park Committee to review and prioritize space suitable to improvement. Create a cost-sharing or incentive program to land owners to help fund design and installation of each Vest Pocket Park.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Millbrook Garden Club, Municipal Heritage Committee, Millbrook and Cavan Historical Society and Millbrook Business Improvement Area.

**Actions:** Create a committee or sub-committee of the Management Committee to evaluate, design and implement Vest Pocket Parks in the downtown. Develop a cost-sharing program to reduce the cost for all stakeholders participating.

**Timeline:** Medium-Term, Ongoing

**Evaluation:** Development of committee, introduction of cost sharing program and implementation of Vest Pocket Parks in the downtown.



Photo Courtesy of the Township of Cavan Monaghan.



12. Meet with the Conservation authority to review conceptual plan for Needler's Mill and arena area for review and comment and information purposes prior to dam improvement plans.

**Responsibility:** Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee, Mill/Dam Committee and Millbrook Business Improvement Area.

**Actions:** Have open negotiations on the redevelopment of the arena and Needler's Mill area with the Conservation authority. Identify key issues that need to be addressed in developing the area based on the Streetscape and Design Guidelines.

**Timeline:** Long-Term

**Evaluation:** Continued discussion with Conservation authority and stakeholders on the future development of the Needler's Mill and arena area based on the Streetscape and Design Guidelines.



Photo Courtesy of the Larry Lamb.

## 4.0 Implementation and Evaluation

For the successful continuation of the Downtown Millbrook Revitalization Strategy, there must be an implementation and evaluation strategy in place. Monitoring the progress of the strategy is an integral part to the revitalization. A formal tracking system and reporting process should be part of the process. Key reasons to have a monitoring system include:

- Demonstrates accountability to the organizations and individuals funding the downtown revitalization. It provides a recording of the investment made by organizations and individuals;
- Demonstrates accountability to the volunteers who contribute the time and resources to the downtown revitalization. Volunteers are more likely to stay engaged in the project if there are tangible results being monitored;
- As the project moves forward, it will be easier to attain future funding opportunities and volunteers if there is a record of progress and documented successes;
- Provides rationale to adjust current goals or strategies if targets are not being achieved; and
- It shows appropriate times when to celebrate successes and accomplishments made for the downtown revitalization. Will help to sustain the enthusiasm from stakeholders, volunteers, staff and community members for the revitalization project.

The monitoring of the revitalization project should occur on a yearly using a report card format. The following are five categories in which the revitalization should be appropriately gauged:

1. Perception of Downtown;
2. Economic Development;
3. Leadership and Management;
4. Marketing and Promotions; and
5. Physical Improvements.

Business owners, residents of the Township of Cavan Monaghan and visitors perceptions should be monitored, measured and evaluated. Using the measurements will allow the Township of Cavan Monaghan to successfully track the downtown revitalization progress.



# Downtown Millbrook Revitalization Business Owner's Survey



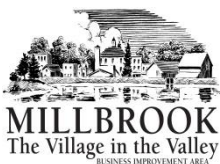
## Executive Summary Appendix A



Downtown Millbrook... *revitalization*



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Ontario  
Ministry of Agriculture,  
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## Background

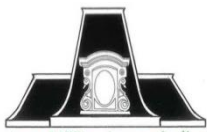
This report has been produced for the Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee and the Millbrook Business Improvement Area.

The Business Owner's Survey was produced from the survey model, developed by the Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs, know as the Business Retention and Expansion Survey. The survey was managed by Executive Pulse and the objective of the survey was to:

- Identify issues faced by downtown businesses and developing strategies to address to these issues;
- Identify new retail and service opportunities that compliment the current downtown businesses;
- Identify areas of the downtown that would benefit from physical improvements;
- Provide businesses with the opportunity to have their voice heard in the downtown revitalization process; and
- Gauge the willingness of current businesses in the downtown to participate in various marketing and promotion activities.

The BR+E Surveys were completed by the Downtown Revitalization Coordinator between December, 2012 and February, 2013. Each survey conducted remained confidential with the names of the business owners and businesses not provided in this report or in any other report forms. The approximate amount of time each survey took was between 1 – 3 hours. There were 32 businesses that participated in Downtown Millbrook with 2 Manufacturing, Tourism, 2 Restaurants and 27 Retail/Services.

A special thanks to all the Downtown Millbrook businesses that took the time out of their busy schedules to participate in the survey with the Downtown Revitalization Coordinator. The data collected was invaluable to the completion of the project.



The Business Owner’s Survey was developed to provide the Township of Cavan Monaghan and the Downtown Millbrook Revitalization Management Committee with specific information regarding the current economic environment status of Downtown Millbrook. The information obtained provided insight into issues being faced by business owners, how businesses are functioning in the economic market and concerns about the local community, This report will assist the Township and Management Committee develop strategies to address the comments also provided by local business owners and strengthen the local economy. This report will identify opportunities for possible expansion of existing businesses and potential for new business growth in the community.

## Highlights form the Downtown Millbrook Business Owner’s Survey

### Business Climate:

66% of businesses in reported that this community is generally a good place in which to do business.

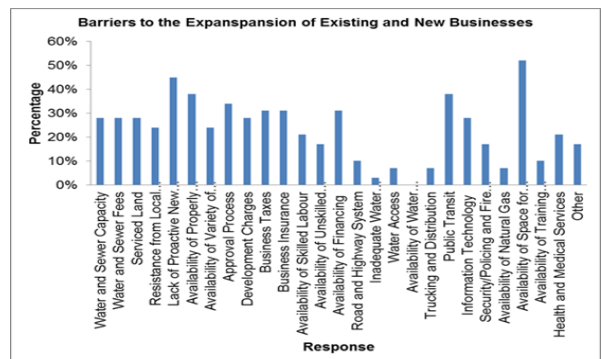
44% of the businesses reported that the Province of Ontario is a good place to do business.

Businesses not aware of use:

- Business or Economic Community Development agencies;
- Local Training Boards; and
- Education groups i.e. Trent University, Fleming College.

Grassroots organizations (BIA, Chamber of Commerce) are seen as connections to local businesses and are useful resources in the community.

Top three barriers to business: availability of space for rent or lease, lack of proactive new business recruitment, availability of properly zoned and designated land.



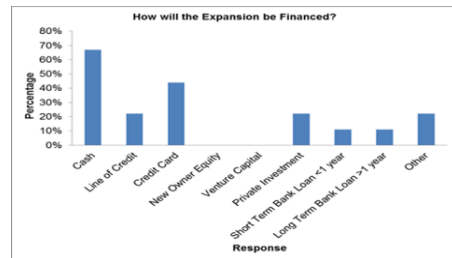
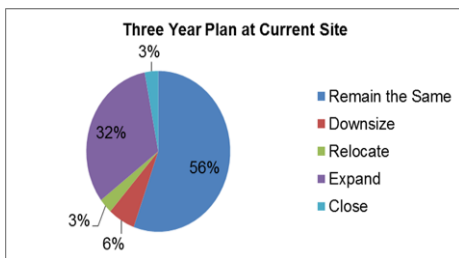


## Future Plans:

15% of businesses in Downtown Millbrook have concerning issues in regards to the future plans of their businesses.

Commercial banking is “absent” in funding solutions for businesses. Top three financing options cash, credit card and line of credit.

There is a want/desire to “grow” business in the downtown.



## Company Information:

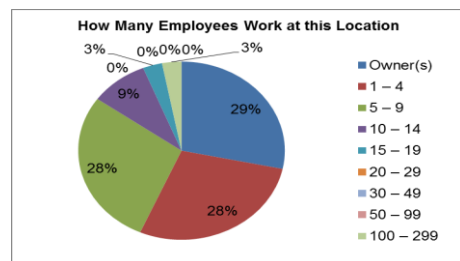
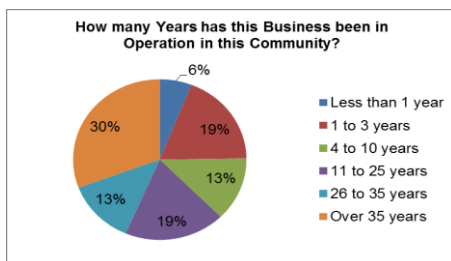
Retail in the downtown is the key business sector.

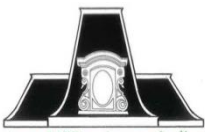
150 full time jobs as a “surprise” in the downtown. Where are they in the downtown?

Planning (marketing, succession) is not a priority for businesses (long term planning especially) but most businesses have a form of business plan.

There are stable long term and new businesses in the downtown.

With majority of businesses being sole proprietors and corporations, decisions are being made locally and not by headquarters outside the community.





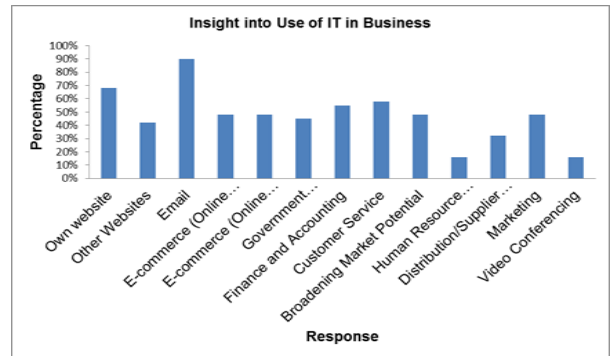
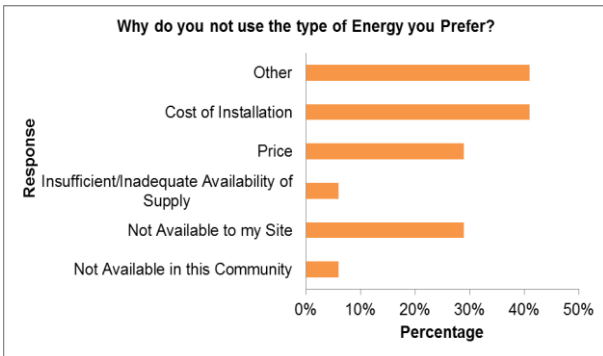
## Business Development:

Site conditions of buildings, general appearance of the site and site size cause dissatisfaction with business owners.

Top energy sources in the downtown are hydro and natural gas. There is an interest in the use of alternative energy sources.

Information Technology (IT) is very important to businesses but is perceived/real barrier to accessing services.

Top three factors for businesses to stay competitive in next three years; improved customer service, availability of telecommunications and market development locally.



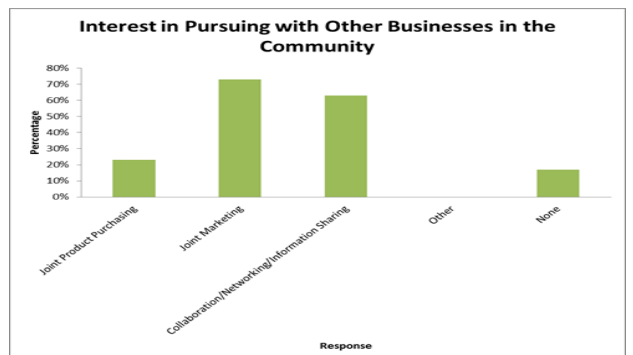
## Business Development – Markets:

The community wants to work together, joint collaborations.

Shop local is strong with 83% of sales generated in the local area.

“Local Buzz” connections considered i.e. word of mouth, informal customer contact.

Dependency on suppliers to draw out market research – new information following.





## Business Development – Financial:

Financial planning not a priority, lack of forecasting and comparing actual to forecasted sales.

## Workforce Development and Human Capital:

Lack of marketing in the downtown. Indicated need for more skills and support around marketing.

A lot of good things happening in the downtown but it is not being promoted or not being put out to the community.

Highest projected employer needs for skilled workers in the areas of sales, industry specialists and market development specialists.

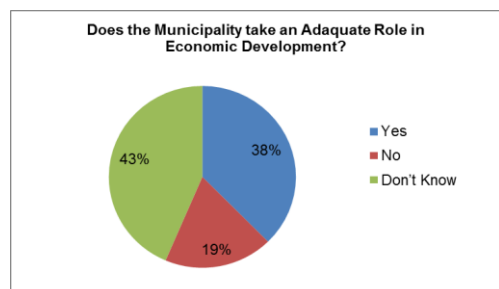
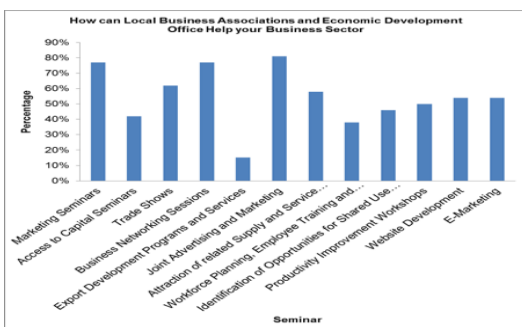
## Local Community:

Local pride, such as quality of life and support from local residents, need to be shared and promoted to the world.

Not a lot of clarity around who is responsible and what roles are for economic development.

Businesses calling for marketing in the downtown and asking for assistance with marketing.

Transportation is a factor concerning businesses.





## Manufacturing:

Product specific or niche in the downtown.

Small amount of businesses in manufacturing in the downtown.

## Tourism:

Seasonal.

Solid base and knowledge of tourism and industry.

Need to develop and support complimentary services as they add value to the community.

## Retail/Service Business:

Lack of coordinated approach or clear understanding of strategies for promoting and marketing downtown.

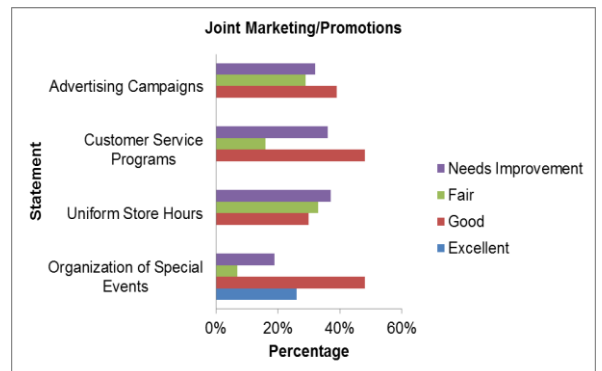
Parking enforcement, amount of spaces and signage all issues.

Physical environment needs to be reviewed, such as weeds, links/sidewalks, storefronts and signage.

Management of businesses needs consistency, such as promotions, hours of operation and vandalism plans.

Marketing and market understanding continues to resonate with business owners.

Facades are aging and building conditions are of concern.







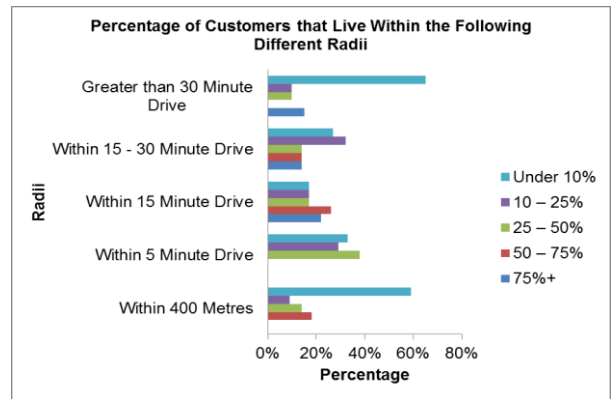
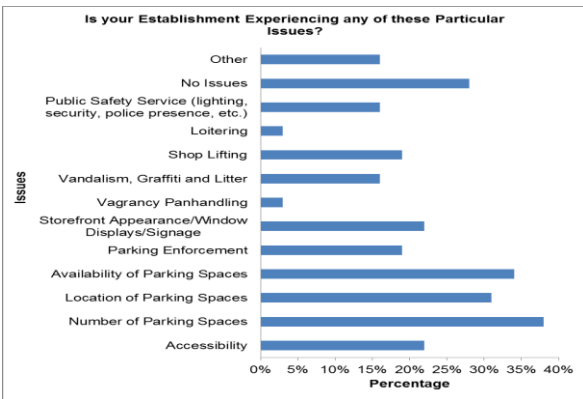
## Downtown Revitalization:

“Understanding” of demographics conflicts with target markets.

Top three suggestions for improving the business environment: repair eyesore buildings, more restaurants and entertainment and more niche specialty shops.

Top three factors businesses could benefit from: physical improvements in public areas, retail and special events coordination and marketing on the web.

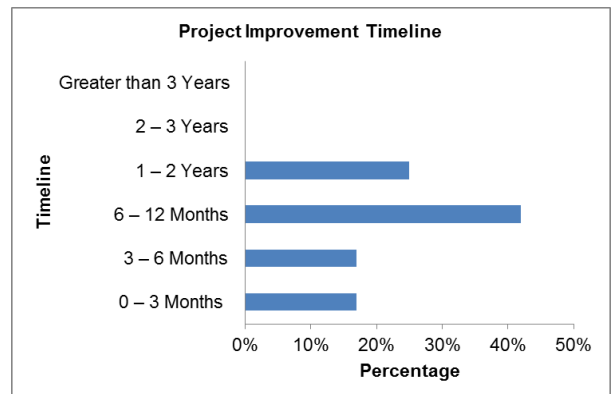
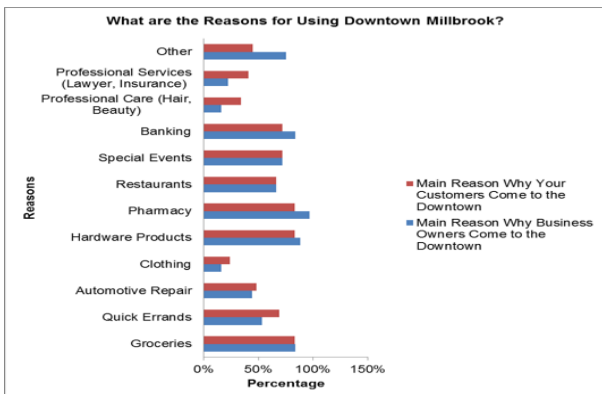
Top three community assets that would most like to see developed: sports and recreation facilities, public washrooms in the downtown and public parking.



## Community Questions:

Business owners and their customers have perceived same shopping patterns.

Dependent on daily living customers to the downtown.



## Conclusion

The Business Owner's Survey Report is lengthy and provides more detailed information on the status of local economy of Downtown Millbrook. The executive summary provides a snapshot of the information in the report. The report shares confidential information that was provided to the Downtown Revitalization Coordinator and the Township of Cavan Monaghan while organizations were never singularly identified in the report. All of the personal information provided by the business owners of Downtown Millbrook are strictly confidential and cannot be accessed by the general public or organizations outside the Township of Cavan Monaghan.

For more detailed information regarding the Business Owner's Survey Report and results, please contact the Economic and Community Development or the Planning Department at the Township of Cavan Monaghan Office at 988 Country Road 10, Millbrook, Ontario. LOA 1G0 or at 705-932-2929.

# Downtown Millbrook Revitalization Customer Origin Survey



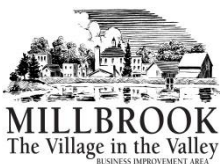
## Executive Summary Appendix B



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What is your gender?	5
Why are you shopping in downtown today?	6
How often do you shop in Downtown Millbrook?	6
How strongly do you agree or disagree with the following statements?	7
What three new businesses or services would you like to see open in the downtown?	7
What do you believe should be the highest priority to revitalizing the downtown?	7
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## Background

This report has been produced for the Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee and the Millbrook Business Improvement Area.

The Customer Origin Survey was produced from the survey model, developed by the Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs, with additional question modifications specific to Downtown Millbrook. The objective of the survey was to:

- Identify shopping patterns of residents and visitors;
- Assist with future marketing and promotions of Downtown Millbrook and businesses;
- Aid in economic development efforts by identifying current new potential business opportunities; and
- Provide demographic information about resident's purchasing habits, location and identifies target markets.

The Customer Origin Surveys were completed by the residents and tourists within Downtown Millbrook between August, 2012 and February, 2013. The distribution of surveys was modified from the OMAF/MRA guidelines as the survey was to be conducted on eight consecutive days on both peak and non-peak shopping days. It was determined, in order to get between 400 – 500 responses, the best solution was to obtain the surveys during special events being conducted in Downtown Millbrook. The survey was designed to take less than 5 minutes to fill out, with 9 questions being presented. 358 completed surveys were returned.

A special thanks to all the Downtown Millbrook Revitalization Management Committee, Township of Cavan Monaghan Staff and Township of Cavan Monaghan Council that provided their time to help conduct the surveys.

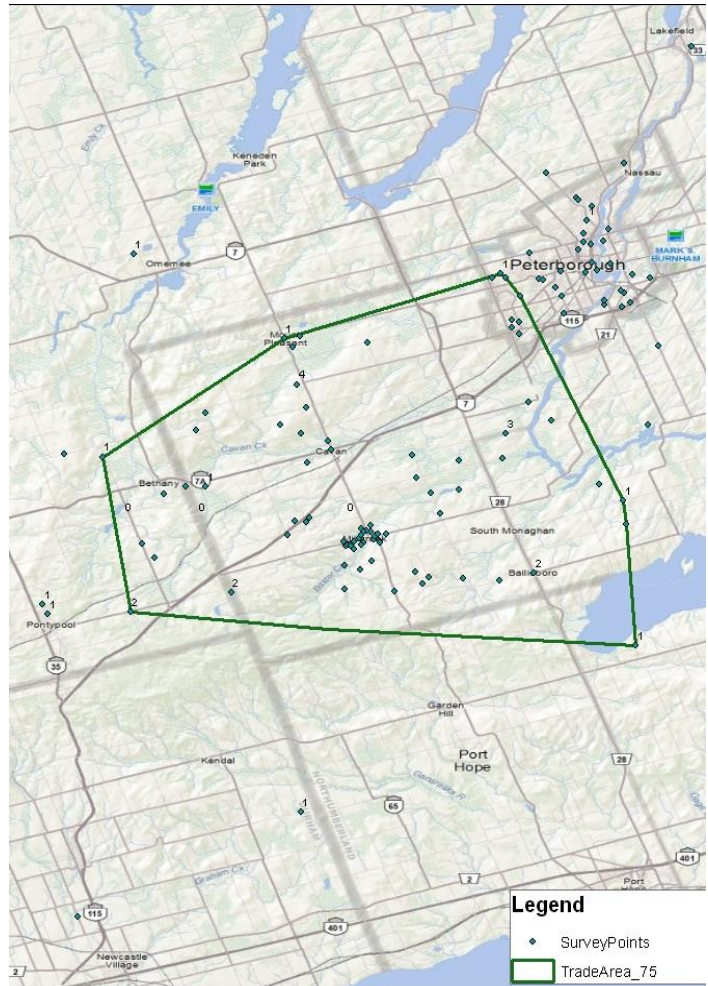


## Trade Area Analysis

The trade area is the geographical area in which the majority of current and potential customers for Downtown Millbrook retail and service businesses reside. It is the area in which existing businesses are located.

A customer origin survey was conducted at locations throughout the downtown, where customers were asked to provide their postal code and their place of residence. A total of 358 responses were analyzed using Geographical Information Systems (GIS).

The trade area was established using the place of residence of the closest 75% (less than 75% as the southern end of trade area was modified) of customers. This does not mean that people from outside that boundary never frequent the downtown area but simply that the majority of customers are likely drawn from this area. The boundary of the trade area is presented in the map.





## What is your postal code?

Top five postal codes: L0A 1G0 at 48.32%, L0A 1C0 at 11.17%, K0L 1V0 at 6.70%, L0B 1K0 at 2.51%, K0L 1B0 at 2.23%.

## What is your street?

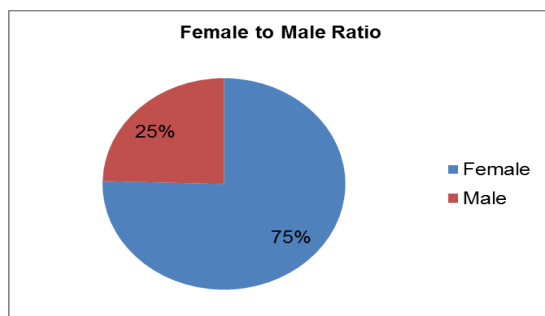
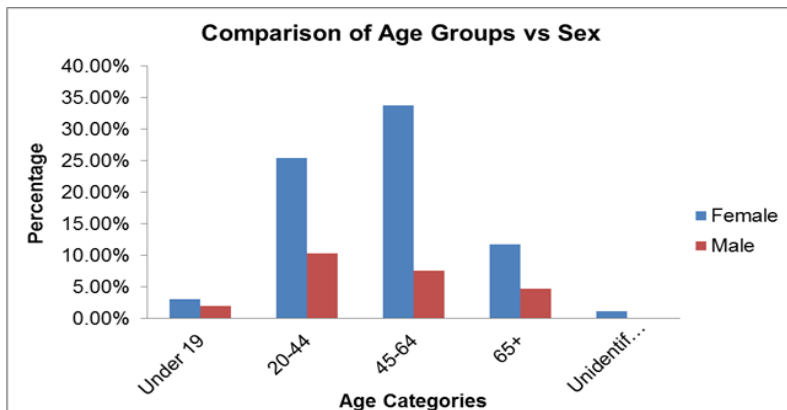
Top five streets: Brookside Street at 3.84%, County Road 10 at 3.84%, Anne Street at 3.55%, King Street East at 3.55%, McGuire Drive at 3.25%.

## What is your age?

Top age groups responded: 45 – 64 at 41%, 20 – 44 at 36%.

## What is your gender?

Female 75%, Male 25%.





## Why are you shopping in downtown today?

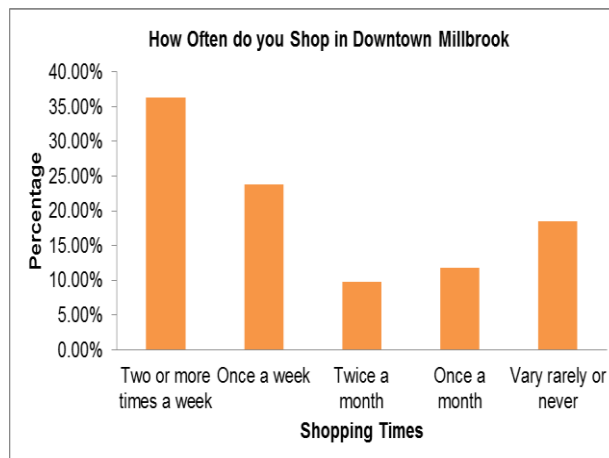
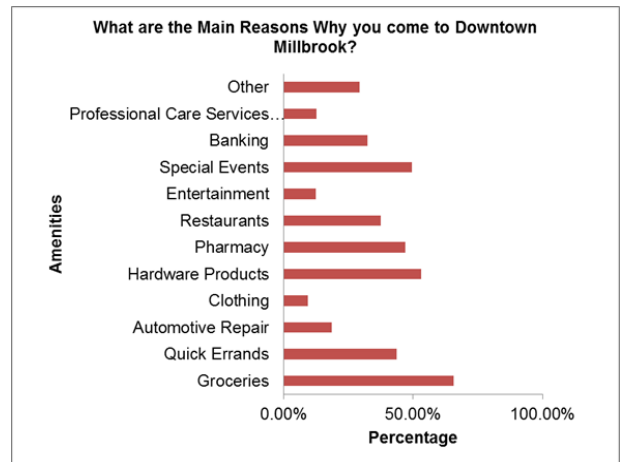
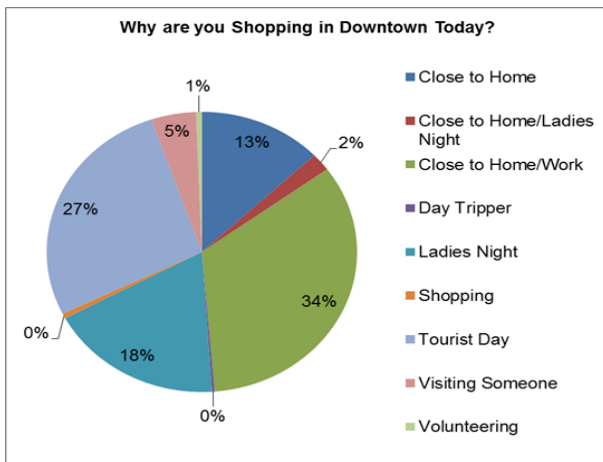
Top three reasons to shop in the downtown: 34% close to home/work, 27% tourist day, 18% Ladies Night.

## How often do you shop in Downtown Millbrook?

36% of people shop two or more times a week, 23% once a week, 18% vary rarely or never.

## What are the main reasons why you come to Downtown Millbrook?

Top three reasons to come downtown: 65% groceries, 53% hardware products, 49% special events.







## How strongly do you agree or disagree with the following statements?

Rating	Top Statement	Lowest Statement
Strongly Agree	I like the look and feel of my downtown 68%	I prefer to shop outside of my communities downtown 10%
Somewhat Agree	Prices of products/services in my downtown are reasonable 50%	I like the look and feel of my downtown 11%
Somewhat Disagree	I prefer to shop outside of my communities downtown 36%	I feel safe in my downtown, even at night 6%
Strongly Disagree	I prefer to shop outside of my communities downtown 30%	Businesses in my downtown sell the products/services I want 3%

## What three new businesses or services would you like to see open in the downtown?

- Top Apparel: clothing store 55%, 108 resp.
- Top Gift and Craft: dollar store 43%, 73 resp.
- Top Other Type of Stores: movie theatre 40%, 15 resp.
- Top Services: bank 36%, 25 resp.
- Top Restaurant: general quality family restaurant 35%, 167 resp.
- Top Outdoor Use: lumber store and farm coop 33%, 6 resp.
- Top Sporting and Health Store: recreation centre 28%, 56 resp.
- Top Food: bakery 23%, 26 resp.

## What do you believe should be the highest priority to revitalizing the downtown?

- building repairs 13.10%
- more stores 10.92%
- keeping the history 9.61%
- new restaurant 5.29%
- keeping downtown clean 4.80%
- fill store fronts 4.80%
- restore the mill/dam 2.62%
- green space in the downtown 2.62%
- like the way it is 2.18%
- advertising 1.75%

## Conclusion

The Customer Origin Survey Report provides more detailed information on the status of resident and visitor shopping habits, demographics and business opportunities for Downtown Millbrook. The executive summary provides a snapshot of the information in the report. No names were provided on the survey, thus identification of persons providing information was kept confidential.

For more detailed information regarding the Business Owner's Survey Report and results, please contact the Economic and Community Development or the Planning Department at the Township of Cavan Monaghan Office at 988 Country Road 10, Millbrook, Ontario. L0A 1G0 or at 705-932-2929.

# Downtown Millbrook Revitalization Resident Survey



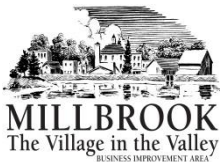
## Executive Summary Appendix C



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Ministry of Agriculture,  
Food and Rural Affairs



**Peterborough**  
**Community Futures**  
Development Corporation

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What is your gender?	4
How many people live in your household?	4
What community do you work in?	5
How do you find information about what's going on in Downtown Millbrook?	5
What community events have you and/or members of your household attended in the past year?	5
How often do you visit Downtown Millbrook for the following?	5
How often do you shop at the following locations?	6
If you shopped in a location other than in Downtown Millbrook, what are the main reasons why?	6
If extended shopping hours were available in Downtown Millbrook, when would you most likely shop?	6
What new types of businesses or services would you like to have in Downtown Millbrook?	6
How strongly do you agree/disagree with the following statements?	7
Please indicate which community you most often travel to for each of the following activities.	8
Approximately, what is your household's annual income?	8
Do you have any other comments or suggestions regarding Downtown Millbrook?	9
<b>Conclusion</b>	<b>10</b>

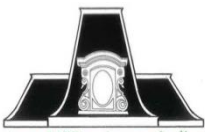
## Background

This report has been produced for the Township of Cavan Monaghan, Downtown Millbrook Revitalization Management Committee and the Millbrook Business Improvement Area.

The Resident Survey was produced in association with the Township of Cavan Monaghan Staff, Downtown Millbrook Revitalization Management Committee and the Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs. The objective of the survey was to:

- Collect information on the attitudes and opinions of community residents about Downtown Millbrook;
- Aid in marketing and promotions of the downtown by measures shopping patterns, reasons why people come downtown and reasons why people shop elsewhere;
- Assist with economic development efforts for the downtown by identifying new retail and service businesses that residents would like to see; and
- Help guide the physical design improvements by identifying areas of the downtown that residents would like to see improved.

The Resident Surveys were completed by the residents of the Township of Cavan Monaghan between February 4, 2013 and February 28, 2013. The distribution of surveys was provided in two mediums. Residents could fill the survey out online at the Township of Cavan Monaghan website or fill a paper copy out and return it to one of nine drop box locations. Locations were provided throughout the Township at local businesses, recreational areas and public libraries. There were 17 questions developed for the survey. A total of 533 surveys were collected and analyzed.



## What community is located closest to your home?

64% of responses came from Millbrook.

## What is your postal code?

64% of responses came from postal code L0A 1G0.

## What is your age?

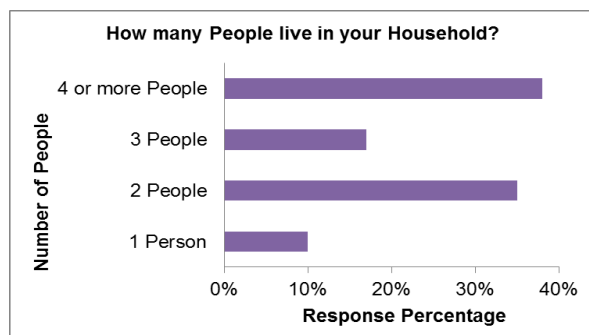
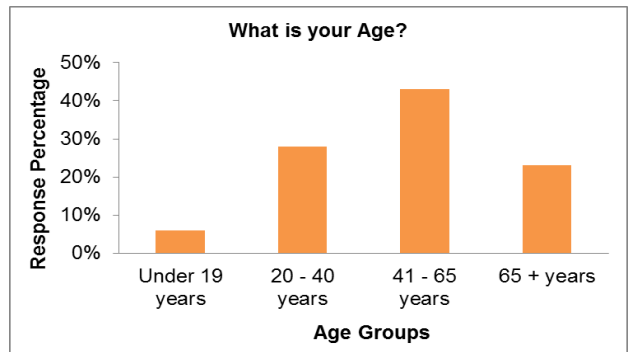
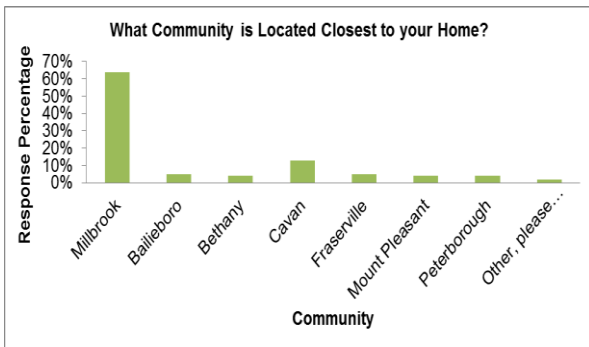
43% of surveys were filled in by people ages 41 – 65 and 28% from ages 20 – 40.

## What is your gender

60% of survey responses came from females.

## How many people live in your household?

38% of people indicated their household has 4 or more individuals, 35% have only 2 individuals residing.





## What community do you work in?

Top three communities people work in: 23% Retired, 20% Peterborough and 16% Millbrook.

## How do you find information about what's going on in Downtown Millbrook?

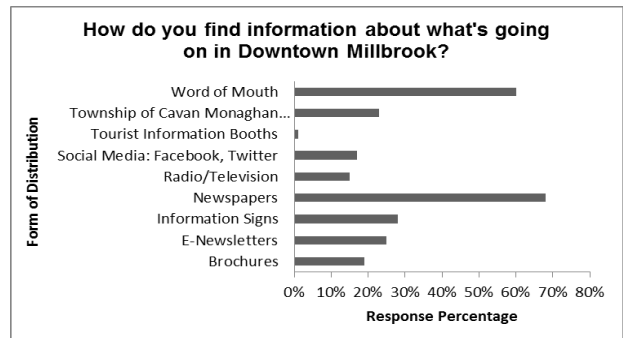
Top three ways of finding information: 68% newspaper, 60% word of mouth and 28% information signs.

## What community events have you and/or your members of your household attended in the past year?

Top three community events attended: 61% Millbrook Fair/Parade, 59% Christmas in the Village and 49% Santa Claus Parade.

## How often do you visit Downtown Millbrook for the following?

Times	Top Rated	Lowest Rated
Two or more times a week	Groceries 42%	Clothing 0.61%
Once a week	Groceries 25%	Clothing 0%
Twice a month	Post Office 16%	Clothing 2%
Once a Month	Gifts 25%	Clothing 4%
Very rarely	Clothing 93%	Groceries 12%





## How often do you shop at the following locations?

Times	Top Rated	Lowest Rated
Two or more times a week	Millbrook 48%	Bailieboro 0.39%
Once a week	Peterborough 30%	Other 0.58%
Twice a month	Peterborough 12%	Omemees 0.39%
Once a Month	Port Hope 10%	Omemees 2%
Very rarely	Omemees 95%	Peterborough 7%

## If you shopped in a location other than in Downtown Millbrook, what are the main reasons why?

Top three reasons why people shop in locations other than in Downtown Millbrook: 72% the goods and services are not available, 71% better selection and 49% better price.

## If extended shopping hours were available in Downtown Millbrook, when would you most likely shop?

Top three extended hours when to shop: 49% Saturday after 12:00 p.m., 39% Sunday after 12:00 p.m. and 35% Friday after 6:00 p.m.

## What new types of businesses or services would you like to have in Downtown Millbrook?

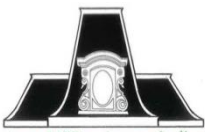
Top three new types of businesses: 47% restaurant, 40% discount store and 38% clothing store.





## How strongly do you agree/disagree with the following statements?

Rating	Top Statement	Lowest Statement
Strongly Agree	I feel safe in Downtown Millbrook, even at night	Businesses in Downtown Millbrook sell the products and services I want
Agree	Prices of products/services in Downtown Millbrook are reasonable	I feel safe in Downtown Millbrook, even at night
Disagree	Businesses in Downtown Millbrook sell the products and services I want	I feel safe in Downtown Millbrook, even at night
Strongly Disagree	Parking in Downtown Millbrook is convenient and easy to use	I try to shop locally whenever possible



**Please indicate which community you most often travel to for each of the following activities.**

Activities	Top Rated	Lowest Rated
Automotive Repair	Millbrook 37%	Omeme 0.39%
Banking	Peterborough 50%	Omeme/Bethany/Fraserville 0%
Clothing	Peterborough 80%	Fraserville 0%
Entertainment	Peterborough 69%	Bethany 0.19%
Groceries	Peterborough 58%	Bethany/Fraserville 0%
Hardware Products	Millbrook 51%	Fraserville 0%
Medical	Millbrook 37%	Bethany/Fraserville 0%
Personal Care (hair)	Peterborough 60%	Bailieboro/Fraserville 0%
Pharmacy	Millbrook 51%	Fraserville 0%
Professional Care	Peterborough 53%	Bailieboro/Omeme 0%
Quick Errands	Millbrook 67%	Fraserville 0%
Restaurant	Peterborough 63%	Lindsay/Omeme 0%
Other	Other 53%	Bailieboro/Bethany/Fraserville 0.19%

Top Millbrook Attractions



Top Peterborough Attractions

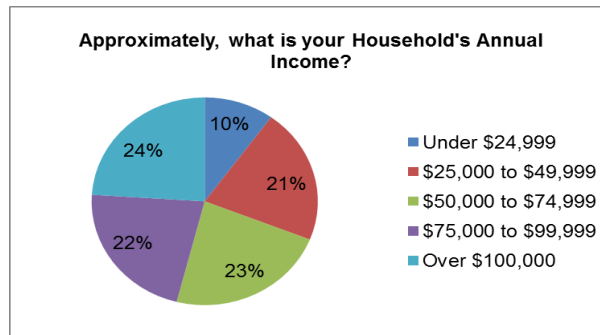


Comparable Attractions



## Approximately, what is your household's annual income?

24% of make more than \$100,000, 23% make \$50,000 - \$74,999. 22% between \$75,000 - \$99, 999. The lowest rated annual household income was under \$24,999 with only 10% of total responses.



## Do you have any other comments or suggestions regarding Downtown Millbrook?

Only use Millbrook for quick errands, library, bank, not enough selection to do regular shopping.

No vision of what residents want Millbrook to be, it is dirty, shabby despite all efforts of the people who decorate for events. Millbrook has potential to be like Merrickville, Perth and Elora, great architecture and local farmers add to charm.

Need for more artesian shops, niche specialty shops for gifts, brew pub (not for local rummies), hair salon, need to have the basics before revitalization can occur.

Millbrook is slowly dying and it is unfortunate, no slot money.

Need a larger selection of independently owned stores, not Subways. Need better eating out options such as pub/restaurant.

Have the flowers in the downtown switched to minimal maintenance products.

Not enough advertisement of special events, need giant banners, lawn signs, other forms of signs to get the word out.

Mill/pond is rarely used for events, it would be great to see the land used for something including restoring the mill and making it into a viable business, also downtown would look more inviting to tourists if there were more activities on the main street, such as sidewalk sales, like Home Hardware has.

## Conclusion

The Resident Survey Report provides more detailed information on the status of resident habits, demographics and business opportunities for Downtown Millbrook. The executive summary provides a snapshot of the information in the report. No names were provided on the survey, thus identification of persons providing information was kept confidential.

For more detailed information regarding the Business Owner's Survey Report and results, please contact the Economic and Community Development or the Planning Department at the Township of Cavan Monaghan Office at 988 Country Road 10, Millbrook, Ontario. L0A 1G0 or at 705-932-2929.

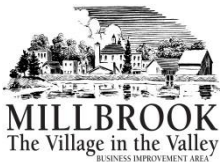
# Downtown Millbrook Revitalization Market Threshold Analysis



## Executive Summary Appendix D



Downtown Millbrook... *revitalization*



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## Background

Market Analysis provides communities with information about local market conditions and opportunities so they can develop effective strategies for community revitalization. Determining the size and demographic characteristics of a community's trade area is a critical component of the analysis. The trade area analysis provides information about local consumer demand and demographic characteristics of a community's trade area. The business mix analysis provides information about business located in your trade area.

Trade Area boundaries used in the report were derived from locally collected survey data and, as such, the Ministry makes no warranty as to the reliability and accuracy of the information. The demographic data provided here is based on 2012 MapInfo and 2006 Statistics Canada Census data and may not reflect more current trends in the area.

The population projections and expenditure estimates reflect a third party methodology (MapInfo Canada). They incorporate explicit economic assumptions about spending behaviour. This methodology is described in Appendix 1. None of the projections or estimates represent Ontario Government policy targets, or desired population outcomes.

Readers are cautioned that the secondary data compiled here only provides one perspective on the community's economy. It is provided with the understanding that the local project team is reviewing this information in the context of other important inputs including knowledge about the local community from other sources including: business inventories, municipal studies, results of community surveys and discussions with other community members.





## 1.0 Introduction – Analyzing Your Trade Area

Market Analysis provides communities with information about local market conditions and opportunities so they can develop effective strategies for community revitalization. Determining the size and demographic characteristics of a community's trade area is a critical component of the analysis. This trade area analysis provides information about local consumer demand and demographic characteristics to:

1. Learn the characteristics and buying habits of consumers in the trade area;
2. Determine the most appropriate consumer groups to target; and
3. Enable assessment of the types of businesses, merchandise sold, and services offered.

### 1.1 The Importance of Determining Your Trade Area

A trade area is the geographic area in which the majority of customers for the business district reside. Once the size of the trade area is determined, estimate the number of potential customers that may patronize your businesses. Knowing the trade area also sets the geographic parameters for obtaining demographic and lifestyle information. This information provides insights into the people who live in the trade area and enables you to assess consumer demand for local products and services. A trade area's size and shape are influenced by many different factors including: the size or attractiveness of the supply point; the number, location and relative attractiveness of competing stores; accessibility to the store, in terms of ease of travel to the store against physical and man-made barriers that impede access; and, the relative geographical distribution of persons with a profile which is known to be predisposed to patronize this type of market. Furthermore, both the size and shape of trade areas are greatly influenced by the distance customers are willing to travel.

### 1.2 Different Types of Trade Areas

This trade area analysis is based on the community as a whole and provides a generalized trade area for businesses in the community. However, it is important to note that different types of retail and service businesses have different trade areas depending on the type and quality of products sold, particular customer preferences and business activity. While every store has its own unique trade area, they can be classified into two different types:

**Convenience-shopping** trade areas are characterized by the ease of access to the goods and services. People will base their decision to buy convenience items (gasoline, groceries, etc.) on shorter travel distance or travel time.



**Comparison-shopping** trade areas are based on price, selection, quality and style. Consumers are more likely to make purchase decisions after comparing product options (furniture, appliances, etc.) and are willing to travel longer distances for their purchases, making the trade area larger.

Another factor that affects the size of the trade area is the type of customers that frequent the business district, including local residents, community employees and visitors/tourists:

- Local residents usually represent the majority of spending potential for community businesses.
- Community employees may live within the trade area of community businesses, but may also commute from outside of the area. These employees are potential customers for local businesses.
- Tourists also represent potential consumers of community products and services.

This trade area analysis provides detailed information on the local resident market; however, it provides limited information about community employees and tourist markets. Other data collection methods such as surveys and focus groups should be used to gather detailed information on these markets if required.

## 1.3 Trade Area Demographics – General Guidelines

Trade area definition is not solely a mapping exercise – at some point the trade area needs to be populated with data (e.g., demographic data about the resident population). It will no doubt be of significant interest to see the geographic extent of your community's trade area - in terms of size and shape – but it is the demographic information derived from the trade area that will provide the most details about the local consumer base.

When reading through this document the information should provide insight into both the size of the market (or scale) and the varying types of consumers (or demographic character). Demographics alone will not tell which store to open or the ideal merchandise mix to offer – such business decisions are highly complex and multifaceted – and require information from many different sources. Demographic analysis does, however, provide key insights into business potential based on the size and character of the local consumer base. A technical term for bringing together information from multiple sources is 'triangulation' – the analysis presented in this report should be seen as one part of the triangulation process that the community is undertaking in assessing the local market. The demographic analysis should be viewed in parallel with your business and resident surveys, along with other components of the toolkit.

## 1.3.1. Demographic Scale and Character

The key contribution of this report is in providing the community with insights on the scale and character of the local consumer base. It is important to make the key distinction between what can be termed relative and absolute demographics.

- **Relative demographics** are measures of central tendency or percentages for a given trade area. They include variables such as; median age, persons per household, average number of children per family, average household income, average house value, percentage of persons with university education, percentage of households that immigrated between 2001 and 2006. These relative variables are, as the name indicates, ‘relatively’ insensitive to the precise definition of the trade area. For example, average household income for a trade area whether defined by a drive-time from the downtown or a custom-defined area based on customer survey may be similar in relative terms. This is due to the fact that: (i) the trade areas will probably share a large proportion of the same neighbourhoods (i.e. they will overlap); and, (ii) there is an underlying tendency for demographic variables for areas close to one another to be more similar compared to those areas further away. When retail analysts speak of the socioeconomic and demographics “character” of a trade area they are typically referring to relative demographics. Relative variables are often used for site selection and broader marketing initiatives.
- **Absolute demographics** are totals (counts) that include variables such as, total number of households, total number of persons aged 18 or less, total income, total number of persons with university education. Absolute demographics can be extremely sensitive to the trade area definition. For example, if two trade areas share 80 percent of the same neighbourhoods, the 20 percent difference can result in significant differences in the raw counts, e.g., four or five densely populated neighbourhoods within a trade area can dramatically increase the total population or total household income variables, while leaving average household income relatively unaffected. Absolute variables are important when looking at the total size of the market, for example, you may identify that 22% of the target customer demographic that is defined (e.g. females aged 35-54 years of age) reside in the trade area. However, if this is only 125 people – then total market opportunity will likely be low. Most demographic analysis proceeds with relative variables and then adds one of two absolute (typically households or population).



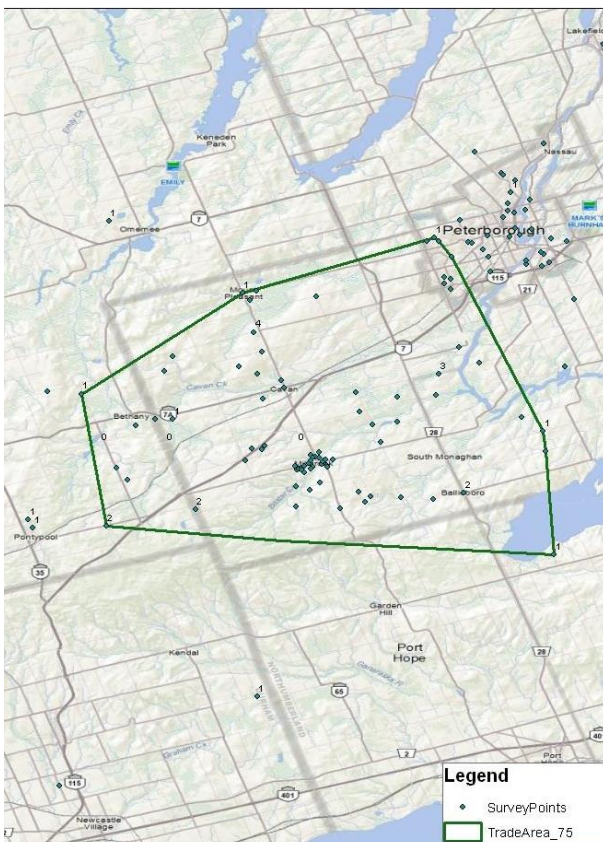
## 2.0 Defining the Downtown Trade Area

The trade area is the geographic area in which the majority of current and potential customers for downtown retail and service businesses reside. It is also the area in which existing businesses are located.

A customer origin survey was conducted at locations throughout the downtown, where customers were asked to provide their postal code and their place of residence. A total of 358 responses were analyzed using Geographic Information Systems (GIS)2.

### 2.1 Size and Shape of Downtown the Trade Area

Figure 1. Trade Area



The trade area is the geographical area in which the majority of current and potential customers for Downtown Millbrook retail and service businesses reside. It is the area in which existing businesses are located.

The trade area was established using the closest 75% places of residence for customers who frequent Downtown Millbrook. (actually less than 75% as the southern end of trade area was modified). This does not mean that people from outside that boundary never frequent the downtown area but simply that the majority of the customers are likely drawn from this area. The boundary of the trade area is presented in the following map.



## 3.0 Demographic Characteristics of the Trade Area

This section provides key demographic data for the trade area. The data and the trends revealed are important as they reflect the potential sales of retail goods and services within the trade area. Population characteristics can also be important indicators of demand/need for public services such as libraries, daycare centres and recreation facilities, which can often play a key role in attracting people to the community. Comparing this trade area with similar featured municipalities, in this case a ‘Custom Area’ (includes: Town of Port Hope, Township of Hamilton, Township of Otonabee-South Monaghan, Township of Smith-Ennismore-Lakefield and City of Kawartha Lakes); along with the province of Ontario allows demographic “baselines” to be established. These baselines help determine whether the trade area has low, medium, or high levels in a particular demographic category.

### 3.1 General Population Characteristics

#### 3.1.1 Population

Knowing the population size of the trade area is important for estimating consumer demand. Population is defined as all persons living within the trade area boundary.

**Table 1. Current Population**

<b>Population</b>	<b>Trade Area (75%)</b>
<b>2006 Census</b>	21,219
2012 Population estimate	22,473
<b>Land Area, km<sup>2</sup></b>	435.30
<b>Persons per km<sup>2</sup></b>	47.10
<b>Dwellings per km<sup>2</sup></b>	17.60

Source: Statistics Canada Adjust Census, 2006 and MapInfo Canada, 2012

#### 3.1.2 Population Projections

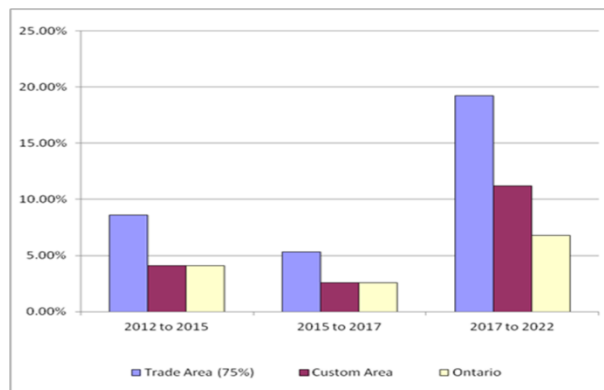
Anticipated household or population growth may indicate future opportunities for business expansion and/or recruitment.

**Table 2. Population Projections**

2012 Estimates and Projections	Trade Area (75%)	Custom Area	Ontario
<b>Total Population</b>			
2006 Census	21,219	130,341	12,665,392
2012 estimated	22,473	133,933	13,576,228
2015 projected	24,401	139,489	14,138,202
2017 projected	25,688	143,182	14,512,151
2022 projected	30,616	159,250	15,496,824
<b>Change in Population (persons)</b>			
2006 to 2012	1,254	3,592	910,836
2012 to 2015	1,928	5,556	561,974
2015 to 2017	1,287	3,693	373,949
2017 to 2022	4,928	16,068	984,673
<b>Change in Population (percent)</b>			
2006 to 2012	5.90%	2.80%	7.20%
2012 to 2015	8.60%	4.10%	4.10%
2015 to 2017	5.30%	2.60%	2.60%
2017 to 2022	19.20%	11.20%	6.80%
<b>Rate of Change in Population (percent per year)</b>			
2006 to 2012	1.00%	0.50%	1.20%
2012 to 2015	2.90%	1.40%	1.40%
2015 to 2017	2.60%	1.30%	1.30%
2017 to 2022	3.80%	2.20%	1.40%

\*These population projections have been generated by MapInfo Canada, 2012

**Graph 1. Estimated and Projected Rate of Population Change 2012 to 2022**



Source: MapInfo Canada, 2012



### 3.1.3 Daytime Population

“Daytime population” is an estimate that includes both people who work in the area and residents living at home during the day, such as stay-at-home parents and retirees.

Knowing daytime population is important to identifying different retail opportunities. For instance, having a high daytime population creates a greater potential demand for restaurants, bars, financial institutions, dry cleaners, florists, coffee shops, business supply stores, retailers, and specialty stores catering to daytime shoppers.

**Table 3. Daytime Population**

Daytime Population	Trade Area (75%)			Custom Area			Ontario		
	Total	%	Index	Total	%	Index	Total	%	Index
<b>Total Daytime Population</b>	<b>22,325</b>			<b>115,022</b>			<b>12,898,908</b>		
Daytime Employees	12,669	57%	107	51,673	45%	85	6,819,222	53%	100
Daytime Population at home	9,656	43%	92	63,349	55%	117	6,079,686	47%	100
Age 0 to 14 years	3,503	16%	91	18,476	16%	93	2,216,650	17%	100
Age 15 to 64 years	3,020	14%	82	20,907	18%	110	2,138,006	17%	100
Age 65 plus years	3,133	14%	105	23,966	21%	156	1,725,030	13%	100

\*This Daytime Population estimate has been generated by MapInfo Canada, 2012

### 3.1.4 Households

Along with population and daytime population, the number of households is another method for quantifying the current market size and growth, both of which are vital in determining consumer demand. Households consist of one or more persons who live in the same housing unit, regardless of their relationship to each other (including all occupied housing units). Anticipated growth in the number of households may indicate an increase in future demand for goods and services which translates into opportunities for business expansion and/or recruitment.

**Table 4. Households**

2011 Estimates and Projections	Trade Area (75%)	Custom Area	Ontario
<b>Total Households</b>			
2006 Census	7,444	50,469	4,728,845
2012 estimated	8,256	54,582	5,195,092
2015 projected	8,995	57,671	5,471,697
2017 projected	9,532	59,794	5,653,835
2022 projected	11,451	67,306	6,115,289
<b>Change in Households</b>			
2006 to 2012	812	4,113	466,247
2012 to 2015	739	3,089	276,605
2015 to 2017	537	2,123	182,138
2017 to 2022	1,919	7,512	461,454
<b>Change in Households (percent)</b>			
2006 to 2012	10.90%	8.10%	9.90%
2012 to 2015	9.00%	5.70%	5.30%
2015 to 2017	6.00%	3.70%	3.30%
2017 to 2022	16.80%	11.20%	7.50%

Household estimates and projections have been generated by MapInfo Canada, 2012  
Source: Statistics Canada Adjusted Census, 2006, and MapInfo Canada, 2012.





### 3.1.5 Age

Age is an important demographic factor because the type and level of personal expenditures changes as individuals' age. Therefore, the number and proportion of people in the trade area from different age groups will determine the viability and potential for certain business types and store merchandise (see Table 5).

**Table 5. Consumer Products or Services Purchased Disproportionately by Particular Age Groups**

Age Group	Product or Service
Under 25	Transportation, apparel, entertainment, personal care, food away from home, education
25 to 34	Home ownership, household appliances, do-it-yourself products, housing costs, entertainment, apparel, transportation
35 to 49	Apparel, housing costs, home ownership, entertainment, transportation
50 to 64	Travel, recreational products and services, personal insurance, household furnishing
65 to 79	Health, travel, home services, housing repairs, food at home, public transportation
80 and over	Health, home services, housing repairs, food at home

Source: U.S. Bureau of Labor Statistics, Consumer Expenditures in 1995, 1997; based on Consumer Expenditure Survey data



**Table 6. Age Distribution**

Age Distribution	Trade Area (75%)			Custom Area			Ontario		
2012 Estimated Population	22,473	%	Index	133,933	%	Index	13,576,228	%	Index
0 to 4 years	995	4%	83	5,530	4%	77	725,049	5%	100
5 to 9 years	1,198	5%	98	6,069	5%	84	734,994	5%	100
10 to 14 years	1,310	6%	105	6,877	5%	92	756,607	6%	100
15 to 19 years	1,589	7%	112	7,971	6%	94	858,434	6%	100
20 to 24 years	1,456	6%	92	8,047	6%	85	960,582	7%	100
25 to 29 years	1,376	6%	85	6,832	5%	71	976,211	7%	100
30 to 34 years	1,067	5%	71	5,846	4%	65	914,001	7%	100
35 to 39 years	1,287	6%	86	6,132	5%	69	905,248	7%	100
40 to 44 years	1,462	7%	92	7,521	6%	79	963,509	7%	100
45 to 49 years	1,963	9%	110	10,558	8%	99	1,081,848	8%	100
50 to 54 years	2,024	9%	116	13,013	10%	126	1,051,004	8%	100
55 to 59 years	1,802	8%	119	11,931	9%	132	913,447	7%	100
60 to 64 years	1,378	6%	108	10,334	8%	136	771,144	6%	100
65 to 69 years	1,074	5%	105	8,455	6%	139	615,442	5%	100
70 to 74 years	723	3%	97	6,226	5%	141	448,609	3%	100
75 to 79 years	650	3%	111	5,004	4%	143	354,905	3%	100
80 to 84 years	537	2%	118	3,975	3%	147	274,988	2%	100
85 years and over	582	3%	130	3,612	3%	136	270,206	2%	100
<b>Median Age</b>	43.3		109	47.9		120	39.8		100
<b>Dominant Age Group</b>	50 to 54			50 to 54			45 to 49		

Source: Statistics Canada Adjusted Census, 2006, and MapInfo Canada, 2012.

### 3.1.6 Income Distribution

Household income is a good indicator of the spending power of residents, as well as their preferences for particular goods and services. To decide where to locate a store, retailers may consider the median or average household income in a trade area or seek a minimum number of households within a certain income range. Another common practice is to analyze the distribution of household incomes. Discount stores avoid extreme high or low income areas. Traditional department stores focus on markets with incomes over \$35,000, while some specialty fashion stores target incomes above \$75,000. A few store categories, including auto parts, are typically found in areas with lower household incomes<sup>[1]</sup>. It should be noted however, that using income as the sole measure of a market's tastes and preferences may be misleading. Other factors that may be considered include family structure, education, occupation, and ethnicity.

[1] Community and Business District Market Analysis, Center for Community Economic Development, University of Wisconsin.

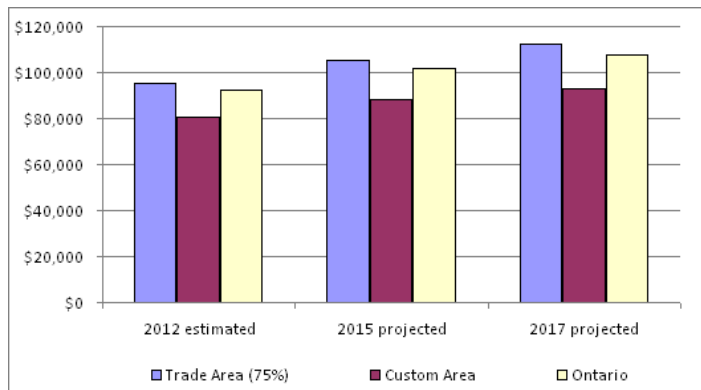


**Table 7. Income**

Income	Trade Area (75%)			Custom Area			Ontario		
		%	Index		%	Index		%	Index
<b>2005 Average after-tax Income</b>	\$30,731		99	\$28,594		92	\$31,011		100
<b>2005 Median after-tax household income</b>	\$61,006		117	\$49,757		95	\$52,183		100
<b>2005 Average after-tax household income</b>	\$66,760		105	\$57,872		91	\$63,441		100
<b>Average household income</b>									
2012 estimated	\$95,410		103	\$80,587		87	\$92,225		100
2015 projected	\$105,568		104	\$88,025		87	\$101,489		100
2017 projected	\$112,379		104	\$93,024		86	\$107,700		100
<b>2012 Estimated Households by Income</b>	<b>8,256</b>			<b>54,582</b>			<b>5,195,092</b>		
Less than \$20,000	621	8%	66	5,643	10%	91	590,996	11%	100
\$20,000 - 39,999	1,147	14%	84	9,990	18%	110	863,048	17%	100
\$40,000 - 59,999	1,407	17%	100	10,800	20%	116	887,672	17%	100
\$60,000 - 79,999	1,230	15%	98	9,181	17%	110	791,380	15%	100
\$80,000 - 99,999	1,233	15%	119	6,763	12%	98	654,650	13%	100
\$100,000 - 119,999	675	8%	121	3,252	6%	88	352,252	7%	100
\$120,000 - 139,999	611	7%	134	2,897	5%	96	287,705	6%	100
\$140,000 - 159,999	455	6%	132	2,099	4%	92	216,842	4%	100
\$160,000 - 179,999	321	4%	122	1,460	3%	84	165,704	3%	100
\$180,000 - 199,999	284	3%	115	1,132	2%	69	155,751	3%	100
\$200,000 and over	272	3%	75	1,365	3%	57	229,092	4%	100

Source: Statistics Canada Adjusted Census, 2006, and MapInfo Canada, 2012.

**Graph 5. Estimated and Projected Household Income**



Source: Statistics Canada Adjusted Census, 2006, and MapInfo Canada, 2012.



## 3.1.7 Family Structure and Marital Status

Households can be composed of people living alone, families with or without children, single parent households, or a number of unrelated people living together. Family structure is important in identifying different retail opportunities. For instance, households with children generally will spend more money on children’s clothes and food while married households without children typically spend more on appliances and home furnishings. Empty-nesting boomers are also more likely to have higher disposable incomes.

**Table 8. Family Structure**

Family Structure and Marital Status	Trade Area (75%)			Custom Area			Ontario		
		%	Index		%	Index		%	Index
<b>Census families in private households by family structure</b>	<b>6,145</b>			<b>38,310</b>			<b>3,422,320</b>		
<b>Married couples</b>	4,795	78%	106	29,270	76%	103	2,530,560	74%	100
With no children at home	2,150	35%	119	15,390	40%	136	1,008,550	29%	100
With children at home	2,615	43%	96	13,880	36%	81	1,522,010	44%	100
<b>Common-law couples</b>	590	10%	94	4,740	12%	121	351,045	10%	100
With no children at home	355	6%	94	2,830	7%	121	209,300	6%	100
With children at home	230	4%	90	1,910	5%	120	141,745	4%	100
<b>Lone-parent families</b>	770	13%	79	4,295	11%	71	540,715	16%	100
Male parent	105	2%	59	940	2%	84	99,610	3%	100
Lone Female parent	620	10%	78	3,360	9%	68	441,105	13%	100
<b>Total children at home by age</b>	<b>6,645</b>			<b>36,755</b>			<b>3,977,005</b>		
Under 6 years of age	980	15%	73	6,335	17%	86	800,665	20%	100
6 - 14 years	2,510	38%	108	13,730	37%	107	1,390,905	35%	100
15 - 17 years	905	14%	110	5,390	15%	118	493,595	12%	100
18 - 24 years	1,600	24%	116	8,035	22%	105	828,155	21%	100
25 years and over	595	9%	77	3,255	9%	76	463,690	12%	100
<b>Size of families</b>	<b>6,145</b>			<b>38,310</b>			<b>3,422,320</b>		
2 persons	3,000	49%	108	20,770	54%	120	1,544,385	45%	100
3 persons	1,135	18%	82	6,965	18%	81	768,690	22%	100
4 persons	1,370	22%	99	7,160	19%	83	769,210	22%	100
5 or more persons	605	10%	99	3,405	9%	89	340,035	10%	100

Source: Statistics Canada Adjusted Census, 2006.



## 3.1.8 Housing Tenure and Dwelling Characteristics

“Housing tenure” refers to the number of owner occupied and renter occupied housing units. “Dwelling characteristics” refers to the age and type of housing units. These statistics are valuable in analyzing the potential for a variety of different products and services. For instance, a higher level of home ownership typically translates into higher expenditures for home furnishings and home equipment. Furthermore, dwelling characteristics such as the age of the dwelling, type of dwelling unit, etc. may point to different levels of demand for home improvement, furniture, appliances, hardware, paint/wallpaper, floor covering, garden centers and other home products and services.



# Downtown Millbrook Revitalization Strategy

**Table 9. Housing Tenure and Dwelling Characteristics**

Housing Tenure and Dwelling Characteristics	Trade Area (75%)			Custom Area			Ontario		
		%	Index		%	Index		%	Index
<b>2006 Housing Ownership</b>	<b>7,210</b>			<b>49,090</b>			<b>4,554,250</b>		
Owned	6,320	88%	123	41,655	85%	119	3,235,495	71%	100
Rented	875	12%	42	7,430	15%	53	1,312,295	29%	100
<b>Occupied private dwellings by period of construction</b>	<b>7,210</b>			<b>49,090</b>			<b>4,554,250</b>		
Before 1946	945	13%	88	10,410	21%	142	677,875	15%	100
1946 - 1960	590	8%	54	5,795	12%	78	690,155	15%	100
1961 - 1970	700	10%	69	6,285	13%	91	640,660	14%	100
1971 - 1980	1,225	17%	100	9,220	19%	110	776,745	17%	100
1981 - 1985	705	10%	132	3,135	6%	86	338,575	7%	100
1986 - 1990	1,325	18%	204	5,430	11%	123	410,155	9%	100
1991 - 1995	635	9%	138	3,150	6%	100	291,480	6%	100
1996 - 2000	440	6%	89	2,345	5%	70	312,215	7%	100
2001 - 2006	625	9%	95	3,335	7%	74	417,170	9%	100
Dominant period of construction	1986 - 1990	18%		Before 1946	21%		1971 - 1980	17%	
<b>Occupied private dwellings by maintenance required</b>	<b>7,210</b>			<b>49,090</b>			<b>4,554,250</b>		
Regular maintenance only	4,855	67%	99	31,515	64%	95	3,092,900	68%	100
Minor repairs	1,975	27%	107	14,085	29%	112	1,162,105	26%	100
Major repairs	370	5%	78	3,480	7%	108	300,015	7%	100
<b>2006 Type of Housing Units</b>	<b>7,210</b>			<b>49,090</b>			<b>4,554,250</b>		
Single-detached house	6,275	87%	155	41,890	85%	152	2,551,760	56%	100
Semi-detached house	165	2%	40	915	2%	33	260,175	6%	100
Row house	130	2%	23	800	2%	21	358,500	8%	100
Apartment, duplex	185	3%	74	875	2%	51	158,755	3%	100
Apartment less than 5 storeys	405	6%	52	3,055	6%	58	490,355	11%	100
Highrise Apartment	35	0%	3	975	2%	13	710,790	16%	100
Other single-attached house	10	0%	54	220	0%	174	11,725	0%	100
Movable dwelling	10	0%	52	345	1%	262	12,200	0%	100
<b>Average value of dwelling</b>	\$263,452			\$254,638			\$297,479		100
<b>Rented Dwellings</b>	<b>875</b>		100	<b>7,430</b>		100	<b>1,312,295</b>		100
Households spending 30 to 99% of household income on gross rent	285	33%	88	3,185	43%	115	487,775	37%	100
<b>Owned Dwellings</b>	<b>6,320</b>		100	<b>41,655</b>		100	<b>3,235,495</b>		100
Households spending 30% to 99% more of household income on major payments	910	14%	81	6,720	16%	91	574,620	18%	100

## 3.1.9 Educational Attainment

Although retailers are generally interested in income levels to determine potential consumer demand, educational attainment is also a useful indicator for understanding a market's potential. In particular, the citing of bookstores is often based on the number of highly educated individuals in the trade area. Similarly, computer and software stores are often located in areas with high levels of education.

**Table 10. Educational Attainment**

Educational Attainment	Trade Area (75%)			Custom Area			Ontario		
		%	Index		%	Index		%	Index
<b>2006 Total Population by Educational Attainment</b>	<b>16,495</b>			<b>104,185</b>			<b>9,819,420</b>		
No certificate, diploma or degree	3,600	22%	98	26,280	25%	113	2,183,630	22%	100
Certificate, diploma or degree	12,865	78%	100	77,885	75%	96	7,635,790	78%	100
High school certificate	4,550	28%	103	29,935	29%	107	2,628,570	27%	100
Apprenticeship or trades certificate or diploma	1,470	9%	111	11,465	11%	138	785,110	8%	100
College, CEGEP or other non-university certificate/diploma	3,960	24%	131	22,685	22%	118	1,804,775	18%	100
University certificate, diploma or degree	2,725	17%	67	13,800	13%	54	2,417,325	25%	100
University certificate or diploma below bachelor level	330	2%	48	2,860	3%	67	405,275	4%	100
University certificate or degree	2,410	15%	71	10,925	10%	51	2,012,055	20%	100
Bachelor's degree	1,315	8%	63	6,885	7%	52	1,243,725	13%	100
University certificate or diploma above bachelor level	440	3%	107	1,945	2%	75	245,145	2%	100
Degree in medicine, dentistry, veterinary medicine or optometry	95	1%	98	300	0%	49	57,685	1%	100
Master's degree	445	3%	68	1,455	1%	35	391,695	4%	100
Earned doctorate	10	0%	8	305	0%	39	73,785	1%	100

Source: Statistics Canada Adjusted Census, 2006.

## 3.1.10 Employment

Employment rates are another strong indicator of the spending power of residents. If the market has large proportion of individuals who are unemployed then it may be more suitable for second hand or thrift type stores to penetrate that market. High-end apparel type retailers may not find a strong enough demand to sustain their business.

**Table 11. Employment**

Employment	Trade Area (75%)			Custom Area			Ontario		
		%	Index		%	Index		%	Index
<b>Population 15 years and over by Labour Force Activity</b>	<b>16,530</b>			<b>104,175</b>			<b>9,819,420</b>		
<b>In the labour force</b>	11,555	70%	104	65,485	63%	94	6,587,580	67%	100
Employed	10,795	65%	104	61,655	59%	94	6,164,245	63%	100
Unemployed	760	5%	107	3,830	4%	85	423,330	4%	100
<b>Not in the labour force</b>	4,940	30%	91	38,685	37%	113	3,231,840	33%	100
<b>Participation rate</b>	69.90%		104	62.90%		94	67.10%		100
<b>Unemployment rate</b>	6.60%		102	5.80%		91	6.40%		100
<i>Employment-population ratio</i>	65.31%		104	59.18%		94	62.78%		100

Source: Statistics Canada Adjusted Census, 2006.

### 3.1.11 Occupations

Many retailers use the concentration of white or blue-collar workers as another gauge of a market's set of preferences. Specialty apparel stores thrive on middle to upper income areas and above average white-collar employment. Office supply stores and large music and video stores are especially sensitive to the occupational profile. These retailers target growth areas with a majority of white-collar workers. Please refer to Appendix 3 for a breakdown of occupations and their classifications.

**Table 12. Occupations**

Occupations	Trade Area (75%)			Custom Area			Ontario		
		%	Index		%	Index		%	Index
<b>All occupations</b>	<b>11,385</b>			<b>64,650</b>			<b>6,473,730</b>		
White Collar	3,600	31%	91	18,350	28%	82	2,261,500	34%	100
Grey Collar	3,920	34%	90	23,750	36%	96	2,487,030	38%	100
Blue Collar	2,985	26%	111	20,750	32%	136	1,539,950	23%	100
Occupation - Not applicable	160	1%	80	840	1%	74	113,845	2%	100

Source: Statistics Canada Adjusted Census, 2006.

### 3.1.12 Ethnic Origin

The ethnic origin of potential customers in a trade area affects the relative demand for different types of goods and services. Therefore, knowing the ethnicity of an area is important when choosing the merchandise to be carried. Correct assortments, fashion orientation, food, advertising media, and product selection can all be influenced by ethnicity.



Table 13. Top Five Ethnic Origins

Ethnic Origin	Trade Area (75%)	Custom Area	Ontario
<b>Top 5 Ethnic Origins</b>	English	English	English
	Canadian	Canadian	Canadian
	Irish	Irish	Scottish
	Scottish	Scottish	Irish
	French	French	French

Source: Statistics Canada Adjusted Census, 2006.

### 3.1.13 Recent Immigrants by Place of Birth

Cultural diversity is a feature of many communities across Canada and immigration is an important component of both population and economic growth.

Table 14. Recent Immigrants by Place of Birth

	Trade Area (75%)		Custom Area		Ontario	
<b>Total Immigrants by Selected Places of Birth (2001-2006)</b>	115		400		580,740	
<b>Top 5 Immigrant Places of Birth (2001-2006)</b>	India	30%	All other places of birth	23%	India	15%
	Poland	20%	United Kingdom	21%	All other places of birth	15%
	China	10%	Korea, South	19%	China	13%
	United States of America	10%	United States of America	14%	Pakistan	8%
	United Kingdom	10%	India	6%	Philippines	6%

Source: Statistics Canada Adjusted Census, 2006.

## 4.0 Household Expenditure Estimates

This section presents estimates of the expenditures of trade area residents by particular products and services. Household spending on goods and services are key indicators in estimating market potential. The Household Expenditure Potential data provides estimates of average annual expenditures for a wide range of goods and services for Canadian households. The data includes both average dollars per household and total dollars spent within the community trade area.

This dataset can be used:

- estimate total expenditure for a good or service in the trade area.
- compare local supply against market demand.
- as a reference in conjunction with a business's own sales data to derive first approximation estimates of market share. This aids in developing effective strategies for business development.

Readers are cautioned that the methodology of creating these estimates reflects economic and demographic assumptions and limitations (see Appendix A) as well as possible errors resulting from local survey sampling. The household expenditure estimates include a colour-coded index which standardizes the comparison between the values found in the trade area, and those of the benchmark regions. Indexing allows for a comparison between regions of different size by comparing proportions relative to the population of each region instead of absolute values. The index system is color-coded using the following criteria: index above 110 = green (high), index between 110 and 90 = black (normal), index below 90 = red (low). It is recommended that anyone interpreting these estimates should familiarize themselves with these factors before drawing any conclusions based on the information provided

### 4.1 Canadian Expenditure Potential Categories (2011)

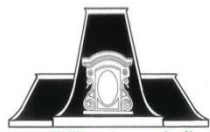
- Food
- Shelter
- Household Operation
- Household Furnishings
- Household Equipment
- Clothing
- Transportation
- Health Care
- Personal Care
- Recreation
- Reading Materials and Education
- Alcohol and Tobacco



## 4.1.1 Expenditure Potential Summary

	2011 CamEx - Expenditures Summary				Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index
<b>Total expenditure</b>	<b>\$729,972,795</b>	<b>\$88,417</b>			<b>\$4,195,200,938</b>	<b>\$76,861</b>			<b>\$443,662,184,824</b>	<b>\$85,400</b>						
Total current consumption	\$517,169,977	\$62,642	71%	101	\$3,044,481,441	\$55,778	73%	104	\$310,524,198,098	\$59,773	70%	100				
Food	\$66,396,147	\$8,042	9%	94	\$396,761,656	\$7,269	9%	97	\$43,080,637,340	\$8,293	10%	100				
Shelter	\$139,672,260	\$16,918	19%	96	\$785,447,862	\$14,390	19%	93	\$88,840,884,832	\$17,101	20%	100				
Household operation	\$35,033,448	\$4,243	5%	104	\$214,211,004	\$3,925	5%	111	\$20,463,051,195	\$3,939	5%	100				
Household furnishings and equipment	\$22,370,640	\$2,710	3%	108	\$129,278,716	\$2,369	3%	109	\$12,600,471,755	\$2,425	3%	100				
Clothing	\$27,226,686	\$3,298	4%	87	\$152,717,057	\$2,798	4%	85	\$18,964,342,413	\$3,650	4%	100				
Transportation	\$109,485,142	\$13,261	15%	114	\$651,840,745	\$11,942	16%	118	\$58,241,673,304	\$11,211	13%	100				
Health care	\$17,543,551	\$2,125	2%	98	\$118,361,507	\$2,169	3%	115	\$10,877,425,503	\$2,094	2%	100				
Personal care	\$10,763,301	\$1,304	1%	92	\$62,737,270	\$1,149	1%	93	\$7,141,818,089	\$1,375	2%	100				
Recreation	\$48,922,273	\$5,926	7%	119	\$294,871,388	\$5,402	7%	124	\$25,077,646,797	\$4,827	6%	100				
Reading materials and other printed mater	\$2,648,869	\$321	0%	101	\$15,782,456	\$289	0%	105	\$1,589,775,276	\$306	0%	100				
Education	\$8,387,291	\$1,016	1%	76	\$43,262,284	\$93	1%	68	\$6,735,306,133	\$1,296	2%	100				
Tobacco products and alcoholic beverages	\$15,161,683	\$1,836	2%	106	\$94,404,899	\$1,730	2%	115	\$8,705,621,116	\$1,676	2%	100				

Source: MapInfo Canada, 2012.



## 4.1.2 Food

2011 CamEx - Expenditures	Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index
<b>Food</b>	<b>\$66,396,147</b>	<b>\$8,042</b>			<b>\$396,761,656</b>	<b>\$7,269</b>			<b>\$43,080,637,340</b>	<b>\$8,293</b>		
Food purchased from stores	\$50,699,626	\$6,141	76%	102	\$306,681,781	\$5,619	77%	103	\$32,300,875,712	\$6,218	75%	100
Locally and on day trips	\$49,196,164	\$5,959	74%	101	\$297,736,493	\$5,455	75%	103	\$31,463,407,082	\$6,056	73%	100
While on trips overnight or longer	\$1,503,463	\$182	2%	116	\$8,945,327	\$164	2%	116	\$837,468,871	\$161	2%	100
Board paid to private households	\$283,310	\$34	0%	108	\$1,244,286	\$23	0%	80	\$169,818,609	\$33	0%	100
Day board and children's lunches	\$90,671	\$11	0%	55	\$376,423	\$7	0%	38	\$107,213,428	\$21	0%	100
While on trips overnight or longer	\$192,643	\$23	0%	200	\$867,862	\$16	0%	151	\$62,605,058	\$12	0%	100
Food purchased from restaurants	\$15,413,214	\$1,867	23%	94	\$88,835,610	\$1,628	22%	91	\$10,609,942,888	\$2,042	25%	100

Source: MapInfo Canada, 2012.



## 4.1.3 Shelter

2011 Catex - Expenditures Shelter	Trade Area (75%)			Custom Area			Ontario		
	Total Expenditure	Expenditure per Household	%	Total Expenditure	Expenditure per Household	%	Total Expenditure	Expenditure per Household	%
<b>Shelter</b>	<b>\$139,672,260</b>	<b>\$16,918</b>	93%	<b>\$785,447,862</b>	<b>\$14,390</b>	92%	<b>\$88,840,894,832</b>	<b>\$17,101</b>	93%
Principal accommodation	\$129,205,986	\$15,650	93%	\$725,931,569	\$13,300	92%	\$82,402,904,680	\$16,862	93%
<b>Rented living quarters</b>	<b>\$11,834,045</b>	<b>\$1,433</b>	97%	<b>\$85,263,400</b>	<b>\$1,562</b>	98%	<b>\$15,326,800,243</b>	<b>\$2,950</b>	98%
Rent	\$11,502,515	\$1,393	97%	\$83,175,633	\$1,524	98%	\$15,033,138,157	\$2,894	98%
Tenants' maintenance, repairs and alterations	\$119,708	\$14	1%	\$647,215	\$12	1%	\$13,612,255	\$22	1%
Tenants' insurance premiums	\$211,824	\$26	2%	\$1,440,554	\$26	2%	\$180,048,676	\$35	1%
<b>Owned living quarters</b>	<b>\$91,865,089</b>	<b>\$11,127</b>	63%	<b>\$484,693,404</b>	<b>\$8,880</b>	60%	<b>\$53,296,640,944</b>	<b>\$10,259</b>	60%
Regular mortgage payments	\$58,182,131	\$7,047	63%	\$292,361,649	\$5,356	60%	\$32,030,699,737	\$6,166	60%
Maintenance, repairs and replacements	\$3,670,185	\$445	4%	\$23,472,396	\$430	5%	\$2,135,040,321	\$411	4%
Condominium charges	\$558,499	\$68	1%	\$4,129,075	\$76	1%	\$1,667,171,042	\$321	3%
Property taxes	\$17,325,610	\$2,099	19%	\$92,608,089	\$1,697	19%	\$10,563,551,262	\$2,033	20%
Homeowners' insurance premiums	\$5,147,683	\$624	6%	\$31,804,025	\$583	7%	\$2,728,003,530	\$525	5%
Other expenditures for owned living quarters	\$6,980,973	\$846	8%	\$40,318,131	\$739	8%	\$4,172,167,554	\$803	8%
Water, fuel and electricity	\$25,506,833	\$3,089	28%	\$155,974,677	\$2,858	32%	\$13,779,439,478	\$2,652	26%
<b>Other accommodation</b>	<b>\$10,466,272</b>	<b>\$1,268</b>	33%	<b>\$59,516,274</b>	<b>\$1,090</b>	33%	<b>\$6,437,979,657</b>	<b>\$1,239</b>	35%
Owned vacation home	\$3,489,585	\$423	33%	\$19,752,379	\$362	33%	\$2,224,239,484	\$428	35%
Traveller accommodation	\$6,976,693	\$845	67%	\$39,763,895	\$739	67%	\$4,213,740,251	\$811	65%
Hotels and motels	\$4,963,599	\$601	47%	\$26,444,287	\$484	44%	\$3,033,641,819	\$584	47%
Other accommodation away from home	\$2,013,088	\$244	19%	\$13,319,584	\$244	22%	\$1,180,097,595	\$227	18%

Source: MapInfo Canada, 2012.





## 4.1.5 Household Furnishings

2011 CanEx - Expenditures Household furnishings	Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index
<b>Household furnishings</b>	<b>\$11,025,062</b>	<b>\$1,335</b>			<b>\$60,465,404</b>	<b>\$1,108</b>			<b>\$6,901,416.501</b>	<b>\$1,328</b>		
Furniture	\$7,065,365	\$928	70%	103	\$41,953,156	\$769	69%	103	\$4,654,537,698	\$898	67%	100
Rugs, mats and underpadding	\$550,053	\$67	5%	105	\$2,733,414	\$50	5%	95	\$328,797,647	\$63	5%	100
Window coverings and household textiles	\$1,604,367	\$194	15%	97	\$9,298,101	\$170	15%	102	\$1,037,399,555	\$200	15%	100
Art, antiques and decorative ware	\$1,205,273	\$146	11%	86	\$6,480,716	\$119	11%	84	\$880,681,007	\$170	13%	100
Works of art, carvings and vases	\$728,580	\$88	7%	87	\$3,667,032	\$67	6%	80	\$525,653,529	\$101	8%	100
Antiques	\$101,575	\$12	1%	77	\$608,751	\$11	1%	84	\$82,935,637	\$16	1%	100
Glass mirrors, and mirror and picture frames	\$375,142	\$45	3%	86	\$2,204,946	\$40	4%	92	\$272,091,774	\$52	4%	100

Source: MapInfo Canada, 2012.

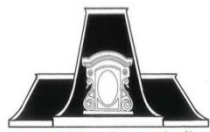


## 4.1.6 Household Equipment

2011 CanEx - Expenditures Household Equipment	Trade Area (75%)			Custom Area			Ontario		
	Total Expenditure	Expenditure per Household	%	Total Expenditure	Expenditure per Household	%	Total Expenditure	Expenditure per Household	%
<b>Household equipment</b>	<b>\$9,833,628</b>	<b>\$1,191</b>		<b>\$4,867,306,399</b>	<b>\$937</b>				
Household appliances	\$4,273,908	\$518	43%	\$2,006,003,379	\$476	43%	\$2,171,203,498	\$418	45%
Room air conditioners, portable humidifiers and dehumidifiers	\$196,706	\$24	2%	\$1,426,713	\$26	2%	\$137,201,546	\$26	3%
Refrigerators and freezers	\$1,380,528	\$167	14%	\$7,943,492	\$146	13%	\$545,599,544	\$105	11%
Cooking equipment	\$604,526	\$73	6%	\$3,429,474	\$63	6%	\$275,087,911	\$53	6%
Microwave ovens	\$83,483	\$10	1%	\$533,113	\$10	1%	\$45,204,654	\$9	1%
Small electric food preparation appliances	\$469,682	\$57	5%	\$2,701,441	\$49	4%	\$319,488,204	\$61	7%
Washers and dryers	\$872,389	\$106	9%	\$5,396,833	\$99	9%	\$456,759,022	\$88	9%
Sewing machines, vacuum cleaners and other rug cleaning equipment	\$235,609	\$29	2%	\$1,854,899	\$34	3%	\$138,035,552	\$27	3%
Portable Dishwashers	\$40,072	\$5	0%	\$346,610	\$6	1%	\$23,373,840	\$4	0%
Other electric equipment and appliances	\$283,586	\$34	3%	\$1,631,215	\$30	3%	\$169,887,405	\$33	3%
Attachments and parts for major appliances	\$107,339	\$13	1%	\$739,568	\$14	1%	\$60,765,272	\$12	1%
Home and workshop tools and equipment	\$1,032,866	\$125	11%	\$6,623,971	\$121	11%	\$480,794,290	\$93	10%
Power tools and equipment	\$599,997	\$73	6%	\$3,962,482	\$73	7%	\$271,545,148	\$52	6%
Other tools	\$432,867	\$52	4%	\$2,661,490	\$49	4%	\$209,249,139	\$40	4%
Lawn, garden and snow-removal tools and equipment	\$1,898,871	\$230	19%	\$12,520,466	\$229	21%	\$669,566,209	\$129	14%
Power lawn, garden and snow removal equipment	\$1,562,227	\$189	16%	\$10,577,105	\$194	18%	\$512,758,422	\$99	11%
Other lawn, garden and snow removal equipment	\$336,647	\$41	3%	\$1,943,367	\$36	3%	\$156,807,764	\$30	3%
Lamps and lampshades	\$241,615	\$29	2%	\$1,214,265	\$22	2%	\$158,057,721	\$30	3%
Non-electric kitchen and cooking equipment	\$550,058	\$67	6%	\$3,234,959	\$59	5%	\$367,739,878	\$71	8%
Cutlery, flatware and silverware	\$139,689	\$17	1%	\$741,279	\$14	1%	\$95,100,443	\$18	2%
Non-electric cleaning equipment	\$354,791	\$43	4%	\$2,199,081	\$40	4%	\$219,355,578	\$42	5%
Luggage	\$232,245	\$28	2%	\$1,235,821	\$23	2%	\$149,412,247	\$29	3%
Home security equipment	\$115,124	\$14	1%	\$660,524	\$12	1%	\$55,294,426	\$11	1%
Other household equipment, parts and accessories	\$994,454	\$120	10%	\$5,861,813	\$107	10%	\$500,781,675	\$96	10%
<b>Maintenance and repairs of furniture and equipment</b>	<b>\$618,490</b>	<b>\$75</b>	<b>0%</b>	<b>\$3,897,795</b>	<b>\$71</b>	<b>0%</b>	<b>\$311,818,612</b>	<b>\$60</b>	<b>0%</b>
Furniture, carpeting and household textiles	\$302,616	\$37	49%	\$2,019,628	\$37	52%	\$185,441,586	\$36	59%
Major household appliances	\$198,088	\$24	32%	\$1,104,329	\$20	28%	\$87,519,743	\$17	28%
<b>Other maintenance and repairs of furniture and equipment</b>	<b>\$117,811</b>	<b>\$14</b>	<b>0%</b>	<b>\$773,829</b>	<b>\$14</b>	<b>0%</b>	<b>\$38,857,087</b>	<b>\$7</b>	<b>0%</b>
Services related to furnishings and equipment	\$893,458	\$108	9%	\$4,619,953	\$85	9%	\$519,928,556	\$100	10%
Rental of heating equipment	\$377,361	\$46	42%	\$2,171,939	\$40	47%	\$195,508,078	\$38	38%
Other services related to furnishings and equipment	\$118,515	\$14	13%	\$656,380	\$12	14%	\$75,397,343	\$15	15%
<b>Home security services</b>	<b>\$397,577</b>	<b>\$48</b>	<b>44%</b>	<b>\$1,791,914</b>	<b>\$33</b>	<b>39%</b>	<b>\$249,023,431</b>	<b>\$48</b>	<b>48%</b>

Source: MapInfo Canada, 2012.





Downtown Millbrook...revitalization

# Downtown Millbrook Revitalization Strategy



## 4.1.7 Clothing

	2011 CatEx - Expenditures				Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index				
<b>Clothing</b>	<b>\$27,226,686</b>	<b>\$3,298</b>			<b>\$162,717,057</b>	<b>\$2,798</b>			<b>\$18,964,342,413</b>	<b>\$3,660</b>						
<b>Women's and Girls' wear (4 yrs &amp; over)</b>	\$15,306,908	\$1,861	56%	103	\$65,000,784	\$1,567	56%	101	\$10,430,788,251	\$2,008	55%	100				
Clothing	\$8,354,731	\$1,012	31%	88	\$46,342,790	\$949	30%	74	\$5,947,061,031	\$1,145	31%	100				
Footwear	\$2,400,752	\$291	9%	100	\$13,594,532	\$249	9%	101	\$1,673,020,518	\$322	9%	100				
Athletic footwear	\$795,524	\$96	3%	102	\$4,716,270	\$86	3%	107	\$545,826,431	\$105	3%	100				
Non-athletic footwear	\$1,605,227	\$194	6%	99	\$8,878,264	\$163	6%	98	\$1,127,194,048	\$217	6%	100				
Accessories	\$642,270	\$78	2%	97	\$3,608,420	\$66	2%	97	\$463,511,107	\$89	2%	100				
Jewellery and watches	\$1,911,745	\$232	7%	125	\$9,373,767	\$172	6%	109	\$1,064,113,218	\$205	6%	100				
Watches	\$178,553	\$22	1%	101	\$941,925	\$17	1%	95	\$122,552,487	\$24	1%	100				
Jewellery	\$1,733,192	\$210	6%	128	\$8,431,852	\$154	6%	111	\$941,560,649	\$181	5%	100				
Clothing gifts to non-household members	\$2,057,397	\$249	8%	112	\$12,081,279	\$221	8%	117	\$1,283,060,971	\$247	7%	100				
<b>Men's and Boys' wear (4 years and over)</b>	\$9,296,190	\$1,178	36%	99	\$54,992,361	\$1,008	36%	100	\$6,827,340,861	\$1,314	36%	100				
Clothing	\$5,638,361	\$683	21%	97	\$31,244,719	\$572	20%	96	\$4,047,186,569	\$779	21%	100				
Footwear	\$1,873,632	\$227	7%	99	\$11,229,096	\$206	7%	106	\$1,314,412,253	\$253	7%	100				
Athletic footwear	\$890,563	\$108	3%	98	\$5,289,004	\$97	3%	103	\$635,619,845	\$122	3%	100				
Non-athletic footwear	\$983,065	\$119	4%	101	\$5,990,100	\$109	4%	109	\$678,791,937	\$131	4%	100				
Accessories	\$393,064	\$48	1%	96	\$2,284,872	\$41	1%	99	\$284,088,399	\$55	1%	100				
Jewellery and watches	\$446,013	\$54	2%	83	\$2,207,553	\$40	1%	73	\$376,157,194	\$72	2%	100				
Watches	\$162,124	\$20	1%	94	\$913,869	\$17	1%	95	\$119,577,305	\$23	1%	100				
Jewellery	\$283,889	\$34	1%	77	\$1,293,702	\$24	1%	63	\$256,579,928	\$49	1%	100				
Clothing gifts to non-household members	\$1,375,126	\$167	5%	119	\$8,046,096	\$147	5%	124	\$805,495,379	\$155	4%	100				
<b>Children's wear (under 4 years)</b>	\$988,243	\$109	3%	95	\$5,272,059	\$97	3%	100	\$656,410,305	\$126	3%	100				
Clothing and cloth diapers	\$311,289	\$38	1%	108	\$1,644,054	\$30	1%	101	\$201,244,093	\$39	1%	100				
Footwear	\$49,870	\$6	0%	111	\$294,343	\$5	0%	117	\$31,309,558	\$6	0%	100				
Clothing gifts to non-household members	\$537,081	\$65	2%	88	\$3,336,653	\$61	2%	98	\$423,866,611	\$82	2%	100				
Clothing material, notions and services	\$1,235,346	\$150	5%	82	\$7,451,860	\$137	5%	88	\$1,049,820,655	\$202	6%	100				
Clothing material, yarn, thread and other notions (excluding household textiles)	\$355,751	\$43	1%	144	\$2,473,893	\$45	2%	179	\$171,547,299	\$33	1%	100				
Services	\$879,595	\$107	3%	70	\$4,977,957	\$91	3%	70	\$878,273,107	\$169	5%	100				
Laundry and dry-cleaning service	\$445,846	\$54	2%	75	\$2,065,444	\$38	1%	62	\$413,882,389	\$80	2%	100				
Laundromats and self-servicing dry cleaning	\$189,772	\$23	1%	42	\$1,636,035	\$30	1%	65	\$314,926,476	\$61	2%	100				
Other clothing services	\$243,982	\$30	1%	114	\$1,276,465	\$23	0	108	\$149,464,043	\$29	1%	100				

Source: MapInfo Canada, 2012.



Downtown Millbrook... revitalization

# Downtown Millbrook Revitalization Strategy

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## 4.1.8 Transportation

2011 Camlex - Expenditures Transportation	Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index
<b>Transportation</b>	<b>\$109,486,142</b>	<b>\$13,261</b>			<b>\$661,840,745</b>	<b>\$11,942</b>			<b>\$68,241,673,304</b>	<b>\$11,211</b>		
Private transportation	\$101,485,279	\$12,292	93%	105	\$610,047,121	\$11,177	94%	106	\$51,536,152,968	\$9,920	88%	100
Purchase of automobiles and trucks	\$40,586,433	\$4,916	37%	119	\$240,904,224	\$4,414	37%	119	\$18,159,732,814	\$3,496	31%	100
Automobiles	\$19,717,137	\$2,388	18%	105	\$115,292,299	\$2,112	18%	103	\$10,001,472,217	\$1,925	17%	100
Trucks (including vans)	\$21,949,388	\$2,659	20%	131	\$132,009,198	\$2,419	20%	133	\$8,899,380,176	\$1,713	15%	100
Separate sale of automobiles and trucks	(\$1,080,098)	(\$131)	-1%	78	(\$63,397,273)	(\$1,117)	-1%	77	(\$741,121,984)	(\$1,433)	-1%	100
Purchase of automotive accessories	\$724,622	\$88	1%	140	\$4,783,522	\$88	1%	155	\$276,120,107	\$53	0%	100
Rented and leased autos and trucks	\$7,278,597	\$882	7%	87	\$41,100,689	\$753	6%	83	\$4,425,236,481	\$852	8%	100
Rented automobiles & trucks	\$890,611	\$108	1%	82	\$5,047,253	\$92	1%	78	\$580,686,321	\$112	1%	100
Rental fees (including ins. and mileage)	\$660,995	\$80	1%	83	\$3,518,911	\$64	1%	75	\$421,512,013	\$81	1%	100
Gas and other fuels	\$203,055	\$25	0%	75	\$1,348,630	\$25	0%	83	\$144,658,566	\$28	0%	100
Other expenses for rented autos/ trucks	\$26,561	\$3	0%	97	\$179,713	\$3	0%	111	\$14,515,720	\$3	0%	100
Leasing fees for automobiles and trucks	\$6,387,990	\$774	6%	87	\$36,053,433	\$661	6%	84	\$3,844,550,164	\$740	7%	100
Regular leasing fees for autos & trucks	\$5,821,109	\$705	5%	88	\$34,066,629	\$624	5%	86	\$3,541,832,222	\$682	6%	100
Other leasing fees for autos and trucks	\$566,877	\$69	1%	100	\$1,986,800	\$36	0%	59	\$302,717,802	\$58	1%	100
Operation of owned and leased automobiles and trucks	\$52,895,617	\$6,407	48%	98	\$323,258,521	\$5,922	50%	101	\$28,675,054,037	\$5,520	49%	100
Gasoline and other fuels	\$28,536,625	\$3,214	24%	107	\$165,749,470	\$3,037	25%	113	\$13,141,374,542	\$2,530	23%	100
Tires, batteries, and other automotive parts and supplies	\$2,980,750	\$359	3%	97	\$18,284,620	\$335	3%	101	\$1,616,841,465	\$311	3%	100
Maintenance and repair	\$6,000,414	\$727	5%	92	\$36,648,135	\$671	6%	94	\$3,470,639,059	\$668	6%	100
Garage rent and parking	\$553,947	\$67	1%	53	\$2,488,956	\$46	0%	40	\$559,038,933	\$108	1%	100
At dwelling (not included in rent)	\$17,749	\$2	0%	14	\$126,027	\$2	0%	17	\$65,554,879	\$13	0%	100
Parking away from home	\$536,197	\$65	0%	58	\$2,262,916	\$43	0%	43	\$493,484,112	\$95	1%	100
Driving lessons	\$160,538	\$19	0%	72	\$954,291	\$17	0%	72	\$118,318,829	\$23	0%	100
Drivers' licences and tests	\$310,888	\$38	0%	82	\$1,741,744	\$32	0%	77	\$202,578,070	\$39	0%	100
Private and public vehicle ins. premiums	\$12,706,684	\$1,539	12%	89	\$72,550,511	\$1,329	11%	86	\$7,574,089,773	\$1,458	13%	100
Registration fees (including insurance if part of registration)	\$3,114,187	\$377	3%	97	\$21,558,003	\$395	3%	112	\$1,715,636,160	\$330	3%	100
Vehicle security and communication	\$310,888	\$38	0%	82	\$1,741,744	\$32	0%	77	\$202,578,070	\$39	0%	100
Other automobile and truck operation services	\$3,617	\$4	0%	61	\$189,622	\$3	0%	58	\$7,175,636,160	\$330	3%	100
Public transportation	\$7,999,866	\$969	7%	63	\$41,793,621	\$766	6%	56	\$6,705,517,068	\$1,291	12%	100
City or commuter bus, subway, street car and commuter train	\$861,405	\$104	1%	31	\$3,581,028	\$66	1%	21	\$1,496,093,142	\$288	3%	100
Taxi	\$408,934	\$50	0%	52	\$2,578,395	\$47	0%	55	\$419,659,194	\$81	1%	100
Airplane	\$4,941,932	\$599	5%	70	\$23,976,317	\$439	4%	57	\$3,750,367,818	\$722	6%	100
Highway bus	\$164,160	\$20	0%	75	\$962,809	\$18	0%	76	\$116,249,932	\$22	0%	100
Other passenger transportation	\$101,342	\$12	0%	55	\$664,345	\$12	0%	61	\$97,824,477	\$19	0%	100
Other local transportation services	\$604,448	\$73	1%	81	\$3,706,249	\$68	1%	83	\$396,745,066	\$76	1%	100
Other inter-city passenger transportation services	\$210,644	\$26	0%	67	\$1,243,648	\$23	0%	66	\$268,470,824	\$32	0%	100
Household moving, storage and delivery services	\$393,809	\$48	0%	92	\$2,462,612	\$45	0%	96	\$188,214,237	\$44	0%	100
	\$917,635	\$111	1%	114	\$6,298,475	\$115	1%	131	\$428,577,189	\$82	1%	100

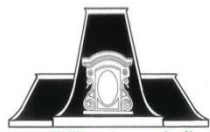
Source: MapInfo Canada, 2012.



## 4.1.9 Health Care

	2011 CanEx - Expenditures			Trade Area (75%)			Custom Area			Ontario		
	Health care	Total Expenditure	%	Expenditure per Household	%	Index	Total Expenditure	%	Index	Expenditure per Household	%	Index
<b>Health care</b>	<b>\$17,543,951</b>	<b>69%</b>	<b>97</b>	<b>\$118,361,607</b>	<b>69%</b>	<b>98</b>	<b>\$10,877,425,503</b>	<b>71%</b>	<b>100</b>	<b>\$2,094</b>	<b>71%</b>	<b>100</b>
Direct costs to household	\$12,123,335	\$1,468	97	\$82,249,835	\$1,507	98	\$7,721,337,330	\$1,486	100			
Health care supplies	\$465,815	\$56	111	\$3,243,542	\$59	115	\$259,506,150	\$50	100			
Medicinal and pharmaceutical products	\$4,404,821	\$534	105	\$30,861,677	\$566	109	\$2,591,357,511	\$499	100			
Prescribed	\$2,485,371	\$301	101	\$18,698,923	\$343	112	\$1,531,240,176	\$295	100			
Other medicines and pharmaceutical products	\$1,919,447	\$232	112	\$12,168,754	\$223	105	\$1,060,117,272	\$204	100			
Physicians' care	\$167,522	\$20	98	\$704,386	\$13	61	\$106,499,514	\$21	100			
Health care practitioners	\$948,576	\$115	89	\$5,746,007	\$105	80	\$657,589,683	\$127	100			
Health care practitioners in the home	\$47,707	\$6	37	\$280,453	\$5	33	\$78,973,697	\$15	100			
Other health care practitioners	\$900,863	\$109	97	\$5,465,562	\$100	87	\$78,615,652	\$111	100			
Eye-care goods and services	\$1,904,943	\$231	89	\$11,956,663	\$219	83	\$1,323,284,602	\$255	100			
Prescription eye wear	\$1,261,827	\$153	90	\$8,261,603	\$151	88	\$865,424,588	\$167	100			
Other eye care goods	\$280,947	\$32	85	\$1,428,628	\$26	69	\$189,561,662	\$36	100			
Eye care services (e.g., surgery, exams)	\$382,170	\$46	88	\$2,268,445	\$42	78	\$288,298,050	\$52	100			
Dental services	\$3,668,780	\$444	95	\$25,735,480	\$472	99	\$2,383,814,088	\$459	100			
Hospital care	\$167,199	\$20	61	\$2,044,208	\$37	29	\$169,507,399	\$33	100			
Other medical services	\$395,678	\$48	107	\$1,951,882	\$36	78	\$229,777,989	\$44	100			
Health insurance premiums	\$5,420,220	\$657	106	\$36,111,660	\$662	105	\$3,156,087,271	\$608	100			
Public hospital, medical and drug plans	\$1,715,114	\$208	100	\$11,265,497	\$206	97	\$1,067,180,642	\$205	100			
Private health insurance plans	\$3,705,104	\$449	110	\$24,846,172	\$455	109	\$2,088,906,080	\$402	100			
Private health care plans (e.g., supplementary coverage, extended benefit packages, drug plans)	\$2,237,223	\$271	104	\$15,539,128	\$285	107	\$1,536,294,180	\$257	100			
Dental plans	\$353,434	\$43	118	\$2,367,818	\$43	117	\$165,830,536	\$36	100			
Accident and disability insurance	\$1,114,443	\$135	122	\$6,939,200	\$127	113	\$566,810,818	\$109	100			

Source: MapInfo Canada, 2012.

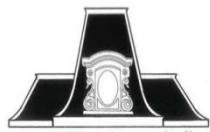


## 4.1.10 Personal Care

2011 CanEX - Expenditures Personal care	Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index
Personal care supplies and equipment	\$6,210,881	\$752	58%	102	\$37,178,851	\$681	59%	104	\$4,060,067,828	\$782	57%	100
Personal care preparations	\$5,045,575	\$611	47%	100	\$30,602,210	\$561	49%	104	\$3,343,528,801	\$644	47%	100
Hair care products	\$1,347,942	\$163	13%	105	\$8,221,999	\$151	13%	110	\$847,827,344	\$163	12%	100
Makeup, skin care and manicure products	\$1,175,475	\$142	11%	90	\$7,052,441	\$129	11%	92	\$871,061,933	\$168	12%	100
Fragrance products	\$630,460	\$76	6%	95	\$3,791,471	\$69	6%	98	\$440,584,072	\$85	6%	100
Personal deodorants and soaps	\$1,184,661	\$143	11%	106	\$7,319,125	\$134	12%	112	\$743,232,725	\$143	10%	100
Oral hygiene products	\$707,040	\$86	7%	106	\$4,217,158	\$77	7%	109	\$440,822,437	\$85	6%	100
Disposable diapers	\$353,319	\$43	3%	105	\$1,802,429	\$33	3%	92	\$223,150,945	\$43	3%	100
Electric hair-styling and personal care appliances	\$231,334	\$28	2%	102	\$1,321,102	\$24	2%	100	\$150,960,581	\$29	2%	100
Other personal care supplies and equipment	\$580,651	\$70	5%	113	\$3,453,095	\$63	6%	115	\$342,426,916	\$66	5%	100
Personal care services	\$4,552,418	\$551	42%	98	\$25,558,408	\$468	41%	94	\$3,081,749,012	\$593	43%	100
Hair grooming	\$3,681,978	\$446	34%	99	\$21,077,051	\$366	34%	97	\$2,472,116,861	\$476	35%	100
Other personal services	\$870,441	\$105	8%	95	\$4,481,360	\$82	7%	84	\$609,631,798	\$117	9%	100

Source: MapInfo Canada, 2012.





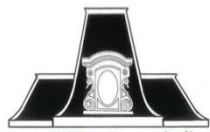
# Downtown Millbrook Revitalization Strategy

## 4.1.12 Recreation Vehicles

2011 CamEx - Expenditures Recreation Vehicles	Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index
<b>Recreation vehicles and associated services</b>	<b>\$14,293,146</b>	<b>\$1,728</b>			<b>\$96,943,368</b>	<b>\$1,768</b>			<b>\$4,120,838,309</b>	<b>\$793</b>		
Purchase of recreation vehicles	\$10,345,228	\$1,253	73%	113	\$71,925,392	\$1,318	75%	117	\$2,650,925,086	\$510	64%	100
Bicycles, parts and accessories	\$364,506	\$44	3%	37	\$1,603,194	\$29	2%	24	\$283,677,502	\$55	7%	100
Other recreational vehicles and outboard motors	\$9,980,723	\$1,209	70%	122	\$70,322,199	\$1,288	73%	128	\$2,367,247,550	\$456	57%	100
Travel trailers	\$1,527,392	\$185	11%	108	\$10,700,451	\$196	11%	112	\$410,056,668	\$79	10%	100
Motorcycles	\$1,782,890	\$216	12%	108	\$13,056,306	\$239	14%	118	\$475,264,015	\$91	12%	100
Snowmobiles	\$648,615	\$79	5%	103	\$4,133,697	\$76	4%	98	\$182,026,719	\$35	4%	100
Boats	\$3,915,221	\$474	27%	154	\$27,567,675	\$505	29%	161	\$736,445,392	\$142	18%	100
Outboard motors and personal watercraft	\$208,284	\$25	1%	108	\$1,459,161	\$27	2%	112	\$55,916,966	\$11	1%	100
All-terrain vehicles	\$1,169,368	\$142	8%	108	\$8,297,856	\$152	9%	114	\$311,828,362	\$60	8%	100
Other recreation vehicle purchases	\$225,637	\$27	2%	108	\$1,580,750	\$29	2%	112	\$60,576,620	\$12	1%	100
Operation of recreational vehicles	\$3,917,917	\$475	27%	77	\$24,017,979	\$440	25%	70	\$1,469,913,429	\$283	36%	100
Bicycle maintenance and repairs	\$56,473	\$7	0%	29	\$306,855	\$6	0%	23	\$56,868,725	\$11	1%	100
Expenses for rented and leased recreational vehicles	\$40,980	\$5	0%	32	\$136,040	\$2	0%	16	\$37,577,934	\$7	1%	100
Gasoline and other fuels	\$825,725	\$100	6%	72	\$5,501,288	\$101	6%	71	\$333,113,281	\$64	8%	100
Supplies and parts	\$960,520	\$116	7%	88	\$6,167,128	\$113	6%	84	\$315,202,067	\$61	8%	100
Maintenance and repair jobs	\$709,519	\$86	5%	88	\$3,551,926	\$65	4%	65	\$233,534,272	\$45	6%	100
Insurance premiums	\$854,388	\$103	6%	77	\$5,474,222	\$100	6%	74	\$318,606,374	\$61	8%	100
Registration fees and licences	\$112,559	\$14	1%	58	\$689,284	\$16	1%	67	\$55,837,957	\$11	1%	100
Other expenses for operation of recreational vehicles	\$357,754	\$43	3%	87	\$2,011,222	\$37	2%	72	\$119,172,751	\$23	3%	100

Source: MapInfo Canada, 2012.





## 4.1.14 Home Entertainment

	2011 Census - Expenditures Home Entertainment				Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index
<b>Home entertainment equipment and services</b>	<b>\$6,919,005</b>	<b>\$838</b>		<b>101</b>	<b>\$39,600,766</b>	<b>\$726</b>		<b>87</b>	<b>\$4,319,429,032</b>	<b>\$831</b>		<b>100</b>				
Equipment	\$5,905,838	\$715	85%	99	\$33,478,291	\$613	85%	98	\$3,729,275,427	\$718	86%	100				
Audio (e.g., radio, CD players, speakers)	\$1,285,713	\$156	19%	109	\$7,030,238	\$129	18%	104	\$739,531,583	\$142	17%	100				
Pre-recorded audio and video cassette tapes, compact discs and DVDs	\$1,347,837	\$163	19%	116	\$7,876,748	\$144	20%	119	\$723,212,292	\$139	17%	100				
Blank audio and video tapes, CDs, DVDs	\$203,927	\$25	3%	102	\$1,313,571	\$24	3%	115	\$124,244,766	\$24	3%	100				
Televisions, VCRs, camcorders and other television/video components	\$3,068,358	\$372	44%	89	\$17,257,719	\$316	44%	88	\$2,142,286,532	\$412	50%	100				
Home Entertainment Services	\$1,013,162	\$123	15%	107	\$6,122,470	\$112	15%	113	\$589,152,578	\$113	14%	100				
Rental of videotapes and DVDs and video games	\$93,055	\$8	12%	104	\$4,706,036	\$96	12%	105	\$488,492,952	\$94	11%	100				
Rental of home entertainment, computer and communications equipment and other services	\$8,894	\$1	0%	84	\$61,145	\$1	0%	100	\$6,544,948	\$1	0%	100				
Maintenance and repair of audio, video, computer and communications equipment	\$191,220	\$23	3%	127	\$1,356,283	\$25	3%	157	\$94,014,555	\$18	2%	100				

Source: MapInfo Canada, 2012.

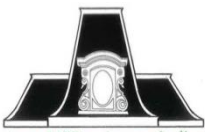




## 4.1.15 Reading Materials and Education

2011 Cateck - Expenditures Reading materials and other printed matter	Trade Area (75%)			Custom Area			Ontario		
	Total Expenditure	Expenditure per Household	%	Total Expenditure	Expenditure per Household	%	Total Expenditure	Expenditure per Household	%
<b>Reading materials and other printed matter</b>	<b>\$2,548,869</b>	<b>\$291</b>		<b>\$15,782,456</b>	<b>\$289</b>		<b>\$1,589,775,276</b>	<b>\$306</b>	
Newspapers	\$908,478	\$110	34%	\$5,498,630	\$101	35%	\$518,044,664	\$100	33%
Magazines and periodicals	\$569,356	\$69	21%	\$3,581,262	\$66	23%	\$325,989,581	\$63	21%
Books and pamphlets (excluding school books)	\$1,031,665	\$125	39%	\$5,824,449	\$107	37%	\$661,754,939	\$127	42%
Maps, sheet music and other printed matter	\$68,011	\$8	3%	\$418,178	\$8	3%	\$35,687,410	\$7	2%
Services related to reading materials (e.g., duplicating, library fees)	\$71,364	\$9	3%	\$459,940	\$8	3%	\$48,298,591	\$9	3%
<b>Education</b>	<b>\$8,387,291</b>	<b>\$1,016</b>		<b>\$43,282,284</b>	<b>\$793</b>		<b>\$6,735,306,133</b>	<b>\$1,296</b>	
Supplies	\$528,307	\$64	6%	\$3,025,997	\$55	7%	\$305,545,522	\$59	5%
Kindergarten, nursery, elementary and secondary	\$288,918	\$33	3%	\$1,683,045	\$31	4%	\$150,293,344	\$29	2%
Post-secondary	\$259,385	\$31	3%	\$1,342,954	\$25	3%	\$155,252,168	\$30	2%
Textbooks	\$775,382	\$94	9%	\$3,756,200	\$69	9%	\$609,999,198	\$117	9%
Kindergarten, nursery, elementary and secondary	\$58,985	\$7	1%	\$208,174	\$4	0%	\$48,596,922	\$9	1%
Post-secondary	\$716,515	\$87	9%	\$3,548,022	\$65	8%	\$561,401,831	\$108	8%
Tuition fees	\$5,851,648	\$709	70%	\$30,354,227	\$556	70%	\$4,870,349,383	\$937	72%
Kindergarten, nursery, elementary and secondary	\$820,331	\$99	10%	\$5,487,549	\$101	13%	\$807,731,895	\$155	12%
Post-secondary	\$5,031,319	\$609	60%	\$24,866,673	\$456	57%	\$4,062,616,525	\$782	60%
Other courses and lessons (excluding driving)	\$1,134,448	\$137	14%	\$5,739,841	\$105	13%	\$833,510,951	\$160	12%
Other educational services	\$97,507	\$12	1%	\$386,002	\$7	1%	\$115,900,130	\$22	2%

Source: MapInfo Canada, 2012.



## 4.1.16 Alcohol and Tobacco

2011 CanEX - Expenditures Tobacco products and alcoholic beverages	Trade Area (75%)				Custom Area				Ontario			
	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index	Total Expenditure	Expenditure per Household	%	Index
<b>Tobacco products and alcoholic beverages</b>	<b>\$15,161,683</b>	<b>\$1,836</b>			<b>\$94,404,899</b>	<b>\$1,730</b>			<b>\$8,705,621,116</b>	<b>\$1,676</b>		
Tobacco products and smokers' supplies	\$6,028,642	\$730	40%	106	\$40,833,344	\$748	43%	115	\$3,267,823,690	\$629	38%	100
Cigarettes	\$5,779,121	\$700	38%	106	\$38,628,605	\$708	41%	114	\$3,135,367,017	\$604	36%	100
Other tobacco products and smokers' supplies	\$249,522	\$30	2%	108	\$2,204,748	\$40	2%	153	\$132,456,396	\$25	2%	100
Alcoholic beverages	\$9,133,040	\$1,106	60%	96	\$53,571,527	\$981	57%	91	\$5,437,797,243	\$1,047	62%	100
Served on licensed premises	\$2,633,477	\$319	17%	83	\$15,549,120	\$285	16%	78	\$1,831,314,201	\$353	21%	100
Purchased from stores	\$6,140,007	\$744	40%	102	\$35,562,228	\$652	38%	95	\$3,455,358,794	\$665	40%	100
Self-made alcoholic beverages	\$359,557	\$44	2%	137	\$2,460,192	\$45	3%	150	\$151,124,300	\$29	2%	100

Source: MapInfo Canada, 2012.

## 5.0 Business Mix Analysis

### 5.1 Market Threshold Analysis

Given a retail market of a particular population size, the natural question is what types of establishments can it support. While several factors contribute to the vitality of the local retail market, the most fundamental factor is the relative size of the market in terms of potential customers.

The Market Threshold Analysis provides information on the types of businesses that exist in your trade area and the theoretical ability for the trade area to support that type of business. This information may help you understand potential new business opportunities.

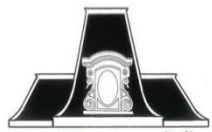
It may also you help identify situations where more businesses exist in the trade area than the theoretical capacity would suggest. Local knowledge may help understand why these businesses are successful.

### 5.2 Benefits of a Threshold Analysis

This is a resource which can be used to help identify potential business opportunities. Market threshold estimates may help an entrepreneur think through the market potential of his or her business idea. Market threshold analysis helps frame the basic marketing question: can a community of a given size support a particular type of establishment?

### 5.3 Cautions in the Use of a Threshold Analysis

The number of businesses does not account for size, only registered businesses. The analysis is for the trade area, not the downtown. Location specific characteristics which influence market potential, such as income and average age within the community, are ignored

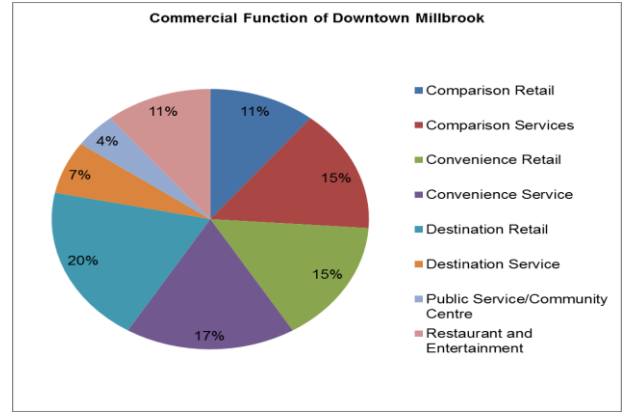
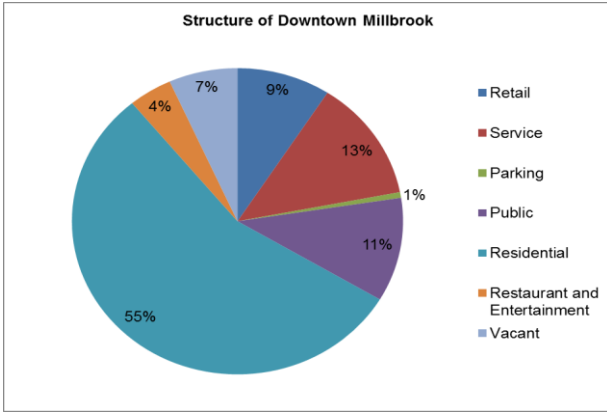


## 5.4 Threshold Analysis

NAICS Code	Industry Description	#Businesses In Ontario	Pop'n Req'd to Sustain Business	Theoretical Capacity for Community	Actual In Trade Area	Potential Businesses
1113	Fruit and Tree Nut Farming	14	917,988	0.02	0	0.02
1114	Greenhouse, Nursery, and Floriculture Production	122	105,343	0.16	1	-0.84
1119	Other Crop Farming	619	20,762	0.81	2	<b>-1.19</b>
1121	Cattle Ranching and Farming	82	156,730	0.11	0	0.11
1122	Hog and Pig Farming	10	1,285,182	0.01	0	0.01
1123	Poultry and Egg Production	14	917,988	0.02	0	0.02
1124	Sheep and Goat Farming	0	0	0	0	0
1125	Aquaculture	36	356,995	0.05	0	0.05
1129	Other Animal Production	29	443,166	0.04	0	0.04
1131	Timber Tract Operations	1	12,851,825	0	0	0
1132	Forest Nurseries and Gathering of Forest Products	0	0	0	0	0
1133	Logging	137	93,809	0.18	1	-0.82
1141	Fishing	1	12,851,825	0	0	0
1142	Hunting and Trapping	7	1,835,975	0.01	0	0.01
1151	Support Activities for Crop Production	133	96,630	0.17	0	0.17
1152	Support Activities for Animal Production	669	19,211	0.88	6	<b>-5.12</b>
1153	Support Activities for Forestry	83	154,841	0.11	0	0.11
2111	Oil and Gas Extraction	46	279,388	0.06	0	0.06
2121	Coal Mining	1	12,851,825	0	0	0
2122	Metal Ore Mining	17	755,990	0.02	0	0.02
2123	Non-Metallic Mineral Mining and Quarrying	750	17,136	0.98	0	0.98
2131	Support Activities for Mining	60	214,197	0.08	0	0.08
2211	Electric Power Generation, Transmission and Distribution	237	54,227	0.31	0	0.31
2212	Natural Gas Distribution	89	144,403	0.12	0	0.12
2213	Water, Sewage and Other Systems	70	183,598	0.09	0	0.09



## 5.5 Commercial Structure Analysis



The pie graph structure classification is a representation of Downtown Millbrook. The structure classification was based off the 2007 Millbrook Business Improvement Area boundary (MBIA). There are 164 properties used in the commercial structure classification. Residential is the predominant classification in the MBIA boundary with 55% of the property. The remaining 45% of the commercial structure classification of Downtown Millbrook is spread around six other classifications. Services have the second most properties in the downtown at 13%. Public was the third most represented classification in the downtown with 11% of the properties. Vacant properties account for nearly 7% of the total available properties in the MBIA district.. Restaurants and Entertainment consist of 4% of the total structure classification in Millbrook. The classification with the fewest structures in the downtown was Parking at 1% of the structures in the downtown.

The pie graph commercial function represents the make up of Downtown Millbrook. The function classification was based off the 2007 Millbrook Business Improvement Area boundary (MBIA). There are 46 commercial properties in the downtown with Destination Retail being the largest commercial function classification in the downtown with 20% of the businesses. This was closely followed by Convenience Services which has 17% of the commercial function makeup. Convenience Retail and Comparison Services both are represented with 15% of the commercial function in the downtown. These four commercial functions account for 67% of the overall commercial function of the downtown. Restaurants and Entertainment and Comparison Retail both are represented with 11% of the commercial function of Downtown Millbrook. Public Destination Services only equates to 7% of the commercial function. Services/Community Centre had the least amount of commercial function at 4%.



## 5.6 Location Analysis

The location analysis serves to highlight the spatial relationships among the businesses in Downtown Millbrook and identify the current shopping patterns of the consumer. The analysis highlights the business clusters and niche environments that are currently visible in the downtown. It also provides valuable information on the vacant storefronts and the location of where they are in the downtown. This can identify potential growth options for new businesses or areas for existing business to expand to.

The majority of businesses in Downtown Millbrook can be found within the Community Core as identified in the Township of Cavan Monaghan Official Plan. The extent of the Community Core runs east and west along King Street, north and south along Tupper Street with bordering streets Manor Drive, Union Street, Hay Street, Gravel Road, Distillery Street and Needler's Lane.

Tupper Street has a cluster of 5 Restaurant and Entertainment commercial functions along it. There are two Convenience Retail establishments, one Comparison Service and one Convenience Service. There are 11 Residential properties along Tupper Street. Centre Street is represented with two Convenience Retail establishments on one side of the street. There are also two large vacant lots on the other side of the Centre Street. Union Street has one vacant property and one parking lot at the corner of Center Street and Union Street.

Hay Street provides an area for one Public Service/Community Centre location. Needler's Lane has two Public Service/Community Centre properties and one Destination Service business located on it.

Distillery Street is a purely Residential area with 6 properties along the street.

King Street East is the most significant street and area in the Community Core that is involved with business in Downtown Millbrook. Residential properties on this street equate to 7. These 7 residential properties are not inclusive of the residential opportunities above the retail and service businesses on King Street East. Destination Services and Comparison Services are both represented on this street with 6 properties each. Public Services/Community Centres, Comparison Retail and Vacant each have 5 businesses or properties located along King Street East. There are 3 Convenience Retail businesses and 2 Restaurant and Entertainment businesses associated with this street. There is only 1 Destination Retail located on King Street East.



King Street West is associated with the Community Core but it does not have the same representation of businesses as King Street East. Within the Community Core, there are 12 Residential properties, 3 Public Service/Community Centre properties, one Destination Service and one Destination Retail businesses.

There is a wide variety of business types and niche nodes located within the Community Core of Downtown Millbrook. Tupper Street is predominantly a Restaurant and Entertainment area. King Street East has a mix of different commercial functions with the most dominant being Destination Services, Comparison Services, Public Services/Community Centres, Comparison Retail and Vacancies. Centre Street is comprised of Convenience Retail businesses. Hay Street and Needler's Lane have Public Services/Community Centres established on them.

## 5.7 Potential Business Opportunities

A short list of potential business opportunities was generated by the Market Analysis Review Team, Economic Development Advisory Committee and Downtown Millbrook Revitalization Management Committee. The short list of businesses was based on data from the Business Owner's Survey, Resident Survey, Customer Origin Survey and Market Threshold Analysis.

The following are the five potential business opportunities to be considered for development in Downtown Millbrook.

- Eating Establishment – LCBO, medium priced, local food, family, quality, ambience
- Drug/Health Food – stationary, some local/organic/specialty foods and drugs
- Clothing Store/Shoes – casual, mix of clothing for men, women, children
- General Store – clothing, personal care, gifts, natural/no chemical products
- Professional Office – heritage, planning, architecture, science/technology

## Appendix 1. Estimates and Projections Methodology Statement

### Population & Households Estimates and Projections

2012 Edition

#### Methodology Statement

The Pitney Bowes Business Insight demographers, geographers, and statisticians responsible for producing this data update have over 25 years of experience in producing demographic estimates and projections for the U.S. and Canada. The methodologies used to develop and update the Canadian demographic estimates and projections build on this expertise using a combination of traditional demographic techniques as well as innovative processes, which take advantage of proprietary resources.

In the development of the estimates and projections, the base 2006 census population and household counts were adjusted using the Statistics Canada “post-censal” estimates of net under-coverage from the 2006 Census coverage evaluation survey. In doing so, Pitney Bowes Business Insight made adjustments to the 2006 census population (base) to account for the population missed in the 2006 Census. Two variables are included in the database – 2006 “adjusted” population and 2006 “adjusted” households – which show the effects of the undercount adjustment. In fact, these two variables provide the most appropriate base for making assessments of the underlying demographic trend for any geographic area.

The estimation and projection methodology involves a combination of top-down methods (national to census subdivision), using traditional demographic techniques, and bottom-up methods (dissemination area to census subdivision) using demographic techniques along with proprietary spatial modeling techniques. Significant efforts are applied to the task of integrating the latest Statistics Canada data into the Pitney Bowes Business Insight demographic update process. The 2006 census information is used as the benchmark for all of the estimates and projections in this release.

Control totals (top-down estimates and projections) based on an economic-demographic model are provided annually by **Strategic Projections Inc.(SPI)** for total population at the census subdivision (CSD) level and for age and sex distributions at the census division (CD) level. These controls are consistent with the adjustments for undercount in the 2006 Census.





## Daytime Population

2011 Edition

### Methodology Statement

A “component method” was employed which used the following dissemination area (DA)-level components: the at-home population by age group (under 15 years, 15 to 64 years, and 65+ years) and daytime employees who work in the DA from business data geocoded to each DA. The sum of the at-home population and the at-work population (daytime employees) equals the daytime population. People who live in the DA but who participate in the labour force are generally assumed to work outside their DA of residence. Constraints include the reconciling of daytime population with total population within major labour markets and within provinces for areas outside major labour markets.

### Canada Expenditure Potential (CanEx) 2011

#### Methodology Statement

The Canada Expenditure Potential database is developed using Statistics Canada's Survey of Household Spending (SHS) and Pitney Bowes MapInfo PSYTE® Canada Advantage cluster system. The survey respondents are geocoded by Statistics Canada to their dissemination area (DA) of residence. Then, while maintaining strict confidentiality and data suppression standards, Statistics Canada aggregates and tabulates all SHS data by PSYTE® Canada Advantage cluster. Coefficients are derived by Pitney Bowes MapInfo such that when applied against an independently derived estimate of aggregate household expenditures at the DA level, an estimate of detailed consumer expenditures is generated. Careful attention is paid to statistics reliability due to sample size, and in some cases imputations and substitutions are made to maintain reliability and consistency within the database.

### Appendix 2. Glossary of Terms

Here you will find some background information and rationale on the datasets and software that were used to perform the trade area analysis using a Geographic Information System.

### Census Data

The Canadian Census is conducted once every five years, with a questionnaire being distributed to every household in the country. Each household is required by law to complete this questionnaire, making it the most comprehensive survey of the country's population. In its entirety, the Census consists of two data sets: the 2A data set that contains responses to a list of questions that are asked of every household, and the 2B data set that is derived from a more detailed list of questions distributed to one in five Canadian households.



## Census Geography

The collection of Census data would not nearly be as meaningful if there was no means of relating the data to some spatial or geographic unit of reference. Data is aggregated and made available to the public at different geographic units.

To increase the accuracy of the trade area analysis, it was important that the smallest geographic level of census data was used. These are 'dissemination areas'. Dissemination areas are a useful level of geography to tabulate information when conducting a detail analysis of an area (helps to ensure that the resulting compilation of data will accurately represent the population of the trade area, which do not conform to municipal boundaries). Conducting data analysis at the DA level insures a more precise and accurate picture of "who is within the trade area" and aid in the development of appropriate community strategies.

## Dissemination Areas (DA)

The DA is the smallest unit of Census geography at which data are readily available. On average, a dissemination area comprises a small area composed of one or more neighbouring blocks, with a population of 400 to 700 persons.

## Geographic Information Systems (GIS)

The term GIS is generally used to describe a technology comprised of hardware, software, and data that integrates computerized mapping and database management and/or analysis functions.

## Appendix 3. Occupation Breakdown

2006 - Labour Force by Occupation	Classification
<i>Management</i>	
Senior management	White Collar
Specialist managers	White Collar
Managers in retail trade, food and accommodation	White Collar
Other managers	White Collar
<i>Business, finance and administrative</i>	
Professional	White Collar
Finance and insurance	White Collar
Secretaries	Grey Collar
Administrative and regulatory	Grey Collar
Clerical supervisors	Grey Collar
Clerical occupations	Grey Collar
<i>Natural and applied sciences</i>	
Professional	White Collar
Technical	White Collar
<i>Health occupations</i>	
Professional	White Collar
Nurses and supervisors	White Collar
Technical occupations	White Collar
Assisting/support occupations	Grey Collar
<i>Social science, education, government and religion</i>	
Judges, lawyers, psychologists, social workers, ministers of religion, policy and program officers	White Collar
Teachers and professors	White Collar
Paralegals, social service workers and occupations in education and religion	Grey Collar
<i>Art, culture, recreation and sport</i>	
Professional occupations	White Collar
Technical occupations	White Collar
<i>Sales and service</i>	
Supervisors	White Collar
Wholesale, technical, insurance, real estate sales, retail, wholesale and grain buyers	White Collar
Retail salespersons and clerks	Grey Collar
Cashiers	Grey Collar
Chefs and cooks	Grey Collar
Food and beverage service	Grey Collar
Protective services	Grey Collar
Travel and accommodation, recreation and sport attendants	Grey Collar
Childcare and home support	Grey Collar
Other sales and service	Grey Collar
<i>Trades, transport and equipment operators and related</i>	
Contractors and supervisors	Blue Collar
Construction trades	Blue Collar
Stationary engineers, power station operators, electrical and telecommunications	Blue Collar
Machinists, metal forming, shaping and erecting	Blue Collar
Mechanics	Blue Collar
Other trades	Blue Collar
Heavy equipment, crane operators and drillers	Blue Collar
Transportation equipment operators, excluding labourers	Blue Collar
Helpers and labourers (low skilled)	Blue Collar
<i>Primary industry-specific</i>	
Agriculture excluding labourers	Blue Collar
Forestry, mining, oil and gas extraction, and fishing, excluding labourers	Blue Collar
Primary production labourers (low skilled)	Blue Collar
<i>Processing, manufacturing and utilities</i>	
Supervisors in manufacturing	Blue Collar
Machine operators in manuf.	Blue Collar
Assemblers in manufacturing	Blue Collar
Labourers in processing, manufacturing and utilities (low skilled)	Blue Collar

## Conclusion

The Market Threshold Analysis Report provides more detailed information on the local market conditions, demographics, Trade Area and business opportunities for Downtown Millbrook. The executive summary provides a snapshot of the information in the report. No names were provided on the survey, thus identification of persons providing information was kept confidential.

For more detailed information regarding the Business Owner's Survey Report and results, please contact the Economic and Community Development Department or the Planning Department at the Township of Cavan Monaghan Office at 988 Country Road 10, Millbrook, Ontario. L0A 1G0 or at 705-932-2929.

TOWNSHIP OF  
**CAVAN MONAGHAN**



*Have it all. Right here.*

**Streetscape and Design Guidelines Report  
 For Downtown Millbrook Revitalization Strategy**



Prepared by:  
**Basterfield & Associates with C. Talbot & Associates**  
 June 2013



# Millbrook Streetscape and Design Guidelines Report

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## 1.0 Introduction

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Tremendous changes to North American cities and towns have occurred since the post war era. In the 1950's planning and design practices promoted suburban living that established a new commercial and retail urban fabric reaching far beyond the historical town centres. As a result, traditional downtown cores witnessed a loss of people and businesses to outlying commercial centres serving isolated residential subdivisions. More recently, there has been significant attention placed on the human health and environmental benefits of bolstering the historical commercial, social, cultural and environmental components of existing cities, towns and villages. This changing culture of urban growth is less focused on a reliance on the automobile to seek out goods and services from far reaching commercial centres and more interested in meeting a new set of growth principles to produce viable and vibrant communities from within the current built infrastructure. These principles of growth are widely accepted and adopted by communities throughout North America and they include the following:

1. Create a range of housing opportunities and choices for all income levels.
2. Create walkable communities that provide a desirable environment to live, work, learn, and play.
3. Encourage community and stakeholder collaboration to ensure that planning and design responds to a community's own sense of where and how it wants to grow.
4. Foster distinctive and attractive communities that have a strong sense of place.
5. Support the integration of mixed land uses such as homes, businesses and commercial services in one community.
6. Make development decisions predictable, fair, and cost-effective for both the community and the development sector and seek out cost-sharing opportunities.
7. Preserve open space, farmland natural beauty areas and important environmental areas to bolster local rural economies and improve a community's quality of life.
8. Provide a variety of transportation infrastructure choices including driving, walking, and cycling.
9. Strengthen and direct growth to existing communities already served by infrastructure to help conserve rural areas and open space.
10. Take advantage of compact and green building solutions that are less energy and land consumptive.

Communities that strive to design, plan and grow around such principles have had successful results and marked benefits that include: a) healthier communities and happier citizens, b) a cleaner and safer downtown environment, and c) a more robust economy. The physical environment becomes pedestrian and density oriented, accessible to all, respects and builds historical and architectural excellence and has a richer cultural and economic diversity with in the core.

In recent years Millbrook has seen a decline in businesses and the physical state of the downtown. There have been several recent studies and reports that when implemented in the future will have a direct impact on the downtown. Reconstruction of the dam, relocation of the arena/community centre, reconstruction of County Road 21 (King

Street) and the sale of key vacant land in the core will create change in the downtown. In order to ensure that future change will be positive and beneficial, it is incumbent upon the Township and its citizens to shape the future direction of Millbrook's physical growth.

## 1.1 Background

The Township of Cavan Monaghan is a predominantly rural municipality, forming the south west section of Peterborough County. Historic Millbrook is the central urban area for retail, services, recreation and restaurants in the Township with an approximate population of 1,600 residents.

The Township of Cavan Monaghan is preparing a Downtown Revitalization Strategy utilizing the Ontario Ministry of Agriculture and Food and Ministry of Rural Affairs (OMAF/MRA) Downtown Revitalization Program. The program is based on the comprehensive Four Point Approach to Downtown Revitalization. The Four Point Approach includes: Economic Development; Marketing and Promotions; Leadership and Management; and Physical Design Enhancements. A balanced approach and coordinated action on each point is needed to yield tangible short term results and foster a multi-year commitment to revitalization.

This report addresses the component for Physical Design Enhancements of the Four Point Approach to Downtown Revitalization. It is a road map to assist the Township as they move forward with specific streetscape projects. It will also form a basis for guiding the physical form of new development as it relates to the public realm streetscape corridors.

## 1.2 Purpose

The purpose of this Downtown Streetscape Concept Plan is to provide design recommendations that will guide the Township, private developers, institutions, citizens and business & property owners as opportunity for improvements arise. Using the design and planning recommendations will promote clear, understandable, safe, accessible, and unified streetscapes.

To that end, the Downtown Streetscape Concept Plan has investigated and proposed elements and strategies for improvements within the study area. They include streetscape furnishings, street lighting, the re-introduction of a healthy tree canopy, sidewalk paving treatments and curb extensions, way-finding elements, a mid-block pedestrian connection, laneways, locations for historical interpretation, private realm façade improvement recommendations, and infill opportunities. All these recommendations will lead towards a more vibrant social and economic life in Millbrook.

These Streetscape and Design Guidelines are intended to be realized over time and as resources permit. They form key guidance as short term spending projects and future development force changes to the existing physical character of Millbrook.



## 1.3 Goals

The over-reaching goal of the Streetscape Revitalization Plan is to **improve the physical characteristics of Millbrook**. The goal is achieved by developing a series of Objectives that collectively achieve the set goal. Through site analysis, public engagement, and committee input the following goals have been established:

1. Improve the pedestrian connections to key commercial social and cultural areas of Millbrook.
2. Plant street trees and add green space where possible.
3. Identify heritage buildings; preserve and restore them. Build on heritage character.
4. Recommend improvements to private realm areas that visually impact the streetscape character (recommendations only, look for partnerships for vest pocket parks).
5. Accommodate cycling and alternative modes of transportation.
6. Create a recreational hub; multipurpose, multi seasonal green space with a venue for outdoor events. Consider this at the arena site when it is replaced by a new facility.
7. Restore/repurpose Needler's Mill as a viable tourism and/or commercial destination.
8. Unify the streetscape visual character along King and Centre Streets.
9. Add way-finding elements and signage throughout the downtown.
10. Locate key areas for gateways into the historic commercial village area.
11. Improve sidewalk space for better accessibility and comfort.
12. Establish site plan requirements for new development areas before development proceeds.
13. Establish façade guidelines for King Street Buildings.

## 1.4 Role of the Streetscape and Design Guidelines Report

This report is intended to supplement other studies and reports as well as the Official Plan and Zoning By-law by providing Township Staff, as well as property owners and developers, with additional detail on how to improve the public realm of Millbrook's downtown. Because of their position in planning legislation, the Official Plan and Zoning By-law will take precedence over the Downtown Streetscape Concept Plan.

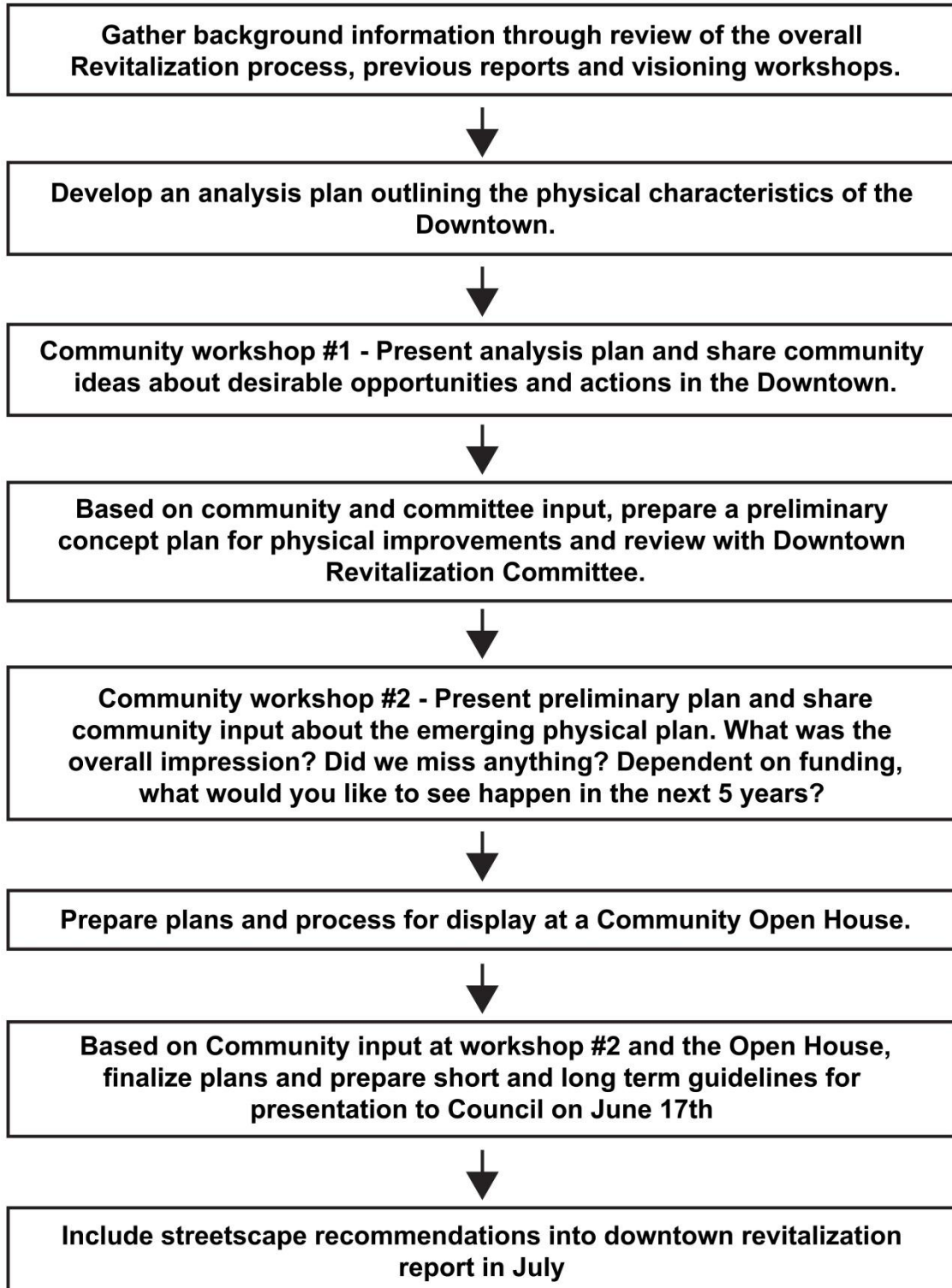
The Streetscape and Design Guidelines Report should be viewed as a conceptual framework and read in conjunction with all other relevant documents. It can be used as a design guide during discussions of private realm development or installations of Township streetscape improvements. Moving forward with implementation of any aspect of this plan will require more detailed design than the that provided in the scope of this work. It is very important to understand that the goal, objectives and design vision were derived from meaningful and validated public consultation and should be used as guides for all new and future undertakings that impact the streetscape and physical downtown environment.

By providing a vision for both long and short term improvements to the downtown, both public and private decision makers may be better inspired to invest in Millbrook.

## 1.5 Process

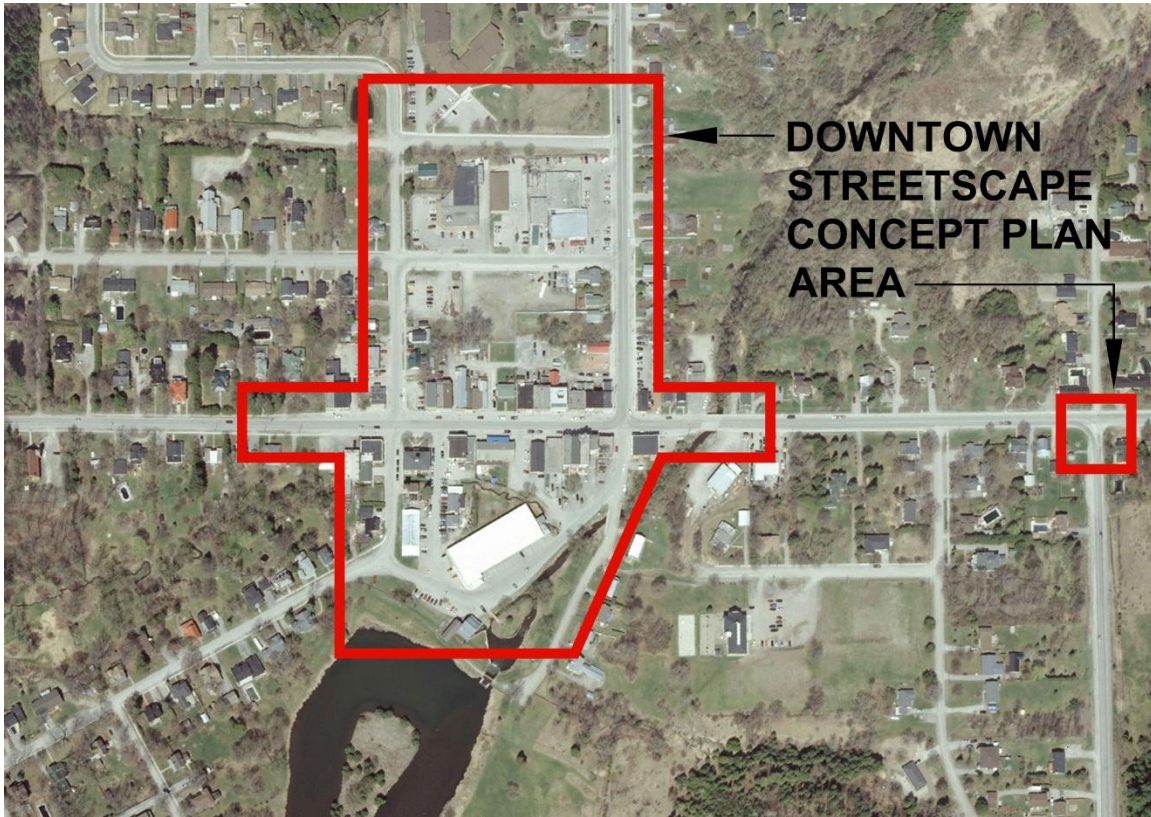
The Streetscape and Design Guidelines Report has been steered by the Township, the Downtown Revitalization Committee, the Downtown Revitalization Coordinator and the public, under the guidance of The Ontario Ministry of Agriculture and Food and the Ministry of Rural Affairs. It is a document that will be embedded into the overall Downtown Millbrook Revitalization Strategy. Public engagement and sound planning and design approaches form the foundation for the process. The following flow chart outlines the basic process that was followed.

# Design Process



## 2.0 Study Area

The study area for the Downtown Streetscape Concept Plan is outlined on the following air photo.



## 3.0 Analysis of Existing Conditions

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Millbrook has an idyllic valley setting within the rolling hills of Cavan Monaghan Township. It has an historic main street (King St.) with some very defining heritage buildings and a good residential housing stock surrounding the downtown.

The physical environment of the downtown is in need of improvements. Through on-site analysis and public input, some key areas of change are both desired by the public and necessary to support the marketing and economic efforts of the Township's over-riding downtown revitalization program. Consideration should be given to improvements that support pedestrian safety and comfort, provide visual unification of the streetscape character among the various parts of Millbrook (i.e. the King Street and Centre Street commercial areas), bolster the green infrastructure of the public realm, respect the historical character of King Street and its historic building stock, and support improved social and cultural opportunities in the downtown.

There are both short and long term opportunities for improvements that can be implemented as available funds permit.

### 3.1 Vacant Lands

Millbrook's downtown has some key parcels of land that are either vacant or will need to be repurposed in the future.

**The Tinney property, 20 King Street East:** It is a large irregular lot that fronts primarily on the south side of Centre Street, but also includes the house on King Street and a connecting laneway. There are several important considerations and opportunities to this land as follows:

1. It accommodates a local pedestrian link, between King and Centre Streets, which is informal and yet regularly used.
2. When developed, the portion fronting Centre Street will have a significant impact on the Streetscape Character and built form of Centre Street.
3. The house and land that fronts on King Street will be subject to potential change and subsequent impact on the King Street streetscape.
4. Vehicular and pedestrian circulation along the east/west laneway could be impacted by any new development.
5. Opportunity exists to better develop the north/south pedestrian link as a formal laneway linking the 2 business areas of King and Centre Streets.
6. New development fronting on the Centre Street could integrate the laneway, have parking to the rear or underground, and allow the buildings to front the Centre St. lot lines forming a more typical downtown built form and streetscape.
7. Any new development could include mixed uses to maximize densities in Millbrook and bring more residential opportunity into the downtown.

**King and Union Street Property, 2 King Street East:** A former building lot that is strategically located at the west gateway intersection into the downtown. Considerations and opportunities include:

1. Currently used as a parking lot
2. The property has no defined edges between the King and Union Streets sidewalk.
3. Appears unmaintained and does not present a good first-impression when arriving from the west.
4. The exposed wall of the adjacent building is unsightly.
5. Opportunity exists to design a temporary landscaped edge and/or low fencing around the lot.

## 3.2 Pending and Future Change

Downtowns and urban environments are in a constant state of change. Change can be slow - such as through predictable building life cycles or demographic change – or fast due to unpredictable events such as fire or an economic downturn. Whatever the reason for change, it is important to understand that our built environments are not static but always shifting. By understanding that change will occur in our built environments, we can better plan and design communities by taking advantage of the opportunities that change provides by shaping the physical environment the way the community desires.

Millbrook has several pending changes that will fundamentally alter the physical character of the Downtown. As the life cycle of the arena nears its end, it will be replaced in another location. The dam between the Mill Pond and the downtown will be reconstructed. The time then, is now, to determine what opportunities exist in the arena and dam precinct that will support the efforts of downtown revitalization and positive community improvement.

County Road 21 and King Street will be reconstructed soon to support upgraded services and road improvements. With replacement of the curbs, the road surface, possible lighting upgrades and sidewalk replacements, there is a significant opportunity to upgrade the streetscape to a preferred standard through cost sharing of design and construction with the County.

As mentioned in section 3.1, the “Tinney Property” is large and central to the downtown. Any new development there should be consistent with the objectives of this plan. The property is currently for sale, which suggests that physical change to the property may be imminent and if developed it will have an impact on the streetscape and pedestrian circulation.

Nexicom has a significant amount of land holdings on the south side of King Street. Their property and operations straddle both sides of Allen Lane. Consideration could be given to closing Allen Lane to vehicular traffic, providing vehicular access for Nexicom off Hay Street, establishing a pedestrian easement from King Street to the Arena property and allowing Nexicom to expand their building foot print and better organize their parking and maintenance area. The advantage to this, from Millbrook’s perspective, would be the intensification of business on King Street, additional small

parkette space, and an expanded pedestrian route that directly links people from King Street to the Arena Lands. If deemed desirable from the Townships perspective, discussions and negotiation would be required with Nexicom.

### 3.3 Existing Streetscape

Streetscapes are important places within the fabric of a downtown. They play key roles in celebrating and preserving the history of a community, safety for pedestrians, comfort for shoppers, provision of social spaces and cultural events, and creating a pleasant transition space from the busy roadways to the doorways of businesses. They affect the marketability of a community and if designed and planned well, they become one of the most powerful self-marketing tools a downtown can have.

Millbrook's streetscape has some very good bones in the form of a good historic building stock on King Street and buried electrical services. Beyond these two aspects of the physical environment there is a need to bring the level of improvements to a standard that reflects a successful economy and a proud community that can indeed use the streetscape as a marketing and economic development tool.

Some of the existing streetscape conditions that should be addressed in the plan include:

1. The lack of street trees on all public road right of ways.
2. Lost opportunities to create small vest pocket parks on several private properties where the existing space adversely affects the aesthetics of the streetscape.
3. Large open curb cuts and asphalt boulevards that permit automobiles to visually dominate the streetscape and contribute to pedestrian safety concerns.
4. Inconsistency or lack of street furnishing.
5. Street lighting deficiencies.
6. Poor way-finding signage.
7. Poor physical connection between various destinations within the downtown area and beyond.
8. Lack of identifiable downtown entries or gateways.
9. Poor areas of pedestrian accessibility, lack of sidewalks and appropriate barrier-free curb cuts and ramps.
10. Lost opportunities to enlarge pedestrian areas and identify road crossings through curb extensions

### 3.4 Circulation and Connectivity

The ability of pedestrians to move directly and freely throughout a downtown and connect well with outlying residential areas and desirable points of interest beyond are important in creating desirable downtowns that support shopping, living, working, entertainment, and recreation.

One of Millbrook's most positive characteristics is the close proximity of essential services such as the grocery store and service businesses, recreational areas such as

the trails, the arena and the millpond, surrounding residential areas, government services such as the post office and library and historical points of interest such as Needler's Mill and the old Fire Hall.

There are very few visual clues in Millbrook to help direct visitors through the downtown to connect and explore all the community has to offer. From the Township's perspective, to not let visitors see what the community has to offer is to miss out on both marketing and economic development opportunities. Directional signage and way-finding strategies within the streetscape corridors should be designed to effortlessly direct and deliver both visitors and residents to all the places that make up downtown Millbrook.



## 4.0 Community Engagement Process and Outcomes

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### **Introduction**

Meaningful, open, transparent and well-designed methods of engaging the community throughout a design process is critical to the success of any planning initiative. When designed well, it begins an important on-going relationship and dialogue between the community, political leaders, and staff.

When individuals or groups are given an opportunity to tell their stories and share their hopes, fears, and dreams then creative solutions, collaborations, and actions will emerge.

The Community Design Workshops, outlined below, were specifically designed with these principles in mind and successfully provided valuable information to the consulting team that has helped to shape and influence the recommended Downtown Streetscape Concept Plan.

### **Community Design Workshop No. 1 May 6, 2013, The Legion – Downtown Millbrook**

#### **Purpose:**

The purpose of the Community Design Workshop No. 1 was to:

- i. Provide an overview of the Streetscape Design Process, building upon the Community Visioning Session that was facilitated by staff in November, 2012.
- ii. Share information about the existing physical characteristics of Millbrook's downtown, heritage, and preliminary observations regarding public spaces and building facades
- iii. Engage the community in the streetscape design conversation, at the beginning of the Study process, using an inter-active, facilitated dialogue method.

#### **Format:**

The Workshop was designed to provide opportunities for the broader community to have meaningful conversations, in small groups of 4, about the future of the downtown's streetscape and façade improvements over the next 5-10 years. A summary of the November Community Vision and a large Official Plan map for the downtown was displayed on the walls. The Vision was used as the starting point for an inclusive community dialogue that would inform the development of the Plan.

The Workshop was divided into the following components:

- i. Overview of the Agenda.
- ii. Setting the context – Why are we doing this Plan?
- iii. Design process and what makes downtown's vibrant and successful.
- iv. Research and preliminary observations about the existing streetscape and building facade conditions in the downtown.
- v. Small group facilitated exercise and conversation.
- vi. Large group sharing – What were the emerging themes and ideas?
- vii. Next steps in the design process and timelines.

The Workshop began with an overview of the Millbrook Downtown Revitalization Project goals and objectives by the Downtown Co-ordinator, to set the context for the Streetscape Design Process. The lead Consultant presented an overview of the background research and Characteristics Map of the downtown using a Power Point presentation.

The facilitator provided each small group with a map of the downtown that was divided into geographic areas for the purposes of focusing the discussion. A Workshop booklet was also provided for the group to summarize the key ideas that emerged from their conversation. Guidelines for meaningful conversations were included in the booklet, as well as the small group questions.

Each group worked sequentially through the geographic areas, identifying future enhancement opportunities over the next 5 years (e.g. streetscape features, building facades, programming, redevelopment ideas, pedestrian connections, design principles). This was done by “brainstorming” *big ideas* and recording them in the booklet. The specific questions that guided the group discussion are listed below.

1. What are the *opportunities* for enhancements in this Area of the downtown over the next 5 years?
2. What actions need to happen over the next 5 years in order to realize these opportunities?
3. We have identified 3 gateways to the downtown within the Study Area (refer to Map) that will provide a visual announcement and welcome to the downtown. We are interested in knowing if these are the right locations and/or are there any other locations that you would like the team to consider adding?

Following the small group exercise, the Workshop participants shared some of the key ideas that emerged from their conversations with the larger group.

### **Outcomes:**

31 attended the first Workshop. Participants represented a broad range of interests, including local business owners and retailers, residents, special interest groups (i.e. Historical Society), a representative from OMAFRA, Township staff and members of Council.

There was full participation during the Workshop from participants in both the small and large group discussions. The emerging themes and ideas were recorded by each group using a template that was provided by the Consultant. The groups also made notes and illustrated additional ideas on the table maps using coloured markers. The “big ideas” that were shared at the end of the Workshop from participants were recorded on flip chart paper by the Consultant. This facilitated format provided immediate feedback and confirmation about common thinking among the groups as well as new perspectives and creative ideas.

The outcomes of the Workshop discussions were recorded, analyzed and used to inform the development of a *Draft* Downtown Streetscape Design Concept Plan. Key highlights from Community Workshop No. 1 are contained in Appendix A.

## **Community Design Workshop No. 2 May 28, 2103, Township of Cavan Monaghan Municipal Building – Gymnasium**

### **Purpose**

The purpose of the Community Design Workshop No. 2 was to:

- i. Provide an overview of the *Draft* Streetscape Design Concept Plan to the community.
- ii. Elicit feedback from the community on the *Draft* Plan through a facilitated, interactive dialogue method.
- iii. Take the outcomes of the Workshop discussions and consider this information during the development of the recommended Streetscape Design Concept Plan, ultimately for Council's consideration.

### **Format**

The same facilitated format was used for the Community Design Workshop No. 2 that was used for the first Community Workshop (see above).

The content for the Power Point presentation and the small group questions and discussions were different; the focus was now on a proposed *Draft* Streetscape Design Concept Plan.

The Consultant provided an overview of the *Draft* Plan using a Power Point presentation, explaining, in detail, the key components of the streetscape design and highlighting a few detailed samples of what particular building facades could look like, as well as main intersections and gateway features. Larger versions of these images were displayed on the wall.

Similar to Workshop No.1, participants were grouped around tables of 4 to discuss the *Draft* Plan, by using the following questions as a guideline.

- i. What is your overall impression of the Draft Streetscape Concept Plan for downtown Millbrook?
- ii. Have we missed anything that you feel is important to achieving the Community Vision for the downtown?
- iii. What would you like to see happen in the downtown over the next 5 years? Brainstorm important *Actions* in your group.

Each group had a copy of the *Draft* Plan on their table, markers, and a Workshop booklet to record the highlights of their discussion.

In a large group format, the facilitator asked participants to identify what their *overall impression* was of the *Draft* Plan. Key highlights were recorded on flip chart paper which that added to the feedback from the small group discussion.

Each participant was also given an index card and asked to individually identify 3 *Actions* that they considered most important to undertake within the next 5 years to enhance the downtown. The Consultant collected these cards and will use them to

identify some preliminary areas of short term priorities for the recommended Streetscape Design Plan.

## **Outcomes**

40 attended the second Workshop. Participants represented a broad range of interests, including local business owners and retailers, residents, special interest groups, representative from OMAF/MRA, Township staff, and members of Council.

The outcomes of the Workshop discussions were recorded, analyzed and used to inform the development of a recommended Downtown Streetscape Design Concept Plan. Key highlights from Community Workshop No. 2 are contained in Appendix A.

## **Open House – June 5, 2013, Township offices**

### **Purpose**

As part of the overall Community Consultation Program for this Study, a Public Open House was held, to provide another opportunity for the broader community to view the *Draft* Streetscape Design Concept Plan and to provide feedback on what they liked about the Plan and any additional features that may be important to consider or deletions before the Plan is finalized for Council's consideration.

### **Format**

The Draft Streetscape Design Concept Plan was on display in the Township offices. The Open House was scheduled from 6 to 9pm. The public was invited to drop-in to view the Draft Plan and the Consultant was available to explain the design process, the various components of the Draft Plan and rationale and to answer questions. Township staff also attended.

Participants represented a broad range of interests, including local business owners and retailers, residents, special interest groups (i.e. Historical Society), a representative from OMAFRA, Township staff and all members of Council.

Feedback from those who attended the Open House was recorded by the Consultant and used to inform the preparation of the recommended Plan, to be considered by Council.

General comments from the Open House attendees are highlighted below:

### **Downtown Millbrook Revitalization June 5 Open House Comments**

- Excellent work and some tremendous ideas. I love the simplicity of cohesion to bring entrances to look like the downtown streets. Love the Cobblers Lane idea and support additional green space. I would prefer to see a mixed use of cafes, shops and green park space at current arena location.
- Bike lanes not really necessary, shared sidewalks maybe? Move fire hall into area seems like a real silly idea. Dam/Mill issues should be a major focus. Set

development guidelines up to guide development should be a priority to help us direct how our downtown develops.

- A resident of Millbrook told me that years ago the bridge at the east end of King Street had beautiful black iron work as the railing for the bridge. The Historical Society could probably locate a picture of the ironwork. This was a potential feature that Brian mentioned in his presentation and replication of the iron work might be a project that a community group would like to fund raise for.
- It all looks good!
- Great work! Also, I really enjoyed the whole inclusive process. Thanks!

### Community Workshop Feedback

A Feedback form was distributed at each Workshop to everyone who attended. The purpose of this form was to elicit feedback from participants regarding the Workshop format, content, small group discussion questions, materials (e.g. maps; templates for conversation), facilitation, and overall satisfaction. A summary of the results are highlighted below and have been arranged by topic categories.

#### 1. Community Design Workshop No. 1 (26 respondents)

Category	Excellent	Good	Fair	No Response
General Content	46%	54%	-	-
Power Point Presentation (background; preliminary site analysis)	39%	61%	-	-
Facilitators	69%	31%	-	-
Expectations	100%	-	-	-
Format (small and large group conversations)	81%	19%		

#### 2. Community Draft Plan Design Workshop No. 2 (27 respondents)

Category	Excellent	Good	Fair	No Response
General Content	59%	41%	-	-
Draft Concept Plan Presentation	56%	37%	7%	-
Facilitators	74%	26%	-	-
Expectations	93%	-	-	7%
Format (small and large group conversations)	63%	33%	-	4%
Small Group Table Materials (e.g. map; booklet; questions)	96%	-	-	4%

The feedback form also asked about the location, room, length of the Workshop and acoustics. Generally, the response was positive. Acoustics in the gymnasium made it challenging for some participants to hear the presentation and in particular the large

group discussion (lack of a hand held microphone for speakers- stationary microphone did not extend far enough into the space).

There was also space provided for “Other Comments” which indicated a high degree of satisfaction with the workshop, the small group discussion, maps, and the desire to move into *Action* with the streetscape enhancements. Analysis of both workshops “big ideas” are contained in Appendix A.

## 5.0 Downtown Streetscape Concept Plan

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A Downtown Streetscape Concept Plan was prepared using results from the public workshop sessions, open house feedback, Downtown Revitalization Committee input, and sound planning and design practices. The Concept Plan serves to illustrate the broad aspects of the proposed physical improvements at a community-wide scale. Development infill, land-use changes, circulation, downtown entry points and street trees are designed to meet the revitalization objectives for Millbrook.

### 5.1 Infill Opportunities

As identified in the analysis section 3.1, development of the Tinney property has the potential to significantly alter the physical form of Millbrook's downtown core. The Concept Plan shows a potential development strategy for this land that hinges on establishing a formal pedestrian lane from King Street to Centre Street. Such a laneway would assist in improving pedestrian circulation and ease of movement between the businesses on both streets. The house on the Tinney property that fronts on King Street is part of the greater land holding and could be converted to offices or retail with room to expand the footprint towards King Street. Historic records indicate that this house is located where a former Cobbler Shop existed for many years. To tie this proposed improvement to local historical roots the new laneway could be known as, "Cobble Shop Lane". With lighting, trees, decorative paving, a way-finding sign tree and historical interpretive signage, it would have the potential to be a landmark feature of Millbrook. With a potential public easement running through the centre of the larger land block, there is potential to develop the parcel in phases. Sharing the pedestrian easement with a driveway would allow vehicular parking to the rear of the buildings providing a traditional building to front lot line footprint on Centre Street similar to King Street. The more traditional downtown type building frontage would aid in establishing an appropriate pedestrian-scale streetscape for Centre Street that would be more in keeping with the historic downtown.

Over time it is expected that the vacant land at King and Union Streets will be developed as retail/commercial; this would be in keeping with the King Street corridor. In the interim, this vacant land should have some perimeter landscape treatment consisting of low plantings, historically relevant fencing and some shade trees. This treatment will provide a visual separation between the vacant land with parked cars and the sidewalk. This treatment will enhance the streetscape at this critical east gateway without creating visibility safety issues or compromising future development.

## 5.2 Arena/Community Centre Lands

It is understood that sometime in the future the arena will need to be replaced and relocated, when this happens, there will be an opportunity to repurpose the site. From the public consultation process there was a clear desire to develop a large common green space on the arena site. The Concept Plan illustrates an option that provides a large lawn area appropriately named “Needler’s Green”. This space could be a venue for a variety of social and cultural events such as small concerts, outdoor movies, arts and craft shows, auto shows, etc. It should also support the future use of a small stage and food-service building which would be designed in keeping with the historic architecture of Needler’s Mill. Controlled vehicular access through the site would be provided for emergencies and servicing, but otherwise the site would only have a modest parking area to the north which would be accessed by Needler’s Lane. Entry Gates into the common would be designed at the west end on Hay Street.

This new common green would form an important new cultural and recreation space within the downtown. This would be directly connected to the historic mill, the mill pond, and the Township trail system.

## 5.3 Pedestrian Circulation

Pedestrian circulation through Millbrook is facilitated by the current and proposed sidewalk system, existing and proposed laneways and recreation trails that enter Millbrook. In order to strengthen the ability of pedestrians to efficiently move through the downtown in a north/south direction, a series of laneways are recommended that join from Manor Drive in the north to the arena lands/Needler’s Mill in the south. The laneways would be clearly marked and developed with way-finding signs, decorative paving, small trees, and streetscape furnishings to match the rest of the downtown. The intent of the laneways is to facilitate north/south access and movement for pedestrians. The lanes will also improve the shopping experience in Millbrook for visitors and residents and reduce the amount of automobile movements within Millbrook by accommodating easy pedestrian access to all the shopping areas. The plan also suggests exploring the ability to provide a barrier-free access ramp from Manor Drive down to the laneway system to help facilitate seniors from Millbrook Manor trying to negotiate the steep grades along Union Street. The plan also recommends improving the current sidewalks along the roadways by adding additional lighting and street trees where needed, widening the area for pedestrians, reinforcing and making visible connections to the trail systems and eliminating existing automobile and pedestrian conflicts.

## 5.4 Downtown Gateways

Gateways can take on many forms and be constructed in many ways. In the case of a rural community and small Village such as Millbrook they should serve the purpose of announcing arrival by automobile into the Historic Village. The selected locations do not typically align with the legal boundary because they should be located where there is a



desire to reduce the speed of vehicles at the commercial entry to the Community. Gateways should also be designed to be appreciated by pedestrians where there is a residential area directly adjacent to the commercial area.

The Concept Plan recommends three gateways into Millbrook. The locations were supported and endorsed by the public during workshop sessions. The first is located on Tupper Street just north of Manor drive, another is just before the stop sign at King and Union Streets and the third location is in the park at the corner of Duke Street and King Street. Detailed drawings should be prepared and circulated through the Township and County prior to finalizing the designs and installation for each. The recommendation of this plan is to treat each gateway with the same approach and materials. The main feature of each gateway is to include a decorative steel sign mounted on ornamental steel posts. All steel is to be painted black and the sign is to be of traditional gold letters and historically appropriate fonts. The suggested text would read, "Welcome to Historic Downtown Millbrook, Settled 1816". As part of the gateway treatment, the signs would be illuminated with a black decorative lamp post with a double fixture and arm bracket reminiscent of those pictured in early photos of Millbrook. Where appropriate, traffic calming curb extensions would serve to reduce traffic speed and announce arrival. Street trees and, where appropriate, low plantings around the signs along with hanging baskets will enhance the arrival experience. Please refer to the plans in Appendix B.

## 6.0 Streetscape Improvements

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The streetscape Improvements for Millbrook are represented in greater plan detail on drawings L3 – L5, also refer to the Streetscape Furnishings drawing, all located in Appendix B of this report. Please also refer to Analysis section 3.3.

### 6.1 Street Trees

Street Trees in downtown areas are an essential element to help bolster a community's green infrastructure and create happier and healthier communities. As cities, towns and villages urbanize, the density of tree canopies drop significantly along with the benefits they provide. The presence of streets trees helps to deliver a series of economic, social and environmental benefits outlined below.

#### Economic Benefits of street trees

- i) Creation of green jobs.
- ii) Improved marketability of buildings.
- iii) Increased tax revenue from higher property values.
- iv) Improved workforce productivity.
- v) Reduced healthcare costs due to air and water quality improvements, UV protection, and overall psychological benefits.

#### Environmental Benefits of street trees

- i) Ground water recharge and surface water purification.
- ii) Storm water retention.
- iii) Pollination and reduced airborne pollutants.
- iv) Summer cooling of buildings and reduced heat island effect.
- v) Energy efficiency.
- vi) Improved biodiversity.
- vii) Climate change mitigation.

#### Social Benefits of street trees

- i) Contact with nature and associated psychological benefits.
- ii) Reduced noise pollution.
- iii) Improved health and quality of life.
- iv) Sense of place, community ownership, and pride.
- v) Reduced crime rates.
- vi) Helps build distinctive and attractive communities.

The downtown area was reviewed and analyzed for desirable locations and suitable areas to plant street trees. Criteria such as overhead hydro lines, the need for visual screening, available rooting zone space, safety and visibility were all considered in selecting proposed locations for trees. Where space is limited for height or width, smaller species trees are suggested. Species tolerant to road salt should be

recommended near roadways and final selection of species types should be determined at the detail design stage.

Installation techniques are directly related to a street trees ability to survive. At the detailed design stage, areas that do not have enough open boulevard space for trees should be specified with planting in either a structural soil mix or a cellular root system. These systems allow roots to expand and grow within un-compacted soil, thereby allowing for an air and moisture regime conducive to tree survival. These systems also allow paving to span over the root zone for expanded pedestrian space.

## 6.2 Street Furnishings

Refer to the street furnishing drawing in Appendix B. Schematic drawings have been prepared to establish a general theme and style for furnishing in Millbrook. The proposed theme of the furnishings is in keeping with the historical roots of Millbrook. Black cast aluminum and galvanized steel would be the prominent material for benches, planters, bike racks, signs, and light poles. There are several manufactures able to supply the proposed type of furnishings and they should be researched as part of the detailed design process.

## 6.3 Lighting

Millbrook is fortunate to have buried electrical supply to decorative lighting in the downtown. As part of the design process for the reconstruction of County Road 21 and King Street, engineering consultants will be evaluating the existing luminaires and making recommendations for improvements if required. Given the age of the decorative light fixtures, consideration should be given to reviewing and selecting a more energy and operational cost efficient light system. LED systems have evolved into an affordable alternative to the existing High Pressure Sodium system in Millbrook. The light spectrums of LED systems are far better at displaying the true colours of illuminated objects and features such as building facades.

The streetscape drawings suggest an additional pole and light fixture system. It can be selected from a family of fixtures under the same manufacturer as the street lights, allowing for ease and consistency of maintenance. The second system would serve to light up and coordinate with the gateway sign areas and high-light the intersections, bridges and special areas requiring better identification and increased light levels. These taller poles could also be designed to carry a large banner or events sign spanning the road.

## 6.4 Curb Extensions

Street curb extensions treatments are used to the pedestrian areas into lay-by areas or otherwise no-parking zones. It is important that the treatment include the placement of light poles, waste containers bollards banner poles or way-finding signs so that the

change in curb alignment can be perceived by snow clearing operations in the winter months. These vertical elements also increase pedestrian safety and announce pedestrian crossing areas. Curb extensions work very well as a traffic calming technique and for deterring automobile parking too close the intersections. A tertiary review of the proposed curb extensions has been done by County engineering and the engineering consultants for the road reconstruction work and they have found no significant concerns. Detailed review of the proposed turning radii will be complete after the adoption of this report and adjustments will be made as required.

The County has expressed some concern about the concept of a midblock crossing and this will need to be reviewed in further detail. The use of curb extensions and signage may be helpful in resolving initial concerns.

## 6.5 Vest Pocket Park Opportunities

Millbrook's downtown area has several locations where buildings are set back from the road. These areas are typically small areas of private or public land that do not contribute to the aesthetics or comfort of either the streetscape or the private property. The quantity of these areas is such that if they were developed they could become a unique and noteworthy characteristic of Millbrook. If improved enough, with a simple landscape treatment and a bench, they could collectively form a distinct, marketable destination feature for tourists while providing the community with valuable, comfortable green spaces.

## 6.6 Municipal Boulevards

There are several locations throughout Millbrook where there is no definable separation between the asphalt road, an asphalt boulevard, the sidewalk, and the asphalt or gravel on private property. Most of these areas also have very long curb cuts allowing freedom for vehicles to access the property at any point and, in some cases, parking overhangs and/or blocks the pedestrian sidewalk. This situation creates a safety risk for pedestrians and contributes to a very utilitarian and unsightly streetscape. It has been the intent of this revitalization plan to mitigate the negative affects of these areas. As detailed design for the streetscape work moves forward it will be important to establish and locate property line frontage along the roads. By determining how much Township land there is between the existing sidewalk and the lot line, options will be made available to apply an appropriate streetscape design. At the Concept Plan scale, typical turf and tree planting solutions have been shown with attention to allowing the appropriate width and number of vehicular access points. In most of these areas, with the 4<sup>th</sup> Line Theatre office and the Tupper Street Plaza being good examples, a simple treatment of a turf strip with deciduous trees would vastly improve the visual and functional issues.

## 6.7 Façade Improvements

Façade improvements can be very difficult to implement as part of a streetscape revitalization effort. Because most downtown buildings are privately owned, improvements typically only move forward out of necessity for maintenance or, a willingness on the part of the owners, to improve their buildings. For this reason it is best to demonstrate with an existing façade that captures many of the issues often faced during facade improvements.

Façade improvements often begin to occur as the prosperity of the community begins to improve through marketing, economic development and by the municipality leading by example with improvements to the public realm areas such as the streetscape.

Please refer to figure 8 of Appendix B for general façade improvements and improvements specific to the selected Millbrook buildings.

## 7.0 Priorities and Implementation

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Priorities and implementation of these streetscape plans will be based on the Township's ability to fund the various components of the plan, applicable approvals, partnership development, and supporting other municipal plans or documents.

The following is a list of projects and tasks to assist the Township and the Downtown Revitalization Committee in directing and moving projects forward. They are listed in order of priority based on our understanding of other projects that may influence the streetscape, urgency for action, and the community's sharing of their priorities.

1. Meet with County and coordinate the scope of streetscape work to be included in County Road 21 improvements. Prepare budget cost estimate and begin detailed design for inclusion in road tender.
2. Take planning action to establish special zoning for the Tinney property and negotiate an easement through the property between King and Centre Streets.
3. Based on staff and council discussions, arrange a meeting with Nexicom representatives to discuss possible closure of Allen Lane prior to County Road 21 design and construction.
4. Adopt façade improvement guideline and prepare a guideline document for distribution to property owners. Consider establishing an incentive cost-sharing program to stimulate façade improvements.
5. Retain existing downtown revitalization committee and meet to establish a quick wins action items list and systematically prepare detailed design and cost estimates for funding approval and/or seeking partnership funding. Projects to include but not limited to:
  - i) Three gateway areas.
  - ii) Numerous boulevard improvement areas to be prioritized with township staff.
  - iii) Parking lot at King and Union Streets.
  - iv) Back lane driveway screening at rear of Daisy Mart.
  - v) Access lane from Distillery Lane to Library
  - vi) Sign by-law
6. Establish a staff and citizens Vest Pocket Park Committee to review and prioritize spaces suitable to improvement. Create a cost-sharing or incentive program to land owners to help fund design and installation of each Vest Pocket Park.
7. Meet with the Conservation authority to review conceptual plan for Needler's Mill and arena area for review and comment and information purposes prior to dam improvement plans.

## 8.0 Appendices

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### Appendix A: Public Workshop Summaries

Workshop #1, April 2013

Workshop #2, May 2013

### Appendix B: Plans and Drawings

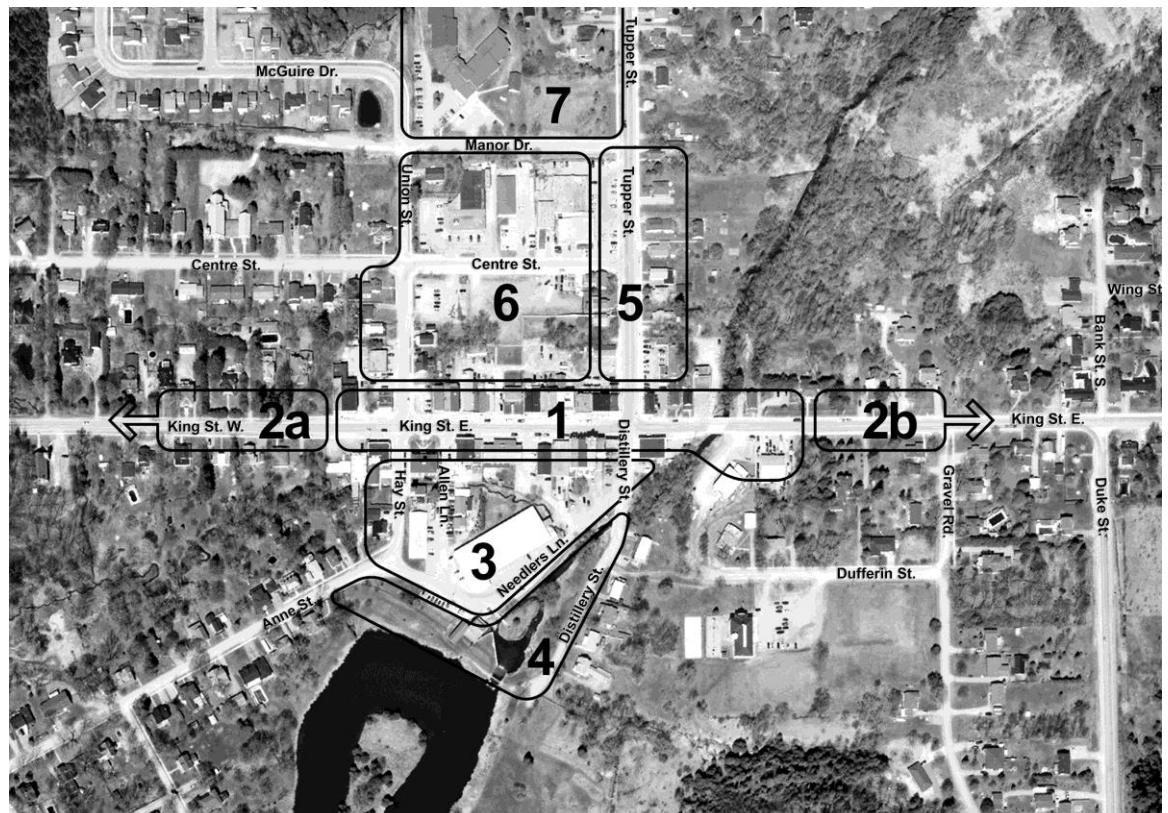
- fig. 1 Analysis Plan
- fig. 2 Master Plan
- fig. 3 King & Union Intersection
- fig. 4 Centre Street
- fig. 5 King & Tupper Intersection
- fig. 6 Section looking west at King & Tupper
- fig. 7 Street Furnishings
- fig. 8 Façade Improvements

## Workshop Results - emerging trends

### BIG IDEAS COLLECTED AT THE END OF THE WORKSHOP

- Create more greenery and green space.
- Create links. Unify and connect.
- Create a pedestrian corridor from the arena to the manor.
- Turn Needlers Lane into a pedestrian corridor.
- Create a covered walk through the Tinney property.
- Redevelop the Tinney property, add residential units.
- Create a new town square on Centre Street.
- Create a covered bridge for Distillery Street.
- Bring the trailhead down to King Street.
- Create a gateway where Tupper hits King Street.
- Create way-finding signage (i.e. You Are Here, community bulletin board).
- Create seasonal sidewalk patios.
- Improve and complete a multipurpose green space around the mill.
- Create 3 gateways at the outer edges of the downtown (narrow the road, add trees).
- Create another level of gateways at the outer edges of the village (by the water tower, municipal office, and correctional centre).
- Add accessible parking and replace over-sized stop signs.

### KEY PLAN FOR ZONE AREAS





## **ZONE 1: KING STREET BUSINESS SECTION**

### **Ideas with overwhelming support:**

- Make a pedestrian connection through Tinney property to Centre St.
- Plant street trees (trees in tubs failed) and additional greening.
- Identify heritage buildings; preserve and restore. Build on heritage character.
- Redevelop the Masonic Hall.

### **Ideas with several workshop tables in support:**

- Establish Design Guidelines (heritage based).
- Provide shade for eating and seating.
- Install way-finding signage.
- Don't put gateways too close to the core, move them farther out.

### **Ideas with some support:**

- Make a pedestrian connection from the mill to Centre St.
- Introduce a cross walk mid-block.
- Improve Legion façade.
- Create a location for the farmer's market.
- Establish a gathering place. Build a gazebo.
- Create mini-parks.
- Establish cohesive signage.
- Create heritage interpretive plaques.
- Incorporate the library with the centre of town.
- Library should have its own zone for cultural heritage.
- Connect the trail to downtown.
- Redevelop Clifford's property.
- Develop seasonal sidewalk patios.
- Make a park on the east side of the post office.
- Paint more murals.
- Develop empty corner at King and Union Street.
- Introduce bike lanes and bike amenities.
- More accessible parking.
- Emphasize 'arrival' where Tupper hits King Street.

## **ZONE 2: KING STREET RESIDENTIAL**

### **Ideas with overwhelming support:**

- Create cycling routes.
- Create a gateway on Duke Street.
- Add street trees.

### **Ideas with several workshop tables in support:**

- Some existing sidewalks need to be extended.

### **Ideas with some support:**

- Does village need bike lanes? Maybe not.
- Add cohesive street lighting.
- Move gateways farther out, focus on the thru-way.
- Gateways to be uniform with a narrower road and trees/green added.

- Provide good, accessible sidewalks (barrier-free).
- Create mini parks.
- Develop Collins lane into pedestrian corridor between King and Centre Streets.
- Extend King Street improvements to Collins Lane on the west side.
- Extend King Street improvements to Duke Street on the east side.
- Repair infrastructure at the same time as putting wires underground.
- Area 2b is zoned commercial to Duke Street. Implications?
- Some houses have commercial potential; heritage character must be maintained.
- Create better integration with downtown and the creek area. The bridge is unattractive.

### **ZONE 3 ARENA PRECINCT**

#### **Ideas with overwhelming support:**

- Move the arena out of this area or repurpose it at least.
- This area is an eyesore.
- Improve the sight of the backside of buildings.
- Add more trees and green.
- Create more green space.
- Create a recreational hub; multipurpose, multi seasonal, indoors and outdoors.
- Improve parking configuration; make it safer and pedestrian friendly.
- Create a bandstand and/or venue for outdoor events.

#### **Ideas with several workshop tables in support:**

- Close Allan Lane to create green space.
- Less parking, more public open space (i.e. piazza).
- Build green space around the tributary creek (there used to be a mini park).
- Connect Baxter Creek corridor with trails.
- Create a recreational/commercial space that connects “waterfront” with downtown.
- Improve sidewalks and road along Distillery Street from King Street to library.
- Provide way-finding and signage improvements that respect heritage.

#### **Ideas with some support:**

- Move the fire hall into the arena; move the parks department into the fire hall.
- Create a pathway of some kind from King Street.
- Remove traffic on Needlers Lane; turn it into a green space.
- Integrate the historical downtown into the Nexicom industrial infrastructure.
- Consolidate Nexicom facilities.
- Move the Nexicom facilities out of here.
- This area totally underutilizes some of the most valuable real estate in town.
- Add housing.
- Provide heritage interpretation.
- See Ogilvie Report.
- Move the farmers’ market to the park.

### **ZONE 4: MILL POND PARK AREA**

#### **Ideas with overwhelming support:**

- Connect Distillery Street to the library (improve and maintain accessibility).
- Expand this zone to include the library and all the (large) associated property.

- Restore and repurpose the mill.
- Add signage on King Street for the mill and trails; start trail on King Street.

**Ideas with several workshop tables in support:**

- Improve the pond area with accessibility, signage, seating, public art, etc.
- Create a bandstand and/or venue for outdoor events.
- Bury hydro lines around the mill.
- Keep green space and add to it.
- Dredge the pond to restore depth.
- Naturalize to draw birds (but discourage geese).
- Add trees, green, and shade.

**Ideas with some support:**

- Make trailhead parking lot bigger.
- Create a big swimming area with sand on the pond.
- Manage water at the dam to keep in quiet and allow for a performance space.
- Add heritage interpretation for mill and pond area.
- Build a covered bridge to the island in the middle of the pond.
- Add public art.

**ZONE 5 TUPPER STREET CORRIDOR**

**Ideas with overwhelming support:**

- Build a gateway.
- Extend street improvements (i.e. lamp posts) farther north.
- Add trees along the roadway allowance.

**Ideas with several workshop tables in support:**

- Gateway to have heritage feel with trees and greenery.
- Narrow the road.
- Green boulevard on both sides of the road through the commercial area.
- Improve area in front of the 4<sup>th</sup> Line Theatre office.
- Improve the look of the “plaza”.
- Integrate “strip mall” area with historical area.
- Draw visitors from this area into the historic downtown (easy to miss the turn).

**Ideas with some support:**

- Establish protection for greenery north of the gateway, up to the 6<sup>th</sup> line.
- New developments must respect heritage character of King Street.
- New developments with parking in rear and pedestrian priority access.
- Add bike lanes.
- Reduce road speed, starting at Fallis.
- Add a crosswalk.
- Keep signage consistent from one area to the next.
- Move gateway to Queen Street, another gateway by municipal office.
- Gateway position is good as proposed on the plan.
- List local attractions at gateway.
- Create a pathway from the manor through to Foodland, for seniors.
- Create a pathway from the manor through to the mill.

- Add way-finding signage.
- Screen service areas of commercial buildings.
- Bury wires when the sewers are upgraded.
- Add a central median to the road, with greenery.
- This area is critical.
- Very important route: down Tupper, across King, and down Duke Street.

## **ZONE 6      UNION & CENTRE STREET PRECINCT**

### **Ideas with overwhelming support:**

- Add some development to vacant lot (respect heritage character).
- Convert vacant lot into a playground, farmers' market, green space, etc.
- Green up the landscape. Add trees.
- Maintain pedestrian access from King to Centre Streets. Improve on this.
- Clean up brownfield site around William's gas station.

### **Ideas with several workshop tables in support:**

- Integrate parking with mixed use development.
- Build additional parking in the vacant lot.
- Connect Foodland with King Street.
- Provide public washrooms with diaper changing table.
- Clean up and screen service area behind the strip mall.
- Clean up the rear access to apartments on King Street.

### **Ideas with some support:**

- Provide pedestrian corridor between Centre Street and Manor Drive (midblock).
- Need to raise the bar on building standards and signage standards.
- Redevelop the vacant lot for high density use.
- Move cenotaph to a new town square in vacant land on Centre Street.
- Add shade trees on south side of Centre Street to screen the back shop.
- Add seating and greenery on Manor Drive.
- This area will be a magnet for families in the subdivision.
- Open permeability between Brookside and McGuire to allow movement into town.
- Add sidewalks along Centre Street.
- Garages should not be allowed to use street parking.
- Attract goods and services that cater to tourists and theatre-goers.

## **ZONE 7      NORTH BLOCK, MANOR DRIVE**

### **Ideas with overwhelming support:**

- Add sidewalks and street lights on Manor Drive.
- Street should be lit and accessible for Manor residents.
- Any new developments must adhere to strict guidelines that respect village heritage.

### **Ideas with several workshop tables in support:**

- Add rest stops along the street.
- Provide connections with trails and parkland.
- Address steep slopes on certain sidewalks.

### **Ideas with some support:**

- Make Tupper Street more attractive.
- Add signage.
- Add bike lanes (county-wide initiative).
- Protect the existing appeal and green space to the north on Tupper Street.
- Replace dead and damaged trees.

- Expand Manor; there is a shortage of seniors housing.
- Bury hydro lines under ground.

## **GATEWAY PLACEMENT**

### **Ideas with overwhelming support:**

- –

### **Ideas with several workshop tables in support:**

- Gateways at: Water tower, former jail, and municipal office.
- Other: gateway at King and Duke Street.

### **Ideas with some support:**

- Move gateways to the edge of the village.
- Gateways at the tops of hills to capture views across the valley.
- Gateways are appropriate as proposed.
- Gateways at: Post office and at Woodward's.
- Other: gateway at Tupper & King Street.
- Other: gateway at Lions Park @ Highway 10.

## Workshop Results – Response to Draft Streetscape Concept Plan

### BIG IDEAS COLLECTED AT THE END OF THE WORKSHOP

- Covered walkways for seniors
- Curb extensions to control parking
- Addressing private properties – how to partner for their development
- Address the hazardous walk to library (steep hill)
- Improve parking (accessibility, land-sharing)
- Show gateways on plan
- Establish priorities (small, quick wins)
- Create places to turn around
- Address floodplain issue
- All-season use for green space & incorporate a playground for kids
- Utilize the existing slope at the dam (potential natural amphitheatre)
- Create an information kiosk near Needler's Green of the old Municipal Building to advertize events (use a heritage design)

### DRAFT STREETScape CONCEPT - OVERALL PLAN



**QUESTION 1: OVERALL IMPRESSION?**

**Responses with overwhelming consensus:**

- Overall very good plan – pleasing, good design and many tables liked the overall ideas.
- Trees and green space were very well received, and in general were associated with providing more shade, attracting more wildlife, and creating a more natural ambience.
- Greening of the downtown and pocket parks/parkettes were seen as a good idea.
- Accessible pedestrian connections along the North-South corridor from King St. to Centre St. and from Needler's Green to the Library were seen as important and the redevelopment of the arena was also recognized as an improvement.

**Responses with several workshop tables in support:**

- New facades are very attractive.
- New lighting and increased signage were well liked as well as the 'refuge area' extension of sidewalks.
- Concerns over private property (development and policies, making sure all property is taken into consideration for this project).
- Maintaining or improving similar levels of parking and increasing accessibility is important.

**Responses with some support:**

- Convincing landlords to agree and pay for the improvements is important.
- The timeline and budget for the project should be established (potential to set up 'phases' for development).
- Coordinating with ORCA over the floodplain is important.

One response in particular summarizes the majority of responses to the Overall Plan:

*We believe that the downtown revitalization is KEY to bringing new people to settle in the Township, new businesses to the downtown core, and more families to the area.*



**QUESTION 2:            IMPORTANT THINGS TO ADD?**

**Ideas with overwhelming support:**

- Provision, identification, and analysis of future parking needs – accessible spaces, conflicts with private property, concerns over having to pay for parking.
- Accessibility – ability to turn around and re-enter the downtown, accessible parking, and accessible pedestrian paths (along the North-South corridor connecting King St. and Centre St., downtown to Manor Drive, and Foodland to the LCBO, as well as improvements to the steep hill between Distillery Rd. and the library, and adding more trails behind the old Township Hall).

**Ideas with several workshop tables in support:**

- Implementation of detailed urban design guidelines that will allow for restaurants to create outdoor patios.
- Addition of cycling lanes and bike racks.
- Play areas and structures for children, incorporated into Needler's Green or old school (potential for a kid's park, playground or splash pad).
- Further design development/programming of Needler's Green, including a plan to replace the arena and attract more people into the downtown.
- New signage which highlights different areas of downtown (directing people to the Millbrook Valley Trails, historical buildings of interest, "Historical Downtown Millbrook", "Needler's Mill", "Millbrook Valley Trails," etc.) potentially located on Hwy 115 and at key places in the downtown.
- Ensure that the Mill, dam and pond are revitalized and incorporated into the downtown revitalization plan.

**Ideas with some support:**

- Keep vistas from the top of Tupper/King St. E & W.
- Add 4-way crosswalks at the corner of King St. and Union St.
- Reconsider the light standard size and globes.
- New plantings to hide unsightly areas (vacant lot across from post office, Woodward's Garage, 4<sup>th</sup> Line Theatre, Moe's tavern and Clarke's).
- Public washrooms.
- Consider the impact of closing Needler's Lane on emergency vehicles.
- Find an old picture of bridge by the fire hall from about 40 years ago – it was very nice.
- Medd's Mountain Meadow – potential for a natural amphitheatre.
- Coordination with ORCA for building on the floodplain
- Explore potential funding sources for renovations

**QUESTION 3: 5-YEAR ACTIONS?**

**Actions with overwhelming support:**

- Begin 'greening' downtown – planting trees, building pocket parks/parkettes, planters and walkways, community-led initiatives and support should also be pursued.
- Co-ordination and pursue funding with various organizations (ORCA, community partners, funding opportunities and grants) for installation and maintenance of the project.
- Begin installing fixtures – benches, streetlights, curbs, heritage lamp posts (with consideration given to using dark-sky compliant/LED/energy efficient lighting), and signage (develop consistency in the downtown).
- Engage building owners and absentee landlords (or expropriate if necessary) to begin façade restoration.

**Actions with several workshop tables in support:**

- Establishing and developing Cobbler Shop Lane (pedestrian North-South connection between King St. and Centre St.).
- Begin putting in the gateways.
- Reconstruction of existing heritage features, such as the dam and mill.
- Put controls in place for new development guidelines.

**Ideas with some support:**

- Begin development of new Needler's Green.
- Begin planning for new community/activity centre.
- Make improvements to the sidewalk on north side of Centre Street.
- Tie the whole commercial area together in the downtown area.
- Make sure that King Street is rebuilt and reinforced to accommodate the proposed changes, including all aspects of the improvements – trees infrastructure (water, sewer, gas lines, hydro, etc).
- Establish trail head signage on King St.
- Deal with steep hill up to library from Distillery Road.
- Determine if residential accommodation above businesses on King St is feasible.
- Focus on 'screening' less attractive views, (e.g. the back side of King St. buildings).
- Improve parking (number of spots and accessibility to commercial areas).
- Develop covered picnic areas for cyclists and tourists.
- Increase accessibility.
- Add rocks to the design.
- Add a quality dinner venue.
- Ensure developers work with planning department.

**QUESTION 4: TOP 3 PRIORITIES?**

**Actions with overwhelming support:**

- Begin 'greening' downtown – planting trees, bushes, boulevard plantings, building pocket parks/parkettes, planters and walkways, particularly on the main streets and areas that need improvement, and begin a plan for the development of the Needler's Green at the south end. Quick improvements and long-term plans for maintenance were also identified as top priorities.
- Development of major pedestrian corridors – Cobbler's Shop Lane, North/South corridor – creating more walkways that will encourage walk-ability in the downtown and to the recreational areas.
- Engage local landowners to begin building relationships and plans for the future, develop incentives and by-laws to encourage building owners to improve/renovate façades

**Actions with several workshop tables in support:**

- Installing site furnishings and improvements along main roads – lighting, benches, signage, curbs, increased sidewalks/boulevards, and historical signage).
- Creating gateways into the downtown – new lights and curbs, historical welcome sign, and directional signage to areas of interest).
- Develop property standards, heritage and urban-design guidelines, tree and sign by-laws/policies, and policies that support the new development strategy.
- Improve parking – accessibility, organized (partnership with landowners, ORCA, funders and grants, landscape students, etc.), enough to support existing and future businesses.

**Ideas with some support:**

- Add bike racks on downtown streets.
- Resolve dam, mill and arena issues so this area may be allowed to achieve its full potential.
- Improve Centre Street.
- Encourage community stakeholder engagement.
- Develop parkette by closing Allen Lane.
- Repair damaged/crumbling buildings.
- Whatever the final outcome please ensure that the unsightly, oversize stop signs are removed!
- Improve bridge over creek.
- Move forward with first steps to see vision for Needler's Green happen.
- Increase jobs in the downtown (to support restaurants, etc, on a regular basis).
- Host festivals, skating in winter, create a splash pad, a site for a farmers market on summer mornings, play structure for kids.
- Township residents gain control of how future development goes forward (i.e. type of business/uses/style/how it integrates into existing town).

## DRAWING NOTES

### Ideas with overwhelming support:

- Generally there was support for many areas and features of the preliminary design – Cobbler Shop Lane, Needler's Green, and King St. Intersection improvements, the bridge restoration, new façades, new lighting, new pedestrian connections and gateways into the downtown.
- Needler's Green was a point of interest, suggestions were made to: add gazebos to or elevated spaces for 'covered' gazebo picnic spaces, leave the tubes in the ground for an outdoor ice rink, develop half of the space as a kids park, or half of the space as extra parking and focus 'green activities' on Medd's Mountain Meadow. Overall, the development of this green space was seen as being key to the overall downtown revitalization.
- Improvements to the main streets (plantings along King St. and Tupper St., adding 4-way crosswalks at King and Union St., turn around opportunities on King St., a potential walkway to join the middle of King St. (across from Cobbler Shop Lane) to Needler's Green, wrought iron fence and trees to hide parking at King and Union St.) were seen as imperative and should occur as soon as possible.
- The pedestrian walkways and trails were also identified as important; more trees and benches were desired, particularly north of Centre St, the existing urban trail should be tied into the Millbrook Valley Trails (along King St. to the main trail network of Medd's Mountain), the trail network should be highlighted through signs and maps in the downtown core and a path that will mitigate the steep grade to the library should be designed and implemented with plenty of trees and lighting.

### Ideas with several workshop tables in support:

- Additional accessible parking should be developed to accommodate future demands, particularly noted on King St. and above Centre Street.
- Concerns over reduced commercial parking lots - adequate employee parking spaces, storage of work vans overnight, and turning radius for transport trucks were identified as potential issues.

### Ideas with some support:

- County must be pressured to take into account potential bike lanes during County Road 21 reconstruction.
- A heritage style bridge or covered bridge could be designed for re-construction, could incorporate the bridges design into the "newly repaired Needler's Mill."
- Explore the opportunity of having the Masonic Lodge "sell or donate" the building on King St for removal or refurbishment to tie into the downtown core (the masons could then share a common meeting space in a newly built community centre as they only meet once a month).
- Set strict urban design guidelines to ensure what can be built in the proposed development area on Centre St. – what they will have to look like, and offer development incentives to push for development to pay for construction of other design elements like Cobbler Shop Lane.
- Fix dam first before other work begins.
- Opportunity to create a restaurant and courtyard at the start of Cobbler Shop Lane.
- Design a path from LCBO to Foodland.
- Put in Patio area beside Mo's.
- Put some bike racks in the pocket parks.
- Include public washrooms.

- Area 7 - North Block Manor Drive**
- Includes Millbrook Manor and vacant commercial land at the corner of Tupper Street
  - Trees along south side of road screen view of the back of house retail activities on Centre Street
  - Street character is more rural than King and Centre Streets
  - Centre Street has been recently improved with new roadway, curbs and interlock boulevards and decorative light poles.
  - No overhead hydro services or street lights
  - Manor Drive and Union Street are important linkages to residential developments to the north and west.

- Area 6 - Union and Centre Street Precinct**
- Mixed uses of commercial and residential
  - Large central area of vacant land currently for sale
  - Automobile laneways off Tupper, Centre and King Streets
  - Centre Street has been recently improved with new roadway, curbs and interlock boulevards and decorative light poles.
  - Houses important services and retail businesses
  - Some boulevard plantings and signage contribute positively to the street appeal
  - Physically separated from King Street

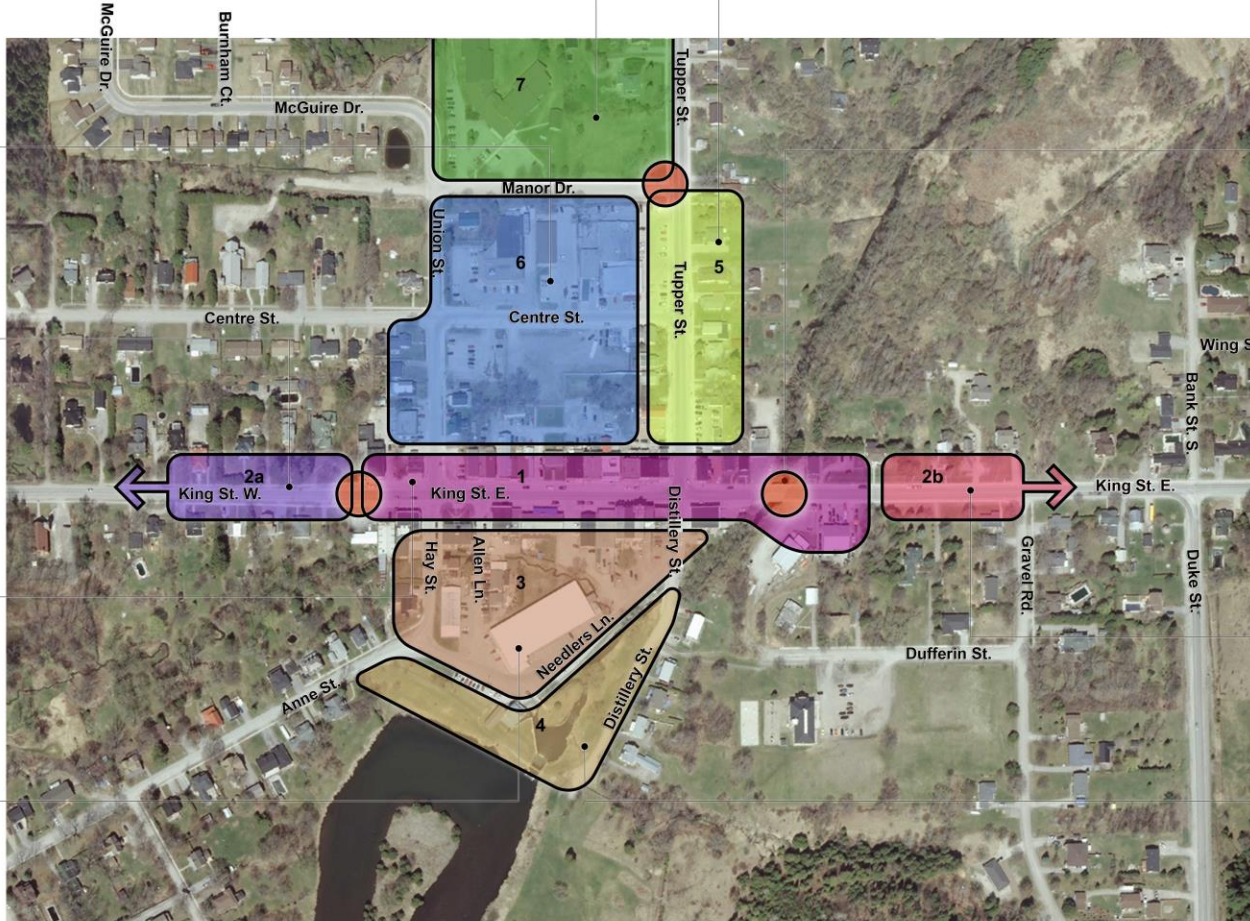
- Area 2a - King Street Residential**
- Good historic residential building stock
  - Houses generally display sense of pride
  - Sidewalks on both sides of the street immediately adjacent to curb
  - No identified bike lanes
  - No boulevard trees but lots of mature front lawn trees.

- Area 1 - King Street Business Section**
- Good historic building stock
  - Some incompatible building types
  - Some buildings are showing signs of disrepair
  - Lack of street trees or permanent plantings except at Nexcom building
  - Buried Hydro and Bell
  - Irregular building spacing, setbacks, gaps and laneways
  - High vacancy rate at street level
  - East end of area has an industrial feel associated with current businesses and lack of boulevard space.
  - Bridge and stream crossing at east end

- Area 3 - Arena Precinct**
- Roads, laneways and parking areas lack definition and separation
  - Large expanses of asphalt paving
  - Arena is very utilitarian and shows signs of age
  - No defined pedestrian areas (automobile dominated space)
  - Good views up Anne Street and over spillway to Distillery St.

- Area 5 - Tupper Street Corridor**
- Main entry road from points north, Peterborough, Township offices, hwy. 115, Olan Mills
  - Mixed residential and commercial
  - Has a more modern and suburban character with parking lots in front of retail areas and less historical buildings
  - Asphalt and interlock boulevards
  - No street trees or defining elements that identify pedestrian areas
  - Hydro wires on west side of road

Anticipated Gateway Location



**Top Key Words and Concepts from visioning exercise:**

Building Restoration, New Shops, Greenery/Trees/Parks, Sidewalks/Roads/Paths, Restaurants/Café/Pub, New Shops Signage, Mill/Pond/Dam, Recreation, Facilities/Community Centre, Agriculture, Accommodations, Youth Activities, Benches, Events/Attractions, Patios, Parking, Clean, Destination,



North gateway with signage, lighting and planting

Boulevard planting to enhance views and northern arrival point into downtown

Explore potential for a pedestrian connection to Manor Drive

New Commercial/Residential Infill

- Developed to accommodate pedestrian laneway
- Improves Centre Street streetscape
- Retail below with 2-3 storey residential above

East gateway with signage, lighting and planting

New Cobbler Shop Lane

- Links Centre Street and King Street retail areas
- Celebrates cultural heritage
- Improves pedestrian circulation

Boulevard planting to enhance views and eastern arrival point into downtown

King Street Improvements

- Curb extensions
- Expanded decorative lighting, planters, street trees and way finding signs

Allen Lane closed to traffic  
Pedestrian Lane to Needlers Green  
and commercial expansion opportunities for Nexicom.

Formal link to Library

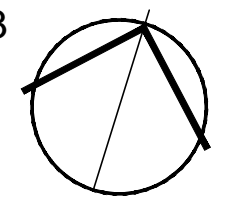
New Needlers Green

- Public recreational, social and cultural event space
- Small stage area
- Links to Mill Pond and trail system
- Preservation of Needlers Mill










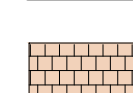
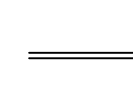








### Millbrook Downtown and Streetscape Revitalization



ISSUED: June, 2013  
DRAWN BY: RJK/MJS  
PROJECT NO. 13-21  
CHECKED: BB  
SCALE: N.T.S.

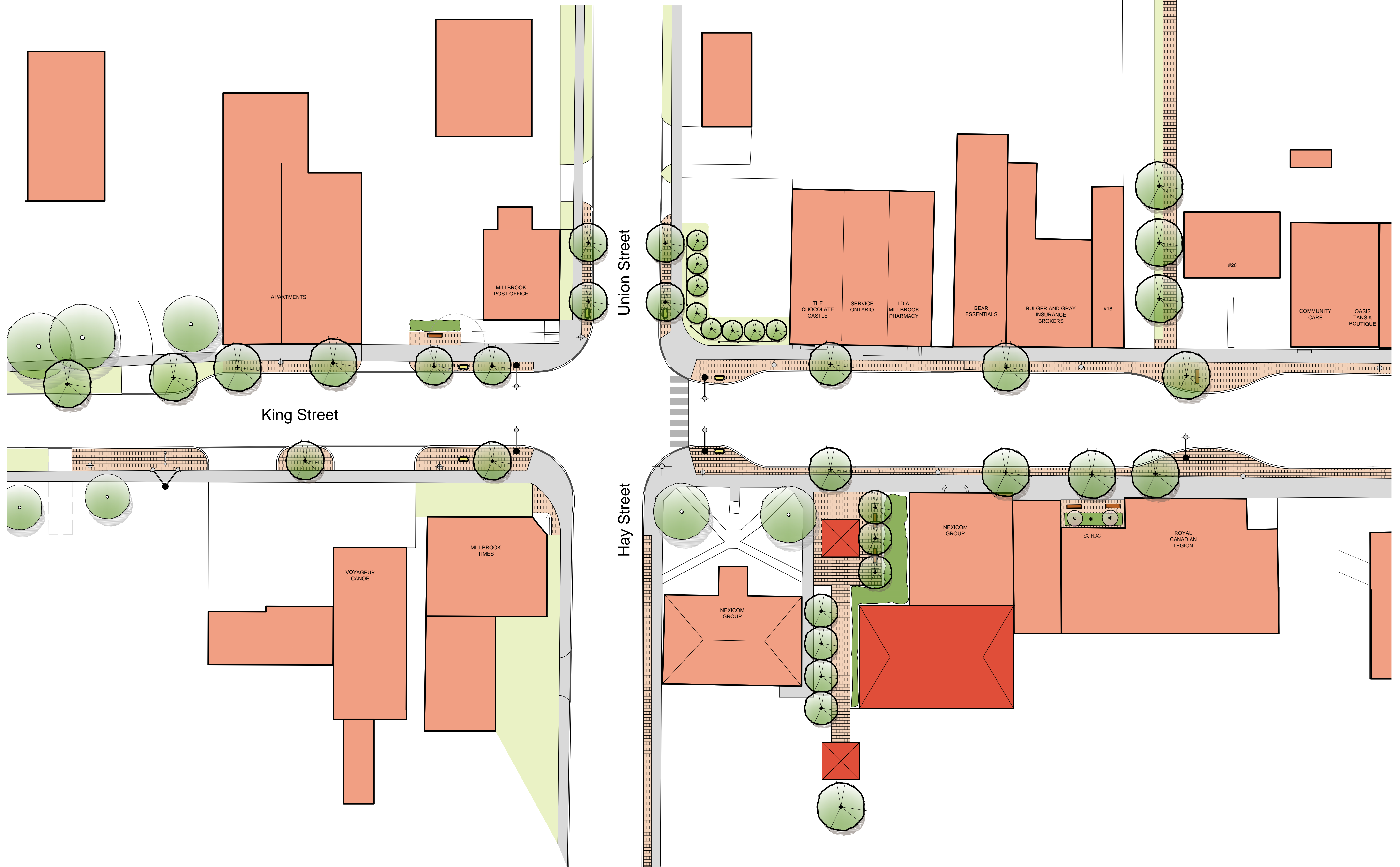


### Legend

-  Existing Tree
-  Existing Tree to be removed
-  Proposed Tree
-  Proposed Ornamental Tree
-  Proposed Type 2 Light Standard
-  Existing Type 1 Light Standard
-  Proposed Sign Tree
-  Proposed Sign
-  Existing Building
-  Proposed Building
-  Proposed decorative paving
-  Curb Line
-  Concrete Sidewalk
-  Sod
-  Planting
-  Planters
-  Decorative Fence
-  Waste Containers
-  Bench

### Plan Highlights

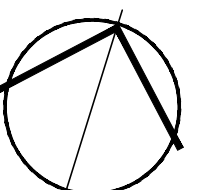
1. Modest curb extensions at all intersection corners except north west. Extensions provide great pedestrian space and room for street furnishings. Radius changes to be verified by Township, County and Engineers for County Road 21 Redevelopment Plans.
2. Street Furnishings to include seasonal planters, benches, waster containers, type 1 & 2 light fixtures, way finding and interpretive panel.
3. Temporary plantings, grass and decorative fence at vacant lot in northeast corner.
4. New "Town Hall Parkette" with interpretive shade pavilion, benches, trees and gathering space connecting to "Needlers Green" and Creek".
5. Historic downtown Millbrook entry sign and decorative light pole at east entrance near canoe builder with improved boulevard treatment.
6. New parkette at post office ramp.
7. Mid-block crossing to new Cobbler Shop Lane.



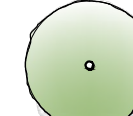


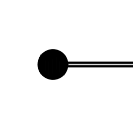


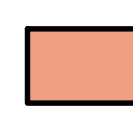
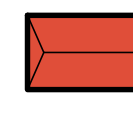
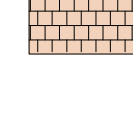









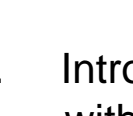
## Millbrook Downtown and Streetscape Revitalization Enlargement Area - King St. and Hay St.

**BASTERFIELD & ASSOCIATES**  
Landscape Architects

ISSUED: May, 2013  
DRAWN BY: RJK/MJS  
PROJECT NO. 13-21  
CHECKED: BB  
SCALE: 1:250



## Legend

-  Existing Tree
-  Existing Tree to be removed
-  Proposed Tree
-  Proposed Ornamental Tree
-  Proposed Type 2 Light Standard
-  Existing Type 1 Light Standard
-  Proposed Sign Tree
-  Proposed Sign
-  Existing Building
-  Proposed Building
-  Proposed decorative paving
-  Curb Line
-  Concrete Sidewalk
-  Sod
-  Planting
-  Planters
-  Decorative Fence
-  Waste Containers
-  Bench



## Plan Highlights

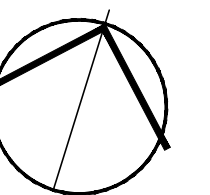
1. Introduce new sidewalk and boulevard with shade trees along north side of Centre Street.
2. Infill development on vacant land to include retail and commercial/residential mixed buildings 2-3 storeys.
3. Enhanced streetscape on south side of Centre Street with parallel parking and street trees.
4. Street Furnishings to match King Street including type 2 poles, "Cobbler House Lane" Interpretive Panel, benches, waste containers and decorative paving.
5. North South pedestrian lane ways linking King Street, Centre Street and Manor Drive.
6. Defined driveway entries to existing commercial on the south west corner of Tupper Street and Centre Street. Include curbed islands on municipal right of ways with trees and sod.



## Millbrook Downtown and Streetscape Revitalization Enlargement Area - Centre Street




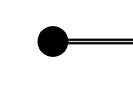


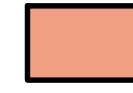
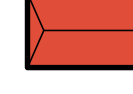
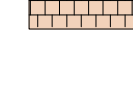



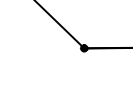





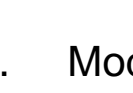
**BASTERFIELD & ASSOCIATES**  
Landscape Architects

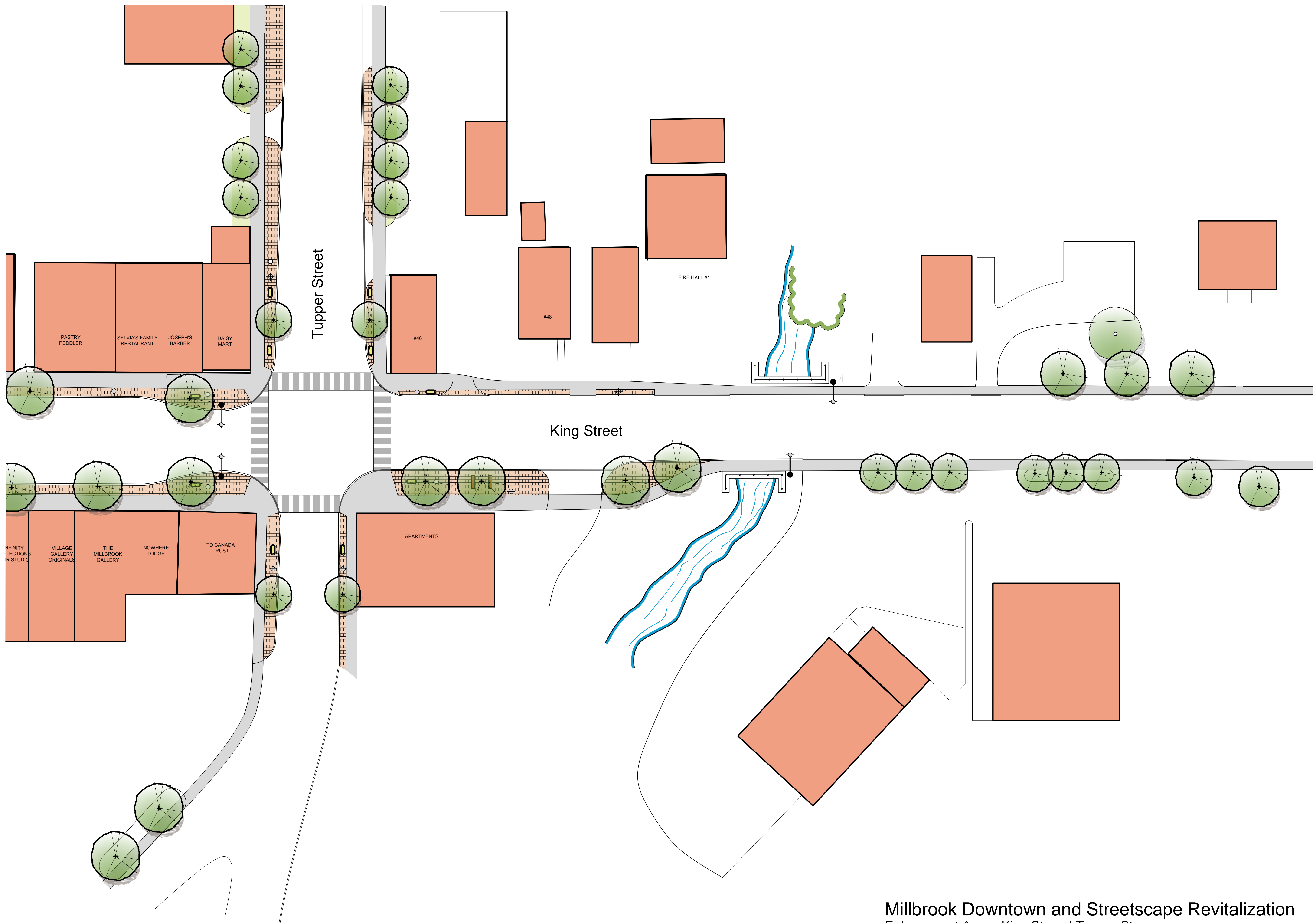
ISSUED: May, 2013  
DRAWN BY: RJK/MJS  
PROJECT NO. 13-21  
CHECKED: BB  
SCALE: 1:250





**Legend**

-  Existing Tree
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-  Proposed Tree
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-  Proposed Type 2 Light Standard
-  Existing Type 1 Light Standard
-  Proposed Sign Tree
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-  Concrete Sidewalk
-  Sod
-  Planting
-  Planters
-  Decorative Fence
-  Waste Containers
-  Bench



**Plan Highlights**

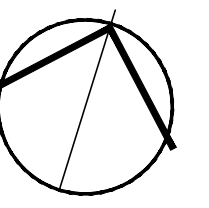
1. Modest curb extensions at all intersection corners except north east. Extensions provide great pedestrian space and room for street furnishings. Radius changes to be verified by Township, County and Engineers for County Road 21 Redevelopment Plans.
2. Street Furnishings to include seasonal planters, benches, waster containers, type 1 & 2 light fixtures, way finding and interpretive panel.
3. Black decorative rails when bridge is reconstructed and celebrated with type 2 light poles.
4. Gateway treatment to "Needlers Green" at King and Distillery Streets.
5. Improved boulevard treatment at 4th Line Theatre Lot.
6. Boulevard treatment east of bridge to improve views and pedestrian comfort.



**Millbrook Downtown and Streetscape Revitalization  
Enlargement Area - King St. and Tupper St.**

**BASTERFIELD & ASSOCIATES**  
Landscape Architects

ISSUED: May, 2013  
DRAWN BY: RJK/MJS  
PROJECT NO. 13-21  
CHECKED: BB  
SCALE: 1:250





← EXISTING BUILDING

EXTENDED CURB AREA

- BENCH
- TRASH RECEPTACLE
- PLANTER
- STREET TREE
- LIGHT STANDARD WITH SIGN
- DECORATIVE PAVING

DRIVING LANES  
ACCOMMODATION FOR CYCLING

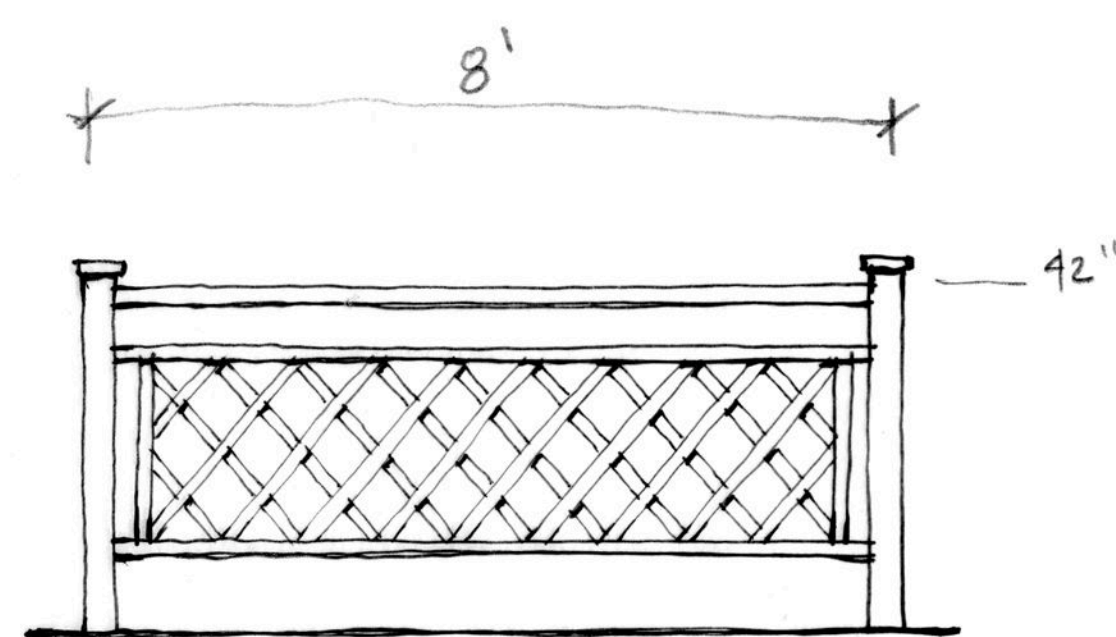
EXTENDED CURB AREA

- LIGHT STANDARD
- SIGN TREE
- STREET TREE
- PLANTER
- TRASH RECEPTACLE
- BENCH
- DECORATIVE PAVING

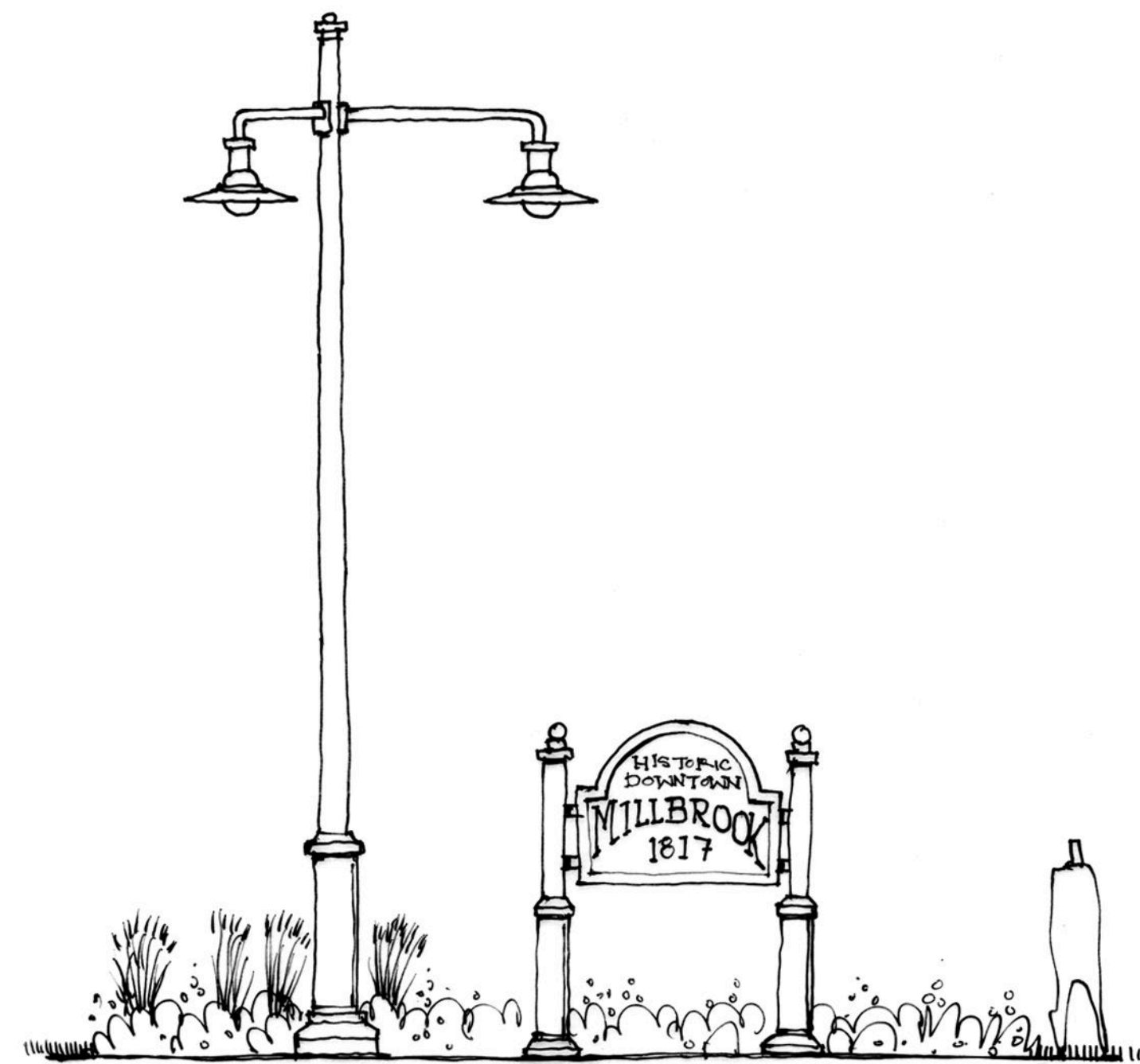
→ EXISTING BUILDING



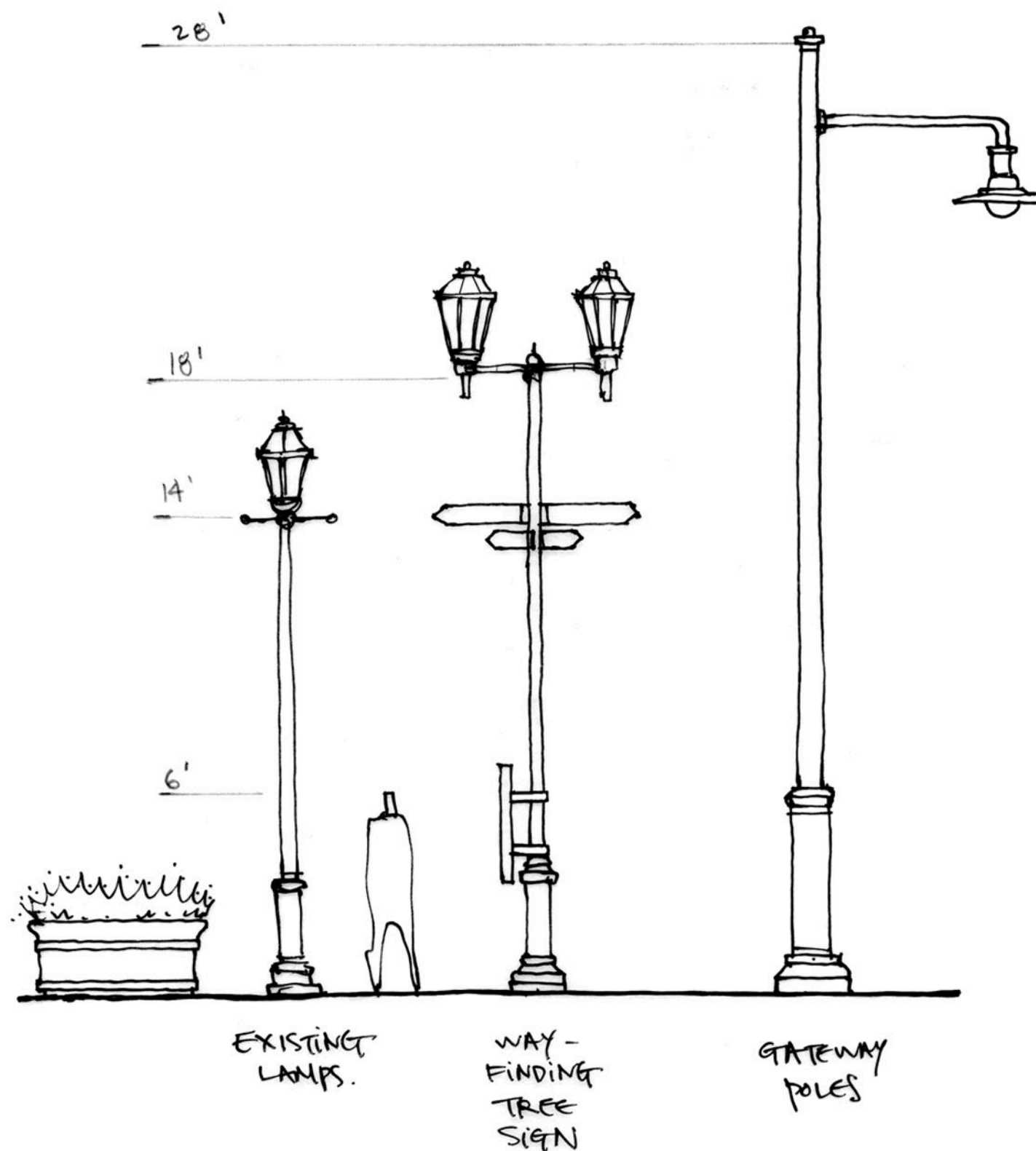
Sample of an Interpretive Panel



Proposed Fencing

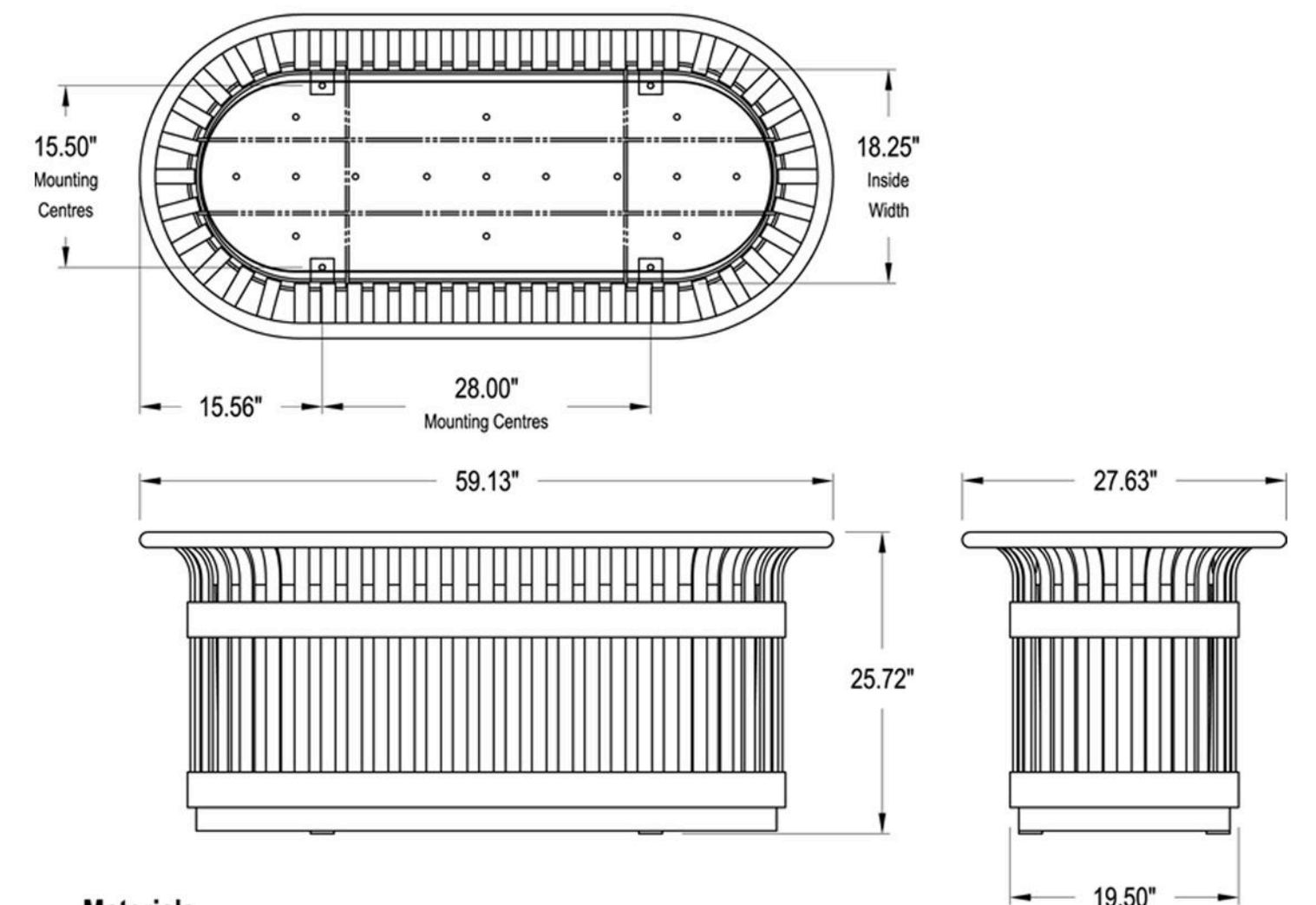


Proposed Road Signage



Proposed Lighting

Premier Ovoid Planter  
Model: 71912500 Specifications



**Materials**

Metal Frame: Steel Bar Pickets - 1.25\" x .375\"  
Steel Bar Hoops - 3.00\" x .25\"  
Steel Bar Base - 2.00\" x .25\"  
Steel Rim Hoop - 1.5/16\" O.D. Tube

**Liner:**

16 ga. Steel

Rev. 22Feb07

**Finish:**

All steel components receive corrosion protection from a Zinc Rich Primer. The Primer is applied as an Epoxy Powder Coat after the metal components are sandblasted. This is followed with a durable Polyester Powder Finish Top Coat. Both coatings are electrostatically applied and then thermally cured.

**Notes:**

The planter comes fully welded and no assembly is required. Anchoring Hardware not included. We have endeavored to insure that all product specifications listed on this drawing were correct at the time of publication. We reserve the right to improve, alter, or discontinue specifications without notice.



Proposed Planter

# Millbrook Downtown and Streetscape Revitalization

## STREETSCAPE ELEMENTS



ISSUED: May, 2013  
DRAWN BY: KKM  
PROJECT NO. 13-21  
CHECKED: BDB

BASTERFIELD & ASSOCIATES  
Landscape Architects

Drawing # **4**



**Existing Conditions**



**Proposed Facade Improvements**

**General Façade Improvement Guidelines**

**Building and pedestrian connections**

The building should be located close to the sidewalk without obstructions. If a setback is required from the sidewalk, this space could be used as a gathering space or display area for the business. Encourage pedestrian activity.

**Implement natural surveillance strategies**

Allow for clear view into buildings and clear view from the inside to the exterior surroundings.

- Replacing existing windows with large windows.
- Use glass doors.
- Use clear glass rather than tinted or frosted glass.
- Remove posters and signs in the windows.
- Remove window treatments, roller shutters
- Add downcast lighting to the building exterior

**Inviting building entrances**

- Entrances should be a comfortable width.
- Strong connection to the sidewalk.
- Include business signage and address.
- Well lit
- Enhanced with landscaping and artwork

**Improvements relative to human scale**

- Renovations and facade improvements should focus on the lower portion of the building.
- Large expanse of building wall should be divided into sections.
- Signage and other elements should be sized to a pedestrian rather than large scaled signs for viewing from a passing vehicle. (5 mile/hr size)

**Lighting and security improvements**

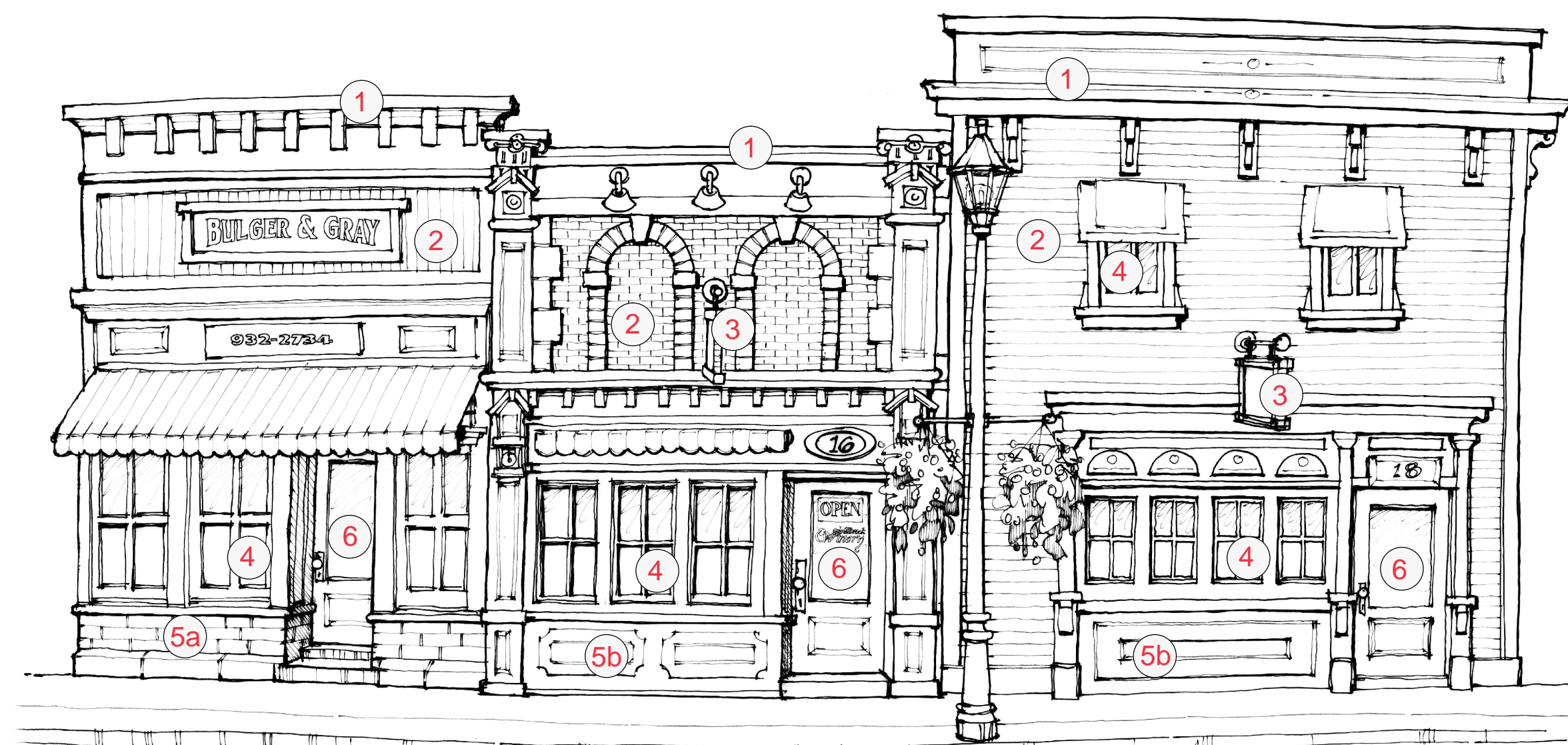
- Provide lighting around building throughout the day.
- Use lighting as design accents.
- Implement dark sky lighting to avoid contributing to light pollution and energy wasting.

**Restoration strategies for existing facades with intact details (Heritage Properties)**

- Repair or restore original architectural features such as cornices, parapets, eaves.
- Repair, restore or replace windows and doors.
- Clean masonry where necessary (using appropriate methods).
- Re-pointing of masonry in a traditional manner.
- Remove siding or covering.
- Remove signage and replace with historically appropriate signage.
- Paint in heritage colour scheme.
- Exterior lighting improvements.
- Add awnings
- Make structural improvements

**Where restoration strategies are not feasible or historical details are missing**

- Research photos for historic details covered by contemporary storefront materials.
- Build up mouldings and bracket details along roof line appropriate to the buildings style and era.
- Replace contemporary windows with those of historically correct form and detail
- Where exposed original facades do not conform to current need, add historically correct wood trim and raised panel facade treatment
- Consider use of salvaged or newly constructed wood entrance doors with historic detail and proportions.
- Remove large illuminated box signs, construct wood detailed horizontal sign panel with raised letters and gooseneck style lighting for name and business information. Alternatives include applying sign information to street level windows or appropriately sized hanging sign
- Paint wood work trim and panels in heritage colour scheme.



**Detailed Recommendations**

- NEW BUILDING CORNICE**
  - Vary building heights where possible.
  - Heavy wood detailing with deep shadow lines and relief.
  - Employ heritage detailing for brackets, dentil mouldings and frieze boards.
- NEW OR RECLAIMED FAÇADE MATERIALS**
  - Veneer of reclaimed bricks or wood siding and corner trim painted in deep heritage colours such as ox blood red, deep gold/yellow, grey-green and cream, or slate blue and grey.
- SIGNAGE**
  - Where no second storey windows exist, frame and trim facade to accommodate business signs or historically appropriate building details.
  - Signs should be either facade mounted flush with no back lighting or bracket mounted hanging over the sidewalk and door area. Illuminate signs with wall mounted goose neck style fixtures.
- WINDOWS**
  - One of the most defining elements of heritage facades.
  - Replace smaller plate glass windows with large mullion style windows made from wood or wood/aluminum.
  - Trim and detail with heritage appropriate trim and colour.
  - Where storm windows are required, interior applications are preferred.
  - Business signs can be applied to windows suited to viewing from 10-20 feet.
- BASE PANELS**
  - 5a Verify and confirm presence of historic stone base and repaint and preserve as required.
  - 5b Built up wood base panel along facade and /or under windows.
- DOORS**
  - Similar to windows, doors are a defining element of heritage facades.
  - Paint doors with contrasting heritage colours.
  - Consider reclaimed heritage doors appropriate to building's era.

**Millbrook Downtown and Streetscape Revitalization Facade Improvements Plan**



BASTERFIELD & ASSOCIATES  
Landscape Architects

ISSUED: May, 2013  
DRAWN BY: RJK/MJS  
PROJECT NO. 13-21  
CHECKED: BB  
SCALE: N.T.S.



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2019-02
<b>Subject:</b>	Tender T-PW-19-03 Slurry Seal Approval

**Recommendation:**

That Council award the Slurry Seal Tender T-PW-19-03 to Miller Paving Ltd. of Gormley, Ontario, for the amount of \$163,975.80 plus H.S.T in the amount of \$21,316.85 for a total amount of \$185,292.65. The total cost to the Township for this project with net H.S.T. and 5% contingency is \$175,204.86.

**Overview:**

Tenders are called annually for various products and services, which the Township requires. The purpose of this report is to recommend to Council to award the Tender T-PW-19-03 Slurry Seal to Miller Paving Ltd.

The tender for Slurry Seal was called and posted to the Township website and Biddingo on March 1, 2019. The closing date was March 20, 2019 at 11:00 a.m. The tender was opened publicly at 11:10 a.m. the same day, with Councillor Cathy Moore, Elana Arthurs, Kimberley Pope, Evan Greiger and Wayne Hancock in attendance representing the Township.

The road sections that will be completed are as follows:

- Larmer Line – 1.85 km
- Fallis Line – 1.95 km
- Valley Road – 1.5 km
- Valleyview Drive – 150 m
- Maple Tree Crescent – 300 m
- Pine Tree Crescent – 300 m
- Scout Crescent – 250 m
- Hayes Line – 1.6 km
- Beardsmore Road – 200 m
- Hooton Drive – 1200 m

The following is the result of the tender opening:

- |                            |                                       |
|----------------------------|---------------------------------------|
| 1. Miller Paving Ltd.      | \$163,975.80 (plus applicable H.S.T.) |
| 2. Duncor Enterprises Inc. | \$196,288.56 (plus applicable H.S.T.) |

**Financial Impact:**

An amount of \$180,000 was allocated in the approved Capital Budget 2019 for Slurry Seal, account number 02-5664-4100. The total cost to the Township for this project with net H.S.T. and 5% contingency is \$175,204.86.

**Attachment:**

Map of road sections that will be completed

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2019-03
<b>Subject:</b>	Traffic and Parking By-Law No. 2019-25

**Recommendations:**

1. That Council approve the Traffic and Parking By-law No. 2019-25 being a by-law to regulate traffic and parking within the limits of the Township of Cavan Monaghan and repeal the previous Traffic and Parking By-law No. 2018-29 in its entirety; and
2. That Council approve all revisions as noted in the attached schedule which have been incorporated in the Traffic and Parking By-law No. 2019-25.

**Overview:**

Staff received correspondence from residents concerned with speed limits and signage. In reviewing these requests for speed limit and signage changes, the current Traffic and Parking By-law No. 2018-29 was reviewed.

Staff reviewed the requests from residents for changes in speed limits and signage in several sections as follows:

1. A request to lower the speed limit on Carmel Line between County Road 10 and 100 metres east of County Road 28 from 80 km/h. Staff are recommending lowering the speed limit in this section to 60 km/h.
2. A request to lower the speed limit on Howden 1/4 Line between Stewart Line and Sharpe Line from 80 km/h to reduce the speeding in the area. Staff are recommending lowering the speed limit in this section to 60 km/h.
3. A request to erect a No Parking sign on Cedar Crescent from Hutchinson Drive to the End of Cedar Crescent on the south east side. Staff supports the request.
4. A request to restrict heavy vehicles on Whittington Drive from east of 2085 Whittington Drive to end. Staff supports the request.

**Financial Impact:**

Funding for signage is included in the operating budget for Road Safety Devices and Signs.

**Attachments:**

1. Revisions to Traffic & Parking By-law No. 2018-29
2. Present Traffic & Parking By-law No. 2018-29
3. Proposed By-law No. 2019-25
4. Speed Reduction Request from residents on Howden ¼ Line
5. Speed Reduction Request from Residents on Carmel Line
6. No Parking sign request from a Resident on Cedar Crescent

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer



## Attachment #1

Recommended changes to the Traffic and Parking By-law No. 2018-29 outlining additions, changes, and deletions. These are noted as follows:

1. Schedule "I"

1.1 Suggested additions to 60 KMH speed limit zones;

<b>Highway</b>	<b>From</b>	<b>To</b>
Carmel Line	County Rd. 10	100 metres east of County Rd. 28
Howden ¼ Line	Stewart Line	Sharpe Line

2. Schedule "J"

2.1 Suggested Heavy Vehicles Restricted

<b>Highway</b>	<b>From</b>	<b>To</b>
Whittington Drive	East of 2085 Whittington Drive	End of Whittington Drive

3. Schedule "K"

3.1 Suggested additions No Parking zones;

<b>Highway</b>	<b>From</b>	<b>To</b>
Cedar Crescent	Hutchinson Drive	End of Cedar Crescent on South East Side

## Attachment #2

### Township of Cavan

#### Monaghan By-law No. 2018-29

#### Being a by-law to regulate traffic and parking within the limits of the Township of Cavan Monaghan.

**Whereas** the Municipality has the authority to pass by-laws to regulate the foregoing, pursuant to the Municipal Act, 2001;

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

#### 1. Definitions

For the purpose of this By-law:

**“Bicycle”** includes tricycles and unicycles but does not include a motor assisted bicycle.

**“Boulevard”** means the portion of the road allowance lying between the sidewalk and the roadway. On roads where there are no sidewalks it shall mean the portion of the road allowance lying between the travelled portion of the road and the limit of the road allowance.

**“Bridge”** means any bridge spanning a water course or ravine.

**“Commercial Vehicle”** means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, police patrols, motor buses and tractors. A van that is used for commercial purposes is to be considered a commercial vehicle.

**“Gross Weight”** means the combined weight of the vehicle and the load.

**“Heavy Vehicle”** means a vehicle, object or contrivance for moving loads having a registered gross weight, including the vehicle, object or contrivance and load, greater than two thousand, two hundred and sixty seven decimal nine six (2,267.96) kilograms, but does not include a passenger vehicle, ambulance, public works vehicle, fire department vehicle, police vehicle or a privately owned commercial vehicle which is being driven to or from the residence by the owner or other family member, or a commercial motor vehicle making a delivery to or collecting from a bonafide destination, which cannot be reached by way of a highway or highways upon which heavy traffic is not prohibited by this By-law.

**“Highway”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles.

**“Intersection”** means the area embraced within the prolongation or connection of the lateral curb lines, or, if none, that lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.

**“Minister”** means the Minister of Transportation.

**“Park or Parking”** when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in, loading or unloading merchandise and passengers.

**“Pedestrians”** means persons afoot, persons in wheelchairs and children in wheeled carriages, sleds and wagons.

**“Police Officer or Officer”** means a member of the Ontario Provincial Police Force, Peterborough Polices Services or a Municipal Law Enforcement Officer authorized to enforce the provisions of this By-law, and designated as a Provincial Offences Officer and includes all other persons appointed as Provincial Offences Officers.

**“Restricted Parking Area”** means any of the locations named or described in Schedules “B”, “C”, and “D” attached to and forming part of this By-law.

**“Roadway”** means that part of the highway which is improved, designated or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “Roadway” refers to any one roadway separately but not to all roadways collectively.

**“Sidewalk”** means any sidewalk, pathway, footpath or other area forming part of any highway or bridge or boulevard, or other means of walkways used by, or set apart for, the use of pedestrians.

**“Stand or Standing”** when prohibited, means the halting of a motor vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer, a traffic control sign or traffic control signal.

**“Stop or Stopping”** when prohibited, means the halting of a vehicle, even momentarily whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer, or of a traffic control sign or signals.

**“Street”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles.

“**Time**” where an expression of time occurs or where any hour or other period of time is stated, the time referred to shall be Eastern Standard Time, except in periods when Daylight Saving Time is in effect, such time shall be Eastern Daylight Saving Time.

“**Traffic**” includes pedestrians, ridden or herded animals, vehicles, buses and other conveyances, either singularly or together using any street for purposes of travel.

“**Traffic Control Device**” means any sign, roadway, curb or sidewalk marking, or other device erected or placed under the authority of the Municipal Council for the purpose of guiding or directing traffic.

“**Vehicle**” includes a bicycle, a motorcycle, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or the cars of electric or steam railways running only upon rails.

## Part I – Traffic

- |   |     |   |
|---|-----|---|
| Enforcement                             | 1.1 | The provisions of this By-law may be enforced by an Ontario Provincial Police Officer, Peterborough Police Services or a Provincial Offences Officer or any persons authorized to enforce the By-law.   |
| Stop Signs                              | 1.2 | The intersections on highways, or parts of Highways, within the Township of Cavan Monaghan, as described in Schedule “E”, attached to and forming part of this By-law, shall be designated as “Stop” intersections  |
| Excavation & Barricade                  | 1.3 | No person or persons shall open excavations, erect barricades, store earth or construction materials, or park work equipment on any portion of any highway without first obtaining approval from the Township of Cavan Monaghan Director of Public Works, or his/her designate. Such approval shall be registered with the Clerk of the Township of Cavan Monaghan. |
| Placement Material on Township Property | 1.4 | No person shall place snow, stones, soil, rubbish or materials of any kind from private property upon the highways, boulevards or sidewalks of the Township of Cavan Monaghan.  |

Remove/Injure Traffic Signs	1.5	No person or persons shall, without lawful authority, attempt to or, in fact, alter, deface, injure, break down or remove any official traffic control device or any inscription, shield or insignia thereon, or part thereof.
Heavy Vehicles Prohibited	1.6	When properly worded signs have been erected and are on display, no person shall drive, move or otherwise operate "Heavy Vehicles" upon any highway or part of a highway named or described in Schedule "J", attached to and forming part of this By-law.
Load Restrictions	1.7	When properly worded signs have been erected and are on display, no person shall operate a vehicle on a highway or part of a highway if any axle of the commercial vehicle or its trailer transmits to the highway a weight in excess of 5 tonnes (5000 kg.) between March 1 and April 30.
Bicycle Riders to Ride on Right	1.8	A person riding a bicycle on a roadway shall ride as near to the right hand side of the roadway as is practicable and shall exercise due care when passing a standing vehicle or one proceeding in the same direction.
Motorized Snow Vehicles after 11:00 p.m.	1.9	<p>(a) No person shall drive a motorized snow vehicle upon any highway within the Township of Cavan Monaghan between the hours of 11:01 p.m. and 7:00 a.m.</p> <p>(b) Section (a) does not apply to a person or persons driving a motorized snow vehicle who is proceeding directly to the residence of the registered owner of the motorized snow vehicle or directly to a place of employment or by emergency services for emergency purposes.</p>
Maximum 15 KMH	1.10	When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 15 kilometres per hour on any highway or parts of a highway described in Schedule "F", attached to and forming part of this By-law.

- |                |      |  |
|----------------|------|--|
| Maximum 40 KMH | 1.11 | When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 40 kilometres per hour on any highway or parts of a highway described in Schedule “G”, attached to and forming part of this By-law. |
| Maximum 50 KMH | 1.12 | When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 50 kilometres per hour on any highway or parts of a highway described in Schedule “H”, attached to and forming part of this By-law. |
| Maximum 60 KMH | 1.13 | When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 60 kilometres per hour on any highway or parts of a highway described in Schedule “I” attached to and forming part of this By-law.  |

## **Part II – Parking**

- |                    |     |  |
|--------------------|-----|--|
| Parking Restricted | 2.1 | <p>When properly worded signs have been erected and are on display, no person shall park a vehicle on any highway between the limits and periods of time as described in Schedule “A” attached to and forming part of this By-law.</p> <p>(a) When properly worded signs have been erected and are on display, between the hours of 9:00 a.m. and 6:00 p.m., from Monday to Saturday inclusive, no person shall park a vehicle for any one period of time in excess of 15 (fifteen) minutes on those parts of streets named or described in Schedule “C”.</p> <p>(b) When properly worded signs have been erected and are on display at all entrances to the Millbrook Ward, no person shall park a vehicle on any street between the hours of 2:00 a.m. and 7:00 a.m.</p> |
|--------------------|-----|--|

of the same day from November 15 of one year and April 1 of the following year.

(c) When properly worded signs have been erected and are on display, between the hour of 9:00 a.m. and 6:00 p.m., from Monday to Saturday inclusive, no person shall park a vehicle for any one period of time in excess of (2) two hours on those streets or parts of streets named or described in Schedule "D" of this By-law.

(d) When properly worded signs have been erected and are on display, no person shall park on a vehicle on the street except as permitted by Schedule "K".

Parking Prohibited

2.2 When properly worded signs have been erected and are on display, no person shall, at any time, park a vehicle in the following places within the Township of Cavan Monaghan:

(b) In any area described in Schedule "B", Schedule "C", and Schedule "D", attached to and forming part of this By-law.

No Parking General

2.3 No person, within the Township of Cavan Monaghan, shall park a vehicle in any of the following places;

(b) In front of a public or private driveway;

(c) Within nine (9) metres of an intersection;

(d) Within three (3) metres of a fire hydrant

(j) On any highway between the hours of 12:01 a.m. and 7:00 a.m.

(k) On any highway in such a manner as to obstruct or impede the removal of snow from the highway.

## Stopping Prohibited

- 2.4 No person shall stop a vehicle in any of the following places:
- (d) In front of the entrance to a public lane or a private driveway or so as to prevent entry to or exit from such public land or private driveway;
  - (e) Within three (3) metres of a fire hydrant;
  - (i) On any highway in such a manner as to obstruct or impede the removal of snow from the highway.
  - (j) On any highway in such a manner as to prevent the convenient removal of another vehicle previously parked or standing;
  - (k) On the highway side of any vehicle previously parked or standing;
  - (l) Alongside or across from any obstruction or excavation in such a manner as to obstruct, impede or otherwise restrict the normal flow of traffic;
  - (m) Opposite another vehicle, parked or standing, on any highway wherein said highway is less than eleven (11) metres in width;
  - (n) On any highway as described in Schedule "A", attached to and forming part of this By-law.

## Penalties

- 2.5 Any person violating any of the provisions of this By-law is liable to the penalty as prescribed by the applicable law for each offence.

Where a vehicle is found parked in contravention of the provisions contained in Part II of this By-law, an Ontario Provincial Police, Peterborough Police Services or a Provincial Offences Officer or a Municipal Law Enforcement Officer authorized to enforce the By-law finding the vehicle may have the vehicle towed away at the expense of the owner.



- |                  |     |   |
|------------------|-----|---|
| By-laws Repealed | 2.6 | That all previous traffic By-laws are hereby repealed in their entirety.  |
| Effective Date   | 2.7 | This By-law shall come into force and take effect upon final passage by the Township of Cavan Monaghan and when signs have been erected and are on display in compliance with the regulations of the Ministry of Transportation of Ontario. |

Read a first, second and third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Scott McFadden,  
Mayor

\_\_\_\_\_  
Elana Arthurs,  
Clerk

## Schedule "A"

### No Stopping

When properly worded signs have been erected and are on display, no person shall park a vehicle on any of the highways or parts of highways hereinafter set out:

Anne Street	North Side – from Hay Street to Cavan Street East Side – from Cavan Street to Frederick Street
Centre Street	North Side – from Union Street to a point 35 metres east of Union Street South Side – from Union Street to west limits of Centre Street
Distillery Street	West Side
Duke Street	East Side – from King Street east to a point 58 metres south of King Street East
Needler's Lane	North Side – from Allan Lane to Hay Street South Side from Baxter Creek to a point 15 metres west of Baxter Creek
Frederick Street	South Side – from Anne Street to Main Street
Hay Street	West Side – entire side of street to Anne Street East Side – from a point 50 metres south of King Street East to Needler's Lane
Huston Street	West Side – from King Street West to south limits of Huston Street
Lisa Court	Both Sides – within circle at south end of Lisa Court
Main Street	East Side – from a point 69 metres south of King Street East to Charles Street East Side – from Marshall Street to a point 67 metres north of Frederick Street East Side – from Frederick Street to the south limits of Main Street  West side – from a point 48 metres south of King Street East to a point 35 metres south of Charles Street West Side – from a point 45 metres south of Marshall Street to a point 30 metres north of Frederick Street
Needler's Lane	East Side – from a point 27 metres south of Distillery Street to a point 66 metres south of Distillery Street West Side – from Distillery Street to a point 69 metres south of Distillery Street

Queen Street

West Side – from King Street West to the north limits of Queen Street

Union Street

West Side – from Centre Street to a point 50 metres south of Centre Street

## **Schedule “B”**

### **Restricted Parking**

1. Unless otherwise properly signed, no person shall park a vehicle on any highway for longer than four (4) hours or in such a manner as to impede snow removal.

## **Schedule “C”**

### **Restricted Parking**

When properly worded signs have been erected and are on display, no person shall park a vehicle on a highway or parts of highways hereinafter set out in excess of 15 (fifteen) minutes:

Union Street	West Side – From a point 9 metres north of King Street West to a point 19 metres north of King Street West
--------------	--

## Schedule “D”

### Restricted Parking

When properly worded signs have been erected and are on display, no person shall park a vehicle on a highway or parts of highways hereinafter set out in excess of 2 (two) hours:

Hay Street	East Side – Between King Street East to a point 50 metres south of King Street East
Distillery Street	West Side – Between King Street East and Needler’s Lane East Side – Between King Street East and the north abutment of Baxter Creek Bridge
Centre Street	South Side – Between Tupper Street and Union Street North Side – Between Tupper Street and a point 35 metres east of Union Street
Union Street	East Side – Between King Street West and Centre Street West Side – Between a point 19 metres north of King Street West and a point 50 metres south of Centre Street.

## Schedule "E"

### Providing for the Erection of Stop Signs at Intersections

The intersections on highways set out in Column 1 are designated as intersections where Stop signs shall be erected at the locations shown in Column 2.

#### Column 1: Intersection

#### Column 2: Facing Traffic

McCamus ¼ Line & Eagleson Line	Southbound on McCamus ¼ Line
McCamus ¼ Line & Carmel Line	Northbound on McCamus ¼ Line
Brackenridge Dr. & Carmel Line	Southbound on Brackenridge Dr.
Brackenridge Dr. & Deyell Line	Northbound on Brackenridge Dr.
T-Way Dr. & Deyell Line	Northbound on T-Way Dr.
Thorne Dr. & Deyell Line	Southbound on Thorne Dr.
Thorne Dr. & Zion Line	Northbound on Thorne Dr.
Bee Dr. & Deyell Line	Northbound on Bee Dr.
Ava Cr. & Deyell Line	Southbound on Ava Cr.
Carveth Dr. & Zion Line	Southbound on Carveth Dr.
Elgar Dr. & Zion Line	Northbound on Elgar Dr.
Elgar Ct. & Elgar Dr.	Westbound on Elgar Ct.
White Birch Rd. & Elgar Dr.	Westbound on White Birch Rd.
White Birch Rd. & White Birch Rd.	Eastbound on White Birch Rd.
Zion Line & Glamorgan Rd.	Westbound on Zion Line
Hutchison Dr. & Zion Line	North and Southbound on Hutchison Dr.
Hutchison Dr. & Cedar Valley Rd.	Westbound on Cedar Valley Rd.
Hutchison Dr. & Cedar Cr.	Eastbound on Cedar Cr.
Hutchison Dr. & Larmer Line	North and Southbound on Hutchison Dr.
Hutchison Dr. & Syer Line	Northbound on Hutchison Dr.
Glamorgan Rd. & Fallis Line	Northbound on Glamorgan Rd.
Fallis Line & Tapley ¼ Line	East and Westbound on
Fallis Line Fallis Line & Valleyview Dr. west side	Southbound on
Valleyview Dr.	
Fallis Line & Valleyview Dr. east side	Southbound on
Valleyview Dr. Valleyview Dr. & Morningside Pl.	Southbound on
Morningside Pl.	
Scout Cr. & Tapley ¼ Line	Westbound on Scout Cr.
Valley Rd. & Tapley ¼ Line	Westbound on Valley Rd.
Valley Rd. & Deer Ave.	Southbound on Deer Ave.
Valley Rd. & Acadia Ct.	Northbound on Acadia Ct.
Valley Rd. & Pine Tree Cr.	Eastbound on Pine Tree Cr.
Pine Tree Cr. & Maple Tree Cr.	Northbound on Maple Tree Cr.
Deer Ave. & Plains Circle	Eastbound on Plains Circle
Plains Circle & Plains Circle	Southbound on Plains Circle
Tapley ¼ Line & Larmer Line	Westbound on Larmer Line
Larmer Line & Deer Ave.	Northbound on Deer Ave.
Larmer Line & Valley Rd.	Northbound on Valley Rd.
Syer Line & Vista Cr.	Southbound on Vista Cr.
Tapley ¼ Line & Syer Line	East and Westbound on Syer Line

Syer Line & Highview Cr.  
 Syer Line & Dranoel Rd.  
 Dranoel Rd. & Dranoel Dr.  
 Ford Dr. & Ford Cr.  
 Moore Dr. & Moore Dr.  
 Dranoel Rd. & Morton Line  
 Morton Line & Tapley ¼ Line  
 Dranoel Rd. & Sharpe Line  
 Sharpe Line & Jack Lane  
 Sharpe Line & Winslow ¼ Line  
 Sharpe Line & Cora Drive  
 Sharpe Line & Howden ¼ Line  
 Line  
 Stewart Line & Cathcart Cr.  
 Stewart Line & Preston Rd.  
 Stewart Line & Howden ¼ Line  
 Line  
 Stewart Line & Winslow ¼ Line  
 ¼ Line  
 Stewart Line & Darling Cr.  
 Darling Cr. & Darling Cr.  
 Stewart Line & Jill Lane  
 Hooton Dr. & Howden ¼ Line  
 Line  
 Hooton Dr. & Hooton Dr.  
 Hooton Dr. & Fieldview Dr.  
 Hooton Dr. & Preston Rd.  
 Best Rd. & Hayes Line  
 Bland Line & Jones ¼ Line  
 Bland Line & Shields Dr.  
 Jones ¼ Line & Hayes Line  
 Bland Line & Albert St.  
 Mt. Pleasant Rd. & High St.  
 Mt. Pleasant Rd. & Albert St.  
 Meadow Lane & Workman St.  
 Kennedy Dr. & Rose Cr.  
 Ashley Cr. & Cathcart Cr.  
 Brewda Cres. & Kalman Drive  
 Kalman Drive & Carmel Line  
 Dufferin Street & Gravel Road  
 Needler's Lane and Distillery St.  
 Needler's Lane and Allen Lane  
 Hay Street and Needler's Lane  
 Anne Street & Prince Street  
 Anne Street & Princess Street  
 Anne Street & Cavan Street  
 Anne Street & Frederick Street  
 Anne Street & Frederick Street  
 Frederick Street & Main Street  
 Frederick Street & Main Street  
 Main Street & Marshall St.  
 Charles Street & Main St.  
 Charles Street & Main St.

Southbound on Highview Cr.  
 Westbound on Syer Line  
 Westbound on Dranoel Dr.  
 Eastbound on Ford Cr.  
 Eastbound on Moore Dr.  
 Westbound on Morton Line  
 Northbound on Tapley ¼ Line  
 Westbound on Sharpe Line  
 Southbound on Jack Lane  
 Westbound on Sharpe Line  
 Northbound on Cora Dr.  
 North and Southbound on Howden ¼  
 Line  
 Northbound on Cathcart Cr.  
 Southbound on Preston Rd.  
 North and Southbound on Howden ¼  
 Line  
 North and Southbound on Winslow  
 ¼ Line  
 Northbound on Darling Cr.  
 Southbound on Darling Cr.  
 Northbound on Jill Lane  
 North and Southbound on Howden ¼  
 Line  
 Westbound on Hooton Dr.  
 Northbound on Fieldview Dr.  
 Eastbound on Hooton Dr.  
 Northbound on Best Rd.  
 Southbound on Jones ¼ Line  
 Northbound on Shields Dr.  
 Northbound on Jones ¼ Line  
 Northbound on Albert St.  
 North and Southbound on High St.  
 Southbound on Albert St.  
 Westbound on Meadow Lane  
 Westbound on Rose Cr.  
 Eastbound on Ashley Cr.  
 Westbound on Brewda Cres.  
 Northbound on Kalman Drive  
 Eastbound on Dufferin Street  
 Northbound on Needler's Lane  
 Southbound on Allen Lane  
 Westbound on Needler's Lane  
 Northbound on Prince Street  
 Northbound on Princess Street  
 Eastbound on Cavan Street  
 Southbound on Anne Street  
 Eastbound on Frederick Street  
 Westbound on Frederick Street  
 Eastbound on Frederick Street  
 East and Westbound on Marshall St.  
 Westbound on Charles Street  
 Eastbound on Charles Street



Sowden Lane & Main St.  
Union St. & Centre Street  
Union St. & Manor Drive  
Brookside St. & Baxter Creek Ct.  
Burnham Ct. & McGuire Dr.  
Wing St. & Bank St. South  
Centennial Lane & Century Blvd.  
Century Blvd. & Nina Court  
Bartlett Rd. & Whitfield Rd.  
Maplehill Court & Maplehill Drive  
Campbell Avenue & Longview Drive  
Campbell Ave

Filman Crescent & Longview Drive  
Campbell Avenue & Campbell Avenue  
Whittington Drive & Dobbin Road  
Drive Whittington Drive & Elmdale Road  
Drive Davis Road & Stewart Line  
Davis Road & Maple Grove Road  
Maple Grove Road & Preston Road  
Road Elmdale Road & Brown Line  
Brown Line & Elmdale Road  
Worboy Ct & Beardsmore Road  
Carolyn Street & Johnston Dr.  
Skiview Dr. & Hillview Dr.

Westbound on Sowden Lane  
North and Southbound on Union St.  
All (4) Way Stop  
Northbound on Baxter Creek Ct.  
Southbound on Burnham Ct.  
Westbound on Wing St.  
Southbound on Century Blvd.  
Northbound on Century Blvd.  
Southbound on Bartlett Rd  
Eastbound on Maplehill Court  
East & Westbound on

Eastbound on Filman Crescent  
Southbound on Campbell Ave  
East & Westbound on Whittington  
East & Westbound on Whittington  
Southbound on Davis Road  
Northbound on Davis Road  
Westbound on Maple Grove  
Southbound on Elmdale Road  
East & Westbound on Brown Line  
Eastbound on Worboy  
Northbound on Carolyn Street  
Westbound on Skiview Dr.

**Schedule "F"**

**15 KMH Speed  
Limit**

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 15 kilometres per hour as hereinafter set out:

<b>Highway</b>	<b>From</b>	<b>To</b>
Mervin Line	Airport Road	End

**Schedule "G"**

**40 KMH Speed  
Limit**

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 40 kilometres per hour as hereinafter set out:

<b>Highway</b>	<b>From</b>	<b>To</b>
Ford Drive	Highway 7A	End
Ford Crescent	Highway 7A	Ford Drive
Highview Crescent	Syer Line	End
Carveth Drive	Zion Line	Huston

## Schedule "H"

### 50 KMH Speed Limit

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 50 kilometres per hour as hereinafter set out:

Highway	From	To
Carmel Line	County Rd. 28	1150 meters westerly
Edgewood Park	Mount Pleasant Road	End
Preston Road	Maple Grove Road	Stewart Line
Hooton Drive	Preston Road	650 meters westerly
Larmer Line	Tapley ¼ Line	1300 metres easterly
Tapley ¼ Line	Fallis Line	Syer Line
Cedar Valley Road	Hutchison Drive	County Rd. 28
Hutchison Drive	100 metres north of Cedar Valley Road	700 metres southerly
Morton Line	Highway 7	500 metres westerly
Sharpe Line	County Rd. 10	1200 metres easterly
Sharpe Line	County Rd. 10	700 metres westerly
Scout Crescent	Tapley ¼ Line	End
Plains Circle	Deer Avenue	End
Pine Tree Crescent	Valley Rd.	End
Maple Tree Crescent	Pine Tree Crescent	End
Valley Road	Tapley ¼ Line	Larmer Line
Acadia Court	Valley Road	End
Valleyview Drive	Fallis Line	Fallis Line
Morningside Place	Valleyview Drive	End
White Birch Road	Elgar Drive	End
Kennedy Drive	Mount Pleasant Road	End
Rose Crescent	Kennedy Drive	End
Workman Street	Mount Pleasant Road	Mill Street
Meadow Lane	Workman Street	End
High Street	Mill Street	End
Mill Street	Workman Street	High Street
Albert Street	Mount Pleasant Road	Bland Line
Rothsay Avenue	Lansdowne Street	End
Ashley Cres.	Cathcart Cres.	End
Syer Line	County Rd. 10	100 metres west of the Municipal address 888 Line
Clifford Line	Hwy 7	End
Dobbin Road	Whittington Drive	1.2 km to city limits
Whittington Drive	Rosemount Gardens	3.2 Easterly
Davis Road	Stewart Line	Maple Grove Road
Elmdale Road	North Monaghan	Brown Line
Brown Line	Hwy 7	Airport Road
Beardsmore Road	Airport Road	Worboy Court
Johnston Drive	Worboy Court	City Limits

Whitfield Road	County Road 28	End
Bartlett Road	Moncrief Line	Whitfield Road
Longview Drive	Sherbrooke St. W.	End
Campbell Avenue	Longview Drive	East end
Campbell Avenue	Longview Drive	Campbell Avenue
Filman Crescent	Longview Drive	Longview Drive
Carolyn Street	Beardsmore Road	End
Worboy Court	Beardsmore Road	End
Brown Line	Airport Road	East end
Maplehill Drive	Sherbrooke Street	End
Maplehill Court	Maplehill Drive	End
Deer Avenue	Larmer Line	Valley Road
Elgar Court	Elgar Drive	End
Kalman Drive	Carmel Line	End
Brewda Court	Kalman Drive	End
Skiview Drive	Hillview Drive	End
Miller Street	County Road 10	End
King George Street	County Road 10	Elizabeth Street
Elizabeth Street	Miller Street	King George
Poplar Plains Drive	County Road 10	Fallingbrook Drive
Cavan Woods Drive	County Road 10	Fallingbrook Drive
Fallingbrook Drive	Poplar Plains Drive	Cavan Woods
Mount Pleasant Road	Queen Mary Street	High Street
Blue Jay Street	Queen Mary Street	Alexander Drive
Alexander Drive	Blue Jay Street	End
Jill Lane	Stewart Line	End
Fieldview Drive	Hooton Drive	End
Huston Street	Millbrook Ward	Carveth Drive
Sunset Drive	Highway 7A	End

All Highways within the Millbrook Ward.

## Schedule "I"

### 60 KMH Speed Limit

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 60 kilometres per hour as hereinafter set out:

Highway	From	To
Stewart Line	County Rd. 10	Preston Road
Stewart Line	County Rd. 10	700 metres westerly
Wilson Line	1100 metres west of County Rd. 10	800 metres westerly
Darling Crescent	Stewart Line	End
Jack Lane	Sharpe Line	End
Vista Crescent	Syer Line	End
Elgar Drive	Zion Line	End
Bee Drive	Deyell Line	End
Ava Crescent	Deyell Line	End
T-Way Drive	Deyell Line	End
Carmel Crescent	County Rd. 10	End
Zion Line	County Rd. 28	800 metres westerly
Sharpe Line	Highway 7	Howden ¼ Line
Cathcart Crescent	Stewart Line	Hwy 7
Deyell Line	County Road 10	Hutchison Drive
Bland Line	Jones ¼ Line	400 metres easterly
Bland Line	Jones ¼ Line	300 metres westerly
Jones ¼ Line	Bland Line	300 metres northerly
Syer Line	Tapley ¼ Line	100 metres west of the Municipal address 888 Syer Line

## Schedule "J"

### Heavy Vehicles Restricted

Road	Section	Restricted Hours
Cathcart Cr.	From Stewart Line to Highway 7	At all times
Dobbin Road	From limits of City of Peterborough to Dobbin Road south	At all times
Elmdale Road	From Brown Line to South entrance to Sysco Food Terminal	At all times
Whittington Dr.	From limits of City of Peterborough west to Dobbin	At all times
Whitfield Road	Bartlett Road/Whitfield Landing Intersection to the east end	At all times
Brown Line	From Hwy. 7 to Airport Road	At all times
Preston Road	Maple Grove Road to Stewart Line	At all times
Brown Line	Hwy 7 to Airport Road	At all times
Davis Road 1.4 km Northbound	From Stewart Line	At all times
Preston Road	Maple Grove Road to Stewart Line	At all times
Brown Line	Hwy 7 to Airport Road	At all times

## Schedule "K"

When properly worded signs have been erected and are on display, no person shall park a vehicle on the street identified except as permitted herein;

<b>Highway</b>	<b>From</b>	<b>To</b>
Brookside Street	Tupper Street	400 metres west of Tupper
Street North Side – January 1 – June 30 South Side – July 1 – December 31		
Brookside Street	Driveway of 97 97 Brookside Street	6 metres East of Driveway at Brookside Street



**Attachment #3**

**Township of Cavan Monaghan**

**By-law No. 2019-25**

**Being a by-law to regulate traffic and parking within the limits of the Township of Cavan Monaghan.**

**Whereas** the Municipality has the authority to pass by-laws to regulate the foregoing, pursuant to the Municipal Act, 2001;

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

1. Definitions

For the purpose of this By-law:

**“Bicycle”** includes tricycles and unicycles but does not include a motor assisted bicycle.

**“Boulevard”** means the portion of the road allowance lying between the sidewalk and the roadway. On roads where there are no sidewalks it shall mean the portion of the road allowance lying between the travelled portion of the road and the limit of the road allowance.

**“Bridge”** means any bridge spanning a water course or ravine.

**“Commercial Vehicle”** means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, police patrols, motor buses and tractors. A van that is used for commercial purposes is to be considered a commercial vehicle.

**“Gross Weight”** means the combined weight of the vehicle and the load.

**“Heavy Vehicle”** means a vehicle, object or contrivance for moving loads having a registered gross weight, including the vehicle, object or contrivance and load, greater than two thousand, two hundred and sixty seven decimal nine six (2,267.96) kilograms, but does not include a passenger vehicle, ambulance, public works vehicle, fire department vehicle, police vehicle or a privately owned commercial vehicle which is being driven to or from the residence by the owner or other family member, or a commercial motor vehicle making a delivery to or collecting from a bonafide destination, which cannot be reached by way of a highway or highways upon which heavy traffic is not prohibited by this By-law.

**“Highway”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles.

**“Intersection”** means the area embraced within the prolongation or connection of the lateral curb lines, or, if none, that lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.

**“Minister”** means the Minister of Transportation.

**“Park or Parking”** when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in, loading or unloading merchandise and passengers.

**“Pedestrians”** means persons afoot, persons in wheelchairs and children in wheeled carriages, sleds and wagons.

**“Police Officer or Officer”** means a member of the Ontario Provincial Police Force, Peterborough Polices Services or a Municipal Law Enforcement Officer authorized to enforce the provisions of this By-law, and designated as a Provincial Offences Officer and includes all other persons appointed as Provincial Offences Officers.

**“Restricted Parking Area”** means any of the locations named or described in Schedules “B”, “C”, and “D” attached to and forming part of this By-law.

**“Roadway”** means that part of the highway which is improved, designated or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “Roadway” refers to any one roadway separately but not to all roadways collectively.

**“Sidewalk”** means any sidewalk, pathway, footpath or other area forming part of any highway or bridge or boulevard, or other means of walkways used by, or set apart for, the use of pedestrians.

**“Stand or Standing”** when prohibited, means the halting of a motor vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer, a traffic control sign or traffic control signal.

**“Stop or Stopping”** when prohibited, means the halting of a vehicle, even momentarily whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer, or of a traffic control sign or signals.

**“Street”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles.

**“Time”** where an expression of time occurs or where any hour or other period of time is stated, the time referred to shall be Eastern Standard Time, except in periods when Daylight Saving Time is in effect, such time shall be Eastern Daylight Saving Time.

**“Traffic”** includes pedestrians, ridden or herded animals, vehicles, buses and other conveyances, either singularly or together using any street for purposes of travel.

**“Traffic Control Device”** means any sign, roadway, curb or sidewalk marking, or other device erected or placed under the authority of the Municipal Council for the purpose of guiding or directing traffic.

**“Vehicle”** includes a bicycle, a motorcycle, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or the cars of electric or steam railways running only upon rails.

## **Part I – Traffic**

- |   |     |   |
|---|-----|---|
| Enforcement                             | 1.1 | The provisions of this By-law may be enforced by an Ontario Provincial Police Officer, Peterborough Police Services or a Provincial Offences Officer or any persons authorized to enforce the By-law.   |
| Stop Signs                              | 1.2 | The intersections on highways, or parts of Highways, within the Township of Cavan Monaghan, as described in Schedule “E”, attached to and forming part of this By-law, shall be designated as “Stop” intersections  |
| Excavation & Barricade                  | 1.3 | No person or persons shall open excavations, erect barricades, store earth or construction materials, or park work equipment on any portion of any highway without first obtaining approval from the Township of Cavan Monaghan Director of Public Works, or his/her designate. Such approval shall be registered with the Clerk of the Township of Cavan Monaghan. |
| Placement Material on Township Property | 1.4 | No person shall place snow, stones, soil, rubbish or materials of any kind from private property upon the highways, boulevards or sidewalks of the Township of Cavan Monaghan.  |

Remove/Injure Traffic Signs	1.5	No person or persons shall, without lawful authority, attempt to or, in fact, alter, deface, injure, break down or remove any official traffic control device or any inscription, shield or insignia thereon, or part thereof.
Heavy Vehicles Prohibited	1.6	When properly worded signs have been erected and are on display, no person shall drive, move or otherwise operate "Heavy Vehicles" upon any highway or part of a highway named or described in Schedule "J", attached to and forming part of this By-law.
Load Restrictions	1.7	When properly worded signs have been erected and are on display, no person shall operate a vehicle on a highway or part of a highway if any axle of the commercial vehicle or its trailer transmits to the highway a weight in excess of 5 tonnes (5000 kg.) between March 1 and April 30.
Bicycle Riders to Ride on Right	1.8	A person riding a bicycle on a roadway shall ride as near to the right hand side of the roadway as is practicable and shall exercise due care when passing a standing vehicle or one proceeding in the same direction.
Motorized Snow Vehicles after 11:00 p.m.	1.9	<p>(a) No person shall drive a motorized snow vehicle upon any highway within the Township of Cavan Monaghan between the hours of 11:01 p.m. and 7:00 a.m.</p> <p>(b) Section (a) does not apply to a person or persons driving a motorized snow vehicle who is proceeding directly to the residence of the registered owner of the motorized snow vehicle or directly to a place of employment or by emergency services for emergency purposes.</p>
Maximum 15 KMH	1.10	When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 15 kilometres per hour on any highway or parts of a highway described in Schedule "F", attached to and forming part of this By-law.

- |                |      |  |
|----------------|------|--|
| Maximum 40 KMH | 1.11 | When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 40 kilometres per hour on any highway or parts of a highway described in Schedule “G”, attached to and forming part of this By-law. |
| Maximum 50 KMH | 1.12 | When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 50 kilometres per hour on any highway or parts of a highway described in Schedule “H”, attached to and forming part of this By-law. |
| Maximum 60 KMH | 1.13 | When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 60 kilometres per hour on any highway or parts of a highway described in Schedule “I” attached to and forming part of this By-law.  |

## **Part II – Parking**

- |                    |     |  |
|--------------------|-----|--|
| Parking Restricted | 2.1 | <p>When properly worded signs have been erected and are on display, no person shall park a vehicle on any highway between the limits and periods of time as described in Schedule “A” attached to and forming part of this By-law.</p> <p>(a) When properly worded signs have been erected and are on display, between the hours of 9:00 a.m. and 6:00 p.m., from Monday to Saturday inclusive, no person shall park a vehicle for any one period of time in excess of 15 (fifteen) minutes on those parts of streets named or described in Schedule “C”.</p> <p>(b) When properly worded signs have been erected and are on display at all entrances to the Millbrook Ward, no person shall park a vehicle on any street between the hours of 2:00 a.m. and 7:00 a.m.</p> |
|--------------------|-----|--|

of the same day from November 15 of one year and April 1 of the following year.

(c) When properly worded signs have been erected and are on display, between the hour of 9:00 a.m. and 6:00 p.m., from Monday to Saturday inclusive, no person shall park a vehicle for any one period of time in excess of (2) two hours on those streets or parts of streets named or described in Schedule "D" of this By-law.

(d) When properly worded signs have been erected and are on display, no person shall park on a vehicle on the street except as permitted by Schedule "K".

Parking Prohibited

2.2 When properly worded signs have been erected and are on display, no person shall, at any time, park a vehicle in the following places within the Township of Cavan Monaghan:

(b) In any area described in Schedule "B", Schedule "C", and Schedule "D", attached to and forming part of this By-law.

No Parking General

2.3 No person, within the Township of Cavan Monaghan, shall park a vehicle in any of the following places;

(b) In front of a public or private driveway;

(c) Within nine (9) metres of an intersection;

(d) Within three (3) metres of a fire hydrant

(j) On any highway between the hours of 12:01 a.m. and 7:00 a.m.

(k) On any highway in such a manner as to obstruct or impede the removal of snow from the highway.

## Stopping Prohibited

- 2.4 No person shall stop a vehicle in any of the following places:
- (d) In front of the entrance to a public lane or a private driveway or so as to prevent entry to or exit from such public land or private driveway;
  - (e) Within three (3) metres of a fire hydrant;
  - (i) On any highway in such a manner as to obstruct or impede the removal of snow from the highway.
  - (j) On any highway in such a manner as to prevent the convenient removal of another vehicle previously parked or standing;
  - (k) On the highway side of any vehicle previously parked or standing;
  - (l) Alongside or across from any obstruction or excavation in such a manner as to obstruct, impede or otherwise restrict the normal flow of traffic;
  - (m) Opposite another vehicle, parked or standing, on any highway wherein said highway is less than eleven (11) metres in width;
  - (n) On any highway as described in Schedule "A", attached to and forming part of this By-law.

## Penalties

- 2.5 Any person violating any of the provisions of this By-law is liable to the penalty as prescribed by the applicable law for each offence.

Where a vehicle is found parked in contravention of the provisions contained in Part II of this By-law, an Ontario Provincial Police, Peterborough Police Services or a Provincial Offences Officer or a Municipal Law Enforcement Officer authorized to enforce the By-law finding the vehicle may have the vehicle towed away at the expense of the owner

- |                  |     |   |
|------------------|-----|---|
| By-laws Repealed | 2.6 | That all previous traffic By-laws are hereby repealed in their entirety.  |
| Effective Date   | 2.7 | This By-law shall come into force and take effect upon final passage by the Township of Cavan Monaghan and when signs have been erected and are on display in compliance with the regulations of the Ministry of Transportation of Ontario. |

That By-Law 2018-29 be repealed in its entirety.

Read a first, second and third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_

Scott McFadden,  
Mayor

\_\_\_\_\_

Elana Arthurs,  
Clerk



## Schedule "A"

### No Stopping

When properly worded signs have been erected and are on display, no person shall park a vehicle on any of the highways or parts of highways hereinafter set out:

Anne Street	North Side – from Hay Street to Cavan Street East Side – from Cavan Street to Frederick Street
Centre Street	North Side – from Union Street to a point 35 metres east of Union Street South Side – from Union Street to west limits of Centre Street
Distillery Street	West Side
Duke Street	East Side – from King Street east to a point 58 metres south of King Street East
Needler's Lane	North Side – from Allan Lane to Hay Street South Side from Baxter Creek to a point 15 metres west of Baxter Creek
Frederick Street	South Side – from Anne Street to Main Street
Hay Street	West Side – entire side of street to Anne Street East Side – from a point 50 metres south of King Street East to Needler's Lane
Huston Street	West Side – from King Street West to south limits of Huston Street
Lisa Court	Both Sides – within circle at south end of Lisa Court
Main Street	East Side – from a point 69 metres south of King Street East to Charles Street East Side – from Marshall Street to a point 67 metres north of Frederick Street East Side – from Frederick Street to the south limits of Main Street  West side – from a point 48 metres south of King Street East to a point 35 metres south of Charles Street West Side – from a point 45 metres south of Marshall Street to a point 30 metres north of Frederick Street
Needler's Lane	East Side – from a point 27 metres south of Distillery Street to a point 66 metres south of Distillery Street West Side – from Distillery Street to a point 69 metres south of Distillery Street

Queen Street

West Side – from King Street West to the north limits of Queen Street

Union Street

West Side – from Centre Street to a point 50 metres south of Centre Street

## **Schedule “B”**

### **Restricted Parking**

1. Unless otherwise properly signed, no person shall park a vehicle on any highway for longer than four (4) hours or in such a manner as to impede snow removal.

## **Schedule “C”**

### **Restricted Parking**

When properly worded signs have been erected and are on display, no person shall park a vehicle on a highway or parts of highways hereinafter set out in excess of 15 (fifteen) minutes:

Union Street	West Side – From a point 9 metres north of King Street West to a point 19 metres north of King Street West
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## Schedule “D”

### Restricted Parking

When properly worded signs have been erected and are on display, no person shall park a vehicle on a highway or parts of highways hereinafter set out in excess of 2 (two) hours:

Hay Street	East Side – Between King Street East to a point 50 metres south of King Street East
Distillery Street	West Side – Between King Street East and Needler’s Lane East Side – Between King Street East and the north abutment of Baxter Creek Bridge
Centre Street	South Side – Between Tupper Street and Union Street North Side – Between Tupper Street and a point 35 metres east of Union Street
Union Street	East Side – Between King Street West and Centre Street West Side – Between a point 19 metres north of King Street West and a point 50 metres south of Centre Street.

## Schedule "E"

### Providing for the Erection of Stop Signs at Intersections

The intersections on highways set out in Column 1 are designated as intersections where Stop signs shall be erected at the locations shown in Column 2.

#### Column 1: Intersection

#### Column 2: Facing Traffic

McCamus ¼ Line & Eagleson Line	Southbound on McCamus ¼ Line
McCamus ¼ Line & Carmel Line	Northbound on McCamus ¼ Line
Brackenridge Dr. & Carmel Line	Southbound on Brackenridge Dr.
Brackenridge Dr. & Deyell Line	Northbound on Brackenridge Dr.
T-Way Dr. & Deyell Line	Northbound on T-Way Dr.
Thorne Dr. & Deyell Line	Southbound on Thorne Dr.
Thorne Dr. & Zion Line	Northbound on Thorne Dr.
Bee Dr. & Deyell Line	Northbound on Bee Dr.
Ava Cr. & Deyell Line	Southbound on Ava Cr.
Carveth Dr. & Zion Line	Southbound on Carveth Dr.
Elgar Dr. & Zion Line	Northbound on Elgar Dr.
Elgar Ct. & Elgar Dr.	Westbound on Elgar Ct.
White Birch Rd. & Elgar Dr.	Westbound on White Birch Rd.
White Birch Rd. & White Birch Rd.	Eastbound on White Birch Rd.
Zion Line & Glamorgan Rd.	Westbound on Zion Line
Hutchison Dr. & Zion Line	North and Southbound on Hutchison Dr.
Hutchison Dr. & Cedar Valley Rd.	Westbound on Cedar Valley Rd.
Hutchison Dr. & Cedar Cr.	Eastbound on Cedar Cr.
Hutchison Dr. & Larmer Line	North and Southbound on Hutchison Dr.
Hutchison Dr. & Syer Line	Northbound on Hutchison Dr.
Glamorgan Rd. & Fallis Line	Northbound on Glamorgan Rd.
Fallis Line & Tapley ¼ Line	East and Westbound on
Fallis Line Fallis Line & Valleyview Dr. west side	Southbound on
Valleyview Dr.	
Fallis Line & Valleyview Dr. east side	Southbound on
Valleyview Dr. Valleyview Dr. & Morningside Pl.	Southbound on
Morningside Pl.	
Scout Cr. & Tapley ¼ Line	Westbound on Scout Cr.
Valley Rd. & Tapley ¼ Line	Westbound on Valley Rd.
Valley Rd. & Deer Ave.	Southbound on Deer Ave.
Valley Rd. & Acadia Ct.	Northbound on Acadia Ct.
Valley Rd. & Pine Tree Cr.	Eastbound on Pine Tree Cr.
Pine Tree Cr. & Maple Tree Cr.	Northbound on Maple Tree Cr.
Deer Ave. & Plains Circle	Eastbound on Plains Circle
Plains Circle & Plains Circle	Southbound on Plains Circle
Tapley ¼ Line & Larmer Line	Westbound on Larmer Line
Larmer Line & Deer Ave.	Northbound on Deer Ave.
Larmer Line & Valley Rd.	Northbound on Valley Rd.
Syer Line & Vista Cr.	Southbound on Vista Cr.
Tapley ¼ Line & Syer Line	East and Westbound on Syer Line

Syer Line & Highview Cr.  
 Syer Line & Dranoel Rd.  
 Dranoel Rd. & Dranoel Dr.  
 Ford Dr. & Ford Cr.  
 Moore Dr. & Moore Dr.  
 Dranoel Rd. & Morton Line  
 Morton Line & Tapley ¼ Line  
 Dranoel Rd. & Sharpe Line  
 Sharpe Line & Jack Lane  
 Sharpe Line & Winslow ¼ Line  
 Sharpe Line & Cora Drive  
 Sharpe Line & Howden ¼ Line  
 Line  
 Stewart Line & Cathcart Cr.  
 Stewart Line & Preston Rd.  
 Stewart Line & Howden ¼ Line  
 Line  
 Stewart Line & Winslow ¼ Line  
 ¼ Line  
 Stewart Line & Darling Cr.  
 Darling Cr. & Darling Cr.  
 Stewart Line & Jill Lane  
 Hooton Dr. & Howden ¼ Line  
 Line  
 Hooton Dr. & Hooton Dr.  
 Hooton Dr. & Fieldview Dr.  
 Hooton Dr. & Preston Rd.  
 Best Rd. & Hayes Line  
 Bland Line & Jones ¼ Line  
 Bland Line & Shields Dr.  
 Jones ¼ Line & Hayes Line  
 Bland Line & Albert St.  
 Mt. Pleasant Rd. & High St.  
 Mt. Pleasant Rd. & Albert St.  
 Meadow Lane & Workman St.  
 Kennedy Dr. & Rose Cr.  
 Ashley Cr. & Cathcart Cr.  
 Brewda Cres. & Kalman Drive  
 Kalman Drive & Carmel Line  
 Dufferin Street & Gravel Road  
 Needler's Lane and Distillery St.  
 Needler's Lane and Allen Lane  
 Hay Street and Needler's Lane  
 Anne Street & Prince Street  
 Anne Street & Princess Street  
 Anne Street & Cavan Street  
 Anne Street & Frederick Street  
 Anne Street & Frederick Street  
 Frederick Street & Main Street  
 Frederick Street & Main Street  
 Main Street & Marshall St.  
 Charles Street & Main St.  
 Charles Street & Main St.

Southbound on Highview Cr.  
 Westbound on Syer Line  
 Westbound on Dranoel Dr.  
 Eastbound on Ford Cr.  
 Eastbound on Moore Dr.  
 Westbound on Morton Line  
 Northbound on Tapley ¼ Line  
 Westbound on Sharpe Line  
 Southbound on Jack Lane  
 Westbound on Sharpe Line  
 Northbound on Cora Dr.  
 North and Southbound on Howden ¼  
 Line  
 Northbound on Cathcart Cr.  
 Southbound on Preston Rd.  
 North and Southbound on Howden ¼  
 Line  
 North and Southbound on Winslow  
 ¼ Line  
 Northbound on Darling Cr.  
 Southbound on Darling Cr.  
 Northbound on Jill Lane  
 North and Southbound on Howden ¼  
 Line  
 Westbound on Hooton Dr.  
 Northbound on Fieldview Dr.  
 Eastbound on Hooton Dr.  
 Northbound on Best Rd.  
 Southbound on Jones ¼ Line  
 Northbound on Shields Dr.  
 Northbound on Jones ¼ Line  
 Northbound on Albert St.  
 North and Southbound on High St.  
 Southbound on Albert St.  
 Westbound on Meadow Lane  
 Westbound on Rose Cr.  
 Eastbound on Ashley Cr.  
 Westbound on Brewda Cres.  
 Northbound on Kalman Drive  
 Eastbound on Dufferin Street  
 Northbound on Needler's Lane  
 Southbound on Allen Lane  
 Westbound on Needler's Lane  
 Northbound on Prince Street  
 Northbound on Princess Street  
 Eastbound on Cavan Street  
 Southbound on Anne Street  
 Eastbound on Frederick Street  
 Westbound on Frederick Street  
 Eastbound on Frederick Street  
 East and Westbound on Marshall St.  
 Westbound on Charles Street  
 Eastbound on Charles Street

Sowden Lane & Main St.  
Union St. & Centre Street  
Union St. & Manor Drive  
Brookside St. & Baxter Creek Ct.  
Burnham Ct. & McGuire Dr.  
Wing St. & Bank St. South  
Centennial Lane & Century Blvd.  
Century Blvd. & Nina Court  
Bartlett Rd. & Whitfield Rd.  
Maplehill Court & Maplehill Drive  
Campbell Avenue & Longview Drive  
Campbell Ave

Filman Crescent & Longview Drive  
Campbell Avenue & Campbell Avenue  
Whittington Drive & Dobbin Road  
Drive Whittington Drive & Elmdale Road  
Drive Davis Road & Stewart Line  
Davis Road & Maple Grove Road  
Maple Grove Road & Preston Road  
Road Elmdale Road & Brown Line  
Brown Line & Elmdale Road  
Worboy Ct & Beardsmore Road  
Carolyn Street & Johnston Dr.  
Skiview Dr. & Hillview Dr.

Westbound on Sowden Lane  
North and Southbound on Union St.  
All (4) Way Stop  
Northbound on Baxter Creek Ct.  
Southbound on Burnham Ct.  
Westbound on Wing St.  
Southbound on Century Blvd.  
Northbound on Century Blvd.  
Southbound on Bartlett Rd  
Eastbound on Maplehill Court  
East & Westbound on

Eastbound on Filman Crescent  
Southbound on Campbell Ave  
East & Westbound on Whittington  
East & Westbound on Whittington  
Southbound on Davis Road  
Northbound on Davis Road  
Westbound on Maple Grove  
Southbound on Elmdale Road  
East & Westbound on Brown Line  
Eastbound on Worboy  
Northbound on Carolyn Street  
Westbound on Skiview Dr.



**Schedule "F"**

**15 KMH Speed  
Limit**

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 15 kilometres per hour as hereinafter set out:

<b>Highway</b>	<b>From</b>	<b>To</b>
Mervin Line	Airport Road	End

**Schedule "G"**

**40 KMH Speed  
Limit**

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 40 kilometres per hour as hereinafter set out:

<b>Highway</b>	<b>From</b>	<b>To</b>
Ford Drive	Highway 7A	End
Ford Crescent	Highway 7A	Ford Drive
Highview Crescent	Syer Line	End
Carveth Drive	Zion Line	Huston

## Schedule "H"

### 50 KMH Speed Limit

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 50 kilometres per hour as hereinafter set out:

Highway	From	To
Carmel Line	County Rd. 28	1150 meters westerly
Edgewood Park Drive	Mount Pleasant Road	End
Preston Road	Maple Grove Road	Stewart Line
Hooton Drive	Preston Road	650 meters westerly
Larmer Line	Tapley ¼ Line	1300 metres easterly
Tapley ¼ Line	Fallis Line	Syer Line
Cedar Valley Road	Hutchison Drive	County Rd. 28
Hutchison Drive	100 metres north of Cedar Valley Road	700 metres southerly
Morton Line	Highway 7	500 metres westerly
Sharpe Line	County Rd. 10	1200 metres easterly
Sharpe Line	County Rd. 10	700 metres westerly
Scout Crescent	Tapley ¼ Line	End
Plains Circle	Deer Avenue	End
Pine Tree Crescent	Valley Rd.	End
Maple Tree Crescent	Pine Tree Crescent	End
Valley Road	Tapley ¼ Line	Larmer Line
Acadia Court	Valley Road	End
Valleyview Drive	Fallis Line	Fallis Line
Morningside Place	Valleyview Drive	End
White Birch Road	Elgar Drive	End
Kennedy Drive	Mount Pleasant Road	End
Rose Crescent	Kennedy Drive	End
Workman Street	Mount Pleasant Road	Mill Street
Meadow Lane	Workman Street	End
High Street	Mill Street	End
Mill Street	Workman Street	High Street
Albert Street	Mount Pleasant Road	Bland Line
Rothesay Avenue	Lansdowne Street	End
Ashley Cres.	Cathcart Cres.	End
Syer Line	County Rd. 10	100 metres west of the Municipal address 888 Syer Line
Clifford Line	Hwy 7	End
Dobbin Road	Whittington Drive	1.2 km to city limits
Whittington Drive	Rosemount Gardens	3.2 Easterly
Davis Road	Stewart Line	Maple Grove Road
Elmdale Road	North Monaghan	Brown Line
Brown Line	Hwy 7	Airport Road
Beardsmore Road	Airport Road	Worboy Court
Johnston Drive	Worboy Court	City Limits

Whitfield Road	County Road 28	End
Bartlett Road	Moncrief Line	Whitfield Road
Longview Drive	Sherbrooke St. W.	End
Campbell Avenue	Longview Drive	East end
Campbell Avenue	Longview Drive	Campbell Avenue
Filman Crescent	Longview Drive	Longview Drive
Carolyn Street	Beardsmore Road	End
Worboy Court	Beardsmore Road	End
Brown Line	Airport Road	East end
Maplehill Drive	Sherbrooke Street	End
Maplehill Court	Maplehill Drive	End
Deer Avenue	Larmer Line	Valley Road
Elgar Court	Elgar Drive	End
Kalman Drive	Carmel Line	End
Brewda Court	Kalman Drive	End
Skiview Drive	Hillview Drive	End
Miller Street	County Road 10	End
King George Street	County Road 10	Elizabeth Street
Elizabeth Street	Miller Street	King George
Poplar Plains Drive	County Road 10	Fallingbrook Drive
Cavan Woods Drive	County Road 10	Fallingbrook Drive
Fallingbrook Drive	Poplar Plains Drive	Cavan Woods
Mount Pleasant Road	Queen Mary Street	High Street
Blue Jay Street	Queen Mary Street	Alexander Drive
Alexander Drive	Blue Jay Street	End
Jill Lane	Stewart Line	End
Fieldview Drive	Hooton Drive	End
Huston Street	Millbrook Ward limits	Carveth Drive
Sunset Drive	Highway 7A	End

All Highways within the Millbrook Ward.

## Schedule "I"

### 60 KMH Speed Limit

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 60 kilometres per hour as hereinafter set out:

<b>Highway</b>	<b>From</b>	<b>To</b>
Stewart Line	County Rd. 10	Preston Road
Stewart Line	County Rd. 10	700 metres westerly
Wilson Line	1100 metres west of County Rd. 10	800 metres westerly
Darling Crescent	Stewart Line	End
Jack Lane	Sharpe Line	End
Vista Crescent	Syer Line	End
Elgar Drive	Zion Line	End
Bee Drive	Deyell Line	End
Ava Crescent	Deyell Line	End
T-Way Drive	Deyell Line	End
Carmel Crescent	County Rd. 10	End
Zion Line	County Rd. 28	800 metres westerly
Sharpe Line	Highway 7	Howden ¼ Line
Cathcart Crescent	Stewart Line	Hwy 7
Deyell Line	County Road 10	Hutchison Drive
Bland Line	Jones ¼ Line	400 metres easterly
Bland Line	Jones ¼ Line	300 metres westerly
Jones ¼ Line	Bland Line	300 metres northerly
Syer Line	Tapley ¼ Line	100 metres west of the Municipal address 888 Syer Line
<i>Carmel Line</i>	<i>County Rd. 10</i>	<i>100 metres east of County Rd. 28.</i>
<i>Howden ¼ Line</i>	<i>Stewart Line</i>	<i>Sharpe Line</i>

## Schedule "J"

### Heavy Vehicles Restricted

Road	Section	Restricted Hours
Cathcart Cr.	From Stewart Line to Highway 7	At all times
Dobbin Road	From limits of City of Peterborough to Dobbin Road south	At all times
Elmdale Road	From Brown Line to South entrance to Sysco Food Terminal	At all times
Whittington Dr.	From limits of City of Peterborough west to Dobbin	At all times
Whitfield Road	Bartlett Road/Whitfield Landing Intersection to the east end	At all times
Brown Line	From Hwy. 7 to Airport Road	At all times
Preston Road	Maple Grove Road to Stewart Line	At all times
Brown Line	Hwy 7 to Airport Road	At all times
Davis Road 1.4 km Northbound	From Stewart Line	At all times
Preston Road	Maple Grove Road to Stewart Line	At all times
Brown Line	Hwy 7 to Airport Road	At all times
<i>Whittington Drive</i>	<i>East of 2085 Whittington Drive to End</i>	<i>At all Times</i>

## Schedule "K"

### No Parking

When properly worded signs have been erected and are on display, no person shall park a vehicle on the street identified except as permitted herein;

<b>Highway</b>	<b>From</b>	<b>To</b>
Brookside Street	Tupper Street	400 metres west of Tupper
Street North Side – January 1 – June 30 South Side – July 1 – December 31		
Brookside Street	Driveway of 97 97 Brookside Street	6 metres East of Driveway at Brookside Street
<i>Cedar Crescent</i>	<i>Hutchinson Drive</i>	<i>End of Cedar Crescent on the South East side</i>

Cavan Monaghan Townships  
988 County Road 10  
Millbrook, Ontario L0A 1G0

C/O Mr. Wayne Hancock  
Road Superintendent

Dear Mr. Hancock

RE: PETITION TO INSTALL 50 KILOMETERS PER HOUR SPEED SIGNS

We the undersigned residents/neighbours on the Howden ¼ Line are requesting the installation and posting of speed limiting signs of 50 kilometers per hour on our section of public roadway due to safety concerns. Presently there are no posted speed signs on this specific section of road north of the Sharpe 11<sup>th</sup> line and south of the Stewart 12<sup>th</sup> line. Without posted speed signs, traffic can travel on township roads at 80 kilometers per hour.

Presently there are 24 homes with families on this section of the Howden ¼ Line. During the school year, there are seven school buses that travel and/or stop along this section of road twice daily. Many parents have chosen to stand waiting with their children for their designated bus due to the volume and speed of the traffic. Many of the residents walk with or without their children, with or without pets on this section of road daily. Bicycles are also ridden along this stretch of road. Currently it is NOT SAFE!

We have noticed a three-fold increase in traffic and speed on our road since the installation of a reduced speed and safety zone on County Road 10 at the North Cavan Public School site where there is also a police presence. We strongly believe the detouring of the reduced speed school zone may be one of the factors contributing to the increase in traffic as 95% of the cars and trucks travelling the Howden ¼ Line are not residents and either enter or exit from the east of the Stewart 12th line and either enter or exit driving west on the Sharpe 11th line toward Ida.

This section of the Howden ¼ Line can best be described as a valley between two abrupt hills. Drivers are entering from an 80 zone off the 11<sup>th</sup> line and increasing their speed as they descend to travel along the Howden ¼ line and vice versa



from the 12<sup>th</sup> line. Residents have spoken about being passed in their vehicles by speeding vehicles while travelling the Howden 1/4 Line even as they attempt to turn into their private driveways. Currently it is NOT SAFE!

We strongly feel that the installation and posting of speed limiting signs at 50 kilometers per hour is a positive move in the direction to keeping all our neighbours safe.


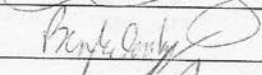
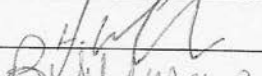
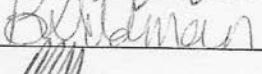
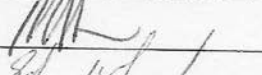
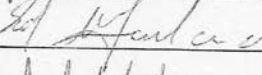
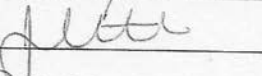
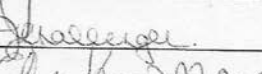

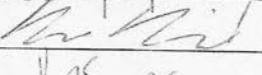
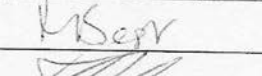

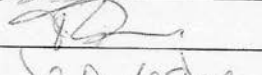
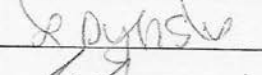
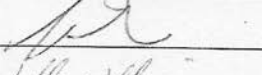

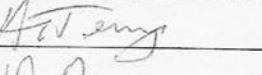
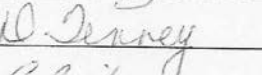
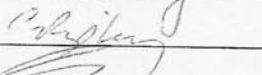


Thank you for your attention to this important matter. We look forward to hearing from you.

Yours truly

Neighbours on the Howden ¼ Line.

PETITION FOR THE INSTALLATION OF 50 KILOMETER PER HOUR SPEED SIGNS

TO KEEP OUR NEIGHBOURHOOD SAFE!

PRINT NAME	SIGNATURE	CONTACT INFO
Lisa McCree		(705) 741-6120
Ben McCree		(705) 859-1353
HAZE WALDMAN		(705) 927-3702
Becky Waldman		(705) 977-2633
ROSE SWINDON		705-928-6582.
Ed McFarland		705-745-7339
Justin Smith		705-927-3579
Jenna Challenger		705-808-9923.
Elsa Kropmans		705-749-2682
Shane Reid		705-927-6412.
Nancy Best		705-917-1757
Don Bloomer		705-745-2655
Tim DYKSTRA		705-740-2701
LeeAnne Dykstra		705-740-2701
Adam Dufford		705-875-7516.
Walter Williams		705-750-1211
ALAN TENNEY		705-745-6733
Debra Tenney		705-745-6733.
Christine Ripley		705-933-2056
Jeff Simpson		416 700 7269
Rebecca Ripley		705-933-2066

PETITION FOR THE INSTALLATION OF 50 KILOMETER PER HOUR SPEED SIGNS  
TO KEEP OUR NEIGHBOURHOOD SAFE!

PRINT NAME	SIGNATURE	CONTACT INFO
Brenda Byers	<i>Brenda Byers</i>	1989
Robert Byers	<i>Robert Byers</i>	1989
ROD RICHARDSON	<i>RRich</i>	743-1575
Doug BRADLEY	<i>Doug Bradley</i>	957 5573
Chris Walmsley	<i>[Signature]</i>	705 313 6098
Adam Hassaoui	<i>[Signature]</i>	705 927 6173
Victoria Hassaoui	<i>[Signature]</i>	289 892 2920
HEIDI VANDERLINDE	<i>Heidi VanXind</i>	705-775-2007

*R. J. Coleman & M. H. Bignell  
Cayuse Creek Ranch  
805 Carmel Line,  
Millbrook, Ontario  
LOA 1G0*



June 18, 2018

Mr. Wayne Hancock  
Director of Public Works  
Cavan Monaghan Municipal Office

Dear Mr. Hancock;

The purpose of this letter is to request a posted speed limit reduction on Carmel Line, west of County Road 10, to 60 kph from the present default of 80 kph.

The principal reason for this is the higher density of residences along the eastern part of the road – there are now 10 driveways within less than ½ km of road. This increases the risk of collisions with vehicles entering Carmel Line as well as risk of injury to pedestrians and pets.

Secondly, the amount of agricultural vehicular traffic is high due to the three large working farms and numerous field access points along the road. This has always been the case, and there are signs about sharing the road, but a reduced speed limit would reduce the risk of accidents.

Thirdly, my horse farm has many boarders now and most of them ride their horses along Carmel Line to access either the rail trail to the Ganaraska Forest or the west end of Carmel Line to access CF section of the Ganaraska Forest. There have been several incidents lately where riders have been dismounted due to speeding and noisy vehicles (one being a school bus driven by a lady notorious for her speed and bad language when confronted).

I have included a Facebook conversation with some of my neighbours on the subject. Except for one person, who gives some pushback, the ones engaged in the conversation are in favour of the change.

Also, I notice that Dyell Line has a 60 kph limit.

Please take this request to the appropriate decision makers for discussion and let me know of the outcome.

Respectively,

A handwritten signature in black ink, appearing to read "Bob Coleman".

Bob Coleman

705-932-2314

[arabians@cayusecreekranch.com](mailto:arabians@cayusecreekranch.com)

There have been several incidents lately reported by my boarders of vehicles going way too fast on Carmel Line, scaring their horses. Apparently the speed limit is 80 kph by default. I think the housing density near CR 10 is too high for that. I am proposing a letter go to Council recommending the limit be reduced to 60 kph. Most people go slightly over the limit anyway. Ironically, I see the school buses as being the worst offenders. Does anyone share my concerns? I can use the comments as fuel for my letter.

Krissy Wolfenberg Scaring the horses in the pastures or while be ridden? I know we slow down a ton when people are riding, just common sense.

Bob Coleman While being ridden, mostly west of our place where there are no trails beside the road. However, I think the highest risk is to kids and dogs in the area where you live.

Krissy Wolfenberg Bob Coleman yeah I haven't seen much down our way lately. The bus driver we have isnt fast the one before her was a speed demon.

Jenn Neath Deyell line is a 60, dont see why they all couldn't be the same

Rebecca Ibey Peters There are a lot of blind spots with the hills. I've had to jump into the ditch on more than one occasion while running to avoid being hit. And with kids, animals and slow moving farm vehicles routinely on the road I would totally support a limit of 60

Darlene McClatchey For the safety of all animals and people , I too support

Alison Wehrle I agree! So many vehicles going way too fast down the line!

Kathy Grose I definitely would love to see the speed limit reduced.

James Steigerwald People are beyond angry when they follow the GPS trying to get to the 115 only to find a dirt road. I see it all the time and they're pedal to the medal all the way back. I'd like to see a reduction and more signage to lookout for kids, horses etc....

Jane Wilson 60 is plenty fast enough

Beth Steinbeck how about a share TR road sign while your at it. too many don't want to allow farmers in tractors or riders on horses their space on the road

Debbie Gibson Ummmm Beth, we already have those; which sort of proves the point that not everybody notices signs. When using the road due diligence is needed by all parties

Janet Sneddon iagree

Janet Sneddon IAgree crazy.

Joanne Chadwick Just curious Bob Coleman how many acres do you have?? 😊😊

If the horses get spooked by vehicles I don't understand why your boarders bring them out on the road

Attachment#6

Mayor Scott McFadden  
Municipality of Cavan Monaghan  
988 County Road 10  
Millbrook ON  
LOA 1G0

December 4 2018

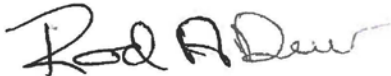
Dear Sir;

The reason for my letter today is concerning my property located at the intersection of Hutchison Drive and Cedar Crescent. As the road map will show there is section of the property facing Cedar Crescent that shows some road allowance. When people park in this area they tend to drive out on to my property and in some cases cause damage to the lawn by spinning their wheels on it. A number of people still think when confronted that the township still owns this land or "it's just grass so what your problem". Many people who live in our Municipality know how much time and energy into this property. I do it for two reasons, one for the exercise and the other is pride I feel when people stop and tell how lovely it looks. As some on council may know not only do I look after my property but also look after the roadside from my residence to south of the bridge area. Many of the residents appreciate this when the walk their children or dogs down the road.

With that in mind I would like to request if council could possible make the area from Hutchison Drive to the end of road way a no parking zone on the eastside road allowance and post it. My only other option is to put up a large fence that would not be well received by my neighbours.

I hope council can see their way to grant my request.

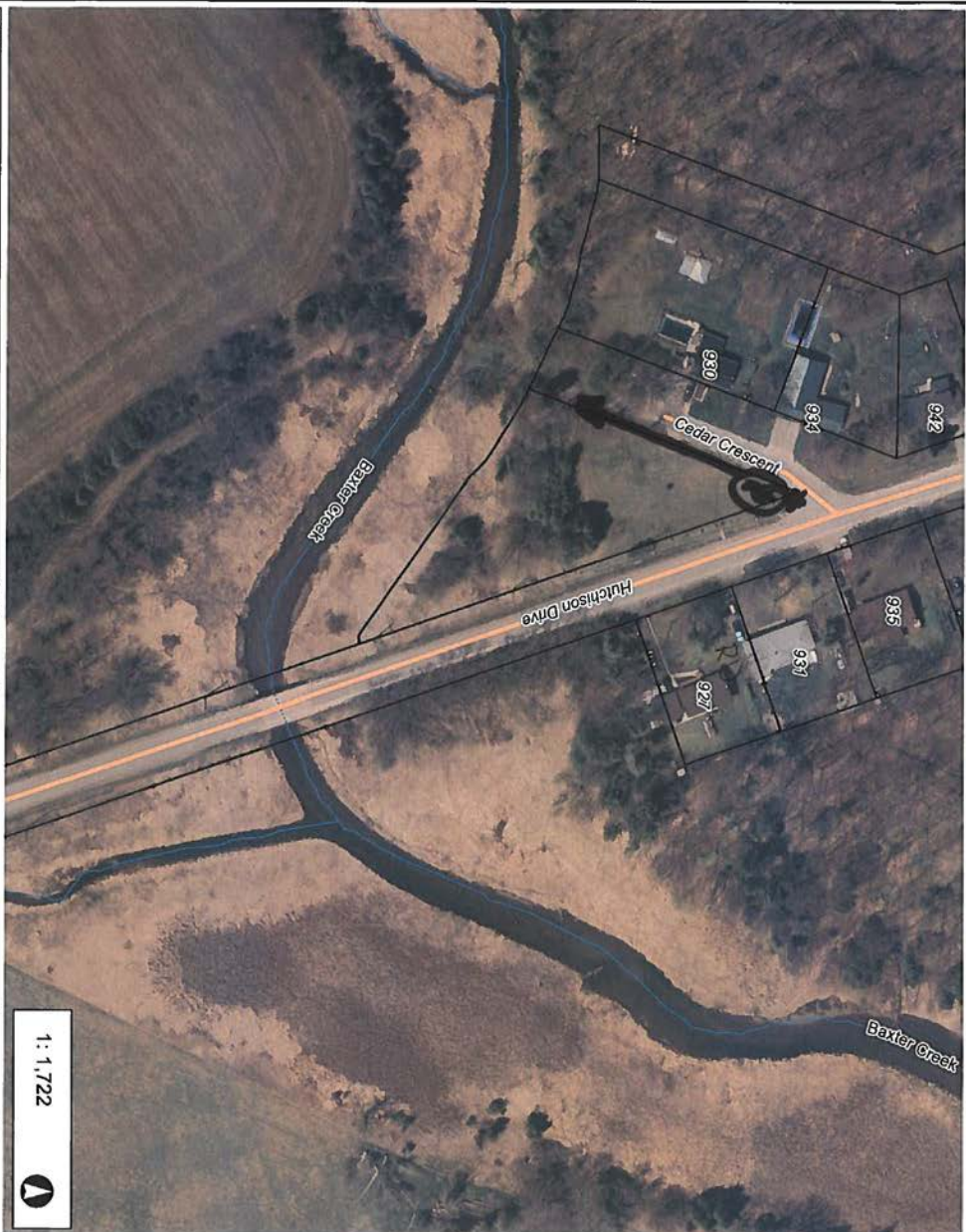
Respectfully submitted for your consideration.



Rod A. Dew



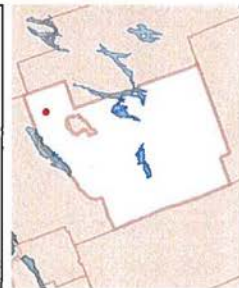
### GIS Viewer



87.5  
0 43.74 87.5 Meters  
North American, 1983, CSRS, UTM, Zone, 17N  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

1 : 1,722



#### Legend

- Roads < 50,000
  - Priv : Private; Priv
  - City Arterial
  - City Collector and Local
  - City Owned Underslified
  - Provincial
  - County
  - Township
  - Water Access Only
- Outside Roads < 50,000
  - Major Roads
  - Local Roads
- First Nations
- Civic Address
- Parcel Fabric
- Parcel First Nations - Canada I
- Rivers
  - Intermittent
  - Permanent
- Clean Water Act Policies Apply
- Provincially Significant Wetland
- Lakes - Local Scale
- Municipal Boundary - Upper TI
- <all other values>
- COUNTY OF PETERBOROUGH

#### Notes



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2019-04
<b>Subject:</b>	Repairs to 2010 John Deere Grader Vehicle 31-10

**Recommendation:**

That Council approve a transfer of \$ 65,000.00 from the Asset Replacement Reserve Account to the General Ledger Account 01-4672-3245 Vehicle Maintenance for the repairs on the 2010 John Deere Grader.

---

**Overview:**

On February 27, 2019, the roads staff reported that the 2010 John Deere Grader had broken down and would need to be floated to the Nortrax Canada Service Center on Highway 7 east of Peterborough. In order to assess the repair, staff has authorized the tear down of the rear axle and brake system. We had also, requested a meeting with Nortrax Canada to understand the magnitude and the cost of the repair. This was provided in a quote of \$ 66,654.44 (Attachment No.2)

Staff discussed the repair with the service repair manager of Nortrax Canada and our own staff. It would appear that the grader continued to be operated with the brake pedal stuck. Staff are continuing to investigate the background of this problem.

In conjunction with this staff are continuing to provide “on going” training and “cross training” on equipment operation, both for “off road” and “on road” vehicles. In addition, staff are introducing a tracking system on ongoing maintenance on all equipment to avoid this type of repair in the future. This will be implemented immediately.

Due to the high cost and magnitude of this repair, staff are bringing forward this report to request approval of the transfer of funds to cover this from the reserve account.

**Financial Impact:**

Under the approved operating budget for equipment repairs, the amount of \$14,620.00 was approved for vehicle maintenance of the 2010 John Deere Grader (31-10). As previously noted in the report, this grader must have the total rear wheel brake housing



and gear unit replaced, several hydraulic hoses, and refurbished leaking cylinders by Nortrax Canada at their sales and service location on Hwy. 7, east of Peterborough. The cost to date is the tear down of the unit which is \$8,485.85. The estimated cost/quote on this repair including parts, labour and H.S.T. is \$66,654.44. The total estimated cost of repair including tear down is \$75,140.29. As noted, these repairs include total replacement of the housing unit, gear and rear brake assembly, hoses and leaking cylinders.

Staff are requesting authorization to proceed with the repair and to have the approval of the transfer in the amount of \$65,000.00 from the General Reserve Account to the General Ledger Account 01-4673-3245 Vehicle Maintenance for this piece of equipment. The remaining cost will be paid from the approved budget.

**Attachment**

1. Nortrax Service Teardown Invoice
2. Nortrax Service Quote

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer

Nortrax Canada Inc.  
 1003 Highway 7 East  
 Peterborough, ON K9J 7Y8  
 Phone: 705-742-5401  
 Fax: 705-742-6414  
 H.S.T. (R888119591) Q.S.T. (1018694685)



Remit payment to:  
 Nortrax Canada Inc.  
 PO Box 15699  
 Station A  
 Toronto ON  
 M5W 1C1

\*\*\*PROFORMA INVOICE\*\*\*

Invoice To Account No: 1135

**SERVICE INVOICE**

The Corporation of the Township of Cavan-Monaghan  
 988 County Road 10  
 RR #3  
 Millbrook ON L0A1G0  
 Bus Phone: 705-932-2929

**Deliver To:**

The Corporation of the Township of Cavan-Monaghan  
 988 County Road 10  
 RR #3  
 Millbrook ON L0A1G0  
 Bus Phone: 705-932-2929

Invoice Number:  
 Invoice Date: 03/15/2019  
 Location: 17  
 Work Order Number: 242592  
 Payment Type: Account  
 Customer PO No:  
 Make/Model: 2010 JOHN DEERE 770G  
 Meter Reading: 4146  
 Serial Number: 1DW770GXP0630623  
 Equipment Number: W69324  
 Fleet Number:  
 Page: 2 of 2

FLUIDS NECESSARY. REMOVED REAR WHEELS, PUT ON SKIDS AND TOOK OUTSIDE. REMOVED ALL SIDE PANELS AND DOORS FROM REAR ENGINE AND COOLER COMPARTMENT. REMOVED TANDEMS ON BOTH SIDES. REMOVED DRIVE SHAFT GOING TO DIFFERENTIAL AND REMOVED ALL DIFFERENTIAL LOCK/ BRAKE LINES/ AND COOLER LINES GOING TO DIFFERENTIAL. REMOVED RIGHT SIDE COOLANT TUBE FROM ENGINE AND INTAKE PIPES ON LEFT SIDE TO ACCESS TOP HOUSING BOLTS. REMOVED TORQUE ARMS FROM REAR DIFFERENTIAL. REMOVED ALL HOUSING BOLTS AND LOWERED DIFFERENTIAL DOWN. PLACED ON SKID AND TOOK OUTSIDE TO POWER WASH OFF. DISASSEMBLE AND INSPECT REAR DIFFERENTIAL ASSEMBLY. BRAKE PISTONS AND BRAKE DISCS ARE BURNT AND SERVICE BRAKE DISC TEETH AND HOUSING SPLINES STRIPPED. RING AND PINION SHOW EXCESSIVE WEAR AND PITTING.

CREATED PARTS LISTS FOR ALL REPAIRS NEEDED ON MACHINE. CLEANED WORK AREA.

PartNumber	Description	Quantity	Net Price	Extended Price	Taxed Ind
KLE313	BRAKE CLEAN	1.00	4.91	\$4.91	Y

**Miscellaneous Charges:**

Environmental Fees	\$215.84
Shop Supplies	\$65.00

Labor: \$6,659.00    Parts: \$4.91    OL&M: \$0.00    Misc: \$280.84    Sub-Total: \$6,944.75

Advisor: Kerrie Davis

Labor: \$7,194.50  
 Parts: \$34.19  
 OL&M: \$0.00  
 Misc: \$280.84  
 GST: \$0.00  
 PST: \$0.00  
 HST: \$976.32  
 QST: \$0.00  
**Total: \$8,485.85**

**TERMS AND CONDITIONS**

Payment in full is due thirty (30) days from the date of invoice (due date) on approved open accounts. Any amount not paid within the thirty (30) days of the due date (interest-free period) will be subject to a monthly service charge of one and one-half percent (1.5%) or the maximum rate allowed by law, whichever is less, from the end of the interest-free period.

Received by: .....

Date: .....

Attachment#2

Nortrax Canada Inc.  
 1003 Highway 7 East  
 Peterborough, ON K9J 7Y8  
 Phone: 705-742-5401  
 Fax: 705-742-6414  
 H.S.T. (R888119591) Q.S.T. (1018694685)



Remit payment to:  
 Nortrax Canada Inc.  
 PO Box 15699  
 Station A  
 Toronto ON  
 M5W 1C1

\*\*\* PROFORMA INVOICE \*\*\*

Invoice To Account No: 1135

Quote Expires: 04/13/2019

**SERVICE QUOTATION**

The Corporation of the Township of Cavan-Monaghan  
 988 County Road 10  
 RR #3  
 Millbrook ON L0A1G0  
 Bus Phone: 705-932-2929

Invoice Number:  
 Invoice Date: 03/22/2019  
 Location: 17  
 Work Order Number: 244516  
 Payment Type: Account  
 Customer PO No:  
 Make/Model: 2010 JOHN DEERE 770G  
 Meter Reading: 4146  
 Serial Number: 1DW770GXPA0630623  
 Equipment Number: W69324  
 Fleet Number:  
 Page: 2 of 4

Deliver To:

The Corporation of the Township of Cavan-Monaghan  
 988 County Road 10  
 RR #3  
 Millbrook ON L0A1G0  
 Bus Phone: 705-932-2929

REMOVE AND REPLACE COOLER OIL LINES  
 REPLACE STICKING BRAKE PEDAL  
 REPLACE LEAKING FILTER HOUSING

PartNumber	Description	Quantity	Net Price	Extended Price	Taxed Ind
19M9873	SCREW	8.00	3.32	\$26.56	Y
24H1391	Washer	2.00	1.21	\$2.42	Y
38H1163	ADAPTER FI	1.00	22.04	\$22.04	Y
38H5141	Fitting	2.00	9.76	\$19.52	Y
38H5155	ADAPTER FI	1.00	28.70	\$28.70	Y
51550	Gasket Sealer	3.00	29.85	\$89.55	Y
62H1043	FITTING	2.00	53.81	\$107.62	Y
AT101565	FILTER	1.00	6.68	\$6.68	Y
AT305833	Oil Line	1.00	131.68	\$131.68	Y
AT314925	Oil Cooler	1.00	3,800.73	\$3,800.73	Y
AT335492	HYDRAULIC FILTE	1.00	119.39	\$119.39	Y
AT337829	Line	1.00	140.06	\$140.06	Y
AT341088	Filter Head	1.00	430.33	\$430.33	Y
AT463148	PEDAL	1.00	583.86	\$583.86	Y
H150941	Cap Screw	2.00	1.35	\$2.70	Y
R26375	PACKING	7.00	2.68	\$18.76	Y
R26448	PACKING	4.00	2.15	\$8.60	Y
R26906	PACKING	1.00	4.00	\$4.00	Y
R29936	PACKING	1.00	4.80	\$4.80	Y
T158340	GASKET	2.00	17.78	\$35.56	Y
T172927	GASKET	2.00	17.49	\$34.98	Y
T233898	GASKET	2.00	19.79	\$39.58	Y
T77613	O-RING	14.00	2.07	\$28.98	Y
T77857	O-RING	21.00	2.14	\$44.94	Y
T77858	O-RING	3.00	2.35	\$7.05	Y
T81029	NUT	2.00	3.35	\$6.70	Y
TY22503	3/8" HOSE BY FOOT	4.00	4.08	\$16.32	Y
TY26576	COOL-GARD PREMIX 10L	5.00	53.96	\$269.80	Y
TY27318	HYDRAU XR 18.9 LITRE	2.00	153.56	\$307.12	Y

CONTINUED ON NEXT PAGE->

Nortrax Canada Inc.  
 1003 Highway 7 East  
 Peterborough, ON K9J 7Y8  
 Phone: 705-742-5401  
 Fax: 705-742-6414  
 H.S.T. (R888119591) Q.S.T. (1018694685)



Remit payment to:  
 Nortrax Canada Inc.  
 PO Box 15699  
 Station A  
 Toronto ON  
 M5W 1C1

\*\*\* PROFORMA INVOICE \*\*\*

Invoice To Account No: 1135

Quote Expires: 04/13/2019

**SERVICE QUOTATION**

The Corporation of the Township of Cavan-Monaghan  
 988 County Road 10  
 RR #3  
 Millbrook ON L0A1G0  
 Bus Phone: 705-932-2929

Invoice Number:  
 Invoice Date: 03/22/2019  
 Location: 17  
 Work Order Number: 244516  
 Payment Type: Account  
 Customer PO No:  
 Make/Model: 2010 JOHN DEERE 770G  
 Meter Reading: 4146  
 Serial Number: 1DW770GXPA0630623  
 Equipment Number: W69324  
 Fleet Number:  
 Page: 3 of 4

Deliver To:

The Corporation of the Township of Cavan-Monaghan  
 988 County Road 10  
 RR #3  
 Millbrook ON L0A1G0  
 Bus Phone: 705-932-2929

U12547	O-RING	3.00	3.11	\$9.33	Y
X1J543-6-6	ELBOW FITT	2.00	26.77	\$53.54	Y
X1J743-8-6	FEM ORFS SWV 45	3.00	25.90	\$77.70	Y
X1J743-8-8	FEM ORFS SWV 45	2.00	24.50	\$49.00	Y
X1J943-12-12	FEM ORFS SWV 90	2.00	46.43	\$92.86	Y
X1J943-6-6	FEM ORFS SWV 90	1.00	21.71	\$21.71	Y
X1J943-8-8	FEM ORFS SWV 90	5.00	26.77	\$133.85	Y
X1JB43-6-6	HOSE FITTING	1.00	19.38	\$19.38	Y
X1JC43-12-12	FEM ORFS SWIVEL	2.00	28.01	\$56.02	Y
X1JC43-6-6	FEM ORFS SWIVEL	5.00	14.03	\$70.15	Y
X1JC43-8-8	FEM ORFS SWIVEL	7.00	16.96	\$118.72	Y
X1JS43-6-8	FEM ORSF SWVSTR	2.00	23.64	\$47.28	Y
X351TC-12-R/L	HYD HOSE 4,000	60.00	1.44	\$86.40	Y
X471TC-6-rl	Bulk Hose 5000 PSI	764.00	0.60	\$458.40	Y
X471TC-8-rl	Bulk Hose	520.00	0.67	\$348.40	Y

Labor: \$4,284.00    Parts: \$7,981.77    OL&M: \$0.00    Misc: \$0.00    Sub-Total: \$12,265.77

**GEN03 Retail**

CONCERN:  
 QUOTE TO RESEAL CRAIG MANUFACTURING FRONT AND REAR BLADE LIFT CYLINDERS FOR PLOW  
 REPLACE LEAKING ARTICULATION HOSES

CAUSE:  
 CORRECTION:  
 REMOVE AND DISASSEMBLE THREE PLOW BLADE CYLINDERS.  
 RE SEAL AND RE ASSEMBLE CYLINDERS.  
 RE INSTALL CYLINDERS  
 REMOVE AND REPLACE THREE LEAKING ARTICULATION HOSES

PartNumber	Description	Quantity	Net Price	Extended Price	Taxed Ind
40405-26-OBS	Seal Kit	1.00	212.57	\$212.57	Y
40463-21-5B	Seal Kit	1.00	258.64	\$258.64	Y
40566-09-2B	Seal Kit	1.00	216.39	\$216.39	Y
51M7043	O-RING	4.00	3.19	\$12.76	Y

CONTINUED ON NEXT PAGE->

Nortrax Canada Inc.  
 1003 Highway 7 East  
 Peterborough, ON K9J 7Y8  
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 Page: 4 of 4

Deliver To:

The Corporation of the Township of Cavan-Monaghan  
 988 County Road 10  
 RR #3  
 Millbrook ON L0A1G0  
 Bus Phone: 705-932-2929

R26375	PACKING	4.00	2.68	\$10.72	Y
T77613	O-RING	4.00	2.07	\$8.28	Y
T77857	O-RING	4.00	2.14	\$8.56	Y
TY27367	HYDRAU 18.9 LITRE	4.00	112.05	\$448.20	Y
X1J743-6-6	FEM ORFS SWV 45	1.00	22.15	\$22.15	Y
X1J743-8-8	FEM ORFS SWV 45	2.00	24.50	\$49.00	Y
X1JC43-6-6	FEM ORFS SWIVEL	1.00	14.03	\$14.03	Y
X1JC43-8-8	FEM ORFS SWIVEL	2.00	16.96	\$33.92	Y
X471TC-6-rl	Bulk Hose 5000 PSI	42.00	0.60	\$25.20	Y
X471TC-8-rl	Bulk Hose	86.00	0.67	\$57.62	Y

**Miscellaneous Charges:**

Environmental Fees \$250.00  
 Shop Supplies \$65.00

Labor: \$1,836.00    Parts: \$1,378.04    OL&M: \$0.00    Misc: \$315.00    Sub-Total: \$3,529.04

Advisor: KIMBERLY MALONEY

Labor: \$12,240.00  
 Parts: \$54,099.44  
 OL&M: \$0.00  
 Misc: \$315.00  
 Total: \$66,654.44

**TERMS AND CONDITIONS**

Received by: .....

Date: .....



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2019-05
<b>Subject:</b>	Tender T-PW-19-04 Road Sweeping

### Recommendations:

1. That Council award the Road Sweeping Tender T-PW-19-04 to A&G The Road Cleaners LTD. of Bolton, Ontario, for the amount of \$102,900.00 plus H.S.T in the amount of \$13,377.00 for a total amount of \$116,277.00; and
2. That this tendered number of hours will be reduced for a total actual cost to the Township of \$70,000.00 including net H.S.T.

### Overview:

Tenders are called annually for various products and services, which the Township requires. The purpose of this report is to recommend to Council to award the Tender T-PW-19-04 A&G The Road Cleaners LTD. of Bolton, Ontario.

The tender for Road Sweeping was called and posted to the Township website on March 1, 2019. The closing date was March 20, 2019 at 11:00 a.m. The tender was opened publicly at 11:10 a.m. the same day, with Councillor Cathy Moore, Elana Arthurs, Kimberley Pope, Evan Grieger and Wayne Hancock in attendance representing the Township.

The following is the result of the tender opening:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| 1. Hughson Fencing & Guardrail | \$105,000.00 (plus applicable H.S.T.) |
| 2. Fairview Trucking Inc.      | \$124,600.00 (plus applicable H.S.T.) |
| 3. A&G The Road Cleaners LTD.  | \$102,900.00 (plus applicable H.S.T.) |

**Financial Impact:**

An amount of \$70,000.00 was allocated in the approved Operating Budget 2019 for Road Sweeping, account number 01-4612-4100. Staff is recommending that the total hours of operation of the street sweeping and water trucks to reflect the tender amount of \$70,000.00. The hours of operation per truck will be reduced from 350 to 240 hours.

The tender was called to include pricing for 2019, 2020 and 2021. Each year is subject to the budget approval by council and the contractor will be contacted after each approval.

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Officer



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Wayne Hancock, Director of Public Works
<b>Report Number:</b>	Public Works 2019-06
<b>Subject:</b>	Proposed Waste Management Program Changes - 2019

### Recommendations:

1. That Council approve the adoption and implementation of a Clear Bag Program to be introduced September 1, 2019 and to become mandatory on January 1, 2020; and
2. That Council adopt an education and outreach program for the introduction of the Clear Bag Program to the residents and general public and that staff embark on this media campaign on June 1, 2019. The estimated cost of this program is \$3,000.00 and these funds will have to be transferred from the reserve funds to cover this; and
3. That Council approve the elimination of free bag tags for residents wishing to use the Transfer Station to dispose of garbage effective as of September 1, 2019; and
4. That Council approve a user fee of \$ 3.00 per bag for garbage being disposed of at the Transfer Station effective September 1, 2019; and
5. That Council request by Council resolution that the County of Peterborough implement a kitchen waste program (Green Bin), a bulk plastic recycling program and a Styrofoam collection program; and
6. That Council request by Council resolution that the County of Peterborough continue collection of the leaf and yard waste program in Millbrook Ward and North Monaghan Ward, and provide for the same collection program in Cavan Ward; and
7. That the current Waste Management By-law limits of two bags for residential and four bags for commercial remain the same for curbside collection and the program remain at a weekly collection; and



8. That the hours of operation at the Transfer Station remain unchanged; and
9. If Council approves the above recommendations then the Waste Management By-law No. 2012-06 and User-fee By-law No. 2019-13 be updated accordingly.

**Overview:**

The County of Peterborough has been considering introducing additional tipping fees for those Townships that do not decrease their waste disposal and increase recycling. Our Township has not been improving and we must change the way we handle waste.

On January 25<sup>th</sup> to February 15<sup>th</sup> 2019, staff conducted an online Waste Management survey to the Residents of Cavan Monaghan. The Waste Management survey is to understand the resident’s waste management practices, concerns with the present program and comments on possible changes. This survey will help the Township of Cavan Monaghan make informed decisions about the future waste management plan. Out of 3419 houses in the Township, 209 residents responded to the survey.

The following table summarizes the three main questions asked to the residents;

<b>The first option the Township is considering is eliminating bag tags and implementing a user fee at the Transfer Station as a way of offsetting higher operating costs and reducing the amount of waste going to landfill. Would you support this option?</b>		
	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Definitely would support	73	35%
Might or might not support	76	37%
Definitely would not support	54	26%
No Responses	4	2%
<b>Total</b>	<b>207</b>	<b>100%</b>

<b>The second option under consideration is the mandatory use of clear garbage bags. Clear garbage bags will make it easier to see recyclable material that should be placed in the Blue Box/Cart or Hazardous Waste items that should be disposed of safely. A smaller opaque bag, such as a grocery bag, can be placed inside the clear garbage bag for disposing of sensitive or personal items. Would you support this option?</b>		
	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Definitely would support	60	29%
Might or might not support	58	28%
Definitely would not support	85	41%
No Responses	4	2%
<b>Total</b>	<b>207</b>	<b>100%</b>

**If Peterborough County was to implement a Green Bin (i.e. kitchen waste) collection, the Township may consider altering garbage pick-up to every-other-week. Would you support this option?**

	Number of Response(s)	Response Ratio
Definitely would support	66	32%
Might or might not support	57	28%
Definitely would not support	80	39%
No Responses	4	2%
<b>Total</b>	<b>207</b>	<b>100%</b>

Attachment No. 1 is the total results and comments for reference.

### **Recommendation No. 1**

Although the survey results weighted higher on the “Definitely would not support” mandatory use of clear garbage bag, staff are strongly recommending introducing a clear bag program for use of residents for waste collection. This would require residents to place their waste in clear bags for both curbside collection and disposal at the Transfer Station and help to improve the waste disposal numbers and encourage recycling.

Most recently, the Townships of Asphodel-Norwood, Douro Dummer, Trent Lakes, and the City of Kawartha Lakes along with 40 other communities in Ontario have introduced this program.

The reasons cited as benefits of this program are as follows:

1. The main reason cited for the use of clear bags is to address health and safety concerns related to worker injury by identifying hazardous waste in garbage bags.
2. The second reason is to encourage more public participation in recycling. The clear bag allows the collector a quick scan of the bag to determine if divertible items are inside. This program relies on the motivation of residents to recycle based on the possibility of bags being rejected and tagged.
3. To avoid issues or privacy concerns, residents will be allowed to place one small “privacy bag” in the clear bag.

Staff are recommending that this program be introduced on September 1, 2019 and become mandatory January 1, 2020.

### **Recommendation No. 2**

Staff are recommending on June 1, 2019 to launch an information and media campaign on clear bags that would be include the following:

1. Create and implement an internal education/training program for municipal staff beginning in May and ongoing.

2. Generate conversation with local retailers to ensure that clear bags are available to purchase locally beginning in June and ongoing.
3. Create and implement a community engagement plan that will aggressively promote the clear bag program June and ongoing.
4. Public Information Session in June.
5. Ongoing dialogue and encouragement to Peterborough County staff in regards to a long-term solution to organics waste.
6. Review of Township's Waste Management By-law and increased signage for enforcement in July.
7. Meetings between Curbside Collection Contractor and Township staff to ensure a complete understanding of the program expectations for both parties in July.
8. Soft Launch of Clear Bag Program week of September 1, 2019.
9. Mandatory participation starts week of January 1<sup>st</sup>, 2020 – Clear Bag Program will be fully in effect and enforced.

If Council approves the recommendations, staff will hold a public information session in mid-June to educate the public on the program and initiate a media campaign to provide information through newspapers, flyers, information with tax bills and through numerous multi-media outlets.

#### **Recommendation No. 3 and No. 4**

Staff are recommending to Council to eliminate giving out free bag tags at the Transfer Station and are recommending introducing a fee of \$3.00 for each bag taken to the transfer station by residents effective September 1, 2019.

We believe there are a number of issues around residential garbage being disposed of at the Transfer Station which will need to be off set. These are as follows;

1. The cost of the disposal at the Transfer Station is high due to the method used to handle garbage. The waste is hand thrown into the bins on site with no compaction. These bins are disposed of by our garbage contractor at a cost \$90.00 per bin lift. The total cost of this operation per year is estimated at just under \$ 70,000.00. Staff explored the opportunity of introducing a bin compactor but the physical location of the Transfer Station would not allow it.
2. Some residents are using both the curbside and the bag tags system and therefore not following the By-law. We have tried to monitor this through the curbside program but these are only spot checks and not conclusive.
3. Recyclables are being thrown into the garbage and we believe that the clear bags system will help to eliminate these and change both our waste numbers and our recyclable amounts. It will also eliminate to an extent overweight bags which is also becoming a large problem.

4. Staff has previously reported on our review of some of the waste reduction programs of our neighbouring Municipalities, including the Township of Asphodel-Norwood, Havelock-Belmont-Methuen, Douro-Dummer and Otonabee-South Monaghan. To this point, a fee of \$ 3.00 per bag is reasonable and will encourage curbside and will encourage recycling.
5. There is a large amount of staff time required to catalogue and to hand out bag tags. If we add these in at the beginning of the year with tax statement, we can off set the cost and time required. At many times, staff are criticized for the program and are questioned on why it was set up the way it has been. Our recommendation is to eliminate the bag tag system and introduce a user pay system for this waste.

#### **Recommendation No. 5**

Staff believe that the County should take the lead on a number of programs including introducing a.) kitchen waste (Green Bin) program, b.) a bulk plastic recycling program, and c.) a Styrofoam collection program. We have recommended that Council forward a Council resolution to request these programs. The County has presently called the tender for the blue box collection and we believe these programs could be considered part of this tender.

#### **Recommendation No. 6**

Staff believe that the County should provide Leaf and Yard Waste pick up for the Cavan Ward. The Leaf and Yard Waste Program is not changing for 2019, as follows:

Millbrook Ward, North Monaghan Ward, and Cavan Ward will remain the same and will have a spring and fall curbside collection. The dates for this collection have not been set for this year.

In addition, it is our understanding that M & M Disposal has been sold to Waste Connections of Canada and they may not want to do leaf and yard waste collection. Again, we are requesting the County to not only continue the present program in Millbrook and North Monaghan, but extend this to include Cavan Ward. The County of Peterborough covers the cost of leaf and yard waste pick up in Millbrook Ward and North Monaghan Ward.

#### **Recommendation No. 7**

The Waste Management By-law limits will remain as per the present By-law and there will be no charge if the waste is placed at the curb.

#### **Recommendation No. 8**

The hours of operation at the Transfer Station would remain the same which is 9:00 a.m. to 5:00 p.m. Mondays, Fridays, and Saturdays. The materials collected at the Transfer

Station being tires, batteries, textiles, WEEE products, etc., would remain the same as well.

**Recommendation No. 9**

If Council approves these recommendations, then our User Fees and Charges By-law and Waste Management By-law will be updated accordingly and brought forward to the next Council meeting.

**Financial Impact:**

Under the present approved budget for 2019, Account No. 01-4870-3748, has an allowance of \$1,500.00 for bag tag design, printing, and distribution. With the proposed change of only eliminating bag tags, the budget could be reduced by this amount in future years.

Staff are recommending the introduction of a media campaign for residents to understand and help the transition to the Clear Bag Program. This media campaign is in addition to the items previously approved in the 2019 waste budget. The estimated cost of the media program will be \$3,000.00.

If Council approves the control of the waste by-law at the curbside and approves a \$3.00 charge for all bags of waste being disposed of at the Transfer Station, funds would be available to offset any general operation and capital works that maybe required by the County for not meeting our average. In the future, many of the issues related to bag tag distribution and complaints would be eliminated. These additional funds collected could be used to also offset the overall cost of operating the Transfer Station which amounts to approximately \$125,000.00 per year of which \$65,640.00 is salaries and benefits.

The ultimate objective must be to reduce waste and encourage recycling. We must change our programs to promote this by implementing tighter controls through our Waste By-law.

**Attachment:**

1. Summary of Survey Results

Respectfully Submitted by,

Reviewed by,

Wayne Hancock  
Director of Public Works

Yvette Hurley  
Chief Administrative Office

Attachment #1

## Constant Contact Survey Results

**Survey Name:** Waste Management Survey 2019 Version 2

**Response Status:** Partial & Completed

**Filter:** None

3/25/2019 9:39 AM EDT

**Which ward in the Township of Cavan Monaghan do you live in?**

	Number of Response(s)	Response Ratio
Millbrook	114	55%
Cavan	92	44%
North Monaghan	3	1%
No Responses	0	0%
<b>Total</b>	<b>209</b>	<b>100%</b>

**Which of the following best describes your collection type?**

	Number of Response(s)	Response Ratio
Single family home (detached or semi-detached)	196	95%
Townhouse/row house	3	1%
An apartment/condo in a house or building with two to six units (duplex, triplex, fourplex, etc)	5	2%
Commercial	2	1%
No Responses	1	0%
<b>Total</b>	<b>207</b>	<b>100%</b>

**If you live in a multi-use building (i.e. apartment) building or complex: Are any of the other units in the building occupied by a business.**

	Number of Response(s)	Response Ratio
Yes	6	3%
No	61	29%
No Responses	140	68%
<b>Total</b>	<b>207</b>	<b>100%</b>

**If you live in a multi-use (i.e. apartment) building or complex which waste collection services do you use:**

	Number of Response(s)	Response Ratio
Curbside	25	83%
Landlord provided (private) disposal bin	0	0%
Transfer Station	7	3%
<b>Total</b>	<b>30</b>	<b>100%</b>

**How important is it to you that the Township of Cavan Monaghan reduce the amount of garbage that is sent to landfill?**

	Number of Response(s)	Response Ratio
Very important	97	49.2%
Somewhat important	68	34.5%
Not very important	21	10.6%
Not important at all	4	2.0%
Don't know	3	1.5%
No Responses	4	2.0%
<b>Total</b>	<b>197</b>	<b>100%</b>

**Currently, Cavan Monaghan permits two bags of garbage per week. Weight of the container or bag cannot exceed 30 pounds. Which of the following best describes your waste disposal in an average week?**

	Number of Response(s)	Response Ratio
You put out 2 or more garbage bags/containers	90	43%
You put out 1 full garbage bag/container per week	111	54%
No Responses	6	3%
<b>Total</b>	<b>207</b>	<b>100%</b>

**Do you currently use curbside collection or the Transfer Station (bag tags)?**

	Number of Response(s)	Response Ratio
Transfer Station (bag tag)	46	22%
Curbside	132	64%
Both	26	13%
No Responses	3	1.5%
<b>Total</b>	<b>207</b>	<b>99%</b>

**How many bag tags for additional garbage does your household use in an average year, if any?**

	Number of Response(s)	Response Ratio
1-6	26	13%
7-12	13	6%
13-24	13	6%
25 or more	6	3%
None/don't use	131	63%
Don't know	12	6%
No Responses	6	3%
<b>Total</b>	<b>207</b>	<b>100%</b>

**Does your household put out recycling - blue box items for curbside collection?**

	Number of Response(s)	Response Ratio
Yes	184	89%
No	21	10%
Don't know	0	0%
No Responses	2	1%
<b>Total</b>	<b>207</b>	<b>100%</b>



**Do you take your recycling to the transfer station?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Yes	70	35%
No	127	64%
Don't know	0	0%
No Responses	2	1%
<b>Total</b>	<b>199</b>	<b>100%</b>

**If you said yes to recycling in the previous question: How many Blue Boxes does your household put out at the curb in an average week?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
0	12	6%
1	29	14%
2	108	52%
3	34	16%
4	8	4%
5	1	0%
No Responses	15	7%
<b>Total</b>	<b>207</b>	<b>100%</b>

**If your answer to the previous question is 0 per week: Do you put a Blue Box out at the curb more than once a month?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Yes	20	10%
No	18	9%
No Responses	169	82%
<b>Total</b>	<b>207</b>	<b>100%</b>

**Do you participate in the leaf and yard waste collection program?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Yes	48	23%
No	154	74%
No Responses	5	2%
<b>Total</b>	<b>207</b>	<b>100%</b>

**Are you interested in a curbside green (kitchen waste) bin collection?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Yes	108	52%
No	96	46%
No Responses	3	1%
<b>Total</b>	<b>207</b>	<b>100%</b>

**Are you interested in hard plastic (i.e. children's toys, containers, furniture, shelving etc.) collection at the Transfer Station?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
Yes	167	81%
No	34	16.7%
No Responses	6	2.5%
<b>Total</b>	<b>207</b>	<b>100%</b>

**Do you currently use the Styrofoam recycling offered at the Transfer Station?**

	<b>Number of Response(s)</b>	<b>Response Ratio</b>
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Yes	111	54%
No	93	45%
No Responses	3	1%
<b>Total</b>	<b>207</b>	<b>100%</b>

The first option the Township is considering is eliminating bag tags and implementing a user fee at the Transfer Station as a way of offsetting higher operating costs and reducing the amount of waste going to landfill. Would you support this option?

	Number of Response(s)	Response Ratio
Definitely would support	73	35%
Might or might not support	76	37%
Definitely would not support	54	26%
No Responses	4	2%
<b>Total</b>	<b>207</b>	<b>100%</b>

Please list any concerns you may have in implementing this option?

72 Response(s)

The second option under consideration is the mandatory use of clear garbage bags. Clear garbage bags will make it easier to see recyclable material that should be placed in the Blue Box/Cart or Hazardous Waste items that should be disposed of safely. A smaller opaque bag, such as a grocery bag, can be placed inside the clear garbage bag for disposing of sensitive or personal items. Would you support this option?

	Number of Response(s)	Response Ratio
Definitely would support	60	29%
Might or might not support	58	28%
Definitely would not support	85	41%
No Responses	4	2%
<b>Total</b>	<b>207</b>	<b>100%</b>

Please list any concerns you may have with implementing this option?

55 Response(s)

If Peterborough County was to implement a Green Bin (i.e. kitchen waste) collection, the Township may consider altering garbage pick-up to every-other-week. Would you support this option?

	Number of Response(s)	Response Ratio
Definitely would support	66	32%
Might or might not support	57	28%
Definitely would not support	80	39%
No Responses	4	2%
<b>Total</b>	<b>207</b>	<b>100%</b>

Please list any concerns you might have with this option?

80 Response(s)

The Township currently requires residents to have a bag tag sticker when using the Transfer Station, however these tags currently are free. As a result, some residents may be using both curbside and the Transfer Station. If you had to choose between systems, which of the three listed below would you choose?

	Number of Response(s)	Response Ratio
Existing weekly curbside collection with an additional garbage bag fee of \$2.50 (at the Transfer Station).	83	40%
Bi-weekly collection of 3 bags maximum with limited number of free bags annually	21	10%
User fee/bag tag system (i.e. fee for all garbage Bags - curbside or Transfer Station)	20	10%
No change to current collection system	80	39%
No Responses	3	1%
<b>Total</b>	<b>207</b>	<b>100%</b>

Where do you look to get your information about Cavan Monaghan/Peterborough County programs, services, or initiatives?

	Number of Response(s)	Response Ratio
Local daily newspapers	43	8%
Local Community weekly newspapers	55	10%
Radio	18	3%
Television	11	2%
Website - Cavan Monaghan	139	25%
Website(s) - Other	15	3%
Facebook	103	19%
Twitter	6	1%
At local facilities/centres/rinks	25	5%
Mailings/flyers delivered to your home	44	8%
Word of mouth	77	14%
Other	7	1%
Don't know	3	1%
<b>Total</b>	<b>546</b>	<b>100%</b>

**Which of the following age groups do you fall into?**

	Number of Response(s)	Response Ratio
17 years or younger	0	0%
18-24 years	2	1%
25-34 years	34	16%
35-44 years	58	28%
45-54 years	46	22%
55-64 years	40	19%
65-74 years	24	12%
75 years and older	1	0%
No Responses	2	1%
<b>Total</b>	<b>207</b>	<b>100%</b>

**Including yourself, how many people live in your household?**

	Number of Response(s)	Response Ratio
1	9	4%
2	63	30%

3	31	15%
4	70	34%
5	18	9%
6 +	14	7%
No Responses	2	1%
<b>Total</b>	<b>207</b>	<b>100%</b>

Of the people living in your house, how many are under 18 years old?

	Number of Response(s)	Response Ratio
0	90	43%
1	21	10%
2	71	34%
3	11	5%
4	11	5%
5	0	0%
6+	0	0%
No Responses	3	1%
<b>Total</b>	<b>207</b>	<b>100%</b>

<b>Constant Contact Survey Results</b>	
<b>Survey Name:</b> Waste Management Survey 2019 Version 2	<b>Resident Comments</b>
<b>Response Status:</b> Partial & Completed	
<b>Filter:</b> None	
<b>Please list any concerns you may have in implementing this option? - Responses</b>	
Transfer station	<b>Answer</b>
	why would we have to pay to take our garbage to the transfer station when curbside pick up would not be charged. We are saving the township money by delivering our garbage and making use of the recycle centre so others can use our prized possessions when we are finished with them
	Is the twp looking to do curbside pick up everywhere? What would the user fee be? There are other options such as offering subsidized compost bins to residents to help divert waste. Concern that the cost would be high enough that persons would dump on the side of the road.

	The fee won't be high enough to have people use diversion options such recycling.
	User fees might result in additional and illegal dumping of garbage in rural areas. We occasionally find illegally dumped material by the roadside.
	we pay for this already through taxes
	I typically only use the transfer station if I dont get my recycling put out or its missed. Some times I drop items that require a fee (which I'm fine with, ie lumber). A fee to enter for recycling seems to hinder the purpose, unless you exclude this. Bag tags for over 2 bags seems realistic and fair.
	Back log to pay at transfer station.  People will just throw their garbage on the side of the road instead of paying fee
	I believe a more beneficial way to reduce waste would be the use of clear bags and implementing green waste. It would be worthwhile for the township to look at Prince Edward Island's waste collection program. They managed to reduce their waste sent to landfill by over 70%!
	Depending on the user fee people may not pay it and instead choose to dump garbage elsewhere. Eg. along the road.
	Do you think this would lead to an increase in the amount of garbage people dump on side roads?
	I would actually like to see the numbers on this. I have actually chosen to take my garbage to the transfer station. If I have 1 or 2 bags a year that have to go out on the curb, I put a bag tag on them, because I opted to go to the transfer station rather than curbside pick up. Going to the transfer station encourages me to separate my recycles
	This will result in people just throwing their garbage along the roadside. During the summer when I walk, I take a garbage bag with me to clean up the ditches; obviously that will stop because I refuse to pay to get rid of other people's garbage. A better suggestion would be pick up garbage one week and recycling the next.
	Garbage disposal should always be included in our property taxes. No extra fees.
	I make a big effort into reducing what I take to the transfer station. Bloody hell if I am going to be penalized for that.
	I use to always take my styrofoam to the transfer station until they told me they no longer accept it and to just throw it out. So I haven't since then
	ROad side waste will skyrocket! Already a huge issue
	I often have to go to the transfer station because my garbage isn't picked up. This is because, when I put out two bags and it isn't picked up, I then have to dispose of them at the transfer station or else I'll have

	extra bags for the next pick up.
	cost...we already pay taxes that should include the cost of some garbage disposal
	How would the fee be assigned? Collected and accounted for,
	we live on a hill and a busy highway is the township responsible if my garbage causes an accident? I don't think so... The traffic especially large trucks have greatly increased so it would be very dangerous as well as most of it would end up in the ditch! We have a lot of cardboard from our farm so easier to take to the transfer station.
	Cost
	Recycle company forces me to put my recycle bins across the street on my neighbour's property or they won't pick it up. Makes no sense.
	I prefer using the transfer station for drop off because of the food waste in bags-animals get into the garbage and the pick up is across the street,which is far and creates a mess at my neighbors property. We have also had our garbage not picked up at all. The transfer station is much more reliable and I love dropping off items to the reuse centre
	My taxes have increased to 6000.00. I'd like that to include my garbage disposal. Our home is well and septic and we do our composting. We always recycle.  So, would be nice Not to have to pay additional costs.
	Pay to drop will result in waste being dumped on side roads. I'm not sure what the rules are currently but when I do use the transfer station I know that for some materials or larger quantities I will be required to pay a reasonable fee. I'm good with that.
	I see people just dumping things on the side of the road if they had to pay, I prefer we share the costs as a community to make sure ALL garbage gets where it needs to go. We have many new homes coming, which I see as a bigger tax base, let's be leaders...too much fallout from those who don't see the big picture from illegal dumping.
	My concern is fees that are too high may contribute to illegal roadside dumping.
	The wording is unclear above so I want to elaborate that I don't support eliminating curbside pickup and having to pay at the transfer station. I am so thankful that we finally got curbside pickup.  I would be fine with paying for bag tags for curbside use.
	We use the transfer station only because of the wild animal problem caused in the rural curbside pickup



	So long as the cost is reasonable.
	I was under the impression that when curbside collection began we had to choose that or transfer station but could not use both. I think I should be able to take garbage, recycling, reuse items to the transfer station as well as using the curbside collection. Am I allowed to do so?
	Donâ€™t support closing transfer station.
	It's a real risk that people will simply dump their trash roadside, or in the bush. It already happens, it only would get worse.
	Would the cost be comparable to the bag tags? What would the difference be?
	Keep transfer station open.
	The cost to use the transfer station on occasion being high
	We like curbside pickup and using transfer station occasionally.
	Do not currently have the option for bag tags and as a rural person donâ€™t get garbage picked up all the time
	Is curbside pickup not part of the taxes we already pay?
	I donâ€™t use curbside pick up. Only use the transfer station. Not sure if I would be penalized for just using the station in the above proposal
	I would be concerned that people will find other ways to get rid of their garbage as in dumping on roads or vacant land.
	we already have curb side pick. if you are planning to elinate this then the tag system would work again.
	This township already has enough garbage, construction materials etc. dumped in backroad ditches because of fees at the transfer station, of which roads department employees are too damn lazy to pick up.
	Due to high winds that whip across neighboring fields and animals (coyotes and raccoons in particular), curbside pick up is not viable at my household, forcing my household to visit the transfer station to dispose of garbage and recycling. I fear this policy would force us to leave garbage and recycles on the curbside and put wildlife at risk.
	how would you decide on fair cost for dump loads. It is a subjective fee.
	As a 5 bedroom house and paying taxes for a 5 bedroom house I feel ripped off as a 3 bedroom house pays lesser taxes and still gets to put out 2 bags. Sometimes I have more than 2 and then I have to pay extra at the transfer station and make an extra trip.
	if there is curbside why the need for household garbage to go to transfer station at all??. and if you don't receive curbside, why should you pay if you have to drive your own garbage to transfer station.

	The Re Use Center at the transfer station should either be eliminated - or the people who take stuff there should pay - there is lots of junk - and it ends up in the garbage bins - FREE. ALL truck loads of garbage taken to the transfer station should be charged the full rate of \$100. No person should be allowed to bring loose garbage in a truck.
	Our taxes are high. We have a septic and well. This is the only service our house gets besides plowing.
	Fee only for garbage bags I support.
	2/3's of the time we put out one bag of garbage per week. The other times we have two and possibly 3 if we are doing a big cleanout.
	dumping garbage outside of transfer station gates
	It would depend on the cost of the user fee.
	The expressed idea is too vague. How can one comment on a user fee scenario if there are no specifics
	Hard to have concerns when nothing is outlined in the question. What would the fee be? How would it be managed? How would this reduce waste?  The only way to reduce waste will be more recycling options. What we consume is what we consume, there will only be more in the future, not less.
	The Council should lead on this issue. Surveys are great but not everyone receives it or completes them. There should be only one service available - CURBSIDE pick up. Also the County does the recycle - so there is no need for the Township to pay for managing bins at the Transfer Station.
	Pick one system - either curbside or transfer station.
	There is too much garbage being taken to the transfer station by non Cavan Monaghan Residents. They acquire tags from residents and use them without ID. WHY! I met someone there from Cobourg???
	I understand the Township wants to reduce the costs of the garbage services. If this is so - why is there a duplicate system for Cavan Residents? Pick one - curb or transfer station. Make anyone who uses the Transfer Station prove who they are. The Reuse Center is a waste - stop this place - let people use all other donation places.
	I am commenting on the survey in this section as there is no other place to do so. This survey should have been sent out with the taxes so that everyone would receive and have an opportunity to complete. It also should have an introduction page so that anyone who doesn't understand why you are doing this.
	Satisfied with current progress
	Man power cost to collect user fees

	- Reduce my taxes that I pay for 104 tags - Let us pay per tag only
	If the cost is reasonable I do not see a problem, however if it is above \$3 per bag and I am still paying taxes to cover garbage then I think the township is wrong.
	Want the transfer station to stay open!
	We don't often use the transfer station as we have curbside but what about people who don't have curbside?
	I like the tag system
	More dumping on rural roads
	My concern is that people would start dumping illegally to avoid paying fees. Also, since curbside recycling was introduced in the more rural neighbourhoods, there is more garbage appearing in ditches and gravel shoulders, because items in the blue boxes get blown out of them in windy weather.
	Concerned about our seniors' ability to get to the transfer station
	I understand the Township has adopted a Climate Change Action Plan to reduce greenhouse gas emissions from the community with the goal of reducing the frequency of using personal vehicles. I therefore recommend that the Township chose curbside pickup for everyone reducing the number of vehicles dealing with garbage.
	user fee is not equitable as family sizes differ, those with small children (diapers) are punished because of the fact. Bag tags with maximum wukk even out over time.
	I think previous system - mandatory bag tags for both curbside and transfer station - with a max limit of tags per year worked best. Anyone over limit would have to purchase additional tags. Also would eliminate possibility of double dippers
	I was told by a twp employee that I had to use either curbside pick up or use bag tags at the transfer stn. Being able to deposit garbage at the Transfer Stn, for a fee, would be a convenience. It would be fairly rare to do this.
<b>Please list any concerns you may have with implementing this option? - Responses</b>	
Clear Bags	<b>Answer</b>
	The township/county needs to step up its recycling program for this to be effective. There are so many items that should be recycled by the twp/cnty refuses to collect these items - facial tissue, Styrofoam (curbside), etc. What to do with Kitty Litter?
	none
	Indifferent, although I buy durable commercial grade black bags from sysco. If a comparable product isnt on the market then I'd prefer it remain the same

	Because the contractors you have picking up waste don't care and don't look at anything - and if they drop something they don't pick it up - even if it is at their feet. So...what would be the point if they just heave crap into the truck without looking.
	Who is going to police this and how much more is this going to cost?
	We don't need garbage police. Having another opaque bag inside the clear bag only adds to the extra plastic garbage. Not a good option. Leave things the way they are.
	Discretion
	privacy. also, as my husband works for another township and has seen this, if you make such changes you will likely see an increase in roadside dumpings.
	This is an invasion of privacy
	My garbage is just that, not to be seen
	it just means we would have more garbage dumped on our farm similar when tires had a fee for dumping
	If proper notice not given, people who purchase bags in bulk would be stuck with a useless box of bags, this has happened in other townships. Privacy concerns. Workers collecting garbage in our area are already careless with garbage falling off the pickup truck they use for help and drivers leave them on the road
	Have seen this done in other townships and it increases roadside dumping
	I do not feel this is necessary and wouldn't want washroom items out for neighbours and all to see.. I do not use plastic bags and I would need to use more plastic bags to hide personal washroom items inside of clear garbage bags... seems counterproductive to me.. aren't we trying to cut down on using plastic bags?!
	I value my privacy and am not in favour of clear bags. I would hope that hazardous materials are disposed of properly and not hidden in dark bags...
	The majority of my garbage is personal. I don't think anyone has the right to invade my privacy!  I recycle everything and I have home composters.
	Don't want people to know products we use and see our garbage
	It limits you to what bags u can use or buy  Also-I am not the best recycler-but it is not because I dont want too,its because we dont have a blue box so I struggle each week to find a cardboard box to put things in. When we moved here 7 years ago,the township office told me that I should've taken my old box with me and would not give me one.

	<p>We're already doing this at our cottage(Sharbot Lake). Works well. Just took time to get used to. And definitely stressing the "sensitive bag" is huge in getting people on board.</p>
	<p>I don't think that bags of any colour should be mandatory. People should be able to use kitchen bags (which can be reused grocery bags) and they should be able to place these in a garbage can which can then be taken to the curb for collection.</p> <p>There is a privacy problem with clear bags. I'm not convinced clear bags are effective for diversion.</p>
	<p>you can learn a lot about people by seeing what is in the garbage...but if it would make a significant difference we would try..lets use other areas as a model...there a alot of examples of good and bad results...young people more adapt to support it.</p>
	<p>Its an education issue not a policing one.</p>
	<p>I do my best to recycle and compost. Recyclables can be different from one place to another.</p>
	<p>More garbage will just keep going into recycling!! Most things in the recycle bins are sorted into garbage anyways.</p> <p>It is also awful to have to put personal items into clear bags for everyone to see.</p> <p>Let us throw out what is not recyclable and REDUCE the garbage in the first place using initiatives like reusable containers for shopping, etc.</p>
	<p>Currently use grocery bags in all my household garbage cans.</p>
	<p>Shame and punitive measures treat people as though they are breaking rules when they are not, which makes people angry and less likely to comply with any rules.</p>
	<p>Must be able to put sensitive item in a non see through bag!!!!</p>
	<p>One opaque bag is inconvenient and not really adequate for many households. I dont want my neighbors to see whats in my garbage.</p>
	<p>None</p>
	<p>Sometimes I'm unsure if something is recyclable but if I put it in the recycling then I contaminate a greater amount. If it's in a clear bag then I get penalized.</p>
	<p>See above</p>
	<p>is the township going to supply the clear bags? if so that will add to the cost of waste management</p>

	<p>We currently use one white Glad kitchen bag a week. We have to purchase black bags to put the one small white bag in or it won't be picked up. I don't think there is a company that makes a small clear kitchen bag. So you're saying I have to rip open my white small kitchen bag to dump into a huge clear leaf and lawn bag. Do they make clear in black</p>
	<p>Education about recycling needs to be clearer in the township. The township website needs to page and a printable doc for what goes into garbage vs recycling vs compost (if implemented)</p> <p>Please consider that we live in a rural farming area of which generates waste and recycling that gets overlooked. For example bailer twine (hemp) could be recycled</p>
	<p>I think presently I am able to sort my recycling efficiently.</p>
	<p>I recycle what I can, I see no need to have my garbage analyzed every week by someone, who deems one piece of my trash not worthy of pick up. Another invasion of privacy once again.</p>
	<p>A clear bag is NOT the answer!</p> <p>The contents of the garbage bags are not why you have too much garbage - most people recycle.</p> <p>Check out the transfer station and what is being taken there. Your problem is this place - you can literally do anything there without question.</p>
	<p>The cost involved in having to purchase said bags.</p>
	<p>I recycle. I don't need people seeing my gross garbage!</p>
	<p>Violation of privacy</p>
	<p>I feel that most people in our recycle as much as possible. I don't think that we need to do this.</p>
	<p>If we are putting bags inside of bags. What's the point. People will just hide recyclables etc inside other bags.</p>
	<p>I love the idea, but honestly buying clear bags VS. The cheap and readily available black bags is a big pain in the ass.</p> <p>This also doesn't help for when people use curbside bins to store their garbage on the curbside.</p> <p>I think the best option is more public education on</p>

	what is recyclable and how to recycle it.
	Just don't agree. With clear bags of garbage I recycle what is needed and think it privacy of what's in garbage.
	This is an invasion of privacy.
	I do not want to buy more bags - green works!
	This should apply to EVERYONE in the Township including the Arena and the Sports Fields. Did you ever see the amount of garbage they generate?
	This is interesting but should be done after the Township gets the costs in line.
	Don't feel that it's anyone's business what is in my garbage as that personal sometimes people do have personal items and feel that's right
	All governments seem to pry more and more into our privacy. You really don't need to see what I throw out.
	Privacy
	What would happen if a few recyclable materials are in bag?
	Once again, I would be concerned about the ability of our seniors to comply. I do believe this can be addressed. Not sure it would be a problem. Just a concern
	Sure why not give it a try.
<b>Please list any concerns you might have with this option? - Responses</b>	I currently use small grocery bags to dispose of household garbage in large bags. I would have to recycle my grocery bags and buy both large and small clear bags - if this option was adopted. I believe I already separate most recyclable and all hazardous material from my garbage
Green Bin	<b>Answer</b>
	why can't householders use their own composters. we do this and it works great.
	No concerns - I think this is a great option and should be implemented asap.
	none.
	We live on a rural route. Garbage bags and green waste attract vermin. Raccoons occasionally rip our garbage bags or spill our recycling containers before they get picked up so a green waste container would need to be raccoon and vermin proof. We currently compost most of our own green waste and would only have meat type residues to contribute.

	We have a composter and live outside of town. Our garbage pickup needs won't change by implementing green waste.
	Too stinky in the summer. What if you don't get it to the curb in time or the day changes due to a holiday and you have to wait another 2 weeks.
	Storage of garbage in off weeks to discourage the attraction of bugs or animals
	I compost all my green waste - except meat....so every other week might be useful for me to through out meat waste if I have any
	When would the "Green Bin" pick up be? Once a week? Every other week? In 30 degree weather, this can be a problem with attracting animals and the destruction that can be caused with leaving food laying around. We have had this problem since the transfer station closed on Wednesdays during the summer!
	I compost at home, I don't know if I would generate much green waste for pick up.
	With diapers in the Summer heat the smell to store garbage for two weeks is not something I want to have to do.
	I would not use it.
	I only use the transfer station and kinda resent most of these questions. I take a well curated bag there every couple of weeks, check out the reuse station, maybe leave or take something from there. Whats to fix?
	I went several years not having curbside pick up and in the summer it gets unbearable in the heat
	Summer time garbage would really smell and the maggots would be gross.
	Summertime may be challenging- spoilage
	This would be terrible in the spring summer and fall months. I lived in Durham for many years before moving to Millbrook and having to keep garage for two weeks is discusting. Weekly pick up was a welcome change from having stinky garage in the hot summer.
	Every other week pick up would lead to heavier bags ie more garbage, very smelly in the summer heat which attracts raccoons and crows ripping g apart garbage
	My garbage isn't picked up regularly!!
	we dont get pick up.
	Won't smell too great in the summer and if you miss a week you'll have a Months worth
	Stinking garbage in summer and leaving the door open to rat and rodent infestations. This is a huge problem
	I would definitely support this as long as kitchen waste pick up is weekly.
	I like garbage pickup every week especially in the



	summer months
	Garbage in the summer left for 2 weeks no thank you
	Since we have a home compost, we wouldn't use the green bin much if at all.
	I think limiting it to one bag a week if the kitchen waste bin is added would be a happy compromise.
	worry about bugs from the heat whe the garbage sits around the house too long. Green waste would eliminate what is generated from food spoils but not certain I want my garbage sitting around for 2 weeks
	Animals getting into this green bin
	no thanks
	With a household of 5 people it would be very difficult to keep bags to a minimum and only be picked up every other week. Plus garbage sitting for to long will only attract unwanted house guests (ie: mice/rats etc). No thank you!!!
	Itâ™s fine in the winter, but I donâ™t want to have maggots in my garbage during the rest of the seasons.
	I live on a farm in the country itâ™s hard enough putting out a garbage bag without having the animals ripping it to shreds by the time it gets picked up. I donâ™t need a bin of food waste to encourage them even more.
	The smell and annotht bin to worry about
	that to me is a huge issue come summer
	if it means no pick up for 2 weeks.
	The community we came from before had greenbins and it was awesome. A bit more cost from the homeowner for purchasing bags but worth it in the end because I dd not have to worry about animals getting in the garbage. Every 2 weeks was a bit of a pain but doable.
	LOVE this idea!!! I started to a compost program at our school(we already recycle). Again, education is key. And paying to use the compost result like Green Up would be amazing!!
	This has nothing to do with green bin. Composting kitchen waste should be at source.
	We only put waste/recycling out about every second week anyways.
	Regarding bag tag/fee options listed below... Charging per bag could be costly to run and difficult to

	bill accurately for curb side.
	summer maggots may do twice a week in winter?
	This isn't a service I would personally use because we farm and put all of our compost in the gutter daily. We also produce more garbage than just a regular household because we have wrapped bales and the plastic is not recyclable. So I only don't support it if there is a limit on bags and pickup is every other week. I support a green bin program.
	Keeping garbage for weeks is a challenge, especially in the summer when it gets stinky and animals are more likely to get in to it if left outside
	We compost today. More education issues.
	I compost already. If you miss your pickup you will have a months worth of garbage.
	I have 5 compost bins for green waste.
	We live in a largely rural community lets offer compost ideas/options.  I strongly support collection of green waste in the subdivisions though as they may not have the space or want to compost.
	Garbage pickup, especially during warm months, needs to happen more, not less frequently.
	We need weekly pickups especially in the summer months. If I have an extra bag it is in the summer months I would make a trip to the transfer station so it isn't rotting in our bin.
	Smell after 2 weeks in the heat
	I would be more likely to support if the township would provide secure animal proof bins
	We have little children and find we have a lot of trash. Going to bi weekly pickup would be really difficult to manage.
	Keeping garbage for two weeks would be problematic especially in the hot weagher
	We already use a composter and recycle and sometimes find that the paper and cardboard to be too much.  The recycling truck often leaves paper behind and we pick it up out of the ditch, pretty sure if the truck can't handle a week's worth at 7:15 am it won't be any better with 2 weeks worth
	I wouldn't have a problem in the winter, but summer garbage sitting around for 2 weeks would be really unpleasant and would attract unwanted pests.

	Animals get at garbage too easily
	Already have a green kitchen waste bin. Goes in the compost pile at the fence bottom.
	I have no concerns with this. I moved from Simcoe County where we had weekly green bin collections. The green bins took meat products and organic waste. We also had the opportunity to recycle clothing. This meant that we only needed for the garbage twice a month.
	garage pick up to every other week is tough with families with children in diapers and unable to discard food bones.
	the green bin I don't believe allows for meat waste and that is a big issue in the summer as within a cpl of days it already stinks and full of maggots even when place in garbage bag and bin. I have no place to store my garbage for 2 weeks. Seriously what are my taxes paying for. We keep going backwards with this township instead of getting more.
	If you collect garbage every other week - fine - but curtail the situation at the transfer station - otherwise you are just moving your problem.
	We need weekly pick up especially in the summer months!
	We live in the country. We have a compost bin in the yard. The animals will get into the bags and they will stink
	Don't want garbage attracting bugs and smelling
	We already have a composter. In addition, it is the raw meat or carcasses/bones from food that get really putrid smelling. The smell attracts animals and rodents. In the summer, it happens faster. When our children were young, we had even more garbage due to diapers and such.
	I absolutely love this option. I was quite disappointed when I found out Millbrook didn't compost.
	In the summer 2 weeks is too long to have the garbage still around... Especially in the heat.
	Implement a home compost program. Not a compost pick up program  Eliminating compostable garbage does not reduce pick up needs significantly. If you want to go to bi-weekly as a cost reducer fine. But don't reduce the number of bags. 2 per Week or 4 bi weekly Not less  I already pay property taxes at an ever increasing rate.

	Does this actually effect overall waste reduction though? Seems like it's almost promoting more as people may not look into getting their own composter.
	There. Is always a concern of summer pick up with green bin waste attracting animals and an increasing source of maggots and flies
	Pick up every other week is okay - reduce costs for the Township. Stop the Transfer Station situation.
	This is a mismatched question - green bin - YES - every other week is another question - SURE - but need more information
	I think there should be curbside garbage only - then if you want to have it every other week - fine. Get this step first.
	Provide everyone with a bin to put green waste in at no charge. This would be a good step first.
	No concern. It's unacceptable that we do not yet have a green waste collection system in place. In our previous home (Kingston), we put no more than 5 garbage bags out per year. In Millbrook we put 1 garbage bag out every 2-3 weeks because of green waste that could otherwise be diverted from the landfill. It's time to bring a system to Millbrook!
	Not feasible for rural areas
	Great idea. We did this in Burlington and really missed it when we moved here
	This would be fine if the biweekly garbage pickup was then 3 or 4 bags. I can also potentially see an issue in the summer months when leaving garbage for more than a week can cause smell issues and for those like myself who live in the country it can attract animals.
	I think it's a good idea, though we already compost most kitchen waste.
	When it's really hot outside, garbage starts to stink very quickly and maggots become rampant. A two week time span would increase the health risk exponentially.  Also, since we are in a rural ward, our garbage is often raided by squirrels, racoons, chipmunks, mice, etc., so a two week time span increases the animal risk.
	No concerns. I feel that if we recycle and have a kitchen waste program, there is very little left over that fits into the "garbage category"
	Every other week is just right - that will encourage everyone to recycle.
	I probably wouldn't use the service. I already have my own compost bins.
	Animals get into curbside in rural areas, likely works in town but in rural areas animals would make a mess of garbage and recycle
	As a rural resident, animals would likely make a mess as previously experienced with curbside garbage and

recycling



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Bill Balfour, Fire Chief
<b>Report Number:</b>	Fire Department 2019-01
<b>Subject:</b>	Fire Communications Services Agreement

**Recommendation:**

That Council authorizes the Mayor and Clerk to execute the Fire Communications Services Agreement by By-law No. 2019-24.

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**Overview:**

The five-year Fire Communications Services Agreement expired at the end of 2018. The City of Peterborough advised the Township its willingness to continue the agreement and their desire to renegotiate a new five-year agreement.

A meeting with all participating Township’s was held on February 7, 2019 where the Fire Chief of the City of Peterborough reviewed the current agreement and provided background on the proposed changes contained in the Agreement. These details were provided in the City of Peterborough Fire Chief letters dated November 30, 2018 and February 5, 2019. (Attachment 1)

The City’s Fire Chief advised that the City of Peterborough is requesting a 9.8% increase per year in the proposed agreement. The increase being proposed by the City is to cover a percentage of increases that have been incurred in the areas of wages for their staff and IT costs as well as a rise in call volumes received by their Communication Center.

As this agreement is based on the number of households per Township, a breakdown was prepared by the Negotiating Committee with data that was supplied by the County (Attachment 2).

The annual cost increase is summarized in the table below for the Township of Cavan Monaghan’s portion, based on the 2018 cost and the subsequent yearly increases.

Year	\$ Increase from Previous Year based on 9.8% Increase – 2018 total \$19,395.74	Total Cost
2019	\$1,900.78	\$19,936.55
2020	\$1,953.79	\$21,890.34
2021	\$2,145.25	\$24,035.59
2022	\$2,355.49	\$26,391.08
2023	\$2,586.32	\$28,977.40

**Note: Attachment 2**

2019 – 2023 household count = Difference = 66

As noted above the household numbers used in this agreement to arrive at the portion each Township pays where based on the household calculations provided by the County which are based on StatsCan data and adjusted by 0.5% per year for the term of the contract It should be noted that will be a sharpe increase upon renewal in 2023 based on current and future development within Cavan Monaghan. The agreement also contains a clause that if the total County call volumes (Attachment 3, page 13 Appendix C) exceed 35% than a fee of \$54.00 per call will be invoiced to the Township.

The agreement (Attachment 4) has been passed by County Council and if approved by Council today, it will be circulated to the other participating Township’s for signing in with the accompanying by-law.

**Financial Impact**

The total cost of the Fire Communications Service Agreement to Cavan Monaghan for 2019 is \$19,936.55 which is contained in the approved 2019 Budget.

**Attachments:**

1. City of Peterborough Fire Chief Letters – November 30, 2018, February 5, 2019
2. Cost Sharing Term Break Down
3. Appendix C - Call Volumes County 2018
4. By-law No. 2019-24 being a by-law to authorize the Mayor and Clerk to execute the Fire Communications Services Agreement

Respectfully Submitted by,

Reviewed by,

Bill Balfour  
Fire Chief

Yvette Hurley  
Chief Administrative Officer



**PETERBOROUGH FIRE SERVICES**

November 30, 2018

Cavan-Monaghan Fire Department  
52 King Street East, Box 191  
Millbrook, ON L0A 1G0

Dear Fire Chief Balfour,

**Re: Fire Communications Services Agreement**

In 2009, the City of Peterborough entered into an agreement with the County of Peterborough and its municipalities to provide dispatch services. This partnership further advanced our ability to work collectively and coordinate services efficiently through automatic and mutual aid agreements. A centralized dispatch service increases interoperability between municipal partners and ensures a coordination of resources when they are required.

No increases were built into the agreement for the first 5 years. In 2014, an annual increase of 3.5% was introduced. There have been significant changes to the dispatch industry, including Next Generation 911, dispatcher certification / professionalization requirements, and recent Coroner Inquest recommendations. Peterborough Fire Services (PFS) remains committed to providing exceptional dispatch service by continuous improvement and professionalization, as the following points demonstrate:

- Next Generation 911 aims to update the 911 service infrastructure in Canada to improve public emergency communications in a growing wireless mobile society. Changes to the 911 system will be required for all 911 service providers as technology and regulations force system upgrades. PFS has invested in an upgrade to our 911 phone switch that improves automation into our existing Computer Aided Dispatch (CAD).
- PFS has commenced a process to replace existing radio infrastructure to address future-ready digital networks. Radio capabilities will still support our clients with digital and analog radio frequencies but the digital upgrade will ensure PFS will be able to support future emergency service radio spectrum frequencies and maintain radio interoperability with all clients, regardless of their radio system.
- PFS continues to ensure all dispatchers receive Association of Public-Safety Communications Officials (APCO) specific training to maintain current standards.



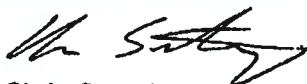
- Coroner Inquest recommendations include the use of Computer Aided Dispatch (CAD). PFS maintains a CAD system that utilizes county GIS services and is matched to the 911 system. Peterborough GIS provides support through a series of map validations and corrections to maintain accurate response zones that ensure the type of emergency receives the correct response apparatus and personnel.
- PFS provides value-added innovations by providing response information by electronic file transfer. Benchmark times, incident details and dispatcher inputs ensure fire departments receive the information for their Standard Incident Reporting requirements, as required by the Office of the Fire Marshal. The Who's Responding technology has been added directly into our CAD system, so that firefighters receive direct notification to their electronic devices. This will help Incident Commanders determine if additional resources are required and increase any response with a single communication request to the centralized dispatch.
- The PFS dispatch centre is one of six locations in Ontario that have invested in simultaneous dispatch with the Provincial Central Ambulance Communications Centre (CCAC). Simultaneous dispatch provides immediate electronic notification to the PFS dispatch centre and significantly expedites notification to fire departments for emergency response as defined by their tiered response agreements.
- Since 2009, the dispatch centre call volume has increased by 25% in Peterborough County which has caused an increased demand in staffing.

We have collectively moved forward with delivering and receiving professional dispatch services, however there have been cost increases that have been absorbed by the City of Peterborough throughout the life of this agreement.

PFS requires a 9.8% cost increase through each of the five years in the agreement to close this gap. In reality, the request could have been a significant increase in the initial year; however, a phased-in approach is being taken. Next steps include the draft agreement being sent out after it is finalized by our City Solicitor.

We value our partnership and look forward to providing your dispatch services for many years ahead. If you have any questions, please do not hesitate to contact us.

Yours truly,



Chris Snetsinger  
Fire Chief  
Peterborough Fire Services



City of Peterborough  
500 George Street North  
Peterborough, ON, K9H 3R9  
peterborough.ca | 1-855-738-3755

February 5, 2019

Cavan-Monaghan Fire Department  
52 King Street East, Box 191  
Millbrook, ON L0A 1G0

Dear Fire Chief Balfour:

**Re: Peterborough County Fire Communications Services Agreement  
Follow up to letter of November 30, 2018**

The City of Peterborough currently provides Dispatch services to the City of Peterborough, the County of Peterborough and the County of Northumberland. Our current call volume can be broken down as approximately 40% for the City, 30% for Peterborough County and 30% for Northumberland County.

In 2005, the City entered into an agreement to provide Emergency Dispatch Services to the County of Peterborough and six Municipalities within the County. The remaining two Municipalities, North Kawartha and Havelock-Belmont-Methuen, decided in 2005 to have a private company provide dispatch services rather than the City of Peterborough. North Kawartha and Havelock-Belmont-Methuen were notified that the private provider would no longer be offering emergency dispatch services as of March 9, 2009. The City was approached with the request to re-negotiate the current five year agreement to include all eight Municipalities. When the City entered into the agreement with the County and its Municipalities in 2005, there were no increases for the first 5 years. In 2009, when the contract was renegotiated, the amount was determined by an incremental cost recovery and had increases of 0% for the first two years, 1% increase in 2011 and 2% increases for 2012 and 2013. In 2014, a new five year agreement was entered into and an annual increase of 3.5% was introduced to help with the cost recovery to provide dispatch services.

The proposed amount in the 2019 agreement moves the parties towards the appropriate share of operating expenses necessary to provide the day-to-day dispatch services including staffing, supervision, training, technology services including GIS, incident investigation and quality assurance. Some of the more significant operating expenditures are as follows:

- **Staffing** - Call volumes continue to increase on a consistent basis. Over the 2009 agreement there was a 25% increase in 2014. Since the 2014 agreement there has been a further 26% increase which has caused an increased demand in staffing. The current cost for staffing the Dispatch Centre is \$1,479,702 annually, not including staff supervision. To help reduce further staffing costs, twenty firefighters are trained as back-up alarm room operators to provide support as necessary.
- **Computer Aided Dispatch (CAD)** - Coroner Inquest recommendations include the use of CAD. Peterborough Fire Services (PFS) maintains a CAD system that utilizes county GIS services and is matched to the 911 system. Peterborough GIS provides support through a series of map validations and corrections to maintain accurate response zones that ensure the type of emergency receives the correct response apparatus and personnel. It is a required best practice to have a quality assurance program that is able to demonstrate continuous improvements towards meeting the recommendations from Coroner Inquests and other industry standards. Approximately \$100,000 annually is invested in repairs and maintenance to the phone network, CAD/ radio infrastructure, back-up redundancy and dispatch centre building infrastructure.
- **Training** - PFS maintains an ongoing training program that includes all dispatchers receiving the Association of Public-Safety Communications Officials (APCO) specific training to maintain current standards. The cost to maintain the APCO standard is \$5,000 annually.
- **IT Services** - Peterborough Technology Services provides contracted IT services and support at a cost of \$119,900 annually. This captures technology and software support for the Dispatch Centre. In addition, PFS provides value-added innovations by providing response information by electronic file transfer. Benchmark times, incident details and dispatcher inputs ensure fire departments receive the information for their Standard Incident Reporting requirements, as required by the Office of the Fire Marshal. The Who's Responding technology has been added directly into our CAD system, so that firefighters receive direct notification to their electronic devices. This will help Incident Commanders determine if additional resources are required and increase any response with a single communication request to the centralized dispatch.

Since 2014, there have been significant changes to the dispatch industry, including Next Generation 911, dispatcher certification/professionalization requirements, and recent Coroner Inquest recommendations. This has led to significant capital projects in order to

provide the dispatch services as per the province's requirements. The following are some key capital expenditures required in the future for which an appropriate share has been incorporated into the new billing amounts:

- **Next Generation 911** - Next Generation 911 aims to update the 911 service infrastructure in Canada to improve public emergency communications in a growing wireless mobile society. Changes to the 911 system will be required for all 911 service providers as technology and regulations force system upgrades. With changes to voice and Text TO 9-1-1 available in 2020, the requirement is for all PSAPS to be fully compliant by 2023. PFS has invested in an upgrade to our 911 phone switch that improves automation into our existing Computer Aided Dispatch (CAD) but there is also a need to upgrade or replace current equipment to meet NG911 requirements. \$140,000 has been invested so far. Future investment is expected to exceed \$125,000 and could be substantially higher.
- **Radio Infrastructure** - PFS has commenced a process to replace existing radio infrastructure to address future-ready digital networks. Radio capabilities will still support our clients with digital and analog radio frequencies but the digital upgrade will ensure PFS will be able to support future emergency service radio spectrum frequencies and maintain radio interoperability with all clients, regardless of their radio system. The total cost to replace the radio consoles is \$180,000. This project is expected to be completed in mid-2019. There are ongoing license fees and operating costs.
- **Simultaneous Dispatch** - The PFS dispatch centre is one of six locations in Ontario that have invested in simultaneous dispatch with the Provincial Central Ambulance Communications Centre (CACC). Simultaneous dispatch provides immediate electronic notification to the PFS dispatch centre and significantly expedites notification to fire departments for emergency response as defined by their tiered response agreements. Approximately \$50,000 has been invested to implement the TIF Simultaneous Notification System. In 2019, that system will be replaced due to Lindsay Ambulance Service's upgrade to their CAD system. The cost is not known at this time.

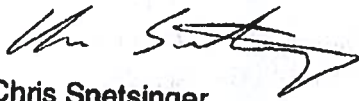
The City, County of Peterborough and County of Northumberland have collectively moved forward in delivering professional dispatch services to meet all the requirements and beyond. However, there have been cost increases that have been absorbed by the City of Peterborough throughout the life of this agreement so far. There is no profit margin built into the proposed billing for the City, it is cost recovery only. All the partners

benefit from the economies of scale created but cost recovery has shown that there is a gap between the costs and the recovery from the County of Peterborough.

The cost of dispatch service is currently \$114 per incident and is competitive in the industry. The County of Peterborough is currently paying \$54 per incident. PFS requires a 9.8% cost increase through each of the five years in the agreement to help close this gap. In reality, the request could have been a significant increase in the initial year; however, a phased-in approach is being taken and at the end of the five years, the payment will be approximately \$80 per incident based on 2018 incident numbers.

We value our partnership and look forward to providing your dispatch services for many years ahead. If you have any further questions or would like to meet, please do not hesitate to contact us.

Yours truly,

A handwritten signature in black ink, appearing to read "Chris Snetsinger".

**Chris Snetsinger**  
Fire Chief  
Peterborough Fire Services  
210 Sherbrooke Street  
Peterborough, ON K9J 2N3  
Phone: 705-742-7777, ext. 6220  
Fax: 705-745-2460  
Email: [csnetsinger@peterborough.ca](mailto:csnetsinger@peterborough.ca)



**2018 Call Volumes**

<b>Municipality</b>	<b>Total</b>
Asphodel Norwood	285
Cavan Monaghan	601
Douro-Dummer	430
Trent Lakes	457
Havelock-Belmont-Methuen	431
North Kawartha	306
Otonabee-South Monaghan	453
Selwyn	1257

2018 County Call Volume (Total)    **4220** calls

## The Township of Cavan Monaghan

### By-law No. 2019-24

#### **Being a by-law to authorize the Township of Cavan Monaghan to enter into a Fire Communications Services Agreement with the Townships of Douro-Dummer, Trent Lakes, Havelock-Belmont-Methuen, Asphodel-Norwood, North Kawartha, Otonabee-South Monaghan, Selwyn, the County of Peterborough and the City of Peterborough**

**Whereas** the Municipal Act, 2001, c. 25, s. 19(2) provides that a municipality may exercise its powers, other than its power to impose taxes, to provide a municipal system to provide a service or thing in an area in another municipality or in unorganized territory if one of the purposes for so acting is for its own purposes.

**And Whereas** the Municipal Act, 2001, c. 25, s. 20(1) provides that a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in Section 19, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

**And Whereas** the Townships of Cavan Monaghan, Douro-Dummer, Trent Lakes, Havelock-Belmont-Methuen, Asphodel-Norwood, North Kawartha, Otonabee-South Monaghan, Selwyn, the County of Peterborough and the City of Peterborough have individually expressed a desire to enter into a Fire Communications Services Agreement and have jointly negotiated the terms and conditions upon which the delivery of Fire Communications Services will be provided for on behalf of the respective municipalities.

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

1. That the Mayor and the Clerk are hereby authorized to execute the Fire Communications Services Agreement between the Townships of Cavan Monaghan, Douro-Dummer, Trent Lakes, Havelock-Belmont-Methuen, Asphodel-Norwood, North Kawartha, Otonabee-South Monaghan, Selwyn, the County of Peterborough and the City of Peterborough in the form attached hereto as Schedule "A", and to affix the seal of the Corporation thereto.
2. That By-law No. 2014-16 passed by the Council of the Township of Cavan Monaghan on the 11th day of March, 2014 is hereby repealed.
3. That this By-law shall be commonly called the "Fire Communication Services Agreement By-Law".



Read a first, second and third time and passed this 1<sup>st</sup> day of April, 2019.

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**Scott McFadden**  
**Mayor**

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**Elana Arthurs**  
**Clerk**

## Fire Communications Services Agreement

Agreement made this \_\_\_\_\_ day of March, 2019.

Between

The Corporation of the Township of Asphodel-Norwood  
hereinafter referred to as a "Municipality" of the first part

-and-

The Corporation of the Township of Cavan Monaghan  
hereinafter referred to as a "Municipality" of the second part

-and-

The Corporation of the Township of Douro-Dummer  
hereinafter referred to as a "Municipality" of the third part

-and-

The Corporation of the Municipality of Trent Lakes  
hereinafter referred to as a "Municipality" of the fourth part

-and-

The Corporation of the Township of Havelock-Belmont-Methuen  
hereinafter referred to as a "Municipality" of the fifth part

- and -

The Corporation of the Township of North Kawartha  
hereinafter referred to as a "Municipality" of the sixth part

- and -

The Corporation of the Township of Otonabee-South Monaghan  
hereinafter referred to as a "Municipality" of the seventh part

-and-

The Corporation of the Township of Selwyn  
hereinafter referred to as a "Municipality" of the eighth part

-and -

The Corporation of the County of Peterborough  
hereinafter referred to as the "County" of the ninth part

- and -

The Corporation of the City of Peterborough  
hereinafter referred to as the "City" of the tenth part.

WHEREAS By-laws have been enacted by the City, County and Municipalities pursuant to the provisions of section 20(1) of the **Municipal Act, 2001**, S.O. 2001, c.25., to authorize an agreement between them pursuant to which the City will

provide certain communications equipment and services to the Municipalities and the County with a view to increasing public safety of the residents in the areas to which the Municipalities supply fire protection services and the County supplies mapping data, coordination of Emergency Planning, and the administration of 911 addressing.

NOW WITNESS in consideration of the mutual covenants contained herein and other good and valuable consideration, the parties hereto agree as follows:

1. In this Agreement,

(a) "Communications Services" means the following:

- i. receipt of all fire emergency notifications within the Municipalities and the County as received from the 9-1-1 Public Safety Answering Point (PSAP);
- ii. notification (dispatch) of required personnel, apparatus and equipment of the Municipalities' fire protection services as specified in Appendix B;
- iii. radio communications during emergency responses, with responding apparatus and firefighters from the Municipalities and/or the County;
- iv. administrative duties for incident and benchmark details, burn permit functions and other services identified by the Municipalities and the County in respect to the delivery of Communication Services, as specified in Appendix D;
- v. administrative and business communications dealing with Communications Services that are sent by a Municipal Fire Department via email, telephone, fax or verbally conveyed in person to the Manager of Staffing and Logistics of the City's Fire Department; and
- vi. communications of an operational and/or an emergency nature (other than those that occur in the course of a normal incident) dealing with Communications Services sent by a Municipal Fire Department via email, telephone, fax, or verbally conveyed in person to the Deputy Fire Chief of the City's Fire Department.

(b) "City" means The Corporation of the City of Peterborough;

(c) "County" means The Corporation of the County of Peterborough;

(d) "Designate" means the person who, in the absence of the Fire Chief, is assigned to be in charge of the particular activity of the Fire Department, and who has the same powers and authority as the Fire Chief;

(e) "Fire Chief" means the Chief of a party's Fire Department and includes that Fire Chief's Designate;

- (f) "Fire Department" means the municipal fire service of any Municipality and of the City;
  - (g) "Municipalities" means the Townships within the County;
  - (h) "Municipality" means a Township within the County;
  - (i) "Operator" means a person who provides Communication Services;
  - (j) "Service Area" means the geographic area(s) of the County, which are set forth in Appendix A, and includes those areas covered by Automatic Aid agreements;
  - (k) "Superintendent of Emergency Management" means the Superintendent of Emergency Management of the County;
  - (l) "Term" means the period commencing on April 1, 2019 and expiring on March 31, 2024.
2. The City will provide, except as hereinafter limited or excluded, Communications Services for the Municipalities and the County during the Term. The provision of Communication Services by the City will be in accordance with NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems and NFPA 1061 Standard for Public Safety Telecommunications Personnel Professional Qualifications.
  3. In consideration of the Communications Services provided by the City to the Municipalities and the County, the County shall pay to the City an annual fee for each year of the Term as specified below. The annual fee shall be paid in equal quarterly installments on the first day of April, July, October and January of each year of the Term.
    - (a) The annual fee for the period from April 1, 2019 to March 31, 2020 is \$235,079.07;
    - (b) The annual fee for the period from April 1, 2020 to March 31, 2021 is \$258,116.82;
    - (c) The annual fee for the period from April 1, 2021 to March 31, 2022 is \$283,412.27;
    - (d) The annual fee for the period from April 1, 2022 to March 31, 2023 is \$311,186.67;
    - (e) The annual fee for the period from April 1, 2023 to March 31, 2024 is \$341,682.96.
  4. The parties acknowledge that the annual fee is based, in part, on the estimated call volumes shown in Appendix C. In addition to the annual fee, if the actual County total call volume in any year of the Term exceeds by 35% the estimated County total call volume for that year, the County shall pay to the City the further sum of fifty four dollars (\$54) for each call that exceeds by 35% the estimated County total call volume for that year.

Payment shall be made forthwith upon receipt of an invoice. Each Municipality whose call volume for that year exceeded by 35% the estimate for that Municipality shall pay to the County an amount equal to that Municipality's rateable share of the additional payment made by the County to the City.

5. The County will provide financial administration of the Agreement on behalf of the Municipalities, receive payments on the City's behalf from the Municipalities and send invoicing to the Municipalities in accordance with the proportions specified in Appendix C.
6. A Municipality may, on no fewer than 120 days' notice to the County and the City, elect to withdraw as a party to this Agreement as at the effective date of the notice ("Effective Date") at which time the Municipality will cease to be a party to this Agreement and will no longer be subject to the obligations of this Agreement or have rights under this Agreement. The annual fee payable by the County to the City will decrease by an amount equal to the withdrawing Municipality's proportional share for each remaining year of the Term, prorated in the year of withdrawal to the Effective Date. Appendix C will be amended as at the Effective Date to correspondingly adjust each other Municipality's proportional share of the revised estimated County total call volume.

Notwithstanding anything else in this Agreement, if the number of Municipalities that are parties to this Agreement is fewer than five (5), the County may, on no fewer than 180 days' notice to the City, terminate this Agreement as at the effective date of the notice. Any such termination will be without prejudice to the rights of the County, the City and the Municipalities to negotiate a new agreement for Communications Services.

7. Notwithstanding anything else in this Agreement, the City may limit or alter Communications Services provided to the parties if, in the City Fire Chief's determination, the City is unable to provide Communications Services by reason of any of the following:
  - (a) an emergency call volume associated with a declared or undeclared state of emergency;
  - (b) an abnormal increase of incidents being handled by Operators; or
  - (c) failure or impairment of equipment related to Communications Services.
8. In the event that Communications Services are not provided in the circumstances set out in section 7 above,
  - (a) the City's Fire Chief shall promptly notify the Superintendent of Emergency Management and the Fire Chief of each affected Municipality;

- (b) the County shall demonstrate due diligence to address the failure or impairment of any radio-telecommunications equipment that is owned or operated by the County and used in relation to Communication Services; and
  - (c) subject to paragraph (b) above, the City and the County shall demonstrate due diligence to address the failure or impairment of any equipment used in relation to Communications Services.
9. The City shall not be deemed to be in default of this Agreement where the failure to perform or the delay in performing any obligation is due wholly or in part to a cause beyond its reasonable control, including, but not limited to an act of God, an act of any federal, provincial, municipal or government authority, civil commotion, strikes, lockouts and other labour disputes, fires, floods, sabotage, earthquakes, storms, epidemics and an inability to perform due to causes beyond the reasonable control of the City (“Force Majeure”). In the event of Force Majeure, the City shall promptly notify the Municipalities and County of its inability to provide Communication Services. The parties shall explore all reasonable avenues available to avoid or resolve events of Force Majeure in the shortest time possible, but this requirement shall not oblige the party suffering a strike, lockout or labour dispute to compromise its position in such an event of Force Majeure.
  10. The City and the County agree to provide notice to the other parties on or before April 1, 2023, as to whether the City or the County wishes to negotiate an extension of this Agreement or to have the Agreement terminate on March 31, 2024. No such notice shall bind the parties to an extension of this Agreement.
  11. The County shall provide to the City, any Municipal mapping changes and/or updates, both in print and digital format, which are required for the City’s Communications Centre and the provision of Communication Services. The County shall be responsible for changes, edits and corrections to all data to the satisfaction of the City. The City shall update its Computer Aided Dispatch (CAD) system and support mapping with the information provided by the County.
  12. Each party (“Indemnifying Party”) will indemnify and save harmless each other party from all costs, losses, damages, judgments, claims, demands, suits, actions or other proceedings in any manner based upon or attributable to anything done or omitted to be done by the Indemnifying Party, its Administrators, Officers, Employees, Agents and Volunteers in relation to an obligation of the Indemnifying Party during the Term pursuant to this Agreement.
  13. The City agrees to carry a minimum of five million dollars (\$5,000,000.00) Commercial General Liability insurance and will name the County and the Municipalities as additional insureds. The County agrees to carry a

minimum of five million dollars (\$5,000,000.00) Commercial General Liability insurance and will name the City and the Municipalities as additional insureds. Each insurance policy shall:

- (a) be with an insurer licensed to underwrite insurance in the Province of Ontario with an AM Best rating of no less than A-;
- (b) contain a deductible amount that is satisfactory to the parties, each acting reasonably;
- (c) provide that the policy shall be non-contributing with, and shall apply only as primary and not as excess to, any other insurance available to the insuring party; and
- (d) provide that the insurance shall not be cancelled or permitted to lapse unless the insurer has notified the insuring party in writing at least thirty (30) days prior to the effective date of cancellation or expiry.

The City and the County shall:

- (a) forthwith and from time to time provide or cause to be provided to the other a certificate from its insurer (or insurers) which shows to the other's satisfaction that the policy of insurance and renewal thereof complies with the requirements of this Agreement; and
  - (b) be solely responsible for all deductibles under each policy of insurance.
13. This Agreement and the appendices attached constitute the complete and exclusive statement of the Agreement between the parties which supersedes all other communications between the parties relating to the subject matter of this Agreement.
14. Any notice required to be given pursuant to this Agreement may be served or given by prepaid registered mail, by personal mail, email or by service by facsimile transmission to the Clerk of a party.
15. Nothing in this Agreement shall be construed to place the parties in the relationship of partners, joint venturers, principal/agent, or employer/employee.
16. This Agreement may be amended by the mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by the parties.
17. This Agreement, including its appendices, may be disclosed upon request, whether pursuant to the **Municipal Freedom of Information and Protection of Privacy Act**, R.S.O. 1990, c.M-56 ("MFIPPA") or otherwise. Information requests shall be as addressed in the manner specified in Appendix D and in accordance with MFIPPA.

18. This Agreement shall be interpreted in accordance with the law of the Province of Ontario and may be executed in any number of counterparts, each of which shall be deemed to be an original but all of which taken together constitute an original agreement, and will be effective when fully executed.

The parties hereto have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

The Corporation of the Township of Asphodel-Norwood

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Cavan Monaghan

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Douro-Dummer

Mayor \_\_\_\_\_

CAO \_\_\_\_\_

The Corporation of the Municipality of Trent Lakes

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Havelock-Belmont-Methuen

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of North Kawartha

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the Township of Otonabee-South Monaghan

Mayor \_\_\_\_\_


Clerk \_\_\_\_\_

The Corporation of the Township of Selwyn

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

The Corporation of the County of Peterborough

Warden  \_\_\_\_\_

Clerk  \_\_\_\_\_

The Corporation of the City of Peterborough

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_



## APPENDIX "A"

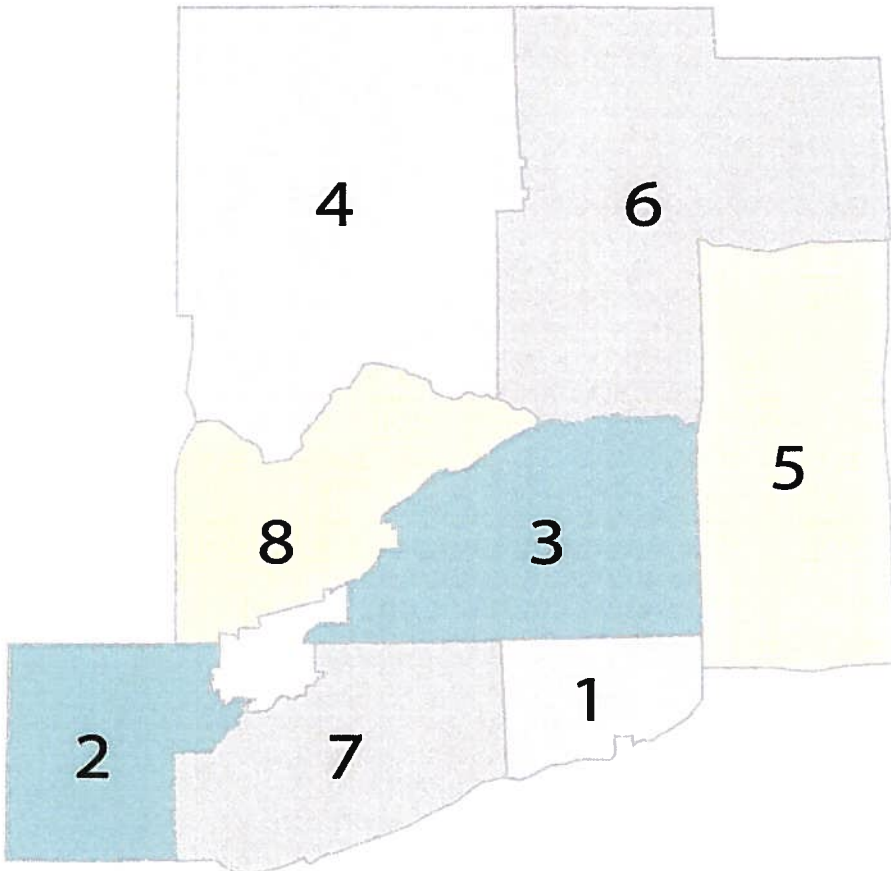
### Mapping:

The County of Peterborough shall provide mapping and required information to the City outlining the individual municipal coverage and service areas including any boundary areas identified in municipal agreements.

### SERVICE AREAS

Township of Asphodel-Norwood	<b>1</b>
Township of Cavan Monaghan	<b>2</b>
Township of Douro-Dummer	<b>3</b>
Municipality of Trent Lakes	<b>4</b>
Township of Havelock-Belmont-Methuen	<b>5</b>
Township of North Kawartha	<b>6</b>
Township of Otonabee-South Monaghan	<b>7</b>
Township of Selwyn	<b>8</b>

The Fire Chief for each Municipality shall be responsible for advising the City about any existing, revised or new Automatic Aid agreements. Revisions and alterations to mapping shall be addressed through the City's Manager of Staffing and Logistics.



## **APPENDIX "B"**

### **Station Response Protocol Notes**

Upon assessment of the information received, and in the interest of public safety, additional apparatus may be dispatched on the first alarm at the discretion of the Operator.

Response levels may be impacted due to extenuating factors such as time of day, day of week, time of year, available personnel, apparatus and equipment shortages, declared or undeclared states of emergency and environmental conditions.

Detailed criteria for any particular emergency response shall be provided by the Fire Chief from each Municipality to the Manager of Staffing and Logistics in the format outlined on the Zone Worksheet.

This form should be reviewed annually by the Fire Chief of each Municipality with the Manager of Staffing and Logistics at the City's Fire Department.

APPENDIX "B"

Zone Worksheet

Incident Type Description	Ptb 1	Ptb 2	Ptb 3	Ptb 1-3	Ptb 2-3	Ptb 1-2	Airport
Medical	P2	M1->P2	M1->P1	M1->P1	P3	M1->P3	P3
Burning Complaints	P2	P2	P1	P1	P3	P3	P3
CO Detector without Symptoms	P2	P2	P1	P1	P3	P3	P3
Arcing Wires	P2	P2	P1	P1	P3	P3	P3
Assistance to Other Agencies	P2	P2	P1	P1	P3	P3	P3
Class 1 Response	P2	P2	P1	P1	P3	P3	P3
Smoke Alarms Activated	P2	P2	P1	P1	P3	P3	P3
CO Detector with Symptoms	P2	P2	P1	P1	P3	P3	P3
Courtesy Calls	P2	P2	P1	P1	P3	P3	P3
Elevator Rescues	P2	P2	P1	P1	P3	P3	P3
Fires - Rubbish	P2	P2	P1	P1	P3	P3	P3
Flooded Basements	P2	P2	P1	P1	P3	P3	P3
Gasoline Leak	P2	P2	P1	P1	P3	P3	P3
Lift Assists	P2	P2	P1	P1	P3	P3	P3
Odour Investigations	P2	P2	P1	P1	P3	P3	P3
Post Fire Check	P2	P2	P1	P1	P3	P3	P3
Public Assistance	P2	P2	P1	P1	P3	P3	P3
TEST	P2	P2	P1	P1	P3	P3	P3
Wash Downs / Spills	P2	P2	P1	P1	P3	P3	P3
Class 2 Response	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1

Electrical	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Fires - Chimney	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Fires - Dumpster	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Fires - Grass	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Fires - Small Structure	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Fires - Vehicle Not in Struct.	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Hazmat - Minor	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
MVC	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
MVC - Multi (3+)	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
MVC - Pedestrian Accident	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Natural Gas/Propane Leak	P2,P1	P2,P1	P1,P2	P1,P3	P3,P1	P3,P1	P3,P1
Automatic Alarms	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Bomb Threat / Standby	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Building Collapse	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Class 3 Response	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Explosions	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Fires - Natural Gas/Propane	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Fires - Structure	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Fires - Vehicle In Structure	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Hazmat - Major	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Rescue - Confined Space	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Rescue - High Angle	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Rescue - Person Trapped	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Rescue - Trench	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1
Rescue - Water/Ice	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1	P1,P2,P3,A1,C1

APPENDIX "C"



### 2018 Call Volumes

<b>Municipality</b>	<b>Total</b>
Asphodel Norwood	285
Cavan Monaghan	601
Douro-Dummer	430
Trent Lakes	457
Havelock-Belmont-Methuen	431
North Kawartha	306
Otonabee-South Monaghan	453
Selwyn	1257

2018 County Call Volume (Total)    **4220** calls

**Operational Criteria**

- 1) Requests for voice recordings, incident reports, day to day operational concerns, station response protocol changes, etc., shall be conveyed on PFS Form #093 to the Manager of Staffing and Logistics at Peterborough Fire Services.  
Communication of a more urgent nature is to be directed to the City Deputy Fire Chief and if unavailable, then to the City Fire Chief.
- 2) All existing Municipal emergency lines will be forwarded through Bell to the City Communications Centre.
- 3) Burn Permit Agreements will be administered by the City and the Municipalities utilising the electronic tracking system.
- 4) At the conclusion of each emergency incident the response data will be transferred to the appropriate Municipal Fire Department via electronic file transfer and/or email (see sample in Schedule 1 of Appendix D). The City will provide a daily activity report to each Municipality (see sample in Schedule 2 of Appendix D).
- 5) The City is not responsible for third party paging systems and requires Municipalities provide back-up communication plans in the event of a failure of any third party paging systems. The City Communications Centre shall have the opportunity to test back-up communication plans periodically during the term of this Agreement.
- 6) The County is solely responsible for maintaining the county owned radio repeater system in operational condition.





# Incident Report

PFD # 19708118  
Inc Begin Time 2018-10-16 11:18:59

County Call #  
Inc End Time 2018-10-16 11:19:56

## Medical

Ambulance Run # 4167715  
Ambulance Requested  
Ambulance on Scene  
Amb Already on Scene

TIF Queue Time 2018-10-16 11:18:44  
EMS Patient Contact  
Fire Patient Contact

## Officers

Platoon Chief Guest  
Captain [None selected]

## Damages

Building Loss

Contents Loss

## Responding Apparatus

Apparatus	Dispatch Time	Responding	Oncene	Returning	Back in Service	Redeployed
# SEL STATION 2	11:19:13				11:19:47	
SEL Car 1	11:19:13					
SEL Pumper 20	11:19:13					
SEL Rescue 2	11:19:13					

## CAD Notes

CWEISBERG	11:19:03	Address change from BLANK Address to 19 FRASER ST, SELWYN
CWEISBERG	11:19:09	UNC PT
CWEISBERG	11:19:44	EMS ADVISING CALL WAS SENT IN ERROR AND WE CAN CANCEL

## Schedule 2 – Sample Form

### DAILY INCIDENT REPORT

Incident Report For : 2013-04-24 06:30 to 2013-04-25 07:00

-----  
Incident ID: 11099722 - 2013-04-24 08:29:07 - Automatic Alarms

■ LANSDOWNE ST W, PETERBOROUGH Dispatch Time: 0 Min. 25 Sec. Response Time: 3 Min. 4 Sec. OFM Code: 24 Other Cooking/toasting/smoke/steam (n

-----  
Incident ID: 11100041 - 2013-04-24 09:17:04 - Medical

■ SUMMIT DR, PETERBOROUGH Dispatch Time: 0 Min. 33 Sec. Response Time: 4 Min. 38 Sec. OFM Code: 73 Seizure

-----  
Incident ID: 11100129 - 2013-04-24 14:12:30 - Medical

■ GOLFVIEW RD, PETERBOROUGH Dispatch Time: 1 Min. 33 Sec. Response Time: 4 Min. 25 Sec. OFM Code: 76 Chest pains or suspected heart attack

-----  
Incident ID: 11100157 - 2013-04-24 14:30:25 - MVC

■ FISHER DR, PETERBOROUGH Dispatch Time: 0 Min. 14 Sec. Response Time: 7 Min. 8 Sec. OFM Code: 62 Vehicle Collision

-----  
Incident ID: 11100295 - 2013-04-24 15:16:52 - Medical

■ RUBIDGE ST, PETERBOROUGH Dispatch Time: 0 Min. 22 Sec. Response Time: 2 Min. 0 Sec. OFM Code: 88 Accident or illness related - cuts,

-----  
Incident ID: 11100374 - 2013-04-24 15:22:47 - MVC

■ MONAGHAN RD, PETERBOROUGH Dispatch Time: 0 Min. 32 Sec. Response Time: 5 Min. 11 Sec. OFM Code: 62 Vehicle Collision

-----  
Incident ID: 11100678 - 2013-04-24 18:37:33 - Public Assistance

■ STEWART ST, PETERBOROUGH Dispatch Time: 0 Min. 20 Sec. Response Time: 3 Min. 18 Sec. OFM Code: 94 Other Public Service

-----  
Incident ID: 11100868 - 2013-04-24 21:34:26 - Medical

■ MURRAY ST, PETERBOROUGH Dispatch Time: 0 Min. 30 Sec. Response Time: 5 Min. 0 Sec. OFM Code: 89 Other Medical/Resuscitator Call

-----  
Incident ID: 11100895 - 2013-04-24 21:57:09 - Medical

■ LANSDOWNE ST W, PETERBOROUGH Dispatch Time: 0 Min. 37 Sec. Response Time: 3 Min. 8 Sec. OFM Code: 76 Chest pains or suspected heart attack

-----  
Incident ID: 11100919 - 2013-04-24 22:02:07 - Medical

■ ELMDALE CR, PETERBOROUGH Dispatch Time: 0 Min. 32 Sec. Response Time: 5 Min. 54 Sec. OFM Code: 76 Chest pains or suspected heart attack



**Regular Council Meeting**

<b>To:</b>	Mayor and Council
<b>Date:</b>	March 18, 2019
<b>From:</b>	Elana Arthurs, Corporate Services Department
<b>Report Number:</b>	Corporate Services 2019-07
<b>Subject:</b>	Recognition Policy

**Recommendation:**

That Council approve the Recognition Policy for the Township of Cavan Monaghan.

---

**Overview:**

At the January 14, 2019 Regular Council meeting, Council adopted the following resolution:

**R/14/01/19/26**

Moved by: Moore

Seconded by: Huntley

That Staff be directed to draft a Years of Service/Recognition Policy for Township Staff.

**Carried**

Staff reviewed other municipal examples as well as past practices within the Township and drafted a policy for Council approval.

As there could be significant budget implications association with this Policy, staff is recommending that the formal adoption of the Recognition Policy be effective January 2020.

**Financial Impact:**

Annual budgeting will be determined each year and approved by Council during budget deliberations.

**Attachment:**

Draft Recognition Policy

Respectfully submitted by,

Reviewed by,

Elana Arthurs  
Clerk

Yvette Hurley  
Chief Administrative Officer



### Recognition Policy

<b>Policy Title:</b>	Recognition Policy	<b>Policy Number</b>	XX
<b>Effective Date:</b>	January 2020	<b>Revision Number: Replaces:</b>	New Policy
<b>Prepared By:</b>	Clerk's Department	<b>Approved By:</b>	XX

**Policy Statement**

This policy applies to all full-time permanent employees of the Township of Cavan Monaghan.

Township of Cavan Monaghan believes that loyal and dedicated employees are the basis of our organization. In recognition of their contribution, the Township of Cavan Monaghan would like to express its gratitude by honouring major milestones in an employee's service.

**Purpose**

The purpose of this policy is to outline the process in which the Township of Cavan Monaghan will present its qualifying employees with service and retirement recognition for their years of service with the municipality.

**Procedure**

Each year, the Finance Department will prepare and distribute a list of employees by Department who are eligible for retirement or service recognition. The Department Director will be responsible for determining whether the employee will receive a gift or cash, of which the appropriate value will be determined in accordance with this policy. Should the Director select a gift, that Director will be responsible for the purchase of the gift. The CAO and Clerk Departments will be responsible for scheduling the presentation of the certificate at a Council meeting and will assist the respective Director with organizing a reception for any retiring employee.

## **Service Recognition**

All full-time permanent employees of the Township will be recognized for their length of service with a gift or equal cash value and a framed certificate of recognition signed by the Director, CAO and/or Mayor. The gift/cash and certificate will be presented to the employee at a Council meeting or other such event as deemed appropriate by the CAO. The value of the gift/cash will be determined by years of service:

10 years	\$200.00
15 years	\$300.00
20 years	\$400.00
25 years	\$500.00
30 plus years	\$600.00

## **Retirement Recognition**

All full-time permanent employees of the Township will receive a retirement gift based on their years of service as well as a certificate of recognition signed by the Director, CAO and/or Mayor. A reception valued at a maximum of \$500.00 for the retiring employee will be organized, at which time the gift and certificate will be presented. The value of the retirement gift will be determined by the years of service:

Less than 10 years	\$200.00
More than 10 years/Less than 20 years	\$300.00
More than 20 years/Less than 30 years	\$500.00
More than 30 years	\$600.00

## **Death Recognition**

Upon the death of an employee, an employee's spouse or child, former employee of ten (10) years or more, Council member or former Council member of ten (10) years or more, the Township of Cavan Monaghan will acknowledge with flowers or a charitable donation to a maximum of \$100.00.

## **Budget Provisions**

During the annual budget process, Council will approve an allocation of funding to support the Recognition Policy. Staff will request the budget allocation based on anticipated retirements and employees who reach milestones that conform with this policy.

The funds attributed to this policy will be allocated within the CAO budget.

### **General Provisions**

Notwithstanding any other provision in this policy, Council may recognize any other employee at any time during the year where they deem such recognition to be warranted.

Notwithstanding any other provision in this policy, Directors may, with the approval of the CAO, chose to recognize an employee within their respective department who is leaving the employ of the Township in a manner they deem fitting.



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	April 1, 2019
<b>From:</b>	Yvette Hurley, CAO
<b>Report Number:</b>	CAO 2019-05
<b>Subject:</b>	Council Facilitation and Strategic Priority Workshop

### Recommendation:

That Council endorses the Township of Cavan Monaghan Council Facilitation and Strategic Priority Workshop report prepared by Laridae and direct staff to implement the recommendations.

---

### Overview:

In January 2019, the Township of Cavan Monaghan engaged Laridae to guide Council and Staff through a facilitated strategic priority-setting process. On February 8, 2019, members of Council and the Management Team came together for a full-day facilitated session. The intent of the session was to engage in strategic discussion about the direction and priorities of the Township, encourage team building, and to find alignment on key priorities moving forward.

In 2012, the Township of Cavan Monaghan completed an extensive strategic planning process that resulted in a multi-year Corporate Strategic Plan. In 2014, the strategic plan was reviewed and updated to reflect the progress that had been made to date.

The plan has provided meaningful guidance to the progress that the Township has made over the past several years. Since the update in 2014, significant progress has been made. Several goals have been accomplished, and significant headway has been made in many more. Clarifying strategy and priorities allows for actionable plans to be created that maintain focus, offers direction for project planning and help to allocate appropriate resources.

Facing new financial pressures and limitations, the Council found itself faced with many difficult decisions. Council members and senior staff agreed that there was a need to follow two guiding principles during the session:

- 1) To work collaboratively to identify and commit to priorities; and,
- 2) To be selective in identifying priorities, while balancing existing commitments, new opportunities, and considering staff capacity and municipal resources.

Ultimately, the goal shared by all session participants was the desire to move the community forward in an efficient and effective manner.

The strategic priorities and actions outlined in the attached plan were built on the existing strategic plan, as well as the mission, vision and guiding principles. The final plan provides an overview of the discussions and summarizes the outcomes and priorities identified during the day, and outlines the shared commitments made by Council.

**Financial Impact:**

None at this time.

**Attachment:**

1. Township of Cavan Monaghan – Council Facilitation & Strategic Priority Workshop, February 2019, prepared by Laridae

Respectfully Submitted by,

Yvette Hurley,  
Chief Administrative Officer





LARIDAE



Township of Cavan Monaghan

# Council Facilitation & Strategic Priority Workshop

February 2019

Laridae  
269 Charlotte St  
Peterborough, ON, K9J 2v3  
danielle@laridaemc.com  
laridaemc.com  
705-243-5585

**Solve. Change. Soar.**

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## Introduction

In January 2019, the Township of Cavan Monaghan engaged Laridae to guide the Council and staff through a facilitated strategic priority-setting process. On February 8, 2019, members of Council and management team staff came together for a full-day facilitated session. The intent of the session was to engage in strategic discussion about the direction and priorities of the Township, encourage team building, and to find alignment on key priorities moving forward.

This report provides an overview of the discussion, summarizes the outcomes and priorities identified during the day, and outlines the shared commitments made by Council.

## Planning Context

In 2012, the Township of Cavan Monaghan completed an extensive strategic planning process that resulted in a multi-year Corporate Strategic Plan. In 2014, the strategic plan was reviewed and updated to reflect the progress that had been made to date.

The plan has provided meaningful guidance to the progress that the Township has made over the past several years. Since the update in 2014, significant progress has been made. Several goals have been accomplished, and significant headway has been made in many more. Of note is the progress that has taken place in terms of financial sustainability.

The intent of this project was to build on the existing plan and find alignment on priorities and actions moving forward over the next two to three years. It was not intended to result in a new strategic plan.

Clarifying strategy and priorities allows for actionable plans to be created that:

- Maintain focus
- Offers direction for project planning
- Help to allocate appropriate resources

Facing new financial pressures and limitations, the Council found itself faced with many difficult decisions. Council members and senior staff agreed that there was a need to follow two guiding principles during the session:

- 1) To work collaboratively to identify and commit to priorities; and,
- 2) To be selective in identifying priorities, while balancing existing commitments, new opportunities, and considering staff capacity and municipal resources.

Ultimately, the goal shared by all session participants was the desire to move the community forward in an efficient and effective manner.

## Process

In January 2019, the Township of Cavan Monaghan set out to review and refresh its strategic plan. An external consultant was retained in order to facilitate the process. The process consisted of the following:

- 1) A kick-off meeting with the project team to gather information and finalize details related to the project scope, milestones, and expectations.

- 2) Key documents were reviewed, such as previous strategic plans, asset management plans, and capital expenditure documents. An environmental scan and analysis of the current landscape was also conducted.
- 3) A full-day facilitated session was conducted with Council and senior staff. The session allowed Council members and management to share perspectives through facilitated discussion, interactive exercises, and group work. The primary goal of the day was to conduct team building that established a shared understanding of strategic, actionable priorities, and clear guiding principles.

The agenda was as follows:

- Introductions & Intentions for Day
  - Discussion: Broad Priorities
  - Current Landscape (Environmental Scan)
  - Strategic vs. Operational Planning
  - SWOT Analysis and Discussion
  - Activity: Strategic Directions
  - Strategic Action Planning Presentation
  - Group Work: Shifting Priorities
  - Action Planning: Non-negotiables and the Parking Lot
  - Guiding Principles and Values
  - Next Steps and Conclusion
- 4) A final report was prepared by Laridae.

## **Corporate Mission, Vision, and Key Principles**

### **Mission Statement:**

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

### **Vision:**

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

### **Guiding Principles:**

The updated Guiding Principles are to build upon the existing key foundational principles identified in the original strategic plan. These foundational principles include:

- 1) Operational Performance Excellence
- 2) Building a Strong Community
- 3) Growing our Local Economy
- 4) Respect for our Rural Environment

In addition to the existing key principles above, the following Guiding Principles were identified as guiding tenets on which to base the Township's future strategic directions.

In every way possible, at the core of each of our strategic priorities, we will ensure that we are:

**1) Building Healthy, Collaborative Relationships**

- A culture of trust, mutual respect, and appreciation will be embraced by Council and staff. Teamwork and collaboration will form the foundation of how Council and staff operate, and how decisions are reached.

**2) Welcoming Diversity, Fostering Inclusivity**

- For us, diversity and inclusivity are not just buzzwords; we will build these values into our operations and use them to inform our decision-making.

**3) Prioritizing Financial Sustainability**

- Financial sustainability will be an ongoing consideration as we continue our day-to-day work, and plan for new initiatives.

**4) Taking a “Planning-Oriented” Approach**

- We will maintain a “planning-oriented” approach that is: proactive rather than reactive; accountable; and thoughtful. Through this, we will be better equipped to prepare for, and manage, change.

## Strategic Priorities

The strategic priorities and actions outlined in this plan build on the existing strategic plan, as well as the mission, vision and guiding principles identified earlier in this document.

Under each strategic priority, a number of strategic commitments are identified. These commitments/actions will focus the work of staff and Council members over the next term. The strategic directions can be further operationalized through the development of detailed annual departmental workplans.

### 1) Engage residents and stakeholders in community issues and interests

Strategic Objective: Enhancing our communications to engage internal and external stakeholders in a meaningful and strategic way.

***We are committed to:***

- Continue using and improving the Township’s website to better reflect community information, economic development opportunities, current policy framework as well as the range of services provided by the Municipality.
- Continue developing, and improving, our strategy for engaging and reporting to local residents, business and community organizations on community issues using a wide variety of outreach tools including social media, e-newsletter and a stronger web presence.
- Developing a communications toolkit that can be used by any representative of the Township and includes resources such as a plain-language key messages document and a message crafting “best practice” checklist.

## 2) Create an environment that supports local business, employment, and the attraction of visitors to the community

Strategic Objective: Increasing the level of business activity in the Township's employment areas.

### ***We are committed to:***

- Advancing opportunities to develop employment lands as identified in the Official Plan.
- Leverage the policy framework as a means to promote and attract new employment and residential growth to the community.
- Working with local partners to develop and promote entrepreneurial opportunities in Cavan Monaghan, including gaps identified in the mix of businesses and services as well as external markets for local enterprises. Initiate a business retention and expansion program geared to those identified primary industry sectors throughout the municipality.
- Fostering a community that is welcoming to new businesses and supports and empowers new and existing businesses to succeed.
- Developing a strategy to communicate with business owners and entrepreneurs about the benefits and supports available to them (for example, through the BIA), and clarify roles and responsibilities to manage expectations.

## 3) Provide efficient and sustainable municipal and community infrastructure

Strategic Objective: Investing in community infrastructure that reflects our rate of growth and rural nature.

### ***We are committed to:***

- Initiating the preparation of a detailed implementation plan for the Township's Master Fire Plan that addresses short, medium- and long-term priorities for the community.
- Allocating future OLG revenue towards the Asset Replacement Reserve to fund asset replacement of existing municipal infrastructure as per the Asset Management Plan in January 2015 fiscal year.
- Developing a strategy to support the development of life-cycle housing in Cavan Monaghan.
- Prioritizing major capital projects, review reports (if available), and determine next steps/timelines. Current capital projects of note include:
  - Millbrook jail
  - Arena
  - Emergency Services
    - EMS
    - Firehall with ambulance bay

## 4) Nurture a Vibrant, Thriving Community Culture

Strategic Objective: Increasing levels of community engagement and integration among new residents.

***We are committed to:***

- Developing a strategy to engage and integrate newcomers to Cavan Monaghan.
- Conducting an audit of barriers to accessibility for newcomers in municipal offices and with municipal programs and services.
- Consulting subject matter experts to develop a strategy for building inclusiveness into our everyday operations and business practices.
- Supporting new and existing residents through the cultural and lifestyle shifts that the community is experiencing through enhanced communications.

## 5) Continue high-quality, efficient delivery of core services

Strategic Objective: Increased efficiency of service delivery that reflects our changing community and internal capacity.

***We are committed to:***

- Conducting a full review of core services to determine needs and sustainability of current model, help manage expectations [among residents], and to look for opportunities to leverage technology and streamline processes to increase efficiency.
- Proactively anticipating service needs and planning to ensure that we have the capacity to meet those needs, using operational plans and ongoing annual reviews.
- Improving our communications, as identified in priority #1, with residents about municipal services to: keep residents informed, increase accessibility of information, and manage expectations about varying levels of service.

## Conclusion

The new priorities detailed in this plan provide the Township of Cavan Monaghan with clear focus and a strategic framework to drive progress over the coming years. Once adopted, Council and municipal staff will begin implementation through the following steps:

1. Detailed annual departmental operational plans will be developed. Goals and objectives will be aligned with the new strategic directions;
2. The strategic directions will be communicated internally and externally; and,
3. Progress on the directions will be reviewed using annual report cards and goals amended as contexts change over the coming years.
4. An annual review of the strategic objectives.

**CITY OF QUINTE WEST**

*Office of the Mayor  
Jim Harrison*



**P.O. Box 490  
Trenton, Ontario, K8V 5R6**

**TEL: (613) 392-2841  
FAX: (613) 392-5608**

March 8, 2019

***Via Email***

**RE: Resolution – Bottled Water**

Dear: Government Organizations,

Please be advised that the Council for the Corporation of the City of Quinte West passed the following resolution at its meeting held on March 4, 2019:

**Motion No. 19-058 – Notice of Motion – Councillor Cassidy**

Moved by Cassidy

Seconded by Kuntze

Whereas water is essential for human life to exist on earth, and access to clean drinkable water should be a basic human right, and water has been commodified by the sale of bottled water;

And Whereas Canada is a participant to the Paris Agreement on Climate Change;

And Whereas the United Nations has called on all countries to reduce green house gas emissions;

And Whereas single use plastics are significant items of unnecessary waste that damage our environment;

And Whereas Canada as a country and all of the provinces and territories are not likely to reach our targets to reduce green house gas emissions by 2030;

And Whereas many scientists and environmental advocates are asking us to end the fossil fuel based economy as soon as possible;

And Whereas the City of Quinte West has undertaken initiatives to limit the use of bottled water and promote the use of municipal drinking water in recent years;

Be it resolved that the City of Quinte West will undertake a review/audit in 2019 of the City facilities to identify areas where the use of municipal water can be further optimized and the use of bottled water can be reduced or eliminated wherever possible;



And further that a policy be developed to promote the use of municipal drinking water in the City;

And further be it resolved that the City of Quinte West will encourage our immediate neighbours to do the same;

And further be it resolved that the City of Quinte West will forward this motion as an aspirational objective to the following partners: All municipalities in Ontario, AMO, all other similar provincial and territorial organizations in Canada, all Premiers and the Prime Minister and the leaders of all Provincial and Federal Parties in Canada with the request that they enact legislation to do the same.

**Carried**

We hope that you will take such actions into consideration within your own organization in an effort to reduce bottled water usage and promote the use of municipal water.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in black ink, reading "Jim Harrison". The signature is written in a cursive style with a large, sweeping flourish at the end.

Jim Harrison,  
Mayor



St. John's Anglican Church, Ida  
c/o Vicki Barton  
P.O. Box 30035  
R.P.O. Chemong Rd  
Peterborough, Ont  
905-995-2206  
vickilbayley@gmail.com

February 25, 2019

Township of Cavan Monaghan  
988 County Road 10,  
R.R. #3 Millbrook, ON  
L0A 1G0

Dear Mayor, Deputy Mayor and Council Members,

I am writing to you on behalf of St. John's Anglican Church, Ida. We respectfully request that you approve our plans to host the 15th Annual Cavan Hills Country Run on Saturday, September 21<sup>st</sup>, 2019.

As in previous years, the Cavan Hills Country Run consists of three races: a 10Km Run, a 10Km Walk, and a 4.7Km Run/Walk. The start/finish for each of these races will be at the McCamus Farm, located on the Winslow ¼ Line just north of Stewart Line. The race routes consist of the Winslow ¼ Line, Sharpe Line, Dranoel Road, and Stewart Line (maps are included in the enclosed brochure). Race participants will be running and walking on these Township roads, staying to one side. The first race begins at 9:00am, and we expect all race participants to be back at the McCamus Farm site by 11:30am. All participants are required to sign a "Release Agreement" and this event is covered by insurance.

As we have done in the past, we will provide volunteer traffic marshals along the routes.

The purpose of the Cavan Hills Country Run is to raise awareness and funds in support of St. John's Outreach ministry while also providing an opportunity for people of all ages to enjoy a challenging walk or run in the beautiful Cavan countryside. Last year we hosted approximately 180 participants and raised just over \$7000. We would like to continue building on the success of this event.

We thank you for your time and consideration, and your past support of the Cavan Hills Country Run. We look forward to hearing from you. If you have any questions or concerns, please call or email me.

Faithfully,

Vicki Barton  
Cavan Hills Country Run Committee  
St. John's Anglican Church, Ida

**The Township of Cavan Monaghan**

**By-law No. 2019-22**

**Being a by-law to appoint Municipal Weed Inspectors for 2019**

**Whereas** under Section 8(1) of the Weed Control Act, R.S.O. 1990, Chapter W. 5, municipalities may, by by-law, appoint one or more persons as municipal weed inspectors:

**And Whereas** the Township of Cavan Monaghan deems it advisable to appoint Municipal Weed Inspectors;

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

1. That Grant Ashton, Kate Allen, Cory Barker and Donnie Johnston and Matthew Braund be appointed as Municipal Weed Inspectors for the Township of Cavan Monaghan for the year 2019.
2. That this by-law shall come into force and take effect from and upon the final passing thereof.

Read a first, second and third time and passed this 1<sup>st</sup> day of April, 2019.

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**Scott McFadden**  
**Mayor**

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**Elana Arthurs**  
**Clerk**

## **The Township of Cavan Monaghan**

### **By-law No. 2019-23**

**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 recently approved Comprehensive Zoning By-law No. 2018-58, as amended for all lands in the Township of Cavan Monaghan;

**And Whereas** the Township recognized that there are a number of errors and omissions in By-law No. 2018-58, as amended;

**And Whereas** the Township now wishes to correct those errors and omissions;

**And Whereas** Section 34 of the Planning Act permits the Council of the Township of Cavan Monaghan to pass an amending Zoning By-law;

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

1. Schedule A, Map B-4 to By-law 2018-58, as amended is hereby amended by changing the zone category on a portion of lands identified as Roll No. 1509-010-040-25000 in part Lot 23, Concession 11 of the Cavan Ward from the ‘Rural Exception Nine (RU-9) Zone’ to the ‘Hamlet Residential (HR) Zone’ as shown on Schedule “1” attached hereto and forming part of this this By-law.
2. Schedule A, Map B-5 to By-law No. 2018-58, as amended is hereby amended by removing the holding symbol on lands known municipally as 2135 Whittington Drive in part of Lot 4, Concession 10 of the North Monaghan Ward.
3. Schedule A, Map C-2 to By-law 2018-58, as amended is hereby amended by changing the zone category on lands known municipally as 906 Highway 7A (Roll No. 1509-010-040-05200), 918 Highway 7A (Roll No. 1509-010-040-05000) and 920 Highway 7A (Roll No. 1509-010-040-04900) in part Lot 12, Concession 9 of the Cavan Ward from the ‘Hamlet Residential (HR) Zone’ to the ‘Hamlet Commercial Exception Eleven (C2-11) Zone’ as shown on Schedule “2” attached hereto and forming part of this this By-law.
4. Schedule A, Map C-5 to By-law 2018-58, as amended is hereby amended by changing the zone category on lands identified as Roll No.’s 1509-030-001-07902 and 1509-030-001-08200 in part Lot 6, Concession 9 of the North Monaghan Ward from the ‘Natural Linkage (NL) Zone’ to the ‘Rural Employment Holding Seven (M2-H7) Zone’ and from the ‘Airport Industrial (M5) Zone’ to the ‘Rural Employment (M2) Zone’ as shown on Schedule “3” attached hereto and forming part of this this By-law.

5. Schedule A, Map C-6 to By-law 2018-58, as amended is hereby amended by changing the zone category on a portion of lands known municipally as 1776 Mervin Line (Roll No. 1509-030-001-08300) in part Lot 7, Concession 9 of the North Monaghan Ward from the 'Rural Residential Exception Twenty-four (RR-24) Zone' to the 'Rural (RU) Zone' as shown on Schedule "4" attached hereto and forming part of this this By-law.
6. Schedule A, Map D-1 to By-law 2018-58, as amended is hereby amended by changing the zone category on lands known municipally as 303 Highway 7A (Roll No. 1509-010-030-25515) in part Lots 4 and 5, Concession 8 of the Cavan Ward from the 'Agricultural (A) Zone' to the 'Agricultural Exception Fourteen (A-14) Zone' as shown on Schedule "5" attached hereto and forming part of this this By-law.
7. Schedule A, Map E-2A to By-law 2018-58, as amended is hereby amended by changing the zone category on lands known municipally as 6 King Street West (Roll No. 1509-020-020-04600) in part Lot 12, Concession 5 of the Millbrook Ward from the 'Core Mixed-Use Two (CMU2) Zone' to the 'Urban Residential 4 (UR4) Zone' as shown on Schedule "6" attached hereto and forming part of this this By-law.
8. Schedule A, Map F-2 to By-law 2018-58, as amended is hereby amended by changing the zone category on portions of the lands known municipally as 661 County Road 21 (Roll No. 1509-010-020-13600), 710 Carveth Drive (Roll No. 1509-010-020-09701) and 714 Carveth Drive (Roll No. 1509-010-020-09700) in part Lots 9 and 10, Concession 4 of the Cavan Ward from the 'Agricultural (A) Zone' to the 'Oak Ridges Moraine Countryside (ORMCO) Zone' as shown on Schedule "7" attached hereto and forming part of this this By-law.
9. Schedule A, Map F-2A to By-law 2018-58, as amended is hereby amended by changing the zone category on lands identified as Roll No.'s 1509-020-010-18600 and 1509-020-010-19900 in part Lot 10, Concession 4 of the Millbrook Ward from the 'Urban Residential One (UR1) Zone' to the 'Natural Linkage (NL) Zone', from the 'Urban Residential One Exception Six (UR1-6) Zone' to the 'Natural Linkage (NL) Zone' and from the from the 'Urban Residential One (UR1) Zone' to the 'Urban Residential One Exception Six (UR1-6) Zone' as shown on Schedule "8" attached hereto and forming part of this this By-law.
10. Section 1.2.5 – Zone Boundaries of By-law No. 2018-58, as amended, is further amended by revising subsection b) to add the words "and lot coverage" such that subsection b) shall now read as follows:
  - "b) In no case is a Zone boundary dividing a lot into two or more Zone categories intended to function as a property boundary for the purposes of calculating yards, setbacks and lot coverage. In all cases, the property line must be used for the purposes of calculating setbacks and lot coverage, unless otherwise specified by this By-law."

11. Section 1.2.5 – Zone Boundaries of By-law No. 2018-58, as amended, is further amended by the addition of a new namely subsection c), immediately following subsection 1.2.5 b) that shall read as follows:

“c) In no case shall a new lot be created unless the lot created and the remnant lot comply with the minimum lot area and lot frontage requirements of the applicable Zone. Where any part of a lot is divided into two or more zones and one of those zones is the Natural Core (NC) and/or Natural Linkage (NL) Zone, such part may be included in any minimum lot area or lot frontage determination. For further clarity, where the new lot and/or the remnant lot contain areas Zoned (NC) or (NL) those portions are not required to meet the minimum lot area or minimum lot frontage requirements for the (NC) and (NL) Zones, provided the lot as a whole has sufficient lot area and lot frontage to meet the minimum requirements of the remaining zone.”

12. Section 2.0 – Classification of Zones of By-law No. 2018-58, as amended, is further amended by removing the words “Prime Agricultural lands” from the Agricultural Zone Description in the Agricultural and Rural Zones Section of Table 2.1 and replacing them with the word “Agricultural” so that the Agricultural Zone Description shall read as follows:

“Provides for and regulates agricultural uses, normal farm practices, secondary agricultural, and on-farm diversified uses on lands designated Agricultural in the Township.”

13. Section 2.0 – Classification of Zones of By-law No. 2018-58, as amended, is further amended by deleting the ORM Environmental Plan Review row from the Oak Ridges Moraine Zones Section of Table 2.1.

14. Section 2.0 – Classification of Zones of By-law No. 2018-58, as amended, is further amended by removing the words “Zone” and “zone” from the Oak Ridges Moraine Environmental Plan Review Zone and Zone Symbol Column and the Zone Description column in the Overlays Section of Table 2.1 so that the Oak Ridges Moraine Environmental Plan Review Overlay row shall read as follows:

Zones and Zone Symbols		Zone Description
Oak Ridges Moraine Environmental Plan Review Overlay Zone		An overlay zone which identifies the area of influence from a key natural heritage feature or a hydrologically sensitive area and its associated vegetative protection zone.

15. Section 3.4 – Residential Zone Exceptions, Section 4.4 – Mixed-Use Zone Exceptions, Section 5.4 – Commercial Zone Exceptions, Section 6.4 – Industrial Zone Exceptions, Section 7.4 - Agricultural and Rural Zone Exceptions, Section 8.4 – Natural System Zone Exceptions and Section 10.4 - Other Zones Exceptions of By-law No. 2018-58, as amended, is further amended by deleting all references to “current” as it applies to the bracketed description of the original exception zone and replacing them with the word “former”.
16. Section 5.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 5.4.18 immediately following Section 5.4.17 that shall read as follows:
- “5.4.18 C2-11 Map C-2 on Schedule A (906, 918 and 920 Hwy 7A)**
- a) Additional permitted uses:
- (i) a dwelling unit in a portion of a commercial building if occupied by the owner, caretaker, watchman or other similar person employed on the lot on which such dwelling unit is located, except in the case of a motor vehicle repair garage, such dwelling unit shall not be permitted;
- (ii) a single detached dwelling accessory to a permitted use, if occupied by the owner, caretaker, watchman or other similar person employed on the lot on which such single detached dwelling is located except that in the case of a motor vehicle repair garage, such single detached dwelling shall not be permitted.”
17. Section 6.0, Table 6A – Industrial Zones - Permitted Uses of By-law No. 2018-58, as amended, is further amended by adding “Outdoor display and sales area” and by adding “Outdoor power products sales and service establishment” to the list of permitted uses for the Urban Employment (M1) Zone and the Rural Employment (M2) Zone immediately following “Motor vehicle washing establishment”.
18. Section 6.0, Table 6A – Industrial Zones - Permitted Uses of By-law No. 2018-58, as amended, is further amended by removing the word “accessory” from the “Retail store” use and by adding footnotes (5) and (6) to the “Retail store” use for the Urban Employment (M1) Zone, the Rural Employment (M2) Zone and by adding footnote (6) to the Airport Industrial (M5) Zone, such that the row shall now read as follows:

<b>Table 6A Industrial Zones – Permitted Uses</b>					
<b>Use</b>	<b>M1</b>	<b>M2</b>	<b>M3</b>	<b>M4</b>	<b>M5</b>
Retail store	✓(5)(6)	✓(5)(6)			✓(2)(6)

19. Section 6.0, Table 6A – Industrial Zones - Permitted Uses of By-law No. 2018-58, as amended, is further amended by removing the “Service commercial use” row from the list of permitted uses.
20. Section 6.0, Table 6A Additional Regulations of By-law No. 2018-58, as amended, is further amended by adding two new footnotes, namely footnotes (5) and (6) immediately following footnote (4) which shall read as follows:
  - “(5) A retail store may only be permitted as an accessory use to a permitted use.
  - (6) The area of the retail store must not be greater than 20 percent of the gross floor area of the building or unit in which the permitted use is located.”
21. Section 7.0, Table 7A Agricultural and Rural Zones – Permitted Uses of By-law No. 2018-58, as amended, is further amended by adding “On-farm diversified uses” to the list of permitted uses for the Agricultural (A) Zone and the Rural (RU) Zone immediately following “Low intensity recreational uses” and by adding a footnote (1) to the “On-farm diversified use” for the Agricultural (A) Zone and the Rural (RU) Zone, such that the row shall now read as follows:

<b>Table 7A    Agricultural and Rural Zones – Permitted Uses</b>		
<b>Use</b>	<b>A</b>	<b>RU</b>
Low intensity recreational uses	✓	✓
On-farm diversified uses	✓(1)	✓(1)
Riding arena, private indoor	✓	✓
Riding school or boarding stable	✓	✓
Wayside pits and quarries	✓	✓

22. Section 7.0, Table 7A Additional Regulations of By-law No. 2018-58, as amended, is further amended by deleting the words “farm businesses and agri-tourism uses” and replacing them with the words “on-farm diversified, farm businesses and agri-tourism uses” wherever they appear in footnote (1).
23. Section 7.4 of By-law No. 2018-58, as amended, is further amended by the addition of Section 7.4.24 immediately following Section 7.4.23 that shall read as follows:

**“7.4.24            A-14            Map D-1 on Schedule A            (Cavan Hills Vet Clinic)**

b) Additional permitted use: an animal clinic

c) Minimum front yard 22.8 m

d) Minimum number of loading spaces one (1)

e) Maximum lot coverage for accessory buildings 10%”



24. Section 8.0, Table 8A Natural Core and Natural Linkage Zones – Permitted Uses of By-law No. 2018-58, as amended, is further amended by adding a footnote (4) to the “Dwelling, single detached” use for the Natural Core (NC) Zone and the Natural Linkage (NL) Zone, such that the row shall now read as follows:

<b>Table 8A Natural Core and Natural Linkage Zones – Permitted Uses</b>		
<b>USE</b>	<b>NC</b>	<b>NL</b>
Agricultural uses	✓ (1)	✓ (3)
Agriculture-related uses		
Agri-tourism use		
Bed and breakfast establishment		
Conservation use	✓	
Dwelling, single detached	✓ (2)(4)	✓ (2)(3)(4)

25. Section 9.1 List of Applicable Zones of By-law No. 2018-58, as amended, is further amended by deleting the words “ORM Environmental Plan Review (ORMEPR)” from the list of applicable zones.
26. Section 11.2 Accessory Apartments of By-law No. 2018-58, as amended, is further amended by adding the following sentence to the end of the paragraph “The accessory apartment must be located in the main building.”, such that the paragraph shall now read as follows:

**“11.2 Accessory Apartments**

Where permitted, a maximum of one accessory apartment is permitted per dwelling provided that the maximum floor area used for an accessory apartment shall not exceed 45 percent of the gross floor area of the building in which it is located. The accessory apartment must be located in the main building.”

27. Section 11.8.1 Maximum Number of Dwelling Units Per Lot of By-law No. 2018-58, as amended, is further amended by adding a new subsection c) immediately following subsection b) which shall read as follows:

“c) in a Core Mixed-Use Zone, the maximum number of dwelling units permitted shall be based upon the minimum floor area requirements of the Ontario Building Code.”

28. Section 11.21.1 Buildings and Structures of By-law No. 2018-58, as amended, is further amended by adding the word “previous” and deleting the words “in accordance with Section 34 of the Planning Act, as amended,” in the first

paragraph , such that the paragraph shall now read as follows:

“11.21.1 Buildings and Structures

A building or structure that does not comply with this By-law, but which was legally erected/altereD in accordance with a previous by-law that was in effect at the time of construction and/or alteration may be enlarged, repaired or renovated provided that the enlargement, repair or renovation does not further reduce the existing yard(s), and all other provisions of this By-law are met.”

29. Section 11.22 Minimum Distance Separation of By-law No. 2018-58, as amended, is further amended by adding subsections c) and d) which shall read as follows:

“c) **Application for Agriculture-related uses and on-farm diversified uses (MDS1)**

MDS 1 setbacks from existing livestock facilities and anaerobic digesters will be required for proposed agriculture-related uses and on-farm diversified uses characterized by a higher density of human occupancy or activity or uses that may generate significant visitation by the broader public to an agricultural area. Examples include, but are not limited to: food service, accommodation, agri-tourism uses and retail operations.

In these circumstances, agriculture-related uses and on-farm diversified uses shall be considered as Type A land uses. The measurement of MDS 1 setbacks from existing livestock facilities and anaerobic digesters shall be to the lot line.

d) **Application for Agriculture-related uses and on-farm diversified uses (MDS 2)**

MDS 2 setbacks will be required for first or altered livestock facilities and anaerobic digesters to existing agriculture-related uses and on-farm diversified uses characterized by a higher density of human occupancy or activity or uses that generate significant visitation by the broader public to an agricultural area. Examples include, but are not limited to: food service, accommodation, agri-tourism uses and retail operations.

In these circumstances, agriculture-related uses and on-farm diversified uses shall be considered as Type A land uses. The measurement of MDS 2 setbacks to existing livestock facilities and anaerobic digesters shall be to the facility.

30. Section 13.0 Definitions “Lot frontage” of By-law No. 2018-58, as amended, is further amended by removing the words “a point” and replacing them with the words “the mid-point” in the second last line such that the definition now reads as follows:

**“Lot frontage:** the horizontal distance between two side lot lines with such distance being measured perpendicularly to the line joining the mid-point of the front lot line with the mid-point of the rear lot line at the mid-point on that line from the front lot line.”

31. Section 13.0 Definitions “Lot line, exterior side” of By-law No. 2018-58, as amended, is further amended by adding the words “or the rear lot line” such that the definition now reads as follows:

**“Lot line, exterior side:** the lot line of a corner lot, other than the front lot line or the rear lot line, which divides the lot from a public street.”

32. Section 13.0 Definitions of By-law No. 2018-58, as amended, is further amended by deleting the definition of “Manufacturing, light” immediately following the definition of “Major development”.

33. Section 13.0 Definitions “On-farm diversified uses” of By-law No. 2018-58, as amended, is further amended by deleting the definition of on-farm diversified uses and replacing it with the following:

**“On-farm diversified use:** a use that is secondary to the principal agricultural use of the property, and is limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products.”

34. Section 13.0 Definitions of By-law No. 2018-58, as amended, is further amended by adding a new definition namely “Outdoor power products sales and service” immediately following the definition of “Outdoor display and sales area” which shall read as follows:

**“Outdoor power products sales and service:** lands, buildings, or structures used for the purpose of the sale, maintenance or repair of equipment such as, but not limited to snowmobiles, utility vehicles, side by sides, ATV’s, generators, grass trimmers, chainsaws, and leaf blowers.”

35. Section 13.0 Definitions of By-law No. 2018-58, as amended, is further amended by deleting the definition of “Retail store, accessory” immediately following the definition of “Retail store”.

36. All other relevant provisions of By-Law 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 1<sup>st</sup> day of April, 2019.

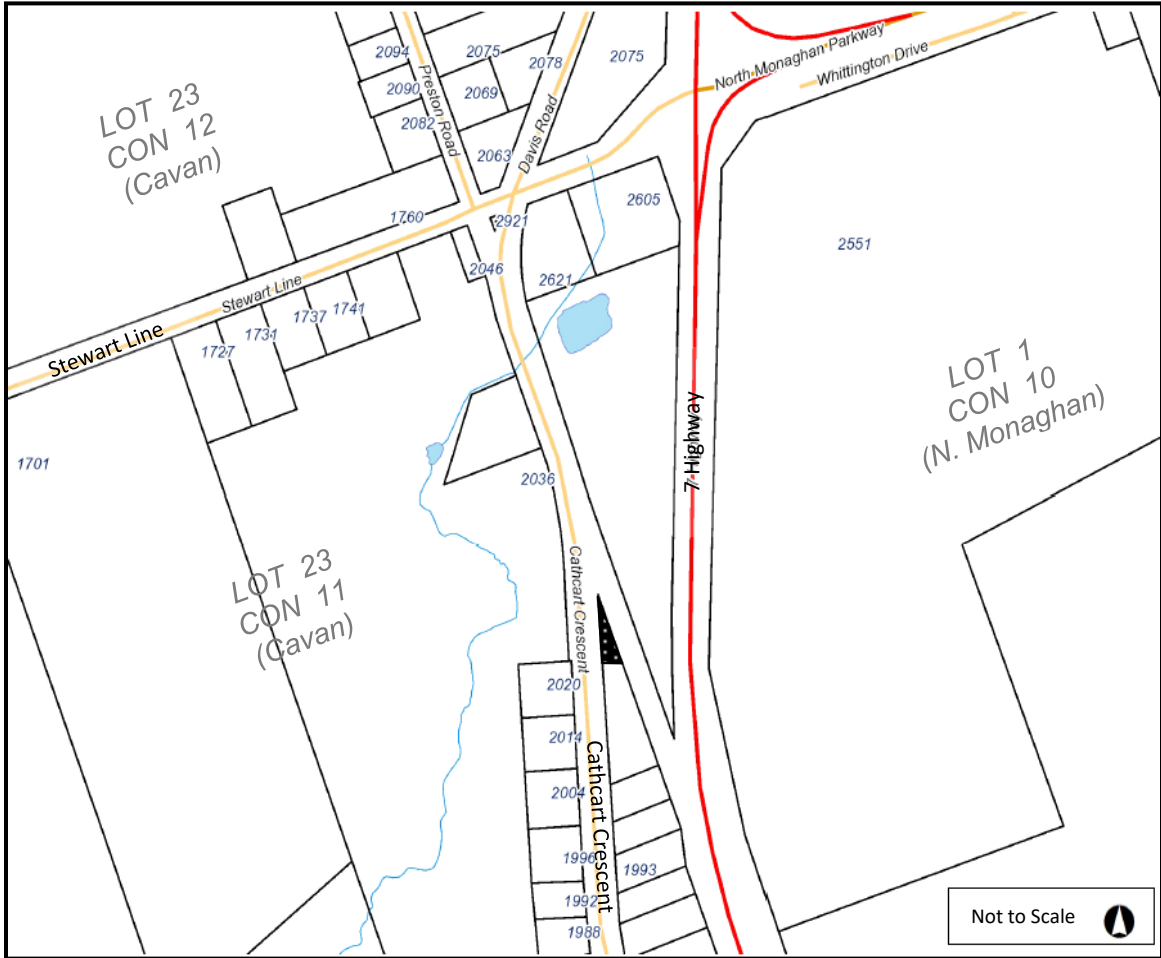
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Scott McFadden  
Mayor

---

Elana Arthurs  
Clerk

**Schedule "1" to By-law No. 2019-23**



**Area Affected by this By-law**  
 Roll No. 1509-010-040-25000  
 Part Lot 23, Con. 11, Cavan Ward  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "1" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

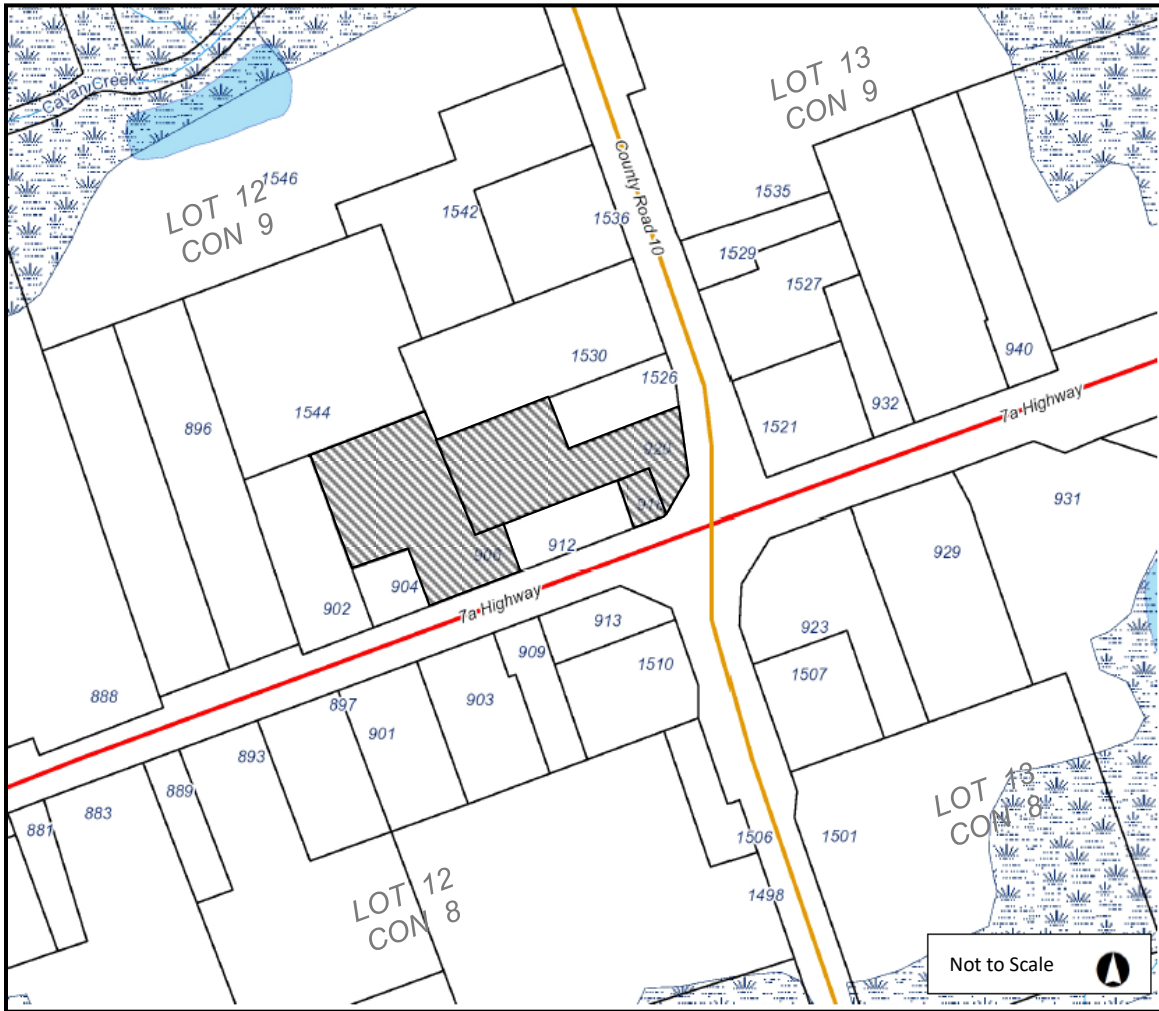


Rezone from the Rural Exception Nine (RU-9) Zone  
 to the Hamlet Residential (HR) Zone

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk

## Schedule "2" to By-law No. 2019-23



**Areas Affected by this By-law**  
 906 Highway 7A  
 (Roll No. 1509-010-040-05200)  
 918 Highway 7A  
 (Roll No. 1509-010-040-05000)  
 920 Highway 7A  
 (Roll No. 1509-010-040-04900)  
 Part Lot 12, Con. 9, Cavan Ward  
 Township of Cavan Monaghan

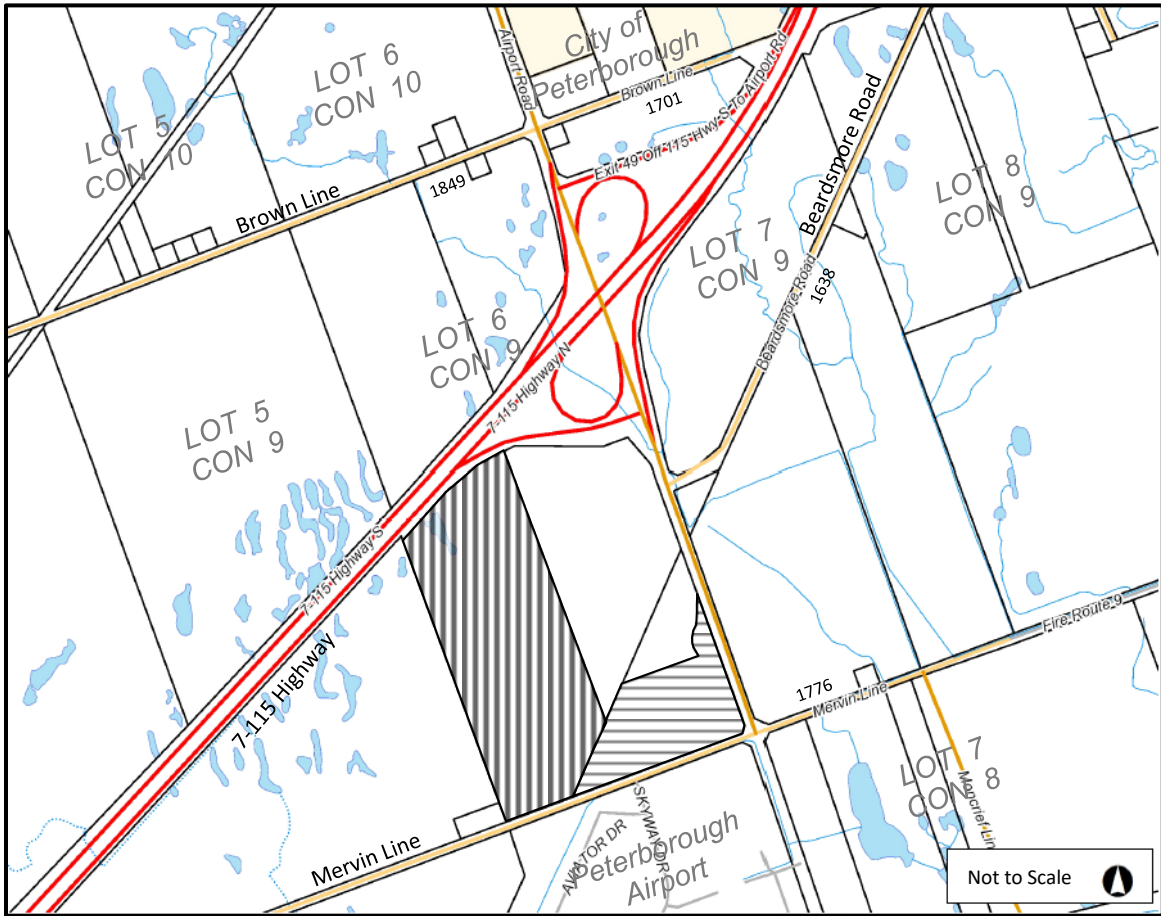
**Certificate of Authentication**  
 This is Schedule "2" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

 Rezone from the Hamlet Residential (HR) Zone to the Hamlet Commercial Exception Eleven (C2-11) Zone

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk

## Schedule "3" to By-law No. 2019-23



**Areas Affected by this By-law**  
 Roll No.'s 1509-030-001-07902 and  
 1509-030-001-08200  
 Part Lot 6, Con. 9  
 North Monaghan Ward  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "3" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

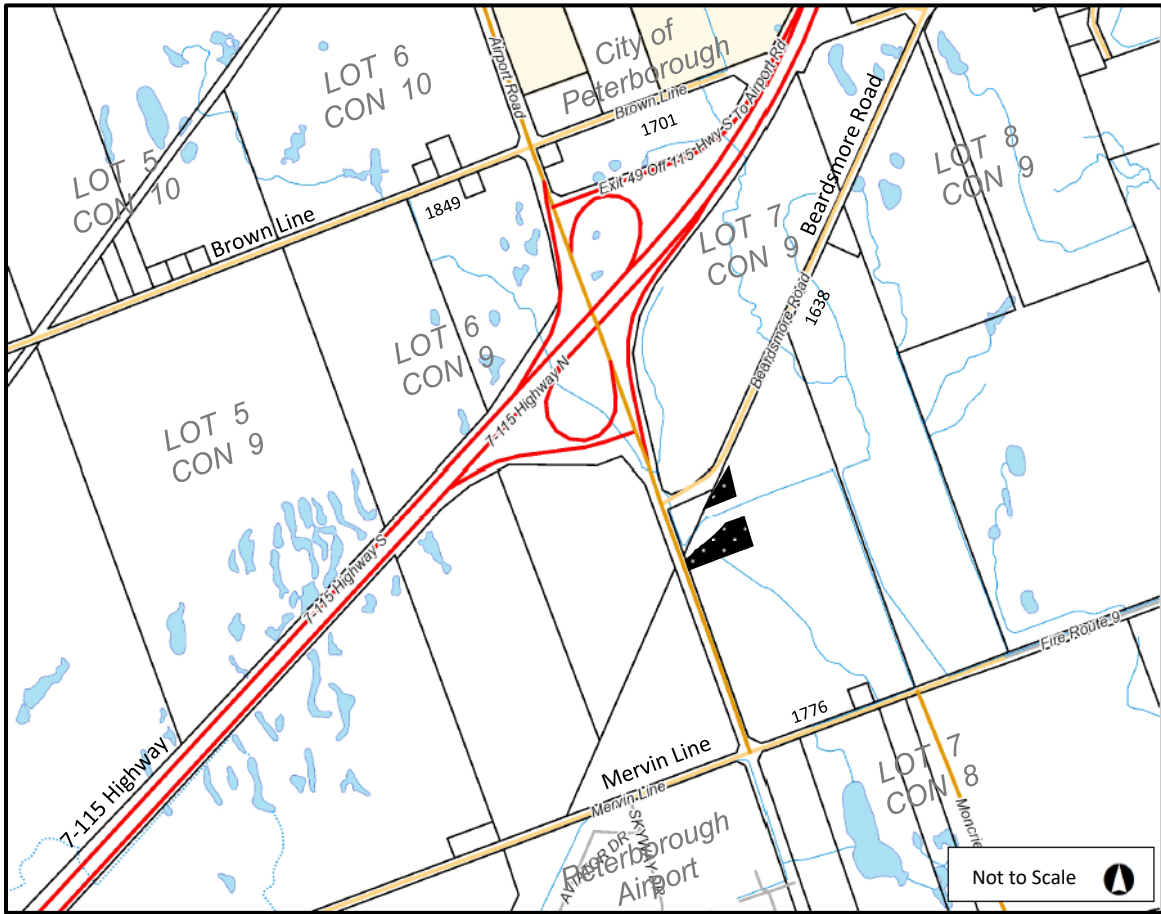
 Rezone from the Natural Linkage (NL) Zone  
 to the Rural Employment Holding Seven (M2-H7) Zone

 Rezone from the Airport Industrial (M5) Zone  
 to the Rural Employment (M2) Zone

\_\_\_\_\_  
 Mayor


\_\_\_\_\_  
 Clerk

**Schedule "4" to By-law No. 2019-23**



**Area Affected by this By-law**  
 1776 Mervin Line  
 Roll No. 1509-030-001-08300  
 Part Lot 7, Con. 9  
 North Monaghan Ward  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "4" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

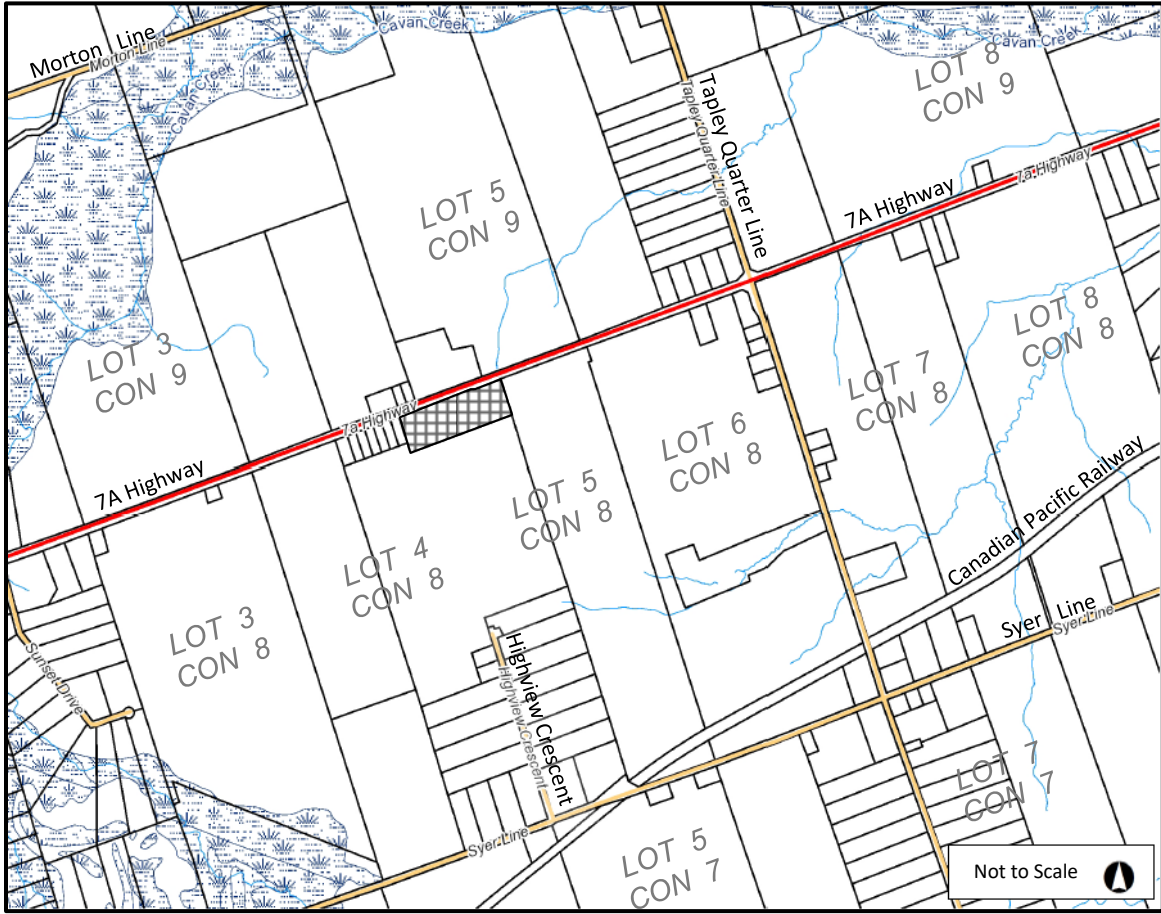
 Rezone from the Rural Residential Exception  
 Twenty-four (RR-24) Zone to the Rural (RU) Zone

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk




**Schedule "5" to By-law No. 2019-23**



**Areas Affected by this By-law**  
 303 Highway 7A  
 Roll No. 1509-010-030-25515  
 Part Lots 4 & 5, Con. 8, Cavan Ward  
 Township of Cavan Monaghan

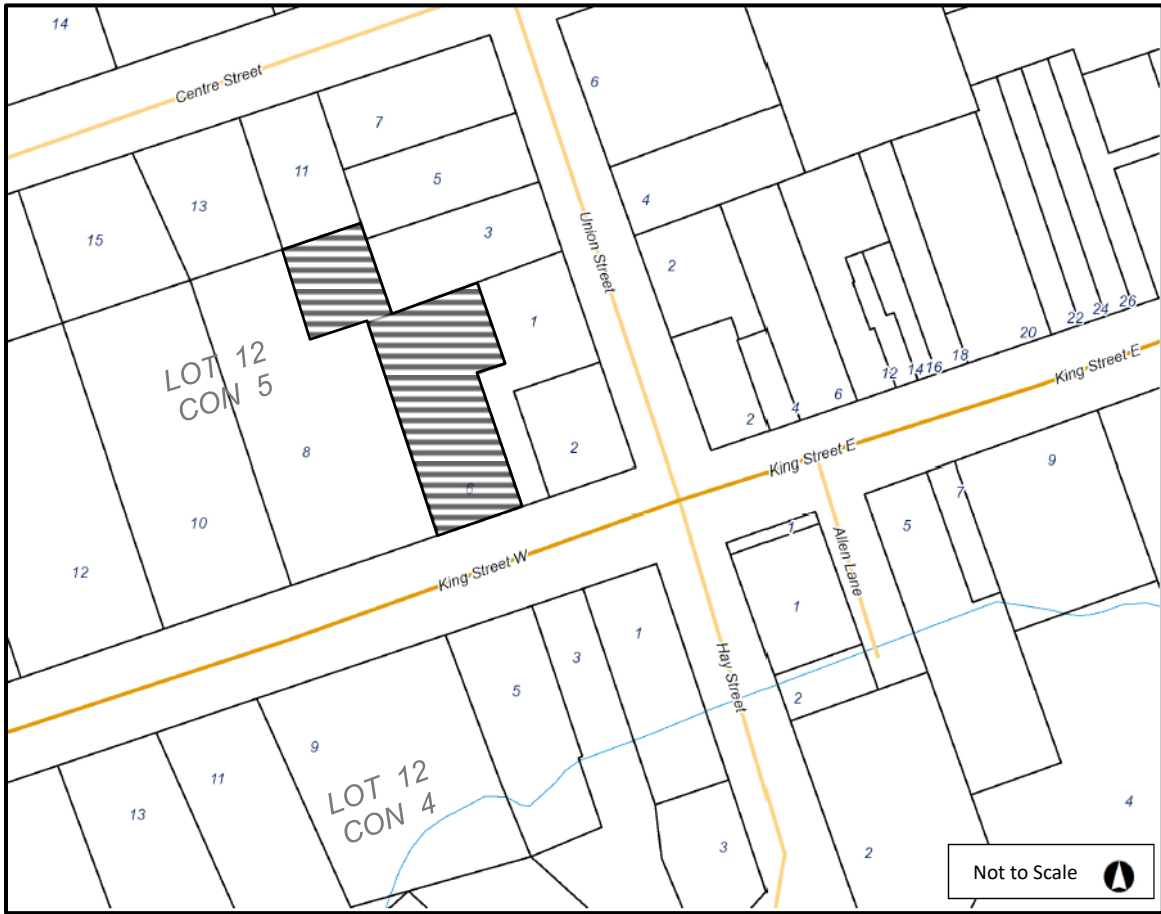
**Certificate of Authentication**  
 This is Schedule "5" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

 Rezone from the Agricultural (A) Zone  
 to the Agricultural Exception Fourteen (A-14) Zone

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk

# Schedule "6" to By-law No. 2019-23



**Area Affected by this By-law**  
 6 King Street West  
 Roll No. 1509-020-020-04600  
 Part Lot 12, Con. 5, Millbrook Ward  
 Township of Cavan Monaghan

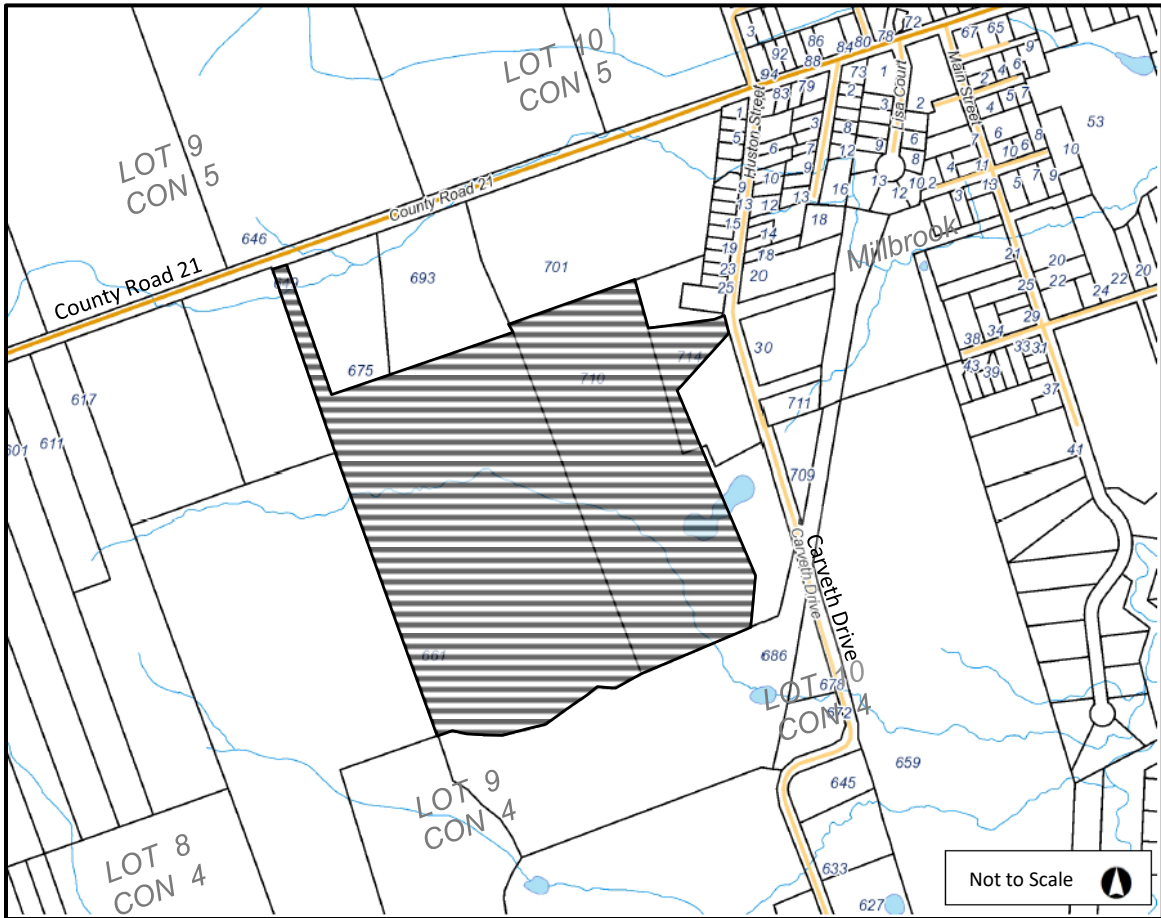
**Certificate of Authentication**  
 This is Schedule "6" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

 Rezone from the Core Mixed-Use Two (CMU2) Zone  
 to the Urban Residential Four (UR4) Zone

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk

**Schedule "7" to By-law No. 2019-23**



**Areas Affected by this By-law**  
 661 County Road 21  
 Roll No. 1509-010-020-13600  
 710 Carveth Drive  
 Roll No. 1509-010-020-0970  
 714 Carveth Drive  
 Roll No. 1509-010-020-09700  
 Part Lots 9 & 10, Con. 4  
 Cavan Ward  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "7" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

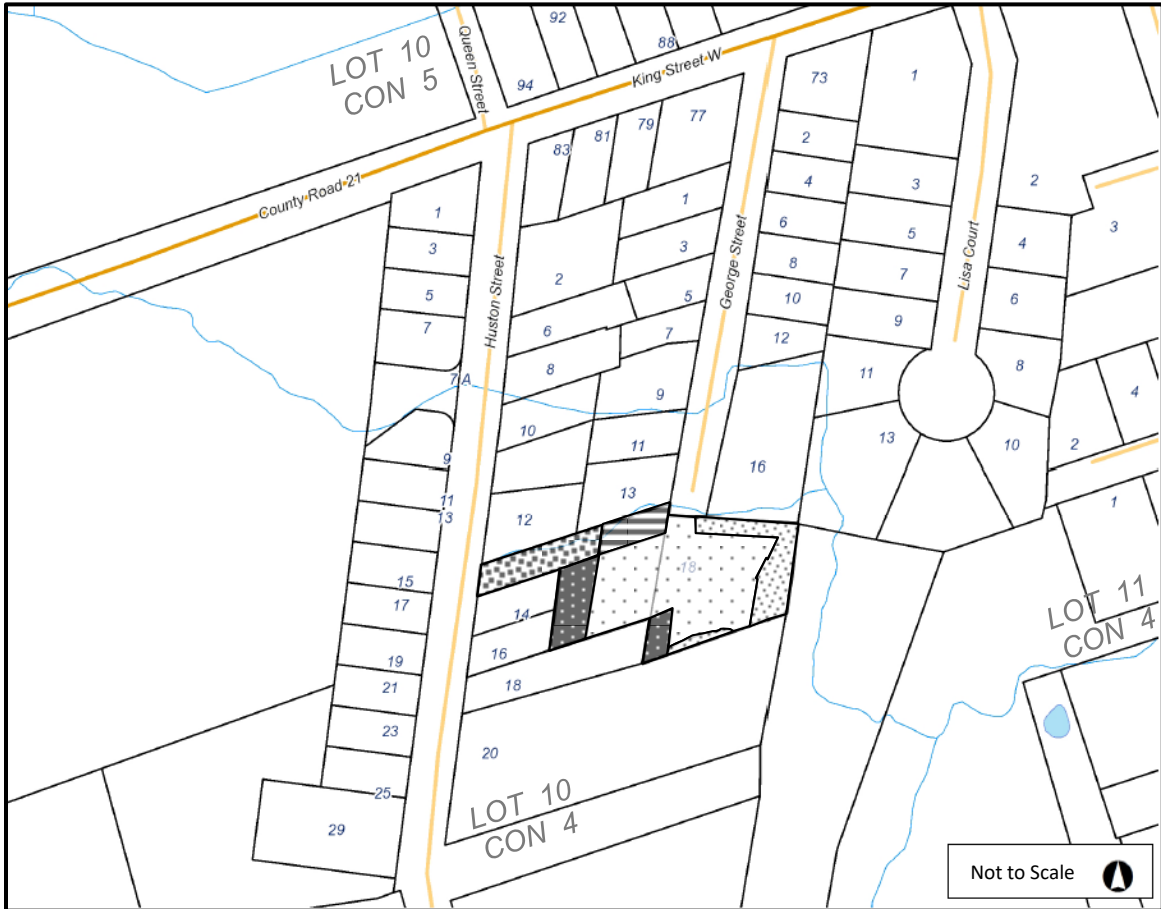


Rezone from the Agricultural (A) Zone to the  
 Oak Ridges Moraine Countryside (ORMCO) Zone

\_\_\_\_\_  
 Mayor






\_\_\_\_\_  
 Clerk

**Schedule "8" to By-law No. 2019-23**



**Area Affected by this By-law**  
 Roll No.'s 1509-020-010-18600  
 and 1509-020-010-19900  
 Part Lot 10, Con. 4, Millbrook Ward  
 Township of Cavan Monaghan

**Certificate of Authentication**  
 This is Schedule "8" to By-law  
 No. 2019-23 passed this  
 1<sup>st</sup> day of April, 2019.

-  Rezone from the Urban Residential One (UR1) Zone to the Natural Linkage (NL) Zone
-  Rezone from the Urban Residential One Exception Six (UR1-6) Zone to the Natural Linkage (NL) Zone
-  Rezone from the Urban Residential One (UR1) Zone to the Urban Residential One Exception Six (UR1-6) Zone
-  Area to remain zoned the Urban Residential One Exception Six (UR1-6) Zone
-  Areas to remain zoned the Natural Linkage (NL) Zone

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Clerk



## The Township of Cavan Monaghan

### By-law No. 2019-24

#### **Being a by-law to authorize the Township of Cavan Monaghan to enter into a Fire Communications Services Agreement with the Townships of Douro-Dummer, Trent Lakes, Havelock-Belmont-Methuen, Asphodel-Norwood, North Kawartha, Otonabee-South Monaghan, Selwyn, the County of Peterborough and the City of Peterborough**

**Whereas** the Municipal Act, 2001, c. 25, s. 19(2) provides that a municipality may exercise its powers, other than its power to impose taxes, to provide a municipal system to provide a service or thing in an area in another municipality or in unorganized territory if one of the purposes for so acting is for its own purposes.

**And Whereas** the Municipal Act, 2001, c. 25, s. 20(1) provides that a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in Section 19, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

**And Whereas** the Townships of Cavan Monaghan, Douro-Dummer, Trent Lakes, Havelock-Belmont-Methuen, Asphodel-Norwood, North Kawartha, Otonabee-South Monaghan, Selwyn, the County of Peterborough and the City of Peterborough have individually expressed a desire to enter into a Fire Communications Services Agreement and have jointly negotiated the terms and conditions upon which the delivery of Fire Communications Services will be provided for on behalf of the respective municipalities.

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

1. That the Mayor and the Clerk are hereby authorized to execute the Fire Communications Services Agreement between the Townships of Cavan Monaghan, Douro-Dummer, Trent Lakes, Havelock-Belmont-Methuen, Asphodel-Norwood, North Kawartha, Otonabee-South Monaghan, Selwyn, the County of Peterborough and the City of Peterborough in the form attached hereto as Schedule "A", and to affix the seal of the Corporation thereto.
2. That By-law No. 2014-16 passed by the Council of the Township of Cavan Monaghan on the 11th day of March, 2014 is hereby repealed.
3. That this By-law shall be commonly called the "Fire Communication Services Agreement By-Law".

Read a first, second and third time and passed this 1<sup>st</sup> day of April, 2019.

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**Scott McFadden**  
**Mayor**

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**Elana Arthurs**  
**Clerk**

## Township of Cavan Monaghan

### By-law No. 2019-25

#### Being a by-law to regulate traffic and parking within the limits of the Township of Cavan Monaghan.

**Whereas** the Municipality has the authority to pass by-laws to regulate the foregoing, pursuant to the Municipal Act, 2001;

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

#### 1. Definitions

For the purpose of this By-law:

**“Bicycle”** includes tricycles and unicycles but does not include a motor assisted bicycle.

**“Boulevard”** means the portion of the road allowance lying between the sidewalk and the roadway. On roads where there are no sidewalks it shall mean the portion of the road allowance lying between the travelled portion of the road and the limit of the road allowance.

**“Bridge”** means any bridge spanning a water course or ravine.

**“Commercial Vehicle”** means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, police patrols, motor buses and tractors. A van that is used for commercial purposes is to be considered a commercial vehicle.

**“Gross Weight”** means the combined weight of the vehicle and the load.

**“Heavy Vehicle”** means a vehicle, object or contrivance for moving loads having a registered gross weight, including the vehicle, object or contrivance and load, greater than two thousand, two hundred and sixty seven decimal nine six (2,267.96) kilograms, but does not include a passenger vehicle, ambulance, public works vehicle, fire department vehicle, police vehicle or a privately owned commercial vehicle which is being driven to or from the residence by the owner or other family member, or a commercial motor vehicle making a delivery to or collecting from a bonafide destination, which cannot be reached by way of a highway or highways upon which heavy traffic is not prohibited by this By-law.

**“Highway”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles.

**“Intersection”** means the area embraced within the prolongation or connection of the lateral curb lines, or, if none, that lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.



**“Minister”** means the Minister of Transportation.

**“Park or Parking”** when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in, loading or unloading merchandise and passengers.

**“Pedestrians”** means persons afoot, persons in wheelchairs and children in wheeled carriages, sleds and wagons.

**“Police Officer or Officer”** means a member of the Ontario Provincial Police Force, Peterborough Polices Services or a Municipal Law Enforcement Officer authorized to enforce the provisions of this By-law, and designated as a Provincial Offences Officer and includes all other persons appointed as Provincial Offences Officers.

**“Restricted Parking Area”** means any of the locations named or described in Schedules “B”, “C”, and “D” attached to and forming part of this By-law.

**“Roadway”** means that part of the highway which is improved, designated or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “Roadway” refers to any one roadway separately but not to all roadways collectively.

**“Sidewalk”** means any sidewalk, pathway, footpath or other area forming part of any highway or bridge or boulevard, or other means of walkways used by, or set apart for, the use of pedestrians.

**“Stand or Standing”** when prohibited, means the halting of a motor vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer, a traffic control sign or traffic control signal.

**“Stop or Stopping”** when prohibited, means the halting of a vehicle, even momentarily whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer, or of a traffic control sign or signals.

**“Street”** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles.

“**Time**” where an expression of time occurs or where any hour or other period of time is stated, the time referred to shall be Eastern Standard Time, except in periods when Daylight Saving Time is in effect, such time shall be Eastern Daylight Saving Time.

“**Traffic**” includes pedestrians, ridden or herded animals, vehicles, buses and other conveyances, either singularly or together using any street for purposes of travel.

“**Traffic Control Device**” means any sign, roadway, curb or sidewalk marking, or other device erected or placed under the authority of the Municipal Council for the purpose of guiding or directing traffic.

“**Vehicle**” includes a bicycle, a motorcycle, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle or the cars of electric or steam railways running only upon rails.

**Part I – Traffic**

- Enforcement                      1.1    The provisions of this By-law may be enforced by an Ontario Provincial Police Officer, Peterborough Police Services or a Provincial Offences Officer or any persons authorized to enforce the By-law.
  
- Stop Signs                        1.2    The intersections on highways, or parts of Highways, within the Township of Cavan Monaghan, as described in Schedule “E”, attached to and forming part of this By-law, shall be designated as “Stop” intersections
  
- Excavation & Barricade        1.3    No person or persons shall open excavations, erect barricades, store earth or construction materials, or park work equipment on any portion of any highway without first obtaining approval from the Township of Cavan Monaghan Director of Public Works, or his/her designate. Such approval shall be registered with the Clerk of the Township of Cavan Monaghan.
  
- Placement Material on        1.4    No person shall place snow, stones, soil, Township Property                      rubbish or materials of any kind from private property upon the highways, boulevards or sidewalks of the Township of Cavan Monaghan.

Remove/Injure Traffic Signs	1.5	No person or persons shall, without lawful authority, attempt to or, in fact, alter, deface, injure, break down or remove any official traffic control device or any inscription, shield or insignia thereon, or part thereof.
Heavy Vehicles Prohibited	1.6	When properly worded signs have been erected and are on display, no person shall drive, move or otherwise operate "Heavy Vehicles" upon any highway or part of a highway named or described in Schedule "J", attached to and forming part of this By-law.
Load Restrictions	1.7	When properly worded signs have been erected and are on display, no person shall operate a vehicle on a highway or part of a highway if any axle of the commercial vehicle or its trailer transmits to the highway a weight in excess of 5 tonnes (5000 kg.) between March 1 and April 30.
Bicycle Riders to Ride on Right	1.8	A person riding a bicycle on a roadway shall ride as near to the right hand side of the roadway as is practicable and shall exercise due care when passing a standing vehicle or one proceeding in the same direction.
Motorized Snow Vehicles after 11:00 p.m.	1.9	<p>(a) No person shall drive a motorized snow vehicle upon any highway within the Township of Cavan Monaghan between the hours of 11:01 p.m. and 7:00 a.m.</p> <p>(b) Section (a) does not apply to a person or persons driving a motorized snow vehicle who is proceeding directly to the residence of the registered owner of the motorized snow vehicle or directly to a place of employment or by emergency services for emergency purposes.</p>
Maximum 15 KMH	1.10	When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 15 kilometres per hour on any highway or parts of a highway described in Schedule "F", attached to and forming part of this By-law.

Maximum 40 KMH	1.11	When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 40 kilometres per hour on any highway or parts of a highway described in Schedule “G”, attached to and forming part of this By-law.
Maximum 50 KMH	1.12	When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 50 kilometres per hour on any highway or parts of a highway described in Schedule “H”, attached to and forming part of this By-law.
Maximum 60 KMH	1.13	When properly worded Speed Limit signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 60 kilometres per hour on any highway or parts of a highway described in Schedule “I” attached to and forming part of this By-law.

**Part II – Parking**

Parking Restricted	2.1	<p>When properly worded signs have been erected and are on display, no person shall park a vehicle on any highway between the limits and periods of time as described in Schedule “A” attached to and forming part of this By-law.</p> <p>(a) When properly worded signs have been erected and are on display, between the hours of 9:00 a.m. and 6:00 p.m., from Monday to Saturday inclusive, no person shall park a vehicle for any one period of time in excess of 15 (fifteen) minutes on those parts of streets named or described in Schedule “C”.</p> <p>(b) When properly worded signs have been erected and are on display at all entrances to the Millbrook Ward, no person shall park a vehicle on any street between the hours of 2:00 a.m. and 7:00 a.m.</p>
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of the same day from November 15 of one year and April 1 of the following year.

(c) When properly worded signs have been erected and are on display, between the hour of 9:00 a.m. and 6:00 p.m., from Monday to Saturday inclusive, no person shall park a vehicle for any one period of time in excess of (2) two hours on those streets or parts of streets named or described in Schedule "D" of this By-law.

(d) When properly worded signs have been erected and are on display, no person shall park on a vehicle on the street except as permitted by Schedule "K".

Parking Prohibited

2.2 When properly worded signs have been erected and are on display, no person shall, at any time, park a vehicle in the following places within the Township of Cavan Monaghan:

(b) In any area described in Schedule "B", Schedule "C", and Schedule "D", attached to and forming part of this By-law.

No Parking General

2.3 No person, within the Township of Cavan Monaghan, shall park a vehicle in any of the following places;

(b) In front of a public or private driveway;

(c) Within nine (9) metres of an intersection;

(d) Within three (3) metres of a fire hydrant

(j) On any highway between the hours of 12:01 a.m. and 7:00 a.m.

(k) On any highway in such a manner as to obstruct or impede the removal of snow from the highway.

Stopping Prohibited

2.4 No person shall stop a vehicle in any of the following places:

(d) In front of the entrance to a public lane or a

private driveway or so as to prevent entry to or exit from such public land or private driveway;

(e) Within three (3) metres of a fire hydrant;

(i) On any highway in such a manner as to obstruct or impede the removal of snow from the highway.

(j) On any highway in such a manner as to prevent the convenient removal of another vehicle previously parked or standing;

(k) On the highway side of any vehicle previously parked or standing;

(l) Alongside or across from any obstruction or excavation in such a manner as to obstruct, impede or otherwise restrict the normal flow of traffic;

(m) Opposite another vehicle, parked or standing, on any highway wherein said highway is less than eleven (11) metres in width;

(n) On any highway as described in Schedule "A", attached to and forming part of this By-law.

Penalties	2.5	Any person violating any of the provisions of this By-law is liable to the penalty as prescribed by the applicable law for each offence.  Where a vehicle is found parked in contravention of the provisions contained in Part II of this By-law, an Ontario Provincial Police, Peterborough Police Services or a Provincial Offences Officer or a Municipal Law Enforcement Officer authorized to enforce the By-law finding the vehicle may have the vehicle towed away at the expense of the owner
By-laws Repealed	2.6	That all previous traffic By-laws are hereby repealed in their entirety.
Effective Date	2.7	This By-law shall come into force and take effect upon final passage by the Township of Cavan Monaghan and when signs have been erected and are on

display in compliance with the regulations  
of the Ministry of Transportation of  
Ontario.

That By-Law 2018-29 be repealed in its entirety.

Read a first, second and third time and passed this \_\_\_\_\_ day of \_\_\_\_\_,  
2019.

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Scott McFadden,  
Mayor

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Elana Arthurs,  
Clerk

## Schedule "A"

### No Stopping

When properly worded signs have been erected and are on display, no person shall park a vehicle on any of the highways or parts of highways hereinafter set out:

Anne Street	North Side – from Hay Street to Cavan Street East Side – from Cavan Street to Frederick Street
Centre Street	North Side – from Union Street to a point 35 metres east of Union Street South Side – from Union Street to west limits of Centre Street
Distillery Street	West Side
Duke Street	East Side – from King Street east to a point 58 metres south of King Street East
Needler's Lane	North Side – from Allan Lane to Hay Street South Side from Baxter Creek to a point 15 metres west of Baxter Creek
Frederick Street	South Side – from Anne Street to Main Street
Hay Street	West Side – entire side of street to Anne Street East Side – from a point 50 metres south of King Street East to Needler's Lane
Huston Street	West Side – from King Street West to south limits of Huston Street
Lisa Court	Both Sides – within circle at south end of Lisa Court
Main Street	East Side – from a point 69 metres south of King Street East to Charles Street East Side – from Marshall Street to a point 67 metres north of Frederick Street East Side – from Frederick Street to the south limits of Main Street  West side – from a point 48 metres south of King Street East to a point 35 metres south of Charles Street West Side – from a point 45 metres south of Marshall Street to a point 30 metres north of Frederick Street
Needler's Lane	East Side – from a point 27 metres south of Distillery Street to a point 66 metres south of Distillery Street West Side – from Distillery Street to a point 69 metres south of Distillery Street



Queen Street

West Side – from King Street West to the north limits of Queen Street

Union Street

West Side – from Centre Street to a point 50 metres south of Centre Street

## **Schedule “B”**

### **Restricted Parking**

1. Unless otherwise properly signed, no person shall park a vehicle on any highway for longer than four (4) hours or in such a manner as to impede snow removal.

## **Schedule “C”**

### **Restricted Parking**

When properly worded signs have been erected and are on display, no person shall park a vehicle on a highway or parts of highways hereinafter set out in excess of 15 (fifteen) minutes:

Union Street	West Side – From a point 9 metres north of King Street West to a point 19 metres north of King Street West
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## Schedule "D"

### Restricted Parking

When properly worded signs have been erected and are on display, no person shall park a vehicle on a highway or parts of highways hereinafter set out in excess of 2 (two) hours:

Hay Street	East Side – Between King Street East to a point 50 metres south of King Street East
Distillery Street	West Side – Between King Street East and Needler's Lane East Side – Between King Street East and the north abutment of Baxter Creek Bridge
Centre Street	South Side – Between Tupper Street and Union Street North Side – Between Tupper Street and a point 35 metres east of Union Street
Union Street	East Side – Between King Street West and Centre Street West Side – Between a point 19 metres north of King Street West and a point 50 metres south of Centre Street.

## Schedule "E"

### Providing for the Erection of Stop Signs at Intersections

The intersections on highways set out in Column 1 are designated as intersections where Stop signs shall be erected at the locations shown in Column 2.

#### Column 1: Intersection

#### Column 2: Facing Traffic

McCamus ¼ Line & Eagleson Line	Southbound on McCamus ¼ Line
McCamus ¼ Line & Carmel Line	Northbound on McCamus ¼ Line
Brackenridge Dr. & Carmel Line	Southbound on Brackenridge Dr.
Brackenridge Dr. & Deyell Line	Northbound on Brackenridge Dr.
T-Way Dr. & Deyell Line	Northbound on T-Way Dr.
Thorne Dr. & Deyell Line	Southbound on Thorne Dr.
Thorne Dr. & Zion Line	Northbound on Thorne Dr.
Bee Dr. & Deyell Line	Northbound on Bee Dr.
Ava Cr. & Deyell Line	Southbound on Ava Cr.
Carveth Dr. & Zion Line	Southbound on Carveth Dr.
Elgar Dr. & Zion Line	Northbound on Elgar Dr.
Elgar Ct. & Elgar Dr.	Westbound on Elgar Ct.
White Birch Rd. & Elgar Dr.	Westbound on White Birch Rd.
White Birch Rd. & White Birch Rd.	Eastbound on White Birch Rd.
Zion Line & Glamorgan Rd.	Westbound on Zion Line
Hutchison Dr. & Zion Line Dr.	North and Southbound on Hutchison
Hutchison Dr. & Cedar Valley Rd.	Westbound on Cedar Valley Rd.
Hutchison Dr. & Cedar Cr.	Eastbound on Cedar Cr.
Hutchison Dr. & Larmer Line Dr.	North and Southbound on Hutchison
Hutchison Dr. & Syer Line	Northbound on Hutchison Dr.
Glamorgan Rd. & Fallis Line	Northbound on Glamorgan Rd.
Fallis Line & Tapley ¼ Line	East and Westbound on
Fallis Line Fallis Line & Valleyview Dr. west side	Southbound on
Valleyview Dr.	
Fallis Line & Valleyview Dr. east side	Southbound on
Valleyview Dr. Valleyview Dr. & Morningside Pl.	Southbound on
Morningside Pl.	
Scout Cr. & Tapley ¼ Line	Westbound on Scout Cr.
Valley Rd. & Tapley ¼ Line	Westbound on Valley Rd.
Valley Rd. & Deer Ave.	Southbound on Deer Ave.
Valley Rd. & Acadia Ct.	Northbound on Acadia Ct.
Valley Rd. & Pine Tree Cr.	Eastbound on Pine Tree Cr.
Pine Tree Cr. & Maple Tree Cr.	Northbound on Maple Tree Cr.
Deer Ave. & Plains Circle	Eastbound on Plains Circle
Plains Circle & Plains Circle	Southbound on Plains Circle
Tapley ¼ Line & Larmer Line	Westbound on Larmer Line
Larmer Line & Deer Ave.	Northbound on Deer Ave.
Larmer Line & Valley Rd.	Northbound on Valley Rd.
Syer Line & Vista Cr.	Southbound on Vista Cr.
Tapley ¼ Line & Syer Line	East and Westbound on Syer Line
Syer Line & Highview Cr.	Southbound on Highview Cr.
Syer Line & Dranoel Rd.	Westbound on Syer Line
Dranoel Rd. & Dranoel Dr.	Westbound on Dranoel Dr.

Ford Dr. & Ford Cr.  
Moore Dr. & Moore Dr.  
Dranoel Rd. & Morton Line  
Morton Line & Tapley ¼ Line  
Dranoel Rd. & Sharpe Line  
Sharpe Line & Jack Lane  
Sharpe Line & Winslow ¼ Line  
Sharpe Line & Cora Drive  
Sharpe Line & Howden ¼ Line  
Line  
Stewart Line & Cathcart Cr.  
Stewart Line & Preston Rd.  
Stewart Line & Howden ¼ Line  
Line  
Stewart Line & Winslow ¼ Line  
¼ Line  
Stewart Line & Darling Cr.  
Darling Cr. & Darling Cr.  
Stewart Line & Jill Lane  
Hooton Dr. & Howden ¼ Line  
Line  
Hooton Dr. & Hooton Dr.  
Hooton Dr. & Fieldview Dr.  
Hooton Dr. & Preston Rd.  
Best Rd. & Hayes Line  
Bland Line & Jones ¼ Line  
Bland Line & Shields Dr.  
Jones ¼ Line & Hayes Line  
Bland Line & Albert St.  
Mt. Pleasant Rd. & High St.  
Mt. Pleasant Rd. & Albert St.  
Meadow Lane & Workman St.  
Kennedy Dr. & Rose Cr.  
Ashley Cr. & Cathcart Cr.  
Brewda Cres. & Kalman Drive  
Kalman Drive & Carmel Line  
Dufferin Street & Gravel Road  
Needler's Lane and Distillery St.  
Needler's Lane and Allen Lane  
Hay Street and Needler's Lane  
Anne Street & Prince Street  
Anne Street & Princess Street  
Anne Street & Cavan Street  
Anne Street & Frederick Street  
Anne Street & Frederick Street  
Frederick Street & Main Street  
Frederick Street & Main Street  
Main Street & Marshall St.  
Charles Street & Main St.  
Charles Street & Main St.  
Sowden Lane & Main St.  
Union St. & Centre Street  
Union St. & Manor Drive  
Brookside St. & Baxter Creek Ct.  
Burnham Ct. & McGuire Dr.  
Wing St. & Bank St. South  
Centennial Lane & Century Blvd.

Eastbound on Ford Cr.  
Eastbound on Moore Dr.  
Westbound on Morton Line  
Northbound on Tapley ¼ Line  
Westbound on Sharpe Line  
Southbound on Jack Lane  
Westbound on Sharpe Line  
Northbound on Cora Dr.  
North and Southbound on Howden ¼  
Line  
Northbound on Cathcart Cr.  
Southbound on Preston Rd.  
North and Southbound on Howden ¼  
Line  
North and Southbound on Winslow  
¼ Line  
Northbound on Darling Cr.  
Southbound on Darling Cr.  
Northbound on Jill Lane  
North and Southbound on Howden ¼  
Line  
Westbound on Hooton Dr.  
Northbound on Fieldview Dr.  
Eastbound on Hooton Dr.  
Northbound on Best Rd.  
Southbound on Jones ¼ Line  
Northbound on Shields Dr.  
Northbound on Jones ¼ Line  
Northbound on Albert St.  
North and Southbound on High St.  
Southbound on Albert St.  
Westbound on Meadow Lane  
Westbound on Rose Cr.  
Eastbound on Ashley Cr.  
Westbound on Brewda Cres.  
Northbound on Kalman Drive  
Eastbound on Dufferin Street  
Northbound on Needler's Lane  
Southbound on Allen Lane  
Westbound on Needler's Lane  
Northbound on Prince Street  
Northbound on Princess Street  
Eastbound on Cavan Street  
Southbound on Anne Street  
Eastbound on Frederick Street  
Westbound on Frederick Street  
Eastbound on Frederick Street  
East and Westbound on Marshall St.  
Westbound on Charles Street  
Eastbound on Charles Street  
Westbound on Sowden Lane  
North and Southbound on Union St.  
All (4) Way Stop  
Northbound on Baxter Creek Ct.  
Southbound on Burnham Ct.  
Westbound on Wing St.  
Southbound on Century Blvd.

Century Blvd. & Nina Court  
Bartlett Rd. & Whitfield Rd.  
Maplehill Court & Maplehill Drive  
Campbell Avenue & Longview Drive  
Campbell Ave

Filman Crescent & Longview Drive  
Campbell Avenue & Campbell Avenue  
Whittington Drive & Dobbin Road  
Drive Whittington Drive & Elmdale Road  
Drive Davis Road & Stewart Line  
Davis Road & Maple Grove Road  
Maple Grove Road & Preston Road  
Road Elmdale Road & Brown Line  
Brown Line & Elmdale Road  
Worboy Ct & Beardsmore Road  
Carolyn Street & Johnston Dr.  
Skiview Dr. & Hillview Dr.

Northbound on Century Blvd.  
Southbound on Bartlett Rd  
Eastbound on Maplehill Court  
East & Westbound on

Eastbound on Filman Crescent  
Southbound on Campbell Ave  
East & Westbound on Whittington  
East & Westbound on Whittington  
Southbound on Davis Road  
Northbound on Davis Road  
Westbound on Maple Grove  
Southbound on Elmdale Road  
East & Westbound on Brown Line  
Eastbound on Worboy  
Northbound on Carolyn Street  
Westbound on Skiview Dr.

## Schedule "F"

### 15 KMH Speed Limit

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 15 kilometres per hour as hereinafter set out:

<b>Highway</b>	<b>From</b>	<b>To</b>
Mervin Line	Airport Road	End



## Schedule "G"

### 40 KMH Speed Limit

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 40 kilometres per hour as hereinafter set out:

<b>Highway</b>	<b>From</b>	<b>To</b>
Ford Drive	Highway 7A	End
Ford Crescent	Highway 7A	Ford Drive
Highview Crescent	Syer Line	End
Carveth Drive	Zion Line	Huston

## Schedule "H"

### 50 KMH Speed Limit

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 50 kilometres per hour as hereinafter set out:

Highway	From	To
Carmel Line	County Rd. 28	1150 meters westerly
Edgewood Park Drive	Mount Pleasant Road	End
Preston Road	Maple Grove Road	Stewart Line
Hooton Drive	Preston Road	650 meters westerly
Larmer Line	Tapley ¼ Line	1300 metres easterly
Tapley ¼ Line	Fallis Line	Syer Line
Cedar Valley Road	Hutchison Drive	County Rd. 28
Hutchison Drive	100 metres north of Cedar Valley Road	700 metres southerly
Morton Line	Highway 7	500 metres westerly
Sharpe Line	County Rd. 10	1200 metres easterly
Sharpe Line	County Rd. 10	700 metres westerly
Scout Crescent	Tapley ¼ Line	End
Plains Circle	Deer Avenue	End
Pine Tree Crescent	Valley Rd.	End
Maple Tree Crescent	Pine Tree Crescent	End
Valley Road	Tapley ¼ Line	Larmer Line
Acadia Court	Valley Road	End
Valleyview Drive	Fallis Line	Fallis Line
Morningside Place	Valleyview Drive	End
White Birch Road	Elgar Drive	End
Kennedy Drive	Mount Pleasant Road	End
Rose Crescent	Kennedy Drive	End
Workman Street	Mount Pleasant Road	Mill Street
Meadow Lane	Workman Street	End
High Street	Mill Street	End
Mill Street	Workman Street	High Street
Albert Street	Mount Pleasant Road	Bland Line
Rothesay Avenue	Lansdowne Street	End
Ashley Cres.	Cathcart Cres.	End
Syer Line	County Rd. 10	100 metres west of the Municipal address 888 Syer Line
Clifford Line	Hwy 7	End
Dobbin Road	Whittington Drive	1.2 km to city limits
Whittington Drive	Rosemount Gardens	3.2 Easterly
Davis Road	Stewart Line	Maple Grove Road
Elmdale Road	North Monaghan	Brown Line
Brown Line	Hwy 7	Airport Road
Beardsmore Road	Airport Road	Worboy Court
Johnston Drive	Worboy Court	City Limits
Whitfield Road	County Road 28	End
Bartlett Road	Moncrief Line	Whitfield Road
Longview Drive	Sherbrooke St. W.	End
Campbell Avenue	Longview Drive	East end

Campbell Avenue	Longview Drive	Campbell Avenue
Filman Crescent	Longview Drive	Longview Drive
Carolyn Street	Beardsmore Road	End
Worboy Court	Beardsmore Road	End
Brown Line	Airport Road	East end
Maplehill Drive	Sherbrooke Street	End
Maplehill Court	Maplehill Drive	End
Deer Avenue	Larmer Line	Valley Road
Elgar Court	Elgar Drive	End
Kalman Drive	Carmel Line	End
Brewda Court	Kalman Drive	End
Skiview Drive	Hillview Drive	End
Miller Street	County Road 10	End
King George Street	County Road 10	Elizabeth Street
Elizabeth Street	Miller Street	King George
Poplar Plains Drive	County Road 10	Fallingbrook Drive
Cavan Woods Drive	County Road 10	Fallingbrook Drive
Fallingbrook Drive	Poplar Plains Drive	Cavan Woods
Mount Pleasant Road	Queen Mary Street	High Street
Blue Jay Street	Queen Mary Street	Alexander Drive
Alexander Drive	Blue Jay Street	End
Jill Lane	Stewart Line	End
Fieldview Drive	Hooton Drive	End
Huston Street	Millbrook Ward limits	Carveth Drive
Sunset Drive	Highway 7A	End

All Highways within the Millbrook Ward.

## Schedule "I"

### 60 KMH Speed Limit

When properly worded signs have been erected and are on display, no person shall drive a motor vehicle at a rate of speed greater than 60 kilometres per hour as hereinafter set out:

Highway	From	To
Stewart Line	County Rd. 10	Preston Road
Stewart Line	County Rd. 10	700 metres westerly
Wilson Line	1100 metres west of County Rd. 10	800 metres westerly
Darling Crescent	Stewart Line	End
Jack Lane	Sharpe Line	End
Vista Crescent	Syer Line	End
Elgar Drive	Zion Line	End
Bee Drive	Deyell Line	End
Ava Crescent	Deyell Line	End
T-Way Drive	Deyell Line	End
Carmel Crescent	County Rd. 10	End
Zion Line	County Rd. 28	800 metres westerly
Sharpe Line	Highway 7	Howden ¼ Line
Cathcart Crescent	Stewart Line	Hwy 7
Deyell Line	County Road 10	Hutchison Drive
Bland Line	Jones ¼ Line	400 metres easterly
Bland Line	Jones ¼ Line	300 metres westerly
Jones ¼ Line	Bland Line	300 metres northerly
Syer Line	Tapley ¼ Line	100 metres west of the Municipal address 888 Syer Line
Carmel Line	County Rd. 10	100 metres east of County Rd. 28.
Howden ¼ Line	Stewart Line	Sharpe Line

## Schedule "J"

### Heavy Vehicles Restricted

Road	Section	Restricted Hours
Cathcart Cr.	From Stewart Line to Highway 7	At all times
Dobbin Road	From limits of City of Peterborough to Dobbin Road south	At all times
Elmdale Road	From Brown Line to South entrance to Sysco Food Terminal	At all times
Whittington Dr.	From limits of City of Peterborough west to Dobbin	At all times
Whitfield Road	Bartlett Road/Whitfield Landing Intersection to the east end	At all times
Brown Line	From Hwy. 7 to Airport Road	At all times
Preston Road	Maple Grove Road to Stewart Line	At all times
Brown Line	Hwy 7 to Airport Road	At all times
Davis Road 1.4 km Northbound	From Stewart Line	At all times
Preston Road	Maple Grove Road to Stewart Line	At all times
Brown Line	Hwy 7 to Airport Road	At all times
Whittington Drive	East of 2085 Whittington Drive to End	At all Times

## Schedule "K"

### No Parking

When properly worded signs have been erected and are on display, no person shall park a vehicle on the street identified except as permitted herein;

<b>Highway</b>	<b>From</b>	<b>To</b>
Brookside Street	Tupper Street	400 metres west of Tupper
Street North Side – January 1 – June 30 South Side – July 1 – December 31		
Brookside Street	Driveway of 97 97 Brookside Street	6 metres East of Driveway at Brookside Street
Cedar Crescent	Hutchinson Drive	End of Cedar Crescent on the South East side

# The Township of Cavan Monaghan

## By-law No. 2019-26

### Being a by-law to amend By-law No. 2019-13 being a by-law to Impose and Consolidate User Fees and Charges

**Whereas** Section 391 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, authorizes municipalities and local boards to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property under its control;

**Whereas** Council deems it necessary to amend the current User Fees and Charges By-law to update costs related to the Recreational Services.

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

1. That the Township's User Fees and Charges By-law No. 2019-13 be amended by adding a section to the Recreational Services for the New Community Centre rentals beginning in September 2019.
2. That the New Community Centre fees attached as Schedule '1' to this By-law be inserted to Schedule 'A' of By-law No. 2019-13.
3. That this By-law shall come into full force and effect on the date of final passage.

Read a first, second and third time and passed this 1<sup>st</sup> day of April, 2019.

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**Scott McFadden**  
Mayor

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**Elana Arthurs**  
Clerk

## Schedule '1' to By-law No. 2019-26

### New Community Centre

<b>Standard/Tournament Prime Time Ice</b>	\$175.00/hr.
<b>Prime Time Ice – Millbrook and District Minor Hockey Association; and Millbrook Figure Skating Club</b>	\$135.00/hr.
<b>Non-Prime Time Ice</b>	\$90.00/hr.
<b>Arena Floor – Non-Ice Surface</b>	\$75.00/hr.
<b>Arena Floor – per event (8 hours)</b>	\$650.00
<b>Public/Rec. Skating</b>	
▪ Child/youth (12 & Under)	\$2.00
▪ Adult	\$3.00
▪ Family	\$5.00
<b>Community Hall</b> (2,526 ft <sup>2</sup> ) (3,064 ft <sup>2</sup> with warming kitchen & storage)	\$60.00/hr. \$200.00/half day \$350.00 - 8 hrs. day rate (prior to 5 p.m.) \$450.00 day/evening with SOP
<b>Kitchen</b> (538 ft <sup>2</sup> )	\$100.00
<b>Refundable Damage Deposit</b>	\$200.00 with SOP
<b>Special Set-Up Charges</b>	
▪ Any booking that requires special assistance of Township staff	\$60.00/per hr./per staff
<b>Fitness Studio</b> (1,290 ft <sup>2</sup> )	\$30.00/hr. \$110.00/half day up to 4 hrs. \$210.00/day/event (8 hrs.)
<b>Meeting Room</b> (430 ft <sup>2</sup> )	\$30.00/hr. \$100.00/half day up to 4 hrs. \$150.00/day/event (8 hrs.)
<b>Advertising</b> Arena rink boards (per year)	\$400.00/yr. plus production costs
*SOP – Special Occasions Permit	
* Prime Time Ice – Mon to Fri 5:00 p.m. – 11:00 p.m. & All Day Sat & Sun	



**FINANCE DEPARTMENT**

988 County Road 10  
Millbrook, Ontario  
L0A 1G0

Tel: (705) 932-9336  
Fax: (705) 932-3458

[www.cavanmonaghan.net](http://www.cavanmonaghan.net)

## Township of Cavan Monaghan

### User Fees and Charges By-law No. 2019-13

Administrative Services	Pg. 2 - 4
Building Department Services	Pg. 5
Fire Department Services	Pg. 6 - 7
Licensing	Pg. 8
Planning Department Services	Pg. 9 – 10
Recreational Services	Pg.11 – 13
Public Works	Pg.14 - 15

A not-for-profit organization may request the waiving of a user fee or charge, as outlined in the current User Fees and Charges By-law, providing the funds from the public activity/event/function will be transferred to the municipality for the benefit of all rate payers. A written request must be submitted to the CAO for approval in advance of the activity/event/function date with the details of the anticipated funds and purpose of the funds being transferred to the municipality.

## Administrative Services

### Written Requests

Tax Certificate (with 48 Hour Notice)	\$40.00 per roll no.	TC
Utility Certificate	\$30.00 per account no.	UC
Tax and/or Utility Certificate with issuance less than 48 Hours' Notice.	Additional 25% premium on user fee per roll no.	TCRUSH
Tax & Utility Certificate (Combined)	\$70.00 per roll no.	TCU

**Verbal Confirmation of Tax Certificate and/or Utility Certificate provided up to 30 Calendar Days After Issuance - No Charge-**

Zoning Request	\$40.00 per roll no.	4910A6
Work Orders	\$40.00 per roll no.	4910A7
Agreement Compliance Letters	\$55.00 per roll no.	4910A8
Cancellation Request and Refund Fee	\$10.00 per roll/account no.	CANCEL

### F.O.I. (Freedom of Information & Protection of Privacy Act) Requests

To enact a F.O.I. request	\$5.00 per request	4220B
Photocopies, computer printouts, faxing	\$0.20 per page	4220C
USB Drive/Data Stick	\$10.00 per USB	4220BB
Long Distance Fax Service	\$1.20 per page	4250A7
Local Fax Service	\$0.20 per page	4250A8
Manually searching for a record after 2 hours searching	\$7.50 each 15 mins	4250B4
For preparing a record for disclosure includes severing a part of the record	\$7.50 each 15 mins	4250B4
Developing a computer program or other method of producing a record from a machine-readable record	\$15.00 each fifteen minutes	4250B5
Deposit Required: If a "Head" gives an estimate of an amount payable under the Act, and the estimate is \$25.00 or more, the "Head" may require a deposit equal to 50% before completing the request	Deposit equal to 50% of estimate	n/a

**Authority: Section 3, Subsection of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, Chapter M.56**

### Other Charges

Postage	Current postage rate	POSTAG
Photo Copy - Letter Size	\$0.50 per page	4250A2
Photo Copy - Legal Size	\$1.00 per page	4250A3
Long Distance Fax Service	\$1.50 per page	4250A7
Local Fax Service	\$0.50 per page	4250A8
USB Drive/Data Stick	\$10.00 per USB	4250AB

\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.  
The User Fees quoted within the User Fees and Charges By-law has been cash discounted.  
This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

**Miscellaneous Charges**

Non-Cash Charge	3% of payment	CREDIT
Payment Transfer between Accounts (Customer Error)	\$5.00	4250B1
Commissioner of Oath Services (Township Resident)	\$15.00	4220A2
Commissioner of Oath Services (Non-Township Resident)	\$20.00	4220A4
Marriage Licence	\$125.00	4223A1
Civil Ceremony (Regular Hours)	\$300.00	4223A2
Civil Ceremony (Non-Regular Hours)	\$400.00	4223A3
Ceremony Rehearsal	\$50.00	4223A4
Ceremony Mileage	Rate established by County of Peterborough	4223A5
Burial Permits	\$25.00	4220BU
Duplicate Accounts Receivable Invoice or Statement (Paper Record)	\$10.00 per page	4800A6
Duplicate Accounts Receivable Invoice or Statement (Email Record)	\$5.00 per page	4800E6
Fence Viewing – To initiate the fence viewing	\$50.00 per application	4220D
Closed Meeting Investigator/per submission	\$125.00	4220D1
Registered Mail Fee	Cost recovery + 5% Admin (min \$20.00)	R-MAIL
Tender Package on behalf of approved consultant	Cost recovery + 10% Admin Fee	TENDER
Paymentus™ Convenience Fee (%) Property Taxes / Utilities / Rentals / Fire / Marriage Certificates / Finance & Admin	On-Line Percentage Fee of 1.75% (per contract)	n/a
Paymentus™ Convenience Fee (Flat) Dog Tags / Burn Permits	On-Line Flat Fee of \$1.75 (per contract)	n/a

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**Tax and Finance Charges**

Request Information of tax account – Property owner verbal request of current information free of charge. A fee is required for printed receipts/statements	\$0.00	n/a
Request for property information for previous years (manually searching & compiling information/records)	\$10.00 each 15 mins (\$20.00 minimum)	4250A5
PAP Cancellation (< 21 Calendar Days before Due Date)	\$20.00	4250B2
Final Notice Letter (Bailiff/Tax Sale/Transfer to Taxes)	\$30.00	4250B3
Final Collection Notice – AR Collection Fee	15% collection fee (min \$10.00 fee)	4250CB
Returned Payment Fee	\$48.00	NSF
Duplicate Water Invoice or Statement (Paper Record)	\$10.00 per year	4800A6
Duplicate Water Invoice or Statement (Email Record)	\$5.00 per year	4800E6
Duplicate Tax Bill or Tax Statements (Paper Record)	\$10.00 per page	4250A6
Duplicate Tax Bill or Tax Statements (Email Record)	\$5.00 per page	4250E6
Overdue Tax Notification/Reminder Notice	\$5.00 per record	4250O6
Re-Issue/Refund Cheque	\$5.00 (per request)	4250B6
Ownership Change Fee	\$30.00 per roll	4250A1
New Account Set-up Fee	\$60.00 per roll	4250A0
Tax Sale Administration Fee	Charges as incurred	TAXSAL
Municipal Tax Sale Tender Package	\$10.00/package	TAXPKG
Mortgage Account Adjustment	\$30.00 per roll	4250B9
Mortgage Additions	\$10.00 per roll	4250B7
Mortgage Payment Fee	\$5.00 per account	4250B8
Retrieval of Post Dated Cheques	\$20.00	4250A9
Administrative Invoice Fee for additions to Property Tax Roll	5% administration fee (\$50.00 minimum fee)	4250A4

**Authority: Section 391 of the Municipal Act 2001 S.O. 2001, c.25**

\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.  
 The User Fees quoted within the User Fees and Charges By-law has been cash discounted.  
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## Building Department Services

### Residential

New Dwellings based on habitable area (walkout basements are based on ½ floor area)	\$0.95 per square ft Min. \$500.00	4910A1
Residential additions – including attached garages (based on floor area)	\$0.95 per square ft Min. \$150.00	4910A2
Alterations, Repairs or Renovations	\$10.00 per \$1,000.00 cost of construction Min. \$150.00	4910A3
Building Relocation	\$500.00	4910A4
Relocation of Accessory Building	\$250.00	4910A9

### Detached accessory buildings based on total area (includes agricultural buildings)

Area up to 600 sq ft	\$0.50 per square ft	4910A5
Additional Area 601 sq ft +	\$0.25 per square ft	4910A5
Minimum Permit Fee	\$150.00	4910A5

### Commercial, Industrial or Institutional

Commercial, Industrial or Institutional	\$0.95 per square ft for new construction \$10.00 per \$1,000.00 cost of construction for renovations	4910D1
Minimum Permit Fee	\$150.00	4910D1

### Plumbing

Plumbing – 1-9 Fixtures	\$75.00	4910J3
Plumbing – 10 or more Fixtures	\$150.00	4910J4

### Designated Structures and Miscellaneous Charges

Decks or Balconies	\$0.50 per square ft Min.\$100	4910E1
Solid Fuel Appliances and Chimneys	\$100.00	4910F1
Pool Permit	\$100.00	4910B1
Roof Mounted Solar Panels – over 53.82 sq. ft in area	\$10.00/\$1,000.00 cost of construction. Min. \$125.00	4910B2
All other designated structures as defined by the OBC	\$10.00/\$1,000.00 cost of construction. Min. \$250.00	4910B3
Demolition Permit	\$150.00	4910G1
Permit Renewal	\$50.00	4910H1
Temporary Trailer (six-month period)	\$150.00	4910I1
Failure to obtain required permits	Double the regular permit fee	n/a
Failure to comply with an order	Double the regular permit fee Min. \$1,000.00	4910P1
Chief Building Official determined minor	\$50.00	n/a

\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.  
 The User Fees quoted within the User Fees and Charges By-law has been cash discounted.  
 This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

## Fire Department Services

### Fire Prevention Inspection of Building and Property - Part A

All Commercial, Industrial or Federal	\$125.00 per inspection	4414A1
Residential Occupancies, including Government Funded Daycare facilities, group homes, child care provider homes, Bed and Breakfast, Schools	\$125.00 per inspection	4414A2

### Clearance Letter – Part B

Special Occasion Permit/Letters	\$125.00	4411D
Fireworks Approval Requiring Authority Having Jurisdiction Approvals	\$100.00	4411D2

### Fire Burning Permits - Part C

#### All fires within the Township require a Fire Permit

Applicable fee per 12 month period per household from the date of initial issue of the first permit

Campfire Permit	\$10.00 per 12 month period	4414C1
Brush Permit	\$25.00 per 12 month period	4414C2
Special Permit	\$50.00 per 12 month period	4414D1

### Risk and Safety Management Plan Approval (RSMP) – Part D

Review of Propane Facility Risk and Safety Management Plans (RSMP) – new, existing or expanding facility (not including fees for third party or external review)	Less than or equal to 5,000 USWG, \$500.00 process fee	4414A4
	Greater than 5,000 USWG, \$1,000.00 initial deposit fee	4414A44
Review of Propane Facility Risk and Safety Management Plans (RSMP) – existing facility annual fee (not including fees for third party or external review)	\$300.00 annual review fee	4414A45
Propane Exchange Letter	\$150.00	4414A46

\*Taxes not included in the fees and charges. Please add applicable taxes where necessary.  
 The User Fees quoted within the User Fees and Charges By-law has been cash discounted.  
 This cash discount of 3% will not apply to payments made by credit at the Municipal Office.

**Review of Fire Safety Plan/Drills – Part E**

Review of Fire Safety Plan	\$100.00	4414A6
Vulnerable Occupancy Drill	\$100.00	4414E3
Vulnerable Occupancy Drill Review	\$100.00	4414E3B

**File Review – Part F**

Review and Status Update of Existing Inspection, Approval, Clearance, Review File	\$150.00	4414A5
Fire Reports/Motor Vehicle Accidents (money to be received upfront)	\$175.00	4414A3

**Emergency Response – Part G**

First Hour	\$477.00 per Fire Apparatus or MTO rates as amended	4414E
Every half hour thereafter	\$238.50 per Fire Apparatus or MTO rates as amended	4414E
ARIS/MTO Plate Abstract Retrieval Fee / Police Report	\$50.00	4414E2
Fire Response Fees- Indemnification Technology (Fire Marque)	Current MTO rates, plus personnel costs, plus any additional costs to the Township of Cavan Monaghan	n/a

**False Alarms – Part H**

1st Alarm	Exempt	n/a
2nd Alarm	Subject to \$500.00	4414G
3rd Alarm	Part “G” Rates	4441G
4 <sup>th</sup> Alarm	Part “G” Rates x 2	4441G

**Goods/Materials – Part I**

Smoke Alarm/CO Detector	\$80.00 Each	4414A7
Lock Boxes (uninstalled)	\$350.00 per lock box	4414A8

**Extraordinary Expenses – Part J**

Administration charge:	15% on any extraordinary expense equal to or under \$5,000.00 10% on any extraordinary expense over \$5,000.00.	4414F
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## Licensing

### Lottery (Provincial) Licensing

Nevada Break Open	3% of total value of prizes or a flat rate of \$15.00	4220B1
Lottery Raffle	3% of total value of prizes or a flat rate of \$15.00	4220B4
Blanket Lottery	3% of total value of prizes or a flat rate of \$15.00	4220B5
Bingo	3% of total value of prizes or a flat rate of \$15.00	4220B3
Bazaar	3% of total value of prizes or a flat rate of \$15.00	4220B2

**Authority: Order in Council 2699/93(as amended by OIC 2038/97 and OIC 267/98)**

### Animal Control Licensing - Dog Licensing,

#### If paid on or before March 31st of the current year

For each spayed female or neutered male	\$15.00 per dog	4230D1
For each female or male, untreated	\$20.00 per dog	4230D2

#### If paid after March 31st of the current year

For each spayed female or neutered male	\$30.00 per dog	4230D3
For each female or male, untreated	\$40.00 per dog	4230D4

#### Newly Acquired Dogs/ Dogs belonging to new Residents

For each spayed female or neutered male	\$15.00 per dog	4230D5
For each female or male, untreated	\$20.00 per dog	4230D6

#### Replacement Tag

Replacement Tag	\$5.00 per tag	4230E1
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#### Impound Fees

For each Dog without Dog Tag - during business hours	\$150.00 per dog	4230F1
For each Dog without Dog Tag - outside of business hours	\$200.00 per dog	4230FA
For each Dog with a Dog Tag (animal control licence)	\$75.00 per dog	4230F2

#### Pick-Up Charges

Any person owning a dog which is found running at large and is confined by the Dog Control Officer shall pay pick-up fees as set out below:

1 <sup>st</sup> offence in any 12 month period	\$30.00 per dog	4230B1
2 <sup>nd</sup> offence in any 12 month period	\$60.00 per dog	4230B2
3 <sup>rd</sup> and subsequent offence in any 12 month period	\$120.00 per dog	4230B3

#### Kennel Licence Fee, if paid on or before March 31<sup>st</sup> of the current year

Kennel of Purebred dogs	\$100.00 per kennel per year	4230D9
Commercial Breeding Kennel	\$125.00 per kennel per year	4230DB
Commercial Boarding Kennel	\$150.00 per kennel per year	4230DC

#### If paid after March 31<sup>st</sup> of the current year

Kennel of Purebred dogs	\$150.00 per kennel per year	4230DK
Commercial Breeding Kennel	\$175.00 per kennel per year	4230DE
Commercial Boarding Kennel	\$200.00 per kennel per year	4230DF

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## Planning Department Services

### Planning Fees

Application for Official Plan Amendment <b>Minor</b> Amendment for up to four (4) residential units and/or agricultural uses with basic wording and/or mapping change	\$3,000.00	4950A1
Application for Official Plan Amendment <b>Major</b> Amendment for more than four (4) residential units and/or any ICI (industrial, commercial, institutional) application	\$5,000.00	4950A2
Application for Zoning By-Law Amendment Residential/Commercial/Industrial/Institutional	\$1,700.00	4940Z1
Application to Remove Holding Symbol	\$250.00	4920B3
Application for Minor Variance	\$1,200.00	4930A3
Application for Site Plan Approval	Full Cost Recovery with a \$5,000.00 deposit	4980Z1
Other agency fees and charges may also be applicable to the above planning fees (example; Conservation Authority Fees and/or other agency fees).		4920R

Application for Extension of Temporary Use	\$250.00	4940Z2
Application for Industrial Wind Turbine Consultation	Full Cost Recovery with a \$25,000.00 deposit	4980Z2
Severance Application Review/Application for Consent	\$400.00	4920B1
Plan of Subdivision (up to 50 lots/units)	Full Cost Recovery with a \$10,000.00 deposit	4970Z1
Plan of Subdivision (51 or more lots/units)	Full Cost Recovery with a \$15,000.00 deposit	4970Z2
Part Lot Control Exemption	\$500.00 + \$100.00 for each additional parcel	4970B1
Sale of Official Plan (Hard Copy)	\$50.00 each	4990A7
Sale of Official Plan (USB)	\$25.00 per USB	4990A6
Sale of Zoning By-Law (Hard Copy)	\$50.00 each	4990A8
Sale of Zoning By-Law (USB)	\$25.00 per USB	4990A6
Sale of Township Map (24 X 36)	\$15.00 each	4990A9
Cash-in-Lieu of Parkland dedication	\$1,200.00 each	9530Z1
Merger Agreement (usually required as a condition of consent)	\$250.00	4920B6
Mitigation Measures Agreement (usually required as a condition of consent)	\$250.00	4920B7
Easement or Encroachment Agreement	\$250.00	4920C1

**Authority: Section 69 of the Planning Act, R.S.O. 1990, c.P.13**

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**Site Alteration & Fill Control**

Fill less than 500 cubic metres	\$500.00 plus \$0.24 per cubic metre	4960A1
Fill greater than 500 cubic metres	\$750.00 plus \$0.60 per cubic metre	4960A1
Extension of permit for fill less than 500 cu metres	\$250.00	4960A1
Extension of permit for fill greater than 500 cu metres	\$375.00	4960A1
Security for default of agreement to carry out work or other breach of By-law No. 2012-27 or fill permit conditions and obligations	\$3,000.00 or 100% of the cost of remediating off-site impacts and returning the land to a condition satisfactory to the CBO, whichever is greater, additional security as required	4960A2
Security for maintenance of the highways that are used by the trucks delivering or removing fill	Amount to be determined by CBO	4960A2

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## Recreational Services

<b>Stat/Civic Holiday Rental Premium</b>	Additional 25% premium on Recreational Services User Fees and Charges	STAT
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### Old Millbrook School

Use of tables and chairs included

<b>Dorothy Stevens Room</b> (Per 4 hrs.) 8:30 a.m.- 4:59 p.m.	\$32.00 per event	4723A1
<b>Dorothy Stevens Room</b> (Per hr.) after 5:00 p.m. – 9:00 p.m. and weekends 8:30 a.m. – 9:00 p.m.	\$32.00 per hr.	4723A2
<b>Multi Booking Dorothy Stevens Rental</b> 10+ more scheduled events in a 12 month period from the original contract date (Maximum 4 hrs) per day	\$32.00 per event	4723A3
<b>Tables and/or Chairs Set-up /Take Down</b>	\$27.50 per hr.	SETUP

### Municipal Office

Use of tables and chairs included

<b>Gymnasium Rental</b> (Per Hour) Monday – Sunday 8:30 a.m. – 10:00 p.m.	\$32.00 per hr.	4299A1
<b>Multi Booking Gymnasium Rental</b> 10+ more scheduled events in a 12 month period from the original contract date (Maximum 4 hrs.) per day	\$32.00 per event	4299A2
<b>Gymnasium Event Flat Rate</b> (Maximum 8 hrs. + 2 hrs. set-up + 2 hrs. take down)	\$192.00 per event	4299A3
<b>Committee Room Rental</b> (per hour) (Monday - Friday, 5:00 p.m. to 10:00 p.m. only) (Saturday - Sunday, 8:30 a.m. to 10:00 p.m.)	\$32.00 per hr.	4299A4
<b>Multi Booking Committee Room Rental</b> 10+ more scheduled events in a 12 month period from the original contract date (Maximum 4 hrs.) (Monday - Friday, 5:00 p.m. to 10:00 p.m. only) (Saturday - Sunday, 8:30 a.m. to 10:00 p.m.)	\$32.00 per event	4299A5
<b>Committee Room Event Flat Rate</b> (Maximum 8 hrs. + 2 hr. set-up + 2 hr. take down) ( Weekends only)	\$192.00 per event	4299A6
<b>Tables and/or Chairs Set-up/Take Down</b>	\$27.50 per hr.	SETUP

**Section 391 of the Municipal Act 2001, R. S.O. 2001,c.25**

### Park Permitted Use

<b>Gathering</b> 25+ people	\$55.00	4711F1
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## Community Centre

### Arena Ice Surface – Monday – Friday 10:00 a.m. to 11:00 p.m.

#### Saturday & Sunday – 7:00 a.m. to 11:00 p.m.

- The Tournament/Carnival rate is calculated by the number of hours rented and the associated hourly rate fee (Minor Sport, Prime Time, Day Ice or Late Night Ice), which includes the hall and kitchen beginning one hour before and one hour after the rental
- A scheduled hour is equal to 50 (fifty) minutes on ice

<b>Minor Sports</b> (Minor Hockey & Figure Skating)	\$114.50 per hr.	4731A1
<b>Prime Time Ice</b> (Monday-Friday 5:00 p.m.-11:00 p.m.) Saturday and Sunday – 7:00 a.m. – 11:00 p.m.	\$152.50 per hr.	4731A2
<b>Day Ice</b> (Monday-Friday 10:00 a.m. - 5:00 p.m.)	\$70.50 per hr.	4731A3
<b>Sponsorship Ice Rental</b>	\$70.50 per hr.	4731B1

### Arena Hall Rental – Monday - Sunday 8:30 a.m. to 11:00 p.m.

- Minor sports will have access to the arena hall during ice rentals for meetings, provided the arena hall is not booked
- Includes kitchen facility rental and use of tables and chairs

<b>Meeting/Recreation Event</b> per hour	\$44.50 per hr.	4731A6
<b>Event Flat Rate</b> (Maximum 8 hrs. + 2 hrs set-up and 2 hrs take down)	\$266.00 per event	4731A5
<b>Multi Booking Meeting/Recreation</b> 10+ more scheduled events in a 12 month period from the original contract date (maximum 4 hours) per facility per day	\$64.00 per event	4731A7
<b>Tables and/or Chairs Set-up /Take Down</b>	\$27.50 per hr.	SET-UP
<b>User Group Registration</b> (max 2/season)	Free	

### Arena Ice Surface – Off Season - Monday - Sunday 8:30 a.m. to 11:00 p.m.

- Use of tables and chairs included

<b>Ice Surface Rental-Sports, Activities etc.</b> per hour	\$70.50 per hr.	4731A9
<b>Ice Surface Rental</b> per event (Maximum 8 hrs. + 2 hrs set-up and 2 hr take down)	\$421.00 per event	4731A8

### Admission Rates

- Infant Rate** - No admission charge for infants, aged 0 to 3 years, brought by a parent or responsible adult (for whom applicable rates applies)
- **Attendant Caregiver Rate** – No admission charge for caregiver attending with a person with disabilities.

<b>Public Skating</b>	\$2.00 per person (including HST)	4731A0
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### Arena Advertising Rates - Calendar Year

- Company must pay for their sign production and board kit

<b>Arena Board / Wall 4" x 8" Mounted Advertisement</b>	\$140.50 per yr.	4731J1
Ice Surface Logo	\$279.50 per yr.	4731J2
Olympia Advertising	\$66.50 per sq. ft.	4731J3

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## Maple Leaf Park

Monday – Sunday 8:30 a.m. to 10:00 p.m.

- All rentals include washrooms
- Adult and/or Adult Sports Team/League rates are applicable to all players 19 years old and older as of January 1<sup>st</sup> of the current year.
- Youth and/or Minor Sports League rates are applicable to all players 18 years old and under as of January 1<sup>st</sup> of the current year.

<b>Non-Resident Surcharge at any Sports Field</b> Additional 15% premium surcharge on any Sports Field	15%	Non-Res
<b>Ball Diamonds (Hourly Rate) per diamond</b> Adult Rate Youth Rate	\$30.00 per hr. \$20.00 per hr.	4711D5 4711D5Y
<b>Outdoor Field Tournaments (Ball Diamonds)</b> per day (per pitch/field) Adult Rate Youth Rate	\$115.00 per day \$ 65.00 per day	4711D1 4711D1Y
<b>Ball Diamonds - Minor Sports League Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>10 hrs. maximum per week.</b>	\$915.00 per season per League	4711E1
<b>Ball Diamonds Adult Sports Team Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>1 night per week, 4 hrs max/team.</b>	\$850.00 per season per team	4711D7
<b>Ball Diamonds Adult Sports League Rate per diamond</b> Seasonal Rate includes one end of year tournament – <b>5 hrs max per week.</b>	\$1,700.00 per season per League	4711E2
<b>Use of Lights at any Sports Field</b>	\$20.00 per hr.	4711E9
<b>Soccer Fields Minor Sports League Rate per pitch</b> Seasonal rate includes one end of year – <b>12 hrs. max per week.</b>	\$915.00 per season per League	4711E4
<b>Soccer Fields Adult Sports Team Rate per pitch</b> Seasonal rate includes one end of year tournament – <b>3 hrs. max per week.</b>	\$850.00 per season per team	4711D9
<b>Soccer Fields Adult Sports League Rate per pitch</b> Seasonal rate includes one end of year tournament – <b>5 hrs. max per week,</b>	\$1,700.00 per season per League	4711E3
<b>Soccer Fields (Hourly Rate) per Pitch</b> Adult Rate Youth Rate	\$30.00 per hr. \$20.00 per hr.	4711D0 4711D0Y
<b>Outdoor Field Tournaments (Soccer Fields)</b> per day (per pitch/field) Adult Rate Youth Rate	\$115.00 per day \$ 65.00 per day	4711D1 4711D1Y

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## Public Works

### Transfer Station

Sale of Blue Box	\$5.00 each	4870A3
Bag Tags	\$2.50 each	4870C1

### Building Material Disposal

Shingles (value determined by Transfer Station Supervisor)	\$10.00 per bundle up to a maximum of \$100.00	4870A4
Disposal of Excess Waste (minimum charge)	\$5.00 min	4870A6
Excess Waste (maximum 1/2 ton truck load)	\$100.00 per truck load	4870A5
Drywall	\$100.00 per truck load	4870A8
<b>And/or to be determined by the Transfer Station Supervisor and/or designate</b>		

### Tire Disposal

Car tire without rims	As per Ontario Tire Stewardship Program
Car tire with rims	
Truck tire with rims	
Truck tire off rims	
Highway Tractor tire without rims	
Rear Farm Tractor tire without rims	
Miscellaneous Small Tires	

### Other Disposal

Small Furniture	\$10.00	4870A9
Large Furniture	\$20.00	4870B1
Special Items (i.e. Boats)	\$100.00	4870B2

### Entrance Permits/Installation of Culverts – Residential

Entrance Permit Fee for new culverts, culvert extensions and curb cuts	\$200.00	4610B1
Performance Deposit Fee for work to standard	\$300.00 deposit refundable	4610Z1
For work not to standard	Full cost recovery with \$300.00 deposit applied to costs	4610B3

**Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25**

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**Entrance Permits/Installation of Culverts – Commercial/Industrial**

Entrance Permit Fee for new culverts, culvert extensions and curb cuts.	\$250.00	4610B
Performance Deposit Fee for work to standard	\$750.00 deposit refundable	4610Z2
For work not to standard	Full cost recovery with \$750.00 deposit applied to costs	n/a

**Section 391 of the Municipal Act 2001, R.S.O. 2001, c.25****911 Civic Address Blades**

Purchase of a 911 Blade/Sign	\$55.00	4610C1
Replacement of a 911 Blade/Sign	\$25.00	4610C2

**Works in a Municipal Right-of-way**

Performance Deposit – Industrial Wind Turbines Works in a Municipal Right-of-way to standard	\$25,000.00 deposit refundable	4610Z3
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**General Public Works**

Road Occupancy Request	\$200.00 per request	4600A1
Road Occupancy Security Deposit (fee may be increased at the discretion of the Director of Public Works)	\$1,000.00 min.	4600AD

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**The Township of Cavan Monaghan**

**By-law No. 2019-27**

**Being a by-law to confirm the proceedings of the meeting of the Council of the Township of Cavan Monaghan held on the 1<sup>st</sup> day of April, 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 1<sup>st</sup> day of April, 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 1<sup>st</sup> day of April, 2019.

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**Scott McFadden**  
**Mayor**

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**Elana Arthurs**  
**Clerk**